



AGENDA

Town Council Business Meeting

Tuesday, December 9, 2025: 6:00 PM

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

a. Adopt Agenda

4. CONSENT AGENDA

a. Adoption of Minutes

Staff has prepared the following meeting minutes for your approval:

- November 6, 2025, Town Council Business Meeting
- November 18, 2025, Town Council Work Session

b. Accept Certification of November 4, 2025 Municipal Election

This document certifies the 2025 election results with the following two candidates winning seats on the Town Council:

- Ann Petersen = 1,452 votes
- Bob Curtin = 1,486 votes

c. Approve Resolution #1140 — Donate Surplus Equipment to Parkton Police Department

The Parkton Police Department contacted the Town of Southern Pines Police Department to inquire about the availability of any surplus equipment compatible with 2015 Chevy Caprice vehicles. The Parkton Police Department recently purchased three 2015 Chevy Caprices for use within their department and is seeking any usable equipment that Southern Pines may be able to donate to assist with the upfitting of these vehicles.

5. PUBLIC COMMENTS

6. ORGANIZATIONAL MATTERS

a. Recognize Outgoing Councilmember Brandon Goodman

A presentation will be made thanking Councilman Goodman for his service.

b. Oath of Office: Bob Curtin

Bob Curtin was elected to a four-year term.

c. Oath of Office: Ann Petersen

Councilmember Petersen was re-elected and will serve a second four-year term.

d. Approve 2026 Town Council Meeting Schedule

Annual calendar for Town Council business meetings and work sessions.

e. Appoint Alternate Delegate to SMPO

Southern Pines is a member of the Sandhills Metropolitan Planning Organization (SMPO). Mayor Clement is the Council delegate and outgoing Councilmember Goodman was the alternate. Council will appoint a new alternate.

7. ACTION ITEMS

a. Budget Amendment for UrbanSDK Software Purchase

The Town of Southern Pines Police Department and Public Works recommend the adoption of Urban SDK’s traffic analytics platform to significantly improve the accuracy, speed, and efficiency of responding to traffic-related concerns.

b. Approve Resolution #1139 - Setting a Public Hearing Date for Annexation Petition AX-03-25: Humane Society NC Highway 22

The Humane Society of Moore County is petitioning the Town of Southern Pines for annexation of +/- 12.472 acres of land. Per Resolution #1138 — Directing the Clerk to Investigate a Petition Received Under G.S. 106A-31, the Clerk has certified the sufficiency of the application and requests the Council approve Resolution #1139 — Setting the Public Hearing Date for the next regularly scheduled Town Council Business meeting in January 2026.

8. PUBLIC HEARINGS - LEGISLATIVE

a. Zoning Text Amendments for Missing Middle Housing

A proposal to update the Town’s development rules to encourage “missing middle” housing, by creating new minor subdivision options with incentives for well-designed, workforce-focused homes in select higher-density areas.

b. Planned Development Rezoning - Trimble Plant Road

A request to rezone an industrial site on Trimble Plant Road to a Planned Development district in order to create a modern, multi-tenant industrial campus with a new flex building and updated site improvements.

c. The Oaks Rezoning – Country Club Drive

A request to rezone a 2.7-acre former golf course parcel on Country Club Drive to allow six single-family homes with preserved mature trees along the rear of the property.

9. PUBLIC HEARINGS - EVIDENTIARY

a. The Oaks Major Subdivision – Country Club Drive

A request to approve a major subdivision creating six single-family lots on a former golf course parcel along Country Club Drive, including a 21-foot preserved tree buffer at the rear of the property.

10. ADJOURNMENT

Meetings/work sessions of the Southern Pines Town Council are now available on the Town’s Website at sopinesnc.info/agendas. Video of the Town Council meetings will be live-streamed on the website for viewing either during the meetings or after they have concluded. Please note, the video is provided only for the purposes of viewing the meetings; public comments or questions are not accepted via the live stream.



MINUTES

Thursday, November 6, 2025: 6:00 PM

Town Council Business Meeting

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

1. CALL TO ORDER

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

Mayor Clement requested an opening prayer from Councilmember Rev. Debra Gray.

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

Town Manager Reagan Parsons reviewed the agenda.

a. Adoption of Agenda

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

Motion passed.

b. Proclamation — Veterans Day

Mayor Clement shared a proclamation she requested from staff to honor Veteran's Day and Sandhills Veteran's Parade Organization and will present it to the organization at the Veteran's Day Parade on Saturday, November 8, 2025.

4. PUBLIC COMMENTS

Joel Carner, 465 E Delaware, thanked the Council for the work done on the corner of SE Broad St. and W. Massachusetts and shared that a new design was available for sweatshirts and t-shirts at the Welcome Center.

Chris Smithson E May Street, shared his institutional knowledge of Town ordinances and concern over lunchboard signs and outside furniture located on the sidewalk in front of stores in the downtown area impeding pedestrian traffic and in violation of the Town ordinances.

Mr. Smithson commented on the Town's recent decision to waive cutoffs and cutoff fees for utilities through January and that he feels Southern Pines is the most stringent on cutoff dates and fees in Moore County.

Ken McDonald, 749 S Ridge Street, has issue with the increased use of gas-powered leaf blowers in recent years and asked the Town to amend its ordinances to control noise and promote the use of battery-operated leaf blowers instead.

Suzanne Coleman, 225 N May Street, thanked the Council for their continued support of the Welcome Center and shared that November 9th is the 20th anniversary of the Welcome Center

being located in the train station. Ms. Coleman advised everyone that a new graphic was created to celebrate the Welcome Center being located in the Train Station and is for sale on sweatshirts and t-shirts.

- Ms. Coleman also commented on the purchase of the First Bank Building and that she feels its a fabulous idea.

5. CONSENT AGENDA

Councilmember Goodman advised the Town Clerk that a correction needed to be made to the Work Session minutes.

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

Motion passed.

a. Approve Meeting Minutes

Staff has prepared the following meeting minutes for approval:

- October 14, 2025, Town Council Business Meeting
- October 28, 2025, Town Council Work Session Meeting

6. PUBLIC HEARINGS - LEGISLATIVE

a. Landscaping & Tree Protection Amendments to UDO - File #OA-03-24

A continuation of a legislative public hearing that first began at the November 12, 2024 meeting and that has been continued five times. The public hearing is regarding proposed amendments to the UDO covering topics related to landscaping and tree protection requirements for new commercial development and subdivisions.

Planning Director BJ Grieve presented the item to the Council and requested the hearing be continued to the February 10, 2026, Town Council Regular Meeting.

Councilmember Petersen requested clarification on included tree protection ordinances with down zoning amendments.

Mayor Pro Tem Pate moved to approve a continuance of the hearing for OA-03-24 to the February 10, 2026, Town Council Business Meeting; seconded by Councilmember Petersen; the vote was unanimous.

Motion passed.

b. Character District Amendments to Zoning Map and UDO - Files #Z-04-24 & #OA-04-24

A continuation of a legislative public hearing that first began at the November 12, 2024 meeting and that has been continued five times. The public hearing is regarding the creation of a Downtown Character District and a West Southern Pines Character District.

Planning Director BJ Grieve presented the item to the Council and requested the hearing be continued to the February 10, 2026, Town Council Regular Meeting.

Mayor Pro Tem Pate moved to approve a continuance of the hearing for Z-04-24 and OA-04-24 to the February 10, 2026, Town Council Business Meeting; seconded by Councilmember Petersen; the vote was unanimous.

Motion passed.

c. Penick Village Conceptual Development Plan (CDP) - File #PD-04-25

Koontz Jones Design + V3 Companies LLC, on behalf of Penick Village Inc., has submitted a Planned Development application to establish a unified zoning framework for Penick Village and to support its ongoing operations and future expansion.

Town Planner Mason Mattox presented the staff report to the Council.

Bob Koonz of Koonz Jones Design plus V3 addressed the Council with their presentation.

Discussion ensued over phasing and building height measurements.

Public Comment

Joel Carer, 465 E Delaware, shared a presentation with the Council that had previously been shared with the Planning Board with regards his concerns about the size and placement of the proposed building heights while citing the Town's Comprehensive Plan. Mr. Carer also expressed his displeasure with the effect of the project on the tax base.

Town Attorney Mac McCarley advised Council that tax information is not relevant when deciding on zoning issues.

Maureen O'Hara, 560 E Delaware, shared her appreciation of the concessions Penick Village has made to the citizen's concerns but questioned when storm water management would be addressed. Planning Director Grieve addressed the question by stating that details on the storm water management would be reviewed by Town staff during the site plan review process. Town Manager Parson went on to detail the process of the project and at which point items will come before the Council.

Chris Smithson, 570 S May Street, argued that he believes the proposed use is not in compliance with the Town's Comprehensive Plan, contradicting the Staff Report and cited policies regarding affordable housing, neighborhood character, housing diversity, gentrification and taxes.

John McInerney disagrees with the wording of the requested height deviation that only specifies the building height to the eave and not to the top of the building and would like the set-backs on Ridge Street to mirror those on Delaware. Mr. McInerney stressed the importance of deciding on specific wording now so that nothing can be misconstrued later when it would be too late to correct.

Ann Hoca, a Penick Village resident, shared that the plan presented has been a lot of hard work and that they are proud of the finished product.

Discussion ensued amongst the Council. A greenway trail along Ridge Street was suggested.

- 60 ft maximum building height for Section E with measurement restrictions consistent with the UDO standard.

- Yelp siren is to stay in place, per Town Fire Inspector Ken Skipper, but an alternative will be researched with Fire Inspector Skipper's approval.

- Council to maintain architectural approval

- Setback for buildings greater than 35 ft tall will have a buffer of 45 feet with a 20 ft

planted buffer and buildings less than 35 ft tall will have a setback buffer of 30 ft with a 20 ft planted buffer.

- Watershed allocation will have to be addressed during the PDP phase.

Read into the record by Town Planner Maddox:

Approve PD-04-25 with a concurrent amendment to the 2040 Comprehensive Plan reclassifying a portion of the site from horse country to suburban settlement subject to the following conditions of approval. The conceptual shall be amended as follows and a final revised shall be submitted to the Planning Department prior to the submittal of any preliminary development plan application.

A) Prior to PDP approval for any development in Phase E, the applicant must either demonstrate that impervious does not exceed the pre-1993 amount or obtain watershed allocation. A final revised copy of the CDP shall be submitted to the Planning Department prior to the submission of any PDP application.

B) Install a Fire Marshall approved non-audible gate opener for use by the Town of Southern Pines's emergency services in addition to Yelp.

C) Within the entire CDP, the height of a building shall be defined the same as within the UDO. Buildings shall be a maximum of 60 ft in height.

D) On Exhibit 4 on the east side, for buildings equal to or lesser than 35 ft in height, the building setback is 30 ft with a 20 ft planted buffer. For buildings greater than 35 ft in height, the building setback is 45 ft with a 30 ft planted buffer.

E) A 30 ft building setback shall be required along Ridge Street in Phases B and D.

Councilmember Gray so moved, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed

7. ACTION ITEMS

a. Offer of Dedication for a portion of South Carlisle Street

DHIC - Morganton Park North, LLC have offered to dedicate the completed balance of South Carlisle Street, about 1,500 feet between Brucewood Road and Tanglewood Drive, to the Town of Southern Pines.

Town Planner Mattox presented the item to Council.

Mayor Pro Tem Pate moved to approve the offer of dedication for a portion of South Carlisle Street, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

8. CLOSED SESSION

a. Closed Session - Personnel

Council will hold a closed session under NCGS 143-318.11(a)(6) to discuss the performance reviews for the Town Manager and Town Attorney.

Mayor Clement moved to enter closed session at 9:30 pm. to discuss a personnel matter, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

Council returned to open session at 11:05 pm.

9. ADJOURNMENT

Upon motion by Councilmember Petersen, seconded by Councilmember Goodman and carried unanimously, Council adjourned at 11:05 pm.

Respectfully submitted:

Elizabeth Robertson, Town Clerk

DRAFT



MINUTES

Tuesday, November 18, 2025: 3:00 PM

Town Council Work Session

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

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

Town Manager Reagan Parsons reviewed the agenda and requested the following addition: Action Items b) - Budget Ordinance

Mayor Pro Tem Pate moved to adopt the agenda with the requested addition of Action Item B, seconded by Councilmember Petersen; the vote was unanimous.

Motion passed.

4. ACTION ITEMS

a. Approve Resolution #1137 — Directing the Clerk to Investigate an Annexation Petition Received Under G.S. 160A-31

The Humane Society of Moore County is petitioning to annex a property off NC Highway 22. Mayor Clement introduced the item.

Mayor Pro Tem Pate moved to approve Resolution #1137 — Directing the Clerk to Investigate an Annexation Petition Received Under G.S. 160A-31, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

b. Approve Ordinance 3151 – Budget Amendment to Accept Additional SRF Grant Funding

Town Engineer/Asst. Public Works Director James Michel presented the ordinance to the Council.

Mayor Pro Tem Pate moved to approve Ordinance #3151 — Budget Amendment for Additional SRF Grant Funding, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

5. COUNCIL UPDATES AND DISCUSSION

a. Golf Cart Discussion Follow-up

Opportunity to discuss a draft map based upon previous conversation and advise staff as to desired next steps.

Police Chief Nick Polidori addressed the item with the Council, explaining the presented map and the challenges associated with allowing golf carts to be driven on some roadways.

Discussion ensued. Any additional suggestions are to be emailed to Town Manager Parsons and the item will be revisited in January.

b. Planning Department Update

Staff will update Council on applications advancing from the Planning Board to Council and implementation efforts related to the 2040 Comprehensive Plan.

Planning Director BJ Grieve addressed the Council.

- A current topic to be addressed is reviewing the current code restrictions on political signs and identifying changes that could be made to improve it. Some issues identified were:

- knowing the difference between state roads and local roads where the requirements are different.

- where to measure your distance from the back edge of the curb or the edge of the pavement.

- size of sign on state right-a-way 42' high and 84 sq inches sign size

Town Manager Parsons requested that a provision be added to not allow political signs in front of Town facilities except those being used as a polling place on election day.

Mayor Pro Tem Pate suggested the use of pictures to identify where signs can and cannot be placed and then distribute them around election time.

Discussion ensued.

Council would like staff to proceed with the code revision ordinance and bring back to Council for vote.

- Planning Director Grieve shared a portion of the Comprehensive Plan Conservation of Development map, highlighting an area on the north end at the corner of Hwy 22 and Waynor Rd extending down into the Tyler's Ridge development is designated R for Regional Activity Center, Mixed Use and Employment Center, with the intention of having good design standard and accommodating a mixture of uses with a growing population. The Planning Department is getting a lot of inquiries for different uses in that area and would like to make the Council aware of those inquiries should they be contacted.

6. COUNCIL ROUNDTABLE

Councilmember Gray shared the following:

- her bishop has appointed her to a church in Lee County, New Endland Zion AME Church.

- Thanked Councilmember Goodman for moving to adopt a policy for dissolving late fees for water bills

- Thank you to Councilmember Goodman for contacting DOT regarding needed paving in West Southern Pines after Tropical Storm Chantal.

- Shared her appreciation for Councilmember Goodman's service and friendship

- Welcome to Mr Curtin and congrats to Councilmember Petersen on their election victories.

- Trinity Zion AME Church is still giving out food on Saturdays to those in need and thanked councilmembers who came out to help.

- Matthew Walden has asked to share that the Martin Luther King Jr. celebration will be held on January 18th at the West Southern Pines Cultural Center and that councilmembers are invited to attend.

Mayor Pro Tem Pate:

- he attended a class on ethics and conflict of interest where Town Attorney McCarley's guidance on such issues has been spot on.

- Shared that he enjoyed working with Councilmember Goodman. He added a Mr. Curtin and shared his congratulations to Councilmember Petersen.

Councilmember Petersen addressed the draft meeting calendar for 2026 that was handed out to Council prior to the meeting. She shared her concern for other Councilmembers with small children and their ability to attend on the proposed date for the 2026 Budget Retreat on April 2nd. After discussion April 16th was proposed as an alternate.

- Councilmember Gray asked that the meeting time be moved up to 8:00 am.

Councilmember Goodman thanked Chief Cameron for facilitating the last few requests he made and thanked staff for all that they do for the citizens of Southern Pines.

Mayor Clement:

- Attended the Moore County Economic Development Board Meeting last week as well as the Entrepreneur Summit.
- Delivered the proclamation to the Herrera's at the Veteran's Day Parade.
- Attended the Humane Society groundbreaking with Town Manager Parsons.
- A substantial donation is being made to the food bank in part due to the information the Town put out on social media.
- Attended the ComSat meeting
- Attended the Tri-Cities meeting with Mayor Pro Tem Pate and spoke with Luke from the Nature Conservancy regarding water management.
- 2 meetings with the School of Government, Council Procedures and Guidelines and a Mayor's Meeting.
- Festival d 'Avion is this Saturday.
- The Boys and Girls Club is holding a mock council meeting on Thursday with Mayor Clement attending as Mayor.

Town Manager Parsons shared that as a result of conversations regarding blocked and/or crowded sidewalks in the Downtown Area, staff is holding a meeting the next day and invited all of the Downtown Business owners in an effort to address code compliance and police concerns for security over the holidays.

7. ADJOURNMENT

Upon motion by Councilmember Gray, seconded by Councilmember Goodman and carried unanimously, Council adjourned at 4:26 pm.

Respectfully submitted:

Elizabeth Robertson, Town Clerk



2025 MUNICIPAL ELECTION
11/04/2025
ABSTRACT OF VOTES
FOR
MOORE COUNTY, NORTH CAROLINA

INSTRUCTIONS

The county board shall prepare abstracts of all the ballot items in triplicate originals. The county board shall retain one of the triplicate originals, and shall distribute one each to the city or town clerk for the municipality and the State Board of Elections. The State Board of Elections shall forward the original abstract it receives to the Secretary of State. (GS § 163-182.6)

STATE OF NORTH CAROLINA
COUNTY OF MOORE

The County Board of Elections for said county, having opened, canvassed, and judicially determined the original returns of the election in the precincts in this county, held as above stated, do hereby certify that the attached is a true abstract thereof, and contains the number of legal ballots cast in each precinct for each office or referendum named, the name of each person or choice voted for, their party affiliation (where applicable), and the number of votes cast for each person or choice for the item named.

This is the 14th day of November, 2025.

Susan T Adams
 Board Chair

Kelly Powell
 Board Secretary

R. Craig Kennedy
 Board Member

Myrtle D. Goyette
 Board Member

W. Robert Howell
 Board Member

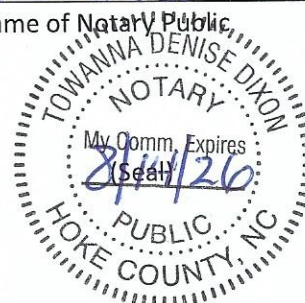
This day personally appeared before me, Susan T. Adams, Chairman of the County Board of Elections, who being duly sworn, says the abstract of votes herein contained is true and correct, according to the returns made to said Board.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this the 14th day of November, 2025.

Towanna Denise Dixon
 Official Signature of Notary Public

Towanna Denise Dixon
 Printed/Typed Name of Notary Public

My Commission Expires: Aug 14, 2026



November 04, 2025 Municipal Election Results by Contest

Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		445	386	52	6	1
	Ron Utley		204	176	26	2	0
	Christopher Weber		70	63	5	2	0
TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		430	369	55	5	1
	Timothy A. (Tim) Helms		351	305	40	6	0
	Daniel Moretz		344	295	44	4	1
	William (Billy) Marts		212	188	21	3	0
TOWN OF CAMERON MAYOR	Lisa Paschal		29	29	0	0	0
TOWN OF CAMERON BOARD OF COMMISSIONERS	John (Joey) Frutchey		28	28	0	0	0
	Kane Parsons		25	25	0	0	0
TOWN OF CAMERON BOARD OF COMMISSIONERS (UNEXPIRED)	Marcia Korver		33	33	0	0	0
TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Brent Tanner		205	122	80	1	2
	John L. McDonald		191	116	73	0	2
	Anton Sadovnikov		189	108	78	1	2
	Malcolm Hall		144	71	72	1	0
FOXFIRE VILLAGE COUNCIL MEMBER	Chris Kragel		289	287	0	0	2
	Stephen D. Gunn		260	258	0	0	2
	Kevin Robbins		232	230	0	0	2
	Janet Nauman		128	127	0	0	1
	Darlene (Dee) Straub		41	40	0	0	1
TOWN OF PINEBLUFF MAYOR	Ronald L. McDonald		147	137	9	0	1
	Mike Ough (Write-In)		19	19	0	0	0
	Robbie Conley (Write-In)		16	14	2	0	0
	Charlie Kirk (Write-In)		9	9	0	0	0
TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	Robbie Conley		205	192	12	0	1
	Thomas Rindfleisch		136	128	7	0	1
	Jerry O. Williams		81	73	8	0	0
VILLAGE OF PINEHURST COUNCIL MEMBER	Jeremy Hooper		2,832	2,106	697	26	3
	Kevin Fitzpatrick		2,484	1,795	663	24	2
	Lydia Boesch		1,290	1,021	258	9	2
	Jeff Morgan (Write-In)		12	6	6	0	0
TOWN OF ROBBINS BOARD OF COMMISSIONERS	Jody Britt		46	46	0	0	0
	Nikki Bradshaw		38	38	0	0	0
	Mark Gilbert		38	38	0	0	0

November 04, 2025 Municipal Election Results by Contest

Friday, November 14, 2025

Page 2 of 2

Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
	Lonnie English		30	30	0	0	0
TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		1,486	1,148	301	30	7
	Ann Petersen		1,452	1,114	292	38	8
	Brandon Goodman		714	588	108	16	2
TOWN OF TAYLORTOWN COUNCIL MEMBER	Bridget Cotton		124	99	22	0	3
	Nadine Headen Moody		110	91	18	0	1
	Sidney Gaddy		105	87	17	0	1
	Andria W. Parker		99	85	13	0	1
	Garry Brown		92	71	20	0	1
	Marvin Taylor		83	65	14	0	4
	William Green		69	55	12	0	2
	Destiny Kearns (Write-In)		61	51	10	0	0
	Arak (Mister) Smith		41	38	2	0	1
	Mitchell Ratliff (Write-In)		41	35	6	0	0
	James Thompson (Write-In)		13	6	7	0	0
	Adam T. Cheatham, Sr.		9	6	3	0	0
	Aaron McLaughlin		9	7	2	0	0
TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		114	102	12	0	0
TOWN OF VASS BOARD OF COMMISSIONERS	Emily Oldham Dick		107	96	11	0	0
	Kris Kosem		92	85	7	0	0
	Cynthia Ann Fairley		38	31	7	0	0
VILLAGE OF WHISPERING PINES COUNCIL MEMBER	Lucy Kaminsky		536	429	104	3	0
	Pamela Harris		500	405	92	3	0
	Angie Mullennix		450	370	76	4	0
	Joshua Leviner		325	276	48	1	0
	Alana Yearsich		127	85	41	1	0
	Wendy DuFour		112	89	23	0	0
	Alexa Roberts (Write-In)		79	72	7	0	0
	Christopher Peiffer		70	62	8	0	0

November 04, 2025 Municipal Election Results by Precinct

Friday, November 14, 2025

Page 1 of 14

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
TOTAL	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		445	386	52	6	1
		Ron Utley		204	176	26	2	0
		Christopher Weber		70	63	5	2	0
TOWN OF ABERDEEN BOARD OF COMMISSIONERS	TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		430	369	55	5	1
		Timothy A. (Tim) Helms		351	305	40	6	0
		William (Billy) Marts		212	188	21	3	0
		Daniel Moretz		344	295	44	4	1
TOWN OF CAMERON MAYOR	TOWN OF CAMERON MAYOR	Lisa Paschal		29	29	0	0	0
TOWN OF CAMERON BOARD OF COMMISSIONERS	TOWN OF CAMERON BOARD OF COMMISSIONERS	John (Joey) Frutchey		28	28	0	0	0
		Kane Parsons		25	25	0	0	0
TOWN OF CAMERON BOARD OF COMMISSIONERS (UNEXPIRED)	TOWN OF CAMERON BOARD OF COMMISSIONERS (UNEXPIRED)	Marcia Korver		33	33	0	0	0
TOWN OF CARTHAGE BOARD OF COMMISSIONERS	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		144	71	72	1	0
		John L. McDonald		191	116	73	0	2
		Anton Sadovnikov		189	108	78	1	2
		Brent Tanner		205	122	80	1	2
FOXFIRE VILLAGE COUNCIL MEMBER	FOXFIRE VILLAGE COUNCIL MEMBER	Stephen D. Gunn		260	258	0	0	2
		Chris Kragel		289	287	0	0	2
		Janet Nauman		128	127	0	0	1
		Kevin Robbins		232	230	0	0	2
		Darlene (Dee) Straub		41	40	0	0	1
TOWN OF PINEBLUFF MAYOR	TOWN OF PINEBLUFF MAYOR	Mike Ough (Write-In)		19	19	0	0	0
		Ronald L. McDonald		147	137	9	0	1
		Robbie Conley (Write-In)		16	14	2	0	0
		Charlie Kirk (Write-In)		9	9	0	0	0
TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	Robbie Conley		205	192	12	0	1
		Thomas Rindfleisch		136	128	7	0	1
		Jerry O. Williams		81	73	8	0	0
VILLAGE OF PINEHURST COUNCIL MEMBER	VILLAGE OF PINEHURST COUNCIL MEMBER	Lydia Boesch		1,290	1,021	258	9	2
		Jeff Morgan (Write-In)		12	6	6	0	0
		Kevin Fitzpatrick		2,484	1,795	663	24	2
		Jeremy Hooper		2,832	2,106	697	26	3
TOWN OF ROBBINS BOARD OF COMMISSIONERS	TOWN OF ROBBINS BOARD OF COMMISSIONERS	Nikki Bradshaw		38	38	0	0	0

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Friday, November 14, 2025

Page 2 of 14

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional		
TOTAL	TOWN OF ROBBINS BOARD OF COMMISSIONERS	Jody Britt		46	46	0	0	0		
		Lonnie English		30	30	0	0	0		
		Mark Gilbert		38	38	0	0	0		
	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		1,486	1,148	301	30	7		
		Brandon Goodman		714	588	108	16	2		
		Ann Petersen		1,452	1,114	292	38	8		
	TOWN OF TAYLORTOWN COUNCIL MEMBER	James Thompson (Write-In)		13	6	7	0	0		
		Garry Brown		92	71	20	0	1		
		Destiny Kearns (Write-In)		61	51	10	0	0		
		Adam T. Cheatham, Sr.		9	6	3	0	0		
		Bridget Cotton		124	99	22	0	3		
		Mitchell Ratliff (Write-In)		41	35	6	0	0		
		Sidney Gaddy		105	87	17	0	1		
		William Green		69	55	12	0	2		
		Aaron McLaughlin		9	7	2	0	0		
		Nadine Headen Moody		110	91	18	0	1		
		Andria W. Parker		99	85	13	0	1		
		Arak (Mister) Smith		41	38	2	0	1		
		Marvin Taylor		83	65	14	0	4		
			TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		114	102	12	0	0
			TOWN OF VASS BOARD OF COMMISSIONERS	Emily Oldham Dick		107	96	11	0	0
Cynthia Ann Fairley				38	31	7	0	0		
Kris Kosem				92	85	7	0	0		
	VILLAGE OF WHISPERING PINES COUNCIL MEMBER	Alexa Roberts (Write-In)		79	72	7	0	0		
		Wendy DuFour		112	89	23	0	0		
		Pamela Harris		500	405	92	3	0		
		Lucy Kaminsky		536	429	104	3	0		
		Joshua Leviner		325	276	48	1	0		
		Angie Mullennix		450	370	76	4	0		
		Christopher Peiffer		70	62	8	0	0		
		Alana Yearsich		127	85	41	1	0		
		CAM	TOWN OF CAMERON MAYOR	Lisa Paschal		29	29	0	0	0

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
CAM	TOWN OF CAMERON BOARD OF COMMISSIONERS	John (Joey) Frutchey		28	28	0	0	0
		Kane Parsons		25	25	0	0	0
	TOWN OF CAMERON BOARD OF COMMISSIONERS (UNEXPIRED)	Marcia Korver		33	33	0	0	0
CAR	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		0	0	0	0	0
		John L. McDonald		0	0	0	0	0
		Anton Sadovnikov		0	0	0	0	0
		Brent Tanner		0	0	0	0	0
EAB	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		211	211	0	0	0
		Ron Utley		97	97	0	0	0
		Christopher Weber		29	29	0	0	0
	TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		178	178	0	0	0
		Timothy A. (Tim) Helms		184	184	0	0	0
		William (Billy) Marts		97	97	0	0	0
		Daniel Moretz		148	148	0	0	0
	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		0	0	0	0	0
		Brandon Goodman		0	0	0	0	0
		Ann Petersen		0	0	0	0	0
EKWD	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		73	73	0	0	0
		Brandon Goodman		48	48	0	0	0
		Ann Petersen		61	61	0	0	0
	VILLAGE OF WHISPERING PINES COUNCIL MEMBER	Alexa Roberts (Write-In)		0	0	0	0	0
		Wendy DuFour		1	1	0	0	0
		Pamela Harris		1	1	0	0	0
		Lucy Kaminsky		0	0	0	0	0
		Joshua Leviner		2	2	0	0	0
		Angie Mullennix		0	0	0	0	0
		Christopher Peiffer		0	0	0	0	0
Alana Yearsich		2	2	0	0	0		
EUR-WP	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		0	0	0	0	0
		John L. McDonald		0	0	0	0	0
		Anton Sadovnikov		2	2	0	0	0
		Brent Tanner		0	0	0	0	0

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
EUR-WP	VILLAGE OF WHISPERING PINES COUNCIL MEMBER	Alexa Roberts (Write-In)		72	72	0	0	0
		Wendy DuFour		88	88	0	0	0
		Pamela Harris		404	404	0	0	0
		Lucy Kaminsky		429	429	0	0	0
		Joshua Leviner		274	274	0	0	0
		Angie Mullennix		370	370	0	0	0
		Christopher Peiffer		62	62	0	0	0
		Alana Yearsich		83	83	0	0	0
EWD	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		0	0	0	0	0
		John L. McDonald		0	0	0	0	0
		Anton Sadovnikov		0	0	0	0	0
		Brent Tanner		0	0	0	0	0
	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		0	0	0	0	0
		Brandon Goodman		0	0	0	0	0
		Ann Petersen		0	0	0	0	0
	TOWN OF TAYLORTOWN COUNCIL MEMBER	Garry Brown		0	0	0	0	0
		James Thompson (Write-In)		0	0	0	0	0
		Destiny Kearns (Write-In)		0	0	0	0	0
		Adam T. Cheatham, Sr.		0	0	0	0	0
		Bridget Cotton		0	0	0	0	0
		Mitchell Ratliff (Write-In)		0	0	0	0	0
		Sidney Gaddy		0	0	0	0	0
		William Green		0	0	0	0	0
		Aaron McLaughlin		0	0	0	0	0
		Nadine Headen Moody		0	0	0	0	0
		Andria W. Parker		0	0	0	0	0
		Arak (Mister) Smith		0	0	0	0	0
		Marvin Taylor		0	0	0	0	0
NSP	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		186	186	0	0	0
		Brandon Goodman		90	90	0	0	0
		Ann Petersen		205	205	0	0	0
PBF	TOWN OF PINEBLUFF MAYOR	Ronald L. McDonald		137	137	0	0	0

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
PBF	TOWN OF PINEBLUFF MAYOR	Mike Ough (Write-In)		19	19	0	0	0
		Robbie Conley (Write-In)		14	14	0	0	0
		Charlie Kirk (Write-In)		9	9	0	0	0
	TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	Robbie Conley		192	192	0	0	0
		Thomas Rindfleisch		128	128	0	0	0
		Jerry O. Williams		73	73	0	0	0
PDN	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		0	0	0	0	0
		Ron Utley		0	0	0	0	0
		Christopher Weber		0	0	0	0	0
	TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		0	0	0	0	0
		Timothy A. (Tim) Helms		0	0	0	0	0
		William (Billy) Marts		0	0	0	0	0
		Daniel Moretz		0	0	0	0	0
	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		315	315	0	0	0
		Brandon Goodman		136	136	0	0	0
		Ann Petersen		298	298	0	0	0
PHA1	VILLAGE OF PINEHURST COUNCIL MEMBER	Jeff Morgan (Write-In)		1	1	0	0	0
		Lydia Boesch		160	160	0	0	0
		Kevin Fitzpatrick		341	341	0	0	0
		Jeremy Hooper		396	396	0	0	0
PHA2	FOXFIRE VILLAGE COUNCIL MEMBER	Stephen D. Gunn		1	1	0	0	0
		Chris Kragel		0	0	0	0	0
		Janet Nauman		1	1	0	0	0
		Kevin Robbins		0	0	0	0	0
		Darlene (Dee) Straub		1	1	0	0	0
	VILLAGE OF PINEHURST COUNCIL MEMBER	Lydia Boesch		314	314	0	0	0
		Jeff Morgan (Write-In)		3	3	0	0	0
		Kevin Fitzpatrick		306	306	0	0	0
		Jeremy Hooper		455	455	0	0	0
		Jeff Morgan (Write-In)		1	1	0	0	0
PHB1A	VILLAGE OF PINEHURST COUNCIL MEMBER	Lydia Boesch		201	201	0	0	0
		Kevin Fitzpatrick		345	345	0	0	0
		Jeremy Hooper		371	371	0	0	0
		Jeff Morgan (Write-In)		1	1	0	0	0

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
PHB2	VILLAGE OF PINEHURST COUNCIL MEMBER	Jeff Morgan (Write-In)		0	0	0	0	0
		Lydia Boesch		129	129	0	0	0
		Kevin Fitzpatrick		267	267	0	0	0
		Jeremy Hooper		314	314	0	0	0
PHC	VILLAGE OF PINEHURST COUNCIL MEMBER	Jeff Morgan (Write-In)		1	1	0	0	0
		Lydia Boesch		215	215	0	0	0
		Kevin Fitzpatrick		534	534	0	0	0
		Jeremy Hooper		570	570	0	0	0
RBN	TOWN OF ROBBINS BOARD OF COMMISSIONERS	Nikki Bradshaw		38	38	0	0	0
		Jody Britt		46	46	0	0	0
		Lonnie English		30	30	0	0	0
		Mark Gilbert		38	38	0	0	0
SSP	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		332	332	0	0	0
		Brandon Goodman		158	158	0	0	0
		Ann Petersen		332	332	0	0	0
TLT	TOWN OF TAYLORTOWN COUNCIL MEMBER	Garry Brown		0	0	0	0	0
		James Thompson (Write-In)		0	0	0	0	0
		Adam T. Cheatham, Sr.		0	0	0	0	0
		Destiny Kearns (Write-In)		0	0	0	0	0
		Mitchell Ratliff (Write-In)		0	0	0	0	0
		Bridget Cotton		0	0	0	0	0
		Sidney Gaddy		0	0	0	0	0
		William Green		0	0	0	0	0
		Aaron McLaughlin		0	0	0	0	0
		Nadine Headen Moody		0	0	0	0	0
		Andria W. Parker		0	0	0	0	0
		Arak (Mister) Smith		0	0	0	0	0
		Marvin Taylor		0	0	0	0	0
VSS	TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		102	102	0	0	0
	TOWN OF VASS BOARD OF COMMISSIONERS	Emily Oldham Dick		96	96	0	0	0
		Cynthia Ann Fairley		31	31	0	0	0
		Kris Kosem		85	85	0	0	0

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
WAB	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		175	175	0	0	0
		Ron Utley		79	79	0	0	0
		Christopher Weber		34	34	0	0	0
	TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		191	191	0	0	0
		Timothy A. (Tim) Helms		121	121	0	0	0
		William (Billy) Marts		91	91	0	0	0
		Daniel Moretz		147	147	0	0	0
	VILLAGE OF PINEHURST COUNCIL MEMBER	Jeff Morgan (Write-In)		0	0	0	0	0
		Lydia Boesch		2	2	0	0	0
		Kevin Fitzpatrick		2	2	0	0	0
Jeremy Hooper			0	0	0	0	0	
WKWD1	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		242	242	0	0	0
		Brandon Goodman		156	156	0	0	0
		Ann Petersen		218	218	0	0	0
WND	FOXFIRE VILLAGE COUNCIL MEMBER	Stephen D. Gunn		257	257	0	0	0
		Chris Kragel		287	287	0	0	0
		Janet Nauman		126	126	0	0	0
		Kevin Robbins		230	230	0	0	0
		Darlene (Dee) Straub		39	39	0	0	0
ABSENTEE BY MAIL	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		6	0	0	6	0
		Ron Utley		2	0	0	2	0
		Christopher Weber		2	0	0	2	0
	TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		5	0	0	5	0
		Timothy A. (Tim) Helms		6	0	0	6	0
		William (Billy) Marts		3	0	0	3	0
		Daniel Moretz		4	0	0	4	0
	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		1	0	0	1	0
		John L. McDonald		0	0	0	0	0
		Anton Sadovnikov		1	0	0	1	0
		Brent Tanner		1	0	0	1	0
	TOWN OF PINEBLUFF MAYOR	Mike Ough (Write-In)		0	0	0	0	0
		Ronald L. McDonald		0	0	0	0	0
		Robbie Conley (Write-In)		0	0	0	0	0

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
ABSENTEE BY MAIL	TOWN OF PINEBLUFF MAYOR	Charlie Kirk (Write-In)		0	0	0	0	0
	TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	Robbie Conley		0	0	0	0	0
		Thomas Rindfleisch		0	0	0	0	0
		Jerry O. Williams		0	0	0	0	0
VILLAGE OF PINEHURST COUNCIL MEMBER		Lydia Boesch		9	0	0	9	0
		Jeff Morgan (Write-In)		0	0	0	0	0
		Kevin Fitzpatrick		24	0	0	24	0
		Jeramy Hooper		26	0	0	26	0
TOWN OF SOUTHERN PINES COUNCIL MEMBER		Bob Curtin		30	0	0	30	0
		Brandon Goodman		16	0	0	16	0
		Ann Petersen		38	0	0	38	0
TOWN OF TAYLORTOWN COUNCIL MEMBER		Garry Brown		0	0	0	0	0
		James Thompson (Write-In)		0	0	0	0	0
		Destiny Kearns (Write-In)		0	0	0	0	0
		Adam T. Cheatham, Sr.		0	0	0	0	0
		Bridget Cotton		0	0	0	0	0
		Mitchell Ratliff (Write-In)		0	0	0	0	0
		Sidney Gaddy		0	0	0	0	0
		William Green		0	0	0	0	0
		Aaron McLaughlin		0	0	0	0	0
		Nadine Headen Moody		0	0	0	0	0
		Andria W. Parker		0	0	0	0	0
		Arak (Mister) Smith		0	0	0	0	0
		Marvin Taylor		0	0	0	0	0
		TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		0	0	0	0
TOWN OF VASS BOARD OF COMMISSIONERS		Emily Oldham Dick		0	0	0	0	0
		Cynthia Ann Fairley		0	0	0	0	0
		Kris Kosem		0	0	0	0	0
VILLAGE OF WHISPERING PINES COUNCIL MEMBER		Wendy DuFour		0	0	0	0	0
		Alexa Roberts (Write-In)		0	0	0	0	0
		Pamela Harris		3	0	0	3	0
		Lucy Kaminsky		3	0	0	3	0

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
ABSENTEE BY MAIL	VILLAGE OF WHISPERING PINES COUNCIL MEMBER	Joshua Leviner		1	0	0	1	0
		Angie Mullennix		4	0	0	4	0
		Christopher Peiffer		0	0	0	0	0
		Alana Yearsich		1	0	0	1	0
EARLYVOTE	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		52	0	52	0	0
		Ron Utley		26	0	26	0	0
		Christopher Weber		5	0	5	0	0
	TOWN OF ABERDEEN BOARD OF COMMISSIONERS	Fallon McIver Brewington		55	0	55	0	0
		Timothy A. (Tim) Helms		40	0	40	0	0
		William (Billy) Marts		21	0	21	0	0
		Daniel Moretz		44	0	44	0	0
	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		72	0	72	0	0
		John L. McDonald		73	0	73	0	0
		Anton Sadovnikov		78	0	78	0	0
		Brent Tanner		80	0	80	0	0
	TOWN OF PINEBLUFF MAYOR	Ronald L. McDonald		9	0	9	0	0
Mike Ough (Write-In)			0	0	0	0	0	
Robbie Conley (Write-In)			2	0	2	0	0	
Charlie Kirk (Write-In)			0	0	0	0	0	
TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	Robbie Conley		12	0	12	0	0	
	Thomas Rindfleisch		7	0	7	0	0	
	Jerry O. Williams		8	0	8	0	0	
VILLAGE OF PINEHURST COUNCIL MEMBER	Jeff Morgan (Write-In)		6	0	6	0	0	
	Lydia Boesch		258	0	258	0	0	
	Kevin Fitzpatrick		663	0	663	0	0	
	Jeremy Hooper		697	0	697	0	0	
TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		301	0	301	0	0	
	Brandon Goodman		108	0	108	0	0	
	Ann Petersen		292	0	292	0	0	
TOWN OF TAYLORTOWN COUNCIL MEMBER	James Thompson (Write-In)		7	0	7	0	0	
	Garry Brown		20	0	20	0	0	
	Adam T. Cheatham, Sr.		3	0	3	0	0	

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional	
EARLYVOTE	TOWN OF TAYLORTOWN COUNCIL MEMBER	Destiny Kearns (Write-In)		10	0	10	0	0	
		Bridget Cotton		22	0	22	0	0	
		Mitchell Ratliff (Write-In)		6	0	6	0	0	
		Sidney Gaddy		17	0	17	0	0	
		William Green		12	0	12	0	0	
		Aaron McLaughlin		2	0	2	0	0	
		Nadine Headen Moody		18	0	18	0	0	
		Andria W. Parker		13	0	13	0	0	
		Arak (Mister) Smith		2	0	2	0	0	
		Marvin Taylor		14	0	14	0	0	
		TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		12	0	12	0	0
		TOWN OF VASS BOARD OF COMMISSIONERS	Emily Oldham Dick		11	0	11	0	0
			Cynthia Ann Fairley		7	0	7	0	0
Kris Kosem			7	0	7	0	0		
VILLAGE OF WHISPERING PINES COUNCIL MEMBER	Alexa Roberts (Write-In)		7	0	7	0	0		
	Wendy DuFour		23	0	23	0	0		
	Pamela Harris		92	0	92	0	0		
	Lucy Kaminsky		104	0	104	0	0		
	Joshua Leviner		48	0	48	0	0		
	Angie Mullennix		76	0	76	0	0		
	Christopher Peiffer		8	0	8	0	0		
	Alana Yearsich		41	0	41	0	0		
	PROVISIONAL	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		1	0	0	0	1
Ron Utley				0	0	0	0	0	
Christopher Weber				0	0	0	0	0	
TOWN OF ABERDEEN BOARD OF COMMISSIONERS		Fallon McIver Brewington		1	0	0	0	1	
		Timothy A. (Tim) Helms		0	0	0	0	0	
		William (Billy) Marts		0	0	0	0	0	
		Daniel Moretz		1	0	0	0	1	
TOWN OF CAMERON MAYOR		Lisa Paschal		0	0	0	0	0	
TOWN OF CAMERON BOARD OF COMMISSIONERS		John (Joey) Frutchey		0	0	0	0	0	
		Kane Parsons		0	0	0	0	0	

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
PROVISIONAL	TOWN OF CAMERON BOARD OF COMMISSIONERS (UNEXPIRED)	Marcia Korver		0	0	0	0	0
	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		0	0	0	0	0
		John L. McDonald		2	0	0	0	2
		Anton Sadovnikov		2	0	0	0	2
		Brent Tanner		2	0	0	0	2
	FOXFIRE VILLAGE COUNCIL MEMBER	Stephen D. Gunn		2	0	0	0	2
		Chris Kragel		2	0	0	0	2
		Janet Nauman		1	0	0	0	1
		Kevin Robbins		2	0	0	0	2
		Darlene (Dee) Straub		1	0	0	0	1
	TOWN OF PINEBLUFF MAYOR	Ronald L. McDonald		1	0	0	0	1
		Mike Ough (Write-In)		0	0	0	0	0
		Robbie Conley (Write-In)		0	0	0	0	0
		Charlie Kirk (Write-In)		0	0	0	0	0
	TOWN OF PINEBLUFF BOARD OF COMMISSIONERS	Robbie Conley		1	0	0	0	1
		Thomas Rindfleisch		1	0	0	0	1
		Jerry O. Williams		0	0	0	0	0
	VILLAGE OF PINEHURST COUNCIL MEMBER	Lydia Boesch		2	0	0	0	2
		Jeff Morgan (Write-In)		0	0	0	0	0
		Kevin Fitzpatrick		2	0	0	0	2
		Jeremy Hooper		3	0	0	0	3
	TOWN OF ROBBINS BOARD OF COMMISSIONERS	Nikki Bradshaw		0	0	0	0	0
		Jody Britt		0	0	0	0	0
		Lonnie English		0	0	0	0	0
		Mark Gilbert		0	0	0	0	0
	TOWN OF SOUTHERN PINES COUNCIL MEMBER	Bob Curtin		7	0	0	0	7
		Brandon Goodman		2	0	0	0	2
		Ann Petersen		8	0	0	0	8
	TOWN OF TAYLORTOWN COUNCIL MEMBER	Garry Brown		1	0	0	0	1
		James Thompson (Write-In)		0	0	0	0	0
		Destiny Kearns (Write-In)		0	0	0	0	0
		Adam T. Cheatham, Sr.		0	0	0	0	0

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Friday, November 14, 2025

Page 12 of 14

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional		
PROVISIONAL	TOWN OF TAYLORTOWN COUNCIL MEMBER	Bridget Cotton		3	0	0	0	3		
		Mitchell Ratliff (Write-In)		0	0	0	0	0		
		Sidney Gaddy		1	0	0	0	1		
		William Green		2	0	0	0	2		
		Aaron McLaughlin		0	0	0	0	0		
		Nadine Headen Moody		1	0	0	0	1		
		Andria W. Parker		1	0	0	0	1		
		Arak (Mister) Smith		1	0	0	0	1		
		Marvin Taylor		4	0	0	0	4		
			TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		0	0	0	0	
TOWN OF VASS BOARD OF COMMISSIONERS		Emily Oldham Dick		0	0	0	0	0		
		Cynthia Ann Fairley		0	0	0	0	0		
		Kris Kosem		0	0	0	0	0		
VILLAGE OF WHISPERING PINES COUNCIL MEMBER		Alexa Roberts (Write-In)		0	0	0	0	0		
		Wendy DuFour		0	0	0	0	0		
		Pamela Harris		0	0	0	0	0		
		Lucy Kaminsky		0	0	0	0	0		
		Joshua Leviner		0	0	0	0	0		
		Angie Mullennix		0	0	0	0	0		
		Christopher Peiffer		0	0	0	0	0		
		Alana Yearsich		0	0	0	0	0		
		TRANSFER	TOWN OF ABERDEEN MAYOR	Robert (Robbie) Farrell		0	0	0	0	0
				Ron Utley		0	0	0	0	0
Christopher Weber				0	0	0	0	0		
TOWN OF ABERDEEN BOARD OF COMMISSIONERS			Fallon McIver Brewington		0	0	0	0	0	
			Timothy A. (Tim) Helms		0	0	0	0	0	
			William (Billy) Marts		0	0	0	0	0	
			Daniel Moretz		0	0	0	0	0	
TOWN OF CAMERON MAYOR			Lisa Paschal		0	0	0	0		
TOWN OF CAMERON BOARD OF COMMISSIONERS			John (Joey) Frutchey		0	0	0	0	0	
			Kane Parsons		0	0	0	0	0	
TOWN OF CAMERON BOARD OF COMMISSIONERS (UNEXPIRED)		Marcia Korver		0	0	0	0			

MOORE COUNTY

November 04, 2025 Municipal Election Results by Precinct

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
TRANSFER	TOWN OF CARTHAGE BOARD OF COMMISSIONERS	Malcolm Hall		71	71	0	0	0
		John L. McDonald		116	116	0	0	0
		Anton Sadovnikov		106	106	0	0	0
		Brent Tanner		122	122	0	0	0
FOXFIRE VILLAGE COUNCIL MEMBER		Stephen D. Gunn		0	0	0	0	0
		Chris Kragel		0	0	0	0	0
		Janet Nauman		0	0	0	0	0
		Kevin Robbins		0	0	0	0	0
		Darlene (Dee) Straub		0	0	0	0	0
TOWN OF PINEBLUFF MAYOR		Mike Ough (Write-In)		0	0	0	0	0
		Ronald L. McDonald		0	0	0	0	0
		Robbie Conley (Write-In)		0	0	0	0	0
		Charlie Kirk (Write-In)		0	0	0	0	0
TOWN OF PINEBLUFF BOARD OF COMMISSIONERS		Robbie Conley		0	0	0	0	0
		Thomas Rindfleisch		0	0	0	0	0
		Jerry O. Williams		0	0	0	0	0
VILLAGE OF PINEHURST COUNCIL MEMBER		Jeff Morgan (Write-In)		0	0	0	0	0
		Lydia Boesch		0	0	0	0	0
		Kevin Fitzpatrick		0	0	0	0	0
		Jeremy Hooper		0	0	0	0	0
TOWN OF ROBBINS BOARD OF COMMISSIONERS		Nikki Bradshaw		0	0	0	0	0
		Jody Britt		0	0	0	0	0
		Lonnie English		0	0	0	0	0
		Mark Gilbert		0	0	0	0	0
TOWN OF SOUTHERN PINES COUNCIL MEMBER		Bob Curtin		0	0	0	0	0
		Brandon Goodman		0	0	0	0	0
		Ann Petersen		0	0	0	0	0
TOWN OF TAYLORTOWN COUNCIL MEMBER		James Thompson (Write-In)		6	6	0	0	0
		Garry Brown		71	71	0	0	0
		Adam T. Cheatham, Sr.		6	6	0	0	0
		Destiny Kearns (Write-In)		51	51	0	0	0
		Mitchell Ratliff (Write-In)		35	35	0	0	0

November 04, 2025 Municipal Election Results by Precinct

Friday, November 14, 2025

Page 14 of 14

Precinct	Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional	
TRANSFER	TOWN OF TAYLORTOWN COUNCIL MEMBER	Bridget Cotton		99	99	0	0	0	
		Sidney Gaddy		87	87	0	0	0	
		William Green		55	55	0	0	0	
		Aaron McLaughlin		7	7	0	0	0	
		Nadine Headen Moody		91	91	0	0	0	
		Andria W. Parker		85	85	0	0	0	
		Arak (Mister) Smith		38	38	0	0	0	
		Marvin Taylor		65	65	0	0	0	
		TOWN OF VASS MAYOR	Alphonso Mosley, Jr.		0	0	0	0	0
		TOWN OF VASS BOARD OF COMMISSIONERS		Emily Oldham Dick		0	0	0	0
Cynthia Ann Fairley				0	0	0	0	0	
Kris Kosem				0	0	0	0	0	
VILLAGE OF WHISPERING PINES COUNCIL MEMBER		Alexa Roberts (Write-In)		0	0	0	0	0	
		Wendy DuFour		0	0	0	0	0	
		Pamela Harris		0	0	0	0	0	
		Lucy Kaminsky		0	0	0	0	0	
		Joshua Leviner		0	0	0	0	0	
		Angie Mullennix		0	0	0	0	0	
		Christopher Peiffer		0	0	0	0	0	
Alana Yearsich		0	0	0	0	0			

MOORE COUNTY

BOARD OF ELECTIONS

CERTIFICATE OF ELECTION FOR

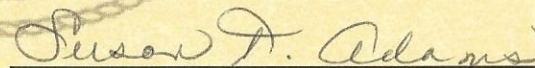
Ann Petersen

TO THE OFFICE OF


TOWN OF SOUTHERN PINES
COUNCIL MEMBER

11/04/2025 MUNICIPAL ELECTION

Issued this 18th of November, 2025



Chair, Board of Elections



Director of Elections

MOORE COUNTY

BOARD OF ELECTIONS

CERTIFICATE OF ELECTION FOR

Bob Curtin

TO THE OFFICE OF

TOWN OF SOUTHERN PINES
COUNCIL MEMBER

11/04/2025 MUNICIPAL ELECTION

Issued this 18th of November, 2025

Jessie D. Adams

Chair, Board of Elections

Jowanna D. Allyn

Director of Elections



RESOLUTION #1040
AUTHORIZING DISPOSITION OF SURPLUS POLICE DEPARTMENT
EQUIPMENT BY DONATION

THAT WHEREAS, the Town of Southern Pines possesses certain items identified below that have been identified as surplus and no longer of use by the Town; and

WHEREAS, the Town Council of the Town of Southern Pines desires to dispose of said surplus property in a manner that will aid local government agencies, sister cities, and other units of government; and

WHEREAS, pursuant to N.C. Gen. Stat. 160A-274, the Town may convey to other governments in North Carolina personal property that the governing board determines to be surplus, obsolete or no longer useable by the Town; and

WHEREAS, the Parkton Police Department in Robeson County, North Carolina has recently purchased three older model Chevy Caprice vehicles for department use and inquired if the Town of Southern Pines had any accessories or equipment that may be may available qualifies as such; and

WHEREAS, the Town of Southern Pines has some accessories that have been removed from Town of Southern Pines vehicles that we no longer own or anticipate ever purchasing vehicles for with the items can be used and due to the specific age, make and model of the vehicles these items are compatible with, it is highly unlikely that the Town could realistically anticipate selling the items;

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

1. That the following equipment as identified by the Police Chief, Fleet Superintendent and Purchasing Agent be declared surplus property:
 - a. Three (3) consoles with MDT mounts (specific to 2013 – 2015 Chevrolet Caprice); and
 - b. Three (3) single prisoner cage panels (specific to 2013 – 2015 Chevrolet Caprice); and
 - c. Three (3) set of assorted lights (visor light, rear deck light, rocker panel light – all specific to 2013 – 2015 Chevrolet Caprice); and
2. That the conveyance of said surplus property to the Parkton Police Department is hereby approved and accepted.

Adopted this 9th day of December, 2025

I certify that this Resolution was adopted by the Town Council of the Town of Southern Pines at its meeting on December 9, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



PARKTON POLICE DEPARTMENT

**28 W David Parnell St,
Parkton, NC 28371**

**Phone: (910) 858-2119
Fax: (910) 858-1119**

Dear Chief Polidori & Assistant Chief Heaton,

My name is Hudson Chitwood, and I am the police chief of Parkton Police Department in Robeson County. Due to a rapidly deteriorating police vehicle fleet, I recently procured (3) 2015 V6 Chevy Caprices to be upfitted for police use in my department.

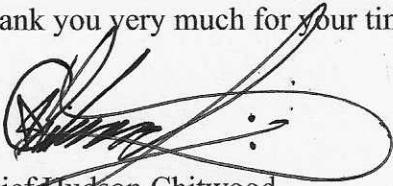
Due to their age, locating police parts for these vehicles will be a challenge, and I was recently made aware that Southern Pines Police may have equipment for this specific make/model/year range of vehicles.

I am currently seeking the following equipment to upfit my 3 Caprices:

- Laptop mounts
- Prisoner partitions
- Console boxes
- Weapons mounts
- Lights (interior/slick top)
- Sirens

If you are willing and able to donate any of the above equipment to help me upfit these vehicles, I would greatly appreciate it. Although I am in a great position in gaining the vehicles, without upfitting, the project may become difficult and time consuming in actually being able to use them for our profession.

Thank you very much for your time and consideration,


Chief Hudson Chitwood
Parkton Police Department

Date: 10/27/2025

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	4/2 9am Budget Retreat	

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



**ORDINANCE #3153
AMENDING THE 2025-2026 FISCAL YEAR BUDGET SBITA Agreement**

BE IT ORDAINED AND ESTABLISHED by the Town Council of the Town of Southern Pines in regular session assembled this 9th day of December, 2025 that the Operating Budget for the Fiscal Year 2025-2026 be and hereby is amended as follows:

<u>DEPARTMENT</u>	<u>LINE ITEM</u>	<u>CODE</u>	<u>INCREASE</u>	<u>DECREASE</u>
IT	Capital – Software/Comp Equip	10-430-7401	\$55,000	
General Fund	Other Fin Source-Leases/SBITA	10-397-0100	55,000	
General Fund	SBITA Financing	10-692-1050	7,000	
Administration	Committee Expenditures	10-420-4800		\$7,000

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of December 9, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk

MEMO

To: Reagan Parsons
From: James Michel, Town Engineer and Kyle Marsh, Police Operations
Captain
Date: 12/03/2025
Re: UrbanSDK Software

The Police and Public Works Departments regularly receive citizen complaints regarding speeding, cut-through traffic, and safety concerns on local roads. Under current processes, verifying a single speeding complaint requires manual traffic studies, officer deployment, or equipment installation, each of which takes staff time and may cost \$2,500–\$7,500 per study, even when complaints are ultimately unfounded. The proposed Urban SDK’s software data platform will help improve efficiency by:

1. Providing the ability to respond to public speeding complaints within a few days, rather than 2–4 weeks by traditional means.
2. Eliminate most manual field data collection, freeing officers and engineers for higher-value work.
3. Verify whether a complaint reflects an actual problem, preventing unnecessary deployments and saving \$2,500–\$7,500 per perception-based study.
4. Identify high-injury network locations and support Vision Zero and Safe Streets initiatives through real-time speed and risk analytics.
5. Provide cross-departmental transparency and faster response to citizens.

Given the increasing number of traffic-related concerns across town, the platform will significantly strengthen data-driven enforcement, engineering, and planning efforts. The platform will provide the following operational benefits:

1. Officer Time Savings - Staff currently spend 4–10 hours investigating a single traffic complaint. Urban SDK reduces this to less than 30 minutes, enabling the Department to reallocate officer time to proactive enforcement and other core functions.
2. Accurate, Real-Time Data - The system aggregates GPS telematics from 78 million connected vehicles representing 27–35% of all vehicles (expected to grow to 98% by 2028), ensuring reliable and robust data for every roadway in town. Staff have cross checked sample results and found the UrbanSDK speed estimates to be within 1 to 2 mph of recent manual studies performed by the Police department.
3. Improved Public Trust and Transparency - Citizen inquiries can be answered with objective traffic data rather than anecdotal reports. Reports and maps can be shared publicly to reinforce accountability and responsiveness.
4. Enhanced Safety Outcomes - Using the platform to guide traffic-calming, targeted enforcement, and infrastructure decisions contributes to measurable reductions in traffic injuries and fatalities, as documented by other agencies using the system.
5. Will allow for speed data collection signs to be used as originally intended for speed deterrents.

Per the Urban SDK quote dated October 2, 2025, the Town's subscription includes the following key features:

1. Comprehensive speed and volume data for every roadway, refreshed daily and annually, respectively
2. A 12-month historical speed dataset at contract signing, with continuous daily updates
3. Traffic volume datasets including annual average daily traffic (AADT), annual average hourly traffic (AAHT), and vehicles miles traveled (VMT), updated yearly
4. Two user seats, administrative access, customer support, and full implementation
5. A discounted three-year agreement with a one-time bridge price of \$7,000 for the initial prorated period ending June 30, 2026, and beginning July 1, 2026 an annual cost of \$16,042.50 with a 3.5% annual increase. It will only take 3-5 avoided manual studies to offset the cost of the annual subscription.

Based on the operational efficiencies, cost savings, and public safety benefits outlined above, the Police Department recommends approval of the multi-year Urban SDK agreement as quoted. The platform provides substantial value across Police, Public Works, and Planning, and will materially improve the Town's ability to respond to citizens, make data-driven decisions, and enhance roadway safety.

System Screenshot

<https://portal.urbansdk.com/public/insights/a1b01832-23ac-4f90-9004-1172d8cd58c7/0a32fa1a-5115-4164-b955-8957b9753d8b>

Town of Southern Pines, North Carolina | Basemap | Layers | Avg. Speed | Date / Time | Rules

Search point of interest

Avg. Speed

id	10287282	AADT	700	PTI	1.43
Name	W Delaware Ave	Min. Speed	1	AAHT	30
Speed Limit	35	Max. Speed	31	Speed Difference Average	-22
Road Class	Local	Avg. Speed	13	Speed Difference 50th	-22
Direction To	NB	50th Speed	13	Speed Difference 85th	-19
Direction From	SB	85th Speed	16	Speed Difference 95th	-19
speed_limit_cat	NIA	95th Speed	16	VMT	64
Direction	B	TTI	1.07	Rule Met	
Collision Index	0.101	BTI	0.37	Functional Class	5

Click to open analysis

Legend

Traffic Speeds Default

Reset Settings

Map controls: Full Screen, Zoom In, Zoom Out, Home, Layers, Full Screen

© Mapbox © OpenStreetMap Improve this map © Maxar



URBANSDK

Town of Southern Pines, North Carolina - Urban SDK License

Town of Southern Pines, North Carolina

180 SW Broad St, Southern Pines, NC 28387, USA
Southern Pines, NC 28387
United States

Quote created: October 2, 2025

Quote expires: November 30, 2025

Quote created by: Cole Powell

Account Executive

cole.powell@urbansdk.com

+18649793683

James Michel

jmichel@southernpines.net
(910) 692-1983

Kyle Marsh

marsh@southernpines.net
+19106922732 ext 2852

Cory Albers

calbers@southernpines.net
910-692-1983

Comments from Cole Powell

Urban SDK will provide the Town of Southern Pines, North Carolina with comprehensive Speed and Volume data for every roadway. This includes:

1. **Speed Data:** A 12-month data backfill starting from the month before the contract signing, with ongoing daily reports.
2. **Volume Data:** Refreshed annually to reflect updated traffic conditions.
3. **Historical Data:** Any historical data supplied by the Town of Southern Pines, North Carolina will be uploaded into the platform, ensuring continuity and a robust dataset for analysis.

Contract Terms:

- **Insights Plan**
- **Traffic Volumes**
- **Urban SDK User Seats - 2**
- **Customer Support - Fee Waived**
- **Implementation - Fee Waived**
- **CPI 3.5%**
- **Contract Dates:**
 - **Start: 12/17/2025**
 - **End: 06/30/2029**
- **3 Year Agreement - 10% Discount**
- **Bridge Price (12/17/2025-06/30/2026) - \$7,000**

This contract will automatically renew on 7/1/2026 for a 3-year term.

- **Year 1 Price - \$16,042.50**
- **Year 2 Price - \$16,603.98**
- **Year 3 Price - \$17,185.11**

Products & Services

Item & Description	Quantity	Unit Price	Total
<p>Insights Plan</p> <p>Base plan for Urban SDK with 13 Months of Historical Data Archive.</p> <p>License includes:</p> <ul style="list-style-type: none"> - Insights Analytics & Reporting - Workspace Data Storage - Studio Map Builder - Public Portfolio to Share Reports <p>Monthly Traffic Conditions Data for Functional Road Classes 1-5</p> <ul style="list-style-type: none"> - Minimum Speed - Maximum Speed - Average Speed - 50th Percentile Speed - 85th Percentile Speed - 95th Percentile Speed - Speed Difference - Average Speed - Speed Difference - 85th Percentile - Speed Difference - 95th Percentile - Speed Limits 	1	\$15,500.00 / year	\$13,950.00 / year after 10% discount for 3 years
<p>Traffic Volumes</p> <p>Traffic Volume Data for Functional Road Classes 1-5:</p> <ul style="list-style-type: none"> - Average Annual Daily Traffic Data (AADT) - Average Annual Hourly Traffic Data (AAHT) - Vehicle Miles Travelled Data (VMT) - Updated Annually - 1 Year Data Archive 	1	\$2,325.00 / year	\$2,092.50 / year after 10% discount for 3 years
<p>Urban SDK User Seat</p> <p>Urban SDK Administrative Access</p>	2	\$1,250.00 / year	\$0.00 / year after 100% discount for 3 years
<p>Customer Support</p> <ul style="list-style-type: none"> - Live Chat & Email Support - Knowledge Base How To Articles and Videos - Online Training Webinars 	1	\$2,000.00 / year	\$0.00 / year after 100% discount for 3 years

Item & Description	Quantity	Unit Price	Total
Implementation Implementation to Urban SDK platform	1	\$1,500.00 / year	\$0.00 / year after 100% discount for 3 years
		Annual subtotal	\$16,042.50 after \$7,782.50 discount
		Prorated Annual Amount	(\$9,042.50)
		Total	\$7,000.00

Terms and Conditions

Our agreement is effective as of the Effective Date set forth below, is entered into by and between the Buyer identified as Customer below ("Customer") and Urban SDK, Inc., a Delaware corporation, with its principal place of business located at 10151 Deerwood Park Boulevard, Building 100 Ste 100 Jacksonville, Florida 32256 ("Urban SDK"). The parties acknowledge and agree that they have read and understand this Agreement and, upon execution, are legally bound by it.

This Agreement includes this "Signature" or any other ordering document referencing this Agreement, the Terms and Conditions available at [Terms and Conditions](#), all statements of work entered into in connection with this Agreement ("Statement(s) of Work").

Signature

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name



RESOLUTION #1139

SETTING DATE OF PUBLIC HEARING FOR ANNEXATION APPLICATION AX-03-25: Humane Society of Moore County, NC Highway 22

WHEREAS, a petition requesting annexation of an area described herein has been received; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency thereof; and

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has been made;

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

Section 1. That a public hearing on the question of annexation of the area described herein will be held at the Southern Pines Police Department at 6:00 pm on January 13, 2026.

Section 2. The area proposed for annexation is described as follows:

Property Identification Number (PIN) and Parcel Identification:

PIN: 858400012072; PARID: 20070748

Property Owners/Applicants:

Corinne Kern, President for Humane Society of Moore County
PO Box 203
Southern Pines, NC 28388

Total Size of Property:

Total Acreage: +/- 12.472 acres

Meets & Bounds:

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

A certain piece of parcel of land situated on the easterly side of NC Highway 22 The westerly side of present day Aviation Drive and the southerly side of Waynor Road in the county of Moore, State of North Carolina being depicted as "12.472 acres total area, a portion of Chandler-Clerk F.L.P DB 1480 P498, PC7, Slide 223" on a map entitled "Boundary Survey for Chandler-Clerk Dated August 30, 2007, Scale 1"=100' by Carl A Samuelson III, PLS #L-2787" and filed in the Moore County, North Carolina Registry of Deeds as Plat Cabinet 13, Slide 954, said parcel being more particularly described as follows:

BEGINNING at a point on said survey designated at "A" SPK marking the intersection of centerlines of Waynor Road and present-day Aviation Drive. Thence, S 32°10'22" E a distance of 67.42 feet to a point.

Thence, S 31°32'52" E a distance of 292.92 feet to a point of curvature.

Thence, along a curve to the left having a central angle of 06°18'44" a radius of 6528.85 feet and an arc length of 719.27 feet to a point. Said point bearing S 29°34'59" E a chord distance of 718.91 feet from the point of curvature. The last 3 courses being along the centerline of the present-day Aviation Drive.

Thence, N 87°47'51" W a distance of 34.20 feet to a point

Thence N 87°47'51" W a distance of 937.97 feet to a point in the easterly right-of-way of NC Highway 22.

Thence, N 14°04'26" E a distance of 521.00 feet to a point.

Thence, N 13°56'01" E a distance of 141.32 feet to a point.

Thence, N 11°32'42" E a distance of 202.44 Feet to a point. The last 3 courses being along the easterly right-of-way of NC Highway 22.

Thence, N 07°52'49" E a distance of 36.41 feet to a point in the centerline of Waynor Road.

Thence, N 85°27'07" E along the Center of Waynor Road a distance of 221.85 feet to a point the point and place of BEGINNING.

Section 3. Notice of said public hearing shall be published in The Pilot, a newspaper having general circulation in the Town of Southern Pines, at least ten (10) days prior to the date of said public hearing.

Adopted this 9th day of December, 2025.

I certify that this resolution was adopted by the Town Council of the Town of Southern Pines at its meeting of December 9, 2025, as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk

DRAFT

Planning Staff Report

To: Reagan Parsons, Town Manager

From: James Broadwell, Senior Planner

Date: December 9, 2025

Item: File #**OA-04-25**–Missing-Middle Housing Text Amendments to the Unified Development Ordinance (UDO) and UDO Appendices

EXECUTIVE SUMMARY

The Town of Southern Pines Planning Department, in accordance with the 2023 Comprehensive Plan and Phase II of implementing that plan, is proposing to amend the Unified Development Ordinance (UDO) with multiple text amendments aimed to improve the supply of “missing middle” housing in Southern Pines, while also retaining Southern Pines’ distinct and highly valued character. Planning staff request that the Planning Board and Town Council review the proposed changes per UDO §2.17. The proposed amendments are as follows, with reference to applicable UDO section(s):

1. Amend:

- UDO §2.19 (the Regulation of Subdivisions, Generally)
- UDO §2.32 (the Minor Subdivision)
- UDO §3.5.6 (RM-1–Residential Mixed Housing-1)
- UDO §3.5.7 (RM-2–Residential Mixed Housing-2)
- UDO §3.5.8 (Central Business)
- UDO §3.5.10, (Neighborhood Business)
- §UDO 3.5.11 (Office/Service)
- UDO Exhibit 4-1 (Building Height, Setbacks, and Lot Dimensions)
- UDO Appendix A (the Minor Subdivision Application Checklist)

2. Create:

- UDO §2.49 (the Minor-2 Subdivision)
- UDO §2.50 (the Minor-3 Subdivision)
- UDO Appendix A (Minor-2 & 3 Subdivision–Site Plan Application Checklist)
- UDO Appendix A (Minor-2 & 3 Subdivision–Final Plat Application Checklist)
- UDO Appendix B (Chapter 10 “System Vision New Homes Construction Standards”)

Fundamentally, the changes establish two new types of minor subdivisions (for “missing middle” housing only). By meeting specific standards, in addition to all others applicable in the UDO, these two new minor subdivision options unlock a set of incentives – most notably an administrative approval process and reduced minimum lot sizes. The proposed standards help protect community character, while the incentives encourage the resultant “missing middle” housing in areas of town zoned for relatively high density (and especially on infill and redevelopment sites). The specific text of each proposed amendment, along with margin comments providing additional explanation and staff analysis of each change, may be found in the attachments to this staff report. Planning staff will present the proposed changes at the public hearing on December 9, 2025.

I. PLANNING BOARD RECOMMENDATION

On November 20, 2025, the Town of Southern Pines Planning Board held a public hearing on application OA-04-25. Planning staff made a presentation on the project's background, the problem it intends to improve, details of the proposed subdivision process standards, and multiple examples of how the proposed changes could be employed. Finally, staff gave their assessment of how the proposed text amendments are consistent with key Comprehensive Plan priorities and the criteria for approval under UDO §2.17.10.

No members of the public spoke during the hearing. After closing the hearing, the Board communicated to staff their concurrence with the scope, mechanisms, and most likely outcomes of the text amendments. A motion was made that the proposed UDO text amendments are consistent with the 2040 Comprehensive Plan and the criteria under UDO §2.17.10—for the reasons set forth in Attachment I of staff report OA-04-25; the Board then recommended approval of OA-04-25 to the Town Council. The motion carried by a vote of 6-0. The board's justifications are detailed in the Planning Board Resolution in Attachment I of this staff report.

II. APPLICATION REVIEW:

A. Review Process:

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

B. Criteria for Review:

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

2.17.10. Criteria for UDO Text Amendments

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

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

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

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

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

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

C. Overall Timeline:

- **December 2024:** Comprehensive Plan Phase II begins; missing middle housing selected as a key focus area.
- **January-February 2025:** Housing focus group initial meetings; Central Pines Regional Council and UNC School of Government consultations.
- **March 25, 2025:** Town Council selects “pathways 1, 2, and 3” (zoning reform, accessory dwelling unit (ADU) reforms, and missing middle administrative approval options) as focus areas for the housing project.
- **April-July 2025:**
 - Housing focus group meetings, staff research, draft text amendment writing, and assessing real-world implementation.
 - Decision to combine pathways 1 and 3 and separate pathway 2 (ADUs) to a different text amendment.
- **July-September 2025:** Legal reviews, refining checks from the focus group, and state agency / UNC School of Government consultation.
- **October 30, 2025:** Housing “Town Talk” hosted by town staff at the E.S. Douglass Community Center.
- **November 20, 2025:** Missing Middle Housing Text Amendment Planning Board public hearing.
- **December 9, 2025:** Missing Middle Housing Text Amendment Town Council public hearing.

D. Staff Comments:

The proposed amendments to the UDO are depicted on a copy of the UDO that is attached to this staff report using **strikeouts** for proposed deletions and **underline** for proposed additions. Only the sections being amended are attached. Margin comments that explain the reason for each proposed amendment are also included.

2040 Comprehensive Plan Consistency. The Town Council should, when reviewing proposed amendments to the UDO, determine whether the proposed amendments are consistent with the Comprehensive Plan (criterion A), timely and salient public policy (criterion C), and impacts to the public at large (criterion E).

The Town of Southern Pines 2040 Comprehensive Plan (Comp Plan) establishes a vision to help guide growth for the next decade. Zoning is adopted (and amended from time to time) in order to implement the vision contained in the plan. In multiple instances, the Comp Plan calls for changes to the UDO that catalyze infill development, redevelopment, and expanded “missing middle” housing (townhomes, duplexes, etc.) in higher density zones.¹ For that reason, Comp Plan

¹ Town of Southern Pines. 2040 Comprehensive Plan, pages 150-155.

policies 7.1 and 7.5² were selected by the Town Council for staff to implement on March 25, 2025.

The Attainable Housing Problem. Attainable housing is an expansive challenge both locally and nationally; a 2024 Bowen National Research Study, which focused on the core counties of NC, found an aggregate gap of 7,724 housing units for Moore County between 2024 and 2029³. Of note, the majority of the gap is in “for-buy” housing, and not “for-rent” housing (like apartments). Based on staff research and focus group input, the supply / demand gap is especially pronounced for the workforce population (individuals making 80-120% of the Area Median Income (AMI)) for ownable housing in Southern Pines. Consequently, housing prices continue to rise and prevent the workforce population from owning and building equity in real property. That’s a major piece of why the 80-120% AMI bracket was chosen as the target audience for this housing supply improvement policy endeavor. Moreover, without deliberate changes, housing may continue to sprawl into the periphery of town—causing longer commutes for the workforce and further changing and reducing the character of the natural and rural areas.

Proposed Subdivision Regulation Changes. With the resources and options available, staff explored multiple avenues to ameliorate the housing problem. Following robust inputs from a focus group of technical and industry experts, legal consultation, external agencies, and the public (during the creation of the Comprehensive Plan in 2023 and during a housing “town talk” held on October 30, 2025), staff are proposing amendments to the town’s subdivision regulations to foster “missing middle” housing. The focus areas are the town’s five higher density zones, with infill and redevelopment being emphasized—key priorities within the Comp Plan’s vision. The amendments propose creating two new types of minor subdivisions – the “minor-2” and “minor-3:”

- **Minor-2** can approve up to 9 lots administratively, if the minor-2 requisite design standards are met.
- **Minor-3** can approve up to 21 lots administratively, if the minor-2 requisite design standards are met, and a combination of minor-3 incentivized design standards are met.
- **Incentives** are unlocked for either subdivision type, if the requisite standards are met.

An important caveat is that any minor-2 or minor-3 project requirements include, but are not limited to, the requisite baseline acreage relative to the proposed unit count, 10% open space, parking, access, buffers (if applicable), and additional incentivized standards, as applicable.

The full list of proposed standards safeguards community character and quality design, while the incentives encourage infill development and redevelopment (**see the proposed Appendix A and B amendments attached for the full details**).

² Town of Southern Pines. 2040 Comprehensive Plan, pages 199-200.

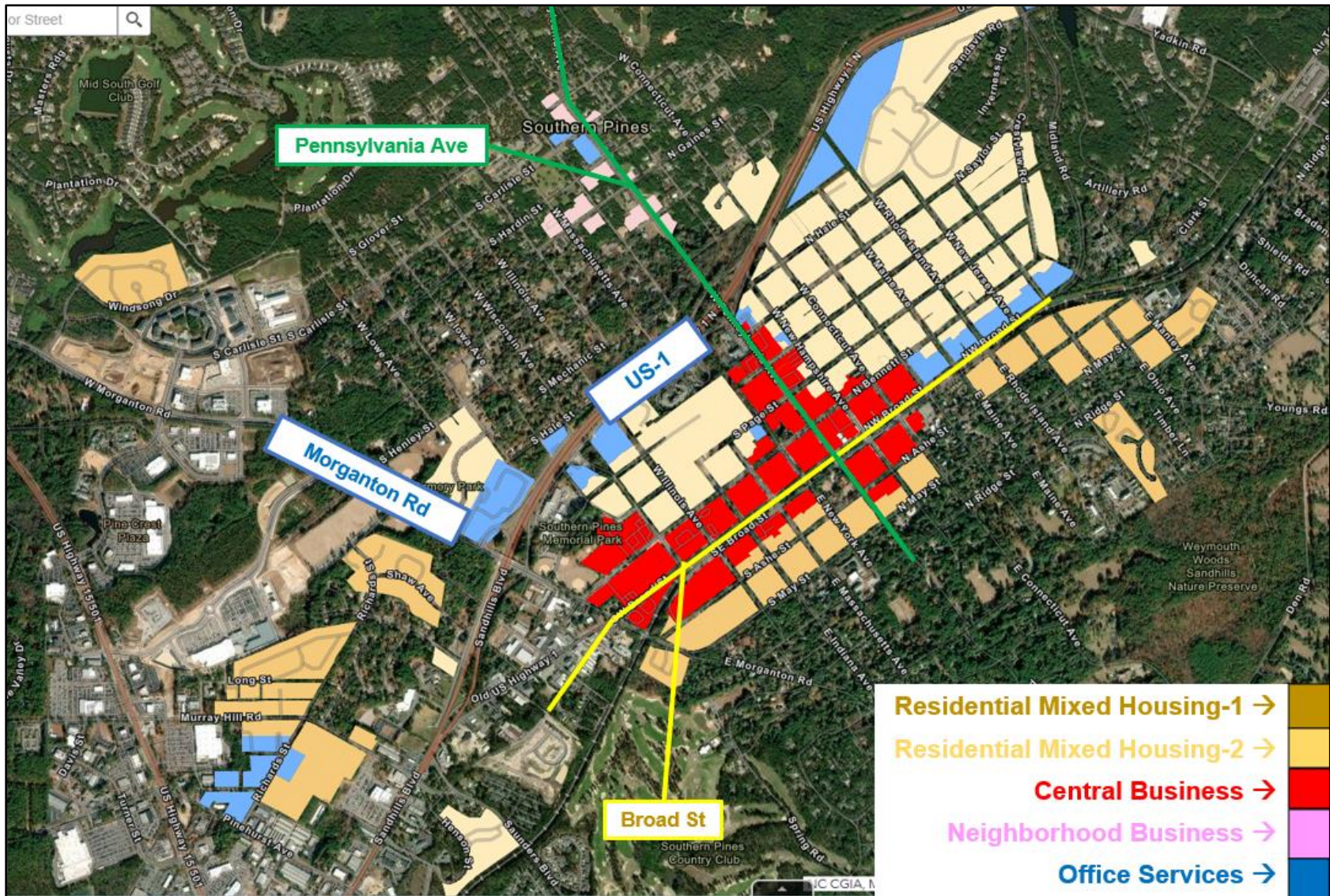
³ Bowen National Research. 2024. [“Housing Needs Assessment—Moore County, NC Housing Overview.”](#)

Additionally, unless preceded by a Conditional Zoning District that approves multiple housing types, the minor-2 and minor-3 subdivisions may only apply to “single-family attached” subdivisions (or missing middle housing). Single-family attached housing is only allowed by-right in five zoning districts:

- Residential Mixed Housing–1 (RM-1)
- Residential Mixed Housing–2 (RM-2)
- Central Business (CB)
- Neighborhood Business (NB)
- Office/Service (OS)

Please see figure 1 below for maps of the single-family attached “by-right” zones. For clarity, single-family attached subdivisions are not allowed by-right in any of the single-family detached or rural zoning districts (RS-1, RS-2, RS-3, RR, or RE).

Figure I – Allowed Zoning Districts for “Single-Family Attached” Subdivisions.





Baseline Standards. The baseline requirements for a minor-2 or minor-3 subdivision, in addition to all other applicable UDO requirements, include the following 17 standards:

1. Authorized districts only (only RM-1, RM-2, CB, NB, and OS, unless preceded by Conditional Zoning or Planned Development that authorizes single-family attached)
2. Maximum square footage limit
3. Maximum footprint limit
4. Building materials standards
5. Building articulation standards
6. Building projection standards
7. Garage standards
8. The street trees requirement
9. Buffer requirements
10. The 10% open space requirement
11. Flood zones wetlands standards
12. Watershed Protection Permit requirement
13. Existing vegetation retention requirements
14. Stormwater standards
15. Street and access standards
16. Applicable UDO overlays conformance requirement
17. Applicable state and federal regulation conformance requirement

Unlocked Incentives. If the baseline 17 required standards are met, the following incentives are unlocked for minor-2 and minor-3 subdivisions:

1. **Lot size:** reduction to 50% of the underlying minimum lot size
2. **Setbacks:** side and rear setbacks may be reduced by 40%; front setbacks may be reduced by 25%.
3. **Lot width:** No minimum lot width for individual townhouse lots.
4. **Tree protection fences:** may serve as dual-purpose with silt fences.
5. **Watershed Protection Permit:** may be approved in conjunction administratively.
6. **Maximum Building Height:** may build up to 45' in height, regardless of the underlying zoning district.

(Minor-3-Only) Incentivized Standards. The following only apply to minor-3 subdivisions, and one may choose any combination to earn 15 points. Different standards are allotted differing point values depending on their impact and / or cost. All incentivized standards aim to further ensure community character or offset long-term costs to the benefit of the future homeowner:

1. **Redevelopment site:** no more than 30% of the site may be land that represents Southern Pines natural character.
2. **Building standards:** build to a set of building standards that are more durable and energy efficient for the homeowner.
3. **Parking design standards:** side and rear parking design.

4. **Pedestrian connectivity:** including sidewalk and trail connection options.
5. **Exterior Lighting standards.**
6. **Gutters Installation standards.**
7. **Improved Landscaping:** standards around buildings and vehicle use areas.
8. **20% Open Space standard.**
9. **Modified architectural standards.**
10. **Conditional Zoning District (CZD).** A different incentivized standard as negotiated with a CZD

Staff Conclusion. An important note is that the proposed amendments will not “fix” the ubiquitous housing challenge in Southern Pines; however, the amendments may help cultivate the type of workforce housing needed to move the aggregate supply and demand closer together. Furthermore, the requirements will help ensure that an increase in density occurs with character, in the right places, and controls for other key Comp Plan priorities. Without deliberate changes, housing prices and availability will likely continue to be exacerbated, and sprawl will likely continue in the natural and rural periphery of town.

Planning staff are available during regular business hours prior to the Town Council public hearing on December 9, 2025 for questions and/or to discuss any of the proposed amendments.

E. Outside Agency Comments:

A request for comment was emailed to representatives from the Regional Land Use Advisory Commission (RLUAC), North Carolina Department of Transportation (NCDOT), U.S. Fish and Wildlife Service, Moore County Economic Development Partnership, Central Pines Regional Council, the Sandhills Metropolitan Planning Organization, the Moore County Airport, and representatives of the Town of Southern Pines on October 31 and November 18, 2025.

As of the completion of the staff report, the only comment received has come from RLUAC, stating they have no comments. Any responses received from agencies following completion of this staff report, but prior to the Town Council public hearing, will be provided verbally at the hearing.

III. ATTACHMENTS:

1. Planning Board Resolution.
2. Sections of the current UDO with proposed amendments, using ~~strikeout~~ for proposed deletions and underline for proposed additions.
3. Sections of the current UDO Appendices with proposed amendments, using ~~strikeout~~ for proposed deletions and underline for proposed additions.

IV. TOWN COUNCIL ACTION:

The Town Council shall consider the criteria for text amendments found in UDO §2.17.10, including consistency with the Comprehensive Plan. Per NCGS §160D-605, the Town Council shall approve a brief statement addressing plan consistency and reasonableness of the proposed amendments. The Town Council may wish to use the following motions for guidance:

I move that after considering the criteria for text amendments found in UDO §2.17.10, the Town Council finds that:

1. The proposed text amendments are consistent with the Comprehensive Plan and are a reasonable way to implement that plan for the reasons set forth in the Planning Board’s resolution that was included as an attachment to the staff report for OA-04-25;
2. The proposed text amendment is consistent with the Comprehensive Plan and is a reasonable way to implement that plan for the reasons set forth in the Planning Board’s resolution that is included as an attachment to the staff report for OA-04-25, but with the following edits or additions to the resolution...
3. The proposed text amendment is not consistent with the Comprehensive Plan and/or is unreasonable for the following reasons...

And, therefore, I move to:

1. Approve the proposed amendments to the UDO as shown on the attachment to staff report OA-04-25 in the December 9, 2025 Town Council packet *(if desired, the Town Council may state any additional reasons you support the proposed amendment, besides those already listed in the Planning Board resolution)*;
2. Approve the proposed amendments to the UDO as shown on the attachment to staff report OA-04-25 in the December 9, 2025 Town Council packet, with the following additional changes... *(if any changes were made to the proposed revisions, list the changes and reason(s) the text was changed)*;
3. Deny OA-04-25 *(the Town Council shall state any reasons for denial of the proposed amendment)*; OR
4. Other...



ATTACHMENT A

**PLANNING BOARD
RESOLUTION TO ADOPT A WRITTEN RECOMMENDATION
FOR ORDINANCE AMENDMENT APPLICATION
OA-04-25**

WHEREAS, Section 160D-701 of the North Carolina General Statutes specifies that zoning regulations shall be made in accordance with a comprehensive plan and shall be designed to protect the public health, safety and general welfare; and

WHEREAS, Section 160D-604 of the North Carolina General Statutes specifies that the Planning Board shall, with any ordinance amendment or zoning map amendment, advise and comment on whether the proposed action is consistent with the adopted Comprehensive Plan and on other matters as deemed appropriate by the Planning Board, and that the Planning Board shall provide this in the form of a written recommendation to the Town Council; and

WHEREAS, the Planning Board conducted a duly-noticed public hearing during a meeting held on November 20, 2025 to listen to public comments, ask questions of the Town's Planning staff, and to consider ordinance amendment application OA-04-25.

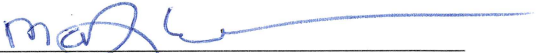
NOW, THEREFORE BE IT RESOLVED that the Planning Board finds and recommends to the Town Council that the revisions to the Unified Development Ordinance (UDO) that have been prepared by town staff are reasonable, in the public interest and are consistent with the Town of Southern Pines Comprehensive Plan (Comprehensive Plan).

The Comprehensive Plan was written and adopted with the aim of improving housing availability and attainability within the Southern Pines jurisdiction. Policies 7.1 and 7.5 specifically call for change to foster housing diversity and to promote local workforce housing. Through the requisite standards to qualify for either of the proposed minor subdivision types, the proposed text amendments clearly possess the potential to achieve that goal while protecting the highly-valued built and natural character of Southern Pines. Moreover, the proposed text amendments will only encourage "missing middle" housing in the areas of town zoned for higher density. These areas also may likely involve infill and redevelopment, other Comprehensive Plan priorities. The Planning Board therefore concludes that the proposed amendments to UDO §2.19, §2.32, §3.5.6, §3.5.7, §3.5.8, §3.5.10, §3.5.11, Exhibit 4-1, and Appendix A, and the proposed creations of UDO §2.49, §2.50, and specified sections of Appendix A and Appendix B are consistent with the Comprehensive Plan. Catalyzing missing middle housing with Southern Pines character, in the

appropriate zones and controlling for other key Comprehensive Plan priorities, fully aligns with policies 7.1 and 7.5, and the majority of Comprehensive Plan chapter 2 guiding principles.

Therefore, the proposed text amendments are reasonable, in the public interest, and consistent with the 2040 Comprehensive Plan.

ADOPTED this the 20th day of November, 2025.


Matthew Walden, Chairman

ATTEST:


Cindy Williams
Secretary to the Planning Board

Southern Pines Unified Development Ordinance

Adopted October 8, 2013
Edits through September 23, 2025
Includes G.S. 160D Revisions

Table of Contents

Chapter 1. Administration.....	1-1	2.18. Planned Development.....	2-24
1.1. Title	1-1	2.19. Regulation of Subdivisions, Generally	2-31
1.2. Purpose and Intent	1-1	2.20. Major Subdivision	2-33
1.3. Consistency With Comprehensive Plan	1-1	2.21. Special Use Permit	2-44
1.4. Organization.....	1-2	2.22. Variance	2-47
1.5. Interpreting the Code.....	1-2	2.23. Appeals	2-49
1.6. Applicability.....	1-2	2.24. Vested Rights Determination.....	2-51
1.7. UDO to Protect and Promote Health, Safety and Welfare	1-4	2.25. Development Approval Revocation	2-51
1.8. Coordination with Other Regulations	1-4	2.26. Architectural Compliance Permit.....	2-52
1.9. Administering this UDO.....	1-5	2.27. Designation of Historic Districts.....	2-53
Chapter 2. Development Processes	2-1	2.28. Certificate of Appropriateness – Major Work.....	2-54
2.1. Purpose	2-1	2.29. Vacation of Streets or Alleys.....	2-56
2.2. Procedural Requirements.....	2-1	2.30. Administrative Development Approvals	2-57
2.3. Approvals Required	2-2	2.31. Adoption of Technical Codes	2-59
2.4. Authority to Condition Development Approvals....	2-2	2.32. Minor-1 Subdivision	2-61
2.5. Categories of Development Approvals	2-2	2.33. Vacation of Easements or Plats.....	2-62
2.6. Completeness Review	2-7	2.34. Plats, Amending.....	2-63
2.7. Failure to Act	2-8	2.35. Zoning Permit	2-63
2.8. Development Approvals.....	2-8	2.36. Land Disturbance Permit.....	2-64
2.9. Phased Development	2-10	2.37. Building Permit	2-64
2.10. Notice.....	2-10	2.38. Public Use Reservation.....	2-65
2.11. [Reserved for Future Codification Purposes]	2-11	2.39. Certificates of Occupancy.....	2-65
2.12. Generally	2-13	2.40. Floodplain Development Permit.....	2-66
2.13. Legislative Hearing Procedures.....	2-13	2.41. Sign Permit	2-66
2.14. Evidentiary Hearing Procedures.....	2-14	2.42. Driveway Permit / Right-of-Way Permit.....	2-68
2.15. Neighborhood Information Meetings	2-18	2.43. Home Occupation	2-71
2.16. Comprehensive Plan Amendments.....	2-18	2.44. Temporary Use Permits.....	2-71
2.17. UDO Text/Map Amendments (Rezoning)	2-20	2.45. Certificate of Appropriateness – Minor Work.....	2-72
		2.46. Administrative Relief	2-73
		2.47. Watershed Protection Permit.....	2-74
		2.48. Site Plan Review	2-75

	<u>2.49. Minor-2 Subdivision.....2-77</u>	
	<u>2.50. Minor-3 Subdivision.....2-78</u>	
Chapter 3. Zoning	3-1	
3.1. Purpose	3-1	
3.2. Overview and Applicability.....	3-1	
3.3. Establishment of Zoning Districts.....	3-1	
3.4. Zoning Map	3-2	
3.5. Conventional Zoning Districts.....	3-4	
3.6. Overlay Districts	3-23	
3.7. Use Matrix and Interpretation.....	3-34	
Chapter 4. Development and Design Standards.....	4-1	
4.1. Generally	4-1	
4.2. Lot Development Standards	4-1	
4.3. Landscaping	4-6	
4.4. Tree and Ecosystem Protection	4-16	
4.5. Off-Street Parking and Loading.....	4-18	
4.6. Signs	4-29	
4.7. Fences and Walls	4-40	
4.8. Lighting	4-41	
4.9. Open Space / Greenspace	4-48	
4.10. Development Design Standards.....	4-51	
4.11. Transportation (Streets).....	4-63	
4.12. Transportation /Traffic Analyses	4-81	
4.13. Flood Hazard Areas	4-86	
4.14. Drainage, Erosion Control, Storm Water Management	4-106	
4.15. Utilities.....	4-108	
Chapter 5. Supplementary Conditions for Specific Uses	5-1	
5.1. Generally	5-1	
5.2. Accessory Dwellings.....	5-1	
5.3. Accessory Uses and Accessory Structures	5-2	
5.4. Automobile Service Stations/Gas Sales Operations	5-3	
5.5. Bed and Breakfast Establishments.....	5-4	
5.6. Cemeteries	5-5	
5.7. Day Care Centers	5-5	
5.8. Drive-Through Facilities.....	5-6	
5.9. Mobile Food Services – Food Trucks, Trailers and Carts.....	5-7	
5.10. Home Occupations.....	5-10	
5.11. Institutional Care Facilities	5-13	
5.12. Outside Storage	5-14	
5.13. Outside Operations.....	5-15	
5.14. Outside Kennels.....	5-15	
5.15. Religious Institutions.....	5-16	
5.16. Satellite Dish Antennas	5-18	
5.17. Special Entertainment Uses.....	5-19	
5.18. Special Events	5-20	
5.19. Special Home Events	5-21	
5.20. Special Services Homes	5-21	
5.21. Temporary Emergency, Construction or Repair Residences.....	5-22	
5.22. Temporary Uses.....	5-22	
5.23. Towers and Related Structures.....	5-22	
5.24. Homeless Shelters.....	5-23	
Chapter 6. Development Patterns	6-1	
6.1. Cluster Subdivision.....	6-1	
6.2. Conservation Subdivision	6-2	
6.3. Small Single-Family Lot Patterns.....	6-10	
6.4. Traditional Neighborhood Development.....	6-11	
6.5. Employment Center Patterns	6-16	

Table of Exhibits

Exhibit 2-1: Review Process Overview 2-3

Exhibit 2-2: Notice Requirements..... 2-12

Exhibit 2-3: Approval Process Summary 2-19

Exhibit 2-4: Typical Timing 2-19

Exhibit 2-5: Approval Process Summary 2-20

Exhibit 2-6: Timing 2-20

Exhibit 2-7: Approval Process Summary 2-25

Exhibit 2-8: Conceptual Development Plan Approval Process Summary 2-26

Exhibit 2-9: Timing 2-26

Exhibit 2-10: Preliminary Development Plan Approval Process Summary ...
..... 2-28

Exhibit 2-11: Timing 2-28

Exhibit 2-12: Major Subdivision Approval Process Summary 2-33

Exhibit 2-13: Preliminary Plat Approval Process Summary..... 2-33

Exhibit 2-14: Timing 2-34

Exhibit 2-15: Final Plat Approval Process Summary 2-43

Exhibit 2-16: Timing 2-43

Exhibit 2-17: SUP Approval Process Summary..... 2-45

Exhibit 2-18: Timing 2-45

Exhibit 2-19: Variance Approval Process Summary 2-48

Exhibit 2-20: Timing 2-48

Exhibit 2-21: Appeals Approval Process Summary 2-49

Exhibit 2-22: Timing 2-49

Exhibit 2-23: Approval Process Summary 2-53

Exhibit 2-24: Timing 2-53

Exhibit 2-25: Minor-1 Subdivision Approval Process Summary..... 2-61

Exhibit 2-26: Thresholds for Land Disturbance Permits..... 2-64

[Exhibit 2-27: Minor-2 Subdivision Approval Process Summary..... 2-77](#)

[Exhibit 2-28: Minor-3 Subdivision Approval Process Summary..... 2-79](#)

Exhibit 3-1: Summary of RE Development Standards..... 4

Exhibit 3-2: Summary of RR Development Standards 5

Exhibit 3-3: Summary of RS-1 Development Standards 6

Exhibit 3-4: Summary of RS-2 Development Standards..... 7

Exhibit 3-5: Summary of RS-3 Development Standards..... 8

Exhibit 3-6: Summary of RM-1 Development Standards 9

Exhibit 3-7: Summary of RM-2 Development Standards 10

Exhibit 3-8: Summary of CB Development Standards..... 12

Exhibit 3-9: Summary of GB Development Standards 3-14

Exhibit 3-10: Summary of NB Development Standards 15

Exhibit 3-11: Summary of OS Development Standards..... 3-17

Exhibit 3-12: Summary of I Development Standards 3-18

Exhibit 3-13: Highway Corridor Overlay District Development Standards
..... 3-27

Exhibit 3-14: WPO District Development Density and Intensity
Requirements..... 3-33

Exhibit 3-15: Table of Authorized Land Uses 3-36

Exhibit 4-1: Building Height, Setbacks and Lot Dimensions 4-5

Exhibit 4-2: Minimum Buffer Widths 4-8

Exhibit 4-3: Minimum Buffer Widths in Highway Corridor Overlay Districts
..... 4-8

Exhibit 4-4: Minimum Planting Required in Buffers..... 9

Exhibit 4-5: Vehicle Use Area Planting Requirements 4-12

Exhibit 4-6: Minimum Number of Required Parking Spaces 4-19

Exhibit 4-7: Parking Space Design Standards 4-25

Exhibit 4-8: Required Loading Spaces 4-28

Exhibit 4-9: Maximum Sign Height..... 4-33

Exhibit 4-10: Standards for Unshielded Luminaires 4-42

Exhibit 4-11: Standards for Luminaires with Total Cutoffs 4-43

Exhibit 4-12: Standards for Luminaires with Cutoffs Less Than 90 Degrees
..... 4-44

Exhibit 4-13: Standard Street Lighting 4-47

Exhibit 4-14: Items Authorized in Front Yards 4-54

Exhibit 4-15: Maximum Spacing Between Entries 4-55

Exhibit 4-16: Residential Street Design Standards 4-69

Exhibit 4-17: Commercial Street Design Standards 4-72

Exhibit 4-18: Streets Design Standards without Curbs and Gutters 4-75

Chapter 2. Development Processes

Chapter 2 Contents

2.1.	Purpose	2-1
2.2.	Procedural Requirements	2-1
2.3.	Approvals Required	2-2
2.4.	Authority to Condition Development Approvals	2-2
2.5.	Categories of Development Approvals	2-2
2.6.	Completeness Review	2-7
2.7.	Failure to Act	2-8
2.8.	Development Approvals.....	2-8
2.9.	Phased Development	2-10
2.10.	Notice	2-10
2.11.	[Reserved for Future Codification Purposes]	2-11
2.12.	Generally	2-13
2.13.	Legislative Hearing Procedures	2-13
2.14.	Evidentiary Hearing Procedures.....	2-14
2.15.	Neighborhood Information Meetings	2-18
2.16.	Comprehensive Plan Amendments.....	2-18
2.17.	UDO Text/Map Amendments (Rezoning).....	2-20
2.18.	Planned Development.....	2-24
2.19.	Regulation of Subdivisions, Generally	2-31
2.20.	Major Subdivision.....	2-33
2.21.	Special Use Permit.....	2-44
2.22.	Variance.....	2-47
2.23.	Appeals.....	2-49
2.24.	Vested Rights Determination	2-51
2.25.	Development Approval Revocation	2-51
2.26.	Architectural Compliance Permit	2-52
2.27.	Designation of Historic Districts.....	2-53
2.28.	Certificate of Appropriateness – Major Work.....	2-54
2.29.	Vacation of Streets or Alleys	2-56

2.30.	Administrative Development Approvals.....	2-57
2.31.	Adoption of Technical Codes	2-59
2.32.	Minor-1 Subdivision	2-61
2.33.	Vacation of Easements or Plats	2-62
2.34.	Plats, Amending	2-63
2.35.	Zoning Permit.....	2-63
2.36.	Land Disturbance Permit	2-64
2.37.	Building Permit	2-64
2.38.	Public Use Reservation	2-65
2.39.	Certificates of Occupancy	2-65
2.40.	Floodplain Development Permit.....	2-66
2.41.	Sign Permit.....	2-66
2.42.	Driveway Permit / Right-of-Way Permit	2-68
2.43.	Home Occupation	2-71
2.44.	Temporary Use Permits	2-71
2.45.	Certificate of Appropriateness – Minor Work	2-72
2.46.	Administrative Relief	2-73
2.47.	Watershed Protection Permit.....	2-74
2.48.	Site Plan Review.....	2-75
<u>2.49.</u>	<u>Minor-2 Subdivision</u>	<u>2-77</u>
<u>2.50.</u>	<u>Minor-3 Subdivision</u>	<u>2-78</u>

PART I - GENERAL PROCEDURES

2.1. PURPOSE

The purpose of this chapter is to establish procedures for filing and processing applications for Development Approval. The format is designed to allow users to conveniently determine the steps involved to obtain Development Approval.

2.2. PROCEDURAL REQUIREMENTS

No Development is permitted unless all applicable approvals are issued in accordance with this chapter. Development Approvals are required for all

Southern Pines Unified Development Ordinance

Chapter 2. Development Processes

(B) No administrative official shall make an Administrative Decision when a conflict of interest exists, per G.S. 160D-109(c).

(Ord. # 1716; Ord #1703; Ord. #1919)

2.5.4. No Occupancy, Use or Sale of Lots until Requirements Fulfilled

All Development shall comply with such approved plans and applications, as well as the provisions of this UDO. Approvals authorize the Applicant to commence specified activities. However, the intended use may not be established, no Building may be occupied and in the case of Subdivisions no Lots may be sold until all of the requirements of this UDO and additional requirements imposed pursuant to approval have been met.

2.5.5. Authorizing Use or Occupancy before Completion of Development

(A) Subject to TRC comments, Planning Director may authorize the use or the occupancy of Developments prior to completion if:

- (1) The Applicant provides security satisfactory to the Planning Director that is sufficient to ensure that all approval requirements will be fulfilled by a specified date not to exceed twelve (12) months as determined by the Planning Director; and

- (2) The security shall be sufficient to ensure compliance and be approved by the Town Attorney prior to the Planning Director authorizing the intended use or occupancy.

(Ord. #1919)

(B) The authorization identified in this section is limited to the following:

- (1) When, because of weather conditions or other factors beyond the control of the Applicant, exclusive of financial hardship, it would be unreasonable to require the Applicant to comply with all of the requirements of this UDO prior to commencing the intended use of the property or occupying any Buildings;
- (2) The authorized use or occupancy is consistent with an approved phasing plan;
- (3) When the Town Council imposes additional requirements pursuant to SUPs or the Applicant proposes to install amenities beyond those required by this UDO; or
- (4) When the Developer is selling only undeveloped Lots after Final Plat approval and acceptance of surety or improvements.

Exhibit 2-1: Review Process Overview

Development Application	Public Review Process	Recommendation	Final Decision	Appeal	Section/Comments
Approvals Requiring a Public Hearing:					
Comprehensive Plan Amendment	Legislative Hearing	Planning Board	Town Council	Superior Court	2.16
UDO Text Amendment	Legislative Hearing	Planning Board	Town Council	Superior Court	2.17
UDO Map Amendment	Legislative Hearing	Planning Board	Town Council	Superior Court	2.17
Planned Development District:					
Pre-Application Conference (required)	---	---	---	---	2.5.7 / Advisory
Neighborhood Meeting (required)	---	---	---	---	2.15 / Applicant responsibility
Conceptual Development Plan	Legislative Hearing	Planning Board	Town Council	Superior Court	2.18.4

Development Application	Public Review Process	Recommendation	Final Decision	Appeal	Section/Comments
Preliminary Development Plan (includes contingent zoning approval, preliminary plat approval is a Quasi-judicial Decision)	Evidentiary Hearing	Planning Board	Town Council	Superior Court	2.18.5
Development Agreement (optional)	Legislative Hearing	Town Manager	Town Council		2.20.7
Final Development Plan (includes final zoning approval and may include Final Plat approval)		Planning Director/TRC	Planning Director	Town Council	2.18.7
Major Subdivision:					2.20
Pre-Application Conference (required)	---	---	---	---	2.20.2 / Advisory
Neighborhood Meeting (recommended)	---	---	---	---	2.20.3 / Applicant responsibility
Preliminary Plat (includes SUP approval)	Evidentiary Hearing	Planning Board	Town Council	Superior Court	2.20.4
Development Agreement (optional)	Legislative Hearing	Town Manager	Town Council		2.20.7
Final Plat	---	Planning Director/TRC	Planning Director	Town Council	2.20.8
Special Use Permit	Evidentiary Hearing	Planning Board	Town Council	Superior Court	2.21
Variance	Evidentiary Hearing	Planning Director	Board of Adjustment	Superior Court	2.22
Appeals	Evidentiary Hearing	Planning Director	Board of Adjustment	Superior Court	2.23
Vested Rights Determination	Evidentiary Hearing	Planning Director	Town Council	Superior Court	2.24
Development Approval Revocation	Evidentiary Hearing	Planning Director	Planning Board	Town Council	2.25
Certificate of Appropriateness – Major Work	Evidentiary Hearing	Planning Director	Historic District Commission	Board of Adjustment	2.28
Vacations of Streets and Alleys	Legislative Hearing	Planning Director/TRC	City Council	Superior Court	2.29
Approvals NOT Requiring a Public Hearing:					
Architectural Compliance Permit (non-compliant with Section 4.10 and/or greater than or equal to 10,000 square feet Gross Floor Area)	---	Planning Director	Town Council	Superior Court	2.26
Architectural Compliance Permit (compliant with Section 4.10 and less than 10,000 square feet Gross Floor Area)	---		Planning Director	Town Council	2.26

Development Application	Public Review Process	Recommendation	Final Decision	Appeal	Section/Comments
Minor-1, Minor-2, and Minor-3 Subdivisions (includes Lot splits, Lot consolidation, dedications, and conveyances to the public)	---	TRC	Planning Director	Town Council	2.32 / 2.49 / 2.50
Vacations of, Easements or Plats	---	Planning Director/TRC	Town Council	District Court	2.33
Plats, Amending	---	TRC	Planning Director	Town Council	2.34
Zoning Permit / Change of Use	---	TRC	Planning Director	Board of Adjustment	2.35
Land Disturbance Permit (Grading and Erosion Control Plan)	---	TRC	Planning Director	Board of Adjustment	2.36
Building Permit	---	TRC	Planning Director	Board of Adjustment	2.37 / TRC review not required for detached single-family Dwellings
Certificates of Occupancy	---	TRC	Planning Director	Board of Adjustment	2.39
Floodplain Development Permit	---	TRC	Planning Director	Board of Adjustment	2.40
Sign Permit	---	TRC	Planning Director	Board of Adjustment	2.41
Driveway Permit / Right-of-Way Permit	---	TRC	Planning Director	Board of Adjustment	2.42
Home Occupation Permit	---	TRC	Planning Director	Board of Adjustment	2.43
Temporary Use Permit	---	TRC	Planning Director	Town Council	2.44
Certificate of Appropriateness – Minor Work	---	Planning Director	Planning Director	Historic District Commission	2.45
Administrative Relief	---	TRC	Planning Director	Board of Adjustment	2.46
Watershed Protection Permit (inside of CB zoning district)	---	TRC	Planning Director	Town Council	2.47
Watershed Protection Permit (outside of CB zoning district)	---	Planning Director	Town Council	Superior Court	2.47
Site Plan (Engineering and Construction Plans)	---	Planning Director Town Engineer Fire Marshal	TRC	---	2.20.5 / 2.48
Improvement Guarantees (optional)	---	TRC	Town Manager	---	2.20.6

(Ord. #1714; Ord. #1716; Ord. #1703; Ord #1890; Ord. #1919; Ord. #2092; Ord. #3031)

Development Plan shall be resubmitted for review and approval, and include:

- (1) Change in use, other than allowable changes specified in a Conversion Schedule that was approved during the initial PD approval;
- (2) Designation of additional land uses;
- (3) Change in the location of permitted use(s) from what is shown on the approved Conceptual or Preliminary Development Plan;
- (4) An increase or decrease in project area other than surveyor base data corrections;
- (5) Decrease in Open Space;
- (6) Change in dimensional standards set forth in the Development Conditions that result in a decrease in minimum standards (e.g., reduction in minimum Setbacks or reductions in street widths) or increase in maximum standards (i.e. an increase in Building height and/or gross density or intensity of land uses);
- (7) Change to proposed treatment of buffering, landscaping, land uses or Lot sizes along the perimeter of the PD;
- (8) Addition or reduction of driveways or access points, especially those which negatively affect connectivity or street safety; or
- (9) Other design modifications to the approved PD that the Planning Director determines to be major.

(Ord. #1716; Ord. #1703; Ord. #1919; Ord. #2052)

2.19. REGULATION OF SUBDIVISIONS, GENERALLY

2.19.1. No Subdivision without Plat Approval:

- (A) As provided in G.S. 160D-807, no person may subdivide land except in accordance with all the provisions of this chapter. In particular, no person may subdivide land unless and until a Final Plat of the Subdivision has been approved in accordance with the provisions of this chapter and recorded in the Moore County Registry.

- (B) As provided in G.S. 160D-803(d), the Moore County Register of Deeds may not record a plat of any Subdivision within the Town's Planning Jurisdiction unless the plat has been approved in accordance with the provisions of this chapter.
- (C) The owner or proprietor of any Tract of land who desires to subdivide land (i.e., to create a "subdivision") shall submit a plat of such Subdivision to the Planning Director.
- (D) Unless such Subdivision was legally created prior to the adoption of this chapter or is full compliance with this UDO:
 - (1) No person shall sell or transfer ownership of any Lot or Parcel of land by reference to a plat of a Subdivision before such plat has been duly recorded with the register of deeds.
 - (2) No Development Approval or certificate of occupancy shall be issued for any Parcel, plat, map, or plan created prior to Subdivision approval.
 - (3) No excavation of land or construction of any public or private improvements shall be commenced.

(Ord. #1919)

2.19.2. Exemptions

A Subdivision plat is not required for any of the exemptions to the definition of Subdivision established in Chapter 9 of this ordinance.

(Ord. #1919)

2.19.3. Subdivision Classification

Certain Subdivisions shall qualify as Expedited Review Subdivisions. Major and Minor Subdivisions are subject to the criteria for approval of Subdivision plats unless a specific provision indicates that it does not apply to Minor Subdivisions. Different time limits are prescribed for the review and processing of Major and Minor Subdivisions to reflect the level of complexity involved in review of the applications. Subdivisions shall be classified as established in this UDO.

- (A) Expedited Review Subdivisions that meet the following criteria require only a plat for recordation:

- (1) The Tract or Parcel to be divided is not exempted under G.S. 160D-802(a)(2).
 - (2) No part of the Tract or Parcel to be divided has been divided as an Expedited Review Subdivision in the ten (10) years prior to division.
 - (3) The entire area of the Tract or Parcel to be divided is greater than five (5) acres.
 - (4) After division, no more than three Lots result from the division.
 - (5) After division, all resultant Lots comply with all of the following:
 - (a) All Lot dimension size requirements of the applicable land-use regulations.
 - (b) The use of the Lots is in conformity with the applicable zoning requirements.
 - (c) A permanent means of ingress and egress is recorded for each Lot.
- (B) Minor Subdivisions shall include:
- (1) The minor-1 Subdivision - Lot splits or resubdivision of one or more Parcels into not more than five (5) Lots that:
 - (a) Front on an existing street or share a common private driveway meeting the access standards of this ordinance;
 - (b) Do not require the dedication or construction of a public or private street, provided however that perimeter Right-of-Way dedication shall be allowed as part of a minor-1 Subdivision;
 - (c) Do not involve the extension of municipal water or sewer lines by more than two hundred (200) feet from an existing line to the nearest boundary of the Subdivision;
 - (d) Do not adversely affect the remainder of the Parcel or adjoining the property;
 - (e) Are not in conflict with the Comprehensive Plan, official map, or zoning regulations;

- (f) Do not result in the cumulative creation through one or more minor Subdivisions of the original Parcel of more than five (5) Lots; and
 - (g) Do not result in the creation of additional driveway accesses along collector, arterial, freeway, expressway, or interstate roadways. If existing Lot(s) front on an existing street, then each existing Lot may have only one (1) driveway access if along a collector, arterial, freeway, expressway or interstate roadway.
- ~~(2) The consolidation of existing Parcels or Lots; or~~
- ~~(2) The minor-2 Subdivision – Lot splits or the resubdivision of one or more Parcels into not more than nine (9) Lots that:~~
- ~~(a) Unless preceded by a Conditional Zoning District that approves multiple housing types, apply only to single-family attached Subdivision plats.~~
 - ~~(b) Meet all minor-2 Subdivision Base Standards listed in Appendix A;~~
 - ~~(c) Do not adversely affect the remainder of the Parcel or adjoining the property;~~
 - ~~(d) Are not in conflict with the Comprehensive Plan, official map, or zoning regulations; and~~
 - ~~(e) Do not result in the cumulative creation, through one or more minor Subdivisions of the original Parcel, of more than nine (9) Lots;~~
- ~~(Ord. #X; Ord. #X, X)~~
- ~~(3) The minor-3 Subdivision – Lot splits or the resubdivision of one or more Parcels into not more than twenty-one (21) Lots that:~~
- ~~(a) Unless preceded by a Conditional Zoning District that approves multiple housing types, apply only to single-family attached Subdivision plats.~~
 - ~~(b) Meet all minor-2 Subdivision base standards listed in Appendix A;~~

Commented [JB1]: This is a recombination and therefore should be stricken from this section.

Commented [JB2]: 9 lots because 8 single-family attached was the unit count consensus from the focus group, plus one lot for the "common area lot."

Commented [JB3]: If preceded by a CZD, then can apply to single-family detached in combination with single-family attached. This grants design control to the town, and eliminates the cumbersome CZD + MAPP process in certain cases.

Commented [JB4]: Intends to prevent exploitation of sequential minor subdivisions.

Commented [JB5]: 21 lots because 20 single-family attached was the unit count consensus from the focus group, plus one lot for the "common area lot."

Commented [JB6]: If preceded by a CZD, then can apply to single-family detached in combination with single-family attached. This grants design control to the town, and eliminates the cumbersome CZD + MAPP process in certain cases.

(c) Incorporate at least 15 points of minor-3 incentivized standards, listed in Appendix A, into the minor-3 application and plans.

(d) Do not adversely affect the remainder of the Parcel or adjoining the property;

(e) Are not in conflict with the Comprehensive Plan, official map, or zoning regulations; and

(f) Do not result in the cumulative creation, through one or more minor Subdivisions of the original Parcel of more than twenty-one (21) Lots.

(4) Modification of plats to reflect the dedication of rights-of-way or easements.
(Ord. #X; Ord. #X, X)

(C) Major Subdivision: Any Subdivision not exempted by the UDO or state law, other than a minor Subdivision.
(Ord. #1716; Ord. #1746; Ord. #1919)

2.19.4. Plat Procedures, Generally

- (A) A Final Plat for a major Subdivision plat shall be approved by the Planning Director before the Subdivision of a Parcel may be recorded.
- (B) Approval of a Final Plat for a minor Subdivision plat shall be approved by the Planning Director before the Subdivision of a Parcel may be recorded.
- (C) The approval of the Sketch or Preliminary Plat shall not be deemed final acceptance of, but rather an expression of approval of the layout as submitted on the Sketch or Preliminary Plat; such approval shall be noted on the Sketch or Preliminary Plat.
- (D) Where only a portion of an approved Preliminary Plat is submitted for final approval, a Final Plat of the remaining area may be submitted at any time within two (2) years of the Preliminary Plat, provided that the Final Plat for the additional area conforms substantially to the approved Preliminary Plat.
(Ord. #3024)

Amended

9-23-25

2.20. MAJOR SUBDIVISION

(A) Approval and Submittal Process. The Applicant for major Subdivision shall follow the procedures established in this section, which is summarized in Exhibit 2-12.

Exhibit 2-12: Major Subdivision Approval Process Summary

Major Subdivision Process
Pre-application Conference (recommended)
Neighborhood Meeting (only under specified conditions)
Preliminary Plat
Engineering Plan
Improvement Guarantees and Development Agreement
Final Plat (becomes effective upon recordation)

(Ord. # 1716; Ord. # 1919; Ord. #3031)

2.20.2. Pre-Application Conference

A pre-application conference is recommended.

2.20.3. Neighborhood Meeting

A Neighborhood Information Meeting is encouraged, but optional for Subdivisions.
(Ord. # 1919)

2.20.4. Preliminary Plat

(A) Purpose

- (1) The Preliminary Plat serves as a guide to future density, intensity, land uses, pedestrian and bicycle ways, trails, parks and open space, as well as Lot, street and drainage patterns. It is intended to ensure that a landowner investigates the broad effects that Subdivision of

Commented [JB7]: Intends to prevent exploitation via sequential minor subdivisions.

2-33

Code Council, is hereby adopted by reference as fully as though set forth here.

2.31.2. Compliance with Codes

- (A) All Buildings or structures and connected appurtenances which are constructed, reconstructed, erected, altered, extended, enlarged, repaired, altered, occupied, used, demolished, or moved shall conform to the requirements, minimum standards, and other provisions of either the North Carolina Building Code, or the North Carolina Residential Code, whichever is applicable, or both if both are applicable. Where the provisions of this UDO conflict with any of the technical codes listed above, the more restrictive provisions shall apply.
- (B) Every Building or structure intended for human habitation, occupancy, or use shall have plumbing, plumbing systems, or plumbing fixtures installed, constructed, altered, extended, repaired, or reconstructed in accordance with the minimum standards, requirements, and other provisions of the North Carolina Plumbing Code.
- (C) All mechanical systems consisting of heating, ventilating, air conditioning or refrigeration systems, fuel-burning equipment, incinerators, and other energy-related systems, their fittings, appliances, fixtures, and appurtenances shall be installed, erected, altered, replaced, repaired, used, and maintained in accordance with the minimum standards, requirements, and other provisions of the North Carolina State Mechanical Code.
- (D) All electrical wiring, installations and appurtenances shall be erected, altered, repaired, used, and maintained in accordance with the minimum standards, requirements, and other provisions of the North Carolina Electrical Code.
- (E) All construction, alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances made or installed to any Building or structure, other than Single- and Two-Family Dwellings and Townhouses, shall conform to the provisions of the North Carolina Accessibility Code.
- (F) The installation of gas piping systems extending from the point of delivery to the inlet connections of equipment served, and the installation and

operation of residential and commercial gas appliances and related accessories shall conform to the provisions of the North Carolina Fuel Gas Code.

- (G) All manufactured housing shall be constructed, repaired, altered, installed, erected, replaced, or moved to another site in conformance with the provisions of the National Manufactured Housing Construction and Safety Standards Act and the State of North Carolina procedural and reference codes for mobile homes, modular Dwelling Units, and other factory Building structures, and all regulations adopted pursuant thereto.
- (H) All construction, alterations, repairs, replacement, equipment, and maintenance hereinafter made or installed to any Building or structure, other than Single- and Two-Family Dwelling and Townhouses, shall conform to the provisions of the North Carolina Fire Prevention Code.
- (I) The thermal envelope of the Building and installation of energy systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings, and appurtenances, ventilation, cooling, air conditioning and refrigeration systems, incinerators, and other energy-related systems shall conform to the provisions of the North Carolina Energy Code.
- (J) All alterations, repairs, replacement, rehabilitation or change of occupancy of any existing Building shall conform to applicable provisions of the North Carolina Building Code Volume IX - Existing Buildings or other applicable technical codes.

2.32. MINOR-1 SUBDIVISION

2.32.1. Purpose and Applicability

The minor-1 Subdivision process is intended to establish an administrative approval process to facilitate divisions of land that do not require public review due to their small scale and limited impact on adjacent Development or public facilities. Minor-1 Subdivisions include:

- (A) Lot splits or resubdivision of one or more Parcels into not more than five (5) Lots that:
 - (1) Front on an existing street or share a common private driveway meeting the access standards of this ordinance;

Commented [JB8]: Renamed for clarity.

- (2) Do not require the dedication or construction of a public or private street, provided however that perimeter Right-of-Way dedication shall be allowed as part of a minor-1 Subdivision;
- (3) Do not involve the extension of municipal water or sewer lines by more than two hundred (200) feet from an existing line to the nearest boundary of the Subdivision;
- (4) Do not adversely affect the remainder of the Parcel or adjoining the property;
- (5) Are not in conflict with the Comprehensive Plan, official map, or zoning regulations;
- (6) Do not result in the cumulative creation through one or more minor Subdivisions of more than five (5) Lots; and
- (7) Do not result in the creation of additional driveway accesses along collector, arterial, freeway, expressway or interstate roadways. If existing Lot(s) front on an existing street, then each existing Lot may have only one (1) driveway access if along a collector, arterial, freeway, expressway, or interstate roadway.

(Ord. #1714; Ord. #1890, 1-6-21)

~~(B) The consolidation of existing Parcels or Lots; and~~

~~(C)(B)~~ Modification of plats to reflect the dedication of rights-of-way or easements.

2.32.2. Minor-1 Subdivision Process Overview

The approval process for mMinor-1 Subdivisions is summarized in Exhibit 2-25.

Exhibit 2-25: Minor-1 Subdivision Approval Process Summary

Minor Subdivision Process
Sketch Plat
Final Plat

(A) For any minor-1 Subdivision involving the creation of new additional Lots, Applicant for minor-1 Subdivision shall submit a Sketch Plat application that complies with the requirements in Appendix A to the Planning

Director for a Determination of whether the approval process authorized by this section can be and should be used prior to submitting the Final Plat. The intent of this step is to ensure that the Applicant understands the requirements prior to investing in Final Plat preparation.

- (B) The Applicant shall submit a minor-1 Subdivision Final Plat application that complies with Appendix A to the Planning Director, who shall approve or disapprove the minor-1 Subdivision Final Plat in accordance with the provisions of this section. However, either the Planning Director or the Applicant may at any time refer the application to the major Subdivision approval process.
 - (1) The Planning Director shall approve the proposed minor-1 Subdivision unless the Subdivision fails to comply with any applicable requirement of this UDO.
 - (2) If the Subdivision is disapproved, the Planning Director shall furnish the Applicant with a written statement of the reasons for disapproval.
- (C) Approval of a mMinor-1 Subdivision Final Plat is contingent upon the Plat being recorded within sixty (60) days after the date the Certificate of Approval is Signed by the Planning Director.

2.33. VACATION OF EASEMENTS OR PLATS

2.33.1. Purpose and Applicability

This section establishes the process for approving the elimination of an easement or a plat, in whole or in part. The record owners of the Tract covered by a plat may vacate the plat at any time before the ownership of separate Lots is divided by sale, lease or other contractual arrangement. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat. If Lots in the plat have been sold, the plat, or any part of the plat, may be vacated on the application of all the owners of Lots in the plat with approval obtained in the manner prescribed for a Major Subdivision Final Plat established in section 2.20.8(F). See section 2.29 for abandonment of rights-of-way.

(Ord. #1714)

Commented [JB9]: This is a recombination and therefore should be stricken from this section.

Appendix A). Subsequent Site Plan Submittals shall be processed the same as Initial Site Plan Submittals with the following differences:

- (1) The Town shall have ten (10) business days to review the Subsequent Site Plan Submittal and schedule a TRC meeting at which the submittal will be discussed.
- (2) Attendance at the TRC meeting at which the Subsequent Site Plan Submittal is discussed is at the discretion of the Applicant or the Applicant's authorized agent.

(D) Final Site Plan Approval:

- (1) When all comments have been addressed and a Site Plan conforms to applicable Town regulations, Town staff shall contact the Applicant and request a Final Site Plan submittal (see Appendix A).
- (2) Town staff may approve or conditionally approve the Final Site Plan.
- (3) At least one original copy of the approved Final Site Plan shall be delivered back to the Applicant or an authorized agent of the Applicant.

(Ord. #1703)

2.48.6. Effect of Approval

- (A) Final Site Plan approval shall expire or be extended pursuant to timeline set forth in section 2.8.
- (B) Development activities shall conform to the approved Final Site Plan and any conditions of approval. Any deviation from the approved Final Site Plan, unless approved in advance and in writing by the Planning Director is deemed a violation of the UDO.

2.48.7. Amendments

A Final Site Plan may be modified only in accordance with the procedures and standards established herein, including the applicability section.

2.49. MINOR-2 SUBDIVISION

2.49.1. Purpose and Applicability

The minor-2 Subdivision is intended to establish an administrative approval process, for single-family attached Subdivisions between two (2) and nine (9) Lots under specific conditions found in this section and in Appendix A. Unless preceded by a Conditional Zoning District that approves multiple housing types, minor-2 Subdivisions may only apply to single-family attached Subdivision plats. Minor-2 Subdivisions are:

(A) Lot splits or the resubdivision of one or more Parcels into not more than nine (9) Lots that:

- (1) Meet all minor-2 Subdivision base standards listed in Appendix A;
- (2) Do not adversely affect the remainder of the Parcel or adjoining the property;
- (3) Are not in conflict with the Comprehensive Plan, official map, or zoning regulations; and
- (4) Do not result in the cumulative creation, through one or more minor Subdivisions of the original Parcel, of more than nine (9) Lots;

(Ord. #X; Ord. #X, X)

2.49.2. Minor-2 Subdivision Process Overview

The approval process for minor-2 Subdivisions is summarized in Exhibit 2-27.

Exhibit 2-27: Minor-2 Subdivision Approval Process Summary

<u>Minor-2 Subdivision Process</u>
<u>Pre-application Conference</u> (recommended)
<u>Site Plan Application with Sketch Plat</u>
<u>Technical Review Committee Review</u>
<u>Final Plat Application, Review, and Approval</u> (Becomes effective upon recordation)

Commented [JB10]: 9 lots come from focus group consensus, with the caveat that a "common area lot" would be included in this lot count (ex: x8 townhouses + 1 common area lot)

Commented [JB11]: This prevents exploitation and for Minor-1 and Minor-2 to coexist together. Minor-1 still runs on its existing language, but doesn't inhibit Minor-2.

(A) A Subdivision involving the creation of new additional Lots may only be classified as a minor-2 Subdivision if all owners of the subject property or properties voluntarily consent to the applicable building and site design elements found in Appendix A. The minor-2 site plan application and Final Plat required signatures shall serve to verify the owners' voluntary consent.

(2) If the Subdivision is disapproved, the Planning Director shall furnish the Applicant with a written statement of the reasons for disapproval.

Commented [JB12]: G.S. 160D-702(b) is very strict about applying architectural standards to structures subject to NC residential building code; this line makes clear that voluntary consent from owner(s) must be very explicit.

(B) Applicants for a minor-2 Subdivision involving the creation of new additional Lots must submit a minor-2 Subdivision site plan application, including site, architectural, and engineering plans, that comply with the minor-2 requirements in Appendix A.

(E) Approval of a minor-2 Subdivision Final Plat is contingent upon the Plat being recorded within sixty (60) days after the date the Certificate of Approval is Signed by the Planning Director.

2.49.3. Minor-2 Subdivision Incentives

(C) Upon receipt of a minor-2 Subdivision application, the Planning Director will review the application and make a Determination of whether the site plan application qualifies for the approval process authorized by this section. If it is determined that the application qualifies, the application will be submitted to the Technical Review Committee for review and a recommendation on whether the site plan meets all requisite requirements including, but not limited to, zoning, architectural, stormwater management, utilities, and routine and emergency access standards. Upon receipt of the Technical Review Committee recommendation, the Planning Director will make a final approval Determination. Upon approval, the Applicant may begin applicable site work. The intent of these steps is to ensure all technical and standards requirements are met prior to Final Plat application submission.

(A) For minor-2 applications that meet all base standards found in Appendix A, specific density and development incentives become available to Applicants as specified in Appendix A. Minor-2 applications that meet all base standards are not limited to the approximate density calculations of applicable zoning districts as set out in the "purpose" subsections of those zoning districts in chapter 3.

Commented [JB16]: For example, RM-2 calls for 5-7 DUs per acre. Minor-2/3 wouldn't have to adhere to that. However, practically speaking once you factor in parking, 10% open space, access drive(s), dumpster(s), and other required infrastructure, far exceeding that purpose density is unlikely.

(B) Minor-2 applications that meet all base standards found in Appendix A qualify for administrative approval of a Watershed Protection Permit. The applicant shall include a Watershed Protection Permit application in conjunction with the minor-2 site plan Application, if applicable.

Commented [JB17]: Because RM-1, RM-2, CB, NB, and OS zoning districts largely overlap with the High-Quality Watershed, wrapping 5/70 approval would be an intuitive incentive; otherwise, Minor-2 and Minor-3 would often still go to council for approval.

(D) Upon completion of requisite site improvements in the associated approved site plan, the Applicant shall then submit a minor-2 Subdivision Final Plat that complies with Appendix A to the Planning Director. The Planning Director shall approve or disapprove the minor-2 Subdivision Final Plat in accordance with the provisions of this section. However, either the Planning Director or the Applicant may at any time refer the application to the major Subdivision approval process.

2.50. MINOR-3 SUBDIVISION

2.50.1. Purpose and Applicability

The minor-3 Subdivision is intended to establish an administrative approval process, for single-family attached Subdivisions between ten (10) and twenty-one (21) Lots, under specific conditions found in this section and in Appendix A. Unless preceded by a Conditional Zoning District that approves multiple housing types, minor-3 Subdivisions may only apply to single-family attached Subdivision plats. Minor-3 Subdivisions include:

Commented [JB13]: Outlining this explicit step-by-step process was recommended by David Owens.

Commented [JB14]: The TRC site plan review acts as the Preliminary Plat.

Commented [JB15]: The "Sketch Plat and Site Plan" for a Minor-2 acts as the "Preliminary Plat and Site Plan" do for a Major Subdivision. The Final Plan runs generally the same for both.

(1) The Planning Director shall approve the proposed minor-2 Subdivision unless the Subdivision fails to comply with any applicable requirement of this UDO and Appendix A.

(A) Lot splits or the resubdivision of one or more Parcels into not more than twenty-one (21) Lots that:

- (1) Meet all minor-2 Subdivision base standards listed in Appendix A;
- (2) Incorporate at least 15 points of minor-3 incentivized standards, listed in Appendix A, into the minor-3 application and plans.

Commented [JB18]: 21 lots comes from focus group consensus, with the caveat that a "common area lot" would be included in this lot count (ex: x20 townhouses + 1 common area lot)

- (3) Do not adversely affect the remainder of the Parcel or adjoining the property;
- (4) Are not in conflict with the Comprehensive Plan, official map, or zoning regulations; and
- (5) Do not result in the cumulative creation, through one or more minor Subdivisions of the original Parcel, of more than twenty-one (21) Lots.

(Ord. #X: Ord. #X, X)

2.50.2. Minor-3 Subdivision Process Overview

The approval process for minor-3 Subdivisions is summarized in Exhibit 2-28.

Exhibit 2-28: Minor-3 Subdivision Approval Process Summary

Minor-3 Subdivision Process
Pre-application Conference (recommended)
Site Plan Application with Sketch Plat
Technical Review Committee Review
Final Plat Application, Review, and Approval (Becomes effective upon recordation)

- (A) A Subdivision involving the creation of new additional Lots may only be classified as a minor-3 Subdivision if all owners of the subject property or properties voluntarily consent to the applicable building and site design elements found in Appendix A. The minor-3 site plan application and Final Plat required signatures shall serve to verify the owners' voluntary consent.
- (B) Applicants for a minor-3 Subdivision involving the creation of new additional Lots must submit a minor-3 Subdivision application, including site, architectural, and engineering plans, that comply with the minor-3 requirements in Appendix A.
- (C) Upon receipt of a minor-3 Subdivision application, the Planning Director will review the application and make a Determination of whether the site

plan application qualifies for the approval process authorized by this section. If it is determined that the application qualifies, the application will be submitted to the Technical Review Committee for review and a recommendation on whether the site plan meets all requisite requirements including, but not limited to, zoning, architectural, stormwater management, utilities, and routine and emergency access standards. Upon receipt of the Technical Review Committee recommendation, the Planning Director will make a final approval Determination. Upon approval, the Applicant may begin applicable site work. The intent of these steps is to ensure all technical and standards requirements are met prior to Final Plat application submission.

(D) Upon completion of requisite site improvements in the associated approved site plan, the Applicant shall then submit a minor-3 Subdivision Final Plat that complies with Appendix A to the Planning Director, who shall approve or disapprove the minor-3 Subdivision Final Plat in accordance with the provisions of this section. However, either the Planning Director or the Applicant may at any time refer the application to the major Subdivision approval process.

- (1) The Planning Director shall approve the proposed minor-3 Subdivision unless the Subdivision fails to comply with any applicable requirement of this UDO and Appendix A.
- (2) If the Subdivision is disapproved, the Planning Director shall furnish the Applicant with a written statement of the reasons for disapproval.

(E) Approval of a minor-3 Subdivision Final Plat is contingent upon the Plat being recorded within sixty (60) days after the date the Certificate of Approval is Signed by the Planning Director.

2.50.3. Minor-3 Subdivision Incentives

(A) For minor-3 applications that meet all base standards and 15 points of incentivized standards, specific density and development incentives become available to applicants as specified in Appendix A. Minor-3 applications that meet all base standards are not limited to the approximate density calculations of applicable zoning districts as set out in the "purpose" subsections of those zoning districts in chapter 3.

Commented [JB20]: Outlining this explicit step-by-step process was recommended by David Owens.

Commented [JB21]: The TRC site plan review acts as the Preliminary Plat.

Commented [JB22]: The "Sketch Plat and Site Plan" for a Minor-3 acts as the "Preliminary Plat and Site Plan" do for a Major Subdivision. The Final Plan runs generally the same for both.

Commented [JB19]: G.S. 160D-702(b) is very strict about applying architectural standards to structures subject to NC residential building code; this line makes clear that voluntary consent from owner(s) must be very explicit.

Commented [JB23]: For example, RM-2 calls for 5-7 DUs per acre. Minor-2/3 wouldn't have to adhere to that. However, practically speaking once you factor in parking, 10% open space, access drive(s), dumpster(s), and other required infrastructure, far exceeding that purpose density is unlikely.

(B) Minor-3 applications that meet all base standards and 15 points of incentivized standards, found in Appendix, A shall qualify for administrative approval of a Watershed Protection Permit. The applicant shall include a Watershed Protection Permit application in conjunction with the minor-3 site plan Application, if applicable.

Commented [JB24]: Because RM-1, RM-2, CB, NB, and OS zoning districts largely overlap with the High-Quality Watershed, wrapping 5/70 approval would be an intuitive incentive; otherwise, Minor-2 and Minor-3 would often still go to council for approval.

3.5.6. RM-1 - Residential Mixed Housing (10-12 DU/ac)

(A) Purpose

The **RM-1** district is established as a district in which to allow primarily Single-Family and Multi-Family Residences at a medium-density (approximately 10-12 Dwelling Units per acre) in areas served by adequate public water and sewer systems. The regulations of this district are intended to:

- (1) Encourage Single-Family and Multi-Family residences; and
- (2) Encourage new residential Development that is Compatible with that in the existing Neighborhoods.

(B) Authorized Uses

The uses authorized by section 3.7 of this UDO may be established in accordance with the provisions of this UDO, including, but not limited to the

procedures established in chapter 2, the zoning district standards of this chapter, and the design standards of chapter 4.

(C) District Use Standards

Standards for specific uses and Development Patterns authorized in this district are established in chapters 5 and 6.

(D) District Development Standards

Dimensional and density standards are summarized in Exhibit 3-6. Section cross-references identify the location of additional dimensional standards. For dimensional and density standards and incentives that pertain to minor-2 and minor-3 Subdivisions, see Appendix A. Additional district Development standards are established in chapter 4 of this UDO and the **HCO** district design guidelines as applicable.

Commented [JB25]: Adding this note to District Development Standards under RM-1, RM-2, CB, NB, and OS zoning (and Exhibit 4-1) better connects the Minor-2/3 provisions to applicable sections of the UDO.

Exhibit 3-6: Summary of RM-1 Development Standards

Design Element	Principal Structure Standards	Section Cross-Reference	Setback Illustration
Maximum Height	40'	4.2.1	<p>Letters match dimension in design element column</p>
Minimum Front Setback from Right-of-Way (dimension A)	25'	4.2.2	
Minimum Front Setback from centerline (dimension B)	55'	4.2.2	
Minimum Side Setback, Exterior from Right-of-Way (dimension C)	15'	4.2.2	
Minimum Side Setback, Exterior from centerline (dimension D)	45'	4.2.2	
Minimum Side Setback, Interior (dimension E)	10'	4.2.2	
Minimum Rear Setback (dimension F)	30'	4.2.2	
Minimum Lot Width (dimension G) – not applicable to Townhouse Development	45'	4.2.3	
Minimum Lot Size for 1 Dwelling Unit	10,000 sq.ft.	4.2.3	
Additional Lot Area per Additional Dwelling Unit	3,600 sq.ft.	4.2.3	

(Ord. #1714; Ord. #1887, 11-23-20)

3.5.7. RM-2 - Residential Mixed Housing (5-7 DU/ac)

(A) Purpose

The **RM-2** district is established as a district in which to allow primarily Single-Family and Multi-Family Residences at a moderate-density (approximately 5-7 Dwelling Units per acre) in areas served by adequate public water and sewer systems. The regulations of this district are intended to:

- (1) Encourage Single-Family and Multi-Family Residences; and
- (2) Encourage new residential Development that is Compatible with that in the existing Neighborhoods.

(B) Authorized Uses

The uses authorized by section 3.7 of this UDO may be established in accordance with the provisions of this UDO, including, but not limited to the

procedures established in chapter 2, the zoning district standards of this chapter, and the design standards of chapter 4.

(C) District Use Standards

Standards for specific uses and Development Patterns authorized in this district are established in chapters 5 and 6.

(D) District Development Standards

Dimensional and density standards are summarized in Exhibit 3-7. Section cross-references identify the location of additional dimensional standards. [For dimensional and density standards and incentives that pertain to minor-2 and minor-3 Subdivisions, see Appendix A.](#) Additional district Development standards are established in chapter 4 of this UDO and the **HCO** district design guidelines as applicable.

Exhibit 3-7: Summary of RM-2 Development Standards

Design Element	Principal Structure Standards	Section Cross-Reference	Setback Illustration
Maximum Height	40'	4.2.1	<p>Letters match dimension in design element column</p>
Minimum Front Setback from Right-of-Way (dimension A)	25'	4.2.2	
Minimum Front Setback from centerline (dimension B)	55'	4.2.2	
Minimum Side Setback, Exterior from Right-of-Way (dimension C)	15'	4.2.2	
Minimum Side Setback, Exterior from centerline (dimension D)	45'	4.2.2	
Minimum Side Setback, Interior (dimension E)	10'	4.2.2	
Minimum Rear Setback (dimension F)	30'	4.2.2	
Minimum Lot Width (dimension G) – not applicable to Townhouse Development	45'	4.2.3	
Minimum Lot Size for 1 Dwelling Unit	10,000 sq.ft.	4.2.3	
Additional Lot Area per Additional Dwelling Unit	6,000 sq.ft.	4.2.3	

(Ord. #1714; Ord. #1887, 11-23-20)

3.5.8. CB – Central Business

(A) Purpose

The **CB** district is designed to accommodate a wide variety of commercial activities (particularly those that are pedestrian oriented) in an intensive Development Pattern in the Town's central business district. The regulations of this district are intended to:

- (1) Preserve the general character and integrity of the current Development in the central business district;
- (2) Encourage land uses that provide for a multi-purpose central business district including retail, offices, services, entertainment and living space;
- (3) Encourage land uses that do not require large amounts of outdoor use areas; and
- (4) Encourage common or shared off-street parking.

(B) Authorized Uses

The uses authorized by section 3.7 of this UDO may be established in accordance with the provisions of this UDO, including, but not limited to the procedures established in chapter 2, the zoning district standards of this chapter, and the design standards of chapter 4.

(C) District Use Standards

Standards for specific uses and Development Patterns authorized in this district are established in chapters 5 and 6. In addition, the following standards shall apply:

- (1) Drive-through and drive-in uses are prohibited.
- (2) Professional offices and businesses authorized in Exhibit 3-15 that fall in the 2200 (finance and insurance), 2300 (real estate rental and leasing), 2400 (business, professional, scientific and technical) functional codes shall be limited to not more than twenty (20) percent of the block frontage at the street level, for any block face along Broad Street between Vermont and Massachusetts or Pennsylvania Avenue between Ashe and Bennett Streets. This provision does not apply in the DTO district pursuant to section 3.6.3(C)(1)

Amended

9-23-25

(Ord. #1714; Ord. # 1716)

- (3) Chain link fencing over (36) thirty-six inches high is prohibited. Allowed chain link fencing must be of a non-reflective color such as brown, black or dark green. Barbed or razor wire or any other type of wire designed to cut, puncture, etc., are also prohibited.
- (4) Outdoor storage is prohibited.
- (5) Outdoor operations and displays shall comply with the standards established in section 5.13.1.
- (6) Religious institutions and other institutional uses shall not be allowed; however existing facilities shall be authorized in accordance with section 5.15.

(D) District Development Standards

Dimensional and density standards are summarized in Exhibit 3-8. Section cross-references identify the location of additional dimensional standards. [For dimensional and density standards and incentives that pertain to minor-2 and minor-3 Subdivisions, see Appendix A.](#) Additional district Development standards are established in chapter 4 of this UDO. The following district Development standards shall apply unless modified by the Downtown Transition Overlay Zone standards and pursuant to a Certificate of Appropriateness for a property located within the Historic District Overlay.

- (1) The Front Setback may be increased to establish courtyards and dining areas, provided that not more than twenty-five (25) percent of the total of any block face shall be set back more than the maximum established in Exhibit 3-8 and the Planning Director finds that:
 - (a) The Front Yard improves the visual quality and character of the Street, promotes pedestrian traffic and is ADA compliant;
 - (b) The Front Yard enhances access between outdoor and indoor spaces;
 - (c) Flooring and surfaces are constructed of durable, non-slip materials that complement sidewalk paving;
 - (d) Changes in colors are used to highlight steps;

3-11

Southern Pines Unified Development Ordinance

Chapter 3. Zoning

- (e) The shape and design (including landscaping) of the space provides visibility of the entire space from the sidewalk;
- (f) The Front Yard is unenclosed except for decorative walls, posts with decorative ropes or chains or other decorative enclosures approved by the Planning Director. Decorative walls shall not be taller than thirty (30) inches.
- (g) At least fifty (50) percent of the wall surface between two (2) and seven (7) feet above the average grade of the Front Yard shall be glazed and shall have a minimum transparency of seventy (70) percent.
- (h) Other than furniture for dining areas, Front Yard improvements are limited to seating, decorative waste receptacles, fountains, water features and landscaping.

- (2) All Setbacks are subject to compliance with adopted Fire Code.
- (3) Buildings walls shall be finished predominantly with brick, stucco or other non-metal siding determined by the Planning Director to be of comparable appearance and durability.
- (4) Building sides facing streets shall have parapets, mansard or false mansard roofs or shingled or standing seam roofs with a minimum pitch of 6:12 (vertical rise : horizontal run).
- (5) All Buildings shall be designed to comply with the applicable design standards established in section 4.10, except as modified by **HDO** district standards.

(Ord. #1919)

Exhibit 3-8: Summary of CB Development Standards

Design Element	Principal Structure Standards	Section Cross-Reference	Setback Illustration
Maximum Height	45'	4.2.1	<p>Letters match dimension in design element column</p>
Maximum Front Setback from Right-of-Way (dimension A)	5'	4.2.2	
Maximum Side Setback, Exterior from Right-of-Way (dimension B)	5'	4.2.2	
Minimum Side Setback, Interior (dimension C)	No minimum	4.2.2	
Minimum Rear Setback (dimension D)	No minimum	4.2.2	
Maximum Lot Width (dimension E)	50'	4.2.3	
Minimum Lot Size	No minimum	4.2.3	
Additional Lot Area per Additional Dwelling Unit	1,500 sq.ft.	4.2.3	

(Ord. #1714)

Exhibit 3-9: Summary of GB Development Standards

Design Element	Principal Structure Standards	Section Cross-Reference	Setback Illustration
Maximum Height	45'	4.2.1	<p>Letters match Dimension in design element column</p>
Minimum Front Setback from Right-of-Way (dimension A)	No minimum	4.2.2	
Minimum Side Setback, Exterior from Right-of-Way (dimension B)	No minimum	4.2.2	
Minimum Side Setback, Interior (dimension C)	No minimum	4.2.2	
Minimum Rear Setback (dimension D)	No minimum	4.2.2	
Minimum Lot Width (dimension E)	No minimum	4.2.3	
Minimum Lot Size	No minimum	4.2.3	
Minimum Lot Area per Dwelling Unit	3,600 sq.ft.	4.2.3	

3.5.10. NB – Neighborhood Business

(A) Purpose

The **NB** district is established as a mixed use district that allows small-scale, limited retail and service land uses that provide goods and services primarily to surrounding residential Neighborhoods, residential Buildings and mixed-use Buildings. The major objectives of this district are to:

- (1) Encourage the location of convenience retail establishments, professional services and professional offices that are Compatible with surrounding residential uses;
- (2) Preclude large-scale Buildings that are inconsistent with the Neighborhood character;
- (3) Limit major traffic generators to thoroughfares;
- (4) Promote safe and convenient pedestrian access from surrounding residences; and

- (5) Allow for Single-Family Dwellings in business corridors to be used for business or residential purposes.

(B) Authorized Uses

The uses authorized by section 3.7 of this UDO may be established in accordance with the provisions of this UDO, including, but not limited to the procedures established in chapter 2, the zoning district standards of this chapter, and the design standards of chapter 4.

(C) District Use Standards

Standards for specific uses and Development Patterns authorized in this district are established in chapters 5 and 6. In addition, the following standards shall apply:

- (1) Outdoor storage and outdoor display are prohibited.
- (2) Outdoor operations are limited to outdoor dining and shall comply with section 5.13.

Southern Pines Unified Development Ordinance

Chapter 3. Zoning

- (3) Subject to Building code compliance Buildings may be used for authorized residential or non-residential purposes.
- (4) Drive-through and drive-in uses are prohibited.

- (2) Building walls facing streets and residential Lots shall be finished predominantly with brick, stucco, wood, or other non-metal siding determined by the Planning Director to be of comparable appearance and durability. Side and rear Building walls that do not face streets or residential Lots shall be finished with the same materials as the walls facing the streets for at least the lesser of twenty-five (25) percent or twenty-five (25) feet of the length of the wall extending from the nearest street facing walls.
- (3) Building sides facing streets and residential Lots shall have parapets, mansard or false mansard roofs or shingled or standing seam roofs with a minimum pitch of 6:12 (vertical rise : horizontal run).
- (4) All Buildings shall be designed to comply with the applicable design standards established in section 4.10.

(D) District Development Standards

Dimensional and density standards are summarized in Exhibit 3-10. Section cross-references identify the location of additional dimensional standards. [For dimensional and density standards and incentives that pertain to minor-2 and minor-3 Subdivisions, see Appendix A.](#) Additional district Development standards are established in chapter 4 of this UDO.

- (1) Balconies and covered porches may extend up to five (5) feet into the Front Setback.

Exhibit 3-10: Summary of NB Development Standards

Design Element	Principal Structure Standards	Section Cross-Reference	Setback Illustration
Maximum Height	35'	4.2.1	<p>Letters match dimension in design element column</p>
Minimum Front Setback from Right-of-Way (dimension A)	15'	4.2.2	
Minimum Front Setback from centerline (dimension B)	45'	4.2.2	
Minimum Side Setback, Exterior from Right-of-Way (dimension C)	15'	4.2.2	
Minimum Side Setback, Exterior from centerline (dimension D)	45'	4.2.2	
Minimum Side Setback, Interior (dimension E)	20'	4.2.2	
Minimum Rear Setback (dimension F)	20'	4.2.2	
Minimum Lot Width (dimension G)	No minimum	4.2.3	
Minimum Lot Area per Dwelling Unit	3,600 sq.ft.	4.2.3	
Minimum Lot Size for 1 Dwelling Unit	10,000 sq.ft.	4.2.3	
Additional Lot Area per Additional Dwelling Unit	3,600 sq.ft.	4.2.3	

(Ord. # 1716)

Amended

9-23-25

3-15

3.5.11. OS – Office/Service

(A) Purpose

The **OS** district is designed to accommodate office and service uses as well as medium-density residential uses. The major objectives of this district are to:

- (1) Encourage land uses that buffer residential districts from intensive non-residential uses and arterial streets;
- (2) Provide aesthetic controls and dimensional requirements to ensure Compatible office and service Development with surrounding residential uses;
- (3) Encourage a mixture of medium-density residential uses with offices and services; and
- (4) Allow for Single-Family Dwellings in business corridors to be used for business or residential purposes.

(B) Authorized Uses

The uses authorized by section 3.7 of this UDO may be established in accordance with the provisions of this UDO, including, but not limited to the procedures established in chapter 2, the zoning district standards of this chapter, and the design standards of chapter 4.

(C) District Use Standards

Standards for specific uses and Development Patterns authorized in this district are established in chapter 5. In addition, the following standards shall apply:

- (1) Outside storage, display and operations are each prohibited.

- (2) Subject to Building code compliance, Buildings may be used for authorized residential or non-residential purposes.
- (3) Drive-through and drive-in uses are prohibited.

(D) District Development Standards

- (1) Dimensional and density standards are summarized in Exhibit 3-11. Section cross-references identify the location of additional dimensional standards. [For dimensional and density standards and incentives that pertain to minor-2 and minor-3 Subdivisions, see Appendix A.](#) Additional district Development standards are established in chapter 4 of this UDO.
- (2) Building walls facing streets and residential Lots shall be finished predominantly with brick, stucco, wood, or other non-metal siding determined by the Planning Director to be of comparable appearance and durability. Side and rear Building walls that do not face streets or residential Lots shall be finished with the same materials as the walls facing the streets for at least the lesser of twenty-five (25) percent or twenty-five (25) feet of the length of the wall extending from the nearest street facing walls.
- (3) Building sides facing streets and residential Lots shall have parapets, mansard or false mansard roofs or shingled or standing seam roofs with a minimum pitch of 6:12 (vertical rise : horizontal run).
- (4) All Buildings shall be designed to comply with the applicable design standards established in section 4.10, except as modified by **HCO** district guidelines.

Exhibit 3-11: Summary of OS Development Standards

Design Element	Principal Structure Standards	Section Cross-Reference	Setback Illustration
Maximum Height	35'	4.2.1	<p>Letters match dimension in design element column</p>
Minimum Front Setback from Right-of-Way (dimension A)	15'	4.2.2	
Minimum Front Setback from centerline (dimension B)	45'	4.2.2	
Minimum Side Setback, Exterior from Right-of-Way (dimension C)	15'	4.2.2	
Minimum Side Setback, Exterior from centerline (dimension D)	45'	4.2.2	
Minimum Side Setback, Interior (dimension E)	20'	4.2.2	
Minimum Rear Setback (dimension F)	20'	4.2.2	
Minimum Lot Width (dimension G)	No minimum	4.2.3	
Minimum Lot Area per Dwelling Unit	3,600 sq.ft.	4.2.3	
Minimum Lot Size for 1 Dwelling Unit	10,000 sq.ft.	4.2.3	
Additional Lot Area per Additional Dwelling Unit	3,600 sq.ft.	4.2.3	

(Ord. # 1716)

3.5.12. I – Industrial

(A) Purpose

The I district is established to allow primarily light manufacturing, assembly, research and intensive commercial uses. The regulations of this district are intended to:

- (1) Encourage light manufacturing and intensive commercial uses that are Compatible with the tourist/resort character of the community, as well as accessory land uses incidental to and in support of authorized manufacturing uses;
- (2) Exclude heavy industry, major retail and residential land uses; and
- (3) Preserve locations that are best suited for industrial Development.

(B) Authorized Uses

The uses authorized by section 3.7 of this UDO may be established in accordance with the provisions of this UDO, including, but not limited to the procedures established in chapter 2, the zoning district standards of this chapter, and the design standards of chapter 4.

(C) District Use Standards

Standards for specific uses and Development Patterns authorized in this district are established in chapters 5 and 6. In addition, the following standards shall apply:

- (1) Outdoor operations, other than moving, storing and displaying goods shall be prohibited.

Amended

9-23-25

3-17

Exhibit 4-1: Building Height, Setbacks and Lot Dimensions

Zoning District	Maximum Height	Front Setback	Setback From Street Centerline	Exterior Side Setback	Interior Side Setback	Rear Setback	Minimum Lot Size	Additional Area Required Per Additional Dwelling Unit	Lot Width
RE	35'	40'	70'	15'	15' ⁽¹⁾	30' ⁽¹⁾	5 acres ⁽⁴⁾		100' min.
RR	35'	40'	70'	15'	15' ⁽¹⁾	30' ⁽¹⁾	30,000 sq.ft ⁽⁵⁾		100' min.
RS-1	35'	30'	60'	15'	10' ⁽¹⁾	30' ⁽¹⁾	10,000 sq.ft.		45' min.
RS-2	35'	30'	60'	15'	10' ⁽¹⁾	30' ⁽¹⁾	20,000 sq.ft.		45' min.
RS-3	35'	30'	60'	15'	10' ⁽¹⁾	30' ⁽¹⁾	30,000 sq.ft.		45' min.
RM-1 ⁽⁹⁾	40'	25'	55'	15'	10' ⁽¹⁾	30' ⁽¹⁾	10,000 sq.ft.	3,600 sq.ft.	45' ⁽⁸⁾ min.
RM-2 ⁽⁹⁾	40'	25'	55'	15'	10' ⁽¹⁾	30' ⁽¹⁾	10,000 sq.ft.	6,000 sq.ft.	45' ⁽⁸⁾ min.
CB ^(2,9)	45'	5' maximum	Not applicable	5' maximum	No minimum	No minimum	No Minimum	1,500 sq.ft.	50' maximum
GB ⁽³⁾	45'	No minimum	No minimum	No minimum	No minimum	No minimum	No Minimum ^(6,7)	3,600 sq.ft.	No minimum
NB ^(3,9)	35'	15'	45'	15'	20'	20'	No Minimum ⁽⁷⁾	3,600 sq.ft.	No minimum
OS ^(3,9)	35'	15'	45'	15'	20'	20'	No Minimum ⁽⁷⁾	3,600 sq.ft.	No minimum
I ⁽³⁾	50' (see §4.2.1(G))	40'	70'	15'	10'	20'	50,000 sq.ft. ^(4,5)		No minimum

Commented [JB26]: Minor-2 and Minor-3 Subdivisions may only apply where "single-family attached" Subdivisions are allowed – in RM-1, RM-2, CB, NB, and OS districts.

Table Notes:

- (1) Side and Rear Setbacks for Accessory Buildings and structures (excluding fences) that are twelve (12) feet or less in height measured from average grade of the footprint of the Building to the highest point of the roof shall have a minimum Setback of five (5) feet. The Setback shall be increased two (2) feet for every for every one (1) foot of height for Accessory Buildings exceeding twelve (12) feet in height.
- (2) See CB district design standards for exceptions to maximum Setbacks.
- (3) Whenever a Lot in a GB, NB, OS or I district has a common boundary line with a Lot in a Residential District, the Interior Side or Rear Setback requirement along the common boundary line for the property in the GB, NB, OS, or I district shall be the greater of the minimum Setbacks for the applicable districts. [For example, where the side boundary line of a Lot in an "I" district abuts a side boundary of a Lot in a "RR" district, the minimum Side Setback shall be 15 feet.]
- (4) Minimum Parcel size for keeping horses is 10 acres, unless the Parcel was created by an instrument recorded at the Moore County Registry on or prior to December

- 12, 1989, in which case the minimum Parcel size for keeping horses is 4.59 acres. Parcels no more than 16 feet wide at any point and no less than 50 feet long may be created between existing Parcels for purpose of equestrian access.
- (5) Minimum Parcel size for keeping horses is 10 acres, unless the Parcel was created by an instrument recorded at the Moore County Registry on or prior to June 11, 2002, in which case the minimum Parcel size for keeping horses is 4.59 acres. Parcels no more than 16 feet wide at any point and no less than 50 feet long may be created between existing Parcels for purpose of equestrian access.
- (6) The minimum area for Lots with frontage directly on an arterial shall be 40,000 sq.ft.
- (7) The minimum area for Lot for a single Dwelling Unit shall be 10,000 square feet.
- (8) Minimum Lot width is not applicable to Townhouse Development.
- (9) For dimensional and density standards and incentives that pertain to minor-2 and minor-3 Subdivisions, see Appendix A.

Southern Pines Unified Development Ordinance

Amendments

Agenda/Ordinance Number	Text Amendment Summary	Date Adopted
Ord. #3031	Amending the Authorized Land Use Table, provisions related to Conditional Zoning districts, and open space.	3/13/24
Ord. #3044	Amending limitations on telecommunications towers.	5/14/24
Ord. #3116	Amending provisions related to performance guarantees; certificates of occupancy; WPO district; curbs, gutters and sidewalks; Board of Adjustment voting; and the definition of built-upon area.	5/13/25
Ord. #3141	Amending sign regulations in Chapters 2 and 4 of the UDO	8/26/25
Ord. #3148	Amending exhibit 3-1 and section 8.11(C)	9/9/25
Ord. #3149	Amending the PD amendment process	9/23/25
<u>Ord. #XXXX</u>	<u>Creating the minor-2 and minor-3 Subdivision provisions within §2.19, §2.49, §2.50, Appendix A, and Appendix B; clarifying the original "minor Subdivision" as the "minor-1 Subdivision."</u>	<u>MM/DD/YY</u>

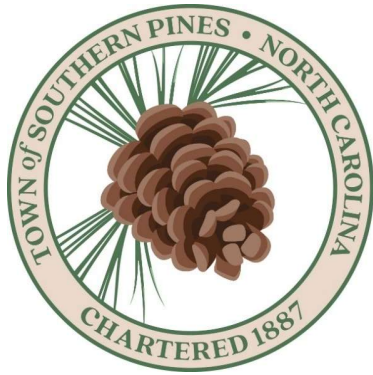
File Number	Zoning Map Amendment Summary	Date Adopted
Z-01-14	Rezoning of the Southern Pines Corporate Park from Industrial (I) to Planned Development (PD)	5/13/14
Z-03-14	Rezoning of Property from OS-CD to RM-2; 360 N. Bennett St.	5/13/14
Z-04-14	Rezoning of Property from RS-1 to NB; 1064 W. Massachusetts Avenue	5/13/14
Z-02-15 1539	Rezoning of Property from GB to RM-2; Between Midlothian Drive and Clark Street	11/10/15
Z-01-16	Rezoning of Property from RS-1 to NB-CD: 1650 W. New York Avenue - American Legion Post 177	3/8/16
Z-02-16	Rezoning of 1515 Midland Rd from RS-2 to RS-1CD	2/14/17
Z-03-17	Rezoning of 93.04 ac. on Waynor Rd from RR to RS-3	10/16/17
Z-04-17	Rezoning of 2250 E Connecticut Ave and Lot 1A Ft. Bragg Rd from RS-3 to RE	10/16/17
Z-06-17	Rezoning of Waynor Road & Hwy 22 from PD to FRR	11/14/17
PD-03-17	Rezoning of 1605 Central Drive from FRR to PD	12/11/17
Z-05-17	Rezoning of 940 E Connecticut Ave from RS-3 to RE	12/12/17
Z-01-18	Rezoning of The Carolina golf course Tracts to FRR	4/10/18
Z-02-18	Rezoning of Central Drive from FRR to I	5/15/18
PD-02-18	Rezoning of Caropines - modification of The Carolina Subdivision plan from RS-2 to PD	10/9/18

Amended

9-23-25

Town of Southern Pines, North Carolina
Unified Development Ordinance

Appendices



Updated
August 26, 2025

Table of Contents

APPENDIX A: DEVELOPMENT APPLICATIONS	A-1
A. PURPOSE OF APPENDIX A	A-1
B. GENERAL REQUIREMENTS	A-1
C. DEVELOPMENT APPLICATIONS AND SUBMITTAL REQUIREMENTS	A-1
D. DOCUMENTS AND WRITTEN INFORMATION IN ADDITION TO REQUIRED PLANS AND APPLICATIONS	A-1
E. DIGITAL SUBMITTAL REQUIREMENTS	A-2
COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST	A-6
UNIFIED DEVELOPMENT ORDINANCE TEXT AMENDMENT APPLICATION CHECKLIST	A-7
ZONING MAP AMENDMENT APPLICATION CHECKLIST	A-8
PLANNED DEVELOPMENT DISTRICT CONCEPTUAL DEVELOPMENT PLAN APPLICATION CHECKLIST	A-9
PLANNED DEVELOPMENT OVERLAY DISTRICT PRELIMINARY DEVELOPMENT PLAN APPLICATION CHECKLIST	A-11
PLANNED DEVELOPMENT DISTRICT FINAL DEVELOPMENT PLAN APPLICATION CHECKLIST	A-13
MAJOR SUBDIVISION – SKETCH PLAN APPLICATION CHECKLIST	A-15
MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION CHECKLIST	A-16
MAJOR SUBDIVISION ENGINEERING PLANS APPLICATION CHECKLIST	A-18
MAJOR SUBDIVISION – FINAL PLAT APPLICATION CHECKLIST	A-20
UDO CONDITIONAL USE PERMIT APPLICATION CHECKLIST	A-24
UDO VARIANCE APPLICATION CHECKLIST	A-25
APPEALS OF STAFF DETERMINATION APPLICATION CHECKLIST	A-26
VESTED RIGHTS DETERMINATION APPLICATION CHECKLIST	A-27
ARCHITECTURAL COMPLIANCE PERMIT APPLICATION CHECKLIST	A-28
CERTIFICATE OF APPROPRIATENESS APPLICATION CHECKLIST	A-29
MINOR-1 SUBDIVISION APPLICATION CHECKLIST	A-33
VACATION OF STREETS, PLATS OR EASEMENTS APPLICATION CHECKLIST	A-36
PLAT AMENDMENTS APPLICATION CHECKLIST	A-37
ZONING PERMIT APPLICATION CHECKLIST	A-38
LAND DISTURBANCE PERMIT APPLICATION CHECKLIST	A-39
SIGN PERMIT APPLICATION CHECKLIST	A-40

DRIVEWAY/ROW PERMIT APPLICATION CHECKLIST A-41

HOME OCCUPATION PERMIT APPLICATION CHECKLIST A-42

HOME OCCUPATION PERMIT APPLICATION CHECKLIST A-43

DRAINAGE IMPACT ANALYSIS CHECKLIST A-44

SITE PLAN CHECKLIST A-48

LANDSCAPING PLAN CHECKLIST A-50

TRAFFIC IMPACT ANALYSIS CHECKLIST A-51

CONCEPTUAL TRANSPORTATION PLAN CHECKLIST A-52

MINOR-2 AND MINOR-3 SUBDIVISION APPLICATION CHECKLIST A-54

APPENDIX B: ENGINEERING AND CONSTRUCTION STANDARDS MANUAL B-1

CHAPTER 1: SPECIFICATIONS AND SPECIAL PROVISIONS B-5

CHAPTER 2: STREETS B-7

CHAPTER 3 STORM DRAINAGE B-21

CHAPTER 4 WATER DISTRIBUTION SYSTEM B-28

CHAPTER 5 SEWER COLLECTION SYSTEM B-29

CHAPTER 6 CONSTRUCTION DRAWINGS CHECKLIST B-30

CHAPTER 7 REFERENCES B-42

CHAPTER 8 STANDARD DRAWINGS B-42

CHAPTER 9 FORMS B-75

CHAPTER 10 SYSTEMVISION NEW HOME CONSTRUCTION STANDARDS B-82

APPENDIX C: RESERVED C-1

APPENDIX D: TRAFFIC CALMING D-1

APPENDIX E: VEHICLE ACCOMMODATION AREA SURFACES E-1

APPENDIX F: SCREENING AND TREES F-1

APPENDIX G: GRAPHICS ILLUSTRATING MAJOR BUFFERING AND LANDSCAPING REQUIREMENTS G-1

APPENDIX H: FEE SCHEDULE H-1

APPENDIX I: STREET CROSS-SECTIONS I-1

MINOR-1 SUBDIVISION APPLICATION CHECKLIST

Process Overview

Decision Making Body	Review	Recommend	Decision
Technical Review Committee		X	
Director			X
<i>X = indicates required action</i> <i>● = indicates actions that may be applicable based on development impact.</i>			

Submittal Requirements*

Please include the following information on all applications for a Minor-1 Subdivision. If any of the information or required materials is missing or incomplete, the application will not be processed.

- PROOF OF OWNERSHIP** – Filed deed, vendor’s lien, act of donation or tax assessment with legal description.

- FINAL PLAT** – Copies drawn at a scale of 1" = 100' on sheets with maximum dimensions not exceeding 24 inches by 36 inches. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet and the component areas shown on the other sheets. The plat shall contain the following information:
 - a. Name of the subdivision;
 - b. The name of the owner or owners, or subdividers;
 - c. Date, scale and north arrow, on each page. Each sheet of the plat shall indicate its page number in relation to the total number of sheets;
 - d. The correct legal description of the property being subdivided shall be shown on the Plat;
 - e. Accurate references to known or permanent monuments, giving the bearing and distance from said monuments and State Plane coordinates of at least two subdivision corners;
 - f. The location of all survey monuments and their descriptions;
 - g. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100th of a foot. The radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners;
 - h. The names, lines and right-of-way widths of all proposed streets with accurate dimensions in feet and hundredths of feet with angles to right-of-way lines and lot lines;
 - i. The location of the subdivision based on an accurate traverse giving angular and linear dimensions which shall mathematically close. Bearings and distances of all exterior boundary lines and along the center lines of streets shall be furnished;
 - j. Accurate location of all existing and recorded roads intersecting the boundaries of the tract;
 - k. The gross area, net area and lot area of the land being subdivided;
 - l. The boundary lines of all adjoining lands for a distance of 150 feet and showing (with dotted lines) the right-of-way lines, adjacent streets and alleys with their widths and

MINOR-2 & 3 SUBDIVISION SITE PLAN APPLICATION CHECKLIST

Process Overview

Decision Making Body	Review	Recommend	Decision
Technical Review Committee		X	
Planning Director			X
X = indicates required action			

Commented [JB1]: This checklist started with the Major Subdivision Final Plat checklist as a starting point – augmented and adjusted for Minor-2/3.

Submittal Requirements*

Please include the following information on all applications for a Minor-2 Subdivision – Site Plan. If any of the information or required materials is missing or incomplete, the application will not be processed.

- PROOF OF OWNERSHIP** – Filed deed, vendor’s lien, act of donation or tax assessment with legal description.
- SUBDIVISION BASE STANDARDS** – The site plan meets all base standards required for a Minor-2 or Minor-3 Subdivision as listed in **Table 1** below.
- SUBDIVISION INCENTIVES** – The site plan does not exceed the development incentives granted by meeting the required base standards for Minor-2 Subdivisions, which are shown in **Table 2** below.
- INCENTIVIZED STANDARDS (MINOR-3 ONLY) (if applicable)** – The site plan earns 15 points of additional Minor-3 incentivized standards, as listed in **Table 3** below, to build single-family attached developments comprising 10-21 Lots.
- ARCHITECTURAL PLAN ELEVATIONS** – The elevations shall demonstrate consistency with the base standards for architecture (shown in **Table 1** below) and, if applicable, with the incentivized standards for architecture (shown in **Table 3** below).
- EASEMENTS/RIGHTS-OF-WAY** – shall include separate legal instrument when off-site improvements require easements or rights-of-way.
- SITE PLAN (SKETCH PLAT) & ENGINEERING PLANS** – A digital copy of the Site Plan and Engineering Plans shall be signed and sealed by a professional engineer in the State of North Carolina (and registered landscape architect as applicable), shall be drawn on 24” by 36” sheets and shall include:
 - a. Copies of the detailed Site Plan layout and Engineering Plans and specifications for the proposed Subdivision;
 - b. The name of the proposed subdivision and the name of the owner, developer, and applicant;
 - c. The name of the individuals who surveyed the property and prepared, stamped, signed and sealed the plans and specifications;
 - d. Lot and block numbers;
 - e. Alignment and dimensions of proposed lots, blocks, existing and proposed streets, and easements that adjoin, traverse, or are included in the proposed subdivision;
 - f. Proposed street names, which may not duplicate or be substantially similar to any existing streets in the Town as determined by the Director;
 - g. The location and description of existing and proposed sewerage facilities, if any central

Commented [JB2]: Typically provided via AR permit, including the elevations with the Mino-2/3 application aims to simplify process.

- sewerage collection, treatment and disposal system is planned;
- h. Plans showing the dimensions, as well as the proposed vertical and horizontal alignments of water, sewer, gas, electrical and telecommunications lines;
- i. Location and construction details of all utility appurtenances, including, but not limited to switches, valves, pumps, and manholes;
- j. The proposed location and design of light standards and fire hydrants, (if applicable);
- k. Specifications of the proposed improvements, including typical street cross-sections, utilities, and the materials to be used in such improvements;
- l. Horizontal alignments of all streets and sidewalks;
- m. Details of plans for sewerage disposal, tie-in to existing collection systems, construction of a new collection and disposal system, use of lagoons, lift stations, force mains, etc.;
- n. Information required to demonstrate compliance with the drainage requirements of Chapter 4 of this UDO;
- o. Boundaries of open space, common areas, greenways, and other subdivision amenities;
- p. Location and extent of existing and proposed boundaries of floodways and floodplains;
- q. The location of all wetlands on or within 50' of the subject property;
- r. d All areas of the subdivision with a slope greater than 30 percent;
- s. Topographic contour lines at two-foot intervals or as otherwise approved by the Planning Director; and
- r. A phasing schedule describing the location, sequencing, and timing of infrastructure improvements and lot development for subareas of an overall proposed subdivision (if applicable).

- UTILITY LETTERS** – letters confirming the availability of service and improvements necessary to provide water, wastewater, natural gas, or telecommunications services (not needed for Town services).
- COVENANTS & RESTRICTIONS** (if applicable) – a copy of proposed private property restrictions.
- DRAINAGE CONCEPT PLAN** (if applicable) – see drainage impact analysis checklist.
- TRAFFIC IMPACT /DESIGN ANALYSIS AND TOWN ENGINEER'S REPORT** (if applicable) – see section 4.12 of the UDO.
- APPLICATION FEE** – as specified in Appendix H.
- SIGNED APPLICATION** – by the legal property owner(s). Owner voluntary consent to the minor-2 base standards and minor-3 incentivized standards, as applicable, is required pursuant to G.S. §160D-702(b), UDO §2.49.2(A), and UDO §2.50.2(A).
- ADDITIONAL DOCUMENTATION** – Additional text and/or maps provided to demonstrate consistency with the approval criteria in section 2.19 of this UDO.

*Additional information may be required. Fees are subject to change.

Commented [JB3]: This provision is inconsistent between the current Minor Subdivision and Major Subdivision; this language helps clarify.

Commented [JB4]: G.S. 160D-702(b) is very strict about applying architectural standards to structures subject to NC residential building code; this line makes clear that voluntary consent from owner(s) must be very explicit.

Table 1 – Minor-2 Subdivision Base Standards

Standard	Details
<u>Authorized District</u>	<u>Minor-2 subdivisions, unless preceded by a Conditional Zoning District that approves multiple housing types, may apply only to single-family attached Subdivisions. Single-family attached developments are only allowed in RM-1, RM-2, CB, NB, and OS zoning districts; however, PD zoning may also provide for single-family attached Subdivisions, depending on provisions in the subject Conceptual Development Plan.</u>
<u>Square Feet Limit</u>	<u>The individual unit footprint is limited to 1,000sf and the individual total heated-floor-area is limited to 2,000sf.</u>
<u>Footprint Dimensions</u>	<u>Heated floor area depth shall not exceed 2.5 times the width (ex: a unit 20-feet in width shall not exceed 50-feet in depth).</u>
<u>Building Materials</u>	<u>The exterior finish of building front façades shall be constructed with at least 20% brick, exclusive of doors and windows. The permit issuing authority may approve the use of alternative materials to brick, provided they establish an equivalent appearance and have equal or greater durability.</u>
<u>Building Articulation</u>	<u>All units shall incorporate depth and variety in articulation, design appearance, and color. Bump outs, porches, changing roof directions, variations in roofline, and/or design characteristics that achieve commensurate depth in design may be used to accomplish this standard.</u>
<u>Building Projection</u>	<u>For townhouse buildings of 3 or more units, the design must articulate front facades by including projections of at least 2 feet at least once every 50 feet along the façade.</u>
<u>Garages</u>	<u>Garages shall not project further than the articulation of the principal structure.</u>
<u>Street Trees</u>	<u>Install at the rate: 1 tree per 30' along all public and private streets.</u>
<u>Buffer Requirements</u>	<u>Install according to zoning standards (see UDO exhibit 4-2)</u>
<u>Open Space</u>	<u>Set at least 10% of the project area as dedicated open space. Preserve any existing mature trees, 6-inch diameter and greater, within that space. Any environmentally sensitive areas on site shall be a part of the delineated open space, and open space that reflects natural character shall take priority over usable open space—up to 100% of the required area. Buffers wider than 20-feet may count pursuant to UDO §4.3.4(B)(5).</u>
<u>Flood Zones & Wetlands</u>	<u>No disturbance, grading, or impervious surface installation may occur in a wetland or flood zone.</u>

Commented [JB5]: Making Minor-2/3 allowed only in zones that currently provide for single-family attached subdivisions channels density in appropriate areas of town.

Commented [JB6]: Smaller townhouse units are generally more affordable, and these dimensions fall within the designs of most project applications we see in SP. This limit prevents promoting large, luxury type townhomes.

Commented [JB7]: This dimensional requirement prevents the “snout house” design where 2+ units extend very deep into a property.

Commented [JB8]: Promotes aesthetically appealing design and community character.

Commented [JB9]: Used in the Hale Street Cottages conditions list (Z-03-25)

Commented [JB10]: Depth adds character, and keeps them “Southern Pinesy”

Commented [JB11]: Prevents the “snout house” design – less “southern pinesy” – but allows for garages to be part of the bump out if desired.

Commented [JB12]: Aims to preserve natural character in open space pursuant to Comp Plan policies 4.9 and 4.10.

<u>Watersheds</u>	<u>All minor-2 and 3 applications must conform to the watershed regulations, and gain an approved 5/70 exemption, if applicable. A Watershed Protection Permit application must be included with minor-2 or 3 applications, which is an administrative approval in conjunction with a minor-2 or minor-3 Subdivision, if applicable.</u>
<u>Retain All Existing Trees Feasible</u>	<u>Retain all existing trees, 6-inch diameter and greater, within the subject property that do not interfere with:</u> <ul style="list-style-type: none"> • <u>Building footprints</u> • <u>Access alleys, driveways, and/or parking spaces</u> • <u>Utility installation</u> • <u>Essential site grading</u> <u>Trees that the developer identifies, and town staff confirm during site plan review, as necessary to remove for one of the four reasons listed above are permitted for removal. Trees within public rights-of-way that do not interfere with access and utilities installation shall be retained. The developer should prioritize existing tree preservation within designated buffers, open space, and all other non-built-upon surface areas. Trees counting for any credits pursuant to UDO §4.3 shall be protected with tree protection fencing pursuant to UDO §4.3.13.</u>
<u>Stormwater Control</u>	<u>The application complies with the Town's stormwater control regulations pursuant to UDO §4.14. Creative design to meet this standard of addressing stormwater should be employed whenever possible; examples include: planted stormwater ponds, rock gardens, and ditch & swale designs.</u>
<u>Overlays</u>	<u>The application conforms to any applicable overlays as detailed in the UDO (HCO, DTO, etc.).</u>
<u>Street & Access Standards</u>	<u>Access must meet UDO §4.11 standards and fire access requirements.</u>
<u>Does not Violate Applicable Federal or State Regulations</u>	<u>The application must not violate any federal and/or state regulations that pertain to the project; additional documentation or adjustments may be necessary to demonstrate compliance with applicable regulations.</u>

Commented [JB13]: 5/70 exemption allocation can be approved administratively; Because RM-1, RM-2, CB, NB, and OS zoning districts largely overlap with the High-Quality Watershed, wrapping 5/70 approval would be an intuitive incentive; otherwise, Minor-2 and Minor-3 would still require council approval in many cases.

The total pervious area of these 5 zoning districts that overlaps with the watershed is about 100-acres in total (given from an analysis conducted by TOSP IT).

Commented [JB14]: This is the most flexible but effective wording for tree preservation we have to date; fundamentally, if a tree doesn't need to go according to the proposed design, it won't. Reasonable adjustments will be negotiated and balanced during site plan review.

Table 2 –Incentives (Enabled by Meeting the Minor-2 Subdivision Base Standards (Table 1)

<u>Incentive</u>	<u>Details</u>
<u>Reduced Minimum Lot Size</u>	<u>The minimum lot size of the parent tract is reduced by 50% of the underlying zoning standards, or to 1,500sf, whichever is larger.</u>
<u>Reduced Setbacks</u>	<u>The minimum setbacks of the parent tract may be reduced in accordance with the “Building Setback Reduction” standards found under the Administrative Relief section of the UDO, §2.46.3(A).</u>

Commented [JB15]: Minimum lot sizes and setbacks for single-family attached development in the UDO are disproportionately large across zoning districts (example: RM-1 is 10,000sf for the first unit, and 3,600sf for subsequent units). The amount of land chewed up for a relatively small number of units hinders or precludes infill development for “missing-middle” housing as called for in the Comprehensive Plan. These lot size and setback incentive makes the Minor-2/3 more cost feasible and encourages density in appropriate areas of town (but only where single-family attached is allowed today).

<u>Minimum Lot Width</u>	<u>No minimum lot width shall apply to single-family attached lots.</u>
<u>Tree Protection Fencing</u>	<u>Tree protection fencing may be combined with silt fences where feasible (but must remain marked as "tree protection zone" on the silt fence).</u>
<u>Watershed Protection Permit</u>	<u>Watershed Protection Permits qualify for administrative approval under the minor-2 and minor-3 Subdivisions, if applicable.</u>
<u>Maximum Building Height</u>	<u>Maximum building height shall be 45-feet, regardless of the underlying zoning district's prescribed height limit.</u>

Commented [JB16]: This is consistent with current townhouse standards

Commented [JB17]: 5/70 can be administratively approved; moreover, much of RM-1, RM-2, CB, NB, and OS zoning overlap with the High-Quality Watershed.

Commented [JB18]: Planning Board members' initial feedback recommended this incentive to ensure 3-story townhomes would be feasible; 35' max height in some districts would prevent a well-designed 3-story unit.

Table 3 – Minor-3 Incentivized Standards (Earn 15 Points to Enable 10-21 Lot Developments)

<u>Point Value</u>	<u>Standard</u>	<u>Details</u>
<u>15</u>	<u>Redevelopment Site Selection</u>	<u>The proposed Minor-3 development is on redevelopment site that comprises no more than 30% virgin land (land that reflects Southern Pines natural character).</u>
<u>15</u>	<u>Built to SystemVision Construction Standards</u>	<u>To earn credit, the proposed Minor-3 development must build the proposed units to the TOSP modified SystemVision Program Standards for new home construction. See UDO Appendix B.</u>
<u>7.5</u>	<u>Parking</u>	<u>Parking shall be accomplished by one, or a combination of, the following: on-street parking, rear-loaded driveways or garages, and/or parking space to the side or rear of buildings. Parking spaces in between the primary right-of-way and building are not permissible.</u>
<u>5</u>	<u>Install sidewalks</u>	<u>To earn credit, a sidewalk adjacent to all applicable public and private streets shall be installed. The town's greenway trail standards (found in Appendix B) and concrete are both allowable materials. The chosen material shall match the sidewalk materials used on adjacent properties, if applicable.</u>
<u>5</u>	<u>Pedestrian connectivity</u>	<u>To earn credit, a pervious walking trail, that is not adjacent to public or private streets, shall be constructed to connect to nearby pedestrian infrastructure.</u>
<u>2.5</u>	<u>Install gutters</u>	<u>Gutters must channel water away from all structure(s) into the site's stormwater management system.</u>
<u>2.5</u>	<u>Exterior Lighting</u>	<u>All exterior lighting, to include street lights and exterior building lights, shall use Light-Emitting Diode (LED) lighting not to exceed 0.2 lumen per square foot limit per UDO §4.8.</u>
<u>5</u>	<u>Improved landscaping</u>	<u>Provide additional landscaping in all applicable vehicle use areas and building foundation areas. Vehicle use area</u>

Commented [JB19]: Redevelopment and infill development are efficient uses of land that direct density in appropriate areas (and indirectly keep it away from inappropriate areas of town).

Commented [JB20]: "SystemVision" standards ensure better durability and efficiency of the home at a relatively inexpensive up-front cost. The standards defend against things breaking in the first few years, high utility bill costs, and overall minimum-quality design. In effort to provide more affordable housing, these measures promote long-term affordability directly to the homeowner.

Commented [JB21]: Side and rear parking, if designed appropriately, is much more consistent with TOSP character.

Commented [JB22]: Ped connections are a Comp Plan priority under policy 8.1.

Commented [JB23]: Gutters are value-added measure that will add immediate durability to runoff for the homeowner. Gutter installation costs can be relatively high for a new homeowner, and unexpected if they're needed quickly from flooding.

Commented [JB24]: LED lighting is more energy efficient and will add to the homeowner's overhead cost benefit.

TOWN OF SOUTHERN PINES UDO APPENDICES

		<p>plantings shall follow the standards set in UDO §4.3.6 and Exhibit 4-5. Foundation plantings shall follow the planting rate for perimeter landscaping, found in UDO Exhibit 4-5, but for shrubs plantings only.</p> <p><i>This standard requires a landscaping site plan sheet to accompany the Minor-3 submittal requirements.</i></p>
7.5	<u>Open Space</u>	<p>Set at least 20% of the project area as dedicated open space. Preserve all existing mature trees, 6-inch diameter and greater, within that space. Any environmentally sensitive areas on site shall be a part of the delineated open space, and open space that reflects natural character shall take priority over usable open space, up to 100% of the required area. Buffers wider than 20-feet may count pursuant to UDO §4.3.4(B)(5).</p>
10	<u>Build to modified §4.10.4 architecture standards</u>	<p>The exterior finish of all building façades comprises at least 60% brick, exclusive of doors and windows. The Planning Director may approve the use of alternative materials to brick, provided they establish an equivalent appearance and have equal or greater durability.</p>
X	<u>Incentive negotiated in conjunction with a CZD</u>	<p>The incentive point value should be commensurate with similar incentives noted in this list.</p>
		= Total Earned (15 points needed).

Commented [JB25]: Improved landscaping is a relatively low-cost means of improving the development's character, aesthetic appeal, and immediate integration with adjacent properties.

Commented [JB26]: Setting aside open space, and especially open space that's environmentally sensitive, is a key comprehensive plan priority. If a development has the ability to use this standard, doing so would be a real community benefit.

Commented [JB27]: §4.10.4 standards are an effective way to maintain Southern Pines character, and the use of durable materials on the building facades are a primary piece of those standards.

Commented [JB28]: If there's a particular incentive that would align well to the unique nature of the property, adding it into the CZD application would be the place to do it.

MINOR-2 & 3 SUBDIVISION – FINAL PLAT APPLICATION CHECKLIST

Process Overview

<u>Decision Making Body</u>	<u>Review</u>	<u>Recommend</u>	<u>Decision</u>
<u>Technical Review Committee</u>		<u>X</u>	
<u>Director</u>			<u>X</u>
<u>X = indicates required action</u>			

Submittal Requirements*

Please include the following information on all submittals for a Minor-2 or Minor-3 Subdivision – Final Plat. If any of the information or required materials is missing or incomplete, the submittal will not be processed.

- FINAL PLAT** – Copies (1 full sized copy or 1 digital copy) drawn at a scale of 1" = 100' on sheets with maximum dimensions not exceeding 24 inches by 36 inches. If more than two sheets are required, an index sheet of the same dimensions shall be filed showing the entire subdivision on one sheet and the component areas shown on the other sheets. The plat shall contain the following information:
 - a. Name of the subdivision;
 - b. The name of the owner or owners, or subdividers;
 - c. Date, scale and north arrow, on each page. Each sheet of the plat shall indicate its page number in relation to the total number of sheets;
 - d. The correct legal description of the property being subdivided shall be shown on the Plat;
 - e. Accurate references to known or permanent monuments, giving the bearing and distance from said monuments and State Plane coordinates of at least two subdivision corners;
 - f. The location of all survey monuments and their descriptions;
 - g. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and other areas for public or private use. Linear dimensions are to be given to the nearest 1/100th of a foot. The radii, arcs or chords, points of tangency and central angles for all curvilinear streets and radii for rounded corners;
 - h. The names, lines and right-of-way widths of all proposed streets with accurate dimensions in feet and hundredths of feet with angles to right-of-way lines and lot lines;
 - i. The location of the subdivision based on an accurate traverse giving angular and linear dimensions which shall mathematically close. Bearings and distances of all exterior boundary lines and along the center lines of streets shall be furnished;
 - j. Accurate location of all existing and recorded roads intersecting the boundaries of the tract;
 - k. The gross area, net area and lot area of the land being subdivided;
 - l. The boundary lines of all adjoining lands for a distance of 150 feet and showing (with dotted lines) the right-of-way lines, adjacent streets and alleys with their widths and names, and adjacent zoning districts;
 - m. Easements and easements for rights-of-way provided for public use, services or utilities, with figures showing their dimensions and listing uses that are being provided and any

- limitations on such easement;
- n. Clearly numbered lots in sequence and blocks clearly lettered in sequence;
- o. The location of floodplain boundaries, as applicable;
- p. The location of all wetlands on or within 50' of the subject property;
- q. A statement dedicating all easements, streets alleys and other public areas not previously dedicated, including an accurate outline of any portions of the property intended to be dedicated or granted for public use;
- r. Appropriate certificates as determined by the Town Attorney. These certificates shall include, but not be limited to:
 - (7) Certification signed and dated by a licensed North Carolina Land Surveyor;
 - (8) Certificate of Approval (see template below)
 - (9) Certification of platting signed and dated by the owner, appearing on or attached to the plat and on all separate sheets comprising the plat, acknowledging the dedication to public use of all streets, alleys, parks or other open spaces shown thereon and the granting of easements required;
 - (10)Certificate of Survey and Accuracy (see template below);
 - (11)NCDOT Certification (for streets proposed as public that are outside of municipal corporate limits, see template below); and
 - (12)Review Officer Certification (see template below).

Certificate of Approval

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

Date Planning Director

Certificate of Ownership and Dedication:

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

Date Owner

Certificate of Owner Voluntary Consent to the minor-2 Subdivision Base Standards:

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of the Town of Southern Pines, and that I hereby voluntarily consent to the minor-2 base standards as defined in the Town of Southern Pines Appendix A, pursuant to G.S. 160D-702(b).

Date Owner

Commented [JB29]: This signature block ensures consistency with G.S. §160D-702(b).

Certificate of Owner Voluntary Consent to the minor-3 Subdivision Incentivized Standards:

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of the Town of Southern Pines, and that I hereby voluntarily consent to the minor-3 incentivized standards, that are applicable to the subject property, as defined in the Town of Southern Pines Appendix A, pursuant to G.S. 160D-702(b). The minor-3 incentivized standards that apply to the subject Final Plat are as follows:

Date Owner

Commented [JB30]: If applicable, this signature block ensures consistency with G.S. §160D-702(b) and ensures the chosen incentivized standards run with the land and project to fruition.

Certificate of Survey and Accuracy:

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision. (Deed description recorded in Book _____, Page _____, etc. (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, Page _____; that the ratio of precision or positional accuracy as calculated is _____; that this plat was prepared in accordance with G.S. § 47-30. Witness my original signature, license number and seal this _____ day of _____, A.D. 20 _____.

Seal or Stamp

Land Surveyor

License Number

Division of Highways District Engineer Certificate

I hereby certify that the public streets shown on this plat have been completed, or that a performance bond or other sufficient surety has been posted to guarantee their completion, in accordance with at least the minimum specifications and standards in accordance with at least the minimum specifications and standards of the State Department of Transportation for acceptance of subdivision streets on the state highway system for maintenance.

Date District Engineer

Certificate of Review Officer
Certificate of Review Officer

TOWN OF SOUTHERN PINES UDO APPENDICES

I, _____, Review officer of _____ County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date: _____

- SUBDIVISION IMPROVEMENT AGREEMENT**, (if applicable) – Copy of Agreement as prepared by applicant and approved to form by Town Attorney as well as acceptable security, per section 2.20.7.
- STREET NAME APPROVAL**, (if applicable) – Formal written approval from Moore County Public Safety and Moore County GIS of street names within subdivisions.
- APPROVED SITE PLAN AND ENGINEERING PLANS**, or as-built plans, conforming with the requirements of the UDO, for all streets, grading, sanitary sewerage system, storm drainage facilities, water distribution system, sediment and erosion control, and other pertinent site improvements.
- HOMEOWNERS ASSOCIATION DOCUMENTATION** (if applicable) – a copy of the Homeowners' Association Articles of Incorporation and bylaws, to be recorded with the Register of Deeds, shall contain the following information:
 - i. The legal description of the common land;
 - j. A description of common facilities;
 - k. The restrictions placed upon the use and enjoyment of the lands or facilities;
 - l. Persons or entities entitled to enforce the restrictions;
 - m. A mechanism to assess and enforce the common expenses for the land or facilities (e.g., utility systems, private roads and other public or quasi-public improvements) including upkeep and maintenance expenses, real estate taxes and insurance premiums;
 - n. A mechanism for resolving disputes among the owners or association members;
 - o. The conditions and timing of the transfer of ownership and control of land facilities to the association;
 - p. Any other matter the developer deems appropriate.
- COVENANTS AND RESTRICTIONS** (if applicable) – one copy of all covenants and restrictions corresponding to the Homeowners Association for the proposed subdivision;
- PUBLIC UTILITY EASEMENTS** (if applicable) – copies of utility easements granting the Town of Southern Pines access for future operations and maintenance of utilities.
- ADDITIONAL DOCUMENTATION** – Additional text, maps, and/or TOSP modified SystemVision construction standards provided to demonstrate consistency with the approval criteria in section 2.19, 2.49, or 2.50 of this UDO, as applicable.

**Additional information may be required. Fees are subject to change.*

Commented [JB31]: SIAs and bond processes will run the same as with Major Subdivision Final Plats.

Commented [JB32]: If one opts to use the modified SystemVision standards, they'll need to provide the checklist showing they've completed all items; the town Inspections Department will use this checklist in addition to their standard checklist.

Chapter 10 SystemVision New Homes Construction Standards

The following standards may be applied to single-family attached developments for up to 21 Lots (as one of the optional incentivized standards under the Minor-3 Subdivision). See Minor-2 & 3 Subdivision Application Checklist for details (page A-54).

1. Air Tightness

1.1. Air tightness shall be less than or equal to .20 CFM50 per square foot of conditioned envelope area.

1.2. All air leakage paths from the home to the crawl space and from the crawl space to outside shall be air sealed.

*For air sealing checklist details, see <https://www.advancedenergy.org/system-vision>.

2. Moisture Management and Indoor Air Quality

2.1. Drainage: Finished grade shall be sloped away from foundation walls or slab. Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection that does not create a hazard. Lots shall be graded to drain surface water away from foundation walls. The grade shall fall a minimum of 6 inches (152 mm) within the first 10 feet (3,048 mm) from the foundation walls. For exceptions, see the North Carolina Residential Building Code Section R401.3.

2.2. Slabs: A ground vapor/moisture barrier with a rating of no more than 0.1 perm shall be installed under the slab and have 100% coverage with overlapped seams.

2.3. Crawl Spaces: All crawl spaces shall be closed and have the following components:

2.3.1. A sump pump or drain to daylight with a backflow preventer shall be located at the lowest point of the crawl space.

2.3.2. All air leakage paths from the home to the crawl space and from the crawl space to outside shall be air sealed.

2.3.3. Vapor/Moisture Barrier

2.3.3.1. Walls: Vapor/moisture barrier shall be sealed, mechanically fastened and run up walls to within 3 inches of mudsill.

2.3.3.2. Floors: Vapor/moisture barrier shall be sealed at all seams and penetrations and to wall vapor/moisture barrier.

2.3.4. Drying Mechanism: A standalone dehumidifier or supply register with backflow preventer that provides 1 CFM/30SF of floor area.

2.3.5. For the duration of construction, crawl spaces shall have at least (1) a vapor/moisture barrier covering the ground and (2) a drying strategy (e.g., temporary crawl space vents or a dehumidifier).

2.4. Metal drip edge flashing shall be installed on all roof edges according to National Roofing Contractors Association or manufacturer specifications.

2.5. Roof overhang depth from the face of the wall to the face of the fascia must be a minimum of 12 inches.

Commented [JB33]: Current list matches Habitat for Humanity's standards. TOSP Inspections Department concurs with the list as well. By improving the construction standards, cost advantage is shifted to the benefit of the new homeowner due to the more durable and efficient construction.

2.6. Only if installed, gutters must have downspouts that terminate at least 5 feet away from the foundation and be independent of the foundation drain system.

2.7. At least one entry will have a weather-protected overhang of 3 feet in depth and a width of at least 18 inches from either side of the entry's rough opening.

3. Framing and Insulation

3.1. Roof framing shall allow for 10 inches of vertical space from the exterior of the top-plate to roof sheathing.

3.2. Insulation shall be installed to the Insulation Institute's or manufacturer's specifications, with no gaps, voids, compression or wind intrusion. Insulation and the continuous air barrier shall be installed in physical contact with each other.

3.3. Attic accesses shall be insulated to a minimum of R-30. Insulation must be securely fastened. This will require an insulated, air sealed and weather-stripped box to be constructed for attic pull-down stairs.

3.4. Insulation levels shall, at minimum, equal those in the following table.

Climate Zone	Slab	Walls	Ceiling	Floors	Crawl Space Walls
3	NA	R-19 or R-15 + 3 cont	R-38	R-19	R-5 cont
4	R-10	R-19 or R-15 + 3 cont	R-49	R-19	R-10 cont
5	R-10	R-21 or R-15 + 5 cont	R-49	R-30	R-15 cont

To locate climate zone, see https://up.codes/viewer/north_carolina/iecc-2009/chapter/3/climate-zones#3.

*Closed crawl spaces require either the subfloor or walls to be insulated.

**If using spray foam at the roof deck to create a sealed attic, use a minimum of 6 inches of either open or closed cell spray foam and covering the roof rafters.

3.5. In and around a crawl space, if insulation is installed at the foundation walls, insulated framed walls must be covered with a rigid air barrier and air sealed on all six sides, crawl space access shall be insulated with a minimum of R-5 rigid insulation securely fastened, and access shall be air sealed and weather-stripped to the outdoors.

4. Heating, Air Conditioning and Ventilation

4.1. Equipment Minimum Performance Values:

4.1.1. Furnaces: At least 90% efficient

4.1.2. AC: At least 15 SEER

4.1.3. Heat Pumps: At least 15 SEER and 8.8 HSPF

4.2. All duct connections shall be sealed with a UL-listed "bucket" mastic product.

4.3. Total duct leakage, measured in cubic feet per minute at 25 Pascals, shall not exceed 3% of the conditioned square footage. Building cavities shall not be used as ducts.

4.4. Mechanical systems shall be sized to within 6,000 Btuh (or closest available size) of the whole-home ACCA Manual J total load. ACCA Manual J room-by-room load calculations, including all inputs and outputs, shall be submitted for each plan to verify sizing. A physical copy of the load calculation with the AHRI certificate shall be attached to the AHU or submitted to the rater prior to the final inspection.

4.5. Heat pumps shall have an outdoor thermostat installed to prevent supplementary heater operation when the heat pump is capable of meeting load. The lockout shall be set no lower than 35F and no higher than 40F.

4.6. The measured airflow for each room shall be within +/- 20% or 25 CFM of the ACCA Manual J calculation. This will require supply dampers to be installed for bedrooms and bathrooms.

4.7. Total system airflow shall be set between 300 and 400 CFM per ton in cooling or to total system airflow as specified by the manufacturer.

4.8. Whole-House Ventilation: There shall be a filtered whole-house mechanical fresh air ventilation system capable of meeting the current version of ASHRAE 62.2 that complies with one of the following options:

Option 1: Supply Ventilation: Air handler cannot have a PSC motor. System shall be designed to operate intermittently and automatically based on a timer and restrict outdoor air intake when not in use (e.g., motorized damper). Ventilation at a minimum shall occur 10% of every 24 hours and at a maximum 50% of every 24 hours. If additional ventilation is needed, Advanced Energy will adjust the guarantee to account for additional energy usage.

Option 2: Design and install an approved balanced ventilation strategy including ERVs or HRVs.

4.9. Spot Ventilation: All ventilation ducts shall terminate beyond the exterior skin of the building.

4.9.1. All bathrooms shall have a fan vented to the outside that exhausts 50 CFM intermittently. (Requires a minimum fan rating of 70 CFM.)

4.9.2. All kitchens shall have a fan vented to the outside that exhausts 100 CFM. (Requires a minimum fan rating of 120 CFM.)

4.10. All ventilation ducts, excluding kitchen exhaust ducts, shall be insulated.

5. Pressure Balancing

5.1. All rooms within the conditioned space, except baths and laundry, shall not exceed +/- 3 Pascals pressure differential with respect to the main body when interior doors are closed and AHU is operating. Returns, transfer grilles or jump ducts shall be used to balance each room in addition to door undercuts.

6. Plumbing

6.1. Water heaters shall have a UEF as indicated in the table:

<u>Water Heater Type</u>	<u>UEF Value</u>
<u>Electric Tank</u>	<u>.93</u>
<u>Gas Tank</u>	<u>.60</u>
<u>Gas Tankless</u>	<u>.61</u>
<u>Heat Pump</u>	<u>Any</u>

6.2. From the water heater, the first 3 feet of hot and cold pipes shall be insulated to ≥ R-4.

6.3. Toilets shall be 1.3 GPF or less (including dual-flush models). Showerheads shall be 2.25 GPM or less. Kitchen faucets shall be 2.2 GPM or less. Bath faucets shall be 1.5 GPM or less.

7. Appliances & Lighting

7.1. Dishwashers and refrigerators, if provided by the builder, shall be ENERGY STAR® certified.

7.2. Home shall not have any incandescent lights. All exterior lighting shall use LEDs.

8. Aging in Place/Visitability

8.1. One house entry door, one bedroom entry and one bathroom entry must be a minimum of 32 inches clear. A visible route from an exterior entrance through interior hallways must provide access to these interior entries, and this route must be a minimum of 36 inches clear throughout.

8.2. One bathroom shall have continuous blocking in walls using a minimum of 2x6 with the bottom located 31 inches above the floor around both toilet and shower to allow for future grab-bar installation.

9. Combustion Safety and Radon Mitigation

9.1. Any combustion appliance inside the conditioned space or closed crawl space, other than gas ranges, shall be direct (sealed) vent or power (fan) vented. Vent-free gas logs and wood fireplaces are not allowed.

9.2. One hard-wired CO detector shall be installed per 1,000 square feet of living space (minimum one per floor) in homes with any combustion appliance located within the conditioned space or that have an attached garage.

9.3. Radon-ready house/passive mitigation: Install a 3-to-4-inch diameter PVC pipe T-fitting from below the crawl space liner or slab. Connect it to a pipe that runs vertically through the house and exhausts to the exterior a minimum of 12 inches above the roof and 10 feet from openings into conditioned spaces. Install a power supply accessible to the upper top 50% of the pipe in case there is a need to convert to an active radon system.

Acronyms and Abbreviations

AC Air conditioners

ACCA Air Conditioning Contractors of America

AHRI Air-Conditioning, Heating, & Refrigeration Institute

AHU Air handling unit

ASHRAE American Society of Heating, Refrigerating and Air-Conditioning Engineers

Btuh British thermal units per hour

CFM Cubic feet per minute

CFM50 Cubic feet per minute at 50 Pascals

CFM/30SF Cubic feet per minute per 30 square feet

CO Carbon monoxide

cont Continuous insulation

ERV Energy recovery ventilator

F Degrees in Fahrenheit

GPF Gallons per flush

GPM Gallons per minute

TOWN OF SOUTHERN PINES UDO APPENDICES

<u>HRV</u>	<u>Heat recovery ventilator</u>
<u>HSPF</u>	<u>Heating Seasonal Performance Factor</u>
<u>IECC</u>	<u>International Energy Conservation Code</u>
<u>LED</u>	<u>Light-emitting diode</u>
<u>mm</u>	<u>Millimeters</u>
<u>NA</u>	<u>Not applicable</u>
<u>Perm</u>	<u>Unit of measure for the water vapor permeability of a material</u>
<u>PSC</u>	<u>Permanent split capacitor</u>
<u>PVC</u>	<u>Polyvinyl chloride</u>
<u>SEER</u>	<u>Seasonal Energy Efficiency Ratio</u>
<u>UA</u>	<u>Sum of U-factor times assembly area. May be used to determine code compliance for insulation when using an alternate compliance path</u>
<u>UEF</u>	<u>Uniform Energy Factor</u>
<u>UL</u>	<u>Underwriters Laboratories</u>

Planning Staff Report

To: Reagan Parsons, Town Manager

From: Mason Mattox, Planner II

Date: December 9, 2025

Item: **File #PD-05-25** Review of a Planned Development District Conceptual Development Plan (CDP) on Trimble Plant Road

EXECUTIVE SUMMARY

Koontz Jones Design + V3 Companies LLC, on behalf of JBO Holdings LLC, has submitted a Planned Development District – Conceptual Development Plan application pursuant to §2.18.4 of the Town of Southern Pines Unified Development Ordinance (UDO). The request proposes to rezone the property from Industrial (I) to Planned Development (PD) to allow for a broader range of uses than currently permitted in the Industrial district. Proposed uses include light manufacturing, assembly, distribution, research and development, contractor services, and limited office or commercial tenants, along with the development of a 40,000-square-foot-building. The parcel is located on the west side of Trimble Plant Road between US Hwy I North and Trimble Plant Road.

The site currently has two industrial buildings totaling approximately 236,642 square feet, occupied by NC Self Storage, Penske Truck Rental, Moore Free & Charitable Clinic, and other tenants. The Conceptual Development Plan (CDP) envisions a modern, flexible multi-tenant industrial campus with improved access, circulation, and stormwater facilities.

The Town Council will need to make the following key decisions following a legislative public hearing:

1. Whether a 50-foot *undisturbed* buffer, rather than a buffer that may be cleared and replanted (with exceptions only for stormwater facilities in the northeast corner) sufficiently addresses Comprehensive Plan Policies 4.9 and 4.10, or whether a wider, undulating buffer is more appropriate to balance a reduction of the buffer in the northeast corner for stormwater management.
2. Whether the Planning Board's request for staff to evaluate the feasibility and appropriateness of a pedestrian or multimodal access path warrants further consideration during the Preliminary Development Plan (PDP) phase, given existing site conditions and anticipated uses.

I. PLANNING BOARD RECOMMENDATION

On November 20, 2025, the Town of Southern Pines Planning Board held a public hearing on application PD-05-25. Planning staff made a presentation on the project's background, followed by a presentation from the applicant. No members of the public spoke during the hearing. After closing the hearing, the Board discussed increasing the Highway Corridor buffer width to 75' before deciding that 50' is appropriate. The Board then recommended approval of PD-05-25 to the Town Council. The motion carried by a vote of 7-0. The Board's justifications are detailed in the Planning Board Resolution in Attachment One of this staff report.

TABLE OF CONTENTS

Executive Summary.....	1
Project Information.....	2
Staff Review.....	5
Attachments.....	8
Town Council Action.....	9

II. PROJECT INFORMATION

A. Property Owner:

JBO Holdings, LLC

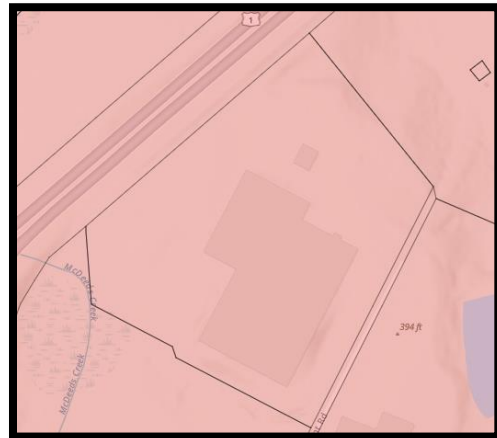
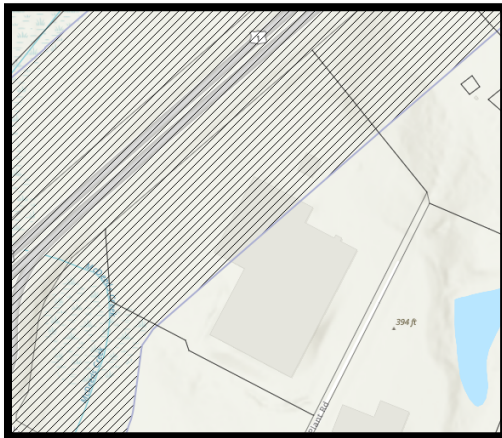
B. Applicant & Authorized Agent:

Koontz Jones Design + V3 Companies LLC

C. Subject Property Description:

The subject property is located East of US-1, West of Trimble Plant Road, South of Air Tool Drive, and North of Yadkin Road.

D. Existing Zoning: Industrial (I), Urban Transition Highway Corridor Overlay (partial site), and Protected Water designation of the Watershed (entire site). See images below showing the HCO and Watershed, respectively:



E. Proposed Zoning: Planned Development (PD)

F. Existing Uses: Self-Storage, warehouse, offices, medical clinic, vehicle rental

G. Proposed Uses: Industrial flex space, light manufacturing, warehousing, offices, and limited commercial uses.

Figure 1: Zoning Vicinity Map (Approximate Property Boundary Shown in **Red**).

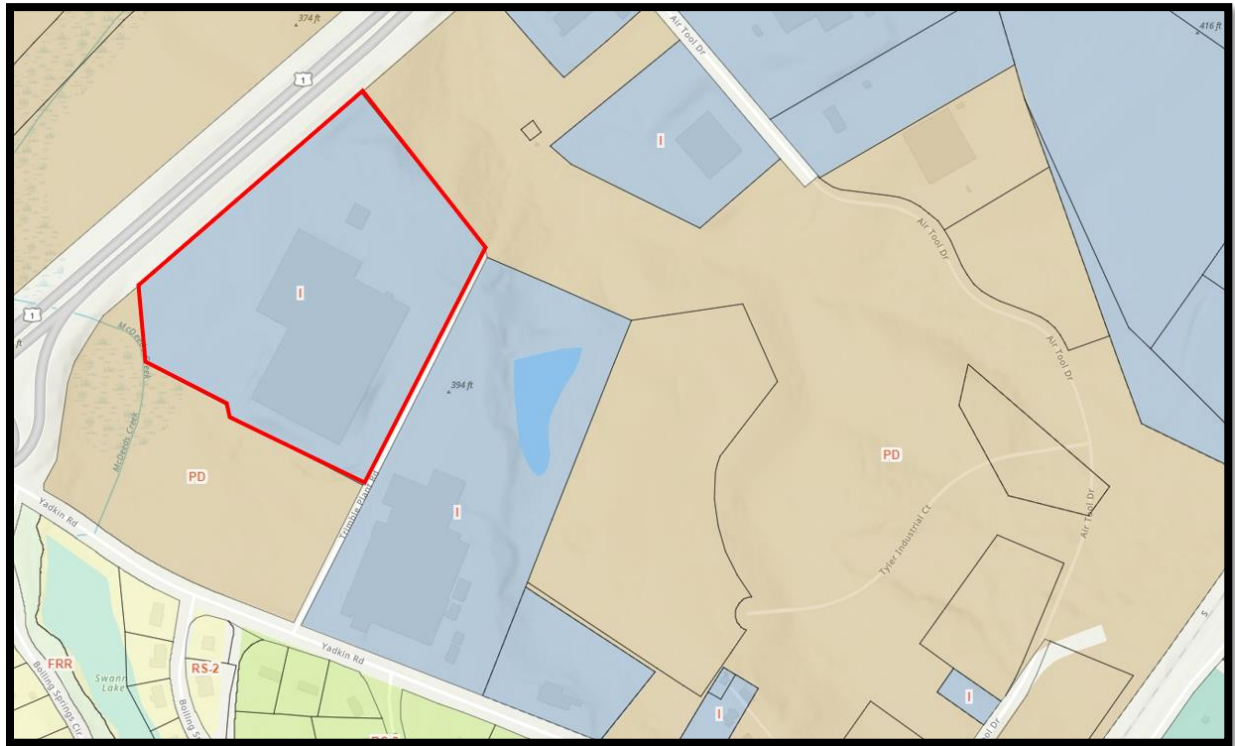


Figure 2: Existing Conditions

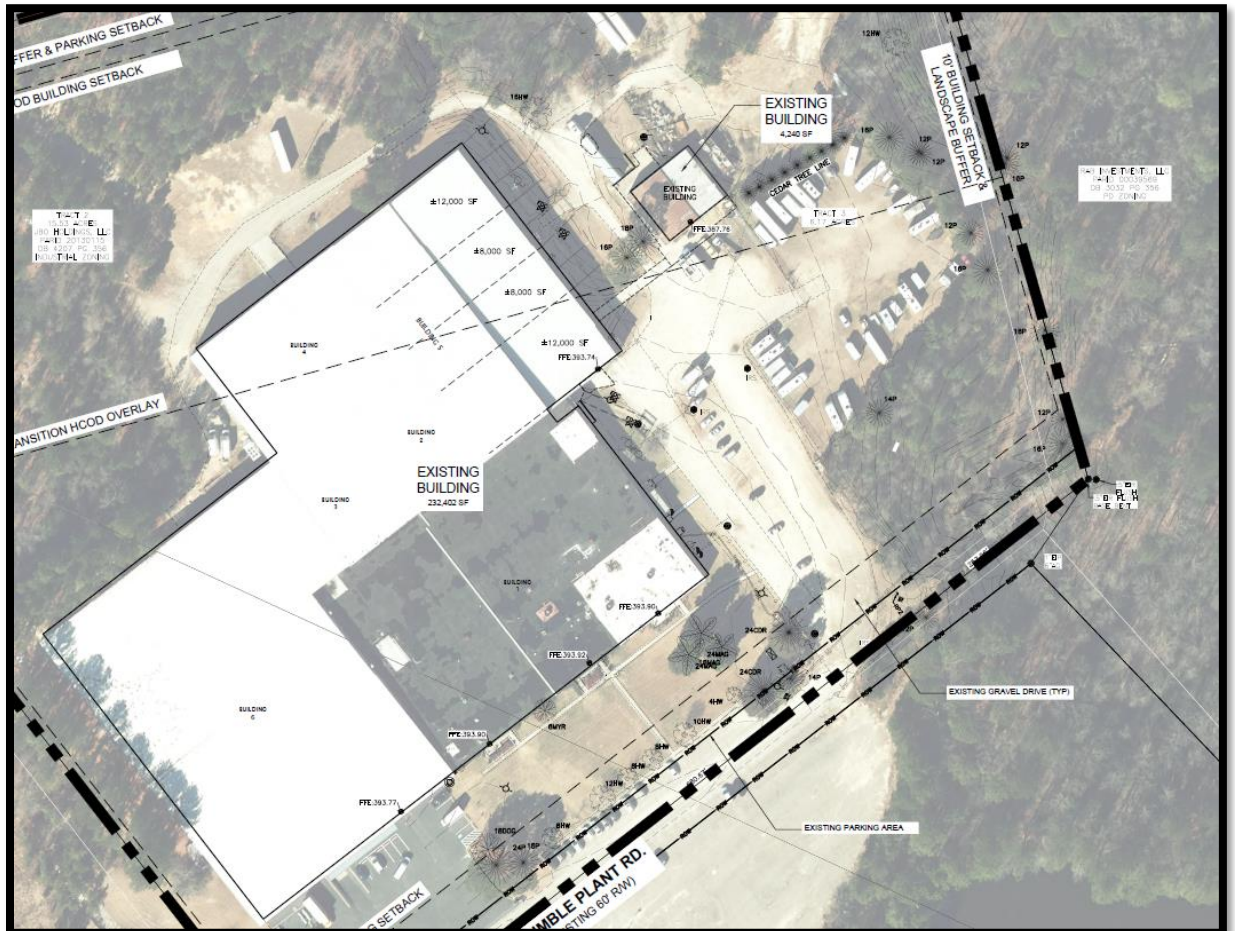
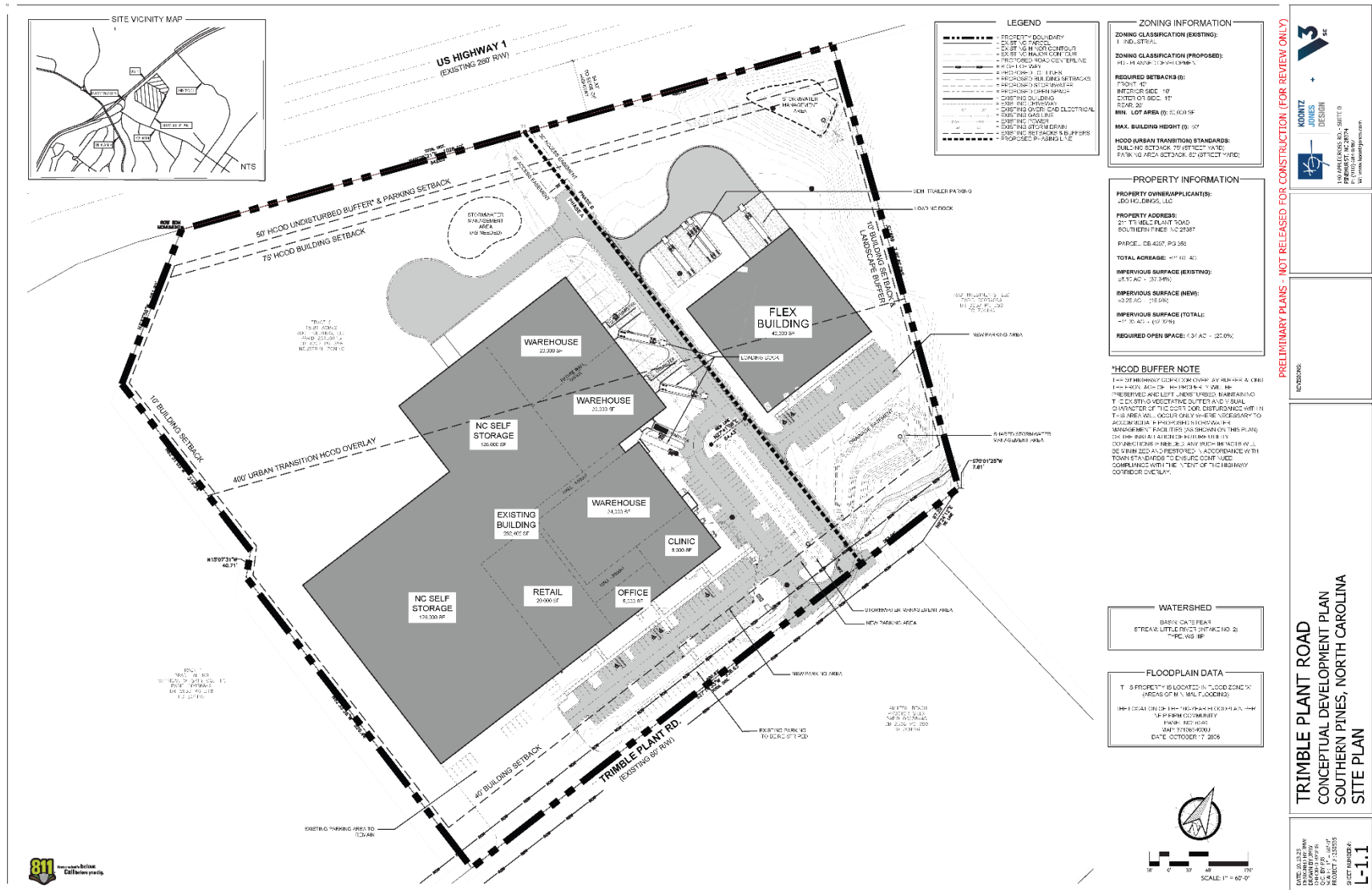


Figure 3: Applicant's Conceptual Development Plan



PRELIMINARY PLANS - NOT RELEASED FOR CONSTRUCTION (FOR REVIEW ONLY)

**KOVITZ
JONES
DESIGN**

100 W. WILKINSON ST. SUITE 110
PRAIRYVILLE, NC 27057
TEL: 704.885.9700
WWW.KOVITZJONESDESIGN.COM

TRIMBLE PLANT ROAD
CONCEPTUAL DEVELOPMENT PLAN
SOUTHERN PINES, NORTH CAROLINA
SITE PLAN

DATE: 03/25/25
DRAWN BY: JLD
CHECKED BY: JLD
DATE OF PLOT: 03/25/25
PROJECT: 212555
SHEET NUMBER: L-1.1

L-1.1

III. STAFF REVIEW

Application Review Dates

- Conceptual Development Plan Application Submitted: **October 13, 2025**
- Application Deemed Complete: **October 28, 2025**
- Comments Requested from Outside Agencies: **October 27, 2025**
- Notice of **November 20, 2025**, Planning Board Meeting:
 - Posted On-site: **October 30, 2025**
 - Mailed: **October 31, 2025**
 - Internet: **October 30, 2025**
 - Published: **November 05 & November 12, 2025**
- Notice of **December 09, 2025**, Town Council Meeting:
 - Mailed: **November 24, 2025**
 - Internet: **November 21, 2025**
 - Published: **November 26 & December 03, 2025**

Process and Standards of Review

Applications for a Planned Development District (PD) are reviewed under UDO §2.18 through a three-step process: Conceptual Development Plan (CDP), Preliminary Development Plan (PDP), and Final Development Plan (FDP). This application is for a CDP, which establishes the zoning standards for the project through a rezoning process. As such, it must address the criteria for both a zoning map amendment (UDO §2.17.9) and a CDP (UDO §2.18.4(H)).

Criteria for Zoning Map Amendments (UDO §2.17.9)

A. Consistency with Comprehensive Plan

General Framework – Areas to Enhance

Conservation and Development – Employment Center

Character Districts – Suburban Settlements

The proposed Planned Development District is supported by these designations by modernizing an existing industrial campus, reinvesting in an established employment corridor, and introducing limited commercial and service uses.

B. Adverse Impacts on Neighboring Lands

The property is surrounded by similar or compatible industrial and commercial uses. The proposed 40,000 sq. ft. building maintains all required buffers and setbacks (50' HCO, 40' front, and 10' sides). The request for 50-foot building height within the Highway Corridor Overlay exceeds the overlay's 35-foot limit. Staff find this request to be acceptable given the existing nature of the warehouse buildings. Stormwater facilities and detailed engineering will follow at later stages. See "Additional Comments" for more details.

C. Suitability as Presently Zoned

The current Industrial (I) district permits the existing uses on the property but does restrict service and light commercial flexibility. Obtaining the Planned Development (PD) designation would enable a unified, multi-tenant industrial campus with adaptive use options. See applicant's table of permitted uses for a full list of what would be allowed within the PD.

D. Health, Safety, and Welfare

This project encourages reinvestment in an existing industrial property, expanding local employment options, and upgrading stormwater systems. The shared parking design under UDO §4.5.4 is appropriate, and the applicant has noted in the narrative that hours between businesses would be offset in a way that mitigates concern.

E. Public Policy

The rezoning would support multiple public policy goals directly linked to the Town's 2040 Comprehensive Plan, specifically:

- Policy 3.4 – Promote Economic Vitality
- Policy 4.6 – Ensure Efficient Land Use Patterns
- Policy 7.1 – Support Employment Diversity

F. Size of Tract

At ± 21.69 acres, the site would accommodate the existing buildings and proposed 40,000 building with buffers, stormwater, and required 20% open space for Planned Development Districts. Staff support the applicant's request to waive the 10% usable open space requirement, and provided justification is carried through PDP per UDO §3.5.14(F)

G. Other Factors

The Conceptual Development Plan proposes one new 40,000 sq. ft. flex building and associated site improvements. No phasing plan is proposed outside of the regular Preliminary Development Plan requirements.

H. Applicant Representations

The PD zoning will bind future development to the Conceptual Site Plan and Permitted Use Table, ensuring that subsequent phases remain consistent with the approved CDP. All modifications must proceed through the Preliminary Development Plan process for review by the Planning Board and Town Council.

Criteria: Conceptual Development Plan Process (UDO §2.18.4)

A. The proposed PD satisfies the criteria for a Zoning Map amendment established in this chapter;

The proposal meets the standard requirements for a zoning map amendment by demonstrating consistency with the 2040 Comprehensive Plan for reasons listed above.

B. The Conceptual Development Plan represents an overall development pattern that is consistent with the goals and policies of the Comprehensive Plan, Official Zoning Map, Capital Improvements Program, and any other applicable planning documents adopted by the Town;

The Conceptual Development Plan supports the 2040 Comprehensive Plan's goals for reinvestment and employment diversity along the U.S. highway I corridor. The proposed mix of light industrial, office, and limited commercial uses encourages adaptive reuse of an existing industrial site while maintaining compatibility with adjacent development.

C. The proposed development is appropriate for the area of the Town in which it is located; and

The site is surrounded by similar industrial and Planned Development properties, such as Hamilton Beach. The addition of a 40,000 sq. ft. flex building and supporting service uses is consistent with the industrial character of the corridor.

D. The proposed development will not generate the need for inefficient extensions and expansions of public facilities, utilities and services.

The project utilizes existing water and sewer infrastructure available along Trimble Plant Road. The developer will bear the cost of any required service extensions or upgrades. Stormwater will be managed on-site in compliance with Town and NCDEQ requirements, and no inefficient public facility expansions are anticipated.

IV. ADDITIONAL COMMENTS

Buffer: Staff reviewed the proposed 50-foot buffer as originally submitted with the CDP application and recommended at the Planning Board meeting that it be designated an undisturbed buffer rather than a buffer that may be cleared and replanted in order to make the new building(s) more visible from US Highway 1; following the Planning Board’s recommendation to ensure that the 50-foot buffer is marked as undisturbed, the applicant revised the plans accordingly. During discussions at the Planning Board, consideration was given to increasing the undisturbed buffer to 75 feet in areas outside of the northeast stormwater area to balance the reduction in that corner. In evaluating whether the proposed buffer configuration sufficiently addresses Comprehensive Plan Policies 4.9 and 4.10, staff note that existing site conditions should warrant further discussion to ensure that an appropriate balance is achieved between environmental protection and site development.

Pedestrian Connectivity: At the request of the Planning Board, staff evaluated potential pedestrian connections as part of the CDP. Staff reviewed potential connectivity to adjacent parcels to the north-east, and identified steep contours and wetlands that would make such a connection highly challenging. As a result, staff recommends against requiring connectivity in that direction. Staff also reviewed the potential for extending internal sidewalks through the site, including a crosswalk across Trimble Plant Road to connect with an existing sidewalk adjacent to the property that is currently Hamilton Beach, but no conclusion was reached on this concept.

Architectural Deviations: The narrative requests architectural deviation from UDO 4.10, which requires masonry as the primary façade material. Instead, the CDP proposes using a mix of fiber cement panels (including wood-look) EIFS, and metal siding to modernize the existing building while maintaining a cohesive industrial aesthetic. Allowing these deviations from the Town’s architectural codes are more justifiable if it is assured that the buildings will not be visible from US Highway 1 pursuant to a large *undisturbed* buffer of existing trees.

Building Height: This proposal requests up to 50’ maximum building height within the Highway Corridor Overlay, consistent with the underlying Industrial zoning standard. Staff find this request to be reasonable, especially given the screening that will be provided from an undisturbed landscape buffer adjacent to Highway US-1. Again, as with the architecture above, allowing these

deviations from the Town’s building height restrictions is more justifiable if it is assured that the buildings will not be visible from US Highway 1 pursuant to a large *undisturbed* buffer of existing trees.

Open Space: Required 20% (4.34) acres would be provided, and staff support relief from the usable open space requirement down to 10% due to the existing nature of the site.

Impervious Surface: The 21.69-acre parcel was largely developed prior to the adoption of the Statewide 1993 Water Supply Watershed regulations and currently contains approximately 37 percent impervious coverage. The applicant proposes to increase total impervious coverage to about 50 percent, resulting in an additional 2.82 acres of impervious area, including the proposed 40,000 sq. ft. industrial flex building footprint. Under current watershed provisions, the applicable threshold for new development is 24 percent impervious coverage. Because the added impervious surface does not break the 24 percent threshold after accounting for the pre-1993 development, watershed allocation is not required.

Parking: As outlined in the narrative, using the UDO’s standard parking minimums for various land uses, a total of 192 spaces would be required at minimum. The narrative further proposes to treat this minimum as the new maximum, such that no more than 192 spaces could be constructed if approved. Staff considers this request a reduction relative to conventional parking expectations, and supports this standard being incorporated into the zoning. The narrative also clarifies that this overall parking figure includes designated semi-trailer parking.

V. AGENCY REVIEW AND COMENTS

A request for comments was emailed to agencies on October 27, 2025. Agencies notified include Town of Southern Pines Streets, Utilities, Fire, Recreation and Parks, and Engineering departments, the Regional Land Use Advisory Commission, U.S. Fish and Wildlife Service, Moore County Airport and the North Carolina Department of Transportation. The Town’s Engineering Department formally responded with “no issues” regarding the Traffic Design Analysis (TDA). No additional comments have been received as of the publication of this staff report. Any additional agency comments received will be presented at the public meeting.

VI. STAFF RECOMMENDATION

Staff recommend approval of the Conceptual Development Plan and rezoning from Industrial (I) to Planned Development (PD). The proposal aligns with the Comprehensive Plan and UDO by reinvesting in an existing industrial site. Staff support the requested 50-foot building height, relief from usable open space requirement, the architectural variations for modernizing an existing building, and the parking cap of 192 spaces. Staff also find that maintaining a substantial undisturbed buffer of at least 50 feet is essential to ensuring adequate long-term screening of the site from US-1.

VII. ATTACHMENTS

The following materials have been provided as attachments to this staff report:

1. Planning Board Resolution
2. Applicant’s Narrative
3. Applicant’s Plans

4. RCW Study
5. Neighborhood Meeting Report
6. Traffic Design Analysis

Additional documents related to this application including, but not limited to: application, property deeds, Authorization of Agent forms, email correspondence, meeting minutes, and adjacent property notification records are on file in the Town of Southern Pines Planning Office and available for public inspections during normal business hours.

VIII. TOWN COUNCIL ACTION

A request for approval of a Conceptual Development Plan is a request for a rezoning. Per North Carolina General Statute 160D-605, the Town Council must adopt a statement of plan consistency and reasonableness.

To assist the Town Council town staff have prepared the following draft motions for consideration, modification as necessary, and adoption:

I move that after reviewing the application, applicable criteria, the Planning Board's written recommendation, and public comments:

- 1. The requested Conceptual Development Plan is consistent with the 2040 Comprehensive Plan for the reasons set forth in Attachment One.**
2. The requested Conceptual Development Plan is consistent with the 2040 Comprehensive Plan for the reasons set forth in Attachment One, and revised by the Town Council as follows...
3. The requested Conceptual Development Plan is inconsistent with the 2040 Comprehensive Plan and is not a reasonable request for the following reasons...

And therefore, I move to:

- 1. Approve PD-05-25 as submitted.**
2. Approve PD-05-25 with the following conditions of approval:
3. Deny PD-05-25 for the following reasons...



**ATTACHMENT A
PLANNING BOARD RESOLUTION TO ADOPT A WRITTEN RECOMMENDATION
FOR ZONING MAP AMENDMENT APPLICATION PD-05-25**

WHEREAS, Section 160D-604(d) of the North Carolina General Statutes specifies that the Planning Board shall provide a written recommendation to the Town Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but that a comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board;

WHEREAS, pursuant to Section 160D-701 of the North Carolina General Statutes, zoning regulations shall be made in accordance with a comprehensive plan and shall be designed to promote the public health, safety, and general welfare;

WHEREAS, the Planning Board conducted a public hearing on November 20, 2025, for consideration of a Planned Development – Conceptual Development Plan for the property located at 211 Trimble Plant Road;

NOW, THEREFORE, BE IT RESOLVED that the Planning Board finds that application PD-05-25 is consistent with the Town of Southern Pines 2040 Comprehensive Plan, including the General Framework Map, Conservation and Development Map, and relevant policy goals.

The proposal is consistent with the General Framework Map designation of “Areas to Enhance,” as it represents reinvestment within an existing employment corridor and supports continued economic vitality along the U.S. Highway 1 corridor. It is consistent with the Conservation and Development Map designation of Employment Center, as the project introduces a balanced mix of light industrial, office, and limited commercial uses that expand local job opportunities and strengthen the industrial base.

The application supports multiple policy goals of the Comprehensive Plan, including Policy 3.4 (Promote Economic Vitality), Policy 4.6 (Ensure Efficient Land Use Patterns), and Policy 7.1 (Support Employment Diversity), by utilizing existing infrastructure, encouraging adaptive reuse of developed land, and accommodating flexible industrial and service-oriented uses within a unified campus.

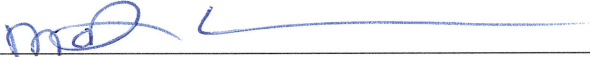
The proposed development is appropriate for its location, will utilize existing infrastructure and services, and is not expected to create adverse impacts on neighboring lands. It satisfies the UDO criteria for zoning map amendments by promoting orderly growth, maintaining compatibility with surrounding development, and advancing the public health, safety, and welfare through reinvestment in an established industrial area.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Planning Board recommends approval of the Conceptual Development Plan and rezoning to Planned Development (PD) for the property located at 211 Trimble Plant Road, as detailed in the November 20, 2025 staff report and pursuant to NCGS §160D-605.

AND, FURTHER that the following additional matters were considered by the Planning Board as a basis for a recommendation of approval to the Town Council regarding PD-05-25:

1. For staff to examine the need for a pedestrian or multimodal path for access by the public; and
2. To make the 50' Highway Corridor Overlay Buffer undisturbed to ensure that an adequate visual buffer exists from US-1.

ADOPTED this the 20th day of November, 2025.



Matthew Walden, Chair

ATTEST:



Cindy Williams
Secretary to the Planning Board



**KOONTZ
JONES
DESIGN**

+



TRIMBLE PLANT ROAD CONCEPTUAL DEVELOPMENT PLAN NARRATIVE

The purpose of this PD - Conceptual Development Plan (CDP) application for the subject property located within the Industrial (I) zoning district in Southern Pines, NC is to:

- To allow additional complimentary uses to the property. Additional uses are intended to enhance the site's flexibility and will include limited commercial and service-oriented uses.
- Establish the permitted uses, density, standards and development patterns which the subject property shall be developed with both the proposed expansion of additional building space to the property and any future modifications to the existing building space and infrastructure.

The subject property is currently zoned Industrial (I) and is accessed from Tribble Plant Road and is bordered to the west by US Highway 1. The ±21.69-acre site currently contains two existing industrial buildings, totaling ±236,642 square feet, and associated site improvements. The building space is currently occupied by NC Self Storage, Penske Truck Rentals, Moore Free & Charitable Clinic, with additional space used as warehouse and office spaces. The proposed plan envisions development of an additional 40,000 square foot building designed for flexible occupancy by a range of light industrial, technology, service, and commercial tenants.

The intent of this proposal is to modernize the site to respond to current market demand for flexible industrial and business space. The combination of expanded uses and a new flex building will allow the property to attract a broader spectrum of users—such as light manufacturing, assembly, distribution, research and development, contractor services, and limited office or commercial tenants—consistent with the evolving nature of employment and industrial development. By allowing both industrial and select commercial uses, the site can accommodate multi-tenant users with complementary operations, supporting local entrepreneurship, job creation, and reinvestment within an established development area.

Following is a description of the overall design elements of the Conceptual Development Plan.

Proposed Site Development

The Conceptual Development Plan includes the addition of an approximately 40,000 square foot building situated to complement the existing building and site circulation. The new building will feature flexible design elements—such as modular bays, high ceilings, and adaptable loading and access configurations—to accommodate a range of potential tenant types.

Site improvements will include enhanced internal circulation, upgraded parking areas, landscaping, and stormwater management facilities. Landscape and buffering will be incorporated where required to ensure the development maintains a cohesive and attractive appearance consistent with the Town's standards.

Development Program

As the property is currently zoned Industrial (I), uses are currently limited to those that are permissible within the current zoning district. As a part of this CDP application the applicant is seeking to add additional uses that are intended to enhance the site's flexibility and will include limited commercial and service-oriented uses.

A list of the permitted uses for the property have been included as Exhibit A with this application. These uses have been derived from Exhibit 3-15: Table of Uses in the UDO. Uses that are not intended for the property have been removed from the list. Permitted Uses for the property are included by their LBCS code in the table provided. All development will follow the standards of the Town's UDO for the specific type of development unless otherwise noted within this document.

Compatibility with Surrounding Uses

The property is located within an area characterized by a mix of industrial, warehouse, and commercial service uses. The proposed additional uses and new flex building are compatible with the surrounding land use pattern and zoning. The project will maintain appropriate setbacks, buffers, and screening to ensure visual and functional compatibility with nearby development.

Infrastructure and Access

The site is accessed from Trimble Plant Road which provides convenient connectivity to US Highway 1. Circulation within the site will be designed to safely and efficiently accommodate both passenger vehicles, delivery trucks, and emergency vehicles.

Open Space & Buffers

A minimum of 20% of the total open space will be provided, fully satisfying the requirements of a PD district. This will include the 50' Highway Corridor overlay buffer and any other required buffer areas.

In recognition of the site's predominantly industrial character and the functional needs of this type of development, the applicant respectfully requests, as a condition of this application, relief from the 10% usable open space requirement.

A running tabulation will be maintained during the PDP process for each individual phase to confirm continued compliance with the overall 20% open space requirement.

The required 50' highway corridor overlay buffer along the frontage of the property will be preserved and left undisturbed, maintaining the existing vegetative buffer and visual character of the corridor. Disturbance within this area will occur only where necessary to accommodate proposed stormwater management facilities (as

shown on Sheet L-1.1 included with this applicaiton) or the installation of future utility connections if needed. Any such impacts will be minimized and restored in accordance with town standards to ensure continued compliance with the intent of the highway corridor overlay.

Parking

The proposed development includes a mix of self-storage, warehouse, industrial flex, office, medical, and limited retail uses. Parking requirements have been evaluated in accordance with the Town of Southern Pines Unified Development Ordinance (UDO) based on each use type. The following table summarizes the required parking for each component of the project:

Use	Building Area (SF)	Typical UDO Parking Ratio	Required Spaces
Self Storage	126,000 SF	1 per 100 storage units or 1 per 10,000 sf (approx.)	13
Heavy Consumer Goods Retail	20,000 SF	1 per 400 SF	50
Free & Charitable Clinic	8,000 SF	1 per 200 SF	40
Warehouse	64,000 SF	1 per 2,000 SF	32
Office	5,000 SF	1 per 300 SF	17
Industrial Flex Space	40,000 SF	1 per 1,000 SF	40
Total Required	—	—	192 Spaces

With this application, the applicant is requesting flexibility in the application of parking standards to account for the varied nature of existing uses and any future changes in use. The minimum number of required spaces, as shown in the accompanying parking table and based on the current and proposed uses, should serve as the maximum permitted within the development, regardless of future tenancy or use adjustments. Parking spaces counted towards the overall total shall include standard and oversized vehicular spaces. Areas used and defined as loading dock areas shall not be considered parking spaces.

Flexibility in parking standards is further requested to allow for a reduction in the total minimum number of required spaces, recognizing the shared and complementary nature of the uses and the operational characteristics of the site. This request is consistent with UDO Section 4.5.4, which supports flexibility and shared parking where multiple uses do not peak simultaneously.

As currently proposed, parking demand across the site will vary by use type and time of day:

- **Self-storage and warehouse** uses generate low, sporadic parking demand with minimal customer or employee presence.
- **Industrial flex and office** spaces have moderate daytime needs but do not operate at the intensity of retail or medical uses.
- The **free and charitable clinic** will have defined hours and limited staffing, resulting in predictable peak periods that can be easily accommodated within the shared parking supply.

Because these uses are unlikely to peak at the same time, a shared parking approach allows the development to function efficiently with fewer total spaces than the strict sum of individual requirements would suggest.

Overall, this strategy ensures long-term flexibility as the tenant mix evolves over time and supports a reduction in both current and future parking needs.

Architectural Character

The applicant is requesting a deviation from the architectural standards outlined in UDO Section 4.10.8 – Building Design Standards, which generally require brick or other masonry materials as the predominant façade treatment. This request reflects both the functional needs of a modern industrial development and the intent to create a cohesive, contemporary design consistent with the surrounding industrial and commercial context.

The existing building currently includes a mixture of brick and metal siding. As part of this proposal, the building will be resurfaced and upgraded to provide a more unified and modern appearance. The proposed design incorporates durable, high-quality materials including fiber cement panels, wood-look fiber cement panels, EIFS (Exterior Insulation and Finish System), and metal siding. These materials have been selected for their visual appeal, long-term performance, and ability to achieve façade articulation consistent with contemporary industrial and flex building design. The combination of varied textures, colors, and depths will create visual interest while maintaining a cohesive architectural language across both existing and proposed structures.

Strict adherence to the brick standard would limit the project's ability to reflect the desired modern industrial character and would introduce materials that are not commonly used or practical for high-bay warehouse and flex-space construction. The proposed approach achieves the underlying intent of UDO Section 4.10.8 by

promoting durable, high-quality, and visually appealing design, while allowing the flexibility necessary for functional and efficient industrial operations.

Pursuant to UDO Section 4.10.8(F), which permits alternative compliance where the intent of the standards is met or exceeded, the applicant respectfully requests approval of this deviation. The proposed material palette maintains the Town's architectural intent by delivering a visually cohesive and durable design that complements surrounding development and supports the long-term economic and functional objectives of the Industrial (I) zoning district.

Building Height

The current Industrial (I) zoning classification of the property allows a maximum building height of 50 feet, provided all applicable setbacks, buffering, and design standards are met. Because the property is located within the Urban Transition Highway Corridor Overlay District (HCOD), building height within the 400-foot overlay area is limited to 35 feet. Portions of both the existing and proposed buildings extend into this overlay area; however, neither structure is fully contained within it. Accordingly, the applicant is requesting that the existing and proposed buildings be permitted to maintain the 50-foot height standard applicable to the Industrial district.

This request supports the intended scale and character of surrounding industrial and commercial development while accommodating modern industrial functions such as high-bay warehousing and flexible workspaces.

Stormwater Management

The property is located within a state regulated and protected drainage basin. As such stormwater design will fully comply with all aspects of applicable local and state standards and regulations for storm water management and watershed protection, including specific requirements for erosion and sedimentation control. Best management practices at the time of development for each phase shall be utilized in accordance with NCDEQ guidance. Drainage facilities will be located in the general locations as shown on the conceptual site plan included in this application. These locations are subject to change throughout the continued development of the property based on detailed engineering and grading plans. Stormwater must be maintained on the overall property to meet the Town of Southern Pines, NCDEQ, and any other stormwater regulations.

Utilities

Existing electric, water, and sewer service are currently available near the property. Any new utility lines will be installed in accordance with the policies of the local utility providers and the Town of Southern Pines.

Water and sewer utilities will be provided by the Town of Southern Pines. The cost to construct will be borne by the developer. Power and electric utility will be provided by Duke Energy

Lighting & Signage

Proposed lighting for the property will adhere to the Industrial Standards of the UDO. Lighting plans will be provided during the detailed site plan process to demonstrate adherence to said standards.

Signage on the property will follow the standards defined in section 4.6 of the Southern Pines UDO.

Endangered Species

A report prepared by Dr. JH Carter and Associates has been provided with this application. After a wildlife biologist had surveyed the property, no new cavity trees were found. As a result, the development of this property was determined to have no negative impact on RCW habitat.

Future Subdivision

The applicant requests that the Conceptual Development Plan allow for the future subdivision of the property to accommodate evolving development needs and potential multi-owner configurations. While the current plan envisions a coordinated, campus-style development under unified ownership, the ability to subdivide the property in the future will provide flexibility for long-term investment, financing, and ownership strategies.

Any future subdivision will be coordinated to ensure the property continues to function as a cohesive development with shared access drives, cross-parking, utilities, and stormwater infrastructure. The subdivision of individual lots will not alter the overall design intent or diminish compliance with applicable Town standards.

The site's open space and impervious surface calculations will continue to be evaluated based on the entire property as a whole, ensuring that the overall development maintains compliance with the requirements of this PD district and the Town's Unified Development Ordinance. Subsequent plats or development phases will demonstrate that the cumulative open space, impervious surface coverage, and stormwater controls remain within approved thresholds.

This approach allows for future flexibility while preserving a unified site appearance, efficient circulation, and ongoing compliance with all Town development standards.

Consistency with Town Plans and Policies

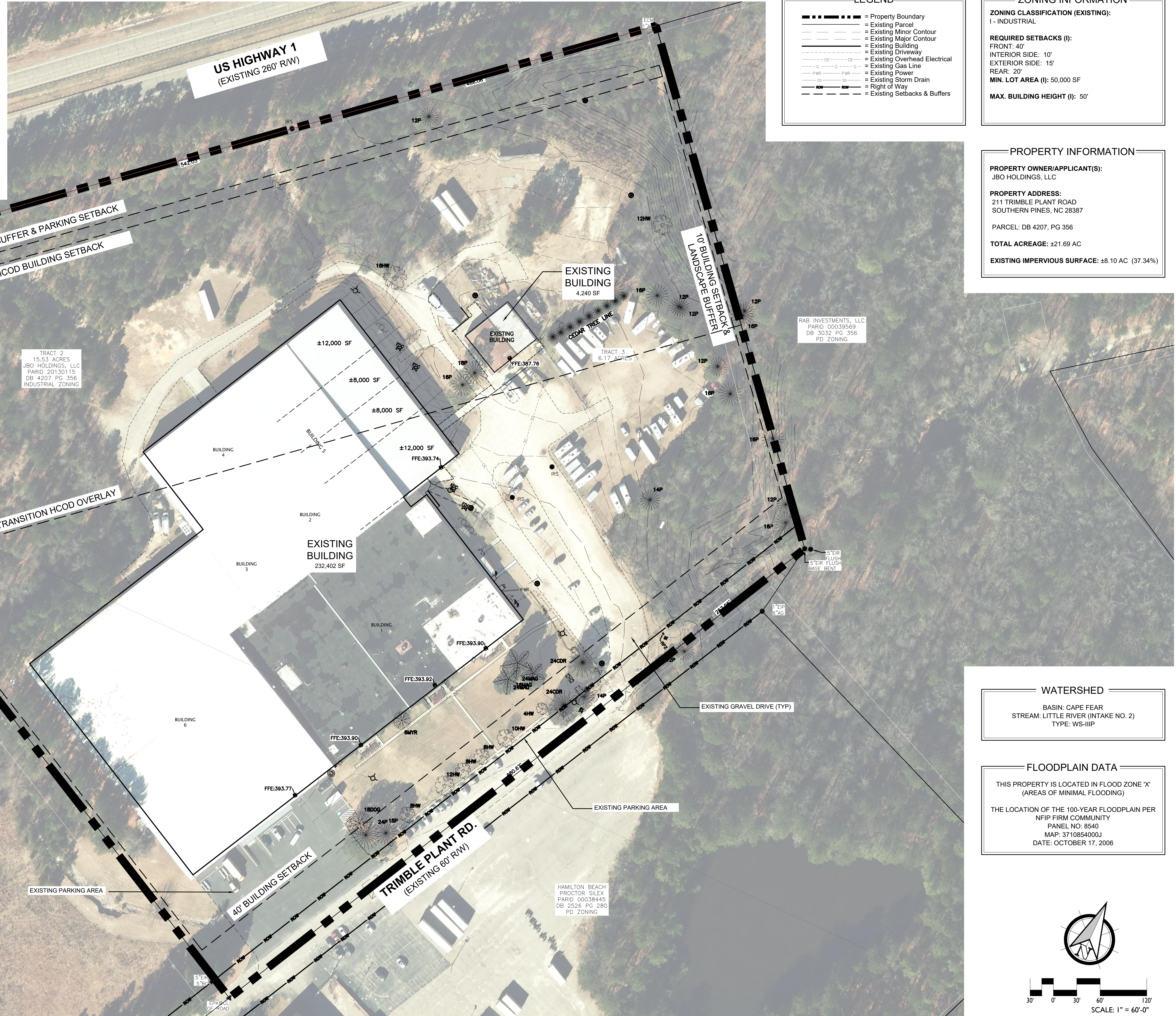
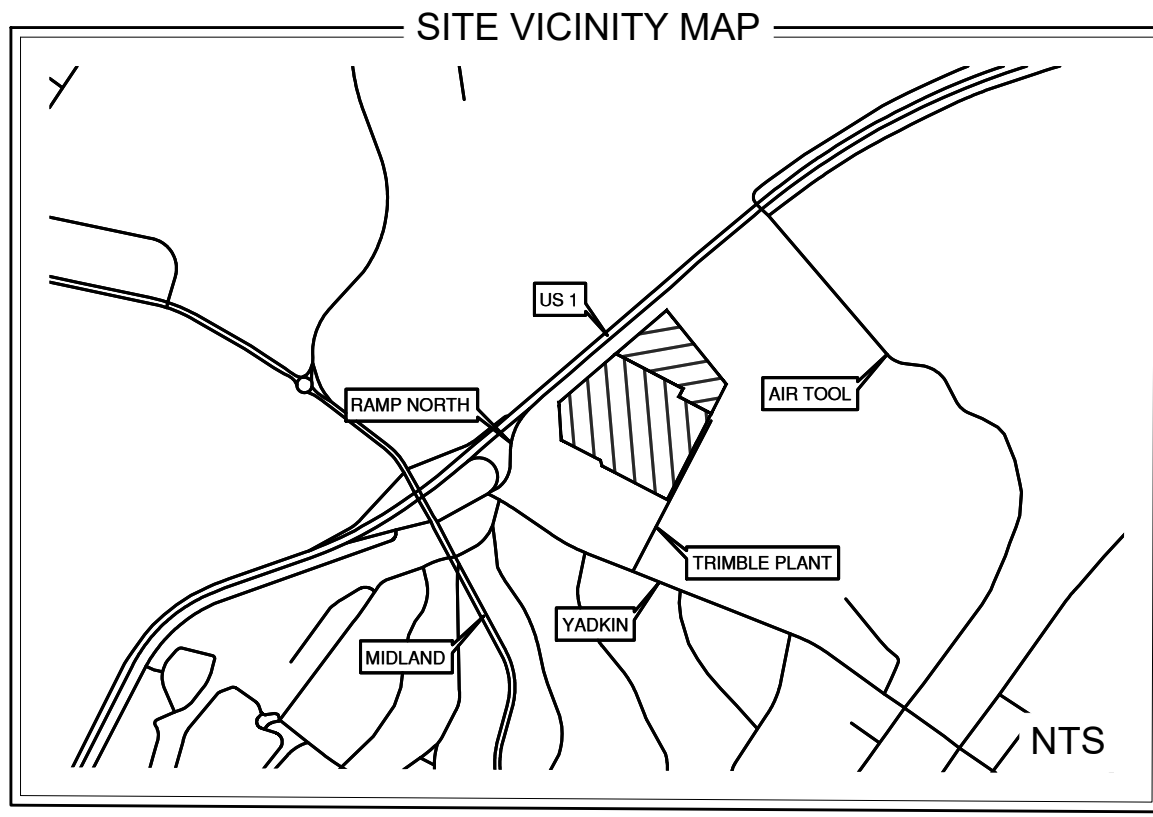
The proposed Conceptual Development Plan is consistent with the goals and policies of the **Southern Pines Comprehensive Long Range Plan (CLRP)** and the intent of the **Industrial (I)** zoning district. The CLRP designates this property as both an area to enhance and as an employment center. In particular, the proposal supports the Town's objectives to:

- **Promote Economic Vitality:** Encourage reinvestment in existing industrial areas and create opportunities for diverse employment uses.
- **Encourage Flexibility in Land Use:** Support development that can adapt to evolving business needs and market trends.
- **Enhance Site Design and Functionality:** Provide modern, well-designed industrial spaces that are compatible with surrounding development and enhance the Town's economic corridors.

The inclusion of limited commercial uses is consistent with the Town's vision for employment centers that offer a blend of production, service, and small-scale business operations.

In summary, This Conceptual Development Plan represents a strategic investment in an existing industrial property that will strengthen its long-term viability and contribution to the local economy. The proposed 40,000 square foot flex industrial building and the addition of complementary commercial uses will enable the site to serve a broader range of users, support job growth, and enhance the functional quality of this development.

The applicant respectfully requests approval of this Conceptual Development Plan to allow the site to evolve in a manner consistent with the Town of Southern Pines' goals for sustainable, flexible, and economically productive industrial development.



LEGEND

- = Property Boundary
- - - - = Existing Parcel
- - - - = Existing Minor Contour
- - - - = Existing Major Contour
- - - - = Existing Building
- - - - = Existing Driveway
- - - - = Existing Overhead Electrical
- - - - = Existing Gas Line
- - - - = Existing Power
- - - - = Existing Storm Drain
- - - - = Right of Way
- - - - = Existing Setbacks & Buffers

ZONING INFORMATION

ZONING CLASSIFICATION (EXISTING):
I - INDUSTRIAL

REQUIRED SETBACKS (I):
FRONT: 40'
INTERIOR SIDE: 10'
EXTERIOR SIDE: 15'
REAR: 20'
MIN. LOT AREA (I): 50,000 SF
MAX. BUILDING HEIGHT (I): 50'

PROPERTY INFORMATION

PROPERTY OWNER/APPLICANT(S):
JBO HOLDINGS, LLC

PROPERTY ADDRESS:
211 TRIMBLE PLANT ROAD
SOUTHERN PINES, NC 28387

PARCEL: DB 4207, PG 356

TOTAL ACREAGE: ±21.69 AC
EXISTING IMPERVIOUS SURFACE: ±8.10 AC (37.34%)

PRELIMINARY PLANS - NOT RELEASED FOR CONSTRUCTION (FOR REVIEW ONLY)

REVISIONS:

KOONTZ JONES DESIGN

140 APPLE CROSS RD. - SUITE B
PINEHURST, NC 28374
P: (910) 684-6867
W: www.koontzjones.com

TRACT 1
BRAD HALLING
AMERICAN WHISKEY CO, LLC
PARID: 00036849
DB 5833 PG 316
PD ZONING

TRACT 2
15.53 ACRES
JBO HOLDINGS, LLC
PARID: 20130115
DB 4207 PG 356
INDUSTRIAL ZONING

HAMILTON BEACH
PROCTOR SILEX
PARID: 00038445
DB 2526 PG 280
PD ZONING

RAB INVESTMENTS, LLC
PARID: 00039669
DB 3032 PG 356
PD ZONING

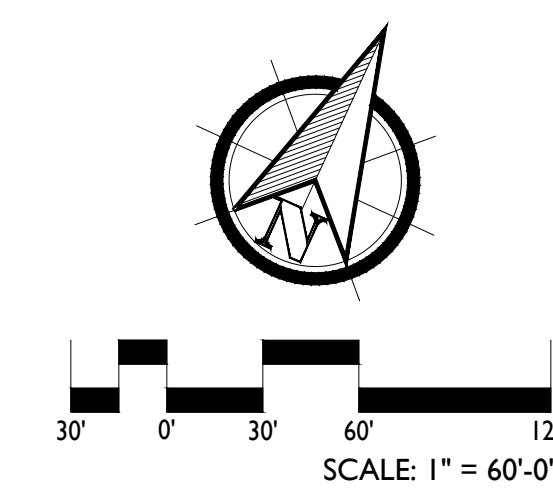
WATERSHED

BASIN: CAPE FEAR
STREAM: LITTLE RIVER (INTAKE NO. 2)
TYPE: WS-IIIP

FLOODPLAIN DATA

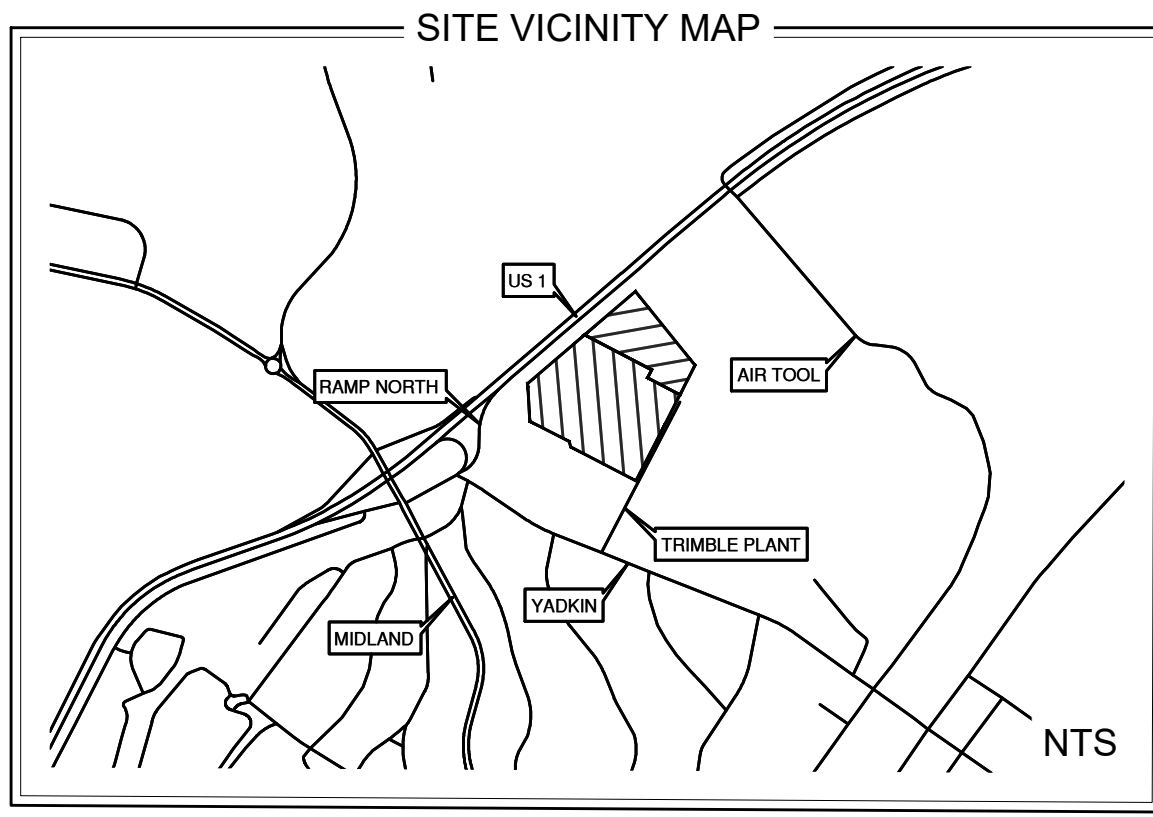
THIS PROPERTY IS LOCATED IN FLOOD ZONE 'X'
(AREAS OF MINIMAL FLOODING)

THE LOCATION OF THE 100-YEAR FLOODPLAIN PER
NFIP FIRM COMMUNITY
PANEL NO: 8540
MAP: 3710854000J
DATE: OCTOBER 17, 2006



**TRIMBLE PLANT ROAD
CONCEPTUAL DEVELOPMENT PLAN
SOUTHERN PINES, NORTH CAROLINA
EXISTING CONDITIONS**

DATE: 10.13.25
DESIGNED BY: JMW
DRAWN BY: JMW
CHECKED BY: JPS
SCALE: 1" = 60'-0"
PROJECT #: 250535
SHEET NUMBER: L-1.0



US HIGHWAY 1
(EXISTING 260' R/W)

LEGEND

- — — — — = PROPERTY BOUNDARY
- - - - - = EXISTING PARCEL
- - - - - = EXISTING MINOR CONTOUR
- - - - - = EXISTING MAJOR CONTOUR
- - - - - = PROPOSED ROAD CENTERLINE
- - - - - = RIGHT OF WAY
- - - - - = PROPOSED LOT LINES
- - - - - = PROPOSED BUILDING SETBACKS
- - - - - = PROPOSED STORMWATER
- - - - - = PROPOSED OPEN SPACE
- - - - - = EXISTING BUILDING
- - - - - = EXISTING DRIVEWAY
- - - - - = EXISTING OVERHEAD ELECTRICAL
- - - - - = EXISTING GAS LINE
- - - - - = EXISTING POWER
- - - - - = EXISTING STORM DRAIN
- - - - - = EXISTING SETBACKS & BUFFERS
- - - - - = PROPOSED PHASING LINE

ZONING INFORMATION

ZONING CLASSIFICATION (EXISTING):
I - INDUSTRIAL

ZONING CLASSIFICATION (PROPOSED):
PD - PLANNED DEVELOPMENT

REQUIRED SETBACKS (I):
FRONT: 40'
INTERIOR SIDE: 10'
EXTERIOR SIDE: 15'
REAR: 20'

MIN. LOT AREA (I): 50,000 SF

MAX. BUILDING HEIGHT (I): 50'

HCOD (URBAN TRANSITION) STANDARDS:
BUILDING SETBACK: 75' (STREET YARD)
PARKING AREA SETBACK: 50' (STREET YARD)

PROPERTY INFORMATION

PROPERTY OWNER/APPLICANT(S):
JBO HOLDINGS, LLC

PROPERTY ADDRESS:
211 TRIMBLE PLANT ROAD
SOUTHERN PINES, NC 28387

PARCEL: DB 4207, PG 356

TOTAL ACREAGE: ±21.69 AC

IMPERVIOUS SURFACE (EXISTING):
±8.10 AC - (37.34%)

IMPERVIOUS SURFACE (NEW):
±3.25 AC - (15.0%)

IMPERVIOUS SURFACE (TOTAL):
±11.35 AC - (52.32%)

REQUIRED OPEN SPACE: 4.34 AC - (20.0%)

***HCOD BUFFER NOTE**

THE 50' HIGHWAY CORRIDOR OVERLAY BUFFER ALONG THE FRONTAGE OF THE PROPERTY WILL BE PRESERVED AND LEFT UNDISTURBED, MAINTAINING THE EXISTING VEGETATIVE BUFFER AND VISUAL CHARACTER OF THE CORRIDOR. DISTURBANCE WITHIN THIS AREA WILL OCCUR ONLY WHERE NECESSARY TO ACCOMMODATE PROPOSED STORMWATER MANAGEMENT FACILITIES (AS SHOWN ON THIS PLAN) OR THE INSTALLATION OF FUTURE UTILITY CONNECTIONS IF NEEDED. ANY SUCH IMPACTS WILL BE MINIMIZED AND RESTORED IN ACCORDANCE WITH TOWN STANDARDS TO ENSURE CONTINUED COMPLIANCE WITH THE INTENT OF THE HIGHWAY CORRIDOR OVERLAY.

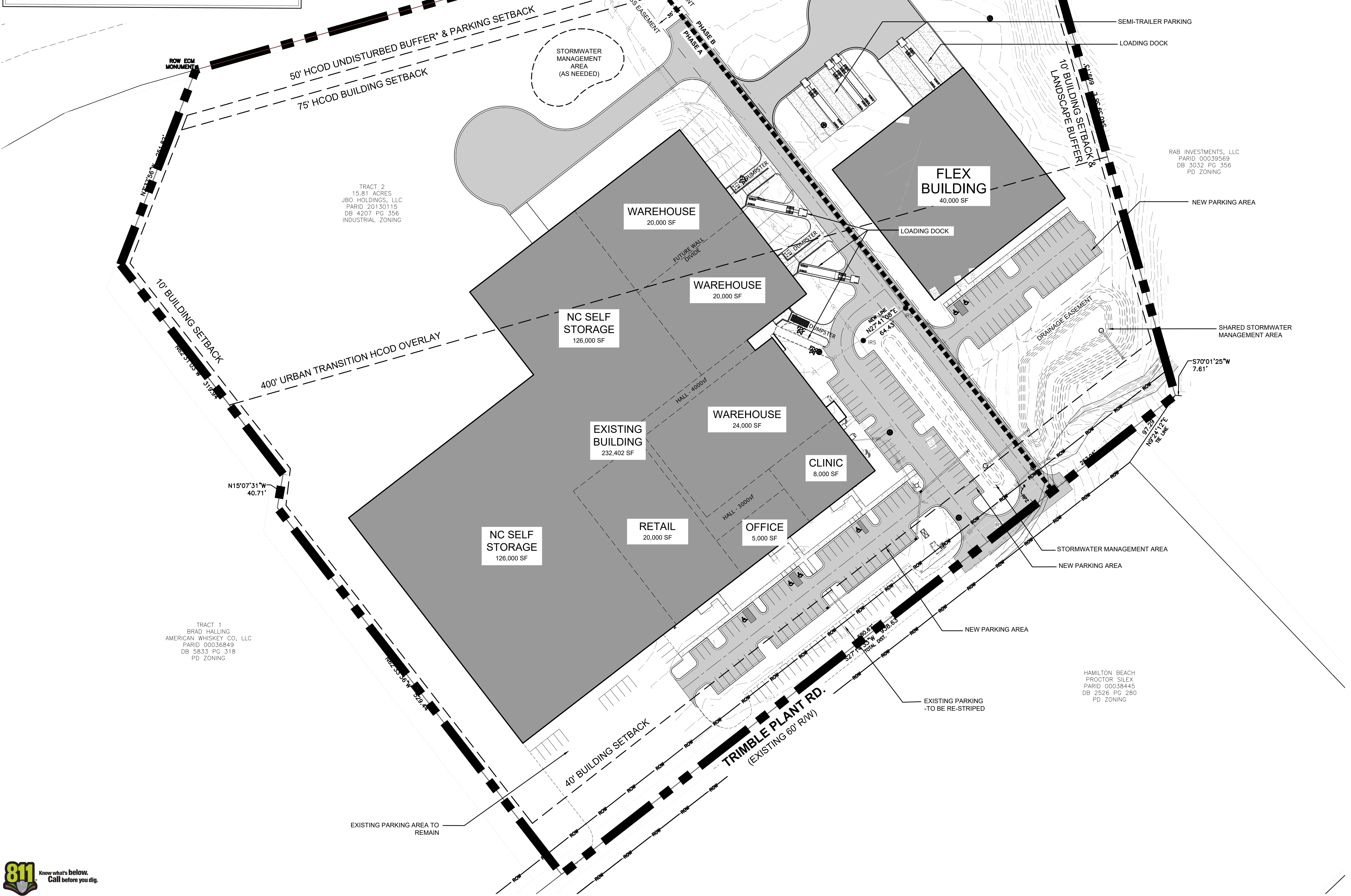
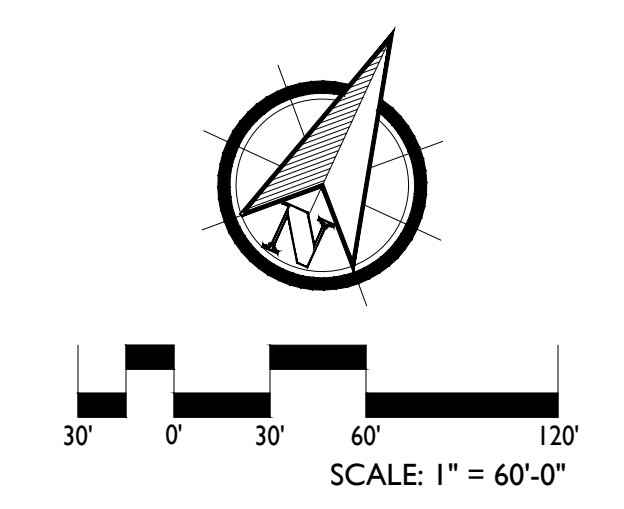
WATERSHED

BASIN: CAPE FEAR
STREAM: LITTLE RIVER (INTAKE NO. 2)
TYPE: WS-IIIP

FLOODPLAIN DATA

THIS PROPERTY IS LOCATED IN FLOOD ZONE 'X' (AREAS OF MINIMAL FLOODING)

THE LOCATION OF THE 100-YEAR FLOODPLAIN PER NFIP FIRM COMMUNITY PANEL NO: 8540
MAP: 3710854000J
DATE: OCTOBER 17, 2006

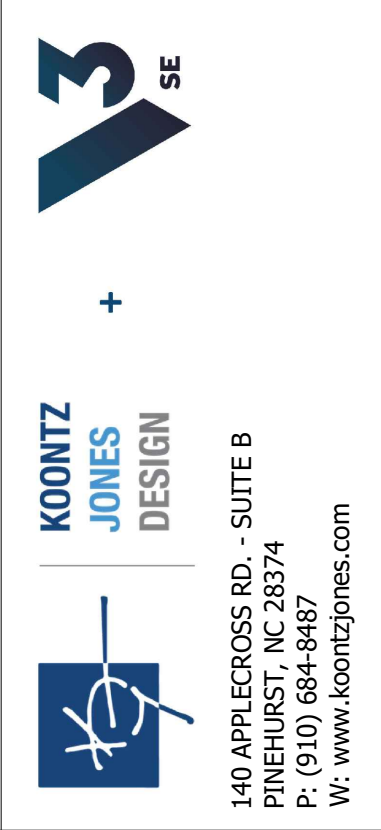


TRACT 2
15.81 ACRES
JBO HOLDINGS, LLC
PARID: 20130115
DB 4207 PG 356
INDUSTRIAL ZONING

TRACT 1
BRAD HALLING
AMERICAN WHISKEY CO, LLC
PARID: 00036849
DB 5833 PG 318
PD ZONING

HAMILTON BEACH
PROCTOR SILEX
PARID: 00038445
DB 2526 PG 280
PD ZONING

PRELIMINARY PLANS - NOT RELEASED FOR CONSTRUCTION (FOR REVIEW ONLY)



REVISIONS:

TRIMBLE PLANT ROAD
CONCEPTUAL DEVELOPMENT PLAN
SOUTHERN PINES, NORTH CAROLINA
SITE PLAN

DATE: 10.13.25
 DESIGNED BY: JMW
 DRAWN BY: JMW
 CHECKED BY: JPS
 SCALE: 1" = 60'-0"
 PROJECT #: 250535
 SHEET NUMBER: L-1.1



DR. J.H. CARTER III & ASSOCIATES, INC.

Environmental Consultants
P.O. Box 891 • Southern Pines, N.C. 28388
(910) 695-1043 • Fax (910) 695-3317

16 June 2025

Mr. Paul Saathoff
140 Apple Cross Road Suite B
Pinehurst, NC 228374

Dear Mr. Saathoff:

On 7 October 2025, a biologist from Dr. J. H. Carter III & Associates, Inc. (JCA) conducted a red-cockaded woodpecker (*Dryobates borealis*) (RCW) survey of a 21.43-acre partially developed parcel located on Trimble Plant Road in Southern Pines, Moore County, North Carolina (NC). The site contains a self-storage facility, paved roads, areas of landscaped grass and approximately 8-acres of wood land as illustrated on the attached figure.

The wooded portion of the parcel has a moderately dense to dense overstory of loblolly pine (*Pinus taeda*) and blackjack oak (*Quercus marilandica*), a moderately dense midstory of loblolly pine and blackjack oak, and a moderately dense ground cover of broomsedge (*Andropogon virginicus*) and bracken fern (*Pteridium pseudocaudatum*).

No RCW cavity trees were found on the property. The northeastern portion of the parcel is within the one-half mile radius foraging partition for active SOPI Cluster 22/112. The nearest known RCW cavity tree (#1306) contains relic cavity and is located approximately 2,000 feet (ft.) northwest of the parcel in SOPI 22.

The RCW Recovery Plan (United States Fish and Wildlife Service (USFWS) 2003) defines a cluster as the aggregation of cavity trees used and defended by a group of RCWs plus a 200-ft. buffer of contiguous forest. The Recovery Plan also outlines the minimum acreage, distribution and stocking levels of foraging habitat required to conserve a family group of RCWs. Foraging habitat is defined as stands of pine or pine-hardwood more than 30 years old, located within one-half mile of, and contiguous to, an active or managed RCW cluster. Landowners within RCW habitat have a responsibility to minimize the removal of RCW foraging habitat (pine trees ≥ 10 inches in diameter at breast height (dbh)) and must notify the USFWS Raleigh Area Field Office prior to such removals.

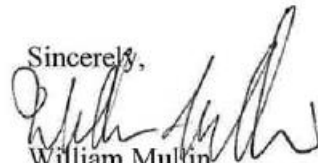
Property development within a cluster and associated foraging habitat is potentially harmful to RCWs, may violate the Endangered Species Act and must be authorized by the USFWS. Removing pine trees within the cluster contributes to habitat fragmentation making RCWs more vulnerable to predation and more susceptible to having other species take over their cavities.

Based on the results of this survey there are no RCW-related restrictions on re-developing this site. Please note that the USFWS is recommending minimizing the removal of pine trees ≥ 8 inches in dbh to the extent practicable.

The USFWS will require additional information prior to issuing a response/concurrence to this letter. If pine trees over 10 inches in dbh are to be removed for the project a Foraging Habitat Analysis may be needed. To obtain the USFWS concurrence submit this letter along with the attached cover page (completed) and a site plan to the USFWS Raleigh Area Field Office in North Carolina. The letter and associated materials can be sent to Raleigh@fws.gov. A copy of this letter along with a letter from the USFWS may be required when you request a building permit from your local Planning and Zoning office.

The RCW survey results are valid for a period of **one year** from the date of this letter. If a RCW constructs a cavity in a pine tree on the aforementioned lot within the one-year time frame, this letter **does not** allow disturbance (within 50 ft.) or removal of the cavity tree. You **must** get additional approval from the USFWS for removal or disturbance of a RCW cavity tree.

Please feel free to call if you have any questions or comments.

Sincerely,

William Mullin
Wetland & Wildlife Biologist



KOONTZ
JONES
DESIGN

+



NEIGHBORHOOD MEETING REPORT

DATE: October 20, 2025

PROJECT: Trimble Plant Road CDP Application

LOCATION: Office of Koontz Jones Design + V3
140 Applecross Road Suit B
Pinehurst, NC 28374

SUBMITTED BY: Paul Saathoff

ATTENDEES: Paul Saathoff, Koontz Jones Design + V3, PLLC

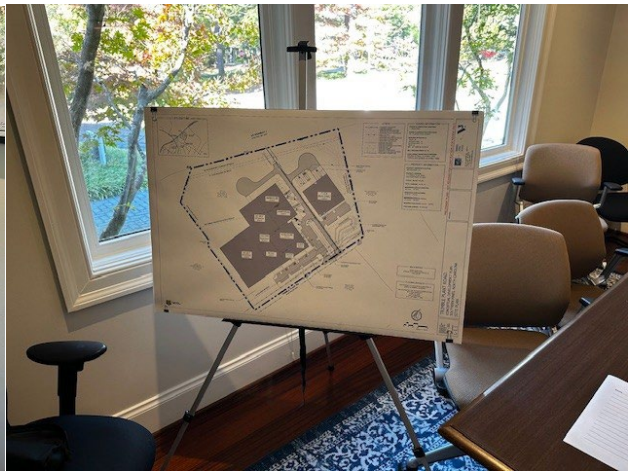
An informal Neighborhood Meeting was held on Monday, October 20, 2025, from 4:00 p.m. to 6:00 p.m. at the offices of Koontz Jones Design + V3 at 140 Applecross Road, Suite B, Pinehurst NC. The Town of Southern Pines requires this meeting for Planned Development District (PD) and Conceptual Development Plan (CDP) rezoning applications. This meeting allows adjoining property owners to review the proposed plans for the project and discuss the plans with the development team. A site plan, existing site conditions, an aerial photograph, and an overall aerial property map were available for review. As required a minimum of ten adjoining parcel owners, within 200', in the direct vicinity of the proposed property, were notified by letter (see attached copy of the letter) before the meeting date. Contact information was also provided for anyone unable to make the meeting to gather information.

None of the neighbors who were notified attended the neighborhood meeting. To date, one adjacent property owner who could not attend the meeting called and spoke with Paul Saathoff from Koontz Jones Design + V3 asking for information about the project. He was aware of the project through previous conversations with the property owner and had no concerns with the proposed project.

Paul Saathoff

These notes reflect the author's interpretation of the events during the referenced meeting. Any additions or modifications required should be submitted to the author in writing.

Photos of the Neighborhood meeting setup:







KOONTZ
JONES
DESIGN

+



October 6, 2025

Dear Neighbor,

A Neighborhood Meeting will be held to discuss a proposed Conceptual Development Plan (CDP) for a property located on Trimble Plant Road in Southern Pines. The CDP is being proposed to add both additional uses to the property as well as the addition of a new building to the property. The property is located at 209 Trimble Plant Road and has an existing ±237,000 SF of building space containing warehouse, self-storage, medical clinic, office, and truck rental uses.

This meeting is not a public hearing. The purpose of this meeting is to inform neighboring property owners of the proposal and to seek comments. The drop-in meeting will be held on Monday, October 20th, from 4:00 pm to 6:00 pm at the offices of Koontz Jones Design + V3. The address is 140 Applecross Road, Suite B, Pinehurst, NC. This meeting will be informal with no scheduled presentation, so feel free to stop by at your convenience during the designated hours. Plans will be made available for review and discussion with the project team members. For more information about this project, please call (910) 684-8487.

Best Regards,

Robert Koontz, RLA



US 1 HWY N
US 1 HWY N

RAMP SOUTH

RAMP NORTH

SHORT RD

MIDLAND RD

MIDLAND RD

CRESTVIEW RD

BOILING SPRINGS CIR

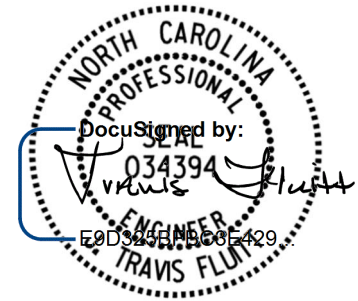
TRIMBLE RD

MEETING HOUSE RD

YADKIN RD

October 24, 2025

James Michel, P.E.
Town of Southern Pines
500 E Rhode Island Ave
Southern Pines, NC 28387



10/24/2025

RE: Trimble Plant, Southern Pines, NC - Traffic Design Analysis

Kimley-Horn has prepared this traffic design analysis (TDA) for the proposed redevelopment and expansion of the Trimble Plant development located along Trimble Plant Road in Southern Pines, NC. The site currently consists of an approximately 230,000 square foot (SF) building that includes self-storage, warehouse, office, and clinic space and an approximately 4,200 SF warehouse building. The proposed plan will replace approximately 20,000 SF of warehouse space in the larger building with a furniture store and replace the 4,200 SF building with a 40,000 SF industrial building. The development will also add parking and pave the end of Trimble Plant Road as shown on the attached plan.

Trip Generation and Assignment

Traffic for this project was generated using data from the 12th Edition of the ITE *Trip Generation Manual*. The estimated trip generation of the existing land uses to be replaced is summarized in Table 1 below.

Table 1 ITE Trip Generation (Vehicles) – Existing Land Uses							
Land Use	Size	Daily		AM Peak Hour		PM Peak Hour	
		In	Out	In	Out	In	Out
Warehousing (LUC 150)	24,200 SF	42	42	22	6	8	23

The trip generation potential of the proposed land uses is summarized in Table 2. Trips for the proposed industrial building were generated as Business Park as it is the closest match based on the anticipated use. Table 2 shows that the proposed development is expected to generate 442 additional daily trips, 17 additional AM peak hour trips, and 12 additional PM peak hour trips as compared to the existing land uses to be replaced.

Table 2 ITE Trip Generation (Vehicles) – Proposed Development							
Land Use	Size	Daily		AM Peak Hour		PM Peak Hour	
		In	Out	In	Out	In	Out
Business Park (LUC 770)	40,000 SF	200	200	30	7	9	23
Furniture Store (LUC 862)	20,000 SF	63	63	5	3	5	6
Subtotal		263	263	35	10	14	29
<i>Existing Land Uses</i>		42	42	22	6	8	23
Difference (Proposed vs. Existing)		221	221	13	4	6	6

Site Access and Circulation

The northern portion of Trimble Plant Road is currently largely unpaved. As shown on the proposed plan, additional parking and paved roadway will be provided around the north and west sides of the existing building. This will significantly improve circulation around the building and facilitate truck operations at both buildings. As this development is at the end of Trimble Plant Road, no other properties will be affected by the proposed changes to the site layout.

Trimble Plant Road is a two-lane undivided roadway with no curb and gutter. There are no existing bicycle, pedestrian, or transit facilities on Trimble Plant Road for the development to connect to. However, the proposed uses are not expected to generate pedestrian or bicycle traffic. There are existing pedestrian walkways on site connecting to the existing and proposed parking areas.

Safety

Sight distance does not appear to be an issue at any of the existing driveways along Trimble Plant Road or at the intersection of Trimble Plant Road at Yadkin Road. The proposed changes to parking areas and the paving of the drive aisles around the north and west sides of the building are expected to improve circulation and make for a safer user experience.

Conclusions

Based on this review and the low projected trip volume, site traffic is not expected to have a significant impact on the existing transportation network. No improvements are recommended based on the proposed plan.

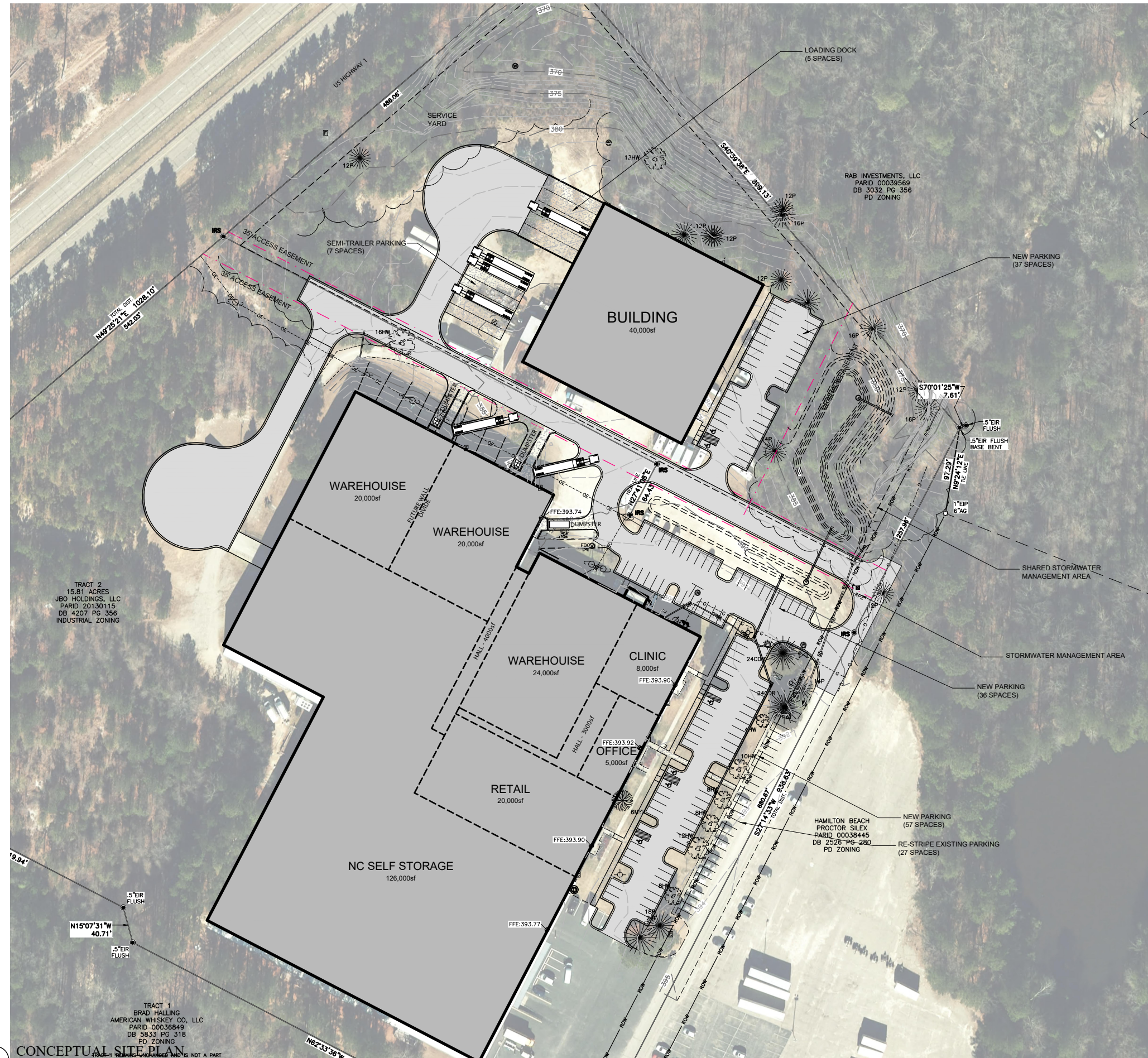
Please let me know if you have any questions or require any further information.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.



Travis Fluitt, P.E.
Project Manager

REVISIONS			
SYM.	DESCRIPTION	DATE	BY



LKC Engineering, pllc
 140 Aqua Shed Court
 Aberdeen, NC 28315
 O: 910.420.1437
 F: 910.637.0096
 lkceengineering.com
 License No. P-1095

Engineering
 Landscape Architecture
 Surveying



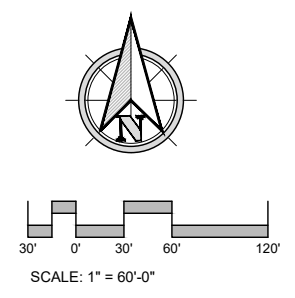
CONCEPTUAL
 SITE PLAN

TRIMBLE PLANT

SOUTHERN PINES, NC

DATE:	
DESIGNED:	
DRAWN:	
CHECKED:	
NO.	

L-1.0



L:\Mailley-25-04 Trimbale Plant Survey\800 Drawings\803 Conceptual\Trimble Plant Concept12.dwg

1
L-1.0

Trimble Plant Road
Table 1 - Trip Generation

Land Use	Intensity	Daily			AM Peak Hour			PM Peak Hour		
		Total	In	Out	Total	In	Out	Total	In	Out
Existing Land Uses										
<u>150</u> Warehousing	24,200 s.f.	84	42	42	28	22	6	31	8	23
Proposed Land Uses										
<u>770</u> Business Park	40,000 s.f.	400	200	200	37	30	7	32	9	23
<u>862</u> Furniture/Flooring Store	20,000 s.f.	126	63	63	8	5	3	11	5	6
Proposed Subtotal		526	263	263	45	35	10	43	14	29
Difference (Proposed vs. Existing)		442	221	221	17	13	4	12	6	6

Planning Staff Report

To: Reagan Parsons

From: Gene Ruiz, Planner II

Date: December 9, 2025

Item: **The Oaks (file #Z-06-25):** A request to rezone approximately 2.7-acres on Country Club Drive to develop six single family homes.

I. EXECUTIVE SUMMARY

Barczak Engineering Services, on behalf of Fernando Rebollar Silva, LLC, has submitted an application to rezone a 2.7-acre parcel (PARID 20210259) located on Country Club Drive. The property, formerly owned by the Elks Club, represents a remaining portion of the historic Southern Pines Country Club Golf Course. The site is currently zoned FRR (Facilities, Recreation, and Resort), and the applicant is requesting to rezone to RS-1 CD (Residential Single-Family-1 Conditional District). A concurrent major subdivision application has also been submitted, contingent upon the subject rezoning request. The site consists of approximately 2.7-acres, comprising an open field with a stand of mature trees along the rear property line. The proposal includes the following elements:

1. Development of six (6) single-family detached residential lots.
2. The majority of the site is currently an open field, previously a part of the Southern Pines Golf Club.
3. Primary frontage along Country Club Drive, with access to existing town-maintained streets and utilities.
4. Preservation of mature trees at the rear of the property, providing a 21-foot undisturbed landscape buffer.
5. The surrounding zoning districts are FRR, RS-1, and RS-2.

Key findings:

- Shows consistency with the Comprehensive Plan and General Framework for infill development (policy 5.2) and natural area protection (policies 4.9 and 4.10).
- Demonstrates minimal impacts through buffering, setbacks, and preservation of mature trees in the rear setback.
- The RS-1CD proposed zoning provides a context-appropriate residential use consistent with the surrounding neighborhood.
- Adheres to public health, safety, and welfare through compliance with town standards.
- 11 large trees are located along Country Club Circle, and all but one appear to be specimen trees. Trees in the Country Club Circle right-of-way are protected, but trees outside the right-of-way, inside the property, presently are not. Delineating driveway / utility cuts around the trees may warrant minor changes.
- The tract's size and configuration meet RS-1 standards and complement adjacent neighborhoods.

TABLE OF CONTENTS

- **Project Information and Overview.....3**
 - Proposed Conditions.....5
 - Imagery and Site Plans.....6
 - **Staff Review.....8**
 - **Attachments.....14**
 - **Town Council Action.....14**
-

II. PLANNING BOARD RECOMMENDATION

On November 20, 2025, the Town of Southern Pines Planning Board held a public hearing on application Z-06-25. Planning staff presented the proposal and outlined how the requested Conditional Zoning District is consistent with the 2040 Comprehensive Plan and meets the approval criteria outlined in UDO §2.17.9.

During the hearing, members of the public provided comments, including Mr. Ken McDonald, whose property directly abuts the proposed development. Mr. McDonald expressed concern that the portion of the existing 21-foot undisturbed buffer behind his home lacks sufficient vegetation.

In response to this concern, the Planning Board recommended adding an additional condition requiring the applicant to supplement the existing 21-foot buffer in areas where vegetation is sparse. The supplemental plantings should meet the buffer planting standards set forth in UDO Section 4.3.4 and Exhibit 4-4.

After the public comment period was closed, the Planning Board deliberated on the testimony received, staff's analysis, and the applicant's responses. A motion was made stating that the proposed Conditional Zoning District is consistent with the 2040 Comprehensive Plan and meets the criteria for approval as outlined in Attachment I of staff report Z-06-25. The Board then voted 5-1 to recommend approval of Z-06-25 to the Town Council, with the recommendation to update the buffer condition to include augmented buffer plantings consistent with the UDO's planting rate.

III. PROJECT INFORMATION

A. Physical

Addresses

280 Country Club
Drive
PARID: 20210259

B. Property

Owner/Applicant

Fernando Rebollar
Silva, LLC
Po Box 719
Carthage, NC 28327

C. Authorized Agent

Jeffrey Barczak
Barczak Engineering
Services, PLLC
139 Grantham House Way
Apex, NC 27523

D. Existing Zoning

The subject property is presently zoned Facilities, Recreation, and Resort (FRR), and

is surrounded by RS-1 and RS-2 zoning.

Figure I. Zoning Vicinity Map (Subject Property Outlined in Yellow).



E. 2040 Comprehensive Plan Designation for General Framework, Conservation and Development, and Character Districts

General Framework Map Designation: Area to Enhance. These areas include established residential neighborhoods that are stable, but should consider small-to-medium improvements. Any proposed changes to properties should be sensitive to the uses, densities, location, character, and views from surrounding areas. Infill development in neighborhood enhancement areas should be small-scale.

Conservation and Development Map Designation: Neighborhood. New development should provide different home types on different lot sizes that vary enough to provide a range of home choices in the same neighborhood. New neighborhoods should also include a connected network of open space throughout the site.

Character District Map Designation: Golf Course. A golf course is surrounded, in whole or in part, by homes. Home sites typically back up to the golf course. There are noticeably fewer trees along residential streets compared to older neighborhoods in Southern Pines. The overall design and character of golf course communities convey private living and exclusiveness.

F. Applicant's Proposed Zoning District and Conditions

The development intends to blend in with surrounding zoning of the RS-1 / RS-2 community, without a homeowners' association. The applicant's rezoning request is to Residential Single-Family-1 Conditional District (RS-1CD). RS-1 is established as a district in which to allow primarily medium density single-family detached residential units (approximately 4.3 Dwelling Units per acre). The applicant's narrative proposes six single-family detached units (LBCS 1111).

Since receiving the application, staff convened in a TRC meeting on August 19, 2025 to review the proposed conditions and site plan, corresponded with the applicant about the proposed design, and recommended adjustments to achieve the best overall outcome. The applicant's proposed six conditions can be found in attachment 3 and in figure 2 below.

Figure 2. Applicant Provided List of Conditions.

Development Standards (Deviations from RS-1 Standards)

1. Land uses shall be limited to LBCS 1111 – residential single-family detached dwellings.
2. Minimum lot size shall be 16,000 square feet.
3. No shared driveways shall be permitted.
4. Any standards or requirements not specifically modified by these conditions shall default to the applicable UDO standards for the RS-1 district.

Existing Tree Preservation

5. The 21-foot Undisturbed Landscape Buffer located at the rear of lots 1 through 6 shall preserve 6' diameter trees or greater. The responsibility to maintain this area shall be the owner of the lot in which the 21-foot buffer exists. Where gaps are present in the 21-foot buffer's existing vegetation, the developer shall augment with additional plantings to meet the minimum planting rates for buffers, as prescribed in UDO Exhibit 4-4.

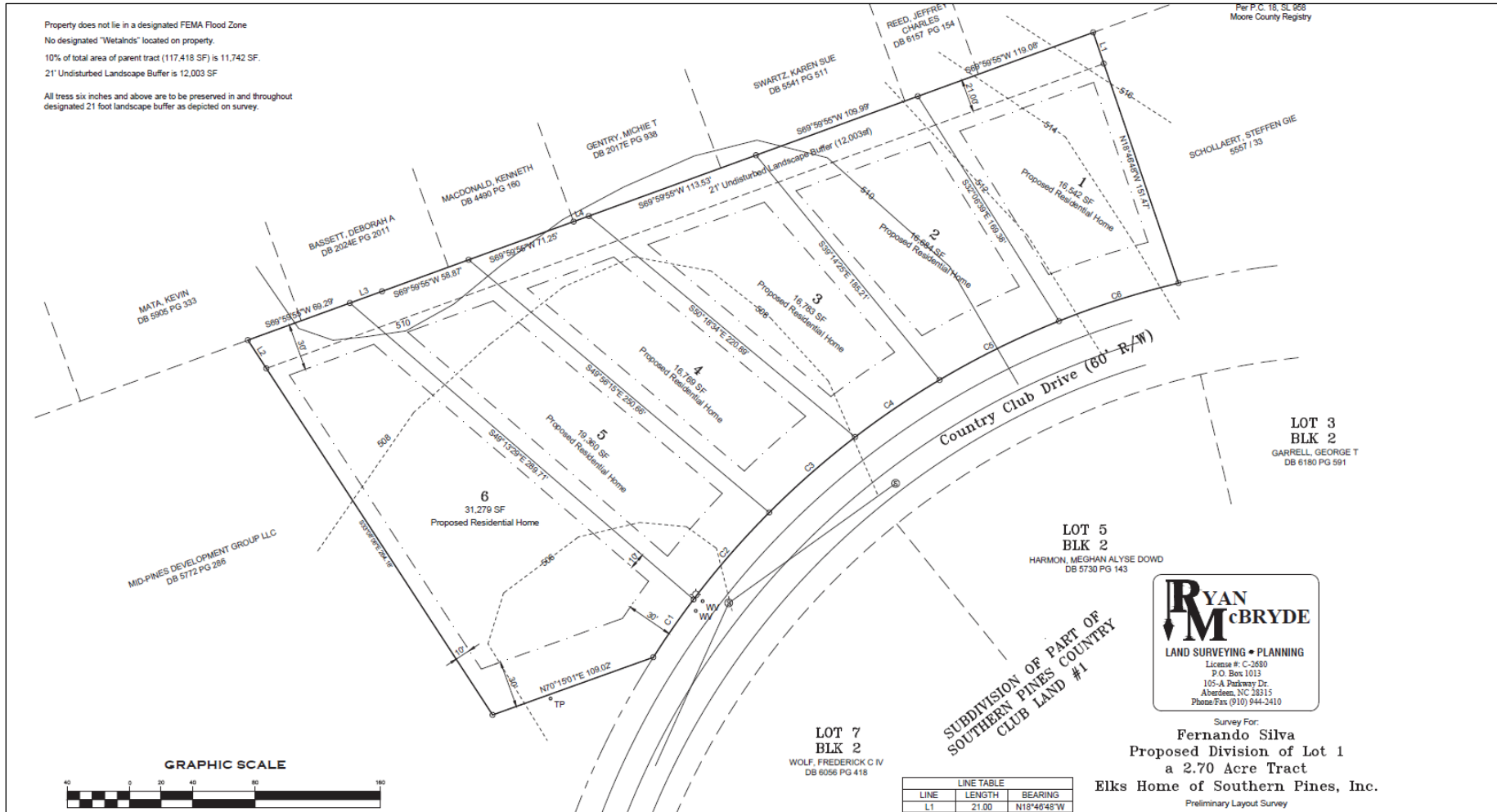
Stormwater

6. Each lot shown shall be responsible for storm water management in accordance with UDO Section 4.14 Drainage, Erosion Control, Storm Water Management, the post development runoff rate shall be equal to or less than the pre-development rate from the design storm of a 10-year storm event. Storm water shall be controlled by rain gardens, swales, rain barrels/cisterns, dry wells, downspout redirections, French drains, sodded areas, infiltration areas etc. to meet pre-development rates as stated above.

Figure 3. Imagery of the Subject Property.



Figure 4. Site Plan for the Proposed Z-06-25 Design, "The Oaks."



II. STAFF REVIEW

Application Review Dates

TRC Pre-Application Meeting: **August 19, 2025**
Application Submitted: **September 2, 2025**
Application Continued: **September 19, 2025**
Applicant-Led Neighborhood Meeting: **October 6, 2025**

Application Resubmitted: **October 23, 2025**
Application Deemed Complete: **October 28, 2025**
Updated Materials Submitted: **November 4, 2025**
Planning Board Public Hearing Notice
Publication: **October 27, 2025**
Mail: **October 31, 2025**
Signage: **October 30, 2025**
Internet: **October 30, 2025**

Planning Board Legislative Hearing: **November 20, 2025**
Updated Materials Submitted: **November 26, 2025**
Town Council Public Hearing Notice
Publication: **November 21, 2025**
Mail: **November 24, 2025**
Internet: **November 21, 2025**
Town Council Legislative Hearing: **December 9, 2025**

I. Process and Standards of Review

UDO §2.17.9¹, Criteria for Zoning Map Amendments, and UDO §2.17.11, Conditional Zoning Districts, cover the procedures for review and approval of a Conditional Zoning District. The criteria for compliance with a Zoning Map Amendment are found in UDO §2.17.9 and apply to the review and approval of this Conditional Zoning District.

Additionally, UDO §2.17.11(G) notes that “*in approving a petition for the reclassification of property to a Conditional Zoning district, the petitioner, Planning Board and the Council may propose specific conditions to approval of the petition, but only those conditions approved by the Council and consented to by the petitioner in writing may be incorporated into the Conditional Zoning district.*”

2. Compliance with UDO §2.17.9, Zoning Map Amendment Criteria.

A Conditional Zoning District may only be permitted if the applicant demonstrates consistency with the following eight criteria (A through H). Below are staff comments regarding the applicant’s consistency with each:

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

and

(E) **Public Policy.** *Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use*

¹ When reviewing an application for rezoning, the hearing bodies (Planning Board and Town Council) shall consider the criteria as set forth in UDO §2.17.9. Furthermore, additional standards are expected of a Conditional Zoning District—a reclassification of property subject to specific conditions that ensure compatibility of the use with the use and enjoyment of neighboring properties—such as the one being proposed by the applicant. Conditional zoning is voluntary.

Development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.

Consistency. Staff assess that the proposed rezoning from FRR (Facilities, Recreation, and Resort) to RS-ICD (Residential Single-Family-I Conditional District) is consistent with the 2040 Comprehensive Plan and its General Framework, conservation and development, and character district designations. Though originally part of the Southern Pines Golf Club, the subject property is surrounded by RS-1 and RS-2 zoning on three of four sides, and rezoning to the proposed conditional district standards will match the surrounding neighborhood design pattern. Moreover, the majority of the parcel today is a vacant field, and the Comprehensive Plan strongly encourages infill development as a guiding principle and component of “Areas to Enhance” (which is what this property is designated as). Of note, the subject property is less than a one mile walk to the downtown area. Comprehensive Plan policy 5.2 also highlights the need for infill development inside town limits where existing utility infrastructure is present; water and sewer lines area available for extension to the proposed units along Country Club Circle. Overall, the six-lot subdivision will reflect the surrounding RS-1 and RS-2 neighborhoods, and support context-sensitive residential design (see figure 5 below for the surrounding zoning).

Figure 5. “The Oaks” Surrounding Zoning Districts.



Natural Character Preservation. Natural character preservation is an important aspect of Comprehensive Plan consistency, and this project proposal ensures tree preservation for the mature grove on site (see figure 6). A significant number of mature trees are present on the north side of the property, adjacent to residences along S Ridge Street. The applicant’s condition #3 (see attachment 3) will retain a 21-foot undisturbed buffer at the rear of the property, preserving all trees 6-inch diameter and greater; the

measure helps preserve natural character and retain a visual buffer for neighboring properties (see figures 4 and 6). This condition aligns with Comprehensive Plan policies 4.9 and 4.10—preserve natural character and minimize tree loss during development.

Figure 6. Mature Trees Along northern side of the Subject Property.



Multiple specimen trees, as defined by UDO §4.4.5, are either within the Country Club Circle right-of-way adjacent to the subject property, or just inside the property line. One of them is an oak tree of approximately 60-inches in diameter (see figure 8 below). Trees located within the town right-of-way are owned and maintained by the town and would require permit approvals for removal. All but two of the trees are designated as specimen trees pursuant to UDO §4.4.5, and staff have informed the applicant that the town arborist would not grant a tree removal permit; so, the applicant has communicated that driveways and utility lines in close proximity of town-owned trees will maintain a sufficient distance to not harm the tree’s long-term viability.

11 trees in total, with all but one appearing to be specimen trees, are along the subject property’s right-of-way. The exact locations of them, either in the right-of-way or the bounds of the subject property, have not been confirmed and marked on the site plan. However, the applicant confirmed on November 5, 2025 that the 60-inch oak is within the right-of way (see figure 7 below). The applicant does not have a condition in place protecting trees along Country Club Circle that may fall within the private property’s boundary. Staff acknowledge that some trees may need removing to allow adequate space for driveway and utility cuts, but that necessity is unclear.

Staff also wish to highlight that adjusting the lot lines may be necessary, either before or during the site plan review process (pursuant to UDO §2.20(l)), to ensure town-owned

right-of-way trees are sufficiently protected.

Figure 7. 60-inch Specimen Oak (Green Circle) Confirmed Within the Town Right-of-Way.

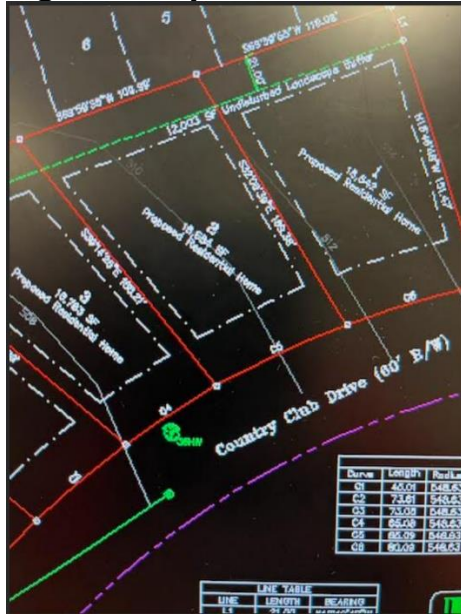


Figure 8. Town-owned Specimen Trees Located in the Country Club Circle Right-of-Way.



In summary, staff find that the proposed rezoning from FRR to RS-1 Conditional Zoning District is consistent with the 2040 Comprehensive Plan and its General Framework, which encourages infill development, open space protection, and managed growth. The six-lot subdivision reflects the surrounding RS-1 and RS-2 neighborhoods, supports context-sensitive residential design (and infill under policy 5.2), and preserves a 21-foot undisturbed tree buffer consistent with policies 4.9 and 4.10. The project aligns well with the Comprehensive Plan's goals for responsible growth, neighborhood compatibility, and environmental stewardship.

- (B) **Adverse Impacts on Neighboring Lands.** *The Hearing Body shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Town finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social alienation. Accordingly, rezonings may promote mixed uses subject to a high degree of design control.*

The proposed subdivision minimizes adverse impacts by maintaining compatibility with adjacent RS-1 and RS-2 neighborhoods. A 21-foot undisturbed landscape buffer and 30-foot rear setback preserve mature trees, provide privacy, and reduce visual impacts. The layout and design controls ensure the project integrates smoothly into the existing residential pattern. Staff assess that the proposed rezoning meets this criterion by ensuring neighborhood compatibility and mitigating potential impacts through careful site design and buffering.

- (C) **Suitability as Presently Zoned.** *The Hearing Body shall consider the suitability or unsuitability of the Tract for its use as presently zoned. This factor, like the others, should be weighed in relation to the other standards, and instances can exist in which the land may be rezoned to meet public need, to reflect substantially changed conditions in the neighborhood, or to effectuate important goals, objectives and policies of the Comprehensive Plan or UDO.*

The existing FRR zoning reflects the parcel's former recreational use, and this parcel is no longer gainfully utilized by the golf club; for that reason, it is no longer suitable given the surrounding residential development and the parcel's current inefficient use of land (especially given its proximity to the downtown area). Rezoning to RS-ICD allows for a low-impact residential transition consistent with Comprehensive Plan policy 5.2, support infill housing and neighborhood enhancement while maintaining privacy and tree preservation. The project represents context-sensitive and efficient use of the property.

- (D) **Health, Safety, and Welfare.** *The amending ordinance must bear a substantial relationship to the public health, safety or general welfare, or protect and preserve historical and cultural places and areas. The rezoning may be justified, however, if a substantial public need or purpose exists, even if the private owner of the Tract will also benefit.*

The proposed rezoning from FRR to RS-ICD demonstrates a clear and substantial relationship to the promotion of public health, safety, and general welfare. The proposed residential subdivision will comply with all applicable town codes and technical standards

related to stormwater management, building separation, public utilities, roadway access, and fire protection, thereby ensuring a safe and sustainable living environment consistent with town regulations and best practices in community design. By transforming an underutilized parcel into a compatible residential neighborhood that meets modern safety and environmental standards, the rezoning well aligns with the health, safety, and welfare of the community.

(E) **Size of Tract.** *The Hearing Body shall consider the size, shape, and characteristics of the Tract in relation to the affected neighboring lands. Amendatory ordinances shall not rezone a single Lot when there have been no intervening changes or other saving characteristics. Proof that a small Tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify ordinance rezoning.*

The parcel's size, shape, and configuration make it sufficiently-suited for development as a major subdivision under RS-1 standards. Each of the six proposed lots exceeds the 10,000-square-foot minimum and complies with all dimensional requirements of UDO §3.5.3, including:

- Minimum lot width: 45 feet
- Front setback: 30 feet
- Rear setback: 30 feet
- Interior side setback: 10 feet

The subdivision's modest density (approximately 4.3 dwelling units per acre) and tree preservation buffer along the rear property line reinforce compatibility with surrounding RS-1 and RS-2 neighborhoods.

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

Staff have found that all relevant and notable factors to this proposed Conditional Zoning District have been sufficiently addressed by the other criteria under UDO §2.17.9.

(G) **Applicant Representations.** *Except for rezoning requests submitted in accordance with the provisions herein for conditional zoning districts, the Hearing Body shall not consider any representations made by the petitioner that, if the change is granted, the rezoned property will be used for only one of the possible ranges of uses permitted in the requested classification. Rather, the Hearing Body shall consider whether the entire range of permitted uses in the requested classification is more appropriate than the range of uses in the existing classification.*

The rezoning request is for a Conditional Zoning District; therefore, applicant representations may be taken into consideration while reviewing and making final recommendations and decisions.

3. Outside Agency Comments

A request for comments on this rezoning application, and for the subsequent Major Subdivision Preliminary Plat, was emailed to agencies on October 27, 2025. Agencies

notified include the Town of Southern Pines Streets, Public Works, Utilities, Fire, Recreation and Parks, and Engineering departments, the Regional Land Use Advisory Commission (RLUAC), the United States Fish and Wildlife Services (USFWS), the Moore County Airport, and the North Carolina Department of Transportation (NCDOT). Staff have received the following comments since:

- On October 27, 2025, the Fort Bragg Regional Land Use Advisory Commission (RLUAC) has no comments for this case.
- On November 20, 2025, the NC Department of Transportation communicated that they have no comments for this case.

The initial application was reviewed by the Technical Review Committee (TRC) on August 19, 2025. During the meeting, the TRC identified a few minor items related to the extension of sewer mains needed to serve lots 1, 2, and potentially lot 3. The applicant has acknowledged and understands their responsibility to extend utility services to the corresponding lots in coordination with the town's engineering department.

Any additional applicant, agency, or public comments received following this staff report's publication, but prior to the public hearing, will be shared during staff's presentation.

4. Staff Comment Recommendation

Approval of a conditional zoning district approves a specific use with reasonable conditions that mitigate the negative impacts of the proposed development and ensure compatibility with the surrounding area. Only conditions approved by the Town Council and consented to by the petitioner in writing may be incorporated into the conditional zoning district. If the applicant ever wishes to change an approved condition, they must follow the same rezoning procedure required to amend the official zoning map unless considered a minor change per UDO §2.17.11(K).

Planning staff recommend approval of the proposed rezoning from FRR (Facilities, Resource, and Recreation) to Residential Single-family-1 Conditional District (RS-1CD) as proposed by the applicant and shown in attachments 3 and 4. The project is consistent with the town of Southern Pines 2040 Comprehensive Plan and the rezoning criteria under UDO §2.17.9.

III. ATTACHMENTS

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

1. Z-06-25 Planning Board Resolution
2. List of Conditions
3. Proposed Site Plan
4. Neighborhood Meeting Report (October 6, 2025)

IV. TOWN COUNCIL ACTION – File # Z-06-25

A request for a zoning map amendment approval is a request for a rezoning. Per North Carolina General Statute 160D-601(a), before adopting the rezoning, the Town Council shall hold a legislative hearing. Per North Carolina General Statute 160D-605(a) the Town Council shall also approve a statement addressing consistency or inconsistency with the 2040 Comprehensive Plan. Furthermore, per North Carolina General Statute 160D-605(b), the Town Council must also approve a statement about the reasonableness of the

rezoning and shall approve a brief statement describing whether its action is consistent with an adopted comprehensive plan.

To assist the Town Council in performing this task, Town staff have prepared the following draft motions for consideration, possible modification as necessary, and adoption.

* * *

I move that after reviewing the proposed Conditional Zoning District and after considering the criteria for approval of zoning map amendments found in UDO §2.17.9:

1. The proposed amendment to the Town of Southern Pines Zoning Map is reasonable, in the public interest, and consistent with the current character of the corresponding Character District and the criteria set forth in the Town of Southern Pines Unified Development Ordinance §2.17.9. Considering the revisions to the conditions list and the consistency with Comprehensive Plan policies 5.2, 4.9, and 4.10, the proposed rezoning is generally consistent with the 2040 Comprehensive Plan.

-OR-

2. The proposed amendment to the Town of Southern Pines Zoning Map is reasonable, in the public interest, and consistent with the character of the corresponding Character District and the criteria set forth in the Town of Southern Pines Unified Development Ordinance §2.17.9. Considering the revisions to the conditions list and the consistency with Comprehensive Plan policies 5.2, 4.9, and 4.10, the proposed rezoning is generally consistent with the 2040 Comprehensive Plan. However, the following amendments to the proposed conditions and/or site plan are necessary to fully comply with the rezoning criteria under UDO §2.17.9 and/or the 2040 Comprehensive Plan:
 - a.

With the above listed amendments, the requested rezoning from FRR to RS-I Conditional Zoning District is a reasonable request for the reasons mentioned above and within the staff report for application Z-06-25.

-OR-

3. The requested rezoning is inconsistent with the 2040 Comprehensive Plan and is not a reasonable request for the reasons set forth in the Planning Board resolution that is attached to the Planning department Staff Report:
 - a.

And, therefore, I move to:

1. Approve Z-06-25 with the conditions submitted by the applicant for the RS-I Conditional Zoning District.

-OR-

2. Approve Z-06-25 with the following amendments made by the Town Council and accepted by the applicant:

-OR-

3. Deny Z-06-25.

Note that the effect of Town Council approval of a Conditional Zoning District and all conditions that have been attached to the approval are binding on the property as an amendment to the Zoning Map. All subsequent Development and use of the property shall be in accordance with the standards for the approved Conditional Zoning district; the approved petition and all conditions attached to the approval. Only those uses and structures indicated in the approved petition shall be allowed on the subject property. Any Development in the district shall comply with all provisions of and conditions to the approved petition. Any uses and structures on the subject property also shall comply with all standards and requirements for Development in the underlying general zoning district. Lastly, minor changes in the detail of the approved petition or Site Plan that do not involve a change in uses permitted or the density of overall Development permitted and that will not alter the basic relationship of the proposed Development to surrounding properties or the standards. Lastly, minor changes in the detail of the approved petition that do not involve a change in uses permitted or the density of overall Development permitted and that will not alter the basic relationship of the proposed Development to surrounding properties or the standards.



ATTACHMENT 1

**PLANNING BOARD
RESOLUTION TO ADOPT A WRITTEN RECOMMENDATION
FOR ZONING MAP AMENDMENT APPLICATION
Z-06-25**

WHEREAS, Section 160D-701 of the North Carolina General Statutes specifies that zoning regulations shall be made in accordance with a comprehensive plan and shall be designed to protect the public health, safety and general welfare; and

WHEREAS, Section 160D-604 of the North Carolina General Statutes specifies that the Planning Board shall, with any ordinance amendment or zoning map amendment, advise and comment on whether the proposed action is consistent with the adopted comprehensive plan and on other matters as deemed appropriate by the Planning Board, and that the Planning Board shall provide this in the form of a written recommendation to the Town Council; and

WHEREAS, the Planning Board has reviewed the proposed zoning map amendment—which includes the written staff report and application materials showing the proposed district boundaries, and has conducted a public hearing on November 20, 2025, to listen to public comments, ask questions of the Town’s planning staff, and consider zoning map amendment application #Z-06-25.

NOW, THEREFORE BE IT RESOLVED that the Planning Board finds and recommends to the Town Council that the proposed amendment to the Town of Southern Pines Zoning Map is generally reasonable, in the public interest, and consistent with the criteria set forth in the Town of Southern Pines Unified Development Ordinance §2.17.9. However, the following inconsistency within the proposed conditions and site plan are present and prevent the application from fully complying with the rezoning criteria under UDO §2.17.9 and the Comprehensive Plan:

- The 21-foot buffer, depicted on the north side of the subject property, comprises multiple gaps that likely prevent the buffer from adhering to the buffer tree and shrub planting rate pursuant to UDO Exhibit 4-4. For that reason, the existing buffer cannot fully achieve its purpose of mitigating adverse impacts on neighboring lands (UDO §2.19.9(A)) by providing greater privacy and visual obscuration.

This area of Country Club Circle is considered a Neighborhood and Area to be Enhanced. Proposed development should be sensitive to the uses, densities, location, character, and views from surrounding homes and neighborhoods. The proposed conditional zoning district would allow for six single-family detached dwellings (LBCS code 1111) at a density commensurate with the


surrounding area. Furthermore, the proposed 21-foot undisturbed buffer in condition #3 would retain valued natural character within the subject property. All applicable town standards in the UDO, with the addition of tailored stormwater designs as noted in condition #2, will be reviewed by town staff during the site plan review process.

The Planning Board recommends that the Town Council approve the zoning map amendment request with the Applicant's six conditions for the subject property located on the north side of Country Club Circle, identified as Parcel Identification Number 20210259, totaling ± 2.7 -acres, with the following modified addition to the proposed condition #3:

- Where gaps are present in the 21-foot buffer's existing vegetation, the developer shall augment with additional plantings to meet the minimum planting rates for buffers, as prescribed in UDO Exhibit 4-4.


With the above modification made to file # Z-06-25, the application and the applicant's proposed conditions to rezone from FRR to a RS-1 Conditional Zoning District are generally consistent with the 2040 Comprehensive Plan's vision.

ADOPTED this the 20th day of November, 2025.



Matthew Walden, Chairperson

ATTEST:



Cindy Williams
Secretary to the Planning Board

LIST OF CONDITIONS
ATTACHEMENT "B"

280 Country Club Circle
Conditional Zoning District
Request File Z-06-25

Submitted by:
Mr. Fernando Silva, Owner

FRS - Homes

280 Country Club Circle – Conditional Zoning District Request LIST OF

CONDITIONS Submitted by: Mr. Fernando Silva, Owner

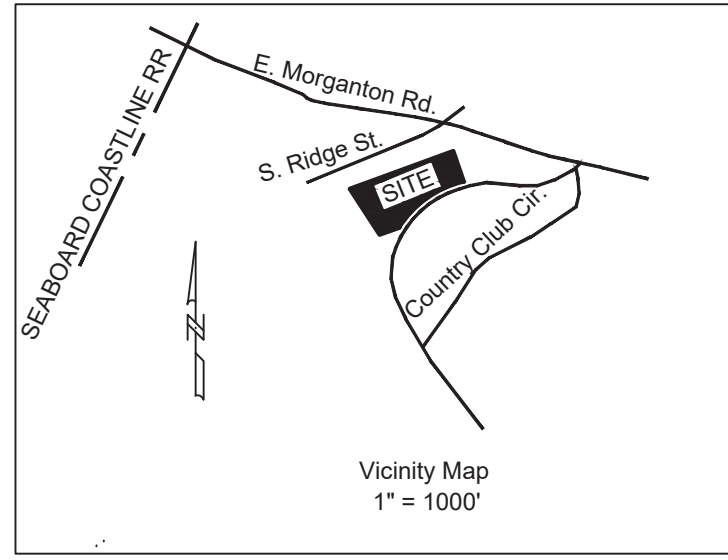
Mr. Fernando Silva, owner of the vacant parcel located at 280 Country Club Circle, Southern Pines, respectfully submits this request for rezoning consideration. The property is currently zoned for FFR. Mr. Silva's vision is to transform the lot into a thoughtfully planned Major Subdivision (because it does not qualify as a minor subdivision or exemption), designed to complement the character of the neighborhood and provide new opportunities for families to enjoy the Southern Pines community.

This project is intended not only to create well-crafted homes, but also to add lasting value to the area. By blending architectural quality, landscaping, and responsible

development practices, the subdivision will reflect the charm of the neighborhood while providing carefully considered housing options for future residents.

CONDITIONS:

- 1) Minimum lot size shall be 16,000 square feet
- 2) Each lot shown shall be responsible for storm water management in accordance with UDO Section 4.14 Drainage, Erosion Control, Storm Water Management, the post development runoff rate shall be equal to or less than the pre-development rate from the design storm of a 10-year storm event. Storm water shall be controlled by rain gardens, swales, rain barrels/cisterns, dry wells, downspout redirections, French drains, sodded areas, infiltration areas etc. to meet pre-development rates as stated above.
- 3) The 21-foot Undisturbed Landscape Buffer located at the rear of lots 1 through 6 shall preserve 6' diameter trees or greater. The responsibility to maintain this area shall be the owner of the lot in which the 21-foot buffer exists. Where gaps are present in the 21-foot buffer's existing vegetation, the developer shall augment with additional plantings to meet the minimum planting rates for buffers, as prescribed in UDO Exhibit 4-4.
- 4) No shared driveways shall be permitted.
- 5) Land uses shall be limited to LBCS 1111- residential single-family detached dwellings.
- 6) Any standards or requirements not specifically modified by these conditions shall default to the applicable UDO standards for the RS-1 district.

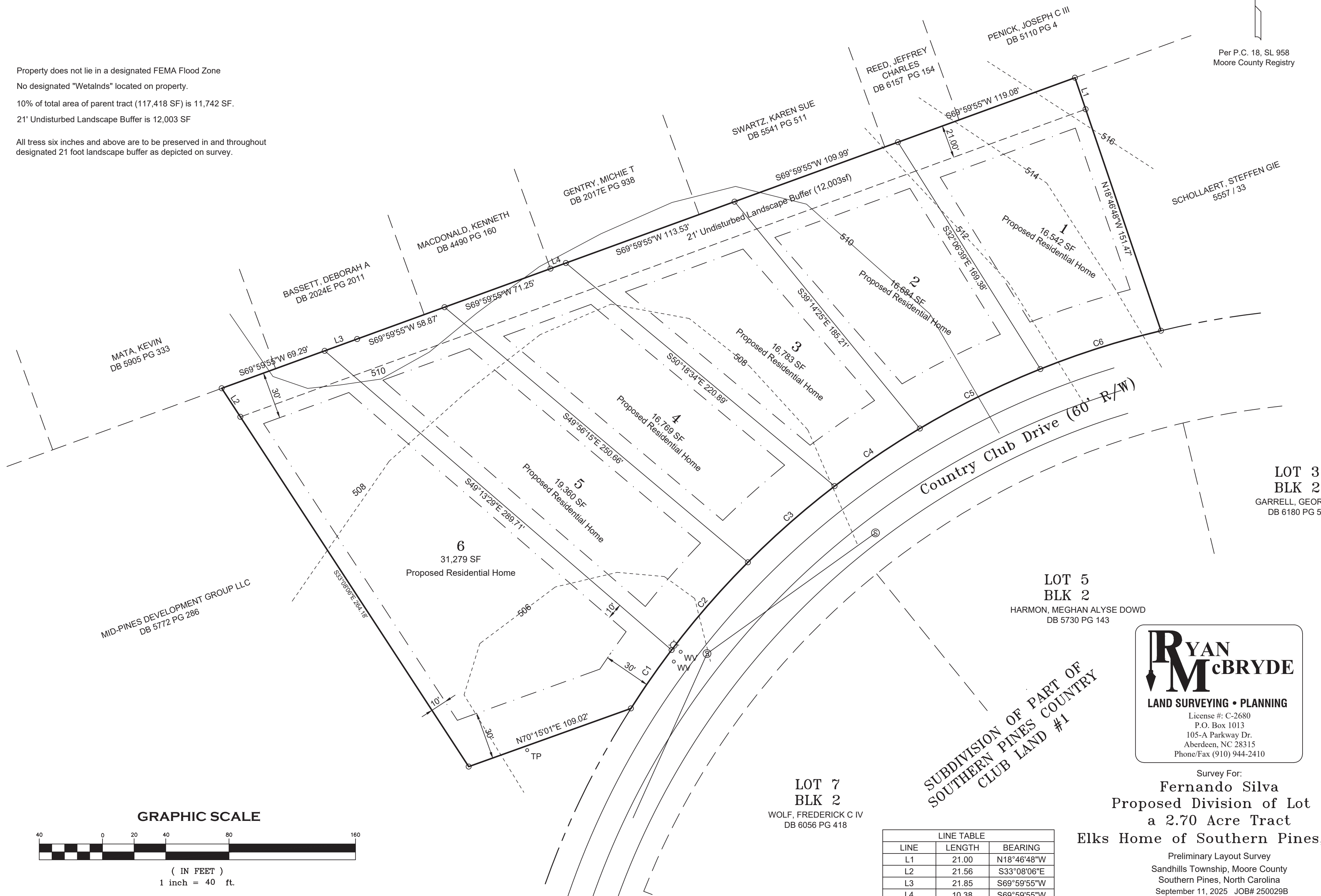


"THE OAKS" PRELIMINARY PLAT

LEGAL DESCRIPTION:
 BEING all of Lot No. 1, containing 2.70 acres, more or less as shown on plat entitled "Survey For Elks Home Of Southern Pines, Inc., Lot No. 1, 2.79 acres, Sandhills Township, Moore County, Southern Pines, North Carolina," dated April 13th, 2021 and prepared by Stephen R. Sheffield & Associates, P.A., and recorded in Plat Cabinet 18 Slide 958, Moore County Register of Deeds, referenced to which is hereby made for a more complete description.

Property does not lie in a designated FEMA Flood Zone
 No designated "Wetlands" located on property.
 10% of total area of parent tract (117,418 SF) is 11,742 SF.
 21' Undisturbed Landscape Buffer is 12,003 SF

All trees six inches and above are to be preserved in and throughout designated 21 foot landscape buffer as depicted on survey.



Per P.C. 18, SL. 958
 Moore County Registry

LOT 3
 BLK 2
 GARRELL, GEORGE T
 DB 6180 PG 591

LOT 5
 BLK 2
 HARMON, MEGHAN ALYSE DOWD
 DB 5730 PG 143

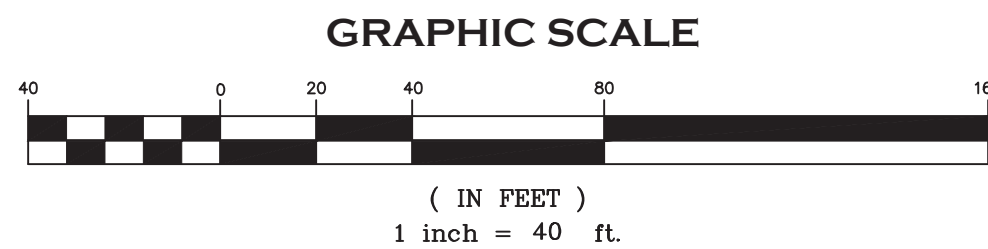
LOT 7
 BLK 2
 WOLF, FREDERICK C IV
 DB 6056 PG 418

SUBDIVISION OF PART OF
 SOUTHERN PINES COUNTRY
 CLUB LAND #1

**RYAN
 McBRYDE**
 LAND SURVEYING • PLANNING
 License #: C-2680
 P.O. Box 1013
 105-A Parkway Dr.
 Aberdeen, NC 28315
 Phone/Fax (910) 944-2410

Survey For:
Fernando Silva
 Proposed Division of Lot 1
 a 2.70 Acre Tract
 Elks Home of Southern Pines, Inc.

Preliminary Layout Survey
 Sandhills Township, Moore County
 Southern Pines, North Carolina
 September 11, 2025 JOB# 250029B
 C22507R0 (BARCZAK ENGINEERING DRAWING FILE)



OWNER, APPLICANT, DEVELOPER
FERNANDO REBOLLAR SILVA
 PO BOX 719
 CARTHAGE, NC. 28327
 PH 910-783-6592
 email frsilc21@gmail.com

PREPARED BY:
BARCZAK ENGINEERING SERVICES PLLC
 139 GRANTHAM HOUSE WAY
 APEX, NC. 27523
 PH 414-429-4865
 email barczakengineering@gmail.com

Parcel ID #29210259, PIN #858100155356
 Reference: Plat Cabinet 18, Slide 958
 Deed Book 6362, Page 353
 Moore County, North Carolina

LINE	LENGTH	BEARING
L1	21.00	N18°46'48"W
L2	21.56	S33°08'06"E
L3	21.85	S69°59'55"W
L4	10.38	S69°59'55"W

Curve	Length	Radius	Chord Dir.	Chord Dist.	Delta Angle
C1	45.01	548.63	S34°50'36"W	45.00	04°42'02"
C2	73.61	548.63	S41°02'15"W	73.56	07°41'16"
C3	73.05	548.63	S48°41'46"W	73.00	07°37'46"
C4	65.08	548.63	S55°54'34"W	65.05	06°47'49"
C5	85.09	548.63	S63°45'03"W	85.00	08°53'09"
C6	80.09	548.63	S72°22'32"W	80.01	08°21'49"

THE OAKS
NEIGHBORHOOD MEETING
OCTOBER 6TH, 2025

The meeting was held on October 6th, 2025, from 5pm to 7pm at 300 McReynolds Street in Carthage, North Carolina. The meeting attendance sheet is attached.

Items brought up by attendees included the following:

- 1) Concerning the quality of homes being offered and the expected value.
- 2) Sizes of proposed homes
- 3) Safety of residents during construction activities
- 4) Need for a speed limit reduction to 25MPH

Developer indicated the homes would be very high quality as his target point for sale was approximately one million dollars per resident.

The size of the homes would be consistent with the surrounding area and meet and more than likely exceed any RS-1 zoning home sizes. Mr. Fernando Rebollar Silva stated the lots sizes exceed the minimum of 10,000 square feet under RS-1 Zoning regulations and the smallest lot was just over 16,000 square feet. The oversized lots will allow for larger homes to be built on the site.

Mr. Silva also assured the residents that safety was a high priority for his workers and will monitor and address any incidents if they become an issue during the construction process and will work with neighbors as needed.

The developer is in favor of reducing the speed limit to 25MPH but indicated this would be a decision made by the Town and he would support any efforts the community makes in reducing the limit to 25MPH.



SIGN IN

EVENT: COMMUNITY MEETING

DATE: 10-6-2025

NO.	NAME	ADDRESS	PHONE
1	Karen SWARTZ	707 RIDGE ST	919 775 9899
2	STEFFEN SELLNER	250 CC CIR	326 5084441
3	JEFF BARIZAK	139 GRANITE APT.	414 429-4865
4	Hilmar Wolf	275 Country Club Cir.	518-361-9995
5	George GARRELL	225 Country Club	910-689-7433
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Planning Staff Report

To: Reagan Parsons

From: Gene Ruiz, Planner II

Date: December 9, 2025

Item: **The Oaks (file # MAPP-05-25):** A request to subdivide 2.7-acres on Country Club Drive to develop six single-family detached homes.

I. EXECUTIVE SUMMARY

Barczak Engineering Services, on behalf of Fernando Rebollar Silva, LLC, contingent on the approval of their Z-06-25 rezoning request, has submitted a Major Subdivision Preliminary Plat (MAPP) to subdivide 2.7-acres located on Country Club Drive (PARID 20210259). The property, formerly owned by the Elks Club, represents a remaining portion of the historic Southern Pines Country Club Golf Course. The site is currently zoned FRR (Facilities, Recreation, and Resort), and the applicant has requested a Conditional Rezoning to RS-ICD (Residential Single-Family-I Conditional District). This concurrent Major Subdivision Preliminary Plat matches the site plan submitted with file #Z-06-25.

The subject property is approximately 2.7-acres in size, comprising an open field and a stand of mature trees along the rear property line (north side). The proposed preliminary plat includes the following salient elements:

1. Development of six (6) single-family residential lots.
2. Primary frontage along Country Club Drive, with access to existing town-maintained streets and utilities.
3. Preservation of mature trees at the rear of the property, providing a 21-foot undisturbed landscape buffer.
4. The surrounding zoning is FRR, RS-1 and RS-2.

The overall proposal seeks to implement the conditional rezoning of file #Z-06-25 and balance compatible residential development with the preservation of natural features that contribute to the surrounding character. If the rezoning file #Z-06-25 is approved, then this preliminary plat application will become eligible for approval. If the parcel's zoning remains FRR, then this Major Subdivision application would not be consistent with its underlying zoning.

Because this MAPP application precisely matches the rezoning file #Z-06-25, staff find that if the rezoning file is approved then this MAPP is fully consistent with the Major Subdivision criteria for approval.

TABLE OF CONTENTS

- **Project Information and Overview.....2**
 - Imagery.....4
 - Preliminary Plats.....5
 - **Staff Review.....6**
 - **Attachments.....11**
 - **Planning Board Action.....11**
-

II. PLANNING BOARD PRELIMINARY FORUM

On November 20, 2025, the Town of Southern Pines Planning Board held a preliminary forum on Major Subdivision Application MAPP-05-25, concurrent with the legislative public hearing for the associated Conditional Zoning District request (File #Z-06-25). Planning staff presented an overview of the proposed subdivision and zoning district and provided an assessment of how the request is consistent with the Comprehensive Plan and meets the applicable criteria for approval.

During the public hearing, several members of the public offered comments and raised questions. One concern involved the potential reduction of the posted speed limit along Country Club Circle from 35 mph to 25 mph. Though not directly pertaining to the approval criteria for a Major Subdivision, the Planning Board and staff clarified that any adjustment to the speed limit would need to be addressed through a separate process outside the scope of this rezoning and subdivision application.

The Planning Board also discussed public comments regarding planting density within portions of the proposed 21-foot undisturbed buffer. In response, the applicant agreed to supplement areas with sparse vegetation by installing additional plantings to meet the minimum buffer planting requirements outlined in UDO Exhibit 4-4 (as part of the conditions in file #Z-06-25).

III. PROJECT INFORMATION

a. Physical Addresses 280 Country Club Drive PARID: 20210259	b. Property Owner/Applicant Fernando Rebollar Silva, LLC Po Box 719 Carthage, NC 28327	c. Authorized Agent Jeffrey Barczak Barczak Engineering Services, PLLC 139 Grantham House Way Apex, NC 27523
---------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

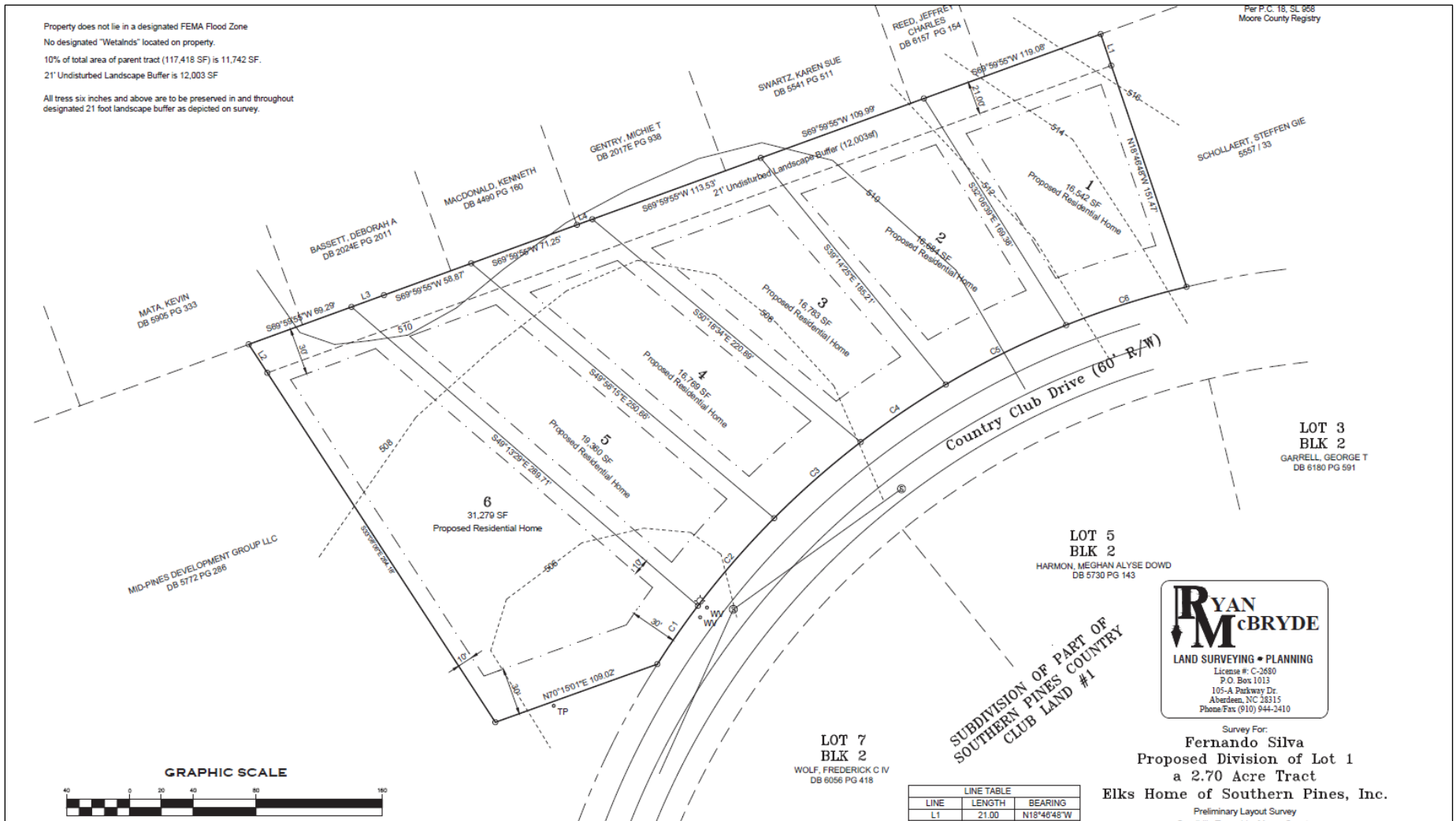
d. Zoning

Contingent on the rezoning request of file #Z-06-25, the existing zoning district will be Residential Single Family-I Conditional District (RS-ICD). Final conditions approved for Z-06-25, as part of the Conditional Zoning District application, will be submitted into the record by either planning staff or the applicant, if approved. In the event that the rezoning request is denied or continued, then the effective zoning will remain FRR.

Figure 2. Subject Property Imagery.



Figure 3. Preliminary Plat for The Oaks.



STAFF REVIEW

Application Review Dates

TRC Pre-Application Meeting: **August 19, 2025**
Application Submitted: **October 13, 2025**
Applicant-Led Neighborhood Meeting: **October 6, 2025**

Application Deemed Complete: **October 28, 2025**
Planning Board Public Hearing Notice
Publication: **October 27, 2025**
Mail: **October 31, 2025**
Signage: **October 30, 2025**
Internet: **October 30, 2025**

Planning Board Preliminary Forum: **November 20, 2025**
Town Council Hearing Notice
Publication: **November 21, 2025**
Mail: **November 24, 2025**
Internet: **November 21, 2025**

Town Council Evidentiary Hearing: **December 9, 2025**

I. Process and Standards of Review

UDO §2.19, General Subdivision Regulations, and §2.20, Major Subdivision, cover the procedures for review and approval of a Major Subdivision. The criteria for compliance with a Major Subdivision Preliminary Plat are found in UDO §2.20.4(G), and apply to the review and approval of this development.

2. Compliance with UDO §2.20.4(G) Major Subdivision Preliminary Plat

Criteria. A major subdivision is permitted only if the applicant demonstrates consistency with the following five criteria. Below are staff comments regarding the application's consistency with each:

1. The application is consistent with the Comprehensive Plan, as well as any other adopted plans for streets, alleys, parks, playgrounds, and public utility facilities.

• Infill Development.

The proposed rezoning from FRR to RS-CD, in file #Z-06-25 immediately preceding this Major Subdivision application, is consistent with the 2040 Comprehensive Plan's General Framework – which encourages infill development, natural area protection, and managed growth. This proposed six-lot subdivision is also consistent with the Comprehensive Plan in that it reflects the surrounding RS-1 and RS-2 zoned neighborhood (see figure 4 below). Moreover, the majority of the parcel today is a vacant field, and the Comprehensive Plan strongly encourages infill development near core areas of town as a guiding principle and component of “Areas to Enhance” (which is what this property is designated as). Of note, the subject property is less than a 1-mile walk to the downtown area. Comprehensive Plan policy 5.2 also highlights the need for infill development inside town limits where existing utility infrastructure is present; water and sewer lines

area available for extension to the proposed units along Country Club Circle. Overall, the proposal aligns with the Comprehensive Plan's goals for responsible growth and neighborhood compatibility.

Figure 4. "The Oaks" Surrounding Zoning Districts.



- **Natural Character Preservation.**

Natural character preservation is an important aspect of Comprehensive Plan consistency. Pending this project's preceding Conditional Zoning District application verdict, the Preliminary Plat will sufficiently ensure tree preservation for the mature trees on the north side of the property adjacent to residences along S Ridge Street (see figure 5). File Z-06-25 involves retaining a 21-foot undisturbed buffer of trees, 6-inch diameter and greater, at the rear of the property. Additionally, where gaps are present in the 21-foot buffer's existing vegetation, the developer shall augment with additional plantings to meet the minimum planting rates for buffers, as prescribed in UDO Exhibit 4-4. The proposed buffer is also marked on this Preliminary Plat (see figure 3). The measure well aligns with Comprehensive Plan policies 4.9 and 4.10—preserve natural character and minimize tree loss during development.

Figure 5. Mature Trees Along northern side of the Subject Property.



Multiple specimen trees, as defined by UDO §4.4.5, are present along Country Club Circle adjacent to the subject property. One of them is an oak tree of approximately 60-inches in diameter (see figure 6 below). Specimen trees that are located in rights-of-way are owned and managed by the town, and would require an approved permit for removal. The town arborist has communicated that removal requests for specimen trees in the right of way would not be approved. Additionally, though the applicant confirmed the 60-inch oak is within the right of way, the location of the other trees along Country Club Circle relative to the property line is unclear.

Staff wish to highlight that adjusting the lot lines may be necessary, either before or during the site plan review process (pursuant to UDO §2.20(I)), to ensure town-owned right-of-way trees are sufficiently protected.

Figure 6. Town-owned Specimen Trees Located in the Country Club Circle Right-of-Way.



In summary, staff find that the proposed Major Subdivision is consistent with its tentative RS-ICD zoning, the 2040 Comprehensive Plan, and its General Framework (which encourages infill development, open space protection, and managed growth). The six-lot subdivision reflects the surrounding RS-1 and RS-2 neighborhoods, supports context-sensitive residential design (and infill under policy 5.2), and preserves a 21-foot undisturbed tree buffer consistent with policies 4.9 and 4.10. With the approval of file #Z-06-25, staff find that Criterion #1 is met.

2. The proposed Subdivision complies with the UDO and applicable state and federal regulations;

• **Stormwater Control.**

The applicant has shown in their Conditional Zoning application's conditions that they'll meet stormwater control requirements via a combination of strategies that include, but are not limited to, rain gardens, dry wells, swales, cisterns, and/or infiltration areas. Given the creative stormwater control design and relatively limited impervious surface area being added, staff find that the applicant's stormwater plan complies with the UDO and state regulations.

As for other common UDO and state and federal regulation factors, the site is not located within the high-quality watershed, the Regional Land Use Advisory Commission has not noted any Red Cockaded Woodpecker risks, and the 10% open space requirement will be sufficiently met by preserving the undisturbed

buffer on the north side of the subject property.

With the approval of Z-06-25, the staff verification that no state or federal regulatory issues are present, and the assessment that no conflicts with the town's UDO are present, staff do not find any regulatory issues with this application. Refining technical details will be addressed during site plan review with the Technical Review Committee to ensure compliance with all applicable town development ordinances. Therefore, staff find that the application is consistent with this criterion.

3. *The proposed Subdivision, including its lot sizes, density, access, and circulation, is compatible with the existing and/or permissible zoning and future land use of adjacent property;*

The dimensional standards for this proposed Major Subdivision default to the baseline RS-I zoning standards. The only dimensional standards that are being modified with this file's preceding Conditional Zoning District (CZD) application are:

- Minimum lot sizes shall be 16,000 square feet (where under RS-I the minimum is 10,000).
- No shared driveways are permitted (shared driveways are typically permitted in base RS-I standards).

All lots will access off of the existing Country Club Circle, and the land uses permitted under the associated CZD are only single-family detached residences. Given the Preliminary Plat does not show any size, density, access, or circulation issues, staff find that the application is consistent with this criterion.

4. *The proposed public facilities are adequate to serve the normal and emergency demands of the proposed Development, and to provide for the efficient and timely extension to serve future Development.*

Town utilities are readily available for extension to these proposed units, and town staff do not anticipate any issues in accommodating their proposed service. Proper spacing of fire hydrants will be reviewed during site plan review. Therefore, staff find that the application is consistent with this criterion.

3. Additional Staff Comments

- **Phasing Plan.**

The applicant has not proposed a phasing plan with this development as of writing this staff report. Should the applicant choose to conduct a phasing plan, they will need to make that revision and show it on the site plan during site plan review.

- **TRC Review.**

The Technical Review Committee (TRC) reviewed the application on August 19, 2025. During the meeting, the TRC identified a few minor items related to the extension of sewer mains needed to serve lots 1, 2, and potentially lot 3. The

applicant has acknowledged and understands their responsibility to extend utility services to the corresponding lots in coordination with the engineering department.

4. Outside Agency Comments:

A request for comments on this rezoning application, and for the subsequent Major Subdivision Preliminary Plat, was emailed to agencies on October 27, 2025. Agencies notified include the Town of Southern Pines Streets, Public Works, Utilities, Fire, Recreation and Parks, and Engineering departments, the Regional Land Use Advisory Commission (RLUAC), the United States Fish and Wildlife Services (USFWS), the Moore County Airport, and the North Carolina Department of Transportation (NCDOT). Staff have received the following comments since:

- On October 27, 2025, the Fort Bragg Regional Land Use Advisory Commission (RLUAC) has no comments for this case.

Any additional applicant, agency, or public comments received following this staff report's publication, but prior to the public hearing, will be shared during staff's presentation.

V. ATTACHMENTS

Additional documentation, including but not limited to, the parcel deeds and applicable historical plats are available for review as a public document at the Town of Southern Pines planning office.

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

1. Findings of Fact
2. Preliminary Plat
3. Neighborhood Meeting Report (10-6-2025)

VI. TOWN COUNCIL ACTION

To either approve or deny a Preliminary Plat application, the Town Council must make findings of fact and conclusions to the applicable standards.

- *The Town Council shall first vote on whether the application is complete and whether the facts presented are relevant to the case.*
- *The Town Council shall then vote on whether the application complies with the criteria as set forth in Section 2.20.4(G) Criteria for a Preliminary Plat, Criteria 1-5. Staff have drafted a finding of fact for consideration in Attachment I. The Town Council may make modifications or provide an alternative to the draft findings of fact and related motions at their discretion.*

I move to:

- I. Adopt Attachment I of the staff report, as drafted, as Findings of Fact regarding the proposed Preliminary Plat MAPP-05-25.

- OR -

2. Adopt Attachment I of the staff report as Findings of Fact regarding the proposed Preliminary Plat MAPP-05-25, with the following changes:
-
-

Next, the Town Council shall vote on whether to approve, deny, or approve with conditions the proposed Preliminary Plat. The Town Council may choose one of the following motions, or any alternative they wish.

I move to:

1. Approve the Preliminary Plat MAPP-05-25;
- OR -
2. Deny the Preliminary Plat MAPP-05-25;
- OR -
3. Approve the Preliminary Plat MAPP-05-25 with the following additional condition(s):

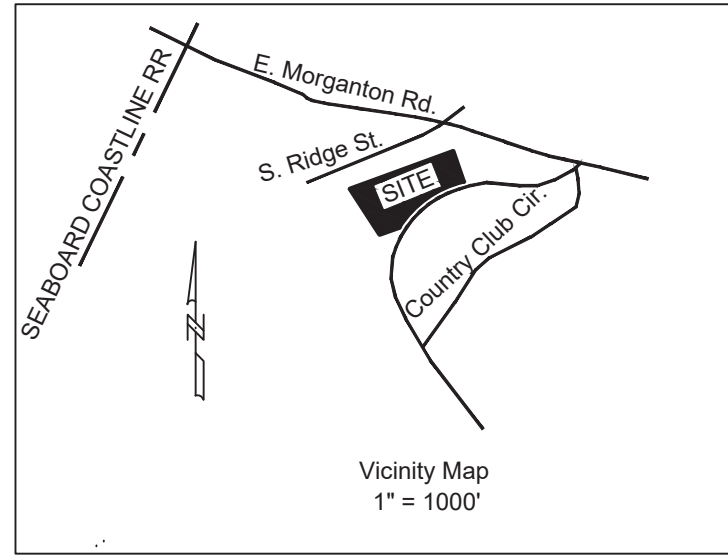
ATTACHMENT I

Draft Town Council Findings of Fact Preliminary Plat Application MAPP-05-25

FINDINGS OF FACT

- a. The Town Council finds that the application is complete and that the facts submitted are relevant to the case because the request for Major Subdivision Preliminary Plat approval has met the specified submittal requirements as required in the Town of Southern Pines UDO Appendices, the applicants have submitted adequate evidence addressing criteria for a Preliminary Plat, and the evidence submitted was sworn testimony by qualified experts or provided through substantiated documentation.
- b. The Town Council finds that the application complies with UDO §2.20.4(G), Criterion 1 (the application is consistent with the Comprehensive Plan, as well as other adopted plans for streets, alleys, parks, playgrounds, and public utility facilities) in that the Preliminary Plat aligns with the 2040 Comprehensive Plan. The proposed subdivision is consistent with the General Framework Map and Conservation and Development Maps, which categorize the site as an “Area to Enhance”. The subject property is located less than one mile from the downtown area, offering convenient pedestrian access to nearby services and amenities. Comprehensive Plan Policy 5.2 emphasizes the importance of encouraging infill development within the town limits where existing utility infrastructure can be efficiently extended. Water and sewer service are available for extension to the proposed lots along Country Club Circle. Overall, the proposed six-lot subdivision is compatible with the surrounding RS-1 and RS-2 neighborhoods and supports context-sensitive residential development. The subdivision layout and associated improvements are consistent with the approved Conditional Rezoning (File #Z-06-25), upon which this Major Subdivision Application (MAPP-05-25) is based.
- c. The Town Council finds that the application complies with UDO §2.20.4(G), Criterion 2 (the proposed subdivision complies with the UDO and applicable state and federal regulations) in that all applicable UDO, state, and federal regulations have been addressed, or will be addressed during site plan review. The proposed Major Subdivision is consistent with the subject property’s zoning, RS-1CD, with the imposition of the conditions tied to the approved file of Z-06-25.
- d. The Town Council finds that the application complies with UDO §2.20.4(G), Criterion 3 (the proposed Subdivision, including its Lot sizes, density, access, and circulation, is compatible with the existing and/or permissible zoning and future land use of adjacent property) in that the applicant is following RS-1 zoning standards from the UDO, with the exception of modified standards detailed in the rezoning file Z-06-25. The modifications found and approved in Z-06-25 are consistent with those proposed in the Preliminary Plat.
- e. The Town Council finds that the application complies with UDO §2.20.4(G), Criterion 4 (the proposed subdivision will not have detrimental impacts on the safety or viability of permitted uses on adjacent properties) in that the project does not present a safety or viability concern for the surrounding area.

- f. The Town Council finds that the application complies with UDO §2.20.4(G), Criterion 5 (the proposed public facilities are adequate to serve the normal and emergency demands of the proposed development, and to provide for the efficient and timely extension to serve future development) in that town utilities are readily available for extension to the proposed lots. Furthermore, site plan review by the Technical Review Committee will ensure that the site adequately meets water, fire flow, and sewer requirements.

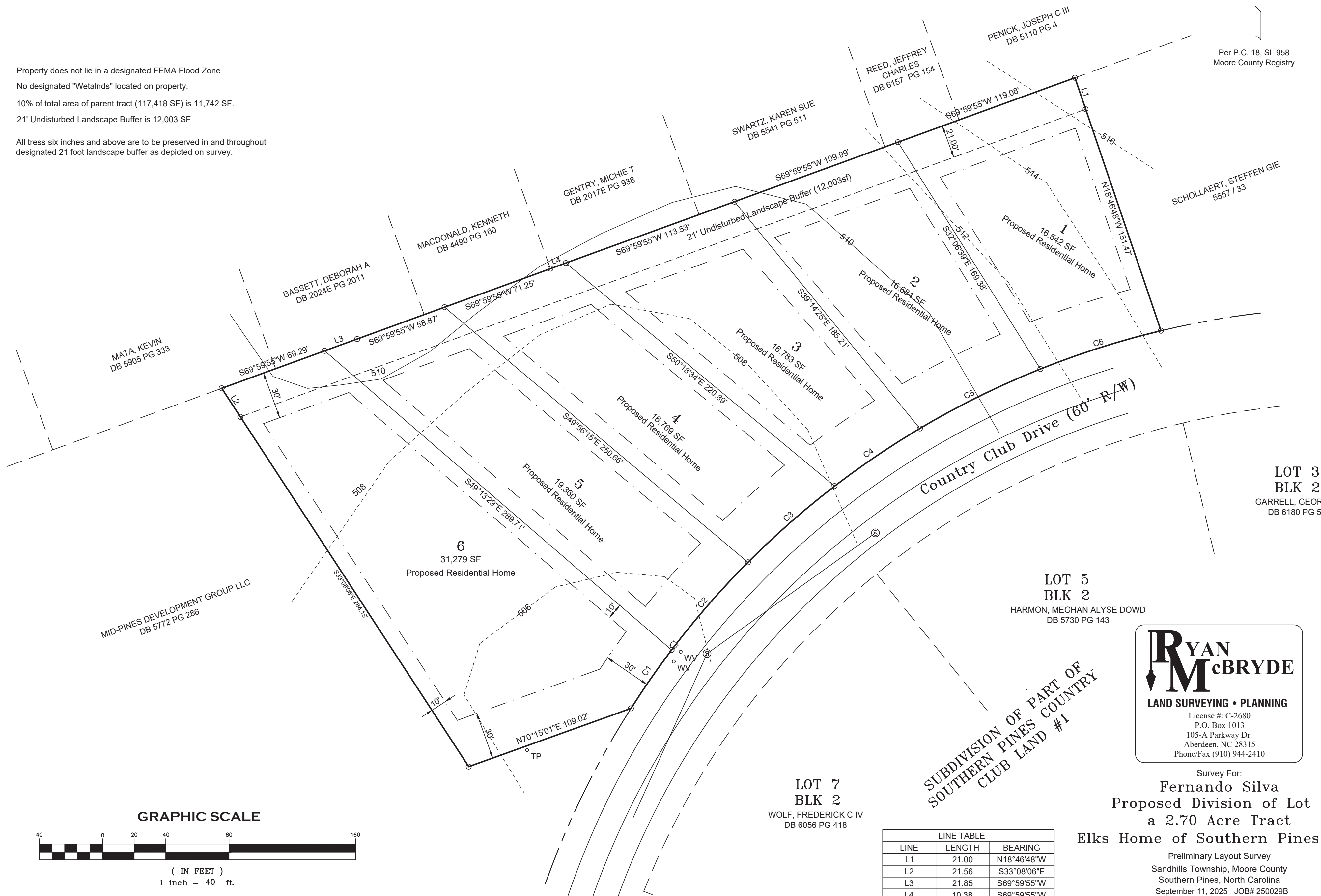


"THE OAKS" PRELIMINARY PLAT

LEGAL DESCRIPTION:
 BEING all of Lot No. 1, containing 2.70 acres, more or less as shown on plat entitled "Survey For Elks Home Of Southern Pines, Inc., Lot No. 1, 2.79 acres, Sandhills Township, Moore County, Southern Pines, North Carolina," dated April 13th, 2021 and prepared by Stephen R. Sheffield & Associates, P.A., and recorded in Plat Cabinet 18 Slide 958, Moore County Register of Deeds, referenced to which is hereby made for a more complete description.

Property does not lie in a designated FEMA Flood Zone
 No designated "Wetlands" located on property.
 10% of total area of parent tract (117,418 SF) is 11,742 SF.
 21' Undisturbed Landscape Buffer is 12,003 SF

All trees six inches and above are to be preserved in and throughout designated 21 foot landscape buffer as depicted on survey.



Per P.C. 18, SL. 958
 Moore County Registry

LOT 3
 BLK 2
 GARRELL, GEORGE T
 DB 6180 PG 591

LOT 5
 BLK 2
 HARMON, MEGHAN ALYSE DOWD
 DB 5730 PG 143

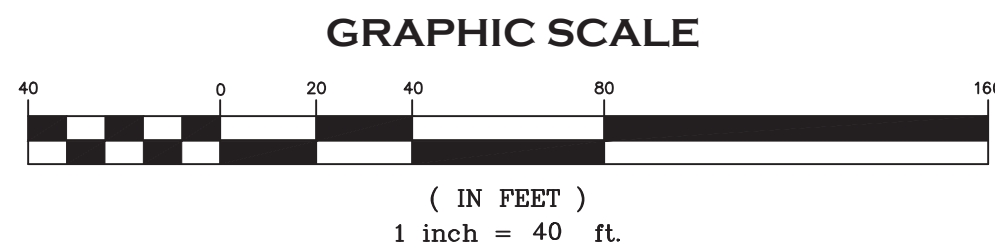
LOT 7
 BLK 2
 WOLF, FREDERICK C IV
 DB 6056 PG 418

SUBDIVISION OF PART OF
 SOUTHERN PINES COUNTRY
 CLUB LAND #1

**RYAN
 McBRYDE**
 LAND SURVEYING • PLANNING
 License #: C-2680
 P.O. Box 1013
 105-A Parkway Dr.
 Aberdeen, NC 28315
 Phone/Fax (910) 944-2410

Survey For:
Fernando Silva
 Proposed Division of Lot 1
 a 2.70 Acre Tract
 Elks Home of Southern Pines, Inc.

Preliminary Layout Survey
 Sandhills Township, Moore County
 Southern Pines, North Carolina
 September 11, 2025 JOB# 250029B
 C22507R0 (BARCZAK ENGINEERING DRAWING FILE)



OWNER, APPLICANT, DEVELOPER
FERNANDO REBOLLAR SILVA
 PO BOX 719
 CARTHAGE, NC. 28327
 PH 910-783-6592
 email frsilc21@gmail.com

PREPARED BY:
BARCZAK ENGINEERING SERVICES PLLC
 139 GRANTHAM HOUSE WAY
 APEX, NC. 27523
 PH 414-429-4865
 email barczakengineering@gmail.com

Parcel ID #29210259, PIN #858100155356

Reference: Plat Cabinet 18, Slide 958
 Deed Book 6362, Page 353
 Moore County, North Carolina

LINE	LENGTH	BEARING
L1	21.00	N18°46'48"W
L2	21.56	S33°08'06"E
L3	21.85	S69°59'55"W
L4	10.38	S69°59'55"W

Curve	Length	Radius	Chord Dir.	Chord Dist.	Delta Angle
C1	45.01	548.63	S34°50'36"W	45.00	04°42'02"
C2	73.61	548.63	S41°02'15"W	73.56	07°41'16"
C3	73.05	548.63	S48°14'46"W	73.00	07°37'46"
C4	65.08	548.63	S55°54'34"W	65.05	06°47'49"
C5	85.09	548.63	S63°45'03"W	85.00	08°53'09"
C6	80.09	548.63	S72°22'32"W	80.01	08°21'49"

THE OAKS
NEIGHBORHOOD MEETING
OCTOBER 6TH, 2025

The meeting was held on October 6th, 2025, from 5pm to 7pm at 300 McReynolds Street in Carthage, North Carolina. The meeting attendance sheet is attached.

Items brought up by attendees included the following:

- 1) Concerning the quality of homes being offered and the expected value.
- 2) Sizes of proposed homes
- 3) Safety of residents during construction activities
- 4) Need for a speed limit reduction to 25MPH

Developer indicated the homes would be very high quality as his target point for sale was approximately one million dollars per resident.

The size of the homes would be consistent with the surrounding area and meet and more than likely exceed any RS-1 zoning home sizes. Mr. Fernando Rebollar Silva stated the lots sizes exceed the minimum of 10,000 square feet under RS-1 Zoning regulations and the smallest lot was just over 16,000 square feet. The oversized lots will allow for larger homes to be built on the site.

Mr. Silva also assured the residents that safety was a high priority for his workers and will monitor and address any incidents if they become an issue during the construction process and will work with neighbors as needed.

The developer is in favor of reducing the speed limit to 25MPH but indicated this would be a decision made by the Town and he would support any efforts the community makes in reducing the limit to 25MPH.



SIGN IN

EVENT: COMMUNITY MEETING

DATE: 10-6-2025

NO.	NAME	ADDRESS	PHONE
1	Karen SWARTZ	707 RIDGE ST	919 775 9899
2	STEFFEN SELLNER	250 CC CIR	336 5084441
3	JEFF BARIZAK	139 GRANITE APT.	414 429-4865
4	Hilmar Wolf	275 Country Club Cir.	518-361-9995
5	George GARRELL	225 Country Club	910-689-7433
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			