



## AGENDA

**Town Council Business Meeting  
Tuesday, April 14, 2026: 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. Adoption of Agenda

Agenda Adoption

### 4. PUBLIC COMMENTS

### 5. CONSENT AGENDA

#### a. Budget Amendment: Water Treatment Plant Contractual Services

Budget amendment to cover expected expenditures through June 30, 2026.

#### b. Budget Amendments: Knoll Road Pedestrian Path & Carriage House Paving

Budget amendments for paving on the Knoll Road Pedestrian Path project and the Carriage House driveway.

#### c. Budget Amendments: Close Midland Road Waterline Replacement Capital Project Fund and Transfer Funds to North Pressure Zone Capital Project Fund

Close Midland Road Waterline Replacement Capital Project Fund and transfer the remaining funds to the North Pressure Zone Capital Project Fund.

#### d. Budget Amendment: SBITA Agreement for Performance Management Software Renewal

Budget amendment for performance management software agreement renewal as of June 30, 2026. This agreement is a Subscription-Based Information Technology Arrangement (SBITA) and follows GASB 96 reporting requirements.

#### e. Town Council Meeting Minutes

Staff has prepared the following meeting minutes for approval:

- March 10, 2026, Town Council Business Meeting Minutes
- March 24, 2026, Town Council Work Session Meeting Minutes
- April 2, 2026, Town Council Budget Retreat Minutes

### 6. ACTION ITEMS

#### a. Request to Approve Audit Contract for FY26

Request approval of the Auditing Services contract for FY 2026 with the firm Mauldin & Jenkins, PLLC.

### 7. PUBLIC HEARINGS - LEGISLATIVE

#### a. Sandhills Presbyterian Church Conditional Zoning District (Z-02-26)

A rezoning request has been submitted for an approximately 11.31-acre property at 650 Pee Dee Road, currently zoned RS-3, to GB-CD to support the continued operation and phased expansion of Covenant Preparatory School within the existing Sandhills Presbyterian Church campus. The proposal includes construction of new classroom facilities, removal of temporary structures, additional parking, and site improvements in Phase 1, followed by larger school and church expansions, administrative space conversion, enhanced outdoor amenities, and trail connections in future phases.

### 8. PUBLIC HEARINGS - EVIDENTIARY

#### a. Mavis Tire Preliminary Development Plan (PD-07-25)

MSP Outlots, LLC has submitted a Preliminary Development Plan application to develop a Mavis Tire on Lot 4 in Phase 4 of the Morganton Park South Planned Development. The property is directly south of Morganton Road between Carolina Green Parkway and Old Morganton Road.

### 9. ADJOURNMENT

Meetings/work sessions of the Southern Pines Town Council are now available on the Town's Website at [sopinesnc.info/agendas](http://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.



**ORDINANCE #3173  
AMENDING THE 2025/2026 FISCAL YEAR BUDGET  
Water Treatment Plant Contractual Services**

**BE IT ORDAINED AND ESTABLISHED** by the Town Council of the Town of Southern Pines in regular session assembled this 14th day of April, 2026 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>
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**Revenues/Fund Balance Appropriations:**

Utility Fund	Fund Balance Appropriations	60-397-6000	\$ 200,000	
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**Expenditures:**

Water Treatment Plant	Contractual Services	60-710-4500	\$ 200,000	
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I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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

DRAFT



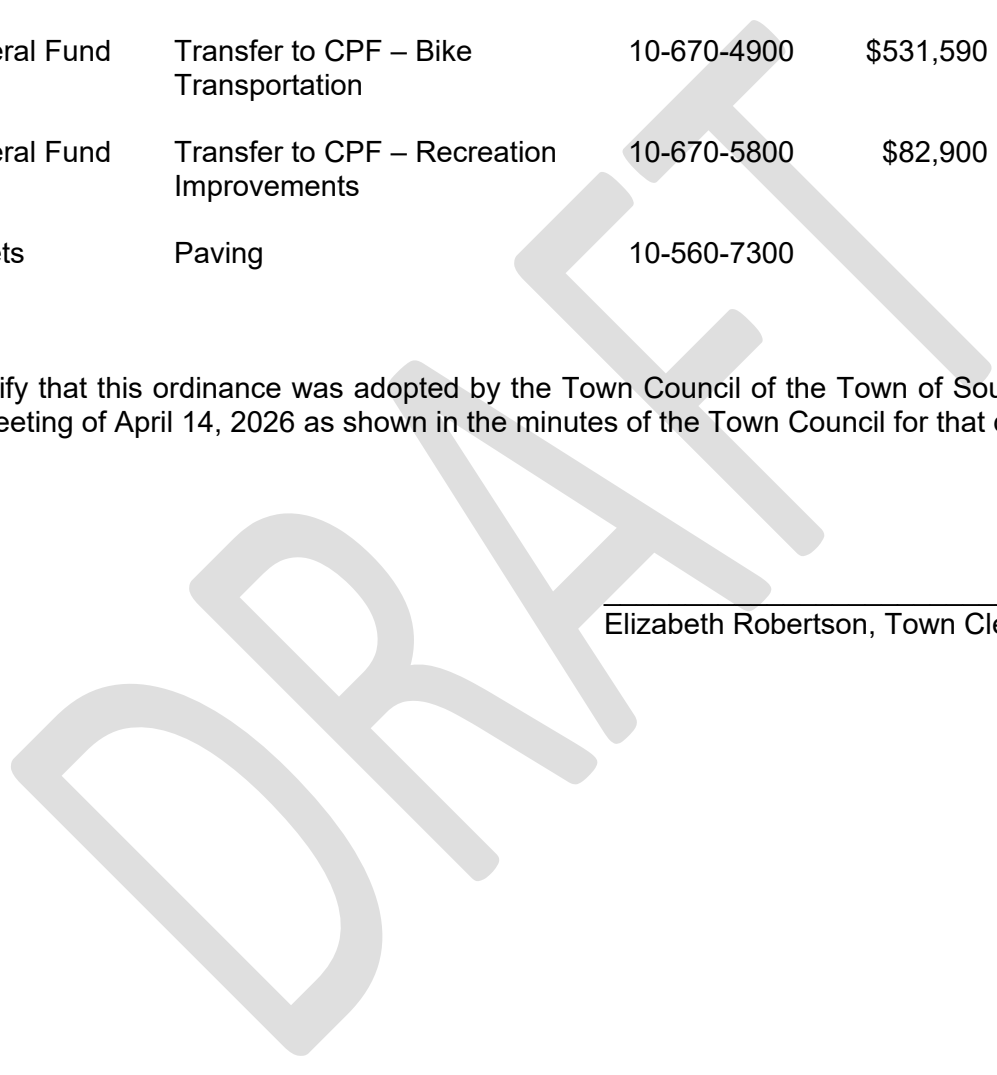
**ORDINANCE #3174**  
**AMENDING THE 2025-2026 FISCAL YEAR BUDGET**  
**Knoll Road Pedestrian Path & Carriage House Paving**

**BE IT ORDAINED AND ESTABLISHED** by the Town Council of the Town of Southern Pines in regular session assembled this 14<sup>th</sup> day of April, 2026 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>
<b><u>Expenditures:</u></b>				
General Fund	Transfer to CPF – Bike Transportation	10-670-4900	\$531,590	
General Fund	Transfer to CPF – Recreation Improvements	10-670-5800	\$82,900	
Streets	Paving	10-560-7300		\$614,490

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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





**ORDINANCE #3175  
AMENDING THE BIKE TRANSPORTATION PROJECT BUDGET**

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

Section 1: The project authorized is for the purpose of developing bike routes, bike signage and policies and procedures as identified in the approved bike plan.

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

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

Construction	<u>\$ 531,590</u>
Total Additional Project Appropriation	<u>\$ 531,590</u>

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

Transfer In – General Fund	<u>\$ 531,590</u>
Total Additional Project Revenues	<u>\$ 531,590</u>

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

Section 6: This amended ordinance becomes effective April 14, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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



**ORDINANCE #3176  
AMEND THE RECREATION IMPROVEMENT PROJECT FUND BUDGET**

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

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

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

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

Construction	<u>\$ 82,900</u>
Total Additional Project Appropriation	<u>\$ 82,900</u>

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

Transfer In – General Fund	<u>\$ 82,900</u>
Total Additional Project Revenues	<u>\$ 82,900</u>

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

Section 6: This amended ordinance becomes effective April 14, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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



**ORDINANCE #3177**

**AMEND THE CAPITAL RESERVE FUND WATER SYSTEM DEVELOPMENT FEES**

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

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

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

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

Transfer to Capital Project Fund – North Pressure Zone	<u>\$ 440,205</u>
Total Additional Project Appropriation	<u>\$ 440,205</u>

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

Water System Development Fees	<u>\$ 440,205</u>
Total Additional Project Revenues	<u>\$ 440,205</u>

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

Section 6: This amended ordinance becomes effective April 14, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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



**ORDINANCE #3178  
AMEND & CLOSE THE MIDLAND ROAD WATERLINE REPLACEMENT  
PROJECT FUND BUDGET**

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

Section 1: The project authorized is for the purpose of upgrading the existing 6" waterline with a 12" water main.

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

Section 3: The following amount is reduced for the project:

Design & Construction	\$ <u>160,438</u>
	\$ <u>160,438</u>

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

Transfer to North Pressure Zone Capital Project Fund	\$ <u>186,995</u>
	\$ <u>186,995</u>

Section 5: The following additional revenue is anticipated to be available to complete this project:

Interest on Investments	\$ <u>26,557</u>
	\$ <u>26,557</u>

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

Section 7: This amended ordinance becomes effective April 14, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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



**ORDINANCE #3179**  
**AMENDING THE 2025/2026 FISCAL YEAR BUDGET**  
**North Pressure Zone Capital Project Fund Transfer**

**BE IT ORDAINED AND ESTABLISHED** by the Town Council of the Town of Southern Pines in regular session assembled this 14th day of April, 2026 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>
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**Revenues/Fund Balance Appropriations:**

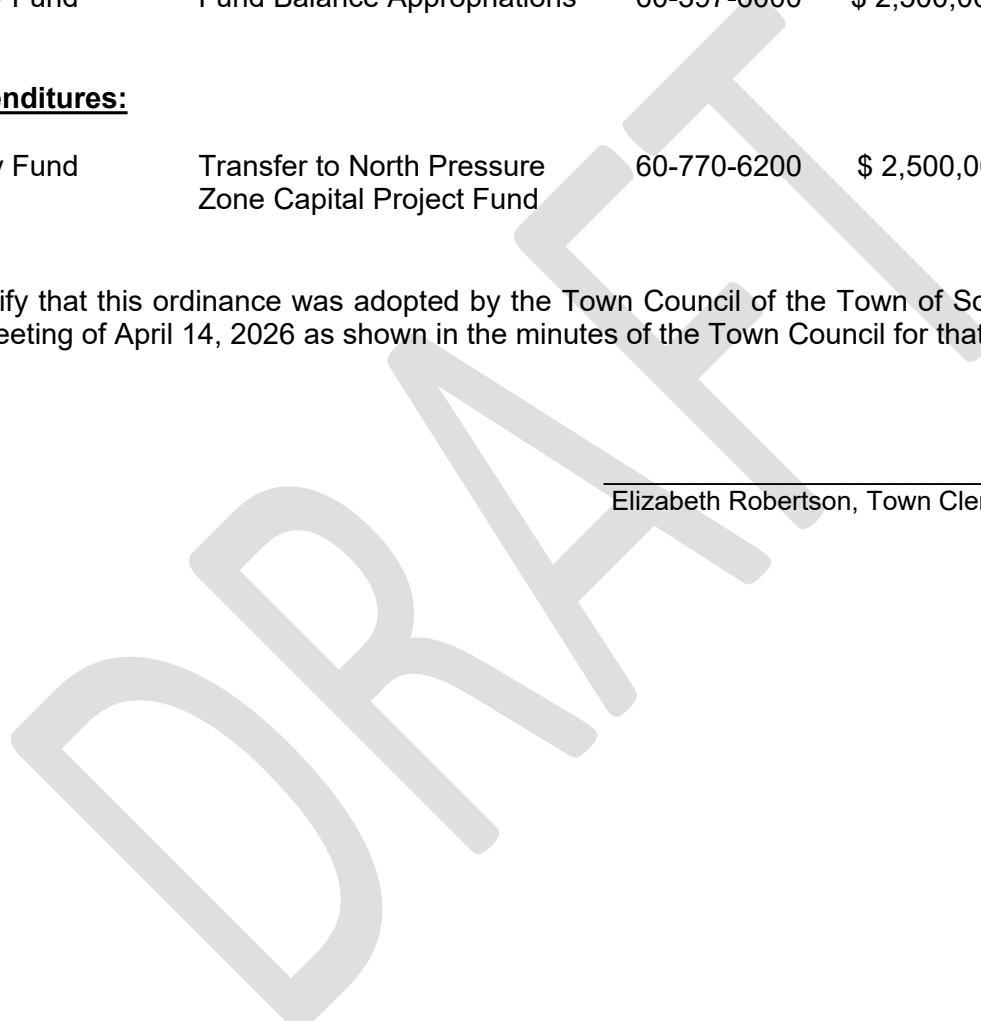
Utility Fund	Fund Balance Appropriations	60-397-6000	\$ 2,500,000	
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**Expenditures:**

Utility Fund	Transfer to North Pressure Zone Capital Project Fund	60-770-6200	\$ 2,500,000	
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I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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





**ORDINANCE #3180**  
**AMEND THE NORTH PRESSURE ZONE PROJECT FUND BUDGET**

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

Section 1: The project authorized is for the purpose of increasing domestic pressures for the Town's customers.

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

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

Construction	\$ <u>3,577,200</u>
Total Additional Project Appropriation	\$ <u>3,577,200</u>

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

Interest on Investments	\$ 450,000
Transfer In – Utility Fund	2,500,000
Transfer In – Water System Development Fees – Capital Reserve Fund	440,205
Transfer In – Midland Road Waterline Replacement CPF (Impact)	<u>186,995</u>
Total Additional Project Revenues	<u>\$ 3,577,200</u>

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

Section 6: This amended ordinance becomes effective April 14, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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



**ORDINANCE #3181  
AMEND 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 14<sup>th</sup> day of April, 2026 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>
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**Revenues/Fund Balance Appropriations:**

General Fund	Other Fin Source-Leases/SBITA	10-397-0100	\$59,940	
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**Expenditures:**

IT	Capital – Software/Comp Equip	10-430-7401	\$59,940	
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I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of April 14, 2026 as shown in the minutes of the Town Council for that date.

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

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## MINUTES

Tuesday, January 13, 2026: 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 Bob Curtin.

### 2. PLEDGE OF ALLEGIANCE

Mayor Clement invited participants from the Moore County Leadership Institute to lead the Pledge of Allegiance.

### 3. TOWN MANAGER'S COMMENTS

Town Manager Parsons outlined the evening's agenda, noting four action items. The first two items related to donation offers from the Daughters of American Revolution that were discussed at a recent work session. The third item involved an architectural review for a building previously seen during a planned development process. The final item would set a public hearing date for a request to abandon town right-of-way. Parsons indicated the agenda was relatively short and straightforward.

Mayor Clement noted that the first two DAR items would be combined for discussion, and confirmed the agenda's approval without objection.

### 5. CONSENT AGENDA

### 6. PUBLIC COMMENTS

Tessie Taylor, 224 Haley Street, spoke regarding the DAR signage proposals. While supporting recognition of American history in appropriate places, she expressed concerns about town hall hosting focused organizational signage, as these spaces should serve all community members. Taylor noted the DAR's membership requirements of proving lineal descent from Revolutionary War ancestors, and highlighted that the organization only began recognizing African American and Native American patriots in recent years, with the first African American inducted into a North Carolina chapter in 2023. She suggested the Kenneth Black Cemetery as a more appropriate location for such recognition, emphasizing the need for inclusive representation in community conversations.

Dorothy Brower, 102 Eastman Road, commended Mason Mattox for conducting an excellent historical survey session the previous evening, noting increased community engagement and inclusiveness regarding African American history. She concurred with Ms. Taylor's concerns about the DAR proposals, questioning whether accepting one organization's plaque would set precedent for others. Brower emphasized that African Americans served in the Revolutionary War out of necessity but received no recognition, and expressed opposition to both DAR offers for public buildings.

### 7. ACTION ITEMS

#### a. Authorize Letter of Support for An American 250 Patriots Marker

**b. Accept Flag Donation from DAR for Town Hall and Authorize Placement of a Corresponding Marker**

Marsha Jacobs, Regent of the Alfred Moore Chapter of the Daughters of American Revolution, presented information about the organization. She explained the DAR was established 136 years ago with 64 different committees covering various interests from arts to veterans. The local Alfred Moore chapter was established 102 years ago with its first meeting on Pennsylvania Avenue. She outlined the DAR's three pillars: historic preservation, education, and patriotism.

Jacobs detailed the organization's activities including supporting museums and historical sites, providing scholarships, supporting veterans through care packages and ceremonies, adopting Connecticut Avenue for cleanup, participating in Veterans Day parades, partnering with Habitat for Humanity for flag presentations, and conducting genealogy education. She emphasized that membership is open to any female 18 or older who can prove lineal descent to anyone who contributed to American independence through various means including civil service, donations, food, money, or clothing.

Kathy Carpenter, America 250 chairperson for the Alfred Moore chapter, explained the national DAR initiative to place commemorative markers across all 50 states recognizing Revolutionary War patriots of all backgrounds. She detailed the historical significance of the Southern Pines area, noting that Broad Street was formerly the Pee Dee Road, originally a buffalo trail that became an important thoroughfare for immigrants. She emphasized the marker's purpose to encourage reflection on Revolutionary War contributions and American history.

Council members engaged in extensive discussion about the appropriateness of placing organizational markers on town property. Councilmember Petersen expressed appreciation for the DAR's work but raised concerns about setting precedent, noting that accepting one organization's plaque could obligate the town to accept others from potentially objectionable groups. She emphasized that existing town plaques are apolitical and represent all constituents, expressing strong opposition to organizational markers on government buildings.

Councilmember Curtin, while expressing personal patriotism and appreciation for the DAR's recent inclusivity efforts, wrestled with questions of placement, precedent, and messaging. He emphasized the importance of ensuring any marker represents all community members and focuses on history rather than organizations.

Mayor Pro Tem Pate distinguished between markers literally on buildings versus standalone markers on town property, expressing support for celebrating the nation's 250th anniversary but concern about location and precedent.

Councilmember Gray acknowledged the DAR's efforts to address historical inclusiveness but expressed concerns about precedent and the appropriateness of private organizational markers on the town hall, particularly given this would be the town's first centralized municipal building.

Mayor Clement noted the richness of the discussion and emphasized the importance of recognizing America's imperfect but ongoing journey toward ideals. He structured the decision around three criteria: appropriateness of markers on town property, community support for the marker's purpose, and relevance of the sponsoring organization.

The discussion revealed strong concerns about precedent-setting and the appropriateness of organizational markers on government property, despite appreciation for the DAR's community work and the significance of the nation's 250th anniversary.

7.a) Councilmember Petersen moved to deny authorizing a letter of support for an American 250 Patriots marker to be placed at town hall, seconded by Councilmember Gray. The vote was follows:

Mayor Clement: nay

Mayor Pro Tem Pate: nay  
Councilmember Petersen: aye  
Councilmember Gray: aye  
Councilmember Curtin: aye

Motion passed.

7.b) Councilmember Petersen moved to deny accepting the flag donation from DAR for town hall and authorizing placement of a corresponding marker, seconded by Mayor Pro Tem Pate; the vote was unanimous.

Motion passed.

**c. AR-02-26: TRIMBLE PLANT ROAD ARCHITECTURAL COMPLIANCE PERMIT**

Planning Director Grieve explained that this architectural compliance permit request relates to a 232,402 square-foot mixed-use building at 209-211 Trimble Plant Road that previously underwent planned development review and approval in December. The building, originally zoned industrial, was rezoned to planned development to accommodate uses like a health clinic that weren't permitted in industrial zoning.

Director Grieve detailed that during the planned development process, the applicant indicated they would modify portions of the existing brick building using materials not consistent with standard architectural codes, specifically EFIS (Exterior Insulation Finishing System) and stucco instead of brick. They also noted potential non-compliance with roofline segmentation standards. These deviations were explicitly approved as part of the planned development.

The current architectural compliance permit is required because commercial land uses must comply with architectural standards, and the building exceeds 25,000 square feet, requiring council review. Director Grieve emphasized that the applicant is fully compliant with their approved planned development zoning, though they don't meet two baseline architectural standards for building materials and roofline segmentation.

Staff recommended approval since the deviations were previously contemplated and approved during the planned development process. Director Grieve noted that EFIS, while not typically "Southern Pines-like" in appearance, was accepted for this existing industrial building due to its location and limited visibility from roadways.

Council members sought clarification about the review process and compliance requirements. Councilmember Petersen briefly raised concerns about potential misuse of large buildings but was assured this facility is restricted to retail uses per its planned development approval.

Mayor Pro Tem Pate moved to approve AR-02-26 as set forth in the building elevations dated February 16, 2026, with the two deviations to building materials as specifically described in the March 10, 2026 staff report. The motion was seconded by Councilmember Gray and the vote was unanimous.

Motion passed.

**7. REQUEST TO ABANDON TOWN RIGHT-OF-WAY – SET PUBLIC HEARING**

Councilmember Petersen requested postponing the public hearing from April to May 12, 2026, citing upcoming surgery and recovery time that would impact her ability to respond to constituent inquiries about this matter. She noted receiving phone calls about this issue and wanted to ensure proper availability for community engagement.

Council members agreed to accommodate this request, noting the importance of allowing reasonable time for public input while ensuring the delay wouldn't unreasonably burden the applicant.

Councilmember Petersen moved to set the public hearing date for the right-of-way abandonment request for May 12, 2026, seconded by Councilmember Gray; the vote was unanimous.

Motion passed.

## **8. ADJOURNMENT**

Mayor Pro Tem Pate suggested recognizing individuals who receive challenge coins from council members at future meetings, proposing to invite recipients to share their stories. Mayor Clement agreed this should be done individually rather than all at once, with advance notice to staff for agenda inclusion.

Councilmember Petersen moved to adjourn, seconded by Councilmember Gray and carried unanimously. Council adjourned at 8:02 pm.

Motion passed.

Respectfully submitted:

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Elizabeth Robertson, Town Clerk



## MINUTES

Tuesday, March 24, 2026: 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 Robert Curtin.

### 2. PLEDGE OF ALLEGIANCE

### 3. TOWN MANAGER'S COMMENTS

Town Manager Reagan Parsons reviewed the agenda.

### 4. PUBLIC HEARINGS - LEGISLATIVE

#### a. AX-01-26: Public Hearing for Annexation of 1.25 acres at 609 Clark Street

Mr. Carter Spencer and Mrs. Annette Spencer are petitioning the Town of Southern Pines for annexation of +/- 1.25 acres of land located at 609 Clark Street. The reason for the annexation is to connect to town water services.

Town Manager Parsons confirmed this is a straightforward annexation request from Mr. and Mrs. Spencer to connect to town water services. Everything appears to be in order with the annexation.

Mayor Clement opened the public hearing. No members of the public spoke during the hearing, and no council members had additional questions for staff.

Mayor Pro Tem Pate moved to adopt an ordinance approving voluntary annexation request AX-01-26 for the property as defined and submitted legal description and to have the ordinance effective immediately. Councilmember Petersen seconded and the vote was unanimous.

Motion passed.

### 5. CONSENT AGENDA

Mayor Pro Tem Pate sought clarification that the Municipal Service District budget amendment only addressed fund appropriation for county collection fees, not rate changes. Town Manager Parsons confirmed this was correct, noting the county charges administrative fees as a percentage of collected revenues.

Mayor Pro Tem Pate moved to approve the consent agenda, seconded by Councilmember Gray; the vote was unanimous.

Motion passed.

**a. Budget Amendment: Municipal Service District Adjustments**

Budget amendment to adjust Municipal Service District collection fees to cover expenditures for FY 2026 due to a higher property valuation than the original estimate available at budget preparation last year.

**b. Budget Amendment: Fire Department Overtime**

Budget amendment to adjust the Fire Department Overtime budget to cover expected expenditures in FY 2026.

**c. Meeting Minutes**

Staff has prepared the following minutes for approval:

- February 10, 2026, Town Council Business Meeting Minutes
- February 24, 2026, Town Council Work Session Minutes

**6. COUNCIL UPDATES AND DISCUSSION**

**a. Seaboard Station - Train Depot Revised Lease Agreement**

Mr. Kevin Drum requested the following changes to the lease agreement discussed in the February 2026 Work Session:

- In Section 1 of the Lease extend the latest possible commencement date from June 1, 2026 to July 1, 2026.

- In Section 1 add a sentence to read: "If Lessee exercises the option for an additional five (5) year term, the annual rent shall increase by three percent (3%) each and every year of the extension."

- Section 2. The lease shall be deemed amended as of the date the amended version is executed by the Town and Seaboard Speakeasy, LLC. All rights and responsibilities of the parties conferred and actions taken under the Lease adopted in February 2026 remain valid and unaffected by this amendment.

Town Attorney McCarley has reviewed and approved the proposed revisions prior to presentation to the Council.

Town Manager Parsons explained that Kevin Drum requested two amendments to the previously adopted lease: extending the latest possible commencement date from June 1 to July 1, 2026 due to material delivery delays, and adding language requiring 3% annual rent increases during any extension period. Town Attorney McCarley had reviewed the proposed revisions.

Mayor Pro Tem Pate moved to approve the seaboard station lease as presented with the amendment, seconded by Councilmember Gray; the vote was unanimous.

Motion passed.

**b. Budget Retreat Preview**

Preview of items that will be further discussed as part of the April 2 Council Budget Retreat

Town Manager Parsons presented a comprehensive overview of budget priorities focusing on maintaining core services, addressing infrastructure needs, and workforce investments. He outlined non-discretionary commitments including the first full year of Town Hall debt service and operational costs.

Key budget considerations included a 2.2% property tax valuation growth estimate, strong December sales tax collections, and ongoing monitoring of fuel costs due to recent spikes. Several requested new positions, programs, and equipment items were noted as currently unfunded but would be discussed at the retreat.

**Facilities Discussion:** The presentation covered various infrastructure needs including a \$112,000 chipper mulcher replacement, fire station floor repairs, library air handler replacement, and the deferred garage project. Town Manager Parsons noted they were exploring design-build options and enterprise fleet management to potentially reduce garage needs for routine maintenance.

**Building Disposition:** Extensive discussion occurred regarding the future of the administrative and finance buildings once Town Hall opens. Council members expressed varied preferences between selling and leasing, with general agreement that empty buildings were unacceptable.

Councilmember Petersen emphasized the need for a space needs study before making decisions, while Mayor Clement favored obtaining market valuations and rental analyses. Town Manager Parsons noted the administrative building would require rezoning and potentially ADA compliance work, while the finance building was already appropriately zoned.

Council reached consensus to have Town Manager Parsons obtain lease market analysis costs (estimated around \$2,500) while considering zoning restrictions and utility responsibility transfers to tenants.

**Environmental Services Fee Analysis:** Town Manager Parsons presented detailed analysis of waste management fee structures. The current policy maintaining 100% commercial cost recovery and 75% residential cost coverage would result in a \$26.50 monthly residential fee (\$1.25 increase).

An alternative structure was proposed covering 100% of Meridian contract costs while subsidizing 60-75% of town environmental services, resulting in fees ranging from \$29.50 to higher amounts depending on subsidy level.

Discussion of creating a true enterprise fund would require full cost recovery at \$35.25 monthly for residential customers. Mayor Clement clarified the goal was transparency in accounting rather than full cost recovery, leading to consensus against enterprise fund creation while maintaining detailed expense tracking.

Council members requested time to review the detailed analysis before the budget retreat, with several expressing initial preference for maintaining the current fee structure.

**Stormwater Projects:** Town Manager Parsons announced opportunities to complete two urgent stormwater projects on Bennett Street and Country Club Drive using favorable paving bid savings, addressing failed pipes before potential weather issues.

## 7. COUNCIL ROUNDTABLE

**Councilmember Ann:** Reported contacting DOT regarding the May and Indiana intersection traffic issues, with DOT researching the situation and considering a protected left turn signal. She noted her surgery was successful and provided birthday wishes for Paul Murphy.

**Mayor Pro Tem Pate:** Commended Parks and Recreation staff for timely opening of baseball field restrooms and praised the new fence installations at Memorial Fields.

**Councilmember Curtin:** Updated Council on the historic survey project, explaining plans to pursue CLG grant matching funds in fiscal year 2027-28 for a comprehensive historic district evaluation. He emphasized the deliberate timeline allowing proper HDC and public input. Stewart also inquired about garage facility upgrade timelines and security protocols for sensitive equipment in police vehicles during maintenance.

Town Manager Parsons confirmed all sensitive equipment is removed from police vehicles before external servicing.

**8. ADJOURNMENT**

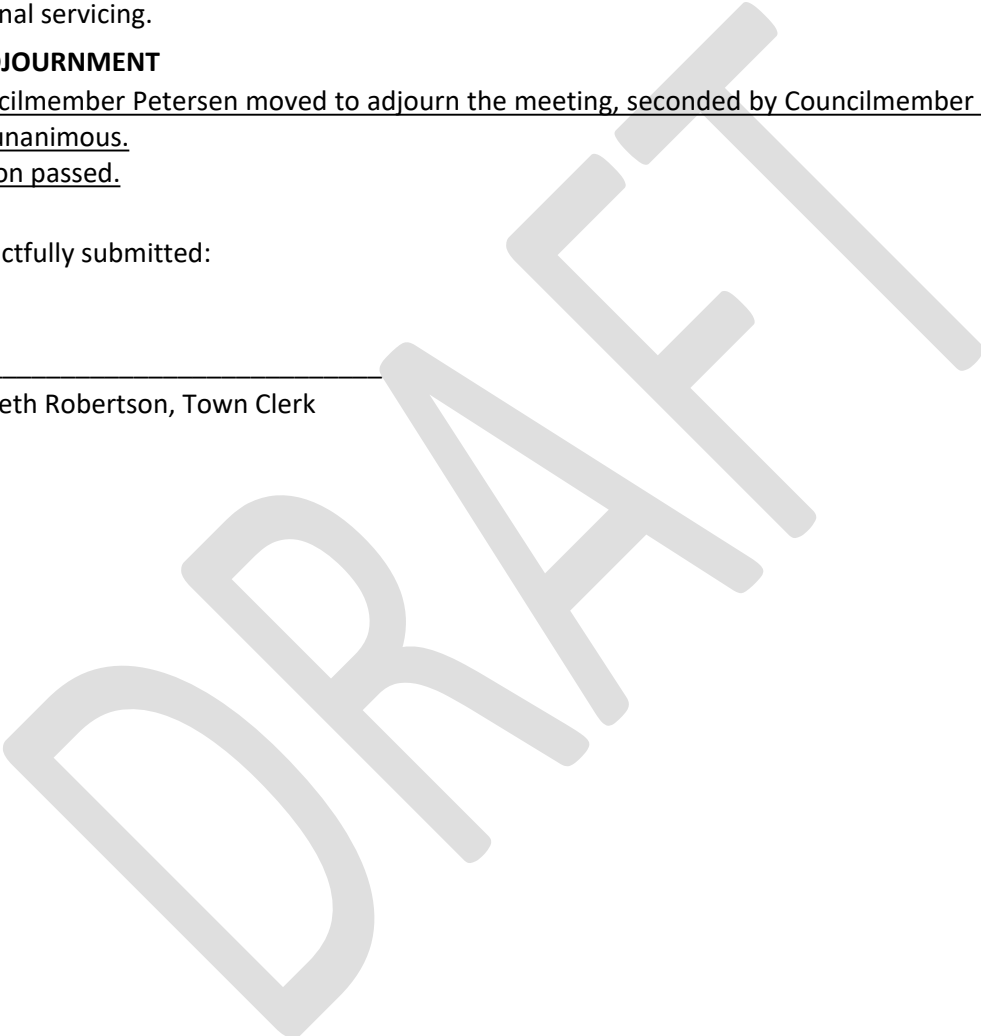
Councilmember Petersen moved to adjourn the meeting, seconded by Councilmember Curtin; the vote was unanimous.

Motion passed.

Respectfully submitted:

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Elizabeth Robertson, Town Clerk





## AGENDA

### Town Council Budget Retreat Thursday, April 2, 2026: 8:30 AM Southern Pines Fire Station #82 7381 NC-22, Carthage, NC

#### 1. CALL TO ORDER

Mayor Clement called the Town Council Budget Retreat to order.

#### 2. OPENING REMARKS

##### a. Town Manager's Comments

Town Manager Parsons provided opening commentary on the budget process, noting that the agenda follows a similar format to the previous year's successful approach. He emphasized that the meeting would maintain a high-level discussion focused on priorities rather than detailed line-item adjustments, as the process is still fluid with ongoing changes to revenue projections and departmental needs.

Town Manager Parsons reported that significant updates had occurred since Monday's budget distribution, including a substantial increase in property tax valuations from Moore County. The initial conservative estimate of 2.2% total valuation growth was updated to 5.2%, generating approximately \$500,000 in additional revenue and bringing the available fund balance to over \$800,000.

#### 3. MUNICIPAL SERVICE DISTRICT

Town Manager Parsons explained the Municipal Service District (MSD) tax structure for the commercial area between US 15-501 and Morganton Road. Based on updated property valuations, the required tax rate to cover principal and interest payments would decrease from 80 cents to 68 cents per \$100 valuation. The MSD generates revenue specifically to reimburse costs associated with the Parkway construction and related infrastructure improvements in that district.

Council discussed the impact on residential units, with concerns raised about apartment residents paying the additional MSD tax rate on their vehicles. Town Manager Parsons confirmed that all personal property registered within the MSD boundaries, including vehicles, would be subject to the additional tax rate.

#### 4. ENTERPRISE BUDGET - WATER AND SEWER

##### a. Line-item Document

Asst. Public Works Director James Michel presented the water and sewer enterprise budget using the Waterworth financial modeling system. The presentation showed projected revenues, expenses, and capital improvements over a 15-year period, with the model indicating financial sustainability through the current 2% annual rate increase structure extending to 4% in later years to accommodate major infrastructure projects.

The budget includes a \$2.5 million transfer for the North Pressure Zone water tank project, which will be funded through retained earnings rather than additional debt. Town Manager Parsons noted that the enterprise budget contains no major capital equipment requests for the upcoming fiscal year.

#### 5. GENERAL FUND REVENUES

##### a. Revenue Analysis

Town Manager Parsons reviewed the updated revenue projections, highlighting the significant increase in property tax valuations. The 5.2% growth includes 3.9% in real property growth and substantial increases of 18-25% in motor vehicle, utility, and personal property categories.

Key revenue considerations include the potential end of federal safer grants for fire department positions and anticipated surplus revenue from the sale of fire trucks and ladder equipment. Sales tax projections remain conservative based on three-year rolling averages.

## **6. GENERAL FUND EXPENDITURES**

### **a. Line-Item Document**

The general fund expenditures reflect several major cost drivers: 2% cost-of-living adjustment for eligible employees, state-mandated pension contribution increases, 12% major medical insurance cost increases, and market rate adjustments based on the compensation study.

### **b. Big Picture Expenditures**

The largest expenditure categories, with salaries and benefits representing the top expenses, followed by the Meridian waste contract and environmental services operations were discussed by Council.

### **c. General Fund Capital Requests & Other Funding Priorities**

Council reviewed capital improvement requests not included in the proposed budget, including additional police officers, fire department equipment, parks improvements, and infrastructure projects. The Meridian security barricades at \$128,000 were discussed as a public safety enhancement for downtown events.

Significant discussion occurred regarding the Campbell House golf area improvements at \$37,000, with concerns raised about safety conflicts between golf activities and children's recreational activities.

### **d. Staffing and Compensation**

Town Manager Parsons presented findings from the comprehensive compensation study conducted by an outside consultant. The study recommends updating all pay grades by approximately 13% to reach market competitiveness and implementing a transition plan for current employees using discounted comparison ratios.

To manage costs, the town proposes incorporating the current \$2,600 annual supplemental payment into base salaries rather than maintaining it as a separate benefit. This approach helps fund the compensation adjustments within available resources while improving recruitment competitiveness.

## **7. BOTTOM LINE, ADDITIONAL CONSIDERATIONS, AND OPTIONS**

### **a. 2026-2031 CIP**

The Capital Improvement Plan projects manageable debt service and infrastructure needs over the five-year period was discussed, with major projects including continued water and sewer improvements.

### **b. Budget Forecasting**

Council discussed budget options including maintaining the current 29-cent tax rate versus increasing to 30 cents. The environmental services fee structure was debated, with options to continue the current 75% cost recovery approach or move to 100% cost recovery for the Meridian contract while subsidizing town environmental services at 60%.

After extensive discussion, council provided direction to maintain the 29-cent tax rate, continue the current 75% environmental services fee approach, and remove the Campbell House golf improvements to achieve budget balance. The sidewalk capital program would continue with priority given to West Michigan Avenue to connect with ongoing paving improvements. The available fund balance would be approximately \$14,500 under this approach.

Mayor Pro Tem Pate moved to award the paving contract to Turner Asphalt LLC for their lowest responsive bid. The motion was seconded Councilmember Gray and the vote was unanimous.

Motion Passed.

**8. ADJOURNMENT**

Councilmember Gray moved to adjourn the meeting. Councilmember Curtin seconded the motion. All voted in favor and the meeting was adjourned at 3:13 pm.

Respectfully Submitted:

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Elizabeth Robertson, Town Clerk

DRAFT



April 2, 2026

Honorable Mayor and Members of Town Council  
Town of Southern Pines, North Carolina  
125 S.E. Broad Street  
Southern Pines, NC 28388

Attn: Reagan Parsons, Town Manager and Tess Brubaker - Speis, Finance Director

The following represents our understanding of the services we will provide Town of Southern Pines, North Carolina (the Town).

You have requested that we audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Town of Southern Pines, North Carolina, as of June 30, 2026, and for the year then ended and the related notes to the financial statements, which collectively comprise Town of Southern Pines, North Carolina's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

In addition, we will audit the Town's compliance over major federal and state award programs for the period ended June 30, 2026. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the Town's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Town of Southern Pines, North Carolina - 2026 Engagement Letter

April 2, 2026

Page 2

Accounting standards generally accepted in the United States of America (US GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Budgetary comparisons for the General Fund.
3. Schedule of Employer Contributions – Local Governmental Employees' Retirement System (LGERS).
4. Schedule of Proportionate Share of the Net Pension Liability (Asset) -LGERS
5. Schedule of Changes in the Total Pension Liability - Law Enforcement Officers' Special Separation Allowance (LEOSSA).
6. Schedule of Total Pension Liability as a Percentage of Covered Payroll – LEOSSA.

Supplementary information other than RSI will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1. Schedule of expenditures of federal and state awards.
2. Combining and individual fund statements and budget schedules.
3. Capital Assets Used in the Operation of Governmental Funds - Schedule by Function and Activity
4. Capital Assets Used in the Operation of Governmental Funds - Schedule of Changes by Function and Activity
5. Schedule of Ad Valorem Taxes Receivable.
6. Schedule of Ad Valorem Taxes Receivable – Municipal Service District #1
7. Analysis of Current Tax Levy – Town-Wide Levy
8. Schedule of Interfund Transfers

Town of Southern Pines, North Carolina - 2026 Engagement Letter  
April 2, 2026  
Page 3

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

1. Introductory section.
2. Statistical section.

### **Schedule of Expenditures of Federal and State Awards**

We will subject the schedule of expenditures of federal and state awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal and state awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Audit of the Financial Statements**

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State of North Carolina Single Audit Implementation Act (State Single Audit Act). As part of an audit of financial statements in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Act we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Town of Southern Pines, North Carolina - 2026 Engagement Letter

April 2, 2026

Page 4

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.<sup>2</sup> However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. Furthermore, the determination of waste and abuse is subjective and *Government Auditing Standards* does not require auditors to perform specific procedures to detect waste or abuse nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Audit of Major Program Compliance**

Our audit of the Town's major federal and state award programs compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and the State of North Carolina Single Audit Implementation Act, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and State Single Audit Act and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

Town of Southern Pines, North Carolina - 2026 Engagement Letter  
April 2, 2026  
Page 5

The Uniform Guidance and State Single Audit Act require that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* and the *Audit Manual for Governmental Auditors* in North Carolina for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Act.

Also, as required by the Uniform Guidance and the State Single Audit Act, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Town of Southern Pines, North Carolina - 2026 Engagement Letter  
April 2, 2026  
Page 6

## Management's Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and state programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For maintaining records that adequately identify the source and application of funds for state funded activities;
6. For preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and the State Single Audit Act;
7. For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;
8. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
9. For identifying and ensuring that the entity complies with state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of state award programs, and implementing systems designed to achieve compliance with applicable state statutes, regulations, and the terms and conditions of state award programs;
10. For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award;
11. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
12. For taking prompt action when instances of noncompliance are identified;
13. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
14. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
15. For submitting the reporting package and data collection form to the appropriate parties;
16. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
17. To provide us with:

## Town of Southern Pines, North Carolina - 2026 Engagement Letter

April 2, 2026

Page 7

- a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit;
  - c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
  - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
18. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
  19. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
  20. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
  21. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
  22. For the accuracy and completeness of all information provided;
  23. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
  24. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal and state awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Act, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal and state awards, (c) to include our report on the schedule of expenditures of federal and state awards in any document that contains the schedule of expenditures of federal and state awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal and state awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal and state awards no later than the date of issuance by you of the schedule and our report thereon.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic

Town of Southern Pines, North Carolina - 2026 Engagement Letter  
April 2, 2026  
Page 8

financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

### ***Nonattest Services***

With respect to any nonattest services we perform, including the following:

- Assistance with preparation of the financial statements and related notes.
- Assistance with preparation of the schedule of expenditures of federal and state awards and related notes.

We will not assume management responsibilities on behalf of the Town. However, we will provide advice and recommendations to assist management of the Town in performing its responsibilities.

The Town's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control. Furthermore, you acknowledge that the working digital files used to prepare your financial statements constitute proprietary information to us, and we reserve all rights to these files.

Our responsibilities and limitations of the nonattest services are as follows:

- The nonattest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.
- The nonattest services are limited to the preparation of the financial statements and related notes; and preparation of the schedule of expenditures of federal and state awards and related notes previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

### **Reporting**

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Members of Town Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for

Town of Southern Pines, North Carolina - 2026 Engagement Letter

April 2, 2026

Page 9

any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

## Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reasons, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate. It may also significantly change original timelines for estimated completion of the audit.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Town of Southern Pines, North Carolina - 2026 Engagement Letter  
April 2, 2026  
Page 10

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete, including as it pertains to any information shared with Mauldin & Jenkins through SuraLink or any other file sharing service, portal, etc. used during the conduct of the audit.

### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We expect to begin our audit on approximately May 1, 2026 and to issue our reports no later than December 31, 2026. LeAnn Bagasala is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$64,000 for the year ended June 30, 2026. The fee includes the provision for the performance of Single Audit procedures on one major federal or state program. If the composition of the Town's federal and/or state awards require additional programs to be audited as major, our fee will be \$6,000 to \$9,000 for each additional major program. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Invoices are payable on presentation; a service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days.

The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary or if there are significant delays in receiving the information needed to complete our audit procedures, the above fee estimate may need to be revised.

Town of Southern Pines, North Carolina - 2026 Engagement Letter

April 2, 2026

Page 11

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Members of the Town Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, we may be requested to make certain audit documentation available to *North Carolina Local Government Commission* or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Town of Southern Pines, North Carolina - 2026 Engagement Letter  
April 2, 2026  
Page 12

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

MAULDIN & JENKINS

LeAnn Bagasala

RESPONSE:

This letter correctly sets forth the understanding of the Town of Southern Pines, North Carolina.

By: \_\_\_\_\_

Title: \_\_\_\_\_

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

December 29, 2023

To the Shareholders of Mauldin & Jenkins, LLC  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and an examination of service organizations (SOC 2 engagement).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

*PBMares, LLP*

PBMares, LLP  
Fredericksburg, Virginia

The	Governing Board
of	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name
	Auditor Address

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
-----	--------------------	-------------------------------------

*Must be within six months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
  - b) the status of the prior year audit findings;
  - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
  - d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

**For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:**

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

**Name:** **Title and Unit / Company:** **Email Address:**

**OR Not Applicable** (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

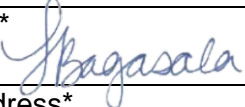
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>

<b>Discretely Presented Component Unit</b>	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>

**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm*	
Authorized Firm Representative (typed or printed)*	Signature* 
Date*	Email Address*

**GOVERNMENTAL UNIT**

Governmental Unit*	
Date Governing Board Approved Audit Contract* <b>(Enter date in box to right)</b>	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

Sum Obligated by This Transaction:	\$
Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Preaudit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PREAUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

*This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.*

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Preaudit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.



# Planning Staff Report

**To:** Reagan Parsons  
**From:** Mason Mattox, Planner II  
**Date:** April 14, 2026  
**Item:** Application #Z-02-26 Conditional Zoning District for Sandhills Presbyterian Church to Rezone from RS-3 to GB-CD.

## I. EXECUTIVE SUMMARY

Longitude Planning Group, PLLC, on behalf of Sandhills Presbyterian Church, has submitted an application to rezone an approximately 11.31-acre parcel located at 650 Pee Dee Road. The property is currently zoned RS-3 (Residential Single-Family). The applicant is requesting to rezone the property to GB-CD (General Business Conditional Zoning District) to allow for the continued operation and expansion of the existing Covenant Preparatory School.

The property currently comprises the Sandhills Presbyterian Church, originally constructed in 2001, and Covenant Preparatory School (PreK-8). The school opened in 2012 and operates in a modular classroom structure located on the property. The purpose of the proposed conditional zoning district is to unify zoning and allow for phased expansion of the campus over time.

The proposal includes the following elements in two phases:

### Phase One (A) – School Expansion

1. Construction of a  $\pm 9,000$  SF building to have seven (7) classrooms
2. Remove the existing modular classroom structure upon completion of the new facility
3. Provide additional parking for the school building
4. Construction of port-cochere at the main entrance of the church building
5. Construction of front and rear patios at the church building
6. Provide a service / dumpster / recycle area

### Phase Two (B) Future Phases – Church / School Expansion

1. Construction of a new 2-story school building ( $\pm 30,000$  SF) to provide additional classroom space and supporting facilities, along with additional parking, a drop-off loop, and associated stormwater facilities
2. Convert the Phase I School Building into administrative offices
3. Expand the existing church facilities with a multi-story structure (size TBD)
4. Additional outdoor patio / gathering spaces for the church
5. Trail connections to Whitehall Park, which borders the existing property
6. Construction of a campanella (bell tower) structure

Based on the criteria for approval set within UDO §2.17.9 and the proposed Conditional Zoning District's consistency with the 2040 Comprehensive Plan, staff recommend approval of the proposed application and conditions as written. The full staff analysis as it pertains to the criteria for approval is enclosed within this report.

## TABLE OF CONTENTS

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• Planning Board Recommendation.....	2
• Project Information and Overview.....	2
• Applicant’s Plans.....	6
• Proposed Conditions.....	8
• Staff Review.....	10
• Attachments.....	14
• Town Council Action.....	14

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## II. PLANNING BOARD RECOMMENDATION

On March 19, 2026, the Town of Southern Pines Planning Board held a public hearing on application Z-02-26. Planning staff presented the proposal and explained how the requested Conditional Zoning District is consistent with the 2040 Comprehensive Plan and satisfies the approval criteria set forth in UDO §2.17.9. During the hearing, one member of the public expressed concerns about increased traffic on NC-22 associated with the proposed school, particularly during peak morning and evening hours. A representative of Kimley-Horn responded to questions and provided information regarding the Traffic Impact Analysis prepared by the firm. In response to these concerns, the Planning Board recommended adding a condition requiring the applicant to comply with the NCDOT requirements for future roadway improvements. The applicant agreed to this condition, which has been incorporated into the list of conditions included in this report. Following the public comment period, the Planning Board voted 4-0, with three members absent, to recommend approval.

## III. PROJECT INFORMATION

### A. Physical Address

650 Pee Dee Road (Parcel ID 99000100)

### B. Property Owner and Applicant

Sandhills Presbyterian Church  
650 Pee Dee Road  
Southern Pines, NC 28387

### C. Authorized Agent:

Longitude Planning Group, PLLC  
PO Box 1466  
Southern Pines, NC 28388

### D. Existing Zoning

The subject property is currently zoned RS-3 (Residential Single-Family).

Two zoning overlays are present on the site:

- Water Supply Watershed High Quality Water (See Figure 4).
- Urban Transition Highway Corridor (See Figure 5).

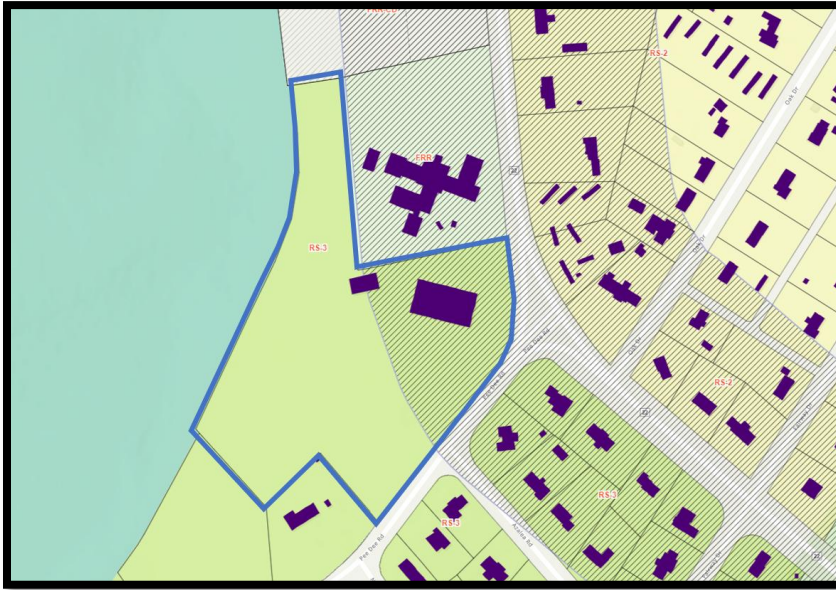
**Figure 1. Drone Aerial**



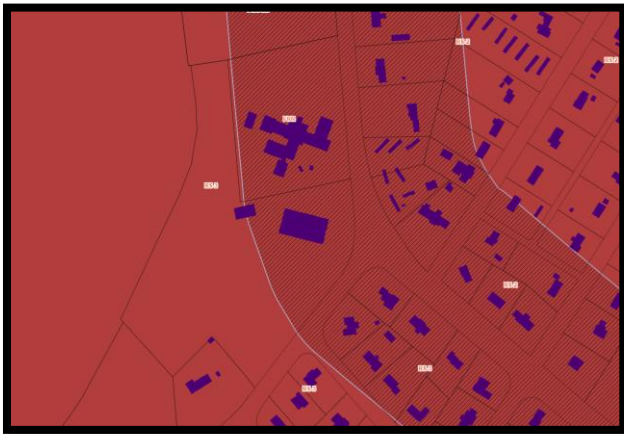
**Figure 2. Aerial Vicinity Map** (Subject Property Outlined in Blue).



**Figure 3. Zoning Vicinity Map** (Subject Property Outlined in Blue).



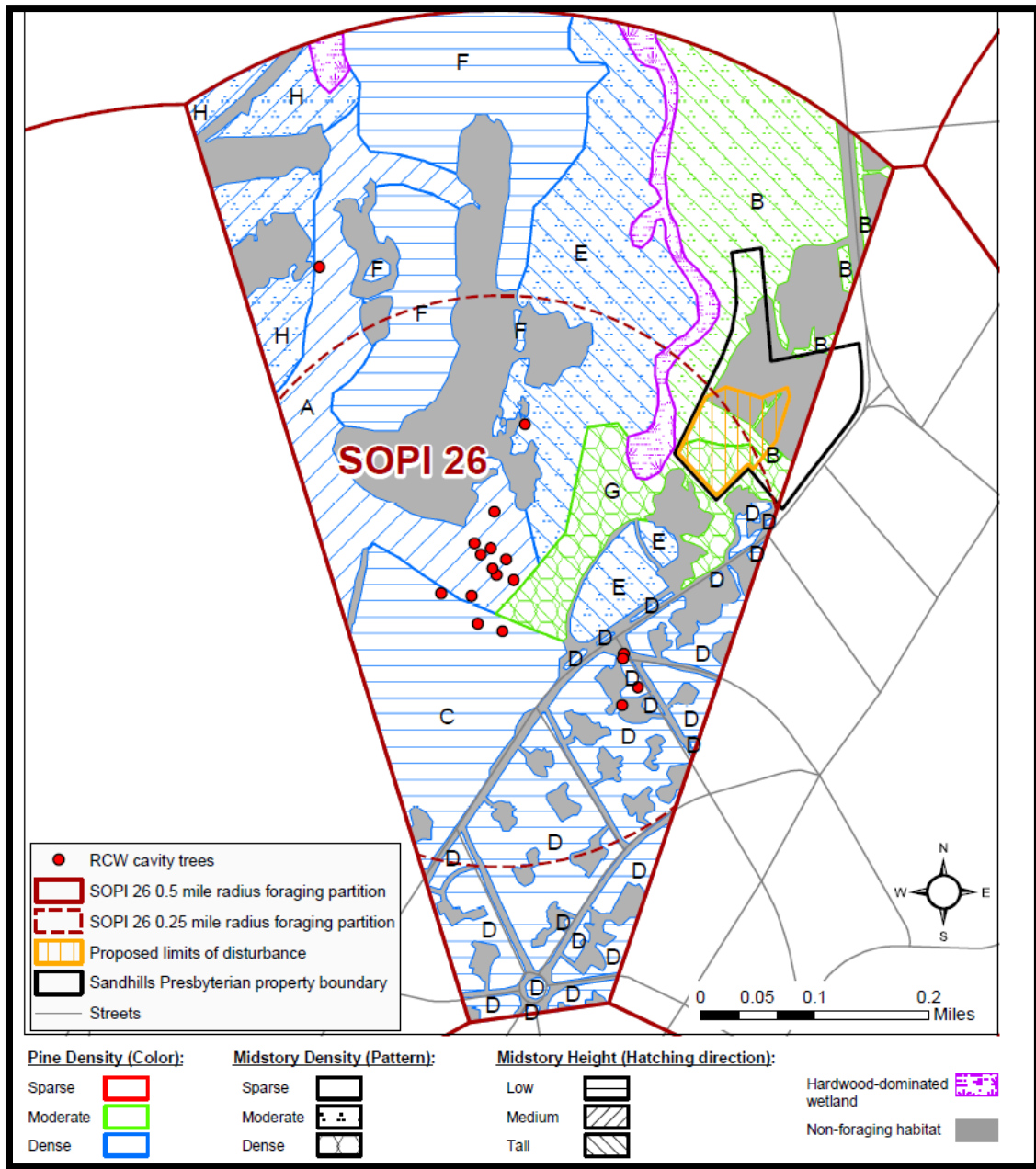
**Figure 4. High Quality Watershed** (Entire Site)



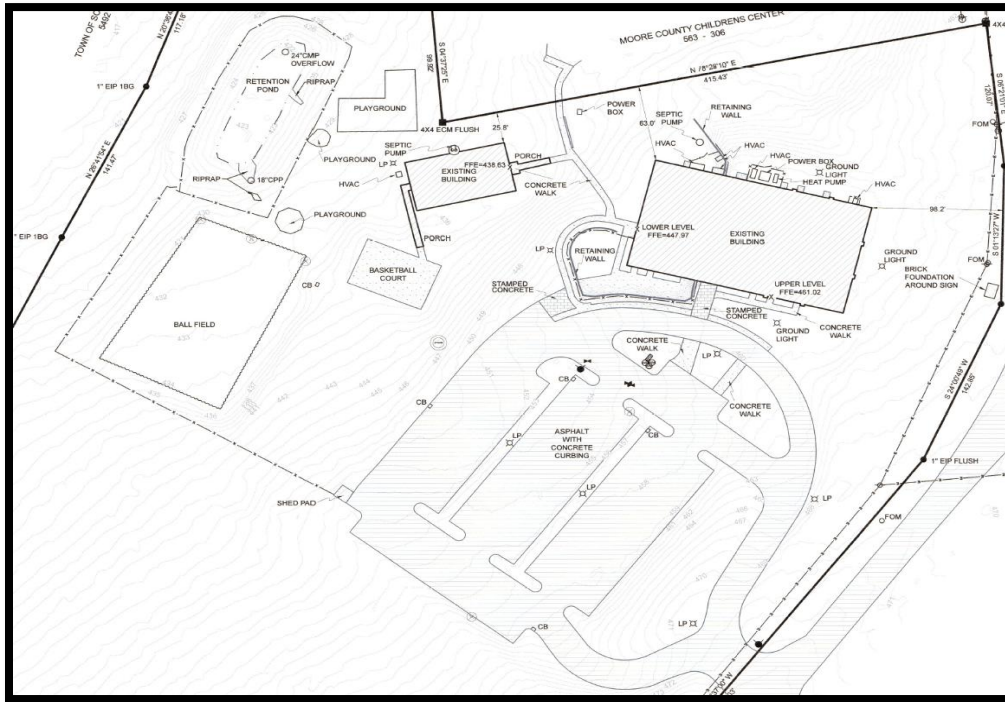
**Figure 5. Highway Corridor Overlay**



**Figure 6. Red Cockaded Woodpecker Survey**



**Figure 7. Existing Conditions**



**Figure 8. Proposed Development – Phase I Site Plan**



**Figure 9. Conceptual Plan (See Full Plan in Attachments)**



## **E. Applicant's Proposed Conditions**

### **1. Land Use**

The land uses shall be limited to the following Land-Based Classification Standard (LBCS) Codes:

- a. Religious Institution – Other (more than 250 seats) (LBCS #6600)
- b. Grade School – Elementary (PreK – 8<sup>th</sup>) (LBCS # 6121)
- c. Grade School – Middle or Junior (LBCS #6122)

### **2. Site Access**

- a. Main access to the parcel will be provided by the existing access road from Pee Dee Road. All stacking / queueing for the school during drop-off and pick-up will be provided on-site.

### **3. Traffic**

- a. The site shall meet the North Carolina Department of Transportation's requirements for improvements.

### **4. Buffers and Setbacks**

- a. The site shall comply with buffering and setback requirements of the Unified Development Ordinance as depicted in "Preliminary Plans" document S100.

### **5. Landscape**

- a. All landscaping shall comply with the Unified Development Ordinance.

### **6. Open Space**

- a. The site shall comply with the Open Space standards of the Unified Development Ordinance.

### **7. Water Supply Watershed**

- a. The entire property is located within High Quality / Protected Water (WS-IIIP), making the maximum impervious surface 24% without Watershed Allocation from the Town Council. The site will not be permitted to exceed this percentage without approval from the Town Council.

### **8. Stormwater**

- a. There is an existing retention pond that collects stormwater for the existing church and parking areas. All proposed stormwater design will be consistent with all aspects of applicable local and state regulations for stormwater management and watershed protection. This will also include erosion and sedimentation control. Best management practices will be utilized in accordance with NCDEQ and shall be maintained as required. Final design and location of these systems will be completed at site plan review.

### **9. Utilities (Water / Sewer)**

- a. The current property is served by both water and sewer from the Town of Southern Pines and is adequately available for the proposed development. Final layout and design of these utilities will be provided during final site plan approval and will meet all local utility regulations / design requirements.

### **10. Grading**

- a. The overall property has rolling terrain that slopes towards the rear the property. In order to balance the site and maintain existing vegetation (where feasible), low retaining walls will be required. These locations will be determined during final engineering design.

## **11. Parking**

Off-street parking requirements shall apply for the following:

a. Religious Institutions

(1) space for every four seats in the portion of the church Building to be used for services plus spaces for any residential use as determined in accordance with the parking requirements set forth above for residential uses, plus (1) space for every 200 square feet of Gross Floor Area designed to be used neither for services nor residential purposes.

b. Elementary / Middle Schools

(1.175) spaces per classroom in elementary schools, and 3 spaces per classroom in bicycle parking spaces.

## **12. Interconnectivity with Existing Trail Networks**

a. A natural trail path at least three feet wide will be provided from the project site to Whitehall Park, located west of the existing parcel. The final location will be determined based on coordination with the Town of Southern Pines, as well as final grading and engineering design.

## **13. Lighting**

a. Lighting shall comply with the Unified Development Ordinance.

## **14. Signage**

a. New signage shall comply with the Unified Development Ordinance.

## **15. Phasing**

a. Phase One of the Site Plan shall include the new School Building ( $\pm 9,000$  sf) and associated parking as depicted on S100 (Exhibit C).

b. Final building layouts / locations for future phases will be determined by engineering design based on architecture, grading, and utilities and shall meet the standards and conditions set forth by this application and the UDO. These future uses / buildings are proposed as depicted on the Overall Master Plan (Exhibit B)

## **16. Architectural Compliance**

a. Expansion of Existing Church Structure

i. Any expansion to the existing Church may be administratively approved by staff, provided that the following standards are met:

(1) Materials shall match or be substantially similar in type, color, texture, quality, and pattern to those of the existing structure.

(2) Roof design shall match the existing structure in pitch, form, and color.

(3) Windows and doors shall be consistent with the existing structure in proportion, style, and placement to the greatest extent practicable.

(4) Architectural detailing (Trim, cornices, façade articulation, etc.) shall be consistent with the existing structure.

(5) Any deviation from the above architectural standards shall require approval by the Town Council through an Architectural Compliance permit.

b. New buildings

i. New principal or accessory buildings on the site may be administratively approved by staff, regardless of size, provided they are fully compliant with

all applicable Architectural Standards of the Unified Development Ordinance.

- ii. Any proposed deviation from the architectural standards shall require approval by the Town Council through an Architectural Compliance permit.

### **17. Height**

- a. The maximum height of structures shall be restricted to the General Business default of 45' (forty-five feet), except for the portion of the site within the Highway Corridor Overlay, which restricts height to 35' (thirty-five feet).

Planning staff recommends approval of the proposed list of conditions, as they provide a clear and enforceable framework that limits the range of permitted uses while ensuring compliance with applicable Unified Development Ordinance standards. The conditions also address potential impacts likely to be identified during the review process, including traffic, site access, watershed protection, and architectural compliance. Collectively, staff find that these conditions mitigate potential adverse impacts on neighboring properties while preserving the rural living designation of the site.

## **II. STAFF REVIEW**

### **Application Review Dates**

1. Pre-Application with the Technical Review Committee: **November 25, 2025**
2. Additional Internal Technical Review Committee Review: **February 24, 2026**
3. Application Submitted: **February 10, 2026**
4. Application Deemed Complete: **February 17, 2026**

### **March 19, 2026 Planning Board Public Hearing Notice**

- Publication: **March 04 & March 11, 2026**
- Mail: **March 03, 2026**
- Signage: **March 04, 2026**
- Internet: **February 25, 2026**

### **April 14, Town Council Public Hearing Notice**

- Publication: **March 27 & April 01, 2026**
- Mail: **March 23, 2026**
- Signage: **March 04, 2026**
- Internet: **March 20, 2026**

### **I. Process and Criteria for Review**

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. 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. Consistency with UDO §2.17.9, Zoning Map Amendment Criteria.**

Each criterion is listed below in **bold**, followed by underlined staff comments.

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

**General Framework Map Designation: Area to Preserve.** These areas safeguard rural and environmentally-sensitive lands, protect open space and viewsheds, and limit future development primarily to very low-intensity uses such as large-lot homes, horse farms, park-related activities, and trails or greenways. Areas to Preserve may also include historic or cultural resources where protection of their integrity and context-sensitive development is paramount. The applicant states that the proposed new school structures will be located toward the rear of the property with building heights consistent with the Comprehensive Plan (recommended two story limit) and that the project will maintain connections to surrounding open space through trail connections to adjacent parks. Staff find the narrative to be consistent with the intent of protecting the rural character and open space connections identified for Areas to Preserve.

**Conservation and Development Map Designation: Rural Living.** Rural Living areas are characterized by large lots, significant separation between buildings, and development that is integrated into the natural landscape with minimal grading and tree removal. Small nodes of commercial or institutional activity may occur at rural crossroads to serve the daily needs of nearby residents, provided they are designed at a small scale and reinforce the surrounding rural character. The applicant notes that the church and school are located at the intersection (‘crossroads’) of NC 22 and Pee Dee Road, functioning as a local institutional use serving nearby residents, and indicates that building placement and scale will remain compatible with the rural setting. Staff agree with the applicant’s narrative, and finds the proposed expansion to be consistent with the Rural Living designation.

**Character District Map Designation: Rural Living.** The Rural Living Character District is defined by low-intensity development, irregularly shaped lots, large setbacks, and significant separation between buildings, often served by rural roads and private driveways. Homes and other structures are integrated into the landscape with natural features such as trees, pastures, and drainage patterns preserved where possible. The applicant states that new school structures will be located toward the rear of the property to maintain large setbacks and will remain within the typical building height range identified in the Comprehensive Plan. Staff again agree with the applicant’s narrative and find the proposed expansion to be consistent with the character and development patterns described for the Rural Living Character District.

Staff find that the proposed rezoning from RS-3 to GB-CD is generally consistent with the Southern Pines 2040 Comprehensive Plan. The property lies within the Rural Living Character District and contains an established church and school campus that has operated on the site since 2001 and 2014, respectively. The proposal also supports

Comprehensive Plan policies encouraging reinvestment in existing areas and improved connectivity through the proposed trail connection to Whitehall Park.

- (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 produce 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 rezoning is unlikely to produce significant adverse impacts. The church campus has existed for more than two decades, and the proposal represents expansion of an existing institutional use rather than the introduction of a new land use. The applicant has included a Traffic Impact Analysis (TIA) which estimates an additional 80 A.M. peak-hour trips and an additional 48 PM peak-hour trips after the site is fully built-out. This represents 2% of traffic at the NC-22 and Pee Dee Road Intersection. The TIA did not recommend that any roadway improvements are warranted as a result of this proposal. Future development will remain subject to site plan review and other applicable regulations, unless otherwise noted in the applicant's list of conditions.

- (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 property is currently zoned RS-3, which does not currently permit the School land uses, which are only permitted under Conditional Zoning. The Religious Institution is allowed to exist and expand on the property per UDO 5.15.2(A) which states that: "Existing religious institutions that are not authorized shall be considered confirming uses for purposes of reconstruction or expansion, subject to the provisions of this section." The proposed conditional zoning district would allow these existing uses to remain and expand while bringing the school property into compliance with the Unified Development Ordinance.

- (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 development will comply with all applicable Town regulations related site development, including but not limited to utilities, stormwater management, site design, and parking requirements. The rezoning would formalize the existing campus and allow

future improvements under current development standards.

- (E) **Public Policy.** Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic Development, mixed-use Development, or sustainable environmental features, which are consistent with Neighborhood, area, or specific plans.

The proposal supports public policy goals encouraging reinvestment in existing institutional facilities and expanding connections to public open space. The proposed trail connection to Whitehall Park would improve access to the Town's recreational network.

- (F) **Size of Tract.** The Hearing Body shall consider the size, shape, and characteristics of the Tract in relation to the affected neighboring lands. Amendatory ordinances shall not rezone a single Lot when there have been no intervening changes or other saving characteristics. Proof that a small Tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify ordinance rezoning.

The subject property contains approximately 11.31 acres, which provides sufficient area to accommodate the existing campus and potential future buildings, parking, and stormwater facilities based on staff's review of a conceptual site plan.

- (G) **Other Factors.** The Hearing Body may consider any other factors relevant to a rezoning application under state law.

The property is located within the Cape Fear Little River (Intake No. 2) watershed, designated WS-IIIIP, with the Town's restrictions for Protected/High Quality water, which limits built-upon area to 24 percent unless additional allocation is obtained.

Environmental review from J.H. Carter and Associates determined that no Red-cockaded Woodpecker cavity trees are present on the site.

- (H) **Applicant Representations.** Except for rezoning requests submitted in accordance with the provisions herein for conditional zoning districts, the Hearing Body shall not consider any representations made by the petitioner that, if the change is granted, the rezoned property will be used for only one of the possible 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.

Because the request is for a Conditional Zoning District, the applicant's proposed conditions, site plan, and conceptual plan may be considered as part of the rezoning review and approval process. The applicant's list of conditions consents to limiting land uses to those associated with a Religious Institution and School, rather than the full list of allowable uses under the General Business designation.

### 3. Agency Comments

Planning staff distributed the rezoning application for review to the following Agencies and Departments on **February 25, 2026**:

The Town of Southern Pines:

- Engineering and Public Works Department
- Utilities Department
- Fire Department
- Parks and Recreation Department

Outside Agencies:

- The Regional Land Use Advisory Commission (RLUAC)
- The United States Fish and Wildlife Services (USFWS)
- The Moore County Airport
- The Moore County Economic Development Partnership (MCEDP)
- The North Carolina Department of Transportation (NCDOT)

The initial pre-application was reviewed by the Technical Review Committee (TRC) on November 25, 2025. The Town's Engineering Department stated that a Traffic Impact Analysis (TIA) would be required. A TIA has been submitted and included with this report. As of the publication of this report, staff received "no comment" from the MCEDP and the comment that the development "may affect, but is not likely to adversely affect the RCW" from USFWS. Any additional comments received following this staff report's publication, but prior to the public hearing, will be shared during staff's presentation.

### 4. Staff Recommendation

Planning staff recommend approval of the proposed rezoning from RS-3 to GB-CD with the list of conditions as proposed by the applicant. Staff finds that the application satisfies the rezoning criteria of UDO §2.17.9, including consistency with the 2040 Comprehensive Plan.

## III. ATTACHMENTS

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

1. Planning Board Resolution
2. Application
3. Narrative and Conditions
4. Applicant's Plans
5. Red Cockaded Woodpecker Study
6. Traffic Impact Analysis Executive Summary

*Additional documents related to this application including, but not limited to: the full Traffic Impact Analysis (TIA), 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 by public information request.*

## IV. TOWN COUNCIL ACTION

*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 criteria set forth in the Town of Southern Pines Unified Development Ordinance §2.17.9.

-OR-

2. The proposed amendment to the Town of Southern Pines Zoning Map is 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 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:

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With the above listed amendments, the requested conditional rezoning is a reasonable request for the reasons described within the Z-02-26 staff report and as modified by the Town Council above.

-OR-

3. The requested rezoning is inconsistent with the 2040 Comprehensive Plan and is not a reasonable request for the following reasons:

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**And, therefore, I move to:**

1. Approve Z-02-26 with the conditions submitted by the applicant for the General Business Conditional Zoning District.

-OR-

2. Approve Z-02-26 with the following amendments made by the Town Council and accepted by the applicant:

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-OR-

3. Deny Z-02-26 for the following reasons:

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*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  
FOR A CONDITIONAL ZONING DISTRICT  
Z-02-26

**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 March 19, 2026, to listen to public comments, ask questions of the Town’s planning staff, and consider zoning map amendment application #Z-02-26.

**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 reasonable, in the public interest, and consistent with the criteria set forth in the Town of Southern Pines Unified Development Ordinance §2.17.9. The Planning Board recommends that the Town Council approve the zoning map amendment request for the subject parcel, identified as PIN 858317203682 (PARID 99000100), totaling 11.38 acres, which rezones the property from Residential Single-Family Three (RS-3) to General Business Conditional Zoning District (GB-CD) with the following conditions, to which the applicant has consented (below), **and with a recommendation that a condition be added that the applicant meet NCDOT requirements for improvements:**

1. Land Use  
The proposed land uses are indicated below by LBCS Code:
  - a. Religious Institution – Other (more than 250 seats) 6600
  - b. Grade School – Elementary (PreK – 8<sup>th</sup>) 6121
  - c. Grade School – Middle or Junior 6122

2. Site Access
  - a. Main access to the parcel will be provided by the existing access road from Pee Dee Road. All stacking / queueing for the school during drop-off and pick-up will be provided on-site.
  
3. Landscape / Buffers
  - a. All landscaping and buffer requirements set forth in the UDO, including street trees, buffers, landscape screening, and parking / Vehicular Use Areas shall apply.
  - b. A portion of the property is located in the Highway Corridor Overlay District – Urban Transition. The standards set forth in 3.6.5 shall apply for this portion of the property.
  
4. Open Space
  - a. The proposed project will meet the required open space requirements per section 4.9 of the Town’s UDO.
  
5. Stormwater
  - a. The property is located within a state regulated and protected drainage basin (WS-IIIP). There is an existing retention pond that collects stormwater for the existing church and parking areas. All proposed stormwater design will be consistent with all aspects of applicable local and state regulations for stormwater management and watershed protection. This will also include erosion and sedimentation control. Best management practices will be utilized in accordance with NCDEQ and shall be maintained as required. Final design and location of these systems will be completed at site plan review.
  
6. Utilities (Water / Sewer)
  - a. The current property is served by both water and sewer from the Town of Southern Pines and is adequately available for the proposed development. Final layout and design of these utilities will be provided during final site plan approval and will meet all local utility regulations / design requirements.
  
7. Grading
  - a. The overall property has rolling terrain that slopes towards the rear the property. In order to balance the site and maintain existing vegetation (where feasible), low retaining walls will be required. These locations will be determined during final engineering design.
  
8. Parking
 

Off-street parking requirements shall apply for the following:

  - a. Religious Institutions
    - (1) space for every four seats in the portion of the church Building to be used for services plus spaces for any residential use as determined in accordance with the parking requirements set forth above for residential uses, plus (1) space for every 200 square feet of Gross Floor Area designed to be used neither for services nor residential purposes.
  - b. Elementary / Middle Schools

(1.175) spaces per classroom in elementary schools.

9. Pedestrian Connections

- a. A natural trail path (min. 3' wide) will be provided from the project site to Whitehall Park, located west of the existing parcel. The final location will be determined based on coordination with the Town of Southern Pines, as well as final grading and engineering design.

10. Lighting

- a. All lighting on the property will follow the standards set forth in the Town of Southern Pines UDO (Section 4.8). Lighting levels within the parking areas will be provided to meet the UDO standards for safety.

11. Signage

- a. Any proposed signage will be designed in conformance with the Town of Southern Pines UDO (Section 4.6).

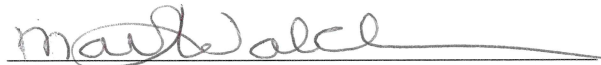
12. Site Plan

- a. Phase 1 Site Plan will include the new School Building ( $\pm 9,000$  sf) and associated parking as depicted on S100 (Exhibit C).
- b. Final building layouts / locations for future phases will be determined by engineering design based on architecture, grading, and utilities and shall meet the standards and conditions set forth by this application and the UDO. These future uses / buildings are proposed as depicted on the Overall Master Plan (Exhibit B).

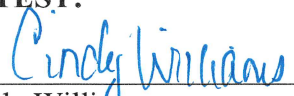
13. Architecture

- a. Per Sections 2.26 and 4.10.4, commercial structures, including religious institutions, must comply with the Architectural Standards set forth in the UDO, and are to be approved via an Architectural Compliance Permit.
- b. All frontage zone requirements per 4.10.5 shall apply.

**ADOPTED** this the 19<sup>th</sup> day of March, 2026.

  
Matthew Walden, Chair

**ATTEST:**

  
Cindy Williams  
Secretary to the Planning Board



Conditional Zoning District Application

Fee: \$1,840.00 Date Received: Case No.: Z- -

Project Information:

Street Address: 650 Pee Dee Road
PIN: 858317203682 Parcel ID: 99000100
Site Size: ±11.31 Acres Current Zoning: RS-3

Applicant:

Name(s): Sandhills Presbyterian Church (Scott Boulton)
Email: rscottboulton@gmail.com Phone: (910) 725-7038
Mailing Address: 650 Pee Dee Road, Southern Pines, NC 28387

Authorized Agent, if different from Applicant:

Name(s): Jeremy Sparrow (Longitude Planning Group)
Email: jsparrow@longitudeplanninggroup.com Phone: (734) 478-1917
Mailing Address: PO Box 1466, Southern Pines, NC 28388

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

Name(s):
Email: Phone:
Mailing Address:

**TO THE TOWN OF SOUTHERN PINES PLANNING BOARD AND TOWN COUNCIL:**

I, the undersigned, do hereby make application to and petition the Planning Board and Town Council to approve a zoning map amendment to GB - Conditional Zoning District per the requirements of the Town of Southern Pines Unified Development Ordinance (UDO) §2.17. The information included is submitted in support of this application. I grant Town of Southern Pines staff, Planning Board and Town Council access to the subject property/properties while this zoning map amendment application is under review.

Date: 2026-02-09

R Scott Boulton, Elder

Applicant

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

## **Sandhills Presbyterian Church**

### Conditional Zoning District Application

Project Narrative and Conditions  
February 9, 2026

### **Project Narrative**

Sandhills Presbyterian Church, located at 650 Pee Dee Road, is requesting a Conditional Zoning for the ±11.31 AC parcel (ParID 99000100) from RS-3 (Residential Single-Family) to GB-CZ (General Business – Conditional Zoning) for the use and operation of a church and Covenant Preparatory School (PreK-8). The original church was constructed in 2001 and has grown over the past several years and is currently seeking to expand its current facilities. In 2014, Sandhills Presbyterian commenced operations of Covenant Preparatory School, which currently operates within the existing church facilities and a modular classroom structure.

Covenant Preparatory School (PreK-8) operates out of Sandhills Presbyterian Church three (3) days a week (Monday, Wednesday and Friday) and has a current enrollment of 180 students and 12-15 faculty and staff. The school is looking to increase its enrollment to 220 students and 18-21 faculty and staff.

The overall goal for this application is to provide for future phases / expansion of the existing church, while expanding and bringing the existing school into compliance with the Town of Southern Pine's Unified Development Ordinance (UDO). Below is a summary of the proposed development and phasing of both the church and school, along with the proposed conditions. The future phases / timing of these projects have not yet been determined and will be based on need and funding of the projects.

#### **A. Phase 1 – School Expansion**

1. Construction of ±9,000 SF building to have seven (7) classrooms; 2-story walk-out
2. Remove existing modular classroom structure, upon completion of new facility
3. Provide additional parking for the school building
4. Construction of port-cochere at main entrance of church building
5. Construction of front / rear patios at church building
6. Provide service / dumpster / recycle area

#### **B. Future Phases – Church / School Expansion**

1. Construction of new 2-story school building (±30,000 SF) to provide additional classroom space and supporting facilities, along with additional parking and drop-off loop; and associated stormwater facilities
2. Convert Phase 1 School Building into administrative offices
3. Expand the existing church facilities with a multi-story structure; size TBD
4. Additional outdoor patio / gathering spaces for the church
5. Trail connections to Whitehall Park, which borders the existing property, will be provided
6. Construction of a campanella (bell tower) structure.



This property is located within the Cape Fear, Little River (Intake No. 2) watershed (WS-IIIP) which is designated as a high-quality watershed (HQW). This limits the proposed development to twenty-four (24) percent built-upon area. If the proposed development exceeds this threshold, the project may apply for the 5/70 exemption. The project has also been reviewed by Dr. J.H. Carter III and Associates and found no RCW cavity trees on the property. However, the proposed development is within 0.25 mile radius of SOPI 26. This information and site plan have been submitted to the USFWS as recommended by Dr. J.H. Carter and Associates (see RCW report / letter provided). There are no floodplains or wetlands located on the property.

The applicant and its design consultants have been working closely with the Town of Southern Pines over the last year, recently meeting on November 25, 2025 to review the proposed expansion project. Per the direction of the Town Planning Staff, we feel this application and the proposed conditional zoning district satisfies the overall goals and objectives of the Town.

**A. Consistency**

- a. The proposed project is consistent with the Southern Pines 2040 Comprehensive Plan. Sandhills Presbyterian Church is located within the Rural Living character district. This district's primary focus is rural residential development, which includes large setbacks and irregularly shaped lots. However, this district also calls for development that meets the needs of local residents at rural crossroads. Sandhills Presbyterian Church stands at the crossroad of Pee Dee Road and Highway 22 (Central Drive), providing a local use as both a church and school ("Institutional" per pg. 77 of the 2040 Comprehensive Plan). The proposed structure(s) will be built towards the rear of the property to keep in line with the character district calling for large setbacks. No proposed building will be larger than the 1-3 stories mentioned on pg. 81 of the 2040 Comprehensive Plan. This development also looks to "capitalize on connections to open space and natural areas" (pg. 34), connecting via trails to the adjoining Whitehall Park and Elizabeth High Rounds Park.

**B. Adverse Impacts**

- a. The proposed project as submitted will not have any adverse impacts on the adjoining properties.

**C. Suitability as Presently Zoned**

- a. The property, as currently zoned, does not permit the use of the church and school. However, these uses have been present on this parcel since 2001 and 2014 respectively and are consistent with the 2040 Comprehensive Plan in the Rural Living Character District.

**D. Health, Safety, and Welfare**

- a. There will be no impact to the health, safety, and welfare of the public based on the proposed development.

**E. Public Policy**

- a. As noted in the Southern Pines 2040 Comprehensive Plan, Policy 4.2 includes development of a more cohesive trail system. "One way to expand the value of the current pedestrian and bicycle network in a cost-effective manner is through greater system connectivity." This plan includes trail connections to the existing Southern Pines trail system at Whitehall Park. Policy 5.2 also states that the Town should "Encourage Infill Development and Redevelopment for Specific Character Districts" which urges Town officials to advocate for infill development projects inside town limits as a way to reinvest in areas with existing infrastructure capacity.

**F. Size of Tract**

- a. The proposed development has a site acreage of ±11.31 acres.

**G. Other Factors**

- a. No other factors at this time.

**H. Applicant Representations**

- a. Below is a list of conditions that are being proposed for the property. Most of the conditions will meet the current standards / requirements as set forth in the Town of Southern Pines UDO (Unified Development Ordinance), including land use, roads, site access, landscape / buffers, open space, stormwater, utilities, parking, pedestrian connections, lighting, signage, and architecture.

**Proposed Conditions**

Land Use

- 1. The proposed land uses are indicated below by LBCS Code:
  - a. Religious Institution – Other (more than 250 seats) 6600
  - b. Grade School - Elementary (PreK – 8<sup>th</sup>) 6121
  - c. Grade School – Middle or Junior 6122
- 2. The current uses for church and schools are not currently permitted within the RS-3 zoning district. The proposed conditional zoning will bring these uses into conformity with the Town of Southern Pines UDO.

Site Access

- 1. Main access to the parcel will be provided by the existing access road from Pee Dee Road. All stacking / queuing for the school during drop-off and pick-up will be provided on-site.

Landscape / Buffers

- 1. All landscaping and buffer requirements set forth in the UDO, including street trees, buffers, landscape screening, and parking / Vehicular Use Areas shall apply.
- 2. A portion of the property is located in the Highway Corridor Overlay District – Urban Transition. The standards set forth in 3.6.5 shall apply for this portion of the property.

Open Space

- 1. The proposed project will meet the required open space requirements per section 4.9 of the Town’s UDO.

Stormwater

- 1. The property is located within a state regulated and protected drainage basin (WS-IIIIP). There is an existing retention pond that collects stormwater for the existing church and parking areas. All proposed stormwater design will be consistent with all aspects of applicable local and state regulations for stormwater management and watershed protection. This will also include erosion and sedimentation control. Best management practices will be utilized in accordance with NCDEQ and shall be maintained as required. Final design and location of these systems will be completed at site plan review.

Utilities (Water / Sewer)

- 1. The current property is served by both water and sewer from the Town of Southern Pines and is adequately available for the proposed development. Final layout and design of these utilities will be provided during final site plan approval and will meet all local utility regulations / design requirements.

#### Grading

1. The overall property has rolling terrain that slopes towards the rear of the property. In order to balance the site and maintain existing vegetation (where feasible), low retaining walls will be required. These locations will be determined during final engineering design.

#### Parking

1. Off-street parking requirements shall apply for the following:
  - a. *Religious Institutions*  
(1) space for every four seats in the portion of the church Building to be used for services plus spaces for any residential use as determined in accordance with the parking requirements set forth above for residential uses, plus (1) space for every 200 square feet of Gross Floor Area designed to be used neither for services nor residential purposes.
  - b. *Elementary / Middle Schools*  
(1.175) spaces per classroom in elementary schools

#### Pedestrian Connections

1. A natural trail path (min. 3' wide) will be provided from the project site to Whitehall Park, located west of the existing parcel. The final location will be determined based on coordination with the Town of Southern Pines, as well as final grading and engineering design.

#### Lighting

1. All lighting on the property will follow the standards set forth in the Town of Southern Pines UDO (Section 4.8). Lighting levels within the parking areas will be provided to meet the UDO standards for safety.

#### Signage

1. Any proposed signage will be designed in conformance with the Town of Southern Pines UDO (Section 4.6).

#### Site Plan

1. Phase 1 Site Plan will include the new School Building ( $\pm 9,000$  sf) and associated parking as depicted on S100 (Exhibit C).
2. Final building layouts / locations for future phases will be determined by engineering design based on architecture, grading, and utilities and shall meet the standards and conditions set forth by this application and the UDO. These future uses / buildings are proposed as depicted on the Overall Master Plan (Exhibit B)

#### Architecture

1. Per Sections 2.26 and 4.10.4, commercial structures, including religious institutions, must comply with the Architectural Standards set forth in the UDO, and are to be approved via an Architectural Compliance Permit.
2. All frontage zone requirements per 4.10.5 shall apply

The descriptions and conditions as described above will apply to the entire project as indicated in the Conditional Zoning District application.

I, JOHN G. MATTHEWS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS/GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

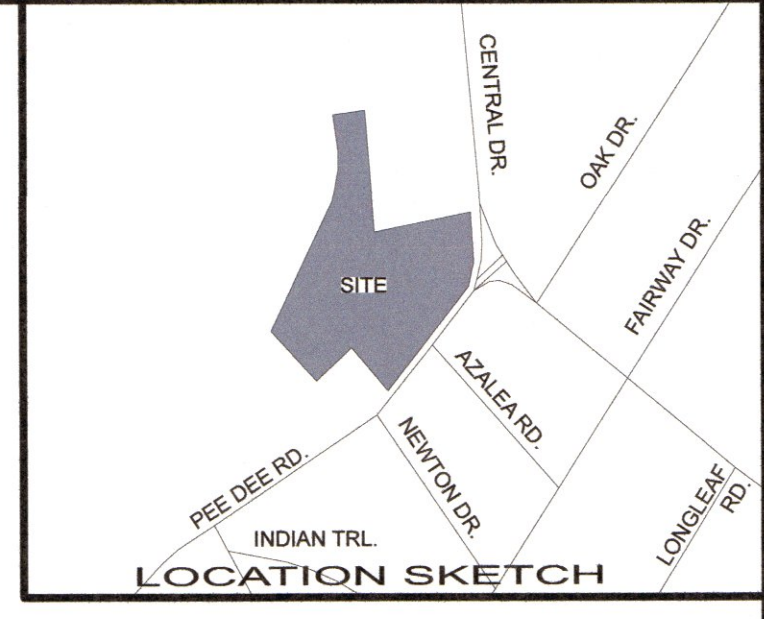
(1) CLASS OF SURVEY, CLASS A  
 (2) POSITIONAL ACCURACY, <math>\pm 0.10''</math>  
 (3) TYPE OF GPS FIELD PROCEDURE, RTK NETWORKS  
 (4) DATES OF SURVEY, OCTOBER 10, 2022  
 (5) DATUM/EPOCH, NAD83(2011)  
 (6) PUBLISHED FIXED CONTROL USE, NC CORS  
 (7) GEOID MODEL, ContinentalUS\_NGS2012B  
 (8) COMBINED GRID FACTOR(S), 0.99996146  
 (9) UNITS, US SURVEY FEET

GRID TO GROUND SCALE POINT:  
 N(y): 530,596.42842355 US SURVEY FEET  
 E(x): 1,882,362.34227503 US SURVEY FEET

I, JOHN G. MATTHEWS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN (SEE REFERENCE TABLE). THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN (SEE REFERENCE TABLE); AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

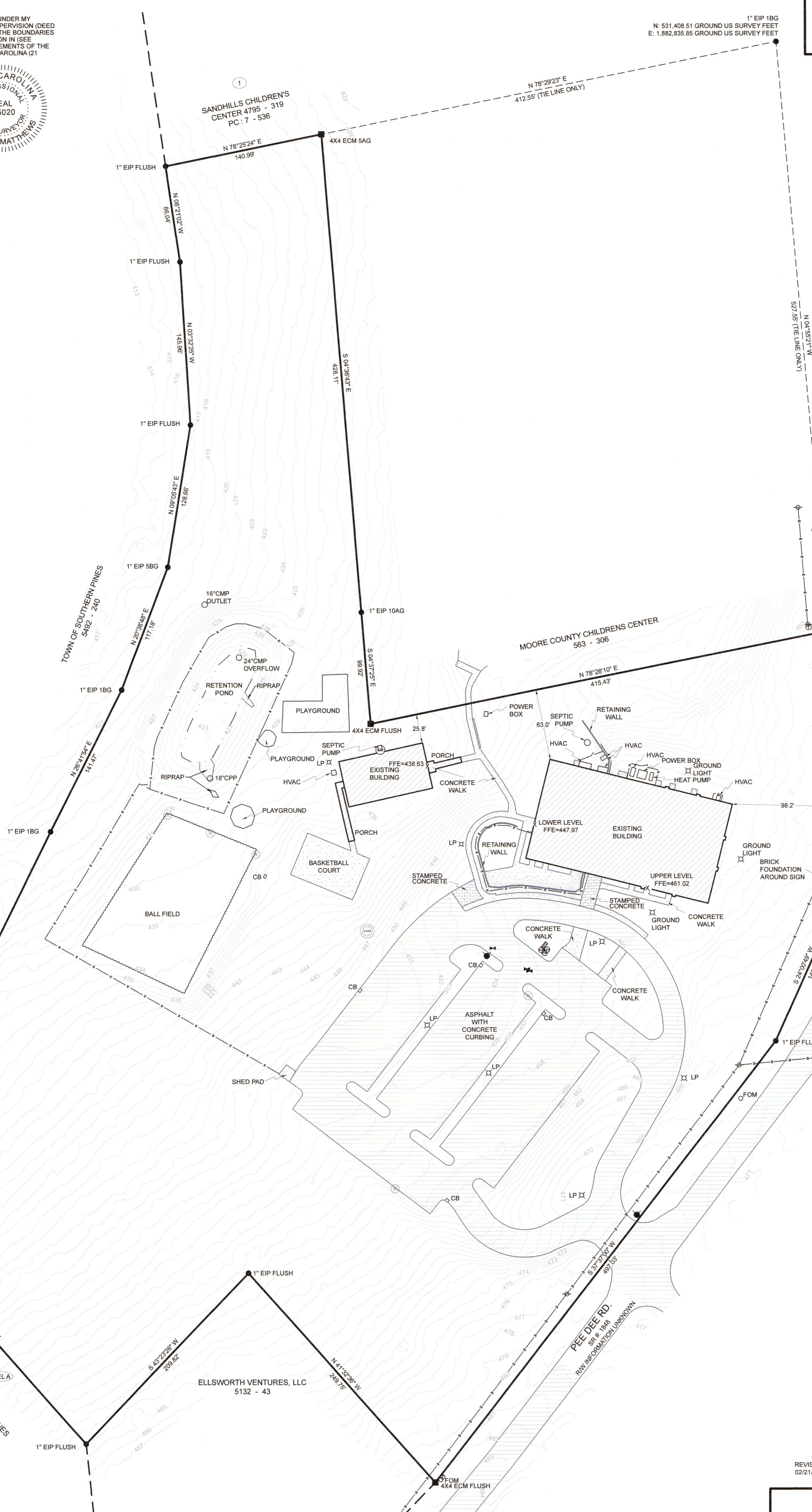
THIS 22<sup>ND</sup> DAY OF FEBRUARY, A.D. 2023  
 PROFESSIONAL LAND SURVEYOR, L-5020

STATE OF NORTH CAROLINA  
 PROFESSIONAL SURVEYOR  
 SEAL  
 L-5020  
 JOHN G. MATTHEWS



**LEGEND OF SYMBOLS & ABBREVIATIONS**

- LP LIGHT POLE
- CP COMPUTED POINT
- EA EXISTING AXLE
- ECM EXISTING CONCRETE MONUMENT
- EIP EXISTING IRON PIPE
- EIS EXISTING IRON STAKE
- NIS NEW IRON STAKE
- FIRE HYDRANT
- GAS VALVE
- POWER POLE
- SANITARY SEWER
- STORM MANHOLE
- TELEPHONE PEDESTAL
- CABLE PEDESTAL
- TRANSFORMER
- WATER METER
- WATER VALVE
- IRRIGATION CONTROL VALVE
- PROPOSED HVAC
- RPZ REDUCED PRESSURE ZONE
- #AG (#) INCHES ABOVE GRADE
- #BG (#) INCHES BELOW GRADE
- CB CATCH BASIN
- CL CENTERLINE
- CO CLEAN OUT
- CMP CORRUGATED METAL PIPE
- CPP CORRUGATED PLASTIC PIPE
- DI DROP INLET
- EJB ELECTRIC JUNCTION BOX
- EM ELECTRIC METER
- EMN EXISTING MAG NAIL
- EOP EDGE OF PAVEMENT
- EPK EXISTING PK NAIL
- ERRS EXISTING RAILROAD SPIKE
- FOM FIBER OPTIC MARKER
- FL FLUSH WITH GRADE
- ICV IRRIGATION CONTROL VALVE
- MBS MINIMUM BUILDING SETBACKS
- NF NOW OR FORMERLY
- NMN NEW MAG NAIL
- RCP REINFORCED CONCRETE PIPE
- R/W RIGHT-OF-WAY
- TBC TOP BACK CURB
- TOC TOE OF CURB
- YI YARD INLET
- FL FLOW LINE
- SPOT ELEVATION
- EXISTING CONTOUR LINES
- PROPOSED CONTOUR LINES
- SURVEYED PROPERTY BOUNDARY
- OTHER SURVEYED LINE
- LINE NOT SURVEYED
- RIGHT-OF-WAY
- OVERHEAD ELECTRIC LINES
- FENCE
- SANITARY SEWER LINES
- TIE LINE



LINE	BEARING	DISTANCE
L1	N 41°58'24" W	10.19'

REVISIONS:  
 02/21/2023 - LOCATE ADDITIONAL IMPROVEMENTS

ASBLT SURVEY FOR:

**SANDHILLS PRESBYTERIAN CHURCH**

DECEMBER 22, 2022

TOWN OF SOUTHERN PINES  
 MCNEILL TOWNSHIP  
 MOORE COUNTY, NORTH CAROLINA

0 50 100 150  
 SCALE 1"=50'

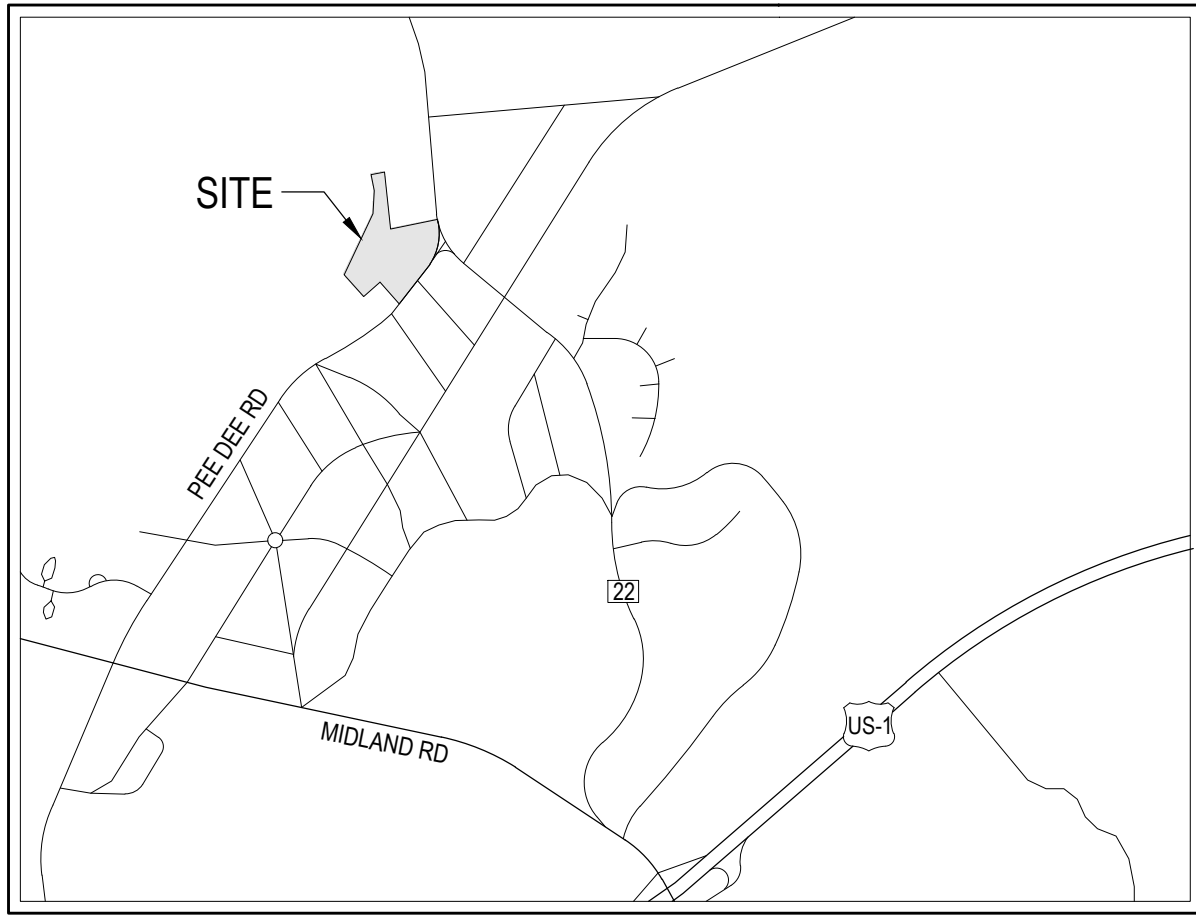
REFERENCE TABLE: DEED BOOK 1483, PAGE 100 PLAT CABINET 7, SLIDE 331 MOORE COUNTY REGISTRY	MINIMUM BUILDING SETBACKS PER UDO: FRONT - 30' SIDE - 15' REAR - 30'
PROPERTY ADDRESS: 650 PEE DEE RD. SOUTHERN PINES, NC 28387	OWNER'S ADDRESS: SANDHILLS PRESBYTERIAN CHURCH 650 PEE DEE RD. SOUTHERN PINES, NC 28387

**MATTHEWS**  
 LAND SURVEYING & MAPPING  
 FIRM LICENSE: P-1343

10 COURTHOUSE SQUARE  
 CARTHAGE, NC 28327  
 910-947-2671

JOB#: 11535

- NOTES:
- ACREAGE DETERMINED BY COORDINATE METHOD
  - TAX PARCEL ID: 99000100
  - ZONING: RS-3
  - PUBLIC WATER SUPPLY WATERSHED: WS-IIIIP
  - THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE SEARCH AND IS SUBJECT TO ANY EASEMENTS OR CONVEYANCES OF RECORD.
  - NO ATTEMPTS MADE TO LOCATE UNDERGROUND UTILITIES
  - CONTOURS ARE GENERATED FROM LIDAR TAKEN FROM SPATIAL DATA DOWNLOAD WEBSITE.

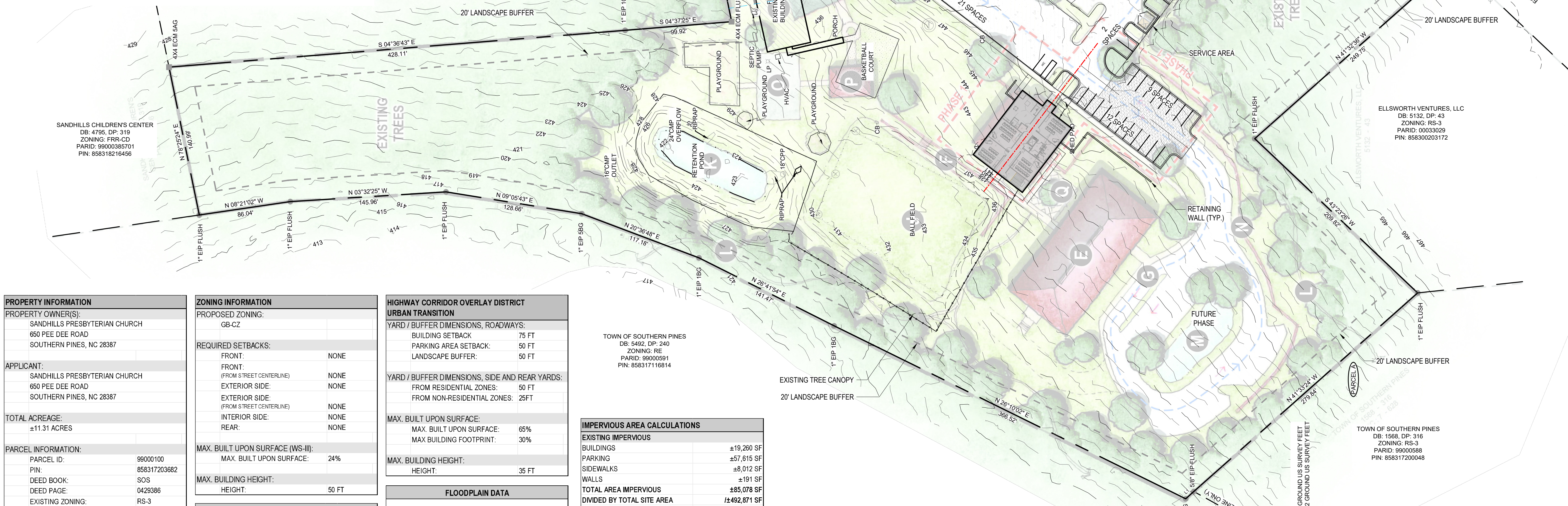


VICINITY MAP  
(NOT TO SCALE)

**2.0 TREE PROTECTION:**

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PREVENTING DAMAGE TO EXISTING TREES LOCATED ALONG ACCESS AND HAUL ROADS, AND ADJACENT TO, OR WITHIN BUILDING CONSTRUCTION SITES AND MATERIAL AND EQUIPMENT STORAGE AREAS. THOSE TREES TO BE SAVED SHALL BE FLAGGED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
- MATERIALS SHALL NOT BE STORED, NOR VEHICLES PARKED WITHIN THE DRIP-LINE OF THE TREE UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT OR OWNER.
- VEHICLES AND EQUIPMENT SHALL NOT BE DRIVEN OVER EXPOSED ROOTS AND ROADS SHALL NOT BE LOCATED WITHIN THE DRIP-LINE OF TREES UNLESS APPROVAL IS OBTAINED FROM THE LANDSCAPE ARCHITECT OR OWNER.
- NO CUTTING OR FILLING OF EXISTING GRADE, TRENCHING OR PRUNING SHALL OCCUR UNLESS SPECIFICALLY DIRECTED BY THE CONSTRUCTION DOCUMENTS, OR WITH WRITTEN CONSENT BY THE LANDSCAPE ARCHITECT OR THE OWNER.
- NO BURNING OF TRASH IS ALLOWED WITHIN 75' OF EXISTING TREES AND CARE SHALL BE TAKEN TO PREVENT ANY SMOKE DAMAGE TO TREES.

LINE	BEARING	DISTANCE
L1	N 41°58'24" W	10.19'



**LEGEND:**

- = PROPERTY BOUNDARY
- - - = EXISTING MAJOR CONTOUR
- - - = EXISTING MINOR CONTOUR
- - - = EXISTING TREE CANOPY

**CAUTION**

THE UTILITIES SHOWN HEREON ARE FOR THE CONTRACTOR'S CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT DEPICTED ON THESE PLANS. THE LANDSCAPE ARCHITECT AND ENGINEER ASSUME NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATIONS OF ALL UTILITIES WITHIN THE PROJECT LIMITS. ALL DAMAGE MADE TO THE EXISTING UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

**PROPERTY INFORMATION**

PROPERTY OWNER(S):  
SANDHILLS PRESBYTERIAN CHURCH  
650 PEE DEE ROAD  
SOUTHERN PINES, NC 28387

APPLICANT:  
SANDHILLS PRESBYTERIAN CHURCH  
650 PEE DEE ROAD  
SOUTHERN PINES, NC 28387

TOTAL ACREAGE:  
±11.31 ACRES

PARCEL INFORMATION:  
PARCEL ID: 99000100  
PIN: 858317203682  
DEED BOOK: SOS  
DEED PAGE: 0428386  
EXISTING ZONING: RS-3

**ZONING INFORMATION**

PROPOSED ZONING:  
GB-CZ

REQUIRED SETBACKS:

FRONT:	NONE
FRONT: (FROM STREET CENTERLINE)	NONE
EXTERIOR SIDE:	NONE
EXTERIOR SIDE: (FROM STREET CENTERLINE)	NONE
INTERIOR SIDE:	NONE
REAR:	NONE

MAX. BUILT UPON SURFACE (WS-III):  
MAX. BUILT UPON SURFACE: 24%

MAX. BUILDING HEIGHT:  
HEIGHT: 50 FT

**HIGHWAY CORRIDOR OVERLAY DISTRICT URBAN TRANSITION**

YARD / BUFFER DIMENSIONS, ROADWAYS:  
BUILDING SETBACK: 75 FT  
PARKING AREA SETBACK: 50 FT  
LANDSCAPE BUFFER: 50 FT

YARD / BUFFER DIMENSIONS, SIDE AND REAR YARDS:  
FROM RESIDENTIAL ZONES: 50 FT  
FROM NON-RESIDENTIAL ZONES: 25 FT

MAX. BUILT UPON SURFACE:  
MAX. BUILT UPON SURFACE: 65%  
MAX BUILDING FOOTPRINT: 30%

MAX. BUILDING HEIGHT:  
HEIGHT: 35 FT

**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(S) NO: 8583  
MAP(S): 3710858300J  
DATE: OCTOBER 17TH 2006

**IMPERVIOUS AREA CALCULATIONS**

EXISTING IMPERVIOUS	AREA
BUILDINGS	±19,260 SF
PARKING	±57,815 SF
SIDEWALKS	±8,012 SF
WALLS	±191 SF
TOTAL AREA IMPERVIOUS	±85,078 SF
DIVIDED BY TOTAL SITE AREA	±492,871 SF
EQUALS PERCENT IMPERVIOUS	17.26%

**PHASE 1 IMPERVIOUS**

EXISTING IMPERVIOUS	AREA
BUILDINGS	±33,643 SF
PARKING	±62,679 SF
SIDEWALKS	±8,085 SF
WALLS	±68 SF
TOTAL AREA IMPERVIOUS	±104,475 SF
DIVIDED BY TOTAL SITE AREA	±492,871 SF
EQUALS PERCENT IMPERVIOUS	21.20%

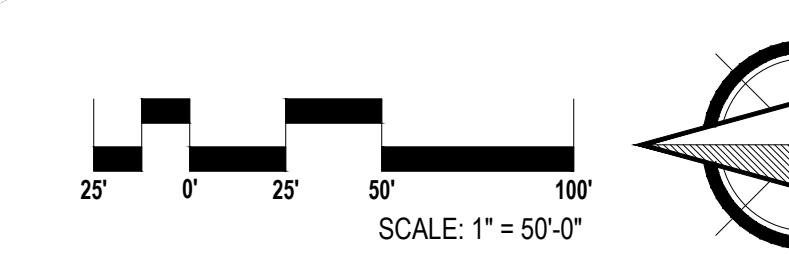
\*FUTURE PHASE WILL REQUIRE A WATERSHED ALLOCATION ABOVE 24%



**ADDITIONAL PARKING CALCULATIONS**

NUMBER OF CLASSROOMS	7
MULTIPLY BY 1.175	X1.175
EQUALS NUMBER OF SPACES REQUIRED	8 SPACES
NUMBER OF SPACES PROVIDED	12 SPACES

TOWN OF SOUTHERN PINES  
DB: 5492, DP: 240  
ZONING: RE  
PARID: 99000591  
PIN: 858317116814



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

**LONGITUDE**  
planning group

10 PARKER LANE (SUITE 3)  
SOUTHERN PINES, NC 28374  
P: 810-492-1146  
W: www.longitudeplanning.com

**SANDHILLS PRESBYTERIAN CHURCH**  
650 PEE DEE ROAD  
SOUTHERN PINES, NORTH CAROLINA

REVISIONS:

SHEET TITLE:  
**SITE PLAN (PHASE 1)**

DATE: 2026-04-06  
DESIGNED BY: JWS  
DRAWN BY: TTK

SCALE: 1" = 50'  
PROJECT #: LPG2024-0006

SHEET #:  
**S100**

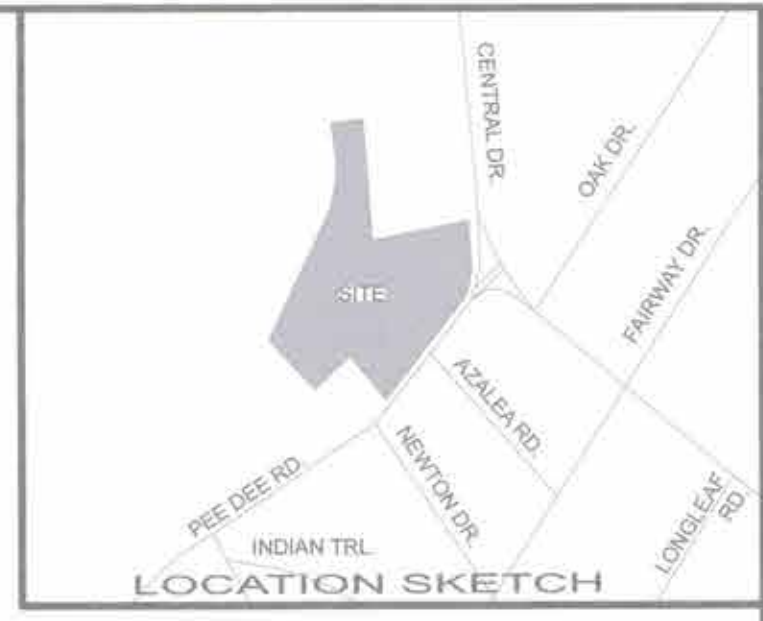
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- (1) CLASS OF SURVEY: CLASS A
- (2) POSITIONAL ACCURACY: <math>\pm 0.10''</math>
- (3) TYPE OF GPS FIELD PROCEDURE: RTK NETWORKS
- (4) DATES OF SURVEY: OCTOBER 10, 2022
- (5) DATUM/EPOCH: NAD83(2011)
- (6) PUBLISHED FIXED-CONTROL USE: NC CORS
- (7) SEOID MODEL: ContinentalUS\_NGS2012B
- (8) COMBINED GRID FACTOR(S): 0.99986148
- (9) UNITS: US SURVEY FEET

GRID TO GROUND SCALE POINT:  
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 E(1): 1,882,362.34227503 US SURVEY FEET

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THIS 20th DAY OF FEBRUARY, A.D. 2023



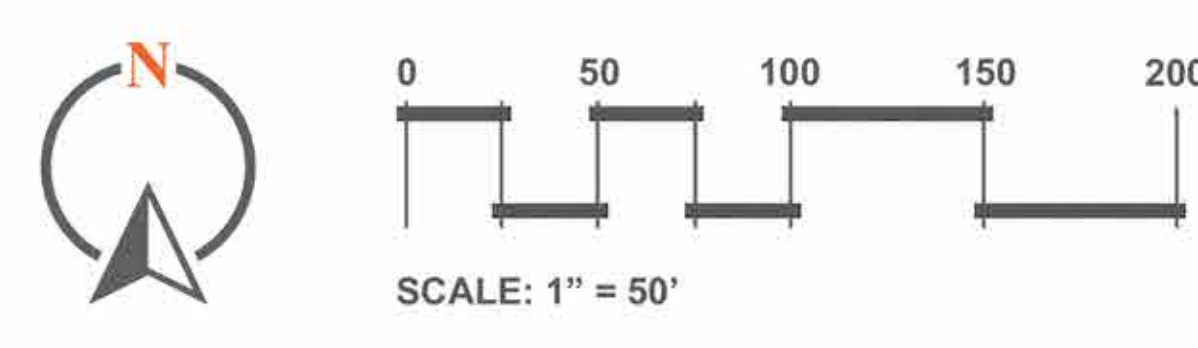
- LEGEND OF SYMBOLS & ABBREVIATIONS**
- LP LIGHT POLE
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  - EIS EXISTING IRON STAKE
  - NIS NEW IRON STAKE
  - FH FIRE HYDRANT
  - GV GAS VALVE
  - PP POWER POLE
  - SS SANITARY SEWER
  - SM STORM MANHOLE
  - TP TELEPHONE PEDESTAL
  - CP CABLE PEDESTAL
  - TR TRANSFORMER
  - WM WATER METER
  - WV WATER VALVE
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  - PROPOSED HVAC
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  - EPK EXISTING PK NAIL
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  - FL FLUSH WITH GRADE
  - ICV IRRIGATION CONTROL VALVE
  - MBS MINIMUM BUILDING SETBACKS
  - NIF NOW OR FORMERLY
  - NMN NEW MAG NAIL
  - RCP REINFORCED CONCRETE PIPE
  - R/W RIGHT-OF-WAY
  - TBC TOP BACK CURB
  - TDC TIE OF CURB
  - YI YARD INLET
  - FL FLOW LINE
  - SE SPOT ELEVATION
  - EX EXISTING CONTOUR LINES
  - PR PROPOSED CONTOUR LINES
  - SB SURVEYED PROPERTY BOUNDARY
  - OS OTHER SURVEYED LINE
  - NS LINES NOT SURVEYED
  - ROW RIGHT-OF-WAY
  - OE OVERHEAD ELECTRIC LINES
  - F FENCE
  - SS SANITARY SEWER LINES
  - TL TIE LINE



- FUTURE PHASES**
- E** Phase 2 - (15) Classrooms - 2-Story
  - F** Seating Terrace
  - G** Drop-off Area
  - H** Stacking / Car Line
  - I** Existing Modular (To be removed)
  - J** Existing Open Field / Play Area (Expand)
  - K** Existing Stormwater Area
  - L** Proposed Trail (Connect to Southern Pines Trail System)
  - M** Proposed Stormwater Area
  - N** Proposed Retaining Wall
  - O** Relocated Basketball Court
  - P** Proposed Pavilion
  - Q** Outdoor Classroom
  - R** Proposed Campanella

- PHASE 1**
- A** Phase 1 - (7) Classrooms / Future Admin (2-Story Walk-out)
  - B** Phase 1 - Proposed Porte-cochère
  - C** Phase 1 - Proposed Rear Patio
  - D** Phase 1 - Proposed Front Patio

**CONCEPTUAL MASTER PLAN**  
**FEBRUARY 9, 2026**



**DISCLAIMER:**  
 THIS PLAN IS CONCEPTUAL IN NATURE AND IS SUBJECT TO CHANGE BASED ON FINAL DESIGN AND ENGINEERING



**RED-COCKADED WOODPECKER  
FORAGING HABITAT ANALYSIS AND BIOLOGICAL  
ASSESSMENT FOR IMPROVEMENTS TO  
SANDHILLS PRESBYTERIAN CHURCH,  
SOUTHERN PINES, MOORE COUNTY, NORTH CAROLINA**

**27 January 2025**

Prepared By:

**Ms. Alicia Jackson and Dr. J.H. Carter III  
Dr. J.H. Carter III & Associates, Inc.  
Environmental Consultants  
515 F Midland Road  
Southern Pines, North Carolina 28387**

Submitted to:

**Mr. R. Scott Boulton  
Sandhills Presbyterian Church  
650 Pee Dee Road  
Southern Pines, NC 28387**

**RED-COCKADED WOODPECKER**  
**FORAGING HABITAT ANALYSIS AND BIOLOGICAL ASSESSMENT**  
**FOR IMPROVEMENTS TO**  
**SANDHILLS PRESBYTERIAN CHURCH,**  
**SOUTHERN PINES, MOORE COUNTY, NORTH CAROLINA**

**1. INTRODUCTION**

Sandhills Presbyterian Church is proposing to expand their existing church building and construct additional facilities on their 11.38 acre property on Pee Dee Road, Southern Pines, Moore County, North Carolina (NC). The proposed project will impact foraging habitat associated with an active cluster (SOPI 26) of the federally Threatened red-cockaded woodpecker (*Dryobates borealis*) (RCW). This assessment evaluates the impacts of this project on the RCW pursuant to Section 9 of the Endangered Species Act (ESA), as amended.

**2. PROJECT AREA**

The project is located in the Greater Sandhills of south-central NC (Figure 1), an area characterized by pine-forested, gently rolling topography and sandy soils. Elevations in the immediate project area range from 400-500 feet (ft.) above mean sea level. Upland soils are well drained and consist predominantly of Candor sand and Ailey, Gilead and Vaucluse loamy sands (US Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) 2019). The most widespread wetland soil is Bibb loam. The project area is located in the Cape Fear River Basin. Major hydrological features include Reservoir Park Lake, Mill Creek and unnamed tributaries thereof.

Historically, upland vegetative communities in the project area were predominantly Xeric Sandhill Scrub, Pine-Scrub Oak Sandhill and Mesic Pine Savanna. The most widespread palustrine communities were Streamhead Pocosin and Coastal Plain Small Stream Swamp.

The Xeric Sandhill Scrub community had a longleaf pine (*Pinus palustris*) overstory, turkey oak (*Quercus laevis*) understory and a Carolina wiregrass (*Aristida stricta*) ground cover. It occurred on very dry sandy sites such as ridges. The Pine-Scrub Oak Sandhill community had

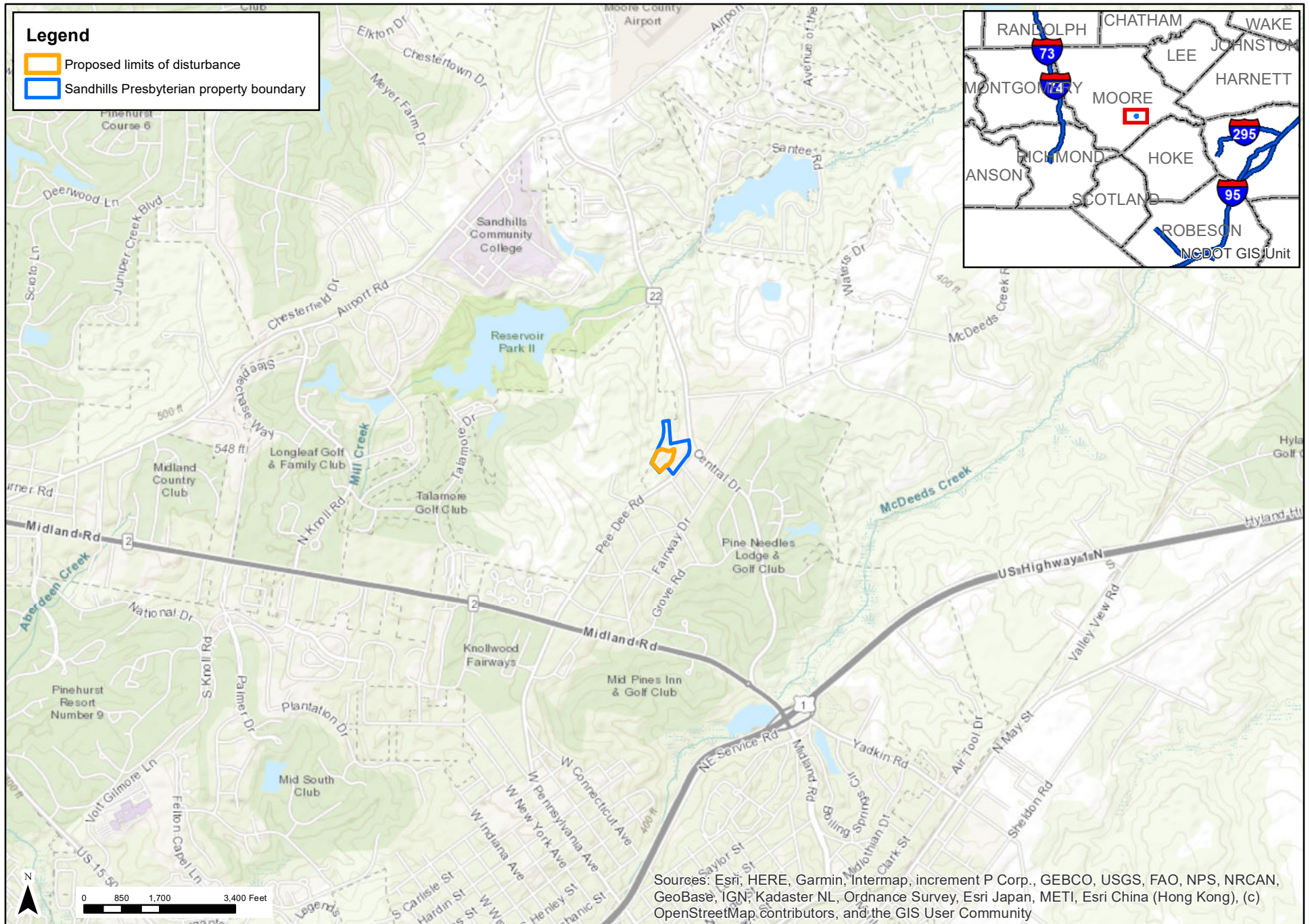


Figure 1. Location of the Sandhills Presbyterian Church, Southern Pines, Moore County, North Carolina.

a longleaf pine overstory, mixed scrub oak (*Quercus* spp.) or xeric hardwood understory and an often-diverse ground cover dominated by Carolina wiregrass.

Mesic Pine Savanna on frequently burned, undisturbed sites typically had a canopy of longleaf pine and an open or sparse midstory of mesic hardwoods, especially sweetgum (*Liquidambar styraciflua*). The ground cover was dominated by Carolina wiregrass and a very diverse assemblage of herbaceous plants. In unburned or rarely burned sites, the midstory was sparse to dense and the ground cover was sparser and less diverse, sometimes dominated by bracken fern (*Pteridium latiusculum*).

Streamhead Pocosins occurred in small drainages, on poorly drained flats and along some of the larger streams. Dense thickets of shrubs and vines characterized this habitat, along with an overstory of pond pine (*P. serotina*), sometimes mixed with loblolly pine (*P. taeda*), tulip poplar (*Liriodendron tulipifera*), swamp blackgum (*Nyssa biflora*) and red maple (*Acer rubrum*). Typical understory vegetation consisted of swamp red bay (*Tamala palustris*), fetterbush (*Lyonia lucida*), sweet gallberry (*Ilex coriacea*), inkberry (*I. glabra*), titi (*Cyrilla racemiflora*), sweet pepperbush (*Clethra alnifolia*), switch cane (*Arundinaria tecta*) and laurel-leaved greenbrier (*Smilax laurifolia*). Cinnamon fern (*Osmundastrum cinnamomeum*) was common in the sparse herb layer. Small stands of Atlantic white cedar (*Chamaecyparis thyoides*) sometimes occurred in these communities.

Coastal Plain Small Stream Swamp communities were found along small to medium-sized streams and were predominantly forested with swamp blackgum, red maple, tulip poplar and pond pine. Midstory species included red maple, sweetbay magnolia (*Magnolia virginiana*) and titi and understory species included coastal fetterbush (*Leucothoe axillaris*), Virginia sweetspire (*Itea virginica*) and yellowroot (*Xanthorhiza simplicissima*). The ground cover was typically sparse with cinnamon fern and netted chain-fern (*Lorinseria areolata*).

The Sandhills area contains the second largest metapopulation of RCWs and is a designated Primary Core Recovery Population (US Fish and Wildlife Service (USFWS) 2003). This metapopulation includes RCWs on the Fort Liberty Military Reservation, Camp Mackall, Sandhills Game Land (SGL), Calloway Tract, McCain Tract, Carver's Creek State Park, Weymouth Woods Sandhills Nature Preserve and private lands around Southern Pines and Pinehurst (SOPI). In 2005, the Sandhills East Primary Core Population, which includes Fort Liberty, reached its population goal of 350 potential breeding groups (pbgs) (USFWS 2006) and

the Sandhills West Essential Support Population, which includes the SGL and Camp Mackall, reached its population goal of 100 pbgs in 2002 (NC Sandhills Conservation Partnership, unpublished data).

### **3. PROJECT SITE**

The project site is located on Pee Dee Road (Rd.) (State Route (SR) 1848) just west of its convergence with NC Highway (Hwy.) 22 in Southern Pines, Moore County, NC (Figure 2). The site is bordered by the Sandhills Children’s Center to the north, the Town of Southern Pines’ Whitehall at Reservoir Park to the west and southwest, a private parcel to the south and SR 1848 and Hwy. 22 to the east.

### **4. PROJECT DESCRIPTION**

Proposed construction on the Sandhills Presbyterian campus include construction of 2 new buildings with classrooms and administrative offices, expansion of the church and a pavilion (Figure 2). Additional improvements will include a relocated basketball court, a new stormwater pond, new parking areas, an outdoor classroom and a walking trail to connect with the Southern Pines trail system. Construction will be completed in phases, beginning with one classroom building and associated parking.

### **5. METHODS**

Natural vegetative communities were classified according to Schafale (2023) and plant nomenclature follows Weakley et. al (2024).

#### **5.1. RCW Survey**

All cavity trees associated with Cluster SOPI 26 were visited by JCA or Sandhills Ecological Institute (SEI) biologists in the spring and summer of 2024 and their activity status and other attributes were updated.

The Sandhills Presbyterian Church property, the adjacent Town of Southern Pines property and additional areas within 0.5 mile of the affected RCW cluster (SOPI 26) were surveyed for RCW cavity trees in October 2024 by a qualified JCA biologist (JCA 2024a, b).

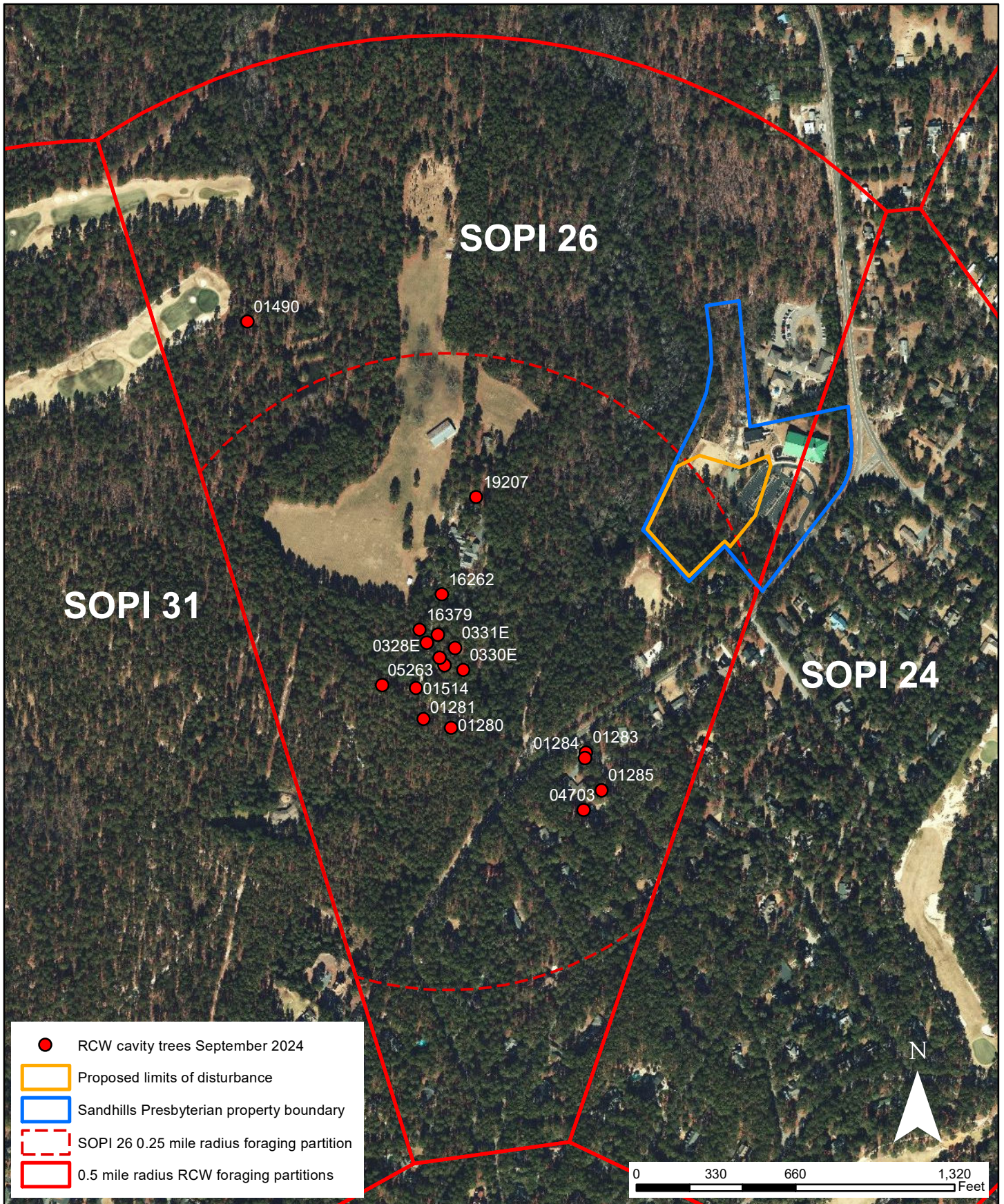


Figure 2. Location of the proposed limits of disturbance for improvements to Sandhills Presbyterian Church, Southern Pines, Moore County, North Carolina. Also shown are cavity trees and the foraging habitat partition associated with red-cockaded woodpecker (*Dryobates borealis*) (RCW) SOPI Cluster 26.

Surveys were conducted and transects spaced so that all potential RCW nesting habitat (defined as pine or pine-hardwood stands potentially containing pines  $\geq$  60 years old) was viewed at least once (USFWS 2003).

## **5.2. Foraging Habitat Analysis**

A foraging habitat analysis (FHA) was completed for SOPI 26 in October 2024 for an unrelated project (JCA 2024a). North-south transects were plotted on aerial photography 5 chains apart (1 chain = 66 ft.) within the 0.5-mile radius RCW foraging habitat partition. Sample plots were placed 5 chains apart along the transect lines. Foraging substrate was measured with a 10-factor basal area (BA) prism using the prism-plot method. Pine BA, the number of pine stems  $\geq$  4 inches in diameter at breast height (dbh) in 2-inch diameter classes and the age of a representative dominant pine were obtained in each plot.

Stands were delineated in the field on aerial photographs according to characteristics such as pine age or density. Hardwood encroachment in a given pine stand was assessed by the density and height of the midstory in accordance with the 2003 RCW Recovery Plan (USFWS 2003) and its designation of quality requirements for RCW foraging habitat. Determining midstory density was subjective, but followed these basic criteria: a stand with a sparse hardwood midstory had few or no hardwoods present, a stand with a dense hardwood midstory had limited visibility and movement through the stand was difficult, and a stand with a moderately dense hardwood midstory was intermediate. Each habitat type was further subdivided according to hardwood midstory height. Midstory hardwoods less than 7 ft. in height were considered low, hardwoods 7-15 ft. high were considered medium and hardwoods more than 15 ft. high were considered tall.

Impacts were assessed pursuant to Section 9 of the Endangered Species Act, as amended, using the 2003 RCW Recovery Plan – Standard for Managed Stability (SMS) foraging habitat guidelines (USFWS 2003). The SMS requires a minimum of 3,000 square feet (ft.<sup>2</sup>) of pine BA in stems  $\geq$  10 inches dbh on at least 75 acres of good quality foraging habitat as defined below (USFWS 2003).

1. Pine stands must be at least 30 years of age or older.
2. Average BA of pines  $\geq$  10 inches dbh should be between 40 and 70 ft.<sup>2</sup>/acre.

3. Average BA of pines < 10 inches dbh should be less than 20 ft.<sup>2</sup>/acre.
4. No hardwood midstory exists, or if a midstory is present, it must be sparse and less than 7 ft. in height.
5. Total stand BA, including overstory hardwoods, should be < 80 ft.<sup>2</sup>/acre.

Additionally, it is recommended that all land counted as foraging habitat be within 200 ft. of another foraging stand or the cluster and all stands counted as foraging habitat be within 0.25 mile of the cluster (USFWS 2003).

USFWS guidance (W. McDearman, USFWS, pers. comm.) since the 2003 Recovery Plan has established the following clarifications of the total stand BA requirement:

- Overstory hardwood BA must be  $\leq 10$  ft.<sup>2</sup>/acre.
- Total stand BA can exceed 80 ft.<sup>2</sup>/acre if the maximum limits for overstory hardwood BA and pines < 10 inches dbh are not exceeded, and the BA in pines 10-14 inches dbh is 40-70 ft.<sup>2</sup>/acre (in other words, the excess BA is comprised of pines  $\geq 14$  inches dbh) (W. McDearman, USFWS, personal communication).

Pine stands that met the SMS overstory guidelines and had a sparse midstory, a moderately dense midstory that was low in height or a dense midstory that was low in height were considered “suitable” foraging habitat.

“Potentially suitable habitat” was described as stands that met all minimum requirements, but exceeded the maximum limits for pine BA in certain dbh classes, hardwood midstory density/height and/or overstory hardwood density. These stands have the necessary pine BA and could meet the SMS with midstory removal, prescribed burning and/or thinning. Stands with suitable overstory characteristics containing a moderately dense or dense midstory that was moderate or tall in height were categorized as potentially suitable.

All pine-dominated stands that did not fall into the suitable or potentially suitable categories were classified as “future potential habitat.” These stands will require time and management to meet the SMS requirements.

Foraging habitat available for a cluster was first evaluated using a 0.25-mile radius foraging partition. If the minimum SMS requirements were not met within the 0.25-mile radius partition, a 0.50 mile radius partition was used.

RCW foraging habitat separated by more than 200 ft. from other foraging habitat was considered non-contiguous and was not counted as available habitat (USFWS 2003).

The acreage for each stand was calculated using ArcGIS software. These acreages were multiplied by the average pine BA and stems per acre calculated for each stand to determine the total amount of foraging substrate available within the foraging habitat partition.

Foraging habitat impacts within the RCW partition were calculated using project designs and input from Longitude Planning Group, PLLC.

## **6. RESULTS**

### **6.1. RED-COCKADED WOODPECKER (*DRYOBATES BOREALIS*)**

The RCW is a small black and white woodpecker with horizontal bars on its back, spotted flanks and a white belly. The cap and chin stripe are black and the male has a small red spot on each side of the black cap that is difficult to see. RCWs are most easily identified by the large white cheek patch that distinguishes them from similar species (USFWS 2003).

The RCW is endemic to mature, fire-maintained pine forests in the southeastern United States, where it was historically common. Typical nesting habitat includes pine or pine-hardwood stands with a minimum age of 80 to 120 years where the RCW excavates nest and roost cavities in living pines. The RCW requires a large area of pines  $\geq 30$  years old for foraging habitat with a preference for pine trees  $\geq 14$  inches dbh (Walters et al. 2002). Logging, fire exclusion and conversion of forestlands to agricultural and other uses have destroyed most of this species' habitat.

### **6.2. RCW CLUSTERS IMPACTED BY THE PROJECT**

No previously undocumented RCW cavity trees were found during ground surveys of the project site or within the SOPI Cluster 26 0.5-mile foraging partition in October 2024 (JCA 2024a, b).

In 2024, SOPI 26 contained 18 trees with RCW cavities in various stages of completion and suitability. Three cavities were active and 3 cavities were possibly active. SOPI Cluster 26 has been active for over 20 years and the group successfully nested and fledged 3 young in 2024 (Sandhills Ecological Institute, unpublished data).

### **6.3. FORAGING HABITAT ANALYSIS**

Foraging habitat analyses using the SMS for SOPI Cluster 26 are summarized below.

#### **6.3.1. 0.25 mile radius foraging habitat totals**

Within the 0.25 mile radius foraging habitat partition for SOPI Cluster 26, the pre-project SMS foraging habitat totals were 6,649.91 ft<sup>2</sup> of pine BA on 50.56 acres of suitable habitat and 2,552.77 ft<sup>2</sup> of pine BA on 23.81 acres of potentially suitable habitat (Figure 3, Table 1).

The proposed improvements to the Sandhills Presbyterian Church will remove 42.37 ft<sup>2</sup> of pine BA on 2.06 acres of potentially suitable habitat within the 0.25-mile radius foraging partition (Table 1).

The post-project SMS foraging habitat totals are 6,649.91 ft<sup>2</sup> of pine BA on 50.56 acres of suitable habitat and 2,510.40 ft<sup>2</sup> of pine BA on 21.75 acres of potentially suitable habitat (Figure 3, Table 1). This cluster will not meet the SMS requirements post-project within a 0.25-mile radius foraging partition due to a lack of acreage (deficient by 2.69 acres, using suitable and potentially suitable acreage).

#### **6.3.2. 0.5 mile radius foraging habitat totals**

Within the 0.5 mile radius foraging habitat partition for SOPI Cluster 26, the pre-project SMS foraging habitat totals were 10,391.21 ft<sup>2</sup> of pine BA on 89.76 acres of suitable habitat and 4,788.10 ft<sup>2</sup> of pine BA on 68.66 acres of potentially suitable habitat (Figure 3, Table 2).

The proposed improvements to the Sandhills Presbyterian Church will remove 124.58 ft<sup>2</sup> of pine BA on 2.44 acres of potentially suitable habitat (Table 2).

The post-project SMS foraging habitat totals are 10,391.21 ft<sup>2</sup> of pine BA on 89.76 acres of suitable habitat and 4,663.52 ft<sup>2</sup> of pine BA on 66.22 acres of potentially suitable habitat (Figure 3, Table 2). This cluster will meet the SMS requirements post-project within the 0.5 mile radius foraging partition.

## **7. BIOLOGICAL CONCLUSION**

The proposed driveway and parking lot project will remove approximately 2.44 acres of potentially suitable RCW foraging habitat from the foraging partition associated with active SOPI Cluster 26. This cluster meets the SMS guidelines post-project using suitable habitat

Table 1. Red-cockaded woodpecker (*Dryobates borealis*) (RCW) foraging habitat totals using the Standard for Managed Stability (USFWS 2003) within the 0.25 mile radius foraging habitat partition for SOPI Cluster 26, Southern Pines, Moore County, North Carolina. Habitat impacts assessed for proposed improvements to Sandhills Presbyterian Church, January 2025.

Stand ID	Forested Habitat (acres)	Avg. Stand Age (years)	4.0-9.9 inches dbh		10-13.9 inches dbh		≥ 14.0 inches dbh		≥ 10.0 inches dbh		Overstory Hardwood BA	Pine Density ≥10 in. dbh	Hardwood Midstory Density	Hardwood Midstory Height	Suitable Habitat				Potentially Suitable Habitat				Future Potential Habitat											
			Avg. Stems	Avg. BA	Avg. Stems	Avg. BA	Avg. Stems	Avg. BA	Avg. Stems	Avg. BA					Pre-project		Removals		Pre-project		Removals		Pre-project		Removals									
															Acres	BA	Acres	BA	Acres	BA	Acres	BA	Acres	BA										
A	12.51	95	59.01	17.78	59.71	46.67	28.79	47.78	88.50	94.44	0.00	Dense	Sparse	Moderate	12.51	1509.21																		
														<b>Sub-total</b>	<b>12.51</b>	<b>1,509.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
B	1.89	116	19.19	4.00	3.36	2.50	24.96	46.50	28.32	49.00	0.00	Moderate	Moderate	Tall					1.89	931.00	0.86	42.37												
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.89</b>	<b>931.00</b>	<b>0.86</b>	<b>42.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
C	17.29	102	5.66	2.50	23.59	21.25	74.08	113.75	97.67	135.00	0.00	Dense	Sparse	Low	17.29	2,332.80																		
														<b>Sub-total</b>	<b>17.29</b>	<b>2,332.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
D	15.63	95	7.55	3.33	58.55	50.00	65.70	93.33	124.50	143.33	0.00	Dense	Sparse	Low	15.63	2,269.25																		
														<b>Sub-total</b>	<b>15.63</b>	<b>2,269.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
E	12.59	106	12.98	4.55	32.71	26.36	36.83	61.36	69.54	87.73	0.00	Dense	Moderate	Tall					12.59	1,127.28														
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12.59</b>	<b>1,127.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
F	5.13	99	49.33	15.00	49.10	36.67	33.12	55.00	82.22	91.67	0.00	Dense	Sparse	Low	5.13	538.65																		
														<b>Sub-total</b>	<b>5.13</b>	<b>538.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
G	9.32	94	0.00	0.00	11.49	9.00	23.60	44.00	35.09	53.00	0.00	Moderate	Dense	Tall					9.33	494.49	1.19													
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.33</b>	<b>494.49</b>	<b>1.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Total</b>	<b>74.36</b>													<b>50.56</b>	<b>6,649.91</b>	<b>0.00</b>	<b>0.00</b>	<b>23.81</b>	<b>2,552.77</b>	<b>2.06</b>	<b>42.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

BA = basal area  
 dbh = diameter at breast height  
 S&P = Suitable + Potentially Suitable habitat  
 Value does not meet Standard for Managed Stability requirements.  
 Dense pine stands with a BA of >80 ft<sup>2</sup>/acre were counted as suitable only if the excess BA was in pines >14 inches dbh (USFWS personal communication).

**Stand Descriptions**  
 Stand A - Dense, approximately 95 year old, longleaf pine habitat.  
 Stand B - Moderately dense 116 year old longleaf pine habitat with a moderately dense, tall midstory.  
 Stand C - Dense 102 year old longleaf pine habitat with a sparse, low midstory.  
 Stand D - Dense 95 year old longleaf pine habitat in a residential area.  
 Stand E - Dense 106 year old longleaf pine habitat with a moderately dense, tall midstory.  
 Stand F - Dense 99 year old longleaf pine habitat with a sparse, low midstory.  
 Stand G - Moderately dense 94 year old longleaf pine habitat with a dense, tall midstory.

Acreage	Suitable	Potential	Future	Totals	Total S&P
Total Pre-Project	50.56	23.81	0.00	74.37	<b>74.37</b>
Total Removals	0.00	2.06	0.00	2.06	<b>2.06</b>
Total Post-Project	50.56	21.75	0.00	72.31	<b>72.31</b>
<b>BA</b>					
Total Pre-Project	6,649.91	2,552.77	0.00	9,202.68	<b>9,202.68</b>
Total Removals	0.00	42.37	0.00	42.37	<b>42.37</b>
Total Post-Project	6,649.91	2,510.40	0.00	9,160.31	<b>9,160.31</b>

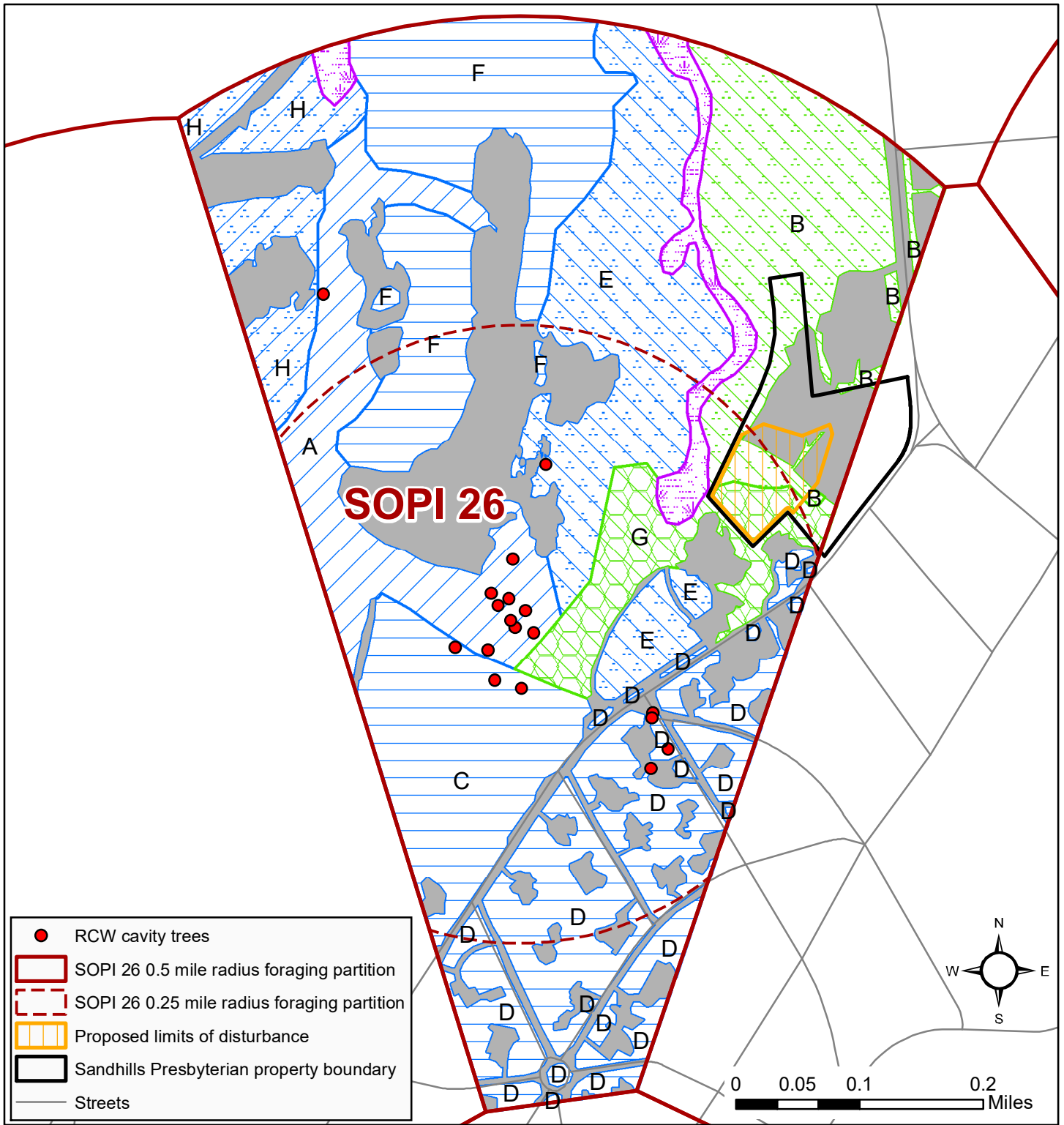


Figure 3. Red-cockaded woodpecker (*Dryobates borealis*) (RCW) habitat within the 0.25- and 0.5-mile radius foraging habitat partitions for SOPI Cluster 26, Southern Pines, Moore County, North Carolina. Also shown are the limits of disturbance for proposed improvements at Sandhills Presbyterian Church.

Table 2. Red-cockaded woodpecker (*Dryobates borealis*) (RCW) foraging habitat totals using the Standard for Managed Stability (USFWS 2003) within the 0.5 mile radius foraging habitat partition for Cluster SOPI 26, Southern Pines, Moore County, North Carolina. Habitat impacts assessed for proposed improvements to Sandhills Presbyterian Church, January 2025.

Stand ID	Forested Habitat (acres)	Avg. Stand Age (years)	4.0-9.9 inches dbh		10-13.9 inches dbh		≥ 14.0 inches dbh		≥ 10.0 inches dbh		Overstory Hardwood BA	Pine Density ≥10 in. dbh	Hardwood Midstory Density	Hardwood Midstory Height	Suitable Habitat				Potentially Suitable Habitat				Future Potential Habitat															
			Pre-project		Removals		Pre-project		Removals						Pre-project		Removals																					
			Acres	BA	Acres	BA	Acres	BA	Acres	BA					Acres	BA	Acres	BA	Acres	BA																		
<b>A</b>	19.04	90	59.01	17.78	59.71	46.67	28.79	47.78	88.50	94.44	0.00	Dense	Sparse	Moderate	19.04	1798.24																						
														<b>Sub-total</b>	<b>19.04</b>	<b>1,798.24</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>B</b>	22.04	103	19.19	4.00	3.36	2.50	24.96	46.50	28.32	49.00	0.00	Moderate	Moderate	Tall					22.04	1,080.16	1.22	59.84																
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22.04</b>	<b>1,080.16</b>	<b>1.22</b>	<b>59.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>C</b>	17.36	100	5.66	2.50	23.59	21.25	74.08	113.75	97.67	135.00	0.00	Dense	Sparse	Low	17.36	2,343.07																						
														<b>Sub-total</b>	<b>17.36</b>	<b>2,343.07</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>D</b>	26.28	96	7.55	3.33	58.55	50.00	65.70	93.33	124.50	143.33	0.00	Dense	Sparse	Low	26.28	3,767.14																						
														<b>Sub-total</b>	<b>26.28</b>	<b>3,767.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>E</b>	27.45	106	12.98	4.55	32.71	26.36	36.83	61.36	69.54	87.73	0.00	Dense	Moderate	Tall					27.45	2,408.62		0.00																
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.45</b>	<b>2,408.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>F</b>	27.08	97	49.33	15.00	49.10	36.67	33.12	55.00	82.22	91.67	0.00	Dense	Sparse	Low	27.08	2,482.76																						
														<b>Sub-total</b>	<b>27.08</b>	<b>2,482.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>G</b>	9.80	94	0.00	0.00	11.49	9.00	23.60	44.00	35.09	53.00	0.00	Moderate	Dense	Tall					9.80	519.31	1.22	64.74																
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.80</b>	<b>519.31</b>	<b>1.22</b>	<b>64.74</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>H</b>	9.36	95	49.39	10.00	38.66	31.67	27.89	51.67	66.55	83.33	0.00	Dense	Moderate	Moderate					9.36	780.01																		
														<b>Sub-total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.36</b>	<b>780.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Total</b>	<b>158.42</b>														<b>89.76</b>	<b>10,391.21</b>	<b>0.00</b>	<b>0.00</b>	<b>68.66</b>	<b>4,788.10</b>	<b>2.44</b>	<b>124.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				

BA = basal area  
 dbh = diameter at breast height  
 S&P = Suitable + Potentially Suitable habitat

Value does not meet Standard for Managed Stability requirements.

Dense pine stands with a BA of >80 ft<sup>2</sup>/acre were counted as suitable only if the excess BA was in pines >14 inches dbh (USFWS personal communication).

**Stand Descriptions**

Stand A - Dense, approximately 90 year old, longleaf pine habitat.

Stand B - Moderately dense 103 year old longleaf pine habitat with a moderately dense, tall midstory.

Stand C - Dense 100 year old longleaf pine habitat with a sparse, low midstory.

Stand D - Dense 96 year old longleaf pine habitat in a residential area.

Stand E - Dense 106 year old longleaf pine habitat with a moderately dense, tall midstory.

Stand F - Dense 97 year old longleaf pine habitat with a sparse, low midstory.

Stand G - Moderately dense 94 year old longleaf pine habitat with a dense, tall midstory.

Stand H - Dense, approximately 95 year old, pine-scrub oak habitat.

Acreage	Suitable	Potential	Future	Totals	Total S&P
Total Pre-Project	89.76	68.66	0.00	158.42	158.42
Total Removals	0.00	2.44	0.00	2.44	2.44
Total Post-Project	89.76	66.22	0.00	155.98	155.98
<b>BA</b>					
Total Pre-Project	10,391.21	4,788.10	0.00	15,179.31	15,179.31
Total Removals	0.00	124.58	0.00	124.58	124.58
Total Post-Project	10,391.21	4,663.52	0.00	15,054.73	15,054.73

within its 0.5 mile radius foraging habitat partition. No disturbance or clearing within 50 ft. of cavity trees will occur.

**Biological Determination: May Affect, Not Likely to Adversely Affect**

## 8. LITERATURE CITED

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*Traffic Impact Analysis*

Sandhills Presbyterian  
Southern Pines, NC

Prepared for:  
Longitude Planning Group, PLLC

**Kimley»Horn**

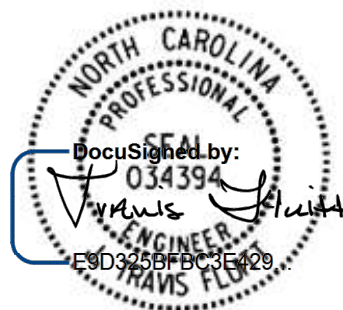
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Page 89 of 115

Traffic Impact Analysis for  
**Sandhills Presbyterian**  
Southern Pines, North Carolina

Prepared for:  
**Longitude Planning Group, PLLC**  
Southern Pines, North Carolina

Prepared by:  
**Kimley-Horn and Associates, Inc.**  
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421 Fayetteville Street, Suite 600  
Raleigh, NC 27601  
(919) 677-2000



1/28/2026

**January 2026**  
**015153000**

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

## Executive Summary

Kimley-Horn and Associates, Inc. has performed a Traffic Impact Analysis for the proposed expansion of Sandhills Presbyterian Church and of Covenant Preparatory School, located on the northwest quadrant NC 22 (Central Drive) and Pee Dee Road in Southern Pines, NC. The church is proposing to expand their existing fellowship hall. Covenant Preparatory School currently operates out of the existing fellowship hall with approximately 140 students in grades K-8. The proposed expansion will happen in two phases. The first phase will add a new building on the west side of campus with Covenant Preparatory School relocating to this building with no increase in enrollment. The second phase will include a second larger building and increase enrollment to 220 students in grades K-8. As there is no change in enrollment with the first phase, no analysis was prepared for that scenario. The site is currently accessed via a full movement driveway along Pee Dee Road, and no changes to site access are proposed with the expansion. Build-out of the development is anticipated by the year 2030.

This report presents trip generation, distribution, traffic analyses, and recommendations for transportation improvements required to meet anticipated traffic demands in conjunction with the development. The traffic conditions studied include the existing (2025) traffic condition and the projected (2030) background and build-out traffic conditions. The weekday AM and school PM peak hours were studied.

### Study Intersections

The following study intersections were included in this analysis:

- NC 22 (Central Drive) at Pee Dee Road
- Pee Dee Road at Azalea Road/Existing Site Access

### Existing Traffic Data

Weekday AM (7:00 – 9:00am) and school PM (2:00 – 4:00pm) peak hour turning movement counts were collected at each of the existing study intersections on February 26, 2025, while Moore County schools and Covenant Preparatory School were in session.

### Background Traffic Data

To calculate projected (2030) traffic volumes, a 1.5% annual growth rate was applied to the existing traffic volumes up to the build-out year of 2030. Based on coordination with the North Carolina Department of Transportation (NCDOT) and Town of Southern Pines (Town) staff, no approved developments were included in this analysis.

### Trip Generation

The traffic generation potential of the proposed expansion was determined using the NCDOT Municipal and School Transportation Assistance (MSTA) Private/Non-Urban Charter School Traffic Calculator. As currently envisioned, the proposed expansion is expected to increase enrollment by approximately 80 students.

Table ES-1 Trip Generation (Vehicles)						
Condition	Intensity		AM Peak Hour		School PM Peak Hour	
			In	Out	In	Out
Grades K-8 (Existing)	140	students	85	65	45	65
Grades K-8 (Proposed)	220	students	130	100	64	94
<b>Proposed Increase</b>	<b>80</b>	<b>students</b>	<b>45</b>	<b>35</b>	<b>19</b>	<b>29</b>

Table ES-1 shows that the proposed expansion of the development has the potential to generate 80 new trips during the AM peak hour and 48 new trips during the school PM peak hour.

**Capacity Analysis**

Capacity analyses were performed using Synchro Version 12 software. For purposes of this analysis, NC 22 was assumed to run east/west, and Pee Dee Road was assumed to run north/south. Due to the configuration of the intersection of NC 22 at Pee Dee Road, multiple nodes were used to model the intersection in Synchro as follows:

- Node 1
  - NC 22 eastbound through movement (*free-flow*)
  - NC 22 westbound left-turn (*yield to eastbound through*) and through movement (*free-flow*)
  - Pee Dee Road northbound left-turn (*stop-control*)
- Node 102
  - Pee Dee Road northbound through movement (*free-flow*) and right-turn (*free-flow*)
  - NC 22 eastbound right-turn (*free-flow*)
  - Pee Dee Road southbound through movement (*yield to eastbound right-turn*)
- Node 103
  - NC 22 eastbound through movement (*free-flow*)
  - NC 22 westbound through movement (*free-flow*)
  - Pee Dee Road northbound right-turn (*stop-control*)

Table ES-2 summarizes the operation of the study intersections for the AM and school PM peak hour traffic conditions.

**Table ES-2 - Level of Service Summary**

Intersection and Approach/Movement	Traffic Control	Synchro Node Number	Existing (2025) Traffic		Background (2030) Traffic		Build-out (2030) Traffic	
			AM	PM	AM	PM	AM	PM
			NC 22 (Central Drive) at Pee Dee Road	Unsignalized	1	- (-)	- (-)	- (-)
Northbound	F (76.6)	F (61.4)	F (129.2)			F (98.9)	F (167.5)	F (118.8)
Westbound Left	A (8.9)	A (8.6)	A (9.1)			A (8.7)	A (9.2)	A (8.7)
NC 22 (Central Drive) at Pee Dee Road	Unsignalized	102	- (-)	- (-)	- (-)	- (-)	- (-)	- (-)
Southbound			A (5.6)	A (3.2)	A (5.6)	A (3.2)	A (5.8)	A (3.7)
NC 22 (Central Drive) at Pee Dee Road	Unsignalized	103	- (-)	- (-)	- (-)	- (-)	- (-)	- (-)
Northbound			B (12.2)	B (11.6)	B (12.7)	B (12.0)	B (12.9)	B (12.1)
Pee Dee Road at Azalea Road/Existing Site Access	Unsignalized	2	- (-)	- (-)	- (-)	- (-)	- (-)	- (-)
Eastbound			C (15.1)	B (13.0)	C (16.0)	B (13.4)	C (18.4)	B (14.2)
Westbound			B (14.6)	B (13.4)	C (15.4)	B (14.0)	C (17.3)	B (14.6)
Northbound Left			A (8.7)	A (8.0)	A (8.8)	A (8.1)	A (9.0)	A (8.2)
Southbound Left			A (7.5)	A (7.8)	A (7.6)	A (7.8)	A (7.6)	A (7.8)

**On-Site Vehicular Operations**

The current enrollment of Covenant Preparatory School is 140 students in one academic building. For the given student capacity, MSTA calculations state that the school should provide enough storage to accommodate an average queue length of 466 feet and a high demand queue length of 607 feet. The current site layout provides approximately 350 feet of single-lane queue for the school.

The first phase of the proposed expansion is expected to add a new building to the west side of the campus with the school relocating to this building. This relocation is expected to provide an additional 300 feet of queue length for a total of approximately 650 feet, satisfying MSTA requirements. With the second phase of the proposed expansion, enrollment is expected to increase to 220 students. Based on this enrollment, MSTA calculations state that the school should provide enough storage to accommodate an average queue length of 596 feet and a high demand queue length of 774 feet. The proposed site layout and circulation provides approximately 950 feet of queue for the school, exceeding the MSTA required high demand length.

**Conclusions**

The intersection of NC 22 (Central Drive) at Pee Dee Road currently operates with long delays for the northbound left-turn from Pee Dee Road onto NC 22. This minor street approach is expected to continue to operate with long delays in both peak hours. While the proposed expansion is expected to account for only approximately 2% of the projected build-out traffic volumes, projected delays at this intersection are expected to increase by more than 10% at this minor street approach from background to build-out traffic conditions. Per the Town of Southern Pines Unified Development Ordinance (UDO), improvements must be identified to mitigate this increase in delay. The only feasible improvement to achieve an acceptable level of service at this intersection is the installation of a traffic signal. Therefore, it is recommended that this intersection be monitored for signalization.

All other approaches and intersections are expected to operate at acceptable levels-of-service and no queuing issues at project build-out. Therefore, no additional improvements are recommended with the proposed church and school expansions.

# Planning Staff Report

**To:** Reagan Parsons

**From:** Gene Ruiz, Planner II

**Date:** April 14, 2026

**Item:** **PD-07-25** – Review of a Planned Development District Preliminary Development Plan (PDP) for Mavis Tire in Morganton Park South

## EXECUTIVE SUMMARY

The applicant has submitted a Preliminary Development Plan (PDP) in accordance with Unified Development Ordinance (UDO) §2.18, which establishes the two-step review process for Planned Development (PD) districts, consisting of a Conceptual Development Plan (CDP) and a PDP. The CDP for this site (PD-08-21) was approved on September 29, 2021, and this application represents a subsequent PDP stage of review.

The proposed use, classified as LBCS 2117 – Automotive Repair and Maintenance (including tire sales), is permitted within the retail/office land use category identified for Phase 3 of the approved CDP. The site is also designated as a Retail Center and Community Activity Center in the 2040 Comprehensive Plan, supporting the appropriateness of the proposed use at this location.

At the March 19, 2026 Preliminary Forum, the Planning Board identified several areas of non-compliance related to parking quantity, parking location, and building orientation, noting inconsistencies with the approved CDP and the UDO. The Board transmitted these concerns to the Town Council for further consideration.

Following the Preliminary Forum, the applicant, Andrew Mueller with BL Companies, worked closely with staff to address all identified issues. The revised PDP reflects substantive changes to bring the project into full compliance with the approved CDP and all applicable UDO standards. These revisions include adjustments to parking quantity consistent with staff-supported thresholds, reconfiguration of parking to meet required placement standards, and correction of building orientation to align with frontage requirements along the future Northern Road.

As revised, the proposal demonstrates consistency with the approved CDP, compliance with the applicable provisions of the UDO, and responsiveness to the Planning Board's recommendations. Staff find the application to be compliant and suitable for consideration of approval by the Town Council.

## TABLE OF CONTENTS

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<b>Planning Board Recommendation.....</b>	<b>2</b>
<b>Project Information.....</b>	<b>2</b>
<b>Staff Review.....</b>	<b>8</b>
<b>Attachments.....</b>	<b>10</b>
<b>Town Council Action.....</b>	<b>11</b>

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### I. PLANNING BOARD RECOMMENDATION

On March 19, 2026, the Town of Southern Pines Planning Board held a Preliminary Forum on application PD-07-25. Planning staff provided an overview of the project and outlined the requested deviations in relation to the approved Conceptual Development Plan (CDP), PD-08-21, and the applicable provisions of the UDO. Following discussion, the Board identified several outstanding issues with the proposal. Those issues were that the proposed parking lot location, building orientation, and total parking quantity were inconsistent with corresponding sections of the CDP and UDO.

After deliberation, Monica Brickey made a motion, seconded by Jeremy Haskell, to transmit these issues to the Town Council, noting that the requested deviations were not consistent with the approved (CDP PD-08-21) and did not comply with the applicable provisions of the UDO. The motion carried by a vote of 4-0. The Board's findings and justifications are detailed in the Planning Board Resolution included in Attachment One of this staff report.

Following the Preliminary Forum and in response to the Planning Board's comments and recommendations, the applicant, Andrew Mueller, with BL Companies, has revised the proposal to address the identified issues. The updated plans have been modified to meet town standards and demonstrate consistency with the approved CDP PD-08-21 and the applicable provisions of the UDO.

### II. PROJECT INFORMATION

**A. Property Owner:**

MSP Outlots, LLC

**B. Applicant & Authorized Agent:**

Kristen Morse, Mavis Tire and Andy Mueller, BL Companies

**C. Subject Property Description:**

The subject property is located in Lot 4 of Phase 4 of the Morganton Park South Planned Development

**D. Current Zoning:** Planned Development (PD)

**Overlays:** Planned Development. Urban Village Highway Corridor Overlay & Morganton Road Overlay

**Figure 1: Vicinity Arial Image Conditions**



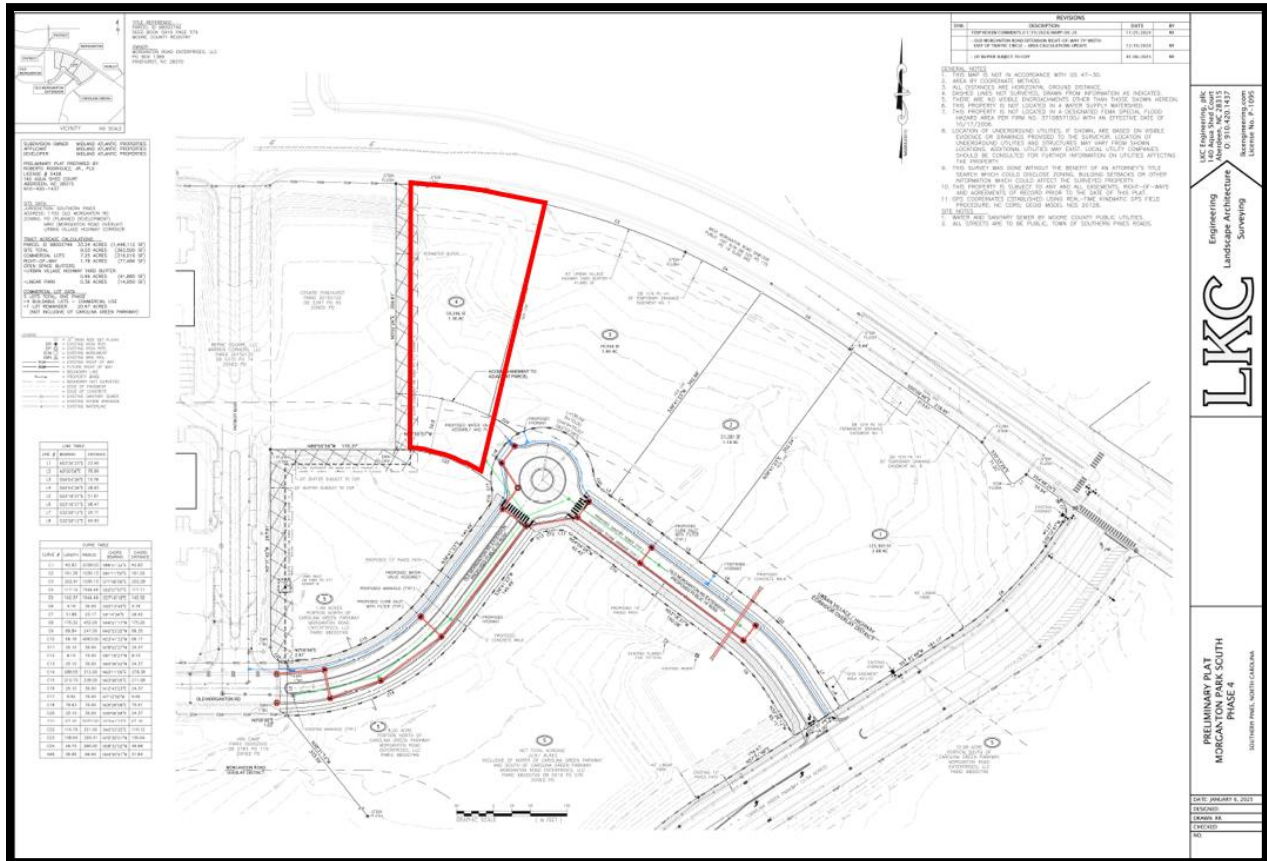
**Figure 2: Vicinity Zoning Map**



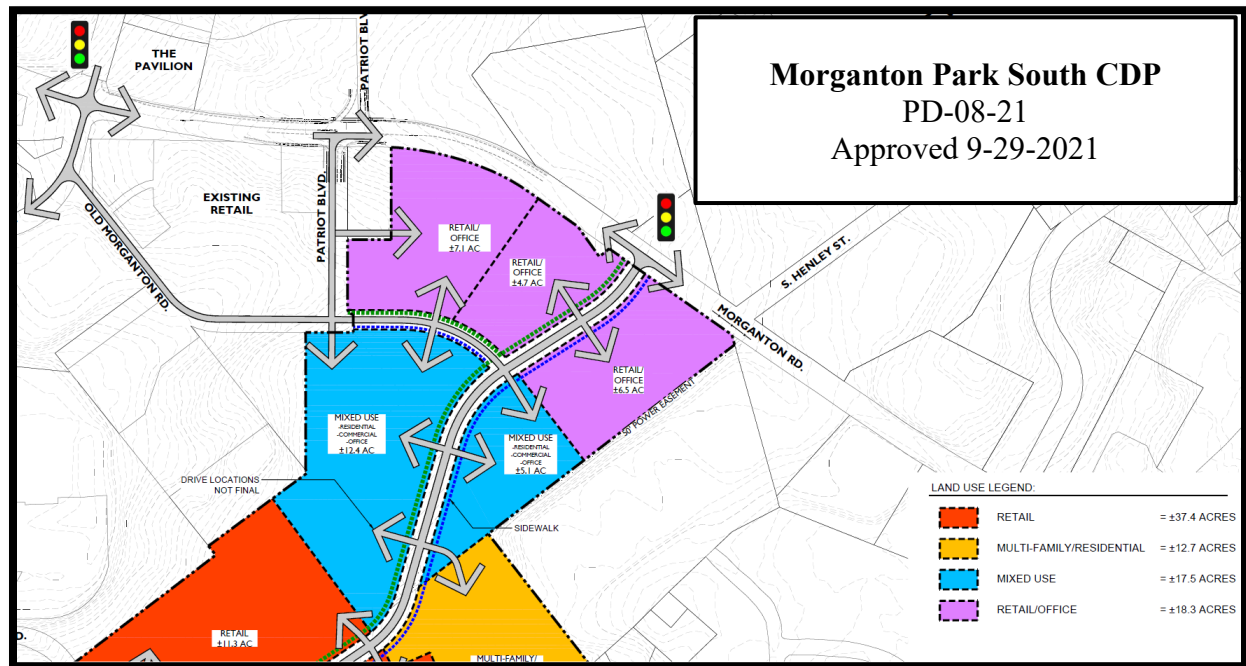
**Figure 3: Site from Intersection of W. Morganton Road and Northern Rd.**



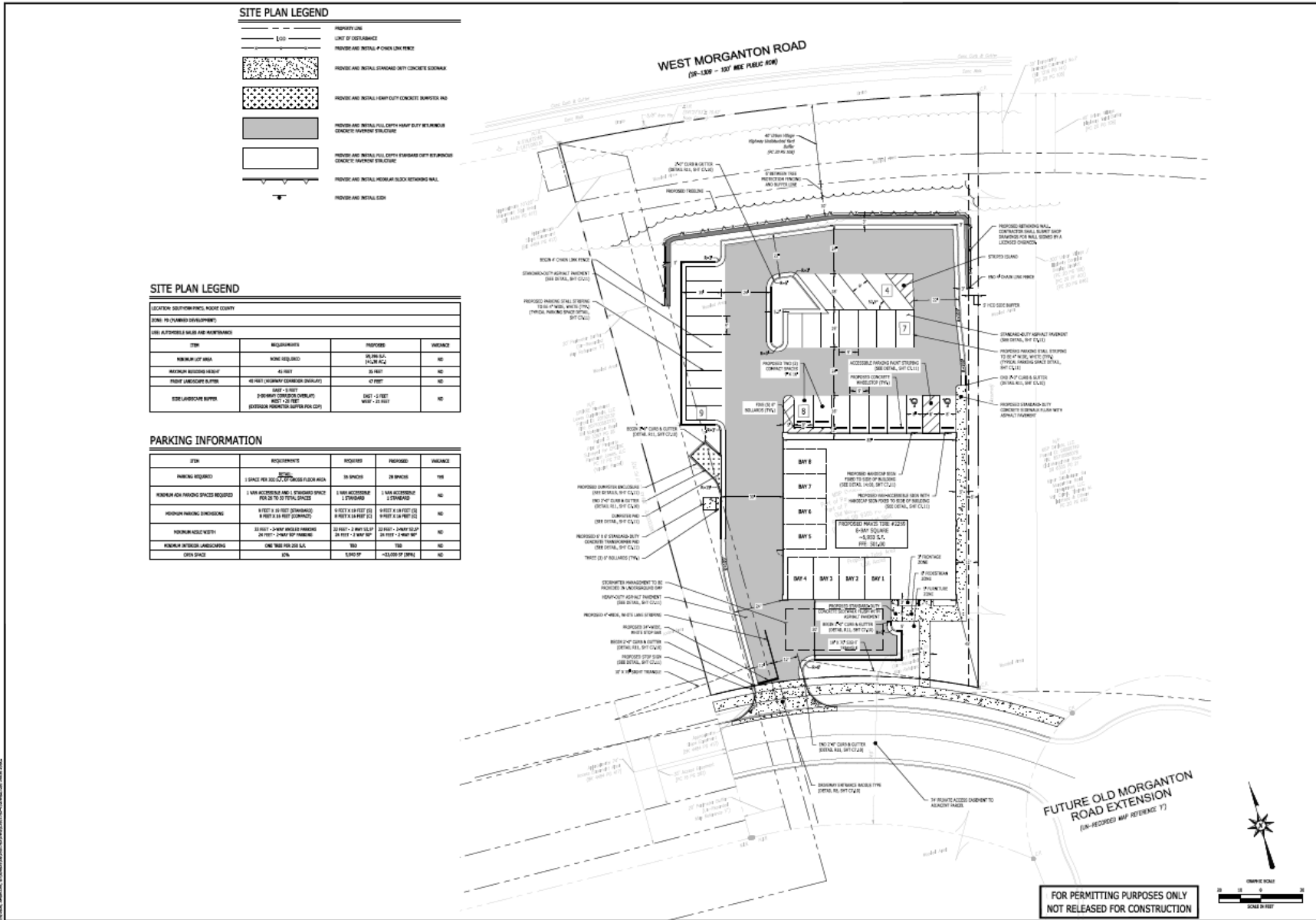
**Figure 4: Portion of Major Subdivision Preliminary Plat (MAPP-04-24)**



**Figure 5: CDP Land-Uses (PD-08-21)**



**Figure 6: Proposed Plan Layout of Lot 4 (Full PDP Plan Attached to this Report)**



### III. STAFF REVIEW

#### A. Application Review Dates

- Conceptual Development Plan Approved: **29 September 2021**
- Approval of MAPP-04-24: **25 January 2025**
- Preliminary Development Plan Application Submitted: **December 24, 2025**
- Application Deemed Complete: **January 6, 2026**
- Application Continued: **February 11, 2026**
  - Comments Requested from Outside Agencies: **January 30, 2026**
- Notice of **March 19, 2026**, Planning Board Meeting:
  - Posted On-site: **February 25, 2026**
  - Mailed: **March 3, 2026**
  - Internet: **February 25, 2026**
  - Published: **January 30, and February 11, 2026**
- Notice of **April 14, 2026**, Town Council Meeting:
  - Mailed: **March 23, 2026**
  - Internet: **March 20, 2026**
  - Published: **April 1, and April 8, 2026**

#### B. Process and Standards for Review

Applications for a Planned Development District (PD) are reviewed in accordance with UDO §2.18. Creating a Planned Development District is a three-step process including Conceptual Development Plan (CDP), Preliminary Development Plan (PDP), and Final Development Plan (FDP). This application is for a PDP.

#### C. Applicable Criteria for Review

The criteria for review and approval of a PDP are found in Chapter 2, §2.18.5(H), of the Town of Southern Pines Unified Development Ordinance. The applicants have provided a narrative addressing the purpose of a Planned Development per UDO §2.18.5(A), and addressing the criteria for a PDP per UDO §2.18.5(H). Copies of the applicant's narrative documents containing their descriptions of the project's alignment with applicable criteria are attached to this staff report. Staff analysis of how the application addresses these four (4) criteria begins below:

##### **Preliminary Development Plan - UDO §2.18.5(H)**

##### **1. The application demonstrates that it will achieve the purposes of the PD and this section.**

Pursuant to UDO §3.5.14 (PD – Planned Development), the Preliminary Development Plan (PDP) demonstrates consistency with the stated purposes of the Planned Development (PD) district as outlined in the Town's Unified Development Ordinance. The PDP achieves this by promoting a coordinated development pattern that integrates a mix of uses, including residential, office, and commercial components.

##### **2. The Preliminary Development Plan is consistent with the Conceptual Development Plan and conforms to all applicable provisions of this UDO;**

The previously identified zoning and design issues associated with the PDP have been comprehensively addressed by the applicant. Earlier concerns related to parking counts and

configuration, building orientation, and overall consistency with the approved Conceptual Development Plan (CDP PD-08-21) and applicable provisions of the UDO have been resolved through revised plans and coordination with staff.

Specifically, the applicant has revised the parking layout to meet both the minimum and maximum requirements established under the UDO and the Highway Corridor Overlay, while adhering to the approved administrative reduction. Parking has been relocated to comply with required placement standards, ensuring it is no longer situated between the building and the street in a manner inconsistent with UDO §3.6.6(F)(2). Additionally, the building orientation has been modified so that the primary entrance now faces the future Northern Road, which is consistent with UDO §4.10.4(A) and town design standards.

These revisions bring the PDP into alignment with the CDP and applicable UDO standards, eliminating the need for the previously requested deviations. Based on the updated submittal, the proposed development now demonstrates full compliance with all applicable design standards.

**3. The proposed Development is located in an area of the Town that is appropriate; and;**

The proposed development is located in an area of Southern Pines that is appropriate for the proposed use. The 2040 Comprehensive Plan designates this area as both a Retail Center and a Community Activity Center, and the Planned Development (PD) zoning allows for a wide range of commercial uses. The proposed PDP generally aligns with the broader development framework established in the approved CDP by contributing to the site's role within a connected commercial corridor.

The proposed use is classified under LBCS 21 I 7: Automotive Repair and Maintenance, which includes tire sales. Within the approved CDP, the Phase 3 area is described as accommodating retail and office space, and the LBCS 21 I 7 land use was explicitly identified as a permitted use within that retail/office category. As such, the proposed use is consistent with the land use framework established in the CDP.

**4. The proposed Development will not cause the need for inefficient extensions and expansions of public facilities, utilities, and services.**

As stated in Section 4.2.3 and further detailed in Section 5.5.5 of the CDP, all necessary utility infrastructure including water, sewer, electric, gas, and communications, is either already available or will be extended by the developer. The PDP narrative confirms that water and sewer utilities will be readily available upon the completion of the Northern Rd.

**IV. AGENCY REVIEW AND COMENTS**

A request for comments was emailed to agencies on January 30, 2026. 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.

- The U.S. Fish and Wildlife Service (USFWS) Raleigh Field Office reviewed the proposal and noted that the site is located just outside the Moore County red-cockaded woodpecker (RCW) red zone. The nearest active RCW cluster is approximately 0.9 miles away, with the edge of the active partition about 0.3 miles from the site. Because the property is outside the red zone, a survey is not required. However, USFWS recommends that a qualified environmental consultant conduct a cavity tree survey prior to removing pine trees greater than 10 inches DBH to ensure no cavity trees are inadvertently removed. If no trees exceed 10 inches DBH, a survey is not necessary. USFWS indicated it has no further comments on the project.
- NCDOT commented if any utility connections are proposed within the W. Morganton Road right-of-way, an encroachment agreement/permit from NCDOT will be required for that work. Plans do not propose any utility connections on Morganton Road.
- 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.

## **V. STAFF RECOMMENDATION**

Staff recommends approval of the Preliminary Development Plan (PDP), as the applicant has satisfactorily addressed all previously identified issues and revised the plans to reflect consistency with the approved Conceptual Development Plan (PD-08-21) and the applicable standards of the UDO. Specifically, the applicant has provided a compliant parking count consistent with the 20% administrative reduction permitted under UDO §2.46.3(D), revised the parking layout to meet CDP and UDO location requirements, and reoriented the building to ensure the primary entrance faces and is accessible from the future Northern Road in accordance with UDO §4.10.4(A).

Based on these revisions, planning staff find that the proposed PDP is now consistent with the approved CDP and fully complies with the applicable provisions of the UDO. Staff therefore supports approval of the plan as submitted.

## **VI. ATTACHMENTS**

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

1. Draft Findings of Fact
2. Application
3. Narrative (dated 4-02-26)
4. Preliminary Development Plan (as of 4-09-26)
5. Major Subdivision Preliminary Plat

*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.*

## **VII. TOWN COUNCIL ACTION**

*To either approve or deny a Preliminary Development Plan 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 2.18.5(H) Criteria for a Preliminary Development Plan, Criteria 1-4. Staff has drafted a finding of fact for consideration in Attachment One. 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:**

1. Adopt Attachment One of the staff report, as drafted, as Findings of Fact for PD-07-25.

-OR-

2. Adopt Attachment One of the staff report as Findings of Fact for PD-07-25, with the following changes:

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*Next, the Town Council shall vote on whether to approve, deny, or approve with conditions the proposed Preliminary Development Plan. The Town Council may choose one of the following motions, or any alternative they wish.*

**I move to:**

1. Approve the Preliminary Development Plan for PD-07-25.

-OR-

2. Approve the Preliminary Development Plan for PD-07-25 with the following changes or conditions:

-OR-

3. Deny the Preliminary Development Plan for PD-07-25.

**ATTACHMENT One**  
**Draft Findings of Fact**  
**Case Number PD-07-25**

- A. The Town Council finds that the application is complete and that the facts submitted are relevant to the case because the Preliminary Development Plan application has met the specified submittal requirements in accordance with the Town of Southern Pines Unified Development Ordinance (UDO). The applicant has submitted sufficient documentation and narrative addressing the applicable criteria for a Preliminary Development Plan, and staff has reviewed the materials for accuracy and consistency with adopted regulations.
- B. The Town Council finds that the Preliminary Development Plan application complies with the provisions of UDO §2.18.5(H). Specifically, in that:
1. The application demonstrates that it will achieve the purposes of the PD and this section.  
The Town Council finds that the application achieves the purposes of the Planned Development (PD) district in that the proposal supports a coordinated development pattern and contributes to the mix of commercial uses envisioned in the approved Conceptual Development Plan (PD-08-21). The proposed Automotive Repair and Maintenance use is permitted within the PD and is consistent with the intent to promote economic development and an organized land use pattern.
  2. The Preliminary Development Plan is consistent with the Conceptual Development Plan and conforms to all applicable provisions of this UDO.  
The Town Council finds that the Preliminary Development Plan is consistent with the approved Conceptual Development Plan (PD-08-21) and complies with the applicable provisions of the UDO in that, as revised, the plan addresses previously identified inconsistencies related to parking, building orientation, and site layout. Moreover, no deviations from the UDO are requested.
  3. The proposed Development is located in an area of the Town that is appropriate.  
The Town Council finds that the proposed development is located in an appropriate area of the Town for the proposed use in that the site is designated as a Retail Center and Community Activity Center in the adopted 2040 Comprehensive Plan and is surrounded by existing and planned commercial development. The proposed use is compatible with the surrounding area and consistent with the land use framework established in the CDP.
  4. The proposed Development will not cause the need for inefficient extensions and expansions of public facilities, utilities, and services.  
The Town Council finds that the proposed development will not require inefficient extensions or expansions of public facilities, utilities, or services in that water, sewer, and other necessary infrastructure are available or will be extended to serve the site in accordance with the approved CDP and supporting plans. The development is, therefore, adequately served by existing and planned infrastructure.

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**REQUIRED APPLICATION MATERIALS:**

- Application fee** in the amount of **\$2,210.00 plus \$30.00 per lot with a preliminary plat.**
- Completed Application** for a Planned Development District - Preliminary Development Plan signed by the applicant.
- Appointment of Agent**, if applicable, signed by the property owner(s) and the agent.
- List of Adjacent Property Owners:** Please list all properties that are that are within two hundred (200) feet of the outermost boundaries of the subject property (**not counting streets, railroads or other transportation corridors**). Attach additional pages if needed. No fewer than ten (10) property owners shall be notified by mail.
- Written narrative** describing the application's consistency with the Conceptual Development Plan, the UDO, and any other applicable regulations.
- N/A** **Neighborhood meeting records** if not provided in conjunction with an application for Conceptual Development Plan approval or if additional meetings have been held.
- N/A** **Additional documentation:** Additional text and/or maps to demonstrate consistency with **UDO §2.18.5(H) Criteria (1) through (4).**
- PDD Preliminary Development Plan:** One (1) full-size copy of a preliminary plat or scaled drawings of the entire tract to be subdivided. Please refer to the **UDO Appendices** for plan requirements.
- Drainage concept plan** if applicable.
- N/A** **Traffic Impact Analysis** if applicable.
- Electronic copy (PDF) of all application materials** submitted to [plan@southernpines.net](mailto:plan@southernpines.net).

**REVIEW AND APPROVAL:**

1. **Staff review:** Planning staff will review the application and notify the applicant if additional information or materials are needed.
2. **Public hearing:** The applicant is expected to attend a public hearing on the application before the Town Council at its regular monthly meeting. (Please refer to the **Application Processing Timeline** to determine the hearing date.) The Town Council will consider evidence and testimony presented and may approve, conditionally approve or deny the request.
3. **Approval:** Please refer to UDO **§2.18.5(I) Effect of Approval.**



Planned Development District - Preliminary Development Plan

Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Case No.: PD-\_\_\_\_-\_\_\_\_

Project Information:

Project Name: Mavis Tires 2354

Physical Address: 540 Northern Road, Southern Pines, NC

PIN: 85710588078

Parcel ID: 98000749

Site Size: 1.36 ac

Zoning: PD with an approved CDP PD-08-21

Applicant:

Name(s): Mavis Tire - Kristen Morse

Email: kmorse@mavis.com

Phone: 570.337.9919

Mailing Address: 100 Hillside Ave White Plains, NY 10603

Authorized Agent, if different from Applicant:

Name(s): Andy Mueller

Email: amueller@blcompanies.com

Phone: 704.851.7102

Mailing Address: 3240 Torringdon Way, Suite 210, Charlotte, NC 28277

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

Name(s): MSP Outlots, LLC

Email: wmees@midlandatlantic.com

Phone: (513) 792-5000

Mailing Address: 8044 Montgomery Road, Suite 370, Cincinnati, OH 45236

7.22.25

**TO THE TOWN OF SOUTHERN PINES PLANNING BOARD AND TOWN COUNCIL:**

I, the undersigned, do hereby make application to and petition the Planning Board and Town Council for approval of a Planned Development District – Preliminary Development Plan as required by the Town of Southern Pines Zoning Ordinance. The following information is submitted in support of this application:

The property which is the subject of this application is located on the North side of Northern (St./Ave.), between Old Morganton Rd (St./Ave.) and Carolina Green Pkwy (St./Ave.). The property has a frontage of 140 feet and a depth of 370 feet.

The request is based upon **Section 2.18.5** of the **Town of Southern Pines Unified Development Ordinance**. The proposed use of the property is as follows:

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Minor Auto Repair

---

**Date:** 12/18/2025

*Kristen N. Morse*  
Applicant

**PLANNING DEPARTMENT  
TOWN OF SOUTHERN PINES  
801 SE Service Road, Southern Pines, NC 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)**

**APPOINTMENT OF AGENT**

The undersigned owner(s), MSP Outlots, LLC, hereby appoint(s) Mavis Tire as the exclusive agent for the purpose of making an application to the Town of Southern Pines for the approval of the Planned Development District – Preliminary Development Plan described in the attached application. The owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Town Council for the approval of a Planned Development District – Preliminary Development Plan; and
4. to act on behalf of the property owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a Planned Development District -Preliminary Development Plan under the Southern Pines Unified Development Ordinance.

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

Signed this 18<sup>TH</sup> day of DECEMBER, 2025.

MSP OUTLOTS, LLC  


Property Owner

WILLIAM M. KEESS, JR.  
DIRECTOR OF DEVELOPMENT

Property Owner

Agent

## **UDO §2.18 Planned Development**

### **§2.18.5(H) Preliminary Development Plan Criteria**

- (1) The application demonstrates that it will achieve the purposes of the PDD and this section;
- (2) The Preliminary Development Plan is consistent with the Conceptual Development Plan and conforms to all applicable provisions of this UDO;
- (3) The proposed Development is located in an area of the Town that is appropriate; and
- (4) The proposed Development will not cause the need for inefficient extensions and expansions of public facilities, utilities and services.

April 2, 2026

Planning Department  
Town of Southern Pines  
801 SE Service Road  
Southern Pines, NC 28387

Re: Mavis Tires #2254 – Preliminary Development Plan  
PIN: 085710588078  
Address: 540 E. Morganton Rd

Dear Sir or Madam:

On behalf of our client Mavis Tire, LLC we are hereby submitting our preliminary Development Plan for a Mavis Tire store at 540 E. Morganton Rd as part of the Morganton Park South Planned Development District. The site is consistent with the Conceptual Development Plan approved on 9-29-2021 as described below.

The proposed project meets the criteria listed in Section 2.18.5(H) as follows:

1. The application demonstrates that it will achieve the purposes of Preliminary Development by being an acceptable use and meeting the conditions of the PD.
2. The plan is consistent with the CDP and meets all provisions of the plan.
3. The proposed development is located within a commercial center and is an appropriate use.
4. The proposed development will not cause need for inefficient extensions and expansions of public utilities and services as it will use the already proposed utilities and services and infrastructure from the overall development center.

The project is within multiple overlays including the Urban Village Highway Corridor Overlay and Morganton Park Overlay. Site design will follow the requirements of all applicable overlays and ordinances.

**1. Zoning and Land Use**

The Morganton Park South CDP calls for a mixed-use development to include Multi-family, Residential, commercial and office use. The commercial nature of the Mavis Tire fits within that intention. An auto parts, accessories or tire facility allowed per the land use table in exhibit 7.2 of the CDP.

2. **Architectural Standards**

The architectural standards of the project will be in accordance with Section 4.10.4 of the Southern Pine UDO.

3. **Site Design and Infrastructure**

The project will provide stormwater management in accordance with the Southern Pines Stormwater Management Ordinance and regulation of the NCDEQ. An underground SWM BMP will be provided to treat the 1” storm water quality storm and reduce the runoff from the 2- and 10-year storms.

An administrative parking deviation will be requested for the site to reduce the required parking by greater 20% in accordance with the Southern Pines UDO. Vehicular circulation will be via a driveway entrance to the extension of Old Morganton Rd. A requested cross connection to the property to the west will not be installed as the adjacent owner was not required to provide such a connection.

Landscaping will be provided that meets or exceeds the requirements of Section 3.5.14(H) of the Southern Pines UDO. Open space will be provided per the UDO and all vegetation buffers and overlay requirements will be provided.

Utilities will be installed to connect to the utility system for Morganton Park South in compliance with Southern Pines and NCDEQ regulations.

As part of the Planned Development Plan, we are requesting the following Deviations from the Southern Pine Unified Development Ordinance.

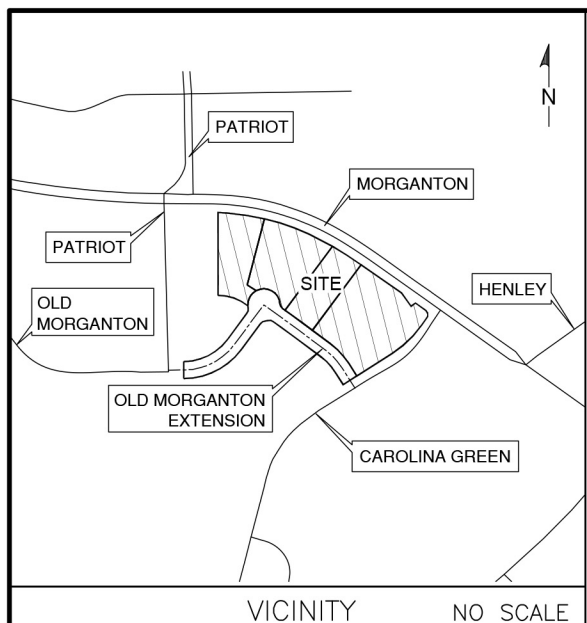
1. Relief from parking requirements. Per the Urban Highway Overlay ordinance a total of 35 parking spaces are required for a retail building of 6,950 sf (1 per 200 sf). A 20% administrative reduction of the requirement is requested for the 28 spaces.

Should you require additional information, feel free to contact me at 704-851-7102.

Sincerely,

Andrew Mueller, P.E.  
Project Manager II





TITLE REFERENCE:  
 PARCEL ID 98000749  
 DEED BOOK 5919 PAGE 576  
 MOORE COUNTY REGISTRY

OWNER:  
 MORGANTON ROAD ENTERPRISES, LLC  
 PO BOX 1389  
 PINEHURST, NC 28370

SUBDIVISION OWNER MIDLAND ATLANTIC PROPERTIES  
 APPLICANT MIDLAND ATLANTIC PROPERTIES  
 DEVELOPER MIDLAND ATLANTIC PROPERTIES

PRELIMINARY PLAT PREPARED BY:  
 ROBERTO RODRIGUEZ, JR., PLS  
 LICENSE # 5428  
 140 AQUA SHED COURT  
 ABERDEEN, NC 28315  
 910-420-1437

SITE DATA:  
 JURISDICTION: SOUTHERN PINES  
 ADDRESS: 1700 OLD MORGANTON RD  
 ZONING: PD (PLANNED DEVELOPMENT)  
 MRO (MORGANTON ROAD OVERLAY)  
 URBAN VILLAGE HIGHWAY CORRIDOR

TRACT ACREAGE CALCULATIONS  
 PARCEL ID 98000749 33.24 ACRES (1,448,112 SF)  
 SITE TOTAL 9.03 ACRES (393,500 SF)  
 COMMERCIAL LOTS 7.25 ACRES (316,016 SF)  
 RIGHT-OF-WAY 1.78 ACRES (77,484 SF)  
 OPEN SPACE BUFFERS  
 - URBAN VILLAGE HIGHWAY YARD BUFFER 0.96 ACRES (41,885 SF)  
 - LINEAR PARK 0.36 ACRES (14,950 SF)

COMMERCIAL LOT DATA  
 5 LOTS, TOTAL ONE PHASE  
 - 4 BUILDABLE LOTS - COMMERCIAL USE  
 - 1 LOT REMAINDER 20.67 ACRES  
 (NOT INCLUSIVE OF CAROLINA GREEN PARKWAY)

LEGEND

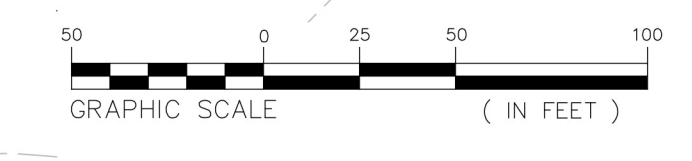
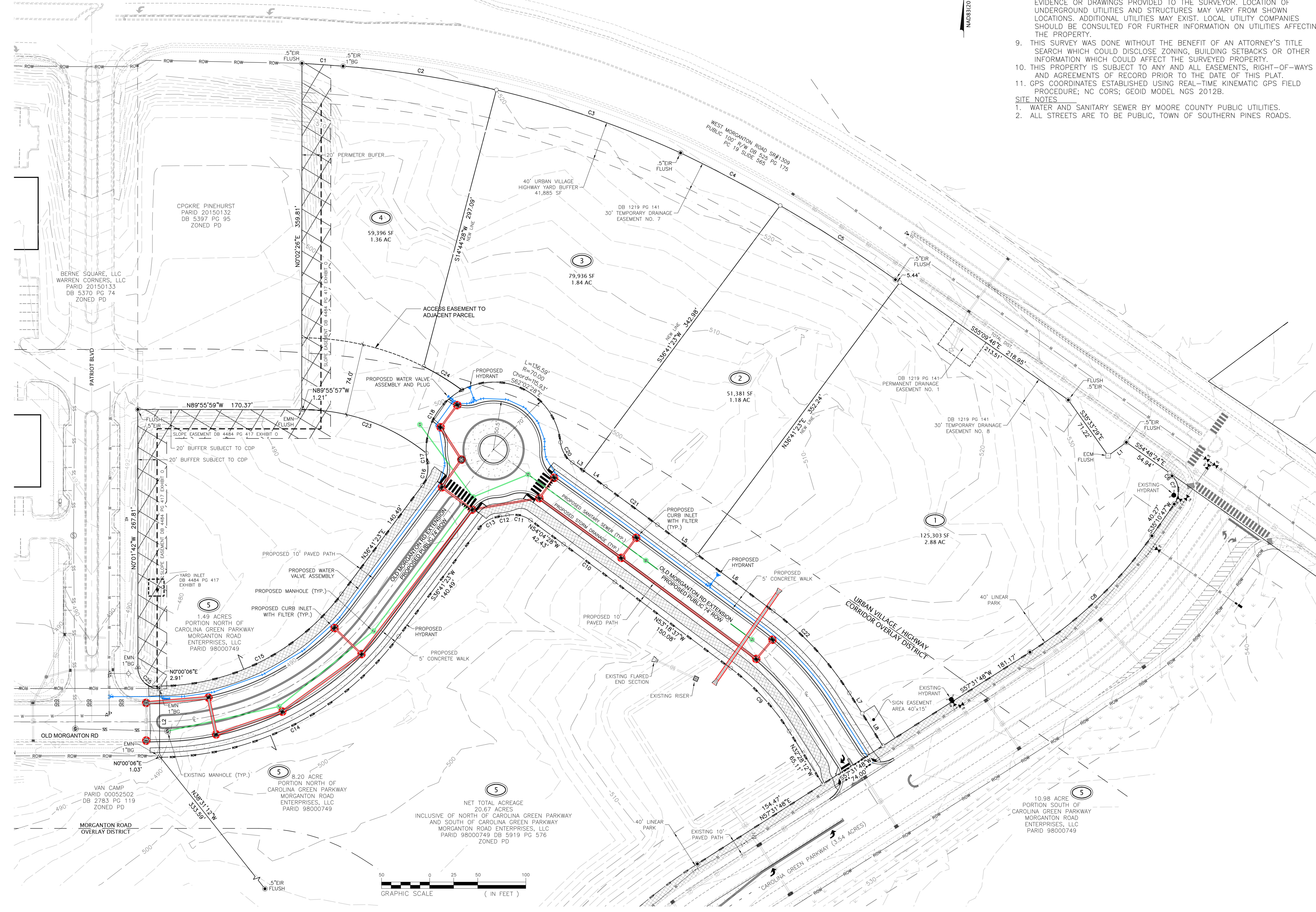
- = 5" IRON ROD SET FLUSH
- ⊙ = EXISTING IRON ROD
- ⊖ = EXISTING IRON PIPE
- ⊕ = EXISTING MONUMENT
- ⊗ = EXISTING MAG NAIL
- = EXISTING RIGHT OF WAY
- - - = FUTURE RIGHT OF WAY
- = BOUNDARY LINE
- = PROPERTY BARB
- - - = BOUNDARY NOT SURVEYED
- = EDGE OF PAVEMENT
- = EDGE OF CONCRETE
- SS = EXISTING SANITARY SEWER
- SD = EXISTING STORM DRAINAGE
- W = EXISTING WATERLINE

LINE TABLE

LINE #	BEARING	DISTANCE
L1	N53°36'33"E	23.46
L2	N0°00'06"E	70.06
L3	S54°04'28"E	13.78
L4	S54°04'28"E	28.65
L5	S53°18'37"E	51.61
L6	S53°18'37"E	98.47
L7	S32°28'12"E	25.11
L8	S32°28'12"E	40.00

CURVE TABLE

CURVE #	LENGTH	RADIUS	CHORD BEARING	CHORD DISTANCE
C1	42.85	2056.05	S86°01'32"E	42.85
C2	161.36	1036.13	S81°11'55"E	161.20
C3	202.61	1036.13	S71°08'06"E	202.28
C4	117.14	1544.46	S62°07'07"E	117.11
C5	142.37	1544.46	S57°18'18"E	142.32
C6	4.19	35.00	S40°13'45"E	4.19
C7	31.88	23.17	S41°14'26"E	29.42
C8	176.32	452.00	S46°21'17"W	175.20
C9	89.84	247.00	N42°53'25"W	89.35
C10	66.18	4963.00	N53°41'33"W	66.17
C11	25.10	30.00	N78°02'27"W	24.37
C12	8.10	70.00	S81°18'27"W	8.10
C13	25.10	30.00	S60°39'22"W	24.37
C14	288.55	312.00	N63°11'05"E	278.38
C15	219.70	238.00	N63°08'05"E	211.98
C16	25.10	30.00	N12°43'23"E	24.37
C17	9.92	70.00	N71°05'56"W	9.92
C18	79.63	70.00	N29°28'08"E	75.41
C20	25.10	30.00	S30°06'28"E	24.37
C21	67.16	5037.00	S53°41'33"E	67.16
C22	116.76	321.00	S42°53'25"E	116.12
C23	138.55	205.31	N70°36'01"W	135.94
C24	46.74	280.00	N58°32'02"W	46.68
C25	35.35	22.50	N44°58'41"W	31.83



REVISIONS

SYM.	DESCRIPTION	DATE	BY
TOSP	TOSP REVIEW COMMENTS (11/19/2024) MAPP-04-24	11/25/2024	RR
	OLD MORGANTON ROAD EXTENSION RIGHT-OF-WAY 74' WIDTH EAST OF TRAFFIC CIRCLE - AREA CALCULATIONS UPDATE	12/10/2024	RR
	20' BUFFER SUBJECT TO CDP	01/06/2025	RR

GENERAL NOTES

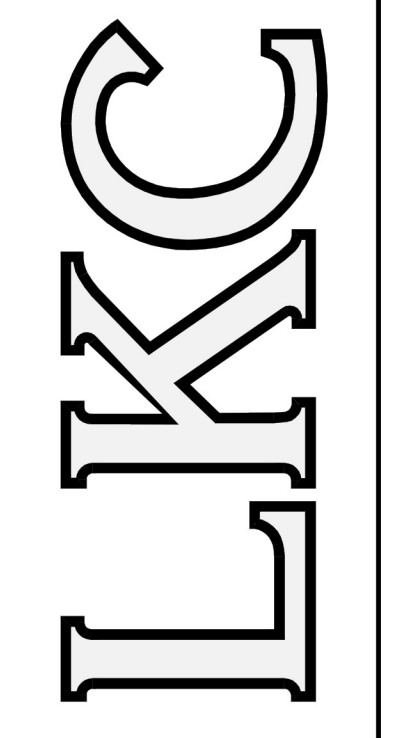
- THIS MAP IS NOT IN ACCORDANCE WITH GS 47-30.
- AREA BY COORDINATE METHOD.
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCE.
- DASHED LINES NOT SURVEYED, DRAWN FROM INFORMATION AS INDICATED.
- THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN THOSE SHOWN HEREON.
- THIS PROPERTY IS NOT LOCATED IN A WATER SUPPLY WATERSHED.
- THIS PROPERTY IS NOT LOCATED IN A DESIGNATED FEMA SPECIAL FLOOD HAZARD AREA PER FIRM NO. 3710857100J WITH AN EFFECTIVE DATE OF 10/17/2006.
- LOCATION OF UNDERGROUND UTILITIES, IF SHOWN, ARE BASED ON VISIBLE EVIDENCE OR DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND UTILITIES AND STRUCTURES MAY VARY FROM SHOWN LOCATIONS. ADDITIONAL UTILITIES MAY EXIST. LOCAL UTILITY COMPANIES SHOULD BE CONSULTED FOR FURTHER INFORMATION ON UTILITIES AFFECTING THE PROPERTY.
- THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF AN ATTORNEY'S TITLE SEARCH WHICH COULD DISCLOSE ZONING, BUILDING SETBACKS OR OTHER INFORMATION WHICH COULD AFFECT THE SURVEYED PROPERTY.
- THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHT-OF-WAYS AND AGREEMENTS OF RECORD PRIOR TO THE DATE OF THIS PLAT.
- GPS COORDINATES ESTABLISHED USING REAL-TIME KINEMATIC GPS FIELD PROCEDURE; NC CORS; GEOID MODEL NGS 2012B.

SITE NOTES

- WATER AND SANITARY SEWER BY MOORE COUNTY PUBLIC UTILITIES.
- ALL STREETS ARE TO BE PUBLIC, TOWN OF SOUTHERN PINES ROADS.

LKC Engineering, PLLC  
 140 Aqua Shed Court  
 Aberdeen, NC 28315  
 O: 910-420-1437  
 lkceengineering.com  
 License No. P-1095

Engineering  
 Landscape Architecture  
 Surveying



PRELIMINARY PLAT  
 MORGANTON PARK SOUTH  
 PHASE 4  
 SOUTHERN PINES, NORTH CAROLINA

DATE: JANUARY 6, 2025  
 DESIGNED:  
 DRAWN: RR  
 CHECKED:  
 NO.