



AGENDA

Town Council Work Session

Tuesday, May 26, 2026: 3:00 PM

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

4. ACTION ITEMS

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

Planning staff have prepared a draft Written Decision summarizing Town Council approval of a Preliminary Development Plan (PDP) for Mavis Tire in the Morganton Park South development.

b. Written Decision for The Barn Special Use Permit (#SU-01-26)

Planning staff have prepared a draft Written Decision summarizing Town Council approval of a Special Use Permit for expansion of The Barn restaurant.

5. COUNCIL UPDATES AND DISCUSSION

a. Friends of Southern Pines

A group of Southern Pines residents is working to form a 501c3 called "Friends of Southern Pines" to serve as an independent nonprofit partner to support Town initiatives through fundraising, volunteer engagement, and advocacy. They would like to use the Town's logo in their marketing and merchandising, which can be granted under certain criteria through a license agreement. Before crafting such an agreement, they are seeking general feedback from Council on this request. More details are included in the staff memo.

b. Budget Amendment - Town Hall Generator

Staff requests budget amendments to transfer funding from the General Capital Reserve Fund to the Town Hall Fund to purchase and install a generator for the facility.

c. FY27 Budget

Staff will update Town Council regarding the current status of the FY27 draft Budget ahead of the June Hearing and request for adoption.

d. Planning Department Update

Planning staff will briefly update the Town Council on agenda items coming in June and seek feedback on the department's presentations at regular meetings.

6. COUNCIL ROUNDTABLE

7. ADJOURNMENT

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



Planning Staff Report

To: Reagan Parsons, Town Manager

From: Gene Ruiz, Planner II

Date: May 26, 2026

Item: File #PD-07-25 Mavis Tire Morganton Park South Preliminary Development Plan Written Decision Staff Report

I. PURPOSE

Per UDO §2.14.6(F)(11), “A written decision must be approved for every quasi-judicial application, either by entering the decision at the end of the hearing or at a subsequent meeting of the hearing body, which shall generally be the next scheduled meeting. As part of the written decision, the hearing body must make findings of fact and conclusions as to applicable standards and any conditions. The chair may direct the Planning Director or Town Attorney to draft a written decision for approval by the hearing body at its next regularly scheduled meeting, which approval may be on a consent agenda.”

Planning staff have prepared a draft of the written decision of the Town Council’s approval of application PD-07-25 that was heard by the Town Council at the business meeting on May 12, 2026 that the Town Council may now wish to adopt. If the Town Council approves the drafted written decision, the Mayor will sign the document. The original signed version will be delivered to the applicant, authorized agent, and property owner with Planning staff and the Town Clerk maintaining copies of the signed document for their respective files.

II. SUMMARY OF APPLICATION REQUEST

The applicant has submitted a Preliminary Development Plan (PDP) pursuant to UDO §2.18 for a proposed automotive repair and maintenance facility with tire sales (LBCS 2117) within Phase 3 of the approved Planned Development Conceptual Development Plan (PD-08-21), approved September 29, 2021. The proposed use is consistent with the retail/office designation of the approved CDP and the 2040 Comprehensive Plan designation as a Retail Center and Community Activity Center.

During the March 19, 2026 Preliminary Forum, the Planning Board identified concerns related to parking quantity, parking location, and building orientation. Following the forum, the applicant, Andrew Mueller with BL Companies, revised the PDP to address all identified issues and bring the proposal into compliance with the approved CDP and applicable UDO standards. Revisions included adjustments to parking quantity, parking layout, and building orientation along future Northern Road.

As revised, the proposal is consistent with the approved CDP, complies with the applicable UDO standards, and addresses the Planning Board’s recommendations. Staff finds the application suitable for Town Council approval.

III. TOWN COUNCIL EVIDENTIARY HEARING AND ACTION

The public evidentiary hearing for the proposed Preliminary Development Plan was called to order on May 12, 2026, with five Council members present. All witnesses intending to speak were duly sworn. Planning staff entered the Staff Report dated May 12, 2026, as

Exhibit A, followed by staff's presentation from the same date as Exhibit B. Andrew Mueller with BL Companies, and authorized as the applicant's agent, provided a brief verbal presentation and did not submit any additional exhibits.

Following the close of the evidentiary hearing, the Town Council deliberated and voted 5-0 to approve the Preliminary Development Plan, with no additional conditions.

IV. STAFF COMMENTS

Town planning staff prepared a Written Decision of the Board for the Town Council's review and action decision.

V. TOWN COUNCIL ACTION

The Town Council may wish to take one of the following actions.

1. No action;
2. Accept the Written Decision for PD-07-25 as prepared by the Town staff;
3. An action listed above with the following conditions...; or
4. Action not listed above...



CASE NUMBER: PD-07-25

**FINDINGS OF FACT, DECISION OF THE BOARD, AND ORDER IN THE MATTER
OF A PRELIMINARY DEVELOPMENT PLAN APPLICATION FOR TRIMBLE
PLANT ROAD**

DESCRIPTION OF MATTER

Koontz Jones Design + V3 Companies, LLC, on behalf of JBO Holdings, LLC, has submitted a Planned Development District – Preliminary Development Plan (PDP) application pursuant to §2.18 of the Town of Southern Pines Unified Development Ordinance. The application represents the second phase of review under the Planned Development (PD) process established through the previously approved Conceptual Development Plan (CDP) identified as PD-08-21, approved on September 29, 2021. The proposed development consists of an automotive repair and maintenance facility with associated tire sales, classified as LBCS 2117 – Automotive Repair and Maintenance, and is located within Phase 3 of the approved CDP, which designates the area for retail and office land uses. The subject property is further identified as a Retail Center and Community Activity Center within the Southern Pines 2040 Comprehensive Plan, supporting the appropriateness of the proposed use at this location.

The Preliminary Forum for the proposed PDP was held before the Planning Board on March 19, 2026. During the forum, the Planning Board identified several areas of concern related to parking quantity, parking location, and building orientation, noting inconsistencies with the approved CDP and applicable Unified Development Ordinance standards. These concerns were formally transmitted to the Town Council for further consideration. Following the Preliminary Forum, the applicant, Andrew Mueller of BL Companies, worked collaboratively with Town staff to address all identified deficiencies and revise the proposal accordingly. The revised PDP includes modifications to parking quantity consistent with staff-supported thresholds, reconfiguration of parking areas to satisfy placement standards, and revisions to the building orientation to comply with frontage requirements along the future Northern Road corridor.

As revised, the proposed Preliminary Development Plan demonstrates consistency with the approved Conceptual Development Plan, compliance with the applicable provisions of the Unified Development Ordinance, and responsiveness to the recommendations and concerns identified by the Planning Board during the Preliminary Forum process. Staff finds the application compliant and suitable for consideration of approval by the Town Council.

Following the close of the evidentiary hearing, the Town Council deliberated and voted 5-0 to approve the Preliminary Development Plan, with no additional conditions.

Detailed discussion from the evidentiary hearing is available in the meeting minutes on file in the Town Clerk's office and online.

FINDINGS OF FACT

- A. The Town Council finds that the application is complete and that the facts submitted are relevant to the case because the 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.

CONCLUSION AND DECISION

Therefore, by a vote of 5-0, the Town Council voted to approve the Mavis Tire in Morganton Park South, Preliminary Development Plan, PD-07-25 with no additional conditions.

This is the 26th day of May, 2026.

FOR THE TOWN COUNCIL:

Taylor Clement, Mayor

Planning Staff Report

To: Reagan Parsons, Town Manager

From: Gene Ruiz, Planner II

Date: May 26, 2026

Item: File #PD-07-25 Mavis Tire Morganton Park South Preliminary Development Plan Written Decision Staff Report

I. PURPOSE

Per UDO §2.14.6(F)(11), “A written decision must be approved for every quasi-judicial application, either by entering the decision at the end of the hearing or at a subsequent meeting of the hearing body, which shall generally be the next scheduled meeting. As part of the written decision, the hearing body must make findings of fact and conclusions as to applicable standards and any conditions. The chair may direct the Planning Director or Town Attorney to draft a written decision for approval by the hearing body at its next regularly scheduled meeting, which approval may be on a consent agenda.”

Planning staff have prepared a draft written decision reflecting the Town Council’s approval of Special Use Permit Application SU-01-26 for Café Boku, which was heard at a regular meeting of the Town Council. The Town Council may now consider adoption of the written decision. If approved, the Mayor will execute the document. The original signed version will be provided to the applicant, authorized agent, and property owner, with copies retained by Planning staff and the Town Clerk for their respective records.

II. SUMMARY OF APPLICATION REQUEST

Reno and Lynn Rolle, on behalf of Barnyard Ventures LLC, have requested a Special Use Permit (SUP) to expand a nonconforming site at 305 Rothney (PARID 00046498) in accordance with UDO Section 7.1.8. The request, previously presented at the Town Council evidentiary hearing, proposes to expand Café Boku from a traditional restaurant use to include an event center/venue with associated outdoor gathering spaces and supporting site improvements, including accessory structures, enhanced landscaping, and infrastructure upgrades.

Town Council is now asked to consider and adopt a written decision on this request at the work session.

III. TOWN COUNCIL EVIDENTIARY HEARING AND ACTION

The Special Use Permit evidentiary hearing for Café Boku (SU-01-26) was opened at a regular meeting of the Town Council. The oath was administered to all witnesses choosing to speak. Planning staff entered the staff report with attachments as Exhibit A and the staff presentation as Exhibit B. The applicants (i.e., Reno and Lynn Rolle on behalf of Barnyard Ventures LLC) presentation is exhibit C and Planning staff provided testimony. After closing the hearing, Town Council discussed the application and the draft findings of fact and final decision. Detailed discussion during the evidentiary hearing can be found in the meeting minutes on record in the Town Clerk’s office and online.

Following the close of the hearing, Town Council discussed and voted 5–0 to approve the draft findings of fact as prepared by staff. Detailed discussion from the evidentiary hearing is available in the meeting minutes on file in the Town Clerk’s office and online.

After closing the hearing, the Town Council voted 5–0 to adopt the findings of fact as presented in the staff report and subsequently voted 5–0 to approve Special Use Permit SU-01-26.

IV. STAFF COMMENTS

Town planning staff prepared a Written Decision of the Board for the Town Council’s review and action decision.

V. TOWN COUNCIL ACTION

The Town Council may wish to take one of the following actions.

1. No action;
2. Accept the Written Decision for SU-01-26 as prepared by the Town staff;
3. An action listed above with the following conditions...; or
4. Action not listed above...



CASE NUMBER: SU-01-26

**FINDINGS OF FACT, DECISION OF THE BOARD, AND ORDER IN THE MATTER
OF A SPECIAL USE PERMIT APPLICATION FOR 305 ROTHNEY**

DESCRIPTION OF MATTER

Reno and Lynn Rolle, owners of Barnyard Ventures LLC and the subject property, submitted a Special Use Permit request to expand a nonconforming site in accordance with UDO Section 7.1.8. The property consists of an approximately 11,500-square-foot, two-story building on ± 1.43 acres, formerly operated as the JFR Barn steakhouse, which remained vacant for over a decade. The site has since undergone approved site plan and Architectural Compliance Permit review to facilitate renovations and reestablishment as Café Boku, including the addition of Mercedes EV charging stations as a supplemental use. The subject property is identified as PARID 00046498 and is located at 305 Rothney.

The request proposes to expand the site's function beyond a traditional restaurant use to include an event center/venue with associated outdoor gathering spaces and a stage. The proposal includes several site and structural improvements associated with the expansion, including the addition of an event center use; installation of a custom-painted 40-foot CONEX container for use as an art installation and storage; construction of two (2) 26-foot by 60-foot pole barns to support outdoor dining and gathering areas within the rear "Barnyard" portion of the site; relocation of the Fire Department Connection (FDC) outside of the fenced service area along Shaw Avenue to improve emergency access; comprehensive landscaping enhancements throughout the site, particularly within the Barnyard area, including fire pits, a water feature, and associated hardscape elements; installation of an eight (8) foot tall privacy fence around the rear Barnyard area to match existing fencing and provide screening, security, and noise attenuation; modification of a previously approved cement patio to a wood-framed deck of equal or improved design; addition of a steel staircase on the north elevation to provide compliant second-floor egress; and connection to a new sewer line along Luther Avenue with written authorization from the adjacent property owner.

Following the close of the evidentiary hearing, Town Council discussed the application and voted 5-0 to approve the draft findings of fact as prepared by staff. Detailed discussion from the evidentiary hearing is available in the meeting minutes on file in the Town Clerk's office and online.

FINDINGS OF FACT

1. The Town Council finds that the application is complete and that the facts submitted are relevant to the case because the request for Special Use Permit approval for expansion of a non-conformity has fully met the specified submittal requirements as required in the Town of Southern Pines UDO Appendices, the applicants have submitted adequate evidence addressing criteria for a Special Use Permit, and the evidence submitted was sworn testimony by qualified experts or provided through substantiated documentation.
2. The Town Council finds that the Special Use Permit application complies with the criteria of UDO §2.21.6 (A-F). Specifically, in that:
 - A. The Town Council finds that the proposed special use complies with the applicable regulations of the General Business (GB) zoning district and the Urban Highway Corridor Overlay. The proposed expansion includes additional floor area and outdoor gathering spaces which increase parking demand; however, the applicant has secured executed off-site parking agreements with the Veterans Motorcycle Club and Our Savior Lutheran Church sufficient to address the identified parking deficiency. The proposed CONEX container meets applicable setback requirements and will be screened in accordance with conditions of approval.
 - B. The Town Council finds that the proposed special use conforms to the character of the surrounding neighborhood and will not injure the use and enjoyment of nearby properties. The subject property is designated as an Employment Center and Neighborhood Commercial area within the Southern Pines 2040 Comprehensive Plan, which supports neighborhood-serving commercial, civic, and institutional uses. The proposed expansion is consistent with the existing development pattern and includes site improvements that enhance the functionality and appearance of the property.
 - C. The Town Council finds that adequate public facilities are available to serve the proposed special use, including existing public water and sewer infrastructure. The applicant has indicated coordination with adjacent utility improvements to support the proposed development.
 - D. The Town Council finds that the proposed use will not impede the orderly development of surrounding properties or substantially diminish nearby property values. No expert testimony was presented indicating adverse impacts to surrounding development patterns or property values.
 - E. The Town Council finds that the establishment, maintenance, and operation of the proposed use will not be detrimental to the public health, safety, comfort, or general welfare. Staff identified no adverse impacts related to health, safety, or general welfare associated with the proposed use.
 - F. The Town Council finds that the public interest and welfare supporting the proposed use outweigh any individual interests adversely affected by the request. The proposal represents reinvestment into an existing commercial property, is consistent with the Comprehensive Plan, and, with executed off-site parking agreements in place, will not materially impair surrounding properties or the orderly development of the area.

3. The Town Council finds that the Special Use Permit application complies with the additional criteria for expansion of a non-conformity found in UDO §7.1.8(B)(1-8). Specifically, in that:
 1. The Town Council finds that requiring the termination of the existing nonconformity would result in an unnecessary hardship due to the unique circumstances associated with the existing site layout, historic building configuration, and practical limitations of retrofitting an older developed commercial property. The subject property contains a long-vacant former restaurant building that has remained underutilized and blighted for more than a decade. The applicant proposes the adaptive reuse and rehabilitation of the existing structure rather than demolition or abandonment, thereby supporting the productive reinvestment of the property.
 2. The Town Council finds that the continuation of the existing nonconformity will not be contrary to the public interest. The applicant proposes substantial reinvestment into the property through building rehabilitation, upgraded utilities, enhanced fire access, site improvements, landscaping, and the establishment of expanded dining and event space. The redevelopment will reactivate a previously vacant commercial site, improve the overall appearance and functionality of the corridor, and contribute to local economic activity and employment opportunities.
 3. The Town Council finds that the continuation of the existing nonconformity will not substantially or permanently injure the appropriate use of adjacent conforming properties within the same district. The applicant has completed and proposed numerous site improvements, including upgraded landscaping, additional green space, façade enhancements, new windows and shutters, roof repairs, and enhanced buffering and screening elements. These improvements improve compatibility with surrounding development patterns and help mitigate potential impacts related to noise, lighting, parking, and operational activity.
 4. The Town Council finds that the proposed use is in harmony with the spirit and purpose of the UDO and the goals, objectives, and policies of the Town of Southern Pines Comprehensive Plan. The adaptive reuse of the existing structure and reinvestment into an underutilized commercial property supports economic vitality, redevelopment, and the productive reuse of existing developed land while providing a community-oriented gathering space consistent with the character of the corridor.
 5. The Town Council finds that the plight of the applicant for which the continuation of the nonconformity is sought is due to unique circumstances existing on the property and within the surrounding district. The property contains an older commercial structure and site layout established under previous regulatory standards and has experienced prolonged vacancy and deterioration. The proposed redevelopment requires retrofitting the existing building and site to address modern requirements related to utilities, egress, fire access, and parking management. These conditions are unique to the property itself and are not self-created by the applicant.
 6. The Town Council finds that the continuation of the existing nonconformity will not substantially weaken the general purposes of the UDO or the regulations established for the applicable zoning district. The subject property remains located within a commercial zoning district, and the proposed use remains commercial in nature and generally consistent with the intended character of the area. The proposed improvements and compliance with applicable conditions related to screening, parking, compatibility, and safety further

- support consistency with the intent and regulatory framework of the UDO.
7. The Town Council finds that the continuation of the existing nonconformity will not adversely affect the public health, safety, or welfare. The applicant has undertaken substantial rehabilitation of a previously vacant commercial building and proposes additional improvements intended to support safe operation of the site, including fire access upgrades, code-compliant egress improvements, utility upgrades, and site management measures. The use will remain subject to all applicable building, fire, and operational requirements.
 8. The Town Council finds that the request for continuation and expansion of the nonconformity is not based upon mere financial hardship associated with meeting UDO requirements. The applicant has not asserted financial hardship as justification for the request, and the findings are instead based upon the existing physical conditions of the property, the historic site configuration, and the practical limitations associated with adaptive reuse of the structure.
4. The Town Council finds that the Special Use Permit application complies with the additional criteria for expansion of a commercial non-conformity found in UDO §7.1.8(C)(1-5). Specifically, in that:
1. The Town Council finds that the proposed expansion is compatible with the surrounding pattern of commercial and mixed-use development and is beneficial to the health, welfare, and safety of the community through the continued reinvestment and productive reuse of the property.
 2. The Town Council finds that all nonconforming signage associated with the property shall be brought into compliance with the requirements of the Unified Development Ordinance, and the applicant has acknowledged compliance with all applicable sign regulations.
 3. The Town Council finds that existing unsightly or unsafe conditions on the property will be mitigated through the proposed renovations, site improvements, landscaping, and conditions of approval associated with the Special Use Permit.
 4. The Town Council finds that any outdoor storage, display, or operational areas associated with the proposed use will comply with the requirements of the Unified Development Ordinance and will be adequately screened from adjacent streets and public rights-of-way.
 5. The Town Council finds that the proposed expansion does not increase the degree of nonconformity related to setback, height, parking, or landscaping requirements of the Unified Development Ordinance. The applicant has secured shared parking agreements and proposed mitigation measures sufficient to address the increased parking demand associated with the expanded use.

CONCLUSION AND DECISION

Therefore, by a vote of 5-0, the Town Council voted to approve 305 Rothney Special Use Permit, i.e., SU-01-26.

This is the 26th day of May 2026.

FOR THE TOWN COUNCIL:

Taylor Clement, Mayor



MEMO

To: Reagan Parsons, ICMA-CM, Town Manager
From: Jessica Roth, ICMA-CM, Assistant Town Manager
Date: May 26, 2026
Re: Friends of Southern Pines, Inc.

Background

Friends of Southern Pines (“Friends”) is a recently formed nonprofit corporation that registered with the NC Secretary of State on May 14, 2026, and has submitted an application to the IRS for recognition as a 501(c)(3) organization. The Articles of Incorporation are attached and outline the organization’s specific purposes, limitations, Board of Directors, and related governance provisions.

In general, Friends has been formed to “support, enhance, and promote the Town of Southern Pines, North Carolina, and its residents through charitable, educational, cultural, beautification, civic improvement, environmental, and community-based initiatives.”

Town resident Kate Shinkwin is the registered incorporator and Chair of the Board of Directors. Other voting directors include Rachel Jurgens, Ashley Tramontin, and Michael White. Parks & Recreation Director Greg Thompson serves as a non-voting ex officio director representing the Town.

Friends is not officially affiliated with the Town. All funds raised and spent by Friends will remain separate from the Town and will be subject to approval by the Friends Board of Directors. Mr. White currently serves as Treasurer.

This relationship is similar to the Town’s long-standing relationship with Friends of the Southern Pines Library, Inc., which has successfully operated since 1974. Friends of SPPL financially supports our Library through income earned from an endowment and has been a valuable partner for more than 50 years by supporting programs and providing volunteer resources. Their annual support augments the Town’s Library budget by approximately \$40,000.



Request to Use



Town Logo

As part of the effort to demonstrate support for the Town and raise funds for Town-related projects and initiatives, the Friends Board would like to incorporate a graphic component of the Town’s logo into the Friends logo, as shown at left. The logo would be used for marketing, outreach, and merchandise intended to help raise funds for the organization’s projects and initiatives.

The Town’s logo is protected through a registered trademark with the NC Secretary of State. I have discussed this request with Town Attorney Mac McCarley, including the criteria under which the Town may authorize use of the logo through a formal license agreement.

May 26, 2026 Council Work Session

Ms. Shinkwin and other Friends directors will attend the May 26 Council work session to share information about the organization’s purpose, plans, and timeline.

The specific request for May 26 is for Council to provide general consensus on whether staff and the Town Attorney should proceed with developing a license agreement that would allow Friends to use the requested component of the Town logo. No formal Council vote is requested at the work session. If Council provides general consensus, Attorney McCarley and I will work with the Friends Board to prepare a license agreement for formal Council consideration at a future meeting.

Articles of Incorporation of Friends of Southern Pines

Pursuant to Chapter 55A of the North Carolina General Statutes, the undersigned incorporator adopts the following Articles of Incorporation for **Friends of Southern Pines**, a North Carolina nonprofit corporation.

FIRST.- Name

The name of the corporation is **Friends of Southern Pines** (the **Corporation**).

SECOND.- Nonprofit Status and Tax-Exempt Purpose

The Corporation is organized as a nonprofit corporation under the laws of the State of North Carolina, including Chapter 55A of the North Carolina General Statutes. The Corporation is organized and shall be operated exclusively for charitable, educational, and civic purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future federal tax law. See North Carolina Nonprofit Corporation Act.

THIRD.- Specific Purposes

The specific purposes of the Corporation are to support, enhance, and promote the Town of Southern Pines, North Carolina, and its residents through charitable, educational, cultural, beautification, civic improvement, environmental, and community-based initiatives.

Without limiting the generality of the foregoing, the Corporation may:

FIRST.- Support public art, beautification, placemaking, and civic improvement initiatives.

SECOND.- Support environmental stewardship, conservation, and related community projects.

THIRD.- Provide financial or programmatic assistance for civic and community-benefit projects consistent with the Corporation's charitable purposes.

FOURTH.- Raise funds and distribute grants consistent with the Corporation's exempt purposes.

FIFTH.- Engage in community outreach, public education, and charitable programming.

SIXTH.- Collaborate with the Town of Southern Pines and with other nonprofit, governmental, and community organizations, provided that the Corporation shall remain separately organized and operated in accordance with applicable law and its governing documents.

FOURTH.- Limitations

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers, incorporator, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its exempt purposes.

No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, except to the extent permitted by Section 501(c)(3) of the Internal Revenue Code. The Corporation shall not participate in, or intervene in, including the publishing or distributing of statements, any political campaign on behalf of, or in opposition to, any candidate for public office.

FIFTH.- No Members

The Corporation shall have no members.

SIXTH.- Board of Directors

The Corporation shall be governed by a Board of Directors consisting of a minimum of three (3) and a maximum of five (5) voting directors.

In addition to the voting directors, the Board may include one (1) non-voting ex officio director who shall be an employee or designated representative of the Town of Southern Pines, if and when appointed in accordance with the bylaws. The ex officio director shall serve in an advisory and liaison capacity only and shall not have voting rights or be counted for quorum unless otherwise expressly provided in the bylaws.

The Board of Directors may also establish a non-voting advisory board or advisory committees as provided in the bylaws.

SEVENTH.- Principal Office

The principal office of the Corporation shall be located in Moore County, North Carolina, at such place as the Board of Directors may determine from time to time.

EIGHTH.- Registered Office and Registered Agent

The street address of the initial registered office and the name of the initial registered agent shall be as set forth below, and may be changed in accordance with applicable law.

Kate Shinkwin
330 Newton Drive
Southern Pines NC 28387

NINTH.- Incorporator

The name and address of the incorporator are as follows:

Kate Shinkwin
330 Newton Drive
Southern Pines NC 28387

TENTH.- Dissolution

Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes.

ELEVENTH.- Indemnification

To the fullest extent permitted by North Carolina law, the Corporation shall indemnify its directors and officers against liabilities and expenses incurred in connection with their service to the Corporation.

TWELFTH.- Conflict of Interest Policy


The Corporation shall adopt and maintain a written conflict of interest policy consistent with applicable North Carolina law and Internal Revenue Service guidance applicable to organizations described in Section 501(c)(3).

THIRTEENTH.- Duration

The Corporation shall have perpetual duration unless dissolved in accordance with law.

FOURTEENTH.- Execution

The undersigned incorporator executes these Articles of Incorporation on this 15th day of May, 2026.

DocuSigned by:

E93BD4A6068E46D

Kate Shinkwin, Incorporator



**ORDINANCE #3186
AMEND THE GENERAL CAPITAL RESERVE PROJECT BUDGET**

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

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

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

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

Transfer to Capital Project Fund – Town Hall	<u>\$ 300,000</u>
Total Additional Project Appropriation	<u>\$ 300,000</u>

Section 4: The following amount is reduced for the project:

Transfer to Capital Project Funds	<u>\$300,000</u>
Total Reduced Project Appropriation	<u>\$ 300,000</u>

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

Section 6: This amended ordinance becomes effective May 26, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of May 26, 2026, as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



**ORDINANCE #3187
AMENDING THE TOWN HALL 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 reserve project budget is hereby amended:

Section 1: The project authorized is for the purpose of purchasing 300 SW Broad Street and upfitting the existing facility for use as a Town Hall.

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:

Building Purchase & Upfit Costs	<u>\$ 325,000</u>
Total Additional Project Appropriation	<u>\$ 325,000</u>

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

Transfer In – General Capital Reserve Fund	\$ 300,000
Interest on Investments	<u>25,000</u>
Total Additional Project Revenues	<u>\$ 325,000</u>

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

Section 6: This amended ordinance becomes effective May 26, 2026.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of May 26, 2026 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



MEMO

To: Town Council
From: Manager Parsons
Date: 05/21/26
Re: FY27 Draft Budget
Attached: Proposed Building Inspections updates

Based on Council direction during the April Public Hearing regarding the FY27 Budget, staff have updated the documents for approval in June to include the three additional peenies (for a total of 55) within the Municipal Service District I. Barring any additional changes at Work Session, the following list represents Consent items you will see in June following the adoption of the Budget Resolution itself, setting an ad valorem rate of \$0.29 Town-wide with an additional \$0.55 in the MSD:

1. An updated Public Works and Utility Fee schedule
2. An updated Permit and Inspection Fee schedule
3. CPF Amendments based on the adopted budget
4. The Annual Resolution making appropriations to the Capital Reserve Fund for System Development Fees (SDFs)
5. The Ordinances amending the CRFs for both water and sewer SDFs

The Permit and Inspection Fee Schedule has not changed since 2019. As the first question that is typically asked is “how do our fees (current or proposed) compare to surrounding municipalities” I have included in your packet the research Building staff performed in arriving at their suggested fees beginning July 1.

Thank you for your continued direction in finalizing the Budget for FY27.

	Current So. Pine	Proposed So. Pines	Pinehurst	Aberdeen
Building Permits- Fees per SF of Gross Footprint	\$50.00- Minimum	\$60.00 Minimum		
Commercial Additions / New	\$0.50	\$0.60	\$0.59	\$200.00 plus 0.20 sq/ft
Commercial Alteration	\$0.40	\$0.60	\$0.59	\$200.00 plus 0.20 sq/ft
Multi-Family Addition or Alteration	\$0.25	\$0.60	\$0.59	\$200.00 plus 0.20 sq/ft
Multi-Family New	\$0.30	\$0.60	\$0.59	\$200.00 plus 0.20 sq/ft
Residential Addition/ New	\$0.15	\$0.25	\$0.30	\$100.00 plus 0.20 sq/ft
Residential Alteration	\$0.10	\$0.25	\$0.30	\$75.00 plus 0.20 sq/ft
Electrical Permits				
Residential & Commercial Up to 200 Amps	\$110 Plus \$110 ea. Addt'l 200amps	\$110 Plus \$110 ea. Addt'l 200amps	\$100.00*	\$100 Plus \$100 ea. Addt'l 200amps
Load Control & Disconnects	\$50.00 Plus \$15 each	\$50.00 Plus \$15 each	\$100.00*	\$15.00 each
Service Panel Change or Alteration	\$50.00	\$60.00	\$100.00*	\$75.00
Temporary Power	\$100.00	\$100.00	\$100.00	\$100.00
Temporary Service Pole	\$50.00	\$60.00	\$100.00*	\$50.00- \$75.00
Generator	\$50.00	\$100.00	\$120.00	\$125.00
Other Misc- Transformer	\$50.00	\$60.00	\$60.00	\$75.00
Insulation Permits				
Commercial	\$.04 per sq/ft	\$.05 per sq/ft	N/A	N/A
Residential	\$.03 per sg/ft	\$.05 per sq/ft	N/A	N/A
Mechanical Permits				
Commercial	\$75.00 plus \$10.00 per ton after 1st ton	\$100.00 plus \$10.00 per ton after 1st ton	\$100.00*	\$150.00
Commercial Change Out	\$75.00	\$100.00	\$100.00*	\$100.00
Commercial Range and Grease Hoods	\$50.00	\$100.00	\$100.00*	\$125.00
Gas Line Only	\$50.00	\$60.00	\$100.00*	\$75.00
Residential	\$50.00 per system	\$60.00 per system	\$100.00*	\$100.00
Other Misc	\$50.00	\$60.00	\$100.00*	\$75.00
Plumbing Permits				
Residential	\$50.00 plus \$5.00 per fixture	\$60.00 plus \$5.00 per fixture	\$100.00*	\$100.00 plus \$10.00 per fixture

Commercial	\$50.00 plus \$5.00 per fixture	\$60.00 plus \$5.00 per fixture	\$100.00*	\$200.00 plus \$20.00 per fixture
Misc Permits				
Awning- New Structure	\$50.00	\$60.00	N/A	\$75.00
Business Inspection	\$50.00	\$60.00	N/A	\$75.00
Daycare/ Home Health Inspection	\$50.00	\$100.00	\$100.00	\$200.00
Demolition	\$120.00	\$150.00	\$150-\$175	\$150.00
Manufactured Housing				
Manufactured Home/ Singlewide	\$100.00	\$125.00	\$100.00	\$250.00
Manufactured Home/ Dbl or Triple Wide	\$125.00	\$150.00	\$150.00	\$250.00
Modular Construction	Use Residential Fees	Use Residential Fees	\$100-\$150	Use Residential Fees
Moving or Relocating of Structure	\$120.00	\$150.00	N/A	N/A
Petroleum Product Dispenser	\$40.00 plus \$20.00 each additional	\$60.00 plus \$30.00 each additional	N/A	\$50.00 plus \$50.00 each additional
Sign-If New Electrical Service	\$50.00	\$60.00	\$60.00	\$50.00
Sign-Ground Sign (Footing Inspection)	\$50.00	\$60.00	\$50.00	\$75.00
Swimming Pool-Incl Elect. Barrier or Fence	\$120.00	\$150.00	\$150-\$175	\$200.00
Tent	\$50.00	\$60.00	\$110.00	\$50.00
ABC	\$50.00	\$100.00	\$100.00	\$75.00
Penalties				
If no permit before work begins	Double Fee	Double Fee	Double Fee	Double Fee
1st Re-Inspection Fee	\$50.00	\$60.00	\$100.00	\$100.00
2nd Re-inspection Fee	\$100.00	\$120.00	\$100.00	\$100.00
Subsequent Re-Inspection	Previous Fee Doubled	Previous Fee Doubled	\$100.00	\$200.00

Note-* \$60.00 Inspection fee Plus \$40.00 Planning fee