



Minutes

Board of Commissioners Regular Meeting

7 p.m. June 10, 2024

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson, Matt Hughes and Evelyn Lloyd

Staff: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Supervisor Bryant Green, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser, Finance Director Dave McCole, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

Opening of the meeting

Mayor Mark Bell called the meeting to order at 7 p.m.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

Bill Evans, a Cornwallis Hills resident and homeowners association member, praised the South Churton Street Multimodal Corridor Study and asked for support in getting the state to install a traffic light at the intersection of Lafayette Drive and Old N.C. 86.

Laurie Paolicelli, executive director of the Chapel Hill/Orange County Visitors Bureau, shared recent praise the town has received related to tourism.

3. Agenda changes and approval

These changes were made:

- Removed Item 5H – Water and Sewer Extension Contract with cost share for Nash Place
- Added Item 5H – Capital Project Amendment for McAdams Road Water Main Replacement

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as amended. Commissioner Robb English seconded.

Vote: 5-0.

4. Appointments

A. Planning Board – Appointment of Tiffney Marley for a term expiring June 30, 2027 (in-town seat)

Motion: Commissioner Matt Hughes moved to approve the appointment. Ferguson seconded.

Vote: 5-0.

5. Items for decision – consent agenda

- A. Minutes
 - Regular meeting with budget presentation May 13, 2024
 - Regular meeting closed session May 13, 2024
 - Budget work session May 28, 2024
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Pollinator Week 2024
- D. Contract for year-end audit services in connection with the fiscal year ending June 30, 2024
- E. Resolution to accept Hasell Street Water Tank and U.S. 70-A water main pre-construction planning grant
- F. Unified Development Ordinance text amendment to various sections on accessory dwellings, home occupations, and short-term rentals (staff-initiated)
- G. Historic District Design Standards amendment to sections 1, 4, and 6 and various appendices (staff-initiated)
- H. ~~Water and Sewer Extension Contract (WSEC) with cost share for Nash Place~~
- H. Capital Project Amendment for McAdams Road Water Main Replacement (added item)

Motion: Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.
Vote: 5-0. Nays: None.

6. Items for decision – regular agenda

- A. Rezoning request for 128 W. Margaret Lane from Neighborhood Business Special Use to Neighborhood Business (general use)

Planning and Economic Development Manager Shannan Campbell shared that zoning changes would remain with the property, not the property owner.

The board discussed concerns with the proposed potential and excluded uses, such as potential use for a veterinary office but exclusion of a physical therapy office. There was discussion about:

- Adding conditions to the rezoning to allow for commercial use.
- The property's characteristics making it a poor fit for some uses of concern.

Town Attorney Bob Hornik said the board cannot modify the property owner's requested conditional zoning use without him present.

Commissioners asked for additional uses to be included in the acceptable uses.

Motion: English moved to table the item until the applicant is present. Ferguson seconded.
Vote: 3-2.

- B. South Churton Street Multimodal Corridor Study
Public Space and Sustainability Manager Stephanie Trueblood presented the draft South Churton Street Multimodal Corridor Study to the board. She said the study was informed by a large amount of community involvement.

Stantec Project Manager Mike Rutkowski reviewed the South Churton Street corridor, a section of road between Interstate 40 and downtown Hillsborough. He shared issues the corridor has, including vehicle crashes and pedestrian safety. He also shared the study's takeaways:

- The corridor is unsafe for biking and walking.

- Reoccurring congestion issues hamper traffic operations.
- Missing facilities force users to drive.
- Safe crossing opportunities are missing and prevent walking activity.
- Expected future growth will worsen conditions.

Rutkowski presented the cross-sections of the corridor, highlighting the proposed use of the road and right of way. He encouraged the board to consider the long-term future of development in town.

Trueblood said the project is within a reasonable range of the budget that the state set for the project, but the final cost will likely change. The project is scheduled to start after 2030.

Motion: Hughes moved to endorse the South Churton Street Multimodal Corridor Study. Ferguson seconded.

Vote: 5-0.

C. Fiscal Year 2025 Budget Adoption

Budget Director Emily Bradford said the budget has been revised as requested by the board.

There was discussion about the use of funds to assist water and sewer customers through the Hillsborough Water Assistance Program, which is administered by Orange Congregations in Mission for the town. The town attorney said money from the town's general funds can be used to benefit water and sewer customers. There was discussion about whether to restrict use of the town funds to in-town residents.

Motion: Hughes moved to allocate \$10,000 of unrestricted funds to Orange Congregations in Mission to include a disbursement report to the board. English seconded.

Vote: 5-0.

Ferguson asked the board to support spending more on resources for the homeless.

Motion: Hughes moved to fund the \$12,057 expansion request from the Partnership to End Homelessness by reducing the allocation to the Affordable Housing Creation and Preservation reserve fund by an equivalent amount to include in the budget adoption. Ferguson seconded.

Vote: 5-0.

Motion: Hughes moved to adopt the budget as amended. Ferguson seconded.

Vote: 5-0.

Board members expressed appreciation to staff for their work on the budget.

D. Hot topics for work session June 24, 2024

The hot topics will include:

- An update on Corbinton Commons
- The July 15 affordable housing work session

7. Updates

A. Board members

Board members gave updates on the committees and boards on which they serve.

B. Town Manager
Peterson thanked town staff for their contributions to the budget.

C. Staff (written reports in agenda packet)
There were none.

8. Adjournment

The mayor adjourned the meeting at 9:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sarah E. Kimrey".

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

FY 2023-2024

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 06/10/2024 TO 06/10/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Revenues	10-00-3100-3100-190 CURRENT MOTOR VEHICLE LEVY Yr-end adj	41924	06/10/2024	EBRADFORI	777,000.00	73,000.00	850,000.00
GF Revenues	10-00-3100-3101-222 2022 TAX LEVY Yr-end adj	41925	06/10/2024	EBRADFORI	70,000.00	-30,000.00	40,000.00
GF Revenues	10-00-3100-3101-223 2023 TAX LEVY Yr-end adj	41926	06/10/2024	EBRADFORI	9,078,000.00	-183,000.00	8,895,000.00
GF Revenues	10-00-3110-3110-005 LOCAL OPTION SALES/HOLD HARMLESS Yr-end adj	41927	06/10/2024	EBRADFORI	831,000.00	-81,000.00	750,000.00
GF Revenues	10-00-3850-3850-000 INTEREST EARNED Yr-end adj	41928	06/10/2024	EBRADFORI	100,000.00	610,500.00	735,000.00
GF Fund Bal.	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Yr-end adj	41931	06/10/2024	EBRADFORI	1,133,221.00	836,168.00	2,621,460.61
	Yr-end adj	41940	06/10/2024	EBRADFORI	1,133,221.00	2,500.00	2,623,960.61
	To cover barricades	41963	06/10/2024	EBRADFORI	1,133,221.00	7,079.00	2,631,039.61
GF Revenues	10-10-3400-3402-000 CABLE FRANCHISE FEE Yr-end adj	41929	06/10/2024	EBRADFORI	55,000.00	-25,000.00	30,000.00
Admin. Services	10-10-4200-5300-080 TRAINING/CONF./CONV. To cover Catapult and other through year-	41961	06/10/2024	JFernandez	22,050.00	-3,000.00	18,748.00
Admin. Services	10-10-4200-5300-530 DUES & SUBSCRIPTIONS To cover Catapult and other through year-	41960	06/10/2024	JFernandez	8,758.00	3,000.00	11,758.00
Public Space	10-10-6300-5300-330 SUPPLIES - DEPARTMENTAL To cover Cemetery Fountain Repair	41897	06/10/2024	EBRADFORI	25,000.00	-2,500.00	24,994.11
Streets	10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE Yr-end adj	41905	06/10/2024	EBRADFORI	5,000.00	2,216.87	36,921.87
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL To cover barricades	41962	06/10/2024	EBRADFORI	27,500.00	7,079.00	29,526.00
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE Yr-end adj	41901	06/10/2024	EBRADFORI	239,000.00	-2,216.87	257,563.13
Cemetery	10-40-6400-5300-165 MAINTENANCE - INFRASTRUCTURE To cover Cemetery Fountain Repair	41898	06/10/2024	EBRADFORI	12,000.00	2,500.00	14,500.00
GF Transfers In	10-71-3870-3870-150 TRANSFER FROM GENERAL CRF Adj to actual	41937	06/10/2024	EBRADFORI	150,000.00	-69,852.00	100,148.00
GF Transfers In	10-71-3870-3870-900 TRANSFER FROM FUND 78-GF COMMITTED Bucket Truck	41939	06/10/2024	EBRADFORI	0.00	67,352.00	67,352.00
GF Transfers Out	10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND Use cash for NC-86 Reno	41930	06/10/2024	EBRADFORI	0.00	1,200,668.00	1,226,650.00
WSF Transfers In	30-71-3870-3870-010 TRANSFER FROM UTILITIES CAPITAL IMP PS Abandonment Project	41923	06/10/2024	EBRADFORI	0.00	58,892.51	58,892.51
WSF Transfers Out	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND Adj per actual	41944	06/10/2024	EBRADFORI	0.00	2,363.00	82,348.00
WSF Transfers Out	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND Adj to actual	41946	06/10/2024	EBRADFORI	0.00	-972.00	59,405.00
WSF Transfers Out	30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND JFernandez		06/04/2024	12:51:26PM			

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/10/2024 TO 06/10/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Correct Air Release Valve Transfer	41941	06/10/2024	EBRADFORI	14,537.00	120,926.00	1,618,519.78
WSF Revenues	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES Adj to actual	41943	06/10/2024	EBRADFORI	0.00	2,363.00	82,348.00
WSF Revenues	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES Adj per actual	41945	06/10/2024	EBRADFORI	0.00	-972.00	59,405.00
WSF Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED PS Abandonment Project	41922	06/10/2024	EBRADFORI	1,768,570.00	16,107.49	4,791,005.80
	Correct Air Release Valve Transfer	41942	06/10/2024	EBRADFORI	1,768,570.00	120,926.00	4,911,931.80
Billing & Collections	30-80-7240-5300-334 DEPT SUPP-METER READING To cover uniforms for new Meter Technic	41906	06/10/2024	JFernandez	125,000.00	-400.00	132,815.59
Billing & Collections	30-80-7240-5300-350 UNIFORMS To cover uniforms for new Meter Technic	41907	06/10/2024	JFernandez	1,000.00	400.00	1,400.00
WFER	30-80-8130-5300-154 MAINTENANCE - GROUNDS To cover mowing at WFER and water qua	41904	06/10/2024	JFernandez	15,000.00	4,615.00	36,301.22
WFER	30-80-8130-5300-330 SUPPLIES - DEPARTMENTAL To cover mowing at WFER and water qua	41903	06/10/2024	JFernandez	10,000.00	-215.00	3,952.30
WFER	30-80-8130-5300-570 MISCELLANOUS To cover mowing at WFER and water qua	41902	06/10/2024	JFernandez	2,600.00	-4,400.00	2,500.00
Water Dist.	30-80-8140-5300-145 MAINTENANCE - BUILDINGS To cover shop maintenance/cleaning supp	41911	06/10/2024	JFernandez	2,000.00	800.00	2,881.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE To cover shop maintenance/cleaning supp	41910	06/10/2024	JFernandez	140,000.00	-800.00	71,200.00
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS To cover shop maintenance/cleaning supp	41913	06/10/2024	JFernandez	2,000.00	853.00	2,934.00
WW Collect.	30-80-8200-5300-154 MAINTENANCE - GROUNDS To cover tree removal in Eno River.	41959	06/10/2024	JFernandez	36,300.00	1,271.00	45,477.00
WW Collect.	30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE To cover shop maintenance/cleaning supp	41912	06/10/2024	JFernandez	187,500.00	-853.00	269,849.00
WW Collect.	30-80-8200-5300-323 SUPPLIES - CHEMICALS To cover tree removal in Eno River.	41957	06/10/2024	JFernandez	1,000.00	-1,000.00	0.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover tree removal in Eno River.	41958	06/10/2024	JFernandez	16,000.00	-271.00	16,730.95
WW Collect.	30-80-8200-5700-729 CAPITAL - INFRASTRUCTURE PS Abandonment Project	41921	06/10/2024	EBRADFORI	0.00	75,000.00	75,000.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT To cover WWTP equipment maintenance.	41908	06/10/2024	JFernandez	84,150.00	3,000.00	122,496.16
WWTP	30-80-8220-5300-570 MISCELLANEOUS To cover WWTP equipment maintenance.	41909	06/10/2024	JFernandez	104,410.00	-3,000.00	1,410.00
Gen. Cap. Proj.	60-05-3870-3870-406 TRANSFER FROM GF-NC86 RENOVATION Pay cash for NC86	41932	06/10/2024	EBRADFORI	325,982.00	1,200,668.00	1,398,450.00
Gen. Cap. Proj.	60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION Pay cash for NC86 Reno	41933	06/10/2024	EBRADFORI	2,000,000.00	-1,200,668.00	3,299,332.00
WS Cap. Proj.	69-15-8140-5700-744 EDD WATER LINE EXT INFRASTRUCTURE JFernandez		06/04/2024	12:51:26PM			

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/10/2024 TO 06/10/2024

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
Adj to actual	41918	06/10/2024	EBRADFORI	509,404.00	-231,966.53	277,437.47
WS 69-15-8140-5972-002 TRANSFER TO FUND 75-WATER SDF RESER						
Cap. Proj. Adj per actual	41919	06/10/2024	EBRADFORI	0.00	231,966.53	231,966.53
WS 69-21-8200-5700-739 WASTEWATER SYSTEM REHAB						
Cap. Proj. Adj per actual	41914	06/10/2024	EBRADFORI	415,895.00	-58,892.51	357,002.49
WS 69-21-8200-5970-920 TRANSFER TO WATER SEWER FUND						
Cap. Proj. Adj per actual	41916	06/10/2024	EBRADFORI	0.00	58,892.51	58,892.51
Gen. 71-10-6300-5700-851 SUSTAINABILITY						
Cap. Res. Energy Mgmt Software	41934	06/10/2024	EBRADFORI	627,118.00	-20,000.00	600,000.00
Gen. 71-30-5600-5700-950 VEHICLES - STREETS						
Cap. Res. Bucket Truck	41935	06/10/2024	EBRADFORI	80,148.00	-80,148.00	0.00
Gen. 71-71-6900-5970-910 TRANSFER TO GENERAL FUND						
Cap. Res. Energy Mgmt Software & Bucket Truck	41936	06/10/2024	EBRADFORI	0.00	100,148.00	100,148.00
Water 75-71-3870-3870-156 TRAN FR W/S US-70 WTR IMPROVEMENTS						
SDF Res. Adj to actual	41947	06/10/2024	EBRADFORI	282,795.50	7,812.00	603,995.00
Water 75-71-3870-3870-990 TRAN FR FUND 69-US-70 WTR IMPROV						
SDF Res. Apply Unused EDD Funds to US70 Wtr I	41954	06/10/2024	EBRADFORI	0.00	231,966.53	231,966.53
Water 75-71-6900-5970-928 TRAN TO FUND 69 - US 70 PHASE I						
SDF Res. Adj to actual	41948	06/10/2024	EBRADFORI	282,795.50	7,812.00	603,995.00
Apply Unused EDD Funds to US70 Wtr I	41956	06/10/2024	EBRADFORI	282,795.50	231,966.53	835,961.53
Sewer 76-71-3870-3870-155 TRAN FR W/S - COLLECT SYS REHAB						
SDF Res. Adj to actual	41949	06/10/2024	EBRADFORI	997,808.50	11,955.50	1,311,462.00
Adj to actual	41951	06/10/2024	EBRADFORI	997,808.50	4,665.00	1,316,127.00
Sewer 76-71-6900-5970-927 TRAN TO UTIL CAP IMP FD - COLL SYS						
SDF Res. Adj to actual	41950	06/10/2024	EBRADFORI	997,808.50	11,955.50	1,311,462.00
Adj to actual	41952	06/10/2024	EBRADFORI	997,808.50	4,665.00	1,316,127.00
					<u>3,322,926.06</u>	

APPROVED: 5/0

DATE: 06/10/24

VERIFIED: Sharon E. Kimrey



PROCLAMATION

National Pollinator Week 2024

June 17-23, 2024

WHEREAS, pollinator species such as birds, bees, butterflies and other insects are essential partners in producing much of our food supply; and

WHEREAS, pollination plays a vital role in the health of our national forests and grasslands, which provide forage, fish and wildlife, timber, water, mineral resources, and recreational opportunities as well as enhanced economic development opportunities for communities; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, diverse urban and suburban ecosystems; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, for years the Town of Hillsborough has managed urban landscapes and public lands that include many municipal parks and greenways, as well as wildlife habitats; and

WHEREAS, the Town of Hillsborough provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments; and

WHEREAS, the Town of Hillsborough is a proud affiliate of Bee City USA®;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of June 17 through 23, 2024 as our municipality's "National Pollinator Week" in the Town of Hillsborough and urge all citizens to recognize this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 10th day of June in the year 2024.



Mark Bell

Mark Mayor
Town of Hillsborough



RESOLUTION

Accepting Grant Funding for Hasell Street Tank and U.S. 70-A Water Main

WHEREAS, the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered Pre-construction Planning Grant American Rescue Plan Act (ARPA) funding in the amount of \$70,000 to perform the work detailed in the submitted application; and

WHEREAS, the Town of Hillsborough intends to perform said project in accordance with the agreed scope of work;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners does:

- 1) Hereby accept the ARPA grant offer of \$70,000 and does hereby give assurance to the North Carolina Department of Environmental Quality that any conditions or assurances contained in the funding offer and acceptance award offer will be adhered to; and,
- 2) Has substantially complied, or will substantially comply, with all federal, state and local laws, rules, regulations, and ordinances applicable to the project; and to federal and state grants and loans pertaining thereto; and,
- 3) That the town manager is hereby authorized and directed to furnish such information as the appropriate state agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Approved this 10th day of June in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

**BOARD OF COMMISSIONERS
TOWN OF HILLSBOROUGH, NORTH CAROLINA
Consistency Statement per Section 160D-605**

Request to amend regulations on accessory dwellings, home occupations, and short-term rentals in the Hillsborough Unified Development Ordinance

June 10, 2024

The Town of Hillsborough Board of Commissioners has received and reviewed the request from the Planning and Economic Services Division of the town's Community Services Department to amend the Unified Development Ordinance as follows:

- *Amend UDO Sections 5.2.8 (Dwelling, Accessory) and 5.2.18 (Home Occupation) to a) allow larger accessory dwelling units and home occupations, and b) establish minimum setback and location requirements for freestanding (i.e., detached) accessory dwelling units;*
- *Amend UDO Section 9.1.5.2 (Permissible Encroachment into Required Setbacks) to allow freestanding accessory dwelling units to encroach into side and rear yard setbacks like other accessory buildings;*
- *Amend UDO Section 5.2.39.1 (Planned Development – Standards of Evaluation) to correct a scrivener error identified by the Planning Manager; and*
- *Add UDO Section 5.2.46 (Short-term Rental), amend Table 5.1.7 (Use Table for Residential Districts), and amend Section 9.2 (Definitions) to allow for short-term rentals as home occupations.*

The Hillsborough Board of Commissioners has determined the proposed action **is consistent** with the Town of Hillsborough's Comprehensive Sustainability Plan (CSP) for the following reason(s):

1. The proposed amendment **is** consistent with the *Land Use and Development* chapter goal to "Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity."

Strategy: Ensure that land use and development regulations are aligned with preferred future land use and growth patterns.

2. The proposed regulations **advance** identified goals and strategies found in the CSP and promote the public health, safety, and welfare by a) helping to address missing middle housing options in the community and b) increasing flexibility for small, home-based businesses and short-term rentals.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Hillsborough Unified Development Ordinance

Sections 5.1.7, 5.2.8, 5.2.18, 5.2.39, 5.2.46, 9.1.5, and 9.2

The Hillsborough Board of Commissioners ordains:

Section 1. The amendments to the following sections of the town's Unified Development Ordinance as attached hereto: Sections 5.1.7; 5.2.8; 5.2.18; 5.2.39; 5.2.46; 9.1.5; and 9.2.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



A handwritten signature in black ink, reading "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk

5.1 USE TABLE

5.1.7 TABLE: USE TABLE FOR RESIDENTIAL DISTRICTS

P = Permitted by Right

SUP = Permitted with a Special Use Permit

+ = When also in the Plus Overlay district

[illegible]

5.2 USE-SPECIFIC STANDARDS

5.2.8 DWELLING, ACCESSORY

The following sections are provided to create opportunities for a diversity of housing stock within town. A dwelling unit must contain sleeping, cooking, and bathroom facilities. Guest quarters or suites that do not contain all three types of facilities are not dwelling units and are not reviewed in this section.

5.2.8.1 Accessory dwelling units in freestanding structures

New or existing accessory buildings may be used as dwelling units in addition to the principal dwelling unit in the R-10, R-15, and R-20 districts, subject to the following conditions:

- 5.2.8.1.a** The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.1.b** The lot has direct access to a public street.
- 5.2.8.1.c** One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.1.d** The structure containing the accessory dwelling must meet the applicable primary building setbacks established in Table 6.3.1, *Dimensional Requirements – residential* OR Section 7.5.3, *Non-conforming lot setback requirements*. The existing, primary dwelling may be non-conforming in regard to building setbacks required in the zoning district. The setback provision in Section 9.1.5.2.c of this ordinance is available for an accessory building containing a dwelling unit.
- 5.2.8.1.e** An accessory dwelling unit in a freestanding structure shall be located to the side or rear of the primary dwelling and behind the primary dwelling's front façade.
- 5.2.8.1.f** All structures containing dwellings are connected to municipal water and sewer service.
- 5.2.8.1.g** The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area and/or height of the principal dwelling unit.
- 5.2.8.1.h** The accessory unit is constructed to the state building code for one- and two-family dwellings (i.e., is not a manufactured home).
- 5.2.8.1.i** There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.1.j** The application materials indicate storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.1.k** Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

5.2.8.2 Accessory dwelling units within a principal single-family dwelling

Accessory dwelling units may be located within a principal single-family dwelling in any zoning district, subject to the following conditions:

- 5.2.8.2.a** The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.2.b** One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.2.c** Both dwellings are connected to municipal water and sewer service.
- 5.2.8.2.d** The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area of the principal dwelling unit.
- 5.2.8.2.e** The accessory dwelling unit must have its own exterior access. Any interior access to the principal dwelling must be lockable from both dwellings.
- 5.2.8.2.f** There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.2.g** The application materials indicated storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.2.h** Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

5.2.18 HOME OCCUPATION

5.2.18.1 All home occupations shall comply with the following conditions:

- 5.2.18.1.a** A home occupation is the base of operations for the business and the primary function of the business takes place on the residential property for which the permit is issued. For example: an employee who telecommutes to their place of business in RTP is not engaged in a home occupation and does not require a home occupation permit, but the person who owns a computer consulting business and conducts business from their home does. A self-employed business owner who keeps his business records at his home and is contacted at his home to arrange work but does not do any of the job function at the home does not need a home occupation permit.
- 5.2.18.1.b** A home occupation is located within a dwelling unit or in an accessory building on the same lot or parcel as the dwelling unit. A home occupation involving the growing or raising of an agricultural product may also be

allowed so long as the area outside of a structure involved in raising the product sold meets the area requirement below.

- 5.2.18.1.c** The area of a home occupation shall not account for more than 1,000 square feet of total area on a parcel (dwelling, outbuilding, and/or area involved in raising an agricultural product), except when the home occupation is a short-term rental, in which case the area of the home occupation shall not exceed the gross floor area of the short-term rental unit and any off-street parking required under this section.
- 5.2.18.1.d** The principal person or persons providing the business or service must reside in the dwelling on the premises.
- 5.2.18.1.e** The operator of the home occupation may not employ more than one (1) non-resident person on the premises.
- 5.2.18.1.f** The home occupation shall not cause or result in any change in the external appearance of the existing dwelling and structures on the property.
- 5.2.18.1.g** All vehicles used in connection with the home occupation shall be of a size and/or type customary for residential use, and shall be located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the surrounding area. No more than two (2) business-related vehicles may be parked at the site of the home occupation. In no instance shall any vehicle with a gross vehicle weight exceeding 5,000 pounds be parked, stored, or otherwise maintained at the site of a home occupation.
- 5.2.18.1.h** Home occupations shall not result in regular and on-going business-related vehicular traffic to the home where located.
- 5.2.18.1.i** There shall be sufficient off-street parking for patrons of the home occupation, with the number of off-street parking spaces required for the home occupation to be provided and maintained in addition to the space or spaces required for the dwelling itself.
- 5.2.18.1.j** There shall be no advertising devices on the property, or other signs of the home occupation, which are visible from outside the dwelling or accessory building.
- 5.2.18.1.k** The site of the home occupation shall not contain any outdoor display or storage of goods, equipment, or services associated with the home occupation.
- 5.2.18.1.l** The home occupation shall not create adverse impacts on health, safety, or comfort of customers or neighboring residents which can be detected by the normal senses off the premises. Such impacts shall include but not be limited

to fire or explosive hazards; interference with electronic communication; loud, raucous or disturbing noise; dust; odors; fumes; glare; or vibration.

5.2.18.1.m The home occupation shall not create or exhibit an increase in noise, traffic or parking demands markedly beyond that normally associated with a residential use.

5.2.18.2 Home occupations shall obtain a Zoning Compliance Permit in accordance with Section 3.14, *Zoning Compliance Permit*.

5.2.18.3 The following uses are not permitted as home occupations in residential zoning districts except as a legal non-conforming use:

5.2.18.3.a Boarding of domesticated animals

5.2.18.3.b Dealerships for firearms or motor vehicles

5.2.18.3.c Motor vehicle maintenance, service, or repair

5.2.18.3.d Any use that will routinely generate five or more customers within one hour or more than 10 customers in one day.

5.2.18.3.e Any use that is only permitted with a Special Use Permit if otherwise located.

5.2.39 PLANNED DEVELOPMENT

5.2.39.1 Standards of Evaluation

5.2.39.1.e Density Allowances:

- (1) The following factors will be used in computing density: A factor of 3.0 persons per single-family detached dwelling; 2.5 persons per single-family attached dwelling or stacked townhouse; and 2 persons per multiple-family dwelling.
- (2) Residential densities in a PD must be designated as low, medium, or high on the approved master development plan. "Density area" as used herein means a development unit within an area designated on the approved development plan for low-, medium- or high-density.
 - (a) Low: The maximum density in any one low-density area is 5 dwelling units per acre.
 - (b) Medium: The maximum density in any one medium-density area is 15 dwelling units per acre.
 - (c) High: The maximum density in any one high-density area is 25 dwelling units per acre. An application that proposes housing that is affordable to households making 80% AMI or less at the time of

construction may propose up to 40 units per acre as a maximum density (subject to rounding as defined in Section 9.1.4). Where affordable housing is proposed the preference is that this housing type be dispersed throughout the planned development instead of clustered together in one area.

5.2.46 SHORT-TERM RENTAL

5.2.46.1 Standards of Evaluation

The following specific standards shall be used to evaluate an application for approval of this use:

5.2.46.1.a A home occupation permit shall be required for all short-term rentals.

5.2.46.1.b Short-term rentals shall be used for lodging and overnight accommodations only and shall not be used for public events as defined in Section 9.2
Definitions.

9.1 RULES OF MEASUREMENT, COMPUTATIONS, AND EXCEPTIONS

9.1.5.2 Permissible Encroachment into Required Setbacks

9.1.5.2.c Accessory buildings and freestanding accessory dwelling units may encroach into a side yard or rear yard setback not adjacent to a street right-of-way to within 5 feet of the property line, with the following limits:

- (a) For an accessory building with a highest point 12' or more above the ground elevation, an additional setback of 2' for each 1' of elevation above 12' is required until the standard setback is met.
- (b) The setback being reduced is not part of a land use or stream buffer required elsewhere in this Ordinance, nor a recorded easement for utilities, drainage, or access.

9.2 DEFINITIONS

Short-term Rental	A primary dwelling, accessory dwelling, or any portion thereof offering overnight accommodations to guests for stays of less than 30 consecutive days in exchange for compensation.
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**BOARD OF COMMISSIONERS
TOWN OF HILLSBOROUGH, NORTH CAROLINA
Consistency Statement per Section 160D-605**

***Request to amend the Historic District Design Standards
for the Town of Hillsborough***

June 10, 2024

The Town of Hillsborough Board of Commissioners has received and reviewed the request from the Planning and Economic Services Division of the town's Community Services Department to amend the town's Historic District Design Standards as follows:

Amend the following sections of the Historic District Design Standards to a) make the design standards more user-friendly, b) increase flexibility for sustainable energy in the historic district, and c) prevent minor changes from needlessly going to the Historic District Commission for review:

- *Section 1 – Navigating the Historic District Commission Review Process*
- *Section 4 – Masonry; Windows; Sustainability and Energy Retrofit; Utilities*
- *Section 6 – Site Features and Plantings; Fences and Walls; Walkways, Driveways, and Off-Street Parking; Art*
- *Appendices – Glossary of Architectural Terms, Ordinary Maintenance and Repair and Minor Works, Historic District Compatibility Matrix*

The Hillsborough Board of Commissioners has determined the proposed action **is consistent** with the Town of Hillsborough's Comprehensive Sustainability Plan (CSP) for the following reason(s):

1. The proposed amendment **is** with the *Social Systems & Public Space* chapter of the CSP, specifically the goal to "build and strengthen social cohesion and sense of community through the support and development of arts and culture, events and entertainment, and preservation initiatives in an equitable and sustainable manner."

Strategies: Develop and adopt policies that contribute to meeting social systems and public space goals; and adopt regulations that contribute toward establishing equitable and sustainable social systems and public spaces.

2. The proposed changes **advance** identified goals and strategies found in the CSP, and promote the public health, safety, and welfare by making the design standards easier for the public to navigate and by increasing flexibility for sustainable energy in the historic district.

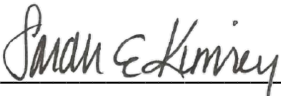
The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Hillsborough Historic District Design Standards

Sections I, 4, 6, and Various Appendices

The Hillsborough Board of Commissioners ordains:

- Section 1.** The amendment to Sections 1, 4, 6, and various appendices of the town's Historic District Design Standards as attached hereto.
- Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3.** This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

McAdams Road Water Main Replacement

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
McAdams Water Main Replacement	\$360,000	\$40,000	\$400,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
McAdams Water Main Replacement	\$360,000	\$40,000	\$400,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

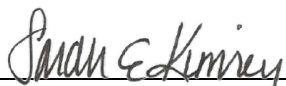
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

FY 2023-2024

PRINT ONLY

TOWN OF HILLSBOROUGH

UPDATE BUDGET CHANGES

				2023-2024 BUDGET	
<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Revenue					
30					
30-80-3900-3900-000 FUND BALANCE	6/10/2024	41997	4,914,931.80	40,000.00	4,954,931.80
APPROPRIATED					
To cover galvanized line replacement at McAdams Rd					
Total for 30			4,914,931.80	40,000.00	4,954,931.80
69					
69-43-3870-3870-519 TRANSFER FROM	6/10/2024	42000	360,000.00	40,000.00	400,000.00
WSF-McADAMS RD WTR MA					
To cover galvanized line replacement at McAdams Rd					
Total for 69			360,000.00	40,000.00	400,000.00
Total for Revenue			5,274,931.80	80,000.00	5,354,931.80
Expenditure					
30					
30-71-8140-5982-001 TRANSFER TO UTIL	6/10/2024	41998	1,618,519.78	40,000.00	1,658,519.78
CAP IMPROV FUND					
To cover galvanized line replacement at McAdams Rd					
Total for 30			1,618,519.78	40,000.00	1,658,519.78
69					
69-43-8140-5700-861 McADAMS RD WATER	6/10/2024	41999	360,000.00	40,000.00	400,000.00
MAIN REPLACEMENT					
To cover galvanized line replacement at McAdams Rd					
Total for 69			360,000.00	40,000.00	400,000.00
Total for Expenditure			1,978,519.78	80,000.00	2,058,519.78
Grand Total			7,253,451.58	160,000.00	7,413,451.58

APPROVED: 5/0

DATE: 06/10/24

VERIFIED: Sharon E. Kimrey



ORDINANCE

Town of Hillsborough Budget

FY2024-25

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. General Fund:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Current & Prior Year Property Taxes	10,270,000
Local Option Sales Tax	3,355,000
Licenses, Permits and Fees	97,600
Intergovernmental Revenue	1,667,889
Other	99,600
Investment Earnings	425,000
Transfers	724,500
Fund Balance Appropriation	<u>3,527,010</u>
TOTAL	\$20,166,599

The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

General Government	5,892,173
Public Safety	7,164,045
Public Works	5,768,611
Special Appropriations	891,770
Contingency	<u>450,000</u>
TOTAL	\$20,166,599

Section 2. Water & Sewer Fund:

It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Licenses, Permits, and Fees	12,181,000
Other	13,500
Investment Earnings	385,500
Transfers	474,468
Retained Earnings Appropriated	<u>472,436</u>
TOTAL	\$13,526,904

The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2024, and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Administration of Enterprise	3,076,440
Utilities Administration	897,253
Billing & Collections	912,657
Water Treatment Plant	1,557,069
West Fork Eno Reservoir	899,320
Water Distribution	1,747,889
Wastewater Collection	1,499,125
Wastewater Treatment Plant	2,537,151
Contingency	<u>400,000</u>
TOTAL	\$13,526,904

Section 3. Stormwater Fund:

It is estimated that the following revenues will be available in the Stormwater Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Licenses, Permits, and Fees	835,100
Investment Earnings	25,000
Retained Earnings Appropriated	<u>268,561</u>
TOTAL	\$1,128,661

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the stormwater utilities for the fiscal year beginning July 1, 2024, and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Stormwater	\$1,128,661
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Section 4. Special Assessment District:

Revenues totaling \$533,364 are hereby approved for the following line-items:

Special Assessment Taxes Collected	\$533,364
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A total of \$533,364 is hereby authorized to be expended from Special Assessment District:

Payments - Regions Bank	\$533,364
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Section 5. Tax Rate:

There is hereby levied a tax of \$0.607 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Property Taxes" in the General Fund in Section I of the ordinance.

This tax rate is based on an estimated total valuation of real and personal property (excluding motor vehicles) for the purposes of taxation of \$1,584,605,717 and an estimated rate of collection

of 97% and an estimated total valuation of motor vehicles of \$150,308,259 and an estimated rate of collection of 97%.

Section 6. Encumbered Funds:

Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to this budget.

Section 7. Fees and Charges:

There is hereby maintained a Fees and Charges Schedule for the purpose of raising revenue listed in the General Fund, Water & Sewer Fund, and Stormwater Fund, Sections I, II & III of this ordinance. See the Fees and Charges Schedule for a detailed listing.

Section 8. Recycling:

Orange County is hereby authorized to collect and administer a fee established for the purpose of providing recycling services within the Town limits.

Section 9. Budget Ordinance:

Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Mark Bell

Mark Bell, Mayor

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Adron F. Thompson Facility Renovation

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	Current Budget	+/-	Amended Budget
Adron F. Thompson Facility Renovation	\$3,795,600	\$3,500,000	\$7,295,600

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	Current Budget	+/-	Amended Budget
Adron F. Thompson Facility Renovation	\$3,795,600	\$3,500,000	\$7,295,600

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Exchange Club Interceptors

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Exchange Club Interceptors	\$190,000	\$20,000	\$210,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Exchange Club Interceptors	\$190,000	\$20,000	\$210,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Fiber Loop

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$400,000	\$50,000	\$450,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$400,000	\$50,000	\$450,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE
Capital Project Amendment
Fire Station

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$450,000	\$300,000	\$750,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$450,000	\$300,000	\$750,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

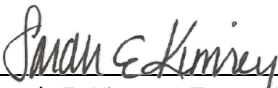
Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Hassell Water Tank Replacement

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hassell Water Tank Replacement	\$40,000	\$75,000	\$115,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hassell Water Tank Replacement	\$40,000	\$75,000	\$115,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Lawndale Basin Rehabilitation

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Lawndale Basin Rehabilitation	\$935,000	\$1,165,000	\$2,100,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Lawndale Basin Rehabilitation	\$935,000	\$1,165,000	\$2,100,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Passenger Rail / Multi-Modal Station

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Passenger Rail / Multi-Modal Station	\$8,239,000	\$2,200,000	\$10,439,000

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Passenger Rail / Multi-Modal Station	\$8,239,000	\$2,200,000	\$10,439,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Ridgewalk Greenway Phase I & II

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$125,003	\$333,000	\$458,003

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$125,003	\$333,000	\$458,003

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



Fees & Charges Schedule

FY2025 Operating & Capital Budget

Accounting

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	\$ 500.00	Not to exceed \$500.00
Single-Day Pre-Paid Food & Beverage Fee	\$ 15.00	
Mobile Food Vendor Permit Fee ¹	\$ 50.00	
Beer and Wine License		
On-premise malt beverage	\$ 15.00	
Off-premise malt beverage	\$ 5.00	
On-premise unfortified wine, on-premise fortified wine, or both	\$ 15.00	
Off-premise unfortified wine, off-premise fortified wine, or both	\$ 10.00	
¹ Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.		

Administration

Description	Rate	Basis
Photocopies	\$ 0.10	per page
Laser Printer Copies	\$ 0.10	per page
Town Clerk Certified Copies	\$ 1.00	per page
Board of Commissioners Meeting Notification Listing	\$ 20.00	annually
Town Code:		
Bound Copy	\$ 40.00	
Unbound Copy	\$ 25.00	
Supplements	\$ 0.10	per page
Motor Vehicle License Fee	\$ 30.00	per vehicle
Franchise Fees (Cable)		5% of gross receipts

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	\$ 25.00	per occurrence
Disconnect / Reconnect for Returned Item	\$ 40.00	per occurrence
Connection Fee	\$ 20.00	
Security Deposits:		
Water/Sewer Service		
Inside Town	\$ 75.00	
Outside Town	\$ 150.00	
Delinquent Fee	\$ 40.00	
Late Fee (after 25th of month)	15%	
Reconnection Fee:		
Business Hours	No Charge	
After Hours (Town Error)	No Charge	
Same Day Turn-On Service	\$ 50.00	
After Hours (Customer Request)	\$ 50.00	
Account Servicing Fee for Payments Made with Unwrapped Coins		
A \$1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first \$10.00 of unwrapped coins submitted for payment of the utility bill.	\$ 1.00	per 100 coins
Water Use Reduction Rebate		
One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	\$ 10.00	per customer

Cemetery

Description	Rate	Basis
Lot Fee:		
Resident	\$ 500.00	
Non-Resident	\$ 1,000.00	
Lot Transfer		
Transfer Between One Pair of Lots	No Charge	
Transfer Between 3 or More Lots	\$ 50.00	per pair of lots

Planning

Description	Rate	Basis
Special Event Permits		
Public and Private Events on Private Property	\$ 25.00	
Public and Private Events on Public Property	\$ 40.00	
Street or Greenway Use Events	\$ 65.00	
Applications for Review		
Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$ 300.00	
Unified Development Ordinance Text Amendment	\$ 400.00	
Rezoning to Planned Development District	The greater of \$2,000 or \$200	per acre
Rezoning to general use, traditional conditional use, or overlay zoning district	The greater of \$500 or \$50	per acre
Special Use Permit	The greater of \$1,000 or \$200	per acre
SUP Modification Requiring Public Hearing	\$ 500.00	
SUP Modification not Requiring Public Hearing	\$ 300.00	
Masterplan and Planned Development Amendments	\$ 500.00	
Minor Subdivision Review (1-4 lots with or without streets)	\$ 300.00	
Major Subdivision Review (5-19 lots with or without streets)	\$ 600.00	
Subdivision Review (4th review and subsequent additional reviews)	\$ 150.00	
Site Plan Review	\$ 600.00	
Site Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Construction Plan Review ²		
Total building size less than 10,000 sf	\$ 600.00	
Total building size equal to or greater than 10,000 sf	\$ 1,000.00	
Construction Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Variance	\$ 300.00	
Street Closing Request	\$ 150.00	
Street Renaming Request	\$ 200.00	
Historic District Certificate of Appropriateness Minor Work (Staff Approval)	The greater of \$25 or \$1	per \$1,000 of construction costs
Historic District Certificate of Appropriateness Major Work (HD Commission Approval)	The greater of \$150 or \$1	per \$1,000 of construction costs
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work)	\$ 300.00	
Zoning Compliance Letter	\$ 40.00	
Appeals	\$ 300.00	
Fees in Lieu of Construction		
Sidewalks		125% of written, sealed, engineer's estimate for the cost of required sidewalk installation
Documents & Maps¹		
Unified Development Ordinance	\$ 25.00	
Historic District Design Guidelines	\$ 25.00	
Community Connectivity Plan	\$ 15.00	
Administrative Manual	\$ 10.00	
Parks & Recreation Plan and Small Area/Corridor Plans	\$ 10.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$ 10.00	
Town Street Map with Street Grid (11x17 Black & White)	\$ 2.00	
Future Land Use Map & Other 11x17 Color Maps	\$ 2.00	
Photocopies	\$ 0.10	per page
¹ All town produced documents and maps can be provided in electronic form (pdf, jpeg, word, or excel) at no cost if we are provided with the media.		
Zoning Compliance Permits		
Home Occupation	\$ 25.00	
Signs (New or Replacement):		
Wall Mounted	\$ 40.00	
Free-Standing	\$ 75.00	
Sandwich Board	\$ 10.00	

Event Sign Package (package of signs allowed by 6.18.6.2)	\$	Approved: _____	Aug. 12, 2024
Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00	Page 37 of 40
Change of Use (one business use to another or change in ownership)		No Charge	
Site Change (ie. fences, sheds, gazebos, decks, porches, ADUs)	\$	50.00	
New Residential and Commercial Construction			
Projects costing \$499,999 or less - rounded to nearest thousand	\$	1.00	per \$1,000 of construction cost; \$5 minimum
Projects costing \$500,000 or more - rounded to nearest thousand	\$	2.00	per \$1,000 of construction cost; \$5 minimum
NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.			
Other Charges			
Consultant Fee Reimbursement		Consultant Fee Reimbursement	
Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and Traffic Impact Analysis (TIA) if needed.			
Zoning Compliance Penalty Fee		No-Permit Penalty	
Work begun without the necessary Zoning Compliance Permits or not in accordance with approved Zoning Compliance Permits will be charged a \$100 ZCP fee or the standard fee will be doubled, whichever is greater. Work requiring both a COA and ZCP shall only pay the increased COA fee.			

Police

Description	Rate	Basis
Excessive Noise Violation		Fine up to \$250.00
Fire Lane Parking Violation	\$	25.00
Handicap Parking Violation	\$	100.00
No-Through Truck Violation	\$	50.00
Parking Citation	\$	10.00
Sidewalk Table Service Permit Violation		Fine up to \$500.00

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events according to the fees below.		
Large Picnic Shelter in Gold Park		
In-town resident	\$	20.00 per 3 hours
Out-of-town resident	\$	40.00 per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	\$	20.00 per hour
Out-of-town resident	\$	40.00 per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container	\$	65.00 per container
Residential Refuse Collection		
1 Roll-Out Container		No Charge
2 or More Roll-Out Containers		TBD
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public)		
Works Supervisor and dependent on quantity, size and weight) ¹	\$	50.00 minimum
Special Brush/Vegetation Collection	\$	130.00
¹ Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.		

Stormwater

Plan Review		
Single Lot Residential ¹	\$	100.00 per plan
LID Project ²	\$	250.00 per plan
Standard Project (less than 1-acre of new impervious)	\$	500.00 per plan
Standard Project (greater than 1-acre of new impervious) ³	\$	500.00 per plan plus \$50/acre of new impervious

Standard Phased Projects ⁴	\$	230.00	per each subsequent phase submitted
<div> <div>Board of Commissioners Regular Meeting</div> <div>Approved: _____</div> <div>Aug. 12, 2024</div> </div>			
<div> <div>¹ Not part of a larger common plan for development or sale.</div> <div>² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.</div> <div>³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.</div> <div>⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.</div> </div>			
Page 38 of 40			
Stormwater Fee			
Residential Property	\$	90.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$	180.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$	630.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$	2,070.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$	4,860.00	per year
Tier 5, Non-residential Property (200,001 to 600,000 sq. ft.)	\$	12,870.00	per year
Tier 6, Non-residential Property (600,001 to 800,000 sq. ft.)	\$	22,500.00	per year

Streets

Description	Rate	Basis
Driveway Permit - new/maintenance not with new construction	\$ 50.00	
Utility Cut Permit application	\$ 50.00	each
Failure to repair initial cut within 30 calendar days	\$ 150.00	each
Failure to make warranty repair within 14 calendar days	\$ 150.00	each
Failure to obtain a permit prior to making a non-emergency cut	\$ 150.00	each
If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.		
Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.		
Owners must call/schedule inspection of driveway installation at least 24 hours in advance.		

Water & Sewer

Description	Rate	Basis
Water Treatment & Distribution Use Fees		
Water System Development or Capital Facilities Fee ¹		
Unit Cost of Capacity	\$ 9.09	per gallon/day
Residential		
One-bedroom	\$ 1,091.00	120 gallons/day
Two-bedroom	\$ 2,181.00	240 gallons/day
Three-bedroom	\$ 3,272.00	360 gallons/day
Four-bedroom	\$ 4,363.00	480 gallons/day
Five-bedroom	\$ 5,453.00	600 gallons/day
Six-bedroom	\$ 6,544.00	720 gallons/day
Non-Residential ^{2,3}		
General Business/Office Facilities	\$ 227.00	25 gallons/employee
Restaurant (full service)	\$ 364.00	40 gallons/seat
Store (without food service)	\$ 909.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$ 1,091.00	120 gallons/room
Irrigation	Average Monthly Use x Unit Cost of Capacity	Average usage based on facility type (residential or non-residential)
¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71		
² For non-residential customers, system development fees are scaled ³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.		
³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.		
Volume Charges:		
Residential Volume Charges - Inside Town		
Residential Service:		
Block 1 (0-2,000 gallons/month)	\$ 23.06	
Block 2 (> 2,000 gallons/month)	\$ 11.53	per 1,000 gallons
Residential Volume Charges - Outside Town		
Residential Service:		
Block 1 (0-2,000 gallons/month)	\$ 44.97	
Block 2 (> 2,000 gallons/month)	\$ 22.48	per 1,000 gallons
Bulk Water	\$ 22.48	per 1,000 gallons

Water Connection Charge		Page 39 of 40
Front Footage Fee ^{1,2} :		
0 - 50 Feet	\$ 750.00	per connection
> 50 Feet	\$ 15.00	per foot per connection
¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.		
² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.		
Lateral Fee:		
Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)		
Water Meter Fees ¹		
5/8"	\$ 385.00	
3/4"	\$ 500.00	
1"	\$ 555.00	
1.5"	\$ 925.00	
> 1.5"	Actual Cost of Meter to Town + \$100 Installation Fee	
¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.		
² Meter pricing is based upon disc type meters. If the meter supervisor determines an ultrasonic meter is better suited for a use, pricing will be at town cost + \$100.		
Strainer Fees ¹		
2"	\$ 482.00	
3"	\$ 971.00	
4"	\$ 1,794.00	
6"	\$ 2,549.00	
8"	\$ 4,259.00	
10"	\$ 6,548.00	
¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.		
Fire Hydrant Meter Fees		
Fire Hydrant Meter Security Deposit	\$ 2,000.00	
Fire Hydrant Rental Fees (fees are in addition to deposit)		
Daily Rate	\$ 20.00	
Weekly Rate	\$ 100.00	
Monthly Rate	\$ 300.00	
Semi-Annual Rate	\$ 1,300.00	
Annual Rate	\$ 2,500.00	
Fire Hydrant Meter Relocation Fee	\$ 100.00	
Wastewater Collection System Use Fees		
Wastewater System Development or Capital Facilities Fee ¹		
Unit Cost of Capacity	\$ 9.72	per gallon/day
Residential		
One-bedroom	\$ 1,166.00	120 gallons/day
Two-bedroom	\$ 2,333.00	240 gallons/day
Three-bedroom	\$ 3,499.00	360 gallons/day
Four-bedroom	\$ 4,666.00	480 gallons/day
Five-bedroom	\$ 5,832.00	600 gallons/day
Six-bedroom	\$ 6,999.00	720 gallons/day
Non-Residential ^{2,3}		
General Business/Office Facilities	\$ 243.00	25 gallons/employee
Restaurant (full service)	\$ 389.00	40 gallons/seat
Store (without food service)	\$ 972.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$ 1,166.00	120 gallons/room
¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71		
² For non-residential customers, system development fees are scaled ³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.		
³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.		
Volume Charges:		
Inside Town		
Block 1 (0-2,000 gallons/month)	\$ 32.44	
Block 2 (> 2,000 gallons/month)	\$ 16.22	per 1,000 gallons
Outside Town		
Block 1 (0-2,000 gallons/month)	\$ 63.26	
Block 2 (> 2,000 gallons/month)	\$ 31.63	per 1,000 gallons

Wastewater Connection Charge		Board of Commissioners Regular Meeting	
Front Footage Fee ¹ :		Approved: <u>Aug. 12, 2024</u>	
0 - 50 Feet	\$ 1,000.00	Page 40 of 40	
> 50 Feet	\$ 20.00	per foot per connection	
¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.			
² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.			
Lateral Fee:			
Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)			
Engineering			
Water / Sewer Availability Review			
< 2 hours of effort	No charge and then rounded to next dollar hourly rate of involved staff		
Outside Engineering or Legal Costs (includes legal assistance in drafting easements, water and sewer extension contracts and other legal matters)		Actual Cost to Town	
Entitlement Change Utilities Review Fee	\$ 500.00	per project for pre-site plan submittal evaluations for capacity and identification of necessary improvements	
Engineering Construction Drawing Review			
Site Plan Review Fee	\$ 150.00	per review	
Non-Residential Construction Drawings without Extensions ¹	\$ 1,200.00	per review	
Water Main Extension Review ¹	\$ 3.50	per linear foot	
Sewer Main Extension Review ¹	\$ 3.50	per linear foot	
Pumping Stations (engineering review, inspection, start-up and acceptance)	\$ 8,000.00	for up to two reviews and comments	
Preliminary and Final Plat Reviews (Each)	\$ 60.00	per review	
¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process. Review fees will be charged upon intake of plans.			
Construction Observation / As Built Review			
The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shut downs for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.			
General Inspection	\$ 75.00	per hour	
Return trip for acceptance testing	\$300 + \$0.25/lf of main over 1,000 lf + general inspection time		
FOG Device	\$ 200.00		
Sewer System CCTV	\$ 1.00	per lf	
Rejected CCTV due to nonconformance with specifications	\$ 100.00	each occurrence	
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$ 50.00	each + general inspection time	
As-Built Plan Review Fee	\$300 + \$.25/linear foot of water and sewer mains		
Other			
Meter Replacement Fee	\$50 or associated parts cost + \$50	At request or fault of customer	
Meter Relocation Fee (includes physically moving the meter to a newly set box but not the tapping or relocation of the meter box)	\$ 100.00		
Special Meter Read	\$ 10.00		
Meter Test Charge	\$ 35.00		
Hydrant Flow Test	\$ 250.00		
Meter Pressure Test	\$ 25.00	Unless confirmed problem due to public system operation	
Interruptible Water Meter Install - Return Trip	\$ 50.00	per trip	
Special Irrigation Permit	\$ 20.00	each	
Water Irrigation & Restriction Violations		Town Code 14-19, 14-41.1	
Cross Connection Control Violations		Town Code 14-56	
Perpetual Maintenance (new sewage pump stations)	Per Formula in Town Code		
Tampering Fees		Town Code 14-16 (a) (6) (i) and (ii)	
Meter Tampering Fee	\$ 350.00		
Meter Tamping Civil Penalty ¹	\$ 500.00		
Hydrant Tampering Fee	\$ 500.00		
Hydrant Tampering Civil Penalty ²	\$ 3,000.00		
Making tap connections to water and sewer without approval or notification of work	\$ 1,000.00	each	
¹ The civil penalty shall be doubled for any future offenses within a two-year period.			
² The civil penalty shall be doubled for any future offenses by the same person.			