

Agenda

Board of Commissioners Work Session

7:00 PM October 27, 2025

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



1. Opening of the work session

2. Agenda changes and approval

3. Presentations

A. Presentation of the Hasell Street Water Tank and US-70A Water Main Evaluation and Replacement Recommendations

B. Presentation on Water System Master Planning Work

4. Items for decision - consent agenda

A. Miscellaneous budget amendments and transfers

B. Proclamation – Operation Green Light for Veterans

C. 2026 Board of Commissioners Meeting Schedule

D. Fiscal Year 2026 Planning and Economic Development Division Fee Schedule Updates

E. Memorandum of Understanding between Orange County and the Town of Hillsborough for Solar Feasibility Study

5. In-depth discussion and topics

A. Comprehensive Sustainability Plan Progress and Update

6. Committee updates and reports

7. Closed session

A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (KEPSC Hillsborough LLC litigation)

B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege

8. Adjournment

Interpreter services or special sound equipment for compliance with the American with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of two business days in advance of the meeting.

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 27, 2025
Department: Utilities
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE
Krista Paredes, Freese and Nichols

ITEM TO BE CONSIDERED

Subject: Presentation of the Hasell Street Water Tank and US-70A Water Main Evaluation and Replacement Recommendations

Attachments:

Presentation slides

Summary:

The town received a \$70,000 grant to evaluate options to replace the Hasell Street water tank and a portion of water main along US-70A. A summary presentation of the work is required by the state as part of receiving the grant funding. Selected engineering consultant Freese and Nichols who performed the work will present.

Financial impacts:

Presentation only. The projects are already listed in the Utilities Department Capital Improvement Plan and costs will be refined for the next budget cycle.

Staff recommendation and comments:

Action requested:

Receive presentation.



Town of Hillsborough

Hasell Street Tank & US-70A Water Main Replacement

Board Update | October 2025

CH1



1

Background

- Town of Hillsborough received an Asset Inventory and Assessment (AIA) grant which is funding the preliminary engineering and planning for:
 - Hasell Street Tank replacement
 - US-70A Water Main replacement
- This grant requires board updates on evaluation and recommendations.




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CH1 Edit depending on date chosen
Caitlyn Haponik, 2025-09-03T15:23:35.832

Consultant Selection



- Freese and Nichols, Inc. (FNI) was selected as the consultant for this project by a Request for Qualifications (RFQ) process.
- FNI provided preliminary recommendations, on Hasell Water Tank and US-70A Water Main replacements.

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Hasell Street Tank

- Existing steel riveted tank was constructed in 1936 and is the smallest and oldest in the system (200,000 gallons).
- Tank is undersized leading to frequent cycling and operational inefficiency.
- Upsizing the tank to **500,000 gallons** is recommended based on predicted 2025 average day demand and maximum day demand.



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Hasell Street Tank Recommendations

- Two tank sites were evaluated:
 - Site 1: on the corner of N Hasell St. and W Orange St.
 - Smaller site, roadway accessibility, high visibility, less space for tank setback, shorter water line connections (60 feet)
 - Site 2: on a larger parcel of land set back from the road.
 - Larger site, access easement required, low visibility, more space for tank setback, longer water line connections (230 feet)
 - **Site 2** is recommended due to its adequate size. Site 2 also more closely meets the Town's required tank setbacks.
- Life cycle analysis:
 - Conducted to recommend tank type.
 - **Spheroid tank** type determined to have lowest life-cycle cost.
- Estimated project cost: **\$4.25 million**

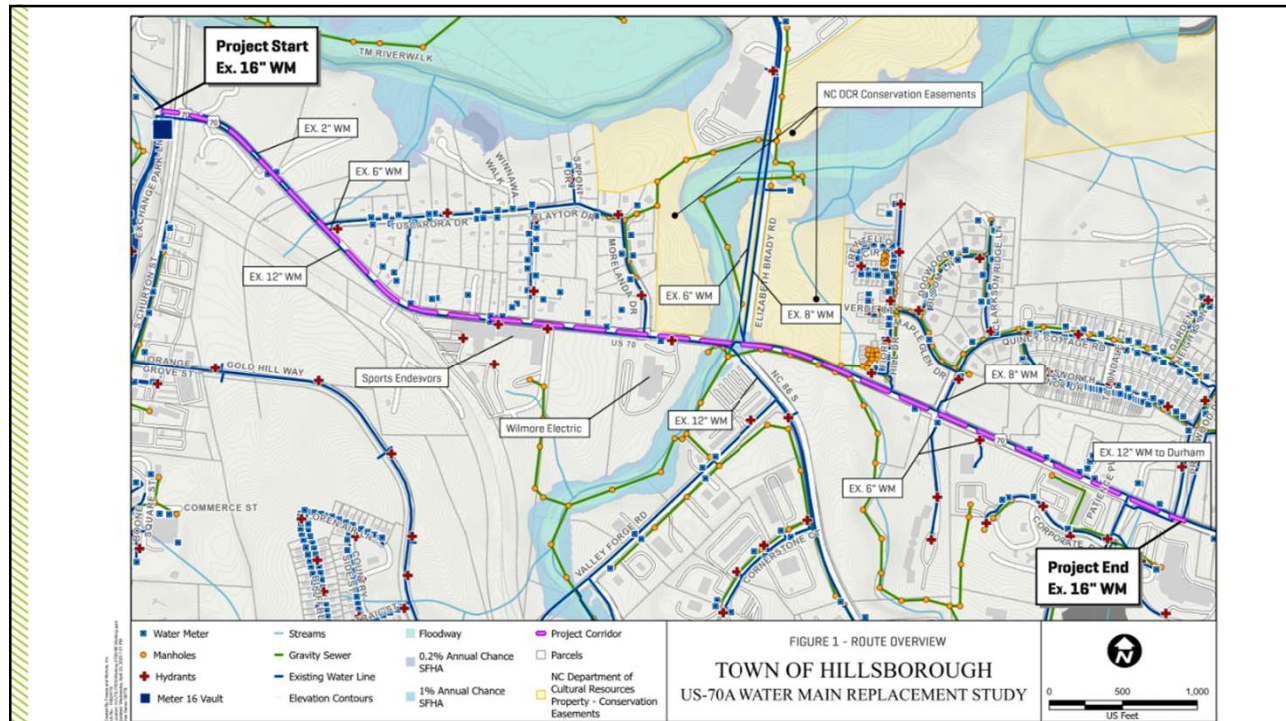
5

US-70A Water Main

- Existing water main is 1.5 miles of 12" asbestos cement pipe (ACP) which is prone to breaks.
- Serves as the trunk line for Town's connection to City of Durham.
- Modeling reveals need for upsizing.
- Existing ACP has failed repeatedly causing traffic and public health concerns.



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US-70A Water Main Recommendations

- Upsizing the water main to **16-inch ductile iron pipe (DIP)** is recommended to provide the required 2 MGD capacity.
 - DIP is a more reliable pipe material than ACP.
- Two water main routes were evaluated:
 - Route 1 on the north side of US-70A impacts 9 road crossings, 36 land parcels, and 24 driveways.
 - Route 2 on the south side of US-70A impacts 7 road crossings, 24 land parcels, and 10 driveways.
 - Route 2** is recommended since it poses less disruption to property owners, requires fewer road crossings, and is of comparable cost to Route 1.
- Estimated project cost: **\$5.16 million**

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Coordination and Next Steps

- The Town of Hillsborough will utilize these recommendations for:
 - Future CIP planning
 - Coordinating with NCDOT improvement projects.

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Thank you

Krista Paredes | krista.paredes@freese.com | (919) 463-7308



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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 27, 2025
Department: Utilities
Agenda Section: Presentation
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE
Christopher Evans, PE, Hazen and Sawyer

ITEM TO BE CONSIDERED

Subject: Presentation on Water System Master Planning Work

Attachments:

Slides will be provided before workshop.

Summary:

The town received \$100,000 to model its water system and apply growth projections through 2040 to create a series of water system improvements. As part of the funding requirement, the project is to be presented to the board. Hazen and Sawyer, the selected consultant, will present their work to date.

Financial impacts:

Future CIP projects recommended by the work will be added to the budget process. No financial impacts from this presentation.

Staff recommendation and comments:

Action requested:

Receive presentation.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 27, 2025
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

Town of Hillsborough, NC

For Date Range: 10/27/2025 - 10/27/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	2,400.00	2,400.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		2,400.00	
10-10-4000-5300154	MAINT - GROUNDS			0.00	-2,400.00	-2,400.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-2,400.00	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	-3,000.00	-3,000.00
BA0000197	TS Chantal: bucket truck purchase	GLPKT01584	10/27/2025		-3,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	3,000.00	3,000.00
BA0000197	TS Chantal: bucket truck purchase	GLPKT01584	10/27/2025		3,000.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5100010	OVERTIME COMPENSATION			0.00	40.00	40.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		40.00	
10-10-4500-5300080	TRAINING/CONF/CONV			8,700.00	-40.00	8,660.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-40.00	
Department 4500 Total:				8,700.00	0.00	8,700.00
Department: 5400 - ENGINEERING SERVICES						
10-10-5400-5300320	SUPPLIES - OFFICE			1,000.00	-813.00	187.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-813.00	
10-10-5400-5300330	SUPPLIES - DEPARTMENTAL			300.00	1,613.00	1,913.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		1,613.00	
10-10-5400-5300455	CS - ENGINEERING			0.00	45,000.00	45,000.00
BA0000195	AutoCAD drafter and GIS on-call consultant	GLPKT01493	10/27/2025		45,000.00	
10-10-5400-5300479	CS - UTILITY LOCATES			45,000.00	-45,000.00	0.00
BA0000195	AutoCAD drafter and GIS on-call consultant	GLPKT01493	10/27/2025		-45,000.00	
10-10-5400-5300570	MISCELLANEOUS			500.00	-800.00	-300.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-800.00	
Department 5400 Total:				46,800.00	0.00	46,800.00
Department: 5550 - FLEET MAINTENANCE						
10-10-5550-5100010	OVERTIME COMPENSATION			500.00	1,130.00	1,630.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		1,130.00	
10-10-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	-1,130.00	28,870.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-1,130.00	
Department 5550 Total:				30,500.00	0.00	30,500.00
Fund 10 Total:				86,000.00	0.00	86,000.00
Fund: 30 - WATER/SEWER						
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	-2,070.00	-2,070.00
BA0000198	TS Chantal: stones for clear well access & int...	GLPKT01588	10/27/2025		-2,070.00	
30-80-4000-5300154	MAINT - GROUNDS			0.00	2,070.00	2,070.00
BA0000198	TS Chantal: stones for clear well access & int...	GLPKT01588	10/27/2025		2,070.00	
Department 4000 Total:				0.00	0.00	0.00

Budget Adjustment Report

For Date Range: 10/27/2025 - 10/27/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300485	CS - INSTRUMENT MAINT			6,000.00	-14.00	5,986.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-14.00	
30-80-8120-5300494	CS - PUMP STA MONITORING			1,760.00	14.00	1,774.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		14.00	
Department 8120 Total:				7,760.00	0.00	7,760.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300165	MAINT - INFRASTRUCTURE			190,000.00	-9,867.00	180,133.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-9,867.00	
30-80-8140-5300458	DATA PROCESSING SERVICES			0.00	9,867.00	9,867.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		9,867.00	
Department 8140 Total:				190,000.00	0.00	190,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5100010	OVERTIME COMPENSATION			5,000.00	22.00	5,022.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		22.00	
30-80-8220-5300080	TRAINING/CONF/CONV			2,750.00	-22.00	2,728.00
BA0000199	Address current overages	GLPKT01589	10/27/2025		-22.00	
Department 8220 Total:				7,750.00	0.00	7,750.00
Fund 30 Total:				205,510.00	0.00	205,510.00
Budget Code 2025-2026 Total:				291,510.00	0.00	291,510.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	86,000.00	0.00	86,000.00
	30	205,510.00	0.00	205,510.00
Budget Code 2025-2026 Total:		291,510.00	0.00	291,510.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 27, 2025
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Operation Green Light for Veterans

Attachments:

Proclamation

Summary:

Operation Green Light for Veterans is a nationwide initiative to support veterans and raise awareness about the challenges many veterans face in accessing benefits and services. By lighting buildings green from Nov. 4 through Nov. 11, 2025, local governments and community members will let veterans know that they are seen, appreciated and supported.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

To approve a proclamation in support of Operation Green Light for Veterans.



PROCLAMATION

Supporting Operation Green Light for Veterans

WHEREAS, the people of Hillsborough respect, admire, and appreciate the individuals who selflessly have served the United States of America in the armed forces by placing themselves in challenging or perilous situations; and

WHEREAS, the contributions and sacrifices of those individuals who served in the armed forces have been vital in maintaining the freedoms and ways of life that we enjoy in our local communities; and

WHEREAS, Operation Green Light is a nationwide initiative to support veterans and raise awareness about the challenges many veterans face in accessing benefits and services; and

WHEREAS, approximately 70 percent of veterans experiencing homelessness also experience substance use disorders and 50 percent live with mental illnesses such as post-traumatic stress disorder; and

WHEREAS, studies indicate that 44 to 72 percent of service members experience high levels of stress during transition from military to civilian life and that active service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, veterans continue to serve our communities in the American Legion, Veterans of Foreign Wars, religious groups, community organizations, and civil service and as county veteran service officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability, and compensation benefits each year; and

WHEREAS, Town of Hillsborough veterans include Police Officer 1st Class Curry Hall (U.S. Army), Meter Reader Supervisor Tyrone Hodge (U.S. Army), and Police Officer 1st Class Matthew Lorensen (U.S. Marine Corps) and former Reservists and National Guard, including Mayor Mark Bell (U.S. Naval Reserve); and

WHEREAS, the Town of Hillsborough seeks to join other communities through Operation Green Light for Veterans to shine a light on the plight of veterans across the country who are having a hard time connecting with benefits after serving their country;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of Nov. 4-11, 2025, which includes Veterans Day on Nov. 11, to be a time to honor the service and sacrifice of individuals in uniform transitioning from active service;

FURTHERMORE, in observance of Operation Green Light for Veterans, the Hillsborough Board of Commissioners encourages community members to show their support for veterans by displaying a green light in a window of their place of business or residence from Nov. 4 through Nov. 11.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 27th day of October in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 27, 2025
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: 2026 Board of Commissioners Meeting Schedule

Attachments:

Draft 2026 Board of Commissioners Meeting Schedule

Summary:

The 2026 Board of Commissioners meeting schedule includes dates for regular meetings, monthly work sessions, quarterly joint public hearings with the Planning Board, and budget meetings (the budget retreat date is to be determined).

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt the 2026 Board of Commissioners meeting schedule.

Meeting Schedule: 2026

BOARD OF COMMISSIONERS

Meetings start at 7 p.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted. Times, dates and locations are subject to change.



The public will be able to view and listen to regular meetings and work sessions via live streaming video on the [town's YouTube channel](#).

Regular meetings

Regular meetings typically occur the second Monday of the month and include a public comment period.

Jan. 12		Aug. 10
Feb. 9		Sept. 14
March 9		Oct. 12
April 13		Nov. 9
May 11	With budget presentation	Dec. 14
June 8	Tentative budget adoption	

Work sessions

Work sessions typically occur the fourth Monday of the month.

Jan. 26		May 27 (Wed.)	With budget workshop, if needed
Feb. 23		June 22	Budget adoption, if needed
TBD	Budget retreat	Aug. 24	
March 23		Sept. 28	
April 27		Oct. 26	
May 18	Budget workshop, public hearing	Nov. 23	

Joint public hearings

Joint public hearings with the Planning Board typically occur the third Thursday of a month.

Feb. 19	Aug. 20
May 21	Nov. 19

Joint meetings

Meetings with the Orange County Board of Commissioners are planned annually.

TBD	Orange County Board of Commissioners
	Location TBD



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 27, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2026 Planning and Economic Development Division Fee Schedule Updates

Attachments:

Proposed updates to the Right-of-Way Closing Request Fee and addition of a fee for Local Landmark Designation

Summary:

It has been several years since staff processed a request for right-of-way closure. One needed to be processed this fall and staff discovered that the fees to run the public hearing notice for four weeks as required by state law, exceeded the costs for the review fee. The fee to run the newspaper ads was \$422.80 and the fee for the process was \$350. Review fees are supposed to cover the cost of public notices (mailing, newspaper, signposting) as well as offset some of the staff time involved in processing the request. Staff suggests raising the fee from \$350 to \$650 to cover the costs of the public hearing notice in the paper as well as mailing certified and regular mailed notices to impacted property owners and 1-2 hours of staff time spent processing the request.

Recently staff was approached by a resident about having their property designated as a local landmark. This is a fairly involved process that requires research and coordination with the state preservation office, and at present, we do not have a fee in the fee schedule for processing it. In looking at the fees for other municipalities across the state that are certified local governments under the 1966 National Historic Preservation Act like Hillsborough, the fees vary widely:

- Asheville: \$500
- Raleigh: \$440
- Durham: \$1,735
- Boone: \$375
- Salisbury: \$200
- Cary: \$200
- Wilmington: \$50
- Waynesville: \$200
- Lincoln County: \$200
- Concord: \$350
- Winston-Salem: \$1,500
- Eden: \$150
- Burlington: \$350

Staff recommends a fee of \$500 given that we only have one staff person that works with the Historic District Commission and a request like this could take up some significant staff time on researching and running the request through the process. We don't want the fee to be cost prohibitive for those that really want and have a good case for designating their property as a local landmark, but we also want to be cognizant of not having a fee that is so modest that applicants discount the amount of staff and applicant work that may be involved in accomplishing the task.

Financial impacts:

Low. Staff is trying to better align fees with time spent processing.

Staff recommendation and comments:

Staff recommends the attached increase and addition of a fee.

Action requested:

Approve, modify/adjust the recommended fees, or deny the request to update the fee schedule.



Planning Fees & Charges Schedule (Amended 10/27/2025)

FY2026 Operating & Capital Budget

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one business use to another or change in ownership)	\$	20.00
Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	\$	50.00
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	\$	75.00
After-the-Fact Zoning Compliance Permit	\$	200.00
Home Occupation Permit	\$	35.00
Zoning Compliance/Verification Letter	\$	50.00
Final Site Inspection		No Charge
Final Site Re-Inspection	\$	50.00 each
New Residential or Commercial Construction		
New Detached Residential Unit(s)	\$	350.00
New Attached Residential Unit(s)	\$	400.00 per building
New Commercial Construction	\$	500.00
Signs (New or Replacement)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00
Special Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00
Free-Standing	\$	150.00
Sandwich Board	\$	15.00
Wall Mounted	\$	75.00
Special Event Permits		
Public or Private Events on Private Property	\$	30.00
Public or Private Events on Public Property	\$	50.00
Street or Greenway Use Events	\$	75.00
Construction & Site Plans		
Predevelopment Meeting/Concept Plan Review		No Charge
Site Plan Review (includes first 3 reviews)	\$	800.00
Additional Site/Construction Plan Review (4th review and subsequent additional reviews)	\$	300.00
Construction Drawing Plan Review	\$	1,000.00
Subdivisions & Plat		
Additional Plat Review (4th review and subsequent additional reviews)	\$	200.00
Exempt (exempt under NCGS 160D-802)	\$	50.00
Easement and Right-of-Way Plats	\$	100.00
Final Plat Review Fee	\$	100.00

Minor Subdivision Review (1-4 lots with or without streets)	\$	300.00	+ \$100.00 per lot
Major Subdivision Review (5-19 lots with or without streets)	\$	600.00	+ \$100.00 per lot
Map, Plan & Unified Development Ordinance Amendments			
Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$	750.00	
Master Plan or Planned Development Amendments	\$	750.00	
Unified Development Ordinance Text Amendment	\$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	\$	1,000.00	+ \$50.00 per acre
Zoning Map Amendment - Planned Development District	\$	2,500.00	+ \$50.00 per acre
Board of Adjustment			
Appeals	\$	400.00	
Special Use Permits	\$	1,500.00	+ \$200.00 per acre
SUP Modifications	\$	1,000.00	
Variance	\$	600.00	
Historic District			
Certificates of Appropriateness			
Minor Work (Staff Approval)	\$1.00 per \$1,000 in construction costs		\$25.00 minimum
Major Work (Historic District Commission Approval)	\$1.00 per \$1,000 in construction costs		\$150.00 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.			
Demolition Request Review	\$	50.00	
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	\$	500.00	
Other Requests & Fees			
Annexation	\$	75.00	
Development Agreement Review	\$	400.00	
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation
	\$	350.00	
Street or Right-of-Way Closing Request		650.00	
Street Renaming Request	\$	350.00	
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 if needed.			
Zoning Compliance Penalty Fee		No-Permit Penalty	
Local Landmark Designation	\$	500.00	
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.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 27, 2025
Department:	Public Space and Sustainability
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Memorandum of Understanding between Orange County and the Town of Hillsborough for Solar Feasibility Study

Attachments:

1. Memorandum of Understanding
2. Attachment A

Summary:

The Comprehensive Sustainability Plan includes a recommendation to study the feasibility and solar energy generating potential at town facilities. Recently, town staff learned that Orange County is performing a similar study at county facilities. In January 2025, Orange County staff advertised a Request for Qualifications, received eleven responses, and in May 2025, selected and negotiated a contract with Pisgah Energy for a solar feasibility study. The study is anticipated to begin later this year.

Town staff sees time savings and coordination advantages to joining the county's study. Staff propose entering a Memorandum of Understanding with Orange County to expand the feasibility study to include five of the town's facilities, those best situated for solar collection, including the Town Hall Annex, Highway 86 North Fleet Facility, Water Treatment Plant, Adron F. Thompson Water/Sewer Facility, and the Wastewater Treatment Plant.

If approved, Orange County will serve as the fiscal agent for the contract, utilizing county funds to initiate the project. The town will reimburse up to \$23,460 within 30 days of receiving the completed solar feasibility study. The town's portion of the study will be paid for using existing sustainability funds.

Financial impacts:

The town will contribute \$23,460 using funds set aside for sustainability initiatives.

Staff recommendation and comments:

No additional comments.

Action requested:

1. Approve a Memorandum of Understanding between Orange County and the Town of Hillsborough for a Solar Feasibility Study.
2. Authorize the town manager to execute the agreement.

MEMORANDUM OF UNDERSTANDING (“MOU”)

Between

Orange County

And

Town of Hillsborough

I. PURPOSE AND SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Solar Feasibility Study for Orange County and the Town of Hillsborough.

In particular, this MOU is intended to:

1. Define the roles and delineate the roles and responsibilities of each party.
2. Outline communication, financial, and other expectations of the parties until the final feasibility study documents are completed and turned over to both parties.

II. PARTIES

The parties of this Memorandum of Understanding are: Orange County (“the County”) and the Town of Hillsborough (“Hillsborough”).

III. BACKGROUND

Orange County recently completed the Request for Qualifications (RFQ) process and selected Pisgah Energy to perform a solar feasibility study for select facilities in Orange County. The Town of Hillsborough has requested to join the County with a joint contract to perform a solar feasibility study on select Hillsborough-owned properties.

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Both County and Hillsborough shall be responsible for any costs associated with their respective locations as outlined in “Attachment A”.
2. The terms of this MOU shall begin on the date of execution and shall expire upon receipt of completed Solar Feasibility Study documents.

3. The parties shall at all times remain in compliance with all applicable local, state, and federal laws, rules, and regulations, including, but not limited to, all state and federal non-discrimination laws, policies, and rules.
4. Modifications of this MOU must be in writing and approved by both parties.
5. This MOU and any exhibits and amendments attached hereto, and any documents incorporated specifically by reference, represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.
6. Hillsborough shall be responsible for providing coordination and access to its facilities and shall provide all documentation as requested for Pisgah Energy to complete the solar feasibility study. The list of Hillsborough facilities is outlined in Attachment A.
7. Upon submission of the final solar feasibility study to Hillsborough, Hillsborough shall reimburse the County within 30 days for its portion of work, as detailed on Attachment A – Pisgah Energy proposal dated July 3, 2025.

Parties indicate agreement with this MOU by their signatures:

ORANGE COUNTY

By: _____

Name: _____

Title: _____

Date: _____

TOWN OF HILLSBOROUGH

By: _____

Name: _____

Title: _____

Date: _____

- Orange County routing sheet shall also be attached for all other parties within Orange County to sign.

July 3rd, 2025

Orange County
Attn: Angel Barnes
RE: Solar Feasibility Study
RFQ No: 367-OC5449

Solar Feasibility Study Services for Orange County and Town of Hillsborough

Scope of Work – Basic Services

The scope of work for basic services is for solar feasibility study services requested in RFQ No. 367-OC5449 and is based on the (19) facilities identified by Orange County staff. The (19) facilities reflect the removal of Central Recreation, Fuel Station and Hillsborough Commons from the studies. This revised proposal also includes the following (4) facilities to be studied for the Town of Hillsborough; Town Hall Annex (rooftop solar only– 1 utility account) , Motor Pool (rooftop solar only – 1 utility account), Water Treatment Plant (ground-mounted solar only – 5 utility accounts), and Wastewater Treatment Plant (ground-mounted solar only – 1 utility account). The Price includes provision of all labor, preliminary design, site assessment equipment, and software tools to complete the services. The system designs provided with the feasibility studies will be based on the 2023 National Electric Code, the 2024 NC Building Code, and current AHJ (Authority Having Jurisdiction) requirements. We anticipate these services will last up to 18 weeks.

- 1) **Kickoff Meeting** –Key team members will be identified and discussions around site/facility accessibility will occur at kickoff. The schedule for feasibility will be reviewed at a high level. Orange County staff members to provide feedback on critical milestone due dates during feasibility for their staff reporting needs. At kickoff, we will discuss and request the deliverables needed from Orange County and Town of Hillsborough to conduct the services. These deliverables include energy usage information for the facilities, construction and/or record drawings (if available), identification of existing roof warranties and roof manufacturer, and identification of the Authority Having Jurisdiction serving each facility.
- 2) **Site Identification/Qualification** – Prior to conducting site visits at these facilities, we will identify any known keep-out or restricted areas for solar panel placement with Orange County and Town of Hillsborough staff. For Orange County, the general location for solar panel placement on rooftops and placement opportunities for solar parking canopies will be identified. For the Town of Hillsborough, the general location for solar panel placement on rooftops and placement opportunities for ground-mounted solar will be identified. The code requirements will be reviewed at a high level to communicate the rooftop and property setback requirements for solar construction and for the owner to provide any additional setback needs.
- 3) **Energy Usage Analysis** – The energy usage analysis will consist of reviewing the most recent 12-month kWh (Energy) and kW (Demand) electricity usage and confirming the rate schedule to qualify the customer's cost per kWh and kW and to understand any potential rate schedule changes. The maximum solar PV capacity, based on the historical energy usage for the given account, will be established after the energy usage analysis. Further definition of the maximum solar capacity will be determined after visiting the site.
- 4) **Site Visit and Electrical Analysis** – Solar site investigation includes: confirming the location for all solar equipment, identifying the physical point of interconnection for behind the meter application, identifying communications equipment location, confirming roof-type, assessment of roof condition, identifying setback requirements for existing rooftop equipment and setbacks for solar panels from roof edge and parapet walls, determining parapet wall heights, verifying parking canopy and ground-mounted compatibility for the site including underground stormwater/ sewer/ utility lines, confirming property lines, recording switchgear and transformer data, determining site-specific system sizing limitations based on available real estate or the facilities' existing electrical distribution system and identifying upgrades to existing electrical system where applicable, and identifying shading concerns from nearby objects. The maximum recommended solar PV installation capacity will be determined after all relevant site data is obtained. The solar site

investigation will require support from County and Town staff members to access the facilities. Access to the rooftops, electrical rooms and IT rooms must be provided. Site visit reports submitted to County and Town staff.

- 5) **Preliminary Solar Design and Helioscope Production Reports** – Helioscope is the solar design and production modeling software that will be used for the preliminary designs. The Helioscope report defines the DC/ AC capacity of the solar project, lists all model numbers/ quantities for the equipment used in the preliminary designs, and displays the estimated annual / monthly energy generation in kilowatt-hours (kWh). A comparison of electricity consumption at the site to the solar PV system output will be provided. The location and layout of the solar project, as well as the shading analysis is shown in the report. The CO2 offset from the solar PV system will be provided.
- 6) **Structural Analysis of Proposed PV Systems** – Solar layouts will be provided to NV5 along with the dead-load weight of the solar PV system, as well as any existing structural drawings that are available. NV5 will conduct a site visit to evaluate the roof framing structure to determine whether the roof has the structural capacity to safely support the proposed solar system. If the assumed system increases the force in the structural supporting elements by more than ten (10) percent, NV5 will provide general strengthening recommendations. Following the visit, NV5 will provide a certified report summarizing the findings, assessing the conditions of the roof structure, and making recommendations for each building.
- 7) **Project Budgeting** - Each project will be estimated via line-item estimate. The budgets will include the estimated costs for continued design-development, interconnection with utility, construction, and construction administration.
- 8) **Financial Analysis** – After completing project estimating and system design details (including annual production and the applicable utility rate schedule), we will complete a financial analysis that includes the applicable incentives for each project and aggregated portfolio. The metrics for financial analysis include Net Present Value (NPV), Internal Rate of Return (IRR) and Levelized Cost of Energy (LCOE). Operation and Maintenance costs, facilities service upgrades (where applicable) and interconnection costs will also be included in the financial analysis. We will work with County and Town staff to prioritize which projects are most beneficial and likely to have the best return on investment.
- 9) **Compiled Feasibility Report** – Once the feasibility studies are complete, we will compile our findings into a comprehensive report and present it to County and Town Staff.
- 10) **Meetings** – Meeting with owner as required at key milestones to present findings. Progress report emails will be sent to staff members every two weeks.
- 11) **Pricing** - Valid for 30 days.
- 12) Any changes in scope are excluded from Basic Services.

Orange County Fees - The lump sum fee for the basic services above, excluding reimbursables expenses is:

Eighty-Eight Thousand Four Hundred Sixty Dollars.....\$88,460

Town of Hillsborough Fees - The lump sum fee for the basic services above, excluding reimbursables expenses is:

Twenty-Three Thousand Two Hundred Sixty Dollars.....\$23,460

Payment Terms – Project will be invoiced monthly for the project's work in progress. Payment is due Net 30 from date of the invoice. Should the project be postponed, put on hold, canceled, or delayed, payment for any services provided will be due. Please be advised that a fee may be incurred if the project is put on hold or reactivated later.

Additional Services – Upon mutual agreement, we may provide services not listed in this proposal or items excluded per the hourly rate schedule provided below, unless a specific fee is proposed and agreed upon before work on the additional service begins. Additional services include, but are not limited to, the following:

- Changes in scope during the feasibility study.
- Revisions, alternates, or changes to the preliminary solar PV system designs.
- Detailed design of any reinforcement to existing structures.
- Eno River Parking Deck – Following completion of the feasibility study, additional design services are available to develop the solar canopy structural design. The structural drawings will contain plan views, elevations with

overall layout and heights, as well as basic information about the solar PV system such as capacity and total area of PV system, and the upward, downward, lateral reaction forces that the canopy will transfer to the parking deck. NV5 will review these details and verify that the garage can or cannot accommodate the structural forces from the solar PV canopy.

- Recommendations and design for battery-based systems for critical back-up power and/or utility savings.
- Continued design-development, production of construction documents, and construction administration services after feasibility.
- Design-Build Construction Services and Commissions Services.
- 3-D Modeling.
- EV Charging station evaluation.

Current standard billing rates are as follows:

Pisgah Energy Position Title

Senior Project Manager	\$196/hr.
Project Manager/ Designer	\$176/hr.
Master Electrician	\$176/hr.
Energy Usage Analyst/ Utility Interconnection Specialist	\$176/hr.
Construction Manager	\$156/hr.

NV5 Position Title

Vice President	\$295/hr.
Group Leader	\$200/hr.
Project Manager	\$150/hr.
Project Engineer	\$140/hr.

Reimbursable Expenses - Reimbursable expenses shall be in addition to the compensation for basic and additional services and will be invoiced according to the line items below and will not exceed these values. These services include actual expenditures incurred by Pisgah Energy and NV5. Reimbursable expenses include:

Orange County Reimbursable Expenses:

- Lodging expenses – Not to Exceed - \$1,080
- Meal expenses – Not to Exceed - \$650
- Travel expenses (Mileage rates per current NCDOR) – Not to Exceed - \$1,700

Town of Hillsborough Reimbursable Expenses:

- Lodging expenses – Not to Exceed - \$540
- Meal expenses – Not to Exceed - \$250
- Travel expenses (Mileage rates per current NCDOR) – Not to Exceed - \$500

We appreciate the opportunity to participate on this project and look forward to working with you. This proposal is valid for 30 days. Please let me know if you have any questions.

Sincerely,

Evan Becka
President
Pisgah Energy Inc.

Locations for Solar Feasibility Study

Orange County Locations				
Location	Address	City	State	Zip Code
Animal Services Center	1601 Eubanks Road	Chapel Hill	NC	27514
Board of Elections (Government Services Annex)	208 S Cameron St	Hillsborough	NC	27278
Cedar Grove Community Ctr	5800 Hwy 86 N	Cedar Grove	NC	27231
Efland-Cheeks Community Center	117 Richmond Rd	Efland	NC	27243
Emergency Services Center	510 Meadowlands Drive	Hillsborough	NC	27278
Jerry M. Passmore Senior Center, Soltys Adult Day, Sportsplex	101, 103, 105 Meadowlands Drive	Hillsborough	NC	27278
Justice Facility	106 E Margaret Lane	Hillsborough	NC	27278
Motor Pool (Fleet Services)	600 Highway 86 N	Hillsborough	NC	27278
Orange County Public Library	137 W. Margaret Lane	Hillsborough	NC	27278
Orange Public Transportation	606 Highway 86 N	Hillsborough	NC	27278
Piedmont Food & Ag Processing Center	500 Valley Forge Rd	Hillsborough	NC	27278
Robert & Pearl Seymour Center	2551 Homestead Rd	Chapel Hill	NC	27514
Rogers Road Community Center	101 Edgar Street	Chapel Hill	NC	27514
Solid Waste Administration Building	1207 Eubanks Road	Chapel Hill	NC	27514
Southern Human Svcs Ctr	2501 Homestead Road	Chapel Hill	NC	27514
West Campus Office Building	131 W Margaret Lane	Hillsborough	NC	27278
Whitted Human Services Center (Bldg A) Health Dept.	300 W Tryon St	Hillsborough	NC	27278
Whitted Human Services Center (Bldg B) Dental Clinic	300 W Tryon St	Hillsborough	NC	27278
ENO River Parking Deck	131 W Margaret Lane	Hillsborough	NC	27278

Combined Passmore Center, Soltys Adult Day & Sportsplex into one building on this list.

Orange Highlighted items are potential Resiliency Hubs

Town of Hillsborough Locations

Location	Duke Energy Acct #	Rate		
Town Hall Annex	910035309490	SGS		
Hwy 86 Fleet (Motor Pool Facility)	910035309713	OPT		
Water Treatment Plant	910035309391	OPT		
Adron F Thompson W/S Facility	910035309812	SGS		
Wastewater Treatment Plant	910035309557	OPT		



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 27, 2025
Department:	Public Space and Sustainability
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Comprehensive Sustainability Plan Progress and Update

Attachments:

PowerPoint Presentation

Summary:

On June 12, 2023, the Board of Commissioners adopted the Comprehensive Sustainability Plan. A comprehensive plan is a document that provides a basis for decision-making regarding the long-term physical development of a town. Comprehensive plans are required and are defined in North Carolina General Statute 160D-50 (a1) which calls for every municipality to develop a comprehensive plan that “sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development of the jurisdiction.” Comprehensive plans often address more than just development and infrastructure — they also consider the important social, environmental, and economic goals of a community.

Hillsborough’s comprehensive plan assesses existing community assets and resources, considers current trending and projected future conditions, and puts forth goals, strategies, and actions to achieve a sustainable future. The Comprehensive Sustainability Plan works in coordination with other town regulatory documents and plans such as the Strategic Plan, the Unified Development Ordinance, utilities plans, and parks master plans.

Sustainability means fulfilling the needs of current generations without compromising the needs of future generations while ensuring a balance between economic growth, environmental care, and social well-being. Sustainability is the lens through which goals, strategies, and actions were evaluated for the plan. The Comprehensive Sustainability Plan is a guide for town policymakers and staff as well as a tool for residents to understand and help achieve Hillsborough’s intended future.

It has been two years since the plan was adopted. The update tonight provides information on the progress made, the actions started and completed, and areas for future focus.

Financial impacts:

None

Staff recommendation and comments:

No additional comments

Action requested:

None

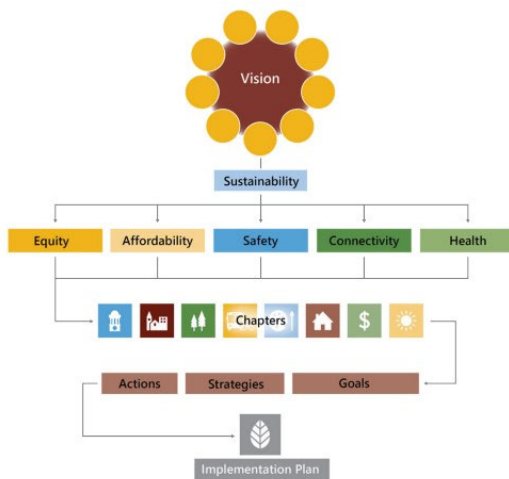
Comprehensive Sustainability Plan Tracking and Progress

October 27, 2025



1

Vision and Values



2

Goals, Strategies, Actions and Implementation Plan

Environment and Natural Systems Goals & Actions

These goals identify what Hillsborough wants to do regarding its natural systems. These are related strategies and recommended actions identified for how Hillsborough will achieve the goals.

Goals

- 1 Employ an integrated ecosystem approach and stewardship mentality to protect, conserve, and restore critical environmental areas and natural systems.
- 2 Maintain the environment and natural systems for future generations in a sustainable manner.

Strategies

Plan for and monitor progress toward meeting environment and natural systems goals.

- Update and adopt a comprehensive stormwater management plan.
- Develop and adopt a jurisdiction-wide watershed improvement plan.
- Update and monitor progress toward accomplishing the Bellevue Branch Watershed Improvement Plan.
- Update and monitor progress toward accomplishing the Stormwater Retrofit Plan.
- Update drought policy and monitor drought conditions to best protect our water supplies.
- Develop and adopt a source water protection plan.
- Develop and complete a holistic water systems masterplan to ensure quantity and quality of potable water for our customers as the population served increases.
- Develop and complete a holistic water systems masterplan to ensure environmental protection and regulation compliance as the population served increases.
- Develop and adopt a tree inventory for town-owned and town-maintained properties.
- Develop and adopt reforestation plans for town-owned and town-maintained properties.
- Endorse and incorporate pertinent recommendations in the Eno-New Hope Landscape Conservation Plan.
- Develop and adopt invasive species removal and habitat conservation and restoration plans for town-owned and town-maintained properties.
- Develop and adopt forest management plans for town-owned and town-maintained properties.
- Map critical environmental and sensitive areas and significant landscapes, such as slopes, ridges, streams, and wetlands, to inform other plans and development decisions.

Action	Action Type	Project Initiation			Lead	Partners
		0-3 YES	4-7 YES	7+ YES		
Update recommended and prohibited plants list to incorporate drought-tolerant, deer resistant, and climate hardy species.	Regulation				Public Space & Sustainability	---
Develop and adopt landscape management standards that incorporate best practices for development with homeowners' associations.	Regulation				Public Space & Sustainability	Town Board
Continue to restrict development in floodplains.	Regulation				Planning & Economic Development	---
Update buffer regulations to require conserved, undisturbed, or open space in developments to be located in critical environmental areas or wildlife corridors rather than unconnected buffers between neighborhoods.	Regulation				Planning & Economic Development	---
Update recommended and prohibited plant list in the Unified Development Ordinance.	Regulation				Planning & Economic Development	Public Space & Sustainability
Develop educational materials and take advantage of outreach opportunities that advance the Stormwater & Environmental Services program.	Engagement				Stormwater & Environmental Services	Communications
Develop educational materials and take advantage of outreach opportunities that advance tree canopy preservation, landscape maintenance best practices, biodiversity, invasive species removal, and wildlife and pollinator habitat expansion and improvement.	Engagement				Public Space & Sustainability	Communications
Update and distribute educational materials that advance sustainable water usage and conservation.	Engagement				Water Distribution & Wastewater Collection	Communications
Update and distribute educational materials about the Fats, Oils, and Grease program to help prevent sewer overflows.	Engagement				Water Distribution & Wastewater Collection	Communications
Practice equitable and authentic community engagement on topics related to sustained ecological health of the environment and natural systems.	Engagement				Stormwater & Environmental Services, Public Space & Sustainability	Communications
Provide information on the town website and through town communication channels about plans, policies, projects, partnerships, and programs that contribute to sustained ecological health of the environment and natural systems.	Engagement				Stormwater & Environmental Services, Public Space & Sustainability	Communications
Utilize interpretive signs to educate the community on topics related to sustained ecological health of the environment and natural systems.	Engagement				Stormwater & Environmental Services, Public Space & Sustainability	Communications
Develop education training materials for town staff and contractors on best practices that contribute to sustained ecological health of the environment and natural systems.	Engagement				Stormwater & Environmental Services, Public Space & Sustainability	Communications
Install additional interpretive signs that educate the public on natural systems and best management practices.	Engagement				Public Space & Sustainability	Communications
Develop educational materials for private property owners to care for and reestablish riparian habitat.	Engagement				Stormwater & Environmental Services	Communications

UDO - Unified Development Ordinance

High Priority



HILLSBOROUGH

3

Tracking Progress

A	B	C	D	E	F	G	H	I
Priority 0-3 years	Action	0-3 YES	4-7 YES	7+ YES	Continuous Action	Started/ Complete	UDO	Strategic Plan
1	Develop and adopt a tree preservation policy for town-owned and town-maintained properties.							SP
10	Develop and adopt a landscape management policy for town-owned and town-maintained properties.					complete		SP
92	Develop and adopt a forest management policy for town-owned and town-maintained properties.							
93	Develop and adopt a native and adapted plant policy that improves and expands habitat for wildlife and pollinators for town-owned and town-maintained properties.					complete		SP
94	Develop and adopt an integrated pest management policy for town-owned and town-maintained properties.					complete		
95	Advocate for local authority over environmental protections measures and regulations.					continuous		
96	Endorse state and regional initiatives and policies that contribute to the sustained ecological health of the environment and natural systems.					continuous		
97	Advocate for and endorse regulations that advance best management practices for development projects.					continuous		
98	Develop and implement a capital improvement projects plan for stormwater infrastructure improvements.					started		
99	Implement Bellevue Branch Watershed Improvement Plan recommendations.					started		
100	Implement green infrastructure projects on town-owned and town-maintained properties.					continuous		
101	Implement stream restoration projects.					continuous		
102	Create educational materials about the best practices and the benefits of incorporating green infrastructure and other sustainability initiatives on private properties and development sites.					started		
103	Incorporate life cycle costs of green infrastructure and sustainability initiatives compared with traditional stormwater systems and construction techniques when making public infrastructure investment decisions.					continuous		
104	Advocate and revise stormwater program fee rate structure to meet stormwater program goals.					continuous	started	
105	Acquire properties or easements for critical environmental areas as needed.							
106	Complete identified critical sewer system rehabilitations to reduce and prevent sewer system overflows.							
107	Complete identified critical sewer system rehabilitations to allow for future growth.							
108	Develop a flood repair water program and infrastructure.							
109	Implement reforestation and planting plans to improve and expand biodiversity and habitat for wildlife and pollinators on town-owned and town-maintained properties.					continuous		
110	Add native plants on town-owned and town-maintained properties where appropriate.					continuous		
111	Update building and site lighting to lower, shield, and turn off lights for town-owned and town-maintained properties.					started		
112	Develop and update GIS inventory of riparian/forest surface, critical environmental areas, tree canopy coverage and tree inventories, riparian zones and stream buffers, pollinator gardens, and wildlife corridors.					continuous		
113	Develop and adopt a sustainability tool to incorporate in the budget process.							
114	Identify funding and resources needed to support plans and policies that protect and restore ecological health.					continuous		
115	Invest in professional development for town staff that contributes toward meeting environment and natural systems goals.					started		
116	Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes (UDO).					started	UDO	SP



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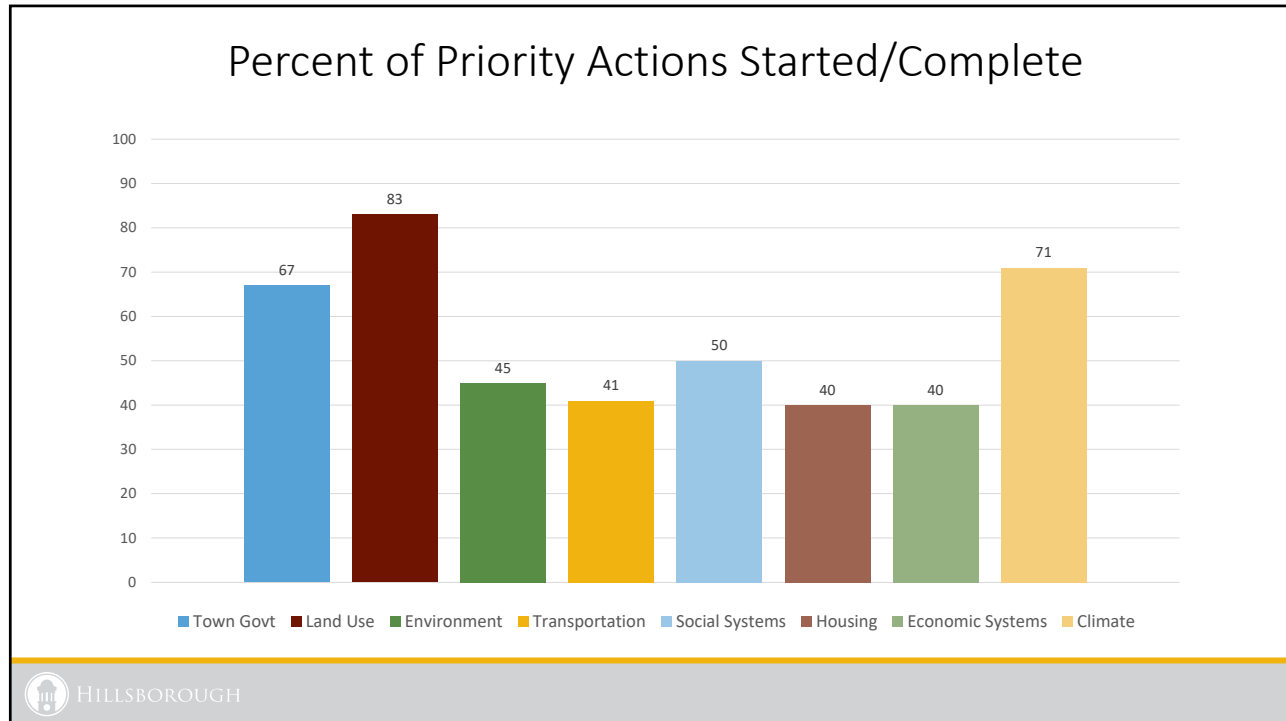
4

A	B	C	D	E	F	G	H	I
Priority 0-3 years	Action	0-3 YES	4-7 YES	7+ YES	Continuous Action	Started/ Complete	UDO	Strategic Plan
1	Implement Safe Routes to Schools Plan recommendations within the town limits.					started		
9	Complete feasibility and implement the Ridgeway greenway system.					started		SP
10	Complete the train station design as a mobility hub, with a focus on multimodal connections.					started		
11	Develop a project for adding pedestrian and bicycle amenities to parks and public spaces (including benches, waste containers, bicycle racks, and other amenities).					continuous		
12	Work with transit agencies on a project to add shelters and benches to bus stops.					continuous		
13	Develop a prioritization system for expanding the town's network of publicly accessible electric vehicle charging stations.					continuous		
14	Monitor potential federal, state, and private funding sources to complete transportation improvement projects.					continuous		
15	Develop a comprehensive parking study to evaluate existing conditions and provide strategies for addressing parking needs in and around Hillsborough's downtown, including payment options, signage, and enforcement (with county participation due to county-owned parcels).					started		
16	Evaluate the need for traffic calming treatments on town streets.					continuous		
17	Adopt a Vision Zero policy to improve the roadway environment and policies to lessen the severity of crashes.					complete		
18	Coordinate with MCDOT on all relevant transportation projects.					continuous		
19	Partner with Orange County Public Transportation and GoTriangle to advance transit and mobility options.					continuous		
20	Coordinate with Orange County to locate a regional multimodal hub in the town.					started		
21	Coordinate with Orange County and other partners on regional trail and greenway planning and implementation.					started		
22	Support Safe Routes to Schools area projects.					continuous		
23	Participate in regional planning and development of first-to-last-mile connections.							
24	Advocate for Amtrak train service to the future Hillsborough train station.					continuous		complete
25	Coordinate with MCDOT, transit providers, railroad, and regional agencies on developing commuter rail options.					continuous		
26	Participate in transportation planning efforts at the county and regional level.					continuous		
27	Update the sidewalk ordinance and permit in two system to include requirements for sidewalks, crosswalks, and ADA compliant ramps on new streets (public and private) (UDO).					started		UDO
28	Update the sidewalk ordinance and permit in two system to include requirements for sidewalks, crosswalks, and ADA compliant ramps on new streets (public and private) (UDO).					started		UDO
29	Update the town's parking requirements for simplicity and flexibility based on outcomes of the recommended parking study (UDO).					started		UDO
30	Update street standards to incorporate roadways, sidewalks, shared-use path, greenway, utilities, and right-of-way design treatments as identified in this plan (UDO).					started		UDO
31	Adopt regulations that require developers to include an integrated traffic impact study and transportation demand management program for development and redevelopment projects to evaluate and address the multimodal transportation impacts of the development (UDO).					started		UDO

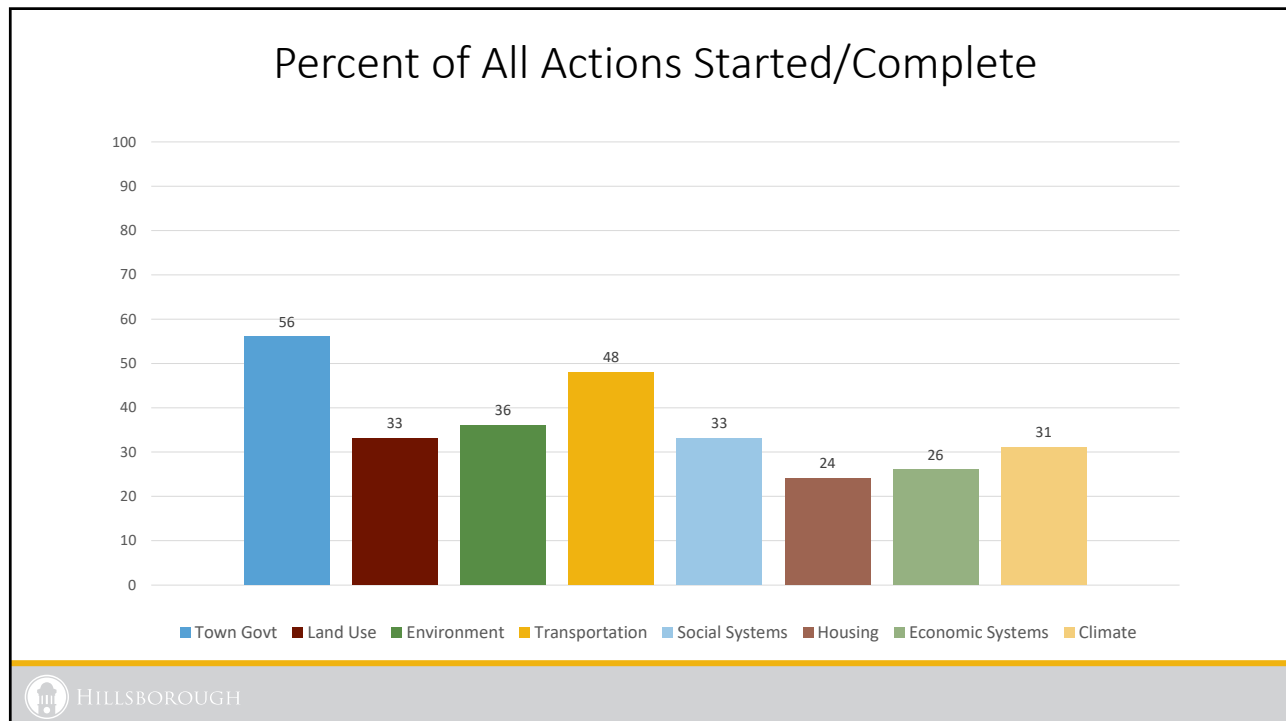


HILLSBOROUGH

4



5



6



Town Government & Public Services

Priority Actions: Started/Completed

- Adopt and implement strategic plan
- Adopt and implement emergency operations plan
- Adopt and implement racial equity plan
- Participate in Government Alliance on Race and Equity (GARE)
- Invest in sustainability initiatives



7



Land Use & Development

Priority Actions: Started/Completed

- Revise the Urban Service boundary
- Update the Future Land Use Plan
- Update the Water and Sewer Management, Planning and Boundary Agreement (WASMPBA)
- Central Orange Coordinated Area Joint Planning Agreement (COCA)
- Coordinate with the county about growth areas and water/sewer capacity
- Unified Development Ordinance Rewrite and Zoning Map update



8



Land Use & Development

Priority Actions for UDO rewrite

- Coordinate all plans to ensure that future development follows growth preferences
- Revise land use regulations according to water and sewer capacity
- Condense land use classifications
- Adopt Universal Design and accessibility standards
- Adopt strategies to achieve a mix of housing types
- Improve development review processes



9



Environment & Natural Systems

Priority Actions: Started/Completed

- Adopt landscape management policy for town properties
- Adopt native plant policy that improves for town properties
- Develop CIP plan for stormwater infrastructure improvements
- LED conversion for town properties



10



Environment & Natural Systems

Priority Actions for UDO rewrite

- Adopt incentives for developers to incorporate environmental best practices for landscapes.
- Adopt incentives to expand green infrastructure
- Update and enforce illicit discharge ordinance
- Update tree preservation ordinance
- Encourage boring rather than trenching near existing trees on development sites
- Update street tree and landscape planting regulations
- Update regulations to require open space to be in critical environmental areas
- Update recommended and prohibited plant list in the Unified Development Ordinance



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Transportation & Connectivity

Priority Actions: Started/Completed

- Submit prioritized transportation projects to regional transportation plans
- Adopt a Vision Zero Policy
- Adopt a Complete Streets Policy
- Implement prioritized transportation projects
- Implement prioritized sidewalk and greenway recommendations
- Conduct downtown parking study
- Execute agreement with Amtrak to serve future train station



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Transportation & Connectivity

Priority Actions for UDO Rewrite

- Update the sidewalk ordinance and payment in lieu
- Incorporate Universal Design standards
- Eliminate parking minimums, adopt parking maximums, and encouraging shared and structured parking
- Adopt electric vehicle charging infrastructure incentives
- Align water/sewer technical specifications with CSP, the UDO, and the street standards



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13



Social Systems & Public Space

Priority Actions: Started/Completed and for UDO rewrite

- Adopt best practices for equitable and authentic community engagement
- Adopt an equity lens or tool
- Support local organizations that provide food access/health/wellness/equity
- Improve accessibility of town website
- Incorporate crime prevention through environmental design (CPTED) best practices



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14



Housing & Affordability

Priority Actions: Started/Completed

- Develop countywide housing plan
- Create action plan and track affordable housing progress
- Adopt guiding principles for affordable housing
- Invest in public projects that support aging in place and accessibility
- Preserve existing, naturally occurring affordable housing
- Partner with housing agencies to retain existing affordable housing



15



Housing & Affordability

Priority Actions for UDO Rewrite

- Adopt incentives for affordable housing
- Increase diversity of housing stock through development regulations and decisions
- Adopt regulations that lead to broader range of housing type, size, configuration, and ownership
- Adopt regulations that allow flexibility in design standards
- Adopt regulations that allow higher density housing
- Incorporate universal design principles
- Adopt regulations that promotes missing middle housing
- Adopt regulations to encourage accessory dwelling units



16



Economic Systems & Tourism

Priority Actions: Started/Completed

- Conduct a downtown parking study and develop and adopt a long-range parking plan
- Complete train station development master plan

Priority Actions for UDO rewrite

- Incorporate sustainability best practices, economic resiliency, and equity measures
- Review and update signage regulations
- Review and update sidewalk dining regulations



17



Climate & Energy

Priority Actions: Started/Completed

- Assess solar energy generation potential for town-owned properties
- Assess energy storage systems for town-owned properties
- Expand availability of electric vehicle charging stations
- Complete the Electrical Vehicle Supply Equipment (EVSE) Suitability Analysis

Priority Actions for UDO rewrite

- Adopt incentives for solar energy generation and electric vehicle readiness
- Evaluate the potential for green infrastructure in development applications



18