



# Agenda

## Board of Commissioners Regular Meeting

7:00 PM January 12, 2026

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

### 1. Public charge

The Hillsborough Board of Commissioners pledges to the community of Hillsborough its respect. The board asks community members to conduct themselves in a respectful, courteous manner with the board and with fellow community members. At any time should any member of the board or attendee fail to observe this public charge, the mayor or the mayor's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the mayor or mayor's designee will recess the meeting until such time that a genuine commitment to the public charge is observed.

### 2. Audience comments not related to the printed agenda

### 3. Agenda changes and approval

### 4. Presentations

A. Employee Service Milestone Awards

### 5. Appointments

A. Planning Board – Appointment of Kimberly Landaverde to a three-year term ending Jan. 31, 2029

B. Tourism Board – Appointment of Spencer Welborn for a term expiring Jan. 12, 2028

### 6. Items for decision – consent agenda

A. Minutes

– Regular meeting Dec. 8, 2025

B. Miscellaneous budget amendments and transfers

C. Text amendment to Unified Development Ordinance Section 3, Administrative Procedures (staff-initiated)

D. 2026 Board of Commissioners Meeting Schedule Amendment

E. Special Event Permit – 5th Annual Kevin Dendy Memorial 5K

### 7. Items for decision - regular agenda

A. Rezoning request for three parcels in Oakdale Village

B. Code Enforcement updates and upcoming abatement cases

C. Hot topics for work session Jan. 26, 2026

### 8. Updates

A. Board members

B. Town manager

C. Staff (written reports in agenda packet)

### 9. Adjournment

101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-732-1270 | [www.hillsboroughnc.gov](http://www.hillsboroughnc.gov) | @HillsboroughGov

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.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: Administrative Services  
Agenda Section: Presentations  
Public hearing: No  
Date of public hearing: N/A

#### **PRESENTER/INFORMATION CONTACT**

Town Manager Eric Peterson

#### **ITEM TO BE CONSIDERED**

**Subject:** Employee Service Milestone Awards

**Attachments:**

List of the 14 employees reaching a 5-year service milestone in 2025

**Summary:**

This is the thirteenth year of the town's employee milestone program. Each January, employees who reached a five-year service milestone in the prior year are recognized for their dedication and tenure. Employees will receive a certificate, Town of Hillsborough coin signifying their years of service, and a \$100 bonus to celebrate their milestone, such as having dinner out.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

Receive presentation.

**Town of Hillsborough  
Service Milestone Recipients  
January 2026**

<b>Employee</b>	<b>Position</b>	<b>Department</b>	<b>Milestone</b>
Juan Duran	Police Corporal	Police	5
Curry Hall	Police Officer 1st Class	Police	5
Debra Strutz	Accounting Specialist	Accounting	5
Walson Williams	Equipment Operator II	Public Works	5
Mark Bell	Mayor	Governing Body	10
Shannan Campbell	Planning and Economic Development Manager	Planning and Economic Development	10
Graham Dodson	Utility Systems Mechanic I	Water Distribution and Wastewater Collection	10
Danielle King	Senior Administrative Support Specialist	Police	10
Troy Miller	Utilities Infrastructure Protection Coordinator	Water Distribution and Wastewater Collection	10
Lacy Painter	Utility Maintenance Supervisor	Water Distribution and Wastewater Collection	15
Keith Scarboro	Utility Systems Mechanic II	Water Distribution and Wastewater Collection	15
Frank Moore	Fleet Mechanic	Fleet Maintenance	20
Scott Foster	Police Sergeant	Police	25
Carolyn Glasgow	Accounting Specialist	Accounting	40





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: Community Services  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

#### ITEM TO BE CONSIDERED

**Subject:** Planning Board – Appointment of Kimberly Landaverde to a three-year term ending Jan. 31, 2029

**Attachments:**

Board service application from Kimberly Landaverde

**Summary:**

Kimberly Landaverde has applied to serve on the Planning Board. She holds graduate degrees in Instructional Technology and Peace/Conflict Studies. She is the Director of Provider Experience and Operations for UNC Faculty Physicians at UNC Health. In her board service application, Landaverde states,

“I want to serve on a town board because I care deeply about how our community grows and thrives. I’ve spent my career helping my organization and departments improve systems and experiences for the people they serve, and I see this as an opportunity to do that locally by contributing my skills in planning, collaboration, and communication to benefit our town.”

If appointed, Landaverde will fill the town seat being vacated by Frank Casadonte on Jan. 31, 2026. Casadonte has served two successive, full terms on the Planning Board, so he must come off the board per Unified Development Ordinance Section 2.3.5, Planning Board – Terms of Office.

**Financial impacts:**

None.

**Staff recommendation and comments:**

Staff recommends appointing Kimberly Landaverde to the Planning Board.

**Action requested:**

Appoint Kimberly Landaverde to the Planning Board for a three-year term beginning Feb. 1, 2026, and ending Jan. 31, 2029.



# TOWN OF HILLSBOROUGH

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## Personal Information

**\* Full name**

Kimberly Landaverde

**\* Home address**

[REDACTED]  
Hillsborough NC 27278

**\* Primary phone**

[REDACTED]

**Secondary phone**

\*\*SKIPPED\*\*

**\* Email**

[REDACTED]

**Employer**

UNC Health - UNC Faculty Physicians

**Job title**

Director of Provider Experience and Operations

**\* Birth date**

[REDACTED]

**\* Gender**

Female

**\* Preferred pronouns**

She/her/hers

**\* Hispanic, Latino or Spanish ancestry**

No

**\* Race**

White

**\* Have you attended Government 101 for community members?**

Yes

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## Board Selection

You must meet at least one of the eligibility criteria for each board you would be willing to serve on:

**Board of Adjustment**

- Live in town
- Live in the extraterritorial jurisdiction area

**Historic District Commission**

- Live in town
- Live in the extraterritorial jurisdiction area

**Parks and Recreation Board**

- Live in town

**Planning Board**

- Live in town
- Live in the extraterritorial jurisdiction area

**Tourism Board**

- Own or operate a restaurant in town
- Live, own property or be employed in town

**Tourism Development Authority**

- Own or operate a business collecting lodging tax

**\* First choice board**

Section 5, Item A.

Planning Board

**Second choice board**

Tourism Board

**Third choice board**

Parks and Recreation Board

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## Short-Answer Questions

**\* Have you served or are you serving on a town board? Which ones and when?**

No

**\* Why do you want to serve on a town board? What would you specifically like to accomplish?**

I want to serve on a town board because I care deeply about how our community grows and thrives. I've spent my career helping my organization and departments improve systems and experiences for the people they serve, and I see this as an opportunity to do that locally by contributing my skills in planning, collaboration, and communication to benefit our town.

**\* Do you have relevant work, volunteer or educational experience for the boards you selected?**

Academically, I hold graduate degrees in Instructional Technology and Peace and Conflict Studies, both of which emphasize collaboration, systems thinking, and long-term planning. I have over fifteen years of professional experience in operations, project management, and customer engagement within a large healthcare system, where I've led initiatives focused on improving access, experience, and long-term sustainability. My background includes coordinating complex projects that balance technical infrastructure, customer needs, and organizational goals.

**\* How are you connected to Hillsborough?**

Current resident (since 2013)

**\* Have you reviewed town plans and other documents available on the town website?**

Yes

**\* What challenges facing the town could be addressed by the board or boards on which you wish to serve?**

Our town faces the challenge of balancing growth with preservation and making sure development supports both the people who already live here and those who will come in the future. Thoughtful planning and collaboration across boards can help us maintain our town character while ensuring that infrastructure, housing, and public spaces meet evolving needs. The Planning Board can play a key role in promoting responsible growth, encouraging mixed-use and walkable development, and protecting natural spaces. The Tourism Board has an opportunity to highlight what makes our community special: its local businesses, history, and natural beauty, while supporting sustainable visitor growth that benefits residents. The Parks and Recreation Board can address the need for accessible, well-maintained outdoor spaces that promote health, connection, and belonging for all ages.

**\* How did you hear about this opportunity?**

Town staff member or elected official

*I have been advised that I am committing to attend the appointed board's regular meetings. Attendance at the regular meetings is required for me to maintain membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.*

View the complete code in the Hillsborough Code of Ordinances: [Appointed Boards, Task Forces and Authorities](#).

**Confirm understanding of attendance policy**

Confirm



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: Planning and Economic Development  
Agenda Section: Appointments  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

#### ITEM TO BE CONSIDERED

**Subject:** Tourism Board – Appointment of Spencer Welborn for a term expiring Jan. 12, 2028

**Attachments:**

Volunteer Board Application

**Summary:**

The Tourism Board has seats reserved for Pub/Restaurant representatives and there is an open seat. Spencer Welborn would serve as a representative of Eno Brewing, where he serves as a co-owner and operator of the business. Welborn lives in Churton Grove and participated in the Fall 2025 class of Government 101. He is eager to get more involved in the community.

**Financial impacts:**

None, except for occasional board training opportunities or conferences.

**Staff recommendation and comments:**

None.

**Action requested:**

Appointment.



# TOWN OF HILLSBOROUGH

Page 1

## Personal Information

**\* Full name**

Spencer Welborn

**\* Home address**

[REDACTED]  
[REDACTED]

**\* Primary phone**

[REDACTED]

**Secondary phone**

\*\*SKIPPED\*\*

**\* Email**

[REDACTED]

**Employer**

Eno River Brewing

**Job title**

Co-Owner/Member

**\* Birth date**

[REDACTED]

**\* Gender**

Male

**\* Preferred pronouns**

He/him/his

**\* Hispanic, Latino or Spanish ancestry**

No

**\* Race**

White

**\* Have you attended Government 101 for community members?**

Yes

Page 2

## Board Selection

You must meet at least one of the eligibility criteria for each board you would be willing to serve on:

**Board of Adjustment**

- Live in town
- Live in the extraterritorial jurisdiction area

**Historic District Commission**

- Live in town
- Live in the extraterritorial jurisdiction area

**Parks and Recreation Board**

- Live in town

**Planning Board**

- Live in town
- Live in the extraterritorial jurisdiction area

**Tourism Board**

- Own or operate a restaurant in town
- Live, own property or be employed in town

**Tourism Development Authority**

- Own or operate a business collecting lodging tax

**\* First choice board**

Section 5, Item B.

**Second choice board**

**\*\*SKIPPED\*\***

**Third choice board**

**\*\*SKIPPED\*\***

Page 3

## Short-Answer Questions

**\* Have you served or are you serving on a town board? Which ones and when?**

I have never served nor am I currently serving on a town board.

**\* Why do you want to serve on a town board? What would you specifically like to accomplish?**

Since buying a home in Hillsborough in 2010, I have kept a close eye to the inner workings of Hillsborough. Although I worked in Chapel Hill from 2008 - 2023, I spent all of my "free" time in and around Hillsborough as a visitor and then a resident. Hillsborough has become a large part of my life and where we have decided to raise our family. Government 101 was always on my radar, however due to my previous job, the dates just never worked out. Throughout the years, I have frequently pulled TOH agendas and kept up with the current government happenings for our town. This is a very special town and I have always been fascinated on how our town views its future. Fast forward to 2025, I am now a business (co)owner in West Hillsborough (that contributes to the Food and Beverage Tax) and recently completed Government 101. The TOH is in a very unique position as it relates to economic development that is driven by tourism, travel, and outside visitors. From the outside looking in, we have done a wonderful job over the last few years in supporting the aforementioned areas. My intentions would be to add another voice and viewpoint (from numerous approaches) that would add value to the board. I think that my viewpoint of being a longtime resident well before owning a business in town is a unique asset. My goal would be to continue to assist the town in moving forward in a smart and calculated way as it relates to the scope of the tourism board. There is so much potential as it relates to economic development surrounding tourism and making Hillsborough a premier tourist destination.

**\* Do you have relevant work, volunteer or educational experience for the boards you selected?**

While I have never worked on a local government, I feel like my overall background would be a good addition to the board. My previous career was working in a sector of the athletics world. Throughout my lifetime, I have mostly only traveled for major sporting events (work), food, and beverage. My previous work has taken me over a large portion of the United States, and on each trip, I made it a point to interact with the local economy. I have a plethora of experience of embedding myself in the local food and beverage scene (tourism scene) of each city. For years, my travel was decided by events, food, and beverage and that's how I ended up in a specific city. Having a minor in Leisure Studies, I have always paid close attention to how different CVB's across the country have promoted their cities and what "campaigns" are being pushed at that time. With my previous work, I have been fortunate to see how instrumental town/city government plays in bringing different types of visitors to their cities.

**\* How are you connected to Hillsborough?**

Resident (homeowner) since 2010 (Beckett's Ridge, now Churton Grove); Currently own a small business in West Hillsborough; My kids are in Hillsborough Elementary; My kids play sports and go to camp at the Recreation Center; Personally, I grew up visiting a friend who lived on W. Queen Street and we would ride bikes in the 1980's up and down Churton Street to get milk shakes at Luigi's (now Kim's Bake Shop), followed by hours of basketball at the Rec Center.

**\* Have you reviewed town plans and other documents available on the town website?**

Yes, I have reviewed all of the documents on the town website. While I had reviewed most of the said documents in years past, we were able to discuss most all of these plans/documents in our Govt. 101 class this Fall!

**\* What challenges facing the town could be addressed by the board or boards on which you wish to serve?**

A potential challenge that I could see facing the town/tourism board would be a lack of funding based on the tax being collected for food and beverage. In our current climate, folks are less likely to spend their hard earned money around town. People seem to be traveling less and not spending as much money visiting new towns, events, experiences. Less funding may lead to less opportunities, but could also allow the board to be more creative with future initiatives.

**\* How did you hear about this opportunity?**

Other: Long time resident so familiar with the board, new business owner in the area that contributes to the Food and Bev Tax

*I have been advised that I am committing to attend the appointed board's regular meetings. Attendance at the regular meetings is required for me to maintain membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.*

View the complete code in the Hillsborough Code of Ordinances: [Appointed Boards, Task Forces and Authorities](#).

**Confirm understanding of attendance policy**

Confirm



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	Jan. 12, 2026
Department:	Town Clerk
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

#### PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

#### ITEM TO BE CONSIDERED

**Subject:** Minutes

**Attachments:**

Regular meeting Dec. 8, 2025

**Summary:**

None.

**Financial impacts:**

None.

**Staff recommendation and comments:**

Approve minutes as presented.

**Action requested:**

To approve minutes of the Board of Commissioners regular meeting Dec. 8, 2025.



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. Dec. 8, 2025

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:** Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole and Chief of Police Jason Winn

### 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. Oaths and affirmations of office

- A. Commissioner Robb English
- B. Commissioner Kathleen Ferguson
- C. Mayor Mark Bell

Judge Hathaway Pendergrass administered oaths of office to Commissioner Robb English, Commissioner Kathleen Ferguson and the mayor. Each elected official affirmed the oath.

#### 3. Audience comments not related to the printed agenda

There were none.

#### 4. Agenda changes and approval

Add Item 7F: Special Event Permit – 2026 MLK Jr. Day Memorial March

**Motion:** English moved to approve the agenda as amended. Ferguson seconded.

**Vote:** 5-0.

#### 5. Appointments

- A. Selection of Mayor Pro Tempore and Committee Appointments – Mayor and Commissioners  
The mayor explained that the board's practice has been to select the junior-most commissioner to serve as mayor pro tem for two years, which would be Commissioner Meaghun Darab.

**Motion:** Commissioner Matt Hughes moved to appoint Darab as mayor pro tem. English seconded.

**Vote:** 5-0.



The mayor said 16 boards in Hillsborough, Orange County and the region require representation from the town's elected officials. He explained that the board has traditionally tried to reach consensus on assignments to balance experience, growth opportunities and personal time commitments.

The board discussed appointing members to represent the town on the Central Pines Regional Council of Government Board of Delegates. Hughes requested that he not be appointed as an alternate member, instead recommending that English be appointed.

Additionally, Hughes suggested the board develop a formal policy for committee appointments in the future to ensure all commissioners have the opportunity to serve in different roles over time.

Motion: Hughes moved to appoint English to the Central Pines Council of Governments Board of Delegates alternate seat. Ferguson seconded.  
Vote: 5-0.

The board then reviewed and approved the remaining committee assignments, with several commissioners noting updates to meeting schedules and name changes for various committees.

Motion: Darab moved to approve all committee appointment assignments as amended. Ferguson seconded.  
Vote: 4-1. Nays: Hughes.

## **6. Presentations**

### **A. Fiscal Year 2024-25 Audit Presentation**

Lee Grissom of the accounting firm S. Preston Douglas and Associates presented the town's Fiscal Year 2024-25 audit results. He reported that the town received an unmodified opinion, which is the highest level of assurance an accounting firm can issue. This is the second consecutive year after staffing issues in the Financial Services Department that the town has submitted its audit on time, which Grissom noted was a significant improvement from previous years.

Key financial highlights included:

- Total assets of \$149 million.
- Total liabilities of just under \$40 million.
- Net position of \$113 million, with an increase of nearly \$7 million during the fiscal year.
- General Fund increased by \$3.3 million.

Grissom also presented 10-year trend graphs showing consistent improvement in the town's financial position, including growth in fund balance, cash position and stable debt management. He said 80% of the town's debt is utility fund debt. Property tax collection rates remained strong at about 99%, and the Water and Sewer Fund continued to operate with positive income.

Commissioners expressed appreciation for the clean audit and asked about staffing challenges in the accounting profession. Grissom confirmed that finding qualified accounting personnel remains a significant challenge for municipalities.

## **7. Items for decision – consent agenda**

### **A. Minutes**

– Regular meeting Nov. 10, 2025

- Work session Nov. 24, 2025
- Work session closed session Nov. 24, 2025

- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Mentoring Month
- D. Renew the Memorandum of Interlocal Agreement between Orange County and the Town of Hillsborough for certain activities and operations at Fairview Park
- E. Salary correction – town manager’s annual merit increase
- F. Special Event Permit – 2026 MLK Jr. Day Memorial March (added item)

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

## 8. Updates

### A. Board members

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

### B. Town manager

Assistant Town Manager Matt Efird provided updates on recent town events, including the tree lighting and parade. He also noted:

- Recent federal funding allocated to upgrades at the town’s water treatment plant.
- The planned relocation of the French industrial manufacturing company CITEL’s American headquarters to Hillsborough.
- Significant progress in the process for federal public assistance following Tropical Storm Chantal.

### C. Staff (written reports in agenda packet)

There were no additional updates.

## 9. Adjournment

Motion: Hughes moved to adjourn at 8:20 p.m. Ferguson seconded.

Vote: 5-0.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

# Budget Adjustment Report

## Adjustment Detail

For Date Range: 12/08/2025 - 12/08/2025

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3900 - FUND BALANCE APPROPRIATION						
<a href="#">10-00-3900-3900000</a>	FUND BALANCE APPROPRIATION			-207,819.00	-1,923.00	-209,742.00
BA0000219	To cover facility signage	GLPKT02007	12/08/2025		-1,923.00	
Department 3900 Total:				-207,819.00	-1,923.00	-209,742.00
Department: 4000 - DISASTER						
<a href="#">10-10-4000-5300145</a>	MAINT - BUILDINGS			0.00	1,662.00	1,662.00
BA0000218	TS Chantal: Cover Building Maintenance Ove...	GLPKT01964	12/08/2025		1,662.00	
<a href="#">10-10-4000-5300310</a>	GASOLINE			0.00	-1,662.00	-1,662.00
BA0000218	TS Chantal: Cover Building Maintenance Ove...	GLPKT01964	12/08/2025		-1,662.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 5000 - FACILITY MANAGEMENT						
<a href="#">10-10-5000-5300330</a>	SUPPLIES - DEPARTMENTAL			1,000.00	1,923.00	2,923.00
BA0000219	To cover facility signage	GLPKT02007	12/08/2025		1,923.00	
Department 5000 Total:				1,000.00	1,923.00	2,923.00
Department: 5800 - SOLID WASTE						
<a href="#">10-30-5800-5300570</a>	MISCELLANEOUS			1,000.00	-650.00	350.00
BA0000215	To cover solid waste brochures	GLPKT01879	12/08/2025		-250.00	
BA0000217	Solid waste brochures	GLPKT01918	12/08/2025		-400.00	
<a href="#">10-30-5800-5300582</a>	MISC - PUBLIC INFO MATERIALS			3,200.00	650.00	3,850.00
BA0000215	To cover solid waste brochures	GLPKT01879	12/08/2025		250.00	
BA0000217	Solid waste brochures	GLPKT01918	12/08/2025		400.00	
Department 5800 Total:				4,200.00	0.00	4,200.00
Department: 6610 - INFORMATION TECHNOLOGY						
<a href="#">10-10-6610-5300320</a>	SUPPLIES - OFFICE			0.00	1,000.00	1,000.00
BA0000212	Est budget for Supplies - Office	GLPKT01848	12/08/2025		1,000.00	
<a href="#">10-10-6610-5300570</a>	MISCELLANEOUS			5,000.00	-1,000.00	4,000.00
BA0000212	Est budget for Supplies - Office	GLPKT01848	12/08/2025		-1,000.00	
Department 6610 Total:				5,000.00	0.00	5,000.00
Fund 10 Total:				-197,619.00	0.00	-197,619.00
Fund: 30 - WATER/SEWER						
Department: 8120 - WATER TREATMENT PLANT						
<a href="#">30-80-8120-5300145</a>	MAINT - BUILDINGS			5,000.00	1,500.00	6,500.00
BA0000216	Pressure washing around WTP basins	GLPKT01899	12/08/2025		1,500.00	
<a href="#">30-80-8120-5300323</a>	SUPPLIES - CHEMICALS			225,000.00	-1,500.00	223,500.00
BA0000216	Pressure washing around WTP basins	GLPKT01899	12/08/2025		-1,500.00	
Department 8120 Total:				230,000.00	0.00	230,000.00
Fund 30 Total:				230,000.00	0.00	230,000.00
Budget Code 2025-2026 Total:				32,381.00	0.00	32,381.00

## Budget Adjustment Report

## Description

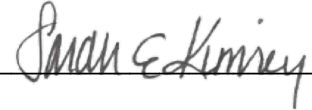
## Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	-197,619.00	0.00	-197,619.00
	30	230,000.00	0.00	230,000.00
Budget Code 2025-2026 Total:		32,381.00	0.00	32,381.00

APPROVED: 5/0

DATE: 12/8/25

VERIFIED: \_\_\_\_\_



DRAFT



# PROCLAMATION

## National Mentoring Month

### January 2026

**WHEREAS**, National Mentoring Month brings awareness to the importance of quality mentoring that promotes healthy relationships and communication, positive self-esteem, emotional well-being, and growth of a young person and their relationships with other adults; and

**WHEREAS**, the Town of Hillsborough honors volunteer mentors who support young people in Hillsborough by showing up for them every day and demonstrating their commitment to helping them thrive; and

**WHEREAS**, mentoring programs like Fathers on the Move, Beyond Expectations, and capacity-building agencies like Youth Mentoring Collaborative make our communities and our state stronger by driving impactful relationships that increase social capital for young people and provide invaluable support networks; and

**WHEREAS**, Grow Your World is a youth-centered, community-building organization that partners with local college students to work directly with youth and connect community members through multigenerational and inclusive relationships that build enrichment opportunities for youth and adults alike; and

**WHEREAS**, Reintegration Support Network provides support and resources for adolescents experiencing challenges related to substance use, mental health, and/or justice involvement. Mentors engage in promoting trust and self-acceptance by advocating for and with participants, coordinating with existing service providers, and linking participants with community resources, thereby increasing a participant's overall wellbeing; and

**WHEREAS**, Healing-Centered Mentoring™ provides a pathway to promote mental wellness, increase access to evidence-based mental wellness skills training, and reduce structural barriers to mental health services; and

**WHEREAS**, mentoring plays a pivotal role in career exploration and supports workforce development by helping young people set career goals, equipping mentors with the skills needed to support the professional growth of young people, and driving positive outcomes for communities across the state;

**NOW, THEREFORE**, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim January 2026 as National Mentoring Month in the Town of Hillsborough.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 8th day of December in the year 2025.



*Mark Bell*

Mark Bell, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
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

For Date Range: 01/12/2026 - 01/12/2026

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3800 - NON-DEPARTMENTAL						
<a href="#">10-00-3800-3800350</a>	MISCELLANEOUS			-20,000.00	-320.00	-20,320.00
BA0000234	Allocate NC Community Foundation Donation	GLPKT02229	01/12/2026		-320.00	
Department 3800 Total:				-20,000.00	-320.00	-20,320.00
Department: 3880 - NON-DEPARTMENTAL						
<a href="#">10-80-3880-3887000</a>	INSURANCE PROCEEDS			0.00	-220,000.00	-220,000.00
BA0000224	Chantal Expenses	GLPKT02045	01/12/2026		-220,000.00	
Department 3880 Total:				0.00	-220,000.00	-220,000.00
Department: 3900 - FUND BALANCE APPROPRIATION						
<a href="#">10-00-3900-3900000</a>	FUND BALANCE APPROPRIATION			-207,819.00	88,467.00	-119,352.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-112,915.06	
BA0000227	TS Chantal: Undo double allocation for equip ..	GLPKT02074	01/12/2026		112,915.06	
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		88,467.00	
Department 3900 Total:				-207,819.00	88,467.00	-119,352.00
Department: 4000 - DISASTER						
<a href="#">10-10-4000-5300145</a>	MAINT - BUILDINGS			0.00	-0.58	-0.58
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-0.58	
<a href="#">10-10-4000-5300154</a>	MAINT - GROUNDS			0.00	7,073.72	7,073.72
BA0000223	TS Chantal: Consolidate unused funds	GLPKT02044	01/12/2026		1,073.72	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		6,000.00	
<a href="#">10-10-4000-5300155</a>	MAINT - PARKS			0.00	-29.80	-29.80
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-29.80	
<a href="#">10-10-4000-5300158</a>	MAINT - EQUIPMENT			0.00	-1,053.08	-1,053.08
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,053.08	
<a href="#">10-10-4000-5300161</a>	MAINT - VEHICLES			0.00	-1,196.98	-1,196.98
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,196.98	
<a href="#">10-10-4000-5300310</a>	GASOLINE			0.00	-2,008.22	-2,008.22
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-2,008.22	
<a href="#">10-10-4000-5300324</a>	SUPPLIES - DISASTER			0.00	-964.29	-964.29
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,785.69	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		821.40	
<a href="#">10-10-4000-5300338</a>	SUPPLIES - DATA PROCESSING			0.00	-10,000.00	-10,000.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-10,000.00	
<a href="#">10-10-4000-5300351</a>	RENTAL - EQUIPMENT			0.00	-351.24	-351.24
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-351.24	
<a href="#">10-10-4000-5300361</a>	RENTAL - VEHICLES			0.00	-19,782.95	-19,782.95
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-19,782.95	
<a href="#">10-10-4000-5300441</a>	CS - ENGINEERING			0.00	-10.00	-10.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-10.00	
<a href="#">10-10-4000-5300570</a>	MISCELLANEOUS			0.00	-33,732.34	-33,732.34
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-34,200.84	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		468.50	
<a href="#">10-10-4000-5300583</a>	MISC - TAX, TAGS, ETC			0.00	-31,495.04	-31,495.04
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-28,495.04	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		-3,000.00	

# Budget Adjustment Report

For Date Range: 01/12/2026 - 01/12/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
<a href="#">10-10-4000-5700729</a>	CAPITAL - INFRASTRUCTURE			0.00	-4,719.00	-4,719.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-4,719.00	
<a href="#">10-10-4000-5700735</a>	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	-664.00	-664.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-664.00	
<a href="#">10-10-4000-5700740</a>	CAPITAL - VEHICLES			0.00	-1,073.72	-1,073.72
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		220,000.00	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		-220,000.00	
BA0000223	TS Chantal: Consolidate unused funds	GLPKT02044	01/12/2026		-1,073.72	
<a href="#">10-10-4000-5700741</a>	CAPITAL - EQUIPMENT			0.00	320,007.52	320,007.52
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-2,787.52	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		223,000.00	
BA0000224	Chantal Expenses	GLPKT02045	01/12/2026		220,000.00	
BA0000227	TS Chantal: Undo double allocation for equip ..	GLPKT02074	01/12/2026		-112,915.06	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		-7,289.90	
Department 4000 Total:				0.00	220,000.00	220,000.00
Department: 4200 - ADMINISTRATION						
<a href="#">10-10-4200-5500970</a>	SERVICE CHARGE - W&S FUND			-495,362.00	-31,205.00	-526,567.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-31,205.00	
<a href="#">10-10-4200-5500980</a>	SERVICE CHARGE - STORMWATER FUND			-19,814.00	-1,249.00	-21,063.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-1,249.00	
Department 4200 Total:				-515,176.00	-32,454.00	-547,630.00
Department: 4400 - ACCOUNTING						
<a href="#">10-10-4400-5300080</a>	TRAINING/CONF/CONF			5,000.00	1,500.00	6,500.00
BA0000226	Accounting dept training/conference	GLPKT02062	01/12/2026		1,500.00	
<a href="#">10-10-4400-5300338</a>	SUPPLIES - DATA PROCESSING			500.00	500.00	1,000.00
BA0000239	Cover processing 1099 and W-2 forms	GLPKT02258	01/12/2026		500.00	
<a href="#">10-10-4400-5300570</a>	MISCELLANEOUS			10,210.00	-2,000.00	8,210.00
BA0000226	Accounting dept training/conference	GLPKT02062	01/12/2026		-1,500.00	
BA0000239	Cover processing 1099 and W-2 forms	GLPKT02258	01/12/2026		-500.00	
Department 4400 Total:				15,710.00	0.00	15,710.00
Department: 4500 - HUMAN RESOURCES						
<a href="#">10-10-4500-5300474</a>	RECRUITMENT			37,750.00	-650.00	37,100.00
BA0000220	Service milestone monetary awards, coins, f...	GLPKT02041	01/12/2026		-650.00	
<a href="#">10-10-4500-5300560</a>	SERVICE MILESTONE RECOGNITION			2,000.00	650.00	2,650.00
BA0000220	Service milestone monetary awards, coins, f...	GLPKT02041	01/12/2026		650.00	
<a href="#">10-10-4500-5500970</a>	SERVICE CHARGE - W&S FUND			-261,518.00	-3,134.00	-264,652.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-3,134.00	
<a href="#">10-10-4500-5500980</a>	SERVICE CHARGE - STORMWATER FUND			-10,460.00	-126.00	-10,586.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-126.00	
Department 4500 Total:				-232,228.00	-3,260.00	-235,488.00
Department: 5000 - FACILITY MANAGEMENT						
<a href="#">10-10-5000-5500970</a>	SERVICE CHARGE - W&S FUND			-262,520.00	-10,948.00	-273,468.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-10,948.00	
<a href="#">10-10-5000-5500980</a>	SERVICE CHARGE - STORMWATER FUND			-21,876.00	-913.00	-22,789.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-913.00	
Department 5000 Total:				-284,396.00	-11,861.00	-296,257.00
Department: 5100 - POLICE						
<a href="#">10-20-5100-5300321</a>	SUPPLIES - COMMUNITY POLICING			2,500.00	675.00	3,175.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		355.00	
BA0000234	Allocate NC Community Foundation Donation	GLPKT02229	01/12/2026		320.00	
<a href="#">10-20-5100-5300330</a>	SUPPLIES - DEPARTMENTAL			95,477.00	-355.00	95,122.00



# Budget Adjustment Report

For Date Range: 01/12/2026 - 01/12/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-355.00	
Department 5100 Total:				97,977.00	320.00	98,297.00
Department: 5400 - ENGINEERING SERVICES						
<a href="#">10-30-5400-5500970</a>	SERVICE CHARGE - W&S FUND			-239,164.00	-18,595.00	-257,759.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-18,595.00	
<a href="#">10-30-5400-5500980</a>	SERVICE CHARGE - STORMWATER FUND			-95,665.00	-744.00	-96,409.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-744.00	
Department 5400 Total:				-334,829.00	-19,339.00	-354,168.00
Department: 5550 - FLEET MAINTENANCE						
<a href="#">10-30-5550-5100010</a>	OVERTIME COMPENSATION			500.00	300.00	800.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		300.00	
<a href="#">10-30-5550-5300110</a>	TELEPHONE/INTERNET			840.00	1,200.00	2,040.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		1,200.00	
<a href="#">10-30-5550-5300330</a>	SUPPLIES - DEPARTMENTAL			30,000.00	-1,500.00	28,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-1,500.00	
Department 5550 Total:				31,340.00	0.00	31,340.00
Department: 6610 - INFORMATION TECHNOLOGY						
<a href="#">10-10-6610-5500970</a>	SERVICE CHARGE - W&S FUND			-689,445.00	-20,724.00	-710,169.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-20,724.00	
<a href="#">10-10-6610-5500980</a>	SERVICE CHARGE - STORMWATER FUND			-27,577.00	-829.00	-28,406.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-829.00	
Department 6610 Total:				-717,022.00	-21,553.00	-738,575.00
Fund 10 Total:				-2,166,443.00	0.00	-2,166,443.00
Fund: 30 - WATER/SEWER						
Department: 3900 - FUND BALANCE APPROPRIATION						
<a href="#">30-80-3900-3900000</a>	FUND BALANCE APPROPRIATION			-675,666.00	-164,602.00	-840,268.00
BA0000232	TS Chantal: Replace F-750 Dump Truck	GLPKT02157	01/12/2026		-80,000.00	
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		-84,602.00	
Department 3900 Total:				-675,666.00	-164,602.00	-840,268.00
Department: 4000 - DISASTER						
<a href="#">30-80-4000-5300145</a>	MAINT - BUILDINGS			0.00	-3,880.00	-3,880.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-3,880.00	
<a href="#">30-80-4000-5300151</a>	FOG PROGRAM			0.00	-3,484.87	-3,484.87
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-3,484.87	
<a href="#">30-80-4000-5300154</a>	MAINT - GROUNDS			0.00	-0.75	-0.75
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-0.75	
<a href="#">30-80-4000-5300158</a>	MAINT - EQUIPMENT			0.00	-122,868.77	-122,868.77
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-122,868.77	
<a href="#">30-80-4000-5300310</a>	GASOLINE			0.00	-252.93	-252.93
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-252.93	
<a href="#">30-80-4000-5300327</a>	SUPPLIES - LAB			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
<a href="#">30-80-4000-5300331</a>	SUPPLIES - SAFETY			0.00	-1,948.36	-1,948.36
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-1,948.36	
<a href="#">30-80-4000-5300335</a>	SUPPLIES - DISASTER			0.00	-0.82	-0.82
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-0.82	
<a href="#">30-80-4000-5300338</a>	SUPPLIES - DATA PROCESSING			0.00	-7,652.00	-7,652.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-7,652.00	
<a href="#">30-80-4000-5300340</a>	OUTSIDE LAB SERVICES			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
<a href="#">30-80-4000-5300351</a>	RENTAL - EQUIPMENT			0.00	56,493.75	56,493.75

# Budget Adjustment Report

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Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		56,493.75	
<a href="#">30-80-4000-5300361</a>	RENTAL - VEHICLES			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
<a href="#">30-80-4000-5300480</a>	PURCHASE WATER/& RESALE			0.00	-27,000.00	-27,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-27,000.00	
<a href="#">30-80-4000-5300570</a>	MISCELLANEOUS			0.00	-67.86	-67.86
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-67.86	
<a href="#">30-80-4000-5300583</a>	MISC - TAX, TAGS, ETC			0.00	7,294.00	7,294.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		7,294.00	
<a href="#">30-80-4000-5700740</a>	CAPITAL - VEHICLES			0.00	198,368.61	198,368.61
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		118,368.61	
BA0000232	TS Chantal: Replace F-750 Dump Truck	GLPKT02157	01/12/2026		80,000.00	
Department 4000 Total:				0.00	80,000.00	80,000.00
Department: 7200 - ADMINISTRATION OF ENTERPRISE						
<a href="#">30-80-7200-5350611</a>	SERVICE CHARGE - ADMINISTRATION			495,363.00	31,204.00	526,567.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		31,204.00	
<a href="#">30-80-7200-5350614</a>	SERVICE CHARGE - FACILITY MGMT			262,521.00	10,947.00	273,468.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		10,947.00	
<a href="#">30-80-7200-5350616</a>	SERVICE CHARGE - INFORMATION TECH			689,445.00	20,724.00	710,169.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		20,724.00	
<a href="#">30-80-7200-5350622</a>	SERVICE CHARGE - HUMAN RESOURCES			261,519.00	3,133.00	264,652.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		3,133.00	
<a href="#">30-80-7200-5350624</a>	SERVICE CHARGE - ENGINEERING SERVICE			239,165.00	18,594.00	257,759.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		18,594.00	
Department 7200 Total:				1,948,013.00	84,602.00	2,032,615.00
Department: 7220 - UTILITIES ADMINISTRATION						
<a href="#">30-80-7220-5300112</a>	POSTAGE			1,000.00	350.00	1,350.00
BA0000240	Lead service line annual customer notice lett...	GLPKT02318	01/12/2026		350.00	
<a href="#">30-80-7220-5300493</a>	CS - GIS			40,000.00	-350.00	39,650.00
BA0000240	Lead service line annual customer notice lett...	GLPKT02318	01/12/2026		-350.00	
Department 7220 Total:				41,000.00	0.00	41,000.00
Department: 8120 - WATER TREATMENT PLANT						
<a href="#">30-80-8120-5300323</a>	SUPPLIES - CHEMICALS			225,000.00	-100.00	224,900.00
BA0000238	Cover surface water renewals	GLPKT02257	01/12/2026		-100.00	
<a href="#">30-80-8120-5300441</a>	CS - ENGINEERING			22,000.00	1,000.00	23,000.00
BA0000225	Increase in WTP tracer test quote	GLPKT02061	01/12/2026		1,000.00	
<a href="#">30-80-8120-5300530</a>	DUES & SUBSCRIPTIONS			3,930.00	100.00	4,030.00
BA0000238	Cover surface water renewals	GLPKT02257	01/12/2026		100.00	
<a href="#">30-80-8120-5300550</a>	SLUDGE REMOVAL			90,900.00	-1,000.00	89,900.00
BA0000225	Increase in WTP tracer test quote	GLPKT02061	01/12/2026		-1,000.00	
Department 8120 Total:				341,830.00	0.00	341,830.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
<a href="#">30-80-8220-5100010</a>	OVERTIME COMPENSATION			5,000.00	5,500.00	10,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		5,500.00	
<a href="#">30-80-8220-5300130</a>	UTILITIES			195,000.00	-5,500.00	189,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-5,500.00	
Department 8220 Total:				200,000.00	0.00	200,000.00
Fund 30 Total:				1,855,177.00	0.00	1,855,177.00

# Budget Adjustment Report

For Date Range: 01/12/2026 - 01/12/2026

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
<b>Fund: 35 - STORMWATER</b>						
<b>Department: 3900 - FUND BALANCE APPROPRIATION</b>						
<a href="#">35-80-3900-3900050</a>	FUND BALANCE APPROPRIATION			-182,175.00	-3,856.00	-186,031.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		-3,856.00	
<b>Department 3900 Total:</b>				<b>-182,175.00</b>	<b>-3,856.00</b>	<b>-186,031.00</b>
<b>Department: 5900 - STORMWATER</b>						
<a href="#">35-30-5900-5100010</a>	OVERTIME COMPENSATION			1,000.00	500.00	1,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		500.00	
<a href="#">35-30-5900-5300570</a>	MISCELLANEOUS			12,000.00	-500.00	11,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-500.00	
<a href="#">35-30-5900-5350611</a>	SERVICE CHARGE - ADMINISTRATION			19,815.00	1,248.00	21,063.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		1,248.00	
<a href="#">35-30-5900-5350614</a>	SERVICE CHARGE - FACILITY MGMT			21,877.00	912.00	22,789.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		912.00	
<a href="#">35-30-5900-5350616</a>	SERVICE CHARGE - INFORMATION TECH			27,578.00	828.00	28,406.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		828.00	
<a href="#">35-30-5900-5350622</a>	SERVICE CHARGE - HUMAN RESOURCES			10,461.00	125.00	10,586.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		125.00	
<a href="#">35-30-5900-5350624</a>	SERVICE CHARGE- ENGINEERING SERVICE			95,666.00	743.00	96,409.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		743.00	
<b>Department 5900 Total:</b>				<b>188,397.00</b>	<b>3,856.00</b>	<b>192,253.00</b>
<b>Fund 35 Total:</b>				<b>6,222.00</b>	<b>0.00</b>	<b>6,222.00</b>
<b>Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND</b>						
<b>Department: 3870 - TRANSFER FROM</b>						
<a href="#">71-71-3870-3870412</a>	TRANSFER FROM GF - POLICE STATION			-50,000.00	50,000.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		50,000.00	
<a href="#">71-71-3870-3870420</a>	TRANSFER FROM GF - VEH-STREETS			-147,500.00	147,500.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		147,500.00	
<a href="#">71-71-3870-3870421</a>	TRANSFER FROM GF - VEH-SOLID WASTE			-144,822.00	144,822.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		144,822.00	
<b>Department 3870 Total:</b>				<b>-342,322.00</b>	<b>342,322.00</b>	<b>0.00</b>
<b>Department: 6900 - SPECIAL APPROPRIATIONS</b>						
<a href="#">71-71-6900-5970910</a>	TRANSFER TO FUND 10 - GENERAL FUND			397,322.00	-342,322.00	55,000.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		-342,322.00	
<b>Department 6900 Total:</b>				<b>397,322.00</b>	<b>-342,322.00</b>	<b>55,000.00</b>
<b>Fund 71 Total:</b>				<b>55,000.00</b>	<b>0.00</b>	<b>55,000.00</b>
<b>Fund: 78 - COMMITTED FUNDS - GENERAL FUND</b>						
<b>Department: 3870 - TRANSFER FROM</b>						
<a href="#">78-71-3870-3870412</a>	TRANSFER FROM GF - POLICE STATION			-50,000.00	50,000.00	0.00
BA0000231	Project Closeout	GLPKT02141	01/12/2026		50,000.00	
<b>Department 3870 Total:</b>				<b>-50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>
<b>Department: 5100 - POLICE</b>						
<a href="#">78-71-5100-5970919</a>	TRANSFER TO GF - POLICE STATION			0.00	-50,000.00	-50,000.00
BA0000231	Project Closeout	GLPKT02141	01/12/2026		-50,000.00	
<b>Department 5100 Total:</b>				<b>0.00</b>	<b>-50,000.00</b>	<b>-50,000.00</b>
<b>Fund 78 Total:</b>				<b>-50,000.00</b>	<b>0.00</b>	<b>-50,000.00</b>
<b>Budget Code 2025-2026 Total:</b>				<b>-300,044.00</b>	<b>0.00</b>	<b>-300,044.00</b>

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	-2,166,443.00	0.00	-2,166,443.00
	30	1,855,177.00	0.00	1,855,177.00
	35	6,222.00	0.00	6,222.00
	71	55,000.00	0.00	55,000.00
	78	-50,000.00	0.00	-50,000.00
Budget Code 2025-2026 Total:		-300,044.00	0.00	-300,044.00



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: Planning and Economic Development  
Agenda Section: Consent  
Public hearing: Yes  
Date of public hearing: Nov. 20, 2025

#### PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

#### ITEM TO BE CONSIDERED

**Subject:** Text amendment to Unified Development Ordinance Section 3, Administrative Procedures (staff-initiated)

##### Attachments:

1. Draft text amendment
2. Planning Board statement
3. Draft consistency statement
4. Draft ordinance

##### Summary:

This is a “housekeeping” text amendment to the Unified Development Ordinance to do the following:

- Remove reapplication waiting periods, which the General Assembly has prohibited as of Oct. 6, 2025, under Session Law 2025-94; and
- Clarify that subdivisions of 20+ lots in approved Planned Development Districts do not require Special Use Permits.

##### Comprehensive Sustainability Plan goal:

Town Government Goals and Actions 2: Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.

- Strategy: Develop and adopt policies that help accomplish town goals.
- Action: Regularly review and update town policies as new information is garnered and achievements are met.

##### Financial impacts:

None.

##### Staff recommendation and comments:

###### Reapplication waiting periods

The current Unified Development Ordinance requires applicants to wait one year before resubmitting certain applications when withdrawn by the applicant or denied by the town board. These reapplication waiting periods are now prohibited by the General Assembly under Section 11.e of Session Law 2025-94. You can view the session law online here: <https://www.ncleg.gov/Sessions/2025/Bills/House/PDF/H926v10.pdf>.

###### Subdivision requirements for Planned Development Districts

Planned Development District requirements were added to the ordinance in 2022. The intent was to allow design

flexibility for mixed-use projects. Applicants can negotiate certain design elements with the town board, such as density, minimum lot size, and building setbacks.

Under the current Unified Development Ordinance, any subdivision of 20+ lots is required to get a Special Use Permit from the Board of Adjustment. However, that was not the intent for Planned Development Districts, since the town board already reviews and approves the subdivision design requirements with the Planned Development rezoning.

This text amendment removes the Special Use Permit requirement for subdivisions in Planned Development Districts, allowing for staff review instead, as is customary with most subdivision plans. Staff will review the subdivision plans for consistency with the Unified Development Ordinance and any conditions on the Planned Development District approved by the town board.

Planning Board recommendation

After the public hearing closed on Nov. 20, 2025, the Planning Board unanimously recommended approval of the text amendment as written (6-0). The written Planning Board statement is attached.

Staff recommendation

Staff recommends approval of the text amendment as written.

**Action requested:**

Approve the proposed text amendment by adopting the attached statement of consistency and ordinance.

### 3. ADMINISTRATIVE PROCEDURES

#### 3.5 CREATION OF NEW LOTS/DIVISION OF LAND

##### 3.5.1 REVIEW REQUIRED

No land within the Town of Hillsborough planning jurisdiction shall be subdivided, or re-subdivided and offered for sale, gifted, exchanged, or in any other way conveyed until a plat thereof has been approved as herein provided. No plat shall be recorded by the Orange County Register of Deeds until this approval is entered in writing on the face of the plat as herein provided.

##### 3.5.2 THE REVIEW REQUIRED IS DETERMINED BY THE NUMBER OF NEW LOTS TO BE CREATED AS FOLLOWS:

- 3.5.2.1 Exempt plats: Staff review, must meet standards in Section 3.5.3 below.
- 3.5.2.2 Minor subdivisions: Staff review to create 4 or fewer lots.
- 3.5.2.3 Major subdivisions: Staff review to create 5-19 lots.
- 3.5.2.4 Special subdivisions: Staff review to create 20 or more lots within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20 or more lots when the property to be subdivided is not within a Planned Development District.
- 3.5.2.5 Conservation subdivisions: Staff review to create 20 – 99 lots with reduced lot sizes and additional open space within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20 or more lots, but less than 100 lots 20-99 lots with reduced lot sizes and additional open space when the property to be subdivided is not within a Planned Development District.

##### 3.5.3 EXEMPT PLATS

- 3.5.3.1 Property owners or their authorized agents must present a paper or recordable map to the Planning Department for determination of whether the action created by the recording of the map meets the Ordinance standards to be exempt.
- 3.5.3.2 If the proposal meets the exemptions listed in this Ordinance or in North Carolina General Statutes, Section 160D-802(a), the Planning Director shall sign an exemption note on the face of the recordable map before it is recorded.
- 3.5.3.3 In addition to the divisions of land identified in North Carolina General Statutes§160D-802(a), the following divisions of land shall not be included within the definition of the term “subdivision” and shall not be subject to this Ordinance: (1) the division of land for the purpose of creating a lot for use as a site for a utility pump station; (2) the recordation of a plot of lots created by deeds recorded in the Orange County Registry prior to March 13, 1978; (3) the creation of a lot to be conveyed to the Town or to a non-profit entity for the purpose of creating public parks or public open space, provided that the plat and the deed creating such parcel shall specifically state that the parcel created may not be used for any other purpose, (4) the division of land owned by a governmental entity to facilitate the conveyance of a portion of said land to another governmental entity for governmental or public use, and (5) the recordation of a plat consistent with Section 7.3.3, *Multiple Detached Dwellings on a Single Parcel*.

- 3.5.3.4** If the proposal does not meet the exemptions, the Planning Director shall return the unsigned map to the property owner or authorized agent with a written description of why the map does not qualify to be exempt.

### **3.5.4 MINOR SUBDIVISION**

Property owners or agents must present a paper map to the Planning Department to review any division of land into 4 or fewer lots from a single tract of land in any five (5) year period. If a new public road is proposed as part of the project, the subdivision shall be reviewed as a Major Subdivision. The Planning Director has the authority to refer a minor subdivision involving a new or existing private road to the Technical Review Committee. If no public or private road right of way or construction is part of the proposal, the Planning Director may approve the minor subdivision by signing the approval certificate on the recordable map.

The application will be processed according to the procedure details in Section 5.2.49, *Subdivisions, Minor*, or 5.2.47, *Subdivision, Major or Special*, as applicable.

### **3.5.5 MAJOR SUBDIVISIONS**

Divisions of land resulting in the creation of between five (5) and nineteen (19) new lots from a single tract of land in any five (5) year period shall require major subdivision approval from the Planning Director.

#### **3.5.5.1 Sketch Plan**

Before submitting an application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

### **3.5.6 SPECIAL SUBDIVISIONS**

Unless otherwise stated in Section 3.5.2 of this Ordinance, ~~Divisions~~ divisions of land resulting in the creation of twenty (20) or more new lots from a single tract of land in any five (5) year period shall require a Special Use Permit, with review criteria as set forth in Section 5.2.46, *Subdivisions, Major or Special*.

#### **3.5.6.1 Sketch Plan**

Prior to submitting a Special Use Permit application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.



**3.5.6.2 Special Use Permit Required**

When the property to be subdivided is not within a Planned Development District, The preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

**3.5.7 CONSERVATION SUBDIVISIONS (SECTION 9.2 FOR DEFINITION)**

Unless otherwise stated in Section 3.5.2 of this Ordinance, Divisions ~~divisions~~ of land into twenty (20) or more new lots from a single tract of land in any five (5) year period, with special features as set forth in Section 5.2.48 for conservation subdivisions, shall require a Special Use Permit.

**3.5.7.1 Sketch Plan**

Prior to submitting a preliminary plat, the applicant shall submit to a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

**3.5.7.2 Special Use Permit Required**

When the property to be subdivided is not within a Planned Development District, The preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

### 3.6 FUTURE LAND USE PLAN AND COMPREHENSIVE PLAN AMENDMENTS

#### 3.6.10 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw his or her application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

### 3.7 UNIFIED DEVELOPMENT ORDINANCE AND MAP AMENDMENTS

#### 3.7.14 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw ~~his or her~~their application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if required notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

~~When the Town Board shall have acted upon an application or the application shall have been withdrawn after the first notice of the public legislative hearing thereon, the Town shall not accept another application for the same or similar text or Official Zoning Map amendment, affecting the same property or a portion of it, until the expiration of a one (1) year period, extending from the date of action or withdrawal. The Town Board may on its own motion, however, initiate an amendment of this nature prior to the expiration of the one (1) year period.~~

### 3.8 SPECIAL USE PERMIT

#### 3.8.16 EFFECT OF DENIAL OR WITHDRAWAL

~~When the Board of Adjustment shall have denied an application or the application shall have been withdrawn, by written notice, after publication of the first evidentiary hearing notice required in Section 3.8.11, Notice of Evidentiary Hearing, the Planning Director shall not accept another application for the same or similar Special Use, affecting the same property or a portion thereof, until the expiration of one year from the date of denial or withdrawal.~~

An applicant may withdraw their application at any time by submitting written notice to the Planning Director. However, application fees will not be refunded if required notice of the evidentiary hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.



## PLANNING BOARD STATEMENT OF PLAN CONSISTENCY AND RECOMMENDATION

Staff-initiated text amendment to Unified Development Ordinance  
Section 3, Administrative Procedures  
November 20, 2025

**WHEREAS**, the Town of Hillsborough Planning Board has received and reviewed a staff-initiated text amendment to UDO Section 3, Administrative Procedures; and

**WHEREAS**, North Carolina General Statute 160D-604 (Planning Board Review and Comment), paragraphs (c) (Review of Other Ordinances and Actions) and (d) (Plan Consistency), require that, when considering a proposed amendment to development regulations, the Planning Board must advise and comment on whether the amendment is consistent with any adopted comprehensive or land-use plan and any other applicable, officially-adopted plan. The Planning Board must then provide a written recommendation to the Town Board of Commissioners addressing plan consistency and other matters deemed appropriate; and

**WHEREAS**, UDO §3.7.10 (Planning Board Recommendation) requires the written report be delivered to the Town Board of Commissioners within 30 days of the amendment's initial referral to the Planning Board; and

**WHEREAS**, after deliberation of the requested amendment, the Planning Board finds:

1. The proposed amendment **IS CONSISTENT** with the Town of Hillsborough Comprehensive Sustainability Plan (CSP), specifically with the following goal, strategy, and action in the Town Government Goals and Actions chapter:

- Town Government Goals and Actions 2: Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.
  - Strategy: Develop and adopt policies that help accomplish town goals.
  - Action: Regularly review and update town policies as new information is garnered and achievements are met.

2. The proposed text amendment **ADVANCES** identified goals and strategies found in the CSP and **PROMOTES** the public health, safety, and welfare by clarifying subdivision

requirements for Planned Development Districts and updating the Unified Development Ordinance to remain consistent with State law.

**WHEREFORE**, upon a motion by Robert Iglesias, seconded by Tiffney Marley, the foregoing was put to a vote of the Board, the results of which vote are as follows:

Ayes: 6 (Frank Casadonte, Robert Iglesias, Tiffney Marley, Sherra Lawrence, Jeanette Benjey, and Carrie Winkler)

Noes: 0

Absent: 2 (Hooper Schultz and Sean Kehoe)

**NOW, THEREFORE**, the Board hereby **RECOMMENDS** that the Town Board of Commissioners **APPROVE** the requested UDO text amendment.

*Frank Casadonte*

[Frank Casadonte \(Dec 19, 2025 18:24:16 EST\)](#)

Frank Casadonte, Chair  
Town of Hillsborough Planning Board

Date of signature by Chair: Dec 19, 2025

**BOARD OF COMMISSIONERS  
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

**Consistency Statement per NC GS § 160D-605**

Request to amend Sections 3.5 – 3.8 of the Unified Development Ordinance  
for the Town of Hillsborough (staff-initiated)

January 12, 2026

The Board of Commissioners for the Town of Hillsborough has reviewed a request from Planning and Economic Development staff to amend Sections 3.5 – 3.8 of the Unified Development Ordinance in order to:

1. Clarify subdivision regulations for Planned Development Districts and
2. Remove reapplication waiting periods to conform with Session Law 2025-94.

The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan (CSP) because:

1. The proposed amendment is **consistent** with the following Town Government & Public Services chapter goal, strategy, and action:
  - Goal: Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.
  - Strategy: Develop and adopt policies that help accomplish town goals.
  - Action: Regularly review and update town policies as new information is garnered and achievements are met.
2. The proposed text amendment **advances** identified goals and strategies found in the CSP and **promotes** public health, safety, and welfare because it clarifies subdivision requirements for Planned Development Districts and updates the ordinance to remain consistent with State law.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12<sup>th</sup> day of January in the year 2026.

Ayes:

Noes:

Absent or excused:

---

Sarah E. Kimrey, Town Clerk



## ORDINANCE

### Amending the Unified Development Ordinance

#### Section 3, Administrative Procedures – Subsections 3.5, 3.6, 3.7 & 3.8

**WHEREAS**, an application was initiated by Planning and Economic Development staff to amend Unified Development Ordinance Sections 3.5 – 3.8 to clarify subdivision requirements for Planned Development Districts and remove reapplication waiting periods pursuant to Session Law 2025-94; and

**WHEREAS**, the application was referred to the Hillsborough Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed text amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed text amendment with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

**Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended 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 12<sup>th</sup> day of January in the year 2026.

Ayes:

Noes:

Absent or excused:

---

Sarah E. Kimrey, Town Clerk

## 3.ADMINISTRATIVE PROCEDURES

### 3.5 CREATION OF NEW LOTS/DIVISION OF LAND

#### 3.5.1 REVIEW REQUIRED

No land within the Town of Hillsborough planning jurisdiction shall be subdivided, or re-subdivided and offered for sale, gifted, exchanged, or in any other way conveyed until a plat thereof has been approved as herein provided. No plat shall be recorded by the Orange County Register of Deeds until this approval is entered in writing on the face of the plat as herein provided.

#### 3.5.2 THE REVIEW REQUIRED IS DETERMINED BY THE NUMBER OF NEW LOTS TO BE CREATED AS FOLLOWS:

- 3.5.2.1 Exempt plats: Staff review, must meet standards in Section 3.5.3 below.
- 3.5.2.2 Minor subdivisions: Staff review to create 4 or fewer lots.
- 3.5.2.3 Major subdivisions: Staff review to create 5-19 lots.
- 3.5.2.4 Special subdivisions: Staff review to create 20 or more lots within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20 or more lots when the property to be subdivided is not within a Planned Development District.
- 3.5.2.5 Conservation subdivisions: Staff review to create 20 – 99 lots with reduced lot sizes and additional open space within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20-99 lots with reduced lot sizes and additional open space when the property to be subdivided is not within a Planned Development District.

#### 3.5.3 EXEMPT PLATS

- 3.5.3.1 Property owners or their authorized agents must present a paper or recordable map to the Planning Department for determination of whether the action created by the recording of the map meets the Ordinance standards to be exempt.
- 3.5.3.2 If the proposal meets the exemptions listed in this Ordinance or in North Carolina General Statutes, Section 160D-802(a), the Planning Director shall sign an exemption note on the face of the recordable map before it is recorded.
- 3.5.3.3 In addition to the divisions of land identified in North Carolina General Statutes§160D-802(a), the following divisions of land shall not be included within the definition of the term “subdivision” and shall not be subject to this Ordinance: (1) the division of land for the purpose of creating a lot for use as a site for a utility pump station; (2) the recordation of a plot of lots created by deeds recorded in the Orange County Registry prior to March 13, 1978; (3) the creation of a lot to be conveyed to the Town or to a non-profit entity for the purpose of creating public parks or public open space, provided that the plat and the deed creating such parcel shall specifically state that the parcel created may not be used for any other purpose, (4) the division of land owned by a governmental entity to facilitate the conveyance of a portion of said land to another governmental entity for governmental or public use, and (5) the recordation of a plat consistent with Section 7.3.3, *Multiple Detached Dwellings on a Single Parcel*.
- 3.5.3.4 If the proposal does not meet the exemptions, the Planning Director shall return the unsigned map to the property owner or authorized agent with a written description of why the map does

not qualify to be exempt.

### **3.5.4 MINOR SUBDIVISION**

Property owners or agents must present a paper map to the Planning Department to review any division of land into 4 or fewer lots from a single tract of land in any five (5) year period. If a new public road is proposed as part of the project, the subdivision shall be reviewed as a Major Subdivision. The Planning Director has the authority to refer and minor subdivision involving a new or existing private road to the Technical Review Committee. If no public or private road right of way or construction is part of the proposal, the Planning Director may approve the minor subdivision by signing the approval certificate on the recordable map.

The application will be processed according to the procedure details in Section 5.2.49, *Subdivisions, Minor*, or 5.2.47, *Subdivision, Major or Special*, as applicable.

### **3.5.5 MAJOR SUBDIVISIONS**

Divisions of land resulting in the creation of between five (5) and nineteen (19) new lots from a single tract of land in any five (5) year period shall require major subdivision approval from the Planning Director.

#### **3.5.5.1 Sketch Plan**

Before submitting an application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

### **3.5.6 SPECIAL SUBDIVISIONS**

Unless otherwise stated in Section 3.5.2 of this Ordinance, divisions of land resulting in the creation of twenty (20) or more new lots from a single tract of land in any five (5) year period shall require a Special Use Permit, with review criteria as set forth in Section 5.2.46, *Subdivisions, Major or Special*.

#### **3.5.6.1 Sketch Plan**

Prior to submitting a Special Use Permit application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

#### **3.5.6.2 Special Use Permit Required**

When the property to be subdivided is not within a Planned Development District, the preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.



### **3.5.7 CONSERVATION SUBDIVISIONS (SECTION 9.2 FOR DEFINITION)**

Unless otherwise stated in Section 3.5.2 of this Ordinance, divisions of land into twenty (20) or more new lots from a single tract of land in any five (5) year period, with special features as set forth in Section 5.2.48 for conservation subdivisions, shall require a Special Use Permit.

#### **3.5.7.1 Sketch Plan**

Prior to submitting a preliminary plat, the applicant shall submit to a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

#### **3.5.7.2 Special Use Permit Required**

When the property to be subdivided is not within a Planned Development District, the preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

## **3.6 FUTURE LAND USE PLAN AND COMPREHENSIVE PLAN AMENDMENTS**

### **3.6.10 EFFECT OF DENIAL OR WITHDRAWAL**

An applicant may withdraw his or her application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

## **3.7 UNIFIED DEVELOPMENT ORDINANCE AND MAP AMENDMENTS**

### **3.7.14 EFFECT OF DENIAL OR WITHDRAWAL**

An applicant may withdraw their application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if required notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

## **3.8 SPECIAL USE PERMIT**

### **3.8.16 EFFECT OF DENIAL OR WITHDRAWAL**

An applicant may withdraw their application at any time by submitting written notice to the Planning Director. However, application fees will not be refunded if required notice of the evidentiary hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
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 Amendment

**Attachments:**

Amended schedule

**Summary:**

The 2026 Board of Commissioners meeting schedule is amended to include:

- Jan. 26 budget mini-retreat – part 1.
- Feb. 23 budget mini-retreat – part 2.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

To amend the meeting schedule as presented.

# 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	Budget mini-retreat part 1	June 22	Budget adoption, if needed
Feb. 23	Budget mini-retreat part 2	Aug. 24	
March 23		Sept. 28	
April 27		Oct. 26	
May 18	Budget workshop, public hearing	Nov. 23	
May 27 (Wed.)	With budget workshop, if needed		

### 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: Jan. 12, 2026  
Department: Planning and Economic Development  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

#### ITEM TO BE CONSIDERED

**Subject:** Special Event Permit – 5<sup>th</sup> Annual Kevin Dendy Memorial 5K

##### Attachments:

1. Special Event Permit Application
2. Kevin Dendy Memorial 5K Route

##### Summary:

Planning and Economic Development has received a special event permit application from Generation Life Church to hold its 5<sup>th</sup> Annual Kevin Dendy Memorial 5K on Saturday, April 11, 2026, from 8:30 to 11 a.m. Setup for the event will begin at 8 a.m. and breakdown will be completed by noon. About 200 people attended last year's event, and organizers expect a similar attendance this year.

Per their application, "The purpose of the event is to host a 5K run/walk in memory of a church member, Kevin Dendy, who passed away in a tragic accident in 2021. The event will raise funds to go towards local and national support for those in need. The primary elements of the event are the 5K run/walk, which is family and dog friendly, some water stations along the path and a small celebration at the end of the 5K with shirts and medals."

The event will start at Eno River Brewing and follow Riverwalk to Trail Marker 115 before looping back to conclude at the starting point. Donations will be solicited for various local and national efforts. No vendors will be present, and no equipment is being left overnight. A speaker will be used for music and announcements during the event and one 10'x10' tent will be erected at Eno River Brewing.

No town-sponsored services are being requested, only use of the Riverwalk.

##### Financial impacts:

Low/none.

##### Staff recommendation and comments:

Staff recommend approval and will include the standard greenway use conditions. An updated Certificate of Insurance will be provided before the event takes place.

##### Action requested:

Approve, approve with conditions, or deny the special event permit.



## APPLICATION Special Event Permit

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9470 | Fax: 919-644-2390  
planning@hillsboroughnc.gov  
www.hillsboroughnc.gov

Please review Chapter 7, Article 3 of the Hillsborough Code of Ordinances to determine if your event requires a special event permit. **The application must be received 60 days in advance of the event.**

Name of event: Generation Life Church Kevin Dendy Memorial 5k Run/Walk (5th Annual)

Event location address: Eno River Brewing, 329 Eno Mountain Rd, Hillsborough, NC 27278

Date(s) of event: 04/11/2026

Event setup time: 8:00 AM Event hours: 8:30A-11AM Event breakdown: 11AM-12PM

Date(s) of event: \_\_\_\_\_

Event setup time: \_\_\_\_\_ Event hours: \_\_\_\_\_ Event breakdown: \_\_\_\_\_

### EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Generation Life Church

Organization/company mailing address: PO Box 1273, Hillsborough, NC 27278

Organization status: ☐ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit

Event organizer name: Becky Dendy

Event organizer phone: 919-695-5098 Event organizer email: beckyd613@gmail.com

On-site contact(s) during the event:

Name: Chelsea Peterson Cell phone: 910-973-5504

Name: Becky Dendy Cell phone: 919-695-5098

### GENERAL EVENT INFORMATION

Type of event:

- ☐ Private event on private property ☒ Public event on public property  
☐ Private event on public property ☐ Public event on private property  
☒ Street or greenway event (includes parades, marches, rallies, and foot and bike races)

General event description:

*Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.*

The purpose of the event is to host a 5k run/walk in memory of a church member, Kevin Dendy, who passed away in a tragic accident in 2021. The event will raise funds to go towards local and national support for those in need. The primary elements of the event are the 5k run/walk, which is family and dog friendly, some water stations along the path and a small celebration at the end of the 5k with t-shirts and medals.

Estimated number of people who will attend the event: 200

Estimated peak time(s) of attendance: 8:30AM-10:30AM

Maximum capacity of event location (number of persons, if applicable): N/A

For annual events, the estimated attendance of the last event of this kind: 200

### GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? ☒ Yes ☐ No

Will alcohol be sold or provided as a part of this event? ☐ Yes ☒ No

If yes regarding alcohol:

Indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales or distribution and attach a copy of the ABC permit(s) for each vendor:

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**Note:** Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food and beverage tax.

Will vendors be on site selling goods, crafts or wares during the event? ☐ Yes ☒ No

Will vendors be on site selling food or beverages during the event? ☐ Yes ☒ No

**Note:** Vendors without a physical location in town and food trucks without Town of Hillsborough Food Truck Permits must pay the food and beverage tax in advance of selling prepared food or beverage. For the tax application, see the Financial Services Department page on the town website, [hillsboroughnc.gov](http://hillsboroughnc.gov).

List name(s) of the vendors:

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Will you solicit donations as part of the event? ☒ Yes ☐ No

If yes, for what cause or organization? Local and National efforts to help those in need

Will you bring additional equipment, such as stages, microphones and amplification? ☒ Yes ☐ No

Please explain: We will have some speakers and computer to play music during the event

Will any items be left at the event site overnight? ☐ Yes ☒ No

Please explain: \_\_\_\_\_

Will signs or banners be displayed on site or around town? ☒ Yes ☐ No

**Note:** Special event signage *must be applied for and permitted separately BEFORE signage is placed around town. See the Reservations page on the town website, hillsboroughnc.gov.*

Will tents be erected for the event? ☒ Yes ☐ No

If yes, how many and what size? One 10x10 pop-up tent - placed on ERB property if needed

**Note:** Tents may require a permit and inspection by the Orange County Fire and Life Safety Division depending on size and number. Tents should be shown with location and dimensions on the event map or layout.

Will you provide (portable) restroom facilities? ☐ Yes ☒ No

**Note:** Depending on attendance numbers and duration, restroom facilities must be provided by special event organizers. Restrooms of local businesses and town and county facilities may complement but not be a substitute for providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities? ☐ Yes ☒ No

**Note:** Handwashing facilities are required for events that include on-site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow? ☐ Yes ☒ No

Will the event require additional trash and recycling facilities? ☐ Yes ☒ No

Will you request that the town board sponsor specific services in conjunction with this event? ☐ Yes ☒ No

☐ Road closures

☐ Police coverage

☐ Traffic control

☐ Trash and recycling rollouts

Number of rollouts \_\_\_\_\_

## EVENT MAP AND LAYOUT REQUIREMENTS

With this application, you must attach a map of the area that the event is to take place and indicate the following:

- Traffic flow — Include any streets requested to be closed or obstructed (law enforcement will determine locations of barriers and officers).
- Event route — Clearly show route if the event includes an event such as a parade or greenway closure.
- Parking areas — Note areas where event attendees will be directed that are adequate for the event attendance. The Eno River Parking Deck has 400 parking spaces.
- Pedestrian access and flow.
- Location of —
  - Any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities.
  - Proposed fences, stands, platforms, benches, or bleachers.
  - Restroom and handwashing facilities.

**Note:** A street map and Gold Park map are available on the town's website. Google Maps is another resource and can be easily marked up. Contact staff if you need assistance with providing an event layout or route map.



**EVENT LIABILITY INSURANCE**

Event organizers and/or property owners need to insure themselves from liability in case event attendees injure themselves during the course of the event. Events occurring on public property (town or county) are required to carry event liability insurance with the public property owner listed as "additionally insured."

Copy of event liability Certificate of Insurance is attached: ☒ Yes ☐ No

Name of insurance company providing liability coverage for the event:

State Farm

Contact information for broker/agent providing coverage:

Matt Phillips - matt.phillips.qug2@statefarm.com

**EVENT PROPERTY USE PERMISSION**

If the event will be on property not owned or managed by the event organizer, then the property owner must indicate consent below for the use of the property:

\_\_\_\_\_  
Name of property owner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

**TOWN LIABILITY AGREEMENT**

*I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury that may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen that are stored or otherwise as a result of this special event.*



\_\_\_\_\_  
Applicant signature

09/29/2025

\_\_\_\_\_  
Date

**SUBMITTAL DIRECTIONS:**

The following methods may be used:

- Submit electronically to Planning Technician Dakotah Kimbrough at [dakotah.kimbrough@hillsboroughnc.gov](mailto:dakotah.kimbrough@hillsboroughnc.gov)
- Submit paper copy to:  
Hillsborough Planning Department  
ATTN: Planning Technician Dakotah Kimbrough  
PO Box 429  
101 E. Orange St.  
Hillsborough, NC 27278

**FOR OFFICE USE ONLY**Application received by: Dakotah KimbroughDate: 9/29/2025 Fee paid: D77W46GKNWDate information emailed out: 1/5/2026**Permit Status**Approved: ☐ Yes ☐ No

Explanation: \_\_\_\_\_

Date permit issued: \_\_\_\_\_

Approved with any conditions: \_\_\_\_\_

\_\_\_\_\_

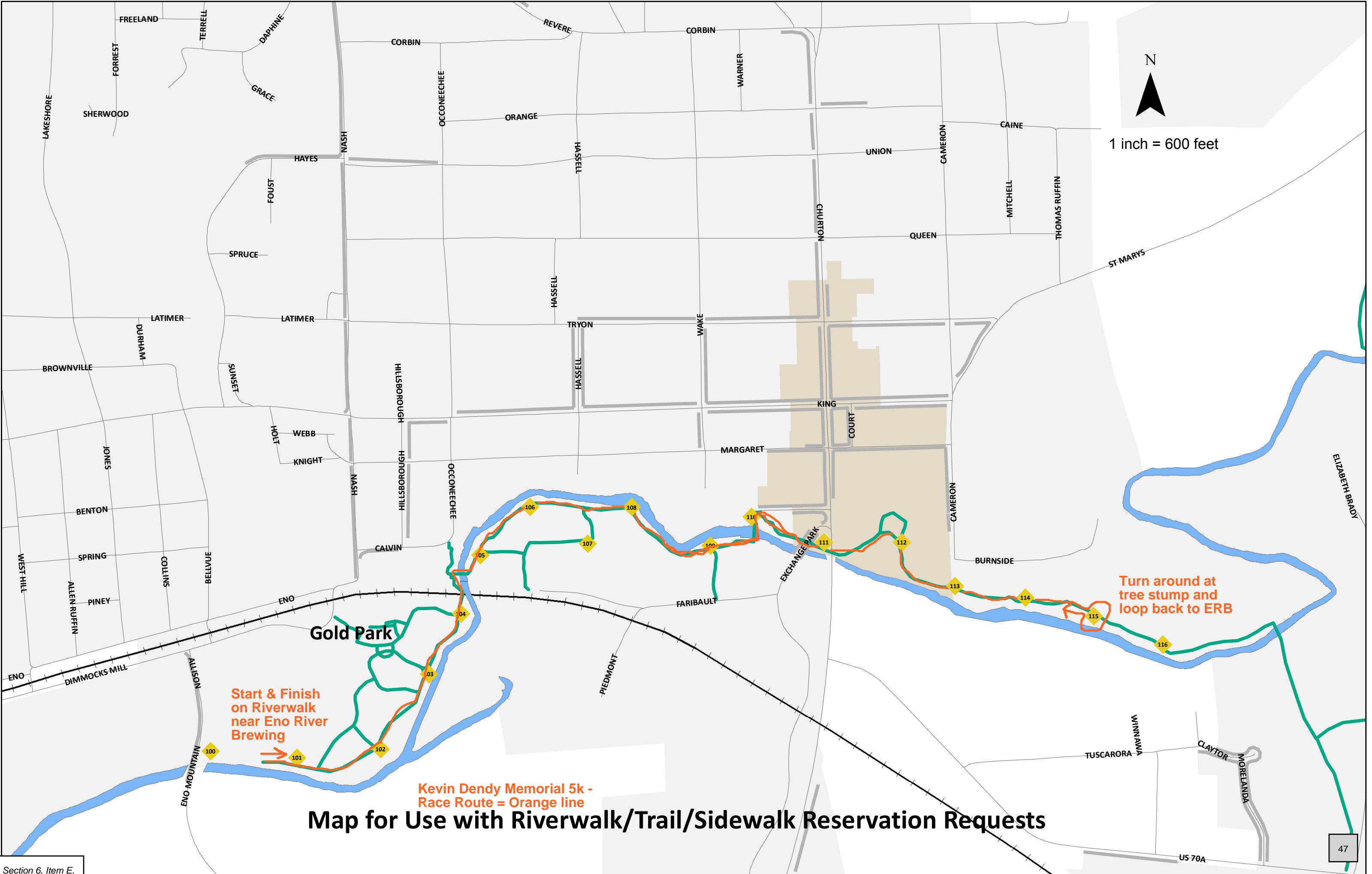
By: \_\_\_\_\_

Name of town staff member

Date

**Forwarded to:**

- ☒ Hillsborough Communications Division
- ☐ Hillsborough Financial Services Department (Food and Beverage Tax)
- ☒ Hillsborough Police Department
- ☒ Hillsborough Public Space Manager
- ☐ Hillsborough Public Works Division
- ☐ North Carolina Department of Transportation (DOT road closures)
- ☐ Orange County Asset Management Services (Visitors Center, library, courthouses)
- ☒ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)
- ☒ Orange County Fire and Life Safety Division
- ☐ Orange County Sheriff's Office
- ☐ Orange Rural Fire Department





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
 Department: Planning and Economic Development  
 Agenda Section: Regular  
 Public hearing: Yes  
 Date of public hearing: Nov. 20, 2025

#### PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

#### ITEM TO BE CONSIDERED

**Subject:** Rezoning request for three parcels in Oakdale Village

##### Attachments:

1. Rezoning application
2. Vicinity, Zoning, and Future Land Use Maps
3. Table of Permitted Uses - Nonresidential
4. Planning Board statement
5. Draft consistency statement
6. Draft ordinance

##### Summary:

Oakdale Village Parcels – Rezoning Details	
<b>Property owner</b>	Oakdale Hillsborough LLC
<b>Applicant</b>	Tony M. Whitaker, PE
<b>Parcel ID Numbers (PINs)</b>	9863-87-8657; 9863-97-1719; 9863-97-2991
<b>Location</b>	Old NC 86 and Oakdale Drive
<b>In town limits?</b>	Yes
<b>Acreage</b>	Approximately 6.9
<b>Current zoning</b>	Entranceway Special Use (ESU)
<b>Proposed zoning</b>	General Commercial (GC)
<b>Future Land Use category</b>	Retail Services (no change proposed)

##### Comprehensive Sustainability Plan goals:

Land Use & Development Goal 1: 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: Develop and adopt plans that contribute to meeting preferred future land use/growth patterns.
- Action: Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.

**Financial impacts:** None.

## **Staff recommendation and comments:**

### Background

These three properties are part of Oakdale Village, a special use district approved in 2011 and intended for commercial development. Phase 1 has mostly developed, with the ABC Store, UNC medical office building, and retail/office building being completed several years ago. Phase 2 is still undeveloped. The applicant is requesting to rezone the following parcels in Oakdale Village:

- Phase 2 outparcel (PIN 9863-87-8657)
- Retail/office building parcel, which still has some developable area (PIN 9863-97-1719)
- Stormwater control measure parcel (PIN 9863-97-2991)

Note that the stormwater control measure will remain since it is required to support the Oakdale Village development. More information about Oakdale Village is available on the town's website at <https://www.hillsboroughnc.gov/Home/Components/FacilityDirectory/FacilityDirectory/110/152>.

### Zoning designation

The applicant wants to rezone these three properties from Entranceway Special Use to General Commercial. The allowable land uses in both districts are mostly comparable, with both districts being intended for a mix of commercial uses (*e.g.*, retail; office; service; employment). One key difference is that every allowable use in the Entranceway Special Use district requires a Special Use Permit. Only some uses in the General Commercial district require a Special Use Permit.

Note that the North Carolina General Assembly deauthorized special use zoning districts, like the Entranceway Special Use district, in 2021 with Chapter 160D of the General Statutes. However, properties zoned as special use districts before 2021, like Oakdale Village, are still valid.

### Future Land Use Plan designation

General Commercial zoning would be compatible with the town's Future Land Use Plan. The plan shows this property in the Retail Services category, which envisions a variety of retail and commercial uses near existing residential and employment areas. The Future Land Use Plan is available on the town's website at <https://www.hillsboroughnc.gov/about-us/departments/community-services/planning/future-land-use-plan>.

### Water and sewer availability

Engineering/Utilities determine if the town can serve a project when development plans are submitted. Since this is a general rezoning request with no site-specific development plan, staff cannot evaluate capacity at this time. Staff will evaluate capacity if/when it receives development plans for review. However, staff can confirm that there is existing water and sewer infrastructure at this site, including:

- An 8" water line in the Oakdale Drive right-of-way;
- A 12" water line in the Old NC 86 right-of-way; and
- An 8" sanitary sewer line and a 6" water line on the Oakdale Village site, serving the existing development.

### Staff recommendation

Staff of the Planning and Economic Development Division recommend approval of the requested rezoning.

### Planning Board recommendation

After the joint public hearing closed on Nov. 20, 2025, the Planning Board unanimously recommended approval of the proposed rezoning. The statement from the Planning Board is attached.

### **Action requested:**

Approve the rezoning request by adopting the attached consistency statement and ordinance.



TOWN OF  
**HILLSBOROUGH**

**APPLICATION**  
**General Use Rezoning**

Planning and Economic Development Division  
101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-296-9470 | Fax: 919-644-2390  
planning@hillsboroughnc.gov  
www.hillsboroughnc.gov

This application is to rezone properties to General Use and/or Overlay Zoning Districts. If you want to rezone property to a Planned Development District, please use the Planned Development Rezoning Application.

**SUBMITTAL REQUIREMENTS**

- ☒ Complete application form, including signature      ☒ Application fee per current Planning fee schedule

**PROPERTY OWNER CONTACT**

Name Oakdale/Hillsborough, LLC Attn: W. Jack McGhee

Address 2828 Pickett Road Durham, NC 27705

Phone [REDACTED]

Email [REDACTED]

**APPLICANT CONTACT**

Name Tony M. Whitaker

Address 3708 Lyckan Pkwy. Suite 201 Durham, NC 27707

Phone [REDACTED]

Email [REDACTED]

**PROPERTY DETAILS**

Addresses/Location 115 Oakdale Drive, and two adjacent unaddressed parcels (3 parcels total)

Parcel ID Numbers 9863878657, 9863971719 and 9863972991

Existing Land Uses/Structures Commercial multi-tenant building with supporting infrastructure

Total Acreage Approx. 6.9 acres Current Zoning ESU Proposed Zoning GC

**CONSISTENCY WITH THE COMPREHENSIVE SUSTAINABILITY PLAN**

Please describe how your proposed amendment is consistent with the town's Comprehensive Sustainability Plan, which is available online at <https://www.hillsboroughnc.gov/about-us/departments/community-services/public-space-and-sustainability/sustainability-initiatives>. You may include additional sheets if necessary.

Please see Attachment #1.

**GENERAL STANDARDS CONSIDERED BY THE BOARD OF COMMISSIONERS**

A rezoning request is decided legislatively, meaning the Hillsborough Board of Commissioners votes whether to approve or deny the request. When considering the request, the commissioners are to consider ten factors listed in Unified Development Ordinance Sec. 3.7.2, General Standards/Findings of Fact. You can find the Unified Development Ordinance on the town's website at <https://www.hillsboroughnc.gov/about-us/departments/community-services/planning/unified-development-ordinance>.

The ten factors are enclosed. Please describe how your proposed rezoning aligns with these factors. You may include additional sheets if necessary.

Please see Attachment #1.

**SIGNATURES**

*I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange, and State of North Carolina as may be applicable to my request, and I certify that the information presented in this application is true and accurate to the best of my knowledge.*

<u>Oakdale/Hillsborough, LLC</u> Printed name of owner	 Signature	<u>10-15-2025</u> Date
<u>Tony M. Whitaker</u> Printed name of applicant	 Digitally signed by Tony M. Whitaker Date: 2025.10.15 18:04:38-04'00' Signature	<u>10-15-2025</u> Date

**STAFF USE ONLY**

Date received <u>10-16-2025</u>	Received by <u>M. Boyle</u>
Fee and receipt number <u>\$1,350 (J6JCCYFM4H)</u>	Tentative hearing date <u>11-20-2025</u>

## **Attachment #1**

### **Zoning Map Amendment Request from ESU to GC for Oakdale Village Parcels**

**PINs 9863878657, 9863971719 and 9863972991**

#### **I. Consistency with Hillsborough Comprehensive Sustainability Plan**

Approval of the requested amendment will be consistent with the Comprehensive Sustainability Plan in multiple ways, specifically:

##### ***Smart Growth Principle 1: Mixed land uses.***

The proposed amendment will encourage and support a mixture of land uses in the larger commercial node that the subject property lies within.

##### ***Smart Growth Principle 7: Strengthen and direct development toward existing communities.***

Numerous residential communities surrounding the subject property will benefit from conveniently-located services that will be allowed on the property under GC zoning.

##### ***Land Use & Development Goal 1: 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.***

The subject property already has most of the necessary infrastructure in place for adequate access, internal vehicular and pedestrian circulation, and utilities. Relatively small amounts of additional infrastructure will be needed for specific users. Approval of the proposed amendment will support the smart growth strategy of leveraging existing development infrastructure to attain logical and cohesive community development.

##### ***Land Use & Development Goal 2: Invest in infrastructure that supports preferred land use and growth patterns.***

The Town of Hillsborough expects the subject property to fulfill its commercial development potential, increasing its contribution to the commercial tax base. The proposed amendment will support this expectation of preferred land use and growth.

##### ***Environment and Natural Systems Goal 1: Employ an integrated ecosystem approach and stewardship mentality to protect, conserve, and restore critical environmental areas and natural systems.***

The proposed amendment is consistent with this important goal in that the subject property does not contain any sensitive environmental areas, and did not contain any such areas when it was initially developed. In addition, future development under the proposed GC zoning is not anticipated to require any offsite infrastructure that would impact critical environmental areas.



## **II. Items listed in UDO 3.7.2, General Standards / Findings of Fact**

### ***3.7.2.1. The extent to which the proposed amendment is consistent with all applicable Town-adopted plans.***

Hillsborough's Future Land Use Plan identifies desired development of the subject property as "Retail Services", which is further described as "... retail and commercial uses" that "... should be located near residential and employment areas...". The Future Land Use Plan lists several appropriate zoning districts for such areas, including the requested General Commercial (GC) district. The uses allowed under this district include typical retail and commercial uses, and are also closely matched to those anticipated by the previous Masterplan approved for the subject property. For these reasons, the proposed amendment is consistent with applicable Town-adopted plans.

### ***3.7.2.2. The extent to which there are changed conditions that require an amendment.***

The existing zoning district is not currently supported by Town staff for new usage due to recent changes in State legislation, and is therefore becoming an antiquated zoning designation that will likely not survive the next UDO revision. The commercial market will view the GC district as a more standardized and durable zoning designation for this property, providing more long-term reliability for investment purposes. Secondly, it has become clear that development of this mid-sized commercial property will draw from a relatively small set of potential users which strongly favor a streamlined and predictable review process for their land use. Approval of the proposed amendment would permit a typical range of commercial uses to be established on the subject property via an administrative review process rather than a more elaborate and subjective quasi-judicial process.

### ***3.7.2.3. The extent to which the proposed amendment addresses a demonstrated community need.***

The small-scale retail and personal service uses anticipated for this property by the Future Land Use Plan will be more easily established on the subject property under the proposed zoning. The subject property provides a convenient location for these types of uses near several residential neighborhoods.

### ***3.7.2.4. The extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land and is the appropriate zoning district for the land.***

The proposed zoning for the subject property will allow a range of uses that are very similar to those allowed under the current zoning, so the amendment will be compatible with current development expectations for the subject property.

**3.7.2.5. *The extent to which the proposed amendment would result in a logical and orderly development pattern or deviate from logical and orderly development patterns.***

The subject property has been partially developed under a cohesive masterplan with an orderly and integrated layout. The original commercial use intent for the subject property has not changed, and development under the proposed amendment will conform to the general layout and access patterns already established on the larger development.

**3.7.2.6. *The extent to which the proposed amendment would encourage premature development.***

The subject property is already partially developed and the remainder is rough-graded for development, with some supporting infrastructure already in place and no known offsite improvements needed.

**3.7.2.7. *The extent to which the proposed amendment would result in strip or ribbon commercial development.***

Current zoning for the subject property anticipates a variety of commercial uses. The proposed amendment will retain this characteristic.

**3.7.2.8. *The extent to which the proposed amendment would result in the creation of an isolated zoning district unrelated to or incompatible with adjacent and surrounding zoning districts.***

The proposed zoning district will allow a very similar range of uses as compared to those currently allowed, continuing virtually the same zoning relationships with adjoining properties as in the current condition.

**3.7.2.9. *The extent to which the proposed amendment would result in significant adverse impacts on the property values of surrounding lands.***

Adjacent property values are not expected to be adversely affected since the supported uses under the proposed amendment will be very similar to those anticipated under current zoning.

**3.7.2.10. *The extent to which the proposed amendment would result in significantly adverse environmental impacts, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.***

The subject property contains no wetlands, streams, wildlife corridors or forests. The property has already been largely prepared for commercial development.

# Vicinity Map



10/21/2025

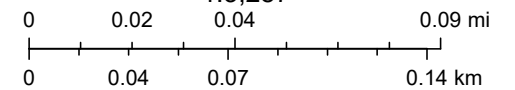
 Parcels

World view

 Parcels proposed for rezoning

Section 7, Item A.

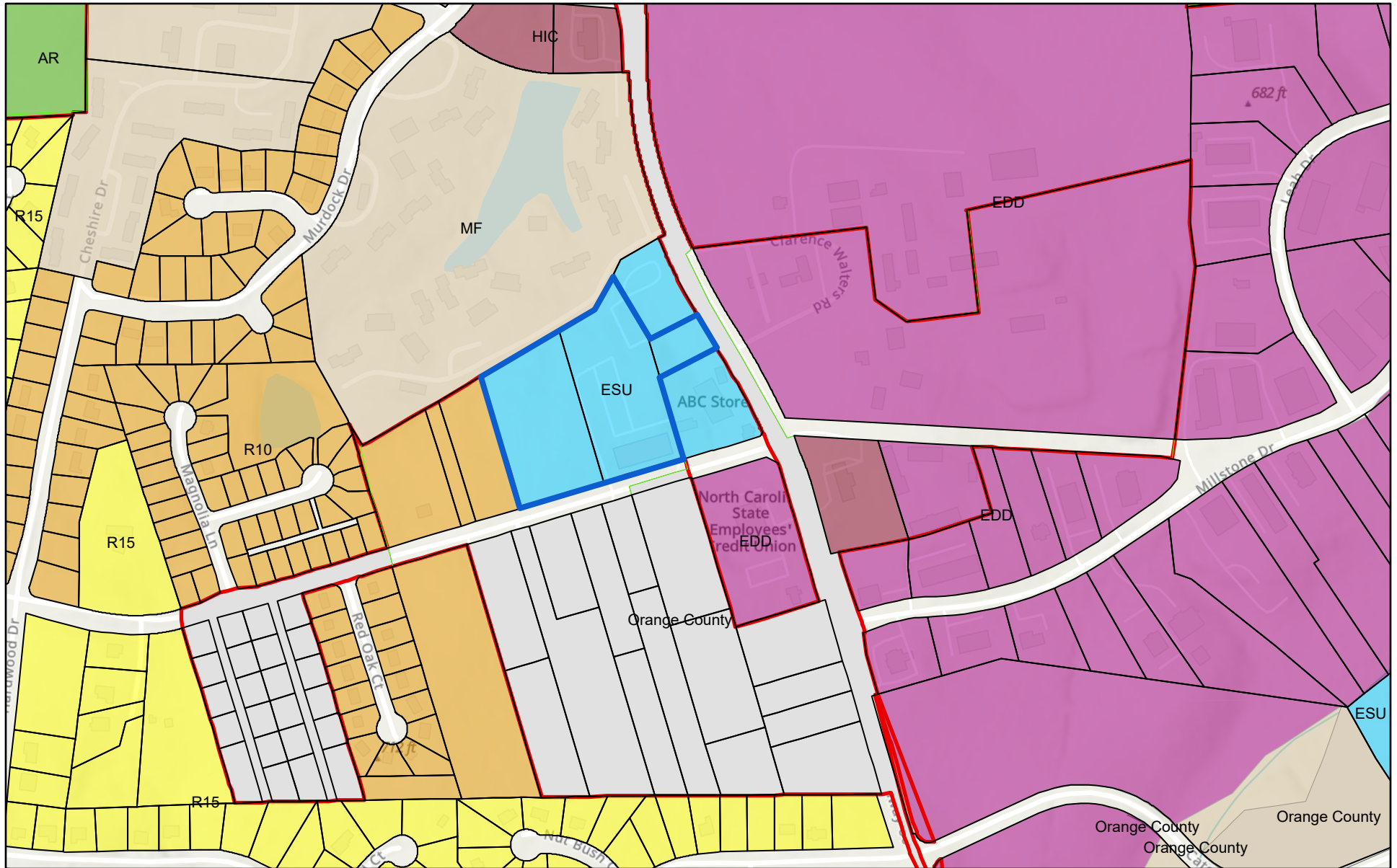
1:3,287



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, NC CGIA, Maxar, Microsoft



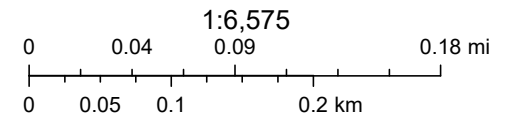
# Zoning Map



10/21/2025

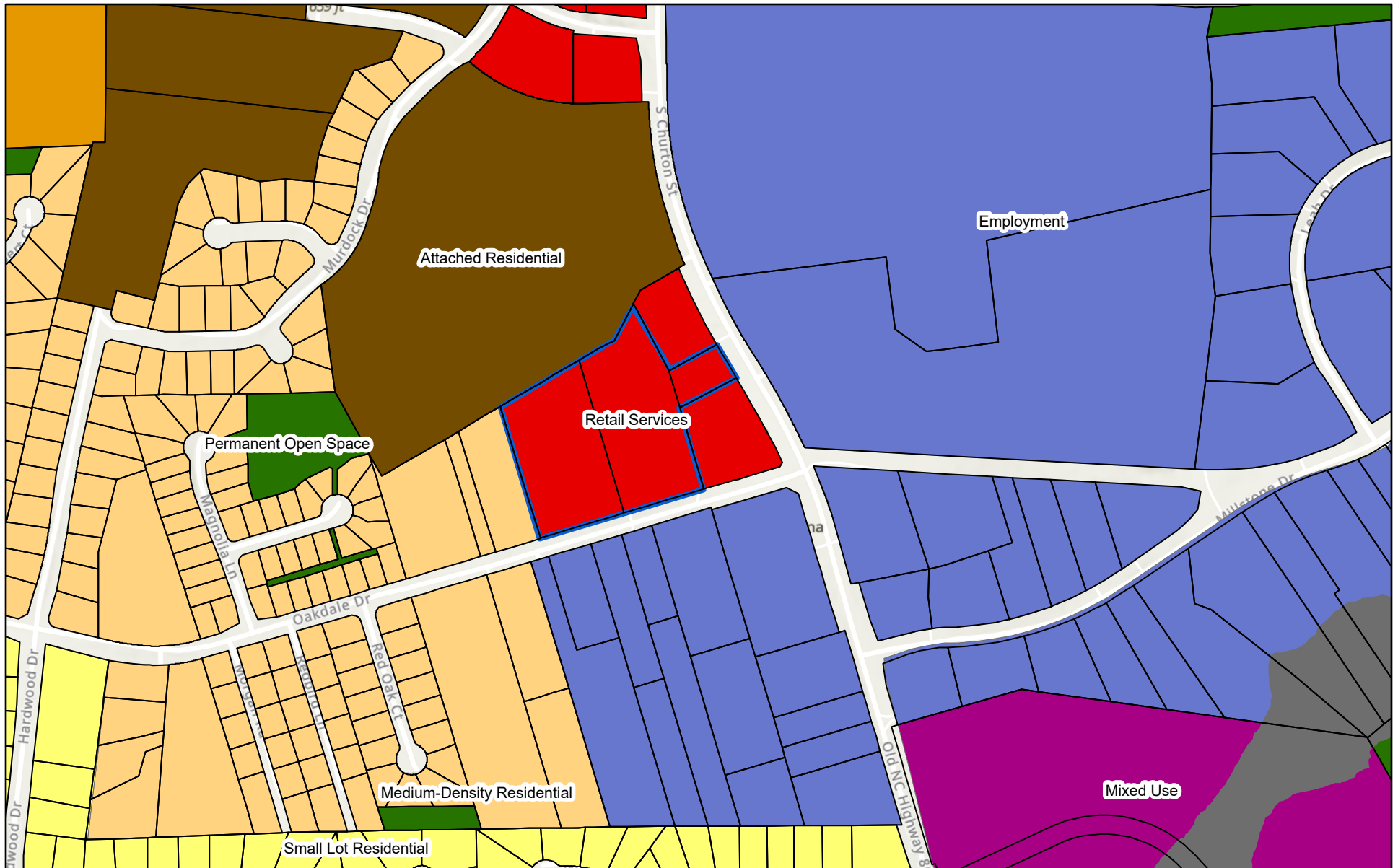
- |                          |                                   |                                |
|--------------------------|-----------------------------------|--------------------------------|
| Parcels-Copy-4/14/23     | EDD Economic Development District | R10 Residential 10,000 sf min! |
| Hillsborough ETJ         | ESU Entranceway Special Use       | R15 Residential 15,000 sf min! |
| Hillsborough Town Limits | HIC High Intensity Commercial     | Orange County                  |
| Natural Residential      | MF Multi-Family                   | Parcels proposed for rezoning  |

Section 7, Item A.



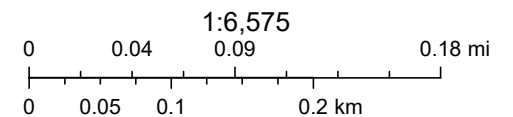
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus

# Future Land Use Map



10/21/2025

- |                            |                       |                                |                               |
|----------------------------|-----------------------|--------------------------------|-------------------------------|
| Parcels-Copy-4/14/23       | Urban Service Area    | Medium-Density Residential     | Retail Services               |
| Natural Resource           | Hillsborough Land Use | Mixed Residential Neighborhood | Small Lot Residential         |
| Special Flood Hazard Areas | Attached Residential  | Mixed Use                      | Parcels proposed for rezoning |
| Special Flood Hazard Areas | Employment            | Permanent Open Space           |                               |



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Maxar, Airbus

**5.1.8 TABLE: USE TABLE FOR NON-RESIDENTIAL DISTRICTS**

P = Permitted by Right

SUP = Permitted with a Special Use Permit

PA = Permitted as accessory use

\* = Refer to 5.2.47

	LO	NB	OI	CC	GC	HIC	ARU	BP	EDD	LI	GI	ESU	NBSU	SDSU
Adult Day Care			P			P						SUP	SUP	SUP
Adult Use						SUP								
Artisan Studio	P	P	P	P	P	P	P	P	P	P	P	SUP	SUP	SUP
Bank & Financial Institution	P		P	SUP	P	P		P	P			SUP		SUP
Bar				P	P	P	P		P			SUP		SUP
Bed and Breakfast Facility														
Botanical Garden & Arboretum		P	P	P	P	P	P				P	SUP		
Brewery		SUP			P	P	P	P	P	P	P			
Building/Trade Contractor's office		P			P	P		P	P	P	P	SUP		
Cemetery			SUP			SUP								
Child Day Care		P	P		P	P	P	P	P			SUP	SUP	SUP
Church, Place of worship		P	P	P			P		P			SUP	SUP	SUP
Detention Facility			SUP						SUP					
Dwelling: Accessory		P	P	P	P	P		P				SUP	SUP	SUP
Dwelling: Attached (1-4 units)				P			P				SUP	SUP	SUP	SUP
Dwelling: Attached (5-19 units)				P			P				SUP	SUP		SUP
Dwelling: Attached (20+ units)				SUP			P				SUP	SUP		SUP
Dwelling: Mobile Home A														
Dwelling: Mobile Home B														
Dwelling: Mobile Home C														
Dwelling: Single-family		P	P	P	P	P						SUP	SUP	SUP
Electronic Gaming Operation		PA		PA	PA/SUP	PA/SUP							SUP	
Event Center			P	SUP	P	P	P	P	P			SUP	SUP	SUP
Extended Care Facility			P			P						SUP		SUP
Family Care Home												SUP	SUP	SUP
Family Child Care Home													SUP	
Farm, Bona fide														
Farmer's Market		P	P	P	P	P	P		P	P	P	SUP		SUP

**5.1.8 TABLE: USE TABLE FOR NON-RESIDENTIAL DISTRICTS**

P = Permitted by Right	SUP = Permitted with a Special Use Permit					PA = Permitted as accessory use					* = Refer to 5.2.47			
	LO	NB	OI	CC	GC	HIC	ARU	BP	EDD	LI	GI	ESU	NBSU	SDSU
Flex Space						P	P	P	P	P	P	SUP		SUP
Food Preparation Business					P	P	P		P	P	P	SUP	SUP	
Funeral Home	P		P	P	P	P			P			SUP	SUP	SUP
Gallery/Museum	P	P	P	P	P	P	P					SUP	SUP	SUP
Government Maintenance Yard			SUP						SUP	P				
Greenhouses/Nursery						P				P	P	SUP	SUP	
Group Care Facility														
Health Care Facility			P	P	P	P	P	P	P			SUP	SUP	SUP
Health/Fitness Club					P	P	P	P	P			SUP	SUP	SUP
Homeless Shelter		SUP	SUP	SUP	SUP	SUP						SUP	SUP	SUP
Hospitals			SUP									SUP		
Hotels & Motels			P	P	P	P	P	P	P			SUP		SUP
Junkyard/Outside Storage of Junked or Wrecked Motor Vehicles											SUP			
Kennels, Boarding										SUP	SUP			
Library	P		P	P	P	P			P			SUP	SUP	SUP
Manufacturing Complex							P	P	P	P	P			
Meeting Facility	P		P	P	P	P	P	P	P			SUP	SUP	SUP
Microbrewery		SUP		P	P	P	P	P	P	P	P			
Mobile Home Park														
Motor Vehicle Fuel Station					SUP	P		SUP	SUP			SUP		SUP
Motor Vehicle Maintenance, & Service					SUP	P						SUP	SUP	SUP
Motor Vehicle Repair					SUP	P				P	P			
Motor Vehicle Sales & Rentals					SUP	P						SUP		
Office operations			P	P	P	P	P	P	P	P	P	SUP	SUP	SUP
Offices and professional services	P	P	P	P	P	P	P	P	P			SUP	SUP	SUP

**5.1.8 TABLE: USE TABLE FOR NON-RESIDENTIAL DISTRICTS**

P = Permitted by Right	SUP = Permitted with a Special Use Permit					PA = Permitted as accessory use					* = Refer to 5.2.47			
	LO	NB	OI	CC	GC	HIC	ARU	BP	EDD	LI	GI	ESU	NBSU	SDSU
Order Fulfillment Center						P	P	P	P	P	P	SUP	SUP	
Outlet sales							P		P	P	P	SUP		
Park, Athletic or Community		SUP	P	P	P	P			P			SUP		SUP
Park, Cultural or Natural		P	P	P	P	P						SUP		SUP
Park, Neighborhood												SUP		SUP
Park and Ride Facility	P	P	P	P	P	P	P	P	P	P	P	SUP	SUP	SUP
Parking as Principal Use, Surface or Structure			P	P	P	P		P	P			SUP		SUP
Performance Facility			P	P	P	P	P	P	P			SUP	SUP	SUP
Personal service business	P	P	P	P	P	P	P	P	P			SUP	SUP	SUP
Petroleum Products (storage & distribution)											SUP			
Pharmacy, Convenience					SUP	P						SUP	SUP	
Pharmacy, Retail		P		P	P	P	P					SUP	SUP	
Postal and Parcel Delivery Services			P	P	P	P	P		P	P				
Processing Facility								SUP	SUP		SUP			
Public Safety Services	P	P	P	P	P	P	P	P	P	P	P	SUP	SUP	SUP
Public Utilities	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP
Recreational Facilities		SUP	P		P	P	P		P			SUP	SUP	SUP
Research Facility			P		P	P	P	P	P	P	P	SUP		
Research Facility, Intense								SUP	SUP	P	P	SUP		
Restaurant		P		P	P	P	P	P	P			SUP	SUP	SUP
Restaurant, Convenience					SUP	P			P			SUP	SUP	
Retail sales/rentals of goods with outside display/storage of merchandise					P	P	P			P		SUP	SUP	SUP
Retail sales/rentals of goods within wholly enclosed structure		P		P	P	P	P		P			SUP	SUP	SUP



**5.1.8 TABLE: USE TABLE FOR NON-RESIDENTIAL DISTRICTS**

P = Permitted by Right	SUP = Permitted with a Special Use Permit					PA = Permitted as accessory use					* = Refer to 5.2.47			
	LO	NB	OI	CC	GC	HIC	ARU	BP	EDD	LI	GI	ESU	NBSU	SDSU
School: Art & Music			P	P	P	P	P	P	P			SUP	SUP	SUP
School: Dance, Martial Arts			P	P	P	P	P	P	P	P	P	SUP	SUP	SUP
School: Elementary, Middle & Secondary			SUP				SUP	SUP	P*			SUP		SUP
School: Higher Education			SUP				SUP							
School: Vocational								P	P	P	P	SUP		
Storage & Warehousing: Inside building, excluding explosives & hazardous wastes					P	P	P	P	P	P	P	SUP		
Storage & Warehousing: Outside								P	P	P	P			
Storage & Warehousing: Self										P	P			
Telecommunication Tower	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP
Temporary Family Health Care Structure														
Transit Passenger Terminal	P					SUP		SUP				SUP		SUP
Transmission Lines	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP
Veterinarian/Animal Hospital		P			P	P		P	P			SUP	SUP	SUP
Wholesale sales, indoor						P	P	P	P	P	P	SUP		
Wholesale sales, with outdoor storage/display										P	P			



## PLANNING BOARD STATEMENT OF PLAN CONSISTENCY AND RECOMMENDATION

General use rezoning request for Oakdale Village outparcels  
PINs 9863-87-8657, 9863-97-1719, and 9863-97-2991  
November 20, 2025

**WHEREAS**, the Town of Hillsborough Planning Board has received and reviewed an application from Oakdale Hillsborough LLC to rezone three parcels totaling approximately 6.9 acres in area at Old NC 86 and Oakdale Drive (9863-87-8657, 9863-97-1719, and 9863-97-2991) from Entranceway Special Use (ESU) to General Commercial (GC); and

**WHEREAS**, North Carolina General Statute 160D-604 (Planning Board Review and Comment), paragraphs (b) (Zoning Amendments) and (d) (Plan Consistency), require that, when considering a proposed zoning map amendment, the Planning Board must advise and comment on whether the amendment is consistent with any adopted comprehensive or land-use plan, and any other applicable, officially adopted plan. The Planning Board must then provide a written recommendation to the Town Board of Commissioners addressing plan consistency and other matters deemed appropriate; and

**WHEREAS**, UDO §3.7.10 (Planning Board Recommendation) requires the written report be delivered to the Town Board of Commissioners within 30 days of the amendment's initial referral to the Planning Board; and

**WHEREAS**, after deliberation of the requested amendment, the Hillsborough Planning Board finds the following:

1. The proposed amendment **IS CONSISTENT** with the Town of Hillsborough Comprehensive Sustainability Plan, specifically with the following goal and strategy in the Land Use and Development chapter:
  - Land Use and Development Goal 1: 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: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.

- Action: Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.

2. The proposed map amendment **ADVANCES** identified goals and strategies found in the CSP and **PROMOTES** the public health, safety, and welfare by encouraging the completion of Oakdale Village, a commercial project, the master plan for which was approved in 2011. The applicant has identified the current zoning, Entranceway Special Use (ESU), as a barrier to completing the development because all development of the subject parcels is subject to the issuance of a special use permit. The board finds that completion of the Oakdale Village development is in the public interest and rezoning the subject properties to General Commercial (GC) will remove an administrative barrier while still limiting allowable land uses to those consistent with the original intent of Oakdale Village.

**WHEREFORE**, upon a motion by Robert Iglesias, seconded by Sherra Lawrence, the foregoing was put to a vote of the Board, the results of which vote are as follows:

Ayes: 6 (Frank Casadonte, Robert Iglesias, Sherra Lawrence, Tiffney Marley, Jeanette Benjey, and Carrie Winkler)

Noes: 0

Absent: 2 (Hooper Schultz and Sean Kehoe)

**NOW, THEREFORE**, the Board hereby **RECOMMENDS** that the Town Board of Commissioners **APPROVE** the requested zoning map amendment.

*Frank Casadonte*

Frank Casadonte (Dec 19, 2025 18:23:07 EST)

Frank Casadonte, Chair  
Town of Hillsborough Planning Board

Date of signature by Chair: Dec 19, 2025

**Hillsborough Board of Commissioners**  
**Consistency Statement per NC GS § 160D-605**

Request to amend the Official Zoning Map for the Town of Hillsborough  
Parcel Identification Numbers (PINs) 9863-87-8657, 9863-97-1719, and 9863-97-2991

January 12, 2026

The Hillsborough Board of Commissioners has reviewed a request from Oakdale Hillsborough LLC to rezone three parcels totaling approximately 6.9 acres at Old NC 86 and Oakdale Drive from Entranceway Special Use (ESU) to General Commercial (GC).

The town board has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan (CSP) because:

1. The proposed amendment is **consistent** with the following Land Use and Development chapter goal, strategy, and action:
  - Goal: 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: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.
  - Action: Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.
2. The proposed rezoning **advances** identified goals and strategies found in the CSP and **promotes** public health, safety, and welfare by encouraging the completion of Oakdale Village, a commercial project, the master plan for which was approved in 2011. The applicant has identified the current zoning, Entranceway Special Use (ESU), as a barrier to completing the development because all development of the subject parcels is subject to the issuance of a special use permit. The board finds that completion of the Oakdale Village development is in the public interest and rezoning the subject properties to General Commercial (GC) will remove an administrative barrier while still limiting allowable land uses to those consistent with the original intent of Oakdale Village.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12<sup>th</sup> day of January in the year 2026.

Ayes:

Noes:

Absent or excused:

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Sarah E. Kimrey, Town Clerk



## ORDINANCE

### Amending the Official Zoning Map for the Town of Hillsborough, NC Parcel Identification Numbers 9863-87-8657, 9863-97-1719, and 9863-97-2991

**WHEREAS**, an application was made to amend the Official Zoning Map for the Town of Hillsborough, specifically to rezone approximately 6.9 acres at Old NC 86 and Oakdale Drive (PINs 9863-87-8657; 9863-97-1719; 9863-97-2991), the legal descriptions of which can be found in Deed Book 4987, Page 167 of the Orange County Registry, from Entranceway Special Use (ESU) to General Commercial (GC); and

**WHEREAS**, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

**WHEREAS**, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

**NOW, THEREFORE**, the Hillsborough Board of Commissioners ordains:

**Section 1.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the aforementioned properties to General Commercial (GC).

**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 12<sup>th</sup> day of January in the year 2026.

Ayes:

Noes:

Absent or excused:

---

Sarah E. Kimrey, Town Clerk



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: Planning and Economic Development  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

#### ITEM TO BE CONSIDERED

**Subject:** Code Enforcement updates and upcoming abatement cases

##### Attachments:

1. Minimum housing violation(s)- 116 Torain Street
2. Minimum housing violation(s)- 533 W King Street
3. Junk accumulation(s)- 112 Hill Street
4. Junk accumulation(s)- 370 Cornelius Street

##### Summary:

In Fiscal Year 2025 the town started contracting with State Code Enforcement to perform third party code enforcement after staff identified that the case load had become overwhelming and the demand for quick action from staff and/or violators to remedy issues had increased immensely as the population of the town grew and changed. After a calendar year of contracted code enforcement, many violations have been remedied by State Code Enforcement's diligence and property owner action to clear things like junk vehicles, tall grass, junk piles, and tear downs of abandoned structures. However, there are a handful of cases that have not been self-abated and/or the property owner has indicated that they cannot or will not abate them due to financial or physical limitations or constraints.

There are funds set aside for abatements of on-going code enforcement cases and the town has contracted with Municipal Services INC, an operating partner of State Code Enforcement, to assist staff with the legal process of abatement and collection of any fees or placement of liens on properties where the town has had to finance the clean-up.

Staff is proposing to tackle the highest priority cases first and handle a few a year until there are hopefully no more cases to abate. There is a budget justification form pending for budget years 2027-29 for on-going support of a code enforcement abatement program to keep cleaning up and making progress on properties that are unable to get themselves back into compliance.

Photos and information on all cases proposing to be abated are attached. The demolition of structures will come back before the town board as a legal matter. Those cases will require a demolition ordinance to be approved by the town board after all legal steps and administrative hearings have been held. Junk accumulation abatements will not come before the board again, as those will be processed at the administrative level.

**Financial impacts:**

Abatement funding of approximately \$20,000 is available in Fiscal Year 2026 as unspent code enforcement hours from Fiscal Year 2025 and all cases will be abated until the funds are depleted. New abatements will only be able to be processed in Fiscal Year 2027 and beyond if funded through the budget process in the spring.

**Staff recommendation and comments:**

Staff recommends that the town board review the outstanding cases and provide any feedback. Staff recommends moving forward on these and future needed abatements for the health, safety, and welfare of the community and the neighbors of these properties with outstanding code enforcement violations.

**Action requested:**

Town board direction and feedback on the abatement cases identified.



Minimum Housing- 116 Torain Street (demolition)









Minimum Housing- 533 W King Street (demolition)











Junk Accumulation(s)- 112 Hill Street

Early 2025













Junk Accumulations- Post attempted clean-up by property owner(s)











Junk Accumulation(s)- 370 Cornelius Street











## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: Administrative Services  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

#### ITEM TO BE CONSIDERED

**Subject:** Hot topics for work session Jan. 26, 2026

**Attachments:**

None

**Summary:**

A mini-budget retreat is scheduled for the Jan. 26 work session.

**Financial impacts:**

None

**Staff recommendation and comments:**

None

**Action requested:**

None



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: Jan. 12, 2026  
Department: All  
Agenda Section: Regular  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Department Heads

#### ITEM TO BE CONSIDERED

**Subject:** Staff (written reports in agenda packet)

**Attachments:**

Monthly departmental reports

**Summary:**

N/A

**Financial impacts:**

N/A

**Staff recommendation and comments:**

None.

**Action requested:**

Accept reports.





## Administrative Services Report

December 2025

### Budget

- Operating budget requests were due 12/19.

### Communications

- Conducted division retreat with operational review and priority setting for remainder of Fiscal Year 2026 and for Fiscal Year 2027. Created secondary logo for emergency management.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Started 12/15/25.
Police Officer	Continuous recruitment.
Police Sergeant	Closes 2/1/26.
Utility Maintenance Technician	Open until filled.

### Diversity, Equity and Inclusion:

- Continuing to keep up to date with status of House Bill 171 Equality in State Agencies/Prohibition on DEI.

### Information Technology

- Post Event – Implementing improved security best practices, documenting, and working with Cybersecurity insurance provider, vendors, and counsel.
- Streamlining paid services by eliminating duplication or extraneous services that are no longer in use (cellphones, internet service providers, fax, landlines, software).
- Kicking off physical security working group to focus on cross departmental collaboration with focus on physical security systems, infrastructure, processes, and documentation
- Setting up and testing new processes and procedures with Patch Testing group for better testing and rollout of changes, updates, and procedures.

### Safety and Risk Management

- Along with the Emergency Operations team we rolled out Winter Weather Kickoff where workplace safety and policies were discussed with supervisors and employees.
- Closed out the Chantal claim for equipment damage where we received \$276,866 in damage reimbursement.



TOWN OF  
**HILLSBOROUGH**

**Utilities Department Status Report for Jan. 2026 (covering Dec. 2025)**

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> <li>Replacement ammonia feed system being put online after a pumping adjustment.</li> </ul>
WWTP	<ul style="list-style-type: none"> <li>River pumping station came online before the holiday and bypass pumps have been removed.</li> </ul>
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> <li>The reservoir is at approximately 50.2' 53' is the normal Phase 2 pool elevation.</li> <li>An RFQ was released in December for follow up WFER spillway evaluations as recommended in the annual inspection report. One submittal was received and we are working on a scope and fee with Schnabel Engineering which is due in mid-January .</li> </ul>
Misc	<ul style="list-style-type: none"> <li>The Lawndale sewer rehabilitation project will begin in January. Customer notices for the area were sent to approximately 155 recipients (owners and renters if owner address differed from impacted area). Consultant Taylor Engineering is the contact for questions.</li> <li>HMGP applications were uploaded to the state system for the River PS and the Starfield BPS.</li> <li>A request for FEMA public assistance was submitted to the state for TS Chantal damages. Routine meetings are being held with FEMA and state representatives.</li> <li>Additional documentation for STAG funding for Starfield Booster Station has been finalized and was submitted for federal review.</li> <li>A contract amendment has been requested by our grant consultant for additional work related to HMGP and STAG applications.</li> <li>Adron Thompson renovations pre-bid meeting is 1/6. There is lots of interest. The project is being led by Engineering Services.</li> <li>An annual notice was sent to all customers with unknown service line material as part of the federal and state lead service line inventory requirements. The initial letters were sent a year ago and as we work to identify private side service line materials, have reduced the initial number of letters mailed. The town is keeping an eye out for grant opportunities to assist with service line identification. The final inventory is due in late 2027.</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>We are fully staffed except for a Utility Maintenance Tech position which is posted and now extended for additional applicants.</li> </ul>