

# Agenda

## Planning Board Special Meeting

6:30 PM January 16, 2025

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



1. **Call to order and confirmation of quorum**
2. **Agenda changes and approval**
3. **Review and approval of minutes**  
[A.](#) Draft minutes from November 21, 2024
4. **Adopt 2025 Planning Board meeting schedule**  
[A.](#) Draft 2025 meeting schedule
5. **Adopt changes to Planning Board Rules of Procedure**  
[A.](#) Draft changes to Rules of Procedure
6. **Updates**
7. **Adjournment**

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

# Minutes

## PLANNING BOARD

Regular meeting

6:30 p.m. Nov. 21, 2024

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



Present: Chair Frank Casadonte, Vice Chair Hooper Schultz, Jeanette Benjey, John Giglia, Sherra Lawrence, and Tiffney Marley

Absent: Robert Iglesias and Christian Schmidt.

Staff: Planner Molly Boyle

### 1. Call to order and confirmation of quorum

Chair Frank Casadonte called the meeting to order at 6:30 p.m. Planner Molly Boyle called the roll and confirmed the presence of a quorum.

### 2. Agenda changes and approval

Motion: Member Hooper Schultz moved to approve the agenda as it stands. Member John Giglia seconded.

Vote: 5-0. Motion passed.

### 3. Minutes review and approval

Minutes from Joint Public Hearing on Oct. 17, 2024.

Motion: Schultz moved to approve the minutes as presented. Member Jeanette Benjey seconded.

Vote: 5-0. Motion passed.

### 4. Discussion items

#### A. 3013 Rippy Lane annexation and rezoning requests (applicant-initiated)

Boyle described the annexation and rezoning request to the board, and they discussed the proposal's potential favorably.

#### B. Text amendment to UDO Sec. 6.18.10, *Billboards* (staff-initiated)

Boyle summarized the text amendment presented at the Oct. 17, 2024, Joint Public Hearing. The Planning Board discussed the proposed amendment.

Motion: Schultz moved to recommend approval of items 4A and 4B to the town board. Giglia seconded.

Vote: 5-0. Motion passed.

Member Sherra Lawrence arrived at 6:33 p.m.

### 5. Planning Board workshop

Boyle shared a PowerPoint presentation and reviewed Planning Board basic procedures, ideas, and goals for 2025. Discussion topics included the following:

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

- Changing the Joint Public Hearing schedule and potentially removing the Planning Board from the public hearing process,
- Removing one of the vacant extra-territorial jurisdiction (ETJ) seats from the Planning Board,
- The upcoming UDO rewrite, and
- Planning Board training opportunities.

The Planning Board was in favor of adjusting the Joint Public Hearing schedule to February, May, August, and November. It also supported removing one of the vacant ETJ seats from the Planning Board, noting one of the seats had been vacant for years.

The board indicated the public hearing process was informative and that it preferred to continue being involved. Board members also expressed strong interest in more training opportunities in 2025.

## 6. Updates

### A. Board of Adjustment

Boyle reported the Board of Adjustment granted a variance from the front setback requirement at the town's water treatment facility.

### B. Parks and Recreation Board

Schultz said the Parks and Recreation Board did not meet in November and would not meet in December.

### C. Staff and board members

Boyle stated the Planning Technician position was vacant. Also, the Paliouras Tract Master Plan amendment was denied by the town board. Boyle said Senior Planner Tom King was not proceeding with the text amendment to UDO Sec. 3.8.11, *Notice of Evidentiary Hearing*.

## 7. Adjournment

Motion: Giglia motioned to adjourn the meeting. Lawrence seconded.

Vote: 6-0. Motion passed.

Casadonte adjourned the meeting at 7:53 p.m.

Respectfully submitted,



Molly Boyle

Planner II

Staff support to the Planning Board

Approved: Month X, 202X

# Planning Board Workshop

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November 21, 2024

Molly Boyle, Planner II  
[molly.boyle@hillsboroughnc.gov](mailto:molly.boyle@hillsboroughnc.gov)

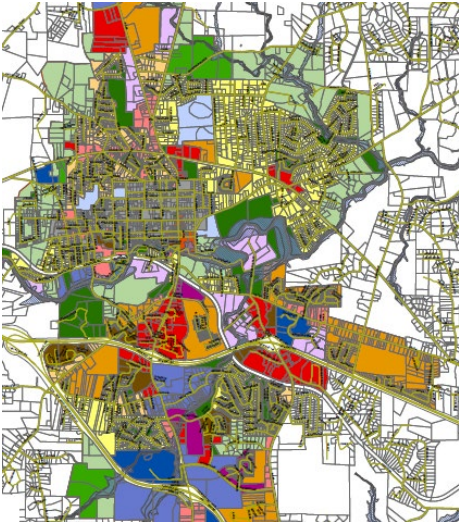


TOWN OF  
HILLSBOROUGH

# Planning Board Basics

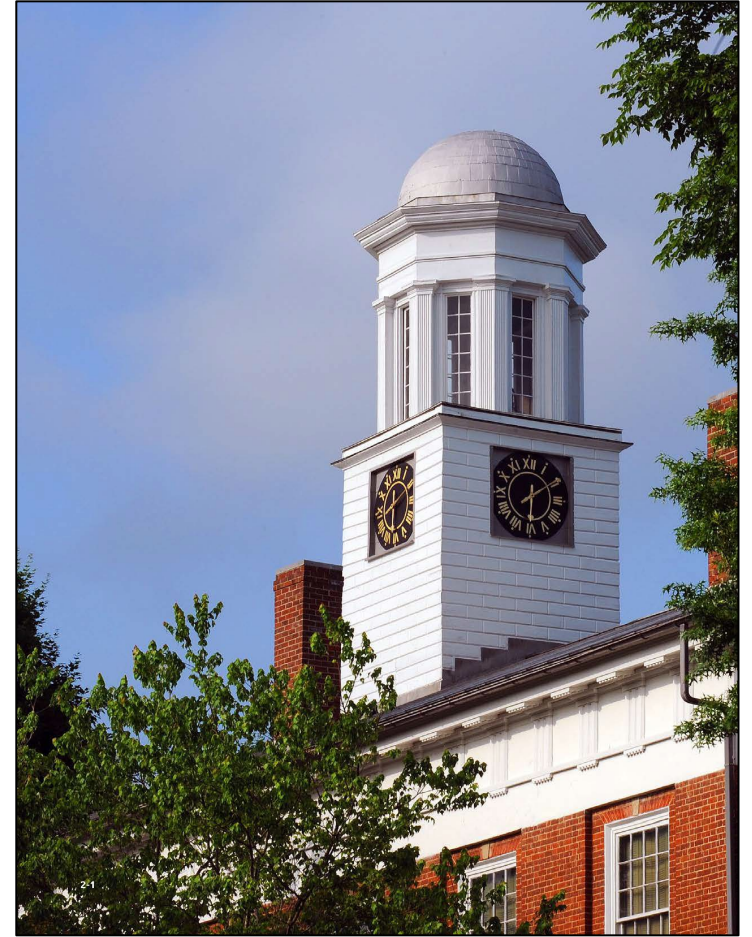
# What is the Planning Board?

- An **advisory board** that makes recommendations on certain planning proposals in Hillsborough's planning jurisdiction.
- Recommendations are made to the Town Board of Commissioners. The Town Board is the final approval authority.
- Input from the Planning Board is valuable to the Town Board when it makes decisions.



# Planning Board Duties & Functions

- UDO Sec. 2.3, *Planning Board* establishes the Hillsborough Planning Board and lists its powers and duties.
- Main, ongoing function is to help draft and/or review revisions to the following town documents:
  - [Unified Development Ordinance \(including Zoning Map\)](#)
  - [Comprehensive Sustainability Plan \(including Future Land Use Map/Plan\)](#)



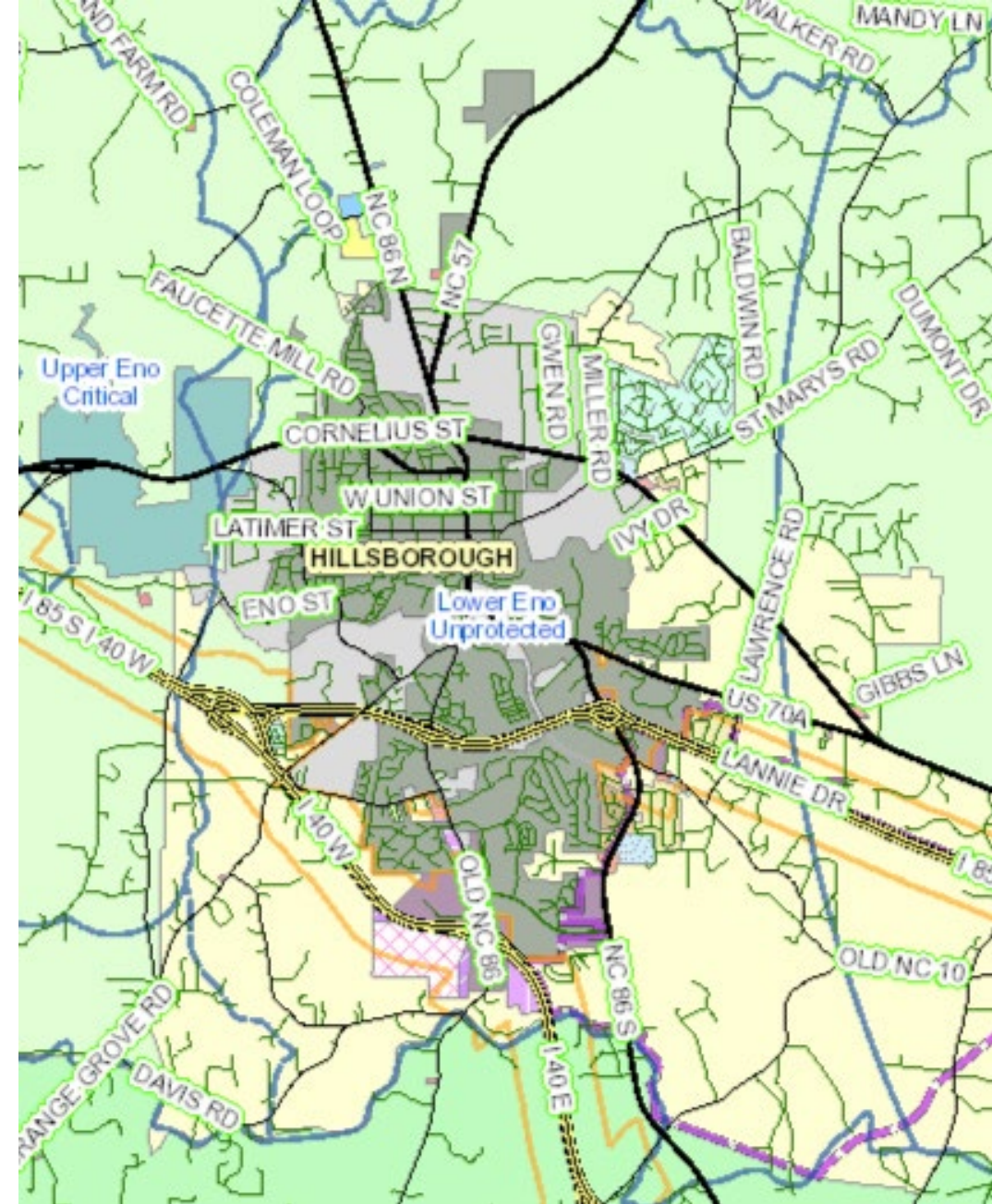
# Planning Board Terms and Offices

- 10 members: 7 in town limits and 3 in extra-territorial jurisdiction (ETJ – see next slide).
- Terms are 3 years.
- You can serve 2 full terms in a row. After that, you must rotate off for at least 1 year.
- We hold a business meeting every March to elect a Chair, Vice Chair, Parks & Rec Rep, and BOA Rep.



# Extraterritorial Jurisdiction (ETJ)

- An area drawn around the Town Limits where the Town's jurisdiction is expected to expand and where we have zoning/development regulation authority.
- Orange County has its own Planning Department, Planning Board, UDO, and Zoning Map (but no water/sewer utility).



# Attendance Policy

- No distinction between excused and unexcused absences.
- If you miss 4 regularly scheduled meetings in a 12-month period, staff sends a letter.
- If you miss 6 regularly scheduled meetings in a 12-month period, you're automatically removed from the Planning Board.
- More info in Code of Ordinances Article VIII.

# Meeting Prep



- There are no stupid questions! Feel free to ask me questions before, during, and after meetings.
- I'll email the agenda packet out one week before the meeting. I can print you a paper copy if you prefer.
- If you're short on time and/or confused, I recommend focusing on the abstracts and the staff reports (if applicable).

## Submittals you'll see

- Rezoning requests
- UDO text amendments (also rewrite)
- Comprehensive Plan amendments

## Submittals you won't see

- Subdivisions
- Site plans (unless in PDD)
- Variances, special use permits, appeals (BOA)
- Permits

# UDO vs. Comprehensive Plan

# Comprehensive Plan vs. Unified Development Ordinance

## Comp Plan

- Visionary
- Future (what *could* be)
- Associated with the [Future Land Use Plan](#)
- Looking for *consistency*

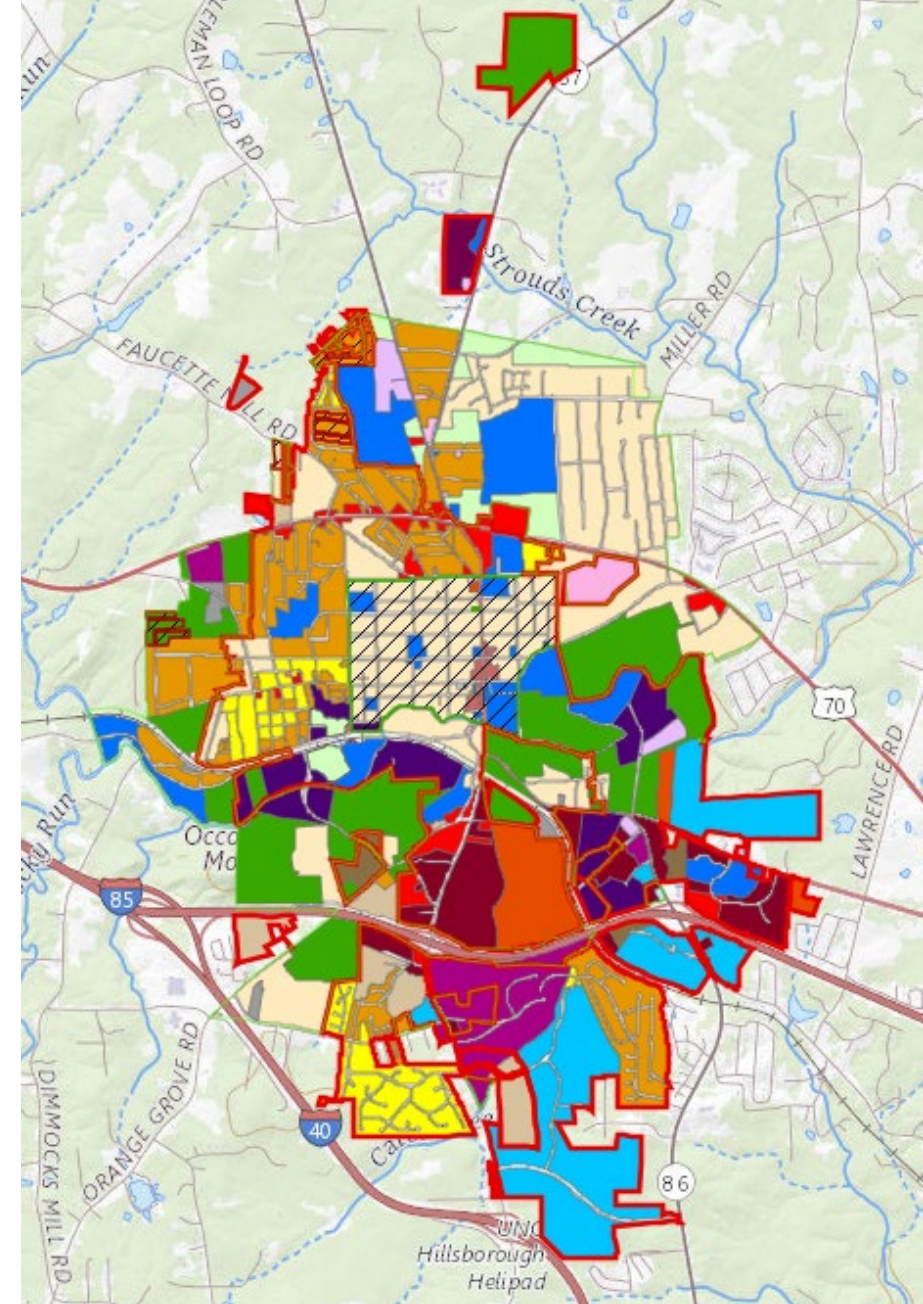
## UDO

- Regulatory
- Present (what *is*)
- Associated with the [Zoning Map](#)
- Looking for *compliance*



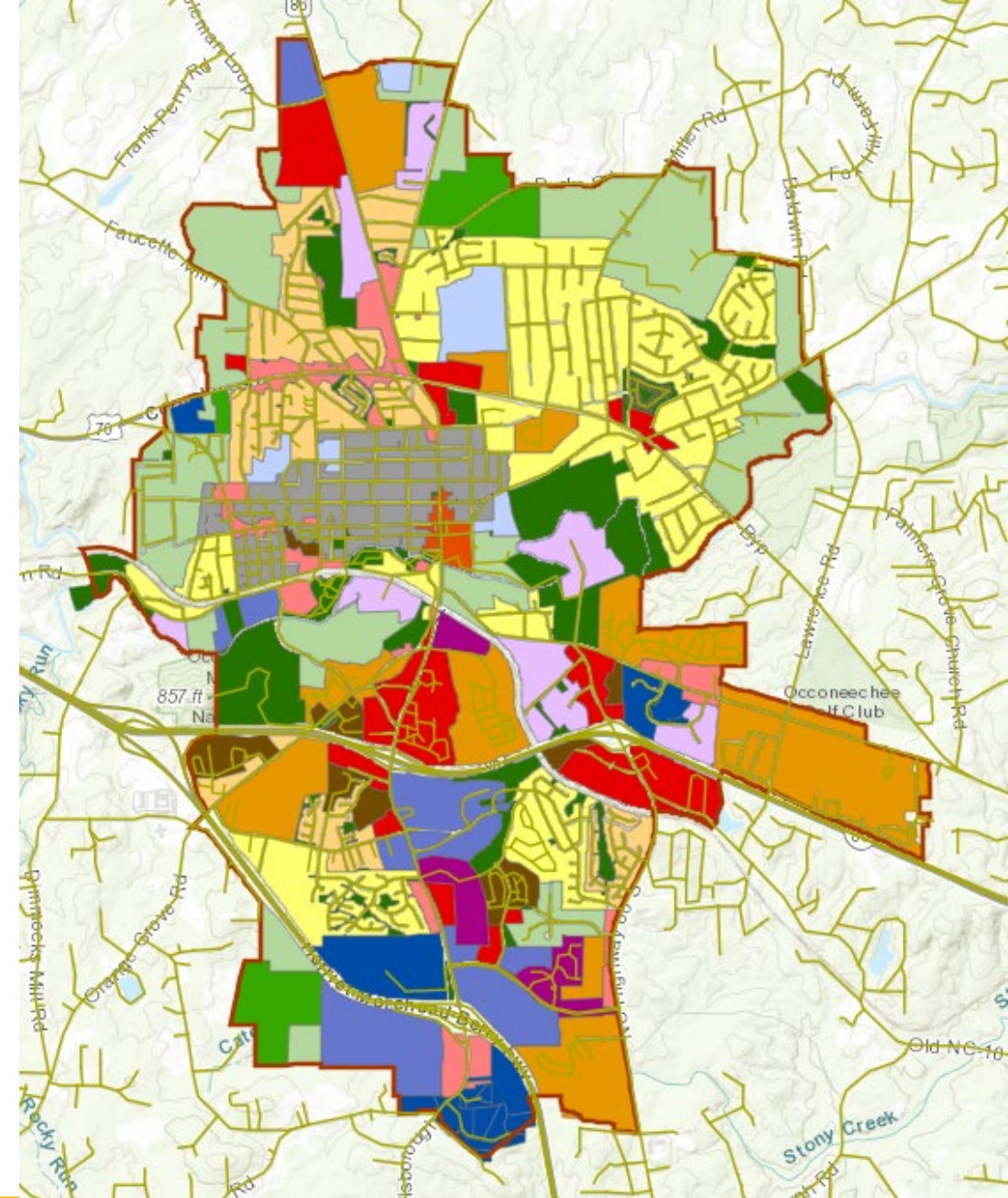
# Zoning Map

- The [Zoning Map](#) shows the current zoning district for each parcel in the town's jurisdiction.
- The colors represent different zoning districts, which are all defined in the [Unified Development Ordinance](#).
- The zoning of a property determines which land uses are allowed on it.



# Future Land Use Map

- This map is associated with the [Comprehensive Sustainability Plan](#), a long-range plan that describes the town's values and goals for the future.
- The [map](#) shows how the town envisions developing in the future, usually within the next +/- 20 years.
- Each color/category indicates what kind of land uses we expect to see there in the future (may not match the current zoning).





# Discussion Topics

# Joint Public Hearings

- Joint Public Hearing schedule
  - Currently January, April, August, and October.
  - Change to February, May, August, and November?
  - Town Board will need to weigh in too.
- Do you want to be continue being involved in Joint Public Hearings?
  - Were more common in the area in the 1960s – 70s. Now generally overseen by Town Board alone.
  - Other town advisory boards don't hold Joint Public Hearings.



# Remove Seat and/or Have Alternates

- [NC GS § 160D-307, Extraterritorial representation on boards](#) requires “proportional representation” from ETJ on appointed boards. Statutes don’t specify exactly what “proportional” means.
- UDO establishes 10 Planning Board seats. Based on GIS and tax data analyzed earlier this year, proportional representation would be 7 in-town and 2 ETJ (not 3 ETJ).
- Options:
  - Leave as-is (proportionate enough)
  - Remove one ETJ seat, leaving 7 in-town and 2 ETJ seats
  - Consider having alternates. Would still have 10 members, but alternates would just fill in when a regular member was absent.

# UDO Rewrite

- Request for Proposals posted last week. Closes on Jan. 8, 2025. Anticipate signing contract in February 2025.
- We're assuming a two-year timeline, but the project schedule is TBD with consultant.
- We'll discuss the project more in 2025, but staff's vision is:
  - Modern (does not necessarily mean more urban)
  - User-friendly
  - Pared down
  - More graphics/graphic organizers

**General Project Schedule**

Staff anticipates the UDO update will be completed within two (2) years and in eight (8) major phases, some taking longer than others to complete:

Hillsborough UDO Update: Tentative Project Schedule	
Phase	Objective for Consultant
1. Project initiation	Sign contract and hold kick-off meeting with town staff
2. Project definition and planning	Finalize scope of work, project schedule, and communications and public outreach plan
3. Public outreach 1	Identify key stakeholders and hold a public outreach meeting introducing project and getting feedback on current UDO
4. Research	Review town’s current UDO and other relevant documents; review staff-identified issues with current UDO
5. Public outreach 2	Hold a second meeting to inform public of progress and direction of new UDO
6. Design, draft, and revise	Design and draft new UDO and revise based on staff feedback (anticipate several rounds of staff review)
7. Public outreach 3	Hold third meeting to share draft product with public and get thoughts/feedback on draft
8. Legislative process and adoption	Present project to Planning Board and Board of Commissioners, make revisions mandated by Board of Commissioners (if any), and submit final document to town staff

# Planning Board Training



- Looking into training opportunities for you in 2025 (*e.g.*, webinars, recommended reading, staff-led training, UNC SOG-led training).
- Send any training ideas to [molly.boyle@hillsboroughnc.gov](mailto:molly.boyle@hillsboroughnc.gov) and/or [shannan.campbell@hillsboroughnc.gov](mailto:shannan.campbell@hillsboroughnc.gov).

## Meeting Schedule: 2025

### PLANNING BOARD

Meetings start at 6:30 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.



#### Regular meetings

Regular meetings typically occur the third Thursday of the month.

Jan. 16	Special meeting
March 20	
April 17	
June 26	Meeting date moved due to Juneteenth holiday.
Sept. 18	
Oct. 16	
Dec. 11	Meeting date moved due to winter holidays.

#### Joint public hearings

Joint public hearings with the Board of Commissioners are held quarterly and typically occur the third Thursday of a month.

Feb. 20	Begins at 7:00 p.m.
May 15	Begins at 7:00 p.m.
Aug. 21	Begins at 7:00 p.m.
Nov. 20	Begins at 7:00 p.m.



# Rules of Procedure

## Planning Board

### Hillsborough, North Carolina

#### 1. Regular Meetings

The Board shall hold regular meetings on the third Thursday of each month. The meeting shall be held at the Town Hall Complex and shall generally begin at 6:30 p.m. The regular meetings in ~~January, April, July, and October~~ February, May, August, and November shall serve as joint public hearings with the Town Board of Commissioners to hear any items required to have a public hearing by law or development ordinance. Meetings with a joint public hearing component will not begin until 7:00 p.m. If no such items are scheduled, or after the conclusion of the public hearing, the Planning Board may conduct regular business. All meetings of the Board shall be held consistent with laws on meetings of public bodies as found in Chapter 143, Article 33C *Meetings of Public Bodies* of the North Carolina General Statutes ([https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter\\_143/article\\_33c.html](https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_143/article_33c.html)).

#### 2. Special Meetings

The Chair or a majority of the members may call a special meeting at any time. If the special meeting is the continuation of a recessed meeting of the Board and the date, time and place of the special meeting was announced in open session prior to the recess, then no further notice of the special meeting need be published. Otherwise, notice of a special meeting of the Board shall comply with open meetings notice requirements in state law.

#### 3. Organizational Meeting

Each March, the Board shall hold an organizational meeting. The Board shall elect a chair and a vice-chair from its members. The procedure for electing officers shall be as set out below. The procedure for electing the Chair and the vice chair shall be the same; however, the Chair shall be elected before the vice chair, and the newly elected chair shall preside over the election of the vice chair.

- (a) *Election Process.* The election of the chair shall be the first order of business at the organizational meeting. The Board clerk shall assume the chair for the purpose of administering the election of the chair. The clerk shall open the floor to nominations for the chair by Board members. Nominees must be present at the organizational meeting in order to be eligible for nomination. The clerk shall then entertain a motion to close the floor to nominations. After the motion has been seconded, but before the Board acts on the motion, any nominee may decline a nomination. Election of the chair shall be by roll call vote. A majority of the quorum of the Board present at the organizational meeting shall be required for election of the chair. If, after two ballots, no nominee has received the required majority vote, then the nominees receiving the two highest vote totals on the second ballot shall draw lots prepared by the clerk to determine the election of the chair. In the event that more than two nominees have an equal number of votes after the second ballot, then all nominees having such equal number of votes shall participate in the drawing of lots to determine the election of the chair. Once a chair has been elected, the newly elected chair of the Board shall assume the duties of the chair and shall proceed immediately to the election of the vice chair. The election of the



vice chair shall follow the same procedure as set forth above for the election of the chair.

- (b) *Appointment of Board Members to Committees.* At the organizational meeting, and after the election of the chair and vice chair, the Board shall consider the appointment, or re-appointment, of members to the Board of Adjustment, the Parks and Recreation Board, and such other boards and committees as may exist from time to time and to which the Town Board has directed Planning Board participation. Where possible, the Board shall seek volunteers to serve on such Boards and committees, but in the absence of volunteers the Board may appoint members by a vote of a majority of the quorum present at the organizational meeting.
- (c) *Resignation of Officers/Mid-term Appointments.* Should the chair of the Board resign the office in mid-term then the vice chair shall assume the chair for the remainder of the term, and the Board shall hold a “special election” at the next regular Board meeting to fill the remainder of the former vice chair’s term following the same rules as for the election of the vice chair established in paragraph 3a above. Should the vice chair resign the office in mid-term, then the Board shall hold a “special” election at the next regular board meeting following receipt of the resignation. The election shall be governed by the same rules as for the election of the vice chair at the organizational meeting established in paragraph 3a above. Should the need arise during mid-term for the appointment of a Board member to a Town board or committee, then the procedure set out in the preceding paragraph shall be followed for the appointment of a Board member to serve on such board or committee.

#### **4. Agenda**

The secretary to the Board shall prepare the agenda for the meeting. Any individual or group wishing to address the Board shall make a request to the secretary to be placed on the agenda. However, the Board will determine at the meeting whether the individual’s or group’s request to be heard will be granted. A request to have an item of business placed on the agenda must be received at least two working days before the meeting. Any Board member may, by a timely request, have an item placed on the agenda.

The agenda shall include, for each item of business placed on it, as much background information on the subject as is available and feasible to reproduce. Each Board member shall receive a copy of the agenda, and it shall be available for public inspection and/or distribution when it is distributed to the council members. The Board may, by majority vote or consensus, add an item that is not on the agenda.

#### **5. Public Address to the Board**

Those members of the public who wish to address the Board at a meeting shall sign (and print) their name on the “sign-up sheet” to be made available by the Board clerk immediately prior to each Board meeting. The speaker shall indicate on the “sign-up sheet” which item on the printed Board agenda he or she wishes to address. The Board has the discretion to limit speakers to three minutes each.

#### **6. Order of Business**

Items shall be placed on the agenda according to the Order of Business. The Order of Business for each regular meeting shall be as follows:

- (a) Approval of the minutes
- (b) Discussion/adjustment of agenda
- (c) Public hearing
- (d) Administrative reports
- (e) Committee reports
- (f) Old business
- (g) New business
- (h) Informal discussion and public comment

However, by general consent of the Board, items may be considered in another order.

## **7. Officers and Duties**

- (a) *Chair.* A chair shall be elected by the full membership of the Planning Board from among its members. The chair's term of office shall be one year and/or until a successor is elected, beginning April 1. The chair shall be eligible for re-election. The chair shall preside at the Board meetings. In order to address the Board, a member shall be recognized by the chair. The chair shall have the following powers:
- (1) To rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
  - (2) To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
  - (3) To entertain and answer questions of parliamentary law or procedure;
  - (4) To call a brief recess at any time; and
  - (5) To adjourn in an emergency.
- (b) *Vice-Chair.* A vice-chair shall be elected by the Planning Board from among its regular members in the same manner and for the same term as the chair. The vice-chair shall preside in the absence of the chair, and at such times shall have the same powers and duties as the chair.
- (c) *Secretary.* A town employee designated by the Board of Commissioners of the Town of Hillsborough shall serve as secretary. The secretary shall preside at the organizational meeting of the Board until a chair has been elected, and, subject to the direction of the chair and the Planning Board, shall keep all records, shall prepare all correspondence of the Board for the signature of the chair, shall arrange for all required public notices, shall notify Board members of pending meetings and their agenda, shall notify parties to cases before the Board of its decision on such cases, and shall generally supervise the clerical work of the Board. The secretary shall keep in a permanent volume the minutes of every meeting of the Board. These shall show the record of all important facts pertaining to each meeting and hearing, every resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. Copies of all correspondence and other documents pertaining to the Planning Board shall be maintained in chronological order by the secretary in a separate file.

## **8. Alternate Members**

Intentionally omitted.

## **9. Presiding Officer when the Chair is in Active Debate**

The chair shall preside at the Board meetings unless he/she becomes actively engaged in debate on a particular proposal, in which case he or she may designate another Board member to preside over the debate. The chair shall resume the duty to preside as soon as action on the matter is concluded.

## **10. Action by the Board**

The Board shall proceed by motion. Anyone, including the chair, may make a motion.

## **11. Second Required**

A motion shall require a second.

## **12. One Motion at a Time**

A member may make only one motion at a time.

## **13. Substantive Motion**

A substantive motion is out of order while another substantive motion is pending.

**14. Adoption by Majority Vote**

A motion shall be adopted by a majority of the votes cast, a quorum being present, unless otherwise required by these rules or the laws of North Carolina.

**15. Debate**

Once a motion has been made and seconded, the chair shall restate the motion and then open the floor to debate on it. The chair shall preside over the debate according to the following general principles.

- (a) The introducer (the member who makes the motion) is entitled to speak first;
- (b) A member who has not spoken on the issue shall be recognized before someone who has already spoken; and
- (c) To the extent possible, the debate shall alternate between opponents and proponents of the measure.

**16. Duty to Vote**

Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the chair, who shall entertain a motion by the remaining members present on the request. No member shall be excused from voting except on matters involving his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present or has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

**17. Quorum**

A majority of actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

**18. Minutes**

The Secretary will prepare minutes for board approval and maintain the approved minutes in a permanent file consistent with public records requirements.

**19. Amendments**

These rules may, within limits allowed by law, be amended at any time by an affirmative vote of not less than seven members of the Planning Board, provided that such amendments be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

**20. Reference to Robert's Rules of Order**

To the extent not provided for in these rules and to the extent that the reference does not conflict with the spirit of these rules, the Board shall refer to Robert's Rules of Order, Revised, for unresolved procedural questions.

This is to certify that the above rules were unanimously adopted by the Planning Board at its meeting duly held on the ~~16<sup>th</sup> day of March, 2023~~ 16<sup>th</sup> day of January, 2025.

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Chair, Planning Board

amended: April 7, 1992 (alternate members)  
 March 4, 2003 (meeting time)  
 March 1, 2005 (elections, appointments, general re-write)  
 November 15, 2012 (meeting date)  
 March 16, 2023 (full town-wide update of board rules of procedure)  
January 16, 2025 (regular meetings)