



Agenda

Board of Commissioners Regular Meeting with Tentative Budget Adoption

7:00 PM June 09, 2025

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. Appointments

- A. Board of Adjustment – Appointment of Garret Sparks for a term expiring July 31, 2028
- B. Parks and Recreation Board – Appointment of Colleen Cederberg for a term expiring June 10, 2028
- C. Tourism Board – Reappointment of Scott Czechlewski as a Chamber representative for a term expiring June 9, 2027
- D. Tourism Board – Reappointment of Smita Patel for a term expiring June 9, 2027

5. Items for decision – consent agenda

- A. Minutes
 - Regular meeting with budget presentation May 12, 2025
 - Budget workshop and public hearing May 19, 2025
 - Work session with budget workshop May 27, 2025
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Pollinator Week 2025
- D. Tourism Board Budget Amendments
- E. Tourism Board Fiscal Year 2026 Budget Adoption
- F. Tourism Development Authority Fiscal Year 2026 Budget Adoption
- G. Text amendment to Unified Development Ordinance Section 9.2, Definitions – Bank and Financial Institution (initiated by the Board of Adjustment)
- H. Resolution to adopt Hillsborough's portion of the 2025 Eno-Haw Regional Hazard Mitigation Plan

6. Items for decision - regular agenda

- A. Annexation and rezoning requests for 224 Oakdale Drive (PIN 9863-86-4896)
- B. Fiscal Year 2026 Budget Adoption
- C. Hot topics for work session June 23, 2025

7. Updates

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

- A. Board members
- B. Town manager
- C. Staff (written reports in agenda packet)

8. Adjournment

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Community Services
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Senior Planner/Secretary to the Board of Adjustment, Tom King
Planning & Economic Development Division Manager, Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Board of Adjustment – Appointment of Garret Sparks for a term expiring July 31, 2028

Attachments:

Volunteer application

Summary:

Board of Adjustment members are appointed for three-year terms and may be appointed for two successive terms. Members continue to serve until their replacements are appointed. The town currently has two openings for in-town, regular members resulting from board member second-term expirations.

Garret Sparks, a resident of Collins Ridge, was referred to staff by another volunteer applicant. Staff spoke with Sparks by phone about serving on the Board of Adjustment on April 22, 2025. Sparks attended the May 14, 2025, meeting to gain better insight into matters the board must hear and decide. Staff received Sparks' volunteer application on May 20, 2025.

Since there are two openings and only one volunteer, staff contacted the two board members who've reached their two-term limit to ask who would like to concede their seat on the board to a new volunteer. Sean Kehoe (first appointed in 2019) agreed to concede his seat to Sparks.

Financial impacts:

None beyond funds necessary for occasional training opportunities.

Staff recommendation and comments:

Appoint Sparks to fill Kehoe's expired term.

Action requested:

Consider appointing Sparks as an in-town regular Board of Adjustment member with a term beginning July 1, 2025, and ending July 31, 2028.



TOWN OF HILLSBOROUGH

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Personal Information

* **Full name**

Mr. Garret Sparks

* **Home address**

444 Flat River Run
Hillsborough NC 27278

* **Primary phone**

919-599-7325

Secondary phone

SKIPPED

* **Email**

gsparks74@gmail.com

Employer

HemoSonics LLC

Job title

Manager, Regulatory Affairs

* **Birth date**

August 08, 1974

* **Gender**

Male

* **Preferred pronouns**

He/him/his

* **Hispanic, Latino or Spanish ancestry**

No

* **Race**

White

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

No

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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

operate a restaurant in town
property or be employed in town

Section 4, Item A.

Tourism Development Authority
- Be affiliated with a business collecting lodging tax

*** First choice board**

Board of Adjustment

Second choice board

****SKIPPED****

Third choice board

****SKIPPED****

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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 think it is important to be involved in government, especially at a local level and those decisions impact your daily life. Serving on a board would allow me to be active in the goings-on of Hillsborough and hopefully make some impact.

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

My job does involve regulations and adhering to the law so I have some familiarity in that area. But nothing directly related to this board.

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

Lived here for approximately 3 years. Prior to that have lived in the Triangle for 25+ years.

*** 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?**

Growth is number one. Managing the needs of the community with the needs of preservation is a challenge.

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

Other: Referral from friend

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: June 9, 2025
Department: Public Space and Sustainability
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Parks and Recreation Board – Appointment of Colleen Cederberg for a term expiring June 10, 2028

Attachments:

Volunteer Application

Summary:

Colleen Cederberg is recommended to be appointed for a three-year term. Colleen lives in Hillsborough Heights, a neighborhood that does not have representation on the Parks and Recreation Board.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Appoint Colleen Cederberg to a term beginning June 10, 2025, and ending June 10, 2028.



TOWN OF HILLSBOROUGH

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Personal Information

*** Full name**

Colleen Cederberg

*** Home address**

167 DAPHNE DR
HILLSBOROUGH NC 27278-2009

*** Primary phone**

803-727-6701

Secondary phone

****SKIPPED****

*** Email**

colleen@cederbergkitchens.com

Employer

****SKIPPED****

Job title

****SKIPPED****

*** Birth date**

July 10, 1992

*** Gender**

Female

*** Preferred pronouns**

She/her/hers

*** Hispanic, Latino or Spanish ancestry**

No

*** Race**

White

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

No

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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

Section 4, Item B.

*** First choice board**

Second choice board

****SKIPPED****

Third choice board

****SKIPPED****

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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'm passionate about building beautiful, functional spaces—and that includes the shared spaces that bring a community together. As a local business owner and parent, I want to contribute to the thoughtful growth and stewardship of Hillsborough's parks and public spaces. I believe in creating environments that are welcoming, accessible, and reflective of the families and individuals who live here. Specifically, I'd love to support efforts that expand nature-based play, increase walkability, and protect the charm and ecological health of our town as it grows. I bring a collaborative mindset, a background in design and project management, and a genuine investment in Hillsborough's future as both a parent and a resident.

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

Yes. I co-own a local design-build renovation firm, where I manage operations, community engagement, and long-term planning. My work regularly involves coordinating with local permitting offices, navigating zoning and building regulations, and leading projects that balance aesthetics, function, budget, and sustainability. I also have experience building collaborative teams and communicating with a wide range of stakeholders—from homeowners to subcontractors to local officials. As a parent, I'm especially tuned in to how public spaces support families and foster a sense of community. While I haven't formally served in a government role, I'm deeply committed to thoughtful, inclusive development and would bring a practical, creative perspective to the board.

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

I moved to Hillsborough in 2022 at the recommendation of current board member Hooper Schultz, and it's quickly become home for my family. We were drawn to the strong sense of community, the walkability, and the town's commitment to preserving its character while planning for the future. I live, work, and raise my daughter here, and I'm excited about the opportunity to be more involved in shaping the spaces that make Hillsborough such a special place to live.

*** 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?**

I'm particularly interested in helping design a "Tiny Town"-style park: a highly stylized, imaginative space built to a child's scale. Parks like this not only support physical play but also fuel creativity, connection, and a deeper sense of place. I believe the Parks and Recreation Board can play a key role in championing these kinds of spaces—ones that feel truly special and memorable, while still being inclusive, accessible, and sustainable.

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

Current volunteer

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: June 9, 2025
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 – Reappointment of Scott Czechlewski as a Chamber representative for a term expiring June 9, 2027

Attachments:

Volunteer Board Application

Summary:

The Tourism Board has a seat reserved for a representative of the Hillsborough Chamber of Commerce. Scott Czechlewski joined the Tourism Board when he became the new CEO of the Chamber of Commerce in 2023. He's helped with new tourism initiatives, including recently working with the Tourism Board to break the parade and tree lighting into two separate and successful events.

Financial impacts:

None, except for occasional board training opportunities or conferences.

Staff recommendation and comments:

None.

Action requested:

Appoint Scott Czechlewski to a second term expiring June 9, 2027.



TOWN OF HILLSBOROUGH

Appointed Boards Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

The town strives to reflect the diversity of its residents in the makeup of its boards. Demographics and residence location are considered during the appointment process.

First name (required):

Scott

Last name (required):

Czechlewski

Home address (required):

205 Conner Drive #215, Chapel Hill, NC 27514

Home phone number:

910-338-8203

Work phone number:

919-732-8156

Email address (required):

scott@hillsboroughchamber.com

Place of employment:

Hillsborough/Orange County Chamber of Commerce

Job title:

Chief Executive Officer

Birth date (required):

Sept. 5, 1968

Gender (required):

Male

Ethnic origin (check all that apply) (required):

White

First choice (required):

Tourism Board

Second choice (required):

Tourism Development Authority

Third choice (required):

Historic District Commission

Reasons for wanting to serve (required):

As the new Chamber CEO, I would be taking the place of former Chamber CEO Kim Tesoro on the Tourism Board. By- laws call for a Chamber representative to serve.

Have you served or are you currently serving on a town board? If so, which ones and when? (required)?

no

Relevant work, volunteer or educational experience (required):

CEO, Hillsborough/Orange County Chamber of Commerce
Communications Director, Wilmington Chamber of Commerce
Public Information Office, City of Wilmington
Graduate, UNC-Chapel Hill

How are you connected to Hillsborough (live, work, play, shop, own property) (required)?

CEO, Hillsborough/Orange County Chamber of Commerce

Have you reviewed the Vision 2030 plan, and what are your thoughts about it (required)?

Yes, but not in depth yet, since I'm new to the area and it's 318 pages long.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

Not in depth

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve (required)?

Need for small businesses in the county to thrive, which can be aided by tourism.

How did you hear about this opportunity (required)?

Other

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
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 – Reappointment of Smita Patel for a term expiring June 9, 2027

Attachments:

Volunteer board application

Summary:

Smita Patel is co-owner of The Nomad restaurant in Hillsborough, a cross cultural global cuisine restaurant located on W. King Street. She also co-owns The Rookery. In her time on the board, she has made important suggestions for improving marketing materials, including the kiosk listings for live music, and she has graciously offered up her restaurant space and time for filming promotional materials and videos for the Visit Hillsborough brand.

Financial impacts:

None, except for occasional board training opportunities or conferences.

Staff recommendation and comments:

None.

Action requested:

Reappoint Patel to the Tourism Board for a second term ending June 9, 2027.



Appointed Boards Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

The town strives to reflect the diversity of its residents in the makeup of its boards. Demographics and residence location are considered during the appointment process.

First name (required):

Smita

Last name (required):

Patel

Home address (required):

616 Lemontree Lane

Home phone number:

9196993192

Work phone number:

Email address (required):

spatel2815@gmail.com

Place of employment:

Nomad

Job title:

Owner

Birth date (required):

Nov. 28, 1980

Gender (required):

Female

Ethnic origin (check all that apply) (required):

Asian

First choice (required):

Tourism Board

Second choice (required):

Tourism Development Authority

Third choice (required):

Parks and Recreation Board

Reasons for wanting to serve (required):

As a local small business owner, I hope to be actively involved in the growth of our town.

Have you served or are you currently serving on a town board? If so, which ones and when? (required)?

No

Relevant work, volunteer or educational experience (required):

High School Graduate
Volunteer with PORCH

How are you connected to Hillsborough (live, work, play, shop, own property) (required)?

My family and I live in Hillsborough, NC

Have you reviewed the Vision 2030 plan, and what are your thoughts about it (required)?

No. Would love to see it.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

No

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve (required)?

None at the moment.

How did you hear about this opportunity (required)?

Other

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
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:

1. Regular meeting with budget presentation May 12, 2025
2. Budget workshop and public hearing May 19, 2025
3. Work session with budget workshop May 27, 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 with budget presentation May 12, 2025, budget workshop and public hearing May 19, 2025, and work session with budget workshop May 27, 2025.



Minutes

Board of Commissioners Regular Meeting with Budget Presentation

7 p.m. May 12, 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: Budget Director Emily Bradford, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole, Town Attorney T.C. Morphis Jr., Town Manager Eric Peterson, Human Resources Manager Haley Thore and Interim Police Chief 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. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

Vote: 4-0. Absent: Commissioner Meaghun Darab.

Motion: Ferguson moved to open the public hearing. Commissioner Matt Hughes seconded.

Vote: 4-0. Absent: Darab.

Darab joined the meeting at 7:02 p.m.

4. Public hearing

A. Public hearing – Financing for the 86 North Facility renovation

No members of the public asked to speak on financing for the 86 North Facility renovation.

Motion: Ferguson moved to close the public hearing. Hughes seconded.

Vote: 5-0.

5. Presentations

A. 2024 Employee Innovation and Service Excellence Awards

The board received a presentation recognizing 27 town employees for excellence in innovation and service excellence demonstrated since July 2023.

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting April 14, 2025
 - Work session April 28, 2025
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – Memorial Day 2025
- D. Proclamation – Police Week and Peace Officers Memorial Day
- E. Proclamation – National Public Works Week 2025
- F. Proclamation – Heat Awareness Week
- G. Special Event Permit – Fleet Feet Running Club Big Run 5K

Motion: Ferguson moved to approve all items on the consent agenda. Lloyd seconded.

Vote: 5-0. Nays: None.

7. Items for decision – regular agenda

- A. Resolution supporting an application to the Local Government Commission for approval of a financing agreement – 86 North Facility renovation and improvement

The board discussed a resolution supporting an application to the Local Government Commission for approval of a financing agreement for the Highway 86 North Facility renovation.

When asked about the difference between the initial estimated budget and the actual borrowing requirement, Finance Director Dave McCole noted that the town originally intended to borrow \$4.5 million, the total cost of the project. Town Manager Eric Peterson explained that although the overall project cost will be about \$4.5 million, only about \$3.5 million is being financed. The remaining \$1 million will be paid from the town's cash reserves. This approach was chosen to preserve the town's fund balance due to economic uncertainties. The resolution allows the town to borrow up to the total cost of the project, which protects the town from cost overruns and the need to secure additional financing.

Motion: Ferguson moved to approve the resolution. English seconded.

Vote: 5-0.

- B. Fiscal Year 2026-28 Recommended Budget Presentation

The town manager presented an overview of the recommended budget for fiscal years 2026-28. Key points included:

- Proposed changes to the town's rates and fees:
 - A tax rate of 51.3 cents, which is a 5.7-cent increase over the revenue-neutral rate.
 - A 7.5% increase in water and sewer rates.
 - A \$15 increase to the residential stormwater fee and proportional increases to the non-residential tiers.
- No new full-time equivalent positions planned for the next three years.
- Significant cost-control efforts across departments.
- Challenges in the Water and Sewer Fund due to needed improvements in the system.
- Employee compensation plans, including changes to match market-rate pay, a \$1,500 cost-of-living adjustment and merit increases of 3-5%.

Peterson also discussed strategies for long-term financial stabilization and highlighted the need for careful consideration of future capital projects and infrastructure investments.

C. Strategic Plan Update

Administrative Services Director Jen Della Valle presented the third-quarter update on the town's strategic plan. She went through each focus area and highlighted progress on various initiatives.

Della Valle noted that the next update would be the final reporting for the current fiscal year and that preparations would begin for the next three-year strategic plan.

D. Hot topics for work session May 27, 2025

Assistant Town Manager Matt Efird said a second resolution related to the Highway 86 North Facility financing would need to be addressed at the upcoming work session.

8. Updates

A. Board members

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

B. Town manager

The manager had no additional updates.

C. Staff (written reports in agenda packet)

There were no additional updates.

9. Adjournment

The mayor adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 05/12/2025 TO 05/12/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Account-10-10-4400-5300-487 TAX COLLECTION	ing To cover O.C. tax collection fees.	46217	05/12/2025	JFernandez	45,000.00	3,000.00	48,000.00
Account-10-10-4400-5300-570 MISCELLANEOUS	ing To cover O.C. tax collection fees.	46216	05/12/2025	JFernandez	10,210.00	-3,000.00	4,710.00
Comms. 10-10-4600-5300-454 CONTRACT SERVICES	To cover translation services.	46241	05/12/2025	JFernandez	0.00	6.00	1,266.00
Comms. 10-10-4600-5300-458 DATA PROCESSING SERVICES	To cover translation services.	46240	05/12/2025	JFernandez	0.00	-6.00	1,692.00
	To cover 3CMA award entries.	46242	05/12/2025	JFernandez	0.00	-315.00	1,377.00
Comms. 10-10-4600-5300-570 MISCELLANEOUS	To cover 3CMA award entries.	46243	05/12/2025	JFernandez	6,200.00	315.00	505.00
Fleet Maint. 10-30-5550-5300-180 VEHICLE REPAIR - SOLID WASTE	To cover garbage truck repair	46218	05/12/2025	EBRADFORI	30,000.00	10,000.00	56,000.00
Fleet Maint. 10-30-5550-5300-330 SUPPLIES - DEPARTMENTAL	To cover oil	46219	05/12/2025	EBRADFORI	18,000.00	3,500.00	31,500.00
Solid Waste 10-30-5800-5300-320 SUPPLIES - OFFICE	To cover envelopes	46221	05/12/2025	EBRADFORI	500.00	500.00	1,000.00
Solid Waste 10-30-5800-5300-570 MISCELLANEOUS	To cover envelopes	46222	05/12/2025	EBRADFORI	1,000.00	-500.00	500.00
Special Approp. 10-60-6900-5300-570 MISCELLANEOUS	To cover oil & garbage truck repair	46220	05/12/2025	EBRADFORI	377,443.00	-13,500.00	229,429.01
WTP 30-80-8120-5300-310 GASOLINE	To cover generator diesel through year-en	46227	05/12/2025	JFernandez	2,625.00	2,000.00	6,625.00
WTP 30-80-8120-5300-323 SUPPLIES - CHEMICALS	To cover generator diesel through year-en	46226	05/12/2025	JFernandez	219,700.00	-2,000.00	214,700.00
Water Dist. 30-80-8140-5300-145 MAINTENANCE - BUILDINGS	To cover restocking of supplies and inven	46232	05/12/2025	JFernandez	2,000.00	-800.38	1,199.62
	To cover extermination services contract.	46245	05/12/2025	JFernandez	2,000.00	10.00	1,209.62
Water Dist. 30-80-8140-5300-158 MAINTENANCE - EQUIPMENT	To cover water main and valve location se	46248	05/12/2025	JFernandez	21,000.00	-2,510.00	19,505.00
Water Dist. 30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE	To cover restocking of supplies and inven	46238	05/12/2025	JFernandez	50,000.00	-8,039.98	44,960.02
	To cover water main and valve location se	46249	05/12/2025	JFernandez	50,000.00	2,510.00	47,470.02
Water Dist. 30-80-8140-5300-320 SUPPLIES - OFFICE	To cover restocking of supplies and inven	46233	05/12/2025	JFernandez	2,000.00	-1,228.52	771.48
Water Dist. 30-80-8140-5300-326 SUPPLIES - PATCH	To cover restocking of supplies and inven	46235	05/12/2025	JFernandez	4,000.00	-1,208.87	17,964.13
Water Dist. 30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL	To cover restocking of supplies and inven	46239	05/12/2025	JFernandez	120,000.00	13,694.53	124,299.53
Water Dist. 30-80-8140-5300-331 SUPPLIES - SAFETY	To cover restocking of supplies and inven	46237	05/12/2025	JFernandez	1,500.00	-1,336.40	163.60
Water Dist. 30-80-8140-5300-350 UNIFORMS	To cover restocking of supplies and inven	46236	05/12/2025	JFernandez	6,500.00	-663.07	5,836.93

JFernandez

05/06/2025 7:27:25AM

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fl142r03

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 05/12/2025 TO 05/12/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS To cover restocking of supplies and inven	46234	05/12/2025	JFernandez	3,000.00	-417.31	877.69
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS To cover extermination services contract.	46244	05/12/2025	JFernandez	2,500.00	-10.00	2,490.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS To cover repair of utility cut.	46230	05/12/2025	JFernandez	40,000.00	-2,000.00	42,122.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover repair of utility cut.	46231	05/12/2025	JFernandez	6,000.00	2,000.00	10,827.00
Storm- water	35-30-5900-5300-446 C.S./ENGINEERING To cover Stomwater Fee collection expen	46229	05/12/2025	EBRADFORI	25,000.00	-1,500.00	23,500.00
Storm- water	35-30-5900-5300-495 COLLECTION EXPENSE Yr-end adj	46228	05/12/2025	EBRADFORI	26,000.00	1,500.00	27,500.00
Restr. Revenue	72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT Q4 payment from Orange County ABC B	46246	05/12/2025	JFernandez	27,157.85	3,500.00	41,033.96
Restr. Revenue	72-20-5100-5300-052 ABC BOARD EXPENDITURES Q4 payment from Orange County ABC B	46247	05/12/2025	JFernandez	27,157.85	3,500.00	41,033.96
						<u>7,000.00</u>	

APPROVED: 5/0

DATE: 5/12/25

VERIFIED: _____



PROCLAMATION

Memorial Day 2025

WHEREAS, Memorial Day is a day of reflection and solemn observance to honor the men and women of the armed forces who have lost their lives in service to their country; and

WHEREAS, what is now known as "Memorial Day" has its roots in Decoration Day – a day first observed on May 1, 1865 and led by Black soldiers including the 54th Massachusetts and the 34th and 104th U.S. Colored Troops, Black veterans, white missionaries, and newly emancipated Black citizens of Charleston, South Carolina to honor the dead Union troops buried at a planters' racetrack; and

WHEREAS, we honor all men and women of all wars and conflicts who fought and died on behalf of our treasured ideals and do so with the clear-eyed recognition of the horrors war brings to all those it touches; and

WHEREAS, the military service members who have fallen in combat leave behind families and other loved ones who are left with the pain of their loss and carry that loss with them for the remainder of their days, experiencing the true cost of war in ways the majority of their countrymen and women cannot; and

WHEREAS, Memorial Day, in accordance with a joint resolution of Congress passed May 11, 1950, is also a day dedicated as a call to prayer for permanent peace; and

WHEREAS, toward the goal of peace, Memorial Day is a day for somber reflection on lives lost and potentials left unfulfilled, and for holding fast to our earnest hope for and commitment to non-violent solutions to conflict and a true, lasting peace where all people can thrive; and

WHEREAS, from that first Decoration Day until now, we have made much progress as a nation and people to live up to the ideals for which so many have given the ultimate sacrifice, yet have much more work to do; and

WHEREAS, one way to honor the dead is to treat the living well;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 26, 2025 as "Memorial Day" in the Town of Hillsborough in honor of all members of the armed forces who have lost their lives in service to their country and I call on community members to recognize and support the loved ones of the fallen, and encourage all residents to reflect on their role in creating a more just, peaceful nation and world.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of May in the year 2025.



Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Police Week and Peace Officers Memorial Day May 11-17, 2025

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Hillsborough Police Department; and

WHEREAS, on April 29, 1786, Sheriff Benjamin Brach of Chesterfield County, Virginia, became the first law enforcement officer to die in the line of duty in the United States; since then, more than 26,600 law enforcement officers in the United States have paid the ultimate price during the performance of their duties, including 639 in North Carolina; and

WHEREAS, over 50,000 assaults against law enforcement officers are reported each year, resulting in approximately 17,000 injuries; and

WHEREAS, the 87th Congress passed Public Law 87-726, a joint resolution authorizing the president to proclaim May 15th of each year as Peace Officers Memorial Day, and the calendar week during which May 15th occurs as Police Week; this was signed into law by President John F. Kennedy on Oct. 1, 1962; and

WHEREAS, the members of the Hillsborough Police Department play an essential role in safeguarding the rights and freedoms of our residents, they protect the innocent against deception and the weak against oppression, they unceasingly provide a vital public service without which our town would not enjoy the peace and liberty that we so dearly value; and

WHEREAS, it is important that community members know and understand the duties and responsibilities of our law enforcement officers and acknowledge the hazards and sacrifices that are a fundamental aspect of their profession;

THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 11 through May 17, 2025 as "Police Week" and call upon all organizations and residents to commemorate law enforcement officers, past and present, who have rendered dedicated service to their communities.

NOW, THEREFORE, I proclaim Thursday, May 15, 2025 as "Peace Officers Memorial Day" and call upon all residents of Hillsborough to honor those law enforcement officers who made the ultimate sacrifice in service to their community or became disabled in their performance of their duty.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of May in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

National Public Works Week 2025

People, Purpose, Presence

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Hillsborough; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our town's transportation, water supply, water and sewer treatment, solid waste systems, and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the residents of Hillsborough to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, all residents are urged to join with representatives of the American Public Works Association and Town of Hillsborough to pay tribute to our public works professionals and to recognize the substantial contributions they make to protecting our town's health, safety, and quality of life.

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 18 through May 24, 2025 as "National Public Works Week" 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 12th day of May in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Heat Awareness Week May 25-31, 2025

WHEREAS, extreme heat causes heat-related illness or death and worsening of cardiovascular, respiratory and cerebrovascular diseases, with the greatest risks occurring in the first weeks of the heat season, which starts in June, as people's bodies adjust to the heat; and

WHEREAS, climate change causes more frequent and severe heat waves, with Orange County experiencing temperatures greater than 95 degrees on 8 days on average per year between 1983 and 2014, the National Weather Service issuing 12 heat advisories and 1 excessive heat warning in 2024, and the county expected to experience high temperatures on 28 to 41 days per year by the 2060s;

WHEREAS, North Carolina's urban and rural communities now have more nights with temperatures above 70 degrees and heat-related illnesses and deaths increase when temperatures stay high overnight; and

WHEREAS, heat-related illnesses can affect anyone but disproportionately affects infants and children, pregnant women, older adults, outdoor workers, athletes, people with underlying health conditions, and low-income individuals who are more likely to live in locations without easy access to air conditioning; and

WHEREAS, summer temperatures can be up to 11 degrees warmer in urban heat islands than surrounding areas, with these heat islands in low-income communities of color with fewer trees and more pavement; and

WHEREAS, heat-related illnesses are preventable, monitoring and minimizing risks are a shared responsibility, and North Carolina has collaborated with scientists, health experts and community leaders to develop heat resilience resources and has recognized heat's threat to the health and well-being of residents; and

WHEREAS, Hillsborough has partnered with Orange County and the towns of Carrboro and Chapel Hill to draft a heat action plan to build local resilience to the health impacts of extreme heat and other climate hazards;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 25–31, 2025, as "Heat Awareness Week" in Hillsborough and commend its observance to all people.

FUTHERMORE, the Hillsborough Board of Commissioners encourages everyone to sign up for OC Alerts, monitor the county's website and social media for heat advisories and warnings, and take simple steps during heat waves to stay safe, such as reducing time outside, visiting cooling centers if without air conditioning, and staying hydrated.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of May in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



RESOLUTION

Supporting an Application to the Local Government Commission for Approval of a Financing Agreement – 86 North Facility Renovation and Improvement

WHEREAS, the Hillsborough Board of Commissioners has previously determined to carry out a project to renovate and improve the town's 86 North Facility; and

WHEREAS, the board has also made a preliminary determination to finance this project through installment financing, as authorized under Section 160A-20 of the North Carolina General Statutes. In installment financing, the town's repayment obligation is secured by a mortgage-type interest in all or part of the property being financed, but not by any pledge of the town's taxing power or any specific revenue stream. In this case, the town expects that the 86 North Facility will serve as the collateral; and

WHEREAS, state law requires that the town's financing be approved by the North Carolina Local Government Commission, a division of the North Carolina State Treasurer's office. Under the Local Government Commission's guidelines, this governing body must make certain findings of fact to support the town's application for approval of the town's financing arrangements;

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners as follows:

- The town makes a preliminary determination to finance approximately \$4,500,000 to pay project costs.
- The board will determine the final amount to be financed by a later resolution. The final amount financed may be higher or lower than \$4,500,000. Some of the financing proceeds may represent reimbursement to the town for prior expenditures on project costs, and some proceeds may be used to pay financing expenses or to provide any appropriate reserves.

The Hillsborough Board of Commissioners makes the following findings of fact in support of the town's application to the Local Government Commission:

- a) The proposed project is necessary and appropriate for the town under all the circumstances.
- b) The proposed installment financing is preferable to a bond issue for the same purposes. The financing is for a discrete facility and is therefore particularly suitable for installment financing.
- c) The town has no meaningful ability to issue non-voted general obligation bonds for this project. The project will not produce revenues to support self-liquidating financing. The town expects that in the current interest rate environment for municipal securities that there will be no material difference in the overall financing costs between general obligation bonds and installment financings for the project.
- d) The estimated sums to fall due under the proposed financing contract are adequate and not excessive for the proposed purpose. The town will closely review proposed financing rates against market rates with guidance from the Local Government Commission and the town's financial adviser. All amounts financed will reflect either approved contracts, previous actual expenditures, or professional estimates.
- e) As confirmed by the town's Finance Officer, the town's debt management procedures and policies are sound and in compliance with law, and the town is not in default under any of its debt service obligations.

- f) Given the town's need for the project, the board believes that the effect on the town's budget and tax rate from repaying the borrowed money will be reasonable under all circumstances. The board will work to minimize the tax rate impact in a manner consistent with moving forward with the project and addressing the full range of town needs.
- g) The Town Attorney is of the opinion that the proposed project is authorized by law and is a purpose for which the town's public funds may be expended pursuant to the Constitution and laws of North Carolina.

FUTHERMORE, be it resolved by the Hillsborough Board of Commissioners that:

- The town intends that the adoption of this resolution will be a declaration of the town's official intent to reimburse project expenditures from financing proceeds. The town intends that funds which have been advanced for project costs, or which may be so advanced, from the town's general fund, or any other town fund, may be reimbursed from the financing proceeds.
- The board directs the town manager and the finance officer to take all appropriate steps toward the completion of the financing, including (i) completing an application to the Local Government Commission for its approval of the proposed financing, and (ii) soliciting one or more proposals from financial institutions to provide the financing. The board ratifies all prior actions of town representatives in this regard.

Approved this 12th day of May of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey

Sarah Kimrey, Town Clerk



Minutes

Board of Commissioners Budget Workshop and Public Hearing

7 p.m. May 19, 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: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Manager Bryant Green, Stormwater and Environmental Services Manager Terry Hackett, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Finance Director Dave McCole, Town Manager Eric Peterson, Public Space and Sustainability Manager Stephanie Trueblood and Interim Police Chief Jason Winn

1. Opening of the work session

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

2. Agenda changes and approval

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Meaghun Darab seconded.

Vote: 5-0.

3. Public hearing

A. Fiscal Year 2026 budget public hearing

Motion: Ferguson moved to open the public hearing. Commissioner Evelyn Lloyd seconded.

Vote: 5-0.

The board received comments from two Hillsborough residents from the Forest Ridge neighborhood who voiced concerns over the proposed property tax increases. One resident expressed desire for the town to focus on certain projects to reduce tax increases and to keep Hillsborough affordable for current residents.

Daniel Bullock and Kristina Smith with the Orange County Home Preservation Coalition spoke in support of proposed pilot programs for home repair and emergency housing assistance and stressed the importance of funding affordable housing and housing services.

Kevin Giff and Carol Morton with Fairview Community Watch expressed appreciation for the town's support in Fiscal Year 2025, which enabled the launch of several programs. They voiced support for continued funding in Fiscal Year 2026 to allow programs to grow.

Heather Tatreau and Julia Workman from the Hillsborough Arts Council thanked the board for its support, noting the nonprofit's focus on bringing the community together through free public events. They emphasized how their organization contributes to the local economy and has helped make Hillsborough a more vibrant community.

Dr. Timothy Miles, executive director of the Orange County Disability Awareness Council, requested funding support for programs serving individuals with disabilities. He noted the group's work on accessibility, employment assistance, affordable housing and technology training.

Motion: Ferguson moved to close the public hearing. Darab seconded.
Vote: 5-0.

4. In-depth discussion and topics

A. Fiscal Year 2026 Budget Workshop

Budget Director Emily Bradford conducted a detailed review with the board of the proposed Fiscal Year 2026 budget.

- Community Reinvestment Program — The board debated funding allocations for several community organizations that submitted requests. There was consensus to fully fund the Fairview Community Watch, Hillsborough Arts Council and Orange Congregations in Mission at their requested levels. Board members did not reach a consensus on how to use the remaining funds. Bradford was asked to return with options for allocating the remaining funds.
- Affordable housing — The board deliberated over \$250,000 in proposed funding for affordable housing initiatives in Fiscal Year 2026. They debated whether to continue the planned increases in affordable housing funding or maintain the current level. Consideration was given to requests for two pilot programs — home repair assistance and emergency housing assistance — as well as a funding request from Habitat for Humanity of Orange County for its Auman Village project. No final decisions were reached, and the board requested additional options and information from town staff.
- Tax rate — The board examined the proposed 5.7-cent increase above the revenue-neutral rate. While members voiced concerns about the impact on residents, there was a consensus that the increase was necessary due to budget constraints and rising costs.
- Fee schedule — The board considered proposed changes to various town fees. Ferguson suggested that planning and zoning fees should be further increased to better cover staff time and to discourage after-the-fact requests.
- Enterprise funds — The board reviewed proposed budgets and fee increases for the town's stormwater fund and rate increases for the water and sewer fund. When asked about the potential for significant unexpected repairs in the town's water and sewer system, Engineering Services Manager Bryant Green explained that the town has mitigated the risk in the current plan by prioritizing aging infrastructure that has experienced the most decay, as confirmed by inspections.

The board agreed to hold an additional budget workshop on May 27 to further deliberate on affordable housing funding and community reinvestment program allocations. The final budget hearing and adoption is scheduled for June 9.

5. Adjournment

The mayor adjourned the meeting at 10:49 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT



Minutes

Board of Commissioners Work Session with Budget Workshop

7 p.m. May 27, 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: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Manager Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey and Communications Specialist JC Leser-McMinn

1. Opening of the work session

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

2. Agenda changes and approval

Add Item 3B – Recognition in Memory of Mayor Horace Johnson Sr. by state Rep. Renée Price

Motion: Commissioner Kathleen Ferguson moved to approve the amended agenda. Commissioner Matt Hughes seconded.

Vote: 5-0.

3. Presentations

A. Proclamation Honoring the Life and Legacy of Mayor Horace Johnson Sr.

Bell read a proclamation honoring the life and legacy of former Mayor Horace Johnson Sr., who died May 15 at age 95. The proclamation highlighted Johnson's service as Hillsborough's first Black mayor from 1989 to 2001, his advocacy for civil rights and equity, and his contributions to Hillsborough in establishing affordable housing, expanding emergency water access, and constructing key facilities.

Horace Johnson Jr. accepted the proclamation on behalf of his father, thanking the board and noting that his father always worked to help those at a disadvantage.

B. Recognition in Memory of Mayor Horace Johnson Sr. by state Rep. Renée Price

Rep. Renée Price read a letter from her office celebrating Johnson's life as a civil rights leader, mentor, family man, politician and visionary who transformed Hillsborough and guided younger generations. Johnson Jr. expressed gratitude for the recognition and reflected on his father's legacy of integration and forward-thinking leadership for the town.

4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Proclamation – LGBTQ+ Pride Month
- C. Proclamation – Gun Violence Awareness Day

D. Final Resolution Approving Financing of the 86 North Facility Renovation

Motion: Hughes moved to approve all items on the consent agenda. Ferguson seconded.

Vote: 5-0. Nays: None.

5. In-depth discussion and topics**A. Fiscal Year 2026 Budget Workshop No. 2**

Budget Director Emily Bradford presented two charts comparing Hillsborough's proposed tax rate increase above revenue-neutral to other municipalities in the region. She noted that the charts show the town's rate increases are among the lowest in the region when comparing amount and proportion above revenue-neutral.

The board discussed planning-related fees and directed staff to increase several fees to help cover the costs associated with reviewing projects, holding public hearings and notifying the public. Board members emphasized the importance of education efforts alongside fee increases. Staff agreed to provide more detailed tracking of time spent on various applications to inform future adjustments.

For the town's engineering services fees, Assistant Town Manager and Community Services Director Matt Efirm clarified these were not duplicates of existing utility fees but rather fees being moved from the Water and Sewer Fund to the General Fund due to creating an engineering services division. Efirm also clarified a proposed change to charge the fees upfront. The board supported charging fees upfront rather than after reviews.

The budget director led a discussion on community reinvestment funding requests. The board reviewed two funding options presented by staff based on its previous discussions. After debate, the board directed staff to include requested funding in the budget proposal for the Fairview Community Watch, Hillsborough Arts Council and Orange Congregations in Mission. The board also directed staff to include \$10,000 of funding for Exchange Club Park. The remaining \$2,799 of community reinvestment funding would be returned to the town's general fund.

For affordable housing funding, the board reviewed several options presented by staff. After discussion, the board directed staff to include funding for:

- Developing an affordable housing strategy.
- An expansion request of the Orange County Partnership to End Homelessness.
- Habitat for Humanity of Orange County's affordable housing project at Auman Village.
- Two pilot programs focused on home repair and emergency housing assistance.

The board emphasized that funding beyond this budget cycle would be subject to reevaluation after completion of the strategy study. They requested staff clearly communicate this when presenting the final budget.

6. Committee updates and reports

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

7. Adjournment

The mayor adjourned the meeting at 9:23 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT



PROCLAMATION

Honoring the Life and Legacy of Mayor Horace Johnson Sr.

WHEREAS, Horace Johnson Sr., Hillsborough's first Black mayor and a dedicated public servant, passed away on May 15, 2025, at the age of 95; and

WHEREAS, Johnson served on the Hillsborough Board of Commissioners from 1977 to 1989 and as mayor from 1989 to 2001, leading with distinction during a pivotal time in the town's history; and

WHEREAS, the Alabama native settled in Hillsborough in 1954 and became a steadfast advocate for civil rights and equity, including efforts to end segregation and to support Black students during the school disruption of 1969; and

WHEREAS, his legacy includes major contributions to Hillsborough such as:

- Establishing affordable housing and expanding emergency water access;
- Constructing key facilities, including the town reservoir, police station and community center;
- Advocating for a meals tax to support tourism and easing truck traffic on Churton Street;
- Promoting sound financial management in town government; and

WHEREAS, Johnson represented Hillsborough with distinction regionally and statewide, including service on the Triangle J Council of Governments and as chair of a key policy committee for the North Carolina League of Municipalities; and

WHEREAS, his impact was recognized in 2017 with a Hillsborough proclamation of Horace Johnson Day and a commemorative exhibit at the Orange County Historical Museum;

NOW, THEREFORE, I, Mark Bell, on behalf of the Hillsborough Board of Commissioners, do hereby honor the life and legacy of former Mayor Horace Johnson Sr. and extend our deepest condolences to his family and all who mourn his passing.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 19th day of May in the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

FY 2024-2025

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 05/27/2025 TO 05/27/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Water Dist.	30-80-8140-5300-080 TRAINING/CONF./CONV. To cover registration for NC Rural Water	46253	05/27/2025	JFernandez	4,000.00	700.00	4,390.00
Water Dist.	30-80-8140-5300-158 MAINTENANCE - EQUIPMENT To cover registration for NC Rural Water	46252	05/27/2025	JFernandez	21,000.00	-700.00	18,805.00
WW Collect.	30-80-8200-5300-080 TRAINING/CONF./CONV. To cover registration for NC Rural Water	46255	05/27/2025	JFernandez	5,000.00	300.00	8,400.00
WW Collect.	30-80-8200-5300-323 SUPPLIES - CHEMICALS To cover registration for NC Rural Water	46254	05/27/2025	JFernandez	500.00	-300.00	200.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH To cover flowable fill repair of utility cut.	46259	05/27/2025	JFernandez	6,000.00	1,000.00	11,827.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL For purchase of max adapters.	46257	05/27/2025	JFernandez	70,000.00	15,500.00	66,600.00
WW Collect.	30-80-8200-5300-351 RENTAL - EQUIPMENT To cover flowable fill repair of utility cut.	46258	05/27/2025	JFernandez	5,000.00	-1,000.00	4,000.00
WW Collect.	30-80-8200-5300-416 C.S./ROOT CONTROL SERVICE For purchase of max adapters.	46256	05/27/2025	JFernandez	17,000.00	-15,500.00	0.00
						<u>0.00</u>	

APPROVED: 5/0

DATE: 5/27/25

VERIFIED: Sam E. Kimrey



PROCLAMATION LGBTQ+ Pride Month 2025

WHEREAS, all are welcome in the Town of Hillsborough to live, work, and play, and every family deserves a place to call home where they are safe, happy, accepted and supported; and

WHEREAS, the Town of Hillsborough denounces prejudice and discrimination based on age, gender identity, gender expression, race, religion, marital or familial status, national origin, immigration status, sexual orientation, or physical attributes as an affront to our fundamental principles; and

WHEREAS, Pride Month began in June of 1969 on the one-year anniversary of the Stonewall Uprising in New York City after Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) and allied friends rose and fought against the constant police harassment and discriminatory laws that have since been declared unconstitutional; and

WHEREAS, throughout much of the history of the United States, same-sex relationships were criminalized in many states and many LGBTQ+ people in the United States were forced to hide their LGBTQ+ identities while living in secrecy and fear, including under previous policies such as "Don't Ask, Don't Tell"; and

WHEREAS, LGBTQ+ people in the United States face disparities in employment, healthcare, education, housing, and many other areas central to the pursuit of happiness in the United States; and

WHEREAS, numerous states have no explicit ban on discrimination based on sexual orientation and gender identity in the workplace (16), housing (18), public accommodations (21), and in schools (25); and

WHEREAS, there are members of the North Carolina General Assembly who remain insistent on attempting to pass legislation that prohibits LGBTQ+ people, especially transgender youth, from living authentic, thriving lives; and

WHEREAS, Hillsborough has historically offered support to the LGBTQ+ community by extending same-sex partner benefits to town employees before the legalization of same-sex marriage and officially opposing the 2012 amendment to the North Carolina Constitution defining marriage as being between one man and one woman; and

WHEREAS, Hillsborough first proclaimed LGBTQ+ Pride Month in 2019 at the suggestion of the town's first out member of the Board of Commissioners; and

WHEREAS, Hillsborough became the first municipality in North Carolina to pass a non-discrimination ordinance after the sunset of House Bill 142 to extend vital protections to LGBTQ+ individuals in our town; and

WHEREAS, the Town of Hillsborough appreciates the cultural, civic, and economic contributions of the LGBTQ+ community which strengthens our collective community and social welfare; and

WHEREAS, it is imperative that young people in our community, regardless of sexual orientation, gender identity, and expression, feel valued, safe, empowered, and supported by their community; and

WHEREAS, despite being marginalized, LGBTQ+ people continue to celebrate authenticity, acceptance, and love;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the month of June 2025 as "LGBTQ+ Pride Month" and urge residents to recognize the contributions made by members of the LGBTQ+ community and to actively promote the principles of equality, liberty, and justice 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 27th day of May in the year 2025.



Mark Bell

Mark Bell Mayor
Town of Hillsborough



PROCLAMATION

National Gun Violence Awareness Day

WHEREAS, every day, more than 120 Americans are killed by gun violence and more than 200 are shot or wounded; and

WHEREAS, Americans are 26 times more likely to be murdered with guns than people in other developed countries; and

WHEREAS, North Carolina ranks 23rd amongst states for gun deaths in the United States with an average of 1,636 deaths every year with 54% of gun-related deaths by suicide; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from dangerous people; and

WHEREAS, together with our neighbors in Orange County, Carrboro, and Chapel Hill, the Town of Hillsborough supports efforts to enact commonsense gun safety laws and educate the community on gun safety; and

WHEREAS, anyone can join this campaign by pledging to wear orange on Friday, June 6th to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 6th, Americans will raise awareness about gun violence and honor the lives and lost human potential of Americans stolen by gun violence; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands and encourage responsible gun ownership to help keep our children safe;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim June 6, 2025, as "National Gun Violence Awareness Day" in the Town of Hillsborough and encourage everyone to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

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



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



FINAL RESOLUTION

Approving Financing of the 86 North Facility Renovation

WHEREAS, the town has previously resolved to implement a plan to renovate and improve the 86 North Facility; and

WHEREAS, the town has decided to fund the project costs through an installment financing method, as authorized under Section 160A-20 of the General Statutes; and

WHEREAS, in this form of financing, the town's repayment obligation is secured by a mortgage-like interest in all or part of the property being financed, without any pledge of the town's taxing power or any specific revenue stream; the facility will serve as the collateral; and

WHEREAS, the town's finance officer has provided this board with the draft agreements outlined in Exhibit A of the agreement, which pertain to executing the financing plan; and

WHEREAS, the town has requested competitive proposals from banks and other financial institutions to secure the desired financing and staff recommends that the town accept the proposal submitted by JPMorgan Chase Bank, N.A.; and

WHEREAS, in this resolution, the board formally approves the lender's proposal and other financing terms, endorses substantially final documents, and authorizes town representatives to finalize the financing arrangements;

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners as follows:

1. **Determination To Proceed with Financing** – The town confirms its plans to undertake the project. The town will carry out the project with financing from the lender substantially in accordance with a financing proposal dated May 12, 2025.

Under the financing plan, the lender will make funds available to the town for use on project costs. The town will repay the amount advanced, with interest, over time. The town will grant to the lender a mortgage-type interest in the facility (and its associated real property) to secure the town's repayment obligation.

2. **Approval of Agreements** – Direction to Execute Agreements:
 - a) The board approves the forms of the agreements submitted to this meeting. The board authorizes the mayor and the town manager, or either of them, to execute and deliver the agreements in their final forms. The agreements in their respective final forms must be in substantially the forms presented, with such changes as the mayor or the town manager may approve. The execution and delivery of any agreement by an authorized town officer will be conclusive evidence of that officer's approval of any changes.
 - b) The agreements in final form, however, must be consistent with the financing plan described in this resolution and must provide:
 - For the amount financed by the town not to exceed \$3,600,000.

- For an annual interest rate not to exceed 4.12% (in the absence of default, or a change in tax status, as described in the draft agreements).
- For a financing term not to extend beyond August 1, 2040.

3. **Officers To Complete Closing** – The board authorizes the town manager, the finance officer and all other town officers and employees to take all proper steps to complete the financing in cooperation with the lender and in accordance with this resolution.

The board authorizes the town manager to hold executed copies of all financing documents authorized or permitted by this resolution in escrow on the town's behalf until the conditions for their delivery have been completed to that officer's satisfaction, and then to release the executed copies of the documents for delivery to the appropriate persons or organizations.

Without limiting the generality of the foregoing, the board authorizes the town manager to approve changes to any documents previously signed by town officers or employees, provided that the changes do not conflict with this resolution or substantially alter the intent from that expressed in the form originally signed. The town manager's authorization of the release of any document for delivery will constitute conclusive evidence of that officer's approval of any changes.

In addition, the board authorizes the town manager and the finance officer to take all appropriate steps for the efficient and convenient carrying out of the town's on-going responsibilities with respect to this financing. This authorization includes, without limitation, contracting with third parties for reports and calculations that may be required under this resolution or otherwise with respect to the financing, and making appropriate payments prior to the loan closing for costs related to the financing.

4. **Resolutions as to Tax Matters** – The town will not take or omit to take any action the taking or omission of which will cause its obligations to pay principal and interest under the agreements to be "arbitrage bonds," within the meaning of Section 148 of the "Code" (as defined below), or "private activity bonds" within the meaning of Code Section 141, or otherwise cause interest components of the installment payments to be includable in gross income for federal income tax purposes. Without limiting the generality of the foregoing, the town will comply with any code provision that may require the town at any time to pay to the United States any part of the earnings derived from the investment of the financing proceeds. In this resolution, "Code" means the United States Internal Revenue Code of 1986, as amended, and includes applicable Treasury regulations.
5. **Obligations are "Bank-Qualified"** – The town designates its payment obligations as "qualified tax-exempt obligations" for the purpose of Code Section 265(b)(3), which provides certain tax advantages for financial institutions providing financing to the town.
6. **Additional Provisions** – The board authorizes all town officers and employees to take all further action as they may consider necessary or desirable in furtherance of the purposes of this resolution. The board ratifies all prior actions of town officers and employees to this end. Upon the absence, unavailability or refusal to act of the town manager, the mayor or the finance officer, any other of those officers may assume any responsibility or carry out any function assigned in this resolution. The board authorizes the town clerk to apply the town's seal, and to attest to the seal, on any document related to the purposes of this resolution. The mayor pro tem or any deputy or assistant town clerk may in any event assume any responsibility or carry out any function assigned to the mayor or the town clerk, respectively, in this resolution. All other board proceedings, or parts thereof, in conflict with this resolution are repealed, to the extent of the conflict. This resolution takes effect immediately.

Exhibit A -- draft Agreements

- a) A draft dated May 20, 2025, of an Installment Financing Contract to be dated on or about June 24, 2025, between the town and the lender. The financing contract provides for the advance of funds to the town for the town's use on the project, sets out the town's repayment obligation, and sets out the town's obligations regarding care for the collateral and other matters.
- b) A draft dated May 20, 2025, of a Deed of Trust and Security Agreement to be dated on or about June 24, 2025, from the town to a deed of trust trustee for the lender's benefit. The Deed of Trust provides for a security interest in the 86 North Facility and its associated real property to the lender to secure the town's repayment obligation.

Approved this 27th day of May of the year 2025.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report
Adjustment Detail

For Date Range: 06/09/2025 - 06/09/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025						
Fund: 10 - GENERAL						
Department: 3900 - 3900						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-3,260,960.00	2,158,858.35	-1,102,101.65
BA0000007	Employee awards	GLPKT00069	06/09/2025		-5,530.00	
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		-72,618.00	
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		-993.65	
BA0000015	Debt Finance NC86 Reno	GLPKT00127	06/09/2025		2,180,000.00	
BA0000018	Adj per actual	GLPKT00134	06/09/2025		13,000.00	
BA0000019	Adj per actual	GLPKT00135	06/09/2025		45,000.00	
Department 3900 Total:				-3,260,960.00	2,158,858.35	-1,102,101.65
Department: 4400 - ACCOUNTING						
10-10-4400-5300080	TRAINING/CONF/CONV			5,000.00	56.00	5,056.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		56.00	
10-10-4400-5300459	CS - ACCOUNTING ASSISTANCE			41,000.00	-56.00	40,944.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		-56.00	
Department 4400 Total:				46,000.00	0.00	46,000.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5300530	DUES & SUBSCRIPTIONS			1,802.00	2,850.00	4,652.00
BudAdj	Budget Adjustment	ZADJBudAdj	06/09/2025		2,850.00	
10-10-4500-5350580	CUSTOMER SERVICE & INNOVATION AWARD			8,200.00	5,530.00	13,730.00
BA0000007	Employee awards	GLPKT00069	06/09/2025		5,530.00	
Department 4500 Total:				10,002.00	8,380.00	18,382.00
Department: 5100 - POLICE						
10-20-5100-5127070	RETIREMENT			387,382.00	72,618.00	460,000.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		72,618.00	
10-20-5100-5300158	MAINT - EQUIPMENT			34,000.00	-4,000.00	30,000.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		-4,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			57,375.00	-7,850.00	49,525.00
BA0000003	Police - for radios	GLPKT00061	06/09/2025		-8,850.00	
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		1,000.00	
10-20-5100-5300350	UNIFORMS			21,840.00	1,250.00	23,090.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		1,250.00	
10-20-5100-5300363	RENTAL - BUILDINGS			50,923.00	677.00	51,600.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		677.00	
10-20-5100-5300470	HIRING SELECTION PROCESS			3,400.00	550.00	3,950.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		550.00	
10-20-5100-5300570	MISCELLANEOUS			4,000.00	-1,677.00	2,323.00
BA0000010	Yr-end Adjustment	GLPKT00119	06/09/2025		-1,677.00	
10-20-5100-5700740	CAPITAL - VEHICLES			200,000.00	11,050.00	211,050.00
BA0000002	Police - for uniforms, background check, and ..	GLPKT00061	06/09/2025		2,200.00	
BA0000003	Police - for radios	GLPKT00061	06/09/2025		8,850.00	
Department 5100 Total:				758,920.00	72,618.00	831,538.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5100010	OVERTIME COMPENSATION			0.00	1,500.00	1,500.00
BA0000011	Yr-end Adjustment	GLPKT00119	06/09/2025		1,500.00	
10-30-5400-5300350	UNIFORMS			0.00	88.00	88.00

Budget Adjustment Report

For Date Range: 06/09/2025 - 06/09/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000011	Yr-end Adjustment	GLPKT00119	06/09/2025		88.00	
Department 5400 Total:				0.00	1,588.00	1,588.00
Department: 5550 - MOTOR POOL/WATER						
10-30-5550-5300080	TRAINING/CONF/CONV			8,000.00	800.00	8,800.00
BA0000008	To cover refreshments / food for two-day tra...	GLPKT00089	06/09/2025		800.00	
10-30-5550-5300110	TELEPHONE/INTERNET			840.00	980.00	1,820.00
BA0000012	Yr-end Adjustments	GLPKT00121	06/09/2025		980.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			18,000.00	-800.00	17,200.00
BA0000008	To cover refreshments / food for two-day tra...	GLPKT00089	06/09/2025		-800.00	
10-30-5550-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			30,200.00	-980.00	29,220.00
BA0000012	Yr-end Adjustments	GLPKT00121	06/09/2025		-980.00	
Department 5550 Total:				57,040.00	0.00	57,040.00
Department: 5600 - STREETS						
10-30-5600-5300165	MAINT - INFRASTRUCTURE			5,000.00	15,000.00	20,000.00
BA0000005	Streets - move traffic calming to correct acc...	GLPKT00064	06/09/2025		15,000.00	
10-30-5600-5300570	MISCELLANEOUS			1,500.00	366.00	1,866.00
BA0000013	Yr-end Adjustments	GLPKT00122	06/09/2025		366.00	
10-30-5600-5700729	CAPITAL - INFRASTRUCTURE			367,950.00	-15,000.00	352,950.00
BA0000005	Streets - move traffic calming to correct acc...	GLPKT00064	06/09/2025		-15,000.00	
10-30-5600-5700740	CAPITAL - VEHICLES			67,100.00	-366.00	66,734.00
BA0000013	Yr-end Adjustments	GLPKT00122	06/09/2025		-366.00	
10-71-5600-5982002	TRANSFER TO GEN CAP IMPROV FUND			2,209,000.00	-2,180,000.00	29,000.00
BA0000015	Debt Finance NC86 Reno	GLPKT00127	06/09/2025		-2,180,000.00	
10-71-5600-5982005	TRANSFER TO GENERAL CRF			0.00	67,352.00	67,352.00
BA0000017	Adj per actual	GLPKT00133	06/09/2025		67,352.00	
10-71-5600-5982950	TRANSFER TO FUND 78 - COMMITTED FUNDS			81,000.00	-67,352.00	13,648.00
BA0000017	Adj per actual	GLPKT00133	06/09/2025		-67,352.00	
Department 5600 Total:				2,731,550.00	-2,180,000.00	551,550.00
Department: 5800 - SOLID WASTE / STORMWATER						
10-30-5800-5300110	TELEPHONE/INTERNET			2,160.00	1,280.00	3,440.00
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		1,280.00	
10-30-5800-5400910	DEBT SERVICE - PRINCIPAL			59,989.00	863.00	60,852.00
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		863.00	
10-30-5800-5400920	DEBT SERVICE - INTEREST			2,629.00	-863.00	1,766.00
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		-863.00	
Department 5800 Total:				64,778.00	1,280.00	66,058.00
Department: 6300 - PUBLIC SPACE						
10-71-6300-5982950	TRANSFER TO FUND 78 - COMMITTED FUNDS			353,000.00	-13,000.00	340,000.00
BA0000018	Adj per actual	GLPKT00134	06/09/2025		-13,000.00	
Department 6300 Total:				353,000.00	-13,000.00	340,000.00
Department: 6900 - SPECIAL APPROPRIATIONS						
10-60-6900-5300570	MISCELLANEOUS			377,443.00	-2,850.00	374,593.00
BudAdj	Budget Adjustment	ZADJBudAdj	06/09/2025		-2,850.00	
10-71-6900-5982006	TRANSFER TO GEN CAP IMPROV FUND			45,000.00	-45,000.00	0.00
BA0000019	Adj per actual	GLPKT00135	06/09/2025		-45,000.00	
Department 6900 Total:				422,443.00	-47,850.00	374,593.00

Budget Adjustment Report

For Date Range: 06/09/2025 - 06/09/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-1,874.35	448,125.65
BA0000011	Yr-end Adjustment	GLPKT00119	06/09/2025		-1,588.00	
BA0000014	Yr-end Adjustments	GLPKT00126	06/09/2025		-286.35	
Department 9990 Total:				450,000.00	-1,874.35	448,125.65
Fund 10 Total:				1,632,773.00	0.00	1,632,773.00
Fund: 30 - WATER/SEWER						
Department: 3900 - 3900						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-406,244.00	-70,000.00	-476,244.00
BA0000006	3rd Party Inspections	GLPKT00068	06/09/2025		-70,000.00	
Department 3900 Total:				-406,244.00	-70,000.00	-476,244.00
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5300441	CS - ENGINEERING			110,000.00	70,000.00	180,000.00
BA0000006	3rd Party Inspections	GLPKT00068	06/09/2025		70,000.00	
Department 7220 Total:				110,000.00	70,000.00	180,000.00
Department: 7240 - BILLING AND COLLECTIONS						
30-80-7240-5300080	TRAINING/CONF/CONV			2,000.00	-90.00	1,910.00
BA0000004	Billing/Collections - for security system invoi...	GLPKT00063	06/09/2025		-90.00	
30-80-7240-5300145	MAINT - BUILDINGS			0.00	90.00	90.00
BA0000004	Billing/Collections - for security system invoi...	GLPKT00063	06/09/2025		90.00	
Department 7240 Total:				2,000.00	0.00	2,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300112	POSTAGE			50.00	20.00	70.00
BA0000021	WWTP postage - return rebuilt regulator	GLPKT00143	06/09/2025		20.00	
30-80-8220-5300158	MAINT - EQUIPMENT			103,700.00	-20.00	103,680.00
BA0000021	WWTP postage - return rebuilt regulator	GLPKT00143	06/09/2025		-20.00	
Department 8220 Total:				103,750.00	0.00	103,750.00
Fund 30 Total:				-190,494.00	0.00	-190,494.00
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Department: 3870 - 3870						
71-71-3870-3870420	TRANSFER FROM GF - VEH-STREETS			-80,148.00	-67,352.00	-147,500.00
BA0000016	Adj per actual	GLPKT00131	06/09/2025		-67,352.00	
Department 3870 Total:				-80,148.00	-67,352.00	-147,500.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-71-6900-5970910	TRANSFER TO GENERAL FUND			100,148.00	67,352.00	167,500.00
BA0000016	Adj per actual	GLPKT00131	06/09/2025		67,352.00	
Department 6900 Total:				100,148.00	67,352.00	167,500.00
Fund 71 Total:				20,000.00	0.00	20,000.00
Budget Code 2024-2025 Total:				1,462,279.00	0.00	1,462,279.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	10	1,632,773.00	0.00	1,632,773.00
	30	-190,494.00	0.00	-190,494.00
	71	20,000.00	0.00	20,000.00
Budget Code 2024-2025 Total:		1,462,279.00	0.00	1,462,279.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	June 9, 2025
Department:	Public Space
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Public Space and Sustainability Manager Stephanie Trueblood

ITEM TO BE CONSIDERED

Subject: Proclamation – National Pollinator Week 2025

Attachments:

Proclamation

Summary:

Each year the Town of Hillsborough celebrates National Pollinator Week to honor and raise awareness about the essential role pollinators play in the ecosystem. Hillsborough is an affiliate of Bee City USA and works throughout the year in a continued partnership between the Hillsborough Tree Board and the Hillsborough Garden Club to promote the protection and improved habitat and food sources for pollinators.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Approve proclamation recognizing June 16 through June 22 as National Pollinator Week in the Town of Hillsborough.



PROCLAMATION

National Pollinator Week 2025

June 16-22, 2025

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

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

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

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

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

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

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

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of June 16 through 22,, 2025 as our municipality's "National Pollinator Week" in the Town of Hillsborough and urge all citizens to recognize this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 9th day of June in the year 2025.

Mark Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Tourism Board Budget Amendments

Attachments:

Budget Adjustment Report – Tourism Board

Summary:

To reflect allocation of Tourism Board fund balance for the Fiscal Year 2024 contract with the town for staff support. This payment was originally budgeted in the FY24 budget, but the payment wasn't processed. Those funds are being re-allocated so that the payment can be made.

Financial impacts:

As indicated by amendment.

Staff recommendation and comments:

To approve the attached budget amendment. The Tourism Board approved the amendment on June 2, 2025.

Action requested:

Consider approving budget amendment and allocation of Tourism Board fund balance. The town board must approve all Tourism Board budget amendments of \$5,000 or more.

Budget Adjustment Report
Adjustment Detail

For Date Range: 06/10/2025 - 06/10/2025

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025						
Fund: 74 - TOURISM BOARD						
Revenue						
74-00-3900-3900000	FUND BALANCE APPROPRIATION			-84,151.00	-26,000.00	-110,151.00
BA0000009	FY24 Contract with Town of Hillsborough	GLPKT00115	06/10/2025		-26,000.00	
Revenue Total:				-84,151.00	-26,000.00	-110,151.00
Expense						
74-51-6250-5300497	CS - TOWN OF HILLSBOROUGH			26,000.00	26,000.00	52,000.00
BA0000009	FY24 Contract with Town of Hillsborough	GLPKT00115	06/10/2025		26,000.00	
Expense Total:				26,000.00	26,000.00	52,000.00
Fund 74 Total:				-58,151.00	0.00	-58,151.00
Budget Code 2024-2025 Total:				-58,151.00	0.00	-58,151.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2024-2025 - Budget 2024-2025 Fiscal: 2024-2025				
	74	-58,151.00	0.00	-58,151.00
Budget Code 2024-2025 Total:		-58,151.00	0.00	-58,151.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Administration
Agenda Section: Regular
Public hearing: Yes
Date of public hearing: June 2, 2025

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Tourism Board Fiscal Year 2026 Budget Adoption

Attachments:

1. Tourism Board - FY26 Budget Ordinance
2. Tourism Board - Financial Summary
3. Tourism Board - Highlights

Summary:

The Hillsborough Tourism Board held a budget public hearing on June 2, 2025. Budget highlights include funding a couple of grant proposals, including the Alliance's Holiday Nights and the Orange Community Players' summer production. There are also funds reserved for two Revolutionary War interpretive signs as part of A250, the celebration of the 250th anniversary of the signing of the Declaration of Independence. The budget also includes increases in funding to key contract partners for on-going visitor services, marketing and events throughout the year.

Financial impacts:

As outlined in the FY26 budget ordinance and financial summary.

Staff recommendation and comments:

Staff recommends approval of the Tourism Board's budget. The board plans to spend a sizeable amount of fund balance in favor of funding events and programs that will bring more people to town in FY26. Food and Beverage Tax revenues remain strong and exceed projections year over year.

Action requested:

Approve, or approve with conditions/modifications.



ORDINANCE
Tourism Board Budget
FY2025-26

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

Section 1. Tourism Board Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Food & Beverage Tax	\$485,000
Fund Balance Appropriation	<u>\$ 88,279</u>
TOTAL	\$573,279

The following amounts are hereby appropriated for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$573,279</u>
TOTAL	\$573,279

Section 2. The Town of Hillsborough will collect a Food & Beverage Tax and distribute the funds to the Tourism Board to fund its operations. These funds are listed as “Food & Beverage Tax” revenues in Section I of the ordinance.

Section 3. Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to this budget.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes:
Noes:
Absent or excused:

Victoria Pace, Tourism Board Chair

Mark Bell, Mayor

Sarah E. Kimrey, Town Clerk



Revenues

Tourism Board Revenues (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Intergovernmental	\$537,741	\$485,000	\$485,000	\$500,000	\$515,000
Fund Balance Appropriated	\$0	\$84,151	\$88,279	\$37,300	\$17,400
TOTAL	\$537,741	\$569,151	\$573,279	\$537,300	\$532,400

Expenditures

Tourism Board Expenditures (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Operating	\$450,820	\$569,151	\$573,279	\$537,300	\$532,400
TOTAL	\$450,820	\$569,151	\$573,279	\$537,300	\$532,400

Financial Summary

Tourism Board Revenues vs Expenditures

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Revenues	\$537,741	\$569,151	\$573,279	\$537,300	\$532,400
Expenses	\$450,820	\$569,151	\$573,279	\$537,300	\$532,400
REVENUES LESS EXPENSES	\$86,922	\$0	\$0	\$0	\$0

Fund Balance

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Fund Balance Appropriation		\$84,151	\$88,279	\$37,300	\$17,400
Remaining Balance	\$438,079	\$353,928	\$265,649	\$228,349	\$210,949
Fund Balance as % of Budget	81.5%	62.2%	46.3%	42.5%	39.6%



Key Operations

Special legislation was passed by the North Carolina General Assembly allowing the town to levy a one-percent tax on prepared food & beverages to fund tourism related activities. The town receives six percent of these funds for the general financial management and collection of these monies. The tourism board contracts annually with many tourism focused organizations in town to keep historic sites and signature events free and open to the general public for the enjoyment of residents and visitors. The town's Tourism Board also decides each year which applicants' projects or activities will be awarded funds through a competitive grant program. The board also awards funding for their own tourism initiatives and partner organization ideas through special projects & partnership funding. The amount of funding each year depends on the amount of the one-percent tax revenues generated.

FY25 Major Accomplishments

- The board contracted with the Hillsborough Chamber of Commerce for the first time to deliver annually the Hillsborough Holiday Parade event and Hillsborough Tree Lighting event, which was separated into two events due to size and sustainability
- The board contracted with the Hillsborough Arts Council to deliver annually the Solstice Lantern Walk to the community and visitors
- The board funded the following grant projects/events: Outlandish Hillsborough, First Fridays at the Eno Arts Mill, Flushfest 2025, Hillsborough Garden Club's Garden Tour 2025 & Children's Play, and the Snow Approach Skills Retreat
- Worked with state and local partners on becoming part of the new 'Revolutionary War Trail' program as part of the America250 program; signage forthcoming
- Cost-shared a portion of the town's downtown and west hillsborough parking study to improve the parking experience for visitors

FY26 Major Budget Changes

- The board continues to support contract partners and it is anticipated to need to increase funding for free visitors events/programming in light of reduced federal grants and funding availability

FY27-28 Financial Forecast

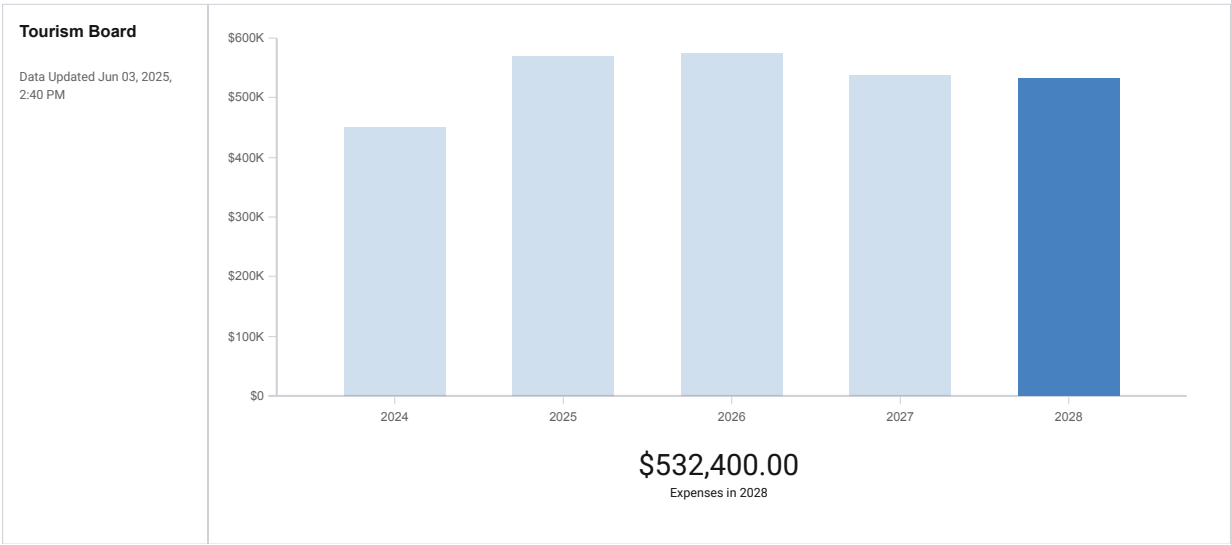
- Anticipate that Food & Beverage tax collections will continue to increase incrementally

Expenditures by Category

Tourism Board

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Operating	\$450,820	\$569,151	\$573,279	\$537,300	\$532,400
TOTAL	\$450,820	\$569,151	\$573,279	\$537,300	\$532,400

Department Expenditure Summary





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Administration
Agenda Section: Regular
Public hearing: Yes
Date of public hearing: May 21, 2025

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Tourism Development Authority Fiscal Year 2026 Budget Adoption

Attachments:

1. Tourism Development Authority - FY26 Budget Ordinance
2. Tourism Development Authority - Financial Summary
3. Tourism Development Authority - Highlights

Summary:

The Hillsborough Tourism Development Authority held a budget public hearing on May 21, 2025. Budget highlights include funding to purchase additional holiday décor, a contribution toward an Uproar public art purchase, as well as support the Solstice Lantern Walk event. Funds are also budgeted to support exploring a performing arts center at the Eno Arts Mill.

Financial impacts:

As outlined in the FY26 budget ordinance and financial summary.

Staff recommendation and comments:

Staff recommends approval of the Tourism Development Authority budget. The board plans to spend a minimal amount of fund balance to support various efforts. Occupancy Tax revenues remain consistent.

Action requested:

Approve, or approve with conditions/modifications.



ORDINANCE
Tourism Development Authority Budget
FY2025-26

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

Section 1. Tourism Development Authority Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Occupancy Tax	\$100,000
Fund Balance Appropriation	<u>\$ 36,150</u>
TOTAL	\$136,150

The following amounts are hereby appropriated for the operation of the Tourism Development Authority (TDA) and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the TDA:

Tourism Development Authority	<u>\$136,150</u>
TOTAL	\$136,150

Section 2. The Town of Hillsborough will collect an Occupancy Tax and distribute the funds to the Tourism Development Authority to fund its operations. These funds are listed as “Occupancy Tax” revenues in Section I of the ordinance.

Section 3. Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to this budget.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes:
Noes:
Absent or excused:

Meaghun Darab, Tourism Development Authority Chair

Mark Bell, Mayor

Sarah E. Kimrey, Town Clerk



Revenues

TDA Revenues (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Intergovernmental	\$130,366	\$100,000	\$100,000	\$100,000	\$105,000
Fund Balance Appropriated	\$0	\$24,500	\$36,150	\$0	\$0
TOTAL	\$130,366	\$124,500	\$136,150	\$100,000	\$105,000

Expenditures

TDA Expenditures (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Operating	\$73,651	\$124,500	\$136,150	\$100,000	\$105,000
TOTAL	\$73,651	\$124,500	\$136,150	\$100,000	\$105,000

Financial Summary

TDA Revenues vs. Expenditures

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Revenues	\$130,366	\$124,500	\$136,150	\$100,000	\$105,000
Expenses	\$73,651	\$124,500	\$136,150	\$100,000	\$105,000
REVENUES LESS EXPENSES	\$56,716	\$0	\$0	\$0	\$0

Fund Balance

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Fund Balance Appropriation		\$24,500	\$36,150	\$0	\$0
Remaining Balance	\$414,386	\$389,886	\$353,736	\$353,736	\$353,736
Fund Balance as % of Budget	562.6%	313.2%	330.2%	353.7%	336.9%



Key Operations

Special legislation was passed by the North Carolina General Assembly allowing the town to levy a three-percent occupancy tax on overnight accommodations and to use that tax to fund tourism related activities. The town receives three percent of these funds for the general financial management and enforcement of collections of these monies. The remaining funds are appropriated by the Tourism Development Authority (TDA) to support special events, programs, and marketing campaigns that generate additional over-night stays and continue to grow tourism in Hillsborough.

FY25 Major Accomplishments

- Purchased and installed new holiday decorations at the town holiday tree and Visitors Center to support making the holiday tree lighting a separate event for this year
- Cost-shared a portion of the town's downtown and west hillsborough parking study to improve the parking experience for visitors
- Supported the UPROAR festival of public art, Paint it Orange, and River Park Concert 2025 with sponsorship funds to market those events
- Supported Children's Place of Coastal Horizons in hosting Parent Day at Orange Correctional Center by providing some lodging vouchers for those that couldn't otherwise stay in town and have long journeys here to visit loved ones
- Ran marketing campaigns with WHUP, WRAL, and Triangle Media Partners
- Continued to explore the development of a future 'cultural performing arts center' with town and county partners

FY26 Major Budget Changes

- Begin exploring doing joint marketing planning with the Hillsborough Tourism Board through the Visitors Center as a pilot project for FY26
- Plan to continue to invest in high impact, quality, long lasting holiday decor to make downtown and West Hillsborough more festive and encourage more overnight stays, shopping, and dining in

FY27-28 Financial Forecast

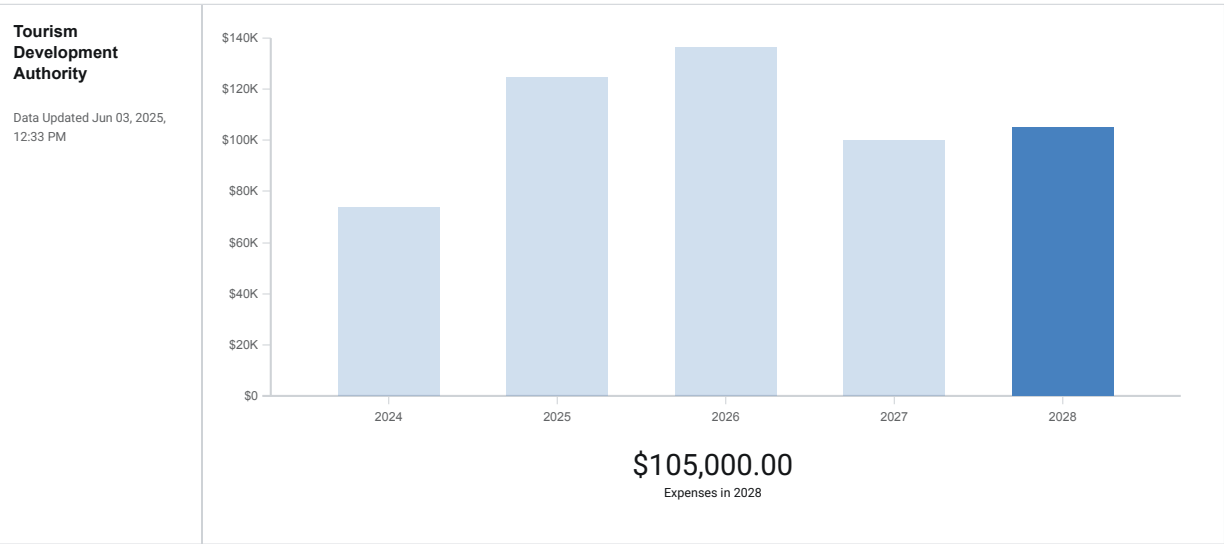
- Its anticipated that Occupancy Tax collections will continue to increase marginally year over year

Expenditures by Category

Tourism Development Authority

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Operating	\$73,651	\$124,500	\$136,150	\$100,000	\$105,000
TOTAL	\$73,651	\$124,500	\$136,150	\$100,000	\$105,000

Department Expenditure Summary





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Planning & Economic Development Division
Agenda Section: Consent
Public hearing: Yes
Date of public hearing: May 15, 2025

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II

ITEM TO BE CONSIDERED

Subject: Text amendment to Unified Development Ordinance Section 9.2, Definitions – Bank and Financial Institution (initiated by the Board of Adjustment)

Attachments:

1. Draft text amendment
2. Final order for Board of Adjustment case BA-01-2025
3. Planning Board statement
4. Consistency statement
5. Ordinance

Summary:

On February 12, 2025, the Board of Adjustment heard an appeal from DNB Ventures LLC. It was regarding the Planning Manager's interpretation that drive-up ATMs (automated teller machines) were not allowed at banks/financial institutions. The Planning Manager based this interpretation on two definitions in [UDO Section 9.2](#): "Automated Teller Machine (ATM)" and "Bank and Financial Institution."

The Board of Adjustment determined that the Planning Manager's interpretation was proper. It also acknowledged that the two definitions were in conflict. As such, it recommended that staff prepare a text amendment to the "Bank and Financial Institution" definition to explicitly allow drive-up ATMs at banks/financial institutions.

The Joint Public Hearing for this item was held on May 15, 2025. No members of the public offered written or verbal comments on the amendment. After the public hearing closed, the Planning Board unanimously recommended approval of the text amendment (6-0).

Comprehensive Sustainability Plan goals:

[Town Government and Public Services Goal 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: Staff recommends approval of the text amendment.

Action requested: Adopt the text amendment.

~~Strikethrough~~ = Existing language to be removed

Underlined = Proposed language

9.2 DEFINITIONS

Automated Teller Machine (ATM) An unstaffed machine for accessing financial accounts. These may be attached to a bank branch or independently located for walk-up or drive-up customers.

Bank & Financial Institution An establishment that provides retail banking services, mortgage lending, or similar financial services to individuals and businesses. Financial institutions include those establishments engaged in the on-site circulation of cash money and check-cashing facilities but shall not include bail bond brokers. Financial institutions may also provide Automated Teller Machines (ATM) services, located within a fully enclosed space or building, or along an exterior building wall intended to serve walk-up or drive-up customers~~-only~~. Financial institutions may include drive-up windows.

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

BEFORE THE TOWN OF HILLSBOROUGH
BOARD OF ADJUSTMENT
CASE NO. BA-01-2025

In the Matter of:)	
)	
Appeal Submitted by)	ORDER
)	
DNB VENTURES, LLC,)	INTERPRETING THE
C/O MICHAEL D. KANEY,)	UNIFIED DEVELOPMENT ORDINANCE
)	
Appellant)	

This matter came before the Town of Hillsborough Board of Adjustment for a quasi-judicial evidentiary hearing on February 12, 2025, pursuant to proper notice published in accordance with the Town of Hillsborough UDO (Unified Development Ordinance) and North Carolina General Statute 160D-406(b).

Members of the Board present and participating in this matter were Chair Sean Kehoe, Vice Chair Raul Herrera, David Blankfard, Robert Iglesias, Eddie Sain and Jenn Sykes. Sain did not participate or vote in the matter.

Town of Hillsborough Senior Planner Tom King was present representing the Town's Planning and Economic Development Division.

Town Attorney Bob Hornik of The Brough Law Firm, PLLC, represented the Board of Adjustment.

Michael D. Kaney representing DNB Ventures, LLC, was present on behalf of the appellant.

Nick Paliouras of Paliouras Enterprises, LLC, was present on behalf of the property owner. Paliouras did not participate in the hearing.

No members of the public or other witnesses were present at the hearing.

In accordance with quasi-judicial procedures, all parties intending to testify and present

evidence were sworn. The Board heard a verbal staff report presentation from King, and a verbal presentation from Kaney. In addition to the verbal staff report and presentation, the Board was provided with and viewed King's staff report containing the appellant's application materials.

There was no factual dispute between the parties. The issue presented was a legal question – the proper interpretation of the UDO.

After carefully considering all the evidence and arguments, engaging in deliberation among the Board, and based upon testimony and arguments presented during the hearing, the Board renders the following FINDINGS OF FACT, draws the following CONCLUSIONS OF LAW and makes the following DECISION:

FINDINGS OF FACT

1. Kaney represents a client who is interested in constructing a bank or financial institution on property owned by Paliouras Enterprises, LLC. The client desires a building-mounted, drive-up ATM (Automated Teller Machine) as part of their project. No drive-up teller window is desired.

2. Kaney contacted Planning and Economic Development Division staff on December 4, 2024, via electronic mail asking if drive-up ATMs associated with banks and financial institutions are regulated in the same manner as drive-up windows.

3. King investigated the matter on December 5, 2024, and determined that a drive-up ATM associated with a bank or financial institution is not permitted under current UDO provisions.

4. King based the determination on the following two definitions found in UDO Section 9 (Definitions), Subsection 9.2 (Definitions):

“Automated Teller Machine (ATM): An unstaffed machine for accessing financial accounts. *These may be attached to a bank branch or independently located for walk up or drive up customers.*” [emphasis added]

“Bank & Financial Institution: An establishment that provides retail banking services, mortgage lending, or similar financial services to individuals and businesses. Financial institutions include those establishments engaged in the on-site circulation of cash money and check-cashing facilities but shall not include bail bond brokers. *Financial institutions may also provide Automated Teller Machines (ATM) services, located within a fully enclosed space or building, or along an exterior building wall intended to serve walk-up customers only.* Financial institutions may include drive-up windows.” [emphasis added]

5. King’s determination concluded that:

(a) ATMs are treated differently than drive-up windows in the definitions of the two uses.

(b) The “Bank & Financial Institution” definition language is more restrictive than the “Automated Teller Machine (ATM)” use definition language.

(c) In interpreting conflicting ordinance language or provisions, the more restrictive language or provision governs.

6. King transmitted the determination to Kaney via electronic mail on December 5, 2024.

7. Planning, Tourism and Economic Development Manager Shannan Campbell responded to King’s determination on December 6, 2024, via electronic mail informing both King and Kaney that she would review King’s determination and investigate the possibility of a different interpretation.

8. On December 16, 2024, Campbell responded to Kaney via electronic mail stating her concurrence with King’s determination.

9. Kaney filed a timely appeal of the determination on January 13, 2025, in accordance with the UDO and North Carolina General Statute 160D-405(d).

10. Kaney posed the following arguments in support of the appeal:

(a) Staff erred in their interpretation of the intent of the UDO in their review of

the two conflicting definitions; in that drive-up windows associated with banks and financial institutions are allowed, but drive-up ATMs attached to a bank building are not.

(b) The definition of ATM states they “may be attached to a bank branch...for...drive up customers.” Therefore, ATMs should be allowed to be installed on the exterior wall of a bank or financial institution for drive-up customers.

(c) The UDO specifically states that ATMs may be attached to a bank branch for drive-up customers.

(d) The UDO allows drive-up windows for banks and financial institutions but does not differentiate between drive-up windows and drive-up ATMs, and why one is specifically allowed and the other not. Drive-up windows use loudspeakers for communication between tellers and patrons, which is much more intrusive to adjoining properties than a single drive-up ATM attached to a bank’s exterior building wall.

CONCLUSIONS OF LAW

The resolution of this case depends on the interpretation of the ordinance language as applied to the foregoing facts. It is the Board’s conclusion that:

11. Staff’s determination was proper.
12. Staff’s decision was based on a strict reading of the definitions of “Automated Teller Machine (ATM)” and “Bank & Financial Institution” as found in UDO Section 9.2.

DECISION

THEREFORE, based upon all the foregoing IT IS ORDERED that the staff’s decision is hereby AFFIRMED.

In addition, IT IS FURTHER ORDERED that the following action be taken: The Board recommends staff prepare an amendment to the UDO changing the definition of “Banks &

Financial Institution” found in Subsection 9.2 (Definitions) to read as follows:

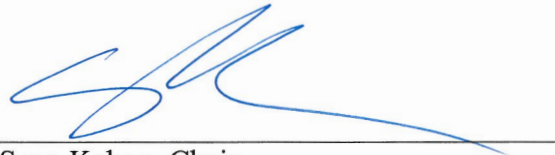
“An establishment that provides retail banking services, mortgage lending, or similar financial services to individuals and businesses. Financial institutions include those establishments engaged in the on-site circulation of cash money and check-cashing facilities but shall not include bail bond brokers. Financial institutions may also provide Automated Teller Machines (ATM) services, located within a fully enclosed space or building, or along an exterior building wall intended to serve walk-up or drive-up customers only. Financial institutions may include drive-up windows ~~only~~.” [Note: new wording is underlined; existing wording to be removed is denoted by a strikethrough]

Typo Error: This "only" should be strikethrough. TK 2/25/2025

Typo Error: This "only" did not ever exist in the definition. TK 2/25/2025

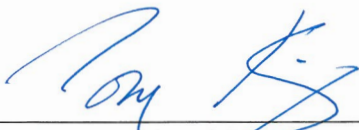
This Order is final and effective as of the date of filing in the office of the Planning, Tourism and Economic Development Division Manager as indicated below.

DONE AND APPROVED BY A UNANIMOUS VOTE OF ALL THE BOARD MEMBERS
PRESENT AND VOTING AT THE QUASI-JUDICIAL EVIDENTIARY HEARING ON THIS
MATTER on the 12th day of February 2025.



Sean Kehoe, Chair
Town of Hillsborough Board of Adjustment

Filed this 18th day of February 2025.



Tom King, AICP, CZO
Senior Planner
Secretary to the Board of Adjustment
Town of Hillsborough Community Services Department
Planning and Economic Development Division

NOTE: An aggrieved party may appeal a decision by the Board of Adjustment to the Superior Court of Orange County. Appeals shall be in *certiorari* pursuant to North Carolina General Statutes 160D-1402 and must be filed within the time provided by North Carolina General Statute 160D-1405(d).



PLANNING BOARD STATEMENT OF PLAN CONSISTENCY AND RECOMMENDATION

On a text amendment, initiated by the Board of Adjustment, to
Unified Development Ordinance Section 9.2, Definitions
May 15, 2025

WHEREAS, the Town of Hillsborough Planning Board has received and reviewed a text amendment, initiated by the Board of Adjustment, to UDO Section 9.2, Definitions; 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 the following:

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 & Public Services chapter:
 - Town Government & Public Services Goal 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 addressing inconsistencies in the town's development regulations.

WHEREFORE, upon a motion by **Christian Neuschmidt**, seconded by **Hooper Schultz**, the foregoing was put to a vote of the Board, the results of which vote are as follows:

Ayes: 6 (Frank Casadonte, Hooper Schultz, Jeanette Benjey, Robert Iglesias, Sherra Lawrence, and Christian Neuschmidt)

Noes: 0

Absent: 2 (John Giglia; Tiffney Marley)

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

Frank Casadonte

[Frank Casadonte \(May 19, 2025 16:33 EDT\)](#)

Frank Casadonte, Chair
Town of Hillsborough Planning Board

Date of signature by Chair: 05/19/25 _____

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

Consistency Statement per NC GS § 160D-605

Request to amend Unified Development Ordinance Section 9.2, Definitions
(initiated by the Board of Adjustment)

June 9, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed a proposal, initiated by the town's Board of Adjustment, to amend Unified Development Ordinance Section 9.2, Definitions. Specifically, the amendment proposes to change the definition of "Bank & Financial Institution" to allow drive-up automated teller machines (ATMs).

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

1. The proposed amendment is **consistent** with the following goal, strategy, and action in the Town Government and Public Services chapter:
 - 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 Comprehensive Sustainability Plan and **promotes** public health, safety, and welfare by addressing inconsistencies in the town's development regulations.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance

Section 9.2, Definitions – Bank and Financial Institution

WHEREAS, an application was initiated by the Board of Adjustment of the Town of Hillsborough to amend UDO Section 9.2, Definitions, to change the definition of “Bank and Financial Institution” to allow drive-up automated teller machines; 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 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 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

9.2 DEFINITIONS

Automated Teller Machine (ATM)	An unstaffed machine for accessing financial accounts. These may be attached to a bank branch or independently located for walk-up or drive-up customers.
Bank & Financial Institution	An establishment that provides retail banking services, mortgage lending, or similar financial services to individuals and businesses. Financial institutions include those establishments engaged in the on-site circulation of cash money and check-cashing facilities but shall not include bail bond brokers. Financial institutions may also provide Automated Teller Machines (ATM) services, located within a fully enclosed space or building, or along an exterior building wall intended to serve walk-up or drive-up customers. Financial institutions may include drive-up windows.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: N/A

PRESENTER/INFORMATION CONTACT

Joseph Hoffheimer, Planner
Shannan Campbell, Planning and Econ. Dev. Manager

ITEM TO BE CONSIDERED

Subject: Resolution to adopt Hillsborough's portion of the 2025 Eno-Haw Regional Hazard Mitigation Plan

Attachments:

Resolution of adoption of the 2025 Eno-Haw Regional Hazard Mitigation Plan

Summary:

Staff have worked with regional partners from Alamance, Durham, Orange, and Person counties, their municipalities, and consultants from WSP on the update to the Eno-Haw Regional Hazard Mitigation Plan over the last several months. Adoption of the Hazard Mitigation Plan by the Town of Hillsborough is required by state and federal law, and the plan must be updated every five years. Planning and Economic Development staff actively participated in the update process by promoting public engagement, attending virtual meetings, reviewing and providing feedback on drafts, and aligning hazard mitigation action items with the town's adopted Comprehensive Sustainability Plan. The town is not required to complete any action items in the plan, but having the items included in the plan may make them eligible for future grant funding opportunities. Additional information on the adoption process is provided in the attached resolution.

Link to the full draft plan is here: https://enohawhmp.com/assets/pdfs/Eno-Haw%20Regional%20Hazard%20Mitigation%20Plan%20Draft_050125.pdf

Financial impacts:

Low

Staff recommendation and comments:

Approve the attached resolution adopting the 2025 Eno-Haw Regional Hazard Mitigation Plan.

Action requested:

To approve a resolution adopting the 2025 Eno-Haw Regional Hazard Mitigation Plan as approved by the North Carolina Division of Emergency Management.



RESOLUTION

Adopting the Eno-Haw Regional Hazard Mitigation Plan

WHEREAS, the citizens and property within the Town of Hillsborough are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the region are particularly vulnerable to drought, excessive heat, hurricane and coastal hazards, thunderstorm, tornado, winter weather, flooding, wildfire, hazardous substances, cyber threat, terrorism, and infrastructure failure; and

WHEREAS, the Town of Hillsborough desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (*State emergency assistance funds*) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said plan must be updated and adopted within a five-year cycle; and

WHEREAS, the Town of Hillsborough has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Board of Commissioners of the Town of Hillsborough to fulfill this obligation in order that the Town of Hillsborough will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County;

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

1. Adopts the Eno-Haw Regional Hazard Mitigation Plan.
2. Vests the Town of Hillsborough with the responsibility, authority, and the means to:
 - (a) Inform all concerned parties of this action.
 - (b) Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints the Town of Hillsborough Planning and Economic Development Division to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the plan to assure that the plan is in compliance with all state and federal regulations and that any needed revisions or amendments to the plan are developed and presented to the Town of Hillsborough Board of Commissioners for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
 Department: Planning & Economic Development Division
 Agenda Section: Regular
 Public hearing: Yes
 Date of public hearing: May 15, 2025

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II

ITEM TO BE CONSIDERED

Subject: Annexation and rezoning requests for 224 Oakdale Drive (PIN 9863-86-4896)

Attachments:

1. Annexation and rezoning applications
2. Vicinity, Zoning, and Future Land Use Maps
3. Joint public hearing – 500' notification ring and copy of mailed notice
4. Staff analysis
5. Planning Board statement
6. Consistency statement
7. Annexation and rezoning ordinances

Summary:

Application Summary	
Property owner:	David Thomas Patterson Trustee
Applicant:	Nasser Massry of Starlight Construction LLC
Location:	224 Oakdale Drive (PIN 9863-86-4896)
Annexation type:	Voluntary, contiguous
Acreage:	+/- 4.62 acres
Applicant requests:	<ol style="list-style-type: none"> 1. Annex the property to the Town of Hillsborough; and 2. Rezone it from R1 in Orange County to R10 in the town. (R10 is a residential zoning district with a minimum lot size of 10,000 square feet, which is about ¼ acre.) <p>If annexed and rezoned, the applicant intends to develop the property as a residential subdivision of approximately 15 lots.</p>

Joint Public Hearing

The Joint Public Hearing for this item was held on May 15, 2025. State law requires that the town advertise hearings for rezonings in the following ways. All these actions are to be initiated between 10 – 25 days before the hearing date:

- Publish notice in the newspaper once a week for two successive calendar weeks;

- Post a sign on the site; and
- Send mailed notices to those who own property abutting the subject parcel, using the mailing addresses listed on the County tax roll. Note that the Unified Development Ordinance increases this requirement, requiring notices to be mailed to property owners within 500 feet of the subject parcel.

On April 29, 2025, staff deposited written notices in the letter drop at the Post Office at 144 E. King St. An advertisement was placed in the News of Orange on April 30 and May 7, 2025. Staff posted a sign on the site on May 2, 2025.

For the written notices, staff assessed the 500-foot notification ring in Orange County GIS, which lists the property owners' mailing addresses per the Orange County tax roll. Staff downloaded that address data directly from GIS and mailed notices to those addresses. The post office has returned five notices, copies of which have been kept of file. The notices were stamped with the following:

- Vacant (1);
- No mail receptacle (3); and
- Not deliverable as addressed (1 – the mailing address on label matches the tax roll).

Four members of the public submitted written comments before the hearing. Staff forwarded those to the town board and Planning Board. Two members of the public spoke at the hearing: Ms. Cindy Talisman of 2105 Magnolia Lane and Ms. Robin Langford of 2401 Uphill Court.

Ms. Talisman expressed several concerns, including the following: traffic congestion; rate of growth; increased cost of living; insufficient public notice; and stormwater runoff. Ms. Langford requested that open space be preserved at the southern property boundary, as was done with the Oak Ridge subdivision to the west.

Planning Board recommendation

After the public hearing closed, the Planning Board unanimously recommended approval of the proposal (6-0). The Planning Board's consistency statement is attached.

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 and growth patterns.
- Action: Analyze additional opportunities for infill and redevelopment and increased density in existing neighborhoods, focusing on the provision of water and sewer and other infrastructure and services.

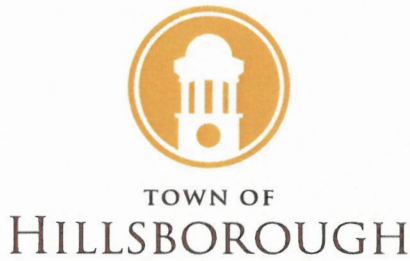
Financial impacts:

None anticipated other than the standard impacts associated with in-fill residential development.

Staff recommendation and comments:

Please see the attached Staff Analysis for detailed comments. Staff recommends approval of the annexation and rezoning requests based on consistency with the town's adopted ordinances and plans.

Action requested: Vote on the annexation and rezoning requests.



APPLICATION Annexation to the Town of Hillsborough

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

Unless told otherwise, you must submit an Annexation Interest Letter before you can submit an Annexation Application. Letters are reviewed by the Board of Commissioners and may be submitted to Planning staff at the email address above. If you are requesting to annex property not zoned in the Town of Hillsborough, you will need to submit a rezoning application as well. Please contact Planning with questions.

Submittal Requirements

- | | |
|--|---|
| <input checked="" type="checkbox"/> Prior review/approval of Annexation Interest Letter (see note above) | <input checked="" type="checkbox"/> Written metes and bounds description of the proposed annexation area |
| <input checked="" type="checkbox"/> Signed Annexation Petition form | <input checked="" type="checkbox"/> Annexation survey or plat prepared by a professional land surveyor licensed in NC |

Statement to the Board of Commissioners of Hillsborough, NC

1. We, the undersigned owners of real property, respectfully request that the area described in this petition be annexed to the Town of Hillsborough, North Carolina.
2. The area to be annexed is (check one) ☒ contiguous ☐ noncontiguous to the Town of Hillsborough, and the boundaries are as contained in the metes and bounds description attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas unless otherwise stated in the annexation amendment (NC G.S. § 160A-31(f)).

Property Owner Contact

Name David T Patterson
Phone 919-732-2003
Email dtp4516@yahoo.com
Address PO BOX 74
Hillsborough, NC 27278

Applicant Contact

Name Nasser Massry/Starlight Const.
Phone 336-345-1177
Email nassermassry@gmail.com
Address 1132 Lochshire Dr.
Burlington, NC 27215

Property Details

Addresses/Location	<u>224 Oakdale Dr.</u>	
Parcel ID Numbers	<u>9863864896</u>	Acreage <u>4.62</u>
Current Land Use(s)	<u>Residential / Vacant</u>	
Proposed Land Use(s)	<u>Residential (R10)</u>	

Signatures

Sign below if the properties proposed for annexation are owned by separate individuals. If the properties are owned by a Limited Liability Company (LLC), Partnership, or Corporation, your signature(s) will need to be notarized. Contact Planning staff for more information.

I/we, being the owner(s) of all real property described in this application, request that the area described in this petition be annexed to the Town of Hillsborough. This petition is submitted under the authority of NC G.S. § 160A-31 (contiguous annexation) or NC G.S. § 160A-58.1 (noncontiguous annexation).

DAVID T. PATTERSON David T. Patterson 2-24-25
Property Owner (Print) Signature Date

Property Owner (Print)	Signature	Date
Property Owner (Print)	Signature	Date
Property Owner (Print)	Signature	Date
Property Owner (Print)	Signature	Date
Property Owner (Print)	Signature	Date

Staff Use Only	
Date received	March 11, 2025
Received by	MOB
Fee & receipt number (if any)	N/A
Tentative public hearing date	May 15, 2025



HILLSBOROUGH
PLANNING AND
ECONOMIC DEVELOPMENT

^{DTP}
trust

Complete if Property Owned by a ~~Partnership~~

In witness whereof, ^{REVOCABLE TRUST} DAVID THOMAS PATTERSON 2022, a ^{DTP} ~~partnership~~ ^{trust} in the State of ^{DTP} ~~North Carolina~~, has caused this instrument to be executed in its name by a ~~general~~ ^{the Trustee} partner pursuant to authority duly given, this the 24 day of February, 2025 ^{DTP}

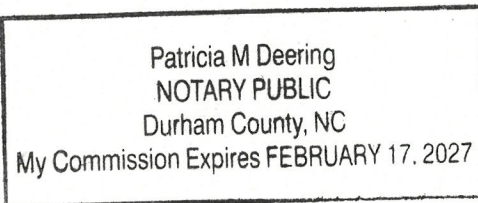
By David T. Patterson
Signature of ~~General Partner~~ ^{Trustee} ^{DTP}

STATE OF NORTH CAROLINA

COUNTY OF Durham

Sworn and subscribed before me, Patricia M. Deering, a Notary Public for the above State and County, this the 24 day of February, 2025.

SEAL



Patricia M. Deering
Notary Public
My commission expires: 2-17-2027

I hereby certify that under my direction and supervision this plot, shown and described hereon, was drawn from the actual survey, deed reference in Book 6818, Page 838: that the error of closure as calculated by latitude and departures is 1: 10,000: that the boundaries not surveyed are shown as broken lines: that the property this survey represents is within the regulation jurisdiction of the County of ORANGE, and is an existing tract: and that this plot is prepared in accordance with G.S. 47-30 as amended.

This is all of Lot No. _____,
 plat of which is recorded in Plat Book _____, Page _____
 in the Office of the Register of Deeds for ORANGE _____
 County, North Carolina.

MARCH, 2025

C) THIS FIRM MAKES NO GUARANTEE AS TO THE EXISTENCE OR LOCATION OF ANY UNDERGROUND UTILITIES OR IMPROVEMENTS ON OR ACROSS THIS PROPERTY. ANY UNDERGROUND UTILITIES OR IMPROVEMENTS SHOWN HEREON HAVE BEEN LOCATED FROM VISIBLE EVIDENCE AND AVAILABLE INFORMATION.

Section 6, Item A.

LEGAL DESCRIPTION

BEGINNING AT AN EXISTING IRON STAKE, BEING IN THE SOUTHERN RIGHT OF WAY OF OAKDALE DRIVE, AND HAVING N.C. GRID COORDINATES OF NORTHING: 837282.636 AND EASTING : 1968613.227, THENCE A BEARING OF S 16° 32' 51" E, A DISTANCE OF 420.06' TO AN EXISTING IRON STAKE, THENCE A BEARING OF S 16° 35' 12" E, A DISTANCE OF 420.08' TO AN EXISTING IRON STAKE, THENCE ALONG THE PROPERTY LINE OF CORNWALLIS HILLS SUBDIVISION, A BEARING OF N 89° 34' 27" W, A DISTANCE OF 39.42' TO AN EXISTING IRON STAKE, THENCE A BEARING OF N 89° 59' 27" W, A DISTANCE OF 217.07' TO AN EXISTING IRON STAKE, THENCE ALONG THE EASTERN PROPERTY LINE OF THE OAK RIDGE SUBDIVISION, A BEARING OF N 16° 35' 20" W, A DISTANCE OF 414.75' TO AN EXISTING IRON STAKE, THENCE N 16° 31' 53" W, A DISTANCE OF 208.99' TO AN EXISTING IRON STAKE, THENCE N 17° 14' 21" W, A DISTANCE OF 143.44' TO AN EXISTING IRON STAKE IN THE SOUTHERN RIGHT OF WAY OF OAKDALE DRIVE, THENCE ALONG SAID RIGHT OF WAY A BEARING OF N 73° 32' 30" E, A DISTANCE OF 247.46' TO AN EXISTING IRON STAKE, BEING THE POINT AND PLACE OF BEGINNING AND CONTAINING 4.54 AC.± AS SHOWN ON SURVEY COMPLETED BY CAROLINA CORNERSTONE SURVEYING, DATED 03/11/25, FILE: 250218

57247
a

NORTH CAROLINA GENERAL WARRANTY DEED

Delinquent taxes, if any, to be paid by the closing attorney to the Orange County Tax Collector upon disbursement of closing proceeds.

Excise Tax: \$ 0.00

Parcel Identifier No. 9862458861; 9862557885; and 9863864896

Verified by _____ County on the _____ day of _____, 20__

By: _____

Mail/Box to: Grantee P.O. Box 74, Hillsborough, NC 27278-0074

This instrument was prepared by: Joseph W. Marion, a licensed NC Attorney No title exam

Brief description for the Index: _____

THIS DEED made this 8th day of June, 2023, by and between

GRANTOR	GRANTEE
David Thomas Patterson, single	David Thomas Patterson, Trustee of the David Thomas Patterson 2023 Revocable Trust dated June 8, 2023
Address: Post Office Box 74 Hillsborough, NC 27278-0074	Address: Post Office Box 74 Hillsborough, NC 27278-0074

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine, or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell, and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, _____ Township, Orange County, North Carolina and more particularly described as follows:

Submitted electronically by "Marion Law Office, PLLC"
in compliance with North Carolina statutes governing recordable documents
and the terms of the submitter agreement with the Orange County Register of Deeds.

See attached Exhibit A for legal description

All or a portion of the property herein conveyed XX does include or ____ does not include the primary residence of the Grantor. (N.C.G.S § 105-317.2).

The property hereinabove described was acquired by Grantor by instrument recorded in Book ____, Page ____.

A map showing the above described property is recorded in Plat Book ____, Page ____.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

Subject to all easements, restrictions and rights-of-way of record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

David Thomas Patterson (Seal)
David Thomas Patterson

State of North Carolina - County of Durham

I, the undersigned Notary Public of Albemarle County and State of North Carolina, do hereby certify that **David Thomas Patterson** personally appeared before me this day and acknowledged to me that he voluntarily executed the foregoing instrument for the purposes therein expressed.

Witness my hand and Notarial stamp or seal this 8th day of June, 2023.



Sign: Maria Ann Sconzo
Print: MARIA Ann Sconzo - Notary Public

My Commission Expires: 6/2/2028

EXHIBIT A**Parcel 1:**

Consisting of **15.13 acres** and BEING **Lot B** of the plat recorded in Plat Book 35 at Page 36, Orange County Registry, to which reference is hereby made.

Grantor acquired the property by Deed recorded in Book 938, Page 590, Orange County Registry.

This property has a street address of 4214 Carriage Rd, Hillsborough, NC 27278 and a tax parcel # 9862458861.

Parcel 2:

BEING all of **Lot No. 1A** of the property of Dennis Bernard Amos and Gertrude M. Willis, according to the plat and survey by Mary E. Ayers, Surveyor and consisting of **25.42 acres**; recorded in Plat Book 84 at Page 173, Orange County Registry, to which reference is hereby made.

Grantor acquired the property by Deed recorded in Book 2025, Page 162, Orange County Registry.

This property has a tax parcel # 9862557885.

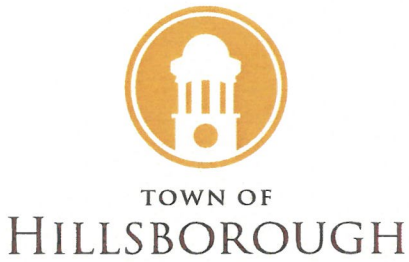
Parcel 3:

Property located on the south side of Oakdale Drive and BEING all of **Lot No. 86A; Lot 87 (Sections A and B); and Lot No. 88 (Section A and B)** as shown on plat entitled "Part of Gary Lloyd Farm", as surveyed by F.M. Carlisle, dated January 14, 1949, also known as "OAKDALE FARMS", recorded in Plat Book 5 at Page 110, Orange County Registry, to which reference is hereby made.

Grantor acquired Lot No 86A by Deed recorded in Book 229, Page 660, Orange County Registry; Lot No. 87 (a and b) by Deed recorded in Book 207, Page 598, Orange County Registry; and Lot No. 88 (a and b) by Deed recorded in Book 214, Page 774, Orange County Registry.

These lots are to remain as one tax parcel.

This property has a street address of 225 Oakdale Dr , Hillsborough, NC 27278 and a tax parcel # 9863864896.



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. Incomplete applications will not be accepted. Please contact staff with any questions.

Submittal Requirements

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

Property Owner Contact

Name David T Patterson
Phone 919-732-2003
Email dtp4516@yahoo.com
Address PO Box 74
Hillsborough, NC 27278

Applicant Contact

Name Nasser Massry/Starlight Const.
Phone 336-345-1177
Email nassermassry@gmail.com
Address 1132 Lochshire Dr.
Burlington, NC 27215

Property Details

Addresses/Location 224 Oakdale Dr, Hillsborough, NC
Parcel ID Numbers 9863864896
Current Land Use(s) Residential Acreage 4.62
Current Zoning R1
Proposed Zoning R10

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.

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.

Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.

Analyze additional opportunities for infill and redevelopment and increased density in existing neighborhoods, focusing on the provision of water and sewer and other infrastructure and services.

A rezoning request is decided legislatively, meaning the Town 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 UDO on the town's website: <https://www.hillsboroughnc.gov/about-us/departments/community-services/planning/unified-development-ordinance>.

The proposed amendment is consistent with all applicable Town adopted plans

The proposed amendment addresses a demonstrated community need

The proposed amendment would result in a logical and orderly development pattern

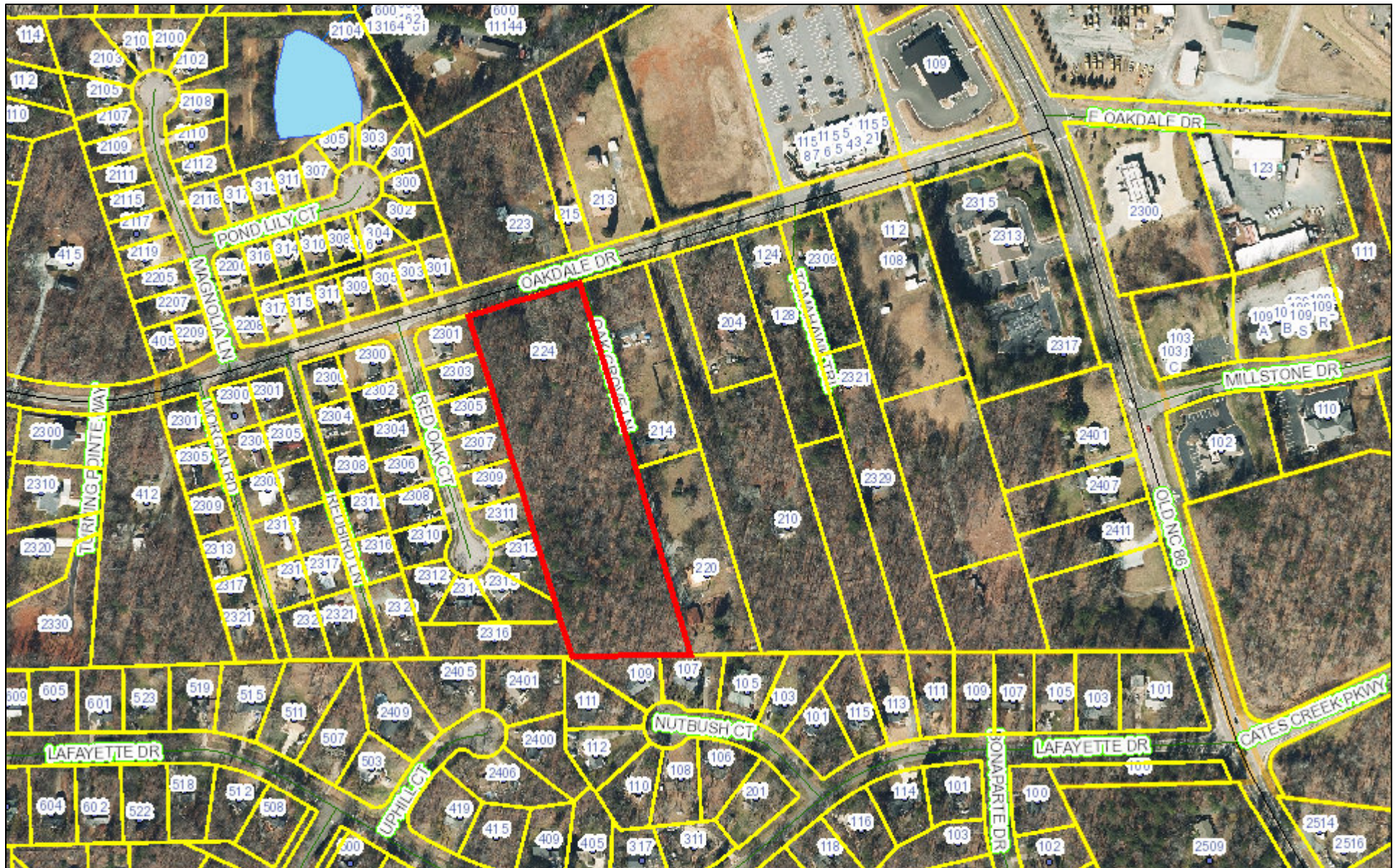
The proposed amendment is compatible with existing and proposed uses surrounding the subject land and is the appropriate zoning district for the land

I/we certify that the information presented by me/us in this application and accompanying documents is true and accurate to the best of my/our knowledge and belief. I/we acknowledge that the processing of this application may require additional permits, approvals, and/or fees.

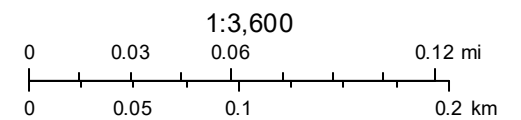
<u>Starlight Construction, LLC</u>	<u>Nasser Massry</u>	<u>2-20-2025</u>
Applicant (Print)	Signature	Date

Staff Use Only	
Date received	March 11, 2025
Received by	MOB
Fee & receipt number (if any)	\$500 - QFRGNCCVNJ
Tentative public hearing date	May 15, 2025

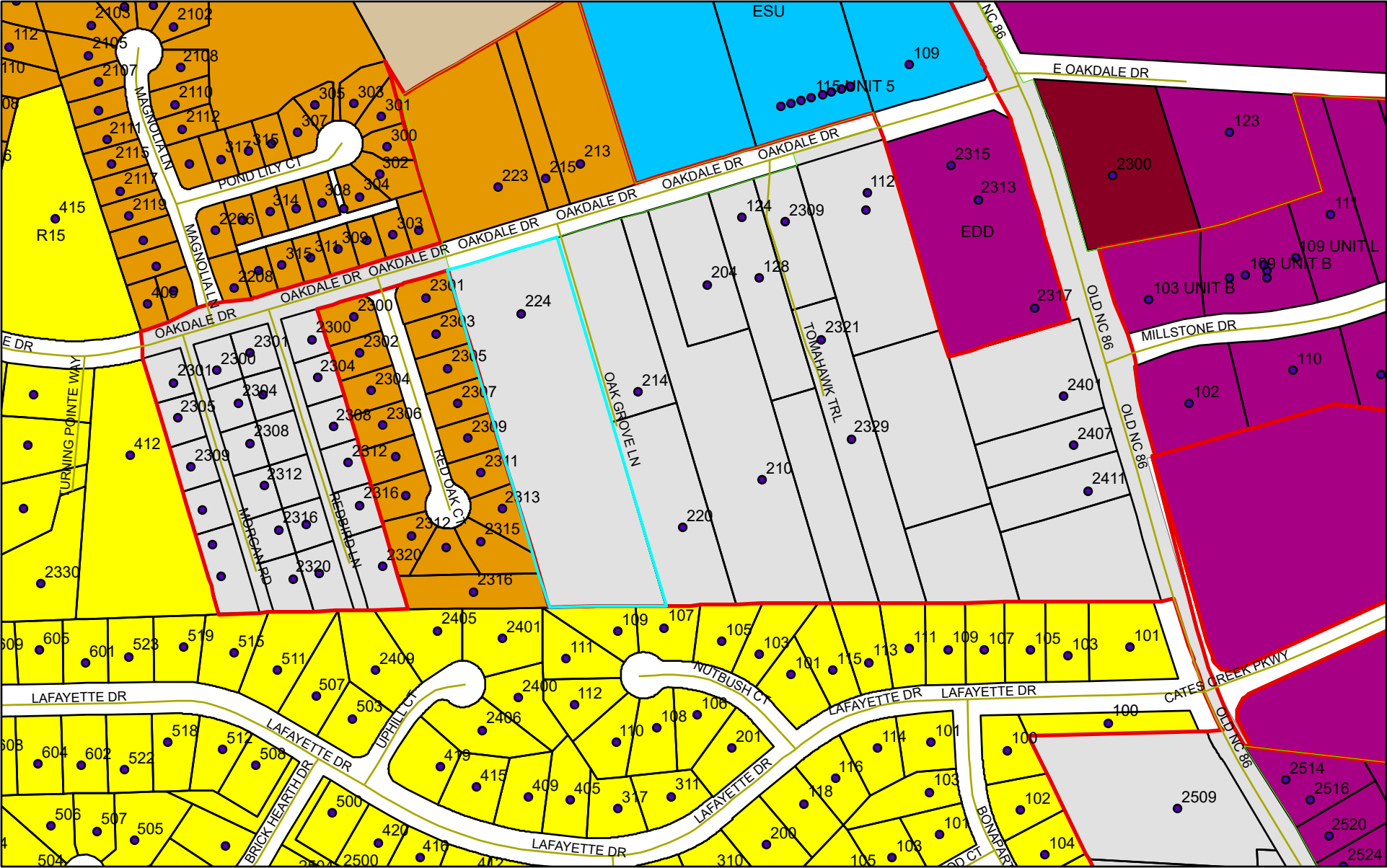
Vicinity Map - 224 Oakdale Drive



January 28, 2025



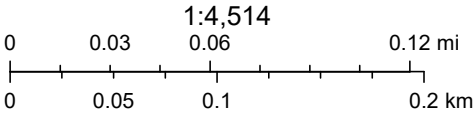
Zoning Map - 224 Oakdale Drive



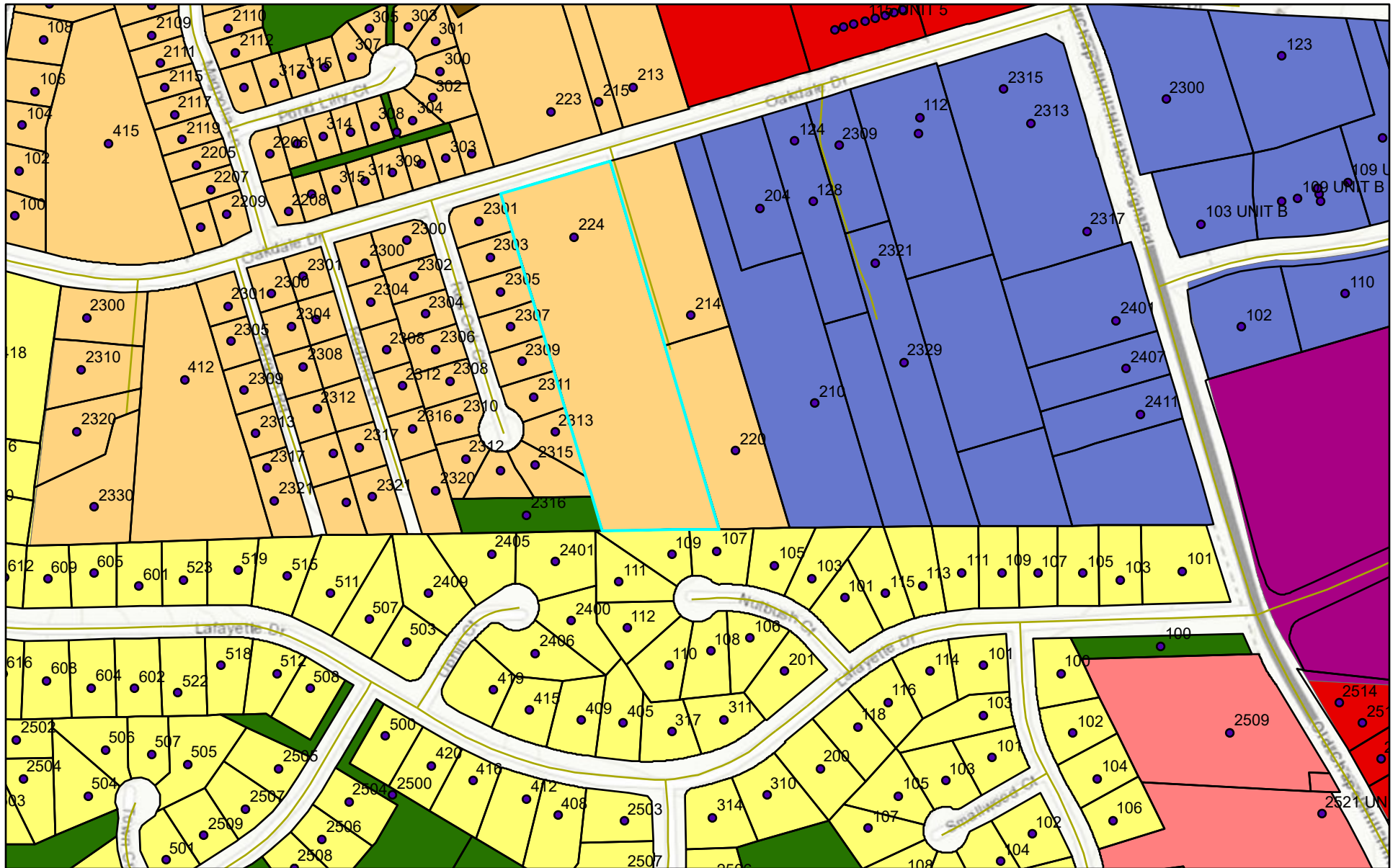
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- Streets
- Addresses
- Hillsborough ETJ
- Hillsborough Town Limits
- Parcels
- ZoningLayers
- EDD Economic Development District

- ESU Entranceway Special Use
- HIC High Intensity Commercial
- MF Multi-Family
- R10 Residential 10,000 sf min
- R15 Residential 15,000 sf min
- Orange County

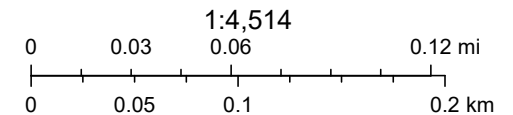


Future Land Use Map - 224 Oakdale Drive

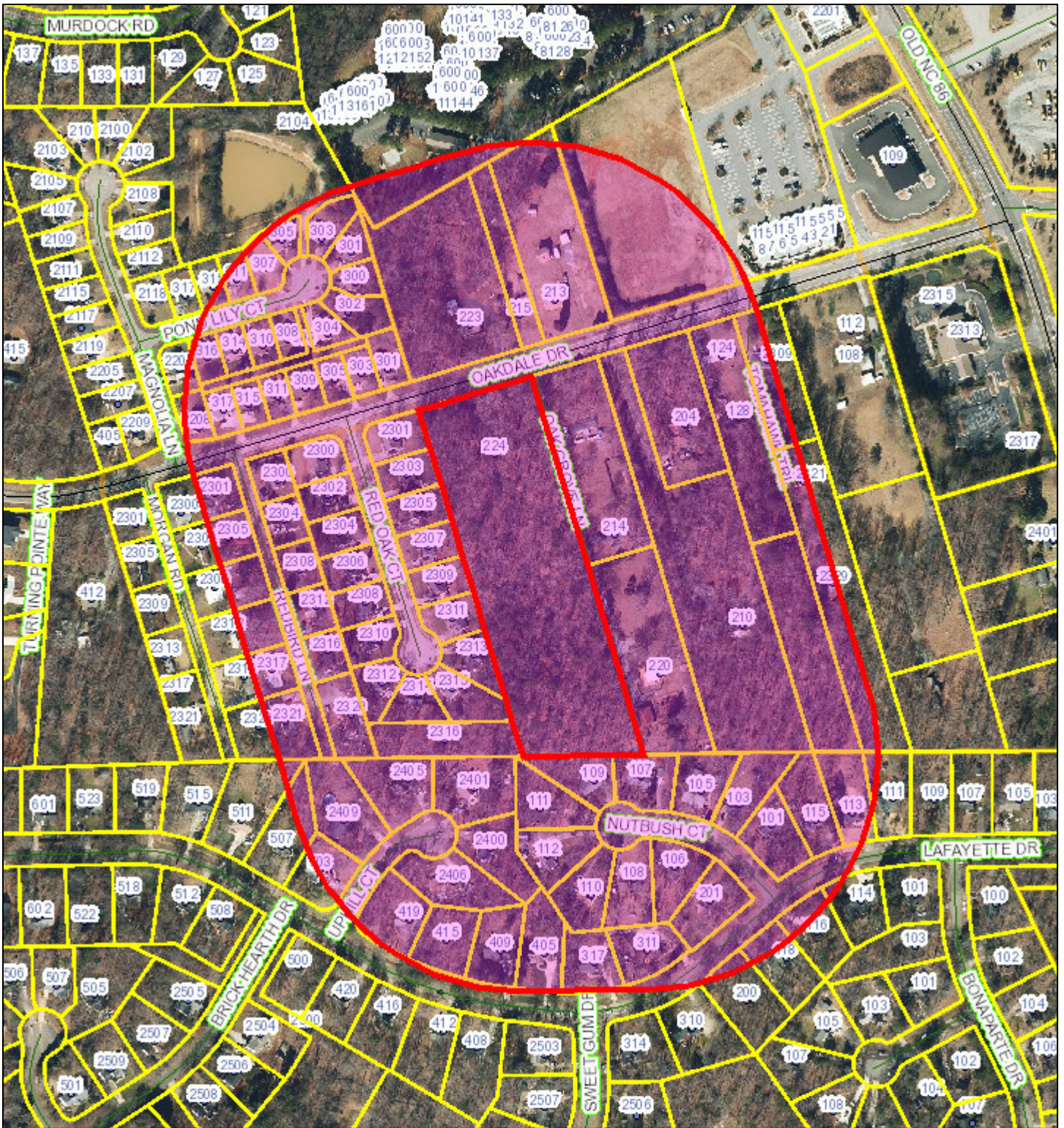


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- Addresses
- ▭ Parcels
- Streets
- ▭ Urban Service Area
- HillsboroughLandUse
- ▭ Attached Residential
- ▭ Employment
- ▭ Medium-Density Residential
- ▭ Mixed Use
- ▭ Neighborhood Mixed Use
- ▭ Permanent Open Space
- ▭ Retail Services
- ▭ Small Lot Residential



500' Notification Ring - 224 Oakdale Drive



April 22, 2025



TOWN OF
HILLSBOROUGH

April 29, 2025

Notice of Public Hearing

Dear Property Owner,

The Town of Hillsborough has received annexation and rezoning requests for the property described below. The town's Unified Development Ordinance requires a public hearing for these requests. Written notice of the public hearing is to be sent to property owners within 500 feet of the subject property. The following is proposed within 500 feet of property you own:

Annexation & Rezoning Requests – 224 Oakdale Drive

<u>Property Owner:</u>	David Thomas Patterson Trustee
<u>Applicant:</u>	Starlight Construction, LLC
<u>Parcel ID Number:</u>	9863-86-4896
<u>Parcel Size:</u>	Approximately 4.62 acres
<u>Property Location:</u>	224 Oakdale Drive
<u>Proposal:</u>	Annex the property to the Town of Hillsborough and rezone it from Rural Residential (R1) in Orange County to R10 in the Town of Hillsborough (R10 is a residential zoning district with a minimum lot size of 10,000 sq. ft.)

Details for the public hearing are below. Agenda materials will be available a week before the hearing date. They will be available online at <https://hillsborough-nc.municodemeetings.com/> or in person at Town Hall (see address in the footer below).

Public Hearing Details

<u>Date:</u>	May 15, 2025
<u>Time:</u>	7:00 pm
<u>Place:</u>	Town Hall Annex Board Meeting Room 105 E. Corbin St., Hillsborough, NC 27278
<u>Parking:</u>	Park and enter at the rear of the building. The meeting room will be on your left when you enter the lobby. There will be signage in the building directing you to the meeting room.

The purpose of the public hearing is for the Town Board of Commissioners and the Planning Board to hear public comment on these requests. The Town Board will not be voting on the requests the night of the hearing.

You are welcome to offer verbal and/or written comments on these applications. There will be a sign-in sheet for speakers at the public hearing. If you wish to submit written comments, please email them to planning@hillsboroughnc.gov or deliver them to Town Hall by May 15, 2025 at noon.

Please contact the Planning and Economic Services Division at (919) 296-9470 or planning@hillsboroughnc.gov if you have any questions.

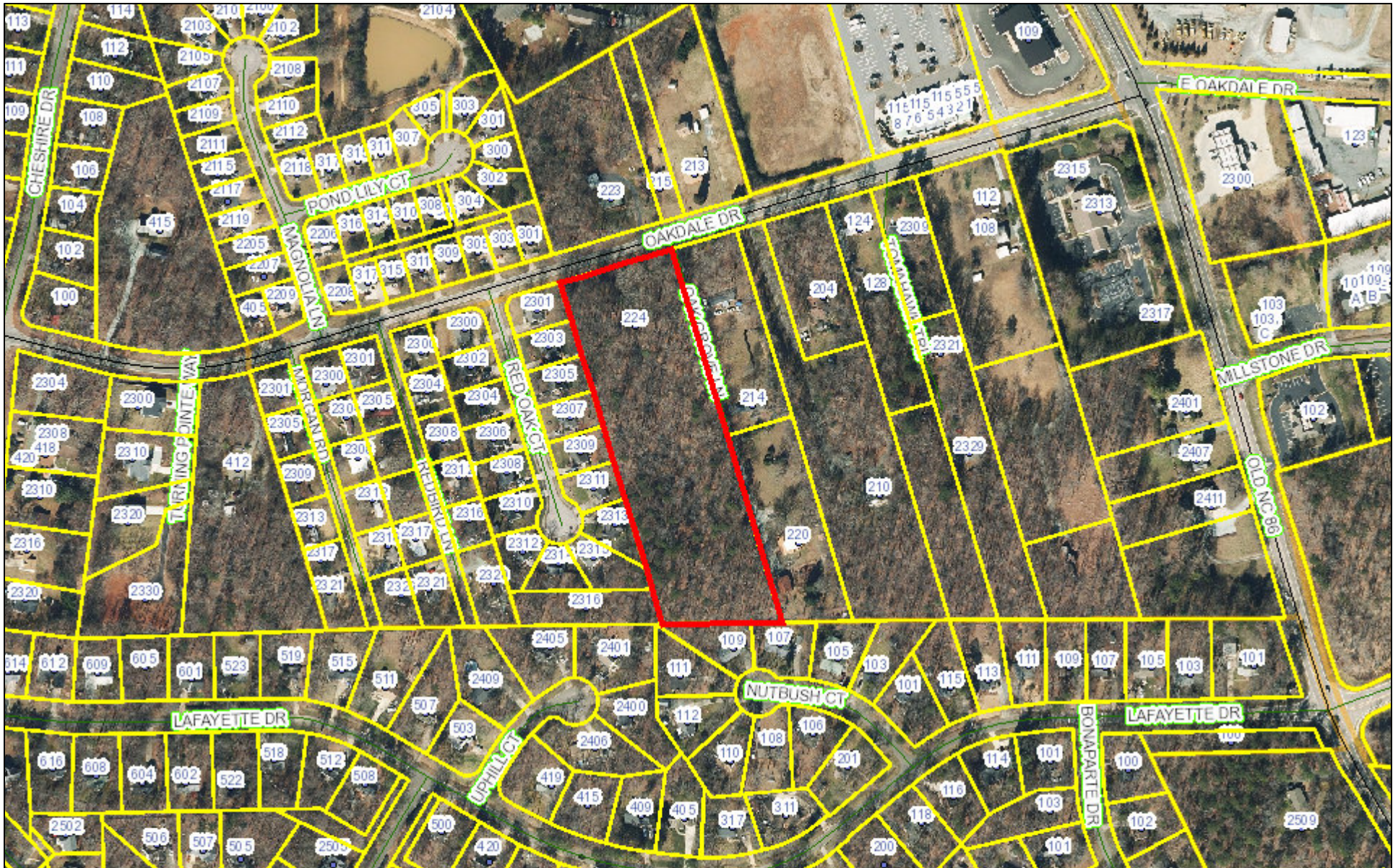
Sincerely,



Molly Boyle, CZO
Planner II
Town of Hillsborough

Enclosed: Vicinity map for 224 Oakdale Drive

224 Oakdale Drive Vicinity Map



April 23, 2025

1" = 300'

Memorandum

To: Town Board of Commissioners
From: Molly Boyle, Planner II
Cc: Shannan Campbell, Planning & Economic Development Manager
Date: June 9, 2025
Subject: Staff analysis – 224 Oakdale Drive annexation and rezoning requests



Summary of Application

Application Summary	
Property owner:	David Thomas Patterson Trustee
Applicant:	Nasser Massry of Starlight Construction LLC
Location:	224 Oakdale Drive (PIN 9863-86-4896)
Annexation type:	Voluntary, contiguous
Acreage:	+/- 4.62 acres
Applicant requests:	<ol style="list-style-type: none">1. Annex the property to the Town of Hillsborough; and2. Rezone it from R1 in Orange County to R10 in the town. (R10 is a residential zoning district with a minimum lot size of 10,000 square feet, which is about ¼ acre.) <p>If annexed and rezoned, the applicant intends to develop the property as a residential subdivision of approximately 15 lots.</p>

Staff review

Zoning designation

The applicant wants to rezone the property to R10, which would be consistent with [Unified Development Ordinance Section 4.1.1, Residential Districts](#). The R10 district is intended for moderate intensity neighborhoods and has a minimum lot size of 10,000 square feet (approximately 0.23 acres). Lots zoned R10 are to have water and sewer service, as well as direct access to a local or collector street.

Future Land Use Map designation

The Future Land Use Map shows this property in the Medium Density Residential category, which is defined below. [The interactive Future Land Use Map is available on the town's website.](#)

“These areas include existing and future areas for development of more dense residential neighborhoods that provide a diversity of housing types and housing options. Areas include single-family detached units, mobile homes, townhouses, duplexes, condominiums, apartments, senior housing, and other multi-family dwelling units. Housing densities should range from 3-8 dwelling units per acre. Other types of uses that may occur are schools, parks, and other public facilities.

[Compatible] Zoning Districts: R-10; R-15; R-20; Multi-Family; Mobile Home Park; Entranceway Special Use; Mixed Residential Special Use; Multi-Family Special Use; Residential Special Use”

Water and sewer availability

Staff anticipates being able to serve the project with improvements to be made at the developer’s expense (*e.g.*, upsizing outfalls).

Subdivision requirements

The applicant is requesting to annex and rezone the property to build a residential subdivision of about 15 lots. If the Town Board approves the annexation and rezoning, then the applicant can submit a subdivision plan for review. Subdivision plans proposing fewer than 20 lots are handled by staff. Staff will review the plan for compliance with the Unified Development Ordinance (UDO). Some current UDO requirements for the intended subdivision include:

- Construction of a public street, since new private streets can serve no more than four (4) lots ([UDO Section 6.21.4.4.a – Design Standards – Private Streets](#));
- 10% of the project area preserved as open space ([UDO Section 6.12.3, Open Space – Dedication Requirements](#)); and
- A stormwater control measure, if exceeding 10,000 square feet of land disturbance for the purpose of development (this would be triggered by the clearing of the new public right-of-way).

Staff estimates the new public right-of-way would be approximately 0.70 acres, or 30,492 square feet. Staff used the neighboring Oak Ridge subdivision for reference; the applicant has stated he intends to replicate that subdivision on this site.

The right-of-way for Red Oak Court, the public street that serves the Oak Ridge subdivision, is 0.71 acres (30,928 square feet) according to the recorded plat (Plat Book 91, Page 67 in the Orange County Registry). So, construction of the necessary public street alone would trigger the need for a stormwater control measure. You can read more about stormwater requirements in [Stormwater Standards for New Development and Re-development Projects](#).



PLANNING BOARD STATEMENT OF PLAN CONSISTENCY AND RECOMMENDATION

Annexation and general use rezoning requests for 224 Oakdale Dr.
May 15, 2025

WHEREAS, the Town of Hillsborough Planning Board has received and reviewed applicant-initiated requests for a parcel identified as 224 Oakdale Drive (PIN 9863-86-4896), which is approximately 4.62 acres in area; and

WHEREAS, the submitted applications request to annex the property to the Town of Hillsborough and rezone it from R1 in Orange County to R10 in the Town of Hillsborough; 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 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: Analyze additional opportunities for infill and redevelopment

2. The proposed map amendment **ADVANCES** identified goals and strategies found in the Comprehensive Sustainability Plan and **PROMOTES** the public health, safety, and welfare by allowing the potential for infill development in a location and at a density consistent with the town's Future Land Use Map.

WHEREFORE, upon a motion by **Hooper Schultz**, seconded by **Christian Neuschmidt**, the foregoing was put to a vote of the Board, the results of which vote are as follows:

Ayes: 6 (Frank Casadonte, Hooper Schultz, Jeanette Benjey, Sherra Lawrence, Robert Iglesias, and Christian Neuschmidt)

Noes: 0

Absent: 2 (John Giglia, Tiffney Marley)

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

Frank Casadonte

Frank Casadonte (May 19, 2025 16:32 EDT)

Frank Casadonte, Chair

Town of Hillsborough Planning Board

Date of signature by Chair: 05/19/2025

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

Consistency Statement per NC GS § 160D-605

Applicant-initiated request to amend the Town of Hillsborough Official Zoning Map
224 Oakdale Drive (PIN 9863-86-4896)

June 9, 2025

The Board of Commissioners for the Town of Hillsborough has received and reviewed an applicant-initiated request to annex and rezone 224 Oakdale Drive (PIN 9863-86-4896). The request is to rezone the property from R1 in Orange County to R10 in the Town of Hillsborough.

The Board of Commissioners has determined the proposed action is **consistent/inconsistent** with the town's Comprehensive Sustainability Plan because

1. The proposed amendment is **consistent/inconsistent** with the following goal, strategy, and action in the Land Use and Development chapter:
 - 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: Analyze additional opportunities for infill and redevelopment and increased density in existing neighborhoods, focusing on the provision of water and sewer and other infrastructure and services.
2. The proposed text amendment **advances/does not advance** identified goals and strategies found in the Comprehensive Sustainability Plan and **promotes/does not promote** public health, safety, and welfare by allowing the potential for medium-density, infill development on Oakdale Drive.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Return to: Town Clerk, Town of Hillsborough, 101 E. Orange Street, Hillsborough, NC 27278



ORDINANCE

Annexing certain contiguous property to the Town of Hillsborough, NC
224 Oakdale Drive (PIN 9863-86-4896)

WHEREAS, a petition was received requesting the annexation of approximately 4.62 acres identified as 224 Oakdale Drive (PIN 9863-86-4896); and

WHEREAS, the petition was signed by the owners of all the real property located within such area; and

WHEREAS, a public hearing on the annexation was held on May 15, 2025, following notice of said hearing being published in The News of Orange on April 30 and May 7, 2025, in accordance with NC GS § 160A-31(c).

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

- Section 1.** The petition requesting the annexation of the area described hereto in Exhibits A and B was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the Town of Hillsborough, as the term “contiguous” is defined in NC GS § 160A-31(f).
- Section 2.** The area shown and described hereto in Exhibits A and B is hereby annexed and made part of the Town of Hillsborough.
- Section 3.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 4.** This ordinance shall become effective upon adoption.
- Section 5.** The Town Clerk shall cause an accurate map of the annexed territory described hereto in Exhibits A and B, together with a duly certified copy of this ordinance, to be recorded in the office of the Register of Deeds of Orange County. Such a map shall also be delivered to the Orange County Board of Elections as required by NC GS § 163-288.1.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

I, _____, a Notary Public of the County and State aforesaid, certify that Sarah E. Kimrey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the ____ day of _____, 2024.

Notary Public Signature

(Official Seal)

My commission expires: _____

Exhibit A
Legal Description

BEGINNING AT AN EXISTING IRON STAKE, BEING IN THE SOUTHERN RIGHT OF WAY OF OAKDALE DRIVE, AND HAVING N.C. GRID COORDINATES OF NORTHING: 837282.636 AND EASTING : 1968613.227, THENCE A BEARING OF S 16° 32' 51" E, A DISTANCE OF 420.06' TO AN EXISTING IRON STAKE, THENCE A BEARING OF S 16° 35' 12" E, A DISTANCE OF 420.08' TO AN EXISTING IRON STAKE, THENCE ALONG THE PROPERTY LINE OF CORNWALLIS HILLS SUBDIVISION, A BEARING OF N 89° 34' 27" W, A DISTANCE OF 39.42' TO AN EXISTING IRON STAKE, THENCE A BEARING OF N 89° 59' 27" W, A DISTANCE OF 217.07' TO AN EXISTING IRON STAKE, THENCE ALONG THE EASTERN PROPERTY LINE OF THE OAK RIDGE SUBDIVISION, A BEARING OF N 16° 35' 20" W, A DISTANCE OF 414.75' TO AN EXISTING IRON STAKE, THENCE N 16° 31' 53" W, A DISTANCE OF 208.99' TO AN EXISTING IRON STAKE, THENCE N 17° 14' 21" W, A DISTANCE OF 143.44' TO AN EXISTING IRON STAKE IN THE SOUTHERN RIGHT OF WAY OF OAKDALE DRIVE, THENCE ALONG SAID RIGHT OF WAY A BEARING OF N 73° 32' 30" E, A DISTANCE OF 247.46' TO AN EXISTING IRON STAKE, BEING THE POINT AND PLACE OF BEGINNING AND CONTAINING 4.54 AC.± AS SHOWN ON SURVEY COMPLETED BY CAROLINA CORNERSTONE SURVEYING, DATED 03/11/25, FILE: 250218

This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations and has not been reviewed for compliance with recording requirements for plats.





ORDINANCE

Amending the Official Zoning Map – 224 Oakdale Drive

WHEREAS, the Town of Hillsborough received an applicant-initiated request to rezone a parcel of approximately 4.62 acres in area, further identified as 224 Oakdale Drive (PIN 9863-86-4896), from R1 in Orange County to R10 in the Town of Hillsborough;

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 zoning map 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 zoning map 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 Official Zoning Map for the Town of Hillsborough is hereby amended, and the approximately 4.62-acre parcel known as 224 Oakdale Drive (PIN 9863-86-4896) is now zoned R10 in the Town of Hillsborough.

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 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
Department: Administration
Agenda Section: Regular
Public hearing: Yes
Date of public hearing: May 19, 2025

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2026 Budget Adoption

Attachments:

1. FY26 Budget Ordinance
2. Fees & Charges Schedule – Final
3. Fees & Charges Schedule – Draft
4. Financial Summary – General Fund
5. Financial Summary – Water & Sewer Fund
6. Financial Summary – Stormwater Fund
7. Crosswalk: Recommended to Adopted
8. Governing Body – Dues & Training
9. Capital Project Ordinance Amendment – Fiber Loop
10. Capital Project Ordinance Amendment – Fire Station
11. Capital Project Ordinance Amendment – Ridgewalk Greenway
12. Capital Project Ordinance Amendment – Sodium Hypochlorite Conversion
13. Capital Project Ordinance Amendment – Hassell Water Tank Replacement
14. Capital Project Ordinance Amendment – Cates Creek Outfall Upgrade
15. Capital Project Ordinance Amendment – Elizabeth Brady Pump Station & Force Main Upgrade
16. Capital Project Ordinance Amendment – Elizabeth Brady Road Culvert Rehabilitation

Summary:

The FY2026 budget was presented at the May 12, 2025 board meeting. The public hearing and workshop #1 were held on May 19. Workshop #2 was held on May 27.

The budget has been updated to include the items discussed at the budget workshops. It has also been updated to reflect updated cost estimates, project timing, etc. These changes are noted on the recommended vs adopted crosswalk.

The Fees & Charges Schedule also includes several Water & Sewer fee adjustments that were not included on previous versions. All changes are noted in red text on the attached draft Fees & Charges Schedule.

The table below represents the updated allocation of Affordable Housing funds per discussion at budget workshop #2. The budget has been updated to reflect this funding strategy.

Annual Affordable Housing Funding							
	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
Community Home Trust	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
HOME Funds Match	\$4,200	\$6,486	\$6,281	\$6,281	\$6,281	\$6,281	\$6,281
OC Partnership to End Homelessness	\$15,788	\$59,080	\$61,128	\$51,910	\$59,640	\$59,640	\$59,640
Subtotal, Current Commitments	\$22,488	\$68,066	\$69,909	\$60,691	\$68,421	\$68,421	\$68,421
Ramp-up Funds	\$22,488	\$68,066	\$102,793	\$175,000	\$250,000	\$320,000	\$320,000
Remaining Balance	\$0	\$0	\$32,884	\$114,309	\$181,579	\$251,579	\$251,579
OCPEH Expansion Request					\$7,753	\$7,753	\$7,753
FY26 Pilot - Home Repair					\$100,000		
FY26 Pilot - EHA					\$50,000		
Auman Village Support					\$100,000	\$100,000	\$100,000
Affordable Housing Strategy					\$50,000		
Remaining Funds for Housing (New and Preservation)	\$0	\$0	\$32,884	\$114,309	(\$126,174)	\$143,826	\$143,826
Cumulative Housing Funds	\$0	\$0	\$32,884	\$147,193	\$21,019	\$164,845	\$308,671

Financial impacts:

The financial impacts are outlined in the financial summaries and crosswalk.

Staff recommendation and comments:

Adopt the FY26 budget and capital project ordinances.

Action requested:

Adopt the FY26 budget and capital project ordinances.



ORDINANCE
Town of Hillsborough Budget
FY2025-26

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

Section 1. General Fund:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Current & Prior Year Property Taxes	11,759,000
Local Option Sales Tax	3,233,500
Licenses, Permits and Fees	112,100
Intergovernmental Revenue	1,690,500
Other	99,600
Investment Earnings	400,000
Transfers	711,674
Fund Balance Appropriation	<u>207,819</u>
TOTAL	\$18,214,193

The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

General Government	5,085,340
Public Safety	7,046,162
Public Works	3,166,070
Transfers	1,633,000
Special Appropriations	817,521
Cemetery	16,100
Contingency	<u>450,000</u>
TOTAL	\$18,214,193

Section 2. Water & Sewer Fund:

It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Licenses, Permits, and Fees	13,342,000
Other	13,500
Investment Earnings	300,000
Transfers	350,000
Retained Earnings Appropriated	<u>675,666</u>
TOTAL	\$14,681,166

The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Administration of Enterprise	3,557,932
Utilities Administration	597,096
Billing & Collections	949,070
Water Treatment Plant	1,927,312
West Fork Eno Reservoir	915,475
Water Distribution	1,909,945
Wastewater Collection	1,623,584
Wastewater Treatment Plant	2,800,752
Contingency	<u>400,000</u>
TOTAL	\$14,681,166

Section 3. Stormwater Fund:

It is estimated that the following revenues will be available in the Stormwater Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Licenses, Permits, and Fees	973,100
Investment Earnings	10,000
Retained Earnings Appropriated	<u>182,175</u>
TOTAL	\$1,165,275

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the stormwater utilities for the fiscal year beginning July 1, 2025, and ending June 30, 2026 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Stormwater	\$1,165,275
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Section 4. Tax Rate:

There is hereby levied a tax of \$0.513 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue listed as "Property Taxes" in the General Fund in Section I of the ordinance. Following the property revaluation of 2025, the revenue neutral tax rate is calculated at \$0.456 per one hundred dollars (\$100) valuation of property.

This tax rate is based on an estimated total valuation of real and personal property (excluding motor vehicles) for the purposes of taxation of \$2,190,269,488 and an estimated rate of collection of 97% and an estimated total valuation of motor vehicles of \$160,768,473 and an estimated rate of collection of 97%.

Section 5. Encumbered Funds:

Operating funds encumbered on the financial records as of June 30, 2025, are hereby re-appropriated to this budget.

Section 6. Fees and Charges:

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

Section 7. Recycling:

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

Section 8. Budget Ordinance:

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes:

Noes:

Absent or excused:

Mark Bell, Mayor

Sarah E. Kimrey, Town Clerk



Fees & Charges Schedule

FY2026 Operating & Capital Budget

Accounting

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	\$	500.00 Not to exceed \$500.00
Single-Day Pre-Paid Food & Beverage Fee	\$	15.00
Mobile Food Vendor Permit Fee ¹	\$	50.00
Beer and Wine License		
On-premise malt beverage	\$	15.00
Off-premise malt beverage	\$	5.00
On-premise unfortified wine, on-premise fortified wine, or both	\$	15.00
Off-premise unfortified wine, off-premise fortified wine, or both	\$	10.00

¹ Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.

Administration

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

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	\$	25.00 per occurrence
Disconnect / Reconnect for Returned Item	\$	40.00 per occurrence
Connection Fee	\$	20.00
Security Deposits:		
Water/Sewer Service		
Inside Town	\$	75.00
Outside Town	\$	150.00
Delinquent Fee	\$	40.00
Late Fee (after 25th of month)		15%
Reconnection Fee:		
Business Hours		No Charge
After Hours (Town Error)		No Charge
Same Day Turn-On Service	\$	50.00
After Hours (Customer Request)	\$	50.00
Account Servicing Fee for Payments Made with Unwrapped Coins		
A \$1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first \$10.00 of unwrapped coins submitted for payment of the utility bill.	\$	1.00 per 100 coins

Water Use Reduction Rebate

One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	\$	10.00 per customer
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Cemetery

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

Engineering Services

Description	Rate	Basis
Water / Sewer Availability Review		
< 2 hours of effort	No charge and then rounded to next dollar hourly rate of involved staff	
Outside Engineering or Legal Costs (includes legal assistance in drafting easements, water and sewer extension contracts and other legal matters)	Actual Cost to Town	
Entitlement Change Utilities Review Fee	\$ 500.00	per annexation application and/or rezoning application. Fee is charged per application, annexation interest letters are excluded.
Engineering Construction Drawing Review		
Site Plan Review Fee	\$ 150.00	per review
Non-Residential Construction Drawings without Extensions ¹	\$ 1,200.00	per review
Multi-Family Construction Drawing Review Fee ¹		
Water, Sewer and Stormwater Construction Drawing Review Fee (≤ 20 lots) ¹	\$ 1,500.00	per review
Water, Sewer and Stormwater Construction Drawing Review (> 20 lots) ¹	\$ 3,000.00	per review
Pumping Stations (engineering review, inspection, start-up and acceptance)	\$ 8,000.00	for up to two reviews and comments
Preliminary and Final Plat Reviews (Each)	\$ 60.00	per review

¹ This fee applies to any set of construction drawings where any street, water line, sewer line or stormwater conveyance is proposed for construction and donation to the town, as well as any project where a new water meter and sewer tap are proposed. The fee must be included with each review submittal and will be assessed per set of drawings received. Reviews will begin once the fee is paid. Construction drawings are not required for individual lots with single family homes, duplexes, triplexes, or ADUs unless a public street, subdivision of the lot, or permitted water/sewer extension is proposed. All assets to be donated to the town must go through As-Built review and will be billed per submittal at the above rate.

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one business use to another or change in ownership)	\$	20.00

Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	\$	50.00	
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	\$	75.00	
After-the-Fact Zoning Compliance Permit	\$	200.00	
Home Occupation Permit	\$	35.00	
Zoning Compliance/Verification Letter	\$	50.00	
Final Site Inspection		No Charge	
Final Site Re-Inspection	\$	50.00	each
New Residential or Commercial Construction			
New Detached Residential Unit(s)	\$	350.00	
New Attached Residential Unit(s)	\$	400.00	per building
New Commercial Construction	\$	500.00	
Signs (New or Replacement)			
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00	
Special Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00	
Free-Standing	\$	150.00	
Sandwich Board	\$	15.00	
Wall Mounted	\$	75.00	
Special Event Permits			
Public or Private Events on Private Property	\$	30.00	
Public or Private Events on Public Property	\$	50.00	
Street or Greenway Use Events	\$	75.00	
Construction & Site Plans			
Predevelopment Meeting/Concept Plan Review		No Charge	
Site Plan Review (includes first 3 reviews)	\$	800.00	
Additional Site/Construction Plan Review (4th review and subsequent additional reviews)	\$	300.00	
Construction Drawing Plan Review	\$	1,000.00	
Subdivisions & Plat			
Additional Plat Review (4th review and subsequent additional reviews)	\$	200.00	
Exempt (exempt under NCGS 160D-802)	\$	50.00	
Easement and Right-of-Way Plats	\$	100.00	
Final Plat Review Fee	\$	100.00	
Minor Subdivision Review (1-4 lots with or without streets)	\$	300.00	+ \$100.00 per lot
Major Subdivision Review (5-19 lots with or without streets)	\$	600.00	+ \$100.00 per lot
Map, Plan & Unified Development Ordinance Amendments			
Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$	750.00	
Master Plan or Planned Development Amendments	\$	750.00	
Unified Development Ordinance Text Amendment	\$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	\$	1,000.00	+ \$50.00 per acre
Zoning Map Amendment - Planned Development District	\$	2,500.00	+ \$50.00 per acre
Board of Adjustment			
Appeals	\$	400.00	
Special Use Permits	\$	1,500.00	+ \$200.00 per acre
SUP Modifications	\$	1,000.00	
Variance	\$	600.00	
Historic District			
Certificates of Appropriateness			
Minor Work (Staff Approval)	\$1.00 per \$1,000 in construction costs		\$25.00 minimum
Major Work (Historic District Commission Approval)	\$1.00 per \$1,000 in construction costs		\$150.00 minimum

NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Demolition Request Review	\$	50.00	
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	\$	500.00	
Other Requests & Fees			
Annexation	\$	75.00	
Development Agreement Review	\$	400.00	
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation
Street or Right-of-Way Closing Request	\$	350.00	
Street Renaming Request	\$	350.00	
Consultant Fee Reimbursement		Consultant Fee Reimbursement	
Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.			
Zoning Compliance Penalty Fee		No-Permit Penalty	

Documents & Maps¹

Unified Development Ordinance	\$	25.00	
Historic District Design Guidelines	\$	25.00	
Community Connectivity Plan	\$	15.00	
Administrative Manual	\$	10.00	
Parks & Recreation Plan and Small Area/Corridor Plans	\$	10.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$	10.00	
Town Street Map with Street Grid (11x17 Black & White)	\$	2.00	
Future Land Use Map & Other 11x17 Color Maps	\$	2.00	
Photocopies	\$	0.10	per page

¹ All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.

Police

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

Public Space

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

In-town resident	\$	20.00 per hour
Out-of-town resident	\$	40.00 per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container	\$ 75.00	per container
Residential Refuse Collection		
1 Roll-Out Container	No Charge	
2 or More Roll-Out Containers	TBD	
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public		
Works Supervisor and dependent on quantity, size and weight) ¹	\$ 50.00	minimum
Special Brush/Vegetation Collection	\$ 130.00	

¹Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential ¹	\$ 100.00	per plan
LID Project ²	\$ 250.00	per plan
Standard Project (less than 1-acre of new impervious)	\$ 500.00	per plan
Standard Project (greater than 1-acre of new impervious) ³	\$ 500.00	per plan plus \$50/acre of new impervious
Standard Phased Projects ⁴	\$ 250.00	per each subsequent phase submittal

¹ Not part of a larger common plan for development or sale.

² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.

³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.

⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.

Stormwater Fee		
Residential Property	\$ 105.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$ 210.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$ 735.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$ 2,415.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$ 5,670.00	per year
Tier 5, Non-residential Property (200,001 to 600,000 sq. ft.)	\$ 15,015.00	per year
Tier 6, Non-residential Property (600,001 to 800,000 sq. ft.)	\$ 26,250.00	per year

Streets

Description	Rate	Basis
Driveway Permit - new/maintenance not with new construction	\$ 100.00	
Utility Cut Permit application	\$ 100.00	each
Failure to repair initial cut within 30 calendar days	\$ 150.00	each
Failure to make warranty repair within 14 calendar days	\$ 150.00	each
Failure to obtain a permit prior to making a non-emergency cut	\$ 150.00	each
If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.		

Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.

Owners must call/schedule inspection of driveway installation at least 24 hours in advance.

Water & Sewer

Description	Rate	Basis
Water Volume Charges:		
Residential Volume Charges - Inside Town		
Residential Service:		
Block 1 (0-2,000 gallons/month)	\$ 24.78	
Block 2 (> 2,000 gallons/month)	\$ 12.39	per 1,000 gallons
Residential Volume Charges - Outside Town		
Residential Service:		
Block 1 (0-2,000 gallons/month)	\$ 48.32	
Block 2 (> 2,000 gallons/month)	\$ 24.16	per 1,000 gallons
Bulk Water	\$ 24.16	per 1,000 gallons
Sewer Volume Charges:		
Inside Town		
Block 1 (0-2,000 gallons/month)	\$ 34.88	
Block 2 (> 2,000 gallons/month)	\$ 17.44	per 1,000 gallons
Outside Town		
Block 1 (0-2,000 gallons/month)	\$ 68.02	
Block 2 (> 2,000 gallons/month)	\$ 34.01	per 1,000 gallons
Water & Sewer: Treatment & Distribution Use Fees		
Water System Development or Capital Facilities Fee¹		
Unit Cost of Capacity	\$ 9.09	per gallon/day
Residential		
One-bedroom	\$ 1,091.00	120 gallons/day
Two-bedroom	\$ 2,181.00	240 gallons/day
Three-bedroom	\$ 3,272.00	360 gallons/day
Four-bedroom	\$ 4,363.00	480 gallons/day
Five-bedroom	\$ 5,453.00	600 gallons/day
Six-bedroom	\$ 6,544.00	720 gallons/day
Non-Residential ^{2,3}		
General Business/Office Facilities	\$ 227.00	25 gallons/employee
Restaurant (full service)	\$ 364.00	40 gallons/seat
Store (without food service)	\$ 909.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$ 1,091.00	120 gallons/room
Irrigation	Average Monthly Use x Unit Cost of Capacity	Average usage of current irrigation accounts based on facility type (residential or non-residential) over the past five years

¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71

² For non-residential customers, system development fees are scaled³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

estimated flow from the Administrative Code by the one-bedroom gallons per day.

Wastewater System Development or Capital Facilities Fee¹

Unit Cost of Capacity	\$	9.72	per gallon/day
Residential			
One-bedroom	\$	1,166.00	120 gallons/day
Two-bedroom	\$	2,333.00	240 gallons/day
Three-bedroom	\$	3,499.00	360 gallons/day
Four-bedroom	\$	4,666.00	480 gallons/day
Five-bedroom	\$	5,832.00	600 gallons/day
Six-bedroom	\$	6,999.00	720 gallons/day
Non-Residential ^{2,3}			
General Business/Office Facilities	\$	243.00	25 gallons/employee
Restaurant (full service)	\$	389.00	40 gallons/seat
Store (without food service)	\$	972.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$	1,166.00	120 gallons/room

¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71

² For non-residential customers, system development fees are scaled³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Water Connection Charge	-	-
Front Footage Fee ^{1,2} :		
0 - 50 Feet	\$	750.00 per connection
> 50 Feet	\$	15.00 per foot per connection

¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.

² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Water Meter Fees^{1, 2}

5/8"	\$	420.00	Based on quote from supplier +\$100 for FY26
3/4"	\$	530.00	
1"	\$	580.00	
1.5"	\$	1,000.00	
		Actual Cost of Meter to Town + \$100 Installation Fee	
> 1.5"			

¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.

² Meter pricing is based upon disc type meters. If the meter supervisor determines an ultrasonic meter is better suited for a use (typically for large meters), pricing will be at town cost + \$100.

Strainer Fees¹

2"	\$	670.00	Based on quote from supplier rounded to nearest dollar
3"	\$	1,081.00	
4"	\$	1,996.00	
6"	\$	2,835.00	
8"	\$	4,738.00	
10"	\$	7,284.00	

¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.

Fire Hydrant Meter Fees

Fire Hydrant Meter Security Deposit	\$	2,000.00
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Fire Hydrant Rental Fees (fees are in addition to deposit)

Daily Rate	\$	20.00
Weekly Rate	\$	100.00
Monthly Rate	\$	300.00
Semi-Annual Rate	\$	1,300.00
Annual Rate	\$	2,500.00

Fire Hydrant Meter Relocation Fee	\$	100.00
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Wastewater Connection Charge

Front Footage Fee¹:

0 - 50 Feet	\$	1,000.00
> 50 Feet	\$	20.00 per foot per connection

¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.

² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Construction Observation / As Built Review

The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shutdowns for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.

General Inspection	\$	75.00 per hour
Return trip for acceptance testing		\$300 + \$0.25 per linear foot of main over 1,000 linear feet + general inspection time
FOG Device	\$	200.00
Sewer System CCTV	\$	1.00 per linear foot

Rejected CCTV due to nonconformance with specifications	\$	100.00	each occurrence
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$	50.00	each + general inspection time
As-Built Plan Review Fee		\$300 + \$0.25	per linear foot of water and sewer mains
Other			
Meter Replacement Fee		\$50 or associated parts cost + \$50	At request or fault of customer (includes any part of meter, register, antenna, box)
Meter Relocation Fee (includes physically moving the meter to a newly set box but not the tapping or relocation of the meter box)	\$	100.00	
Special Meter Read	\$	10.00	
Meter Test Charge	\$	35.00	
Hydrant Flow Test	\$	250.00	
Meter Pressure Test	\$	25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	\$	50.00	per trip
Special Irrigation Permit	\$	20.00	each
Water Irrigation & Restriction Violations			Town Code 14-19, 14-41.1
Cross Connection Control Violations			Town Code 14-56
Perpetual Maintenance (new sewage pump stations)		Per Formula in Town Code	
Tampering Fees			Town Code 14-16 (a) (6) (i) and (ii)
Meter Tampering Fee	\$	350.00	
Meter Tamping Civil Penalty ¹	\$	500.00	
Hydrant Tampering Fee	\$	500.00	
Hydrant Tampering Civil Penalty ²	\$	3,000.00	
Making tap connections to water and sewer without approval or notification of work	\$	1,000.00	each
¹ The civil penalty shall be doubled for any future offenses within a two-year period.			
² The civil penalty shall be doubled for any future offenses by the same person.			



Fees & Charges Schedule

FY2026 Operating & Capital Budget

Accounting

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	\$	500.00 Not to exceed \$500.00
Single-Day Pre-Paid Food & Beverage Fee	\$	15.00
Mobile Food Vendor Permit Fee ¹	\$	50.00
Beer and Wine License		
On-premise malt beverage	\$	15.00
Off-premise malt beverage	\$	5.00
On-premise unfortified wine, on-premise fortified wine, or both	\$	15.00
Off-premise unfortified wine, off-premise fortified wine, or both	\$	10.00

¹ Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.

Administration

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

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	\$	25.00 per occurrence
Disconnect / Reconnect for Returned Item	\$	40.00 per occurrence
Connection Fee	\$	20.00
Security Deposits:		
Water/Sewer Service		
Inside Town	\$	75.00
Outside Town	\$	150.00
Delinquent Fee	\$	40.00
Late Fee (after 25th of month)		15%
Reconnection Fee:		
Business Hours		No Charge
After Hours (Town Error)		No Charge
Same Day Turn-On Service	\$	50.00
After Hours (Customer Request)	\$	50.00
Account Servicing Fee for Payments Made with Unwrapped Coins		
A \$1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first \$10.00 of unwrapped coins submitted for payment of the utility bill.	\$	1.00 per 100 coins

Water Use Reduction Rebate

One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	\$	10.00	per customer
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Cemetery

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

Engineering Services

Description	Rate	Basis
Water / Sewer Availability Review		
< 2 hours of effort	No charge and then rounded to next dollar hourly rate of involved staff	
Outside Engineering or Legal Costs (includes legal assistance in drafting easements, water and sewer extension contracts and other legal matters)	Actual Cost to Town	
Entitlement Change Utilities Review Fee	\$ 500.00	per project for pre-site plan submittal evaluations for capacity and identification of necessary improvements per annexation application and/or rezoning application. Fee is charged per application, annexation interest letters are excluded.
Engineering Construction Drawing Review		
Site Plan Review Fee	\$ 150.00	per review
Non-Residential Construction Drawings without Extensions ¹	\$ 1,200.00	per review
Multi-Family Construction Drawing Review Fee ¹		
Water Main Extension Review ¹	\$ 3.50	per linear foot
Water, Sewer and Stormwater Construction Drawing Review Fee (≤ 20 lots) ¹	\$ 1,500.00	per review
Sewer Main Extension Review ¹	\$ 3.50	per linear foot
Water, Sewer and Stormwater Construction Drawing Review (> 20 lots) ¹	\$ 3,000.00	per review
Pumping Stations (engineering review, inspection, start-up and acceptance)	\$ 8,000.00	for up to two reviews and comments
Preliminary and Final Plat Reviews (Each)	\$ 60.00	per review

¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process. Review fees will be charged upon intake of plans. This fee applies to any set of construction drawings where any street, water line, sewer line or stormwater conveyance is proposed for construction and donation to the town, as well as any project where a new water meter and sewer tap are proposed. The fee must be included with each review submittal and will be assessed per set of drawings received. Reviews will begin once the fee is paid. Construction drawings are not required for individual lots with single family homes, duplexes, triplexes, or ADUs

unless a public street, subdivision of the lot, or permitted water/sewer extension is proposed. All assets to be donated to the town must go through As-Built review and will be billed per submittal at the above rate.

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
		No Charge
Change of Use (one business use to another or change in ownership)	\$	20.00
Minor Site Change (i.e. fences, sheds, gazebos, decks, porches, ADUs converted ADUs)	\$	50.00
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	\$	75.00
After-the-Fact Zoning Compliance Permit	\$	200.00
	\$	25.00
Home Occupation Permit	\$	35.00
	\$	40.00
Zoning Compliance/Verification Letter	\$	50.00
Final Site Inspection		No Charge
Final Site Re-Inspection	\$	50.00 each
New Residential and/or Commercial Construction		
New Detached Residential Unit(s)	\$	350.00
New Attached Residential Unit(s)	\$	400.00 per building
New Commercial Construction	\$	500.00
		per \$1,000 of construction cost;
Projects cost \$499,999 or less rounded to nearest thousand	\$	1.00 \$5 minimum
		per \$1,000 of construction cost;
Projects costing \$500,000 or more rounded to nearest thousand	\$	2.00 \$5 minimum
Signs (New or Replacement)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00
Special Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00
	\$	75.00
Free-Standing	\$	150.00
	\$	10.00
Sandwich Board	\$	15.00
	\$	40.00
Wall Mounted	\$	75.00
Special Event Permits		
	\$	25.00
Public and/or Private Events on Private Property	\$	30.00
	\$	40.00
Public and/or Private Events on Public Property	\$	50.00
	\$	65.00
Street or Greenway Use Events	\$	75.00
Construction & Site Plans		
Predevelopment Meeting/Concept Plan Review		No Charge
	\$	600.00
Site Plan Review (includes first 3 reviews)	\$	800.00
Additional Site/Construction Plan Review (4th review and subsequent additional reviews)	\$	200.00
	\$	300.00
Total Building Size Less than 10,000 SF	\$	600.00
Total Building Size Equal to or Greater than 10,000 SF Construction		
Drawing Plan Review	\$	1,000.00
Subdivisions & Plat		
Additional Subdivision Plat Review (4th review and subsequent additional reviews)	\$	150.00
	\$	200.00

Exempt (exempt under NCGS 160D-802)	\$	50.00
Easement and Right-of-Way Plats	\$	100.00
Final Plat Review Fee	\$	100.00
Minor Subdivision Review (1-4 lots with or without streets)	\$	300.00 + \$100.00 per lot
Major Subdivision Review (5-19 lots with or without streets)	\$	600.00 + \$100.00 per lot
Map, Plan & Unified Development Ordinance Amendments		
	\$	300.00
Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$	750.00
	\$	500.00
Master Plan and or Planned Development Amendments	\$	750.00
	\$	400.00
Unified Development Ordinance Text Amendment	\$	1,000.00
Rezoning to Planned Development District	The greater of	\$2,000 or \$200 per acre
Rezoning to General Use, Traditional Conditional Use, or Overlay Zoning District	The greater of	\$500 or \$50 per acre
Zoning Map Amendment - General Use or Overlay District	\$	1,000.00 + \$50.00 per acre
Zoning Map Amendment - Planned Development District	\$	2,500.00 + \$50.00 per acre
Board of Adjustment		
	\$	300.00
Appeals	\$	400.00
	The greater of	\$1,000 or \$200 per acre
Special Use Permits	\$	1,500.00 + \$200.00 per acre
SUP Modifications Requiring Public Hearing	\$	500.00
SUP Modifications not Requiring Public Hearing	\$	300.00
	\$	300.00
SUP Modifications	\$	1,000.00
	\$	300.00
Variance	\$	600.00
Historic District		
Certificates of Appropriateness		
	The greater of	per \$1,000 of construction costs
	\$25 or \$1	\$1.00 per \$1,000 in construction costs
Minor Work (Staff Approval)		\$25.00 minimum
	The greater of	per \$1,000 of construction costs
	\$150 or \$1	\$1.00 per \$1,000 in construction costs
Major Work (Historic District Commission Approval)		\$150.00 minimum
NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.		
Demolition Request Review		
	\$	50.00
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	\$	300.00
	\$	500.00
Other Requests & Fees		
Annexation	\$	75.00
Development Agreement Review	\$	400.00
		of written, sealed engineer's estimate for the cost of required sidewalk
Sidewalk Fee-in-Lieu		125% installation
	\$	150.00
Street or Right-of-Way Closing Request	\$	350.00
Street Renaming Request	\$	200.00

	\$	350.00
Consultant Fee Reimbursement	Consultant Fee Reimbursement	
Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.		
Zoning Compliance Penalty Fee	No-Permit Penalty	
Documents & Maps ¹		
Unified Development Ordinance	\$	25.00
Historic District Design Guidelines	\$	25.00
Community Connectivity Plan	\$	15.00
Administrative Manual	\$	10.00
Parks & Recreation Plan and Small Area/Corridor Plans	\$	10.00
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$	10.00
Town Street Map with Street Grid (11x17 Black & White)	\$	2.00
Future Land Use Map & Other 11x17 Color Maps	\$	2.00
Photocopies	\$	0.10 per page

¹ All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.

Police

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

Public Space

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

Solid Waste

Description	Rate	Basis
	\$ 65.00	
Roll-Out Refuse Container	\$ 75.00	per container
Residential Refuse Collection		
1 Roll-Out Container	No Charge	
2 or More Roll-Out Containers	TBD	
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public		
Works Supervisor and dependent on quantity, size and weight) ¹	\$ 50.00	minimum
Special Brush/Vegetation Collection	\$ 130.00	

¹Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential ¹	\$ 100.00	per plan
LID Project ²	\$ 250.00	per plan
Standard Project (less than 1-acre of new impervious)	\$ 500.00	per plan
Standard Project (greater than 1-acre of new impervious) ³	\$ 500.00	per plan plus \$50/acre of new impervious
Standard Phased Projects ⁴	\$ 250.00	per each subsequent phase submittal

¹ Not part of a larger common plan for development or sale.

² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.

³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.

⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.

Stormwater Fee

Residential Property	\$ 90.00 \$ 105.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$ 190.00 \$ 210.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$ 720.00 \$ 735.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$ 2,160.00 \$ 2,415.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$ 4,860.00 \$ 5,670.00	per year
Tier 5, Non-residential Property (200,001 to 600,000 sq. ft.)	\$ 12,870.00 \$ 15,015.00	per year
Tier 6, Non-residential Property (600,001 to 800,000 sq. ft.)	\$ 22,500.00 \$ 26,250.00	per year

Streets

Description	Rate	Basis
Driveway Permit - new/maintenance not with new construction	\$ 50.00 \$ 100.00	
Utility Cut Permit application	\$ 50.00 \$ 100.00	each
Failure to repair initial cut within 30 calendar days	\$ 150.00	each
Failure to make warranty repair within 14 calendar days	\$ 150.00	each
Failure to obtain a permit prior to making a non-emergency cut	\$ 150.00	each

If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.

Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.

Owners must call/schedule inspection of driveway installation at least 24 hours in advance.

Water & Sewer

Description	Rate	Basis
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Water Volume Charges:

Residential Volume Charges - Inside Town

Residential Service:

	\$ 23.06	
Block 1 (0-2,000 gallons/month)	\$ 24.78	
	\$ 11.53	
Block 2 (> 2,000 gallons/month)	\$ 12.39	per 1,000 gallons

Residential Volume Charges - Outside Town

Residential Service:

	\$ 44.97	
Block 1 (0-2,000 gallons/month)	\$ 48.32	
	\$ 22.48	
Block 2 (> 2,000 gallons/month)	\$ 24.16	per 1,000 gallons
Bulk Water	\$ 22.48	
	\$ 24.16	per 1,000 gallons

Sewer Volume Charges:

Inside Town

	\$ 32.44	
Block 1 (0-2,000 gallons/month)	\$ 34.88	
	\$ 16.22	
Block 2 (> 2,000 gallons/month)	\$ 17.44	per 1,000 gallons

Outside Town

	\$ 63.26	
Block 1 (0-2,000 gallons/month)	\$ 68.02	
	\$ 31.63	
Block 2 (> 2,000 gallons/month)	\$ 34.01	per 1,000 gallons

Water & Sewer: Treatment & Distribution Use Fees

Water System Development or Capital Facilities Fee¹

Unit Cost of Capacity	\$ 9.09	per gallon/day
Residential		
One-bedroom	\$ 1,091.00	120 gallons/day
Two-bedroom	\$ 2,181.00	240 gallons/day
Three-bedroom	\$ 3,272.00	360 gallons/day
Four-bedroom	\$ 4,363.00	480 gallons/day
Five-bedroom	\$ 5,453.00	600 gallons/day
Six-bedroom	\$ 6,544.00	720 gallons/day
Non-Residential ^{2,3}		
General Business/Office Facilities	\$ 227.00	25 gallons/employee
Restaurant (full service)	\$ 364.00	40 gallons/seat
Store (without food service)	\$ 909.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$ 1,091.00	120 gallons/room
Irrigation		Average usage of current irrigation accounts based on facility type (residential or non-residential) over the past five years
	Average Monthly Use x Unit Cost of Capacity	

¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71

² For non-residential customers, system development fees are scaled³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing the estimated flow from the Administrative Code by the one-bedroom gallons per day.

Wastewater System Development or Capital Facilities Fee¹

Unit Cost of Capacity	\$	9.72	per gallon/day
Residential			
One-bedroom	\$	1,166.00	120 gallons/day
Two-bedroom	\$	2,333.00	240 gallons/day
Three-bedroom	\$	3,499.00	360 gallons/day
Four-bedroom	\$	4,666.00	480 gallons/day
Five-bedroom	\$	5,832.00	600 gallons/day
Six-bedroom	\$	6,999.00	720 gallons/day
Non-Residential^{2,3}			
General Business/Office Facilities	\$	243.00	25 gallons/employee
Restaurant (full service)	\$	389.00	40 gallons/seat
Store (without food service)	\$	972.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$	1,166.00	120 gallons/room

¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71

² For non-residential customers, system development fees are scaled³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Water Connection Charge	-	-
Front Footage Fee^{1,2}:		
0 - 50 Feet	\$	750.00 per connection
> 50 Feet	\$	15.00 per foot per connection

¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.

² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Water Meter Fees^{1, 2}

5/8"	\$ 385.00 \$ 420.00	Based on quote from supplier +\$100 for FY26
3/4"	\$ 500.00 \$ 530.00	
1"	\$ 555.00 \$ 580.00	
1.5"	\$ 925.00 \$ 1,000.00	
> 1.5"	Actual Cost of Meter to Town + \$100 Installation	

¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.

² Meter pricing is based upon disc type meters. If the meter supervisor determines an ultrasonic meter is better suited for a use (typically for large meters), pricing will be at town cost + \$100.

Strainer Fees¹

2"	\$ 482.00 \$ 670.00	Based on quote from supplier rounded to nearest dollar
3"	\$ 971.00 \$ 1,081.00	
4"	\$ 1,794.00 \$ 1,996.00	
6"	\$ 2,549.00 \$ 2,835.00	
8"	\$ 4,259.00 \$ 4,738.00	
10"	\$ 6,548.00 \$ 7,284.00	

¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.

Fire Hydrant Meter Fees

Fire Hydrant Meter Security Deposit	\$ 2,000.00
Fire Hydrant Rental Fees (fees are in addition to deposit)	
Daily Rate	\$ 20.00
Weekly Rate	\$ 100.00
Monthly Rate	\$ 300.00
Semi-Annual Rate	\$ 1,300.00
Annual Rate	\$ 2,500.00
Fire Hydrant Meter Relocation Fee	\$ 100.00

Wastewater Connection Charge

Front Footage Fee¹:

0 - 50 Feet	\$ 1,000.00
> 50 Feet	\$ 20.00 per foot per connection

¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.

² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Construction Observation / As Built Review

The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shutdowns for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.

General Inspection	\$	75.00	per hour
Return trip for acceptance testing		\$300 + \$0.25	per linear foot of main over 1,000 linear feet + general inspection time
FOG Device	\$	200.00	
Sewer System CCTV	\$	1.00	per linear foot
Rejected CCTV due to nonconformance with specifications	\$	100.00	each occurrence
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$	50.00	each + general inspection time
As-Built Plan Review Fee		\$300 + \$0.25	per linear foot of water and sewer mains
Other			
Meter Replacement Fee		\$50 or associated parts cost + \$50	At request or fault of customer (includes any part of meter, register, antenna, box)
Meter Relocation Fee (includes physically moving the meter to a newly set box but not the tapping or relocation of the meter box)	\$	100.00	
Special Meter Read	\$	10.00	
Meter Test Charge	\$	35.00	
Hydrant Flow Test	\$	250.00	
Meter Pressure Test	\$	25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	\$	50.00	per trip
Special Irrigation Permit	\$	20.00	each
Water Irrigation & Restriction Violations			Town Code 14-19, 14-41.1
Cross Connection Control Violations			Town Code 14-56
Perpetual Maintenance (new sewage pump stations)		Per Formula in Town Code	
Tampering Fees			Town Code 14-16 (a) (6) (i) and (ii)
Meter Tampering Fee	\$	350.00	
Meter Tamping Civil Penalty ¹	\$	500.00	
Hydrant Tampering Fee	\$	500.00	
Hydrant Tampering Civil Penalty ²	\$	3,000.00	
Making tap connections to water and sewer without approval or notification of work	\$	1,000.00	each
¹ The civil penalty shall be doubled for any future offenses within a two-year period.			
² The civil penalty shall be doubled for any future offenses by the same person.			



Financial Summary: General Fund

FY2026 Operating & Capital Budget

Revenues

General Fund Revenues (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Property Tax	\$9,931,383	\$10,384,787	\$11,759,000	\$11,949,000	\$12,144,000
Sales Tax	\$3,355,972	\$3,337,000	\$3,233,500	\$3,233,500	\$3,233,500
Intergovernmental	\$1,791,344	\$1,750,780	\$1,690,500	\$1,690,500	\$1,690,500
Interfund Transfers	\$167,500	\$1,707,759	\$711,674	\$512,500	\$380,500
Interest	\$778,203	\$775,000	\$400,000	\$200,000	\$200,000
Fund Balance Appropriated	\$0	-\$938,913	\$207,819	\$805,854	\$1,342,850
Other	\$313,311	\$142,699	\$99,600	\$99,600	\$99,600
Licenses/Permits/Fees	\$173,550	\$129,063	\$112,100	\$107,100	\$107,100
TOTAL	\$16,511,264	\$17,288,175	\$18,214,193	\$18,598,054	\$19,198,050

Expenditures

General Fund Expenditures (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Personnel	\$7,992,789	\$8,738,063	\$9,624,409	\$10,182,615	\$10,784,837
Operating	\$6,772,510	\$8,841,385	\$9,092,122	\$8,884,796	\$9,211,364
Interfund Transfers	\$2,652,247	\$1,582,309	\$1,633,000	\$1,821,826	\$1,801,826
Capital	\$1,113,688	\$1,131,893	\$1,058,400	\$698,000	\$616,000
Debt Service	\$507,287	\$346,946	\$396,627	\$621,818	\$610,914
Cost Allocations	-\$2,631,555	-\$3,352,421	-\$3,590,365	-\$3,611,001	-\$3,826,891
TOTAL	\$16,406,966	\$17,288,175	\$18,214,193	\$18,598,054	\$19,198,050

Financial Summary

General Fund Revenues vs Expenditures

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Revenues	\$16,511,264	\$17,288,175	\$18,214,193	\$18,598,054	\$19,198,050
Expenses	\$16,406,966	\$17,288,175	\$18,214,193	\$18,598,054	\$19,198,050
REVENUES LESS EXPENSES	\$104,298	\$0	\$0	\$0	\$0

Fund Balance

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Fund Balance Appropriation		(\$1,177,582)	\$207,819	\$805,854	\$1,342,850
Remaining Balance	\$12,536,714	\$13,714,296	\$13,506,477	\$12,700,623	\$11,357,773
Fund Balance as % of Expenditures	76.4%	79.3%	74.2%	68.3%	59.2%



Financial Summary: Water & Sewer Fund

FY2026 Operating & Capital Budget

Revenues

Water & Sewer Fund Revenue (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Licenses/Permits/Fees	\$13,452,087	\$13,827,993	\$13,342,000	\$14,554,000	\$15,766,000
Fund Balance Appropriated	\$0	\$2,496,306	\$675,666	\$271,633	\$507,813
Interfund Transfers	\$2,081,540	\$687,990	\$350,000	\$0	\$0
Interest	\$637,447	\$615,012	\$300,000	\$100,000	\$100,000
Other	\$130,383	\$22,082	\$13,500	\$13,500	\$13,500
TOTAL	\$16,301,457	\$17,649,383	\$14,681,166	\$14,939,133	\$16,387,313

Expenditures

Water & Sewer Fund Expenditures (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Personnel	\$3,638,934	\$4,032,773	\$4,109,785	\$4,359,456	\$4,624,749
Operating	\$3,146,899	\$3,995,949	\$4,005,535	\$3,662,422	\$3,793,840
Cost Allocations	\$2,467,399	\$3,051,390	\$3,358,707	\$3,384,597	\$3,578,350
Debt Service	\$1,666,618	\$2,162,606	\$2,172,139	\$2,572,658	\$2,840,374
Interfund Transfers	\$4,198,070	\$3,341,959	\$170,000	\$340,000	\$1,180,000
Capital	\$480,798	\$1,064,706	\$865,000	\$620,000	\$370,000
TOTAL	\$15,598,718	\$17,649,383	\$14,681,166	\$14,939,133	\$16,387,313

Financial Summary

Water & Sewer Revenue vs. Expenditures

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Revenues	\$16,301,457	\$17,649,383	\$14,681,166	\$14,939,133	\$16,387,313
Expenses	\$15,598,718	\$17,649,383	\$14,681,166	\$14,939,133	\$16,387,313
REVENUES LESS EXPENSES	\$702,739	\$0	\$0	\$0	\$0

Fund Balance

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Fund Balance Appropriation		\$2,430,114	\$675,666	\$271,633	\$507,813
Remaining Balance	\$10,999,979	\$8,569,865	\$7,894,199	\$7,622,566	\$7,114,753
Fund Balance as % of Expenditures	70.5%	48.6%	53.8%	51.0%	43.4%
Days of Cash on Hand	428	282	251	244	216

Rate Coverage

Surplus/(Deficit) at Projected Rates	FY26 Budget	FY27 Projection	FY28 Projection
Water (FY26: 7.5%, FY27: 12.5%, FY28: 12.5%)	(\$615,036)	(\$127,203)	(\$739,060)
Sewer (FY26: 7.5%, FY27: 7.5%, FY28: 7.5%)	(\$60,630)	(\$144,430)	\$231,247
Total Surplus/(Deficit)	(\$675,666)	(\$271,633)	(\$507,813)



Financial Summary: Stormwater Fund

FY2026 Operating & Capital Budget

Revenues

Stormwater Revenues (by type)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Licenses/Permits/Fees	\$756,872	\$875,600	\$973,100	\$1,110,100	\$1,110,100
Fund Balance Appropriated	\$0	\$268,769	\$182,175	\$73,533	\$28,193
Interest	\$47,850	\$50,000	\$10,000	\$10,000	\$10,000
TOTAL	\$804,722	\$1,194,369	\$1,165,275	\$1,193,633	\$1,148,293

Expenditures

Stormwater Expenditures (by function)

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Stormwater	\$824,606	\$1,194,369	\$1,165,275	\$1,193,633	\$1,148,293
TOTAL	\$824,606	\$1,194,369	\$1,165,275	\$1,193,633	\$1,148,293

Financial Summary

Stormwater Fund Revenues vs Expenditures

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Revenues	\$804,722	\$1,194,369	\$1,165,275	\$1,193,633	\$1,148,293
Expenses	\$824,606	\$1,194,369	\$1,165,275	\$1,193,633	\$1,148,293
REVENUES LESS EXPENSES	-\$19,883	\$0	\$0	\$0	\$0

Fund Balance

	FY24 Actual	FY25 Estimate	FY26 Budget	FY27 Projection	FY28 Projection
Fund Balance Appropriation		\$268,769	\$182,175	\$73,533	\$28,193
Remaining Balance	\$817,180	\$548,411	\$366,236	\$292,703	\$264,510
Fund Balance as % of Operating Budget	96.4%	45.9%	31.4%	24.5%	23.0%



Crosswalk: Recommended to Adopted

FY2026 Operating & Capital Budget

General Fund

Department	Request	Description	FY26	FY27	FY28	Notes
Governing Body	Women in Municipal Government Conference	Increase funding to include 2 commissioners	\$2,600	\$2,600	\$2,600	
Safety & Risk Management	Works Comp Insurance	Received FY26 quote	\$18,000	\$20,000	\$23,000	
Streets	NC86 Debt Service	Updated per terms of rate lock	(\$1,695)	\$2,201	\$1,902	
Streets	Pavement Condition Study	Move from FY27 to FY26	\$35,000	(\$35,000)	\$-	
Streets	Street Resurfacing	Resurfacing of 2 streets planned for FY25 delayed due to utility work on those streets. Reallocate funds in FY26.	\$130,000	\$-	\$-	
Special Appropriations	Community Re-Investment Program	Funded Agencies: \$10,000 - Exchange Club Park \$10,000 - Fairview Community Watch \$15,800 - Hillsborough Arts Council \$10,000 - Orange Congregations in Mission	(\$2,799)			Return unallocated funds to fund balance.

Water & Sewer Fund

Department	Request	Description	FY26	FY27	FY28	Notes
N/A	N/A	N/A	N/A	N/A	N/A	

Stormwater Fund

Department	Request	Description	FY26	FY27	FY28	Notes
N/A	N/A	N/A	N/A	N/A	N/A	



Governing Body: Dues & Training

FY2026 Operating & Capital Budget

Dues & Subscriptions

Governing Body Dues & Subscriptions

Itemization Description	2024-25	2025-26	2026-27	2027-28	Total
NCLM Annual Dues	\$11,173	\$11,173	\$11,173	\$11,173	\$44,692
Hillsborough Chamber of Commerce	\$6,000	\$6,000	\$6,000	\$6,000	\$24,000
Central Pines Regional Council	\$4,357	\$4,357	\$4,357	\$4,357	\$17,428
School of Government Annual Dues	\$1,524	\$1,524	\$1,524	\$1,524	\$6,096
Chapel Hill Chamber of Commerce	\$1,400	\$1,455	\$1,455	\$1,455	\$5,765
National League of Cities	\$1,276	\$1,314	\$1,314	\$1,314	\$5,218
Miscellaneous	\$500	\$500	\$500	\$500	\$2,000
NC Mayors Association	\$300	\$300	\$300	\$300	\$1,200
NC Women in Municipal Government (x2)	\$150	\$150	\$150	\$150	\$600
NC Black Elected Municipal Officials	\$75	\$75	\$75	\$75	\$300
Southern City Subscription	\$22	\$22	\$22	\$22	\$88
TOTAL	\$26,777	\$26,870	\$26,870	\$26,870	\$107,387

Training, Conferences, & Conventions

Governing Body Training/Conference/Conventions

Itemization Description	2024-25	2025-26	2026-27	2027-28	Total
Inter City Visits	\$16,000	\$0	\$16,000	\$0	\$32,000
Miscellaneous Training	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Women in Municipal Government Conference (x2)	\$2,500	\$5,100	\$5,100	\$5,100	\$17,800
NCLM City Vision	\$3,600	\$3,600	\$3,600	\$3,600	\$14,400
International LGBTQ Leaders Conference	\$1,800	\$1,800	\$1,800	\$1,800	\$7,200
NC 365 Conference	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
UNC SOG Advanced Leadership Corps.	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Leadership Chapel Hill - Carrboro (x2)	\$0	\$3,750	\$0	\$0	\$3,750
Newly Elected Officials School (FY24/26/28)	\$0	\$1,500	\$0	\$1,500	\$3,000
Travel Reimbursement for Meetings Outside County	\$600	\$600	\$600	\$600	\$2,400
NC Mayors Association Member Meeting	\$400	\$400	\$400	\$400	\$1,600
Central Pines Regional Summit	\$300	\$300	\$300	\$300	\$1,200
NCLM Town and State Dinner	\$300	\$300	\$300	\$300	\$1,200
State of the Community Report	\$280	\$280	\$280	\$280	\$1,120
NCLM Town Hall Day (1)	\$30	\$30	\$30	\$30	\$120
TOTAL	\$32,810	\$24,660	\$35,410	\$20,910	\$113,790



ORDINANCE
Capital Project Amendment
Fiber Loop

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$450,000	\$50,000	\$500,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$450,000	\$50,000	\$500,000

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes:
Noes:
Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE
Capital Project Amendment
Fire Station

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$750,000	\$300,000	\$1,050,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$750,000	\$300,000	\$1,050,000

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in 2025.

Ayes:
Noes:
Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Ridgewalk Greenway

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$458,003	\$333,000	\$791,003

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$458,003	\$333,000	\$791,003

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Sodium Hypochlorite Conversion

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

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

Sodium Hypochlorite Conversion	\$375,000
--------------------------------	-----------

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

Sodium Hypochlorite Conversion	\$375,000
--------------------------------	-----------

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Hasell Water Tank Replacement

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hasell Water Tank Replacement	\$115,000	\$95,000	\$210,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hasell Water Tank Replacement	\$115,000	\$95,000	\$210,000

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Cates Creek Outfall Upgrade

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

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

Cates Creek Outfall Upgrade	\$75,000
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Section 2. Amounts appropriated for the capital project are hereby adopted as follows.

Cates Creek Outfall Upgrade	\$75,000
-----------------------------	----------

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Elizabeth Brady Pump Station and Force Main Upgrade

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Pump Station and Force Main Upgrade	\$300,000	\$450,000	\$750,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Pump Station and Force Main Upgrade	\$300,000	\$450,000	\$750,000

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Elizabeth Brady Road Culvert Replacement

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Rd Culvert Replacement	\$75,000	\$100,000	\$175,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Elizabeth Brady Rd Culvert Replacement	\$75,000	\$100,000	\$175,000

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

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

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of June in the year 2025.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
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 June 23, 2025

Attachments:

None

Summary:

Possible topics for the June 23, 2025 work session include:

- Budget adoption, if needed.
- Miscellaneous budget amendments and transfers.
- Tentative code of ordinance amendment.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: June 9, 2025
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 May 2025

Budget

- May 12 - Budget presented to town board
- May 19 - Public Hearing and Budget Workshop #1
- May 27 – Budget Workshop #2

Communications

- Branding — Provided branding materials to consultants and county heat action task force. Worked with consultant and planning on branding for Unified Development Ordinance rewrite.
- Town materials — Reviewed and created materials on proposed budget and drafted budget video scripts.
- Website — Created project page for Unified Development Ordinance rewrite. Updated Contact Us page to provide contact form categories for police on the landing page. Updated budget-related pages to include proposed budget information. Working on reducing PDFs for accessibility.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Start date: 6/16.
Graduate Intern – Admin	Start date: 6/2.
Information Technology Manager	Readvertised. Closes: 6/17.
Police Officer	Continuous recruitment.

Diversity, Equity and Inclusion

- Keeping up to date with the status of House Bill 171 Equality in State Agencies/Prohibition on DEI.
- Continued collaboration with DEI leaders throughout the state.

Information Technology

- Mandatory IT Securing Training conducted May 27 and 28.
- IT Manager position recruitment is live.

Safety and Risk Management

- Held the monthly town-wide Safety Committee Meeting.
- Completed the North Carolina Office of Recovery & Resiliency/Department of Climate 17-week Extreme Heat Awareness Planning program.
- Rolled out the County/Town Heat Awareness Program



Public Works Report: May 2025

Work Orders

44 completed

Public Spaces

78 staff hours

Stormwater Maintenance

128 Storm drains cleaned, 150 linear feet, and 72 staff hours

Inspections

6 Utility inspections, and 1 driveway inspection

Special Events

Last Friday's – 3 Staff hours, installed and removed banners for Memorial Day – 15 staff hours, installed Banners for Pride month – 7.5 staff hours

Training

2 staff attended training through ITRE

Cemetery

2 graves marked

Asphalt Repairs

5 utility repairs