



Agenda

Board of Commissioners Regular Meeting

7:00 PM October 12, 2026

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

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

A. Poem reading by Hillsborough Poet Laureate Amal Kassir

5. Appointments

A. Tree Board – Appointment of Thomas Darling for a term ending Oct. 31, 2029

6. Items for decision – consent agenda

A. Minutes

– Regular meeting Sept. 14, 2026

– Regular meeting closed session Sept. 14, 2026

B. Miscellaneous budget amendments and transfers

C. Recognition of October's Continuous Resolution – Indigenous Peoples Day

D. 2026 Board of Commissioners Meeting Schedule Amendment

E. 2027 Board of Commissioners Meeting Schedule

F. Collins Ridge Phase 1B Water and Sewer Acceptance

G. Fiscal Year 2027 Quarter 1 Governing Body Expenditure Report

H. Annexation and rezoning requests for 2101 and 2109 NC 86 S (applicant-initiated)

I. Special Event Permit – Harvest Fest

J. Special Event Permit – 2026 Solstice Lantern Walk and Market

K. Special Event Permit – Pretty in Pink 5K

7. Items for decision - regular agenda

A. Presentation by North Carolina Department of Transportation of updated plans for Churton Street Project (U-5845)

B. Hot topics for work session Oct. 26, 2026

8. Updates

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

- A. Board members
- B. Town manager

9. Closed session

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(5) concerning property acquisition

10. 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: Oct. 12, 2026
Department: Community Service and Sustainability
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Community Service and Sustainability Director

ITEM TO BE CONSIDERED

Subject: Tree Board – Appointment of Thomas Darling for a term ending Oct. 31, 2029

Attachments:

Volunteer application for Thomas Darling

Summary:

Thomas Darling has volunteered to serve a second term of three years on the Hillsborough Tree Board. Thomas also serves as a volunteer on the Tree Board's Invasive Species Removal Team.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Consider appointment of Thomas Darling as a member of the Tree Board whose term will expire on Oct. 31, 2029.



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):

Thomas

Last name (required):

Darling

Home address (required):

2401 Hardwood Drive

Home phone number:

[REDACTED]

Work phone number:

None

Email address (required):

[REDACTED]

Place of employment:

City of Durham (Retired)

Job title:

Fire Inspector (retired)

Birth date (required):

[REDACTED]

Gender (required):

Male

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

White

First choice (required):

Tree Board

Second choice (required):

None

Third choice (required):

None

Reasons for wanting to serve (required):

Promoting, improving, increasing, and maintaining green space in Hillsborough, educating and engaging the public in the need for healthy and noninvasive plant species that support wildlife and pollinators.

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):

Working along the town greenway/ riverwalk in the removal of invasive species and the planting and nurturing of native replacements. Planting and maintaining a native pollinator garden on our home property.

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

Have lived in Cornwallis Hills since 1994, and enjoy going to downtown establishments to relax, take in the entertainment and see friends and community members. Frequent visitors to the Sportsplex for exercise.

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

I have reviewed the Vision 2030 plan, which gives a great overview of the structure of the towns makeup, it's government, and objectives and strategy for keeping the town the best town in North Carolina!

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

I have reviewed a number of town documents. The Comprehensive Sustainability Plan was well developed and gives clear direction moving forward for the town and I applaud all who had/have a hand in it.

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

We must continue to find ways to engage the public in supporting the very important need for green space and our natural world.

How did you hear about this opportunity (required)?

Current volunteer

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting Sept. 14, 2026
2. Regular meeting closed session Sept. 14, 2026

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 Sept. 14, 2026 and regular meeting closed session Sept. 14, 2026.



Minutes

Board of Commissioners Regular Meeting

7 p.m. Sept. 14, 2026

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

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

Absent: Commissioner Evelyn Lloyd

Staff: Assistant Town Manager Matt Efird, Police Management and Accreditation Coordinator Marshall Grayson, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Chief of Police Jason Winn

Opening of the meeting

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

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Added items:

- Item 6.J Special Event Permit – River Park Concert 2026
- Item 9.A Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege – Town of Hillsborough v. Kenneth and Linda Ostrand
- Item 9.B Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege – Corbinton Commons Association, Inc. and Town of Hillsborough v. Carlton McKee, Jr., Sara McKee, Andrew Gaster, and Donna Gaster

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

Vote: 4-0.

4. Presentations

- A. Introduction of recently hired officers Mia Hildebrand and Jonathan Nelson and public reaffirmation of their oaths of office

Chief of Police Jason Winn introduced officers Mia Hildebrand and Jonathan Nelson to the board to reaffirm their oaths of office, with the mayor administering the oaths. Hildebrand's mother affixed her badge, and Nelson's father affixed his badge.

5. Appointments

- A. Upper Neuse River Basin Association – Appointment of Heather Fisher as Secondary Alternate Director

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

Vote: 4-0.

6. Items for decision – consent agenda

- A. Minutes
– Regular meeting Aug. 10, 2026
– Regular meeting closed session Aug. 10, 2026
– Work session Aug. 24, 2026
– Work session closed session Aug. 24, 2026
- B. Miscellaneous budget amendments and transfers
- C. Resolution to Approve the 2025 Local Water Supply Plan
- D. 420 West Tryon Street Waterline Acceptance
- E. Proclamation – Diaper Need Awareness Week
- F. Proclamation – Breast Cancer Awareness Month
- G. Proclamation – Hispanic Heritage Month 2026
- H. Demolition ordinance amendment for 380 Cornelius Street (OC PIN 9865801551) due to a scrivener's error in the parcel ID number in the demolition ordinance adopted Aug. 24, 2026
- I. 2026 Board of Commissioners Meeting Schedule Amendment
- J. Special Event Permit – River Park Concert 2026 (added item)

Motion: Ferguson moved to approve all items on the consent agenda as amended. Commissioner Meaghun Darab seconded.

Vote: 4-0. Nays: None.

7. Items for decision - regular agenda

- A. Proposal for a veteran-themed patrol car wrap
The board approved a conceptual design for a military tribute vehicle wrap intended to honor veterans in the Hillsborough Police Department and the broader community. The design features an American flag motif along the sides of the vehicle, camouflage patterning on the rear glass, the emblems of all six military branches, and a custom POW/MIA license plate. The wrap is expected to be completed by Veterans Day.

8. Updates

- A. Board members
Board members gave updates on the committees and boards on which they serve.
- B. Town manager
There were no updates.

Motion: Ferguson moved to go into closed session. Commissioner Robb English seconded.

Vote: 4-0.

9. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege – Town of Hillsborough v. Kenneth and Linda Ostrand (added item)
- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney involving claims against the town in order to preserve the attorney-client privilege Corbinton Commons Association, Inc. and Town of Hillsborough v. Carlton McKee, Jr., Sara McKee, Andrew Gaster, and Donna Gaster (added item)

Motion: Ferguson moved to return to open session. Hughes seconded.
Vote: 4-0.

10. Adjournment

Motion: Hughes moved to adjourn at 8:18 p.m. Ferguson seconded.
Vote: 4-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners
This content was assisted by an artificial intelligence tool,
ClerkMinutes, and reviewed by town staff.

DRAFT

Budget Adjustment Report

Adjustment Detail

For Date Range: 09/14/2026 - 09/14/2026

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Expense						
Department: 5100 - POLICE						
10-20-5100-5300113	LICENSE FEES			26,722.00	35,000.00	61,722.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		35,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			83,320.00	45,000.00	128,320.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		45,000.00	
10-20-5100-5300458	DATA PROCESSING SERVICES			165,497.00	-80,000.00	85,497.00
BA0000503	Allocate to appropriate HPD line items	GLPKT04767	09/14/2026		-80,000.00	
Department 5100 Total:				275,539.00	0.00	275,539.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5300455	CS - ENGINEERING			0.00	1,377.00	1,377.00
BA0000509	GIS Training	GLPKT04972	09/14/2026		1,377.00	
10-30-5400-5300570	MISCELLANEOUS			55,600.00	-1,377.00	54,223.00
BA0000509	GIS Training	GLPKT04972	09/14/2026		-1,377.00	
Department 5400 Total:				55,600.00	0.00	55,600.00
Department: 5600 - STREETS						
10-30-5600-5300330	SUPPLIES - DEPARTMENTAL			29,500.00	14,100.00	43,600.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		14,100.00	
Department 5600 Total:				29,500.00	14,100.00	43,600.00
Department: 5800 - SOLID WASTE						
10-30-5800-5700740	CAPITAL - VEHICLES			420,000.00	9,765.00	429,765.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		9,765.00	
Department 5800 Total:				420,000.00	9,765.00	429,765.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-23,865.00	426,135.00
BA0000508	Bulk Salt & Garbage Truck	GLPKT04952	09/14/2026		-23,865.00	
Department 9990 Total:				450,000.00	-23,865.00	426,135.00
Expense Total:				1,230,639.00	0.00	1,230,639.00
Fund 10 Total:				1,230,639.00	0.00	1,230,639.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300158	MAINT - EQUIPMENT			82,470.00	200.00	82,670.00
BA0000505	Address settling issues at WWTP	GLPKT04827	09/14/2026		-9,800.00	
BA0000506	Pump/motor/skid work at WWTP	GLPKT04887	09/14/2026		10,000.00	
30-80-8220-5300164	MAINT - INSTRUMENTATION			28,303.00	-10,000.00	18,303.00
BA0000506	Pump/motor/skid work at WWTP	GLPKT04887	09/14/2026		-10,000.00	
30-80-8220-5300165	MAINT - INFRASTRUCTURE			9,860.00	9,800.00	19,660.00
BA0000505	Address settling issues at WWTP	GLPKT04827	09/14/2026		9,800.00	
Department 8220 Total:				120,633.00	0.00	120,633.00
Expense Total:				120,633.00	0.00	120,633.00
Fund 30 Total:				120,633.00	0.00	120,633.00

Budget Adjustment Report

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Revenue						
Department: 5100 - POLICE						
72-00-5100-3301052	RESTRICTED REV - ABC BOARD GRANT			-53,533.96	-2,000.00	-55,533.96
BA0000504	Orange County ABC Board 1/4	GLPKT04790	09/14/2026		-2,000.00	
Department 5100 Total:				-53,533.96	-2,000.00	-55,533.96
Revenue Total:				-53,533.96	-2,000.00	-55,533.96
Expense						
Department: 5100 - POLICE						
72-20-5100-5300052	ABC BOARD EXPENDITURES			53,533.96	2,000.00	55,533.96
BA0000504	Orange County ABC Board 1/4	GLPKT04790	09/14/2026		2,000.00	
Department 5100 Total:				53,533.96	2,000.00	55,533.96
Expense Total:				53,533.96	2,000.00	55,533.96
Fund 72 Total:				0.00	0.00	0.00
Budget Code 2026-2027 Total:				1,351,272.00	0.00	1,351,272.00

APPROVED: 4/0

DATE: 9/14/26

VERIFIED: *Sarah E. Kinney*

DRAFT

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	1,230,639.00	0.00	1,230,639.00
	30	120,633.00	0.00	120,633.00
	72	0.00	0.00	0.00
Budget Code 2026-2027 Total:		1,351,272.00	0.00	1,351,272.00

DRAFT



RESOLUTION

Approving Completed 2025 Local Water Supply Plan

WHEREAS, North Carolina General Statute 143-355(l) requires that each unit of local government that provides public water service prepare and submit a Local Water Supply Plan, annually; and

WHEREAS, as required by the statute and in the interests of sound local planning, the Local Water Supply Plan for the Town of Hillsborough, has been updated by the Utilities Department for calendar year 2025, submitted to and determined by the North Carolina Division of Environmental Quality (DEQ) to meet the minimum plan criteria; and

WHEREAS, the Board of Commissioners of the Town of Hillsborough finds that the 2025 Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355(l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Hillsborough, as well as useful information to the DEQ for the development of a state water supply plan as required by statute;

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

1. The completed 2025 Local Water Supply Plan for the Town of Hillsborough is hereby approved.
2. The Town of Hillsborough Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the department, in accordance with the statute and sound planning practice.

Approved this 14th day of September in the year 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

2026 Diaper Need Awareness Week

September 14 – 20

WHEREAS, diaper need, the condition of not having a sufficient supply of clean diapers to keep babies and toddlers clean, dry, and healthy, can adversely affect the health and well-being of babies, toddlers, and their families; and

WHEREAS, national surveys and research studies report that one in two families struggle with diaper need and 48 percent of families delay changing a diaper to extend their supply; and

WHEREAS, purchasing enough diapers to keep a baby or toddler clean, dry, and healthy can consume 14 percent of a low-wage family's post-tax income, making it difficult to obtain a sufficient supply; and

WHEREAS, a daily or weekly supply of diapers is generally an eligibility requirement for babies and toddlers to participate in childcare programs and quality early-education programs; and

WHEREAS, without enough diapers, babies and toddlers risk infections and health problems that may require medical attention, and may prevent parents from attending work or school, thereby hurting the family's economic prospects and well-being; and

WHEREAS, the people of Hillsborough recognize that diaper need is a public health issue, and addressing diaper need can lead to economic opportunity for the state's families and communities and improved health for children, thus ensuring all people have access to the basic necessities required to thrive and reach their full potential; and

WHEREAS, Hillsborough is proud to be home to trusted community-based organizations including Diaper Bank of North Carolina that recognize the importance of diapers in ensuring health and providing economic stability for families and thus distribute diapers to families through various channels; and

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of September 14 through September 20, 2026, as Diaper Need Awareness Week in the Town of Hillsborough, thank the aforementioned diaper bank, their staff, volunteers and donors, for their service and encourage the residents of Hillsborough to donate generously to diaper banks, diaper drives, and those organizations that collect and distribute diapers to those struggling with diaper need, so that all of Hillsborough's children and families can thrive and reach their full potential.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Recognizing the Month of October as Breast Cancer Awareness Month

WHEREAS, National Breast Cancer Awareness Month is an annual campaign to increase awareness of the disease and increase public knowledge about the importance of early detection of breast cancer diagnosis and treatment; and

WHEREAS, one in eight women and one in 833 men will be diagnosed with breast cancer in their lifetime; and

WHEREAS, the American Cancer Society recommends annual breast cancer screening with mammograms starting at age 40. Early detection saves lives, so schedule your mammogram today — 15 minutes could save your life; and

WHEREAS, the American Cancer Society started "Making Strides Against Breast Cancer," the nation's largest and most impactful breast cancer movement — providing a supportive community for courageous breast cancer survivors and metastatic breast cancer thrivers, caregivers, and families alike; and

WHEREAS, many organizations continue to search for a cure through vital research, and physicians, public health professionals, and advocates continue to educate our community about awareness and innovative advancements in early detection and treatment; and

WHEREAS, the Hillsborough Board of Commissioners supports breast cancer research and recognizes the trauma breast cancer brings, and understands that this horrible disease strikes women and men within the Hillsborough community; and

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim each month of October as Breast Cancer Awareness Month in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



PROCLAMATION

Hispanic Heritage Month 2026

WHEREAS, Sept. 15 is the anniversary of independence from the Spanish Empire for five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua; and Mexico and Chile achieved independence on Sept. 16 and 18, respectively; and

WHEREAS, Hispanic Americans bring a rich cultural heritage representing many countries, ethnicities and religious traditions that are part of the fabric of America; and

WHEREAS, between 1968 and 1988, Presidents Johnson, Nixon, Ford, Carter and Reagan issued a series of annual proclamations that designated a week in September containing Sept. 15 and 16 as National Hispanic Heritage Week; and

WHEREAS, in 1988, the United States Congress adopted a resolution designating Sept. 15 to Oct. 15 of each year as National Hispanic Heritage Month; and

WHEREAS, during National Hispanic Heritage Month, the United States highlights and celebrates the culture and traditions of Spanish-speaking residents who trace their roots to Spain, Mexico, Central America, South America and the Caribbean; and

WHEREAS, the Hispanic communities of North Carolina have been integral in the history, culture, governance, and economy of the state and will be a critical part of its future as their communities continue to grow; and

WHEREAS, Hillsborough is home to a growing Hispanic community that is involved the civic, cultural, and economic fabric of the town and continues to make substantial contributions to the overall quality of life in town; and

WHEREAS, regional organizations such as El Centro Hispano, El Futuro, El Pueblo and the Refugee Community Partnership provide many valuable services to Hispanic and Latino residents in Hillsborough and further strengthen the town as a whole;

NOW, THEREFORE, the Town of Hillsborough does hereby proclaim Sept. 15 through Oct. 15, 2026, as Hispanic Heritage Month and calls upon all residents of Hillsborough to celebrate this month through activities and programs that enlighten and inspire our understanding of the amazing heritage of our Hispanic families, neighbors and friends.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 14th day of September in the year 2026.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

ORDINANCE #20260914-6.H

Return to: Shannan Campbell, PO BOX 429 Hillsborough, NC 27278



ORDINANCE

Directing Removal or Demolishment of Structure and Notice Regarding Occupation

WHEREAS, the Hillsborough Board of Commissioners finds that the structure described herein is unfit for human habitation and dangerous to the health, safety and welfare of the residents of Hillsborough pursuant to the minimum housing code of the Town of Hillsborough, North Carolina; and

WHEREAS, the town's contracted code enforcement officer has verified that all of the procedures of the town's minimum housing ordinance have been complied with; and

WHEREAS, this structure should be removed or demolished as directed by the code enforcement officer and should be placarded by placing thereon a notice prohibiting use for human habitation; and

WHEREAS, the owners and parties in interest of this structure have been given a reasonable opportunity to bring the structure up to the standards of the town's minimum housing ordinance pursuant to an order issued by the code enforcement officer on March 31, 2026, and the owners have failed to comply with the order.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The code enforcement officer is hereby authorized and directed to place a placard on the structure located at 380 Cornelius Street, Parcel ID 9865801551, in Hillsborough, Orange County, North Carolina, containing the legend:

"This building is unfit for human habitation. The use or occupation of this building for human habitation is prohibited and unlawful."

Section 2. The code enforcement officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated March 31, 2026, and in accordance with the Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property 380 Cornelius Street. The lien shall be filed in all appropriate offices of the Town of Hillsborough, including the Orange County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of Chapter 160A of the General Statutes.

ORDINANCE #20260914-6.H

- Section 4.** Upon completion of the required removal or demolition, the code enforcement officer shall determine whether any of the materials have resale value and shall make a reasonable effort to sell the same if so. If any materials are sold, the code enforcement officer shall credit the process against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the code enforcement officer shall deposit the surplus in the Superior Court, where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.
- Section 5.** It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.
- Section 6.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted on the 24th day of August in the year 2026, and then a scrivener's error to correct the Parcel ID number was duly adopted this the 14th day of September in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

Note: This ordinance must be recorded in the office of the Register of Deeds in the county where the property is located and must be indexed in the name of the property owner in the grantor.

Meeting Schedule: 2026

BOARD OF COMMISSIONERS

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



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

Regular meetings

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

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

Work sessions

Work sessions typically occur the fourth Monday of the month.

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

Joint public hearings

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

Feb. 19	Aug. 20
May 21	Nov. 19

Joint meetings

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

TBD	Orange County Board of Commissioners
	Location TBD

Government 101 (Panel discussion beginning at 6:45 p.m.)

Oct. 22	Whitted Human Services Center 300 W. Tryon Street
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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 12, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

Town of Hillsborough, NC

For Date Range: 10/12/2026 - 10/12/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Revenue						
Department: 3800 - NON-DEPARTMENTAL						
10-00-3800-3800350	MISCELLANEOUS			-2,172.00	-3,000.00	-5,172.00
BA0000513	Police Driving School - ACC Volunteer Contri...	GLPKT05160	10/12/2026		-3,000.00	
Department 3800 Total:				-2,172.00	-3,000.00	-5,172.00
Revenue Total:				-2,172.00	-3,000.00	-5,172.00
Expense						
Department: 4200 - ADMINISTRATION						
10-10-4200-5300451	CS - PRINTING			0.00	1,000.00	1,000.00
BA0000510	Community Survey	GLPKT04993	10/12/2026		1,000.00	
10-10-4200-5300570	MISCELLANEOUS			15,498.00	-1,000.00	14,498.00
BA0000510	Community Survey	GLPKT04993	10/12/2026		-1,000.00	
Department 4200 Total:				15,498.00	0.00	15,498.00
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5300145	MAINT - BUILDINGS			358,009.00	-4,257.00	353,752.00
BA0000511	Preventative maintenance - HPD elevator	GLPKT05065	10/12/2026		-4,257.00	
10-10-5000-5300158	MAINT - EQUIPMENT			5,000.00	4,257.00	9,257.00
BA0000511	Preventative maintenance - HPD elevator	GLPKT05065	10/12/2026		4,257.00	
Department 5000 Total:				363,009.00	0.00	363,009.00
Department: 5100 - POLICE						
10-20-5100-5300080	TRAINING/CONF/CONV			21,500.00	3,000.00	24,500.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		3,000.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			83,320.00	-3,000.00	80,320.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		-3,000.00	
10-20-5100-5300350	UNIFORMS			26,800.00	-500.00	26,300.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		-500.00	
10-20-5100-5300363	RENTAL - BUILDINGS			44,100.00	500.00	44,600.00
BA0000515	ERT training & water/sewer addition to renta..	GLPKT05190	10/12/2026		500.00	
10-20-5100-5300460	CS - DRIVER SAFTEY TRAINING			10,000.00	3,000.00	13,000.00
BA0000513	Police Driving School - ACC Volunteer Contri...	GLPKT05160	10/12/2026		3,000.00	
Department 5100 Total:				185,720.00	3,000.00	188,720.00
Expense Total:				564,227.00	3,000.00	567,227.00
Fund 10 Total:				562,055.00	0.00	562,055.00
Fund: 75 - CRF - WATER SYSTEM DEVELOPMENT FEES						
Revenue						
Department: 3870 - TRANSFER FROM						
75-71-3870-3870151	TRAN FR W/S CRF - EDD WATER LINE EX			-259,404.00	259,404.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		259,404.00	
75-71-3870-3870152	TRAN FR W/S CRF - 16" WTR CONNECT			-465,000.00	465,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		465,000.00	
75-71-3870-3870157	TRAN FR FUND 30 - WFER PH II DEBT PYMTS			-175,000.00	175,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		175,000.00	
75-71-3870-3870509	TRAN FR FUND 30 - GOV BURKE WTR			-149,408.00	149,408.00	0.00

Budget Adjustment Report

For Date Range: 10/12/2026 - 10/12/2026

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
BA0000514	Project Closeout	GLPKT05170	10/12/2026		149,408.00	
Department 3870 Total:				-1,048,812.00	1,048,812.00	0.00
Revenue Total:				-1,048,812.00	1,048,812.00	0.00
Expense						
Department: 6900 - SPECIAL APPROPRIATIONS						
75-71-6900-5970923	TRAN TO FUND 69 - EDD WTR LINE			259,404.00	-259,404.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-259,404.00	
75-71-6900-5970932	TRAN TO FUND 69 - 16" WTR CONNECT			465,000.00	-465,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-465,000.00	
75-71-6900-5970933	TRAN TO FUND 69 - GOV BURKE WTR			149,408.00	-149,408.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-149,408.00	
75-71-6900-5970950	TRAN TO FUND 30 - WFER PH II DEBT PYMTS			175,000.00	-175,000.00	0.00
BA0000514	Project Closeout	GLPKT05170	10/12/2026		-175,000.00	
Department 6900 Total:				1,048,812.00	-1,048,812.00	0.00
Expense Total:				1,048,812.00	-1,048,812.00	0.00
Fund 75 Total:				0.00	0.00	0.00
Budget Code 2026-2027 Total:				562,055.00	0.00	562,055.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027		Fiscal: 2026-2027		
	10	562,055.00	0.00	562,055.00
	75	0.00	0.00	0.00
Budget Code 2026-2027 Total:		562,055.00	0.00	562,055.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Oct. 12, 2026
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Recognition of October's Continuous Resolution – Indigenous Peoples Day

Attachments:

[Indigenous Peoples Day](#)

Summary:

Indigenous Peoples Day is celebrated on the second Monday of October, on Oct. 12 this year, to honor the cultures and histories of the Native American people. The day is centered around reflecting on their tribal roots and the tragic stories that hurt but strengthened their communities.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Recognition only.



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: 2026 Board of Commissioners Meeting Schedule Amendment

Attachments:

Amended schedule

Summary:

The 2026 Board of Commissioners meeting schedule is amended to:

- Remove 2026 Joint Meeting with the Orange County Board of Commissioners.
- Add Nov. 30 Joint Meeting with the Tourism Board and Tourism Development Authority.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To amend the meeting schedule as presented.

Meeting Schedule: 2026

BOARD OF COMMISSIONERS



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

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

Regular meetings

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

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

Work sessions

Work sessions typically occur the fourth Monday of the month.

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

Joint public hearings

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

Feb. 19	Aug. 20
May 21	Nov. 19

Joint meetings

TBD	Orange County Board of Commissioners	Nov. 30	Tourism Board and TDA
	Location TBD		

Government 101 (Panel discussion beginning at 6:45 p.m.)

Oct. 22	Whitted Human Services Center 300 W. Tryon Street
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101 E. Orange St., PO Box 429, Hillsborough, NC 27278 | 919-732-1270
www.hillsboroughnc.gov | @HillsboroughGov

Amended: 10/12/2026



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: 2027 Board of Commissioners Meeting Schedule

Attachments:

Draft 2027 Board of Commissioners Meeting Schedule

Summary:

The 2027 Board of Commissioners meeting schedule includes dates for regular meetings, monthly work sessions, quarterly joint public hearings with the Planning Board, and budget meetings.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt the 2027 Board of Commissioners meeting schedule.

Meeting Schedule: 2027

BOARD OF COMMISSIONERS

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



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

Regular meetings

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

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

Work sessions

Work sessions typically occur the fourth Monday of the month.

Jan. 25	Budget mini-retreat part 1	June 28	Budget adoption, if needed
Feb. 22	Budget mini-retreat part 2	Aug. 23	
March 22		Sept. 27	
April 26		Oct. 25	
May 17	Budget workshop, public hearing	Nov. 22	
May 24	With budget workshop, if needed		

Joint public hearings

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

Feb. 18	Aug. 19
May 20	Nov. 18

Joint meetings

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

Sept. 16	Orange County Board of Commissioners Whitted Human Services Center, 300 W. Tryon St.
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Government 101

Panel discussion beginning at X p.m.

TBD	Whitted Human Services Center, 300 W. Tryon St.
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www.hillsboroughnc.gov | @HillsboroughGov

Adopted: 10/12/26



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 12, 2026
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Engineering Services Manager Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Collins Ridge Phase 1B Water and Sewer Acceptance

Attachments:

Letter of dedication and request for acceptance.

Summary:

The water and sewer infrastructure that serves the first phase of development in Collins Ridge, Phase IA, was accepted in September 2025. The next phase of construction, Phase IB, completed construction of water and sewer infrastructure and met town requirements for acceptance.

Financial impacts:

The operation and maintenance of the assets are factored into water rates. The town will be accepting 3,750 feet of 8-inch water main, fire hydrants, valves; 2,150 LF 8" PVC sewer, 785 LF 8" DIP sewer, 68 sewer manholes and all associated appurtenances to serve 78 single family homes and 6 townhomes in Phase 1B. These assets are valued at approximately \$496,788 for the sanitary sewer collections system and \$576,750 for the water distribution system using recent project unit pricing for financial purposes (i.e., depreciation and replacement).

Staff recommendation and comments:

This request is going to be one of many as staff works with the developer to accept all water and sewer infrastructure in Collins Ridge. This acceptance does not include stormwater, streets or any other type of town final acceptance. We understand the developer is working towards these and other items for Phase 1A and Phase IB. The developer is also moving forward with future phases and staff is pleased this portion of the system is ready for town ownership.

Action requested:

Accept the water and sewer system in Phase IB into the town's system for ownership, operation and maintenance.

December 5, 2025

Bryant Green, PE
Engineering Services Manager
Town of Hillsborough
105 E. Corbin St.
Hillsborough, North Carolina 27278-0429

**RE: Collins Ridge Phase 1B
Utility Certification**

Dear Mr. Green,

This letter is provided as a final certification for the Collins Ridge Phase 1B public water and the public sewer systems as submitted to the State of NC. We hereby request the Town of Hillsborough's acceptance.

This certification is a final certification for both the water distribution system and sewer collection system within Phase 1B of the development. The water and sewer utility installation are in substantial compliance with the approved construction plans according to the Town/State construction standards per original approval of the construction plans by The John R. McAdams Company, Inc titled Collins Ridge – Phase 1B – Construction Drawings dated 06/30/2023.

The installation includes approximately 3,750 feet of 8-inch water main, fire hydrants, valves; 2,150 LF 8" PVC sewer, 785 LF 8" DIP sewer, 68 sewer manholes and all associated appurtenances to serve 78 single family homes and 6 townhomes in Phase 1B. The cost associated with the public utility systems as requested for turnover is estimated at approximately \$ 496,788 for the sanitary sewer collections system and \$ 576,750 for the water distribution system using recent project unit pricing.

Sincerely,

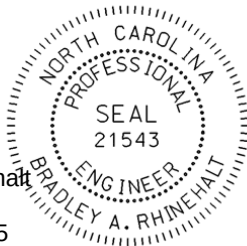
MCADAMS

signed by

Brad Rhinehalt

Date:

2025.12.05



Bradley Rhinehalt, PE
Senior Technical Manager, Residential



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027 Quarter 1 Governing Body Expenditure Report

Attachments:

Expenditure report

Summary:

Per the Board of Commissioners Travel and Professional Development Policy, the town clerk's office will provide the board with a quarterly report of all professional and board development expenditures.

Financial impacts:

N/A

Staff recommendation and comments:

None

Action requested:

Receive quarter 1 report.

Detail vs Budget Report
Account Detail

Date Range: 07/01/2026 - 09/30/2026

Account		Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10 - GENERAL									
Expense									
10-10-4100-5300080		TRAINING/CONF/CONV	0.00	35,410.00	0.00	9,980.00	9,980.00	25,430.00	71.82%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
07/01/2026	GLPKT04498	JN01006		RECLASS MH 2026 INTERCITY VISIT CONF				2,495.00	
07/01/2026	GLPKT04498	JN01006		RECLASS KF 2026 INTERCITY VISIT CONF				2,495.00	
07/31/2026	APPKT00708	135125	11950	REG-2026 INTERCITY VISIT-CLTSVILLE-9/27...	2884 - CHAPEL HILL-CARRBORO CHAMBER OF...			2,495.00	
07/31/2026	APPKT00708	135126	11950	REG-2026 INTERCITY VISIT-CLTSVILLE9/27-...	2884 - CHAPEL HILL-CARRBORO CHAMBER OF...			2,495.00	
10-10-4100-5300530		DUES & SUBSCRIPTIONS	0.00	27,161.00	0.00	10,716.00	10,716.00	16,445.00	60.55%
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
07/10/2026	APPKT00694	8680012	11855	TRUSTEE MEMBER-JULY 2026-JUNE 2027	825 - HILLSBOROUGH/OC CHAMBER OF CO...			6,000.00	
07/17/2026	APPKT00695	I0002916	73530	FY 2026/2027 MEMBERSHIP DUES-MATT ...	1267 - N C BLACK ELECTED			75.00	
08/07/2026	APPKT00713	8402	73579	2026-2027 SOG MEMBERSHIP DUES	928 - SCHOOL OF GOVERNMENT			1,703.00	
08/10/2026	APPKT00749	KIMREY,S-\$1,353.00	DFT0000710	FY27 MEMBER DUES - NAT'L LEAGUE OF C...	224 - BANK OF AMERICA NA			1,353.00	
09/18/2026	APPKT00768	134093	12189	BUSINESS BUILDER MEMBERSHIP-FY26/27	2884 - CHAPEL HILL-CARRBORO CHAMBER OF...			1,585.00	
Expense Totals:			0.00	62,571.00	0.00	20,696.00	20,696.00	41,875.00	66.92%
10 - GENERAL Totals:			0.00	62,571.00	0.00	20,696.00	20,696.00	41,875.00	66.92%
Report Total:			0.00	62,571.00	0.00	20,696.00	20,696.00	41,875.00	66.92%

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
10 - GENERAL	0.00	62,571.00	0.00	20,696.00	20,696.00	41,875.00	66.92%
Report Total:	0.00	62,571.00	0.00	20,696.00	20,696.00	41,875.00	66.92%



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Oct. 12, 2026
 Department: Planning and Development Services
 Agenda Section: Consent
 Public hearing: Yes
 Date of public hearing: Aug. 20, 2026

PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

ITEM TO BE CONSIDERED

Subject: Annexation and rezoning requests for 2101 and 2109 NC 86 S (applicant-initiated)

Attachments:

1. Submitted annexation and rezoning applications and supporting documents
2. Vicinity, Zoning, and Future Land Use maps
3. Deed of easement for Lunsford property
4. Planning Board statement
5. Draft consistency statement
6. Draft annexation and rezoning ordinances

Summary:

Request Summary	
Parcel ID Numbers (PINs)	9873-68-3437 and 9873-68-4399
Addresses	2101 & 2109 NC 86 S
Location	Intersection of NC 86 S and Old NC 10, abutting Home Depot
Property owners	Charles and Cora Scurlock
Applicant	TriCorp Investments LLC (represented by Ben Harris)
Acreage	+/- 2.54 acres total
Current zoning	Rural Residential (R1) in Orange County
Future Land Use category	Retail Services
Applicant request	• Annex parcels to the Town of Hillsborough (properties are contiguous to existing town limits) and • Rezone the properties from Rural Residential (R1) in Orange County to High Intensity Commercial (HIC) in the Town of Hillsborough

Comprehensive Sustainability Plan goals:

- Land Use and Development Goal 1:
 Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.

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

Financial impacts:

If annexed, the properties will be subject to town taxes, and the town will provide municipal services once developed. The developer would be responsible for the cost of extending water and sewer to the property.

Staff comments and recommendation:

Annexation

Staff has investigated the sufficiency of this petition and finds it compliant with the statutory requirements for contiguous annexations ([NC GS § 160A-31, Annexation by Petition](#)).

Rezoning request

Rezoning the parcel to High Intensity Commercial would be consistent with the Unified Development Ordinance and with the Future Land Use Map/Plan. Unified Development Ordinance Section 4.2.6 (High Intensity Commercial District), says the following about the zoning district:

“The purpose of the High Intensity Commercial district is to accommodate larger scale commercial, service, and light industrial uses and smaller supporting commercial and service uses in areas with good vehicular and/or transit access...[High Intensity Commercial] districts should be located along major transportation corridors...”

The request is also consistent with the [Future Land Use Plan](#), which envisions the property developing as “Retail Services.” The Future Land Use Plan says the following about the Retail Services category:

“These areas focus on retail and commercial uses. They should be located near residential and employment areas to provide good access to commerce and personal services...The larger-scale regional draws are more automobile-oriented and draw people from throughout the region...Smaller, accessory uses can also locate in these areas to provide convenience shopping and can include restaurants and smaller specialty retailers, with locations often on out-parcels or in smaller shopping centers.”

Water and sewer infrastructure

Water and sewer would need to be extended to these properties. The applicant is working with Home Depot on extending water and sewer from the Home Depot property to these two lots.

Joint public hearing

The public hearing for this item was held on Aug. 20, 2026. Minutes from the hearing have not yet been reviewed and approved by the boards, so staff will summarize here.

At the hearing, Ms. Hazel Lunsford spoke. She owns and lives on the property at 2115 NC 86 S, which is between the railroad corridor and the properties proposed for annexation and rezoning. Her driveway crosses over 2109 NC 86 S, one of the parcels included in this proposal.

Ms. Lunsford said she was opposed to the annexation and rezoning requests because development of those parcels would negatively impact her life. She also said she had received permission to put in her driveway from the

previous owner of 2109 NC 86 S.

Ben Harris with TriCorp Investments LLC said his company did not intend to deny Ms. Lunsford access to NC 86 S. He said his company was designing their site plan so the development would not impact Ms. Lunsford's driveway.

The Planning Board and town board also generally discussed traffic impacts. Staff confirmed that, if the project generates more than 800 trips per day (which it is projected to do), then the applicant will have to submit a Traffic Impact Analysis per the town's Street Manual. Ben Harris confirmed that his company is already working on an analysis. Planning staff also noted that NCDOT is on the town's Technical Review Committee; if/when the applicant submits site plans and construction drawings to the Technical Review Committee, then NCDOT will review the Traffic Impact Analysis.

Planning Board recommendation

After the public hearing closed on Aug. 20, the Planning Board unanimously recommended approval of the requests. The Planning Board also suggested that Planning staff research if a legal access easement existed for the Lunsford property. The formal consistency statement from the Planning Board is attached, along with a copy of the easement granting Ms. Lunsford ingress and egress through the property at 2109 NC 86 S.

Staff recommendation

Annexation of this parcel is reasonable given its location and its proximity to existing water and sewer infrastructure. The proposed High Intensity Commercial zoning is consistent with the Future Land Use Map/Plan. Staff recommends approval of the requests based on compliance with the town's adopted ordinances and plans.

Action requested:

Approve the annexation and rezoning requests by adopting the attached consistency statement and ordinances.



TOWN OF
HILLSBOROUGH

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

You must submit an Annexation Interest Letter before submitting this application. Letters are reviewed by the Hillsborough Board of Commissioners and may be submitted to staff at the email address above.

If you are requesting to annex property not zoned in town, you will also need to submit a rezoning application. Please contact staff with any questions.

SUBMITTAL REQUIREMENTS

- | | |
|--|--|
| ☒ Prior review/approval of Annexation Interest Letter | ☒ Signed Annexation Application and fee |
| ☒ Written metes and bounds description of the proposed annexation area | ☒ Map of the proposed annexation area, prepared by a professional land surveyor licensed in NC |

PROPERTY OWNER CONTACT

Name Charles & Ora Scurlock
Address 3000 Like Oak St, Round Rock TX 78681
Phone [REDACTED] Email [REDACTED]

APPLICANT CONTACT

Name TriCorp Investments, LLC - Ben Harris
Address 148 River St, Suite 205, Greenville, SC 29601
Phone [REDACTED] Email [REDACTED]

PROPERTY DETAILS

Is this property contiguous (adjacent) to current town limits? ☒ Yes ☐ No
Parcel ID numbers 9873683437 and 9873684399
Acreage to be annexed 2.8 acres
Current land uses _____
Proposed land uses High Intensity Commercial

Signature blocks on next page. Applications without signatures will not be accepted. → → →



M
aw

20171011000203270 DEED
Bk:RB6376 Pg:530
10/11/2017 04:08:48 PM 1/2

FILED Mark Chilton
Register of Deeds, Orange Co. NC
Recording Fee: \$26.00
NC Real Estate TX: \$251.00
aw

TRUSTEE'S DEED

NORTH CAROLINA

Prepared by: Hutchens Law Firm

Return To: Charles Bryant Scurlock
3000 Live Oak, Round Rock, TX 78681

ORANGE COUNTY

Firm Case No: 1200367 (FC.FAY)

REVENUE: \$251.00

TAX ID: 9873683437

SB

Not the primary residence of the Grantor herein

THIS TRUSTEE'S DEED, made this 2nd day of October, 2017, by Substitute Trustee Services, Inc., Substitute Trustee, of the County of Cumberland, and State of North Carolina, 201 South McPherson Church Road, Suite 232, Fayetteville, NC 28303, party of the first part, to Charles Bryant Scurlock, 3000 Live Oak, Round Rock, TX 78681, party of the second part;

WITNESSETH:

'THAT WHEREAS, on the 21st day of December, 2006, Horace C. Grant, Sr. and Gloria Grant, executed and delivered to Craig A. Williamson, Trustee, a certain Deed of Trust, which is recorded in Book RB 4195, Page 1, in the Office of the Register of Deeds of Orange County, North Carolina; and,

WHEREAS, the undersigned, Substitute Trustee Services, Inc., having been substituted as Trustee in said Deed of Trust by an instrument duly recorded in Book 6288, Page 80, Orange County Registry; and,

WHEREAS, in Special Proceeding Number 17 SP 92, under and by virtue of the authority conferred by the said Deed of Trust, and in accordance with the terms and stipulations of the same, and after due advertisement as in said Deed of Trust prescribed and by law provided, the said Substitute Trustee did on the 11th day of September, 2017, at the Courthouse Door, in the City of Hillsborough, North Carolina, expose to public sale the lands hereinafter described, where and when, Charles Bryant Scurlock became the last and highest for the sum of One Hundred Twenty-Five Thousand Twenty Dollars and 00/100(\$125,020.00); and,

WHEREAS, said sale was duly reported to the Office of the Clerk of Superior Court, Orange County, North Carolina and no increased bid has been filed within the time allowed therefore by law;

NOW, THEREFORE, in consideration of the premises and the sum of One Hundred Twenty-Five Thousand Twenty Dollars and 00/100(\$125,020.00), paid to the said party of the first part by the said party of the second part, the receipt of which is hereby acknowledged and under and by virtue of the power and authority by said Deed of Trust conferred, the said Substitute Trustee, as aforesaid, does hereby bargain, sell and convey unto the said Charles Bryant Scurlock, his heirs and assigns, all that certain parcel, lot or tract of land lying and being in the County of Orange, State of North Carolina, and being more particularly described as follows:

All that parcel of land situated in Orange County, North Carolina, described as follows:

Beginning at an iron stake located in the Western margin of the right of way of N.C. Highway No. 86 in the Easternmost corner of the property of Kendrick Estates Management Corporation, as described in Deed Book 230, at Page 720, Orange County Registry; running thence from such beginning point South 19 deg. 32' 33" East 221.87 feet to a stake; running thence South 59 deg. 23' 30" West 210.00 feet to a stake; running thence South 47 deg. 29' 30" West 256.00 feet to a stake; running thence North 70 deg. 13' 11" West 163.41 feet to a stake; running thence North 66 deg. 22' 54" East 169.18 feet to a stake; running thence North 39 deg. 03' 14" East 254.14 feet to a stake; running thence North 38 deg. 27' 26" East 215.26 feet to the point and place of BEGINNING, containing 1.62 acres, more or less, according to the unrecorded survey of Alois Callemyn,



dated June 1980. Together with improvements located thereon; said property being located at 2101 NC Highway 86 South, Hillsborough, North Carolina.

SUBJECT, HOWEVER, to all taxes, special assessments and prior liens or encumbrances of record against said property and any recorded releases.

TO HAVE AND TO HOLD said lands and premises and all privileges and appurtenances thereto belonging unto the said Charles Bryant Scurlock, his heirs and assigns, forever, in as full and ample a manner as the said Substitute Trustee, as aforesaid, is authorized and empowered to convey the same.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed in its corporate name by its duly authorized officers, the day and year first above written.

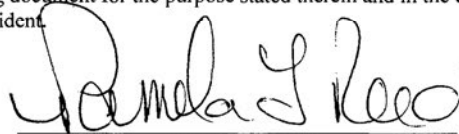
SUBSTITUTE TRUSTEE SERVICES, INC.
SUBSTITUTE TRUSTEE

BY: 
L.W. BLAKE President

NORTH CAROLINA – CUMBERLAND COUNTY

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: L.W. BLAKE President

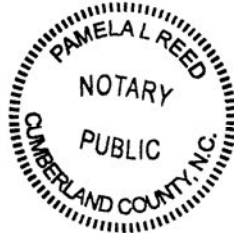
Date: October 2, 2017


Official Notary Signature

Pamela L. Reed Notary Public
Notary Public printed typed name

My Commission Expires: May 15, 2020

Official Seal



PREPARED BY: Sawyer and Loftin, Attorneys at Law, Hillsborough, N. C.

NORTH CAROLINA, ORANGE COUNTY

THIS DEED, MADE AND ENTERED INTO THIS THE 3rd DAY OF October, 1968, BY AND BETWEEN
John W. Nichols and wife, Ada B. Nichols,

PARTY OF THE FIRST PART AND

Cora Gladys Nichols (Single),

PARTY OF THE SECOND PART. WITNESSETH:

THAT THE SAID PARTY OF THE FIRST PART, IN CONSIDERATION OF THE SUM OF TEN DOLLARS AND OTHER GOOD, VALUABLE AND SUFFICIENT CONSIDERATIONS, PAID BY THE SAID PARTY OF THE SECOND PART, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, HAS BARGAINED AND SOLD AND BY THESE PRESENTS DOES BARGAIN, SELL AND CONVEY UNTO THE SAID PARTY OF THE SECOND PART AND HIS HEIRS AND SUBJECT TO THE LIFE ESTATE HEREINAFTER RESERVED,
ALL THAT CERTAIN TRACT OR PARCEL OF LAND IN Hillsborough TOWNSHIP ORANGE COUNTY, NORTH CAROLINA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ADJOINING N. C. Highway No. 86 on the East, Josephine Harrison on the Northwest and the Southwest, and BEGINNING at an iron stake in the West right of way line of the said highway, which beginning point is located North 46° 00' West 88.5 feet from the center of said highway at the point where the center of said highway intersects the North side of an overpass constructed over a Southern Railroad track; thence a new line North 46° 00' West 372 feet to an iron stake, a new corner; thence a new line North 54° 48' East 210 feet to an iron stake in the West right of way line of said highway, a new corner; thence with the West right of way line of said highway the following courses and distances: South 16° 23' East 215 feet to an iron stake; South 11° 30' East 177 feet to the place or point of beginning, and containing 0.92 acres, according to plat and survey of Robert A. Jones, Registered Surveyor, dated December, 1960, and entitled "PROPERTY OF JOHN WESLEY NICHOLS".

The above conveyance is made subject to Note and Deed of Trust held by the Hillsborough Savings and Loan Association, Hillsborough, N. C., recorded in Deed of Trust Book 194, Page 402, and the Grantee assumes and agrees to pay, when due, all further monthly installments on said Note.

The grantors expressly reserve unto themselves, jointly and severally, life estates for and during the terms of their joint and several lives, and no longer.

THE ABOVE DESCRIBED PROPERTY WAS CONVEYED TO GRANTEES BY DEED RECORDED IN BOOK _____, PAGE _____, life estates in said
TO HAVE AND TO HOLD THE AFORESAID TRACT OR PARCEL OF LAND AND ALL PRIVILEGES AND APPURTENANCES THEREUNTO BELONGING TO THE SAID PARTY OF THE SECOND PART AND HIS HEIRS AND ASSIGNS IN FEE SIMPLE FOREVER, EXCEPT AS SET FORTH ABOVE, AND THE SAID PARTY OF THE FIRST PART DOES COVENANT THAT HE IS SEIZED OF SAID PREMISES IN FEE SIMPLE AND HAS THE RIGHT TO CONVEY THE SAME IN FEE SIMPLE; THAT THE SAME ARE FREE FROM ENCUMBRANCES EXCEPT AS SET FORTH ABOVE, AND THAT HE WILL WARRANT AND DEFEND THE SAID TITLE TO THE SAME AGAINST THE CLAIMS OF ALL PERSONS WHOMSOEVER, EXCEPT ENCUMBRANCES BY RECORD, AND WHEREVER USED HEREIN, THE SINGULAR NUMBER SHALL INCLUDE THE PLURAL, THE PLURAL THE SINGULAR, AND THE USE OF ANY GENDER SHALL BE APPLICABLE TO ALL GENDERS, AS THE CONTEXT MAY INDICATE.
IN TESTIMONY WHEREOF THE SAID PARTY OF THE FIRST PART HAS HEREUNTO SET HIS HAND AND SEAL THE DAY AND YEAR FIRST ABOVE WRITTEN.
John W. Nichols (SEAL) X Ada B. Nichols (SEAL) X
John W. Nichols (Ada B. Nichols)
(SEAL) (SEAL)

STATE OF NORTH CAROLINA COUNTY OF Orange

Alma Andrews
Notary Public
ORANGE COUNTY, N. C.

I, Alma Andrews

A NOTARY PUBLIC OF SAID COUNTY, DO HEREBY CERTIFY THAT

John W. Nichols and wife, Ada B. Nichols,

GRANTOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING DEED.

WITNESS MY HAND AND NOTARIAL SEAL, THIS THE 7th DAY OF October, 1968

(NOTARY SEAL HERE)

MY COMMISSION EXPIRES: 1-6-70

NOTARY PUBLIC

STATE OF _____ COUNTY OF _____

I,

A NOTARY PUBLIC OF SAID COUNTY, DO HEREBY CERTIFY THAT

GRANTOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING DEED.

WITNESS MY HAND AND NOTARIAL SEAL, THIS THE _____

19

(NOTARY SEAL HERE)

MY COMMISSION EXPIRES:

NOTARY PUBLIC

STATE OF NORTH CAROLINA—COUNTY OF ORANGE

THE FOREGOING CERTIFICATE IS OF Alma Andrews

A NOTARY (DEPUTY) PUBLIC OF THE DESIGNATED GOVERNMENTAL UNIT IS (SEE) CERTIFIED TO BE CORRECT.

FILED FOR REGISTRATION ON THE 8 DAY OF October

1968 . AT 2:50

O'CLOCK P. M.

AND DULY RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS OF THIS

TY IN BOOK OF DEEDS NO. 217

PAGE 764

BETTY JUNE HAYES, REGISTER OF DEEDS

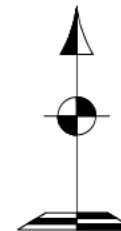
BY:

Leraldine Horner

DEPUTY

RETURN TO: Sawyer & Loftin

BOOK 217 PAGE 764



NORTH
DB 6376 PG 530

PIN:

9873683437
9873684399

DEED BOOK / PAGE

1746 / 416
6376 / 530

ADDRESS:

2101 NC 86 S, HILLSBOROUGH, NC
2109 NC 86 S, HILLSBOROUGH, NC

GENERAL NOTES:

1. THIS IS AN EXHIBIT BASED ON RECORDED LEGAL DESCRIPTIONS.
2. THIS IS NOT A SURVEY.

= AREA OF ANNEXATION

N/F:
HD DEVELOPMENT OF MARYLAND
DB 4152 PG 1

N/F:
CHARLES B SCURLOCK
DB 6376 PG 530

N/F:
CHARLES B SCURLOCK
CORA N SCURLOCK
DB 1746 PG 416

N/F:
GATTIS A LUNSFORD TRUSTEE
DB 3965 PG 566

SOUTHERN RAILROAD
200' R/W

SMITH SURVEYING SOLUTIONS, PLLC
FIRM NUMBER P-2276

3 KAPLAN CT
DURHAM, NC 27703
PHONE (304) 993-3376
GHSSURVEYING@GMAIL.COM



ANNEXATION EXHIBIT FOR:
BROADSTREET PARTNERS LLC

GRAPHIC SCALE

0 80 160

1 INCH = 80 FT.



APPLICATION General Use Rezoning

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

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

SUBMITTAL REQUIREMENTS

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

PROPERTY OWNER CONTACT

Name Charles & Cora Scurlock
Address 3000 Live Oak St, Round Rock TX 78681
Phone [REDACTED] Email [REDACTED]

APPLICANT CONTACT

Name Ben Hems
Address 148 River St, suite 205, Greenville SC 29601
Phone [REDACTED] Email [REDACTED]

PROPERTY DETAILS

Addresses/Location 2101 & 2109 Highway 86 South, Hillsborough NC
Parcel ID Numbers 9873683437 and 9873684399
Existing Land Uses/Structures residential - house & shed
Total Acreage 2.8 acres Current Zoning residential Proposed Zoning HIC

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.

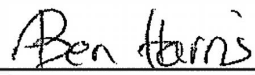
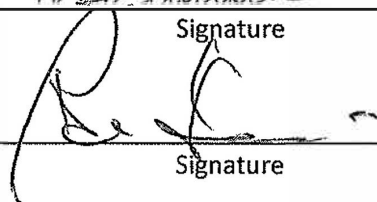
GENERAL STANDARDS CONSIDERED BY THE BOARD OF COMMISSIONERS

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

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

SIGNATURES

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

* *  _____ Printed name of owner	 _____ Signature	3-23-26 _____ Date
 _____ Printed name of applicant	 _____ Signature	3-23-26 _____ Date

STAFF USE ONLY

Date received	<u>May 8, 2026</u>	Received by	<u>MOB</u>
Fee and receipt number	<u>\$1,702 / 060850</u>	Tentative hearing date	<u>August 20, 2026</u>

CONSISTENCY WITH THE COMPREHENSIVE SUSTAINABILITY PLAN;

The proposed annexation and future development of the subject property are consistent with the goals and objectives outlined in the Town of Hillsborough Comprehensive Sustainability Plan.

The project contemplates a small-scale retail development, anticipated to include two tenants, within an area designated for High Intensity Commercial (HIC) under the Town's future land use plan. As such, the proposed use aligns with the Town's vision for concentrating commercial activity in appropriate locations and supporting compact, efficient development patterns.

Specifically, the project is consistent with the following sustainability principles:

Efficient Land Use and Growth Management

The development supports the Town's objective of directing higher-intensity commercial uses to designated growth areas. By developing a relatively small footprint retail project within an HIC-designated area, the project promotes efficient land utilization and reduces the need for dispersed commercial development.

Economic Vitality

The proposed retail use will contribute to the local economy by providing goods and services to the surrounding community, generating employment opportunities, and expanding the Town's commercial tax base in a manner consistent with adopted planning policies.

Infrastructure Efficiency

Annexation allows the property to be served by municipal utilities and services, supporting more efficient infrastructure use and long-term service delivery consistent with the Town's sustainability goals.

Reduced Vehicle Miles and Community Connectivity

By introducing neighborhood-serving retail in proximity to existing and planned residential areas, the project has the potential to reduce reliance on longer vehicle trips and support more localized access to daily goods and services.

Environmental Responsibility

The development will comply with all applicable Town and State requirements related to stormwater management, erosion control, and environmental protection. Site design will incorporate best management practices to minimize environmental impact and support long-term site sustainability.

In summary, the proposed annexation and development are consistent with the Town’s adopted sustainability framework by supporting appropriate land use patterns, strengthening the local economy, and promoting efficient and responsible growth.

GENERAL STANDARDS CONSIDERED BY THE BOARD OF COMMISSIONERS;

REZONING REQUEST- FINDINGS OF FACT NARRATIVE

The proposed rezoning request has been evaluated in accordance with the applicable standards set forth in Section 3.7.2 of the Unified Development Ordinance. The following statements address each of the required findings of fact:

1. Consistency with the Comprehensive Plan

The proposed rezoning is consistent with the Town’s adopted land use policies, as the subject property is designated for High Intensity Commercial (HIC) use on the future land use map. The requested zoning classification aligns with this designation and supports the Town’s long-term vision for directing higher-intensity commercial uses to appropriate locations.

2. Compatibility with Surrounding Land Uses

The proposed retail development is compatible with surrounding and planned land uses. The scale of the project—anticipated to include two tenants—represents a moderate commercial intensity appropriate for the area and is consistent with the transition of land uses envisioned by the Town.

3. Public Health, Safety, and General Welfare

The rezoning will not adversely impact public health, safety, or welfare. The development will comply with all applicable local, state, and federal regulations, including those governing stormwater, erosion control, and site access.

4. Suitability of the Property for the Proposed Use

The property is suitable for the proposed commercial use given its location, access, and designation under the future land use plan. The site’s characteristics support development under the requested zoning classification.

5. Availability of Public Services and Infrastructure

Annexation and rezoning will allow the property to be served by municipal water, sewer, and other public services. The availability of infrastructure supports the requested zoning and ensures the site can be developed in an efficient and sustainable manner.

6. Impacts on Transportation and Traffic

The proposed development is expected to generate traffic consistent with small-scale retail uses. Access and circulation will be designed in accordance with Town and NCDOT requirements, and impacts are not anticipated to be adverse.

7. Impacts on Natural Environment

The project will comply with all applicable environmental regulations and incorporate appropriate stormwater management and erosion control measures. Development will be designed to minimize environmental impacts to the extent practicable.

8. Consistency with Surrounding Zoning and Development Patterns

The requested zoning is consistent with the Town's planned development pattern for the area and aligns with nearby and future zoning classifications intended for commercial activity.

9. Changed Conditions or Justification for Rezoning

The rezoning is justified by the Town's adopted future land use plan, which designates the property for High Intensity Commercial use. The request implements the Town's policy direction rather than representing a departure from it.

10. Reasonableness and Public Interest

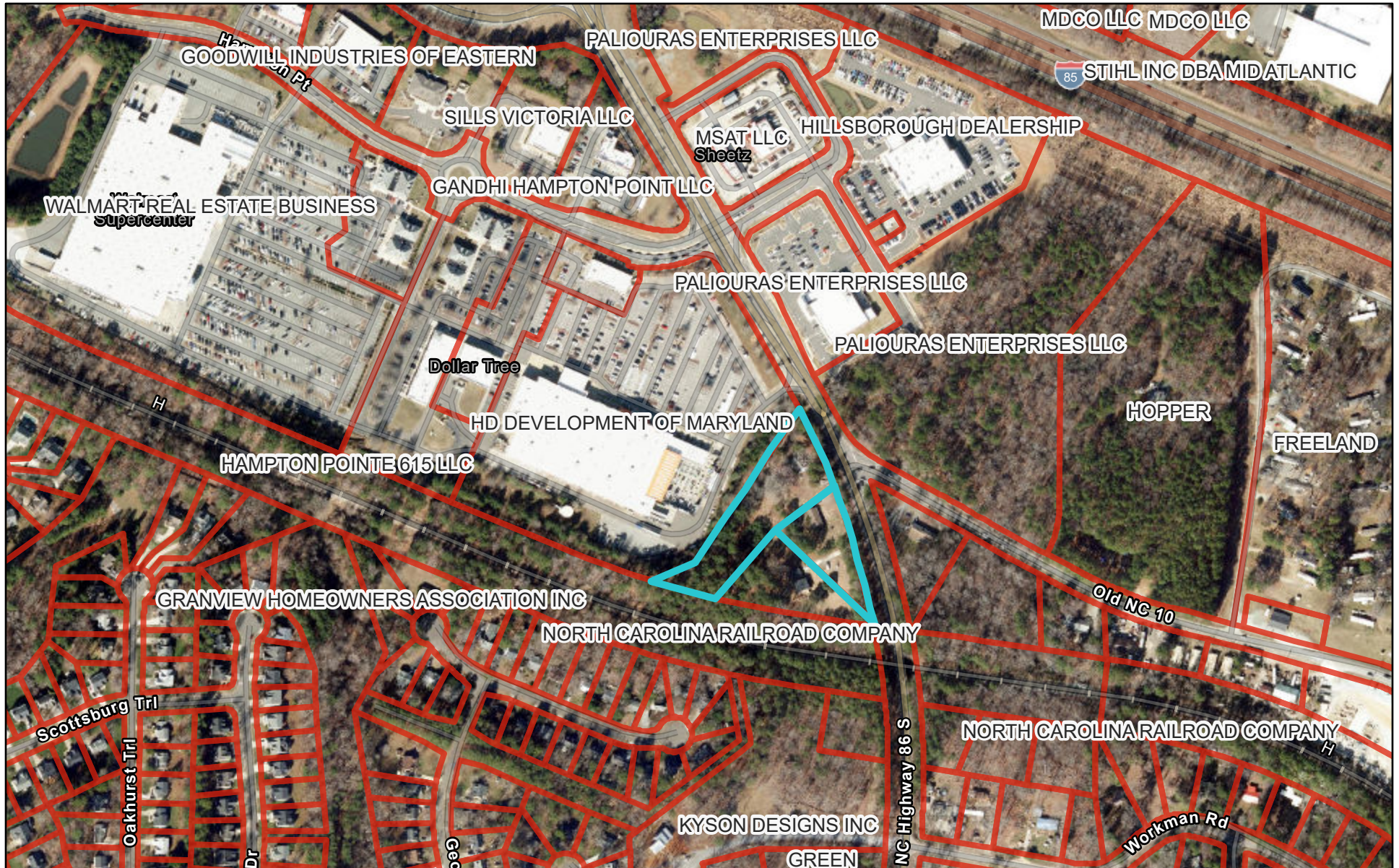
The proposed rezoning is reasonable and in the public interest as it supports economic development, expands the Town's commercial base, and provides services to the surrounding community in a location planned for such uses.

Conclusion

Based on the above, the proposed rezoning is consistent with the Town's adopted plans and policies, is compatible with surrounding uses, and promotes the public health, safety,

and welfare. Accordingly, the request satisfies the findings of fact required under Section 3.7.2 of the Unified Development Ordinance.

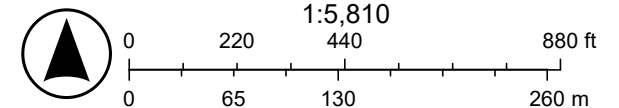
Vicinity Map - 2101 & 2109 NC 86 S



7/30/2026

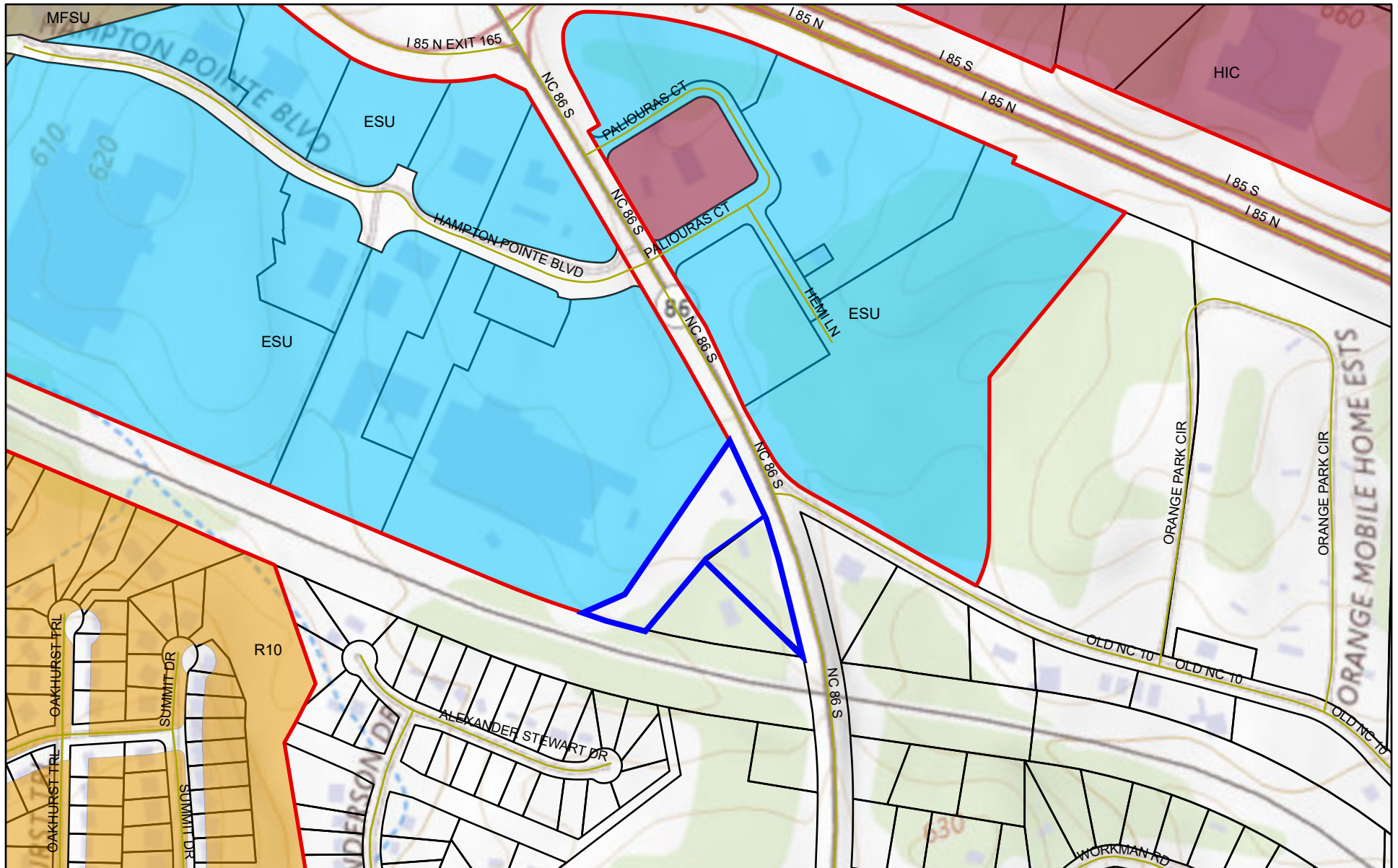
Parcels

2101 & 2109 NC 86 S



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

Zoning Map - 2101 & 2109 NC 86 S



8/14/2026

Streets

Hillsborough Town Limits

Zoning

ESU Entranceway Special Use

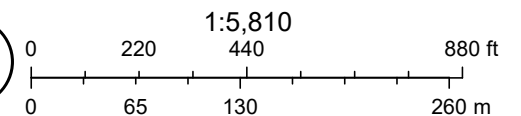
HIC High Intensity Commercial

MFSU Multi-Family Special Use

R10 Residential 10,000 sf min

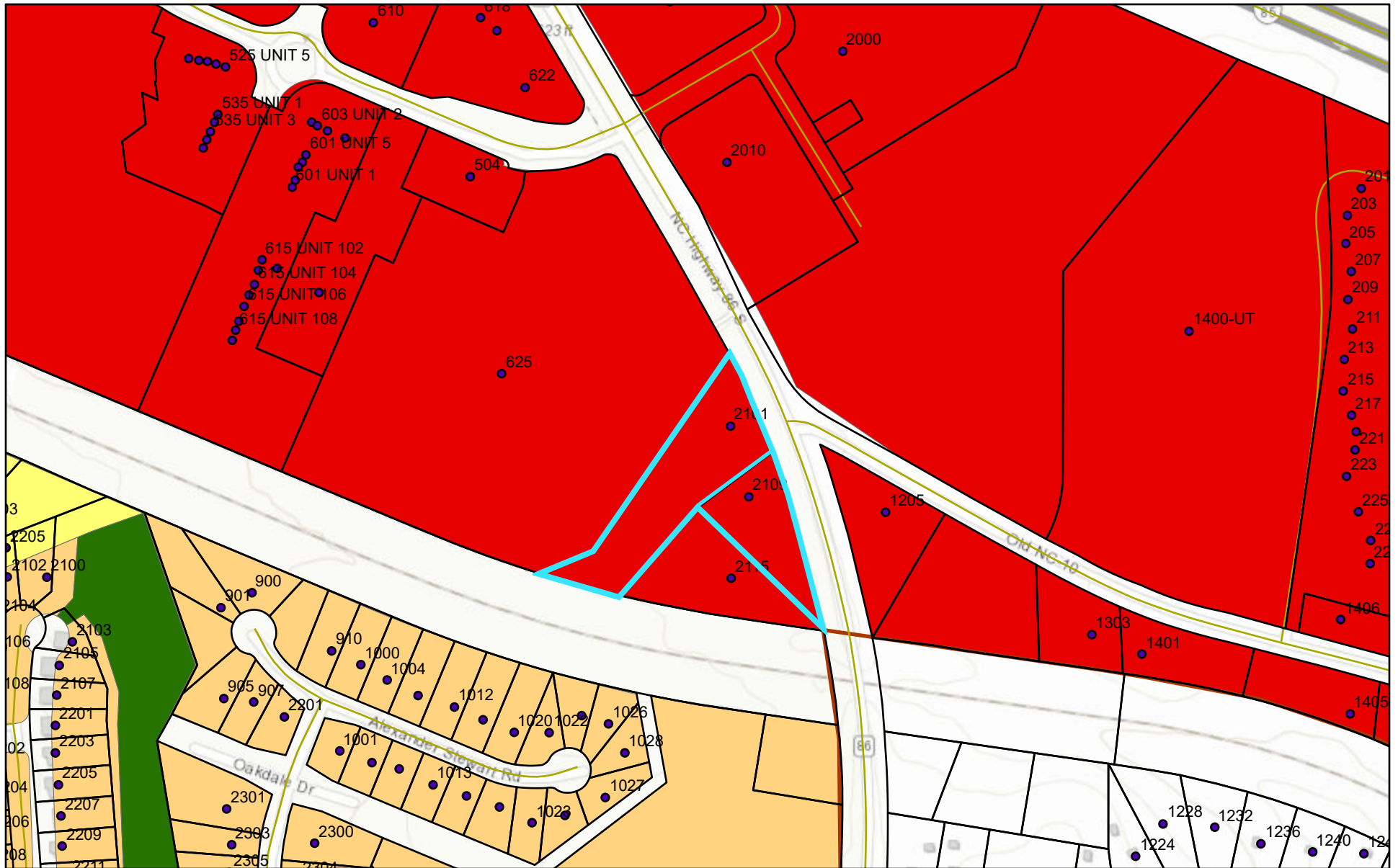
Parcels

2101 & 2109 NC 86 S



USGS The National Map: National Boundaries Dataset, 3DEP Elevation Program, Geographic Names Information System, National Hydrography

Future Land Use Map - 2101 & 2109 NC 86 S



Prepared by: Graham & Cheshire, Attys.

NORTH CAROLINA
ORANGE COUNTY

THIS DEED, Made this the 9th day of October, 1968, by and between John W. Nichols and wife, Ada Nichols, and Cora Gladys Nichols Scurlock and husband, Charlie Scurlock, parties of the first part, and Gattis Lunsford and wife, Hazel W. Lunsford, parties of the second part,

WITNESSETH:

That whereas, said parties of the first part are the owners of a certain tract of land located on the West side of N. C. Highway No. 86 leading from Hillsborough to Chapel Hill, N. C., and whereas, the parties of the second part are the owners of a tract of land located South of the property of the parties of the first part, and whereas, parties of the first part desire to grant to the parties of the second part, their heirs and assigns, an easement across the portion of the property of the parties of the first part for purposes of ingress and egress:

Now, therefore, the said parties of the first part, for and in consideration of the sum of One Dollar, to them in hand paid, do hereby give, grant and convey unto said parties of the second part, their heirs and assigns, a perpetual right and easement across the lands of the parties of the first part, more particularly described as follows:

BEGINNING at an iron stake in the West right of way line of N. C. Highway 86, which stake is North 11 deg. 30 min. West 147 feet from the corner of the Gattis Lunsford property, which corner is the beginning point in the description of the Gattis Lunsford property, running thence from said iron stake South 78 deg. 30 min. West 101.03 feet to the line of Gattis Lunsford, thence with Lunsford's line North 46 deg. 00 min. West 36.4 feet; thence North 78 deg. 30 min. East 121.65 feet to an iron in the West right of way line of N. C. Highway 86; thence with the West right of way line South 11 deg. 30 min. East 30 feet to the place and point of beginning.

TO HAVE AND TO HOLD said right and easement to them, the said parties of the second part, and their successors in title forever.

IN TESTIMONY WHEREOF, said parties of the first part have hereunto set their hands and seals, the day and year first above written.

John W. Nichols (SEAL) X
John W. Nichols

Ada Nichols (SEAL) X
Ada Nichols

Cora Gladys Nichols Scurlock (SEAL) X
Cora Gladys Nichols Scurlock

Charlie Scurlock (SEAL) X
Charlie Scurlock

GRAHAM & CHESHIRE
ATTORNEYS AT LAW
HILLSBOROUGH, N. C.

BOOK 221 PAGE 883

NORTH CAROLINA
ORANGE COUNTY

I, Lucille B. Ray, a Notary Public, do hereby certify that John W. Nichols and wife, Ada Nichols, personally appeared before me this day and acknowledged the due execution of the foregoing Easement.

Witness my hand and notarial seal, this 8th day of August,
1969.

LUCILLE B. RAY
Notary Public
ORANGE COUNTY, N. C.

Lucille B. Ray
NOTARY PUBLIC

My commission expires: April 30, 1971

NORTH CAROLINA
Orange COUNTY

I, Lucille B. Ray, Notary Public, do hereby certify that Cora Gladys Nichols Scurlock and husband, Charlie Scurlock, personally appeared before me this day and acknowledged the due execution of the foregoing Easement.

Witness my hand and notarial seal, this 28 day of August,
1969.

LUCILLE B. RAY
Notary Public
ORANGE COUNTY, N. C.

Lucille B. Ray
NOTARY PUBLIC

My commission expires: 4-30-71

STATE OF NORTH CAROLINA—ORANGE COUNTY

THE FOREGOING CERTIFICATE (S) OF Lucille B. Ray

FILED

BOOK/FILE # 221 PAGE # 863

A NOTARY ~~XXX~~ PUBLIC OF THE DESIGNATED GOVERNMENTAL UNITS ~~IS~~ (ARE) CERTIFIED TO BE CORRECT.

THIS THE 28th DAY OF August A.D. 19 69

BETTY JUNE HAYES, REGISTER OF DEEDS

BY: Lucille B. Ray

ASSISTANT/DEPUTY
REGISTER OF DEEDS

AUG 28 9 57 AM '69
BETTY JUNE HAYES
REGISTER OF DEEDS
ORANGE COUNTY, N.C.

RETURN: Graham & Co. Attys.

BOOK 221 PAGE 864



PLANNING BOARD STATEMENT OF PLAN CONSISTENCY AND RECOMMENDATION

Annexation and rezoning requests for 2101 & 2109 NC 86 S
August 20, 2026

WHEREAS, the Town of Hillsborough Planning Board has received and reviewed applications from TriCorp Investments LLC, signed by property owners Charles and Cora Scurlock, to annex two parcels totaling approximately 2.54 acres in area at 2101 and 2109 NC 86 S (Parcel Identification Numbers 9873-68-3437 and 9873-68-4399) and zone them as High Intensity Commercial (HIC) 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 Section 3.7.10 (Planning Board Recommendation) requires the written report be delivered to the Town Board of Commissioners within 30 days of the amendment's initial referral to the Planning Board; and

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

1. The proposed amendment **IS CONSISTENT** with the Town of Hillsborough Comprehensive Sustainability Plan, specifically with the following goal and strategy in the Land Use and Development chapter:

- Land Use and Development Goal 1: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
- Strategy: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.

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

2. The proposed annexation and map amendment **ADVANCE** identified goals and strategies found in the Comprehensive Sustainability Plan and **PROMOTE** the public health, safety, and welfare because they will allow for growth and commercial development at the intersection of NC 86 S and Old NC 10, consistent with the town’s Future Land Use Plan.

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

Ayes: 5 (Hooper Schultz, Sherra Lawrence, Jeanette Benjey, Kimberly Landaverde, and Carrie Winkler)

Noes: 0

Absent: 3 (Robert Iglesias, Sean Kehoe, and Megan Kimball)

NOW, THEREFORE, the Board hereby **RECOMMENDS** that the Town Board of Commissioners **APPROVE** the requested annexation and zoning map amendment and suggests that Planning staff research if there is a formal access easement across 2109 NC 86 S to the Lunsford property (2115 NC 86 S) and submit those findings to the town board.

Signature: 
David Schultz (Oct 1, 2026 11:47:26 EDT)

 Hooper Schultz, Chair
 Town of Hillsborough Planning Board

Date of signature by Chair: Oct 1, 2026



CONSISTENCY STATEMENT

Pursuant to NC GS § 160D-605, Governing board statement

for a request to rezone 2101 & 2109 NC 86 S

October 12, 2026

The Hillsborough Board of Commissioners has reviewed a request from TriCorp Investments LLC, signed by property owners Charles and Cora Scurlock, to rezone two parcels totaling approximately 2.54 acres at 2101 and 2109 NC 86 S (Parcel Identification Numbers 9873-68-3437 and 9873-68-4399) from Rural Residential (R1) in Orange County to High Intensity Commercial (HIC) in the Town of Hillsborough.

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

Section 1. The proposed amendment is **consistent** with the Comprehensive Sustainability Plan (CSP), specifically the following goal, strategy, and action in the Land Use and Development chapter of the plan:

- (a) 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.
- (b) Strategy: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.
- (c) Action: Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.

Section 2. The proposed map amendment **advances** identified goals and strategies found in the Comprehensive Sustainability Plan and promotes the public health, safety, and welfare because it will allow for commercial growth at NC 86 S and Old NC 10 consistent with the vision of the Future Land Use Plan.

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

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
2101 & 2109 NC 86 S, Hillsborough, NC 27278**

WHEREAS, a petition was received requesting the annexation of two parcels totaling approximately 2.54 acres in area; identified as 2101 and 2109 NC 86 S; and located at the junction of NC 86 S and Old NC 10 (Parcel Identification Numbers 9873-68-3437 and 9873-68-4399); 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 August 20, 2026, following notice of said hearing being published in The News of Orange on August 5 and August 12, 2026, 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 12th day of October in the year 2026.

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 _____, 2026.

Notary Public Signature

(Official Seal)

My commission expires: _____

Exhibit A
Legal Description

PIN 9873-68-3437

Beginning at an iron stake located in the Western margin of the right of way of N.C. Highway No. 86 in the Eastern most corner of the property of Kendrick Estates Management Corporation, as described in Deed Book 230, at Page 720, Orange County Registry; running thence from such beginning point South 19 deg. 32' 33" East 221.87 feet to a stake; running thence South 59 deg. 23' 30" West 210.00 feet to a stake; running thence South 47 deg. 29' 30" West 256.00 feet to a stake; running thence North 70 deg. 13' 11" West 163.41 feet to a stake; running thence North 66 deg. 22' 54" East 169.18 feet to a stake; running thence North 39 deg. 03' 14" East 254.14 feet to a stake; running thence North 38 deg. 27' 26" East 215.26 feet to the point and place of BEGINNING, containing 1.62 acres, more or less, according to the unrecorded survey of Alois Callemyn dated June 1980. Together with improvements located thereon; said property being located at 2101 NC Highway 86 South, Hillsborough, North Carolina.

PIN 9873-68-4399

ADJOINING N.C. Highway No. 86 on the East, Josephine Harrison on the Northwest and the Southwest, and BEGINNING at an iron stake in the West right of way line of the said highway, which beginning point is located North 46° 00' West 88.5 feet from the center of said highway at the point where the center of said highway intersects the North side of an overpass constructed over a Southern Railroad track; thence a new line North 46° 00' West 372 feet to an iron stake, a new corner; thence a new line North 54° 48' East 210 feet to an iron stake in the West right of way line of said highway, a new corner; thence with the West right of way line of said highway the following courses and distances: South 16° 23' East 215 feet to an iron stake; South 11° 30' East 177 feet to the place or point of beginning, and containing 0.92 acres, according to plat and survey of Robert A. Jones, Registered Surveyor, dated December, 1960, and entitled "PROPERTY OF JOHN WESLEY NICHOLS".

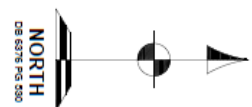
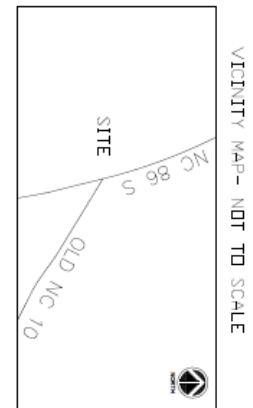
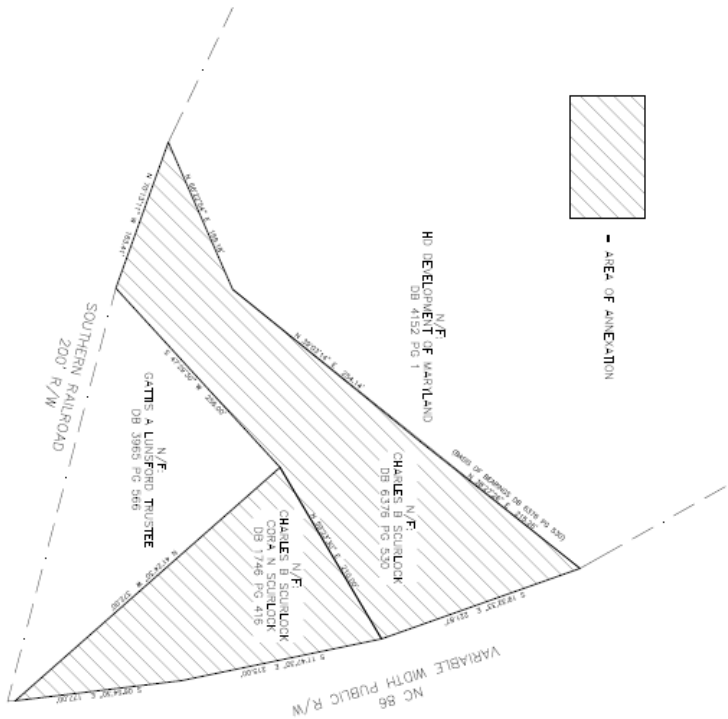
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SMITH SURVEYING SOLUTIONS, PLLC
FIRM NUMBER P-2276

3rd FLY CT
DUBLIN, MA 01938
PH: 508-333-1376
CHSUN@CITIZENBOW.COM

GRAPHIC SCALE
0 50 100
1 INCH = 80 FT

 SMITH
SURVEYING
SOLUTIONS



TEL	987268431
FAX	987268439
E-MAIL	987268431@ncc.com.tw
WWW	www.ncc.com.tw
ADDRESS	NCC INC. NO. 100, SEC. 2, CHUNG SHAN RD., TAIPEI 100, TAIWAN

2215 NC 06 S, **HOLLSTADT, NC**
2219 NC 06 S, **HOLLSTADT, NC**

GENERAL NOTES:
1. THIS IS AN EXHIBIT BASED ON RECORDED LEGAL
INTERCTIONS.
2. THIS IS NOT A SURVEY.

ANNEXATION EXHIBIT FOR:
BROADSTREET PARTNERS LLC



ORDINANCE

Amending the Official Zoning Map for the Town of Hillsborough, NC 2101 & 2109 NC 86 S (PINs 9873-68-3437 and 9873-68-4399)

WHEREAS, an application was made to amend the Official Zoning Map for the Town of Hillsborough, specifically to rezone two parcels totaling approximately 2.54 acres at 2101 & 2109 NC 86 S (PINs 9873-68-3437 and 9873-68-4399), the legal descriptions for which can be found in Deed Book 6736, Page 530 and Deed Book 1746, Page 416 of the Orange County Registry, from Rural Residential (R1) in Orange County to High Intensity Commercial (HIC) in the Town of Hillsborough; and

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

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

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the aforementioned properties to High Intensity Commercial (HIC).
- 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 12th day of October in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Harvest Fest

Attachments:

1. Special Event Permit Application
2. Event Layout

Summary:

The Elizabeth Keckly Center at Burwell School, together with WHUP, plans to hold a “Harvest Fest” event on Saturday, Nov. 7, on the site grounds. Set up for the event will begin at 9 a.m.; the event will run from noon to 4 p.m. and breakdown will be from 4 to 6 p.m. This is a ticketed, private event on private property, with tickets being sold as a fundraiser. An estimated 250 people will attend the event, with peak hours from 1 to 3 p.m.

There will be music on the front porch, a kid’s space, vendors, food trucks, and alcohol sales. Organizers have been provided with the Single Day Tax Compliance form. Equipment brought on site includes pop-up tents and microphones and amplification. Restroom and handwashing facilities will be available. Offsite parking will be made available at Mount Bright Baptist Church on Union Street for attendees.

Organizers are requesting that the town provide three waste rollout containers; no other services are requested.

Financial impacts:

Low; departmental costs associated with providing waste containers.

Staff recommendation and comments:

Staff are awaiting a finalized certificate of liability insurance and provision of the ABC permit. Approval is recommended.

Action requested:

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



TOWN OF
HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: HARVEST FEST

Event location address: 319 N Churton Dr

Date(s) of event: Nov 7, 2026

Event setup time: 9am Event hours: 12-4pm Event breakdown: 4-6pm

Date(s) of event: _____

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: EKBS (Keddy-Burnell) & WHUP

Organization/company mailing address: 319 N Churton Dr

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

Event organizer name: Elizabeth Hays & Danielle Rose

Event organizer phone: [REDACTED] Event organizer email: [REDACTED]

On-site contact(s) during the event:

Name: Elizabeth Hays

Cell phone: [REDACTED]

Name: Danielle Rose

Cell phone: [REDACTED]

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

tickets to be sold to public as fundraiser. Music on front porch of Keddy Center Burnell school, food truck(s), a few vendors, kids space, drink sales

Estimated number of people who will attend the event: 250 +/-

Estimated peak time(s) of attendance: 1-3

Maximum capacity of event location (number of persons, if applicable): n/a

For annual events, the estimated attendance of the last event of this kind: n/a

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

EKBS to get permit (in process, waiting on ABC)

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

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

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

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

List name(s) of the vendors:

Mellow Dogs
TBD

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

If yes, for what cause or organization? EKBS and WHVP

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

Please explain: microphones, amplification

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

Please explain: _____

Will signs or banners be displayed on site or around town?

☒ Yes ☐ No

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

Will tents be erected for the event?

☒ Yes ☐ No

If yes, how many and what size? _____

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

Will you provide (portable) restroom facilities?

☒ Yes ☐ No

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

Will you provide (portable) handwashing facilities?

☒ Yes ☐ No

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

Will the event require any street closures or change in traffic flow?

☐ Yes ☒ No

Will the event require additional trash and recycling facilities?

☒ Yes ☐ No

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

☐ Road closures

☐ Police coverage

☐ Traffic control

☒ Trash and recycling rollouts

Number of rollouts 3

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

Herring Bickers - Lee Hammond

Contact information for broker/agent providing coverage:

Lee Hammond

EVENT PROPERTY USE PERMISSION

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

Historic Hillsborough Commission

Name of property owner

919 732-7451

Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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

[Signature]

Applicant signature

31 Aug 16

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLYApplication received by: Daleota KimbroughDate: 8/31/2020 Fee paid: TXLX114409238Date information emailed out: 9/15/2020**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

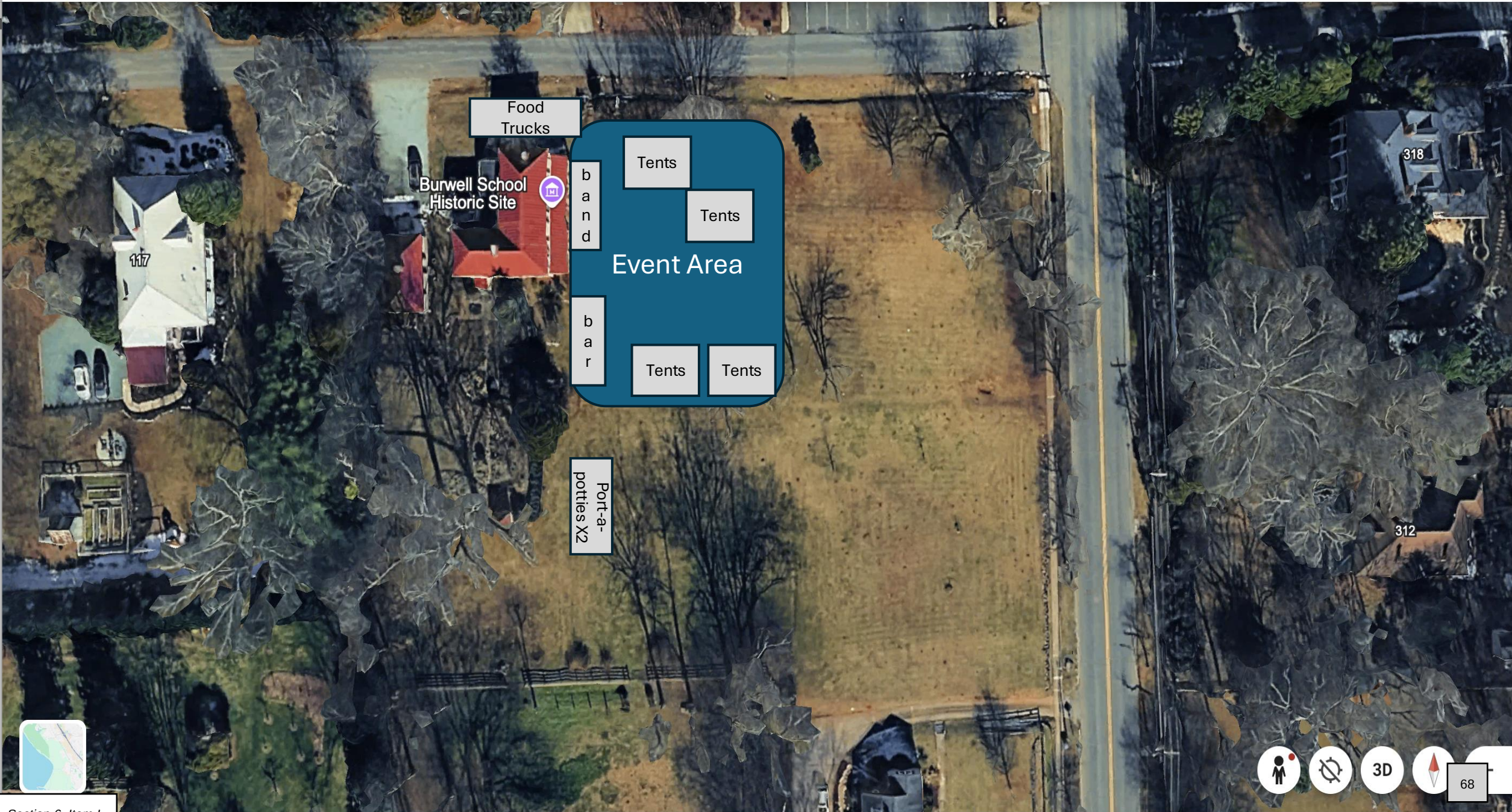
By: _____

Name of town staff member

Date

Forwarded to:

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



Food Trucks

Burwell School Historic Site

b
a
n
d

Tents

Tents

b
a
r

Event Area

Tents

Tents

Port-a-
potties X2

117

318

312



Section 6, Item 1.

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Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2026 Solstice Lantern Walk and Market

Attachments:

Special Event Permit Application (includes event layout and Certificate of Insurance)

Summary:

The Hillsborough Arts Council plans to hold their annual Solstice Lantern Walk and Market on Saturday, Dec. 19, 2026. Set up will be from 1 to 5 p.m., with the event running from 5 to 8 p.m., and breakdown will be completed by 9 p.m. This free event continues to attract participants from around the region, with attendance last year estimated to be between 5-6 thousand. Organizers expect between 4-6 thousand again this year, with peak attendance around 6 p.m.

Up to ten 10'x10' tents will be placed around the Farmer's Market Pavilion for information, first aid, entertainment, etc. Organizers will bring heaters, event lighting, band equipment, portable toilets, and portable hand-washing stations, with some items to be left overnight for pick-up the next day. Live music, artisans, and family-friendly activities will be available to enjoy. Many goods vendors and 4-5 prepared food vendors will be present; organizers have been provided with a Single-Day Tax Compliance Form to distribute to the prepared food vendors without a Mobile Food Vendor Permit.

The Lantern Walk route will follow Riverwalk from near the Farmer's Market Pavilion to the bridge by Gold Park and return via the same route. As a self-guided event, participants are encouraged to start and conclude at their own pace. The map layout details the location of volunteers, police security, watch zones, etc. After last year's pilot success, a circulator bus will provide shuttle service from parking areas in West Hillsborough to downtown stops including Cup-a-Joe and the pavilion.

Town-sponsored services being requested include police coverage and six waste roll-out carts at the pavilion.

Financial impacts:

Moderate; departmental costs associated with waste roll-out carts requested from Public Works and four officers required for police coverage of the event.

Staff recommendation and comments:

Staff recommends approval of the event and town-sponsored services; greenway use conditions will apply.

Action requested:

Approve, approve with conditions, or deny the Special Event Permit.



APPLICATION Special Event Permit

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

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

Name of event: 2026 Solstice Lantern Walk & Market

Event location address: 140 E Margaret Ln, Hillsborough, NC 27278

Date(s) of event: Saturday, Dec 19, 2026

Event setup time: 1-5 PM Event hours: 5-8 PM Event breakdown: 8-9 PM

Date(s) of event: _____

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough Arts Council

Organization/company mailing address: _____

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

Event organizer name: _____

Event organizer phone: _____ Event organizer email: _____

On-site contact(s) during the event:

Name: _____ Cell phone: _____

Name: _____ Cell phone: _____

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.
The Hillsborough Arts Council invites participants to craft handmade lanterns and join a lantern-lit procession along Riverwalk in celebration of Winter Solstice. Around the lantern walk, visitors can attend the 2026 Solstice Market, under the Farmers Market Pavillion, featuring local artisans, live music, hot drinks, warm food, and family-friendly activities. This is a self-guided event, with attendees encouraged to enjoy the Riverwalk throughout the duration of the event and keep right to support traffic flow. With support from the Alliance for Historic Hillsborough, we're providing a circulator bus to connect the Solstice Market with West Hillsborough and aid crowd circulation. One of the bus stops will be located in front of Cup a Joe on King St.

Last revised: November 2023

Estimated number of people who will attend the event: 4-6k

Estimated peak time(s) of attendance: 6 PM

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

For annual events, the estimated attendance of the last event of this kind: 5-6k

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

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

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

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

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

List name(s) of the vendors:

4-5 Food vendors TBA

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

If yes, for what cause or organization? Hillsborough Arts Council

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

Please explain: Heaters, event lighting, band equipment (microphone and small speaker), ADA portalets

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

Please explain: Heaters for next day pick-up

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

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

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

If yes, how many and what size? up to 10; 10x10 tents.

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

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

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

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

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

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

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

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

☐ Road closures

☐ Traffic control

☒ Police coverage

☒ Trash and recycling rollouts

Number of rollouts 6

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

Herring & Bickers Insurance

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

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

Name of property owner

Phone

Signature of property owner

9/8/2026

Date

TOWN LIABILITY AGREEMENT

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



Applicant signature

9/8/2026

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 9/22/2026 Fee paid: TYLX124879194Date information emailed out: 10/6/2026**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

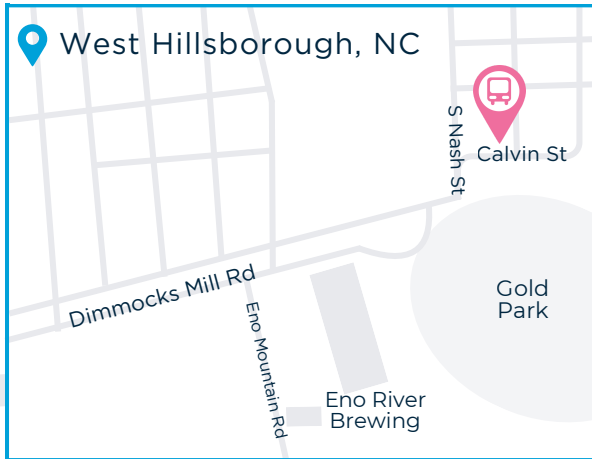
By: _____

Name of town staff member

Date

Forwarded to:

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

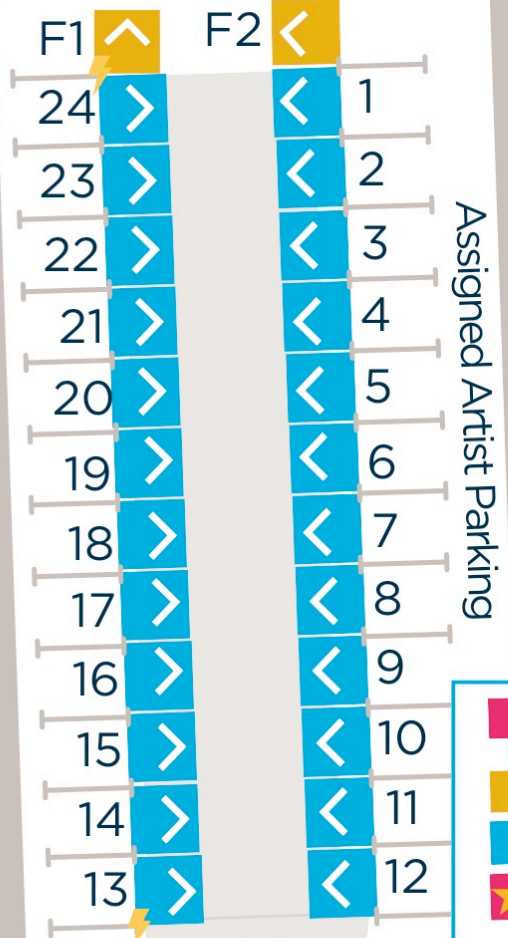


Entertainment	Safety Volunteers	Two-Way Traffic
Watch Zone	Police Security	Rest Area
Circulator Bus Stop	ADA Accessible Entrance	Restrooms & Hand Washing



HOSTED BY:
HILLSBOROUGH
ARTS COUNCIL

Farmers
Market
Pavilion



Legend:

- HAC tent
- Volunteer/First Aid
- Food Vendor
- Artist Vendor
- Entertainment
- Direction to Face
- Restroom/Handwashing



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Herring & Bickers Insurance 2344 Operations Dr., Ste. 101 Durham NC 27705		CONTACT NAME: Lee Hammond PHONE (A/C, No. Ext): 919-479-9900 E-MAIL ADDRESS: lee@herringbickers.com FAX (A/C, No):	
INSURED Hillsborough Arts Council 102 N Churton St Hillsborough NC 27278-2534		INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: Erie Insurance Exchange INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25895 18457	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC	Y		NBP1568325	8/10/2026	08/10/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						☒ WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Hillsborough is an additional insured as respects general liability arising from the insured's operations when required by written contract.
Re: Solstice Lantern Walk 2026

CERTIFICATE HOLDER**CANCELLATION**

Town of Hillsborough PO Box 429 Hillsborough NC 27278	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

ACORD 25 (2010/05)

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Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Pretty in Pink 5K

Attachments:

Special Event Permit Application (includes event route map and ABC permit)

Summary:

The Pretty in Pink Foundation – a breast cancer awareness organization – has applied to hold a 5K fundraiser to financially assist women battling breast cancer. The event will start and end at Eno River Brewing and will utilize the Riverwalk for the course. Event setup will be from 7:30 to 8:30 a.m.; the 5K will run from 8:30 to 10 a.m., and breakdown will conclude by 11 a.m. The estimated peak time of attendance is from 9 to 10 a.m., and organizers project at least 75 attendees.

The site at Eno River Brewing will provide parking, restrooms and handwashing facilities, space for food trucks and vendors, and provide a place for attendees to socialize after the event. Organizers have been provided with the Single Day Tax Compliance form for those vendors. Alcohol will be served and kept on property; their ABC permit is attached. Equipment brought onsite includes a microphone and speaker for announcements, and some vendors may erect 10'x10' pop-up tents.

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

Financial impacts:

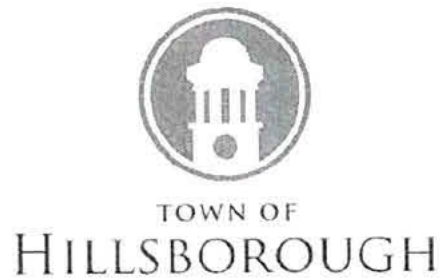
Low.

Staff recommendation and comments:

Staff are awaiting a finalized certificate of insurance but recommend approval; standard greenway use conditions will apply.

Action requested:

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



APPLICATION Special Event Permit

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

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

Name of event: Hillsborough Walks With Pretty In Pink

Event location address: Eno River Brewing- 329 Eno Mountain Rd + Riverwalk

Date(s) of event: 11/7/2026

Event setup time: ~~8am-9am~~ Event hours: ~~9am-11:00am~~ Event breakdown: ~~11:20am-12pm~~

Date(s) of event: 7:30am-8:30am 8:30am-10am 10am-11am

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Pretty In Pink Foundation

Organization/company mailing address: 5170 Glenwood Ave Suite 360, Raleigh NC 27612

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

Event organizer name: 1. Heather Sullivan 2. Meagen Clark

Event organizer phone: [REDACTED] Event organizer email: [REDACTED]

On-site contact(s) during the event:

Name: Heather Sullivan Cell phone: 910-520-9308

Name: Meagen Clark Cell phone: 919-530-9660

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.
Breast Cancer awareness walk to support Pretty In Pink in their mission to financially assist women battling breast cancer. T-Shirts and entry tickets will be sold in advance and at the time of the event to attend the walk. Eno River Brewing will serve as the "hub" for the event- providing parking, restrooms, rest areas, a start/stop point and an area for any vendors/food trucks to set up. Vendors/food trucks are TBD at this time but will be provided via email once determined.

Last revised: November 2023

Estimated number of people who will attend the event: 75? can provide a better estimate once ticket sales begin

Estimated peak time(s) of attendance: ~~900-1000~~ 9am-10am

Maximum capacity of event location (number of persons, if applicable): _____

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

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

Eno River Brewing- alcohol will be stricly kept on brewery property.

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

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

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

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

List name(s) of the vendors:

TBD- will email with full info once determined.

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

If yes, for what cause or organization? Pretty In Pink Foundation (Breast Cancer Treatment)

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

Please explain: microphone, speaker

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

Please explain: n/a

Will signs or banners be displayed on site or around town?

☒ Yes ☐ No

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

Will tents be erected for the event?

☒ Yes ☐ No

If yes, how many and what size? potential for vendors to set up 10x10 or smaller pop-up style tents

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

Will you provide (portable) restroom facilities? in Eno River Brewing

☒ Yes ☐ No

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

Will you provide (portable) handwashing facilities? in Eno River Brewing

☒ Yes ☐ No

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

Will the event require any street closures or change in traffic flow?

☐ Yes ☒ No

Will the event require additional trash and recycling facilities?

☐ Yes ☐ No

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

☐ Road closures

☐ Traffic control

☐ Police coverage

☐ Trash and recycling rollouts

Number of rollouts _____

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

United States Liability Insurance Company, Policy# SE 1211434, 24/7# 1-888-875-5231

Contact information for broker/agent providing coverage:

**EVENT PROPERTY USE PERMISSION**

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

SPENCER WELBORN
Name of property owner

919 475 2221
Phone

S.W.
Signature of property owner

9/21/2026
Date

TOWN LIABILITY AGREEMENT

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

Heather Sullivan / Mayor Clerk
Applicant signature

9/21/2026
Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 9/23/2026 Fee paid: TYLX124896000

Date information emailed out: 10/6/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____
Name of town staff member

Date

Forwarded to:

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



Eno River Brewing LLC
Eno River Brewing
329 Allison Street
Hillsborough, NC 27278

ISSUED: 11/15/2023
COUNTY: Orange
TYPE: LLC Mana

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00324021BM	11/15/2023	Brewery
00324021BW	11/15/2023	Malt Beverage Wholesaler
00324021DG	11/15/2023	Malt Beverage Special Event

FILE NUMBER:

Image not
found

00324021CM-999

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.



Eno River Brewing LLC
Eno River Brewing
329 Allison Street
Hillsborough, NC 27278

ISSUED: 04/07/2023
COUNTY: Orange
TYPE: LLC Mana

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00324019AJ	12/01/2023	On-Premises Malt Beverage
00324019AL	12/01/2023	On-Premises Unfortified Wine
00324019AN	07/17/2024	On-Premises Fortified Wine
00324019MB	07/17/2024	Mixed Beverages Bar

Permit(s) listed in **BLUE** must be registered by **April 30th** every year.
 Permit(s) listed in **RED** expire on **04/30/2027** and must be renewed each year.



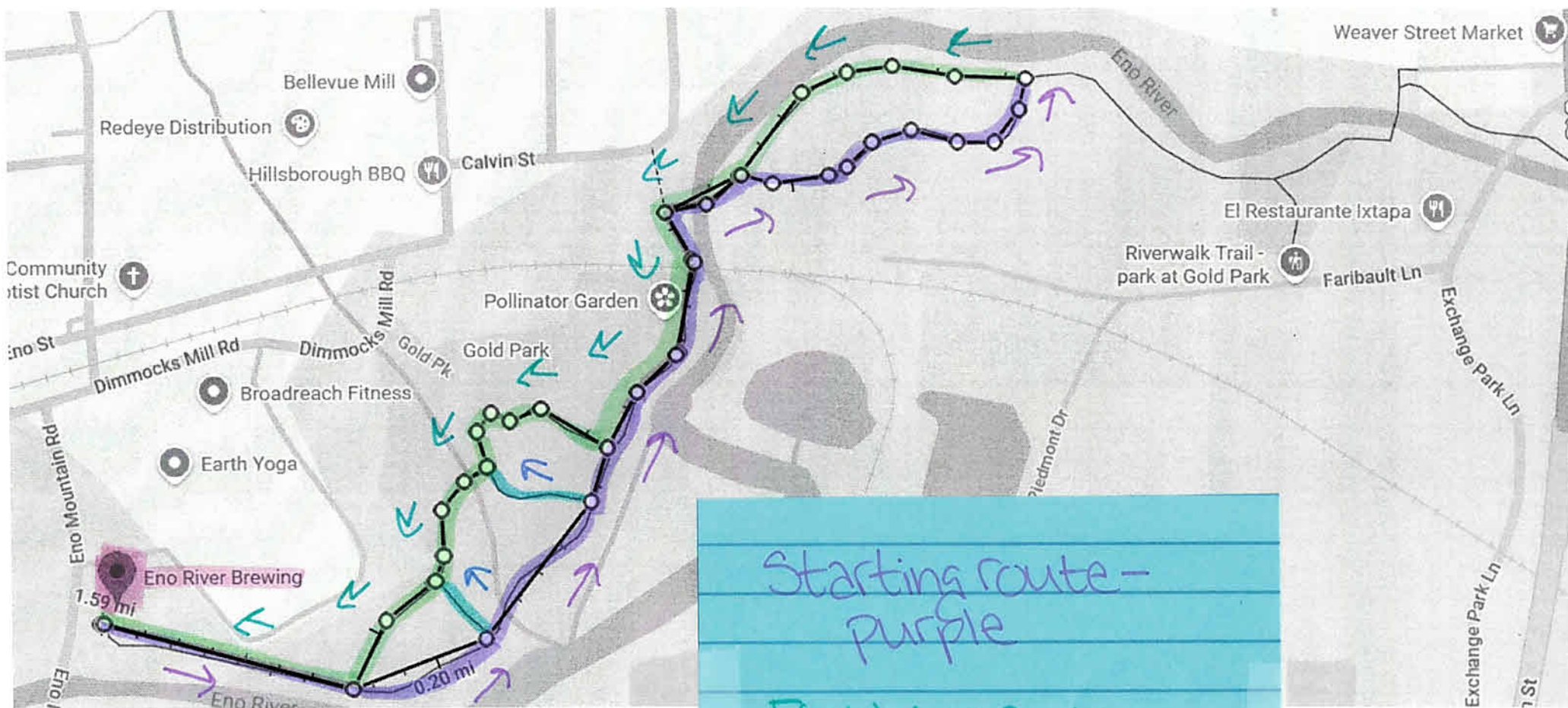
FILE NUMBER:

00324019AJ-999

William H.

WILLIAM H.

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.



Starting route -
purple

Finishing route -
green

Shortcuts/shorter
routes/blue

Begin + End at Eno River
Brewing



Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Community Services and Sustainability Director

ITEM TO BE CONSIDERED

Subject:

Presentation by North Carolina Department of Transportation of updated plans for Churton Street Project (U-5845)

Attachments:

Presentation slides

Summary:

South Churton Street serves as the primary entrance into town from interstates 40 and 85 and is one of the more heavily traveled roads in Hillsborough. It carries between 20,000 and 25,000 annual average daily trips, many of which are generated by regional commuters from beyond the town limits. South Churton Street is a state owned and maintained road.

The State Transportation Improvement Program includes a project to improve South Churton Street from Interstate 40 to the Eno River to relieve traffic congestion and provide north-south pedestrian and bicycle connectivity. In 2019, the North Carolina Department of Transportation developed concepts for the project, but no preferred alternative or cross section was designated by the town at that time.

In 2022, town staff and leaders, recognizing the importance to the community and the wider network of a well-designed South Churton Street, conducted a multiyear study to develop local preferences for the road. The South Churton Street Multimodal Corridor Study developed alternatives based on input from community members, partner agencies, and town staff. The objectives of the project were to create a multimodal, accessible, sustainable, and safe corridor for all users. The study was endorsed by the town board in June 2024 and was shared with North Carolina Department of Transportation.

Since that time, North Carolina Department of Transportation staff have worked with their engineering consultant, Kimley Horn, and town staff to analyze alternatives and revise the plans for Churton Street incorporating to the greatest extent possible the town's preferences from the previous multimodal study.

The South Churton Street Project (U-5845) is currently scheduled for right-of-way in 2030 and construction in 2034.

North Carolina Department of Transportation will present their findings and share their methodology, traffic analysis, and updated conceptual designs.

Financial impacts:

None

Staff recommendation and comments:

There has been significant coordination and communication between the project team and town staff during development of the revised designs. NCDOT and Kimley Horn involved town staff in every stage of the analysis and development of alternatives. While the plans have differences, NCDOT tried to incorporate the towns' preferences as much as possible while also designing a roadway that can handle the expected future traffic resulting from regional growth and local development.

NCDOT used more detailed and up to date traffic data to inform their analysis than the town had access to during the South Churton Street Multimodal Corridor Study. In addition, NCDOT used a design year of 2050 while the town's study used 2040. Traffic analysis and the design year drive much of the geometry and lane configuration of the roadway designs. The presentation will explain alternatives that were evaluated and reasons for discrepancies between the plans. NCDOT has incorporated the town's preferences for multimodal bicycle and pedestrian facilities throughout the corridor.

Action requested:

Receive presentation and offer comments on the revised designs.



NORTH CAROLINA
Department of Transportation

Town of Hillsborough Board of Commissioners Work Session

STIP Project No. U-5845 (South Churton Street Widening)
From I-40 to Orange Grove Road in Hillsborough
October 12, 2026

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

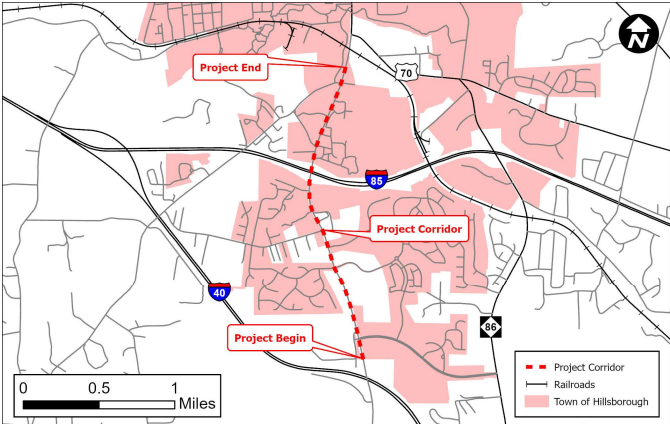
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U-5845 Board Work Session – October 2026

Project Overview

Vicinity Map



- Widen South Churton Street for approximately 2.0 miles from I-40 to Orange Grove Road
- Construct a multiuse path along the east side of the corridor
- Construct a sidewalk along the west side of the corridor
- Construct additional turn lanes and Passenger Vehicle U-turn options along South Churton Street to reduce conflict points along the corridor.

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U-5845 Board Work Session – October 2026

Purpose and Need

Congestion and Traffic Operations

Purpose: Improve traffic operations and relieve congestion along South Churton Street between downtown Hillsborough and I-40 with a goal of achieving acceptable traffic operations, generally LOS D or better, during the average annual weekday peak period in the design year.

Need: South Churton Street serves as a major north-south corridor connecting I-40, I-85, residential neighborhoods, commercial areas, and downtown Hillsborough. Existing congestion and delay occur during peak travel periods and are projected to worsen by the design year, with multiple intersections operating at LOS E or F under the 2050 No-Build scenario.

Safety, Travel Reliability, and Multi-Modal Connectivity

Purpose: Improve corridor safety and travel reliability while supporting multimodal mobility for all users.

Need: Frequent queuing and peak-period slowdowns reduce travel reliability along the corridor. In addition, gaps in pedestrian and bicycle facilities limit multimodal connectivity and mobility options for users traveling between residential areas, commercial centers, and downtown Hillsborough.

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U-5845 Board Work Session – October 2026

Project History

2019-2024: Town Led Evaluation and Concept Development

- Town of Hillsborough evaluated Project alternatives while NCDOT had put the project on hold
- Robust Public Engagement Process
- June 2024 – Town's *South Churton Street Multimodal Corridor Study*

2024–Present: NCDOT Re-engagement and Evaluation of Town-Endorsed Concepts

- June 2024 – NCDOT, Town of Hillsborough, and Kimley-Horn Project Coordination Meeting
- June 2024 thru May 2025: NCDOT and Kimley-Horn Traffic Study and Design Development
- May 2025 – NCDOT, Town of Hillsborough, and Kimley-Horn Updated Design Meeting
- May 2025 thru July 2026: NCDOT and Kimley-Horn Traffic Re-evaluation and Design revisions
- July 2026 – NCDOT, Town of Hillsborough, and Kimley-Horn Final Updated Design Meeting

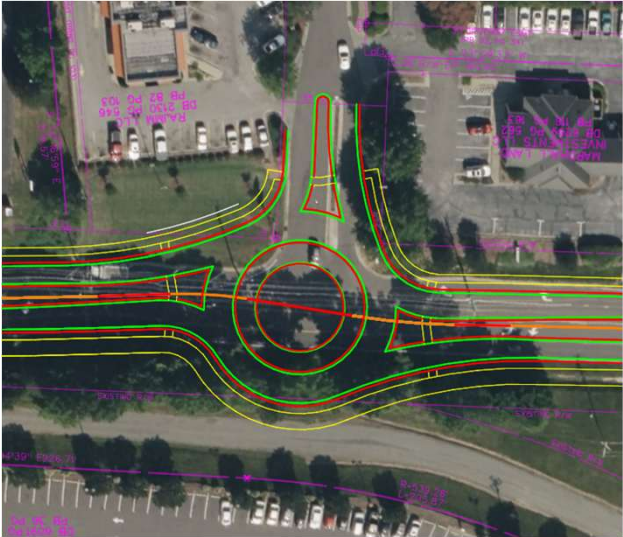
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U-5845 Board Work Session – October 2026

Design Iteration No. 1 and Traffic Study



- Evaluated Town study feasibility with new traffic projections (2050)
- 4 lanes with 23' median from I-40 to Mayo Street
- 2 lanes with 17.5' median from Mayo Street to Orange Grove Road
- Single lane roundabout at John Earl

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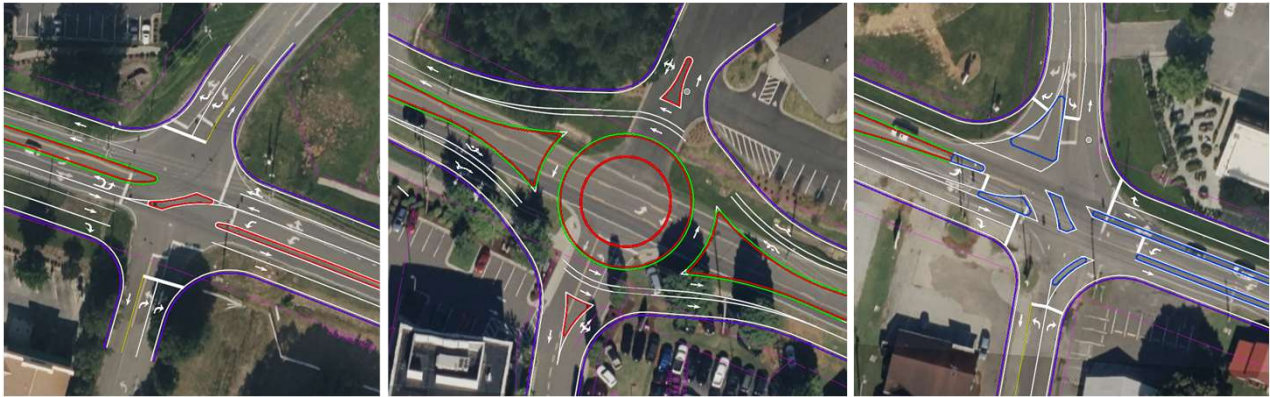
U-5845 Board Work Session – October 2026

Design Iteration No. 2 and Traffic Study

Mayo Street Reduced Conflict Intersection

First Horizon Bank Roundabout

Orange Grove Road Thru-Cut



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U-5845 Board Work Session – October 2026

Current Corridor Design Approach

Speed Limits

- 45 mph from I-40 to Cates Creek Parkway/Lafayette Drive
- 35 mph from Cates Creek Parkway to Orange Grove Road

Travel Lanes

- 11-foot lanes for most of the corridor

Intersections

- Existing Signalized intersections Improved
- Left-turn access provided only at major intersections and driveways for safety

Drainage and Hydrology

- Stormwater Control Measure (SCM) feasibility and location studied
- Stormwater design not finalized and will continue to be developed.

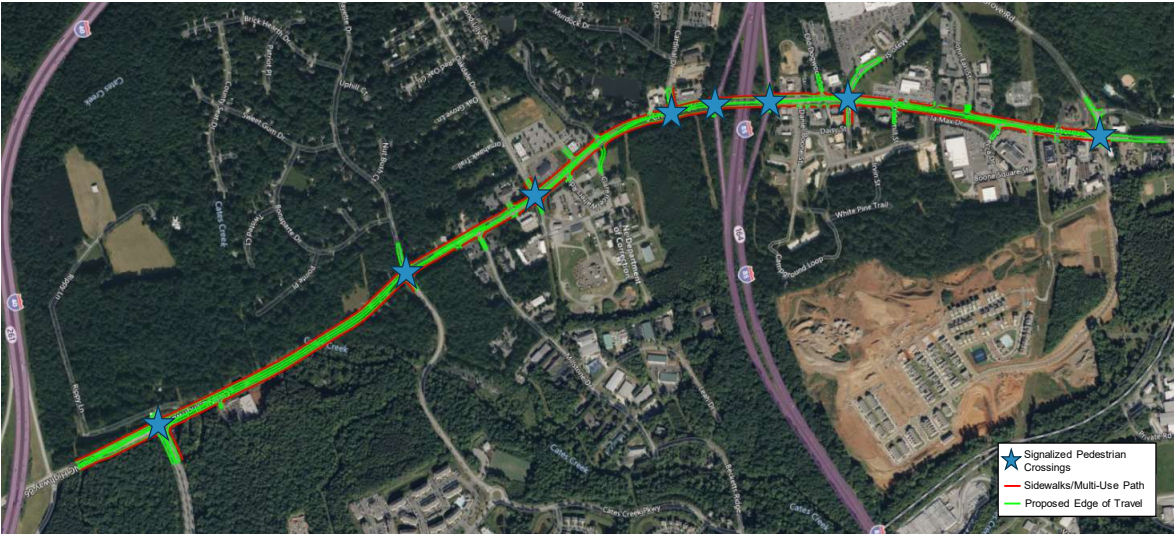
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U-5845 Board Work Session – October 2026

Bicycle/Pedestrian Travel



★ Signalized Pedestrian Crossings

— Sidewalks/Multi-Use Path

— Proposed Edge of Travel

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U-5845 Board Work Session – October 2026

South Churton Street Typical Section

5' 4.5' 2' 11' 11' 23' Median 11' 11' 2' 4.5' 10'

Sidewalk Travel Lane Travel Lane Travel Lane Travel Lane Multi-use Path

Across the majority of the corridor, South Churton Street will be widened to a 4-lane median divided roadway with curb and gutter, a 5-foot sidewalk on the west side, and a 10-foot multiuse path on the east side.

Median breaks will be provided for some left-turn movements, along with Passenger Car U-turns at signalized intersections, maintaining access to all properties along the corridor.

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U-5845 Board Work Session – October 2026

Additional Typical Sections

South Churton Street from I-40 to Cates Creek Parkway/Lafayette Drive

5' 4.5' 2' 12' 12' 23' Median 12' 12' 2' 4.5' 10'

Sidewalk Travel Lane Travel Lane Travel Lane Travel Lane Multi-use Path

- The current speed limit is 45 in this section of the corridor and that speed limit will be maintained in design.
- The design speed limit will be kept at 45.
- Lane widths are proposed to be 12-foot wide to comply with NCDOT requirements based on speed limits
- U-5845 project limits begin where the I-40 widening ends along Old NC 86

South Churton Street from Mayo Street to Orange Grove Road

5' 4.5' 2' 11' 11' 17.5' Median 11' 11' 2' 4.5' 10'

Sidewalk Travel Lane Travel Lane Travel Lane Travel Lane Multi-use Path

- The current speed limit is 35 in this section of the corridor and that speed limit will be maintained in design.
- Character of the corridor changes past Mayo Street
- Lane widths kept at 11-foot wide
- Project widening limits will end before the rail bridge.

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U-5845 Board Work Session – October 2026

Intersection Improvements (Waterstone Drive)

- Maintaining existing movements
- Improving intersection geometry
- Adding marking of passenger vehicle u-turn opportunity
- Adding fully signalized pedestrian crossings and pavement marking

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U-5845 Board Work Session – October 2026

Intersection Improvements (Cates Creek Pkwy/Lafayette Dr)

- New signalized intersection
- Passenger vehicle U-turns provided along S. Churton Street for North/South connectivity
- Signalized pedestrian crossings at each leg

12

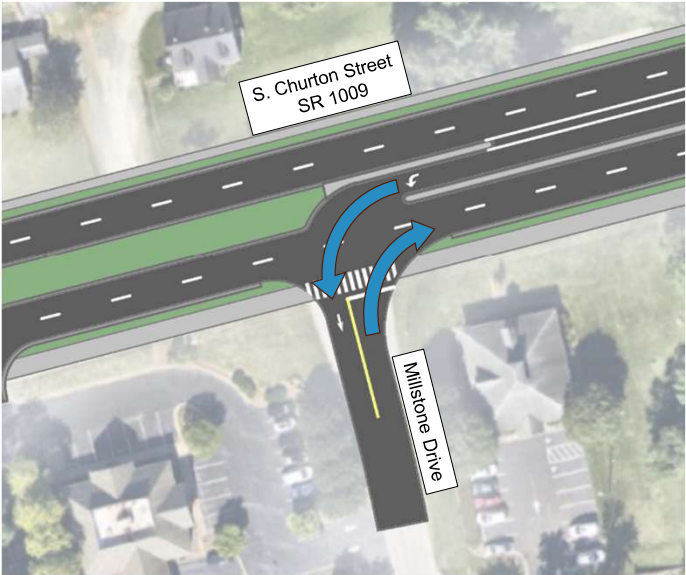
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U-5845 Board Work Session – October 2026

Intersection Improvements (Millstone Dr)

- Directional Crossover provided for access to businesses
- Non-signalized intersection
- Hi-vis pedestrian crossing markings provided



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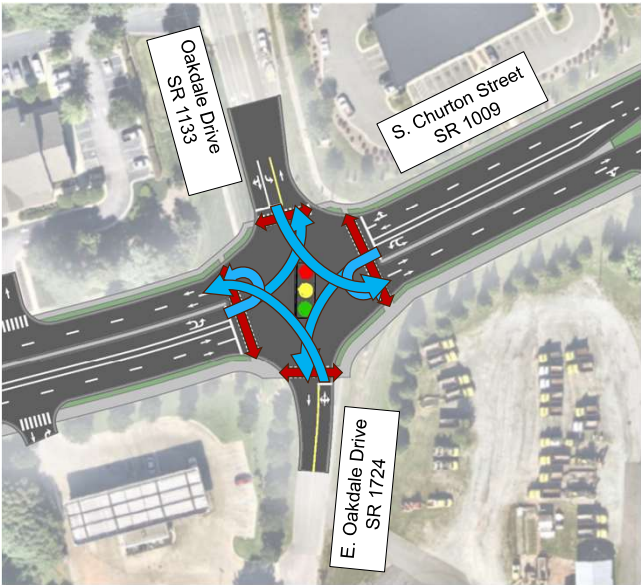
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U-5845 Board Work Session – October 2026

Intersection Improvements (Oakdale Dr/East Oakdale Dr)

- Maintaining existing movements
- Improving intersection geometry
- Adding passenger vehicle U-turn opportunities
- Adding fully signalized pedestrian crossings and pavement markings



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U-5845 Board Work Session – October 2026

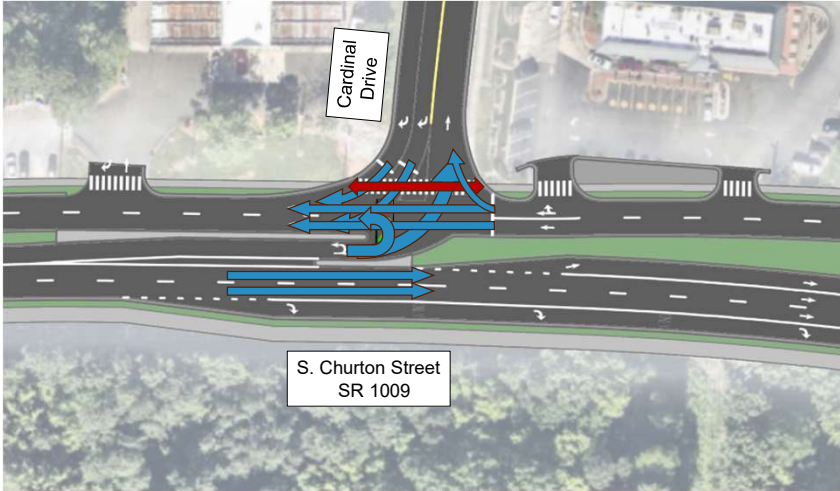
Intersection Improvements (Cardinal Dr)

• Revising existing intersection to a signalized directional crossover.

• Required to accommodate traffic projections for the interchange

• Dual right turns out of Cardinal Drive.

• Signalized pedestrian crossing S. Churton Street provided just North at the interchange with refuge.



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Interchange Improvements at I-85

I-0305B and U-5845 Project Coordination

Interchange design by NCDOT STIP Project I-0305B

• Evaluated 3 interchange alternatives

• Tight Diamond Interchange (TDI)

• Diverging Diamond Interchange(DDI)

• Single Point Urban Interchange (SPUI)

• Study Results

• Tight Diamond Interchange Selected

• Fewer property impacts

• Safety of pedestrians and cyclist

• Acceptable traffic operation



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Section 7, Item A.

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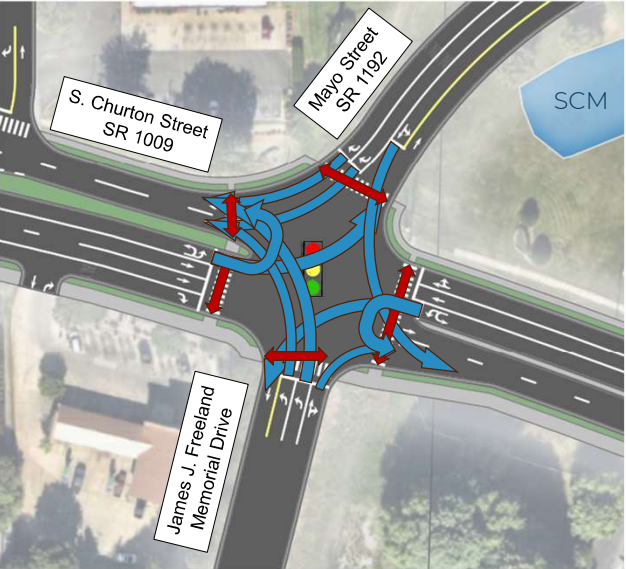
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Intersection Improvements (Mayo St/James J. Freeland Memorial Dr)

- Addition of traffic movements to the existing signal.
- Daniel Boone Redevelopment Traffic Impact Analysis requirement.
- Passenger U-turns provided along S. Churton Street.
- Fully Signalized pedestrian crossings.
- Pedestrian refuge provided for additional safety.
- Potential Stormwater Control Measure (SCM) Location along Mayo Street.



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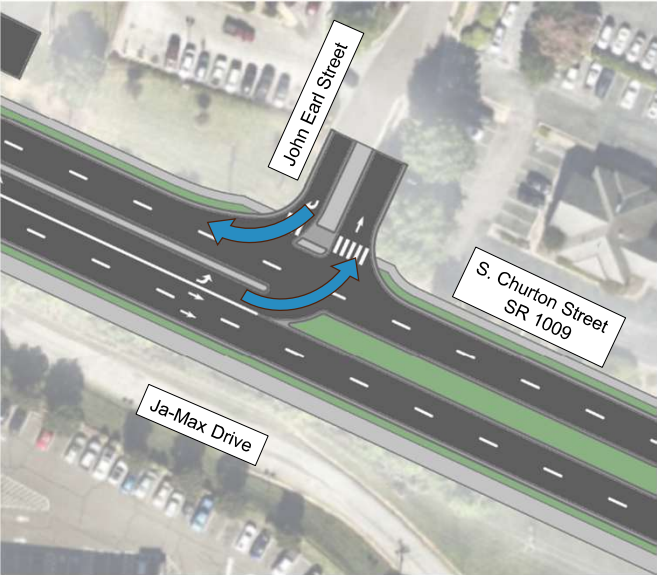
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Intersection Improvements (John Earl St)

- Directional Crossover provided for access to businesses
- Non-signalized intersection
- Hi-vis pedestrian crossing markings provided



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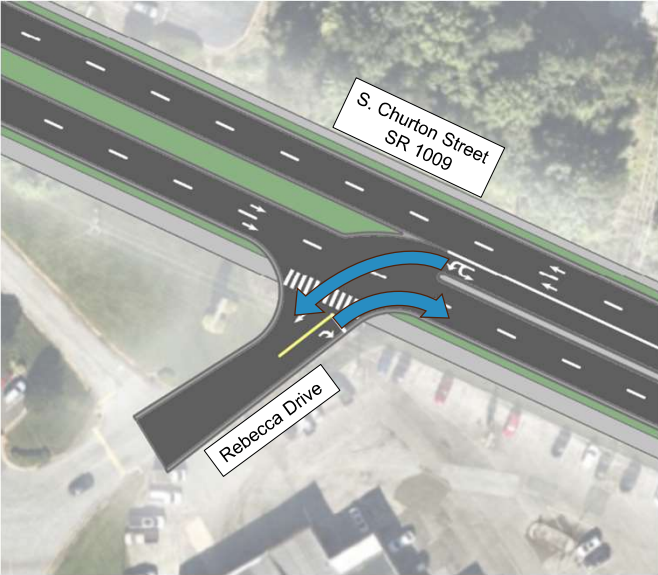
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Intersection Improvements (Rebecca Dr)

- Directional Crossover provided for access to businesses
- Non-signalized intersection
- Hi-vis pedestrian crossing markings provided

* Potential future signalized intersection discussed at this location pending future development plans



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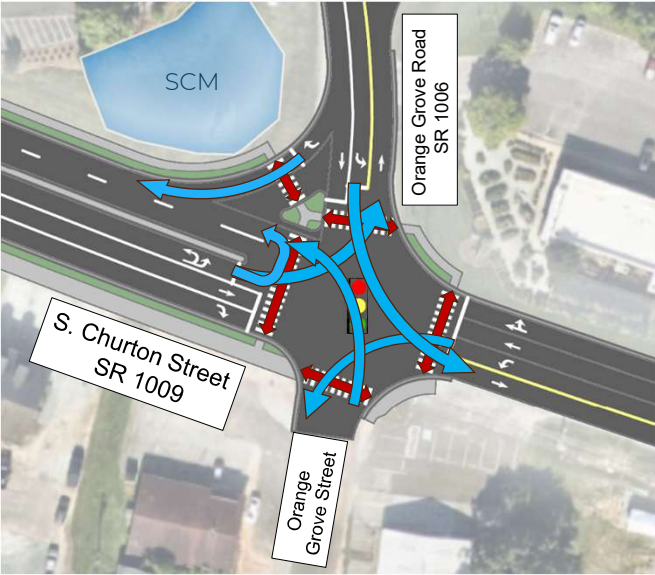
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Intersection Improvements (Orange Grove Rd)

- Addition of traffic movements to the existing signal.
- Tying to proposed Colins Ridge widening of Orange Grove Street.
- Passenger U-turns provided along S. Churton Street.
- Fully Signalized pedestrian crossings.
- Connectivity to future multimodal designs
 - Ridgwalk Greenway
 - Sidewalk along Orange Grove Street
- Pedestrian refuge provided for additional safety.
- Potential Stormwater Control Measure (SCM) Location



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Project Schedule



Milestone	Date
Federal Environmental Document	Summer 2027
Right of Way Acquisition Begins	Summer 2029
Utility Relocation Begins	Winter 2031
Construction Begins	Summer 2033

Project Funding



	Estimated Amount
Property Acquisition	\$19,700,000
Utility Relocation	\$7,200,000
Construction Costs	\$50,500,000
Total Cost	\$77,400,000

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Contact Us

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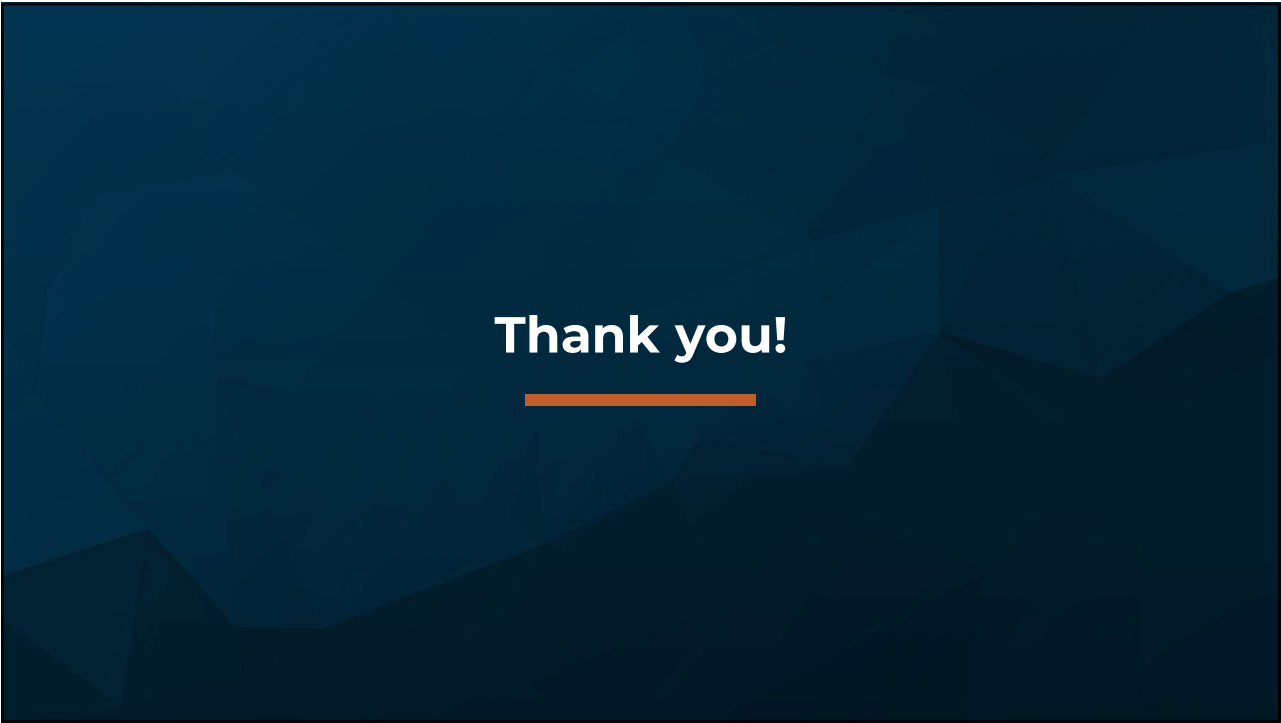
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Agenda Abstract

BOARD OF COMMISSIONERS

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

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Oct. 26, 2026

Attachments:

None

Summary:

Currently, there are no discussion topics planned for the Oct. 26 work session.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None