



Agenda

Board of Commissioners Work Session

7:00 PM August 24, 2026

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

1. Opening of the work session

2. Agenda changes and approval

3. Appointments

A. Historic District Commission – Reappointment of Sara Riek for a term expiring Aug. 31, 2029

4. Items for decision – consent agenda

A. Miscellaneous budget amendments and transfers

B. Tourism Development Authority Fiscal Year 2027 Budget Amendments

C. Proclamation – Women’s Equality Day 2026

D. Sale and Indemnity agreement authorizing the retirement of Canine Officer Jett and transfer of ownership to Police Cpl. Juan Duran

E. Special Event Permit – Historic Hillsborough Half-Marathon and 5K 2026

F. Special Event Permit – Cycle North Carolina Mountains to Coast Ride

G. Special Event Permit – Carolina Tarwheels Bikefest 2026

H. Special Event Permit – Outlandish Friday Night Ceilidh

I. Hillsborough Police Department Quarterly Transparency Report

J. Water and Sewer Extension Contract for Altera Meadowlands

5. In-depth discussion and topics

A. Demolition ordinances for 613 Buttonwood Drive and 380 Cornelius Street

B. Review and Discussion of Draft Affordable Housing Strategy

6. Committee updates and reports

7. Closed session

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

B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(5) regarding property acquisition

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

8. Adjournment

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

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 2026
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Shannan Campbell, Planning and Economic Development Manager
Joseph Hoffheimer, Planner

ITEM TO BE CONSIDERED

Subject: Historic District Commission – Reappointment of Sara Riek for a term expiring Aug. 31, 2029

Attachments:

Appointed Board Application – Sara Riek

Summary:

Sara Riek has requested reappointment to the Historic District Commission. Riek's demonstrated reliability, enthusiasm, institutional knowledge, and valuable input and interaction with the commission has made her a great commissioner.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff comments and recommendation:

Staff recommends reappointing Sara Riek to the Historic District Commission.

Action requested:

Reappoint Sara Riek to the Historic District Commission for a three-year term expiring Aug. 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):

Sara

Last name (required):

Riek

Home address (required):

419 Elfin Blvd

Home phone number:

[REDACTED]

Work phone number:

[REDACTED]

Email address (required):

[REDACTED]

Place of employment:

The Expedition School

Job title:

Middle School History Teacher

Birth date (required):

May 15, [REDACTED]

Gender (required):

Female

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

White

First choice (required):

Historic District Commission

Second choice (required):

None

Third choice (required):

None

Reasons for wanting to serve (required):

Last year my husband and I were part of the government 101 class and loved it. We believe that when you live in a community, you should be part of sustaining it and improving it. He recently joined the Water & Sewer Advisory Board and has enjoyed it. I would like to do my part and join my top interest board as well.

Additionally, I am a middle school history teacher at The Expedition School and am very interested our town's history.

I would be fascinated by in depth insight into how we preserve our history and make it meaningful for future generations.

Finally, I was on a board for a triangle based volunteer organization and my term expired last year. I am looking for a civic engagement opportunity to fill that vacancy.

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

I have not served on a town board but I served on a local non-profit board from 2019-2022.

Relevant work, volunteer or educational experience (required):

As a US history teacher my career lets me explore local, regional, and domestic history. I have a passion for history and have training in historical analysis and education. Each year I take my students on several walking field trips around Hillsborough to see historic sites. We are a project-based learning school and one year created a Black History tour of Hillsborough through doing local research.

I also have a lot of equity-based training and am a leader on my school's equity board. I believe in making history visible and equitable so that everyone can see themselves in a place's history.

I served on a non-profit board previously and was a vice-chair on that board for 2 years.

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

I have worked in Hillsborough at The Expedition School for 8 years. I fell in love with this town and encouraged my husband and I to move here. Currently, we own a house and live near the River Walk and Gold Park. We try to keep our dollars local and shop and play locally. I frequent the farmer's market, local trails, and parks. The mountain top at sunset is one of my favorite places!

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

I really enjoyed looking through both the Vision 2030 plan and the Comprehensive Sustainability plan because they remind me why Hillsborough is such an amazing place. We want to preserve the historic character of Hillsborough, while also making it a sustainable place to live. I appreciate that sustainability relates to so many topics such as water usage, land usage, climate impact, affordable housing, and preservation methods. I particularly appreciated in the vision how it wants to make Hillsborough's history more equitable and inclusive of diverse populations and that it wants to celebrate the unique character of different neighborhoods. I also appreciated how the town aims to preserve the historic character but also utilize space and land optimally.

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

Since the government 101 class both my husband and I have taken a larger interest in Hillsborough's future. Since he is on the Water & Sewer Advisory board we often discuss the future of the town, including the budget. I am particularly proud of Hillsborough's desire to put low-income housing and sustainability at the forefront of future plans. Balancing the budget shortfalls will be challenging.

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

My biggest goal of joining the board is to at a minimum maintain, and hopefully increase, equitable visibility of historic spaces in Hillsborough. We have a town with incredible history and countless identities have helped shape it for thousands of years through recent history. We face a political climate that pushes equity out of the forefront of historical preservation, but I believe Hillsborough is a perfect location to maintain equity-based preservation and continue to keep equity and inclusivity at the forefront of decision making.

I also envision Hillsborough's rapid growth as a challenge. We have incredible historic spaces that need to be preserved, while also balancing the increased tourism, visibility, traffic, and tight space for new growth. I am glad our vision prioritizes optimal land usage even within the historic district.

How did you hear about this opportunity (required)?

Internet

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

For Date Range: 08/24/2026 - 08/24/2026

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						
Revenue						
Department: 3980 - DEBT ISSUANCE PROCEEDS						
10-30-3980-3900100	POWELL BILL FUND BALANCE APPROPRIATION			0.00	-65,000.00	-65,000.00
BA0000500	Increase in street resurfacing cost: FY27 (use...	GLPKT04699	08/24/2026		-65,000.00	
Department 3980 Total:				0.00	-65,000.00	-65,000.00
Revenue Total:				0.00	-65,000.00	-65,000.00
Expense						
Department: 5600 - STREETS						
10-30-5600-5300310	GASOLINE			13,500.00	5,400.00	18,900.00
BA0000499	Cover refilling of new diesel tank at NC86 No...	GLPKT04676	08/24/2026		5,400.00	
10-30-5600-5300760	POWELL BILL			335,000.00	65,000.00	400,000.00
BA0000500	Increase in street resurfacing cost: FY27 (use...	GLPKT04699	08/24/2026		65,000.00	
Department 5600 Total:				348,500.00	70,400.00	418,900.00
Department: 6300 - PUBLIC SPACE						
10-10-6300-5100020	SALARIES			217,965.00	6,750.00	224,715.00
BA0000498	Adjust for HS internship program	GLPKT04650	08/24/2026		6,750.00	
10-10-6300-5120050	FICA			16,675.00	520.00	17,195.00
BA0000498	Adjust for HS internship program	GLPKT04650	08/24/2026		520.00	
Department 6300 Total:				234,640.00	7,270.00	241,910.00
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-12,670.00	437,330.00
BA0000498	Adjust for HS internship program	GLPKT04650	08/24/2026		-7,270.00	
BA0000499	Cover refilling of new diesel tank at NC86 No...	GLPKT04676	08/24/2026		-5,400.00	
Department 9990 Total:				450,000.00	-12,670.00	437,330.00
Expense Total:				1,033,140.00	65,000.00	1,098,140.00
Fund 10 Total:				1,033,140.00	0.00	1,033,140.00
Fund: 30 - WATER/SEWER						
Expense						
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300505	CS - PLUMBING			45,000.00	40,000.00	85,000.00
BA0000496	Cover water meter work re: galvanized lines	GLPKT04609	08/24/2026		40,000.00	
Department 8140 Total:				45,000.00	40,000.00	85,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300505	CS - PLUMBING			45,000.00	-40,000.00	5,000.00
BA0000496	Cover water meter work re: galvanized lines	GLPKT04609	08/24/2026		-40,000.00	
Department 8200 Total:				45,000.00	-40,000.00	5,000.00
Expense Total:				90,000.00	0.00	90,000.00
Fund 30 Total:				90,000.00	0.00	90,000.00
Budget Code 2026-2027 Total:				1,123,140.00	0.00	1,123,140.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	1,033,140.00	0.00	1,033,140.00
	30	90,000.00	0.00	90,000.00
Budget Code 2026-2027 Total:		1,123,140.00	0.00	1,123,140.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 24, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Tourism Development Authority Fiscal Year 2027 Budget Amendments

Attachments:

Tourism Development Authority Budget Amendments

Summary:

The Tourism Development Authority required Board of Commissioners authorization for budget amendments over \$4,999.

The Tourism Development Authority voted at their Aug. 12, 2026 meeting to make two FY27 budget amendments. One is to participate as a funding partner for the CycleNC Mountains to Coast ride. The Tourism Development Authority had discussions with event organizers in FY26 for this participation, however the budget amount was not rolled into FY27 to support it as an administrative error, and the event is moving forward. The event organizers have preliminarily sold out of all Hillsborough lodging options for the event dates of Oct. 5-6. This requires a budget amendment of \$10,000 to the Special Projects/Partnerships line item. Event funds anticipate supporting shuttles for cyclists to downtown, West Hillsborough, and lodging options as well as live entertainment and supplemental snacks and water stations.

The Tourism Development Authority also voted at their Aug. 12, 2026 meeting to be a funding partner/sponsor of the 2026 Flushfest world music festival in the amount of \$15,000, which requires a budget amendment. Flushfest started as a backyard, grassroots festival, and has grown into a multi-day music festival with multiple locations that support clean water initiatives across the world.

Financial impacts:

Low; the Tourism Development Authority has a healthy fund balance to fund tourism opportunities as they arise.

Staff recommendation and comments:

Staff recommends approving the budget amendments as the programs/events they support are consistent with the town and Tourism Development Authority's mission to grow tourism in Hillsborough.

Action requested:

Approve, approve with conditions, or deny the budget amendments.

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT04724 - Auto Process - GL Budget Adjustment

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000502	Budget 2026-2027	08-12-2026 TDA Vote (CycleNC & Flushfest, >\$5K)	8/24/2026

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
73-00-3900-39000000	FUND BALANCE APPROPRIATI...	08-12-2026 TDA Vote (CycleNC & Flushfest, >\$...	-32,750.00	-25,000.00	-57,750.00
July: -2,083.33	October: -2,083.33	January: -2,083.33	April: -2,083.33		
August: -2,083.33	November: -2,083.33	February: -2,083.33	May: -2,083.33		
September: -2,083.33	December: -2,083.33	March: -2,083.33	June: -2,083.37		
73-51-6250-5300731	SPECIAL PROJ/PARTNERSHIPS	08-12-2026 TDA Vote (CycleNC & Flushfest, >\$...	95,700.00	25,000.00	120,700.00
July: 2,083.33	October: 2,083.33	January: 2,083.33	April: 2,083.33		
August: 2,083.33	November: 2,083.33	February: 2,083.33	May: 2,083.33		
September: 2,083.33	December: 2,083.33	March: 2,083.33	June: 2,083.37		

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2026-2027	Budget 2026-2027	73-00-3900-39000000	FUND BALANCE APPROPRIATION	-32,750.00	-25,000.00	-57,750.00
		73-51-6250-5300731	SPECIAL PROJ/PARTNERSHIPS	95,700.00	25,000.00	120,700.00
2026-2027 Total:				62,950.00	0.00	62,950.00
Grand Total:				62,950.00	0.00	62,950.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2026-2027 - Budget 2026-2027 Fiscal: 2026-2027			
73	62,950.00	0.00	62,950.00
Budget Code 2026-2027 Total:	62,950.00	0.00	62,950.00
Grand Total:	62,950.00	0.00	62,950.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 24, 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: Proclamation – Women’s Equality Day 2026

Attachments:

Proclamation

Summary:

Women’s Equality Day is celebrated annually on August 26 to commemorate the adoption of the 19th Amendment to the United States Constitution in 1920, which prohibited states from depriving citizens of the right to vote based on gender.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt proclamation recognizing Aug. 26, 2026, as Women’s Equality Day in the Town of Hillsborough.



PROCLAMATION

Women's Equality Day 2026

WHEREAS, Women's Equality Day is celebrated annually on August 26 to commemorate the adoption of the 19th Amendment to the United States Constitution in 1920, which prohibited states from depriving citizens of the right to vote based on gender; and

WHEREAS, women of color fought for the right to vote for another four decades until the passage of the Voting Rights Act in 1965; and

WHEREAS, recognizing Women's Equality Day as a day of celebration emphasizes the importance of women's work for democracy and calls attention to women's continuing efforts toward full equality; and

WHEREAS, Hillsborough benefits from the leadership and representation of women who embody gender equality, including the Honorable Jennifer Weaver, the first woman Mayor of Hillsborough from 2019 to 2023; Commissioner Evelyn Lloyd, the longest-serving woman on the Hillsborough Board of Commissioners at 34+ years and newest Hillsborough Commissioner Meaghun Darab; Commissioner Phyllis Portie-Ascott, Orange County Board of Commissioners, District 2; Wendy Padilla, first Hispanic female member of the Orange County Board of Education; Congresswoman Valerie Foushee of North Carolina Congressional District 4; and Representative Renee Price of North Carolina General Assembly District 50; and

WHEREAS, Hillsborough is home to the Northern Orange Branch of the NAACP, an organization devoted to ending racial discrimination and which joins in a statewide effort to honor and acknowledge women annually, and as an organization has been led by numerous women leaders from our community; and

WHEREAS, Hillsborough honors organizations like the League of Women Voters, serving the people of Orange, Durham and Chatham Counties, that work to protect and expand voting rights and defend democracy through advocacy, education, and litigation, at the local, state and national levels; and

WHEREAS, Hillsborough is committed to advancing gender equity and protecting women's rights and to making equity and inclusion a reality in the town's policies and procedures and throughout the community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Aug. 26, 2026, as Women's Equality Day 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 24th day of August in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 2026
Department: Police
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Chief of Police Jason Winn

ITEM TO BE CONSIDERED

Subject: Sale and Indemnity agreement authorizing the retirement of Canine Officer Jett and transfer of ownership to Police Cpl. Juan Duran

Attachments:

Sale and Indemnity Agreement

Summary:

Canine Officer Jett has served the town since 2018 and is now 9 years old. Based on age and service, the Police Department has determined that it is time for Jett to retire from service. Jett will retire to live with his handler, Cpl. Juan Duran. This agreement transfers Jett to Cpl. Duran and releases the town from further liability and costs associated with Jett's retirement into private ownership.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Approve sale and indemnity agreement.

NORTH CAROLINA
ORANGE COUNTY

SALE AND INDEMNITY AGREEMENT

THIS AGREEMENT is made as of the date below by and between Police Corporal Juan Duran, Indemnitor, hereinafter known as "Cpl. Duran" and the Town of Hillsborough, North Carolina, a North Carolina municipality, Indemnatee, hereinafter known as "Hillsborough".

WHEREAS, "Jett" a canine owned by Hillsborough and heretofore used by the Hillsborough Police Department as a valuable member of its Canine unit, has been retired from service because of her age and current health condition.

WHEREAS, the canine "Jett" has been declared surplus property, and the Hillsborough Town Board has authorized the sale of "Jett" to Cpl. Duran on the terms set forth herein; and

WHEREAS, Cpl. Duran agrees to purchase and acquire "Jett" for the consideration stated herein and to indemnify and hold harmless the Town of Hillsborough, North Carolina, a municipality, and its employees, agents or elected officials Hillsborough, from (1) veterinary and health related expenses for "Jett" and any and (2) all other claims, actions, suits, damages, costs, losses and expenses, including attorney's fees, in any manner arising related to "Jett's" activities and conduct subsequent to the sale; and

NOW, THEREFORE, in consideration of the agreements stated herein and the payment by Cpl. Duran to the Town of Hillsborough of One Dollar (\$1.00) and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, Cpl. Duran does hereby indemnify and hold harmless the Town of Hillsborough, North Carolina and its employees, agents or elected officials of Hillsborough from (1) veterinary and health related expenses for "Jett", and (2) all other claims, actions, suits, damages, costs, losses and expenses, including attorney's fees, in any manner arising related to "Jett's" activities and conduct subsequent to the date hereof.

This the ____ day of _____, 2026.

Signature

Witness: Jason Winn, Chief of Police

I have hereby received the sum of \$1.00 from Cpl. Duran for the sale of K-9 "Jett" which has been declared as surplus property by the Town of Hillsborough Board of Commissioners.

This the ____ day of _____, 2026.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 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 – Historic Hillsborough Half-Marathon and 5K 2026

Attachments:

1. Special Event Permit Application
2. Certificate of Insurance
3. Event/Emergency Management Plan

Summary:

The Historic Hillsborough Half-Marathon and 5K is an annual event that brings a large crowd to town. The event will be held on Sunday Oct. 5 from 7:30 a.m. to 1 p.m. in River Park. The race starts at 7:30 a.m. from the Farmer's Market Pavilion on Margaret Lane, goes around town, onto the Riverwalk, then out on to Dimmock's Mill Road and Ben Johnson Road, returns via Riverwalk to the speedway track for one loop, and returns to the pavilion. The event concludes with a gathering/celebration in River Park starting at noon with alcohol provided by Eno River Brewing. In addition to use of the Riverwalk, the following town-sponsored services are being requested:

- Trash rollout carts: 6 to be placed at the Farmer's Market Pavilion.
- Police Coverage: 5 Hillsborough police officers to be placed at locations identified along the route.
- Road Closure: Closure of Churton Street (from Margaret Lane to Union Street) from 7:30 a.m. to 7:50 a.m., when the last runner completes that section; and Orange Grove Road to Eno Mountain Road and Eno Mountain Road to Dimmock's Mill Road from 7:50 a.m. to 8:45 a.m., or when the last runner completes that section.
- Traffic Control: Barricades placed at entry/exit to roads affected by closures as identified above.

Financial impacts:

Low; department-level costs associated with Public Works and HPD event assistance.

Staff recommendation and comments:

Staff have the following concerns that are expected to be resolved or included as conditions before the event permit will be issued:

1. ABC permit holder (Eno River Brewing) must provide a copy of their ABC permit.
2. The applicant must obtain property use permission from all impacted property owners.
3. The applicant will obtain permission from NCDOT to close state-owned roads.
4. No paint can be used on Riverwalk, roadways, or sidewalks. Only chalk or yard signs can be used.

Action requested:

Approve, approve with conditions, or deny the permit and subsequent road closures/greenway use/sponsorship of police and trash assistance.



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: Historic Hillsborough Half Marathon and 5K

Event location address: Start/Finish: Eno River Farmers Market Pavilion

Date(s) of event: 04 Oct 2026

Event setup time: 5.30am Event hours: 7.30-11.30am Event breakdown: 11am-1pm

Date(s) of event: 03 Oct 2026

Event setup time: Noon Event hours: Noon-8pm Event breakdown: NA

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: _____

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.

Road race through Hillsborough, this is the 7th time holding this event. Start and finish at the Farmers Mkt Pavilion on Margaret Lane.

Race goes around town, onto the Riverwalk, then out on Dimmocks Mill and Ben Johnson Roads then returns via Riverwalk to the Speedway track, one loop of track then finishes at the Farmers Mkt pavilion.

Estimated number of people who will attend the event: 800

Estimated peak time(s) of attendance: 7.30am, 10am

Maximum capacity of event location (number of persons, if applicable): 800

For annual events, the estimated attendance of the last event of this kind: 800

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:

Alcohol given free to runners >21 years old in fenced beer garden

Alcohol paperwork will be sent in nearer to the event (Eno River Brewing)

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:

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

If yes, for what cause or organization? Local Schools, Kiwanis, other local groups/charities

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

Please explain: Timing equipment, music, lights, barriers, tables, banners

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

Please explain: Barrier fencing, tables, lights

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? 5-10, 10x10 canopies close to the Farmers Mkt Pavilion

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 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:

Road Runners Club of America

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

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.

Martin Wileman

Applicant signature

04 June 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: 6/4/2026 Fee paid: TYLX72203956

Date information emailed out: _____

Permit StatusApproved: ☐ 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/19/2026

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 have **ADDITIONAL INSURED** provisions or 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 Insurance Management Group 9610 Lima Road, Suite 102 Fort Wayne IN 46818	CONTACT NAME: Linds Williams PHONE (A/C, No, Ext): (765) 517-5736 FAX (A/C, No): (765) 517-5736 E-MAIL ADDRESS: lwilliams@insmgt.com
INSURED Road Runners Club of America/2026 and Its Members 100 W Jefferson St. Ste. 202 Falls Church VA 22046	INSURER(S) AFFORDING COVERAGE INSURER A: Granite State Insurance Company INSURER B: National Union Fire Insurance Company of Pittsburgh, PA INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2M AI Liability 2026**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Legal Liability to Participant \$2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: Per Event Basis			AIL0003450335202	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Abuse and Molestation \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			AIL0003450335202	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	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				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Medical Professional Liability (\$250 Deductible/Claim)			AID0003450335802	12/31/2025	12/31/2026	Medical Expense \$10,000 AD & Specific Loss \$2,500

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

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.

DATE OF EVENT(S): 10/04/26 Historic Hillsborough Half Marathon and 5K

INSURED RRCA CLUB/EVENT MEMBER: Hillsborough Running Club, Attn: Martin D Wileman, PO Box 5, Hillsborough, NC, 27278

CERTIFICATE HOLDER**CANCELLATION**10/04/26 Town of Hillsborough
101 East Orange Street

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

Gerry R. Diller

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ACORD 25 (2016/03)

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Event/Emergency Management Plan

Name of event:

Historic Hillsborough Half Marathon and 5K

Date of event:

Sunday, October 4th, 2026

Time of event:

Half Marathon race start is 7.30am

5K race start is 7.40am

Set up:

**Noon-Midnight Saturday October 3rd, and
3.00am-6.30am on race morning (October 4th),
11.30am-12.00pm race day - clean up**

Location of event:

**River Park/Eno Farmers Market Pavilion,
Hillsborough, NC**

Historic Hillsborough Half Marathon and 5K 2026

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Historic Hillsborough Half Marathon and 5K 2026

1. EVENT OVERVIEW

This event comprises two race distances. A half marathon (13.1 miles), and a 5K race. Both races start at the South end of Cameron Street, Hillsborough, and both will finish adjacent to the Farmers Market Pavilion, E. Margaret Lane. Post race festivities will be held within and around the Farmers Market Pavilion.

This event is being organized by Members of the Hillsborough Running Club.

The intent of this plan is to ensure the safety of all participants, spectators, vendors and volunteers at the start/finish area and throughout the entire race route.

2. REVISIONS VERSUS THE 2025 PLAN

Route update. See page 10 for downtown map. Removed the loop – Margaret – Nash – Calvin onto riverwalk. Route now goes all the way down Occoneechee to Calvin and on to Riverwalk. This removes a few turns and the need for an officer on Nash Street.

As a result of this change, the turn around point on Ben Johnston Road will be pushed out.

3. EVENT DETAILS

Table 1: Contacts

Role	Location on Race Day	Name	Cell Phone #
Race Director	Finish area	Martin Wileman	919-536-2444
Finish Area	Finish area	Lynda Wileman	919-450-6321
Treasurer	Finish area	Lynda Wileman	919-450-6321
Race lead bicycle	On race route	Randy Jones	919-414-8364
Race lead bicycle	On race route	Jonathan Weisenfeld	919-602-2761
Announcer	Finish Area	Russell Westbrook	919-357-6596

3.1. Crowd Control Managers

The 2012 North Carolina State Fire Prevention Code requires trained crowd managers at any event where more than 1,000 people are in attendance.

Expected attendance in 2024 is <800, so no certificates are attached.

4. START/FINISH AREA

Refer to River Park / [Eno Farmers Market map](#) attached.

Start of race will be on Cameron Street, as indicated on the map, and on page 9.

The race finish line is on the trail, just South of the Farmers Market Pavilion, as marked.

The following are also marked on the map.

- Timing Company location
- EMS medical location
- Post race food locations
- Beer Garden location
- Vendor tent locations
- Post race physiotherapy/massage location provided by Breakthrough PT (formerly ATI Physical Therapy)
- Information Table
- Race day runner bib/t-shirt pick up
- Restroom facilities

Beer Garden

Runners aged 21 or over will be permitted to consume alcohol in the beer garden only.

The beer garden will be entirely enclosed (4ft fencing), with one entry/exit, where IDs will be checked by event staff. No alcohol consumption will be permitted outside of the beer garden.

Vendor Tents

Event sponsors and other vendors will set up in the Sheriffs Dept parking lot, as outlined on the [Finish area map](#).

Vendors that wish to sell goods will each have a town permit to do so. The vast majority of vendors will not be selling goods but will just be promoting their businesses through advertizing and giveaways.

Finish Line

We will have fencing either side of the race route just prior to the finish line to help runners complete the course and to stop spectators crossing the racecourse into the line of runners.

Announcer

A PA system and announcer will be located at the finish line/pavilion for the duration of the event. He will make all the necessary event announcements, such as thanking

Historic Hillsborough Half Marathon and 5K 2026

sponsors/volunteers, final route information, as well as calling out the runners as they approach the finish line.

Information Table

We will have an information table at the North end of the Pavilion for anyone that has general questions about the event. This table will be staffed by Hillsborough Running Club staff members who have been involved in the management of this event.

This area will also include race day packet pick-up.

Communication

Event staff will be communicating via radio and cell phones as necessary throughout the event. Radios will be in use by key staff members on the course and at the finish area.

All volunteers will have contact cards stating who they must call depending on the emergency or need. The contact cards will include the name and number of the volunteer captain.

Timing and Awards

Race times will be posted under the pavilion by the race timing company at regular intervals. The Post race awards ceremony for each race distance will be held at the Fleet Feet tent for the 5K awards, and the pavilion for the half marathon awards. Refer to event schedule of events for ceremony times.

The event schedule will be posted on the event website and communicated electronically to all participants prior to the event.

5. RACE ROUTES

The half marathon starts at 7.30am, and the 5K race starts at 7.40am South Cameron Street.

See attached [half marathon](#) and [5K maps](#) for details.

Churton Street (from Margaret Lane to Union St.) will be closed from 7.30am (race start) until 7.50am, when the last runner will be expected to complete that section (left turn onto Union Street).

Orange Grove Rd, to Eno Mountain Rd and Eno Mountain Rd to Dimmocks Mill Rd will also be closed from 7.50am and 8.45am, or when the last runner completes that section.

Table 2: HPD/County Officer locations. See also attached [full route map](#)

1	Intersection of Margaret Lane / Churton Street	HPD	Southern part of the Churton St. road closure. Re-open only once the last runner has exited Churton St. at Union St. Approx. 7.50am
2	Intersection of Churton	HPD	Northern part of the Churton St. road closure.

Historic Hillsborough Half Marathon and 5K 2026

	Street / Union Street		Re-open once last runner has turned on to Union St. Approx. 7.50am
3	Intersection of W. King Street / Occoneechee Street	HPD	Runners will be running down Occoneechee Street and crossing W. King Street. Need to stop W. king Street traffic. Runners expected between 7.40 and 8.02am
4	Intersection of W. Margaret Lane / Nash St. Route change means no need for this officer	HPD	Potential for traffic coming down from W. King St. / Nash St. lights into the path of the runners on Nash St. Runners expected between 7.42 and 8.10am
5	Intersection of Exchange Park Lane and Orange Grove Road.	HPD	Runners will be running from Exchange Park Lane and turning right onto Orange Grove road. Note: County to block exit from Sun Trust and the Mayo Street interchange Runners expected between 7.50 and 8.20am
6	Intersection of Orange Grove Road and Mayo Street	County	Runners will pass this intersection just prior to the right turn onto Eno Mountain Road. Runners expected between 7.50 and 8.20am
7	Intersection of Orange Grove Road and Eno Mountain Road	County	Runners will be running up Orange Grove Road and turning right onto Eno Mountain Road. Runners expected between 7.53 and 8.30am
8	Intersection of Eno Mountain Road and Dimmocks Mill Road	HPD	Runners will be running from Eno Mountain Road and turning left onto Dimmocks Mill Road Runners will return on Dimmocks Mill Road through this intersection after completing the Ben Johnson turn around. Runners expected between 8.00 and 9.45am
9	Intersection of Dimmocks Mill Rd. and W. Hill Ave. S (by RR tracks)	County	Traffic from W. Hill Ave. could try to join Dimmocks Mill Rd. at this intersection Runners expected between 8.00 and 9.45am
10	Intersection of Dimmocks Mill Road and Ben Johnson Road	County	Runners run straight as Dimmocks Mill Road turns into Ben Johnson Road. Runners expected between 8.10 and 9.40am

Historic Hillsborough Half Marathon and 5K 2026

11	Ben Johnson turn around point	County	Runners turn around and head back toward Hillsborough on Ben Johnson. Runners expected between 8.15 and 9.30am
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Historic Hillsborough Half Marathon and 5K 2026

5.1. Mile Markers and Expected Runner Time

Mile	Location	Time of potential first runner	Time for potential last runner
S	Cameron Street	7.30am Race start	7.30am Race start
1	W. Union St.	7.36am	7.46am
2	W. Margaret St.	7.42am	8.02am
3	Exchange Park Lane	7.48am	8.18am
4	Eno Mountain Road	7.54am	8.34am
5	Dimmocks Mill Road (outbound)	8.00am	8.50am
6	Ben Johnson Road (outbound)	8.06am	9.06am
7	Ben Johnson Road (inbound)	8.12am	9.22am
8	Dimmocks Mill Road (inbound)	8.18am	9.38am
9	Gold Park	8.24am	9.54am
10	Riverwalk	8.30am	10.10am
11	Occoneechee Speedway (outbound)	8.36am	10.26am
12	Occoneechee Speedway (inbound)	8.42am	10.42am
13	Riverwalk	8.48am	10.58am
F	Farmers Mkt Pavilion	8.49am	11.12am

Faster runner based on 6min/mile pace.

Last runner based on 16min/mile pace (based on a cut off of approx. 3.5hours)

Lead Cyclists

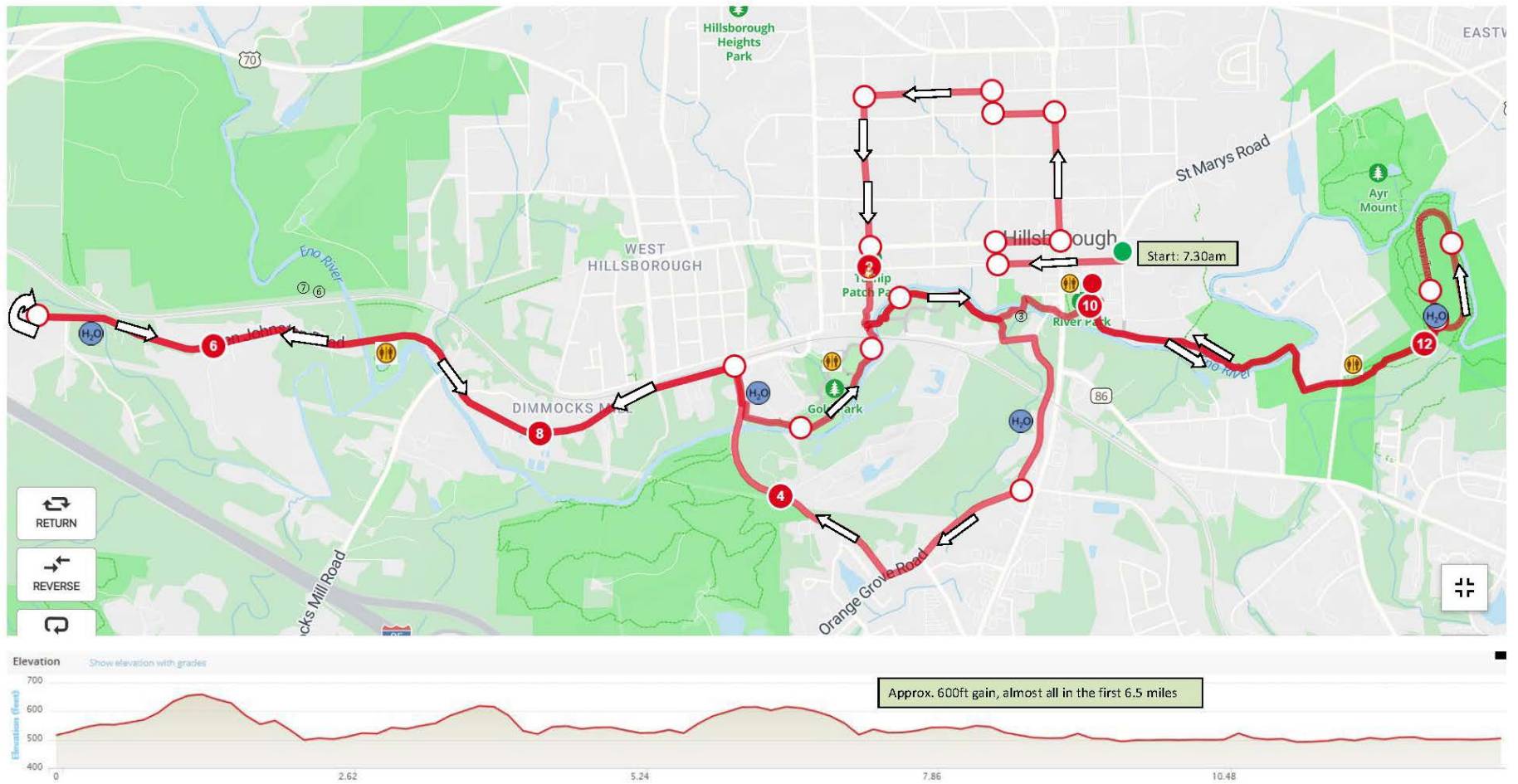
We will have two lead bicycle riders for the half marathon.

Trailing Cyclist

We will have a sweeping bicycle rider for the half marathon.

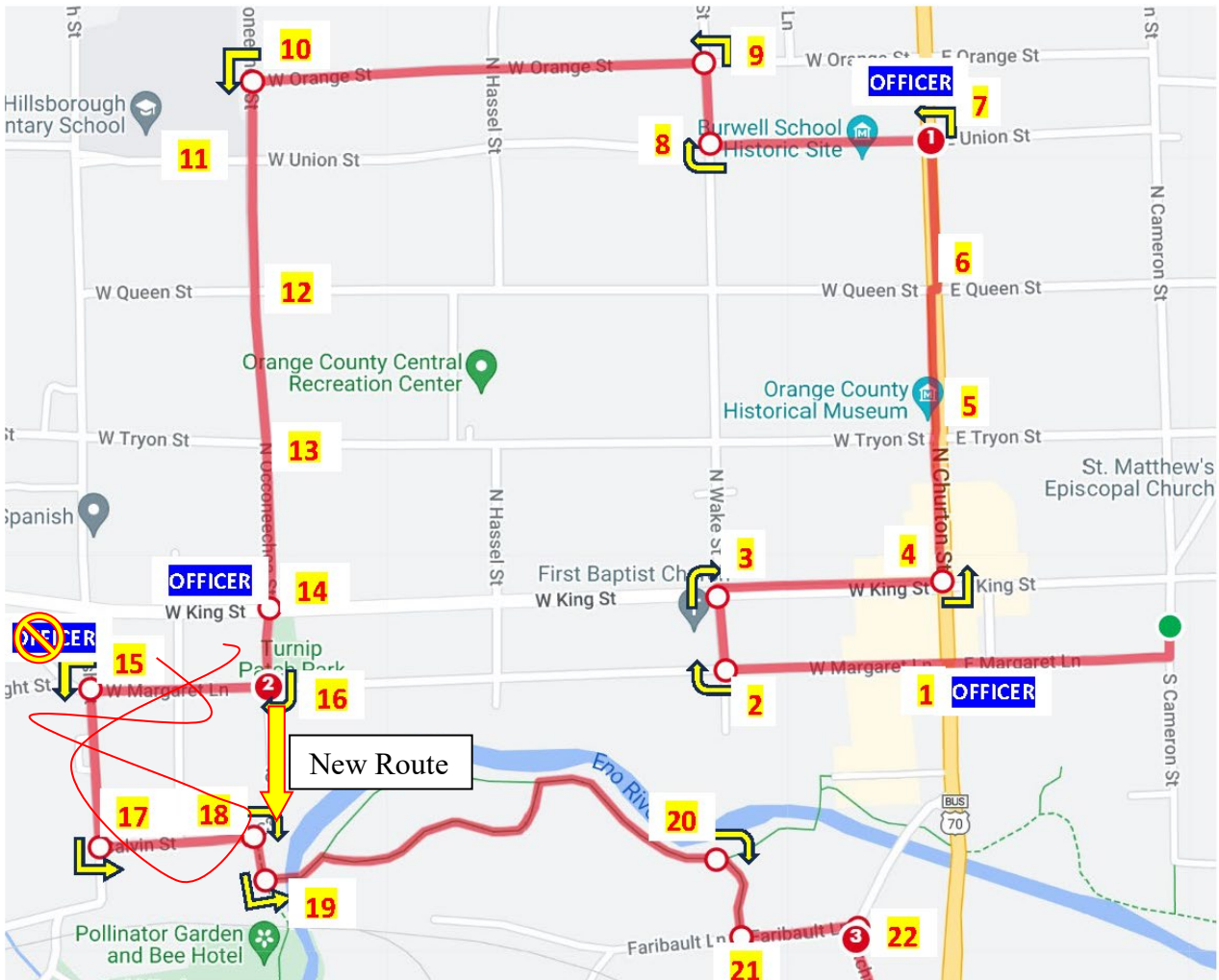
Historic Hillsborough Half Marathon and 5K 2026

5.2. ENTIRE ROUTE



Historic Hillsborough Half Marathon and 5K 2026

5.2.1. DOWNTOWN: MILES 0-3

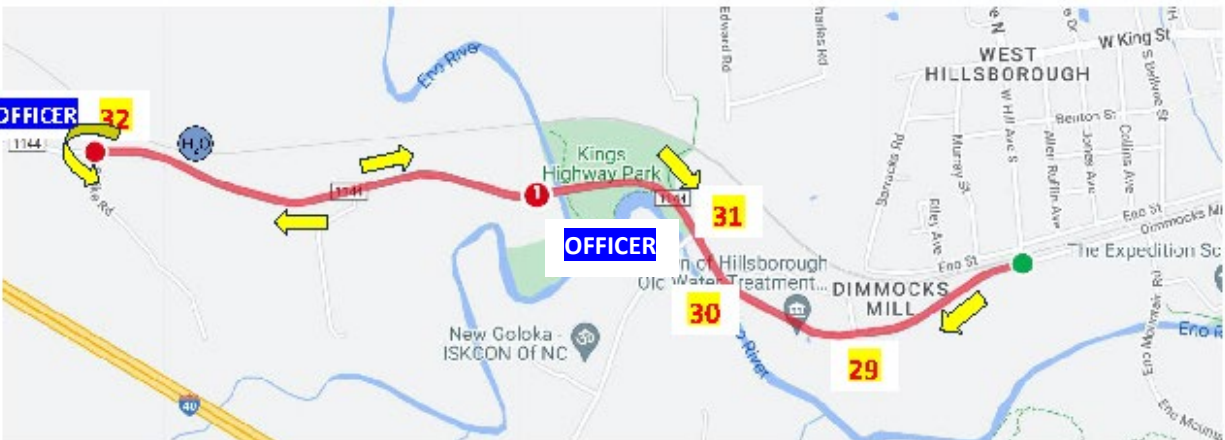


Historic Hillsborough Half Marathon and 5K 2026

5.2.2. ORANGE GROVE-ENO MTN RD-DIMMOCKS: MILES 3-5

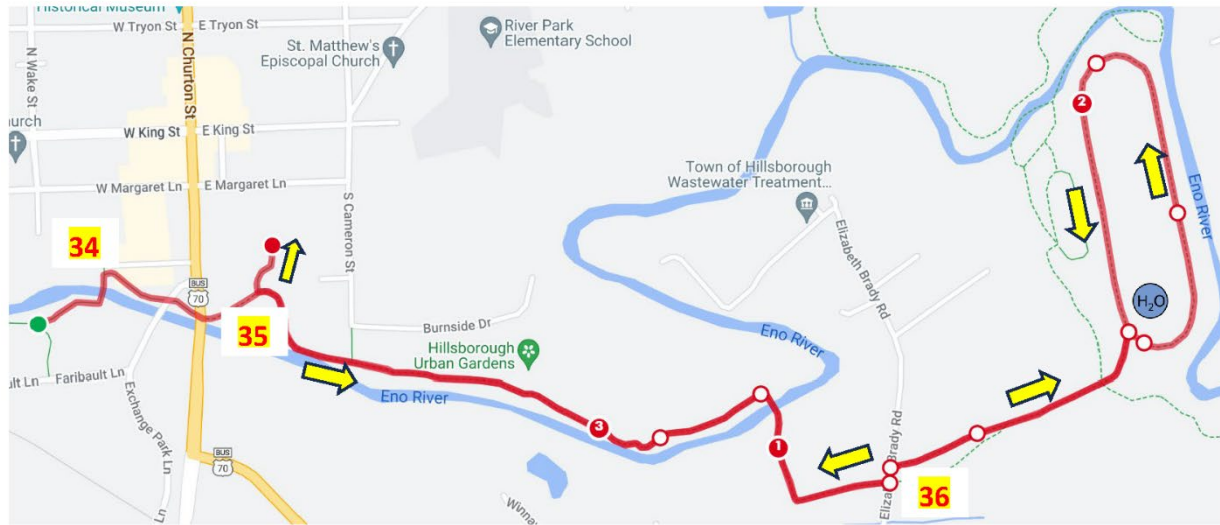


5.2.3. DIMMOCKS-BEN JOHNSTON: MILES 5-8



Historic Hillsborough Half Marathon and 5K 2026

5.2.4. RIVERWALK-SPEEDWAY: MILES 8-13



6. AID STATIONS

Table 3: Water Stops Half Marathon

We plan to have 4 water stop locations (Speedway aid station runners pass twice, Eno River Brewery location runners pass twice) along the race route (marked on the route maps attached), as follows:

1	Exchange Park Lane (by Park Valley Pool entrance)
2,4	Eno River Brewing
3	Ben Johnson race turn around point
5,6	Occoneechee Speedway Track, just before the entrance to the track

All stations will have water, Gatorade and energy gels.

Note: 5K race will just require the aid station at the Speedway track, which runners will pass twice.

Toilet Facilities

Toilet facilities will be at the following locations:

1	Start/Finish area will have 18 porta potties, including two handicap units plus the pavilion restrooms and the Visitor Center restrooms
2	1 porta potty will be located at Kings Highway Park
3	1 porta potty located in the parking lot at the Occoneechee Speedway Track
4	Gold Park toilet block (close to race route, but not on it)

7. MEDICAL PLAN

We will provide all participants with detailed instructions two weeks and one week from race day. These instructions will outline any road closures, and more importantly, where roads will not be closed and runners need to be vigilant for possible vehicular traffic (from residential driveways) during the event. Runners will be told to run facing the direction of possible oncoming traffic, as they would on any training run – particularly on Dimmocks Mill Road and Ben Johnson Road.

These instructions will be re-iterated via the PA system just before the race start.

Additional instructions will be provided via email communication to all participants should the weather conditions show a likelihood of being unusually hot, wet, or if there is a chance of a storm.

There will be a Medical Tent/facility at the Farmers Market Pavilion operated by SORS.

Physical Therapy will be onsite near the finish to provide non-emergency runner assistance (massage, stretching, ice packs, etc.)

8. STAFFING

Event staff are listed in [Table 1](#).

There are three volunteer categories.

1. Start/Finish area – set up and clean up, including handing out medals, water etc.. and replenishing all food/drink supplies.
2. Water Stops – we will have 4 water stops (aid stations) throughout the route, these will be managed by volunteers. These volunteers are from the Kiwanis Club, School sports teams, and Church groups.
3. Route Marshals – probably the most important role, ideally will be made up of Hillsborough Running Club members. People who are runners and know what to expect along a race route. This group will be managed by Pete Petrin. They will also receive an information packet detailing their location and duties along the route via email and printed if needed.

Where possible we will re-use people from one station to help out at another if time allows them to re-locate prior to the first runners arriving at that station.

All route marshals, start/finish area staff and volunteers, will be wearing bright volunteer t-shirts. Hi vis vests will be provided to Dimmocks Mill volunteers and the lead cyclists in case of low visibility, which can be the case on these roads in the early morning.

As the route map indicates, we require 6 officers from HPD and 5 officers from the County to be located on the route (or for those locations to be manned by fewer officers as necessary). Once the last runner passes them as per the table 2, officer will re-open the road and event volunteer to close down the station.

9. PARKING

Participants will be provided a map of Hillsborough, which highlights the available parking areas, and those places that cannot be used for parking, one week and two weeks ahead of race day. For spaces that cannot be used by participants that are close to the start/finish – we will cone off areas, and make it clear on the map that they are not to be used. For example, the Urgent Care lot at the end of Cameron St.

The parking spaces at the Farmers Market will be reserved for volunteers and event staff.

10. EVENT NOTIFICATIONS

We will place signs (yard signs) along the route letting residents and vehicular traffic know about the event and to inform them that their journey may be delayed between certain times on race day. This includes all along the Riverwalk, at the Oconeechee Speedway Track, as well as on the roads out to and on Ben Johnston Road. These will be set up one or two days before the event, at the same time the race directional signs are set up.

We will also post the event details in local press, and on local radio, if possible.

11. EMERGENCY PLANS

11.1. Communication

Communication is of paramount importance, and every event staff member, and key volunteer, at least two per location will have a contact card with numbers to call in the event of an emergency.

Emergency Management Staff and key event staff will all be in contact via radio.

Route marshals will be in touch with the route marshal coordinator via cell phone. The route marshal coordinator will have access to all route marshal names, locations and cell phone numbers. For those locations where communication by radio could be important, those volunteers will also attend the event briefing and check out a radio.

Route marshals will also be informed where the nearest officer location is who will have AED capability.

Emergency Management will be in constant contact with the Race Director, between them they have the authority to cancel the race in the event of an emergency. Should this occur, this will be communicated via radio to all stations to close down and return to the River Park.

11.2. Security

As with any road race event, participants will be told not to bring valuables, or leave any bag unattended at the event.

We will not provide a bag drop location.

11.3. Access

The entrance way to the Sheriff's Department will be open but manned in order to stop race participants from entering the lot.

The second entrance to the Farmers Market will be coned off and also manned to allow vendor/volunteer traffic to park near the pavilion.

Participants will be told via email communication ahead of the event to make sure they are parked and are the start area well before race time, as Churton St. will be closed just before 7.00am.

After 15/20mins, Churton St. will re-open and will allow anyone who has parked near the start/finish to depart, if they choose to.

11.4. Theft

Any incidents of theft will be reported to the authorities.

11.5. Severe weather

As with most road races, this event will take place rain or shine.

In the event of severe weather, such as thunderstorms or tornadoes, will the event be delayed or cancelled. Event organizers will know the likelihood of bad weather at least several days prior the event.

Severe thunderstorms

Event staff will monitor the weather forecast leading up to the event. We will make every effort to provide more tents in the event of rain, as well as to better make use of the pavilion just before race start.

In the case of possible thunderstorms, the race director in conjunction with the emergency services will make the decision to delay or cancel the event. The announcer will make the appropriate announcement over the PA System.

11.6. Fire

The event is entirely outside, so the risk of a fire emergency is very low.

The only places of potential fire are the two food trucks, the race timing equipment (battery operated) and the music/PA system. The race timing equipment will be located in a tent next to the Farmers Market pavilion, the food trucks will be in the parking lot outside the Sheriff's Department, and the music system will be located in the River Park.

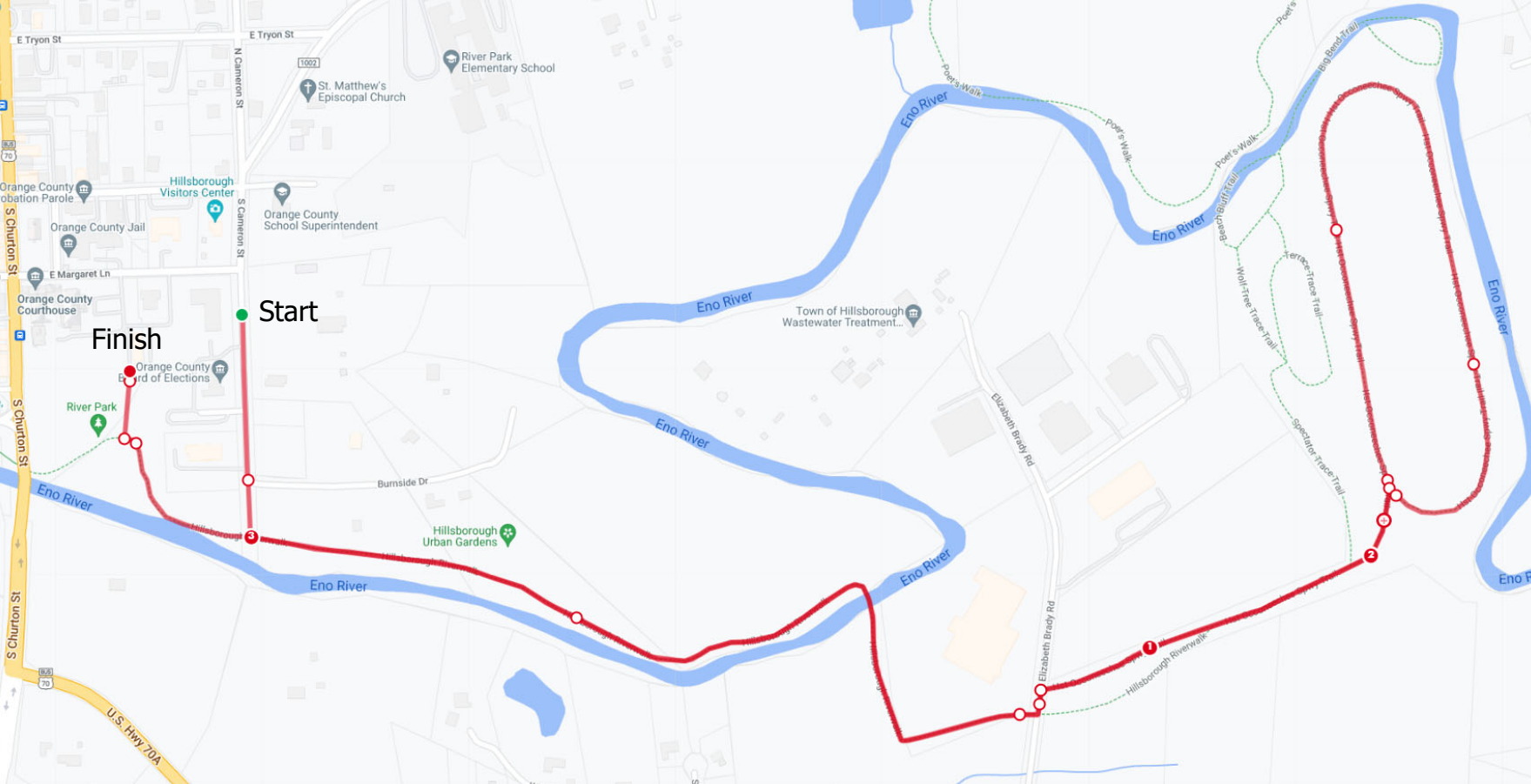
11.7. Missing child

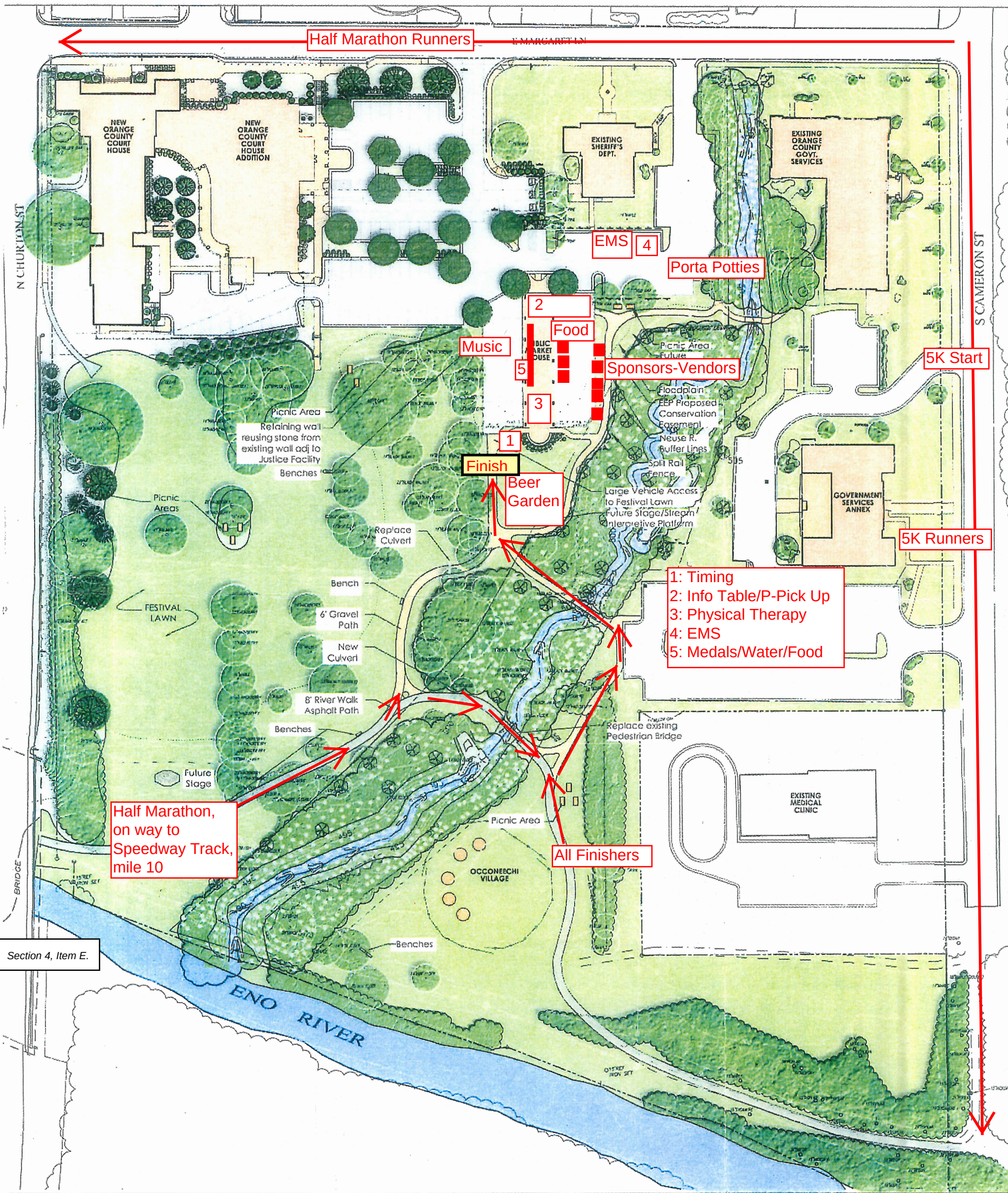
When a missing child is reported by a parent/guardian, we will follow the procedure below:

1. Determine the missing child's identity
2. Form a detailed description: name, age, hair color, weight, clothes and relay this information to all persons searching for the child.

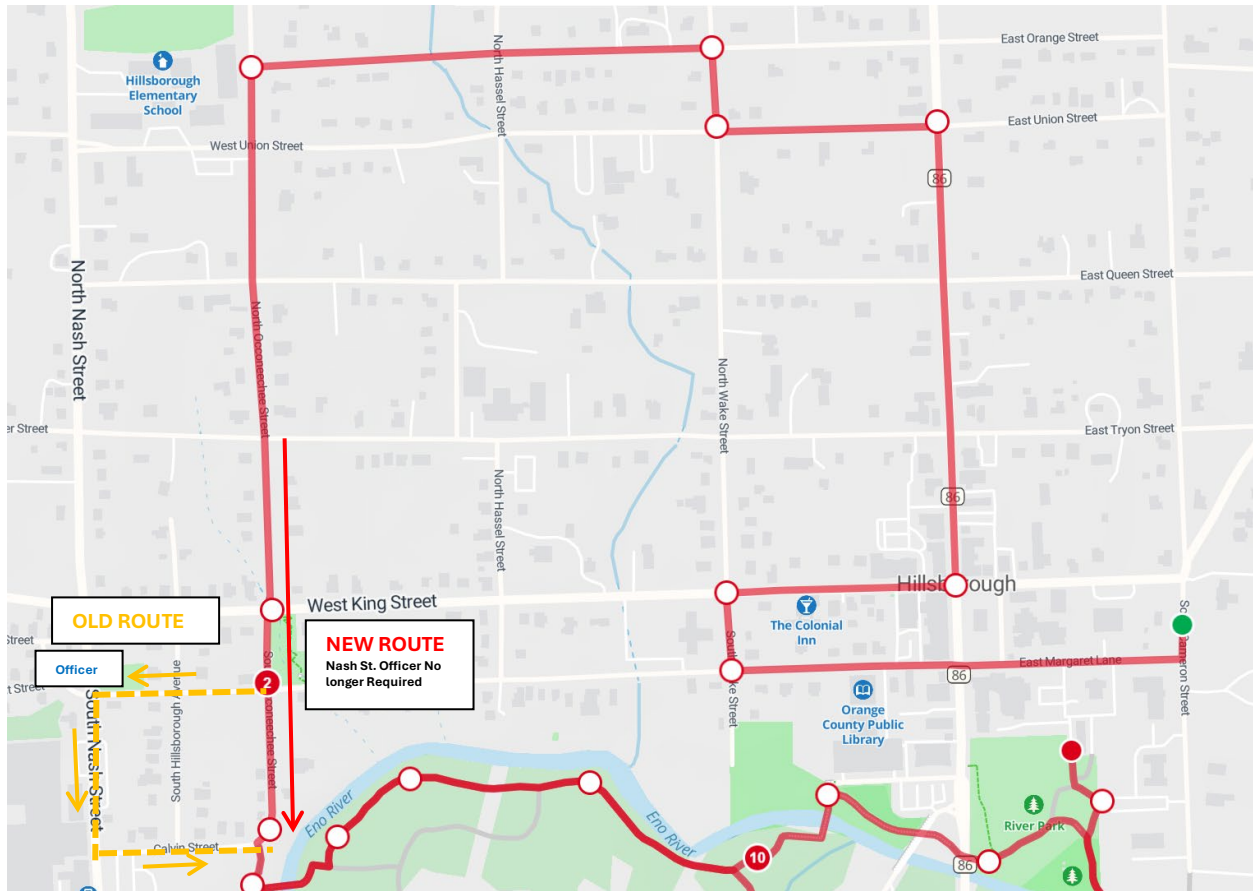
Historic Hillsborough Half Marathon and 5K 2026

3. Inform all event staff/volunteers via radio/cell phones.
4. If child is not found after 15 minutes, call 911 and assist the police with information once on site.





Section 4, Item E.



Revised route will go straight down Occonechee Street, cross King St. and Margaret Lane, and onto Riverwalk. Removes the need to go on Nash Street, which is typically busier and has required an officer to help with traffic.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 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 – Cycle North Carolina Mountains to Coast Ride

Attachments:

Special Event Permit Application (includes COI and event layout)

Summary:

North Carolina Amateur Sports has applied for a special event permit to host approximately 800-900 cyclists overnight in River Park on Oct. 5-6 as part of their Cycle North Carolina Mountains to Coast Ride. This is an annual week-long ride that brings in cyclists from all across the country to cycle from the mountains to the sea. Between 800-900 riders participate in the ride, and are accompanied by support from North Carolina Amateur Sports, including tent set-up, shower services, rider services, and more. Some participants will bring RVs, others camp in tents, and some will stay in local hotels.

Preparation for this event will begin on Sunday, Oct. 4, with tents arriving to be set-up in River Park. All other equipment will arrive on the morning of Monday, Oct. 5. Riders will start to arrive then and continue to trickle in through the afternoon. Peak attendance and activity will be around 4 p.m. on Monday. Throughout the evening, participants will be able to enjoy on-site services, including a happy hour, massage therapists' station, yoga, and possible food trucks and local vendors, as well as exploring downtown Hillsborough and visiting those shops and restaurants. There may be an alcohol vendor on site in the evening, and a coffee vendor the following morning. Shuttles will be running to provide transport for those staying in hotels. On the morning of Tuesday, Oct. 6, riders will start to depart from site and continue their ride out of town. Site breakdown will be performed by the North Carolina Amateur Sports staff and is projected to be completed before noon.

The organization is bringing portable showers, restroom, and handwashing facilities. Staff will be on site with their equipment at all times. Approximately four to five 10'x10' pop-up tents will be used for their various stations, in addition to the camping tents set up for those staying in River Park. Event organizers are requesting the following town services:

- Police coverage (patrol at night; may need a presence at River Park Elementary School on the morning of Oct. 6)
- Traffic control
- 15 trash rollout carts

Financial impacts:

Low to medium; departmental-level costs associated with police and public works.

Staff recommendation and comments:

Staff recommends approval. This event has the potential to bring a large group of people looking to dine, relax, and shop in town on a night that is typically slow for business. Any food trucks and alcohol vendors will need to provide their respective permits.

Action requested:

Approve, approve with conditions, or deny the 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: Cycle North Carolina Mountains to Coast Ride

Event location address: River Park, 228 S Churton St, Hillsborough, NC 27278

Date(s) of event: 10/4-10/6, 2026

Event setup time: 1pm Event hours: 10am Mon-10am Tues Event breakdown: _____

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: _____

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.
River Park will serve as an overnight stop on the Mountains to Coast Ride for 800-900 cyclists. Some will be tent camping while others will stay in hotels or RVs. We will use the Farmer's Market Pavilion for food trucks, beer vendor, catered meals for some. Other folks will need to eat downtown. We will provide shuttles to the hotels and will as the town for additional shuttles as needed.

Estimated number of people who will attend the event: 900

Estimated peak time(s) of attendance: 4pm 10/5

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

For annual events, the estimated attendance of the last event of this kind: 900

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:

Still TBD

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:

Still TBD

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

If yes, for what cause or organization? _____

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

Please explain: _____

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

Please explain: _____

This is an overnight camping event, so tents will be there overnight 10/4-10/5 and tents and all other equipment will be on-site from 10/5-10/6. Staff will remain on-site with the equipment all times.

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? Only 4-5 10x10 pop up tents, plus the ones for tent campers

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 15

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:

[REDACTED]

Contact information for broker/agent providing coverage:

[REDACTED]

EVENT PROPERTY USE PERMISSION

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

Name of property owner

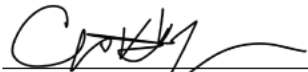
Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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



Applicant signature

5-1-2026

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 Kimbrough

Date: _____ Fee paid: _____

Date information emailed out: _____

Permit StatusApproved: ☐ 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/02/2026

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 RPS Bollinger Sports and Leisure PO Box 4162 Clinton IA 52733	CONTACT NAME: Cathy Fonseca PHONE (A/C, No, Ext): 973-921-8124 E-MAIL ADDRESS: Cathy_Fonseca@rpsins.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: Markel Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 38970
INSURED North Carolina Amateur Sports 406 Blackwell Street, #120 Durham NC 27701		

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR Includes Participant Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			8502AH010276-9	02/22/2026	02/22/2027	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 \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			8502AH010276-9	02/22/2026	02/22/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$			4602AH010277-9	02/22/2026	02/22/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	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	N/A				☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Accident Insurance Full Excess			4102AH010275-8	02/22/2026	02/22/2027	Medical Max: \$25,000 Ded: \$500

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

Coverage is provided under this policy only for sponsored and supervised activities of the named insured for which a premium has been paid.

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance	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

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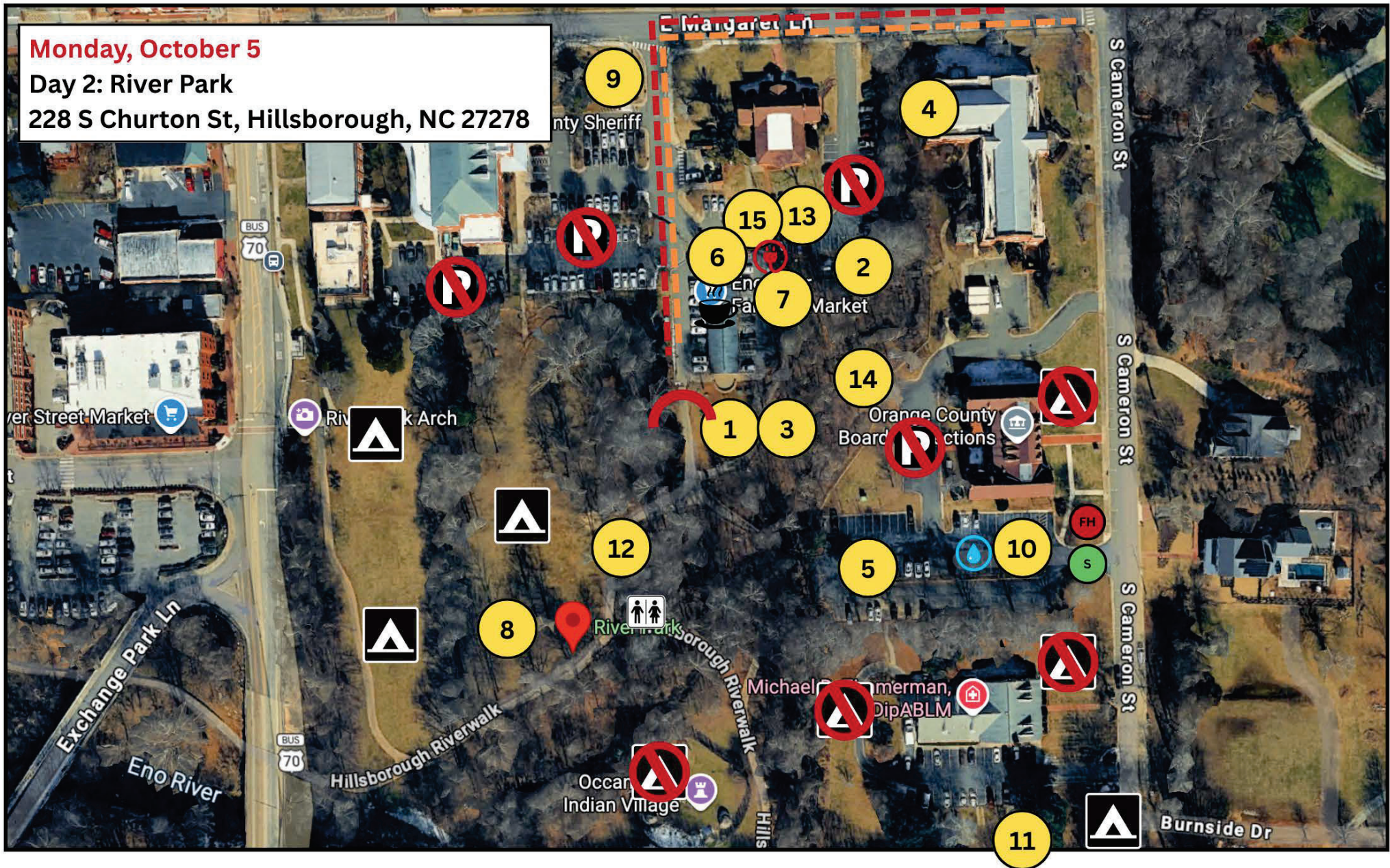
ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

Monday, October 5

Day 2: River Park

228 S Churton St, Hillsborough, NC 27278



MAP LEGEND

1. CNC Rider Services
2. Bike Mechanics
3. Local Welcome Tent
4. Safe Shelter

Section 4, Item F. Night Parking

6. Local Vendors
7. Breakfast & Dinner Location
8. Yoga
9. Shuttle Pick Up/Drop Off
10. Shower Trucks

11. Summit Cycling Solutions
12. Campsite Luggage Drop Off/Pick Up
13. Cycle NC Happy Hour
14. Massage Therapists
15. Charging Station

--- Route Into Camp
--- Route Out of Camp

- Camping
- No Camping
- Bathrooms
- Parking
- Coffee Vendor
- Sewer
- Fire Hydrant
- Power
- 51 Station
- Start/Finish



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 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 – Carolina Tarwheels Bikefest 2026

Attachments:

Special Event Permit Application

Summary:

The Carolina Tarwheels Bikefest 2026 returns for its 28th year. The event will be held on Saturday, Oct. 17, from 7 a.m. to 4 p.m., with setup beginning at 5 a.m. and breakdown completed by 6 p.m. It's projected to have 850 participants who will cycle throughout Orange County and return individually at their own pace. All proceeds, net expenses, are donated to support cycling-related activities in the community. Event organizers are requesting that East Margaret Lane be closed and for traffic control and police coverage at the intersection of East Margaret Lane and South Churton Street for the start of the race, as well as 6 trash rollout carts.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with Public Works and HPD event assistance.

Staff recommendation and comments:

None.

Action requested:

Approve, approve with conditions, or deny the permit and subsequent road closures/greenway use/sponsorship of police and trash assistance.



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: Caolina Tarwheels - 2025 Bikefest

Event location address: Superior Courthouse Hillsbourough / Visitot Center

Date(s) of event: 10/17/2026

Event setup time: 5-7AM Event hours: 7am to 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: Carolina Tarwheels Bicycle Club

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.

This event will be our 27th annual Bikefest event. All proceeds, net expenses, are donated to
support cycling related activities in our community. Since 2006 we hav donated more than \$175,000.

Estimated number of people who will attend the event: 850

Estimated peak time(s) of attendance: 850

Maximum capacity of event location (number of persons, if applicable): 850

For annual events, the estimated attendance of the last event of this kind: 850

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:

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

If yes, for what cause or organization? _____

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

Please explain: Canopies, tables and chairs

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

Please explain: Two canopies, tables and chairs set up the night before the event.

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? Two canopies without sidewalls (15'x15' & 6'x20')

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 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:

CPH Insurance

Contact information for broker/agent providing coverage:

Linda Charles (laccharles@outlook.com)

EVENT PROPERTY USE PERMISSION

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

Name of property owner

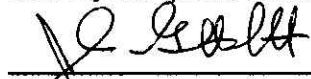
Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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



Applicant signature

5/17/2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: _____

Date: _____ Fee paid: _____

Date information emailed out: _____

Permit StatusApproved: ☐ 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/17/2026

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: CPH Insurance 711 S Dearborn St, Ste 205 Chicago, IL 60605	CONTACT NAME: C. Philip Hodson PHONE (A/C, No, Ext): 312-987-9823 FAX (A/C, No, Ext): 312-987-0902 E-MAIL ADDRESS: info@cphins.com
INSURED: Carolina Tarwheels 213 Greenway Lndg Hillsborough, NC 27516	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 18058

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.

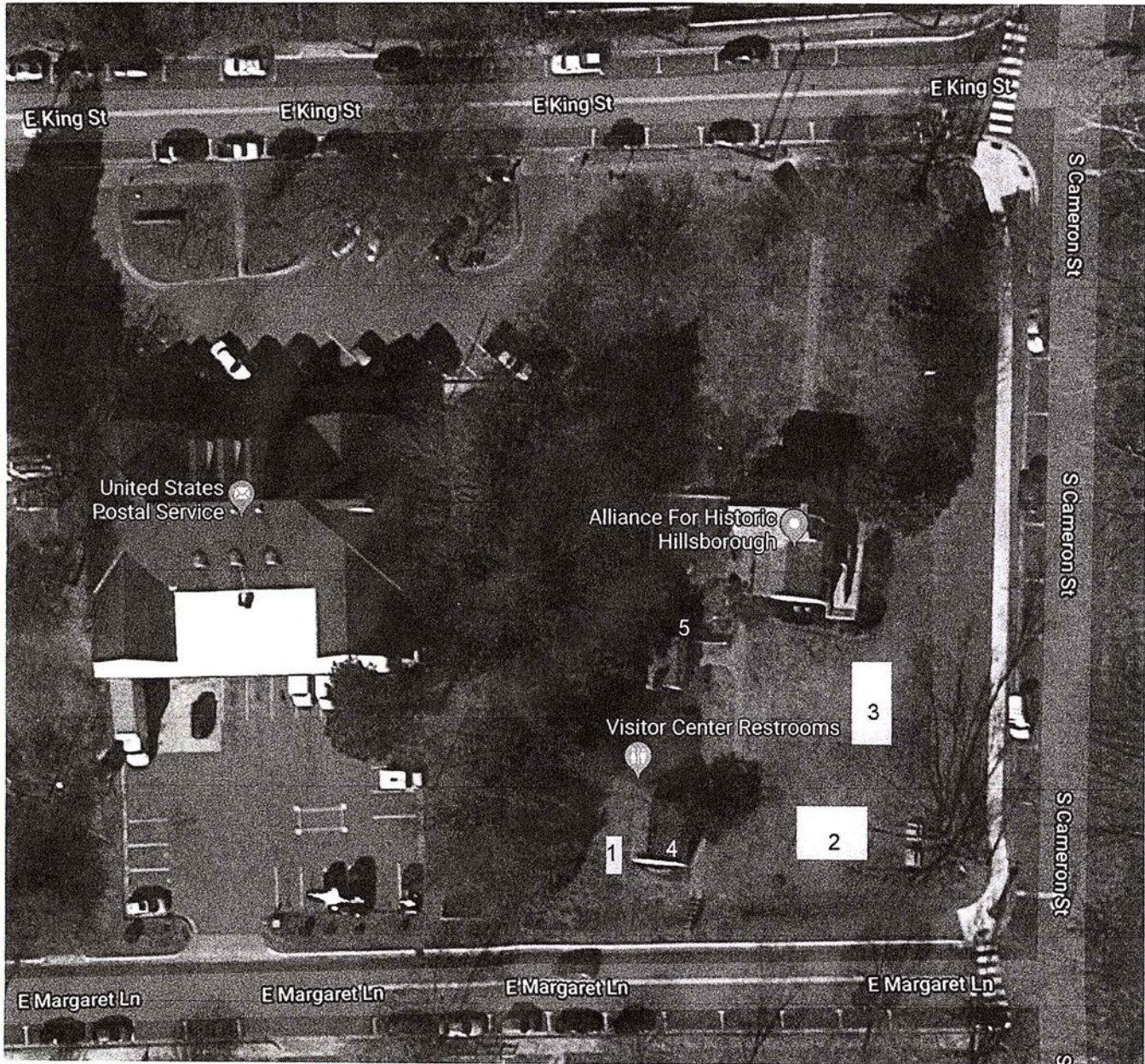
INSR LTD	TYPE OF INSURANCE	ADDL SUBR INSD MVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X	EV196902	10/17/2026	10/18/2026	EACH OCCURRENCE \$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	☐ CLAIMS MADE ☒ OCCUR					MED EXP (Any one person) \$0
	☒ Host Liquor Liability included					PERSONAL & ADV INJURY \$1,000,000
	GENL AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$3,000,000
	☒ POLICY ☐ PROJECT ☐ LOC					PRODUCTS - COMP/OP AGG \$3,000,000
	AUTOMOBILE LIABILITY:					COMBINED SINGLE LIMIT (Ea accident)
	☐ ANY AUTO					BODILY INJURY (Per person) \$
	☐ ALL OWNED ☐ SCHEDULED					PROPERTY DAMAGE (Per accident) \$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR					EACH OCCURENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE					AGGREGATE \$
	DED ☐ RETENTIONS \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					AC STATUTORY LIMITS ☐ OTHER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? ☐ Y/N	N/A				E.L. EACH ACCIDENT \$
	(Mandatory in NH) ☐					E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Event: Bicycle Races or Rides (on paved road only) Effective Date: 10/17/2026 End Date: 10/18/2026 Venue Location: Orange County Alliance for Historical Hillsborough, 105 King Street, Hillsborough, NC 27278

Certificate Holder is also added as Additional Insured.

CERTIFICATE HOLDER Town of Hillsborough 105 King Street Hillsborough, NC 27278	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. C. Philip Hodson AUTHORIZED REPRESENTATIVE
--	--

BikeFest



I. E. Margaret Lane will be closed for a brief time at the start of the ride (~10-15 minutes). Police assist with traffic at start of ride between 7:30-8:30am at intersection of Margaret Lane and Churton St.

II. Additional port-a-potties will be rented and delivered the afternoon before the event and removed the evening of the event. They will be located between the site restrooms and E. Margaret Lane. Hand washing facilities at the site restrooms.

III. A participant check-in tent will be set up about 50' to the right of the site restrooms. This will also house safety and radio control for the event checking in with and tracking safety vehicles and the number rest stop along the route.

IV. A food tent will be set up in the park in the area beneath S. Cameron St and E. Margaret Lane.

V. Water hose facilities available nearby for cleaning purposes.

VI. Parking locations:

- a. Eno River Parking Deck
- b. Cameron Park School lots
- c. Board of Education Lot
- d. Government Annex Parking lots on Cameron St.

- 1 – Porta-potties
- 2 – Rental Tent
- 3 – Tarwheels Food tents
- 4 – Restrooms
- 5 – Hose bib



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 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 – Outlandish Friday Night Ceilidh

Attachments:

Special Event Permit Application

Summary:

The Alliance for Historic Hillsborough plans to hold their Outlandish Scottish Festival on Sept. 25 – 26 in downtown Hillsborough and Ayr Mount. This will be split between a Friday Night Ceilidh downtown in conjunction with Last Fridays, and the full Outlandish Festival on the grounds of Ayr Mount. The festival is not subject to a special event permit as it is a ticketed event on private property and the parking capacity is planned to not be exceeded with use of a proposed shuttle service from Court Street to Ayr Mount, detailed below.

Setup for the Friday Night Ceilidh will begin at 4 p.m., running from 5:30 to 8:30 p.m., and breakdown completed by 9 p.m. An estimated 400 people will attend the festival throughout the evening, with peak attendance around 6 p.m. No alcohol will be sold, but goods and craft vendors, as well as prepared food and beverage vendors will be present. Organizers will be provided with the Single Day Tax Compliance Form. Equipment present includes speakers for music and four 10'x10' pop-up tents. Programming on site will include Scottish music, performances, and dancing on the Dickson House lawn, with activities then carrying over to the Old Courthouse lawn.

The Alliance for Historic Hillsborough will host the Outlandish Festival from 10 a.m. to 4 p.m. Saturday, Sept. 26. at Ayr Mount. Organizers are requesting that the length of Court Street be closed from 8 a.m. to 6 p.m. so that a shuttle service can move attendees from downtown Hillsborough to the grounds of Ayr Mount. It is hoped that with this service, the parking troubles from past events can be avoided.

Financial impacts:

Low, departmental-level costs associated with providing barricades.

Staff recommendation and comments:

Staff recommends approval.

Action requested:

Approve, approve with conditions, or deny the request to close Court Street from 8 a.m. to 6 p.m. on Sept. 26.



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: Outlandish Friday Night Ceilidh
Event location address: Hillsborough Visitor Center, then Historic Courthouse, 150 E King St
Date(s) of event: 9/25/26
Event setup time: 4pm Event hours: 5:30-8:30pm Event breakdown: 9pm
Date(s) of event: 9/26/26
Event setup time: 8am Event hours: 10am-4pm Event breakdown: 6pm

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Alliance for Historic Hillsborough
Organization/company mailing address: 150 E King st, Hillsborough, NC 27278
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.
It will be a night of Scottish music, performances, and dancing on the Dickson House lawn.
Then we are working with HAC's Last Fridays at the courthouse in the evening. The full
Outlandish festival is being held on 9.26 at Ayr Mount so we are not filing a permit for it,
but we will need road closures on that day along Court St for our event shuttle

Estimated number of people who will attend the event: 400

Estimated peak time(s) of attendance: 6pm

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

For annual events, the estimated attendance of the last event of this kind: 400

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:

Food and Bev: Quench 305, Starfish Bakery

Other vendors: Wrenn Works, Monroe School of Highland Dance, Andrew Prioli - Bagpiper

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

If yes, for what cause or organization? _____

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

Please explain: We will have speakers for music

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

4-10'x10' tents

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 _____

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:
Colonial Insurance

Contact information for broker/agent providing coverage:
Carla Moore, (919)-732-2191

EVENT PROPERTY USE PERMISSION

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

Name of property owner

Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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

Ben Marklin

5/22/2026

Applicant signature

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 ONLY

Dakotah Kimbrough

Application received by: _____

Date: _____ Fee paid: TYLX101546844

Date information emailed out: _____

Permit StatusApproved: ☐ 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



Payment Notification - Special Event Fee (permits and event signage)

From noreply@municipalonlinepayments.com <noreply@municipalonlinepayments.com>

Date Tue 8/4/2026 10:06 AM

To Shannan Campbell <Shannan.Campbell@hillsboroughnc.gov>; Dakotah Kimbrough <dakotah.kimbrough@hillsboroughnc.gov>



Town of Hillsborough

This is your payment receipt.

Confirmation Number
TYLX101546844

Payer Contact Info
ben@historichillsborough.org

Payment Method
*****3450

Special Event Fee (permits and event signage)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):

Friday Night Ceilidh, public event on private property

Base Price	\$50.00
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Total	\$50.00
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[Municipal Online Services](#)

[Login](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/13/2026

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 have ADDITIONAL INSURED provisions or 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 Colonial Insurance Agency Hillsborough 103 Millstone Dr. Suite A Po Box 490 Hillsborough NC 27278		CONTACT NAME: Carla Moore PHONE (A/C, No. Ext): (919)732-2191 E-MAIL ADDRESS: carla@colonial-agency.com FAX (A/C, No): (919)732-2192	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Auto Owners Ins Co	
		NAIC # 18988	
INSURED ALLIANCE FOR HISTORIC HILLSBOROUGH 150 E King St Hillsborough NC 27278		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	N	35097265	11/03/2025	11/03/2026	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ 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	Y	A106561328	11/03/2025	11/03/2026

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

Orange County is listed as additional insured with reference to General Liability. 30 Day Notice of Cancellation applies to general liability and workers compensation. Waiver of Subrogation applies to Workers Compensation. .

CERTIFICATE HOLDER**CANCELLATION**

Orange County 300 West Tryon Street PO Box 8181 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 <i>Carla J Moore</i>
--	---

Fax: Email:

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ACORD 25 (2016/03)

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ORANGE COUNTY

NORTH CAROLINA

Asset Management Services

Asset Management Services
306 Revere Rd.
Hillsborough, NC 27712

March 8th, 2024

Amanda Boyd
Executive Director, The Alliance for Historic Hillsborough
150 E. King Street
Hillsborough, NC 27278

Re: Use of grounds by the Alliance for Historic Hillsborough for events

Ms Boyd,

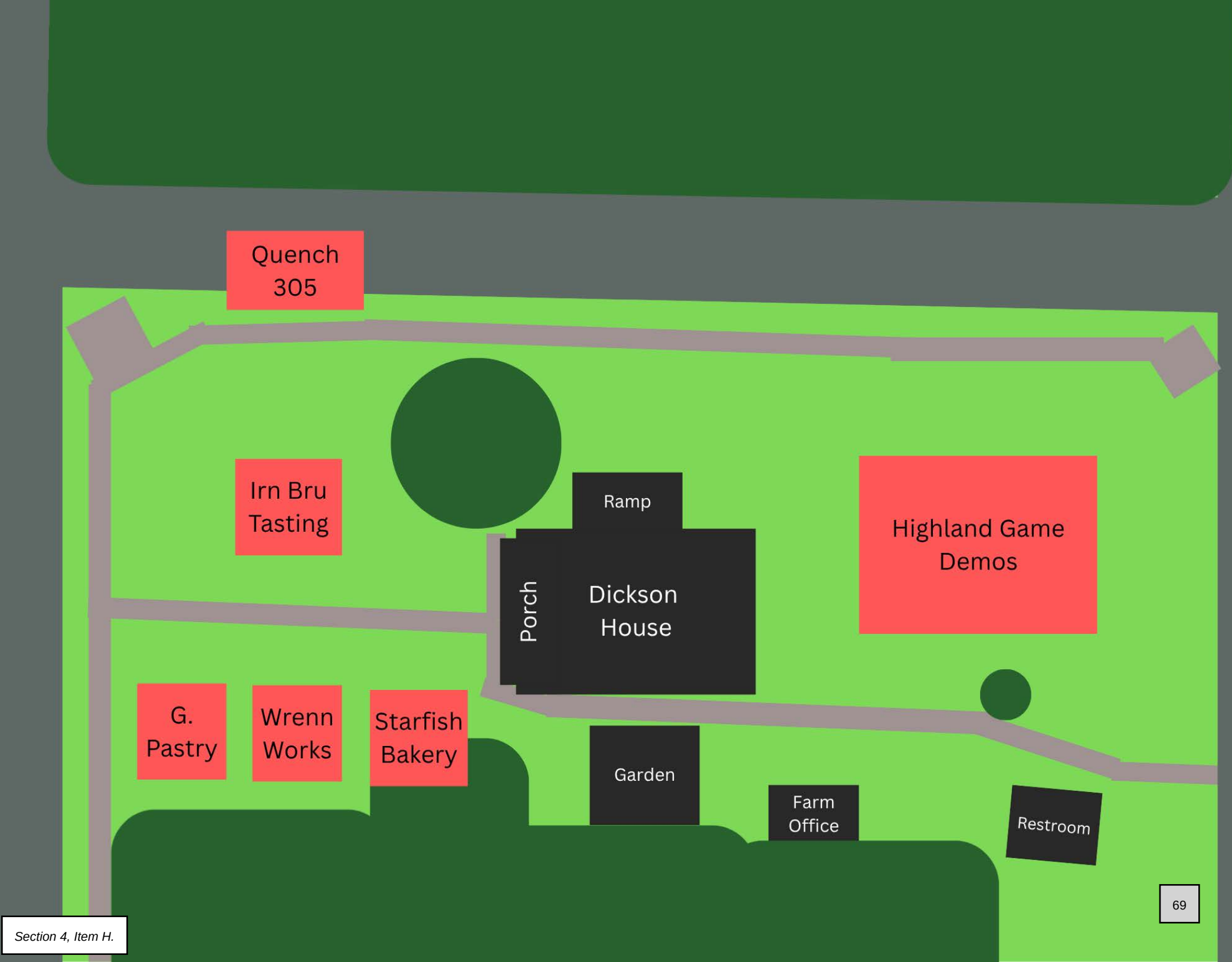
Pursuit to the lease issued December 4, 2017, the Alliance for Historic Hillsborough may use the Dickson House facility and grounds as it so chooses so long as it does not violate any section of the lease. As the use of the facility and grounds for events sponsored or supported by the Alliance for Historic Hillsborough is in keeping with the typical use of the property, this use does not violate the lease agreement.

Thanks,

Alan Dorman

Alan Dorman
Assistant Director
Asset Management Services
306 Revere Rd.
Hillsborough, NC 27278

P.O. Box 8181 * 306 Revere Rd. * Hillsborough, North Carolina 27278
Telephone: 919 245-2625
E-mail: amservice@orangecountync.gov



Quench
305

Irn Bru
Tasting

G.
Pastry

Wrenn
Works

Starfish
Bakery

Porch

Ramp
Dickson
House

Highland Game
Demos

Garden

Farm
Office

Restroom



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 2026
Department: Police
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Chief of Police Jason Winn

ITEM TO BE CONSIDERED

Subject: Hillsborough Police Department Quarterly Transparency Report

Attachments:

Q2 2026 - Transparency Report

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Receive report.



Hillsborough Police Department

Q2 (April – June) 2026 Summary

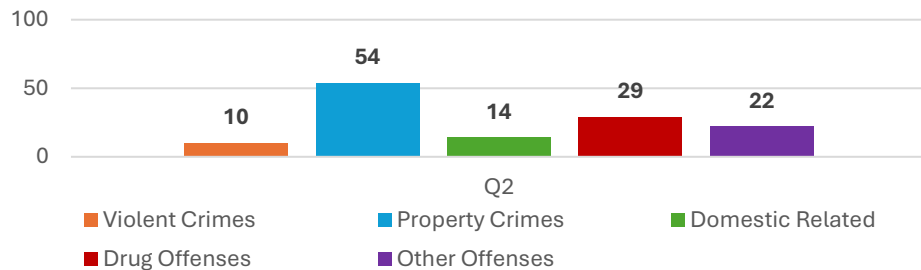


Total Activity:

1,362 Dispatched Calls
4,205 Self-Initiated

Reported Incidents	Q2	%
Violent Crimes	10	8%
Property Crimes	54	42%
Domestic Related	14	11%
Drug Offenses	29	22%
Other Offenses	22	17%
Total	129	100%

Reported Incidents

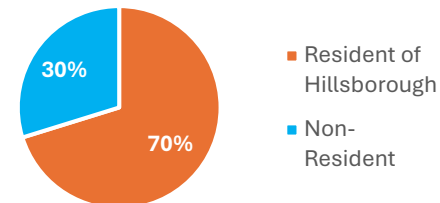


“Other Offenses” refers to a variety of reported activity including but not limited to alcohol violations, simple assault, fraud, vandalism and disorderly conduct.

This summary provides a high-level overview of values related to HPD’s work during the second quarter of 2026.

Arrest Summary: 94 Total Arrests

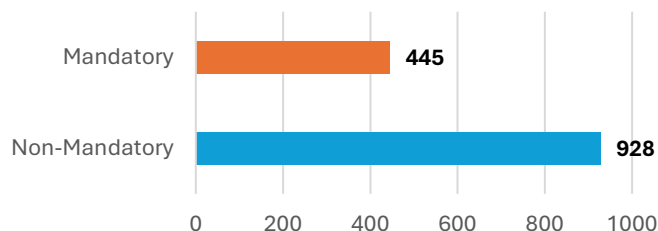
Residency of Arrestees



Arrest Summary	Q2	%
Custodial Arrest	26	28%
Citation/Summons	29	31%
Warrant Service	39	41%
Total Arrests	94	100%

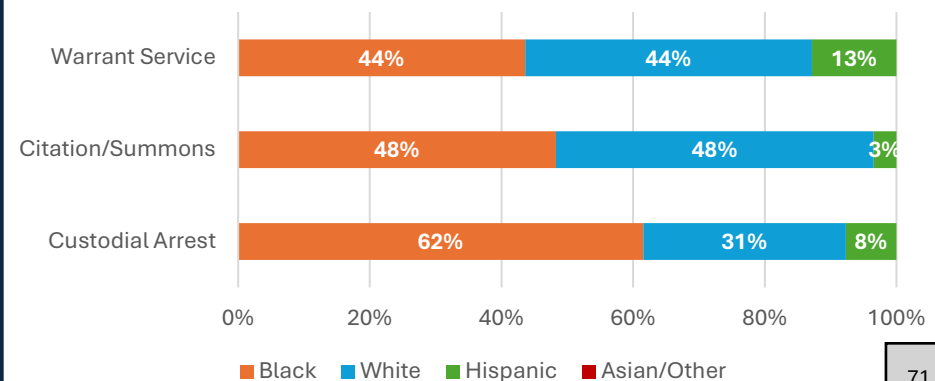
Training and Community Engagement

Training Hours



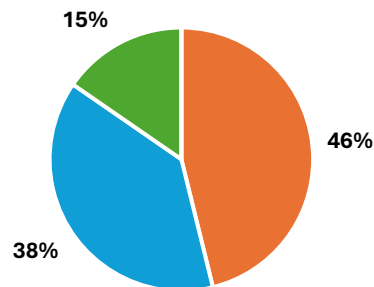
43
Community
Engagement
Events
Attended

Arrests by Type and Race



Mental Health Outcomes

- Involuntary Commitment
- Voluntary Commitment
- Emergency Commitment
- No Action by Officer

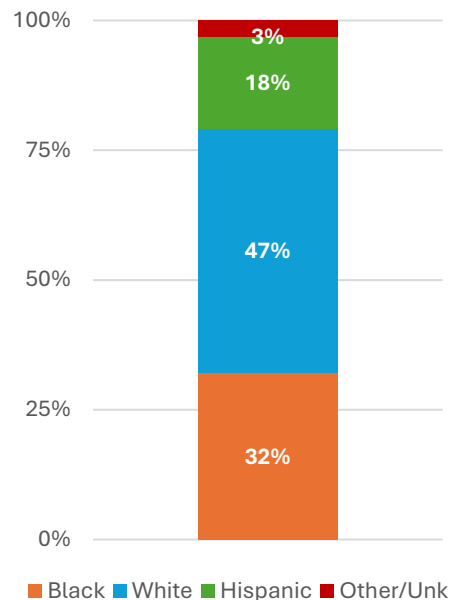


Mental Health: 13 Total Outcomes

3 OC-PAD* Referrals

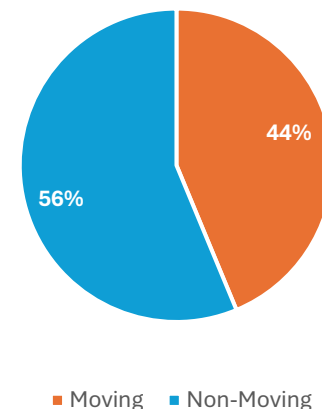
*Orange County Pre-Arrest Diversion Program

Traffic Stops by Race



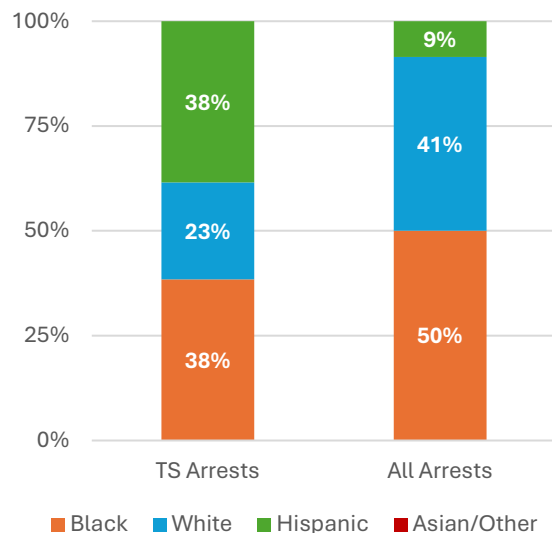
Traffic Stop Data: 647 Total Stops

Moving vs Non-Moving



Traffic Stop Enforcement: 13 Traffic Stop Arrests vs 94 Total Arrests

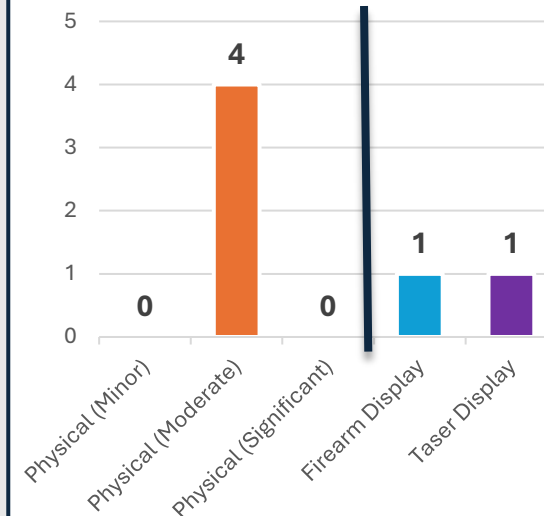
TS Arrests vs All Arrests by Race



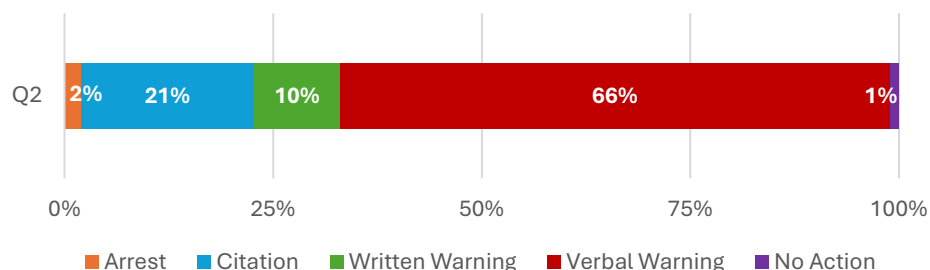
Internal Accountability Reviews Q2

Response to Resistance Reviews	6
PEWS	0
Complaints	3
Pursuit/Refuse to Stop	4
Internal/Admin	2
Total	15

Responses to Resistance



Enforcement Actions



Internal Accountability and Use of Force

4 Use of Force and 2 Preventative Display

72



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 2026
Department: Community Services
Agenda Section: Consent/Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Engineering Services Manager, Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Water and Sewer Extension Contract for Altera Meadowlands

Attachments:

Water and Sewer Extension Contract

Summary:

Altera Meadowlands is a new application for a large multifamily project. The proposed Water and Sewer Extension Contract for this development will ensure town service to the new facility while adopting service delivery and permitting timelines. This contract also includes requirements for the inspection and testing of the new infrastructure. The proposed project will also relocate and upsize a small portion of existing 6" sewer main.

Financial impacts:

Upon acceptance, the town will assume ownership of approximately 57 linear feet (LF) of 12" water main, 106LF of 8" water main, 44LF of 6" water main, 1 fire hydrant, 721' of 8" sewer main, and 7 manholes. The maintenance of these assets can easily be incorporated into the town's current operations. The capacity requested is 35,700 gallons per day.

Staff recommendation and comments:

Staff supports this project that will discharge to our Elizabeth Brady sewer basin.

Action requested:

Approve Water and Sewer Extension Contract for Altera Meadowlands.

ORANGE COUNTY
NORTH CAROLINA

TOWN OF HILLSBOROUGH
WATER/SEWER EXTENSION CONTRACT

THIS WATER/SEWER EXTENSION CONTRACT (WSEC) is entered into this ___ day of _____, 2026 by and between MEADOWLANDS APARTMENTS, LLC, a Delaware limited liability company (hereinafter the “DEVELOPER”) and the Town of Hillsborough, a North Carolina municipal corporation (hereinafter the “Town”):

WHEREAS, the DEVELOPER proposes to extend the Town’s water and sewer system (hereinafter the “Work, or Improvements”) to serve its **Altera Meadowlands** project (hereinafter the “Project”); and

WHEREAS, the Work for the Project is more specifically identified in the appendices of this Contract; and

WHEREAS, DEVELOPER has agreed to pay certain costs associated with the proposed Work; and

WHEREAS, at its meeting held August 24, 2026, the Town Board of Commissioners authorized the proposed water and sewer main extension subject to execution of this WSEC and compliance with its terms.

NOW, THEREFORE, the DEVELOPER and the Town, and the successors, and assigns of each of them agree:

(1) Subject to DEVELOPER’s compliance with the terms and conditions set forth herein, and subject to DEVELOPER obtaining all necessary approvals from the State of North Carolina or any other agency or authority with jurisdiction over the Work, the Town will permit the connection of Improvements constructed for the above-referenced Project to the Town’s water and sewer systems.

- a) The Town reserves the right to refuse to allow connection to or use of the Town water and/or sewer system (i) when such connection would cause the Town’s system or the operation thereof to be in violation of any applicable state or federal requirement; or (ii) for reasons not known or foreseen by the Town at the time this contract was executed that would create a clear and present danger to the public health or safety. Reasons for refusal to allow connection shall include, but not be limited to, lack of water supply or lack of capacity of one or more components of the water or sewer system. The Town shall reserve capacity for the Project once state permits are approved and the Town receives payment for construction drawing approval. This capacity reservation shall expire if and when either state-issued permit expires.
- b) The Town's authorization to connect to the Town's water and sewer system, including any capacity reservations noted, under this Contract shall expire if (i) substantial (i.e. more than token) construction of the project has not begun within one year from the date upon which this contract was executed; (ii) after construction begins, construction ceases for a continuous period of more than one year (unless a result of an action by the Town); or (iii) the extension to be constructed pursuant to this contract has not been connected to the

Town's system in accordance with the requirements set forth herein within two years from the date upon which this contract was executed, unless extended by writing before the expiration.

(2) Nothing in this Contract shall be construed as constituting express or implied approval of the Project by the Town under any applicable Town zoning, subdivision, or other land use ordinance.

(3) The DEVELOPER agrees to comply with or satisfy the following terms and conditions as well as those set forth in Appendix A and acknowledges that the Town's authorization to connect the proposed extension to the Town's system is specifically contingent upon compliance with and satisfaction of the same. If these conditions are not met, this Contract will be rendered null and void and the DEVELOPER will need to re-negotiate a new Contract for extension of service from the Town.

A. General Conditions:

1. Unless otherwise explicitly and specifically stated, DEVELOPER shall bear the costs and expenses of all obligations and duties created by this Contract, including without limitation, engineering and legal fees incurred by the Town in connection with the proposed extension. The Town will invoice the Developer for such costs incurred, and payment is due within 30 days.
2. The Town will permit the use of the extension to the Town's water or sewer system only after the Improvements have been successfully tested, all the conditions set forth in Sections B, C, and D and any costs billed per A(1) and Section E, and any additional conditions appended hereto, have been satisfied.
3. The Town shall own and maintain the Improvements constructed under this contract after they are accepted by the Town Board of Commissioners and until such time as the Improvements have been accepted by the Town Board, the DEVELOPER remains responsible for all maintenance and repairs to the Improvements. The DEVELOPER shall not be responsible for maintenance and repairs to the Improvements once the Improvements are accepted by the Town Board of Commissioners.
4. The DEVELOPER shall warrant all materials and workmanship of the Improvements pursuant to the Post-Construction Conditions of this Contract. Should defects in workmanship or materials be discovered in work done pursuant to this contract by or for the DEVELOPER during the warranty period, the DEVELOPER shall be responsible to see that all such defects are promptly corrected at the DEVELOPER's expense and written evidence of such, such as a stamped/sealed certification by the DEVELOPER'S engineer per paragraph A.12 above, is provided to the Town.
5. The Town may make or authorize extensions or connections to or from any of the Improvements constructed pursuant to this Contract without permission of the DEVELOPER. The DEVELOPER shall not be held responsible for extensions or connections made by separate parties after the Town accepts the infrastructure pursuant to this WSEC.
6. Water and sewer service shall meet all minimum State and Town standards. The Town makes no warranty as to any water quality, quantity (subject to the Town providing the capacity described on

Appendix A attached hereto) or pressure to be provided.

7. This Contract may be assigned by the DEVELOPER, but such successor or assignee shall obtain no rights hereunder until after it has provided the Town with a written acknowledgment of the assignee's assumption of all DEVELOPER's obligations and responsibilities under this Contract.
8. This Contract is specific to the Project named above and described in Appendix A as approved by the Town Utilities Department and the Board of Commissioners. Any change or alteration in the approved intended use, i.e., residential, and commercial development, or configuration (other than minor deviations) of the approved Improvements of such Project by the DEVELOPER or successor or assignee shall, absent the written consent of the Town, void this Contract.
9. DEVELOPER shall employ a licensed North Carolina engineering firm and engineer to prepare the design and to provide construction administration services throughout the entire Project. DEVELOPER shall provide for third-party construction observation services for the duration of the construction through the Town's acceptance of the Project.
10. The words "line" or "lines" shall include "main or "mains" unless the contract otherwise requires. "Sewer" means "sanitary sewer."
11. This Contract shall be deemed made in and shall be construed in accordance with the law of North Carolina.

B. Pre-Construction Conditions

1. The DEVELOPER and its engineer shall discuss the capacity needs of the Project with the Town early in the Project's conceptual phases. Water and sewer capacity allocated to the Project will be noted in Appendix A and any changes in Project scope requiring more or less than the allocated amount will require an amendment to this Contract. For large Projects, the Town may require the DEVELOPER to conduct its own capacity analysis using a licensed North Carolina Professional Engineer utilizing information provided by the Town.
 - a) If results of the capacity analysis determine off-site improvements to the Town's existing system (conveyance or treatment) are needed to accommodate the Project and the DEVELOPER decides to proceed with the Project, the Town will negotiate any cost-share of such off-site improvements with the DEVELOPER, and the terms reached as a result of the negotiations will be included in Appendix A.
2. The DEVELOPER shall engage a licensed North Carolina Professional Engineer to prepare plans and specifications for the construction of water improvements and/or sanitary sewer improvements to serve the Project. The Project shall not rely solely on the Town's Standard Utility Specifications, which may not cover all methods of construction or administrative matters (e.g., shoring, trenching, backfill, pipe laying, handling rock or hazardous wastes, bypass pumping, temporary water service, general and special conditions, site security, payment and change processes, geotechnical or other

investigations, etc.).

3. The DEVELOPER shall secure formal approval of the water and sewer construction plans and specifications by the following agencies or authorities (and any other government agencies which may have jurisdiction over one or more elements of the Project), and provide approvals of such to the Town:
 - Town Utilities Department
 - North Carolina Department of Environmental Quality (if the Project entails any site infrastructure that is considered private, the plans and permit applications shall clearly delineate such and two applications may be required)
 - North Carolina Department of Transportation (if applicable)
4. The DEVELOPER shall secure and record all required easements for the Work. The Town will provide a boilerplate easement document for utilization.
5. The DEVELOPER shall schedule a pre-construction meeting to include the Town Utilities Department, the Town Planning Department, the Contractor, major Subcontractors, and other pertinent stakeholders prior to commencement of the Work and at this time will provide the Town a list of contacts for the Project.
6. The DEVELOPER shall instruct its contractor to submit to its engineer all material and shop drawing submittals and for its engineer to share all approved submittals with the Town.
7. The DEVELOPER shall pay all fees for the Improvements due to the Town prior to construction of the Improvements.
8. The Town will not accept new pumping stations except under extraordinary circumstances. If the Town accepts a pumping station in the Project design, the DEVELOPER shall pay the Town's Perpetual Maintenance Fees for such Improvements as required by the Town Code.
9. The DEVELOPER shall ensure that its engineer, surveyor, and contractor receive a copy of the final approved permits, plans and specifications for the Project and is aware of the Town's Utility Specifications, Standard Details and As-Built Digital Submittal Requirements prior to construction commencement, as applicable to each.
10. The DEVELOPER shall meet all conditions outlined in Appendices B, C, and D
11. The DEVELOPER shall apply for state water/sewer permits within 45 days of the execution of the WSEC. Within 45 days of receiving an Authorization to Construct or formal permit approval for both water and sewer permits from the state, DEVELOPER will issue the \$1.7M~ check required by the development agreement, and the Town will issue site plan/construction drawing approvals. This agreement shall terminate if either of these conditions are not met.

C. Construction Conditions:

1. Unless otherwise provided in this Contract, all construction shall be in accordance with Town and State policy, standards, and specifications at the time of construction commencement.
 - a) The Town shall approve the size and type of material for all water and sewer lines.
 - b) The Town shall select an independent, competent and experienced Inspector for construction observation of the water and sewer Improvements for the Project, the cost of which inspector shall be borne by the DEVELOPER. The Town may also, at its sole discretion, utilize Town staff to observe the installation of water and sewer Improvements. The Developer will reimburse the Town for the use of Town staff for inspections at the prevailing rate for inspections in the Town's fee schedule. Such Inspector shall have at least five years' experience in observing water and sewer main construction. Inspection by the Town does not consist of or imply supervision. The role of the Town's inspection staff is not to oversee construction of the Project, but only to (i) witness the installation of critical items of importance to the Town and (ii) periodically check on the Project's progress.
 - c) All work on the extension of water or sewer lines shall be subject to inspection by the Town, and no Work may be covered up until such inspection has occurred or the Town is confident an Inspector observed the Work. If any Work is covered up prior to inspection, the town may require such Work to be uncovered or exposed for inspection at the DEVELOPER'S expense. If, in the judgment of the Town, there is a demonstrated lack of competent supervision by a Contractor, the Town may halt work until approved supervision is obtained and the work done in accordance with town specifications and requirements; or provide constant inspection by Town personnel **at the expense of the Developer**.
 - d) The Town will require acceptance testing to determine whether the Work complies with State and Town standards and specifications. All such testing shall be at the DEVELOPER's expense, and a Town representative must be present when testing occurs unless declined or delegated in writing. The DEVELOPER or its Contractor must provide the Town at least 48 hours advance notice of any testing. The Contractor or third-party Inspector shall document the testing of each segment in detail (type of test, date, test conditions and results, pass/fail) on legible forms. Contractor or third-party construction observer's failure to document a test will require retesting and a retesting fee for each instance thereafter.
 - e) The Inspector selected by the Town pursuant to subparagraph (b) above shall be onsite each day that "meaningful work" is performed on the Project and shall prepare daily logs which shall be submitted weekly to the Town. Daily logs shall include a general description of the work performed that day, weather conditions, equipment used, number of crew, any installation observations, or concerns, and who they were communicated to, and associated photos with a photo log. The Inspector shall routinely communicate with the Town on

progress and issues that arise.

- i. Meaningful work means the installation of water or sewer infrastructure and appurtenances that will become part of the public system of the town, installation of water or sewer services, making taps to existing Town water or sewer mains, testing (including flushing and chlorinating of water mains) of water or sewer systems for acceptance, testing of soils for compaction around water and sewer systems, pouring thrust blocking, constructing pumping stations, tanks or other water and sewer features.
- f) The Inspector shall consult with the Town and the DEVELOPER's engineer on any significant field changes. The DEVELOPER's engineer shall gain approval in writing from the Town's Utilities Director or delegated staff prior to making such changes. Changes shall be reflected on the record drawings.
 - i. Significant change may include but not be limited to adding or deleting or changing the alignment or grade of infrastructure; moving hydrants, manholes, valves or backflow prevention device locations; adding additional services; changing pipe sizes or materials; adding couplings; or making other changes that will affect the layout or operation of the system as designed and approved.
- g) All Work on the Improvements shall be performed by a contractor licensed to perform this type of Work in North Carolina.
- h) DEVELOPER shall have their construction contractor coordinate with the Town on tie-in plans and water shutdowns at least one week in advance. Contractor shall be responsible to notification to customers of water disruptions.
- i) Town shall operate any existing system features (i.e., valves, hydrants) to accommodate Work by contractor, unless permission for others to operate such features is granted by the town in writing. Unauthorized operation of hydrants or valves or other system components by DEVELOPER or its contractor (or subcontractor) without prior approval of town constitutes tampering and theft and will result in the Town assessing \$2,500 per occurrence. Should DEVELOPER fail to pay an assessment imposed pursuant to this paragraph or if tampering occurs more than once on the Project, the Town may stop work on the Project until the assessment is paid, or some other arrangement is made to satisfy the Town that no further tampering will occur. Repeat instances of tampering may result in the Town nullifying this Contract.
- j) DEVELOPER shall report any instances of sewer bypass or overflow, or any instance of water system issues, caused by the Work.
- k) DEVELOPER shall ensure contractor checks and confirms line and grade throughout installation of future public gravity sewers to ensure proper slope and alignment per plan.

Failure to comply with minimum slope shall result in the removal and replacement of such sewers mains at proper grade, at DEVELOPER's cost.

- l) DEVELOPER shall provide proof of approved product submittals to the Town prior to construction commencement.
 - m) DEVELOPER shall provide a copy of this WSEC to its water and sewer contractor and submit proof to the Town of same.
 - n) DEVELOPER shall require its contractor to provide 48-hours' notice to the Town in advance for any taps and acceptance testing.
 - o) DEVELOPER shall require that its water and sewer contractor have its field superintendent onsite during all construction of the Improvements. The field superintendent and a secondary field contact shall be identified at the preconstruction meeting.
 - p) The DEVELOPER shall ensure that the water and sewer contractor maintain field records of the Work as it progresses and shall have a registered land surveyor collect and seal as accurate, the location and survey attributes for all water and sewer features as required by the Town according to its As-Built Digital Submittal Requirements. Any missing information to meet the requirements shall be collected at the DEVELOPER expense and prior to Town acceptance of the system.
 - q) The DEVELOPER shall prepare and submit final as-built drawings of the Work which are sealed by a North Carolina registered Professional Engineer.
2. The DEVELOPER shall bear the total cost of all water and sewer construction for the Project and all costs to extend water and sewer service to the Project unless otherwise stated in writing signed by the Town. The Town shall invoice the DEVELOPER each month, on or before the tenth day of the month, for the independent Inspector's services rendered the previous month, and the DEVELOPER shall pay the invoiced amount on or before the last day of the month in which the invoice was received. The Town shall invoice the DEVELOPER routinely for all inspection costs associated with inspections provided by Town staff.

D. Post-Construction Conditions:

The following stages shall be completed after construction of the Project:

- 1. Prior to use of the Project for any reason the Town shall have performed a pre-acceptance inspection and received from the DEVELOPER and approved:
 - a) sewer smoke testing and televising reports as required by the Town specifications,
 - b) copies of all acceptance testing performed on the Improvements, including any testing of

backflow prevention devices; fats, oils and grease interceptors or separators; fire flow or apparatus testing (as it relates to affecting the public water system); sewer manhole vacuum testing; sewer and water main pressure and leakage testing; mandrel testing; geotechnical compaction testing if utilized; and bacteriological testing of any water mains,

- c) two printed copies (1 full D-size and 1 half-size) and one electronic PDF copy of the sealed as-built drawings (full as-built drawings should be presented unless the Town agrees to accept a series of partial as-built drawings),
- d) a full CAD version of the final as-built drawings including all necessary X-references and font files to make a complete view of the data in Autodesk's AutoCad 2020 or other Autodesk CAD viewer software,
- e) a contractor's notarized affidavit that the drawings accurately represent the as-built improvements,
- f) the completed Engineering Certifications executed by the Professional Engineer of record indicating that work has been performed in substantial compliance with the approved plans and specifications and that the state has received such certifications and approved them (final certification should be provided unless the Town agrees to accept a series of partial certifications and then a final certification), and,
- g) evidence the noted deficiencies, including any noted from the sewer televising and smoke testing, have been corrected by the DEVELOPER'S contractor and approved by the Town, unless the Town has provided written permission for specific minor deficiencies not affecting the operation of the system to be corrected before acceptance of the system per Item D(2)(g).

2. Prior to the Town accepting the system for ownership, the Developer shall:

- a) provide a Contractor's Affidavit and Release of Liens from all subcontractors and materialmen performing the Work,
- b) provide digital data as required by the Town's As-Built Digital Submittal Requirements,
 - i. the digital data will be quality checked by the Town's surveying firm (typically 10% of the system). Additional time shall be accounted for this effort in DEVELOPER's schedule,
 - ii. the data shall be corrected at the DEVELOPER's expense if significant discrepancies exist between the survey data exist from the quality check,
 - iii. The charges for the Town to perform the quality check and input the data into the town GIS system will be billed to the DEVELOPER.

- c) convey to the Town and record or cause to have recorded in the Orange County Registry all deeds of easement and plats showing all water and/or sewer easements required to serve the Project,
 - d) provide an engineer-certified Statement of Value per bid line item of the final cost of the water and sewer Improvements,
 - e) have submitted all daily field reports and other pertinent Project records as requested such as approved submittals, Requests for Information, Field Work Orders and Change Orders,
 - f) ensure all Engineering Certifications are final,
 - g) All Town punch list items are completed and signed off upon.
 - h) provide developer completed state Change of Ownership forms to transfer the state-permitted water and sewer Improvements that are to become public to the Town (the Town will execute its portion and submit to the state upon Town Board of Commissioners acceptance),
 - i) formally dedicate to the Town by letter all physical Improvements constructed to serve the project that is the subject of this contract, which Improvements shall become part of the Town water and sewer system upon acceptance by the Town Board of Commissioners and will thereafter be owned and maintained by the Town, with exception of the warranty conditions, and
 - j) present a warranty in the name of the Town of Hillsborough for a minimum period of two years from the date of Town Board of Commissioner acceptance of the construction for the Project or phase of Project. The method of securing the warranty shall be by Maintenance Bond or Letter of Credit from a viable surety with a rating of AA or above, or other form of security in a form acceptable to the Town. The security amount will be 25% of the total cost of the Improvements as certified in the Statement of Value prepared by a North Carolina licensed engineer.
3. It shall be the DEVELOPER's responsibility to request release of the warranty at a point not earlier than two years from the date of acceptance of the system by the Town. The warranty shall remain in effect until such time as all four of the following conditions are satisfied:
- a) Town staff have evaluated the system for the end-of-warranty release and provided documented comments of defects to be corrected,
 - b) DEVELOPER has performed end-of-warranty sewer smoke testing and televising (CCTV) and provided such to the Town for review in accordance with the Town's specifications,
 - c) DEVELOPER has corrected any defects noted by the Town staff in its evaluation of the system and the Town has verified this, and

d) The Town has returned or noted cancellation of the warranty security instrument.

E. Fees:

1. All fees and charges to be paid pursuant to this Contract shall be calculated in accordance with the Town's fee schedule in effect when the fees and charges are paid, or if not in the fee schedule, as outlined in this section. Fees typically are adopted as part of the Town's budget process each year with an effective date of July 1 and are subject to change.
2. DEVELOPER's construction of Improvements pursuant to this Contract shall not relieve DEVELOPER of the obligation to pay applicable fees under the Town's water and sewer ordinances and policies in effect at the time the fees are paid, and this Section E, except as amended by Appendix A.
3. DEVELOPER's construction of Improvements pursuant to this Contract does not affect the Town's policy with respect to the fees to be paid to the Town by property owners other than DEVELOPER for connection to the improvements constructed by DEVELOPER pursuant to this Contract. Nor shall DEVELOPER have any right to collect fees from persons connecting onto or extending the improvements constructed under this Contract.
4. The following fees will be applicable to the Project:
 - a) Water and sewer system development, engineering review, inspection and meter fees as applicable and published in the fee schedule referenced in Section A(1) and herein.
 - b) Perpetual Maintenance Fees for any approved pumping station per town code calculations.
 - c) Tampering fees as outlined in Item C(1)(i).
 - d) DEVELOPER shall ensure its water and sewer contractor is prepared for acceptance testing by pre-testing items in advance. Reinspection fee for each recurring trip for previously failed tests, a call for testing that requires the Inspector to wait more than 30 minutes or observation by the Inspector that the items are not ready to be tested, or no timely notification of cancellation (4 hours in advance) of testing will be charged to DEVELOPER at \$300 per trip plus .25/linear foot (lf) over 1,000 feet of main tested. Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items will be \$50 each.
 - e) DEVELOPER shall ensure the construction is conducted in an orderly and organized fashion and that the Town's resources are efficiently utilized. Repeated and duplicative effort by the Town on a project will require reimbursement from the Developer for staff time and travel in accordance with Section 14-68 of the Town Code of Ordinances.
 - f) Construction water for the Project will not be obtained from the Town's water system unless through rental of a hydrant meter, installation of a construction meter (for home building), or through bulk water purchase from the Town's Water Treatment Plant in accordance with policies

and rates in place at the time of rental.

- g) DEVELOPER shall reimburse the Town for review of sewer CCTV at \$1.00/lf. CCTV that is submitted not in accordance with the Town CCTV specifications will be immediately rejected with a one-time charge of \$100.

[SIGNATURE PAGE FOLLOWS]

IN TESTIMONY WHEREOF, the parties hereto have executed this Contract in duplicate originals, as of the day and year first above written.

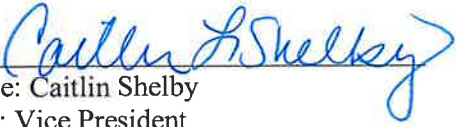
OWNER

TOWN OF HILLSBOROUGH

MEADOWLANDS APARTMENTS, LLC, a
Delaware limited liability company

By: WS Meadowlands, LLC, a Delaware
limited liability company, its manager

By: WP North Carolina, LLC, a Delaware
limited liability company, its manager

By: 
Name: Caitlin Shelby
Title: Vice President

By: _____
Eric J. Peterson
Town Manager

ATTEST:

ATTEST:

Town Clerk
Sarah Kimrey

This Contract is approved to as form:

Town Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Dave McCole, Finance Director

List of Appendices:

Appendix A – DESCRIPTION OF WORK

Appendix B – MEANINGFUL WORK

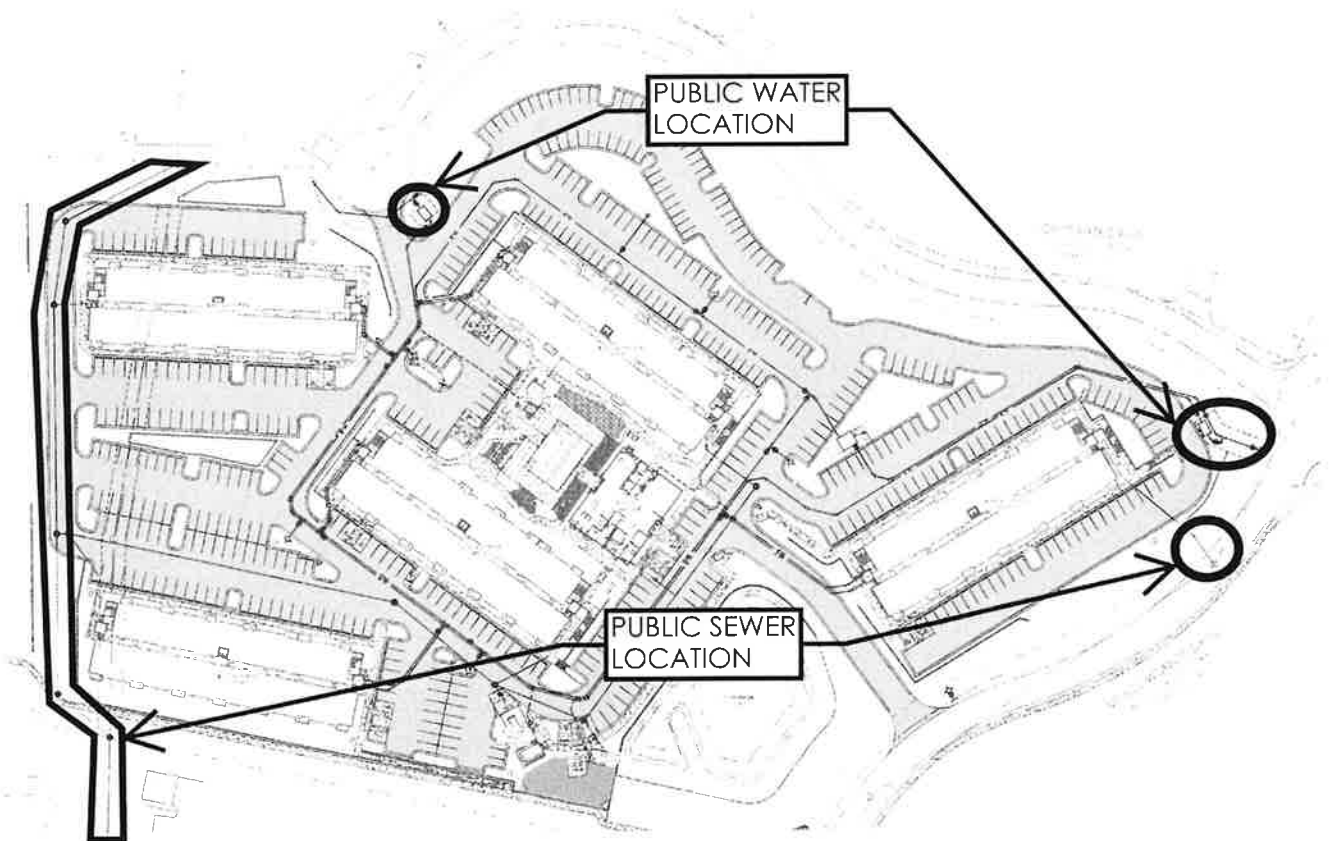
Appendix C – ASBUILT REQUIREMENTS

Appendix D – PRE-ACCEPTANCE INSPECTIONS

**ALTERA MEADOWLANDS
TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX A**

OWNER FROM FIRST PAGE agrees to satisfy the following conditions in addition to those set forth in this WATER/SEWER EXTENSION CONTRACT before the Town will permit the connection, operation and future ownership of improvements constructed for the above referenced Project to the Town water and sewer system:

1. The Project has reserved, for the period stated in WSEC paragraph 1 b), 35,700 gpd.
2. The Project consists of five (5) multi-family buildings (301 units), clubhouse and amenities to serve the residents.
3. Public water and sanitary sewer facilities for the project may include, approximately 57 lf of 12" public watermain, 106 lf of 8" public watermain, 44 lf of 6" public watermain, 1 fire hydrants, 721 lf of public 8" gravity sewer main, 7 manholes and all appurtenances for a complete and operational system as designed by Thomas and Hutton Engineering Company. Actual facilities to be constructed will be depicted in the issued construction plans and state permit application(s).





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 24, 2026
Department: Planning and Economic Development
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell
Code Enforcement Officer - Min. Housing, Eric Clem

ITEM TO BE CONSIDERED

Subject: Demolition ordinances for 613 Buttonwood Drive and 380 Cornelius Street

Attachments:

1. Demolition ordinance for 613 Buttonwood Drive (OC PIN 9875417807)
2. Demolition ordinance for 380 Cornelius Street (OC PIN 9865801551)

Summary:

The town started doing more proactive code enforcement, including addressing abandoned, dilapidated, and degraded structures, in early 2025. Many cases and situations have resolved themselves through cooperation with property owners, however, after providing legal mailed notifications, holding hearings, and posting the properties, there are still property owners that are unable or unwilling to resolve the condition of their properties.

Example Photo(s) of 613 Buttonwood:



Example Photos of 380 Cornelius Street:



More photos are available on request and/or town board members and the general public can drive past the properties to see their condition from the right of way. Folks are encouraged **not to enter** the property, trespass, or get near the unsecured structures.

Financial impacts:

The costs of demolishing the dilapidated structures, clearing the properties of debris, and seeding/straw for grass regrowth is estimated to be approximately \$17,000 for both. Town staff is still reviewing bid proposals for the best pricing. The costs of demolition will attempt to be collected and if it cannot be collected a lien will be assessed against the property, to be paid back to the town at the time the property is sold.

Staff recommendation and comments:

Staff recommends approval of the demolition ordinances and moving forward with demolishing/removing the structures. They are non-habitable and pose public health, safety, and welfare dangers to the general public.

Action requested:

Approve, approve with conditions, or deny the demolition ordinances with additional direction to staff.

Return to: Shannan Campbell, Town of Hillsborough, 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 9865801221, 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.

- 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 this 24th day of August in the year 2026.

Ayes:

Noes:

Absent or excused:

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.

Return to: Shannan Campbell, Town of Hillsborough, 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 613 Buttonwood Drive, Parcel ID: 9875417807 Town of 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 613 Buttonwood Drive. 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.

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 this 24th day of August in the year 2026.

Ayes:

Noes:

Absent or excused:

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.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 24, 2026
Department:	Planning and Economic Development
Agenda Section:	Discussion
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager
Hunter Fillers, Housing Program Manager, Central Pines Regional Council

ITEM TO BE CONSIDERED

Subject: Review and Discussion of Draft Affordable Housing Strategy

Attachments:

PowerPoint

Summary:

In the Fiscal Year 2026 budget, the board approved an allocation of funds to develop an Affordable Housing Strategy to assist in guiding the town's affordable housing activities and prioritize use of the annual affordable housing funding allocation. The town contracted with Central Pines Regional Council (CPRC) to develop the strategy.

CPRC has developed a list of 12 recommended strategies based on the data analyzed and feedback from town staff and commissioners. The purpose of the Aug. 24 work session is to review and discuss the recommendations, and discuss the next steps in stakeholder engagement and ultimate adoption of the strategy document.

Financial impacts:

N/A

Staff recommendation and comments:

Staff recommends the board consider and discuss the CPRC recommendations.

Action requested:

Review of the draft Affordable Housing Strategy.

BOARD OF COMMISSIONERS WORK SESSION

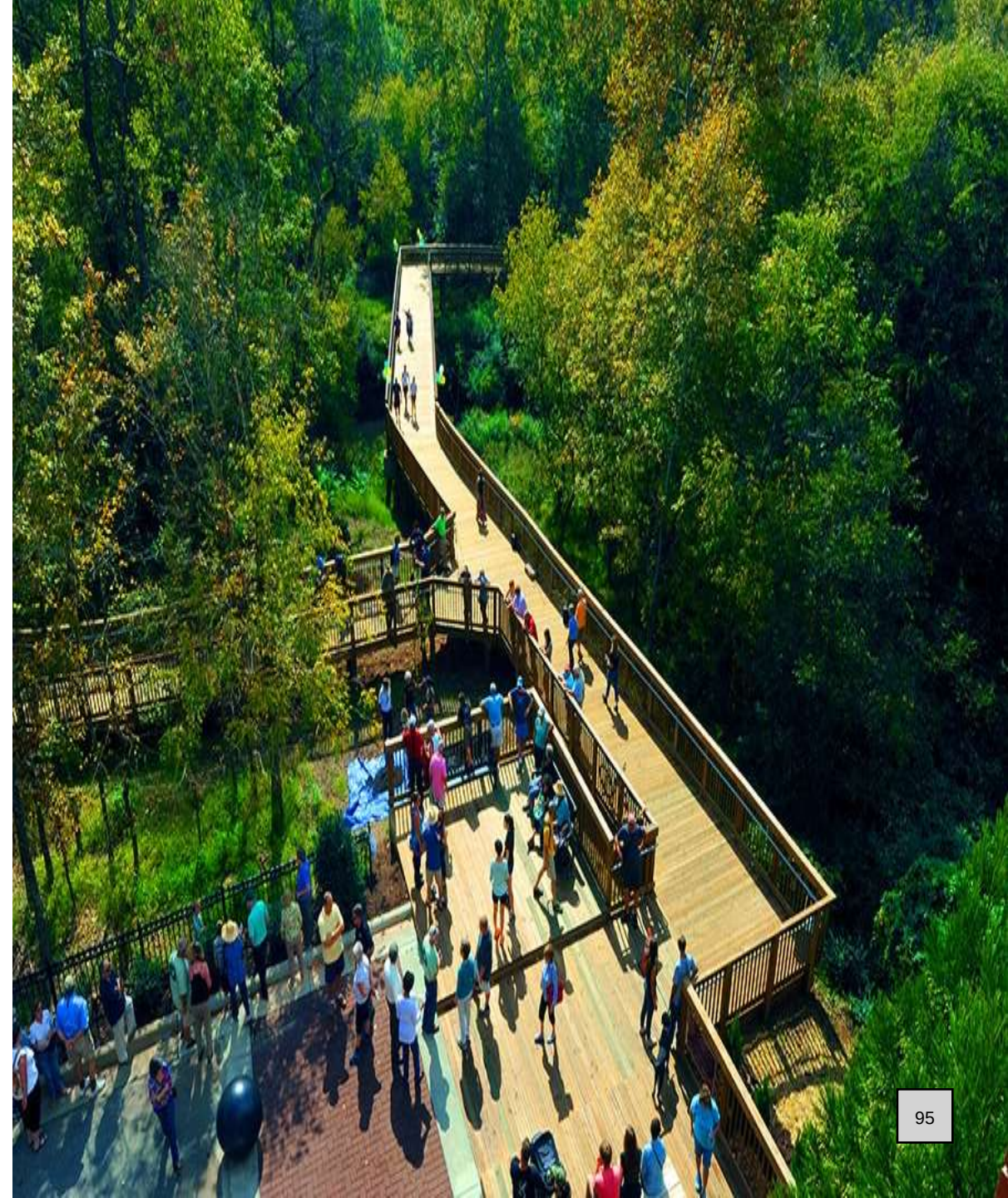
Hillsborough Affordable Housing Strategy

Draft Strategy Overview & Discussion

August 24, 2026



TOWN OF HILLSBOROUGH | CENTRAL PINES
REGIONAL COUNCIL



Today's Discussion



01

Background

02

How the Strategy Was Developed

03

What the Data Tells Us

04

Goals, Pillars and the 13 Strategies

05

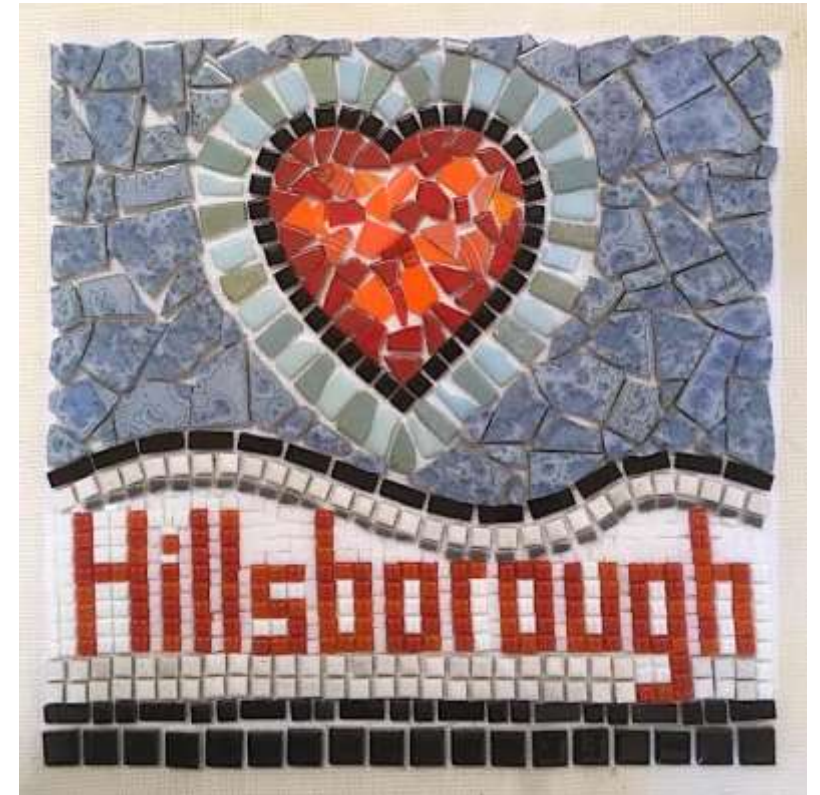
Next Steps

Hillsborough's Housing Commitment

“All residents in Hillsborough, regardless of age, race or income, should have access to safe and attainable housing. Housing is a foundational element of an adequate standard of living, serving as a precondition for work, health, education and success.”

— Town of Hillsborough Comprehensive Sustainability Plan

\$320,000 / year Annual allocation for dedicated affordable housing funding, ramp-up established FY2024



Why This Strategy

+88%

Hillsborough home value growth over ten years - now \$474,806 (April 2026)

+\$19,200

Income advantage of out-of-state in-migrants over residents moving away within NC

**Supply alone
won't address the
housing need**

The takeaway: growth pressure and higher-income in-migration are raising costs beyond what many residents, essential workers, and seniors can afford. This strategy pairs municipal subsidy, preservation, regulatory reform, and partnership with market-driven supply.



How the Strategy Was Developed

1

Resident & Stakeholder Survey

Conducted Spring 2025 through the Orange County Consolidated Planning Process — 107 responses, 19 living or working in Hillsborough

2

Commissioner Interviews

Individual interviews with commissioners on vision, policy perspectives, and town context

3

Data & Needs Analysis

Census ACS, HUD, Zillow, IRS migration, NOAH inventory, and local pipeline data that is Hillsborough-specific



What We Heard

FROM RESIDENTS

#1 Funding Priority

Preservation of existing stock (home repair) — a backlog of critical repairs as residents struggle to keep older housing habitable

#2 Funding Priority

Rental & down payment assistance to bridge the gap for working families

Top Needs Identified

Lack of affordable housing; lack of diversified housing types

FROM COMMISSIONERS

Strong alignment on the strategy's parameters,

with a shared commitment to preservation, stability, and expanded housing opportunity.

Where perspectives differ - income targeting, new production vs. preservation - the strategy presents the tradeoffs and responds with a balanced approach.



What the Data Tells Us

HOUSING MARKET SNAPSHOT

\$474,806

Median home value (Zillow, Apr 2026)

+88% / 10 yrs

Home value growth

\$1,368 / mo

Median gross rent (ACS)

\$1,711 / mo

FY2026 Fair Market Rent, 2BR — up 75% since FY2017

+7.1%

Population growth since 2020 — now 10,334 residents (OSBM, 2024)

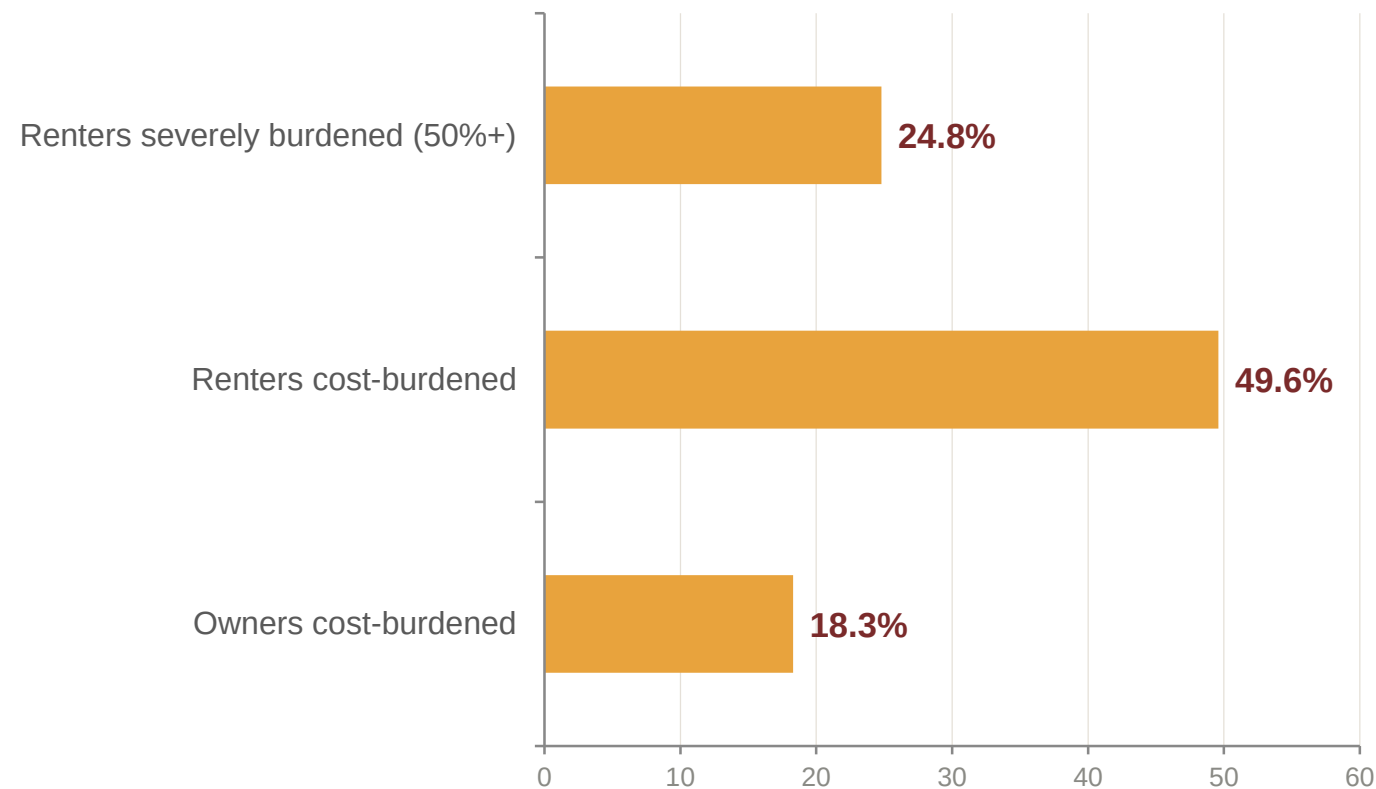
4,522 Housing Units

Total housing units in the Town of Hillsborough



The Burden Falls Hardest on Renters

Cost-burdened = spending more than 30% of income on housing (ACS 2020–2024)



\$32.90/hr
“Housing Wage” needed to afford a 2BR at Fair Market Rent

\$29.19/hr
Actual average wage in Hillsborough , community & social service workers average \$28; healthcare support \$19



The Gap Is at the Lowest Incomes



Closing this gap is achievable through a mix of development and preservation of naturally occurring affordable housing.



Housing Strategy Goals

A shared vision for improving housing affordability in Hillsborough.



1

Increase Supply of Affordable Housing

Expand availability across a range of income levels — supporting a diverse workforce and residents at every stage of life.

2

Preserve Existing Affordable Housing

Protect long-term affordability, extend the life of existing stock, and keep residents in safe, quality homes.

3

Long-Term Housing Affordability

Reduce housing-related financial burdens so longtime residents — especially older adults and income-qualified households — can stay in the community they call home.

Four Strategic Priority Pillars

Every strategy is organized under one of four pillars.

PILLAR 1

Preservation & Stability

Rehabilitate aging housing stock, prevent displacement, protect naturally occurring affordable housing, and support aging in place.

PILLAR 2

Regulatory & Land Use Reform

Streamline affordable construction, reduce regulatory costs, expand housing choice, and pursue context-sensitive density.

PILLAR 3

Developer Incentives & Tools

A formal framework for affordability requirements, fee-in-lieu provisions, incentives, and strategic partnerships.

PILLAR 4

Permanent Affordability

Partnerships and long-term control of permanently affordable units to protect residents across generations.



The Strategy Framework: 13 Strategies

#	Strategy	Cost	Timeframe
1	Formalize an Affordable Housing Special Revenue Fund	\$	Year 1
2	Preserve Existing Affordable Housing & Expand Tax Relief	\$\$	Year 1–2
3	Reform Nuisance & Residential Appearance Ordinances	\$	Year 1
4	Implement Policies to Support Housing Stability	\$\$	Year 1–3
5	Reform Development Regulations	\$	Year 1–3
6	Adopt Tiered Income Targeting	\$\$	Year 1
7	Structure Developer Affordability Contributions (Fee-in-Lieu)	\$	Year 2–3
8	Leverage Utility Capacity & Priority	\$\$\$	Year 2–5
9	Review Historic Districts & Support Historic Home Maintenance	\$	Year 2–3
10	Increase Town Capacity to Advance Affordability	\$\$	Year 3–5
11	Join CPRC's Annual Grant Assistance Program	\$	Year 1
12	Establish an Affordable Housing Fee Relief Program	\$	Year 1–2

\$ low cost · \$\$ moderate · \$\$\$ high estimated cost

PILLAR 1 **Preservation & Stability**

S2

Preserve Existing Affordable Housing & Expand Tax Relief

Partner with Orange County to promote property tax relief for seniors and low-income homeowners; fund targeted rehabilitation of naturally occurring affordable housing (NOAH) to prevent displacement.



S4

Implement Policies to Support Housing Stability

Help homeowners and tenants correct maintenance issues through access to tools, resources, and financial assistance for repairs.



PILLAR 2 Regulatory & Land Use Reform

S3

Reform Nuisance & Residential Appearance Ordinances

Review and reduce unnecessary or excessive requirements that add cost for owners and renters.

S5

Reform Development Regulations

Incentivize affordability and diversify housing stock through height, setback, and density flexibility for projects committing to affordable units — building on the updated UDO.

S9

Review Historic Districts & Support Historic Home Maintenance

Review historic district boundaries and maintenance requirements; provide assistance for historic property upkeep.



PILLAR 3 **Developer Incentives & Tools**

S7

Structure Developer Affordability Contributions (Fee-in-Lieu)

A right-sized fee-in-lieu tied to the actual affordability gap — defensible, data-based, not arbitrary.

S8

Leverage Utility Capacity & Priority

Priority utility allocation and expedited review for developments guaranteeing long-term income-restricted units.

S12

Establish an Affordable Housing Fee Relief Program

Grant-based relief of development review, permitting, and utility fees for qualifying affordable units — structured per UNC School of Government legal guidance.



PILLAR 4 **Permanent Affordability + Capacity**

S1

Formalize an Affordable Housing Special Revenue Fund

A dedicated fund so annual allocations accrue interest and carry across fiscal years, and future FILO and program income revenue can also be captured

S6

Adopt Tiered Income Targeting

Direct 70% of housing funds to households below 80% AMI; 30% to 80–120% AMI — a funding policy spanning all pillars.

S10

Increase Town Capacity to Advance Affordability

Dedicated staff capacity to lead affordability initiatives and implement this strategy.

S11

Join CPRC's Annual Grant Assistance Program

Year-round grant identification, application, and management support — 40+ awards and \$22M+ secured regionally.



Implementation at a Glance

YEAR 1 — NEAR TERM	YEARS 2–3 — MID TERM	YEARS 3–5 — LONG TERM
S1 Special Revenue Fund S3 Appearance ordinance reform S6 Tiered income targeting S11 CPRC Grant Assistance Program S2 Preservation & tax relief (yr 1–2) S12 Fee relief program (yr 1–2)	S4 Housing stability policies S5 Development regulation reform S7 Fee-in-lieu framework S9 Historic district review	S8 Utility capacity & priority S10 Town staff capacity

Each strategy carries a lead department, funding source, and success metric in the full Implementation Guide.



Regional Alignment & Partners

Hillsborough's affordability challenge is regional and so are several of its most powerful tools.

Land Banking

County / Regional — Secure land now for future affordable housing

Weatherization

Central Pines — Lower utility costs for low-income residents without local funds

Home Repair

NCHFA / Regional Pool — Tap state preservation funds (ESFR / URP)

Tax Relief

Orange County — Promote existing senior & low-income property tax relief

Data & Tracking

Central Pines— Regional dashboards to track housing data



Stakeholder Engagement – Town Staff

- CPRC contract ends with production of final draft document and handoff of materials to staff
- Staff proposes two avenues of stakeholder engagement and public review
 - Direct feedback solicitation from development partners – affordable and market rate. To include the various non-profit partners working in the community and those in the region who may not have a project here yet.
 - Open review of document – final draft will be posted on the website with either a public engagement tool or survey tool used to capture specific questions and concerns with the document text.
- Once developer feedback and open review are completed and incorporated where appropriate, staff will bring the document back to the Board for final approval



Next Steps



01

Incorporate work session feedback

Commissioner input from today refines the draft

02

Professional design & final draft

Document moves to design for publication formatting

03

Town Staff – Stakeholder Engagement and Final Adoption

Final strategy returns to the Board for consideration

04

Implementation & annual reporting

A living document with future updates set specific, data-driven targets

Thank You

Questions & Discussion



TOWN OF HILLSBOROUGH

Section 5, Item B.

CENTRAL PINES REGIONAL
COUNCIL

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