

Agenda

Board of Commissioners Work Session

7:00 PM November 24, 2025

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 Gary Miller for a term expiring Dec. 31, 2028

4. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Special Event Permit Application – 2025 Solstice Lantern Walk and Market
- C. Special Event Permit Application – Carolina Godiva Track Club New Year's Day 8K Run
- D. Special Event Permit Application – Hillsborough Running Club Thanksgiving Turkey Trot 5K
- E. North Carolina League of Municipalities Commitment to Civility Certification
- F. Resolution Updating the Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

5. In-depth discussion and topics

- A. Strategic Plan Annual Report
- B. Resolution Revising the Urban Service Boundary

6. Committee updates and reports

7. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)

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: Nov. 24, 2025
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 Gary Miller for a term expiring Dec. 31, 2028

Attachments:

Appointed Board Application – Gary Miller

Summary:

Gary Miller has requested reappointment to the Historic District Commission. Miller's demonstrated reliability, enthusiasm, institutional knowledge, and valuable input and interaction with the commission have made him a great commissioner.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff comments and recommendation:

Staff recommend reappointing Gary Miller to the Historic District Commission.

Action requested:

Reappoint Gary Miller to the Historic District Commission for a three-year term expiring Dec. 31, 2028.



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):

Gary

Last name (required):

Miller

Home address (required):

120 Fiori Hill Drive South

Home phone number:

[REDACTED]

Work phone number:

Email address (required):

[REDACTED]

Place of employment:

Retired

Job title:

Birth date (required):

Jan. 25, 1949

Gender (required):

Male

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

White

First choice (required):

Historic District Commission

Second choice (required):

Planning Board

Third choice (required):

Parks and Recreation Board

Reasons for wanting to serve (required):

I like to give back to the community I live in. In many towns I have lived in there are normally many vacancies on boards and I like to step up when I can. I'm also interested in the planning process and want to make sure that the community remains a desirable place to live.

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

No.

Relevant work, volunteer or educational experience (required):

I lived in Vermont most of my adult life. While there, I served on two planning commissions, one for 11 years (chair for 5 of those years), the other for one year before I moved to Hillsborough. I also served on a local school board for about seven years (chair for 3 of those years). During my college years, I spent one year in the Architecture program, one year in Landscape Architecture, and graduated with an Art Education degree from Rhode Island School of Design. I've also served on two HOA boards.

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

I have lived in Hillsborough for about two years now and expect to be here for many years. My wife and I are very happy with our neighborhood (Fiori Hill) and the proximity to the River Walk and Occoneechee Speedway. The downtown area is a draw for us with so many small businesses and being the County Seat gives the Town the base to prosper. I also do most of my shopping in Hillsborough to support local businesses. I'm also a frequent user of the tennis courts at Fairview Park.

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

Yes. The historical and as-is portion of the document is well written and comprehensive. I also like the emphasis on the implementation of goals and objectives. Although many of the objectives could be a part of the plan for any town, many are necessary to be a part of the Hillsborough vision. I think that the Hillsborough unique objectives are solidly based on the historical section and make sense. I have not read any of the Balanced Scorecard Reports yet but I believe that they would give a good indication of how well the vision is being implemented. Of the few items I'm familiar with, I believe we need to play some catch-up. For example, it doesn't look like Vision 2030 has been updated every five years.

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

I have looked at the zoning map and found it to be overly complicated. I feel there are too many districts with some of them encompassing only one or two properties. Clearly there is a need to update the zoning map and UDO to codify the policies set forth in Vision 2030.

Although it appears that there have been many updates to the UDO since it was written in 2011, the updates seem to be driven with specific issues in mind rather than a comprehensive update based on Vision 2030.

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

A big challenge will be to put Vision 2030 and other updated Comprehensive Plan elements into the UDO and zoning map. From experience, this activity will be closely scrutinized by residents, business owners, and developers and any zoning changes that take away or increase uses or standards will be challenged by one or more of these groups.

The higher-level documents like Vision 2030 are easy to agree on but when those ideas are put into practice, differences will surface.

Sometimes people want to widen the rules governing zoning and overlay districts like the Historic District. The Historic District Goal 1.A and supporting objectives laid out in Vision 2030 will need to be implemented by the HDC and Commission members with the help of staff. It is imperative that the standards set for this district be used to ensure that applicants understand and adhere to these standards.

How did you hear about this opportunity (required)?

Other

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 24, 2025
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

For Date Range: 11/24/2025 - 11/24/2025

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3880 - NON-DEPARTMENTAL						
10-80-3880-3887000	INSURANCE PROCEEDS			0.00	-97,211.62	-97,211.62
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		-97,211.62	
Department 3880 Total:				0.00	-97,211.62	-97,211.62
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	97,211.62	-110,607.38
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		97,211.62	
Department 3900 Total:				-207,819.00	97,211.62	-110,607.38
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5400910	DEBT SERVICE - PRINCIPAL			141,086.00	10,223.00	151,309.00
BA0000211	Adj per actual	GLPKT01797	11/24/2025		10,223.00	
10-10-5000-5400920	DEBT SERVICE - INTEREST			59,086.00	-10,223.00	48,863.00
BA0000211	Adj per actual	GLPKT01797	11/24/2025		-10,223.00	
Department 5000 Total:				200,172.00	0.00	200,172.00
Department: 5800 - SOLID WASTE						
10-30-5800-5400910	DEBT SERVICE - PRINCIPAL			59,989.00	1,739.00	61,728.00
BA0000210	Adj per actual	GLPKT01796	11/24/2025		1,739.00	
10-30-5800-5400920	DEBT SERVICE - INTEREST			2,629.00	-1,739.00	890.00
BA0000210	Adj per actual	GLPKT01796	11/24/2025		-1,739.00	
Department 5800 Total:				62,618.00	0.00	62,618.00
Fund 10 Total:				54,971.00	0.00	54,971.00
Fund: 30 - WATER/SEWER						
Department: 3880 - NON-DEPARTMENTAL						
30-80-3880-3887000	INSURANCE PROCEEDS			0.00	-18,970.18	-18,970.18
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		-18,970.18	
Department 3880 Total:				0.00	-18,970.18	-18,970.18
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	18,970.18	-656,695.82
BA0000214	Recognize Insurance Reimbursements re: TS...	GLPKT01851	11/24/2025		18,970.18	
Department 3900 Total:				-675,666.00	18,970.18	-656,695.82
Fund 30 Total:				-675,666.00	0.00	-675,666.00
Fund: 72 - RESTRICTED REVENUES - GENERAL FUND						
Department: 5100 - POLICE						
72-20-5100-5301052	RESTRICTED REV - ABC BOARD GRANT			-41,033.96	-6,250.00	-47,283.96
BA0000213	FY26 Q1 and Q2 ABC Board Grant Distributio...	GLPKT01850	11/24/2025		-6,250.00	
72-20-5100-5300052	ABC BOARD EXPENDITURES			41,033.96	6,250.00	47,283.96
BA0000213	FY26 Q1 and Q2 ABC Board Grant Distributio...	GLPKT01850	11/24/2025		6,250.00	
Department 5100 Total:				0.00	0.00	0.00
Fund 72 Total:				0.00	0.00	0.00
Budget Code 2025-2026 Total:				-620,695.00	0.00	-620,695.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	54,971.00	0.00	54,971.00
	30	-675,666.00	0.00	-675,666.00
	72	0.00	0.00	0.00
Budget Code 2025-2026 Total:		-620,695.00	0.00	-620,695.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 24, 2025
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician

ITEM TO BE CONSIDERED

Subject: Special Event Permit Application – 2025 Solstice Lantern Walk and Market

Attachments:

Special Event Permit Application

Summary:

The Hillsborough Arts Council is to hold their annual Solstice Lantern Walk and Market on Saturday, Dec. 20, 2025. Set-up will be from 1 to 5 p.m., with the event running from 5 to 8 p.m. and breakdown completed by 9 p.m. This free event continues to attract participants from around the region, with attendance last year estimated to be between 5-6,000. Organizers expect between 4-6,000 again this year, with peak attendance around 6 p.m.

For the event, up to ten 10'x10' tents will be placed around the site for information, first aid, entertainment, etc. Organizers will bring equipment including heaters, event lighting, band equipment, portable toilets, and portable hand-washing stations, with some items to be left overnight for pick-up the next day. Many artists and food vendors will be present; organizers have been provided with a Single-Day Tax Compliance Form to distribute to the prepared food vendors without a Mobile Food Vendor permit.

The Lantern Walk route will follow Riverwalk from near the Farmer's Market Pavilion to the bridge by Gold Park and return via the same route. The map layout details the location of volunteers, police security, watch zones, etc. This year, a circulator bus is being piloted to provide shuttle service from parking areas in West Hillsborough to the Pavilion. A certificate of insurance is also attached to the application.

Town-sponsored service being requested include police coverage, ideally between 5 and 8 p.m. at either the Weaver Street and/or Gold Park entrances to Riverwalk, and 4 additional trash rollout carts at the Pavilion.

Financial impacts:

Moderate; departmental costs associated with four trash rollout carts requested from Public Works and four officers required for police coverage of the event.

Staff recommendation and comments:

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

Action requested:

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



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: 2025 Solstice Lantern Walk & Market

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

Date(s) of event: Saturday, Dec. 20, 2025

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

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough Arts Council

Organization/company mailing address: 102 N Churton St. Hillsborough, NC 27279

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

Event organizer name: Ivana Beveridge

Event organizer phone: (828) 337-5511 Event organizer email: programs@hillsboroughartscouncil.org

On-site contact(s) during the event:

Name: Heather Tatreau Cell phone: (919) 593-4295

Name: Ivana Beveridge Cell phone: (828) 337-5511

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

The Hillsborough Arts Council invites participants to craft handmade lanterns and join a lantern-lit procession along Riverwalk in celebration of Winter Solstice. Around the lantern walk, visitors can attend the 2025 Solstice Market, under the Farmers Market Pavilion, featuring local artisans, live music, hot drinks, warm food, and family-friendly activities. This year, we no longer requiring participants to line up for a "Walk Start". Attendees are encouraged to enjoy Riverwalk throughout the duration of the event, being sure to keep right to support traffic flow. With support from the Alliance for Historic Hillsborough, we're introducing a circulator bus to connect Solstice Market with West Hillsborough and aid crowd circulation. Please note - The maps attached are being updated reflect bus stops and this year's open walk concept in a trifold brochure.

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

Estimated peak time(s) of attendance: 6 PM

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

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

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

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

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

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

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

List name(s) of the vendors:

4-5 Food Vendors - TBA

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

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

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

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

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

Please explain: Heaters for next day pick up

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

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

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

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

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

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

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

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

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

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

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

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

☐ Road closures

☐ Traffic control

☒ Police coverage

☒ Trash and recycling rollouts

Number of rollouts 4

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

Herring & Bickers Insurance

Contact information for broker/agent providing coverage:

Lee Hammond; lee@herringbickers.com; 919-479-9900

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

9/29/2025

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.

Ivana Beveridge

Applicant signature

9/29/2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Kelsey Carson at kelsey.carson@hillsboroughnc.gov.
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Kelsey Carson
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 9/29/2025 Fee paid: _____Date information emailed out: 11/12/2025**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____

Name of town staff member

Date

Forwarded to:

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

Hillsborough, NC

Solstice

Lantern Walk & Market



Farmers Market Pavilion



F3



F4



F5



F1



F2



24



23



22



21



20



19



18



17



16



15



14



13



1



2



3



4



5



6



7



8



9



10



11



12



Assigned Artist Parking

Performer Parking



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/22/2025

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

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

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

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		NBP1568325	8/10/2025	08/10/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> 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 <input type="checkbox"/> N / A						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

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

CERTIFICATE HOLDER**CANCELLATION**

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

ACORD 25 (2010/05)

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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 24, 2025
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 Application – Carolina Godiva Track Club New Year's Day 8K Run

Attachments:

Special Event Permit Application

Summary:

The Carolina Godiva Track Club has applied to hold their annual New Year's Day Run on Thursday, Jan. 1, 2026. It will be held from 1 to 2 p.m., with an expected 80 to 120 people to participate in the run.

The 8-kilometer route originates at River Park, with registration taking place at the Farmer's Market Pavilion. Participants will take the Riverwalk to the Oconeechee Speedway Trail, return on Riverwalk and continue to Gold Park, then loop back to conclude at the pavilion. Attendees are encouraged to utilize nearby public parking, and portable toilets will be supplied near the pavilion if necessary.

Organizers have obtained property use permission from the Orange County Department of Environment, Agriculture, Parks and Recreation for River Park and the pavilion, and will be able to obtain permission from the Eno River State Park for use of the Oconeechee Speedway once their certificate of insurance is finalized.

Organizers are not requesting any town-sponsored services, just that use of the Riverwalk be permitted. The certificate of insurance will be provided as the event nears.

Financial impacts:

Low; no town-sponsored services are requested.

Staff recommendation and comments:

Staff recommend approval and use of the Riverwalk for the event. Standard greenway use conditions will apply.

Action requested:

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



SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: Godiva Track Club New Year's Day 8k Run
Event Location Address: Riverwalk Greenway, with Start/Finsh at River Park
Date(s) of event: 1/1/26
Event Set Up Time: _____ Event Hours: 1 Event Break Down: _____
Date(s) of event: _____
Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Carolina Godiva Track Club
Organization/Company mailing address: 5712 Edgedale Dr, Raleigh, NC
Organization Status: ☒ Formal ☐ Informal ☐ For-profit ☒ Not-for-profit
Event Organizer Name: Patrick Bruer
Event Organizer Phone: 919 260 7980 Event Organizer Email: pjbruer@gmail.com

On-Site Contact(s) During the Day-of Event

Name: Patrick Bruer Cell Phone: 919 260 7980
Name: Patrick Gale Cell Phone: 919-612-1485

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 (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

~~The event will be an 8 kilometer (4.97) mile running race that will start in Orange County's River Park, proceed via an out and back course to the Historic Orange County Speedway, then do another out and back loop to Gold Park before returning to the start/finish area. The event is open to the public as well as Godiva Track Club members. It is a relatively small, low cost and informal holiday run.~~

Estimated total number of people that will attend the event: 80-120

Estimated peak time(s) of attendance: 1:00-2:00 pm

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

If the event is annual, the estimated attendance of the last event of this kind: 118

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? ☐ YES ☒ NO

Will there be alcohol sold or provided as a part of this event? ☐ YES ☒ NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please 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 & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? ☐ YES ☒ NO

Will vendors be on-site selling food/beverages during the event? ☐ YES ☒ NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:

Will you be soliciting donations as part of the event? ☐ YES ☒ NO

If yes, for what cause or organization? _____

Will you bring additional equipment, stages, microphones, amplification, etc? ☒ YES ☐ NO

Please Explain: Race timing equipment @ finish line

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

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? ☐ YES ☒ NO

If yes, how many and what size? _____

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

☒ YES ☐ NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

☐ YES ☒ NO

Please 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 (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

☐ YES ☒ NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

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

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent 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 an event attendee injures 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:

RRCA/Insurance Management Group (Additional Insured document naming Town of Hillsborough will be provided before event date)

Contact information for broker/agent providing coverage:

Insurance Management Group 12730 Coldwater Road, Suite 103 Fort Wayne IN 46845 - Attn: Margaret Meyers

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Name of Property Owner

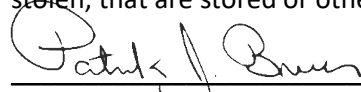
Phone

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 which 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

8/6/25

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

FOR OFFICE USE ONLY:Application received by: Dakotah KimbroughDate: 8/6/2026

Fee Paid: _____

Date information emailed out: 11/10/2025**Permit Status**Approved ☐ YES ☐ NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Town Staff Member

Date: _____

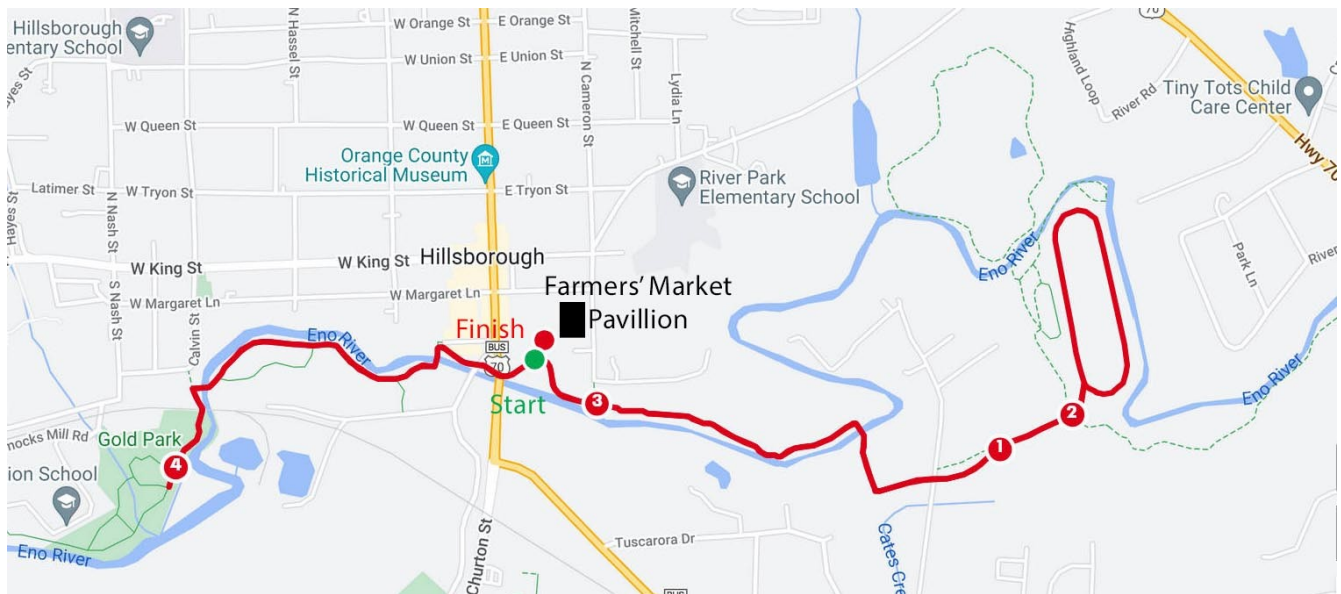
Forwarded to others for review/information:☐ OC Fire Marshal: _____☒ Hillsborough Police Department: _____☒ OC Sheriff's Department: _____☐ OC Fire Department: _____☐ Hillsborough Public Works: _____☒ Hillsborough Public Space Manager: _____☒ OC DEAPR (River Park): _____☐ OC AMS (Visitors Center, Library, Old or New Courthouse): _____☐ NCDOT (DOT Road Closures): _____☐ Hillsborough Finance (Food & Beverage Tax 1 Day): _____☒ Hillsborough Public Information Office: _____

Carolina Godiva Track Club New Year's Day 8k/4.97 Mile Run 2025

The event will utilize the River Park Farmer's Market Pavilion for registration. The run will start on the adjacent Riverwalk trail heading west on an out and back to the Historic Occoneechee Speedway. After returning to River Park, participants will complete another out and back loop to Gold Park via the Riverwalk, finishing near the Pavilion. The event requires no street closures.

Parking will be in nearby lots for the public office buildings that will be closed for the holiday. Participants will also be encouraged to use the public parking deck across Churton St.

If needed, portable toilets will be located adjacent to the Pavilion.





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 24, 2025
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 Application – Hillsborough Running Club Thanksgiving Turkey Trot 5K

Attachments:

1. Special Event Permit Application
2. Route Map

Summary:

The Hillsborough Running Club has applied to hold their annual Thanksgiving Turkey Trot 5K. This informal event takes place on the morning of Thanksgiving Day, Nov. 27, 2025, from 7 to 10 a.m. Setup and breakdown will be completed in that timeframe. As the event is free and does not require registration, and is also held on Thanksgiving morning, it can be hard to estimate the anticipated number of participants, but organizers estimate up to 200 may participate.

There will be free coffee for participants and food donations for PORCH are collected, but no vendors or equipment will be present for this event. Restroom facilities at the Farmers Market Pavilion will be utilized. Hillsborough Running Club volunteers will hold traffic briefly for a couple of minutes at the intersection of East Margaret Lane and South Cameron Street as participants proceed from the starting point to the Riverwalk. Aside from use of the greenway, no town-sponsored services are being requested. The standard greenway use conditions will apply.

Financial impacts:

Low; no town-sponsored services are being requested.

Staff recommendation and comments:

Staff recommend approval; the certificate of insurance will be provided as soon as possible.

Action requested:

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



TOWN OF
HILLSBOROUGH

APPLICATION Special Event Permit

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

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

Name of event: HRC Thanksgiving Turkey Trot

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

Date(s) of event: 27 November 2025

Event setup time: 7am Event hours: 7-10am Event breakdown: 9.30-10am

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough Running Club

Organization/company mailing address: PO Box 5, Hillsborough, NC 27278

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

Event organizer name: Martin Wileman

Event organizer phone: 919-536-2444 Event organizer email: wileman208@live.com

On-site contact(s) during the event:

Name: Martin Wileman Cell phone: 919-536-2444

Name: Lynda Wileman Cell phone: 919-450-6321

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.
Free 5k and 1 mile race entirely on the Riverwalk and Gold Park

Event will start and finish at the Farmers Market Pavilion

Estimated number of people who will attend the event: 5-200

Estimated peak time(s) of attendance: 8.00-9.30am

Maximum capacity of event location (number of persons, if applicable): 200

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

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

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? Food items for Porch donation

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: _____

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

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

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

If yes, how many and what size? _____

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

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

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

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

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

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

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

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

☐ Road closures

☐ Police coverage

☐ Traffic control

☐ Trash and recycling rollouts

Number of rollouts 0

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, certs to follow

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.

mwileman@biocryst.com Digitally signed by mwileman@biocryst.com
Date: 2024.05.26 21:25:26 -04'00'

Applicant signature

18 Nov 2025

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Kelsey Carson at kelsey.carson@hillsboroughnc.gov.
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Kelsey Carson
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 11/18/2025 Fee paid: _____Date information emailed out: 11/18/2025**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____
Name of town staff member Date**Forwarded to:**

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



Patch Park

W Margaret Ln

Weaver Street Market



River Park

River Walk
Picnic Area

Hillsborough
Community Garden

Gold Park

on St

30

Tuscarora

Section 4, Item D.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 24, 2025
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Commissioner Kathleen Ferguson

ITEM TO BE CONSIDERED

Subject: North Carolina League of Municipalities Commitment to Civility Certification

Attachments:

None

Summary:

The North Carolina League of Municipalities sponsors its Commit to Civility Certification to foster and promote civility in municipal government. With Hillsborough already committed to civility throughout the elected and operational levels, becoming a certified Commitment to Civility town fosters accountability and visibility for the civil culture we hold dear.

In order for Hillsborough to achieve official Commit to Civility Certification, town elected officials must complete the following steps:

- At least 75% of a municipality's governing board must attend North Carolina League of Municipalities' 2-hour on demand Commit to Civility training. This course is free of charge.
- Each and all course participants must sign the individual pledge to civility.
- Hillsborough must adopt the Commit to Civility Resolution at an upcoming council meeting. A template will be provided at the training.
- The signed copy of the resolution and the individual pledge forms must be submitted to the North Carolina League of Municipalities.

At CityVision, all municipal boards who have been certified will be recognized as part of the business meeting, typically held the last day of the conference. The upcoming CityVision conference will be held in Raleigh, May 5 through May 7, 2026, at the Raleigh Convention Center.

More information can be found [here](#), or by reaching out to the league's Learning and Development department at learning@nclm.org.

Financial impacts:

Virtual training is free of cost; in-person training is \$2,500 per person.

Staff recommendation and comments:

Action requested:

Agree to pursue future training and adoption of the Commit to Civility Resolution at a future meeting.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 24, 2025
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager and Community Services Director

ITEM TO BE CONSIDERED

Subject: Resolution Updating the Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

Attachments:

1. Resolution
2. Draft Memorandum of Understanding

Summary:

In 2015, the town entered into a Memorandum of Understanding with the towns of Chapel Hill and Carrboro and Orange County regarding the Orange County Partnership to End Homelessness to provide joint funding and oversight of the partnership. That agreement was extended in 2022, 2023 and 2024. The attached draft Memorandum of Understanding includes representation by a Hillsborough elected official on the Orange County Partnership to End Homelessness Leadership Team, and the expectation of a contribution of 6.5% towards the funding of the partnership.

The updated agreement will be considered for approval by the Chapel Hill Town Council, Carrboro Town Council and Orange County Board of County Commissioners at a later date.

This action is consistent with the Fiscal Year 2024-27 Strategic Plan Objective 4.3 (financially support existing efforts to preserve affordable housing or support housing stability with locally identified funding) and the Comprehensive Sustainability Plan: Housing and Affordability recommended action – “participate with the Partnership to End Homelessness to fill the gaps identified in the plan to end homelessness.”

Financial impacts:

The contribution of 6.5% of the partnership budget (\$67,393) is included in the town’s approved Fiscal Year 2026 budget.

Staff recommendation and comments:

N/A

Action requested:

Staff requests approval of the attached resolution.



RESOLUTION

Updating the Memorandum of Understanding Between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

WHEREAS, the Hillsborough Board of Commissioners approved a Memorandum of Understanding with the surrounding towns and Orange County in 2015 for the Orange County Partnership to End Homelessness, with extensions in 2022, 2023 and 2024; and

WHEREAS, the Partnership Leadership Team, consisting of elected representatives from each of the parties, desires an updated Memorandum of Understanding; and

WHEREAS, the Fiscal Year 2026 adopted budget includes sufficient funding to meet with the Memorandum of Understanding commitment of 6.5% of the partnership funding; and

WHEREAS, participation in the partnership is consistent with the Fiscal Year 2024-27 Strategic Plan and the Comprehensive Sustainability Plan.

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that the board approves execution of a Memorandum of Understanding substantially similar to the draft attached to this agenda item and authorizes the mayor to execute on behalf of the board. This resolution is effective upon approval.

Approved this 24th day of November of the year 2025.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk

**Memorandum of Understanding between Orange County and the
Towns of Chapel Hill, Carrboro, and Hillsborough:
Orange County Partnership to End Homelessness (OCPEH)**

Whereas, in April 2008, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Town Council, and Hillsborough Board of Commissioners endorsed the Orange County 10-Year Plan to End Chronic Homelessness and entered into a memorandum of understanding to fund and support the Plan's implementation by the Orange County Partnership to End Homelessness (OCPEH), and

Whereas, the Partnership has made significant progress in ending and preventing homelessness in Orange County, and

Whereas, the parties to this Memorandum came together and revised this Memorandum of Understanding in 2015, and

Whereas, reflecting a combination of national best practices, national funding models, and local experience, the Orange County 10-Year Plan to End Chronic Homelessness has evolved to become an ongoing program, the Orange County Plan to End Homelessness, and

Whereas, the role of the Partnership is to implement Orange County's Plan to End Homelessness and serve as the Continuum of Care for Orange County, and

Whereas, the parties to this Memorandum understand the value of this work to each jurisdiction and accordingly intend to continue to fund and support it, and

Whereas, the initial 10-Year Plan created a body called the Executive Team, now called the Leadership Team, consisting of representatives appointed from each of the above governmental partners and a cross-section of community representation, charged with providing oversight and direction to the plan, and the parties to this Memorandum intend for the Leadership Team to continue to perform this role, and

Whereas, the parties to this Memorandum intend to continue funding the Partnership's Homeless Programs Manager and Housing Access Coordinator, and provide partial funding for the Homeless Programs Coordinator, all of whom have job responsibilities outlined in a Job Description (Attachment A), and

Whereas, in order to implement the Plan, the Partnership is providing direct service programs via pass-through funding from other sources, and

Whereas, the four elected appointees continue to recommend and serve on the OCPEH Executive Team, which shall consist of the four elected appointees, to ensure that the interests of all four funding jurisdictions are consistently represented;

The parties to this Memorandum hereby clarify the roles and responsibilities of each body as it relates to funding and oversight.

A. The Executive Team will:

1. Provide ongoing supervision of the Homeless Programs Manager (HPM) through the County Manager by:
 - i. Conducting joint annual performance reviews of the HPM with the County Manager, after gathering input from the Chair of the Leadership Team and others, as appropriate;
 - ii. Approving an annual work plan for the HPM based on the goals of the Plan, subject to final approval by the County Manager;
 - iii. Meeting with and reviewing the work plan with the HPM and the County Manager quarterly;
 - iv. Participating in interviews for the hiring of the HPM;
 - v. Making recommendations to the County Manager regarding performance concerns related to the HPM.
2. Operate its program on the same fiscal year as that operated by the Towns and County.
3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Leadership Team or Executive Team.
4. Meet quarterly, with staff support, to review progress under the annual work plan.

B. Towns and the County will:

1. Provide office space and supplies for the use of the Partnership staff as needed and available.
2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.
3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.
4. Assist with the annual implementation efforts of the Plan.
5. Continue to support the Partnership.
6. Determine the amount of funding to be provided by each partner by utilizing a population-based formula based on the latest Census data.

Based upon the 2020 Census data, the percentage contributions, subject to each jurisdiction's approval, are as follows:

- Orange County 39.5%
- Town of Chapel Hill 39.7%
- Town of Carrboro 14.3%
- Town of Hillsborough 6.5%

7. Receive an annual report from the HPM.
 8. Not be required or expected to continue funding Partnership staff should the funding not be available through any one or more of the other partners.
 9. Not require or suggest the HPM perform work on goals that are not in her/his work plan for the Partnership.
- C. The Plan is understood to be a living document that the Partnership will update over time to reflect its accomplishments and the evolution of policies, evidence-based practices, and funding.
- D. This Memorandum supersedes the 2015 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for two years from the date of its adoption by all Parties. Memorandum will be renewed for up to five additional two-year terms. Revisions will be presented to the Executive Team for consideration no later than the final quarterly meeting of the Executive Team prior to expiration of the two year term. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least 12 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]

Wherefore the Parties hereto have set their hands and seals on the day and dates recorded below.

ORANGE COUNTY

Jamezetta Bedford, Chair

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners for Orange County, North Carolina and that by authority duly given and as the act of said County, the foregoing instrument was signed in its name by the Chair of said Board of Commissioners and attested by her as Clerk to said Board of Commissioners.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public _____

(Notary Seal)

My commission expires: _____

TOWN OF CHAPEL HILL

Jessica Anderson, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Chapel Hill, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Chapel Hill, NC and attested by her as Town Clerk for the Town of Chapel Hill, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20__.

Notary Public _____

(Notary Seal)

My commission expires: _____

TOWN OF CARRBORO

Barbara Foushee, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that she is the Town Clerk for the Town of Carrboro, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Carrboro, NC and attested by her as Town Clerk for the Town of Carrboro, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20__.

Notary Public _____

(Notary Seal)

My commission expires: _____

TOWN OF HILLSBOROUGH

Mark Bell, Mayor

ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

I, the undersigned Notary Public of the County and State aforesaid, do hereby certify that _____, personally came before me this day and acknowledged that he/she is the Town Clerk for the Town of Hillsborough, North Carolina and that by authority duly given and as the act of said Town, the foregoing instrument was signed in its name by the Mayor of the Town of Hillsborough, NC and attested by her as Town Clerk for the Town of Hillsborough, NC.

Witness my hand and official stamp or seal this _____ day of _____, 20____.

Notary Public _____

(Notary Seal)

My commission expires: _____

HOMELESS PROGRAMS MANAGER

Job Class: 2307
FLSA Status: Exempt

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for managing systems of service, programs, and funding for people experiencing homelessness. An employee is responsible for leading and coordinating the effort to develop a comprehensive approach to ending homelessness in Orange County, collaborating with Orange County, Chapel Hill, Carrboro, and Hillsborough town staff on program initiatives as well as managing the Orange County Partnership to End Homelessness (OCPEH). These responsibilities include a wide range of activities related to program performance, ensuring regulatory compliance with all applicable laws and regulations, and program and staff management.

Work is performed under the general supervision of the Housing Director with leeway to exercise independent judgment within the framework of applicable rules, regulations, policies and procedures in the performance of duties, both in terms of planning and accomplishing work, and in making decisions regarding needs and requests. Supervision is a responsibility of this class. Does related work as required.

EXAMPLES OF ESSENTIAL FUNCTIONS

Following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. ***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Manages and provides leadership to the administration of various programs addressing housing and services to those affected by homelessness, and oversees quality control of various grant programs.

Serves as a primary contact on homelessness program initiatives for the County and participating jurisdictions.

Supervises, coordinates, or assists in the coordination of partnerships and collaborates with local and regional homelessness and housing resources including the County's Street Outreach program, Rapid Rehousing, Coordinated Entry, housing navigation and access, and other programs statewide.

Coordinates with the North Carolina Coalition to End Homelessness to support homeless providers in their use of the Homeless Management Information System (HMIS).

Participates in the North Carolina HMIS Governance Committee.

Utilizes and maintains the HMIS to provide local homeless data reports to track data quality of local agencies, monitor program performance and outcomes.

Revised 12.13.2021

Performs all homeless data reporting required by federal, state, regional, and local entities.

Works collaboratively with human services agencies across Orange County to assist households at risk and currently experiencing homelessness in pursuing services.

Coordinates updates to the Orange County Resources Guide for distribution to local governments, providers and the public.

Provides staff and coordination support for the Orange County Partnership to End Homelessness (OCPEH) Leadership Team and subcommittees, which includes posting meeting notices, drafting agendas, and recording and distributing meeting notes.

Coordinates the process for, and completes and submits annual federal and state grant applications by coordinating input from OCPEH grantees and other stakeholders. Applies for other grants to support the goals of the County, municipalities and OCPEH.

Coordinates the development and implementation of initiatives to achieve the goals of the Plan to End Homelessness (Plan), including annual updates to the Orange County Homeless System Gaps Analysis.

Coordinates updates of the OCPEH Plan in collaboration with the OCPEH Leadership Team and subcommittees; works throughout the year to achieve the goals and strategies contained in the Plan.

Works to fill system gaps as identified in the annual Orange County Homeless System Gaps Analysis.

With the Homeless Programs Coordinator, administrates and supports eight monthly standing meetings of the Continuum of Care (CoC) including the by-name list review, veterans meeting, SOAR Collaborative, etc.

Coordinates the OCPEH annual reports including past year accomplishments and current year goals.

Coordinates the planning and execution of the annual Project Connect services event.

Manages data collection and reports to the U.S. Department of Housing & Urban Development (HUD) events (i.e. Point-In-Time Count, Housing Inventory Count, Longitudinal Statistical Analysis, System Performance Measures, etc.)

Maintains knowledge of current issues, trends, and strategies related to federal, state, regional, and local homelessness policies, best practices, research, statutory regulations and requirements; conveys this information to the County,

municipalities, OCPEH committees and stakeholders.

Responds to inquiries from the County and municipal staff, the OCPEH, and the public requesting information to connect at-risk individuals with available resources.

Coordinates and maintains the OCPEH website and social media accounts including Facebook and Twitter.

Provides overall supervision of homelessness division staff and direct supervision to Housing Access Coordinator and the Homeless Programs Coordinator, ensuring staff compliance with the OCPEH Plan, HUD regulations, program requirements and standard operating procedures.

Supervises the Housing Access Coordinator to ensure that the program establishes and maintains effective working relationships with tenants and landlords to facilitate conflict resolution.

Supervises assigned staff to ensure homeless programs are in compliance with HUD regulations, program requirements and standard operating procedures monitors production, quality control and data integrity of transactions completed.

Holds regular staff/team meetings and provides continuous leadership and communication with the Homeless division staff; assesses staff performance and coordinates training and development opportunities as needed.

Works across the Housing Department on housing initiatives and actively seeks collaboration from internal and external partners to better serve the community; makes programming recommendations to the Director based on knowledge of participant and community needs and knowledge of evidence-based practices in the field.

Makes policy and program change recommendations to the Department Director.

Assists in the management and analysis of the program's budget and makes recommendations to the Director regarding the OCPEH budget as needed.

Coordinates and monitors the OCPEH budget, provides annual fiscal information to the County and Town Managers in the budget process.

Ensures excellent customer service is provided to all homeless clients, landlords, and community partners,

Interacts and communicates with various groups and individuals such as County staff, clients, service providers, community audiences and the general public.

Embraces and supports all initiatives, policies and procedures within Orange County Housing Department and OCPEH, and implements all new requirements in accordance with established guidelines.

Uses computer applications and other systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

Adheres to the County's safety rules and regulations.

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the local, state and federal laws, ordinances, standards, and regulations pertaining to subsidized and affordable housing, homeless programs.

Thorough knowledge of the principles, theories, practices and methodologies of homeless planning and development.

Thorough knowledge of evidence-based practices in HUD housing and homelessness programs.

Thorough knowledge of HIPAA guidelines and the ability to maintain a high level of confidentiality when working with various records and reports containing personal and financial information.

Thorough knowledge of the functions and interrelationships of the County and other governmental agencies.

Good knowledge of the social, economic, and environmental factors that influence poverty and housing insecurity.

Good knowledge of County ordinances, department policies and procedures.

Good knowledge of Trauma-Informed Care (TIC) and Motivational Interviewing (MI) methods.

Skill in management and supervision, and the ability to coordinate and/or supervise the work of others.

Skill in being customer-focused, adept at problem solving and working collaboratively with others.

Skill at prioritizing work activities and the ability to multi-task while under pressure.

Skill in oral and written communication including developing and delivering presentations, and preparing and maintaining accurate records and reports.

Skill in gathering and analyzing complex data.

Skill in public and interpersonal relations.

Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, a high degree of confidentiality, thoroughness, tact, dependability and courtesy commensurate with the demands of the position, while maintaining an ethical standard of care.

Ability to plan and implement detailed and complex programs and activities; ability to manage programming, monitor and maintain compliance with complex federal, state and local program requirements and regulations.

Ability to develop, explain, present, and implement operational and program policies and procedures.

Ability to ensure compliance with established policies and procedures and facilitate attainment of established departmental goals and objectives.

Ability to accurately interpret and timely apply regulations, evaluate program activities, and recommend and implement related improvements.

Demonstrated ability to work with diverse, low income populations and homeless individuals, and establish and maintain effective professional relationships with a variety of constituents, i.e. tenants, landlords, County staff, outside agencies and the general public.

Demonstrated ability to communicate effectively both orally and in writing with diverse, low-income populations to express information and ideas clearly and concisely.

Ability to read and interpret complex materials; ability to assimilate technical and theoretical concepts from diverse disciplines and apply creatively and intuitively to solve unique problems.

Ability to interact with all levels of staff exhibiting professional discretion, confidentiality, and high ethical standards; ability to collaborate with others and work as part as a team.

Ability to coordinate department activities with other County departments, property/business owners, residents, developers, and community leaders in order to accomplish goals and complete projects.

Ability to work in stressful conditions while balancing multiple projects within time constraints, personnel capabilities, financial resources and political considerations.

Ability to maintain effective relationships with County employees, professionals and the general public through contact and cooperation.

Ability to formulate reports, present findings and make recommendations based on research and data; ability to prepare public reports and program documents.

Ability to offer training and assistance to co-workers and County employees, as required.

Ability to complete the duties of the position with limited supervision.

Ability to effectively problem solve and handle difficult situations and complex decision-making, and react calmly and quickly in emergency situations.

Ability to oversee and assist in development and maintenance of all record keeping systems, as applicable.

Ability to work flexible hours, including evenings and occasional weekends.

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to maintain records, prepare reports, and conduct correspondence related to the work.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Graduation from a regionally accredited or recognized college or university with a Master's Degree in Social and/or Political Science, Sociology, Urban Planning, Business Administration, Community Development, Counseling, Social Work or closely related field; AND five (5) years' experience including direct work experience or graduate level coursework in housing or community development; AND three (3) years of administrative or consultative experience in a human service program with program planning, administration, and evaluation, marketing, and grant management AND two (2) years of supervisory experience; OR

Graduation from a regionally accredited or recognized college or university with a Bachelor's Degree in Social and/or Political Science, Sociology, Urban Planning, Business Administration, Community Development, Counseling, Social Work or closely related field AND seven (7) years' direct work experience in housing or community development AND three (3) years of administrative or consultative experience in a human service program with program planning, administration, and evaluation, marketing, and grant management AND two (2) years of supervisory experience; OR

Graduation from a regionally accredited or recognized college or university with an Associate's Degree in Social and/or Political Science, Sociology, Counseling, Social Work, Urban Planning, Business Administration, Community Development or closely related field AND nine (9) years' direct work experience in housing or community development AND three (3) years of administrative or consultative experience in a human service program with program planning, administration, and evaluation, marketing, and grant management AND two (2) years of supervisory experience; OR

An equivalent combination of education training and experience.

Experience in the homelessness programs (work experience or living experience) initiatives is strongly preferred.

SPECIAL REQUIREMENTS

Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

All offers of employment are conditional upon successful clearance of a background check. Employment cannot commence until the employee has been cleared.

PHYSICAL REQUIREMENTS AND POSSIBLE HAZARDS

Must be able to physically perform the basic life operational support functions of standing, sitting, walking, typing, bending, stooping, carrying, reaching, talking and repetitive motions of the hands and wrists.

Ability to perform light work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform bookkeeping, perform extensive reading and operate a computer terminal.

Ability to endure emotional stress related to the nature of interactions with residents and/or family members who may be hostile, resistant or violent.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 24, 2025
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Strategic Plan Annual Report

Attachments:

1. FY25 Annual Report
2. FY26 Check-In Schedule

Summary:

The town has completed the second year of plan implementation after the board adopted the [FY24-26 Strategic Plan](#) in June 2023. The strategic plan outlines the town's direction for a three-year period and serves as an action-oriented road map that aligns the town's resources with priorities.

This is our final check-in with the town board for the Fiscal Year 2025 (FY25) plan year, providing an opportunity to discuss action on initiatives that were identified for the past fiscal year. The annual report attached includes the status of the FY25 initiatives, across each focus area.

While staff intended to present the FY25 year-end update at the August work session, it was delayed due to limited staff bandwidth resulting from Tropical Storm Chantal. At this point, we would normally have been well under way in developing the FY27-29 Strategic Plan. This would have had significant operational impacts on all of our departments, many who were responding to and recovering from Chantal. Rather than compressing the plan development timeframe, staff is proposing adding an additional year to the current strategic plan (adjusted timeframe of FY24-FY27) and begin planning and developing the next version of the strategic plan in FY27.

Attached is the strategic plan schedule for FY26. Starting last fiscal year, we reduced the number of check-ins to allow staff time to make more substantive progress on initiatives prior to the first update. The first update is slated for the budget retreat, with a second update at the May budget presentation.

Financial impacts:

No financial impacts at this time.

Staff recommendation and comments:

N/A

Action requested:

Receive year-end report and provide feedback.



TOWN OF HILLSBOROUGH

STRATEGIC PLAN



FY25 ANNUAL REPORT



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Message from the Manager

FY25 YEAR-END REVIEW

We are pleased to present the town's second annual report for the FY24-26 Strategic Plan. Our vision for our performance management efforts was to develop a plan that details where we're trying to go as an organization and how we can get there. The strategic plan is our attempt to fulfill that vision.

While we have provided updates throughout the year, this report provides a summary of the work that has been done to advance the strategic plan initiatives that were identified for FY25. Some of the initiatives were completed and can be checked off the list, while others will need to be continued into FY26 or beyond. In the report, you'll find the exact status of each of the initiatives.

I want to thank the town board for their continue support provided the last two years as we navigate the town's first strategic plan. Also, a big thanks to departments for their work in making progress toward the priorities set in the strategic plan.

Please don't hesitate to contact Administrative Services Director Jen Della Valle or myself if you have any questions, suggestions, concerns, or ideas related to this report. Most importantly, we look forward to listening and participating in the discussions of this report that will help us take the next steps in shaping Hillsborough's future.



Sincerely,

Eric Peterson
Town Manager

Elements of the PLAN

Vision

A statement that describes what organizational success will look like in the future.

Mission

A statement that outlines the organization's purpose.

Values

The set of core beliefs that will determine the approach to realizing the town's vision.

Focus Areas

Main categories that the town will focus on in the 3-year strategic plan window.

Strategic Objectives

A set of desired outcomes and promises that will align the town with its vision over the long-term.

Initiatives

Identifies specific action items to implement in the next 1-3 years to move the organization towards its goals.

PURPOSE

A strategic plan is a management tool that helps an organization align its leadership, resources, and operations to advance a set of goals. It also serves to establish priorities for policy initiatives, budgeting and staffing decisions, and capital investments to create outcomes that are important to the community.

The Town of Hillsborough has limited resources yet faces endless needs, opportunities, and distractions that compete for the use of these resources. The purpose of this strategic plan is to serve as an action-oriented road map that strategically aligns available resources with priorities, which is critical to the effective and efficient delivery of government services.

This strategic plan was drafted after years of collaboration among members of the Board of Commissioners and leadership from the town's departments and divisions.

STRATEGY MAP

VISION STATEMENT

We envision Hillsborough as a prosperous town, filled with vitality, fostering a strong sense of community, celebrating its unique heritage and small-town character.

MISSION STATEMENT

We are stewards of the public trust who exist to make the Vision for Hillsborough a reality. We manage and provide the infrastructure, resources, and services that enhance the quality of life for the living beings and land within our town.

VALUES

As we strive to achieve our goals, we commit to maintaining these core values:

- Vibrancy
- Equity & Inclusion
- Forward Thinking
- Public Service

FOCUS AREAS



VALUES

VIBRANCY

A vibrant Hillsborough is one that is lively and active. We see this manifest in cultural art events, recreation, and how people know each other and are connected by physical and social networks. The community can find ways to participate and connect from both inside and outside their homes. The people, physical environment, and business community are core to this vibrant atmosphere.

EQUITY & INCLUSION

Hillsborough is a place where every resident can thrive, where everyone who lives and works here feels they belong. We will strive to support policies, plans, and actions that are administered fairly to build a Hillsborough where people of all races, ethnicities, gender identifications, sexes, sexual orientations, abilities, and incomes want to live, can afford to live, and will be treated with dignity and respect.

FORWARD THINKING

We think and make decisions that can persist over generations for a sustainable Hillsborough, acknowledging that economic, environmental and social issues are interrelated. This community has a unique sense of place encapsulated by both Hillsborough's long and treasured history and where it meets change and looks to the future. We have an obligation to be fiscally, environmentally, and culturally wise in order to plan for the long term and be resilient to climate change and unforeseen events. We strive to foster a culture of innovation and creativity in town operations.

PUBLIC SERVICE

The town of Hillsborough is here to serve. We are committed to good and ethical governance. We are responsible stewards of community tax dollars put to use for the public good. We strive to ensure each resident, visitor, business, and employee are safe as they live, work, and play in Hillsborough, and this sense of safety should extend beyond the physical environment to foster a community where the people are free from worry regarding whether who they are has bearing on how they are treated.



FOCUS AREA 1

SUSTAINABILITY





Optimize the built environment in a way that aligns with smart growth principles.

- **Initiative 1.1** — Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs. (Fiscal Years 2024-25)

Inspire Placemaking was selected in Fiscal Year 2025 as the consultant to update the ordinance and worked with staff throughout the year to make progress on the update. The consultant is in the data collection phase, continues to meet with partners and will continue progress into Fiscal Year 2026.

- **Initiative 1.2** — Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns (Fiscal Years 2024-25).

Staff met with the Board of County Commissioners and the town board to explain the challenges with water and sewer capacity and the future need to update joint planning agreements between the town and county as part of this project. Future Land Use Map was drafted. County board had questions for staff on Hillsborough's implementation of smart growth principles as it relates to the Comprehensive Sustainability Plan and asked staff to return in Fiscal Year 2026 to further discuss. Work is planned in FY26 to have the town board adopt the recommended Urban Service Boundary in the Comprehensive Sustainability Plan and then collaborate with Orange County and the other municipalities in the county to update Water and Sewer Management, Planning and Boundary Agreement and Central Orange Coordinated Area/Future Land Use Map.

Intensify efforts to meet 2030 and 2050 clean energy goals, reducing overall energy consumption and increasing the use of clean energy for town operations.

- **Initiative 2.1** — Assess renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation (Fiscal Years 2024-26).

The town is participating in a study with Orange County to determine the feasibility of rooftop and ground-mounted solar at the following town facilities: Town Hall Annex, Highway 86 North Facility, Adron F. Thompson Water/Sewer Facility, Water Treatment Plant and the Wastewater Treatment Plant. Study will kick off in Fiscal Year 2026.

- **Initiative 2.2** — Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization and green infrastructure (Fiscal Years 2024-26).

Facilities coordinator began developing an efficiency lens to evaluate options for efficiency measures for each repair and renovation project. Staff continue to evaluate and include, when feasible, sustainability initiatives for facility renovation projects, such as smart thermostats, LED retrofits, energy efficient equipment, recycled products and water conserving fixtures.

- **Initiative 2.4** — Evaluate the town's vehicle fleet to determine right-sizing and transition to electric vehicle potential. Transition the town's vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible (Fiscal Years 2024-26).

Fleet staff monitored the town's hybrid police vehicles for fuel mileage increase over regular gas vehicles. The fleet has grown to seven hybrid vehicles. The reliability of the vehicles has been great so far, and the average fuel mileage per gallon has gone from about 11 miles to 28 miles for the patrol units. Hybrids do not require recharging infrastructure, which would be a challenge due to police vehicles being driven to officers' homes. Fleet Maintenance hosted a two-day in-house training on repair and maintenance on the police hybrid vehicles.



- **Initiative 2.5** — Ensure electric vehicle charging infrastructure is appropriately provided to support the town's vehicle transition (Fiscal Year 2025).

Fleet Maintenance has no plans to add electric vehicles at this time. Fleet supervisor will determine right sizing of fleet and explore opportunities to incorporate more fuel-efficient vehicles. The fleet has seven hybrids now.

- **Initiative 2.6** — Work with regional partners to expand the number of electric vehicle charging stations in the town to support readiness and encourage widespread adoption, especially in key places like Gold Park and the Town Hall Campus (Fiscal Years 2025-26).

Staff continue to explore grant opportunities for expanding publicly accessible Level 2 electric vehicle charging infrastructure but have not been awarded any funding at this time. The town is working in partnership with Chapel Hill, Carrboro and Orange County to be more competitive.

Protect and enhance natural resources.

- **Initiative 3.1** — Develop and adopt a tree inventory for town-owned and town-maintained properties (FY25).

Staff investigated opportunities to develop a tree coverage database in GIS. Arc Online training is needed to complete this task. This initiative will continue to be tracked in Fiscal Year 2026.

- **Initiative 3.3** — Develop and adopt a landscape management plan for town-owned and town-maintained properties (moved from Fiscal Year 2024 to 2025).

The grounds maintenance contract was updated in Fiscal Year 2025 to reflect best practices for landscape management of town-owned properties. A native plants resolution was adopted for owned and maintained properties.

- **Initiative 3.4** — Develop and adopt a native and adapted plant policy that improves and expands habitat for wildlife and pollinators for town-owned and town-maintained properties (Fiscal Years 2025-26).

A native plants resolution was adopted on April 14, 2025.

- **Initiative 3.5** — Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes (Fiscal Years 2025-26).

The consultants for the Unified Development Ordinance rewrite have been tasked with developing incentive options for developers to incorporate best practices. Staff is awaiting a draft. Discussions continue with the North Carolina Department of Environmental Quality through the Falls Lake Rules readoption process. Practices like soil amendment are likely to be incentivized under the readopted rules.

- **Initiative 3.6** — Update and adopt a comprehensive stormwater management plan (Fiscal Year 2025).

Initiative was completed in 2024. Stormwater and Environmental Services Division staff began implementing new stormwater management plan and permit requirements in Fiscal Year 2025. A key Year 1 aspect is updated stormwater training for town employees. The required annual report will be submitted to the state.

- **Initiative 3.7** — Continue implementing watershed improvement projects under the interim alternative implementation approach for compliance with the Falls Lake Stage 1 Existing Development Rule for Stormwater (Fiscal Years 2024-26).

In Fiscal Year 2025, the Stormwater and Environmental Services Division completed the following projects:

- Odie Street Stream Stabilization — Completed, including installation of plans and riparian protection fence in May.
- Compost Blanket at Wastewater Treatment Plant — Designed, with installation in Fall 2025.
- Compost Blanket at Downtown Parking Area — Designed, with installation in Fall 2025.
- Riverwalk Bioswale — Last portion completed.



Riparian protection fence installed as part of Odie Street Stream Stabilization Project



FOCUS AREA 2

CONNECTED COMMUNITY





Advance a multi-modal network that reduces single-occupancy vehicles and links Hillsborough residents to key places and each other.

- **Initiative 1.2** — Contribute annual budget allocations to expand public art and amenities and public spaces (Fiscal Years 2024-26).

Funds were increased from \$1,000 to \$2,500 per year in FY25. Two additional pieces of permanent public art have been added to the Town Hall campus, and a mosaic mural will be completed at the Dorothy N. Johnson community center in November 2025.

- **Initiative 1.3** — Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed (Fiscal Years 2024-25).

Study is complete, and the town board selected a preferred alignment. Staff will coordinate with North Carolina Department of Transportation on the Interstate 85 widening project before moving forward with engineering. The project is on hold until engineering for the widening project is initiated.





FOCUS AREA 3

ECONOMIC VITALITY





ECONOMIC VITALITY

Develop public projects, policies and marketing related to economic system goals.

- **Initiative 1.1** — Conduct a downtown parking study to develop and adopt a long-range parking plan (continued into Fiscal Year 2025).

Parking study data was collected and compiled and focus groups with partners were held in Quarter 4. Parking study was presented to the town board in early Fiscal Year 2026 for adoption. Next steps are to begin implementing short-term goals. This initiative will not be tracked in Fiscal Year 2026.

- **Initiative 1.2** — Complete Train Station Development Master Plan (Fiscal Years 2024-25).

Delayed to Fiscal Year 2026 due to staff capacity.

- **Initiative 1.3** — Invest in wayfinding and interpretive signage programs (Fiscal Years 2024-26).

Two additional interpretive signs will be designed in Fiscal Year 2026, with fabrication and installation expected in Fiscal Year 2027. The sign topics are trees and riparian restoration areas on Riverwalk.

- **Initiative 1.4** — Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities (Fiscal Years 2024-26).

This initiative is ongoing. Actions taken in Fiscal Year 2025 that relate to this initiative are:

- Worked with Yonder on a paid story for Chapelboro and WCHL on the vibrant live music scene in Hillsborough at local bars, restaurants and breweries.
- Highlighted new businesses on social media, including Rookery, Sanja Chulha food truck, Bull Town Fabrics and Sip @ Steve's Garden Market.
- Worked with the Communications Division for a general promotional news release on what economic development is, why it's important and how the town supports it in our community.
- Continued to compile the "Best Of" Chapel Hill Magazine award winners for 2025 and to design and run a half page ad highlighting those winners from Hillsborough. Worked with the Hillsborough Visitors Center to hire a summer intern to make video reels for Facebook and Instagram highlighting local businesses. These will be rolled out in early 2026.

Develop partnerships and programming that provide jobs, employment education, workforce development and training.

- **Initiative 2.1** — Identify and analyze current labor market and skills gaps and needs through partnership, contract or town-led study (Fiscal Year 2025).

Worked with the Hillsborough/Orange County Chamber of Commerce on a business survey to identify needs. Met with Orange County Economic Development to coordinate on its new economic development plan. Town staff need to confer with partners to ensure this is still a shared goal.

- **Initiative 2.2** — Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners (Fiscal Years 2024-26).

Worked with the Chamber of Commerce to reestablish the Hillsborough Merchants Association. At the February meeting, participants discussed the schedule for upcoming educational workshops and seminars. Held

workshop in April on how to best market and interface with Visit Hillsborough, which is a free resource. Worked with chamber to offer two additional small business workshops in June on social media marketing and cost and operations reductions.

Create equitable economic opportunities for all residents.

- **Initiative 3.1** — Translate business documents and forms into other relevant languages and set up a system for staff to be able to communicate in other languages with residents (Fiscal Year 2025).

Staff were unable to translate documents and forms due to staff capacity. Planning staff recommend moving this to the Communications Division for townwide development and implementation. Planning and Economic Development Division set up Google Translate application to be able to communicate with walk-ins who speak another language. This does not solve the need to have documents, applications and signage translated into other languages or to have a concerted effort across the organization.

- **Initiative 3.2** — Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town (Fiscal Years 2024-26).

The Chamber of Commerce conducted a survey to identify women- and BIPOC-owned businesses so staff can reach out about marketing initiatives. The survey identified some but not all women- and BIPOC-owned businesses. Staff is working with the chamber on ideas and strategies for identifying more opportunities for self-reporting so staff can have a better idea of the businesses so they can be promoted.

Preservation of naturally occurring affordable housing.

- **Initiative 4.1** — Actively participate in county-wide housing plan effort to inform a local action plan (Fiscal Year 2024).

There is not a current effort for a county-wide housing plan. The town is well represented in countywide housing efforts as staff provide support to efforts of the Local Government Affordable Housing Collaborative, Orange County Affordable Housing Coalition, Orange County Repair Consortium, Orange County Low Barrier Housing working group, Community Home Trust land availability study and Triangle Community Foundation Housing Matters. This initiative will not be tracked in Fiscal Year 2026. Tracking can continue if countywide efforts resume.

- **Initiative 4.2** — Develop local action plan (Fiscal Year 2025).

An initial affordable housing workshop was held in Summer 2024. The town board approved funding for a town affordable housing strategy, which will be developed in Fiscal Year 2026. This initiative will continue to be tracked in Fiscal Year 2026.



Affordable housing in Hillsborough includes the Crescent Magnolia townhouse community.

Develop policies and invest in projects that contribute to meeting identified affordable housing needs in town.

- **Initiative 5.2** — Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation (Fiscal Years 2024-26).

The Unified Development Ordinance update will include recommended local changes. State law changes are an ongoing effort, with work done on these efforts through the town's advocacy networks.

- **Initiative 5.3** — Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing (Fiscal Years 2024-26).

This effort is being completed as part of joint work with Orange County Affordable Housing Coalition and Community Home Trust task force. A consultant has been selected by the steering committee, and work is underway.

Performance Measures

- Completed 80% of downtown parking study.
- Train Station Development Master Plan on hold until Fiscal Year 2026.
- Sixteen social media and/or website story highlights promoted in collaboration with Communications Division or local news media outlets.
- Three small business workshops held with workforce development partners.
- No business documents and forms translated into other languages. Recommendation to move to Communications Division as a townwide language access initiative.



FOCUS AREA 4 COMMUNITY SAFETY





COMMUNITY SAFETY

Ensure that all people are safe and feel safe throughout town.

- **Initiative 1.1** — Complete North Carolina League of Municipalities risk assessment and begin follow-up on implementation of results (moved from Fiscal Year 2024 to 2025).

The risk review documents were completed and submitted. The self-assessment and on-site review were completed in Fiscal Year 2025.

- **Initiative 1.2** — Host a community conversation that focuses on a broader concept of safety. Pilot completed in Fiscal Year 2023 (Fiscal Year 2024).

The community safety summit was hosted on Sept. 25, 2024, with about 15 community members attending. The Hillsborough Police Department hosted a police summit in Fiscal Year 2026. This initiative is complete.



The North Carolina League of Municipalities presented the Risk Review Award to the town in August 2025.

Reinforce resiliency in town operations by implementing emergency preparedness strategies.

- **Initiative 2.1** — Complete refresh of the Emergency Operations Plan (moved from Fiscal Year 2024 to 2025).

The town is under contract with Orange County for a joint Emergency Operations Plan update. Kickoff on this work was delayed due to Tropical Storm Chantal. It restarted in earnest in Fiscal Year 2026.

- **Initiative 2.2** — Establish quarterly management check-ins (Fiscal Years 2024-26).

The Emergency Management Team completed quarterly check-ins in Fiscal Year 2025.

- **Initiative 2.4** — Establish Emergency Operations Centers (Fiscal Year 2024).

In Fiscal Year 2024, the Emergency Management Team developed portable emergency operations centers that could be deployed to different locations. The centers will be finalized with the updated Emergency Operations Plan, which will be finalized in fall 2026.

Performance Measures

- Community Survey question “How safe do you feel in Hillsborough overall?” — 90% of respondents feel “very safe” or “safe.”
- Community Survey question “How satisfied are you with town’s efforts to prevent crime?” — 75% of respondents were “very satisfied” or “satisfied.”
- Community Survey question “How satisfied are you with visibility of police in neighborhoods?” — 75% of respondents were “very satisfied” or “satisfied.”
- Applicable National Incident Management System and Incident Command Structure training — 62% of employees have completed the 100-level course of the National Incident Management System (71 of 115 employees).



FOCUS AREA 5

SERVICE EXCELLENCE





SERVICE EXCELLENCE

Provide quality municipal services through operational excellence and a culture of innovation.

- **Initiative 2.1** — Evaluate onboarding process and identify gaps and redesign process (moved from Fiscal Year 2024 to 2025).

Staff have made minor improvements to the new employee orientation, held monthly, and are continuing to make improvements. The town provides a branded Hillsborough item to new employees on their first day of employment to welcome them to the organization. Staff also updated new employee orientation materials to align with the Employee Handbook updates. Staff are in the process of revising a 90-day onboarding checklist or guide for supervisors to use, as well as a 3-month check-in with Human Resources and the new employee and supervisor. This initiative can be considered complete.

- **Initiative 2.2** — Explore and develop strategies to encourage the timely completion of performance evaluations (Fiscal Year 2024).

In Fiscal Year 2024, the town extended the timeframe for employees and supervisors to complete all evaluations. The deadline was extended from July 31 to Aug. 15 since many departments have a lot of tasks at the end of a fiscal year and the beginning of a new one. More leniency was given in the Fiscal Year 2025 evaluation cycle due to Tropical Storm Chantal and the unexpected workload it created for many employees. Fifty-eight percent of those performance evaluations were completed on time. Staff will continue to make improvements to the process. This initiative can be considered complete.

Promote inclusive community engagement in town services, programs, and projects.

- **Initiative 3.1** — Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas (moved from FY24 to FY25).

A Human Resources intern was able to analyze and identify gaps in membership. The next step is to brainstorm strategies with staff support to boards and with the Communications Division for how to boost representation in areas of town that are underrepresented. This initiative will continue to be tracked in Fiscal Year 2026.

Embed racial equity throughout the organization and in the services provided to the community.

- **Initiative 4.1** — Develop, adopt and implement a racial equity plan (Fiscal Years 2024-26).

Staff have been exploring options on how to move forward to develop an equity action plan and are continuing to monitor progress of House Bill 171.



An appointed board member discusses the work of her board at a 2024 Government 101 session on planning and economic development.

Performance Measures

- Community Survey statement “Overall quality of services provided by the town” — 88.9% of respondents selected “satisfied” or “very satisfied.”
- Percentage of geographic areas with appointed board representation — Map was completed but is not broken out by geographic areas.
- Alignment of appointed board representation with community demographics —
 - Males are overrepresented (61% on boards compared to 46.6% in population)
 - 45-64 age group is overrepresented (42% on boards compared to 31% in population)
- 95% of employees have completed Racial Equity Institute’s Groundwater training.
- 58% of performance evaluations were completed on time, by Aug. 15.
- 1.98 sewer breaks for 100 miles of collection pipe (101 miles total; 2 sewer breaks).
- 30.67 leaks per 100 miles of distribution pipe (150 miles total; 46 water main leaks).
- 0.76% of gravity sewer mains were inspected by CCTV camera.
- 9.59% of gravity sewer mains were cleaned by water jetting.
- Asset depreciation metric from Environmental Finance Center dashboard — Data on this metric is not available on the dashboard for the Fiscal Year 2023 audit. This metric will be updated when results are available.
- 85% of Employee Survey respondents agree or strongly agree that the town encourages innovation.
- 74% of Employee Survey respondents agree or strongly agree that the town works to attract, develop and retain people with diverse backgrounds.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Strategic Plan

Check-In Schedule

Date	Board Meeting
TBD (Jan/Feb 2026)	Budget Retreat
May 11, 2026	Budget Presentation
August 24, 2026	August Work Session (year-end reporting)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 24, 2025
Department: Community Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager and Community Services Director
Bryant Green, Engineering Services Manager
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Resolution Revising the Urban Service Boundary

Attachments:

1. Revised Urban Service Boundary map
2. Draft resolution

Summary:

Town staff has evaluated water and wastewater system capacity and availability and has identified significant concerns regarding its wastewater collection and distribution systems, as well as with the town's ability to meet nutrient wastewater limits associated with its National Pollution Discharge Elimination System (NPDES) permit and the Falls Lake Rules under North Carolina Administrative Code § 15A 02B .0275 – .0282.

Town staff recommends revising the town's Urban Service Boundary as shown on the map attached hereto, thereby reducing the geographical area of the Urban Service Area in an effort to provide the best quality and quantity of water and the most efficient and effective wastewater treatment for the greatest number of people. The attached resolution also includes an outline of relevant policies related to the provision of utility services outside of the updated boundary.

Comprehensive Sustainability Plan goals:

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

- Strategy: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.
- Action: Revise the Urban Service Boundary to reflect a 2040 actual water and sewer capacity and availability with already identified improvement as well as incorporate preferred future land use and growth patterns.

Financial impacts:

No direct financial impacts are associated with this item. This adoption will result in the reduction of potential future water and sewer customers in areas not currently served and the concurrent revenues and costs associated with expanding the utility system.

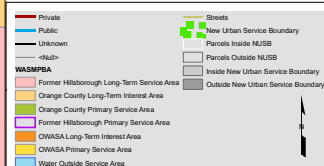
Staff recommendation and comments:

Adopt the attached resolution revising the Urban Service Boundary, establishing management policies, and directing staff to initiate updates to any policies, ordinances, and/or interlocal agreements in conflict with the new Urban Service Boundary.

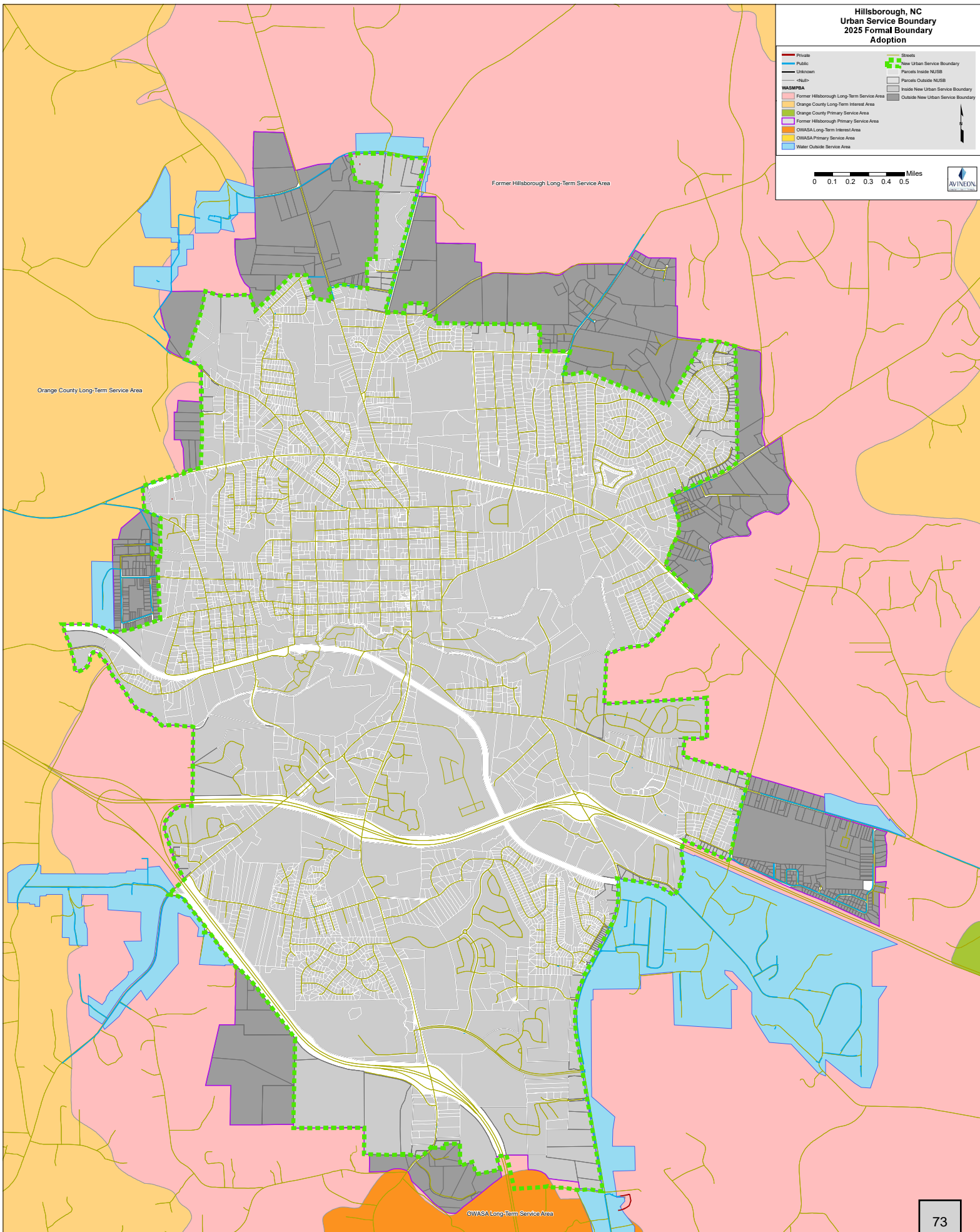
Action requested:

Adopt the attached resolution.

Hillsborough, NC Urban Service Boundary 2025 Formal Adoption



0 0.1 0.2 0.3 0.4 0.5 Miles





RESOLUTION

Revising the Urban Service Boundary for the Town of Hillsborough

November 24, 2025

WHEREAS, the Hillsborough Board of Commissioners adopted the Comprehensive Sustainability Plan for the Town of Hillsborough on June 12, 2023; and

WHEREAS, the first goal in the Land Use and Development chapter of said plan is to “ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity”; and

WHEREAS, said plan lists strategies to realize this goal, including to “develop and adopt plans that contribute to meeting preferred future land use and growth patterns”; and

WHEREAS, under this strategy, the plan recommends specific actions, including to “revise the Urban Service Boundary to reflect a 2040 actual water and sewer capacity and availability with already identified improvement as well as incorporate preferred future land use and growth patterns”; and

WHEREAS, town staff has evaluated water and wastewater system capacity and availability and has identified significant concerns regarding its wastewater collection and distribution systems, as well as with the town’s ability to meet nutrient wastewater limits associated with its National Pollution Discharge Elimination System (NPDES) permit and the Falls Lake Rules under North Carolina Administrative Code § 15A 02B .0275 – .0282; and

WHEREAS, town staff recommends revising the town’s Urban Service Boundary as shown on the map attached hereto, thereby reducing the geographical area of the Urban Service Area in an effort to provide the best quality and quantity of water and the most efficient and effective wastewater treatment to the greatest number of people; and

WHEREAS, the policy related to provision of water and/or sewer services outside of the boundary shall be as follows:

1. The town shall not extend any new water or sewer mains outside of the revised boundary and shall not accept flow from any additional private mains constructed outside of the boundary.
2. Existing water or sewer mains outside of the revised boundary shall not be upsized to allow for additional connections or increased flow.
3. New construction of single-family homes, duplexes, triplexes and accessory dwelling units may be allowed to connect to existing water lines outside of the proposed boundary, provided that no main extension is required to serve the proposed residence(s). The town reserves the right to reject any proposed water connection to existing infrastructure outside of the boundary if adequate water pressure and/or water quality are not available or if the proposed connection does not meet other applicable town requirements.
4. Upon the request of the Orange County Health Department or other relevant county or state health agency to address a public health need, existing structures with failing wells may be allowed to connect to existing water mains if all relevant service standards can be achieved.

5. The town should not be considered the provider of water or sewer service for any new school or school system outside of the revised boundary. Provision of utilities is limited to school sites already served as of the date of this resolution. Expansion of service for those schools currently served will be permitted so long as it does not involve upsizing of existing mains or extension of new mains.
6. Resale of town-provided water outside of the revised boundary is limited to utilities with existing interconnections with the town. New connections for the purposes of resale shall not be allowed.

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

1. The Urban Service Boundary for the Town of Hillsborough is hereby revised as shown on the map attached hereto and should be considered the official map at the time of adoption; and
2. Town staff shall initiate updates to any policies, ordinances, and/or interlocal agreements in conflict with the revised Urban Service Boundary and related policy stated herein.

Approved this 24th day of November of the year 2025.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk