

Agenda

Board of Commissioners Work Session

7:00 PM April 28, 2025

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



1. Opening of the work session

2. Agenda changes and approval

3. Public hearing

A. Public Hearing on Closeout of Community Development Block Grant – Coronavirus

4. Appointments

A. Planning Board – Reappointment of John Giglia for a three-year term ending April 30, 2028

5. Items for decision - consent agenda

A. Miscellaneous budget amendments and transfers

B. Proclamation – Period Poverty Awareness Week

C. Resolution to Apply for Clean Water Revolving Loan Funding for Eno River Outfall – East Sewer Replacement Project

6. In-depth discussion and topics

A. Annexation interest letter for 618 and 700 N.C. Hwy. 86 North

B. Resident Request – Presentation from Brynn and Melissa Schreiner on Development Issues with the Property at 644 McAdams Rd.

C. Budget Approval for 2025 Leadership Chapel Hill-Carrboro Program

7. Committee updates and reports

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: April 28, 2025
Department: Community Services
Agenda Section: Public Hearing
Public hearing: Yes
Date of public hearing: April 28, 2025

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Public Hearing on Closeout of Community Development Block Grant – Coronavirus

Attachments:

Draft Grant Closeout Packet

Summary/Background:

On Aug. 25, 2020, Governor Roy Cooper announced the availability of \$28 million from federal Community Development Block Grant – Coronavirus (CDBG-CV) funding to be disbursed by the North Carolina Office of Recovery and Resiliency (NCORR) to support rental and utility payments and prevent evictions for those with a demonstrated need.

The Town of Hillsborough applied for the grant funds to be used through Orange County's existing Emergency Housing Assistance fund, which provides financial assistance to help residents with low incomes secure and maintain stable housing. Assistance was available to households that earned no more than 60% of the area median income and had an urgent need for housing assistance. The total amount awarded to the town was \$600,000. Orange County housing staff administered the program on behalf of the town, and as such was compensated with 10% of the grant funds (\$60,000) as administrative costs.

206 applications were funded through the CDBG-CV funded portion of the Emergency Housing Assistance program. Demographic data for the funded applications is as follows:

- 172 applications (83.5%) were for Extremely Low-Income recipients, and 34 (16.5%) were for Low-Income recipients.
- 17 applicants were property owners (8.3%), while 189 were renters (91.7%).
- 138 applicants were Black or African American (67.0%), 49 were White (23.8%), 15 identified as multi-racial (7.3%) and 4 were Asian (1.9%). 8 applicants were of Hispanic ethnicity inclusive of all races (3.9%).

In accordance with closing out the grant, the town must hold a public hearing to obtain residents' comments about the program's impact and how it was administered. In addition to this public hearing, residents had from March 19 through April 28, 2025 to submit comments to the town via email, in writing, or by phone. Notice for the Public Hearing was included in the March 19, March 26 and April 2 editions of the News of Orange County, and the March 23rd edition of the News & Observer.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Hold the public hearing and receive any comments from the public on the CDBG-CV grant closeout.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

April 30, 2025

North Carolina Department of Commerce, Rural Economic Development Division
301 North Wilmington Street, 4th Floor
Raleigh, North Carolina 27601

Re: Closeout - CDBG-CV Grant 20-V-3528

To Whom It May Concern:

On behalf of the Town of Hillsborough, enclosed please find the completed closeout packet for Grant 20-V-3528. The Town of Hillsborough expended \$600,000 of the \$600,000 awarded; 90% for direct service, 10% for administration.

Documents included in this packet:

- Draft minutes from the closeout public hearing certified by the Town Clerk (TO BE ADDED)
- Affidavits and copies of publication of the closeout public hearing advertisement
 - News of Orange
 - News & Observer
- Certificate of Completion
- Applicable Accomplishments and Beneficiaries Form(s)

This packet has been reviewed and signed by our Chief Elected Official, Mayor Mark Bell.

Thank you,

Matt Efird
Assistant Town Manager

NORTH CAROLINA DEPARTMENT OF COMMERCE
Rural Economic Development Division (REDD)
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CLOSEOUT PERFORMANCE REPORT

Cover Sheet

Grantee Name: Town of Hillsborough **Grant Number:** 20-V-3528

Grantee Address: 101 E. Orange St. Hillsborough, NC 27278

1. Citizens' Written Comments. (Attach the following three items unless each item was previously submitted to REDD, in which case they may be incorporated by reference.)

- a. A copy of each written citizen comment, which was received during the reporting period on the grantee's community development performance under
- b. The grantee's assessment of the comment; and
- c. A description of any action taken or to be taken in response to the comment as required by 4 NCAC 19L .1002.

2. The grantee's authorized official representative must certify the following:

- a. To the best of his/her knowledge and belief, data in this report is true and correct;
- b. The records described in 4 NCAC 19L .0911 are being maintained and will be made available upon request; and
- c. In accordance with Section 101(c)(9) of the Housing and Community Development Act of 1974, the assistance made available under this CDBG grant is not substantially reducing, below the level of support prior to start-up of the CDBG grant reported here, the amount of local financial support for community development activities.

Mark Bell

Typed Name of Chief Elected Official/Authorized Representative

Mayor

Title

Signature of Chief Elected Official/Authorized Representative

Date

Preparer Information

Name: Matt Efird

Address: 101 E. Orange St., Hillsborough NC 27278

Telephone Number: 919-296-9423

Email Address: matt.efird@hillsboroughnc.gov



Rural Economic Development Division (REDD) *CDBG Closeout Forms*

Grantee	Town of Hillsborough, NC
Grantee Address	101 E. Orange St. Hillsborough, NC 27278
Grant Number	20-V-3528
Project Name	Emergency Housing Assistance
1st Project Number	
2nd Project Number	
3rd Project Number	
Period	
Authorized Representative	
Name	Mark Bell
Title	Mayor
Preparer of Information	
Name	Matt Efird
Address	101 E. Orange St. Hillsborough NC 27278
Telephone Number	919-296-9423
Email Address	matt.efird@hillsboroughnc.gov
Property acquired with CDBG funds?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Grantee	Town of Hillsborough, NC		Activity Name	Administration
Grant Number	20-V-3528		Project:	Emergency Housing Assistance
Acct Number	1060		C1	
Activity Code	13		L1	
Budgeted	\$60,000.00	Expended	\$60,000.00	

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	100	34
Very Low Income Households <30%	273	172
Total Households	373	206
Persons by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%		
Very Low Income Households <30%		
Total Persons	0	0
Jobs		
Micro Enterprise		
Female Head of Household		
Hispanic		
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	173	8
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native	3	0
Asian	19	4
Black or African American	113	138
Native Hawaiian or Other Pacific Islander		
White	230	49
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial	3	15

Grantee	Town of Hillsborough, NC	Activity Name	Public Services
Grant Number	20-V-3528	Project:	Emergency Housing Assistance
Acct Number	1036		C1
Activity Code	7		L1
Budgeted	\$540,000	Expended	\$540,000

	Proposed	Actual
Linear Feet		
Properties		
Units, Dwelling		
Households by percentage of HUD Median Family Income Levels		
Above Moderate Income Households > 80%		
Moderate Income Households 51-80%		
Low Income Households 30-50%	100	34
Very Low Income Households <30%	273	172
Total Households	373	206
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Female Head of Household		
Hispanic		
American Indian or Alaska Native		
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Black or African American & White		
American Indian or Alaska Native & Black or African American		
Other Multi-Racial		
Non-Hispanic		
American Indian or Alaska native	3	0
Asian	19	4
Black or African American	113	138
Native Hawaiian or Other Pacific Islander		
White	230	49
American Indian or Alaska Native & White		
Asian & White		
Black or African American & White		

American Indian or Alaska Native & Black or African American		
Other Multi-Racial	3	15

CERTIFICATE OF COMPLETION

1. Grantee: Town of Hillsborough, NC
 3. Project Name: Emergency Housing Assistance

2. Grant Number: 20-V-3528
 4. Project Number: 0

5. Final Statement of Costs				
Program Activity Categories (a)	To Be Completed by Recipient		Total Costs (Col. b + c) (d)	To Be Completed by DOC
	Paid Costs (b)	Unpaid Costs (c)		Approved Total Costs (e)
a. Acquisition	\$0.00		\$0.00	
b. Disposition	\$0.00		\$0.00	
c. Public facilities and improvements				
(1) Senior and handicapped centers	\$0.00		\$0.00	
(2) Parks, playgrounds and recreation facilities	\$0.00		\$0.00	
(3) Neighborhood facilities	\$0.00		\$0.00	
(4) Solid waste disposal facilities	\$0.00		\$0.00	
(5) Fire protection facilities and equipment	\$0.00		\$0.00	
(6) Parking facilities	\$0.00		\$0.00	
(7) Street improvements	\$0.00		\$0.00	
(8) Flood and drainage improvements	\$0.00		\$0.00	
(9) Pedestrian improvements	\$0.00		\$0.00	
(10) Other public facilities	\$0.00		\$0.00	
(11) Sewer improvements	\$0.00		\$0.00	
(12) Water improvements	\$0.00		\$0.00	
d. Clearance activities	\$0.00		\$0.00	
e. Public services	\$540,000		\$540,000	
f. Relocation assistance	\$0.00		\$0.00	
g. Construction, rehab. and preservation activities				
(1) Construction or rehab. of com. & indust. bldgs.	\$0.00		\$0.00	
(2) Rehabilitation of privately owned buildings	\$0.00		\$0.00	
(3) Rehabilitation of publicly owned buildings	\$0.00		\$0.00	
(4) Code enforcement	\$0.00		\$0.00	
(5) Historic preservation	\$0.00		\$0.00	
h. Development financing				
(1) Working capital	\$0.00		\$0.00	
(2) Machinery and equipment	\$0.00		\$0.00	
i. Removal of architectural barriers	\$0.00		\$0.00	
j. Other activities	\$0.00		\$0.00	
k. Subtotal	\$540,000		540,000	
l. Planning	\$0.00		\$0.00	
m. Administration	\$60,000		\$60,000	
n. Total	\$600,000		\$600,000	
o. Less: Program Income Applied to Program Costs			\$0.00	
p. Equal: Grant Amount Applied to Program Costs	\$600,000		\$600,000	

6. Computation of Grant Balance		
Description (a)	To Be Completed By Recipient	To Be Completed By DOC
	Amount (b)	Approved Amount (c)
(1) Grant Amount Applied To Program Costs (From Line p)	\$600,000	
(2) Estimated Amount For Unsettled Third - Party Claims		
(3) Subtotal	\$600,000	
(4) Grant Amount Per Grant Agreement		
(5) Unutilized Grant To Be Canceled (Line 4 Minus Line 3)		
(6) Grant Funds Received	\$600,000	
(7) Balance of Grant Payable (Line 3 Minus Line 6)*	\$0	

* If Line 6 exceeds Line 3, enter the amount of the excess on Line 7 as a negative amount. This amount shall be repaid to DOC by check, unless DOC has previously approved use of these funds.

7. Program Income

- a) Amount of existing program income: \$0.00
- b) Amount of anticipated program income: \$0.00
- c) If program income exists or is anticipated, describe the proposed application(s):

8. Unpaid Costs and Unsettled Third Party Claims

Are there any unpaid costs or unsettled third party claims against the recipient's grant? Type "yes" or "no." No
If yes, in the box below describe the circumstances and amounts involved.

9. Remarks (For REDD Use Only)

☐

Please note that all financial records, supporting documents and other records pertinent to the community development program must be retained for a minimum of five (5) years from the date of this letter.

☐

This grant is closed pending receipt and approval of your final audit by the Rural Economic Development Division (REDD).

☐

Town

☐

City

☐

County

10. Certification of Recipient

It is hereby certified that all activities undertaken by the Recipient with funds provided under the grant agreement identified on page 1 hereof, have, to the best of my knowledge, been carried out in accordance with the grant agreement; that proper provisions have been made by the Recipient for the payment of all unpaid costs and unsettled third party claims identified on page 1 hereof; that the State of North Carolina is under no obligation to make any further payment to the Recipient under the grant agreement in excess of the amount identified on Line 7 hereof; and that every other statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

Date	Typed Name and Title of Recipient's Authorized Representative	Signature of Recipient's Authorized Representative
	<u>Mark Bell</u>	√ _____
	<u>Mayor</u> (Title)	

11. DOC Approval

This Certification of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract commitment and related funds reservation and obligation of \$ _____, less \$ _____ previously authorized for cancellation (from Section 6, line 6, page 1).

Date	Typed Name and Title of DOC	Signature of DOC's
------	-----------------------------	--------------------

Placeholder - Draft Minutes from Public Hearing

WOMACK PUBLISHING
PO BOX 530
CHATHAM VA 24531
(434)432-1654ext

ORDER CONFIRMATION

Salesperson: MELANIE DAVIS

Printed at 03/18/25 09:26 by mdavi-wp

Acct #: 3171

Ad #: 72942

Status: New CHOLD

HILLSBOROUGH - PLANNING DEPT.
P.O. BOX 429
HILLSBOROUGH NC 27278

Start: 03/19/2025 Stop: 04/02/2025
Times Ord: 3 Times Run: ***

STD 2.00 X 5.05 Words: 194

Total STD 10.10

Class: 650 Legal Notices

Rate: LEG Cost: 608.00

Affidavits: 1

Ad Descrpt: PUBLIC HEARING

Descr Cont: NOTICE OF PUBLIC HEARING

Given by: *

P.O. #:

Created: mdavi 03/18/25 09:23

Last Changed: mdavi 03/18/25 09:26

Contact:

Phone: (919)732-2104ext

Fax#:

Email: finance@hillsboroughnc.gov

Agency:

PUB ZONE EDT TP RUN DATES

NOC A 99 S 03/19,26 04/02

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

WOMACK PUBLISHING
PO BOX 530
CHATHAM VA 24531
(434)432-1654ext

ORDER CONFIRMATION (CONTINUED)

Salesperson: MELANIE DAVIS

Printed at 03/18/25 09:26 by mdavi-wp

Acct #: 3171

Ad #: 72942

Status: New CHOLD CHOI

**NOTICE OF PUBLIC HEARING
TOWN OF HILLSBOROUGH USE OF
CDBG-CV FUNDS FOR EMERGENCY
HOUSING ASSISTANCE**

The Hillsborough Town Board will hold a public hearing at 7 pm on April 28, 2025, in the Town Hall Annex 105 E. Corbin St. to hear public comment on the Town's use of CDBG-CV funds for Emergency Housing Assistance.

The Town of Hillsborough received \$600,000 from the North Carolina Department of Commerce in Federal Community Development Block Grant - Coronavirus (CDBG-CV) funds, which the U.S. Department of Housing and Urban Development (HUD) allocated to the State.

The Town used this award to fund an Emergency Housing Assistance (EHA) program, which provided emergency financial assistance for rent, utilities and other housing-related costs to Town residents with low incomes and urgent need for housing assistance. The majority of the funding (90 percent) was used for direct financial assistance to beneficiaries; no more than 10 percent was used for program administration. Receiving these funds provided significant benefit to low-income households in the Town by promoting housing stability and economic relief.

Written or verbal comment on these items is welcome. Contact the Assistant Town Manager at 919-296-9423 or Matt.Efird@hillsboroughnc.gov for more information.

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
152278	645719	Print Legal Ad-IPL02231040 - IPL0223104		1	45 L

Attention: Matt Efird

Town of Hillsborough
101 E. Orange St.
Hillsborough, NC 27278

matt.efird@hillsboroughnc.gov

NOTICE OF PUBLIC HEARING TOWN OF HILLSBOROUGH USE OF CDBG-CV FUNDS FOR EMERGENCY HOUSING ASSISTANCE

The Hillsborough Town Board will hold a public hearing at 7 pm on April 28, 2025, in the Town Hall Annex 105 E. Corbin St. to hear public comment on the Town's use of CDBG-CV funds for Emergency Housing Assistance.

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The Town used this award to fund an Emergency Housing Assistance (EHA) program, which provided emergency financial assistance for rent, utilities and other housing-related costs to Town residents with low incomes and urgent need for housing assistance. The majority of the funding (90 percent) was used for direct financial assistance to beneficiaries; no more than 10 percent was used for program administration. Receiving these funds provided significant benefit to low-income households in the Town by promoting housing stability and economic relief.

Written or verbal comment on these items is welcome. Contact the Assistant Town Manager at 919-296-9423 or Matt.Efird@hillsboroughnc.gov for more information.
IPL0223104
Mar 23 2025

STATE OF NORTH CAROLINA COUNTY OF WAKE, COUNTY OF DURHAM

Before the undersigned, a Notary Public of Beaufort County, South Carolina duly commissioned and authorized to administer oaths, affirmations, etc., personally appeared Mary Castro, who being duly sworn or affirmed, according to law, doth depose and say that he or she is Accounts Receivable Specialist of the News & Observer Publishing Company, a corporation organized and doing business under the Laws of the State of North Carolina, and publishing a newspaper known as The News & Observer, Wake and State aforesaid, the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina, and that as such he or she makes this affidavit; and is familiar with the books, files and business of said corporation and by reference to the files of said publication the attached advertisement for Town of Hillsborough was inserted in the aforesaid newspaper on dates as follows:

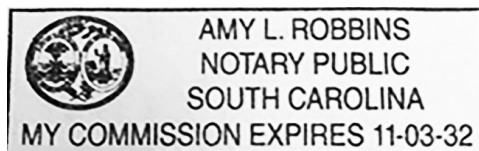
1 insertion(s) published on:
03/23/25

Mary Castro

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Amy Robbins

Notary Public in and for the state of South Carolina,
residing in Beaufort County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 28, 2025
Department: Planning and Economic Development Division
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II

ITEM TO BE CONSIDERED

Subject: Planning Board – Reappointment of John Giglia for a three-year term ending April 30, 2028

Attachments:

Board Service Application from John Giglia (from initial appointment)

Summary:

John Giglia was appointed to the Planning Board to a partial term in January 2023. His partial term expires April 30, 2025, and he is eligible to be reappointed to a full, three-year term.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff recommendation and comments:

Giglia is keenly interested in sustainable growth, preserving parks and trails, and improving the town's water and sewer capacity. He has good meeting attendance and actively participates in meetings and hearings. Staff recommends reappointing Giglia to the Planning Board for a full three-year term.

Action requested:

Reappoint John Giglia to the Planning Board for a term ending April 30, 2028.



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):

John A

Last name (required):

Giglia

Home address (required):

116 Bonaparte Drive

Home phone number:

6318809843

Work phone number:

Email address (required):

jagiglia@gmail.com

Place of employment:

Retired

Job title:

Birth date (required):

June 15, 1956

Gender (required):

Male

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

Other

First choice (required):

Planning Board

Second choice (required):

Parks and Recreation Board

Third choice (required):

Water and Sewer Advisory Committee

Reasons for wanting to serve (required):

I've had 20 years experience with strategic planning. I love Hillsborough and would like to apply my skills toward sustaining and enhancing the community.

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

No but I have served on strategic planning boards at three major universities charting the universities goals of implementing IT solutions in an academic environment.

Relevant work, volunteer or educational experience (required):

Retired 2003

Dir. Univ. Computing, Virginia Commonwealth Univ, Richmond, VA 1999-2003

Dir., Information Technology Services, Marshall University, Huntington, WV 1996-2003

Dir., Computer Laboratories, Stony Brook Univ, Stony Brook, NY 1986-1996

MS Industrial Management, SUNY Stony Brook

BA Economics, SUNY Stony Brook

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

I own a home and live in Hillsborough.

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

I was glad to see the recognition that road traffic will be a major issue as Hillsborough develops.

There is a need to explore relatively inexpensive projects such as dedicated ramp to I85 as a short term solution to some congestion on Churton Ave but long term solutions such as better mass transit need also to be pursued.

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

They were thoughtfully developed and have tried to address some of the issues facing Hillsborough.

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

Sustainable growth

Preserving and enhancing our parks and nature trails

Addressing water consumption costs

How did you hear about this opportunity (required)?

Internet

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 28, 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.

FY 2024-2025

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 04/28/2025 TO 04/28/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Fund Bal.	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
	To cover PD vehicles	46191	04/28/2025	EBRADFORI	3,260,960.00	93,670.00	3,592,907.37
	To cover PD vehicles	46193	04/28/2025	EBRADFORI	3,260,960.00	891.00	3,593,798.37
GF Contingency	10-00-9990-5300-000 CONTINGENCY						
	Adj per reduced social worker grant fundi	46187	04/28/2025	EBRADFORI	450,000.00	-22,000.00	2,519.35
	To cover received fire alarm invoice.	46207	04/28/2025	JFernandez	450,000.00	-410.00	2,109.35
	Cover utility bills at cemeteries through y	46211	04/28/2025	JFernandez	450,000.00	-235.00	1,874.35
Comms.	10-10-4600-5300-080 TRAINING/CONF./CONV.						
	To cover School of Gov course and NC3C	46215	04/28/2025	JFernandez	4,500.00	1,152.00	4,921.00
Comms.	10-10-4600-5300-458 DATA PROCESSING SERVICES						
	To cover upcoming newspaper subscriptic	46197	04/28/2025	JFernandez	0.00	-37.00	2,850.00
	To cover School of Gov course and NC3C	46214	04/28/2025	JFernandez	0.00	-1,152.00	1,698.00
Comms.	10-10-4600-5300-530 DUES & SUBSCRIPTIONS						
	To cover upcoming newspaper subscriptic	46196	04/28/2025	JFernandez	1,105.00	37.00	1,277.00
Public Space	10-10-6300-5300-154 MAINTENANCE - GROUNDS						
	To cover tree and plant work.	46213	04/28/2025	JFernandez	253,556.00	2,000.00	255,556.00
Public Space	10-10-6300-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To cover tree and plant work.	46212	04/28/2025	JFernandez	8,500.00	-2,000.00	6,500.00
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV.						
	To cover insurance payments - NC Interlo	46183	04/28/2025	JFernandez	10,500.00	-5,000.00	5,500.00
Safety & Risk	10-10-6600-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover insurance payments - NC Interlo	46184	04/28/2025	JFernandez	76,000.00	-5,000.00	21,000.00
Safety & Risk	10-10-6600-5300-540 INSURANCE						
	To cover insurance payments - NC Interlo	46185	04/28/2025	JFernandez	327,500.00	10,000.00	373,500.00
GF Revenues	10-20-3800-3700-104 ORANGE COUNTY - SOCIAL WORKER						
	Adj per reduced grant funding	46186	04/28/2025	EBRADFORI	76,389.00	-22,000.00	54,389.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover unis, vests, dept shirts, & psych	46201	04/28/2025	JFernandez	57,375.00	-2,500.00	119,490.00
Police	10-20-5100-5300-350 UNIFORMS						
	To cover unis, vests, and dept shirts.	46202	04/28/2025	JFernandez	21,840.00	2,000.00	30,195.00
Police	10-20-5100-5300-470 HIRING SELECTION PROCESS						
	To cover psych evaluations.	46203	04/28/2025	JFernandez	3,400.00	500.00	5,900.00
Police	10-20-5100-5700-740 CAPITAL - VEHICLES						
	To cover 2 hybrid police vehicles	46188	04/28/2025	EBRADFORI	200,000.00	118,670.00	313,270.00
	To cover PD vehicles	46192	04/28/2025	EBRADFORI	200,000.00	891.00	314,161.00
Fleet Maint.	10-30-5550-5300-490 C.S./ALARM						
	To cover received fire alarm invoice.	46206	04/28/2025	JFernandez	2,750.00	410.00	3,437.00
Ceme-tery	10-40-6400-5300-130 UTILITIES						
	Cover utility bills at cemeteries through y	46210	04/28/2025	JFernandez	500.00	235.00	735.00
GF Transfers	10-71-3870-3870-900 TRANSFER FROM FUND 78-GF COMMITTED						
	To cover PD vehicles	46190	04/28/2025	EBRADFORI	644,500.00	-200,000.00	444,500.00
Police	10-71-5100-5982-950 TRANSFER TO FUND 78-COMMITTED FUNDS						
	To cover PD vehicles	46189	04/28/2025	EBRADFORI	225,000.00	-225,000.00	0.00

JFernandez
fl142r03

04/21/2025 6:11:59PM

Page 1 of 2

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 04/28/2025 TO 04/28/2025

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS To cover outside lab services.	46194	04/28/2025	JFernandez	219,700.00	-1,000.00	216,700.00
WTP	30-80-8120-5300-340 OUTSIDE LAB SERVICES To cover outside lab services.	46195	04/28/2025	JFernandez	14,500.00	1,000.00	15,500.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE To cover shop stock replacement/replish	46204	04/28/2025	JFernandez	50,000.00	-12,000.00	53,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover shop stock replacement/replish	46205	04/28/2025	JFernandez	120,000.00	12,000.00	110,605.00
WWTP	30-80-8220-5300-112 POSTAGE To cover postage expense.	46199	04/28/2025	JFernandez	50.00	9.00	59.00
WWTP	30-80-8220-5300-145 MAINTENANCE - BUILDINGS To cover purchase in corrected account co	46209	04/28/2025	JFernandez	4,140.00	40.00	208.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT To cover data processing and postage exp	46200	04/28/2025	JFernandez	103,700.00	-165.00	110,251.00
	To cover purchase in corrected account co	46208	04/28/2025	JFernandez	103,700.00	-40.00	110,211.00
WWTP	30-80-8220-5300-458 DATA PROCESSING SERVICES To cover data processing expense.	46198	04/28/2025	JFernandez	1,000.00	156.00	1,606.00
						<u>-254,878.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	April 28, 2025
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Period Poverty Awareness Week

Attachments:

Proclamation

Summary:

The Diaper Bank of North Carolina is located in Hillsborough and serves the community through various programs aimed at assisting families and individuals with necessities such as period supplies, diapers, formula and adult incontinence supplies.

Period Power is a program of the Diaper Bank of North Carolina that addresses period poverty through distribution of period products and advocacy work and is a member of the Alliance for Period Supplies, which has been actively raising awareness and addressing period poverty across the country. The Alliance for Period Supplies supports a network of over one hundred active period supply banks in nearly 40 states. Along with the Alliance for Period Supplies, individual organizations and grassroots leaders will hold events and work with their local and state governments to raise awareness of this need and how they can support people in our communities.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

To adopt a proclamation designating May 12 through May 18, 2025 as Period Poverty Awareness Week in Hillsborough. This proclamation will be used in conjunction with other states and local governments around the United States to inform our community that there are people who cannot afford the period products they need, preventing them from going to work or school and living full, healthy lives.



PROCLAMATION

Period Poverty Awareness Week

May 12-18, 2025

WHEREAS, approximately half of the population will have a period every month for decades of their lives and period supplies are a necessary product, each month, for millions of people across the country; and

WHEREAS, national surveys and research studies report that one in four menstruating individuals struggle to secure enough period supplies to meet their needs each month due to a lack of income and this lack of period supplies, known as period poverty, can adversely affect the health and well-being of menstruators; and

WHEREAS, national surveys also report that one in five women and girls miss work or school due to lacking a sufficient period supplies, exacerbating the vicious cycle of poverty by forcing menstruators to withdraw from daily life, losing pay or missing educational opportunities; and

WHEREAS, menstruators struggling with period poverty risk infections by using proxy products not intended for this purpose or not changing products as often as needed; and

WHEREAS, the people of Hillsborough recognize that period poverty is a public health issue, and addressing period poverty can enhance economic opportunity for Hillsborough's people and surrounding communities and improved health for women and girls/menstruators, thus ensuring all people have access to the basic necessities required to thrive and reach their full potential; and

WHEREAS, Hillsborough is proud to be home to trusted organizations, including Period Power, a program of the Diaper Bank of North Carolina, that recognize the importance of period products in ensuring health and providing economic stability and thus distribute period products through various channels; and

WHEREAS, the Hillsborough Board of Commissioners extends its sincere gratitude to the aforementioned period supply banks, their staff, volunteers and donors, for their courageous service during the crisis, and encourage the citizens of Hillsborough to donate generously to period supply banks, product drives, and those organizations that collect and distribute period products to those struggling with period poverty, so that the Hillsborough community can thrive and reach their full potential;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 12 through May 18, 2025, as "Period Poverty Awareness Week" in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 28th day of April in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 28, 2025
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Resolution to Apply for Clean Water Revolving Loan Funding for Eno River Outfall – East Sewer Replacement Project

Attachments:

Resolution

Summary:

The Utilities Department is updating a former funding application for State Revolving Funds to resubmit for the Spring 2025 funding round. This resolution is required as part of the application submittal approval, acceptance of certain conditions if funding is awarded and to identify the town manager as authorized to sign documents related thereto.

Financial impacts:

None at this time except staff time to complete and submit the application.

Staff recommendation and comments:

None

Action requested:

Approve resolution to apply for funding and designate the town manager as a delegated signing authority on applicable related documents.



RESOLUTION

Spring 2025 State Division of Water Infrastructure Funding Round Eno River Outfall - East Sewer Replacement Project

WHEREAS, the Town of Hillsborough has a dire need for and intends to design and construct a sewer replacement project described as Eno River Outfall – East which will replace (and hopefully relocate out of the floodway) over 3,000 linear feet of over 40-year-old sanitary sewers; and

WHEREAS, the Town of Hillsborough intends to request state loan and/or grant assistance for the project;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners declares the Town of Hillsborough, as the applicant, will:

1. Arrange financing for all remaining costs of the project, if approved for a state loan and/or grant award.
2. Provide for efficient operation and maintenance of the project on completion of construction thereof.
3. Adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
4. Include in the loan agreement a provision authorizing the North Carolina State Treasurer, upon failure of the applicant to make a scheduled repayment of the loan, to withhold from the applicant any state funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the state as a repayment of the loan.
5. Designate Town Manager Eric J. Peterson, as the authorized representative and any successors so titled, to hereby authorize execution and filing of an application on behalf of the applicant with the state of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.
6. Authorize and direct the authorized representative, and successors so titled, to furnish such information as the appropriate state agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
7. Have substantially complied or will substantially comply with all federal, state, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to federal and state grants and loans pertaining thereto.

Approved this 28th day of April in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 28, 2025
Department: Planning and Economic Development Division
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II

ITEM TO BE CONSIDERED

Subject: Annexation interest letter for 618 and 700 N.C. Hwy. 86 North

Attachments:

1. Maps (vicinity, town limits, zoning, future land use)
2. Annexation interest letter

Summary:

Annexation Interest – 618 & 700 NC 86 N	
Interested party:	NC Hwy 86, LLC (property owners)
Annexation type:	Voluntary, noncontiguous
Acreage:	+/- 5.68 acres total
Current zoning:	Light Industrial (no change proposed)
Future land use:	Designated as Light Industrial
Proposed land use:	40,000 sq. ft. light industrial building for Green Zone, a textile recycler and wholesale distributor of secondhand apparel.

Financial impacts:

If annexed, the town would receive property tax revenue from the properties/development. The owner would be responsible for the cost of the water connection and would receive water service at the in-town rate. The owner is not requesting sewer service and is proposing to operate on a septic system.

Staff recommendation and comments:

The properties proposed for annexation are noncontiguous, or “in satellite,” meaning they are not adjacent to current town limits. Under state law, only 10% of a municipality’s corporate limits can be in satellite. The Town of Hillsborough has a total satellite allowance of 390.84 acres, of which 184.50 acres is still available.

Zoning designation

The properties are zoned Light Industrial in the town’s extraterritorial jurisdiction. The owner is not seeking to rezone the properties; if annexed, they would remain Light Industrial. Unified Development Ordinance Section 4.2.8, Light Industrial District, says the following about the district:

“The purpose of the Light Industrial district is to accommodate light manufacturing, research and development, and other small-scale uses that have minimal exterior movement of vehicles, materials, and goods, as well as minimal environmental and visual impacts...This district will generally be applied where... water and sewer lines exist at the site or are to be made available as a part of the development process [and] direct vehicular access is to a public street with immediate and convenient access to a street classified as an arterial. Immediate and convenient shall in this case mean traffic would not travel through or adjacent to an existing residential neighborhood to get from the site to the arterial road.”

Future Land Use Map designation

The Future Land Use Map designates these properties as Light Industrial. The Future Land Use Plan says the following about the Light Industrial future land use designation:

“[This] classification is applied to areas that currently support industrial uses or lands that could accommodate a variety of industrial establishments which employ high environmental quality standards and have minimal impacts on adjacent uses. These areas incorporate larger tracts of land because of their nature and function. Industrial developments should provide shared access and have a coordinated design and a planned layout.”

Water and sewer availability

The properties front onto an 8” water line in the N.C. Hwy. 86 North right-of-way. The properties do not front on sewer. The applicant intends to operate the business on a septic system.

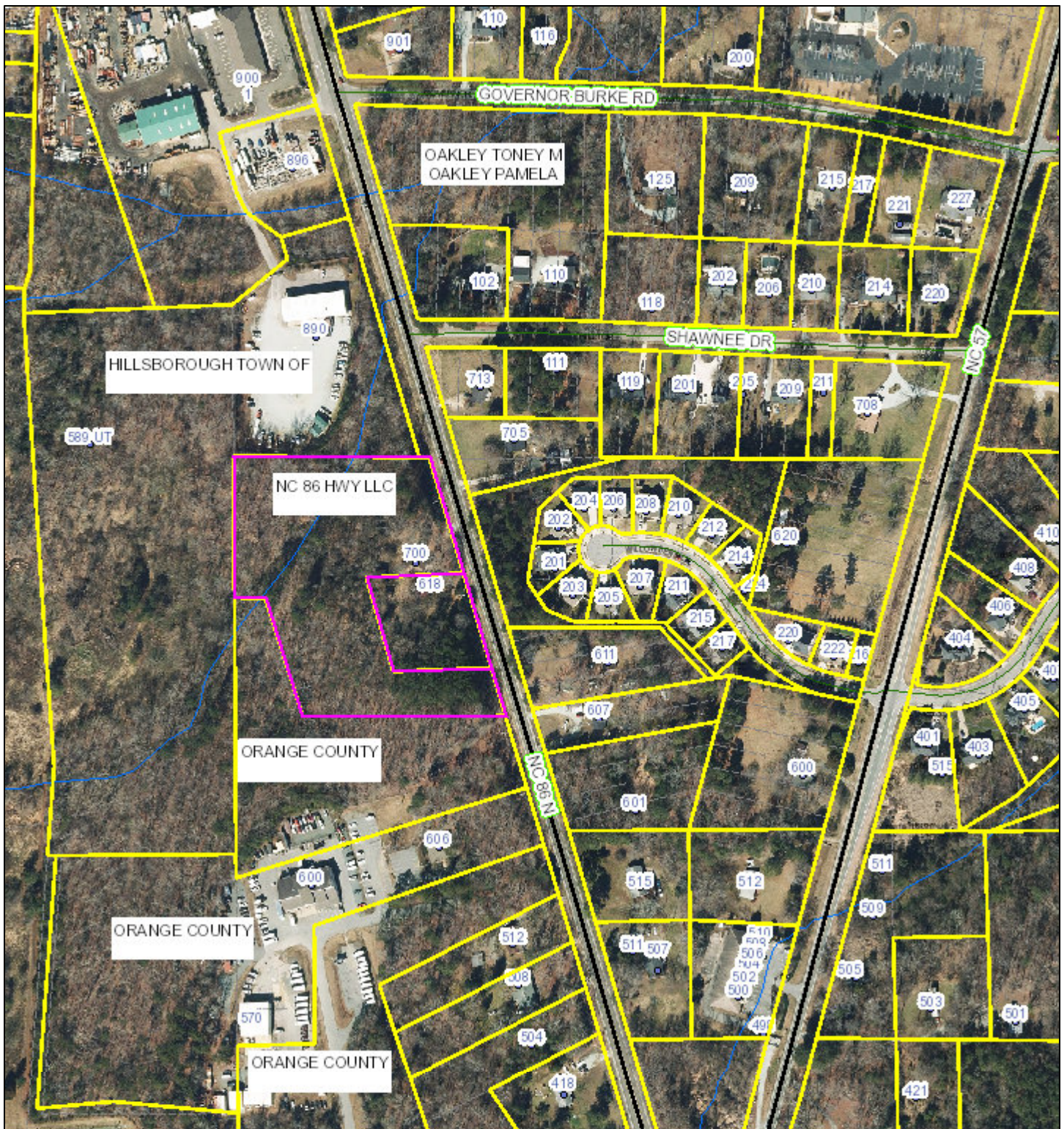
Staff recommendation

Staff recommends allowing the applicant to proceed with an annexation petition.

Action requested:

Indicate whether the applicant may proceed with an annexation petition.

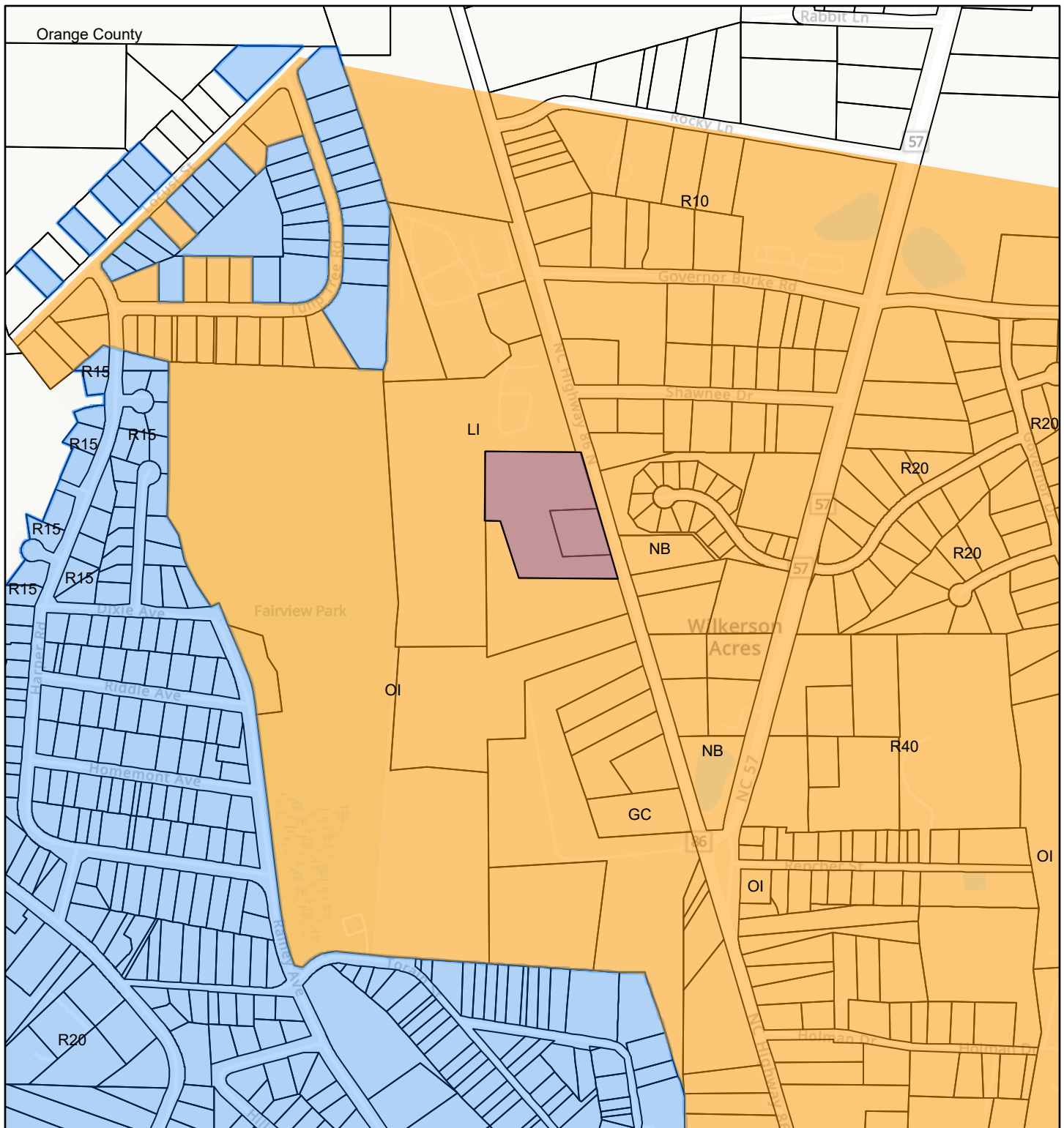
Vicinity Map - 618 & 700 NC 86 N



April 11, 2025

$$1'' = 300'$$

618 & 700 NC 86 N - Relative to Town Limits



4/11/2025

$$1'' = 300'$$


Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

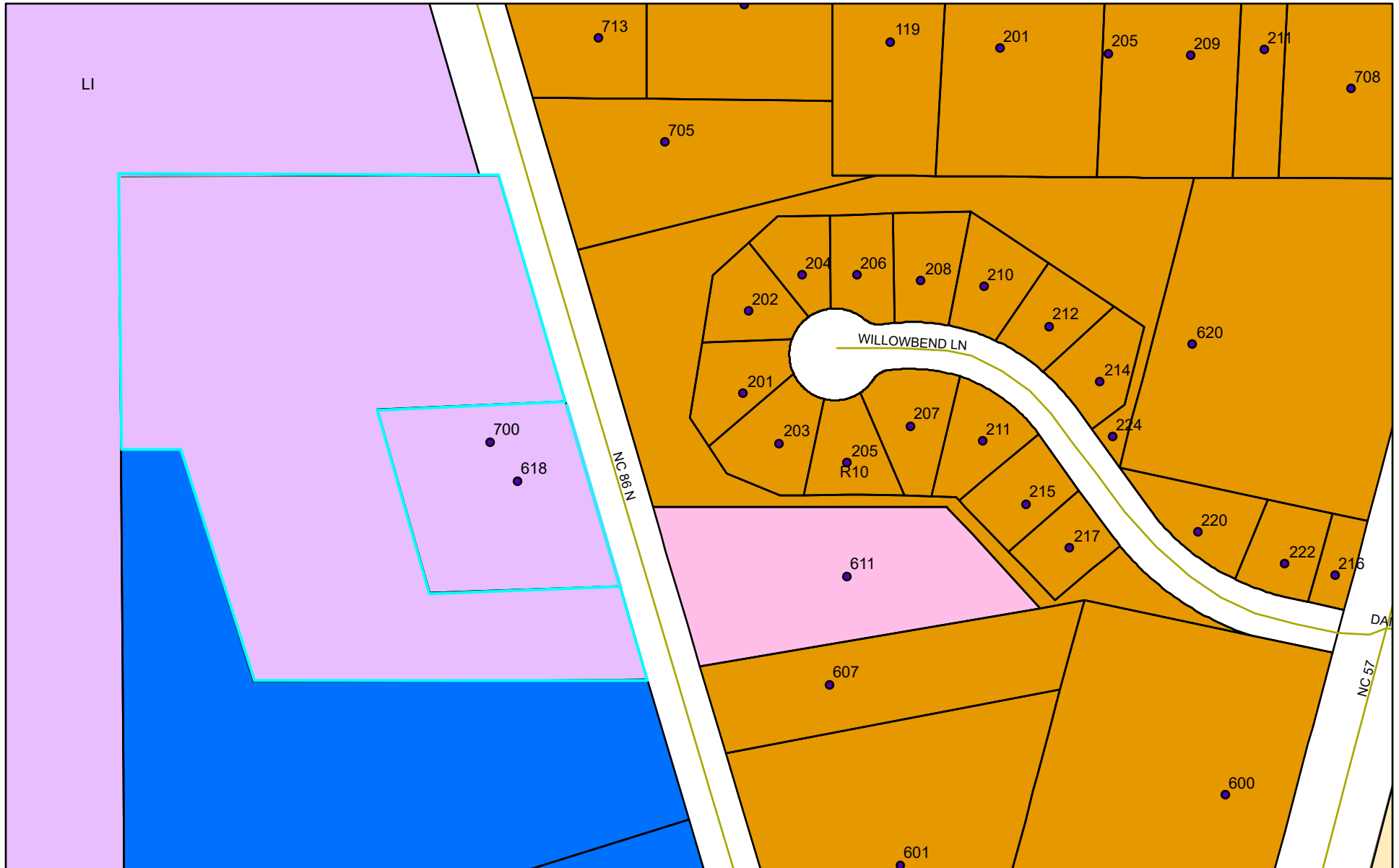
Hillsborough ETJ

Hillsborough Town Limits

Parcels

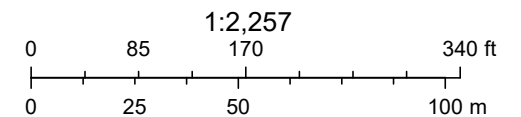
618 & 700 NC 86 N

Zoning Map - 618 & 700 NC 86 N

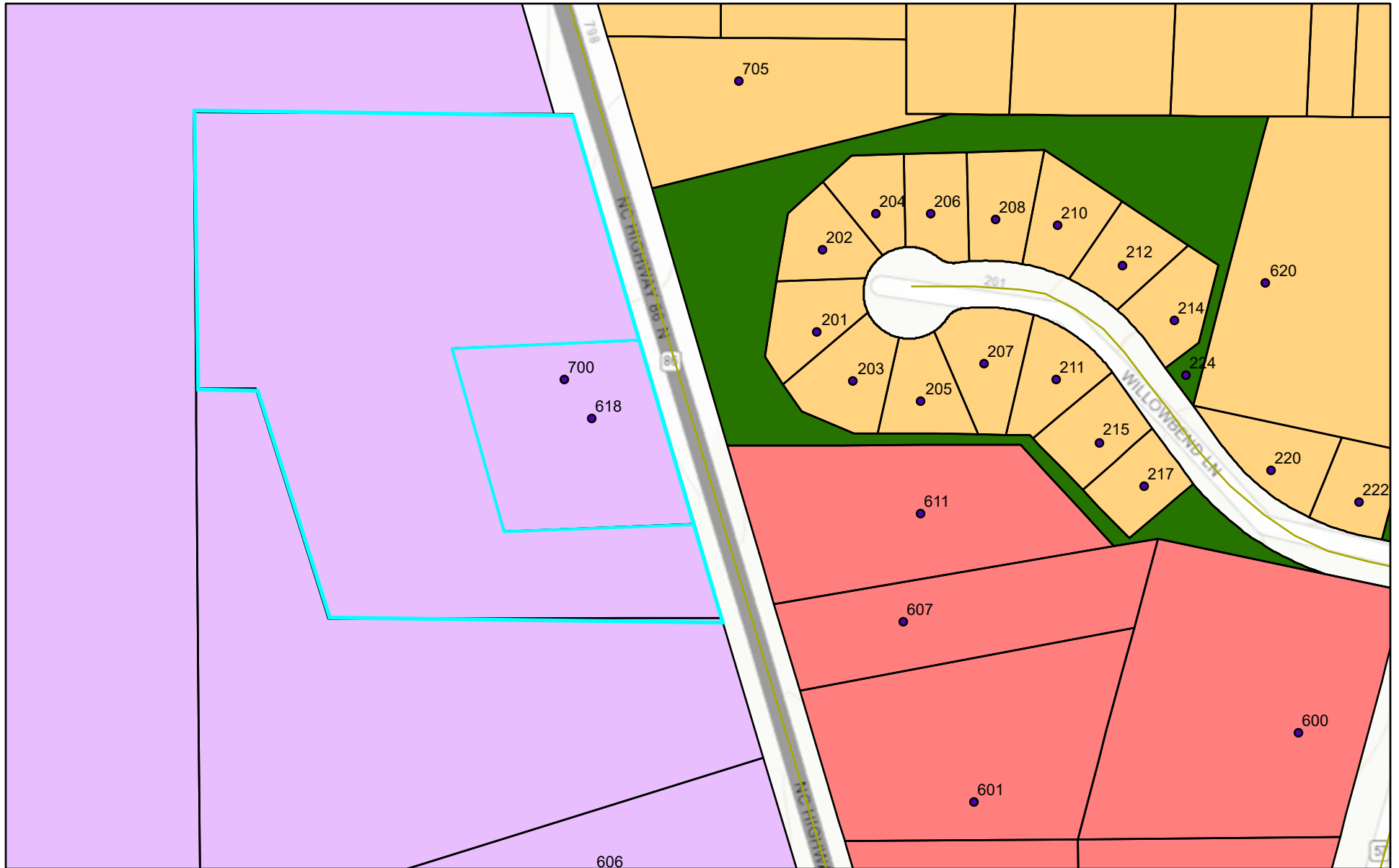


4/11/2025, 12:45:00 PM

- | | | |
|------------------|--------------------------|-------------------------------|
| Streets | Parcels | OI Office Institutional |
| Addresses | ZoningLayers | R10 Residential 10,000 sf min |
| Hillsborough ETJ | LI Light Industrial | R20 Residential 20,000 sf min |
| | NB Neighborhood Business | |

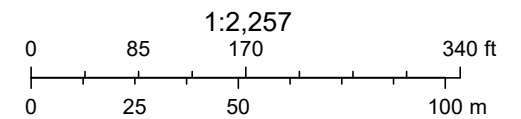


Future Land Use Map - 618 & 700 NC 86 N



4/11/2025, 12:41:33 PM

- Addresses
- ▭ Parcels
- ▬ Streets
- ▭ Urban Service Area
- HillsboroughLandUse
- ▭ Light Industrial
- ▭ Medium-Density Residential
- ▭ Neighborhood Mixed Use
- ▭ Permanent Open Space



Orange County, NC, State of North Carolina DOT, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

Web AppBuilder for ArcGIS

Orange County, NC, State of North Carolina DOT, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA |



March 20, 2025

Town of Hillsborough
Board of Commissioners
101 E Orange Street
Hillsborough, NC
via email: Molly.Boyle@HillsboroughNC.gov

RE: Annexation Request
618, 700 NC Hwy 86N
Orange County, NC

Dear Commissioners,

We, NC HWY 86 LLC, the property owners, respectfully request voluntary annexation of the referenced property into the Town of Hillsborough. This land, currently two parcels totaling approximately 5.68 acres, is in the Town of Hillsborough ETJ. The current zoning is LI (Light Industrial), and the proposed development is a light industrial building of approximately 40,000 square feet.

The building will require connection to the existing municipal water system, and the wastewater will be treated on site with a septic drain field system to be constructed on the northwest portion of the property.

We look forward to working through the process with you and your staff. Bobbitt Construction will be handling our design and construction for this project.

Kind regards,

Mike Toska

Mike Toska, Manager
NC HWY 86 LLC

Cc: Bobbitt Construction, Inc.

Green Zone Recycling
800-767-1284 - Office
855.429.2487 - Fax
info@greenzonenc.com
www.greenzonenc.com



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	April 28, 2025
Department:	Planning and Economic Development
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Shannan Campbell, Planning and Economic Development Manager
Brynn and Melissa Schreiner, Property Owner(s)

ITEM TO BE CONSIDERED

Subject: Resident Request – Presentation from Brynn and Melissa Schreiner on Development Issues with the Property at 644 McAdams Rd.

Attachments:

1. Presentation materials submitted by the Schreiners
2. Ordinance #20241028-6.B (adopting text amendment on accessory dwelling units and private streets)

Summary:

Brynn and Melissa Schreiner purchased a vacant 0.85-acre parcel at 644 McAdams Rd. (PIN 9864-99-8887). Note that the property has a McAdams Road address, but is actually on an unnamed private, unimproved right of way, that wyes off McAdams Road.

The Schreiners purchased the property to build a single-family dwelling and an accessory dwelling unit two years ago. The Schreiners have been working on the project, and they have encountered several development challenges, largely stemming from private road construction requirements to serve the new residence and accessory dwelling unit. They have requested to address the Board of Commissioners to explain their circumstances and see if the board will exempt them from the requirements.

Financial impacts:

To be determined.

Staff recommendation and comments:

The town board recently adopted an amendment to the Unified Development Ordinance in October 2024 (see enclosed ordinance for reference). Previously, the ordinance only allowed attached accessory dwelling units on private streets. Since the text amendment was adopted in October, both attached and detached accessory dwelling units are now allowed on private streets, but the private streets must still comply with the Unified Development Ordinance regulations and the Hillsborough Street Manual.

Staff does not recommend changing the regulations regarding accessory dwelling units and private streets. Town staff does not recommend allowing new residential units and accessory dwelling units to be constructed without appropriate egress for fire and emergency services, as a public safety issue. However, staff will gladly continue to work with the Schreiners on their project and take feedback/direction from the board on how to proceed with the Schreiners' concerns.

Action requested:

Consider the residents' comments, receive staff feedback, and then provide direction on how the town board wants the property owner and/or town staff to proceed (*e.g.*, text amendment; variance; no action- have property owner comply with the Unified Development Ordinance requirements).

Submission #	3937360
IP Address	173.95.213.94
Submission Recorded On	April 17, 2025 5:52 p.m.
Time to Take Survey	3 minutes, 41 seconds

Page 1

Requests must:

- Be received 10 calendar days before the requested meeting date.
- Be accompanied by supporting documentation.
- Pertain to town business — any item that requires board action or discussion or that the Hillsborough Board of Commissioners has statutory authority to act on.

The Board of Commissioners decides what items will be added to the agenda.

*** Requester's name**

Brynn Schreiner

*** Requester's address**

644 McAdams Road
Hillsborough North Carolina 27878

*** Requester's phone number**

910-545-4679

*** Detailed reason for request**

Our names are Brynn and Melissa Schreiner and we own the property at 644 McAdams Street, here in Hillsborough. We have been working with the Town of Hillsborough Planners and Utilities for 2 years and we are still having lots of challenges. The challenges we are facing are not with the people in Planning or Utilities, just the opposite they have been very helpful in answering our questions and helping us with this process. The multiple issues that we are dealing with all revolve around the fact that our portion of McAdams is not considered a public road, and as such it has private road requirements. We have gotten into the appropriate references and worked with the right people in Planning and Utilities. Why we are requesting an audience with the Board of Commissioners is that our property has some unique challenges with it because of the private road access, but that coupled with our desire to build a small house with an Accessory Dwelling Unit (ADU), has triggered a daisy chain of requirements and confusion that has us needing your assistance. The folks in the Planning Department and Utilities are extremely helpful in laying out the requirements set forth in the current version of the Unified Development Ordinance (UDO). Unfortunately, the UDO does not seem to account for some of the circumstances specific to our piece of property, nor the impacts those requirements will have on the neighboring properties. We would like the opportunity to speak to the Board of Commissioners to hear the challenges we have gone through for the last 2 years as well as our proposed solutions. We are looking to be able to meet at the 28 Apr 2025 meeting and we will have a presentation to convey the chronology of events as well as photos and visual depictions of the challenges we are currently facing. Thank you for your consideration with these matters. Brynn and Melissa Schreiner (Presentation is submitted via PDF for size, but we would like to present it via Powerpoint).

*** Document attachment**

644 McAdams Road challenges.pdf

*** Signature of requester**

Brynn H. Schreiner

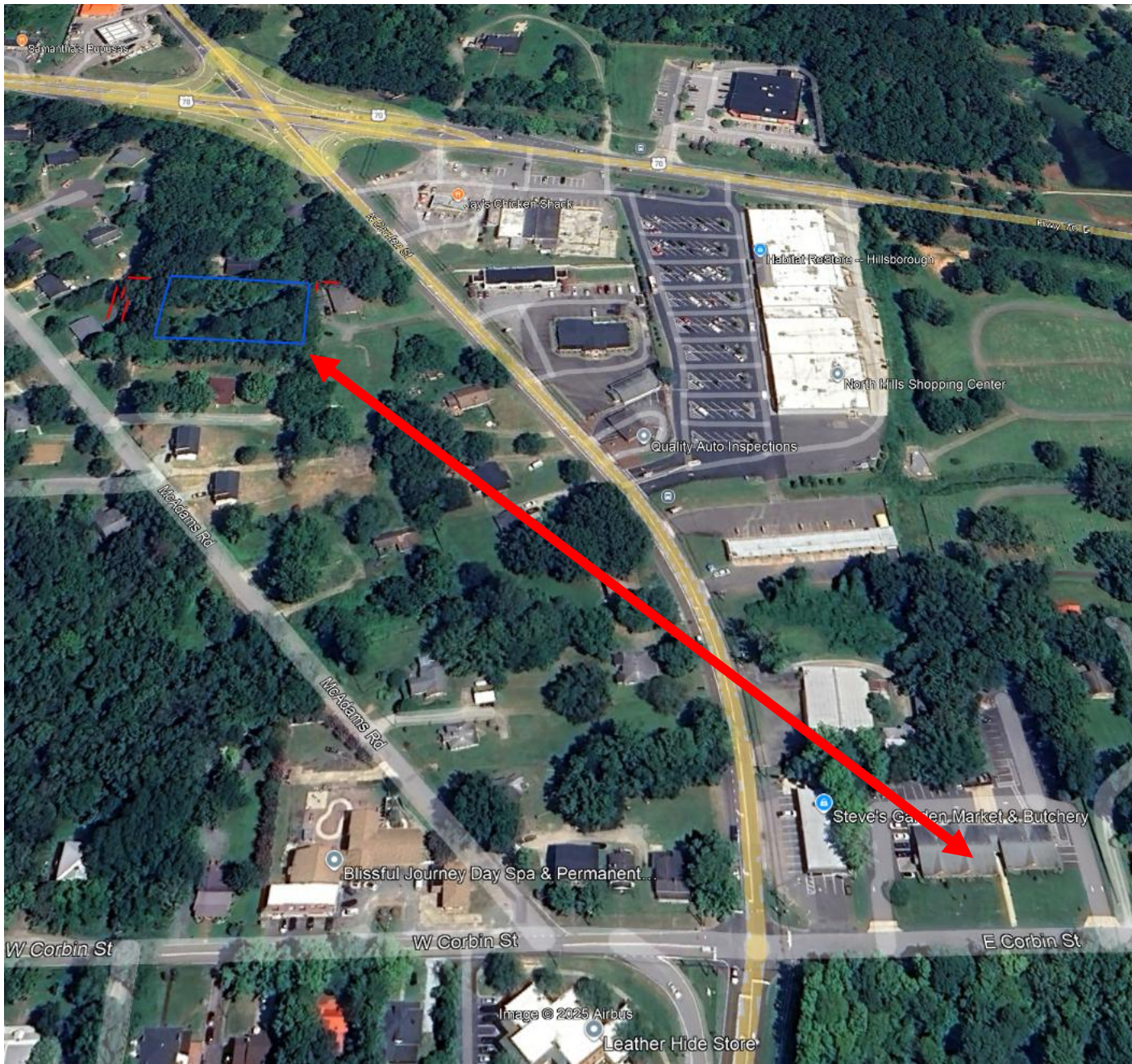
644 McAdams Road Hillsborough, NC 27278

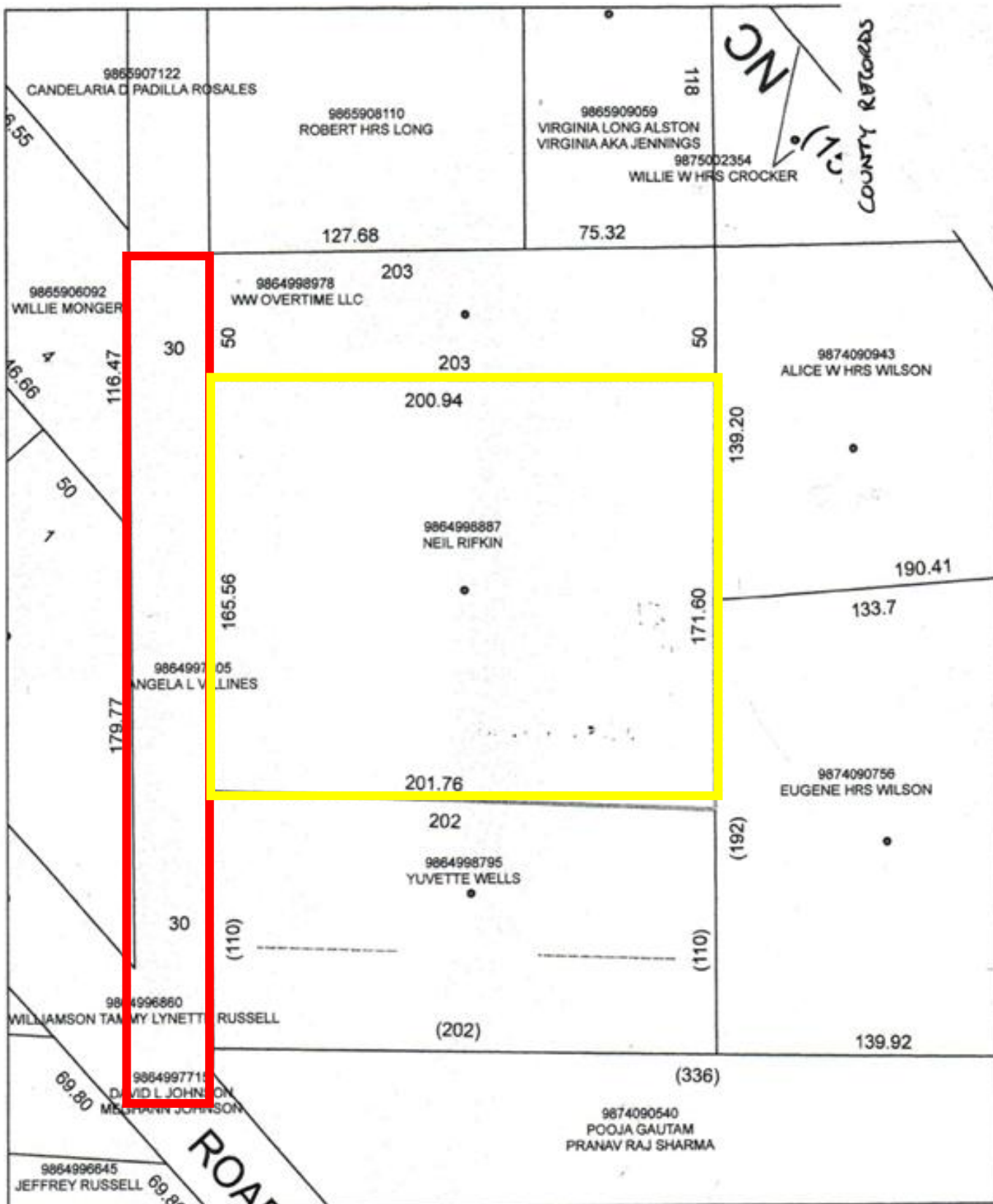
- Property Specifics
 - Zoning R 10
 - Acreage 0.85 acres
 - Size of Dwelling 1576 sqft heated (1040 sqft Main, 536 sqft ADU)
 - Timeline (2 Years into this)
 - Research
 - 14 Apr 2023 Initial Contact with Town of Hillsborough Planning
 - 19 Apr 2023 First meeting with Planners talking about the ADU (intent detached)
 - 19 Apr 2023 ...But the ADU or second dwelling would not be allowed because of the private road. (Have to attach even if just by the roof)
 - 1 May 2023 Contingent Offer to Seller "... offer contingent on the results from our inquiries with the town of Hillsborough pertaining to utilities."
 - 18 May 2023 Answers from Town of Hillsborough Utilities
 - 5 Jul 2023 Purchase of the Property
 - 7 Jul 2023 "...What we generally do is make this 644 Unit b." Evan Punch
 - 24 Aug 2023 "...will allow for the attached ADU if both dwellings use the same tap for water and sewer. The current lines cannot support another meter on the line, but if you meter both dwellings together, you are good to go." Evan Punch
 - 19 Feb 2024 First set of plans completed with Architect (Attached ADU)
 - 27 Jun 2024 Meeting with Tom King, mentioned Challenge to UDO wording August. First discussion going back toward "Detached" vs "Attached" for the ADU
 - 23 Jul 2024 Detached plans completed with Architect (change fees required)
 - 15 Aug 2024 Public Planning Board – B. Schreiner spoke
 - 19 Sep 2024 Public Planning Board – B. Schreiner spoke
 - 19 Sep 2024 First told of "Private Road Standards" being new requirement for our property/project.
 - 7 Oct 2024 First explained what "Private Road Standards" meant with regard to our property "...first need to construct a complying private street from the public street up to your lot before permits would be issued for construction of a detached ADU. The Town's private street standards can be found in Appendix A of the Town's Street Manual."
 - 14 Oct 2024 Public Planning Board – Did not vote
 - 28 Oct 2024 Planning Board Vote to change UDO
 - 12 Dec 2024 Meeting with Builder and Utilities on site to discuss
 - 13 Dec 2024 Survey of Property
 - 6 Jan 2025 "...I do know from experience that "A" & "B" addresses will not be approved." Tom King
 - 31 Jan 2025 Meeting with Engineer at site, First discussion that will have to remove trees for ditches
 - 3 Feb 2025 Met with neighbor (646 McAdams Road); Survey, Pvt Road, Rename
 - 15 Apr 2025 Spoke with EMS Supervisor and he was able to put 644 McAdams
- had into his vehicle (tablet type display) and it depicted all 3 addresses: 642, 644, 646.

644 McAdams Road Hillsborough, NC 27278

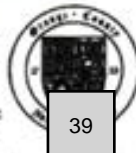
- No issues with Town Planners
- No issues with Town Utilities
- No issues with the spirit and intent of the Unified Development Ordinance (UDO)
- Issues with the application of the UDO to our specific situation and the evolving challenges.
- Topics/Issues
 - Water/Sewer
 - Garage Detached
 - ADU (21'x25' = 536 sqft)
 - Postal Address
 - Survey / Setbacks
 - Private Road
 - Trees
 - UDO wording and Planning Board Interpretation vs. Application and exceptions
 - Can't use old UDO as no permit was put in. Our permit was not put in because we were being told it would not be approved.
- Request/Recommendations
 - At the end of the presentation after the reference slides.

Orientation

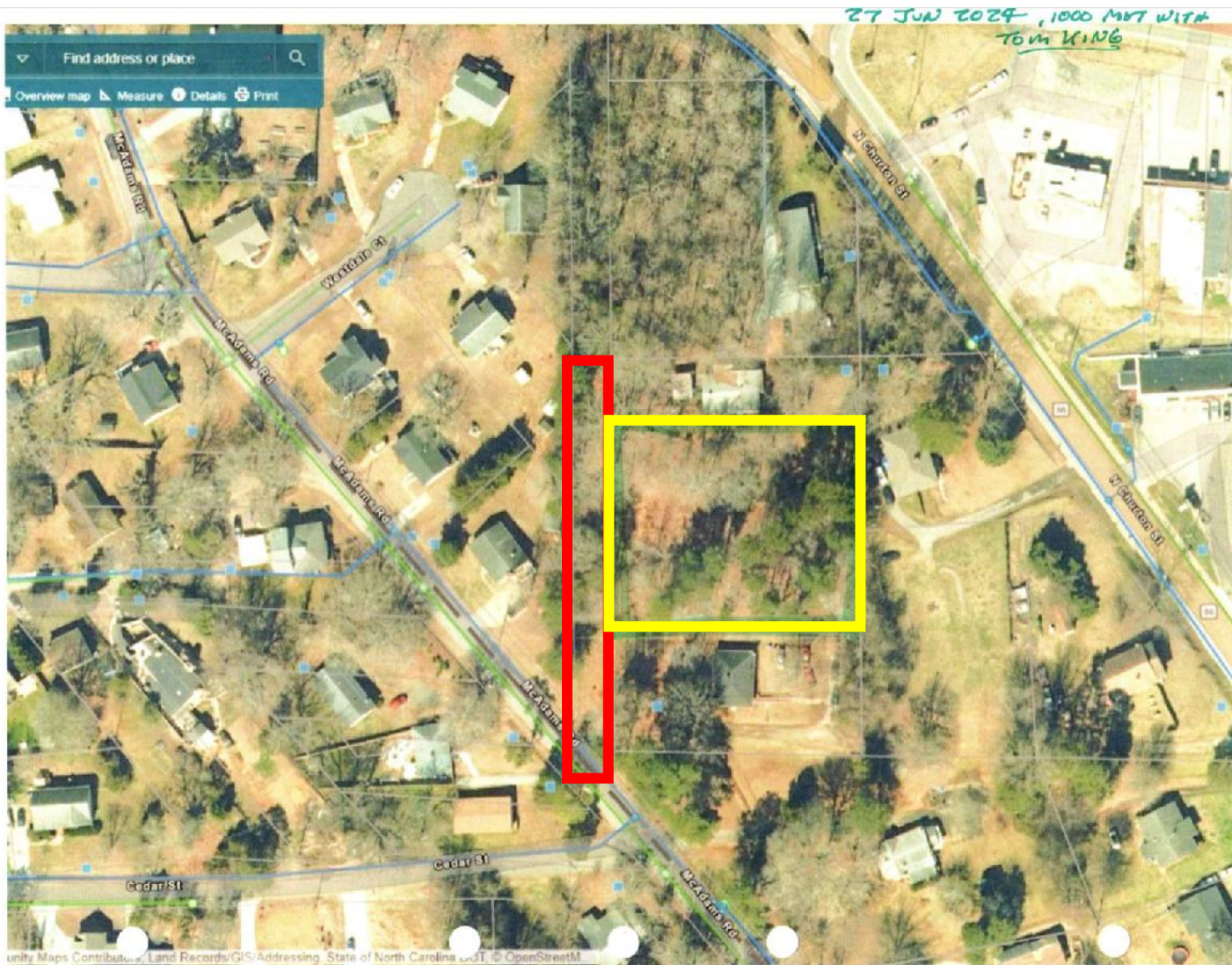




This map contains parcels prepared for the inventory of real property within Orange County, and is compiled from recorded deed, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this map. The county and its mapping companies assume no legal responsibility for the information on this map.

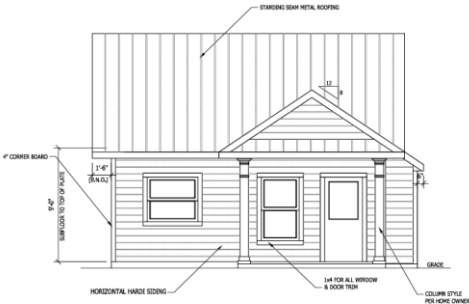


Sat/Plat with areas outlined

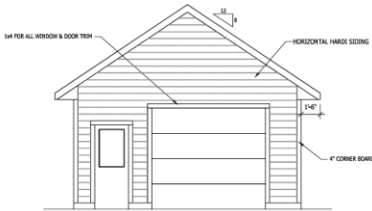




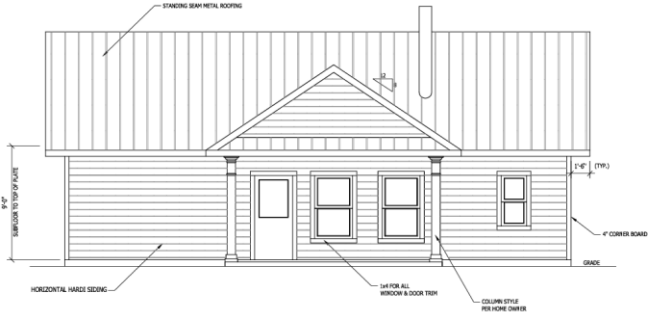
House, ADU, Garage planned



**ACCESSORY DWELLING UNIT
FRONT ELEVATION**



GARAGE FRONT ELEVATION



MAIN HOUSE FRONT ELEVATION

UDO (amended 12 Dec 2022)

Version in the Town link
Apr 2023 when we started
researching



UNIFIED DEVELOPMENT ORDINANCE

Adopted: Feb. 28, 2011

Amendments:

April 11, 2011	September 9, 2019
September 12, 2011	December 9, 2019
December 12, 2011	March 9, 2020
March 12, 2012	September 14, 2020
June 11, 2012	March 8, 2021
September 17, 2012	June 14, 2021
December 10, 2012	June 28, 2021
March 11, 2013	September 13, 2021
June 10, 2013	December 13, 2021
July 8, 2013	March 14, 2022
September 9, 2013	June 13, 2022
December 9, 2013	September 12, 2022
March 10, 2014	October 10, 2022
June 9, 2014	December 12, 2022
September 8, 2014	
November 24, 2014	
December 8, 2014	
March 9, 2015	
June 8, 2015	
September 14, 2015	
November 30, 2015	
March 14, 2016	
June 13, 2016	
September 12, 2016	
December 12, 2016	
March 13, 2017	
June 12, 2017	
September 11, 2017	
December 11, 2017	
March 26, 2018	
September 10, 2018	
October 22, 2018	
December 17, 2018	
March 11, 2019	
June 10, 2019	

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5.2.8 DWELLING, ACCESSORY

Hillsborough Unified Development Ordinance

The following sections are provided to create opportunities for a diversity of housing stock within town. A dwelling unit must contain sleeping, cooking, and bathroom facilities. Guest quarters or suites that do not contain all three types of facilities are not dwelling units and are not reviewed in this section.

5.2.8.1 Accessory dwelling units in freestanding structures

New or existing accessory buildings may be used as dwelling units in addition to the principal dwelling unit in the R-10, R-15, and R-20 districts, subject to the following conditions:

- 5.2.8.1.a The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.1.b The lot has direct access to a public street.
- 5.2.8.1.c One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.1.d The structure containing the accessory dwelling must meet the applicable primary building setbacks established in Table 6.3.1, *Dimensional Requirements – residential* OR Section 7.5.3, *Non-conforming lot setback requirements*. The existing, primary dwelling may be non-conforming in regard to building setbacks required in the zoning district. The setback provision in Section 9.1.5.2.c of this ordinance is available for an accessory building containing a dwelling unit.
- 5.2.8.1.e An accessory dwelling unit in a freestanding structure shall be located to the side or rear of the primary dwelling and behind the primary dwelling's front façade.
- 5.2.8.1.f All structures containing dwellings are connected to municipal water and sewer service.
- 5.2.8.1.g The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area and/or height of the principal dwelling unit.
- 5.2.8.1.h The accessory unit is constructed to the state building code for one- and two-family dwellings (i.e., is not a manufactured home).
- 5.2.8.1.i There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.1.j The application materials indicate storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.1.k Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

Hillsborough Unified Development Ordinance

5.2.8.2 Accessory dwelling units within a principal single-family dwelling

Accessory dwelling units may be located within a principal single-family dwelling in any zoning district, subject to the following conditions:

- 5.2.8.2.a The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.2.b One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.2.c Both dwellings are connected to municipal water and sewer service.
- 5.2.8.2.d The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area of the principal dwelling unit.
- 5.2.8.2.e The accessory dwelling unit must have its own exterior access. Any interior access to the principal dwelling must be lockable from both dwellings.
- 5.2.8.2.f There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.2.g The application materials indicated storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.2.h Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

UDO Cliff Notes

.UDO cliff notes

.Source Page # Topic # Title Notes

UDO 6-22 6.8 Design Requirements for all new Residential Buildings

UDO 6-22 6.8.3 Entrances 1. The front door shall face the front of the lot.

UDO 6-22 6.8.4 Garages, Carports, and Accessory Structures 2. Garages, carports, and accessory structures shall not exceed 40% of the primary structure's building footprint.

UDO 6-22 6.8.4 Garages, Carports, and Accessory Structures 3. Garages, carports, and accessory structures shall not be greater in height than the primary structure.

UDO 6-22 6.8.4 Garages, Carports, and Accessory Structures 4. Garages, carports, and accessory structures shall not exceed 50% of the width of the front façade of the primary structure.

UDO 6-22 6.8.4 Garages, Carports, and Accessory Structures 5. Detached garages are encouraged.

UDO 9-12 Definitions **Dwelling, Accessory** A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit, whether part of the same structure as the principal dwelling unit, or as a detached, subordinate structure on the same zoning lot. Efficiency apartments are one type of accessory dwelling. (See also definition for efficiency apartment).

UDO 9-12 Definitions **Efficiency Apartment** An efficiency apartment is a dwelling use accessory and subordinate to a principal single-family dwelling, that is located within the principal dwelling unit.

Garages (from UDO)

Hillsborough Unified Development Ordinance

building and the street.

6.7.12.5 Accessory buildings shall be architecturally compatible with the primary building.

6.8 DESIGN REQUIREMENTS FOR ALL NEW RESIDENTIAL BUILDINGS

6.8.1 PURPOSE AND INTENT

It is the intent of this section to protect and promote the public health, safety, and general welfare by regulating the appearance of residential construction in order to protect and preserve the appearance, character, and value of adjacent properties. Where existing conditions such as limited visibility of the building or features make satisfying these requirements unnecessary or non-compliance with the design requirements achieves another town goal, the permit-issuing authority may modify the requirements based on competent evidence provided by the applicant to establish that alternatives provided by the applicant will satisfy the purpose and intent of the design requirements, and will protect the use, enjoyment and value of adjoining properties.

6.8.2 APPLICABILITY

All new single-family detached dwellings in residential developments requiring a Special Use Permit must meet the following general principles.

6.8.3 ENTRANCES

6.8.3.1 The front door shall face the front of the lot.

6.8.4 GARAGES, CARPORTS, AND ACCESSORY STRUCTURES

6.8.4.1 Garage, carport, and other accessory structure entries shall not be located closer to the front lot line than the façade wall which contains the front door.

6.8.4.2 Garages, carports, and accessory structures shall not exceed 40% of the primary structure's building footprint.

6.8.4.3 Garages, carports, and accessory structures shall not be greater in height than the primary structure.

6.8.4.4 Garages, carports, and accessory buildings shall not exceed fifty percent (50%) of the width of the front façade of the primary structure.

6.8.4.5 Detached garages are encouraged.

6.8.5 VARIATION

6.8.5.1 Variation of exterior building materials and exterior façade arrangements from house to house is encouraged to allow easy identification of houses from the street. Excessive variation of façade planes, roof pitches, and building materials on an individual structure is discouraged.

Water / Sewer

2023 05 18 Utilities Email

RE: Water and Sewer Inquiry Received

Tyler Freeman <tyler.freeman@hillsboroughnc.gov>

Thu 5/18/2023 9:18 AM

To: Brynn Schreiner <fonzie09@hotmail.com>

1 attachments (706 KB)

644 McAdams Exhibit.pdf;

Brynn,

There has been an update on 644 McAdams, and it is as follows:

The Town of Hillsborough has completed a field evaluation of the existing sewer connections at the 644 McAdams Rd property. The results of the field evaluation shown on the attached map. This field evaluation and our subsequent conversation with the property owner have updated our guidance on development of this property to the following:

Water Service: The water service to the 644 McAdams is currently abandoned. To locate the approximate alignment of the abandoned service, this alignment is shown as a dashed line in the attached. This service is undersized, compromised, and not suitable for a new development. To allow development to proceed at 644 McAdams, the Town will require the developer to locate a new water main in McAdams Road and set a new water meter at the property. Town staff will field coordinate the location of the new water meter box with the developer prior to installation to ensure there is no conflict with the existing watermain in McAdams Road and set a new water meter at the property. The developer will be responsible for installing the new water service from the meter box to the new home, an approximate alignment of which is shown on the attached as a solid red line.

Sewer Service: The existing, private sewer service is shown as the dashed, orange line on the attached exhibit. This line crosses multiple parcel private property boundaries and is not currently permitted in the Town. The current property owner was able to obtain a deed or prescriptive easements exist for the private service in the existing easements can therefore be reused for sewer service. Town staff will require the private lateral is intact within the McAdams Road ROW, however the lateral is discovered to be crushed on private property. The Town will require the private lateral be replaced within the McAdams Road ROW by installing a cleanout stack at the ROW. The developer will install the required cleanout stack at his or her own expense and pay all associated fees to the Town to witness the installation. The private, crushed portion of the lateral will be replaced to meet current plumbing codes, the Town strongly recommends the replaced lateral be installed within the private ROW in the alignment shown as solid orange in the attached. This installation can be completed at the same time as the private water service and likely with the same contractor.

have to be replaced to meet current plumbing codes, the Town strongly recommends the replaced lateral be installed within the private ROW in the alignment shown as solid orange in the attached. This installation can be completed at the same time as the private water service and likely with the same contractor.

This property does not currently have water or sewer frontage, and the guidance provided above applies to one single sewer connection and one single water connection. Any subdivision of the property, or the construction of any infrastructure that would require additional connections (duplex, triplex, adus, etc) will need a designed and permitted public water and sewer main extension to the site. The applicant to develop the property will need to talk to Planning before pursuing any development at the site that is not a single family home as this may require road construction and other planning related improvements. The downstream sewer capacity in this basin is limited, any multifamily development at this site will require a gravity sewer permit and the Town may not have capacity available for a project of this size.

Inspection fees for the work described above would still be due. Any new construction, such as the cleanout and service connection, must be completed in accordance with current Town standards. The above guidance is specific to the unique conditions at this property and should not be taken as precedent when evaluating other properties in Hillsborough's service area for development. System Development Fees have not been paid for this site and will be due at time of building permit. These fees will likely be updated in early July from the fees posted on our website.

Please note that this guidance will be made to other parties that inquire about development on this property.

Thank you,



Tyler Freeman

Civil Engineering Technician

[Town of Hillsborough](https://www.hillsboroughnc.gov)

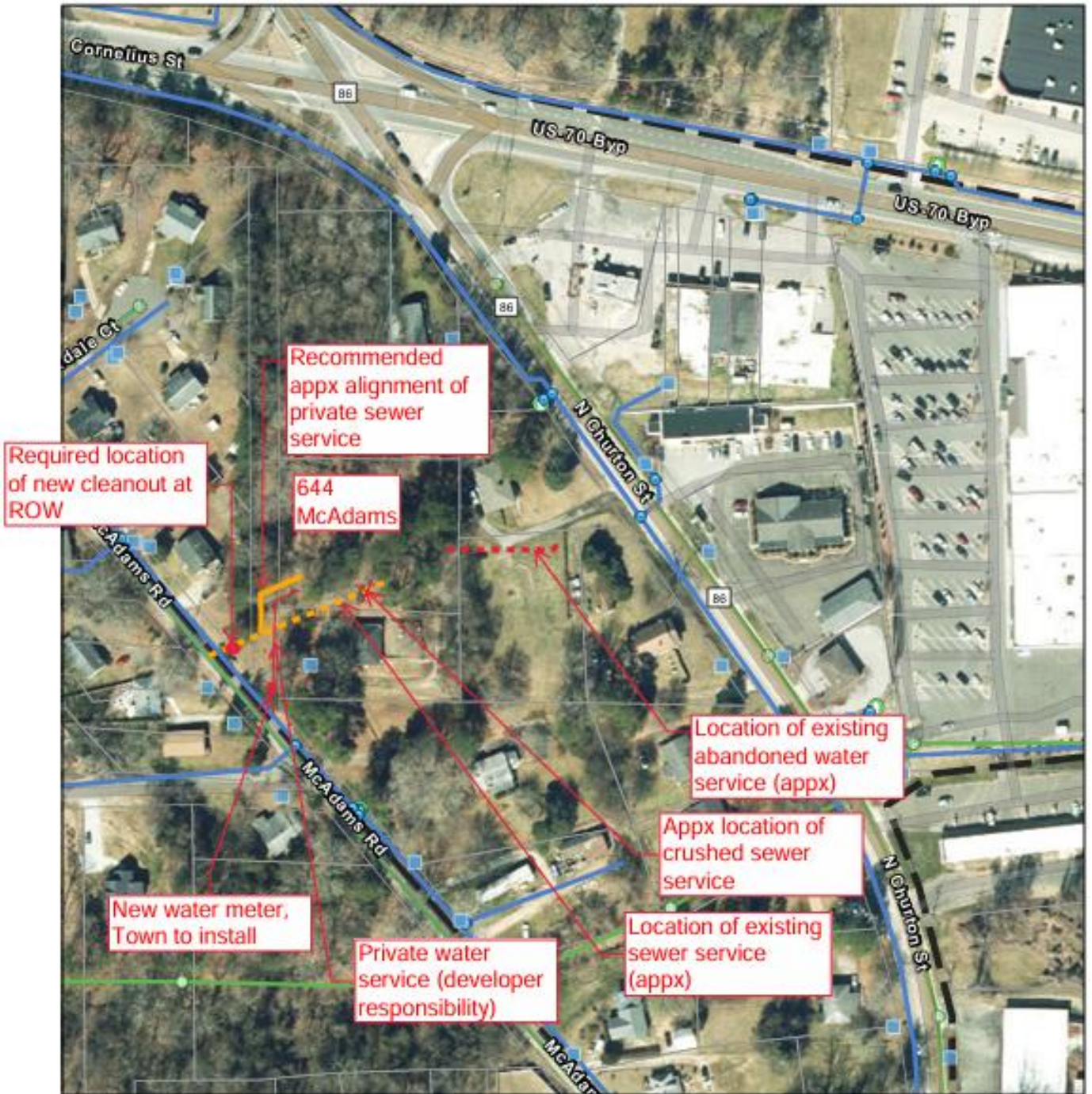
105 E. Corbin St., Hillsborough, North Carolina

Office: [919-296-9632](tel:919-296-9632)

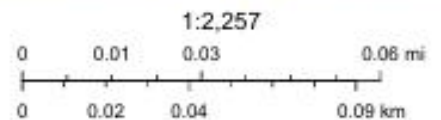


Email correspondence to and from this address may be subject to the North Carolina public records law and may be disclosed to third parties.

TOH Water and Sewer Features



May 5, 2023



Esri Community Maps Contributors, Land Records/GIS/Addressing, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METUNASA, USGS, EPA, NOAA, Census Bureau, USDA, NC CGIA, Maxar, Microsoft

Issues and Concerns
have been addressed
by the Town Planners
and Utilities.

No conversations on
improving a private
road.

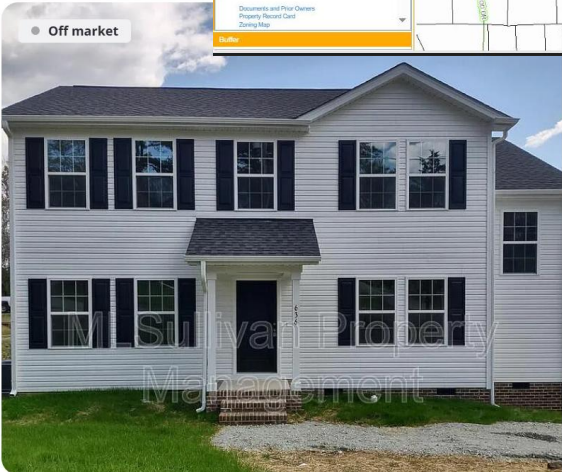
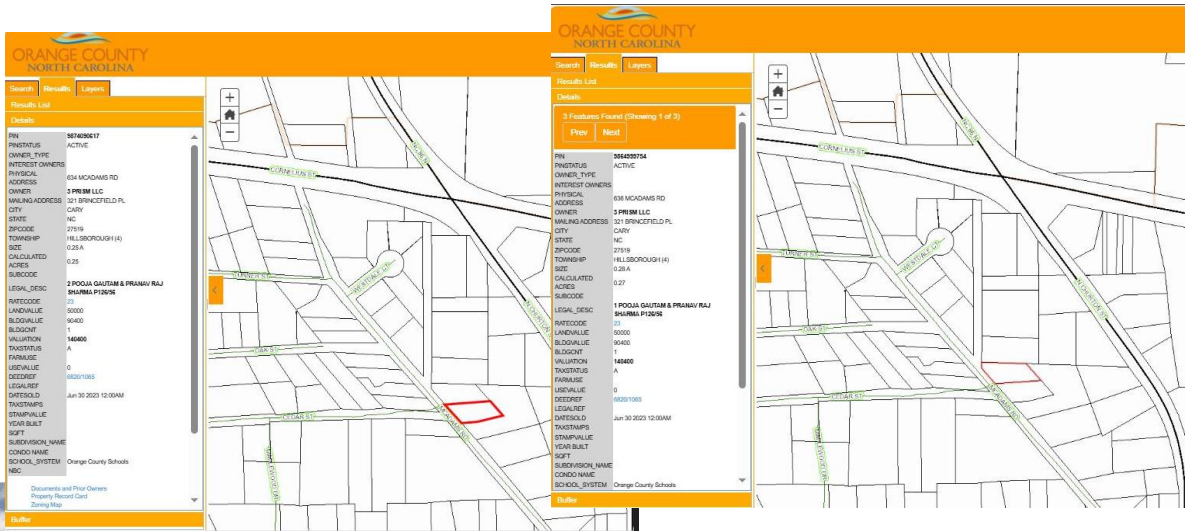
Owners decided to
purchase the property

Neighboring Properties

Google Earth image



634 and 636 McAdams Road (built 2023)



Zestimate®
\$511,600
636 McAdams St, Hillsborough, NC 27278

Zestimate®
\$520,400
634 McAdams Rd, Hillsborough, NC 27278

Est. refi payment: \$3,288/mo [Refinance your loan](#)

SingleFamily Built in 2024 10,803 sqft lot



634 and 636 McAdams Road (built 2023) comparison



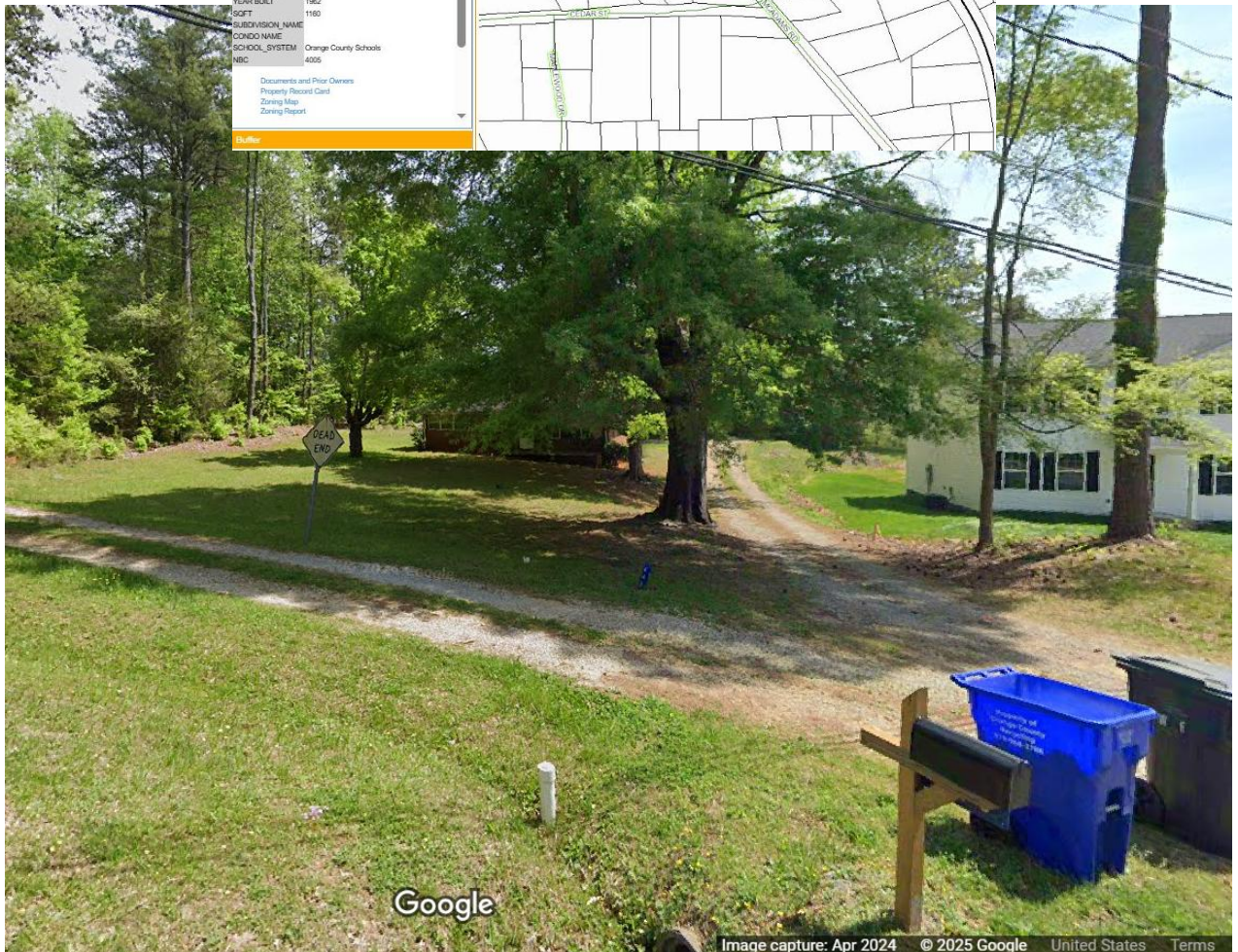
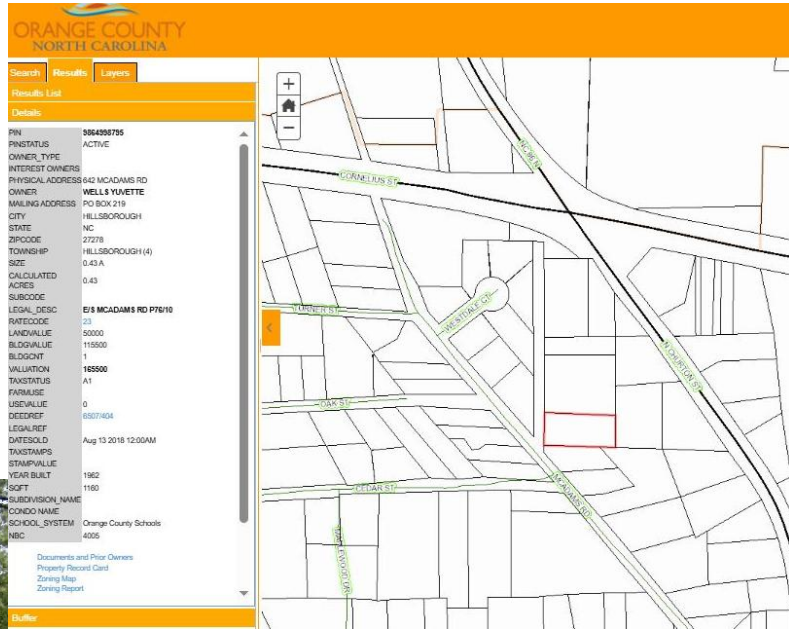
Comparison of two houses, (634 and 636 McAdams built in 2023-2024)
Located 110’ from our property.

636 McAdams	0.28 acre	2081 sqft	5 Bed	3 Bath
634 McAdams	0.25 acre	2104 sqft	5 Bed	3 Bath
Total both lots	0.53 acre	4185 sqft	10 Bed	6 Bath

644 McAdams	0.85 acre	1576 sqft	3 Bed	3 Bath
	Main	1040 sqft	2 Bed	2 Bath
	ADU	536 sqft	1 Bed	1 Bath

Difference (us)	+0.32 acres more
	528 sqft less
	7 Bed less 3 Baths less

642 McAdams Road (built 1962)



644 McAdams Road (GIS)

ORANGE COUNTY
NORTH CAROLINA

Search Results Layers

Results List

Details

2 Features Found (Showing 1 of 2)

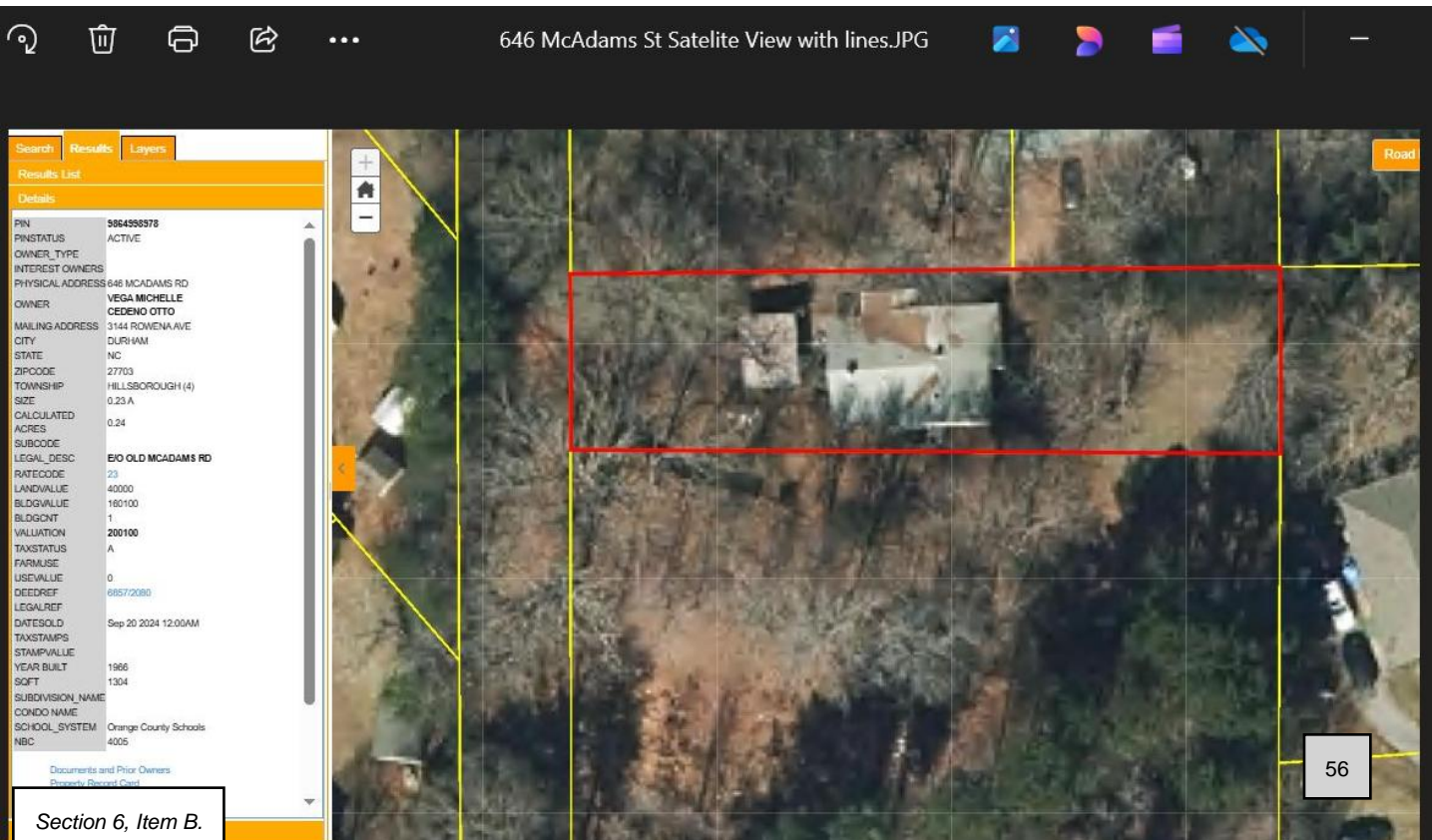
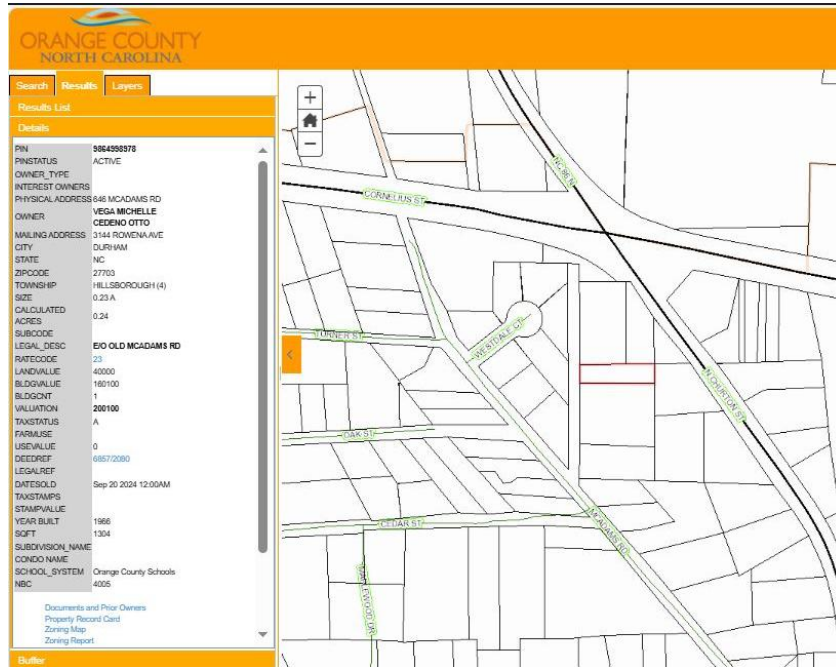
Prev Next

PIN: 3964395387
PIN STATUS: ACTIVE
OWNER TYPE: INTEREST OWNERS
PHYSICAL ADDRESS: 644 MCADAMS RD
OWNER: SCHREINER MELISSA
MAILING ADDRESS: 530 LAKE FARM RD
CITY: YANCEYVILLE
STATE: NC
ZIP CODE: 273799923
TOWNSHIP: HILLSBOROUGH (4)
SIZE: 0.85 A
CALCULATED ACRES: 0.78
SUBCODE: WO 86
LEGAL_DESC: 23
RATE CODE: 50000
LAND VALUE: 0
BLDG VALUE: 50000
BUDGET: A
VALUATION: 0
TAX STATUS: 6520/1660
FARM USE: 185
USE VALUE: 92500
DECREF: 0
LEGAL REF: 0
DATE SOLD: JUL 5 2023 12:00AM
TAX STAMPS: 185
STAMP VALUE: 92500
YEAR BUILT: 0
SOFT: 0
SUBDIVISION NAME: Orange County Schools
CONDO NAME: NBC
SCHOOL_SYSTEM: 4205

Buffer



646 McAdams Road (sat) built 1966



27 Jun 2024 meeting

27 JUN 2024 1000 met with Tom King

26 June 2024

Property for these questions: 644 McAdams Street.
(on the gravel, public, 30', non-maintained road)

Schreiner Questions:

1. The UDO, is the current version still 2011?
2. Is there still a UDO rewrite planned and when is that?
3. We had been told that on our lot we have the acreage to have a detached ADU, but because it is on a gravel, non-maintained road, our ADU must be attached (even if only via the roofline). What reference does that come from? We just cannot seem to find it.
4. Per the UDO, Section 6.8.4
 1. Does an attached ADU have to comply with 6.8.4.2 and 6.8.4.4? Rewording my question; Is an attached ADU an accessory structure, or if they are attached is it considered to be one structure?
 2. For 6.8.4.2, the "not exceed 40% of the primary structure's building footprint". Is that 40% or less the size of the main house, or the total footprint (as they are attached)?
 1. Using the boxes to represent the Main and attached ADU, which is the proper way to interpret 6.8.4.2? Example A. or B.?
 3. We would assume the interpretation and calculations for 6.8.4.2 (footprint) would also hold true for 6.8.4.4 (front facade) ...but at 50%. Please confirm if that assumption is correct.

Our intent is to build a small home for ourselves and a ADU for our daughter (currently attending college). We had wanted to build the ADU detached but have been told we cannot do that on that portion of McAdams. Now as we are making the plans for it to be attached we are concerned if we are understanding 6.8.4 correctly. It seems to be forcing us to build a bigger footprint and adding extra complexity.

6.8.4 GARAGES, CARPORTS, AND ACCESSORY STRUCTURES

- 6.8.4.1 Garage, carport, and other accessory structure entries shall not be located closer to the front lot line than the façade wall which contains the front door.
- 6.8.4.2 Garages, carports, and accessory structures shall not exceed 40% of the primary structure's building footprint.
- 6.8.4.3 Garages, carports, and accessory structures shall not be greater in height than the primary structure.
- 6.8.4.4 Garages, carports, and accessory buildings shall not exceed fifty percent (50%) of the width of the front facade of the primary structure.
- 6.8.4.5 Detached garages are encouraged.

Not applicable in this case

ADU
400 sqft
40% or less
of the Total

Primary
600 sqft
A.
Total
1000 sqft

ADU
400 sqft
40% or less
of the Primary

Primary
1000 sqft
B.
Total
1400 sqft

Doesn't apply.

* Biggest hurdle is sewer. Utilities may not allow

• Key meeting

- First discussion going back towards Detached ADU vs Attached ADU.
- Continued to emphasize Utilities, which was answered prior to purchase of property
- No mention of improving a private road

Planning Board Minutes 15 Aug 2024

Minutes PLANNING BOARD AND BOARD OF COMMISSIONERS

Joint public hearing

7 p.m. Aug. 15, 2024

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

Present

Town Board: Mayor Mark Bell and commissioners Meaghan Darub, Robb English, Matt Hughes and Evelyn Lloyd

Planning Board: Chair Frank Casadonte, Vice Chair Hooper Schultz, John Giglia, Jeanette Benjey, Robert Iglesias, Tiffney Marley and Christian Schmidt

Absent: Board of Commissioners: Commissioner Kathleen Ferguson; Planning Board: Members Saru Salvi and Sherra Lawrence

Staff: Planning and Economic Development Manager Shannan Campbell, Senior Planner Tom King, Planner II Molly Boyle, Environmental Engineering Supervisor Bryant Green, Stormwater and Environmental Services Manager Terry Hackett and Town Attorney Bob Hornik

1. Call to order and confirmation of quorum

Mayor Mark Bell called the meeting to order at 7 p.m. and confirmed a quorum. Bell noted the length of the agenda and suggested a time check after two hours. Also, Bell disclosed that he and Commissioner Meaghan Darub are board members for Porch Hillsborough, which has a relationship with the Hillsborough Community Gardens. Hillsborough Community Gardens was related to items 5E and 5F on the agenda. No other board members or commissioners are involved with Porch Hillsborough or the Hillsborough Community Gardens. Bell then passed the gavel to Planning Board Chair Frank Casadonte.

2. Agenda changes and approval

There were no changes. The agenda stood as presented.

Motion: Planning Board Vice Chair Hooper Schultz moved to approve the agenda as presented. Member Christian Schmidt seconded.
Vote: 7-0. Motion passed.

3. Minutes review and approval

Minutes from Joint Public Hearing on May 16, 2024

Only Planning Board members voted on this item.

Motion: Planning Board member John Giglia moved to approve the May 16, 2024, minutes as presented. Schultz seconded.
Vote: 7-0. Motion passed.

4. Open the public hearing

Motion: Bell motioned to open the public hearing. Commissioner Matt Hughes seconded.
Vote: 12-0

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JOINT PUBLIC HEARING MINUTES | 1 of 8



D. UDO text amendment to Section 5.2.8, Dwelling, Accessory

First, Boyle gave a summary of the application, which proposes allowing detached Attached Dwelling Units (ADU) on private streets. Currently, attached ADUs are allowed on private streets, but language in the UDO does not support detached units on private streets. Staff noted that street access standards should be held the

JOINT PUBLIC HEARING MINUTES | 5 of 8

same for attached and detached ADUs. However, private streets should meet a minimum standard in the interest of public health, safety and welfare.

Staff comments included:

- UDO Sec. 6.21.4 and the town streets manual provide private street standards.
- A number of older streets in town pre-date the standards.
- The private portion of Daphne Drive, where the applicant lives, meets the town's private street standards.

Utility comments:

- Many of the existing private streets have undersized, outdated utilities without deeded easements, and the Utilities Department does not support development on streets such as these.

Staff recommended the following conditions/additional language to the text amendment:

- An ADU shall be allowed on a private street under the following conditions:
 - A deeded public utility easement shall be required, and existing utility lines shall be upsized if deemed necessary by the utilities department, and
 - the private street providing access to the ADU must comply to UDO Sec. 6.21.4 standards.

For context, Boyle provided images of Daphne Drive and other private streets of varying conditions in town.

Next, the applicant, Natalie Dolgier, addressed the board. She provided a background to her property. She stated that no ADUs have been built on private roads since the UDO language around ADUs built on private roads changed. She also highlighted the inequality in health and public safety standards for attached ADUs, detached ADUs, and existing home renovations.

Addressing the staff, Schmidt asked why detached ADUs were not allowed. Boyle stated that the UDO ordinance for attached ADUs changed in 2021 because an applicant had requested it, but detached units were not addressed. Town Planning Manager Shannan Campbell continued, stating that town staff do not recommend ADUs on private streets. Green explained that attached ADUs are serviced through the existing structures crawl space. Also, many private streets that are legacy streets are challenging to access because the utility easements are unclear.

Hughes pondered how to reconcile staff's private street ADU recommendations for ADUs with the town's goals for affordable housing. Green acknowledged the dilemma and reiterated the benefits of public streets. Hughes then asked, how many private streets are in the town. Campbell pointed to a map in the agenda packet and acknowledged the considerable cost for property owners to comply with staff recommendations for ADUs. But Campbell reiterated the public safety aspect of the town staff recommendations. Only four units are allowed on private streets by the towns UDO, but the proposed change would double that.

Darub asked if detached ADUs could be allowed if the private streets were found sufficient. Boyle agreed and pointed to the staff recommendations for the application.

Bell asked about the statistics for all ADUs built since the text amendment in 2021. Campbell told of a number of inquiries regarding detached ADUs on private streets, but the town has denied them since the UDO currently does not allow them. Campbell will research how many total ADUs have been built.

Casadonte asked if there were continuing issues with utilities on public streets. Green stated that the addition of ADUs when feasible need to be up to town standards and the financial responsibility is up to the builder.

JOINT PUBLIC HEARING MINUTES | 6 of 8

Hughes noted that many of the private streets are out of the town limits but in the Extraterritorial Judicial Authority (ETJ). Thus, the property owners cannot vote but still must follow town ordinances.

Public comment began.

Brynn Shreiner, a property owner in Hillsborough on a private street, stated he did not understand why the UDO allows a detached garage on a private street but not a detached ADU. He would like a change to 5.2.8.1.b so he could build a detached ADU and would accept the financial burden to lay utilities to a public street.

Phil Marsosudiro, an Orange County resident in the Hillsborough ETJ, supports the change for detached ADUs on private streets. He addressed UDO 5.2.8.1.b and 5.2.8.1.f. He noted that town utilities do not exist in the ETJ so his property should be exempt from 5.2.8.1.f.

Public comment ended and no action was taken.

Planning Board Minutes 19 Sep 2024

Minutes

PLANNING BOARD

Regular meeting

6:30 p.m. Sept. 19, 2024

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

Present: Chair Frank Casadonte, Vice Chair Hooper Schultz, Jeanette Benjey, Robert Iglesias, Saru Salvi and Christian Schmidt

Absent: Members John Giglia, Sherri Lawrence and Tiffney Marley

Staff: Planner II Molly Boyle, Planning and Economic Development Manager Shannan Campbell, Environmental Engineering Supervisor Bryant Green and Town Attorney Bob Hornik

1. Call to order and confirmation of quorum

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

2. Agenda changes and approval

There were no changes to the agenda.

Motion: Member Robert Iglesias moved to approve the agenda as it stood. Member Christian Schmidt seconded.

Vote: 6-0

3. Minutes review and approval

Minutes from regular meeting on Aug. 15, 2024.

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

Vote: 6-0

4. Discussion

A. Paliouras Tract Master Plan amendment (applicant-initiated)

Boyle began with a review of the proposed master plan amendment for the Paliouras Tract, including staff recommendations. Boyle replied to Casadonte's request for the Waterstone South development timeline, stating that it is planned to reach full build-out in nine years.

The applicant, Seth Coker of Comet Development, presented a table from the North Carolina Department of Environmental Quality (NCDEQ) showing water usage for hotels versus multi-family dwellings. Based on this, Coker stated, multi-family developments require less water and generate less wastewater. Coker commented on the table of projects in the staff analysis, which showed developments that were approved by the town but not yet built. He remarked that some of the projects on the list were approved in 2016 and still had not been built.

Next, Environmental Engineering Supervisor Bryant Green explained NCDEQ just lowered the flow rates for

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PLANNING BOARD MINUTES | 1 of 5



PLANNING BOARD MINUTES | 3 of 5

B. Unified Development Ordinance (UDO) text amendment to Section 5.2.8, *Dwelling, Accessory* (applicant-initiated)

Boyle began with a review of the proposed text amendment and staff recommendations.

The applicant, Natalie Dolgireff, addressed the board and explained the desire for detached Accessory Dwelling Units (ADUs) to be allowed on private streets. Dolgireff thanked the board for their consideration. Schmidt then inquired whether Dolgireff had viewed staff's proposed version of the text amendment and if she thought it would be an acceptable solution. Dolgireff confirmed that she saw staff's version and requested clarification on some aspects. Boyle explained that under staff's version of the text amendment, ADUs will be allowed on private streets only if the private street conforms to the town's private street standards.

Iglesias asked if a variance would be a better option in this case as opposed to a UDO text amendment. Boyle explained that a variance request is supposed to address a unique property issue. Since the issue/property is not unique in this case, the text amendment process was more appropriate for Ms. Dolgireff.

Casadonte asked Utilities staff to explain how attached and detached ADUs differ in terms of utilities. Green explained that, historically, utilities on private roads in Hillsborough were not well-documented with easements or plats. That tends to cause more problems for detached ADUs than attached ones. When building detached ADUs on private roads, utility lines without easements are often found, and sometimes these lines support other dwellings off the property, which creates complications. For attached ADUs, residents are typically tying on to their existing water and sewer connections. Also, an attached ADU is obviously closer to the main dwelling comparatively, where it is less likely to conflict with existing, undocumented utility lines out in the yard.

Dolgireff inquired about separate metering and sewer for ADUs. Green explained that residents can opt for separate metering or tie to the existing service.

Brynn Shreiner, a property owner in Hillsborough on a private street, asked to address the Planning Board. The Planning Board gave him permission to speak. He explained a detached or attached ADU would require property owner payment for utility upgrades regardless, which he agreed with. He pondered the effects on public safety for attached versus detached ADUs and thanked the board and applicant for their time and effort.

The board discussed the amendment. Jeanette Benjey voiced support for the amendment because she felt it was fair to residents on private streets. Schultz thanked the staff for its recommended changes, which would allow more density in town while considering safety and service. However, he noted he would eventually like to see the town move away from private streets. Salvi expressed support for the text amendment as well.

Motion: Schmidt motioned to recommend the text amendment to the town board with staff's revisions. Schultz seconded.

Vote: 6-0. Motion passed

UDO (amended 28 Oct 2024)



UNIFIED DEVELOPMENT ORDINANCE

Adopted: Feb. 28, 2011

Amendments:

April 11, 2011	September 9, 2019
September 12, 2011	December 9, 2019
December 12, 2011	March 9, 2020
March 12, 2012	September 14, 2020
June 11, 2012	March 8, 2021
September 17, 2012	June 14, 2021
December 10, 2012	June 28, 2021
March 11, 2013	September 13, 2021
June 10, 2013	December 13, 2021
July 8, 2013	March 14, 2022
September 9, 2013	June 13, 2022
December 9, 2013	September 12, 2022
March 10, 2014	October 10, 2022
June 9, 2014	December 12, 2022
September 8, 2014	March 13, 2023
November 24, 2014	September 11, 2023
December 8, 2014	October 9, 2023
March 9, 2015	February 12, 2024
June 8, 2015	March 11, 2024
September 14, 2015	June 10, 2024
November 30, 2015	August 26, 2024
March 14, 2016	October 14, 2024
June 13, 2016	October 28, 2024
September 12, 2016	December 9, 2024
December 12, 2016	
March 13, 2017	
June 12, 2017	
September 11, 2017	
December 11, 2017	
March 26, 2018	
September 10, 2018	
October 22, 2018	
December 17, 2018	
March 11, 2019	
June 10, 2019	

101 E. Orange St., Hillsborough, NC 27278
www.hillsboroughnc.gov | @HillsboroughGov

5.2.8 DWELLING, ACCESSORY

Hillsborough Unified Development Ordinance

The following sections are provided to create opportunities for a diversity of housing stock within town. A dwelling unit must contain sleeping, cooking, and bathroom facilities. Guest quarters or suites that do not contain all three types of facilities are not dwelling units and are not reviewed in this section.

5.2.8.1 Accessory dwelling units in freestanding structures

New or existing accessory buildings may be used as dwelling units in addition to the principal dwelling unit in the R-10, R-15, and R-20 districts, subject to the following conditions:

- 5.2.8.1.a The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.1.b The lot has direct access to a public street or a private street that conforms with the requirements for private streets in UDO Section 6.21.4, *Design Standards – Private Streets* and the Town of Hillsborough Street Manual.
- 5.2.8.1.c One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.1.d The structure containing the accessory dwelling must meet the applicable primary building setbacks established in Table 6.3.1, *Dimensional Requirements – residential* OR Section 7.5.3, *Non-conforming lot setback requirements*. The existing, primary dwelling may be non-conforming in regard to building setbacks required in the zoning district. The setback provision in Section 9.1.5.2.c of this ordinance is available for an accessory building containing a dwelling unit.
- 5.2.8.1.e An accessory dwelling unit in a freestanding structure shall be located to the side or rear of the primary dwelling and behind the primary dwelling's front façade.
- 5.2.8.1.f All structures containing dwellings are connected to municipal water and sewer service.
- 5.2.8.1.g The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area and/or height of the principal dwelling unit.
- 5.2.8.1.h The accessory unit is constructed to the state building code for one- and two-family dwellings (i.e., is not a manufactured home).
- 5.2.8.1.i There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.1.j The application materials indicate storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.1.k A platted, deeded public utility easement shall be required and existing utility lines shall be upsized if deemed necessary by the Utilities

Department.

Hillsborough Unified Development Ordinance

- 5.2.8.1.i Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

5.2.8.2 Accessory dwelling units within a principal single-family dwelling

Accessory dwelling units may be located within a principal single-family dwelling in any zoning district, subject to the following conditions:

- 5.2.8.2.a The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.2.b The lot has direct access to a public street or a private street that conforms with the requirements for private streets in UDO Section 6.21.4, *Design Standards – Private Streets* and the Town of Hillsborough Street Manual.
- 5.2.8.2.c One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.2.d Both dwellings are connected to municipal water and sewer service.
- 5.2.8.2.e The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area of the principal dwelling unit.
- 5.2.8.2.f The accessory dwelling unit must have its own exterior access. Any interior access to the principal dwelling must be lockable from both dwellings.
- 5.2.8.2.g There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.2.h The application materials indicated storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.2.i A platted, deeded public utility easement shall be required and existing utility lines shall be upsized if deemed necessary by the Utilities Department.
- 5.2.8.2.j Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

Private Road Improvement

Private Road Standards

94 pages

Town of Hillsborough Street Manual



Endorsed: July 28, 2014

Amended: April 25, 2016 (Private Street standards & Traffic Calming Policy incorporated)
Nov. 8, 2021 (acceptance checklists added)
June 13, 2022 (reorganization, amenities, ped and radar signs)
Feb. 13, 2023 (Stormwater video, streetlights, checklist changes)

Appendix A – Private Road Standards

1.1 Private Road Standards

- A. Private roads meeting the following standards may be used in minor subdivisions designed for single-family use, as defined in the Town of Hillsborough Unified Development Ordinance.
- B. These standards are the minimum set forth by the Town, and do not meet Town of Hillsborough or NCDOT (North Carolina Department of Transportation) criteria for acceptance into the Town or State road system, as the situation applies.
- C. No private road will be accepted for maintenance by either the Town or NCDOT (as applicable) unless and until all Town or NCDOT standards (as applicable) for public street acceptance are met.

1.2 Number of Lots or Dwelling Units Served

- A. A private road shall serve no more than four lots (including the residual acreage) or dwelling units.
- B. Private roads serving no more than two lots (including the residual acreage or dwelling units) are not required to be constructed to these standards or inspected before recordation of a Final Plat; however, the right-of-way width requirements do apply. The Town recommends that these roads be constructed to these standards in order to provide adequate access, especially for emergency vehicles requiring the clearances and turn areas as shown in the private road specifications.
- C. Private roads serving a subdivision resulting in three to four lots or dwelling units (including the residual acreage) shall be constructed to these standards.
- D. Private roads serving more than four lots or dwelling units (including existing private roads that are having additional lots or dwelling units over four added with access to the existing private road proposed), shall be built to public street standards, including dedication as such.

1.3 Right-of-Way and Travelway Lengths and Widths

- A. The right-of-way width shall be 20 feet in width. The Planning Director may approve a right-of-way width of 18 feet if the lot arrangement, the surrounding development pattern, zoning and existing Town plans indicate conversion to a public street is unlikely. A 50-foot right-of-way may be required if the land and lots are arranged to allow the conversion of the private road to a public street.
- B. Bends in the right-of-way shall be at angles that will permit the construction of curves with a 125-foot minimum curve radius.
- C. The maximum length allowed for a private road shall be 1,000 feet. The distance shall be measured from the point where the private road right-of-way intersects with the public street right-of-way and to the center point of the right-of-way of the proposed private road turnaround.

1.3 Right-of-Way and Travelway Lengths and Widths

- A. The right-of-way width shall be 20 feet in width. The Planning Director may approve a right-of-way width of 18 feet if the lot arrangement, the surrounding development pattern, zoning and existing Town plans indicate conversion to a public street is unlikely. A 50-foot right-of-way may be required if the land and lots are arranged to allow the conversion of the private road to a public street.
- B. Bends in the right-of-way shall be at angles that will permit the construction of curves with a 125-foot minimum curve radius.
- C. The maximum length allowed for a private road shall be 1,000 feet. The distance shall be measured from the point where the private road right-of-way intersects with the public street right-of-way and to the center point of the right-of-way of the proposed private road turnaround.

Appendix A: Private Road Standards | Page 1 of 18

Table 1: General Standards and Specifications for Private Roads

	Private Road Standard	
	Number of Lots Served	
Total Number of Lots/Dwelling Units Served by Road ¹	3-4	1-2
Right-of-Way Width	20 Ft. ²	20 Ft. ²
Travelway Width	12 Ft.	No Standard
Professional Surveyor Certification of Road in Platted Right-of-Way Required	Yes	Yes ³
Professional Engineer Certification of Road Construction Required	Yes	No

¹ Total number of lots served shall include the residual acreage of the tract being subdivided, and residual acreage will be accessed by the private road.

² Right-of-way width may be reduced to 18 feet if the lot arrangement, the surrounding development pattern, zoning and existing Town plans indicate conversion to a public street is unlikely. A 50-foot right-of-way may be required if the land and lots are arranged to allow the conversion of the private road to a public street.

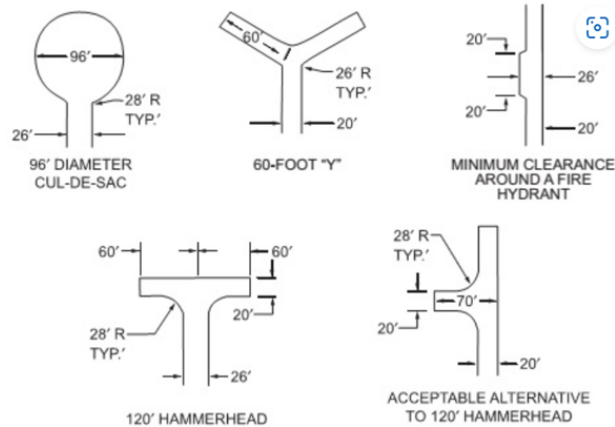
³ Required only if road is constructed to serve lots.

First Responder Turnarounds

Appendix D Fire Apparatus Access Roads

Exit Fullscreen

Legend



For SI: 1 foot = 304.8 mm.

FIGURE D103.1 DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND

Appendix D Fire Apparatus Access Roads

Exit Fullscreen

Legend

D103.2 Grade.

Fire apparatus access roads shall not exceed 10 percent in grade.

Exception: Grades steeper than 10 percent as *approved* by the fire chief.

D103.3 Turning radius.

The minimum turning radius shall be determined by the *fire code official*.

Appendix D Fire Apparatus Access Roads

Exit Fullscreen

Legend

D103.4 Dead ends.

Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

TABLE D103.4 REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.



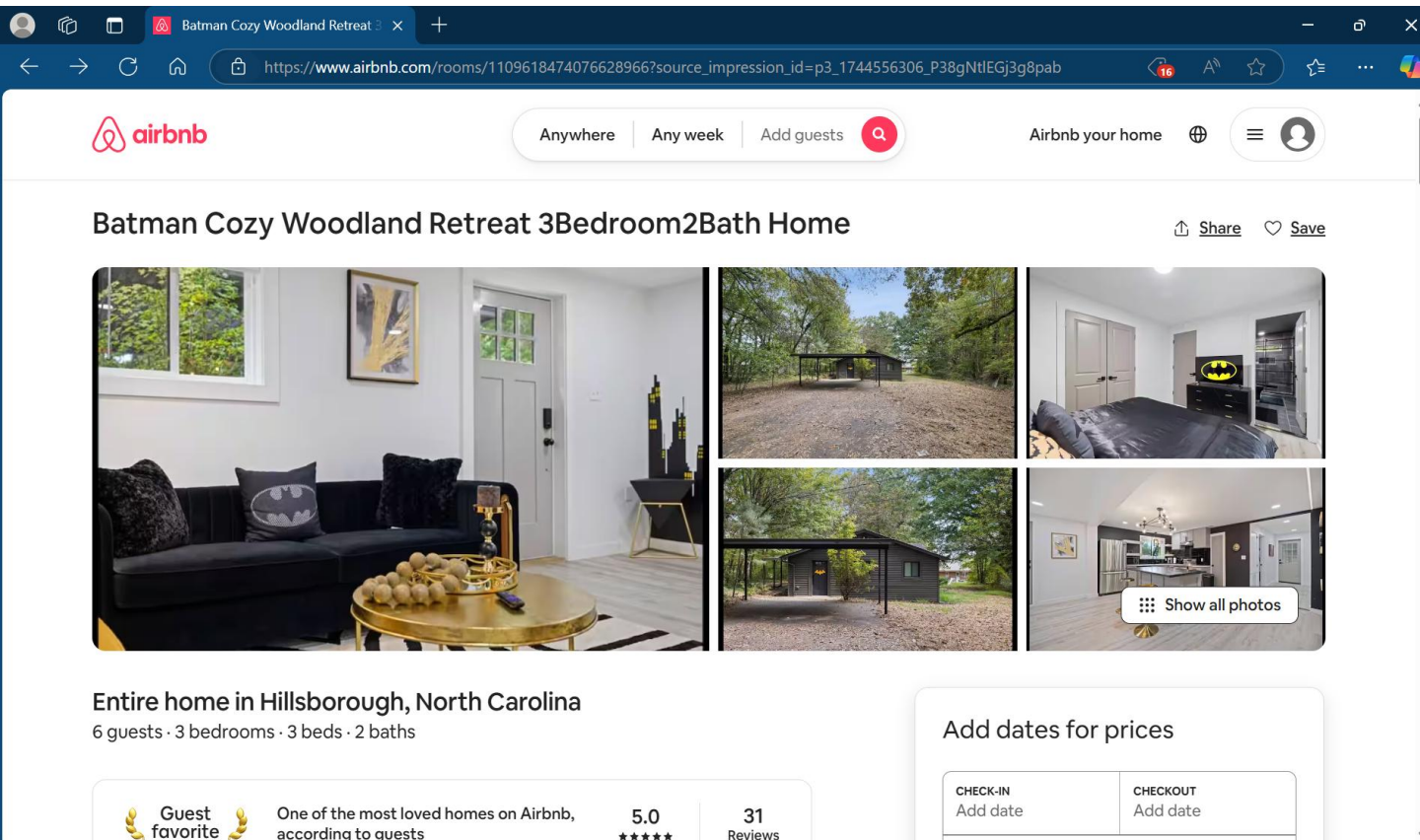






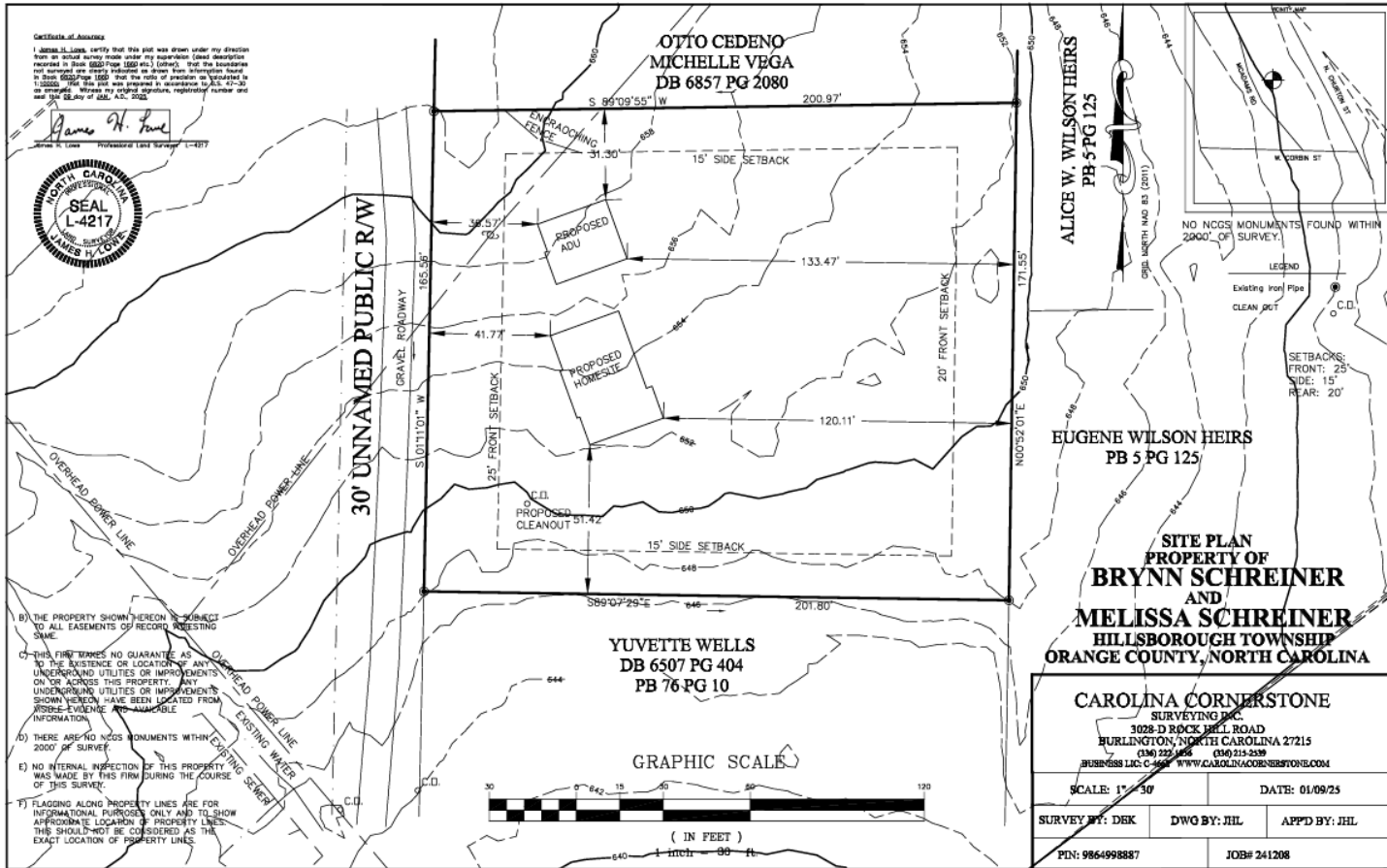
ADU vs. Pvt Road

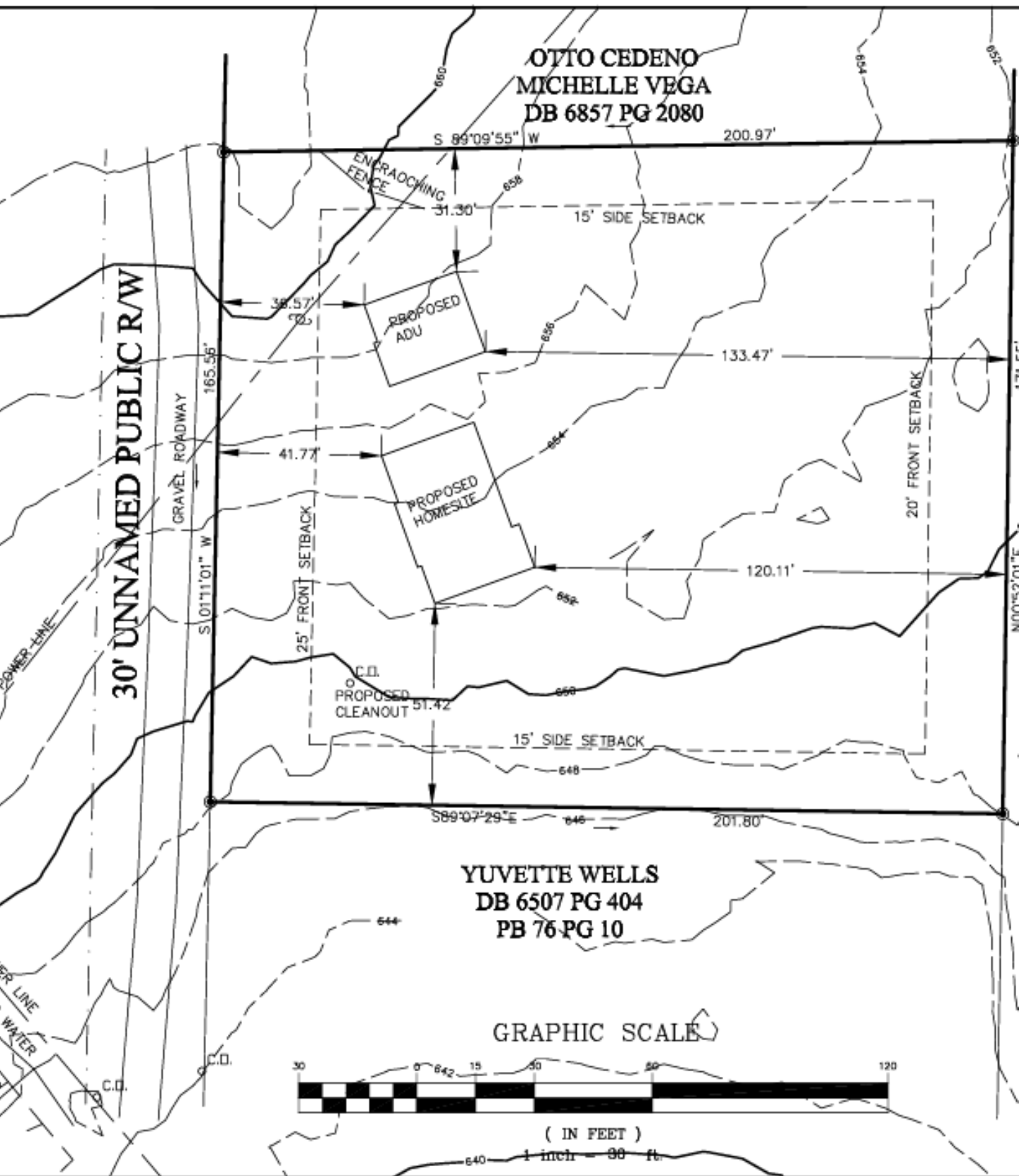
646 McAdams Road (airbnb)



Survey

Survey



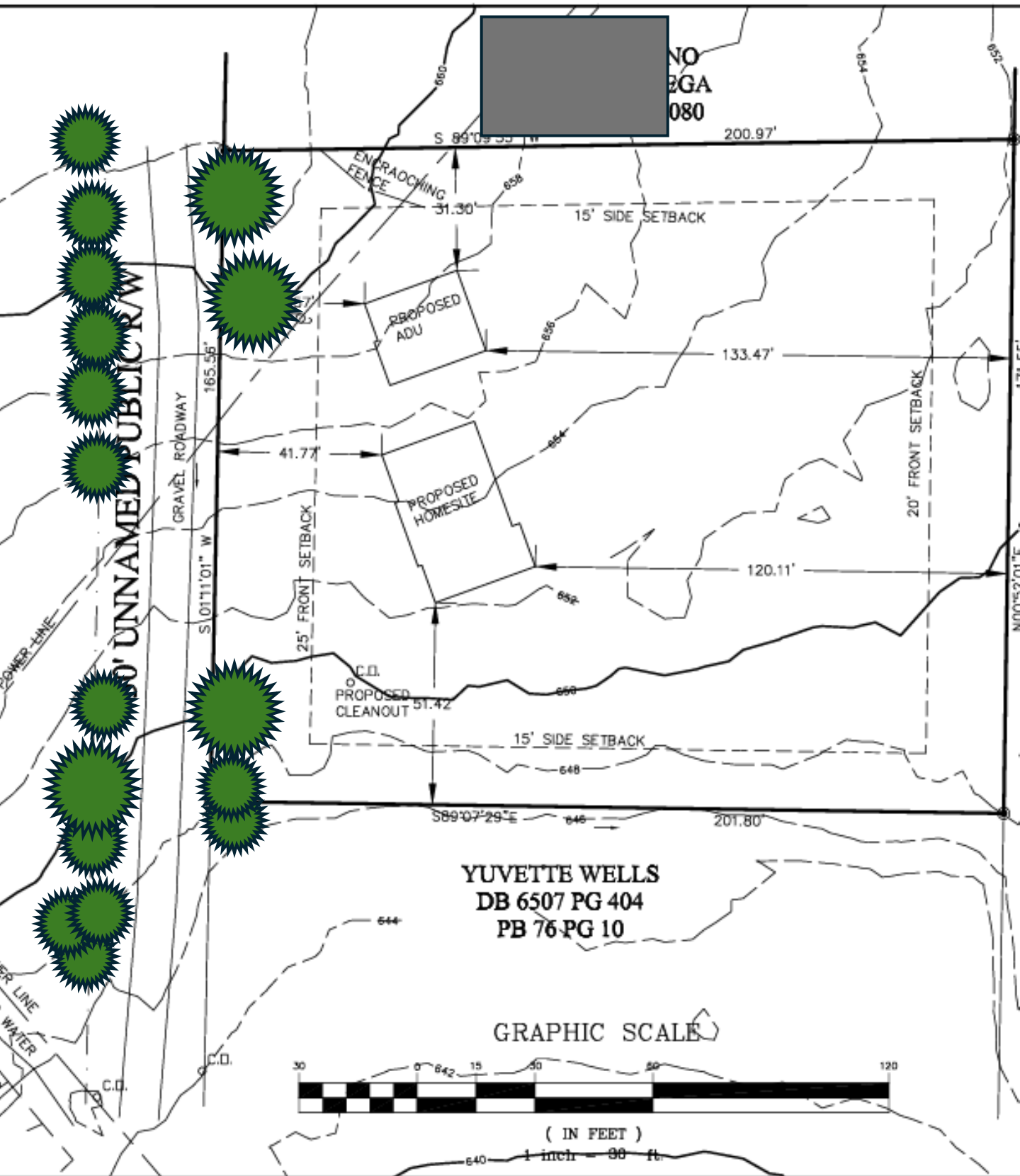


644 McAdams Road Neighbor's House in Setbacks

Our Property Line
Runs through
their HVAC!



Trees





Trees with the Private Road (from the private road)





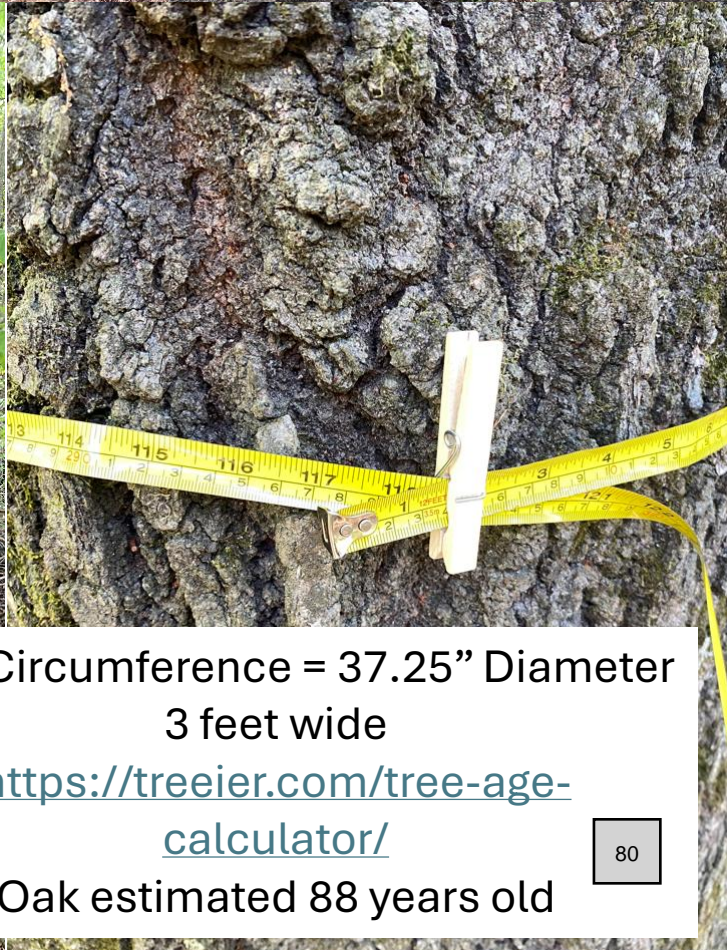
e Pine

80" Circumference = 25" Diameter
2 feet wide

<https://treeier.com/tree-age-calculator/>

Pine estimated 76 years old





117" Circumference = 37.25" Diameter
3 feet wide

<https://treeier.com/tree-age-calculator/>

Oak estimated 88 years old

Recent Pavement Asphalt Clean Out! (Apr 2025)

Interesting point that the Town does not control the private road but will allow their contracted work to do their equipment clean-out there.



Postal Delivery

No need to rename, already established



644 McAdams Road

Hillsborough, NC 27278

- Request/Recommendations

- 1. We still plan paying for all the water/sewer hookups (as told and agreed to prior to our purchasing the property). We also plan on improving the private road after we trench it for the water and sewer hook ups. We want to make sure it meets; depth, width, and height clearance requirements for vehicles. **to create ditches on the sides. That will disrupt more soil, neighboring yards, What we are requesting is to be grandfathered with regards to removing the trees and cost more time and money without yielding a positive benefit. When the private road already slopes down and away and has been displacing run off water for the last 59 years.** This we request as an exception to be grandfathered as this topic (improving a private road) was NOT a requirement that was brought up when we started asking questions with Planners and Utilities prior to us purchasing this property.
- 2. First Responder Turn Around templates as set forth in the NC Fire Prevention manual, Appendix D., do not fit within the 30' width of the existing private road. Utilization of those options would require easements and road construction on neighboring private properties. If we tried the "Alternate Hammerhead" template on our own property it would make our driveway much wider than desired and it would push the driveway and structures further back onto our property. **What we are requesting is to be grandfathered with regards to having to build a first responder turn around. The requirement seems contradictory and confusing.** The private road standard is triggered by the ADU. Yet the private road wording has to do with 4 or more lots and or structures. With 5 lots, the ADU is a mute point. We have been told ADUs trigger this requirement because they lend themselves to being rentals. We can build a single larger structure on our lot size if we wanted and rent the entire structure or even just some rooms in it. Not to mention the neighboring house (646 McAdams) is further from the public road than our lot and it does not have the requirement for a First Responder Turn Around. That house has been in place for 59 years and it is currently an AirBnB rental. The private road is straight (no turns), a first responder vehicle could potentially pull straight in and back straight out to the pavement. If this truly is a safety problem, why has it not been addressed for 646 McAdams Road?
- 3. Retain "McAdams Street/Road", is already established and in use with the neighboring properties. In conversation with the EMS Supervisor, he had no issues pulling up the address on his screen in his vehicle. **We request that we NOT be required to have name changed.** This has impact (postal and rental) on the neighboring properties that have been established with structures on McAdams for 59 and 63 years respectively.
- 4. Lastly, **we request separate water meters, as don't understand why can't have second meter installed while we are trenching up the private road and paying for all the new connections.** The capacity answer is confusing given; 1. This will be all new connections, 2. The capacity for our lot can be increased if we increase the size of the house. 3. Comparison of Bathrooms with neighbors (636 and 634 McAdams), 4. (Duke Power is going to have 2 separate meters).

- 1962 642 McAdams Road was built (63 years ago)
- 1966 646 McAdams Road was built (59 years ago)
- 1977 Town Annexed that area (48 years ago)

Sat Image 644 McAdams Road





ORDINANCE

Amending the Town of Hillsborough Unified Development Ordinance Sections 5.2.8, *Dwelling, Accessory* and 6.21.4, *Design Standards – Private Streets*

The Hillsborough Board of Commissioners ordains the following amendments:

- Section 1.** The amendments to Unified Development Ordinance Section 5.2.8, *Dwelling, Accessory* and Section 6.21.4, *Design Standards – Private Streets*, as attached hereto.
- Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3.** This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 28th day of October in the year 2024.

Ayes: 3

Noes: 1

Absent or excused: 1



Sarah E. Kimrey, Town Clerk

5.2.8 DWELLING, ACCESSORY

The following sections are provided to create opportunities for a diversity of housing stock within town. A dwelling unit must contain sleeping, cooking, and bathroom facilities. Guest quarters or suites that do not contain all three types of facilities are not dwelling units and are not reviewed in this section.

5.2.8.1 Accessory dwelling units in freestanding structures

New or existing accessory buildings may be used as dwelling units in addition to the principal dwelling unit in the R-10, R-15, and R-20 districts, subject to the following conditions:

- 5.2.8.1.a** The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.1.b** The lot has direct access to a public street or a private street that conforms with the requirements for private streets in UDO Section 6.21.4, *Design Standards – Private Streets* and the Town of Hillsborough Street Manual.
- 5.2.8.1.c** One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.1.d** The structure containing the accessory dwelling must meet the applicable primary building setbacks established in Table 6.3.1, *Dimensional Requirements – residential* OR Section 7.5.3, *Non-conforming lot setback requirements*. The existing, primary dwelling may be non-conforming in regard to building setbacks required in the zoning district. The setback provision in Section 9.1.5.2.c of this ordinance is available for an accessory building containing a dwelling unit.
- 5.2.8.1.e** An accessory dwelling unit in a freestanding structure shall be located to the side or rear of the primary dwelling and behind the primary dwelling's front façade.
- 5.2.8.1.f** All structures containing dwellings are connected to municipal water and sewer service.
- 5.2.8.1.g** The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area and/or height of the principal dwelling unit.
- 5.2.8.1.h** The accessory unit is constructed to the state building code for one- and two-family dwellings (i.e., is not a manufactured home).
- 5.2.8.1.i** There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.1.j** The application materials indicate storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.1.k** A platted, deeded public utility easement shall be required and existing utility lines shall be upsized if deemed necessary by the Utilities Department.

5.2.8.1.i Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

5.2.8.2 Accessory dwelling units within a principal single-family dwelling

Accessory dwelling units may be located within a principal single-family dwelling in any zoning district, subject to the following conditions:

- 5.2.8.2.a** The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.2.b** The lot has direct access to a public street or a private street that conforms with the requirements for private streets in UDO Section 6.21.4, *Design Standards – Private Streets* and the Town of Hillsborough Street Manual.
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- 5.2.8.2.i** A platted, deeded public utility easement shall be required and existing utility lines shall be upsized if deemed necessary by the Utilities Department.
- 5.2.8.2.j** Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

6.21.4 DESIGN STANDARDS - PRIVATE STREETS

- 6.21.4.1** Any private street within a non-residential or multi-family development must meet the design standards for town public streets.
- 6.21.4.2** Any private street within a minor residential subdivision must be designed in compliance with the North Carolina Fire Prevention Code, which generally requires a twenty-foot wide improved travel way. Associated drainage facilities must be located in the right of way. Underground utilities may be located within the street right of way or in a separate utility easement. Factors such as the length and alignment of the street and the use of sprinklers in individual buildings may impact the travel way or right of way required by the North Carolina Fire Prevention Code.
- 6.21.4.3** A private street within a minor residential subdivision may be required to provide a right of way of fifty (50) feet if the land and lots are arranged to allow the potential conversion of the street to a public street. If the lot arrangement, surrounding development pattern, zoning, and existing town plans indicate conversion is unlikely, the permit issuing authority may allow a private street to reduce the right of way width to no less than 18 feet.
- 6.21.4.4** Lots for single-family detached dwellings may be created with access to a private street provided that:
- 6.21.4.4.a** No more than four (4) lots may have their sole access to the private street.
- 6.21.4.4.b** A new private street shall not be an extension of any existing public or private street.
- 6.21.4.4.c** A new private street shall not be aligned with an existing public street in such a way as may interfere with any planned extension of the public street.
- 6.21.4.5** The intent of this subsection is primarily to allow the creation of not more than four (4) lots with frontage on a private street for single-family development. Therefore, the Town may not approve any project served by a private street authorized by this subsection in which one (1) or more of the lots thereby created is intended for:
- 6.21.4.5.a** Two-family or multi-family residential use, or
- 6.21.4.5.b** Any other residential use or nonresidential use that would tend to generate more traffic than that customarily generated by four (4) single-family residences with one accessory dwelling unit each.
- 6.21.4.6** To ensure that the intent of this subsection is not subverted, the Town may, among other possible options, require that the approved plans show the types and locations of buildings on each lot or that the lots in a residential development served by a private street be smaller than the permissible size of lots on which two-family or multi-family developments could be located, or that restrictive covenants limiting the use of the subdivided property in accordance with this section be recorded before final plat approval.
- 6.21.4.7** No final plat that shows lots served by private streets may be recorded unless the final plat contains the following notation:
"Further subdivision of any lot shown on this plat as served by a private street maybe prohibited by the Town of Hillsborough *Unified Development Ordinance*."

6.21.4.8 The recorded plat of any development that includes a private street shall clearly state that such street is a private street and must be accompanied by a private street maintenance agreement that is also recorded.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 28, 2025
Department: Governing Body
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Commissioner Meaghun Darab
Commissioner Robb English

ITEM TO BE CONSIDERED

Subject: Budget Approval for 2025 Leadership Chapel Hill-Carrboro Program

Attachments:

Program information

Summary:

Leadership Chapel Hill-Carrboro is an immersive personal and professional development program designed to inform, connect, and engage experienced and future leaders in the Greater Chapel Hill-Carrboro community. The program includes dozens of panels, tours, and workshops over 10 months. Leadership combines presentations, experiential learning activities, and facilitated dialogue to help participants better understand key issues in our region related to the economy, government, education, health, economic development, and the environment.

Commissioners Meaghun Darab and Robb English have requested to attend this year's program starting June 5, 2025, through Feb. 12, 2026. Registration is \$1,875 per person.

Financial impacts:

A budget change of \$3,750 will need to be expensed in the fiscal year 2025-26 budget.

Staff recommendation and comments:

Per the Board of Commissioners Travel and Professional Development Policy, development opportunities that arise during the fiscal year and exceed \$500 require board approval at an official meeting.

Action requested:

Approve the additional expenditure of no more than \$3,750 to cover registration fees for Commissioners Darab and English to attend the 2025 Leadership Chapel Hill-Carrboro program.

The Campaign

Legislative Agenda

Conference Room

✉ Email

☎ 919-967-7075



☰ Menu

2025 Leadership Chapel Hill-Carrboro Registration is Open!

Register Now



Leadership Class of 2022 at The Siena Hotel in Chapel Hill.
Photo by Trevor Holman Photography.



Leadership Class of 2022 during the guided bus tour through
Greater Chapel Hill-Carrboro.

What: Leadership Chapel Hill-Carrboro is an immersive personal and professional development program designed to inform, connect, and engage experienced and future leaders in the Greater Chapel Hill-Carrboro community.

Who: Participants are experienced or emerging leaders who live and/or work in our region and share a desire to promote a Greater Chapel Hill-Carrboro. Hallmarks of participants include a commitment to community service, a passion for learning, and a willingness to serve in key volunteer leadership roles.

Why: Participants broaden their understanding of issues and opportunities facing the region, refine their leadership skills, make important connections, and deepen their influence through ongoing networking and service opportunities.

How: A cohort-based learning experience with dozens of panels, tours, and workshops over 10 months. Leadership combines presentations, experiential learning activities, and facilitated dialogue to help participants better understand key issues in our region related to the economy, government, education, health, economic development, and the environment.

More: To learn more about Leadership 2025, listen to recent Leadership Graduates share reflections on the program ([2022 Leadership Program](#) and [Amanda Casella Testimonial](#)).

"A leader is one who knows the way, goes the way, and shows the way."

(John C. Maxwell)

Requirements & Schedule

Requirements: To successfully complete the program, earn a certificate, and become a Leadership Fellow, participants must do three things:

1. **Attend all sessions** (up to two excused absences permitted with completion of make-up assignments).
2. **Complete the Community Passport** (an individual checklist of community activities, such as taking public transportation, attending a public meeting, participating in a patrol ride-along, and hosting a dinner prepared with local ingredients).
3. **Complete Small Miracles** (a team-based project through which the cohort collectively selects an area nonprofit organization and implements a fundraising plan to meet relevant organizational needs).

Schedule: Leadership 2025 includes ten sessions over nine months usually Thursdays from 8am-5pm. The following is the 2025 schedule, but topics and times are subject to change.

- Session 1: Kickoff - June 5th from 5pm-7:30pm
 - Session 2: Experiential Learning at Triangle Training- June 12th
 - Session 3: Community History and Governance - July 17th
 - Session 4: Arts, Tourism and Justice - Thursday, Aug. 14th
 - Session 5: Human Services and Affordable Housing - Sept. 11th
 - Session 6: The University and Health Care System - Oct. 9th
 - Session 7: Economic and Community Development - Nov. 13th
 - Session 8: Education and Workforce Development - Dec. 11th
 - Session 9: Community Impact - Jan. 8th
 - Session 10: Graduation - Thursday, Feb. 12th from 5:00pm - 8:00pm
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