



Agenda

Board of Commissioners Regular Meeting

7:00 PM November 12, 2024

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

This meeting will be live streamed on the [Town of Hillsborough YouTube channel](#)

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Items for decision – consent agenda

A. Minutes

- Regular meeting Oct. 14, 2024
- Regular meeting closed session Oct. 14, 2024
- Work session Oct. 28, 2024
- Work session closed session Oct. 28, 2024

B. Miscellaneous budget amendments and transfers

C. Proclamation – Arbor Day 2024

5. Items for decision - regular agenda

A. Request for Traffic Calming Measures on Rainey Avenue by Fairview Community Watch

B. Relationships at Work Policy Resolution

C. Paliouras Tract Master Plan amendment

D. Fiscal Year 2026-28 Budgetary Planning Retreat – Set Date and Provide Guidance on Agenda

E. Hot topics for work session Nov. 25, 2024

6. Updates

A. Board members

B. Town manager

C. Staff (written reports in agenda packet)

7. Closed session

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

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

8. Adjournment

Interpreter services or special sound equipment for compliance with the Americans 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 one business day in advance of the meeting.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting Oct. 14, 2024
2. Regular meeting closed session Oct. 14, 2024
3. Work session Oct. 28, 2024
4. Work session closed session Oct. 28, 2024

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners regular meeting Oct. 14, 2024, regular meeting closed session Oct. 14, 2024, work session Oct. 28, 2024, and work session closed session Oct. 28, 2024.



Minutes

Board of Commissioners Regular Meeting

7 p.m. Oct. 14, 2024

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

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson and Evelyn Lloyd

Absent: Commissioner Matt Hughes

Staff: Planner II Molly Boyle, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Human Resources Manager Haley Thore

Opening of the meeting

Mayor Mark Bell called the meeting to order at 7:02 p.m.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Add Item 6A-1 – Information from Commissioner Matt Hughes.

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

Vote: 3-0.

4. Presentations

A. Introduction of recently hired and promoted Sgt. Jay Henderson and public reaffirmation of his oath of office

Police Chief Duane Hampton introduced Sgt. Jay Henderson to the board to reaffirm his oath of office. The mayor administered the oath. Henderson's wife affixed his badge.

B. Recognition of recently promoted Lt. Will Felts and public reaffirmation of his oath of office

Hampton introduced Lt. Will Felts to the board to reaffirm his oath of office. The mayor administered the oath. Felts' wife affixed his badge.

Commissioner Robb English joined the meeting at 7:08 p.m.

5. Items for decision – consent agenda

A. Minutes

– Regular meeting Sept. 9, 2024

- Work session Sept. 23, 2024
- Work session closed session Sept. 23, 2024
- B. Miscellaneous budget amendments and transfers
- C. 2025 Board of Commissioners Meeting Schedule
- D. Special Event Permit – 2024 Hillsborough Holiday Parade
- E. Special Event Permit – 2024 Hillsborough Holiday Tree Lighting Ceremony
- F. Resolution prohibiting viewing of pornography on town networks and devices
- G. Unified Development Ordinance text amendment – Section 3: Administrative Procedures, Subsection 3.13: Site Plan Review (staff initiated)
- H. Ordinance amending Chapter 3, Section 3-50 of the Code of Ordinances – Reservation of facilities within town parks
- I. Classification and pay amendment – Add construction project coordinator classification

Motion: Darab moved to approve all items on the consent agenda with an amendment to the language of the motion for Item 6A in the Sept. 9 minutes, adding “and insulation” to “the market-rate units shall include similar HVAC and insulation installations.” Ferguson seconded.

Vote: 4-0. Nays: None.

6. Items for decision - regular agenda

A-1. Information from Commissioner Matt Hughes

The item was tabled in the absence of Commissioner Matt Hughes.

A-2. Unified Development Ordinance text amendment – Section 5.2.8: Dwelling, Accessory (applicant-initiated)

The item was tabled to a later meeting when the applicant is present.

Motion: Ferguson moved to table the item to the Oct. 28 work session. English seconded.

Vote: 4-0.

B. Unified Development Ordinance text amendment – Section 5.1.8: Use Table for Non-residential Districts (applicant-initiated)

Planner II Molly Boyle shared that the applicant would like multi-family housing allowed in general commercial districts. She said the Planning Board voted 6-0 against the amendment, with and without staff changes.

Boyle said Planning and Economic Development Division staff believe the best time to address mixed-use development will be during the upcoming Unified Development Ordinance rewrite and Future Land Use Map update.

The board discussed having come to a consensus on the issue previously and, thus, not needing the applicant to be present to vote on the issue.

Motion: Darab moved to deny the request to amend the ordinance. Ferguson seconded.

Vote: 4-0.

C. Equity update

Human Resources Manager Haley Thore presented an update on equity work. She highlighted progress that the OneOrange multi-jurisdictional group has made in Orange County, updating a racial equity dashboard based on feedback and starting work toward a racialized history project.

Shifting to internal equity projects, Thore said the town's equity lens to be used by departments is in its pilot phase. The lens was developed from an assessment tool in the Countywide Racial Equity Framework that was created using a tool of the Government Alliance on Race and Equity.

Thore also shared a plan for the Central Pines Council of Government to assist the town in developing an equity plan. The plan's timeline includes community engagement, a board vision session and planning for allocating resources.

Board members expressed concerns about the potential need for additional funds for equity projects. Thore said equity projects are appropriately budgeted for now, but the Human Resources Division may need additional funds later if a project with the county arises.

Motion: Ferguson moved to authorize staff to move forward with the facilitation and development of an equity plan. English seconded.

Vote: 4-0.

D. Hot topics for work session Oct. 28, 2024

Hot topics for the next meeting include:

- Update from Commissioner Matt Hughes
- Unified Development Ordinance text amendment — Section 5.2.8: Dwelling, Accessory (applicant initiated)
- Government 101 presentation
- U.S. 70 bike and pedestrian safety options

7. Updates

A. Board members

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

B. Town manager

No update.

C. Staff (written reports in agenda packet)

No additional updates.

Motion: Ferguson moved to enter closed session. Darab seconded.

Vote: 4-0.

8. Closed session

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

Motion: Ferguson moved to return to open session. Darab seconded.

Vote: 4-0.

9. Adjournment

The mayor adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 10/14/2024 TO 10/14/2024

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF 10-00-9990-5300-000 CONTINGENCY						
Contingency To cover Fleet Maintenance Software	45558	10/14/2024	EBRADFORD	450,000.00	-8,400.00	420,883.00
800 MHz Radios for EOC	45570	10/14/2024	EBRADFORD	450,000.00	-40,000.00	380,883.00
Hurricane Helene Mutual Aid Expenses	45578	10/14/2024	EBRADFORD	450,000.00	-15,000.00	365,883.00
Hurricane Helene Mutual Aid Expenses	45589	10/14/2024	EBRADFORD	450,000.00	-10,000.00	355,883.00
Disaster Relief 10-10-4000-5300-310 GASOLINE						
Hurricane Helene Mutual Aid Expenses	45585	10/14/2024	EBRADFORD	0.00	5,000.00	5,000.00
Disaster Relief 10-10-4000-5300-324 SUPPLIES - DISASTER						
Hurricane Helene Mutual Aid Expenses	45577	10/14/2024	EBRADFORD	0.00	15,000.00	15,000.00
Disaster Relief 10-10-4000-5300-570 MISCELLANEOUS						
Hurricane Helene Mutual Aid Expenses	45586	10/14/2024	EBRADFORD	0.00	5,000.00	5,000.00
Accounting 10-10-4400-5300-113 LICENSE FEES						
ERP expenses	45539	10/14/2024	EBRADFORD	209,750.00	-7,603.00	202,147.00
Accounting 10-10-4400-5300-458 DATA PROCESSING SERVICES						
ERP expenses	45540	10/14/2024	EBRADFORD	24,900.00	7,603.00	32,503.00
HR 10-10-4500-5300-454 CONTRACT SERVICES						
Move expenses to Contract Services acct	45545	10/14/2024	EBRADFORD	0.00	48,500.00	48,500.00
Move expenses to Contract Services acct	45546	10/14/2024	EBRADFORD	0.00	16,000.00	64,500.00
HR 10-10-4500-5300-570 MISCELLANEOUS						
Move expenses to Contract Services acct	45544	10/14/2024	EBRADFORD	72,539.00	-48,500.00	24,039.00
Move expenses to Contract Services acct	45547	10/14/2024	EBRADFORD	72,539.00	-16,000.00	8,039.00
Comms 10-10-4600-5300-113 LICENSE FEES						
Move website support to Data Processing Serv	45551	10/14/2024	EBRADFORD	13,998.00	-3,000.00	8,070.00
Reverse budget amendment	45552	10/14/2024	EBRADFORD	13,998.00	3,000.00	11,070.00
Comms 10-10-4600-5300-454 CONTRACT SERVICES						
Move translation services to Contract Services	45548	10/14/2024	EBRADFORD	0.00	1,000.00	1,000.00
Comms 10-10-4600-5300-458 DATA PROCESSING SERVICES						
Move website support to Data Processing Serv	45550	10/14/2024	EBRADFORD	0.00	3,000.00	3,000.00
Comms 10-10-4600-5300-570 MISCELLANEOUS						
Move translation services to Contract Services	45549	10/14/2024	EBRADFORD	6,200.00	-1,000.00	8,200.00
Move website support to Data Processing Serv	45553	10/14/2024	EBRADFORD	6,200.00	-3,000.00	5,200.00
Facilities Mgmt. 10-10-5000-5300-145 MAINTENANCE - BUILDINGS						
Flooring project at HPD moved to Facilities bu	45556	10/14/2024	JFernandez	384,174.00	6,000.00	390,174.00
Safety & Risk 10-10-6600-5300-330 SUPPLIES - DEPARTMENTAL						
To cover OSHA supplies through FY25.	45563	10/14/2024	JFernandez	76,000.00	-50,000.00	26,000.00
Safety & Risk 10-10-6600-5300-332 SUPPLIES - OSHA						
To cover OSHA supplies through FY25.	45564	10/14/2024	JFernandez	0.00	50,000.00	50,000.00
Police 10-20-5100-5300-145 MAINTENANCE - BUILDINGS						
Flooring project at HPD moved to Facilities bu	45555	10/14/2024	JFernandez	9,000.00	-6,000.00	3,000.00
Police 10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
To cover extended warranty on body cameras.	45559	10/14/2024	JFernandez	57,375.00	-1,700.00	55,675.00
To cover remaining cost of body camera warra	45565	10/14/2024	JFernandez	57,375.00	-80.00	55,595.00
Police 10-20-5100-5300-458 DATA PROCESSING SERVICES						
To cover extended warranty on body cameras.	45560	10/14/2024	JFernandez	26,100.00	1,700.00	31,310.00

JFernandez
10/07/2024 12:35:59PM
fl142r03

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 10/14/2024 TO 10/14/2024

	<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>
	To cover remaining cost of body camera warra	45566	10/14/2024	JFernandez	26,100.00	80.00	31,390.00
Police	10-20-5100-5300-732 EMERGENCY OPERATIONS CENTER 800 MHz Radios for EOC	45569	10/14/2024	EBRADFORD	10,000.00	40,000.00	50,000.00
Fleet Maint.	10-30-5550-5300-113 LICENSE FEES To cover Fleet Maintenance Software	45557	10/14/2024	EBRADFORD	12,850.00	8,400.00	21,250.00
Disaster Relief	30-80-4000-5300-310 GASOLINE Hurricane Helene Mutual Aid Expenses	45587	10/14/2024	EBRADFORD	0.00	5,000.00	5,000.00
Disaster Relief	30-80-4000-5300-324 SUPPLIES - DISASTER Hurricane Helene Mutual Aid Expenses	45580	10/14/2024	EBRADFORD	0.00	15,000.00	15,000.00
Disaster Relief	30-80-4000-5300-570 MISCELLANEOUS Hurricane Helene Mutual Aid Expenses	45588	10/14/2024	EBRADFORD	0.00	5,000.00	5,000.00
Billing & Collect.	30-80-7240-5300-330 SUPPLIES - DEPARTMENTAL To cover cash drawers for Billing & Collector	45575	10/14/2024	JFernandez	0.00	114.00	114.00
Billing & Collect.	30-80-7240-5300-570 MISCELLANEOUS To cover cash drawers for Billing & Collector	45576	10/14/2024	JFernandez	1,000.00	-114.00	886.00
Water Dist.	30-80-8140-5300-154 MAINTENANCE - GROUNDS To cover pine tree removal at utility sites.	45562	10/14/2024	JFernandez	27,000.00	5,000.00	35,000.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL To cover pine tree removal at utility sites.	45561	10/14/2024	JFernandez	120,000.00	-5,000.00	98,500.00
	To cover standby pump rental extension at Has	45567	10/14/2024	JFernandez	120,000.00	-11,500.00	87,000.00
Water Dist.	30-80-8140-5300-351 RENTAL - EQUIPMENT To cover standby pump rental extension at Has	45568	10/14/2024	JFernandez	2,000.00	11,500.00	22,000.00
WWTP	30-80-8220-5300-164 MAINTENANCE - INSTRUMENTATION Replacement of plant control computer.	45572	10/14/2024	JFernandez	20,760.00	1,800.00	22,560.00
WWTP	30-80-8220-5300-458 DATA PROCESSING SERVICES To cover alarm management customer care.	45574	10/14/2024	JFernandez	1,000.00	450.00	1,450.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS Replacement of plant control computer.	45571	10/14/2024	JFernandez	4,520.00	-1,800.00	1,420.00
	To cover alarm management customer care.	45573	10/14/2024	JFernandez	4,520.00	-450.00	970.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY Hurricane Helene Mutual Aid Expenses	45579	10/14/2024	EBRADFORD	400,000.00	-15,000.00	252,514.00
	Hurricane Helene Mutual Aid Expenses	45590	10/14/2024	EBRADFORD	400,000.00	-10,000.00	242,514.00
						<u>0.00</u>	

APPROVED: 3/0

DATE: 10/14/24

VERIFIED: Sarah E. Kimrey



RESOLUTION

Prohibiting Viewing of Pornography on Town Networks and Devices

WHEREAS, N.C.G.S. § 143-805, effective October 1, 2024, states that a public agency shall not permit the viewing of pornography by its employees on a network of that public agency, and no public agency shall permit an employee, elected official, or appointee of that public agency to view pornography on a device owned, leased, maintained, or otherwise controlled by that public agency; and

WHEREAS, N.C.G.S. § 143-805 requires public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by that public agency;

NOW, THEREFORE, be it resolved that the following shall apply in the Town of Hillsborough:

1. No employee of the town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the town, whether on a device controlled by the town or on a privately owned, leased, maintained, or otherwise controlled device.
2. No employee, elected official, or appointee of the town shall view pornography on a device owned, leased, maintained, or otherwise controlled by the town.
3. Any employee, elected official, or appointee of the town who has saved pornography to a device owned, leased, maintained, or otherwise controlled by the town shall remove, delete, or uninstall the pornography no later than January 1, 2025.
4. Paragraphs 1, 2, and 3 shall not apply to an official or employee if the use falls under the provisions of N.C.G.S. § 143-805(d), but this use shall follow the recommendations for appropriate viewing of pornography issued by the State Chief Information Officer for the purposes under N.C.G.S. § 143- 805(d).
5. The terms used herein shall be defined as set forth in N.C.G.S. § 143-805(g).
6. Starting annually in 2025, no later than August 1, and in the format required by the State Chief Information Officer, the town shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the town's network.
7. Any employee of the town who becomes aware of a violation of any provision of this policy shall report the violation to the Human Resources Division. If the violation was by an appointee of the Board of Commissioners, the town clerk shall report the violation to the Board of Commissioners unless the appointee first resigns from the position held.
8. Any employee of the town who violates any provision of this policy shall be subject to disciplinary action under Article V. Disciplinary Actions and Non-Disciplinary Suspensions of the town's Employee Handbook (Policy Manual).
9. Any appointee of the town who violates any provision of this policy shall be subject to removal by the Board of Commissioners.

Approved this 14th day of October of the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey

Sarah Kimrey, Town Clerk

DRAFT

**HILLSBOROUGH BOARD OF COMMISSIONERS
Consistency Statement per Section 160D-605(a)**

**Text Amendment Request from:
Staff – Planning and Economic Development Division
October 14, 2024**

The Town of Hillsborough Board of Commissioners has received and reviewed the application from Town Planning and Economic Development Division staff to amend the Unified Development Ordinance as follows:

Amend UDO §3.13 (Administrative Procedures – Site Plan Review) to exempt the following uses from site plan review and approval requirements: bona fide farms and agricultural uses; single-family dwellings; attached dwellings with 2-4 units; manufactured homes; new structures equal to or less than 5,000 sq. ft. in gross floor area; and the expansion of existing development under specific conditions.

The Hillsborough Board of Commissioners has determined the proposed action **is** consistent with the Town of Hillsborough’s Comprehensive Sustainability Plan (CSP) because it **supports** the following goals:

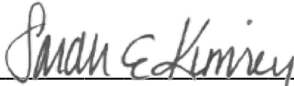
- Town Government & Public Services Goal 2: Adopt local laws, regulations, & policies that help to achieve sustainable & equitable outcomes.
 - Strategy: develop and adopt policies that help accomplish town goals
 - Implementation Action: regularly review and update town policies as new information is garnered and achievements are met.
- Land Use and Development Goal 1: Ensure that future growth & development, including infill & redevelopment, are aligned with smart growth principles & consider infrastructure constraints such as water & wastewater system capacity.
 - Strategy: Ensure that land use & development regulations are aligned with preferred future land use & growth patterns.

- Implementation Action: Ensure that the Unified Development Ordinance incorporates strategies to achieve a mix of housing types through zoning.
- Housing & Affordability Goal 1: Develop & maintain a variety of safe, healthy, & sustainable housing options to increase housing stability for renters & homeowners.
 - Strategy: Adopt development regulations that contribute to meeting identifiable affordable housing needs.
 - Implementation Action: Increase diversity of housing stock through development regulations & decisions.
 - Strategy: Adopt development regulations that contribute to meeting overall housing needs.
 - Implementation Actions: Adopt regulations that promote a variety in housing that fills the missing middle housing; and streamline the permitting process for multiple parts of the housing development process.

The foregoing consistency statement having been submitted to a vote, received the following vote and was duly adopted this 14th day of October in the year 2024.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Town of Hillsborough Unified Development Ordinance Section 3.13, *Administrative Procedures – Site Plan Review*

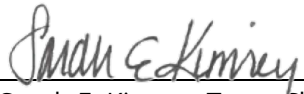
The Hillsborough Board of Commissioners ordains the following amendments:

- Section 1.** The amendments to Unified Development Ordinance Section 3.13, *Administrative Procedures – Site Plan Review*, 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 14th day of October in the year 2024.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk

3.13 SITE PLAN REVIEW

3.13.1 INTENT

The intent of this subsection is to address the specific conditions and standards of evaluation for site plan review and approval.

3.13.2 APPLICABILITY

Site plan review and approval is required prior to issuance of a Zoning Compliance Permit for any development except the following:

- (a) Bona fide farms and agricultural uses, including associated principal and accessory buildings and structures.
- (b) Single-family dwellings, two-, three-, and four-unit attached dwellings, and manufactured homes, including their accessory uses and structures, located on an individual lot.
- (c) Construction of new structures not listed in (a) or (b), above consisting of no more than 5,000 square feet of gross floor area.
- (d) Expansion of existing development if the expansion results in:
 - (1) an addition of no more than 15% of previously existing gross floor area, or 2,500 square feet of gross floor area, whichever is greater, or
 - (2) an addition of no more than 15% of previously existing parking spaces, or 10 parking spaces, whichever is greater, or
 - (3) an increase of no more than 15% in the amount of land cleared for non-agricultural development, or 10,000 square feet of new land clearing, whichever is greater.
- (e) Any change in use, provided the change does not involve development other than that exempted above.
- (f) Any sign.
- (g) Uses requiring a Special Use Permit, as site plan review is built into the Special Use Permit review process.

3.13.3 PROCEDURE

3.13.3.1 Authority to Apply

The property owner or their authorized representative may apply for site plan approval.

3.13.3.2 Pre-application Conference

Applicants should meet with the Planning Director to review the proposed plan and discuss ordinance requirements before submitting an application for site plan review.

3.13.4 APPLICATION REQUIREMENTS

The Planning Director shall provide forms for site plan review. Applicants shall submit all required information found in the *Administrative Manual*, and any additional information needed to demonstrate

compliance with this Ordinance. No application shall be accepted as complete unless accompanied by the required application fee.

3.13.5 REVIEW PROCESS

3.13.5.1 General

The Planning Director shall review and, if the site plan submitted otherwise meets all standards of this Ordinance, approve the site plan. Approval or denial of the site plan shall be made within 45 working days of a site plan submittal being deemed complete.

3.13.5.2 Completeness Review

Upon receipt of a Site Plan Review application, the Planning Director shall first determine whether the application is complete, including payment of the application fee. The Planning Director shall have five working days in which to determine application completeness. If the Planning Director determine the application is incomplete, they shall notify the applicant in writing of the reasons for such determination.

3.13.5.3 Technical Review Committee

Upon determination that a complete application has been filed, the Planning Director shall refer the site plan to the Technical Review Committee. The Technical Review Committee shall review the plan at its next regularly scheduled meeting. Written review comments shall then be forwarded to the applicant.

3.13.6 DECISIONS ON SITE PLAN APPLICATIONS

The Planning Director has the authority to approve or deny site plans. Denial of site plan approval shall be based on the grounds that the site plan fails to comply with any specific requirements of this Ordinance. Decisions shall be provided in writing via first class mail to the applicant within 5 working days of the decision.

3.13.7 APPEAL

The Planning Director's decision on an application for a Site Plan Review may be appealed to the Board of Adjustment following procedures established in Section 3.11, *Appeal*.

3.13.8 VESTING

No statutory vested right is established by approval of a site plan. However, as part of their application, applicants may request statutory vesting of a site plan following procedures found in subsection 1.8, *Vested Rights*, of this Ordinance.

3.13.9 MODIFICATIONS

Approval of modifications to approved site plans shall be made by applying the criteria found in paragraphs 3.8.18, *Minor Changes and Modifications*, and 3.8.19, *Criteria Used for Determination*, of this Ordinance.

3.13.10 REVOCATION

The Planning Director may revoke site plan approval by following the procedure found in sub-paragraph 8.6.4.5, *Revocation of Permits or Certificates*, of this Ordinance.

3.13.11 EXPIRATION

Site plan approval expires 12 calendar months from the date of approval unless:

- (a) A Zoning Compliance Permit has been issued for the project prior to the expiration date,

- (b) a statutory vested right was obtained under procedures found in subsection 1.8, *Vested Rights*, of this Ordinance prior to approval, or
- (c) a common law vested right is obtained from the Planning Director following provisions found in North Carolina General Statute 160D-108(h).

DRAFT



ORDINANCE

Amending Chapter 3, Section 3-50 of the Code of Ordinances – Reservation of Facilities Within Town Parks

The Hillsborough Board of Commissioners ordains:

Section 1. Chapter 3, Article VII, of the Hillsborough Code of Ordinances is amended as follows:

Section 3-50. Reservation of facilities within town parks.

- (a) The town may allow the reservation of certain facilities within town parks for private use for limited periods when such use does not conflict with enjoyment of the park by the general public or other town policies.
- (b) A person seeking to reserve a town park facility must submit a reservation permit application a minimum of 14 days in advance of the reservation date. The reservation request must be approved by town staff in advance of the reservation date for the reservation to be effective. Fees associated with the reservation are non-refundable and are due on the date specified by town staff after the reservation request is reviewed. Cancellations made 7 days prior to the reservation date may be issued a credit toward a future reservation of the facility, to be used within one calendar year. Reservation cancellations made within 7 days of the reservation date are not eligible for credit.
- (c) The reservation shall be on a form provided by town staff and require sufficient information to identify the person requesting the permit, emergency contact information, the facility to be reserved, the proposed use and duration of use, and proof of liability insurance if deemed necessary by the town.
- (d) The public space manager or their designee is authorized to approve park facility reservation permits.
- (e) The reservation permit-issuing staff may issue a reservation permit when they find that the proposed activity or use of the park:
 - (1) Will not unreasonably interfere or detract from the general public enjoyment of the park;
 - (2) Will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - (3) Is not reasonably anticipated to incite violence, crime or disorderly conduct;
 - (4) Will not entail unusual, extraordinary or burdensome expense or police operation by the town;
 - (5) Has not been reserved for other use at the day and hour required in the application.
- (f) Not to limit the generality of paragraph (e), the following activities are prohibited and may not be permitted as part of a park reservation but can be considered and approved during the review of a special event permit:

- (1) Archery;
 - (2) Sound amplifying equipment including but not limited to PA systems and stereos;
 - (3) Temporary chalk markings associated with sports and games on playing fields.
- g) Events that meet a threshold specified in section 7-18 shall seek a special event permit rather than a park reservation permit. Special event fees and park reservation fees apply to all events, unless hosted by the Town of Hillsborough. The following regulations apply to all special events and park reservations in town parks excluding Town of Hillsborough hosted events:
- (1) Events at town parks are limited to a total number of 75 persons excluding events conducted by schools and academic institutions held during school operating hours which may be permitted through a special event permit for up to 150 persons up to 4 times per calendar year.
 - (2) Events at town parks must comply with Section 5 of the Code of Ordinances: Noise.
 - (3) Event sponsors and hosts are responsible for the collection and disposal of all trash and waste that is not located within a provided trash bin or receptacle. No trash may be left on site or placed outside of the provided waste receptacles.
- h) Town parks and greenways may not be reserved for exclusive, non-public use unless approved by the Hillsborough Board of Commissioners through a special event permit.
- (i) Town parks and greenways may not be reserved as the starting or ending point for walk, run, or bicycle events but may be used as a portion of the route for permitted events.

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 14th day of October in the year 2024.

Ayes: 3
Noes: 0
Absent or excused: 2



Sarah E. Kimrey, Town Clerk



Minutes

Board of Commissioners Work Session

7 p.m. Oct. 28, 2024

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

Present: Mayor Mark Bell and commissioners Robb English, Kathleen Ferguson, Matt Hughes and Evelyn Lloyd

Absent: Commissioner Meaghun Darab (remote)

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove and Public Space and Sustainability Manager Stephanie Trueblood

1. Opening of the work session

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

2. Agenda changes and approval

Add Item 8A – Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (potential litigation)

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

Vote: 4-0.

3. Presentations

A. Completion of 2024 Government 101

Senior Communications Specialist Cheryl Sadgrove shared highlights and photos from the 2024 program. Participants who attended at least five of the seven sessions received a certificate from the town manager and mayor.

B. Arts and Economic Prosperity sixth annual study findings

Orange County Arts Commission Director Katie Murray presented highlights from the study. The Town of Hillsborough paid \$1,500 to Americans for the Arts to be a partner in the study and another \$1,665 for a joint survey coordinator to assist the towns and county in collecting more survey data.

Murray noted that:

- The study indicates that performing artists need practice space.
- Nonprofit art centers bring in people who spend money in the community, and hosting an event involves a lot of risk.
- Public support is now more important because private funding is declining.
- Hillsborough is a town that supports the arts.

4. Appointments

- A. Historic District Commission – Reappointment of Will Senner for a term expiring Oct. 31, 2027

Motion: Ferguson moved to approve the reappointment. Lloyd seconded.

Vote: 4-0.

5. Items for decision - consent agenda

- A. Miscellaneous budget amendments and transfers
B. Proclamation – Operation Green Light for Veterans
C. East Village at Meadowlands (Auman Village) request for development approval extension

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

Vote: 4-0.

6. In-depth discussion and topics

- A. Update from Commissioner Matt Hughes

Commissioner Matt Hughes made a statement to the board and public in light of his second charge in Orange County for driving while impaired. He shared that he recently had an incident involving alcohol and law enforcement and has been struggling with mental health issues and alcohol use disorder. He apologized to the board and said he is committed to sobriety and improving his mental health.

Mayor Mark Bell noted that North Carolina statutes do not give town boards the authority to remove a commissioner and that an official censure from the board would be premature at this time because Hughes' court case has not yet been heard.

The commissioners each made a statement noting the seriousness of driving while intoxicated, the importance of staying committed to mental health wellness and substance abuse treatment, and appreciation for Hughes' public statement and contributions as a commissioner. Commissioners also urged Hughes to take time away from the board to focus on his sobriety.

- B. Unified Development Ordinance text amendment to Section 5.2.8: Dwelling, Accessory (applicant-initiated)
Planning and Economic Development Manager Shannan Campbell summarized the text amendment, which was requested by a homeowner who lives on a private street and would like to build a detached accessory dwelling unit.

The Unified Development Ordinance previously had been amended to allow attached units to be built on private streets because the board didn't see substantial difference between adding a structure and adding a bedroom and bathroom to an existing home.

Planning staff have made revisions to the draft text amendment to require:

- A platted, deeded public utility easement.
- Upsizing of utility lines if necessary.
- Conformation to the town's design standards for private streets.

Campbell said the town has about 8 to 12 private streets. The Planning Board recommended approving the amendment with the revisions.

Natalie Dolgireff, who requested the amendment, addressed the board. She said the private portion of Daphne Drive meets the town's street standards. She said permitting an accessory dwelling if a breezeway

were built to technically attach the unit to the main house doesn't make sense. She would like to build a freestanding unit.

Bell noted and the town attorney confirmed that Commissioner Meaghun Darab could participate in the conversation but couldn't vote because she was remote.

Commissioners expressed interest in supporting the building of accessory dwelling units and in avoiding creating additional barriers. They expressed concern that the utilities easement requirement may be a barrier. It was noted that the language "if necessary" may be vague for determining when utilities lines need to be upsized.

Motion: Ferguson moved to approve the text amendment with staff recommendations. Commissioner Robb English seconded.

Vote: 3-1 (nay = Hughes)

C. U.S. 70 bypass safety concerns

Public Space and Sustainability Manager Stephanie Trueblood noted that there have been concerns about safety on this road and that a teenager was fatally struck while walking along the road earlier this fall.

Trueblood summarized the town's recommendations since 2007 for safety improvements on the stretch of highway in the town limits. She said the board has a Vision Zero policy to eliminate traffic fatalities and serious injuries by 2040. The presentation was included in the agenda packet and includes information from the North Carolina Department of Transportation on fatal and serious injury crash locations along the corridor.

Trueblood said the town may want to ask the state to reduce the speed limit on U.S. 70 inside town limits. The speed limit is 45 miles per hour. The town has expressed interest in shared-use paths, paved greenways in rights of way separated from roads. There is no secured funding or schedule for improvements to the section of U.S. 70 within town.

The mayor suggested adding information to the town website on the complexity of sidewalk projects.

No action was taken.

7. Committee updates and reports

No updates were given.

Motion: Ferguson moved to enter closed session. English seconded.

Vote: 4-0.

8. Closed session (added item)

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

Motion: Ferguson moved to return to open session. Hughes seconded.

Vote: 4-0.

9. Adjournment

The mayor adjourned the meeting at 10:09 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 10/28/2024 TO 10/28/2024

	<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 Contingency	10-00-9990-5300-000 CONTINGENCY Adj per FY24 PO roll forwards	45662	10/28/2024	EBRADFORI	450,000.00	30,713.35	386,596.35
Gov. Body	10-10-4100-5500-970 SERVICE CHARGE - W&S FUND Adj per FY24 PO roll forwards	45649	10/28/2024	EBRADFORI	-146,370.00	-1,233.00	-147,603.00
Gov. Body	10-10-4100-5500-980 SERVICE CHARGE - STORMWATER FUND Adj per FY24 PO roll forwards	45650	10/28/2024	EBRADFORI	-5,849.00	-55.00	-5,904.00
Admin.	10-10-4200-5500-970 SERVICE CHARGE - W&S FUND Adj per FY24 PO roll forwards	45651	10/28/2024	EBRADFORI	-459,439.00	-3,727.00	-463,166.00
Admin.	10-10-4200-5500-980 SERVICE CHARGE - STORMWATER FUND Adj per FY24 PO roll forwards	45652	10/28/2024	EBRADFORI	-18,377.00	-150.00	-18,527.00
Comms	10-10-4600-5500-970 COST ALLOCATION - W&S FUND Adj per FY24 PO roll forwards	45653	10/28/2024	EBRADFORI	-192,361.00	-2,132.00	-194,493.00
Comms	10-10-4600-5500-980 COST ALLOCATION - STORMWATER FUND Adj per FY24 PO roll forwards	45654	10/28/2024	EBRADFORI	-7,694.00	-86.00	-7,780.00
Facilities Mgmt.	10-10-5000-5500-970 SERVICE CHARGE - W&S FUND Adj per FY24 PO roll forwards	45655	10/28/2024	EBRADFORI	-194,563.00	-10,613.00	-205,176.00
Facilities Mgmt.	10-10-5000-5500-980 SERVICE CHARGE - STORMWATER FUND Adj per FY24 PO roll forwards	45656	10/28/2024	EBRADFORI	-114,969.00	-6,271.00	-121,240.00
IT	10-10-6610-5500-970 SERVICE CHARGE - W&S FUND Adj per FY24 PO roll forwards	45659	10/28/2024	EBRADFORI	-614,530.00	-34,251.00	-648,781.00
IT	10-10-6610-5500-980 SERVICE CHARGE - STORMWATER FUND Adj per FY24 PO roll forwards	45660	10/28/2024	EBRADFORI	-24,581.00	-1,370.00	-25,951.00
Police	10-20-5100-5300-310 GASOLINE To cover Southern Software invoice.	45641	10/28/2024	JFernandez	77,380.00	-25.00	77,355.00
Police	10-20-5100-5300-424 C.S./SANCT.DIGITAL-S. SOFTWARE To cover Southern Software invoice.	45642	10/28/2024	JFernandez	1,274.00	25.00	1,299.00
Fleet Maint.	10-30-5550-5500-970 SERVICE CHARGE - W&S FUND Adj per FY24 PO roll forwards	45657	10/28/2024	EBRADFORI	-243,475.00	-5,175.00	-248,650.00
Fleet Maint.	10-30-5550-5500-980 SERVICE CHARGE - STORMWATER FUND Adj per FY24 PO roll forwards	45658	10/28/2024	EBRADFORI	-5,367.00	-74.00	-5,441.00
Special Approp.	10-60-6900-5350-621 SERVICE CHARGE - UTILITIES ADMIN Adj per FY24 PO roll forwards	45661	10/28/2024	EBRADFORI	150,000.00	34,423.65	184,423.65
WSF Transfers Out	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND To budget Water SDFs	45645	10/28/2024	EBRADFORI	0.00	23,995.00	23,995.00
WSF Transfers Out	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND To budget Sewer SDFs	45646	10/28/2024	EBRADFORI	0.00	22,162.00	22,162.00
WSF Revenues	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES To budget Water SDFs	45643	10/28/2024	EBRADFORI	0.00	23,995.00	23,995.00
WSF Revenues	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES To budget Sewer SDFs	45644	10/28/2024	EBRADFORI	0.00	22,162.00	22,162.00
Admin. of Enterprise	30-80-7200-5300-041 ATTORNEY FEES To cover attorney fees	45682	10/28/2024	EBRADFORI	17,000.00	30,000.00	47,000.00
Admin. of Enterprise	30-80-7200-5350-610 SERVICE CHARGE - GOVERNING BODY JFernandez		10/21/2024	7:55:53PM			

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 10/28/2024 TO 10/28/2024

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET	
Adj per FY24 PO roll forwards	45663	10/28/2024	EBRADFORI	146,370.00	1,233.00	147,603.00	
Admin. 30-80-7200-5350-611 SERVICE CHARGE - ADMINISTRATION of Enterprise	Adj per FY24 PO roll forwards	45664	10/28/2024	EBRADFORI	459,440.00	3,726.00	463,166.00
Admin. 30-80-7200-5350-613 SERVICE CHARGE - FLEET MAINTENANCE of Enterprise	Adj per FY24 PO roll forwards	45666	10/28/2024	EBRADFORI	243,476.00	5,174.00	248,650.00
Admin. 30-80-7200-5350-614 SERVICE CHARGE - FACILITY MGMT of Enterprise	Adj per FY24 PO roll forwards	45669	10/28/2024	EBRADFORI	194,564.00	10,612.00	205,176.00
Admin. 30-80-7200-5350-616 SERVICE CHARGE - INFORMATION TECH of Enterprise	Adj per FY24 PO roll forwards	45667	10/28/2024	EBRADFORI	614,531.00	34,250.00	648,781.00
Admin. 30-80-7200-5350-623 SERVICE CHARGE - COMMUNICATIONS of Enterprise	Adj per FY24 PO roll forwards	45665	10/28/2024	EBRADFORI	192,361.00	2,132.00	194,493.00
Utilities Admin. 30-80-7220-5500-990 SERVICE CHARGE - GENERAL FUND	Adj per FY24 PO roll forwards	45668	10/28/2024	EBRADFORI	-150,000.00	-34,423.65	-184,423.65
WTP 30-80-8120-5300-330 SUPPLIES - DEPARTMENTAL	To cover software support renewal for SC	45684	10/28/2024	JFernandez	5,000.00	-1,630.00	3,370.00
WTP 30-80-8120-5300-458 DATA PROCESSING SERVICES	To cover software support renewal for SC	45685	10/28/2024	JFernandez	1,000.00	1,630.00	2,630.00
WW Collect. 30-80-8200-5300-080 TRAINING/CONF./CONV.	To cover NASSCO recertification.	45640	10/28/2024	JFernandez	5,000.00	1,500.00	6,500.00
WW Collect. 30-80-8200-5300-416 C.S./ROOT CONTROL SERVICE	To cover NASSCO recertification.	45639	10/28/2024	JFernandez	17,000.00	-1,500.00	15,500.00
WSF Contingency 30-80-9990-5300-000 CONTINGENCY	Adj per FY24 PO roll forwards	45670	10/28/2024	EBRADFORI	400,000.00	-22,703.35	219,810.65
	To cover attorney fees	45683	10/28/2024	EBRADFORI	400,000.00	-30,000.00	189,810.65
SW Contingency 35-30-5900-5300-000 CONTINGENCY	Adj per FY24 PO roll forwards	45677	10/28/2024	EBRADFORI	25,000.00	-8,000.00	17,000.00
Storm-Water 35-30-5900-5350-610 SERVICE CHARGE - GOVERNING BODY	Adj per FY24 PO roll forwards	45671	10/28/2024	EBRADFORI	5,850.00	54.00	5,904.00
Storm-Water 35-30-5900-5350-611 SERVICE CHARGE - ADMINISTRATION	Adj per FY24 PO roll forwards	45672	10/28/2024	EBRADFORI	18,378.00	149.00	18,527.00
Storm-Water 35-30-5900-5350-613 SERVICE CHARGE - FLEET MAINTENANCE	Adj per FY24 PO roll forwards	45675	10/28/2024	EBRADFORI	5,368.00	73.00	5,441.00
Storm-Water 35-30-5900-5350-614 SERVICE CHARGE - FACILITY MGMT	Adj per FY24 PO roll forwards	45674	10/28/2024	EBRADFORI	114,970.00	6,270.00	121,240.00
Storm-Water 35-30-5900-5350-616 SERVICE CHARGE - INFORMATION TECH	Adj per FY24 PO roll forwards	45676	10/28/2024	EBRADFORI	24,582.00	1,369.00	25,951.00
Storm-Water 35-30-5900-5350-623 SERVICE CHARGE - COMMUNICATIONS	Adj per FY24 PO roll forwards	45673	10/28/2024	EBRADFORI	7,695.00	85.00	7,780.00
Restr. Revenue 72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT	Allocate FY25 Q2 ABC Board payment.	45647	10/28/2024	JFernandez	27,157.85	3,500.00	34,157.85
Restr. Revenue 72-00-5100-3301-057 RESTRICTED REV-BULLETPROOF VEST PAR	Est budget for grant funds	45680	10/28/2024	EBRADFORI	0.00	1,875.41	1,875.41
Restr. Revenue 72-20-5100-5300-052 ABC BOARD EXPENDITURES							
	JFernandez	10/21/2024	7:55:53PM				
	f1142r03						

FY 2024-2025

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 10/28/2024 TO 10/28/2024**

<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>
Allocate FY25 Q2 ABC Board payment.	45648	10/28/2024	JFernandez	27,157.85	3,500.00	34,157.85
Restr. 72-20-5100-5300-368 BULLETPROOF VEST PARTNERSHIP EXPEND						
Revenue Est budget for grant funds	45681	10/28/2024	EBRADFORI	0.00	1,875.41	1,875.41
					<u>103,064.82</u>	

APPROVED: 4/0

DATE: 10/28/24

VERIFIED: _____

Smahn & Kinney

DRAFT



PROCLAMATION

Supporting Operation Green Light for Veterans

WHEREAS, the people of Hillsborough respect, admire, and appreciate the individuals who selflessly have served the United States of America in the armed forces by placing themselves in challenging or perilous situations; and

WHEREAS, the contributions and sacrifices of those individuals who served in the armed forces have been vital in maintaining the freedoms and ways of life that we enjoy in our local communities; and

WHEREAS, Operation Green Light is a nationwide initiative to support veterans and raise awareness about the challenges many veterans face in accessing benefits and services; and

WHEREAS, approximately 70 percent of veterans experiencing homelessness also experience substance use disorders and 50 percent live with mental illnesses such as post-traumatic stress disorder; and

WHEREAS, studies indicate that 44 to 72 percent of service members experience high levels of stress during transition from military to civilian life and that active service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, veterans continue to serve our communities in the American Legion, Veterans of Foreign Wars, religious groups, community organizations, and civil service and as county veteran service officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability, and compensation benefits each year; and

WHEREAS, Town of Hillsborough veterans include Mayor Mark Bell (U.S. Naval Reserve), Police Officer 1st Class Curry Hall (U.S. Army), Meter Reader Supervisor Tyrone Hodge (U.S. Army), and Police Officer 1st Class Matthew Lorenson (U.S. Marine Corps); and

WHEREAS, the Town of Hillsborough seeks to join other communities through Operation Green Light for Veterans to shine a light on the plight of veterans across the country who are having a hard time connecting with benefits after serving their country;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of Nov. 4-11, 2024, which includes Veterans Day on Nov. 11, to be a time to honor the service and sacrifice of individuals in uniform transitioning from active service;

FURTHERMORE, in observance of Operation Green Light for Veterans, the Hillsborough Board of Commissioners encourages community members to show their support for veterans by displaying a green light in a window of their place of business or residence from Nov. 4 through Nov. 11.

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 October in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

HILLSBOROUGH BOARD OF COMMISSIONERS
Consistency Statement per Section 160D-605(a)

Applicant-Initiated Text Amendment Request Regarding
Free-standing Accessory Dwelling Units on Private Streets

October 28, 2024

The Town of Hillsborough Board of Commissioners has received and reviewed an application from residents Natalie Dolgireff and Armand Roth to amend the Unified Development Ordinance as follows:

Amend UDO §5.2.8 (Dwelling, Accessory) to allow freestanding (detached) accessory dwelling units on private streets.

After deliberation on the applicant's proposal and on Planning staff's suggested edits, the Hillsborough Board of Commissioners has determined that Planning staff's version of the proposed text amendment **is** consistent with the Town of Hillsborough's Comprehensive Sustainability Plan (CSP) because it **supports** the following goals:

- Land Use and Development Goal 1: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
 - Strategy: Ensure that land use and development regulations are aligned with preferred future land use and growth patterns.
- Town Government and Public Services Goal 2: Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.
 - Strategy: Develop and adopt policies that help accomplish town goals.

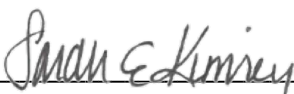
The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 28th day of October in the year 2024.

Ayes: 3

Noes: 1

Absent or excused: 1





Sarah E. Kimrey, Town Clerk



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

DRAFT

5.2 USE-SPECIFIC STANDARDS

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.
- 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.

6.21 STREETS

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.

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
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: 11/11/2024 TO 11/12/2024

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
Comms. 10-10-4600-5300-081 TRAINING - HILLSBOROUGH UNIVERSITY To cover Government 101 costs.	45691	11/12/2024	JFernandez	2,000.00	205.00	2,205.00
Comms. 10-10-4600-5300-570 MISCELLANEOUS To cover Government 101 costs.	45690	11/12/2024	JFernandez	6,200.00	-205.00	4,995.00
Police 10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL To change car radios to preferred account.	45697	11/12/2024	JFernandez	57,375.00	22,675.00	78,270.00
Move radio purchase to preferred account	45699	11/12/2024	JFernandez	57,375.00	26,925.00	105,195.00
Police 10-20-5100-5700-741 CAPITAL - EQUIPMENT To change car radios to preferred account.	45696	11/12/2024	JFernandez	65,000.00	-22,675.00	42,325.00
Move radio purchase to preferred account	45698	11/12/2024	JFernandez	65,000.00	-26,925.00	15,400.00
Fleet Maint. 10-30-5550-5300-112 POSTAGE To establish Postage budget	45692	11/11/2024	EBRADFORI	0.00	300.00	300.00
Fleet Maint. 10-30-5550-5300-145 MAINTENANCE - BUILDINGS To establish Postage budget	45693	11/11/2024	EBRADFORI	7,000.00	-300.00	6,700.00
Streets 10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE Move Traffic Calming budget to Maint ac	45688	11/11/2024	EBRADFORI	5,000.00	15,000.00	23,000.00
Streets 10-30-5600-5300-455 C.S./ENGINEERING To cover street engineering	45687	11/11/2024	EBRADFORI	41,000.00	26,400.00	101,461.33
Streets 10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE To cover street engineering	45686	11/11/2024	EBRADFORI	367,950.00	-26,400.00	341,550.00
Move Traffic Calming budget to Maint ac	45689	11/11/2024	EBRADFORI	367,950.00	-15,000.00	326,550.00
Utilities Admin. 30-80-7220-5300-455 C.S./ENGINEERING Developer reimbursable inspection expen:	45694	11/11/2024	EBRADFORI	110,000.00	50,000.00	326,248.25
WSF Contingency 30-80-9990-5300-000 CONTINGENCY Developer reimbursable inspection expen:	45695	11/11/2024	EBRADFORI	400,000.00	-50,000.00	139,810.65
					<u>0.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
Department: Public Space/Sustainability
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space Manager

ITEM TO BE CONSIDERED

Subject: Proclamation – Arbor Day 2024

Attachments:

Arbor Day 2024 Proclamation

Summary:

This year Arbor Day will be celebrated at 10 a.m. Wednesday, Nov. 20 at Riverwalk with an educational walk about riparian restoration and invasive species removal.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

1. Schedule Arbor Day for Wednesday, Nov. 20, 2024
2. Approve Arbor Day Proclamation to be read by Mayor Mark Bell at the Arbor Day celebration.



PROCLAMATION

Arbor Day

Nov. 20, 2024

WHEREAS, in 1872, J. Sterling Morton, who would become Secretary of Agriculture under President Grover Cleveland, proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees; and

WHEREAS, the resulting holiday – Arbor Day, was first observed in that state with the planting of more than one million trees and is now observed throughout the nation and the world; and

WHEREAS, trees are renewable resources that yield fruit and nuts for food and profit, wood for construction, fuel for warmth, paper products and a variety of other goods and materials; and

WHEREAS, trees intercept storm water, reduce runoff and erosion, clean air and water, produce oxygen, slow climate change by absorbing carbon dioxide, provide habitat for wildlife, and moderate air temperature; and

WHEREAS, when properly selected and tended appropriately, trees increase property values, enhance economic vitality and business districts, provide buffers from traffic and are a source of joy and spiritual renewal; and

WHEREAS, the Town of Hillsborough achieved Tree City USA status in 1983 and has received the Outstanding Tree Board Urban Forestry Award by the N.C. Urban Forest Council while continuing to maintain and improve our urban forest by the planting of additional trees to enhance our community; and

WHEREAS, Arbor Day reminds us of the timeless observation by its founder, J. Sterling Morton, that “Each generation takes the Earth as trustees;”

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Nov. 20, 2024, as Arbor Day in the Town of Hillsborough and urge all residents to support efforts to protect our trees and woodlands and encourage the community to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 12th day of November in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 12, 2024
Department:	Public Space and Sustainability
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Request for Traffic Calming Measures on Rainey Avenue by Fairview Community Watch

Attachments:

1. Memo and letter from Fairview Community Watch
2. Traffic Study on Rainey Avenue from January 2023
3. Traffic Calming Policy

Summary:

Concerns about speeding and the safety of pedestrians on Rainey Avenue have been expressed by the Fairview community for many years. Rainey Avenue is a town-owned and maintained street with speed limits posted at 25 mph. Several years ago, the town added centerlines to the road in hopes that it would narrow the view corridor and result in less speeding. However, a traffic study conducted in January 2023, after the centerlines were added, shows that 50% of vehicles are still travelling 8 mph or more over the posted speed limit and 15% of vehicles (85% percentile) are travelling at 13 mph or more over the posted speed limit.

Fairview Community Watch developed the Activate! Fairview Active Living Plan in 2021-2022 and has conducted six community workshops regarding traffic calming between February 2023 and May 2024. Results from the community engagement and planning efforts are summarized in the attached memo and letter include the following short-term traffic calming recommendations for Rainey Avenue:

1. Install multiway stop signs and stop bars at the intersection of Rainey Avenue and Torain Street.
2. Install a digital radar speed sign on Rainey Avenue.
3. Install traffic calming measures such as speed bumps on Rainey Avenue.

Results from community engagement and planning efforts include the following long-term traffic calming recommendations for Rainey Avenue:

1. Install a sidewalk along Rainey Avenue connecting the Dorothy N. Johnson Community Center to the sidewalk on Torian Street.

The Comprehensive Sustainability Plan includes a recommendation for a sidewalk along Rainey. There is no funding secured or schedule for the sidewalk installation.

The Town of Hillsborough traffic calming policy for residential streets can be found in the Town of Hillsborough Street Manual, Appendix B. The policy includes a procedure whereby residents may petition the town to

incorporate traffic calming devices and systems on town-owned residential streets. The policy requires 65% of residents in the impacted area to sign the petition. Fairview Community Watch will submit the petition to the town board at the meeting.

The memo and letter from Fairview Community Watch asks to the Hillsborough Board of Commissioners to prioritize and fund traffic-calming measures on Rainey Avenue.

Financial impacts:

The costs of traffic calming devices vary by type, so overall project costs are determined by which facilities are selected. Stop signs can be installed for \$300-\$600 per intersection, painted stop bars are roughly \$750 per intersection, paved speed humps are between \$6,000-\$10,000 each, and solar-powered radar signs are about \$5,000 each.

Staff recommendation and comments:

The Public Works Manager and Public Space and Sustainability Manager agree that the traffic data shows that speeding is an ongoing issue along Rainey Avenue and that the installation of centerlines did not significantly help the problem. Additional traffic calming measures seem to be warranted to improve safety especially for pedestrians in the vicinity. The short-term recommendations are aligned with the town's Vision Zero Policy. The long-term recommendation for a sidewalk is aligned with the Comprehensive Sustainability Plan recommendations.

Action requested:

Receive proposal and give direction to staff.

To: Hillsborough Board of Commissioners

Improving Safety on Rainey Avenue

Introduction

Recognizing the invaluable assets that make the Fairview Community vibrant and thriving, it is essential to ensure pedestrian safety and preserve the quality of life that the residents cherish. Implementing traffic calming measures on Rainey Ave. will help reduce speeding and create a safer environment for pedestrians.

Rainey Avenue is a centrally-located residential collector street in Fairview. The street is owned and maintained by the Town of Hillsborough. The street is a primary area of concern among residents. Over the past several months our UNC Food, Fitness and Opportunity Research Collaborative (UNC FFORC) team and the Fairview Community Watch (FCW) has worked extensively with community members, researchers, and stakeholders to identify the challenges and opportunities for traffic calming initiatives to enhance safety, livability, and connectivity within the neighborhood. These community workshops explored various initiatives and collected valuable data.

This memo proposes immediate, short term actions for improving safety on Rainey Avenue, including:

- Installing a multi-way stop on Rainey Ave. and Torain,
- Installing a digital radar speed sign, and
- Installing traffic calming measures such as speed bumps along high speed points.

Process

Since 2021, UNC FFORC and FCW have conducted numerous community engagement sessions with Fairview residents, local leaders, and stakeholders to understand traffic calming and pedestrian safety concerns in Fairview.

Activate! Fairview Active Living Plan (2021-2022)

The Fairview Youth in Action has conducted numerous community -engaged sessions with Fairview residents, local leaders, and partners. The plan addresses several elements that work cumulatively to promote active communities. The initiative to improve safety on Fairview's streets aligns with goals outlined in the Walk and Bike sections of the *Activate* plan.

Community Workshops (2023-2024)

To assess the impact of the residents' concerns, the UNC FFORC team actively engaged with the community through a series of six interactive

workshops focused on traffic calming (see Appendix for an overview of each workshop). These workshops, conducted between February 2023 to May 2024, provided valuable insights and shaped our understanding of traffic-related challenges and potential solutions. Workshops were facilitated by our team members in English and Spanish.

These workshops served as a foundation for our data collection efforts and informed our subsequent decisions. By actively engaging residents, we aimed to create community-driven traffic calming initiatives.

Previous Town of Hillsborough Interventions

Several traffic calming initiatives have already been implemented to enhance road safety on Rainey Ave. One significant step is the speed study conducted to analyze speed patterns and identify if further interventions are needed (see Appendix). The data collected revealed that speeding remains a significant issue in the area.

Another measure includes the stripping of the center line on Rainey Ave. These steps are part of a broader effort to create safer streets. However, following the completion of these initiatives, speeding remains a significant issue in the area. This indicates the need for additional interventions to effectively address this ongoing problem.

Identified Challenges

Through these engagement methods, the community identified several roadway challenges causing the area to feel unsafe for walking or rolling. Challenges included speeding, litter and unsafe walking conditions. Rainey Ave. has heavy pedestrian traffic due to its role in connecting important destinations such as Fairview Park, the Dorothy N. Johnson Community Center, U.S. 70, several local neighborhood streets, and two public transit stops. Safe accessibility to these spaces plays an essential role in enhancing the lives of residents and directly contributes to safer streets, especially areas with heavy pedestrian traffic. Challenges identified include:

- Speeding
- Street racing (primarily motorcycles)
- No current sidewalks on Rainey Ave.
- Excessive noise (primarily caused by motorcycles)
- Loose dogs
- Litter (dump sites along Northeast area)
- Inadequate street lighting

Priority Interventions for Action

Short-Term Priorities

- Install a multi-way stop (by placing stop signs with painted white stop bars) on Rainey Avenue and Torain Street.
- Install a digital radar speed sign on Rainey Ave.
- Install traffic calming measures, such as speed bumps or chicanes, along high speed points along Rainey Ave.

Long-Term Priorities

- Install a sidewalk along Rainey Ave. connecting the Dorothy N. Johnson Community Center to the intersection at Torain Street and Rainey Ave.

Conclusion

In summary, the traffic calming priorities outlined in this memo hold immense potential for reducing hazards and increasing active living in the Fairview Community. The priorities serve as multifaceted solutions. Working on the traffic calming priorities with the appropriate stakeholders will significantly reduce speeding and enhance pedestrian safety in the neighborhood. The residents and our research team are open to engaging in dialogue with stakeholders to foster collaboration, safety and proactive action. We urge the Town of Hillsborough to consider these priorities and are eager to work collaboratively with the Fairview Community Watch, community stakeholders and the FYIA to make these priorities a reality.

Respectfully Submitted

Judit Sarai Alvarado, UNC Food, Fitness, and Opportunity Research Collaborative (FFORC) & Fairview resident, Tulip Tree

Edith DeJesus-Sanchez, UNC Food, Fitness, and Opportunity Research Collaborative (FFORC) & Fairview resident, Tulip Tree

Jessica Colon-Diaz, UNC Food, Fitness, and Opportunity Research Collaborative (FFORC) & Fairview resident, Tulip Tree

Kevin Giff, UNC Food, Fitness, and Opportunity Research Collaborative (FFORC)

Faylor Riley, President, Fairview Community Watch, Thompson Ct.

Gaby Reyes, Vice President, Fairview Community Watch, Harper St.

Appendices

A. Proposed Safety Improvements on Rainey Ave



B. Activate! Fairview Active Living Plan 2022-2027

In 2022, the youth participants in the Fairview Youth in Action program developed the *Fairview Active Living Plan 2022-2027* (“Activate”), a youth-driven, community-engaged plan that outlines goals and recommendations to make the Fairview neighborhood a healthier and more active place to live. Find the full report [online](#).

C. Town of Hillsborough's Comprehensive Sustainability Plan

The initiative to improve safety on Fairview's streets also aligns with several key goals and priorities outlined in the Town of Hillsborough's Comprehensive Sustainability Plan. Key provisions of this plan include updating traffic-calming policies, prioritizing sidewalk and crosswalk improvements, and adding pedestrian and bicycle amenities. The plan also supports engaging with non-English-speaking residents, and promoting equitable community engagement.

D. Community Workshop Overview

#	Date	Total Attendees	Topics Covered
1	Feb 28, 2023	18	-Overview of the root causes of traffic issues in the neighborhood -Identify high-traffic areas (Challenge Mapping) -Understand town limits + road type classification
2	Apr 11, 2023	14	-How to measure success in addressing the issues -Build consensus on prioritizing safety concerns -Develop a strategy (using SMART Goals)
3	May 9, 2023	9	-Discuss solutions that can address issues -Types of traffic calming measures -Timeline for potential approaches
4	Nov 14, 2023	20	-Review focus areas and traffic calming measures -Review road ownership and zoning- concerns -Narrowing down priorities
5	Apr 24, 2024	21	-Understand in-town and county services + rates -Overview of property tax comparison -Identify priorities for each focus area
6	May 22, 2024	14	-Review priorities identified -Get commitment from residents to be involved
7	Oct 16, 2024	10	-Review priorities and memo -Commitment for Town Board meeting



Making the Fairview Community
a safer, healthier, fairer, and more enjoyable place to live

October 28, 2024

Mayor Mark Bell
Board of Commissioners
Town of Hillsborough
P.O. Box 429
Hillsborough, NC 27278

RE: Request for Traffic Calming on Rainey Ave.

Dear Mayor Bell and Members of the Board of Commissioners,

The Fairview Community Watch deeply appreciates the Town of Hillsborough's ongoing support of the Fairview community. Over the past several years, we've been diligently working toward making Fairview's longstanding vision of safe streets a reality. As traffic issues and speeding have persisted, **creating a safer environment for people walking, biking, or rolling has become a top priority for our community.** With this in mind, we write to you to express our enthusiastic support for the proposed traffic calming initiatives outlined in the attached memo, "*Improving Safety on Rainey Avenue.*"

Rainey Avenue, a centrally located, Town-owned street in Fairview, has been a major safety concern for the community due to excessive speeding, lack of sidewalks, and unsafe crossings. A 2023 speed study conducted by the Town of Hillsborough found that 85% of vehicles on Rainey Avenue were driving at 38-mph or more, far exceeding the 25-mph speed limit and well above the threshold for traffic calming measures. The street's role in connecting key destinations, such as Fairview Park, the Dorothy N. Johnson Community Center, and public transit stops, further make it an urgent and crucial area to address.

Since 2021, Fairview Community Watch members, with support of the UNC Food, Fitness, and Opportunity Research Collaborative (UNC FFORC), have been working closely with community members, researchers, and stakeholders to understand traffic calming and pedestrian safety concerns in the neighborhood. Over the course of seven community workshops held between February 2023 and October 2024, we gathered valuable insights and identified potential solutions to these challenges. This community-driven process aligns with the goals outlined in our *Activate! Fairview Active Living Plan (2022-2027)* and shows our commitment to making Fairview safer for all residents.

While we appreciate the Town's previous efforts to address speeding on Rainey Ave. — such as installing a yellow lane stripe and conducting a following speed study — data indicates that speeding remains a persistent problem. This ongoing issue makes it clear that additional interventions are needed to effectively improve pedestrian safety and overall livability in Fairview.

The traffic calming measures proposed in the attached memo, including installing multi-way stop signs at Rainey Avenue and Torain Street, digital radar speed signs, and traffic calming measures such as speed bumps or chicanes, are immediate actions that will greatly enhance community safety. Additionally, the



Making the Fairview Community
a safer, healthier, fairer, and more enjoyable place to live

long-term priority of installing a sidewalk along Rainey Ave. to connect the Dorothy Johnson Community Center to the intersection at Torain Street, will create safer walking conditions for all residents.

In conclusion, the traffic calming priorities outlined hold immense potential for reducing hazards and increasing safety in the Fairview community. These solutions, developed in collaboration with community members and partners, will significantly enhance pedestrian safety and quality of life in the neighborhood. We urge the Town of Hillsborough to consider these priorities and are eager to work collaboratively with the Town to make these priorities a reality.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Faylor Riley".

Faylor Riley
President
Fairview Community Watch

TOWN OF HILLSBOROUGH

120 Rainey Ave
Location, Zip or Postal Code

Change These in File > Preferences > Titles

COMBINED

Report for 1/4/2023 2:36:23 PM to 1/10/2023 3:00:00 PM

SPEED STATISTICS - 1 to 40+ by 3 MPH

Speed in MPH	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24	25 - 27	28 - 30	31 - 33	34 - 36	37 - 39	40 - 999
Count	0	0	3	22	31	54	100	233	539	986	1334	1311	864	690
Percent	0.0	0.0	0.0	0.4	0.5	0.9	1.6	3.8	8.7	16.0	21.6	21.3	14.0	11.2

Over Speed	3	6	9	12	15	18	21	24	27	30	33	36	39	999
Count	6167	6167	6164	6142	6111	6057	5957	5724	5185	4199	2865	1554	690	0
Percent	100.0	100.0	100.0	99.6	99.1	98.2	96.6	92.8	84.1	68.1	46.5	25.2	11.2	0.0

Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%
Speed	23	26	27	32	33	34	38	40	42

Average 33
(Mean)

Pace Speed 29-38
Number in 4001
Pace
Percent in 64.9
Pace

The 85th percentile speed is the speed at or below which 85% of vehicles travel on a road segment.

The speed limit is set at 25 mph on Rainey Ave, so the study shows that roughly 90% of vehicles are travelling over the speed limit, 50% of vehicles are travelling 8 mph or more over the speed limit, and 15% of vehicles are travelling more than 13 mph over the speed limit.

TOWN OF HILLSBOROUGH

120 Rainey Ave
Location, Zip or Postal Code

Change These in File > Preferences > Titles

COMBINED

Speed	Volume
9	3
10	5
11	6
12	11
13	9
14	9
15	13
16	19
17	18
18	17
19	27
20	26
21	47
22	54
23	80
24	99
25	137
26	184
27	218
28	267
29	325
30	394
31	411
32	456
33	467
34	468
35	463
36	380
37	338
38	299
39	227
40	150
41	162
42	111
43	86
44	49
45	41
46	24
47	28
48	12
49	9
50	3
51	6
52	2
53	3
54	0
55	1
56	2
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	0
65	0
66	1

Appendix B – Traffic Calming

B.1 Policy Statement

The Town of Hillsborough wishes to have a procedure whereby its' residents can petition the Town to incorporate traffic calming devices and systems on town owned residential streets to alleviate speeding, excessive traffic volume, dangerous intersections or other conditions that are of a public safety nature.

The purpose of this document is to present ways in which residents can find solutions to residential traffic problems as approved by the Hillsborough Town Board. Consideration is given to a variety of residential traffic concerns and to the characteristics of these concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be, found effective in alleviating the neighborhood traffic concern.

The following outlines these guidelines and procedures which can be used to develop the optimum solution or solutions to each particular situation. There are many factors taken into consideration when reviewing residential traffic concerns to determine the most feasible traffic control measure. These factors include the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, neighborhood response and budget considerations.

Most commercial development has direct access to state-maintained roads. The devices discussed in this section generally will not be approved by NCDOT on state-maintained roads. The town continues to work closely with NCDOT to provide safe traveling conditions for vehicles, pedestrian, and bicyclists on the state network.

Note: Public health and safety concerns are always the overriding consideration when installing or removing traffic control devices.

B.2 Evaluation Criteria for Residential Streets

1. The street must be classified as a two-lane residential street.
2. The street must be a municipality-maintained roadway that receives Powell Bill funding. State roadways are excluded under this policy.
3. The posted speed limit on the affected length of the street must be 25 miles per hour which is the standard speed limit for residential streets.
4. Vehicle speeds (for at least 85% of the vehicles, established by radar or equivalent method) must exceed 35 MPH (+ 10 MPH over posted speed limit).
5. Actual traffic volume will be based on traffic counts conducted by the Town of Hillsborough Public Works staff or its designee. Guidelines reviewed by staff as received from the Institute of Transportation Engineers (ITE) that is appropriate for town streets.
6. A positive recommendation for installation must be received from Police, Fire, and EMS.

B.3 Petition Requirements

1. Those parties requesting the installation of a Traffic Calming Device must demonstrate sufficient support for the installation of the device in the affected area; support shall be shown by signatures obtained on the standard Petition for Traffic Control Devices provided by the Town.
2. Only one signature per household can be obtained.
3. Signatures must be of the current residents within the defined study area.

4. Residents must provide their address in the space allotted.
5. Signatures will be checked by Town Hall staff using property tax records.
6. Signatures that do not adhere to these requirements will be considered invalid.
7. The number of valid signatures either for or against installation must meet or exceed 65% of the total number of residents of the impacted area.

B.4 Procedure for Obtaining Approval

1. The process is initiated when the Public Works Director receives a request for installation of a traffic control device. A preliminary investigation into the first five qualifying criteria will be completed. If these criteria are met, the Public Works Director or his designee will conduct a field investigation of the impacted area. A petition package containing the Town of Hillsborough Traffic Calming Policy and a Petition Form will be mailed to the requesting party.
2. The requesting party is responsible for obtaining signatures on the petition form and returning it to Town Hall. If the number of valid signatures equals or exceeds 65% of the total number of residents of the impacted area; Police, Fire, and EMS will be contacted for recommendations.
3. Traffic monitoring devices will be used to determine average daily traffic, vehicle speeds, and vehicle types.
4. When all qualifying criteria are met, a report will be prepared for the Board of Commissioners outlining all relevant information and any extenuating circumstances concerning the characteristics of a requested street.
5. The Board of Commissioners will approve or disapprove installations for the requested street based on the "finding of fact" report provided by the Public Works Director.

B.5 Funding

The Town of Hillsborough has not identified any special funding source for traffic calming projects. Nor has the Town set-aside any existing funds to be used exclusively on traffic calming projects. Funding options available are special assessments, operating funds, and private funding. The Town of Hillsborough Board of Commissioners will determine the appropriate funding mechanism for the installation of traffic calming devices on a case-by-case basis.

Special Assessments:

Installation of traffic calming devices is considered a street improvement and are eligible for special assessments in accordance with North Carolina General Statute § 160A-216 (1).

Powell Bill (Operating Budget):

The Town of Hillsborough will cover the cost of activities associated with the development, construction, and installation of traffic calming devices dependent upon the availability of funding.

Private Funding:

Residents of an existing neighborhood wishing to accelerate the process may choose to fund all or part of the development, construction, and installation of their requested traffic calming device.

Powell Bill (Operating Budget)/Private Funding:

The Town of Hillsborough and residents of an existing neighborhood will share the cost of activities associated with the development, construction, and installation of traffic calming devices. The Town's participation in any cost sharing venture is dependent on the availability of funding.

B.6 Traffic Calming Measures

Generally, traffic calming measures fall into 4 types: non-physical, vertical, horizontal, and diversion. Non-physical options generally don't directly impact the street design but can influence driver behavior. Vertical measures change the vertical smoothness of the driving surface to impact driver behavior. Horizontal measures impact the straightness of the driving path to impact driver behavior. Diversion measures change the available road network to re-route drivers.

B.6.1 Non-Physical Traffic Calming Measures

1. **Speed Enforcement**- Temporary targeted speed limit enforcement in areas where residents are concerned.
2. **Radar Trailers** - A radar trailer can be placed adjacent to a roadway to measure and display a passing vehicle's speed. Providing the posted speed limit on the device reminds drivers to slow down if they are traveling too fast.
3. **Lane Striping** - Lane striping can be used to visually narrow travel lanes in a given area. By using highly visible stripes, vehicles are encouraged to slow down.
4. **Signage**- Placing appropriate warning and information signs and additional regulatory signs reminds motorists of the various roadway conditions and hazards of the area.
5. **Pavement Marking Legends**- The speed limit or other driver information can be painted onto the street to remind drivers of the speed limit or other area conditions that warrant special attention.
6. **High Visibility Crosswalk**- High intensity paint or plastic can be used in a dense pattern to clearly delineate a crosswalk. Crosswalk should be accompanied by appropriate signage.
7. **On-Street Parking**- Designates area along a street to store vehicles. On-street parking may be used along one or both sides of the street. May also be a revenue generator through permit, meter, or other methods.
8. **Raised Pavement Markers**- Raised pavement markers are plastic reflectors installed in the pavement that, when installed in series, alert the driver when they are deviating from the travel lane. They can be installed on the centerline and edge line of a roadway or across a roadway to function as a rumble strip. They are often used on curves.
9. **Streetscaping** - Streetscaping can incorporate many different ideas and approaches. Typically, Streetscaping includes planting street trees and other landscaping along the roadway. Streetscaping also usually involves establishing a planting area between the street and the sidewalk.
10. **Multi-Way Stops**- Multi-way stops involve placing stop signs on all approaches to an intersection. Considerations for Multi-way stops should follow guidelines as described in the Manual on Uniform Traffic Control Devices (MUTCD).
11. **Turn Prohibitions and Other Restrictions** - Turn prohibition signs are posted to restrict movement through a given area and to limit travel in certain directions. Other restrictions, such as "No Trucks", can also help reduce cut-through traffic. Speed limit reductions can be used in areas where existing speed limits are higher than desired; however, speed limit changes alone are generally not effective in significantly reducing travel speeds on local residential streets.
12. **Gateways/Entryways** - Gateways include decorative signing and/or landscaping to visually identify the entrance to a neighborhood or commercial district. This measure helps to make the area appear as a destination rather than a connection to another area. Gateways are often incorporated into a median island.
13. **Colored Pavements**- Pavement can be installed with many colors and patterns. These unique properties can slow drivers by forcing them to process different patterns as they approach an area. Colored pavement can also help delineate the separation between a travel lane and lanes that accommodate other modes of transportation.

B.6.2 Vertical Traffic Calming Measures

1. **Textured Pavement**- Textured pavements can alert motorists to special conditions through sound and/or vibration. Rumble strips are typical example of how textured pavement can produce a sound to warn a driver approaching a hazardous condition. Textured pavements combined with colored pavements can delineate a special area, such as a historic district. Brick pavers are a form of textured pavement.
2. **Speed Humps** - Raised hump (pavement undulation) in the roadway with a parabolic top which exceeds across the road at right angles to the direction of traffic flow. Most effective if used in a series; spaced 300'-500' apart
3. **Speed Lumps**- Speed lumps are a variation of speed humps that add two cut-outs for tires of larger vehicles. The cut-outs are designed so that wider vehicles, such as emergency vehicles, can fit through with little slowing but a standard vehicle must pass at least one side of its wheels over the hump.
4. **Speed Tables** - Speed tables are elongated speed humps with flat tops that usually allow for the entire wheelbase of a standard vehicle to be on the top flat part Usually, a textured pavement or alternative design is used to distinguish the speed table from the rest of the roadway.
5. **Raised Crosswalks** - Raised crosswalks are equivalent to speed tables with crosswalk markings. Should be accompanied by appropriate signage.
6. **Raised Intersections** - Raised intersections are equivalent to speed tables, only they are applied over the entire intersection with ramps on all sides. They are normally at or near the same elevation as the sidewalk. Often include textured and/or colored pavements.

B.6.3 Horizontal Traffic Calming Measures

1. **Traffic Circles**- Provides circular, counterclockwise operations at intersections by placing a raised island in the middle of the intersection. Vehicles on the 'thru' street must change their travel path to maneuver around the circle. Entry into the intersection is often controlled by Yield signs on all approaches.
2. **Roundabouts** - Similar to traffic circles but larger and with "splitter" islands on each approach that flare entry into the circle.
3. They are more typically used as a substitute for a traffic signal. Traffic on the approaches must yield to vehicles within the circle.
4. **Curb Extensions** - Used to make pedestrian crossing movements shorter and easier. Used to narrow the roadway cross- section at particular points (intersection, mid-block, etc.) but still maintains separate lanes for opposing traffic flows. Often used in combination with a raised crosswalk.
5. **Chicanes**- Physical constriction built at the curbside of the roadway to create bends in a formerly straight road. Vehicles are forced to negotiate the narrowed street in a serpentine fashion. Retrofitting an existing street typically allows one lane through the chicane so that opposing traffic must alternate passage through the constraints.
6. **Lateral Shifts** - A lateral shift is a curb extension which shifts the roadway horizontally. A second shift downstream may move the roadway back to the original alignment. These are also frequently called two-lane chicanes.
7. **Neckdowns** - Neckdowns are used to make streets more pedestrian-friendly by shortening the crossing distance and reduce speed by narrowing the travel lanes.
8. **Realigned Intersections** – Realigned intersections are changes in alignment that cover T-intersections with straight approaches into curving streets that meet at right angles. A former "straight-through movement along the top of the T becomes a turning movement. This is one of the few traffic calming measures available for T-intersections.
9. **Bulb outs** – Similar to curb extensions at intersections. Used to narrow the street width to help

facilitate pedestrian movements and reduce speeds on one or more approaches.

10. **Two-Lane Chokers**-Two-lane chokers are used at mid-block points to reduce the overall cross section of the street providing a natural slow down point.
11. **One-Lane Chokers** - Curb extensions toward the center of the roadway that reduce the street from two lanes to one lane. This requires vehicles to come to a stop and yield to oncoming traffic.
12. **Center Island Narrowing**- Narrowing of the roadway with a raised center island, typically planted, between the travel lanes. They also provide a pedestrian refuge thereby allowing pedestrians to cross one travel lane at a time.
13. **Medians**- Used to separate lane movements and provide a visual cue along the roadway. Medians can be especially effective along curves. Medians can also be used as a diversion device by restricting access at intersections and to adjacent properties.

B.6.4 Diversion Traffic Calming Measures

1. **Street Closures**- Barrier or pavement removal intended to block all vehicle access on a street. Pedestrian and bicycle access is typically maintained. Often designed to allow emergency vehicles to 'break-through' the closure. Cul-de-sacs are a common form of this measure.
2. **Diagonal Diverters** – Diagonal diverters bisect an intersection diagonally, disconnecting the legs of the intersection and creating two separate roadways. This can be accomplished with a simple barrier such as guardrail or through pavement removal and landscaping. Pedestrian and bicycle access is typically maintained. Can be designed to allow emergency vehicles to 'break-through' the barrier.
3. **Semi-diverters**- A semi-diverter is a barrier, usually a landscaped island, on one side of a street at an intersection that permits traffic on the opposite direction to pass through; thereby creating a one-way street at the intersection but maintaining two-way traffic for the rest of the block.

Comparison of Speed Control Devices

DEVICES	ADVANTAGES	DISADVANTAGES	COSTS
Speed Enforcement	<ul style="list-style-type: none"> - May be implemented immediately with little planning - No impact to emergency response times - Secondary benefits include reduced crime and higher sense of security 	<ul style="list-style-type: none"> - Expensive to maintain for an extended period of time - May only be effective for a short time - May only be effective for short distances 	Varies
Radar Trailers	<ul style="list-style-type: none"> - In the long-term, less expensive than police enforcement - May be implemented immediately with little planning - No impact on emergency response times - Effective for reducing speeds in a short span 	<ul style="list-style-type: none"> - Only effective for one direction of travel at a time - May only be effective for a short time - May only be effective for short distances 	Varies
Lane Stripping	<ul style="list-style-type: none"> - Inexpensive - May be implemented quickly with little planning - No impact to emergency response times 	<ul style="list-style-type: none"> - Increases maintenance costs 	<p>\$0.15-\$1.00 per lineal foot (paint)</p> <p>\$1.00-\$5.00 per lineal foot (plastic)</p>
Signage	<ul style="list-style-type: none"> - Inexpensive - No impact to emergency response times 	<ul style="list-style-type: none"> - Increases maintenance costs - Signs typically considered unsightly – most people do not want them in their yard 	\$50-\$100 per sign
Pavement Marking Legends	<ul style="list-style-type: none"> - Inexpensive - May be implemented immediately with little planning - No impact to emergency vehicle response times 	<ul style="list-style-type: none"> - Increased maintenance costs - Has not been proven to reduce speed 	<p>\$25-\$50 per letter or number</p> <p>\$100-\$200 per symbol</p>
High Visibility Crosswalk	<ul style="list-style-type: none"> - Inexpensive - No impact to emergency vehicle response time - Helps collect and distribute pedestrians along the street - Increases visibility of pedestrians 	<ul style="list-style-type: none"> - Requires more maintenance than normal crosswalk - May provide pedestrians with false sense of security, especially when used at mid-block location or 	\$200 per crosswalk lane

		uncontrolled approaches to an intersection	
On-Street Parking	<ul style="list-style-type: none"> - Provides more vehicle storage - Narrows street width to encourage slower vehicular travel - Shortens pedestrian crossing distance - Encourages pedestrian activity in an area 	<ul style="list-style-type: none"> - May be ineffective if parking is not adequately utilized - May reduce sight distance for both drivers and pedestrians - May increase certain types of vehicular crashes - May restrict bicycle movements - Traffic volumes may increase especially in areas of high demand and low availability of off-street parking - May impede emergency response vehicles and solid waste collection 	Dependent on frequency of spaces, enforcement costs, etc.
Raised Pavement Markers	<ul style="list-style-type: none"> - Inexpensive - May be implemented immediately with little planning - No impact to emergency vehicle response times - Secondary benefits include increased delineation and roadway safety 	<ul style="list-style-type: none"> - Noise - May be unintentionally removed during snow removal - Increased maintenance costs 	\$2-\$7 per marker
Streetscaping	<ul style="list-style-type: none"> - May reduce speed and volumes - Positive aesthetic effects - Good functionality - Increases pedestrian safety - Improves quality of life for neighborhood - No impact to emergency response times 	<ul style="list-style-type: none"> - Can create vehicular hazards - Can create poor visibility conditions if installed too dense - Possibly increased maintenance costs 	Varies depending upon materials, length, and width of application area, and availability of right-of-way
Multi-Way Stops	<ul style="list-style-type: none"> - If traffic signals are warranted, can be used as temporary measure - Can reduce intersection collisions - Little impact to emergency response times - May be implemented quickly with little planning 	<ul style="list-style-type: none"> - Speeds between intersections often decrease - Increases noise and air pollution - Can cause read-end accidents - Requires enforcement 	\$300-\$600 per intersection

	<ul style="list-style-type: none"> - May provide a safer crossing for pedestrians 	<ul style="list-style-type: none"> - If stop signs are warranted, disregard for measure can create dangerous situations 	
Turn Prohibitions and Other Restrictions	<ul style="list-style-type: none"> - Inexpensive to install - No impact to emergency response time - May increase pedestrian traffic - Transit and school buses can be exempted - Restrictions can be “part-time” 	<ul style="list-style-type: none"> - Deliberate violation could create a hazard - May divert problem onto another street - Requires enforcement - Requires approval of an enabling ordinance - Not effective for reducing speeds 	\$100-\$200 enforcement costs
Gateways/Entryways	<ul style="list-style-type: none"> - May reduce volumes - Positive aesthetic effects - Good functionality - Improves quality of life for neighborhood - No impact to emergency response times 	<ul style="list-style-type: none"> - Can increase vehicular hazards - Can create poor visibility conditions - Can be expensive 	Varies depending on materials, length, and width of application area
Colored Pavements	<ul style="list-style-type: none"> - May reduce speeds and volumes - Positive aesthetic effect - Good functionality - Increases pedestrian safety - Improves quality of life for neighborhood - No impact to emergency response times 	<ul style="list-style-type: none"> - Can create vehicular hazards - Can make roadway features difficult to see if installed too densely - Increased maintenance - Surface can be slick – hazardous to pedestrians and cyclists 	Varies depending on materials, length, and width of application area
Textured Pavement	<ul style="list-style-type: none"> - May reduce vehicle speeds - May add aesthetic value - If used at an intersection can calm two streets at once - Little or no impact to emergency response times 	<ul style="list-style-type: none"> - Textured materials are expensive - Increased noise - Difficult for physically challenged individuals to maneuver - Increased maintenance costs 	Varies with material and area of installation
Speed Humps	<ul style="list-style-type: none"> - Effective in reducing speed - Compatible with pedestrians and bicycle movement - May also decrease cut-through traffic by increasing travel time - Inexpensive 	<ul style="list-style-type: none"> - Increased noise when vehicles travel over them - Increased maintenance costs - Slows emergency vehicles and buses - Aesthetics - Can be very uncomfortable to vehicle occupants with certain disabilities 	\$1,500-\$2,000

Speed Lumps	<ul style="list-style-type: none"> - Effective in reducing speeds - Maintains rapid response time - Inexpensive - Relatively easy for bicyclists to cross if installed correctly 	<ul style="list-style-type: none"> - Aesthetics - Private vehicles with large wheel bases can avoid the humps - Increased noise - Increased maintenance costs - Can be very uncomfortable to vehicle occupants with certain disabilities 	\$1,800-\$2,000
Speed Tables	<ul style="list-style-type: none"> - Smoother than humps for larger vehicles - Effective in reducing speeds - Compatible with pedestrian and bicycle movements - May also decrease cut-through traffic by increasing travel time 	<ul style="list-style-type: none"> - Aesthetics, if decorative surface material is not used - Decorative materials are expensive - Increased noise - Increased maintenance costs - Slows emergency vehicles and buses - Can be very uncomfortable to vehicle occupants with certain disabilities 	\$1,500-\$4,000 (depending on materials)
Raised Crosswalks	<ul style="list-style-type: none"> - Smoother than humps for larger vehicles - Effective in reducing speeds - Increases visibility for pedestrians - Slows vehicular traffic at conflict point with pedestrians - Better than simple crosswalk for visually impaired pedestrians - May also decrease cut-through traffic by increasing travel time 	<ul style="list-style-type: none"> - Aesthetic, if decorative surface material is not used - Decorative materials are expensive - Increased noise - Increased maintenance costs - Slows emergency vehicles and buses - Can be very uncomfortable to vehicle occupants with certain disabilities 	\$1,800-\$4,000 (depending on materials)
Raised Intersections	<ul style="list-style-type: none"> - Smoother than humps for larger vehicles - Effective in reducing speeds - Increases visibility for pedestrians - Slows vehicular traffic at conflict point with pedestrians 	<ul style="list-style-type: none"> - Aesthetics, if decorative surface material is not used - Decorative materials are expensive - Increased noise - Increased maintenance costs - Slows emergency vehicles and buses 	Varies by materials used and intersection size

	<ul style="list-style-type: none"> - May also decrease cut-through traffic by increasing travel time 	<ul style="list-style-type: none"> - Can be very uncomfortable to vehicle occupants with certain disabilities 	
Traffic Circles	<ul style="list-style-type: none"> - May significantly reduce speeds on “thru” streets - Reduces intersection collisions - Provides additional street aesthetics - May be used as a volume control device without limiting access 	<ul style="list-style-type: none"> - May require removal of parking near intersection - May cause sight distance problems for vehicles - Depending on size and location, may have high installation costs - May impact emergency response times - May impede large vehicles 	\$5,000-\$10,000
Roundabouts	<ul style="list-style-type: none"> - Reduces vehicles speeds - Eliminates typical left-turn conflicts - In the long run, more economical to maintain than traffic signal - Adds to street aesthetics - Reduces crash severity at intersections 	<ul style="list-style-type: none"> - Often requires a large amount of right of way - May require additional lighting to lessen driver confusion at night - Not a typical traffic calming measure for local streets (used for collections and minor thoroughfares) - Initial costs are high 	Single lane roundabout \$20,000-\$120,000 (depending on Right-of-Way requirements)
Curb Extensions	<ul style="list-style-type: none"> - Narrows street width to encourage slower vehicle traffic at specific points - Shortens pedestrian crossing distance and makes pedestrians more visible - May facilitate more on-street parking spaces - Intended to reduce vehicle speeds 	<ul style="list-style-type: none"> - Conflicts with flow of bicycle lanes - Requires removal of some on-street parking 	\$7,000-\$10,000
Chicanes	<ul style="list-style-type: none"> - Typically results in lower speeds - One lane chicanes can significantly reduce cut-through traffic - Can be aesthetically pleasing 	<ul style="list-style-type: none"> - May lead to an increase in head-on collisions - Higher maintenance costs - Can severely impact emergency response vehicles - Should not always be used in areas with frequent driveways - Loss of on street parking 	\$4,000-\$8,000 (depends on length of road affected)

Lateral Shifts	<ul style="list-style-type: none"> - Is an effective tool for slowing traffic on high volume streets - Easy functionality for large vehicles 	<ul style="list-style-type: none"> - Less effective for reducing speeds than a one lane chicane - Proper design is crucial to avoid lane changing by vehicles - Loss of on street parking - May require additional right-of-way 	Varies by length, width, and shift distance
Neckdowns	<ul style="list-style-type: none"> - Increased pedestrian safety and range - Reduces speeds 	<ul style="list-style-type: none"> - May require bicyclists to merge with traffic - May slow emergency vehicles - Loss of on-street parking 	\$4,000-\$5,000
Realigned Intersections	<ul style="list-style-type: none"> - Reduces speeds at T-intersections - Can reduce cut-through traffic by reassigning right of way at intersection 	<ul style="list-style-type: none"> - Typically requires additional right of way on one corner - Construction can be costly - May have minor impacts on emergency response times 	Varies with magnitude of the project
Bulb outs	<ul style="list-style-type: none"> - Reduces vehicle speeds near intersection - Makes pedestrian crossing safer and easier - Improve sight line between vehicles and pedestrians - May accommodate pedestrians with disabilities - May facilitate more on-street parking 	<ul style="list-style-type: none"> - Does not accommodate bicycle paths - May affect turning movements (especially for large trucks) 	\$4,000-\$5,000 per corner
Tow-Lane Chokers	<ul style="list-style-type: none"> - May reduce speeds - May reduce volumes - Positive aesthetic effect - Good functionality - Provides safer pedestrian crossings - May encourage more use of on-street parking - No impact on emergency response times 	<ul style="list-style-type: none"> - No vertical and little or no horizontal deflection - Loss of on-street parking - Bicyclists may have to merge with traffic 	\$7,000-\$10,000
One-Lane Chokers	<ul style="list-style-type: none"> - Reduces speed and volumes - Positive aesthetic effect - Good functionality - Safer pedestrian crossings 	<ul style="list-style-type: none"> - Loss of on-street parking - Bicyclists may have to merge with traffic - Opposing vehicles trying to use same space - Can significantly delay emergency vehicles 	\$7,000-\$10,000

Center Island Narrowing	<ul style="list-style-type: none"> - May reduce speeds and volumes - Positive aesthetic effect - Good functionality - Increases pedestrian safety 	<ul style="list-style-type: none"> - Loss of on-street parking - Can impact emergency response vehicles if lanes are made too narrow - Should not be used in areas with frequent driveways 	Varies depending on size and material
Medians	<ul style="list-style-type: none"> - Prevents passing maneuvers along roadway - Provide area for street landscaping - Reduces vehicle speeds along a curve - Provides pedestrians refuge area and aids crossing maneuvers - Can be used to restrict movements at intersections 	<ul style="list-style-type: none"> - May require parking removal - May be costly - May limit access depending on length of median section - May reduce sight distance depending on roadway alignment, size of median - May impact emergency response times 	Varies depending on size and material
Street Closures	<ul style="list-style-type: none"> - Eliminates through traffic - Reduces speeds - Improves safety for all modes of transportation 	<ul style="list-style-type: none"> - Limits access - Creates problems for emergency vehicles - Often need to construct turn-arounds or cul-de-sacs near the closure point 	\$20,000 (dependent on size)
Diagonal Diverters	<ul style="list-style-type: none"> - Reduces speeds and volumes - Can be aesthetic enhancement - Good functionality - Increases pedestrian safety - Improves quality of life for neighborhood 	<ul style="list-style-type: none"> - Can create vehicular hazards - Can create poor visibility conditions - Can be expensive - Potentially severe impacts on emergency response times 	Varies depending on size and materials
Semi-Diverters	<ul style="list-style-type: none"> - Reduces volumes - Positive aesthetic effect - Increases pedestrian safety - Improves quality of life for neighborhood - Limits cut-through traffic 	<ul style="list-style-type: none"> - Can create vehicular hazards - Restricts access at all times – not just during peak periods - Can create poor visibility conditions - Can be expensive - Does not control speed - May impact emergency vehicle response times 	Varies with application size

B.7 Radar “Your Speed” signs

Solar powered signs that display the travel speed of on-coming traffic may be considered in non-residential areas. These signs will only be considered along high-volume state roads where targeted enforcement is unlikely to be effective due to drivers being from outside the community or the problem is intermittent. The speeding issue must be verified by a town traffic study.

B.7.1 Petition

Any resident or business owner may submit a written request to the Public Works Manager requesting the investigation for a radar sign in a location in the city limits along a state-maintained road. A traffic study will be conducted for any a request contain the signatures of at least ten addresses located within ½ mile section of a state road with a reported ADT above 10,000 VPD. All other requests will be taken to the Town Board to determine if a study is desired.

B.7.2 Study results

The results of a traffic study related to a radar sign request will be presented to the town board at the next available meeting and everyone signing the request will be notified of the meeting date and time.

B.7.3 Evaluation Criteria

The Town Board will consider the results of the traffic study, details of the issues raised by the petitioners, available funding, and the recommendation of the Public Works Manager and Police Chief regarding the potential impact and viability of the requested sign. Signs must be located in the state right of way and receive an encroachment arrangement prior to installation. The funding sources listed in B.5 also apply to this type of request.



TOWN OF
HILLSBOROUGH

**PETITION FOR
TRAFFIC CONTROL
DEVICES**

We, the undersigned residents, hereby petition the Board of Commissioners to approve the traffic control devices described below upon indicated street or part thereof.

THE STREET OR PART THEREOF DESIRED TO BE AMENDED IS:

THAT PART OF _____ STREET

FROM _____ STREET TO _____ STREET.

WITH RESPECT TO THE TRAFFIC CONTROL DEVICE PETITIONED FOR, WE REQUEST:

1) _____

2) _____

3) _____

[Please note: a maximum of three (3) traffic calming devices may be requested]

Resident's signatures	Street address (mailing if different)

*The addresses of properties that will be directly affected by the proposed change have been determined by the Hillsborough Planning Division. By policy, the Board of Commissioners has stated that it would prefer to entertain request for changes in street regulations proposed by citizens only where 75% of the occupants of the properties directly affected by the proposed change have signed a petition requesting the changes.

**CERTIFICATE AS TO
SUFFICIENCY OF PETITION
FOR TRAFFIC CONTROL DEVICE**

TO THE MAYOR AND BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH:

I, _____, Town Clerk of the Town of Hillsborough, North Carolina do hereby certify that the attached "Petition for Traffic Control Devices" was presented to me on the ___ day of _____, 20___; that I have investigated the sufficiency of the petition; and that the result of my investigation is as follows:

The total number of properties directly affected by the requested change is _____.

With respect to the signatures on the attached petition, _____ signatures are those of residents of the affected area which is _____% of the residents on the project street.

This the _____ day of _____, 20

SEAL

Town Clerk

THIS FORM MUST BE ATTACHED TO THE
"PETITION FOR TRAFFIC CONTROL DEVICES" AFTER ALL PETITIONERS'
SIGNATURES HAVE BEEN OBTAINED.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Thore

ITEM TO BE CONSIDERED

Subject: Relationships at Work Policy Resolution

Attachments:

1. Resolution
2. Relationships at Work Policy

Summary:

The Employee Handbook (Policy Manual) includes a Nepotism Policy. After consulting with an employment law attorney, she stated the lack of a relationships section in our nepotism policy is a major gap and exposure that needs to be addressed. If there is no policy and documentation of properly handling related situations, this severely weakens our legal position and ability to effectively manage the situation. The attached Relationships at Work Policy addresses this gap.

Financial impacts:

None.

Staff recommendation and comments:

Approve the resolution and/or provide feedback.

Action requested:

Approve resolution.



RESOLUTION

Prohibiting Immediate Family Members and Romantic/Sexual Relationships Between Employees and Elected Officials

WHEREAS, the policies within the Employee Handbook (Policy Manual) apply to elected officials unless otherwise stated. Policies that apply to the Hillsborough Board of Commissioners are approved by the Board of Commissioners; and

WHEREAS, the town manager remains the authorized representative to approve and implement employee policies within the Employee Handbook (Policy Manual);

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that the following applies in the Relationships at Work Policy:

Relatives

- Immediate family members of employees and town board members cannot work for the town. This prohibition extends to all town employees, regardless of when the employees become immediate family members.

Romantic and/or Sexual Relationships

- Elected officials are prohibited from having romantic and/or sexual relationships with town employees regardless of employees' level, grade or department/division.

Approved this 12th day of November of the year 2024.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey, Town Clerk



Relationships at Work Policy

The purpose of this policy is to avoid conflicts of interest between work-related and personal/family obligations; reduce favoritism or the appearance of favoritism; prevent personal/family conflicts from affecting the workplace; and decrease the likelihood of sexual harassment and/or gender discrimination in the workplace.

Definitions

- Romantic and/or sexual relationship – Exists when two town employees become personally involved with each other to the point that there is dating, exchange of personal affection, sexual or physical intimacy and/or cohabitation as defined below.
- Dating – Includes but is not limited to one or more social meetings under circumstances that may lead to an exchange of personal affection and sexual or physical intimacy.
- Cohabitation – Applies to those employees who live together in a romantic relationship without being married to one another.
- Internal service departments/divisions – Administrative Services (i.e. Budget, Communications, Fleet Maintenance, Human Resources, Information Technology, Safety and Risk Management, Town Clerk), Financial Services (i.e. Accounting, Billing and Collections, and Meter Services) and Facility Services.
- Immediate family members – See Section 4-6 (12).

Relatives

- A. Immediate family members of employees and town board members cannot work for the town. This prohibition extends to all town employees, regardless of when the employees become immediate family members.
- B. The town manager has the right to deny employment for family members (more broadly defined than immediate family). Internal service departments/divisions and others with operations that interact and/or that have oversight over certain aspects of another department's functions may be further restricted to employment of relatives, due to actual and perceived conflicts that could occur.

Romantic and/or Sexual Relationships

- A. Romantic and/or sexual relationships between supervisor and subordinate employees are prohibited.
- B. Employees of the internal services departments and divisions are prohibited from having romantic and/or sexual relationships with other employees regardless of other employees' level, grade or department/division.

- C. Elected officials are prohibited from having romantic and/or sexual relationships with town employees regardless of employees' level, grade or department/division.
- D. Romantic and/or sexual relationships between employees in the same department are prohibited.
- E. Romantic and/or sexual relationships between employees in different departments (except as identified as above) are allowed except when the town manager or the manager's designee determines that the circumstance of employment raises an undue hardship upon other employees within the town and such continued employment is detrimental to the supervision, safety, security and/or morale of the town.
- F. Employees who engage in a romantic and/or sexual relationship as permitted in this policy must notify the human resources manager and complete the consensual romantic and/or sexual relationship contract.
- G. The town reserves the right to investigate situations in the workplace to determine whether a romantic and/or sexual relationship exists and whether it presents a possible violation of this policy. If the town determines that a relationship (as defined by this policy) exists, remedial and/or disciplinary measures may be utilized to mitigate issues. Measures include but are not limited to a transfer, reassignment or dismissal.
- H. The town retains sole discretion to separate from town employment one of the employees in a relationship prohibited by this policy if continuing employment cannot be accommodated consistent with the town's interest in promotion of safety, security, morale and efficiency. If one of the involved employees does not voluntarily resign, the less senior of the involved employees in terms of overall town service shall be subject to dismissal.

Consensual Romantic and/or Sexual Relationship Contract

1. Equal Employment Opportunity Workplace. The undersigned recognize and agree that it is Town of Hillsborough policy to provide equal opportunity in hiring, employment, promotion, compensation and all other employment-related decisions without regard to age, race, color, religion, national origin or ancestry, sex, sexual orientation, sexual identity or sexual expression, being a qualified person with a physical or mental disability, veteran status, genetic information, or any other basis set forth in the applicable federal, state and local laws or regulations relating to discrimination in employment. The undersigned understand that the Town of Hillsborough does not tolerate unwelcome or offensive conduct or conduct that creates a hostile work environment based on or related in any way to a person having any of the characteristics described above.

2. All Forms of Sexual Harassment Prohibited. The undersigned also recognize and agree that the Town of Hillsborough does not tolerate sexual harassment, which is a form of unlawful discrimination. Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - Submission to such conduct is made a condition of an individual's employment or advancement, explicitly or implicitly;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

The undersigned agree we have received, read and understand the Town of Hillsborough Equal Employment Opportunity, Reasonable Accommodation, and No Harassment Policy and agree to adhere to all of its terms.

3. Consensual Relationship. We, the undersigned employees, have entered into a personal romantic and/or sexual relationship with each other. We agree as follows:

- Our relationship is voluntary and consensual.
- Our relationship will not have a negative impact on our work.
- We will not engage in any public displays of affection or other behavior that might create a hostile work environment for others or that might make others uncomfortable.
- We understand that one or both of us may need to transfer to another department/division to remove any conflicts of interest in our working environment. If a transfer will not remove the conflict of interest, we understand that one of us may have to resign, be demoted, or be dismissed to remove the conflict of interest.
- We will act professionally toward each other at all times even if the relationship ends.
- We will not participate in any town decision-making processes that could affect each other's pay, promotional opportunities, performance reviews, hours, shifts or career, while in this relationship and even if the relationship ends.
- If the relationship ends, we agree we will inform Human Resources of that status if we believe it is necessary to protect our rights or if the Equal Employment Opportunity, Reasonable Accommodation, and No Harassment Policy is violated.
- We agree that, if the relationship ends, we will respect the other person's decision to end the relationship and will not retaliate against the other person, engage in any unprofessional or inappropriate efforts to resume the relationship, or engage in any other conduct toward the other person that could violate the Equal Employment Opportunity, Reasonable Accommodation, and No Harassment Policy.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned have executed this relationship contract as of the [DAY OF MONTH] day of [MONTH] [YEAR].

Dated this _____ day of _____, _____.

Employees:

Signature: _____

[EMPLOYEE NAME PRINT]

Signature: _____

[EMPLOYEE NAME PRINT]

Witness/Human Resources Representative:

Signature: _____

[WITNESS NAME PRINT]



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
Department: Planning & Economic Development Division
Agenda Section: Regular
Public hearing: Yes
Date of public hearing: Aug. 15, 2024

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Paliouras Tract Master Plan amendment

Attachments:

1. Submitted Application Package
2. Vicinity, Zoning, and Future Land Use Maps
3. Original Paliouras Tract Master Plan & Approval
4. Staff Analysis
5. Draft Consistency Statement
6. Draft Resolution

Background & Proposal:

In 2019, James Paliouras submitted annexation, rezoning, and master plan applications for several parcels totaling 25 acres east of NC Highway 86 S and south of the I-85 interchange. The 25 acres is known as the “Paliouras Tract.” The Board of Commissioners approved the requests on June 10, 2019. This annexed the Paliouras Tract to the town, rezoned it to Entranceway Special Use, and enacted the master plan.

Vicinity, zoning, and future land use maps for the Paliouras Tract are enclosed, as are the master plan and the Resolution of Approval. Note that the Sheetz site (1990 NC 86 S; PIN 9873-69-3547) is not part of the Paliouras Tract. It was annexed and rezoned separately and is zoned High Intensity Commercial.

The applicant is proposing the following amendments to the Paliouras Tract Master Plan:

- Change the allowable land uses for lots 1, 2, and 8 from retail and hotel/retail to multi-family residential to allow for the development of apartments (see original master plan map to the right).
- Allow a maximum of 260 apartment units, 30% of which would be affordable to those making 70% of the area median income.
- Set a maximum building height of 60’ for the apartment units.



Original Paliouras Tract Master Plan 2019

The applicant is proposing to amend the master plan for the Paliouras Tract but not the zoning designation. If this amendment request is approved, the zoning will remain Entranceway Special Use. Under the terms of the master plan, the applicant will need to submit a Special Use Permit application, including a site plan, to the Board of Adjustment for approval to develop the property.

Note the applicant has submitted a sketch plan showing a conceptual layout for the apartment units. This is for illustrative purposes only. If the proposed master plan amendments are approved, the applicant will be submitting a site plan to the Board of Adjustment as stated above.

The joint public hearing for this proposal was held on Aug. 15, 2024. Minutes from the hearing are available on the town's website: <https://mccmeetings.blob.core.usgovcloudapi.net/hillsbronc-pubu/MEET-Minutes-b7f52dc9d9ca462cb8c47b47ee1b1534.pdf>.

Comprehensive Sustainability Plan goals:

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

Financial impacts: The town would receive property tax revenue from the development. How much revenue the town would receive from the proposed multi-family development compared to commercial development is unknown. Much would depend on the type of commercial development.

Staff comments and recommendations:

See the enclosed staff analysis for detailed comments and proposed conditions. Staff and the applicant have agreed to the conditions in the staff analysis, and staff can support approval of the proposed amendment with said conditions.

Note that staff recommendations are based on compliance with the town's adopted plans and ordinances. Staff cannot consider personal opinions or public comment when making recommendations. However, the Planning Board and Board of Commissioners can.

Planning Board recommendation:

At its meeting on Oct. 17, 2024, the Planning Board recommended approval of the amendment with the proposed conditions but only if the deed restriction was changed from 10 years to 99 (vote 4-1).

During the meeting, Planning Board members indicated they would like the affordable units to be integrated with the market rate ones. They also asked the developer to determine if any other affordable housing scenarios were financially feasible (*e.g.*, decreasing the percentage of affordable units to 25%, but with 10% of those units at 50% AMI or 45% AMI).

Action requested:

Vote on the proposed Master Plan amendment.



TOWN OF HILLSBOROUGH

APPLICATION FOR Master Plan Amendment

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 296-9471 Fax: (919) 644-2390
Website: www.townofhillsborough.gov

Project Title: Comet Hills brough Apartments

Address: intersection of Hwy 86 and Old Hwy 10 ... approximately 10.74 acres

PIN #: a portion of 9873-79-0052

Applicant Name: Comet Development, LLC

Mailing Address: PO Box 116
City, State, Zip: Colfax, NC 27235

Phone: 336-362-3070
Email: scoker@cometdev.com

Property Owner Name: Paliouras Enterprises, LLC

Mailing Address: 303 Wesley Dr
City, State, Zip: Chapel Hill, NC 27516

Phone: 919-942-5356
E-mail: globaltravel@yahoo.com

Amendment Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

See attached plan ... request is to change lots 1, 2, and 8 from uses of retail/hotel to multi-family.
- Maximum density of 260-units.
- 30% of multi-family units would be restricted to rental levels that would not exceed the affordability of 70% of AMI.
- Height of buildings will not exceed 60'

Note: master plan for 25 acres was originally approved at SE Quadrant of I-85/NC Hwy 86 was originally approved on 6/10/19.

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permits for the property, as well as all applicable requirements of the Town of Hillsborough Unified Development Ordinance. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

[Signature] 3/20/24
Applicant Signature Date

[Signature] 3/20/24
Property Owner Signature Date

DEPARTMENT USE ONLY
Date Received:
Fee: \$.00 Receipt #: Staff: Misc:

April 8, 2024

Shannan Campbell
Planning Director, Town of Hillsborough
101 E. Orange St
Hillsborough, NC 27278

Re: Paliouras Master Plan Amendment

Dear Ms. Campbell:

This letter is relating the proposed master plan amendment to the four evaluation categories of the original master plan approved June 10, 2019 and the conditions placed on that approval.

FOUR EVALUATION CATEGORIES

1. High Quality Development

- **2019 Narrative:** the proposed development for this property has the potential to include a variety of retail and commercial tenants. The owner has interviewed several of these already, including national restaurant chains and retail stores and pharmacies, hotel developers, and major grocery store brands. A car dealership is also interested in occupying part of the property. The intent of the Master Plan development of the property is to integrate these businesses together with complimentary architectural designs that meet the UDO requirements and highlighted with the proper screening and landscaping as required.
- **2024 Update:** development as originally intended has integrated a variety of quality businesses including Hillsborough Chrysler Jeep Ram, Sheetz Convenience Store, and ALDI grocery store. One outparcel, which is under contract to a restaurant developer, remains undeveloped along Hwy 86. The remainder of the master plan either facing Old Hwy 10 or behind the access road are being requested to amend use from Hotel/Retail to Multifamily.

2. Environmental and Traffic Impacts

- **2019 Narrative:** the development of this area has already started with the construction of the Sheetz Convenience Store and is served by an access road at the intersection of Hampton Pointe Dr and NC Hwy 86. This signalized intersection was improved with full access turn-lanes on NC Hwy 86 and a two-way entrance/exit drive with median island on the south side of the Sheetz store. This will remain the only access from NC Hwy 86 into the property, which will prevent adverse traffic impacts that would occur if there were multiple access points. The proposed Master Plan will have an internal road that extends southward through the property and will connect with Old NC 10. This access point will be approximately 500' from the intersection of Old NC 10 and NC Hwy

86. The NCDOT district engineer has reviewed this propose connection and has given preliminary approval. Additionally, the stormwater runoff from the proposed development will meet or exceed the stormwater management requirements for water quality and runoff rate/volume. One Stormwater Control Measure (SCM) has already been constructed for stormwater management of the Sheetz parcel and additional measures will be designed and installed for the proposed developed area. Since the property has extensive road frontage on NC Hwy 86 and I-85, there will be very minimal impact to any neighboring residential properties.

- **2024 Update:** if approved, the development of the multifamily community will complete the envisioned connection of Hampton Pointe Dr and Old NC Hwy 10 relieving pressure on the Hampton Pointe Dr and Hwy 86 intersections and the Old NC Hwy 10 and Hwy 86 intersection. In general, a multifamily community generates fewer daily traffic trips than comparable density hotel or retail uses.

3. District Objectives

- **2019 Narrative:** the property is located along a main entryway corridor to the Town of Hillsborough and the proposed requested zoning is Entryway Special Use (ESU). The west side of the entryway is occupied by Home Depot, Eagles Gas station/Convenience Mart and other diverse uses including restaurants and retail/commercial development. This proposed Master Plan will continue the diversity of the development along this primary entrance to Hillsborough and will offer a variety of employment opportunities. The proposed mixture of tenants previously noted, will help to build a solid business community to serve the local and transient population and build economic strength for the Town.
- **2024 Update:** the proposed amendment to the Master Plan will continue to meet the district's objectives offering employment opportunities, building the Town's economic strength, and additionally offering workforce housing.

4. Regulatory Compliance

- **2019 Narrative:** as required, the project has frontage along an arterial street leading into the Hillsborough area; has adequate capacity and infrastructure to accommodate future traffic volumes and will not endanger the safety or welfare of the public; and can be served by the water and sewer utilities of the Town of Hillsborough.
- **2024 Update:** the proposed amendment to the Master Plan will, for comparable density of use, have a reduction in daily traffic volume than the current hotel/retail designated use. The water lines have been upgraded on the Master Plan property and can serve the remaining property. The sewer utilities will need an upgrade regardless of the use of which the proposed multi-family community is prepared to participate in paying for the upgrade beyond normal connection fees.

CONDITIONS OF APPROVAL

- **Condition 1:**
 - a. **2019:** the Master Plan Narrative included a condition for the outparcels to not have individual driveway access to NC 86 or Old NC 10. This is made a condition of the Master Plan
 - b. **2024:** amendment will still abide by approved Master Plan condition
- **Condition 2:**
 - a. **2019:** the Master Plan shows some aspects that would require the approval of waivers on a Special Use Permit. This town does not commit to issuing those waivers for future Special Use Permits, but the applicant may request the waiver at the time of each application for a Special Use Permit
 - b. **2024:** the amendment is designating a part of the master plan to Multifamily. Under the Master Plan's zoning, Multifamily requires a Special Use Permit. Any proposed Multifamily project must be able to demonstrate it meets the finding of facts requirements of the Special Use Permit.

Thank you for your consideration and please let me know what questions, desired clarifications, or concerns you have with this request.

Sincerely,

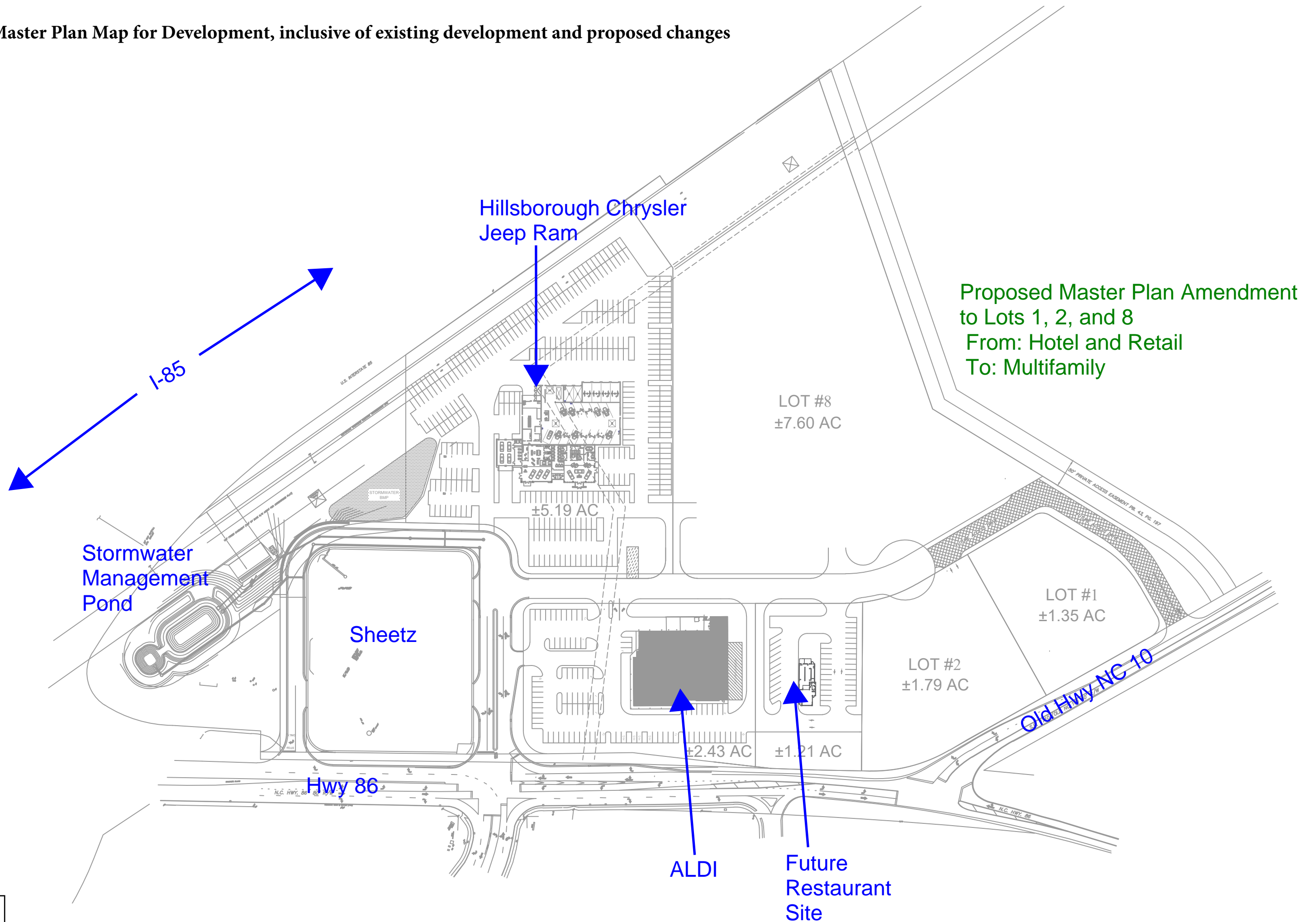


Seth Coker
scoker@cometdev.com
PO Box 116
Colfax, NC 27235
www.cometdev.com
336-362-3070

Attachments:

- 2019 Master Plan Narrative
- 2019 Master Plan Map
- 2019 Master Plan Approval
- 2024 Master Plan Updated for Development Since 2019 and Proposed Amendment Map
- 2024 Sketch of Potential Multifamily Site Plan
- Comet Community Websites Listing

2024 Master Plan Map for Development, inclusive of existing development and proposed changes



REVISIONS

ENGINEERING AND SURVEYING, INC.
LAND DEVELOPMENT CONSULTING
CORPORATE LICENSE NUMBER C-1375
400 TRINITY STREET, 27265
HIGH POINT, NC 27601
PHONE: (336) 812-8800 FAX: (336) 812-8790

PRELIMINARY

PRELIMINARY SKETCH PLAN
COMET HILLSBOROUGH APARTMENTS
HILLSBOROUGH TOWNSHIP ~ ORANGE COUNTY ~ HILLSBOROUGH, NORTH CAROLINA

PRELIMINARY SKETCH PLAN

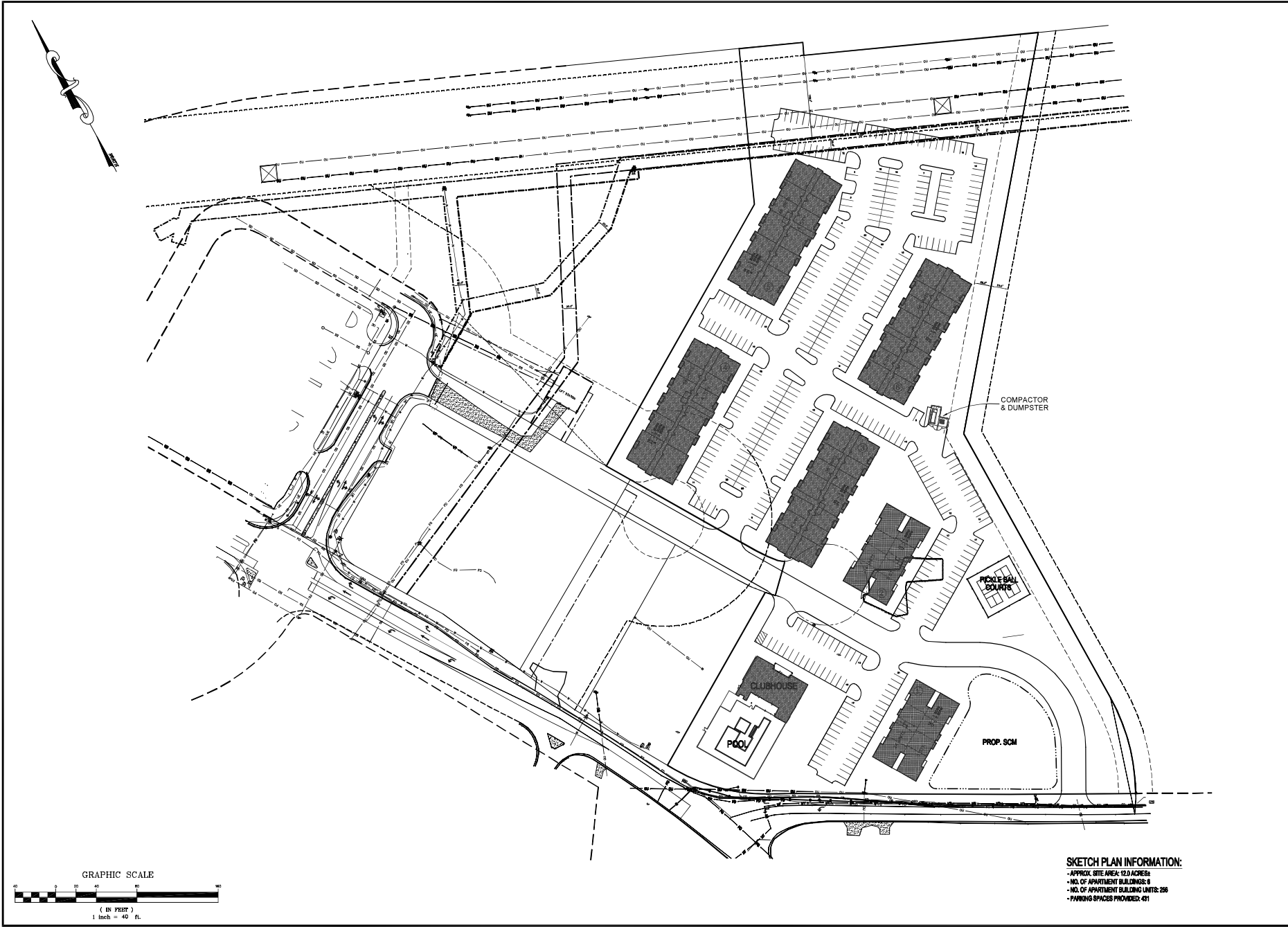
SCALE: 1" = 60'

DATE: 10-16-23

PROJECT: 1820-23

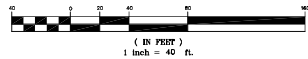
DRAWN BY: MV

SHEET SK-1



SKETCH PLAN INFORMATION:
 - APPROX. SITE AREA: 12.0 ACRES
 - NO. OF APARTMENT BUILDINGS: 6
 - NO. OF APARTMENT BUILDING UNITS: 286
 - PARKING SPACES PROVIDED: 451

GRAPHIC SCALE



Current Comet Communities

www.cometwestgate.com

www.cometbermudarun.com

www.cometgreensboro.com

www.cometwnb.com

www.cometgarner.com

www.cometspartanburg.com

www.cometscottshill.com

Comet Sneads Ferry - need website live May 2024

Comet North Raleigh – need website live Dec 2024

Comet Richland - need website live Mar 2025

Built and Sold Comet Communities

www.beckston-aps.com ... formerly Comet Creek Apartments (sold 2018)

www.seapathon67.com (sold 2022)

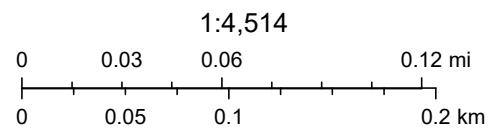
www.magnoliasouthaps.com (sold 2023)

Vicinity Map



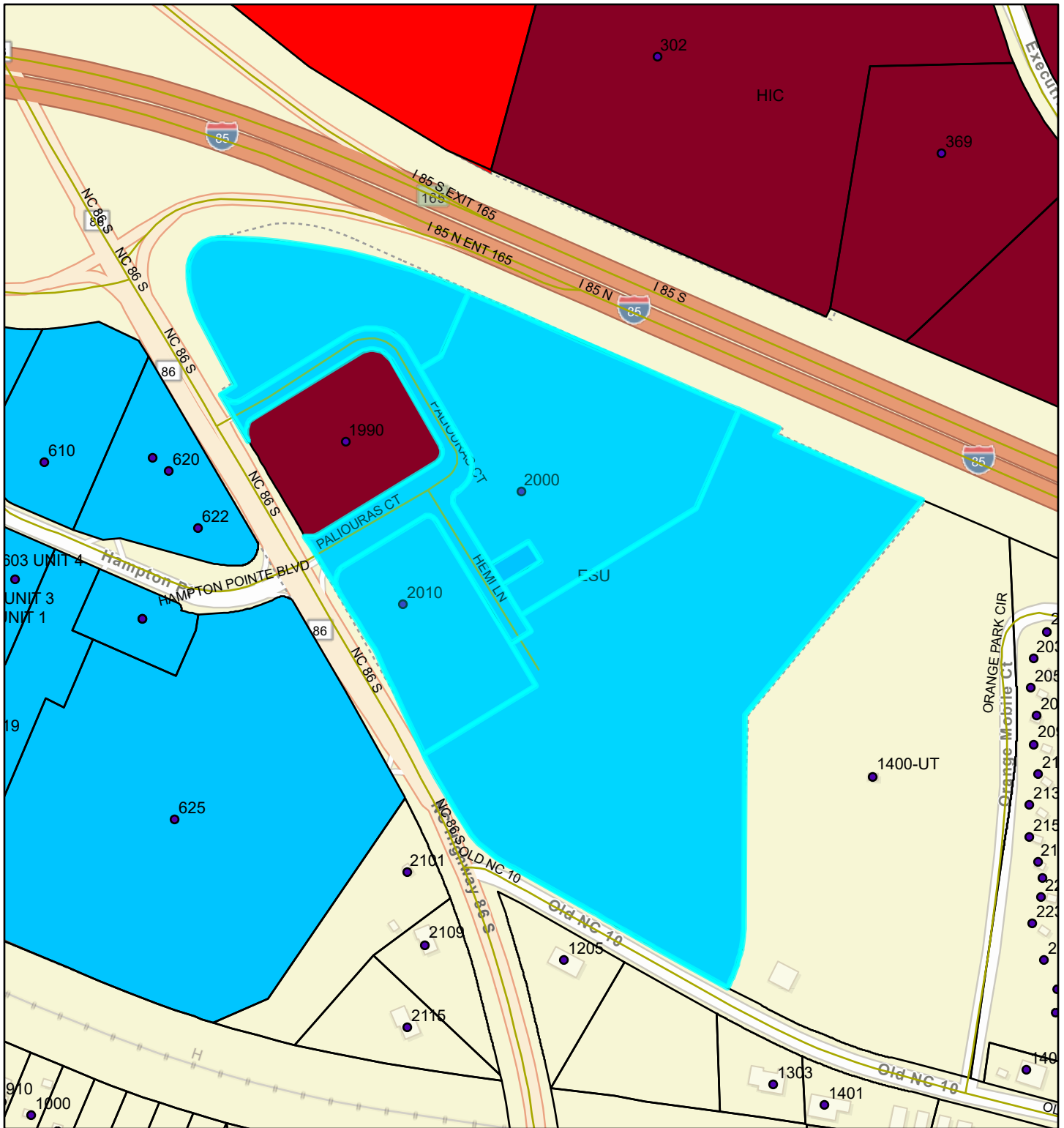
7/31/2024, 10:23:24 AM

-  Streets
-  Addresses
-  Parcels









NC CGIA, Maxar

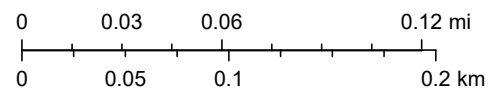
Zoning Map



7/31/2024, 10:24:51 AM

1:4,514

- | | |
|---|---|
|  Streets | ZoningLayers |
|  Addresses |  ESU Entranceway Special Use |
|  Parcels |  GC General Commercial |
| |  HIC High Intensity Commercial |



Esri Community Maps Contributors, Town of Cary, Land Records/GIS/Addressing, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



January 22, 2019

Town of Hillsborough Planning Department
Margaret Hauth, Planning Director
101 East Orange Street
Hillsborough, NC 27278

Re: NC Highway 86 Commercial Parcel – Master Plan Application Narrative

Dear Margaret:

As you are aware our client, James Paliouras, has requested annexation of the remaining 25 acres on the east side of NC Hwy 86 across from Walmart and the Hampton Pointe Shopping Center. Along with our Annexation, Zoning Map Amendment and Master Plan applications, we offer the following information as required per Appendix K.

- **High Quality Development:**

The proposed development for this property has the potential to include a variety of retail and commercial tenants. The owner has interviewed several of these already, including national restaurant chains and retail stores and pharmacies, hotel developers and major grocery store brands. A car dealership is also interested in occupying part of the property. The intent of the Master Plan development of the property is to integrate these businesses together with complimentary architectural designs that meet the UDO requirements and highlighted with the proper screening and landscaping as required.

- **Environmental and Traffic Impacts:**

The development of this area has already started with the construction of the Sheetz Convenience Store and is served by an access road at the intersection of Hampton Pointe Drive and NC Hwy 86. This signalized intersection was improved with full access turn-lanes on NC Hwy 86 and a two-way entrance/exit drive with median island on the south side of the Sheetz store. This will remain the only access from NC Hwy 86 in to the property, which will prevent adverse traffic impacts that would occur if there were multiple access points. The proposed Master Plan will have an internal road that extends southward through the property and will connect with Old NC 10. This access point will be approximately 500-ft. from the intersection of Old NC 10 and NC Hwy 86. The NCDOT district engineer has reviewed this proposed connection and has given preliminary approval. Additionally, the stormwater runoff from the proposed development will meet or exceed the stormwater management requirements for water quality and runoff rate/volume. One Stormwater Control Measure (SCM) has already been constructed for stormwater management of the Sheetz parcel and additional measures will be designed and installed for the proposed developed area. Since the property has extensive road frontage on NC Hwy 86 and I-40/85, there will be very

minimal impact to any neighboring residential properties.

- **District Objectives:**

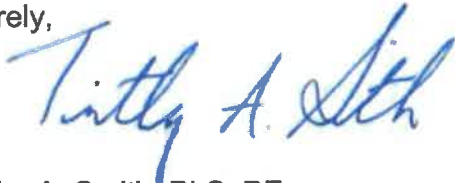
The property is located along a main entryway corridor to the Town of Hillsborough and the proposed requested zoning is Entryway Special Use (ESU). The west side of this entryway is occupied by Home Depot, Eagles Gas Station/Convenience Mart and other diverse uses including restaurants and retail/commercial development. This proposed Master Plan will continue the diversity of the development along this primary entrance to Hillsborough and will offer a variety of employment opportunities. The proposed mixture of tenants previously noted, will help to build a solid business community to serve the local and transient population and build economic strength for the Town.

- **Regulatory Conformance:**

As required, the project has frontage along an arterial street leading in to the Hillsborough area; has adequate capacity and infrastructure to accommodate future traffic volumes and will not endanger the safety or welfare of the public; and can be served by the water and sewer utilities of the Town of Hillsborough.

Please let me know if you have any questions regarding this supporting documentation for our application or if you need any additional information for acceptance.

Sincerely,

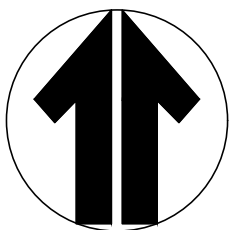


Timothy A. Smith, PLS, PE
Senior Land Development Project Manager

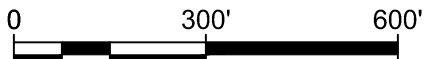
Attachment – Master Plan Exhibit



Section 5, Item C.



NORTH



PROPOSED MASTER PLAN FOR:
N.C. HWY 86 COMMERCIAL

HILLSBOROUGH, NORTH CAROLINA
 (PALIOURAS ENTERPRISES, INC.)

SUMMIT
 DESIGN AND ENGINEERING SERVICES

Creatively Inspired - Technically Executed

License #: P-0339
 504 Meadowland Drive
 Hillsborough, NC 27278-8551
 Voice: (919) 732-3883 Fax: (919) 732-6676
 www.summit-engineer.com

THIS GRAPHIC REPRESENTATION IS MEANT FOR ILLUSTRATION PURPOSES ONLY.
 ELEMENTS SHOWN ARE APPROXIMATE IN LOCATION AND ARE SUBJECT TO CHANGE AT THE TIME OF SPECIAL USE PERMIT.

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE MASTER PLAN
FOR 25 ACRES IN THE SOUTHEAST QUADRANT OF THE I-85/NC 86
INTERCHANGE**

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from Paliouras Enterprises, LLC, as owner, for the approval of a Master Plan pursuant to Sections 3 of the Unified Development Ordinance for the Town of Hillsborough to guide development of the 25 acres on the southeast quadrant of the I-85/NC 86 interchange and known as OC PINs 9873-69-8276 & 9873-69-4294.

WHEREAS, the Town of Hillsborough Board of Commissioners has referred the application to the Town of Hillsborough Planning Board in accordance with the applicable provisions and procedures of the Town of Hillsborough Unified Development Ordinance; and

WHEREAS, the Town of Hillsborough Planning Board and the Board of Commissioners conducted a joint public hearing to consider the application for the Master Plan on April 18, 2019 after giving notice as required by law of such hearing; and

WHEREAS, at the aforesaid public hearing, the applicant and all others wishing to be heard in connection with the application for the Master Plan were given an opportunity to speak; and

WHEREAS, the Town of Hillsborough Planning Board made its recommendation of approval on May 16, 2019 to the Town of Hillsborough Board of Commissioners regarding the application for the Master Plan approval; and

WHEREAS, the Town of Hillsborough Board of Commissioners has considered the recommendation of the Planning Board and all the information and testimony presented to it at the public hearing; and

WHEREAS, the Master Plan application and associated exhibits, including but not limited to a Master Plan prepared by Summit Design and Engineering Services and submitted with the application, are incorporated herein by reference; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of Commissioner Kathleen Ferguson, seconded by Commissioner Jenn Weaver, this 10th day of June, 2019, as follows:

1. The Board of Commissioners has considered all the information presented to it both in support of and in opposition to the application a Master Plan at the April public hearing;
2. The Board of Commissioners finds that the application a Master Plan is complete, and, subject to additional condition of approval detailed below, complies with all applicable provisions of the Town of Hillsborough Zoning Ordinance;

3. The Board of Commissioners finds that the Conditions of Approval, are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general; and
4. The Board of Commissioners attaches these specific conditions to this master plan:
 - a. The Master Plan narrative included a commitment for the outparcels to not have individual driveway access to NC 86 or Old NC 10. This is made a condition of the Master Plan.
 - b. The Master Plan shows some aspects that would require the approval of waivers on a Special Use Permit. This town does not commit to issuing those waivers for future Special Use Permits, but the applicant may request waivers at the time of each application for a Special Use Permit.

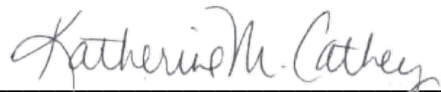
WHEREFORE, the foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners this 10th day of June, 2019 the result of which vote was as follows:

Ayes: 5

Noes: 0

Absent or Excused: 0

Dated: June 10, 2019



Katherine M. Cathey, Town Clerk

Memorandum



To: Town Board of Commissioners
From: Molly Boyle, Planner II
Cc: Shannan Campbell, Planning & Economic Development Manager
Date: November 12, 2024
Subject: Staff analysis – Paliouras Tract Master Plan amendment

Property and Proposal Summary

Property/Proposal Summary – Paliouras Tract Master Plan Amendment	
Property Owner	Paliouras Enterprises, LLC
Applicant	Comet Development, LLC
Property Location	East of NC 86 S and south of I-85 interchange
Parcel ID Number	PIN 9873-79-0052 (portion of the Paliouras Tract, which is subject to a master plan approved in 2019)
Zoning Designation	Entranceway Special Use (ESU)
Future Land Use Designation	Retail Services
Applicant Request	Amend the Paliouras Tract Master Plan to allow multi-family residential on lots 1, 2, and 8 of the Paliouras Tract with a maximum of 260 apartment units, 30% of which would be affordable to those making 70% of the area median income (AMI).

Consistency with the Unified Development Ordinance (UDO) and Zoning Map

Staff reviewed the submittal at its Technical Review Committee (TRC) meeting in May 2024. Staff found that the application conformed with the application requirements in the UDO. The UDO is available on the town’s website at <https://www.hillsboroughnc.gov/about-us/departments/community-services/planning/unified-development-ordinance>.

The applicant is proposing to amend the master plan associated with the property, but no changes to the Official Zoning Map are proposed. If the master plan amendment is approved, only the conditions of the master plan will change. The property will still be zoned Entranceway Special Use (ESU).

The Town Board can negotiate conditions for the master plan. Both the Town Board and the applicant must agree to the conditions.

Consistency with Comprehensive Sustainability Plan/Future Land Use Plan

The North Carolina General Statutes and the UDO require that the Planning Board and Town Board consider if this proposed amendment is consistent with the comprehensive plan/future land use plan. Staff finds the proposal consistent in some ways but inconsistent in others. Figure 4.4 *Potential Growth Areas* (Comprehensive Sustainability Plan, page 4-23) identifies the project area as a “potential growth area,” as shown in the image on

the next page. The proposed amendment is consistent with this. However, the Future Land Use Map/Plan designates this area as Retail Services. The Future Land Use Plan defines “Retail Services” as follows:

“Retail Services. These areas focus on retail and commercial uses. They should be located near residential and employment areas to provide good access to commerce and personal services. Retail areas can have a range of characteristics depending on their primary markets. The larger scale regional draws are more automobile-oriented and draw people from throughout the region. These areas should be located near interstate access, and they may include larger scale stores like “big boxes”, warehouse clubs, and large specialty retailers. Smaller, accessory uses can also locate in these areas to provide convenience shopping and include restaurants and smaller specialty retailers; often located on outparcels or in smaller shopping centers.



Excerpt from Figure 4.4 - Potential Growth Areas (potential growth areas shown in orange)

Zoning Districts: Adaptive Re-Use; Neighborhood Business; Neighborhood Business Special Use; Central Commercial; Central Commercial Special Use; General Commercial; High Intensity Commercial; Entranceway Special Use; Special Design Special Use”

The Retail Services designation focuses on retail and commercial uses, not residential. Staff finds the proposed master plan amendment to be inconsistent with the Future Land Use Map/Plan in this regard. Note that the Town Board can still approve the master plan amendment despite this inconsistency if so desired.

Residential Units – Approved but Not Constructed

The Town Board may also wish to consider the number of residential units “in the pipeline” (i.e., approved but not yet constructed). As of November 1, 2024, Hillsborough has 1,532 residential units pending construction:

Residential Units Approved but Not Yet Built		
Project Name	Type of Units Approved	# of Units Approved
Collins Ridge Pod D	Apartments	326
Collins Ridge Phase 2	Townhomes	51
Collins Ridge Phase 2	Single-family	79
East Village at Meadowlands	Townhomes (Habitat)	75
Persimmon Phase 1	Townhomes (Rental)	30
Persimmon Phase 1	Apartments	316
Waterstone South	Apartments	450
Waterstone South	Townhomes	205
Total		1,532

Utilities

The Utilities Department has indicated that, based on its calculations, a multifamily development at this site would use significantly more water and discharge significantly more sewer than a hotel. The town’s current hydraulic sewer modeling does not account for a higher density use such as this. Also, the town is still working on a water system master plan. Utilities staff cannot identify deficiencies with and needed improvements to the water system until that plan is completed.

As such, the Utilities Department maintains that additional conditions to the master plan are necessary, which are listed in the next section. Failure to conduct off-site improvements to facilitate the proposed development could have direct impacts on the environment and the town's ability to serve the development as proposed.

Proposed Conditions of Approval

After the Planning Board meeting in September, staff and the applicant discussed and agreed to the conditions below. The Planning Board recommended approval of the proposal with these conditions on October 17, 2024, with one change: that the 10-year deed restriction be changed to 99 years.

The Town Board may propose changes to the conditions of approval. The applicant and the Town Board will need to mutually agree to any conditions imposed.

1. Thirty percent (30%) of the market rate apartment units shall be affordable to those earning 70% or less of the area median income (AMI) OR ten percent (10%) of the market rate units shall be affordable to those making 60% or less of the AMI. Median income shall be determined using data from the US Department of Housing and Urban Development for the geographic statistical areas in which Hillsborough is located.
2. A deed restriction shall be recorded that reserves the affordable units for a period of ten (10) years before a Zoning Compliance Permit will be issued for the first apartment building. The deed restriction shall require the developer, its successors, and/or assigns to certify to the town in writing during the month of July of each year that they comply with the affordability condition as of the date of the certification.
3. If allowed and approved by the North Carolina Department of Transportation, the developer shall modify the intersection of NC 86 S and Paliouras Court/Hampton Point Boulevard and install a painted crosswalk with high-visibility striping, pedestrian signal heads, and a flashing beacon.
4. A "Type A" land use buffer shall be required along the shared property lines with Parcel Identification Numbers 9873-69-8536 (2000 NC 86 S) and 9873-78-6516 (1400-UT Old NC 10). The developer may choose from the Type A buffer options in UDO Table 6.5.4.1, *Standards for Type A Buffers*.
5. To encourage walkability, the proposed development shall conform to UDO Section 6.17, *Sidewalks and Pedestrian Access*.
6. To provide better cash flow for downstream capital improvement projects that are necessary and will benefit the project, the developer agrees to accelerate payment of System Development Fees (SDFs) sooner than otherwise provided by state statute for the apartment development. The SDFs shall be paid within sixty (60) days of construction drawing approval for either the upgrade of the private pump station or for the multi-family development, whichever comes first. The SDFs shall be calculated based on the unit bedroom counts, and construction drawing approval will not be issued until the appropriate SDFs are paid. SDFs shall be those in effect at the time of payment. This condition shall not impact any replacement of the force main under NC 86.
7. The developer shall contribute \$100,000 to cover the costs associated with the interim upgrade of the Elizabeth Brady Pump Station. This contribution shall be made before the approval of the construction drawings for the apartments and will be used by the town to install upgraded facilities, monitoring equipment, and controls. If the timing of the proposed development does not align with the town's Capital Improvement Plan, then the town may use the contributed funds for the design of the replacement pump station and associated force main in lieu of an interim upgrade.

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

Consistency Statement per Section 160D-605
Request to amend the Paliouras Tract Master Plan

November 12, 2024

The Board of Commissioners for the Town of Hillsborough has received and reviewed the request from Comet Development, LLC and Paliouras Enterprises, LLC to amend the Paliouras Tract Master Plan to change the allowable land uses for Lots 1, 2, and 8 as shown in the Master Plan from retail and hotel to multi-family residential, subject to the conditions listed in staff's analysis.

The Town Board of Commissioners has determined that the proposed master plan amendment **is/is not consistent** with the town's Comprehensive Sustainability Plan (CSP) because:

1. The proposed amendment **is/is not consistent** with the *Land Use and Development* chapter goal to "Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity."

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

2. The proposed amendment **advances/does not advance** identified goals and strategies found in the CSP and promote public health, safety, and welfare by creating more diversity in the town's housing stock and creating more affordable housing options in the community.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12th day of November in the year 2024.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



RESOLUTION

Approving an Amendment to the Master Plan for 25 Acres in the Southeast Quadrant of the I-85/NC 86 Interchange Known as the Paliouras Tract

WHEREAS, on June 10, 2019, the Hillsborough Board of Commissioners approved a Master Plan for 25 acres in the southeast quadrant of the I-85/NC 86 interchange known as the Paliouras Tract via Resolution #20190610-6.H; and

WHEREAS, the original Master Plan application and associated materials are incorporated herein by reference; and

WHEREAS, an application has been made by Comet Development, LLC and Paliouras Enterprises, LLC to amend said Master Plan to change the allowable land uses for Lots 1, 2, and 8 as shown on the Master Plan from retail and hotel to multi-family residential; and

WHEREAS, a joint public hearing for this proposed Master Plan amendment was held by the Hillsborough Board of Commissioners and the Planning Board on August 15, 2024 after notice of the hearing was given as required by law; and

WHEREAS, at the aforesaid public hearing, the applicant and all others wishing to be heard in connection with the application to amend the Master Plan were given an opportunity to speak; and

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

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

WHEREAS, the submitted Master Plan amendment application and associated materials are incorporated herein by reference.

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

Section 1. The allowable land uses for Lots 1, 2, and 8 of the Master Plan for the Paliouras Tract are hereby changed from retail and hotel to multi-family residential.

Section 2. The combined number of multi-family residential units for Lots 1, 2, and 8 shall not exceed 260 and no multi-family building on said lots shall exceed 60' in height.

Section 3. In addition to the Conditions of Approval attached to the original Master Plan for the Paliouras Tract, the town board attaches the following additional conditions to the Master Plan. These conditions apply to only Lots 1, 2, and 8 as shown in the Master Plan, not the other lots:

- a) 30% of the market rate apartment units shall be affordable to those earning 70% or less of the area median income (AMI) OR 10% of the market rate units shall be affordable to those making 60% or less of the AMI. Median income shall be determined using data from the U.S.

Department of Housing and Urban Development for the geographic statistical areas in which Hillsborough is located.

- b) A deed restriction shall be recorded that reserves the affordable units for a period of ten years before a Zoning Compliance Permit will be issued for the first apartment building. The deed restriction shall require the developer, its successors, and/or assigns to certify to the town in writing during the month of July of each year that they comply with the affordability condition as of the date of the certification.
- c) If allowed and approved by the North Carolina Department of Transportation, the developer shall modify the intersection of NC 86 S and Paliouras Court/Hampton Point Boulevard and install a painted crosswalk with high-visibility striping, pedestrian signal heads, and a flashing beacon.
- d) A "Type A" land use buffer shall be required along the shared property lines with Parcel Identification Numbers 9873-69-8536 (2000 NC 86 S) and 9873-78-6516 (1400-UT Old NC 10). The developer may choose from the Type A buffer options in UDO Table 6.5.4.1, Standards for Type A Buffers.
- e) To encourage walkability, the proposed development shall conform to Unified Development Ordinance Section 6.17, Sidewalks and Pedestrian Access.
- f) To provide better cash flow for downstream capital improvement projects that are necessary and will benefit the project, the developer agrees to accelerate payment of System Development Fees (SDFs) sooner than otherwise provided by state statute for the apartment development. The SDFs shall be paid within 60 days of construction drawing approval for either the upgrade of the private pump station or for the multi-family development, whichever comes first. The SDFs shall be calculated based on the unit bedroom counts, and construction drawing approval will not be issued until the appropriate SDFs are paid. SDFs shall be those in effect at the time of payment. This condition shall not impact any replacement of the force main under NC 86.
- g) The developer shall contribute \$100,000 to cover the costs associated with the interim upgrade of the Elizabeth Brady Pump Station. This contribution shall be made before the approval of the construction drawings for the apartments and will be used by the town to install upgraded facilities, monitoring equipment, and controls. If the timing of the proposed development does not align with the town's Capital Improvement Plan, then the town may use the contributed funds for the design of the replacement pump station and associated force main in lieu of an interim upgrade.

Approved this 12th day of November in the year 2024.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Nov. 12, 2024
Department:	Administrative Services – Budget Division
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2026-28 Budgetary Planning Retreat – Set Date and Provide Guidance on Agenda

Attachments:

Draft agenda for the purpose of feedback and direction from the mayor and town board

Summary:

Staff would like direction from the board on the following topics:

- Date: Staff proposes Feb. 8, 2025 (Saturday)
- Topics: Please see attached draft agenda
- Location: Is the board meeting room acceptable or is a different location preferred?
- Facilitator: Yes, no, or maybe?
- What's missing and other: Any other direction from the board is appreciated?

Note: Affordable housing is not included on the retreat agenda due to the quarterly sessions occurring this fiscal year because of direction from the board last year making this ongoing dialogue a top priority.

Financial impacts:

N/A

Staff recommendation and comments:

The manager will provide a framing session that may include a financial update at the Jan. 27 workshop. This has been done in recent times to free time for discussion during the retreat.

Action requested:

Direction from the board so work on refining the agenda, preparation for discussion items, and logistics can begin.

DRAFT AGENDA

Board of Commissioners FY2026-28 Budget Retreat

9:00 AM February 8, 2024

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

1. 8:30 a.m. – Doors open (light breakfast and beverages available)
2. 9:00 – Welcome, introductions, and ground rules
3. 9:15 – Icebreaker
4. 9:30 - Non-profits/community re-investment funding policy – discuss and potential adoption
5. **10:30 to 10:45 - break**
6. 10:45 - Water & Sewer Fund updates and direction on key decision points & issues (e.g., CIP, operations, rate model, other)
7. 11:30 – Climate & Sustainability Updates (Stephanie Trueblood) - train station, changes in transportation project status, progress on climate pledge goal, use of the annual 2 penny earmark, etc.
8. **12:00 - Lunch**
9. 12:45 - General & Stormwater Funds updates and direction on key decision points (e.g., CIP, operations, revaluation of property values and impact on tax rate, other)
10. 1:30 - Strategic Plan: Updates & Amendments
11. **2:00 to 2:15 Break**
12. 2:15 – Overflow discussion time or open to add another topic
13. 3:00 - Review Key Directives from the Town Board, Plus/Delta on the Day
14. 3:15 - Adjourn



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Nov. 25, 2024

Attachments:

None

Summary:

There is currently the following discussion topic scheduled for the Nov. 25 work session:

- Safe Routes to Schools Plan & Resolution by Orange County Transportation.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Nov. 12, 2024
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Staff (written reports in agenda packet)

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



Administrative Services Report October 2024

Budget

- Held FY26 Budget Kickoff
- Capital Improvement Plan requests due November 8.

Communications

- Website — Corrected issue with receipt of website forms. Vendor is working on fixing bug in forms system. Added Vision Zero policy and other traffic safety information to Street Standards page. Added resolutions to Proclamations page.
- Utilities Outreach — Finalized materials for lead and copper rule outreach.
- Other — Completed Government 101. Senior specialist and manager attended plain language workshop. Specialist served as public information officer in Avery County emergency operations center related to flooding. Worked with county regarding OC Alerts updates and responsibilities. Town staff will only issue notices about water and sewer service. Alerts about other issues within town will be sent by county emergency staff with the alert text vetted by the issuing agency, department or division. County emergency staff will share town social media about the issue. Helped with green infrastructure project sign and video.

Fleet Maintenance

- No major updates.

Human Resources/Town Clerk

- Bi-weekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Services Specialist- Utilities	Start date: 11/18.
Customer Service Representative – part-time	Interviews held.
Diversion Social Worker	Closes 11/10.
Equipment Operator	Closed 11/3.
Police Officer	Continuous recruitment.
Utilities Inspector	Closed 11/3.
Utilities Maintenance Technician I	Start date: 10/7.

Diversity, Equity and Inclusion:

- Finalized proposal with Cental Pines Regional Council to develop an Equity Plan. Internal staff kick-off meeting is scheduled for January 9.
- Continued testing of equity lens.
- Continued collaboration with the OneOrange team including continuous improvements to the data dashboard and working to develop a countywide racialized history project.

Information Technology

- Brightly Asset Essentials project kick-off meeting for Public Works has been rescheduled for November 7th to accommodate the staff that was in Western North Carolina.
- Completed onsite physical security phase work on the NIST quantitative security baseline assessment. Security assessment process is scheduled to conclude late in November.
- Continued work with vendor, MCCI, on the HR records retention Laserfiche project.
- Equipment installation and configuration for the Wastewater Treatment Plant security camera replacement and front gate access control upgrade is underway.
- Completed annual review of Spectrum services. Upgrades to service and connectivity speed will be completed over the next few months at various facilities.

Safety and Risk Management

- Audit was completed on town-owned properties to update the listings given to the NCLM for accurate insurance coverage.
- Monthly town Safety Committee meeting was held at Public Works where the committee walked the facility for safety concerns.
- Annual Safety Shoe event was held where all eligible employees received new safety shoes.
- Supplied personal protective equipment supplies to town crews assisting with Hurricane Helene response.

Hillsborough Police Department



Quarterly Transparency Report

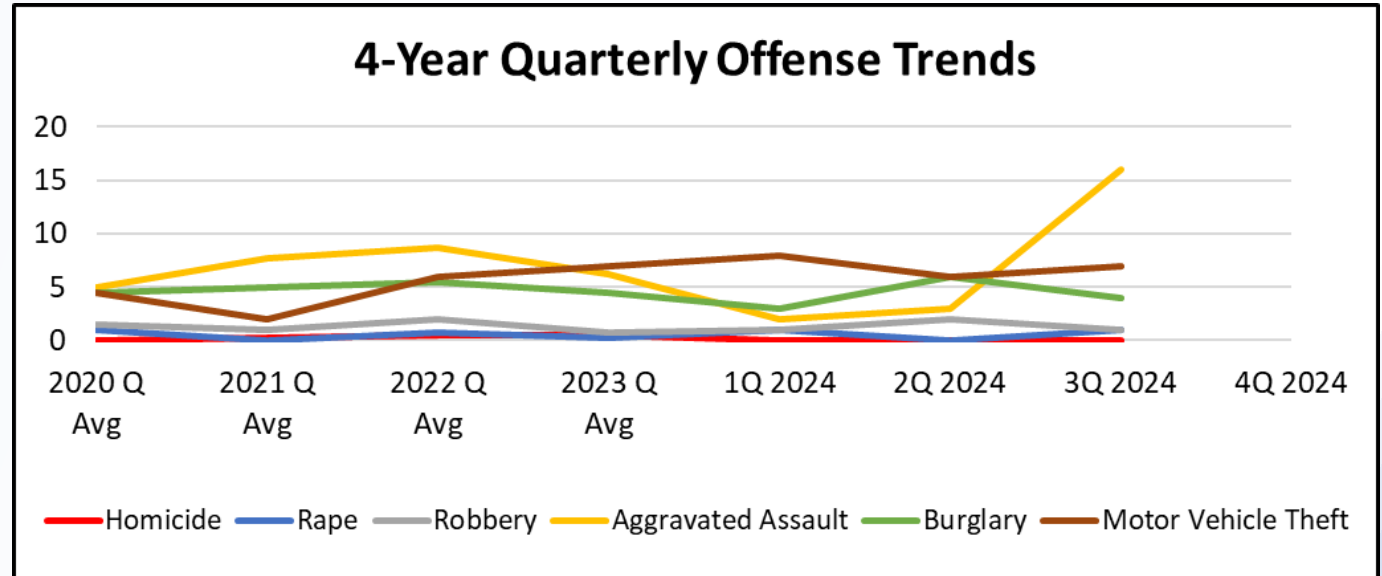
July – September 2024

This report summarizes quarterly activity and data in the following areas:

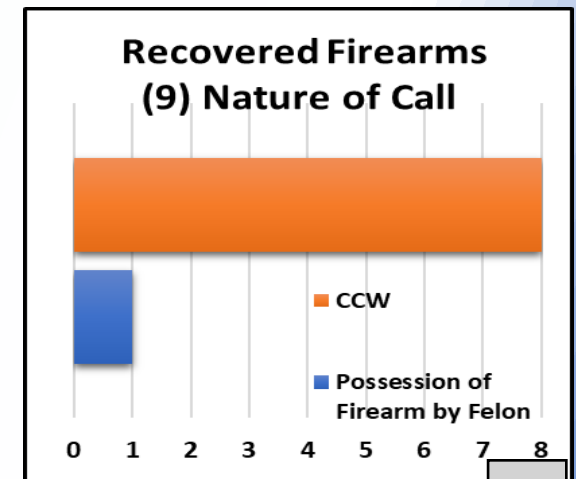
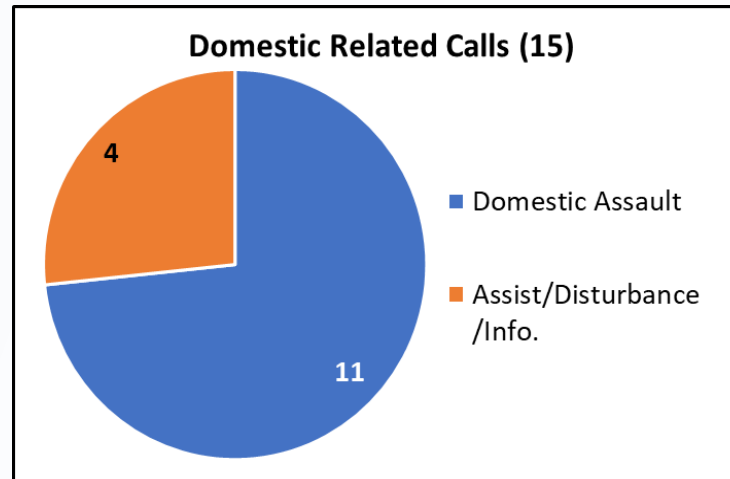
- Reported Incidents and Crimes
- Arrest Data
- Internal Accountability
- Use of Force
- Mental Health Response
- Marijuana and Paraphernalia Enforcement
- Traffic Enforcement Focuses
- Traffic Stop Data
- Search Data
- Department Training
- Community Engagement
- Employee Accomplishments and Recognitions

Reported Incidents

UCR Part 1 Reported Crimes	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Homicide	0	0	0		0
Rape	1	0	1		2
Robbery	1	2	1		4
Aggravated Assault	2	3	16		21
Part 1 Violent Crimes Total	4	5	18		27
Burglary	3	6	4		13
Larceny/Theft	132	102	83		317
Motor Vehicle Theft	8	6	7		21
Part 1 Property Crimes Total	143	114	112		369
Other Offenses Reported	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Drug Offenses	25	15	19		58
Simple Assault	33	39	17		89
Forgery/Counterfeit	2	0	18		20
Fraud	17	14	9		40
Embezzlement	1	2	0		3
Stolen Property	1	3	2		6
Vandalism	12	14	6		32
Prostitution	0	0	0		0
Other Sex Offenses	1	0	0		1
Gambling	0	0	0		0
Offense against family/child	0	3	3		6
DWI	3	6	3		12
Alcohol Violations	1	0	1		2
Disorderly Conduct	0	1	3		4

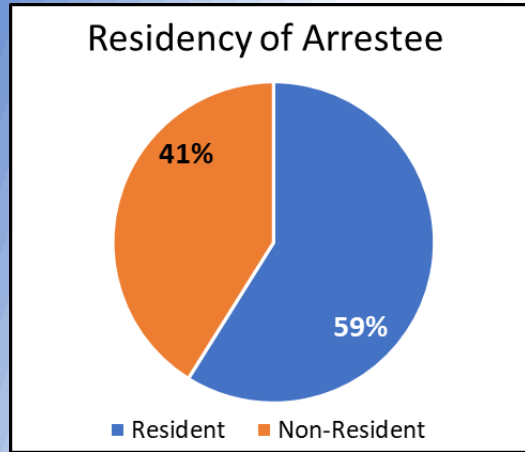


NOTE: The increase in Aggravated Assaults is due having several incidents with multiple victims. Unlike property crimes, violent crimes are reported based on the number of victims rather than incidents. We had 8 separate aggravated assault incidents, but four of them involved multiple victims.



Arrest Summary

HPD Officers made a total of 73 Criminal Arrests of individuals during this quarter totaling 119 charges.



	B	H	W	A	TOTAL
Custodial Arrest	8	1	18	0	27
Citation/Summons	13	0	10	1	24
Warrant Service	19	2	12	0	33
Total Arrests	40	2	30	1	73
Resident	22	1	19	1	43
Non-Resident	18	1	11	0	30

OCPAD	
Orange County Pre-Arrest Diversions	2
2 Larceny Incidents	

TOTAL OF ALL CHARGES	73
WARRANT SERVICE	21
LARCENY-SHOPLIFTING/CONCEAL	6
CARRYING A CONCEALED WEAPON	5
TRESPASSING-2ND DEGREE	4
CHILD ABUSE/NEGLECT-NON VIOLENT	3
DRIVING WHILE IMPAIRED	3
DRUNK AND DISRUPTIVE	3
LARCENY-MISDEMEANOR	3
ASSAULT ON A FEMALE	2
ASSAULT-SIMPLE	2
B&E FELONY	2
DRUG VIOLATION	2
OBTAIN PROPERTY FALSE PRETENSE	2
POSSESSION OF COCAINE	2
ROBBERY	2
ASSAULT WIK NO INJURY	1
ASSAULT WITH A DEADLY WEAPON	1
CHILD ABUSE-SIMPLE ASSAULT	1
DISCHARGE WPN/OCCUPIED DWELLING	1
LARCENY-ALL OTHER	1
LARCENY-FELONY	1
LARCENY-SWITCHING PRICE TAG	1
POSSESSION OF STOLEN PROPERTY	1
POSSESS W/ INTENT TO SELL/DELIVER	1
SIMPLE ASSAULT-ALL OTHER	1
SPEEDING TO ELUDE ARREST	1

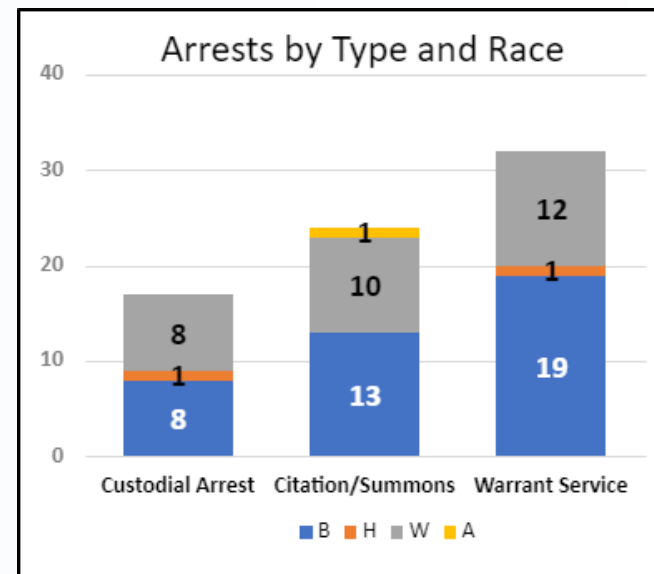
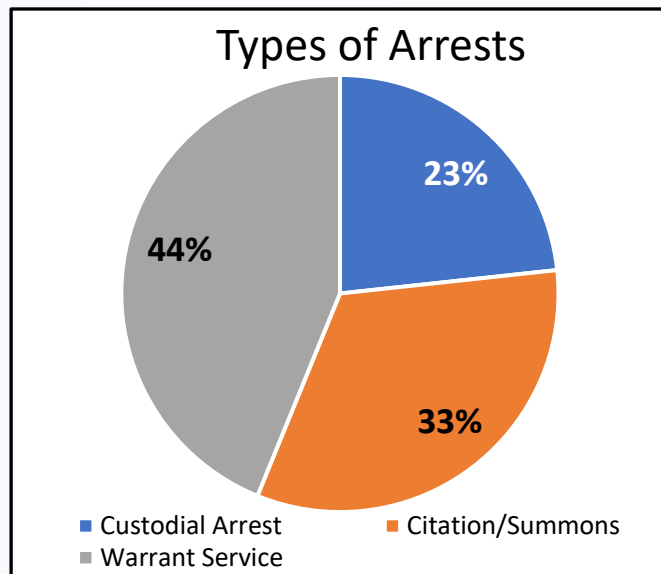
Definitions:

Custodial Arrests are typically on-view crimes for which an officer makes a physical arrest and takes the subject before a magistrate.

Warrant Service means an officer made a physical arrest for a previously existing warrant or order for arrest.

Citation/Summons means the offender was issued a citation or served a summons and was not taken into custody.

Section 6, Item C.



Internal Accountability

Internal Accountability Reviews

Use of Force Reviews	8
Complaints	1
Pursuit/Refuse to Stop	3
Internal/Admin	0
PEWS	5
Safety/Accident	5
TOTAL IA REVIEWS	22

8 Use of Force Reviews

7 Uses of Force

- 4 *Physical (minor)*
- 2 *Physical (moderate)*
- 1 *Physical (significant)*

1 Display of Force

- 1 *Firearm and Taser Display*

% of Arrests w/ Use of Force

	3Q	%
Total Arrests	73	8%
Arrests w/ UoF	6	
	YTD	%
Total Arrests	256	4%
Arrests w/ UoF	11	

Details on Displays of Force

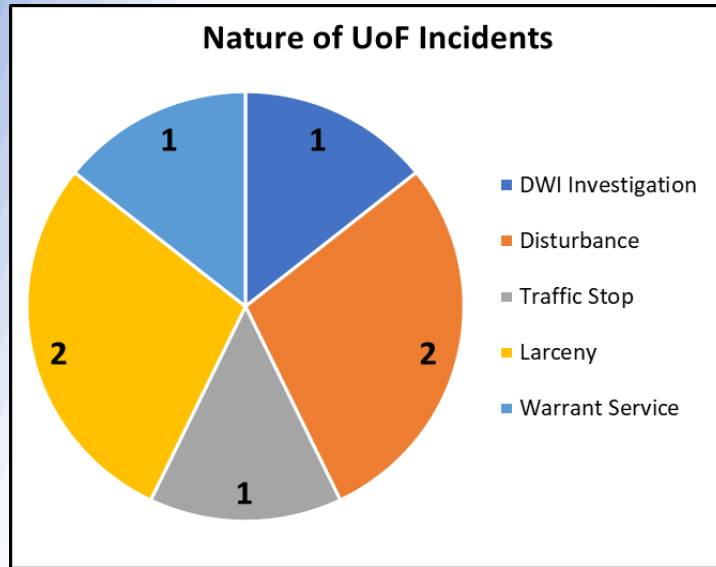
Officers responded to a disturbance and a subject was reported to have a knife. The subject was observed holding the knife and refused to put it down. Officers pointed a taser and duty weapon at the subject until he complied with their commands.

Summary of Complaints

A subject complained officers stole money from his wallet during an arrest. He later advised he was under the influence of narcotics and retracted his complaint. (Unfounded)

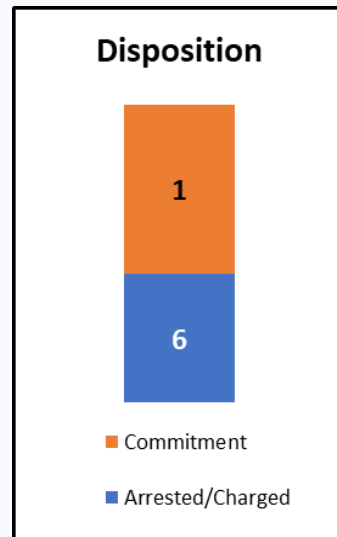
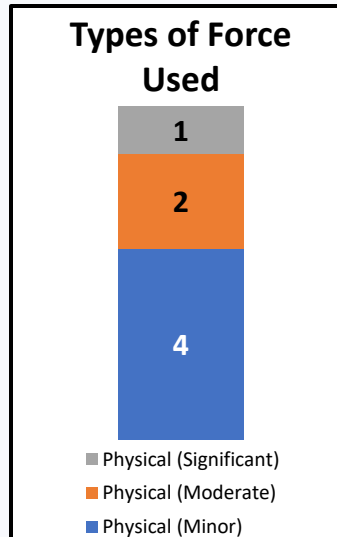
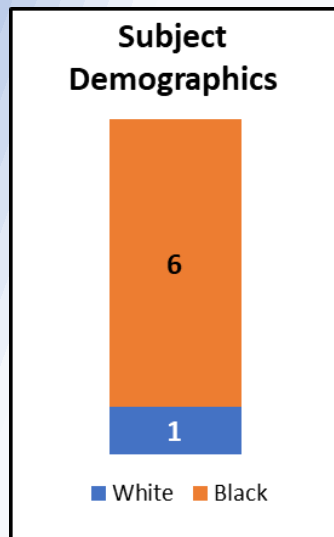
Use of Force

HPD's review of 8 force-related incidents this quarter found that force of some type was used in 7 of the incidents and involved 7 subjects and 20 officers.



Summary of Use of Force Incidents

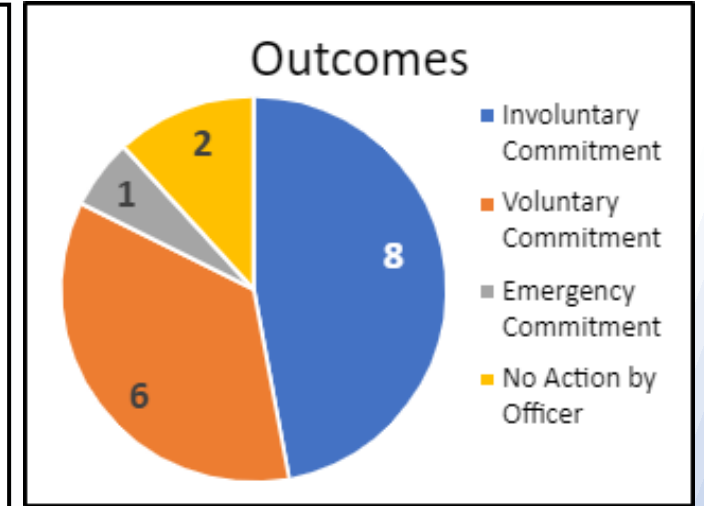
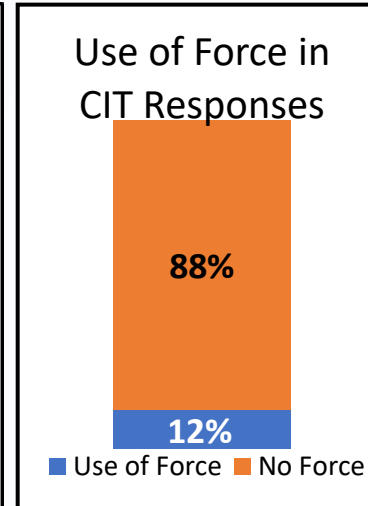
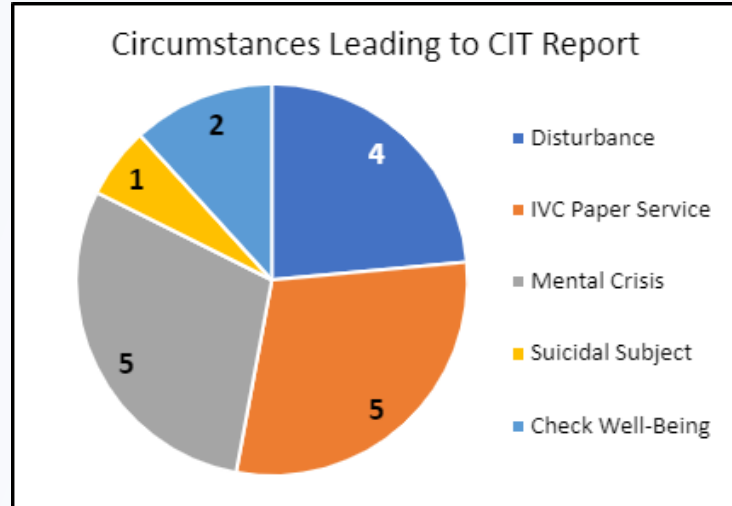
- A DWI suspect refused to have their blood drawn by hospital staff. Officers turned the subject on their side and held them in place until the draw was complete. *(Physical – minor)*
- An assault suspect refused officers commands, so the officer grabbed them by their arms and attempted to handcuff. The suspect kept trying to get away, so an officer wrapped their arms around the suspect and took them to the ground. Handcuffs were then secured. *(Physical – significant)*
- Officers pursued on foot a suspect who fled into a residence. Officers grabbed the subject's arms and placed them behind the subject's back to apply handcuffs. *(Physical – moderate)*
- A subject refused officer's commands during a traffic stop. The subject was turned around and officers grabbed their arms to secure handcuffs. *(Physical – minor)*
- While attempting to serve a robbery warrant, the subject took off on foot. Officers pursued the subject who tripped on a log. He was grabbed by the arms and turned over to secure handcuffs. *(Physical – moderate)*
- An intoxicated subject at a business was arrested for drunk and disruptive. The subject resisted getting into the patrol vehicle, so officers grabbed the subject and had to pull and push them into the vehicle for transport. *(Physical – minor)*
 - 2 uses of force involved persons having mental crisis and are detailed in the Mental Health/CIT Response Calls section on the next page.



Mental Health/Crisis Response Calls

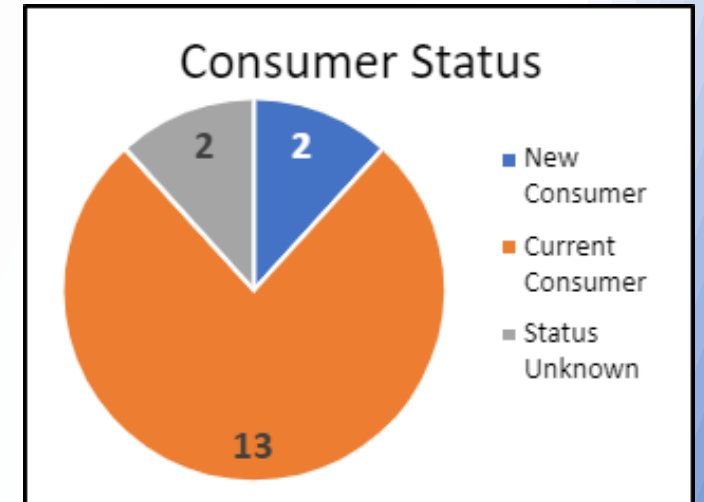
This section presents information on HPD responses to subjects having mental health issues or in crisis. The term “consumers” is used to describe these individuals. Data presented is based on reports in HPD’s records system.

Current Quarter	
<u>CIT Reports</u>	17
<u>Responses with Use of Force</u>	2
<u>Responses with Juvenile Consumer</u>	6



Details of Use of Force Situations:

- Officers physically restrained juvenile consumer to prevent assault and self-harm (physical-minor)
- Officers physically restrained juvenile consumer to prevent assault and self-harm (physical-minor)
- * No injuries were reported by officers or consumers during this period.



Traffic Enforcement Efforts

The Hillsborough Police Department spends time focusing on traffic issues that are received directly from our citizens and as part of the statewide Governor’s Highway Safety Program. HPD also incorporates locations where there have been accident trends as focus areas for enforcement efforts.

Local Complaints and Focus Areas			
	Complaint	Time Spent	Actions
Hwy 70/86 N	Safe Movement	20 hrs, 5 mins	15 Stops, 3 Cit, 12 VW
Hampton Pointe Blvd/NC 86	Stop Light	26 hrs, 20 mins	4 Stops, 1 Cit, 1 WW, 2 VW
Waterstone Dr./College Park Drive	Speeding	13 hrs, 54 mins	10 Stops, 3 Cit, 2 WW, 5 VW
Other Residential Traffic Enforcement	Officer Observed	75 hrs, 32 mins	109 Stops, 21 Cit, 28 WW, 60 VW
Totals		135 hrs, 51 min	138 Stops, 28 Cit, 31 WW, 79 VW

Cit=Citation
 WW=Written Warning
 VW=Verbal warning



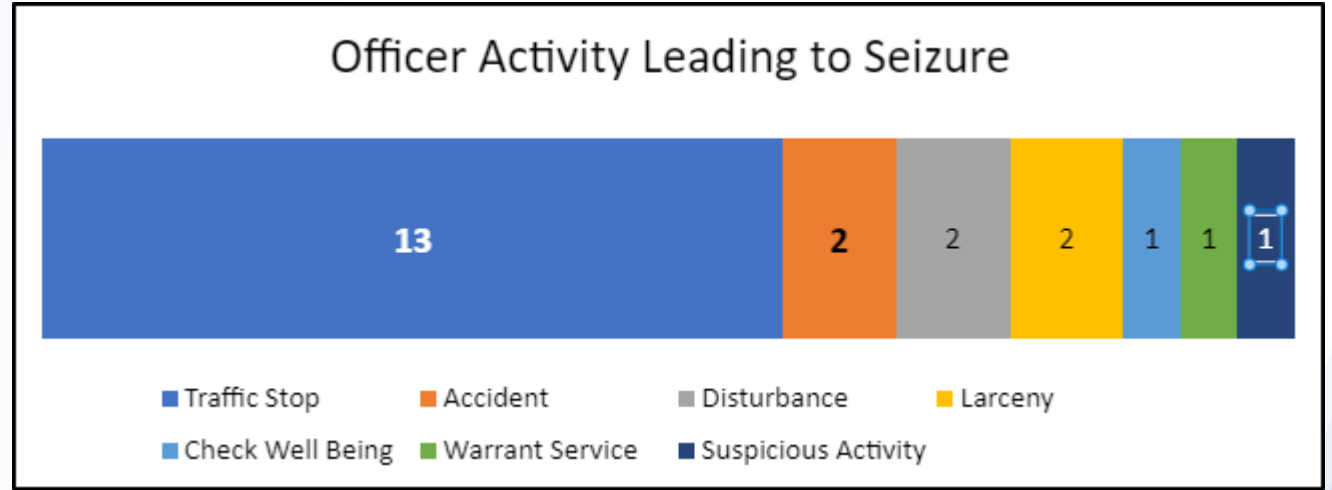
Governor’s Highway Safety Program Participation (1550 points)	
Campaigns	
2024 Operation Firecracker Week 2	6 Citations Issued
2024 CPS Week	1 Citation Issued
2024 Labor Day Booze it and Lose it	5 Citations Issued
2024 Speeding Wrecks Lives	13 Citations Issued
Day Time Speed Enforcement (4 Operations)	4 Citations Issued
Nighttime Speed Enforcement (1 operations)	1 Citation Issued
Saturation Enforcement (3 Operations)	8 Citations Issued

Marijuana (Schedule VI) Seizures

This section presents information on seizures of marijuana (MJ) and marijuana-related paraphernalia (P).
Drugs and paraphernalia not related to marijuana are not included.

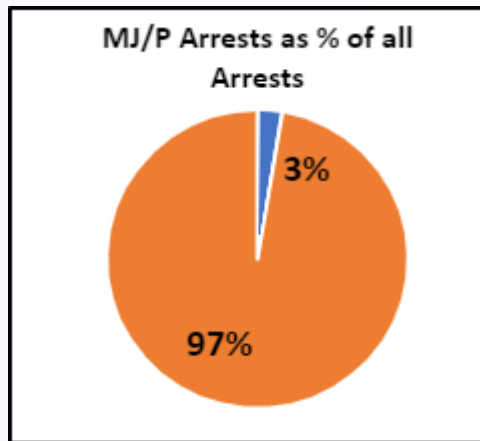
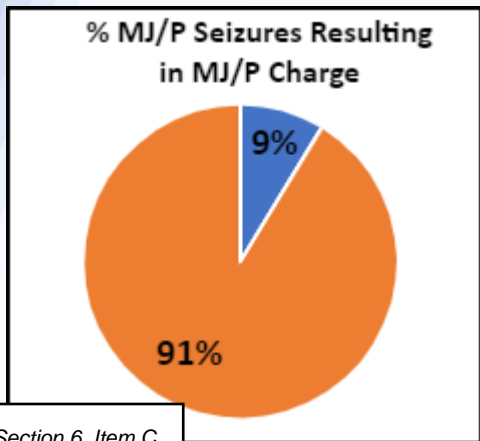
Current Quarter	
Individuals with MJ/P Seized	23
Disposition	
No Resulting MJ/P Charge	21
Referred to OCPAD	0
Charged with MJ/P Only	0
Charged MJ/P w/ other criminal charges	2

Demographics			
B	W	H	O
11	11	1	0
Disposition			
11	10	0	0
0	0	0	0
0	0	0	0
0	1	1	0



MJ/P Arrests as % of total arrests	
MJ/P Seizures	23
Arrests with MJ/P Charges	2
All Other Criminal Arrests	73

% MJ/P Seizure w/ arrest	MJ/P Arrests as % of all Arrests
9%	3%

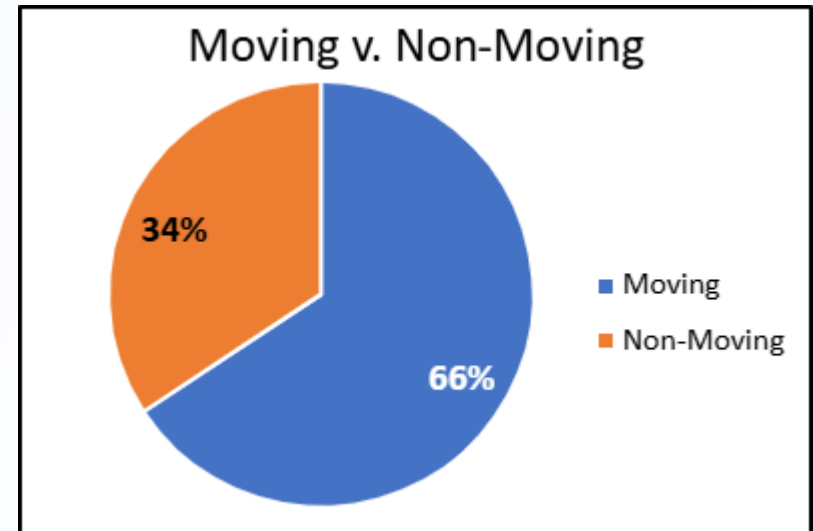
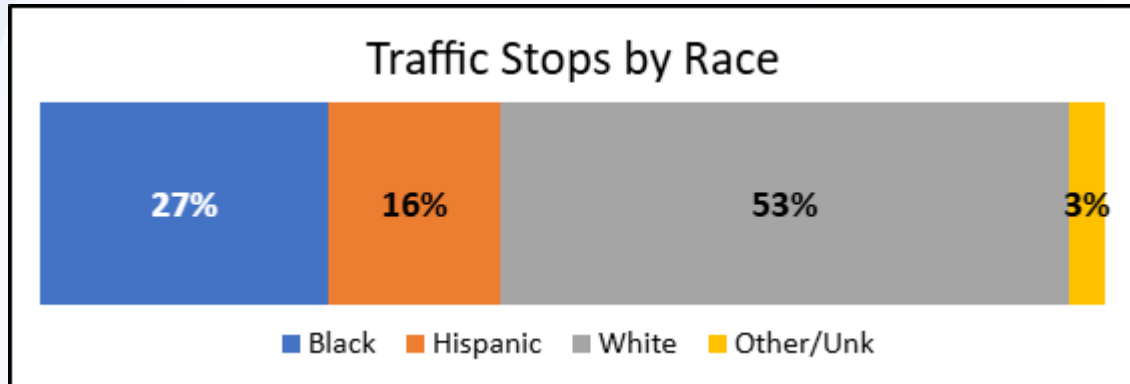
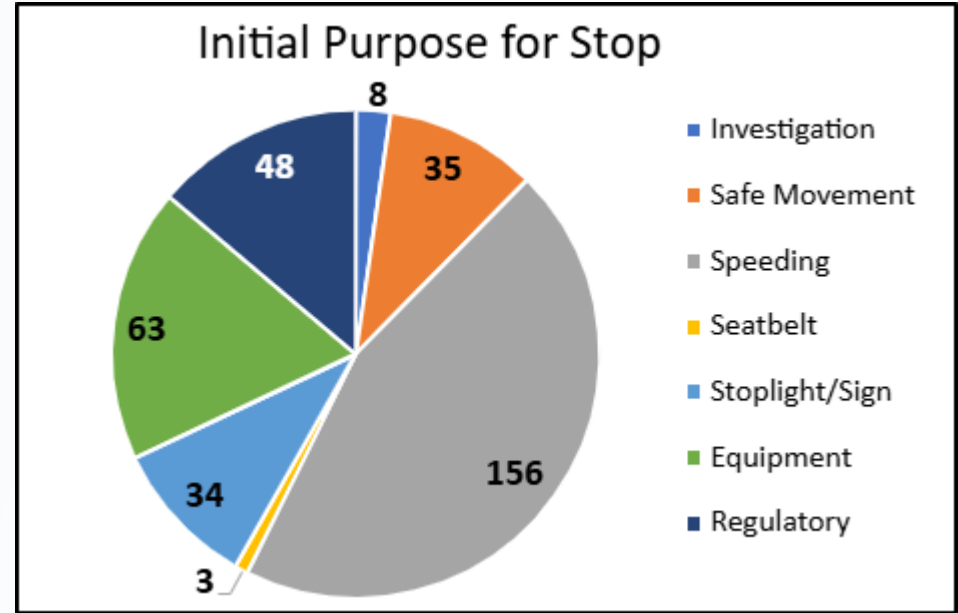


Detail on cases Charged:

- One adult charged with Felony Possession of Cocaine, Possession of Marijuana, Weapon Offense, and Open Container
- One adult charged with Felony Possession of Marijuana with Intent to Sell, and Weapon Offense

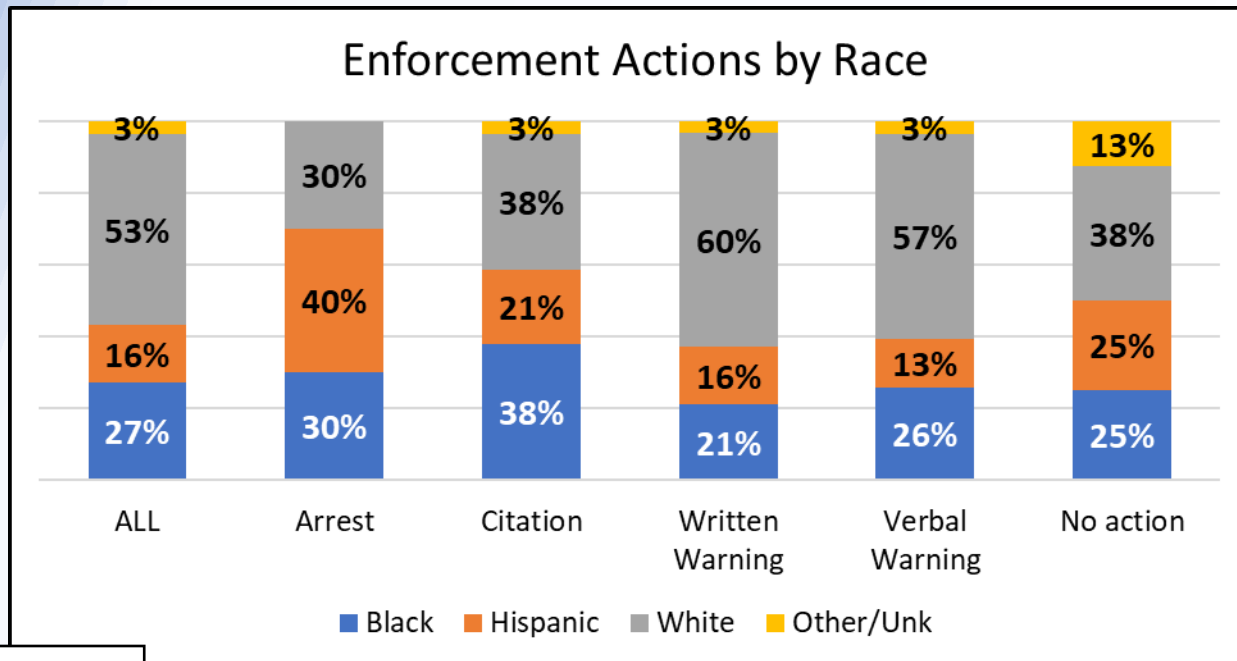
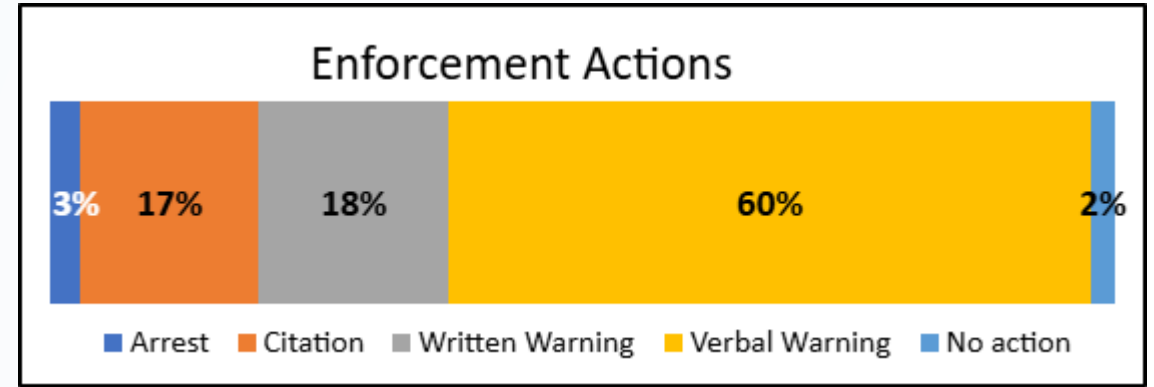
Traffic Stop Data (General)

Current Quarter	Traffic Stops and Initial Reason				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	347	94	56	185	12
DWI	0	0	0	0	0
Investigation	8	2	1	5	0
Safe Movement	35	6	6	23	0
Speeding	156	31	32	85	8
Seatbelt	3	1	0	2	0
Stoplight/Sign	34	9	3	21	1
Equipment	63	20	9	31	3
Regulatory	48	25	5	18	0

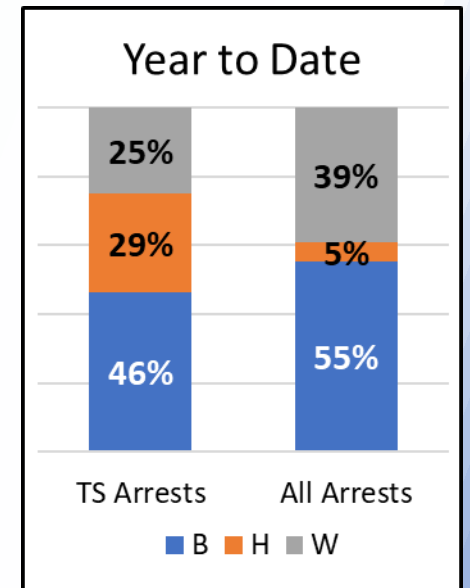
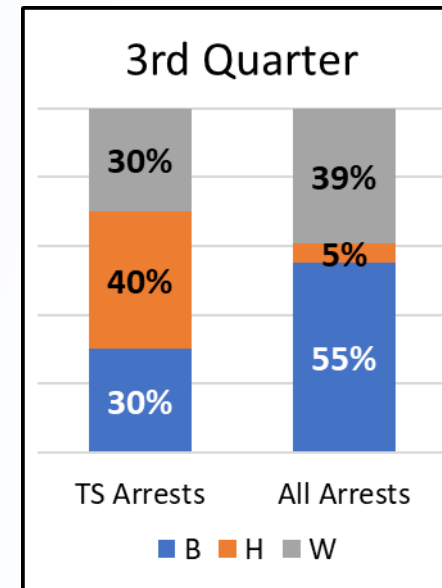


Traffic Stop Data (Enforcement)

Current Quarter	Enforcement				
	Total	Black	Hispanic	White	Other/Unk
All Enforcement	347	94	56	185	12
Arrest	10	3	4	3	0
Citation	58	22	12	22	2
Written Warning	62	13	10	37	2
Verbal Warning	209	54	28	120	7
No action	8	2	2	3	1

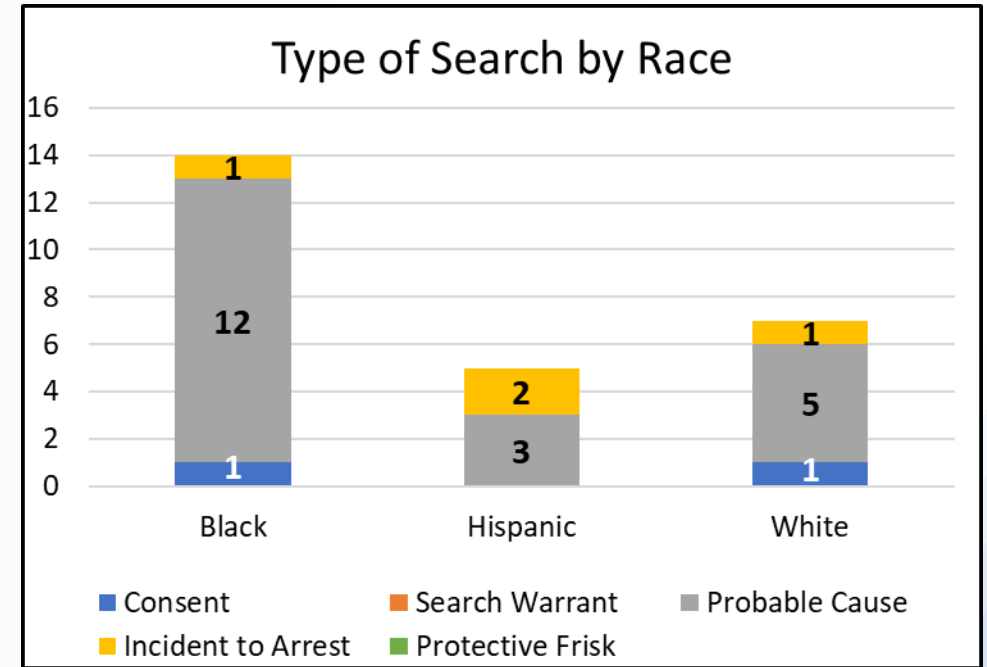


Traffic Stop Arrests Compared to All Arrests

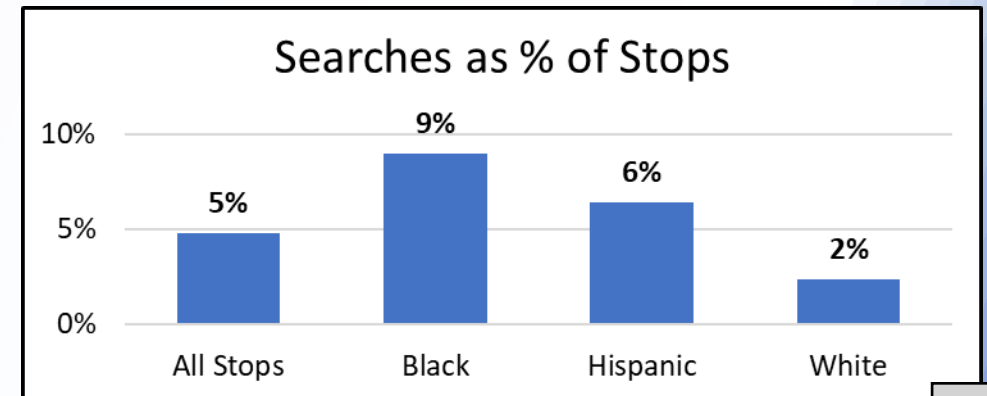


Search Data

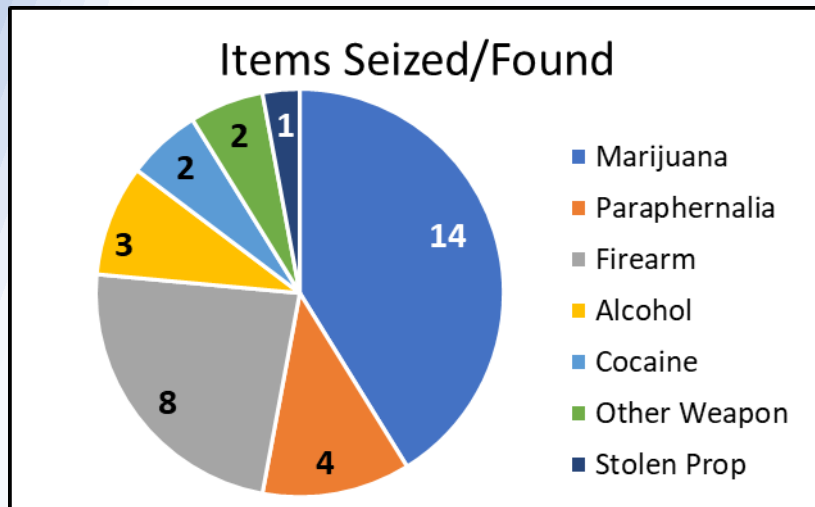
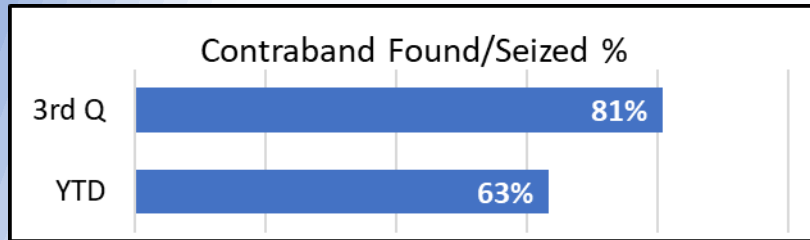
Current Quarter	Search Data – Search Types				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	544	156	78	297	13
Total Searches	26	14	5	7	0
Consent	2	1	0	1	0
Search Warrant	0	0	0	0	0
Probable Cause	20	12	3	5	0
Incident to Arrest	4	1	2	1	0
Protective Frisk	0	0	0	0	0



Current Quarter	Search Data – Basis/Reason for Search				
	Total	Black	Hispanic	White	Other/Unk
Total Searches	26	14	5	7	0
Erratic/Suspicious Behavior	1	0	0	1	0
Observed suspected Contraband	13	7	3	3	0
Other Official Information	9	5	2	2	0
Suspicious Movements/Actions	0	0	0	0	0
Informant Tip	0	0	0	0	0
Multiple Basis Noted	3	2	0	1	0



Contraband Found?				
		Yes	No	Hit%
Total Searches	26	21	5	81%
Consent	2	1	1	50%
Search Warrant	0	0	0	na
Probable Cause	20	19	1	95%
Incident to Arrest	4	1	3	25%
Protective Frisk	0	0	0	na



Search Data (continued)

Search Details

- 4 searches was done after (incident to) an arrest.
- 2 searches were based on consent – in both cases officers had knowledge and past history of the subjects having narcotics activity.
- 20 searches were based on Probable Cause
 - 6 were based on the officer smelling marijuana.
 - 4 were due to officer smelling marijuana and occupant admitting to having it or having recently used it in the vehicle.
 - 4 were due to officer smelling marijuana and occupant admitting to having weapon in car.
 - 2 were due to officer seeing a violation (paraphernalia and open container) and driver admitting to MJ in car.
 - 2 were due to subject being stopped for property crimes (B&E and Larceny)
 - 1 was based on a K-9 alert.
 - 1 was the result of a DWI investigation.

Of the 26 incidents with searches, 14 (53%) involved an arrest or criminal charge. Of those 14, only 10 involved charges connected with contraband found during the search (6 were for concealed weapon and 3 were felony drug charges). The other 4 arrests/charges were not connected with the search, or the search was done as a result of the arrest.

Department Training

Elective Trainings Completed

- Gregory, Jones, and St. Pierre- Civil Liability SR Online (16 hours)
- Morales- Robbery Investigations (8 hours)
- Morales and Jones- Open Source Information (8 hours)
- Hooks- BLET SCAT Instructor (5 hours)
- Hooks- Executive Leadership Institute FBI-LEEDA (40 hours)
- Spragins- Radar Recertification (10 hours)
- Darden- Taser 7 Training (7 hours)
- Spragins- Coordinating In-Service Training (4 hours)
- Spragins- Assessment of DV Injuries (2 hours)
- Felts and King- FBI NICS Federal Prohibition Training (9 hours)
- Jones- Generational Interviewing Training (8 hours)
- Darden- Mobile Device Investigation (8 hours)
- Lorenson- Rifle Armorer School (16 hours)
- West- Credible Leadership III (100 hours)

Mandatory Training Completed

- MIST - 2024 Firearms Training & Qualification (6 hours, 30 employees)
- MIST - 2024 Officer Safety (2 hours, 30 employees)
- MIST - 2024 Citizens with Firearms (2 hours, 30 employees)
- MIST - 2024 Care Under Gunfire (2 hours, 30 employees)
- MIST - 2024 Juvenile Justice Issues: Communication and Engagement (2 hours, 30 employees)

Section 6, Item C.

Training Hours	1 st Q	2 nd Q	3 rd Q	4 th Q	YTD
Mandatory	328	369	436.5		1133.5
Non-Mandatory	722	429	290		1441
Goal: >40 hrs/employee of non-mandated training annually					
Avg hrs/employee	24.1	14.3	9.7		48

Highlights: Training Division

- Corporal Amber West completed Credible Leadership Module III through Wake Tech Community College.
- All sworn officers completed and passed the annual Firearms Training & Qualification.

- DCI Security Training (1 hour, 2 employees)
- DCI Module 1 Recertification (1 hour, 1 employee)
- NCLM Fire Prevention (.5 hour, 1 employee)
- FEMA ICS 800 Training (3 hours, 1 employee)
- NC MADD: Aid and Abet Training (.5 hour, 20 employees)

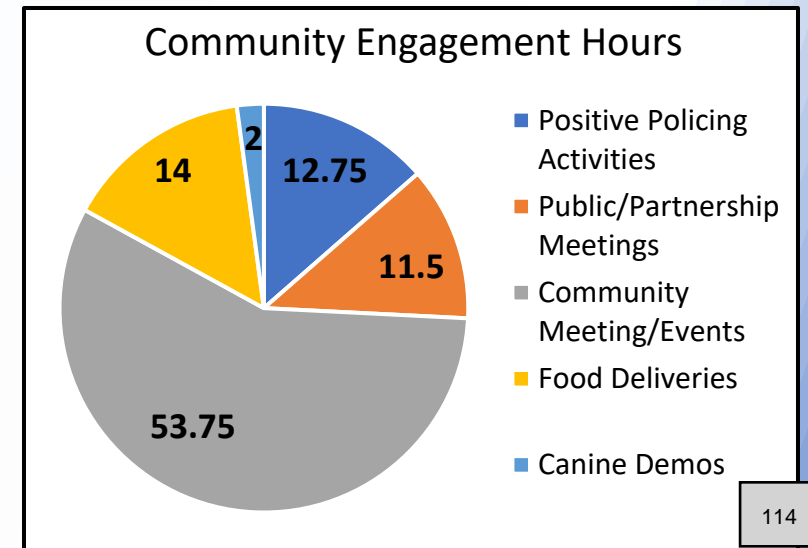
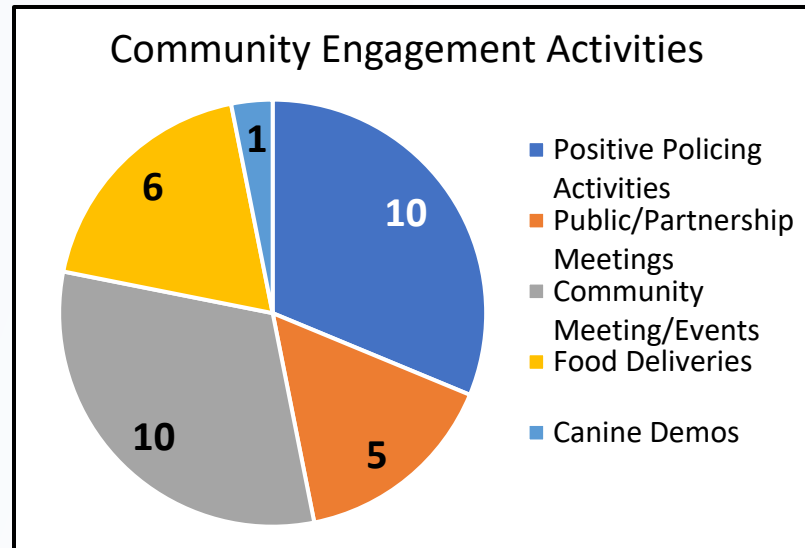
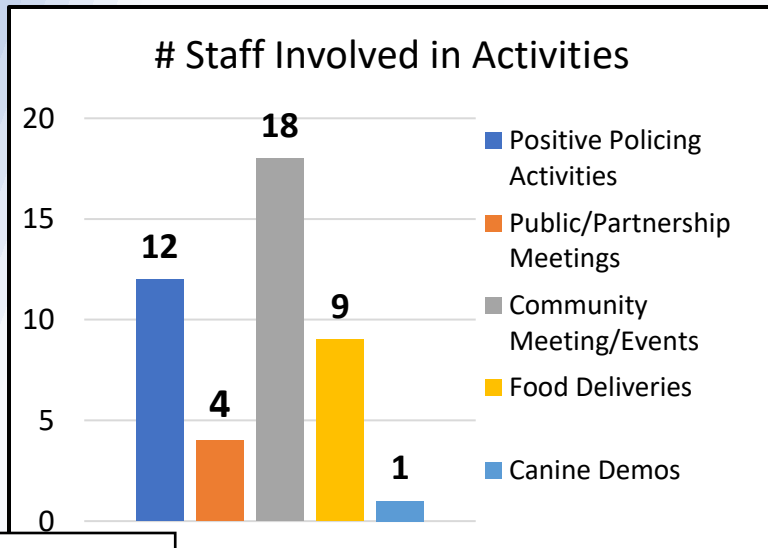
Community Engagement

Definitions

- Positive Policing Activity – Services and actions by officers that go beyond the typical definition of policing. This can include acts of kindness and service, helping with problems, and providing meals or support to community members.
- Public/Partnership Meetings – Meetings with an agenda focused on community issues that intersect with policing such as Board of Commissioners or Project Safe Kids meetings.
- Community Meetings/Events – Community-based activities organized by the department or the community where officers attend, collaborate and/or coordinate, such as community watch meetings or events like Fairview Live.
- Food Deliveries – Assisting with food delivery to Hillsborough residents with mobility challenges such as Meals on Wheels and Passmore Center food box deliveries.
- Canine Demos – Educational demonstrations put on by HPD canine teams.

Community Engagement Activities		
Activity	#	hours
Positive Policing Activities	10	12.75
Public/Partnership Meetings	5	11.5
Community Meeting/Events	10	53.75
Food Deliveries	6	14
Canine Demos	1	2
TOTALS	32	94

Total Staff Participating in Community Engagement Activities this Quarter	Number	% of staff
	27	90



Community Engagement

Community Events/Activities

- Senior Citizens Safety Presentation (07/9)
- Gateway Community Back to School Event (08/15)
- HPD Back to School Supply Drive (08/16)
- Walk Fairview Event (09/10)
- School Field Trips to the Police Department (09/3, 09/13)
- K9 Demonstrations (09/03, 09/13)
- Engage Hillsborough Police Summit (09/25)
- Meal Deliveries (07/5, 07/18, 08/2, 08/15, 09/6, 09/19)
- Community Watch Meetings (07/1, 08/5)
- Public/Partnership Meeting (9/12)



Positive Policing Activities

- Officers played basketball with children (07/2, 08/01, 09/28)
- After responding to a call of a person trespassing, the officer determined the person was hungry and homeless. The officer bought food for the person. (07/4)
- While on patrol, officers noticed children with a lemonade stand. Officers purchased lemonade and spent time getting to know the children. (07/17)
- Officer conducted a traffic stop on a vehicle for both taillights of the vehicle being out. It was early in the morning (roughly 1:30 am). The officer bought fuses to fix the vehicle. (08/03)
- A domestic violence victim was provided money for transportation to a safe location. (08/26)

Employee Accomplishments/Awards

Officer of the Quarter



Investigator Vidal Morales

Investigator Morales has done an amazing job in his new role in CID. Aside from managing his caseload, he is always willing to assist other officers with their investigations. He maintains a positive attitude and is expanding his knowledge by seeking out and attending specialized training.

Quarterly Community Engagement Award



Office Manager Danielle King

Danielle King has done an amazing job in her efforts to help those in need. From coordinating the fan donations for families who were suffering the heat to relief efforts for those in western NC, Danielle has gone above and beyond.

Section 6, Item C.

Other Accomplishments/Awards:

Advancements:

- Argie Burnette – Officer 1st Class - 08/19/2024
- Madison Soltys – Officer 1st Class - 09/09/2024
- Amber West – Corporal - 08/26/2024

Promotions:

- Jay Henderson – Sergeant - Promoted 09/23/2024
- William Felts – Lieutenant - Promoted 08/26/2024

Specializations:

- Juan Duran – Obtained K9 Specialization





Public Works Report: October 2024

Work Orders

6 completed within two days.

Public Spaces

123 staff hours

Stormwater Maintenance

444 linear feet, and 24 staff hours

Inspections

20 Utility inspections, and 3 sidewalk inspections

Special Events

Last Friday's – 4 staff hours

Training

4 staff attended training through ITRE, and 1 staff attended an APWA conference (streets and equipment)

Cemetery

Marked 2 graves, and 1 monument

Asphalt Repairs