Agenda

Board of Commissioners Regular Meeting

7:00 PM November 09, 2026
Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

A. Proclamation – Veterans Day 2026

5. Appointments

A. Planning Board – Reappointment of Carrie Winkler for a term ending Sept. 30, 2029

6. Items for decision – consent agenda

A. Minutes
– Regular meeting Oct. 12, 2026
– Regular meeting closed session Oct. 12, 2026
– Government 101 Oct. 22, 2026
B. Miscellaneous budget amendments and transfers
C. Proclamation – Arbor Day 2026
D. Special Event Permit – 2026 Hillsborough Holiday Bazaar
E. Special Event Permit – 2026 Hillsborough Holiday Tree Lighting Ceremony
F. Special Event Permit – 2026 Hillsborough Holiday Parade
G. Special Event Permit – 2027 Godiva Track Club New Year's Day 8K Run
H. Special Event Permit – 2027 Kevin Dendy Memorial 5K
I. Construction Site Runoff Control (Erosion Control) Memorandum of Understanding
J. Water and Sewer Extension Contract for Oakdale Subdivision

7. Items for decision – regular agenda

A. Security Expansion – Cates Creek Park and Gold Park
B. Resolution Adopting a Public Records Request Policy
C. Proposal for Stormwater Staff Transition Plan
D. Energy Use and Solar Feasibility Study Update
E. Hot topics for work session Nov. 23, 2026

8. Updates

A. Board members
B. Town manager

9. Closed session

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

10. Adjournment

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

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Governing Body
Agenda Section:	Presentations
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Veterans Day 2026

Attachments:
Proclamation

Summary:
Veterans Day is a federal holiday dedicated to American veterans of all wars and held annually on November 11. Veterans Day 2026 occurs on Wednesday, November 11.

The holiday dates to November 1918 during World War I. At the 11th hour of the 11th day of the 11th month of that year, an armistice, or temporary cessation of hostilities, was declared between the Allied nations and Germany. Commemorated the following year as Armistice Day in many countries, November 11 became a federal holiday in the United States in 1938.

In the aftermath of World War II and the Korean War, Armistice Day became known as Veterans Day.

Financial impacts:
N/A

Staff recommendation and comments:
N/A

Action requested:
N/A

PROCLAMATION
Veterans Day 2026

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, Veterans Day offers time to pause, honor, and express our profound gratitude to the living veterans among us, to honor the memory of those who made the ultimate sacrifice, and to support their families; and

WHEREAS, in 2026, the Hillsborough Police Department designed a military tribute vehicle wrap to honor veterans in the Hillsborough Police Department and community; and

WHEREAS, about 5% of Hillsborough residents are veterans and Town of Hillsborough veterans include;

U.S. Army
Police Corporal Curry Hall
Operator in Responsible Charge Jacob Hamlin
Meter Reader Supervisor Tyrone Hodge
Equipment Operator II Daniel Hunt
Plant Maintenance Mechanic I Chad Wilson

U.S. Marine Corps
Police Officer 1st Class Matthew Lorenson
Police Sergeant Justin Morgan
Police Sergeant Bradley Solomon
Police Officer 1st Class Yeuris Vicioso

U.S. Navy
Mayor Mark Bell (Naval Reserve)
Crew Leader Walson Williams

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of people dedicated to the principles of freedom and democracy.

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Veterans Day, November 11, 2026, to be a time to honor the service and sacrifice of Hillsborough's veterans and the several veterans who are employees of the town.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 9th day of November in the year 2026.

_____
Mark Bell, Mayor
Town of Hillsborough

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Planning and Development Services
Agenda Section:	Appointments
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Senior Planner

ITEM TO BE CONSIDERED

Subject: Planning Board – Reappointment of Carrie Winkler for a term ending Sept. 30, 2029

Attachments:
Original board service application from Carrie Winkler

Summary:
Carrie Winkler was first appointed to the Planning Board in Septenber 2025 for a partial term. She filled the in-town vacancy left by Christian Neuschmidt, who moved to Colorado in July 2025.

Winkler is a math teacher with Orange County Schools. She has taken the town's Government 101 course, and she previously served as the minutes preparer for the Planning Board, Board of Adjustment, Tree Board, and Parks and Recreation Board.

Financial impacts:
Occasional board training opportunities (minimal expense).

Staff recommendation and comments:
Winkler has been a valuable member of the Planning Board since her appointment last year. Staff recommends reappointing her to the Planning Board.

Action requested:
Reappoint Carrie Winkler to the Planning Board as a town representative for a full, three-year term ending Sept. 30, 2029.

Town of Hillsborough

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Personal Information

* **Full name**

Carrie Winkler

* **Home address**

161 Lawndale Ave
Hillsborough NC 27278

* **Primary phone**

[redacted]

Secondary phone

SKIPPED

* **Email**

[redacted]

Employer

Orange County Schools

Job title

High School Math Teacher

* **Birth date**

May 27, 1983

* **Gender**

Female

* **Preferred pronouns**

She/her/hers

* **Hispanic, Latino or Spanish ancestry**

No

* **Race**

White

* **Have you attended Government 101 for community members?**

Yes

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Board Selection

You must meet at least one of the eligibility criteria for each board you would be willing to serve on:

Board of Adjustment
- Live in town
- Live in the extraterritorial jurisdiction area

Historic District Commission
- Live in town
- Live in the extraterritorial jurisdiction area

Parks and Recreation Board
- Live in town

Planning Board
- Live in town
- Live in the extraterritorial jurisdiction area

Tourism Board
- Own or operate a restaurant in town
- Live, own property or be employed in town

Tourism Development Authority
- Associated with a business collecting lodging tax

* **First choice board**

Planning Board

Second choice board

Parks and Recreation Board

Third choice board

Board of Adjustment

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Short-Answer Questions

* **Have you served or are you serving on a town board? Which ones and when?**

No

* **Why do you want to serve on a town board? What would you specifically like to accomplish?**

I would like to serve on a town board to fulfill my duty as a citizen. An important aspect of the US is being an active citizen and service to the town strengthens democracy. Hillsborough is an amazing town with many great goals that are outlined in town documents such as, the UDO, Comprehensive Sustainability Plan, Future Land Use Map, etc. My goal for serving on a board is to listen to community members, appointed board members, town staff and elected officials to recommend policies that align with town values, value stewardship of the Eno River, promote sustainable town growth, provide universal access, and show Hillsborough as a good neighbor. My specific goals beyond representing the voices of my neighbors include for the Parks Board, implementing green infrastructure in the parks for demonstrating and educating visitors, and ensuring all parks are universally accessible and safe. The parks are a public space where all visitors feel welcome and have their needs met. I would also like to investigate recreational opportunities for middle and high school aged children. The Skate Spot is a great starting point for teen spaces. On the Planning Board, I would recommend town growth that provides commercial and residential opportunities for the diversity of interests. As well as look for ways to keep Hillsborough affordable. On the Board of Adjustments, I want to listen to hearings and follow town ordinances, maps and other guiding documents when hearing cases. It is important to uphold the town ordinances.

* **Do you have relevant work, volunteer or educational experience for the boards you selected?**

For the past two years, I have prepared minutes for the Board of Adjustments, Planning Board, Parks and Recreation Board, and Tree Board. Thus, I am familiar with board proceedings, staff, and decorum relevant to any of the boards I selected to serve on. This also means I have insight on decisions that form the trajectory of the town. Gaining insight over the past two years from multiple boards also gives me a comprehensive perspective for how one particular board's vote affects others and the decisions of the town commissioners. Ending my minutes preparer work, in the fall, I will begin teaching math at Cedar Ridge High School after earning my Master's of Arts in Teaching from NCSU. At the school, I hear from students, staff, and parents about their views of the town as many of them are residents or live in the surrounding communities. My teaching education has given me the tools to communicate ideas, research, and productively engage in conflict of ideas that will aid my role on the boards. Also, I have worked in the service industry as staff, an artist, and a small business owner so I can empathize with the industry present in town and promote policies effective for business owners and residents. A few attributes of Hillsborough is the myriad of small businesses and the art scene, which need town policies to sustain them. One area I would like to continue work on, is keeping housing prices lower so service industry workers can live in town. An aspect of these experiences that is important for a board member is speaking to people with a variety of ideas. Finally, over the years, I have volunteered for numerous museums and parks like Olympic Sculpture Park in Seattle, the Museum of Natural History in Raleigh, and the North Carolina Museum of Art. Each place has shaped my views on public spaces and their important role in the cities. I also attended Hillsborough University's, Government 101 that gave me an overview of town operations.

* **How are you connected to Hillsborough?**

I grew up in Raleigh, NC, moved to Asheville, NC; Seattle, WA; BC, Canada; Dresden, Germany, and finally to Hillsborough in 2017. Since moving here, my family (2 adults, 3 kids, and a dog) have owned property in the Fairview neighborhood for 7 years and prior to that rented in West Hillsborough for 1.5 years. I will be teaching at a local high school, Cedar Ridge, and have been employed by the town for two years. My children attend Hillsborough Elementary School and play at the town parks. My husband plays soccer at Gold Park every Saturday and Cates Creek every Thursday. In general, my family eats at the local restaurants, traverses the streets, and volunteers for a non-profit in town, Ears Eyes Nose Paws.

* **Have you reviewed town plans and other documents available on the town website?**

During my time as board meeting minutes preparer, I viewed many presentations by town staff explaining town plans and documents, such as the UDO, Comprehensive Sustainability Plan and Future Land Use Map. They have explained how to find town information on the website, although I am still getting used to it. As the minutes preparer, I often consult the town website for specific names, job titles, ordinances, and the like.

* **What challenges facing the town could be addressed by the board or boards on which you wish to serve?**

Of the challenges facing the town, three that can be addressed by the board are affordability, sustainability, and pedestrian access. The Planning Board can address affordability for business owners and residents through development incentives and land use. The Planning Board can also incentivize green infrastructure and pedestrian access to developers. Sustainability can also be addressed by zoning, like ensuring the flood zone is respected, the town does not grow beyond their utility capacity, and the town maintains a healthy commercial to residential ratio. Pedestrian access is also promoted by the board through developer incentives and zoning. The Parks and Recreation Board can support those of lower Socioeconomic Status with free Wi-Fi, a healthy, safe place for all people to recreate, and a cool space in the hot summer. The board can also recommend amenities and design that promote sustainability like green infrastructure and durable materials. Sustainability for the town also means pedestrian access to reduce reliance on vehicles and promote healthy habits for its residents through greenways, crosswalks and designated bike lanes. Finally, the Board of Adjustments can alleviate these challenges by maintaining the essence of the UDO. The Board of Adjustments has an important place in interpreting town code for the betterment of the town towards through sustainability and affordability.

* **How did you hear about this opportunity?**

Current volunteer
Town social media
Town staff member or elected official
Town website

I have been advised that I am committing to attend the appointed board's regular meetings. Attendance at the regular meetings is required for me to maintain membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.

View the complete code in the Hillsborough Code of Ordinances: Appointed Boards, Task Forces and Authorities.

Confirm understanding of attendance policy

Confirm

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Town Clerk
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting Oct. 12, 2026
2. Regular meeting closed session Oct. 12, 2026
3. Government 101 Oct. 22, 2026

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners regular meeting Oct. 12, 2026, regular meeting closed session Oct. 12, 2026 and Government 101 Oct. 22, 2026.

Minutes

Board of Commissioners Regular Meeting

7 p.m. Oct. 12, 2026
Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

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

Absent: Commissioner Evelyn Lloyd

Staff: Assistant Town Manager Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson, Community Services and Sustainability Director Stephanie Trueblood and Chief of Police Jason Winn

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

1. Public charge
Bell did not read the public charge.

2. Audience comments not related to the printed agenda
There were none.

3. Agenda changes and approval
Added – Item 9.B 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 Meaghun Darab seconded.
Vote: 4-0.

4. Presentations
A. Poem reading by Hillsborough Poet Laureate Amal Kassir
Heather Tetreau, executive director of the Hillsborough Arts Council, which administers the town-funded Poet Laureate program, introduced Hillsborough Poet Laureate Amal Kassir. Tetreau said Kassir has performed and taught in four Orange County schools, led at least five free community workshops, participated in the town's climate initiative and represented Hillsborough at the governor's mansion. Kassir read an original poem about Hillsborough.

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

Motion: Ferguson moved to approve the appointment. Commissioner Robb English seconded.
Vote: 4-0.

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6. Items for decision – consent agenda

A. Minutes
– Regular meeting Sept. 14, 2026
– Regular meeting closed session Sept. 14, 2026
B. Miscellaneous budget amendments and transfers
C. Recognition of October's Continuous Resolution – Indigenous Peoples Day
D. 2026 Board of Commissioners Meeting Schedule Amendment
E. 2027 Board of Commissioners Meeting Schedule
F. Collins Ridge Phase 1B Water and Sewer Acceptance
G. Fiscal Year 2027 Quarter 1 Governing Body Expenditure Report
H. Annexation and rezoning requests for 2101 and 2109 NC 86 S (applicant-initiated)
I. Special Event Permit – Harvest Fest
J. Special Event Permit – 2026 Solstice Lantern Walk and Market
K. Special Event Permit – Pretty in Pink 5K

Motion: Ferguson moved to approve all items on the consent agenda. Darab seconded.
Vote: 4-0. Nays: None.

7. Items for decision - regular agenda

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

Community Services and Sustainability Director Stephanie Trueblood said the updated plans reflect two years of work with the N.C. Department of Transportation and build on the town's multimodal corridor study. Colin Mellor, the department's Division 7 project team lead, presented. Staff said the department was not seeking formal approval but wanted to gauge the board's general support before moving into more costly engineering.

Project scope: The project would widen about 2 miles of Churton Street from Interstate 40 to Orange Grove Road, adding a multiuse path on the east side, a sidewalk on the west side, turn lanes and median access control. The goal is level of service D or better in the 2050 design year, while improving pedestrian and bicycle safety.

Design: Mellor said the road would remain four lanes with a median throughout. South of Cates Creek Parkway, it would have 12-foot lanes and a 45-mph speed limit; north of that point, 11-foot lanes and a 35-mph speed limit. Stormwater features would be included where possible.

Changes from the town's study: Traffic modeling showed the roundabouts proposed at Mayo Street, Rebecca Drive and Orange Grove Road would not work. Trueblood said traffic forecasts are driven largely by already approved development. The revised concept includes signalized intersections at Mayo Street and Orange Grove Road, directional crossovers and U-turns at other intersections, and a new signal at Lafayette Drive and Waterstone Drive. Mellor and Trueblood said the town's earlier two-lane concept north of Interstate 85 was dropped after emergency services said they need enough width for vehicles to pull aside.

Interstate 85 interchange: The department plans to keep the existing tight diamond design rather than use a single-point urban interchange or diverging diamond interchange because of cost and right-of-way impacts. The project must be coordinated with the I-0305 interstate widening project, and the bridges over Churton Street will have to be replaced.

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Schedule and funding: Mellor said the department hopes to complete the federal environmental document next summer, begin right-of-way acquisition in 2029 and start construction in 2033. Funding for the project was estimated at about $77 million. Mellor said another round of public input is planned late this year or early next year, and he asked the board to send questions within about a month.

Commissioners asked about coordination with the U.S. 70 study, effects on business access, the level of service target, pedestrian and bicycle access to downtown, pedestrian crossing safety, semitrailer access, utility relocation and stormwater features. Board members generally supported the safety improvements but raised concerns about business impacts and corridor access. Staff said the projects are being coordinated, business owners would be consulted, and some issues could be revisited as redevelopment occurs.

B. Hot topics for work session Oct. 26, 2026
Town Manager Eric Peterson said no items were planned for the Oct. 26 work session. He said if nothing is added, staff would likely cancel the meeting, in consultation with the mayor.

8. Updates

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

B. Town manager
There were no updates.

Motion: Ferguson moved to go into closed session. Commissioner Matt Hughes seconded.
Vote: 4-0.

9. Closed session

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

B. 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) (added item)

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

10. Adjournment

Motion: Hughes moved to adjourn at 9:42 p.m. Ferguson seconded.
Vote: 4-0.

Respectfully submitted,

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

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Budget Adjustment Report

Town of Hillsborough, NC

Adjustment Detail

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

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

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Budget Adjustment Report **For Date Range: 10/12/2026 - 10/12/2026**

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

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Budget Adjustment Report **For Date Range: 10/12/2026 - 10/12/2026**

Description

Fund Summary

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

APPROVED: 4/0

DATE: 10/12/26

VERIFIED: Susan E Kinsey

DRAFT

Meeting Schedule: 2026
BOARD OF COMMISSIONERS

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

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

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

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

Work sessions
Work sessions typically occur the fourth Monday of the month.

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

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

Feb. 19	Aug. 20
May 21	Nov. 19

Joint meetings

Nov. 30 (6 p.m.)	Tourism Board and TDA

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

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

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Meeting Schedule: 2027
BOARD OF COMMISSIONERS

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

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

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

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

Work sessions
Work sessions typically occur the fourth Monday of the month.

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

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

Feb. 18	Aug. 19
May 20	Nov. 18

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

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

Government 101
Panel discussion beginning at X p.m.

TBD	Whitted Human Services Center, 300 W. Tryon St.

DRAFT

ORDINANCE #20261012-6.H

Return to: Town Clerk, Town of Hillsborough, 101 E. Orange Street, Hillsborough, NC 27278

ORDINANCE

Annexing certain contiguous property to the Town of Hillsborough, NC

2101 & 2109 NC 86 S, Hillsborough, NC 27278

DRAFT

WHEREAS, a petition was received requesting the annexation of two parcels totaling approximately 2.54 acres in area; identified as 2101 and 2109 NC 86 S; and located at the junction of NC 86 S and Old NC 10 (Parcel Identification Numbers 9873-68-3437 and 9873-68-4399); and

WHEREAS, the petition was signed by the owners of all the real property located within such area; and

WHEREAS, a public hearing on the annexation was held on August 20, 2026, following notice of said hearing being published in The News of Orange on August 5 and August 12, 2026, in accordance with NC GS § 160A-31(c).

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The petition requesting the annexation of the area described hereto in Exhibits A and B was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the Town of Hillsborough, as the term "contiguous" is defined in NC GS § 160A-31(f).

Section 2. The area shown and described hereto in Exhibits A and B is hereby annexed and made part of the Town of Hillsborough.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. This ordinance shall become effective upon adoption.

Section 5. The Town Clerk shall cause an accurate map of the annexed territory described hereto in Exhibits A and B, together with a duly certified copy of this ordinance, to be recorded in the office of the Register of Deeds of Orange County. Such a map shall also be delivered to the Orange County Board of Elections as required by NC GS § 163-288.1.

ORDINANCE #20261012-6.H

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

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E. Kimrey
Sarah E. Kimrey, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

I, Lindsay A Rhew, a Notary Public of the County and State aforesaid, certify that Sarah E. Kimrey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 15 day of October, 2026.

Lindsay A Rhew
Notary Public Signature

LINDSAY A RHEW NOTARY PUBLIC PERSON COUNTY NORTH CAROLINA
(Official Seal)

My commission expires: 5-8-2030

DRAFT

ORDINANCE #20261012-6.H

Exhibit A
Legal Description

PIN 9873-68-3437

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

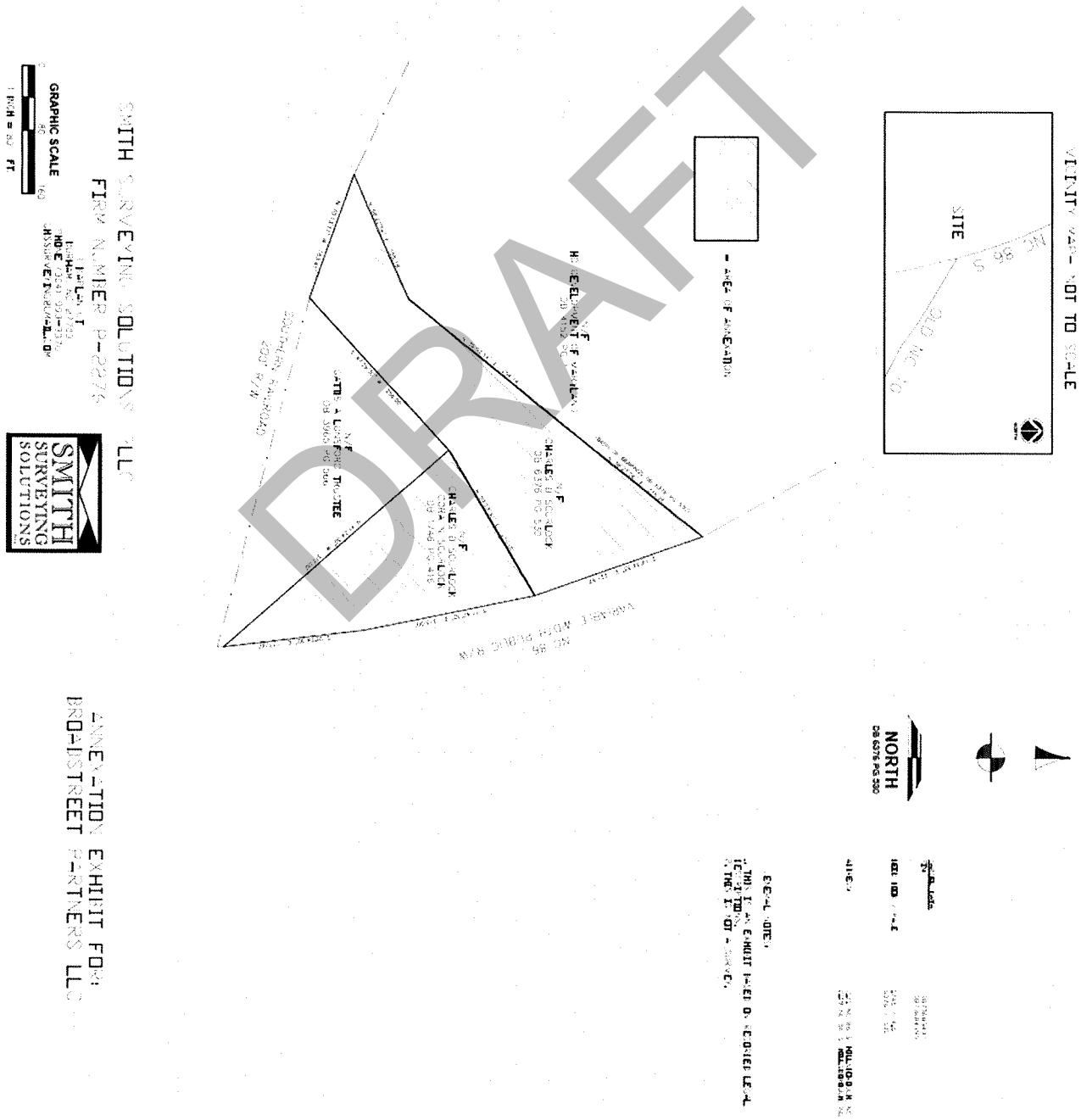
PIN 9873-68-4399

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

DRAFT

Exhibit B

This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations and has not been reviewed for compliance with recording requirements for plats.



DRAFT

CONSISTENCY STATEMENT

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

for a request to rezone 2101 & 2109 NC 86 S
October 12, 2026

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

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

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

(a) Goal: Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.

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

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

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

DRAFT

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

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E. Kimrey, Town Clerk

ORDINANCE

Amending the Official Zoning Map for the Town of Hillsborough, NC

2101 & 2109 NC 86 S (PINs 9873-68-3437 and 9873-68-4399)

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

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

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

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the aforementioned properties to High Intensity Commercial (HIC).

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

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

Ayes: 4
Noes: 0
Absent or excused: 1

Sarah E. Kimrey, Town Clerk

DRAFT

Minutes

Board of Commissioners Government 101

6:15 p.m. Oct. 22, 2026
Whitted Human Services Center, 300 W. Tryon Street

Present:	Mayor Mark Bell and commissioners Meaghun Darab, Robb English and Matt Hughes
Absent:	Commissioners Kathleen Ferguson and Evelyn Lloyd
Staff:	Assistant Town Manager Matt Efird, Communications Specialist JC Leser-McMinn and Senior Communications Specialist Cheryl Sadgrove

1. Opening of the session
The session began at 6:15 p.m.

2. Panel discussion
The panel opened with officials sharing how they became involved in town government and what they find rewarding about serving Hillsborough. Each commissioner then addressed a specific policy question related to future community challenges, collaboration, resident engagement, public interest in local government, and balancing short- and long-term needs. Audience questions focused on staff procedures were answered by Assistant Town Manager Matt Efird.

3. Adjournment
The session ended at 7:30 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Administration
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:
Budget Changes Report

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

Financial impacts:
As indicated by each amendment.

Staff recommendation and comments:
To approve the attached list of budget amendments and transfers.

Action requested:
Consider approving budget amendments and transfers.

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027						
Fund: 10 - GENERAL						
Revenue						
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-480,000.00	-100,000.00	-580,000.00
BA0000516	FY26 Auman Village Contribution Paid in FY27	GLPKT05278	10/26/2026		-100,000.00	
		Department 3900 Total:		**-480,000.00**	**-100,000.00**	**-580,000.00**
		Revenue Total:		**-480,000.00**	**-100,000.00**	**-580,000.00**
Expense						
Department: 4400 - ACCOUNTING						
10-10-4400-5300338	SUPPLIES - DATA PROCESSING			500.00	250.00	750.00
BA0000519	Cover W-2s, 1099s, and shipping	GLPKT05363	10/26/2026		250.00	
10-10-4400-5300570	MISCELLANEOUS			10,210.00	-250.00	9,960.00
BA0000519	Cover W-2s, 1099s, and shipping	GLPKT05363	10/26/2026		-250.00	
		Department 4400 Total:		**10,710.00**	**0.00**	**10,710.00**
Department: 5100 - POLICE						
10-20-5100-5300080	TRAINING/CONF/CONV			21,500.00	3,000.00	24,500.00
BA0000527	Jiujitsu training & required Flock camera pa...	GLPKT05470	11/09/2026		3,000.00	
10-20-5100-5300113	LICENSE FEES			26,722.00	32,250.00	58,972.00
BA0000527	Jiujitsu training & required Flock camera pa...	GLPKT05470	11/09/2026		32,250.00	
		Department 5100 Total:		**48,222.00**	**35,250.00**	**83,472.00**
Department: 5600 - STREETS						
10-30-5600-5300441	CS - ENGINEERING			65,000.00	34,472.00	99,472.00
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		34,472.00	
10-30-5600-5700741	CAPITAL - EQUIPMENT			0.00	37,940.00	37,940.00
BA0000524	Salt Spreader	GLPKT05451	10/26/2026		13,800.00	
BA0000525	Salt Spreader	GLPKT05455	10/26/2026		24,140.00	
		Department 5600 Total:		**65,000.00**	**72,412.00**	**137,412.00**
Department: 6900 - SPECIAL APPROPRIATIONS						
10-60-6900-5300570	MISCELLANEOUS			285,000.00	100,000.00	385,000.00
BA0000516	FY26 Auman Village Contribution Paid in FY27	GLPKT05278	10/26/2026		100,000.00	
		Department 6900 Total:		**285,000.00**	**100,000.00**	**385,000.00**
Department: 9990 - CONTINGENCY						
10-00-9990-5300000	CONTINGENCY			450,000.00	-107,662.00	342,338.00
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		-34,472.00	
BA0000524	Salt Spreader	GLPKT05451	10/26/2026		-13,800.00	
BA0000525	Salt Spreader	GLPKT05455	10/26/2026		-24,140.00	
BA0000527	Jiujitsu training & required Flock camera pa...	GLPKT05470	11/09/2026		-35,250.00	
		Department 9990 Total:		**450,000.00**	**-107,662.00**	**342,338.00**
		Expense Total:		**858,932.00**	**100,000.00**	**958,932.00**
		Fund 10 Total:		**378,932.00**	**0.00**	**378,932.00**

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Fund: 30 - WATER/SEWER						
Expense						
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5300441	CS - ENGINEERING			130,000.00	94,472.00	224,472.00
BA0000517	Sewer Lift Station Abandonment Analysis	GLPKT05304	10/26/2026		60,000.00	
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		34,472.00	
			Department 7220 Total:	**130,000.00**	**94,472.00**	**224,472.00**
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300158	MAINT - EQUIPMENT			100,200.00	-4,900.00	95,300.00
BA0000523	Cover repair project at WTP	GLPKT05450	10/26/2026		-4,900.00	
30-80-8120-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			35,000.00	4,900.00	39,900.00
BA0000523	Cover repair project at WTP	GLPKT05450	10/26/2026		4,900.00	
			Department 8120 Total:	**135,200.00**	**0.00**	**135,200.00**
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300165	MAINT - INFRASTRUCTURE			180,000.00	1,616.00	181,616.00
BA0000522	Cover HVAC maint. at pump/lift stations	GLPKT05420	10/26/2026		1,616.00	
			Department 8200 Total:	**180,000.00**	**1,616.00**	**181,616.00**
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300165	MAINT - INFRASTRUCTURE			9,860.00	-900.00	8,960.00
BA0000521	PO #26000612 change	GLPKT05393	10/26/2026		-900.00	
30-80-8220-5300351	RENTAL - EQUIPMENT			0.00	1,200.00	1,200.00
BA0000530	Basin cleaning project at WWTP	GLPKT05515	11/09/2026		1,200.00	
30-80-8220-5300550	SLUDGE REMOVAL			162,000.00	24,900.00	186,900.00
BA0000521	PO #26000612 change	GLPKT05393	10/26/2026		900.00	
BA0000531	Treatment basin cleaning at WWTP	GLPKT05549	11/09/2026		24,000.00	
30-80-8220-5300570	MISCELLANEOUS			4,420.00	-1,200.00	3,220.00
BA0000530	Basin cleaning project at WWTP	GLPKT05515	11/09/2026		-1,200.00	
			Department 8220 Total:	**176,280.00**	**24,000.00**	**200,280.00**
Department: 9990 - CONTINGENCY						
30-80-9990-5300000	CONTINGENCY			400,000.00	-120,088.00	279,912.00
BA0000517	Sewer Lift Station Abandonment Analysis	GLPKT05304	10/26/2026		-60,000.00	
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		-34,472.00	
BA0000522	Cover HVAC maint. at pump/lift stations	GLPKT05420	10/26/2026		-1,616.00	
BA0000531	Treatment basin cleaning at WWTP	GLPKT05549	11/09/2026		-24,000.00	
			Department 9990 Total:	**400,000.00**	**-120,088.00**	**279,912.00**
			Expense Total:	**1,021,480.00**	**0.00**	**1,021,480.00**
			Fund 30 Total:	**1,021,480.00**	**0.00**	**1,021,480.00**
Fund: 35 - STORMWATER						
Revenue						
Department: 3900 - FUND BALANCE APPROPRIATION						
35-80-3900-3900050	FUND BALANCE APPROPRIATION			-35,064.00	-9,472.00	-44,536.00
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		-9,472.00	
			Department 3900 Total:	**-35,064.00**	**-9,472.00**	**-44,536.00**
			Revenue Total:	**-35,064.00**	**-9,472.00**	**-44,536.00**
Expense						
Department: 5900 - STORMWATER						
35-30-5900-5300000	CONTINGENCY			25,000.00	-25,000.00	0.00
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		-25,000.00	
35-30-5900-5300441	CS - ENGINEERING			25,000.00	34,472.00	59,472.00

Account Number / Adjustment Number	Account Name / Adjustment Description	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
BA0000518	Collins Ridge Inspections	GLPKT05360	10/26/2026		34,472.00	
			Department 5900 Total:	**50,000.00**	**9,472.00**	**59,472.00**
			Expense Total:	**50,000.00**	**9,472.00**	**59,472.00**
			Fund 35 Total:	**14,936.00**	**0.00**	**14,936.00**
Fund: 70 - CAPITAL RESERVE FUND - WATER & SEWER						
Revenue						
Department: 3850 - INTEREST EARNED						
70-00-3850-3850000	INTEREST EARNED			-1,507,426.72	-423,292.32	-1,930,719.04
BA0000528	Record Interest	GLPKT05491	11/09/2026		-423,292.32	
			Department 3850 Total:	**-1,507,426.72**	**-423,292.32**	**-1,930,719.04**
			Revenue Total:	**-1,507,426.72**	**-423,292.32**	**-1,930,719.04**
Expense						
Department: 6900 - SPECIAL APPROPRIATIONS						
70-71-6900-5970001	TRANSFER TO UTILITY CAP IMPROV FUND			5,250,371.72	423,292.32	5,673,664.04
BA0000528	Record Interest	GLPKT05491	11/09/2026		423,292.32	
			Department 6900 Total:	**5,250,371.72**	**423,292.32**	**5,673,664.04**
			Expense Total:	**5,250,371.72**	**423,292.32**	**5,673,664.04**
			Fund 70 Total:	**3,742,945.00**	**0.00**	**3,742,945.00**
			Budget Code 2026-2027 Total:	**5,158,293.00**	**0.00**	**5,158,293.00**

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2026-2027 - Budget 2026-2027 Fiscal: 2026-2027				
	10	378,932.00	0.00	378,932.00
	30	1,021,480.00	0.00	1,021,480.00
	35	14,936.00	0.00	14,936.00
	70	3,742,945.00	0.00	3,742,945.00
	Budget Code 2026-2027 Total:	**5,158,293.00**	**0.00**	**5,158,293.00**

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Community Services and Sustainability
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Community Services and Sustainability Director

ITEM TO BE CONSIDERED

Subject: Proclamation – Arbor Day 2026

Attachments:
Arbor Day 2026 Proclamation

Summary:
This year Arbor Day will be celebrated at 9 a.m. Wednesday, Nov. 18 at Cates Creek Park with a tree planting ceremony.

Financial impacts:
None

Staff recommendation and comments:
None

Action requested:
Approve Arbor Day Proclamation to be read by Mayor Mark Bell at the Arbor Day celebration.

PROCLAMATION
Arbor Day
Nov. 18, 2026

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. 18, 2026, 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 9th day of November in the year 2026.

_____

Mark Bell, Mayor
Town of Hillsborough

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2026 Hillsborough Holiday Bazaar

Attachments:

1. Special Event Permit Application
2. Event layout

Summary:

The 5th annual Holiday Bazaar, hosted by the Orange County Arts Council, is to be held on Saturday, Nov. 21, 2026 on the Old Courthouse grounds from 10 a.m. to 4 p.m.

Event setup will begin at 7 a.m. and breakdown will be completed by 6 p.m. Organizers expect around 800 people in attendance throughout the day, with peak attendance around noon. Multiple 10'x10' pop-up canopies will be erected for the vendors on the lawn, and one larger 20'x30' canopy will be erected on Court Street. Small, amplified musical acts will be performing on the north side of the courthouse steps. Portable toilets and handwashing stations will be delivered the Friday before and picked up the following Monday. They will be notified that all food trucks must have a current permit or submit a Single-Day Tax Compliance form.

The organizers are requesting seven trash rollout carts and closure of Court Street from 7 a.m. to 6 p.m. to allow space for vendor loading/unloading and food trucks.

Financial impacts:

Low; however, sponsorship is being requested for town services, so departmental-level costs are associated with public works assistance.

Staff recommendation and comments:

Staff recommend approval; a Certificate of Insurance will be required before the permit is released.

Action requested:

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

TOWN OF HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: 5th Annual Holiday Bazaar

Event location address: old Courthouse lawn, 104 E King St, Hillsborough, NC 27278

Date(s) of event: _____

Event setup time: 7am Event hours: 10am - 4pm Event breakdown: _____

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: [redacted]

Organization/company mailing address: [redacted]

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

Event organizer name: [redacted]

Event organizer phone: [redacted] Event organizer email: [redacted]

On-site contact(s) during the event:

Name: [redacted] Cell phone: [redacted]

Name: [redacted] Cell phone: [redacted]

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

This free public event will feature a juried showcase of high-quality fine art and crafts with an emphasis on artists from Orange Co. In addition to the 30-40 artists expected top participate, we will present live entertainment, demonstrations, and delicacies from local food trucks/restaurants. It will serve to promote our local craftspeople, provide them with opportunities for sales, and attract attendees to downtown Hillsborough during the holiday shopping period.

Estimated number of people who will attend the event: 800

Estimated peak time(s) of attendance: Noon

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

For annual events, the estimated attendance of the last event of this kind: 1000

GENERAL EVENT QUESTIONNAIRE

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

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

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

_____

_____

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

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

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

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

List name(s) of the vendors:

TBD

_____

_____

_____

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

If yes, for what cause or organization? Orange Co. Arts Alliance

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

Please explain: There will be small, amplified musical ensembles performing on the north courthouse steps

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

Please explain: Portable toilets and handwashing devices will likely be delivered Fri (11/20) and picked up Mon.

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

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

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

If yes, how many and what size? multiple 10'x10' pop-up canopies, one @ 20 x 30' frame tent (no sides)

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

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

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

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

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

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

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

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

☑ Road closures
☐ Traffic control
☐ Police coverage
☑ Trash and recycling rollouts
Number of rollouts 7 trash / 7 recycling

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

_____

Contact information for broker/agent providing coverage:

_____

EVENT PROPERTY USE PERMISSION

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

_____ _____

Name of property owner Phone

_____ _____

Signature of property owner Date

TOWN LIABILITY AGREEMENT

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

_____ _____

Applicant signature Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 10/26/2026 Fee paid: No

Date information emailed out: 11/2/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

_____

By: _____ _____

Name of town staff member Date

Forwarded to:

☑ Hillsborough Communications Division

☑ Hillsborough Financial Services Department (Food and Beverage Tax)

☑ Hillsborough Police Department

☐ Hillsborough Public Space Manager

☑ Hillsborough Public Works Division

☐ North Carolina Department of Transportation (DOT road closures)

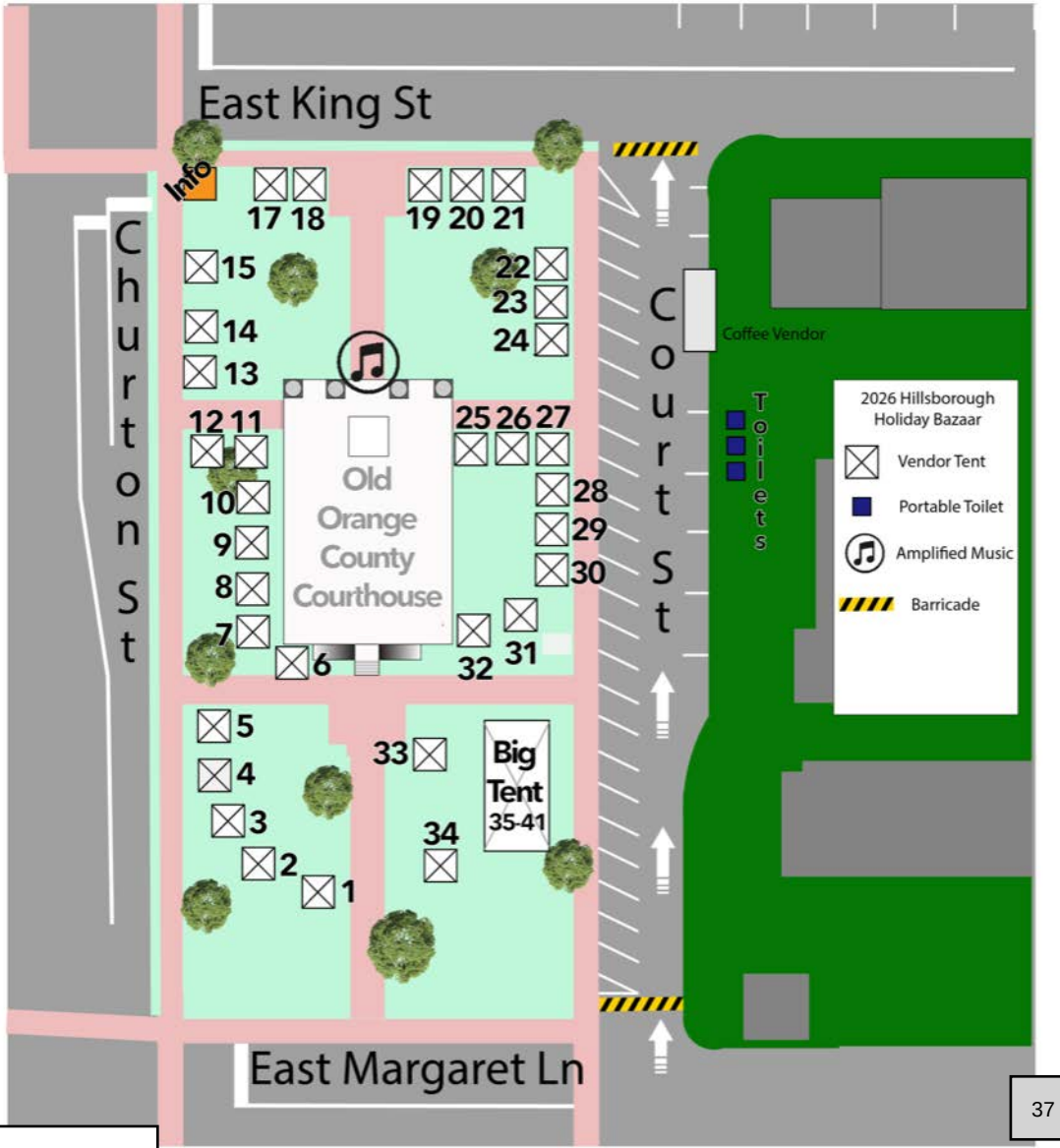
☑ Orange County Asset Management Services (Visitors Center, library, courthouses)

☐ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)

☑ Orange County Fire and Life Safety Division

☑ Orange County Sheriff's Office

☐ Orange Rural Fire Department


East King St
Info
17 18
19 20 21
15
22
23
14
24
13
12 11
25 26 27
10
28
9
29
8
30
7
6
32
31
5
4
33
Big Tent 35-41
3
34
2
1
Churton St
Court St
Coffee Vendor
Toilets
Old Orange County Courthouse
East Margaret Ln
2026 Hillsborough Holiday Bazaar
Vendor Tent
Portable Toilet
Amplified Music
Barricade

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2026 Hillsborough Holiday Tree Lighting Ceremony

Attachments:
Special Event Permit Application (includes layout)

Summary:
The annual Hillsborough Holiday Tree Lighting Ceremony, hosted jointly by the Hillsborough/Orange County Chamber of Commerce and the Visitor's Center, is to be held on Saturday, Dec. 5, 2026, from 6 to 7 p.m. Event setup will begin at 4 p.m. and breakdown will commence at 7 p.m. Peak attendance is projected around 6 p.m. and an estimated 250 people will be in attendance, similar to last year.

This event will be held in conjunction with the "Photos with Santa" event at the Visitor's Center from 3 to 6 p.m. which will feature a bounce house, crafts, and other family-friendly holiday activities. Food vendors may be present at that event; organizers will be provided with the appropriate tax compliance paperwork. Restroom and handwashing facilities are available at this location. An estimated 250 people will be in attendance.

From the Visitor's Center, a candlelight procession will proceed to the Old Courthouse, where there will be carolers and the tree lighting ceremony.

The event organizer is requesting police coverage.

Financial impacts:
Low to moderate; police coverage is requested.

Staff recommendation and comments:
Staff recommends approval. We are waiting on a finalized Certificate of Insurance.

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

TOWN OF HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: Hillsborough Holiday Tree Lighting Ceremony

Event location address: 104 E. King Street (Old Courthouse)

Date(s) of event: 12/05/2026

Event setup time: 4:00 pm Event hours: 6:00-7:00 pm Event breakdown: 7:00 pm

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: [redacted]

Organization/company mailing address: [redacted]

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

Event organizer name: [redacted]

Event organizer phone: [redacted] Event organizer email: [redacted]

On-site contact(s) during the event:

Name: [redacted] Cell phone: [redacted]

Name: [redacted] Cell phone: [redacted]

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

Official holiday tree lighting ceremony for the Town of Hillsborough. Mayor and other elected officials will be in attendance. Event is being conducted in conjunction with the Hillsborough Visitors Center's "Photos with Santa" that will take place from 3:00-6:00 pm at the Visitors Center. The old courthouse site will have a candlelight procession to the courthouse, carolers and the tree lighting.

Estimated number of people who will attend the event: 250

Estimated peak time(s) of attendance: 6:00 pm

Maximum capacity of event location (number of persons, if applicable): 250

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

GENERAL EVENT QUESTIONNAIRE

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

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

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

_____

_____

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

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

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

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

List name(s) of the vendors:

No food or craft vendors...form is not working correctly for me to check those boxes above.

_____

_____

_____

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

If yes, for what cause or organization? _____

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

Please explain: Portable sound system

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

Please explain: _____

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

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

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

If yes, how many and what size? _____

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

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

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

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

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

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

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

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

☐ Road closures
☐ Traffic control
■ Police coverage
☐ Trash and recycling rollouts
Number of rollouts none

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

[redacted]

Contact information for broker/agent providing coverage:

[redacted]

EVENT PROPERTY USE PERMISSION

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

[redacted]
Name of property owner

[redacted]
Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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

Applicant signature

10/13/2026
Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 10/13/2026 Fee paid: TYLX131276784

Date information emailed out: 10/21/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

_____

By: _____ _____
Name of town staff member Date

Forwarded to:

☒ Hillsborough Communications Division

☐ Hillsborough Financial Services Department (Food and Beverage Tax)

☒ Hillsborough Police Department

☐ Hillsborough Public Space Manager

☐ Hillsborough Public Works Division

☐ North Carolina Department of Transportation (DOT road closures)

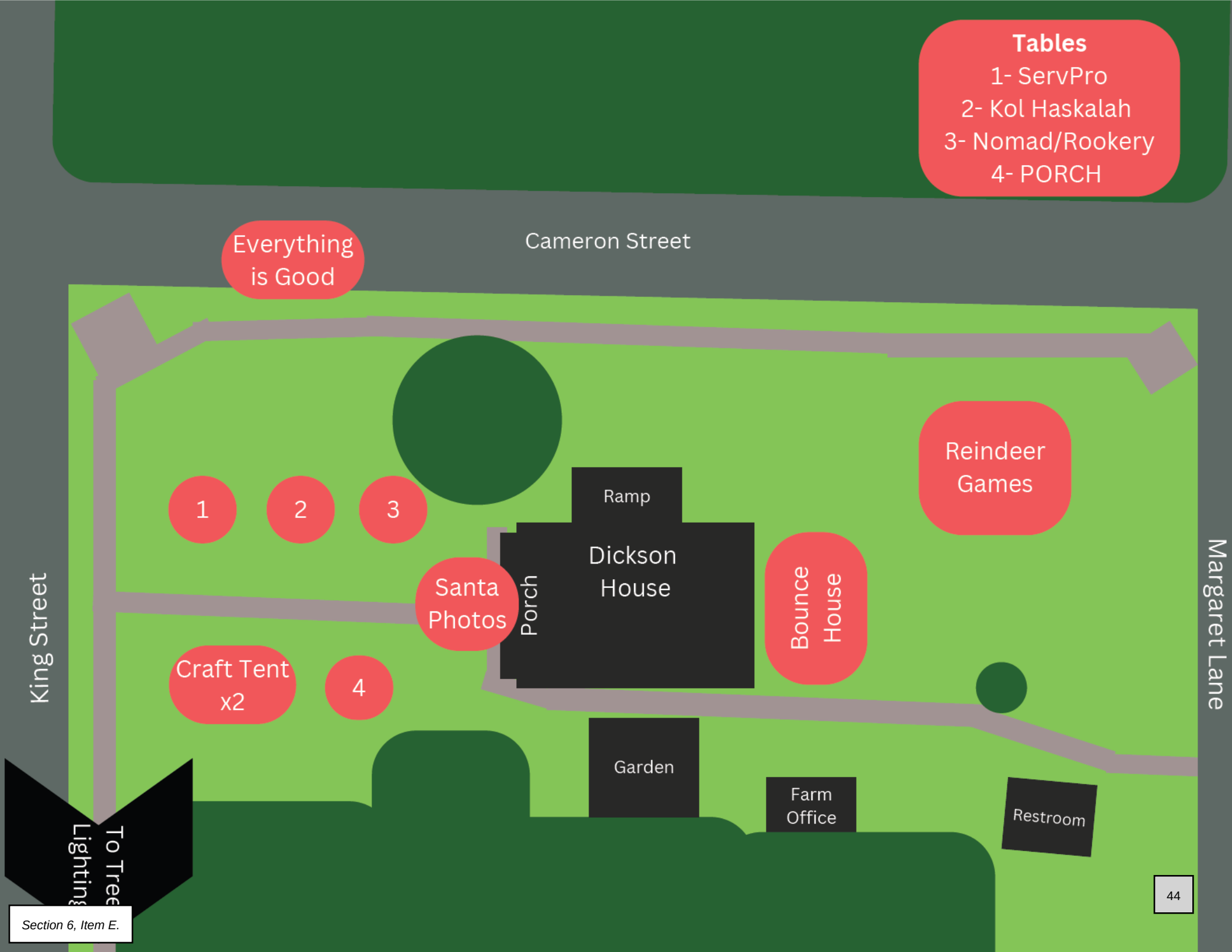
☒ Orange County Asset Management Services (Visitors Center, library, courthouses)

☐ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)

☐ Orange County Fire and Life Safety Division

☒ Orange County Sheriff's Office

☐ Orange Rural Fire Department


Tables
1- ServPro
2- Kol Haskalah
3- Nomad/Rookery
4- PORCH
Everything is Good
Cameron Street
Reindeer Games
1
2
3
Ramp
Dickson House
Porch
Santa Photos
Bounce House
Craft Tent x2
4
Garden
Farm Office
Restroom
King Street
Margaret Lane
To Tree Lighting

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2026 Hillsborough Holiday Parade

Attachments:

1. Special Event Permit Application
2. Holiday Parade Route and Lineup

Summary:

The annual Hillsborough Holiday Parade will be held on Sunday, Dec. 6, 2026, from 4 to 6 p.m. Setup will begin at 1 p.m. and breakdown will be completed by 7 p.m. Organizers estimate about 5,000 people to attend, similar to last year's crowd, with peak attendance between 4 to 7 p.m.

The parade is preceded immediately by the "Running of the Elves", a short run organized by the Hillsborough Runing Club. Lined up Mitchell Street between East Queen Street and Caine Street, their route starts from Mitchell Street, runs along Corbin Street, and then joins the parade route down North Churton Street. About 900 participants are expected. The parade commences once the last runner has made it onto the parade route.

The lineup for parade floats and participants will be on North Churton Street from Hwy 70 to the intersection of Corbin Street, and then along East Corbin Stret to North Mitchell Street. The parade route will proceed down North Churton Street from the intersection of Corbin Street and take a left onto East Margaret Lane. From there, participants will either proceed along St. Mary's Road away from the parade or take North Cameron Street so that participants on floats can disembark safely.

Portable restroom and handwashing facilities, as well as temporary lights, will be placed along the parade route and in adjacent lots. A couple of food and beverage vendors will be present; organizers have been provided with the appropriate forms.

Organizers are requesting road closures, traffic control, police coverage, and trash rollout carts. Churton Street will need to be closed from the intersection of Hwy 70 to Margaret Lane, and East Margaret Lane to South Cameron Street. Digital message boards will be used to notify area drivers of the affected road closure.

Financial impacts:

Low to moderate; departmental costs associated with Public Works and the Police Department for assistance with trash rollout carts, barricades, street sweeping, and police coverage.

Staff recommendation and comments:
Staff recommends approval. We are awaiting a finalized Certificate of Insurance.

Action requested:
Approve, approve with conditions, or deny the Special Event Permit request.

TOWN OF HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: Town of Hillsborough Holiday Parade

Event location address: Churton St. (from HWY 70 to Margaret St.), E. Corbin St, and N. Cameron

Date(s) of event: Dec 6, 2026

Event setup time: 1:00 pm Event hours: 4:00-6:00 pm Event breakdown: 6:00-7:00 pm

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough/Orange County Chamber of Commerce

Organization/company mailing address: 200 North Churton Street

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

Event organizer name: Scott Czechlewski

Event organizer phone: 919-732-8156 Event organizer email: scott@hillsboroughchamber.com

On-site contact(s) during the event:

Name: Scott Czechlewski Cell phone: 910-338-8203

Name: Erika Isley Cell phone: 336-567-5153

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

Holiday parade lineup starting at Hwy 70/N. Churton St. Parade begins at Corbin St/Churton St. and ends at East Margaret/Cameron. Running of Elves road race before the parade, begins at Mitchell Street to Corbin St., then joins parade route. Parade floats with riders that need to exit the entry/float will return via N. Cameron St. Those entries without riders who need to get off the float/entry will exit via St. Mary's Rd. (away from the parade route).

Estimated number of people who will attend the event: 5,000

Estimated peak time(s) of attendance: 4:00-7:00 pm

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

For annual events, the estimated attendance of the last event of this kind: 5,000

GENERAL EVENT QUESTIONNAIRE

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

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

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

_____

_____

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

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

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

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

List name(s) of the vendors:

Drizzle D Donuts and Thyme and Sugar (coffee/hot chocolate)

_____

_____

_____

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

If yes, for what cause or organization? _____

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

Please explain: _____

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

Please explain: port-a-johns along parade route in adjacent parking lots

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

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

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

If yes, how many and what size? _____

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

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

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

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

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

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

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

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

■ Road closures
■ Traffic control
■ Police coverage
▣ Trash and recycling rollouts
Number of rollouts TBD by Public Works

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

West Bend Mutual Insurance Company

Contact information for broker/agent providing coverage:

Adam Fryer / 608-410-3002 (coverage not finalized until 60 days before event)

EVENT PROPERTY USE PERMISSION

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

Name of property owner _____ Phone _____

Signature of property owner _____ Date _____

TOWN LIABILITY AGREEMENT

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

12b8a5d0-9747-4949-be0c-4708942d57b9 Digitally signed by 12b8a5d0-9747-4949-be0c-4708942d57b9 Date: 2024.09.12 11:51:11 -04'00' _____ 10/13/2026

Applicant signature _____ Date _____

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 10/13/2026 Fee paid: TYLX131276784

Date information emailed out: 10/15/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

_____

By: _____ _____

Name of town staff member Date

Forwarded to:

☒ Hillsborough Communications Division

☒ Hillsborough Financial Services Department (Food and Beverage Tax)

☒ Hillsborough Police Department

☒ Hillsborough Public Space Manager

☒ Hillsborough Public Works Division

☒ North Carolina Department of Transportation (DOT road closures)

☒ Orange County Asset Management Services (Visitors Center, library, courthouses)

☐ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)

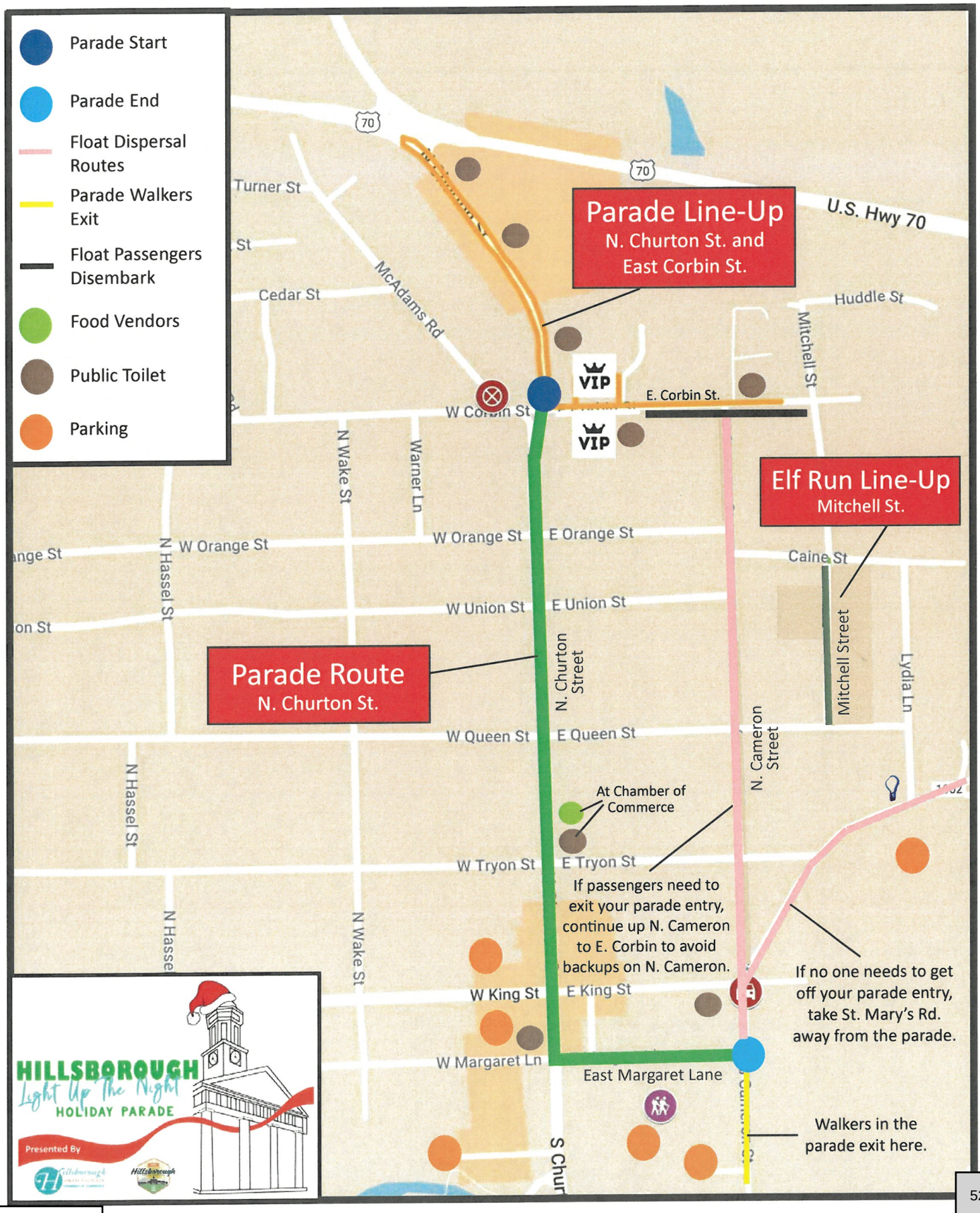
☒ Orange County Fire and Life Safety Division

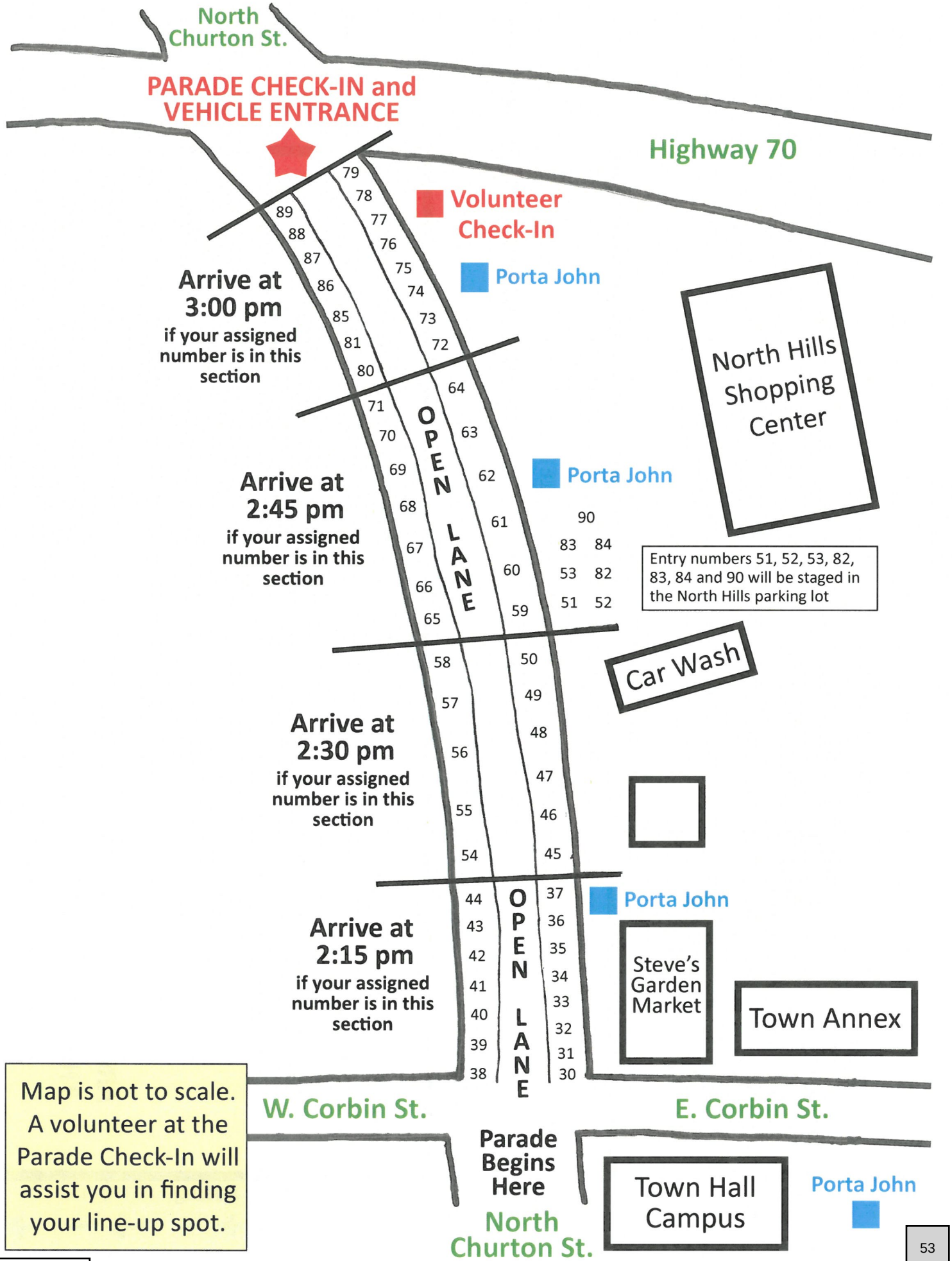
☒ Orange County Sheriff's Office

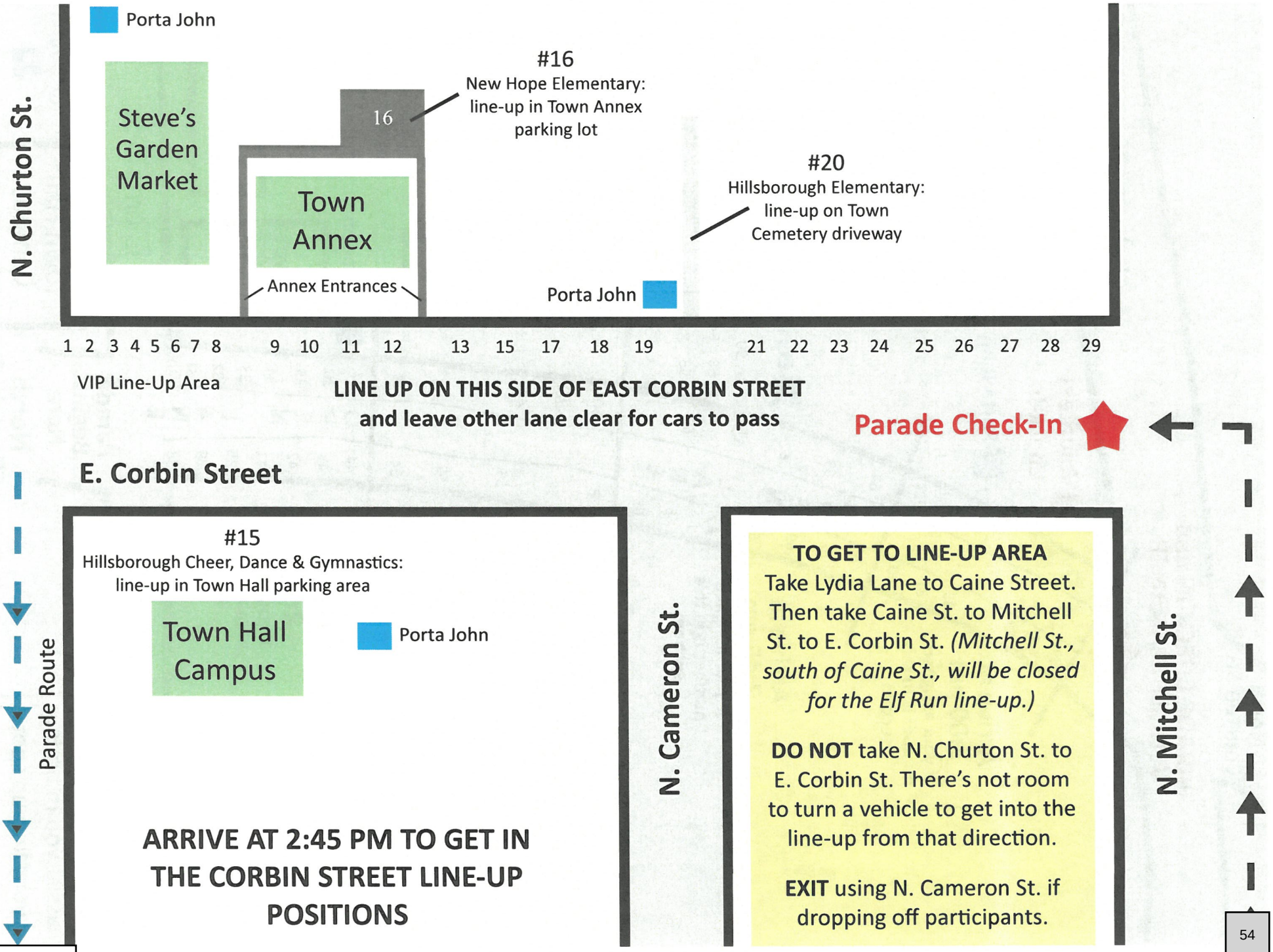
☒ Orange Rural Fire Department

2025 Hillsborough Holiday Parade Map

www.hillsboroughchamber.com




North Churton St.
PARADE CHECK-IN and VEHICLE ENTRANCE
Highway 70
Volunteer Check-In
Porta John
Arrive at 3:00 pm
if your assigned number is in this section
Arrive at 2:45 pm
if your assigned number is in this section
Arrive at 2:30 pm
if your assigned number is in this section
Arrive at 2:15 pm
if your assigned number is in this section
OPEN LANE
OPEN LANE
79 78 77 76 75 74 73 72
89 88 87 86 85 81 80
64 63 62 61 60 59
71 70 69 68 67 66 65
90 83 84 53 82 51 52
58 57 56 55 54
50 49 48 47 46 45
44 43 42 41 40 39 38
37 36 35 34 33 32 31 30
North Hills Shopping Center
Entry numbers 51, 52, 53, 82, 83, 84 and 90 will be staged in the North Hills parking lot
Car Wash
Porta John
Porta John
Steve's Garden Market
Town Annex
Map is not to scale. A volunteer at the Parade Check-In will assist you in finding your line-up spot.
W. Corbin St.
E. Corbin St.
Parade Begins Here
North Churton St.
Town Hall Campus
Porta John


Porta John
N. Churton St.
Steve's Garden Market
16
#16
New Hope Elementary: line-up in Town Annex parking lot
Town Annex
Annex Entrances
#20
Hillsborough Elementary: line-up on Town Cemetery driveway
Porta John
1 2 3 4 5 6 7 8 9 10 11 12 13 15 17 18 19 21 22 23 24 25 26 27 28 29
VIP Line-Up Area
LINE UP ON THIS SIDE OF EAST CORBIN STREET
and leave other lane clear for cars to pass
Parade Check-In
E. Corbin Street
#15
Hillsborough Cheer, Dance & Gymnastics: line-up in Town Hall parking area
Town Hall Campus
Porta John
Parade Route
N. Cameron St.
TO GET TO LINE-UP AREA
Take Lydia Lane to Caine Street. Then take Caine St. to Mitchell St. to E. Corbin St. (Mitchell St., south of Caine St., will be closed for the Elf Run line-up.)
DO NOT take N. Churton St. to E. Corbin St. There's not room to turn a vehicle to get into the line-up from that direction.
EXIT using N. Cameron St. if dropping off participants.
N. Mitchell St.
ARRIVE AT 2:45 PM TO GET IN THE CORBIN STREET LINE-UP POSITIONS

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2027 Godiva Track Club New Year's Day 8K Run

Attachments:
Special Event Permit Application (includes event layout map with route)

Summary:
The Carolina Godiva Track Club has applied to hold their annual New Year's Day Run on Friday, Jan. 1, 2027. Setup for the event will begin at 11:30 a.m. The event will run from 12:30 to 2 p.m., and breakdown should be completed by 2:30 p.m. They expect 80-120 people to participate in this year's run.

The 8-kilometer route originates at Orange County's River Park, with registration taking place at the Farmer's Market Pavilion. Participants will take the Riverwalk to Eno River State Park's Occoneechee Speedway Trail, return on Riverwalk and continue to Gold Park, then loop back to conclude at the pavilion. Attendees are encouraged to utilize nearby public parking and public restroom facilities at the pavilion.

Organizers are to obtain property use permission from Orange County Department of Environment, Agriculture, Parks and Recreation for River Park and the pavilion and will be able to obtain permission from Eno River State Park for use of the Occoneechee Speedway once their Certificate of Insurance is finalized.

Organizers are not requesting any town-sponsored services, only that use of the Riverwalk is permitted.

Financial impacts:
Low; no town-sponsored services are requested.

Staff recommendation and comments:
A finalized Certificate of Insurance and property use permissions are forthcoming. Staff recommend approval and use of the Riverwalk for the event. Standard greenway use conditions will apply.

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

TOWN OF HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: Godiva Track Club New Year's Day 8k Run 2027

Event location address: Riverwalk Greenway and Speedway Trail, with start/finish at River Park

Date(s) of event: 1/1/27

Event setup time: 11:30 am Event hours: 1.5 hours Event breakdown: .5 hours

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: [redacted]

Organization/company mailing address: [redacted]

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

Event organizer name: [redacted]

Event organizer phone: [redacted] Event organizer email: [redacted]

On-site contact(s) during the event:

Name: [redacted] Cell phone: [redacted]

Name: [redacted] Cell phone: [redacted]

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

The event will be an 8km (4.97 mile) running racethat will start in Orange County's River Park, provdeed via an out and back course to the Eno River State Park's Speedway Trail, then do another out and back loop to Gold Park ending in River Park. The event is open to the public as well as Godiva Track Club members. It is a relatively small, low cost and informal holiday run.

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

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

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

For annual events, the estimated attendance of the last event of this kind: 117

GENERAL EVENT QUESTIONNAIRE

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

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

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

_____

_____

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

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

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

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

List name(s) of the vendors:

_____

_____

_____

_____

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

If yes, for what cause or organization? _____

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

Please explain: Race timing equipment at the start/finish in River Park

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

Please explain: _____

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

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

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

If yes, how many and what size? _____

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

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

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

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

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

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

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

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

☐ Road closures
☐ Traffic control
☐ Police coverage
☐ Trash and recycling rollouts
Number of rollouts _____

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

RRCA/Insurance Management Group (attached is a copy of the 2026 document. Will update for 2027 closer to the race date)

Contact information for broker/agent providing coverage:

Insurance Management Group, 12730 Coldwater Rd. Suite 103, Fort Wayne, IN 46845 attn: Lindsi Williams

EVENT PROPERTY USE PERMISSION

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

Name of property owner _____ Phone _____

Signature of property owner _____ Date _____

TOWN LIABILITY AGREEMENT

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

Applicant signature _____ Date 08-12-2026

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 8/18/2026 Fee paid: _____

Date information emailed out: _____

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

_____

By: _____ _____

Name of town staff member Date

Forwarded to:

☑ Hillsborough Communications Division

☐ Hillsborough Financial Services Department (Food and Beverage Tax)

☑ Hillsborough Police Department

☑ Hillsborough Public Space Manager

☐ Hillsborough Public Works Division

☐ North Carolina Department of Transportation (DOT road closures)

☐ Orange County Asset Management Services (Visitors Center, library, courthouses)

☑ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)

☐ Orange County Fire and Life Safety Division

☑ Orange County Sheriff's Office

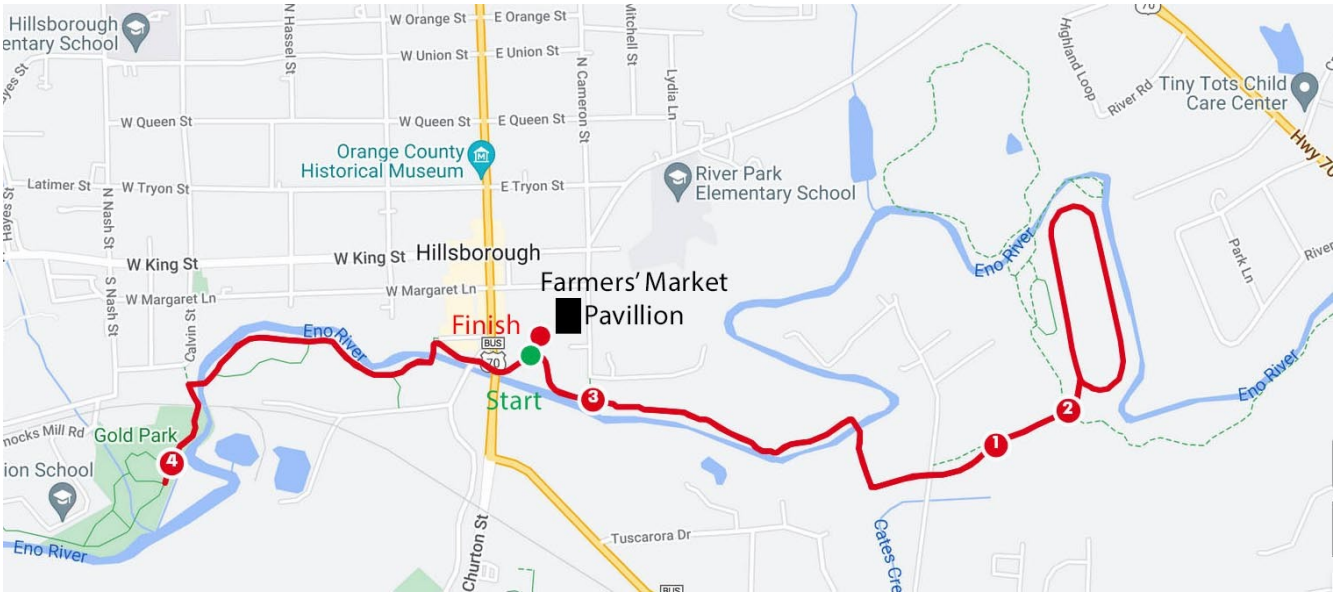
☐ Orange Rural Fire Department

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

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

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

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



Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2027 Kevin Dendy Memorial 5K

Attachments:

1. Special Event Permit Application
2. Kevin Dendy Memorial 5K Route
3. Certificate of Insurance

Summary:

The Planning Department has received a Special Event Permit application from Generation Life Church to hold the 6th Annual Kevin Dendy Memorial 5K on Saturday, April 3, 2027, from 8:30 to 11 a.m. Setup for the event will begin at 8 a.m. and breakdown will be completed by noon. About 200 people attended last year's event, and organizers expect a similar attendance this year.

Per their application, "The purpose of the event is to host a 5K run/walk in memory of a church member, Kevin Dendy, who passed away in a tragic accident in 2021. The event will raise funds to go towards local and national support for those in need. The primary elements of the event are the 5K run/walk, which is family and dog friendly, some water stations along the path and a small celebration at the end of the 5K with shirts and medals."

The event will start at Eno River Brewing and follow Riverwalk to Trail Marker 115 before looping back to conclude at the starting point. Donations will be solicited for various local and national efforts. No vendors will be present, and no equipment is being left overnight. A speaker will be used for music and announcements during the event and one 10'x10' tent will be erected at Eno River Brewing.

No town-sponsored services are being requested, only that use of the Riverwalk be granted.

Financial impacts:

Low/none.

Staff recommendation and comments:

Staff recommend approval and will include the standard greenway use conditions. An updated Certificate of Insurance will be provided before the event takes place.

Action requested:

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

TOWN OF HILLSBOROUGH

APPLICATION
Special Event Permit

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

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

Name of event: Generation Life Church Kevin Dendy Memorial 5k Run/Walk (6th Annual)

Event location address: Eno River Brewing, 329 Eno Mountain Rd, Hillsborough, NC 27278

Date(s) of event: 04/03/2026

Event setup time: 8:00am Event hours: 8:30-11am Event breakdown: 11am-12pm

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: [redacted]

Organization/company mailing address: [redacted]

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

Event organizer name: [redacted]

Event organizer phone: [redacted] Event organizer email: [redacted]

On-site contact(s) during the event:

Name: [redacted] Cell phone: [redacted]

Name: [redacted] Cell phone: [redacted]

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

The purpose of the event is to host a 5k run/walk in memory of a church member, Kevin Dendy, who passed away in a tragic accident in 2021. The event will raise funds to go towards local and national support for those in need. The primary elements of the event are the 5k run/walk, which is family and dog friendly, some water stations along the path and a small celebration at the end of the 5k with t-shirts and medals.

Estimated number of people who will attend the event: 200

Estimated peak time(s) of attendance: 8:30-10:30am

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

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

GENERAL EVENT QUESTIONNAIRE

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

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

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

_____

_____

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

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

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

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

List name(s) of the vendors:

_____

_____

_____

_____

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

If yes, for what cause or organization? Local and National efforts to help those in need

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

Please explain: We will have some speakers and computer to play music during the event

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

Please explain: _____

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

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

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

If yes, how many and what size? One 10x10 pop-up tent placed on ERB property

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

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

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

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

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

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

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

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

☐ Road closures
☐ Traffic control
☐ Police coverage
☐ Trash and recycling rollouts
Number of rollouts _____

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

State Farm - our insurance renews before this event so we will send the COI with the correct date when we have it

Contact information for broker/agent providing coverage:

Matt Phillips - matt.phillips.qug2@statefarm.com

EVENT PROPERTY USE PERMISSION

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

Name of property owner

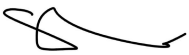
Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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



Applicant signature

10/14/2026

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

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

FOR OFFICE USE ONLY

Application received by: Dakotah Kimbrough

Date: 10/14/2026 Fee paid: TYLX15946705

Date information emailed out: 11/3/2026

Permit Status

Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

_____

By: _____ _____

Name of town staff member Date

Forwarded to:

☑ Hillsborough Communications Division

☐ Hillsborough Financial Services Department (Food and Beverage Tax)

☐ Hillsborough Police Department

☑ Hillsborough Public Space Manager

☐ Hillsborough Public Works Division

☐ North Carolina Department of Transportation (DOT road closures)

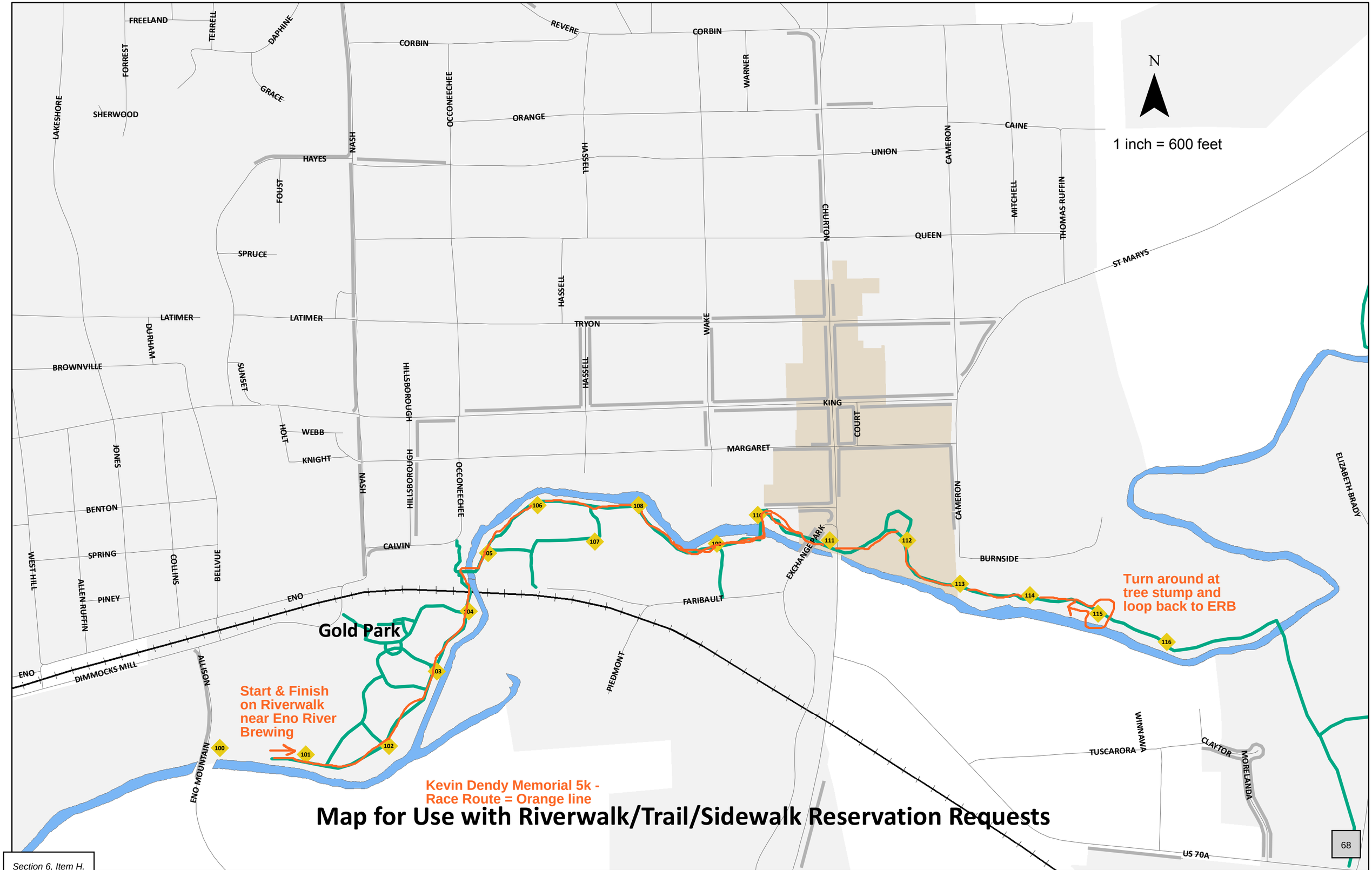
☐ Orange County Asset Management Services (Visitors Center, library, courthouses)

☑ Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)

☐ Orange County Fire and Life Safety Division

☑ Orange County Sheriff's Office

☐ Orange Rural Fire Department


N
1 inch = 600 feet
FREELAND
TERRELL
DAPHINE
FORREST
GRACE
SHERWOOD
LAKESHORE
CORBIN
REVERE
CORBIN
OCCONEECHEE
WARNER
ORANGE
CAINE
HAYES
NASH
HASSELL
UNION
CAMERON
MITCHELL
THOMAS RUFFIN
FOUST
CHURTON
QUEEN
SPRUCE
ST MARYS
HASSELL
LATIMER
LATIMER
TRYON
WAKE
DURHAM
BROWNVILLE
SUNSET
HILLSBOROUGH
HASSELL
KING
COURT
HOLT
WEBB
KNIGHT
MARGARET
JONES
NASH
HILLSBOROUGH
OCCONEECHEE
CAMERON
ELIZABETH BRADY
BENTON
SPRING
PINEY
WEST HILL
ALLEN RUFFIN
COLLINS
BELLVUE
CALVIN
ENO
FARIBAULT
EXCHANGE PARK
BURNSIDE
Gold Park
ENO
DIMMOCKS MILL
ALLISON
PIEDMONT
ENO MOUNTAIN
WINNAWA
TUSCARORA
CLAYTOR
MORELANDA
US 70A
100
101
102
103
104
105
106
107
108
110
111
112
113
114
115
116
Start & Finish on Riverwalk near Eno River Brewing
Turn around at tree stump and loop back to ERB
Kevin Dendy Memorial 5k - Race Route = Orange line
Map for Use with Riverwalk/Trail/Sidewalk Reservation Requests

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/07/2026

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

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

PRODUCER	**CONTACT NAME:** Matt Phillips
State Farm Matt Phillips 1330 St. Mary's Street Suite A020 Raleigh NC 27605	**PHONE (A/C, No, Ext):** 919-929-9552 **FAX (A/C, No):** **E-MAIL ADDRESS:** matt.phillips.qug2@statefarm.com
INSURED GENERATION LIFE CHURCH 1519 PLEASANT GREEN RD DURHAM NC 277059083	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** State Farm Fire and Casualty Company / 25143 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

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

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

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:	Y	N	93-E9-G490-8	01/19/2026	01/19/2027	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	$
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

CERTIFICATE HOLDER

Town of Hillsborough
101 E Orange St
Hillsborough NC 27278

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matthew F. Phillips

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Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Community Services and Sustainability
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stormwater and Environmental Services Manager Terry Hackett

ITEM TO BE CONSIDERED

Subject: Construction Site Runoff Control (Erosion Control) Memorandum of Understanding

Attachments:
MOU Approved by Orange County

Summary:
The Town of Hillsborough is required to meet minimum control measures as outlined in its state-approved, comprehensive Stormwater Management Plan and Municipal Separate Storm Sewer System (MS4) Permit (NCS000466) pursuant to the National Pollutant Discharge Elimination System (NPDES), including requirements for construction site runoff control (i.e. erosion control).

Through an existing inter-local agreement, the Orange County Erosion Control Division has been providing construction site runoff control services within the town's planning jurisdiction. The previous inter-local agreement is outdated and is being replaced by the attached Memorandum of Understanding which has been approved by the Orange County Board of Commissioners and signed by the county manager.

The MOU addresses various regulatory issues brought up by the Environmental Protection Agency and NCDEQ staff over the last few years that will help ensure compliance with the town's MS4 permit. The MOU was drafted by Stormwater and Environmental Services Division staff and Orange County Erosion Control Division staff and then vetted by both the town and county legal staff.

Financial impacts:
None

Staff recommendation and comments:
Staff recommends approving the MOU for signature by the town manager.

Action requested:
Review and approve the MOU and authorize the town manager to sign the MOU

OTHER-2026-116; 8-J-2; 10/6/26

Attachment 2

MEMORANDUM OF UNDERSTANDING (MOU)
Between the Town of Hillsborough and Orange County
For the Administration of an E&SC Program Within Town Boundaries

This Memorandum of Understanding (MOU) is made and entered into pursuant to N.C.G.S.160A-461 on the __ day of ____, 2026 by and between the following parties:

1. Town of Hillsborough, a unit of municipal government
   Hillsborough Town Hall, 101 E. Orange St., Hillsborough, NC 27278; and
2. Orange County, a unit of county government
   Whitted Human Services Building, 300 W Tryon St, Hillsborough, NC 27278

PURPOSE: The Town and County desire to continue their coordinated Erosion and Sediment Control (E&SC) regulations and procedures in all of the Town's land use jurisdiction pursuant to the terms of this instrument and applicable ordinances.

BACKGROUND:
WHEREAS, the State of North Carolina enacted the Sedimentation Pollution Control Act (SPCA) of 1973 for the creation, administration, and enforcement of a program and for the adoption of minimal mandatory standards which permit development to continue with the least detrimental effects from pollution.

WHEREAS, the County has a locally delegated E&SC Program with requirements to reduce pollutants in stormwater runoff from construction activities in its jurisdiction in accordance with N.C.G.S. 113A-60; and

WHEREAS, SPCA regulatory mechanisms are presently set forth in the Orange County Unified Development Ordinance (Ordinance), for Erosion and Sedimentation Control; and

WHEREAS, this enforcement was first set forth in an agreement, "Memorandum of Agreement between the NC Sedimentation Control Commission and Orange County" executed from the date of March 11, 2015; and

WHEREAS, the County currently conducts an E&SC Program within the Town's land use jurisdiction through an Interlocal Agreement dated May 12, 2015; and

WHEREAS, the Town is required to meet minimum control measures directed through a comprehensive Stormwater Management Plan (SWMP) and Municipal Separate Storm Sewer System (MS4) Permit (NCS000466) pursuant to the National Pollutant Discharge Elimination System (NPDES), including requirements for construction site runoff controls through its own operations or by shared responsibility with a delegated E&SC program; and

WHEREAS, the County and the Town intend through this MOU to continue to have the Orange County Erosion Control Officer and staff enforce the erosion and sediment control portions of the Ordinance in Hillsborough as set forth herein, and that upon execution of this MOU by both the County and the Town the aforesaid Interlocal Agreement shall terminate and the terms of this MOU shall become enforceable.

TERMS:

The Town and County hereby agree as follows:

Town of Hillsborough agrees to:

1. Relinquish its right to collect associated E&SC fees to Orange County, so long as this MOU is in effect. The Town is encouraged to review and comment on any proposed Orange County Erosion Control fee changes.
2. The Town shall include Orange County E&SC in the Town's development review process.
3. Enforce Chapter 11, Article V "Control of Illicit Discharges into Stormwater System" of the Hillsborough Code of Ordinances within the Town's designated extraterritorial jurisdictional areas of Orange County.
4. Bear full responsibility for compliance with its MS4 Permit, including any failure to meet required minimum measures.
5. Host State and/or Federal staff for audits of the Town's MS4 stormwater program and notify the County as soon as practical of such audits so that Orange County E&SC Officer or designated staff will be available for discussions and/or field audits involving construction site runoff minimum measures.

Orange County agrees to:

1. Publish its fee schedule, including E&SC items, making it publicly available to Hillsborough residents.
2. Administer and enforce the Ordinance sections relating to E&SC within the Town's land use jurisdiction. Administration shall include: processing land disturbing and erosion control applications; collecting fees; reviewing plans; conducting field inspections; maintaining files and records; and enforcement actions.
3. In addition to E&SC items, field inspections will include documenting and reporting to appropriate Town staff potential waste management concerns at permitted construction sites including, but not limited to: discarded building materials, concrete truck washout, chemicals, litter and sanitary waste that may cause adverse water quality impacts.
4. Inform and coordinate with the Town regarding E&SC administration and enforcement actions such as, but not limited to: inspection reports, monthly municipality reports, Stop Work Orders, Civil Penalties, permit revocation, imposition of requirements in addition to those in approved E&SC plans, and appeals of staff determinations.

5. The Orange County E&SC Officer or designated staff will be available during state and/or federal audits of the Town's MS4 stormwater program that includes the construction site runoff minimum measure.
6. Notify the Town of Hillsborough in writing within three (3) business days if the County's delegated program is placed on probation by the North Carolina Department of Environmental Quality (NCDEQ). The written notification shall include a description of the basis for the probation and its causes. Upon request of the Town, Orange County shall provide documentation relevant to NCDEQ's determination. Within 3 business days of receiving notice from NCDEQ that the probationary status has been lifted, Orange County shall provide written notice to the Town.

Both Parties agree to:

1. Coordinate compliance efforts on E&SC for development projects from concept to final stabilization. Both parties will share data for the respective development projects.

2. Upon mutual concurrence between the Hillsborough Board of Commissioners and the Orange County Board of County Commissioners, the Town Manager and the County Manager, or their designees, may be delegated to establish administrative procedures to supplement or amend this instrument.

3. Based on recommendations and guidance from State permitting authorities, this MOU should be revisited and reauthorized by both governing bodies no less frequently than every five (5) years and occurring at least once amid an MS4 permitting period.

SEVERABILIITY: If any term or provision of this agreement is found to be illegal or in conflict with any existing or newly enacted law, the remaining portions shall be considered severable and shall not be affected by such a determination and the rights and obligations of the parties shall be construed and enforced as if the instrument did not contain the noncompliant part. Upon such determination, if either party feels a replacement provision is needed, the parties shall negotiate in good faith to draft a replacement clause that is enforceable and that as closely corresponds to the spirit and purpose of this document as a whole.

TERMINATION:

This Agreement shall be valid for a five (5_ year term. The Town or County may terminate the MOU upon 120 days advance written notice to the County Manager or Town Manager, as appropriate.

ADOPTION:

IN WITNESS WHEREOF, the Town and County have caused this instrument to be executed by the Town Manager and County Manager, and they have hereunto set their hands and seals on the day and year first written above.

Approved as to form and authorization:

Town of Hillsborough Manager	Orange County Manager
Date:	Date: 10/7/2026

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Community Services
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Engineering Services Manager Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Water and Sewer Extension Contract for Oakdale Subdivision

Attachments:
Water and Sewer Extension Contract

Summary:
Oakdale Subdivision is a proposed single family home development with thirteen new four-bedroom single family homes off of Oakdale Drive. This contract covers the extension of public water and sewer to the project. This project will extend public water and sewer to the newly created lots.

The proposed WSEC for this development will ensure town service to the new homes while adopting service delivery and permitting timelines. This contract also includes requirements for the inspection and testing of the new infrastructure. The proposed project will also relocate and upsize a small portion of existing 8” sewer main.

Financial impacts:
Upon acceptance, the town will assume ownership of approximately 820 linear feet (LF) of 6” water main, 1 fire hydrant, 1,250’ of 8” sewer main, and 8 manholes. The maintenance of these assets can easily be incorporated into the town’s current operations. The capacity requested is 3,900 gallons per day.

Staff recommendation and comments:
Staff supports this project that will discharge to our River Pump Station sewer basin.

Action requested:
Authorize the town manager or designee to sign the contract.

ORANGE COUNTY
NORTH CAROLINA

TOWN OF HILLSBOROUGH
WATER/SEWER EXTENSION CONTRACT

THIS WATER/SEWER EXTENSION CONTRACT (WSEC) is entered into this __ day of_____ , 2022 by and between Starlight Construction, LLC (hereinafter the "DEVELOPER") and the Town of Hillsborough, a North Carolina municipal corporation (hereinafter the "Town"):

WHEREAS, the DEVELOPER proposes to extend the Town's water and sewer system (hereinafter the "Work, or Improvements") to serve its **Oakdale Subdivision** project (hereinafter the "Project"); and

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

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

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

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

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

a) The Town reserves the right to refuse to allow connection to or use of the Town water and/or sewer system (i) when such connection would cause the Town's system or the operation thereof to be in violation of any applicable state or federal requirement; or (ii) for reasons not known or foreseen by the Town at the time this contract was executed that would create a clear and present danger to the public health or safety. Reasons for refusal to allow connection shall include, but not be limited to, lack of water supply or lack of capacity of one or more components of the water or sewer system.

b) The Town's authorization to connect to the Town's water and sewer system, including any capacity reservations noted, under this Contract shall expire if (i) substantial (i.e. more than token) construction of the project has not begun within one year from the date upon which this contract was executed; (ii) after construction begins, construction ceases for a continuous period of more than one year (unless a result of an action by the Town); or (iii) the extension to be constructed pursuant to this contract has not been connected to the Town's system in accordance with the requirements set forth herein within two years from the date upon which this contract was executed, unless extended by writing before the expiration.

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

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

A. General Conditions:

1. Unless otherwise explicitly and specifically stated, DEVELOPER shall bear the costs and expenses of all obligations and duties created by this Contract, including without limitation, engineering and legal fees incurred by the Town in connection with the proposed extension. The Town will invoice the Developer for such costs incurred, and payment is due within 30 days.

2. The Town will permit the use of the extension to the Town's water or sewer system only after the Improvements have been successfully tested, all the conditions set forth in Sections B, C, and D and any costs billed per A(1) and Section E, and any additional conditions appended hereto, have been satisfied.

3. The Town shall own and maintain the Improvements constructed under this contract after they are accepted by the Town Board of Commissioners and until such time as the Improvements have been accepted by the Town Board, the DEVELOPER remains responsible for all maintenance and repairs to the Improvements. The DEVELOPER shall not be responsible for maintenance and repairs to the Improvements once the Improvements are accepted by the Town Board of Commissioners.

4. The DEVELOPER shall warrant all materials and workmanship of the Improvements pursuant to the Post-Construction Conditions of this Contract. Should defects in workmanship or materials be discovered in work done pursuant to this contract by or for the DEVELOPER during the warranty period, the DEVELOPER shall be responsible to see that all such defects are promptly corrected at the DEVELOPER's expense and written evidence of such, such as a stamped/sealed certification by the DEVELOPER'S engineer per paragraph A.12 above, is provided to the Town.

5. The Town may make or authorize extensions or connections to or from any of the Improvements constructed pursuant to this Contract without permission of the DEVELOPER.

6. Water and sewer service shall meet all minimum State and Town standards. The Town makes no warranty as to any water quality, quantity or pressure to be provided.

7. This Contract may be assigned by the DEVELOPER, but such successor or assignee shall obtain no rights hereunder until after it has provided the Town with a written acknowledgment of the assignee's assumption of all DEVELOPER's obligations and responsibilities under this Contract.

8. This Contract is specific to the Project named above and described in Appendix A as approved by the Town Utilities Department and the Board of Commissioners. Any change or alteration in the approved intended use, i.e., residential, and commercial development, or configuration of the approved Improvements of such Project by the DEVELOPER or successor or assignee shall, absent the written consent of the Town, void this Contract.

9. DEVELOPER shall employ a licensed North Carolina engineering firm and engineer to prepare the design and to provide construction administration services throughout the entire Project. DEVELOPER shall provide for third-party construction observation services for the duration of the construction through the Town's acceptance of the Project.

10. The words "line" or "lines" shall include "main or "mains" unless the contract otherwise requires. "Sewer" means "sanitary sewer."

11. This Contract shall be deemed made in and shall be construed in accordance with the law of North Carolina.

B. Pre-Construction Conditions

1. The DEVELOPER and its engineer shall discuss the capacity needs of the Project with the Town early in the Project's conceptual phases. Water and sewer capacity allocated to the Project will be noted in Appendix A and any changes in Project scope requiring more or less than the allocated amount will require an amendment to this Contract. For large Projects, the Town may require the DEVELOPER to conduct its own capacity analysis using a licensed North Carolina Professional Engineer utilizing information provided by the Town.

    a) If results of the capacity analysis determine off-site improvements to the Town's existing system (conveyance or treatment) are needed to accommodate the Project and the DEVELOPER decides to proceed with the Project, the Town will negotiate any cost-share of such off-site improvements with the DEVELOPER, and the terms reached as a result of the negotiations will be included in Appendix A.

2. The DEVELOPER shall engage a licensed North Carolina Professional Engineer to prepare plans and specifications for the construction of water improvements and/or sanitary sewer improvements to serve the Project. The Project shall not rely solely on the Town's Standard Utility Specifications, which may not cover all methods of construction or administrative matters (e.g., shoring, trenching, backfill, pipe laying, handling rock or hazardous wastes, bypass pumping, temporary water service, general and special conditions, site security, payment and change processes, geotechnical or other investigations, etc.).

3. The DEVELOPER shall secure formal approval of the water and sewer construction plans and specifications by the following agencies or authorities (and any other government agencies which may have jurisdiction over one or more elements of the Project), and provide approvals of such to the Town:

- Town Utilities Department
- North Carolina Department of Environmental Quality (if the Project entails any site infrastructure that is considered private, the plans and permit applications shall clearly delineate such and two applications may be required)
- North Carolina Department of Transportation

4. The DEVELOPER shall secure and record all required easements for the Work. The Town will provide a boilerplate easement document for utilization.

5. The DEVELOPER shall schedule a pre-construction meeting to include the Town Utilities Department, the Town Planning Department, the Contractor, major Subcontractors, and other pertinent stakeholders prior to commencement of the Work and at this time will provide the Town a list of contacts for the Project.

6. The DEVELOPER shall instruct its contractor to submit to its engineer all material and shop drawing submittals and for its engineer to share all approved submittals with the Town.

7. The DEVELOPER shall pay all fees for the Improvements due to the Town prior to construction of the Improvements.

8. The Town will not accept new pumping stations except under extraordinary circumstances. If the Town accepts a pumping station in the Project design, the DEVELOPER shall pay the Town's Perpetual Maintenance Fees for such Improvements as required by the Town Code.

9. The DEVELOPER shall ensure that its engineer, surveyor, and contractor receive a copy of the final approved permits, plans and specifications for the Project and is aware of the Town's Utility Specifications, Standard Details and As-Built Digital Submittal Requirements prior to construction commencement, as applicable to each.

10. The DEVELOPER shall meet all conditions outlined in Appendices B, C, and D

C. Construction Conditions:

1. Unless otherwise provided in this Contract, all construction shall be in accordance with Town and State policy, standards, and specifications at the time of construction commencement.

   a) The Town shall approve the size and type of material for all water and sewer lines.

   b) The Town shall select an independent, competent and experienced Inspector for construction observation of the water and sewer Improvements for the Project, the cost of which inspector shall be borne by the DEVELOPER. The Town may also, at its sole discretion, utilize Town staff to observe the installation of water and sewer Improvements. The Developer will reimburse the Town for the use of Town staff for inspections at the

prevailing rate for inspections in the Town's fee schedule. Such Inspector shall have at least five years' experience in observing water and sewer main construction. Inspection by the Town does not consist of or imply supervision. The role of the Town's inspection staff is not to oversee construction of the Project, but only to (i) witness the installation of critical items of importance to the Town and (ii) periodically check on the Project's progress.

c) All work on the extension of water or sewer lines shall be subject to inspection by the Town, and no Work may be covered up until such inspection has occurred or the Town is confident an Inspector observed the Work. If any Work is covered up prior to inspection, the town may require such Work to be uncovered or exposed for inspection at the DEVELOPER'S expense. If, in the judgment of the Town, there is a demonstrated lack of competent supervision by a Contractor, the Town may halt work until approved supervision is obtained and the work done in accordance with town specifications and requirements; or provide constant inspection by Town personnel **at the expense of the Developer**.

d) The Town will require acceptance testing to determine whether the Work complies with State and Town standards and specifications. All such testing shall be at the DEVELOPER's expense, and a Town representative must be present when testing occurs unless declined or delegated in writing. The DEVELOPER or its Contractor must provide the Town at least 48 hours advance notice of any testing. The Contractor or third-party Inspector shall document the testing of each segment in detail (type of test, date, test conditions and results, pass/fail) on legible forms. Contractor or third-party construction observer's failure to document a test will require retesting and a retesting fee for each instance thereafter.

e) The Inspector selected by the Town pursuant to subparagraph (b) above shall be onsite each day that "meaningful work" is performed on the Project and shall prepare daily logs which shall be submitted weekly to the Town. Daily logs shall include a general description of the work performed that day, weather conditions, equipment used, number of crew, any installation observations, or concerns, and who they were communicated to, and associated photos with a photo log. The Inspector shall routinely communicate with the Town on progress and issues that arise.

   i. Meaningful work means the installation of water or sewer infrastructure and appurtenances that will become part of the public system of the town, installation of water or sewer services, making taps to existing Town water or sewer mains, testing (including flushing and chlorinating of water mains) of water or sewer systems for acceptance, testing of soils for compaction around water and sewer systems, pouring thrust blocking, constructing pumping stations, tanks or other water and sewer features.

f) The Inspector shall consult with the Town and the DEVELOPER's engineer on any significant field changes. The DEVELOPER's engineer shall gain approval in writing from

the Town's Utilities Director or delegated staff prior to making such changes. Changes shall be reflected on the record drawings.

i. Significant change may include but not be limited to adding or deleting or changing the alignment or grade of infrastructure; moving hydrants, manholes, valves or backflow prevention device locations; adding additional services; changing pipe sizes or materials; adding couplings; or making other changes that will affect the layout or operation of the system as designed and approved.

g) All Work on the Improvements shall be performed by a contractor licensed to perform this type of Work in North Carolina.

h) DEVELOPER shall have their construction contractor coordinate with the Town on tie-in plans and water shutdowns at least one week in advance. Contractor shall be responsible to notification to customers of water disruptions.

i) Town shall operate any existing system features (i.e., valves, hydrants) to accommodate Work by contractor, unless permission for others to operate such features is granted by the town in writing. Unauthorized operation of hydrants or valves or other system components by DEVELOPER or its contractor (or subcontractor) without prior approval of town constitutes tampering and theft and will result in the Town assessing $2,500 per occurrence. Should DEVELOPER fail to pay an assessment imposed pursuant to this paragraph or if tampering occurs more than once on the Project, the Town may stop work on the Project until the assessment is paid, or some other arrangement is made to satisfy the Town that no further tampering will occur. Repeat instances of tampering my result in the Town nullifying this Contract.

j) DEVELOPER shall report any instances of sewer bypass or overflow, or any instance of water system issues, caused by the Work.

k) DEVELOPER shall ensure contractor checks and confirms line and grade throughout installation of future public gravity sewers to ensure proper slope and alignment per plan. Failure to comply with minimum slope shall result in the removal and replacement of such sewers mains at proper grade, at DEVELOPER's cost.

l) DEVELOPER shall provide proof of approved product submittals to the Town prior to construction commencement.

m) DEVELOPER shall provide a copy of this WSEC to its water and sewer contractor and submit proof to the Town of same.

n) DEVELOPER shall require its contractor to provide 48-hours' notice to the Town in advance for any taps and acceptance testing.

o) DEVELOPER shall require that its water and sewer contractor have its field superintendent onsite during all construction of the Improvements. The field superintendent and a secondary field contact shall be identified at the preconstruction meeting.

p) The DEVELOPER shall ensure that the water and sewer contractor maintain field records of the Work as it progresses and shall have a registered land surveyor collect and seal as accurate, the location and survey attributes for all water and sewer features as required by the Town according to its As-Built Digital Submittal Requirements. Any missing information to meet the requirements shall be collected at the DEVELOPER expense and prior to Town acceptance of the system.

q) The DEVELOPER shall prepare and submit final as-built drawings of the Work which are sealed by a North Carolina registered Professional Engineer.

2. The DEVELOPER shall bear the total cost of all water and sewer construction for the Project and all costs to extend water and sewer service to the Project unless otherwise stated in writing signed by the Town. The Town shall invoice the DEVELOPER each month, on or before the tenth day of the month, for the independent Inspector's services rendered the previous month, and the DEVELOPER shall pay the invoiced amount on or before the last day of the month in which the invoice was received. The Town shall invoice the DEVELOPER routinely for all inspection costs associated with inspections provided by Town staff.

D. Post-Construction Conditions:

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

1. Prior to use of the Project for any reason the Town shall have performed a pre-acceptance inspection and received from the DEVELOPER and approved:

a) sewer smoke testing and televising reports as required by the Town specifications,

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

c) two printed copies (1 full D-size and 1 half-size) and one electronic PDF copy of the sealed as-built drawings (full as-built drawings should be presented unless the Town agrees to accept a series of partial as-built drawings),

d) a full CAD version of the final as-built drawings including all necessary X-references and font files to make a complete view of the data in Autodesk's AutoCad 2020 or other Autodesk CAD viewer software,

e) a contractor's notarized affidavit that the drawings accurately represent the as-built improvements,

f) the completed Engineering Certifications executed by the Professional Engineer of record indicating that work has been performed in substantial compliance with the approved plans and specifications and that the state has received such certifications and approved them (final certification should be provided unless the Town agrees to accept a series of partial certifications and then a final certification), and,

g) evidence the noted deficiencies, including any noted from the sewer televising and smoke testing, have been corrected by the DEVELOPER'S contractor and approved by the town, unless the Town has provided written permission for specific minor deficiencies not affecting the operation of the system to be corrected before acceptance of the system per Item D(2)(g).

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

a) provide a Contractor's Affidavit and Release of Liens from all subcontractors and materialmen,

b) provide digital data as required by the Town's As-Built Digital Submittal Requirements,

i. the digital data will be quality checked by the Town's surveying firm (typically 10% of the system). Additional time shall be accounted for this effort in DEVELOPER's schedule,

ii. the data shall be corrected at the DEVELOPER's expense if significant discrepancies exist between the survey data exist from the quality check,

iii. The charges for the Town to perform the quality check and input the data into the town GIS system will be billed to the DEVELOPER.

c) convey to the Town and record or cause to have recorded in the Orange County Registry all deeds of easement and plats showing all water and/or sewer easements required to serve the Project,

d) provide an engineer-certified Statement of Value per bid line item of the final cost of the water and sewer Improvements,

e) have submitted all daily field reports and other pertinent Project records as requested such as approved submittals, Requests for Information, Field Work Orders and Change Orders,

f) ensure all Engineering Certifications are final,

g) All Town punch list items are completed and signed off upon.

h) provide developer completed state Change of Ownership forms to transfer the state-permitted water and sewer Improvements that are to become public to the Town (the Town will execute its portion and submit to the state upon Town Board of Commissioners acceptance),

i) formally dedicate to the Town by letter all physical Improvements constructed to serve the project that is the subject of this contract, which Improvements shall become part of the Town water and sewer system upon acceptance by the Town Board of Commissioners and will thereafter be owned and maintained by the Town, with exception of the warranty conditions, and

j) present a warranty in the name of the Town of Hillsborough for a minimum period of two years from the date of Town Board of Commissioner acceptance of the construction for the Project or phase of Project. The method of securing the warranty shall be by Maintenance Bond or Letter of Credit from a viable surety with a rating of AA or above, or other form of security in a form acceptable to the Town. The security amount will be 25% of the total cost of the Improvements as certified in the Statement of Value prepared by a North Carolina licensed engineer.

3. It shall be the DEVELOPER's responsibility to request release of the warranty at a point not earlier than two years from the date of acceptance of the system by the Town. The warranty shall remain in effect until such time as all four of the following conditions are satisfied:

   a) Town staff have evaluated the system for the end-of-warranty release and provided documented comments of defects to be corrected,

   b) DEVELOPER has performed end-of-warranty sewer smoke testing and televising (CCTV) and provided such to the Town for review in accordance with the Town's specifications,

   c) DEVELOPER has corrected any defects noted by the Town staff in its evaluation of the system and the Town has verified this, and

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

E. Fees:

1. All fees and charges to be paid pursuant to this Contract shall be calculated in accordance with the Town's fee schedule in effect when the fees and charges are paid, or if not in the fee schedule, as outlined in this section. Fees typically are adopted as part of the Town's budget process each year with an effective date of July 1 and are subject to change.

2. DEVELOPER's construction of Improvements pursuant to this Contract shall not relieve DEVELOPER of the obligation to pay applicable fees under the Town's water and sewer ordinances and policies in effect at the time the fees are paid, and this Section E, except as amended by Appendix

A.

3. DEVELOPER's construction of Improvements pursuant to this Contract does not affect the Town's policy with respect to the fees to be paid to the Town by property owners other than DEVELOPER for connection to the improvements constructed by DEVELOPER pursuant to this Contract. Nor shall DEVELOPER have any right to collect fees from persons connecting onto or extending the improvements constructed under this Contract.

4. The following fees will be applicable to the Project:

   a) Water and sewer system development, engineering review, inspection and meter fees as applicable and published in the fee schedule referenced in Section A(1) and herein.

   b) Perpetual Maintenance Fees for any approved pumping station per town code calculations.

   c) Tampering fees as outlined in Item C(1)(i).

   d) DEVELOPER shall ensure its water and sewer contractor is prepared for acceptance testing by pre-testing items in advance. Reinspection fee for each recurring trip for previously failed tests, a call for testing that requires the Inspector to wait more than 30 minutes or observation by the Inspector that the items are not ready to be tested, or no timely notification of cancellation (4 hours in advance) of testing will be charged to DEVELOPER at $300 per trip plus .25/linear foot (lf) over 1,000 feet of main tested. Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items will be $50 each.

   e) DEVELOPER shall ensure the construction is conducted in an orderly and organized fashion and that the Town's resources are efficiently utilized. Repeated and duplicative effort by the Town on a project will require reimbursement from the Developer for staff time and travel in accordance with Section 14-68 of the Town Code of Ordinances.

   f) Construction water for the Project will not be obtained from the Town's water system unless through rental of a hydrant meter, installation of a construction meter (for home building), or through bulk water purchase from the Town's Water Treatment Plant in accordance with policies and rates in place at the time of rental.

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

[SIGNATURE PAGE FOLLOWS]

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

OWNER

By: _____
Signatory Title

TOWN OF HILLSBOROUGH

By: _____
Eric J. Peterson
Town Manager

ATTEST:

_____

ATTEST:

_____
Town Clerk
Sarah Kimrey

This Contract is approved to as form:

_____
Town Attorney

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

_____
Dave McCole, Finance Director

List of Appendices:
Appendix A – DESCRIPTION OF WORK
Appendix B – MEANINGFUL WORK
Appendix C – ASBUILT REQUIREMENTS
Appendix D – PRE-ACCEPTANCE INSPECTIONS

OAKDALE SUBDIVISION
TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX A

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

1. The Project has reserved, for the period stated in WSEC paragraph 1(B), of 3,900 gpd.

2. The Project consists of 13 single family homes with 4 bedrooms each.

3. Public water and sanitary sewer facilities for the project may include, approximately 820’ of 6” water main, 1 hydrants, 1,250’ of 8” sewer main, 8 manholes and all appurtenances for a complete and operational system as designed by McCall Engineering Group, PLLC. Actual facilities to be constructed will be depicted in the issued construction plans and state permit application(s).

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	IT Division
Agenda Section:	Regular
Public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Chris Johnston, IT Manager

ITEM TO BE CONSIDERED

Subject: Security Expansion – Cates Creek Park and Gold Park

Attachments:
None

Summary:
Expansion of Internet connectivity has allowed us to provide cameras and public wireless in the parks. Before deploying cameras to the parks, IT would like to work with the board to review the implications of having cameras in a public space for security purposes. This would provide an overview of what the town plans on implementing, and what the town is NOT planning on implementing.

Financial impacts:
There is no financial request. Costs are covered from last year's IT budget request for Physical Security Expansion.

Staff recommendation and comments:
Staff recommend deploying cameras at Cates Creek and Gold Park

Action requested:
No action is required for the board, this is point of discussion only.

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date: Nov. 9, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Resolution Adopting a Public Records Request Policy

Attachments:

1. Draft policy
2. Fee schedule amendment
3. Resolution

Summary:

Town staff have experienced a steady increase in extensive and overly broad public records requests, highlighting the need for a formal policy to guide how such requests are processed. Staff reviewed policies adopted by other local governments and used those as models in drafting the proposed Public Records Request Policy.

Given the rise in time-consuming requests, many municipalities assess a special service charge when fulfilling requests that require more than a set number of hours of staff time. The threshold for what constitutes an extensive request and the associated fees vary among jurisdictions, as shown in the comparison table below.

Agency	Time threshold	Fee	Adoption date	Other
Village of Marvin	>4 hours	Hourly rate of IT contract	3/17/25	
Morehead City	>4 hours	$40 per hour	7/14/26	
City of Greensboro	>4 hours	Hourly rate of lowest paid employee conducting work	3/19/19	
Davidson County	>1 hour	$28 per hour	12/2022	Retroactive to 4/1/22
Town of Selma	>2 hours	$25 per hour	10/8/26	Retroactive to 7/1/26
Onslow County	>3 hours	Hourly rate of pay + benefits for employees conducting work	10/6/25	
Town of Troutman	>2 hours	Hourly rate of personnel fulfilling request	2021	

Staff recommend establishing a flat special service charge for any request requiring more than four hours of accumulated staff time. While the average mid-point hourly wage for town employees who routinely process these

requests is $57.73, staff recommend setting the charge at $40 per hour to maintain consistency with peer municipalities and ensure a reasonable cost to the public.

Financial impacts:
Adoption of the proposed policy will allow the town to recover a portion of the costs associated with extensive requests. No additional operating expenses are anticipated.

Staff recommendation and comments:
Staff recommend adopting the Public Records Request Policy and associated resolution and fee schedule amendment, with retroactive application to any open request received on or after Nov. 1, 2026.

Action requested:
Adopt the resolution, policy, and fee schedule as presented or provide direction for revisions.

Public Records Request Policy

Town Manager Approval

Date

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

Approved: Nov. 9, 2026

1. PURPOSE

1.1 The Town of Hillsborough recognizes the need to establish a formal policy that outlines public records requests, procedures, and related fees. This policy is to establish a clear definition of public records. Additionally, it establishes fees and procedures for public records requests.

1.2 This policy is intended to provide guidance to town officials, employees, and the public. It does not create any contractual or vested rights. In administering this policy, the town will comply with all applicable provisions of the North Carolina General Statutes, federal law, and duly adopted local ordinances and resolutions. In the event of any conflict between this policy and applicable law, the law prevails. Nothing in this policy limits the authority of the town board or town manager to modify practices or procedures as permitted by law.

2. DEFINITIONS

2.1 **Public records:** All documents, paper, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. By statute, certain items are exempt from public access. Records will be retained in accordance with the Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Natural and Cultural Resources (as defined by N.C.G.S. 132-1).

Sometimes public agencies receive requests for information, which may be found in various records, or which is known but not made part of any record. The obligation under the law is to provide access to or copies of records that exist. N.C.G.S. 132-6.2(e) specifically states that a public agency is not required to respond to records requests by "creating or compiling a record that does not exist."

2.2 **Custodian of the records:** The official in charge of the office that holds the public record, typically the department head or their designee or the town clerk.

2.3 **Extensive public records request:** When the nature or volume of the public records requested to be inspected, examined, or copied requires use of information technology resources and/or labor time required of clerical or supervisory employees that exceeds four (4) hours, the particular use of such resources is considered extensive.

2.4 **Fulfillment Time:** The amount of time, including but not limited to search, locate, collect, sort, copy, prepare and deliver the records requested. Also includes personnel attendance, if required, during onsite inspection of records.

2.5 **Special Service Charge:** NCGS 132-6.2(b) authorizes public agencies to charge a "special service charge" for requests involving extensive use of information technology resources or extensive clerical and/or supervisory assistance. As it relates to this policy a "Special Service Charge" is assessed for any public records request in which fulfillment time exceeds four (4) hours.

3. PROCEDURES

3.1 Requests for public records may be submitted via the Town of Hillsborough's website. The request should include the name, address, email address and telephone number of the requesting party. The request must be specific enough to enable the custodian to provide the public record.

3.2 After receiving the request, the town clerk will provide an acknowledgement of the request within seven (7) business days. For requests that do not require extensive research or use of information technology or extensive clerical resources, the town clerk will provide a follow-up response to the request as soon as possible, normally within ten (10) business days of receipt. If the request is received after 5 p.m., the request will be considered received on the next business day.

In the follow-up response, the town may:

- Provide the records (or a link to the portion of the website or other electronic site that contains the records).
- Request clarification.
- Provide a reasonable estimate of time that it will take to produce the records (if the documents aren't readily available). Estimates may be reasonably adjusted when circumstances require.
- Give estimated timeframes for delivery of extensive requests. The town may have to produce the records on a partial or installment basis. The town will provide the estimated timeframes for each incremental delivery.
- Deny the request and provide an explanation of the basis for the denial.

3.3 The town clerk will forward the request to the custodian(s) responsible. The town clerk will notify the town manager and/or assistant town manager of any extensive public records request.

3.4 The custodian(s) of the records should respond to the request as promptly as possible, through the town clerk, with the timeframe for response dependent upon the complexity of the request.

3.5 The custodian(s) shall provide the records to the town clerk. The custodian is responsible for ensuring that non-public, exempt or confidential records are excluded from the request. If the custodian(s) has a concern whether the request complies with NCGS Chapter 132, they will consult with the town clerk, who will forward the record to the town attorney for review and clarification.

3.6 The town clerk is responsible for providing a written response directly to the requestor. In some situations, the town manager or the town attorney may provide the response, but the town clerk must be provided with a copy for record-keeping.

3.7 Requests must include the method of delivery and/or viewing. Certified copies, regular copies, postage, shipping and flash drives will be charged in accordance with Section 4.1 Schedule of Public Records Request Fee Types.

3.8 If town staff determines costs are expected to exceed $100.00 or the fulfillment time is anticipated to exceed four (4) hours, the town clerk's office must be notified.

3.9 If costs are expected to exceed $100.00 or the fulfillment time is expected to exceed four (4) hours, a cost estimate will be provided to the requestor from the town clerk's office. The requester shall determine if they want to revise their request or accept the costs. Requestor approval and payment must be made prior to the beginning of the work.

3.10 Labor shall be tracked in 15-minute increments and billable at $40 per hour, plus listed costs of digital and printed reproduced media. The labor charge and billing shall begin after the first four (4) hours of labor to comply with the request.

3.11 If costs exceed the initial estimate, the requestor will be notified by the town clerk's office. Additional

approval and payment will be obtained prior to continuing work towards completion of the request.

3.12 If the requestor chooses to inspect the records in person rather than obtain copies, the town clerk will notify the requester when the records are available for inspection, and any applicable fees will be paid prior to the review. The viewing of public records may be done only during normal business hours.

4. FEES

4.1 Schedule of Public Records Request Fee Types

Fee Type	Charge Amount
Certified Copies	See Town Fee Schedule
Non-Certified Copies	See Town Fee Schedule
Flash Drive	See Town Fee Schedule
Postage or Shipping	See Town Fee Schedule
Special Service Charge (Section 2.5) (time of fulfillment exceeding 4 hours)	See Town Fee Schedule ($40/hour)
Prepayment is required if total fees are estimated to exceed $100.00 or a Special Service Charge is assessed.	

4.2 If the fulfillment time of a public records request takes more than four (4) hours, the town will assess a Special Service Charge in accordance with the Town of Hillsborough Fee Schedule.

5. RECORDS EXEMPT FROM PUBLIC ACCESS

5.1 The following is a partial list of records exempt from public access. Below are exemptions that typically apply to municipalities. Other records may also be exempt from public disclosure.

5.1.1 Personnel records (G.S. 160A-168)

5.1.2 Criminal investigation records (G.S. 132-1.4)

5.1.3 Attorney-client consultations (G.S. 132-1.1 (a))

5.1.4 Trade secrets or confidentialities of third parties (G.S. 132-1.2)

5.1.5 Tax records containing information about taxpayer's income or receipts (G.S. 160A-208.1)

5.1.6 Minutes of closed session meetings (G.S. 143-318.10(e))

5.1.7 Water and sewer customer billing information (G.S. 132-1.1(c) and G.S. 132-1.2 (2))

5.1.8 Social security numbers and other identifying information (G.S. 132-1.10)

5.1.9 Economic development information (G.S. 132-6(d))

5.1.10 Personal records (not related to the transaction of public business)

6. DATE OF APPLICABILITY

6.1 Special service charges may be retroactively applied to any open public records request submitted on, or after November 1, 2026.

Administration

Description	Rate	Basis
Copies		
~~Photocopies~~ Black/White Copies	~~$ 0.10~~ $ 0.25	per page
~~Laser Printer Copies~~ Color Copies	~~$ 0.10~~ $ 0.50	per page
Town Clerk Certified Copies	~~$ 1.00~~ $ 2.00	~~per page~~ first page + $1.00 for each addl. page
~~Board of Commissioners Meeting Notification Listing~~	~~$ 20.00~~	~~annually~~
~~Town Code:~~		
~~Bound Copy~~	~~$ 40.00~~	
~~Unbound Copy~~	~~$ 25.00~~	
~~Supplements~~	~~$ 0.10~~	~~per page~~
Franchise Fees (Cable)	5%	of gross receipts
Motor Vehicle License Fee	$ 30.00	per vehicle
Public Records Request Special Service Charge	$ 40.00	per hour (exceeding 4 hours)
Flash Drive	$ 5.00	
Postage and/or Shipping	Actual Cost	

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	$ 25.00	per occurrence
Disconnect / Reconnect for Returned Item	$ 40.00	per occurrence
Connection Fee	$ 20.00	
Security Deposits:		
Water/Sewer Service		
Inside Town	$ 75.00	
Outside Town	$ 150.00	
Delinquent Fee	$ 40.00	
Late Fee (after 25th of month)	15%	
Reconnection Fee:		
Business Hours	No Charge	
After Hours (Town Error)	No Charge	
Same Day Turn-On Service	$ 50.00	
After Hours (Customer Request)	$ 50.00	
Account Servicing Fee for Payments Made with Unwrapped Coins		
A $1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first $10.00 of unwrapped coins submitted for payment of the utility bill.	$ 1.00	per 100 coins
Water Use Reduction Rebate		
One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	$ 10.00	per customer

Cemetery

Description	Rate	Basis
Lot Fee:		
Resident	$ 500.00	
Non-Resident	$ 1,000.00	
Lot Transfer		
Transfer Between One Pair of Lots	No Charge	
Transfer Between 3 or More Lots	$ 50.00	per pair of lots

Finance

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	$ 500.00	Not to exceed $500.00
Single-Day Pre-Paid Food & Beverage Fee	$ 15.00	
Mobile Food Vendor Permit Fee[1]	$ 50.00	
Beer and Wine License		
On-premise malt beverage	$ 15.00	
Off-premise malt beverage	$ 5.00	
On-premise unfortified wine, on-premise fortified wine, or both	$ 15.00	
Off-premise unfortified wine, off-premise fortified wine, or both	$ 10.00	

[1]Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.

Planning

Description	Rate	Basis
Zoning Compliance Permits		
Basic Permits		
Change of Use (one use of building/property to another use (e.g. Office to Retail))	$ 20.00	
Minor Site Change (i.e. fences, sheds, gazebos, decks, converted ADUs)	$ 50.00	
Major Site Change (i.e. additions, covered porches, garages, new ADUs)	$ 75.00	
After-the-Fact Zoning Compliance Permit	$ 200.00	
Home Occupation Permit	$ 35.00	
Zoning Compliance/Verification Letter	$ 50.00	
Final Site Inspection	No Charge	
Final Site Re-Inspection	$ 50.00	each
New Residential or Non-Residential Construction		
New Detached Residential Unit(s)	$ 350.00	
New Attached Residential Unit(s)	$ 400.00	per building
New Non-Residential Construction	$ 500.00	
Signs (New, Replacement, or Refacing)		
Special Event Banner (allowed by 6.18.6.3 & without other temporary signage)	$ 5.00	
Special Event Sign Package (package of signs allowed by 6.18.6.2)	$ 20.00	
Free-Standing	$ 150.00	

Sandwich Board	$	15.00	
Wall Mounted	$	75.00	
Special Event Permits			
Public or Private Events on Private Property	$	30.00	
Public or Private Events on Public Property	$	50.00	
Street or Greenway Use Events	$	75.00	
Special Event Permit Rush Fee (permits submitted less than 60 days in advance)	$	100.00	
Plats			
Additional Plat Review (4th review and subsequent additional reviews)	$	200.00	per review
Exempt Plat (per NCGS 160D-802; includes first 3 reviews)	$	75.00	
Easement and Right-of-Way Plats (includes first 3 reviews)	$	120.00	
Final Plat Review (includes first 3 reviews)	$	120.00	
Minor Subdivision Preliminary Plat Review (1-4 lots; includes first 3 reviews)	$	300.00	+ $100.00 per lot
Major Subdivision Review (5-19 lots; includes first 3 reviews)	$	600.00	+ $100.00 per lot
Map, Plan & Unified Development Ordinance Amendments			
Future Land Use Map or Comprehensive Sustainability Plan Amendment	$	750.00	
Master Plan or Planned Development Amendments	$	750.00	
Unified Development Ordinance Text Amendment	$	1,000.00	
Zoning Map Amendment - General Use or Overlay District	$	1,000.00	+ $50.00 per acre
Zoning Map Amendment - Planned Development District	$	2,500.00	+ $50.00 per acre
Board of Adjustment			
Appeals	$	400.00	
Special Use Permits	$	1,500.00	+ $200.00 per acre
SUP Modifications	$	1,000.00	
Variance	$	600.00	
Historic District			
Certificates of Appropriateness			
Minor Work (Staff Approval)	$1.00 per $1,000 in construction[1] costs		$25.00 minimum
Major Work (Historic District Commission Approval)	$1.00 per $1,000 in construction[1] costs		$150.00 minimum
Demolition Request Review	$	50.00	
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work) Fee	$	500.00	

[1] The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.

Other Requests & Fees			
Sidewalk Fee-in-Lieu		125%	of written, sealed engineer's estimate for the cost of required sidewalk installation
Street or Right-of-Way Closing Request	$	650.00	
Street Renaming Request	$	350.00	
Consultant Fee Reimbursement[1]	Consultant Fee		

	Reimbursement		
Zoning Compliance Penalty Fee	No-Permit Penalty		
Local Landmark Designation	$	500.00	
Formal Unified Development Ordinance or Vesting Determination	$	200.00	

[1] Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and traffic impact analysis if needed.

Documents & Maps[1]

Unified Development Ordinance	$	25.00	
Historic District Design Guidelines	$	25.00	
Comprehensive Sustainability Plan	$	25.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	$	10.00	
Town Street Map with Street Grid (11x17 Black & White)	$	2.00	
Future Land Use Map & Other 11x17 Color Maps	$	2.00	
Photocopies	$	0.10	per page

[1] All town produced documents and maps can be provided in electronic form (PDF, JPEG, Word or Excel) at no cost if we are provided with the media.

Development Services Review Fees

Predevelopment Meeting/Concept Plan Review		No Charge	
Water/Sewer Availability Review (less than one hour of staff time)		No Charge	
Annexation Interest Letter	$	50.00	
Annexation Petition	$	500.00	
Transportation Impact Analysis (TIA) Scoping & Review Fee	$	500.00	
Development Agreement Review	$	1,000.00	

Site Plans

Site Plan Review (includes first 3 reviews)	$	800.00	
Additional Site Plan Review (4th review and subsequent additional reviews)	$	300.00	

Construction Drawings

Non-Residential Construction Drawing Plan Review (without extensions; includes first 3 review)	$	2,000.00	
Non-Residential Construction Drawing Plan Review (with extensions; includes first 3 reviews)	$	2,500.00	
Master Metered Multi-Family Construction Drawing Review (includes first 3 reviews)	$	3,000.00	
Residential (townhome, quad, tri, single family) Construction Drawing Review (includes first 3 reviews)	$	200.00	per connection
Additional Construction Drawing Plan Review (4th review and subsequent additional reviews)	$	1,000.00	

Site Plan + Construction Drawing Combination Review

Non-Residential Construction Drawing + Site Plan Review (without extensions; includes first 3 review)	$	2,500.00	
Non-Residential Construction Drawing + Site Plan Review (with extensions; includes first 3 reviews)	$	3,000.00	
Master Metered Multi-Family Construction Drawing Review (includes first 3 reviews)	$	3,500.00	
Residential (townhome, quad, tri, single family) Construction Drawing Review (includes first 3 reviews)	$	300.00	per connection
Additional Construction Drawing + Site Plan Review (4th review and subsequent additional reviews)	$	1,300.00	
ump Stations (review, inspection, start-up, and acceptance)	$	8,000.00	

Construction Observation/As-built Review			
As-built Drawings Review	$	400.00	
Street Acceptance Walkthrough Inspection	$	50.00	per street
Street Acceptance Walkthrough Re-Inspection	$	100.00	per re-inspection
Hydrant Flow Test	$	250.00	
General Inspection	$	80.00	per hour
Sewer System CCTV (per review for all projects with more than 500' of sewer proposed for acceptance)	$	500.00	per submittal
Rejected CCTV due to nonconformance with specifications	$	100.00	each occurrence

Police

Description	Rate	Basis
Excessive Noise Violation	Fine up to $250.00	
Fire Lane Parking Violation	$ 50.00	
Handicap Parking Violation	$ 150.00	
No-Through Truck Violation	$ 50.00	
Parking Citation	$ 10.00	
Sidewalk Table Service Permit Violation	Fine up to $500.00	

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events according to the fees below.		
Large Picnic Shelter in Gold Park		
In-town resident	$ 30.00	per 3 hours
Out-of-town resident	$ 60.00	per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	$ 25.00	per hour
Out-of-town resident	$ 50.00	per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container[1]	$ 75.00	per container
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public Works Supervisor and dependent on quantity, size and weight)[1]	$ 50.00	minimum
Special Brush/Vegetation Collection	$ 130.00	

[1]Pursuant to Town Code Sections 11-16 and 11-17, each residential customer shall receive one (1) free roll-out container. One (1) additional container per customer may be purchased. No more than two (2) containers may be maintained per customer, or will be picked up during scheduled collection times. The Town will replace, at no cost to the customer, one (1) roll-out container that is damaged or no longer serviceable per service address.
[2]Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential[1]	$ 100.00	per plan
Project[2]	$ 250.00	per plan

Standard Project (less than 1-acre of new impervious)	$	500.00	per plan
Standard Project (greater than 1-acre of new impervious)[3]	$	500.00	per plan plus $50/acre of new impervious
Standard Phased Projects[4]	$	250.00	per each subsequent phase submittal

[1] Not part of a larger common plan for development or sale.
[2] Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.
[3] For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional $500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.
[4] Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.

Stormwater Fee			
Residential Property	$	120.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	$	240.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	$	840.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	$	2,760.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	$	6,480.00	per year
Tier 5, Non-residential Property (200,001 to 600,000 sq. ft)	$	17,160.00	per year
Tier 6, Non-residential Property (600,001 to 800,000 sq. ft.)	$	30,000.00	per year

Streets

Description	Rate		Basis
Driveway Permit - new/maintenance not with new construction	$	150.00	
Utility Cut Permit application	$	150.00	each
Failure to repair initial cut within 30 calendar days	$	250.00	each
Failure to make warranty repair within 14 calendar days	$	250.00	each
Failure to obtain a permit prior to making a non-emergency cut	$	250.00	each

If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.
Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.
Owners must call/schedule inspection of driveway installation at least 24 hours in advance.

Water & Sewer

Description	Rate		Basis
Water Volume Charges:			
Residential Volume Charges - Inside Town			
Residential Service:			
Block 1 (0-2,000 gallons/month)	$	26.64	
Block 2 (> 2,000 gallons/month)	$	13.32	per 1,000 gallons
Residential Volume Charges - Outside Town			
Residential Service:			
Block 1 (0-2,000 gallons/month)	$	51.94	
Block 2 (> 2,000 gallons/month)	$	25.97	per 1,000 gallons
Bulk Water	$	25.97	per 1,000 gallons

Sewer Volume Charges:			
Inside Town			
Block 1 (0-2,000 gallons/month)	$	37.50	
Block 2 (> 2,000 gallons/month)	$	18.75	per 1,000 gallons
Outside Town			
Block 1 (0-2,000 gallons/month)	$	73.12	
Block 2 (> 2,000 gallons/month)	$	36.56	per 1,000 gallons

Water & Sewer: Treatment & Distribution Use Fees

Water System Development or Capital Facilities Fee[1]			
Unit Cost of Capacity	$	9.09	per gallon/day
Residential			
One-bedroom	$	1,091.00	120 gallons/day
Two-bedroom	$	2,181.00	240 gallons/day
Three-bedroom	$	3,272.00	360 gallons/day
Four-bedroom	$	4,363.00	480 gallons/day
Five-bedroom	$	5,453.00	600 gallons/day
Six-bedroom	$	6,544.00	720 gallons/day
Non-Residential[2,3]			
General Business/Office Facilities	$	227.00	25 gallons/employee
Restaurant (full service)	$	364.00	40 gallons/seat
Store (without food service)	$	909.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	$	1,091.00	120 gallons/room
Irrigation	Average Monthly Use x Unit Cost of Capacity		Average usage of current irrigation accounts based on facility type (residential or non-residential) over the past five years

[1] The System Development Fee shall be applied to new development that connects to the utility system as defined in ordinance 14-71 and which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990.

[2] For non-residential customers, system development fees are scaled[3] for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

[3] The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Wastewater System Development or Capital Facilities Fee[1]			
Unit Cost of Capacity	$	9.72	per gallon/day
Residential			
One-bedroom	$	1,166.00	120 gallons/day
Two-bedroom	$	2,333.00	240 gallons/day
Three-bedroom	$	3,499.00	360 gallons/day
Four-bedroom	$	4,666.00	480 gallons/day
Five-bedroom	$	5,832.00	600 gallons/day
Six-bedroom	$	6,999.00	720 gallons/day
Non-Residential[2,3]			
General Business/Office Facilities	$	243.00	25 gallons/employee
Restaurant (full service)	$	389.00	40 gallons/seat
Store (without food service)	$	972.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	$	1,166.00	120 gallons/room

[1] The System Development Fee shall be applied to new development that connects to the utility system as defined in ordinance 14-71 and which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990.

[2] For non-residential customers, system development fees are scaled[3] for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.

[3] The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Water Connection Charge			
Front Footage Fee[1,2]:			
0 - 50 Feet	$	750.00	per connection
> 50 Feet	$	15.00	per foot per connection

1 For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.

[2] To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of $200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Water Meter Fees[1, 2]			
5/8"	$	340.00	Based on quote from supplier +$100
3/4"	$	530.00	Based on quote from supplier +$100
1"	$	570.00	Based on quote from supplier +$100
1.5"	$	1,040.00	Based on quote from supplier +$100
2"	$	1,340.00	Based on quote from supplier +$100
>2"	Contact the town for rates for meters greater than 2"		

[1] Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.

[2] Meter pricing is based upon disc type meters. If the meter supervisor determines an ultrasonic meter is better suited for a use (typically for large meters), pricing will be at town cost + $100.

Fire Hydrant Meter Fees		
Fire Hydrant Meter Security Deposit	$	2,000.00
Fire Hydrant Rental Fees (fees are in addition to deposit)		
Daily Rate	$	20.00
Weekly Rate	$	100.00
Monthly Rate	$	300.00
Semi-Annual Rate	$	1,300.00
Annual Rate	$	2,500.00
Fire Hydrant Meter Relocation Fee	$	100.00

Wastewater Connection Charge

Front Footage Fee[1]:

0 - 50 Feet	$	1,000.00	
> 50 Feet	$	20.00	per foot per connection

[1] For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.

[2] To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of $200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Construction Observation / As Built Review

The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shutdowns for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.

Return trip for acceptance testing		$300 + $0.25	per linear foot of main over 1,000 linear feet + general inspection time
FOG Device	$	200.00	
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	$	50.00	each + general inspection time
As-Built Plan Review Fee		$300 + $0.25	per linear foot of water and sewer mains

Other

Meter Replacement Fee	$50 or associated parts cost + $50		At request or fault of customer (includes any part of meter, register, antenna, box)
Meter Relocation Fee (includes physically moving the meter to a newly set box but not the tapping or relocation of the meter box)	$	100.00	
Special Meter Read	$	10.00	
Meter Test Charge	$	35.00	
Hydrant Flow Test	$	250.00	
Meter Pressure Test	$	25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	$	50.00	per trip
Special Irrigation Permit	$	20.00	each
Water Irrigation & Restriction Violations			Town Code 14-19, 14-41.1
Cross Connection Control Violations			Town Code 14-56
Perpetual Maintenance (new sewage pump stations)	Per Formula in Town Code		
Tampering Fees			Town Code 14-16 (a) (6) (i) and (ii)
Meter Tampering Fee	$	350.00	
Meter Tamping Civil Penalty[1]	$	500.00	

Hydrant Tampering Fee	$	500.00	
Hydrant Tampering Civil Penalty[2]	$	3,000.00	
Making tap connections to water and sewer without approval or notification of work	$	1,000.00	each

[1] The civil penalty shall be doubled for any future offenses within a two-year period.

[2] The civil penalty shall be doubled for any future offenses by the same person.

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RESOLUTION

Adopting a Public Records Request Policy and Amending Hillsborough's Schedule of Fees

WHEREAS, pursuant to Chapter 132 of the North Carolina General Statutes, the public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people; and

WHEREAS, the Hillsborough Board of Commissioners is committed to openness, transparency, and providing prompt access to public records as required by state law; and

WHEREAS, N.C. General Statute § 132-6(a) mandates that custodians of public records permit them to be inspected and examined at reasonable times and under reasonable supervision, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law; and

WHEREAS, N.C. General Statute § 132-6.2(b) permits local governments to assess a special service charge if the production of public records requires extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency; and

WHEREAS, the Town of Hillsborough desires to adopt an official administrative policy to establish an orderly internal workflow for tracking, compiling, and delivering public records requests efficiently while ensuring compliance with statutory mandates;

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

1. **Adoption of Policy:** The Public Records Request Policy, attached hereto and incorporated by reference, is hereby formally adopted.

2. **Designation of Custodian:** The town clerk is hereby affirmed as the primary custodian of records responsible for coordinating the intake, routing, and fulfillment of all public records requests.

3. **Establishment of Extensive Request Threshold:** In accordance with state guidelines, an "extensive request" is hereby defined as any request that requires more than four hours of staff time to identify, locate, retrieve, review, or copy.

4. **Amendment to Fee Schedule:** The Town of Hillsborough Schedule of Fees is hereby amended to include a Public Records Special Service Charge of $40 per hour for staff time exceeding the extensive threshold defined above. No fee shall be charged for regular electronic distribution requiring less than the extensive threshold.

5. **Effective Date:** This resolution and the associated policy shall be retroactive to November 1, 2026.

Approved this 9th day of November of the year 2026.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Community Services and Sustainability
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT
Matt Efird, Assistant Town Manager
Stephanie Trueblood, Community Services and Sustainability Director

ITEM TO BE CONSIDERED
Subject: Proposal for Stormwater Staff Transition Plan

Attachments:
1. Staff Memo
2. PowerPoint

Summary:
The current Stormwater and Environmental Services Manager is nearing retirement eligibility. Both the town and employee are interested in a continued part-time role for the employee focused on Upper Neuse River Basin Association (UNRBA) and Falls Lake Rules related work, as well as other activities to facilitate a smooth transition for the division and organization.

The proposal supports the FY24-27 Strategic Plan Sustainability Objective 3 – Protect and Enhance Natural Resources, and Comprehensive Sustainability Plan Environment and Natural Systems Goal 1 - Employ an integrated ecosystem approach and stewardship mentality to protect, conserve, and restore critical environmental areas and natural systems.

Financial impacts:
The proposal decreases costs in FY27, increases costs in FY28, and reduces cost in FY29 for an overall savings in the three-year budget window compared to the adopted budget.

Staff recommendation and comments:
Staff recommends the board consider and discuss the recommended transition plan.

Action requested:
Review staff recommendations.

Memorandum

To: Eric Peterson, Town Manager

From: Matt Efird, Assistant Town Manager

CC: Stephanie Trueblood, Community Services & Sustainability Director

Date: 11/2/2026

Subject: Proposal for Stormwater Staff Transition Plan

As you may be aware, current Stormwater & Environmental Services ("SES") Manager Terry Hackett is reaching retirement eligibility in the near future. This has been planned and discussed for some time, and Terry has been diligent about preparing the division and organization for that eventuality. Since joining the town staff in 2012, and for several years before that while employed with Orange County, Terry has been the town's stormwater expert. He is heavily involved in regional environmental issues and his engagement with state regulators and the Upper Neuse River Basin Association (UNRBA) is of vital importance to the town as the Falls Lake Rules continue through the approval process. Given that background, Terry has expressed interest in remaining employed by the town on a limited part-time basis with a focus on UNRBA activities and working with the Stormwater division and Community Services department to ensure a smooth transition.

Existing Staff

Currently, SES has a staff of three full-time employees; the SES Manager, Stormwater Program Coordinator, and Stormwater Technician. Program Coordinator Heather Fisher joined the town in 2017, and Technician Claire Hansen joined in 2024. All three employees have been the only person to ever hold their positions with the town.

Proposal

To achieve the goals of continued engagement on Falls Lake Rules adoption and a smooth transition for the Stormwater team, staff is proposing the following:

- Effective January 2027, transition Terry to part-time (25 hours per week) in a newly created position, working title "Senior Environmental Advisor", effective through June 2028.

  - Terry will not be filing for retirement
- Effective January 2027, promote Heather Fisher to SES Manager
  - Heather has nearly 10 years' experience with the Stormwater division, 15 years' additional private-sector environmental experience, and a Master's Degree in Environmental Management. She is well-qualified for the promotion and has been preparing with Terry and Stephanie to ensure a good fit for the role.
- In winter/spring 2027, advertise the Stormwater Program Coordinator position for external hire
- In the FY28 budget, staff will propose to repurpose some maintenance funds to contract services to hire a 3rd party engineering consultant to assist with plan reviews
  - This will have no net new cost to the town budget, and is necessary as the workload for both SES and Engineering Services has grown to the point that staff can no longer support with existing resources.
- Starting in FY27, staff will transition support for the Tree Board from Public Space to SES, along with other future sustainability-related workload.

The primary focus for the Senior Environmental Advisor will be UNRBA representation and Falls Lake Rules advocacy, followed by management of the contracted engineering consultant, mentoring/support for the new SES Manager, and transition of some sustainability functions from Public Space to SES. This proposal allows us to take advantage of Terry's history and knowledge relative to Falls Lake Rules, which is a critical path for our future utility capacity, provides Heather with additional support to grow into a division manager role, increases the options for Claire to grow her role as Stormwater Technician by taking on more tree/sustainability projects, and projects to provide a modest cost savings over the 3-year budget horizon.

Budget Implications

When compared to the current three-year financial plan for the Stormwater Fund, this proposal has a positive impact of around $25,000 in the current year, a negative variance of about $66,000 in FY28, and a positive result of around $70,000 in FY29, with the overall impact in the three-year budget window being a projected higher fund balance at the end of FY29 than is currently forecast by about $30,000 or 2.0%. About 45% of the Stormwater Fund operating expenses are for personnel, and no net changes are being proposed for Stormwater revenues or operating expenses. The modeling assumes consistent pay and

benefit increases, promotional increase for the SES Manager promotion, market-rate hiring for the Stormwater Program Coordinator, and about 18 months of the Senior Environmental Advisor position, after which the team would revert to three full-time staff. Please see the chart below for details.

	Adopted Budget		Proposal		Variance	
FY26 Ending Fund Balance	$ 856,327	69.00%	$ 856,327	69.00%		
FY27 Revenues	$ 1,210,100		$ 1,210,100			
FY27 Expenses	$ (1,215,520)		$(1,190,680)		$(24,840)	
FY27 Projected Ending Balance	$ 850,907	70.00%	$ 875,747	72.0%	$ 24,840	2.0%
FY28 Revenues	$ 1,210,100		$ 1,210,100			
FY28 Expenses	$ (1,260,870)		$(1,327,582)		$(66,712)	
FY28 Projected Ending Balance	$ 800,137	63.50%	$ 758,265	60.2%	$(41,872)	-3.3%
FY29 Revenues	$ 1,210,100		$ 1,210,100			
FY29 Expenses	$ (1,329,389)		$(1,260,268)		$ 69,121	
FY29 Projected Ending Balance	**$ 680,848**	**51.20%**	**$ 708,097**	**53.2%**	**$ 27,249**	**2.0%**

Next Steps

The proposal will be presented to the Board of Commissioners at the November 9th meeting, and if there is sufficient support for the proposal an amendment to the Pay and Classification Schedule will be prepared for approval at the November workshop. Staff will work with Human Resources to finalize the Senior Environmental Advisor job description and begin processing the changes to go into effect in January 2027.

Stormwater Staff Transition Plan

Board of Commissioners

November 9, 2026

TOWN OF HILLSBOROUGH

Overview

- Current Stormwater & Environmental Services Manager Terry Hackett is eligible for retirement

- Town has continued need for support and engagement with Upper Neuse River Basin Association (UNRBA) on the Falls Lake Rules adoption process

- Terry is interested in continuing to work part-time temporarily to provide support for UNRBA and staff transition

Proposal

- Effective January 2027, transition Terry to part-time (25 hours per week) in a newly created position, working title “Senior Environmental Advisor”, effective through June 2028.

- Effective January 2027, promote Heather Fisher to SES Manager

- In winter/spring 2027, advertise the Stormwater Program Coordinator position for external hire

Proposal

- In the FY28 budget, staff will propose to repurpose some maintenance funds to contract services to hire a 3rd party engineering consultant to assist with plan reviews
  - This will have no net new cost to the town budget, and is necessary as the workload for both SES and Engineering Services has grown to the point that staff can no longer support with existing resources.

- Starting in FY27, staff will transition support for the Tree Board from Public Space to SES, along with other future sustainability-related workload.

Budget Impacts

- Proposal would save money in FY27, increase costs in FY28, and then generate savings in FY29 and beyond
- Overall three-year budget result is favorable by about $27,000/2.0% compared to current budget

	Adopted Budget		Proposal		Variance	
FY26 Ending Fund Balance	$ 856,327	69.00%	$ 856,327	69.00%		
FY27 Revenues	$ 1,210,100		$ 1,210,100			
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FY29 Expenses	$ (1,329,389)		$(1,260,268)		$ 69,121	
FY29 Projected Ending Balance	**$ 680,848**	**51.20%**	**$ 708,097**	**53.2%**	**$ 27,249**	**2.0%**

Next Steps

- Pay and Classification Schedule amendment to authorize new part-time position
- Finalize new job description
- Begin processing changes for employees effective January 2027

Stormwater Staff Transition Plan

Board of Commissioners

November 9, 2026

TOWN OF HILLSBOROUGH

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Community Services and Sustainability
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Community Services and Sustainability Director

ITEM TO BE CONSIDERED

Subject: Energy Use and Solar Feasibility Study Update

Attachments:

1. Presentation
2. Solar Feasibility Study Report

Summary:

The Town of Hillsborough adopted the Clean Energy resolution in 2017, becoming the first municipality in North Carolina to commit to 80% clean and renewable energy by 2030 and 100% clean and renewable energy by 2050.

Since that time, the town has made improvements and investments to reduce the energy use of town operations and facilities. Town energy use is tracked and analyzed in data management software developed and maintained by Enpira Inc. The town has baseline data from a Clean Energy Report (2018) and has reliable data in the Enpira model from 2022 to present. The software tracks electricity, water consumption, and natural gas use at 90 town facilities, including pump stations, as well as fuel use for the town's fleet vehicles and equipment.

Last year, the Town of Hillsborough engaged Pisgah Energy and NV5 to perform Solar Feasibility Studies for five town-owned facilities to assess the potential for solar photovoltaic (PV) opportunities. Pisgah Energy performed the Solar PV feasibility analyses and NV5 performed the rooftop structural assessments for the facilities.

Staff will present an update on town energy use and present findings from the recently completed Solar Feasibility Study.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Receive presentation.

Energy Use & Solar Feasibility Study Update

Nov. 2026

HILLSBOROUGH
NORTH CAROLINA

1

Clean Energy Resolution

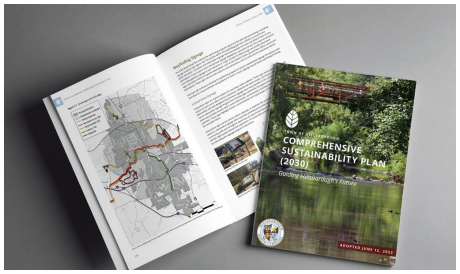
- September 2017: Town Board adopts resolution establishing a transition to 100% clean and renewable energy by 2050, 80% clean and renewable by 2030.
- Resolution endorses:
  - Building a more resilient community.
  - Promoting an environmentally sustainable economy.
  - Protecting the local community and earth for future generations.



2

Clean Energy Initiatives

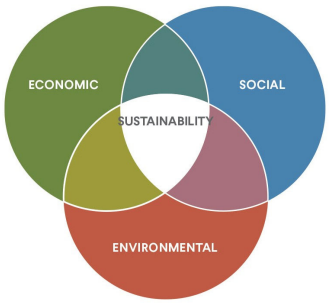
- September 2018: Energy Baseline Report and Energy Dashboard (TJCOG)
- September 2018: Technical and Economic Analysis of Rooftop Solar Photovoltaic (N.C. Clean Energy Technology Center, Green Power NC)
- November 2018: Clean Energy Resolution Project (TJCOG)
- October 2021: Local Government Clean Energy Report (NCSEA)
- June 2023: Town Board adopts the Comprehensive Sustainability Plan
- March 2024: Enpira Energy Management Software
- October 2025: Comprehensive Sustainability Plan Progress Update
- July 2026: Solar Feasibility Study

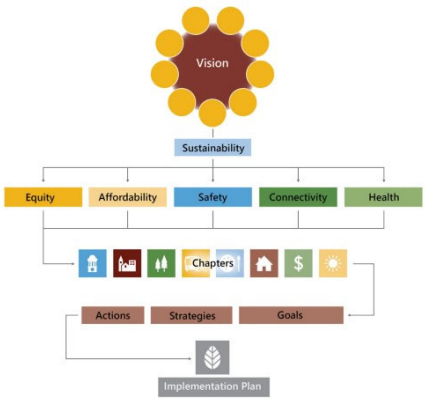


HILLSBOROUGH

3

Comprehensive Sustainability Plan







HILLSBOROUGH

4

Enpira Energy Management Software

Enpira is an energy and resource information management software service that enables licensees to consolidate and track utility information for buildings and other facilities. Enpira, with the permission of the licensee, collects the facility's electricity, natural gas, and/or water usage information from the respective utilities.

- 2024: Town contracted Enpira Inc. to build energy management database and portal
- Database tracks electricity, natural gas, water, and fuel use for town operations/facilities
- Baseline data from Clean Energy report is 2018
- First reliable data year in model is 2022
- Highly versatile software that can analyze trends and report on use and expose waste
- Occupied facilities have spikes in electricity and gas use in summer and winter (HVAC)

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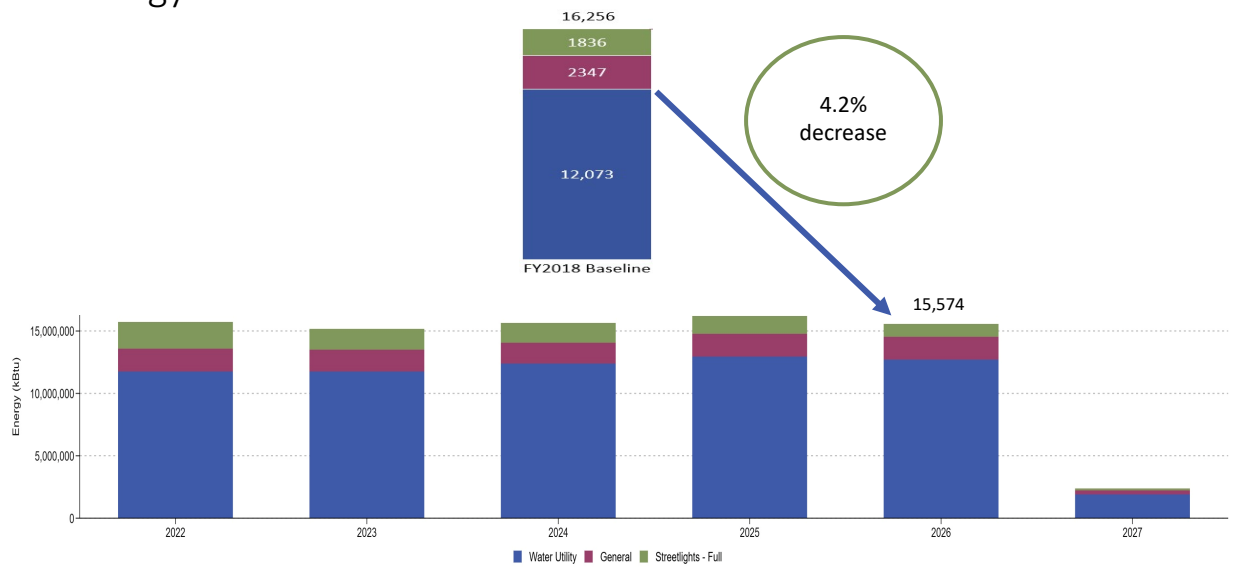
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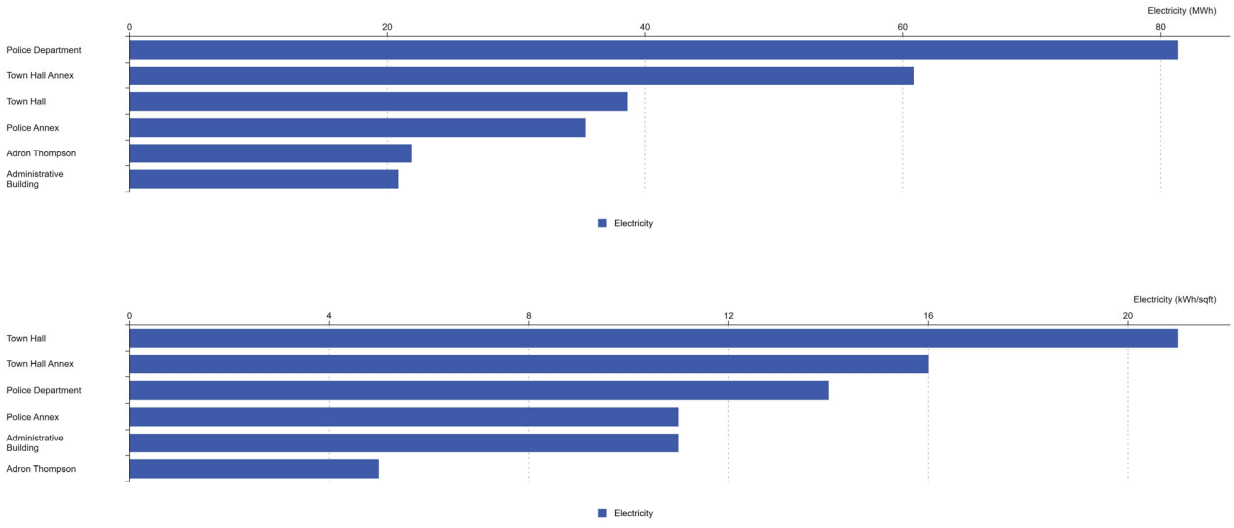
Total Energy



HILLSBOROUGH

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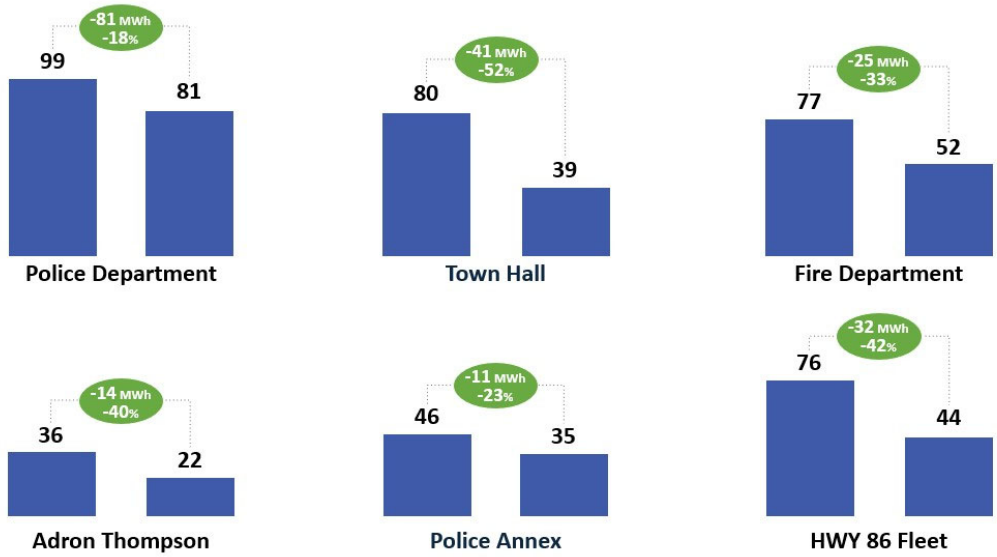
Usage vs. Cost Per Square Foot (FY26)



HILLSBOROUGH

8

Facility Electricity Reduction (FY18 baseline vs FY26)



HILLSBOROUGH

9

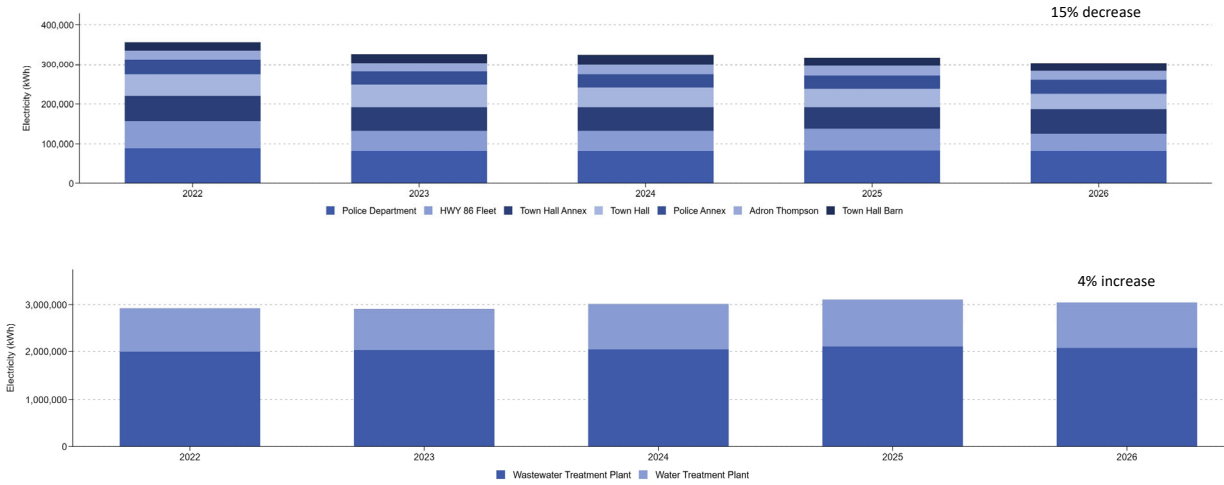
Facility Electricity Avoided Cost (FY18 baseline vs FY26)



HILLSBOROUGH

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Electricity at Occupied Facilities

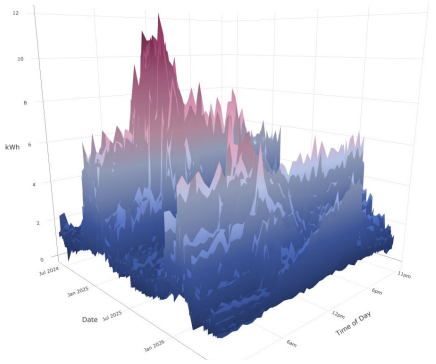


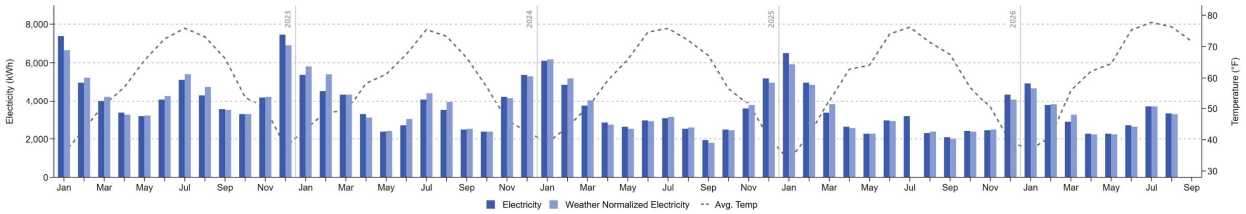
HILLSBOROUGH

11

Town Hall

- Higher overall cost per square foot, less energy efficient (c. 1821)
- Peaks in winter and summer months (HVAC and weather)
- Electricity per month from January 2022- July 2026 (30% decrease)



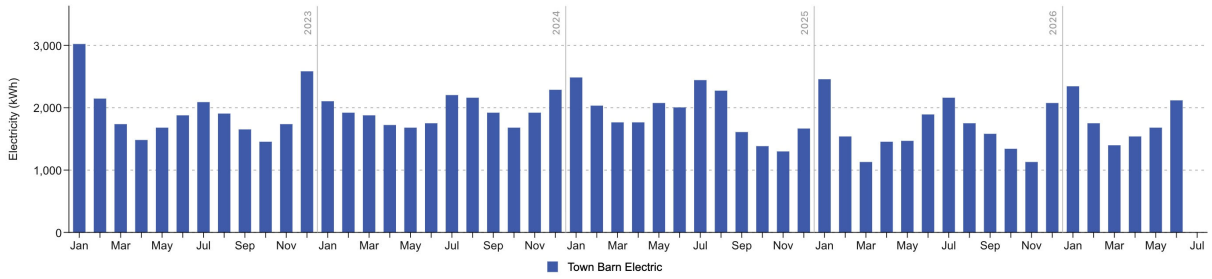


HILLSBOROUGH

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Admin. Building

- Electricity per month from January 2022- July 2026
- Admin. Building uses 51% percent less electricity than Town Hall

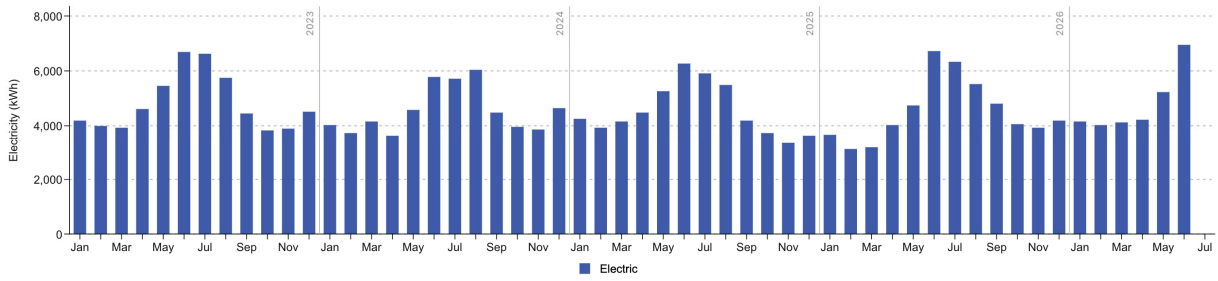


HILLSBOROUGH

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Town Annex

- Annex uses 59% more electricity than Admin. Building (Size and Hours of Operation)

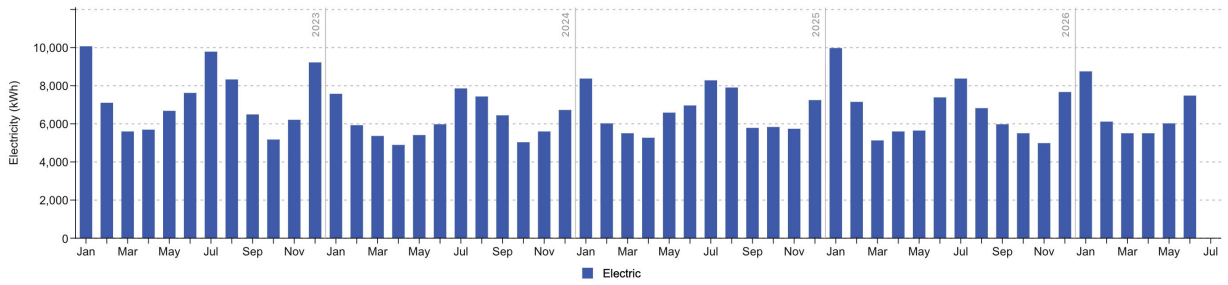


HILLSBOROUGH

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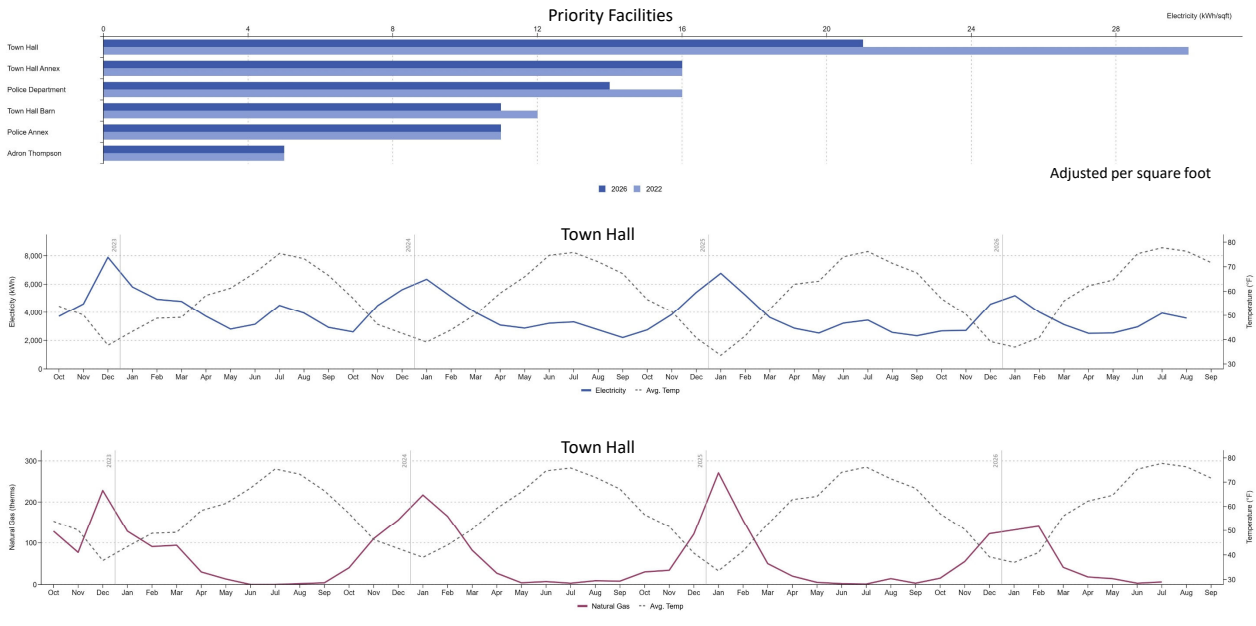
Police Department

- HPD has higher electricity output (# employees, building size, and hours of operation)



HILLSBOROUGH

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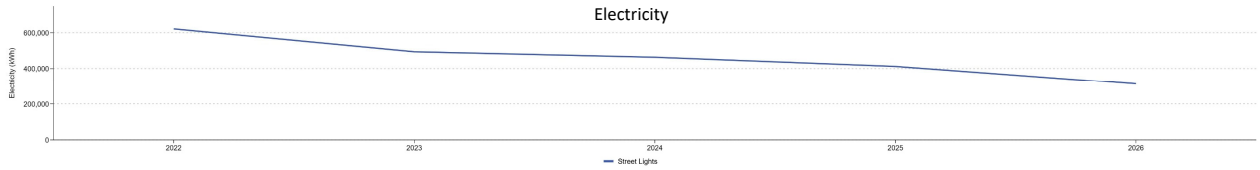


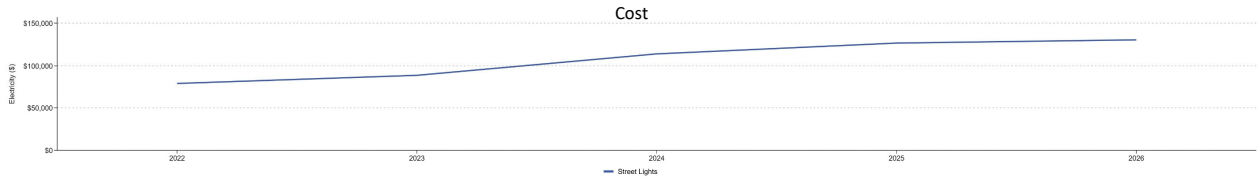
HILLSBOROUGH

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Streetlights-LED Transition

- LED Transition project began in 2022 (Mercury Vapor and High-pressure Sodium)
- 49.7% decrease in energy usage over past 5 years
- Additional streetlights added





HILLSBOROUGH

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Facilities Improvements

- Lighting
  - LED transition (Town Hall, Admin. Building, HPD, Stormwater Office, HWY 86, Gold Park and Cates Creek Park, Wastewater Plant, HPD Training)
  - Dimmer switches/timers (Town Hall, Admin. Building, Stormwater Office)
- Heating/Cooling
  - HVAC units/mini splits (HPD, Police Annex, Town Hall, Planning Manager's Office, Stormwater Office, DNJ Community Center, Water Plant, Museum)
  - Programmable thermostats and remote sensors (Town Hall, Admin. Building, HPD, DNJ Community Center)
  - Replace/repair broken windows (Town Hall)
- Water
  - Water heater timers (Gold Park restrooms)
  - Tankless water heaters maintenance (Annex)
  - Water conserving fixtures (HPD)
- Building Efficiency
  - Insulation/weatherization (Cemetery Office, Stormwater Office)
  - Duct cleaning (HPD, Police Annex, Wastewater Plant)
  - Insulated roof wrap and new shingle roof (Town Hall)
- Equipment
  - Energy Star kitchen equipment (Annex, DNJ Community Center)



Rod Jones, Facility Coordinator

HILLSBOROUGH

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Information Technology

- New Lenovo laptops
  - Zero waste, plastic free packaging
  - More energy efficient
  - Longer battery term
- Existing laptops
  - Repurpose and reuse existing laptops for Public Works and Distribution/collection crews
- E-cycling electronic waste in coordination with Orange County
- Printers/copiers
  - Shift to shared copiers
  - Reduce paper and ink waste
  - Increase efficiency
  - Reduce maintenance issues



Chris Johnston, Information Technology Manager

HILLSBOROUGH

19

Utilities

- Variable Frequency Drive (VFD) at Wastewater Treatment Plant (2012)
  - What is a VFD?: Computer that is installed at pump station that allows us to program the speed on the pumps which reduces overall electricity and waste use- pump speeds are adjusted based on need
- VFD funded for install at Elizabeth Brady Pump Station (Fall 2027)
  - Will also help WWTP control flow coming into plant to make treatment process more efficient
- Programmable Logic Controller (PLC): at Elizabeth Brady (Fall 2027) and River Pump stations (TBD)
  - What is a PLC?: Computer that reads levels, flow rate, and pump speeds at pump stations to control VFDs

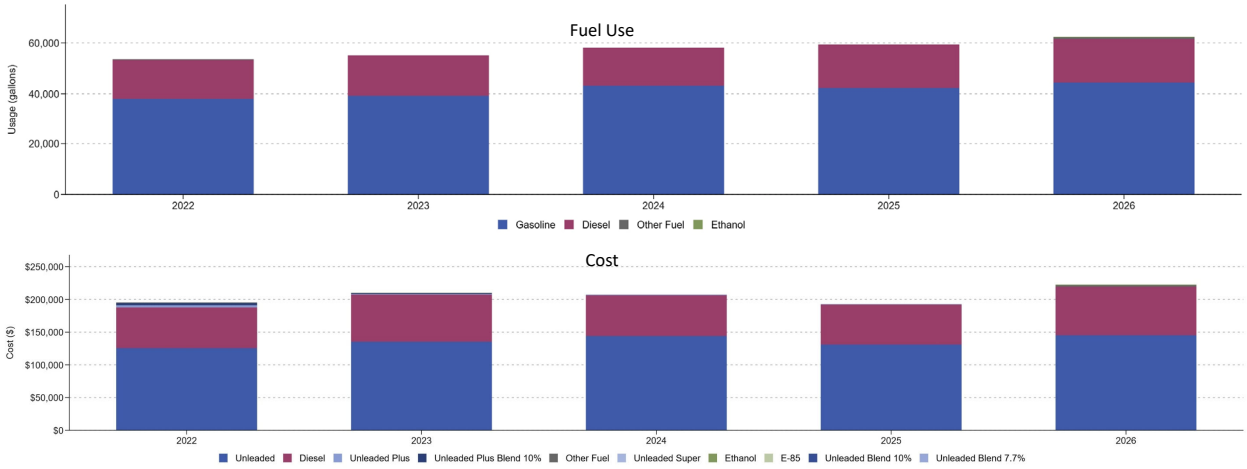


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Fleet

- 16.7% fuel use increase over 5 years, 13.8% cost increase
- PD hybrid patrol cars increased fuel economy from 8 MPG to 18-20 MPG



HILLSBOROUGH

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Public Works

- Rightsizing vehicles and equipment
- Minimize trips to landfill
- Leaf deliveries in town- 100%
- Route optimization study (2027)
- Mini solid waste truck (replaced larger less efficient vehicle)
- Roll off leaf truck allows us to swap bodies utilizing one truck for multiple tasks



HILLSBOROUGH

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Future Train Station

- Net Zero Ready
- Solar Panels
- EV Charging
- Multimodal Access
- Transit Hub
- Green Infrastructure
- Green Roof
- Native Plants



STORMWATER MANAGEMENT

Solar Feasibility Study

PISGAH ENERGY
DESIGN & DEVELOPMENT

NV5

Site	Facility Name	Roof Type	Roof Ready For Solar	Replace Roof (Pre-Solar)	Roof Sections to Replace	Viable for Solar
1	Town Hall Annex	Asphalt Shingle	N	Y	Entire Roof	Y
2	Motor Pool/ 86 N Facility	Metal	N	Y	Entire Roof	Y
3	Water Treatment Plant	Rock Ballast	N	Y	Entire Roof	Y
4	Adron F. Thompson Facility	Metal, Membrane	Partially*	Y	NA**	Y
5	Wastewater Treatment Plant	Solids Building = Mod Bit, Filter Building = Membrane	N	Y	Entire Roof	Y

*The sections of the rooftop that are part of the facility expansion will be solar ready. **The structural engineer does not recommend that solar be installed on the existing rooftop without remediation efforts, making a rooftop replacement unnecessary at this time. Should solar be considered for the existing roof section at Adron the F. Thompson Facility, Pisgah Energy recommends having the existing membrane roof evaluated for remaining useful life or replacing it.

Solar Feasibility Study

- Internal rate of return (IRR) is a financial analysis that calculates the annualized percentage yield of a solar panel system
- Payback period is the time it takes for the cumulative electricity bill savings to equal the net upfront cost of the solar panel system
- Levelized cost of energy (LCOE) represents the average cost to build, operate, and maintain a solar asset over its lifetime divided by the total electricity it will produce. It lets you compare the cost of installing solar versus what it costs to purchase energy from the grid.

Facility Name	Project Size (kWdc)	Direct Pay Base Incentive	Project Budget	30 YR Energy Savings	Payback Period (YR)	30 YR IRR %	30 YR Levelized Cost of Energy/kWh
Town Hall Annex	30.07	$40,352	$134,508	$191,453	18.5	4.00%	$0.095
Adron F. Thompson Building	42.68	$47,309	$157,695	$221,133	19.7	3.70%	$0.089
Motor Pool / 86N Facility	29.75	$34,149	$113,831	$95,206	29.7	0.10%	$0.087
Water Treatment Plant	14.07	$27,240	$90,801	$47,776	> 30	2.50%	$0.133
Wastewater Treatment Plant	39.29	$48,539	$161,796	$133,745	> 30	0.00%	$0.095
Totals	**155.86**	**$197,589**	**$658,631**	**$689,313**	NA	NA	NA

HILLSBOROUGH

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Solar Feasibility Study

Solar Array Details

- System Size: 30.07kWdc / 22.8kWac
- Annual Production: 39,452kWh
- Electricity Offset by Solar: 73.4%
- CO2e Offset in Metric Tons: 24.7
- Number of Solar Panels: 62
- Racking Type: Flush Mount
- Design Constraints: Available Roof Area, Shading From Trees to the South

Roofing Overview

- Roofing Material: Asphalt Shingle
- Roof Condition: Recommend Conducting Roof Assessment to Determine Remaining Useful Life Prior to Installing Solar
- Dead Load Limit for Solar: 3psf
- Structurally Approved for Solar: Yes



TOWN HALL ANNEX
105 East Corbin Street, Hillsborough, NC 27278

HILLSBOROUGH

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Solar Feasibility Study

Solar Array Details

- System Size: 42.68kWdc / 34.6kWac
- Annual Production: 53,053kWh
- Electricity Offset by Solar: 207.6% (based on current energy usage at facility, this percentage will decrease with expected usage increase)
- CO2e Offset in Metric Tons: 33.2
- Number of Solar Panels: 88
- Racking Type: Flush Mount, Ballasted
- Design Constraints: Available Roof Space, Current Peak Demand of Facility

Roofing Overview

- Roofing Material: Metal, membrane
- Roof Condition: Condition of Existing Membrane NA (see structural note below), New Metal Section will be "Solar-Ready"
- Dead Load Limit for Solar: 3psf flush mounted, 7.5 ballasted
- Structurally Approved for Solar: Existing Rooftop - Not Approved, New Metal Section - Approved



Adron F. Thompson Facility
715 Dimmocks Mill Road, Hillsborough, NC 27278

Ongoing Initiatives

- Reduce single-use plastics and Styrofoam at town events
- Climate Corner-Talk of the Town Employee Newsletter
- Green infrastructure/riparian restoration projects
- Leave the Leaves
- No Mow March
- Creek Week
- Climate Challenge
- Heat mitigation
- Solarize Hillsborough (2022-2023)
- EV Level 2 Suitability Analysis (2022)
- C-Pace program (2026)
- Free Repair Café (next one from 1pm-5pm on 11/14/2026 at Whitted)















Climate Corner

Other Ideas

- Energy audits at town facilities
- Insulation and weatherization projects
- Smart thermostats and dimmer switches
- Transportation/transit planning
- Internal polices and employee engagement
- VFDs at Mayo Pump Station (Utilities)
- Study to eliminate 4 pump stations (Engineering)
- Lower horsepower motors: best efficiency points (BEP)
- Climate Action Plan Commitments Worksheet
- Community composting programs
- Renewable energy investment



TOWN OF HILLSBOROUGH SOLAR FEASIBILITY STUDY REPORT

Date: July 23rd, 2026

Prepared By: Pisgah Energy Inc.



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EXECUTIVE SUMMARY

The Town of Hillsborough engaged Pisgah Energy and NV5 via Orange County to perform Solar Feasibility Studies for (6) buildings across (5) town-owned facilities to assess them for rooftop solar photovoltaic (PV) opportunities. Pisgah Energy performed the Solar PV feasibility analyses and NV5 performed the rooftop structural assessments for the facilities.

Since 2017, when the Town issued a resolution supporting the goal of 100% clean energy by 2050, the Town of Hillsborough has demonstrated a long-term commitment to working with surrounding communities and municipalities, as well as advocating for policies at the state, regional and federal level to achieve a just transition to clean energy. In 2023, with the adoption of a Comprehensive Sustainability Plan, the Town of Hillsborough expanded its vision to build a more resilient community, promote an environmentally sustainable economy, and protect the earth for current and future generations. Among other things, the plan serves as a guide for the Town to transition fossil-fuel powered municipal operations to 100% clean, renewable energy by 2050, in support of a more sustainable Hillsborough. The feasibility study conducted by Pisgah Energy and NV5 supports actions outlined in the Comprehensive Sustainability Plan by assessing town-owned properties for renewable energy generation via solar PV, as well as identifying priority sites for planning and implementation.

This report summarizes the project approach that was used for conducting feasibility studies, solar PV design considerations, structural roof certifications, solar PV capacity and shading reports, project budgets, and 30-year financial analyses including the direct pay incentives from the Inflation Reduction Act (IRA). Supplemental information, along with all feasibility study deliverables, is included in the appendix.

To remain eligible for federal Direct Pay incentives, solar PV projects must be placed in service by December 31st, 2027.

Key Feasibility Study Findings:

- (6) Viable Buildings For Rooftop Solar PV
- (5) Buildings need evaluation of remaining useful life (and potentially partial or full roof replacement) prior to installing Rooftop Solar PV
- The new expansion roof sections at the Adron F. Thompson Facility will be “solar ready”
- The Structural Engineer does not recommend solar be installed on the existing roof at the Adron F. Thompson Facility without remediation efforts.
- Total Solar PV Capacity - 156 kWdc
- Annual Production – 199,980 kWh
- Annual CO2e Avoided – 125 Metric Tons CO2e

While all (6) buildings are viable for solar, only the expansion section of the Adron F. Thompson Facility will be considered ‘solar ready’. (5) of the (6) rooftops will need to be evaluated for remaining useful life and/or replaced prior to the solar projects advancing to engineering and construction upon approval.

This report identifies the next steps for advancing these projects to additional stages of design-development and construction.

Contact for Consulting Team:
Sam Kegley, NABCEP PVDS - Pisgah Energy Inc. – samantha.kegley@pisgahenergy.com

FACILTIES STUDIED

The following chart shows the facilities studied, the roof type at each building, and information that describes what steps need to be taken prior to installing solar PV. Rooftop solar PV installations are considered a 30-year asset and should be coordinated with the remaining useful life of the roof material. To install a solar PV system on a roof that only has 5-10 remaining years of useful life means that the solar PV will have to be removed, the roof replaced, and then the solar PV put back on the roof. This adds significant labor cost and complexity to the system and can be avoided by making informed decisions about roof life prior to considering solar.

Site	Facility Name	Roof Type	Roof Ready For Solar	Replace Roof (Pre-Solar)	Roof Sections to Replace	Viable for Solar
1	Town Hall Annex	Asphalt Shingle	N	Y	Entire Roof	Y
2	Motor Pool/ 86 N Facility	Metal	N	Y	Entire Roof	Y
3	Water Treatment Plant	Rock Ballast	N	Y	Entire Roof	Y
4	Adron F. Thompson Facility	Metal, Membrane	Partially*	Y	NA**	Y
5	Wastewater Treatment Plant	Solids Building = Mod Bit, Filter Building = Membrane	N	Y	Entire Roof	Y

*The sections of the rooftop that are part of the facility expansion will be solar ready.

**The structural engineer does not recommend that solar be installed on the existing rooftop without remediation efforts, making a rooftop replacement unnecessary at this time. Should solar be considered for the existing roof section at Adron the F. Thompson Facility, Pisgah Energy recommends having the existing membrane roof evaluated for remaining useful life or replacing it.

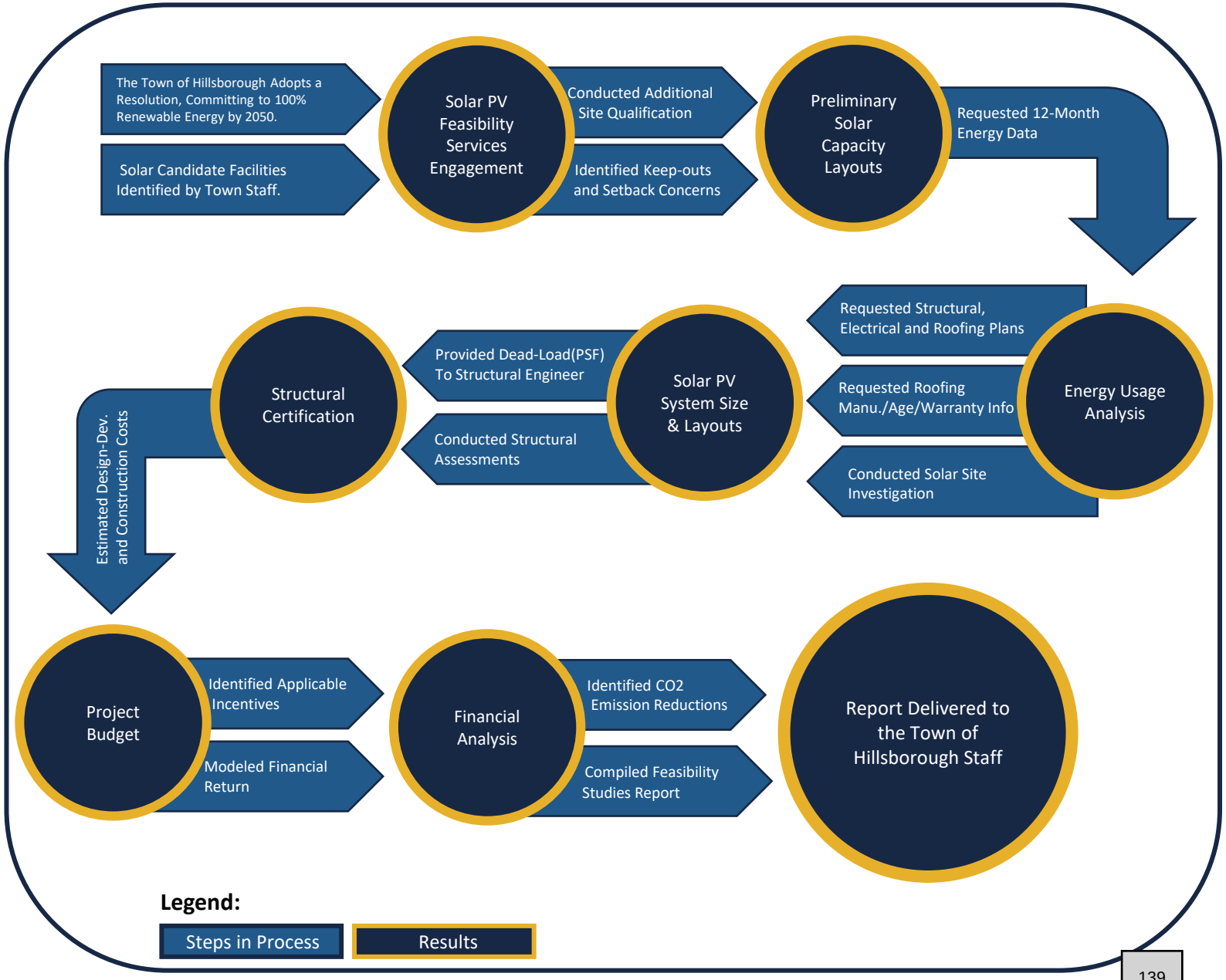
Feasibility Study Project Approach

The facilities included in this study were assessed for rooftop solar opportunities that can be utilized for on-site electricity generation which results in reduced carbon emissions and energy expenses for the facility. Understanding that solar PV systems should not be installed on rooftops that are in poor condition, all (5) of the facilities studied have building rooftops that will need full or partial replacement prior to proceeding with the installations. At the very least, all older rooftops should be evaluated for their remaining useful life before solar is installed. The newly added metal sections of the Adron Thompson building will be “solar-ready” as soon as the renovation/expansion project is complete.

There are several constraints to sizing solar PV systems including available roof area, annual energy consumption, peak demand, and facility electrical distribution infrastructure. Knowing that solar PV systems need to be carefully sized to not exceed the facilities peak demand limits, we have evaluated the energy usage, electrical infrastructure and available real estate for solar opportunities and are presenting solar PV capacities based on the largest allowable solar PV system size. This approach achieves economies of scale in project pricing while also having significant impacts to on-site CO2e emissions reductions.

All the roof structures included in this study, except for the existing roof at the Adron F. Thompson Facility, have been approved for adding the weight associated with rooftop solar.

Figure 1: Feasibility Study Process



DESIGN CONSIDERATIONS



Photo of Solar Array at Asheville-Buncombe Technical Community College in Asheville, NC

SOLAR DESIGN CONSIDERATIONS

Interconnection to Utility and the Grid

Solar photovoltaic (PV) systems can be used for a multitude of applications, varying from on-site electricity generation for lowering energy expenses, to selling solar electricity directly to the utility, to using solar panels and batteries for critical back-up infrastructure and off-grid applications. Selecting the application depends on several factors such as client goals for emissions reductions, the specific utility company and their interconnection policies, and statewide interconnection policies. The Town of Hillsborough desires to offset carbon emissions through solar as cost effectively as possible and, for the facilities included in these studies, it is most cost effective to install solar on-site and use the solar energy for lowering energy expenses versus selling electricity back at wholesale rates.

Duke Energy Carolinas (DEC) is the utility serving the facilities included in these studies and it allows for using solar energy on-site to lower the energy charges. DEC calls this interconnection method Net-Metering and limits the AC size of the solar project to 5,000kW, or the Contract Demand, whichever is less. The highest peak demand over the past 12-month can be used as a substitute if no Contract Demand is available. The Net-Metering Rider requires a facility to be on a time-of-use rate schedule and compensates the customer for solar generated energy at the retail electricity rate if solar produces at or below 100% of the monthly kWh consumed by the facility. If solar produces over 100% of a facility's monthly kWh consumption, the customer is compensated for all solar energy generated in excess of 100% at a reduced rate ($0.044/kWh as of January 1, 2026).

Solar Capacity Methodology

Solar PV panels produce Direct Current (DC) which has to be converted to Alternating Current (AC) through a device called an inverter to use solar energy in grid-tied applications. As noted above, Duke Energy Carolinas (DEC) limits the solar AC Capacity to 5,000kW or the contract demand, whichever is less.

We have sized the AC capacity not to exceed the Contract Demand/highest recorded peak demand for each facility, except for the newly renovated Adron Thompson building where electricity usage is expected to increase substantially. This approach allows for the largest possible AC solar capacity within DEC limits. The DC capacity of solar projects is typically sized at 1.1–1.75x the AC capacity, with the optimal range for maximizing solar performance being 1.25-1.5x the AC capacity. In general, we have sized the solar capacity for each facility as large as possible within utility requirements, inverter sizing limits, and rooftop setback/available area limits. The percentage of the facilities' electricity offset by solar is a function of how much real estate is available for solar deployment, and the amount of energy each facility consumes. For some of these facilities, solar capacity can nearly meet or exceed 100% of the annual energy requirements, and for the most energy intensive facilities with limited real estate, solar capacity will meet <10% of the annual energy requirements.

The helioscope reports detailing the DC and AC capacity for each facility illustrate the layout for solar panel placement, the equipment specifications/quantities, and monthly/annual kWh generation. The helioscope reports have been presented to Town staff and should be used to supplement this report.

Siting Considerations

Optimal solar panel orientation to generate maximum energy annually, is facing due south (azimuth 180) and with a tilt equal to the latitude. Deviations from optimal orientation will reduce the annual production as seen in Figure 3. Roof orientations and tilt that are not optimally aligned generally do not degrade solar production enough to warrant additional framing structures to properly align modules.

Figure 3 indicates that solar arrays as much as 30° off azimuth and 15° tilt still produce energy at 95% of maximum production. Roof mounted solar panels are typically aligned to the building structure.

SOLAR DESIGN CONSIDERATIONS

For pitched rooftops, the solar panels are most commonly designed to be flush mounted at the same angle as the roof pitch. For flat rooftops, the solar panels are typically tilted between 5°-15°.

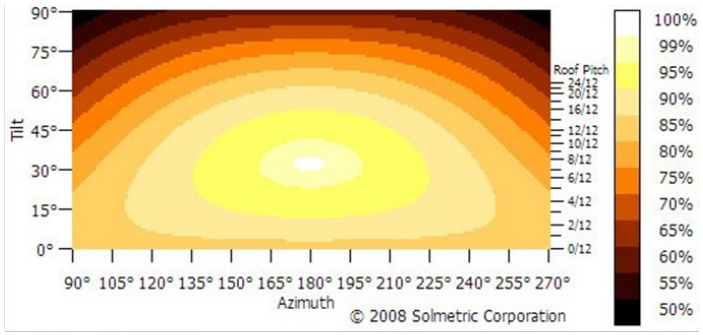


Figure 3: Effect of Orientation and Tilt

Roof Considerations

A roof that is heavily shaded or has a lot of equipment on it is not ideal for solar. For the studies, we have performed detailed shading analysis and not placed solar on roof sections that have less than a 60% solar window. The shading analysis has been provided to Town staff and should be used to supplement this report. Beyond the orientation, the roof age, warranty, and structural capacity are also considered.

Roof Age

Solar should not be installed on an old roof that is in poor condition. Solar arrays are designed to last for 30+ years, and the useful life of the roof should be closely aligned with the useful life of solar. Installing solar on an older roof may require removal and reinstallation of the solar array when it's time for a new roof to be installed. This has significant impacts to the cost recovery period.

Roof Warranty

Solar installations must comply with roofing manufacturers' requirements for keeping the warranties intact. Mounting methods for rooftop solar are standardized, however roofing manufacturers have slightly different requirements for installing solar to maintain the existing warranty. Under most circumstances, prior to projects being installed, documentation of the solar racking system is submitted to the roofing manufacturer of record to verify the installation complies with the recommended installation methods. Some roofing manufacturers require inspections (by the roofing manufacturer) to ensure the solar installations followed their guidelines. Based on information received from Hillsborough during feasibility studies, there may not be existing roof warranties at the (5) facilities studied. However, the solar mounting systems used in these designs comply with the general requirements for maintaining roof warranties.

Structural Capacity

Roof framing structures need to be properly evaluated for the additional loading capacity associated with adding solar. The added weight from solar on pitched rooftops is <3psf and between 5-12psf on flat rooftops. All (6) roof framing structures included in these studies have been structurally evaluated and (5) were certified by the structural engineer for adding solar without requirements for improving the roof framing structure. The structural engineer does not recommend adding solar to the existing roof at the Adron F. Thompson Facility without structural remediation efforts and subsequent inspection prior to a planned rooftop solar installation. However, based on a review of the building plans for the expansion at the Adron F. Thompson Facility, the structural engineer has approved the new roof sections for solar. Additionally, the structural evaluations performed at the Adron F. Thompson Facility will need to be confirmed by the structural engineer of record for the expansion since the current evaluation is based only on building plans. If there are changes during construction, the current evaluation for this facility is voided. The structural certification letters have been provided to Town Staff and should be used as supplemental information to this report.

SOLAR DESIGN CONSIDERATIONS

Product Selection Methodology

Understanding that not all solar projects are created equal, we have used manufacturers in the designs based on their company bankability, reliability, quality, warranty, and product availability. Solar contractors have experience sourcing and installing these manufacturers. The following makes/models were used for the basis of design during the studies:

- SEG Solar 485W and 595W Panels
- SolarEdge Inverters and DC-DC Optimizers
- Iron-Ridge - Flush-Mounted Racking (For Pitched Rooftops)
- PanelClaw – FR10 Ballasted Racking (For Flat Rooftops)

Should the solar projects advance to the engineering and construction phase, Pisgah Energy will specify 3-4 solar panel manufacturers and rooftop racking systems for bidding contractors to choose from.

Viability for Solar

The sites identified as viable for solar on the **Facilities Studied** slide are based on the following criteria:

- Roof Structure approved for adding solar
- Existing electrical distribution system can accommodate proposed solar capacity
- Solar Access Window >60%



Pitched Roof Solar Array at Asheville's Fire Station 1



Flat Roof Solar Array at Buncombe County PSTC Training Facility

ENERGY USAGE SUMMARY ALL SITES

The following chart shows the 12-month energy consumption (kWh), contract demand (kW), peak demand (kW), and current rate schedule for each meter. Duke Energy Carolinas (DEC) requires that customers seeking service under the Non-Residential Solar Choice Rider operate on a Time of Use (TOU) rate schedule. The TOU rate schedules available to DEC customers are OPT-V and SGS-TC. A rate schedule switch is required for the facilities below that are not currently on a TOU rate schedule (Town Hall Annex and the Adron F. Thompson Facility). The OPT SS rate schedule listed below is "OPT-V with Secondary Service," meaning the OPT SS facilities are already on a TOU rate schedule.

Facility Name	Account #	Meter #	12 Month Energy Consumption (kWh)	Contract Demand (kW)	12-Month Peak Demand (kW)	Current Rate Schedule
Town Hall Annex	910035309490	77505665	53,783	55	21.6	SGS
Motor Pool/86 N Facility	910035309713	328898139	40,009	30	18.88	OPT SS
Water Treatment Plant	910035309391	77693685	918,247	270	220.8	OPT SS
Adron F. Thompson Facility	910035309812	77521773	25,560	15	14.5	SGS
Wastewater Treatment Plant	910035309557	77614749	2,022,932	390	376.8	OPT SS

Both the Town Hall Annex and the Adron F. Thompson Facility will be required to switch from their current Small General Service (SGS) rate schedule to a new Time of Use (TOU) rate schedule as part of a solar installation.

Further details regarding the impact of rate schedule changes and increased energy usage are included on Page 19 – Solar Project Budgets & Financial Analyses

SOLAR PROJECT LAYOUTS



Photo of Solar Array at Asheville-Buncombe Technical Community College in Asheville, NC

Solar Array Details

- System Size: 30.07kWdc / 22.8kWac
- Annual Production: 39,452kWh
- Electricity Offset by Solar: 73.4%
- CO2e Offset in Metric Tons: 24.7
- Number of Solar Panels: 62
- Racking Type: Flush Mount
- Design Constraints: Available Roof Area, Shading From Trees to the South

Roofing Overview

- Roofing Material: Asphalt Shingle
- Roof Condition: Recommend Conducting Roof Assessment to Determine Remaining Useful Life Prior to Installing Solar
- Dead Load Limit for Solar: 3psf
- Structurally Approved for Solar: Yes



TOWN HALL ANNEX
105 East Corbin Street, Hillsborough, NC 27278

Solar Array Details

- System Size: 29.75kWdc / 17.3kWac
- Annual Production: 38,077kWh
- Electricity Offset by Solar: 95.2% (Percentage based on current energy usage. This percentage will decrease with expected usage increase.)
- CO2e Offset in Metric Tons: 23.8
- Number of Solar Panels: 50
- Racking Type: Flush Mount
- Design Constraints: Available Roof Area

Roofing Overview

- Roofing Material: Metal
- Roof Condition: Recommend Conducting Roof Assessment to Determine Remaining Useful Life Prior to Installing Solar
- Dead Load Limit for Solar: 3psf
- Structurally Approved for Solar: Yes



MOTOR POOL / 86 N FACILITY
890 NC 86 N., Hillsborough, NC 27278

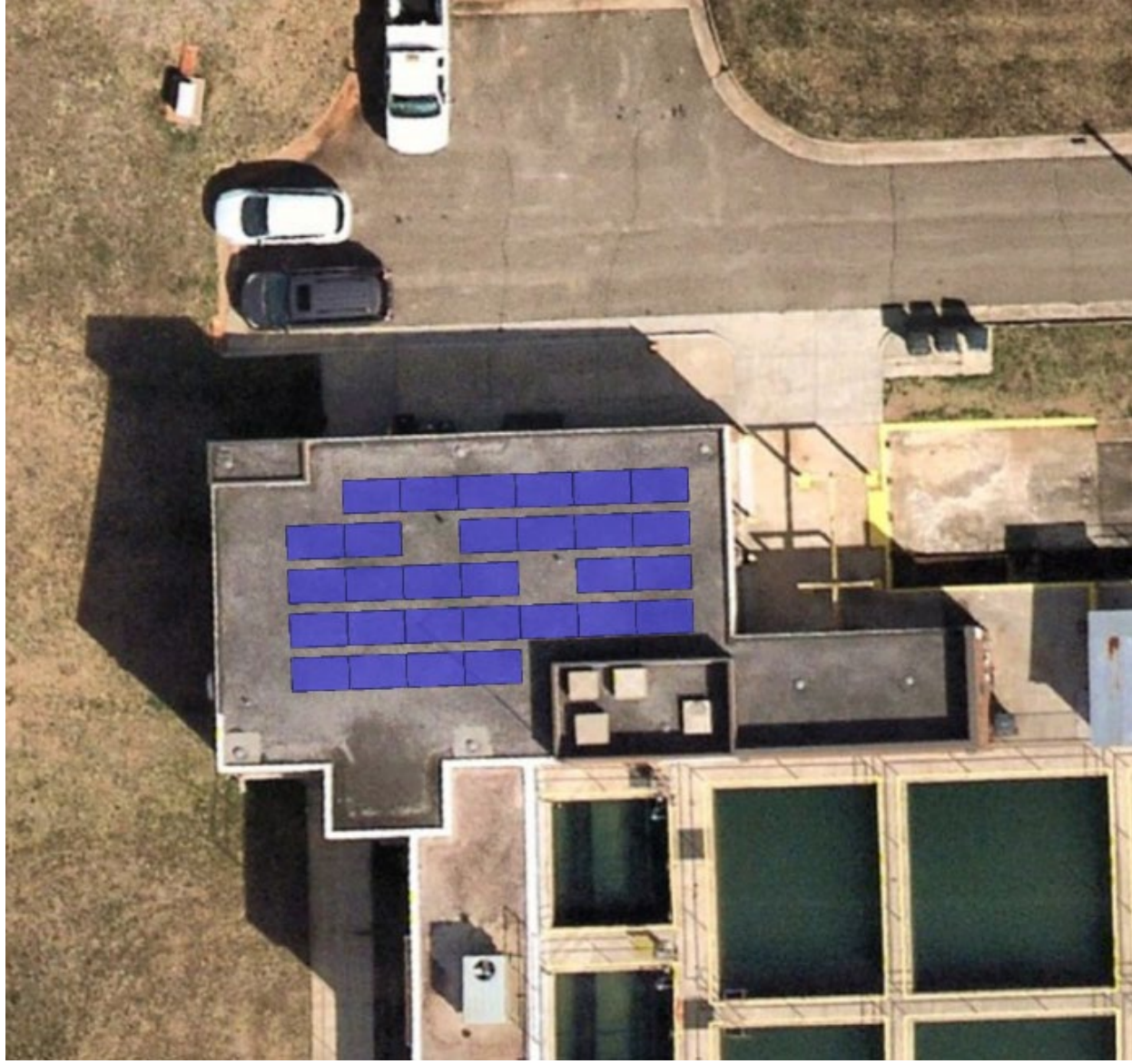
147

Solar Array Details

- System Size: 14.07kWdc / 10kWac
- Annual Production: 19,203kWh
- Electricity Offset by Solar: 2.1%
- CO2e Offset in Metric Tons: 12
- Number of Solar Panels: 29
- Racking Type: Ballasted
- Design Constraints: Available Roof Space

Roofing Overview

- Roofing Material: Rock Ballast
- Roof Condition: Recommend Replacement Prior to Installing Solar
- Dead Load Limit for Solar: 6.97psf
- Structurally Approved for Solar: Yes



Water Treatment Plant
711 Dimmocks Mill Road, Hillsborough, NC 27278

Solar Array Details

- System Size: 42.68kWdc / 34.6kWac
- Annual Production: 53,053kWh
- Electricity Offset by Solar: 207.6% (based on current energy usage at facility, this percentage will decrease with expected usage increase)
- CO2e Offset in Metric Tons: 33.2
- Number of Solar Panels: 88
- Racking Type: Flush Mount, Ballasted
- Design Constraints: Available Roof Space, Current Peak Demand of Facility

Roofing Overview

- Roofing Material: Metal, membrane
- Roof Condition: Condition of Existing Membrane NA (see structural note below), New Metal Section will be “Solar-Ready”
- Dead Load Limit for Solar: 3psf flush mounted, 7.5 ballasted
- Structurally Approved for Solar: Existing Rooftop - Not Approved, New Metal Section - Approved



Adron F. Thompson Facility
715 Dimmocks Mill Road, Hillsborough, NC 27278

Solar Array Details

- System Size: 39.29kWdc / 27.3kWac
- Annual Production: 50,195kWh
- Electricity Offset by Solar: 2.5%
- CO2e Offset in Metric Tons: 31.4
- Number of Solar Panels: 81
- Racking Type: Ballasted
- Design Constraints: Available Roof Area

Roofing Overview

- Roofing Material: Solids Building = Mod Bit, Filter Building = Membrane
- Roof Condition: Recommend Replacement Prior to Installing Solar
- Dead Load Limit for Solar: 5.95psf (Filter Building), 8.14psf (Solids Building)
- Structurally Approved for Solar: Yes



Wastewater Treatment Plant
355 Elizabeth Brady Road, Hillsborough, NC 27278

PROJECT BUDGETS, FINANCIAL ANALYSES & CURRENT INCENTIVES



Photo of Solar Array at Asheville-Buncombe Technical Community College in Asheville, NC

SOLAR PROJECT BUDGETS & FINANCIAL ANALYSES

The project budgets on the following page represent the costs for Engineering, Interconnection, Construction, and Construction Administration. The financial analysis includes the Direct Pay Incentive that applies to each project. None of the facilities are located in areas eligible to receive the Low-Income or Energy Community Bonus Credits. Additionally, a Domestic Content Bonus Credit (10%) option was not included in the financial analysis; selecting a Domestic Content compliant route will limit construction component vendor options for the Town. The RFP can be designed to have installers bid on the specified equipment and propose an alternate Domestic Content compliant option. All solar projects must comply with Foreign Entity of Concern (FEOC) restrictions to be eligible for the Direct Pay Incentive. (See page 20 for more information.)

The chart on the following page includes a column for the Levelized Cost of Energy (LCOE) for each solar project. LCOE is a metric that represents the average cost to build, operate and maintain an electricity-generating asset (solar, wind, nuclear, natural gas, etc.) over its lifetime, divided by the total electricity it will produce. It is expressed in cost per kilowatt-hour (kWh) and is used to compare the cost-effectiveness of different energy generation sources.

$$\frac{\textbf{Capital Cost (- Incentives) + Operating Cost}}{\textbf{Lifetime kWh Production}} = \textbf{LCOE}$$

This metric allows the Town to compare the cost of buying a solar generation asset to what it pays to purchase energy from the utility. In most cases, owning a solar generation asset proves to be the most cost-effective option.

Projects have been ranked in order of shortest to longest return on investment period. A detailed estimate and financial analysis for each project has been provided to Town staff, and those documents should be used as supplemental information to this report. The detailed financial analysis assumes current utility Time-Of-Use rates and a 3% annual escalator for electricity costs. Estimated costs for annual Operation and Maintenance and inverter replacement (at Year 16) are included in the detailed analysis.

SOLAR PROJECT BUDGETS & FINANCIAL ANALYSES

Facility Name	Project Size (kWdc)	Direct Pay Base Incentive	Project Budget	30 YR Energy Savings	Payback Period (YR)	30 YR IRR %	30 YR Levelized Cost of Energy/kWh
Town Hall Annex	30.07	$40,352	$134,508	$191,453	18.5	4.00%	$0.095
Adron F. Thompson Building	42.68	$47,309	$157,695	$221,133	19.7	3.70%	$0.089
Motor Pool / 86N Facility	29.75	$34,149	$113,831	$95,206	29.7	0.10%	$0.087
Water Treatment Plant	14.07	$27,240	$90,801	$47,776	> 30	2.50%	$0.133
Wastewater Treatment Plant	39.29	$48,539	$161,796	$133,745	> 30	0.00%	$0.095
Totals	**155.86**	**$197,589**	**$658,631**	**$689,313**	NA	NA	NA

1. It is important to note that the SGS-TC rate that Hillsborough would be forced to switch to after adding solar includes “Critical Peak Pricing” days, which are days that the utility experiences higher than normal peak load on the grid. During these times, the utility will charge a significantly higher rate for energy. The SGS-TC rate schedule notes that up to 20 CPP days may be called in a year. There is no historical data available to suggest when these days may occur, so we have not included Critical Peak Pricing in our financial analysis to be conservative. Should Critical Peak Pricing days and times occur during peak sun hours while solar is producing, there will be additional savings from solar that are not reflected in the financial analysis.

2. Additionally, energy usage is expected to increase somewhat at the Motor Pool/86N Facility after the renovation is complete. Energy usage at the Adron F. Thompson Facility is expected to increase significantly after the renovation and expansion is complete as the building is currently unoccupied. Increasing the energy usage at each of these facilities will make a better business case for the solar project. When net-metering with Duke Energy, energy that is used onsite is offset at the retail rate per kWh. Energy that is exported to the grid, or not used on site, is offset at the wholesale rate per kWh. When both the Motor Pool/86N Facility and the Adron F. Thompson Facility are operational and have higher energy usage, grid exports from solar will be much lower, resulting in a greater dollar value of energy savings.

3. At the Water Treatment Plant and Wastewater Treatment Plant, since the roof area available for solar is so small, the solar systems themselves are very small. The low production at these sites [illegible]stem size mean that the energy savings are low, and therefore the systems do not perform well in the simple payback calculation.

SOLAR PROJECT BUDGETS & FINANCIAL ANALYSES – NO INCENTIVES

The project budgets on this page represent the costs for Engineering, Interconnection, Construction, and Construction Administration. The financial analysis below excludes any known incentives for the solar projects. The chart on this page includes a column for the Levelized Cost of Energy (LCOE) for each solar project.

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This metric allows the Town to compare the cost of buying a solar generation asset to what it pays to purchase energy from the utility. In most cases, owning a solar generation asset proves to be the most cost-effective option.

Projects have been ranked in order of shortest to longest return on investment period. A detailed estimate and financial analysis for each project has been provided to Town staff, and those documents should be used as supplemental information to this report. The detailed financial analysis assumes current utility Time-Of-Use rates and a 3% annual escalator for electricity costs. Estimated costs for annual Operation and Maintenance and inverter replacement (at Year 16) are included in the detailed analysis.

SOLAR PROJECT BUDGETS & FINANCIAL ANALYSES – NO INCENTIVES

Facility Name	Project Size (kWdc)	Project Budget	30 YR Energy Savings	Payback Period (YR)	30 YR IRR %	30 YR Levelized Cost of Energy/kWh
Town Hall Annex	30.07	$134,508	$191,453	24.4	1.70%	$0.132
Adron F. Thompson Building	42.68	$157,695	$221,133	25.5	1.40%	$0.121
Motor Pool / 86N Facility	29.75	$113,831	$95,206	>30	1.90%	$0.119
Water Treatment Plant	14.07	$90,801	$47,776	> 30	4.30%	$0.183
Wastewater Treatment Plant	39.29	$161,796	$133,745	> 30	2.00%	$0.129
Totals	**155.86**	**$658,631**	**$689,313**	NA	NA	NA

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CURRENT FEDERAL INCENTIVES

Federal Direct Pay Incentive

Currently, solar PV projects for local governments are eligible for the 30% federal direct pay incentive + applicable bonus credits. However, notable changes have been made to this policy that the Town of Hillsborough needs to be aware of.

- **Solar** projects installed after July 4th, 2026 must be placed in service by December 31st, 2027, to be eligible for Direct Pay.

- **Foreign Entities of Concern (FEOC)** restrictions are now in effect for all solar PV projects. To remain eligible for the Direct Pay Incentive, project materials from Foreign Entities of Concern must not exceed a certain threshold. We are awaiting final guidance from the Treasury regarding FEOC compliance and have done research on the manufacturers that are offering FEOC compliant products. Pisgah Energy has compliance documentation on file from some of the manufacturers offering FEOC compliant products based on the current domestic content rules. Other manufacturers will only provide documentation closer to placing final purchase orders.

Resource Links

- Federal Investment Tax Credit
- Direct Pay Program Information
- Direct Pay Fact Sheet

NEXT STEPS
&
APPENDIX



Photo of Solar Array at Asheville-Buncombe Technical Community College in Asheville, NC

NEXT STEPS

- Review report with Town Staff to determine which projects should advance to design-development and construction. Solar PV projects must be placed in service by December 31st, 2027 to qualify for the Direct Pay Incentive.
- For the facilities that need roof replacement, replace roofs prior to installing solar.
- Aggregation is the key for economies of scale. We recommend the engineering and construction of a number of projects at one time if possible.
- After projects are approved to advance to the next stages of design-development, the engineering and interconnection phases of work will commence.
- RFP for construction is assumed to be issued after 100% plan sets are issued.
- Issue RFP for construction bids.

APPENDIX

1. Site Investigation Forms
2. Site Photos
3. Helioscope Reports - – Layouts, Production Reports and Shade Analysis Reports
4. Project Budgets
5. Financial Analysis Reports
6. Structural Analysis Reports
7. Net Meter Rider - DEC

*All Appendix Documents have been sent to Town of Hillsborough Staff in a separate folder.

Agenda Abstract
BOARD OF COMMISSIONERS

Meeting Date:	Nov. 9, 2026
Department:	Administrative Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Nov. 23, 2026

Attachments:
None

Summary:
Possible topics for the upcoming Nov. 23, 2026 works session include:

- Strategic Plan - Vision, Mission, Values
- Annexation Policy Adoption
- Town Manager Annual Evaluation (closed session)

Financial impacts:
None

Staff recommendation and comments:
None

Action requested:
None