



# Agenda

## Tree Board Regular Meeting

9:00 AM October 18, 2023

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

1. **Call to order, roll call, and confirmation of quorum**
2. **Agenda changes and approval**
3. **Minutes review and approval**
  - A. [Minutes](#) from regular meeting on September 20, 2023
4. **Discussion items**
  - A. Review proposal from Yates-Greene Building Company to plant three additional “Forest Pansy” redbud trees on West King Street
  - B. Review proposal from the Fairview Community Watch interns for plantings at the Dorothy N. Johnson Community Center
  - C. Annual Elections Chair and Vice Chair
5. **Tree Board related reports**
  - A. Garden Club
  - B. Invasive Species Removal Team
  - C. Staff: November meeting, Arbor Day, recent removals, planting plans
6. **Staff Updates**
7. **Adjournment**

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

101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
919-732-1270 | [www.hillsboroughnc.gov](http://www.hillsboroughnc.gov) | @HillsboroughGov

# Minutes

## TREE BOARD

Regular meeting

9 a.m. September 20, 2023

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



Present: Chair Casey Collins, Sharon Billings, Bridget Booher, Mixon Nelson, Jon Simpson, Linda Paynter and Gregory Yavelak

Staff: Public Space and Sustainability Manager Stephanie Trueblood

### 1. Call to order, roll call and confirmation of quorum

Chair Casey Collins called the meeting to order at 9:00 a.m. Public Space and Sustainability Manager Stephanie Trueblood called the roll and confirmed the presence of a quorum.

### 2. Agenda changes and approval

There were no changes to the agenda.

Motion: Collins moved to approve.

Vote: 7-0.

### 3. Minutes review and approval

Minutes from regular meeting on June 21, 2023

Motion: Linda Paynter moved approval of the June 21, 2023, minutes with the change to remove "ex-officio" from behind Gregory Yavelak's name. Yavelak seconded.

Vote: 7-0.

### 4. Presentations

- A. Review Proposal from Jackie Stonehuerner to donate three trees to plant in Gold Park in her late husband's honor and make recommendation on proposal.  
The board discussed location and appropriate trees for the proposal. Three red maples (*acer rubrum*) grown in 7-to-15-gallon containers were decided on.

Motion: Sharon Billings moved to approve. Yavelak seconded.

Vote: 7-0.

- B. Review Unified Development Ordinance- Administrative Manual- Planting List  
Paynter will facilitate subcommittee for updating planting list.

- C. Review Tree Board education/outreach materials  
The board discussed ways to update educational and outreach materials.

### 5. Updates

- A. Garden Club

A Plant Fest will be held Oct. 14, 2023, at the N.C. Cooperative Extension. The Garden Club will also visit Debbie Roos' in Pittsboro, NC. This event is open to non-members.

B. Invasive Removal Team

Tim Logue and volunteers met with Pete Schubert, who gave encouraging feedback on the invasive species removal along the Riverwalk. QR signs will be created for invasive species removal team sign-up. Discussion of stilt grass management ensued.

C. Bee City Subcommittee

There was no update.

D. Staff

Trueblood conveyed the following updates:

- The town has removed a few diseased and dying trees.
- The Ridgewalk Greenway Feasibility Study will be presented to the Hillsborough Board of Commissioners Sept. 25, 2023.
- The South Churton Street Multimodal Study had a two-day design workshop.
- Collins' term has ended and Paynter will chair the next Tree Board meeting.

**6. Adjournment**

Collins adjourned the meeting at 10:42 a.m.

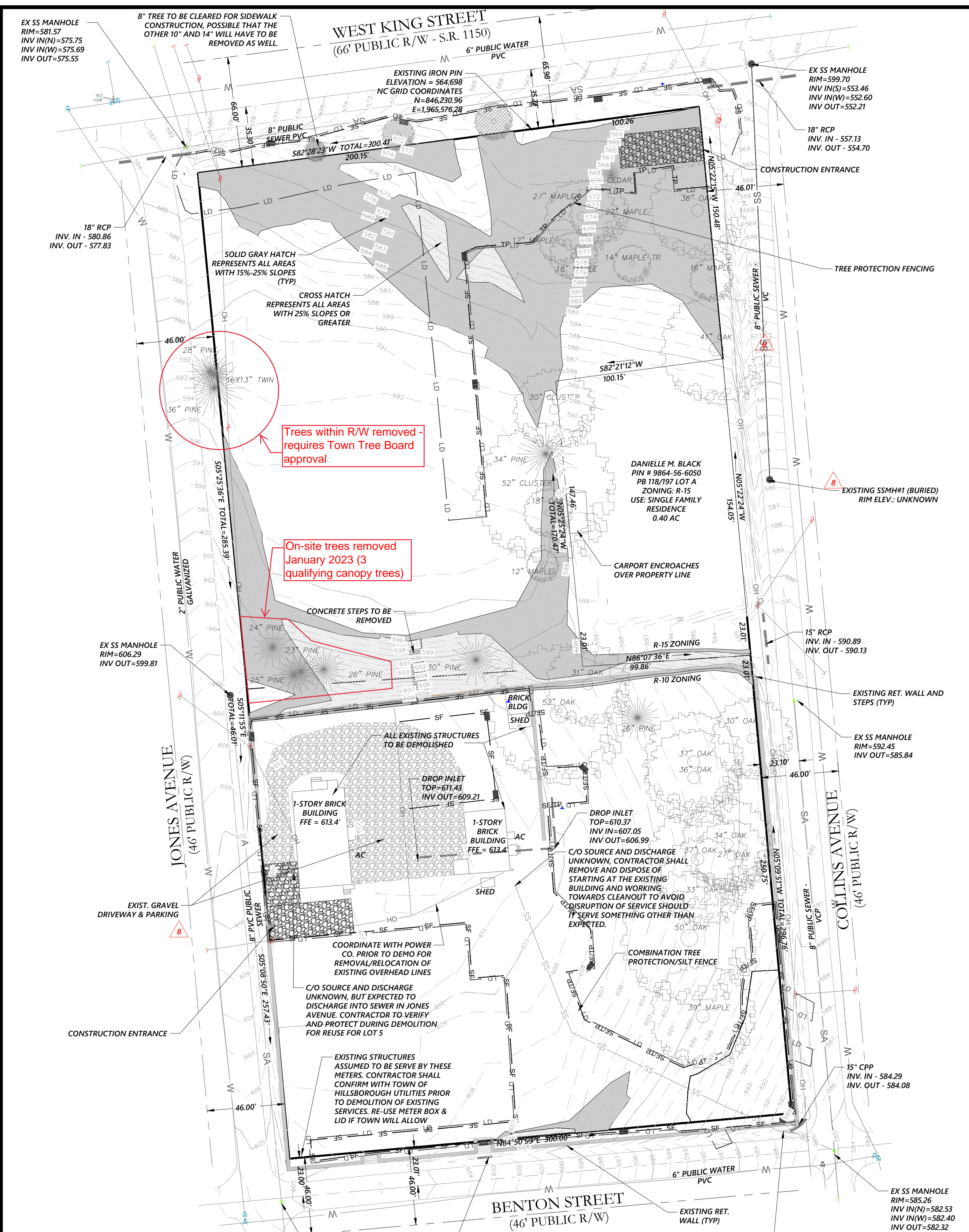
Respectfully submitted,



Stephanie Trueblood  
Public Space and Sustainability Manager  
Staff support to the Tree Board

Approved: Month X, 202X





**MISC. CALCS**

**SLOPE DATA:**

400 SF & GRADE CHANGE > 10'	NONE ANTICIPATED
TOTAL AREAS BEING DISTURBED	51,830 SF (1.19 ACRES)
PROPERTY w/ 15% - 25% SLOPE	11,211 SF = 19.74%
15% - 25% SLOPES DISTURBED	7,289 SF = 4.52%
PROPERTY w/ > 25% SLOPES	791 SF = 10.85%
25% OR > SLOPES DISTURBED	

**TREE DATA**

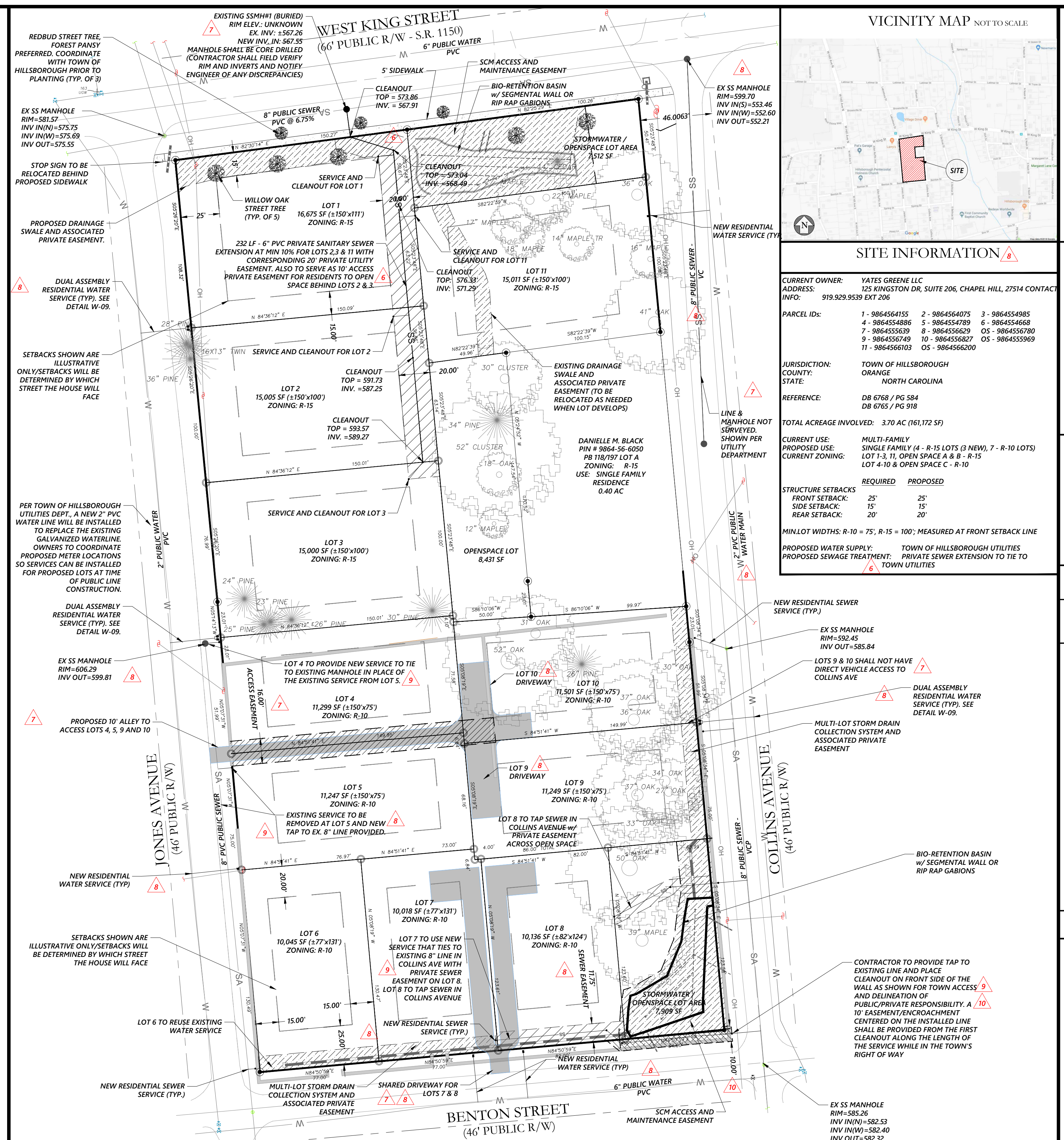
CANOPY TREES REMOVED	NONE, PER IND. LOT BUILD
CANOPY TREES RETAINED	29
TREES > 24" REMOVED	0**
APPROX. PRE. DEV. TREE COVER	29,016 SF***
APPROX. POST DEV. TREE COVER	29,016 SF***

\*THIS IS AN APPLICATION AND PLAN FOR THE INFILL OF EXISTING PROPERTY AND STRICT SUB-DIVISION OF LOTS. NO NEW DEVELOPMENT OR INFRASTRUCTURE OTHER THAN THE PUBLIC 8" SEWER LINE AND THE STORMWATER CONTROL MEASURES IS TO BE UNDERTAKEN BY THIS APPLICANT.

\*\*NO TREES > 24" DBH ARE PROPOSED TO BE REMOVED. EFFORTS HAVE BEEN MADE TO LOCATE UTILITIES AND SCMS IN AREAS THAT WILL AVOID SUCH CONDITIONS

\*\*\*AREA OF TREE CANOPY/COVER CALCULATED FROM AREAS SHOWN ON THE MAP AND PROVIDED BY SURVEYOR BASED ON DBH SIZES

**EXISTING CONDITIONS & DEMO PLAN**



**LAND COVER CALCS**

EXISTING FEATURES:	AMOUNT	DEMO
CONCRETE STEPS	268 SF	268 SF
ROCK WALL	836 SF	TBD
BLDGS, SHEDS, ATTACHMENTS	3,338 SF	3,338 SF
TOTAL EXISTING IMPERVIOUS:	4,442 SF	3,606 SF
TOTAL REMAINING IMPERVIOUS:		836 SF

PROPOSED FEATURES:	PER LOT	TOTAL
DRIVES, WALKS, PATIOS	1,000 SF*	11,000 SF
BLDGs, SHEDS, ATTACHMENTS	3,500 SF	38,500 SF
TOTAL PROPOSED IMPERVIOUS:	4,500 SF	49,500 SF

**TOTAL IMPERVIOUS AREA:** 50,336 SF

**TOTAL DISTURBED AREA:** 61,875 SF

**VEGETATED/LAWN AREA:** 114,755.17

REQ'D	PROPOSED	
OPEN SPACE (10%):	16,711 SF	23,852 SF**
REC SPACE (1/35AC / LOT):	13,690 SF	PAY IN LIEU

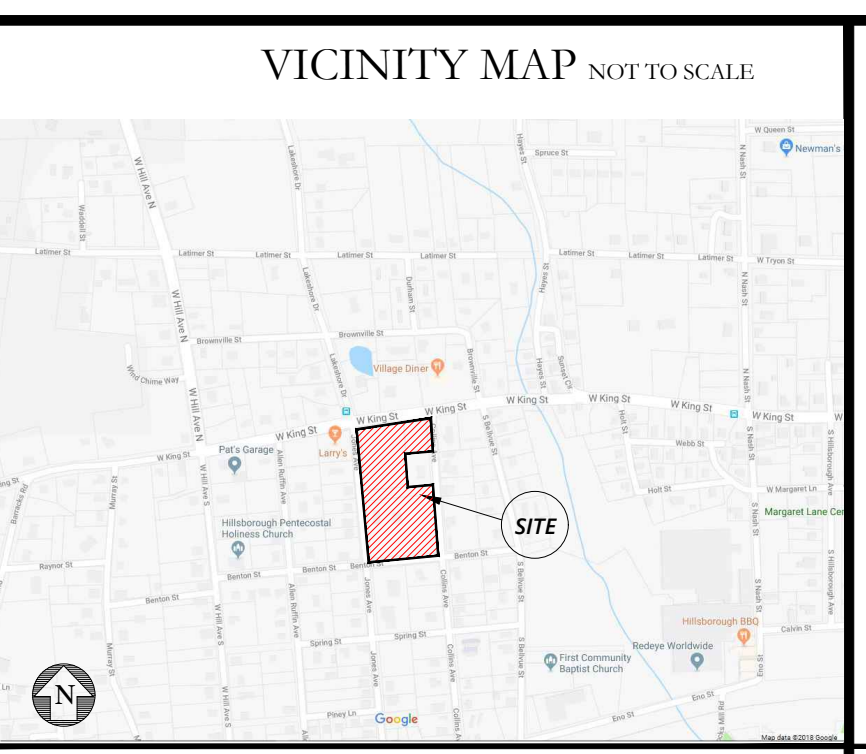
\*NOTE THAT 1,000 SF IS ALLOCATED TO EACH LOT, BUT CAN BE SHARED/SHIFTED AS NEEDED

\*\*NOTE THAT SCMS ARE ALSO PROPOSED IN THE OPEN SPACE WITH THE APPROXIMATE AMOUNT OF SURFACE AREA REQUIRED TO BE AFFECTED BY SCMS BEING ABOUT 5,000 SF

**NOTES:**

- AN APPROVED NCDOT 3-PARTY ENCROACHMENT AGREEMENT BETWEEN THE OWNER, NCDOT AND THE TOWN WILL BE REQUIRED FOR THE PROPOSED PRIVATE SEWER LINE AND SIDEWALK ALONG WEST KING STREET.
- AN APPROVED NCDOT NON-UTILITY ENCROACHMENT AGREEMENT WILL BE REQUIRED FOR ANY PRIVATE STORMWATER DISCHARGES OR PIPES INTO THE PUBLIC ROW.
- RECREATION SPACE IN-LIEU PAYMENT WAS MADE DECEMBER 13, 2021.

**SITE / UTILITY PLAN**



**SITE INFORMATION**

**CURRENT OWNER:** YATES GREENE LLC  
**ADDRESS:** 125 KINGSTON DR, SUITE 206, CHAPEL HILL, 27514 CONTACT INFO: 919.929.9539 EXT 206

**PARCEL ID:**

1 - 9864564155	2 - 9864564075	3 - 9864554985
4 - 9864554886	5 - 9864554789	6 - 9864554668
7 - 9864555639	8 - 9864556629	OS - 9864556780
9 - 9864556749	10 - 9864559827	OS - 9864555969
11 - 9864566103	OS - 9864566200	

**JURISDICTION:** TOWN OF HILLSBOROUGH  
**COUNTY:** ORANGE  
**STATE:** NORTH CAROLINA

**REFERENCE:** DB 6768 / PG 584  
 DB 6765 / PG 918

**TOTAL ACREAGE INVOLVED:** 3.70 AC (161,172 SF)

**CURRENT USE:** MULTI-FAMILY  
**PROPOSED USE:** SINGLE FAMILY (4 - R-15 LOTS (3 NEW), 7 - R-10 LOTS)  
**CURRENT ZONING:** LOT 1-3, 11, OPEN SPACE A & B - R-15  
 LOT 4-10 & OPEN SPACE C - R-10

**REQUIRED PROPOSED**

STRUCTURE SETBACKS:	25'	25'
FRONT SETBACK:	15'	15'
REAR SETBACK:	20'	20'

**MIN LOT WIDTHS:** R-10 = 75', R-15 = 100', MEASURED AT FRONT SETBACK LINE

**PROPOSED WATER SUPPLY:** TOWN OF HILLSBOROUGH UTILITIES  
**PROPOSED SEWAGE TREATMENT:** PRIVATE SEWER EXTENSION TO TIE TO TOWN UTILITIES

**REVISIONS**

NO	DATE	BY	REVISIONS
10	06-17-22	CEA	TOWN OF HILLSBOROUGH UTILITIES COMMENTS
9	06-08-22	CEA	TOWN OF HILLSBOROUGH UTILITIES COMMENTS
8	04-20-22	ABA	TOWN OF HILLSBOROUGH SUBMITTAL
7	03-09-22	ABA	TOWN OF HILLSBOROUGH SUBMITTAL
6	12-03-21	ABA	TOWN OF HILLSBOROUGH SUBMITTAL
5	05-21-21	JJIS	ORANGE COUNTY - EC COMMENT #1
4	11-26-18	ABA	TOWN OF HILLSBOROUGH SUBMITTAL

**CONSTRUCTION DRAWINGS**  
**JONES AVENUE LOTS**  
 (FORMERLY MATTHEWSON/DOUGLAS LOTS)  
 111 JONES AVENUE, HILLSBOROUGH, NC 27778

**EX. CONDITIONS, & DEMO PLAN / SITE & UTILITY PLAN**

**C3 PROJECT #:** 17-032  
**REVIEW PROJECT #:** XX-XXX  
**SHEET #:** C-1.2

**GRAPHIC SCALE**  
 1 inch = 40 ft

**OWNER INFORMATION**

YATES GREENE LLC  
 PAUL SNOW  
 125 KINGSTON DRIVE, SUITE 206  
 CHAPEL HILL, NC 27514  
 919.929.9539 EXT. 206  
 snowpaul@yatesgreene.com

**DESIGN & ENGINEERING, PLLC**

**NC Firm License #: P-1764**  
 P.O. Box 36, 366  
 INDEPENDENCE, NC 27525-0036  
 919.625.7368

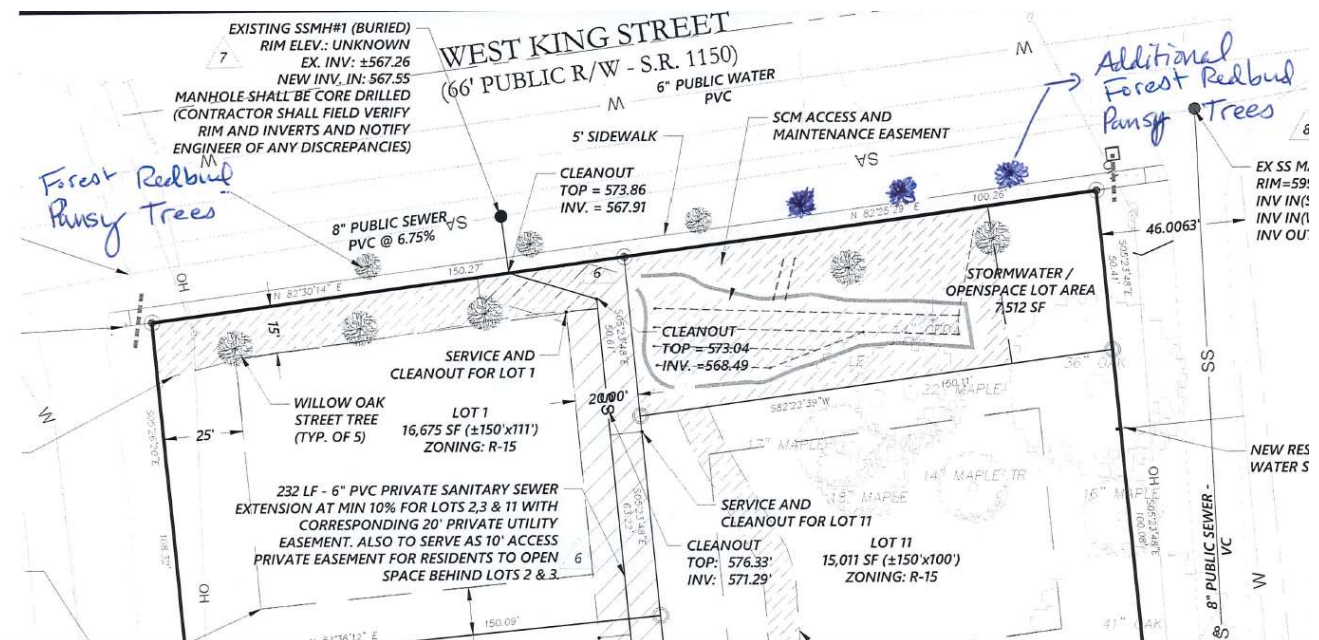


## Proposal to Replace Pine Trees Removed From Right-of-Way

Three pine trees were removed from the right of way of Lot 2 (105 Jones Avenue) as part of the clearing for an 11-lot subdivision project located South of West King Street. The project was approved in 2019, but clearing did not start until early 2023. These three pine trees with 28", 36" and 16" x 13" (double) diameters were growing just outside of the western property boundary of the project (see map below) and their limbs were growing into the overhead lines (see pictures and map in following materials). The lot was sold to owners who expressed concern to the grading/site crew that the trees were in the lines and leaned into the property (limbs were well into the property). The grading/clearing crew felt that they were a risk and removed them without realizing that the trees were not inside the property boundaries and thus required permission from the Town.

### Replacing the Trees

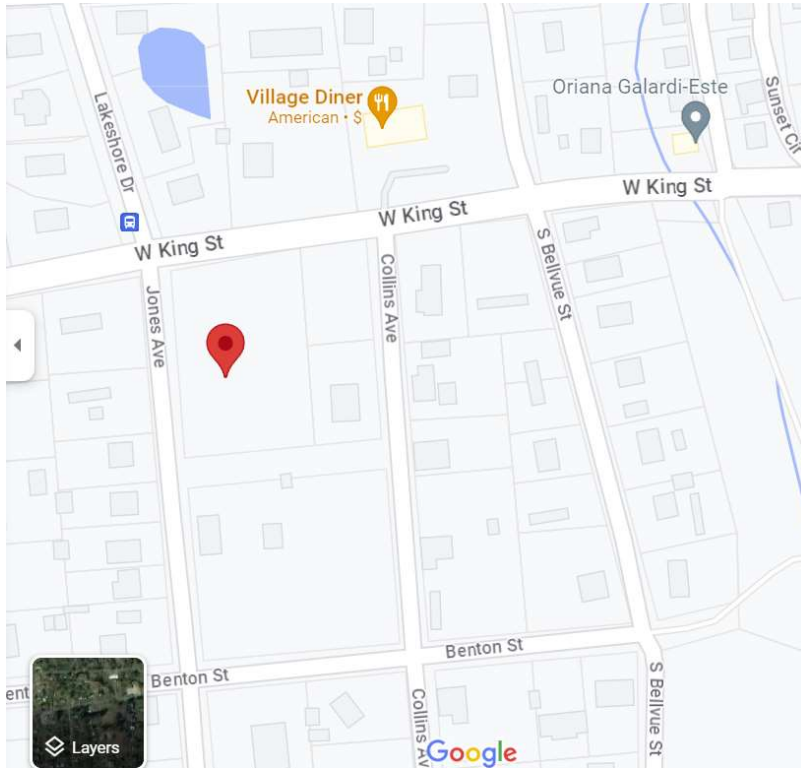
The area on Jones Avenue where the trees were removed is encumbered by a 10' wide sewer line easement and no trees can be planted in this area. However, the Town's approved subdivision plan requires street trees along West King Street with the preferred tree in the approval being a Forest Redbud Pansy, which are placed in the right of way. Inside the right of way, Willow Oaks are the preferred tree in the approval. We propose to continue the line of Forest Redbud Pansy trees moving down West King Street, between its intersections with Jones and Collins Avenue, to create a consistent frontage theme as shown below.



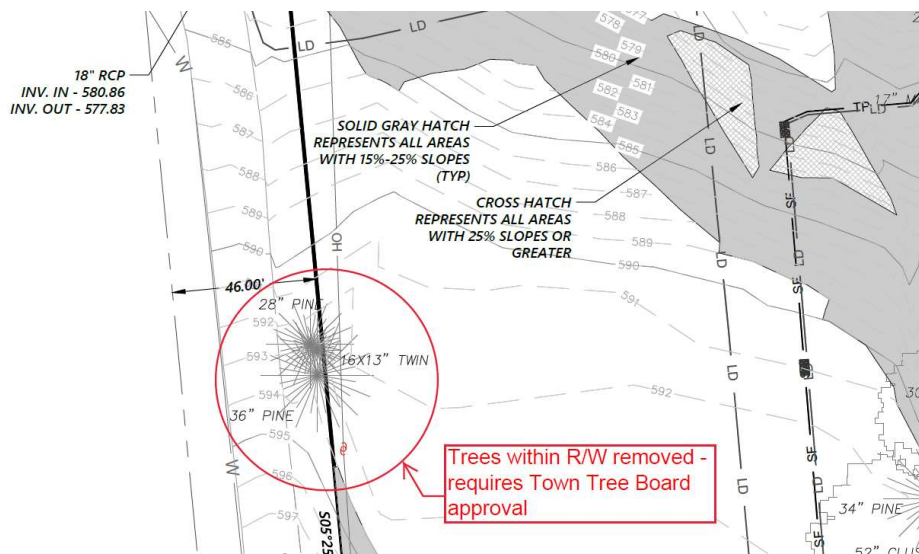
There is roughly 15' between the planting area for the trees and the West King Street sewer line, which will provide a roughly 5' wide planting strip for the trees. No other constraints are notable in this area. Trees will be planted by our landscape manager in the winter 2023 in a small caliper (1" or 2") that will have the best chances of survival.

**Additional Pictures/Notes/Etc.**

**Project Location (trees cut were just right of the red marker):**



**Location of Cut Trees**

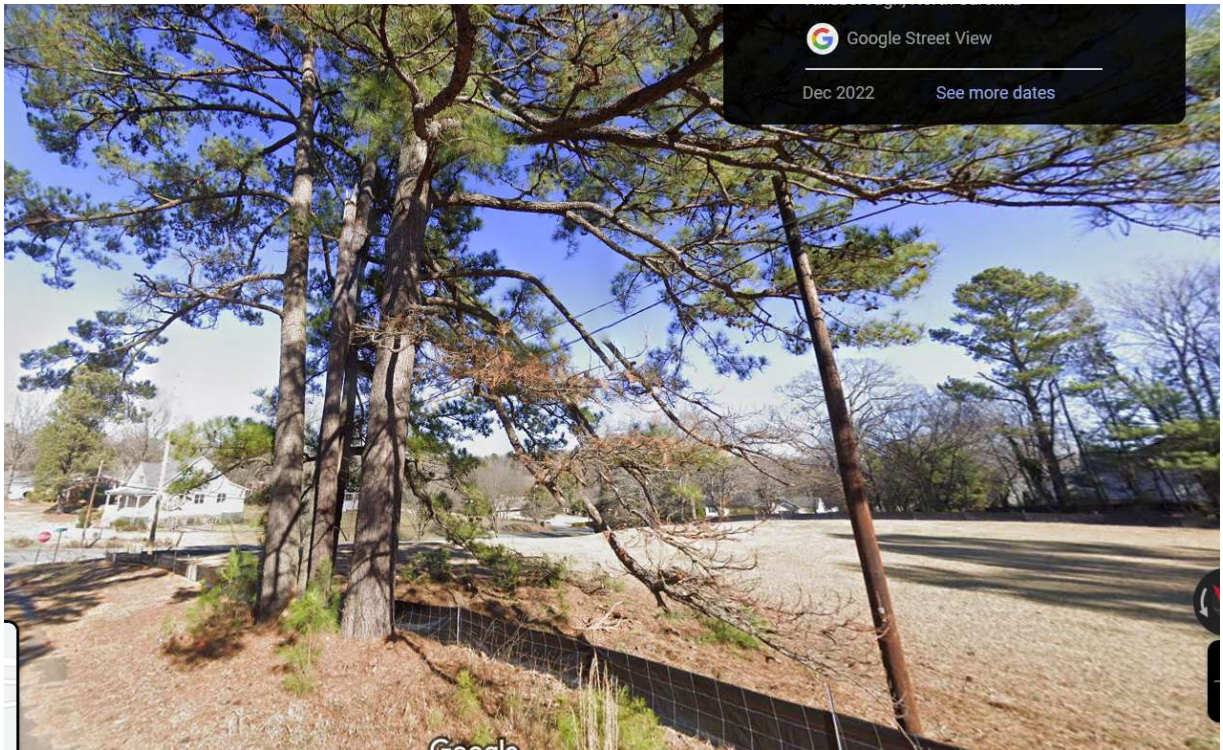




Pine Trees Removed looking north up Jones Avenue



Pine Trees Removed looking south down Jones Avenue



Tree Board  
Town of Hillsborough  
Hillsborough, NC 27278

## Dorothy Johnson Community Center Landscaping Improvements Request

### Proposal Overview

The Fairview Youth in Action program respectfully requests technical and financial support from the Town of Hillsborough’s Tree Board to improve the landscaping around the Dorothy Johnson Community Center located at 501 Rainey Avenue in Hillsborough, NC. The primary goal of this project is to improve the exterior of the community center. By doing so, we aim to create an inviting space that is engaging, functional, and attractive for Fairview and Hillsborough residents to enjoy.

### Background

The Fairview Youth in Action Program is a paid summer program for high-school aged youth living in or connected to the Fairview community in Hillsborough, NC. The program is sponsored by the Fairview Community Watch (FCW), the UNC Food, Fitness and Opportunity Research Collaborative (UNC FFORC), and Habitat for Humanity of Orange County (Habitat).

In 2022, the Fairview Youth in Action program interns developed the *Fairview Active Living Plan 2022-2027 (“Activate”)*, a youth-driven, community-engaged plan that outlines goals and recommendations to make the Fairview neighborhood a healthier and more active place to live. The plan addresses the several elements that work cumulatively to promote active communities. This request aligns with goals outlined in the Public Places section of the *Activate* plan. Find the full report [online](#).

### Scope

The youth interns specifically request support from the Tree Board to determine how to improve the landscaping around Town-owned areas at the community center, including:

- Remove existing vegetation and add shrubbery and flowers to the front and side of center.
- Clean out and thin existing vegetation between Rainey Avenue and the parking lot.
- Plant fruit trees (such as fig, persimmons, and pecans) between Rainey Avenue and the parking lot.



## Location

The proposed planting sites are outlined in the attached concept map. The locations include the front and side of the community center building and the existing natural area between Rainey Avenue and the parking lot area.

## Plant Selection

The following is a list of potential plants that the youth interns are interested in planting at the proposed site. Specific plant types are subject to change based on what is viable for the site and on the advice of the Tree Board.

### Flowers

1. Purple Cone Flowers
2. Foxglove
3. Beardtongue
4. Basswood
5. Black-eyed Susan
6. Joe Pye Weed
7. Wild Bergamot
8. New England Aster

### Trees

1. White Oak
2. Willow Oak
3. Red Maple
4. Dogwood
5. Persimmon
6. Paw Paw
7. Fig
8. Pecan

## Additional Improvements in Progress

In addition to the proposed landscaping improvements, the Fairview Youth in Action program is actively partnering with the Town and local nonprofits on the following improvements to the space:

- Install a bike rack, additional bench, picnic table, and new bus shelter. (Town's Public Space and Sustainability.)
- Examine and improve the drainage systems along Rainey Ave. See if any nature-based stormwater management strategies may work there. (Town's Stormwater and Environmental Services)
- Install a cistern to collect rainwater alongside the center (Stormwater and Environmental Services).
- Install a rain garden along the park-side of the parking lot to effectively manage stormwater. Current proposal is funded by the Triangle Community Foundation grant. (Outdoor Sciences Lab and Fairview Community Garden.)

## Maintenance

The Fairview Youth in Action program understands that proper care and maintenance are essential to sustain the requested improvements at the community center. The interns are invested in working with the Town of Hillsborough to establish best processes to ensure that any newly planted trees, shrubs, and flowers are regularly taken care of, including watering, mulching, and other needs. Furthermore, we are committed to actively engaging local

Fairview residents and partners (such as the Fairview Community Watch and Fairview Community Garden) in these processes to foster a sense of ownership and community involvement.

## **Conclusion**

Thank you for considering our proposal. We are excited about the potential of working together to positively impact the Fairview and Hillsborough community. We look forward to discussing it further at the upcoming Tree Board meeting. Please let us know if additional information is needed at this time.

Appreciatively,

### **Edith DeJesus Sanchez**

Program Coordinator  
Fairview Youth in Action Intern Program  
[flords@live.unc.edu](mailto:flords@live.unc.edu)

### **Judit Sarai Alvarado**

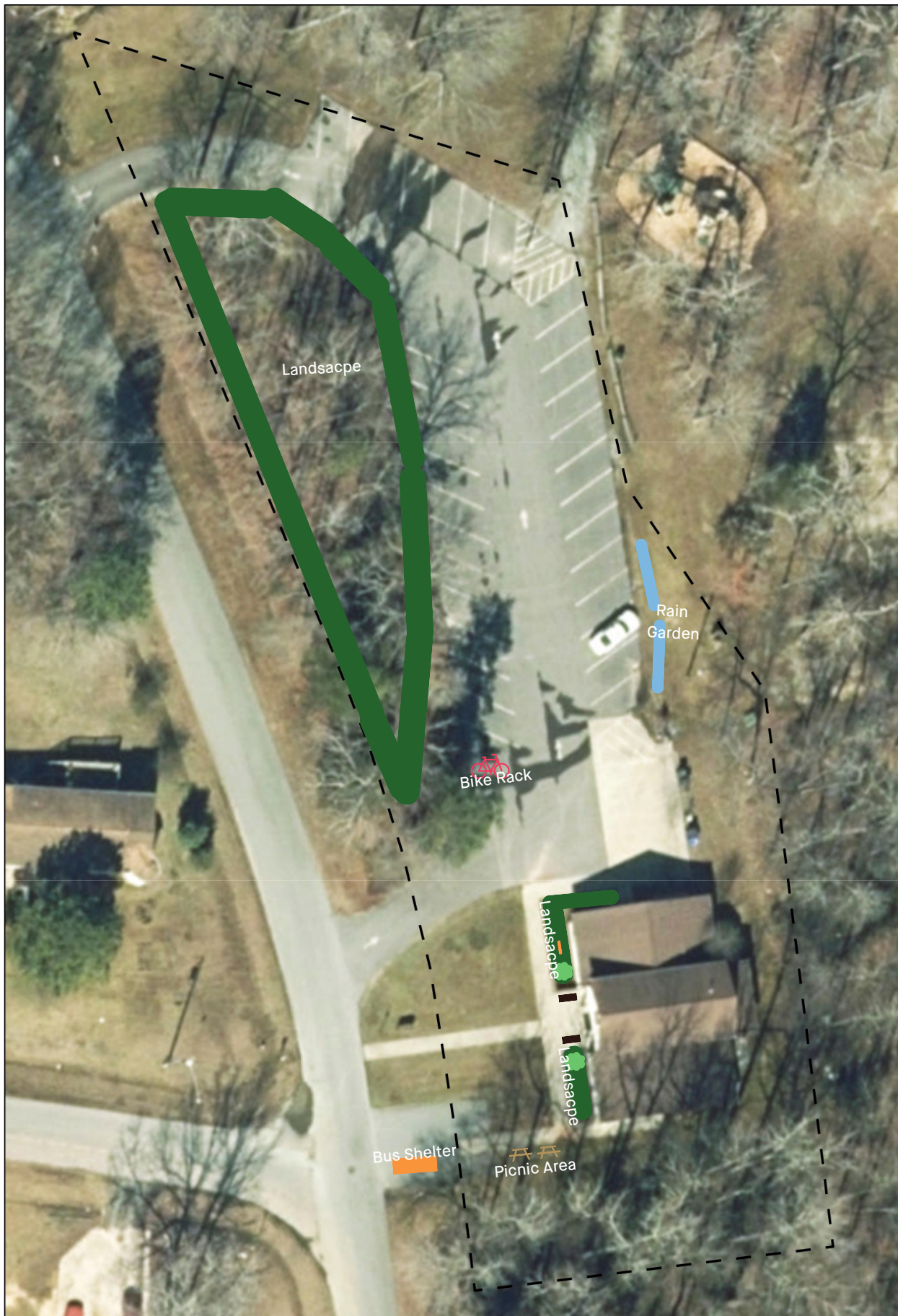
Field Coordinator  
Food, Fitness, and Opportunity Research Collaborative (FFORC)  
University of North Carolina at Chapel Hill  
[jsa@email.unc.edu](mailto:jsa@email.unc.edu)

### **Kevin Giff**

Community Programs Implementation Specialist  
Community Practice Lab  
University of North Carolina at Chapel Hill  
[giff@live.unc.edu](mailto:giff@live.unc.edu)



# Dorothy Johnson Community Center Proposed Exterior Improvements



0 0 0.01 0.01 Miles

----- Town-owned Property Line

NC CGIA, Maxar, Microsoft

