

Agenda

Board of Adjustment Regular Meeting

6:00 PM September 09, 2025

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



1. Call to order and confirmation of quorum

2. Agenda changes and approval

3. Minutes review and approval

A. Minutes from regular meeting on June 11, 2025

4. Quasi-judicial evidentiary hearings

A. Case BA-05-2025: Board of Elections Facilities Expansion – Variance from Flood Damage Prevention Ordinance at 208 South Cameron Street (Orange County PIN 9874-15-3612). The applicant is Drew Wilgus, AIA. The property owner is Orange County. The request is to allow construction of a concrete loading ramp and associated site work within the 1% Annual Chance of Flooding area located on the property.

5. Committee and staff reports

6. 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.

Minutes

BOARD OF ADJUSTMENT

Regular meeting

6 p.m. June 11, 2025

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



Present: Vice Chair Dave Blankfard, members: Richard Chapple, Eddie Sain, and Jenn Sykes

Absent: Chair Raul Herrera and member Sean Kehoe

Staff: Town Attorney Bob Hornik, Board of Adjustment Attorney Brian Ferrell, Engineering Services Manager Bryant Green, and Senior Planner Tom King

1. Call to order and confirmation of quorum

Vice Chair Dave Blankfard called the meeting to order. Senior Planner Tom King confirmed the presence of a quorum.

2. Agenda changes and approval

There were no changes to the agenda.

Motion: Member Jenn Sykes moved to approve the agenda as presented. Member Eddie Sain seconded.

Vote: 4-0. Motion passed.

3. Minutes review and approval

Minutes from the regular meeting on May 14, 2025.

Motion: Sain moved approval of the May 14, 2025, minutes as submitted. Sykes seconded.

Vote: 4-0. Motion passed.

4. Quasi-judicial evidentiary hearings

- A. Case BA-04-2025: Adron F. Thompson Addition and Renovation-Special Use Permit Modification request at 715 Dimmocks Mill Road (Orange County PIN 9864-23-7369). The applicant is Bryant Green, PE, Engineering Services Manager. The property owner is the Town of Hillsborough, North Carolina. The request is for an addition to the existing building, new accessory vehicle storage building, associated site improvements, and new driveway onto Dimmocks Mill Road.

First, Blankfard ensured there were no ex parte communications between the board members and the applicant or property owner. Sykes stated she had served on the town Water and Sewer Advisory Board and was aware of the project but had not received any information about the request. Sykes stated she can make a decision based solely on the information provided at the Board of Adjustment meeting. Board of Adjustment Attorney Brian Ferrell asked if Sykes had received information regarding the request, and Sykes said Engineering Services Bryant Green did not speak on the issue during Water and Sewer Advisory Board meetings.

Motion: Sykes moved to open the evidentiary hearing. Member Richard Chapple seconded.

Vote: 4-0. Motion passed.

Vice Chair Blankford swore in the speakers.

King, having been sworn in, began by entering the staff report from the agenda packet given to the board members electronically into the record. The staff report presented an outline of the case and an analysis of the use-specific standards for public utility land uses as well as the four general findings specific to the issuance of a special use permit. The four findings still apply to the request even though it is a modification.

King then entered a PowerPoint presentation into the record. He proceeded with the presentation stating the subject property is 711-719 Dimmocks Mill Road. 715 Dimmocks Mill Road is the subject building. King identified it on the aerial photograph provided in the presentation. The presentation included a physical description of the site and surrounding properties including the adjacent Eno River. A large portion of the property is encumbered with flood plain area. The applicant's site plan showed a large rear addition to the existing building, additional parking, a proposed pump station, and an approximately 5,000 square foot vehicle storage accessory building in the northwest corner of the property. The site is approximately 13.5-acres in area. The rear of the new accessory building will be close to the flood plain area.

Chapple asked if the site plan showed the new entrance. King stated it was a new entrance and showed where the existing entrance is located per the site plan. King noted that the building to be added on to dates to 1936 and was the original water treatment plant.

King also showed the applicant's landscaping plan noting proposed improvements to the parking area, front of the building, landscape screening for the properties across the street, and a proposed new fence. The presentation also showed the building elevations for the proposed addition and accessory building as they would appear when viewed from Dimmocks Mill Road.

Chapple asked if it was a vehicle storage area. King thought there would be multiple uses and deferred to the applicant for clarification of the uses.

Next, King displayed the use-specific standards for public utility land uses as found in Unified Development Ordinance (UDO) Section 5.2.4.0. King stated the board must use these standards in evaluating the project. With agreement from Ferrell, King stated the applicant will discuss the standards.

Town Attorney Bob Hornik, having been sworn, addressed the board. He stated he will assist the applicant in presenting the information for the request and is not representing the board as is the usual case. Brian Ferrell represents the board for this hearing. Hornik stated that, in February (Staff Note: this is incorrect, it should be November 2024), the applicant sought a variance from the 100-foot setback requirement found in UDO Section 5.2.40 applicable to the site. Hornik stated that Bryant Green will describe the need for improvements, and the project architect Dave Daniel will speak on the features and characteristics of the project. Hornik then reviewed the four findings needed to grant the SUP modification. Regarding Finding 1, the site is an existing facility, not an introduction of a new function. For Finding 2, the staff report has concluded they satisfy this standard. Finding 3 is met in both parts since the facility houses public works and water utility, which are public necessities. Finally, Finding 4 is met by building on the portion of the property already in use and with safety improvements. Also, the site is classified as Light Industrial on the town's Future Land Use Map. Thus,

Hornik submitted, the board will be able to make each of the four findings in the affirmative and approve the request.

Next, Green, having been sworn, addressed the board and explained he is the project manager. He provided background for the project stating town assets need enclosed storage to increase longevity of use; the project provides more space for existing staff; and existing structures in the flood plain will be demolished. The Public Works Department will be relocated to the future Highway 86 North facility. Thus, there will be a reduction in staff using the Dimmocks Mill Road facility. The project meets all UDO requirements with an aggressive landscape buffer along Dimmocks Mill Road for screening and security.

David Daniel with R and D Architects, having been sworn, then addressed the board. He provided for the record a PowerPoint presentation. He began by stating he has been working with the utilities department on this project since 2019. He then showed an aerial Google Maps image of the site, focusing on the western portion with the existing Adron F. Thompson building, vehicular entrance and staff parking. Parking will be moved away from the road yet located out of the 100-year flood plain. The vehicle storage building will be located within the granted variance for the 100-foot setback. Building in the setback allows for greater visibility and security.

Daniel described the building at 715 Dimmocks Mill Road as a 1936 structure needing upgrading with durable and sustainable materials. He detailed how the proposed project meets the four findings discussed by Hornik. For Finding 1, the project will be improving an existing use and benefit the town. There will be less large vehicle traffic, and a new driveway located away from the curve. Increasing sight lines will contribute to safety. The project meets all regulations and standards needed for Finding 2, as reported by the town staff. Since the site provides town drinking water it is a public necessity, and upgrading the site, as opposed to relocating the facilities, enhances the adjacent properties. Thus, it meets both clauses of Finding 3. He showed renderings of the Type B buffer, which would increase the aesthetics of the Dimmocks Mill Road frontage. Finally, he referred to the town staff report to support the project's compliance with Finding 4.

Chapple asked if any adjacent residential properties gave input on the project. King replied two property owners had emailed the town. One, Steve Addy of 712 Dimmocks Mill Road, inquired about plantings along Dimmocks Mill Road, lighting, and confirmed the town's emergency generator will continue to be diesel. However, the board cannot base their decision on his email since Addy is not present for questioning. The second, Kathleen Aurora of 745 Rex Drive, also not present, believes the renovations will decrease property values and stated that her neighborhood needs a sewer line extension.

Chapple asked if the site would be gravel, alluding to the dust created by trucks entering and exiting the facility. Daniel stated there would be asphalt and gravel, but gravel already exists there. Also, less large trucks will be using the facility. Green added that heavy trucks will not line Dimmocks Mill Road waiting to enter the facility, increasing safety. Also, Daniel stated, the buffer will filter any dust created by the gravel in the site before it reaches the road. Daniel stated the board can determine the type of fence used as the buffer.

Member Eddie Sain asked where the new entranceway will be located and how many trees will be removed. Daniel stated a few canopy trees will be removed and replaced with trees in the buffer. Daniel stated he had consulted with the town and the town's Tree Board and found removing larger trees with more maintenance better than moving the driveway to another location. Sykes cited page 53 of the online packet, "two elms, two beeches, a red maple and a red oak will be removed, but numerous larger trees will remain."

Blankfard asked if the generator would be replaced with a larger unit. Green stated it would not be a larger generator. Also, the town would have preferred a natural gas generator, but the location prevented installation of an appropriately sized gas line. Blankfard followed, asking how frequently the generator would operate.

Green answered by saying it would run once a week. Daniel said it would be visibly screened behind existing landscaping.

Blankfard asked for the lighting to be described. Daniel stated the new building would have building-mounted, wall pack, downward spread lighting with a few additional pole lights in the parking area to comply with the UDO. Overall, the majority are wall mounted. King added, they would be either timed or motion-censored lights. Green added, the lights would meet intensity requirements in the UDO, and Daniel confirmed it met the 0.2 maximum light intensity allowed at the property lines.

Sykes stated the current building's lighting has not been updated to the current, more conservative light standards. New requirements should be closer to dark skies for new development. Daniel stated the lights would have a minimal amount of light for security but will brighten with movement.

Next, Blankfard introduced the opposition's presentation.

Ferrell asked speakers to state whether they have standing or relevant evidence to consider.

First, Gretchen Cobb, a licensed architect in North Carolina, having been sworn, addressed the board. She stated she works on commercial projects and historical preservation projects for the state and federal government. She stated she is representing the Dimmocks Mill neighborhood and lives in the neighborhood. Hornik objected on the record that Cobb is not an attorney at law and does not have the authority to represent anyone but herself. Cobb affirmed it was her own statement. Ferrell clarified the state bar has an ethics opinion, and the appearance at a quasi-judicial hearing is the practice of law. It is not a risk to the board to hear the presenter, only a risk to the presenter. He asked if Cobb had relevant evidence. Cobb stated her family owns property that will be affected by the development. She stated she is presenting relevant evidence. She is not a party to the case but is presenting evidence. Chapple inquired how many people she is speaking for. Cobb stated she is speaking for two neighbors present at the meeting.

Cobb then gave context that the neighborhood is one of the oldest in Hillsborough dating from 1756. She presented a map showing land points for dating the neighborhood. She was notified ten days prior and had little time to review the documents, which were misleading. Chapple asked if the property had a variance, and whether property owners were notified then. King clarified, a variance requires notifying only adjacent property owners, where a Special Use Permit requires notifying all property owners within 500 feet of the property. Cobb stated her family owns property at 752 Rex Drive which is undergoing historical restoration. She intends to build another home on the property in the future. Ferrell clarified again, Cobb was presenting information her neighbors agree with and not claiming that she was a party to the case or representing clients who are a party to the case.

Cobb again spoke of the neighborhood, a historically economically disadvantaged neighborhood, where enslaved people lived. It is part of the town's Extraterritorial Jurisdiction (ETJ), and is a high-density area on septic tanks, but using town water. Conditions in the neighborhood are degrading because of erosion, traffic and old septic systems. The neighborhood has had few improvements and has had correspondence with town utilities staff regarding their concerns.

Cobb stated the neighborhood is located between two curves. Traffic stems from US 70, Gold Park and Nash Street. She stated Dimmocks Mill Road is currently listed as a segment of the state's Mountains to Sea Trail. She provided an image showing vegetation along Dimmocks Mill Road.

Then, she spoke about safety regarding neighbors' ingress and egress from Dimmocks Mill Road to Rex Drive, stating the following: Topography and vegetation create poor visibility. Neighbors have seen bicycles and vehicles use the existing gravel parking lot along the road at 715 Dimmocks Mill Road as a respite during heavy traffic, and decreasing the setback increases safety risks. Dimmocks Mill Road is narrow, the speed limit is 40 miles per hour, and there is only 15 feet between the road and the proposed fence. The neighbors are concerned an existing berm and increased vegetation along the road will decrease visibility. Also, when gates are closed, a parked truck would partially obstruct the roadway.

Cobb then stated the plans indicate trees will be planted inside the fence leaving an eight-foot fence along the road frontage. Since the neighborhood is economically disadvantaged and historically non-white, the institutional aesthetic would be callous. Cobb suggested instead planting outside the fence. She presented a rendering to counter the project documents provided by the applicant, describing it as a better representation of the compacting of space and undesirable aesthetic.

Based on her above statements, she stated the proposed SUP does not satisfy Findings 1 and 3. Cobb also stated concerns regarding the public utilities standards of evaluation as follows:

- There would be a negative impact on the adjacent property values.
- The proposed vegetation does not visually buffer.
- The construction does not maintain the neighborhood aesthetic.
- Because septic improvements are included in the proposal, the adjacent neighborhood should be connected to town utilities.

Sykes clarified the neighborhood is on city water, not on city sewer, not in the city tax base, and has not pursued annexation. Cobb stated the neighborhood was trying to pursue other options to annexation. Sykes then stated utilities connection was unrelated to the SUP.

Hornik objected, stating the discussion on utilities and water is not within the board's jurisdiction. Cobb responded that there is language in one of the public utility use-specific standards implying that where it's reasonable and anticipated, there could be utility service at some point. Sykes replied, the neighborhood would need to pursue annexation and Hornik said it was the town board's jurisdiction and not the board of adjustment's.

Sykes then asked Cobb to clarify which properties she represented, and if Cobb had spoken directly with properties highlighted on the provided map. Cobb said properties highlighted were affected by the SUP, especially the western side of the neighborhood. Sykes then stated, she knew one of the residents of a highlighted property and that person does not want annexation. Cobb said the conversation is not about annexation, and Sykes said she wanted to know who Cobb represented.

Chapple inquired how Cobb knew the proposed new entrance would be unsafe. King interjected and stated, the plans were reviewed by the North Carolinian Department of Transportation District Engineers office staff in Graham since Dimmocks Mill Road is a state-maintained road. Safety was not raised as a concern during their review. The town will need to apply for and obtain a driveway permit from the North Carolina Department of Transportation (NCDOT).

Ferrell acknowledged potential objections to the safety risk component of Cobb's presentation and asked if she was a traffic engineer. Cobb stated she is not. Ferrell followed that the North Carolina General Assembly, by statute, decided that lay testimony is not competent evidence. Thus, the board cannot make their decision based on Cobb's testimony.

Sykes said the removal of public works staff from the site would decrease use and increase safety. Blankford referred to the presentation, the level of traffic would maintain current usage so, Sykes stated, it was a moot point. Cobb stated the use would be consolidated to two entrances. She also reiterated the fence would not enhance the neighborhood. Board members stated the fence was required for security reasons.

Then, Daniel asked to return to Cobb's image depicting the fence and objected, stating it was misleading because it shows a picture of a type of fence the applicant does not intend to install.

Hornik asked Cobb to show the aerial image and identify her parent's property and the facility in question. She did, and Hornik inquired if she lived adjacent or contiguous to any portion of the site. Cobb stated the property is on a road adjacent to the site. Sykes asked Cobb to clarify the historical restoration aspect of Cobb's property. Cobb stated the property was undergoing research to determine if a structure was an 1731 original stone building that was part of the Brown's Mill Complex. Then Sykes asked about Cobb's intention with the property, and Cobb responded she intended to live there as part of the community.

Ferrell asked if the applicant wanted an opportunity for rebuttal. Hornik stated he will wait until hearing the other speakers for a rebuttal.

The next speaker, Cindy Shook-Till of 807 Dimmocks Mill Road, was sworn in. She stated Dimmocks Mill Road is extremely dangerous and the proposed new entrance will increase the risk.

Next, Dennis McGrath of 746 Dimmocks Mill Road, which has access on Rex Drive and Dimmocks Mill Road, was sworn in. He stated turning onto Dimmocks Mill Road is dangerous and the proposed driveway closer to the curve is a concern. Hornik asked McGrath to point out his property on a provided map. He did. Hornik noted his property was almost directly across from Cobb's property on Rex Drive.

Then, Green spoke on the issues raised by the previous speakers. First, the plan meets the NCDOT's mandatory sight distance standards. Second, the proposed fence closer to the road is intended to discourage roadside parking and vehicles backing into Dimmocks Mill Road. Third, the Mountains to Sea Trail will not definitely follow Dimmocks Mill Road, but most likely be routed on the opposite side of the Eno River. Cobb interjected. She was told by the Mountains to Sea Trail director that Dimmocks Mill Road is its current location and will be moved in the future. Ferrell stated Cobb must identify herself for the record.

Next, Daniel offered his rebuttal to safety as the main concern. He submitted that NCDOT has reviewed the drawings and found no safety concerns. He acknowledged outlying factors, but reiterated the NCDOT has reviewed the project.

Hornik stated the town's witnesses gave competent testimony telling of the proposed SUP's compliance with the town's UDO, allowing the board to make the four findings needed for the SUP modification approval. Finally, he stated the improvements were needed to maintain the town's water supply. He stated the plan would improve safety, the Department of Homeland Security requires fencing, and the proposed fence follows UDO requirements. He stated neighbor concerns are relevant to another board, but not the board of adjustment. Thus, he asked the board to vote affirmatively on the SUP.

Ferrell suggested keeping the evidentiary hearing open until deliberations were finished.

Blankfard inquired about the 10-day notice to specified properties. King replied, state law requires notice be mailed no more than 25 days and no less than 10 days before the hearing, and the property was posted on May 30, 2025. Notices were mailed that day as well.

Blankfard asked if the variance was granted in November 2024, or February 2025. King said, November 2024. Sykes added there are different notification protocols for variances and SUP notifications.

Ferrell then described the protocols. The applicant must show they have met the standards applicable to the case and are entitled to the permit. Blankfard asked if special requirements or conditions can be placed on the approval of the permit. Ferrell replied they can.

Blankfard opened discussion on the fence. Chapple said the fence aesthetic can be improved. Blankfard referenced a fence around the Durham water supply. Ferrell instructed staff to read the ordinance standard, 5.2.40.1.e. Green clarified the Department of Homeland Security requires barbed wire be included at the top of the fence.

Sain asked about the fencing color. Green replied it would be galvanized steel. Sain suggested a green fence to blend with vegetative screening behind it. Green suggested a green or brown chain-link with a plastic coating.

King stated the green or brown chain link fence could be a condition placed on the approval.

Close the evidentiary hearing.

Motion: Sain motioned to close the hearing. Sykes seconded.

Vote: 4-0. Motion passed.

Ferrell suggested discussing sections of the standards that were contested at the meeting.

King stated the board would begin motions with the general standards first and read the first one.

Finding 1: That the use or development is located, designed, and proposed to be operated so as to maintain the public health, safety, and general welfare.

Motion: Sykes motioned to approve the finding, citing factual basis since it is a public utility.

Finding: The applicant demonstrated the proposed development will function in support of a public utility, specifically the town's water treatment plant. Chapple seconded.

Vote: 4-0. Motion passed.

Finding 2: That the use or development complies with all required regulations and standards of this Ordinance, including all applicable provisions of Articles 4, 5, and 6 and all applicable regulations.

Ferrell said the board should motion on specific standards, like section 5.2.40, citing information from the meeting by town staff and opposing evidence. The board should begin with 5.2.40.1.e. However, it does not need a motion since the board addressed the fence.

Ferrell stated there was no discussion about 5.2.40.1.f, elevations; g, setbacks; h, power distribution; and i, electrical power.

Cobb stated she had contested standard 5.2.40.1.f. Ferrell asked the board to cite evidence presented at the meeting for their recommendation on f.

Motion: Sykes stated with regards to standard 5.2.40.1.f, town staff provided information in the agenda packet that the addition will be consistent with UDO standards, preserve architectural integrity consistent with town utility structures and the historic existing structure. Sain seconded. The layout is consistent with UDO. Chapple seconded.

Vote: 4-0.

Ferrell stated standards 5.2.40.1.g,h, and I, were not contested. However, the board heard information regarding standard j from the applicant stating 5.2.40.1.j is not relevant.

Motion: Sykes stated the applicant has met their burdens because the standard is not relevant for the applicant. Ferrell clarified Syke's comment stating, the applicant has met their need because facilities will not be extended. Chapple seconded.

Vote: 4-0. Motion passed.

Ferrell stated there were no comments regarding 5.2.40.1.k and guided the board to the four main findings. King stated standards 5.2.40.1.a and b were contested. King clarified that the standard does not require a Type B buffer be provided, but that only landscaping meeting the Type B buffer standards be provided. The applicant testified they provided a Type B buffer. Ferrell stated the board should cite findings regarding their decision on 5.2.40.1.b.

Motion: Sykes cited moving staff parking from the frontage, tarmac at the entrance, gravel to the rear of the building, rerouting traffic through the facility to avoid vehicles backing onto Dimmocks Mill Road, and site triangles as reasons to meet Finding 5.2.40.1.b. Chapple seconded.

Vote: 4-0. Motion passed.

Motion: Sykes motioned to approve Finding 2.

Finding: All discussion regarding the contested standards of evaluation and the information provided in the staff report support the finding that the use complies with all applicable town regulations and ordinances. Sain second.

Vote: 4-0. Motion passed.

Finding 3: That the use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property, or that the use or development is a public necessity.

Motion: Sykes motioned to approve the finding.

Finding: The use is a public necessity. The proposed landscaping along Dimmocks Mill Road will enhance the value of contiguous property. Chapple seconded.

Vote: 4-0. Motion passed.

Finding 4: That the use or development conforms with the general plans for the physical development of the town and is consistent with the town's Comprehensive Plan.

Motion: Sykes motioned to approve the finding.

Finding: The town's Future Land Use Map classifies the property as "Light Industrial." The use of the property has and will continue to function as the town water treatment plant. Chapple seconded.

Vote: 4-0. Motion passed.

Decision:

Motion: Sykes motioned to approve subject to one condition. Chapple seconded.

Vote: 4-0. Motion passed.

Approval condition: The new sections of security fencing shall be coated green or brown.

King provided subsequent actions upon the approval of the SUP modification, including notice of decision and timing for appeals.

5. Committee and staff reports

King reported Garrett Sparks was appointed to the Board of Adjustment with a term beginning July 1, 2025. The town has begun the UDO rewrite process.

6. Adjournment

Motion: Sykes motioned to adjourn the meeting at 8:13 p.m. Chapple seconded.

Vote: 4-0. Motion passed.

Respectfully submitted,



Tom King, AICP, CZO
Senior Planner
Staff support to the Board of Adjustment

Approved: Month X, 202X

**PLANNING & ECONOMIC
DEVELOPMENT DIVISION
STAFF REPORT**

Tom King, AICP, CZO - Senior Planner
Secretary to the Board of Adjustment



101 East Orange Street
P.O. Box 429
Hillsborough, NC 27278

Report Date: September 2, 2025

BOARD OF ADJUSTMENT

Agenda Item: 4.A

CASE NUMBER	CASE NAME	APPLICANT/PROPERTY OWNER
BA-05-2025	Board of Elections Facility Expansion	Drew Wilgus, AIA/Orange County
HEARING DATE	PARCEL ID NUMBER	PROPERTY ADDRESS/LOCATION
September 9, 2025	9874-15-3612	208 South Cameron Street

BRIEF SUMMARY OF REQUEST

Variance from FDPO (Flood Damage Prevention Ordinance) to allow construction of loading ramp and associated site work within the 1% Annual Chance of Flooding area located on the property.

ATTACHMENTS: 1. Application materials 2. Map showing Special Flood Hazard Area

DESCRIPTION OF SUBJECT PROPERTY:

The subject property is located at the southwest quadrant of the intersection of East Margaret Lane and South Cameron Street at the eastern edge of downtown. The property is approximately nine acres in area and contains three Orange County office buildings, one of which houses the Board of Elections offices: the building subject to the variance request.

Approximately six acres of the property is located within a SFHA (Special Flood Hazard Area): land within a floodplain subject to a 1% or greater chance of being flooded in any given year. These areas were formerly and more commonly referred to as the “100-year floodplain.” The south-southwest corner of the subject building, as well as most all the on-site parking, is located within the SFHA.

APPLICABLE DEFINITIONS FOR USE IN CASE:

The following definitions are taken from FDPO Article 2 (Definitions):

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Development Activity” means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

FDPO PROVISION FROM WHICH VARIANCE IS SOUGHT:

Staff Comment: It’s important the board understand that the town has adopted more stringent requirements than those required by FEMA (Federal Emergency Management Agency) as to allowable development within SFHAs. The federal model ordinance, which sets minimum acceptable standards, allows development within SFHAs provided it complies with the technical standards relative to flood hazard reduction. The town has adopted a “no development within the floodplain” ordinance that only allows some inconsequential development activities while prohibiting more substantial buildings and structures. The applicant’s proposed development, if the variance is granted, will be subject to a Floodplain Development Permit and must be designed and constructed to meet all applicable technical standards for flood hazard reduction found in the town’s FDPO.

FDPO Article 3 (General Provisions), Section 3.C (Establishment of Floodplain Development Permit):

In general, no development or development activity is allowed in Special Flood Hazard Areas. However, the following development activities may be permitted provided the activity and any related structures, including accessory/appurtenant structures and equipment, comply with all applicable provisions of this and other federal, state, and local ordinances; and receive a Floodplain Development Permit in accordance with the provisions of Article 4.B:

- 3.C.1. Construction of public or private roads, greenways, pedestrian crossings (e.g., footbridges), and hiking or horseback riding trails.
- 3.C.2. Installation of public or private utilities and facilities such as wastewater, gas, electrical and water systems, including accessory service lines.
- 3.C.3. Fences meeting all the following requirements:
 - (a) Vertical support posts do not exceed eight feet in height and six inches in width or diameter at any point,
 - (b) Vertical support posts are placed no less than six feet on center,
 - (c) The construction method is wire, post and wire (with or without top and bottom rails), post and rail (with or without wire), or post and cross rails (with or without wire), and
 - (d) The smallest dimension of wire openings is no less than one inch.
- 3.C.4. General farming, pasture, outdoor plant nurseries, horticulture, forestry, wildlife sanctuary, game farm and other similar agricultural, wildlife and related uses.
- 3.C.5. Lawns, gardens, play areas and other similar uses.
- 3.C.6. Picnic grounds, parks, playgrounds, open space and other similar public and private recreational uses.

REQUESTED VARIANCE:

The request is associated with a proposed 1,800 square foot rear building addition including some reconstruction of site features currently located within the SFHA. The only new development to occur within the SFHA is construction of a concrete ramp on the south side of the building to serve a roll-up loading door. This door and associated ramp are to be used for loading and unloading of voting machines. Construction of the ramp will involve removal of four to six parking spaces and associated land disturbance to accommodate its construction.

FINDINGS OF FACT ANALYSIS:

In granting a variance, the board is required to make all the following findings as required by FDPO Article 4 (Administration), Section 4.E (Variance Procedures), Subsection 4.E.4.

In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:

- (a) The danger that materials may be swept onto other lands to the injury of others;**

Applicant Arguments: The design of the dock ramp is such that it will not be subject to movement.

Staff Comment: The proposed dock will be constructed of concrete and attached to the building, so there should be little chance of it being moved from the site.

(b) The danger to life and property due to flooding or erosion damage;

Applicant Arguments: The ramp is not an occupied structure and poses no risk to occupants.

Staff Comment: Staff doesn't believe construction of the ramp and associated site work will create a greater threat to life or property due to flooding or erosion damage than already exists. Impervious surface area in the form of existing parking is being removed to allow construction of the ramp.

(c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

Applicant Arguments: The ramp will not sustain notable damage in the event of flooding apart from any necessary cleaning.

Staff Comment: Staff doesn't believe this requirement applies since the ramp and associated site work wouldn't be considered a "proposed facility." At most it may be considered an accessory or appurtenant structure.

(d) The importance of the services provided by the proposed facility to the community;

Applicant Arguments: The ability to store necessary equipment and materials as well as the staff's ability to efficiently and safely mobilize these to voting sites is critical to election operations.

Staff Comment: Staff doesn't believe this requirement applies since the ramp and associated site work wouldn't be considered a "proposed facility." The requirement appears to contemplate construction or placement of a "facility" such as a hospital or fire department. The "facility" at the heart of the request already exists.

(e) The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;

Applicant Arguments: None provided as this provision is not applicable to the request.

Staff Comment: The facility is not a water dependent facility, so this requirement isn't applicable to the request.

(f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;

Applicant Arguments: Alternative locations around the building were explored. No locations along the exterior wall of the storage room will support a ramp that falls outside of the floodplain. The option for a lift was discussed. Although one could barely avoid the flood plain at one area along the west side of the building next to the rear entrance, the lift is not ideal for operations and the owner would incur the burden of maintenance, including potential flood damage.

Staff Comment: Based on the Applicant's argument, it appears another solution exists that may not necessitate the need for the requested variance.

(g) The compatibility of the proposed use with existing and anticipated development;

Applicant Arguments: The ramp poses no compatibility issues with neighboring properties or potential future development.

Staff Comment: Staff see no reason why the ramp would be incompatible with existing or anticipated development. Smaller loading docks and associated ramps are sometimes required for offices providing specialized services.

(h) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

Applicant Arguments: The proposed will have no negative impact on the floodplain management plan. A ramp will allow the owner to more effectively evacuate the building's valuable equipment if flooding is expected.

Staff Comment: The location of the proposed ramp within the SFHA runs counter to the Environment and Natural Systems element of the Town's Comprehensive Sustainability Plan (2030). The Goals of this element are:

1. Employ an integrated ecosystem approach and stewardship mentality to protect, conserve, and restore critical environmental areas and natural systems.
2. Maintain the environment and natural systems for future generations in a sustainable manner.

One of the stated strategies to accomplish these goals is to "Adopt regulations that contribute to sustained ecological health of the environment and natural systems." "Continue to restrict development in floodplains" is listed as an action item in support of this strategy.

(i) The safety of access to the property in times of flood for ordinary and emergency vehicles;

Applicant Arguments: The proposed construction will not obstruct emergency access.

Staff Comment: Staff agree with the Applicant.

(j) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and

Applicant Arguments: The effects of flood are not anticipated to make an impact on the new construction encroachment.

Staff Comment: No technical information was submitted with the application to support this statement.

(k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

Applicant Arguments: The proposed construction will not have a negative effect cost implication on government operations or require services apart from cosmetic cleaning.

Staff Comment: Staff agree that that proposed ramp and associated site work should not have a negative effect on the provision of governmental services during and after flood conditions.

OTHER BOARD CONSIDERATIONS IN REVIEW OF FLOODPLAIN VARIANCE REQUESTS:

FDPO Article 4, Section 4.E, Subsection 4.E.9 contains the following conditions regarding variances:

Conditions on variances:

- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.**

Staff Comment: The property is located within the Historic District Overlay zoning district, and the Applicant has applied for a COA (Certificate of Appropriateness) for all proposed site work, including the ramp. The HDC (Historic District Commission) is scheduled to hear the COA case on September 3, 2025. Staff will update the board on the status of the COA request at the board's September 9, 2025, meeting.

- (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.**

Staff Comment: The proposed work is not within a designated floodway or non-encroachment area.

- (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.**

Staff Comment: This is a determination the board must make after hearing all evidence and testimony presented at the variance hearing.

- (c) Variances shall only be issued prior to development permit approval.**

Staff Comment: The variance, if granted, will be issued prior to any other development approvals which include the COA, Floodplain Development Permit and Zoning Compliance Permit).

- (e) Variances shall only be issued upon:**

- (i) A showing of good and sufficient cause;**
- (ii) A determination that failure to grant the variance would result in exceptional hardship; and**
- (iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.**

Staff Comment: The board will need to decide if all three conditions have been met to grant the variance.

RECOMMENDED CONDITIONS OF APPROVAL:

Staff have no recommended conditions for the variance, should it be granted. The board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of the FDPO.

VOTING REQUIREMENT:

A four-fifths supermajority vote is required to grant a variance.

Attachment #1



TOWN OF
HILLSBOROUGH

GENERAL APPLICATION Special Use Permit, Variance or Appeal Board of Adjustment Hearing

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9475 | Fax: 919-644-2390
www.hillsboroughnc.gov

This application is for a special use permit (including modifications), variance or appeal.
Incomplete applications will not be accepted or processed.

OFFICIAL USE ONLY		
Case Number: BA-05-2025	Fee: \$ 600.00	Receipt No.: JR5MTFCR44
FLUM Designation: Town Center	Zoning District: OI	Overlay Zone: Select One HD

Permit or Relief Requested: Variance - Flood Damage Prevention Ordinance TK

PROJECT LOCATION AND DESCRIPTION	
Project Name: Board of Elections Facility Expansion	Project Type: Office
Property Address/Location: 208 S. Cameron Street	
PIN(s): 9874153612	Size of Property (Acres/Sq. Ft.): 9.202 +/- Acres TK
Current Use of Property: Government/Business	Proposed Use of Property: Government/Business
Use Class (from UDO Sections 5.1.7 and 5.1.8): Office Professional; Public Safety	
Number Existing Buildings to Remain: 1	Number Proposed Buildings: Addition
Gross Floor Area Existing Buildings: 7452	Gross Floor Area Proposed Buildings: 1793 sf.
Number Lots Proposed: na	Number Dwelling Units Proposed: na
Brief Summary of Request (use separate sheet if necessary): Flood Damage Prevention Ordinance, Requesting a variance from 3.C (Establishment of Floodplain Development Permit). See attached report.	

CERTIFICATION AND SIGNATURES	
Applications will not be accepted without signature of legal property owner or official agent.	
I certify that the information presented by me in this application and all accompanying documents are true and accurate to the best of my knowledge, information, and belief; and I acknowledge that the processing of this application may require additional town, county and/or state permits, approvals and associated fees.	
Applicant: Drew Wilgus, AIA	Legal Property Owner: OC Asset Mgmt.; Angel Barnes
Mailing Address: 4600 Lake Boone Tr.	Mailing Address: 306 Revere Rd.
City, State, ZIP Code: Raleigh NC 27607	City, State, ZIP Code: Hillsborough NC 27278
Telephone: 919.455.4227	Telephone: 919-245-2625
Email: dwilgus@smithsinnett.com	Email: abarnes@orangecountync.gov
Signature: [Signature]	Signature:
Date: 08-18-2025	Date:
Legal Relationship of Applicant to Property Owner: Hired Architect	

TK = by Senior Planner Tom King 8/26/2025



TOWN OF
HILLSBOROUGH

AUTHORIZATION FORM
Owner's Authorization for Agent
Board of Adjustment Hearing

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9475 | Fax: 919-644-2390
www.hillsboroughnc.gov

This form must accompany any application to go before the Board of Adjustment in which the application will not be represented by the legal property owner. Each owner shown on the property owner's deed must sign this authorization form.

I/We Travis Myren
(print names of legal property owners)

hereby authorize Drew Wilgus, Smith Sinnett Architecture
(print name of agent)

to represent me/us in processing an application for Variance
on my/our behalf. In authorizing the agent to represent me/us, I/we as owner/owners attest that:

- The application is made in good faith.
- All information contained in the application is accurate and complete.
- The agent is authorized to accept any and all conditions that may be placed on the approval.
- I/we as the property owner(s) am/are bound by any decision of the board, including any and all conditions attached to board approvals.

Travis Myren / CF _____
Signature of Owner Signature of Owner

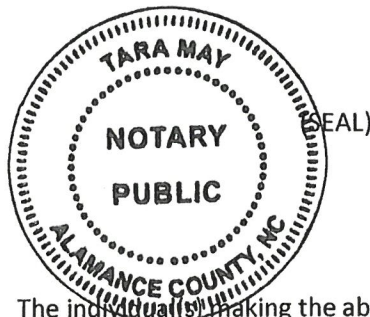
Travis Myren by Caitlin Fenhagen _____
Print Name of Owner Print Name of Owner

NORTH CAROLINA

Orange COUNTY

Sworn to and subscribed before me on this 19th day of August 20 25 by

Travis Myren by Caitlin Fenhagen
Print Name of Person Making Statement



Tara May _____
Signature of Notary Public

Tara May _____
Print Commissioned Name of Notary Public

11/19/2027 _____
Commission Expiration Date

The individual(s) making the above statement is/are personally known ☒ or identification was produced ____.

Orange County Board of Elections Expansion

208 South Cameron Street Hillsborough, NC

Owner: Orange County Asset Management

Date: 8-15-2025

Submission: 8-18-2025 Floodplain Development Variance Request

Project Number: 2024022

Application Report

Project Background:

Orange County intends to expand the Board of Elections Facility located at 208 S. Cameron St. (PIN 9874153612). The owner is requesting a variance to Provision 3.C of the Flood Damage Prevention Ordinance for a portion of scope that falls outside of the existing built footprint and is located in the 100-year floodplain (1% chance or more to flood each year).

The BOE is responsible for coordinating elections for the county which includes storing and deploying voting equipment and materials. The existing building is comprised of offices, meeting rooms, workrooms, and storage as well as a large unoccupied attic. The county would like to expand the building by 1800s.f. to enlarge the voting machine storage room and the boardroom space. The voting machine storage room is located along the south and southwest portion of the building. The owner requires a loading dock door and ramp be provided for the storage room. The dock will allow staff to efficiently and safely load and unload equipment and materials. This is key for protecting county assets, both property as well as valued personnel. In studying the site with civil engineers, Finch and Associates, it was determined that the west end of the south façade provided the best option for location due to truck maneuverability and available wall space for the loading door.

As shown on the site survey, the 100-year floodplain boundary follows along elevation contour 506. The southwest corner of the building currently resides in the flood plain and the basement level is prone to flooding. As currently designed, the only portion of new construction that encroaches on the flood plain is the loading dock ramp. The loading dock ramp will be constructed of poured-in-place reinforced heavy-duty concrete, and it is anticipated that this improvement will not pose as a financial or safety liability to the county due to flooding.

Application/Ordinance Criteria:

The following are responses to the specific concerns listed in 4.B.1.b and 4.E.4 of the Flood Damage Prevention Ordinance.

1. A plot/site plan drawn to scale, signed & sealed by a registered land surveyor or professional engineer, showing all the following:
 - a. The nature, location, dimensions & elevations of the area of development/disturbance; existing & proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities & other development.
See provided site drawings.

- b. The boundary of the Special Flood Hazard Area as delineated on the FIRM (Flood Insurance Rate Map).
The 100-YR Floodplain has been added to the site plan for reference.
 - c. Flood zone designation of the proposed development area as determined on the FIRM.
The Flood Zone is Zone A on FIRM 3710987400K.
 - d. The boundary of the floodway.
The 100-YR Floodplain has been added to the site plan for reference.
 - e. The BFE (Base Flood Elevation).
BFE = 505.5 at XSC 158987 of the Eno River.
 - f. Certification of the plot/site plan by a registered land surveyor or professional engineer.
Attached are the certified survey (Riley Surveying, P.A.) and civil engineering site design drawings (Finch & Associates).
2. A written report addressing all the following:
- a. The danger that materials may be swept onto other lands to the injury of others.
The design of the dock ramp is such that it will not be subject to movement.
 - b. The danger to life & property due to flooding or erosion damage.
The ramp is not an occupied structure and poses no risk to occupants.
 - c. The susceptibility of the proposed facility & its contents to flood damage & the effect of such damage on the individual owner.
The ramp will not sustain notable damage in the event of flooding apart from any necessary cleaning.
 - d. The importance of the services provided by the proposed facility to the community.
The ability to store necessary equipment and materials as well as the staff's ability to efficiently and safely mobilize these to voting sites is critical to election operations.
 - e. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use.
Alternative locations around the building were explored. No locations along the exterior wall of the storage room will support a ramp that falls outside of the floodplain. The option for a lift was discussed. Although one could barely avoid the flood plain at one area along the west side of the building next to the rear entrance, the lift is not ideal for operations and the owner would incur the burden of maintenance, including potential flood damage.
 - f. The compatibility of the proposed use with existing & anticipated development.

The ramp poses no compatibility issues with neighboring properties or potential future development.

- g. The relationship of the proposed use to the comprehensive plan & floodplain management program for the area.

The proposed will have no negative impact on the floodplain management plan. A ramp will allow the owner to more effectively evacuate the building's valuable equipment if flooding is expected.

- h. The safety of access to the property in times of flood for ordinary & emergency vehicles.

The proposed construction will not obstruct emergency access.

- i. The expected heights, velocity, duration, rate of rise, sediment transport of the floodwaters & the effects of wave action, if applicable, expected at the site.

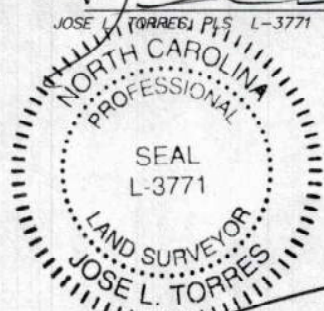
The effects of flood are not anticipated to make an impact on the new construction encroachment.

- j. The costs of providing governmental services during and after flood conditions including maintenance & repair of public utilities & facilities such as sewer, gas, electrical & water systems, & streets & bridges.

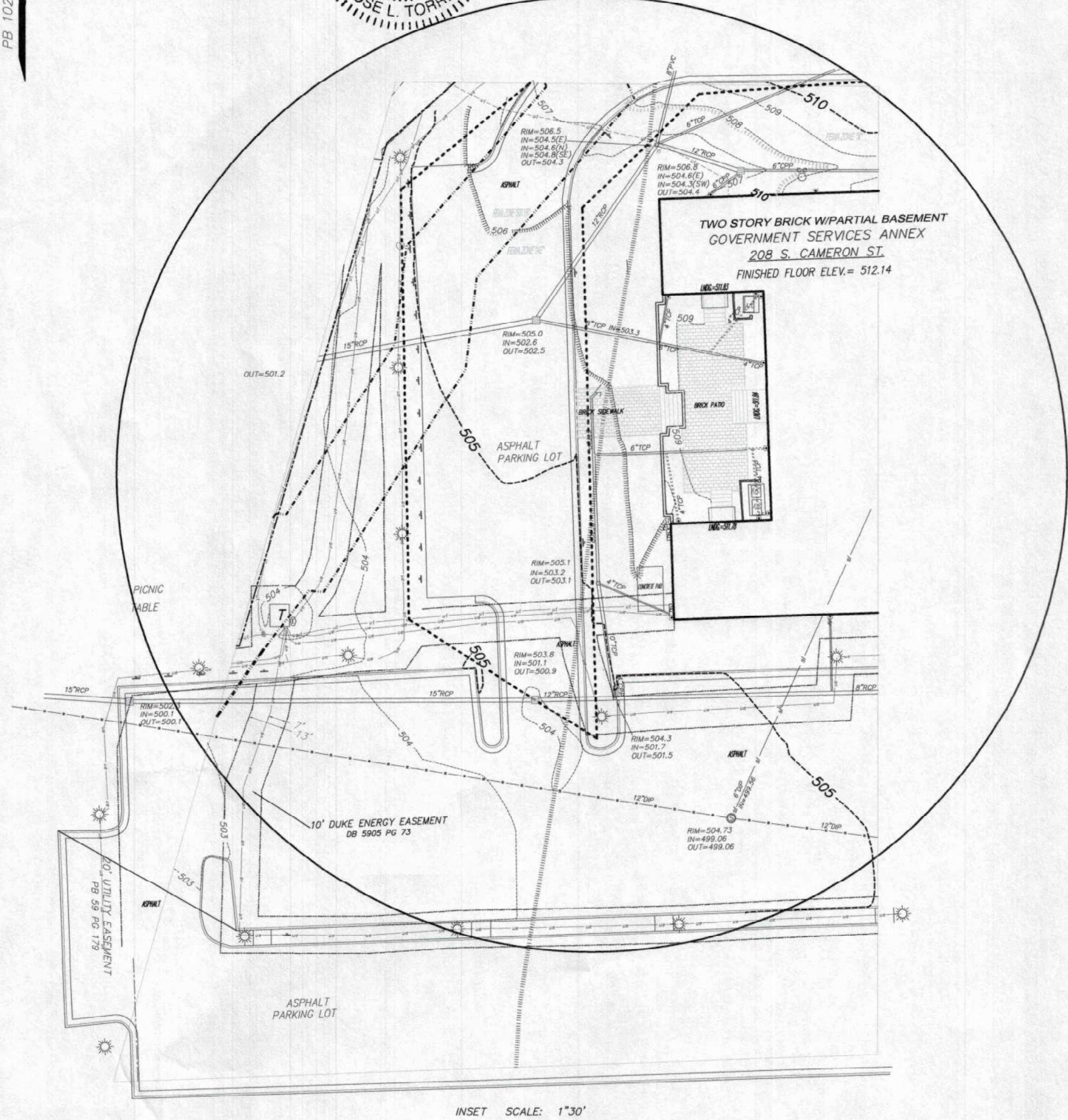
The proposed construction will not have a negative effect cost implication on government operations or require services apart from cosmetic cleaning.

SURVEYOR'S CERTIFICATION
I, Jose L. Torres, certify that this project was completed under my direct and responsible charge from an actual survey made under my supervision; that this ground survey was performed at the 95 percent confidence level (2 signs) to meet Federal Geographic Data Committee Standards; that the horizontal accuracy is 1:10,000+; that the vertical accuracy is 1:10,000+ and that the original data was obtained on May 18, 2025; that the survey was completed on May 28, 2025; that contours shown meet the stated standard; all elevations are based on NAVD '88

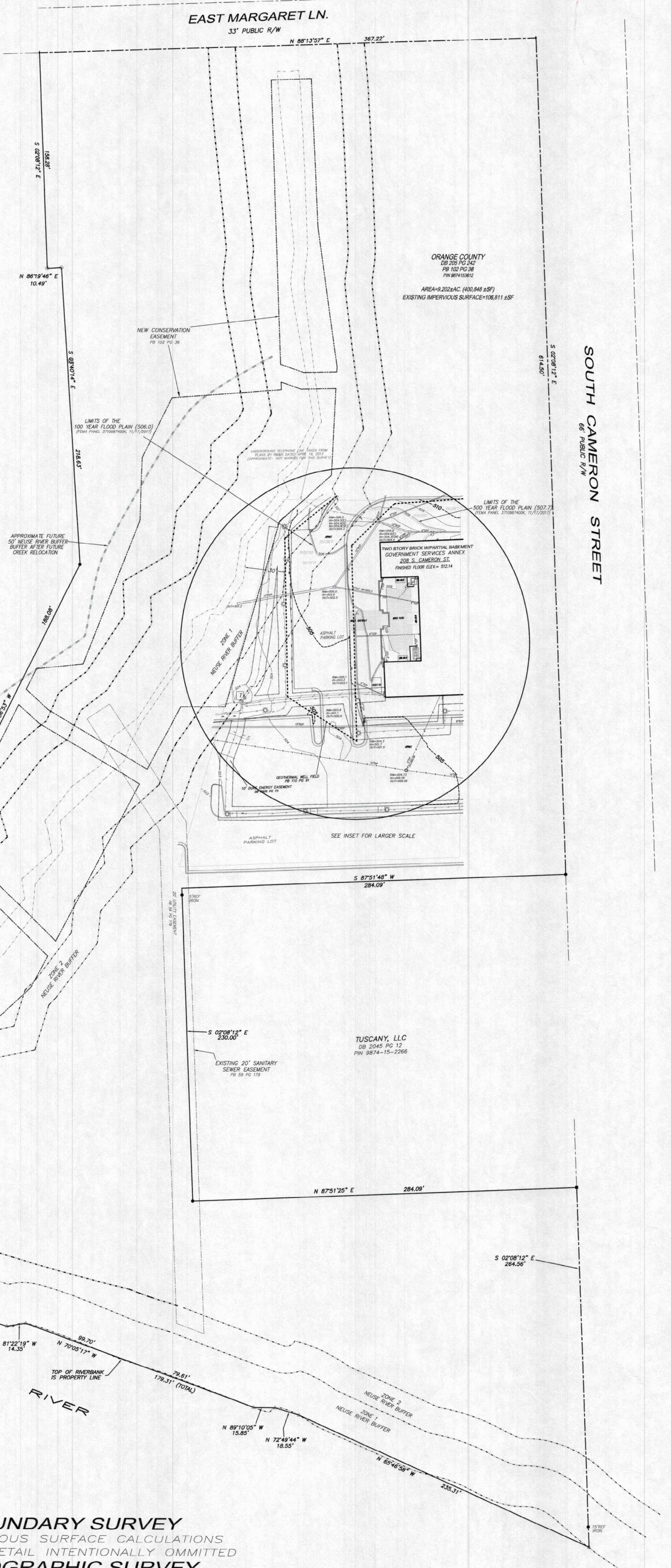
May 30, 2025
DATE



- NOTES**
- 1) AREAS BY COORDINATES.
 - 2) HORIZONTAL GROUND DISTANCES SHOWN.
 - 3) UNDERGROUND UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE. CONTRACTORS ARE ADVISED TO HAVE ALL UNDERGROUND UTILITIES MARKED PRIOR TO ANY EXCAVATION. UNDERGROUND UTILITIES ARE BASED ON FIELD MARKINGS BY "SO-DEEP" THERE MAY BE ADDITIONAL UNDERGROUND UTILITIES BEYOND THOSE SHOWN HEREON.
 - 4) RATIO OF PRECISION= 1:10,000+.
 - 5) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT; THEREFORE, THERE MAY BE ENCUMBRANCES AFFECTING TITLE ON THESE PROPERTIES NOT SHOWN HEREON.
 - 6) VERTICAL DATUM BASED ON "OR 39", ELEV= 542.92 (NAVD '88)
 - 7) DUKE ENERGY EASEMENTS SHOWN BASED ON MARKINGS BY "SO DEEP" (2002) OR "MADAMS" 2025
 - 8) SURFACE DETAIL INTENTIONALLY OMITTED.

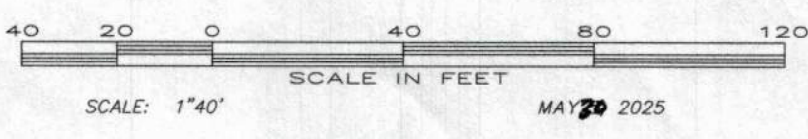


ORANGE COUNTY
PIN 987452888
NO DEED FOUND



- LEGEND**
- EXISTING CONCRETE MONUMENT
 - COMPUTED POINT
 - EXISTING "MAG" NAIL
 - IRON PIPE SET
 - EXISTING IRON PIPE
 - ELECTRIC METER
 - SANITARY SEWER MANHOLE
 - WATER MANHOLE
 - WATER METER
 - WATER VALVE
 - FIRE HYDRANT
 - STORM DRAINAGE MANHOLE
 - CATCH BASIN/YARD INLET
 - CURB INLET
 - LIGHT POLE
 - LAMP/FLOOD LIGHT
 - TELEPHONE PEDESTAL
 - UTILITY POLE
 - QUIP POLE
 - CLEAN-OUT
 - SIGN
 - ROSE DRAIN/AREA DRAIN
 - SANITARY SEWER PIPE
 - UNDERGROUND ELECTRIC
 - UNDERGROUND TELEPHONE
 - SEWER LATERAL
 - LIMITS OF PUBLIC RIGHT-OF-WAY
 - BOUNDARY LINES
 - ADJACENT PROPERTY LINE

BOUNDARY SURVEY
IMPERVIOUS SURFACE CALCULATIONS
SURFACE DETAIL INTENTIONALLY OMITTED
TOPOGRAPHIC SURVEY
OF A PORTION OF
ORANGE COUNTY
PREPARED FOR
COUNTY OF ORANGE
HILLSBOROUGH TOWNSHIP
ORANGE COUNTY, NORTH CAROLINA



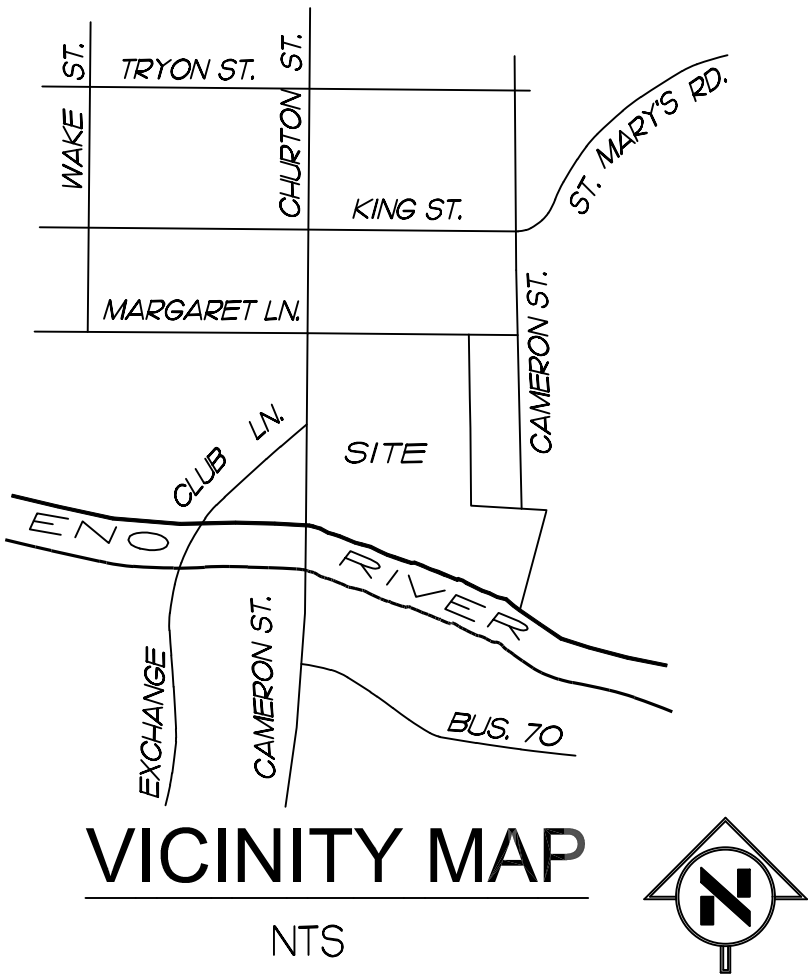
RILEY SURVEYING, P.A.
3326 DURHAM CHAPEL HILL BLVD. STE B-100
DURHAM, N.C. 27707
919-667-0742 C-1281 Email: jltorres@rileysurveyingpa.com

SITE PLAN REVIEW
ORANGE COUNTY BOARD OF ELECTIONS
ACCESSIBLE RAMP AND LOADING DOCK
HILLSBOROUGH, NORTH CAROLINA

OWNER/APPLICANT
ORANGE COUNTY BOARD OF ELECTIONS
P.O. BOX 220
208 S CAMERON STREET
HILLSBOROUGH, NC 27278
TEL. (919) 245-2350

ARCHITECTURAL
SMITH SINNETT ARCHITECTURE
4600 LAKE BOONE TRAIL SUITE 205, RALEIGH, NC 27607
TEL. (919) 781-8582

SITE/CIVIL
FINCH & ASSOCIATES, PLLC
3010 ANDERSON DRIVE SUITE 170, RALEIGH, NC 27609
TEL. (919) 833-1212



SITE DATA

PIN:	9874153612
PHYSICAL ADDRESS:	144 E MARGARET LN 208 S CAMERON ST 113 TM RIVERWALK HILLSBOROUGH, NC 27278
OWNER:	ORANGE COUNTY
MAILING ADDRESS:	P.O. BOX 8181 HILLSBOROUGH, NC 27278
ZONING:	OI (OFFICE/INSTITUTIONAL)
OVERLAY DISTRICT:	HDO (HISTORIC DISTRICT OVERLAY)
PROPERTY LUC:	EXEMPT-IMPROVED
EXEMPT TYPE:	GOVERNMENTAL (FEDERAL, STATE, LOCAL)

GENERAL PROJECT NOTES

- BOUNDARY AND TOPOGRAPHIC INFORMATION, UTILITIES, AND EXISTING STRUCTURES SHOWN HEREIN WERE TAKEN FROM A SURVEY PROVIDED BY JOSE L. TORRES DATED MAY 29, 2025.
- ALL DIMENSIONS AND STAKING POINTS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES AT THE SITE AND SHALL IMMEDIATELY REPORT ANY DISCREPANCIES TO THE ENGINEER FOR ADJUSTMENT.
- THE CONTRACTOR SHALL VERIFY SITE SOIL CONDITIONS AND NOTIFY THE ENGINEER OF THE PRESENCE OF ANY UNSUITABLE SOILS.
- LOCATIONS FOR EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UTILITIES AND SHALL BE RESPONSIBLE FOR ANY DAMAGE TO SAME. SEE GRADING NOTES ON THE DRAWINGS FOR ADDITIONAL REQUIREMENTS AND PRECAUTIONS.
- CONTRACTOR SHALL AT ALL TIMES MAINTAIN ADEQUATE SAFETY MEASURES, ACTIVITIES, AND BARRICADES FOR THE PROTECTION OF ALL PERSONS ON OR ABOUT THE LOCATION OF THE SITE.
- CONTRACTOR SHALL DELINEATE ALL DIRECTIONAL ARROWS, LANE MARKINGS, "STOP" BARS, ETC. AS SHOWN ON THE PLANS WITH TRAFFIC MARKING PAINT ACCORDING TO MANUFACTURER'S SPECIFICATIONS. USE WHITE COLOR.
- ALL ACCESSIBLE RAMPS AND PARKING SPACES SHALL CONFORM TO ADA STANDARDS.
- ALL SIGNS AND PAVEMENT MARKINGS SHALL ADHERE TO ALL APPLICABLE REQUIREMENTS OF THE LATEST VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- ALL PERMITS RELATIVE TO THIS PROJECT SHALL BE OBTAINED PRIOR TO BEGINNING ANY CONSTRUCTION ACTIVITIES.
- ALL CONSTRUCTION SHALL COMPLY WITH APPLICABLE CITY OF HILLSBOROUGH STANDARDS AND SPECIFICATIONS.
- FEMA MAPPED FLOOD BOUNDARIES EXIST ON THE PROJECT SITE.
- THERE ARE NO WETLANDS WITHIN THE PROJECT AREA.

SCHEDULE OF DRAWINGS

- LO COVER SHEET
- L1.0 EXISTING CONDITIONS AND DEMOLITION PLAN
- L2.0 SITE PLAN
- L2.1 SECTION VIEWS
- L3.0 CONSTRUCTION DETAILS

A1-03 FIRST FLOOR DIMENSION PLAN



PRIOR TO ANY CONSTRUCTION ACTIVITY, UNDERGROUND UTILITY LOCATIONS SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (1-800-632-4949).



REVISIONS

Finch & Associates, PLLC
3010 Anderson Drive, Suite 170
Raleigh, NC 27609
T 919 | 833-1212
F 919 | 833-3203
NCBELS Lic. No. P-1845
INCBOLA Lic. No. C-656

FINCH
& ASSOCIATES
engineering • landscape architecture • land surveying

ADA EXPANSION FOR ORANGE COUNTY
BOARD OF ELECTIONS
208 S CAMERON ST, HILLSBOROUGH, NC 27278

8/12/2025



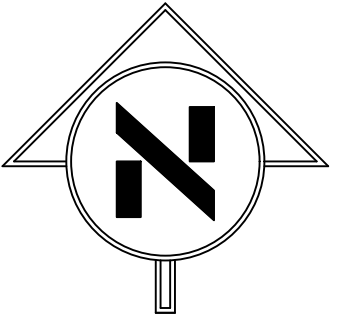
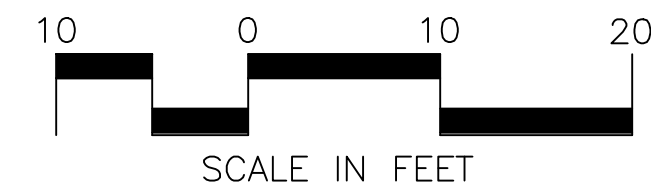
DRAWN BY MVB
CHECKED BY JFW
PROJ. NO. 25037
DATE 8/12/2025
LO SHEET OF 24

PRIOR TO ANY CONSTRUCTION ACTIVITY, UNDERGROUND UTILITY LOCATIONS SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (1-800-632-4949).



UNDERGROUND TELEPHONE LINE TAKEN FROM PLANS BY RMN DATED APRIL 19, 2013 (APPROXIMATE - NOT MARKED FOR THIS SURVEY)

PRE-CONSTRUCTION	POST-CONSTRUCTION
PROPOSED FINISHED BUILDING SQ: 9,089 SQ FT	PROPOSED FINISHED BUILDING SQ: 9,089 SQ FT
UDO REQUIREMENTS: 1 PARKING SPACE PER 300 SQ FT GFA (GROSS FLOOR AREA)	UDO REQUIREMENTS: 1 PARKING SPACE PER 300 SQ FT GFA (GROSS FLOOR AREA)
NUMBER OF SPACES REQUIRED: 9,089/300= 31	NUMBER OF SPACES REQUIRED: 9,089/300= 31
NUMBER OF SPACES EXISTING PRIOR TO CONSTRUCTION: 77	NUMBER OF SPACES PROPOSED AFTER CONSTRUCTION: 72



LEGEND

SYMBOL	DESCRIPTION
	CONTOURS
	ELECTRIC UTILITY
	STORM STRUCTURE
	BUFFER
	EASEMENT
	RIVER
	100- YEAR FLOOD
	500- YEAR FLOOD
	STORM STRUCTURE
	POWER STRUCTURE
	POWER STRUCTURE
	SIGN
	UNDERGROUND TELEPHONE
	UNDERGROUND ELECTRIC
	SANITARY SEWER PIPE
	MAN-HOLE

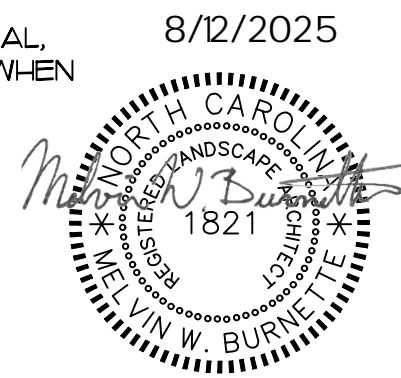
SURVEY NOTES

- 1) AREAS BY COORDINATES.
- 2) HORIZONTAL GROUND DISTANCES SHOWN.
- 3) UNDERGROUND UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE. CONTRACTORS ARE ADVISED TO HAVE ALL UNDERGROUND UTILITIES MARKED PRIOR TO ANY EXCAVATION. UNDERGROUND UTILITIES ARE BASED ON FIELD MARKINGS BY "SO-DEEP" THERE MAY BE ADDITIONAL UNDERGROUND UTILITIES BEYOND THOSE SHOWN HEREON.
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- 6) VERTICAL DATUM BASED ON 'OR 39', ELEV= 54292 (NAVD '88)
- 7) DUKE ENERGY EASEMENTS SHOWN BASED ON MARKINGS BY "SO DEEP" (2002) OR "MCADAMS" 2025
- 8) SURFACE DETAIL INTENTIONALLY OMITTED.

DEMOLITION NOTES

- 1) THE CONTRACTOR SHALL REMOVE EXISTING STRUCTURES AND PAVEMENT FROM ALL AREAS WITHIN THE LIMITS OF DISTURBANCE AS SHOWN ON THIS PLAN.
- 2) THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES THAT ARE TO REMAIN DURING ALL DEMOLITION AND CONSTRUCTION PHASES.
- 3) ALL MATERIALS THAT ARE TO BE REMOVED SHALL BE LEGALLY DISPOSED OF OFF SITE.
- 4) THE CONTRACTOR SHALL COORDINATE WITH THE APPROPRIATE UTILITY COMPANY FOR THE REMOVAL AND/OR RELOCATION OF GAS, ELECTRIC, TELEPHONE, AND CABLE SERVICES, ETC.
- 5) THE CONTRACTOR SHALL VISIT THE SITE AND BECOME THOROUGHLY FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO BIDDING.
- 6) NO OPEN FIRE WILL BE ALLOWED.
- 7) THE CONTRACTOR SHALL REMOVE ALL DEBRIS FROM THE SITE. NO DEMOLITION MATERIALS ARE TO BE SOLD BY THE CONTRACTOR ON SITE.
- 8) THE CONTRACTOR SHALL FOLLOW ALL APPLICABLE LOCAL, STATE, AND FEDERAL CODES AND REQUIREMENTS WHEN REMOVING OR RELOCATING ANY UTILITY SERVICES.

EXISTING CONDITIONS AND DEMOLITION
SCALE: 1" = 10'



REVISIONS

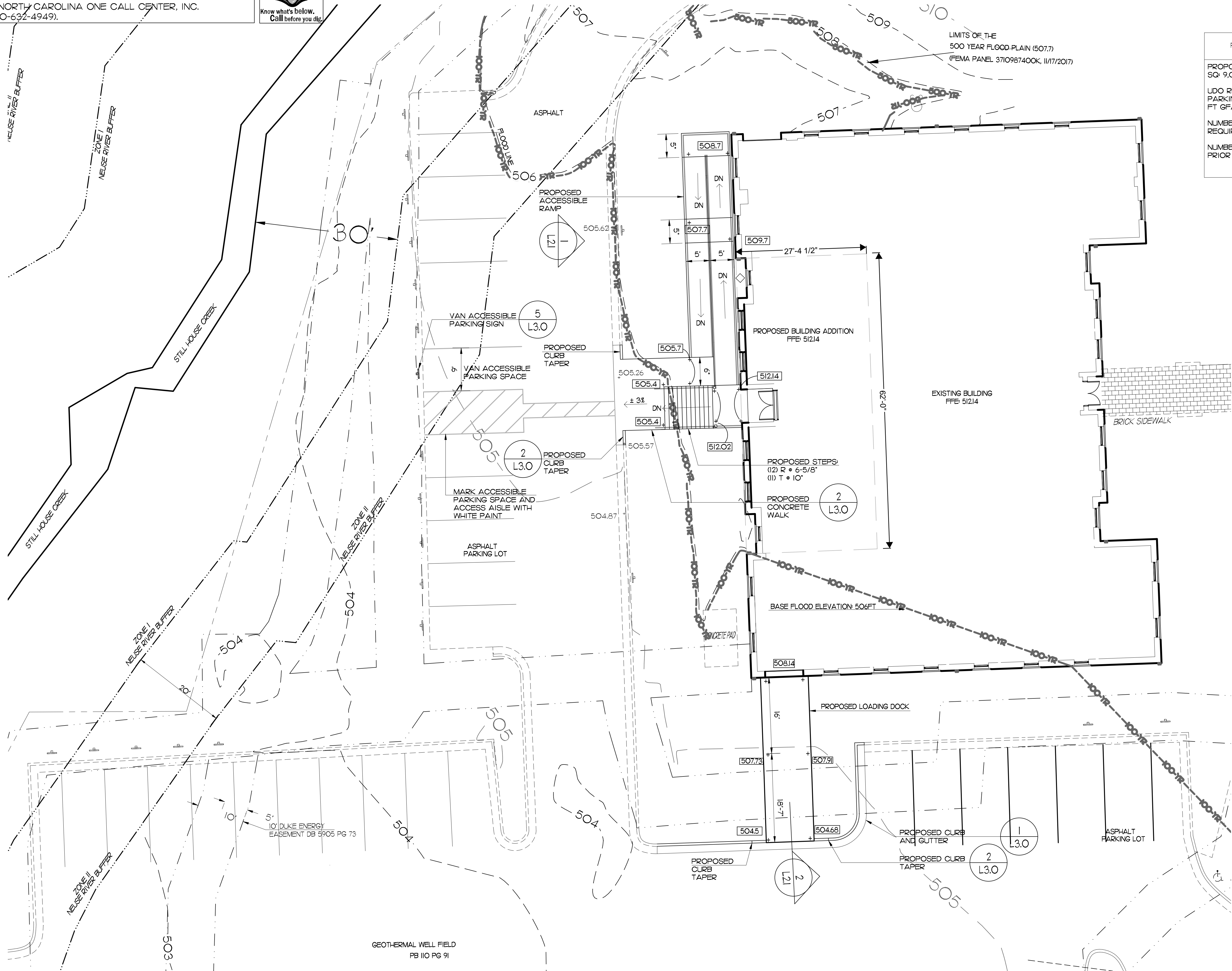
Finch & Associates, Inc. Ste 170
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NCEELS Lic. No. P-1845
NCEOLA Lic. No. C-656

FINCH
& ASSOCIATES
engineering • landscape architecture • land surveying

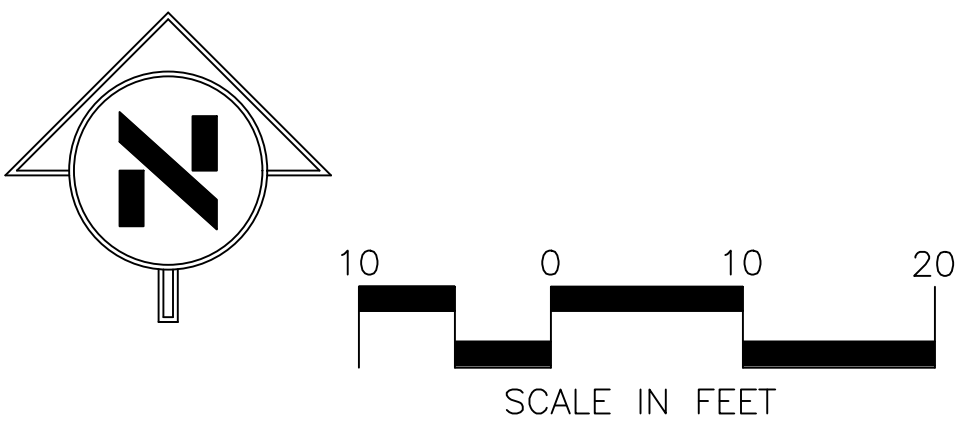
ADA EXPANSION FOR ORANGE COUNTY
BOARD OF ELECTIONS
208 S CAMERON ST, HILLSBOROUGH, NC 27278

DRAWN BY MVB
CHECKED BY JFW
PROJ. NO. 25037
DATE 8/12/2025
L.I.O.
SHEET 25

PRIOR TO ANY CONSTRUCTION ACTIVITY, UNDERGROUND UTILITY LOCATIONS SHOULD BE REQUESTED BY CALLING THE NORTH CAROLINA ONE CALL CENTER, INC. (1-800-637-4949).



PRE-CONSTRUCTION	POST-CONSTRUCTION
PROPOSED FINISHED BUILDING SQ: 9,089 SQ FT	PROPOSED FINISHED BUILDING SQ: 9,089 SQ FT
LIDO REQUIREMENTS: 1 PARKING SPACE PER 300 SQ FT GFA (GROSS FLOOR AREA)	LIDO REQUIREMENTS: 1 PARKING SPACE PER 300 SQ FT GFA (GROSS FLOOR AREA)
NUMBER OF SPACES REQUIRED: 9,089/300= 31	NUMBER OF SPACES REQUIRED: 9,089/300= 31
NUMBER OF SPACES EXISTING PRIOR TO CONSTRUCTION: 77	NUMBER OF SPACES PROPOSED AFTER CONSTRUCTION: 77-5=72



SYMBOL	DESCRIPTION
	CONTOURS
	ELECTRIC UTILITY
	STORM STRUCTURE
	BUFFER
	EASEMENT
	RIVER
	100- YEAR FLOOD
	500- YEAR FLOOD
	STORM STRUCTURE
	POWER STRUCTURE
	POWER STRUCTURE
	SIGN
	UNDERGROUND TELEPHONE
	UNDERGROUND ELECTRIC
	SANITARY SEWER PIPE
	MANHOLE

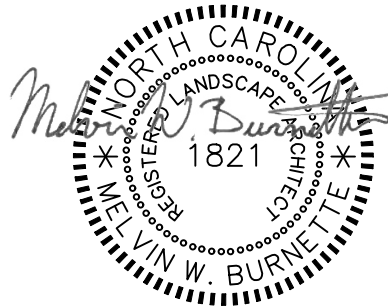
IMPERVIOUS SURFACES DATA
PROPOSED NEW IMPERVIOUS AREA: 3003 SF
EXISTING IMPERVIOUS TO BE REMOVED: 3026 SF
NET CHANGE: -23 SF

REVISIONS

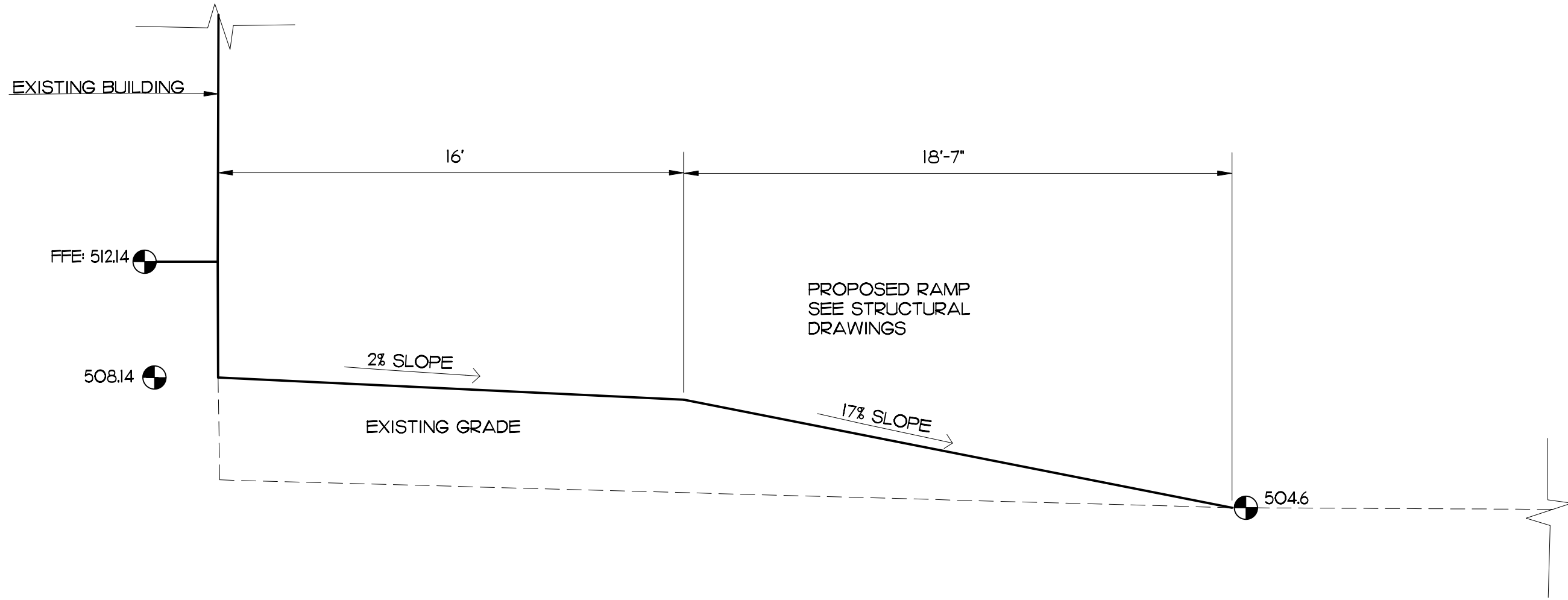
Finch & Associates, Inc. Ste 170
Raleigh, NC 27609
T 919 | 831-1212
F 919 | 534-3203
NCBELS Lic. No. P-1845
NCBOLA Lic. No. C-656



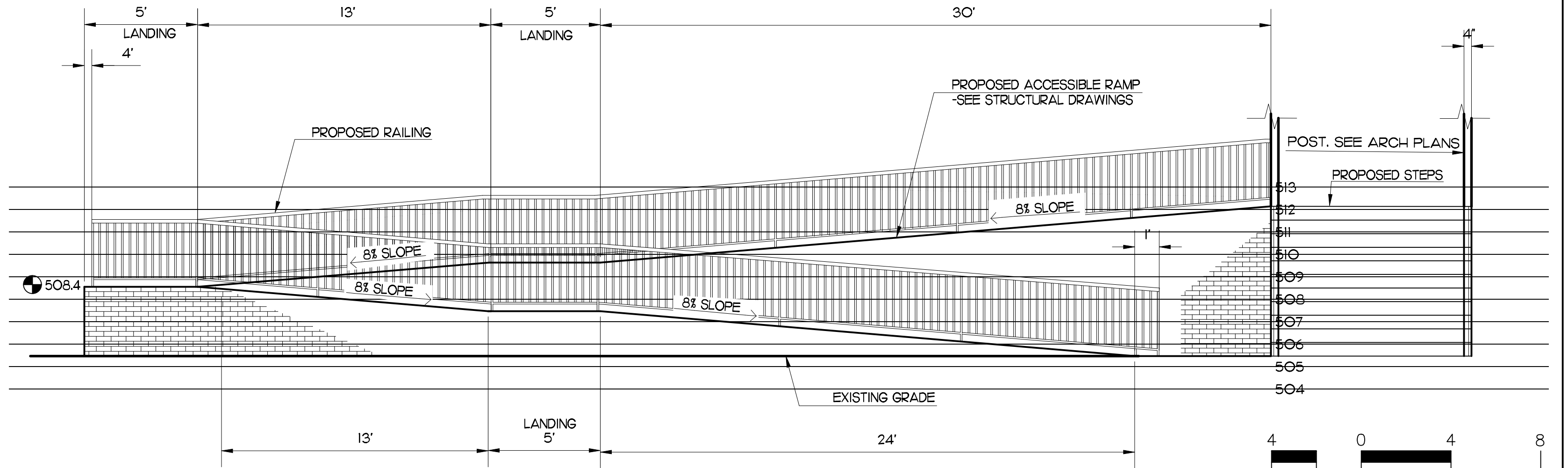
ADA EXPANSION FOR ORANGE COUNTY
BOARD OF ELECTIONS
208 S CAMERON ST, HILLSBOROUGH, NORTH CAROLINA



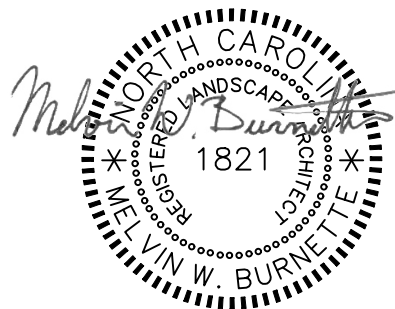
DRAWN BY MWB
CHECKED BY JFW
PROJ. NO. 25037
DATE 8/12/2025
L20
SHEET 26



2 SECTION VIEW OF LOADING DOCK
L21 SCALE: 1/4" = 1'-0"



1 SECTION VIEW FOR ACCESSIBLE RAMP
L21 SCALE: 1/4" = 1'-0"



8/12/2025

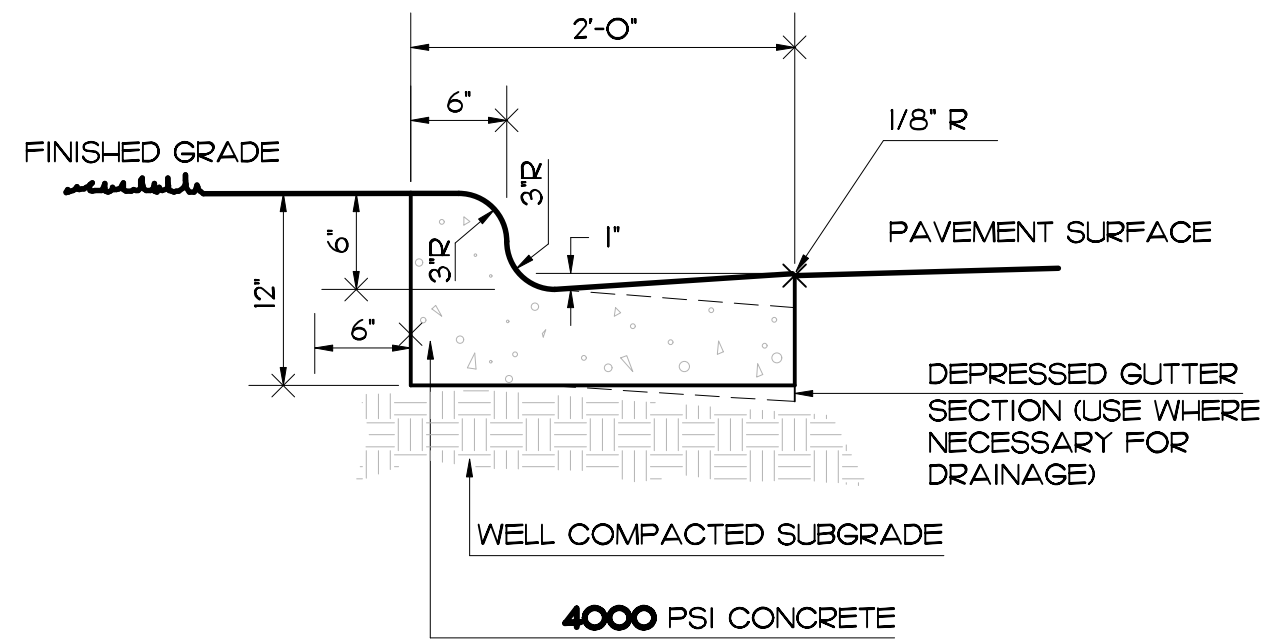
ADA EXPANSION FOR ORANGE COUNTY
BOARD OF ELECTIONS
208 S CAMERON ST, HILLSBOROUGH, NC 27278

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CHECKED BY JFW
PROJ. NO. 25037
DATE 8/12/2025
L21 OF 27
SHEET

FINCH
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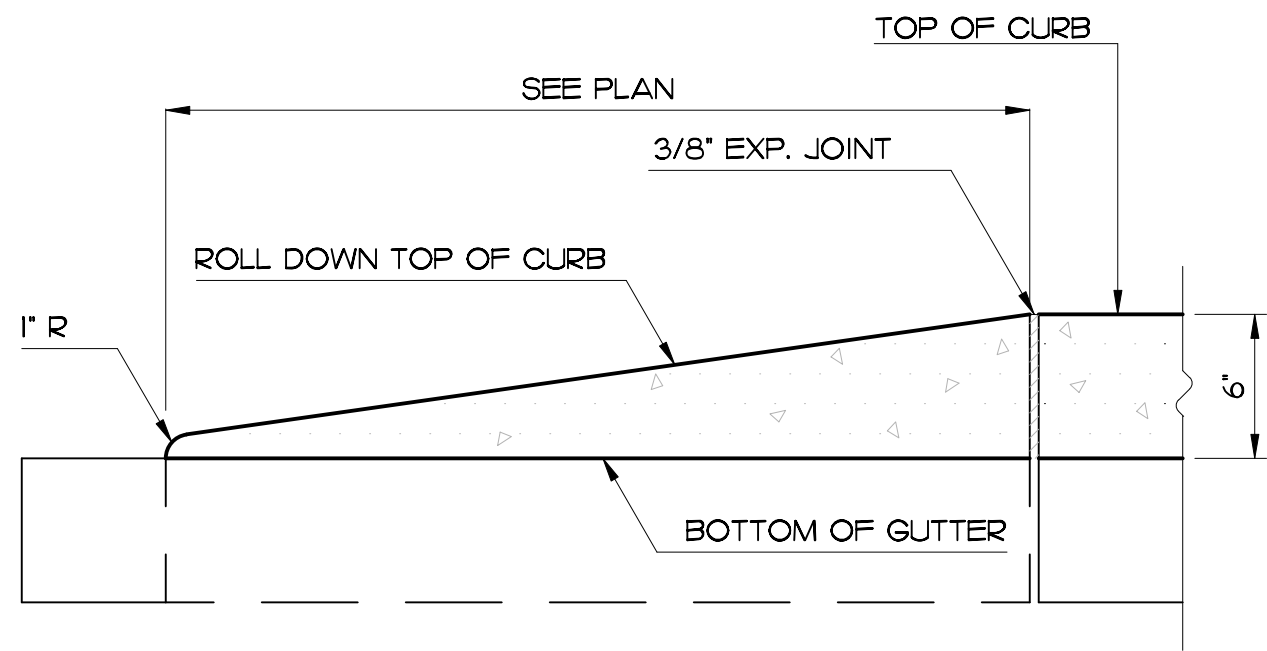
Finch & Associates, Inc.
2000 S. Salisbury Rd., Ste. 170
Raleigh, NC 27609
T 919 | 831-1212
F 919 | 831-3203
NCBELS Lic. No. P-1845
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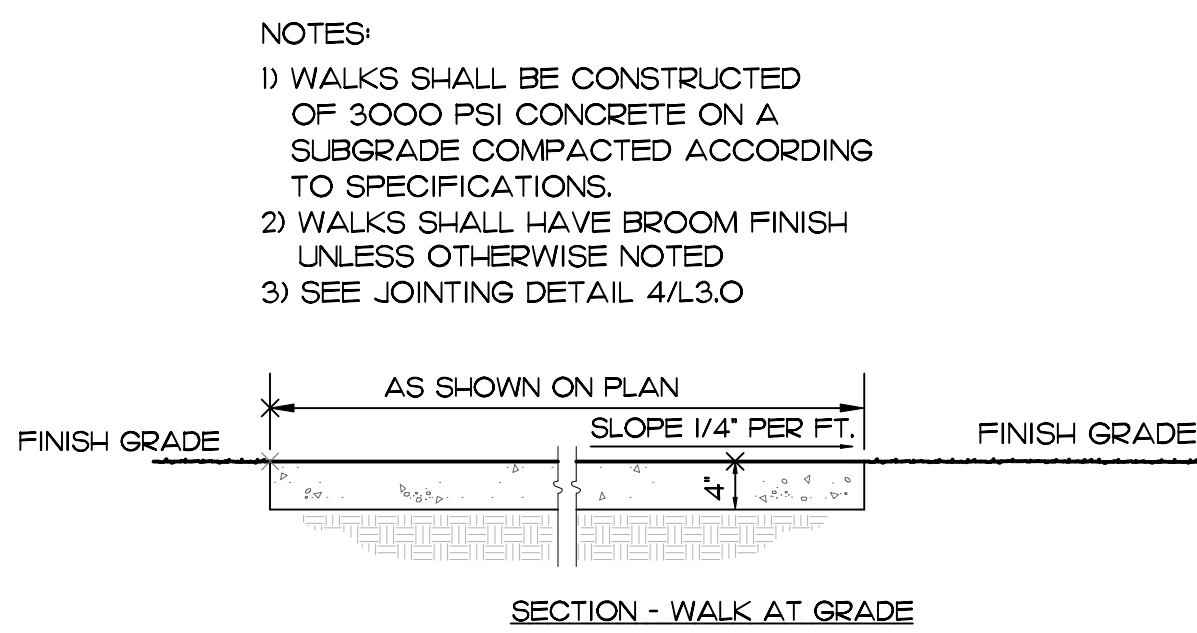


- NOTES
1. PLACE CONTRACTION JOINTS AT 10' INTERVALS IF FORMED, OR 15' IF MACHINE PLACED.
 2. CONTRACTION JOINTS MAY BE INSTALLED WITH THE USE OF TEMPLATES. NON-TEMPLATE FORMED JOINTS SHALL BE A MINIMUM OF 1-1/2" DEEP.
 3. CONSTRUCTION JOINTS SHALL BE FILLED WITH JOINT FILLER AND SEALER.
 4. EXPANSION JOINTS (1/2") SHALL BE SPACED AT 90' INTERVALS, AND SHALL BE FILLED WITH JOINT FILLER AND SEALER.
 5. TO INSURE PROPER DRAINAGE, CONSTRUCT CURB AND GUTTER WITH DEPRESSED GUTTER SECTION IN ANY LOCATIONS WHERE SURFACE OF ADJOINING PAVING SLOPES AWAY FROM THE CURB AND GUTTER.

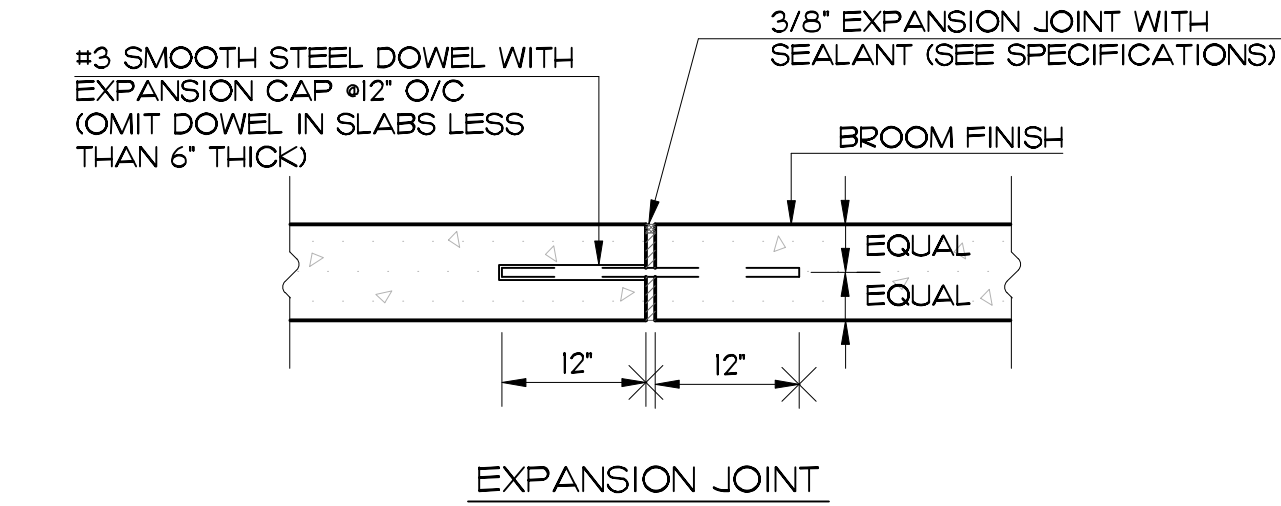
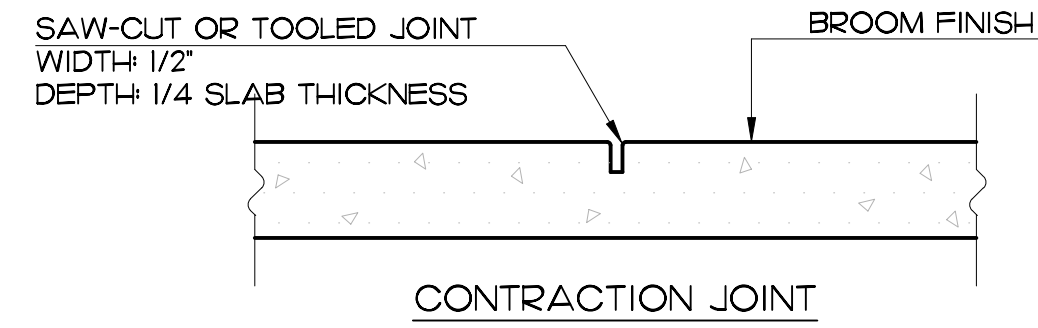
1	24" CURB AND GUTTER
L3.O	SCALE: 1" = 1'-0"



2	CURB TAPER
L3.O	SCALE: 1-1/2" = 1'-0"



3	CONCRETE WALK
L3.O	SCALE: 3/4" = 1'-0"



- NOTES
1. ON CONCRETE WALKS, CONTRACTION JOINTS SHALL BE SPACED AT AN INTERVAL EQUAL TO THE WIDTH OF THE WALK, BUT SHALL NOT EXCEED 6' O.C.
 2. ON CONCRETE WALKS, EXPANSION JOINTS SHALL BE PLACED AT A MAXIMUM OF 30' O.C.

4	CONCRETE JOINTS
L3.O	SCALE: 1-1/2" = 1'-0"

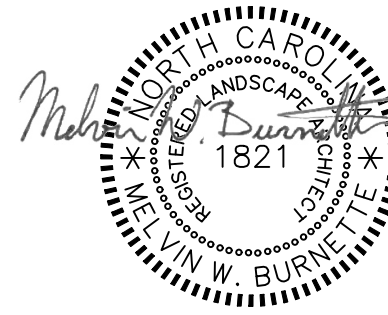
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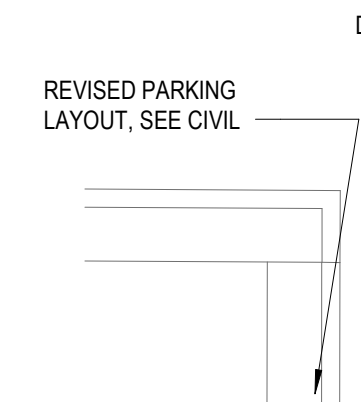
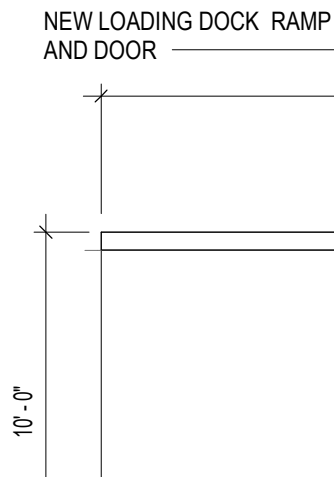


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CHECKED BY JFW
PROJ. NO. 25037
DATE 8/12/2025
L3.O
SHEET 28

GENERAL PROJECT NOTES:

1. ALL INTERIOR WALL TYPES TO BE 'SAAU' UNLESS OTHERWISE NOTED.
2. WALL DIMENSIONS ARE TO FACE OF METAL STUD, FACE OF CONCRETE MASONRY UNIT (CMU), OR CENTERLINE OF COLUMN.
3. ALL RATED WALL CONSTRUCTION TO COMPLY W/ UL REQUIREMENTS.
4. ALL CMU WALLS GOING TO BOTTOM OF DECK ARE TO PROVIDE A 1" GAP FOR DEFLECTION, FILL GAP WITH MINERAL WOOL INSULATION ALONG THE ENTIRE LENGTH OF WALL. AT FIRE RATED WALLS, ENSURE SPRAY APPLIED FIRE SEALANT BOTH SIDES.
5. ALL METAL STUD WALLS TERMINATING AT BOTTOM OF DECK ARE TO PROVIDE A DEFLECTION TRACK SECURED TO THE UNDERSIDE OF THE DECKING, NEST TOP TRACK BUT DO NOT ATTACH TO DEFLECTION TRACK. FILL FLUTE IN METAL DECK WHERE REQUIRED.
6. ALL WALLS EXTEND TO DECK AND ARE BRACED TO DECK AT HEAD ON ALTERNATE STUDS OR 32" OC FOR CMU WALLS, UNLESS OTHERWISE NOTED.
7. CONTROL JOINTS SHALL BE AS SHOWN ON PLANS AND ELEVATIONS OR SPACED AT A MINIMUM OF 20'-0" OC AND A MAXIMUM OF 32'-0" OC WITH ONE CONTROL JOINT LOCATED WITHIN 3'-4" OF ANY CORNER, FOR INTERIOR GYPSUM WALL CONTROL JOINTS SEE DETAIL.
8. SEE FINISH SCHEDULE FOR WALL, FLOOR, BASE, AND CEILING TYPES AND FINISHES.
9. REFER TO STRUCTURAL DRAWINGS FOR LOCATION OF REINFORCING, BOND BEAMS, BRACING, ETC.
10. ALL COLUMN CHASES TO HAVE GYP BOARD ON ROOM SIDE OF WALL, TYPICAL UNLESS OTHERWISE NOTED.
11. ALL EXTERIOR SIDEWALKS SHALL SLOPE AWAY FROM THE BUILDING AT 1/4" PER FOOT, MINIMUM.
12. ALL EXTERIOR WINDOWS TO HAVE ROLLER SHADE BLINDS UNLESS OTHERWISE NOTED, REFER TO SPECIFICATIONS.
13. FURNITURE AND EQUIPMENT SHOWN DASHED ON PLANS IS NOT IN CONTRACT (NIC), GC TO PROVIDE WOOD BLOCKING FOR ALL WALL/CEILING MOUNTED ACCESSORIES.
14. FIELD VERIFY FINAL ROOM DIMENSIONS PRIOR TO CASEWORK FABRICATION.
15. WARP SLAB DOWN 1" IN A 2'-0"x2'-0" SQUARE AROUND ALL FLOOR DRAINS.
16. ALL CERAMIC TILE TO HAVE CONTROL JOINTS THAT ALIGN WITH CONTROL JOINTS IN CONCRETE SLAB.
17. THERE SHALL BE NO PENETRATIONS IN THROUGH WALL FLASHING.
18. DOOR JAMB FROM INTERSECTING WALLS: CMU - 8" UNLESS OTHERWISE NOTED

STUD- 4" UNLESS OTHERWISE NOTED



1
A1-03 **FIRST FLOOR DIMENSION PLAN**
3/16" = 1'-0"

DOCK LEVELER

REVISED PARKING LAYOUT, SEE CIVIL

NEW LOADING DOCK RAMP AND DOOR

1" / 12"

ONE STOP SUPPLY ROOM 106

WOMENS RESTROOM 125

MENS RESTROOM 122

OFFICE 117A

BALLOT ROOM 117

FOYER (EAST) 13

RECEPTION 101

DIRECTOR'S OFFICE 102

OFFICE 103B

OFFICE 103A

OFFICE 108

OFFICE 109

CONFERENCE/ TRAINING ROOM 110

ELECTION LAPTOP ROOM 112

KITCHEN 105

COPY ROOM 104A

RESTROOM 106

SUPPLY CLOSET 107

SCANNING AREA 104

850 ROOM 116

TELEPHONE SWITCH ROOM 115

NEW RAMP (ALTERNATE 1)

NEW PAVER WALKWAY, SEE CIVIL

NEW STEPS

9'-0"

10'-1"

14'-0"

35'-0"

1" / 12"

1" / 12"

8'-4"

2'-8"

3'-0"

2'-8"

4'-0"

4'-8"

4'-0"

6'-0"

62'-0"

6'-8"

1'-2"

7'-0"

1'-2"

5'-10.58"

5'-10.58"

4'-0"

2'-8"

3'-0"

2'-8"

8'-4"

1'-6"

2'-0"

4'-0"

5'-4.2384"

4'-0"

2'-1.158"

3'-3.38"

6'-0"

3'-4"

2'-0"

3'-6"

6'-0"

7'-3.78"

23'-3.18"

6'-0"

4'-0.38"

6'-0"

5'-8"

3'-11.34"

6'-0"

5'-8"

3'-4"

6'-0"

7'-3.78"

23'-3.18"

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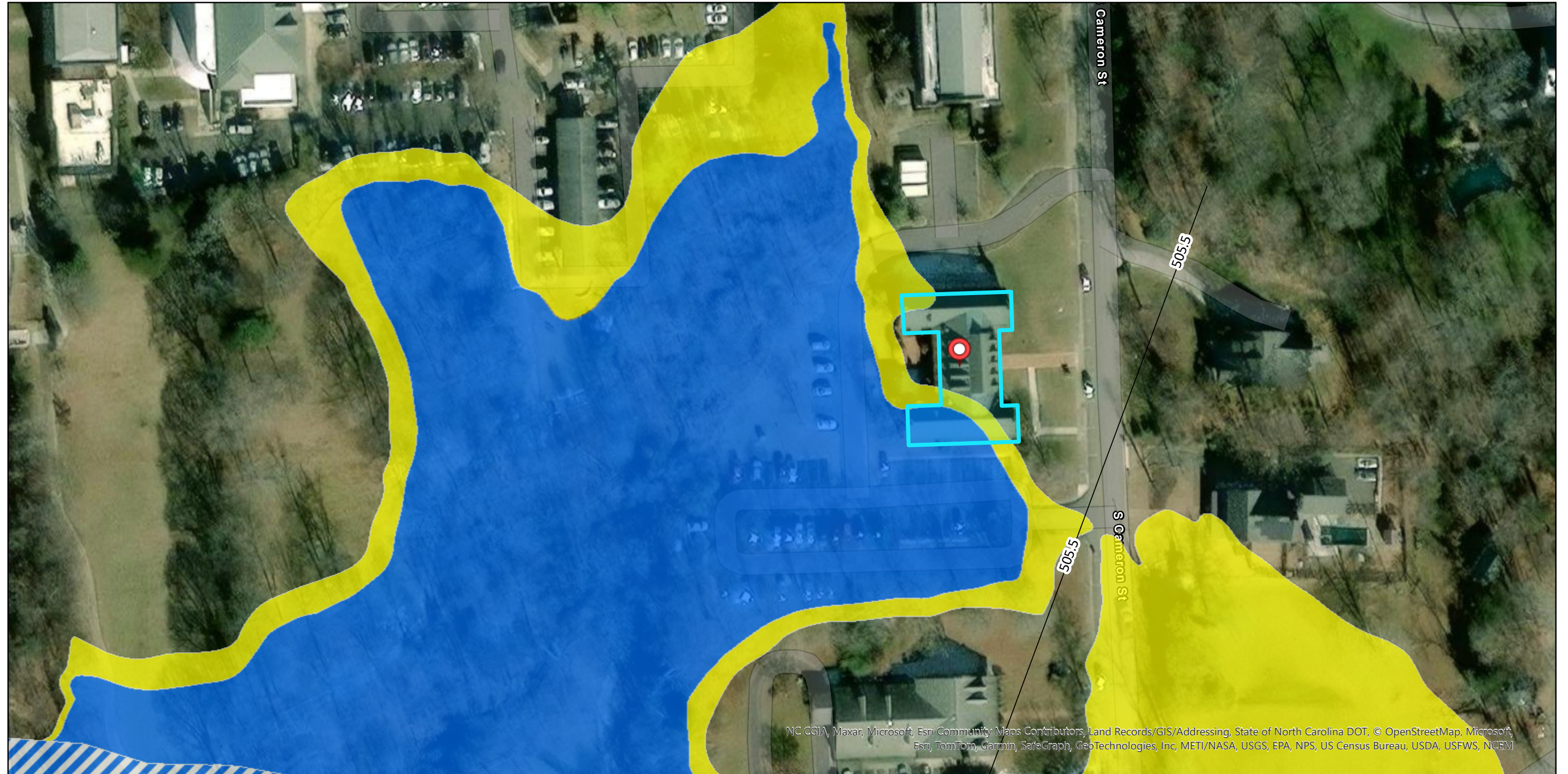
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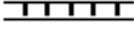
7'-3.78"

23'-3.18"



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Legend

- | | | | |
|---|-------------------|---|---|
|  | Panels |  | AE 1% Annual Chance of Flooding Area - SFHA |
|  | Political Areas |  | Floodway (AE) |
|  | Stream Centerline |  | 0.2 % Chance Annual Flood Hazard |
|  | Cross Sections |  | Future Conditions 1% Annual Chance Flood Hazard |
|  | Levee | | |

North Carolina Floodplain Mapping Program

