



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 11, 2025
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Dakotah Kimbrough, Planning Technician
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Historic Hillsborough Half-Marathon and 5K 2025

Attachments:

1. Special Event Permit Application
2. Certificate of Insurance
3. Event/Emergency Management Plan

Summary:

The Historic Hillsborough Half-Marathon and 5K is an annual event that brings a large crowd to town. The event will be held on Sunday, Oct. 5 from 7:30 a.m. to 1 p.m. in River Park. The race starts at 7:30 a.m. from the Farmer's Market Pavilion on Margaret Lane, goes around town, onto the Riverwalk, then out to Dimmock's Mill Road and Ben Johnson Road, returns via Riverwalk to the Speedway track for one loop, and returns to the Pavilion. The event concludes with a gathering/celebration in River Park starting at noon with alcohol provided by Eno River Brewing. The Hillsborough Police Department and the Orange County Sheriff's Office assists with intersections and street closures, and Public Works provides additional trash rollout carts.

Financial impacts:

Low; however, sponsorship is being requested for town services, so department-level costs are associated with Public Works and Police event assistance. The event organizer pays for the Hillsborough Police Department's time the day of the event but there is coordination/logistics and meetings leading up to the event as well.

Staff recommendation and comments:

Staff have the following concerns that are expected to be resolved or included as conditions before the event permit will be issued:

1. ABC permit holder (Eno River Brewing) must provide a copy of their ABC permit.
2. The applicant must obtain property use permission from all impacted property owners.
3. No paint can be used on Riverwalk, roadways, or sidewalks. Only chalk or yard signs can be used.
4. If repairs to Riverwalk and other public spaces are not complete, the applicant **will need to adjust their routes. The applicant is already working on alternative route plans.**

Action requested:

Approve, approve with conditions, or deny the permit and subsequent road closures/greenway use/sponsorship of police and trash assistance.