



Minutes

Board of Commissioners Regular Meeting

7 p.m. Dec. 12, 2022

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

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

Staff: Planning and Economic Development Manager Shannan Campbell, Police Chief Duane Hampton, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Communications Manager Catherine Wright

Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7 p.m.

1. Public charge

Mayor Weaver did not read the public charge.

2. Audience comments not related to the printed agenda

There was none.

3. Agenda changes and approval

The following changes were requested:

- Move Item 5E: Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers) to Item 6F.
- Move Item 6F: Review of town code amendments related to appointed board procedures to Item 6G.

A motion was made to approve the agenda as amended.

Motion made by Commissioner Kathleen Ferguson, seconded by Commissioner Mark Bell.

Voting Yea: Commissioners Bell, Robb English, Ferguson and Matt Hughes, Absent: Evelyn Lloyd.

4. Appointments

- A. Tourism Board – Appointment of Megan Kimball with term ending May 9, 2024

A motion was made to approve appointment to the Tourism Board.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

5. Items for decision – consent agenda

- A. Minutes
- Regular meeting Nov. 14, 2022
 - Work session Nov. 28, 2022
 - Work session closed session Nov. 28, 2022
- B. Miscellaneous budget amendments and transfers
- C. Community Development Block Grant-Coronavirus Quarterly Report
- D. Classification and pay amendment

- ~~E. Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers)~~
- E. Resolution Accepting a Donation to Help Fund Improvements to the Outdoor Areas of the Town Hall Campus to Encourage and Enhance Public Use

A motion was made to approve the consent agenda as amended.

Motion made by Commissioner Ferguson, seconded by Commissioner Hughes.
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

6. Items for decision – regular agenda

- A. Request from Corbinton Commons HOA regarding plowing of streets in advance of street dedication

Assistant Town Manager and Community Services Director Margaret Hauth reviewed the request for the town to plow streets in the Corbinton Commons neighborhood, noting the homeowners association would enter into a hold harmless agreement to cover any damage to town equipment that occurs in plowing. The roads have not yet been dedicated to the town by the developer, and the town has sent a letter to the owner and developer to encourage completion of the project. Dorie Bargmann, a resident and member of the homeowners association, spoke before the board about the request.

A motion was made to provide snow removal service with a hold-harmless agreement.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- B. Annexation and General Use Rezoning – request from the Town of Hillsborough to:
- Annex approx. 19.5 ac consisting of OC PIN 9874132066
 - Rezone approx. 6.62 ac of that parcel from AR to LO (train station area)
 - Keep the remaining 12.88 ac zoned AR

Planning and Economic Development Manager Shannan Campbell reviewed the request from the town, which is related to a planned train station. The town owns the 19.5 acres located in the central part of town. Within the parcel, 6.62 acres for the train station is requested to be rezoned from agricultural residential to limited office.

A motion was made to approve the annexation ordinance, consistency statement and rezoning ordinance.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.
Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- C. General Use Rezoning – Owls Woods (1700 NC 86 South, OC PIN 9874429362); Limited Office to High Intensity Commercial

The planning and economic development manager reviewed the request to rezone the parcel owned by Owl Woods Development from limited office to high intensity commercial. She noted an initial request to rezone the parcel to multi-family was denied by the board.

A motion was made to approve the rezoning ordinance and adopt a consistency statement. Commissioner Bell noted all board members are aware of the issues with this parcel, which is at an intersection with varying other zoning districts adjacent to it.

Motion made by Commissioner Hughes, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd.

- D. General Use Rezoning and Future Land Use Plan Amendment – 1220 NC 57, OC PIN 9875075617; Business Park to Office and Institutional and Update the Future Land Use Map from Light Industrial to Suburban Office

The planning and economic development manager reviewed this request to rezone a vacant lot adjacent to Eno River Academy from business park to office and institutional. The request includes updating a corresponding portion of the Future Land Use Map from light industrial to suburban office.

A motion was made to approve the rezoning ordinance and future land use plan amendment.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- E. Unified Development Ordinance text amendment – Section 6.7.5 Fenestration

The planning and economic development manager reviewed the proposed amendment to reduce the requirements for glass in the arrangement of windows and doors on a building. She noted the amendment would also clarify that faux glass can be used to mimic the appearance of glass in places where transparent glass may not make sense. It was noted that the town still desires glass coverage and a four-sided building that is aesthetically pleasing, but the current requirements are too large in some cases.

A motion was made to approve the Unified Development Ordinance text amendment and consistency statement.

Motion made by Commissioner Ferguson, seconded by Commissioner English.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- F. Unified Development Ordinance text amendment – Section 6.5 Buffers; Sub-Section 6.5.7.2 Exceptions (Railroad Buffers)

The planning and economic development manager reviewed the proposed amendment to exempt train stations from the 100-foot buffer requirement for new development or redevelopment. This would allow a train station to be closer to the tracks it serves. Campbell noted an expectation to not be bothered by train noise by a train station is low.

A motion was made to approve the Unified Development Ordinance text amendment and consistency statement.

Motion made by Commissioner Hughes, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson and Hughes. Absent: Lloyd

- G. Review of town code amendments related to appointed board procedures

Community Services Director Margaret Hauth reviewed that the proposed Code of Ordinance amendments relating to the procedures of appointed boards involved consolidating language about the boards in one place in the code, removing three boards that no longer exist and creating language for one board that was not in the code.

Lloyd joined the meeting at 7:18 p.m.

Hauth further noted:

- More information was added about appointment, recruitment and orientation to make the processes more consistent across the boards.
- A consistent attendance policy for all boards was added.
- Language about how to fill a vacancy was reviewed to ensure it focuses on the Board of Commissioners and allows the board the flexibility to determine the process whenever a vacancy occurs.
- Park naming was moved from the Parks and Recreation Board responsibilities.

She suggested the board discuss whether to implement residency requirements for Parks and Recreation Board members and term limits and service stipulations for Board of Commissioners members serving on appointed boards.

The board will continue discussion at the January meeting and directed staff to:

- Add language to the proposal that appointees serve at the pleasure of the Board of Commissioners or the appointing board and can be removed with a formal vote.
- Add a requirement to the proposal for residency within a park district for Parks and Recreation Board appointees.
- Review the current procedures for each board to determine whether term limits and service stipulations should be set for commissioners serving in some capacity on appointed boards.
- Review defining language on boards to determine what should be included in the code.
- Review rules of procedures for each board to determine changes that should be made for consistency.
- Consider compensation at a later date for appointed board members to encourage diversity.

7. Updates

A. Board members

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

B. Town manager

There was none.

C. Staff (written reports in agenda packet)

There was none.

A motion was made to move to closed session at 8 p.m.

Motion made by Commissioner Hughes, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

8. Closed session

A. Closed session as authorized by North Carolina General Statute Section 143-318.11 (a)(6) regarding personnel matters (town manager's evaluation)

A motion was made to return to open session at 8:39 p.m.

Motion made by Commissioner Ferguson, seconded by Commissioner Bell.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

A motion was made to grant the following benefits to the town manager following the annual evaluation:

- Increase in monthly vehicle allowance from \$350 to \$500.

- 3.75% merit raise.
- 8.43% market rate salary adjustment.
- Additional 40 hours of vacation leave per year.

Motion made by Commissioner Bell, seconded by Commissioner Ferguson.

Voting Yea: Commissioners Bell, English, Ferguson, Hughes and Lloyd.

9. Adjournment

Mayor Weaver adjourned the meeting at 8:42 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

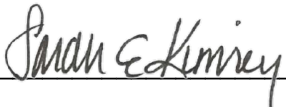
FY 2022-2023

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 12/12/2022 TO 12/12/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF- Contingency	10-00-9990-5300-000 CONTINGENCY						
	To cover insurance	28012	12/12/2022	EBRADFORD	300,000.00	-2,101.00	117,962.00
	To cover continued consulting assistance.	28016	12/12/2022	JFernandez	300,000.00	-45,000.00	72,962.00
	To cover accounting assistance	28037	12/12/2022	EBRADFORD	300,000.00	-30,000.00	42,962.00
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV.						
	To cover postage	28013	12/12/2022	EBRADFORD	19,240.00	-200.00	30,928.80
Admin.	10-10-4200-5300-112 POSTAGE						
	To cover postage	28014	12/12/2022	EBRADFORD	300.00	200.00	500.00
Admin.	10-10-4200-5300-540 INSURANCE						
	To cover insurance	28011	12/12/2022	EBRADFORD	341,400.00	2,101.00	344,722.00
Accounting	10-10-4400-5300-459 C.S./ACCOUNTING ASSISTANCE						
	To cover continued consulting assistance.	28015	12/12/2022	JFernandez	25,200.00	45,000.00	140,324.16
	To cover accounting assistance	28036	12/12/2022	EBRADFORD	25,200.00	30,000.00	170,324.16
Utilities Admin	30-80-7220-5300-112 POSTAGE						
	To fund Postage account	28009	12/12/2022	EBRADFORD	0.00	100.00	100.00
Utilities Admin	30-80-7220-5300-338 SUPPLIES - DATA PROCESSING						
	To fund Postage account	28010	12/12/2022	EBRADFORD	1,700.00	-100.00	1,600.00
WTP	30-80-8120-5300-350 UNIFORMS						
	To cover winter clothing for Water Plant s	28005	12/12/2022	JFernandez	1,500.00	488.06	1,988.06
WTP	30-80-8120-5300-570 MISCELLANEOUS						
	To cover winter clothing for Water Plant s	28004	12/12/2022	JFernandez	1,200.00	-488.06	711.94
Water Distribution	30-80-8140-5300-154 MAINTENANCE - GROUNDS						
	For clearing of sewer easements.	28002	12/12/2022	JFernandez	33,000.00	-2,000.00	31,000.00
Water Distribution	30-80-8140-5300-326 SUPPLIES - PATCH						
	To cover driveway repair contractor.	28007	12/12/2022	JFernandez	6,000.00	4,000.00	10,000.00
WW Collection	30-80-8200-5300-154 MAINTENANCE - GROUNDS						
	For clearing of sewer easements.	28003	12/12/2022	JFernandez	33,000.00	2,000.00	35,000.00
WW Collection	30-80-8200-5300-326 SUPPLIES - PATCH						
	To cover driveway repair contractor.	28006	12/12/2022	JFernandez	20,000.00	-4,000.00	16,000.00
						<u>0.00</u>	

APPROVED: 4/0

DATE: 12/12/22

VERIFIED: 



Quarterly Report

Community Development Block Grant-Coronavirus

No. 20-V-3528

Emergency Housing Assistance

Quarter:		April 2022-June 2022
Total Amount of Funds Disbursed:		\$78,100.18
Payments for Hillsborough Residents:		\$71,000.16
Administration Costs:		\$7,100.02
Number of Households Assisted:		15
Average Amount of Assistance Per Household:		\$4,733.34

DEMOGRAPHICS

Applicant Race	Count	% of Total	Applicant Ethnicity	Count	% of Total
Asian	0	0.0%	Hispanic and/or Latinx	0	0.0%
Black/African American	26	65.0%	Not Hispanic and/or Latinx	40	100.0%
Multiracial/Other	0	0.0%	Unknown	0	0.0%
White/Caucasian	14	35.0%		40	100.0%
Unknown	0	0.0%			
	40	100.0%			
Household Income	Count	% of Total			
30% AMI	13	86.7%			
50% AMI	2	13.3%			
60% AMI	0	0.0%			
	15	100.0%			

ASSISTANCE PROVIDED

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$38,915.81	54.8%
Rent Payments (Arrears)	\$30,894.81	43.5%
Rent Deposits/Fees/Bond	\$30.00	0.0%
Utility/Internet Payments	\$1,159.54	1.6%
Mortgage Payments (Current / Future)	\$0.00	0.0%
Mortgage Payments (Arrears)	\$0.00	0.0%
	\$71,000.16	100.0%

This quarterly report was received and reviewed by the Hillsborough Board of Commissioners on the 12th day of December 2022.



Janice E. Jaworski

Mayor

Regular (Non-Law Enforcement) Positions						
Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	34,205	44,467	54,728			
2	35,915	46,690	57,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	35,915	46,690	57,465	N	202	METER SERVICES TECHNICIAN
3	37,711	49,024	60,338	N	302	EQUIPMENT OPERATOR I
3	37,711	49,024	60,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	39,597	51,476	63,355	N	401	CUSTOMER SERVICE REPRESENTATIVE
4	39,597	51,476	63,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	39,597	51,476	63,355	N	403	WASTEWATER PLANT OPERATOR I
4	39,597	51,476	63,355	N	404	WATER PLANT OPERATOR I
5	41,576	54,049	66,522	N	502	EQUIPMENT OPERATOR II
5	41,576	54,049	66,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	41,576	54,049	66,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	41,576	54,049	66,522	N	505	WASTEWATER PLANT OPERATOR II
5	41,576	54,049	66,522	N	506	WATER PLANT OPERATOR II
6	43,655	56,752	69,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	43,655	56,752	69,848	N	601	PLANNING TECHNICIAN
6	43,655	56,752	69,848	N	602	PLANT MAINTENANCE MECHANIC I
6	43,655	56,752	69,848	N	604	UTILITY SYSTEMS MECHANIC I
7	45,838	59,589	73,341	N	706	ACCOUNTING TECHNICIAN
7	45,838	59,589	73,341	N	701	CREW LEADER/EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	702	PLANT MAINTENANCE MECHANIC II
7	45,838	59,589	73,341	N	703	UTILITY SYSTEMS MECHANIC II
7	45,838	59,589	73,341	N	704	WASTEWATER PLANT OPERATOR III
7	45,838	59,589	73,341	N	705	WATER PLANT OPERATOR III
8	48,130	62,569	77,008	N	801	FLEET MECHANIC
8	48,130	62,569	77,008	N	802	PLANT MAINTENANCE MECHANIC III
8	48,130	62,569	77,008	N	803	UTILITY SYSTEMS MECHANIC III
9	50,536	65,697	80,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	50,536	65,697	80,858	N	902	METER SERVICES SUPERVISOR
9	50,536	65,697	80,858	N	903	UTILITIES INSPECTOR
10	53,063	68,982	84,901	N	1001	BACKFLOW/FOG SPECIALIST
10	53,063	68,982	84,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	53,063	68,982	84,901	N	1003	COMMUNICATIONS SPECIALIST
10	53,063	68,982	84,901	N	1004	FACILITIES COORDINATOR
10	53,063	68,982	84,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	55,716	72,431	89,146	E	1101	PLANNER
11	55,716	72,431	89,146	E	1102	WEB DEVELOPER/ASSISTANT COMMUNICATIONS MANAGER
12	58,502	76,053	93,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	58,502	76,053	93,604	E	1202	FINANCIAL ANALYST
12	58,502	76,053	93,604	E	1203	FLEET MAINTENANCE SUPERVISOR
12	58,502	76,053	93,604	E	1204	HUMAN RESOURCES ANALYST
12	58,502	76,053	93,604	E	1205	MANAGEMENT ANALYST
12	58,502	76,053	93,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	58,502	76,053	93,604	N	1207	WASTEWATER LABORATORY SUPERVISOR

13	61,427	79,856	98,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	61,427	79,856	98,284	E	1302	SENIOR PLANNER
13	61,427	79,856	98,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	61,427	79,856	98,284	E	1304	UTILITY SYSTEM SUPERVISOR
14	64,499	83,848	103,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	67,724	88,041	108,358	E	1501	SAFETY & RISK MANAGER
16	71,110	92,443	113,776	E	1601	WATER PLANT SUPERINTENDENT
17	74,665	97,065	119,465	E	1701	PUBLIC WORKS MANAGER
17	74,665	97,065	119,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	74,665	97,065	119,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	78,399	101,918	125,438	E	1801	ASSISTANT FINANCE DIRECTOR
18	78,399	101,918	125,438	E	1802	COMMUNICATIONS MANAGER
19	82,319	107,014	131,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	86,434	112,365	138,295	E	2001	BUDGET DIRECTOR
20	86,434	112,365	138,295	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	86,434	112,365	138,295	E	2003	HUMAN RESOURCES MANAGER
20	86,434	112,365	138,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	86,434	112,365	138,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	86,434	112,365	138,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	90,756	117,983	145,210			
22	95,294	123,882	152,470			
23	100,059	130,076	160,094			
24	105,062	136,580	168,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2403	FINANCE DIRECTOR
25	110,315	143,409	176,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary	FLSA			Classification		
Grade	Minimum	Midpoint	Maximum	Status	Class Code	
100	45,138	58,679	72,220	N	100	POLICE OFFICER TRAINEE
102	51,912	67,485	83,059	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	54,508	70,860	87,212	N	203	SENIOR POLICE OFFICER
202	57,233	74,403	91,573	N	204	POLICE CORPORAL
303	59,619	77,505	95,390	N	304	MASTER POLICE OFFICER
402	65,730	85,449	105,168	N	405	POLICE SERGEANT
502	72,467	94,207	115,947	E	507	POLICE LIEUTENANT
601	83,700	108,809	133,919	E	606	POLICE MAJOR
701	105,062	136,580	168,099	E	707	CHIEF OF POLICE



RESOLUTION

To Accept Monetary Gift for Grounds Improvements At the Town Hall Campus

WHEREAS, the Town of Hillsborough has been offered a gift of approximately Twenty Thousand Dollars (\$20,000) by Thomas Stevens of Hillsborough, North Carolina with the condition that the funds be used to enhance the surrounding grounds of the Town Hall Campus with public spaces, trails, landscaping, gardens, public art, or similar amenities for the use and benefit of the town and its inhabitants; and

WHEREAS, the Hillsborough Board of Commissioners has considered and desires to publicly acknowledge the generous offer, and to formally accept the offer for the uses and purposes stated;

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners on motion by Commissioner Kathleen Ferguson, seconded by Commissioner Matt Hughes, that the Town of Hillsborough does accept the offered monetary gift to be used solely for the purposes stated by the donor, and directs town staff to accept the gift and maintain said funds for such purposes.

Approved this 12th day of December of the year 2022.



A handwritten signature in black ink, appearing to read "Jenn Weaver".

Jenn Weaver, Mayor
Town of Hillsborough

Attestation:

A handwritten signature in black ink, appearing to read "Sarah Kimrey".

Sarah Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map as follows:

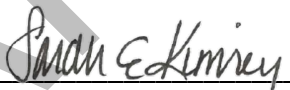
Rezone 6.62 acres of PIN 9874132066 from AR (Agricultural Residential) to LO (Limited Office) retain the existing AR zoning on the remaining 12.88 acres.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the Vision 2030 plan as it supports improving future connectivity and connectedness.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December, 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for the zoning map amendment of the property herein.
- Section 2.** The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed zoning map amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is in reasonable and in the public interest.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 6.62 acres of PIN 9874132066 from AR (Agricultural Residential) to LO (Limited Office). The remaining 12.88 acres is currently zoned AR and is requested to remain zoned AR.
- Section 5.** The legal description of the parcel area of PIN 9874132066 to be zoned LO is as follows:

COMMENCING at a control nail having NCPSCS Coordinates of Northing: 842,791.50' Easting: 1,970,544.19'; thence South 79°41'04" West a distance of 248.20 feet to an existing PK Nail in the center of Gold Hill Way (a public 69' Right of Way), as shown in Plat Book 122, Page 96-99, and being the point of BEGINNING; thence North 11°02'16" West a distance of 15.73 feet to a point; thence along the eastern line of John M. Roberts, et al (PIN# 9874-02-5866 / RB 6371, PG 38 / PB 118, PG 145) North 10°57'47" West a total distance of 156.49 feet to an existing rebar on the southeast corner of Roberts Investments LLC [RILLC 1] (PIN# 9874-03-5063 / RB 4779, PG 572 / PB 123, PG 134 [Lot 2C]), and passing a point on the northern R/W of Gold Hill Way at a distance of 19.08 feet; thence along the line of RILLC 1 North 11°54'54" West a distance of 209.76 feet to an existing rebar on the southeast corner of Roberts Investments LLC [RILLC 2] (PIN# 9874-03-5293 / RB 4779, PG 572 / PB 123, PG 134 [Lot 2B]); thence along the line of RILLC 2 and Roberts Investments LLC [RILLC 3] (PIN# 9874-03-6433 / RB 4779, PG 572 / PB 123, PG 134 [Lot 2A]) North 08°06'11" East a total distance of 360.90 feet to a 1" existing iron pipe on the southeast corner of Roberts Investments LLC [RILLC 4] (PIN# 9874-03-6514 / RB 4779, PG 572 / PB 74, PG 195 [Lot 1B]), and passing an existing 1" iron pipe at a distance of 178.34 feet; thence along the line of RILLC 4 and Roberts Investments LLC [RILLC 5] (PIN# 9874-03-6624 / RB 4779, PG 572 / PB 74, PG 195 [Lot 1A]) North 08°12'23" East a distance of 274.08 feet to an existing 1" iron pipe with cap at the R/W of North Carolina Railroad (a private 200' R/W); thence along the R/W of the North Carolina Railroad South 57°29'26" East a distance of 430.19 feet to a set iron pipe; thence along a new line the following three (3) calls: South 07°51'20" West a distance of 217.45 feet to a set iron

pipe; thence North 82°13'50" West a distance of 74.18 feet to a set iron pipe; thence South 07°51'20" West a total distance of 592.99 feet to a point in the center of Gold Hill Way; thence North 83°44'04" West a distance of 193.58 feet to the point of BEGINNING, containing an area of 288,363 square feet, or 6.620 acres, more or less.

For further description see map entitled "Town of Hillsborough; 255 Orange Grove Street – Rezoning Plat" prepared by Ballentine Associates, P.A., David E. Bowers, PLS L-4966, said map dated 13 Sep 2022.

Section 6. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 7. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4

Noes: 0

Absent or excused: 1

Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map as follows:

Rezone 15.38 ac PIN 9874429362 from LO (Limited Office) to HIC (High Intensity Commercial).

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the Vision 2030 plan as it supports economic diversity in the community by making more commercially zoned land available for future development.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December, 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map of the Town of Hillsborough

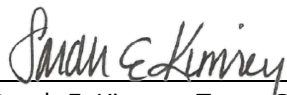
The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for the zoning map amendment of the property herein.
- Section 2.** The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is in reasonable and in the public interest.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 15.38 ac PIN 9874429362 from LO (Limited Office) to HIC (High Intensity Commercial).
- Section 5.** The legal description of the parcel area of PIN 9874429362 to be zoned HIC is as follows:
- BEING all of that tract or parcel of land labeled as Lot C Remainder consisting of 15.38 acres, more or less, as shown on that certain plat recorded in Plat Book 106, Page 28, Orange County Registry, which is also known as Orange County PIN 9874429362.
- BEING all of that certain tract or parcel of land known as Lot C according to plat of survey titled "PROPERTY SURVEYED FOR OWL'S WOOD DEVELOPMENT, LLC", dated December 11, 1998 by Callemyn-Parker, Inc., which plat is recorded in Plat Book 82, at Page 104 of the Orange County Registry.
- LESS AND EXCEPT that certain tract or parcel of land known as Lot C-1 according to final plat titled "RECOMBINATION SURVEY FOR OWL'S WOOD DEVELOPMENT, LLC", dated September 4, 2009 by Summit Consulting-Engineering, Architecture and Surveying, PLLC, which plat is recorded in Plat Book 106, at Page 28 of the Orange County Registry.
- Section 6.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 7.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

DRAFT

Town Board's Statement per N.C. Gen. Stat. 160D-605

The Town of Hillsborough Town Board has received and reviewed the application of Town of Hillsborough, North Carolina to amend the Town of Hillsborough Official Zoning Map and Future Land Use Plan Map as follows:

Rezone 5.44 ac PIN 9875075617 from BP (Business Park) to O&I (Office and Institutional) and modify the future land use plan for the same parcel from Light Industrial to Suburban Office.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning and future land use plan amendment is consistent with the Vision 2030 plan as it supports economic diversity in the community by making more commercially zoned land available for future development and it encourages land development patterns that maximize the diversity of land uses across town.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December, 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map and Future Land Use Map of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for a zoning map amendment and future land use map amendment of the property herein.
- Section 2.** The application has been referred to the town Planning Board for its recommendation and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** The town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 5.44 ac PIN 9875075617 from BP (Business Park) to O&I (Office and Institutional) and the Future Land Use Plan Map is hereby amended to move this parcel from Light Industrial to Suburban Office designation.
- Section 5.** The legal description of the parcel area of PIN 9875075617 to be zoned O&I is as follows:
- BEING all that certain tract or parcel of land being designated as LOT B, as shown on plat entitled "Final Plat Property Surveyed for CCD Corp. LOTS "A"- "D". LOT B contains 5.44 acres, more or less, as shown on plat of survey recorded in Plat Book 104, at Page 58, to which reference is hereby made for a more particular description of the same.
- Section 6.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 7.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4
Noes: 0
Absent or excused: 1



A handwritten signature in black ink, reading "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

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

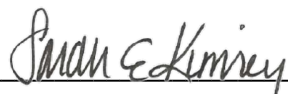
Amend UDO Section 6.7.5 to include reducing the amount of ground and upper floors glass required for commercial/multifamily buildings and clarify that spandrel and faux glass are permitted to be used when interior views to a building are not feasible. Additionally, an example of what a simulated or faux window is included in this section.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

These amendments are consistent with Vision 2030 goal of ensuring that future development is compatible with the special character of Hillsborough

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains the following amendments:

6.7.5 FENESTRATION AND GLAZING

- 6.7.5.1** Buildings shall not have a blank wall oriented to a public or private street.
- 6.7.5.2** *Ground-floor building facades adjacent to existing or proposed public or private streets shall include window and glass door openings such as windows and doors shall account for openings comprising a minimum of 50% 40% on the of ground floors of the façades and 30% 25% of the upper floors of the facades. On buildings with at least one tenant space 30,000 sf or larger, openings such as windows and doors shall account for a minimum of 30% of the front façade.*
- 6.7.5.3** Street level glazing shall be visually transparent, although UV coatings are permitted. Mirrored glass is prohibited. *Spandrel and faux glass are permitted where interior views are not possible or feasible due to interior location of equipment, kitchens, production or stock areas, restrooms, and other uses where interior views are not appropriate. Transom windows are encouraged and may be used in meeting the requirements of 6.7.5.2 in these locations to provide natural light to the interior of the structure.*
- 6.7.5.4** Windows shall have a vertical-to-horizontal ratio of 1:2 except where storefront glass is employed. Two or more vertically oriented windows may be grouped together provided *grouped windows grouped* are the same size. This does not apply to buildings with at least one tenant space 30,000 sf or larger.
- 6.7.5.5** Design treatments intended to simulate windows that have been covered or filled in are prohibited. *Example below:*



The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4

Noes: 0

Absent or excused: 1





Sarah E. Kimrey, Town Clerk

DRAFT

Town Board's Statement per N.C. Gen. Stat. 160D-605

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

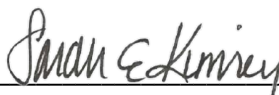
Amend UDO Section 6.5.7 to exempt the development or redevelopment of a train station, passenger platform, walkways or other related items to server rail or transit from the 100-foot buffer standards.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

These amendments are consistent with Vision 2030 goal of improving connectivity and connectedness by removing barriers for alternative forms of transportation such as rail.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of December 2022.





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains the following amendments:

6.5.7 SPECIAL CIRCUMSTANCES BASED ON ADJACENT CONDITIONS

- 6.5.7.1** Where the buffer required between a land use and vacant land turns out to be greater than that buffer which is required between the first use and the subsequently developed use, the subsequent use may provide one-half (.5) of the required buffer. The existing use may expand its use into the original buffer area, provided the resulting total buffer between the two uses meets the buffer requirements of Table 6.5.10.
- 6.5.6.2.** When a parcel to be developed is adjacent to an Interstate or railroad right of way, a 100-foot undisturbed buffer shall be provided along the adjacent property line, regardless of the requirement in Table 6.5.10. This buffer shall be planted to meet the standard of a Type D buffer if the existing vegetation does not meet that standard.

Exceptions to this requirement are as follows:

- 6.5.7.2.a** If an existing public road separates the parcel where development is proposed from an Interstate or railroad right of way, no buffer shall be required. This section applies to constructed public roads, regardless of where the road right of way exists in relation to the railroad or Interstate right of way.
- 6.5.7.2.b** If the applicant property is the redevelopment of an existing parcel with a platted land use buffer from a previous development code, the maintenance of that previously required buffer shall be taken to satisfy the Type D buffer.
- 6.5.7.2.c** If the applicant property is of an existing single-family parcel where a land use buffer was not shown on the recorded plat creating the parcel, the Type D buffer will not be required.
- 6.5.7.2.d** *If the applicant property is the development or redevelopment of a train station, passenger platform, walkways or other related items to serve rail or transit passengers such as parking, maintenance, or loading of the railroad the 100-foot buffer standards do not apply.*
- 6.5.7.3.** When a non-residential parcel is adjacent to a street classified as arterial or collector, no buffer shall be required along the street frontage, regardless of the requirement in Table 6.5.10, unless modified by the permit-issuing authority.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of December in 2022.

Ayes: 4
Noes: 0
Absent or excused: 1



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk

DRAFT