



Minutes

Board of Commissioners Regular Meeting

7 p.m. Jan. 12, 2026

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

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

Absent: Commissioner Evelyn Lloyd

Staff: Senior Planner Molly Boyle, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Chief of Police Jason Winn

Opening of the meeting

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

1. Public charge

Bell read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Add Item – Special Event Permit – Annual Occoneechee Mountain Challenge

Motion: Commissioner Meaghun Darab moved to approve the agenda as amended. Commissioner Kathleen Ferguson seconded.

Vote: 4-0.

4. Presentations

A. Employee Service Milestone Awards

Town Manager Eric Peterson gave a presentation on the service milestone award recipients for 2025. Employees are recognized for every five years of service with a coin and \$100.

- 5 years of service – Police Cpl. Juan Duran, Police Officer 1st Class Curry Hall, Accounting Specialist Debra Strutz and Equipment Operator II Walson Williams.
- 10 years of service – Mayor Mark Bell, Planning and Economic Development Manager Shannan Campbell, Utility Systems Mechanic I Graham Dodson, Senior Administrative Support Specialist Danielle King and Utilities Infrastructure Protection Coordinator Troy Miller.
- 15 years of service – Utility Maintenance Supervisor Lacy Painter and Utility Systems Mechanic II Keith Scarboro.
- 20 years of service – Fleet Mechanic Frank Moore

- 25 years of service – Police Sgt. Scott Foster
- 40 years of service – Accounting Specialist Carolyn Glasgow

5. Appointments

- A. Planning Board – Appointment of Kimberly Landaverde to a three-year term ending Jan. 31, 2029
- B. Tourism Board – Appointment of Spencer Welborn for a term expiring Jan. 12, 2028

Motion: Ferguson moved to approve the appointments. Commissioner Matt Hughes seconded.
Vote: 4-0.

6. Items for decision – consent agenda

- A. Minutes
 - Regular meeting Dec. 8, 2025
- B. Miscellaneous budget amendments and transfers
- C. Text amendment to Unified Development Ordinance Section 3, Administrative Procedures (staff-initiated)
- D. 2026 Board of Commissioners Meeting Schedule Amendment
- E. Special Event Permit – 5th Annual Kevin Dendy Memorial 5K
- F. Special Event Permit – Annual Occoneechee Mountain Challenge

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

7. Items for decision - regular agenda

- A. Rezoning request for three parcels in Oakdale Village

Senior Planner Molly Boyle presented a rezoning request for three parcels in Oakdale Village. The property owner, Oakdale Hillsborough LLC, and applicant Tony Whitaker requested rezoning from Entranceway Special Use to General Commercial for approximately 6.9 acres of undeveloped area and stormwater pond within Oakdale Village.

The key difference between the zones is that Entranceway Special Use requires special use permits for all uses, while General Commercial allows some uses by right. Boyle said that the Planning staff and Planning Board (by a 6-0 vote) recommended approval based on consistency with the Unified Development Ordinance and Future Land Use Plan.

Boyle explained that General Commercial was chosen over Economic Development zoning because General Commercial is more appropriate for a smaller scale development serving the immediate neighborhood, while Economic Development is intended for larger developments that serve a greater geographical area and generate significant jobs.

Motion: Ferguson moved to approve the rezoning request. Hughes seconded.
Vote: 4-0.

- B. Code Enforcement updates and upcoming abatement cases

Planning and Economic Development Manager Shannan Campbell provided updates on code enforcement efforts and presented properties requiring abatement. She explained that while many cases have been resolved through property owner cooperation, several properties require town intervention due to non-responsive owners or deteriorating conditions that pose safety hazards.

Campbell presented four priority properties for abatement:

- 116 Terrell Street - An heir-owned property with a deteriorating structure starting to fall.
- 533 West King Street - Concerning due to its proximity to the street, risking collapse onto King Street.
- 112 Hill Street - Requiring junk cleanup (heir property with accumulation near right-of-way).
- 370 East Cornelius - A collapsed structure needing debris removal.

She also highlighted additional problematic properties with significant structural or safety issues. Campbell noted the town currently has a \$20,000 budget for abatements, with a request for another \$20,000 in the next fiscal year.

The board expressed strong support for an aggressive abatement approach, emphasizing public safety risks and health concerns from vermin and mosquitoes.

C. Hot topics for work session Jan. 26, 2026

Town Manager Eric Peterson presented the draft agenda for the Jan. 26 budget retreat work session. He noted that in February they would discuss water rate options and provide a strategic plan update. He mentioned that CASA would be making a request for financial participation in the Collins Ridge property at the February regular meeting, which could have significant budget implications for the town's affordable housing plan.

8. Updates

A. Board members

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

B. Town manager

There were no additional updates.

C. Staff (written reports in agenda packet)

There were no additional updates.

9. Adjournment

Motion: Ferguson moved to adjourn at 8:19 p.m. Darab seconded.

Vote: 4-0.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

Budget Adjustment Report

Adjustment Detail

For Date Range: 01/12/2026 - 01/12/2026

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3800 - NON-DEPARTMENTAL						
10-00-3800-3800350	MISCELLANEOUS			-20,000.00	-320.00	-20,320.00
BA0000234	Allocate NC Community Foundation Donation	GLPKT02229	01/12/2026		-320.00	
				Department 3800 Total:	-20,000.00	-320.00
						-20,320.00
Department: 3880 - NON-DEPARTMENTAL						
10-80-3880-3887000	INSURANCE PROCEEDS			0.00	-220,000.00	-220,000.00
BA0000224	Chantal Expenses	GLPKT02045	01/12/2026		-220,000.00	
				Department 3880 Total:	0.00	-220,000.00
						-220,000.00
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	88,467.00	-119,352.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-112,915.06	
BA0000227	TS Chantal: Undo double allocation for equip ..	GLPKT02074	01/12/2026		112,915.06	
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		88,467.00	
				Department 3900 Total:	-207,819.00	88,467.00
						-119,352.00
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	-0.58	-0.58
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-0.58	
10-10-4000-5300154	MAINT - GROUNDS			0.00	7,073.72	7,073.72
BA0000223	TS Chantal: Consolidate unused funds	GLPKT02044	01/12/2026		1,073.72	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		6,000.00	
10-10-4000-5300155	MAINT - PARKS			0.00	-29.80	-29.80
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-29.80	
10-10-4000-5300158	MAINT - EQUIPMENT			0.00	-1,053.08	-1,053.08
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,053.08	
10-10-4000-5300161	MAINT - VEHICLES			0.00	-1,196.98	-1,196.98
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,196.98	
10-10-4000-5300310	GASOLINE			0.00	-2,008.22	-2,008.22
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-2,008.22	
10-10-4000-5300324	SUPPLIES - DISASTER			0.00	-964.29	-964.29
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,785.69	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		821.40	
10-10-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	-10,000.00	-10,000.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-10,000.00	
10-10-4000-5300351	RENTAL - EQUIPMENT			0.00	-351.24	-351.24
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-351.24	
10-10-4000-5300361	RENTAL - VEHICLES			0.00	-19,782.95	-19,782.95
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-19,782.95	
10-10-4000-5300441	CS - ENGINEERING			0.00	-10.00	-10.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-10.00	
10-10-4000-5300570	MISCELLANEOUS			0.00	-33,732.34	-33,732.34
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-34,200.84	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		468.50	
10-10-4000-5300583	MISC - TAX, TAGS, ETC			0.00	-31,495.04	-31,495.04
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-28,495.04	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		-3,000.00	

Budget Adjustment Report

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	-4,719.00	-4,719.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-4,719.00	
10-10-4000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	-664.00	-664.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-664.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	-1,073.72	-1,073.72
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		220,000.00	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		-220,000.00	
BA0000223	TS Chantal: Consolidate unused funds	GLPKT02044	01/12/2026		-1,073.72	
10-10-4000-5700741	CAPITAL - EQUIPMENT			0.00	320,007.52	320,007.52
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-2,787.52	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		223,000.00	
BA0000224	Chantal Expenses	GLPKT02045	01/12/2026		220,000.00	
BA0000227	TS Chantal: Undo double allocation for equip ..	GLPKT02074	01/12/2026		-112,915.06	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		-7,289.90	
Department 4000 Total:				0.00	220,000.00	220,000.00
Department: 4200 - ADMINISTRATION						
10-10-4200-5500970	SERVICE CHARGE - W&S FUND			-495,362.00	-31,205.00	-526,567.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-31,205.00	
10-10-4200-5500980	SERVICE CHARGE - STORMWATER FUND			-19,814.00	-1,249.00	-21,063.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-1,249.00	
Department 4200 Total:				-515,176.00	-32,454.00	-547,630.00
Department: 4400 - ACCOUNTING						
10-10-4400-5300080	TRAINING/CONF/CONV			5,000.00	1,500.00	6,500.00
BA0000226	Accounting dept training/conference	GLPKT02062	01/12/2026		1,500.00	
10-10-4400-5300338	SUPPLIES - DATA PROCESSING			500.00	500.00	1,000.00
BA0000239	Cover processing 1099 and W-2 forms	GLPKT02258	01/12/2026		500.00	
10-10-4400-5300570	MISCELLANEOUS			10,210.00	-2,000.00	8,210.00
BA0000226	Accounting dept training/conference	GLPKT02062	01/12/2026		-1,500.00	
BA0000239	Cover processing 1099 and W-2 forms	GLPKT02258	01/12/2026		-500.00	
Department 4400 Total:				15,710.00	0.00	15,710.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5300474	RECRUITMENT			37,750.00	-650.00	37,100.00
BA0000220	Service milestone monetary awards, coins, f...	GLPKT02041	01/12/2026		-650.00	
10-10-4500-5300560	SERVICE MILESTONE RECOGNITION			2,000.00	650.00	2,650.00
BA0000220	Service milestone monetary awards, coins, f...	GLPKT02041	01/12/2026		650.00	
10-10-4500-5500970	SERVICE CHARGE - W&S FUND			-261,518.00	-3,134.00	-264,652.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-3,134.00	
10-10-4500-5500980	SERVICE CHARGE - STORMWATER FUND			-10,460.00	-126.00	-10,586.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-126.00	
Department 4500 Total:				-232,228.00	-3,260.00	-235,488.00
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5500970	SERVICE CHARGE - W&S FUND			-262,520.00	-10,948.00	-273,468.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-10,948.00	
10-10-5000-5500980	SERVICE CHARGE - STORMWATER FUND			-21,876.00	-913.00	-22,789.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-913.00	
Department 5000 Total:				-284,396.00	-11,861.00	-296,257.00
Department: 5100 - POLICE						
10-20-5100-5300321	SUPPLIES - COMMUNITY POLICING			2,500.00	675.00	3,175.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		355.00	
BA0000234	Allocate NC Community Foundation Donation	GLPKT02229	01/12/2026		320.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			95,477.00	-355.00	95,122.00

Budget Adjustment Report

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-355.00	
Department 5100 Total:				97,977.00	320.00	98,297.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5500970	SERVICE CHARGE - W&S FUND			-239,164.00	-18,595.00	-257,759.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-18,595.00	
10-30-5400-5500980	SERVICE CHARGE - STORMWATER FUND			-95,665.00	-744.00	-96,409.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-744.00	
Department 5400 Total:				-334,829.00	-19,339.00	-354,168.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5100010	OVERTIME COMPENSATION			500.00	300.00	800.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		300.00	
10-30-5550-5300110	TELEPHONE/INTERNET			840.00	1,200.00	2,040.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		1,200.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	-1,500.00	28,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-1,500.00	
Department 5550 Total:				31,340.00	0.00	31,340.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5500970	SERVICE CHARGE - W&S FUND			-689,445.00	-20,724.00	-710,169.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-20,724.00	
10-10-6610-5500980	SERVICE CHARGE - STORMWATER FUND			-27,577.00	-829.00	-28,406.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-829.00	
Department 6610 Total:				-717,022.00	-21,553.00	-738,575.00
Fund 10 Total:						
Department 3900 Total:				-675,666.00	-164,602.00	-840,268.00
Fund: 30 - WATER/SEWER						
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-164,602.00	-840,268.00
BA0000232	TS Chantal: Replace F-750 Dump Truck	GLPKT02157	01/12/2026		-80,000.00	
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		-84,602.00	
Department 3900 Total:				-675,666.00	-164,602.00	-840,268.00
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	-3,880.00	-3,880.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-3,880.00	
30-80-4000-5300151	FOG PROGRAM			0.00	-3,484.87	-3,484.87
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-3,484.87	
30-80-4000-5300154	MAINT - GROUNDS			0.00	-0.75	-0.75
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-0.75	
30-80-4000-5300158	MAINT - EQUIPMENT			0.00	-122,868.77	-122,868.77
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-122,868.77	
30-80-4000-5300310	GASOLINE			0.00	-252.93	-252.93
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-252.93	
30-80-4000-5300327	SUPPLIES - LAB			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
30-80-4000-5300331	SUPPLIES - SAFETY			0.00	-1,948.36	-1,948.36
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-1,948.36	
30-80-4000-5300335	SUPPLIES - DISASTER			0.00	-0.82	-0.82
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-0.82	
30-80-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	-7,652.00	-7,652.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-7,652.00	
30-80-4000-5300340	OUTSIDE LAB SERVICES			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
30-80-4000-5300351	RENTAL - EQUIPMENT			0.00	56,493.75	56,493.75

Budget Adjustment Report

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description			Amount		
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026	56,493.75		
<u>30-80-4000-5300361</u>	RENTAL - VEHICLES			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
<u>30-80-4000-5300480</u>	PURCHASE WATER/& RESALE			0.00	-27,000.00	-27,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-27,000.00	
<u>30-80-4000-5300570</u>	MISCELLANEOUS			0.00	-67.86	-67.86
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-67.86	
<u>30-80-4000-5300583</u>	MISC - TAX, TAGS, ETC			0.00	7,294.00	7,294.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		7,294.00	
<u>30-80-4000-5700740</u>	CAPITAL - VEHICLES			0.00	198,368.61	198,368.61
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		118,368.61	
BA0000232	TS Chantal: Replace F-750 Dump Truck	GLPKT02157	01/12/2026		80,000.00	
Department 4000 Total:				0.00	80,000.00	80,000.00
Department: 7200 - ADMINISTRATION OF ENTERPRISE						
<u>30-80-7200-5350611</u>	SERVICE CHARGE - ADMINISTRATION			495,363.00	31,204.00	526,567.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		31,204.00	
<u>30-80-7200-5350614</u>	SERVICE CHARGE - FACILITY MGMT			262,521.00	10,947.00	273,468.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		10,947.00	
<u>30-80-7200-5350616</u>	SERVICE CHARGE - INFORMATION TECH			689,445.00	20,724.00	710,169.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		20,724.00	
<u>30-80-7200-5350622</u>	SERVICE CHARGE - HUMAN RESOURCES			261,519.00	3,133.00	264,652.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		3,133.00	
<u>30-80-7200-5350624</u>	SERVICE CHARGE - ENGINEERING SERVICE			239,165.00	18,594.00	257,759.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		18,594.00	
Department 7200 Total:				1,948,013.00	84,602.00	2,032,615.00
Department: 7220 - UTILITIES ADMINISTRATION						
<u>30-80-7220-5300112</u>	POSTAGE			1,000.00	350.00	1,350.00
BA0000240	Lead service line annual customer notice lett...	GLPKT02318	01/12/2026		350.00	
<u>30-80-7220-5300493</u>	CS - GIS			40,000.00	-350.00	39,650.00
BA0000240	Lead service line annual customer notice lett...	GLPKT02318	01/12/2026		-350.00	
Department 7220 Total:				41,000.00	0.00	41,000.00
Department: 8120 - WATER TREATMENT PLANT						
<u>30-80-8120-5300323</u>	SUPPLIES - CHEMICALS			225,000.00	-100.00	224,900.00
BA0000238	Cover surface water renewals	GLPKT02257	01/12/2026		-100.00	
<u>30-80-8120-5300441</u>	CS - ENGINEERING			22,000.00	1,000.00	23,000.00
BA0000225	Increase in WTP tracer test quote	GLPKT02061	01/12/2026		1,000.00	
<u>30-80-8120-5300530</u>	DUES & SUBSCRIPTIONS			3,930.00	100.00	4,030.00
BA0000238	Cover surface water renewals	GLPKT02257	01/12/2026		100.00	
<u>30-80-8120-5300550</u>	SLUDGE REMOVAL			90,900.00	-1,000.00	89,900.00
BA0000225	Increase in WTP tracer test quote	GLPKT02061	01/12/2026		-1,000.00	
Department 8120 Total:				341,830.00	0.00	341,830.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
<u>30-80-8220-5100010</u>	OVERTIME COMPENSATION			5,000.00	5,500.00	10,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		5,500.00	
<u>30-80-8220-5300130</u>	UTILITIES			195,000.00	-5,500.00	189,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-5,500.00	
Department 8220 Total:				200,000.00	0.00	200,000.00
Fund 30 Total:				1,855,177.00	0.00	1,855,177.00

Budget Adjustment Report

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
Fund: 35 - STORMWATER						
Department: 3900 - FUND BALANCE APPROPRIATION						
35-80-3900-3900050	FUND BALANCE APPROPRIATION			-182,175.00	-3,856.00	-186,031.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		-3,856.00	
				Department 3900 Total:	-182,175.00	-3,856.00
						-186,031.00
Department: 5900 - STORMWATER						
35-30-5900-5100010	OVERTIME COMPENSATION			1,000.00	500.00	1,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		500.00	
35-30-5900-5300570	MISCELLANEOUS			12,000.00	-500.00	11,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-500.00	
35-30-5900-5350611	SERVICE CHARGE - ADMINISTRATION			19,815.00	1,248.00	21,063.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		1,248.00	
35-30-5900-5350614	SERVICE CHARGE - FACILITY MGMT			21,877.00	912.00	22,789.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		912.00	
35-30-5900-5350616	SERVICE CHARGE - INFORMATION TECH			27,578.00	828.00	28,406.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		828.00	
35-30-5900-5350622	SERVICE CHARGE - HUMAN RESOURCES			10,461.00	125.00	10,586.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		125.00	
35-30-5900-5350624	SERVICE CHARGE- ENGINEERING SERVICE			95,666.00	743.00	96,409.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		743.00	
				Department 5900 Total:	188,397.00	3,856.00
					6,222.00	0.00
						192,253.00
				Fund 35 Total:	6,222.00	0.00
						6,222.00
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Department: 3870 - TRANSFER FROM						
71-71-3870-3870412	TRANSFER FROM GF - POLICE STATION			-50,000.00	50,000.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		50,000.00	
71-71-3870-3870420	TRANSFER FROM GF - VEH-STREETS			-147,500.00	147,500.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		147,500.00	
71-71-3870-3870421	TRANSFER FROM GF - VEH-SOLID WASTE			-144,822.00	144,822.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		144,822.00	
				Department 3870 Total:	-342,322.00	342,322.00
						0.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-71-6900-5970910	TRANSFER TO FUND 10 - GENERAL FUND			397,322.00	-342,322.00	55,000.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		-342,322.00	
				Department 6900 Total:	397,322.00	-342,322.00
					55,000.00	55,000.00
				Fund 71 Total:	55,000.00	0.00
						55,000.00
Fund: 78 - COMMITTED FUNDS - GENERAL FUND						
Department: 3870 - TRANSFER FROM						
78-71-3870-3870412	TRANSFER FROM GF - POLICE STATION			-50,000.00	50,000.00	0.00
BA0000231	Project Closeout	GLPKT02141	01/12/2026		50,000.00	
				Department 3870 Total:	-50,000.00	50,000.00
						0.00
Department: 5100 - POLICE						
78-71-5100-5970919	TRANSFER TO GF - POLICE STATION			0.00	-50,000.00	-50,000.00
BA0000231	Project Closeout	GLPKT02141	01/12/2026		-50,000.00	
				Department 5100 Total:	0.00	-50,000.00
				Fund 78 Total:	-50,000.00	0.00
						-50,000.00
				Budget Code 2025-2026 Total:	-300,044.00	0.00
						-300,044.00

Budget Adjustment Report

For Date Range: 01/12/2026 - 01/12/2026

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
10		-2,166,443.00	0.00	-2,166,443.00
30		1,855,177.00	0.00	1,855,177.00
35		6,222.00	0.00	6,222.00
71		55,000.00	0.00	55,000.00
78		-50,000.00	0.00	-50,000.00
Budget Code 2025-2026 Total:		-300,044.00	0.00	-300,044.00

APPROVED: 4/0

DATE: 1/12/26

VERIFIED: Sarah E. Kinney

DRAFT

**BOARD OF COMMISSIONERS
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

Consistency Statement per NC GS § 160D-605

Request to amend Sections 3.5 – 3.8 of the Unified Development Ordinance
for the Town of Hillsborough (staff-initiated)

January 12, 2026

The Board of Commissioners for the Town of Hillsborough has reviewed a request from Planning and Economic Development staff to amend Sections 3.5 – 3.8 of the Unified Development Ordinance in order to:

1. Clarify subdivision regulations for Planned Development Districts and
2. Remove reapplication waiting periods to conform with Session Law 2025-94.

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

1. The proposed amendment is **consistent** with the following Town Government & Public Services chapter goal, strategy, and action:
 - Goal: Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.
 - Strategy: Develop and adopt policies that help accomplish town goals.
 - Action: Regularly review and update town policies as new information is garnered and achievements are met.
2. The proposed text amendment **advances** identified goals and strategies found in the CSP and **promotes** public health, safety, and welfare because it clarifies subdivision requirements for Planned Development Districts and updates the ordinance to remain consistent with State law.

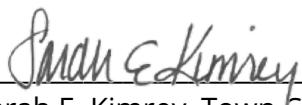
The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12th day of January in the year 2026.

Ayes: 4

Noes: 0

Absent or excused: 1




Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance

Section 3, Administrative Procedures – Subsections 3.5, 3.6, 3.7 & 3.8

WHEREAS, an application was initiated by Planning and Economic Development staff to amend Unified Development Ordinance Sections 3.5 – 3.8 to clarify subdivision requirements for Planned Development Districts and remove reapplication waiting periods pursuant to Session Law 2025-94; and

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

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

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended as attached hereto.
- Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3.** This ordinance shall become effective upon adoption.

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

Ayes: 4
Noes: 0
Absent or excused: 1



Sarah E. Kimrey, Town Clerk

3.ADMINISTRATIVE PROCEDURES

3.5 CREATION OF NEW LOTS/DIVISION OF LAND

3.5.1 REVIEW REQUIRED

No land within the Town of Hillsborough planning jurisdiction shall be subdivided, or re-subdivided and offered for sale, gifted, exchanged, or in any other way conveyed until a plat thereof has been approved as herein provided. No plat shall be recorded by the Orange County Register of Deeds until this approval is entered in writing on the face of the plat as herein provided.

3.5.2 THE REVIEW REQUIRED IS DETERMINED BY THE NUMBER OF NEW LOTS TO BE CREATED AS FOLLOWS:

- 3.5.2.1 Exempt plats: Staff review, must meet standards in Section 3.5.3 below.
- 3.5.2.2 Minor subdivisions: Staff review to create 4 or fewer lots.
- 3.5.2.3 Major subdivisions: Staff review to create 5-19 lots.
- 3.5.2.4 Special subdivisions: Staff review to create 20 or more lots within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20 or more lots when the property to be subdivided is not within a Planned Development District.
- 3.5.2.5 Conservation subdivisions: Staff review to create 20 – 99 lots with reduced lot sizes and additional open space within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20-99 lots with reduced lot sizes and additional open space when the property to be subdivided is not within a Planned Development District.

3.5.3 EXEMPT PLATS

- 3.5.3.1 Property owners or their authorized agents must present a paper or recordable map to the Planning Department for determination of whether the action created by the recording of the map meets the Ordinance standards to be exempt.
- 3.5.3.2 If the proposal meets the exemptions listed in this Ordinance or in North Carolina General Statutes, Section 160D-802(a), the Planning Director shall sign an exemption note on the face of the recordable map before it is recorded.
- 3.5.3.3 In addition to the divisions of land identified in North Carolina General Statutes§160D-802(a), the following divisions of land shall not be included within the definition of the term "subdivision" and shall not be subject to this Ordinance: (1) the division of land for the purpose of creating a lot for use as a site for a utility pump station; (2) the recordation of a plot of lots created by deeds recorded in the Orange County Registry prior to March 13, 1978; (3) the creation of a lot to be conveyed to the Town or to a non-profit entity for the purpose of creating public parks or public open space, provided that the plat and the deed creating such parcel shall specifically state that the parcel created may not be used for any other purpose, (4) the division of land owned by a governmental entity to facilitate the conveyance of a portion of said land to another governmental entity for governmental or public use, and (5) the recordation of a plat consistent with Section 7.3.3, *Multiple Detached Dwellings on a Single Parcel*.
- 3.5.3.4 If the proposal does not meet the exemptions, the Planning Director shall return the unsigned map to the property owner or authorized agent with a written description of why the map does

not qualify to be exempt.

3.5.4 MINOR SUBDIVISION

Property owners or agents must present a paper map to the Planning Department to review any division of land into 4 or fewer lots from a single tract of land in any five (5) year period. If a new public road is proposed as part of the project, the subdivision shall be reviewed as a Major Subdivision. The Planning Director has the authority to refer and minor subdivision involving a new or existing private road to the Technical Review Committee. If no public or private road right of way or construction is part of the proposal, the Planning Director may approve the minor subdivision by signing the approval certificate on the recordable map.

The application will be processed according to the procedure details in Section 5.2.49, *Subdivisions, Minor*, or 5.2.47, *Subdivision, Major or Special*, as applicable.

3.5.5 MAJOR SUBDIVISIONS

Divisions of land resulting in the creation of between five (5) and nineteen (19) new lots from a single tract of land in any five (5) year period shall require major subdivision approval from the Planning Director.

3.5.5.1 Sketch Plan

Before submitting an application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

3.5.6 SPECIAL SUBDIVISIONS

Unless otherwise stated in Section 3.5.2 of this Ordinance, divisions of land resulting in the creation of twenty (20) or more new lots from a single tract of land in any five (5) year period shall require a Special Use Permit, with review criteria as set forth in Section 5.2.46, *Subdivisions, Major or Special*.

3.5.6.1 Sketch Plan

Prior to submitting a Special Use Permit application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

3.5.6.2 Special Use Permit Required

When the property to be subdivided is not within a Planned Development District, the preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

3.5.7 CONSERVATION SUBDIVISIONS (SECTION 9.2 FOR DEFINITION)

Unless otherwise stated in Section 3.5.2 of this Ordinance, divisions of land into twenty (20) or more new lots from a single tract of land in any five (5) year period, with special features as set forth in Section 5.2.48 for conservation subdivisions, shall require a Special Use Permit.

3.5.7.1 Sketch Plan

Prior to submitting a preliminary plat, the applicant shall submit to a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

3.5.7.2 Special Use Permit Required

When the property to be subdivided is not within a Planned Development District, the preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

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3.6 FUTURE LAND USE PLAN AND COMPREHENSIVE PLAN AMENDMENTS

3.6.10 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw his or her application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

3.7 UNIFIED DEVELOPMENT ORDINANCE AND MAP AMENDMENTS

3.7.14 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw their application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if required notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

3.8 SPECIAL USE PERMIT

3.8.16 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw their application at any time by submitting written notice to the Planning Director. However, application fees will not be refunded if required notice of the evidentiary hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

**Hillsborough Board of Commissioners
Consistency Statement per NC GS § 160D-605**

Request to amend the Official Zoning Map for the Town of Hillsborough
Parcel Identification Numbers (PINs) 9863-87-8657, 9863-97-1719, and 9863-97-2991

January 12, 2026

The Hillsborough Board of Commissioners has reviewed a request from Oakdale Hillsborough LLC to rezone three parcels totaling approximately 6.9 acres at Old NC 86 and Oakdale Drive from Entranceway Special Use (ESU) to General Commercial (GC).

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

1. The proposed amendment is **consistent** with the following Land Use and Development chapter goal, strategy, and action:
 - **Goal:** Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity.
 - **Strategy:** Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.
 - **Action:** Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.
2. The proposed rezoning **advances** identified goals and strategies found in the CSP and **promotes** public health, safety, and welfare by encouraging the completion of Oakdale Village, a commercial project, the master plan for which was approved in 2011. The applicant has identified the current zoning, Entranceway Special Use (ESU), as a barrier to completing the development because all development of the subject parcels is subject to the issuance of a special use permit. The board finds that completion of the Oakdale Village development is in the public interest and rezoning the subject properties to General Commercial (GC) will remove an administrative barrier while still limiting allowable land uses to those consistent with the original intent of Oakdale Village.

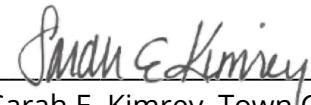
The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12th day of January in the year 2026.

Ayes: 4

Noes: 0

Absent or excused: 1




Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Official Zoning Map for the Town of Hillsborough, NC Parcel Identification Numbers 9863-87-8657, 9863-97-1719, and 9863-97-2991

WHEREAS, an application was made to amend the Official Zoning Map for the Town of Hillsborough, specifically to rezone approximately 6.9 acres at Old NC 86 and Oakdale Drive (PINs 9863-87-8657; 9863-97-1719; 9863-97-2991), the legal descriptions of which can be found in Deed Book 4987, Page 167 of the Orange County Registry, from Entranceway Special Use (ESU) to General Commercial (GC); and

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

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

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

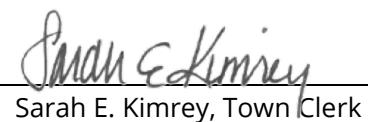
- Section 1.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the aforementioned properties to General Commercial (GC).
- Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3.** This ordinance shall become effective upon adoption.

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

Ayes: 4

Noes: 0

Absent or excused: 1


Sarah E. Kimrey, Town Clerk