

**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:
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

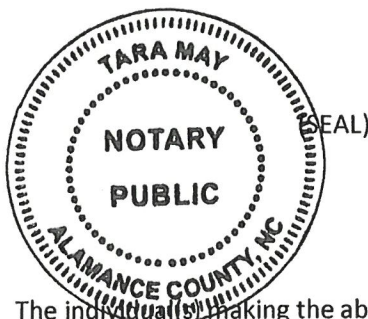
Travis Myren by Caitlin Fenhagen _____
Print Name of Owner Print Name of Owner

NORTH CAROLINA

Orange COUNTY

Sworn to and subscribed before me on this 19th day of August 2025 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.

SITE PLAN REVIEW

ORANGE COUNTY BOARD OF ELECTIONS

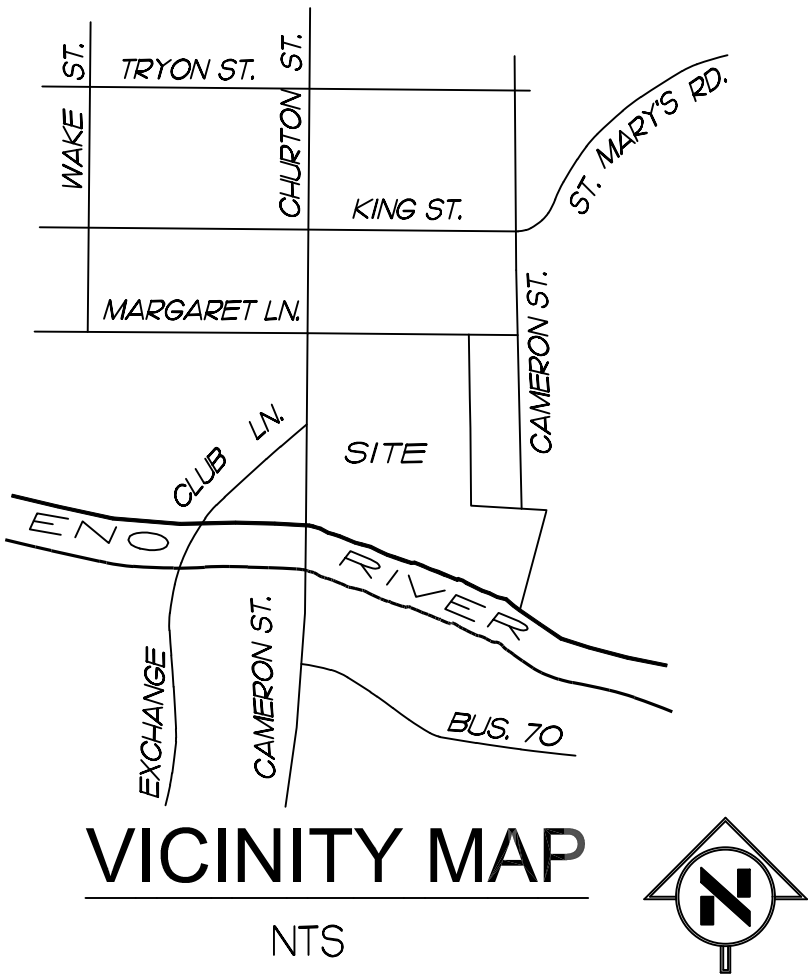
ACCESSIBLE RAMP AND LOADING DOCK

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

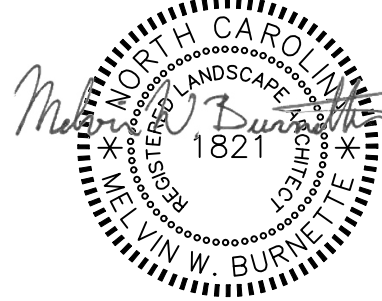
- BOUNDARY AND TOPOGRAPHIC INFORMATION, UTILITIES, AND EXISTING STRUCTURES SHOWN HEREIN WERE TAKEN FROM A SURVEY PROVIDED BY JOSE L. TORRES DATED MAY 29, 2025.
- ALL DIMENSIONS AND STAKING POINTS ARE TO BACK OF CURB UNLESS NOTED OTHERWISE.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND GRADES AT THE SITE 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

8/12/2025



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 | 534-3203
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

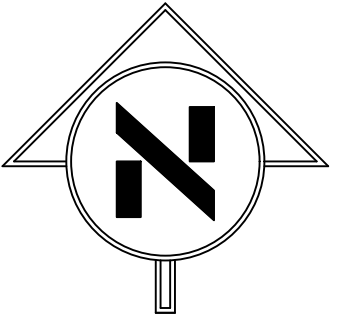
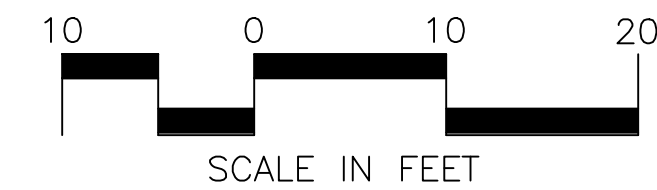
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CHECKED BY JFW
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DATE 8/12/2025
LO SHEET OF

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

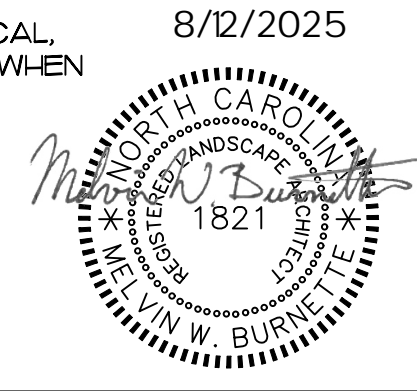
SURVEY NOTES

- 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.
- 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= 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

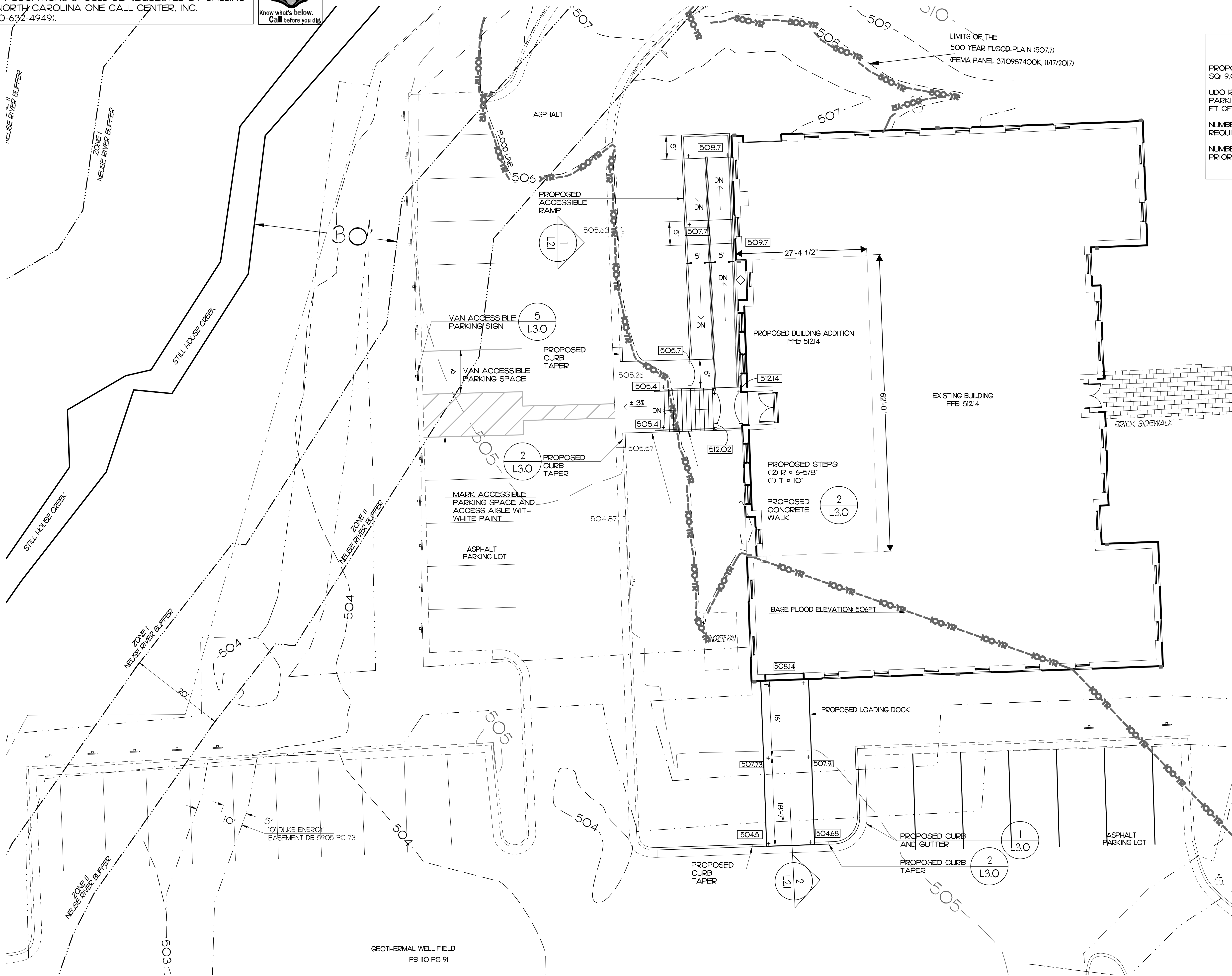
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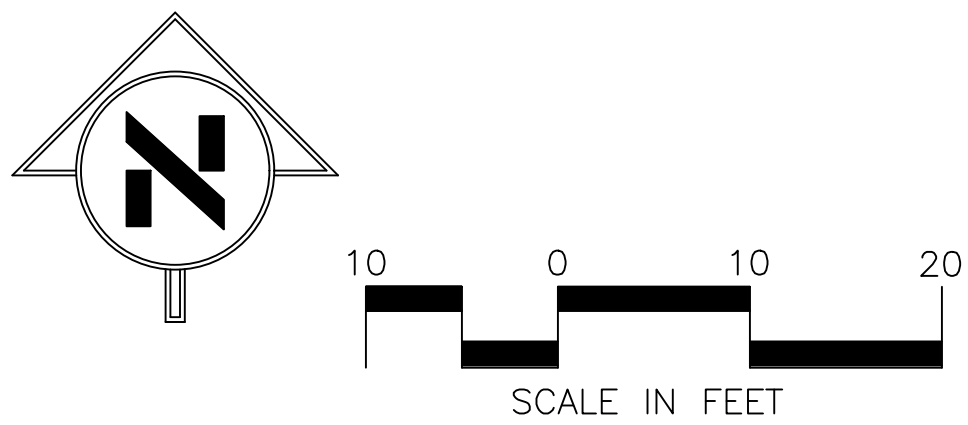
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BOARD OF ELECTIONS
208 S CAMERON ST, HILLSBOROUGH, NC 27278

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DATE 8/12/2025
L.I.O.
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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
	MAN-HOLE

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

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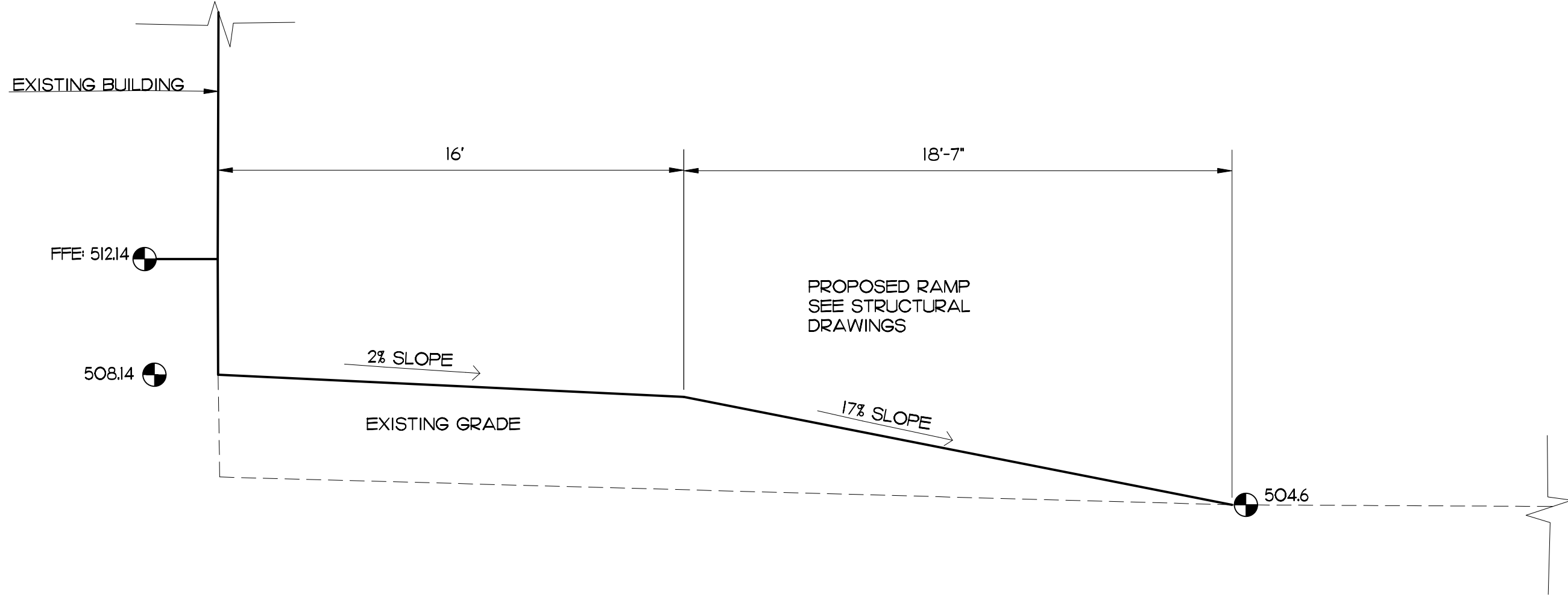
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BOARD OF ELECTIONS

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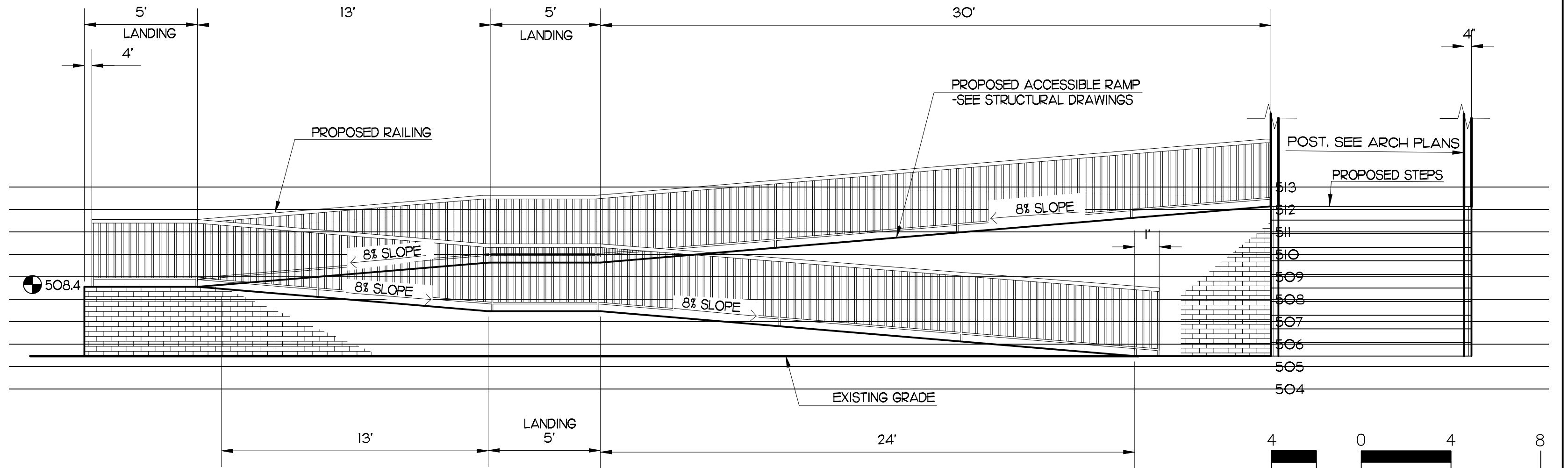
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L20

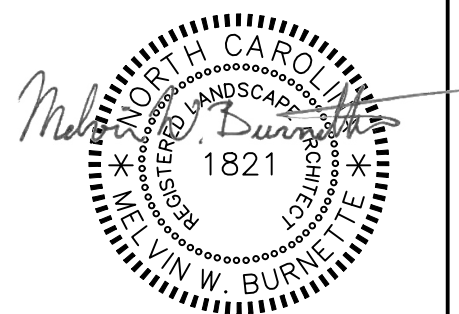
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2 SECTION VIEW OF LOADING DOCK
L2.1 SCALE: 1/4" = 1'-0"



1 SECTION VIEW FOR ACCESSIBLE RAMP
L2.1 SCALE: 1/4" = 1'-0"



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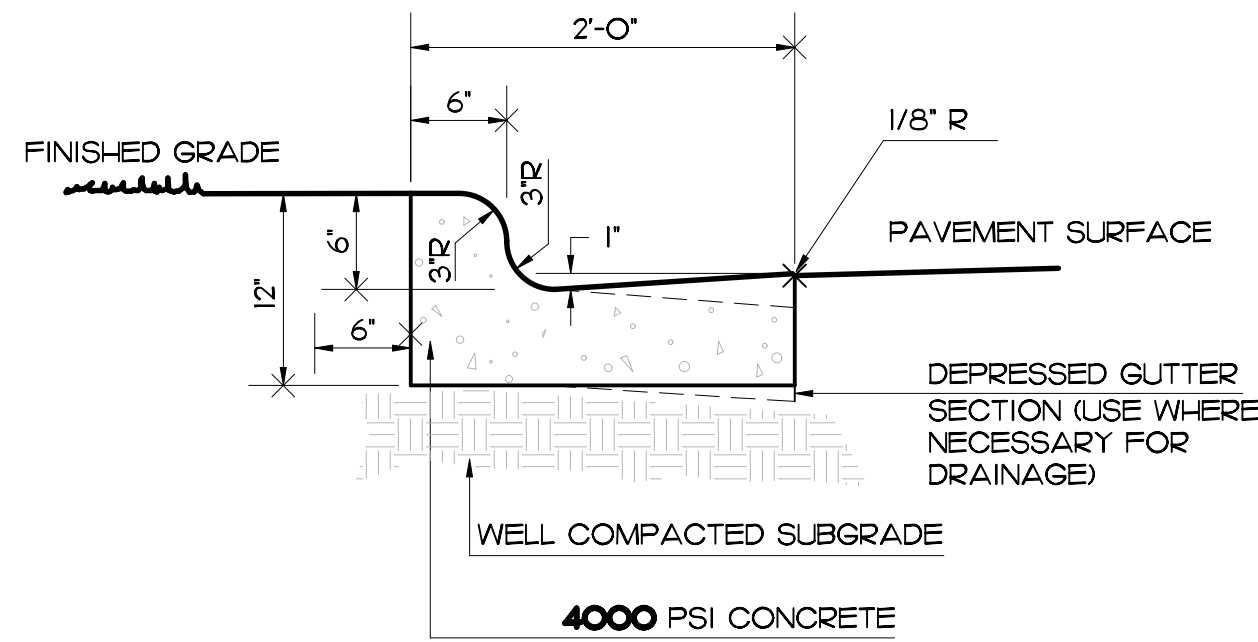
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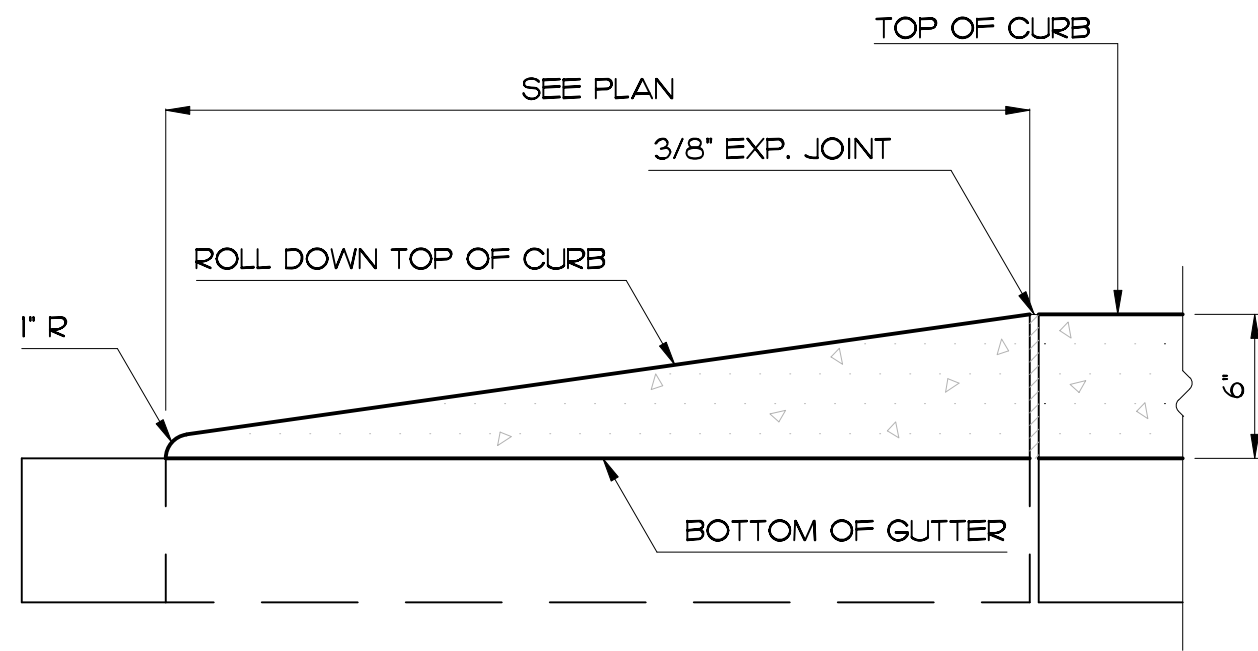
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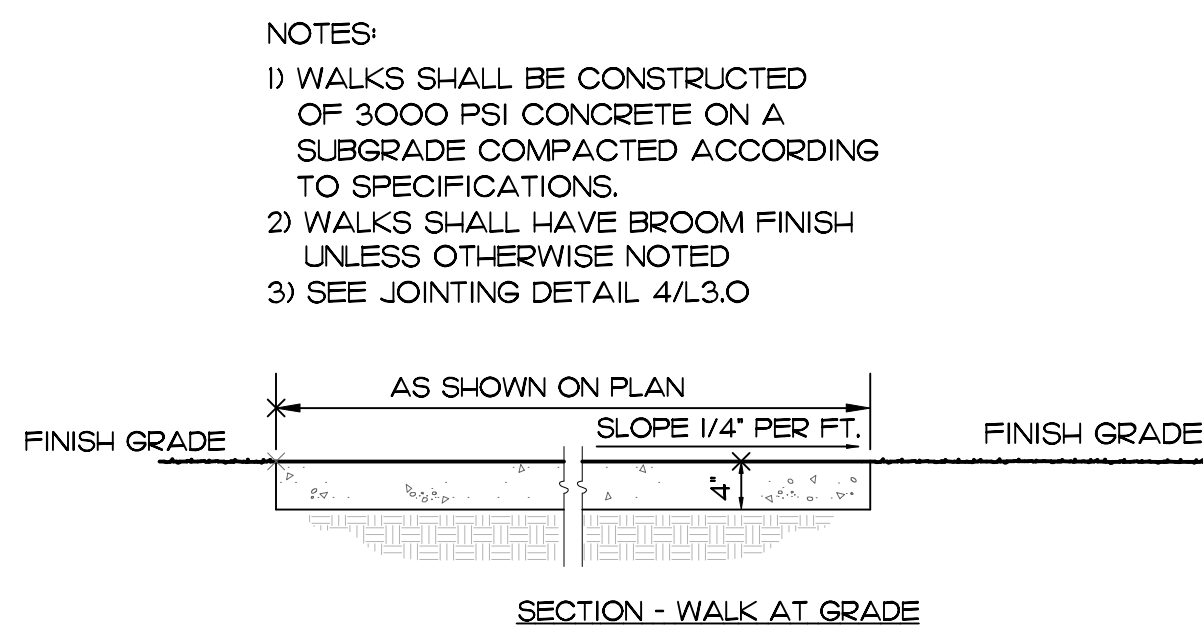


- NOTES
1. PLACE CONTRACTION JOINTS AT 10' INTERVALS IF FORMED, OR 15' IF MACHINE PLACED.
 2. CONTRACTION JOINTS MAY BE INSTALLED WITH THE USE OF TEMPLATES. NON-TEMPLATE FORMED JOINTS SHALL BE A MINIMUM OF 1-1/2" DEEP.
 3. CONSTRUCTION JOINTS SHALL BE FILLED WITH JOINT FILLER AND SEALER.
 4. EXPANSION 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.

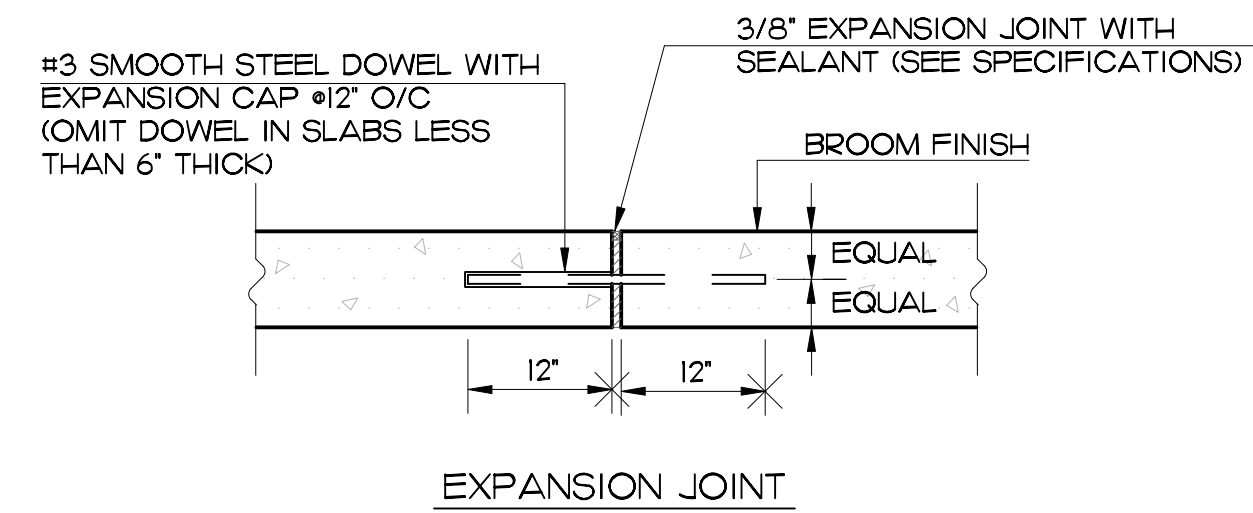
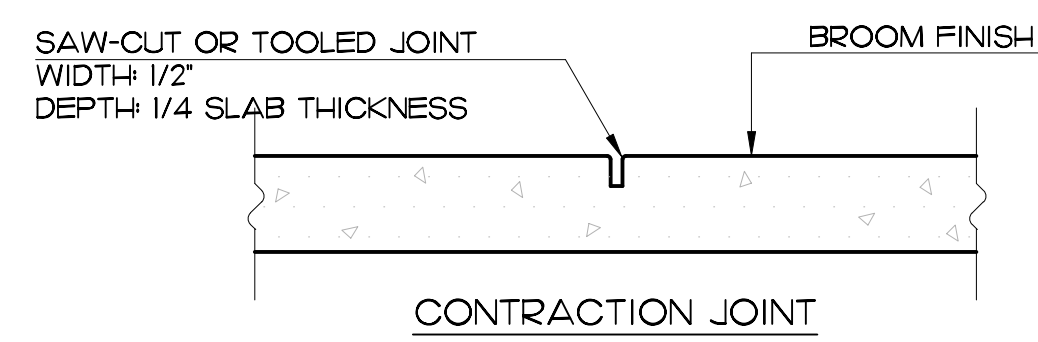
1	24" CURB AND GUTTER
L3.O	SCALE: 1" = 1'-0"



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"

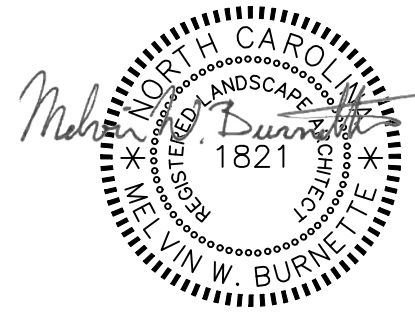
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1. ALL INTERIOR WALL TYPES TO BE 'SAU' UNLESS OTHERWISE NOTED.
2. WALL DIMENSIONS ARE TO FACE OF METAL STUD, FACE OF CONCRETE MASONRY UNIT (CMU), OR CENTERLINE OF COLUMN.
3. ALL BATED WALL CONSTRUCTION TO COMPLY WITH UL REQUIREMENTS.
4. ALL CMU WALLS GOING TO BOTTOM OF DECK ARE TO PROVIDE A 1" GAP FOR DEFLECTION, FLIP GAP WITH MINERAL WOOL INSULATION ALONG THE ENTIRE LENGTH OF WALL, AT FIRE RATED WALLS, EXCEPT WHERE APPLIED TO STUD OR STUD 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, FLIP FLUTE IN METAL DECK WHERE REQUIRED.
6. ALL EXTERIOR STUDS TO DECK 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 ELEVATION 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 INTERIOR, BOND BEAMS, BRACING, ETC.
10. ALL COLUMN CHANGES 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 GYP SHADE BLINDS UNLESS OTHERWISE NOTED, REFER TO SPECIFICATIONS.
13. FURNITURE AND EQUIPMENT SHOWN DASHED ON PLANS IS NOT IN CONTRACT (NIC), GO TO PROVIDE WOOD BLOCKING FOR ALL WALLCEILING MOUNTED ACCESSORIES.
14. SEE DETAIL 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. ALL DOOR JAMBS TO INTERSECT IN THROUGH WALL FLASHING DOOR JAMB FROM INTERSECTIONS WALLS CMU - 8" UNLESS OTHERWISE NOTED

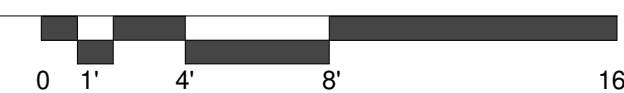
NEW LOADING DOCK RAMP
AND DOOR _____

10' - 0"

1" / 12"

REVISED PARKING
LAYOUT, SEE CIVIL

DOCK LEVELER

$$3/16'' = 1'-0''$$


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CONSTRUCTION DOCUMENTS



208 South Cameron Street

Attachment #2

Sep 2, 2025



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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

