

Hillsborough Board of Commissioners Agenda

7 p.m., Sept. 12, 2016

Town Barn, 101 E. Orange St.

Compliance with the Americans with Disabilities Act interpreter services and/or special sound equipment is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-732-1270, ext. 71.

Please use the [Bookmark Feature](#) to navigate and view the [Item Attachments](#).

1. PUBLIC CHARGE

The Hillsborough Board of Commissioners pledges to the citizens of Hillsborough its respect. The Board asks its citizens to conduct themselves in a respectful, courteous manner, both with the Board and with fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Mayor or their designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Mayor or their designee will recess the meeting until such time that a genuine commitment to this public charge is observed.

2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

3. AGENDA CHANGES & AGENDA APPROVAL

4. PRESENTATIONS

- A. Introduction of Officer Ryan Ingram and public reaffirmation of his Oath of Office
- B. Orange Partnership for Alcohol and Drug Free Youth Presentation

5. INTERVIEWS

- A. Interview Eddie Sain for out of town position on the Planning Board for a term ending Oct. 31, 2019

6. APPOINTMENTS

- A. Consider adopting a resolution requesting the Board of Orange County Commissioners appoint Eddie Sain to the Hillsborough Planning Board for a term ending Oct. 31, 2019
- B. Re-appoint Reid Highley to a second term on the Historic District Commission
- C. Appointment of Matt Hughes to the vacant At-Large Tourism Board Seat

7. COMMITTEE REPORTS (*CRITICAL*)

8. REPORT FROM THE TOWN MANAGER

9. DEPARTMENTAL REPORTS

10. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the Joint Public Hearing July 21, 2016, Minutes of the Board of Commissioners Aug. 8, 2016 Regular Meeting, and Minutes of the Board of Commissioners Aug. 8, 2016 Regular Meeting Closed Session
- B. Miscellaneous budget amendments and transfers
- C. Adoption of an ordinance annexing three parcels on the south side of US 70 A adjacent to the Orange County Sportsplex

- D. Adoption of statement of Consistency and Ordinance amending the Hillsborough Zoning Map to zone three parcels on the south side of US 70 A and adjacent to the Sportsplex as Office Institutional
- E. Adoption of an ordinance annexing the parcel at 809 Faucette Mill Road
- F. Adoption of statement of Consistency and Ordinance amending the Hillsborough Zoning Map to zone the parcel at 809 Faucette Mill Road as Mobile Home Park
- G. Adoption of a resolution amending the Future Land Use Plan Map
- H. Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to amend minimum parking requirements for child day care, attached dwellings, and warehouse operations
- I. Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to amend Section 9 to clarify that building setbacks are measured from property lines
- J. Authorize filing liens to collect the town's expenses to abate nuisances on three properties
- K. Resolution consenting that Piedmont Electric Membership Corporation shall be the Exclusive Provider of electric service within all portions of the annexed areas assigned to it by the North Carolina Utilities Commission
- L. Request for Town Sponsorship of "Hog Day" September 16th and 17th
- M. Request for Town Sponsorship of the Handmade Parade on October 15, 2016
- N. 2017 Board of Commissioners meeting calendar

11. ITEMS FOR DECISION – REGULAR AGENDA

- A. Consideration of Special Use Permit request from Lennar of the Carolinas to develop 200 townhomes on parcel 17 in Waterstone
- B. Discussion with Habitat for Humanity about the development of affordable dwellings in Waterstone
- C. Request from Stratford Land to allow for the construction of a median break in Waterstone Drive to allow for left turns between Old NC 86 and College Park Road
- D. Consideration of request from Little School to amend their special use permit to construct additional parking and increase their enrollment.
- E. Consideration of option to allocate a portion of the Affordable Housing fees in lieu to assist with rental deposits for income eligible families
- F. Draft School Impact Fee Report
- G. Financing a 5-year lease of a Vacuum (aka Vactor) Truck for the Utilities Department
- H. Employee Handbook Revision
- I. Classification and Compensation Study Report

12. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the Town Attorney in order to preserve the attorney-client privilege (the former Colonial Inn, 153 W. King St.)

13. ADJOURN

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Police
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	4.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject:

Introduction of Officer Ryan Ingram and public reaffirmation of his Oath of Office

Attachment(s):

Brief Summary:

Recently hired Officer Ryan Ingram will be introduced to the board and he will publically reaffirm his Oath of Office as administered by the Mayor.

Action Requested:

n/a

ISSUE OVERVIEW

Background Information & Issue Summary:

n/a

Financial Impacts:

n/a

Staff Recommendations/Comments:

n/a

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Sept 12, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	4.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Orange Partnership for Alcohol and Drug Free Youth Presentation

Attachment(s):

None

Brief Summary:

The Orange Partnership for Alcohol and Drug Free Youth will make a five-minute presentation to the Board about the Partnership's Alcohol and Drug Abuse Prevention Team (ADAPT) and the Safe Store Award.

Action Requested:

Receive information.

ISSUE OVERVIEW

Background Information & Issue Summary:

See above

Financial Impacts:

None

Staff Recommendations/Comments:

None

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	5.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Interview Eddie Sain for out of town position on the Planning Board for a term ending Oct. 31, 2019

Attachment(s):

Application

Brief Summary:

Mr. Sain has expressed interest in serving on the Planning Board. He has recently completed two complete terms on the Board of Adjustment. The Planning Board recommended his appointment unanimously.

Action Requested:

Conduct interview

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:



If you are a Town of Hillsborough resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete this form.

General Information

Name: CARL EDWARD SAIN
Home Address: 1010 HWY 70 A EAST HILLSBOROUGH
Phone (Home): 919-732-9245
Phone (Work): NONE RETIRED
Email: CSAIN59@GMAIL.COM
Place of Employment: NONE
Job Title:

Personal Background

Date of Birth: 01/06/1953
Gender: Male
Ethnic Origin:

Boards/Commissions/Committees of Interest

Planning Board

Reasons for Wishing to Serve

To help our town with planning growth of our town

Relevant Experience

Work Experience:
Have worked as master mechanic for Ford and Chevrolet
Volunteer Experience:
Have served on board of adjustment for 7 years in Hillsborough
Educational Experience:
High school diploma and auto technical training

How You Heard About This Opportunity

Other

Agreement

Before applying, be advised that you are committing to attend the volunteer board's/committee's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board/committee. Also, be advised that the Board of Commissioners may declare a vacancy on the board/committee because of a member's non-attendance.

I agree to the above statement.

Eddie Sain



July 19, 2016

To the Planning Board Members,

My name is Eddie Sain. The job of the planning board is to oversee plans of projects in the town and E.T.J. to make sure they are in compliance with U.D.O and to make decisions that are in the best interest for land development and environment to help the town grow. Planning also helps other advisory boards. Having served seven years on the Hillsborough Board of Adjustments I have seen this firsthand.

I have worked and lived here for 52 years. I am retired now and my wife and I own a home and land next to Forest Ridge development. I would like to continue to serve the town and help it grow in positive ways.

I have looked at the 2030 plan and it looks good to me. I love the idea of balanced score and to keep the government fully connected. To get the citizens involved I think is very important to all. To help the town grow in positive ways. I also think it's important to preserve Hillsborough's heritage for all to enjoy. Revisiting this plan every five years is a very good idea.

I would like to thank The Planning Board members for considering me to help serve with you and to help Hillsborough grow in positive ways.

Eddie Sain



TOWN OF HILLSBOROUGH

Board of Commissioners

Agenda Abstract Form

Meeting Date: September 12, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	6.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consider adopting a resolution requesting the Board of Orange County Commissioners appoint Eddie Sain to the Hillsborough Planning Board for a term ending Oct. 31, 2019

Attachment(s):

Draft resolution

Brief Summary:

Mr. Sain has previously served 7 years on the Board of Adjustment. He has been off that Board for one year and has expressed interest in the Planning Board.

Action Requested:

Consider adopting the Resolution

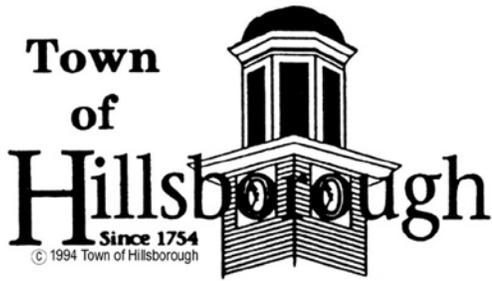
ISSUE OVERVIEW

Background Information & Issue Summary:

We had four applicants, all living outside the ETJ. The Planning Board ask that the applicants answer a couple of questions in writing before they interviewed. Mr. Sain was the only one to complete the task and attend the meeting to be interviewed. The Planning Board unanimously recommended his appointment.

Financial Impacts:

Staff Recommendations/Comments:



RESOLUTION REQUESTING APPOINTMENT TO AN EXTRATERRITORIAL JURISDICTION SEAT ON THE HILLSBOROUGH PLANNING BOARD

WHEREAS, as a result of the end of a term, it is necessary to appoint a volunteer to a seat reserved on the Hillsborough Planning Board for persons residing within the town’s extraterritorial planning jurisdiction; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint ETJ members to the town’s Planning Board; and

WHEREAS, the Town began recruiting for the position in June, but only received interest from residents outside the ETJ;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH RESOLVES:

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an ETJ seat on the Hillsborough Planning Board, whose term would expire in October 31, 2019:

Mr. Carl Edward Sain
1010 US 70 A East
Hillsborough, NC 27278

Section 2. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days after receiving this resolution, then the Hillsborough Town Board may make this appointment.

Section 3. The Town Clerk shall send a copy of this resolution to the Orange County Manager.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 12th day of September, 2016.

Ayes: _____
Notes: _____
Absent or excused: _____

I, Katherine M. Cathey, Town Clerk of the Town of Hillsborough, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Hillsborough Town Board of Commissioners on September 12, 2016.

Katherine M. Cathey
Human Resources Director/Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	6.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consider re-appointing Reid Highley to a second full term on the Historic District Commission ending Oct. 31, 2019

Attachment(s):

Application

Brief Summary:

Mr. Highley has served a full term on the Historic District Commission and is willing to be re-appointed. Mr. Highley has attended 32 of the 36 meetings during his term.

Action Requested:

Appoint Mr. Highley to a second full term on the HDC with the term expiring October 31, 2019.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

REID HIGHLEY, ARCHITECT

EXPERIENCE

Architect, May 2011 – present

Linton Architects, Durham, North Carolina

- Managed all phases of project development from schematic design through construction administration of single-family residential and small commercial projects. Significant projects include The Little School at Duke, Willow Oak Animal Hospital, Bourne Residence and Heilman-Gardner Residence.

Architect, October 2006 – November 2010

Weinstein Friedlein Architects, Carrboro, North Carolina

- Contributed to all phases of project development from schematic design through construction administration. Significant projects include the Orange County Animal Services facility and NC State Chancellor's Residence.

Intern Architect, March 2004 – September 2006

Payette, Boston, Massachusetts

- Participated in the development of contract documents for a \$27 million hospital addition and renovation. Acted as the first point of client and contractor contact during construction.

PROFESSIONAL ACTIVITIES & MEMBERSHIPS

- NC Registered Architect, license # 11217
- LEED 2.1 Accredited Professional, 2005 – present
- NCARB Accreditation, 2008
- Design studio instructor, Boston Architectural College, Spring semester 2004, Fall semester 2005

PUBLICATIONS

- “All New Kitchen Idea Book”, Joanne Keller Bouknight, Newton, CT:Taunton, 2013.
- “Design a Classic Fireplace Mantel”, Fine Homebuilding #233, February/March 2013
- “Design an Entry Sequence”, Fine Homebuilding #229, August/September 2012
- “Entry Door Style Guide”, Fine Homebuilding #228, June/July 2012
- “A Brilliant, Affordable Kitchen”, Fine Homebuilding #223, Winter 2011
- “Designing For Happy Outcomes”, Environmental Design + Construction, November 2009
- “2009 Innovative Green Projects”, Eco-Structure, July 2009

EDUCATION

1998 - 2003: Virginia Polytechnic Institute and State University, Blacksburg, Virginia
Degree received: Bachelor of Architecture (B.Arch), French minor

ACADEMIC HONORS

- University Honors Scholar (\$10,000 traveling fellowship – went to France during summer 2001 to help restore a medieval Provençal village; travel and architectural study in France, Italy, Spain, Germany, Switzerland, Belgium, The Netherlands, Denmark, and Sweden)
- Pella Prize finalist (award given for best senior thesis project in architecture)
- Virginia Tech Honors Program
- Gamma Beta Phi Honor Society
- Phi Eta Sigma Honor Society

PROFESSIONAL REFERENCES

- Mr. Jim Compton, Project Manager (former), Weinstein Friedlein – (919) 810-2592
- Mr. George Marsh, Principal, Payette – (617) 895-1000
- Mr. Steve Schram, Associate (former), Payette – (954) 533-5957

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Econ. Dev/Planning
Public Hearing: Yes No
Date of Public Hearing: N/A

For Clerk's Use Only
AGENDA ITEM #

	6.C	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning

ITEM TO BE CONSIDERED

Subject:

Appointment of Matt Hughes to the vacant At-Large Tourism Board Seat

Attachment(s):

Advisory Board Application

Brief Summary:

The Tourism Board currently has an At-Large vacancy. At the September 6, 2016 Tourism Board meeting, the Tourism Board voted with a majority to recommend appointment of Mr. Hughes in to the At-Large Seat.

Action Requested:

Appoint Matt Hughes in the vacant At-Large seat on the Tourism Board with term expiring 09/12/2018.

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

None

TOWN OF HILLSBOROUGH

Advisory Board Application

If you are a Town of Hillsborough resident, at least 18 years old and willing to volunteer your time and expertise to your community, please complete this form.

Name:

Matt Hughes

Home address:

501 Botan Way, Hillsborough

Home phone number:

919-928-4480

Email address:

mghughesnc@gmail.com

Place of employment:

UNC Chapel Hill

Birth date:

Sept. 20, 1990

Ethnic origin:

Other

Boards you would be willing to serve on:

Historic District Commission

(Town or extraterritorial jurisdiction resident)

Planning Board

(Town or extraterritorial jurisdiction resident)

Tourism Board

(Must own or operate restaurant or must reside, own property or be employed in town)

Reason for wanting to serve:

Hillsborough and Orange County has been my home literally since day one. My family has a deep connection to the town having settled here just prior to the start of the Revolutionary War. Having recently purchased a home in Hillsborough, I am very eager to pay it forward to the town that I love so much and a community that has given me a lot.

My interest for serving on the Historic District Commission includes my deep appreciation and love of history, especially the local history that we are so fortunate to have in Hillsborough. More generally I want to be part of the preservation of our historic heritage, while balancing the development that we're seeing sprout up in Hillsborough and the greater Orange County community. It is our responsibility to preserve history for future generations, while also respecting property rights.

My interest for serving on the Planning Board stems from my current service on the Orange County Board of Adjustment. In that capacity we have to take the policies adopted by both the Orange County Planning Board and the Orange County Board of Commissioners in evaluating special use permits. That service has sparked an interest of mine in planning more generally. As a new homeowner in Hillsborough, I have an interest in smart planning for the town that balances the need for growth while also preserving the heritage and culture of the town. I am able to see the big picture in any situation and believe that's as an important as an attention to details. I want to see our community grow, but in a way that is smart and wise.

My interest in serving on the tourism board is because I believe strongly that our historic heritage, new bars and restaurants, and arts culture is a big boon to Hillsborough and Orange County in terms of economic benefits. I would like to contribute to continuing to make Hillsborough a destination for tourists and leverage our community capital to promote the town through traditional media, social media, word of mouth, and other mediums to attract more visitors.

Work experience:

Currently work as a business administrator in UNC's College of Arts and Sciences. Also, have work experience with non-profits having worked on a contractual basis with both Action for Children NC (formerly the NC Institute for Child Advocacy) and Equality North Carolina. Previously served as a student teacher in the Chapel Hill-Carrboro City School System.

Volunteer experience:

I presently serve on the Bond Education Committee for the upcoming vote for education and affordable housing bonds in November 2016. I am also a member of the Orange County Human Relations Commission, Orange County Board of Adjustment, and serve on the Advisory Council for KidsCope. Currently the chairman of the Orange County Democratic Party. Previously a candidate for Orange County Commissioner (March 2016).

Educational experience:

Graduated from Cedar Ridge High School in 2009; receive a BA in political science from UNC Chapel Hill in 2012; currently in part-time studies at UNC's School of Government for an MPA.

How you heard about this opportunity:

Other

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016

Department: All

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	9	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Department Heads

ITEM TO BE CONSIDERED

Subject:

Departmental Reports

Attachment(s):

Monthly Departmental Reports

Brief Summary:

n/a

Action Requested:

Accept reports

ISSUE OVERVIEW

Background Information & Issue Summary:

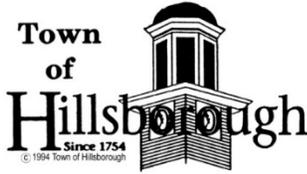
n/a

Financial Impacts:

n/a

Staff Recommendations/Comments:

n/a



**ADMINISTRATION DEPARTMENTAL REPORT
September 2016**

**Human Resources Director/Town Clerk
August 2016**

Meetings

- Board of Commissioners Regular Meeting (8/8/16)
- Wellness Team (8/18/16)
- Weekly update meetings with Town Manager
- Biweekly update meetings with Safety and Risk Management Officer
- Monthly meetings with Administration and Management Teams

Employee Events and Training

- Employee Health Fair (scheduled for 9/7/16)

Recruitment and Selection

- Police Officer
 - Recruitment opened (1/2/15)
 - Recruitment ongoing (126 applicants to date)
 - Ten offers accepted
- Planner
 - Recruitment opened (8/11/16)
 - Recruitment closed (8/31/16) (131 applicants)
 - Applications being reviewed
- Utility Maintenance Supervisor
 - Recruitment opened – internal candidates only (8/29/16)
 - Recruitment to be closed (9/13/16)

Pay and Benefits

- Biweekly payroll (2)
- Classification and Compensation study
- Retirement Planning Seminar/Carrboro (8/4/16)/Sherri

Wellness

- Wellness mini-grant program

Performance Evaluation

- Provided ongoing support for NeoGov performance evaluation system

Professional Development

- Webinar - 2016 Local Government Legislative Review (8/1/16)/Sherri
- Webinar - Electronic disclosures for employer-sponsored plans (8/10/16)/Sherri

- NCAMC Summer Clerks Conference (8/17-20/16)/Sherri
- LGFCU Fellows continuing education event (8/25-8/26)/Katherine
- Introduction to Local Government Finance/Clerk Certification Institute (8/30-9/2/16)/Sherri

Miscellaneous

- Innovation & Customer Service Awards (review team meeting scheduled 9/13/16)
- Employee Handbook updates
- Ongoing implementation of contract and agenda/minutes scanning project
- Developing employee safety training requirements per position
- Employee newsletter published
- Draft proposal for Carolina Star program

Public Information Office Report: August 2016

News Releases

- Issued news releases to media and subscriber list; posted to website and social media sites; and created bulletins for government access channel:

1-Aug — Help Clean Up Pollinator Garden
3-Aug — Town Manager Recognized for Local Government Influence
5-Aug — Cates Creek Parkway Open
8-Aug — Field Audit of Water Meters Underway
8-Aug — Some Duke Energy Customers to be Without Electricity Briefly
9-Aug — Police Substation Parking Lot to Close Temporarily
9-Aug — Celebrate Community in Hillsborough at Fairview Live
9-Aug — Board of Commissioners Meeting Summary
12-Aug — Ornamental Street Tree Vandalized
17-Aug — Hillsborough to Begin Hydrant Flushing in September
25-Aug — Help Spruce Up Garden and Stepping Stones
29-Aug — Labor Day Holiday Service Changes
29-Aug — Mowing Scheduled for Riverwalk and Gold Park
29-Aug — Police Arrest N.J. Man for Fraud

- As of Sept. 6, subscriptions are:
 - News releases — 698
 - Meeting notices — 411
 - Bid postings — 352
 - Water supply status updates — 676

Website/Intranet

- Agreed to a request from a Wake Technical Community College instructor to use the town's website as an example of good design in the college's WEB 211 Advanced Web Graphics course.
- Moved website backend to new server software and database and updated other components for increased security.
- Implemented a monthly semi-automated update procedure for all website components.

- Worked with the Planning Department to revise the special event banner reservation system to better fit the department's workflow.
- Assisted a Police Department investigation of a series of messages from a troubled individual sent via the town's website. As a result, police were able to determine the person was in another state and forward information to police in that jurisdiction.

Social Media

- Made 23 Facebook posts and 21 tweets. Posted 1 new video to YouTube.
- As of Sept. 1:
 - Facebook: 1,731 likes
 - Twitter: 755 followers
 - YouTube: 142 subscribers (increase of 51)
- Responded to one Facebook comment and one tweet.

Government Access Channel/Videos

- Completed filming for two videos on the town budget (overall process and FY17 highlights). Also edited text and graphic slides for the videos. Took photo for use in budget process video.
- Shot, edited and posted summary of Aug. 8 town board meeting.
- Completed draft script for a video on the paving process.
- Renewed contract for local support of TV channel equipment.
- Started looking into changes in regulations for PEG channels.
- Continued creating templates, backgrounds and new slides for TV channel.

Other Work

- Posted updated FAQs on utility metering and billing and collection service changes.
- Submitted changes to incorrect names of Cates Creek Park and Cates Creek Parkway to Google Maps.
- Completed final revisions to the Old Town Cemetery brochure and added the finalized map.
- Visited Old Town Cemetery on Aug. 18 for photos of geographical radar testing and initial information.
- Updated Administration Department's balanced scorecard results data and overview of results for Fiscal Year 2016, pertaining to Public Information Office.
- Provided updated contact information and best practices for UNC journalism students working with local government.
- Started creating inventory and checkout system for camera equipment.
- Edited information packet on FY17 budget.
- Worked with vendor to get Finance Department-requested forms completed to process payment for Yellow Pages advertisement.
- Provided edits and photo for employee newsletter article.
- Helped provide suggestions for news release on the sale of historic mill and local media to contact.
-

Meetings/Events/Training

- PIO met with deputy town clerk and Human Resources intern on Aug. 3 regarding pay and classification study.

- PIO attended community leaders focus group meeting on Aug. 17 for Orange County Public Library's strategic planning.
- Met for monthly staff meeting on Aug. 22.
- PIO attended administration and management team meetings on Aug. 31.
- PIO continued six-week course on Microsoft Outlook.

Safety and Risk Management Officer Monthly Report
August 2016

Meetings Attended/Conducted

- Semi-monthly department meeting
- Quarterly Utilities meeting
- Adam with Computerabilities regarding computer issues
- Meeting with vendor regarding AED purchase and maintenance tracking system

Training Attended/Conducted

- Monthly Safety Trainings
- Playground random inspection training

Site inspections

- Lawndale Lift Station
- Gold Park
- Turnip Patch Park
- Murray Street Park x 3
- Hillsborough Heights Park
- Cates Creek Park x 3

Miscellaneous

- On target for 3rd quarter random drug screens
- Distributed vouchers for Annual Safety Shoe Event
- Preparing for Annual Fire Extinguisher Audit
- Worked on employee training schedule
- Working on Active Shooter Program/Training
- Distributing training certificates for AED/CPR
- Gathering information regarding Lead Safety Training/Policy
- Working with Adam/Computerabilities regarding computer issues
- Working on workers comp. incident claims
- Working on several P & L claims
- Working on completion of incident reviews (Safety Committee)
- Stocked safety gear
- Assigning and installing stickers to employee's badges for vending machine access
- Vending machine tutorials for employees, demonstrating functions and accessibility
- Working on inspection requirements with Safety Committee members
- Updated training spreadsheet
- Distributed updated safety wear
- General duties concerning new facility at hwy 86 north
- Forwarded Safety Inspection results to departments
- Collecting Fire Extinguisher Monthly check sheets
- Forwarded recommendations (work orders) generated from Park Inspections

TOWN OF HILLSBOROUGH
ENGINEERING STATUS REPORT
SEPTEMBER 2016

Kenneth P. Keel, PE; 919-732-1270 ext 75; kenny.keel@hillsboroughnc.org

PROJECT	BUDGET	STATUS
WWTP Discharge Compliance	-	We were compliant with our discharge permit limits in July. Our sludge management program is in good condition.
Sewer Spill Summary	-	The Town had no reportable collection system sewage spills since my last report (one so far in 2016). There have been no reportable spill/bypass events at the WWTP in 2016.
West Fork of the Eno Reservoir	-	The reservoir is about 2 inches below full, with approximately 304 days of supply remaining. The current controlled release is meeting the minimum release for August of 1.0 cubic feet per second (0.646 MGD), plus additional releases to maintain adequate Eno River flow.
WFER Phase 2 Design Project (FY16)	\$ 1,237,000	The road improvements design work for Mill Creek Road and Carr Store road is ongoing. Discussions with NCDOT are ongoing to determine responsibilities and cost sharing of the Efland-Cedar Grove Road realignment and raising, with construction planned to begin in 2016, and the Town's share of project funds will be due to NCDOT upon contract award (approximately \$500,000). The remaining dam and project design work began in September 2015, in order to complete all of the engineering and permitting required prior to construction of Phase 2 in 2017. Project construction is included in the FY17 budget. The total estimated construction cost of Phase 2 is currently at \$6.7 million, plus about \$910,000 in inspection & contract administration costs during construction (total of \$8.3M needed for construction in FY17, which includes contingency funds).
Total Trihalomethanes (TTHM) Compliance	-	The 3rd Quarter 2016 testing was performed in mid-August. These results are 5 parts per billion (ppb) higher than the 2015 3rd Quarter, increasing our 3rd Quarter average to 69 ppb, which makes our current running annual average increase to 56 ppb (up by 2 ppb, annual average limit is 80 ppb). <u>The Town remains compliant with TTHM levels.</u> 4th Quarter 2016 testing is scheduled for mid-November.
Water Restrictions	-	No restrictions are in effect for Town customers. The Town is currently subject to Stage 1 withdrawal restrictions (1.51 mgd), due to the low flow rate in the Eno. Our usage is currently around 1.465 MGD. Lake Orange is about an inch below full.
Water System Flushing	-	The Fall water system flushing operations will begin on September 6th, and will continue through November.
"Unaccounted-for" Water	-	We had a few relatively large leaks repaired in July on Elizabeth Brady Road, Daniel Boone Village, Oakdale Drive, and Carriage Trail. Miscellaneous repairs have been proceeding as needed.
Miscellaneous Water Projects	-	A short connection and road crossing on NC 86 North at the BP station is planned to begin construction in September (was delayed due to scheduling difficulties, will have the right turn lane from US 70 West onto NC 86 North shut down temporarily at night to complete this work). The 6" water line along US 70 between Walgreens and Orange High School Road was substantially completed in March, and customer connections completed in May (to eliminate an old 2" galvanized pipeline).
New South Zone Water Transmission Main	\$ 240,000	A delay in the acquisition of the utility easement for the proposed water meter vault at Davis Road continues to delay construction of this project (a verbal agreement has been reached, and I am awaiting signatures from the owner). A new meter vault, additional connections to our existing distribution system, demolition of the existing OWASA Booster Pump Station, and addressing emergency pumping issues from OWASA due to pressure zone changes are all parts of this project. The project will be primarily constructed in-house, after attaining the easement and completing the current North Zone work.
Waterstone Elevated Water Tank	\$ 2,029,398	Tank was placed into service on June 25th, and an official opening ceremony held on June 29th. Tank construction is still behind schedule, primarily due to contractor delays. Only an entry gate and punch list items remain. Tank construction began on 10/27/14, and final completion was scheduled by 11/9/15.
New South Zone Booster Pump Station	\$ 175,000	Construction of the Forest Ridge water booster pump station (BPS) has begun, and the water line from Executive Court to I-85 (which will link Forest Ridge to the South Pressure Zone) should begin later this year. Easements for the water line are currently being finalized. The BPS project is part of the next phase of Forest Ridge, and the Town's financial contribution to the project will add capacity to the BPS planned by the developer, to boost water to the South Zone and the Waterstone Tank.
NC 86 (South) Water Improvements	\$ 90,000	Surveying and design work is to begin in September to extend an 8" water line from the I-85 water line crossing near Orange Mobile Estates to the entrance to Hampton Pointe. Extension will enhance flow to and from the Waterstone Tank and areas north of I-85.
Sewer Rehabilitation & Repairs and Eno River Outfall Lining	\$ 250,000	The sewer relining along the Eno (and Riverwalk) was completed in January. Some additional sewer relining will be done later this fiscal year further down the river near the WWTP (contractor difficulties has caused delays, & we are seeking new contractor). Cleaning and reinspection of the Eno River Outfall and some contributing sewers occurred in August 2015, a few point repairs were completed in November 2015, and relining of a few hundred feet near the Post Office was completed in late November 2015.

PRIORITY PROJECTS – STOPLIGHT REPORT
Engineering (September 2016)

Project & Key Information	Time ₂	\$\$\$ ³	Other ₄	% Complete	Comments/Notes/Key Lessons Learned To Date
<p><u>Waterstone Elevated Water Tank Project</u> Current Phase¹: Construction Original/Preliminary Estimated Cost (pre-design): \$1,300,000 Revised Cost (post-design): \$1,960,127 Revised Cost (actual): \$2,029,398 Original Completion Date: Fall 2015 Revised Completion Date: Spring 2016</p> <p><i>Original cost based on rough estimate with various assumptions. Revised costs based on actual design output, actual cost on bids received/construction contract and contingency.</i></p>				99%	<ul style="list-style-type: none"> • Remaining work includes an entry gate to restrict vehicular access, and miscellaneous punch list items. • An official opening ceremony was held on June 29, 2016. • Disinfection and initial filling occurred in late June, with the tank officially being placed into service on June 25, 2016. • A jurisdictional conflict between Orange County and the State Construction Office delayed the electrical inspection. SCO approved the project and completed the final inspection in May 2016. • Landscaping, driveway paving, curb and storm water drain construction, fencing, and other site work were completed in early Spring. Quality testing of the evenness of the tank structure was completed in February with positive results. • An additional 1-month delay occurred due to the discovery of the incorrect pipe size being installed for the tank during the UNC Hospital project. The incorrect pipe was a short (about 30 feet long) extension from the 12” main toward the tank site. The pipe was replaced with the correct size on November 27, 2015 by the UNC Health Care utility sub-contractor. • Piping work was completed in December 2015. Contractor left project during July & August 2015, resulting in the initial construction delay. • The interior and top painting was finished in September 2015, and the steel tank structure ground fabrication, painting, and jacking was completed in early June 2015. • Tank riser (concrete support column) was completed in early May 2015, foundation in February 2015. • Actual tank construction began on October 27, 2014 (site preparation). • The Notice to Proceed was issued on September 15, 2014. The substantial completion date is October 10, 2015, and final completion by November 9, 2015. • The Town awarded the construction contract on 6/9/14 to Caldwell Tanks for the <i>Composite</i> tank option. The alternates for a mixer, FAA lighting, and 2 text logos were also awarded. • SRF loan is being used for all project costs, \$2,029,398 at 0% for 20 years. The \$500,000 contribution from Waterstone will be used to make loan payments until it is exhausted. • In April 2014, the Town Board approved a UDO amendment to allow painting of a text logo (“Hillsborough”) on the tank. • Revised cost estimate increased from original estimates due to preliminary quotes received from tank contractors and more detailed estimating.
<p><u>New South Zone Transmission Main Project</u> Current Phase¹: Construction Original Cost: \$200,000 (entire project) Revised Cost: \$240,000 Original Completion Date: Dec. 2015</p>				24%	<ul style="list-style-type: none"> • The overall completion date has been pushed back to Winter 2016 due to staff workload. • The North Zone loops are under construction (Walgreens to OHS Rd is complete as of March 5th & NC 86 adjacent to BP station to be completed hopefully <i>in September</i>). • Project delays due to easement acquisition & crew workload are not problematic.

<p>Revised Completion Date: Winter 2016</p> <p><i>Delays due to meter easement acquisition and line crew workload. Added costs due to North Zone work.</i></p>						<ul style="list-style-type: none"> • There is a verbal agreement on the meter site easement purchase, and we are awaiting documents to be signed. Construction of new meter vault will follow, then remainder of South Zone construction work (tie-ins & OWASA PS demo). • Design of new meter vault near Davis Drive, pump connections near New Hope Creek, and various interconnections to existing Hillsborough distribution system began in early 2014. • Some additional water line was included along US70 between NC86 and OHS Road. This will create additional loops in the North Zone to improve water flow & quality. • Transfer of 16" water line through Hillsborough from OWASA was completed Sept. 2013.
<p><u>WFER Phase 2 Road Design & Permitting</u></p> <p>Current Phase¹: Design Original Cost: \$458,019 1st Revised Cost: \$483,799 2nd Revised Cost: \$602,575 Original Completion Date: June 2015 1st Revised Completion Date: Fall 2015 2nd Rev. Completion Date: June 2016 3rd Rev. Completion Date: Dec. 2016 (for design & permitting only)</p> <p><i>Revisions due to NCDOT delays and contract addendums to continue work to final completion for all 3 roads that require modifications.</i></p>				88%		<ul style="list-style-type: none"> • Right-of-way is being acquired by NCDOT for Efland-Cedar Grove Road project. • 404 permit revisions were approved in June 2016, which covers the entire Phase 2 project. Timing was driven by need to proceed with Efland-Cedar Grove Road realignment project. • Municipal agreement negotiation with NCDOT anticipated for <i>June 2016</i>. A budget amendment may be needed to make funding available for project from Capital Reserve funds prior to the loan funding of the rest of the Phase 2 project in early 2017. • Final right-of-way plans for the Efland-Cedar Grove Road realignment project were submitted in late January 2016, with revisions made in May 2016. • Preliminary bridge design plans for Carr Store Road were submitted for NCDOT review in mid-October 2015. • A contract amendment was approved on July 13, 2015 for roadway & hydraulic design completion, bridge design, ROW staking, and 404 permit modification. • Discussions with NCDOT are ongoing regarding cost sharing. The Efland-Cedar Grove Road project bid was scheduled for June 2016 (NCDOT delays). Town's cost share will have to be made available to NCDOT at bid time (currently estimated around \$500K). • Surveying and concrete & soils testing at the dam were done in April & May 2015. • Environmental studies and the eagle survey are complete (see Facebook page for eagle photos). A follow-up eagle study will be completed in 2016. • Design is proceeding in accordance with the schedule NCDOT has set. Town schedule has been revised to match NCDOT postponement of construction (previously was scheduled for Summer 2015). • A contract amendment with Atkins, NA was approved on November 10, 2014 for the hydrologic model and flood mapping for the Phase 2 improvements. • We are partnering with NCDOT for improvements on Efland-Cedar Grove Road, which will benefit both parties. Atkins is leading this effort for Hillsborough.
<p><u>WFER Phase 2 Dam & Clearing Design</u></p> <p>Current Phase¹: Design Original Cost: \$633,500 Revised Cost: Original Completion Date: Dec. 2016 Revised Completion Date:</p>				43%		<ul style="list-style-type: none"> • Clearing access plan was completed in late June. • Geotechnical design of the dam area began in April. • Site visits for development of the clearing plan began in February, with help of a forestry consultant. Timber values and clearing costs are being determined. • Civil design work began in mid-September 2015. • The final design contract with Schnabel Engineering South, PC for dam & clearing design, contractor prequalification, and bidding services was approved on September 14, 2015.

Notes: ¹ Current project phase is basis for "stoplights." Current project phases may be in study, design, implementation, or construction.
² Time: **Green** = on schedule or ahead of time; **Yellow** = behind schedule but not problematic; **Red** = behind schedule/urgent/problematic.
³ \$\$\$: **Green** = w/in 5% of current phase budget; **Yellow** = w/in 5% to 15% of budget; **Red** = more than 15% & contingency likely exhausted.
⁴ Other: **Green** = no issues current phase; **Yellow** = minor issues; **Red** = major issues/concerns

TOWN OF HILLSBOROUGH
2016 SEWER SPILL SUMMARY (as of August 31, 2016)

<u>Spill Number</u>	<u>Date</u>	<u>Location</u>	<u>Cause of Spill</u>	<u>Spill Volume (gallons)</u>	<u>Volume Reaching Surface Waters (gal)</u>
1	3/9/2016	212 Mollies Court	Grease	900	400
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

TOTAL 900 400



FINANCE DEPARTMENTAL REPORT FOR AUGUST 2016

SUMMARY OF ACTIVITIES:

Daily Collections	\$	764,996.17
Tax & Vehicle License	\$	431,608.63
Solid Waste Disposal Tax	\$	1,015.54
Beer & Wine Receipt	\$	-
Franchise Tax	\$	-
Sales & Use Tax	\$	112,080.65
	\$	<u>1,309,700.99</u>
 Expenditures: General Fund/Water Fund	\$	1,314,936.22

FINANCE:

- Compiled and submitted all monthly reports.
- Issued 35 purchase orders.
- Processed 394 vendor invoices, issued 268 accounts payable checks.
- Collected and processed 56 payments for food and beverage tax.
- Collected and processed 12 payments for fire inspection fees and permits.
- Prepared and mailed 5 delinquent fire inspection letters.
- Prepared and processed 2 payrolls.
- Issued no new special event permits; collected no payments.

METER READING:

- Terminated 106 services and connected 130 new services upon request.
- Rechecked 187 meter readings, responded to 1 call back.
- Installed 24 new meters, changed 1 old meter, performed 2 pressure tests.
- Identified no hydrant tamperings and 2 meter tamperings.
- Changed 23 meter registers.

BILLING & COLLECTION:

- Corrected 131 bills that were rechecked before the 09-01-16 billing.
- Bills adjusted after 08-01-16: 41 leaks; 9 late fees; 3 pools; 0 miscellaneous.
- Prepared 5,621 water bills; processed 4 returned checks.
- Disconnected 55 services for non-payment, reconnected 42.
- Adjustments made for month: 2,689,077 gallons totaling \$49,091.30.
- Processed 1,391 utility bank drafts.
- Processed 0 debt set-off letters.
- Processed 826 on-line bill pays.

FINANCE DIRECTOR

- Vacation August 1 to 5, 2016
- Conducted meetings with Fathom August 8 & 22, 2016
- Attended Board meeting August 8, 2016
- Conducted All Staff meeting August 10, 2016
- Conducted Supervisor's meetings August 16 & 29, 2016
- Conducted Audit Update meetings August 17, 22, 23, & 24 2016
- Participated in Wellness Committee meeting August 18, 2016
- Participated in Vacuum Truck Financing meeting August 23, 2016
- Attended UNC Fellows Leadership update meetings August 25 & 26, 2016
- Hosted Fathom Implementation meetings onsite August 30, 2016
- Attended Management Team meeting August 31, 2016

Finance
Departmental Report
August 2016
Due: Tuesday, September 06, 2016

Revenues

Collections:	\$ 762,933.30
NCCMT Interest:	\$ 2,062.87
Tax & Vehicle:	\$ 431,608.63
Solid Waste Disposal Tax:	\$ 1,015.54
Alcoholic Beverage Tax:	\$ -
Franchise Tax:	\$ -
Sales & Use Tax:	\$ 112,080.65
Total:	\$ 1,309,700.99

Expenditures

General & Water Fund:	\$ 1,314,936.22	Central Depository + NCCMT account
CPF:	\$ -	

Finance

Purchase Orders:	35	35 purchase orders
Vendor Invoices:	394	394 vendor invoices
A\P Checks:	268	268 accounts payable checks
Food & Bev. Pmts:	56	56 payments
Fire Inspections Fees:	12	12 payments
Delinquent Fire Insp. Letters:	5	5 delinquent fire inspection letters
Payrolls:	2	2 payrolls
Special Event Permits	0	no new special event permits
Privilege Licenses Payments:	0	no payments
Last Fridays Permits	3	Leave blank if no permits were issued
B/W Privilege License Billed:		Leave blank if no permits were issued
B/W Privilege License Renewals:		Leave blank if no permits were issued
Hillsborough Downtown Permits		Leave blank if no permits were issued
Beer & Wine Priv. Lic. Letters		Leave blank if no letters were sent out

Meter Reading:

New Services Connected:	130	130 new services
Services Terminated:	106	106 services
Meter Readings Rechecked:	187	187 meter readings
Call Backs:	1	1 call back
New Meters Installed:	24	24 new meters
Old Meters Changed:	1	1 old meter
Pressure Tests:	2	2 pressure tests
Hydrant Tamperings:	0	no hydrant tamperings
Meter Tamperings:	2	2 meter tamperings

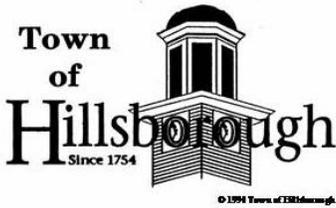
Meter Registers Changed:

23

 23 meter registers

Billing & Collections

Bills corrected before 9-1-16:	131	131 bills
Bills adjusted after 8-1-16:		
Leaks:	41	41 leaks
Late Fees:	9	9 late fees
Pools:	3	3 pools
Misc.:	0	0 miscellaneous
Water Bills Mailed:	5,621	5,621 water bills
Returned Checks:	4	4 returned checks
Services Disconnected for non-pmt:	55	Disconnected 55 services for non-payment
Reconnected:	42	42 services
Adjustments for Aug-2016(Gal.):	2,689,077	2,689,077 gallons Large adjustment made
Adjustments for Aug-2016(\$):	\$49,091.30	
Utility Bank Drafts:	1391	1,391 utility bank drafts
Debt Set-Off Letters Processed:	0	0 debt set-off letters
Online Bill Pays Processed:	826	826 on-line bill pays



Planning Department Report August 2016

Advisory Board Activities

Board of Adjustment

The members considered a conditional use permit request for Auto Patron Car Wash at 570 Cornelius St. The application was continued to the September meeting

Historic District Commission

The members reviewed a COA application for work at 116 S. Churton St., 202 W. King St. and 115 E. Tryon St. Additionally, the commission will continue discussion about updates to materials list with focus on siding and trim sections.

Parks & Recreation Board

The members discussed updates to the Connectivity Plan and the prohibited park activities policy

Planning Board

The members made recommendations to the town board regarding two annexations, an amendment to the Future Land Use Plan and Special Use Permit from Lennar to build townhomes in Waterstone, and two text amendments to the Unified Development Ordinance. Additionally, the members interviewed volunteers for an out of town seat on the board and discuss other text amendments recommended by staff.

Tourism Board

The members interviewed applicants for the vacant at-large seat and discussed the criteria for special projects and partnerships funding; rebooting the tourism logo project; and another design project idea. Additionally, the board discussed holding a formal public kick-off meeting for the Hillsborough Tourism Plan in August or September.

Tourism Development Authority

Did not meet.

Tree Board

The members discussed planning for September Last Fridays Arbor Day and fall 2016 plantings

Revenues Collected

Development Review fees	\$ 900.00	Code Enforcement Reimbursement	\$ 50
Zoning Permits & HDC reviews	\$11,041.00	Park Reservations	\$ 490
Planning Total	\$11,941.00	Payments in lieu (sidewalk)	\$ 1,000

Mid-year subdivision report

The UDO requires that staff report on the creation of new lots every six months. During the first 6 months of calendar year 2016, plats creating **173 new lots in developments** were submitted and approved for recordation. These plats completed the final phases of Waterstone Estates, Waterstone Terraces, the entirety of single family lots in Corbinton Commons, and all of Phase 1 of Elfin's Pond. Staff also signed plats **creating 4 new lots under exemptions to the subdivision requirements** granted by the State. The state provides that if a lot of 2 acres or less is divided into 3 or fewer lots, the process is not a subdivision. It was this provision that property owners used to create 4 new lots in various locations.

Hillsborough Police Department Monthly Report

August 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016	2015	2014
Part I Offenses															
Homicide	0	0	0	0	0	0	0	0					0	0	0
Rape	0	0	0	1	0	1	0	0					2	1	0
Robbery	1	0	0	1	2	1	0	0					5	3	10
Aggravated Assault	2	4	5	3	2	1	3	2					22	31	27
Burglary	2	2	4	5	6	5	3	6					33	59	39
Larceny/Theft	30	24	31	34	24	28	29	38					238	360	333
Motor Vehicle Theft	0	1	0	0	0	1	1	2					5	9	13
Total Part I	35	31	40	44	34	37	36	48	0	0	0	0	305	463	422
Other Offenses													2016	2015	2014
Simple Assault	9	13	8	4	11	15	8	13					81	170	152
Fraud/Forgery	5	7	4	2	3	4	3	6					34	49	43
Stolen Property	0	1	0	1	1	0	1	0					4	3	3
Damage to Property	7	9	7	12	7	12	9	8					71	91	93
Weapons Violations	0	1	0	0	2	0	1	0					4	9	8
Sex Offences	1	3	2	0	0	1	1	1					9	9	12
Drug Violations	3	2	2	5	12	4	7	7					42	34	35
Driving While Impaired	3	6	1	0	1	2	1	2					16	38	31
Liquor Law Violations	0	0	1	0	0	2	2	0					5	6	7
Trespassing	1	1	1	5	0	1	3	1					13	9	14
Domestic Related	6	15	5	8	8	11	6	9					68	na	na
Missing Persons	1	1	0	0	0	0	1	0					3	14	14

Summary of Select Offenses:

On 08/02/2016, Sexual Exploitation of Minors by Computer was reported to be occurring at 600 S. Churton St. Thomas Sinclair Harris, (B/M, 22, of S Churton St.) was charged with 3 Felony Counts of Sexual Exploitation of a Minor, and 1 Count of Possess/Prepare/Disseminate Obscenity, he was given a \$50,000.00 Secured Bail.

On 08/03/2016, a Breaking and Entering and Larceny to an unoccupied residence in the 500 block of Lafayette Dr. The back sliding door was shattered and two Xbox games were stolen valued at \$399.00 and \$250.00.

On 08/05/2016, an Abandoned Vehicle, found to be stolen out of Durham, was reported at Coachwood Apts., 200 Cheshire Dr. While on scene Officers received a report of a Stolen Vehicle from a resident of the Apts. The \$3,000.00 Honda Civic was later recovered in Durham.

On 08/07/2016, a Breaking and Entering was reported to Balloons Above Orange, 353 Ja Max Dr. The front window, valued at \$300.00, was broken out and nothing was reported missing.

On 08/07/2016, an Assault by Pointing a Gun and Injury to Personal Property were reported in the 400 block of Dimmocks Mill Rd. The report stemmed from a Disturbance between acquaintances.

On 08/08/2016, a Larceny of a Vehicle was reported at 600 S Churton St. Two motorcycles, valued at \$5999.00 and \$59.99, were taken and recovered in the area.

On 08/09/2016, an Attempted Breaking and Entering was reported at 200 Cardinal Dr., Superior Auto Detail. Someone attempted to pry open the door and also to cut into the door, but was unable to make entry.

On 08/10/2016, a Breaking and Entering and Larceny to an unoccupied residence were reported in the 200 block of Torain St. \$550.00 in power tools were taken and a window valued at \$200.00 was broken.

Hillsborough Police Department Monthly Report

August 2016

On 08/13/2016, an Aggravated Assault was reported in the 900 block of Benton St. stemming from a Domestic. Dustin Tyler Grissom, (W/M, 22, of Benton St.) was charged with Felony Assault by Strangulation and Misdemeanor Assault on Female.

On 08/15/2016, a Larceny of a Motor Vehicle was reported in the 2400 block of Beckett's Ridge Dr. The victim's \$12,000.00 SUV was left unlocked with keys in the console.

On 08/18/2016, a Breaking and Entering and Larceny, to an occupied residence, were reported in the 500 block of Alma Ave. A \$80.00 water bong and \$150.00 cell phone were taken.

On 08/25/2016, a Breaking and Entering and Larceny were reported to a shed in the 300 block of N Churton St. \$300.00 in power tools were taken. Two locks were broken off a shed in the 100 block of Queen St. also.

38 Larcenies were reported at various locations including:

- 17 larcenies were shoplifting related incidents 7 were reported at Hampton Pointe- Walmart; 1 at Home Depot – 625 Hampton Pointe Blvd., 2 at Circle K – 500 S Churton St., 3 at Dollar General – 662 N Churton St., 1 at Walgreens – 200 US 70E, 1 at Boost Mobile – 525 Hampton Pointe Blvd.
- 2 Larcenies were tags taken from vehicles- 1 was at 600 S Churton St. 1 tag was taken off a vehicle at Walmart, 500 Hampton Pointe Blvd.
- 17 Larcenies were from unlocked motor vehicles – 2 were in the 100 block of Murdock Rd. where clothing and \$200.00 in cash were taken; 2 in the 2500 block of Hardwood Dr. where checks and \$26.00 were taken; 1 at 600 S Churton St. where a wallet was taken; 1 in the 200 block of Wake St. where a purse and sporting goods valued at \$1,171.00; 1 in the 400 block of Tuliptree Rd. where personal letters were taken; 1 in the 100 block of Cheshire dr. where \$5.00 in change and empty bank bag were taken; 2 in the 2500 block of Myrtle Ln. and nothing was taken; 3 in the 2000 block of Beckett's Ridge Dr. where a \$300.00 watch, \$500.00 iPhone and a \$19.99 power tool were taken; 1 in the 200 block of Tryon St. where \$39.25 in change and a notebook were taken along with a \$125.00 bicycle from their front porch; 1 in the 600 block of Childsberg Way where a \$150.00 GPS was taken; 1 in the 100 block of E Tryon St. where a wallet was taken; and 1 at 151 Mayo St. where a \$400.00 purse with \$20.00 cash along with a \$700.00 handgun were taken.

Narcotics/weapons related incidents:

- During the month of June, Officers recovered small amounts of marijuana, paraphernalia, Heroin, Cocaine, and LSD from 7 traffic related incidents (traffic stops, suspicious vehicles, and traffic accident calls) at Murdock Rd., W Corbin St., Odie St., US 70A, S Nash St., Hampton Pointe Blvd., and Rainey Ave.

ADMINISTRATIVE SUMMARY

Training

- Total Hours of Non-Mandatory training - 96
- Patrol Shift Training Conducted: 59 trainings conducted over 60 shifts (100%)
- Patrol Shift Training conducted in July: 58 trainings conducted over 62 shifts (93.5%)

Complaints related to service or conduct:

- none

Resistance encounters that result in the use of some kind of force:

- 8/5/16 – An arrestee ran from Orange County Sheriff’s Deputies at the Magistrate’s office and HPD assisted and apprehended the subject. Physical control techniques were used to hold the subject, who was actively resisting by attempting to flee, on the ground. No injuries reported.
- 8/12/16 – A subject ran from officers during a traffic stop. A handgun was preventatively displayed after the subject fell while apparently attempting to pull something out of his waistband. A knife was dropped by the subject and narcotics that were discarded by the subject were recovered. A sawed-off shotgun was found in the vehicle. A minor injury was reported by the officer.
- 8/13/16 – During the arrest of a subject at Walmart, the subject actively resisted arrest, pulling away from and wrestling with officers. A Taser was used on the subject who then became compliant. No injuries were reported.
- 8/29/16 – Officers responding to multiple calls of shots being fired by a group of black males in the Locust/Tuliptree area. When officers arrived, they encountered a group of males and preventatively displayed handguns and briefly detained the subjects. No weapons were found and the subjects were released.

Commendations/Compliments Received:

-

Other Notable Events/Activities/Accomplishments

- Work to make the old furniture building on North Churton St. near Corbin more useful as a training site for scenario based training was started during August. Temporary walls were installed to create rooms that could be used for building searches and other training.
- Department-wide training on Fair and Impartial Policing (FIP) was conducted.

PATROL SUMMARY

Patrol Activities 2016	June	July	Aug
DISPATCHED CALLS	484	481	538
SELF INITIATED ACTIVITIES	324	413	344
TRAFFIC STOPS	166	148	108
TOTAL ENFORCEMENT			
On-View Felony Arrest/warrant issued	11	6	14
On-View Misd Arrest/warrant issued	28	24	24
Warrants/OFA/Summons Served	20	29	38
Traffic Citations	69	55	29
Written Warnings	84	75	58
Parking Tickets	1	5	0
DRUG/GUN ENFORCEMENT DETAIL			
Felony Drug Charge	0	4	8
Misd Drug Charge	4	6	8
Currency Seizure	0	820	2100
Gun(s) Seized/Recovered	0	0	1
Schedule I Seized (gms)	0	0	0.6
Schedule II Seized (gms)	0	0.96	8.15
Schedule III Seized (gms)	0	0	0
Schedule IV Seized (gms)	0	0	0.5
Schedule V Seized (gms)	0	0	0
Schedule VI Seized (gms)	35.52	96.6	27.4

	Jun	July	Aug
TRAFFIC ENFORCEMENT DETAIL			
Injury Accidents investigated	2	1	3
DWI Arrests	2	2	2
Stopsign/Stop Light Violations	14	3	6
Speeding Citations	2	6	3
Other Traffic Citations	63	45	17
Truck Route Cits/Warnings	0	0	2
License Checks	11	0	3
Traffic Directed Patrols	10	3	0
COMMUNITY ENGAGEMENT			
Non-Traffic Directed Patrols	93	120	131
School Patrols	7	16	39
Downtown Foot Patrols	22	24	31
Preventative Contacts	5	1	4
Community Meetings / Events Attended	7	17	26
Community Project/Problem Solved	0	0	0

**Corrections were made to some previous month's data due to data entry errors that were identified.*

Other Notable Events/Activities/Accomplishments

8/9-8/11 - Sgt. Winn ran the Junior Police Academy. Lt. Trimmer, Sgt. Chelenza, Sgt. Huey, Sgt. White, Cpl. Bradshaw & Officer Toellen also participated.

8/12 - Inv. Kempf and Cpl. Nash arrested Benjamin Mitchell for drugs (crack cocaine) and possession of a weapon by a felon (sawed-off shotgun).

8/12 - Off. Toellen purchased a bike for a local child.

8/13 - Sgt. Chelenza organized and ran the Golf Tournament for Special Olympics, raising more than \$5,000.

8/16 - Officer Felts traffic stop turned into a jump and run. 11.4 grams of Marijuana, 6 grams of Crack and \$936 in currency recovered. Warrants taken out on Jared Ellison, no arrests yet.

8/17 - Sgt. Huey felony drug arrest - 4 dosage units of LSD, marijuana, currency & concealed weapon (knife).

8/29 - Off. Toellen attended the Million Dad Greeting at Central Elementary

8/30 - Cpl. Bradshaw and Cpl. Chestnut volunteered their time to run a Drop in a Hat event at Hampton Pointe, raising almost \$700 for Special Olympics

Also in August, while talking to kids in Gateway, Cpl. Nash was told that the kids were hungry. He bought two pizzas for them with his own money.

INVESTIGATIONS SUMMARY

Clearance Summary			
Crime	YEAR TO DATE		
	Reported	Cleared	%
<i>VIOLENT TOTAL</i>	<i>36</i>	<i>22</i>	<i>61%</i>
<i>PROPERTY TOTAL</i>	<i>241</i>	<i>104</i>	<i>43%</i>

CID MONTHLY WORKLOAD		
Prior Cases	33	
New Cases Assigned	53	
Cleared by Arrest	14	
Exceptionally Cleared	13	
Unfounded	2	
Closed/Inactivated	12	
Cases to Carry	45	
WARRANTS	F	M
Issued	9	5
Served	9	3

Other Notable Events/Activities/Accomplishments:

- Investigators were able to identify and arrest multiple suspects for vehicle break-ins in the Cornwallis Hills area. The suspects were also charged with a residential break-in on Lafayette Drive as well as the attempt to steal two motorcycles from the Ashford Lakes Apartments.
- Investigators working with a FBI Computer Crimes Task Force Agent were able to arrest a suspect for Sexual Exploitation of a Minor. Numerous electronic devices were seized with a search warrant. Suspect lives in the 600 block of South Churton St.
- After receiving complaints about drug sales at a house on the 600 block of McAdams Rd, Patrol and CID conducted surveillance and close patrols at the house. While conducting surveillance officers were able to charge Benjamin Mitchell for possession of a sawed off shotgun and possession of a firearm by a felon. Kimberly Kester was charged with felony possession of cocaine.

COMMUNITY POLICING SUMMARY

Community Watch Group Interactions/Activities

Group	Type of contact(s)
Beckett's Ridge	-
Cameron St.	-
Coachwood	-
<i>Cornwallis Hills</i>	- <i>Inactive</i>
Fairview	- Cpl. King and Cpl. Nash attended August 1 st meeting, and department members interacted with the community during National Night out on 8/2 and Fairview Live on 8/20.
Gateway	-
Gatemoore	- Department Personnel met with residents at National night Out on 8/2.
Hampton Point	-
Hillsborough Heights	- <i>Commissioner Ferguson attends Fairview events as representative of Hillsborough Heights.</i>
Kenion Grove	-
<i>Orange St.</i>	- <i>Inactive</i>
<i>Patriot's Point</i>	- <i>Inactive</i>
River Bend	-
Waterstone	-
% of active Community Watch Groups Interacted with: 18% (2/11)	

Ongoing Programs Summary:

- Tutoring –approximately 33 participants.
- Are You OK? – 14 participants. 29 checks made.
- Safe Kids Program - 16 participants
- Vial of Life – 21 residents registered

Community Events/Engagement:

- 8/2/16 - National Night Out. 3 Community Groups participated: Fairview, Gatemoore and 116 W. King St. Chief Hampton, Lt Whitted, Lt Trimmer, Lt Nicolaysen Sgt. Parker, Cpl. Nash, Detective Purvis, Officer Felts, Mr. Dellinger and Mrs. King represented the police department.
- 8/6/16 - The Carolina Tarwheels held their Bikefest event. The event started on East Margaret Ln. and traveled throughout the county only to return to Margaret Lane.
- 8/8/16 - The graduation for the Citizen's Police Academy was held during the Town Board meeting. Cpl King issued each participant a completion certificate.
- 8/8/16-8/12/16 - The Junior Police Academy was held at the Orange County Parks & Rec building. There were 17 participants in the program.
- 8/13/16 - The HPD sponsored Golf Tournament was held at Shamrock Golf Course. The event was held to raise funds for the Special Olympics. The total amount raised after expenses was

5,064.74. There were 13 teams participating with each team consisting of 4 members. Chief Hampton, Lt. Simmons, Cpl. King, Sgt. Chelenza, Cpl. King, Detective Kempf, and Officer Dimitri were in attendance from the police department.

- 8/17/16 - Orange Congregations In Mission, (OCIM), held a fundraising event at the Exchange Park. Food was sold to raise money.
- 8/20/16 - The Orange County SportsPlex held an Active Family Day 5K Fun Run. The event began on Meadowlands Dr. and traveled west on Hwy 70A to Elizabeth Brady Rd and onto the Oconneechee Speedway. It ended back on Meadowlands Dr. There were approximately 30-35 participants. Lt. Whitted partnered with the Orange County Sheriff's Office in providing traffic assistance.
- 8/20/16 - The Fairview Live event was held at the Fairview Park. There were approximately 175-200 participants. Lt. Whitted, Lt Simmons, Lt Trimmer and Cpl. King were in attendance.
- 8/23/16 – Cpl. King and Sgt. Parker assisted the Orange County DA's office by participating in mock jury selection process.
- 8/24/16 – Cpl. King and Cpl. Bradshaw manned a donation table for the Special Olympics at the Last Friday's event. \$135 in donations was received.
- 8/27/16 - The Pleasant Meadow Philanthropy held a concert at the River Park.

Community Concerns Summary:

Community Problem Solving Summary:

Problem	Actions	Results
Community Problem Solving is still being developed		

Future Plans/Events:

- Planning is ongoing for Hog Day festival to be held on September 16 and 17.
- Planning is on-going for the Historic Hillsborough ½ Marathon.

Hillsborough Public Works

August 2016 Monthly Report

Work Orders: 14 work orders completed within 2 days, 0 not completed

Asphalt Repair: Five utility cuts and seven road repairs

Park Maintenance: 43 staff hours

Cemetery: 1 gravesite marked, 1 monument marked

Last Friday's: 4 staff hours

Training: Two staff completed OSHA Safety Training course

Stormwater Maintenance: 36 staff hours, 188 feet of pipe and drainage conveyance maintenance

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016

Department: Administration

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.A		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Katherine Cathey, Human Resources Director/Town Clerk

ITEM TO BE CONSIDERED

Subject:

Minutes of the Joint Public Hearing July 21, 2016, Minutes of the Board of Commissioners Aug. 8, 2016 Regular Meeting, and Minutes of the Board of Commissioners Aug. 8, 2016 Regular Meeting Closed Session

Attachment(s):

- 1) Minutes of the Joint Public Hearing July 21, 2016
- 2) Minutes of the Board of Commissioners August 8, 2016 Regular Meeting

Brief Summary:

None

Action Requested:

Approve minutes

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

Approve minutes

MINUTES
JOINT PUBLIC HEARING
HILLSBOROUGH TOWN BOARD and
PLANNING BOARD
Thursday, July 21, 2016
7:00 PM, Town Barn

PRESENT: Mayor Tom Stevens, and Commissioners Jenn Weaver, Brian Lowen, Kathleen Ferguson, Mark Bell, and Evelyn Lloyd (arrived during item 8 from another meeting), Planning Board chair Dan Barker, Toby Vandemark, Lisa Frazier, Rick Brewer, James Czar, Chris Wehrman, Janie Morris, Doug Peterson,

STAFF: Planning Director Margaret Hauth, Town Attorney Bob Hornik, Public Works Director Ken Hines

Mayor Stevens called the meeting to order at 7 p.m. and explained the processes of the public hearing.

ITEM #1: Consideration of additions or changes to the agenda

Mayor Stevens said the Closed Session item regarding the potential acquisition of the Colonial Inn would be moved into regular session, just after the consent agenda.

MOTION: Commissioner Ferguson moved to approve the agenda as amended. Commissioner Lowen seconded.

VOTE: Unanimous

ITEM #2: Consent agenda for Town Board action items:

- a) Budget amendments & transfers
- b) Authorize Manager to sign repaving contract

Commissioner Lowen moved to approve the action items as presented. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

ITEM #2a: Added item – related to Closed Session item regarding negotiating terms for the acquisition of the former Colonial Inn

Mayor Stevens said the town attorney sent a letter with a 30-day notice that the town intended to file for eminent domain at the higher of the two appraisal amounts, which is \$250,000.

Mayor Stevens asked for a motion to authorize the town attorney to the eminent domain action and deposit \$250,000 with the court.

Commissioner Ferguson moved approval. Commissioner Bell seconded. The motion carried upon a unanimous vote of 4-0.

ITEM #3: Open joint public hearing

Planning Chair Barker opened the public hearing.

ITEM #4: Annexation and Rezoning request from Orange County to have 3 parcels on the south side of US 70 A East annexed and zoned Office Institutional to match the zoning of

the Sportsplex parcel and facilitate expansion. OC PINs 9874-71-5479, 9874-71-6466, and 9874-71-7383.

Ms. Hauth reviewed that in between the two entrances, the county has acquired two houses and a lot and requests the town annex that property to expand the Sportsplex. The county has petitioned for annexation and re-zoning to match the zoning of the Sportsplex.

Marie Nadworny signed up to speak on this item. She lives down the road and read on a 20-year plan that her house will eventually be rezoned and annexed. She is not familiar with the process and wonders how the annexation of these parcels impacts her and that plan.

Ms. Hauth said the map you are probably looking at is the Future Land Use Plan. The boundary is the maximum limit of the town's limits and that they won't annex beyond that line. She added the town has a long practice of annexing by petition or property owner request. It is a very difficult process for a town to go out and decide to annex. It is much more likely that any further annexations down U.S. 70 would be at the property owner's request. We also ask that properties have water and sewer service and the applicants pay for that improvement. Ms. Hauth encouraged her to call with questions.

MOTION: Ms. Vandemark moved to close the public hearing on this item. Mr. Brewer seconded.

VOTE: Unanimous

ITEM #5: Annexation and Rezoning request from Piney Creek Properties, LLC to have a parcel at 809 Faucette Mill Road annexed and zoned Mobile Home Park to match its current use. OC PIN 9865-43-3808.

Ms. Hauth said the owner was unable to be here tonight but requested annexation for the benefit of his tenants' water and sewer rates. There may be some residents in the audience who are interested in speaking. This area already has utilities and it is not unreasonable to entertain annexation.

Mayor Stevens added that for this request, there were some pros and cons discussed by the board. It would be a satellite. The owner said he'd still arrange his own trash pick-up. We checked with police to be sure it was manageable to add this to patrols. Ms. Hauth said we usually decline to provide trash service to private roads.

Rosetta Moore signed up to speak. Ms. Moore lives at 804 Faucette Mill Road right across from Piney Creek Properties. Also with her tonight are Mr. and Mrs. Leo Brooks. She said they represent 5 properties that border or are across the street. She introduced other people in the audience.

Ms. Moore said they are responding to the notification they received. Ms. Moore said we have no objection to this proposal, but we are requesting that our properties be included for the following reasons: Our properties share an edge/boundary with the Piney Creek Properties.

Our properties are located two-tenths to five-tenths of a mile from the town limits.

We are connected to the water line.

Our properties are difficult to perk for septic.

We realize we are not in the time limits... We would like to be included in the City Limits request.

Mayor Stevens said the process is coming to the board like this. We had several meetings with the mobile home park owner. We would be happy to get you on the agenda. I encourage you to work with staff. Piney Woods has sewer. Those who are interested in annexation should run the costs of hooking up to sewer. I think the only thing we'd be concerned about tonight is if you support or oppose the other

annexation. Ms. Moore said we do not object. Mayor Stevens said all of those costs would be part of your consideration. We are not making a decision on the agenda item tonight. It's a public hearing.

Chair Barker said for anyone in the audience, if someone is interested in joining the town, just ask. There are consequences and perks.

A resident expressed interest in speaking. He said he recently purchased lot 1 on Piney Creek. The water bill is close to \$200. This is difficult for somebody who lives paycheck to paycheck. I know the town has to make money. We would really like to be annexed.

MOTION: Mr. Brewer moved to close the public hearing on this item. Ms. Sykes seconded.

VOTE: Unanimous

ITEM #6: Special Use Permit request from Lennar of the Carolinas to develop 42.2 Akers on the north side of Waterstone Drive as 200 townhomes with amenities as defined in the Waterstone Master Plan for revised parcel 15 and 17. Part of OC PIN 9873-33-3376

Ms. Hauth reviewed that last fall the board approved the master plan amendment and decided to cap this parcel at 200 townhomes with amenities.

There are no waiver requests with this SUP application. Ms. Hauth referred to the traffic impact memo in the board packets. This is a reduction in traffic from the earlier plan to build a retirement community. In 2011 when other amendments were made, Waterstone developers and Stagecoach Run residents came to some agreements and these plans appear to be in compliance with those agreements. The town had also required access to the Terry property to the east of this site. The plan accommodates that (because the Terry property doesn't have good access to NC 86). Lennar provided a tree survey for the property. It's almost a completely wooded site so there will be tree loss and this site has a little bit more tree preservation throughout it than we've seen on other sites. She reviewed the Parks and Recreation Board review. Orange County has confirmed they can provide recycling bins, and Waste Industries confirmed trash pickup.

Commissioner Ferguson asked for clarification on the community gardens recommendation from Parks and Rec. Commissioner Lowen said it was a suggestion, not binding, no specific plans.

Ms. Hauth was sworn in and acknowledged this is a quasi-judicial process.

Michael Birch with Morningstar Law Group, representing the applicant, was sworn in.

Mr. Birch said this is a SUP for a 200 townhome development on Parcel 17. He noted the walking trails through the amenity area are private, HOA property. Given proximity to the pool and clubhouse and because of liability, we want to clarify that those trails are private.

Ryan Akers, civil engineer, and Rachel Cotter, landscape architect, both with McAdams, were sworn in.

Mr. Akers said parcel 15 has been preserved for commercial. Eight months ago the board approved the changes to Parcel 17, allowing up to 200 units. This is coming forward now with a SUP. He reviewed the details of the property including 4.7 dwelling units per acre density. He pointed to a map and indicated the site has two access points and provides a public right of way access to Ms. Terry's property. There are sidewalks on both side of the road. The streets are privately maintained. He spoke to the topography of the site (steep). There is shallow rock. We're trying to work with the topography. There is a permanent

undisturbed buffer of 25 feet along the Durham Tech property, Parcel 15, and Ms. Terry's property. There's a 100-foot undisturbed buffer to the north with Stagecoach Run, per agreement.

Ms. Cotter added there is an intent to provide a number of gathering spaces for residents within the development. At key intersections, they will provide seating areas, enhanced landscaping so people have a place to meet. There is open space for future community gathering space. Such open space could be locations of community gardens, to be determined in the future by the HOA. Ms. Cotter pointed out playground, picnic table areas with grills, field for soccer or any other play. Fitness stations surround that. There are gazebos.

Mr. Akers reviewed the four standards and goals and how the plans meet them. He shared that in his professional opinion, the plans meet them.

Mr. Wehrman asked what if anything changed since the presentation at the Parks and Recreation Board meeting. Ms. Cotter said we updated the graphic and specifically called out open areas as future community gathering spaces.

Mayor Stevens asked what the yellow line is on the map— the trail. Mayor Stevens said Durham Tech is nearby and there will probably be a coffee shop. I understand that it's private property but do we understand that people will cut through, using this private trail. Mr. Birch said it may be informally used by them. This will be turned over to an HOA which may want to have control over it. There is a steep grade to climb up to it (indicating on map). Mayor Stevens said, so on the record, we encourage that kind of pedestrian, informal use. The notion of a town feel is that we walk between neighborhoods. This is not a gated facility. I just want to be on the record that this is important to us. Mr. Birch said I understand and this trail won't be gated.

Chair Barker said if the HOA posts signs saying don't use the trail, what is the alternative path? Mr. Akers said there are sidewalks all along Waterstone Drive. Commissioner Ferguson said we don't want gated communities. She said if there is no trespassing, that's a gated community. She indicated an intent to discuss this further while deliberating on the permit.

Commissioner Weaver said she has aversion to cul-de-sacs and asked if there is a reason you have two. Mr. Birch said from an engineering standpoint, elevation change here, to do a gridded network, you get steep streets. We're trying to keep this ADA compliant. The site closest to Stagecoach is steep. Commissioner Ferguson asked what is the impact is if you take out the cul-de-sacs. Mr. Birch said there are engineering features, stormwater ponds. It's just not pragmatic.

Tom Hester, appraiser, was sworn in. Mr. Hester said he is a state certified general appraiser. He has been appraising for 35 years. He said he was asked to evaluate whether this proposed project negatively impact the neighborhoods. He has investigated other townhome properties in this jurisdiction. He looked at GIS data for sales as well as the MLS listings in the last 2.5 years. This project is not really unusual in terms of the townhouses at this location. Nothing about this project strikes me as being offensive to neighboring property owners, he said. The question would be how does this impact single family homes. The closest ones are to the north and those are deeply wooded lots. It would be a very minor impact if any effect. The other properties on either side are not single family homes. It is my conclusion that this proposed project would not have any negative effect on neighbors or development patterns.

Chair Barker asked about the commercial property on the front property. Is it buildable? How large a storefront? Mr. Birch said the applicant doesn't own that portion of land so they did not evaluate it.

Beverly Kinsella was sworn in. She said she and her husband live in Waterstone Terrace townhomes. We wonder about the impact on our neighborhood and property values. In February, we were led to believe there would be businesses eventually and a grocery store. Another resident in the audience added that we're being taxed to bring in the retail.

Maria Dowle was sworn in. I don't know what to call the assessment on the new builds, around \$800 a year for the next 8 years. We're paying these extra fees. She would like to see more grocery options in Hillsborough.

Mayor Stevens said welcome to Hillsborough if you're new here. The special assessment district, the additional assessment goes through the tax bill and pays for the road and water and sewer. Before 2008, developers would up front put in water/sewer roads and when banks stopped lending, this was created.

Mayor Stevens encouraged these residents to look at the master plan. Now that you're there, we can come out and talk to you. Call me, call our staff or any other commissioners to ask. Chair Barker suggested following Tom Stevens on Facebook.

Ms. Hauth answered why Cates Creek Parkway is still closed (first set of signs for traffic circle were damaged by construction vehicles).

Steve Kinsella was sworn in. Mr. Kinsella said since we were given to understand that Parcel 17 would be entirely retail, is there retail space remaining in Waterstone that could support a full-sized grocery store. Ms. Hauth explained Stratford requested more residential uses because they could not find commercial interest in this site. Yes, there are still sites large enough to attract a grocery store.

Frank Cohen was sworn in. Mr. Cohen said the private market isn't supporting retail yet because there isn't enough residential. He has reached out to businesses he would like to see come to Hillsborough. If they hear from enough people, they'll look at the feasibility of building here.

MOTION: Commissioner Weaver moved to close the public hearing. Ms. Sykes seconded.

VOTE: Unanimous

ITEM #7: Future Land Use Plan amendment to reclassify properties south of I-40 to designations that do not allow residential development

Ms. Hauth said this affects 4 tracts. All of Hillsborough's zoning districts allow single family housing. That is common. That causes concern from the county's perspective because these properties south of 40 are really for jobs/employment/retail. They've asked for these re-classifications to make it less likely that Hillsborough will receive residential requests.

Mayor Stevens asked whether action was expected at this meeting. Ms. Hauth said no, it has to go through this hearing process.

MOTION: Commissioner Ferguson moved to close the public hearing on this item. Ms. Frazier seconded.

VOTE: Unanimous

ITEM #8: Unified Development Ordinance Text Amendments to:

- a. Amend minimum parking requirements for child day care, attached dwellings, and warehouse operations.

Ms. Hauth reviewed that some recent apartment complexes have brought forward numbers supporting that they don't need so much parking. The Planning Board is suggesting if it's a smaller project, 100 or fewer dwellings, go ahead and keep 2 spaces per unit. But go with one space per bedroom and 4 visitor spaces per 100 dwellings for bigger projects. Mayor Stevens checked that developers can ask for waivers, but I believe we can ask for conditions. Mr. Hornik said if SUP, yes. But if zoned appropriately and meets the standard, then you can't. Commissioner Lloyd arrived from the Fire Department meeting during this item.

Ms. Hauth said for daycare centers, 1 space for 357 SF space is not a lot of parking. Staff is recommending go back to 1 per staff person and 1 per 8 students. That was what Little School was approved under.

For storage and warehouse uses, most have low employment and little need for customers to come to the site. We're recommending previous standard of 1 per employee and 3 visitor spaces.

MOTION: Commissioner Ferguson moved to close the public hearing on this item. Commissioner Weaver seconded.

VOTE: No vote.

- b. Amend Section 9 to clarify that building setbacks are measured from property lines, not easements or private road boundaries.

Ms. Hauth reviewed the recent case the BOA reviewed. Private roads are more common. The ordinance specifically excludes the private road area. Staff was thinking if you can't count it as part of your minimum lot size, the setback should start at the edge of it. The Planning Board disagrees and believes the setback should be measured from the property line. We still don't want people to build within the easement or right of way.

It was recognized that there was no vote on item a.

MOTION: Ms. Vandemark moved to close this public hearing item and a (because of the lack of vote). Ms. Frazier seconded.

VOTE: Unanimous

ITEM #9: Joint discussion about possible enforcement of non-conforming situations

Ms. Hauth said there are a handful of singlewide mobile homes around town that are not actively being used. Some are secondary unit where there's a primary dwelling. Prior to the UDO, there was a stipulation that a singlewide can only be used as a dwelling. That language didn't make it into the UDO. The ordinance does allow an existing mobile home to be replaced within 6 months. There isn't a limit to the number of times you do that. It has to be an equal standard of mobile home or better. The Planning Board raised the question should the town be more aggressive in contacting the owner of an unoccupied mobile home in a handful of situations. The owner would be notified that it's a nonconforming use and asked to haul it off. Commissioner Ferguson said indicated her support, noting a condition in her neighborhood that could use attention.

Mr. Brewer asked Ms. Hauth if she's asking for the trigger to enforce. If something is brought to your attention, you follow up on it. If it doesn't have broken windows, fallen in roof, we just say it's the same as a vacant house, a vacant lot. Commissioner Weaver said I'm sympathetic to the extreme situation that Commissioner Ferguson has brought up. If it's a sound structure, I'm not sure who we are to tell people to

get rid of it. Mr. Czar asked what recourse does a person have. Ms. Hauth said the appeal would go to the Board of Adjustment. Commissioner Ferguson said the only time you would send notice is if it was an extreme blight.

Mr. Peterson said maybe we'd be way better off finding other housing that's affordable that meets building standards. He suggested allowing residents to stay in dilapidated mobile homes is a disservice. Commissioner Ferguson said we've got some that are horrible. Mayor Stevens said that's Minimal Housing Standards and we have several houses that don't meet those. Ms. Hauth said renters have come to understand if they call to complain then the landlord could close the unit and make it unavailable for rent.

There was a question about rental change-out inspections. Ms. Hauth answered that the state law authorizing rental change-out inspections is only for a site that has had a number of violations in a set period of time. Tenants just don't call. Mr. Peterson asked whether the language of living in the structure ought to be put back in. Chair Barker asked for a show of hands supporting putting the language back in the UDO that the mobile home must be used for residential purposes. Hands didn't go up. Commissioner Ferguson said she's not convinced there's enough reason to take that step.

Ashley DeSena asked to speak on this item. She said she was hoping you wouldn't bring the provision back into the UDO. As long as the property is maintained, it wouldn't be anything more than an eye sore. You don't want the whole neighborhood to take on the character of properties that aren't meeting certain standards. She cautioned against being unfriendly toward mobile homes and tiny homes, which are also often classified as mobile homes.

ITEM #10: Joint discussion about possible adjustments to hearing schedule to accommodate no elected board meetings in July for 2017.

Ms. Hauth provided options. Mayor Stevens and Commissioner Lowen said if it means JPH is the only meeting we attend in July, we'll do that. Commissioner Ferguson supported keeping the public hearing in July but not holding board meetings. Others agreed.

ITEM #11: Adjourn

MOTION: Commissioner Lowen moved to adjourn at 8:54 p.m. Commissioner Ferguson seconded.

VOTE: Unanimous

Respectfully submitted,

Margaret A. Hauth
Secretary

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2016-2017

PRINT ONLY

2016-2017 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Revenue						
10						
General Fund	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Colonial Inn Acquisition	7/21/2016	5853	570,293.00	250,000.00	820,293.00
General Fund	10-30-3980-3900-100 POWELL BILL FUND BALANCE APPROPRIAT Street Resurfacing	7/21/2016	5857	30,000.00	44,000.00	74,000.00
Total for 10				600,293.00	294,000.00	894,293.00
Total for Revenue				600,293.00	294,000.00	894,293.00
Expenditure						
10						
GF-Contingency	10-00-9990-5300-000 CONTINGENCY Street Resurfacing	7/21/2016	5860	150,000.00	-66,000.00	84,000.00
Streets	10-30-5600-5700-730 CAPITAL - INFRASTRUCTURE Street Resurfacing	7/21/2016	5859	170,000.00	66,000.00	236,000.00
Powell Bill	10-30-5700-5300-762 PATCH & RESURFACE Street Resurfacing	7/21/2016	5858	195,000.00	44,000.00	239,000.00
Special Approp.	10-60-6900-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS Colonial Inn Acquisition	7/21/2016	5854	0.00	250,000.00	250,000.00
Total for 10				515,000.00	294,000.00	809,000.00
66						
WFER-Phase 2	66-80-8130-5700-000 CONTINGENCY Acquire 5 acre parcel next to dam	7/21/2016	5856	669,820.00	-25,613.00	644,207.00
WFER-Phase 2	66-80-8130-5700-710 LAND ACQUISITION Acquire 5 acre parcel next to dam	7/21/2016	5855	0.00	25,613.00	25,613.00
Total for 66				669,820.00	0.00	669,820.00
Total for Expenditure				1,184,820.00	294,000.00	1,478,820.00
Grand Total				1,785,113.00	588,000.00	2,373,113.00

APPROVED:

On: July 21, 2016

VERIFIED:



Katherine Cathey, Town Clerk



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Agenda
7 p.m. August 8, 2016
Town Barn, 101 E. Orange St.

PRESENT: Mayor Tom Stevens and Commissioners Mark Bell, Kathleen Ferguson, Evelyn Lloyd, Brian Lowen, and Jenn Weaver

STAFF PRESENT: Town Manager Eric Peterson, Planning Director Margaret Hauth, Finance Director Heidi Lamay, Management Analyst/Assistant PIO Jen Della Valle, Public Works Director Ken Hines, Police Chief Duane Hampton, Town Engineer/Utilities Director Kenny Keel, Human Resources Analyst/Deputy Town Clerk Sherri Ingersoll, Economic Development Planner Shannan Campbell, and Town Attorney Bob Hornik

ABSENT: None.

Mayor Stevens opened the meeting at 7 p.m.

1. PUBLIC CHARGE

Mayor Stevens did not read the public charge but asked that everyone abide by it. He recognized Eric Peterson for a recent honor and welcomed recent graduates of the Citizen Police Academy.

2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

[7:02:01 PM](#) Arwen Carlin addressed the board. She expressed concerns about the working conditions and safety of allowing horse-drawn carriages in Hillsborough. She stated she had with her a petition regarding horse-drawn carriages.

Mayor Stevens thanked Ms. Carlin for speaking and acknowledged that the board has received emails from people who agree with her comments. Mayor Stevens said the town looked into the conditions for the horses that would be used and he feels confident that these horses in particular are well cared for and are in service for a very limited amount of time.

Ms. Carlin noted that it's in the interest of those who have the business to convince the board that the horses are well cared for.

Commissioner Ferguson said it's important to note that the horse's service is a total of 12 hours the entire year and that they are horses that can pull a cart (draft horses rather than thoroughbreds).

Mayor Stevens thanked Ms. Carlin for raising the issue.

Commissioner Weaver said she learned a lot through this process and took in a lot of information. I think because it's been brought up, it's important to continue to talk to your community, she urged Ms. Carlin.

3. AGENDA CHANGES & AGENDA APPROVAL

No changes. The agenda stands.

4. PRESENTATIONS

A. Recognition of Citizen Police Academy Graduates and Presentation of Graduation Certificates
[7:11:39 PM](#) Chief Hampton introduced Cpl. Tereasa King, who organizes the program.

Cpl. King said this is the fourth academy and the participants said they enjoyed its being small. The participants were recognized (Nate Morrelli, Ken Sumner, Peggy Lanier, Gerado Martinez, Camillia Holder, 2 absent). On behalf of the participants, Mr. Sumner thanked the police department for holding the program.

Chief Hampton encouraged participants to keep getting involved in the town.

5. INTERVIEWS

A. Interview Brian Perkins for an in-town position on the Board of Adjustment
Unable to be present.

6. APPOINTMENTS

A. Family Success Alliance Advisory Council – Discussion and appointment of a member of the Hillsborough Board of Commissioners to the FSA Council

[7:20:42 PM](#) Commissioner Weaver said Gateway Commons is in one of the zones.

Orange County Health Department Director of Programs and Policy Coby Austin said data was used to identify six zones within the county where people struggle economically. Four of the six zones were in the northern Orange area.

Mr. Peterson said Management Analyst Jen Della Valle has been attending the meetings. Commissioner Ferguson said she could be an alternate. Commissioner Weaver is interested and her schedule allows for a Monday afternoon meeting.

[7:24:38 PM](#) Commissioner Ferguson moved to appoint Commissioner Weaver to this council. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

Ms. Austin recognized that Margaret Hauth has been very helpful working with the county social services department.

B. Tourism Board – Reappoint Kim Tesoro for the Chamber of Commerce seat for a term ending August 8, 2018.

Commissioner Lowen moved approval of the reappointment. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

C. Board of Adjustment - Appoint Brian Perkins to fill an in town alternate vacancy for a term expiring August 31, 2019.

[7:25:45 PM](#) Commissioner Ferguson moved approval of the appointment. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

D. Board of Adjustment - Consider adopting a resolution requesting the Board of Orange County Commissioners to reappoint Dustin Williams for a term ending Sept. 30, 2019

[7:25:59 PM](#) Commissioner Ferguson moved approval of the reappointment. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

7. COMMITTEE REPORTS (CRITICAL)

Commissioner Lowen reported that the MPO will be meeting Monday and he has received some emails about traffic through Hillsborough. He'd like for this board to begin to talk about a bypass, knowing it takes many years for any plans to come to fruition.

Commissioner Lloyd said she made it to the end of the Joint Public Hearing after attending the Fire Department meeting.

Mayor Stevens reported he had attended a meeting on aging.

Commissioner Ferguson reported that the Partnership to End Homelessness had updated the bylaws to codify that it is the entity that applies for federal dollars that support the efforts to end homelessness, called continuing of care. There is a large pot of money but there are no tiers. The Partnership can communicate to service providers what's important for the HUD scoring. Also, she reminded the board of Fairview Live on August 20, noon to 4 p.m.

8. REPORT FROM THE TOWN MANAGER

No report

9. DEPARTMENTAL REPORTS

[7:36:10 PM](#) Ms. Hauth drew the board's attention to the ordinance amendment on the Consent Agenda regarding keeping chickens on nonconforming lots. Town Attorney Bob Hornik has revised the language, which was being passed around the table. Also, she's had some conversations with Chapel Hill about a partner that could help coordinate assisting Hillsborough residents with affordable rentals.

[7:39:01 PM](#) Mr. Hines reported Cates Creek Parkway is finally open at Old N.C. 86. Also, Odie Street is set up for recycling with Orange County.

[7:39:33 PM](#) Chief Hampton reported the paving project at the substation will likely start this week.

[7:40:14 PM](#) Commissioner Ferguson added that she attended succession planning for nonprofits and she has information to share if anyone is interested. Also, she has neighborhood preservation information that she emailed to the board today.

10. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the Board of Commissioners June 13, 2016 Regular Meeting, Minutes of the Board of Commissioners June 13, 2016 Regular Meeting Closed Session, Minutes of the June 27, 2016 Board of Commissioners Work Session, and Minutes of the Board of Commissioners June 27, 2016 Work Session Closed Session
- B. Budget Transfers and Amendments
- C. Lease agreement for jet/vac combination sewer truck
- D. Revisions to the Technical Specifications for Water & Sewer Systems
- E. Classification and Pay Plan Amendment – new Planner position
- F. Town Code amendment to establish minimum lot size of 10,000 sf for keeping chickens and other fowl in the city limits
- G. Capital Project Ordinance Adoption – AMI Infrastructure
- H. Tourism Board Expenditure to support an event in Hillsborough during Redeye's Label Hang Conference

[7:41:16 PM](#) Commissioner Lowen moved to approve the consent agenda as presented with the revision. Commissioner Weaver seconded: The motion carried upon a unanimous vote of 5-0.

11. ITEMS FOR DECISION – REGULAR AGENDA

- A. Receive letter of interest in annexation from residents of Faucette Mill Road

[7:41:33 PM](#) Ms. Hauth reviewed that Rosetta Moore and some of her neighbors presented this petition. There would be some challenges to annexing this property in terms of cost and inter-local agreements. Ms. Hauth said she had shared the information about the cost of running sewer to the properties.

Commissioner Weaver asked why the inter-local agreement line goes right around these parcels. Ms. Hauth answered the effort was to capture properties that already had water and sewer services or fell on the right side

of the slope for adding sewer service. She doesn't believe this is an area where the decision makers spent a lot of time drawing the lines. She doesn't believe there was much science or heavy discussion regarding this.

Mayor Stevens said it looks like there are some significant challenges to this. He reminded the board that they are not making decisions this evening.

Rosetta Moore, resident requesting petition and representing other families who wish to be annexed, addressed the board. She urged the board to annex her property and her neighbors' and to consider annexing other areas near town where minority and economically challenged people reside.

Commissioner Lloyd said she was on a board with Ms. Moore's husband when it was decided that water would be extended to Fairview. There was a grant that paid for either sewer connection or an indoor bathroom. Commissioner Lloyd believes that what was annexed years ago was what was covered by that grant.

Mayor Stevens noted that Ms. Moore addresses the request for annexation as a social justice issue. He appreciates that, and he points out that the owner of the trailer park that the town decided to annex already has water and sewer service. Ms. Moore agreed but encouraged the town to look at areas that need to be annexed because of economic hardship.

Commissioner Ferguson said she would support exploring grant options through the state and federal government to cover the sewer extension costs.

Mr. Peterson agreed the complicating factor on this is that there isn't already sewer service there. If the board annexes the property, then the town is financially responsible for the \$165k to \$300k to connect to the house. He and Town Attorney Bob Hornik believe the rest of Hillsborough's customers have to absorb the capital facility fees, which is over \$3,000 per house. It would take over 100 years to match the investment and that's not even paying for the service. It's a lot of funds. If you're going to spend \$300,000 on a pump station to serve five houses, is the board looking at this map here and have long-term plans to serve a much larger area? Those are some things to think about.

Ms. Moore mentioned other nearby residents who don't have sewer service. Mr. Keel agreed there is no public sewer out there.

Commissioner Bell commended Ms. Moore on articulating the needs of her neighborhood and the social justice issue. He asked staff what's the latest study that we have that might show us other areas around the fringe of the service boundary that might be similar to Ms. Moore's neighborhood. What if there are 10 more neighborhoods?

Ms. Moore asked how is it possible to get \$1.7 million for Riverwalk and money for other projects, but not to improve community conditions. There's got to be money somewhere. Ms. Moore said isn't the town temporarily paying \$250,000 for the Colonial Inn. The town even has dog parks, so consider human conditions.

Commissioner Weaver said we share your frustrations. She also said she would be willing to sit down and talk at length about this and other social justice issues. This particular problem is complicated.

Commissioner Lloyd said Commissioners Ferguson and Lowen have been working tirelessly to try to attract businesses to that U.S. 70 Corridor.

Mr. Peterson clarified that the board wants the town staff to look at the entire town boundary of Hillsborough and identify other areas that could be annexed and calculate costs.

Commissioner Bell said that sounds like a really big task, so how can you reasonably fit that project in with everything else. Perhaps come back in a couple of weeks to report something like it will take 200 hours and we can come back in 6 months.

Mayor Stevens said it can be back-of-the-napkin analysis. Are there systemic social justice issues of where we have our line? That's not a bad thing to be looking at. Also, we would be voting to put a pump station in an area where we don't want to put another pump station. Commissioner Lloyd added that every time a pump station overflows, the town gets fined by the state.

B. Update in Police issues

[8:21:53 PM](#) Chief Hampton said his department has been asked a lot of questions about use of force in light of the climate in our country at this time. He reviewed use of force this year. There have been 12 incidents, he said, with the reminder that compared with other municipalities, this police department has a low threshold to be sure to review all these types of incidents. Anything outside of putting a handcuff on somebody is recorded as a "use of force." Seven involved physically grabbing hold of someone who was trying to run away or trying to avoid being arrested. Three involved displaying a weapon or Taser in a high risk situation (man who stabbed someone and was running amuck in a neighborhood, a man who was being arrested for murder warrants, and a high-risk vehicle stop where the police had information that the vehicle had just been involved in a home invasion – it turned out not to be the right vehicle and officers deescalated as soon as they realized this). In all three cases the officers deescalated as soon as the situation was in control. There was an incident where a Taser was used on a man who was out of control inside a home. He was fighting with people. The officers were trying to interact with him. The officers gained entry to the home, attempted to take him into custody. He fought them in a bathroom, breaking glass. After the Taser was used, the officers immediately switched to being concerned about medical, checking him for cuts and calling EMS. Ten were male. Two were female. Six were white. Six were African American. Four of the incidents were kind of related – two times the same large group interfered with police officers. Two were related to committing a man (grabbing him as he tried to take off running). Overall there have been around 6,500 calls for service, officer-initiated call or traffic stops. There have been 334 arrest situations.

Mayor Stevens asked about body cams. Chief Hampton responded that most of the time they are on and working. Sometimes officers forget to turn them on when they first respond. Sometimes the batteries die by the end of a shift. Commissioner Ferguson asked if they help in training, and Chief Hampton answered that they do. Officers review situations and try to learn from them. Chief Hampton and Mr. Hornik explained that there is now state wording that makes it questionable whether the footage can be used to train officers not involved in that situation.

Looking at Hillsborough Township 2010 demographic data, Hillsborough is about 70 percent white, 21 percent African American, 8 percent Hispanic. 74 percent of the police department's employees are white and 26 percent are African American. There are no employees of Hispanic origin right now. The department is composed of 85 percent male employees, 14 percent female. They are working to recruit women and Hispanic officers. The diversity scholarship is going well. The young man did not complete the program, but the woman did. He discussed additional recruiting efforts.

Chief Hampton gave a presentation on what the police department is doing in each pillar of 21st Century Policing and what training the department would like to pursue.

As part of the discussion, Commissioner Weaver suggested looking into contracting with another police department that has a data person.

Commissioner Weaver suggested that Chief Hampton's talk should be shared at the Community Summit. Also, Commissioner Weaver said she is thinking about drug enforcement and is concerned about giving people a record for petty drug possession. Chief Hampton answered that officers do have a range of discretion and the

department participates in the Misdemeanor Diversion Program through Orange County. Commissioner Weaver also put in another plug for the Racial Equity Training offered by the Racial Equity Institute in Greensboro. She encouraged the board members to go. Commissioner Ferguson reminded everyone of another training being offered.

C. Request for Community Reinvestment funding for Orange County Food Council
[9:08:05 PM](#) Ms. Della Valle said they've developed a collaborative agreement, a budget and an executive summary. They are requesting \$5,000.

Commissioner Lloyd asked why the request is \$1,000 from Chapel Hill and Carrboro but \$5,000 from Hillsborough.

Cyril Murphy, OC Food Council Co-Chair, explained that he is the chef at Chestnut Ridge and he is passionate about local food. They have already received \$16K through Orange County's Human Services Grant, \$2K from Chapel Hill, and \$1K from Carrboro. Carrboro is also looking for ways to give another \$6K through a grant. The request for \$5K from Hillsborough is a dream request. Some of the money would be used for racial equity training. Mr. Murphy explained that they will be creating long-term goals to make sure everyone can get fed.

The board discussed funding and alignment with the strategy map. There was discussion about connecting with local farms, even though they are not located in the Hillsborough town limits.

[9:40:39 PM](#) Commissioner Ferguson moved to allocate \$1,000. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

D. Consideration of a resolution establishing a preference for payment in lieu of construction of sidewalks for projects fronting on South Churton Street from Orange Grove Road to I-40 in acknowledgement of the pending widening project by NCDOT

[9:43:26 PM](#) Commissioner Lowen moved to approve the recommendation as presented. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

E. Discussion and direction regarding proposed Planning Department work plan

[9:43:49 PM](#) Ms. Hauth said what she took away from the budget workshop is that her department should be focused on development and then working on affordable housing, connectivity, and economic development in no particular order. Then we get emails like the one from former Commissioner Eric Hallman suggesting the town close Calvin Street at Occoneechee Street and work on a bypass. She is not for closing the street as the town works on connectivity. And the bypass didn't make it onto her chart, but that doesn't mean that it shouldn't. Ms. Hauth shared that she needs to open the line of communication about the feedback she's getting from residents about inspections, which are contracted with the county department.

Ms. Hauth shared ideas on smoothing the process for Special Use Permits. Also, she mentioned consolidating advisory boards in the near future.

There was brief discussion about thinking about a bypass option.

[10:04:47 PM](#) Commissioner Lowen moved to go into Closed Session. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

12. CLOSED SESSION

A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and provide direction to staff regarding potential economic development actions in downtown

- B. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property (the former Colonial Inn, 153 W. King St.)

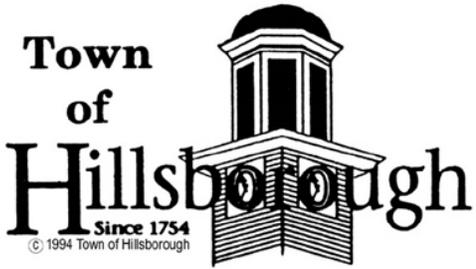
13. ADJOURN

Commissioner Lowen moved to adjourn at 10:20 p.m. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted,

Katherine M. Cathey
Town Clerk

DRAFT



RESOLUTION REQUESTING RE-APPOINTMENT
TO AN EXTRATERRITORIAL JURISDICTION SEAT
ON THE HILLSBOROUGH BOARD OF ADJUSTMENT

WHEREAS, as a result of the end of a term, it is necessary to re-appoint a volunteer to a seat reserved on the Hillsborough Board of Adjustment for persons residing within the town's extraterritorial planning jurisdiction; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint ETJ members to the town's Board of Adjustment; and

WHEREAS, the current volunteer is a member in good standing with the Board and wishes to serve a second term;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH RESOLVES:

Section 1. The Orange County Board of Commissioners is respectfully requested to re-appoint the following individual to an ETJ seat on the Hillsborough Board of Adjustment, whose term would expire in September 30, 2019:

Mr. Dustin Williams
416 St. Mary's Road
Hillsborough, NC 27278

Section 2. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days after receiving this resolution, then the Hillsborough Town Board may make this appointment.

Section 3. The Town Clerk shall send a copy of this resolution to the Orange County Manager.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 8th day of August, 2016.

Ayes: 5
Notes: 0
Absent or excused: 0

I, Katherine M. Cathey, Town Clerk of the Town of Hillsborough, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Hillsborough Town Board of Commissioners on August 8, 2016.

Katherine M. Cathey
Human Resources Director/Town Clerk

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 08/08/2016 TO 08/08/2016

	<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 - Revenue	10-00-3800-3800-350 MISCELLANEOUS Insurance Reimb. for Damaged Veh #198	5873	08/08/2016	EBRADFORI	25,000.00	8,279.00	33,279.00
GF - Contingency	10-00-9990-5300-000 CONTINGENCY To cover increase in grounds maintenance	5883	08/08/2016	EBRADFORI	150,000.00	-61,400.00	16,600.00
Public Space	10-10-6200-5300-450 C.S./ GROUNDS MAINTENANCE To cover increase in grounds maintenance	5884	08/08/2016	EBRADFORI	89,650.00	61,400.00	151,050.00
Police - Admin.	10-20-5100-5300-150 MAINTENANCE - BUILDING Construct Walls in Furniture Store for Tra	5880	08/08/2016	EBRADFORI	7,585.00	3,800.00	11,385.00
	Construct Display Area in Lobby	5881	08/08/2016	EBRADFORI	7,585.00	1,000.00	12,385.00
Police - Patrol	10-20-5110-5700-740 CAPITAL - VEHICLES Insurance Reimb. for Damaged Veh #198	5874	08/08/2016	EBRADFORI	35,000.00	8,279.00	43,279.00
	Re-Paint 2 I&CS Vehicles	5875	08/08/2016	EBRADFORI	35,000.00	-3,200.00	40,079.00
	Construct Walls in Furniture Store for Tra	5879	08/08/2016	EBRADFORI	35,000.00	-3,800.00	36,279.00
	Construct Display Area in Lobby	5882	08/08/2016	EBRADFORI	35,000.00	-1,000.00	35,279.00
Police - I&CS	10-20-5120-5300-161 MAINTENANCE - VEHICLES Re-Paint 2 I&CS Vehicles	5876	08/08/2016	EBRADFORI	500.00	3,200.00	3,700.00
Police - I&CS	10-20-5120-5300-570 MISCELLANEOUS Tax & Tags for Used Impala	5877	08/08/2016	EBRADFORI	1,500.00	-100.00	1,400.00
Police - I&CS	10-20-5120-5300-573 VEHICLE TAGS & TAX Tax & Tags for Used Impala	5878	08/08/2016	EBRADFORI	200.00	100.00	300.00
WTP	30-80-8120-5300-154 MAINTENANCE - GROUNDS To cover increase in grounds maintenance	5885	08/08/2016	EBRADFORI	2,700.00	10,450.00	13,150.00
WWTP	30-80-8220-5300-154 MAINTENANCE - GROUNDS To cover increase in grounds maintenance	5886	08/08/2016	EBRADFORI	1,260.00	11,000.00	12,260.00
WSF - Contingency	30-80-9990-5300-000 CONTINGENCY To cover increase in grounds maintenance	5887	08/08/2016	EBRADFORI	200,000.00	-21,450.00	178,550.00
						16,558.00	

APPROVED: 5 - 0
On: August 8, 2016
VERIFIED: _____

Katherine M. Cathey

AN ORDINANCE AMENDING CHAPTER 14, APPENDIX F, TECHNICAL SPECIFICATIONS FOR WATER & SEWER SYSTEMS

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Chapter 14, Appendix F Technical Specifications for Water & Sewer Systems is hereby amended as follows:

- (1) Revise the 4th paragraph of Section 1.0 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“All utilities (electric, phone, gas, cable TV, etc.) shall be installed a minimum of three feet horizontally from all Town waterlines (existing and proposed). Where other utilities are installed closer or cross water lines, they shall be installed in rigid conduit. Electrical transformers, and cable TV & telephone distribution boxes shall not be located on the same property line as water meters. Water lines shall be a minimum of three feet deep. Sewers should be designed for at least four feet deep and below water lines. Minimum separations between sewers and water lines and sewers and storm sewers shall be as specified by the ***NC Department of Environmental Quality.***”

- (2) Revise the 3rd paragraph of Section 2.3 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“After successful pressure testing, all water piping shall be sterilized by chlorination in accordance with NCDENR and AWWA C651 (Section 4.4.3 - Continuous Feed Method) requirements. The requirements of NCAC Title 15A, Subchapter 18C, section .1003 are to be followed (50 ppm chlorine, hold for 24 hours with a minimum of 10 ppm during that period). Super-chlorinated water shall be de-chlorinated upon discharge from the water lines and metered. The line shall produce two consecutive negative bacteria samples drawn at least 24 hours after flushing of super-chlorinated water, and at least 24 hours apart, and tested by a State-approved laboratory. A list of approved laboratories is located on the ***NCDEQ / DWR Public Water Supply Section*** website at: <http://deq.nc.gov/about/divisions/water-resources/drinking-water/drinking-water-laboratories>. If any samples fail, the sterilization procedure shall be repeated until satisfactory results are obtained. Copies of all testing results and water usage data shall be submitted to the Town Engineer or Utilities Inspector.”

- (3) Revise the 1st sentence of the 5th paragraph of Section 2.4 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“Water services shall be Class K copper, ***PEXa crosslinked polyethylene (2” or smaller)***, or Class 350 DIP.”

- (4) Insert the following paragraph after the 2nd paragraph of Section 3.1 of Appendix F:

“Trace wire shall be installed over force main piping, and shall be #12 AWG Copper Clad Steel, High Strength with minimum 450 lb. break load, with minimum 30 mil HDPE insulation thickness colored green. Direct bury wire connectors shall include 3-way lockable connectors and mainline to lateral lug connectors specifically manufactured for use in underground trace wire installation. Connectors shall be dielectric silicon filled to seal out moisture and corrosion, and shall be installed in a manner so as to prevent any uninsulated wire exposure. Non locking friction fit, twist on, or taped connectors are prohibited. All termination points shall utilize an approved trace wire access box, specifically manufactured for this purpose, and shall include a manually interruptible conductive/connective link between the terminal(s) for the trace wire connection and the terminal for the grounding anode wire connection. Trace wire must be properly grounded at all dead ends/stubs with a drive-in magnesium

grounding anode rod with a minimum of 20 feet of #14 red HDPE insulated copper clad steel wire connected to the anode (minimum 0.5 lb.) specifically manufactured for this purpose, and buried at the same elevation as the utility.”

- (5) Revise the 1st sentence of the 4th paragraph of Section 4.0 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“All electrical panels shall be mounted to an aluminum or 0.4 pressure treated lumber backboard with 4” diameter aluminum or 6”x6” 0.4 PTL posts, with aluminum rain cover (***or other pre-approved material***) extending 36” from backboard over panels.”

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 the 8th day of August, 2016.

Ayes: 5
Noes: 0
Absent or Excused 0



Katherine Cathey
Town Clerk



Ordinance #20160808-10.F

AN ORDINANCE AMENDING CHAPTER 10 OF THE TOWN CODE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Section 10-2(a)3 of the Town Code is amended to read as follows:

The minimum lot size for keeping fowl is 10,000 square feet.

Section 2. Section 10-2(a)5 of the Town Code is amended to add the phrase “not owned by the farm animal or fowl owner” to the end of the requirement to clarify which structures are measured from.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. 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 8th day of August, 2016.

Ayes: 5

Noes: 0

Absent or Excused: 0



Katherine M. Cathey, Town Clerk

Ordinance #20160808-10.G

CAPITAL PROJECT ORDINANCE – ADVANCED METERING INFRASTRUCTURE

CAPITAL PROJECT ORDINANCE
TOWN OF HILLSBOROUGH

Be it ordained by the Board of Commissioners of the Town of Hillsborough, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is adopted:

SECTION I.

The project authorized consists of construction of advanced metering infrastructure.

SECTION II.

The officers of this unit are hereby directed to proceed with the capital project within the terms contained herein.

SECTION III.

The following amounts are appropriated for the project:

Equipment	<u>\$937,747</u>
	\$937,747

SECTION IV.

The following revenues are anticipated to be available to complete this project:

Debt Issuance Proceeds	<u>\$937,747</u>
	\$937,747

SECTION IX.

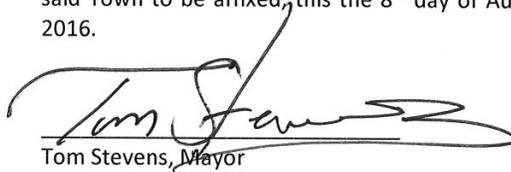
Copies of this capital project ordinance shall be filed with the finance officer, budget officer and the clerk of the governing board of this town.

Adopted this 8th day of August, 2016.

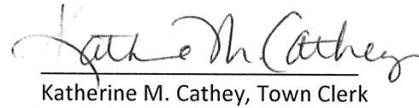
NORTH CAROLINA
ORANGE COUNTY

I, Katherine M. Cathey, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the Advanced Metering Infrastructure Capital Project Ordinance which will be recorded in the Town of Hillsborough Minute Book.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town to be affixed, this the 8th day of August, 2016.



Tom Stevens, Mayor



Katherine M. Cathey, Town Clerk

Resolution #20160808-11.D

**Resolution Establishing Town Policy
To Prefer Payment-In-Lieu Of Sidewalk Construction
Along South Churton Street In Recognition Of
Pending Road Widening Project By NCDOT**

WHEREAS, The current NCDOT TIP includes full funding for a project identified as U-5845, the widening of South Churton Street from the Eno River to Interstate-40.

WHEREAS, Section 6.17 of the Unified Development Ordinance requires development projects to construct high priority sidewalks as part of their project

WHEREAS, The Community Connectivity Plan currently shows the majority of the South Churton corridor from the Eno River to Interstate-40 as a high priority sidewalk. The section south of Lafayette Drive is not so noted in the current plan as a majority of the adjoining property is not in the town's jurisdiction.

WHEREAS, The Community Connectivity Plan is being updated this summer as a project of the Parks and Recreation Board and Public Space division, and

WHEREAS, The construction plans for this road widening are not yet complete, so the final location of the sidewalk in this corridor is unknown. The town does not want to require applicants to construct sidewalks that are not aligned with this construction project

NOW, THEREFORE BE IT RESOLVED, by the Hillsborough Town Board of Commissioners, that, in consideration of the foregoing, it is the policy of the Town of Hillsborough to require applicants proposing development or redevelopment of property along South Churton Street from Orange Grove Road to Interstate 40 to make a payment-in-lieu of sidewalk construction rather than actual construction of a sidewalk if the project would otherwise require a sidewalk under the Unified Development Ordinance. This policy shall remain in effect until either (a) the widening of South Churton Street by NCDOT is complete, or (b) the construction drawings for the project are finalized so an applicant could construct the sidewalk in the final desired location, or (c) until changed by the Board of Commissioners. The Planning staff and Board of Adjustment may rely on this preference in reviewing development applications within their jurisdiction.

BE IT FURTHER RESOLVED that the Town's fee schedule is hereby amended to require applicants impacted by this policy to make a payment equal to 100% of the engineers estimated cost of construction rather than the 80% allowed for applicants not impacted by the policy.



Tom Stevens, Mayor

Attest:


Katherine M Cathey, Town Clerk

8/8/2016

Date

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016

Department: Administration/Budget

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.B

*Consent
Agenda*

*Regular
Agenda*

*Closed
Session*

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Miscellaneous budget amendments and transfers.

Attachment(s):

Description and explanation for budget amendments and transfers.

Brief Summary:

To adjust budgeted revenues and expenditures where needed due to changes that have occurred since budget adoption.

Action Requested:

Consider approving budget amendments and transfers.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

As indicated by each budget amendment.

Staff Recommendations/Comments:

To approve the attached list of budget amendments.

FY 2016-2017

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 09/12/2016 TO 09/12/2016

	<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 -	10-00-9990-5300-000 CONTINGENCY						
Contingency	Museum Maintenance	5898	09/12/2016	EBRADFORI	150,000.00	-10,000.00	6,600.00
Safety & Wellness	10-10-6600-5300-080 TRAINING/CONF./CONV. Replace Laptop	5888	09/12/2016	EBRADFORI	10,500.00	-1,089.00	9,411.00
Safety & Wellness	10-10-6600-5300-338 SUPPLIES - DATA PROCESSING Replace Laptop	5889	09/12/2016	EBRADFORI	2,000.00	1,089.00	3,089.00
Streets	10-30-5600-5300-152 HOLIDAY DECORATIONS To cover Miscellaneous overages	5895	09/12/2016	EBRADFORI	10,500.00	-2,000.00	8,500.00
Streets	10-30-5600-5300-570 MISCELLANEOUS To cover Miscellaneous overages	5896	09/12/2016	EBRADFORI	3,500.00	2,000.00	9,962.00
Special Approp.	10-60-6900-5300-150 MUSEUM MAINTENANCE Ceiling repair, LED fixtures & clean gutt€	5897	09/12/2016	EBRADFORI	10,000.00	10,000.00	20,000.00
W&S - Revenue	30-70-3980-3980-001 DEBT ISSUANCE PROCEEDS Jet/Vac Truck Debt Issuance Proceeds	5899	09/12/2016	EBRADFORI	500,000.00	392,572.00	892,572.00
WW Collection	30-80-8200-5700-740 CAPITAL/VEHICLES Jet/Vac Truck	5900	09/12/2016	EBRADFORI	35,000.00	392,572.00	427,572.00
						<u>785,144.00</u>	

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.C		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of an ordinance annexing three parcels on the south side of US 70 A adjacent to the Orange County Sportsplex

Attachment(s):

Vicinity map, draft ordinance

Brief Summary:

The request was heard at the July public hearing, with no speakers.

Action Requested:

Adopting the attached ordinance annexing the property as requested with an effective date of October 9, 2016.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

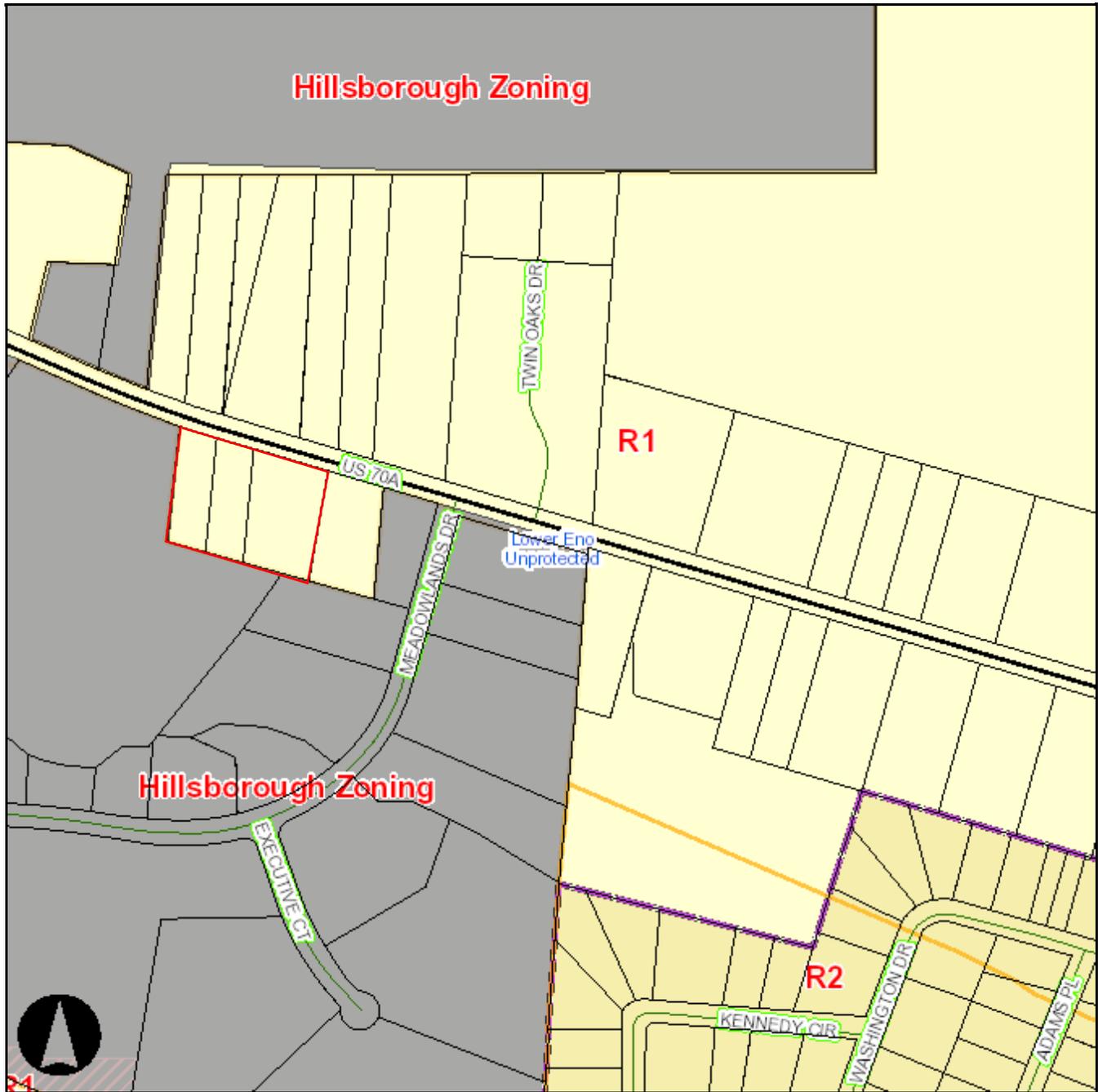
None – the parcels are owned by Orange County, a tax exempt entity & redevelopment is anticipated

Staff Recommendations/Comments:

The effective date of the ordinance has been delayed until October 9 2016 to align with water meter reading dates.



Orange County, NC GIS



1 inch = 400 feet
Created on 7/13/2016. Orange County, North Carolina.

Ordinance No. _____

The following ordinance was introduced by Commissioner _____, and duly seconded by Commissioner _____.

***AN ORDINANCE ANNEXING
NON-CONTIGUOUS PROPERTY***

WHEREAS, a petition was received requesting the annexation of the non-contiguous area totaling 2.631 acres described in Section 2 below; and

WHEREAS, a public hearing on the question of the annexation was held on Thursday, July 21, 2016 following notice of such public hearing published in the News of Orange on July 6 and 13, 2016.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Board of Commissioners finds that:

- a. The area described in Section 2 meets all of the standards set forth in G.S. 160A-58.1(b). More specifically:
 1. The nearest point on the proposed satellite corporate limits is less than three miles from the primary corporate limits of the Town;
 2. No point in the proposed satellite area is closer to the limits of any other city than to the primary corporate limits of the Town;
 3. The area described in Section 2 is situated such that the Town will be able to provide the same services with this area that it provides within its primary corporate limits;
 4. The area proposed for annexation is not a subdivision;
 5. The area described in Section 2, when added to the area within all other satellite corporate limits, does not exceed 10% of the area within the primary corporate limits of the Town.
- b. The petition requesting annexation of the area described in Section 2 contains the signatures of all of the owners of real property within the area (except property owned by those tax-exempt and other entities specified in G.S. 160A-58.1).
- c. The petition is otherwise valid.
- d. The public health, safety, and welfare of the inhabitants of the Town and of the area described in Section 2 will be best served by the annexation.

Section 2. Pursuant to Part 4 of Article 4A of G.S. Chapter 160A, the following area is hereby annexed to and made a part of the Town of Hillsborough:

Being all of a certain portion of land situated in Hillsborough Township, Orange County, North Carolina, bounded on the north by US 70 Business, on the east by Wanda W. Braxton (PIN 9874718275), on the south by George Horton Enterprise, LLC (PIN 9874719144) and Orange County (PIN 9874711038) and on the west by Orange County (PIN 9874711038) and being more particularly described as:

Beginning at an existing iron pipe within the right-of-way of US 70 Business, said point being located N 73°06'12" W 334.99' from the centerline intersection of said US 70 Business and Meadowland Drive, said pipe also being the northwest corner of Wanda W. Braxton; thence with the western line of said Braxton and with the new town limits line S 13°05'02" W 296.98' to an existing iron pipe on the northern property line of Horton Enterprise, LLC, said pipe also being on the existing town limits line; thence with the northern line said Horton and said existing town limits line N 70°26'58" W 75.15' to an existing iron rod at the northeast corner of Orange County; thence with said Orange County's northern and eastern lines and said existing town limits line the following four calls: N 69°11'51" W 99.10' to an existing angle iron, N 69°43'22" W 100.21' to an existing iron pipe, N 69°25'45" W 98.31' to an existing iron pipe and N 08°06'08" E 306.12' to an existing iron pipe within the right-of-way of US 70 Business, with the last 9.19' of the last call being part of the new town limits line; thence with the northern line of Orange County and with the new town limits line, the following three calls: S 68°39'44" E 100.21' to an existing iron pipe, S 68°54'09" E 99.79' to an existing iron pipe and S 69°13'04" E 200.17' to the point or place of beginning containing 114,606.36sf - 2.631 acres more or less as shown on a Map by Riley Surveying, PA titled "Town of Hillsborough Contiguous Annexation Map" prepared for Orange County, dated August 29, 2016.

Section 3. This Ordinance shall become effective on October 9, 2016.

Section 4. The Town Clerk shall cause to be recorded in the Office of the Register of Deeds of Orange County and in the Office of the Secretary of State an accurate map of the annexed territory described in Section 2 together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Orange County Board of Elections as required by G.S. 163-288.1.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 12th day of September 2016.

Ayes:

Noes:

Absent or Excused:

SEAL

Town of Hillsborough
Katherine M. Cathey, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that Katherine M. Cathey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the ____ day of _____, ____.

(Official Seal)

Notary Public

My commission expires: _____

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.D		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of statement of Consistency and Ordinance amending the Hillsborough Zoning Map to zone three parcels on the south side of US 70 A and adjacent to the Sportsplex as Office Institutional

Attachment(s):

Draft consistency statement and draft amending ordinance

Brief Summary:

As the parcels are outside the ETJ, a Hillsborough zoning designation is needed with the property's annexation. The site adjacent to the Orange County Sportsplex, owned by the county and intended for redevelopment to expand the Sportsplex. The Planning Board recommended approval of this zoning.

Action Requested:

Adopt the attached consistency statement indicating the request IS consistent and adopt the ordinance amending the map.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

The Town of Hillsborough Town Board has received and reviewed the application of Orange County to amend the Town of Hillsborough Zoning Map as follows (insert general description of proposed amendment):

to zone approximately 2.631 acres from county Residential-1 to town Office Institutional as a result of annexation. The impacted PINs are 9874-71-5479, 9874-71-6466, and 9874-71-7383

The Hillsborough Town Board has determined that the proposed action is consistent /inconsistent 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 parcels are adjacent to a county owned property currently developed and zoned Office Institutional. The intent of annexing these parcels is to allow expansion of the existing facility.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of September, 2016.

Katherine M. Cathey, Town Clerk

AN ORDINANCE AMENDING THE ZONING MAP
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Whereas an application has been made for the zoning of the property herein following its annexation; and

Whereas 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 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, be it ordained as follows:

Section 1. The Zoning Map of the Town of Hillsborough is hereby amended to zone approximately 2.631 ac on the south side of US 70 A East from County R-1 to Office Institutional. The impacted PINs are 9874-71-5479, 9874-71-6466, and 9874-71-7383

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/DENIED this 12th day of September, 2016.

Ayes:

Noes:

Absent or Excused:

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.E		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of an ordinance annexing the parcel at 809 Faucette Mill Road

Attachment(s):

Vicinity map, draft ordinance

Brief Summary:

The property owner requested annexation of this parcel. The request was heard at the July public hearing, with one park resident speaking in favor, and one adjoining owner asking that she and her neighbors be annexed as well.

Action Requested:

Adopting the attached ordinance annexing the property as requested with an effective date of October 9, 2016.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

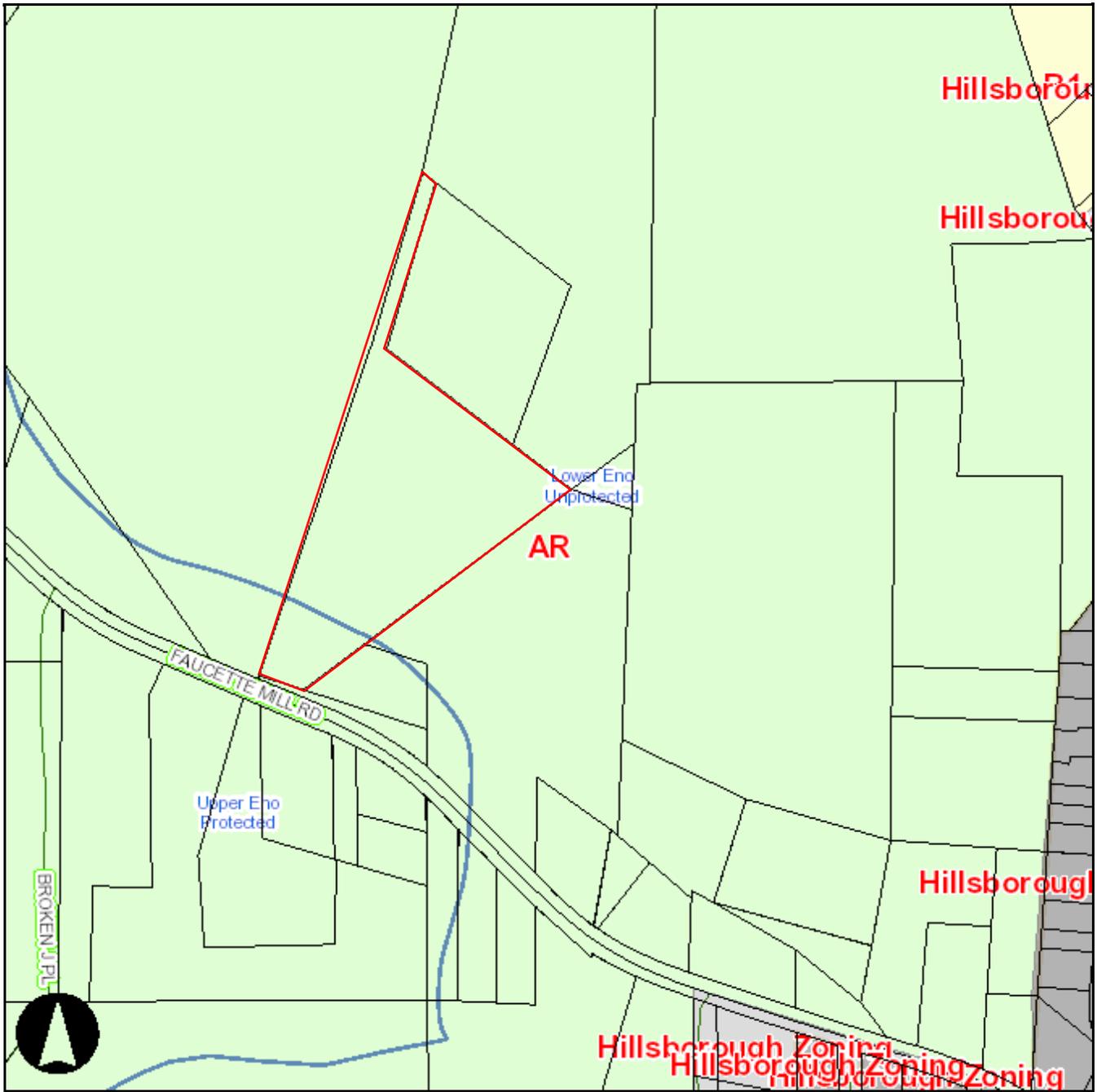
The water fund annual loss is estimated at about \$13,000, while the anticipated tax revenue added was estimated at \$2,500.

Staff Recommendations/Comments:

The effective date of this ordinance has been delayed until October 9, 2016 to match with water meter reading dates.



Orange County, NC GIS



1 inch = 400 feet
Created on 7/13/2016. Orange County, North Carolina.

Ordinance No. _____

The following ordinance was introduced by Commissioner _____, and duly seconded by Commissioner _____.

***AN ORDINANCE ANNEXING
NON-CONTIGUOUS PROPERTY***

WHEREAS, a petition was received requesting the annexation of the non-contiguous area totaling 8.52 acres described in Section 2 below; and

WHEREAS, a public hearing on the question of the annexation was held on Thursday, July 21, 2016 following notice of such public hearing published in the News of Orange on July 6 and 13, 2016.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Board of Commissioners finds that:

- a. The area described in Section 2 meets all of the standards set forth in G.S. 160A-58.1(b). More specifically:
 1. The nearest point on the proposed satellite corporate limits is less than three miles from the primary corporate limits of the Town;
 2. No point in the proposed satellite area is closer to the limits of any other city than to the primary corporate limits of the Town;
 3. The area described in Section 2 is situated such that the Town will be able to provide the same services with this area that it provides within its primary corporate limits;
 4. The area proposed for annexation is not a subdivision;
 5. The area described in Section 2, when added to the area within all other satellite corporate limits, does not exceed 10% of the area within the primary corporate limits of the Town.
- b. The petition requesting annexation of the area described in Section 2 contains the signatures of all of the owners of real property within the area (except property owned by those tax-exempt and other entities specified in G.S. 160A-58.1).

- c. The petition is otherwise valid.
- d. The public health, safety, and welfare of the inhabitants of the Town and of the area described in Section 2 will be best served by the annexation.

Section 2. Pursuant to Part 4 of Article 4A of G.S. Chapter 160A, the following area is hereby annexed to and made a part of the Town of Hillsborough:

BEGINNING at a control corner, said corner being a common corner with Kennedy IV Family Trust; thence S 53° 21' 59" W 744.43' to an existing corner; thence S 53° 17' 31" 115.97' to an iron pin set; thence N 67° 03' 01" W 165.48' to an existing corner identified as "A" on the plat entitled "Recombination Survey for Carlton A. Laws & Lynn J. Laws. Trustees of Laws Joint Living Trust Dated 6/2/1995" and being duly recorded at Plat Book 99, Page 103, Orange County Registry; thence N 19° 48' 23"E 909.45' to an existing corner; thence N 19° 43' 17" E 441.72' to an iron pin set; thence S 52° 29' 15" E 41.38' to an existing corner; thence S 19° 43' 17" W 438.49' to an existing corner, the common corner with James Flowers, Sr.; thence S 52° 30' 00" E 438.43' to an existing corner; thence S 52° 25' 24" E 192.94' to an existing corner, said corner being the point and place of beginning.

Section 3. This Ordinance shall become effective October 9, 2016.

Section 4. The Town Clerk shall cause to be recorded in the Office of the Register of Deeds of Orange County and in the Office of the Secretary of State an accurate map of the annexed territory described in Section 2 together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Orange County Board of Elections as required by G.S. 163-288.1.

The foregoing ordinance having been submitted to a vote received the following vote and was duly _____ this 12th day of September 2016.

Ayes:

Noes:

Absent or Excused:

SEAL

Town of Hillsborough
Katherine M. Cathey, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that Katherine M. Cathey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that

she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the _____ day of _____, _____.

(Official Seal)

Notary Public

My commission expires: _____

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.F		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of statement of Consistency and Ordinance amending the Hillsborough Zoning Map to zone the parcel at 809 Faucette Mill Road as Mobile Home Park

Attachment(s):

Draft consistency statement and draft amending ordinance

Brief Summary:

As the parcel is outside the ETJ, a Hillsborough zoning designation is needed with the property's annexation. The site is developed as a mobile home park and no redevelopment is proposed at this time. The Planning Board recommended approval of this zoning.

Action Requested:

Adopt the attached consistency statement indicating the request IS consistent and adopt the ordinance amending the map.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

The Town of Hillsborough Town Board has received and reviewed the application of Piney Creek Properties, LLC to amend the Town of Hillsborough Zoning Map as follows (insert general description of proposed amendment):

to zone approximately 8.52 acres from County Agricultural Residential to town Mobile Home Park as a result of annexation. The impacted PIN is 9865-43-3808

The Hillsborough Town Board has determined that the proposed action is consistent /inconsistent 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 property in question is currently developed as a mobile home park and is substantially in compliance with town requirements for that development type.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of September, 2016.

Katherine M. Cathey, Town Clerk

AN ORDINANCE AMENDING THE ZONING MAP
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Whereas an application has been made for the zoning of the property herein following its annexation; and

Whereas 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 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, be it ordained as follows:

- Section 1. The Zoning Map of the Town of Hillsborough is hereby amended to zone approximately 8.52 ac on Faucette Mill Road from County AR to Mobile Home Park. The parcel PIN is 9865-43-3808.
- 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/DENIED this 12th day of September, 2016.

Ayes:

Noes:

Absent or Excused:

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.G		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of a resolution amending the Future Land Use Plan Map

Attachment(s):

Map, draft resolution

Brief Summary:

To support their economic development interests, Orange County requested that the town amend the Future Land Use Plan map impacting four parcels south of Interstate 40 to limit the likelihood of those parcels seeking development approval as residential uses. No one spoke at the July public hearing on this request. The Planning Board unanimously recommended approval of the amendment.

Action Requested:

Adopt resolution amending the Future Land Use Plan map

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

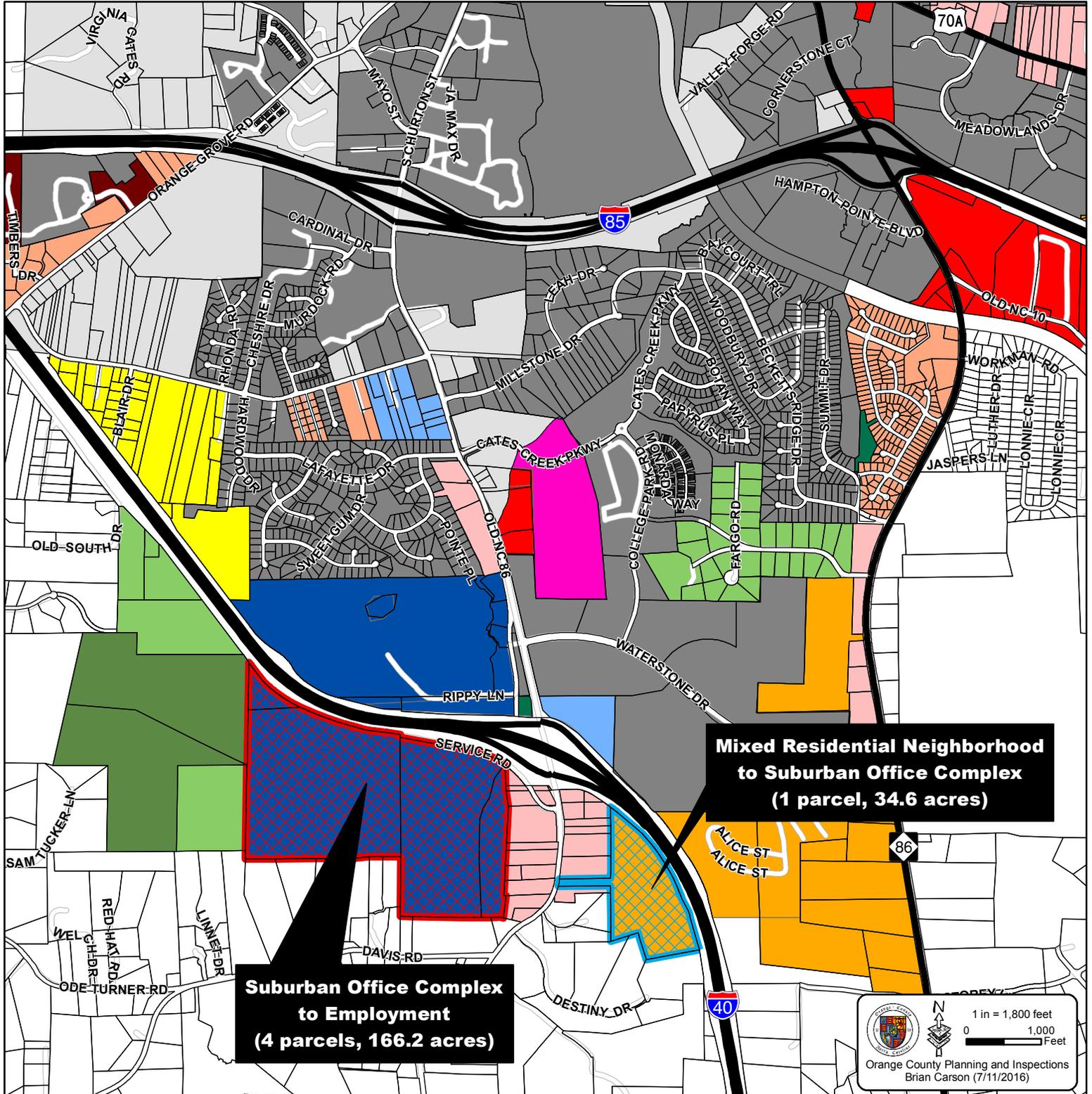
Staff Recommendations/Comments:

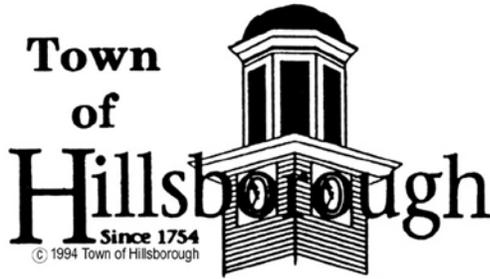
Town of Hillsborough/Orange County Central Orange Coordinated Area Land Use Plan Proposed Amendments

Proposed Amendments

- From Mixed Residential
- Neighborhood to Suburban Office Complex
- From Suburban Office Complex to Employment

- | | | | |
|---------------|-------------------------|------------------------|-----------------|
| City Limit | Medium Density Res. | Neighborhood Mixed Use | Retail Service |
| ETJ | Mixed Res. Neighborhood | Permanent Open Space | Small Lot Res. |
| Attached Res. | Employment | Rural Living | Suburban Office |
| Employment | Mixed Use | | Working Farm |





RESOLUTION ADOPTING AMENDMENT TO
THE FUTURE LAND USE PLAN AND MAP
FOR THE TOWN OF HILLSBOROUGH

WHEREAS, The Town of Hillsborough adopted a Future Land Use Map in March 2013 based, in part, on recommendations found in the Strategic Growth Plan, and other locally adopted plans, and

WHEREAS, The Future Land Use Plan and Map describe 16 different land uses to recognize the diversity of land uses currently existing and anticipated to occur in the town's jurisdiction in the future, and

WHEREAS, The Future Land Use Plan describes various land use designations and indicates which zoning districts identified in the Unified Development Ordinance are included within each land use designation identified in the Future Land Use Plan, such information being intended as a resource and reference for staff and land owners considering rezoning requests, and

WHEREAS, an amendment to the Future Land Use Plan map was proposed by Orange County to assist the county in accomplishing economic development goals. The request was to designate four parcels as employment and one parcel as suburban office complex. The OC PINS for the parcels changing to employment are 9873-01-4031, 9863-71-8857, 9863-91-6573, and 9863-93-6843. The parcel changing to suburban office complex is 9873-20-2388, and

WHEREAS, a public hearing was held to gather public comments on this amendment in July 21, 2016, and

WHEREAS, Planning Board unanimously recommended approval of the amendment to the Future Land Use Plan map,

NOW, THEREFORE BE IT RESOLVED, that the Hillsborough Town Board of Commissioners hereby amends the Future Land Use Map as described in the fourth "whereas" above.

The Future Land Use Plan and Map as herein adopted shall be and is a component of the town's comprehensive plan in accordance with N.C. G. S. Section 160A-383.

This the 12th day of September, 2016.

Seal

Tom Stevens, Mayor

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.H		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to amend minimum parking requirements for child day care, attached dwellings, and warehouse operations

Attachment(s):

Draft consistency statement and draft amending ordinance

Brief Summary:

Staff requested this amendment to adopt parking requirements for three uses that were more consistent with needs for similar uses in Hillsborough. This item was discussed at the July public hearing with no comments. The Planning Board unanimously recommended approval of these amendments.

Action Requested:

Consider adopting the consistency statement that the amendment IS consistent with the Comprehensive Plan and adopt the ordinance amending the Unified Development Ordinance.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

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 (insert general description of proposed amendment):

Amend parking requirements for attached dwellings, day care centers, and storage operations

The Hillsborough Town Board has determined that the proposed action is consistent /inconsistent 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 resource used to create new standards during the Unified Development Ordinance re-write does not align with development patterns in Hillsborough. The amended standards provide a fair requirement without providing excessive or insufficient parking.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of September, 2016.

Katherine M. Cathey, Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Table 6.13.3.5, Minimum number of parking spaces required, is hereby amended as follows:

Child Day Care	1 per staff person plus 1 per 8 students
Dwelling, attached	2 per unit when the development has 100 or fewer units 1 per bedroom plus 1 visitor space per 25 units when the development has more than 100 units
Storage and warehousing, indoor	1 space per employee plus 3 visitor spaces
Storage and warehousing, outdoor	1 space per employee plus 3 visitor spaces

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 September, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: July 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.1		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to amend Section 9 to clarify that building setbacks are measured from property lines

Attachment(s):

Draft consistency statement and draft amending ordinance

Brief Summary:

Following an appeal, the Board of Adjustment member asked the Planning Board to process a text amendment clarifying how setbacks are measured in relation to easements and rights of way. There was no public comment at the July public hearing. The Planning Board recommended approval of the amendment. Consider adopting the consistency statement that the amendment IS consistent with the Comprehensive Plan and adopt the ordinance amending the Unified Development Ordinance by a unanimous vote.

Action Requested:

Adopt the consistency statement that the amendment IS consistent with the Comprehensive Plan and adopt the ordinance amending the Unified Development Ordinance.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

The Town of Hillsborough Town Board has received and reviewed the application of Board of Adjustment and Planning Board to amend the Town of Hillsborough Unified Development Ordinance as follows (insert general description of proposed amendment):

Amend Section 9 to clarify that building setbacks are measured from property lines, not easements or private road boundaries.

The Hillsborough Town Board has determined that the proposed action is consistent /inconsistent 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 amendments clarify a vague provision in the ordinance subject to different interpretations.

Adopted by the Town of Hillsborough Board of Commissioners this 12th day of September, 2016.

Katherine M. Cathey, Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Section 9.1.3.1 is amended by adding the following phrase to the end of the first sentence:

“exclusive of rights of way or easement for streets (public or private) or access to other property. Utility and similar encumbrances are included in the lot area.”

Section 2. Section 9.1.5.1 is hereby amended to introduce subsection lettering for the existing 3 paragraphs and adding two new subsections as follows:

“d) Lots encumbered with private street rights of way shall measure their setback from the right of way boundary.

e) Lots encumbered with access easements not classified as private streets, utility or other easements shall measure setback requirements from the property line, not the easement.”

Section 3. Section 9.2 is amended to delete “street or highway” from the definition of “lot area.”

Section 4. Section 9.2 is amended add “or street right of way” after the word “line” in the definition of setback. That definition is further amended by adding “(see 9.1.5 for further information)” after the first sentence.

Section 5. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 6. 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 September, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.J		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Authorize filing liens to collect the town's expenses to abate nuisances on three properties

Attachment(s):

none

Brief Summary:

The town has mowed nuisance yards at 307 Pond Lily, 506 Terrell Rd, and 207 W Corbin St recently. None of the owners have reimbursed the town for our expense or contacted us to arrange payment plans. Staff is asking authorization to place liens on the property for the mowing amounts (\$700 and less) so the town may be reimbursed if the property changes ownership.

Action Requested:

Authorize filing liens to collect the town's mowing expenses.

ISSUE OVERVIEW

Background Information & Issue Summary:

In 2011, the Town Code was amended to streamline the enforcement process for nuisance situations like overgrown yards. The town is authorized to hire a contractor to mow yards when we cannot compel compliance of the property owner. We have used this provision sparingly. The code allows staff to move through these enforcement steps without requiring town board action to declare the properties nuisances. We presently have 3 properties which have been mowed on at least one occasion but the owners have not reimbursed the town's expenses.

The amount due the town is \$700 or less for each property, so staff would not envision to town attempting to collect the money through a foreclosure.

Financial Impacts:

Being reimbursed off-sets the direct costs to the town to abate nuisances.

Staff Recommendations/Comments:

Staff is developing a checklist to ensure future liens are timely placed, so an item like this may appear on future agendas as the need arises.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Sept. 12, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.K		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject:

Resolution consenting that Piedmont Electric Membership Corporation Shall be the Exclusive Provider of Electric Service within all Portions of the Annexed Areas Assigned to it by the North Carolina Utilities Commission

Attachment(s):

- Proposed resolution
- Letter from Piedmont Electric
- Email from Indira Everett and Associate General Counsel Brian Franklin
- Map of Piedmont Electric service area around Hillsborough
- General Statute 160A-332(a)(6a) authorizing this action.

Brief Summary:

Piedmont Electric Membership Corporation is requesting that the town allow them to continue providing electric service to their assigned service area when/if these areas are annexed into Hillsborough's corporate limits. This decreases confusion, reduces overlaps on the electric grid, and provides consistency in future annexations. This action is permitted by N.C.G.S. §160A-332, with consent from the town and primary supplier (Duke Energy).

Piedmont Electric has already discussed this matter with Duke Energy. Duke Energy has not expressed any objections. This matter was discussed with Indira Everett, District Manager of Government & Community Relations, and confirmed by a Duke Energy attorney (see email attached).

This resolution would apply to all Piedmont Electric territory that may be annexed by the town in the future. Piedmont's service area was assigned in 1965 by the North Carolina Utilities Commission – this action just allows them to continue serving their assigned area regardless of whether it's annexed or not. The cities of Roxboro and Mebane have approved similar resolutions.

Action Requested:

Consider adopting resolution

ISSUE OVERVIEW

Background Information & Issue Summary:

Please see above.

Financial Impacts:

No financial impacts on the town's operations.

Staff Recommendations/Comments:

The town manager recommends approval.

**A RESOLUTION GRANTING CONSENT TO
PIEDMONT ELECTRIC MEMBERSHIP CORPORATION
TO SERVE AS THE EXCLUSIVE PROVIDER OF
ELECTRIC SERVICE TO CERTAIN ANNEXED AREAS**

WHEREAS, the Town of Hillsborough (hereinafter the "Town") has annexed certain areas (hereinafter the "Annexed Areas"), into the corporate limits of the Town;

WHEREAS, prior to the effective date of annexation, the Annexed Areas had been assigned by the North Carolina Utilities Commission to Piedmont Electric Membership Corporation as the electric supplier pursuant to Chapter 62 of the North Carolina General Statutes;

WHEREAS, North Carolina General Statute §160A-332(a)(6a) provides that upon obtaining the written consent of a town, suppliers of electricity may be the exclusive provider of electrical service within any area assigned to that supplier prior to the effective date of annexation;

NOW, THEREFORE, BE IT RESOLVED BY THE Town, as follows:

The Town consents that Piedmont Electric Membership Corporation shall be the exclusive provider of electric service within all portions of the Annexed Areas assigned to Piedmont Electric Membership Corporation by the North Carolina Utilities Commission as the electric service supplier prior to the determination date; and

This resolution and the consent which it grants shall be in full force and effect from and after the ___ day of _____, 2016.

Adopted by resolution of the Town of Hillsborough, this the ___ day of _____, 2016.

MAYOR

ATTEST:

SECRETARY



Piedmont Electric Membership Corporation

A Touchstone Energy® Cooperative 

General Office: P.O. Drawer 1179 • Hillsborough, NC 27278 • 919.732.2123 • Fax: 919.644.1030

Branch Office: P.O. Box 1327 • 1125 Oxford Road • Roxboro, NC 27573 • 336.599.0151 • Fax: 336.597.9088

NC Toll Free: 1.800.222.3107 • Web Address: www.pemc.coop

August 4, 2016

Mr. Eric Peterson
Town Manager, Town of Hillsborough
101 East Orange Street
Hillsborough, NC 27278

Dear Mr. Peterson:

Piedmont Electric Membership Corporation is requesting a resolution from the Town of Hillsborough granting us the right to serve our assigned territory that may become annexed into your town limits.

We would like for the Town of Hillsborough to consider the attached resolution at the September 27, 2016 Town Board Meeting.

In 1965, the state of North Carolina assigned territory to all electric providers; such as, Piedmont Electric Membership Corporation, who have in turn built infrastructure to serve their assigned territory. As the result of growth within franchised cities and towns, the North Carolina General Statute 160A-332(a)(6a), acknowledged this annexation issue through a consent given by the respective city or town.

The attached resolution ensures that Piedmont Electric Membership Corporation's assigned territory is maintained with the original assignments granted by the state of North Carolina.

If you have any questions concerning the attached resolution please contact me at 919. 241.1176 (office) or 919.210.4961 (cell).

Sincerely,



Susan J. Cashion
Vice President – Chief Compliance and Administrative Officer
Piedmont Electric Membership Corporation

cc:M.Hauth

From: Everett, Indira M [<mailto:Indira.Everett@duke-energy.com>]
Sent: Tuesday, August 30, 2016 4:16 PM
To: Eric Peterson <Eric.Peterson@hillsboroughnc.org>
Cc: Mann, Linda C <linda.mann@duke-energy.com>
Subject: FW: Piedmont Electric Request to Town of Hillsborough
Importance: High

Hi Eric,

Below is a response from our attorney regarding Piedmont's request. If you have additional legal questions, please refer them to Brian Franklin and just cc me. Thanks

From: Franklin, Brian L.
Sent: Tuesday, August 30, 2016 4:09 PM
To: Everett, Indira M
Cc: Mann, Linda C
Subject: RE: Piedmont Electric Request to Town of Hillsborough
Importance: High

Indira, so sorry for the delay. I have looked at this and it appears that Piedmont's legal reasoning appears to be correct. It looks like Duke serves the incorporated areas of Hillsborough, and Piedmont serves the surrounding unincorporated areas. Based on the definitions in N.C. Gen. Stat. § 160A-331, Duke is the primary provider and Piedmont is the secondary provider. N.C. Gen. Stat. § 160A-331(1b)(b) defines the determination date as date of annexation, and § 160A-332(a)(1) states a secondary supplier has the right to serve all premises being served by it on the determination date. Therefore, it looks like Piedmont has a right to continue to serve the annexed area, which makes sense because the purpose of the statute is to reduce redundancies and overlaps on the electric grid.

Please let me know if you have any other questions.

Thanks.

Brian

Brian L. Franklin
Associate General Counsel
Duke Energy Corporation
☎: (980) 373-4465 (office)
☎: (980) 373-8534 (fax)
Brian.Franklin@duke-energy.com



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Chapter 160A. Cities and Towns

Article 16. Public Enterprises

Part 2. Electric Service in Urban Areas (Refs & Annos)

§ 160A-332. Electric service within city limits

(a) The suppliers of electric service inside the corporate limits of any city in which a secondary supplier was furnishing electric service on the determination date (as defined in G.S. 160A-331(1)) shall have rights and be subject to restrictions as follows:

- (1) The secondary supplier shall have the right to serve all premises being served by it, or to which any of its facilities are attached, on the determination date.
- (2) The secondary supplier shall have the right, subject to subdivision (3) of this section, to serve all premises initially requiring electric service after the determination date which are located wholly within 300 feet of its lines and located wholly more than 300 feet from the lines of the primary supplier, as such suppliers' lines existed on the determination date.
- (3) Any premises initially requiring electric service after the determination date which are located wholly within 300 feet of a secondary supplier's lines and wholly within 300 feet of another secondary supplier's lines, but wholly more than 300 feet from the primary supplier's lines, as the lines of all suppliers existed on the determination date, may be served by the secondary supplier which the consumer chooses, and no other supplier shall thereafter furnish electric service to such premises, except with the written consent of the supplier then serving the premises.
- (4) A primary supplier shall not furnish electric service to any premises which a secondary supplier has the right to serve as set forth in subdivisions (1), (2), (3), and (6a) of this section, except with the written consent of the secondary supplier.
- (5) Any premises initially requiring electric service after the determination date which are located wholly or partially within 300 feet of the primary supplier's lines and are located wholly or partially within 300 feet of the secondary supplier's lines, as such suppliers' lines existed on the determination date, may be served by either the secondary supplier or the primary supplier, whichever the consumer chooses, and no other supplier shall thereafter furnish service to such premises, except with the written consent of the supplier then serving the premises.
- (6) Any premises initially requiring electric service after the determination date, which are located only partially within 300 feet of the secondary supplier's lines and are located wholly more than 300 feet from the primary supplier's lines, as such supplier's lines existed on the determination date, may be served either by the secondary supplier or the primary supplier, whichever the consumer chooses, and no other supplier shall thereafter furnish service to such premises, except with the written consent of the supplier then serving the premises.
- ✓ (6a) Notwithstanding any other provision of law, a secondary supplier, upon obtaining the prior written consent of the city, shall be the exclusive provider of electric service within (i) any assigned area for which that secondary supplier had been assigned supplier prior to the determination date; or (ii) any area previously unassigned by the North Carolina Utilities Commission pursuant to G.S. 62-110.2. However, any rights of other electric suppliers existing under G.S. 62-110.2 prior to the determination date to provide service shall continue to exist without impairment in the areas described in (i) and (ii) above.
- (7) Except as provided in subdivisions (1), (2), (3), (5), (6), and (6a) of this section, a secondary supplier shall not furnish electric service within the corporate limits of

any city unless it first obtains the written consent of the city and the primary supplier.

(b) In any city that is first incorporated after April 20, 1965, in which, on the effective date of the incorporation, there is more than one supplier of electric service, all suppliers of electric service therein shall continue to have the rights and be subject to the restrictions in effect before the city was incorporated until there is a primary supplier within the city.

Added by Laws 1965, c. 287, § 1. Amended by 1971, c. 698, § 1; S.L. 1997-346, § 2, eff. July 31, 1997.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Police
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.L		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject:

Request for Town Sponsorship of "Hog Day" September 16th and 17th

Attachment(s):

Special Event Permit Application

Brief Summary:

Hillsborough's annual "Hog Day" festival is scheduled for September 16th and 17th

Action Requested:

Approve Town sponsorship of the event.

ISSUE OVERVIEW

Background Information & Issue Summary:

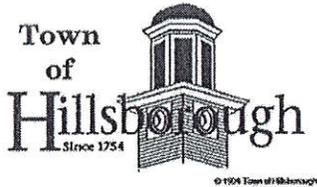
Hog Day is a recurring event that draws a large number of people into downtown Hillsborough. In the past the Town has sponsored the event, providing additional public safety and public works support at no charge.

Financial Impacts:

The Police Department would assign officers to work the event in addition to any on-duty personnel who still have to monitor calls for service. Much of this event is being managed by our partners from the Orange County Sheriff's Office, so we are only going to have to have 4 off-duty officers working the event. We anticipate about \$1,400 in overtime costs associated with personnel working the event.

Staff Recommendations/Comments:

We recommend sponsorship. This is Hillsborough's largest "signature" event and proper public safety presence would be prudent.



Special Event Permit Application

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 70 days in advance of the event. If you are seeking Town sponsorship of your event, you must submit a written request for sponsorship to the Town Board at least 90 days in advance of the event.

Name of Event: Hog Day Festival
Requested Event Location: BBQ River Park & adjacent areas
Date of event: 9/15/19-9/18/16 Time period (including setup and break down): 0900-2200

SPONSORING ORGANIZATION & CONTACT INFORMATION

Name of Organization: Optimist Club of Orange County

Organization Status: Formal Informal For-profit Not-for-profit

Along with this application, please provide documentation confirming organization status.

Organization Contact Name: Al Hartkopf &/or Lynn Hobgood

Mailing address: PO Box 9 Efland, NC. 27843

Phone: 919-599-4646 Fax: na Email: al.hartkopf@gmail.com
Hogday@email.com

On-Site Contact(s) During Event

Name: Al Hartkopf Phone: 919-599-4646

Name: Craig Lloyd Phone: 919-923-3988

More contacts can be provided

EVENT INFORMATION

Type of Event:

- Private Event on Private Property Public Event on Public Property
 Private Event on Public Property Parade or Other Street Event
 Public Event on Private Property

General Event Description (Narrative):

Hog Day, Orange County's largest and longest running festival, has received national recognition as one of the top festivals in America.

Come to Hog Day on September 16 from 5:30 p.m. to 10 p.m. and on September 17 from 10 a.m. to 6 p.m. to enjoy local bands, fun contests & games, and our original BBQ cook-off contest featuring veteran cooking teams!

REQUESTING TO CLOSE MARGARET LANE
***COURT ST. : PART OF CAMERON ST ***

Anticipated total number of people attending: 8000

Estimated peak-period attendance: 3500

Estimated capacity of event location (number of persons): 10000

Will admission or participation fees be charged as part of the event? YES NO

Will anything be sold as part of the event? YES NO

Will you be soliciting donations as part of the event? YES NO

If yes, for what cause or organization? Optimist Club of Orange County

If different from event sponsor, provide contact and tax status information: _____

Will you bring additional equipment? YES NO

Will you need electricity? YES NO

Will any items be left at the event site overnight? YES NO

Will signs or banners be displayed on site? YES NO

Will tents be erected? YES NO

Will you provide additional (portable) restroom facilities? YES NO

Will you provide additional trash and recycling facilities? YES NO

Will you request that the Town provide any specific services in conjunction with this event? YES NO

Will the event require any street closures or change in traffic flows? YES NO

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Parking and traffic flow; including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected
- Pedestrian access and flow
- The location of any concession stand, booth, or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.

A street map and a map of Gold Park are available on the Town's website. If neither of these maps is sufficient for your application, contact the Planning Department; we may be able to create one for you.

Name of insurance company providing liability insurance: _____

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for use of their property below:

Lori Teft for Orange County
Name of Property Owner RIVER PARK

919 245-2673
Phone

Lori Teft
Signature of Property Owner

Date

AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this reservation permit.

[Signature]
Applicant Signature

Mar. 7 2016
Date

SUBMITTAL DIRECTIONS:

If this event will be located at a town park please submit it to:

Hillsborough Planning Department
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278
Fax: 919-644-2390

All other event permit requests should be submitted to:

Hillsborough Police Department
127 N. Churton Street
Hillsborough, NC 27278

FOR OFFICE USE ONLY:

Application received by SHANNAN CAMPBELL

Date and time 7/27/2016

Fee Collected: \$ 0

Reservation Permit Status

Approved

Approved with conditions _____

Denied _____

By: [Signature]
Planning Director / Police Chief

Date: 8/31/2016

Forwarded to other for review/information:

Fire Marshal WALNUT EMAILED 7/29
Fire Dept CARE
Public Works HINES
Other POLICE - WHITTED

ABSTRACT

This document is to provide details on the resources and processes put in place to assure the safety of the attendant public for the festival through cooperation with officials of the County of Orange and the Town of Hillsborough. County and Local Law Enforcement Agencies (LEA), Fire, Emergency Management Services (EMS), Orange County Parks & Recreation, Event Area Managers, Volunteers, Vendors, and Crafters are recipients for this document.

The Event Project Manager is the author of this document. All questions, edits, or corrections should be directed to the Event Project Manager. This document remains the confidential property of the Orange County Optimist Club in general and, specifically, the Event Project Manager.

Keywords: EAP, Emergency Action Plan, LEA, Author, EMS

1 PERSONNEL & REPRESENTATIVE RESPONSIBILITIES

1.1 EVENT STAFF

Name	Responsibility	Phone
Al Hartkopf	Event Project Manager & Logistics Director	919-599-4646
Amy Efland	Stage Manager & Public Safety Liaison	
Sam Hobgood	Cooking Area Manager & OCOC Co-Chair	
Lynn Hobgood	Treasurer	
Craig Lloyd	Marketing, Public Relations, & OCOC Co-Chair	
Deryl McGuire	Crafter Liaison & Area Manager	
Angela Lloyd	Food Vendor Liaison & Area Manager	
Aubrey	5K Run Manager	
Carol Lovingood	Volunteer Coordinator	
Melinda Davis	Children's Area Manager	
	Key Contact – Orange County Sheriff's Department	
	Key Contact – Hillsborough Police Department	

Note that the above are all Crowd Control Managers for their respective area

DRAFT

2 PUBLIC SAFETY

2.1 LAW ENFORCEMENT

The Orange County Sheriff's Department and the Hillsborough Police Department are engaged to provide for public safety throughout the course of the event. At least one badged LEO will be on site over the night of September 16 to provide security and LEA presence while the cooking proceeds.

A total of 10 Law Enforcement Officers are assigned to this festival and will serve from 1600 to 2200 hours September 16 and 0630 to 1700 hours on September 17. They will serve as Crowd Control Managers in the event of an emergency. **4 HPD ; 6 SHERIFF**

2.2 MEDICAL TREATMENT

1. A Medical tent will be provided in a central location for the treatment of minor illnesses and injuries. A report of persons and treatments administered will be maintained.
2. UNC Healthcare will be on site.
3. Orange County EMS will be on site.

2.3 TRAFFIC

From ~~1600~~ hours September 16 until ~~1700~~ hours September 17, Margaret Lane will be closed from Court St. to Cameron St and Cameron St. will be regulated from E. King St. south to its terminus. A LEO will be stationed at each of these two points to control the flow of arriving Crafters, Vendors, and Patients for (Clinic). A Traffic Representative from the OCOC will be stationed at the corner of E. Margaret Lane and Cameron St. using the same criteria.

2.4 PARKING

Parking is available in the municipal parking deck, the Orange County Board of Education Parking lot, and the Cameron Park Elementary School parking lot. Additionally, there is considerable curbside parking. **ADD PARKING OPTIONS TO HOGDAYWEBSITE***

Note that the (Clinic) will be marked with NO HOG DAY PARKING signs.

ADD NO HOG DAY PARKING SIGN AT WEAVER ST. LOT!

2.5 COMMUNICATIONS

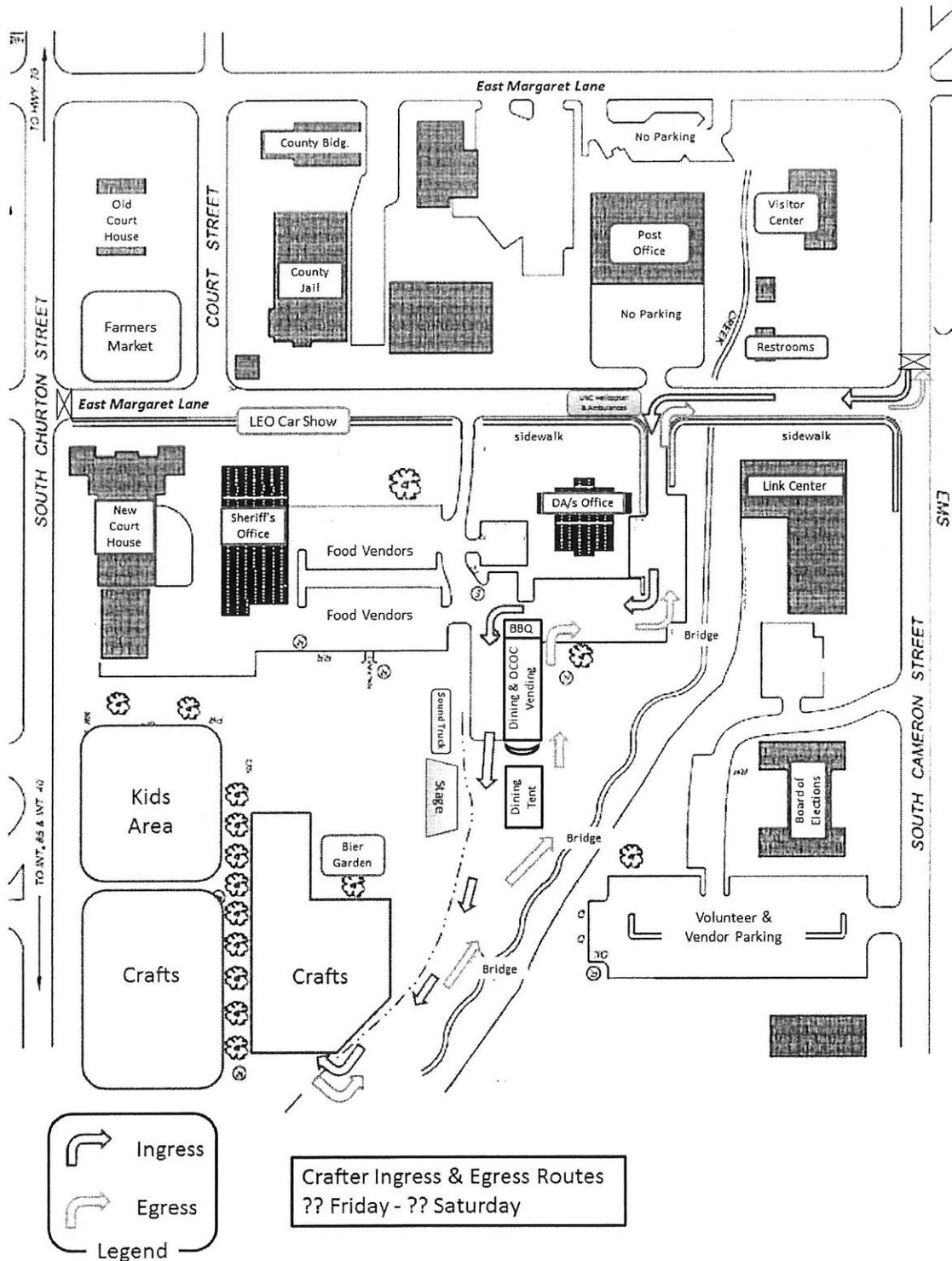
HPD and OCSD will share a common frequency for coverage of the event. The Public Safety Liaison will carry a communication device operating on that frequency. The Public Safety Liaison will also carry a separate communication device tuned to a separate frequency on which the Event Staff will operate. All Event Staff and selected Event Volunteers will carry a communication device tuned to said frequency.

2.6 TRASH

HPD RE: FEW LINES TO COLLECT/EMPTY BINS

4 EXHIBITS

4.1 SITE PLAN WITH INGRESS/EGRESS ROUTES



TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Police
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.M		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject:

Request for Town Sponsorship of the Handmade Parade on October 15, 2016

Attachment(s):

Special Event Permit Application

Brief Summary:

The Handmade Parade is a re-occurring event that is held typically every other year. It involves the closure of a portion of Churton St. for about an hour.

Action Requested:

Consider the request for sponsorship of the event and/or provide direction to staff

ISSUE OVERVIEW

Background Information & Issue Summary:

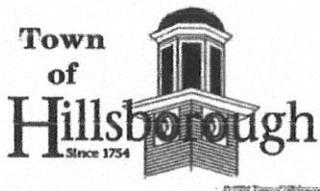
Based on the special events application, the organizers are expecting about 400 people to participate in the parade, and that it will draw an audience of about 1,000-2,000 people. The Parade will start on Cameron St. near Orange Family Medical and proceed west on Margaret and then turn north on Churton to its end point at Burwell School. Their special events request provides a 1.5 hour block of time for the parade. Parades of this type require HPD to block all side streets along the route and hold traffic at the start and end of the parade until all participants have cleared the street in order to ensure safety.

Financial Impacts:

In order to close Churton St. as requested we will need to bring in at least 4 off-duty officers to block intersections, manage traffic and ensure the participants are safe. Most of the needed personnel will have to be brought in on their day off to cover the event because on-duty personnel are subject to having to respond to calls for service and may have to leave the event location. We anticipate approximately \$400 in overtime costs associated with this event.

Staff Recommendations/Comments:

We will have to seek DOT approval to close the street as well, but we expect that to not be an issue so long as we have adequate staff to manage the closure. We have not finalized the route and may make some small changes,



Special Event Permit Application

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 70 days in advance of the event. If you are seeking Town sponsorship of your event, you must submit a written request for sponsorship to the Town Board at least 90 days in advance of the event.

Name of Event: Hillsborough Handmade Parade
Requested Event Location: Starting on Orange & ending at Cameron Park (see map)
Date of event: 10-15-16 Time period (including setup and break down): 12:30
Rain date: 10-22-16 parade rolls @ 2:30. Finale from 3-5. Clean-up 5-6.

SPONSORING ORGANIZATION & CONTACT INFORMATION

Name of Organization: Hillsborough Arts Council

Organization Status: Formal Informal For-profit Not-for-profit

Along with this application, please provide documentation confirming organization status.

Organization Contact Name: Kristin Prelipp

Mailing address: 102 N. Churton St., Hillsborough, NC 27278

Phone: (919) 643-2500 Fax: _____ Email: programs @

(919) 622-5876 cell hillsboroughartscouncil.org

On-Site Contact(s) During Event

Name: Tinka Jordy

Phone: (919) 757-2181

Name: Kristin Prelipp

Phone: (919) 622-5876

EVENT INFORMATION

Type of Event:

- Private Event on Private Property Public Event on Public Property
 Private Event on Public Property Parade or Other Street Event
 Public Event on Private Property

General Event Description (Narrative):

The Hillsborough Handmade Parade is a grass roots community participation celebration and parade. It begins with public workshops and leads up to a Mardi Gras style street parade with giant puppets and marching bands. The finale includes a drum circle and band performance.

Anticipated total number of people attending: 400-500, does not include audience

Estimated peak-period attendance: 500 in parade, 1500 spectators

Estimated capacity of event location (number of persons): 2500

- Will admission or participation fees be charged as part of the event? YES NO
- Will anything be sold as part of the event? YES NO
- Will you be soliciting donations as part of the event? YES NO

If yes, for what cause or organization? Hillsborough Arts Council

If different from event sponsor, provide contact and tax status information: _____

- Will you bring additional equipment? YES NO
- Will you need electricity? YES NO
- Will any items be left at the event site overnight? YES NO
- Will signs or banners be displayed on site? YES NO
- Will tents be erected? YES NO
- Will you provide additional (portable) restroom facilities? YES NO
- Will you provide additional trash and recycling facilities? YES NO
- Will you request that the Town provide any specific services in conjunction with this event? YES NO
- Will the event require any street closures or change in traffic flows? YES NO

→ 1 town hall 1 Cameron Park

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Parking and traffic flow; including any streets to be closed or obstructed; any barriers or traffic control devices that will be erected
- Pedestrian access and flow
- The location of any concession stand, booth, or other temporary structures or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.

A street map and a map of Gold Park are available on the Town's website. If neither of these maps is sufficient for your application, contact the Planning Department; we may be able to create one for you.

Name of insurance company providing liability insurance: Erie Insurance
(Purchased through Ballard Insurance)

If the event will be located on private property, the property owner (if different from sponsoring organization) must indicate consent for use of their property below:

Name of Property Owner

Phone

Signature of Property Owner

Date

AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this reservation permit.

Kristi Prelipp
Applicant Signature

8.9.16
Date

SUBMITTAL DIRECTIONS:

Please submit to:

Hillsborough Planning Department
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278
Fax: 919-644-2390

FOR OFFICE USE ONLY:

Application received by SHANNAN

Date and time _____

Fee Collected: \$ _____

Reservation Permit Status

Approved _____
Approved with conditions _____
Denied _____

By: _____
Planning Director / Police Chief

Date: _____

Forwarded to other for review/information:

- Fire Marshal
- Fire Dept
- Public Works
- Other

HANDMADE PARADE 2016

Handmade Parade Route 2

-  Start
-  END
-  Parking
-  Parking

Directions from 110 E Orange St, Hillsborough, NC 27278, USA to 200 E King St, Hillsborough, NC 27278, USA

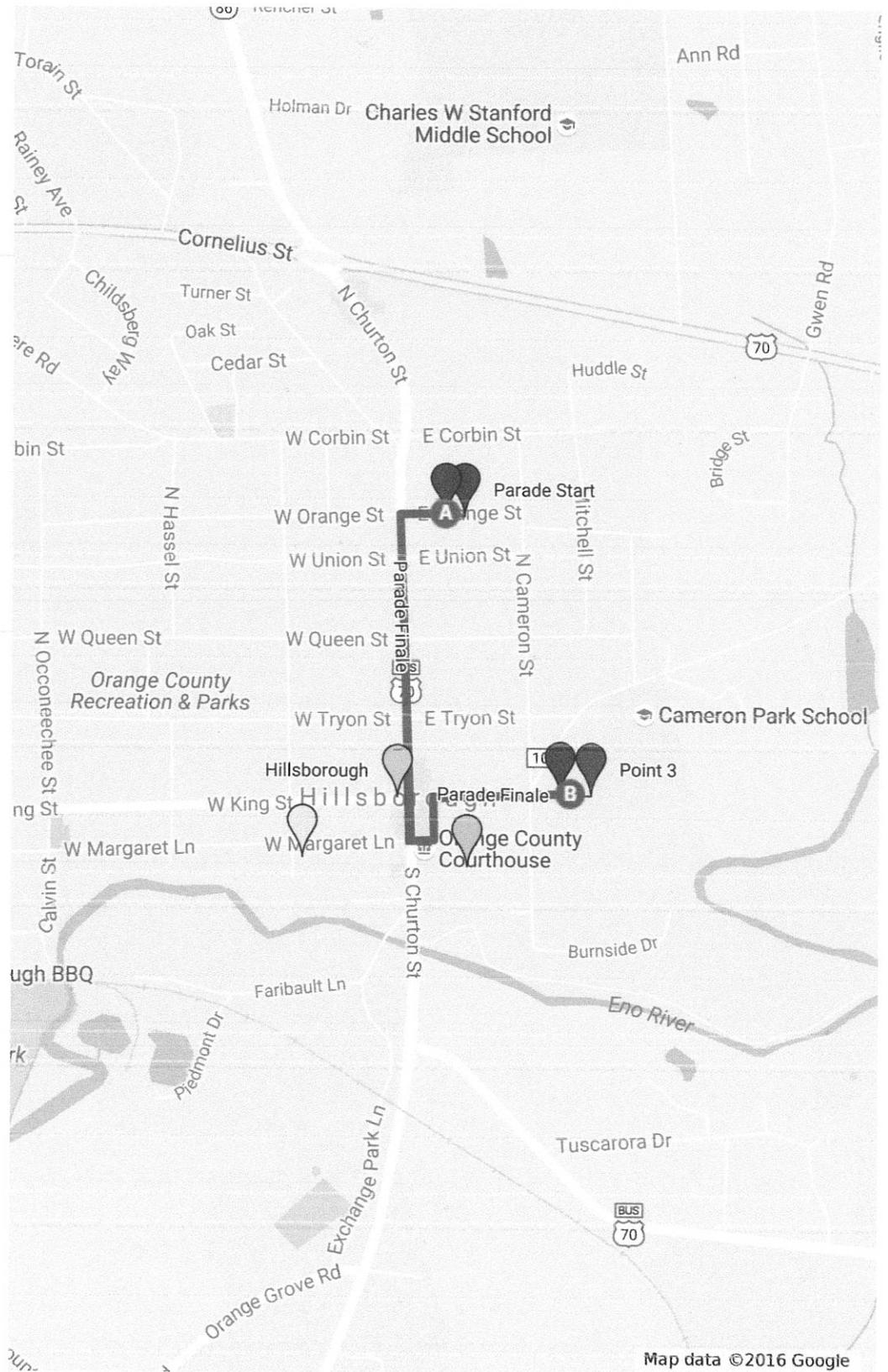
A

110 E Orange St, Hillsborough, NC 27278, USA

B

200 E King St, Hillsborough, NC 27278, USA

Parade Route starts at 2:30 pm





Hillsborough Arts Council
102 North Churton Street
Hillsborough, NC 27278
919-643-2500
www.hillsboroughartscouncil.org

Dear Shannan,

August 9, 2016

Here is our SPECIAL EVENT PERMIT application, for the Hillsborough Handmade Parade which is to take place October 15, 2016 with a rain date of October 22, 2016. We have included:

- A fully completed application that answers all basic application questions
- A map of the parade route clearly designating start point/staging areas and end point. This can be done in google maps or by using a map available on the Town's Special Event Permit webpage linked above.
- A list of roads that will need to be closed and for what time periods
- A map and/or description of where parade participants as well as on-lookers will be directed to park
- Port-a-potty numbers and locations and/or public restroom locations that will be available for parade participants and on-lookers
- A description of any after-party location(s) and any plans for live music, food, etc. that may be involved (if applicable)

Ideally, the parade would set up and begin at Town Hall parking lot. The parade would begin at Orange and Churton Street and would process down to Margaret Lane. Street closures would be from 2:30 to 3:15 at the latest and would be on Churton Street from Orange to Margaret as well as King Street from Churton to Cameron Street. In the 2014 parade, the Hillsborough Arts Council worked with Sgt. Parker from the Hillsborough Police Department in order to do this.

I have already reserved the Special Event Banner location (\$5 stand alone) near Capital Ford for the 9th to the 16th of October. I will talk to the board about placing four (4) signs off site for (\$20 for both banner and offsite signage). When I reserve those on-line do you all send an invoice or should I just automatically send a check?

Let me know if you have any questions or concerns!

Warm Regards,

A handwritten signature in cursive script that reads "Kristin Prelipp".

Kristin Prelipp, Program Coordinator for the Hillsborough Arts Council

Shannan Campbell

To: tinka jordy
Subject: RE: Handmade Parade- Special Event Permit Required

From: tinka jordy [mailto:tinka.jordy@gmail.com]
Sent: Tuesday, August 09, 2016 5:39 PM
To: Shannan Campbell <Shannan.Campbell@hillsboroughnc.org>
Cc: Kristin Prelipp <programs@hillsboroughhartsCouncil.org>
Subject: Re: Handmade Parade- Special Event Permit Required

We have the application in with the school, but it takes a couple of weeks. Hopefully with have that paperwork soon! Tinka

On Tue, Aug 9, 2016 at 5:01 PM, Shannan Campbell <Shannan.Campbell@hillsboroughnc.org> wrote:

Tinka,

Do you have permission from the Cameron Park School to use that field area yet or is that something you're working on? There is a section on the application that requests permission/signature from the property owner if the event is on property that doesn't belong to the organizing entity. I can take care of getting you approval for Town Hall from Hillsborough, but you'll have to get permission from the school.

Thanks,

Shannan Campbell, CZO

From: tinka jordy [mailto:tinka.jordy@gmail.com]
Sent: Tuesday, August 09, 2016 4:25 PM
To: Shannan Campbell <Shannan.Campbell@hillsboroughnc.org>
Subject: Re: Handmade Parade- Special Event Permit Required

Shannan, It will be in Cameron Park behind the Board of Education. Once you have passed this on to the police, I assume they will let us know know who our contact person will be. Hoping it is still Sargeant Parker as he was great. Thanks Tinka

On Tue, Aug 9, 2016 at 4:07 PM, Shannan Campbell <Shannan.Campbell@hillsboroughnc.org> wrote:

Tinka,

Sounds good. Some people can probably park at Town Hall if needed. Staff won't be here or anything. Where is the parade 'finale' to be held?

Thanks,

Shannan Campbell, CZO

From: tinka jordy [mailto:tinka.jordy@gmail.com]
Sent: Tuesday, August 09, 2016 3:19 PM
To: Kristin Prelipp <programs@hillsboroughartscouncil.org>
Cc: Shannan Campbell <Shannan.Campbell@hillsboroughnc.org>
Subject: Re: Handmade Parade- Special Event Permit Required

Hi Shannan,

There is one correction here.

We will be setting up the puppets on the lawn of the town hall as we need that room to spread out puppets. Many have wings etc. We will not be using the parking area for set up.

People will be instructed to drop off their krewes with puppets at that corner and if they choose to they will park at the end of the route at parking deck or parking lots on Margaret and Cameron and shuttle up with provided shuttle, or walk up to the start. All registered participants will get an email with instructions before hand with line up and parking instructions.

Thanks Tinka

On Tue, Aug 9, 2016 at 2:52 PM, Kristin Prelipp <programs@hillsboroughartscouncil.org> wrote:

Dear Shannan,

This afternoon I will turn in our SPECIAL EVENT PERMIT application, for the Hillsborough Handmade Parade which is to take place October 15, 2016 with a rain date of October 22, 2016. We have included:

- A fully completed application that answers all basic application questions
- A map of the parade route clearly designating start point/staging areas and end point. This can be done in google maps or by using a map available on the Town's Special Event Permit webpage linked above.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Sept. 12, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.N		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Katherine Cathey, Human Resources Director/Town Clerk

ITEM TO BE CONSIDERED

Subject:
2017 Board of Commissioners Meeting Schedule

Attachment(s):
Draft 2017 Board of Commissioners Meeting Schedule

Brief Summary:
The 2017 Board of Commissioners Meeting Calendar reflects a change in the board's summer break from August to July in 2017. It includes placeholders for one Joint Meeting with Orange County and one Assembly of Governments Meeting. The dates have not been determined.

Action Requested:
Approve the 2017 Board of Commissioners Meeting Schedule

ISSUE OVERVIEW

Background Information & Issue Summary:
n/a

Financial Impacts:
None

Staff Recommendations/Comments:
Approve the 2017 Board of Commissioners Meeting Schedule

Hillsborough Board of Commissioners Meeting Schedule — 2017

All meetings start at 7 p.m. and are in the Town Barn, located at 101 E. Orange St. on the Town Hall Campus, unless otherwise noted. Times, dates and locations are subject to change.

Monday, Jan. 9	Regular meeting
Thursday, Jan. 19	Joint public hearing with Planning Board
Monday, Jan. 23	Work session
Monday, Feb. 13	Regular meeting
Monday, Feb. 27	Work session
Monday, March 13	Regular meeting
Monday, March 27	Work session
Monday, April 10	Regular meeting
Thursday, April 20	Joint public hearing with Planning Board
Monday, April 24	Work session
Monday, May 8	Regular meeting
Monday, May 22	Work session
Monday, June 12	Regular meeting
Monday, June 26	Work session
Thursday, July 20	Joint public hearing with Planning Board
Monday, Aug. 14	Regular meeting
Monday, Aug. 28	Work session
Monday, Sept. 11	Regular meeting
Monday, Sept. 25	Work session
Monday, Oct. 9	Regular meeting
Thursday, Oct. 19	Joint public hearing with Planning Board
Monday, Oct. 23	Work session
Monday, Nov. 13	Regular meeting
Monday, Nov. 27	Work session
Monday, Dec. 11	Regular meeting

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consideration of Special Use Permit request from Lennar of the Carolinas to develop 200 townhomes on parcel 17 in Waterstone

Attachment(s):

Application; staff report, August Planning Board minutes; draft resolution approving SUP; draft resolution denying SUP. The electronic plans are still available from the public hearing notice on the website

Brief Summary:

Lennar's request to construct 200 townhomes on Parcel 17 was presented at the July public hearing. The request matches the approved Master Plan development for Parcel 17. The Planning Board spent time discussing the application and its impact to connectivity at their August meeting – the draft minutes are attached – and recommended approval with a condition about preventing barriers to pedestrian access.

Action Requested:

Consider approving the resolution to authorize the Special Use Permit, as recommended by the Planning Board.

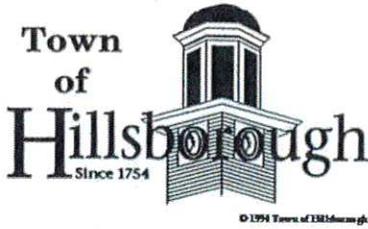
ISSUE OVERVIEW

Background Information & Issue Summary:

See staff report

Financial Impacts:

Staff Recommendations/Comments:



**APPLICATION FOR
Special Use Permit**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278
Phone: (919) 732-1270, Ext. 86, Fax: (919) 644-2390
Website: www.ci.hillsborough.nc.us

Project Title: Waterstone Parcel 17 - Townhomes

Address: Waterstone Drive, Hillsborough, NC

PIN #:
9873-33-3376

Property Owner Name: SLF II NC - Waterstone, LLC

Mailing Address: 5949 Sherry Lane, Suite 1750

City, State, Zip: Dallas, TX 75225

Phone:
214-259-2373
E-mail:
OVEST@STRATFORDLAND.COM

Applicant Name: Lennar of the Carolinas - Mitch Huff

Mailing Address: 909 Aviation Parkway

City, State, Zip: Morrisville, NC 27560

Phone:
919-414-9853
E-mail:
Mitch.Huff@Lennar.com

Surveyor/Engineer: McAdams - Ryan Akers

Mailing Address: 2905 Meridian Parkway

City, State, Zip: Durham, NC 27713

Phone:
919-361-5000
E-mail:
akers@mcadamsco.com

Zoning: ESU

Adjacent Zoning: ESU, EDH-2, and R1

Acreage: 57.08

Phases: 1

Water Service: Public Water Well

Sewer Service: Public Sewer Septic Tank

Existing Structures:
N/A - Vacant

Proposed Structures:
200 Town homes, 1 clubhouse with amenities

Critical Areas:

- Flood
- Drainage / Stream
- Pond
- Steep Slopes
- Cemetery
- Easements
- Historic

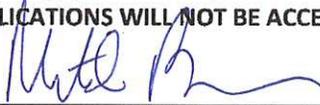
 **RECEIVED**
5/23/2016 Tom King

	Bldg A	Bldg B	Bldg C	Bldg D	Bldg E	Complies
Expected Uses	*					
Expected Employees	*					
Hours of Operation	*					
Phase	*					
Setbacks	*					
Impervious Surface	*					
Parking Spaces	*					
Number of Signs	*					
Height of Signs	*					
Building Height	*					

* See Site Plan Data Table

I/We certify that all of the information presented by me/us in this application is accurate to the best of my/our knowledge, information, and belief.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF PROPERTY OWNER.



5.19.16

Applicant's signature

date



5/19/2016

Property Owner's signature

date



MEMORANDUM

Date: May 23, 2016

To: Town of Hillsborough

From: Brian Purdy, RLA- McAdams
&
Lennar Homes- Development Team

Re: Waterstone- Parcel 17 - Special Use Permit Narrative Responses

Town (#1);

A statement as to the applicant's preferred green building or sustainable building rating system for the project indicating the performance level intended to be met for the development site or structures in the application materials.

Response:

All Lennar homes are Energy Star 3.0 certified as well as Environments for Living (EFL) certified. In order to become EFL certified, we meet specific building standards that are designed to result in homes that are safer and more energy efficient, comfortable and durable than conventionally built homes. Lennar homes feature tight construction, improved thermal systems, fresh air ventilation, MERV 16 air cleaners, 15 SEER HVAC systems, pressure balancing, internal moisture management, programmable thermostats, low E windows and combustion safety. The average Lennar home has a HERS index score of 67, where most new construction falls in the 80's. A typical resale home is over 100. In 2015, Lennar led the market and built 736 Energy Start certified homes - more than any Triangle area builder.

Town (#2);

A statement as to the applicant's expected water use for the daily operations of the site upon completion. Projects will be required to demonstrate water saving or reuse measures that will be employed (show baseline & their use).

The John R. McAdams
Company, Inc.

Raleigh / Durham, NC
2905 Meridian Parkway
Durham, North Carolina 27713
(919) 361-5000

Charlotte, NC
3436 Toringdon Way
Suite 110
Charlotte, North Carolina 28277
(704) 527-0800

McAdamsCo.com



RECEIVED
5/23/2016
Tom 18

Town of Hillsborough
Waterstone- Parcel 17
May 23, 2016
Page 2 of 4

Response:

Using the state guidelines for water consumption per household of 400 gpd/home, we believe the maximum expected water usage for the proposed 200 units will approximately 80,000 gallons per day. This water use is the basis for domestic distribution line sizing. The actual water usage from the development will theoretically fall on the 85th percentile, or 68,000 gpd. This would be the site use base line. The new home construction will propose energy star appliances and low-flow utility fixtures (clothes washer, dish washer, low-flow toilets, low-flow shower heads) so the 400 gpd/home is expected to be much less. The actual building baseline will be established with greater refinement of the building plumbing design which is still in process.

As to the site water usage; namely the pool/clubhouse and irrigation demand for common area, the land plan has been developed to reduce the amount of turf areas and, as a result, lessen the amount of irrigation needed. There is no reclaimed water available for irrigation purposes, however, the site will utilize native and drought-tolerant plant species which require less irrigation.

Town (#3);

Applicants proposing 20 or more dwelling units shall indicate the provisions they intend to make in support of maintaining the diversity of housing types and housing price points in Hillsborough.

Response:

The community will offer two collections of attached homes: The Heritage and Ardmore Collection townhomes. The Heritage Collection is four 3 bedroom, 1-car garage plans 1,627 – 2,085 SF, including one first floor master plan. The Ardmore Collection townhomes are four 3 bedroom, 2-car garage plans 1,836 – 1,938 SF. Many of these homes also include spacious loft areas in addition to the traditional living space. These collections appeal to an array of buyer profiles including first time, professionals, young families and move-downs all seeking affordable housing with low-maintenance and convenient locations. The proposed amenity is designed to provide a gathering place for adults and children. The Hillsborough market is currently undersupplied in housing options for buyers seeking to

Town of Hillsborough
Waterstone- Parcel 17
May 23, 2016
Page 3 of 4

be under \$300k. As of 5/20/16, only 38 active listings in MLS meet this criteria with only 6 of those listings new construction. Waterstone will provide affordability to a variety of buyers in a desired submarket with high demand and very few current housing options.

Town (#4);

A statement as to how the proposal satisfies the findings found in Section 3.8.3 (General Standards/Findings of Fact).

Section 3.8.3

The Town Board shall not approve a Special Use Permit application unless it makes each of the following findings concerning the proposed special use:

- (a) That the use or development is located, designed, and proposed to be operated so as to maintain the public health, safety, and general welfare.**

Response:

As proposed, the development program is intended to provide permanent housing and recreational amenities through a cohesively designed neighborhood located within the Waterstone Master Planned Community. This development is proposed to be operated so as to maintain the public health, safety, and general welfare of all residents and visitors. These are critical factors in the success of the development.

- (b) That the use or development complies with all required regulations and standards of this Ordinance, including all applicable provisions of Articles 4, 5, and 6 and all applicable regulations;**

Response:

As proposed, the use and development comply with all Town of Hillsborough regulations and standards. The use is permitted within the previously approved Waterstone Master Plan.

- (c) That the use or development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous**



Town of Hillsborough
Waterstone- Parcel 17
May 23, 2016
Page 4 of 4

property, or that the use or development is a public necessity; and

Response:

As proposed, the use and development is located, designed, and proposed to be operated so as to maintain or enhance the value of contiguous property. The development is in keeping with other similarly design projects within the Waterstone Master Plan while buffer protections are provided to surrounding properties that are outside of the Waterstone Master Plan.

(d) That the use or development conforms with the general plans for the physical development of the Town and is consistent with the Town's Comprehensive Plan.

Response:

As proposed, the use and development conforms with the general plans for the physical development of the Town and is consistent with the Town's Comprehensive Plan. This development is within Parcel 17 of the Waterstone Master Plan which allows for up to 200 attached or detached residential units. Accordingly, the use is in conformance with the Town's approved and adopted plans.



North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Pat McCrory
Secretary Susan Kluttz

Office of Archives and History
Deputy Secretary Kevin Cherry

June 3, 2016

Kelly Roth
The John R. McAdams Company, Inc.
2905 Meridian Parkway
Durham, NC 27713

Re: Waterstone Mixed Use Development, Waterstone Drive, Hillsborough, LEN 15010,
Orange County, ER 16-0888

Dear Ms. Roth:

Thank you for your letter of May 16, 2016, concerning the above project.

We have conducted a review of the project and are aware of no historic resources which would be affected by the project. Therefore, we have no comment on the project as proposed.

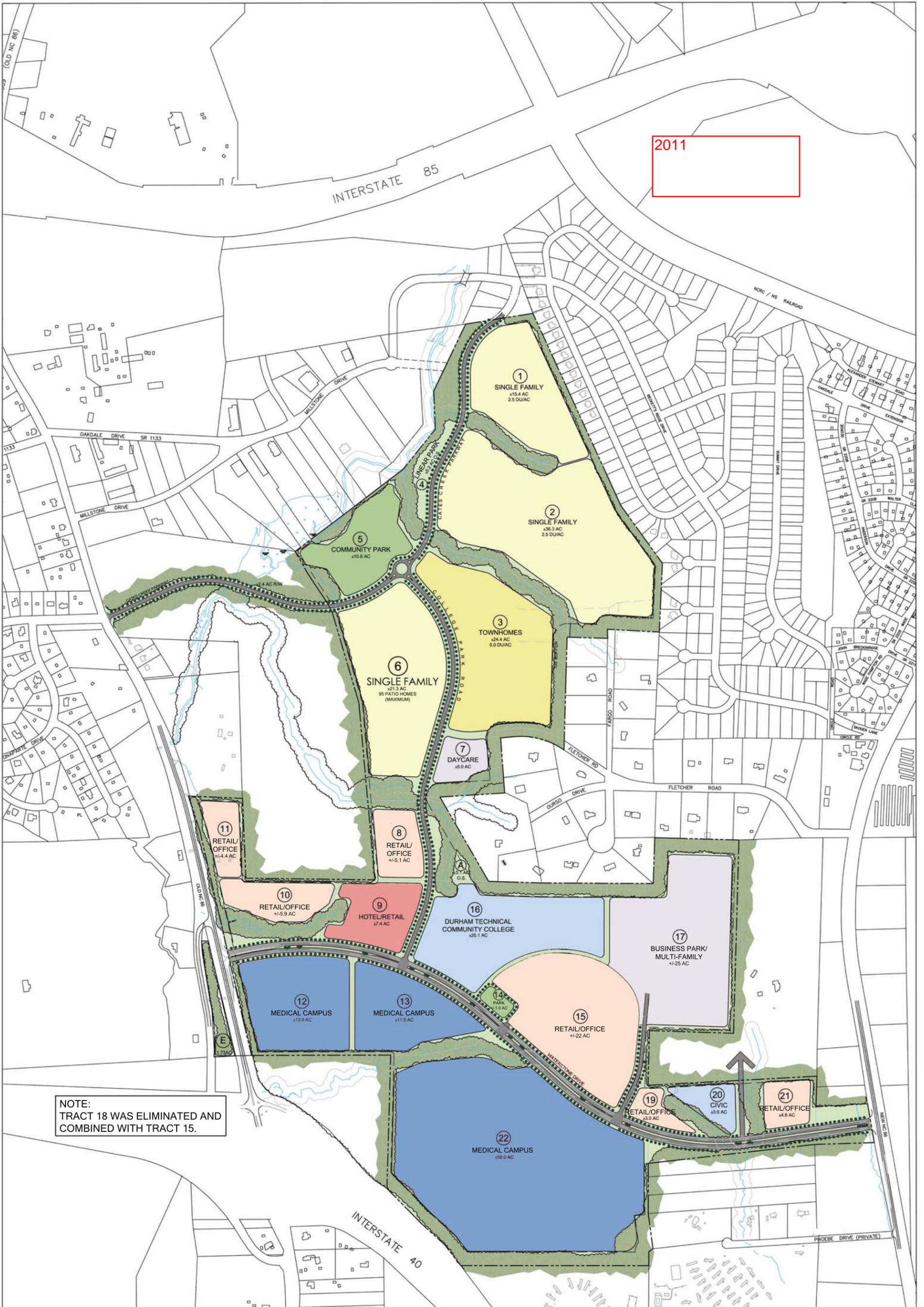
The above comments are made pursuant to Section 106 of the National Historic Preservation Act and the Advisory Council on Historic Preservation's Regulations for Compliance with Section 106 codified at 36 CFR Part 800.

Thank you for your cooperation and consideration. If you have questions concerning the above comment, contact Renee Gledhill-Earley, environmental review coordinator, at 919-807-6579 or environmental.review@ncdcr.gov. In all future communication concerning this project, please cite the above referenced tracking number.

Sincerely,

A handwritten signature in blue ink that reads "Renee Gledhill-Earley".

for Ramona M. Bartos



**September 2016 Town Board meeting
Staff Report**

GENERAL INFORMATION:

Project Title: Lennar of the Carolinas townhomes

Requested Action: Special Use Permit

Existing Zoning: Entranceway Special Use

Master Plan: Parcel 17 - Single Family

- This tract will be reduced in size to approximately 43 acres.
- This tract will be developed as no more than 200 residential units, either detached or attached. The intent is for the units to be for-sale.
- That the developer shall install a significant centerpiece (e.g., fountain, statue or monument) on this Parcel to serve as a symbol of the Waterstone development (the “Centerpiece”). All costs associated with the design, installation and maintenance of the Centerpiece shall be borne by the developer, or, in its sole discretion, a property owners’ and/or tenants’ association to be established by the developer. The specific design of the Centerpiece shall be submitted as part of the application for a Special Use Permit for this Parcel. The developer shall give special consideration to any proposed designs of the Centerpiece which are submitted by artists who reside in the Town or Orange County.

The application is substantially complete. The appraisers report is being provided in advance, but the appraiser will be available at the meeting to testify if there are questions.

Background:

In the original Waterstone Master Plan, Parcel 17 had no frontage on Waterstone Drive and was reserved for a Continuing Care retirement Center. The site was accessed by a Loop Road and surrounded by Mixed Use Parcels. Subsequent modifications to the Master Plan changed this parcel’s use to include a business park or apartments, removed the Loop Road and combine the acres slated for mixed use. The last modification also reconfigured the shape and size. Parcel 17 now has some road frontage and parcel 15 has significant frontage to create non-residential use opportunities. (3 versions of the Master Plan are attached for reference)

Parcel 14 was originally set aside as a 1 acre urban park to be owned and maintained by the development. It was surrounded by retail type uses, so it was seen as a public gathering space or town square. The revised condition for Parcel 17 merged in this requirement for a “centerpiece”. The applicant has placed the amenity center for the neighborhood in that location as a substitute. The idea of an urban park of 1 acre, no longer surrounded by retail or services doesn’t seem highly functional or desirable. The town never intended to accept responsibility for this park, it

was meant as a development amenity. The amenity center for the proposed neighborhood attempts to replicate some of those intentions, while still providing the necessary amenities to their residents on a private basis. Walking trails in this area will be available to the public, but the pool is not. While this condition was not modified in the last review, staff feels the need for a public gathering space is no longer present, so the need for the urban park is gone. The site provides welcoming walking trails to ease and encourage pedestrian activity around and through the development, which is a town goal.

Stagecoach Run

During the 2011 master plan modifications the town was informed that the original developers had made a private agreement with the Homeowners Association in Stagecoach Run for certain concessions for additional setback adjacent to their homeowners, depending on the adjacent uses. The town cannot legally enforce this agreement as it is between two private parties, but the plan seems to substantially comply with the intent of the agreement.

Terry Property

The original plan for Waterstone envisioned to need to provide access to the Terry property from the Waterstone street network. This plan accomplishes that by having the first 250' feet or so of the second access drive be dedicated public with a public right of way stub out to the east to connect to the Terry property.

Tree Preservation/Survey

The Unified Development Ordinance allows applicants with sizable parcels to provide sample tree surveys rather than inventorying the entire parcel. This applicant has selected 6 sample areas, mostly in areas that will be wholly undisturbed by the development. The details and report are on page C-1 of the plan set. The applicant has asked for no buffer encroachments to accommodate the development of this site, so the perimeter buffer will be intact with existing trees.

Traffic

The consulting engineer who prepared the original Traffic Impact Study for Waterstone provided an updated memo indicating the reduction is estimated trips this development plans over previous development options on this parcel. NCDOT did not have any comments as the site access is from town roads, but they did not foresee any impacts to the nearby state roads intersections.

Recreation

The Parks and Recreation Board reviewed the plan at their June meeting. They recommended approval of Waterstone Parcel 17 site plan with encouragement to add amenities to meet resident needs and community goals such as setting space aside for pollinator or community gardens.

Utilities

Kenny Keel has reviewed the most recent plans and confirms the availability of public water and sewer service to the site. Review comments have been addressed, if approved he will review the construction drawings for full compliance.

Solid Waste

Orange County has confirmed they will serve the site for curbside recycling with their contractor using roll-out carts. Waste Industries have confirmed they can serve the site for residential trash pick-up with roll-out carts. Lennar intends to wrap this service in the development, hence the plans do not show dumpsters. As an attached housing development with private streets, town pick-up of trash is not available.

Schools

The plans were sent to the Board of Education staff in advance of the public hearing. The availability of CAPs is not required until an applicant attempts to build a project, not at this point in the review process.

The applicant presented the project at public hearing. Neighbors from Waterstone Terraces had questions, concerns, and requested more non-residential development in the neighborhood. No comments were specifically in favor or in opposition to the project.

The extent to which the general public will be allowed to access portions of the site is still somewhat unclear.

Planning Board recommendation

The Planning Board discussed the connectivity to the Durham Tech site at length. They concluded that the location of the road bed was likely NOT where the pedestrians would pick to connect between the sites and suggested that the applicant remove a portion of the trail and not encourage pedestrian connections in this location.

The topic of public pedestrian access along the sidewalks within the neighborhood also garnered significant discussion. The members recommended that a condition be added to the project that the restrictive covenants and home owners' association documents clearly grant public access and not install signage to prevent general public use.

Townhome developments generally have access easements that cover their street network to allow for package delivery and the like. We can review the documents when they are submitted to make sure the language is broad enough to cover this concern.

The Board did vote unanimously in favor of the project.

MINUTES
HILLSBOROUGH PLANNING BOARD
Thursday, August 18, 2016
7:00 PM, Town Barn

PRESENT: Chair Dan Barker, Chris Wehrman, Lisa Frazier, Vice Chair Toby Vandemark, Erin Eckert, Jenn Sykes, Janie Morris, Doug Peterson, James Czar

STAFF: Planning Director Margaret Hauth, Town Attorney Bob Hornik and Kevin Hornik

ITEM #6: Special Use Permit request from Lennar of the Carolinas to develop 42.2 acres on the north side of Waterstone Drive as 200 townhomes with amenities as defined in the Waterstone Master Plan for revised parcel 15 and 17. Part of OC PIN 9873-33-3376

Ms. Hauth reviewed that this went to public hearing in July and there were concerns about the public access to the walkways on the site. A great deal of discussion ensued on this topic.

Ms. Sykes thinks the connectivity will organically happen. She is wondering how it connects with commercial development. Ms. Morris is thinking that an HOA sets the rules. Ms. Sykes thinks it will naturally happen, especially if the commercial development fits with walking through there. She is wondering whether some light should be placed to make it safer. Chair Barker said there's a natural slope there so he doesn't think a desired path will form there.

Michael Birch, representing the applicant, said what the board is discussing matches the applicants concerns: the liability and safety concerns as these trails go around the playground and pool. Also, there are increased maintenance costs if it's used by additional people. Also, it's longer to go through the site than to go down Waterstone Drive. The applicant's preference is to keep it fully private.

There was some discussion among board members about the trail not being desirable and perhaps putting a split-rail fence across the road bed to direct walkers south, but that would potentially reduce the applicant's recreational points. Having a stubbed trail piques interests in people to discover what is beyond the edge of the trail. There was a recommendation to make up the points in some other way.

This board acknowledged that a concern had been raised about cul-de-sacs but a couple of members spoke up in favor of cul-de-sacs. There was discussion of the gray area of whether sidewalks are public. Ms. Eckert urged that sidewalks be open to everyone.

Mr. Hornik said Forest Ridge allowed public access through to get to the Riverwalk and Corbin Woods allowed public access to get to US 70. There was question of whether legally the public can establish an easement by use.

Mr. Birch said the developer doesn't plan to put up obstructions to the sidewalks. The HOA has the ability to post signs. The two examples of Mr. Hornik are acknowledging what would otherwise be a heavily traveled public walkway anyway. This is a one-way in and one-way out street with a cul-de-sac. We recognize the HOA has the ability to put up signs in the future, Mr. Birch said. Several board members pushed back that it would create the feeling of a gated community. Mr. Czar said he felt it was reasonable for the HOA to acknowledge that it doesn't want to be liable for users of the sidewalk. Ms. Morris said she understands Ms. Eckert's concerns but thinks it's out of this board's control.

The board expressed desire to more actively promote the idea of allowing sidewalks to be open despite the roads being private.

Ryan Akers, civil engineer with McAdams, said common access easements covers the roads and sidewalks and he can't imagine a sign going up that would tell people they can't walk on the sidewalks.

Mr. Hornik advised that this board recommend that the developer consider requiring that the HOA documents prohibit gates or signs prohibiting people from using the sidewalks.

MOTION: Ms. Vandemark moved to recommend that the project go forward with the stipulation that the restrictive covenants of the HOA include language to the effect of not having any kind of prohibition on people walking through the neighborhood and language banning gates and signage. Ms. Sykes seconded.

VOTE: Unanimous

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS

**RESOLUTION GRANTING A SPECIAL USE PERMIT AFFECTING
Approximately 42.2 acres on the north side of Waterstone Drive
known as parcel 17 in the Waterstone Master Plan**

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from Lennar of the Carolinas for a Special Use Permit to develop parcel 17 in Waterstone as 200 townhomes with amenities on approximately 42.2. acres on the north side of Waterstone Drive and part of OC PIN 9873-33-3376; and

WHEREAS, the Town of Hillsborough Planning Board and the Board of Commissioners conducted a joint public hearing to consider the application on July 21, 2016 after giving notice thereof as required by law; and

WHEREAS, at the aforesaid public hearing, the Applicant and all others wishing to be heard in connection with the Application were given an opportunity to do so; and

WHEREAS, the Town of Hillsborough Planning Board has made it's recommendation to the Town of Hillsborough Board of Commissioners regarding the Application;

WHEREAS, the Town of Hillsborough Board of Commissioners has considered the recommendation of the Planning Board and all the information and testimony presented to it at the public hearings.

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of _____, seconded by _____, this 12th day of September, 2016 as follows;

1. The Board of Commissioners has considered all the information presented to it both in support of and in opposition to the application at the July public hearing;

2. The Board of Commissioners finds that the requested permit is within its jurisdiction according to the Table of Permissible Uses, that the application is complete, and that if the proposed development is completed as proposed in the application, subject to the Special Conditions attached hereto, it will comply with the requirements of the Unified Development Ordinance.

3. The Special Conditions attached hereto are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general, and to insure that the provisions established by Section 3.8 and 5.2.9.2 of the Unified Development Ordinance are met.

4. Upon adoption of this Resolution, the Town of Hillsborough shall issue a Special Use Permit in the standard form with the Special Conditions attached and notice of this decision

and issuance of the special use permit shall be transmitted forthwith in accordance with Section 3.8.16 of the Unified Development Ordinance.

5. The Special Conditions applying to this Special Use Permit are:
 - a. The Town Engineer will approve final water, sewer plans for the site.
 - b. The Town will inspect the tree protection fencing/clearing limit demarcation before grading begins.
 - c. All other required permits and reviews will be secured by the applicant before construction begins, including but not limited to: fire, solid waste, soil and erosion control, stormwater, zoning, and building code.
 - d. The application materials including but not limited to the plan set dated July 11, 2016 and application/narrative materials received May 23, 2016 and included in the joint public hearing packet are those approved with this permit.
 - e. Certificate of Adequate Public Schools issued by School Superintendent must be provided to the town prior to the approval of a final plat for the development or phase within the development.
 - f. Neither the developer nor any property owners association shall cause or allow any sign to be posted prohibiting public access to sidewalks within the development.

The foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes:

Noes:

Absent or Excused:

Dated: _____

Katherine M. Cathey, Town Clerk

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS RESOLUTION
DENYING THE APPLICATION OF Lennar of the Carolinas
FOR A SPECIAL USE PERMIT**

WHEREAS the Applicant, Lennar of the Carolinas, applied to the Town of Hillsborough for a Special Use Permit on approximately 42.2 acres on the north side of Waterstone Drive and involving Parcel 17 of the Waterstone Master Plan to develop 200 townhomes; and

WHEREAS the Town of Hillsborough Planning Board and Board of Commissioners have conducted a public hearing on the application and have reviewed the site plans, information and testimony presented both in favor of, and in opposition to, the Special Use Permit; and

WHEREAS on August 18, 2016, the Hillsborough Planning Board considered the application and made its recommendation to the Board of Commissioners with respect to the application.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS this 12th day of September, 2016 as follows:

1. The Board of Commissioners has reviewed the application, all the testimony presented and materials submitted to it in connection with the application, and the Planning Board's recommendation, and finds and concludes that the application is incomplete and/or if completed as proposed the development will not comply with the following requirements of the Unified Development Ordinance:

OR

1. The Board of Commissioners has reviewed the application, all the testimony presented and material submitted to it in connection with the application, and the Planning Board's recommendation, and finds that though the application satisfies the requirements of Unified Development Ordinance Section 3.8.3, if the development is completed as proposed, more probably than not the development will (a) materially endanger the public health or safety; and/or (b) substantially injure the value of adjoining or abutting property; and/or (c) will not be in harmony with area in which it is to be located; and/or (d) will not be in conformity with the officially adopted land use plan, thoroughfare plan and/or other plan, as more particularly established by the following facts in the record:

WHEREFORE, upon a motion by Commissioner _____, seconded by Commissioner _____, the foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes:

Noes:

Absent or Excused:

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Discussion with Habitat for Humanity about the development of affordable dwellings in Waterstone

Attachment(s):

Request

Brief Summary:

Update from Habitat for Humanity about the development of affordable housing in Waterstone.

Action Requested:

Discussion and guidance

ISSUE OVERVIEW

Background Information & Issue Summary:

Habitat has acquired the 2.12 acre parcel in Waterstone designated for affordable housing development. The original Waterstone approval conditions envisioned the construction of 24 townhomes on this parcel. Habitat has been working with Ashton Woods, the developers of the adjacent Waterstone Terrace townhomes regarding design, access, and homeowners' fees and responsibilities.

Since so much time has passed since the condition was placed on Waterstone, Habitat wants to communicate their current intention to the board for guidance and agreement before finalizing designs and submitted required paperwork. The exact amount and types of assistance the project may need from the town have not been finalized as of the preparation of this agenda item.

Financial Impacts:

Staff Recommendations/Comments:

Hillsborough Board of Commissioners Meeting

September 12, 2016

Senior Housing at Waterstone



Our Vision



Everyone in Orange
County has a decent
place to live.



Orange County Strategic Plan for Affordable Housing

Goal 4:

Provide an adequate supply of affordable and suitable housing options for older residents to age in place, for those over housed and or priced out due to market forces, maintenance and other uncontrollable costs and promote and develop a range of affordable housing design choices and locations that allow them to remain in their community of choice in Orange County.



Research Findings on Local Senior Affordable Housing Options

- Adelaide Walters, Chapel Hill; Carolina Spring Apartments, Carrboro; Eno Haven, Hillsborough; and First Baptist & Manley Estates, Chapel Hill
- **General Observations:**
 - All rental
 - On-site property manager, at least part-time
 - All properties have long waiting lists, 50 plus or minus; wait times are years, not months
 - Most tenants are fully independent, some have limited mobility



Research findings

- Average age mid-to-late 70s
- Less than half drive-- bus and other transportation service is important
- Identifying and helping to transition people who are no longer able to live independently is left up to family where possible, but sometimes DoA gets involved for assessment.
 - There are no good alternatives for low income people who can no longer live independently



Research findings

- Most apartments are small, single bedroom with little if any unrelated sharing of apartments
- Tenants pay 30% of income for rent
- Most apartments are "accessible" (Universal design principles), some are fully handicap accessible, e.g., counters and cabinets adapted for wheelchairs, etc.
- Most have alarm cords for fall intervention, neighbors are usually first responders
- Most have common areas for small group gatherings, some have spaces for things such as potluck gatherings



Focus Groups

- 3 Focus groups held in July by UNC School of Public Health Intern with oversight by Department on Aging
- 30 participants total



Focus Group Concerns, Issues, Feedback

- Concerns about ability to handle maintenance, especially exterior
- Concern about re-sale- don't want responsibility for themselves or heirs to sell property
- Inability to afford increases in monthly costs or repairs
 - Suggested some type of cap on increases, or **fund to help those who can't pay**



Focus Group Concerns, Issues, Feedback

- Most do not want children to be living within their development
- Pet ownership important to many
- Preference for on site individual primarily for safety
- Most do not want to live with unrelated roommate
- Younger/active seniors concerned about senior living becoming "assisted living"



Focus Group Feedback on Design

- Exposure to natural sunlight important-sky lights or solar tubes could be used for interior units
- Aging in place/safety features are necessary
- Privacy is important, but ...
 - do not want social isolation
 - shared community spaces important
- Universal design, ADA compliant if possible
- Preference for second bedroom for guests, but okay with smaller units as long as affordable



Board Assistance Needed

- Ashton Woods has asked that the Town assume maintenance responsibilities for the access off College Park Road in exchange for lower dues
- Reduction in number of required parking spaces
- Funding to assist lower income residents with future increases in their monthly payments



TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.C	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Request from Stratford Land to allow for the construction of a median break in Waterstone Drive to allow for left turns between Old NC 86 and College Park Road

Attachment(s):

Request – drawing and letter with comments from interested companies

Brief Summary:

In their efforts to market Pods 10 and 11 in Waterstone (northeast side of Waterstone Drive and Old 86), the Stratford folks have indicated the lack of direct access of Waterstone Drive is making the site unappealing. They are asking for approval of a median break to install a left turn into the sites (see the attached map).

Action Requested:

Discussion/Decision. This is not an amendment to a SUP or Master Plan, but does require a vote by the board.

ISSUE OVERVIEW

Background Information & Issue Summary:

Waterstone Drive is presently the only 4-lane street in Hillsborough. I met with the project engineer and the NCDOT district engineer to discuss this request. NCDOT doesn't have a role in approving this request since there is no direct impact to a state facility. He did caution about the importance of access management, noting that if a left turn lane is allowed for site access to the north, it is reasonable to expect the parcel on the south side of Waterstone Drive will have a similar request – which will then beg the question of the need for a signal at these driveways and College Park Road. A signal at College Park Road may be needed at the project build-out regardless of possible driveways.

There is no published standard that indicates this turn lane is contrary to engineering practices. The information attached from the engineer indicates this request is not out of the ordinary. I believe the question before the board is a policy trade-off between hopefully enticing desirable commercial development and preserving the long-term functionality of this roadway section.

Financial Impacts:

Staff Recommendations/Comments:

I had suggested to the developer that I could support added flexibility in our sign regulations to help direct folks to other driveways if that would be enough to entice retailers to commit.



September 2, 2016

Ms. Margaret Hauth, AICP
Planning Director/Assistant Town Manager
Town of Hillsborough
101 East Orange Street
Hillsborough, NC 27278

Subject: Request for left turn lane on Waterstone Drive – Supplemental Information

Dear Ms. Hauth,

Please accept this additional information that we believe will be helpful to Town Staff and the Town Board of Commissioners for the consideration of the proposed left turn lane on Waterstone Drive to Tracts 9 and 10 at our Waterstone project.

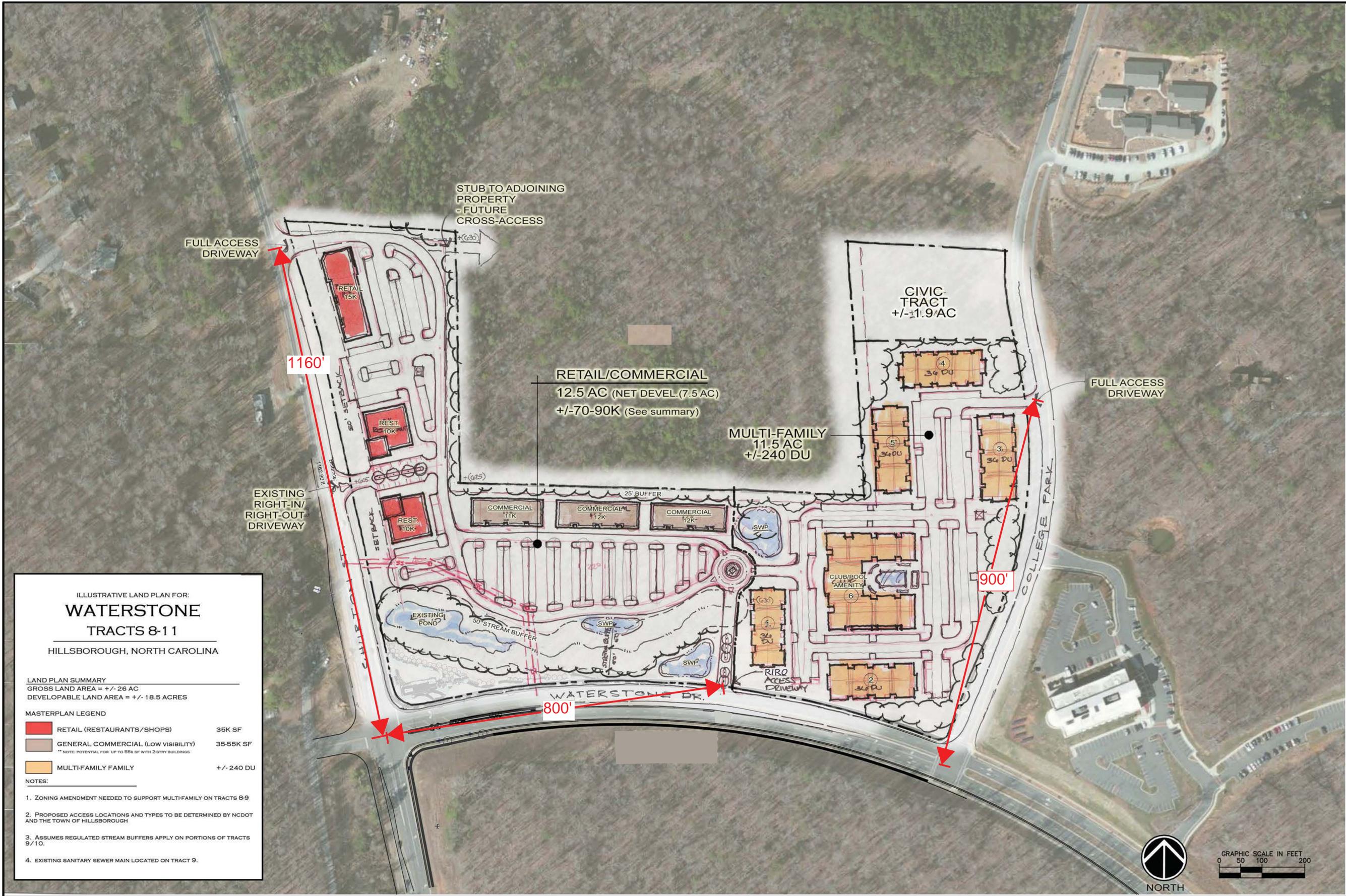
We have shown these commercial properties to a significant number of commercial land users and the majority of them have declined the location primarily for access and visibility issues. We understand that you have expressed that the Town might be willing to provide some flexibility on proposed signage for this site, so we plan to pass that along to possible end users of these tracts and hopefully we can come back to you with a more specific proposal.

The end users we have visited with also express that the access doesn't work well, but might be willing to consider the site if we could improve the access, particularly from Waterstone Drive. The following represent a short list of specific users that have said that access was an issue.

- [REDACTED] (retail developer) – Access would need to be improved and visibility is low. A higher population count is needed for a grocer. Area is still a little green but on the radar.
- [REDACTED] (convenience store/fuel) - Access and visibility are issues with the site and will need to be improved. Right in, right out is not enough.
- [REDACTED] (convenience store/fuel) - Access seems to be an issue with the site as well as visibility from 86. Will keep site in mind.
- [REDACTED] (retail developer) – Need more rooftops. Access isn't great from a retail perspective. Low visibility on 86.
- [REDACTED] (grocer) – Need more rooftops. Access looks to be an issue. Right in, right out is not enough. Signage on 86 would be beneficial.
- [REDACTED] (fast foot user) – Visibility is low off of 86. Signage on 86 is needed to help with this issue. Access would need to be improved.
- [REDACTED] (gym user) – Area seems a little green and visibility is poor. Access would need to be improved as we a right in, right out is not ideal.

Please note that we have not asked these end users for permission to publish their concerns, so we would ask that the Town keep this information confidential.

Very Truly Yours,
Ocie Vest
Senior Vice President Entitlements
Stratford Land



ILLUSTRATIVE LAND PLAN FOR:
WATERSTONE TRACTS 8-11
 HILLSBOROUGH, NORTH CAROLINA

LAND PLAN SUMMARY
 GROSS LAND AREA = +/- 26 AC
 DEVELOPABLE LAND AREA = +/- 18.5 ACRES

MASTERPLAN LEGEND

■	RETAIL (RESTAURANTS/SHOPS)	35K SF
■	GENERAL COMMERCIAL (LOW VISIBILITY) <small>** NOTE: POTENTIAL FOR UP TO 55K SF WITH 2-STORY BUILDINGS</small>	35-55K SF
■	MULTI-FAMILY FAMILY	+/- 240 DU

NOTES:

- ZONING AMENDMENT NEEDED TO SUPPORT MULTI-FAMILY ON TRACTS 8-9
- PROPOSED ACCESS LOCATIONS AND TYPES TO BE DETERMINED BY NCDOT AND THE TOWN OF HILLSBOROUGH
- ASSUMES REGULATED STREAM BUFFERS APPLY ON PORTIONS OF TRACTS 9/10.
- EXISTING SANITARY SEWER MAIN LOCATED ON TRACT 9.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.D	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consideration of Request from Little School to amend their special use permit to construct additional parking and increase their enrollment

Attachment(s):

Application and plans; minutes from 2008 SUP public hearing; draft resolution approving modification

Brief Summary:

The approved Special Use Permit for the Little School limits their enrollment to 196 students. Their enrollment has exceeded that limit, which has contributed to the parking concerns the town has heard about in the vicinity. The owners have been working with the neighbors to reconfigure the site to create additional parking. That proposed reconfiguration, and a request to remove the enrollment cap have been submitted as a modification. The next step is for board members to determine whether a public hearing is needed on this Special Use Permit modification. The application was submitted in time to be scheduled for the October public hearing.

Action Requested:

Direction as to whether this request requires a public hearing and/or action on the modification request

ISSUE OVERVIEW

Background Information & Issue Summary:

The request involves granting new waivers and releasing a condition from the original approval – all items that place the request in the “modification” rather than “minor change” category. The applicant worked very closely with the adjoining resident in Stagecoach Run who is most impacted by the waiver request.

Ashton Woods owns the land immediately north of the site and whether it will be developed as a driveway will likely not be resolved until development plan for the affordable townhomes is implemented. Access to this property is not part of the Little School request.

Financial Impacts:

Staff Recommendations/Comments:



APPLICATION FOR
Special Use or Conditional Use Permit Modification

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 732-1270, Ext. 73, 86, Fax: (919) 644-2390
Website: www.ci.hillsborough.nc.us

Project Title: The Little School Permit Type: SUP CUP
Address: 301 College Park Rd. Hillsborough, NC PIN #: 9873256187^{Mod.}

Applicant Name: Civil Consultants, Inc.
Mailing Address: 3708 Lyekan Pkwy. Suite 201 Phone: 919-490-1645
City, State, Zip: Durham, NC 27707 E-mail: tony.whitaker@civil-consultants.com

Property Owner Name: Little School Development Group, LLC
Mailing Address: 301 College Park Rd. Phone: 919-644-1818
City, State, Zip: Hillsborough, NC 27278 E-mail: jenniferdocke@gmail.com

Minor Change Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

see attached narrative

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the Issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

[Signature] 8-16-16
Applicant's signature date
[Signature] 8-16-16
Property Owner's signature date

DEPARTMENT USE ONLY	Date Received: _____	SUP/CUP #: _____
Fee: \$ _____ .00	Receipt #: _____	Staff: _____

Special Use Permit Modification

The Little School

Hillsborough, NC

The Little School requests a modification of its Special Use Permit to increase the number of vehicle parking spaces on the property, in order to improve traffic and safety conditions during morning drop-off and afternoon pick-up activities. Due to the ages of children being served by the School, it is necessary for arriving vehicles to be temporarily parked while the accompanying adult escorts each child to and from the building and signs the child into or out of the School's temporary care. When these conditions are added to the baseline parking demand for staff and volunteers, the School's parking needs are larger than the available number of spaces onsite.

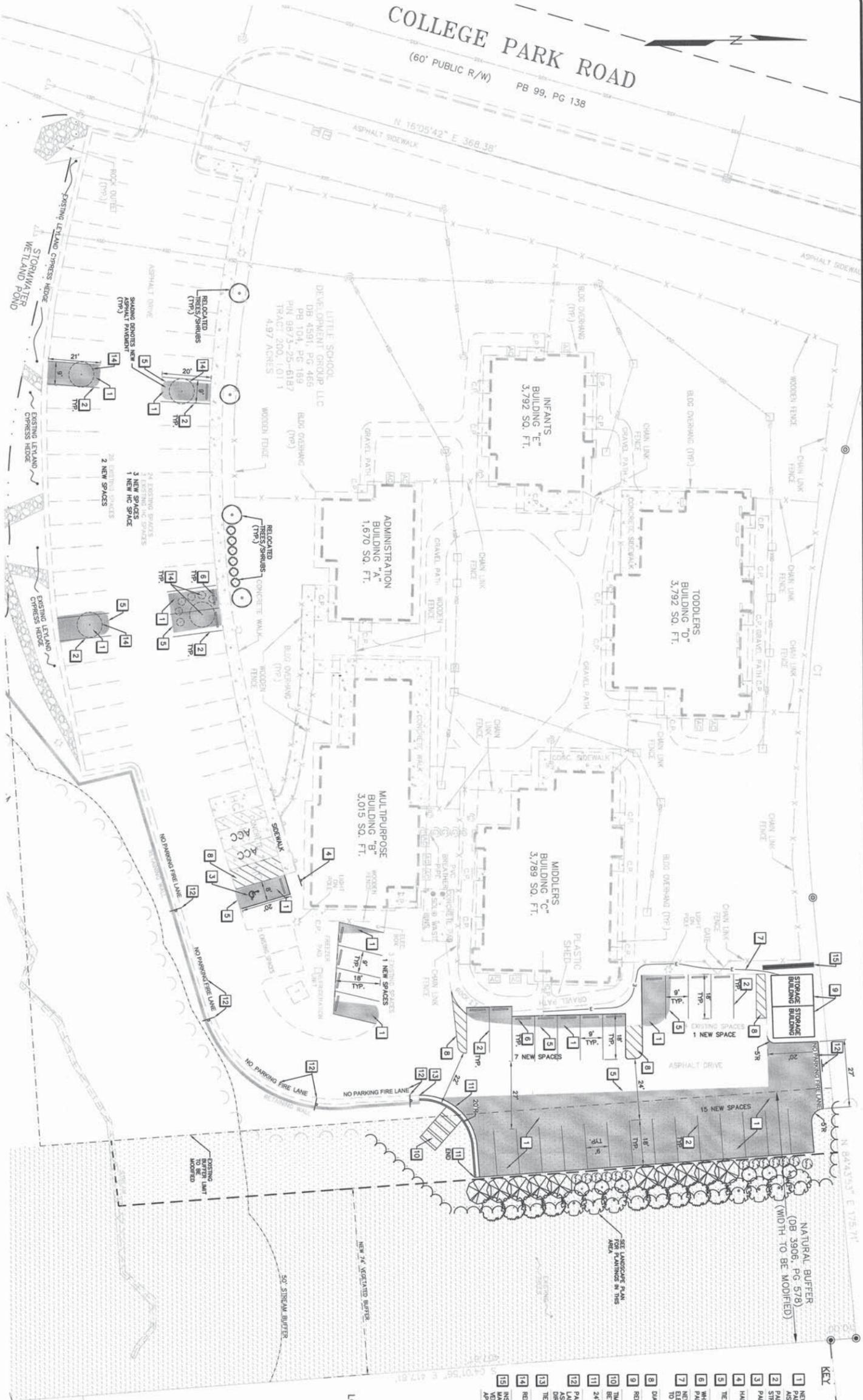
The School has already implemented some non-structural measures such as encouraging staff and parents to use efficient and safe parking behaviors, staggering drop-off and pick-up times, and incentivizing carpooling and offsite parking. School staff regularly monitors traffic during peak periods and works to keep vehicles moving as efficiently and safely as practical. However, more parking spaces are needed to improve capacity, reduce frustration, and ensure that fire lanes remain passable.

Secondly, the School requests a modification of the perimeter buffer width along the eastern property boundary, and modification of internal parking area landscape standards, in order to properly accommodate the additional parking spaces. After thorough coordination with the adjoining property owner, an alternate perimeter buffer design has been cooperatively developed to provide a sufficient vegetative screen.

Lastly, the School requests removal of the SUP condition which limits the number of children that the School may serve on the property. The number of students is already limited by practical constraints and by State regulations related to building area and playground size. These facilities are already maximized on the property.

COLLEGE PARK ROAD

(60' PUBLIC R/W) PB 99, PG 138



- ### SITE NOTES
- PROPERTY BOUNDARY AND EXISTING CONDITIONS INFORMATION TAKEN FROM A AS-BUILT SURVEY BY MCDONALD'S ENTITLED THE LITTLE SCHOOL (WATERSTONE LOT 7), DATED 01/12/2010.
 - THE FIELD SURVEY INFORMATION DESCRIBED ABOVE HAS BEEN SUPPLEMENTED WITH FIELD SURVEY BY CALDWELL SURVEYING.
 - PROVIDE POSITIVE DRAINAGE ALONG AND FROM ALL OUTLETS.
 - ALL SITE CONCRETE SHALL HAVE A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 3000 PSI UNLESS OTHERWISE INDICATED.
 - ALL AGGREGATE BASE AND PAVING WORK SHALL COMPLY WITH NCOT STANDARDS. SPECIFIED PAVEMENT THICKNESS REFERS TO COMPACTED THICKNESS.
 - UNLESS OTHERWISE SPECIFIED, ALL PAVEMENT MARKINGS SHALL BE PER THE STANDARD SPECIFICATIONS FOR ROAD AND STRUCTURES, LATEST EDITION, AND SHALL HAVE A MINIMUM DRY FILM THICKNESS OF 10 MILS. ALL MARKINGS SHALL BE WHITE UNLESS OTHERWISE SPECIFIED OR REQUIRED BY GOVERNING AUTHORITIES.
 - UNLESS OTHERWISE SPECIFIED, ALL PAVEMENT MARKINGS SHALL BE PER THE STANDARD SPECIFICATIONS FOR ROAD AND STRUCTURES, LATEST EDITION, AND SHALL HAVE A MINIMUM DRY FILM THICKNESS OF 10 MILS. ALL MARKINGS SHALL BE WHITE UNLESS OTHERWISE SPECIFIED OR REQUIRED BY GOVERNING AUTHORITIES.
 - ALL ACCESSIBLE PARKING SPACES, AISLES, RAMP'S, SIGNAGE, PAVEMENT MARKINGS, CROSSWALKS, AND ROUTES SHALL MEET APPLICABLE REQUIREMENTS OF THE NORTH CAROLINA BUILDING CODE AND LOCAL REGULATIONS AND ORDINANCES.
 - REPAIRS TO EXISTING PAVED AREAS, CURBS, WALKS, ETC. SHALL BE DONE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR ROAD AND STRUCTURES, LATEST EDITION, AND SHALL BE ACCEPTABLE TO THE OWNER AND REGULATORY AUTHORITIES.
 - EXHIBENTS SHOWN HEREON SHALL NOT BE USED AS A BASIS FOR A LEGAL DESCRIPTION OR AS AN ATTACHMENT TO A DEED OF EVIDENT.

- ### LANDSCAPE NOTES
- CONTRACTOR TO VERIFY ALL PLANT QUANTITIES AS SHOWN ON PLANS.
 - ALL LANDSCAPED AREAS INCLUDING SHOULD BE MULCHED.
 - NO PINE STRAW MULCH SHALL BE PLACED WITHIN 10 FEET OF ANY BUILDING FOUNDATIONS.
 - ALL MULCH SHALL BE ORGANIC, 3" DEEP AND SHALL BE PLACED 3" AWAY FROM THE TRUNK OF ANY TREE.
 - AVOID STAKING OF TREES UNLESS THEY BECOME UNSTABLE AFTER PLANTING AND DURING THE WARRANTY PERIOD. REMOVE ALL STAKING MATERIAL AS SOON AS THE TREE IS STABILIZED AND NO LATER THAN 1 YEAR AFTER PLANTING.
 - ALL PLANT MATERIAL SHALL CONFORM TO THE STANDARDS OF THE AMERICAN NATIONAL STANDARD FOR NURSERY STOCK, ANSI Z601 (AMERICAN NURSERY AND LANDSCAPE WASHINGTON, DC 20005).

811
Know what's below.
Call before you dig.
(Or call 1-800-632-4949)

GRAPHIC SCALE
1 inch = 20 feet

PRELIMINARY
DO NOT USE FOR
CONSTRUCTION

REV.	DATE	DESCRIPTION	BY

THE LITTLE SCHOOL
SPECIAL USE PERMIT MODIFICATION
HILLSBOROUGH, NORTH CAROLINA

PARKING LAYOUT & LANDSCAPING PLAN

N/F
ALBERT T. KITTRELL
PB 33, PG 123
PIN 9873-34-1241
LOT 3 STAGECOACH RUN
SUBDIVISION

KEY KEYED NOTES - SITE PLAN

- NEW STAIRCASE PARKING USE STANDARD-DUTY FOR NEW ASSE.
- PAINTED PARKING SPACE STRIPING USING 4" WIDE WHITE STRIPES.
- HANDICAPPED PARKING SPACES ON POST.
- SEE IN TO EXISTING PAVEMENT.
- WHEEL STOPS - SEE DETAIL SET 24" FROM EDGE OF PAVEMENT.
- RELOCATE EXISTING ELECTRICAL SERVICE FROM BUILDING TO EXISTING ELECTRICAL SERVICE IN YARD.
- DIAGONAL YELLOW STRIPES.
- RELOCATED STORAGE SHED BUILDINGS.
- TRIMMER STEPS WITH 3" LANDING AREAS SCORE AT 1% BETWEEN TRIMMER TO BE INSTALLED BY OWNER.
- 24" CURB AND GUTTER.
- PAINT CURB YELLOW AND INSTALL "NO PARKING - FIRE ASSE" EVERY 40 FT. PER TOWN FIRE MARSHAL DIRECTION.
- RELOCATE EXISTING CURB AND GUTTER.
- RELOCATE EXISTING TREES/SHRUBS.
- INSTALL SEGMENTAL BLOCK RETAINING WALL AS NEEDED. MAXIMUM WALL HEIGHT SHALL BE 36" UNLESS PROVIDED OTHERWISE. APPROVAL REQUIRED FROM TOWN ENGINEER FOR APPROVAL PRIOR TO INSTALLATION.



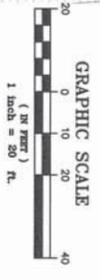
civil consultants
LAND PLANNERS + CIVIL ENGINEERS
WWW.CIVIL-CONSULTANTS.COM

3708 LYCKAN PARKWAY • SUITE 201 • DURHAM, NC 27707
919.490.1645 PHONE
Lic. #C-1030

SHEET NO.
C3



**PRELIMINARY
DO NOT USE FOR
CONSTRUCTION**



Know what's below.
Call before you dig.
(Or call 1-800-432-4949)



**THE LITTLE SCHOOL
PARKING ADDITION
SPECIAL USE PERMIT MODIFICATION
HILLSBOROUGH, NORTH CAROLINA**

**GRADING & EROSION
CONTROL PLAN**



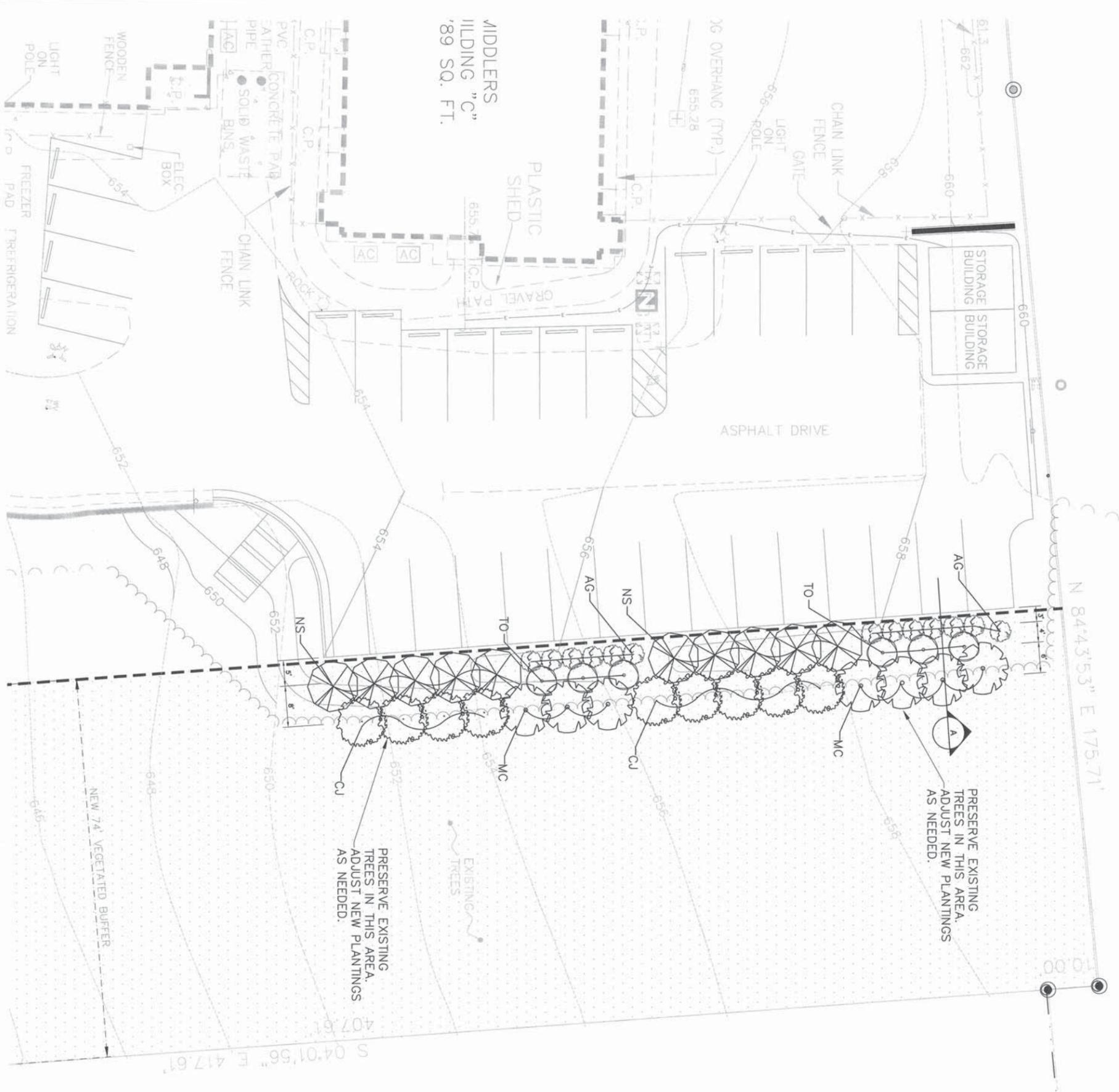
civil consultants
LAND PLANNERS + CIVIL ENGINEERS
WWW.CIVIL-CONSULTANTS.COM

3708 LYCKAN PARKWAY • SUITE 201 • DURHAM, NC 27707
919.490.1645 PHONE
Lic. #C-1030

DATE	REV.	DESCRIPTION	BY
August 17, 2016			

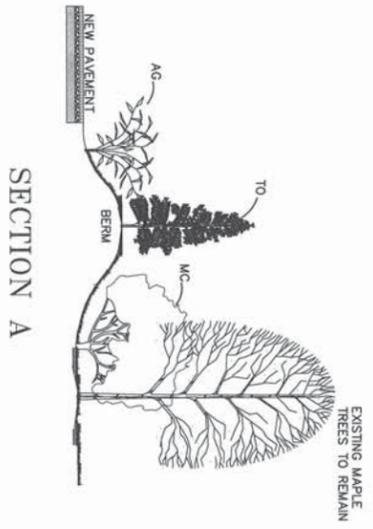
SHEET NO.
C4

P:\2011\06032011_SIP modification.dwg, Landscape, 8/19/2016 4:16:17 PM



PLANT LIST

SYMBOL	BOTANICAL NAME	COMMON NAME	SPACING	QTY.	SIZE	ROOT
BUFFER PLANTINGS						
AG	<i>Abelia x grandiflora</i>	Glossy Abelia	4' o.c.	13	1.25' ht.	Container
TO	<i>Thuja occidentalis 'Emerald Green'</i>	Emerald Green Arborvitae	8' o.c.	6	4' ht.	Container
NS	<i>Ilex 'Nelle Stevens'</i>	Nelle Stevens Holly	8' o.c.	10	3' ht.	Container
CJ	<i>Coryla japonica</i>	Coryla	8' o.c.	9	3' ht.	Container
MC	<i>Myrica cerifera</i>	Wax Myrtle	8' o.c.	7	1.5' ht.	Container



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SPECIAL USE PERMIT MODIFICATION
HILLSBOROUGH, NORTH CAROLINA**

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MINUTES
JOINT PUBLIC HEARING
HILLSBOROUGH TOWN BOARD and PLANNING BOARD
Thursday, July 17, 2008
7:00 PM, Gordon Battle Courtroom, Orange County Courthouse

BOARD OF COMMISSIONERS PRESENT: Commissioners Frances Dancy, Brian Lowen, Mike Gering, and Evelyn Lloyd.

ABSENT: Mayor Tom Stevens, absence excused; Commissioner Eric Hallman, absence excused.

PLANNING BOARD MEMBERS PRESENT: Chair Matthew Farrelly, Dan Barker, Kate Flaherty, Dave Remington, Barrie Wallace, Bryant Warren, Stephen Whitlow, and Elizabeth Woodman.

STAFF PRESENT: Planning Director Margaret Hauth, Town Attorney Bob Hornik, and Assistant Town Manager Nicole Ard.

ITEM #4: Special Use Permit request from North Chatham Investment, LLC to develop the Little School on College Parke Road (Lot 7 (4.97 acres) in Waterstone) as a daycare for 196 students with parking and outdoor play and instructional areas (part of TMBL 4.45.45).

Ms. Hauth pointed out that everyone who wanted to give testimony tonight would need to be sworn in. She outlined the proposal to develop Lot 7, and noted that it had been specifically designated on the master plan as a daycare center. According to the conditions for Waterstone, the development could contain up to 14,000 square feet of floor area and must not exceed 65% impervious surface, she said.

Ms. Hauth noted the cursory review comments from Orange County and others, and said that there were a number of special conditions that the applicant had requested. During the SUP application process, an applicant may request waivers to nearly any ordinance or master plan condition, she said, adding that the applicant must show good cause to the Board. Ms. Hauth drew Board members attention to the “general findings of fact” that they would have to make before approving the SUP. She noted that a detailed proposal from the applicant was in the packet.

Mr. Farrelly explained that he would need to leave the meeting early and would pass the gavel back to commissioner Gering.

Cara Lacey, Kevin Hamak, Travis Blake, Jennifer Diaz, Kenneth Ritchie and David Clinton were sworn in.

Travis Blake, the applicant, presented the SUP request and reviewed the project’s background. He said that families had been turned away in the past due to lack of daycare space. Mr. Blake said that his goal was to provide a facility that had the necessary space and educational ambiance, and also had the environmental and social characteristics of other projects with which he had been involved. Blake and Associates had organized a design team that can meet these criteria, he said, adding that David Clinton of MHA Works, had designed a building that also meets the Triangle J’s criteria for high performance buildings.

Mr. Blake said that Cara Lacey and Kevin Hamak, of John R McAdams Co., had worked hard to design a site plan that incorporates state-of-the-art stormwater retention controls. The eventual landscape plan would provide for the educational goals of the Little School, he said. Mr. Blake described the daycare center as a community-sensitive facility and said that he hoped it would become the standard for future private and governmental facilities.

Mr. Farrelly clarified that the Little School had been in its current location since 2005.

Cara Lacey pointed out that the Little School had been designated on Lot 7 of the Hillsborough master plan. She gave the project’s general orientation, described the surrounding area, and read the master plan’s conditions for that lot. Ms. Lacy noted that the applicant was requesting an increase to 20,000 square feet for possible future expansion. The impervious surface of 25% takes that future expansion into consideration, she said. Ms. Lacey pointed out that the stormwater runoff and size of the bioretention area takes that into consideration as well.

Ms. Lacey reviewed the site analysis, including the hydrology, topography, slopes, and vegetation on the parcel. She said that many of the trees were new growth since the site had been logged 6-10 years ago. An historic road in the southwest corner of the site would be preserved through a conservation easement, Ms. Lacey said.

With regard to the site plan, Ms. Lacey explained that the team had specifically designed the building, parking, stormwater treatment, and open spaces in response to the environmental features of the site. Sustainability had been an overriding theme, she said, adding that this was an exciting project that they were proud to bring forward.

Ms. Lacey pointed out that the building was oriented to make the best use of solar energy and to provide daylight. It is designed to respond to the site's topography, she said, pointing out a series of open and functional outdoor spaces, both natural and formed, that had been designed for passive and active outdoor recreational areas and interaction with nature. Ms. Lacey showed slides of the entry garden, courtyard, and play spaces.

Ms. Lacey provided specifics regarding the site's size and setbacks, and she noted the applicant's request to modify a buffer requirement to 45 feet, 35 of which would remain undisturbed. This modification would be in order to have a bioretention facility on the site rather than the conventional stormwater controls, she explained. Ms. Lacey showed illustrative drawings of the undisturbed 100-foot buffer to the east, a large buffer to the south, the bioretention area, additional screening on the southern portion of the property, and the interactive play areas. She also showed slides of bioretention areas and commented that they look much better than standard stormwater ponds.

Ms. Lacey reviewed the waiver requests. With regard to the increase in floor area, she noted that the applicant would come before the Board again before carrying out any expansion. She mentioned a reduction in the 50-foot setback to 30 feet along College Park Road, and said that signage would conform to zone requirements. Ms. Lacey pointed out that the applicant had made additional commitments to this project--such as screening, preservation of open space, green building design--and these were outlined in the packet. The applicant had received comments from staff and would comply with those comments and revise the plans at the construction drawing phase, she said.

Mr. Farrelly passed the gavel to Commissioner Gering to chair the remainder of the meeting. Mr. Farrelly and Commissioner Lloyd left the meeting, but were not excused.

Dave Clinton, an architect with MHA Works, said it was very important to his team to do all they could environmentally, and they were striving to incorporate as many LEAD features as possible. It was fortunate that the site sloped down to the south, he said, because that allowed them to orient the building in a way that would maintain passive solar control and have nearly all of the windows facing north and south. Mr. Clinton said that this would permit natural lighting so that the children would not be under florescent lights all day.

Mr. Clinton said that they had striven to create a building that would be safe and appropriately scaled for children. This had led to the cluster of smaller connected buildings, the courtyard, and the fenced-in play areas, he said, showing renderings of those areas. Mr. Clinton pointed out the muted tones of the internal spaces and the "arts and crafts" building style, which creates home-like spaces with natural tones, he said. He noted the metal roofs, and said that this would allow photovoltaic energy in the future.

Mr. Whitlow inquired about the small, low windows on the west side of the building. Mr. Clinton explained that those would be in the kindergarten area and were scaled down to child size. He indicated where small sheds with "kid-scale" windows would be as well, noting that it would be like having a clubhouse as part of the classroom.

Ms. Woodman verified that there would be sidewalks along the street. She asked about the relationship between the daycare center and the main street. Mr. Clinton replied that the building was up the hill from the main road and set back about 50 feet. It would hardly be seen from the main street due to existing and planted vegetation and five-foot fences that are required for the children's security, he said. Passersby would be able to see the gables but the buildings themselves would have as little impact on the environment as possible, Mr. Clinton said.

Kevin Hamak, a landscape architect with John R. McAdams, discussed the applicant's vision for natural play areas, as opposed to standard play areas with manufactured playground equipment in a big, mulched space. Natural play areas have many of the same elements as standard play areas, but natural areas are made of natural materials and plants and recycled

materials, such as trees, he said. Mr. Hamak pointed out that natural materials encourage children to engage with their surroundings through discovery, observation, creativity, and imagination..

Mr. Hamak noted some of the benefits of natural play areas to the community as a whole. These included sustainability, education, creativity and health, he said. He told Board members about an experience he's had watching children prefer to play on a natural log rather than on a manufactured piece of play equipment that was nearby.

Mr. Hamak showed slides of recycled materials being used in a natural play system. When programming these areas, he said, they would choose a variety of plant materials, colors, smells, and textures that would engage the children in the creative aspect and connect them with nature. Mr. Hamak pointed out that spending more time outdoors would lead to a more mentally and physically active child and stimulate children's curiosity at an early age.

With regard to Commissioner Woodman's question about sidewalks, Ms. Hauth explained that a required asphalt trail and greenway along College Park Road was already in place. She noted that the Town had not discussed whether or not this site would connect to the townhome site via the driveway. There was a possible connection, which had not been proposed by the applicant but could be discussed if it interests the boards, said Ms. Hauth.

In response to a question from Mr. Barker, Ms. Hauth explained that the Town Board had, at its Monday night meeting, approved an SUP extension for the townhomes. Construction would begin by July 1, 2009, she said. Ms. Hauth proposed that the Boards discuss the concept of whether a connection should be created.

Commissioner Lowen said he thought there should be a connection between the two properties.

Mr. Remington asked where the possible expansion would go. Ms. Hauth indicated small pocket areas on various wings of the building. She noted that the ordinance allows square footage changes, of up to 10 percent for projects that do not exceed 100,000 square feet, to be approved by staff without a formal board review. Ms. Hauth also said that the applicant would conform to whatever sign ordinance was in place when the build is constructed.

With regard to connectivity, Ms. Lacey pointed out that the applicant would provide a sidewalk to College Park Road. However, there typically were few people with small children in townhomes, she said, so the applicant's main concern was safety. Making a connection to the townhomes did not seem plausible at the time they considered it, Ms. Lacey said.

Mr. Clinton added that, from the standpoint of safety and security of children, it is easier to control a road that is one way, in and out. He said that there would be additional access for fire vehicles and other emergency vehicles, but the applicant did not want to provide a shortcut through which curious people could approach the center. With regard to the additions, Mr. Clinton said, each of the three buildings would be able to expand one classroom. Probably no one would be able to tell the difference when driving by after the additions, he said.

Mr. Whitlow ascertained that emergency vehicles would pass through while other vehicles would be kept out by bollards and other devices.

Mr. Remington asked if there were detailed plans on how a retaining wall separating the parking lot from a six-foot drop-off would be constructed. Mr. Hamak replied that a plan would be submitted with the construction drawings. Mr. Remington expressed concerns about the wall's proximity to buffers and clearing limits. Mr. Blake said that the wall would be built to code and would have railings.

Wendy Vavrousek, parent of a former Little School student, was sworn, and praised the nurturing environment at the school, as well as its quality of childcare and philosophical approach toward the environment. She said that the site, as is, does not accommodate the number of children who want to be admitted. When the new center opens, there probably will still be a waiting list, Ms Vavrousek said. She remarked that there were not enough quality childcare facilities in the area, and she urged the Board to approve the SUP.

Dan Shatz, a Stagecoach subdivision resident whose three year-old son is enrolled at the Little School, was sworn, and praised the care that his son receives. He said that the proposed center would fit in well with plans for the area. Mr. Shatz said he could not imagine anyone better suited to running the daycare center than the Little School. He noted that all was being worked out with Waterstone, and he urged the Board to approve the SUP.

Little School Owner Krista Niven, was sworn, and explained that they'd had a dream for a school three years ago when they went through the SUP application process. This plan was what they had always hoped for, she said. Ms. Niven told the Board that the Little School has an extraordinary waiting list. She said it had become difficult to turn families away, especially since they are committed to having children with special needs as part of their population. Ms. Niven said that the proposed project was not only supportive of typically developing children but also of those with special needs, and she asked the Board to approve the SUP.

Mr. Barker inquired about lighting. Ms. Lacey replied that the Cobra lighting was "full cut-off" and would not glare into the residential properties to the east and south. This was the most aesthetically pleasing lighting system that they could choose from Duke Energy, she said.

Ms. Faherty verified that the center's hours of operation would be 7:30 a.m. to 5:45 p.m. Ms. Lacey said that the Little School had agreed in writing to turn the parking lot lights off at 7:00 p.m.

Commissioner Gering asked Ms. Hauth if she had any questions or concerns about the lighting plan. Ms. Hauth replied that there might be a minor tweak on the lighting intensity on the north side, which could mean slightly relocating one light pole. However, it is a compliant plan, and the development is so interior to the site that it meets the ordinance requirements and does not spill over by more than a half-foot candle, she said.

Mr. Whitlow asked if there had been a specific reason for the 14,000-foot maximum requirement in the first place. What was the justification for going beyond that, he asked. Ms. Hauth replied that the applicants had proposed what they thought was reasonable square footage on each of the parcels. The Board had agreed that it was reasonable, given what the impervious surface proposal was, she said. Ms. Hauth noted that there had been no detailed plan analysis.

Mr. Blake explained that the 14,000 square feet had been based on the impervious surface capability of a 4-5 acre lot. They were asking for a little more now so that they would not have to come back again if they want to expand, he said. Mr. Blake noted that the plan still meets the impervious surface requirements.

Ms. Niven commented that the daycare center would like to expand its special services in the future. They would like to have additional space for therapeutic spaces as well, she said.

Mr. Remington remarked that he had been encouraging the construction of a 10,000 square-foot daycare at Windemore. He had wondered why it could not be bigger, he said, noting that the Town needs as large a daycare as possible anywhere it can build one without causing environmental concerns.

Ms. Woodman praised the bioretention area and asked if rain would be harvested for irrigation. Mr. Clinton replied that irrigation would not be necessary on this site. However, it could perhaps be done as an educational tool, he said.

Commissioner Gering determined that there were no further questions or comments.

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS
RESOLUTION GRANTING A SPECIAL USE PERMIT MODIFICATION
AFFECTING 4.97 acres at 301 College Park Road
(OC PIN 9873-25-6187)**

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from the Little School Development Group, LLC for a Special Use Permit modification to release the student enrollment cap, authorize the construction of additional parking, and grant a waiver to the east side property buffer from the existing special use permit; and

WHEREAS, the Town of Hillsborough Board of Commissioners has considered the request and determined a public hearing is not necessary for this modification.

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of _____, seconded by _____, this 12th day of September, 2016 as follows;

1. The Board of Commissioners has considered all the information presented to it both in support of and in opposition at the September meeting, reviewed the minutes of the original Special Use Permit hearing in July 2008 and decided additional public comment was not needed for this modification.

2. The Board of Commissioners finds that the requested permit is within its jurisdiction according to the Table of Permissible Uses, that the application is complete, and that if the proposed development is completed as proposed in the application, subject to the Special Conditions attached hereto, it will comply with the requirements of the Unified Development Ordinance.

3. The Special Conditions attached hereto are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general, and to insure that the provisions established by Section 3.8 and 5.2.9.2 of the Unified Development Ordinance are met.

4. Upon adoption of this Resolution, the Town of Hillsborough shall issue a modified Special Use Permit in the standard form to expand the approvable uses on site as requested and notice of this decision and issuance of the special use permit shall be transmitted forthwith in accordance with Section 3.8.16 of the Unified Development Ordinance.

The foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes:

Noes:

Absent or Excused:

Dated: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.E	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consideration of option to allocate a portion of the Affordable Housing fees in lieu to assist with rental deposits for income eligible families

Attachment(s):

Proposal

Brief Summary:

The board expressed an interest in finding a method of assisting families with rental deposits in an effort to ease relocating for income eligible families (those with Section 8 vouchers). Chapel Hill and Carrboro have been working with a local non-profit – the Community Empowerment Fund – to assist their residents. The Fund staff follow the steps on the attached proposal and initially fund the deposits. The towns then reimburse the Fund. The Fund staff has expressed willingness and interest in providing a similar service to the town.

Action Requested:

Discussion and direction

ISSUE OVERVIEW

Background Information & Issue Summary:

See attached proposal – a budget amendment would be needed to support this program.

Financial Impacts:

The town currently has at least \$50,000 of the anticipated \$240,000 on deposit without plans to spend the funds. Chapel Hill has budgeted \$10,000 and \$15,000 over the last two years to this effort. That funding assisted more than 10 families each year. An allocation between \$5,000 and \$10,000 annually would likely be adequate to address the need, at least initially.

Staff Recommendations/Comments:

There doesn't seem to be a formal agreement or contract with the Community Empowerment Fund for their efforts in Chapel Hill and Carrboro. If the town adopted a budget amendment to allocate a portion of these funds, staff could determine what paperwork and documentation was needed

DRAFT Rental Deposit Assistance Program for the Town of Hillsborough

Based on similarly structured programs in the Town of Carrboro and Town of Chapel Hill

Description and Eligibility Requirements:

The Rental Deposit Assistance program serves households that meet the following criteria:

- Have a current Section 8 Housing Choice Voucher from Orange County
- Seek housing in the Town of Hillsborough
- Need assistance with security deposits and utility connection fees
- Provide the required documentation when they apply for assistance

A household may only receive this assistance once.

Assistance Provided through the Program:

Agencies can apply to the Town on behalf of eligible households for a one-time payment from the Town of Chapel Hill:

- Two-bedroom house maximum grant: \$1,000
- Three-bedroom house maximum grant: \$1,500

Eligible rental and utility connection fees include:

- Security deposits for the lease agreement
- Electric, gas, or water service connection fees

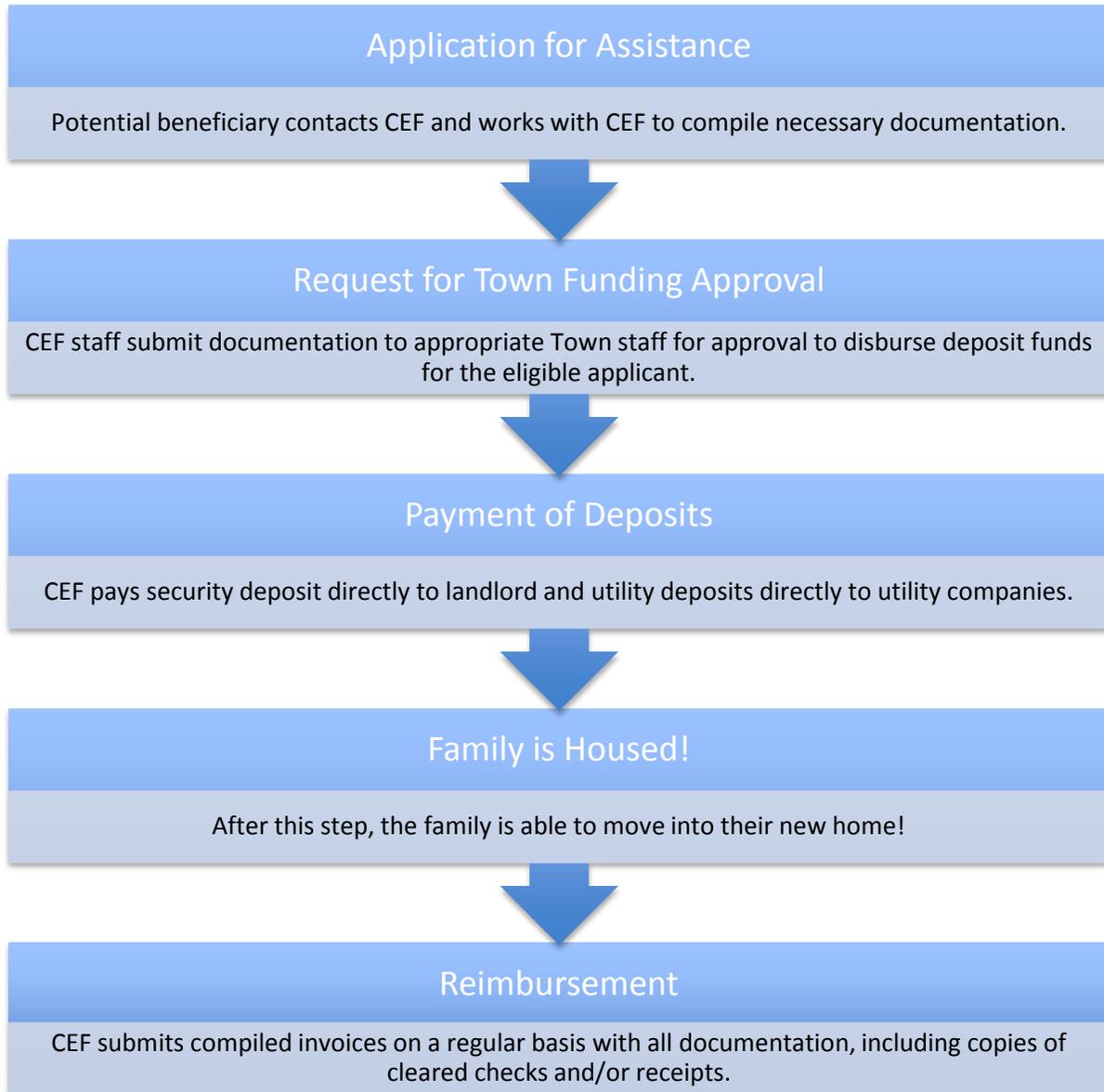
Required Documentation to Receive Assistance

- Households that seek assistance are required to provide the following information in order to receive assistance:
- A copy of Orange County's Request for Tenancy Approval form, showing the amount of the security deposit
- Proof of receipt of a Section 8 housing voucher
- Official documentation showing the amount of utility connection fees

To Apply for Assistance:

Please contact the [Community Empowerment Fund](#) (CEF) at (919) 200-0233.

Program Administration & Processes



TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.F	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Draft School Impact Fee Report

Attachment(s):

Memo from Orange County, Report & table (red box highlights current fees and the 60% level if the new data is implemented)

Brief Summary:

Opportunity to comment on school impact fee report.

Action Requested:

Discuss and provide any comments to the BOCC before October 4

ISSUE OVERVIEW

Background Information & Issue Summary:

The County has not adjusted the school impact fee since 2007. The attached study documents options for how the fees might need to be changed to keep up with current expenses and student generation. The table shows fees based on bedrooms counts in addition to housing type. Current fees address housing type only. This is the information the Board of County Commissioners would rely on if they wanted to adjust the impact fees for either school district. There is a separate report for the Chapel Hill Carrboro Schools which I did not include for brevity. I'd be happy to share it if members are interested.

Historically, the Board of County Commissioners has not set the impact fee at the maximum supportable figure, but at 60% of the maximum supportable figure. At or following the county's public hearing on October 4, the Board of County Commissioners is expected to vote on whether to adjust the impact fees for new residential development.

Financial Impacts:

Staff Recommendations/Comments:

Dear Officials,

In the summer of 2015 Orange County contracted with a consultant, TischlerBise, to conduct a study for each school district to determine the current "Maximum Supportable Impact Fee" (MSIF) that can be charged to new residential construction. TischlerBise has completed the work and the draft impact fee reports, one for each school district, are attached for your review.

Historically, The Board of County Commissioners has not adopted the MSIF but, instead, adopted fee levels at a lesser amount. For the past two updates (2001 and 2008), fee levels were adopted at 60% of the MSIF or a phased transition to 60%.

The recently completed studies disaggregate unit types by the number of bedrooms a unit contains and also break out smaller sized (less than 800 square feet) detached units. Additionally, the study includes information on Age Restricted Units. Previous studies did not disaggregate housing types to this extent. One of the attached files summarizes the MSIF for each school district, shows potential fee levels at various percentages of the MSIF, as well as the percentage change from the current fee levels, if the updated fees were adopted at 60% of the MSIF. Other consistent % may be considered.

You may notice that the Student Generation Rates (SGR) in these studies are different from the rates adopted for SAPFO (Schools Adequate Public Facilities Ordinance, which is separate from the Impact Fee Ordinance) purposes. This is because the rates adopted for SAPFO purposes are based only on ten years of recently constructed housing while the rates for the impact fee studies must be based on the entire housing stock. There is no proposal to change the SAPFO-adopted SGRs as a result of these studies. Although some adopted SGR Amendments were made last year.

The table below illustrates the proposed upcoming meetings related to these studies and updating the amounts charged for school impact fees:

September 6, 2016	Draft reports on regular BOCC agenda for formal receipt of reports and authorization of next steps. (Consultant will present findings).
September 26, 2016	Public Information Meeting to be held at the Whitted Meeting Facility. 6:00 p.m. start time. Consultant and Planning staff to present information. (Meeting will be advertised in the newspapers)
September 29, 2016	School Impact Fee Studies scheduled to be a topic for discussion at the Joint BOCC/School Board meeting. Consultant to be present to address any technical questions.
October 4, 2016	Public Hearing on proposed Ordinance amendments. (Legal Ad will be run). Consultant to finalize studies, incorporating any relevant information received during the meetings held from September 6 through the public hearing. Possible adoption of updated impact fees.
October 18, 2016	BOCC considers adoption of updated impact fee levels, if not adopted on October 4.

If you or your boards have any comments on these draft studies, please send them to me prior to the October 4 public hearing and please cc: Perdita Holtz, Planning Systems Coordinator (pholtz@orangecountync.gov). You are also welcome to attend any or all of the listed meetings to hear the presentations and discussions and to offer comment. If you have questions about this matter, I can be reached at (919) 245-2585 or Ms. Holtz can be reached at (919) 245-2578.

Sincerely,

Craig N. Benedict, AICP

Planning & Inspections/OPT Director
131 W. Margaret Lane, Suite 201
P.O. Box 8181
Hillsborough, NC 27278
cbenedict@orangecountync.gov

CC: Bonnie Hammersley, County Manager
Travis Myren, Deputy County Manager
John Roberts, County Attorney
Gary Donaldson, Chief Financial Officer



SCHOOL IMPACT FEE STUDY

DRAFT

Prepared for

Orange County, North Carolina

August 15, 2016



**4701 Sangamore Road, Suite S240
Bethesda, MD 20816
800-424-4318
www.tischlerbise.com**

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Executive Summary

TischlerBise was retained by Orange County, North Carolina, to calculate impact fees for public schools to meet the demands generated by new residential development for school facilities in the county. The County has been granted authority by the State to implement impact fees for Schools.¹ The purpose of the legislation is to “help defray the costs to the county of constructing certain capital improvements, the need for which is created in substantial part by the new development that takes place within the county.”²

Impact fees are one-time payments used to defray the cost impacts of school facilities necessary to accommodate new development. The payment amount represents new growth’s fair share of capital facility needs. TischlerBise evaluated possible methodologies and documented appropriate demand indicators by type of development for the fee amounts. Specific capital costs have been identified using local data and current dollars. Level-of-Service (LOS) standards and cost factors are presented in this report and are the basis for the calculations. It should be noted that although growth affects both capital and operating expenses incurred by schools, the impact fee analysis addresses new development’s impact on *capital* facilities only. It is further limited to capital improvements that provide additional capacity as opposed to maintenance or rehabilitation.

Orange County is served by two school systems, OCS and CHCCS. TischlerBise analyzed and calculated school impact fees for each school system. This report details the results of the OCS impact fees. The CHCCS report is issued under separate cover.

IMPACT FEE METHODOLOGIES

There are three basic *methodologies* used to calculate impact fees. The **incremental expansion method** documents the current LOS for each type of public facility in both quantitative and qualitative measures. The intent is to use fee revenue to expand or provide additional facilities, as needed to accommodate new development, based on the current cost to provide capital improvements. The **plan-based method** is commonly used for public facilities that have adopted plans or engineering studies to guide capital improvements, such as utility systems. A third approach, known as the **cost recovery method**, is based on the rationale that new development is paying for its share of the useful life and remaining unused capacity of an existing facility or land.

Maximum supportable school impact fees for OCS are derived using the incremental expansion approach. For school capital improvements, the most common methodology employed is typically the incremental expansion method when future capacity needs are anticipated. This approach allows for the greatest

¹ S.L. 1987-460 (“An Act Making Sundry Amendments Concerning Local Governments In Orange And Chatham Counties, Title VI: Orange County Impact Fees”). In addition to schools, other community service facility categories are allowed such as: the acquisition of land for open space and greenways, capital improvements to public streets, bridges, sidewalks, bikeways, on- and off-street surface water drainage ditches, pipes, culverts, other drainage facilities, water and sewer facilities and public recreation facilities. (See Appendix B for a copy of the applicable section of the Act.)

² Ibid, Sec. 17 (b) (1).

flexibility in providing future capacity improvements. Under this methodology, the fees are based on current LOS and project costs for each type of school facility (i.e., elementary, middle, and high), support facilities, portable classrooms, and buses. Land for school sites is not a component of the fee, since the draft 2016 *Orange County, NC Schools Adequate Public Facilities Ordinance Annual Report* indicates “renovation and expansion to existing facilities may delay construction of new schools further into the future.”³ Therefore, new land acquisition is not required at this time. The LOS is documented and the intent is to use fee revenue to provide additional or expanded public school and related facilities as needed to accommodate new development.

The current LOS and capital costs for new or expanded facilities are used to derive a cost per student for each type of school facility. Using the cost per student and the average OCS student generation rate by type of unit, a cost by type of residential unit is derived. The term “student generation rate” refers to the average number of public school students per housing unit in the OCS system. Further discussion on student generation rate calculations is provided in the body of this report and in Appendix A.

A general requirement common to impact fee calculations is the evaluation of *credits*. Two types of credits should be considered, **future revenue credits** and **site-specific credits**. Revenue credits are necessary to avoid potential double payment situations arising from the payment of a one-time impact fee plus the payment of other revenues that may also fund growth-related capital improvements. Revenue credits are dependent upon the fee methodology used in the cost analysis. To avoid this potential double payment situation, future revenue credits are integrated into the fee to account for outstanding debt on OCS school facilities. A credit is necessary since new residential units that will pay the fee will also contribute to future principal payments on this remaining debt through property taxes. A credit is not necessary for interest payments because interest costs are not included in the costs.

The second type of credit, a **site-specific credit**, is for system improvements that have been included in the fee calculations. Policies and procedures related to site-specific credits for system improvements should be addressed in the ordinance that establishes the County’s impact fees. However, the general concept is that developers may be eligible for site-specific credits or reimbursements *only if they provide system improvements that have been included in the fee calculations*. Project improvements normally required as part of the development approval process are not eligible for credits against impact fees.

MAXIMUM SUPPORTABLE SCHOOL IMPACT FEES

Figure 1 provides the schedule of *maximum supportable school impact fees* for OCS in Orange County, North Carolina. For a single-family detached housing unit, the maximum supportable fee amount is \$12,044 for a 0-3 bedroom unit, \$8,952 for a 4+ bedroom unit, and \$3,317 for a unit that is less than 800 square feet; for a single family attached unit, the fee is \$3,665 for a 0-2 bedroom unit and \$5,558 for a 3+ bedroom unit; for a multifamily unit, the fee is \$2,656 for a 0-2 bedroom unit and \$20,677 for a 3+ bedroom unit; and for a manufactured home, the maximum fee amount is \$8,127 per unit. Additionally,

³ SAPFOTAC, 2016 *Orange County, NC Schools Adequate Public Facilities Ordinance* (draft), p. iii.

age-restricted units (those units in developments that restrict the number of units with occupants aged under 55 years old) have a maximum fee amount of \$623. All fees should be collected when building permits are issued.

School impact fees are applied only to residential development and are per housing unit, reflecting the proportionate demand by type of unit. The amounts shown are “maximum supportable” amounts based on the methodologies, LOS, and costs for the capital improvements identified herein. The fees represent the highest amount feasible for each type of applicable development, which represent new growth’s fair share of the capital costs as detailed in this report. The County can adopt amounts that are lower than the maximum amounts shown. However, a reduction in fee revenue will necessitate an increase in other revenues, a decrease in planned capital expenditures, and/or a decrease in LOS.

Figure 1. Maximum Supportable School Impact Fees: OCS

MAXIMUM ALLOWABLE SCHOOL IMPACT FEES: Orange County Schools				
Impact Fee per Housing Unit	Elementary	Middle	High	TOTAL
Single Family Detached				
0-3 Bedrooms	\$4,502	\$3,239	\$4,303	\$12,044
4+ Bedrooms	\$3,417	\$2,540	\$2,995	\$8,952
Single Family Detached Average	\$4,122	\$2,981	\$3,856	\$10,959
Single Family Detached (<800 Sq. Ft.)				
	\$1,790	\$736	\$791	\$3,317
Single Family Attached				
0-2 Bedrooms	\$1,600	\$1,067	\$998	\$3,665
3+ Bedrooms	\$1,763	\$1,730	\$2,065	\$5,558
Single Family Attached Average	\$1,735	\$1,656	\$1,928	\$5,319
Multifamily				
0-2 Bedrooms	\$895	\$625	\$1,136	\$2,656
3+ Bedrooms	\$10,388	\$4,712	\$5,577	\$20,677
Multifamily Average	\$2,386	\$1,288	\$1,824	\$5,498
Manufactured Unit				
	\$3,688	\$2,098	\$2,341	\$8,127
Age-Restricted Unit				\$623

As another option, the County could choose to adopt fees that consolidate bedroom count subcategories within a broader housing unit category. For instance, Single Family Detached homes, which the proposed fee schedule currently divides into two subcategories (0-3 Bedrooms and 4+ Bedrooms), could be charged a single fee regardless of size. If the County decides to pursue this alternative option, the average impact fee by type of unit provided in this report would be the impact fee amount on the adopted schedule.

A note on rounding: Calculations throughout this report are based on an analysis conducted using Excel software. Most results are discussed in the report using one, two, and three digit places, which represent rounded figures. However, the analysis itself uses figures carried to their ultimate decimal places; therefore, the sums and products generated in the analysis may not equal the sum or product if the reader

replicates the calculation with the factors shown in the report (due to the rounding of figures shown, not in the analysis).

Overview

Impact fees are one-time payments used to fund capital improvements necessitated by new growth. This type of fee has been utilized by local governments in various forms for at least 50 years. Impact fees have limitations and should not be regarded as the total solution for infrastructure financing needs. Rather, they should be considered one component of a comprehensive portfolio to ensure adequate provision of public facilities with the goal of maintaining current LOS in a community in the face of new growth. Any community considering impact fees should note the following limitations:

- Impact fees can only be used to finance capital infrastructure and cannot be used to finance ongoing operations and/or maintenance and rehabilitation costs;
- Impact fees cannot be deposited in the local government’s General Fund: the funds must be accounted for separately in individual accounts and earmarked for the capital expenses for which they were collected; and
- Impact fees cannot be used to correct existing infrastructure deficiencies unless there is a funding plan in place to correct the deficiency for all current residents and businesses in the community.

LEGAL FRAMEWORK

U.S. Constitution. Like all land use regulations, development exactions—including impact fees—are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against regulatory takings. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is the protection of public health, safety, and welfare by ensuring that development is not detrimental to the quality of essential public services.

There is little federal case law specifically dealing with impact fees, although other rulings on other types of exactions (e.g., land dedication requirements) are relevant. In one of the most important exaction cases, the U. S. Supreme Court found that a government agency imposing exactions on development must demonstrate an “essential nexus” between the exaction and the interest being protected (see *Nollan v. California Coastal Commission*, 1987). In a more recent case (*Dolan v. City of Tigard, OR*, 1994), the Court ruled that an exaction also must be “roughly proportional” to the burden created by development. However, the *Dolan* decision appeared to set a higher standard of review for mandatory dedications of land than for monetary exactions such as impact fees.

REQUIRED FINDINGS

There are three reasonable relationship requirements for impact fees that are closely related to “rational nexus” or “reasonable relationship” requirements enunciated by a number of state courts. Although the

term “dual rational nexus” is often used to characterize the standard by which courts evaluate the validity of impact fees under the U.S. Constitution, we prefer a more rigorous formulation that recognizes three elements: “impact or need,” “benefit,” and “proportionality.” The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S. Supreme Court in the *Dolan* case. The reasonable relationship language of the statute is considered less strict than the rational nexus standard used by many courts. Individual elements of the nexus standard are discussed further in the following paragraphs.

Demonstrating an Impact. All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the supply of facilities is not increased to satisfy that additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to impact fees. In this study, the impact of development on improvement needs is analyzed in terms of quantifiable relationships between various types of development and the demand for specific facilities, based on applicable level-of-service standards.

Demonstrating a Benefit. A sufficient benefit relationship requires that fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. Procedures for the earmarking and expenditure of fee revenues are typically mandated by the State enabling act, as are procedures to ensure that the fees are expended expeditiously or refunded. All of these requirements are intended to ensure that developments benefit from the fees they are required to pay. Thus, an adequate showing of benefit must address procedural as well as substantive issues.

Demonstrating Proportionality. The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case (although the relevance of that decision to impact fees has been debated) and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify development-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development. The demand for facilities is measured in terms of relevant and measurable attributes of development. For example, the need for school improvements is measured by the number of public school-age children generated by development.

METHODOLOGIES AND CREDITS

Any one of several legitimate methods may be used to calculate impact fees. The choice of a particular method depends primarily on the service characteristics and planning requirements for the facility type being addressed. Each method has advantages and disadvantages in a particular situation, and to some

extent can be interchangeable, because each allocates facility costs in proportion to the needs created by development.

Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities. The following paragraphs discuss three basic methods for calculating impact fees and how those methods can be applied.

Plan-Based Fee Calculation. The plan-based method allocates costs for a specified set of improvements to a specified amount of development. The improvements are identified by a facility plan and development is identified by a land use plan. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. Then, the cost per unit of demand is multiplied by the amount of demand per unit of development (e.g. housing units or square feet of building area) in each category to arrive at a cost per specific unit of development (e.g., single family detached unit).

Cost Recovery Fee Calculation. The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities already built or land already purchased from which new growth will benefit. This methodology is often used for systems that were oversized such as sewer and water facilities. To calculate a fee using the cost recovery approach, the facility cost is divided by ultimate number of demand units the facility will serve.

Incremental Expansion Fee Calculation. The incremental expansion method documents the current LOS for each type of public facility in both quantitative and qualitative measures, based on an existing service standard (such as square feet per student). The LOS standards are determined in a manner similar to the current replacement cost approach used by property insurance companies. However, in contrast to insurance practices, the fee revenues would not be for renewal and/or replacement of existing facilities. Rather, revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards based on current conditions in the community.

Credits. Regardless of the methodology, a consideration of “credits” is integral to the development of a legally valid impact fee methodology. There are two types of “credits” each with specific, distinct characteristics, but both of which should be addressed in the development of impact fees. The first is a credit due to possible double payment situations. This could occur when contributions are made by the property owner toward the capital costs of the public facility covered by the impact fee. This type of credit is integrated into the impact fee calculation. The second is a credit toward the payment of a fee for dedication of public sites or improvements provided by the developer and for which the impact fee is imposed. This type of credit is addressed in the administration and implementation of an impact fee program.

Orange County Schools Impact Fee Overview

The County has seen significant residential growth over the past several years and with it increased enrollment. Growth is expected to continue in the future. Appendix A provides detail on land use and demographic assumptions and projections. To ensure that OCS have adequate capacity to accommodate growth, Orange County is considering implementation of updated impact fees for schools. The County has been granted authority by the State to implement impact fees for schools.⁴ The purpose of the legislation is to “help defray the costs to the County of constructing certain capital improvements, the need for which is created in substantial part by the new development that takes place within the County.”⁵

Orange County is served by two school systems, OCS and CHCCS. TischlerBise analyzed and calculated school impact fees for each school system. This report details the results of the OCS impact fees. The report on the other school system is issued under separate cover. The reports comply with relevant requirements for calculation of impact fees.

OCS impact fees are derived using the incremental approach. This approach determines current LOS standards for school buildings (elementary, middle, and high), portable classrooms, support facilities, and buses. Land for school sites is not a component of the fee, since the draft 2016 *Orange County, NC Schools Adequate Public Facilities Ordinance Annual Report* indicates “renovation and expansion to existing facilities may delay construction of new schools further into the future.”⁶ Therefore, new land acquisition is not required at this time. LOS standards are derived using the adopted standards per the County’s Schools Adequate Public Facility Ordinance (SAPFO) and are expressed as follows:

- School buildings: Square feet per student by type of school,
- Portable classrooms: Classrooms per student by type of school;
- Support facilities: Square feet per student; and
- Buses/other vehicles: Number of vehicles per student

A credit is included in the impact fee to account for outstanding debt on OCS improvements. Further detail on the approach, LOS, costs, and credits is provided in the body of this report.

⁴ S.L. 1987-460 (“An Act Making Sundry Amendments Concerning Local Governments In Orange And Chatham Counties, Title VI: Orange County Impact Fees”). In addition to schools, other community service facility categories are allowed such as: the acquisition of land for open space and greenways, capital improvements to public streets, bridges, sidewalks, bikeways, on- and off- street surface water drainage ditches, pipes, culverts, other drainage facilities, water and sewer facilities and public recreation facilities. (See Appendix B for a copy of the applicable section of the Act.)

⁵ Ibid, Sec. 17 (b) (1).

⁶ SAPFOTAC, 2016 *Orange County, NC Schools Adequate Public Facilities Ordinance* (draft), p. iii.

Student Generation Rates

Demand for additional school capacity will come from new residential development. To determine the level of this demand, student generation rates are used. The term “student generation rate” refers to the number of public school students per housing unit in the OCS system.⁷ Public school students are a subset of school-aged children, which includes students in private schools and home-schooled children.

Student generation rates are important demographic factors that help account for variations in demand for school facilities by type of housing. Students per housing unit are held constant over the projection period since the impact fees represent a “snapshot approach” of current LOS and costs.

TischlerBise obtained student generation data for each school system in the county from Orange County. The student generation rates were calculated using 2013-2014 student address data geocoded to Orange County land records tracking housing unit types. These data were analyzed for units built during two different time periods: prior to 2004, and from 2004 through 2013. Data were collated for these two discrete periods in order to evaluate whether new development patterns and demand trends in the residential market had impacted student generation rates for recently built units. Student generation rates for units constructed from 2004 to 2013 were drawn from an earlier TischlerBise study, finished in May 2015. In some cases, data from these two periods are combined due to availability limitations, as detailed in Appendix A.

Rates are provided for each of the five housing unit types used in the impact fee analysis for each level of school facility: (1) Elementary; (2) Middle; and (3) High. For single family detached homes, separate rates are included for 0-3 bedroom and 4+ bedroom units. For single family attached and multifamily units, separate rates are provided for 0-2 bedroom and 3+ bedroom units. Rates for single family detached (less than 800 square feet) units and manufactured homes are not segmented by bedroom count given the smaller square footage of these types of units. Student generation rates for OCS are shown below in Figure 2.

⁷ Student generation rates are calculated separately for each school system in the County. (See Appendix A for more detail.)

Figure 2. Student Generation Rates: OCS

Type of Unit	School Level			Total
	Elementary (PK-5)	Middle (6-8)	High (9-12)	
Single Family Detached				
0-3 Bedrooms	0.166	0.088	0.125	0.379
4+ Bedrooms	0.126	0.069	0.087	0.283
Total	0.152	0.081	0.112	0.346
Single Family Detached (< 800 Sq. Ft.)	0.066	0.020	0.023	0.108
Single Family Attached				
0-2 Bedrooms	0.059	0.029	0.029	0.118
3+ Bedrooms	0.065	0.047	0.060	0.172
Total	0.064	0.045	0.056	0.165
Multifamily				
0-2 Bedrooms	0.033	0.017	0.033	0.083
3+ Bedrooms	0.383	0.128	0.162	0.673
Total	0.088	0.035	0.053	0.176
Manufactured	0.136	0.057	0.068	0.262

As shown above, a 0-3 bedroom single family detached unit is estimated to generate a total of 0.379 students (with 0.166 in elementary grades, 0.088 in middle school grades, and 0.125 in high school grades), a 4+ bedroom single family detached unit is estimated to generate a total of 0.283 students, and a single family detached unit with less than 800 square feet generates a total of 0.108. For single family attached, a 0-2 bedroom unit is estimated to generate a total of 0.118 students and a 3+ bedroom unit is estimated to generate a total of 0.172; for multifamily units, a 0-2 bedroom unit is estimated to generate a total of 0.083 students and 3+ bedroom unit is estimated to generate 0.673; and a manufactured home is estimated to generate a total of 0.262 students per unit.

Additionally, TischlerBise calculated a generation rate for age-restricted units (those units in developments that restrict the number of units with occupants aged under 55 years old) based on data provided by Epcn Communities. This type of community is relatively new to the development landscape in the Raleigh-Durham-Chapel Hill region. Figure 3 shows available data, which yields a student generation rate of 0.019. As these developments reach maturity and other age-restricted communities come to market, TischlerBise recommends updating the student generation rate calculation for age-restricted units.

Figure 3. Age-Restricted Unit Generation Rates

Development	Location	Homes	Head of Household <55 y.o.	School Age Children
Courtyards at Culp Arbor	Durham, NC	69	2	0
Courtyards at Cary	Cary, NC	15	0	0
Courtyards at Okelly-Chapel	Cary, NC	22	2	0
Villas at Maple Creek	Westerville, OH	52	2	3
		158	6	3

Student Generation Rate 0.019

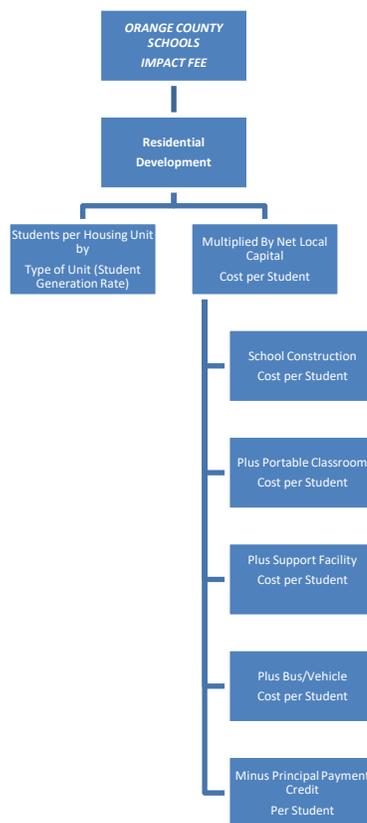
Source: Epcn Communities

Impact Fees: Orange County Schools

METHODOLOGY

The OCS impact fee methodology is based on current average public school student generation rates, LOS standards, and local costs. Figure 4 illustrates the methodology used to calculate the fee. The school impact fees use an incremental expansion approach, which documents the current LOS for public facilities in both quantitative and qualitative measures. The intent is to use impact fee revenue to expand or provide additional facilities, as needed to accommodate new development, based on the current LOS and cost to provide capital improvements. All school levels are included in the fees. Costs for school buildings, portable classrooms, support facilities, and buses/vehicles are included in the fee. The costs are adjusted to account for estimated State funding for capacity projects; therefore, the fees reflect the County’s share of the total costs. Finally, a credit for future principal payments on existing debt is included.

Figure 4. Impact Fee Methodology Chart: OCS



BUILDING LEVEL OF SERVICE STANDARDS

This section provides current inventories of elementary, middle, and high schools in the OCS system. The data contained in these tables are used to determine infrastructure standards for school buildings and sites on which the impact fees are based. The draft 2016 *Orange County, NC Schools Adequate Public Facility Ordinance Annual Report* provides current adopted LOS by school type that are used for the impact fee study. LOS means the amount of students that can be accommodated at a certain school system level. Figure 5 provides the adopted LOS standards.

Figure 5. LOS Standards: OCS

LEVEL OF SERVICE STANDARDS	OCS
Elementary (K-5)	105%
Middle (6-8)	107%
High (9-12)	110%

Source: Orange County, NC, Schools Adequate Public Facilities Ordinance Annual Report 2016 (Draft)

OCS Elementary Schools

The inventory and current LOS for OCS elementary schools are shown below in Figure 6. As indicated below, elementary school buildings have a total of 530,612 square feet of floor area and six portable classrooms. Total enrollment in all elementary schools is 3,318. LOS factors for OCS elementary schools are also shown in Figure 6. The adopted LOS standards (based on 105 percent capacity) for school buildings and portables are shown highlighted in the figure below. As shown, the LOS factors on which the impact fees are based are 136.80 square feet and 0.0015 portable classrooms per student. It should be noted that the capacity figures reflect mandated reduced class size for Grades K-3 from 1:23 to 1:21, reflecting actual current LOS and the standards by which new schools will be planned and built.

Figure 6. OCS Elementary Schools

ELEMENTARY SCHOOLS (K-5) Inventory, Enrollment, and Levels of Service Facility	Building Square Feet	Portables Classrooms	SAPFO SY 15-16 Membership [1]	Capacity	Current Level of Service
Cameron Park Elementary	70,812	2	609	565	108%
Central Elementary	61,382	0	319	455	70%
Efland Cheeks Elementary	65,084	0	428	497	86%
Grady Brown Elementary	75,016	1	486	544	89%
Hillsborough Elementary	72,872	0	466	471	99%
New Hope Elementary	100,164	2	621	586	106%
Pathways Elementary	85,282	1	389	576	68%
TOTALS	530,612	6	3,318	3,694	90%

Elementary School Levels of Service	Demand Units (Students)	Building SF	Portables
LOS per Student based on Current Enrollment	3,318	159.92	0.0018
LOS per Student based on Capacity	3,694	143.64	0.0016
LOS based on Adopted LOS Standard (105%)	3,879	136.80	0.0015

[1] SAPFO Capture Date Membership, Nov. 13, 2015

Source: Orange County; OCS

OCS Middle Schools

The inventory and current LOS for OCS middle schools are shown below in Figure 7. As indicated below, middle school buildings have a total of 390,933 square feet of floor area. There are no portable classrooms. Total enrollment in all middle schools is 1,739. LOS factors for OCS middle schools are shown in Figure 7. The adopted LOS standards (based on 107 percent capacity) for school buildings and portables are shown highlighted in the figure below. As shown, the LOS factors on which the impact fees are based are 168.68 square feet and 0.000 portable classrooms per student.

Figure 7. OCS Middle Schools

MIDDLE SCHOOLS (6-8) Inventory, Enrollment, and Utilization Facility	Building Square Feet	Portables Classrooms	SAPFO SY 15-16 Membership [1]	Capacity	Level of Service
A.L. Stanback Middle	136,000	0	635	740	86%
C.W. Stanford Middle	132,140	0	654	726	90%
Gravelly Hill Middle	122,793	0	450	700	64%
TOTALS	390,933	0	1,739	2,166	80%

<i>Middle School Levels of Service</i>	<i>Demand Units (Students)</i>	<i>Building SF</i>	<i>Portables</i>
LOS per Student based on Current Enrollment	1,739	224.80	0.000
LOS per Student based on Capacity	2,166	180.49	0.000
LOS based on Adopted LOS Standard (107%)	2,318	168.68	0.000

[1] SAPFO Capture Date Membership, Nov. 13, 2015

Source: Orange County; OCS

OCS High Schools

The inventory and current LOS for OCS high schools are shown below in Figure 8. As indicated below, high school buildings have a total of 430,703 square feet of floor area. There are no portable classrooms. Total enrollment in all high schools is 2,469. LOS factors for OCS high schools are shown in Figure 8. The adopted LOS standards (based on 110 percent capacity) for school buildings and portables are shown highlighted in the figure below. As shown, the LOS factors on which the impact fees are based are 160.54 square feet and 0.000 portable classrooms per student.

Figure 8. OCS High Schools

HIGH SCHOOLS (9-12) Inventory, Enrollment, and Utilization Facility	Building Square Feet	Portables Classrooms	SAPFO SY 15-16 Membership [1]	Capacity	Level of Service
Orange High	217,203	0	1,298	1,399	93%
Cedar Ridge High	206,900	0	1,140	1,000	114%
Partnership Academy	6,600	0	31	40	78%
TOTALS	430,703	0	2,469	2,439	101%

<i>High School Levels of Service</i>	<i>Demand Units (Students)</i>	<i>Building SF</i>	<i>Portables</i>
LOS per Student based on Current Enrollment	2,469	174.44	0.000
LOS per Student based on Capacity	2,439	176.59	0.000
LOS based on Adopted LOS Standard (110%)	2,683	160.54	0.000

[1] SAPFO Capture Date Membership, Nov. 13, 2015

Source: Orange County; OCS

SCHOOL CONSTRUCTION COSTS

TischlerBise analyzed costs for school construction in the OCS system. Costs for completed and planned school projects in OCS were provided by the Orange County Finance Office and OCS. TischlerBise adjusted previous costs to current (2016 Q1) dollars, where appropriate, using the Turner Building Index, a well-known and widely available construction price index. Current school costs represent the average costs to construct elementary, middle, and high schools in the OCS System. As shown in Figure 9, construction costs average between \$202 and \$252 per square foot. Specifically, the costs are as follows—elementary: \$202 per square foot; middle: \$223 per square foot; and high: \$219 per square foot.

Figure 9. School Project Costs

School	Year	Cost	Index Factor	Adjusted Cost [1]	Square Feet	Cost per SF	Capacity	Cost per Seat
Elementary School Prototype (per seat) [2]	-	\$27,678	-	\$27,678	136.80	\$202	1	\$27,678
Gravelly Hill Middle	2006	\$22,369,811	122%	\$27,362,821	122,793	\$223	700	\$39,090
Cedar Ridge High	2003	\$27,987,060	156%	\$43,715,698	206,900	\$211	1,000	\$43,716
Planned Cedar Ridge High Addition [3]	2017	\$12,583,000	N/A	\$12,583,000	50,000	\$252	500	\$25,166
			<i>High Subtotal</i>	<i>\$56,298,698</i>	<i>256,900</i>	<i>\$219</i>	<i>1,500</i>	<i>\$37,532</i>
		\$62,967,549		\$83,689,196	379,830	\$220	2,201	\$38,023

[1] Adjusted using the Turner Building Cost Index, 2016 First Quarter Forecast

[2] Derived as a percentage of the CHCCS cost per sq. ft. for elementary schools. TischlerBise defined a) the relationship between OCS and CHCCS of the average cost per sq. ft. for all recent school projects and b) the relationship between CHCCS's elementary school and its middle and high schools. These two percentages are then multiplied by CHCCS's cost per sq. ft. for middle schools to derive the OCS cost.

[3] The cost estimate for this project is in 2015 dollars and was not index-adjusted. Adjusted cost subtotals and totals include this unadjusted cost.

PORTABLE CLASSROOM COSTS

Orange County currently uses portable classrooms for additional classroom capacity with a total of 6 classrooms in use currently. The cost for each portable classroom is \$78,000, per Orange County staff.

SUPPORT FACILITIES

The impact fees also include costs to provide support facilities such as administrative office space, maintenance facilities, and bus garages. For OCS, support facilities include Board of Education office space and the Maintenance Shop. The joint-use Transportation Facility serves both school systems in the county and, therefore, costs are allocated to current enrollment in *both districts* (see Appendix A). Costs were confirmed with OCS staff. The following two figures reflect current LOS and cost factors for these facilities.

Figure 10. Support Facilities – OCS

Facility	Square Feet	Cost Per Sq Ft	Bldg Cost
Board of Education (OCS)	6,210	\$200	\$1,242,000
Maintenance Shop (OCS)	17,559	\$200	\$3,511,800
Total	23,769	\$200	\$4,753,800

Current Total OCS Enrollment	7,526
Building LOS (sq. ft. per student)	3.16
<i>Building Cost per Student</i>	<i>\$631.65</i>

Source: Orange County Schools

Figure 11. Support Facilities – Serving OCS and CHCCS

Facility	Square Feet	Cost Per Sq Ft	Total Cost
Transportation Facility*	11,704	\$200	\$2,340,800
Total	11,704	\$200	\$2,340,800

Current Total CHCCS and OCS Enrollment	19,572
LOS (sq. ft. per student)	0.5980
Cost per Student	\$119.60

* Serves both OCS and CHCCS Districts
 Source: Orange County Schools

BUS / VEHICLES COSTS

Another infrastructure component included in the impact fee is buses and vehicles. New buses and vehicles will need to be purchased to accommodate increased enrollment. Total current value of the fleet is estimated at approximately \$8.8 million, which equates to a current cost of almost \$1,200 per student. LOS and costs are provided below in Figure 12 for the OCS fleet.

Figure 12. Buses / Vehicles LOS and Costs: OCS

Type	Number of Units	Cost/Bus	Total Cost
OCS Buses	79	\$83,690	\$6,611,510
OCS Activity Buses	15	\$84,144	\$1,262,160
Other Vehicles	30	\$30,000	\$900,000
Total	124	\$70,755	\$8,773,670

Source: OCS

Current Total OCS Enrollment	7,526
Buses/Vehicles per Student	0.016
Cost per Student	\$1,165.78

ADJUSTMENT FOR NON-LOCAL FUNDING

To adequately reflect the local share of capacity costs, the impact fees need to be adjusted to account for State funding for capacity improvements. Orange County estimates that the County receives one percent of the costs for capacity improvements from the state. Therefore the local share is adjusted to represent 99 percent of the total. (Other contributions from the State are used for maintenance and other non-capacity related improvements.)

CREDIT FOR FUTURE PRINCIPAL PAYMENTS ON SCHOOL IMPROVEMENTS

Because the County debt-financed a portion of recent school capacity expansion construction costs, a credit is included for future principal payments on outstanding debt. A credit is necessary since new residential units that will pay the impact fee will also contribute to future principal payments on this remaining debt through property taxes. A credit is not necessary for interest payments because interest costs are not included in the costs.

Information on outstanding debt for OCS was provided by Orange County Finance Department staff. School improvements and applicable bond issues are indicated in Figure 13 below. As shown, total outstanding debt from school capacity expansion projects for OCS is estimated at approximately \$21 million. Annual principal payments are divided by student enrollment in each year to get a per student credit. (For example, in FY 2018, the total amount of projected principal to be paid of \$2,182,155 is divided by enrollment of 7,610 for a payment per student of \$287.) To account for the time value of money, annual payments per student are discounted using a net present value formula based on an average current interest rate of 2.55 percent. The total net present value of future principal payments per student is \$2,429.24. This amount is subtracted from the gross capital cost per student amount to derive a net capital cost per student for school facilities.

Figure 13. Credit for Future Principal Payments: OCS

<i>Fiscal Year</i>	<i>2010 Projected Principal ⁽¹⁾</i>	<i>2011 Projected Principal ⁽²⁾</i>	<i>2012 Projected Principal ⁽³⁾</i>	<i>2015 Projected Principal ⁽⁴⁾</i>	<i>Total</i>	<i>Total Students</i>	<i>Payment Per Student</i>
2016	\$667,145	\$310,276	\$420,569	\$989,831	\$2,387,821	7,560	\$316
2017	\$660,406	\$304,394	\$412,115	\$957,458	\$2,334,373	7,597	\$307
2018	\$665,460	\$624,964	\$0	\$891,731	\$2,182,155	7,610	\$287
2019	\$1,034,411	\$908,771	\$653,044	\$131,454	\$2,727,680	7,654	\$356
2020	\$1,031,042	\$901,419	\$1,020,777	\$0	\$2,953,237	7,678	\$385
2021	\$1,025,988	\$1,626,377	\$0	\$0	\$2,652,365	7,708	\$344
2022	\$587,963	\$1,980,768	\$0	\$0	\$2,568,732	7,778	\$330
2023	\$0	\$446,506	\$1,642,120	\$0	\$2,088,626	7,807	\$268
2024	\$0	\$0	\$1,082,066	\$0	\$1,082,066	7,817	\$138
Total	\$5,672,414	\$7,103,476	\$5,230,690	\$2,970,475	\$20,977,055		\$2,731

Discount Rate [6] 2.55%
Net Present Value \$2,429.24

(1) Cedar Ridge HS, Gravelly Hill MS, Hillsborough Elem (issued in March 2010) - Refunding 2010

(2) Gravelly Hill MS (issued in November 2011) - Refunding 2011

(3) Gravelly Hill MS (issued in December 2012) - Refunding 2012

(4) Cedar Ridge HS, Pathways Elem (issued in April 2015) - Refunding 2015

(5) See Appendix for enrollment projections

(6) To account for the time value money, total payment per student is discounted using a net present value formula assuming the average interest rate from outstanding debt as shown.

SCHOOL IMPACT FEE INPUT VARIABLES

Factors used to derive the OCS impact fee are summarized in Figure 14. Impact fees for schools are based on student generation rates (i.e., public school students per housing unit) and are only implemented on residential development. LOS standards are based on current costs per student for school buildings, portable classrooms, support facilities, and buses/vehicles as described in the previous sections and summarized below. Also included in the fee is the cost for preparation of the impact fee study. The consultant study cost per student is calculated based on the projected increase in student enrollment (based on SAPFO projections; see Appendix A) in CHCCS and OCS over the next three years and is added to the capital cost per student to derive the total cost per student. Three years reflect the typical length of time before the impact fees should be reexamined to reflect changes in development and levels of service.

The total gross capital cost per student is the sum of the boxed cost components. For example, for the elementary school portion, the calculation is as follows: \$27,687.24 [building construction] + \$120.66 [portable] + \$751.25 [support facilities] + \$1,165.78[buses] + \$134.92 [consultant cost] = \$29,850.85 total gross cost per student.

This cost is then adjusted to reflect the local share of the cost at 99 percent, or \$29,552.34 per student. The credit for future principal payments (\$2,429.24) is then subtracted from the gross local capital cost per student to derive the net local capital cost per student (\$27,123.09) for elementary schools. The same approach is followed for middle and high schools.

Figure 14. Schools Impact Fee Input Variables: OCS

Current Level of Service Standards				
	<i>Elementary</i>	<i>Middle</i>	<i>High</i>	
Square Feet per Student	136.80	168.68	160.54	
Cost per Sq. Ft.	\$202	\$223	\$219	
Total Building Construction Cost per Student	\$27,678.24	\$37,587.84	\$35,180.96	
Portable Classrooms per Student	0.0015	0.0000	0.0000	
Cost per Portable Classroom	\$78,000	\$78,000	\$78,000	
Portable Classroom Cost per Student	\$120.66	\$0.00	\$0.00	
OCS Support Facilities per Student (Sq. Ft.)	3.16	3.16	3.16	
Cost per Sq. Ft.	\$200	\$200	\$200	
OCS/CHCCS Transp. Facility per Student (Sq. Ft.)	0.60	0.60	0.60	
Cost per Sq. Ft.	\$200	\$200	\$200	
Support Facility Cost per Student	\$751.25	\$751.25	\$751.25	
Buses/Vehicles per Student	0.01648	0.01648	0.01648	
Weighted Average Cost per Bus/Vehicle	\$70,755	\$70,755	\$70,755	
Bus/Vehicle Cost per Student	\$1,165.78	\$1,165.78	\$1,165.78	
Consultant Study Cost per Student	\$134.92	\$134.92	\$134.92	
Total Gross Cost Per Student	\$29,850.85	\$39,639.79	\$37,232.91	
Local Share of Capacity Cost	99%	99%	99%	
Total Gross Local Capital Cost per Student	\$29,552.34	\$39,243.39	\$36,860.58	
Principal Payment Credit per Student	(\$2,429.24)	(\$2,429.24)	(\$2,429.24)	
Total Net Local Capital Cost per Student	\$27,123.09	\$36,814.15	\$34,431.34	
Average Capital Cost per Student (all levels)			\$32,789.53	

MAXIMUM SUPPORTABLE IMPACT FEES FOR ORANGE COUNTY SCHOOLS

Figure 15 shows the schedule of maximum supportable impact fees for OCS. The fees are calculated by multiplying the student generation rate for each housing type (shown at the top of Figure 15) by the net capital cost per student for each type of school. Each component is then added together to derive the total public school impact fee.

For example, for a 0-3 bedroom single family detached unit, the elementary school portion of the fee is calculated by multiplying the student generation rate of 0.166 by the net local capital cost per elementary student of \$27,123.09, which results in a fee of \$4,502 (truncated). This is repeated for the other school levels. The three portions of the fee are added together to calculate the total fee by type of residential

unit (i.e., for 0-3 bedroom single family detached: \$4,502 + \$3,239 + \$4,303 = \$12,044.)⁸ For age-restricted units, the student generation rate of 0.019 is multiplied by the average total net local capital cost per student for all school levels (\$32,789.53), since the school level of generated pupils was not available in the Epcon Communities data. This results in a fee of \$623 per unit.

Figure 15. Maximum Supportable Schools Impact Fees: OCS

INPUT VARIABLES: Orange County Schools					
		School Level			
<i>Public School Students per Housing Unit</i>		<i>Elementary</i>	<i>Middle</i>	<i>High</i>	<i>Total</i>
Single Family Detached					
0-3 Bedrooms		0.166	0.088	0.125	0.379
4+ Bedrooms		0.126	0.069	0.087	0.283
Average		0.152	0.081	0.112	0.346
Single Family Detached (<800 Sq. Ft.)		0.066	0.020	0.023	0.108
Single Family Attached					
0-2 Bedrooms		0.059	0.029	0.029	0.118
3+ Bedrooms		0.065	0.047	0.060	0.172
Average		0.064	0.045	0.056	0.165
Multifamily					
0-2 Bedrooms		0.033	0.017	0.033	0.083
3+ Bedrooms		0.383	0.128	0.162	0.673
Average		0.088	0.035	0.053	0.176
Manufactured Unit		0.136	0.057	0.068	0.262
Age-Restricted Unit					0.019
Cost Factors					
Total Net Local Capital Cost per Student		\$27,123.09	\$36,814.15	\$34,431.34	
Average Capital Cost per Student (all levels)				\$32,789.53	
MAXIMUM ALLOWABLE SCHOOL IMPACT FEES: Orange County Schools					
<i>Impact Fee per Housing Unit</i>		<i>Elementary</i>	<i>Middle</i>	<i>High</i>	<i>TOTAL</i>
Single Family Detached					
0-3 Bedrooms		\$4,502	\$3,239	\$4,303	\$12,044
4+ Bedrooms		\$3,417	\$2,540	\$2,995	\$8,952
Single Family Detached Average		\$4,122	\$2,981	\$3,856	\$10,959
Single Family Detached (<800 Sq. Ft.)		\$1,790	\$736	\$791	\$3,317
Single Family Attached					
0-2 Bedrooms		\$1,600	\$1,067	\$998	\$3,665
3+ Bedrooms		\$1,763	\$1,730	\$2,065	\$5,558
Single Family Attached Average		\$1,735	\$1,656	\$1,928	\$5,319
Multifamily					
0-2 Bedrooms		\$895	\$625	\$1,136	\$2,656
3+ Bedrooms		\$10,388	\$4,712	\$5,577	\$20,677
Multifamily Average		\$2,386	\$1,288	\$1,824	\$5,498
Manufactured Unit		\$3,688	\$2,098	\$2,341	\$8,127
Age-Restricted Unit					\$623

⁸ Because the analysis uses figures carried to their ultimate decimal places, the sums and products shown may not equal the sum or product if the reader replicates the calculation with the factors shown in the report.

Cash Flow Projections

This section summarizes the potential cash flow to Orange County if impact fees are implemented for OCS at the maximum supportable amounts as detailed in this report. Figure 16 provides a summary of the projected cash flow from the impact fees and associated capital costs over a five- year period.

School impact fee revenue averages approximately \$3.5 million per year over the first five years, or almost \$17.7 million, if the fees are implemented at the maximum supportable level. The related school local capital costs average approximately \$3.8 million per year, or \$19 million over five years. Based on the projected impact fee revenues and associated costs, the fees are projected to cover approximately 93 percent of the projected related capital costs. Funds can be accumulated for several years in order to construct a major project.

Since the school impact fee includes a credit for existing debt, an overall deficit for schools is projected. The projected deficit, indicated by “()” around the numbers, will require supplemental revenue of approximately \$278,000 per year. To the extent the rate of development either accelerates or slows down, there will be a corresponding change in the fee revenue and related capital costs. See Appendix A of this report for discussion of the development projections that drive the cash flow analysis.

Figure 16. Cash Flow Projections: OCS

	1	2	3	4	5	5-Year Average Annual	5-Year Cumulative Total	10-Year Average Annual	10-Year Cumulative Total
	2016	2017	2018	2019	2020				
PROJECTED REVENUES									
SCHOOLS									
1 Single Family Detached	\$2,617	\$2,617	\$2,617	\$2,617	\$2,617	\$2,617	\$13,085	\$2,617.01	\$26,170
2 Single Family Attached	\$318	\$318	\$318	\$318	\$318	\$318	\$1,588	\$318	\$3,175
3 Multifamily	\$438	\$438	\$438	\$438	\$438	\$438	\$2,188	\$438	\$4,376
4 Manufactured	\$162	\$162	\$162	\$162	\$162	\$162	\$809	\$162	\$1,617
<i>Subtotal Schools Fees</i>	\$3,534	\$3,534	\$3,534	\$3,534	\$3,534	\$3,534	\$17,670	\$3,534	\$35,339
TOTAL FEE REVENUE	\$3,534	\$3,534	\$3,534	\$3,534	\$3,534	\$3,534	\$17,670	\$3,534	\$35,339
PROJECTED CAPITAL COSTS (Local Share)									
SCHOOLS									
Schools - Elementary	\$1,474	\$1,474	\$1,474	\$1,474	\$1,474	\$1,474	\$7,371	\$1,474	\$14,743
Schools - Middle	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$5,102	\$1,020	\$10,203
Schools - High	\$1,317	\$1,317	\$1,317	\$1,317	\$1,317	\$1,317	\$6,586	\$1,317	\$13,172
<i>Subtotal Schools Costs</i>	\$3,812	\$3,812	\$3,812	\$3,812	\$3,812	\$3,812	\$19,059	\$3,812	\$38,119
TOTAL CAPITAL COSTS	\$3,812	\$3,812	\$3,812	\$3,812	\$3,812	\$3,812	\$19,059	\$3,812	\$38,119
NET CAPITAL FACILITIES CASH FLOW Schools								<i>Current \$ in thousands</i>	
Annual Surplus (or Deficit)	(\$278)	(\$278)	(\$278)	(\$278)	(\$278)	(\$278)		(\$278)	
Cumulative Surplus (or Deficit)	(\$278)	(\$556)	(\$834)	(\$1,112)	(\$1,390)		(\$1,390)		(\$2,779)

Implementation and Administration

ACCOUNTING

Impact fees should be paid at time of building permit. Certain accounting procedures should be followed by the County. For example, monies received should be placed in a separate fund and accounted for separately and may only be used for the purposes authorized in the impact fee ordinance. Interest earned on monies in the separate fund should be credited to the fund.

COST UPDATES

All costs in the impact fee calculations are given in current dollars with no assumed inflation over time. Necessary cost adjustments can be made as part of the recommended annual evaluation and update of the fees. One approach is to adjust for inflation in construction costs by means of an index specific to construction as opposed to the consumer price index (CPI), which is more general in nature. TischlerBise recommends using the Marshall Swift Valuation Service, which provides comparative cost multipliers for various geographies and types of construction. The multipliers can be applied against the calculated impact fee. If cost estimates or other factors change significantly the County should redo the fee calculations. A full update is recommended every 3 to 5 years to reflect changes in development trends, infrastructure capacities, costs, funding formulas, etc.

CREDITS AND REIMBURSEMENTS

Future Revenue Credits

OCS impact fees are calculated using an incremental approach. This method documents current factors and is best suited for public facilities that will be expanded incrementally in the future. Because new development will provide front-end funding of infrastructure, there is a potential for double payment of capital costs due to future principal payments on existing debt for public facilities. A credit is not necessary for interest payments because interest costs are not included in the fees. This type of credit is incorporated into the County schools impact fees due to outstanding debt on OCS school capacity expansions and land acquisition.

Site-Specific Credits

A site-specific credit should be considered for contributions of system improvements that have been included in the impact fee calculations. If a developer constructs the type of system improvements included in the fee calculations, it will be necessary to either reimburse the developer or provide a credit against the fees for that portion of the fee. The latter option is more difficult to administer because it creates unique fees for specific geographic areas. Based on TischlerBise's experience, it is better for the County to establish a reimbursement agreement with the developer constructing the system improvement. The reimbursement agreement should be limited to a payback period of no more than ten

years and the County should not pay interest on the outstanding balance. The developer must provide sufficient documentation of the actual cost incurred for the system improvement. The County should only agree to pay the lesser of the actual construction cost or the estimated cost used in the impact fee analysis. If the County pays more than the cost used in the fee analysis, there will be insufficient fee revenue. Reimbursement agreements should only obligate the County to reimburse developers annually according to actual fee collections from the benefiting area.

COLLECTION AND EXPENDITURE ZONES

The reasonableness of impact fees is determined in part by their relationship to the local government's burden to provide necessary public facilities. The need to show a substantial benefit usually requires communities to evaluate collection and expenditure zones for public facilities that have distinct geographic service areas.

TischlerBise analyzed school impact fees in the County separately for each school system that serves residential development in Orange County—OCS and CHCCS. The end result is two separate fee studies with two impact fee schedules. For the County School system, one area is appropriate because capacity improvements are needed at all levels throughout the County system and County schools will occasionally re-district to accommodate growth and available capacity.

IMPACT FEE ACT

The Act providing Orange County with the authority to collect school impact fees is provided in Appendix B.

Appendix A: Demographic Data

OVERVIEW

As part of our Work Scope, TischlerBise has prepared documentation on demographic data and development projections used in the Schools Impact Fee Studies. Two studies have been conducted for Orange County: (1) OCS and (2) CHCCS. This Appendix covers both school systems in the County, while the body of the report reflects CHCCS only. (The OCS report is issued under separate cover.) The demographic data estimates for the school year 2006-2007 are used in the fee calculations.

Impact fees can be defined as new growth's fair share of the cost to provide necessary capital facilities. Fee revenue must be used for capacity expansions and cannot be used for operations or maintenance costs. In determining the reasonableness of these one-time fees, the fee must meet three requirements: (1) **Impact / Need:** The needed capital facilities are a consequence of new development; (2) **Proportionality:** Fees represent a proportionate share of the cost; and (3) **Benefit:** Revenues are managed and expended in such a way that new development receives a substantial benefit. The demographic data and analysis provided in this section provide the foundation to meet the first two requirements listed above.

The development projections are used to establish a need for future infrastructure due to growth as well as to have an understanding of the possible future pace of service demands, revenues from impact fees, and projected capital expenditures. To the extent development slows or accelerates, there will be virtually no effect on the fee amount.

Please note that calculations throughout are based on an analysis that was conducted using Excel software. Results are discussed using whole numbers or one- to three-digit places, which represent rounded figures. However, the analysis itself uses figures carried to their ultimate decimal places; therefore the sums and products generated in the analysis may not equal the sum or product if the reader replicates the calculation with the factors shown in the report (due to the rounding of figures shown, not in the analysis).

POPULATION AND HOUSING GROWTH

To provide context for public school student enrollment growth in Orange County, the following section provides information on population and housing growth in the county. The total population residing in housing units in the county in 2010, according to the U.S. Census (corrected), was 124,244. In addition, 9,557 persons were estimated to reside in group quarters. When added together, the total estimated county population in 2010 was 133,801 (up from 115,531 in 2000, an increase of 18,270 residents over ten years). The estimated number of housing units in the county in 2010 was 55,597, an increase of 7,891 housing units since 2000.

Estimated average household size for all types of units is 2.23 persons, which is derived by dividing persons residing in housing units by total number of housing units (124,244 population in households / 55,597 housing units = 2.23 persons per housing unit).

Figure A1 provides further detail on a comparison of 2000 and 2010 Census data for Orange County.

Figure A1. U.S. Census Population and Housing Units

	2000	2010	Increase / (Decrease)
Population in Households	105,585	124,244	18,659
Group Quarters Population	9,946	9,557	(389)
Total County Population	115,531	133,801	18,270
Estimated Housing Units	47,706	55,597	7,891
Average Persons per Housing Unit	2.21	2.23	

Source: U.S. Census Bureau 2010 Census

The U.S. Census Bureau estimates that the July 2014 population in Orange County rose to 140,420. Additionally, TischlerBise obtained total housing unit estimates for May 2014 from Orange County, based on the County’s Land Records and May 2014 Addresses GIS shapefile. Figure A2 details May 2014 housing unit counts for Orange County, CHCCS, and OCS. For CHCCS, the housing unit counts reflect units located in Chapel Hill and Carrboro and the portion of Orange County that falls within CHCCS. For OCS, building permit data includes other units in the county and the Town of Hillsborough within the OCS system.

Figure A2. 2014 Housing Units

	Orange County Housing Units				
	SF Detached	SF Attached	Multifamily	Manufactured	Total
Total Orange County Housing Stock	36,443	2,191	14,621	4,674	57,929
<i>Share by Type</i>	63%	4%	25%	8%	100%
Subtotal Housing Stock in CHCCSD	18,778	1,493	13,472	513	34,256
<i>Share by Type</i>	55%	4%	39%	2%	100%
Subtotal Housing Stock in OCSD	17,665	698	1,149	4,161	23,673
<i>Share by Type</i>	75%	3%	5%	17%	100%

Source: Orange County Land Records/GIS May 2014 Addresses shapefile

It is assumed that the group quarters data remained the same from 2010 (this figure is not separated from total population in non-decennial census estimates), since this figure is largely driven by University of North Carolina at Chapel Hill dormitory populations. Under that assumption, the total population living in housing units in 2014 was approximately 130,863.

Orange County Schools (OCS)

Based on household characteristics and discussions with County staff, as well as to ensure proportionality, five housing unit types are recommended for the OCS impact fees: (1) Single Family Detached, (2) Single Family Detached Units Less than 800 Sq. Ft., (3) Single Family Attached (e.g., townhomes), (4) Multifamily (e.g., apartments), and (5) Manufactured Homes. In the previous study, Single Family Attached and Multifamily were grouped into one category. However, they are separated in this update to track with changing development patterns. Impact fees are calculated by type of unit and bedroom count (the latter is further detailed below).

As shown, a total of 3,320 new housing units were built from January 1, 2004, to December 31, 2013. The majority of new units are single family detached (almost 69 percent), followed by approximately 17 percent multifamily, and 9 percent single family attached/duplex. The remainder are manufactured homes. The mix of new units by type is used to project future housing unit growth later in this report. Further detail is provided below in Figure A3.

Figure A3. Housing Unit Growth 2004-2013: OCS

Housing Units	2004	2013	Net Increase 2004-2013	% of New Units
SF Detached	13,096	15,390	2,294	69%
SF Attached/Duplex	162	451	289	9%
Multifamily/Other	1,176	1,746	570	17%
Manufactured Home	5,451	5,618	167	5%
<i>Total</i>	19,885	23,205	3,320	100%

Source: Orange County

Chapel Hill-Carrboro City Schools (CHCCS)

Based on household characteristics and to ensure proportionality, five housing unit types are recommended for the CHCCS impact fees: (1) Single Family Detached, (2) Single Family Detached Units Less than 800 Sq. Ft., (3) Single Family Attached (e.g., townhomes), (4) Multifamily (e.g., apartments) and (5) Manufactured Homes. CHCCS has a significant number of multifamily units that do not generate a large number of school-age children due to the presence of the University of North Carolina at Chapel Hill. Impact fees are calculated by type of unit and bedroom count (the latter is further detailed below).

As shown, a total of 2,730 new housing units were built from January 1, 2004, to December 31, 2013. Units are relatively split between single family detached (38 percent), multifamily (34 percent), and single family detached (28 percent). Nine manufactured units were added during this time, a negligible amount. The mix of new units by type is used to project future housing unit growth later in this report. Further detail is provided below in Figure A4.

Figure A4. Housing Unit Growth 2004-2013: CHCCS

Housing Units	2004	2013	Net Increase 2004-2013	% of New Units
SF Detached	14,261	15,304	1,043	38%
SF Attached/Duplex	2,243	3,005	762	28%
Multifamily/Other	16,052	16,968	916	34%
Manufactured Home	1,060	1,069	9	0%
<i>Total</i>	33,616	36,346	2,730	100%

Source: Orange County

ESTIMATED STUDENT GENERATION RATES

TischlerBise calculated student generation rates for each school system in Orange County based on data from Orange County. The term “student generation rate” refers to the number of public school students per housing unit in each school system: OCS and CHCCS. Public school students are a subset of school-aged children, which includes students in private schools and home-schooled children.

Student generation rates are important demographic factors that help account for variations in demand for school facilities by type of housing. Students per housing unit are held constant over the projection period since the impact fees represent a “snapshot approach” of current levels of service and costs.

The student generation rates were calculated using student address data geocoded to Orange County land records tracking housing unit types. These data were analyzed for units built during two different time periods: prior to 2004, and from 2004 through 2013. Data were collated for these two discrete periods in order to evaluate whether new development patterns and demand trends in the residential market had impacted student generation rates for recently built units. Student generation rates for units constructed from 2004 to 2013 were drawn from an earlier TischlerBise study, finished in May 2015.

Student generation rates were provided by housing unit type for the categories used in each district. That is, for Orange County, rates are provided for each type of unit: (1) Single Family Detached, (2) Single Family Attached/Multifamily, and (3) Manufactured Homes. For CHCCS, rates are provided for: (1) Single Family Detached, (2) Single Family Attached, (3) Multifamily, and (4) Manufactured Homes. In addition, the rates reflect demand by type of school level—elementary, middle, and high.

Initially, TischlerBise and County staff attempted a simple combination of the older and newer student generation and housing unit type data in order to derive student generation rates for housing type categories that are representative of the impact of a housing unit on required school capacity over the entire life of that unit. In order to enhance the specificity of its student generation rates, the County tasked TischlerBise with determining these rates by the size of the unit, measured by bedroom count. To facilitate this process, the County had begun to gather bedroom count attributes for most new units constructed since 2004. Therefore, for the most part, student addresses for new units could be matched to a bedroom count record.

However, bedroom counts were unavailable for units constructed prior to 2004. To determine these figures for the pre-2004 housing stock, TischlerBise used 2005-2007 American Community Survey (ACS) Public Use Microdata Sample (PUMS) data for Public Use Microdata Area (PUMA) 2900 (which includes Orange County and Chatham County) to determine the estimated mix of units by bedroom count for each housing type category. This sample period was the closest to the 2004 cut-off that was still large enough to yield accurate data. The results of this analysis are displayed below in Figure A5.

Figure A5: ACS PUMS Data Bedroom Count by Category Analysis (Unweighted Sample)

Housing Type	Bedroom Count	Count	%
Single Family Detached*	0-3	1,014	66.4%
	4	401	26.3%
	5+	112	7.3%
	Total	1,527	100%
Single Family Attached	0-2	64	55.7%
	3+	51	44.3%
	Total	115	100%
Multifamily	0-2	383	88.5%
	3+	50	11.5%
	Total	433	100%
Manufactured	0-2	100	41.2%
	3+	143	58.8%
	Total	243	100%

*SF Detached <800 Sq. Ft. was not included because there are no bedroom count subcategories

Source: 2005-2007 ACS PUMS data for PUMA 2900

However, the same problems were present with data regarding **students** living in units constructed prior to 2004. As shown in Figure A6 and Figure A7 below, a large number of students generated were from units with unknown bedroom counts. This problem is particularly problematic in the Multifamily and Single Family Attached categories.

Figure A6: OCS Student Counts

Unadjusted	Manufactured		Multifamily			Single Family Attached			Single Family Detached				Total	
	Known 0-2	Known 3+	Unknown	Known 0-2	Known 3+	Unknown	Known 0-2	Known 3+	Unknown	Known <800 Sq. Ft.	Known 0-3	Known 4		Known 5+
Elementary	580	136	96	4	3	14	5	1	153	23	1,242	319	44	2,620
Middle	231	77	42	2		1	1	1	94	7	669	177	38	1,340
High	253	107	35	1	1	2	5	1	123	8	993	235	49	1,813
Total	1,064	320	173	7	4	17	11	3	370	38	2,904	731	131	5,773

Figure A7: CHCCS Schools Student Counts

Unadjusted	Manufactured		Multifamily			Single Family Attached			Single Family Detached				Total	
	Known 0-2	Known 3+	Unknown	Known 0-2	Known 3+	Unknown	Known 0-2	Known 3+	Unknown	Known <800 Sq. Ft.	Known 0-3	Known 4		Known 5+
Elementary	88	3	719	465	37	19	151	58	112	12	1,308	1,176	348	4,496
Middle	44	2	269	167	16	9	65	26	62	9	701	745	216	2,331
High	42	5	300	228	26	15	75	40	77	3	923	1,078	378	3,190
Total	174	10	1,288	860	79	43	291	124	251	24	2,932	2,999	942	10,017

After testing various strategies to accurately allocate students in units with unknown bedroom counts, TischlerBise, in consultation with the County, determined there was insufficient data to include the entire housing stock. Therefore, TischlerBise, in consultation with County staff, recommends using local data on recently built units (with bedroom counts) and geocoded students data for Multifamily and Single Family Attached rates. This solution avoids a skewed student-to-units ratio that might have resulted from an inaccurate allocation of students from units with unknown bedroom counts.

For Single Family Detached, Single Family Detached <800 Sq. Ft., and Manufactured Homes, students in units with unknown bedroom counts reflect less than 10 percent of the total. Therefore, pre-2004 and 2004-2013 data were combined to derive the student generation rates. For Single Family Detached, students from unknown units were allocated based upon the breakdown of students generated from units with known bedroom counts, as shown in Figure A8 and Figure A9.

For instance, for OCS, a portion of the 153 elementary-level students in unknown bedroom count single family detached units (see Figure A7) are placed in the 0-3 bedroom category by calculating percentage of known students in the category out of all the known students living in single family detached homes (77.1 percent, or 2,904 / [2,904 + 731 + 131]). Therefore, 118 students (77.1% x 153) are added to the known 0-3 bedroom category (1,242 students) to yield a combined known and unknown student count of 1,360 elementary students.

Figure A8: OCS Single Family Detached Units – Unknown Bedroom Count Student Allocation

	Single Family Detached			
	Unknown	Known 0-3	Known 4	Known 5+
Unadjusted				
Elementary	153	1,242	319	44
Middle	94	669	177	38
High	123	993	235	49
Total	370	2,904	731	131
		77.1%	19.4%	3.5%
Adjusted		Known + Unknown		
Elementary		1,360	349	49
Middle		741	195	41
High		1,088	259	53
Total		3,189	803	144

Figure A9: CHCCS Single Family Detached Units – Unknown Bedroom Count Student Allocation

<i>Unadjusted</i>	Single Family Detached			
	Unknown	Known 0-3	Known 4	Known 5+
Elementary	112	1,308	1,176	348
Middle	62	701	745	216
High	77	923	1,078	378
<i>Total</i>	<i>251</i>	<i>2,932</i>	<i>2,999</i>	<i>942</i>
		42.5%	43.5%	13.7%
<i>Adjusted</i>		Known + Unknown		
Elementary		1,356	1,225	363
Middle		727	772	224
High		956	1,111	389
<i>Total</i>		<i>3,039</i>	<i>3,108</i>	<i>976</i>

STUDENT GENERATION RATES

The 2013-2014 student generation rates for OCS and CHCCS are shown below in Figures A10 and A11, respectively. Rates are provided for each of the five housing unit types used in the impact fee analysis for each level of school facility: (1) Elementary; (2) Middle; and (3) High. For Single Family Detached homes, separate rates are included for 0-2 bedroom, 3 bedroom, and 4+ bedroom units. For Single Family Attached and Multifamily units, separate rates are provided for 0-2 bedroom and 3+ bedroom units. Rates for Single Family Detached <800 Sq. Ft. Units and Manufactured homes are not segmented by bedroom count given the smaller square footage of these types of units.

Additionally, student generation rates are adjusted for the presence of age-restricted developments, as noted in the figure footnotes. A separate rate schedule for age-restricted developments is currently under consideration.

Figure A10. OCS Student Generation Rates

Type of Unit	School Level			Total
	Elementary (PK-5)	Middle (6-8)	High (9-12)	
Single Family Detached				
0-3 Bedrooms	0.166	0.088	0.125	0.379
4+ Bedrooms	0.126	0.069	0.087	0.283
Total	0.152	0.081	0.112	0.346
Single Family Detached (< 800 Sq. Ft.)	0.066	0.020	0.023	0.108
Single Family Attached				
0-2 Bedrooms	0.059	0.029	0.029	0.118
3+ Bedrooms	0.065	0.047	0.060	0.172
Total	0.064	0.045	0.056	0.165
Multifamily				
0-2 Bedrooms	0.033	0.017	0.033	0.083
3+ Bedrooms	0.383	0.128	0.162	0.673
Total	0.088	0.035	0.053	0.176
Manufactured	0.136	0.057	0.068	0.262

Housing Type	Category	Unit Count	Students	SGR
Single Family Detached [1][2]	0-3 Bedrooms	9,678	3,671	0.379
	Elementary		1,610	0.166
	Middle		847	0.088
	High		1,214	0.125
	4+ Bedrooms	5,204	1,473	0.283
	Elementary		656	0.126
	Middle		362	0.069
	High		455	0.087
	Subtotal	14,882	5,144	0.346
Single Family Detached <800 Sq. Ft. [1]	All Bedroom Counts	351	38	0.108
	Elementary		23	0.066
	Middle		7	0.020
	High		8	0.023
	Subtotal	351	38	0.108
Single Family Attached [3][4]	0-2 Bedrooms	34	4	0.118
	Elementary		2	0.059
	Middle		1	0.029
	High		1	0.029
	3+ Bedrooms	232	40	0.172
	Elementary		15	0.065
	Middle		11	0.047
	High		14	0.060
	Subtotal	266	44	0.165
Multifamily [3][4]	0-2 Bedrooms	460	38	0.083
	Elementary		15	0.033
	Middle		8	0.017
	High		15	0.033
	3+ Bedrooms	86	58	0.673
	Elementary		33	0.383
	Middle		11	0.128
	High		14	0.162
	Subtotal	546	96	0.176
Manufactured [1]	All Bedroom Count	5,618	1,471	0.262
	Elementary		766	0.136
	Middle		321	0.057
	High		384	0.068
	Subtotal	5,618	1,471	0.262
All Types	Total	21,663	6,793	0.314

[1] All housing units located in the OCS District

[2] Excludes units built between 2004 and 2013 in Eno Haven, an age-restricted development requiring at least one person over 55

[3] Housing units constructed between 2004 and 2013

[4] Excludes 47 units built between 2004-2013 at Ashbury Crossing, an age restricted development where all permanent occupants must be at least 18 years old. Mix between Single Family Attached and Multifamily is assumed to be 50/50.

Figure A11. CHCCS Student Generation Rates

Type of Unit	School Level			Total
	Elementary (K-5)	Middle (6-8)	High (9-12)	
Single Family Detached				
0-3 Bedrooms	0.150	0.081	0.104	0.336
4+ Bedrooms	0.258	0.160	0.222	0.640
Total	0.189	0.110	0.147	0.446
Single Family Detached (< 800 Sq. Ft.)	0.048	0.036	0.013	0.096
Single Family Attached				
0-2 Bedrooms	0.158	0.058	0.049	0.265
3+ Bedrooms	0.252	0.082	0.091	0.425
Total	0.224	0.075	0.079	0.378
Multifamily				
0-2 Bedrooms	0.065	0.021	0.029	0.115
3+ Bedrooms	0.236	0.118	0.130	0.485
Total	0.095	0.038	0.047	0.180
Manufactured	0.088	0.045	0.046	0.179

Housing Type	Category	Unit Count	Students	SGR
Single Family Detached [1]	0-3 Bedrooms	9,605	3,223	0.336
	Elementary		1,437	0.150
	Middle		782	0.081
	High		1,004	0.104
	4+ Bedrooms	5,440	3,481	0.640
	Elementary		1,405	0.258
	Middle		868	0.160
	High		1,208	0.222
	Subtotal	15,045	6,704	0.446
Single Family Detached <800 Sq. Ft. [1]	All Bedroom Counts	259	25	0.096
	Elementary		12	0.048
	Middle		9	0.036
	High		3	0.013
	Subtotal	259	25	0.096
Single Family Attached [2]	0-2 Bedrooms	225	60	0.265
	Elementary		36	0.158
	Middle		13	0.058
	High		11	0.049
	3+ Bedrooms	537	228	0.425
	Elementary		135	0.252
	Middle		44	0.082
	High		49	0.091
	Subtotal	762	288	0.378
Multifamily [2]	0-2 Bedrooms	755	87	0.115
	Elementary		49	0.065
	Middle		16	0.021
	High		22	0.029
	3+ Bedrooms	161	78	0.485
	Elementary		38	0.236
	Middle		19	0.118
	High		21	0.130
	Subtotal	916	165	0.180
Manufactured [1]	All Bedroom Count	1,069	191	0.179
	Elementary		94	0.088
	Middle		48	0.045
	High		49	0.046
	Subtotal	1,069	191	0.179
All Types	Total	18,051	7,373	0.408

[1] All housing units located in the CHCCS District

[2] Housing units constructed between 2004 and 2013

Additionally, TischlerBise calculated a generation rate for age-restricted units (those units in developments that restrict the number of units with occupants aged under 55 years old) based on data provided by Epcor Communities. This type of community is relatively new to the development landscape in the Raleigh-Durham-Chapel Hill region. Figure A12 shows available data, which yields a student generation rate of 0.019. As these developments reach maturity and other age-restricted communities come to market, TischlerBise recommends updating the student generation rate calculation for age-restricted units.

Figure A12. Age-Restricted Student Generation Rates

Development	Location	Homes	Head of Household <55 y.o.	School Age Children
Courtyards at Culp Arbor	Durham, NC	69	2	0
Courtyards at Cary	Cary, NC	15	0	0
Courtyards at Okelly-Chapel	Cary, NC	22	2	0
Villas at Maple Creek	Westerville, OH	52	2	3
		158	6	3

Student Generation Rate 0.019

PUBLIC SCHOOL STUDENT ENROLLMENT TRENDS AND SAPFO PROJECTIONS

This section provides a summary of historical enrollment trends and projected enrollment growth for each school district.

Orange County Schools

Historical Enrollment

Since the 2005-2006 school year, enrollment in OCS has increased by a total of 806 students with some fluctuation from year to year. Current total membership for the 2015-2016 school year (captured November 13, 2015) is 7,526. Yearly data for the past 10 years as well as the current actual enrollment are shown below in Figure A13 for OCS.

Figure A13. Historical Public School Enrollments: OCS

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016 [1]	Annual Growth Rate	
Elementary	Membership	3,006	3,072	3,158	3,165	3,211	3,285	3,348	3,403	3,433	3,259	3,318	1.0%
	Increase/(Decrease)		66	86	7	46	74	63	55	30	(174)	59	
Middle										Net Increase	312		
	Membership	1,590	1,580	1,637	1,601	1,665	1,698	1,704	1,684	1,747	1,762	1,739	0.9%
	Increase/(Decrease)		(10)	57	(36)	64	33	6	(20)	63	15	(23)	
										Net Increase	149		
High	Membership	2,124	2,184	2,201	2,242	2,217	2,222	2,283	2,315	2,421	2,502	2,469	1.5%
	Increase/(Decrease)		60	17	41	(25)	5	61	32	106	81	(33)	
											Net Increase	345	
	Total Increase/(Decrease)		116	160	12	85	112	130	67	199	(78)	3	
	Total Membership	6,720	6,836	6,996	7,008	7,093	7,205	7,335	7,402	7,601	7,523	7,526	1.1%
										Total Increase	806		

Source: Orange County, NC Schools Adequate Public Facilities Ordinance, Annual Report, 2015
 [1] SAPFO Capture Date Membership, Nov. 13, 2015

Student Enrollment Projections

Enrollment projections for OCS are based on historical actual student growth as part of the County’s current Schools Adequate Public Facilities Ordinance (SAPFO) and detailed in the 2015 SAPFO Annual Report. The SAPFO system projects enrollment for two separate functions or activities; capital improvement planning (CIP) and growth management. One projection methodology is used in capital planning and a separate projection system is used to manage the impacts of new unbuilt development.

The SAPFO Certificate of Adequate Public Schools (CAPS) system records new development approvals and determines whether capacity will be available in the prescribed year. If capacity is projected to be available then the development is allowed to proceed; if capacity is not projected to be available, the certificate is not issued until capacity is made available either by changes in enrollment or new capital improvements. This system helps synchronize capital needs and future growth by monitoring historic trends and new growth patterns that may match or exceed past growth. In established, constant growth school districts, the SAPFO CIP system usually adequately reflects future growth.

As shown in Figure A14, current enrollment in OCS is 7,526. By the school year 2025-26, OCS is projected to have a total enrollment of 8,060, a total increase of 10-year increase of 534 students. This represents an average annual growth rate of approximately 0.7% percent. Yearly detail by school level is provided below.

Figure A14. Projected Public School Enrollments: OCS

		2015-2016 [1]	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Annual Growth Rate
Elementary	Membership	3,318	3,325	3,308	3,319	3,332	3,390	3,430	3,470	3,511	3,551	3,594	
	Increase/(Decrease)		7	(17)	11	13	58	40	40	41	40	43	0.8%
											Net Increase	276	
Middle	Membership	1,739	1,743	1,776	1,830	1,846	1,790	1,784	1,778	1,817	1,837	1,857	
	Increase/(Decrease)		4	33	54	16	(56)	(6)	(6)	39	20	20	0.7%
											Net Increase	118	
High	Membership	2,469	2,504	2,539	2,517	2,559	2,604	2,616	2,669	2,635	2,608	2,609	
	Increase/(Decrease)		35	35	(22)	42	45	12	53	(34)	(27)	1	0.6%
											Net Increase	140	
	Net Increase		46	51	43	71	47	46	87	46	33	64	
	Total	7,526	7,572	7,623	7,666	7,737	7,784	7,830	7,917	7,963	7,996	8,060	0.7%
											Total Increase	534	

[1] SAPFO Capture Date Membership, Nov. 13, 2015
 Source: Orange County, NC Schools Adequate Public Facilities Ordinance, Annual Report, 2016 (March Draft)

Chapel Hill-Carrboro City Schools

Historical Enrollment

Since the 2005-2006 school year, enrollment has increased by a total of 1,121 students with some fluctuation from year to year. Current total enrollment for the 2015-2016 school year is 12,086. Yearly data for the past 10 years as well as the current actual enrollment are shown below in Figure A15 for CHCCS.

Figure A15. Historical Public School Enrollments: CHCCS

		2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016 [1]	Annual Growth Rate
Elementary	Enrollment/Membership	4,879	4,980	5,173	5,302	5,219	5,296	5,464	5,543	5,554	5,541	5,501	1.2%
	Increase/(Decrease)		101	193	129	(83)	77	168	79	11	(13)	(40)	
											Net Increase	622	
Middle	Enrollment/Membership	2,572	2,592	2,622	2,697	2,708	2,722	2,753	2,785	2,858	2,861	2,884	1.2%
	Increase/(Decrease)		20	30	75	11	14	31	32	73	3	23	
											Net Increase	312	
High	Enrollment/Membership	3,514	3,520	3,635	3,630	3,606	3,640	3,714	3,796	3,764	3,730	3,701	0.5%
	Increase/(Decrease)		6	115	(5)	(24)	34	74	82	(32)	(34)	(29)	
											Net Increase	187	
	Total Increase/(Decrease)		127	338	199	(96)	125	273	193	52	(44)	(46)	
	Total Enroll./ Membership	10,965	11,092	11,430	11,629	11,533	11,658	11,931	12,124	12,176	12,132	12,086	1.0%
											Total Increase	1,121	

Source: Orange County, NC Schools Adequate Public Facilities Ordinance, Annual Report, 2015
 [1] Official SY15-16 Enrollment

Student Enrollment Projections

Projections are from the SAPFO 2015 Annual Report. The projections are based on historic growth. As shown, current enrollment in CHCCS is 12,086. By the school year 2025-26, CHCCS is projected to have a total enrollment of 13,172. This represents an average annual growth rate of approximately 0.9 percent and a growth of 1,086 students over the ten-year period. Yearly detail by school level is provided in Figure A16 below.

Figure A16. Projected Public School Enrollments: CHCCS

		2015-2016 [1]	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2024-2025	Annual Growth Rate
Elementary	Enrollment/Membership	5,501	5,552	5,584	5,622	5,634	5,699	5,768	5,835	5,902	5,966	6,030	0.9%
	Increase/(Decrease)		51	32	38	12	65	69	67	67	64	64	
											Net Increase	529	
Middle	Enrollment/Membership	2,884	2,830	2,854	2,915	2,995	2,996	2,997	2,974	3,006	3,045	3,084	0.7%
	Increase/(Decrease)		(54)	24	61	80	1	1	(23)	32	39	39	
											Net Increase	200	
High	Enrollment/Membership	3,701	3,757	3,820	3,842	3,857	3,883	3,917	4,013	4,041	4,045	4,058	0.9%
	Increase/(Decrease)		56	63	22	15	26	34	96	28	4	13	
											Net Increase	357	
	Net Increase		53	119	121	107	92	104	140	127	107	116	
	Total	12,086	12,139	12,258	12,379	12,486	12,578	12,682	12,822	12,949	13,056	13,172	0.9%
											Total Increase	1,086	

[1] Official SY15-16 Enrollment
 Source: Orange County, NC Schools Adequate Public Facilities Ordinance, Annual Report, 2016 (March Draft)

HOUSING UNIT PROJECTIONS

Because SAPFO does not account for the portion of enrollment growth driven by new development, TischlerBise undertook its own analysis of potential housing unit growth and resulting student generation from new housing. These projections reflect anticipated growth throughout the county including the Orange County side of the City of Mebane (within the OCS system) and Chapel Hill and Carrboro.

Future housing unit projections were derived for each school system using average annual permitting data from 2004-2013 (detailed in Figures A3 and A4). This recent trend data includes periods before and after the “Great Recession;” therefore, it is deemed a reliable predictor of average annual growth and future housing mix. During this time, the OCS District grew by 332 units per year and the CHCCS District grew by an average of 273 units annually. These figures were adjusted to increase by 20% in OCS and 25% in CHCCS based on the large number of approved but unbuilt units in both districts. Therefore, OCS is projected forward at 398 units per year and CHCCS at 341 units per year.

Distribution by type of unit for each district is shown in Figure A17 (single family categories are combined below for the projections). The percentages reflect the share of *new* units constructed, as opposed to percent of total housing stock. In other words, the net increase in units is allocated to each housing unit category according to the percentages shown. These numbers are based on mixes from 2004-2013 permitting data but are adjusted based on knowledge of approved permits currently in the development pipeline. In both cases, staff expect larger numbers of multifamily and single family attached units than in prior years.

As delineated in Figure A17, the County is anticipated to experience residential development growth in both school systems. OCS is projected to increase by 3,980 units and CHCCS by 3,410 units over the next ten years. This totals 7,390 units county-wide, slightly less than the number of units the county was estimated to have added (7,891) between 2000 and 2010 (see Figure A1).

Figure A17. Combined Housing Unit Projections

		Projected										
		Base Yr. 2015	1 2016	2 2017	3 2018	4 2019	5 2020	6 2021	7 2022	8 2023	9 2024	10 2025
HOUSING UNITS	% of											
Orange County Schools	New Units											
<i>Single Family Detached</i>	60.0%	17,904	18,143	18,381	18,620	18,859	19,098	19,337	19,575	19,814	20,053	20,292
<i>Single Family Attached</i>	15.0%	758	817	877	937	997	1,056	1,116	1,176	1,235	1,295	1,355
<i>Multifamily</i>	20.0%	1,229	1,308	1,388	1,467	1,547	1,627	1,706	1,786	1,865	1,945	2,025
<i>Manufactured Homes</i>	5.0%	4,181	4,201	4,221	4,241	4,261	4,280	4,300	4,320	4,340	4,360	4,380
Total		24,071	24,469	24,867	25,265	25,663	26,061	26,459	26,857	27,255	27,653	28,051
<i>Net Increase in Units</i>			398	398	398	398	398	398	398	398	398	398
Total Increase												3,980
	% of											
Chapel Hill-Carrboro Schools	New Units											
<i>Single Family Detached</i>	20.0%	18,846	18,914	18,983	19,051	19,119	19,187	19,255	19,324	19,392	19,460	19,528
<i>Single Family Attached</i>	15.0%	1,544	1,595	1,646	1,698	1,749	1,800	1,851	1,902	1,953	2,005	2,056
<i>Multifamily</i>	65.0%	13,694	13,915	14,137	14,359	14,580	14,802	15,024	15,245	15,467	15,689	15,910
<i>Manufactured Homes</i>	0.0%	513	513	513	513	513	513	513	513	513	513	513
Total		34,597	34,938	35,279	35,620	35,961	36,302	36,643	36,984	37,325	37,666	38,007
<i>Net Increase in Units</i>			341	341	341	341	341	341	341	341	341	341
Total Increase												3,410
Total County												7,390
Total County Housing Units		58,668	59,407	60,146	60,885	61,624	62,363	63,102	63,841	64,580	65,319	66,058

Appendix B: Impact Fee Act

Orange County has been granted authority by the State of North Carolina to implement impact fees for schools, the acquisition of land for open space and greenways, capital improvements to public streets, bridges, sidewalks, bikeways, on and off street surface water drainage ditches, pipes, culverts, other drainage facilities, water and sewer facilities and public recreation facilities. The County is pursuing impact fees for schools at this time. A copy of the applicable sections of the Act is provided in this Appendix.

Note: Only Title VI (Orange County Impact Fees) is shown.

GENERAL ASSEMBLY OF NORTH CAROLINA
1987 SESSION

CHAPTER 460
HOUSE BILL 917

AN ACT MAKING SUNDRY AMENDMENTS CONCERNING LOCAL GOVERNMENTS IN
ORANGE AND CHATHAM COUNTIES.

///

TITLE VI. ORANGE COUNTY IMPACT FEES.

Sec. 17. G.S. 153A-331 is amended by identifying the existing provisions as subsection (a) and by adding new subsections to read:

"(b) Impact Fees Authorized.

- (1) Orange County may provide by ordinance for a system of impact fees to be paid by developers to help defray the costs to the County of constructing certain capital improvements, the need for which is created in substantial part by the new development that takes place within the County.
- (2) For purposes of this subsection, the term capital improvements includes the acquisition of land for open space and greenways, capital improvements to public streets, schools, bridges, sidewalks, bikeways, on and off street surface water drainage ditches, pipes, culverts, other drainage facilities, water and sewer facilities and public recreation facilities.
- (3) An ordinance adopted under this subsection may be made applicable to all development that occurs within the County.

(c) Amount of Fees. In establishing the amount of any impact fee, the County shall endeavor to approach the objective of having every development contribute to a capital improvements fund an amount of revenue that bears a reasonable relationship to that development's fair share of the costs of the capital improvements that are needed in part because of that development. In fulfilling this objective, the County shall, among other steps and actions:

- (1) Estimate the total cost of improvements by category (e.g., streets, sidewalks, drainage ways, etc.) that will be needed to provide in a reasonable manner for the public health, safety and welfare of persons residing within the County during a reasonable planning period not to exceed 20 years. The Board of County Commissioners may divide the County into two or more districts and estimate the costs of needed improvements within each district. These estimates shall be periodically reviewed and updated and the planning period used may be changed from time to time.
- (2) Establish a percentage of the total costs of each category of improvement that, in keeping with the objective set forth above, should fairly be borne by those paying the impact fee.
- (3) Establish a formula that fairly and objectively apportions the total costs that are to be borne by those paying impact fees among various types of developments. By way of illustration without limitation:
 - a. In the case of street improvements, the impact fee may be related to the number of trips per day generated by different types of uses according to recognized estimates;

- b. In the case of drainage improvements, the impact fee may be related to the size of a development, the amount of impervious surface the development has, or other factors that bear upon the degree to which a development contributes to the need for drainage improvements made at public expense.
 - (d) Capital Improvements Reserve Funds: Expenditures.
 - (1) Impact fees received by the County shall be deposited in a capital improvements reserve fund or funds established under Chapter 159 of the General Statutes, Article 3, Part 2. Such funds may be expended only on the type of capital improvements for which such impact fees were established, and then only in accordance with the provision of subsection (2) of this section.
 - (2) In order to ensure that impact fees paid by a particular development are expended on capital improvements that benefit that development, the County may establish for each category of capital improvement for which it collects an impact fee at least two geographical districts or zones, and impact fees generated by developments within those districts or zones must be spent on improvements that are located within or that benefit property located within those districts or zones.
 - (e) Credits for Improvements. An impact fee ordinance shall make provision for credits against required fees when a developer installs improvements of a type that generally would be paid for by the County out of a capital reserve account funded by impact fees. The ordinance may spell out the circumstances under which a developer will be allowed to install such improvements and receive such credits.
 - (f) Appeals Procedure. An ordinance authorizing impact fees as provided herein may provide that any person aggrieved by a decision regarding an impact fee may appeal to the Orange County Board of Adjustment. If the ordinance establishes an appeals procedure, it shall spell out the time within which the appeal must be taken to the board of adjustment, the possible grounds for an appeal and the board's authority in the matter, whether the fee must be paid prior to resolution of the appeal, and other procedural or substantive matters related to appeals. Any decision by the board of adjustment shall be subject to review by the superior court by proceedings in the nature of **certiorari** in the same manner as is provided in G.S. 153A-345.
 - (g) Payment of Impact Fees. An ordinance authorizing impact fees as herein provided shall spell out when in the process of development approval and construction impact fees shall be paid and by whom. By way of illustration without limitation, the ordinance may provide that an applicant for a building permit shall submit the impact fee along with the permit application and that building permits shall not be issued until the impact fee has been paid.
 - (h) Refunds. If this section or any ordinance adopted thereunder is declared to be unconstitutional or otherwise invalid, then any impact fees collected shall be refunded to the person paying them together with interest at the rate established under G.S. 105-241.1, being the same rate paid by the Secretary of Revenue on refunds for tax overpayments.
 - (i) Limitations on Actions.
 - (1) Any action contesting the validity of an ordinance adopted as herein provided must be commenced not later than nine months after the effective date of such ordinance.
 - (2) Any action seeking to recover an impact fee must be commenced not later than nine months after the impact fee is paid."
- Sec. 17.1. Section 17 of this act shall apply only to Orange County, and applies only within the planning jurisdiction of Orange County.
- Sec. 18. G.S. 153A-340 is amended by identifying the existing provisions as subsection (a) and by adding new subsections to read:
- "(b) Impact Fees Authorized.
 - (1) Orange County may provide by ordinance for a system of impact fees to be paid by developers to help defray the costs to the County of constructing certain capital

improvements, the need for which is created in substantial part by the new development that takes place within the County.

- (2) For purposes of this subsection, the term capital improvements includes the acquisition of land for open space and greenways, capital improvements to public streets, schools, bridges, sidewalks, bikeways, on and off street surface water drainage ditches, pipes, culverts, other drainage facilities, water and sewer facilities and public recreation facilities.
- (3) An ordinance adopted under this subsection may be made applicable to all development that occurs within the County.

(c) Amount of Fees. In establishing the amount of any impact fee, the County shall endeavor to approach the objective of having every development contribute to a capital improvements fund an amount of revenue that bears a reasonable relationship to that development's fair share of the costs of the capital improvements that are needed in part because of that development. In fulfilling this objective, the County shall, among other steps and actions:

- (1) Estimate the total cost of improvements by category (e.g., streets, sidewalks, drainage ways, etc.) that will be needed to provide in a reasonable manner for the public health, safety and welfare of persons residing within the County during a reasonable planning period not to exceed 20 years. The Board of County Commissioners may divide the County into two or more districts and estimate the costs of needed improvements within each district. These estimates shall be periodically reviewed and updated and the planning period used may be changed from time to time.
- (2) Establish a percentage of the total costs of each category of improvement that, in keeping with the objective set forth above, should fairly be borne by those paying the impact fee.
- (3) Establish a formula that fairly and objectively apportions the total costs that are to be borne by those paying impact fees among various types of developments. By way of illustration without limitation:
 - a. In the case of street improvements, the impact fee may be related to the number of trips per day generated by different types of uses according to recognized estimates;
 - b. In the case of drainage improvements, the impact fee may be related to the size of a development, the amount of impervious surface the development has, or other factors that bear upon the degree to which a development contributes to the need for drainage improvements made at public expense.

(d) Capital Improvements Reserve Funds: Expenditures.

- (1) Impact fees received by the County shall be deposited in a capital improvements reserve fund or funds established under Chapter 159 of the General Statutes, Article 3, Part 2. Such funds may be expended only on the type of capital improvements for which such impact fees were established, and then only in accordance with the provision of subsection (2) of this section.
- (2) In order to ensure that impact fees paid by a particular development are expended on capital improvements that benefit that development, the County may establish for each category of capital improvement for which it collects an impact fee at least two geographical districts or zones, and impact fees generated by developments within those districts or zones must be spent on improvements that are located within or that benefit property located within those districts or zones.

(e) Credits for Improvements. An impact fee ordinance shall make provision for credits against required fees when a developer installs improvements of a type that generally would be paid for by the County out of a capital reserve account funded by impact fees. The ordinance may spell out the

circumstances under which a developer will be allowed to install such improvements and receive such credits.

(f) Appeals Procedure. An ordinance authorizing impact fees as provided herein may provide that any person aggrieved by a decision regarding an impact fee may appeal to the Orange County Board of Adjustment. If the ordinance establishes an appeals procedure, it shall spell out the time within which the appeal must be taken to the board of adjustment, the possible grounds for an appeal and the board's authority in the matter, whether the fee must be paid prior to resolution of the appeal, and other procedural or substantive matters related to appeals. Any decision by the board of adjustment shall be subject to review by the superior court by proceedings in the nature of **certiorari** in the same manner as is provided in G.S. 153A-345.

(g) Payment of Impact Fees. An ordinance authorizing impact fees as herein provided shall spell out when in the process of development approval and construction impact fees shall be paid and by whom. By way of illustration without limitation, the ordinance may provide that an applicant for a building permit shall submit the impact fee along with the permit application and that building permits shall not be issued until the impact fee has been paid.

(h) Refunds. If this section or any ordinance adopted thereunder is declared to be unconstitutional or otherwise invalid, then any impact fees collected shall be refunded to the person paying them together with interest at the rate established under G.S. 105-241.1, being the same rate paid by the Secretary of Revenue on refunds for tax overpayments.

(i) Limitations on Actions.

- (1) Any action contesting the validity of an ordinance adopted as herein provided must be commenced not later than nine months after the effective date of such ordinance.
- (2) Any action seeking to recover an impact fee must be commenced not later than nine months after the impact fee is paid."

Sec. 18.1. Section 18 of this act shall apply only to Orange County, and applies only within the planning jurisdiction of Orange County.

In the General Assembly read three times and ratified this the 23rd day of June, 1987.

Appendix C: Housing Unit Types

For the purposes of school impact fee analysis and calculations, the following housing type categories were used. A brief description of each housing category is provided.

Single Family Detached: a detached building located on a single lot containing one dwelling unit. In situations where an accessory dwelling unit (i.e., a “mother-in-law suite” or “granny flat”) is located on the same lot, the principal dwelling is categorized as a Single Family Detached dwelling.

Examples of single family detached dwellings are site-built houses and modular houses.

Single Family Attached: a group of dwelling units which share a common floor-to-ceiling wall or share the wall of an attached garage or porch with an adjacent dwelling and in which all units have a ground-floor living space. Units are individually owned or intended to be individually owned after initial sales are complete.

Examples of single family attached dwellings are duplexes, triplexes, townhouses, row houses, and condominiums in which all units have a ground-floor living space.

Multifamily: a group of dwelling units which share a common floor-to-ceiling wall with an adjacent dwelling. All units may not have a ground-floor living space. Units may be individually owned (as is the case with condominiums) or may be owned by one entity and rented/leased to tenants. Also included in this category are dwelling units located above ground-floor non-residential (i.e., retail or office) uses. In situations where an accessory dwelling unit (i.e., a mother-in-law suite, granny flat, or efficiency apartment) is located on the same lot as a principal dwelling, the accessory dwelling unit is categorized as a multifamily dwelling provided the accessory dwelling unit is categorized as such by the local zoning code (i.e., less than 750-800 square feet, depending on the specifics of the local code).

Examples of multifamily dwellings include apartments, condominiums in a multi-story building in which all units do not have a ground-floor living space, mother-in-law suites and granny flats located on a lot containing a separate principal dwelling, and dwellings located above non-residential uses.

Manufactured Home: a dwelling built in a factory in accordance with the federal Manufactured Home Construction and Safety Standards, commonly referred to as the 'HUD' Code.

Examples of manufactured homes are single-wide, double-wide, and triple-wide “mobile” homes.

Age Restricted Unit: A dwelling, regardless of type (detached, attached, multi-family, etc.), located in a development that restricts the number of units with occupants aged under 55 years old and whereby the age restriction is achieved by deed restrictions, homeowners association documents, and/or restrictive covenants.

Chapel Hill - Carrboro City Schools

						Current Fee (adopted at 60% of 2007 MSIF)	% Change - Current Fee vs. 60% of MSIF
Single Family Detached	MSIF	90% MSIF	80% MSIF	70% MSIF	60% MSIF		
0-3 BR	\$13,114	\$11,803	\$10,491	\$9,180	\$7,868		-31.1%
4+ BR	\$25,139	\$22,625	\$20,111	\$17,597	\$15,083		32.0%
Average	\$17,492	\$15,743	\$13,994	\$12,244	\$10,495	\$11,423	-8.1%
Single Family Detached <800 sq. ft.							
	\$3,848	\$3,463	\$3,078	\$2,694	\$2,309	included in SFD	-79.8%
Single Family Attached							
0-2 BR	\$10,266	\$9,239	\$8,213	\$7,186	\$6,160		-6.8%
3+ BR	\$16,414	\$14,773	\$13,131	\$11,490	\$9,848		49.0%
Average	\$14,608	\$13,147	\$11,686	\$10,226	\$8,765	\$6,610	32.6%
Multifamily							
0-2 BR	\$4,441	\$3,997	\$3,553	\$3,109	\$2,665		107.2%
3+ BR	\$18,914	\$17,023	\$15,131	\$13,240	\$11,348		782.5%
Average	\$6,990	\$6,291	\$5,592	\$4,893	\$4,194	\$1,286	226.1%
Manufactured Home							
	\$6,999	\$6,299	\$5,599	\$4,899	\$4,199	\$4,939	-15.0%
Age Restricted Unit							
	\$756	\$680	\$605	\$529	\$454	N/A - assessed by housing type	N/A

Orange County Schools

						Current Fee (adopted at 60% of 2007 MSIF)	% Change - Current Fee vs. 60% of MSIF
Single Family Detached	MSIF	90% MSIF	80% MSIF	70% MSIF	60% MSIF		
0-3 BR	\$12,044	\$10,840	\$9,635	\$8,431	\$7,226		28.5%
4+ BR	\$8,952	\$8,057	\$7,162	\$6,266	\$5,371		-4.5%
Average	\$10,959	\$9,863	\$8,767	\$7,671	\$6,575	\$5,623	16.9%
Single Family Detached <800 sq. ft.							
	\$3,317	\$2,985	\$2,654	\$2,322	\$1,990	included in SFD	-64.6%
Single Family Attached							
0-2 BR	\$3,665	\$3,299	\$2,932	\$2,566	\$2,199		26.2%
3+ BR	\$5,558	\$5,002	\$4,446	\$3,891	\$3,335		91.3%
Average	\$5,319	\$4,787	\$4,255	\$3,723	\$3,191	\$1,743	83.1%
Multifamily							
0-2 BR	\$2,656	\$2,390	\$2,125	\$1,859	\$1,594		-8.6%
3+ BR	\$20,677	\$18,609	\$16,542	\$14,474	\$12,406		611.8%
Average	\$5,498	\$4,948	\$4,398	\$3,849	\$3,299	\$1,743	89.3%
Manufactured Home							
	\$8,127	\$7,314	\$6,502	\$5,689	\$4,876	\$2,678	82.1%
Age Restricted Unit							
	\$623	\$561	\$498	\$436	\$374	N/A - assessed by housing type	N/A

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: September 12, 2016
Department: Finance
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.G	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Financing a 5-year lease of a Vacuum (aka Vactor) Truck for the Utilities Department

Attachment(s):

Resolution for approval

Brief Summary:

We are planning to enter into a 5-year lease agreement for a Vactor Truck for the Utilities Department using Republic First National as the Financing entity.

Action Requested:

Adopt the attached resolution authorizing the Finance Director to proceed with financing the Vactor Truck through Republic First National.

ISSUE OVERVIEW

Background Information & Issue Summary:

The Board has already approved the lease of the truck and the subsequent debt payments for the 5-year lease as part of the FY 17 Budget. The equipment vendor uses Republic First National to finance their leases.

Financial Impacts:

No additional financial impacts.

Staff Recommendations/Comments:

Adopt a motion authorizing the Finance Director to proceed with the lease financing.

TOWN OF HILLSBOROUGH
Resolution Approving Financing Terms for Purchase of Vactor Truck

WHEREAS, the Town of Hillsborough (“Town”) has previously determined to undertake a project for purchase of a Vactor Truck with Automatic Transmission for the Utilities Department, “the Project” and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED AS FOLLOWS:

1. The Town hereby determines to finance the Project through Republic First National Corporation in accordance with the proposal June 29, 2016. The amount financed shall not exceed \$392,572 the annual interest rate (in the absence of default of change in tax status) shall not exceed 3.13%, and the financing term shall not exceed five years (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing “the Financing Documents” shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as Republic First National Corporation Bank may request.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer’s satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer and Town Attorney shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval of the Document’s final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town’s official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Republic First National Corporation financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town’s water fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

IN WITNESS WHEREOF, this resolution was adopted this the day 12th day of September 2016.

(SEAL)

ATTEST:

TOWN OF HILLSBOROUGH

Katherine Cathey, Town Clerk

Tom Stevens, Mayor

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Sept. 12, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.H	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Katherine Cathey, Human Resources Director/Town Clerk

ITEM TO BE CONSIDERED

Subject:

Employee Handbook Revision

Attachment(s):

- 1) History of Employee Handbook Updates
- 2) Pending Employee Handbook Updates

Brief Summary:

Current language in the employee handbook requires that all new policies or revisions be reviewed by and authorized by the town manager and town board. Each new or revised policy and procedure will be effective only after approval by the town manager. This provision does not correspond to current practice and may not be consistent with the stated goals of the board's action to remove the personnel ordinance from the town code in 2013. In the interest of flexible administration and modification to employment policies, the town manager currently approves all new policies and policy revisions.

Action Requested:

Approve the following revision to the "Policy Revisions" section of the employee handbook:

All new policies or revisions are reviewed by and authorized by the town manager ~~and town board~~. Each new or revised policy and procedure will be effective only after approval by the town manager.

ISSUE OVERVIEW

Background Information & Issue Summary:

On Sept. 9, 2013, the board approved an ordinance to remove the personnel ordinance (previously found in chapter 4 of the town code) from the town code and adopted the new "policy manual" which combined the town's former personnel ordinance, employee handbook, and policy manual into one document. The approved title of the document is "Employee Handbook (Policy Manual)". Currently, all new policies or revisions are reviewed and authorized by the town manager.

Over the course of several years, the human resources director, town manager, town attorney and an outside human resources attorney, reviewed the three documents referenced above and developed the new employee handbook (policy manual). Among the motivating factors (described in the 9/9/13 agenda abstract) were (1) the personnel code had not been updated in many years, and (2) the town attorney and outside human resources attorney recommended that the better practice for the town would be to have the personnel rules, policies, and procedures outside the town

code (for liability/risk management reasons, and to allow for more flexible administration and modification when necessary or appropriate).

The former and current human resources director and town manager understood the handbook revision process, going forward, to be authorized by the town manager, to allow for more flexible administration and modification when necessary or appropriate as stated above. The 374-page handbook has been reviewed multiple times by human resources staff. Six handbook revisions have been recommended and authorized by the town manager since 9/9/13 (11/19/13, 1/31/14, 7/1/14, 7/1/15, 11/9/15, and 5/2/16). A number of recommended revisions and new policies are currently under review by staff and the town manager.

Revisions have been made to clarify existing language, to align policies with current practices, to comply with state and federal regulations, and to create new polices with the best interest of the town and employees in mind. With each handbook revision, employees receive an email with a summary of policy changes. The current version of the employee handbook is available on the employee website. Human Resources will print copies of the handbook, as needed.

Despite routine reviews of handbook language, human resources staff only recently (June 2016) recognized the conflict between the current practice and the handbook language in the "Policy Revisions" section. This section states, "The research and writing of town policies and procedures are coordinated by the human resources director/town clerk. All new policies or revisions are reviewed by and authorized by the town manager and town board. Each new or revised policy and procedure will be effective only after approval by the town manager. The policies, practices, and guidelines in this handbook will remain in effect until changes are considered necessary at the sole discretion of the town. However, any such changes made in any policy or practice will be made only after we give due consideration to the mutual advantages, benefits, and responsibilities of such changes accruing to the town, its supervisors and employees."

This section seems to say the manager and board will review and authorize all new policies or revisions, but the manager has final approval. This provision may interfere with the goal of allowing for more flexible administration and modification of the handbook and is somewhat contradictory in its requirement that policies be authorized by the town manager AND town board with approval by the town manager.

A survey of jurisdictions in our area found they have the following provisions in place with regards to personnel policies:

Organization	Provision
Orange County	Personnel ordinance approved by board, personnel rules and regulations approved by manager
OWASA	Handbook approved by board
Town of Carrboro	Personnel ordinance approved by board
Town of Chapel Hill	Personnel ordinance approved by council, personnel policies approved by manager, personnel procedures approved by HR director

Financial Impacts:

n/a

Staff Recommendations/Comments:

Consider the information provided and staff's recommendation to revise the "Policy Revision" section of the employee handbook. Consider approval of a revision to the employee handbook to remove the provision that new policies or revisions are reviewed by and authorized by the town board. The town manager at his or her discretion may present certain polices or revisions to the board for its review prior to approval by the town manager.

History of Employee Handbook Updates

Sept. 9, 2013 – May 2, 2016

Nov. 19, 2013

- Revised longevity bonus policy to correspond with practice and statutory requirements (such as retirement system contributions):
 - Original: The longevity payment is made in one lump sum and is subject only to the FICA (Federal Insurance Contributions Act) deduction.
 - Revised: The longevity payment is made in one lump sum and is subject to all applicable taxes and statutory deductions.

Jan. 31, 2014

- Revised sick leave policy to provide guidelines for the transfer of unused sick leave earned from another local or state governmental organization covered by the North Carolina Local Governmental Employees Retirement System.
- Revised substance abuse policy to correspond with practice:
 - Original: All job applicants in safety sensitive positions as identified in Exhibit A, or who will be driving Town vehicles, must take and pass a mandatory drug test as soon as practical following their acceptance of a conditional offer of employment, and prior to the actual time they commence employment with the Town.
 - Revised: All job applicants must take and pass a mandatory drug test as soon as practical following their acceptance of a conditional offer of employment, and prior to the actual time they commence employment with the Town.
- Added NEW “Seat Belt Policy” (effective 4/1/14)

July 1, 2014

- Revised performance evaluation scores/salary increases to correspond to FY14-15 budgeted amount (p. 80)
- Revised bonus evaluation credit to correspond to FY14-15 budgeted amount (p. 80)
- Revised merit pay for management team to correspond to FY14-15 budgeted amount (p. 82)
- Updated EACP information (p. 86)
- Revised “Tuition Reimbursement Request” form (p. 126)
- Added “Electrical Safety and ArcFlash Program” (p. 253)
- Added NEW “First Aid Kit Policy” – effective 10/1/14 (p. 263)
- Added “Heat Stress Program” (p. 286)

July 1, 2015

Revised performance evaluation policy (p. 24)

The revised policy updates terminology and workflow associated with implementing the Neogov Performance Evaluation system. Changes include the introduction of a mid-year review and the requirement that when a change in supervision occurs, supervisors must submit performance evaluation information for each employee who will no longer be under their supervision.

Revised merit pay policy (p. 78)

In the FY16 Annual Budget, the Board approved an average 3.25% merit increase. Town Manager Eric Peterson approved the following salary increases based on employee’s performance evaluation score:

Evaluation Score	Salary Increase %
5.00	4.00%
4.75	3.75%
4.50	3.50%
4.25	3.25%
4.00	3.00%
3.75	2.75%
3.50	2.50%
3.25	2.25%
3.00	2.00%
Below 3.00	0.00%

The performance evaluation system also affords employees the opportunity to score two additional bonus evaluation credits. Each bonus evaluation credit results in a 0.33% salary increase, up to a maximum increase of 0.67% in addition to the salary increase provided in the chart above.

When considering FY16 salary increases, staff found that salary increases in neighboring jurisdictions and statewide have averaged 2 to 3% over the previous and current fiscal years. In comparison to FY15, the town’s merit increase for a 3.00 rating will increase from 0.5% to 2.0%, a 4.00 rating will increase from 2.5% to 3.0%, a 4.50 rating will remain the same at 3.5%, a 4.75 rating will decrease from 4.0% to 3.75%, and a 5.0 rating will remain the same at 4.0%. The adjustment to the rating scale is also meant to address concerns with ratings creep, which the town has experienced over recent years, and provides a greater reward for good competent performance (a performance rating of 3) than has been the practice in recent years.

Updated list of safety-sensitive positions (p. 73)

The updated list includes new position classifications.

Updated hazardous weather plan (p. 80)

Updated wording clarifies the existing policy.

Revised incident reporting and review policy (p. 86)

The safety committee considered revisions to the incident reporting policy and proposed revisions based on experience with the previous process, inconsistencies identified with the previous policy, and questions and concerns raised by employees. The following changes have been made:

- A membership term is two years with half of the membership up for change each July (to coincide with safety dividend program payouts).
- All employees involved in incidents that meet the following criteria are required to meet with the safety committee:
 - An incident resulting in property damage in excess of \$50
 - A vehicular incident, regardless of the amount of damage
- Addition of “Employee Protection” and “Confidentiality” sections

- The safety and risk management officer will forward the Safety committee’s conclusions, including the decision as to whether the incident was “avoidable” or “unavoidable”, to the employee with copies to the employee’s supervisor, department head, and the human resources director/town clerk for inclusion in the employee’s personnel file.
- After the safety committee deems an incident to have been avoidable, an employee who thinks there is relevant information regarding the incident that was not originally considered may make a formal request for reconsideration as outlined in the policy.

Nov. 9, 2015

Updated list of job categories (p. 24)

The updated list includes new position classifications.

Revised holiday pay policy -- effective 11/9/15 (p. 41)

Previously, employees working shift work and who are regularly scheduled and required to work on a holiday as part of their normal duties could opt to keep their holiday time in their bank for use at another time or to be paid for up to **8** hours of holiday time on that day. The revised policy provides for payment of up to **the number of regularly-scheduled** hours. (Employees who are regularly scheduled to work 10 or 12-hour shifts, for example, may opt to be paid for up to the number of their regularly-scheduled hours.)

Updated list of safety-sensitive positions (p. 73)

The updated list includes new position classifications.

New distracted driving policy – effective 12/1/15 (p. 97)

Per Safety and Risk Management Officer David Moore’s 11/3/15 email, the Safety Committee has developed a Distracted Driving Policy for town employees. With input from the management team and town manager, the committee came up with a fairly simple solution for driver’s safety. Tiny will visit each department to review the new policy.

May 2, 2016

Addition of trainee job status (p. 19 and 32)

A trainee is an employee who has been hired or promoted to a new position, who does not yet meet all of the requirements for the position. A new employee, or a town employee who does not meet all of the requirements for the position to which he or she is being assigned, may be designated by the town manager as a “trainee.” In such cases, a development plan, which includes a time schedule for meeting specified training objectives, must be prepared by the department head.

New vehicle inspection policy (effective 7/1/16) (p. 370)

The purpose of the new policy is to ensure the safe mechanical condition of each town vehicle and equipment before it is used in service. Fleet Maintenance Supervisor David Wisely is available to review the new policy and answer any questions you may have.

Employee Handbook Updates

Pending

Policy revisions

Revise language to enable town manager to authorize new policies or revisions

Employee handbook acknowledgement

Remove provision that states, "An Employee Handbook Acknowledgement will be required for each policy change."

Pay stubs and payroll deductions

Update language to correspond to current payroll deduction categories

Definitions

Revise definitions to clarify meaning of full-time, part-time, regular, permanent, and temporary employment terms.

Performance evaluation job categories

Update as needed and to include positions authorized in FY16-17 Annual Budget and FY16 Classification and Compensation Study.

Performance evaluation procedures

Revise language to correspond to practices that have evolved since implementation of the new performance management system due to Neogov upgrades and experience with the new process.

Incident reporting

Update language to correspond to current practice of reporting incidents to safety and risk management officer rather than the HR director/town clerk.

Employment of relatives

Revise language to clarify current policy.

Vacation leave accrual rates for part-time employees

Establish vacation leave accrual rates for part-time employees that allow for efficient administration in the payroll system

Sick leave accrual rates for part-time employees

Establish sick leave accrual rates for part-time employees that allow for efficient administration in the payroll system

Advanced sick leave

Update language to correspond to current practice of the manager's approving (rather than the board's approving) advanced sick leave to an employee who has exhausted sick leave because of a major operation or illness. (This is done on an infrequent basis.)

Retirement benefits

Revise language to clarify current policy.

Cellular Telephone Policy

Revise policy to correspond to changes approved in the FY16-17 Annual Budget.

Tuition Reimbursement Policy

Revise policy to create a stronger benefit, within budget parameters, for recruitment and retention purposes.

Family and Medical Leave Act (FMLA)

Remove language pertaining to domestic partners, in accordance with federal regulations.

Drug and alcohol testing

Add language regarding testing procedures for saliva samples as a reasonable accommodation under the Americans with Disabilities Act.

Employee assistance and counseling program (EACP)

Update office locations

Safety committee

Update membership composition to correspond to current practice of the HR director/town clerk or designee serving on the committee.

Safety and liability dividend program

Revise program provisions to comply with new OSHA regulations. Update employee classifications as needed and to include positions authorized in FY16-17 Annual Budget and FY16 Classification and Compensation Study.

Pandemic influenza policy

Review and update policy as needed, including clarifying outdated language.

Credit card policy

Revise to incorporate use of p-cards.

Bloodborne pathogens policy

Review and update policy as needed, including clarifying outdated language.

New policies

Recruitment

Workplace violence prevention

Pre-employment background checks

Periodic driving record checks

TOWN OF HILLSBOROUGH

Board of Commissioners

Agenda Abstract Form

Meeting Date: Sept. 12, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
 AGENDA ITEM #

	11.1	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Katherine Cathey, Human Resources Director/Town Clerk

ITEM TO BE CONSIDERED

Subject:

Classification and Compensation Study Report

Attachment(s):

- 1) FY16 Classification and Compensation Study Report
- 2) Proposed Salary Schedule
- 3) Position Classification Comparison (current/proposed)

Brief Summary:

In the FY16-17 annual budget, the board approved funding for the FY16 Classification and Compensation Study. In April 2016, Human Resources staff began a comprehensive study of all positions and salaries for the employee population. The attached report provides a description of the study along with staff recommendations.

Action Requested:

Approve the position classification and pay plans, effective Oct. 3, 2016, in accordance with the Town of Hillsborough Code of Ordinances Sec. 3-11. – Position classification plan and Sec. 3-12. – The pay plan.

ISSUE OVERVIEW

Background Information & Issue Summary:

The FY16 classification and compensation study included an evaluation of each position and a labor market survey to establish internal equity in the town's pay structure and to ensure the town maintains a valid and competitive pay plan. The study outcomes include an updated salary schedule, revised job descriptions and class specifications, and recommendations that will ensure the town remains competitive in total compensation. The study was conducted internally in 2016 to ensure positions were thoroughly evaluated and that job descriptions and class specifications are developed in accordance with town expectations.

Financial Impacts:

Funding for implementation of the new pay plan and associated compression analysis is estimated at \$130,000 and has been included in the FY16-17 annual budget. The projected actual expense of compression adjustments will be fine-tuned by the end of September. If costs exceed budgeted funds, the recommendations may be partially implemented or a budget amendment may be requested to fully fund the adjustments.

Staff Recommendations/Comments:

Approve as presented

FY16 Classification and Compensation Study Report

The Town of Hillsborough's most recent pay and classification study was completed in 2012. A rule of thumb in human resources is that a pay plan should be updated every three to five years. The plan serves as a foundation of an organization's structure for determining pay for new hires, promotions, reclassifications and for serving as a point of reference to compare competitiveness and identify gaps compared to other organizations that compete for the same employee talent pool.

In April 2016, human resources staff began a comprehensive study of all positions and salaries for the employee population.

Classification Analysis & Developing Grade Order

Human Resources developed a 10-page detailed position description questionnaire (PDQ), which was completed by each employee regarding their current responsibilities. A thorough job analysis for each position was completed, which covered the following content factors in evaluating each job:

Job Complexity

- Fiscal Responsibility
- Judgement/Problem Solving
- Supervision/Management

Education and Experience Requirements

Scope and Impact

- Position Impact
- Planning Scope
- Decision Making
- Project Management

Job Environment

- Working Conditions/Environment

Job Independence

- Level of Supervision Required
- Working Relationship
- Interaction level
- Communications

The analysis assigned point values to each position to measure the level of complexity of each, to determine relative worth of each job within the town, to establish internal equity in the town's pay structure, and to develop a valid compensation plan.

External Salary Survey

Jobs were benchmarked with organizations in the surrounding area to develop a profile of the labor market in which the town competes for labor supply. This part of the study determines the competitive worth of each job for the purpose of establishing equitable, comparable, and competitive pay ranges for each of the town's jobs. Burlington, Chapel Hill, City of Durham, Orange County, OWASA, and Pittsboro submitted detailed responses to the town's salary survey. Carrboro and Mebane provided partial responses to the survey. Where the data received for certain positions was limited, comparisons were made with data for additional NC public employers from the NC League of Municipalities 2015 Municipal Salary Survey and NeoGov's Salary Study tool.

New Pay Plan

An updated pay plan was developed by integrating the measure of internal equity (job evaluation points) with the external competitiveness data (average market rates) for each job. The draft pay plan was reviewed with department heads who had the opportunity to provide feedback regarding initial recommendations.

Objectives of the study included:

- Aligning positions internally to recognize varying levels of job responsibilities and the knowledge, skills, and abilities required for each position.
- Aligning the salary midpoint for each position as closely as possible with average market pay for similar positions.
- Creating a competitive pay plan that assists with attracting and retaining the best employees.

Highlights

- *Minimums* or the starting points of the range are increased by 5%, to align with the market and create more competitive starting salaries for each position.
- *Maximums* or the ending points of the range are also increased by 5% to align with the market. As a result, employees will have a higher earnings potential in their current position.
- *The number of salary grades* have been consolidated, with a 5% increase between grades. The 60% differential between the minimum and maximum of each salary range was preserved.
- *Exemption status under the Fair Labor Standards Act* was reviewed. As a result, three positions that were previously classified as exempt have been classified as non-exempt. In addition, eight position classifications that are classified as exempt will be treated as non-exempt until the new salary threshold of \$47,476 is met. This practice will ensure all employees are in compliance with the new minimum salary thresholds that will be effective Dec. 1, 2016.
- *Many positions stayed relatively close to their previous grade, but some more significant adjustments occurred due to changes in job responsibilities and market data.* For example, the salary ranges for non-supervisory sworn law enforcement position classifications received above average increases in order to remain competitive with surrounding jurisdictions. Based on a review of manager positions in other jurisdictions, the salary range was removed from the town manager classification. Going

forward the manager's salary will be established by action of the board and will not be constrained by a salary range. This is the predominant practice within the town's external labor market.

- Six employees are currently making a salary below the minimum of the new salary grade for their position. The cost of adjusting these salaries to the minimum of the new salary grades, effective Oct. 3, 2016, will be approximately \$14,000.
- The new minimum hourly rate of \$12.76 is above the Orange County living wage of \$12.75/hour without employer-provided health insurance (or \$11.25/hour with employer-provided health insurance). The town will submit an application to become an Orange County Living Wage Certified Employer following approval of the new pay plan.
- Based on the new salary schedule, a compression analysis is currently being conducted to identify salaries that need to be adjusted due to the employee's position in the new salary grades. Staff is conducting this analysis, and it will be completed in September, with implementation recommended for Oct. 3, 2016, which is the beginning of a pay period. Staff recommends that based on the standard of a 30-year public sector career, it should take an employee approximately 15 years to obtain the midpoint of the salary range or market average of their position. Position requirements, along with each employee's education and experience as well as time in position will be considered in the analysis.
 - Cost of adjustments is budgeted at \$100,000 in the General Fund and \$30,000 in the Water/Sewer Fund. These figures include the impact on retirement benefits and FICA. The projected actual expense of compression adjustments will be fine-tuned by the end of September. If costs exceed budgeted funds, the recommendations may be partially implemented or a budget amendment may be requested to fully fund the adjustments.
 - Adjustments will only be made for employees being paid less than their corresponding service within the range. To be eligible for an adjustment an employee must have had performance evaluations that "meet or exceed expectations" for the past three years (or since the date of employment for employees hired within the past three years).

Implementation Steps

1. Board adoption of the updated salary schedule with an effective date of Oct. 3, 2016. Funding for implementation of the new pay plan and the compression analysis is estimated at \$130,000 and has been included in the FY16-17 annual budget.
2. Communicate approved pay plan changes to employees and consider requests for reevaluation.
3. Complete compression analysis, communicate results to employees and consider requests for reevaluation.
4. Implement new pay plan and corresponding salary adjustments effective Oct. 3, 2016.
5. Finalize new class specs and post online by Nov. 1, 2016.

**Town of Hillsborough
FY 2016-17 Classification and Pay Plan
Classes by Salary Grades**

Salary Grade	Annual Salary			FLSA		Classification
	Minimum	Midpoint	Maximum	Status	Class Code	
1	26,538	34,499	42,460	N	0100	CUSTOMER SERVICE REPRESENTATIVE
1	26,538	34,499	42,460	N	0101	UTILITY MAINTENANCE TECHNICIAN I
2	27,865	36,224	44,583	N	0200	EQUIPMENT OPERATOR I
3	29,258	38,035	46,813	N	0300	EQUIPMENT OPERATOR II
3	29,258	38,035	46,813	N	0301	UTILITY MAINTENANCE TECHNICIAN II
4	30,721	39,937	49,153	N	0400	ACCOUNTS PAYABLE TECHNICIAN
4	30,721	39,937	49,153	N	0401	ADMINISTRATIVE SUPPORT SPECIALIST
5	32,257	41,934	51,611	N	0500	CREW LEADER/EQUIPMENT OPERATOR III
5	32,257	41,934	51,611	N	0501	SENIOR CUSTOMER SERVICE REPRESENTATIVE
5	32,257	41,934	51,611	N	0502	UTILITY MAINTENANCE TECHNICIAN III
5	32,257	41,934	51,611	N	0503	WASTEWATER PLANT OPERATOR I
5	32,257	41,934	51,611	N	0504	WATER PLANT OPERATOR I
6	33,870	44,031	54,191	N	0600	ACCOUNTING TECHNICIAN
6	33,870	44,031	54,191	N	0601	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
6	33,870	44,031	54,191	N	0602	UTILITY MECHANIC I
7	35,563	46,232	56,901	N	0700	VIDEO PRODUCTION SPECIALIST
7	35,563	46,232	56,901	N	0701	WASTEWATER PLANT OPERATOR II
7	35,563	46,232	56,901	N	0702	WATER PLANT OPERATOR II
8	37,341	48,543	59,746	N	0801	BACKFLOW/FOG SPECIALIST
8	37,341	48,543	59,746	N	0802	UTILITY MECHANIC I
9	39,208	50,970	62,733	N	0900	FLEET MECHANIC
9	39,208	50,970	62,733	N	0901	LABORATORY TECHNICIAN/WATER PLANT OPERATOR III
9	39,208	50,970	62,733	N	0902	METER READER SUPERVISOR
9	39,208	50,970	62,733	N	0903	POLICE OFFICER
9	39,208	50,970	62,733	N	0904	UTILITY MECHANIC III
9	39,208	50,970	62,733	N	0905	WASTEWATER LABORATORY SUPERVISOR
9	39,208	50,970	62,733	N	0906	WASTEWATER PLANT OPERATOR III
9	39,208	50,970	62,733	N	0907	WATER PLANT OPERATOR III
10	41,169	53,520	65,870	N	1000	POLICE OFFICER 1ST CLASS
10	41,169	53,520	65,870	N	1009	UTILITIES ANALYST
10	41,169	53,520	65,870	N	1010	UTILITIES INSPECTOR
11	43,227	56,195	69,163	E*	1100	BILLING & COLLECTION SUPERVISOR
11	43,227	56,195	69,163	E*	1101	MANAGEMENT ANALYST
11	43,227	56,195	69,163	E*	1102	PLANNER
11	43,227	56,195	69,163	N	1103	POLICE CORPORAL
11	43,227	56,195	69,163	N	1104	STORMWATER PROGRAM COORDINATOR
12	45,388	59,005	72,622	N	1200	CHIEF WASTEWATER PLANT OPERATOR

**Town of Hillsborough
FY 2016-17 Classification and Pay Plan
Classes by Salary Grades**

Salary Grade	Annual Salary			FLSA Status	Class Code	Classification
	Minimum	Midpoint	Maximum			
12	45,388	59,005	72,622	N	1202	CHIEF WATER PLANT OPERATOR
12	45,388	59,005	72,622	E*	1203	ECONOMIC DEVELOPMENT PLANNER
12	45,388	59,005	72,622	E*	1204	FINANCIAL ANALYST
12	45,388	59,005	72,622	E*	1205	HUMAN RESOURCES ANALYST/DEPUTY TOWN CLERK
12	45,388	59,005	72,622	N	1206	POLICE SENIOR CORPORAL
12	45,388	59,005	72,622	E*	1207	SENIOR PLANNER
12	45,388	59,005	72,622	E*	1208	WEB DEVELOPER/ASSISTANT PIO
13	47,658	61,955	76,253	N	1300	POLICE SERGEANT
13	47,658	61,955	76,253	E	1301	PUBLIC WORKS SUPERVISOR
13	47,658	61,955	76,253	E	1302	UTILITY MAINTENANCE SUPERVISOR
13	47,658	61,955	76,253	E	1303	UTILITY SYSTEM SUPERVISOR
14	50,041	65,053	80,065	E	1400	ASSISTANT TO THE TOWN MANAGER
14	50,041	65,053	80,065	E	1402	FLEET MAINTENANCE SUPERVISOR
15	52,543	68,306	84,069	E	1500	FIRE MARSHAL/EMERGENCY MGMT COORDINATOR
15	52,543	68,306	84,069	E	1502	POLICE LIEUTENANT
15	52,543	68,306	84,069	E	1503	PUBLIC SPACE MANAGER
15	52,543	68,306	84,069	E	1504	SAFETY & RISK MANAGER
15	52,543	68,306	84,069	E	1505	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	57,928	75,307	92,686	E	1700	ASSISTANT UTILITIES DIRECTOR
17	57,928	75,307	92,686	E	1702	WASTEWATER PLANT SUPERINTENDENT
17	57,928	75,307	92,686	E	1703	WATER PLANT SUPERINTENDENT
18	60,825	79,073	97,320	E	1800	ASSISTANT FINANCE DIRECTOR
18	60,825	79,073	97,320	E	1801	PUBLIC INFORMATION OFFICER
19	63,866	83,026	102,186	E	1802	PUBLIC WORKS DIRECTOR
20	67,059	87,177	107,295	E	2000	BUDGET DIRECTOR
21	70,412	91,536	112,660	E	2100	HUMAN RESOURCES DIRECTOR/TOWN CLERK
24	81,511	105,964	130,418	E	2400	CHIEF OF POLICE
24	81,511	105,964	130,418	E	2401	FINANCE DIRECTOR
24	81,511	105,964	130,418	E	2402	TOWN ENGINEER/UTILITIES DIRECTOR
25	85,587	111,263	136,939	E	2500	ASSISTANT TOWN MANAGER/PLANNING DIRECTOR

E* Position is considered non-exempt until exemption salary threshold (\$47,476) is met

Comparison of Current and Proposed Classification and Pay Plan

		Current			Proposed			
FTE	Job Classification	Salary Grade	Minimum	Maximum	Job Classification	Salary Grade	Minimum	Maximum
1.00	BILLING/COLLECTION CLERK	7	25,274	40,438	CUSTOMER SERVICE REPRESENTATIVE	1	26,538	42,460
0.50	PT BILLING & COLLECTIONS CLERK	7	25,274	40,438	CUSTOMER SERVICE REPRESENTATIVE	1	26,538	42,460
1.00	ACCOUNTS PAYABLE CLERK	8	26,983	43,173	ACCOUNTS PAYABLE TECHNICIAN	4	30,721	49,153
1.00	EQUIPMENT OPERATOR I	8	26,983	43,173	EQUIPMENT OPERATOR I	2	27,865	44,583
1.00	UTILITY MAINTENANCE TECH I	8	26,983	43,173	UTILITY MAINTENANCE TECHNICIAN I	1	26,538	42,460
1.00	ADMINISTRATIVE SUPPORT SPECIALIST	9	28,962	45,907	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST	6	33,870	54,191
1.00	CUSTOMER SERVICES REP	9	28,962	45,907	SENIOR CUSTOMER SERVICE REPRESENTATIVE	5	32,257	51,611
1.00	UTILITY MAINTENANCE TECH II	9	28,962	45,907	UTILITY MAINTENANCE TECHNICIAN II	3	29,258	46,813
1.00	ACCOUNTING TECHNICIAN	10	30,401	48,642	ACCOUNTING TECHNICIAN	6	33,870	54,191
1.00	EQUIPMENT OPR/CREW LEADER	10	30,401	48,642	CREW LEADER/EQUIPMENT OPERATOR III	5	32,257	51,611
1.00	UTILITY MAINTENANCE TECH III	11	32,109	51,374	UTILITY MAINTENANCE TECHNICIAN III	5	32,257	51,611
1.00	ADMINISTRATIVE ASSISTANT	12	33,818	54,109	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST	6	33,870	54,191
0.50	ADMINISTRATIVE ASSISTANT - PART TIME	12	33,818	54,109	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST	6	33,870	54,191
1.00	WATER/WASTEWATER PLT OPR II	12	33,818	54,109	WASTEWATER PLANT OPERATOR II	7	35,563	56,901
1.00	POLICE OFFICER	13	35,528	56,845	POLICE OFFICER	9	39,208	62,733
1.00	BACKFLOW/FOG SPECIALIST	14	37,236	59,578	BACKFLOW/FOG SPECIALIST	8	37,341	59,746
1.00	LAB SPECIALIST/OPERATOR III	14	37,236	59,578	LABORATORY TECHNICIAN/WATER PLANT OPERATOR III	9	39,208	62,733
1.00	LABORATORY SUPERVISOR	14	37,236	59,578	WASTEWATER LABORATORY SUPERVISOR	9	39,208	62,733
1.00	POLICE OFFICER 1ST CLASS	14	37,236	59,578	POLICE OFFICER 1ST CLASS	10	41,169	65,870
1.00	UTILITY MECHANIC III	14	37,236	59,578	UTILITY MECHANIC III	9	39,208	62,733
1.00	WATER/WASTEWATER PLT OPR III	14	37,236	59,578	WASTEWATER PLANT OPERATOR III	9	39,208	62,733
1.00	WATER/WASTEWATER PLT OPR III	14	37,236	59,578	WATER PLANT OPERATOR III	9	39,208	62,733
1.00	BILL & COLLECTION SUPERVISOR	15	38,945	62,312	BILLING & COLLECTION SUPERVISOR	11	43,227	69,163
1.00	FLEET MECHANIC	15	38,945	62,312	FLEET MECHANIC	9	39,208	62,733
1.00	METER READER SUPERVISOR	15	38,945	62,312	METER READER SUPERVISOR	9	39,208	62,733
1.00	UTILITIES ANALYST	15	38,945	62,312	UTILITIES ANALYST	10	41,169	65,870
1.00	UTILITIES INSPECTOR	15	38,945	62,312	UTILITIES INSPECTOR	10	41,169	65,870
1.00	FINANCIAL ANALYST	16	40,654	65,046	FINANCIAL ANALYST	12	45,388	72,622
1.00	HUMAN RESOURCES ANALYST/DEPUTY TOWN CLERK	16	40,654	65,046	HUMAN RESOURCES ANALYST/DEPUTY TOWN CLERK	12	45,388	72,622
1.00	MANAGEMENT ANALYST/ASSISTANT PIO	16	40,654	65,046	ASSISTANT TO THE TOWN MANAGER	14	50,041	80,065
0.50	MANAGEMENT ANALYST/ASSISTANT PIO	16	40,654	65,046	MANAGEMENT ANALYST	12	45,388	72,622
1.00	POLICE CORPORAL	16	40,654	65,046	POLICE CORPORAL	11	43,227	69,163
1.00	WEB DEVELOPER/ASSISTANT PIO	16	40,654	65,046	WEB DEVELOPER/ASSISTANT PIO	12	45,388	72,622
1.00	CHIEF WASTEWATER TRT PLT OPR	17	42,363	67,781	CHIEF WASTEWATER PLANT OPERATOR	12	45,388	72,622
1.00	ECONOMIC DEVELOPMENT PLANNER	17	42,363	67,781	ECONOMIC DEVELOPMENT PLANNER	12	45,388	72,622
1.00	ASST PUBLIC WORKS SUPERVISOR	18	44,072	70,515	PUBLIC WORKS SUPERVISOR	13	47,658	76,253
1.00	POLICE SENIOR CORPORAL	18	44,072	70,515	POLICE SENIOR CORPORAL	12	45,388	72,622
1.00	UTILITY MAINTENANCE SUPV	18	44,072	70,515	UTILITY MAINTENANCE SUPERVISOR	13	47,658	76,253
1.00	CHIEF WATER TREAT PLT OPR	19	45,781	73,250	CHIEF WATER PLANT OPERATOR	13	47,658	76,253
1.00	PROJECT PLANNER	19	45,781	73,250	PUBLIC SPACE MANAGER	15	52,543	84,069
1.00	SENIOR PLANNER	19	45,781	73,250	SENIOR PLANNER	12	45,388	72,622
1.00	STORMWATER MANAGER	19	45,781	73,250	STORMWATER & ENVIRONMENTAL SERVICES MANAGER	15	52,543	84,069
1.00	UTILITY SYSTEM SUPERVISOR	19	45,781	73,250	UTILITY SYSTEM SUPERVISOR	13	47,658	76,253
1.00	POLICE SERGEANT	20	47,490	75,984	POLICE SERGEANT	13	47,658	76,253
1.00	FLEET MAINT SUPERVISOR	21	49,198	78,717	FLEET MAINTENANCE SUPERVISOR	14	50,041	80,065
1.00	SAFETY & RISK MGMT OFFICER	21	49,198	78,717	SAFETY & RISK MANAGER	15	52,543	84,069
1.00	ASST UTILITIES DIRECTOR	23	52,616	84,186	ASSISTANT UTILITIES DIRECTOR	17	57,928	92,686
1.00	POLICE LIEUTENANT	23	52,616	84,186	POLICE LIEUTENANT	15	52,543	84,069
0.50	PUBLIC INFO OFFICER P/T	23	52,616	84,186	PUBLIC INFORMATION OFFICER	18	60,825	97,320
1.00	ASSISTANT FINANCE DIRECTOR	25	56,034	89,654	ASSISTANT FINANCE DIRECTOR	18	60,825	97,320
1.00	FIRE MARSHALL/EMS COORD	25	56,034	89,654	FIRE MARSHAL/EMERGENCY MGMT COORDINATOR	15	52,543	84,069

Comparison of Current and Proposed Classification and Pay Plan

		Current					Proposed		
FTE	Job Classification	Salary Grade	Minimum	Maximum	Job Classification	Salary Grade	Minimum	Maximum	
1.00	WASTEWATER PLANT SUPT	25	56,034	89,654	WASTEWATER PLANT SUPERINTENDENT	17	57,928	92,686	
1.00	WATER PLANT SUPT	26	57,743	92,389	WATER PLANT SUPERINTENDENT	17	57,928	92,686	
1.00	BUDGET DIRECTOR	27	59,452	95,123	BUDGET DIRECTOR	20	67,059	107,295	
1.00	TOWN CLERK/DIR OF ADMIN/HR	28	61,161	97,858	HUMAN RESOURCES DIRECTOR/TOWN CLERK	21	70,412	112,660	
1.00	PUBLIC WORKS DIRECTOR	29	62,870	100,592	PUBLIC WORKS DIRECTOR	19	63,866	102,186	
1.00	FINANCE DIRECTOR	31	66,288	106,061	FINANCE DIRECTOR	24	81,511	130,418	
1.00	ASST.TOWN MGR./PLAN.DIR.	32	67,997	108,795	ASSISTANT TOWN MANAGER/PLANNING DIRECTOR	25	85,587	136,939	
1.00	CHIEF OF POLICE	35	73,123	116,997	CHIEF OF POLICE	24	81,511	130,418	
1.00	TOWN ENGINEER/UTIL DIR	38	78,250	125,200	TOWN ENGINEER/UTILITIES DIRECTOR	24	81,511	130,418	
1.00	TOWN MANAGER	48	95,339	152,542	TOWN MANAGER	N/A	#N/A	#N/A	
0.50	INTERN	N/A	#N/A	#N/A	VIDEO PRODUCTION SPECIALIST	7	35,563	56,901	