

## Hillsborough Board of Commissioners Agenda

7 p.m. April 11, 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 the mayor's designee will ask the offending person to leave the meeting until the individual regains personal control. Should decorum fail to be restored, the mayor or the mayor's 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. Presentation and Swearing in of Police Officer Anthony DeSantis
- B. Presentation and Swearing in of newly promoted Police Sergeant Jason Winn

### 5. APPOINTMENTS

- A. Board of Adjustment – Re-appoint Dan Barker to a second full term as an in-town member with a term expiring April 30, 2019

### 6. PUBLIC HEARING

- A. Staff Recommended Stormwater Utility Fees & Update

### 7. PRESENTATION AND PUBLIC COMMENT

- A. Presentation and public comment regarding updating the town's meter reading technology and contracting with FATHOM's data management services

### 8. CRITICAL COMMITTEE REPORTS

### 9. REPORT FROM THE TOWN MANAGER

### 10. DEPARTMENTAL REPORTS

### 11. ITEMS FOR DECISION — CONSENT AGENDA

- A. Minutes of the Board of Commissioners Feb. 27, 2016 Annual Budget Planning Retreat, Minutes of the Board of Commissioners March 14, 2016 Regular Meeting, Minutes of the Board of Commissioners March 14, 2016 Regular Meeting Closed Session, and Minutes of the Board of Commissioners March 28, 2016 State of the Town Address
- B. Miscellaneous Budget Amendments and Transfers

- C. Digital submittal requirements for water/sewer/stormwater projects
- D. Revisions to the checklist for approval and acceptance of utilities projects
- E. Sexual Assault Awareness Month Proclamation
- F. Authorize application submittal to designate Riverwalk as part of the state trail system
- G. Acceptance of water and sewer facilities at Waterstone Terraces townhomes, Phase 2, and start of 1-year warranty period

12. ITEMS FOR DECISION — REGULAR AGENDA

- A. Resolution Opposing HB2 and supporting passing protections against LGBT discrimination
- B. Receive request to close an unimproved portion of Piney Lane
- C. Discussion of proposals to provide pre-development services if the town acquires 153 W. King Street (former Colonial Inn)
- D. Discuss formation of Intergovernmental Work Group relating to affordable housing
- E. Update to the traffic calming policy
- F. Discussion of traffic study preparation for development proposals
- G. Discuss Hot Topics for April 25, 2016 Work Session

13. CLOSED SESSION

- A. 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.)
  
- B. 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 (potential litigation)

14. ADJOURN

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 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 Anthony DeSantis and public reaffirmation of his Oath of Office

Attachment(s):

Brief Summary:

Recently hired Officer Anthony DeSantis 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: April 11, 2016

Department: Police

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:** Chief Duane Hampton

### ITEM TO BE CONSIDERED

Subject:

Introduction of newly-promoted Sergeant Jason Winn and his public swearing of his oath of office.

Attachment(s):

Brief Summary:

Recently promoted Sergeant Jason Winn will be introduced to the board and he will publically take 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: April 11, 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:**

Re-appoint Dan Barker to a second full term as an in-town member of the Board of Adjustment for a term expiring April 30, 2019.

**Attachment(s):**

Application form

**Brief Summary:**

Mr. Barker is a current BOA member and is interested in continuing his service. Mr. Barker has attended 17 of the 20 meetings held during his first term.

**Action Requested:**

Re-appoint Mr. Barker to a full term as an in-town member of the Board of Adjustment for a term expiring April 30, 2019

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

**Financial Impacts:**

**Staff Recommendations/Comments:**

**From:** Dan Barker [<mailto:townmail2015@danbarker.com>]  
**Sent:** Thursday, October 15, 2015 5:30 PM  
**To:** Katherine Cathey <[Katherine.Cathey@hillsboroughnc.org](mailto:Katherine.Cathey@hillsboroughnc.org)>  
**Subject:** 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.

### **General Information**

Name:  
Dan Barker  
Home Address:  
2201 Baycourt Trl  
Phone (Home):  
919-245-1637  
Phone (Work):  
919-962-4335  
Email:  
[townmail2015@danbarker.com](mailto:townmail2015@danbarker.com)  
Place of Employment:  
UNC Chapel Hill  
Job Title:  
Systems Analyst

### **Personal Background**

Date of Birth:  
05/11/1969  
Gender:  
Male  
Ethnic Origin:  
Caucasian

### **Boards/Commissions/Committees of Interest**

- Historic District Commission
- Planning Board

### **Reasons for Wishing to Serve**

I enjoy participating in the town's advisory processes and helping to shape Hillsborough into a better town.

### **Relevant Experience**

Work Experience:

University of North Carolina at Chapel Hill - Systems Analyst for Division of Finance and Administration

University of North Carolina at Chapel Hill - Facilities Database Manager for Engineering Information Systems

School for Communication Arts (now Living Arts College) - Instructor

Archibus Solutions Center - Research Triangle - Space Consultant and Knowledge Manager

The Beacon Institute for Learning (Duke Univ., Univ. of Richmond, Goucher College) - Instructor, Curriculum Adviser

Computer Learning Centers - Instructor, Department Chair

Volunteer Experience:

Previously on Hillsborough planning Board; Currently on Town Water and Sewer Advisory Committee and Board of Adjustment.

Educational Experience:

BA and MAT from Trinity University, San Antonio, TX

### **How You Heard About This Opportunity**

- Internet
- Current Hillsborough Volunteer

### **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.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
Department: Stormwater/Planning  
Public Hearing:  Yes  No  
Date of Public Hearing: April 11, 2016

For Clerk's Use Only  
AGENDA ITEM #

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

**PRESENTER/INFORMATION CONTACT:** Terry Hackett, Stormwater Program Manager

### ITEM TO BE CONSIDERED

**Subject:**

Staff Recommended Stormwater Utility Fees & Update

**Attachment(s):**

Staff Recommended Stormwater Utility Fees & Update - April 2016  
Proposed Stormwater Utility Road Map

**Brief Summary:**

Stormwater Program Manager, Terry Hackett, will present a "road map" summarizing actions taken to date and present a staff recommended fee structure for the proposed stormwater utility.

**Action Requested:**

Receive presentation by Stormwater Program Manager, Terry Hackett summarizing the staff recommended fee structure for the proposed stormwater utility and open public hearing to allow public comment.

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

Three options for a fee structure of the proposed stormwater utility were presented at the March town board meeting and discussed. The options were required to account for changes to projected revenue and expenses. Based on feedback from the town board, additional analyses were completed and staff is bringing forward a recommended fee structure that allows stormwater services to increase while keeping fees in line with other municipalities subject to the Falls Lake rules.

**Financial Impacts:**

Staff is recommending a \$75 annual flat fee for residential properties and a 5-tier fee structure based on the "equivalent residential unit" for non-residential properties. Financial impacts are detailed in the attached update.

**Staff Recommendations/Comments:**

Staff recommends that the board consider the proposed fee structure and open a public hearing to receive public comment; staff recommends keeping the public hearing open until the May budget public hearing and workshop to allow ample time to receive public comment before final consideration at its June 2016 meeting.

The Town of Hillsborough is proposing the creation of a stormwater utility and associated fee beginning July 1, 2016. This fee is not a tax and would apply to all properties within the town limits, including tax-exempt parcels. The town's stormwater program began in 2005 and funding has been provided by the town's general fund through the current fiscal year. However, expanding state and federal requirements make it necessary for the town to find alternative funding options. These state and federal requirements are unfunded mandates.

### **Stormwater Services**

The primary purpose of the town's stormwater program is to reduce stormwater runoff pollution reaching the Eno River. The town's stormwater program also includes maintenance of stormwater infrastructure (e.g. pipes, catch basins, ditches, swales, etc.) within town maintained streets and property. These services are an important benefit to citizens.

### **Analysis and Public Input**

The initial analysis was detailed in the town's *Stormwater Utility Fee Analysis & Report* dated November 2015. The report was released to the public in December and the town began a public outreach campaign. Based on public input several changes were proposed which included:

- No stormwater fees for parcels designated as open space or undeveloped
- Tiers for non-residential properties adjusted from 3 to 5
- Non-residential fees calculated based on "equivalent residential unit"

These changes coupled with refined parcel data resulted in significantly lower revenue projections. The lower revenue projections will either require cuts in stormwater services or adjustments to proposed stormwater fees, or some combination in order to balance the stormwater budget.

### **Stormwater Fee Options**

The town's board of commissioners were presented options to consider at their March 14, 2016 regular meeting. Options included keeping fees at originally proposed levels, increasing them intermittently over several years, or increasing them to cover expected budget shortfalls. The first two options included significant cuts in the proposed FY17 stormwater budget. Cutting the budget would result in significant reductions in services while raising the likelihood of non-compliance with state and federal regulations.

The town board requested staff to conduct additional analysis. Multiple scenarios were analyzed to determine the best option for setting proposed stormwater utility fees. The best option seems to be a combination of higher fees with a corresponding smaller reduction in services. Based on this latest analysis staff is recommending \$75 as the flat rate for residential properties and a corresponding "equivalent residential unit" or ERU for the proposed non-residential tiers.

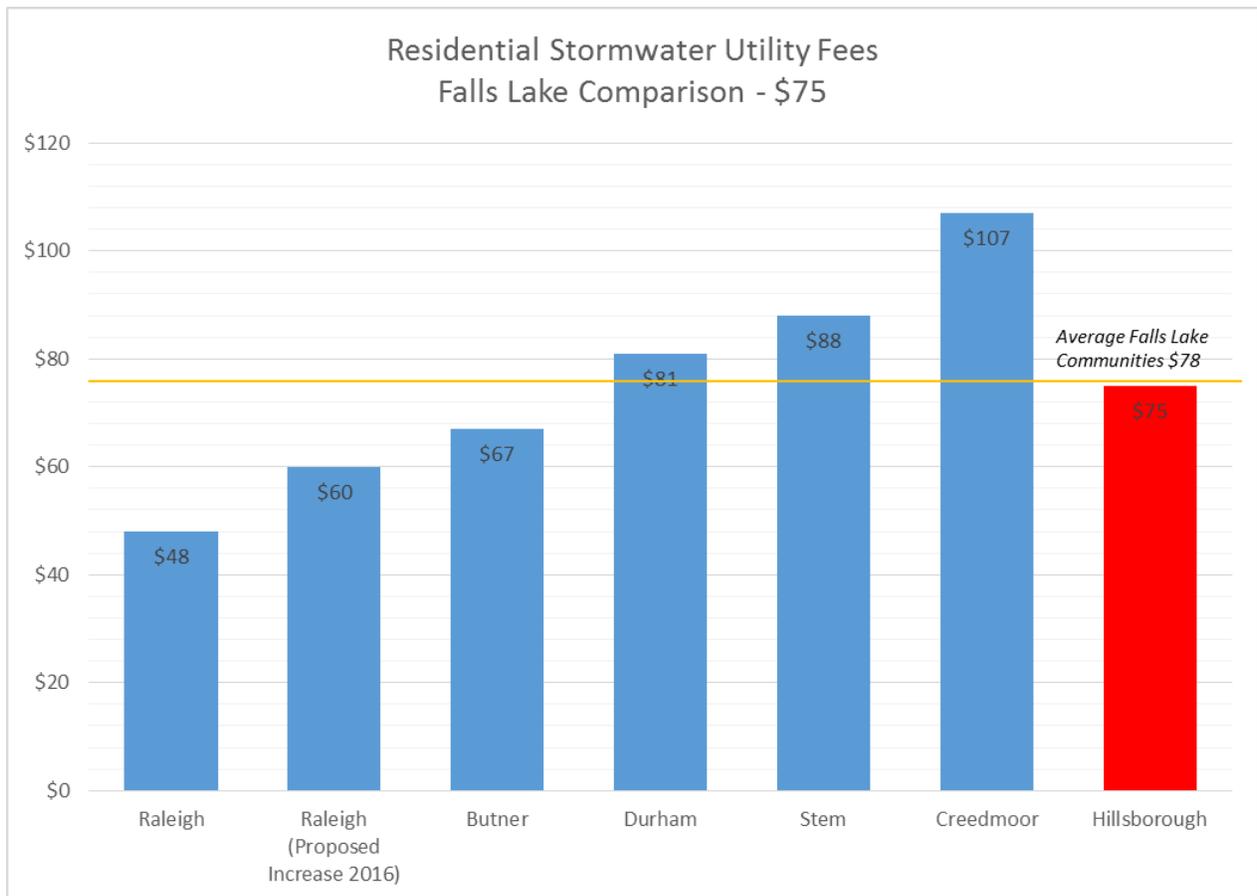
**Staff Recommended Stormwater Fees**

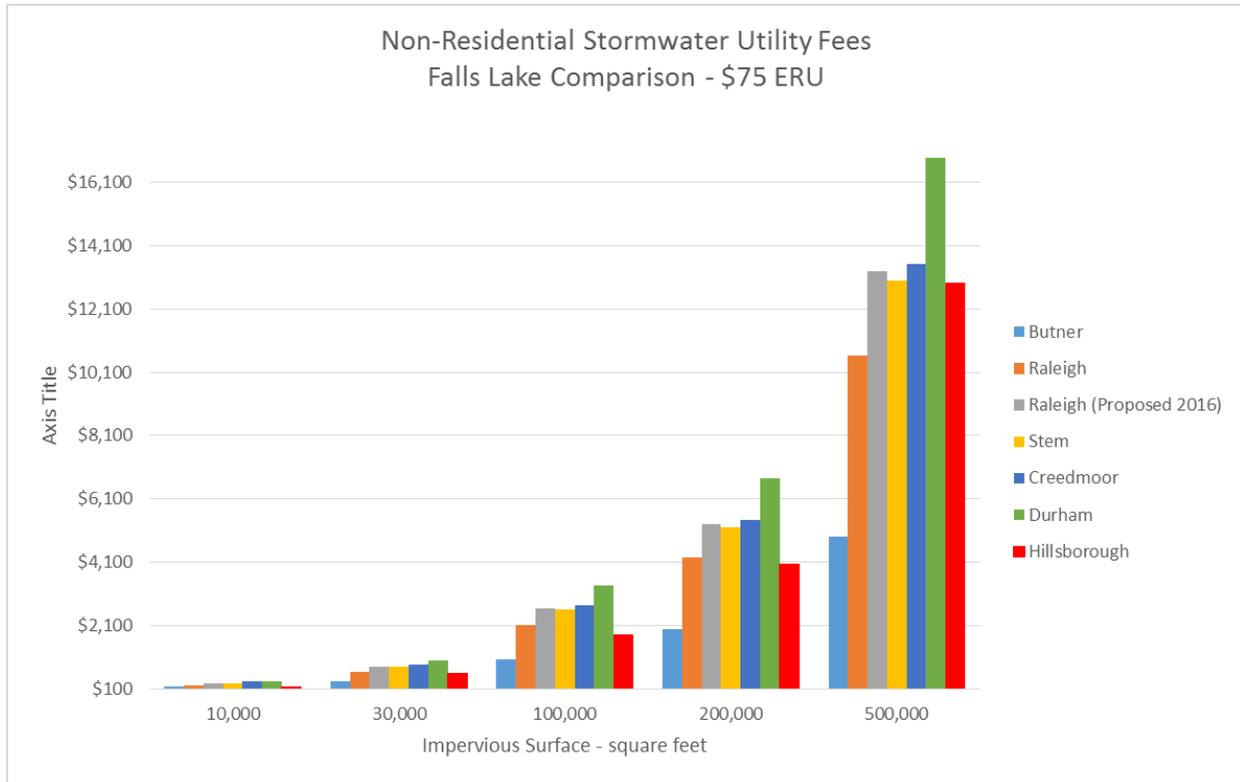
Based on multiple scenarios, staff is recommending that the town board consider adopting the following stormwater utility fee schedule. Residential properties (i.e. single family residences) would be charged a flat rate of \$75 annually and non-residential properties would be charged based on the corresponding ERU for a given tier. The recommended fee structure is as follows:

<i>Residential Properties</i> .....	<i>\$75 annually</i>
<i>Tier 1, Non-residential Properties (0 to 10,000 sq. ft.)</i> .....	<i>\$150 annually</i>
<i>Tier 2, Non-residential Properties (10,001 to 30,000 sq. ft.)</i> .....	<i>\$600 annually</i>
<i>Tier 3, Non-residential Properties (30,000 to 100,000 sq. ft.)</i> .....	<i>\$1,800 annually</i>
<i>Tier 4, Non-residential Properties (100,001 to 200,000 sq. ft.)</i> .....	<i>\$4,050 annually</i>
<i>Tier 5, Non-residential Properties (200,001 sq. ft. and above)</i> .....	<i>\$12,900 annually</i>

**Rate Comparison**

This rate structure still compares favorably for other municipalities with stormwater utilities subject to the Falls Lake Rules.





**Staff Recommended Budget**

Using the \$75 based fee generates projected revenue that exceeds the currently proposed FY17 budget with the significant reduction in services. This fee structure would allow certain line items to be increased which raises services and improves compliance with state and federal stormwater requirements. This also allows a fund balance in the first and second year. The following table provides a summary of items to be increased over the current budget. Note that the FY17 budget still proposes postponing hiring of the 2 new stormwater positions for 6 months and keeps the UNRBA fees in the Sewer and Water fund.

<b>Budget Item</b>	<b>Current FY17</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<i>Pipe Replacement &amp; Other Sys Maint.</i>	35,000	40,000	40,000	45,000
<i>Field &amp; ROW Inspections</i>	15,000	15,000	15,000	20,000
<i>Monthly Street Sweeping</i>	20,000	20,000	20,000	30,000
<i>Storm Drain Cleaning</i>	5,000	5,000	7,500	10,000
<i>Private Drainage Cost Share</i>	0	10,000	10,000	10,000
<i>Miscellaneous Maintenance</i>	0	50,000	50,000	75,000
<i>C.S./Engineering</i>	9,000	15,000	15,000	15,000
<i>Capital Projects</i>	0	50,000	50,000	75,000
<i>Nutrient Reduction Falls Lake - Stage I</i>	0	50,000	50,000	75,000

## Proposed Stormwater Utility Update

April 2016



This scenario allows stormwater system maintenance to be funded at a higher rate, including \$50,000 in the first two years for the systematic maintenance program. It adds funding to the private drainage cost share program and it increases consulting services. This scenario also adds back some funding for Falls Lake compliance projects. While \$50,000 may not fully fund a project it will provide a way to complete engineering and design analysis and possibly leverage grant funds by having a reserve that can be used as a grant match. The FY19 figures are increased slightly which results in a much smaller balance but this fee structure indicates that no increases would be necessary for the first 3 years at this level of service.

### **Projected Revenue**

Using the \$75 flat fee for residential properties and the corresponding ERU based fees for non-residential property tiers, projected revenue was calculated. To be more conservative, fewer new properties were projected for FY18 and FY19. The revenue projections include a 97% collection rate.

		<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<i>Estimated Revenue</i>	Residential Properties	\$177,000	\$184,500	\$195,750
	Non-Residential Properties	\$436,200	\$465,150	\$465,900
	<i>Sub Total</i>	\$613,200	\$649,650	\$661,650
	<i>Total Projected Revenue*</i>	\$594,804	\$630,161	\$641,801
Proposed Expenses		\$493,433	\$553,865	\$629,417
<i>Surplus/Deficit</i>		\$101,371	\$76,296	\$12,383

\*Assumes a 97% collection rate

As shown, this scenario allows for a fund balance each of the fiscal years even with the increased expenses. While the proposed balance in FY19 is considerably less than the first two years, the FY19 budget includes increased expenses over FY17 and FY18. This indicates that the \$75 based fee structure would allow increased stormwater services over those currently proposed without having to raise rates in the first three years.

### **Advantages**

The staff recommended \$75 based fee structure has several advantages over other options considered. These advantages include:

## Proposed Stormwater Utility Update

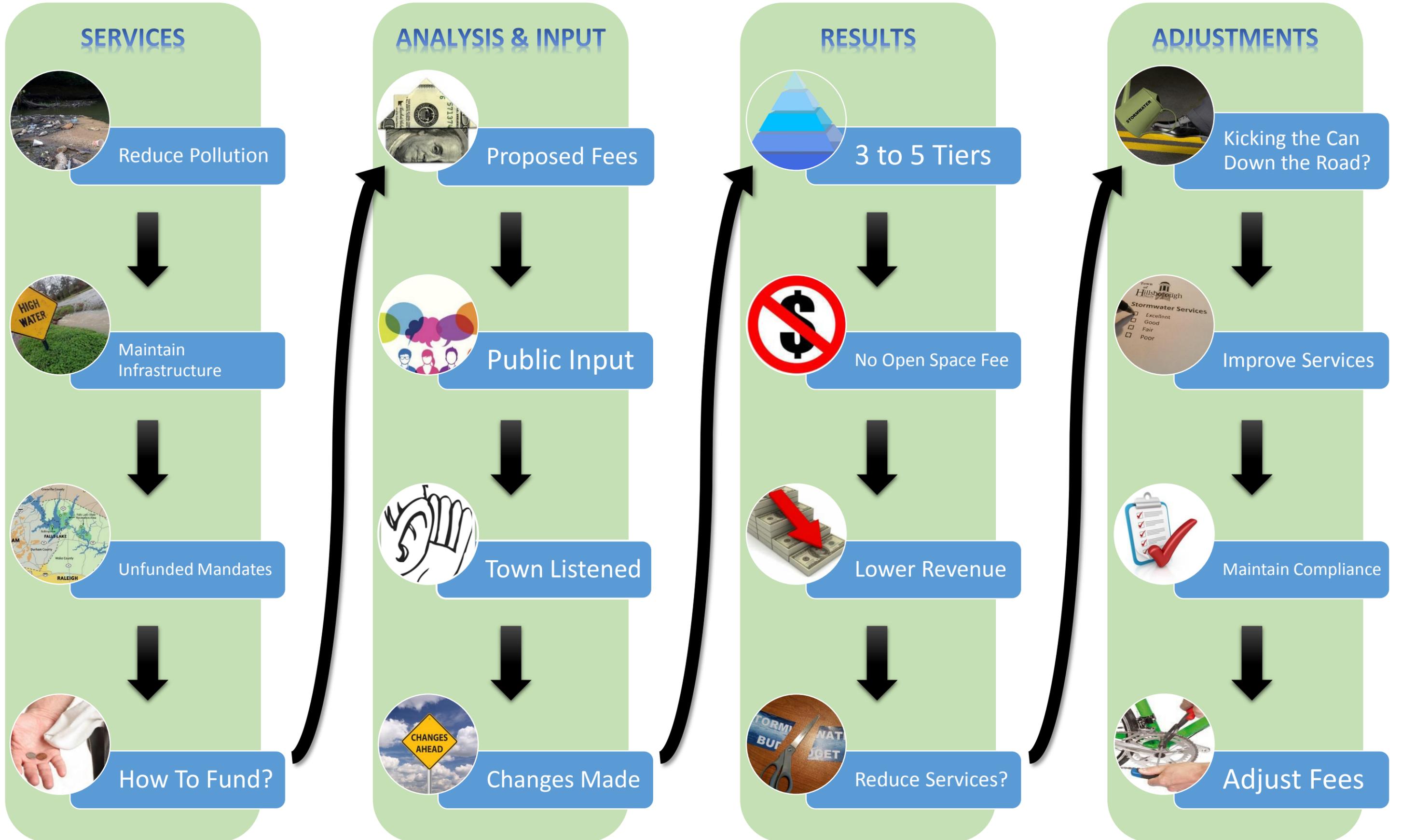
April 2016

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1. Maintains changes resulting from the public input process including the new 5-tier fee structure and no fee for open space;
2. Analysis indicates fees can remain constant the first 3 years, while the utility gets started;
3. Contains increased stormwater infrastructure maintenance including some funding for the private drainage cost share program;
4. Includes capital funding to begin addressing Falls Lake Rule compliance and mitigation;
5. Uses a conservative approach to account for new development;
6. Provides a modest fund balance in each of the first 3 fiscal years;
7. Allows for continued analysis in the first 3 years to refine expenses and revenue;
8. Keeps fees in line with other municipalities required to meet the Falls Lake Rules;
9. Will help ensure compliance with stormwater program regulations.

# Proposed Stormwater Utility Road Map



# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
 Department: Finance  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

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

**PRESENTER/INFORMATION CONTACT:** Heidi Lamay, Finance Director

### ITEM TO BE CONSIDERED

**Subject:**

Presentation and public comment regarding updating the town's meter reading technology and contracting with FATHOM's data management services

**Attachment(s):**

Frequently Asked Questions

**Brief Summary:**

The Town of Hillsborough is considering installing new meter reading technology and outsourcing its billing and collections services and is seeking input from water and sewer customers.

**Action Requested:**

Receive presentation and accept public comment. Authorize staff to proceed with an RFP for financing proposals.

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

The proposed system would allow the town to collect meter readings remotely via radio transmissions, and is estimated to cost \$948,000 for the system implementation. In addition, the Finance Department is recommending contracting with software provider FATHOM for the meter data management and bundled services to include an automated process for work orders, an improved collections process and a new customer service platform. Bundling these services will offer customers an enhanced customer service experience with no increase in rates, create long-term stability, and create cost control and savings measures.

The total cost of the proposed changes is expected to be offset by savings from the new technology, including elimination of planned improvements to the current meter reading technology, reductions to staff and operational efficiency improvements. No meter reading staff layoffs are planned as part of the project, but the project will eliminate the need to replace employees who are eligible for retirement. Part-time positions in the Billing and Collections Office are planned for elimination, but opportunities for moving employees to other departments will be sought.

The proposal was presented to the Water and Sewer Advisory Committee at its April 7 meeting. A public comment period will be opened at the April 11, 2016 commissioners' meeting. Staff is asking the Board to authorize the Finance Director to issue and RFP for financing the AMI portion of the project and negotiate a contract with Fathom

for the installation and bundled services as presented so the board could make a decision on the proposal at its session on April 25.

**Financial Impacts:**

Installation of the advanced metering infrastructure is estimated at \$948,000. The estimated annual cost for the bundled services is estimated at \$329,000. It is projected that there will be no increase in rates in the short-term, as the system costs will be offset by staff re-alignment and cost savings initiatives.

**Staff Recommendations/Comments:**

Authorize the Finance Director to issue an RFP for financing the AMI portion of the project and negotiate a contract with Fathom for the installation and bundled services as presented.



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Government » [Frequently Asked Questions](#)

To ...

# FAQ: Proposed Meter Reading Technology and Outsourced Services

Below are answers to some of the frequently asked questions about a proposed new meter reading technology, called advanced metering infrastructure, and outsourcing of utility billing and collections services.

Click on a question to view the answer.

[What is advanced metering infrastructure?](#)

[What services would be outsourced?](#)

[What is the cost of the proposed changes?](#)

[Will this lead to a rate increase?](#)

[When will a decision be made?](#)

[How can I learn more and provide input?](#)

## **What is advanced metering infrastructure?**

Advanced metering infrastructure, also called AMI, is a system of smart meters, communications networks and data management systems that allow two-way communication between a utility and its customers' meters. It would allow the town to collect meter readings remotely via radio transmissions.

- Elimination of the need for employees to drive or walk through the town's water and sewer service areas to collect meter readings monthly.
- Elimination of the potential for human error when reading meters.
- More frequent readings — many times a day vs. once a month.

- Access to information that could allow the town to alert customers when their water-use patterns indicate a potential leak.
- Customer access to data on their water use online, providing greater insight that could help customers to conserve water and save money.
- Significant reduction in the town meter reading program's vehicle use as well as associated costs and greenhouse gas emissions.

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### **What services would be outsourced?**

The Finance Department is recommending contracting with software provider FATHOM to provide:

- Meter data management for the proposed new meter reading technology.
- An automated process for work orders.
- An improved collections process.
- A new customer service platform to include bilingual customer service representatives, a mobile application and a new online portal for customers to view their usage and to pay their bills.

Some existing customer service employees in the Water and Sewer Billing and Collections Office would be maintained, allowing customers to continue to visit the office to make payments, sign up for service and ask questions.

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### **What is the cost of the proposed changes?**

Installing the advanced metering infrastructure would cost an estimated \$948,000. The debt service would be about \$78,000 annually for 15 years. Paired with the estimated annual cost of \$329,000 for FATHOM's service, the annual bundled cost over 15 years for the proposed changes would be about \$407,000.

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### **Will this lead to a rate increase?**

No. The total cost is expected to be offset by savings from the new technology, including elimination of planned improvements to the current meter reading technology, reductions to staff and operational efficiency improvements. No meter reading staff layoffs are planned as part of the project, but the project will eliminate the need to replace employees who are eligible for retirement. The current meter reading staff will continue to perform other meter-related work, such as rechecks of readings and replacements of water meter registers. The staff also is cross trained to assist utilities crews if no service orders have been placed. Part-time positions in the Billing and Collections Office are planned for elimination, but opportunities for moving employees to other departments will be sought.

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### **When will a decision be made?**

The Hillsborough Board of Commissioners is expected to make a decision at its April 25 work session, which starts at 7 p.m. in the Town Barn, 101 E. Orange St. on the Town Hall Campus.

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### **How can I learn more and provide input?**

To learn more, attend the Water and Sewer Advisory Committee's April 7 meeting or the Hillsborough Board of Commissioners' April 11 meeting, in which the proposal will be presented. Both meetings start at 7 p.m. in the Town Barn, 101 E. Orange St. on the Town Hall Campus.

To provide input, attend the commissioners' April 11 meeting, where a public comment period will be opened.

Citizens also may contact Hillsborough Finance Director Heidi Lamay by [email](#) or by phone at 919-732-2104, ext. 1001, for more information or to provide input.

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# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
 Department: All  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	10	
<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

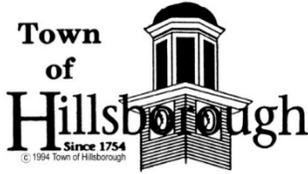
Action Requested:  
Accept reports

### ISSUE OVERVIEW

Background Information & Issue Summary:  
n/a

Financial Impacts:  
n/a

Staff Recommendations/Comments:  
n/a



**ADMINISTRATION DEPARTMENTAL REPORT  
April 2016**

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

Meetings

- RFQ Selection Committee (3/3/16)
- FY17 Employee Budget Preview (3/8/16)
- Administration Department Top Goal (3/9/16)
- Board of Commissioners Regular Meeting (3/14/16)
- RFQ Selection Committee (3/22/16)
- Wellness Team (3/24/16)
- State of the Town Address (3/28/16)
- Twice-weekly update meetings with Town Manager
- Bi-weekly update meetings with Safety and Risk Management Officer
- Monthly meetings with Administration and Management Teams

Employee Events and Training

- New Employee Orientation (3/7/16)

Recruitment and Selection

- Police Officer (Police)
  - Recruitment opened (1/2/15)
  - Recruitment ongoing (96 applicants to date)
  - Nine offers accepted (2 new hires in March 2016)
- Water Treatment Plant Operator
  - Recruitment opened 12/2/15
  - Recruitment closed (12/16/15) (17 applicants)
  - Position re-advertised (1/13/16)
  - Position closed 2/1/16 (41 applicants)
  - 1 offer declined; 1 offer rescinded due to background check
  - Position re-advertised (3/24/16) (12 new applicants)
- Police Officer – Trainee (Diversity Scholarship Program)
  - Recruitment opened (3/21/16)
  - 12 Applicants to date
- Utilities Maintenance Technician
  - Recruitment opened (2/11/16)
  - Recruitment closed (2/29/16) (8 applicants)
  - Position re-advertised (3/8/16)
  - Offer accepted; pending background check
- Police Sergeant (Internal)
  - Recruitment opened (2/11/16)
  - Recruitment closed (2/29/16) (8 applicants)

- Assessment Center (2/25/16)
- Position filled (Start date 3/23/16)
- Police Sergeant (External)
  - Recruitment opened (1/11/16)
  - Recruitment closed (2/1/16) (3 applicants)
  - Considering internal applicants

#### Pay and Benefits

- Biweekly payroll (2)
- 2015 ACA reporting – Form 1095-C's prepared and mailed, and IRS filing completed
- Developed/revised Classification and Compensation survey tool

#### Wellness

- Implemented wellness mini-grant program
- Prepared for On the Move Challenge (starts 4/4/16)

#### Performance Evaluation

- Provided ongoing support for NEOGOV performance evaluation system

#### Professional Development

- IIMC Clerk Certification Course (2/29/16-3/4/16)/Sherri
- HCW Municipality Forum (3/1/16)/Katherine
- Advancing Racial Equity: The Role of Government (3/4/16)/Katherine
- NC-IPMA Annual Conference (3/15-18/16)/Katherine and Sherri
- IPMA-HR Developing Competencies for HR Success Course (3/18-21/16)/Katherine
- Webinar - Building a Goal-Oriented Organization (3/23/16)/Sherri
- Webinar - Your Diversity & Inclusion Program – Intermediate Level (3/30/16)/Sherri

#### Miscellaneous

- Police Diversity Scholarship/Cadet Initiative
- Developing employee safety training requirements per position
- Newsletter preparation
- Draft policy for Quantisal/Screening drug testing
- New town website review/training

### **Public Information Office Report: March 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-Mar — Reminder: Hillsborough Disinfecting Water with Chlorine, Flushing Lines  
1-Mar — Controlled Burn Possible Today on Occoneechee Mountain  
1-Mar — New Hillsborough Park Opened; Roadway Opening Delayed  
1-Mar — Controlled Burn Operations Completed for Today  
7-Mar — Hillsborough Officer to Take Polar Plunge for Special Olympics

- 7-Mar — Hillsborough Tourism Board Accepting Grant Applications
- 8-Mar — Controlled Burn Expected Wednesday on Occoneechee Mountain
- 9-Mar — Controlled Burn to Start about 10 a.m. on Occoneechee Mountain
- 9-Mar — Controlled Burn Completed Today; Another Planned for Thursday
- 10-Mar — Mayor Invites Hillsborough Neighborhoods to State of Town Address
- 10-Mar — Third Controlled Burn to Start about 10:30 a.m. on Occoneechee Mountain
- 10-Mar — Controlled Burn at Occoneechee Mountain Completed; No Others Planned
- 11-Mar — Test Safety Alarms When Changing Clocks
- 15-Mar — Hillsborough Board of Commissioners Meeting Summary — March 14, 2016
- 17-Mar — Time's Standing Still: Hillsborough Clock to Be Repaired
- 18-Mar — Town Offices Closed, Solid Waste Collection Rescheduled due to Good Friday
- 18-Mar — Portion of Riverwalk to Be Closed for Utilities Work
- 21-Mar — Hillsborough Citizens Wanted for Animal Services Boards
- 22-Mar — Hillsborough Switching to New Online Pay Portal for Water/Sewer Customers
- 22-Mar — Hillsborough Police Offering Easter Egg Hunt for Dogs
- 23-Mar — Reminder: State of Town Address on Monday
- 24-Mar — Tip Offered on New Online Water/Sewer Pay Portal
- 28-Mar — Town Launches New Website
- 30-Mar — Mayor Cites Love and Fear in Hillsborough video link

- As of March 30, subscriptions are:
  - News releases — 690
  - Meeting notices — 401
  - Bid postings — 347

#### Website/Intranet

- Continued work on new website and launched on March 26.
- Took photos of various town facilities and staff for use on new website.
- Provided training to staff from other departments and divisions in updating the new website.

#### Newsletters/Brochures/Advertisements

- Continued to work with the Cemetery Committee on changes to draft Old Town Cemetery walking guide.
- Created promotions for State of the Town Address.

#### Social Media

- Made 46 Facebook posts and 54 tweets. Posted one new video to YouTube.
- As of March 30:
  - Facebook: 1,284 likes
  - Twitter: 579 followers
  - YouTube: 45 subscribers
- Responded to 5 comments on Facebook and 5 tweets.

### Government Access Channel/Videos

- Shot, edited and posted meeting summary video for Board of Commissioners' March 14 meeting.
- Shot and incorporated slides into video of 2016 State of Town Address.
- Continued troubleshooting and working with IT and local support regarding various issues with the government access channel that prevented remote access to the software, editing of bulletins and webstreaming of channel.
- Looked into purchase of second video camera and accessory equipment.

### Other Work

- Worked with N.C. Forest Service to create and distribute news releases about planned burns at Occoneechee Mountain State Natural Area.
- Took photo of Cates Creek Parkway road closure signs and barricades and photo of Riverwalk bridge for news release and social media use.
- Helped create questions and answers for proposal on new metering technology and outsourcing of billing and collections services.

### Meetings/Events/Training

- Attended administration and management team meetings on March 2 and 30.
- PIO and management analyst/assistant PIO met with fire marshal/emergency management coordinator, planning director/assistant town manager and town manager on March 16 regarding new emergency notifications system after first use of the system.
- Met with utility system supervisor at Riverwalk on March 18 to determine location of utility work for a site map notifying citizens of the work.
- PIO staff met on March 23 for monthly meeting.
- Attended State of Town address on March 28.
- PIO attended public speaking training on March 31 with consultant.

## **Safety and Risk Management Officer Monthly Report** **March 2016**

### Meetings Attended/Conducted

- Safety Committee Meeting.
- Semi-monthly department meeting.
- Wellness Team Meeting.
- Met with Fastenal Representatives regarding support team and vending improvement ideas for vending machines.

### Training Attended/Conducted

- Monthly Safety Trainings.

### Site inspections

- Complete evaluation/inspection of Exchange Club Parks and Facilities. X2
- Gold Park.
- Turnip Patch Park.
- Murray Street Park.

- Hillsborough Heights Park.

Miscellaneous

- Completed 1st quarter random drug screens.
- Coordinated lunch for budget meeting.
- Worked on employee training schedule.
- Working on Active Shooter Program/Training.
- After hours - random drug screens. X3
- Gathering information regarding Lead Safety Training/Policy.
- Installed "Safety is no Accident" banner at the water plant.
- Working on workers comp. incident.
- Working on 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**

APRIL 2016

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

PROJECT	BUDGET	STATUS
WWTP Discharge Compliance	-	<b>We were compliant with our discharge permit limits in February.</b> Our sludge management program is in good condition.
Sewer Spill Summary	-	The Town had <b>one</b> 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	-	<b>The reservoir is full, with approximately 345 days of supply remaining.</b> The current overflow is exceeding the minimum release for April of 4.0 cubic feet per second (2.586 MGD).
WFER Phase 2 Design Project (FY16)	\$ 1,237,000	The road improvements design work is ongoing. Final design of Mill Creek Road and Carr Store road began in July 2015. Discussions with NCDOT are ongoing to determine responsibilities and cost sharing of the Efland-Cedar Grove Road realignment and raising, with construction to begin in Summer 2016 and bidding in May, 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 early 2017. Project construction is planned 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). These estimated costs are included in the FY17-19 budget requests.
Total Trihalomethanes (TTHM) Compliance	-	The 1st Quarter 2016 testing was performed in mid-February. These results are 6 parts per billion (ppb) higher than the 2015 1st Quarter, increasing our 1st Quarter average to 36 ppb, which makes our current running annual average increase to 51 ppb (up by 2 ppb, annual average limit is 80 ppb). <u>The Town remains compliant with TTHM levels.</u> 2nd Quarter 2016 testing is scheduled for mid-May.
Water Restrictions	-	No restrictions are in effect for Town customers. The Town is not subject to any withdrawal restrictions currently. Our usage is currently around <b>1.398 MGD (elevated due to March flushing operations)</b> . Lake Orange is full.
<b>Water System Flushing</b>	-	The Spring water system flushing operations are complete. Approximately 4.9 million gallons were flushed.
"Unaccounted-for" Water	-	The FY15 annual water audit was included with the February engineering reports. Unaccounted-for water percentage is higher than last year (13.46%), although our AWWA Infrastructure Leakage Index remains at a very acceptable level (1.88, acceptable range is between 1 & 3. Miscellaneous repairs have been proceeding as needed.
Miscellaneous Water Projects	-	Water improvements in the North Zone are ongoing. The 6" water line along US 70 between Walgreens and Orange High School Road was substantially completed in March, although some additional related work in the area is still ongoing. A short connection and road crossing on NC 86 North at the BP station will be constructed in April or May.
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, but I am awaiting lender documentation 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 construction is behind schedule, primarily due to contractor delays. <b>Final landscaping is proceeding and electrical inspections have been delayed due to a jurisdictional dispute.</b> Tank construction began on 10/27/14, and final completion was scheduled by 11/9/15. <b>We are hopeful that the tank can be filled and placed into service this month.</b>
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.
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 in the next few months further down the river near the WWTP. Cleaning and reinspection of the Eno River Outfall and some contributing sewers occurred in August, a few point repairs were completed in November, and relining of a few hundred feet near the Post Office was completed in late November.
Emergency Generators	\$ 75,000	A new portable generator has been delivered, and one additional unit is on order. We found significant maintenance issues with some generators earlier this year, and brought in a specialty contractor to repair deficiencies and perform proper maintenance. We are proposing additional funding to have generator maintenance performed regularly by an outside contractor beginning in FY17.

**TOWN OF HILLSBOROUGH**  
**2016 SEWER SPILL SUMMARY (as of April 4, 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

**PRIORITY PROJECTS – STOPLIGHT REPORT**  
**Engineering (April 2016)**

Project & Key Information	Time <sub>2</sub>	\$\$\$ <sup>3</sup>	Other <sub>4</sub>	% Complete	Comments/Notes/Key Lessons Learned To Date
<p><b><u>Waterstone Elevated Water Tank Project</u></b>            Current Phase<sup>1</sup>: 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>				95%	<ul style="list-style-type: none"> <li>• <i>Disinfection and initial filling will occur as soon as electrical inspections are completed and electric meter installed. A jurisdictional conflict between Orange County and the State Construction Office has delayed this inspection.</i></li> <li>• <i>Driveway paving, curb and storm water drain construction, fencing, and other site work are complete. Some final landscaping is underway. Quality testing of the tank structure was completed in February with positive results.</i></li> <li>• <i>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<sup>th</sup> by the UNC Health Care utility sub-contractor.</i></li> <li>• <i>Work is complete for the piping (December). Contractor left project during July &amp; August, resulting in the initial construction delay.</i></li> <li>• <i>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.</i></li> <li>• <i>Tank riser (concrete support column) was completed in early May 2015, foundation in February 2015.</i></li> <li>• <i>Actual tank construction began on October 27, 2014 (site preparation).</i></li> <li>• <i>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.</i></li> <li>• <i>The Town awarded the construction contract on 6/9/14 to Caldwell Tanks for the Composite tank option. The alternates for a mixer, FAA lighting, and 2 text logos were also awarded.</i></li> <li>• <i>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.</i></li> <li>• <i>In April 2014, the Town Board approved a UDO amendment to allow painting of a text logo (“Hillsborough”) on the tank.</i></li> <li>• <i>Revised cost estimate increased from original estimates due to preliminary quotes received from tank contractors and more detailed estimating.</i></li> </ul>
<p><b><u>New South Zone Transmission Main Project</u></b>            Current Phase<sup>1</sup>: Construction            Original Cost: \$200,000 (entire project)            Revised Cost: \$240,000            Original Completion Date: Dec. 2015            Revised Completion Date: Summer ‘16</p> <p><i>Delays due to meter easement acquisition and line crew workload. Added costs due to North Zone work.</i></p>				21%	<ul style="list-style-type: none"> <li>• <i>The North Zone loops are under construction (Walgreens to OHS Rd is complete as of March 5<sup>th</sup> &amp; NC 86 adjacent to BP station to be completed).</i></li> <li>• <i>Project delays due to easement acquisition &amp; crew workload are not problematic.</i></li> <li>• <i>The meter site easement is currently under negotiation. Construction of new meter vault will follow, then remainder of South Zone construction work (tie-ins &amp; OWASA PS demo).</i></li> <li>• <i>Initial design progress meeting held on 5/29/14. Design kickoff meeting held on 3/10/14.</i></li> <li>• <i>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.</i></li> <li>• <i>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 &amp; quality.</i></li> <li>• <i>Transfer of 16” water line through Hillsborough from OWASA was completed Sept. 2013.</i></li> </ul>

<p><b><u>WFER Phase 2 Road Design &amp; Permitting</u></b></p> <p>Current Phase<sup>1</sup>: Design  Original Cost: \$458,019  1<sup>st</sup> Revised Cost: \$483,799  2<sup>nd</sup> Revised Cost: \$602,575  Original Completion Date: June 2015  1<sup>st</sup> Revised Completion Date: Fall 2015  2<sup>nd</sup> Rev. Completion Date: June 2016</p> <p><i>Revisions due to contract addendums to continue work to final completion for all 3 roads that require modifications.</i></p>				78%	<ul style="list-style-type: none"> <li>• Municipal agreement negotiation with NCDOT anticipated for April.</li> <li>• Final right-of-way plans for the Efland-Cedar Grove Road realignment project were submitted in late January 2016.</li> <li>• Preliminary bridge design plans for Carr Store Road were submitted for NCDOT review in mid-October 2015.</li> <li>• A contract amendment was approved on July 13, 2015 for roadway &amp; hydraulic design completion, bridge design, ROW staking, and 404 permit modification.</li> <li>• Discussions with NCDOT are ongoing regarding responsibilities and cost sharing. The Efland-Cedar Grove Road project bid is scheduled for March 2016, and the Town's share of costs will have to be made available to NCDOT at that time (currently estimated around \$500,000).</li> <li>• Some perimeter surveying and concrete &amp; soils testing at the dam were done in April &amp; May.</li> <li>• Environmental studies and the eagle survey are complete (see Facebook page for eagle photos).</li> <li>• Design is proceeding in accordance with the schedule NCDOT has set. Construction of Efland-Cedar Grove Road realignment will be completed in Summer 2016. Town schedule has been revised to match NCDOT postponement of construction (previously was scheduled for Summer 2015).</li> <li>• A contract amendment with Atkins, NA was approved on November 10, 2014 for the hydrologic model and flood mapping for the Phase 2 improvements.</li> <li>• We are partnering with NCDOT for improvements on Efland-Cedar Grove Road, which will benefit both parties. Atkins is leading this effort for Hillsborough.</li> </ul>
<p><b><u>WFER Phase 2 Dam &amp; Clearing Design</u></b></p> <p>Current Phase<sup>1</sup>: Design  Original Cost: \$633,500  Revised Cost:  Original Completion Date: Dec. 2016  Revised Completion Date:</p>				18%	<ul style="list-style-type: none"> <li>• Site visits for development of the clearing plan began in February.</li> <li>• Design work began in mid-September 2015.</li> <li>• The final design contract with Schnabel Engineering South, PC for dam &amp; clearing design, contractor prequalification, and bidding services was approved on September 14, 2015.</li> </ul>

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



**FINANCE DEPARTMENTAL REPORT FOR MARCH 2016**

**SUMMARY OF ACTIVITIES:**

Daily Collections	\$	759,581.70
Tax & Vehicle License	\$	66,758.96
Solid Waste Disposal Tax	\$	-
Beer & Wine Receipt	\$	-
Franchise Tax	\$	146,984.16
Sales & Use Tax	\$	124,419.84
	\$	<u>1,097,744.66</u>

Expenditures: General Fund/Water Fund \$ 1,202,987.28

**FINANCE:**

- Compiled and submitted all monthly reports.
- Issued 20 purchase orders.
- Processed 498 vendor invoices, issued 298 accounts payable checks.
- Collected and processed 52 payments for food and beverage tax.
- Collected and processed 29 payments for fire inspection fees and permits.
- Prepared and mailed 10 delinquent fire inspection letters.
- Prepared and processed 2 payrolls.
- Issued no new special event permits; collected no payments.

**METER READING:**

- Terminated 82 services and connected 84 new services upon request.
- Rechecked 174 meter readings, responded to no call backs.
- Installed 9 new meters, changed no old meters, performed 1 pressure test.
- Identified no hydrant tamperings and 1 meter tampering.
- Changed 45 meter registers.

**BILLING & COLLECTION:**

- Corrected 308 bills that were rechecked before the 04-01-16 billing.
- Bills adjusted after 03-01-16: 24 leaks; 11 late fees; no pools; 31 miscellaneous.
- Prepared 5,551 water bills; processed 3 returned checks.
- Disconnected 73 services for non-payment, reconnected 50.
- Adjustments made for month: gallons totaling \$.00.
- Processed 1,378 utility bank drafts.
- Processed 0 debt set-off letters.
- Processed on-line bill pays.

**FINANCE DIRECTOR**

- Conducted Supervisor Meetings March 1, 17, & 29, 2016
- Attended Management Team meetings March 2 and 30, 2016
- Participated in RFQ Section Committee meetings March 3 & 22, 2016
- Attended Advancing Racial Equity Workshop March 4, 2016
- Conducted Purchase Card Implementation Team meetings with BOA March 14, 21 & 28
- Attended Budget Review meeting March 8, 2016
- Site visit to Fathom Headquarter and Global Water March 8 & 9, 2016
- Attended Town Boardmeeting March 14, 2014
- Conducted Departmental Priority meeting March 16, 2016
- Attended NCCMT Advisory Board Meeting March 16, 2016
- Attended Town Board Meeting November 9, 2015
- Conducted Phone Conference with Fathom Customer, Melissa TX, March 23, 2016
- Attended Wellness Team Mmeeting March 24, 2016
- Attended State of the Town Address March 28, 2016
- Met with Fathom to go over final proposal March 30, 2016
- Attended Web Training on BOA Purchasing Card Portal March 31, 2016

**Finance**  
**Departmental Report**  
**March 2016**  
**Due: Monday, April 04, 2016**

**Revenues**

Collections:	\$ 756,899.73
NCCMT Interest:	\$ 2,681.97
Tax & Vehicle:	\$ 66,758.96
Solid Waste Disposal Tax:	\$ -
Beer & Wine Receipt:	\$ -
Franchise Tax:	\$ 146,984.16
Sales & Use Tax:	\$ 124,419.84
Total:	\$ 1,097,744.66

**Expenditures**

General & Water Fund:	\$ 1,202,987.28	Central Depository + NCCMT account
CPF:	\$ -	

**Finance**

Purchase Orders:	20	20 purchase orders
Vendor Invoices:	498	498 vendor invoices
A\P Checks:	298	298 accounts payable checks
Food & Bev. Pmts:	52	52 payments
Fire Inspections Fees:	29	29 payments
Delinquent Fire Insp. Letters:	10	10 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	0	Leave blank if no permits were issued
B/W Privilege License Billed:	33	Leave blank if no permits were issued
B/W Privilege License Renewals:	5	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:	84	84 new services
Services Terminated:	82	82 services
Meter Readings Rechecked:	174	174 meter readings
Call Backs:	0	no call backs
New Meters Installed:	9	9 new meters
Old Meters Changed:	0	no old meters
Pressure Tests:	1	1 pressure test
Hydrant Tamperings:	0	no hydrant tamperings
Meter Tamperings:	1	1 meter tampering

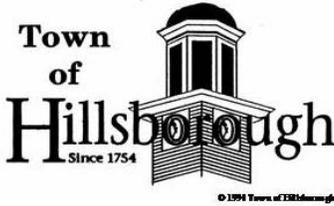
Meter Registers Changed: 

45
----

 45 meter registers

**Billing & Collections**

Bills corrected before 4-1-16:	308	308 bills
Bills adjusted after 3-1-16:		
Leaks:	24	24 leaks
Late Fees:	11	11 late fees
Pools:	0	no pools
Misc.:	31	31 miscellaneous
Water Bills Mailed:	5,551	5,551 water bills
Returned Checks:	3	3 returned checks
Services Disconnected for non-pmt:	73	Disconnected 73 services for non-payment
Reconnected:	50	50 services
Adjustments for Mar-2016(Gal.):		no gallons
Adjustments for Mar-2016(\$):		
Utility Bank Drafts:	1378	1,378 utility bank drafts
Debt Set-Off Letters Processed:	0	0 debt set-off letters
Online Bill Pays Processed:		no on-line bill pays



## Planning Department Report March 2016

### *Advisory Board Activities*

#### *Planning Board*

Members recommended public hearings for 10 text amendments as part of the 5-year ordinance update.

#### *Historic District Commission*

The members considered applications for work on N Wake Street and W Margaret Lane. The members discussed a group of text amendments that would allow them to participate in CUP and SUP applications within the district.

#### *Board of Adjustment*

Approved a Conditional Use Permit modification request for a driveway at Hillsborough Christian Academy.

#### *Parks & Recreation Board*

Discussed recent studies to evaluate pedestrian connection options. Received updates on on-going projects.

#### *Tree Board*

The members selected the spring treasure tree and discussed a tree identification project along with receiving updates regarding on-going topics.

#### *Tourism Development Authority*

Members selected a chair and discussed a regular meeting schedule. They received updates regarding on-going projects and priorities.

#### *Tourism Board*

The members discussed the town strategy map and how it relates to their work and received updates regarding on-going projects. The grant cycle was opened and the board will be offering RFPs to 3 local entities who provided on-going services.

### *Revenues Collected*

Development Review fees	\$1,500	Sidewalk Fees in lieu	\$ 80
Zoning Permits & HDC reviews	\$4,998.30	Affordable Housing payments	\$ 1,000
		Code Enforcement Reimbursement	\$ 50
<b>Planning Total</b>	<b>\$6,498.30</b>	Park Reservations	\$ 570

### *Other department activities of note:*

Tom conducted 30 certificate of occupancy site inspections and 11 other site inspections. He held 4 additional development inquiry meetings. Shannan opened the tourism grant cycle and wrapped up projects in advance of leave. Shannan began maternity leave on March and welcomed her son on the 18<sup>th</sup>. She is expected to return on May 16 or sooner. Stephanie met with property owners regarding projects and potential contractors regarding Riverwalk maintenance. She and Margaret met with Summit regarding the train station concept plan. Margaret attended two sessions of the citizens' academy, worked with staff on process maps and attended a meeting called by the Health Department to address issues in Gateway Village.

*Planning Department Stoplight reports  
March 31, 2016*

<b>Project</b>	<b>Time</b>	<b>Budget</b>	<b>Other</b>	<b>% complete</b>	
CMAQ 2012 - design/construction Design Complete: 9/15/15 Construction Complete 6/30/16				80%	Still awaiting final approval from NCDOT to advertise for construction bids.
Downtown access - construction				35%	Bidding authorized - recruiting contractors now.
Cates Creek Park construction/turnover				100%	Park opened to the public - still awaiting some details for the road opening.
N Churton and US 70 Pedestrian assessment				30%	The consultant contract is on the consent agenda for approval in November. The town is funding 20% of this \$100,000 project to assess feasibility of walkway construction along N Churton and US 70 bypass.
Train station conceptual plan				15%	Staff and consultant have reviewed first round of conceptual plans.
Train station environmental documentation				0%	This review cannot begin until the conceptual design is complete.

# Hillsborough Police Department Monthly Report

March 2016

REPORTED OFFENSES - UCR																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016	2015	2014	
<b>Part I Offenses</b>																
Homicide	0	0	0										0	0	0	
Rape	0	0	0										0	1	0	
Robbery	1	0	0										1	3	10	
Aggravated Assault	2	4	5										11	31	27	
Burglary	2	2	3										7	59	39	
Larceny/Theft	30	24	25										79	360	333	
Motor Vehicle Theft	0	1	0										1	9	13	
<b>Total Part I</b>	<b>35</b>	<b>31</b>	<b>33</b>	<b>0</b>	<b>99</b>	<b>463</b>	<b>422</b>									
<b>Other Offenses</b>													<b>2016</b>	<b>2015</b>	<b>2014</b>	
Simple Assault	9	13	11										33	170	152	
Fraud/Forgery	5	7	4										16	49	43	
Stolen Property	0	1	0										1	3	3	
Damage to Property	7	9	7										23	91	93	
Weapons Violations	0	1	0										1	9	8	
Sex Offences	1	3	2										6	9	12	
Drug Violations	3	2	2										7	34	35	
Driving While Impaired	3	6	1										10	38	31	
Liquor Law Violations	0	0	1										1	6	7	
Trespassing	1	1	1										3	9	14	
Domestic Related	6	15	5										26	na	na	
Missing Persons	1	1	3										5	14	14	

## Summary of Select Offenses:

On 03/05/2016, Officers responded to a report of shots fired near Murdock Rd. and Lakeside Dr. Upon arrival they located a vehicle with damage, valued at approximately \$3,000.00, and two passengers that were uninjured. This incident is under investigation.

On 03/06/2016, Officers responded to a report of Assault by Pointing a Gun near the intersection of Hampton Pointe and NC 86. Upon arrival, the victim advised that during a road rage incident, a male suspect brandished a gun and pointed it at him. Due to conflicting statements, officers advised the victim they could obtain warrants on the other party with the magistrate, the victim declined to prosecute.

On 03/14/2016, Officers responded to 300 Lakeside Dr. in reference to a Breaking and Entering that had just occurred. Upon arrival, officers spoke to the victim who advised that a male had pushed in the screen on the window and spoke to the victim then walked away. After further investigation, the victim refused to prosecute.

On 03/17/2016, Officers responded to a report of a fire at 815 US 70, Eno Haven Assisted Living Center. It was found that an elderly resident had fallen and attempted to start a small fire to set off the smoke alarm to get some help to her apt., but inadvertently started a fire bigger than anticipated. The resident was transported to the hospital to be evaluated.

On 03/19/2016, Officers responded to 101 Meadowlands Dr., The Sportsplex, in reference to an Aggravated Assault. While skating on the rink, a juvenile was assaulted by an adult female. Warrants were obtained on Logan Sinclair Gray, (W/F, 21, of Chapel Hill) for Felony Assault Inflicting Serious Injury and Misdemeanor Assault Inflicting Serious Injury in front of a minor. Warrants were also taken out on Jason Maurice Patterson, (B/M, 23, of Chapel Hill) for Misdemeanor Communicating Threats.

On 03/23/2016, Officers responded to the 200-block of Daye St. in reference to a Breaking and Entering. Upon arrival, officers checked the outside of the residence and found a chair next to a window and the screen had been cut. This incident is under investigation.

On 03/25/2016, Officers responded to an alarm at 201 Cornelius St., the ABC store. Upon arrival, they found the bottom half of the glass panel of the door was broken, causing approximately \$250.00 in damages two bottles of Pinnacle Gin were stolen, valued at \$22.95 each. Officers later charged Dennis Wayne Breeze, (B/M, 37, of Wax Staff Rd.) with Felony Breaking and Entering, and Misdemeanor Injury to Property, he was given a \$500.00 secured bond.

On 03/28/2016, Officers responded to Harper Rd. in reference to a domestic disturbance. Officers charged Stephanie Denise Whitted, (B/F, 45, of Mebane) with Misdemeanor Aggravated Assault, Misdemeanor Driving While Impaired, and Misdemeanor Driving While License Revoked. The male victim had minor injuries to his hand after she tried to run him over with her vehicle. She was given a Domestic Hold.

On 03/29/2016, Officers responded to a report of a Domestic Assault in the 500-block of Dixie Ave. Officers located a female with injuries to her face and neck area. Officers charged Shawn Leroy Baldwin (B/M, 41, of Durham) with Felony Assault by Strangulation, Misdemeanor Assault on a Minor, Misdemeanor Assault on a Female, Misdemeanor Larceny from Person, and Misdemeanor Interfere with Emergency Communications. He was given a Domestic Hold.

25 Larcenies were reported at various locations including:

- 15 larcenies were shoplifting related incidents at Hampton Pointe- Walmart (13), Burger King (1), and Food Lion on Rebecca Dr. (1).
- 2 larcenies from vehicles were reported— (1) larceny was a vehicle that was taken to be serviced and a firearm was noticed missing several days later. (1) larceny was \$2,818.00 worth of lawn equipment taken from the bed of a truck parked on Oak St.
- 1 larceny was lawn equipment in the 200-block of W Union St. The victim advised that someone took two lawn mowers valued at \$550.00, which were under her open carport covered by a tarp.

Narcotics/weapons related incidents:

- On 03/11/2016, Officers responded to an intoxicated subject at Waffle House and seized two Marijuana smoking pipes.
- On 03/27/2016, While assisting SHP with a checkpoint, officers located 5.5 grams of Marijuana and a weapon was also located in the same vehicle.

**ADMINISTRATIVE SUMMARY**

**Training**

- Total Hours of Non-Mandatory training – 72
- Patrol Shift Training Conducted: 46 trainings conducted over 56 shifts (82%)

**Complaints related to service or conduct:**

- No Complaints were received this month

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

- none

**Commendations/Compliments Received:**

- Received a letter from Melissa Rasberry expressing her thanks and commending Lt. Whitted for a presentation he made on 3/19 to Beyond Expectations, a mentoring organization that was having a career fair for middle and high school students.

**Other Notable Events/Activities/Accomplishments**

- A program to identify and hire a candidate as a police cadet to attend an upcoming academy was announced and is in progress. The department is hoping to identify and hire someone who brings diversity and/or language skills to the agency.

**PATROL SUMMARY**

Patrol Activities 2016	Jan	Feb	Mar
DISPATCHED CALLS	350	502	463
SELF INITIATED ACTIVITIES	248	164	367
TRAFFIC STOPS	64	174	172
<b>TOTAL ENFORCEMENT</b>			
On-View Felony Arrest/warrant issued	2	2	8
On-View Misd Arrest/warrant issued	26	9	21
Warrants/OFA/Summons Served	18	17	29
Traffic Citations	30	44	49
Written Warnings	38	92	109
Parking Tickets	21	27	70
<b>DRUG/GUN ENFORCEMENT DETAIL</b>			
Felony Drug Charge	0	1	0
Misd Drug Charge	3	1	3
Currency Seizure	0	0	0
Gun(s) Seized/Recovered	1	0	2
Schedule I Seized (gms)	0	2.0	0
Schedule II Seized (gms)	0	0	0
Schedule III Seized (gms)	0	0	0
Schedule IV Seized (gms)	0	0	0
Schedule V Seized (gms)	0	0	0
Schedule VI Seized (gms)	5.8	0.8	6.5

	Jan	Feb	Mar
<b>TRAFFIC ENFORCEMENT DETAIL</b>			
Injury Accidents investigated	5	1	8
DWI Arrests	3	5	2
Stopsign/Stop Light Violations	0	22	17
Speeding Citations	4	4	2
Other Traffic Citations	26	20	31
Truck Route Cits/Warnings	0	0	0
License Checks	0	0	6
Traffic Directed Patrols	39	35	27
<b>COMMUNITY ENGAGEMENT</b>			
Non-Traffic Directed Patrols	165	205	117
School Patrols	32	49	53
Downtown Foot Patrols	15	23	11
Preventative Contacts	0	0	12
Community Meetings / Events Attended	2	8	4
Community Project/Problem Solved	0	0	0

**Other Notable Events/Activities/Accomplishments**

**INVESTIGATIONS SUMMARY**

VIOLENT/PROPERTY CRIME SUMMARY AND CLEARANCE STATUS							
Crime	CURRENT MONTH				YEAR TO DATE		
	Reported	Assigned to Invest.	Cleared By Invest.	Cleared By Other	Reported	Cleared	%
Homicide	0	0	0	0	0	0	na
Rape	0	0	0	0	0	0	na
Robbery	0	0	0	0	1	1	100%
Agg Assault	5	2	1	3	11	8	72%
Sex. Offense	0	0	0	0	2	1	50%
<b>VIOLENT TOTAL</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>14</b>	<b>10</b>	<b>71%</b>
Burglary	4	2	0	2	7	2	28%
Larceny from MV	2	1	0	0	17	0	0%
Other Larceny	29	7	6	12	60	33	55%
Motor Vehicle Theft	0	0	0	0	1	0	0%
<b>PROPERTY TOTAL</b>	<b>35</b>	<b>10</b>	<b>6</b>	<b>1</b>	<b>85</b>	<b>35</b>	<b>41%</b>

CID MONTHLY WORKLOAD	
Prior Cases	66
New Cases Assigned	24
Cleared by Arrest	4
Exceptionally Cleared	6
Unfounded	1
Closed/Inactivated	27
Cases to Carry	52

WARRANTS	F	M
Issued	2	0
Served	2	0

NARCOTICS	
Prior Cases	5
New Cases	0
Closed Cases	0

**Other Notable Events/Activities/Accomplishments:**

A suspect was identified in a home invasion robbery that happened on Hayes St in December 2012. Evidence collected in the incident was submitted to the NC Crime Lab in an attempt to identify DNA. A suspect was identified and a DNA sample was obtained from him when we located him in the Guilford County Jail. The DNA sample was matched to the suspect. The evidence we collected in the original incident has also been used to link the suspect to several home invasion robberies in Elon. Charges are pending. (12-14166)

Since August one of our Investigators has been working with the Orange County Sheriff's Office on a Narcotics Task Force. Here are some recent highlights of their successes:

- 3/3/2016 - Task Force served a search warrant at the Heritage Apartments along with Durham PD. Seized 91.49 grams of Heroin and \$4,290.00 in cash. Michael Tyrone

Carter was arrested and charged with PWISD Heroin and Possess Drug Paraphernalia. \$500,000 Bond.

- 3/10/2016 - Felony Warrant was served on Antonio Lee Jackson on Rainey Ave for PWIMSD Cocaine, Maintain Veh./Dwell/Place CS, Obtaining Property by False Pretense. \$401,000 Bond.
- 3/10/16 - Served a search warrant on a vehicle at the Magistrates Office and seized 22 grams of Heroin and items from several B&E cases. Mark Christopher Andrews charged with Trafficking Heroin, PWIMSD Heroin, Maintain Veh./Dwell/ Place CS. \$150,000 Bond.
- 3/14/16 - Conducted a Kilogram Cocaine Reversal Operation at the Petro Mart in Mebane and seized a Kilogram of Cocaine and \$33,000 in cash. Luis Juarez & Divier Corona-Guzman were charged with Trafficking in Cocaine and Felony Conspiracy. \$500,000 Bond on each.

**COMMUNITY POLICING SUMMARY**

**Community Watch Group Interactions/Activities**

<b>Group</b>	<b>Type of contact(s)</b>
Beckett's Ridge	Emailing with Cpl. King about setting up future meeting.
Cameron St.	-
Coachwood	Cpl. King spoke with Chairperson about establishing location for future meeting
Cornwallis Hills	Community Watch group may be being dissolved/changed. Lt. Whitted spoke with Gayane Chambless
Fairview	Community Watch Meetings (2/1 and 2/29)
Gateway	Cpl. King met with new complex manager to discuss issues
Gatemoore	Cpl. Nash attended Community Watch Meeting
Hampton Point	Email contact
Hillsborough Heights	Inactive group, but Commissioner Ferguson who is a member attends Fairview Watch
Kenion Grove	-
Orange St.	INACTIVE
Patriot's Point	INACTIVE
River Bend	Community Watch Meeting (2/9)
% of Community Watch Groups Interacted with: 81% (9/11)	

**Ongoing Programs Summary:**

- Tutoring – 3 sessions with approximately 33 participants.
- Are You OK? – 14 participants. 34 checks made. One of the programs participants passed away during March.
- Safe Kids Program - 16 participants
- Vial of Life – 21 residents registered

**Community Events/Engagement:**

- 3 Adopt-A-Cop classes were visited by HPD Officers. Cpl. Nash, Officer Hagbourne and Officer Toellen all made visits.
- 3/9/16 – Cpl. King participated in a Career fair at Gravelly Hill Middle School.
- 3/12/16 - Cpl. King took the “Polar Plunge” for Special Olympics.
- 3/14/16 – Cpl. King, Cpl. Foster and K-9 Vader conducted a demonstration for a local cub scout group.
- 3/15/16 – Cpl. King made a presentation for Mayor Stevens and the Leadership Triangle Group during their tour of Hillsborough.

- 3/17/16 – HPD Hosted “Coffee with a Cop” at McDonalds. Chief Hampton, Lt. Whitted, Lt. Nicolaysen, Cpl. King, Cpl. Bradshaw, Cpl. Huey, Officer Toellen, Officer Watson, Officer Dimitri and Officer DeSantis all participated in the event.
- 3/19/16 – Lt. Whitted represented HPD at a career day for Beyond Expectations, a mentoring program for students in grades 6-12.
- 3/24/16 – Cpl. King participated in a Career and College Day at CW Stanford Middle School.
- 3/26/16 – HPD’s COP and K-9 teams hosted the 2<sup>nd</sup> annual “Doggie Easter Egg Hunt” at Gold Park. Lt. Simmons, Sgt. White, Cpl. Foster, Cpl. Solomon, Officer Toellen, Officer Watson, Officer Kempf, Officer Hemingway, Cpl. King and Mrs. King all attended the event. Officer Kempf gave an extra hand by donning the “McGruff” the crime dog headgear. As an additional note, on 3/22/16 Officer Toellen, Cpl. Bradshaw and Officer DeSantis stuffed the 1000 eggs that were used in the event.
- Patrol Officers attended two community watch meetings. Sgt. White attended the Fairview community Watch meeting on 3/7/16 and Cpl. Nash attended the Gatemoore Community Watch meeting on 3/22/16.

**Community Concerns Summary:**

- Positive feedback on patrol visibility has been received from many groups such as Fairview and Cornwallis Hills, but some concerns have still been raised. Most recently a cancer was raised from a resident on Red Oak Dr.

**Community Problem Solving Summary:**

<b>Problem</b>	<b>Actions</b>	<b>Results</b>
Community Problem Solving is still being developed		

**Future Plans/Events:**

- A Special Olympics Fundraiser - Broom Ball is planned for May 7<sup>th</sup>. Broomball is a hockey/soccer style event that will be held at the Sportsplex. We are hoping to have 4 teams involved, and still have openings for several teams.
- A meeting with the Spanish-Speaking community is planned for 4/4/16 to continue the conversations from February.
- Plans are in motion to hold a Citizen’s Police Academy in May.

# Hillsborough Public Works

## March 2016 Monthly Report

**Work Orders:** 12 work orders including 2 asphalt repair work orders, 11 work orders completed within two days, 1 asphalt repair completed

**Park Maintenance:** 30 staff hours

**Cemetery:** 2 gravesites marked, 0 monuments marked

**Stormwater Infrastructure:** 188 staff hours, 981 ft. of ditch maintenance

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
 Department: Administration  
 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:** Katherine Cathey, Human Resources Director/Town Clerk

### ITEM TO BE CONSIDERED

Subject:

Minutes of the Board of Commissioners Feb. 27, 2016 Annual Budget Planning Retreat, Minutes of the Board of Commissioners March 14, 2016 Regular Meeting, Minutes of the Board of Commissioners March 14, 2016 Regular Meeting Closed Session, and Minutes of the Board of Commissioners March 28, 2016 State of the Town Address

Attachment(s):

- 1) Minutes of the Board of Commissioners Feb. 27, 2016 Annual Budget Planning Retreat
- 2) Minutes of the Board of Commissioners March 14, 2016 Regular Meeting
- 3) Minutes of the Board of Commissioners March 28, 2016 State of the Town Address

Brief Summary:

None

Action Requested:

Approve minutes

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

Approve minutes



TOWN OF HILLSBOROUGH

## Hillsborough Board of Commissioners Annual Budget Planning Retreat Minutes

9 a.m. Feb. 27, 2016

UNC Hospitals Hillsborough Campus, 430 Waterstone Dr.

Notes prepared by: Facilitator Donna Warner, UNC-CH School of Government

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

**STAFF PRESENT:** Town Manager Eric Peterson, HR Director/Town Clerk Katherine Cathey, Management Analyst/Assistant Public Information Officer Jen Della Valle, Police Chief Duane Hampton, Assistant Town Manager/Planning Director Margaret Hauth, Public Works Director Ken Hines, Town Engineer/Utilities Director Kenny Keel, Public Information Officer Catherine Wright, Assistant Finance Director Phil Cordeiro, and Stormwater Manager Terry Hackett

### RETREAT SUMMARY

The board reaffirmed the town's mission, vision and values as outlined on the strategy map; shared expectations of themselves, their fellow commissioners and the mayor; and provided direction to the manager and staff on budget priorities.

### SETTING THE CONTEXT

The mayor and board reviewed the town's vision as a prosperous town, filled with vitality, fostering a strong sense of community, which celebrates its unique heritage and small-town character. The mayor reiterated the importance of holding close the core values of community, character, heritage, prosperity and vitality as the board makes its decisions. The strategy map was also shared and discussed with the mayor highlighting the strategic objectives and corresponding goals.

### WORKING AS A GOVERNING BOARD

Conflict is about thwarted expectations. In order to maintain the healthy culture the board enjoys, commissioners shared with one another what they expected from themselves as commissioners, what they expected from fellow commissioners and what they expected from the mayor. The board also invited staff to share their expectations of the board.

Board members expect from themselves:

1. Respect fellow board members, citizens and staff. Everyone matters and has something to contribute. Enjoy the privilege of serving. Be coachable. Be willing to fail. Debate the ideas not personalities. Have fun.
2. Consider the following when making decisions: share information, make decisions based on facts, be open minded, listen and acknowledge different perspectives, speak up for what they believe in.
3. Be present, prepared, informed and on time. Read the agenda and ask questions ahead of time.
4. Practice active listening. Speak long enough to get the point across and no more. Listen critically to staff; ask clarifying questions if you don't understand something. Collaborate. Be considerate of others' opinions and views.
5. Respect and advocate for citizens. Gain the voice of the citizen. Be accessible to the community. Listen to those with a "soft" or no voice. Be honest.
6. Respect the strategy: hold the vision and mission.

Expectations of fellow commissioners:

1. Respect. No name-calling.
2. Be prepared for meetings.
3. Listen and communicate. Share information freely. Let each person speak. Encourage diversity of opinion. Listen with an open mind. Try to understand each other's point of view. Help citizens by advocating what they want even if you disagree. Ask questions. Speak long enough to get your point across and no more. Seek input from fellow commissioners. Agree to disagree.
4. Hold vision and mission. Stand behind collective decisions. Be willing to look at the big picture. Facilitate camaraderie.
5. Be true to yourself. Be authentic, honest. Speak up for what you believe is right.

#### Expectations of the mayor:

1. Keep doing what you are doing by keeping the board "on track". Manage and steer meetings. Give direction as necessary.
2. Facilitate. Create a process that is fair. Make sure everyone is heard, ensure all participate. Give direction when necessary. Balance board and citizen input. Distill the gist of things.
3. Represent the town as well as represent the board. Communicate the vision of the entire board. Hold to the mission, vision and strategy.

#### Staff expects the board to:

1. Reply promptly to requests.
2. Board staff relations: Staff welcomes questions from the board. However, it is important to keep the manager in the loop when talking to staff so he knows what is going on. The board can ask staff for information but not direct them to do work. Assigning work is the responsibility of the manager. Board members should talk to the manager if they have something important. The staff the board to continue to serve as an advocate for staff.
3. Reserve judgments before responding to a citizen complaint. Take time to understand the circumstances behind the complaint.
4. Avoid knee jerk reactions to local and national issues.
5. Respect decisions made by previous boards.
6. Be clear and firm when saying no to developers.

#### BUDGET DECISION ITEMS

Eric Peterson, the town manager, set the stage for the discussion by sharing information about the town's projected growth and the need to plan three years in advance when estimating revenues and expenditures. He estimates there will be no property tax increase or increases in water and sewer rates in the upcoming fiscal years 2017-19.

Using the Budget and Planning Worksheet as a guide, board members asked department heads questions about specific budget proposals including fiber loop, a book inventorying historic properties, bringing the Orange Rural Fire Department into town operations, implementing recommendations from a classification and compensation study, creating a part-time training manager for police, creating a parks and public lands division, increasing storm water fees and a proposal for changing the way meters are read. Tentative approval was given for staff to move ahead with placing certain items in the upcoming budget.

#### Budget items

The board members identified the items below in advance of the retreat for discussion. Here is a summary of the decisions reached.

1. Fiber loop. The board agreed to consider this item for the upcoming budget pending review of a feasibility study conducted by staff due in April.
2. Historic property inventory and a coffee table book. Before making a decision, the board asked how the inventory will be used and what options are available to printing a book. The board was

informed that proceeds from book sales would be split evenly between the town and Orange County. The board supported including \$5,000 in the budget for the inventory.

3. Transfer of personnel from the Orange Rural Fire Department to the Town of Hillsborough. The board is supportive of evaluating a potential personnel transfer and expressed the following concerns: the town should take into account the “real” costs of adding staff; Orange County citizens may come to the town with requests for services; and a need to examine what is best for the community.
4. Implement class and compensation study. The board supported adding this item to the budget for further consideration.
5. Hiring a 0.5 FTE training manager for the police department. Discussion centered on the challenge of recruiting and retaining qualified staff and the board’s interest in increasing the number of minority officers.
6. Parks and Public Lands Division. A reorganization of duties and staff is proposed to create a new division. The current project planner in the Planning Department would move to a supervisory position in the Parks and Public Lands Division in May 2017. The movement of staff would necessitate hiring a 1.0 FTE planner position to replace the current staff member. A parks maintenance technician position is also requested in FY17 that would replace hiring a parks supervisor position in FY19. Mowing services would continue to be contracted, which would eliminate the need to hire a three-person grounds maintenance/mowing crew and the need to purchase equipment for the crew.
7. Stormwater fee and request for 2.0 FTE. The stormwater fee and need for positions will be discussed at the council meeting later this month.
8. Northern Zone water loop. Kenny Keel, Town Engineer and Utilities Manager, shared the problems Orange High School has experienced with dropping water pressure. The board agreed to consider this a budget item.
9. Meter reading truck. Staff suggested purchasing a system, similar to one used by the Town of Cary, which will read electronically read meters. This change will result in meters not being read by individuals and will negate the request for a truck. The supervisor of this function is close to retirement and staff believes there will be no layoffs of existing staff as they will be absorbed into other town priorities.
10. Line crew trucks. Current trucks are 19 years and 13 years old. The trucks may incur more repairs if not replaced.

#### OTHER ITEMS:

1. Support for information technology. The town currently contracts with an outside vendor to provide support. Directed staff to consider a holistic approach to handling phones, copiers, computers and other IT components.
2. Funding non-profits. The board decided last year to use the strategy map as a guide to determining which non-profits receive support.
3. Public access television. The question was raised as to whether continued support of the channel was a good investment. Staff was directed to investigate whether there are other cable television providers in town, in addition to Time Warner Cable, that could broadcast the government access channel.
4. Colonial Inn. The board discussed its progress with obtaining the Colonial Inn.
5. Outsourcing billing and collection. A board member expressed concern over the loss of a personal connection with citizens. The department head assured the board that the town would continue to have people who can provide support.
6. Town logo. Catherine Wright reported she is looking at revamping the town’s logo.
7. Exchange Club Park. The board and staff discussed the pros and cons of bringing Exchange Club Park under town control. A possibility is to use the park for a skateboard park. The board directed staff to examine the park and report on its condition.

**FUTURE ITEMS FOR DISCUSSION**

1. Advisory boards. The board would like the opportunity to clarify advisory board expectations of roles and responsibilities to ensure everyone is working towards the goals outlined in the Town's strategy map.

Respectfully submitted,

Katherine M. Cathey  
Town Clerk

DRAFT



TOWN OF HILLSBOROUGH

## Hillsborough Board of Commissioners Minutes

7 p.m., March 14, 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, Human Resources Director/Town Clerk Katherine Cathey, Police Chief Duane Hampton, Public Works Director Ken Hines, Terry Hackett, Stormwater Manager and Town Attorney Bob Hornik

### OPEN THE MEETING

Mayor Stevens opened the meeting at 7 p.m.

#### 1. PUBLIC CHARGE

[7:01:12 PM](#) Mayor Stevens did not read the public charge but summarized it and asked that everyone abide by it.

#### 2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

[7:01:37 PM](#) Sara Stephens, CEO, Hillsborough/Orange County Chamber of Commerce, addressed the board. She reported that the organization has formed a government relations committee and the four members will attend the town and county meetings on a regular basis and bring back information to their membership. This organization will submit a statement about a topic as necessary. Last week, the Chamber submitted a statement regarding Collins Ridge.

[7:03:09 PM](#) Mayor Stevens said the board appreciates feedback and involvement and what the Chamber is doing.

#### 3. AGENDA CHANGES & AGENDA APPROVAL

[7:03:34 PM](#) The agenda stood as presented.

#### 4. APPOINTMENTS

A. Tree Board – Appoint Elizabeth Waters to a full term, expiring Feb. 28, 2019

[7:03:53 PM](#) Commissioner Lowen moved to appoint Ms. Waters to a full term. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

B. Planning Board – Re-appoint James Czar as an in-town member to a full term, expiring Feb. 28, 2019

[7:04:33 PM](#) Commissioner Ferguson moved to re-appoint Mr. Czar to a full term. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

C. Orange County Food Council – Appoint Commissioner Jenn Weaver as the Hillsborough Board of Commissioners' representative

[7:04:57 PM](#) Commissioner Ferguson moved to appoint Commissioner Weaver as the representative. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

D. Tourism Development Authority – Appoint Mary Catherine McKee as Chair

[7:05:26 PM](#) Commissioner Ferguson moved to appoint Ms. McKee as Chair. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

## 5. COMMITTEE REPORTS (*CRITICAL*)

[7:05:44 PM](#) Commissioner Weaver reported that she attended the MPO meeting this month as the alternate. GO Triangle is interested in giving a broad update when the intergovernmental group meets.

[7:06:43 PM](#) Commissioner Ferguson reported that the Tourism Board was currently receiving grants and contracts applications. Regarding Home Trust, it looks like CQ and Bank of California are both offering lending services. Also, she attended a Cornwallis Hills Neighborhood Watch meeting, and she thanked several staff members for their responsiveness to questions asked at that meeting.

Mayor Stevens acknowledged that the board would be meeting with the Citizens Academy this week.

## 6. REPORT FROM THE TOWN MANAGER

[7:08:07 PM](#) Mr. Peterson reported that staff is working on the Balanced Score Card. At the April work session, the board will be making sure that staff has the resources to accomplish what the board wants them to accomplish.

## 7. DEPARTMENTAL REPORTS

[7:08:45 PM](#) Mr. Hines pointed out that the new speed radar sign on N. Churton St. had been installed.

[7:09:21 PM](#) Chief Hampton reported his department has done a lot of work since January/February re-evaluating patrol patterns. Officers are moving to an area-centered focus instead of a call-centered focus. The department is receiving good feedback regarding citizens seeing officers in neighborhoods.

Commissioner Lloyd said she appreciates seeing officers at night, as she is the last business open on W. King St. Mayor Stevens said he appreciates seeing officers on foot.

[7:11:06 PM](#) Ms. Della Valle reported that the Citizens Academy would begin in two days, and the enrollment was full.

## 8. ITEMS FOR DECISION – CONSENT AGENDA

A. Minutes of the Board of Commissioners February 8, 2016 Regular Meeting, Minutes of the Board of Commissioners Regular Meeting's Closed Session, Minutes of the February

22, 2016 Board of Commissioners Work Session and Minutes of the February 22, 2016 Board of Commissioners Work Session's Closed Session

- B. Miscellaneous budget amendments and transfers
- C. Receive report of corrected typographical errors in the Unified Development Ordinance
- D. Resolution adopting the Kings Highway Park Plan as part of the town's comprehensive plan
- E. Consideration of a consistency statement and ordinance to amend Section 5.1.6 and 9.2 of the Unified Development Ordinance to amend the definitions of storage and self-storage
- F. Consideration of a consistency statement and ordinance to amend Section 5.1.6, Table 6.3.3, and Section 9.2 of the Unified Development Ordinance to define the use "government maintenance yard", allow the use in certain districts and reduce the side and rear setback when the Light Industrial District is adjacent to the Economic Development District
- G. Accept offer of dedication of Odie Street from the Freeland heirs
- H. Award Construction Engineering and Inspection contract for the Churton Street Improvements Project to Summit Design and Engineering Services, contingent on NCDOT concurrence

7:11:59 PM Commissioner Ferguson moved to approve the consent agenda. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

#### 9. ITEMS FOR DECISION – REGULAR AGENDA

- A. Receive letter of interest from owner of Northside Mobile Home Park for voluntary non-contiguous annexation

7:12:08 PM Ms. Hauth reviewed the interest the owner had in annexation.

7:14:10 PM Andy Halsey, owner of Northside Mobile Home Park, addressed the board. He said he and his wife have owned it since 2006. A number of the residents own their own mobile homes. They are low-cost. Others are assisted through Section 8. Water/sewer bills have been a source of a lot of contention. Water/sewer bills are often higher than the rent. Mr. Halsey said the possibility of annexation came up through discussions with Habitat regarding property on Odie St. He stated he will still pay for the trash and sewer lines. He's looking for an alternative for his residents. The average water bill is sometimes \$300 to \$400 a month.

Commissioner Lowen asked if Mr. Peterson's email to the board went to Mr. Halsey as well. Ms. Hauth replied that she'd sent it to Mr. Halsey.

Mr. Peterson said if a water bill is \$400 a month then the recipient must have a leak. Commissioner Lowen said it could be high, but \$400 might be an exaggeration. Commissioner Lowen said he read Mr. Peterson's email, and he thanks the Halseys for making changes to Northside Mobile Home. He heard concerns many years ago about high water rates. We have adjusted our water rates some. Mr. Peterson does have some concerns. It will look choppy on the map. Commissioner Lowen said I don't know if we need a fiscal analysis of the tradeoff between taxes and water/sewer. We are one of the few municipalities that allow new mobile homes. It would go a long way toward affordable housing.

Commissioner Ferguson said she shares a similar perspective with Commissioner Lowen. She asked what it leaves us with in terms of water capacity. Mr. Peterson said they are existing customers, so it would not impact water capacity. Commissioner Ferguson said she is not a fan of trailers. Commissioner Lloyd said it will confuse the police/fire protection. Commissioner Ferguson would like it to be creative to make water more feasible.

Mayor Stevens said there is enough interest in this to move forward. There are some real concerns. The question is do we want to do a public hearing or not.

Mr. Peterson said I wouldn't waste the time to do a fiscal analysis. I understand there are potentially overriding issues. The primary concern is for service. If it were adjacent or within the town limits, I would say let's do it. If I was the owner or resident, I would be asking. From a financial standpoint, Ms. Hauth and I have figured if your property is less than \$140,000, you are better off to be in the town limits and pay property taxes. That's when it's in the resident's best interest. If you're above that, it's cheaper to be outside of town. To me, it's not a financial issue, it's an operations issue.

Mr. Halsey said he pays for garbage collection now. It's considered like an apartment. Commissioner Lowen said so the only other service we're providing is police. Mr. Peterson said it is already serviced by Orange Rural Fire Department. Orange Rural just loses it from the tax base. I would be in favor of it if there were going to be future annexations.

Mayor Stevens said it looks like there are five or six lots between the streets. Commissioner Lowen thinks it makes sense to knock on doors and ask those in between whether they would want to be annexed. We talk a lot about affordability, he said. He knows someone who considered living there and realized the water/sewer rate was double.

Mayor Stevens suggested there's enough interest to look at this. Ms. Hauth asked whether there is information the board wants before asking Mr. Halsey to file a petition. There is due diligence that you can do before coming to a public hearing. There is time to put this on the April public hearing but it could wait another quarter.

Mayor Stevens wondered if there are water upfits that would help the water usage.

Commissioner Lloyd wondered if the police chief has concerns. Chief Hampton said he doesn't have enough knowledge of this to comment. Commissioner Lloyd is concerned about police confusion. She also thinks others on parcels not contiguous with the town limits will ask to be annexed, and it will add to the confusion.

Commissioner Bell thinks a fiscal analysis makes sense. Ms. Hauth said it's probably better to get answers before calling a public hearing. A public hearing in July is more likely than April.

- B. Receive request to modify the approved Special Use Permit for 128 W. Margaret Lane to expand permissible uses

[7:34:27 PM](#) Ms. Hauth reviewed that low-scale office uses had been approved for Julie Smith. She has a need to put the property on the market and would like to alter the uses. It is awkward to see it on the agenda when none of the neighbors have been noticed that it's on the agenda tonight.

[7:35:45 PM](#) Julie Smith said she had intended to make it her office but now she needs to move closer to her mother. Some potential buyers got cold feet. Massage therapist is in a different category than real estate office. She would like uses of counseling and massage therapist approved. She is not asking for dry cleaning, spa, or salon. Ms. Hauth said it's a fairly broad definition.

The other request was to allow someone to live there. I don't feel that these uses would affect the surrounding properties. A couple coming to talk with a CPA would have same impact as coming for marital counseling, Ms. Smith said.

Mayor Stevens said he was sorry about her family health matters. Mayor Stevens thinks it's a reasonable request but this property is one that the neighbors have had a lot of concerns about. I would have a little discomfort about not doing a public hearing. Commissioners Bell, Ferguson and Weaver agreed. Commissioner Weaver added what if someone comes along and says I want to do individual yoga instruction. She is wondering if there's a way to stay within reason for the neighbors with the types of things available and not put it in too small of a box.

Ms. Hauth explained one-on-one yoga instruction is in the same category as a large gym. It's the struggle of a Special Use Permit.

This will need a public hearing.

- C. Consideration of the development project known as Collins Ridge (portion of OC PIN 9874-10-9993 north of Interstate 85)
  - 1. Water and Sewer Extension Agreement
  - 2. Ordinance to annex approximately 125 acres by voluntary petition of the owners
  - 3. Consistency statement and ordinance to amend the Zoning Map to designate the parcel Residential Special Use (currently Agricultural Residential)
  - 4. Ordinance amending the rezoning map for the property
  - 5. Resolution to take action on the Master Plan application and specify conditions of approval

Ms. Hauth reported Mr. Keel was ill and unable to attend this evening. Mr. Hornik advised the board to talk about it globally, try to arrive at a consensus on which way you're headed, and then address items one by one.

Mayor Stevens asked about a change in voting on the state level. Ms. Hauth answered if a vote was called and wasn't audible, it was considered affirmative. That is no longer the case. Board members must be clear about what their vote is.

Mayor Stevens had sent an email to the board earlier, he said, in the spirit of what Mr. Hornik is saying, compiling a list of what we want to cover. One being what other information you would need to change the direction you're heading. Make a list on what you want to talk about – your top three.

7:52:56 PM Commissioner Weaver's list: the effect on affordable housing, the impact on sustainability/walkability, and the effect on business/retail.

Commissioner Bell's list: lingering questions about school capacity, density, and the impact on traffic.

Commissioner Lloyd's list: traffic, phasing of houses, more affordable houses (Chapel Hill has 15 percent), we assume mix of commercial with Daniel Boone, impact on schools and library, restaurants, 70A, traffic on South Churton St., recreational space per unit, and really concerned about traffic – the entrance and the exit. If you come out of the parking lot and look north, you really can't turn north there's so much traffic.

Commissioner Ferguson's list: the community center. I want to see it public and not exclusive.

Commissioner Lowen's list: mentioned and highlighted access points, interested in more about access point through Daniel Boone.

Mayor Stevens's list: covered everything. Not only connectivity but land on south part, question on 10-year period. He also has the question, what happens if we don't do this. Let's talk about what the benefits might be.

Mayor Stevens then asked for a straw poll on which way the board is leaning on a scale of 1-10, with 10 being approval. Results: Lowen, 8.5; Ferguson, 3; Lloyd, 2; Bell, 7.5; Mayor doesn't vote, but 7-8; Weaver, 7-8 range.

Mayor Stevens then asked Commissioner Weaver for her global perspective. She answered it's not the question of do we have dense development here, but is this the one. It makes sense with the train station and all that. I started out with I don't know. I feel this group has worked really hard to understand what we want. It's tied to the issue of affordable housing, I think increasing our housing stock at various price points is going to help keep our town more affordable as a whole. People want to move here and if they don't have enough housing stock available then they will come into our preexisting affordable neighborhoods and build things that will make those neighborhoods less affordable. It would also give us more rooftops to give us more retail.

8:00:12 PM Commissioner Bell said he concurs with Commissioner Weaver and it's appropriate with zoning/annexation. He has density questions. He is wondering about pace.

Commissioner Lowen agrees with Commissioner Weaver. We paid good money to have a study done and we've been told time and again we need more rooftops to get the businesses we want. I do have concerns about accessibility but I think in time it will be worked out.

Commissioner Ferguson said she is more concerned about timing. I believe the train station should set the tone. I think it's just too big. I would have liked to have seen it developed as small pods separately. I have to commend you that you've done a lot of homework and taken in citizen input but the number one advice that municipalities say is look at the past work because that is what you would get. As big as it is, I have concerns. The affordability, it's not even 10 percent and the same situation we have with Waterstone. Frankly, Waterstone may not have them because HOAs are so high. What's been offered is actually less favorable and it makes me question whether it's less doable. We don't have any provision for inclusionary housing if apartments go to condos. There is no provision for housing voucher acceptance.

Commissioner Lloyd said traffic is a great concern and so are 1,000 houses. It seems like we are being offered a lot, and they are spending a lot of money to build 1,000 units. Look what happened to Waterstone. Also, she feels the affordable housing is a segregated situation close to the powerlines. It's just coming too fast. While you're trying to build all this, you've got no way to get in and get out. She thinks we should start with the train station first. I think about the services the town is going to have to provide. I think Public Works is too small to handle it.

Commissioner Ferguson said she'd feel a lot more comfortable if she knew what the market was saying. She shares Commissioner Lloyd's concerns on traffic ingress/egress.

Mayor Stevens asked Commissioner Ferguson if there's anything to get her over a 5. Commissioner Ferguson answered if Section 8 housing vouchers were to be accepted.

Mayor Stevens asked the others whether there was anything to move the sevens. No.

Commissioner Ferguson said HOA dues in Waterstone are in danger of killing Habitat's potential plans there.

Mayor Stevens said this is a master plan, some of the details would be worked out at the SUP level. We have heard affordability. Traffic is something we've heard.

Commissioner Lloyd asked about whether Caruso Homes is going to try to buy the convenience store property adjacent to Orange Grove Rd. Otherwise, it's very narrow. Ms. Hauth answered we have 30 feet but the developer has talked about acquiring more. Jeff Caruso said we have purchased more from the adjacent property – we were required to have 33 feet for 3 lanes. We have tied up some additional land on Orange Grove Rd. to get bicycles or water out there. We could obtain 33 feet plus another seven feet, at this point. Later, DOT will do something more grand related to the train station. Commissioner Lloyd asked how long until DOT is going to come and help you. Jeff Caruso answered it doesn't help me, it helps the train station.

Ms. Hauth said the train station is scheduled to start undergoing construction in 2019. We don't know about the road, perhaps DOT's Orange Grove Rd. extension starting in 2023. We don't have any details. Mayor Stevens said that would be the extension to Highway 70A. Ms. Hauth answered yes. Mayor Stevens said I have real concerns about the traffic. Anything we do, it's probably going to get worse. Are we generating our own traffic with people who have jobs and homes here or do we have traffic just coming through. It would be nice if we could wait. It may

be in our favor that we have bad traffic there. Ms. Hauth said the road appeared out of everyone's brains a year or two ago and to go from 0 to construction in 7 years, that's super-fast in the DOT world. We called and asked the question, and it's really not going to be any faster. Something else in the region would have to go away to create funding.

Mayor Stevens said remind me again about the phasing for this project. Beth Trahos addressed the board. There is Master Plan language relative to the timing. They can build up to 450 dwelling units with Orange Grove Rd. access and a secondary temporary access. Then, going forward, they would be required to build the second full access point. Ms. Hauth added that she scaled back the breakpoints proposed by the developer.

Commissioner Bell asked where construction traffic is anticipated to come from. Mr. Caruso assumes I-85. Will Letchworth, the traffic engineer, said construction traffic isn't what he addresses. One thing he thinks the board needs to keep in mind is that traffic will be looked at as every pod comes up. We're going to have another shot at this.

Commissioner Lowen asked how soon you would be able to use the Daniel Boone access in between b and c. Mr. Caruso said during the first 450 houses, we would be driving through Orange Grove Rd. That would be in a later phase. Commissioner Bell asked if there's a chance to do that first for construction flow. Mr. Caruso said the sellers aren't ready to have someone bulldoze through there.

Commissioner Ferguson reiterated she'd like to see the train station built first.

Commissioner Lowen asked Ms. Hauth if we turned down Collins Ridge and still moved ahead with the train station, would we have to put in improvements on Orange Grove Rd. Ms. Hauth answered no, the site access is in the plan but is not detailed yet.

Commissioner Bell said it looks like 40 percent more vehicles on the road which is offset by six or eight improvements. As soon as it's built out, then we start widening Churton St. It's going to be a glorious mess for a decade.

Mayor Stevens said affordability is another issue. Commissioner Weaver said when I think about affordability, I'm not just thinking about CASA but about price points of other units in the development. We're a town of 6,500 people. We have to be weary of comparing apples and oranges too much (regarding Chapel Hill's 15 percent policy).

Mayor Stevens said he heard concerns about location. We're not locked in on where CASA is. That's part of the SUP process. Commissioner Ferguson said we've only heard about affordable housing with CASA but we haven't heard about accepting that in non-CASA rentals. Mayor Stevens said that could be an SUP issue. It's a massive development and the percentage is too low, she said. She's mentioned dues and wants to see the community center open to the public.

Ms. Hauth asked who would operate it if it were to be open. Commissioner Ferguson said there are community centers where you have tight guest privileges and community centers where you have loose guest privileges. You've got tight ingress/egress and it could be very insular. Ms.

Hauth said I'm curious how we'd operate it. Mr. Hornik said the intent is for it to be for the Collins Ridge community. Commissioner Lowen said I hear what you're saying but if I was a homeowner paying HOA dues, I would want it to be private. Gold Park and Riverwalk are used by lots of people who don't live in Hillsborough. Commissioner Ferguson said I want to raise this now, is this going to be an insular community or not.

Mr. Peterson asked whether the board had any questions for CASA. Jess Brandes, Housing developer with CASA, said we have negotiated a little bit more. They've agreed to clear the site for us and do the grading, which in Durham cost us \$20,000 for a half acre. This is 3-5 acres so 6-figure savings for us. We see this as a very integrated setting. To be able to be in a neighborhood, this is a really great opportunity to have high quality real estate at no cost. Ms. Brandes said this would be rental property, so there are no HOA dues. Commissioner Ferguson asked have you lined up your funding. Ms. Brandes answered we are a housing developer. Home Trust is not. Having a 5-year timeline to develop, we have multiple chances for funding. She listed some sources.

Ms. Trahos said the additional commitment Ms. Brandes had mentioned would be added to the language.

Mr. Hornik said the planning board suggested additional language which is now in the packets. If all are comfortable with the concept, we can craft language for conditions in the next day or so and get that signed and recorded pretty quickly.

Commissioner Bell toured CASA and said he thinks it's a great fit, top notch. Commissioner Ferguson is in agreement that it's a good organization.

Ms. Trahos said we don't have a plan for apartments much less a sense of how they would be financed so we can't answer at this point (about accepting housing vouchers).

Commissioner Weaver said regarding connectivity, I'm glad to see we would maintain access through the other parcel to connect the south part of town. I see this as an opportunity to get us closer to that goal.

Mayor Stevens said it's important to have the pedestrian path from middle to south neighborhoods. We would never be able to afford to make that connection without additional funding. He is wondering about the 10-year window. He would like language that if we have a plan but are waiting for a grant, the 10 years could be extended. Mr. Caruso said he would extend it if there was any type of funding commitment, such as if DOT said in a certain year we will build or if the town has a financial commitment, some specific actions and investments in that area. The road is going to be put in anyway, Mr. Caruso said. Perhaps a 5-year extension is possible, he suggested.

Commissioner Ferguson said the railroad tracks block it in. There isn't any connectivity to Valley Forge. If there was sidewalk on 86, you could walk to Walmart.

Commissioner Ferguson agrees it provides more rooftops. She asked, if the train station were first, would we be getting a request for it to be all residential or would there be additional commercial bleeding into the edges.

Commissioner Bell asked regarding school capacity, did you provide all information to Orange County. The answer was yes. There was a projected need for more high school capacity but Cedar Ridge will be expanded.

Ms. Hauth said she's done the math and come up with 200-some additional students. In elementary schools, there are 600 empty seats. There is enough capacity. She agrees with the superintendent's letter. SAPFO is not to prevent the reassigning of students.

Mayor Stevens went through the service impact. Water capacity is not an issue. We have said we want development in the center of town. He asked about the impact on staff. Mr. Peterson said the financial analysis did look at operational impacts, not that it's an endorsement. The financial and operational conclusion was that it helps us. We're talking about building two new fire stations, a new police station, a new annex across the street, and a new public works facility. More rooftops help share that cost. Those are things we're going to do whether or not Collins Ridge comes in. Any time we have new development, there's a delay on the general fund side to when you start getting the property tax revenues, but they are also contributing \$235,000 for their share of the fire and police facilities. My caveat is that's one slice of the decision pie that the board has to make.

Mayor Stevens asked if we were to approve this, is there anything else specific in the agreement that we need to look at.

Mr. Hornik reviewed the few additional changes to what's written: condition 3 affordable housing and the additional grading/site prep for CASA and extending the commitment for up to 5 years for the landing pad on the south parcel. Mr. Sexton said we'll agree to those.

Mayor Stevens asked for other comments. Commissioner Ferguson said I'm up to 50-50.

Commissioner Bell said regarding affordable housing, if Chapel Hill requires 15 percent and we only have 10 percent, I don't want to be on the losing end of that. Mayor Stevens said it's apples and oranges. Commissioner Ferguson said cities put that in when they're at a crisis point. We have the chance to put this in before it's a crisis. We are going to be at that point in 3 to 5 years. Commissioner Lloyd said she has not talked to one citizen in favor of this development. Commissioner Ferguson said she has been barraged by people who are adamantly against it.

Commissioner Weaver said I think there are so many unknowns that make it scary. She appreciates Commissioner Ferguson championing this issue so strongly. I think that approving this kind of development can help us keep from getting to that crisis point. I don't have information to say that in three to five years we'll be in that situation. Commissioner Ferguson said I'm hoping I'm wrong.

Commissioner Lloyd asked if I want to vote no, do I vote no for everything. She was advised that that would be consistent.

Mr. Hornik said he has gone through the water/sewer extension contract with Mr. Keel and is comfortable with it.

Commissioner Lowen said I know it's a difficult pill to swallow. To the Collins Ridge group, he said you guys have been straight with us. My biggest concern is traffic and we'll work through it.

1. Water and Sewer Extension Agreement

[9:18:49 PM](#) Commissioner Lowen moved to approve the water/sewer extension contract. Commissioner Weaver seconded. The motion carried with a 3-2 vote (nays: Lloyd and Ferguson).

2. Ordinance to annex approximately 125 acres by voluntary petition of the owners

[9:19:06 PM](#) Commissioner Lowen moved to approve the ordinance to annex. Commissioner Weaver seconded. The motion carried with a 3-2 vote (nays: Lloyd and Ferguson).

3. Consistency statement and ordinance to amend the Zoning Map to designate the parcel

[9:19:36 PM](#) Commissioner Lowen moved to approve consistency statement and ordinance to amend the Zoning Map. Commissioner Weaver seconded. The motion carried with a 3-2 vote (nays: Lloyd and Ferguson).

4. Ordinance amending the rezoning map for the property

[9:20:06 PM](#) Commissioner Lowen moved to amend the rezoning map for the property. Commissioner Weaver seconded. The motion carried with a 3-2 vote (nays: Lloyd and Ferguson).

5. Resolution to take action on the Master Plan application and specify conditions of approval

[9:20:46 PM](#) Commissioner Lowen moved to approve the resolution to take action on the Master Plan application and specify conditions of approval. Commissioner Weaver seconded. The motion carried with a 3-2 vote (nays: Lloyd and Ferguson).

Mayor Stevens called a 5-minute break.

[9:26:12 PM](#) Mayor Stevens called the meeting back to order.

6. Request for an exemption to Section 6-29 of the Town Code, prohibiting parking pads in the public right-of-way by the owners of 302 W. Queen Street

Mr. Hines said the owners are Nettie Lassiter and Jamie Tippens. They would like to add additional rock. There was pre-existing gravel. They would like to get a car farther off the road. They are limited by a stormwater pipe and staircase that goes up to the property. They are

interested in turning the apartment in the house into a rental for Airbnb. This would be where the person renting would park.

Commissioner Ferguson asked for Airbnb, are they paying lodging taxes.

Mr. Hines said if they use river rock instead of gravel, it would need to go the Historic District Commission for approval. Anything other than the same type of rock requires approval.

Mayor Stevens asked as a public works person, is there any reason it's a problem. It isn't. Mr. Hackett isn't concerned about it.

Commissioner Ferguson asked how this differs from Cornwallis Hills. Mr. Hines said we said yes in Cornwallis Hills, and we said yes to E. Queen St. If anyone wants an exemption, they have to have to come to the Board for approval.

Commissioner Bell said when he was on the HDC, he didn't like gravel pads because the gravel washes onto the street, and weeds grow through it. It looks like only four feet of space. If the car is hanging out on the street, does that create public safety hazard regarding trouble getting a fire truck through. Commissioner Ferguson said it's narrow. Mr. Hines said it would be the same issue when a fire truck turns onto a one-lane road. The answer is yes.

Mr. Tippens said we have two apartments in the house. The person who has this apartment has been parking on the street for years.

Commissioner Ferguson asked about lodging taxes. Mr. Tippens said they haven't started yet with Airbnb but they would. Commissioner Lowen said it will make it safer to get the vehicles farther off the road.

Commissioner Weaver said it feels the same as the other exceptions we've granted.

[9:33:42 PM](#) Commissioner Lowen moved to approve the request. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

#### 7. Stormwater Utility Fee Update

Mr. Hackett said we need to push back the schedule to give the public time to review the updates and digest the information.

He shared what has changed: the FY17 budget is higher than the November 2015 analysis, no fee for open space, 5 tiers for non-residential, and lower revenue projections.

He shared why it has changed: public input, refined parcel data, refined budget numbers, and assuming conservative collection rate.

Mr. Hackett explained the new tiers and rates (residential properties flat rate of \$50/yr. and non-residential properties fee based on equivalent residential units (ERU) for midpoint of tier).

These changes will lead to a budget shortfall. The following was cut:

Reduced funding for stormwater conveyance system maintenance (a reduction in services);

Eliminated funding for private drainage cost share (optional program, he's for it, so a reduction in services);

Eliminated funding for Falls Lake compliance projects (can do this because the state has delayed, we don't have a model program yet).

The issue is all of this has got to go back in. He shared the numbers. The board discussed options.

Mr. Hackett acknowledged Waterstone may have undeveloped parcels this year that may have 100 homes on them next year.

Mayor Stevens said there are two directional questions: do we come out with a fee and the fee is painful no matter what but we know we can hold this for three years. Or do we say here's what we're going to do, and we'll see an increase for next the next three to five years. He's not sure which is more palatable.

Mr. Hackett agreed that there are two choices. We either come out strong or we just let people know it's going to increase a little bit every year. I don't know the answer to which is more palatable. My opinion is go strong, get it done, and we don't have to worry about how to make up the budget shortfall.

The next step is going to public hearing in April. The Board can close the public hearing at the May workshop and can make a decision at the June meeting.

[10:01:43 PM](#) Commissioner Ferguson moved to go into closed session. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

#### **10. CLOSED SESSION**

- A. 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.)

#### **11. ADJOURN**

[10:08:50 PM](#) Commissioner Ferguson moved to adjourn. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted,

Katherine M. Cathey  
Town Clerk

FY 2015-2016

TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT

DATES: 03/14/2016 TO 03/14/2016

	<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>
PEG Revenue Account	10-10-3900-3900-050 PEG FUND BALANCE APPROPRIATION To cover salary overages for videographer	2775	03/14/2016	JDELLAVAL	0.00	12,000.00	12,000.00
Governing Body	10-10-4100-5300-041 ATTORNEY FEES To cover election overages	2758	03/14/2016	JDELLAVAL	110,000.00	-3,488.00	106,512.00
Governing Body	10-10-4100-5300-910 GENERAL ELECTION To cover election overages	2759	03/14/2016	JDELLAVAL	5,000.00	3,488.00	8,488.00
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV. To cover Data Processing Services overag	2765	03/14/2016	JDELLAVAL	14,115.00	-1,000.00	13,115.00
Admin.	10-10-4200-5300-112 POSTAGE To cover Cust. Service & Innovation over	2763	03/14/2016	JDELLAVAL	3,000.00	-14.00	2,986.00
Admin.	10-10-4200-5300-113 LICENSE FEES To cover license fees overages	2760	03/14/2016	JDELLAVAL	12,671.00	556.00	13,227.00
Admin.	10-10-4200-5300-320 SUPPLIES To cover license fees overages	2761	03/14/2016	JDELLAVAL	7,000.00	-556.00	6,444.00
Admin.	10-10-4200-5300-330 DEPARTMENTAL SUPPLIES To cover Data Processing Services overag	2766	03/14/2016	JDELLAVAL	4,000.00	-968.00	3,032.00
Admin.	10-10-4200-5300-458 DATA PROCESSING SERVICES To cover Data Processing Services overag	2764	03/14/2016	JDELLAVAL	8,150.00	1,968.00	10,118.00
Admin.	10-10-4200-5300-580 CUSTOMER SERVICE & INNOVATIONS AWAR To cover Cust. Service & Innovation over	2762	03/14/2016	JDELLAVAL	2,000.00	14.00	2,014.00
Local Govt. Channel	10-10-4300-5100-020 SALARIES To cover salary overages for videographer	2774	03/14/2016	JDELLAVAL	9,799.00	12,000.00	21,799.00
Local Govt. Channel	10-10-4300-5120-050 FICA Cover overages in FICA from videograph	2777	03/14/2016	JDELLAVAL	566.00	1,000.00	1,566.00
Local Govt. Channel	10-10-4300-5300-570 MISCELLANEOUS Cover overages in FICA from videograph	2776	03/14/2016	JDELLAVAL	12,649.00	-1,000.00	11,649.00
B&C Revenue Account	30-80-3500-3524-000 WATER METER FEE To Cover New and Replacement Meters	2772	03/14/2016	EBRADFORI	30,000.00	43,277.00	100,277.00
Billing & Coll.	30-80-7240-5300-331 DEPT SUPP-METER READING To Cover New and Replacement Meters	2771	03/14/2016	EBRADFORI	45,000.00	43,277.00	115,277.00

JDELLAVALLE  
 fl142r03

03/07/2016 11:41:05AM

FY 2015-2016  
 TOWN OF HILLSBOROUGH  
 BUDGET CHANGES REPORT  
 DATES: 03/14/2016 TO 03/14/2016

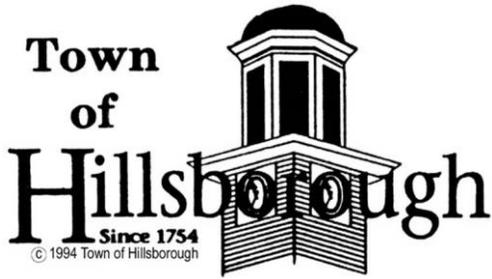
REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
30-80-8200-5300-321 SUPPLIES/CHEMICALS (ODOR)						
Wastewater Collection To Cover Pump Station Repair	2769	03/14/2016	EBRADFORI	18,000.00	-10,000.00	8,000.00
30-80-8200-5300-322 SUPPLIES/LIFT STATION PUMPS						
Wastewater Collection To Cover Pump Station Supply Overages	2768	03/14/2016	EBRADFORI	32,000.00	5,000.00	39,800.00
To Cover Pump Station Repair	2770	03/14/2016	EBRADFORI	32,000.00	10,000.00	49,800.00
30-80-8200-5300-330 DEPARTMENTAL SUPPLIES						
Wastewater Collection To Cover Pump Station Supply Overages	2767	03/14/2016	EBRADFORI	82,000.00	-5,000.00	82,233.00
					110,554.00	

APPROVED: 5-0  
 On: March 14, 2016  
 VERIFIED:

*Kathleen M. Cathey*

DRAFT

Resolution #20160314-8.D



RESOLUTION ADOPTING  
THE KINGS HIGHWAY PARK PLAN  
FOR THE TOWN OF HILLSBOROUGH

WHEREAS, The Town of Hillsborough adopted a Master Parks and Recreation Plan for Hillsborough in 1993 and has systematically amended and updated the document in 2007, 2009, 2013, and 2014, and

WHEREAS, in 2014, the neighbors of Kings Highway Park approached the town Parks and Recreation Board with concerns about the park, and

WHEREAS, the Parks and Recreation Board undertook a process to develop a comprehensive plan for the park to address those concerns and develop a plan to improve the facility consistent with the land's resources, and

WHEREAS, the plan was endorsed by the Parks and Recreation Board and forwarded to public hearing on January 21, 2016, and

WHEREAS, the Planning Board unanimously endorsed the proposed Kings Highway Park Plan's approval

NOW, THEREFORE BE IT RESOLVED, that the Hillsborough Town Board of Commissioners hereby adopts the Kings Highway Park Plan as a component of the official plan for the Town of Hillsborough and its jurisdiction. The Kings Highway Park Plan 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.

BE IT FURTHER RESOLVED, that this Plan shall provide guidance to Town Board members, advisory members, town staff, citizens and potential applicants in understanding the town's stated policies and preferences. The Town Board and staff may also use this document to provide guidance on developing future work plans, strategies, and making budgeting decisions to implement the plan.

This the 14<sup>th</sup> day of March, 2016.



Tom Stevens, Mayor

Ordinance #20160314-8.E

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

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Permitted Use Table for Non-Residential Districts, Table 5.1.6, is amended to show "Storage & Warehousing: Indoor" as a "P" in the General Commercial district.

Section 2. Section 9.2, Definitions, is amended to reflect the following definitions to replace the current terms:

Storage & Warehousing: Indoor A use engaged in storage of *goods, products, or equipment* excluding bulk storage of materials that are flammable or explosive or that present hazards or conditions commonly recognized as offensive.

Storage & Warehousing: Self A use that provides individual storage units, buildings, or spaces *with individual exterior access* for rent to businesses or individuals for storage of items excluding bulk storage of materials that are flammable or explosive or that present hazards or conditions commonly recognized as offensive. This use may include parking spaces or outside storage areas for long-term storage of vehicles or boats and may include a dwelling for a caretaker or security guard.

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

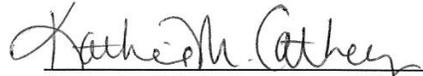
Section 4. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 14<sup>th</sup> day of March, 2016.

Ayes: 5

Noes: 0

Absent or Excused: 0

  
Katherine M. Cathey, Town Clerk

Ordinance 20160314-8.F

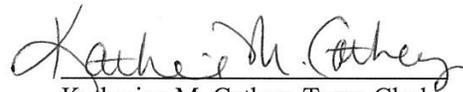
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE  
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. The Permitted Use Table for Non-Residential Districts, Table 5.1.6, is amended to show "Government Maintenance Yard" as a "P" in the Office Institutional and Light Industrial districts.
- Section 2. Table 6.3.3, Side and Rear Setbacks for Lots Abutting a Different Zoning District, is amended to establish a 20 setback when Light Industrial or Office Institutional is adjacent to the EDD district.
- Section 3. Section 9.2, Definitions, is amended add the following definition
- Government maintenance yard      A facility owned and operated by a unit of government to park, storage, repair, and stage service vehicles and repair equipment includes but not limited to transit vehicles, solid waste and street repair vehicles, utility system and park vehicles.
- Section 4. All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 5. 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 14<sup>th</sup> day of March, 2016.

Ayes:   5    
Noes:   0    
Absent or Excused:   0  

  
Katherine M. Cathey, Town Clerk

Resolution #20160314-9.C-5

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS**  
**RESOLUTION APPROVING THE**  
**MASTER PLAN FOR THE COLLINS RIDGE PROJECT**

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from Caruso Homes, as contract purchaser and with the owners' consent, for the approval of a Master Plan pursuant to Sections 3 of the Unified Development Ordinance for the Town of Hillsborough to guide development of the 125.63 acres east of Orange Grove Street, south of the North Carolina Railroad and north of Interstate 85 from Agricultural Residential to Residential Special Use (portion of OC PIN 9874-10-9993).

WHEREAS, the Town of Hillsborough Board of Commissioners has referred the application to the Town of Hillsborough Planning Board in accordance with the applicable provisions and procedures of the Town of Hillsborough Unified Development Ordinance; and

WHEREAS, the Town of Hillsborough Planning Board and the Board of Commissioners conducted a joint public hearing to consider the application for the Master Plan on October 15, 2015 and continued to November 19, 2015 and January 21, 2016 after giving notice as required by law of such hearing; and

WHEREAS, at the aforesaid public hearing, the applicant and all others wishing to be heard in connection with the application for the Master Plan were given an opportunity to speak; and

WHEREAS, the Town of Hillsborough Planning Board made its recommendation of approval on February 18, 2016 to the Town of Hillsborough Board of Commissioners regarding the application for the Master Plan approval; and

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 hearing; and

WHEREAS, the Master Plan application and associated exhibits, including but not limited to a Master Plan prepared by the John R. McAdams Company received December 22, 2015, are incorporated herein by reference; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of Commissioner Lowen and seconded by Commissioner Weaver, this 14<sup>th</sup> day of March, 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 a Master Plan at the public hearings;

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2. The Board of Commissioners finds that the application a Master Plan is complete, and, subject to additional condition of approval detailed below, complies with all applicable provisions of the Town of Hillsborough Zoning Ordinance;

3. The Board of Commissioners finds that the Conditions of Approval (Attachment A), are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general; and

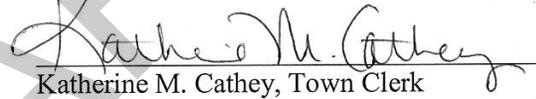
WHEREFORE, the foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners this 28<sup>th</sup> day of September, 2015 the result of which vote was as follows:

Ayes:   3  

Noes:   2  

Absent or Excused:   0  

Dated:   March 14, 2016  

  
Katherine M. Cathey, Town Clerk

Attachment A

**COLLINS RIDGE**  
**CONDITIONS OF APPROVAL**

**Statement of Intent Applicable Generally to the Master Plan**

Collins Ridge Master Plan (“Collins Ridge”) is proposed to provide a residential community with a mix of housing styles designed to comply with the Town of Hillsborough’s (“Town”) Future Land Use Plan, respect the visual character of its site, minimize environmental impacts and maximize water and energy conservation principles. This proposal meets the requirements of the Future Land Use Plan, which designates the property subject to the Collins Ridge Master Plan for “Mixed Residential Neighborhood”. Further, Hillsborough Vision 2030 encourages development that is compatible with the special character of Hillsborough. Collins Ridge strives to be an integral part of the unique Town of Hillsborough.

The site is situated between Highway 70 to the north, the North Carolina Railroad to the east and north, I-85 to the south and South Churton Street to the west. The property subject to the Collins Ridge Master Plan is well-located to provide a mix of residential land use designed to support existing and planned retail and other commercial land uses on the Daniel Boone property, and the nearby rail station and community park.

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To the extent not specifically addressed in the Collins Ridge Master Plan, or otherwise required by the Town Unified Development Ordinance to be addressed as a part of the Special Use permit process, the developer of the Collins Ridge project, its successors and assigns, shall explain specifically the manner in which the design for improvements on each Parcel address the following issues at the time that application for Special Use Permits are submitted to the Town for each Parcel depicted in Collins Ridge Master Plan: (1) site lighting; (2) whether and how on-street parking should be accommodated; (3) emergency vehicle access to the site; (4) buffering between different land uses; and (5) street design within the parcel; (6) connectivity (vehicular and pedestrian) within the parcel and among neighboring parcels; (7) building and site design on the site; (8) location, specific design, and timing of construction of recreation features and amenities; signage for and within parcels, including location and design; (9) compliance with applicable stormwater regulations applicable to the parcel and/or to the Property as a whole; (1) buffers and setbacks within parcels .

#### **General Conditions Applicable to the Entire Project**

1. Land Uses. The following land uses shall be permitted within Collins Ridge, and all uses shall be permitted on all Parcels:
  - Dwelling;
  - Dwelling, Attached, including Townhomes and other attached dwellings (all uses in this category may be traditional, age-restricted and age-targeted dwellings);
  - Dwelling, Multi-family, including Condominiums and Apartments dwellings (all uses in this category may be traditional, age-restricted and age-targeted dwellings)
  - Dwelling, Single-family Detached;
  - Attached and detached garages;
  - Community Garden;
  - Park, Athletic or Community;
  - Park, Cultural or Natural;
  - Park, Neighborhood;
  - Passive Recreation Area;
  - Public Utilities;
  - Private Utilities, including stormwater and erosion control devices;
  - Public and private streets, private alleys, sidewalks, trails, and paths;
  - Recreational Facilities;
  - Community pool, Community Center, tennis courts, volleyball courts and other recreational amenities generally associated with residential communities;
  - Health/Fitness Club for exclusive use of Collins Ridge residents, and operated by developer or one or more homeowner's associations; and

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- Any and all other uses ancillary to or supportive of a residential subdivision.
2. Density: No more than 950 dwelling units, plus a minimum of 60\_ and a maximum of 88 Affordable Housing Units, shall be permitted on the property subject to the Collins Ridge Master Plan.
  3. Affordable Housing.

The Collins Ridge Master Plan provides for a range of housing types at varying price points. The availability of single-family homes, townhomes and multi-family units is naturally conducive to affordable housing as these varying home types and sizes will appeal to residents with a range of incomes and housing needs.

In order to provide additional opportunities for housing for Low-Income Households (“Affordable Housing”), as defined by the North Carolina Housing Coalition below, the developer shall offer to donate without charge at least three (3) acres of land available to support eighty-eight (88) multi-family dwellings within Parcel B to CASA or its assignee at a mutually agreeable location with a deed restriction ensuring the property will be used for Affordable Housing for Low-Income Households (“Affordable Housing Property”). Specifically, the deed shall require that: (i) the parcel be used for a minimum of sixty (60) and a maximum of eighty-eight (88) Affordable Housing units, including but not limited to Veterans with Disabilities; (ii) CASA, or its assignee, shall accept all types of rental subsidies; (iii) CASA, or its assignee, will apply for federal and/or state funding for construction within two (2) years of receipt of the property; (iv) that CASA will use its best efforts to obtain funding for construction of rental units as described above; and (v) if CASA has not received at least one building, grading or other related construction permit on the fifth (5<sup>th</sup>) anniversary of the date CASA takes ownership of the Affordable Housing Property, ownership of the parcel shall be transferred to the Town of Hillsborough. The Developer shall provide the Town with a copy of the recorded deed of the property conveyed to CASA within thirty (30) of recordation on the deed.

The developer of Collins Ridge shall ensure that the Affordable Housing Property has vehicular and pedestrian access to public streets and on-site access to all public utilities that are available to the remainder of the Collins Ridge Community. The design and location of such vehicular and pedestrian access must be approved by then Town as part of the Special Use Permit process for Parcel B. The developer shall also ensure that the design of amenities and landscape features on the Affordable Housing Property shall be consistent with and of quality and quantity equal to all other parcels in Collins Ridge. The Affordable Housing Property shall be offered to CASA at no cost within thirty (30) days of issuance of the first building permit in the Collins Ridge Community.

The developer of Collins Ridge shall ensure that the Affordable Housing Property to be conveyed to CASA (or its assignee), or to the Town of Hillsborough in the event that CASA has not received its first construction permit by the fifth anniversary date of the date CASA

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takes ownership of the Affordable Housing Property, shall be fully integrated into the Collins Ridge Community so that residents of Affordable Housing units shall have access to all amenities in Collins Ridge on the same basis and to the same extent as all other residents of Collins Ridge.

CASA, or its assignees, shall be responsible for constructing, managing and maintaining the dwelling units, including submitting and obtaining approval of a Special Use Permit for development of the site. The developer shall provide, pay for, or reimburse CASA for the cost of, in the developer's sole discretion, land clearing and rough grading of the land conveyed to CASA pursuant to this condition.

The definition of the term "Low-Income Households" is derived from the North Carolina Housing Coalition and set out in its entirety below.

**Low-Income Household(s)** – Household(s) whose income does not exceed Eighty Percent (80%) of the median income for the area as determined by HUD.

4. Conservation Measures. The following conservation measures shall apply to the property within the Collins Ridge Master Plan:

- a. All dwelling units shall be constructed with Energy Star Appliances, with the exception of ovens, ranges and microwave ovens which are not rated by Energy Star at this time.
- b. To encourage water conservation, all dwelling units shall be constructed with WaterSense Certified High Efficiency Toilets (1.28 GPF), or equivalent.
- c. To ensure compliance with the North Carolina State Building Code, each application for a certificate of occupancy for a home subject to the One or Two Family Building Code, shall submit a photograph or copy of a certificate confirming that the dwelling unit has passed a blower door test or a duct leakage test.
- d. Solar panels will be offered as an option at the time of purchase for all single-family home and townhomes within Collins Ridge Community. Solar panels will be available to apartment developers at the time of construction.
- e. Landscape materials planted within street rights-of-way, in open space or in common areas shall meet the following requirements:
  - i. Planting shall be made in accordance with the requirements and specifications of the Town's Administrative Manual . Plant materials shall be chosen to thrive based on their exposure to sun, wind, and soil conditions.
  - ii. All landscape beds shall provide a 3" layer of mulching material.

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- iii. Plants shall be grouped according to water needs, or “hydrozones,” to limit overwatering.
  - iv. All landscaping in the public right-of way shall be maintained by the Developer or by a property owners’ association for the Collins Ridge Master Plan Property, and/or for the Parcel within which the landscaping is situated.
- f. Installation of landscaping on residential lots as a part of the initial construction process shall meet the following requirements:
- i. Planting shall be made in accordance with the Town’s Administrative Manual. Plant materials shall be chosen to thrive based on their exposure to sun, wind, and soil conditions.
  - ii. All landscape beds shall provide a 3” layer of mulching material.
  - iii. Plants shall be grouped according to water needs, or “hydrozones,” to limit overwatering.
5. Open Space. At least ten percent (10%) of the property that is subject to the Collins Ridge Master Plan shall be open space.
6. Community Amenities. The following amenities shall be provided:
- a. Town Park. The developer shall offer to dedicate to the Town of Hillsborough at least two (2) acres of land generally as shown on Exhibit 9, entitled Master Plan Collins Ridge, within thirty (30) days of purchase of the property subject to the Collins Ridge Master Plan by Caruso Homes.
  - b. Community Center. The developer shall construct a community center building at least 3,000 square feet in size, including at least one meeting room, a catering kitchen, an outdoor swimming pool at least 2,500 square feet in size, two tennis courts, restroom/changing rooms and twenty (20) parking spaces to serve the townhome and single-family homes. The Community Center tract shall be at least 3 acres in size. The Community Center shall be completed prior to the issuance of a certificate of occupancy for the 300th townhome and/or single family detached home in Collins Ridge (it being the intent that apartment units are not counted for purposes of this subparagraph because apartment units will have some recreational amenities incorporated into their design as required by subparagraph d below).
  - c. Neighborhood Parks. The developer shall construct at least six (6) neighborhood parks one (1) within each of the six Parcels (A-F) in Collins Ridge Community. At least three (3) of the neighborhood parks shall include fenced children’s playgrounds. Each park shall be at least one-quarter (1/4) acre in size. The timing of the construction and completion of the required neighborhood park within each parcel shall be determined during the special use permit process that Parcel. Neighborhood parks may be provided

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in combination with Recreational Amenities in Apartment Complexes. Although the general location of neighborhood parks are shown on Exhibit 9, entitled Proposed Master Plan, the final location of each neighborhood park shall be determined during the Special Use Permit review and approval process for the Parcel in which each park is located

- d. Additional Recreational Amenities for Apartment Complexes. Each apartment complex shall provide at least one (1) additional recreational amenity, such as a swimming pool, playgrounds, play field or play court, as a part of the apartment complex. Neighborhood Parks may be provided in combination with Recreational Amenities in Apartment Complexes.
- e. Sidewalks. Sidewalks meeting Town of Hillsborough standards shall be provided on both sides of all public streets. At least 9,600 linear feet (1.8± miles) of public sidewalk shall be provided within Collins Ridge.
- f. Walking/Biking Trails. The developer shall construct at least 6,000 linear feet (1.1± miles) of walking/biking trails, in addition to sidewalks. Walking/biking trails shall be constructed generally as shown on the “Proposed Master Plan Collins Ridge Map”, identified as Exhibit 9 of Collins Ridge Master Plan. Walking/biking trails shall be at least eight feet (8’) wide and constructed of asphalt in accordance with Town of Hillsborough trail standards, including the Access Board Guidelines. Walking/biking trails located within the perimeter buffer of Collins Ridge shall be dedicated to the Town of Hillsborough and accepted by the Town of Hillsborough for maintenance.
- g. Bicycle Racks. In order to encourage the use of bicycles within the community, the developer shall provide at least twelve (12) total Bike Rack Stations located at the community center, apartment complexes, parks and transit stops throughout the Collins Ridge Community. Each Bike Rack Station shall contain parking for at least six (6) bicycles.
- h. Transit/ Bus Stops. The developer shall provide easements to the Town of Hillsborough, or to Go Triangle or another public entity which provides public transportation services in the area, for at least three (3) transit stops measuring at least twenty feet by fifteen feet (20’ x 15’) (the specific design and location of each transit stop shall be determined during the Special Use Permit review and approval process for the Parcel within which, or adjacent to which, the transit stop is to be located) prior to issuance of the first certificate of occupancy for the first dwelling unit in the Parcel associated with the transit stop. The developer shall install a bench (to be designed and installed in accordance with approved Town of Hillsborough standards) at each transit stop location. Although the general location of transit stops are shown on Exhibit 9, entitled Proposed Master Plan, the transit stops may be relocated during the Special Use Permit process for that Parcel to another location along the main spine road.

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7. Public Water and Sewer. All property subject to the Collins Ridge Master Plan shall be served by public water and sewer subject to availability of capacity in accordance with the terms of a Water and Sewer Agreement to be negotiated between Collins Ridge and the Town.
8. Street and Pedestrian Circulation. The following streets and pedestrian walkways shall be provided within the Collins Ridge Master Plan:
  - a. Streets within the Collins Ridge Master Plan shall be built to the standards shown on Exhibit 13 of the Collins Ridge Master Plan, entitled "Proposed Street Sections".
  - b. The street network shall be designed to provide interconnection between and among the various parcels that make up the Collins Ridge Master Plan.
  - c. Cul-de-sacs shall not be permitted on the public streets within the Collins Ridge Master Plan except for "stub" streets and any town required turn-arounds.
  - d. Prior to the issuance of the first Special Use Permit in the Collins Ridge Master Plan property, the developer shall secure an irrevocable legal right to provide a second permanent vehicular and pedestrian access point in a location acceptable to the Town's consulting traffic/transportation consultant and to NCDOT, connecting the main north-south "spine" road on Collins Ridge Master Plan property to Churton Street in Phase 2 of the Collins Ridge Master Plan generally as shown on Exhibit 11, entitled Phasing Plan, in addition to the primary access shown on Proposed Collins Ridge Master Plan map from Orange Grove Road. The second permanent access does not need to be constructed at the time of issuance of the first special use permit in Collins Ridge. The second permanent access must be constructed and available for use prior to the issuance of the certificate of occupancy for the 451<sup>st</sup> dwelling unit within Collins Ridge.
  - e. The developer shall be permitted to construct 450 dwelling units within Phase I of Collins Ridge Master Plan generally as shown on Exhibit 11, entitled Phasing Plan, provided that the following access points are constructed: a permanent access from Orange Grove Road into Collins Ridge (as currently contemplated by NCDOT TIP Project No. U-5848) and a second temporary access through the power line easement to Churton Street at least twenty feet (20') wide and graveled in accordance with Town Standards. The developer shall be required to maintain the secondary temporary access easement in good condition, satisfactory to the Town of Hillsborough Fire Marshall, the Town of Hillsborough Police Department and the Fire Department serving the Collins Ridge Master Plan property. Should the Developer fail to adequately maintain the easement, then the Town may suspend the issuance of permits or certificates of occupancy for new dwelling units until the condition of the temporary access easement is restored or until another secondary access acceptable to the Town has been provided.
  - f. Prior to the issuance of the zoning permit for the 751<sup>st</sup> dwelling unit, the developer shall install the 2018 road improvement recommended in Section X entitled

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“Recommendations” of the CRTIA unless these improvements are required to be installed earlier by the North Carolina Department of Transportation.

- g. Prior to the issuance of the zoning permit for 950<sup>th</sup> dwelling unit, the developer shall install the 2022 road improvements recommended in Section X entitled “Recommendations” of the CRTIA unless these improvements are required to be installed earlier by the North Carolina Department of Transportation.
- h. The developer shall submit construction drawings to the Town for review and approval prior to commencement of construction of the public spine street for Collins Ridge which is generally depicted on Exhibit 12 (“Connectivity Plan – Collins Ridge”). The spine street shall be completed up to the point of secondary temporary access easement as described in Section 8(e) prior to the issuance of any certificate of occupancy in Collins Ridge. The timing of construction and completion of the remainder of the spine street shall be determined during the special use permit process for each Parcel located south of the temporary access easement (Parcels B, C, D and E). The public spine street generally as shown on Exhibit 12, entitled Connectivity Plan Collins Ridge, shall be constructed within at least a fifty-nine foot (59’) right-of-way along the common boundary line of Parcels D and E ending in a stub one hundred feet (100’) from the right-of-way for Interstate 85 for the purpose of construction by the Town of Hillsborough of a public street to the south and across Interstate 85 connecting to the existing street network prior to the issuance of a building permit in Parcel D. In addition, the developer shall reserve a strip of land at least fifty-nine (59’) feet wide from the end of the public spine street to the right-of-way for Interstate 85 until the issuance of a building permit in Parcel D for the Town of Hillsborough to be used as right-of-way for a possible crossing of Interstate 85. The applicant shall not be required to construct a street within this reserved strip of land, nor shall the applicant be required to install a bridge, tunnel or other crossing over or under Interstate 85.
- i. The developer is the owner of an approximately 12 acre parcel of land (the “Southern Parcel”) on the south side of Interstate 85, lying generally between Interstate 85 and the Old Mill Business Park and the Beckett’s Ridge development. The developer agrees to reserve and to make available to the Town at no cost for a period of ten (10) years from the date of issuance of the first certificate of occupancy in Collins Ridge, a sufficient area of land on the Southern Parcel to accommodate pedestrian and bicycle connectivity to the strip of land reserved by the developer at the southern end of the “spine street” referred to in subparagraph h above. The Town may extend the reservation period by up to five (5) additional years at no cost provided that (i) the Town has a plan in place to connect the bicycle and/or pedestrian amenities in Collins Ridge with the Southern Parcel within said five (5) year extension period, and (ii) the Town notifies the developer in writing of the Town’s intention to extend the reservation term prior to expiration of the initial ten (10) year period.

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The developer shall work with the Town to determine the location and specific design details of the area reserved pursuant to this condition, toward the end of facilitating pedestrian and bicycle connectivity between development south of Interstate 85 and the public rights-of-way, sidewalks, greenways and trails in Collins Ridge.

- j. The developer acknowledges that the North Carolina Department of Transportation (“NCDOT”) is currently in the process of reviewing/designing projects along South Churton Street and along the North Carolina Railroad line adjacent to, and running generally north and east of, the Collins Ridge property. The developer shall coordinate its development plans to the maximum extent practicable with the NCDOT to facilitate compatible design and construction. Nothing in this condition shall be deemed a requirement by the Town for the developer to convey any right of way to NCDOT or to the North Carolina Railroad.
9. **Voluntary Annual Contributions.** The developer shall make the following voluntary contributions to equitably offset the initial impact of the Collins Ridge project upon the Town’s obligation to provide public utilities, police and fire protection, taking into account the improvements and other benefits provided by the Collins Ridge project:

**Public Safety Capital Contribution:** Three (3) annual contributions totaling \$235,440.00 shall be made to the Town of Hillsborough to defray the cost of providing public safety services to the property subject to the Collins Ridge Master Plan. The developer shall make an initial contribution of \$78,480.00 within thirty (30) days of approval of the first Special Use Permit on property subject to the Colling Ridge Master Plan. Thereafter, contributions of \$78,480.00 shall be made annually on the anniversary date of the initial contribution for a total contribution of \$235,440.00.

To secure payment of the voluntary contributions described above, the property owner shall provide an irrevocable letter of credit issued by a financial institution acceptable by Town of Hillsborough in a from acceptable to the Town of Hillsborough in the amount of \$156,960.00 simultaneously with the first annual payment of \$78,480.00. The amount of this letter of credit shall be reduced in an amount equal to each contribution made by the property owner to Town of Hillsborough within thirty (30) days after each contribution in received by the Town.

**Utility Meter Reading Antennae:** To defray the cost of reading utility meters in the property subject to Colling Ridge Master Plan, the developer shall make a contribution of \$15,000.00 to the Town of Hillsborough within thirty (30) days of formal application for the first special use permit within the Collins Ridge Master Plan. The developer shall also cooperate and coordinate with the Town to incorporate a location (or locations) within Collins Ridge for the utility meter reading antennae during the special use permit process for each parcel in Collins Ridge.

10. **Stormwater Facilities.** All stormwater control devises to be located on the property subject to the Collins Ridge Master Plan shall be reviewed and approved by the Town prior to construction, but shall remain the property and maintenance responsibility of the developer, or in its sole discretion, a property owner and/or tenants’ association to be established by

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the developer. In addition, the developer shall comply with all Federal, state and local stormwater regulations, including riparian buffer regulations. The developer shall submit to the Town for its prior approval proposed conditions and covenants addressing continuing operation and maintenance of all stormwater control measures. The conditions and covenant shall include provisions authorizing the Town to perform maintenance of such facilities and to charge the cost thereof against the developer or property owners' or tenants' association(s) in the event that they fail to properly and timely maintain the stormwater control measures.

11. Informal Concept Plan Submission. The developer shall submit to the Town a concept plan for informal review by the Planning Director or her designee prior to submitting a formal application for Special Use Permit for any Parcel as shown on the Collins Ridge Master Plan.
12. Assignment of Rights and Obligations. The developer shall be entitled to assign the rights and obligations contained in Collins Ridge Master Plan and these Conditions of Approval to subsequent purchasers of any portion of the property subject to the Collins Ridge Master Plan, provided that any subsequent purchasers must acknowledge in writing to the Town that they have acquired the property, or any portion thereof, subject to the obligations and conditions stated in the Collins Ridge Master Plan and these Conditions of Approval and that they agreed to be bound by them.
13. Restrictive Covenants. Prior to recording any restrictive covenants or any other document intended to affect development on any portion of the property subject to the Collins Ridge Master Plan (the "Restrictive Covenants"), the developer or any other subsequent owner of any portion of the property subject to the Collins Ridge Master Plan shall first submit the Restrictive Covenants to the Town for review.
14. Vested Rights. A vested right pursuant to G. S. 160A-385.1 and Section 1.8 of the Town of Hillsborough Unified Development Ordinance is established as of the date hereof. The vested right arising from the approval of this Collins Ridge Master Plan shall be valid for five years from the date of approval, unless such date is formally extended by the Town Board prior to its expiration.
16. Compliance with Unified Development Ordinance. The Collins Ridge Master Plan was submitted to the Town in compliance with the requirements of Section 3.7 of the Town of Hillsborough's Unified Development Ordinance. Prior to development of any specific Parcel shown on Collins Ridge Master Plan, a Special Use Permit Application for that Parcel shown on the Collins Ridge Master Plan will be submitted to Town in accordance with the applicable provisions of the Town Unified Development Ordinance in effect at the time the application is made; provided, however, that in the event that there are inconsistencies between the Town Unified Development Ordinance and the Collins Ridge Master Plan at the time any Special Use Permit application is submitted, the terms of the Collins Ridge Master Plan shall control. The requirements of section 3.8.3 of the Town Unified Development Ordinance shall be addressed in detail for each specific Parcel shown on the Collins Ridge Master Plan at the time a Special Use Permit application for each parcel is submitted to the Town for approval.

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17. These Conditions of Approval shall supersede the terms of the Collins Ridge Master Plan application to the extent these Conditions of Approval are inconsistent with the terms of the Collins Ridge Master Plan Application. The Summary of Conditions of Approval Chart below is a reference and shall not supersede this Conditions of Approval document.

**Summary of Conditions of Approval Applicable to Specific Parcels Identified on the Collins Ridge Master Plan:**

<u>Parcel #</u>	<u>Anticipated Land Use</u>	<u>Conditions &amp; Other Information</u>
A	Apartments, Townhomes and/or other Attached Dwellings	<ul style="list-style-type: none"> <li>• The developer shall be entitled to be built to a maximum density of 24 units per acre. Provided, however, that the maximum number of dwelling units allowed on the entire Collins Ridge Master Plan property shall not exceed 950 units (not including up to 88 Affordable Housing units on Parcel B)</li> <li>• A recreational amenity shall be provided for each apartment complex. See Section 6, sub-bullet entitled “Additional Amenities for Apartment Complexes”.</li> <li>• Neighborhood Park required. See Section 6, sub-bullet entitled “Neighborhood Parks.”</li> <li>• No building shall exceed four (4) stories above grade.</li> </ul>
B	Apartments, Townhomes and/or other Attached Dwellings	<ul style="list-style-type: none"> <li>• The developer shall be entitled to build to a maximum density of 30 units per acre. Provided, however, that the maximum number of dwelling units allowed on the entire Collins Ridge Master Plan property shall not exceed 950 units. At least 60, and no more than 88, Affordable Housing units shall be built on Parcel B, and the Affordable Housing units shall be in addition to the 950 dwelling unit maximum otherwise applicable to the Collins Ridge property.</li> <li>• Neighborhood Park required. See Section 6, sub-bullet entitled “Neighborhood Parks.”</li> <li>• A recreational amenity shall be provided for each apartment complex. See Section 6, sub-</li> </ul>

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		<p>bullet entitled “Additional Amenities for Apartment Complexes”.</p> <ul style="list-style-type: none"> <li>• No building shall exceed four (4) stories above grade.</li> </ul>
C	Single-family Detached	<ul style="list-style-type: none"> <li>• The developer shall be entitled to build to a maximum density of 8 units per acre. Provided, however, that the maximum number of dwelling units allowed in the entire Collins Ridge Master Plan property shall not exceed 950 units (not including up to 88 Affordable Housing units on Parcel B).</li> <li>• No lot for a single-family detached dwelling shall exceed 10,000 square feet in size.</li> <li>• Neighborhood Park required. See Section 6, sub-bullet entitled “Neighborhood Parks.”</li> <li>• No building shall exceed three (3) stories above grade.</li> </ul>
D	Apartments	<ul style="list-style-type: none"> <li>• The developer shall be entitled to build to a maximum density of 24 units per acre. Provided, however, that the maximum number of dwelling units allowed in the entire Collins Ridge Master Plan property shall not exceed 950 units (not including up to 88 Affordable Housing units on Parcel B).</li> <li>• Neighborhood Park required. See Section 6, sub-bullet entitled “Neighborhood Parks.”</li> <li>• A recreational amenity shall be provided for each apartment complex. See Section 6, sub-bullet entitled “Additional Amenities for Apartment Complexes”.</li> <li>• No building shall exceed four (4) stories above grade.</li> </ul>
E	Townhomes and other Attached Dwellings, Single-family homes	<ul style="list-style-type: none"> <li>• The developer shall be entitled to build to a maximum density of 16 units per acre. Provided, however, that the maximum number of</li> </ul>

Resolution #20160314-9.C-5

	<p>detached and/or Community Center</p>	<p>dwelling units allowed in the entire Collins Ridge Master Plan property shall not exceed 950 units (not including up to 88 Affordable Housing units on Parcel B).</p> <ul style="list-style-type: none"> <li>• Neighborhood Park required. See Section 6, sub-bullet entitled "Neighborhood Parks."</li> <li>• No building shall exceed three (3) stories above grade.</li> </ul>
<p>F</p>	<p>Townhomes and other Attached Dwellings, and/or Single-family homes detached</p>	<ul style="list-style-type: none"> <li>• The developer shall be entitled to build to a maximum density of 16 units per acre. Provided, however, that the maximum number of dwelling units allowed in the entire Collins Ridge Master Plan property shall not exceed 950 units (not including up to 88 Affordable Housing units on Parcel B).</li> <li>• Neighborhood Park required. See Section 6, sub-bullet entitled "Neighborhood Parks."</li> <li>• No building shall exceed three (3) stories above grade.</li> </ul>

DRAFT

Ordinance #20160314-9.C-4

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 rezoning of the property herein; 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**

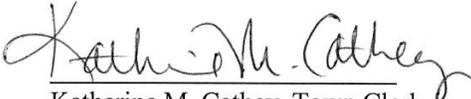
**Whereas the Town Board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the Town's comprehensive plan and explaining why the action contemplated by the Town Board as reflected herein is reasonable and in the public interest.**

**NOW, THEREFORE, be it ordained as follows:**

- Section 1. The Zoning Map of the Town of Hillsborough is hereby amended to rezone 125.63 acres east of Orange Grove Street, south of the North Carolina Railroad and north of Interstate 85 from Agricultural Residential to Residential Special Use (portion of OC PIN 9874-10-9993)
- 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 14<sup>th</sup> day of March, 2016.

Ayes: 3  
Noes: 2  
Absent or Excused: 0

  
Katherine M. Cathey, Town Clerk

**Ordinance No. 20160314-9.C-2**

The following ordinance was introduced by Commissioner Brian Lowen, and duly seconded by Commissioner Jennifer Weaver.

***AN ORDINANCE ANNEXING  
CERTAIN CONTIGUOUS PROPERTY***

***WHEREAS***, a petition was received requesting the annexation of 125.63 acres on the north side of Interstate 85 and East of Orange Grove Street (portion of OC PIN 9874-10-9993)

***WHEREAS***, the petition was signed by the owners of all the real property located within such area; and

***WHEREAS***, a public hearing on the annexation was held on October 15, 2015 and continued to November 19, 2015 and January 21, 2016 following notice of such hearing published in the News of Orange County on September 30, 2015, October 7, 2015, January 6, 2016, and January 13, 2016.

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

Section 1. The Board of Commissioners finds that a petition requesting the annexation of the area described in Section 2 was properly signed by the owners of all the real property located within such area and that such area is contiguous to the boundaries of the town of Hillsborough, as the term "contiguous" is defined in G.S. 160A-31(f).

Section 2. The following area is hereby annexed to and made a part of the Town of Hillsborough:

Beginning at a Parker Kalon nail in the center line of Orange Grove street and the common property line of the Town of Hillsborough the Point of Beginning; thence with said common property line South 83°46'16" East a distance of 1162.60 feet to a point on the common property line of Lille Marie Partin; thence with said common property line South 11°02'06" East a distance of 313.19 feet to an iron pipe; thence South 89°40'06" East a distance of 591.00 feet to an iron

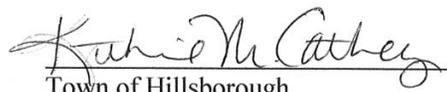
pipe on the western right of way of Southern Railroad recorded in Deed Book 53, page 572; thence with said right of way a curve to the right a radius of 1,546.72 feet, an arc length of 689.73 feet, a chord bearing of South 11°03'04" East, and a distance of 684.03 feet to an iron pipe; thence South 01°43'26" West a distance of 166.17 feet to an iron pipe; thence with a curve to the left a radius of 1,555.32 feet, an arc length of 725.10 feet, a chord bearing of South 11°37'55" East, and a distance of 718.55 feet to an iron pipe; thence South 24°59'16" East a distance of 835.69 feet to a right or way monument at the intersection of the northern right of way of interstate I-85, thence with said right of way South 70°11'01" West a distance of 284.49 feet to a right or way monument; thence South 27°33'47" East a distance of 13.09 feet a right or way monument; thence South 69°24'51" West a distance of 393.88 feet to a right or way monument; thence North 19°53'06" West a distance of 20.51 feet to a right or way monument; thence South 68°46'21" West a distance of 294.29 feet to a right or way monument; thence South 14°15'00" East a distance of 20.28 feet to a right or way monument; thence South 71°58'41" West a distance of 387.04 feet to a right or way monument; thence North 09°15'56" West a distance of 29.54 feet to a right or way monument; thence with a curve to the right a radius of 3,690.00 feet, an arc length of 577.69 feet, a chord bearing of South 79°28'43" West, and a distance of 577.10 feet to iron pipe; thence South 08°20'00" East a distance of 20.02 feet to an iron pipe; thence with a curve to the right a radius of 3,710.00 feet, an arc length of 401.62 feet, a chord bearing of South 86°59'03" West, and a distance of 401.42 feet to an iron pipe at the intersection of the common property line of Daniel Boone LTD.; thence with said common property line North 03°27'19" West a distance of 50.08 feet to an iron pipe; thence North 03°13'39" West a distance of 239.38 feet to an iron pipe; thence North 00°05'10" East a distance of 207.56 feet to an iron pipe; thence North 09°38'31" West a distance of 257.10 feet to an iron pipe; thence North 20°32'32" West a distance of 119.30 feet to an iron pipe; thence North 10°49'40" West a distance of 126.84 feet to an iron pipe; thence North 06°02'19" West a distance of 65.83 feet to an iron pipe; thence North 13°51'45" East a distance of 60.03 feet to an iron pipe; thence North 41°39'20" East a distance of 301.37 feet to an iron pipe; thence North 13°37'48" East a distance of 104.32 feet to an iron pipe; thence North 21°23'05" East a distance of 212.22 feet to an iron pipe; thence North 07°22'14" West a distance of 229.47 feet to an iron pipe; thence North 07°22'14" West a distance of 142.92 feet to an iron pipe; thence North 20°07'14" West a distance of 269.73 feet to an iron pipe; thence North 14°20'37" West a distance of 206.49 feet to an iron pipe; thence North 10°03'07" West a distance of 260.49 feet to an iron pipe; thence North 14°46'06" West a distance of 170.17 feet to an iron pipe; thence North 11°46'05" West a distance of 202.89 feet to an iron pipe; thence North 11°03'30" West a distance of 254.21 feet to the Point of Beginning, containing or 125.63 acres.

Section 3. This Ordinance shall become effective on adoption.

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 Sections 2 and 3 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 14<sup>th</sup> day of March, 2016.

Ayes: 3  
Noes: 2  
Absent or Excused: 0

  
Town of Hillsborough  
Katherine M. Cathey, Town Clerk

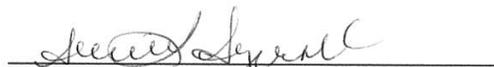


STATE OF NORTH CAROLINA  
COUNTY OF ORANGE

I, Sherri L. Ingersoll, 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 30<sup>th</sup> day of March 2016.



  
Notary Public

My commission expires 2/10/2018



TOWN OF HILLSBOROUGH

## Hillsborough Board of Commissioners State of the Town Address Minutes

7 p.m., March 28, 2016

Whitted Human Services Center, 300 W. Tryon St.

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

STAFF PRESENT: Town Manager Eric Peterson, Assistant Town Manager/Planning Director Margaret Hauth, Finance Director Heidi Lamay, Public Works Director Ken Hines, Management Analyst/Assistant PIO Jen Della Valle, Human Resources Director/Town Clerk Katherine Cathey, Public Information Officer Catherine Wright, Police Chief Duane Hampton, and Town Attorney Bob Hornik

ABSENT: None

### CALL TO ORDER:

[7:01:29 PM](#) Welcome – Kathleen Ferguson, Mayor Pro Tem, offered a warm welcome to the county elected officials and the audience. The Town Board members introduced themselves. Mayor Pro Tem Ferguson introduced several staff members and then Mayor Stevens.

### STATE OF THE TOWN ADDRESS – the words of Mayor Stevens

Wow. This is a good crowd this evening. Thank you. I know some of you are in this building for the very first time. For some of you, this is your tenth State of the Town Address. And most of you know that I'm a fairly informal person. I'm going to build on what I've spoken to before in the years that have gone by.

I have talked about this before and I'm going to talk about it again and keep talking about it, and I can sum it all up in one word: love. Yesterday, I had the pleasure of taking an afternoon walk on Riverwalk and saw somebody at the sign and then saw the same gentleman after we'd gone all the way to Gold Park and back and he'd made it as far as the Stickwork sculpture. And he's just looking at it and we had that eye contact that you make. And he's just being really appreciative of this. And I said, "It's a sight to behold," which is the name of it. He said, "Yeah, this is fabulous." I said, "Where are you from?" And he said, "Well, I haven't been here before. I'm visiting from New York." And I said, "Well, I'm the official welcoming committee. I'm the mayor." And we had a nice chat. And he said what people say to me over and over again. (It's one of the best things about being Mayor.) He said, "Hillsborough, I love Hillsborough. I have been here for three or four days now. We have some friends who moved here a year ago and I just came here. It's the first time I've been here. Wow. I love it."

It is the "love" word. We have called it "Historic Hillsborough" with very good reason. We've called it "Happening Hillsborough," with very good reason. And it is happening. Just this week, Yep Roc Records and Redeye Worldwide have just announced that they've not only moved the headquarters here like they did three years ago but they're doing their entire world facilities here. We've been a writing community, and we're continuing to be a music community. Everything from new little businesses starting in town whether it's A Little Something, a new gift shop or Carl & Linny or a brand new sandwich shop like Bona Fide. And you want to talk about good community things? I know there are a lot of folks from Fairview here. There is almost nothing better than having that Christmas dinner in the Fairview Community. What a wonderful place to be. And we had the Stickwork sculpture. Most people have seen the Stickwork sculpture. It is on the Riverwalk. If you have not, it is a sight to behold. It's something you want to really visit. And I'll tell you something about our community that just happened spontaneously. When some arts champions who have worked on things like the Handmade Parade decided we're going to

do a class and maybe we'll do a solstice walk, make some lanterns. If 10 people show up, fine, but maybe we'll have 30 or 40. Some of you were on that walk. Nineteen hundred people showed up for that walk. That is what our community is like.

And so what is this about Hillsborough that we love? We'll sum it up in three things: it is a sense of place, there is a feeling of home, and there is an experience of community. That sense of place – to know that we just feel like it's our home – and that there's this experience of community coming together that even strangers and visitors coming here for the first time pick up on it and say, "Yeah, I love Hillsborough." It's in many ways summed up that it's our small town character. And probably the very best asset that we have, the best thing we have going for us, of the many, many wonderful things that we have going for us, is that small town character.

I believe that the opposite of love is not hate. It is fear. And I need to acknowledge that there is fear out there that maybe we might lose our small town character. Raise your hand if you have ever had a sense that sometimes you're a little bit worried about what's going to happen to our small town character. Well, rightly so. It is something that is valued and we don't want to leave it. I hear in comments of: "We've got to keep Hillsborough a secret. (whispers) We want to discourage folks from moving here." I've heard some of you say that. (chuckles) And there is that notion Hillsborough was perfect on the day we arrived, and then it's kept growing since then. Whether the day you arrived was a year ago, or two years ago, or five years ago, or whether you were born here, or whether your granddaddy was born here, that's when it was kind of perfect and we're kind of worried about it now.

The small town character that we love is not guaranteed but there are things we can do and steps that we can take to help preserve and conserve and keep that small town character that we really enjoy and appreciate about our community. Some of those are official and some are very informal and depends on all of us. That's what I want to talk about tonight – what is it we do to keep our small town character.

I also want you to know that I am optimistic. I'm clearly 100 percent optimistic. As they say, failure is not an option but is something that keeps you focused. I am optimistic that 10 years from now and 20 years from now and 30 years from now and 50 years from now, we have the wherewithal so that when people are visiting us and our children, grandchildren, and great-grandchildren, they will be saying the words, "I love Hillsborough." It will have that small town character.

The first part of that is just really identifying what it is that we love. What is it? It's small town. It is the sense that people know each other. Again, it is that feeling of place. And we are really gifted with an historic neighborhood, with a river, with a mountain, with an old clock, and a very iconic courthouse that gives us some senses of places. We see it in our neighborhoods that give it a patina of character about it. We get that sense and feeling of home particularly in our neighborhoods, the home that you go to, whether it's Fairview, Cornwallis Hills, the Historic District, or West Hillsborough. The sense that it's my neighborhood, the home where I go to and I know my neighbors. And, it's not just my home but it is our home. And that's that experience of community – that you know your neighbors. It's the gathering places. It's in the coffee shops, the churches, the schools, the pubs. It's on the benches, it's out in the community. My wife, Debbie, was walking down the street to walk to Weaver Street Market about a week ago on a beautiful day and she got invited for wine on a porch about three different times along the way. That's that sense of community that we have. Part of that comes with making sure that we have homes and diversity, we have a town layout that kind of looks like a town, we're connected as a town, and that we have governing places, and that we build relationships. Those are the enduring and endearing things about Hillsborough. So, recognizing what we've got is really a first step.

Another part is not to fear change. Usually, for the state of the town, I talk a little bit about what happened last year and here's what we're looking forward to in the next year. I'm going to do a little bit less of that this year because I really want to talk in terms of decades.

What has changed in the last decade? Where have we been? Ten years ago, you would not be in this room. Ten years ago, this was part of the library. If you're new to town and you're enjoying the new Orange County Library down the street, that's a freestanding library that is new. We did not have Weaver Street Market 10 years ago or a parking deck. We did not have a Farmers Market pavilion. We did not have a senior center, and the Sportsplex was a lot smaller. Down on the southern part of town, the community college was under construction and had not opened up. We certainly did not have a hospital and did not have a plan for a hospital. The Little School, in fact, had not been built, for those of you who have children who go to The Little School down at Waterstone. In Fairview, that whole neighborhood on Tulip Tree Lane was pretty much just an empty road. And now we have a beautiful neighborhood. There was not a community garden out at Fairview. Neighborhoods like Kenion Grove were under construction and are now completely built out and really part of our neighborhood. If you are in the west end, Leland Little Auction did not have their own separate building. Tractor Supply and many of the stores that are along NC 86 were not there. In fact, Leland Little Auctions was out there on a Saturday afternoon, but otherwise, it was pretty quiet in the west end. There was not Hillsborough BBQ or places to go or certainly not Mystery Brewing or The Expedition School in the mill. The beautiful wayfinding signs that you see around town hadn't been put up yet, had barely been planned 10 years ago. Our parks, this is the new Cates Creek Park. This is what it looked like. (referring to photograph) And the Nash Street sidewalk was still just a project waiting to happen. It just stopped at the mill and did not continue all the way to Fairview. That's very new. If you remember the Speedway Trail, the grandstands were completely covered in trees. Volunteers cleaned that up. We didn't have a community radio station or a Handmade Parade. And for those of us who are much more into the infrastructure, we had a wastewater treatment plant on its last legs. We did not have a brand new one or a beautiful water tower that's right on the edge of I-40 where people can see it and see that we're right here. And we did not have parks. The first year that I was mayor, our budget for parks was \$350. We probably have a couple of hundred thousand dollars that Orange County is planning for River Park and other park facilities that will help serve our community. We had a little park on Murray Avenue. We did not have Turnip Patch Park or Gold Park, certainly not Riverwalk. The county's Fairview Park had not been built. Eno Mountain Park was half its current size. We were able to double that, thanks to the Lloyd family. In short, the town was a lot different 10 years ago. And it was maybe 5,000 instead of 6,000, so it's not the people. We've not been adding people. What we've added is a lot of vibrancy.

I think most of you would agree that those changes are good. All of those things are woven very much into the fabric of our community, day in and day out. And change is not something to fear. It's making sure how we go forward and how we weave those changes into the fabric of our community.

I talked about meeting this guy on Riverwalk and 10 years ago, nobody would have said, "I love Hillsborough," when I first met them. That is not something I heard. What I usually heard was, "Oh, Hillsborough. Don't you have an old inn or something?" And in many ways, Hillsborough was one of the best kept secrets in the state. In the last 10 years, the accolades have come in. We say all these things are good for us. Let me tell you what the rest of the world has said. In 2007, "Distinctive Destination" by the National Trust for Historic Preservation. Michelle Obama named Hillsborough in 2010 one of 29 "Preserve America Communities." Garden & Gun recognized us in 2011 as "One of the South's Most Creative Towns." "Great Main Street" from the North Carolina Association of Planners. Every two or three months, we get mentioned in Our State Magazine. In November 2014, there's 32 pages dedicated to Hillsborough. Wrightsville Beach Magazine – another place in North Carolina – 16 pages. The Wall Street Journal calls us "America's literary town." The New York Times has features about the writers and the folk art collections we have here and the people who are here. Our Riverwalk has been nominated for

awards. We have been named “Tree City USA”. Budget Travel, last year, “America’s Coolest Small Town – Third Place.” Isn’t that cool? And, my favorite, the amazing write-up we got in Treatment Plant Operator. (chuckles) The world knows that we are here. And I think that this is a very, very good thing because we want people to be engaged in our community and loving our community and we can’t do that if it’s a secret.

If we want to preserve our small town character, we have to make really good decisions going forward. That’s one thing we need to do. And I believe, and I think all my colleagues on the Town Board believe, that there’s some important principles – I’ll name three – about making decisions going forward. When we make decisions about our town, they need to be based in reality. We have to look at what’s real, what’s out there. We need to make our decisions informed. We have to have our facts straight. We need to look at our plans and make decisions against our plans. We need to look at our values and what it is that we’re making decisions about. And we need to make decisions based on the long term view, not just what’s going to happen in the next year or two. The reality that we’re dealing with is that in the Triangle area, we have an enormous number of people who are coming to live. We’re looking at another Durham-Raleigh-Chapel Hill combined. The last statistic I heard was something like 60-some people every single day are moving into the Triangle. People will be moving here regardless of what we do. We don’t have a lot of control over that. And something else. Size matters. We can laugh about that. There is a concern as part of that fear that we’re going to be another Cary. In reality, because of the limits of water and traffic infrastructure, Hillsborough is likely to top out in our lifetime probably around 12,000. Maybe that could get stretched out a couple thousand, but we’re really talking about doubling in size. That’s very different from in 1980 when Cary was 7,000 and now they’re like 135,000. Pittsboro, a town of 4,000, just passed a development for 60,000 people. That is something that we could not do if we wanted to. And of course it’s not necessarily what we want to do. We do not have to worry a whole lot about our size. It’s naturally contained.

What we need to do is probably the same things we have been doing already for years. We have a new website, by the way. This is what it looks like. I’ve referred to it a lot today and it’s a lot easier to navigate. It’s nicely done. So, this is one of the pages from the website. I’m going to invite you to [hillsboroughnc.gov](http://hillsboroughnc.gov). You can find lots of information on our website, including the documents that we have developed over the last decade about how it is that we can grow. That includes our Strategic Growth Plan that was passed about 10 years ago. We had a lot of community member input, including our partners with Orange County and neighbors and folks from all around Hillsborough, and looked at different scenarios of how Hillsborough could grow. And one of the scenarios was if we just left things open, we would have sort of suburban neighborhoods all spread out around the periphery of town, especially north of town and east of town. Or, if we made some plans, knowing that our water and roads were limited, if we could pull in, we could keep our neighborhoods closer to the center, pull in our service boundaries where we’re willing to provide water and sewer, and make those neighborhoods much more town-like. That’s what our Strategic Growth Plan talks about. That’s what our Future Land Use Plan is about, which maps out not what our zoning is now but what our land use might look like in the future. We pulled together people for the Vision 2030 plan. Here are the key things we want to do in 10 or 15 years. Specific plans for the Churton Street Corridor and for the US 70 Corridor Plan. It is these plans along with other plans about connectivity (you’ll find this under Parks & Recreation ... this is one of the very cool maps you can find about connectivity in the town.) This describes what our plans are about building sidewalks and connecting neighborhoods. Sidewalks, roads, and bikeways are all very, very expensive so we want to be very strategic and add those in ways that really connect neighborhoods like the Nash Street sidewalk that really connected the west end and Fairview to Riverwalk. We need to use these plans while we’re making decisions. And that’s something that many of you may not see, that our board has a very good track record about using these plans. You’ve seen the developments that we’ve approved like Forest Ridge and Fiori Hills. You don’t see the ones that we’ve turned down, usually very early in the planning process because we have developers come to us informally and say we’re thinking about doing a

neighborhood north of town, north of Churton Grove. We've had several of those proposed east of town and we've politely said, "You know what, that just doesn't fit in the fabric of the community." And the developer doesn't have to waste their time and we don't waste our time. And we've turned down any number of plans. We have helped developers refine their plans to fit Hillsborough better. Elfin Pond, which is townhomes on Eno Mountain Road, for example, that developer wanted to do that on the Gatewood property. And we said no, that north side is where we want to see more commercial. And let's help you find a place south of town, which he did. And he's building a lovely community. And in the meantime, we've had another developer come in who wants to put three restaurants on that area north of town. And this is a process that all of you as citizens can become involved in.

Recently, we've made a decision not without a lot of discussion, and that is Collins Ridge, which is a major development in the center of town. And maybe a quick version might be when the developers came to us, we said this is a pretty big development, this might be one of the biggest ones we have in our community. As a town, we said if you want to build here, this is what's going to be very important to us. We need a neighborhood with a lot of housing types, not just one big neighborhood with all the same kind of houses. We need the variety because a variety of housing stock helps with affordability. It's important to be laid out like a town. We have design standards that houses face the street and the streets are town-like and connect with one another. That they include support for affordable housing for those who can't afford market rate houses. That you make these houses sustainable, that you offer solar. And that you have conservation for water and power. That we have connectivity between the different pods in the neighborhood and the neighborhoods in the town, including a trail throughout the entire center for a north-south trail that would go through town. Your development would need to lend itself to enhancing commercial development right next door to you in the Daniel Boone Village and where we have a rail station. You need to include in your design public transit and access to emergency vehicles. There needs to be recreation and playgrounds for every single pod on the parcel. There's a period of time when our police department and other services are just not funded because it takes three years for taxes to come in, so funding those taxes. \$235,440 might be very useful to bridge that gap until the taxes kick in. And traffic is already a bear there, we need to do something about traffic. So, you're going to have to fund the road improvements to work there. And so those are the conditions that we as a town said this is the kind of thing you have to do if we're going to do this kind of development. The short version is the developer said OK. So we said OK. And that's how we have this new development in town. This will be the infill development that will be based on 10 years of planning that we have been doing as a community. That's only the very first stage, the master plan, for that particular development. Each one of those pods will get a much closer look by our planning boards.

A couple quick words. I usually mention something about our budget. I really appreciate our town staff who work with this. The town staff and the Town Board look at three things: we want to take care of what we've got, we want to invest strategically in our future, and we want to minimize the rate impacts on our citizens. I am very, very proud (and this is something that we've inherited) that we are one of the few communities that has a multi-year financial plan. We have an entire management system that ties our budget to what it is that we want to accomplish. So, for the coming year, in Fiscal Year 2017, we're looking at about a \$23 million budget. Generally, our funds fall into two categories: a general fund, which is everything except our water and sewer, and our water and sewer fund, which is an enterprise fund funded entirely by the fees collected to pay for the water and sewer services. And we will be proposing a new stormwater utility to meet state mandates to deal with stormwater. Certainly you've seen some of that with some of the major storms we've had lately and the rainwater. We are projecting no property tax increase for the next three years. No projected water rate increases. No projected sewer increases. We will need to establish a stormwater fee and that is still a work in progress. I think there's some information out back. There will be more community meetings about that. We've had some community meetings. We've gone back to the drawing board based on the feedback.

Commissioner Ferguson mentioned most of the staff but I want to mention our police chief, Duane Hampton, is here. Jerry Wagoner, our fire marshal. Chief Cabe, other police officers. Ken Hines, our public works director, is here. Heidi Lamay, our finance director. Jen Della Valle, on our management team. Katherine Cathey, our HR person and town clerk. Margaret Hauth, director of planning. Terry Hackett, our stormwater manager. Catherine Wright, who is our public information officer. And our manager, Eric Peterson. There are other town folks here. These folks work so hard day in and day out. Those of us who are public officials sleep well at night because of these guys. Will all of you who are on staff please stand so we can recognize you and applaud you. (applause)

We have many citizens who also participate on our advisory boards. Our Board of Adjustment. We have a Cemetery Board, which if you've seen our cemetery, they've cleaned it up and are doing lots of preservation. We have a Tree Board that is planting trees and keeping that nice canopy that we have in our town for the future. Our Planning Board. Our Parks and Rec Board, which is making the plans about connectivity. The Historic District Commission. The Water and Sewer Advisory Committee. And we have two boards that are not advisory in nature but are self-standing boards that can make their own decisions with their budgets and that's our Tourism Board and Tourism Development Authority. All of those boards are working together with citizen volunteers who are helping to make our community a much better place. Those of you who are serving on those boards, will you please stand up so that we can thank you. (applause)

A lot of these folks, particularly staff and our volunteers, have accomplished things in the past year. We've hired a new economic development planner, as one of the big changes. Recently, you saw an opening of Cates Creek Park in the Waterstone area. I already talked about the new website. We have new billing software and new management software that was installed very painfully. We are very, very pleased with our Citizens Academy and our Police Academy. And folks who are now participating in the Citizens Academy or who have graduated from either academy, will you please stand. Thank you all for being here tonight. (applause)

Again, we are proposing a new stormwater utility and likely a new parks department. We are trying to grow the town's infrastructure. What I'm pleased with is the way that our town is taking care of our water and sewer infrastructure and our road infrastructure. We have replacement schedules for both of those things in the course of just a couple of decades. That's something that most communities are not doing. We firmly believe in not robbing our future to pay for what it is we need now. We have excellent management. Again, the innovation and customer service we have, but also the sustainability and safety. We hear not only from our own employees but from folks around the state and the nation. I want to recognize again our town manager and police chief who have been working on highway safety. Probably the most danger an officer can be in is driving a vehicle. It puts himself in danger and puts other citizens in danger. We have a world class program of driver safety that has been educating other officers around the state and is even getting some international attention with the level of expertise that we're training. And it pays off. Every time that siren goes off and you see the cars go down the street, you'll notice that there's a sense of control. Slower is really, really faster. We appreciate that and all the things our police department and our fire and public safety folks do to keep our community safe.

I talked a little bit about where we've been in 10 years, so where are we going to go? What's it going to be like 10 years from now? Here's what I'd like for you to imagine. There's roughly about six districts. You could think of Hillsborough as about six general areas: north, east, west, south, Historic District, and a town center district. The north side is the Fairview community and areas that surround Highway 70. West with West Hillsborough, the traditional mill villages. East, we have new neighborhoods like Forest Ridge and Fiori Hills. South is Waterstone. And then we have town center, which is where Collins Ridge will be, Daniel Boone Village, our new rail station. And our Historic District that has been here for more

than 250 years. Connectivity is the key. So I want you to imagine each of those districts in itself as a thriving place where people live and people work.

In the east, you have Forest Ridge and Fiori Hills where people can walk to the Mountains-to-Sea Trail, to the Speedway Trails, and to the Sportplex. They can walk to jobs in Meadowlands or Elizabeth Brady Road where we have a lot of our distribution companies.

In the west, certainly anchored by the two former mills. The Eno Cotton Mill being built out with not only the schools and the amenities there but it's been a place where we've had industry but more that people are actually in the mill and enjoying it. And in the Bellevue Mill, 10 years from now, there will be a little over 100 residences that all participate in that commercial strip.

To the north, in Fairview, the lovely neighborhood that's connected to Nash Street and through Highway 70 by sidewalks, and that there's new jobs and businesses up there on the north side. With new restaurants that are already being planned and other community businesses. Very much a part of our community, as well as the park that's up there, which is an incredible facility for Hillsborough.

In the south, there's Waterstone, where the residences 10 years from now will be mostly complete. We can see the commercial areas filling out and of course we have a thriving hospital and community college.

In the center of town, an Amtrak station should be up and running. Chances are reasonable that Daniel Boone Village might be well under its way for redevelopment if it's not completing that. Collins Ridge at this point will be well underway with people living and working there. And all of those are connected not only to the greenways we have with Riverwalk (which we're bookended on one end by the great Eno Mountain at one end and the Speedway and Ayr Mount at the other) but we have a north-south greenway that connects to Cates Creek Park and the hospital and through all our neighborhoods.

In our downtown, helping to anchor the north side and all those communities, we're likely to see some pretty significant changes, not just the road improvements that you'll be seeing in the next year, but the town is creating an entire new town campus. We have our historic building, the Ruffin-Roulhac house. Diane Cates is here and I know it was your father, Mayor Cates, who helped acquire that for the town in the '70s. If you can imagine, the town is building on the north side of that on the other side of Corbin Street, a new fire department, a new police department, and town offices in the medical building. And perhaps a little park on the historic land that the neighbors could really enjoy and that could become a gathering place and a place where tourists would want to come to see our historic place. That becomes an anchor for that north side, again connected with sidewalks to the northern part of town. If the fire department and the police department move there, and we know the county is moving the jail, and we know that other buildings like the SunTrust building are going to be up for sale, we're likely to see some major redevelopment downtown, which again can give us some real opportunities for expanding our commercial base and providing jobs and providing amenities that citizens and visitors will enjoy.

Certainly there will be other things that you probably won't notice, like the expansion of our reservoir and continuing infrastructure improvements. But these are the things that in Hillsborough 10 years from now that we will see if we keep working the plan. This is where it's really, really important for those of you in the Citizens Academy, for those who are here today. We really believe in becoming involved because all of our plans, all of those things we're talking about, are works in progress. There is a good solid base. We have a vision for our town, but it is involvement from people that really strengthens and is going to shape the community and build the community in ways that will serve us or not. So in many ways, it is up to us. We will not do well to not follow the plan or just to follow whims. But that doesn't mean those plans are chiseled in stone. Those plans need to evolve. And that involves a lot of community input. The dangers that we have are if we just try to do it ourselves and don't pay attention to what's happening in the

Triangle and especially what's happening in Raleigh and we won't get into House Bill 2 right now but that is something of concern not only for the discrimination and what it says about North Carolina but also for the ways the state can interfere with our local control. You'll hear more about that from us probably very, very soon.

Really, the most important part comes from you because it's your involvement and paying attention to what's going on and inviting your neighbors and inviting the folks who are new to town to help them feel like they are part of a small town. We're a small town of about 6,000. A few decades ago, we were a small town of about 3,000. And a couple of decades from now, we'll be a small town of about 12,000. That is still a small town. What is going to be important are the human connections we have. We can do all the built connectivity we want, but it's going to be the human connections, talking with your neighbors. There's nothing more wonderful than when I hear people moving into Waterstone saying, "I love it here." Or moving into Forest Ridge and saying, "I love it here." Or people moving from the Historic District to Waterstone or moving from Cornwallis Hills to Becketts Ridge or people moving into Fairview and folks hear them say, "I like this neighborhood. We've got a garden. We've got a park." That's what we need, people coming together and introducing your neighbors to all the different things that we're doing as Hillsborough because when it's all said and done, we're one Hillsborough, one Hillsborough with a sense of place, and a feeling of home, and an experience of community. It is up to us. Thank you very much. (applause)

[7:46:32 PM](#) Mayor Stevens encouraged the audience to speak with town and county officials informally over refreshments.

Respectfully submitted,

Katherine M. Cathey  
Town Clerk

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
Department: Administration/Budget  
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:** Management Analyst Jen Della Valle

### 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 2015-2016

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 04/11/2016 TO 04/11/2016

<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>
Parks and Recreation 10-10-6200-5300-150 MAINT./TURNIP PATCH PARK To cover Turnip Patch Maint. overages	2823	04/11/2016	JDELLAVAL	1,000.00	650.00	1,650.00
Parks and Recreation 10-10-6200-5300-156 MAINT./GOLD PARK To cover replacement signage at Gold Par	2825	04/11/2016	JDELLAVAL	8,700.00	2,000.00	18,085.00
Parks and Recreation 10-10-6200-5300-570 MISCELLANEOUS To cover Turnip Patch Maint. overages	2824	04/11/2016	JDELLAVAL	12,000.00	-650.00	11,350.00
To cover replacement signage at Gold Par	2826	04/11/2016	JDELLAVAL	12,000.00	-2,000.00	9,350.00
West Fork Eno Res. 30-80-8130-5300-151 MAINTENANCE To cover Hydrilla treatment	2821	04/11/2016	JDELLAVAL	17,000.00	-2,000.00	18,100.00
West Fork Eno Res. 30-80-8130-5300-152 AQUATIC WEED CONTROL To cover Hydrilla treatment	2822	04/11/2016	JDELLAVAL	7,200.00	2,000.00	9,200.00
					<u>0.00</u>	

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
 Department: Utilities  
 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:** Kenny Keel, PE, Town Engineer / Utilities Director

### ITEM TO BE CONSIDERED

Subject:

Digital submittal requirements for water/sewer/stormwater projects

Attachment(s):

Proposed Town of Hillsborough Digital Submittal Requirements

Brief Summary:

The proposed requirements will allow record drawings for water/sewer/stormwater projects to be easily incorporated into the Town's Geographic Information System (GIS) for accurate mapping of new facilities at a much reduced amount of labor and cost to the Town.

Action Requested:

Approve the use of the proposed digital submittal requirements for water/sewer/stormwater projects

### ISSUE OVERVIEW

Background Information & Issue Summary:

Our current requirements for record drawings at the end of a utilities project gives us good information showing the location of installed facilities, but the data provided cannot be imported directly into the Town's GIS. Therefore, we have to pay a surveyor to re-locate the work in a way that can be imported, and pay a GIS technician to properly code the features to match the requirements of our GIS. Now that GIS use is widespread, the cost to a developer to have his engineer provide record drawings that the Town can immediately import is very minor. Also, most other utilities now require this type of record drawing submittal, so Hillsborough will not be asking for any more from developers than our surrounding utilities.

Financial Impacts:

None for the Town. Developers may see a slightly increased cost to provide record drawings to meet the requirements.

Staff Recommendations/Comments:

Approve proposed requirements

# Proposed Town of Hillsborough Digital Submittal Requirements

Submit electronic drawings and data files as described further on CD or DVD computer media, subject to the following requirements:

1. Summary information file.
2. CAD file(s) that include all as-built structures within the project.
3. PDF files of each as-built drawing submitted for review.
4. Data files for water, sanitary sewer, and stormwater infrastructure.

The CD (or DVD) shall have a permanent typewritten label (hand written labels will not be accepted due to the issues regarding legibility) that contains the project name, name of the firm that prepared the data, and date when the CD (or DVD) was prepared.

## A. Summary Information File

The summary information file is to be an ASCII file that contains the following items:

1. Project name.
2. Name of the firm that prepared the data.
3. Date the CD (or DVD) was prepared.
4. Specification of two or more survey control monuments established and/or used for the project.

The preferred horizontal coordinate system for the digitally submitted data as described below shall be North Carolina State Plane (NAD83), U.S. Survey Feet. The preferred vertical coordinate system for the digitally submitted data as described below shall be North American Vertical Datum, 1988 (NAVD 1988), U.S. Survey Feet. This specification should include the following information for each survey control point:

- a. Easting – East coordinate value (+/- 0.01’).
- b. Northing – North coordinate value (+/- 0.01’).
- c. Elevation – Elevation (+/- 0.01’).
- d. Description – A brief description of the control monument (including what type of monument it is, such as USGS, NCGS, LEC, WKD, or monument located for the project).
- e. A statement that indicates the horizontal and vertical datum of the control monuments.

## B. CAD File(s)

Submit one or more AutoCad/MicroStation (DGN, DWG, or DXF format) drawing files that contain the entire utility infrastructure (water, sewer, and stormwater) that was constructed during the project, as well as all other pertinent reference lines, project information, and survey control data. The infrastructure shall be drawn in the file at the **as-built locations** as surveyed and certified by the Professional Land Surveyor (except for buried features like bends, tees, crosses, and reducers). The AutoCAD or MicroStation file(s) shall be placed into a folder named “CAD” on the submitted media. **Please note: the delivered CAD files should not be of the Plan/Profile sheets, but should be the overall working drawing in “model space” that is registered to North Carolina State Plane, NAD 1983.**

## C. PDF Files of each As-built Drawing Submitted

Submit one PDF file for each hard copy as-built drawing submitted according to specifications in items 1 and 2 above. The PDF file(s) shall be placed into a folder named “PDF” on the submitted media. The PDF must include the signature and seal of the engineer.

## D. Data files for Water, Sanitary Sewer, and Stormwater Infrastructure

Submit as-built data for direct import into the Town’s Geographic Information System (GIS). This data shall consist of files in an ASCII Comma Separated Value (CSV or TXT) file format. The preferred horizontal coordinate system for the digitally submitted data as described below shall be North Carolina State Plane (NAD83), U.S. Survey Feet. The preferred vertical coordinate system for the digitally submitted data as described below shall be North American Vertical Datum, 1988 (NAVD 1988), U.S. Survey Feet. All of these file(s) shall be placed into a folder named “DATA” on the submitted media.

Several of the data files require the recording of materials for various pipes and structures. Please use the following standard codes where required:

**Table 1.1: Material Codes**

Code	Description
ACP	Asbestos Coated
Block	Concrete Block
Brick	Brick
CA	Corrugated Aluminum
CI	Cast Iron
CM	Corrugated Metal
CONC	Concrete
CU	Copper
DI	Ductile Iron
Earth	Earth
Foam core	Foam core
GALV	Galvanized
GRAVEL	GRAVEL
HDPE	High Density Polyethylene
PAVEMENT	PAVEMENT
PVC	Polyvinyl Chloride
RCP	Reinforced Concrete
STONE	Stone
VC	Vitrified Clay

**Water Features**– The file shall be named “WaterFeatures” and contains various elements that connect and control the distribution of water within and among various water lines. These features include both buried fittings (bends, crosses, end caps, reducers, and tees) and features that are accessible and/or visible at the surface (meters, valves, and hydrants). The Easting, Northing (X, Y) data for buried features can be derived from the as-built CAD file(s).

Each line of the file shall contain the following information:

1. **ID, Type, Easting, Northing, Elevation, Description** (all on first line of the file).
2. Where:
  - a. **ID** - A unique ID number assigned to each feature noted on the as-built plan and profile sheets (e.g. GV-1, HYD-1, etc.).
  - b. **Type** - The type of feature. Provide the following codes as indicated in the table below:

**Table 1.2: Water Features Descriptions**

Feature Description	Type
Air Release Valve	ARV
Backflow Preventer	BFP, RPZ, RPA, etc
Bend	BEND
Blow Off	BLOWOFF
Cross	CROSS
End Cap	CAP
Fire Department Connection	FDC
Fire Hydrant	HYDRANT
Pressure Reducing Valve	PRV
Reducer/Increaser	REDUCER
Tee/Tapping Sleeve	TEE
Water Valve	VALVE
Water Line	WATERLINE
Water Meter	METER

- c. **Easting** – East coordinate value (+/- 2.0' if buried, +/- 0.1' otherwise).
- d. **Northing** – North coordinate value (+/- 2.0' if buried, +/- 0.1' otherwise).
- e. **Elevation** – Elevation : N/A if buried, +/- 0.1' otherwise), collected as follows:

**Table 1.3: Water Feature Elevation Locations**

Feature Type	Elevation Location
HYDRANT	Top of the fire hydrant.
METER/VALVE/BLOWOFF	Center of the access structure.

- f. **Description** - The description of the item for the feature; encoded as follows:

**Table 1.4: Water Feature Descriptions**

Feature Type	Description
BLOWOFF	Size (in inches) of the blow off.
HYDRANT	Manufacturer and year of manufacture. This information will be on the hydrant (e.g. "CLOW-2004").
METER	The size (in inches).
VALVE	The size (in inches) and type of the valve (e.g. 6 GV, 12 BFV)
WATERLINE	No description required.

**Water Lines** – The file shall be named "WaterLines" and shall contain the following data. There is one line of data for each water line that connects two water features.

- 1. **ID, Material, Size, FeatureID1, FeatureID2** (all on first line of the file).
- 2. Where:
  - a. **ID** – A unique number assigned to each section of water line noted on the as-built plan and profile sheets (e.g. "WL-1").

- b. **Material** – Water line material (see Table 1.1: Material Codes above).
- c. **Size** – The size (in inches) of the water line.
- d. **FeatureID1** - The ID of the feature on the near end of the water line as shown on the as-built plans (e.g. “GV-1”).
- e. **FeatureID2** - The ID of the feature on the far end of the water line as shown on the as-built plans (e.g. “HYD-1”).

**Sewer Features** – The file shall be named “SewerFeatures” and shall contain information about manholes, cleanouts, and other features listed in the table below. There is one line of data for each sewer feature. The Easting, Northing (X, Y) data for buried features can be derived from the as-built CAD file(s).

- 1. **ID, Type, Easting, Northing, Elevation, Invert, Size, Material** (all on first line of file)
- 2. Where:
  - a. **ID** – If the feature is a manhole then the number as shown on the as-built drawings (e.g. “MH-1”). If feature is a clean out then a lot number or street address (e.g. “LOT10” or “123 Street Name”).
  - b. **Type** – The feature type, coded according to the following table:

**Table 1.5: Sanitary Sewer Features Descriptions**

Feature Description	Type
Clean Out	CLEANOUT
Drain	DRAIN
Force Main Valve	FMVALVE
Force Main Tee	FMTEE
Force Main Bend	FMBEND
Force Main	FORCEMAIN
Grease Trap	GREASETRAP
Manhole	MANHOLE
Oil-Water Separator	OWS

- c. **Easting** – East coordinate value (+/- 0.1’).
- d. **Northing** – North coordinate value (+/- 0.1’).
- e. **Elevation** – Elevation (+/- 0.1’), collected as follows:

**Table 1.6: Sanitary Sewer Features Elevation Locations**

Feature Type	Elevation Location
CLEANOUT	Surface adjacent to the cleanout.
DRAIN	Center of the drain grate.
FMVALVE	Center of the access structure.
GREASETRAP/OWS	Center of the structure
MANHOLE	Rim of the manhole.

- f. **Invert** – Invert elevation (+/- 0.1’, required only for manholes).
- g. **Size** – diameter of manhole or cleanout (inches)
- h. **Material** – Construction material (see Table 1.1: Material Codes above).

**Sewer Pipes** - The file shall be named "SewerPipes" and shall contain the following data. There is one line of data for each sewer pipe.

If the pipe is a force main, values for **Size**, **Material**, **USId**, and **DSId** only need to be provided.

1. **ID, Size, Material, USId, DSId, USInv, DSInv, Slope, Length** (all on first line of the file).
2. Where:
  - a. **ID** – A sequential pipe number as noted on the as-built drawings (e.g. "SSP-1").
  - b. **Size** – Inside pipe diameter (inches).
  - c. **Material** – Pipe material (see Table 1.1: Material Codes above).
  - d. **USId** – Upstream manhole number as shown on the as-built drawings (e.g. "MH-1").
  - e. **DSId** - Downstream manhole number as shown on the as-built drawings (e.g. "MH-2").
  - f. **USInv** – Invert elevation at the upstream end.
  - g. **DSInv** – Invert elevation at the downstream end. If downstream end is a drop connection provide both elevations separated by a slash (e.g. 344.10/340.03).
  - h. **Slope** – The as-built grade of the pipe, expressed as a percentage and carried out to two decimal places.
  - i. **Length** – The length (in linear feet) of the pipe as indicated on the as-builts carried out two decimal places.

**Example data files:**

**SewerFeatures.txt**

ID,Type,Easting,Northing,Elevation,Invert,Size,Material  
SSMH-1,MANHOLE,2021869.21,774515.01,255.71,248.71,48,CON  
SSMH-2,MANHOLE,2021627.29,774521.95,277.32,265.07,48,CON  
SSMH-3,MANHOLE,2021624.41,774323.15,281.81,276.46,48,CON  
SSMH-4,MANHOLE,2021619.92,774064.44,284.86,279.51,48,CON  
SSMH-5,MANHOLE,2021635.93,774816.73,276.17,268.45,48,CON  
SSMH-6,MANHOLE,2021628.27,774583.69,276.42,265.67,48,CON  
SSMH-7,MANHOLE,2021482.89,774586.83,289.21,279.86,48,CON  
CO-1,CLEANOUT,2021602.12,774757.09,279.64,0.00,4,PVC  
CO-2,CLEANOUT,2021601.25,774738.38,279.59,0.00,4,PVC  
CO-3,CLEANOUT,2021598.65,774677.44,278.36,0.00,4,PVC  
CO-4,CLEANOUT,2021597.22,774514.96,278.91,0.00,4,PVC  
CO-5,CLEANOUT,2021596.64,774497.90,279.53,0.00,4,PVC  
CO-6,CLEANOUT,2021595.35,774436.82,281.93,0.00,4,PVC  
CO-7,CLEANOUT,2021594.58,774374.24,283.20,0.00,4,PVC  
CO-8,CLEANOUT,2021592.77,774311.81,284.25,0.00,4,PVC  
CO-9,CLEANOUT,2021592.37,774246.19,285.13,0.00,4,PVC  
CO-10,CLEANOUT,2021590.28,774187.48,286.03,0.00,4,PVC  
CO-11,CLEANOUT,2021589.75,774126.40,288.49,0.00,4,PVC  
CO-12,CLEANOUT,2021588.82,774065.51,288.80,0.00,4,PVC  
CO-13,CLEANOUT,2021611.72,774007.75,286.25,0.00,4,PVC  
CO-14,CLEANOUT,2021627.22,773999.07,285.47,0.00,4,PVC  
CO-15,CLEANOUT,2021667.72,774143.70,284.12,0.00,4,PVC  
CO-16,CLEANOUT,2021669.03,774205.83,283.26,0.00,4,PVC  
CO-17,CLEANOUT,2021670.19,774267.36,281.68,0.00,4,PVC  
CO-18,CLEANOUT,2021671.77,774327.39,281.45,0.00,4,PVC  
CO-19,CLEANOUT,2021672.69,774390.72,281.43,0.00,4,PVC  
CO-20,CLEANOUT,2021673.02,774453.41,279.19,0.00,4,PVC  
CO-21,CLEANOUT,2021673.72,774540.74,277.24,0.00,4,PVC

**SewerPipes.txt**

ID, Size,Material,USId,DSId,USInv,DSInv,Slope,Length  
SSP-1,8.00,PVC,SSMH-1,SSMH-2,251.25,249.81,0.68,212.02  
SSP-2,8.00,DIP,SSMH-2,SSMH-3,261.39,254.80,3.33,198.18  
SSP-3,8.00,PVC,SSMH-3,SSMH-4,264.69,261.64,3.47,88.01  
SSP-4,8.00,PVC,SSMH-4,SSMH-5,268.44,264.89,3.76,94.36  
SSP-5,8.00,PVC,SSMH-5,SSMH-6,266.74,265.95,0.57,137.43  
SSP-6,8.00,PVC,SS-6,SSMH-7,268.01,266.79,0.83,147.21  
SSP-7,8.00,PVC,SSMH-7,SSMH-1,268.19,266.84,0.74,183.48

**Water Features.txt**

ID, Type, Easting, Northing, Elevation, Description  
EXFH-1, HYDRANT, 2021678.31, 774030.93, 287.00, unknown make-model-year  
HYD-1, HYDRANT, 2021596.64, 774389.70, 284.55, AMERICAN DARLING-2013  
HYD-2, HYDRANT, 2021623.72, 774906.27, 274.37, AMERICAN DARLING-2013  
WV-1, VALVE, 2021673.39, 774026.22, 277.36, 6  
WV-2, VALVE, 2021671.72, 774005.17, 276.05, 6  
WV-3, VALVE, 2021613.65, 774389.86, 278.19, 6  
WV-4, VALVE, 2021640.29, 774604.05, 276.20, 8  
WV-5, VALVE, 2021635.25, 774610.46, 276.21, 8  
WV-6, VALVE, 2021640.09, 774615.21, 276.13, 8  
WV-7, VALVE, 2021643.96, 774903.70, 268.46, 6  
WV-8, VALVE, 2021672.35, 774959.34, 267.91, 8  
BO-1, BLOWOFF, 2021484.45, 774625.62, 289.45, 2  
WM-1, METER, 2021600.15, 774760.41, 280.08, 0.625  
WM-2, METER, 2021599.45, 774741.80, 279.78, 0.625  
WM-3, METER, 2021596.38, 774674.04, 278.79, 0.625  
WM-4, METER, 2021596.51, 774518.27, 278.96, 0.625  
WM-5, METER, 2021595.61, 774500.97, 279.59, 0.625  
WM-6, METER, 2021593.95, 774439.67, 281.98, 0.625  
WM-7, METER, 2021593.29, 774376.83, 283.53, 0.625  
WM-8, METER, 2021591.61, 774314.25, 284.33, 0.625  
WM-9, METER, 2021590.86, 774248.34, 285.25, 0.625  
WM-10, METER, 2021589.35, 774190.29, 285.80, 0.625  
WM-11, METER, 2021588.90, 774129.95, 288.31, 0.625  
WM-12, METER, 2021588.08, 774068.75, 288.87, 0.625  
WM-13, METER, 2021605.17, 774013.81, 286.71, 0.625  
WM-14, METER, 2021620.90, 774001.24, 285.49, 0.625  
WM-15, METER, 2021668.34, 774140.25, 284.37, 0.625

**WaterLines.txt**

ID, Material, Size, WaterFeatureID1, WaterFeatureID2  
WL-1, DI, 6, WV-1, EXFH-1  
WL-2, DI, 8, WV-2, WV-1  
WL-3, DI, 8, BEND-1, TEE-2  
WL-4, DI, 6, TEE-2, HYD-1  
WL-5, DI, 8, TEE-2, TEE-1  
WL-6, DI, 8, TEE-1, CAP-1  
WL-7, DI, 8, TEE-1, TEE-4  
WL-8, DI, 6, TEE-4, HYD-2  
WL-9, DI, 8, TEE-4, BEND-2  
WL-9, DI, 8, BEND-2, WV-8  
WL10, DI, 8, TEE-3, BEND-3  
WL11, DI, 8, WV-8, BEND-0

**Stormwater Features** – The file shall be named “StormwaterFeatures.” A storm water feature is either a grated drop inlet, hooded catch basin, curb inlet, drop/yard/grate inlet (cast iron grate cover with slotted openings), flared end section outlet, flared end section inlet, headwall inlet, headwall outlet, junction box, manhole, riser pipe, open throat catch basin (solid concrete cover, supported on the corners with side flow entry) or weir box. There is one line of data for each storm water structure.

1. **ID, Type, Easting, Northing, Elevation, Invert, Material** (all on first line of the file).
2. Where:
  - a. **ID** – Structure number as shown on the as-built drawings (e.g. “SWMH-1”, “CB-2”, “YI-4”, “DI-3”).
  - b. **Type** – Type of storm water feature, to be encoded according to the following table:

**Table 4.7: Stormwater Features Description**

Feature Description	Type
Grated drop inlet	GDI
Hooded Catch Basin	HCB
Curb Inlet (frame, no grate)	CI
Drop/Grate/Yard Inlet (grate flush with ground)	DI
Flared End Section Inlet/Outlet	FESI, FESO
Headwall Inlet/Outlet	HWI, HWO
Junction Box	JBOX
Manhole	SWMH
Pond Outlet Riser	RISER PIPE
Slab Inlet/Open Throat Catch Basin	OTCB
Weir Box	WEIR BOX

- c. **Easting** – East coordinate value (+/- 0.1’).
- d. **Northing** – North coordinate value (+/- 0.1’).
- e. **Elevation** – Elevation (+/- 0.1’), collected as follows:

**Table 4.8: Stormwater Features Elevation Locations**

Feature Type	Elevation Location
GRATED DROP INLET	Back of curb, center of box
HOODED CATCH BASIN	Back of curb, center of box
CURB INLET	Back of curb, center of box
DROP INLET	Center of grate
END SECTION	Top of end section
HEADWALL	Center of the headwall
JUNCTION BOX	Center of cover
MANHOLE	Center of cover
RISER PIPE	Top of the riser
SLAB INLET	Top of slab, center of box
WEIR BOX	Top center of box

- f. **Invert** – The invert elevation.
- g. **Material** – Construction material (see Table 1.1: Material Codes above).

**Stormwater Pipes** – The file shall be named “StormwaterPipes” and shall contain the following data. There is one line of data for each stormwater pipe. .

1. **ID, Size, Material, USId, DSId, USInv, DSInv, Slope, Length** (all on first line of the file).
2. Where:
  - a. **ID** – A sequential pipe number as noted on the as-built drawings (e.g. “SWP-1”).
  - b. **Size** – Pipe diameter (inches). Non-circular pipe sizes can be indicated with two dimension values separated by an “X” (e.g. “4x6”).
  - c. **Material** – Pipe material (see Table 1.1: Material Codes above).
  - d. **USId** – Upstream feature ID number as shown on the as-built drawings (e.g. “SWMH-1”).
  - e. **DSId** - Downstream feature ID number as shown on the as-built drawings (e.g. “CB-2”).
  - f. **USInv** – Invert elevation at the upstream end.
  - g. **DSInv** – Invert elevation at the downstream end.
  - h. **Slope** – The as-built grade of the pipe, expressed as a percentage carried out to two decimal places.
  - i. **Length** – The length (in linear feet) of the pipe as indicated on the as-builts and carried out to two decimal places.

**Stormwater Channels (constructed channels)** – The file shall be named “StormwaterChannels” and shall contain the following data. Each line of the file shall correspond to a location collected at 25 foot stations along the centerline of the open channel. Each line of the file shall contain the following information:

1. **ID, Easting, Northing, Elevation** (all on first line of the file)
2. Where:
  - a. **ID** – is a unique number assigned to each section of open channel. The ID for an open channel changes at any intersection with another open channel and/or stormwater structure.
  - b. **Easting** – East coordinate value (+/- 0.1’).
  - c. **Northing** – North coordinate value (+/- 0.1’).
  - d. **Elevation** – Elevation at the bottom of the channel (+/- 0.1’).
  - e. **Material** – see table 1.1

**StormwaterFeatures.txt**

**ID,Type,Easting,Northing,Elevation,Invert,Material**

YI2B-588,DI,2063280.79,794463.69,419.54,416.95,HDPE  
CB2B-40,CI,2063259.89,794278.14,417.6,404.19,CONC  
CB2B-734,CI,2063250.51,794307.18,417.52,411.07,CONC  
CB2B-589E,CI,2063211.2,794324.37,417.47,414.19,CONC  
CB2B-588,CI,2063310.79,794384.15,417.42,413.28,CONC  
CB2B-589,CI,2063183.17,794312.32,417.4,414.7,CONC  
JB2B-589W,CI,2063077.31,794216.91,415.53,404.88,CONC  
CB2B-41,CI,2063099.31,794184.38,415.08,402.29,CONC  
CB2B-39,CI,2063358.56,794299.49,414.84,406.52,CONC  
CB3146,CI,2063536.22,794359.21,413.95,408.41,CONC  
CB2B-42,CI,2063020.9,794130.48,412.69,400.31,CONC  
CB2B-612S,CI,2063002.78,794154.94,412.69,402.13,CONC  
CB3044,CI,2063499.39,794298.24,412.44,408.03,CONC  
YI2B-610,DI,2062984.32,794349.5,412.42,410.15,HDPE  
CB3043,GDI,2063501.68,794328.1,412.09,409.05,CONC  
CB2B-623W,GDI,2062444.61,794474.19,411.21,404.46,CONC  
CB2B-612,GDI,2062958.96,794163.73,410.88,407.56,CONC  
CB2B-613,GDI,2062933.99,794146.18,410.82,407.9,CONC  
CB2B-624N,GDI,2062385.87,794402.84,410.26,403.04,CONC  
YI2B-612,DI,2063070.33,794225.16,409.86,405.23,HDPE  
YI2B-621,GDI,2062556.4,794381.02,409.63,407.52,CONC  
CB2B-638,GDI,2062369,794334.88,409.22,402.17,CONC  
CB2B-624,GDI,2062387.8,794359.01,409.17,402.44,CONC  
CB2B-43,GDI,2062888.68,794039.35,408.67,398.76,CONC  
CB2B-685,GDI,2062307.85,794356.56,408.41,402.1,CONC  
CB2B - 638N,GDI,2062324.38,794328.66,408.18,400.87,CONC  
YI2B-622,DI,2062504.45,794424.29,407.88,405.53,HDPE  
YI2B-631,GDI,2062775.97,794109.33,402.72,400.6,CONC  
CB2B-45,GDI,2062687.47,793911.45,402.62,392.63,CONC  
YI2B-637,DI,2062310.25,794188.07,395.79,393.04,HDPE  
CB2B-632S,GDI,2062549.89,793887.09,395.62,389.47,CONC  
CB2B-656,GDI,2062391.44,793853.12,393.52,391.46,CONC  
YI2B-643,GDI,2062498.28,793971.61,393.42,391.22,CONC  
CB2B-644,GDI,2062421.01,793863.49,393.21,389.82,CONC  
CB2B-693,CI,2062472.43,793822.27,391.82,386.38,CONC  
CB2B-644S,CI,2062459.83,793849.96,391.71,388.19,CONC  
CB2B-645,CI,2062453.48,793784.31,391.54,385.53,CONC  
CB2B-675,CI,2061985.47,793965.29,389.59,383.52,CONC  
CB2B-651,CI,2062013.96,793952.42,387.06,382.45,CONC  
JB2B-665,JBOX,2062453.26,793436.94,380.94,364.54,CONC  
YI2B-662,DI,2062064.69,793664.47,376.52,373.65,HDPE  
JB12,CI,2062645.51,793473.09,376.15,371.29,CONC  
JB13,CI,2062544.24,793458.62,374.41,370.03,CONC  
HW2B-664,HWO,2062326.4,793410.36,368.9,368.9,CONC  
YI2B-572,DI,2063098.6,794716.98,415.58,413.47,HDPE  
YI3143,DI,2063323.74,794938.28,415.02,411.81,HDPE  
YI3142,DI,2063286,794982.46,412.85,409.63,HDPE  
YI3141,DI,2063173.93,795094.46,409.3,406.22,HDPE  
YI2B-576,DI,2062950.47,794865.47,405.95,402.69,HDPE  
CB2B-600,CI,2062801.93,794791.3,405.71,400.1,CONC  
CB2B-578,CI,2062831.38,794805.33,405.47,400.39,CONC  
YI2B-600,DI,2062734.63,794679.41,404.91,401.96,HDPE  
YI2B-694,DI,2062524.66,794801.16,402.17,395.32,HDPE  
HW2B-34,HWO,2062472.16,794838.63,396.51,396.51,CONC

**StormwaterPipes.txt**

**ID,Size,Material,USId,DSId,USInv,DSInv,Slope,Length**

SDP2-103,15,CONC,CB3146,CB3043,410.41,409.05,2.93,46.49  
SDP2-102,15,CONC,CB3043,CB3044,409.05,408.03,3.41,29.94  
SDP2-104,18,CONC,CB3044,CB2B-39,408.03,406.62,1,140.84  
SDP2B-688,18,CONC,CB2B-39,CB2B-40,406.52,404.69,1.81,100.95  
SDP2B-689,24,CONC,CB2B-40,CB2B-41,404.19,402.5,0.91,185.95  
SDP2B-690,24,CONC,CB2B-41,CB2B-42,402.29,400.81,1.56,95.15  
SDP2B-691,30,CONC,CB2B-42,CB2B-43,400.31,399.16,0.72,160.58  
SDP2B-692,30,CONC,CB2B-43,CB2B-44,398.76,395.99,1.8,153.61  
SDP2B-693,30,CONC,CB2B-44,CB2B-45,395.84,392.82,3.55,85.08  
SDP2B-694,30,CONC,CB2B-45,CB2B-693,392.63,386.48,2.64,232.8  
SDP2B-695,36,CONC,CB2B-693,CB2B-645,386.38,385.63,1.77,42.43  
SDP2B-696,36,CONC,CB2B-645,CB2B-647,385.53,378.38,4.92,145.3  
SDP2B-697,36,CONC,CB2B-647,CB2B-658E,378.28,377.94,1.13,30.14  
SDP2B-698,36,CONC,CB2B-658E,CB2B-658,377.84,377.6,0.49,49.07  
SDP2B-699,36,CONC,CB2B-658,CB2B-663,376.7,376.24,1.56,29.57  
SDP2B-700,42,CONC,CB2B-666,CB2B-663,368.63,366.56,0.74,278.89  
SDP2B-701,48,CONC,CB2B-663,CB2B-663E,366.18,365.79,0.8,48.89  
SDP2B-702,48,CONC,CB2B-663E,JB2B-665,365.59,364.7,0.81,109.31  
SDP2B-706,15,CONC,CB2B-671,CB2B-650S,376.65,375.64,3.28,30.76  
SDP2B-707,24,CONC,CB2B-650,CB2B-650S,377.04,373.83,3.13,102.65  
SDP2B-708,30,CONC,CB2B-650S,CB2B-662,373.11,371.81,1.06,122.39  
SDP2B-709,24,CONC,CB2B-668,CB2B-662,371.77,369.76,6.72,29.9  
SDP2B-222,42,CONC,CB2B-662,CB2B-666,369.56,368.75,0.76,106.54  
SDP2B-223,15,CONC,CB2B-589,CB2B-589E,414.7,414.24,1.51,30.51  
SDP2B-224,15,CONC,CB2B-589E,CB2B-734,414.19,413.77,0.98,42.9  
SDP2B-731,15,CONC,CB2B-734,CB2B-40,411.07,410.84,0.75,30.52  
SDP2B-730,15,CONC,CB2B-588,CB2B-734,413.28,412.5,0.8,97.76  
SDP2B-723,15,CONC,CB2B-613,CB2B-612,407.9,407.61,0.95,30.52  
SDP2B-724,15,CONC,CB2B-612,CB2B-612S,407.56,407.13,0.96,44.69  
SDP2B-725,18,CONC,CB2B-612S,CB2B-42,402.13,401.21,3.02,30.45  
SDP2B-716,18,CONC,CB2B-631,CB2B-632,398.42,398.25,0.56,30.33  
SDP2B-717,18,CONC,CB2B-631S,CB2B-631,398.87,398.68,0.38,50.3  
SDP2B-718,24,CONC,CB2B-632,CB2B-45,397.91,394.92,4.34,68.84  
SDP2B-710,15,CONC,CB2B-656,CB2B-644,391.46,389.92,4.91,31.34  
SDP2B-711,15,CONC,CB2B-644,CB2B-644S,389.82,388.59,2.99,41.11  
SDP2B-236,24,CONC,CB2B-644S,CB2B-693,388.19,387.48,2.33,30.41  
SDP2B-728,15,HDPE,YI2B-610,YI2B-612,410.15,405.43,3.12,151.18  
SDP2B-729,18,CONC,YI2B-612,JB2B-589W,405.23,404.93,2.78,10.81  
SDP2B-721,15,CONC,YI2B-631,CB2B-613S,400.6,399.69,1,91.31  
SDP2B-722,18,CONC,CB2B-613S,CB2B-631S,399.57,399.14,0.47,92.32  
SDP2B-713,15,HDPE,YI2B-643,YI2B-644,391.22,390.29,1.27,72.94  
SDP2B-714,15,CONC,YI2B-644,CB2B-632S,390.14,389.52,2.33,26.55  
SDP2B-715,18,CONC,CB2B-632S,CB2B-644S,389.47,388.39,1.11,97.41  
SDP2B-687,24,CONC,YI2B-662,CB2B-662,373.65,369.96,12.74,28.97  
SDP2B-2,15,CONC,YI2B-588,CB2B-588,416.95,414.28,3.14,85.02  
SDP2B-4,48,CONC,JB2B-665,HW2B-664,364.54,363.98,0.43,129.62  
SDP2B-23,24,CONC,CB2B-639N,CB2B-639,390.18,389.15,1.88,54.7  
SDP2B-24,24,CONC,CB2B-639,CB2B-653E,389.1,388.93,0.56,30.5  
SDP2B-25,24,CONC,CB2B-653E,CB2B-653,388.88,388.49,0.69,56.9  
SDP2B-5,24,CONC,CB2B-653,CB2B-651,388.17,383.29,2.7,180.89  
SDP2B-6,24,CONC,CB2B-651,CB2B-650,382.45,376.74,5.15,110.93  
SDP - 7,24,CONC,CB2B-638W,CB2B-639N,390.75,390.28,0.51,92.38  
SDP2B-47,18,CONC,CB2B-624,CB2B-638,402.44,402.27,0.5,30.59  
SDP2B-19,18,CONC,CB2B-624N,CB2B-624,403.04,402.62,0.96,43.87  
SDP2B-18,15,CONC,CB2B-685,CB2B - 638N,402.1,401.75,1.08,32.43  
SDP2B-20,24,CONC,CB2B - 638N,CB2B-638W,400.87,396.9,3.37,117.96  
SDP2B-28,15,CONC,CB2B-681,CB2B-639N,391.98,391.48,1.45,34.58  
SDP2B-41,15,CONC,YI2B-637,JB2B-639,393.04,392.11,1.32,70.31  
SDP2B-40,15,HDPE,YI2B-636,YI2B-637,393.81,393.09,1.06,67.74

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
Department: Utilities  
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:** Kenny Keel, PE, Town Engineer / Utilities Director

### ITEM TO BE CONSIDERED

Subject:

Revisions to the Checklist for Approval & Acceptance of Utilities Projects

Attachment(s):

Draft Checklist for Approval and Acceptance of Utilities Projects

Brief Summary:

The checklist has been revised to include new digital submittal requirements, and items removed that are required elsewhere by the Planning department.

Action Requested:

Approve the revisions to the Checklist for Approval & Acceptance of Utilities Projects

### ISSUE OVERVIEW

Background Information & Issue Summary:

This checklist was developed in the early 2000's as a guide to developers and engineers for utilities project requirements in Hillsborough. Revisions are made periodically as needed. It was originally developed jointly with the Planning department, but they now have separate guidelines documented elsewhere.

The changes incorporate the proposed digital submittal requirements, and remove some Planning department specific requirements.

Financial Impacts:

None for the Town. Developers may see a slightly increased cost to provide record drawings to meet the requirements.

Staff Recommendations/Comments:

Approve proposed revisions

## CHECKLIST FOR APPROVAL AND ACCEPTANCE OF UTILITIES PROJECTS

### TOWN OF HILLSBOROUGH ENGINEERING DEPARTMENT

#### A. Pre-Construction Requirements:

1. Meet with Town Engineer to informally discuss project to coordinate planned improvements (project must also be coordinated with the Town Planning Director if within Town Limits or ETJ).
2. A Water/Sewer Extension Contract will be required for all water and/or sewer extensions that exceed 1,000 feet total combined length, and/or serve more than 5 units (residential or commercial), and/or require a new sewage pump station. The contract shall be negotiated with the Town Engineer to the extent possible, and must be approved by the Town Board to allow the extension.
3. Submit 2 sets of plans and specifications (sealed by an NC Professional Engineer) to the Town Engineer that conform to the Town Specifications and Details (submit additional copies and revisions as required).
4. Upon Town approval, submit permit applications, plans, and specifications (and other attachments as required) to the applicable State of NC and Orange County agencies.
5. Obtain any necessary encroachment agreements or easements for use of property not owned by the developer or project owner.
6. Pay all water and sewer capital facilities fees for residential projects before construction of the utilities extension begins. Capital facilities fees for non-residential projects (or portion of projects) shall be due prior to initiation of service.
7. Receive approval and authorization to construct from all applicable agencies prior to start of construction.
8. ~~For projects within the Town's planning jurisdiction which desire planning authorization to proceed before constructing required infrastructure, a performance bond equal to 125% of an approved engineer's construction cost estimate shall be submitted with the Town as beneficiary before planning approval is granted.~~
9. Ensure that contractor(s) have current set of Town-approved utility plans.

#### B. Construction Requirements:

10. All changes to the approved plans and specifications must be approved in advance by the Town Engineer.
11. All construction shall be performed by a contractor licensed to perform utilities work in North Carolina.
12. Contractor shall be provided with the Town-approved construction plans and Town Specifications by the Owner/Engineer. Owner/Engineer shall provide one set of 1/2 size (11" x 17") plans to the Town Engineer.

13. All construction is subject to inspection by Town personnel to determine compliance with requirements.
14. The Professional Engineer of record shall have a representative onsite each day that work is performed, or at a frequency that the engineer deems necessary to certify the project.
15. Water service locations must be coordinated with the Town Meter Reader Supervisor prior to installation (Call 919-732-2104 ext 1002 to set up an appointment) *or shown specifically on the plans*. All water meters to be located at property line adjoining public road right-of-way, shall be no deeper than 18” below grade, and shall be grouped in pairs along adjoining property lines.
16. Submit documentation on pressure tests, vacuum tests, air tests, backflow preventer tests, *other tests as required in the specifications*, and sterilization lab results to Town Engineer.

C. Post-Construction Requirements:

Before the Town will allow water to flow to the project or permit use of the Town sewer system to serve the project, Developer shall complete the following items:

17. Schedule and perform inspection of installed facilities with Town Engineer, contractor, and project engineer.
18. Complete corrections of punch list items found deficient during the initial inspection. If the punch list is considered to be significant by the Town Engineer, a re-inspection may be required.
19. Submit to the Town Engineer a Schedule of Values for the utilities construction, which shows the total cost of utilities construction for the project.
20. Submit bond or letter of credit for 10% of utilities construction cost (for 1-year warranty period, from date of official acceptance or completion of all construction, whichever occurs later).
21. *Furnish the Town three (3) printed copies and electronic copies of the record drawings, complying with this checklist and Hillsborough's Digital Submittal Requirements*, together with:
  - a) the contractor's affidavit that the drawings accurately represent the as-built improvements, and
  - b) a Contractor's Affidavit and Release of Liens from all subcontractors and materialmen.

Electronic record drawings shall include pipe material, size, fittings, valves, hydrants, blow-offs, services (to the property line/meter), and in addition for sewer: flow direction, manhole invert and top elevations, pump station pump data. Precise attributes and formatting shall be used to allow integration directly into the Town's GIS *as required in the Town of Hillsborough Digital Submittal Requirements*.

22. Submit to the Town Engineer a certificate of compliance executed by the Professional Engineer of record indicating that work has been performed in substantial compliance with the approved plans and specifications.
23. Submit to all applicable State of NC agencies letters stating final project completion, along with all required attachments (PE certifications, record drawings, etc.). Submit to the Town Engineer copies of all letters to the State of NC.
24. Convey to the Town and record or cause to have recorded in the Orange County Registry all deeds of easement and plats showing all water and/or sewer easements required to serve the project. Plats must be signed by the Town Planning Director.
25. Formally dedicate to the Town all utilities improvements constructed to serve the project.

Upon completion of the above listed items, the Town Board shall consider acceptance of the utilities into the Town system, and commence the 1-year warranty period.

D. End-of-Warranty Requirements: Schedule and perform end-of-warranty inspection of installed facilities with Town Engineer, contractor, and project engineer.

26. Complete corrections of punch list items found deficient during the end-of-warranty inspection.
27. Schedule and perform end-of-warranty punch list inspection of installed facilities with Town Engineer, contractor, and project engineer.
28. Upon completion of all outstanding items, to the satisfaction of the Town Engineer, the warranty bond/letter-of-credit will be released and the Town will assume total responsibility for ownership, operation, and maintenance of the constructed utilities.

E. Multiple Phase Projects

- ~~29. For projects where continuing construction may damage accepted infrastructure, 25% of performance bond amount for the affected infrastructure will be retained during the warranty period rather than 10%.~~
- ~~30. The warranty period for infrastructure in multiple phase projects will extend until full project completion or until the affected infrastructure is no longer subject to damage.~~
- ~~31. For projects that provide a performance bond or other financial security that can reasonably have the principle reduced as work progresses, staff may authorize a reduction in principle upon the presentation of a revised engineer's estimate for the outstanding work.~~
- ~~32. At the discretion of the Town Board, bond amounts (either performance or warranty) may be released by type of infrastructure if the approved engineer's estimate is clear as to the dollar amount by type of improvement at the time that infrastructure is offered for dedication. For example, Subdivision X bonded the installation of water and sewer lines, stormwater ponds, streets, and a playground. The playground, utility lines, and ponds are ready for maintenance acceptance and warranty, but the roads are being held to the very end. If the engineer's estimate clearly separates the cost for the playground, lines, and ponds, that amount can be shifted to warranty without releasing the streets.~~

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
 Department: Administration  
 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:** Katherine Cathey, Human Resources Director/Town Clerk

### ITEM TO BE CONSIDERED

Subject:  
Sexual Assault Awareness Month Proclamation

Attachment(s):  
Proclamation

Brief Summary:  
The Orange County Rape Crisis Center (OCRCC) requests the Town proclaim April 2016 as "Sexual Assault Awareness Month".

Action Requested:  
Proclaim April 2016 as "Sexual Assault Awareness Month".

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

**Proclamation**  
**“Sexual Assault Awareness Month 2016 Proclamation”**

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WHEREAS, the Orange County Rape Crisis Center assisted over 500 survivors of sexual violence, their loved ones, and community professionals during 2015; and

WHEREAS, the Orange County Rape Crisis Center works with the county’s two school systems and other groups to provide students with age-appropriate information about violence prevention, reaching over 13,500 youth and adults each year; and

WHEREAS, the coordination of the Orange County Sexual Assault Response Team (SART) is bringing together members of law enforcement, the medical community, the legal system, and other community advocates to improve services for survivors of sexual assault who come forward; and

WHEREAS, 1 in 5 American women have been sexually assaulted at some point in their lives (Centers for Disease Control and Prevention, 2010); and

WHEREAS, in the United States rape is the most costly crime to its survivors, totaling \$127 billion a year considering factors such as medical cost, lost earnings, pain, suffering, and lost quality of life (U.S. Department of Justice, 1996); and

WHEREAS, in the United States 1 in 3 women and 1 in 4 men have experienced some form of sexual or physical violence committed by an intimate partner (Centers for Disease Control and Prevention, 2010); and

WHEREAS, there are more than 16,500 sex offenders registered as living in North Carolina (Department of Justice, 2015)

WHEREAS, victim-blaming continues to be an enormous problem in instances of rape and sexual assault; and

WHEREAS, the Orange County Rape Crisis Center, a nonprofit agency that has served this community since 1974, is working to stop sexual violence and its impact through support, education, and advocacy;

NOW, THEREFORE BE IT RESOLVED that I, Tom Stevens, serving as Mayor of Hillsborough, do hereby proclaim the month of April 2016 as “SEXUAL ASSAULT AWARENESS MONTH.” I encourage all citizens to speak out against sexual violence and to support their local community’s efforts to prevent and respond to these appalling crimes.

This the 11<sup>th</sup> day of April 2016.

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Tom Stevens, Mayor

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 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:

Authorize application submittal to designate Riverwalk as part of the state trail system

Attachment(s):

none

Brief Summary:

While formal board action is not needed for the town to petition for designation this is an important milestone in the completion of the state's Mountains to Sea Trail. Inclusion in the state system is a privilege and can be revoked for cause, but it also adds priority to future grant funding applications.

Action Requested:

Authorize staff to submit the designation application to the State Department of Natural and Cultural Resources.

### ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
Department: Utilities  
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:** Kenny Keel, PE, Town Engineer / Utilities Director

### ITEM TO BE CONSIDERED

**Subject:**

Consider acceptance of water & sewer facilities at Waterstone Terraces townhomes, Phase 2, and start of the 1-year warranty period.

**Attachment(s):**

None

**Brief Summary:**

The Waterstone Terraces townhomes project, Phase 2 water & sewer utilities have been installed according to Town specifications. The facilities have a one-year minimum warranty, which will begin upon acceptance.

**Action Requested:**

Accept facilities

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

The Waterstone Terraces townhomes project, Phase 2, water & sewer utilities have been properly installed (final phase). The infrastructure is now ready for official acceptance by the Town. Water & sewer service has now been extended into Phase 2 of the development adjacent to College Park Drive. The required documentation has been supplied by the developer.

**Financial Impacts:**

Upon acceptance, the Town will own the water & sewer facilities and be responsible for their operation, maintenance, and repair. The warranty will protect the Town from the costs of repairs for the initial year. Costs to the Town should be completely offset by the monthly water & sewer fees to be charged to the future customers in the development.

**Staff Recommendations/Comments:**

Accept facilities

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016  
Department: Governing Board  
Public Hearing:  Yes  No  
Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Tom Stevens, Mayor

### ITEM TO BE CONSIDERED

Subject:

Resolution Opposing HB2 and supporting passing protections against LGBT discrimination

Attachment(s):

Resolution

Brief Summary:

The Town of Hillsborough's elected leaders have drafted a resolution affirming the dignity of all people and calling for the repeal of Session Law 2016-3, known also as House Bill 2. The proposed town resolution is in response to the Public Facilities Privacy and Security Act that was approved by the N.C. General Assembly and signed by Gov. Pat McCrory on March 23.

Action Requested:

Discuss and vote on resolution.

### ISSUE OVERVIEW

Background Information & Issue Summary:

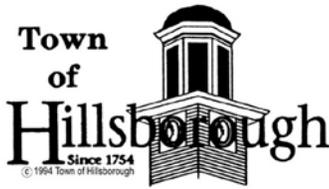
n/a

Financial Impacts:

n/a

Staff Recommendations/Comments:

n/a



A RESOLUTION AFFIRMING THE DIGNITY OF ALL PEOPLE, INCLUDING THOSE WHO ARE LESBIAN, GAY, BISEXUAL, AND TRANSGENDER; AND CALLING FOR THE REPEAL OF SESSION LAW 2016-3/HOUSE BILL 2

WHEREAS, Hillsborough prides itself on being a welcoming community for individuals and families of all orientations and identities; Hillsborough specifies “celebrating our community’s diversity” as one of our town values; and Hillsborough recognizes that public policy promoting diversity, inclusion, and non-discrimination contributes to economic vitality while exclusionary practices put economic investment in our state and our local communities at risk; and

WHEREAS, Hillsborough is one of several municipalities and counties to oppose the General Assembly’s discriminatory and arguably unconstitutional Senate Bill 2 (Session Law 2015-75); and

WHEREAS, on February 22, 2016, the Charlotte City Council approved a local ordinance that added marital status, familial status, sexual orientation, gender identity, and gender expression to its list of categories protected from discrimination in city contracting and public accommodations; and in response to that ordinance, the North Carolina General Assembly in a special session ratified — and Governor McCrory signed — House Bill 2 (Session Law 2016-3), the Public Facilities Privacy and Security Act; and

WHEREAS, House Bill 2 nullifies the Charlotte ordinance and all other local government non-discrimination ordinances, including ordinances previously approved by the Orange County Board of Commissioners, by establishing new statewide standards for what constitutes discriminatory practice in employment and public accommodations, and by establishing ill-advised statewide requirements for use of bathrooms and changing facilities in all public agencies, including schools; and

WHEREAS, the omission of sexual orientation, gender identity, gender expression, and veteran status from the statewide list of categories protected from discrimination means that not only do protections on these bases appear to be unavailable under state law, but further that local governments are prohibited from offering these protections to their residents; and

WHEREAS, the legislation also appears to eliminate the right of any person to bring civil action in a North Carolina court for a claim of discrimination in employment or public accommodations on account of race, religion, color, national origin, age, veteran status, or biological sex (as well as handicap for employment only); and

WHEREAS, by enacting House Bill 2, our state’s political leaders have taken extreme measures to diminish the legislative authority of local governments and have once again used the State of North Carolina to codify discrimination and division rather than to advance the rights and dignity of North Carolinians; and

WHEREAS, the legislation, its brief legislative history from introduction to passage, its lack of sufficient public vetting, and public statements by lawmakers clearly demonstrate a discriminatory intent; a lack of knowledge and understanding of the experiences of transgender people; and a lack of respect for

the dignity of lesbian, gay, bisexual, and transgender (LGBT) people on the part of the General Assembly and Governor McCrory; and

WHEREAS, the legislation prima facie appears inconsistent with the Equal Protection Clause of the United States Constitution, which provides that no state shall deny to any person within its jurisdiction “the equal protection of the laws” (U.S. Constitution Amendment XIV, § 1);

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1: The Hillsborough Board of Commissioners reaffirms its support for protecting and advancing the constitutional rights and equitable treatment of all residents and its opposition to discrimination and prejudice of all kinds.

SECTION 2: The Hillsborough Board of Commissioners applauds the people of Charlotte and the members of the Charlotte City Council for their courageous leadership in supporting dignity and equality in North Carolina’s largest city.

SECTION 3: The Hillsborough Board of Commissioners extends gratitude to the Orange County Board of Commissioners, which approved a resolution in support of the Charlotte nondiscrimination ordinance on March 22, 2016.

SECTION 4: The Hillsborough Board of Commissioners extends gratitude to the Town of Carrboro for providing a timely example of leadership on this matter for all other municipalities in Orange County and the State of North Carolina with the resolution the town passed on March 26, 2016.

SECTION 5: The Hillsborough Board of Commissioners extends gratitude to the Town of Chapel Hill for providing a timely example of leadership on this matter for all other municipalities in Orange County and the State of North Carolina with the resolution the town passed on March 28, 2016.

SECTION 6: The Hillsborough Board of Commissioners urges the North Carolina General Assembly to repeal House Bill 2 with all deliberate speed.

SECTION 7: The Hillsborough Board of Commissioners encourages all businesses providing public accommodations in Hillsborough to demonstrate their support for dignity of all people, including openly welcoming LGBT people to their places of business.

This is the 11<sup>th</sup> day of April, 2016.

Seal

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Tom Stevens, Mayor

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016

Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	12.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:

Receive request to close a portion of Piney Lane between West Hill Ave South and Allen Ruffin Avenue

Attachment(s):

Request; draft resolution of intent

Brief Summary:

State law provides a process for closing rights of way. It requires a public hearing which is advertised for a full month before action can be taken. If the board is willing to conduct the public hearing, the attached resolution of intent must be adopted with the hearing date specified so the notice can be completed. The public hearing could be conducted at June 13 regular meeting or later.

Action Requested:

Select public hearing date and adopt resolution of intent if interested in pursuing this request

### ISSUE OVERVIEW

Background Information & Issue Summary:

This request is to close the unimproved and unopened portion of Piney Lane running about 1/2 of the block distance between Allen Ruffin and West Hill Avenues. The town does not have utilities under this unopened section. The right of way area is 30' wide and 150' long (4,500 sf).

Financial Impacts:

Staff Recommendations/Comments:

March 11, 2016

Margaret A. Hawth  
Planning Director/Assistant Town Manager  
P.O.Box 429  
101 E Orange Street  
Hillsborough, NC 27278

Dear Ms. Hawth and members of the Town Board:

We would like to apply for permanent closure of the part of Piney Lane that adjoins two properties: 312 Allen Ruffin Avenue (owner: Patricia L. Weigant) and 306 Allen Ruffin Avenue (owners: Kevin McKenna and Carleen McKenna). (See GIS map, **Fig. 1.**)

Piney Lane enters from West Hill Avenue (**Fig. 2**) and does not continue to Allen Ruffin Avenue because of the steep terrain. Piney Lane picks up again as a disjunct road between Allen Ruffin Ave. and Jones Ave

From West Hill Ave. Piney Lane serves as an entrance to 3 parking areas (**Fig. 3**): one property on West Hill (401 West Hill Ave.) and two that have steep slopes on Allen Ruffin Avenue (306 Allen Ruffin Ave. and 312 Allen Ruffin Ave). We would not propose closing the western-most part of Piney Lane between West Hill Ave. and our west property lines, as this part of the street also provides access for parking for 401 West Hill Avenue. The other adjoining property at 307 West Hill Ave. Has a driveway on West Hill, so does not use Piney Lane for access.

The area proposed for closure would extend from the back (west) property lines to the front (east) property lines for 306 and 312 Allen Ruffin Ave. (**Fig. 4**, shaded area of map and **Fig. 5** visual) The western part provides access to our parking areas. The eastern part of the proposed area is now vegetated (**Fig. 6**). This eastern area drops off very steeply as it goes toward Allen Ruffin Avenue (**Fig. 7**), and indeed, the next disjunct part of Piney Lane begins at a slope at Allen Ruffin Avenue that is so steep there are stairs for pedestrian access (**Fig. 8**).

We do not believe that there are any other properties or persons that would be affected by this closure.

Sincerely,

Patricia L. Weigant  
312 Allen Ruffin Ave.  
919-949-7199  
[patricia.weigant@gmail.com](mailto:patricia.weigant@gmail.com)

Kevin McKenna  
306 Allen Ruffin Ave.  
919-272-6214  
[mckenna.kc@gmail.com](mailto:mckenna.kc@gmail.com)

Carleen McKenna  
306 Allen Ruffin Ave.  
919-749-6125  
[carleengrady@gmail.com](mailto:carleengrady@gmail.com)

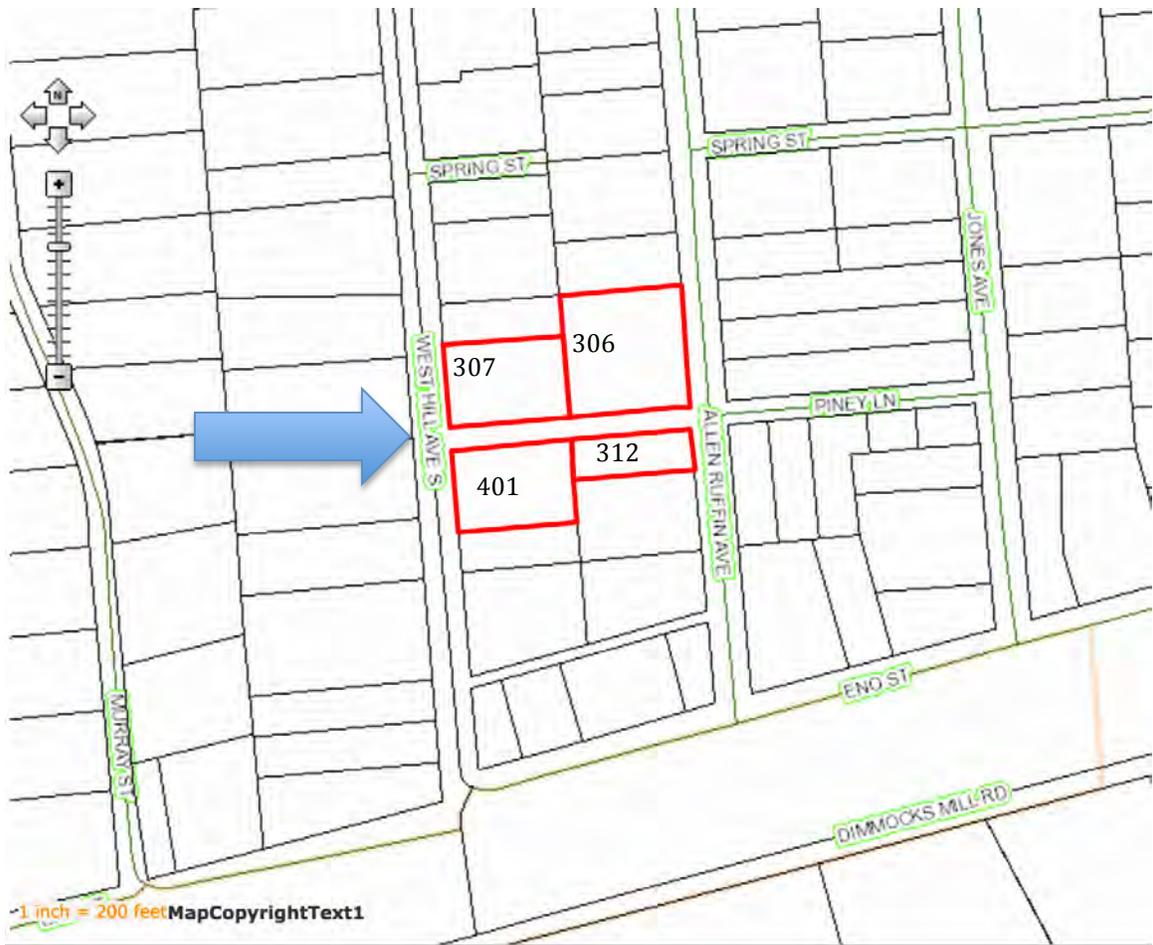


Figure 1. Piney Lane between West Hill Avenue and Allen Ruffin Avenue and lots adjoining it.



Figure 2. Entrance to Piney Lane from West Hill Avenue. We do not propose to close as public right-of-way this eastern part of Piney Lane as it provides access to the sole parking for three properties: 401 West Hill, 306 Allen Ruffin, and 312 Allen Ruffin.

Figure 3.  
401 West Hill is to the front right. Their parking area is behind the house with access only from this part of Piney Lane. 307 West Hill is to the left; however, they have a driveway on West Hill to the left of the house. Our properties at 306 and 312 Allen Ruffin Avenue are straight ahead. 306 is just visible to the left (white house). We do not propose to close this part of Piney Lane near West Hill Ave.





Figure 4. Proposed area of Piney Lane to close as right-of-way is shaded and in between the two properties at 306 and 312 Allen Ruffin Avenue.



Figure 5. Visual of proposed area of Piney Lane to close from the western boundary (bottom of picture) of lots at 306 Allen Ruffin Ave (white house to the left) and 312 Allen Ruffin Ave (brown house to the right) to the eastern boundaries (beyond the far trees) of the lots at Allen Ruffin Avenue.



Figure 6. East part of proposed closure. This section is vegetated. Part is mowed to keep down weeds, and the easternmost part is shrub/tree and very steep as it approaches Allen Ruffin Avenue.



Figure 7. Piney Lane at junction with Allen Ruffin Avenue is vegetated and steep. This view is from Allen Ruffin looking back toward the west, “up” the lot



Figure 8. The other disjunct section of Piney Lane, looking east (not part of this proposal). Descend from Allen Ruffin Ave. on pedestrian steps down a steep slope. Piney Lane ends at Jones Avenue. This picture just illustrates the steep terrain in this section of the neighborhood.

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS  
RESOLUTION OF INTENT TO PERMANENTLY CLOSE  
Unopened 30' right of way between 306 and 312 Allen Ruffin Ave  
Orange County PINs 9864-44-9940 and 9864-44-9747  
PURSUANT TO  
NORTH CAROLINA GENERAL STATUTE § 160A-299**

IT IS HEREBY RESOLVED by the Town of Hillsborough Board of Commissioners on this 11<sup>th</sup> day of April 2016 that the Town of Hillsborough intends to officially close an unopened right of way between Orange County PINs 9864-44-9940 and 9864-44-9747, such right of way no longer being in use; and it is further

RESOLVED that the Town of Hillsborough Board of Commissioners shall conduct a public hearing to consider the closure of the aforesaid portion of alley as described above on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 at 7 o'clock p.m. at the Town Barn, at which public hearing any person may be heard on the question of whether or not the closing would be detrimental to the public interest or to the property rights of any individual; and it is further

RESOLVED that a copy of this resolution shall be published once a week for four successive weeks prior to the public hearing and a copy of this Resolution shall be sent by certified mail to all owners of property adjoining that portion of the alleyway which is proposed to be closed, as shown on County Tax Records, that a Notice of Public Hearing shall be prominently posted in at least two places along the alleyway and that a map showing the portion of the alleyway that is proposed to be closed is available for review at the office of the Town Clerk.

ADOPTED this 11<sup>th</sup> day of April 2016.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Katherine M. Cathey, Town Clerk

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016

Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	12.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:**

Discussion of proposals to provide pre-development services if the town acquires 153 W. King Street (former Colonial Inn)

**Attachment(s):**

Development Finance Initiative proposal; information from Preservation North Carolina; predevelopment services request

**Brief Summary:**

The members asked that the town accept proposals for pre-development services to assist the town if it acquires ownership of the former Colonial Inn. Attached is all the information received during the recruitment period. One firm inquired as to the services the town sought, but did not submit a proposal. The information from PNC does not appear to fully respond to our request, but was provided for the board's information.

**Action Requested:**

Direction to staff

### ISSUE OVERVIEW

**Background Information & Issue Summary:**

**Financial Impacts:**

**Staff Recommendations/Comments:**

### **Pre-development services – 153 W. King St.**

The Town of Hillsborough is accepting proposals from qualified firms or individuals to provide pre-development assistance to the town and to assist in attracting private investment in the property at 153 W. King St. (the former Colonial Inn). The town is considering acquiring the property and requires assistance in recruiting and assessing development proposals for the property from the private sector. Proposals for pre-development assistance should include what services are offered; experience of the individual, team or firm with similar projects; an approximate schedule; and the anticipated fee for the consultant. Proposals will be accepted through 2 p.m. Thursday, March 31, 2016. Only electronic submittals are welcome. Brevity is appreciated, but no page limit is set. Due to limits on incoming file sizes, please provide access to an FTP site or other file sharing portal if the proposal exceeds 5 MB.

Submittal information:

Via email to [Margaret.hauth@hillsboroughnc.org](mailto:Margaret.hauth@hillsboroughnc.org)



## MEMORANDUM

**To:** Eric Peterson, Hillsborough Town Manager

**From:** Christy Raulli, Associate Director, Development Finance Initiative

**Date:** December 7, 2015

**Re:** *Proposal to engage in a pre-development process for the former Colonial Inn in order to attract private investment and further the Town's community and economic development goals.*

The School of Government established the Development Finance Initiative (DFI) in 2011 to assist North Carolina communities in achieving their community economic development goals. DFI brings specialized development and finance expertise to attract private investment into transformative projects.

This memorandum proposes technical services included within an in-depth pre-development process to be executed by DFI in close coordination with the Town. The result of this pre-development process is to attract private sector investment while minimizing public investment, maximizing public interests and ensuring that future redevelopment on the sites enhances the Town's existing assets.

### Scope of Work

DFI would provide the following pre-development services to the Town in preparing the Project Area for development:

#### *Examine Current Conditions:*

1. ✓ Visit and tour Project Area and surrounding properties;
2. ✓ Review current and historic plans, documents, and materials relevant to the Project Area;
3. ✓ Identify current parameters for development in Project Area, including zoning, brownfields, land and water features, infrastructure, and/or cultural or historic sites;
4. Establish guiding public interests and development principles in partnership with Town;

#### *Identify Development Opportunities:*

5. ✓ Evaluate redevelopment potential including market feasibility and demand drivers for different uses within Project Area including commercial, residential, mixed use and parking associated with each use;
6. Coordinate and manage site constraints analysis and test fit of potential development programs in Project Area to be conducted by a third-party architect;
7. Update and refine development plan for the Project Area with the appropriate mix of uses, such as residential, retail, office, civic, and associated parking needs;

8. Update and refine preliminary financial model for development program (i.e. development budget, operating cash flows, sources of capital, etc.) to determine financial feasibility for private partners, scale of public and/or philanthropic investment;
9. Initiate entitlement process with the Town;

*Analyze Public Involvement Options:*

10. Evaluate options for financing and structuring public involvement redevelopment, if necessary, including use of development finance tools (e.g. tax credits);
11. Advise Town on selecting district designations (e.g. municipal service district) and strategies for applying those in order to facilitate public;

*Attract Private Investment*

12. Identify and recruit potential development partners, prepare investment summary, carry out due diligence of potential partners, and support Town officials in development partner selection process;
13. Support Town in negotiation of MOU and development services agreements with development partner(s) to maximize the public benefits and minimize public investment within the parameters of financially feasible project; and
14. Advise Town on property disposition.

Deliverables. Deliverables include presentations, summaries and other documentation of options and advising relating to feasibility assessment and pre-development of Project Area.

Timeline. Estimated timeline for completing activities 1-11 is 9 months, beginning upon execution of a Letter of Agreement. This timeline is subject to change if the Town chooses to rely on in-depth technical assistance from DFI to lead public outreach during the planning process.

Fee. DFI services will not only assist the Town in accomplishing its goals, but will also benefit the ultimate private developers by eliminating predevelopment work, risk and expense. In order to minimize the Town's costs, we require the ultimate developer to pay for the value of that benefit in the customary way, as a portion of the developer's fees on the project(s). DFI's fee for the continuation of work on this project through the pre-development phase is therefore entirely at risk and to be paid as a portion of the customary development fee associated with the project. This Predevelopment Services Fee shall be equal to 2% of total development costs for the project.

The entirely at risk fee does not include expenses associated with site planning expertise from an architect or project and site preparation expenses that may include (but are not limited to): legal services, architectural services, land survey, soil samples, and environmental testing.

## Margaret Hauth

---

**From:** Cathleen Turner <cturner@presnc.org>  
**Sent:** Monday, February 22, 2016 5:20 PM  
**To:** Margaret Hauth  
**Subject:** Sale of surplus government property  
**Attachments:** Surplus Property brochure\_2012.pdf; Sample Option to PNC (municipality).pdf; Municipality Minimal Covenants.doc

Margaret,

Attached lease find an overview of how Preservation NC works with local governments in finding solutions for important government-owned historic property. It is already a bit dated as we have been quite active the last couple of years working with local governments creating millions of dollars in local economic development. I am also attaching one of our sample Option Agreements and sample covenants (this goes onto the property during the transaction between PNC and the local government as required by statue. PNC then puts on more customized covenants when conveyed to the developer/owner.

I don't really see too much overlap in what we do versus what DFI is proposing. In fact, I can see our organizations working together with them doing some pre-development work and us helping with what needs to be done at the time of sale. I look forward to your thoughts.

Cathleen

### **Cathleen Turner**

Regional Director  
Preservation North Carolina  
Durham Office  
P.O. Box 3597  
Durham, NC 27702-3597

✉ [cturner@presnc.org](mailto:cturner@presnc.org)

☎ 919-401-8540

📠 919-832-1651

*For information on historic properties available for restoration, please visit our website at [www.PreservationNC.org](http://www.PreservationNC.org).*

*Please support Preservation North Carolina by becoming a member (donations are tax-deductible according to the law). To learn more about Preservation North Carolina and how your contributions help us continue our statewide preservation work, please visit [www.presnc.org/support](http://www.presnc.org/support).*

---

This email has been sent from a virus-free computer protected by Avast.  
[www.avast.com](http://www.avast.com)

# *Preservation North Carolina*

*Protecting the Irreplaceable™  
in North Carolina since 1939*

## **Surplus Governmental Properties**

**220 Fayetteville Street, Suite 200  
P. O. Box 27644, Raleigh, NC 27611-7644**

**919/832-3652 • fax 919/832-1651 • [info@presnc.org](mailto:info@presnc.org)**

**[www.PreservationNC.org](http://www.PreservationNC.org)**





*Often, the Best Use of a  
Historic Building  
is for its Original Use...*

**Top left: Caswell County Courthouse,  
Yanceyville;**

**Top right: Dudley High School, Greensboro,  
Bottom: Goldshoro City Hall**





*Building #13,  
Oteen Center,  
VA Hospital,  
Asheville*

*But Sometimes That's Not Possible,  
and a New Use Must Be Found  
or the Building Will Be Lost*



*Surplus  
Governmental  
Property*



*In 1979,  
the North Carolina General Assembly  
passed a bill that allows  
local governments to sell  
surplus historic properties to  
nonprofit preservation organizations at  
a negotiated price, rather than going  
through a protracted bidding process.*



*Since then,  
at least 30 surplus historic public properties  
have been purchased and resold by PNC  
under this legislation –*

*resulting in more than  
\$50 million in historic rehabilitation!*



**N.C.G.S. 160A-266:** *Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items by **private negotiation and sale** where*

- (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and*
- (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and*
- (iii) where a preservation agreement or conservation agreement as defined in G.S. 121-35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.*



# *Houses*





Demolition plans for this house led to the passage of this legislation.

*Henry Weil House, Goldsboro - Before*





Now a private home.

*Henry Weil House, Goldsboro - After*





The twin house next door, donated for use as a public library, was saved by using this legislation

*Solomon Weil House, Goldsboro*  
*Before*





Now, shops...

*Solomon Weil House, Goldsboro - After*





This early house was donated to the local library which planned to tear it down

*McGuire-Setzer House, Mocksville*  
*Before*





Now, a home.

*McGuire-Setzer House, Mocksville*  
*After*





Another example of a house donated to a local government which didn't have a use for it

*McKay House, Dunn - Before*





Now, a home.

*McKay House, Dunn - After*





Donated to the state for the expansion of an adjacent park. The parks system didn't want the

*Ivy Hill, Halifax County - Before*





Now a home.

*Ivy Hill, Halifax County - After*



# *Utilities*





*Bain Water Treatment Plant, Raleigh*





Renovation pending...

*Bain Water Treatment Plant, Raleigh*





...meanwhile, a great place  
for photographers.....

*Bain Water Treatment Plant, Raleigh*





...and fashion

*Bain Water Treatment Plant, Raleigh*



# *Libraries*





Vacated for a new library.

*Durham Public Library - Before*





Now, law offices.

*Durham Public Library - After*





Former library. Now offices.

*Perry Memorial Library, Henderson*



*Historic  
African-American  
Schools*





A long-vacant former  
Rosenwald school

*Walnut Cove Colored School, Stokes County*  
*Before*





Now, a community center.

*Walnut Cove Colored School, Stokes County*

*After*





Another former Rosenwald  
school being used as a

*Lincoln Heights High School,  
North Wilkesboro*





*Oak Grove School, Bethania*





A former Rosenwald school  
that's now a museum.

*Oak Grove School, Bethania*





One of the last African-American schools  
built in NC, it will be converted into  
affordable housing and other community  
uses.

*Dunbar School, Lexington*



*City Halls –  
and Other  
Governmental  
Buildings*





A long-vacant former city hall.

*Old Sanford City Hall - Before*





Now, home of Progressive Contracting,  
which specializes in historic

*Old Sanford City Hall - After*





Another former town hall.

*Rutherfordton Town Hall*





Now, a home.

*Rutherfordton Town Hall*





A former hotel used for years for county government offices.

*Wilrik Hotel, Sanford - Before*

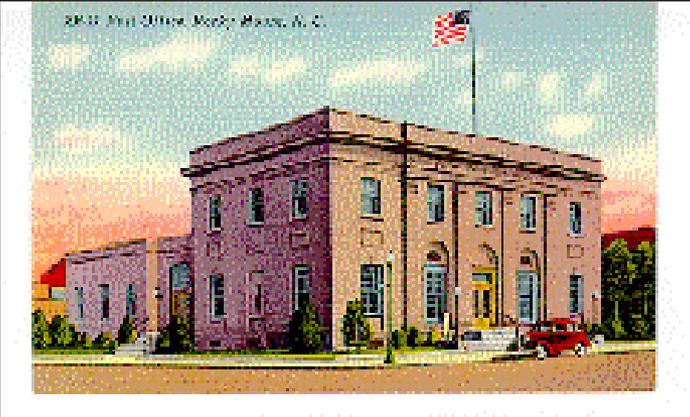




Now, affordable housing.

*Wilrik Hotel, Sanford - After*





Renovation pending.

*Old Rocky Mount Post Office*



# *Hospitals*





Former hospital, now affordable housing.

*Maria Parham Hospital, Henderson*





Former nurses' dormitory,  
now affordable housing.

*Walker Apartments, Wilmington*



# *Schools*





*Old Mount Olive  
High School - Before*





Former school, now affordable housing and a community auditorium.

*Old Mount Olive High School - After*

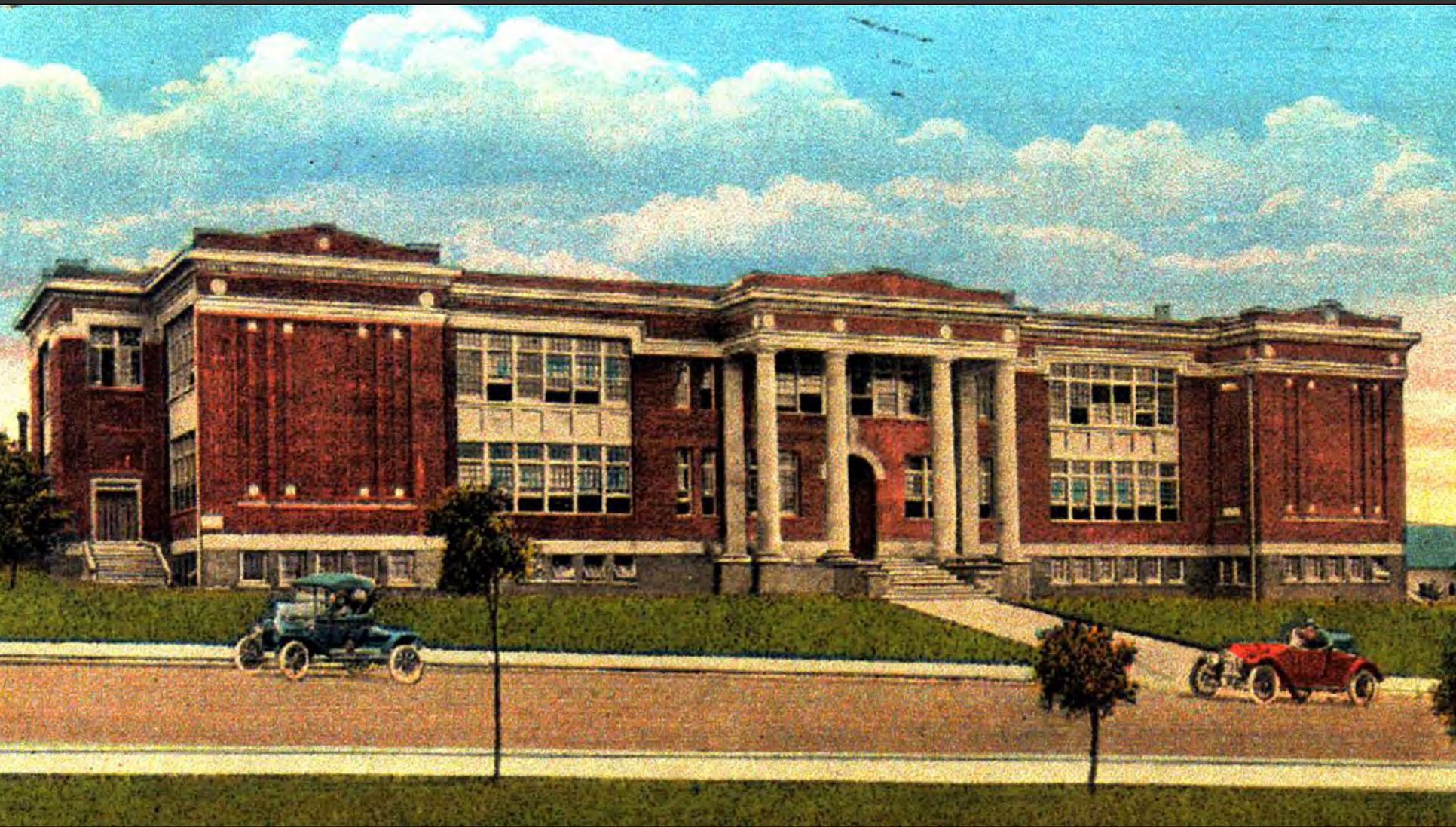




Former school, now affordable housing,  
local arts council, and community

*Swain School, Edenton - After*





Former public school, now a charter  
school.

*Gastonia Central Elementary School – Documentary*





*Gastonia Central Elementary School*





*East Flat Rock High School, Before*





Former school, now affordable  
housing

*East Flat Rock High School, After*





*Charles L. Coon High School, Wilson - Before*





Former school, now affordable housing. with community auditorium

*Charles L. Coon High School, Wilson - After*





*Dallas High School, Dallas*





Former school, now affordable housing.

***Dallas High School, Dallas***





*John A. Wilkinson High School, Belhaven*





Former school,  
now community center.

*John A. Wilkinson High School, Belhaven*





*Reidsville High School - Before*





Former school, now affordable housing

*Reidsville High School - After*





*Mulberry Street School, Statesville - Before*





Former school,  
now affordable housing.

*Mulberry Street School, Statesville - After*





*Mayworth School, Cramerton - Before*





Former school, now affordable housing.

*Mayworth School, Cramerton - After*





*Lenoir High School, Lenoir - Before*





*Lenoir High School, Lenoir*



*Once unneeded and unwanted,  
these surplus public properties  
once again serve their communities  
in a variety of new uses –*

*representing more than  
\$50 million in historic rehabilitation!*



*Know of a surplus public property  
that needs a new use?*

*Let Preservation North Carolina know.*

*[click here!]*

*You can fill out our online form at  
PreservationNC.org/Surplus*



# *Preservation North Carolina*

*Protecting the Irreplaceable™  
in North Carolina since 1939*

*220 Fayetteville Street Mall, Suite 200  
P. O. Box 27644, Raleigh, NC 27611-7644  
919-832-3652 • fax 919-832-1651 • [info@presnc.org](mailto:info@presnc.org)  
[www.PreservationNC.org](http://www.PreservationNC.org)*



# NORTH CAROLINA PRESERVATION



## Weil Houses

The Weil Houses, a pair of Victorian houses owned by a prominent Jewish family, had been acquired by the county for demolition to make way for parking lots for struggling downtown Goldsboro. Bowing to political pressure from a group of young activists, the county commissioners gave Preservation North Carolina six months to find a buyer for the Henry Weil House. When, to their surprise, PNC found a buyer, the county commissioners voted 4-3 to rescind their agreement to sell. The commissioners who opposed the sale justified their change of heart by noting that the property would still have to go through a public bidding process. Authorizing the sale of the Henry Weil House wouldn't necessarily guarantee that PNC would end up as its owner. In the bidding process the house might be purchased by a third party for demolition. PNC went to work to get legislation permitting a negotiated price without bid, with the provision that the properties are placed under preservation covenants. That legislation helped save the Henry Weil House and, three years later, the neighboring Solomon Weil House. Both houses have been lovingly restored, and downtown is experiencing a revival under the aegis of the Downtown Goldsboro Development Corporation.

## Disposition of Surplus Public Property A Smart Option

Local governments and other local public agencies sometimes end up owning historic properties for which they have no immediate use. Disposition of these properties requires special care to ensure the preservation of the historic property itself and respect its surroundings. Usually real property can only be disposed of by local public agencies through sealed bids, negotiated offers with upset bid, public auctions or exchanges. These methods create uncertainty, especially when the property is historic and an upset bid may result in its destruction.

In 1979, at the behest of then-Attorney General Rufus Edmisten, the North Carolina General Assembly passed a bill that allows local governments to sell historic properties to nonprofit preservation organizations at a negotiated price, rather than through a protracted bidding process. N.C.G.S. 160A-266 (*see sidebar*) allows for a sale by private negotiation and sale of historic properties (or properties associated with historic properties – such as adjacent properties or sites for property relocation) to a nonprofit preservation organization. That organization may then dispose of the property so long as protective covenants or a preservation easement has been incorporated into the transfer. N.C.G.S. 153A-176 extends this provision to county agencies.

Through this process conditions for the property's sale can be developed and a sympathetic purchaser found – without the uncertainty that surrounds the bidding process.

### N.C.G.S. § 160A 266.

*(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, a city may dispose of real or personal property belonging to the city by:*

- (1) Private negotiation and sale;*
- (2) Advertisement for sealed bids;*
- (3) Negotiated offer, advertisement, and upset bid;*
- (4) Public auction; or*
- (5) Exchange.*

*(b) Private negotiation and sale may be used only with respect to personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items. Real property, of any value, and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items may be exchanged as permitted by G.S. 160A 271, or may be sold by any method permitted in this Article other than private negotiation and sale, except as permitted in G.S. 160A 277 and G.S. 160A 279.*

*Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items by private negotiation and sale where (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and (iii) where a preservation agreement or conservation agreement as defined in G.S. 121 35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.*

**Preservation North Carolina (PNC) has purchased and resold more than 30 historic public properties, resulting in more than \$50 million in historic rehabilitation.**

*Go to [www.presnc.org/surplus](http://www.presnc.org/surplus) for a slide show of successfully rehabilitated properties.*

- |  |  |
|--|--|
| <b>A</b> <b>East Flat Rock High</b> <i>East Flat Rock</i><br>Affordable housing              | <b>M</b> <b>McKay House</b> <i>Dunn</i><br>Private residence   |
| <b>B</b> <b>Rutherfordton Town Hall</b> <i>Rutherfordton</i><br>Private residence and inn    | <b>N</b> <b>Durham Public Library</b> <i>Durham</i><br>Professional offices                              |
| <b>C</b> <b>Gastonia Central Elementary School</b> <i>Gastonia</i><br>Charter school         | <b>O</b> <b>Bain Water Treatment Plant</b> <i>Raleigh</i><br>Currently in development                    |
| <b>C</b> <b>Dallas High School</b> <i>Dallas</i><br>Affordable housing                       | <b>P</b> <b>Perry Memorial Library</b> <i>Henderson</i><br>Professional offices                          |
| <b>C</b> <b>Mayworth School</b> <i>Cramerton</i><br>Affordable housing and public auditorium | <b>P</b> <b>Maria Parham Hospital</b> <i>Henderson</i><br>Affordable housing                             |
| <b>D</b> <b>Lenoir High School</b> <i>Lenoir</i><br>Affordable housing and public auditorium | <b>Q</b> <b>Henry Weil House</b> <i>Goldsboro</i><br>Private residence                                   |
| <b>E</b> <b>Lincoln Heights High School</b> <i>North Wilkesboro</i><br>Community center      | <b>Q</b> <b>Solomon Weil House</b> <i>Goldsboro</i><br>Boutique retail                                   |
| <b>F</b> <b>Mulberry Street School</b> <i>Statesville</i><br>Affordable housing              | <b>Q</b> <b>Old Mount Olive High School</b> <i>Mt. Olive</i><br>Affordable housing and public auditorium |
| <b>G</b> <b>McGuire-Setzer House</b> <i>Mocksville</i><br>Private residence                  | <b>R</b> <b>Charles L. Coon High School</b> <i>Wilson</i><br>Affordable housing                          |
| <b>H</b> <b>Dunbar School</b> <i>Lexington</i><br>Affordable housing                         | <b>S</b> <b>Ivy Hill</b> <i>Halifax County</i><br>Private residence                                      |
| <b>I</b> <b>Oak Grove School</b> <i>Bethania</i><br>Museum                                   | <b>T</b> <b>John A. Wilkinson High School</b> <i>Belhaven</i><br>Community center                        |
| <b>J</b> <b>Walnut Cove Colored School</b> <i>Stokes County</i><br>Community center          | <b>U</b> <b>Bertie Memorial Hospital</b> <i>Windsor</i><br>Affordable housing                            |
| <b>K</b> <b>Reidsville High School</b> <i>Reidsville</i><br>Affordable housing               | <b>V</b> <b>Swain School</b> <i>Edenton</i><br>Affordable housing, public auditorium, art center         |
| <b>L</b> <b>Old Sanford Town Hall</b> <i>Sanford</i><br>Professional offices                 | <b>W</b> <b>Walker Nurses Dormitory</b> <i>Wilmington</i><br>Affordable housing                          |
| <b>L</b> <b>Wilrik Hotel</b> <i>Sanford</i><br>Affordable housing                            |  |



## Historic Schools

By using the negotiated bid process allowed under NCGS 160A-266, a local government can work with Preservation North Carolina (PNC) or a similar group to make sure that the property goes into responsible ownership for a good use. New investment will enhance the local tax base, and public interests are served. Developers with a credible track record have the opportunity to devise plans, undertake necessary due diligence and obtain financing before the transfer of title. The future of important public resources isn't left to chance.

PNC has worked with dozens of vacant school buildings, helping to guide them into new uses compatible with their surroundings. Uses have ranged from luxury condos to affordable housing, offices to charter schools to community centers. In several cases, local governments have negotiated for the continued public use for a portion of the property, such as public auditoriums, police training facility, recreation centers, arts council use, etc.

Through adaptive use, these former historic schools now serve important private and public purposes and represent substantial new private investments in older parts of town. Whole neighborhoods benefit from reinvestment, and tax bases are enhanced. It's a win-win proposition.



***If your local government agency has surplus historic property and you would like assistance in finding new uses and users, Preservation North Carolina can help. Contact PNC and one of its regional properties staff members will gladly work with you to help take an unused property and return it to a good new use. 919-832-3652.***

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

**OPTION TO PURCHASE  
REAL PROPERTY FOR  
HISTORIC PRESERVATION**

This **OPTION** given this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, hereinafter referred to as the "Owner," to **THE HISTORIC PRESERVATION FOUNDATION OF NORTH CAROLINA, INC.**, a nonprofit corporation organized under the laws of the State of North Carolina and having its principal offices in Raleigh, North Carolina, hereinafter referred to as the "Optionee."

**WHEREAS**, the Owner owns certain real property and improvements thereon known as \_\_\_\_\_, located at \_\_\_\_\_, \_\_\_\_\_, North Carolina, hereinafter referred to as "the Subject Property" more particularly described on EXHIBIT A, which is attached hereto and made a part hereof; and,

**WHEREAS**, the Owner wishes to convey the Subject Property pursuant to N.C.G.S. § 160A-266(b) (and 153A-176, if applicable); and,

**WHEREAS**, the Subject Property is significant for its architectural, cultural and historical associations; and,

**WHEREAS**, Optionee is a nonprofit corporation whose purposes include the preservation of real property of architectural, archeological, artistic, cultural or historical significance; and,

**WHEREAS**, Optionee intends to place an additional Preservation Agreement on the Subject Property; and

**NOW, THEREFORE**, for and in consideration of the **sum of One Dollar (\$1.00)** paid to the Owner and other good and valuable consideration, the receipt of which is hereby acknowledged, Owner hereby gives, grants and continues unto Optionee, its successors and assigns, the exclusive right and option to purchase from the Owner upon the terms and conditions hereafter set forth the Subject Property, together with any buildings and improvements thereon and all other appurtenances thereunto belonging or appertaining, and all right, title and interest which the Owner may have in all rights-of-way, roads, streets and ways bounding said property.

- 1. EXPIRATION DATE.** This Option shall expire at 12:00 noon on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
- 2. ACCEPTABLE TITLE.** Owner warrants that the title to the Subject Property is free and clear of all liens and encumbrances, except real property taxes and assessments for the current year, and covenants and restrictions of record. If the evidence of title resulting from a title search discloses any defects in light of and pursuant to the herein stated warranty, the Owner shall have twenty days after receipt of notification of such defects to cure said defects and to provide to Optionee written certification of such action.
- 3. METHOD OF EXERCISE.** This Option may be exercised by the Optionee by delivering to \_\_\_\_\_, not later than the date set forth in Paragraph 2, a written notice stating that the Optionee exercises the Option and fixing a date for the conveyance of the Subject Property to the Optionee, which date, hereinafter called the closing date, shall be not less than five nor more than sixty days after the delivery of such notice.
- 4. PURCHASE PRICE.** If the Option shall be duly exercised as provided in Paragraph 4, Owner agrees to sell to Optionee and Optionee agrees to purchase the Subject Property from the Owner for a price of \_\_\_\_\_ as follows: Cash at closing or short-term owner financing to be arranged.

5. **DELIVERY OF DEED AND POSSESSION.** The Owner shall execute and deliver to the Optionee, on the designated closing date, a good and sufficient warranty deed, with proper documentary stamps affixed thereto, conveying the real property to the Optionee.
6. **ADJUSTMENTS.** The following shall be prorated as of the date the purchase price is paid: real property taxes and assessments for the current tax year.
7. **ENTRY ON SUBJECT PROPERTY.** The Optionee, its agents or assigns, shall have the right to enter in and upon the Subject Property described in Paragraph 1 for the purpose of making surveys and other appropriate purposes needed for the evaluation and showing of the Subject Property.
8. **FAILURE TO EXERCISE.** If this Option is not exercised, all of the consideration given for it shall be retained by the Owner. However, if the Owner shall not perfect the title to the Subject Property within the allotted time period, the Optionee shall be refunded the consideration given to the Owner for the grant of this Option.
9. **RISK OF LOSS.** Risk of loss or damage by fire, vandalism or other casualty prior to payment of the purchase price shall remain with the Owner.
10. **HAZARDOUS MATERIALS.** To the best of Owner's knowledge, the property is free of all chemical substances, asbestos, oil, ureaformaldehyde, PCBs and all other toxic, radioactive or hazardous wastes, materials, substances or contaminants (collectively "Hazardous Materials"); to the best of Owner's knowledge no Hazardous Materials have ever been stored, disposed or located upon the Property.
11. **ENTIRE AGREEMENT.** This Option constitutes the entire agreement between the parties. No representations, warranties, or promises pertaining to this Option or any property affected by this Option have been made by, or shall be binding on any of the parties, except as expressly stated in this Option. This Option may not be changed orally, but only by an agreement in writing signed by the parties against whom enforcement of any such change is sought.
12. **NOTICES.** Any notice or demand under this option shall be sent by registered or certified mail as follows: \_\_\_\_\_ on behalf of the Owner; or The Historic Preservation Foundation of North Carolina, Inc., P.O. Box 27644, Raleigh, North Carolina 27611-7644, c/o J. Myrick Howard, on behalf of the Optionee.
13. **BENEFIT.** This Option shall inure to the benefit of, and shall bind, the heirs, successors and assigns of the respective parties.
14. **RESTRICTIVE COVENANTS AND PRESERVATION AGREEMENT.** As a part of the transaction contemplated by this Option, the property shall be conveyed subject to restrictive covenants and a preservation agreement that complies with N.C.G.S. § 160A-266 and 121-35.

**IN WITNESS WHEREOF**, the Owner has executed and delivered this agreement, the day and year first above mentioned.

**OWNER:**

ATTEST: \_\_\_\_\_  
Secretary

MUNICIPALITY NAME

BY \_\_\_\_\_  
Name, Title

APPROVED AS TO FORM:

\_\_\_\_\_  
Name, Attorney

**OPTIONEE:**

THE HISTORIC PRESERVATION FOUNDATION  
OF NORTH CAROLINA, INC.

ATTEST: \_\_\_\_\_  
(Assistant Secretary)

BY \_\_\_\_\_  
J. Myrick Howard, President

\_\_\_\_\_ COUNTY, NORTH CAROLINA

I, \_\_\_\_\_, a Notary Public for \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that he/she is \_\_\_\_\_ of \_\_\_\_\_, and that he/she, as \_\_\_\_\_, being authorized to do so, executed the foregoing on behalf of \_\_\_\_\_.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

My commission expires: \_\_\_\_\_

NORTH CAROLINA  
WAKE COUNTY

I, \_\_\_\_\_, a Notary Public for Wake County, North Carolina, certify that J. Myrick Howard personally came before me this day and acknowledged that he is President of THE HISTORIC PRESERVATION FOUNDATION OF NORTH CAROLINA, INC., a non-profit North Carolina corporation, and that he, as President, being authorized to do so, executed the foregoing instrument on behalf of the corporation.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

My commission expires: \_\_\_\_\_

## **EXHIBIT A**

### **RESTRICTIVE COVENANTS AND PRESERVATION AGREEMENT FOR THE**

---

The Subject Property shall be and shall permanently remain subject to the following agreement, easements, covenants and restrictions:

1. These covenants shall be administered solely by the Grantor, its successors in interest or assigns. Upon any conveyance of the Subject Property by Grantee, Grantor's rights under these Restrictive Covenants and Preservation Agreement shall pass to Grantee.
2. No alteration and no physical or structural change and no changes in the color, material or surfacing shall be made to the exterior of the Subject Property without the prior written approval of the Grantor.
3. No addition or additional structure shall be constructed or permitted to be built upon the subject property unless the plans and exterior designs for such structure or addition have been approved in advance in writing by Grantor.
4. No structure on the Subject Property may be removed or demolished without the prior written approval of Grantor.
5. These restrictions shall be covenants and restrictions running with the land.
6. Unless otherwise provided, the covenants and restrictions set forth above shall run in perpetuity.
7. Each provision of this document shall be interpreted in such a manner as to not affect the validity of the conveyance of the Subject Property under N.C.G.S. § 160A-266 and 121-35. However, if the application of any provision shall be invalid or shall result in the invalidity of the conveyance of the Subject Property under N.C.G.S. § 160A-266 and 121-35, that provision shall be null and void. The provisions of this document are declared to be severable.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016

Department: Governing Board

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

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

**PRESENTER/INFORMATION CONTACT:** Kathleen Ferguson, Commissioner

### ITEM TO BE CONSIDERED

Subject:

Request to petition the Orange County Board of Commissioners to create an interlocal workgroup on affordable housing

Attachment(s):

None

Brief Summary:

Commissioner Ferguson requests the Hillsborough Board of Commissioners petition the Orange County Board of Commissioners to create an interlocal workgroup on affordable housing to include two elected officials from each elected board within Orange County. This petition has been introduced to the Board of County Commissioners and is being brought before all three municipal boards.

Action Requested:

Discuss request

### 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: April 11, 2016  
 Department: Public Works  
 Public Hearing:  Yes  No  
 Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

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

**PRESENTER/INFORMATION CONTACT:** Ken Hines, Public Works Director

### ITEM TO BE CONSIDERED

Subject:

Update of the Traffic Calming Policy

Attachment(s):

Draft Traffic Calming Policy

Brief Summary:

At the July 2015 Town Board meeting, town staff indicated to the Board the current Traffic Calming Policy may need to be updated so the criteria for traffic calming would be more appropriate for the streets in Hillsborough.

Action Requested:

Review draft Traffic Calming Policy and provide guidance to Town staff

### ISSUE OVERVIEW

Background Information & Issue Summary:

One evaluation criteria of the current traffic calming policy is the measured 85<sup>th</sup> percentile speed must be more than 10 mph over the posted speed limit. For example, if the posted speed limit is 20 mph, then the 85<sup>th</sup> percentile speed of vehicles would need to be 31 mph (55% over the speed limit) to meet the criteria. In the revised policy, the 85<sup>th</sup> percentile criteria has been lowered to more than 7 mph (40%) over the posted speed limit.

The Procedure for Obtaining Approval and Petition Requirements refers to residents/property owners signatures on the petition and on the Signatures of Petitioners page it refers to occupants of the properties. Staff requests clarification from the Board on who will be eligible to sign the petition. Verification of signatures of rental property would be more difficult for staff to identify.

In the current policy, the number of valid signatures for or against installation of a traffic calming device must meet or exceed 65%, however, in the petition section it states the Town Board prefers 75%. For consistency both sections in the new policy state 75% of the signatures must support installation.

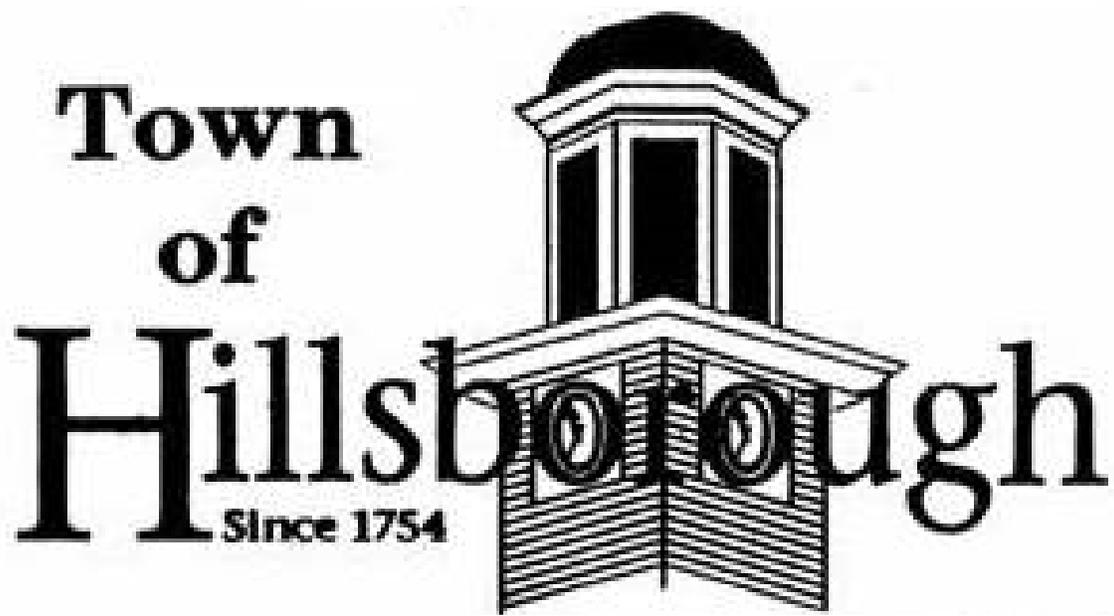
Other additions to the policy include different ways a request may be made for a traffic calming study and the procedures to be followed. In a neighborhood with a homeowner's association, the HOA must make the traffic calming request. Note: Changes to the Traffic Calming Policy have been highlighted on the attachment.

Financial Impacts:

New policy may increase the number of traffic calming devices due to the lowering of the 85<sup>th</sup> percentile.

Staff Recommendations/Comments:

None



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## **TRAFFIC CALMING POLICY**

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# TOWN OF HILLSBOROUGH: RESIDENTIAL TRAFFIC CONTROL POLICY

## Policy Statement

The Town of Hillsborough wishes to have a procedure **that outlines the process to** incorporate traffic calming devices and systems in order to alleviate speeding, excessive traffic volume, dangerous intersections or other conditions that are of a public safety nature.

The purpose of this document is to present ways in which **the town and its residents** can find solutions to residential traffic problems as approved by the Hillsborough Board of Commissioners. Consideration is given to a variety of residential traffic concerns and to the characteristics of these concerns on a case-by-case basis. Each situation is reviewed with respect to the available traffic control measures that have been, or could be, found effective in alleviating the neighborhood traffic concern.

The following outlines these guidelines and procedures which can be used to develop the optimum solution or solutions to each particular situation. There are many factors taken into consideration when reviewing residential traffic concerns to determine the most feasible traffic control measure. These factors include the surrounding roadway network, resident access, speeds and/or volume of traffic, accident history, neighborhood response and budget considerations.

Note: Public health and safety concerns are always the overriding consideration when installing or removing traffic control devices.

## Request for Evaluation

**A street segment can be added to the list of streets to be studied for potential traffic calming in a number of ways:**

- 1. A citizen or group of citizens contacts the Public Works Department directly to express their concerns about speeding traffic or excessive volumes of traffic on their street.**
- 2. A recommendation to study is made by the Board of Commissioners or the Planning Board. This recommendation may follow a request to one of these public bodies from a citizen or group of citizens; or the concern may surface during the regular business of these public bodies;**
- 3. The Hillsborough Police Department recommends the addition of a street to be studied based on their enforcement efforts and/or citizen concerns;**
- 4. The Public Works Department initiates a study based on field observations.**

## Evaluation Criteria for Streets

1. The street must be classified as a two-lane residential street.
2. The street must be a municipality maintained roadway that receives Powell Bill funding. State roadways are excluded under this policy.
3. The posted speed limit on the affected length of the street **must be 25** miles per hour or less-
- 4. The measured 85<sup>th</sup> percentile speed must be more than 7 mph higher than the posted speed limit.**
5. Traffic volume must exceed 500 vehicles per day. Actual traffic volume will be based on traffic counts conducted by the Town of Hillsborough Public Works staff or its designee.

6. A positive recommendation for installation must be received from Police, Fire, and EMS.

### **Procedure for Obtaining Approval**

1. The process is initiated when the Public Works Director receives a request for installation of a traffic control device through one of the methods outlined in the Street Evaluation section above.
2. Demonstration of Support
  - a. **If Initiated by Resident(s)**
    - i. A preliminary investigation into the first five qualifying criteria will be completed. If these criteria are met, the Public Works Director or his designee will conduct a field investigation of the impacted area. A petition package containing the Town of Hillsborough Traffic Calming Policy and a Petition Form will be mailed to the requesting party. See the petition requirements outlined in the section below.
    - ii. The requesting party is responsible for obtaining signatures on the petition form and returning it to Town Hall. If the number of valid signatures equals or exceeds 75% of the total number of **residents/property owners** on the impacted area, Police, Fire, and EMS will be contacted for recommendations.
  - b. **If Initiated by Other Method**
    - i. The Public Works Department will send a questionnaire to **residents/property owners** in the impacted area asking whether they approve the installation of a traffic calming device. No petition is required.
    - ii. If the number of valid signatures indicating approval of the installation equals or exceeds 75% of the total number of **residents/property owners** on the impacted area, Police, Fire, and EMS will be contacted for recommendations.
3. Traffic monitoring devices will be used to determine average daily traffic, vehicle speeds, and vehicle types.
4. When all qualifying criteria are met, a report will be prepared for the Board of Commissioners outlining all relevant information and any extenuating circumstances concerning the characteristics of a requested street.
5. The Board of Commissioners will approve or disapprove installations for the requested street based on the "finding of fact" report provided by the Public Works Director.

### **Petition Requirements**

1. Those parties requesting the installation of a Traffic Calming Device must demonstrate sufficient support for the installation of the device in the affected area; support shall be shown by signatures obtained on the standard Petition for Traffic Control Devices provided by the Town.
2. Only one signature per household can be obtained.
3. Signatures must be of the current **residents/property owners** within the defined study area.
4. **Residents/Property owners** must provide their address in space allotted.
5. Signatures will be checked by Town Hall staff using property records.
6. Signatures that do not adhere to these requirements will be considered invalid.
7. The number of valid signatures either for or against installation must meet or exceed ~~65~~**75**% of the total

number of residents/property owners of the impacted area.

8. If the street is located in a neighborhood with a homeowner association (HOA), the traffic calming request must originate from the HOA.

Note: The Board of Commissioners will need to define whether residents and/or property owners will be included in the survey.

### Funding

The Town of Hillsborough has not identified a budgeted amount of special funding source for traffic calming projects. Nor has the Town set aside any existing funds to be used exclusively on traffic calming projects. Other funding options available are special assessments, operating funds, and private funding. The Town of Hillsborough Board of Commissioners will determine the appropriate funding mechanism for the installation of traffic calming devices on a case-by-case basis.

#### Assessments:

Installation of traffic calming devices is considered a street improvement and is eligible for special assessments in accordance with North Carolina General Statute § 160A-216 (1).

#### Powell Bill (Operating Budget)/General Fund (Operating Budget):

The Town of Hillsborough will cover the cost of activities associated with the development, construction and installation of traffic calming devices dependent upon the availability of funding.

#### Private Funding:

Residents of an existing neighborhood wishing to accelerate the process may choose to fund all or part of the development, construction and installation of their requested traffic calming device.

#### General Fund/Powell Bill (Operating Budget)/Private Funding:

The Town of Hillsborough and residents of an existing neighborhood will share in the cost of activities associated with the development, construction and installation of traffic calming devices. The Town's participation in any cost sharing venture is dependent on the availability of funding.

### Traffic Calming Measures

#### **Non-Physical Traffic Calming Measures**

1. **Speed Enforcement** – Temporary targeted speed limit enforcement in areas where residents are concerned.
2. **Radar Trailers** – A radar trailer can be placed adjacent to a roadway to measure and display a passing vehicle's speed. Providing the posted speed limit on the device reminds drivers to slow down if they are traveling too fast.
3. **Lane Striping** – Lane striping can be used to visually narrow travel lanes in a given area. By using highly visible stripes, vehicles are encouraged to slow down.
4. **Signage** – Placing appropriate warning and information signs and additional regulatory signs reminds motorists of the various roadway conditions and hazards of the area.
5. **Pavement Marking Legends** – The speed limit or other driver information can be painted onto the street to remind drivers of the speed limit or other area conditions that warrant special attention.
6. **High Visibility Crosswalk** – High intensity paint or plastic can be used in a dense pattern to

- clearly delineate a crosswalk. Crosswalk should be accompanied by appropriate signage.
7. **On-Street Parking** – Designates area along a street to store vehicles. On-street parking may be used along one or both sides of the street. May also be a revenue generator through permit, meter, or other methods.
  8. **Raised Pavement Markers** – Raised pavement markers are plastic reflectors installed in the pavement that, when installed in series, alert the driver when they are deviating from the travel lane. They can be installed on the centerline and edgeline of a roadway or across a roadway to function as a rumble strip. They are often used on curves.
  9. **Streetscaping** – Streetscaping can incorporate many different ideas and approaches. Typically, streetscaping includes planting street trees and other landscaping along the roadway. Streetscaping also usually involves establishing a planting area between the street and the sidewalk.
  10. **Multi-Way Stops** – Multi-way stops involve placing stop signs on all approaches to an intersection. Considerations for multi-way stops should follow guidelines as described in the Manual on Uniform Traffic Control Devices (MUTCD).
  11. **Turn Prohibitions and Other Restrictions** – Turn prohibition signs are posted to restrict movement through a given area and to limit travel in certain directions. Other restrictions, such as "No Trucks," can also help reduce cut-through traffic. Speed limit reductions can be used in areas where existing speed limits are higher than desired; however, speed limit changes alone are generally not effective in significantly reducing travel speeds on local residential streets.
  12. **Gateways/Entryways** – Gateways include decorative signing and/or landscaping to visually identify the entrance to a neighborhood or commercial district. This measure helps to make the area appear as a destination rather than a connection to another area. Gateways are often incorporated into a median island.
  13. **Colored Pavements** – Pavement can be installed with many colors and patterns. These unique properties can slow drivers by forcing them to process different patterns as they approach an area. Colored pavement can also help delineate the separation between a travel lane and lanes that accommodate other modes of transportation

### **Vertical Traffic Calming Measures**

14. **Textured Pavement** – Textured pavements can alert motorists to special conditions through sound and/or vibration. Rumble strips are a typical example of how textured pavement can produce a sound to warn a driver approaching a hazardous condition. Textured pavements combined with colored pavements can delineate a special area, such as a historic district. Brick pavers are a form of textured pavement.
15. **Speed Humps** – Raised hump (pavement undulation) in the roadway with a parabolic top which exceeds across the road at right angles to the direction of traffic flow. Most effective if used in a series; spaced 300'-500' apart
16. **Speed Lumps** – Speed lumps are a variation of speed humps that add two cut-outs for tires of larger vehicles. The cut-outs are designed so that wider vehicles, such as emergency vehicles, can fit through with little slowing but a standard vehicle must pass at least one side of its wheels over the hump.
17. **Speed Tables** – Speed tables are elongated speed humps with flat tops that usually allow for the entire wheel base of a standard vehicle to be on the top flat part. Usually, a textured pavement or alternative design is used to distinguish the speed table from the rest of the roadway.
18. **Raised Crosswalks** – Raised crosswalks are equivalent to speed tables with crosswalk markings. Should be accompanied by appropriate signage.
19. **Raised Intersections** – Raised intersections are equivalent to speed tables, only they are applied over the entire intersection with ramps on all sides. They are normally at or near the same elevation as the sidewalk. Often include textured and/or colored pavements.

## Horizontal Traffic Calming Measures

20. **Traffic Circles** – Provides circular, counter clockwise operations at intersections by placing a raised island in the middle of the intersection. Vehicles on the “thru” street must change their travel path to maneuver around the circle. Entry into the intersection is often controlled by Yield signs on all approaches.
21. **Roundabouts** – Similar to traffic circles but larger and with "splitter" islands on each approach that flare entry into the circle. They are more typically used as a substitute for a traffic signal. Traffic on the approaches must yield to vehicles within the circle.
22. **Curb Extensions** – Used to make pedestrian crossing movements shorter and easier. Used to narrow the roadway cross-section at particular points (intersection, mid-block, etc.) but still maintains separate lanes for opposing traffic flows. Often used in combination with a raised crosswalk.
23. **Chicanes** – Physical constriction built at the curbside of the roadway to create bends in a formerly straight road. Vehicles are forced to negotiate the narrowed street in a serpentine fashion. Retrofitting an existing street typically allows one lane through the chicane so that opposing traffic must alternate passage through the constraints.
24. **Lateral Shifts** – A lateral shift is a curb extension which shifts the roadway horizontally. A second shift downstream may move the roadway back to the original alignment. These are also frequently called two-lane chicanes.
25. **Neckdowns** – Neckdowns are used to make streets more pedestrian-friendly by shortening the crossing distance and reduce speed by narrowing the travel lanes.
26. **Realigned Intersections** – Realigned intersections are changes in alignment that cover T-intersections with straight approaches into curving streets that meet at right angles. A former "straight-through movement" along the top of the T becomes a turning movement. This is one of the few traffic calming measures available for T-intersections.
27. **Bulbouts** – Similar to curb extensions at intersections. Used to narrow the street width to help facilitate pedestrian movements and reduce speeds on one or more approaches.
28. **Two-Lane Chokers** – Two-lane chokers are used at mid-block points to reduce the overall cross section of the street providing a natural slow down point.
29. **One-Lane Chokers** – Curb extensions toward the center of the roadway that reduce the street from two lanes to one lane. This requires vehicles to come to a stop and yield to oncoming traffic.
30. **Center Island Narrowing** – Narrowing of the roadway with a raised center island, typically planted, between the travel lanes. They also provide a pedestrian refuge thereby allowing pedestrians to cross one travel lane at a time.
31. **Medians** – Used to separate lane movements and provide a visual cue along the roadway. Medians can be especially effective along curves. Medians can also be used as a diversion device by restricting access at intersections and to adjacent properties.

## Diversion Traffic Calming Measures

32. **Street Closures** – Barrier or pavement removal intended to block all vehicle access on a street. Pedestrian and bicycle access is typically maintained. Often designed to allow emergency vehicles to “break-through” the closure. Cul-de-sacs are a common form of this measure.
33. **Diagonal Diverters** – Diagonal diverters bisect an intersection diagonally, disconnecting the legs of the intersection and creating two separate roadways. This can be accomplished with a simple barrier such as guardrail or through pavement removal and landscaping. Pedestrian and bicycle access is typically maintained. Can be designed to allow emergency vehicles to “break-through” the barrier.

34. **Semi-diverters** – A semi-diverter is a barrier, usually a landscaped island, on one side of a street at an intersection that permits traffic on the opposite direction to pass through; thereby creating a one-way street at the intersection but maintaining two-way traffic for the rest of the block.

## Traffic Control Devices

Speed Control Devices	Advantages	Disadvantages	Estimated Cost
Speed Enforcement	<ul style="list-style-type: none"> <li>• May be implemented immediately with little planning</li> <li>• No impact to emergency response times.</li> <li>• Secondary benefits include reduced crime and higher sense of security</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive to maintain for an extended period of time</li> <li>• May only be effective for a short time</li> <li>• May only be effective for short distances</li> </ul>	<ul style="list-style-type: none"> <li>• Varies</li> </ul>
Radar Trailers	<ul style="list-style-type: none"> <li>• In the long-term, less expensive than police enforcement</li> <li>• May be implemented immediately with little planning</li> <li>• No impact to emergency response times</li> <li>• Effective for reducing speeds in short span</li> </ul>	<ul style="list-style-type: none"> <li>• Only effective for one direction of travel at a time</li> <li>• May only be effective for a short time</li> <li>• May only be effective for short distances</li> </ul>	<ul style="list-style-type: none"> <li>• Varies</li> </ul>
Lane Striping	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• May be implemented quickly with little planning</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Increases maintenance costs</li> </ul>	<ul style="list-style-type: none"> <li>• \$0.15-\$1.00 per lineal foot (paint)</li> <li>• \$1-\$5 per lineal foot (plastic)</li> </ul>
Signage	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Increases maintenance costs</li> <li>• Signs typically considered unsightly – most people do not want them in their yard</li> </ul>	<ul style="list-style-type: none"> <li>• \$50-\$100 per sign</li> </ul>
Pavement Marking Legends	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• May be implemented immediately with little planning</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Increases maintenance costs</li> <li>• Has not been proven to reduce speeds</li> </ul>	<ul style="list-style-type: none"> <li>• \$25-\$50 per letter or number</li> <li>• \$100-\$200 per symbol</li> </ul>
High Visibility Crosswalk	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• No impact to emergency response vehicles</li> <li>• Helps collect and distribute pedestrians along the street</li> <li>• Increases visibility of pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>• Requires more maintenance than normal crosswalk</li> <li>• May provide pedestrians with false sense of security, especially when used at mid-block locations or uncontrolled approaches to an intersection</li> </ul>	<ul style="list-style-type: none"> <li>• \$200 per crosswalk per lane</li> </ul>
On-Street Parking	<ul style="list-style-type: none"> <li>• Provides more vehicle storage</li> <li>• Narrows street width to encourage slower vehicular traffic</li> <li>• Shortens pedestrian crossing distance</li> <li>• Encourages pedestrian activity in an area</li> </ul>	<ul style="list-style-type: none"> <li>• May be ineffective if parking is not adequately utilized</li> <li>• May reduce sight distance for both drivers and pedestrians</li> <li>• May increase certain types of vehicular crashes</li> <li>• May restrict bicycle movements</li> <li>• Traffic volumes may increase, especially in areas in high demand and low availability of off-street parking</li> <li>• May impede emergency response vehicles and solid waste collection</li> </ul>	<ul style="list-style-type: none"> <li>• Dependent on frequency of spaces; enforcement costs, etc.</li> </ul>

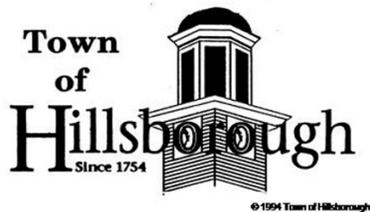
Raised Pavement Markers	<ul style="list-style-type: none"> <li>• Inexpensive</li> <li>• May be implemented immediately with little planning</li> <li>• No impact to emergency response times</li> <li>• Secondary benefits include increased delineation and roadway safety</li> </ul>	<ul style="list-style-type: none"> <li>• Noise</li> <li>• May be unintentionally removed during snow removal</li> <li>• Increased maintenance costs</li> </ul>	<ul style="list-style-type: none"> <li>• \$2-\$7 per marker</li> </ul>
Streetscaping	<ul style="list-style-type: none"> <li>• May reduce speeds and volumes</li> <li>• Positive aesthetic effect</li> <li>• Good functionality</li> <li>• Increases pedestrian activity</li> <li>• Improves quality of life and neighborhood</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Can create vehicular hazards</li> <li>• Can create poor visibility conditions if installed too dense</li> <li>• Possibly increased maintenance costs</li> </ul>	<ul style="list-style-type: none"> <li>• Varies depending on materials, length and width of application area, and availability of right-of-way</li> </ul>
Multi-Way Stops	<ul style="list-style-type: none"> <li>• If traffic signals are warranted, can be used as temporary measure</li> <li>• Can reduce intersection collisions</li> <li>• Little impact to emergency response times</li> <li>• May be implemented quickly with little planning</li> <li>• May provide a safer crossing for pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>• Speeds between intersections often increase</li> <li>• Increases noise and air pollution</li> <li>• Can cause rear-end accidents</li> <li>• Requires enforcement</li> <li>• If stop signs are warranted, disregard for measure can create dangerous situations</li> </ul>	<ul style="list-style-type: none"> <li>• \$300-\$600 per intersection</li> </ul>
Turn Prohibitions and Other Restrictions	<ul style="list-style-type: none"> <li>• Inexpensive to install</li> <li>• No impact to emergency response times</li> <li>• May increase pedestrian safety</li> <li>• Transit and school buses can be exempted</li> <li>• Restrictions can be “part-time”</li> </ul>	<ul style="list-style-type: none"> <li>• Deliberate violation could create a hazard</li> <li>• May divert problem onto another street</li> <li>• Requires enforcement</li> <li>• Requires approval of an enabling ordinance</li> <li>• Not effective for reducing speeds</li> </ul>	<ul style="list-style-type: none"> <li>• \$100-\$200 and enforcement costs</li> </ul>
Gateways/Entryways	<ul style="list-style-type: none"> <li>• May reduce volumes</li> <li>• Positive aesthetic effect</li> <li>• Good functionality</li> <li>• Improves quality of life for neighborhood</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Can create vehicular hazards</li> <li>• Can create poor visibility conditions</li> <li>• Can be expensive</li> </ul>	<ul style="list-style-type: none"> <li>• Varies depending on materials, length and width of application area</li> </ul>
Colored Pavements	<ul style="list-style-type: none"> <li>• May reduce speeds and volumes</li> <li>• Positive aesthetic effect</li> <li>• Good functionality</li> <li>• Increases pedestrian safety</li> <li>• Improves quality of life for neighborhood</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Can create vehicular hazards</li> <li>• Can make roadway features difficult to see if installed too densely</li> <li>• Increased maintenance</li> <li>• Surface can be slick – hazardous to pedestrians and cyclists</li> </ul>	<ul style="list-style-type: none"> <li>• Varies depending on materials, length and width of application area</li> </ul>

Textured Pavement	<ul style="list-style-type: none"> <li>• May reduce vehicle speeds</li> <li>• May add aesthetic value</li> <li>• If used at an intersection, can calm two streets at once</li> <li>• Little or no impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Textured materials are expensive</li> <li>• Increased noise</li> <li>• Difficult for physically challenged individuals to maneuver</li> <li>• Increases maintenance costs</li> </ul>	<ul style="list-style-type: none"> <li>• Varies with material and area of installation</li> </ul>
Speed Humps	<ul style="list-style-type: none"> <li>• Effective in reducing speeds</li> <li>• Compatible with pedestrian and bicycle movements</li> <li>• May also decrease cut-through traffic by increasing travel time</li> <li>• Inexpensive</li> </ul>	<ul style="list-style-type: none"> <li>• Increases noise when vehicles travel over them</li> <li>• Increased maintenance costs</li> <li>• Slows emergency vehicles and buses</li> <li>• Aesthetics</li> <li>• Can be very uncomfortable to vehicle occupants with certain disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,500-\$2,000</li> </ul>
Speed Lumps	<ul style="list-style-type: none"> <li>• Effective in reducing speeds</li> <li>• Maintains rapid response time</li> <li>• Inexpensive</li> <li>• Relatively easy for bicyclists to cross if installed correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Aesthetics</li> <li>• Private vehicles with large wheel bases can avoid the lumps</li> <li>• Increased noise</li> <li>• Increases maintenance costs</li> <li>• Can be very uncomfortable to vehicle occupants with certain disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,800-\$2,000</li> </ul>
Speed Tables	<ul style="list-style-type: none"> <li>• Smoother than humps for larger vehicles</li> <li>• Effective in reducing speeds</li> <li>• Compatible with pedestrian and bicycle movements</li> <li>• May also decrease cut-through traffic by increasing travel time</li> </ul>	<ul style="list-style-type: none"> <li>• Aesthetics, if decorative surface material is not used</li> <li>• Decorative materials are expensive</li> <li>• Increased noise</li> <li>• Increased maintenance costs</li> <li>• Slows emergency vehicles and buses</li> <li>• Can be very uncomfortable to vehicle occupants with certain disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• \$ 4,500-\$6,5000 each (depending on materials)</li> </ul>
Raised Crosswalks	<ul style="list-style-type: none"> <li>• Smoother than humps for larger vehicles</li> <li>• Effective in reducing speeds</li> <li>• Increases visibility for pedestrians</li> <li>• Slows vehicular traffic at conflict point with pedestrians</li> <li>• Better than a simple crosswalk for visually impaired pedestrians</li> <li>• May also decrease cut-through traffic by increasing travel time</li> </ul>	<ul style="list-style-type: none"> <li>• Aesthetics, if decorative surface material is not used</li> <li>• Decorative materials are expensive</li> <li>• Increased noise</li> <li>• Increased maintenance costs</li> <li>• Slows emergency vehicles and buses</li> <li>• Can be very uncomfortable to vehicle occupants with certain disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,800-\$4,000 (depending on materials)</li> </ul>

Raised Intersections	<ul style="list-style-type: none"> <li>• Smoother than humps for larger vehicles</li> <li>• Effective in reducing speeds</li> <li>• Increases visibility for pedestrians</li> <li>• Slows vehicular traffic at conflict point with pedestrians</li> <li>• May also decrease cut-through traffic by increasing travel time</li> </ul>	<ul style="list-style-type: none"> <li>• Aesthetics, if decorative surface material is not used</li> <li>• Decorative materials are expensive</li> <li>• Increased noise</li> <li>• Increases maintenance costs</li> <li>• Slows emergency vehicles and buses</li> <li>• Can be very uncomfortable to vehicle occupants with certain disabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Varies by material used and intersection size</li> </ul>
Traffic Circles	<ul style="list-style-type: none"> <li>• May significantly reduce speeds on “thru” street</li> <li>• Reduces intersection collisions</li> <li>• Provides additional street aesthetics</li> <li>• May be used as a volume control device without limiting access</li> </ul>	<ul style="list-style-type: none"> <li>• May require the removal of parking near intersection</li> <li>• May cause sight distance problems for vehicles</li> <li>• Depending on size and location, may have high installation costs</li> <li>• May impact emergency response times</li> <li>• May impede larger vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• \$5,000-\$10,000</li> </ul>
Roundabouts	<ul style="list-style-type: none"> <li>• Reduces vehicle speeds</li> <li>• Eliminates typical left-turn conflicts</li> <li>• In the long run, more economical to maintain than a traffic signal</li> <li>• Adds to street aesthetics</li> <li>• Reduces crash severity at intersections</li> </ul>	<ul style="list-style-type: none"> <li>• Often requires a large amount of right of way</li> <li>• May require additional lighting to lessen driver confusion at night</li> <li>• Not a typical traffic calming measure for local streets (used for collectors and minor thoroughfares)</li> <li>• Initial costs are high</li> </ul>	<ul style="list-style-type: none"> <li>• Single lane roundabout \$20,000-\$120,000 (depending on Right-of-Way requirements)</li> </ul>
Curb Extensions	<ul style="list-style-type: none"> <li>• Narrows street width to encourage slower vehicle traffic at specific points</li> <li>• Shortens pedestrian crossing distance and makes pedestrians more visible</li> <li>• May facilitate more on-street parking spaces</li> <li>• Intended to reduce vehicle speeds</li> </ul>	<ul style="list-style-type: none"> <li>• Conflicts with flow of bicycle lanes</li> <li>• Requires removal of some on-street parking</li> </ul>	<ul style="list-style-type: none"> <li>• \$7,000-\$10,000</li> </ul>
Chicanes	<ul style="list-style-type: none"> <li>• Typically results in lower speeds</li> <li>• One lane chicanes can significantly reduce cut-through traffic</li> <li>• Can be aesthetically pleasing</li> </ul>	<ul style="list-style-type: none"> <li>• May lead to an increase in head-on collisions</li> <li>• Higher maintenance costs</li> <li>• Can severely impact emergency response vehicles</li> <li>• Should not be used in areas with frequent driveways</li> <li>• Loss of on-street parking</li> </ul>	<ul style="list-style-type: none"> <li>• \$4,000-\$8,000 (depends on length of road affected)</li> </ul>
Lateral Shifts	<ul style="list-style-type: none"> <li>• Is an effective tool for slowing traffic on high volume streets</li> <li>• Easy functionality for larger vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Less effective for reducing speeds than a one lane chicane</li> <li>• Proper design is crucial to avoid lane changing by vehicles</li> <li>• Loss of on-street parking</li> <li>• May require additional right-of-way</li> </ul>	<ul style="list-style-type: none"> <li>• Varies by length, width and shift distance</li> </ul>

Neckdowns	<ul style="list-style-type: none"> <li>• Increased pedestrian safety and range</li> <li>• Reduces speeds</li> </ul>	<ul style="list-style-type: none"> <li>• May require bicyclists to merge with traffic</li> <li>• May slow emergency vehicles</li> <li>• Loss of on-street parking</li> </ul>	<ul style="list-style-type: none"> <li>• \$4,000-\$6,000</li> </ul>
Realigned Intersections	<ul style="list-style-type: none"> <li>• Reduces speeds at T-intersections</li> <li>• Can reduce cut-through traffic by reassigning right-of-way at an intersection</li> </ul>	<ul style="list-style-type: none"> <li>• Typically requires additional right-of-way on one corner</li> <li>• Construction can be costly</li> <li>• May have minor impacts on emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Varies with magnitude of the project</li> </ul>
Bulbouts	<ul style="list-style-type: none"> <li>• Reduces vehicle speeds near intersection</li> <li>• Makes pedestrian crossing safer and easier</li> <li>• Improve sight line between vehicle and pedestrians</li> <li>• May accommodate pedestrians with disabilities</li> <li>• May facilitate more on-street parking</li> </ul>	<ul style="list-style-type: none"> <li>• Does not accommodate bicycle paths</li> <li>• May affect turning movements (especially for larger trucks)</li> </ul>	<ul style="list-style-type: none"> <li>• \$4,000-\$5,000 per corner</li> </ul>
Tow-Lane Chokers	<ul style="list-style-type: none"> <li>• May reduce speeds</li> <li>• May reduce volumes</li> <li>• Positive aesthetic effect</li> <li>• Good functionality</li> <li>• Provides safer pedestrian crossings</li> <li>• May encourage more use of on-street parking</li> <li>• No impact to emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• No vertical and little or no horizontal deflection</li> <li>• Loss of on-street parking</li> <li>• Bicyclists may have to merge with traffic</li> </ul>	<ul style="list-style-type: none"> <li>• \$7,000-\$10,000</li> </ul>
One-Lane Chokers	<ul style="list-style-type: none"> <li>• Reduces speeds and volumes</li> <li>• Positive aesthetic effect</li> <li>• Good functionality</li> <li>• Safer pedestrian crossings</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of on-street parking</li> <li>• Bicyclists may have to merge with traffic</li> <li>• Opposing vehicles trying to use same space</li> <li>• Can significantly delay emergency vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• \$7,000-\$10,000</li> </ul>
Center Island Narrowing	<ul style="list-style-type: none"> <li>• May reduce speeds and volumes</li> <li>• Positive aesthetic effect</li> <li>• Good functionality</li> <li>• Increases pedestrian safety</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of on-street parking</li> <li>• Can impact emergency response vehicles if lanes are made too narrow</li> <li>• Should not be used in areas with frequent driveways</li> </ul>	<ul style="list-style-type: none"> <li>• Varies depending on size and material</li> </ul>

Medians	<ul style="list-style-type: none"> <li>• Prevents any passing maneuvers along roadway</li> <li>• Provide area for street landscaping</li> <li>• Reduces vehicle speeds, along a curve</li> <li>• Provides pedestrian refuge area and aids crossing maneuvers</li> <li>• Can be used to restrict movements at intersections</li> </ul>	<ul style="list-style-type: none"> <li>• May require parking removal</li> <li>• Can be costly</li> <li>• May limit access depending on length of median section</li> <li>• May reduce sight distance depending on roadway alignment, size of median</li> <li>• May impact emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Varies depending on size and material</li> </ul>
Street Closures	<ul style="list-style-type: none"> <li>• Eliminates through traffic</li> <li>• Reduces speeds</li> <li>• Improves safety for all modes of transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Limits access</li> <li>• Creates problems for emergency vehicles</li> <li>• Often need to construct turn-arounds or cul-de-sacs near the closure point</li> </ul>	<ul style="list-style-type: none"> <li>• \$20,000 (depending on size)</li> </ul>
Diagonal Diverters	<ul style="list-style-type: none"> <li>• Reduces speeds and volumes</li> <li>• Can enhance aesthetics</li> <li>• Good functionality</li> <li>• Increase pedestrian safety</li> <li>• Improves quality of life for neighborhood</li> </ul>	<ul style="list-style-type: none"> <li>• Can create vehicular hazards</li> <li>• Can create poor visibility conditions</li> <li>• Can be expensive</li> <li>• Potentially severe impacts on emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Varies depending on size and materials</li> </ul>
Semi-Diverters	<ul style="list-style-type: none"> <li>• Reduces volume</li> <li>• Positive aesthetic effect</li> <li>• Increases pedestrian safety</li> <li>• Improves quality of life for neighborhood</li> <li>• Limits cut-through traffic</li> </ul>	<ul style="list-style-type: none"> <li>• Can create vehicular hazards</li> <li>• Restricts access at all times – not just during peak periods</li> <li>• Can create poor visibility conditions</li> <li>• Can be expensive</li> <li>• Does not controls speed</li> <li>• May impact emergency response times</li> </ul>	<ul style="list-style-type: none"> <li>• Varies with application size</li> </ul>



# TOWN OF HILLSBOROUGH

<b>PETITION: TRAFFIC CONTROL DEVICES</b>
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WE, THE UNDERSIGNED RESIDENTS, HEREBY PETITION THE BOARD OF COMMISSIONERS TO APPROVE THE TRAFFIC CONTROL DEVICES DESCRIBED BELOW UPON INDICATED STREET OR PART THEREOF.

THE STREET OR PART THEREOF DESIRED TO BE AMENDED IS:

THAT PART OF \_\_\_\_\_ STREET FROM  
\_\_\_\_\_  
\_\_\_\_\_ STREET TO  
\_\_\_\_\_ STREET.

WITH RESPECT TO THE TRAFFIC CONTROL DEVICE PETITIONED FOR, WE REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: A MAXIMUM OF 3 TRAFFIC CALMING DEVICES MAY BE REQUESTED



# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016

Department: Planning

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

	12.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:

Discussion of traffic study preparation for development proposals

Attachment(s):

none

Brief Summary:

The engineer the town has been working with at Volkert has taken a position with another firm. It is unclear that Volkert will continue to offer this service. Since the town will need to build a relationship with someone new, staff is asking whether the board is satisfied with the current arrangement or wants to shift to a third party review of the traffic study. The pros and cons of both options are in the background section.

Under our current arrangement the town, the applicant, NCDOT, and the consulting engineer agree to a scope of services and study area for each proposal. The town contracts with the consultant and pays the fee. The applicant is then billed for 100% of the fee. Other jurisdictions in the Triangle have moved to allowing the applicant to submit a study prepared by the firm of their choice and then have it reviewed by a third party of the town's choosing.

Action Requested:

Direction to staff

### ISSUE OVERVIEW

Background Information & Issue Summary:

#### Current method

##### Pros

- Perception of control or lack of bias – the consultant works for the town, not the applicant
- Detailed involvement by staff and NCDOT to ensure all issues are addressed
- More time efficient

##### Cons

- Costly – most applicants have complained about the amount of Volkert's fee
- Perception of partnership between applicant and town during hearing process – applicants are quick to refer to the engineer as "the town's engineer"

## Review Engineer

### Pros

- Applicants seem more comfortable with this option as it is common in the region
- Town maintains advocate to advise and review technical reports
- Less carrying cost to the town (review is likely to be less expensive than the full report)

### Cons

- Likely adds to overall development costs of applicant – paying for study & a review
- Town & NCDOT are one step removed from scoping

## Financial Impacts:

The potential cost to the applicant may be higher since they will be paying for a traffic study & a third party review. The short-term cost to the town would be lower as we would still seek reimbursement of the review costs, which be lower than the study costs. There is some overhead associated with collecting the reimbursement.

## Staff Recommendations/Comments:

Staff does not have a recommendation on which method to pursue. The pros and cons seem more policy than technical.

# TOWN OF HILLSBOROUGH

## Board of Commissioners Agenda Abstract Form

Meeting Date: April 11, 2016

Department: Administration

Public Hearing:  Yes  No

Date of Public Hearing: \_\_\_\_\_

For Clerk's Use Only  
AGENDA ITEM #

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

**PRESENTER/INFORMATION CONTACT:** Eric Peterson, Town Manager

### ITEM TO BE CONSIDERED

Subject:

Hot Topics for the April 25 Board of Commissioners Work Session

Attachment(s):

None

Brief Summary:

Possible topics include:

- Balanced Scorecard, board Top 3 process map, and departmental top priority process map reviews. All management team members and some division heads will be in attendance to answer questions and provide information to the board regarding their FY17 scorecards and maps.
- There will likely be a few other items.

Action Requested:

Please provide direction.

### ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

Not applicable at this time.

Staff Recommendations/Comments:

n/a