

**ORANGE COUNTY BOARD OF COMMISSIONERS  
HILLSBOROUGH BOARD OF COMMISSIONERS**

**AGENDA**

BOCC/Hillsborough Board of Commissioners Joint Meeting

February 21, 2013

**Meeting – 7:00 p.m. - 9:30 p.m.**

**John M. Link, Jr. Government Services Center**

Hillsborough, NC

- (7:00) Welcome and Opening Remarks (Mayor Tom Stevens and Chair Barry Jacobs)
1. Coordinated Planning Efforts
    - a) Update on Town of Hillsborough Future Land Use Plan
    - b) Central Orange Coordinated Area (COCA) Land Use Plan
    - c) Safe Routes to Schools (STST) Action Plan Update
    - d) North Carolina Department of Transportation (NCDOT) Rail Crossings Plans in and near Hillsborough
  2. Transit
    - a) Update on Orange County Bus and Rail Investment Plan (OCBRIP) Implementation
    - b) Update Information on Circulator Route: Cost per Hour, Trips per Hour, CMAQ Funding and Beyond
  3. Implementation of Downtown Hillsborough Access Study Improvements (Crosswalks, Parking, Sidewalk Work)
  4. Update on Waterstone
  5. Update on Hillsborough Vision 2030
  6. Interlocal Agreement to Protect Archaeological Resources on Town and County Properties
  7. Future Use of Whitted Human Services Center
  8. INFORMATION ITEMS (Not for Specific Discussion)
    - a) Memorandum on Conservation and Watershed Protection Efforts
    - b) Memorandum with Update on Extending Orange County Local Landmark Program into Hillsborough's ETJ

**ORANGE COUNTY BOARD OF COMMISSIONERS  
HILLSBOROUGH BOARD OF COMMISSIONERS  
JOINT MEETING**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** February 21, 2013

**SUBJECT:** Joint Meeting Discussion Items

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**DEPARTMENT:** County Manager/Town  
Manager/Town  
Planning/County  
Planning/County Asset  
Management Services/County  
Environment, Agriculture,  
Parks and Recreation

**PUBLIC HEARING: (Y/N)**

No
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**ATTACHMENT(S):**  
As noted in "Background" section

**INFORMATION CONTACT:**  
Frank Clifton, 245-2300; Eric Peterson,  
732-1270; Margaret Hauth, 732-1270; Bob  
Hornik, 732-1270; Craig Benedict, 245-  
2592; Tom Altieri, 245-2579; Abigaile  
Pittman, 245-2575; Jeff Thompson, 245-  
2650; David Stancil, 245-2510; Greg  
Wilder, 245-2300

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**PURPOSE:** To discuss topics of mutual interest between the governing boards of Orange County and the Town of Hillsborough.

**BACKGROUND:**

**1. Coordinated Planning Efforts**

This subject area provides the opportunity for the two governing boards to discuss the following items:

**a) Update on Town of Hillsborough Future Land Use Plan**

The updated Hillsborough Future Land Use Plan (available from the Town's planning department website <http://www.ci.hillsborough.nc.us/content/future-land-use-plan-revisionupdate>) is nearing completion. A draft plan is scheduled for Town Board action on March 11. The plan shows future land uses for the areas currently in the Town's city limits and extra-territorial jurisdiction (ETJ) as well as Urbanizing Areas covered by the Interlocal Land Management Agreement Central Orange Coordinated Area (December 2009). Adoption of this plan and notification to the County of the Town's interest in amending ETJ boundaries are the next steps as outlined in the Agreement. Hillsborough received comments from

Orange County during the October Public Hearing and included many of those requests in the recommended plan. Two important changes in this updated Future Land Use Plan (FLUP) are that specific zoning districts are now attached to each land use designation to clarify when the Plan will have to be amended as part of a zoning request and there are more use designations, so the revised plan is more specific than the previous document.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*No Attachments*

**b) Central Orange Coordinated Area (COCA) Land Use Plan**

The intent of the coordinated planning areas defined in the Interlocal Land Management Agreement COCA is to provide clear and consistent guidance for land use/zoning decisions, coordinated growth patterns, and a distinction between areas that are to have urban characteristics from those that are to remain rural.

In general and consistent with the Agreement, the plan is to be completed and adopted first by Hillsborough, “inviting comments from the BOCC”. Following Town adoption of its FLUP (Agenda Item 1a), the BOCC is to consider endorsing the plan, adding land use designations for the Notification Area (area shown in white on Attachment 1B) or arranging for negotiation and agreement on any changes followed by joint approval. The Town is prepared to participate in the process according to the County’s timeline, which the BOCC will consider late-March or early-April.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*Attachment 1B – Map from the Hillsborough-Orange Interlocal Land Management Agreement COCA.*

**c) Safe Routes to Schools (STST) Action Plan Update**

Orange County received a Safe Routes to School (SRST) Action Plan Service Award in July 2008 for planning assistance to prepare an Action Plan for Grady A. Brown Elementary School, Cameron Park Elementary School and C.W. Stanford Middle School. The North Carolina Department of Transportation (NCDOT), in 2009, contracted Greenways, Incorporated and Greene Transportation Solutions to work with County staff, local agency representatives, School Team leaders and principals of the three schools to identify non-motorized infrastructure improvements that enhance safety for walking and bicycling.

A draft Plan was completed, reviewed locally, and comments submitted to Greenways, Incorporated for inclusion in the final draft. The draft Plan was reviewed by the NCDOT Bicycle and Pedestrian Division and a final draft was completed and returned to the Planning Staff in December 2012. Staff has been reviewing the final draft and developing recommended steps and calendar for

initial implementation actions. Orange County Schools, the Town of Hillsborough, and Orange County will be asked to adopt the Plan. NCDOT recommends that the County serve as the Lead Planning Agency, but the details of this responsibility will need to be worked out between Orange County and the Schools as an initial step in advancing the SRTS program. The Town has little direct involvement in this project. The plan recommendations involve sidewalk construction outside the city limits and programming at school sites.

The adopted plan will enhance opportunities for Orange County and the Town of Hillsborough for obtaining Safe Routes to School (SRTS) grants to implement the Action Plan. There were some revisions to federal and state funding sources in December 2012 that will impact the SRTS program but the specifics remain unknown. Additional details regarding project funding are forthcoming from NCDOT staff.

A copy of the Draft SRTS Action Plan is available at: <http://orangecountync.gov/planning/documents/CompleteFinalDraftSRTS.pdf>

More information on this program is available at: <http://www.ncdot.gov/programs/safety/>

Staff will provide an update and any other information at the meeting, and the Board can discuss issues related to this item as necessary.

*No Attachments*

**d) North Carolina Department of Transportation (NCDOT) Rail Crossings Plans in and near Hillsborough**

The Planning and Inspections Department received a solicitation for comments from the NCDOT in September 2012 with regard to proposed private crossing closures with the North Carolina (NCR) / Norfolk Southern (NS) Railway crossings at Gordon Thomas Drive, Greenbriar Drive, and Byrdsville Road in Orange County. This railroad track is part of the SE High Speed Rail corridor, which when complete, will provide high speed passenger rail service between Washington, DC and Charlotte, NC. NCDOT requested that the County provide scoping comments to be used in the preparation of a proposed Environmental Assessment (EA).

Initial comments were sent to the NCDOT Rail Division in November 2012, and a response letter was received in December 2012. Citizens Informational Workshops were held by the NCDOT Rail Division in January for all three proposed private railroad crossing closures, and a summary of public comments is available. The BOCC will be discussing additional comments at its meeting on February 19<sup>th</sup>.

On a parallel track with the proposed private crossing closure meetings in the County's jurisdiction, the Town of Hillsborough has been engaged with the State to study crossing closures in town. Both the town and NCR requested scoping changes that have delayed this project indefinitely. The town is providing some

financial support to the process at the State's request, along with the State and NCRR.

Background information about the three proposed private crossing closures can be found online at: <http://orangecountync.gov/planning/transportation.asp>

Staff will provide an update and any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*No Attachments*

## **2. Transit**

This subject area provides the opportunity for the two governing boards to discuss the following items:

### **a) Update on Orange County Bus and Rail Investment Plan (OCBRIP) Implementation**

The OCBRIP was adopted by the County Commissioners in October 2012 and specifies revenues, costs, borrowing, financial assumptions (inflation, sales tax growth) and timing of new/expanded bus and rail services to 2035. Elements of the Plan most relevant to Hillsborough include:

- New regional bus service connecting Mebane, Hillsborough, and Durham
- Increased peak hour service on the 420 Route between Hillsborough and Chapel Hill
- Bus service hours for the Hillsborough Circulator and addition of Saturday service
- Park and Ride lot at Cedar Grove Park
- Hillsborough Amtrak Station

As a corollary, the BOCC, Triangle Transit Authority, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (MPO) are all parties to an operational and explanatory agreement, known as the Interlocal Implementation Agreement, which among other items provides for the creation of a Staff Working Group (SWG) to monitor plan progress. When meetings of the SWG have Hillsborough bus service as part of its agenda, Town of Hillsborough Staff will be asked to participate.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

More information on this program is available at: [http://www.co.orange.nc.us/planning/TransitPlan\\_TaxRef.asp](http://www.co.orange.nc.us/planning/TransitPlan_TaxRef.asp)

*No Attachments*

**b) Update Information on Circulator Route: Cost per Hour, Trips per Hour, CMAQ Funding and Beyond**

The in-town Hillsborough Circulator route began June 6, 2011 with a three year grant from the North Carolina Department of Transportation's (NCDOT) Congestion Mitigation and Air Quality (CMAQ) Program. For the first year, NCDOT waived the local match requirement of 20 percent. The Town of Hillsborough is providing the local match of about \$22,000 for the remaining years, while the County will operate the service at no additional cost to the Town. The CMAQ grant will continue until June 30, 2014. Funding from July 1, 2014 forward will need to be identified.

The route serves various residential areas around Hillsborough as well as the Library; Orange County Courthouse; Social Services Center at Hillsborough Commons Shopping Center; The Shops at Daniel Boone; UNC Family Practice; Durham Technical Community College satellite campus; Hampton Pointe and Meadowlands Business Park. High volume pick-up points include the Fairview community, Coachwood Apartments, and Gateway Apartments. Favorite stops along the route include the Library, Social Services, Durham Tech Campus and Walmart.

The Hillsborough Circulator route was redesigned in October 2011 based on input from users. An additional stop was added at South Nash and Calvin Streets.

Staff will provide a route map and operational statistics along with any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*No Attachments*

**3. Implementation of Downtown Hillsborough Access Study Improvements (Crosswalks, Parking, Sidewalk Work)**

Hillsborough is completing design work in order to establish a firm budget for the various improvements planned before the end of 2013, depending on funding availability. The center turn lane between King and Tryon Streets was implemented in January. The next round of improvements will remove some on street parking closest to the King Street Intersection and involve widening the sidewalks. The Nash & Kollock, Margaret, King, and Tryon intersections will have stamped crosswalks installed as well as new handicap ramps to make the sidewalks fully ADA compliant. A pending ADA request to install an audible crosswalk indicator at King Street is also under consideration, if funding can be identified. Mid-block crosswalks are planned for Churton north of King Street, West King Street, and West Margaret Lane. A duct bank for future utility relocations is being considered as is a rearrangement of access and service areas in the Bank of America lot. These two items do not immediately qualify for NCDOT funding participation and may have to be locally funded. The final design components are to study handicap ramp improvements at Queen, Union, Orange, and Corbin Streets to allow the installation of high visibility crosswalks across Churton at these intersections. (See Attachment 3).

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*Attachment 3 – Downtown Hillsborough Maps*

**4. Update on Waterstone**

The Stratford entities, who are the current owners of the Waterstone property, have proposed a modified (reduced) version of a special assessment district to finance the cost of completing the infrastructure remaining to be built in Waterstone. The remaining infrastructure consists primarily of construction of Cates Creek Parkway from the western boundary of the Waterstone land, to Old NC 86 (South Churton Street) at the existing intersection of Lafayette Drive in Cornwallis Hills, as well as completion of a community park. Included in the proposed special assessment district are properties still owned by Stratford and located within Waterstone (so, not the Durham Tech property, or the UNC Hospital site, or the Little School). If the special assessment district is approved, then revenue bonds (estimated at about \$4.6 Million) can be issued and sold, the proceeds of which will be used to pay for the cost of the improvements and administrative costs. The current proposal is to repay the bonds over 10 years through the collection of assessments from the properties located within the special assessment district. A key component of the special assessment district proposal is an arrangement with the Orange County Tax Collector to administer the collection of the assessments each year. Stratford representatives have spoken with Tax Administrator Dwane Brinson about this issue. The Town understands that the County must make a policy choice about whether to administer the special assessment collection process. The Town expects that if this arrangement can be made, the Tax Collector would receive a percentage of the assessments collected each year (similar to the agreement between the Town and the County for tax collections). The Town understands that there may be some software and instruction costs at the front end of the collection/administration process to set the program up, and these costs would be paid for by the District out of bond sale proceeds. If the Town Board does agree to move forward with the special assessment district as currently proposed (initial Town Board action to decide whether to move the process forward was expected on February 11, 2013), details will be finalized and approval from the Local Government Commission will be required before bonds can be sold. The Town forecasts that if the special assessment district moves forward, the process will take several months, with potential bond sale in late May or June 2013.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*No Attachments*

**5. Update on Hillsborough Vision 2030**

The Town has just begun work on a new policy plan to replace and update the Vision 2010. The Town held a “by invitation” input session involving advisory board members and representatives of local organizations to garner preliminary comments from which staff will develop a draft plan. The draft should be ready for public review in late March, with various opportunities for wide public comments to be offered and the document to be revised and updated. It is hoped that a draft document will be ready for formal public hearing and consideration during late summer.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*No Attachments*

## **6. Interlocal Agreement to Protect Archaeological Resources on Town and County Properties**

Orange County and the Town of Hillsborough follow specific land disturbance and development regulations that are intended to protect the Cultural, Archaeological, Historic, and Environmental resources within its jurisdictions and on its property. For instance, a cultural and archaeological survey ("C&A Survey") is required by the County for any projects that fall on County property, either above ground or below.

The Orange County Department of Environment, Agriculture, Parks and Recreation ("DEAPR") is currently working with Town Planning Staff on identified parcels and draft definitions of the terms archeological, cultural, and environmental resources. Agreement on these two items will allow the creation of an inter-local agreement regarding how these resources will be addressed. Historic preservation values shared by both the County and town are also being discussed as inclusive in this Inter-Local Agreement. Further, the town is considering a conceptual cultural asset inventory project as part of its FY 2013-14 budget deliberations.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*No Attachments*

## **7. Future Use of Whitted Human Services Center**

On November 13, 2012, the BOCC discussed re-purposing the former library space on the second floor of the Whitted Facility as a permanent meeting room with a multi-purpose capability for housing a variety of public meeting and event uses. This space would also be available for events managed by the Orange County Cultural Center ("OCCC"), as well as for town uses, County schools use, and other public purpose activities.

This discussion was founded on a February 23, 2012 joint meeting between the BOCC and the Hillsborough Town Board, and is summarized in Attachment 7A, "*February 6, 2012 Memo Regarding Whitted Building*", that provides background presented to the Board prior to this joint meeting.

Staff presented an alternate concept of providing additional general administrative and office space as part of its annual budget process during a work session held on February 12, 2013. Attachment 7B, "Whitted 2<sup>nd</sup> Floor Conceptual Space Plans", depicts these possible uses presented to the BOCC.

County staff members have collaborated with Town staff on zoning and parking topics and look forward to working together on this project in its final form should the BOCC elect to move forward.

Town staff has indicated that the proposed uses have adequate parking once the County provide code compliant asphalt paved lot in place of the existing gravel lots south and east of the facility as well as construct 25 additional spaces on the southeast corner of Tryon and Hassell Streets.

Staff will provide any other information at the meeting, and the Boards can discuss issues related to this item as necessary.

*Attachment 7A – February 6, 2012 Memo Regarding Whitted Building*  
*Attachment 7B – Whitted 2<sup>nd</sup> Floor Conceptual Space Plans*

**8. INFORMATION ITEMS (Not for Specific Discussion)**

- a) *Attachment 8A – Memorandum on Conservation and Watershed Protection Efforts*
- b) *Attachment 8B – Memorandum with Update on Extending Orange County Local Landmark Program into Hillsborough's ETJ*

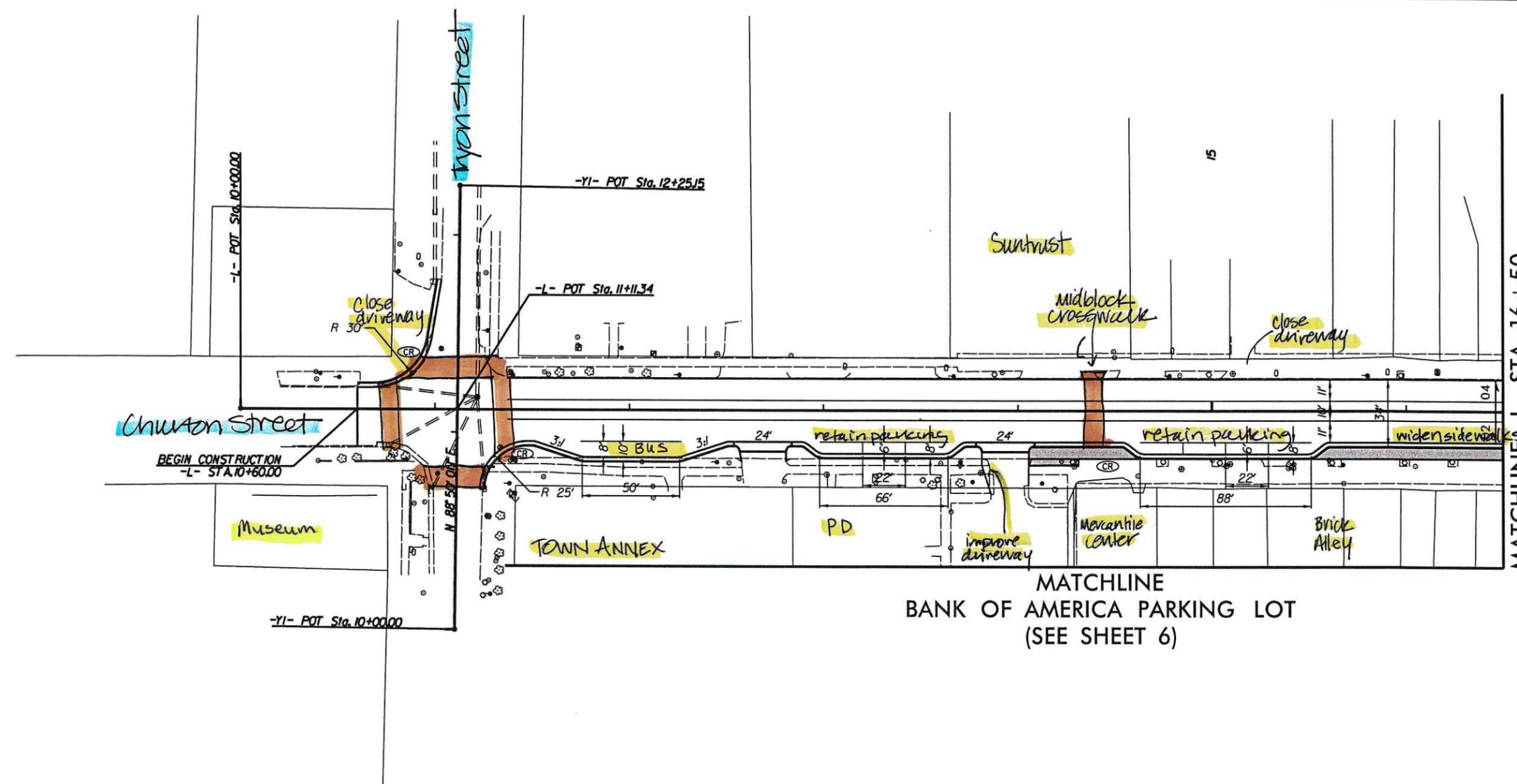
**FINANCIAL IMPACT:** There is no direct financial impact associated with discussion of these topics. There are no action items requiring formal Board decisions.

**RECOMMENDATION(S):** The Managers recommend the Boards discuss the topics listed and provide appropriate direction to the respective staffs.



# ATTACHMENT 3

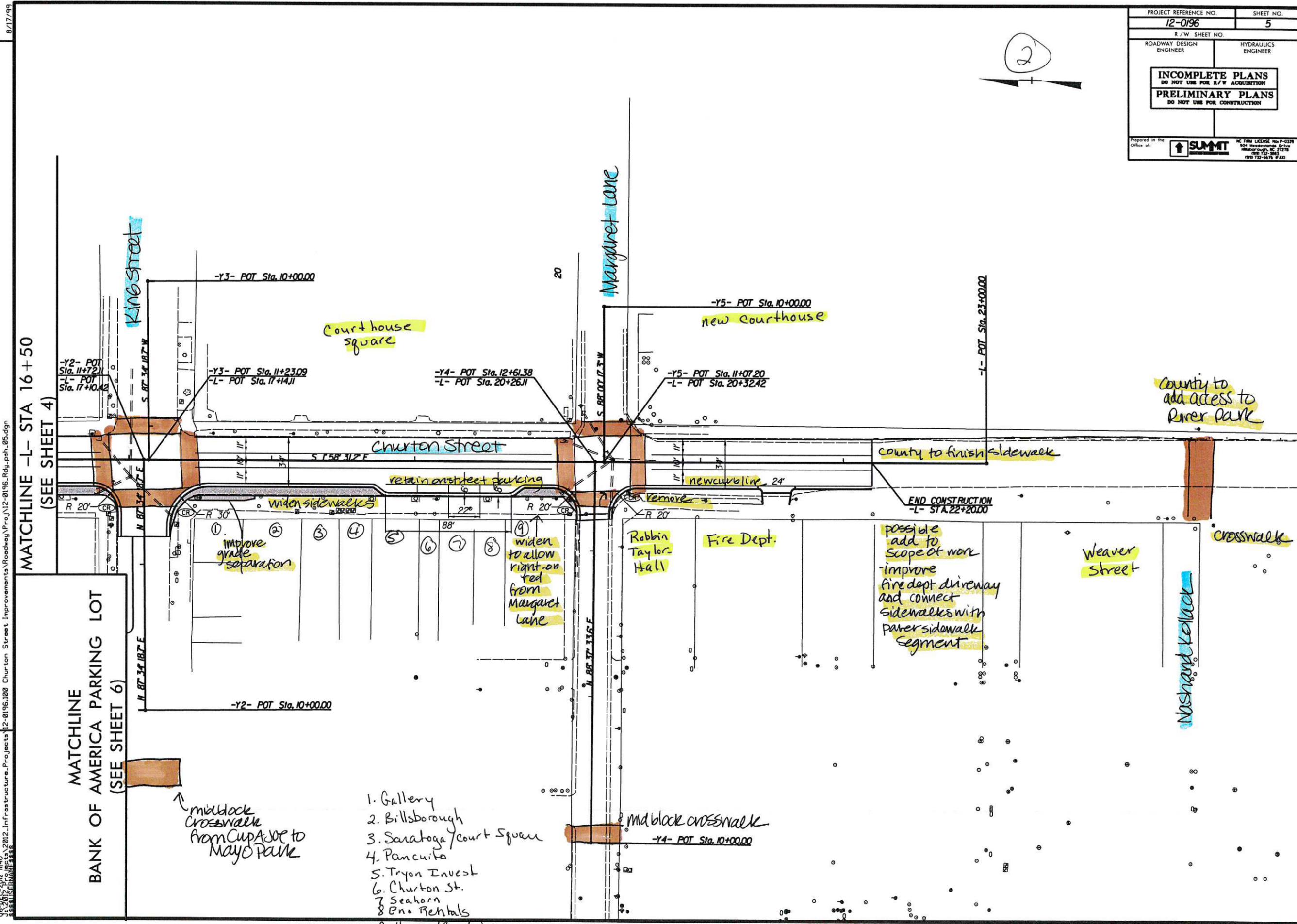
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<b>INCOMPLETE PLANS</b> DO NOT USE FOR R/W ACQUISITION <b>PRELIMINARY PLANS</b> DO NOT USE FOR CONSTRUCTION			
Prepared in the Office of:		 NC FPM LICENSE No P-0339 504 Meadowsboro Drive Greensboro, NC 27405 (336) 722-4676 FAX	



MATCHLINE -L- STA 16 + 50  
(SEE SHEET 5)

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<b>PRELIMINARY PLANS</b> DO NOT USE FOR CONSTRUCTION	
Prepared in the Office of:  NC FIRM LICENSE No. P-0339 504 Memorandum Drive Raleigh, NC 27603 (919) 752-5670 FAX	



8/17/99  
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 MATCHLINE -L- STA 16+50 (SEE SHEET 4)  
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 MATCHLINE -L- STA 16+50 (SEE SHEET 4)  
 BANK OF AMERICA PARKING LOT (SEE SHEET 6)  
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 95-015-2902 I#40  
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 12-0196-100 Churton Street Improvements\Roadway\Proj\12-0196-Rdy\_psh\_05.dgn

1. Gallery
2. Billsborough
3. Saratoga / Court Square
4. Pancuits
5. Tryon Invest
6. Churton St.
7. Seahorn
8. Pno Rentals
9. Hogue / Bandidos

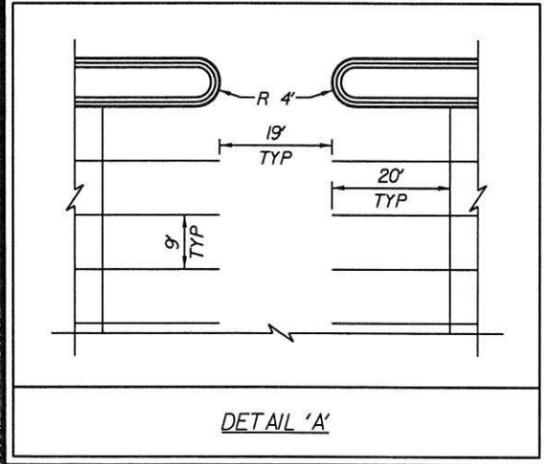
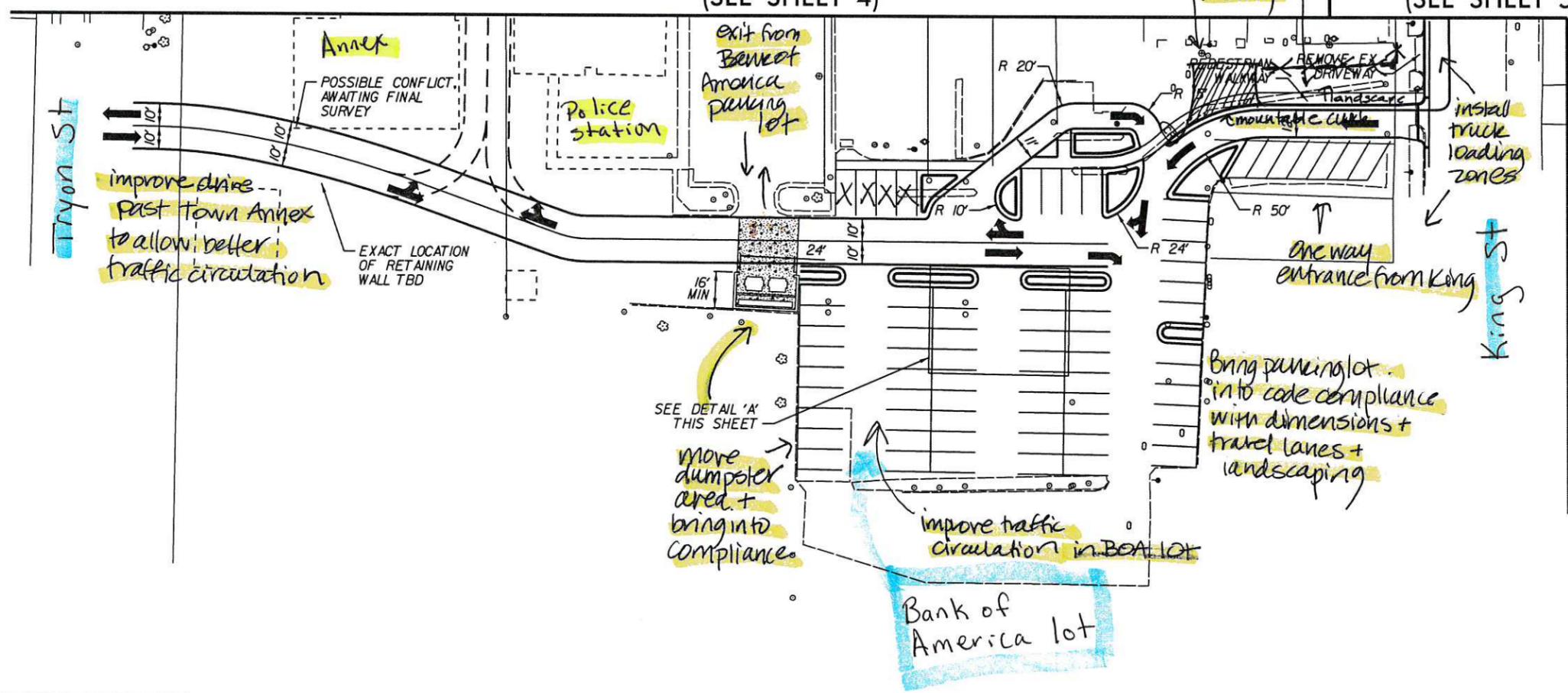
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Prepared in the Office of:	 NC FIRM LICENSE No P-0378 504 Montross Ave Raleigh, NC 27611 919 752-2043 919 752-6676 FAX



Churton St.

MATCHLINE  
-L- STA 10+60 TO 16+50  
(SEE SHEET 4)

MATCHLINE  
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(SEE SHEET 5)



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**Attachment 7A**

FEBRUARY 6<sup>th</sup>, 2012

**TO: BOARD OF COUNTY COMMISSIONERS** - Chair Pelissier, Vice Chair Hemminger, Commissioners Foushee, Gordon, McKee, Jacobs and Yuhasz

**FROM:** Frank W. Clifton, Jr., County Manager

**SUBJECT: WHITTED BUILDING FORMER LIBRARY SPACE REUSES ANALYSIS – BACKGROUND INFORMATION**

**OVERVIEW**

In 2010 once the County moved its northern library operations to the new facility located off Margret Street in Downtown Hillsborough the former library space in the Whitted Building became vacant. Different approaches and considerations have been given to reuse of that space along with space in the Whitted Building that formerly housed the County's Department of Social Services.

Discussions with the Orange County School Board moved toward their evaluation of using 'all' of the vacated space in the Whitted Building for their use. However, State budget cuts led to a realization that much of the need for the use of that space and the cost of renovation was negated by our budget projections at the State level. (Note: the school system has since entered into an agreement with the County to reuse the former EMS headquarters located at New Hope and Highway 86.)

In the ensuing period, other County budget decisions and departmental needs for public services led to actions that reused portions of the Whitted Building and incurred building modifications and improvements to the County. The Community Development Department moved from its former offices on the ground floor to a location formerly housing DSS on an upper floor in the newer wing of the facility.

Additionally, based upon budget driven operational considerations, the Health Department expanded the Hillsborough dental clinic operations along with an extensive remodeling of the lower and second floor Whitted Building space for Health Department needs. During this process, improvements and building safety issues were addressed (inclusive of a fire sprinkler system installation).

The building is structurally sound. However, some uses may create added construction considerations associated with needs (i.e. major renovation to restroom facilities based on public attendance volumes).

**NON COUNTY USE REQUEST – Orange County Cultural Center**

A private (yet to be incorporated) non-profit group gained a \$10,000 seed money grant from the Town of Hillsborough to pursue a private/public partnership to develop a proposal for the reuse of the former Whitted Building library space as a community cultural facility. The group sought assistance from an architect and worked on a plan/proposal for it to become an active programmer of artistic and cultural activities within the Whitted Building (IF, the County would make the space available). The group's "Strategic Business Plan" (9/8/11) is Attachment 1 to this memorandum.

Based upon direction from the County Commission, County Staff analyzed these issues from several important perspectives including but not limited to:

- A. Compatibility with existing and future County uses/operations the proposed Cultural Center would create.
- B. Financial viability of a non-profit group given control of the facility would have to meet various aspects of creating a sustainable operation NOT requiring an on-going subsidy from the County.
- C. Viability and receptiveness of the Town to become a participant in this venture and assume some level of financial commitment and operational liability for the facility.
- D. The cost and type of modifications needed to bring the building into compliance with federal, state and local codes required for activities and who/how those obligations would be met
- E. The potential need for the County to use this space for governmental purposes in the future.

Without attempting to (within this memo) summarize each of the relevant points within the group's strategic business plan, it is our opinion that as proposed it is unlikely this group (regardless of how well intentioned their efforts) will successfully achieve their desired outcomes. The business plan depends heavily on assumptions that are likely to be difficult to accomplish. There are elements of the planned uses for the facility that would/could conflict with existing county operational functions at the facility. More importantly, the County has heavily invested in this asset and potential conflicts of use could place that investment at risk.

(These issues have been discussed with the group's leadership and they fully understand our concerns.)

#### TOWN INVOLVEMENT – Staff level discussions

Overcoming some of the financial and liability issues that the non-profit group's operational control of the former Whitted Library space presented was attempted to be addressed via some formalized agreement with the Town of Hillsborough. Although no formal discussions have occurred among the elected leadership of the Town and County on these issues, town and county staffs have discussed various elements (subject to elected leaders formal actions at some point in the future).

#### **ISSUES:**

It is apparent the Town does not have available financial resources it would be willing to allocate toward this project beyond the \$10,000 seed money given the non-profit group that brought forth the proposal.

There seems to be some doubt that the Town wants to accept any formalized responsibility or liability for the operational control of the allocated space. (Reminder, the initial assumption under which this process went forward was that the Town and County would enter into a formal agreement where the space would be leased to the Town under certain terms and the Town would then allocate use of the space to this non-profit (or another) BUT the Town would retain the liability and responsibility for the condition, use and upkeep within the walls of the space allocated via the terms of the County/Town agreement. At the Staff level, that does not appear to be a realistic option.

In addition and possibly more relevant, it appears the Town's parking regulations present a significant hurdle to the proposed uses envisioned by the non-profit group's efforts to develop a cultural center. The activities and participation generation sought by the non-profit and currently available parking spaces are in conflict and prevent occupancy as envisioned by the group. Suggestions to reduce County related activities or convert existing recreational fields into parking areas does not seem to mesh with the County's continued use of the facility and/or the visions held by the cultural center supporters. (Note: This effort initially gained financial support from the Town. If parking restrictions severely limit or eliminate most of the intended uses proposed in conceptual plans for the development of a cultural center at the Whitted site then the agreement between the Town and County is moot.)

#### **FURTHER CONSIDERATIONS – A possible alternative**

Assuming that the Town and County 'might' (in some agreeable manner) find a way to either mitigate or overcome the hurdle presented by the Town's parking regulations, there may be a method to address several community needs while addressing a continuing County need. (The following example is offered as an option and not aimed settle all elements of the issues discussed, but rather to stake out how the County, Town and non-profit might move forward to address common interests.)

- A. The County has a planned enhancement to the Link Center to construct a fixed meeting space for the BOCC and other community meeting needs including Orange County Schools along with the Town of Hillsborough. That project, although designed is on hold due primarily to the associated cost of upgrading restrooms to meet code requirements for large public gatherings.
- B. That project could be shifted to the Whitted Building former library space and accommodate many of the previous needs for public meeting space along with most of the activities imagined by the non-profit cultural center group. (We have discussed with the group's organizers this possibility and found them acceptable to pursuing the concept.)
- C. Shifting the public meeting facility (and associated expense) to the Whitted Building allows basic enhancements to move forward that would (with additional contributions by the nonprofit for up fits) allow multiple private and public uses of the former library space. The County's Tourism Staff prepared a brief report (Attachment 2) which outlines some uses/users and highlights how they might be involved in marketing the space. (The Town and County must still address the parking issues if any of the proposed uses outlined above are to move forward.)
- D. If this project moves forward, the County would have options it could choose associated with the Annex Building next to the Link Center. That building now houses only the Board of Elections (4 employees and equipment storage). Those functions could be relocated to former space in the Link Center planned for the meeting room. The area has ample space to accommodate all of their needs. Modifications to the building would be less expensive than the meeting space. Restrooms would not require the same upgrades as the meeting space option.
- E. If we proceed as proposed in D above, we could decide on how to deal with the Annex Building. (1) An option may be to deconstruct the building. If done, this option would assist in addressing parking issues with the Town in two manners. One the reduction in building floor space would reduce parking demand (town rules are based on building square footage). The 1968 building has one usable floor (main), some attic storage and a lower level that sits below flood level.

Removing the building reduces parking demand by 1 space per each 300 SF of building space and allows the area of the building to be expanded parking for the courts and Link Center.

(2) A second option could be to move some other governmental function to that space (state or county). This option further negatively impacts parking issues downtown.

(3). Third, we can continue the current activities as they are. However, the building space far exceeds the needs of the Board of Elections with utility and maintenance costs being duplicative of vacant space in the Link Center.

### SUMMARY

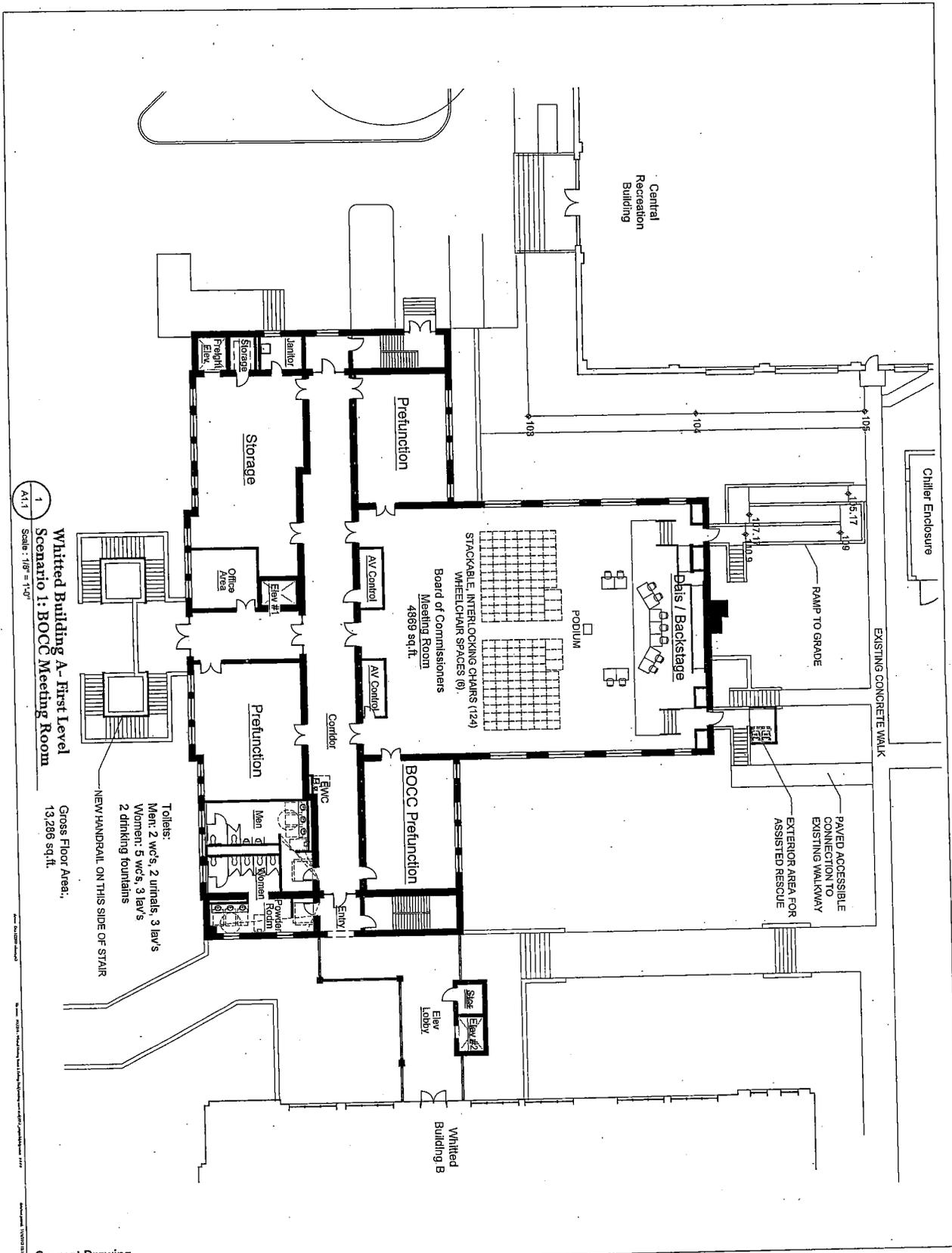
It is difficult to look out into the future with any degree of certainty (especially, as the role of county government is in continuous change). We make effort to extract as many uses out of county buildings and facilities as possible (county needs as well as others). The Whitted Building appears to have a never ending lifecycle. Existing County uses and investments ensure the facility will continue to be a governmental asset for many years to come. Someday, it may move to other non-governmental use and ownership; that does not appear to be in the near future. However, if the County Commission sees merit in the proposals discussed within this report we can move that process forward.

Finally, it is recognized the Town of Hillsborough's parking requirements will play a key role to whatever future uses are employed at the Whitted Building. If the Town and County can find agreeable methods to address that issue, the future of Whitted's use to support cultural and community related activities will be brightened. Otherwise, those options remain elusive.

### ATTACHMENTS

1. Orange County Cultural Center – Strategic Business Plan
2. Visitor Bureau Input: Whitted Building
3. Whitted Building Library Space Plan
4. Arts Commission Sprinkler and Structure Reimbursement Proposal
5. Notes From County Commissioners Building Walk Through (1-23-12)

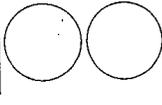
Attachment 7B



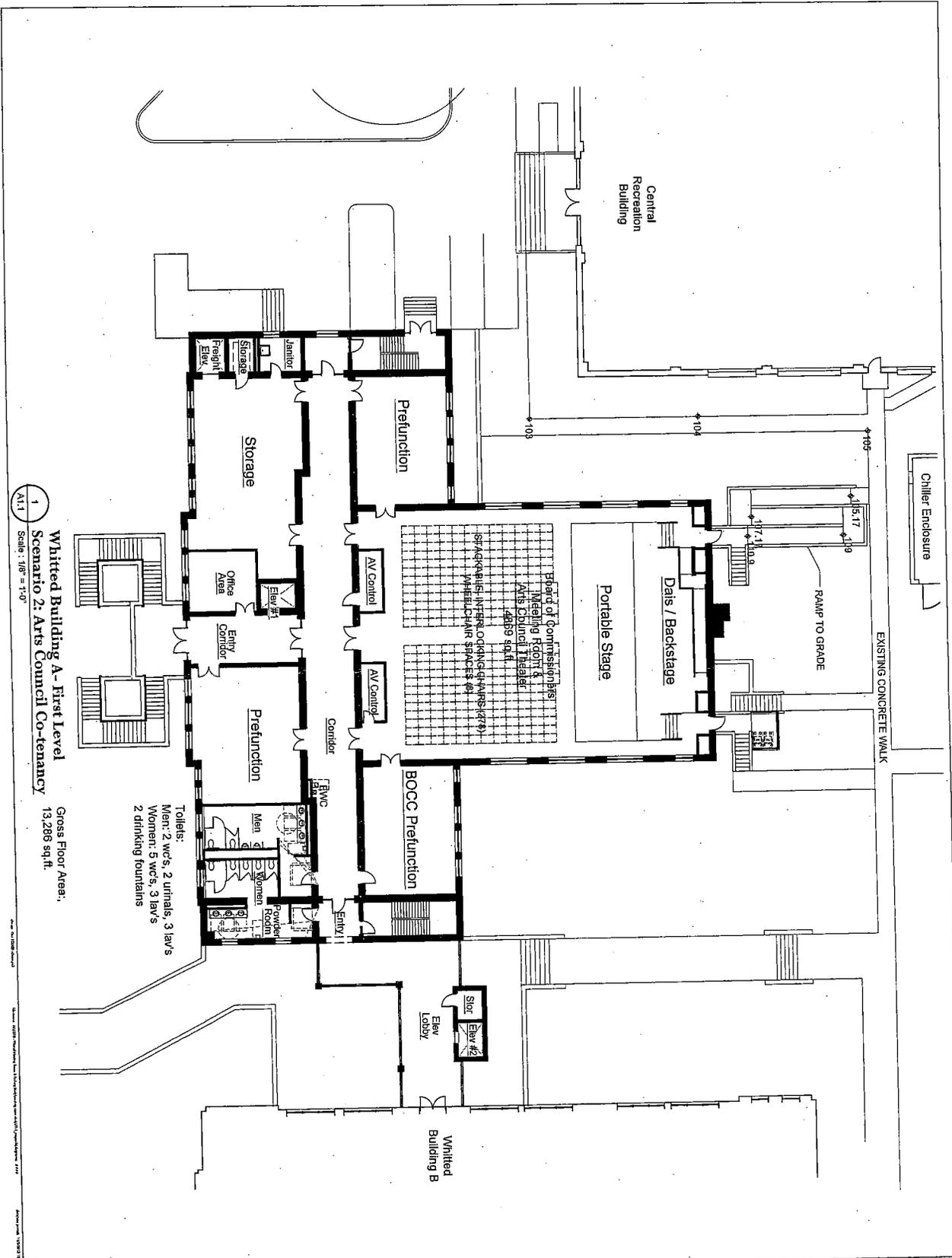
Concept Drawing

NO.	REVISION	DATE
1	Issue for Review	2/6/12
2	Issue for Review	2/6/12
3	Issue for Review	2/6/12
4	Issue for Review	2/6/12
5	Issue for Review	2/6/12
6	Issue for Review	2/6/12
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99	Issue for Review	2/6/12
100	Issue for Review	2/6/12

Whittred Building A  
 First floor Renovation for  
 Orange County Board of Commissioners  
 Meeting Room



**cra** corley redfoot architects inc.  
 architects | engineers | planners  
 222 chouter court chapel hill, nc 27514 919.401.8586 www.corleyredfootarchitects.com

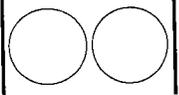


1  
 A1.1  
 Scale: 1/8" = 1'-0"  
 Whitted Building A - First Level  
 Scenario 2: Arts Council Co-tenancy  
 Gross Floor Area:  
 13,286 sq.ft.

**Concept Drawing**

DATE	3/6/12
DESIGNER	ARCHITECT
PROJECT NO.	1113

Whitted Building A  
 First floor Renovation for  
 Orange County Board of Commissioners  
 Meeting Room



**cra** corley redfoot architects inc.  
 architects | engineers | planners

222 douster court chapel hill, nc 27514 919.401.8586 www.corleyredfootarchitects.com



## Attachment 8A

BARRY JACOBS, CHAIR  
EARL MCKEE, VICE CHAIR  
MARK DOROSIN  
ALICE M. GORDON  
BERNADETTE PELISSIER  
RENEE PRICE  
PENNY RICH

ORANGE COUNTY BOARD OF COMMISSIONERS  
POST OFFICE BOX 8181  
200 SOUTH CAMERON STREET  
HILLSBOROUGH, NORTH CAROLINA 27278

**Memorandum**

To: Hillsborough Town Board of Commissioners  
From: Barry Jacobs, Chair  
Orange County Board of Commissioners  
  
Date: February 13, 2013  
Subject: Conservation and Watershed Protection Efforts

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On behalf of the Orange County Board of Commissioners, I am writing to thank the Town of Hillsborough for its recent financial support of the Brooks Family Farm conservation easement and stream restoration efforts. The Eno River watershed is vital to all of us in Orange County, and we look forward to future opportunities to work together with the Town on similar efforts to protect water quality and conserve valuable natural resources. Thanks again.

[www.co.orange.nc.us](http://www.co.orange.nc.us)

Protecting and preserving – People, Resources, Quality of Life  
Orange County, North Carolina – You Count!  
(919) 245-2130 • FAX (919) 644-0246

## Attachment 8B

ORANGE COUNTY



Department of Environment,  
Agriculture, Parks & Recreation

**Memorandum**

**To:** David Stancil  
**From:** Peter Sandbeck  
**Date:** February 7, 2013  
**Subject:** Update on Extending Orange County Local Landmark Program into Hillsborough's ETJ  
**Copies:** Margaret Hauth, Jeff Thompson, Rich Shaw

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Over the last several years, members of the Historic Preservation Commission (HPC) and DEAPR staff have received inquiries about the Orange County Local Landmark Program from property owners in the municipalities, particularly Hillsborough. Since the Local Landmark Program is a form of zoning, the County is at present unable to designate local landmarks outside of the County's planning jurisdiction—including sites outside of town limits but inside the town's Extraterritorial Planning Jurisdiction (ETJ). The Town of Hillsborough's ordinance provides for the designation of historic districts but does not currently provide for the designation of individual properties as landmarks.

At the joint BOCC and Hillsborough Town Board meeting on February 18, 2010, both elected boards expressed interest in providing local landmark designation opportunities to suitable properties within the Town's ETJ and directed staff to research the matter further. Since that time, DEAPR staff and Town planning staff have collaborated to explore a potential inter-local agreement to allow the County's Local Landmark Program to extend into the Town's ETJ.

After the most recent follow up meeting on February 6, 2013, the Town staff expressed its support for allowing the County to extend its Local Landmark Program into the Town's ETJ and asked DEAPR to develop a draft inter-local agreement to share with Town and County legal staff for review, and ultimately for presentation to both boards for review and approval within the next year.

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**NATURAL and CULTURAL RESOURCES DIVISION**

Orange County Department of Environment, Agriculture, Parks & Recreation  
 PO Box 8181, Hillsborough, NC 27278  
 Phone: (919) 245-2510 Fax: (919) 644-3351