TOWN OF CARRBORO

PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

7:30 P.M.   *REMOTE MEETING**

A   G   E   N   D   A

THURSDAY, JANUARY 15, 2026

Item	Topic/Action	Person/Agency	Time (Approx)
I.	**WELCOME**	Chair	7:30
II.	**APPROVAL OF MINUTES**		
	November 6, 2025 – Meeting Minutes	Chair/Planning Board	7:35
	December 4, 2025 – Meeting Minutes	Chair/Planning Board	7:40
III.	**OTHER MATTERS**		
	A. Approve Draft Meeting Schedule for 2026	Chair/Planning Board	7:45
	B. Annual Training- Review of UNC School of Government Training Modules	Staff/Chair/Planning Board	7:50
IV.	**ADJOURNMENT**	Chair	8:15

*To view the advisory board meeting, please use the link below or contact staff at ddodson@carrboronc.gov

https://townofcarrboro.zoom.us/j/81945720559?pwd=ZPZbzHfjjWkYIbPs1CegM6vJZna6mN.1

Phone one-tap:
1-929-436-2866,,81945720559# US (New York)
1-301-715-8592,,81954836113# US (Washington DC)

TOWN OF CARRBORO

PLANNING BOARD MEETING

301 West Main Street, Carrboro, North Carolina 27510

4

5

THURSDAY, NOVEMBER 6, 2025 – REMOTE MEETING

6

7

MEMBERS	GUESTS	STAFF
Rachel Gaylord-Miles, Chair	David Pokela	Marie Parker
Bruce Sinclair, Vice-Chair	Andrew Chiles	Tina Moon
Susan Poulton		Martin Roupe
Terri Buckner		Duncan Dodson
Galen Kirkpatrick		Jacob Wiggins
April Scales		Bear Tosé
Braxton Foushee		
James Scott		

8

9 Absent/Excused: Carney, Peretin, Reilly

10

11 **I. WELCOME & INTRODUCTIONS**

12   Gaylord-Miles opened the meeting at 7:30 P.M.

13

14 **II. JOINT REVIEW ITEMS**

15

16   **A. Concept Plan Review for 113 Glosson Circle**

17   Staff member Jacob Wiggins provided a brief overview of the proposed tourist home/short-term

18   rental and the process for approval. The applicant and owner, Mr. Chiles, briefly discussed the site,

19   which has both a primary and accessory dwelling unit, and explained that the special use permit

20   application is for the use of both structures as tourist homes.

21

22   Board members asked about the age of the homes and whether this parcel was part of a historic district

23   or overall district. They also discussed the current use of the property as a short-term rental and asked

24   if neighbors were aware of the project. Wiggins explained the public notice requirements for the

25   Board of Adjustment quasi-judicial hearing (500-foot radius). Board members discussed circulation

26   of vehicles on the site for parking and emergency access. Board members asked about stormwater

27   impacts of the project as well and sought clarity from the applicant on stormwater and water runoff

28   details on the concept plan.

29

30   **B. Review of the Downtown Area Plan Public Hearing Draft**

31   Staff member Duncan Dodson briefly discussed the layout and content of the Downtown Area Plan,

32   reminded board members of the agenda materials that were carried forward from the October meeting

33   and noted that the public hearing for adoption had been continued to November 18. Dodson also

34   discussed additional engagement efforts conducted by town staff after direction from the Town

35   Council.

36

37   The Joint Review portion of the meeting concluded at 8:05 P.M.

1
2
3 **III. APPROVAL OF MINUTES**
4   Gaylord-Miles provided a correction to the vote count for the Concept Plan item on the October 9,
5   2025, meeting minutes. Sinclair moved to approve the October 9, 2026, minutes. Scales seconded the
6   motion. The Planning Board October 9, 2026, meeting minutes were approved at 8:08 P.M.
7
8   Foushee moved to approve the October 9, 2026, minutes. Sinclair seconded the motion. The
9   Planning Board October 9, 2026, meeting minutes were approved at 8:09 P.M.
10
11 **IV. OTHER MATTERS**
12
13   **A. Concept Plan Review for 113 Glosson Circle**
14   The Board suggested that the applicant expand the notification to 1,000 feet, and to ensure notification
15   reaches all residents on Glosson Circle.
16
17   **VOTE:**
18   AYES: (8) Buckner, Foushee, Gaylord-Miles, Kirkpatrick, Poulton, Scales, Scott, Sinclair
19   NOES: (0)
20   ABSTENTIONS: (0)
21   ABSENT/EXCUSED: (3) Carney, Peretin, Reilly
22
23   **B. Review of the Downtown Area Plan Public Hearing Draft**
24   The board talked about the need for the plan to be more specific about how to get more housing
25   for extremely low-income households. The Board continued conversation from the previous
26   meeting about what types of commercial development would yield the types of jobs that allow
27   people to live in housing that is walkable/bikeable from downtown. The Board discussed whether
28   there was a need to delay the plan to ensure more community members had the chance to get
29   involved and to learn about and provide feedback/ask question about the plan.
30
31   The Board recommended that the plan be adopted by the Town Council, indicated that no
32   members have financial conflicts of interest, found the plan consistent with the Comprehensive
33   Plan, and found the draft reasonable and in the public interest.
34
35   **VOTE:**
36   AYES: (6) Foushee, Gaylord-Miles, Kirkpatrick, Scales, Scott, Sinclair
37   NOES: (1) Buckner
38   ABSTENTIONS: (1) Poulton
39   ABSENT/EXCUSED: (3) Carney, Peretin, Reilly
40
41
42 **V. ADJOURNMENT**
43   Having completed the agenda, the meeting was adjourned at 8:59 P.M.
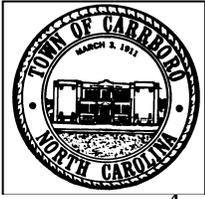
TOWN OF CARRBORO

PLANNING BOARD MEETING

301 West Main Street, Carrboro, North Carolina 27510

THURSDAY, DECEMBER 4, 2025 – REMOTE MEETING

MEMBERS	GUESTS	STAFF
Bruce Sinclair, Vice-Chair	Rick Sumner	Tina Moon
Terri Buckner	Jake Lewis	Martin Roupe
Galen Kirkpatrick		Duncan Dodson
April Scales		Jacob Wiggins
Braxton Foushee		
Sharon Reilly		

Absent/Excused: Carney, Gaylord-Miles, Peretin, Poulton, Scott

I. WELCOME & INTRODUCTIONS
Sinclair opened the meeting at 7:35 P.M.

II. JOINT REVIEW ITEMS

A. Concept Plan Review for 424 S Greensboro
Staff member Jacob Wiggins provided a brief overview of the proposed tourist home/short-term rental and the process for approval. The boards discussed environmental retrofits and landscaping on the structure and site. The applicant Mr. Rick Sumner noted he had talked with neighbors as well.

B. Concept Okan Review for 1712-1716 Smith Level Road
Staff member Jacob Wiggins summarized the pre-application concept plan for office uses on the properties, and the construction of two office buildings with surface parking and stormwater retention. Wiggins also discussed the process for special use permit-A approval and role of the boards in quasi-judicial decisions. Wiggins it was currently vacant. The boards also discussed stormwater impacts of nearby redevelopment on Smith Level Road that the applicant may want to be aware of. Civil Engineer for the project, Mr. Jake Lewis, responded to comments about stormwater. The boards also discussed pedestrian infrastructure, safety, and vehicular circulation.

The Joint Review portion of the meeting concluded at 8:05 P.M.

III. APPROVAL OF MINUTES
Approval of minutes from the November 6, 2025, meeting was deferred until the next Planning Board meeting.

IV. OTHER MATTERS

A. Concept Plan Review for 424 S Greensboro
The Board had no comments.

PB_12042025M

1
2   **B. Concept Plan Review for 1712-1716 Smith Level Road**
3   The Board approved the forwarding of the following comments to the applicant:
4

5   •   Given that this site resides within a water supply watershed and has a direct impact on the water
6   quality of University Lake, the Planning Board requests that the applicant re-examine the effects of
7   the changes to stormwater due to the development of the service station and changes to the ridge
8   line.
9   •   The Planning Board requests that the applicant work with NC DEQ to establish an accurate
10   location for the watershed ridgeline (not the road ridgeline).
11   •   In light of recent storms, the Planning Board would like to suggest that the applicant minimize
12   impervious surface and maximize stormwater control on the site, beyond what is required by
13   ordinance.
14

15   **VOTE:**
16   AYES: (6) Barber, Buckner, Foushee, Kirkpatrick, Sinclair
17   NOES: (0)
18   ABSTENTIONS: (0)
19   ABSENT/EXCUSED: (5) Carney, Gaylord-Miles, Peretin, Poulton, Scott
20

21   **C. Draft Meeting Schedule for 2026**
22   Staff member Tina Moon presented the draft meeting calendar, noting that the first Thursday in
23   January was New Year's Day. The Planning Board considered a few alternatives to the January
24   meeting, and decided to schedule one meeting for the month, on January 15, 2026.
25

26   **D. Annual Training**
27   Staff member Tina Moon presented the series of lectures the Town purchased from the University of
28   North Carolina School of Government as required training for the Planning Board and the Board of
29   Adjustment. The lectures span general topics including types of decisions, role of advisory boards,
30   and other broad topics. Moon indicated the videos would be sent out, and the Board discussed various
31   ways the modules might be reviewed and discussed by members. More discussion on the matter was
32   deferred to the next Planning Board meeting.
33

34 **V. ADJOURNMENT**
35   Having completed the agenda, the meeting was adjourned at 8:35 P.M.

DRAFT PLANNING BOARD
MEETINGS CALENDAR 2026

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Planning Board Meetings, held in-person or remotely at 7:30 PM.

2026 Holidays for United States

Jan 1	New Year's Day	May 10	Mother's Day	Oct 12	Indigenous Peoples' Day
Jan 19	Martin Luther King Jr. Day	May 25	Memorial Day	Oct 31	Halloween
Feb 14	Valentine's Day	Jun 19	Juneteenth	Nov 11	Veterans Day
Feb 16	Presidents' Day	Jun 21	Father's Day	Nov 26	Thanksgiving Day
Feb 18-Mar 19	Ramadan	Jul 4	Independence Day	Dec 14-22	Hanukkah
Apr 2-9	Passover	Sep 7	Labor Day	Dec 25	Christmas Day
Apr 3	Good Friday	Sep 11-13	Rosh Hashanah	Dec 26-Jan 1	Kwanzaa
Apr 5	Easter Sunday	Sep 20-21	Yom Kippur	Dec 31	New Year's Eve

UNC School of Government – Planning & Zoning Training Modules

In September 2025, The Town Council amended the Land Use Ordinance to add an annual training requirement for the Planning Board and Board of Adjustment. After adoption, staff reviewed modules provided by the UNC School of Government, and have selected a series of asynchronous, video lectures that will encompass this training.

Staff have organized the 10 videos into a series of bundles based on topics and have provided a suggested order.

	Subject & Video Title	Time

I.	**Overview of Local land Use Planning and Regulations**
	 Key Topics: Requirements, uses, and implementation of land use plans; types of land use decisions
	    i. Local Land Use Planning in North Carolina
	    ii. Basics of Local Development Regulations
	    iii. Types of Land Use Decisions
		(Approx. 1 hour)

II.	Rezonings & Legislative Decisions
	 Key Topics: Legal framework of Planning Board review; boundaries of deliberation in legislative decisions; reasonableness and consistency
	    i. Legal Procedures for a Rezoning
	    ii. Legal Considerations for a Rezoning
		(Approx. 1 hour)

III.	Quasi-Judicial Decisions
	 Key Topics: Due process; appeals & variances; substantial evidence and evidentiary hearings; standing
	    i. Quasi-Judicial Process
	    ii. Deciding Quasi-Judicial Cases
		(Approx. 1 hour)

IV.	Historic Preservation
	 Key Topics: local v. federal historic designation; design standards & authority; limits/requirements; certificates of appropriateness; exemptions
	    i. Local Historic Districts and Landmarks
	    ii. Preservation Commission Basics
	    iii. COAs and Quasi-Judicial Procedures
		(Approx. 1 hour and 20 minutes)

UNC School of Government – Planning & Zoning Training Modules

Types of Land Use Decisions
CC 12:47
Types of Land Use Decisions
8 months ago
(3)

Deciding Quasi-Judicial Cases
CC 24:03
Deciding Quasi-Judicial Cases
8 months ago
(7)

Quasi-Judicial Process
CC 33:16
Quasi-Judicial Process
8 months ago
(6)

Local Historic Districts and Landmarks
CC 21:39
Local Historic Districts and Landmarks
8 months ago
(8)

Preservation Commission Basics
CC 27:28
Preservation Commission Basics
8 months ago
(9)

Certificates of Appropriateness and Quasi-Judicial Procedures
CC 38:56
COAs and Quasi-Judicial Procedures
8 months ago
(10)

Local Land Use Planning in North Carolina
CC 20:47
Local Land Use Planning in North Carolina
a year ago
(1)

Legal Considerations for a Rezoning
CC 23:02
Legal Considerations for a Rezoning
a year ago
(5)

Legal Procedures for a Rezoning
And Other Legislative Development Decision
CC 33:54
Legal Procedures for a Rezoning
a year ago
(4)

Basics of Local Development Regulations
CC 30:44
Basics of Local Development Regulations
(2)