



BOARD OF ADJUSTMENT
301 West Main Street, Carrboro, North Carolina 27510

AGENDA

7:00 P.M.

Town Hall Council Room 110

J a n u a r y 2 1 s t , 2 0 2 6

- I. Minutes Approval:**
 - i. For December 17th, 2025 Meeting
- II. Quasi-Judicial Public Hearing:**
 - i. 424 S Greensboro Street – A Special Use Permit-B request to operate a tourist home/short-term rental
 - ii. 113 Glosson Circle – A Setback Exception request for an accessory structure
- III. New/Old Business**
 - i. Decision Document related to variance request for 603 Jones Ferry Road
- IV. Adjournment**





Board of Adjustment Meeting Minutes – December 17, 2025
301 West Main Street, Carrboro, NC 27510
Room 110, Council Chambers

Members Present	Members Absent	Town Staff
Jenifer Wolfe, Chair Kacy Gordon Linda Bowerman Erle Smith Andrew Whittemore Heather Hunt	Melinda Manning Sriv Navaratnam Brian Hageman, Vice Chair	Marty Roupe Stephanie Bray Laura Youngblood Nick Herman, Town Attorney Catherine Fray, Town Council Liaison John Fussa, Planning Director

The Carrboro Board of Adjustment held a meeting on December 17, 2025. Chair Wolfe called the meeting to order at 7:01PM, proceeded with roll call and swore in staff members and members of the public who may wish to give testimony.

Agenda Items:

I. Minutes Approval for November 19, 2025 Meeting

A motion was made by Smith and seconded by Bowerman, to approve the November 19, 2025 minutes as presented. VOTE: AYES Five (5) (Jenifer Wolfe, Kacy Gordon, Linda Bowerman, Erle Smith, Andrew Whittemore). NOES Zero (0). ABSTAINED One (1) (Heather Hunt).

II. Quasi-judicial public hearing for variance request at 603 Jones Ferry Road

Marty Roupe presented the variance request for the 1.11-acre vacant parcel zoned O. The applicant seeks approval to encroach into the Zone Two regulatory stream buffer. A previous variance related to the regulatory stream buffer was granted in 2017. The property is subject to Jordan Lake rules, and any future development would require an SUP-A and subsequent review by the Town Council.

Roupe explained that Section 15-269.3 of the Carrboro Land Use Ordinance (LUO) requires a 100-foot buffer on each side of the stream (50 feet for Zone One and 50 feet for Zone Two). The requested



variance would allow portions of parking areas, multiple buildings, a refuse and recycling center, stormwater management features, and associated grading and infrastructure within Zone Two of the buffer.

Leanne Brown, representing Monarch LLC, addressed the Board and discussed the fifth finding related to Jordan Lake rules, noting the prohibition on granting variances after August 11, 2009.

Property owner Heather Washburn, representing Monarch Development, provided additional context regarding site topography, landscaping, and water features. She stated the proposed project includes dense housing with four residential units above ground-floor office space (live/work configuration).

Landscape architect Tim Guadagno presented the proposed site layout, including the parking lot placement and anticipated Zone Two buffer encroachments. He reviewed the total area of proposed disturbance and described the project's bioretention and stormwater management strategies.

Board members Smith and Whittemore asked clarifying questions regarding total disturbed square footage and the decision to encroach into the stream buffer rather than street setbacks.

Brown requested that Guadagno be accepted as an expert witness in landscape architecture. The Board unanimously agreed.

The Board opened the floor for public comment. Matthew Night, a neighboring resident, expressed concerns about potential impacts on the health of the creek. Kaitlyn Melloy, also a neighboring resident, asked how denial of the variance would affect the project. Washburn responded that the project would likely be unable to proceed without the variance.

A motion to close public comment was made by Smith and seconded by Bowerman. **Vote:** Ayes – Six (6); Noes – Zero (0); Abstentions – Zero (0).

Following deliberation, Wolfe motioned to direct Town staff to prepare an order approving the variance request with the two recommended conditions:

1. The variance shall allow encroachments into Zone Two only, permitting hardscape infrastructure no closer than 14 feet from Zone One and total disturbed area no closer than 17.5 feet from Zone One. Hardscape infrastructure shall not exceed 5,763 square feet, and total disturbance shall not exceed 7,053 square feet, consistent with the site plan presented to the Board of Adjustment on December 17, 2025.
2. An as-built survey shall be required, if and when the project is constructed, verifying compliance with the approved encroachment limits.

VOTE: AYES Six (6) (Jenifer Wolfe, Kacy Gordon, Heather Hunt, Linda Bowerman, Erle Smith, Andrew Whittemore) NOES Zero (0). ABSTAINED Zero (0).

III. Decision Document on appeal related to 3200 Damascus Church Road



Motion to approve the decision document made by Smith, seconded by Wolfe.

VOTE: AYES Six (6) (Jenifer Wolfe, Kacy Gordon, Heather Hunt, Linda Bowerman, Erle Smith, Andrew Whittemore) NOES Zero (0). ABSTAINED Zero (0).

IV. New/Old Business

Staff discussed formatting for training videos for Board Members. Staff and board members agreed to look into the budget for possible training options.

New Town of Carrboro Planning Director, John Fussa, introduced himself to the Board.

V. Adjourn

Motion to adjourn made by Whittemore, seconded by Gordon. VOTE: AYES Six (6) NOES Zero (0). ABSTAINED Zero (0).

DRAFT



BOARD OF ADJUSTMENT – January 21, 2026

AGENDA ITEM ABSTRACT – 424 South Greensboro Street

DEPARTMENT: Planning	PUBLIC HEARING: Yes
Attachments: A. Staff Report	Staff Contact: Jacob Wiggins Planning/Zoning Development Specialist jwiggins@carrboronc.gov – 919.918.7329

Purpose Statement:

Rick Sumner has submitted a request for a Special Use Permit-B (SUP-B), for property located at 424 South Greensboro Street, to use an existing single-family home as a ‘Tourist Home’ (short term rental). Per the Carrboro Land Use Ordinance (LUO), this use requires a SUP-B from the Board of Adjustment.

Information:

See Attachment A, Staff Report, for additional information.

Staff Recommendation:

Staff Recommends the Board hold a quasi-judicial public hearing for the SUP-B request and decide whether to issue the SUP-B, based upon the information and evidence presented at the hearing.

Attachments:

- A. Staff Report and associated materials





Staff Report – Carrboro Board of Adjustment

Meeting Date	January 21, 2026	Project Name	424 South Greensboro Street		
Applicant	Rick Sumner	Request:	Tourist Home (short term rental)		
Zoning District	Residential-75 (R-75)	Existing Land Use:	Single Family Residential		
Site Address:	424 South Greensboro Street	PIN:	9778-84-3378	Lot Size:	0.17 Acres
Adjacent Zoning District(s):	R-75 – All Directions	Adjacent Land Uses:	Residential – All Directions		
Relevant Ordinance Sections:	Section 15-54: Special Use Permits				

Background and Concept Plan Review

The Zoning Division has received an application for a ‘Tourist Home’ for property located at 424 South Greensboro Street, from Rick Sumner, applicant. Per Section 15-146 of the Carrboro Land Use Ordinance (LUO), this use, in the R-75 zoning district, requires a Special Use Permit-B (SUP-B) from the Board of Adjustment (BOA, ‘the Board’).

The concept plan for this SUP-B was presented to the Advisory Boards at Joint Review on December 4, 2025. There were no comments regarding this request provided by the Advisory Boards. Materials provided by the applicant are included in this report and are seen in Attachment 3.

Traffic and Parking

Traffic generated by this request is expected to be similar to that of a single-family residential use. It is possible that additional traffic may be generated depending upon lengths of stay and the number of vehicles utilized by occupants, in the event that this request is approved.

Staff Commentary: The proposed use does not trigger any required site improvements related to access or parking at the subject site. It may be possible that the use generates slightly more traffic than a typical single-family use.

Tree Protection, Tree Canopy, and Screening

No new development is being proposed through this request, therefore the Tree Protection and Tree Canopy standards, as prescribed in Section 15-319 of the LUO are not applicable. No screening or landscaping standards are required by this proposal.



Staff Commentary: The proposed use does not trigger any LUO requirements regarding trees or screening.

Drainage and Grading

No site improvements are being proposed as part of this request and the requested use does not trigger any additional requirements regarding drainage or grading at the subject site.

Staff Commentary: The site contains an existing single-family residence which is not proposed for modification. Therefore, there are no LUO standards related to drainage or grading which are applicable to this request.

Recreation Facilities and Open Space

Recreation facilities and open space requirements are not applicable to this project.

Staff Commentary: No LUO standards regarding recreational amenities or open space apply to this request.

Utilities, Lighting, and Refuse Collection

The existing home is connected to OWASA for water/wastewater services. No changes to utility service are proposed through this request. No new lights are proposed as part of this request.

Refuse collection is provided by local entities and no changes to refuse collection are proposed through this application.

Staff Commentary: The request meets LUO requirements regarding utilities, lighting, and refuse collection.

Miscellaneous

Advisory Board Comments: A concept plan was presented at the December 5, 2025 Advisory Boards meeting. No comments were provided during Joint Review.

Neighborhood Information Meeting: A neighborhood meeting was not required for this proposal.

Required Findings

- 1) The development will not materially endanger public health or safety;
- 2) The development will not substantially injure the value of adjoining or abutting property;
- 3) The development will be in harmony with the surrounding area;
- 4) The development will be in general conformity with the *Comprehensive Plan* and/or other plans adopted by Town Council.

Staff Commentary: At the time of this report, staff have seen no evidence that the proposal would endanger public health or safety, be injurious to property values, not be in harmony with the surrounding area, nor any evidence that the proposal does not align with adopted plans.

Staff Recommendation:

Staff recommends that the Board review the submitted materials related to this SUP-B request and decide whether to issue the SUP-B, based upon the information and evidence presented at the hearing.

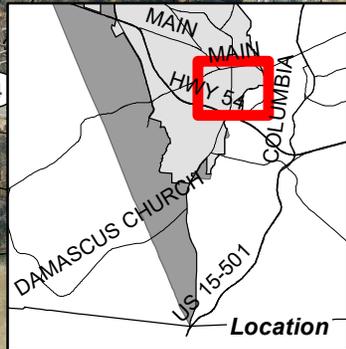
Attachments:

1. Aerial Map
2. Context Map
3. Applicant's Submitted Materials



424 S. Greensboro Aerial Map

424 S. Greensboro



0 250 500 Feet
1 inch = 500 feet
N
11/24/25. Source: Town of Carrboro GIS



Concept Plan for 424 S. Greensboro Street, Carrboro NC 27510

George Street LLC purchased a 3-bedroom, 2-bathroom house located at 424 S. Greensboro Street on 10/24/2025. We plan to lease this house for short-term rentals of less than 30 days. George Street, LLC is submitting this concept plan as part of its Special Use Permit B application – Plan Number: **BADJ-001206-2025**. Please see attached exterior photos, floor plan, and property information.

Rick Sumner

George Street, LLC

919-920-5246

rsumner@kmsnc.com

424 S. Greensboro St., Carrboro



Just a stone's throw from downtown Carrboro, this incredibly spacious 1-story 1950s bungalow/ranch-style home is truly a rare find! Location, charm and modern upgrades—this one has it all! Walkable to the UNC campus, enjoy shopping, dining, and all beautiful Carrboro and Chapel Hill have to offer.



TOM GRASTY
REALTOR®

984.291.6755
grastyt@hpw.com
www.tomgrasty.hpw.com

Photography

Front Façade



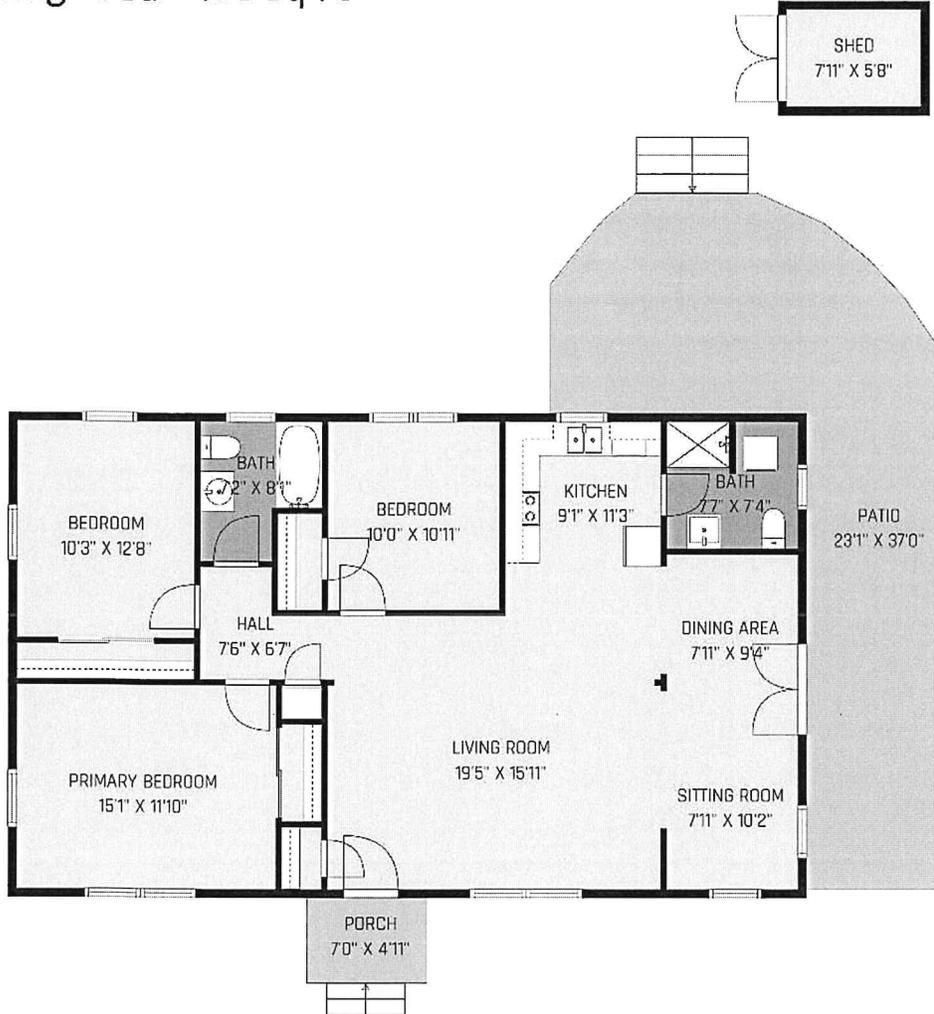
Living Room



424 SOUTH GREENSBORO STREET

Gross Living Area - 1307 Sq Ft

Non- Living Area - 466 Sq Ft



Area Calculation Summary

Gross Living Area	
Calculation Details	
First Floor	1307 Sq Ft
Total Living Area	1307 Sq Ft
Non-Living Area	
Concrete Patio	438 Sq Ft
Open porch	28 Sq Ft
Total Non- Living Area	466 Sq Ft

Orange County North Carolina

313318
424 S GREENSBORO ST

JANUARY 1ST OWNER MAILING ADDRESS
HORTMAN WILLIAM
424 S GREENSBORO ST
CARRBORO NC 27510-

Total Assessed Value
\$417,000

KEY INFORMATION

Tax Year	2025		
Parcel ID	9778843378	Township	7 - CHAPEL HILL
Land Size	0.18	Land Units	AC
Rate Code	21		
District Codes	G0 County, CH CHSchoolDst., G1 Carrboro		
Property LUC	Residential- Improved		
Neighborhood	7045 - 7OLDPITTSB		
Legal Description	7 EARLE EVERSELE W/S GREENSBORO ST		
Exempt Type	-		

APPRAISAL DETAILS

Total Land	\$275,000
Ag Credit	-
Land	\$275,000
Building	\$141,500
Yard Items	\$500
Market Total	\$417,000
Total Assessed	\$417,000

RESIDENTIAL

BUILDING (1)

Type	Single Fam	Total Value	\$141,500	Finished Sq Ft	1,288 sf
Style	-	Quality	Grade C	Condition	Average
Year Built	1957	Exterior Walls	Frame	Full Bath	2
Roof Cover	Shingle	Half Bath	0	HVAC	Combo H&A
Bedrooms	2	Garage Type	-		
Fireplace Count	0				

MISC IMPROVEMENTS

IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT	APPRAISED VALUE
Y040 - SHED	49	2019	\$500

SALES



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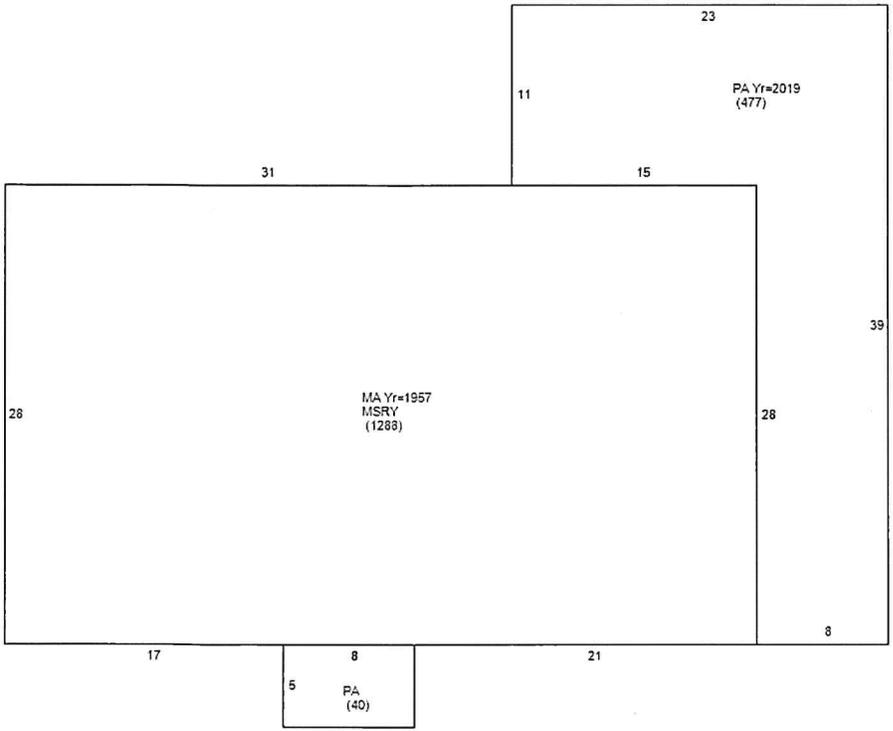
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New Town of Carrboro Planning Director, John Fussa, introduced himself to the Board.

V. Adjourn

Motion to adjourn made by Whittemore, seconded by Gordon. VOTE: AYES Six (6) NOES Zero (0). ABSTAINED Zero (0).

DRAFT



Disclaimer

Orange County Assessor's Office makes every effort to produce the most accurate information possible. **No warranties, expressed or implied, are provided for the data herein, its use or interpretation.**

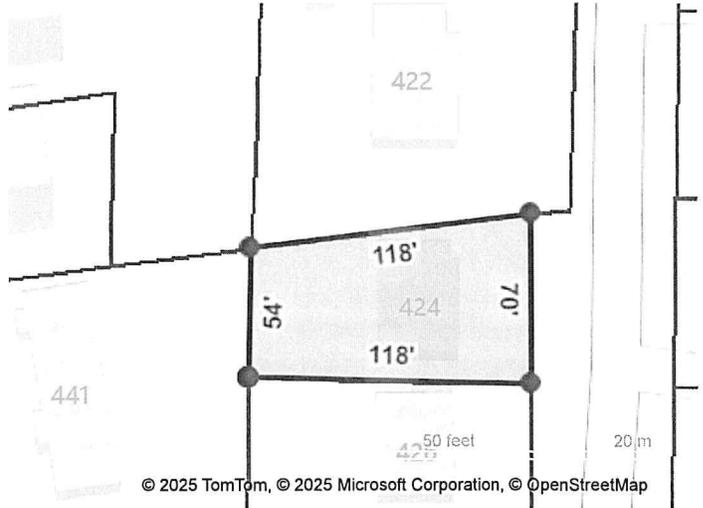
Zoning Map – 424 S. Greensboro St., Carrboro

For a list of permissible uses, see pgs. TPU-1 of 7 – TPU-7 of 7 in Town of Carrboro Land Use Ordinance
[<https://www.carrboronc.gov/DocumentCenter/View/2021/Land-Use-Ordinance-combined->]





Thursday, February 13, 2025



LOCATION

Property Address	424 S Greensboro St Carrboro, NC 27510-2333
Subdivision	
County	Orange County, NC

GENERAL PARCEL INFORMATION

Parcel ID/Tax ID	9778843378
Alternate Parcel ID	7.100.B.2
Account Number	313318
District/Ward	21
2020 Census Trct/Blk	107.08/2
Assessor Roll Year	2024

PROPERTY SUMMARY

Property Type	Residential
Land Use	Res-Single Family
Improvement Type	Single Family
Square Feet	1288

CURRENT OWNER

Name	Hortman William
Mailing Address	424 S Greensboro St Carrboro, NC 27510-2333

SCHOOL ZONE INFORMATION

Northside Elementary School	1.0 mi
Elementary: Pre K to 5	Distance
McDougle Middle School	2.2 mi
Middle: 6 to 8	Distance
Carrboro High School	1.2 mi
High: 9 to 12	Distance

SALES HISTORY THROUGH 01/17/2025

Date	Amount	Buyer/Owners	Seller	Instrument	No. Parcels	Book/Page Or Document#
6/16/2020		Hortman William	Hortman Robert	Quit Claim Deed		6677/1160 30029088
12/20/2017	\$222,500	Hortman William J & Hortman Robert Patterson	424 Greensboro LLC	Warranty Deed		6406/204 20171222000249970
2/19/2013		424 Greensboro LLC	Zweidinger David T	Warranty Deed		5548/212 20130219000041470
1/23/2013	\$165,000	Zweidinger David T	Bucklew Kathryn Elizabeth & Bucklew Kimberly	Warranty Deed		5532/403 20130125000020240
6/5/2009	\$185,000	Bucklew Kathryn Elizabeth Kimberly Bucklew				4755/135
2/6/2008						4452/187
3/3/1997	\$94,000					1558/157
3/27/1992	\$75,000					976/222
8/1/1986	\$15,000	Bocanegra N Ruben				593/23

TAX ASSESSMENT

Tax Assessment	2024	Change (%)	2023	Change (%)	2022
Appraised Land	\$185,000.00		\$185,000.00		\$185,000.00
Appraised Improvements	\$155,200.00		\$155,200.00		\$155,200.00
Total Tax Appraisal	\$340,200.00		\$340,200.00		\$340,200.00
Total Assessment	\$340,200.00		\$340,200.00		\$340,200.00
Jurisdiction Rates					
Carrboro City	0.00604				
Orange County	0.00863				
Chapel Hill/Carrboro School District	0.00198				

TAXES

Tax Year	City Taxes	County Taxes	Total Taxes
2024	\$2,056.17	\$2,935.59	\$5,665.35
2023	\$2,056.17	\$2,841.69	\$5,571.46
2022	\$2,056.17	\$2,827.74	\$5,506.48
2021	\$2,056.17	\$2,785.22	\$5,463.95
2020	\$1,476.32	\$2,137.64	\$4,110.99
2019	\$1,464.01	\$2,137.64	\$4,098.68
2018	\$1,464.01	\$2,094.54	\$4,055.58
2017	\$1,451.69	\$2,063.26	\$4,011.98
2016	\$1,132.83	\$1,687.52	\$3,220.89
2015	\$1,132.83	\$1,687.52	\$3,220.89
2014	\$1,094.87	\$1,630.97	\$3,112.97
2013	\$1,094.87	\$1,593.82	\$3,075.81

MORTGAGE HISTORY

Date	Loan Amount	Borrower	Lender	Book/Page or Document#
08/31/2020	\$255,500	Hortman William J	Alcova Mortgage	6677/1163 30029089
12/22/2017	\$211,375	Hortman William J Hortman Robert Patterson	Suntrust Bank	6406/207 20171222000249980
06/05/2009	\$106,500	Bucklew Kimberly Bucklew Kathryn E	Corporate Investors Mortgage	4755/139 20090605000135440
03/03/1997	\$75,200	Slomianyj Peter & Linda Slomianyj Michael & Kimberly	First Citizens Bank	

FORECLOSURE HISTORY

No foreclosures were found for this parcel.

PROPERTY CHARACTERISTICS: BUILDING**Building # 1**

Type	Single Family	Condition	Average	Units	
Year Built	1957	Effective Year		Stories	1
BRs	2	Baths	2 F H	Rooms	5
Total Sq. Ft.	1,288				
Building Square Feet (Living Space)		Building Square Feet (Other)			
		Main 1288			
		Attached Patio			

- CONSTRUCTION

Quality	B+10	Roof Framing	Gable
Shape		Roof Cover Deck	Shingle
Partitions		Cabinet Millwork	

Common Wall		Floor Finish	Hardwood
Foundation	Masonry End	Interior Finish	Drywall
Floor System		Air Conditioning	Combo H&A
Exterior Wall	Frame	Heat Type	Combo H&A
Structural Framing		Bathroom Tile	
Fireplace		Plumbing Fixtures	
- OTHER			
Occupancy		Building Data Source	

PROPERTY CHARACTERISTICS: EXTRA FEATURES

Feature	Size or Description	Year Built	Condition
Shed	49 SF	2019	
Shed	49 SF	2019	

PROPERTY CHARACTERISTICS: LOT

Land Use	Res-Single Family	Lot Dimensions	
Block/Lot		Lot Square Feet	7,841
Latitude/Longitude	35.905313°/-79.072745°	Acreage	0.18
Type	Land Use	Size	Tax Assessor Value
Resident Lot	MULTIFAMILY STRUCTURE		
Resident Lot	MULTIFAMILY STRUCTURE		

PROPERTY CHARACTERISTICS: UTILITIES/AREA

Gas Source	Private	Road Type	Paved
Electric Source	Public	Topography	
Water Source	Public	District Trend	
Sewer Source	Public	Special School District 1	
Zoning Code	R75	Special School District 2	
Owner Type			

LEGAL DESCRIPTION

Subdivision		Plat Book/Page	
Block/Lot		District/Ward	21
Description	7 Earle Eversole W/S Greensboro St		

GREEN VERIFICATIONS

courtesy of Green Building Registry

No Green Verifications Found for This Parcel.

INTERNET ACCESS

courtesy of Fiberhomes.com

Provider	Type	Confirmed	Advertised Top Download Speed	Advertised Top Upload Speed
Google Fiber	FIBER	No	2000 Mbps	
AT&T	FIBER	No	1000 Mbps	
Spectrum	CABLE	No	1000 Mbps	

FEMA FLOOD ZONES

Zone Code	Flood Risk	BFE	Description	FIRM Panel ID	FIRM Panel Eff. Date
X	Minimal		Area of minimal flood hazard, usually depicted on FIRMs as above the 500-year flood level.	3710977800K	11/17/2017

LISTING ARCHIVE

MLS #	Status	Status Change Date	List Date	List Price	Closing Date	Closing Price	Listing Agent	Listing Broker	Buyer Agent	Buyer Broker
10058338	Expired	02/01/2025	10/15/2024	\$545,000			Dave Wylie			
10022473	Withdrawn	07/26/2024	04/11/2024	\$550,000			Dave Wylie	Compass – Chapel Hill - Durham		
2142153	Sold	12/22/2017	07/26/2017	\$229,900	12/22/2017	\$222,500	Logan Carter	Fonville Morisey/Durham Sales Office	Shawn Murphy	Lifestyl Group Nc LLC
1855178	Sold	01/25/2013	09/15/2012	\$175,000	01/25/2013	\$165,000	Candy Owens	Berkshire Hathaway Homeservice	Logan Carter	Fonville Morisey/Durham Sales Office

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Information Deemed Reliable But Not Guaranteed.



BOARD OF ADJUSTMENT – January 21, 2026

AGENDA ITEM ABSTRACT – 113 Glosson Circle

DEPARTMENT: Planning	PUBLIC HEARING: Yes
Attachments: A. Staff Report	Staff Contact: Stephanie Bray Planning/Zoning Development Specialist sbray@carrboronc.gov – 919.918.7342

Purpose Statement:

Andrew Chiles has submitted a request for a Setback Exception, for property located at 113 Glosson Circle (PIN: 9778-56-5094), for an accessory structure in the rear yard, located 1.4’ into the required rear yard setback area.

Information:

See Attachment A, Staff Report, for additional information.

Staff Recommendation:

Staff recommends the Board hold a quasi-judicial public hearing for the Setback Exception application and make a decision on the request, based upon the information and evidence presented at the hearing.

Attachments:

- A. Staff Report





Staff Report – Carrboro Board of Adjustment

Meeting Date	January 21, 2026	Project Name	113 Glosson Circle SPEX		
Applicant	Andrew Chiles	Request:	Setback Exception		
Zoning District	Residential-10 (R-10)	Existing Land Use:	Single Family Residential		
Site Address:	113 Glosson Circle	PIN:	9778-56-5094	Lot Size:	0.38 Acres
Adjacent Zoning District(s):	R-10 – All Directions	Adjacent Land Uses:	Residential – All Directions		
Relevant Ordinance Sections:	Sections 15-92.1 and 15-184				

Background

The Zoning Division has received an application from Andrew Chiles, property owner and applicant, for a Setback Exception on property located at 113 Glosson Circle. Mr. Chiles applied for and was granted a zoning permit for an accessory dwelling unit in the rear yard of the property. Upon completion of the project, Mr. Chiles learned, via a final survey, that the structure encroached into the required 12’ setback by one and a half feet (1.5’). The applicant is asking the Board to reduce the required 12’ boundary setback to ten and one-half feet (10.5’) for the structure, as shown on the submitted plans (Attachment 3 – Survey).

Through the Setback Exception process, the Board of Adjustment has the authority, should the Board find the request meets applicable standards, to reduce the required setback up to 50%. In the R-10 district, the maximum amount of deviation available through this process is six feet (6’). Standards for Setback Exceptions and the required findings for the Board to make, are seen below.

Setback Exception Standards

1. The reduction may be permitted only for buildings on lots used for conforming residential purposes in residential districts, where (i) the building in question has existed for at least three years prior to the application for the setback exception permit, or (ii) the lot is to be developed or redeveloped using the residential density bonus for affordable housing provided for elsewhere in this chapter at Section 15-184.

Staff Commentary: The single-family structure on the lot in question was built in 1967 and conforms with applicable LUO requirements.



2. The reduction would not allow a building to be located closer to a lot boundary than half of the minimum six-foot (6') separation required by the North Carolina State Building Code.

Staff Commentary: If approved, the structure would be at least 10.6' feet away from the closest boundary line.

3. The reduction applies only to a setback from a lot boundary line and not from a street right-of-way line.

Staff Commentary: The applicant requests setback relief from a lot boundary line and not a right-of-way line.

Special Exception Findings

1. The issuance of the permit will not create a threat to public health or safety.

Staff Commentary: Staff have seen no evidence indicating the location of this structure will create a threat to public health or safety.

2. The issuance of the permit will not adversely affect the value of adjoining properties.

Staff Commentary: Staff has seen no evidence indicating that this request would have a negative impact on the value of adjoining properties.

Staff Recommendation:

Staff recommends that the Board review the submitted materials related to this request and decide whether to issue the Setback Exception, based upon the information and evidence presented at the hearing. In the event the Board chooses to approve the request, staff recommends the following conditions of approval:

1. The rear boundary setback is reduced from 12' to ten and one-half feet (10.5') for the accessory structure, as shown on the plans provided to the Board.

Attachments:

1. Context Map
2. Aerial Map
3. Survey
4. Responses to Findings



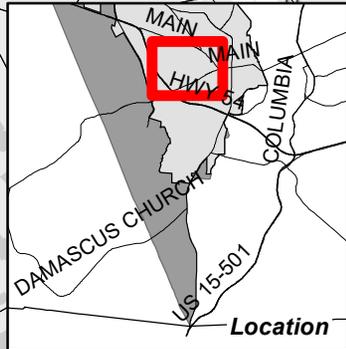
113 Glosson Circle Context Map

113 Glosson Circle

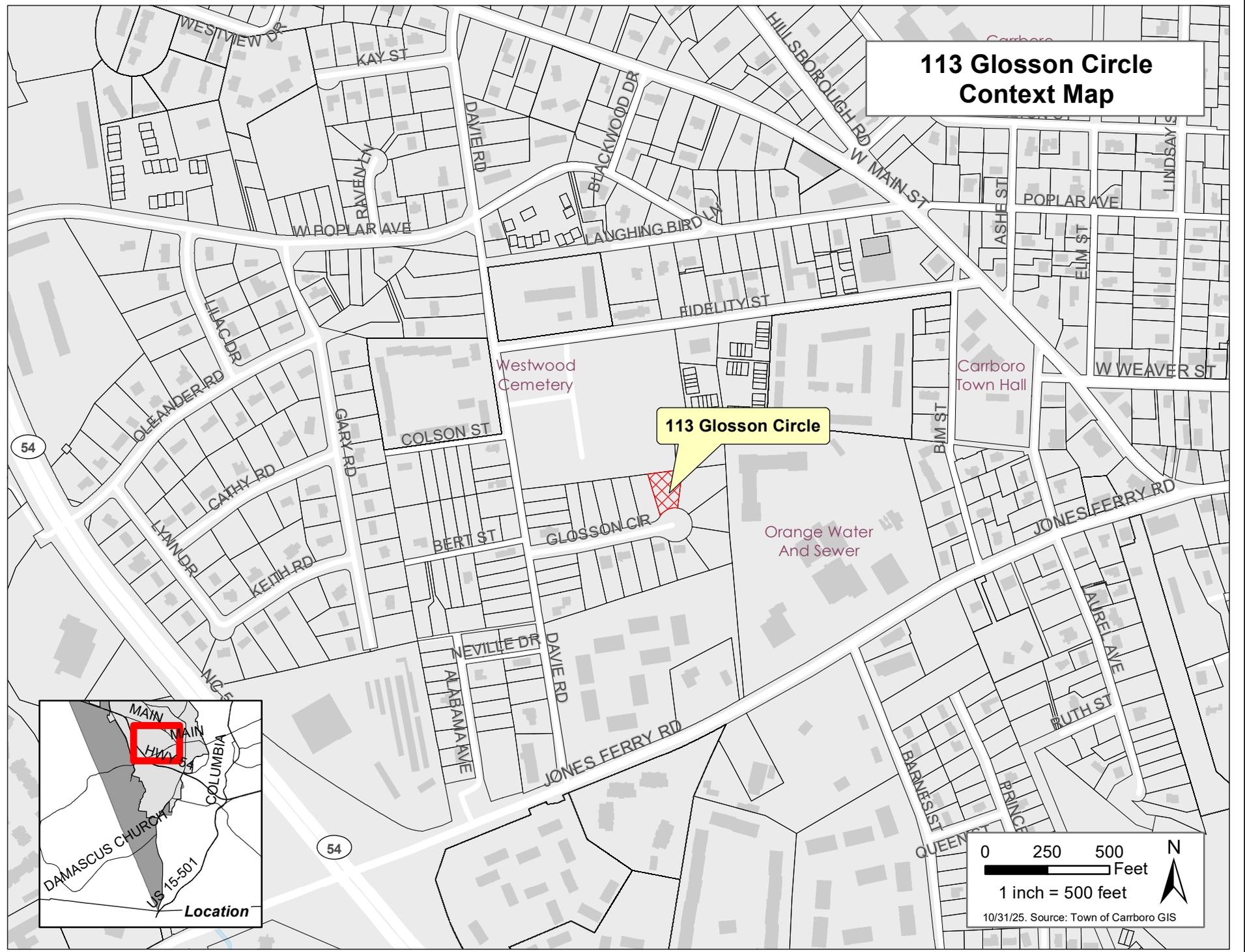
Westwood Cemetery

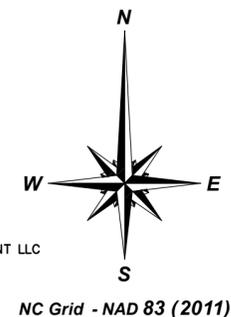
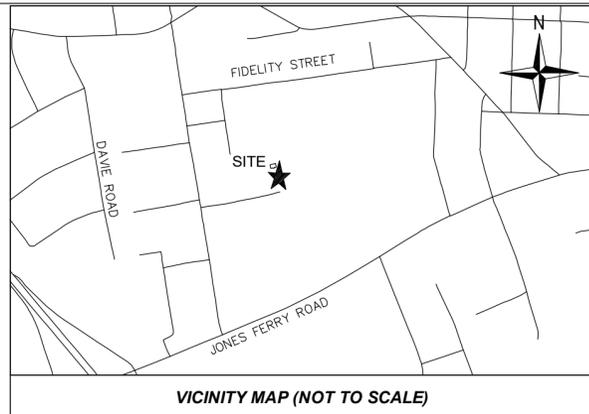
Carboro Town Hall

Orange Water And Sewer



0 250 500 Feet
1 inch = 500 feet
10/31/25. Source: Town of Carboro GIS





N/F
RTP COMMUNITY DEVELOPMENT LLC
PIN # 9778567241
DB 6629 PG 1024

GENERAL NOTES

1. THIS IS AN AS-BUILT SURVEY OF AN EXISTING PARCEL(S) OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET
2. BEARINGS FOR THIS SURVEY ARE BASED ON NC GRID NAD83 (2011).
3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
4. AREA BY COORDINATE GEOMETRY.
5. REFERENCES: DB 6807 PG 2368; PB 7 PG 78; OF THE ORANGE COUNTY REGISTRY. PIN: 9778565094.
6. THIS SURVEY PERFORMED AND MAP PREPARED WITHOUT BENEFIT OF A TITLE REPORT. THIS SURVEY SUBJECT TO ANY FACTS AND EASEMENTS WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
7. FLOOD NOTE: THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD ZONE. IT IS LOCATED IN ZONE "X" AS DEFINED BY F.E.M.A F.I.R.M COMMUNITY PANEL #3710977800K DATED 11/17/2017.
8. IMPERVIOUS NOTE: PER CARRBORO UDO, A 16,486.55 SQ FT LOT IS ALLOWED A MAXIMUM IMPERVIOUS SURFACE OF 7,485 SQ FT (45.41%). FURTHER RESTRICTION MAY APPLY. CONTACT CITY OF CARRBORO PLANING FOR MORE INFORMATION.
9. ZONE: R-10 ;SETBACKS: FRONT:25', REAR:12', SIDE:12'. PER CITY OF CARRBORO UDO. FURTHER RESTRICTION MAY APPLY. CONTACT CITY OF CARRBORO PLANING FOR MORE INFORMATION.
10. NO NGS MONUMENTS FOUND WITHIN 2000 FEET.
11. NO ENVIRONMENTAL FEATURES LOCATED, OR CONSIDERED AT THE TIME OF THIS SURVEY.
12. THE DEPICTION OF SURFACE AND SUBSURFACE UTILITIES IS DERIVED SOLELY FROM VISIBLE EVIDENCE. CONTACT RELEVANT UTILITY COMPANIES FOR COMPREHENSIVE UTILITY INFORMATION AND EASEMENT DETAILS.

IMPERVIOUS SURFACES
BUILDING, PORCH, STEPS AND RAMP = 1245 SF
ADU, COVERED PORCH, DECK, AND STEPS = 1045 SF
SHEDS = 147 SF
GRAVEL = 1500 SF
CONCRETE = 930 SF
HVAC = 18 SF

TOTAL IMPERVIOUS = 4,885 SF
TOTAL LOT AREA = 16,487 SF
PERCENT IMPERVIOUS = 29.6%

GPS GRID TIE NOTES

- 1) CLASS OF SURVEY: CLASS A
- 2) HORIZONTAL POSITIONAL ACCURACY: 0.1'
- 3) GPS FIELD PROCEDURE: REAL TIME NETWORK (VRS)
- 4) DATE OF GPS SURVEY: 05/21/2025
- 5) DATUM DESCRIPTION:
NC STATE PLANE COORDINATE SYSTEM
NAD83 (2011)
- 6) PUBLISHED / FIXED CONTROL USED:
CORS(NC RTN)
- 7) GEIOD MODEL: GEIOD 18
- 8) UNIT OF MEASUREMENT: U.S. SURVEY FOOT
- 9) ROOT MEAN SQUARE ERROR AT 95%
CONFIDENCE LEVEL USED TO CHECK ACCURACY

I CERTIFY THAT THIS PROJECT WAS COMPLETED UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THIS GROUND SURVEY WAS PERFORMED AT THE 95% CONFIDENCE LEVEL TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS; THAT THIS SURVEY WAS PERFORMED TO MEET THE REQUIREMENTS FOR A TOPOGRAPHIC/PLANIMETRIC SURVEY TO THE ACCURACY OF CLASS A STANDARD AND VERTICAL ACCURACY WHEN APPLICABLE TO THE CLASS A STANDARD, AND THAT THE ORIGINAL DATA WAS OBTAINED ON 05/21/2025; THAT THE SURVEY WAS COMPLETED ON 12/16/2025; THAT CONTOURS SHOWN MAY NOT MEET THE STATED STANDARD; AND ALL COORDINATES ARE BASED ON 'NAD 83' AND REALIZATION (2011) AND ALL ELEVATIONS ARE BASED ON NAVD 88 GEIOD 18.

THIS 17th DAY OF December, 2025
SEAL

DUSTIN A. DANIELS, PLS L-5675



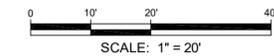
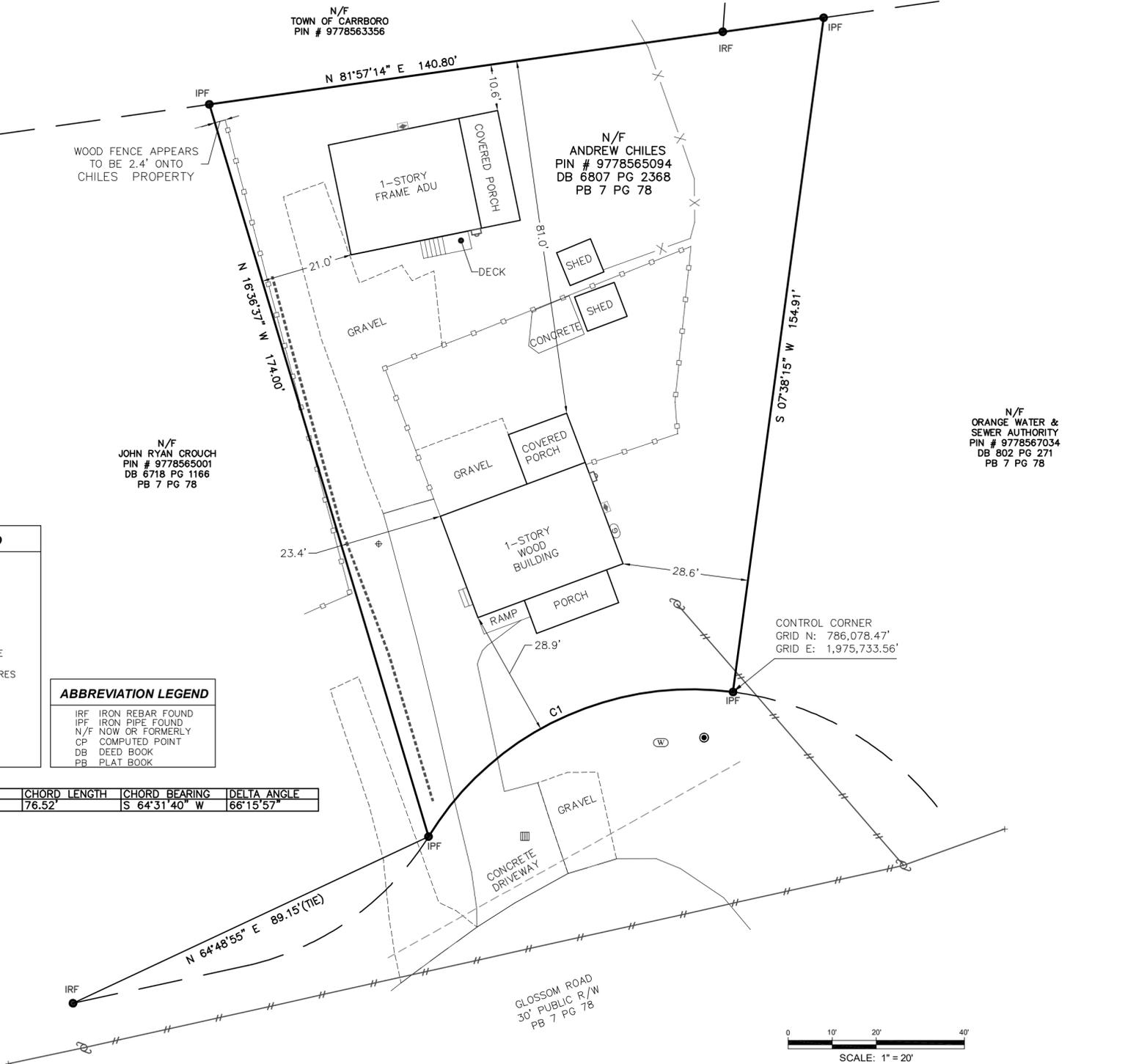
LINE AND SYMBOL LEGEND

—	PROPERTY LINE (PL)
- - -	PL NOT SURVEYED
—	TIE LINE
—	EDGE OF CONCRETE
- - -	SETBACK
- - -	EDGE OF GRAVEL
X X	WIRE FENCE
□ □	WOOD FENCE
—	STORM DRAINAGE PIPE
—	WALL
—	OVERHEAD UTILITY WIRES
⊕	GAS METER
⊖	ELECTRIC METER
⊙	WATER METER
⊙	SEWER CLEAN OUT
⊕	HVAC
⊖	GRADED INLET
⊙	LIGHT POLE

ABBREVIATION LEGEND

IRF	IRON REBAR FOUND
IPF	IRON PIPE FOUND
N/F	NOW OR FORMERLY
CP	COMPUTED POINT
DB	DEED BOOK
PB	PLAT BOOK

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	70.00'	80.96'	76.52'	S 64°31'40" W	66°15'57"



PREPARED FOR:
ANDREW CHILES

PREPARED BY:
CANOY SURVEYING
P-1938
1154 SHONELE LANE
STEM, NC 27581
PHONE (984) 377-2626

AS-BUILT SURVEY
113 GLOSSON CIRCLE
CARRBORO, NORTH CAROLINA
PROPERTY OF: ANDREW CHILES
#PIN 9778565094 PARCEL 5 PB 7 PG 78
CHAPEL HILL TOWNSHIP - ORANGE COUNTY

REVISIONS:

DATE OF SURVEY:	05/29/2025
SCALE:	1" = 20'
DRAWN BY:	OS
CHECKED BY:	DAD
PROJECT:	113GLOSSONCIR
SHEET:	1 / 1



Setback Exception Findings – Section 15-92.1
(Please Use Additional Pages for Responses, as Appropriate)

- 1) Issuance of the permit will not create a threat to the public health or safety; and

- 2) Issuance of the permit will not affect the value of adjoining or neighboring properties.

- 3) Has the lot in question been used for residential purposes for the last three years, or is the lot to be developed using the residential density bonus for affordable housing?

- 4) In no case may the requested reduction result in a building located closer to a lot boundary line than a distance equal to one-half of the minimum building separation requirement established by North Carolina State Building Code. Does the proposal meet this standard?

- 5) Setback exceptions are only applicable to setback from boundary lines, not setbacks from street rights-of-way. Is the requested reduction for a boundary setback?

Addendum to Application SPEX 113 Glosson Circle

Setback Exception Findings – Section 15-92.1

1) Issuance of the permit will not create a threat to the public health or safety; and

Decreasing the required rear setback from 12 feet to 10.5 feet will not create a threat to public health or safety because the reduction is minor in scale and does not materially change site conditions, building function, or access for emergency services. The proposed structure will continue to comply with all applicable North Carolina Building Code and fire-safety separation requirements.

The building does not encroach upon utilities, drainage infrastructure, or required fire lanes, nor does it encroach upon buffers for environmentally sensitive areas. The reduced setback does not alter existing stormwater flow patterns, create flooding or erosion risks, or interfere with sanitary utility systems.

This request does not introduce any new or intensified hazards, nor does it reduce existing safety protections, including adequate access to light, air, and ventilation for the subject property and adjacent properties.

2) Issuance of the permit will not affect the value of adjoining or neighboring properties.

Issuance of the permit to reduce the required rear setback from 12 feet to 10.5 feet will not affect the value of adjoining or neighboring properties. The rear of the subject property abuts Town- and County-owned land, including a municipal cemetery and property owned by the Orange County Water and Sewer Authority, neither of which is developed for residential or commercial use. These properties are separated from the proposed structure by required screening and buffering.

Pursuant to Article XIX of the Carrboro Land Use Ordinance, the abutting Town- and County-owned properties are required to maintain a Type A Screen, defined as an opaque screen extending from the ground to a height of at least six feet, with intermittent visual obstructions to a height of at least twenty feet, intended to exclude all visual contact between uses and create a strong impression of spatial separation (Carrboro LUO § 15.307). As a result of this required screening and the minor nature of the 1.5-foot setback reduction, the proposed adjustment will not be visible to adjoining or nearby properties and will not introduce visual, noise, or privacy impacts that could affect property values.

Additionally, the side and rear setbacks along the shared boundary with 111 Glosson Circle are not encroached upon and remain fully compliant with ordinance requirements. Because the setback reduction does not alter the appearance, character, or development pattern of the surrounding neighborhood, the requested adjustment will have no measurable impact on the value of adjoining or neighboring properties.

BOARD OF ADJUSTMENT DECISION
ON VARIANCE REQUEST FOR 603 JONES FERRY ROAD

On December 17, 2025, the Carrboro Board of Adjustment held a quasi-judicial hearing on a variance request made by Monarch Development, LLC, the owner of property located at 603 Jones Ferry Road within the Town. The request was for a variance under Section 15-92(k) of the “Jordan Rules” Stream Buffer Variance requirements and to the stream buffer standards set forth in Section 15-269.3 of the Carrboro Land Use Ordinance, which requires a 100-foot buffer on each side of the stream (50 feet for Zone One and an additional 50 feet for Zone Two), to allow for portions of a parking lot, portions of multiple buildings, a refuse and recycling center, and portions of a stormwater management system, along with associated infrastructure and necessary grading within Zone Two of the stream buffer.

Based on the variance application, Staff Report and Attachments thereto, and the testimony received at the hearing, including certain expert opinion testimony offered by the applicant, the Board of Adjustment makes the following Findings of Fact, Conclusions, and Decision:

FINDINGS OF FACT

1. The property is identified by Pin No. 9778-34-6032, is a vacant 1.11 acre parcel, is zoned Office (O), and the adjacent properties are zoned Office (O) and Business-4 (B-4) to the north and Residential (R3) in all other directions.
2. A variance for the property was granted for a previous development plan submitted by a previous owner. The current variance request significantly reduces disturbance into the Zone Two buffer as compared with the disturbance allowed by the previously granted variance (i.e., only 7,053 square feet of disturbance under the requested variance compared with 12,163 square feet of disturbance under the previous variance).
3. Approximately 66% of the property lies within the Town’s Stream Buffer Zones One and Two; and of the remaining 34%, only 23.5% of the total parcel is suitable for buildings once building setback requirements are met. This limited area does not account for additional requirements for parking, walkways, or stormwater management. The size, location, and topography peculiar to the property are the sole factors creating hardships to its development and use.
4. The applicant introduced uncontested expert opinion testimony that no reasonable use can be made of the property and no reasonable return can be secured without the requested variance, and the requested variance is the minimum possible deviation to make reasonable use possible.

5. The proposed encroachment into the Zone Two buffer will not result in a difference in heights, rate of rise, velocity, duration or sediment transport of flood waters as they pass below and past the encroachment, and emergency access to the area of proposed development into the floodplain is not affected by the encroachment proposed.

6. The development of the property with the requested variance promotes the densities sought in the Town's land use plans and provides additional housing opportunities, and the development plans for placement of building footprints, selection of sustainable materials (including permeable pavers), and incorporation of planted bioretention beds will not only mitigate stormwater runoff but also advance the Town's goals for green infrastructure.

CONCLUSIONS

1. A hardship would result from the strict application of the stream buffer standards in Section 15-269.3 of the Carrboro Land Use Ordinance in that the applicant could not secure a reasonable return from, nor make reasonable use of, the property in the absence of the requested variance that is the minimum possible deviation from the standards to make reasonable use of the property possible.

2. The hardship does not result from other factors such as deed restrictions or a knowing or unknowing violation of the stream buffer standards by the applicant, but is due to the unique size, shape, and topography of the property, such that full compliance with the buffer standards would not allow reasonable use of the property.

3. The requested variance is in harmony with the general purpose and intent of the State's and Town's riparian buffer protection requirements and preserves the spirit of those requirements.

4. In granting the requested variance, the public safety and welfare would be assured, water quality would be protected, and substantial justice would be done.

DECISION

Based on the foregoing, the Board of Adjustment grants the requested variance as follows:

1. A variance is granted to allow for encroachments into Zone Two only of the stream buffer, up to within 14 feet of Zone One of the buffer for hardscape infrastructure, and up to within 17.5 feet of Zone One of the buffer for total disturbed area, and the total amount of hardscape infrastructure shall not exceed 5,763 square feet and 7,053 square feet of disturbance, all in accordance with the attached site plan, which is incorporated in this Decision; and

2. If and when the project is constructed, an as-built survey shall be required, confirming that the types and amounts of the encroachments into the buffer satisfy the allowances and limitations set forth in the previous paragraph.

This the ____ day of January 2026.

Jenifer Wolfe, Chair of Board of Adjustment

DRAFT