



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, FEBRUARY 5, 2026

Item	Topic/Action	Person/Agency	Time (Approx)
I.	WELCOME	Chair	7:30
II.	JOINT REVIEW ITEMS		
	A. Concept Plan Review for 603 W NC-54	Staff /Applicant/Advisory Boards	7:35
III.	APPROVAL OF MINUTES		
	January 15, 2026 – Meeting Minutes	Chair/Planning Board	8:00
IV.	OTHER MATTERS		
	A. Concept Plan Review for 603 W NC-54	Chair/Planning Board	8:05
	B. Officer Elections	Chair/Planning Board	8:20
	C. Upcoming Meeting Items	Staff/Chair/Planning Board	8:25
V.	ADJOURNMENT	Chair	8:30

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

<https://townofcarrboro.zoom.us/j/87064611796?pwd=W9BHigYTxceWg5dWYb06brABcPbs57.1>

Phone one-tap:

+13092053325,,87064611796# US

+13126266799,,87064611796# US (Chicago)

PUBLIC COMMENT AT PLANNING BOARD MEETINGS

If members of the public wish to address the Planning Board, a time will be provided during the meeting. Speakers may address the Board only after being recognized by the Chair and only from the podium, subject to a three-minute time limit.

TOWN HALL IS ACCESSIBLE FOR PERSONS WITH DISABILITIES.

FOR MORE INFORMATION, CONTACT STAFF AT 919-918-7325.

NOTES

1. General contractor shall be responsible for obtaining all required structural engineering.
2. General contractor shall be responsible for obtaining all required permits, inspections and fees for construction.
3. All construction shall conform to N. C. State Building Codes and supercede any notes in these drawings.
4. All dimensions are to be verified in field and may be modified in field as required to achieve proper clearances.
5. Plumbing fixtures shown are for graphical purposes only. All plumbing specifications shall be approved by the homeowner.
6. General Contractor shall verify all lighting and electrical device specifications and locations with the homeowner prior to beginning wiring.
7. All window and door specifications and locations shall be verified with the homeowner and shall supercede any dimensions on these drawings. Window and door sizes listed on these plans are for reference only.
8. All grades shall be verified. Final grades shall be determined in the field. Grades shown on these drawings are for graphical purposes only.
9. Required steps have been omitted from these drawings and shall be coordinated with the homeowner.



IMPERVIOUS SURFACE	
Building:	5000 SF
Parking/drive:	4903 SF
Walkway:	210 SF
Total:	10113 SF
10113 SF/43996 SF = 22.9%	

NOT FOR CONSTRUCTION

steven joseph
 RESIDENTIAL DESIGN
 81 Dogwood Acres Drive
 Chapel Hill, North Carolina 27516
 mobile: 919.624.3215 email: stevenjoseph@mac.com www.stevenjosephdesign.com

Carrboro HTS Gym
 603 NC 54 West
 Carrboro, North Carolina

All rights reserved. No part of these drawings may be used in any way or reproduced or copied in any fashion without written permission from Steven Joseph Design, LLC. Any violators of this copyright will be prosecuted to the fullest extent of the law.

Site Plan

FOR REVIEW	1.23.26

A-1

603 W. NC-54 Context & Zoning Map

603 W NC-54

WM 3

Town Limits (IN)

54

B 5

NC 54 W

Planning Jurisdiction (OUT)

Planning Jurisdiction (IN)

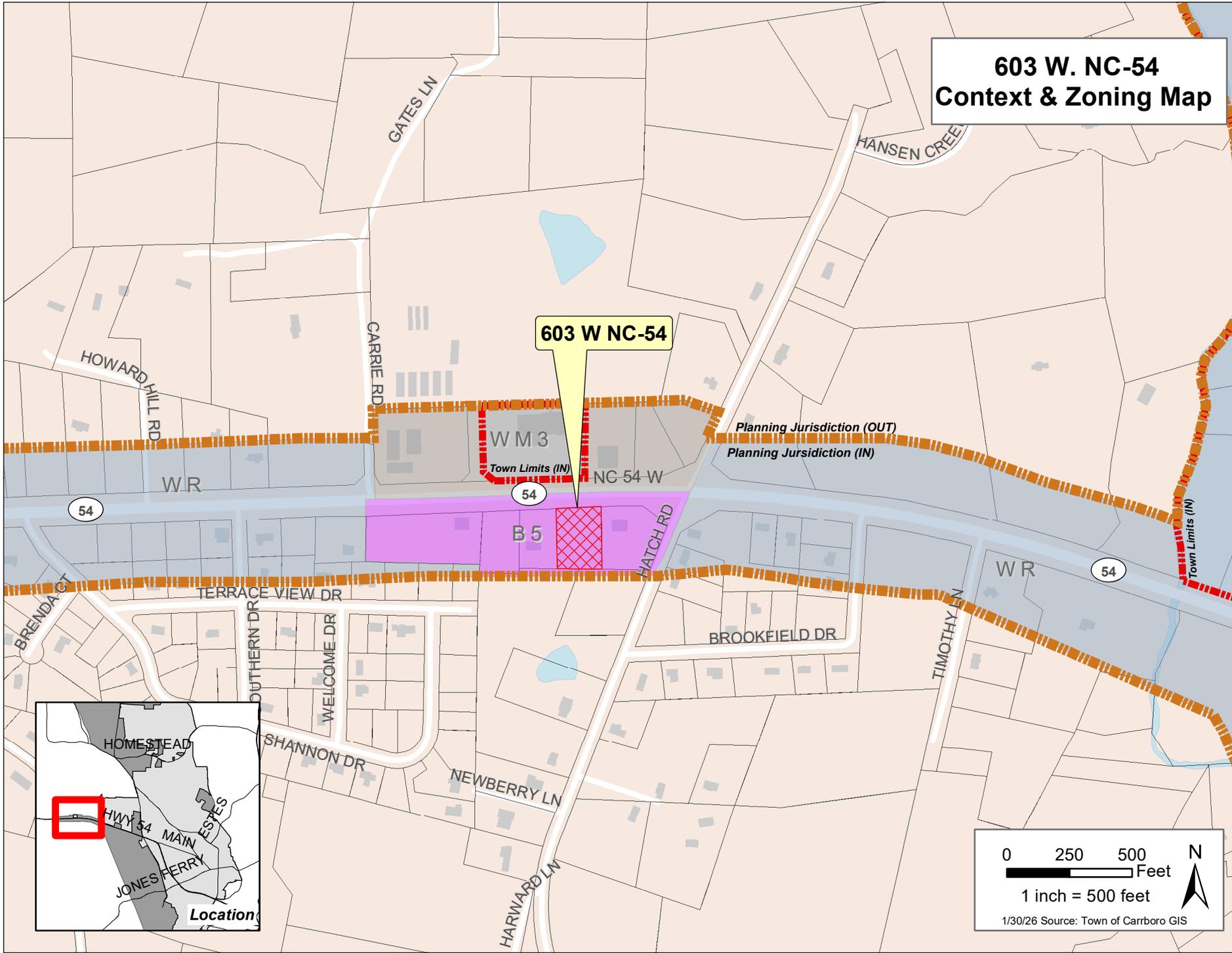
Town Limits (IN)



0 250 500 Feet

1 inch = 500 feet

1/30/26 Source: Town of Carrboro GIS



603 W. NC-54 Aerial Map

603 W NC-54

Town Limits (IN)

Planning Jurisdiction (OUT)
Planning Jurisdiction (IN)

Town Limits (IN)

54

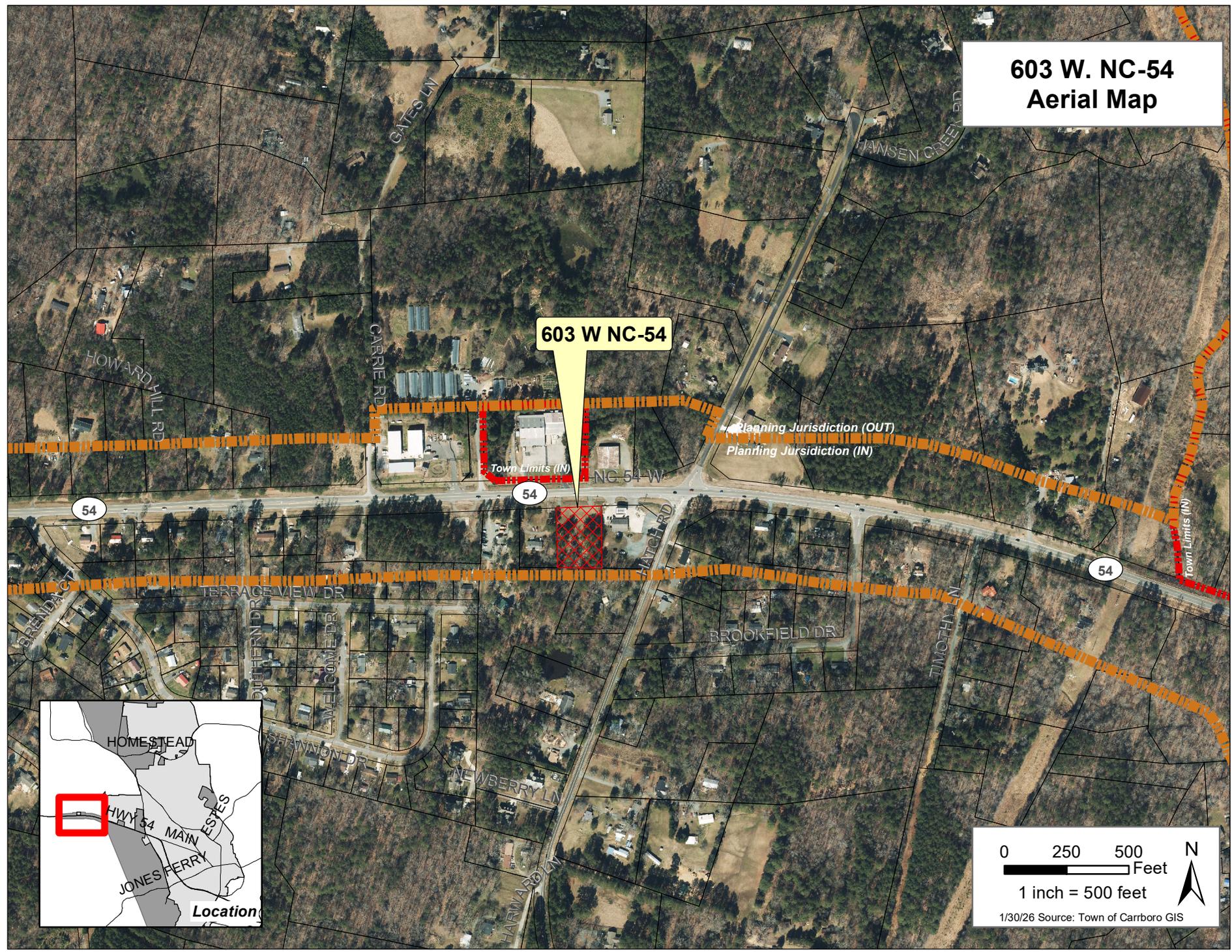
54

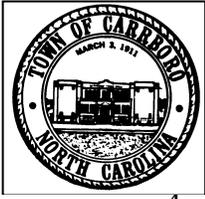


0 250 500 Feet

1 inch = 500 feet

1/30/26 Source: Town of Carrboro GIS





4

TOWN OF CARRBORO

PLANNING BOARD MEETING

301 West Main Street, Carrboro, North Carolina 27510

THURSDAY, JANUARY 15, 2026 – REMOTE MEETING

MEMBERS	GUESTS	STAFF
Rachel Gaylord-Miles, Chair		Tina Moon
Bruce Sinclair, Vice-Chair		Duncan Dodson
Susan Poulton		
Terri Buckner		
James Scott		
Galen Kirkpatrick		
Sharon Reilly		
April Barber		
Braxton Foushee		

Absent/Excused: Carney, Peretin

I. WELCOME & INTRODUCTIONS

Gaylord-Miles opened the meeting at 7:35 P.M.

II. APPROVAL OF MINUTES

Sinclair motioned to approve the November 6, 2025, minutes. Barber seconded the motion. The Planning Board November 6, 2025, meeting minutes were approved at 7:36 P.M.

Foushee motioned to approve the December 4, 2025, minutes. Barber seconded the motion. The Planning Board December 4, 2025, meeting minutes were approved at 7:36 P.M.

III. OTHER MATTERS

A. Approve Draft Meeting Schedule for 2026

Foushee made a motion to adopt the draft meeting calendar. Poulton seconded the motion.

VOTE:

AYES: (9) Barber, Buckner, Foushee, Gaylord-Miles, Kirkpatrick, Poulton, Reilly, Scott, Sinclair

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (2) Carney, Peretin

B. Annual Training – Review of UNC School of Government Training Modules

Staff member Duncan Dodson discussed a suggestion of bundling the videos and discussing at future meetings. The Board agreed that they would devote time at the next two mid-month meetings to discuss the videos. Other board members who are interested in watching the trainings are invited to participate.

1 **C. Other Items from Staff**

2 Staff reminded the Board that officer elections are next month, discussed the potential to spend
3 some time in joint review discussing among the boards larger topics of interest beyond specific
4 development applications, and talked about ways the Planning Board can learn about the result
5 and/or progress of applications they review, after approved by other bodies.
6

7 **IV. ADJOURNMENT**

8 Having completed the agenda, the meeting was adjourned at 8:15 P.M.

DRAFT