

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/81036244046?pwd=ApFMTfccQjlKZKZljhfA4uHZG7C9Jv.1>

Phone one-tap:

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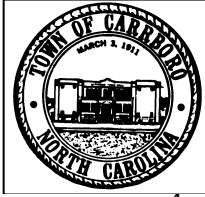
+(Washington DC)

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.



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TOWN OF CARRBORO

PLANNING BOARD MEETING

301 West Main Street, Carrboro, North Carolina 27510

THURSDAY, NOVEMBER 6, 2025 – REMOTE MEETING

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		

Absent/Excused: Carney, Peretin, Reilly

I. WELCOME & INTRODUCTIONS

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

II. JOINT REVIEW ITEMS

A. Concept Plan Review for 113 Glosson Circle

Staff member Jacob Wiggins provided a brief overview of the proposed tourist home/short-term rental and the process for approval. The applicant and owner, Mr. Chiles, briefly discussed the site, which has both a primary and accessory dwelling unit, and explained that the special use permit application is for the use of both structures as tourist homes.

Board members asked about the age of the homes and whether this parcel was part of a historic district or overall district. They also discussed the current use of the property as a short-term rental and asked if neighbors were aware of the project. Wiggins explained the public notice requirements for the Board of Adjustment quasi-judicial hearing (500-foot radius). Board members discussed circulation of vehicles on the site for parking and emergency access. Board members asked about stormwater impacts of the project as well and sought clarity from the applicant on stormwater and water runoff details on the concept plan.

B. Review of the Downtown Area Plan Public Hearing Draft

Staff member Duncan Dodson briefly discussed the layout and content of the Downtown Area Plan, reminded board members of the agenda materials that were carried forward from the October meeting and noted that the public hearing for adoption had been continued to November 18. Dodson also discussed additional engagement efforts conducted by town staff after direction from the Town Council.

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

III. APPROVAL OF MINUTES

Gaylord-Miles provided a correction to the vote count for the Concept Plan item on the October 9, 2025, meeting minutes. Sinclair moved to approve the October 9, 2026, minutes. Scales seconded the motion. The Planning Board October 9, 2026, meeting minutes were approved at 8:08 P.M.

Foushee moved to approve the October 9, 2026, minutes. Sinclair seconded the motion. The Planning Board October 9, 2026, meeting minutes were approved at 8:09 P.M.

IV. OTHER MATTERS

A. Concept Plan Review for 113 Glosson Circle

The Board suggested that the applicant expand the notification to 1,000 feet, and to ensure notification reaches all residents on Glosson Circle.

VOTE:

AYES: (8) Buckner, Foushee, Gaylord-Miles, Kirkpatrick, Poulton, Scales, Scott, Sinclair

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (3) Carney, Peretin, Reilly

B. Review of the Downtown Area Plan Public Hearing Draft

The board talked about the need for the plan to be more specific about how to get more housing for extremely low-income households. The Board continued conversation from the previous meeting about what types of commercial development would yield the types of jobs that allow people to live in housing that is walkable/bikeable from downtown. The Board discussed whether there was a need to delay the plan to ensure more community members had the chance to get involved and to learn about and provide feedback/ask question about the plan.

The Board recommended that the plan be adopted by the Town Council, indicated that no members have financial conflicts of interest, found the plan consistent with the Comprehensive Plan, and found the draft reasonable and in the public interest.

VOTE:

AYES: (6) Foushee, Gaylord-Miles, Kirkpatrick, Scales, Scott, Sinclair

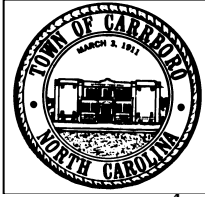
NOES: (1) Buckner

ABSTENTIONS: (1) Poulton

ABSENT/EXCUSED: (3) Carney, Peretin, Reilly

V. ADJOURNMENT

Having completed the agenda, the meeting was adjourned at 8:59 P.M.



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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.

B. Concept Plan Review for 1712-1716 Smith Level Road

The Board approved the forwarding of the following comments to the applicant:

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

VOTE:

AYES: (6) Barber, Buckner, Foushee, Kirkpatrick, Sinclair

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (5) Carney, Gaylord-Miles, Peretin, Poulton, Scott

C. Draft Meeting Schedule for 2026

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

D. Annual Training

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

V. ADJOURNMENT

Having completed the agenda, the meeting was adjourned at 8:35 P.M.

DRAFT PLANNING BOARD MEETINGS CALENDAR 2026

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

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

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1			1	2	3	4	5
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						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 <i>Key Topics: Requirements, uses, and implementation of land use plans; types of land use decisions</i>	(Approx. 1 hour)
	i. Local Land Use Planning in North Carolina	
	ii. Basics of Local Development Regulations	
	iii. Types of Land Use Decisions	
II.	Rezoning & Legislative Decisions <i>Key Topics: Legal framework of Planning Board review; boundaries of deliberation in legislative decisions; reasonableness and consistency</i>	(Approx. 1 hour)
	i. Legal Procedures for a Rezoning	
	ii. Legal Considerations for a Rezoning	
III.	Quasi-Judicial Decisions <i>Key Topics: Due process; appeals & variances; substantial evidence and evidentiary hearings; standing</i>	(Approx. 1 hour)
	i. Quasi-Judicial Process	
	ii. Deciding Quasi-Judicial Cases	
IV.	Historic Preservation <i>Key Topics: local v. federal historic designation; design standards & authority; limits/requirements; certificates of appropriateness; exemptions</i>	(Approx. 1 hour and 20 minutes)
	i. Local Historic Districts and Landmarks	
	ii. Preservation Commission Basics	
	iii. COAs and Quasi-Judicial Procedures	

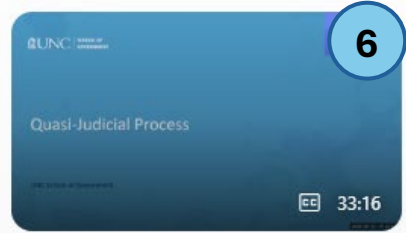
UNC School of Government – Planning & Zoning Training Modules



Types of Land Use Decisions
8 months ago



Deciding Quasi-Judicial Cases
8 months ago



Quasi-Judicial Process
8 months ago



Local Historic Districts and Landmarks
8 months ago



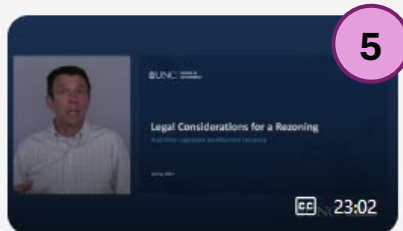
Preservation Commission Basics
8 months ago



COAs and Quasi-Judicial Procedures
8 months ago



Local Land Use Planning in North Carolina
a year ago



Legal Considerations for a Rezoning
a year ago



Legal Procedures for a Rezoning
a year ago



Basics of Local Development Regulations