



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, MARCH 19, 2026

Item	Topic/Action	Person/Agency	Time (Approx)
I.	WELCOME	Chair	7:30
II.	APPROVAL OF MINUTES		
	March 5, 2026 – Meeting Minutes	Chair/Planning Board	7:35
IV.	OTHER MATTERS		
	A. School of Government Training Modules Discussion	Chair/Planning Board	7:40
	a. Quasi-Judicial Process		
	b. Deciding Quasi-Judicial Cases		
	c. Local Historic Districts and Landmarks		
	d. Preservation Commission Basics		
	e. COAs and Quasi-Judicial Procedures		
V.	ADJOURNMENT	Chair	8:30

\*To view the advisory board meeting, please use the link below or contact staff at [ddodson@carrboronc.gov](mailto:ddodson@carrboronc.gov)

<https://townofcarrboro.zoom.us/j/89635861374?pwd=IMvmySTGtGg65JlhMymAlKp4aVHfCz.1>

Meeting ID: 896 3586 1374  
Phone one-tap:  
+13017158592,,89635861374# US (Washington DC)  
+13052241968,,89635861374# US

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 919-918-7335.

## 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.

	<b>Subject &amp; Video Title</b>	<b>Time</b>
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 &amp; 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 &amp; 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	

### Discussion Dates:

Bundles I and II – February 19, 2026

Bundles III and IV – March 19, 2026

# 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**



## TOWN OF CARRBORO

### PLANNING BOARD MEETING

301 West Main Street, Carrboro, North Carolina 27510

THURSDAY, FEBRUARY 5, 2026 – REMOTE MEETING

MEMBERS	GUESTS	STAFF
Galen Kirkpatrick, Chair	Josh Dalton (Sungate)	Tina Moon
Bruce Sinclair, Vice-Chair	William Altman (Timmons)	Jacob Wiggins
Susan Poulton	Kayla Cao (Turn Town)	Stephanie Bray
James Scott	James Johnson (LS3P)	Becca Eversole-Robinson
Rachel Gaylord-Miles	Katherine Peele (LS3P)	Bear Tosé
Sharon Reilly	David Contreras (CHCCS)	Duncan Dodson
Terri Buckner		

Absent/Excused: Carney, Foushee, Peretin, Scales

#### I. WELCOME & INTRODUCTIONS

Kirkpatrick opened the meeting at 7:31 P.M.

#### II. JOINT REVIEW ITEMS

##### A. Concept Plan Review for Carrboro Elementary School

Staff member Jacob Wiggins provided a brief introduction of the concept plan proposed for new school facilities at Carrboro Elementary. Wiggins noted that the concept plan is the first step in the special-use permit A application, where the project will ultimately go before the Town Council for consideration after submittal to staff and review.

A representative from the civil engineering team, Mr. William Altman, provided an overview of the concept plan and ongoing conversations about design. Altman noted that the campus will remain active during construction of the new facilities, and cited safety, access, and circulation as top considerations during and after construction. Board members and the applicant discussed construction vehicle access, enclosure of equipment on the site during construction, energy efficiency and incorporation of renewable energy into project design, creation of playgrounds at the rear of the site and a multi-purpose playfield in the center of the site, shading and tree canopy considerations, neighborhood and community outreach, bicycle and pedestrian access and bicycle parking, and considerations of impact of facility lighting to neighbors.

The Joint Review portion of the meeting concluded at 8:15 PM

#### III. APPROVAL OF MINUTES

Poulton motioned to approve the February 19, 2026, minutes. Sinclair seconded the motion. The Planning Board February 19, 2026, meeting minutes were approved at 8:16 P.M.

1 **IV. OTHER MATTERS**

2 **A. Concept Plan Review for Carrboro Elementary School**

3 Board members discussed the concept plan and provided the following comments to the applicant:

- 4
- 5 • We appreciate the development of a new school that meets modern school standards while still
  - 6 being integrated into the existing residential neighborhood.
  - 7 • We would like to see an emphasis on bike-ped connectivity within the school campus and to
  - 8 the surrounding street system
  - 9 • The project should provide sufficient bicycle parking for students near the school entrance and
  - 10 play areas. At least fifty-percent of bicycle parking should be covered.
  - 11 • We would like to see solar included in the project to the extent practicable.
  - 12 • Consider incorporating daylighting into the design and other best practices such as operable
  - 13 windows.
  - 14 • Promote site safety, particularly where the site abuts the road or vehicle use, while maintaining
  - 15 access for community use.
  - 16 • Careful thought of tree planting to provide shade for the front field and other play areas.
  - 17 • Consider the use of sustainable building practices and recycling elements of the existing
  - 18 building into the new campus where possible.
- 19

20 **VOTE:**

21 AYES: (7) Buckner, Gaylord-Miles, Kirkpatrick, Poulton, Reilly, Scott, Sinclair

22 NOES: (0)

23 ABSTENTIONS: (0)

24 ABSENT/EXCUSED: (4) Carney, Foushee, Peretin, Scales

25

26 **B. School of Government Modules - Debrief**

27 Staff member Tina Moon asked Board members if they had any feedback about the approach for the

28 training videos—if the bundling and discussion of videos was accessible and helpful and if there was

29 anything the Board would like to change about reviewing the training. Board members affirmed the

30 approach and agreed to review and discuss the last bundle of videos at the March 19, 2026 meeting.

31

32 **V. ADJOURNMENT**

33 Having completed the agenda, the meeting was adjourned at 8:40 P.M.