

# **Town of Carrboro**

*301 W. Main St., Carrboro, NC 27510*



## **Meeting Agenda - Final**

**Tuesday, June 3, 2025**

**6:00 PM**

**Council Chambers - Room 110**

**Town Council**

**6:00-6:15****A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND  
ACKNOWLEDGEMENTS****6:15-6:25****B. TOWN MANAGER'S UPDATE****6:25-6:40****C. PUBLIC COMMENT****6:40-6:45****D. CONSENT AGENDA**

*Items on the consent agenda are part of normal town business. There will be no discussion of these items unless a Council Member request to pull an item, after which the item will be removed from the Consent Agenda and considered individually. All other items not removed from the Consent Agenda will be adopted by a single motion.*

1. [25-061](#) Approval of Minutes from Town Council meeting held on May 20, 2025
2. [25-047](#) Request to Issue Street Closing Permit for the *Fiestas en la Calle*.

**PURPOSE:** To request that the Town Council consider adopting a resolution to issue a Street Closing Permit Application submitted by El Centro Hispano, Inc. for the temporary closing and usage of West Weaver Street from North Greensboro Street to Elm Street from 8:00 a.m. to 9:00 p.m. on Sunday, August 24, 2025, for the *Fiestas en la Calle*.

**Attachments:** [A - Community Event Pre-Application](#)  
[B - Street Closing Permit Application and Event Map](#)  
[C - Resolution](#)

3. [25-050](#) Resolution Setting the Quasi-Judicial Public Hearing for a Special Use Permit-A (SUP-A) at 400 North Greensboro Street for June 17, 2025.

**PURPOSE:** This agenda item schedules the quasi-judicial public hearing for the 400 North Greensboro Street SUP-A project for June 17, 2025.

**Attachments:** [A - Resolution Setting Public Hearing](#)

**6:45-7:00****E. PUBLIC HEARING**

1. [25-058](#) Public Hearing on Town Manager's Recommended Budget for FY 2025-26

**PURPOSE:** The purpose of this agenda item is to provide a second opportunity for the public to comment on the Town Manager's Recommended Budget for FY 2026 as required by G. S.159-12: Filing and publication of the budget; budget hearings (b).

**7:00-7:30****F. GENERAL AGENDA***ACTION ITEMS*

1. [25-057](#) Adoption of the FY 2025-26 Annual Budget

**PURPOSE:** The purpose of this agenda item is for the Town Council to adopt the annual budget for the fiscal year 2025-26.

**Attachments:** [A - FY 2025-26 ANNUAL BUDGET ORDINANCE \(ATTACHMENT A\)](#)  
[B - FY 2025-26 PAY PLAN CHANGES \(ATTACHMENT B\)](#)  
[C - FY 2025-26 SALARY AND WAGE ADJUSTMENT \(ATTACHMENT C\)](#)  
[D - MISCELLANEOUS FEES AND CHARGES SCHEDULE \(ATTACHMENT D\)](#)

**7:30-7:40****G. BOARD APPOINTMENTS**

1. [25-062](#) Appointment to Selected Boards/Commissions

**Racial Equity Commission**

Donald Hawkins



## Town of Carrboro

301 W. Main St., Carrboro,  
NC 27510

### Agenda Item Abstract

**File Number:** 25-061

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**Agenda Date:** 6/3/2025  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Approval of Minutes from Town Council meeting held on May 20, 2025



## Agenda Item Abstract

**File Number:** 25-047

**Agenda Date:** 6/3/2025  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

Request to Issue Street Closing Permit for the *Fiestas en la Calle*.

**PURPOSE:** To request that the Town Council consider adopting a resolution to issue a Street Closing Permit Application submitted by El Centro Hispano, Inc. for the temporary closing and usage of West Weaver Street from North Greensboro Street to Elm Street from 8:00 a.m. to 9:00 p.m. on Sunday, August 24, 2025, for the *Fiestas en la Calle*.

**DEPARTMENT:** Public Works

### COUNCIL DIRECTION:

☐ Race/Equity ☐ Climate ☐ Comprehensive Plan ☒ Other

On April 24, 2018, Town Council approved revisions to Article III of Chapter 7 of the Town Code relating to regulation of street or other public events. The revised Town Code removed the requirement for a public hearing prior to approval of a street closing permit by the Town Council. Town Code requires:

Section 7-20 Staff Review - Upon receipt of the permit application, the administrator shall circulate it to the police chief, the fire chief, the public works director, and other appropriate persons, such as the Special Events Committee for their comment. The administrator may arrange to have a conference on the application with the applicant and one or more department heads.

Section 7-24: Street Closing in the Carrboro Town Code: “(a) If the administrator finds that the permit should be issued and that, to conduct the event, it is necessary to close a street or to reroute traffic, the Town Council may pass a resolution authorizing this to be done. No such resolution shall be passed affecting streets that are part of the street system without the approval of the State Department of Transportation.

(b) The resolution shall identify the street or portion thereof to be affected and shall indicate the date and time when the street or portion thereof is to be closed, or traffic thereon is to be limited in some way. The resolution shall also direct the administrator to have appropriate traffic control devices installed to give notice of the temporary traffic controls.”

**INFORMATION:** El Centro Hispano, Inc. has submitted a Street Closing Permit Application for the temporary closure and use of West Weaver Street, from Elm Street to North Greensboro Street, on Sunday, August 24, 2025. The street will be closed from 8:00 a.m. to 9:00 p.m. to accommodate the *Fiestas en la Calle* event, which will take place from 12:00 p.m. to 7:00 p.m. Event set-up will occur between 8:00 a.m. and 12:00 p.m., while clean-up will take place from 7:00 p.m. to 9:00 p.m.

The Town’s Special Event Committee has reviewed the Town of Carrboro Community Event Pre-Application (see Attachment A). Additionally, event organizers met with Town staff to discuss logistics and any necessary

Town support. Attachment B contains the Street Closing Permit Application and event map.

*Fiestas en la Calle* is a free, family friendly event that “creates a cultural space where residents can discover, learn, and experience traditional and contemporary Latin American culture through music, entertainment, arts, and food.”

**FISCAL IMPACT:** Town of Carrboro Public Works and Police staff will help set up and maintain the required street closure. The applicant will be responsible for all the costs incurred by the Town to facilitate the event. The applicant has paid applicable application fees.

**RECOMMENDATION:** The Town Manager recommends the Town Council approve the attached resolution (Attachment C) to issue the street closing permit for *Fiestas en la Calle*.

## **Town of Carrboro Community Event Pre-Application Form**

The Town of Carrboro recognizes the benefits and interest of having special events within the Carrboro Community. The purpose of this form is for citizens and local organizations and/or businesses to propose or inform the Town of Carrboro of intent to hold an event. Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

### **EVENT ORGANIZER INFORMATION**

Name of Organization: El Centro Hispano

Organization Type: Non-profit

Organization Website <https://elcentronc.org/>

### **ORGANIZATION PRIMARY CONTACT INFORMATION**

Emma Perian

Address: 2000 Chapel Hill Rd, Unit 26A, Durham, North Carolina 27707

Phone: (919) 687-4635

Email: eperian@elcentronc.org

### **EVENT INFORMATION**

Name of Event: Fiestas en la Calle 2025

Preferred Event Date: 8/24/2025

Alternative Event Dates (if primary date is not available)

Set-up Start Time: 8:00AM

Event Start Time: 12:00PM

Event End Time: ~~6:00PM~~ 7:00PM

Clean-up End Time: ~~8:00PM~~ 9:00PM

Rain Date (if necessary):

Expected Attendance: 3000

Type of Event: Public Festival on Public Street

## EVENT DETAILS:

Sale and/or Consumption of Alcohol

Sale and/or Consumption of Food

Sale of Craft or Goods

Street/Lane/Sidewalk Closures

Police/Public Safety/Security

Temporary Shelters/Tents/Staging/Other Structures

## **EVENT DESCRIPTION**

Please provide a general description and the purpose of your event. Attach a simple diagram of the event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event.

Please enter your event description in the box below\*(required)

The “Fiestas en la Calle” has become a cornerstone event, bringing together people from all walks of life to honor and experience the diverse and rich heritage of Latin America. Against the picturesque backdrop of Carrboro’s downtown streets, this year’s festival aims to cultivate a sense of belonging, connection, and joy among both residents and visitors. The “Fiestas en la Calle 2025” will feature an exciting lineup of activities designed to immerse attendees in the cultural richness of Latino culture. Highlights include live music performances showcasing the rhythmic beats and melodies from across the region. Festival-goers can indulge in the flavors of Latino cuisine, with a variety of food vendors offering dishes that capture the essence of the region’s culinary delights. Additionally, artisan crafts, traditional dance performances, and engaging entertainment will be available throughout the day.

## UPLOAD EVENT DOCUMENTS

## **QUESTIONS?**

If there are questions regarding this form, please contact Dianah Alston-Sanders at the Recreation, Parks, & Cultural Resources Department at [dsanders@carrboronc.gov](mailto:dsanders@carrboronc.gov) or 919-918-7364.





**STREET CLOSING PERMIT APPLICATION  
CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY  
FOR STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS**

**EVENT:** Fiestas en la Calle

**EVENT SPONSOR:** El Centro Hispano

**IS THE SPONSOR A:** ☒ NON-PROFIT ☐ FOR PROFIT ☐ OTHER:

**ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:**

**EVENT COORDINATOR INFORMATION:**

**NAME:** Sacnite Alvarez

**ADDRESS:** 2000 Chapel Hill Rd #26A, Durham NC 27707

**TELEPHONE NUMBER:** 919-945-0132

**PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:**

**DATE:** 08/24/25 **TIME PERIOD: FROM:** 8:00 **TO:** 21:00

**RAIN DATE:**

**CLEAN-UP TIMETABLE: FROM:** 19:00 **TO:** 21:00

**APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT:** 3,000

**ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN?** YES ☒ NO ☐

## STREET CLOSING PERMIT APPLICATION

*(Traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):*

**If YES, PLEASE SPECIFY:** Traffic Control and security

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### ATTACH A SKETCH SHOWING:

- *Area where event is to take place.*
- *Streets to be closed or obstructed.*
- *Barriers or traffic control devices to be erected.*
- *Location of any concession stand, booth, or other temporary structures.*
- *Location of proposed fences, stands, platforms, stages, benches, or bleachers.*

### NC DEPARTMENT OF TRANSPORTATION

The Town cannot approve closings of roads or streets part of the State of North Carolina road system. Proof of permission from NCDOT is required before the Town will proceed with approval.

**OTHER INFORMATION:** \_\_\_\_\_

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**INSURANCE INFORMATION:** Philadelphia Indemnity Insurance Company- Policy number: PHPK267545-016

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### NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

*The **APPLICANT** is responsible for notifying Central Communications (911):*

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

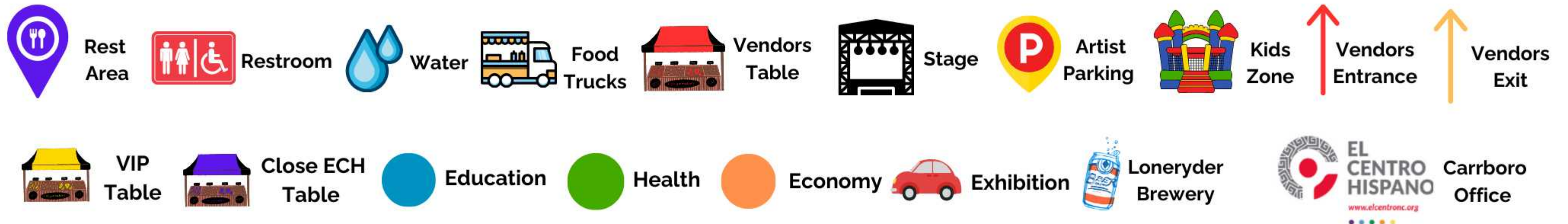
**FEE: \$100.00 application fee.** Application fee must accompany the submittal of this application.

## STREET CLOSING PERMIT APPLICATION

### EVENT / STREET CLOSING CHECKLIST

	<u>Date completed</u>	<u>Completed By</u> <u>(initial)</u>
Permit Application and Fee Received	[_____]	[_____]
Staff Review (See attached notes if applicable)	[_____]	[_____]
Insurance Certificate (if required)	[_____]	[_____]
NC DOT Approval (if applicable)	[_____]	[_____]







# Resolution

## **A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE FOLLOWING STREETS TO ACCOMMODATE THE *FIESTAS EN LA CALLE***

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that:

Section 1. West Weaver Street, from Elm Street to North Greensboro Street, shall be temporarily closed, on Sunday, August 24, 2025, from 8:00 a.m. to 9:00 p.m. for the *Fiestas en la Calle*. The event shall be conducted in accordance with the permit issued by the Town Council pursuant to Article III, Chapter 7 of the Town Code.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at the intersections of Elm Street and West Weaver Street and North Greensboro Street and West Weaver Street, 7 days before the event, to notify the public about the upcoming event.

Section 6. Applicant will be responsible for all costs incurred by the Town to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by each Department staffing the event.

Section 7. This resolution shall become effective upon adoption.

This the 3<sup>rd</sup> day of June 2025.



## Agenda Item Abstract

**File Number:** 25-050

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**Agenda Date:** 6/3/2025  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Resolution Setting the Quasi-Judicial Public Hearing for a Special Use Permit-A (SUP-A) at 400 North Greensboro Street for June 17, 2025.

**PURPOSE:** This agenda item schedules the quasi-judicial public hearing for the 400 North Greensboro Street SUP-A project for June 17, 2025.

**DEPARTMENT:** Planning, Zoning, Inspections, and Transportation

**COUNCIL DIRECTION:**

☐ Race/Equity ☐ Climate ☒ Comprehensive Plan ☒ Other

Other is marked as related to the town's Land Use Ordinance, which governs the process for considering a SUP-A request.

**INFORMATION:** On May 21, 2024, the Town Council approved a petition to change the zoning at 400 North Greensboro Street from Corporate Town (CT) to General Business, Conditional (B-1(G)-CZ). The applicants have subsequently applied for a Special Use Permit-A; if approved, the SUP-A will allow for construction of a three-story building, approximately 11,000 square feet in size. The proposed use for the building is seven multifamily residential units, along with common space.

The project is scheduled to be presented to the advisory boards at the June 5, 2025, Joint Advisory Board Meeting. At Town Council's request, staff will bring a draft decision document to the public hearing on June 17, 2025.

**FISCAL IMPACT:** The applicants have paid the necessary fees associated with the application.

**RECOMMENDATION:** Staff recommends that Town Council adopt the attached resolution (*Attachment A*) setting the public hearing date for June 17, 2025.

The following resolution was introduced by Council Member \_\_\_\_\_ and duly seconded by Council Member \_\_\_\_\_.

**A RESOLUTION CALLING A QUASI-JUDICIAL PUBLIC HEARING FOR CONSIDERATION OF A SPECIAL USE PERMIT-A APPLICATION FOR 400 NORTH GREENSBORO STREET**

**WHEREAS**, the Carrboro Town Council seeks to provide ample opportunities for the public to comment on proposed projects; and

**WHEREAS**, an application has been received for a Special Use Permit-A, seeking to construct a three-story building, approximately 11,000 square feet in size, along with associated infrastructure, at the above referenced property.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Town Council that the Council hereby call a public hearing on June 17, 2025, to discuss the 400 North Greensboro Street project.

This the 3<sup>rd</sup> day of June 2025



## Agenda Item Abstract

File Number: 25-058

**Agenda Date:**  
**In Control:** Town Council  
**Version:** 1

**File Type:** Public Hearing

Public Hearing on Town Manager's Recommended Budget for FY 2025-26

**PURPOSE:** The purpose of this agenda item is to provide a second opportunity for the public to comment on the Town Manager's Recommended Budget for FY 2026 as required by G. S.159-12: Filing and publication of the budget; budget hearings (b).

**DEPARTMENT:** Town Manager & Finance

### COUNCIL DIRECTION:

☒ Race/Equity ☒ Climate ☒ Comprehensive Plan ☐ Other

The annual budget and budget book are important documents the Town produces each year, as required by state statute. In developing the FY 2026 budget, staff included Council objectives such as Race and Equity, Climate Action, the Comprehensive Plan, and other prioritized initiatives.

**INFORMATION:** By state law, the Town Manager is required to submit a recommended budget and budget message to the Mayor and Town Council by June 1<sup>st</sup> of each year. This recommended budget is to be made available for public inspection and the Town Council is required to hold a public hearing on it prior to adoption. The FY 2026 Recommended Budget and presentation can be found on the Town's website at the following location:

Presentation: Managers Recommended Budget

<<https://www.carrboronc.gov/DocumentCenter/View/16587/FY-2025-2026-Recommended-Budget-Presentationpdf>>

[carrboronc.gov/DocumentCenter/View/16585/FY-2025-2026-Recommended-Budget-](https://www.carrboronc.gov/DocumentCenter/View/16585/FY-2025-2026-Recommended-Budget-)

<[https://www.carrboronc.gov/DocumentCenter/View/16585/FY-2025-2026-Recommended-Budget->](https://www.carrboronc.gov/DocumentCenter/View/16585/FY-2025-2026-Recommended-Budget-)

The Town's annual operating budget represents Carrboro's mission and commitment to enhancing the quality of life of our residents. This budget reflects our dedication to supporting our valuable employees, investing in critical infrastructure, and meeting the immediate needs of our community.

The Town Manager's recommended total budget for FY 2026 is \$62.5 million, which includes the following funds:

- General Fund: \$32,667,113
- Capital Projects: \$22,214,462
- Special Revenue: \$1,858,271
- Stormwater Enterprise: \$1,667,487
- Parking Enterprise: \$132,500

The Town Manager presented the recommended budget at the Town Council meeting on May 6, 2025. Notice



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**Agenda Date:**  
**In Control:** Town Council  
**Version:** 1

**File Type:** Public Hearing

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of the public hearing for May 20, 2025, was published by the Town Clerk and posted to the Town's website.

**FISCAL IMPACT:** The only cost associated with this agenda item is the cost to publish the public hearing notice.

**RECOMMENDATION:** The Town Manager recommends that the Town Council: 1) hold a second public hearing and receive additional comments from the public on the Town Manager's recommended budget for FY 2026.

**..end**



## Agenda Item Abstract

**File Number:** 25-057

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**Agenda Date:** 6/3/2025  
**In Control:** Town Council  
**Version:** 1

**File Type:** Action Item

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**PURPOSE:** The purpose of this agenda item is for the Town Council to adopt the annual budget for the fiscal year 2025-26.

**DEPARTMENT:** Town Manager & Finance

**INFORMATION:** The North Carolina Local Government Budget and Fiscal Control Act (LGBFCA) requires that the Town Manager submit a recommended budget and budget message to the Mayor and Council; that the Town Council hold a public hearing on the recommended budget; and that the Town Council adopt an annual budget ordinance each year by July 1. The budget must be balanced which is defined by LGBFCA as “the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to appropriations in that fund.”

On April 8, 2025, the Town Council held a budget work session where the Town Manager and Chief Financial Officer presented and received input on the recommended budget for FY 2025-26. On May 6, 2025, the Chief Financial Officer presented to the Town Council a recommended budget for FY 2025-26 totaling \$62.5 million, and the budget book was filed with the Town Clerk. It is available on the Town’s website and at Town Hall for public inspection. The notice of its availability was published in the local media. On May 20, 2025, a public hearing was held on the Manager’s Recommended Budget.

The goals for the FY 2026 budget are to include:

- Implement the Town Council’s priorities
- Investment in the retention of current town staff.
- Develop a balanced budget
- Manage costs while improving services for residents
- Conceptualize a long-term financial sustainability plan for the Town

The Town’s annual operating budget represents Carrboro’s mission and commitment to enhancing the quality of life of our residents. This budget reflects our dedication to supporting our valuable employees, investing in critical infrastructure, and meeting the immediate needs of our community. We have produced, as best we can, a balanced budget based on revenue projections that are not overly aggressive, nor unduly regressive.

The total budget for FY 2025-26 is as follows:

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General Fund	36,667,133
Capital Projects	22,214,462
Special Revenue	1,858,271
<b>Total Governmental Funds</b>	<b>60,739,866</b>
Stormwater Enterprise	1,667,487
Parking Enterprise	132,500
<b>Total</b>	<b>\$62,539,852</b>

The General Fund serves as the Town's primary operating fund. The FY 2025-26 budget continues to prioritize race and equity, climate action, affordable housing, downtown beautification, and capital projects.

The Capital Projects Fund includes construction, renovations, or other improvements to the Town's capital assets. Major projects include the downtown area plan, UDO rewrite, South Greensboro Street Sidewalk, and Town Hall renovation.

The Affordable Housing Fund in the Special Revenue Fund provides a steady and reliable revenue source for affordable housing activities. A property tax rate of 2 cents will continue to be dedicated to affordable housing in FY 2026.

Along with the annual budget ordinance, the Town Council will need to adopt several other resolutions. These includes the following: position classification and pay plan, across-the-board salary adjustment, and miscellaneous fees and charges schedule.

#### Annual Budget Ordinance - Attachment A

The attached Annual Budget Ordinance includes General Fund appropriation of \$36,667,133 by function for operation of the Town beginning July 1, 2025. The annual budget ordinance also includes the estimated net revenues that are expected to be available during the fiscal year.

As a result of the 2025 revaluation, properties within the Town of Carrboro are projected to experience a total value increase of more than 47% over the next four years. Due to this significant rise in assessed values, the Town of Carrboro's revenue-neutral tax rate is estimated to be \$0.4681, which represents a reduction from the adopted FY25 property tax rate of \$0.6044. A revenue-neutral property tax rate is the rate that would generate the same total amount of property tax revenue after a county-wide property revaluation as it did before, excluding revenue from new construction. When property values increase due to revaluation, the revenue-neutral rate is usually lower than the previous rate. This adjustment helps ensure that local governments do not automatically collect more money simply because property values have gone up.

The total estimated property tax revaluation is \$3,891,956,235, as determined by the Orange County Tax Administrator. The annual budget includes an increase of 0.0972 cents above the revenue-neutral rate to balance the base budget and allocate half a cent for Affordable Housing initiatives, resulting in a General Fund tax rate of \$0.5653 per \$100 of assessed valuation.

#### Position Classification and Pay Plan - Attachment B

The annual budget for FY 2026 includes changes to be incorporated into the position classification and pay

plan. There are no requests for new positions or service enhancements.

There will be no merit or performance pay provided to Town employees in FY 2026.

#### Salary and Wage Adjustment Resolution - Attachment C

Effective July 1, 2025, a 5% across-the-board salary increase will be added to base salary for all current full-time permanent and appointed employees; all permanent part-time employees shall receive a pro-rated, across-the-board salary increase of 5% based on their position's full-time equivalency effective July 1, 2025; All Town elected officials shall receive an across-the-board salary increase of 5% effective July 1, 2025.

#### Amendment to Miscellaneous Fees and Charges Schedule - Attachment D

The resolution amends the Miscellaneous Fees and Charges Schedule beginning July 1, 2025.

**FISCAL & STAFF IMPACT:** The total FY 2025-26 general fund budget presented for adoption is \$36,667,133. The grand total budget including all funds is \$62,539,852.

- A. Annual Budget Ordinance for FY 2025-26
- B. Resolution adopting Changes to Position Classification and Pay Plan.
- C. Resolution approving the minimum salary and hourly rates for employees;
- D. Resolution approving amendments to the Miscellaneous Fees and Charges Schedule.

**ANNUAL BUDGET ORDINANCE FY 2025-26  
Town of Carrboro, North Carolina**

**Ordinance No. XX/ FY 2025-26**

WHEREAS, the recommended budget for FY 2025-26 was submitted to the Town Council on May 6, 2025 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12; and

WHEREAS, on June 3, 2025, the Town Council held a public hearing on the budget pursuant to G.S. 159-12; and

WHEREAS, on June 3, 2025, the Town Council adopt a budget ordinance making appropriations and levying taxes in such sums as the Town Council considers sufficient and proper in accordance with G.S. 159-13;

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO, NORTH CAROLINA:

## ARTICLE I – GENERAL FUND

### Section 1. General Fund Appropriations

The General Fund is the Town of Carrboro’s operating account. The following amounts are hereby appropriated by function for the operation of the Town and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

<b>GENERAL GOVERNMENT</b>		<b>\$9,362,384</b>
Mayor & Town Council	370,033	
Advisory Boards & Commissions	31,500	
Governmental Support	227,000	
Town Manager	1,729,387	
Economic Development	282,368	
Communication & Engagement	407,393	
Housing & Community Service	975,668	
Town Clerk	219,439	
Finance	1,559,849	
Human Resources	1,000,400	
Technology Services	2,559,347	
<b>PLANNING &amp; TRANSPORTATION</b>		<b>\$4,758,026</b>
Planning	2,377,052	
Transportation	2,380,974	
<b>PUBLIC WORKS</b>		<b>\$5,324,870</b>
Public Works	5,324,870	
<b>RECREATION &amp; PARKS</b>		<b>\$2,368,194</b>
Recreation & Parks	2,368,194	
<b>PUBLIC SAFETY</b>		<b>\$9,683,403</b>
Police	5,338,201	
Fire	4,345,202	
<b>OTHER</b>		<b>\$5,170,256</b>
Nondepartmental	1,140,780	
Transfers	2,480,214	
Debt Service	1,549,262	
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>\$36,667,133</b>

## Section 2. General Fund Revenues

Revenues from the following major sources are estimated to be available during the fiscal year beginning July 1, 2025, and ending June 30, 2026, to support General Fund expenditures:

<b>Ad Valorem Taxes</b>	<b>\$19,539,203</b>
<b>Local Sales Taxes</b>	<b>7,268,900</b>
<b>Other Taxes/Licenses</b>	<b>1,939,860</b>
<b>Intergovernmental</b>	<b>1,760,810</b>
<b>Permit &amp; Fees</b>	<b>1,528,777</b>
<b>Sales &amp; Services</b>	<b>324,440</b>
<b>Other Revenues</b>	<b>410,000</b>
<b>Fund Balance Appropriated</b>	<b>3,895,143</b>
<b>Total Revenues</b>	<b>32,771,990</b>
<b>Fund Balance Appropriated</b>	<b>3,895,143</b>
<b><i>Total Revenues &amp; Fund Balance</i></b>	
<b><i>Appropriated</i></b>	<b><i>\$36,667,133</i></b>

## ARTICLE II – AFFORDABLE HOUSING SPECIAL REVENUE FUND

### Section 1. Affordable Housing Fund Appropriation

The Affordable Housing Special Revenue Fund was created by the Town Council to increase the stock of affordable, safe and decent housing within the Town and its' planning jurisdiction. The following amounts are hereby appropriated for the Affordable Housing Special Revenue Fund activities:

<b>Revenues:</b>	<b>FY2025-26</b>
Interest Earnings	13,000
Fund Balance Appropriated	180,186
Transfer from General Fund	576,814
<b>Total Revenues</b>	<b>770,000</b>
<b>Expenditures:</b>	
Program Expenses	770,000
<b>Total Expenditures</b>	<b>770,000</b>

### ARTICLE III – CAPITAL PROJECT FUND

Pursuant to GS 159-13.2, the Town Council may authorize and budget for capital projects and special revenue funds in its annual budget or project ordinance. The Town Council has elected to enact a project ordinance to appropriate revenues and expenditures for capital projects which is effective until the project is completed rather than for a single fiscal year.

<b>Revenues:</b>	<b>FY 2025-26</b>
Interest Earnings	70,000
Restricted Intergovernmental	3,531,613
Transfer from General Fund	1,779,900
Transfer from Stormwater Fund	390,000
Other Financing Sources	15,560,000
<b>Total Revenues</b>	<b>\$21,331,513</b>
<b>Expenditures:</b>	
Downtown Area Plan	27,000
NC 54 Corridor Study (Comprehensive Plan)	150,000
UDO Rewrite	245,000
South Greensboro St Sidewalk	1,255,256
Estes Bike Ped	1,114,555
3 Bike Plan Projects	1,112,000
N Greensboro Buffered Bike Lanes	65,000
203 Connector	170,283
West Main Sidewalk	110,919
Weaver Street Ped Zone	200,000
ADA Improvements to Park Facilities	15,000
Solar Gates and Locks	5,000
Playground Resurfacing	71,500
Athletic Field Updates	5,000
Playground Replacements	250,000
Outdoor Lights	245,000
Vehicle Replacement	400,000
Westwood	165,000
Town Hall Renovation	15,000,000
Century Center	100,000
Sustainability	200,000
Stormwater and Park	325,000
PC Replacements	100,000
Capital Expense Reserve	-
<b>Total Expenditures</b>	<b>\$21,331,513</b>



## **ARTICLE IV – STORMWATER UTILITY ENTERPRISE FUND**

### **Section 1. Stormwater Utility Enterprise Fund**

The purpose of the Stormwater Utility Enterprise Fund is to comprehensively address stormwater management and flooding issues throughout the Town, and to be in compliance with state and federal rules and regulations. A total of \$1,667,487 is appropriated for stormwater activities.

### **Section 2. Revenues for Stormwater Utility Enterprise Fund**

Revenues to support stormwater activities are generated through the fee structure established in the Town Code, Chapter 18, Article II, Section 18-6.

## **ARTICLE V – PARKING ENTERPRISE FUND**

### **Section 1. Parking Enterprise Fund**

The purpose of the Parking Enterprise Fund is to manage parking facilities and services within the Town and monitor related expenses. A total of \$132,500 will be appropriated for parking activities.

### **Section 2. Revenues for Parking Enterprise Fund**

Revenues to support the Parking Enterprise Fund include a transfer of funds in the amount of \$132,500 from the General Fund to the Parking Enterprise Funds.

## **ARTICLE VI – MISCELLANEOUS FEES AND CHARGES**

Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule. The Town Council may periodically adjust the fee schedule through the adoption of an amendment.

## **ARTICLE VII – GENERAL AUTHORITIES**

### **Section 1.** The following authorities shall apply:

- a. The Town Manager may transfer funds between departments and functions within the General Fund for pay adjustments; service level benefits; law enforcement separation allowance; unemployment insurance; retiree, dependent, health insurance benefits; and, for any other purpose deemed necessary by the Town Manager without further action by the Town Council.
- b. The Town Manager may transfer funds within departments and functions.
- c. When the unassigned fund balance exceeds 35% in the General Fund, the Town Manager, in accordance with the Town's Fund Balance Policy, may set aside an amount in the assigned fund balance for transfer to the Capital Projects Fund for future projects.
- d. All funds encumbered or designated within fund balance for expenditures as confirmed in the annual audit for the year ending June 30, 2025, shall be re-appropriated to the Fiscal Year 2025-26 Adopted Budget without further action by the Town Council.

- e. The Finance Officer shall be authorized to execute interfund transfers for active projects in response to unforeseen circumstances and/or as part of the year-end financial process.
- f. The Finance Officer may approve transfer requests between programs or organizational units within the adopted budget.
- g. Transfers between Funds may be authorized only by the Town Council.
- h. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Orange County Tax Assessor, and in the tax receipts herewith delivered to the Tax Collector, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in Orange County. This section of the ordinance shall be full and sufficient authority to direct, require, and enable the Orange County Tax Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
- i. Pursuant to NCGS 160A-314.1 and 160A-317 the Town of Carrboro authorizes Orange County to provide recycling collection services within the Town and to impose and administer a basic annual services fee per household for recycling services and a solid waste convenience center fee for residents within the Town.
- j. Under GS143-64.32, architectural, engineering, and surveying services with fees less than thirty thousand dollars (\$30,000) may be exempt from the RFQ (Request for Qualification) process if approved by the Town Manager.

**Section 2.** There is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue (Article I, Section 2), to finance the foregoing General Fund appropriations (Article I, Section 1).

Tax Rate ..... \$.5653

**Section 3.** The Finance Officer shall distribute property tax collections to the appropriate fund(s) at least monthly as levied in Article VII, Section 2 above.

**Section 4.** In accordance with G.S. 159-13, a copy of this ordinance shall be filed with the Town Manager, the Finance Officer, and the Town Clerk.

**ATTACHMENT B**

**RESOLUTION ADOPTING CHANGES TO TOWN OF CARRBORO POSITION  
CLASSIFICATION AND PAY PLAN**

WHEREAS, the Town Council has adopted a comprehensive Position Classification and Pay Plan for the Town of Carrboro;

WHEREAS, the Town Manager has submitted a budget for FY 2025-26 with proposed changes to the Position Classification and Pay Plan;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Position Classification and Pay Plan is hereby modified as follows:

- a. Increase the minimum salary of each paygrade by 2.5%.
- b. Retitle and reclassify the Payroll & Benefits Coordinator position, Salary Grade 111, to Business Services Manager position, Salary Grade 117.
- c. Retitle and reclassify the Comptroller positions, Salary Grade 118, to Accounting Manager position, Salary Grade 117.
- d. Retitle and reclassify the Environmental Planner positions, Salary Grade 114, to Climate and Energy Program Manager, Salary Grade 117.
- e. Retitle and reclassify the Assistant to the Planning Director positions, Salary Grade 114, to Management Analyst, Salary Grade 116.
- f. Retitle Diversion Social Worker, Salary Grade 111, to Crisis Response Social Worker, Salary Grade 111.

Section 2. There will be no Merit or Performance Pay provided to Town employees in FY 2025-26.

Section 3. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 4. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1.

Section 5. This resolution shall become effective July 1, 2025.

**ATTACHMENT C**

**SALARY AND WAGE ADJUSTMENT RESOLUTION FOR FY 2025-26**

**BE IT RESOLVED** that the Town of Carrboro Town Council hereby approves the following as a part of the Annual Budget for FY 2025-26:

Section 1: All Town permanent full-time and appointed employees shall receive an across-the-board salary increase of 5% effective July 1, 2025.

Section 2: All permanent part-time employees shall receive a pro-rated, across-the-board salary increase of 5% based on their position's full-time equivalency effective July 1, 2025.

Section 3: All Town elected officials shall receive an across-the-board salary increase of 5% effective July 1, 2025.

Section 4: This resolution shall become effective July 1, 2025.

**A RESOLUTION AMENDING THE  
MISCELLANEOUS FEES AND CHARGES SCHEDULE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1: The Town Council has adopted a Miscellaneous Fees and Charges Schedule, which is periodically updated.

Section 2. The attached changes to the Miscellaneous Fees and Charges Schedule are hereby approved and shall be incorporated into to the Miscellaneous Fees and Charges Schedule.

Section 3: This resolution shall become effective on July 1, 2025.

### STORMWATER ENTERPRISE

Fee Name	Department	Current Fees	New Fees	Reason
Buffer Authorization Certificate (BAC)	Stormwater Enterprise	N/A	\$250	Bad optics, stream buffers are directly related to water quality issues. Fee amount aligns with Orange Co.
Engineering Review Fees	Stormwater Enterprise			
Stormwater Management Plan Review	Stormwater Enterprise	N/A	\$185 / Hr.	Engineering Firm's rate; needs SW review hours
Field Observations (critical component installation)	Stormwater Enterprise	N/A	\$120 / Hr.	Engineering Firm's rate; needs SW review hours
Stormwater Review Fees	Stormwater Enterprise			
Single Lot Residential	Stormwater Enterprise	No Current Fee	\$100.00	Enterprise staff are not currently compensated for their work on development review
Low Impact Development (LID) Project	Stormwater Enterprise	No Current Fee	\$300.00	Enterprise staff are not currently compensated for their work on development review
Standard (less than 1-acre of new impervious)	Stormwater Enterprise	No Current Fee	\$500.00	Enterprise staff are not currently compensated for their work on development review
Standard (greater than 1-acre new impervious)	Stormwater Enterprise	No Current Fee	50 per SCM + \$500	Enterprise staff are not currently compensated for their work on development review
SCM Access & Maintenance Easement Plat	Stormwater Enterprise	No Current Fee	\$200 (fee waived if details provided on	A recording is required as per the NCDEQ MDC. The SCM O+M should provide a reference.

			preliminary & final plat)	
SCM Access & Maintenance Operations & Maintenance Plan	Stormwater Enterprise	No Current Fee	\$50	Staff time for review of O+M documents
Stream Determination (Ephemeral Streams)	Stormwater Enterprise	\$60.00	\$50 per reach + \$100	Fee to recover staff time associated with compliance with Jordan Lake Rules directives
Stream Determination (Intermittent or Perennial Streams)	Stormwater Enterprise	\$120.00	\$100 per reach + \$100	Fee to recover staff time associated with compliance with Jordan Lake Rules directives
SCM Field Observation (Initial Construction)	Stormwater Enterprise	No Current Fee	\$150 per SCM	Preference for utility staff to be present at initial installation to make observation
SCM Handoff to Association	Stormwater Enterprise	No Current Fee	\$50 per SCM	To provide an impartial transfer between developer and HOA
SCM Field Observation (Non- compliant report)	Stormwater Enterprise	No Current Fee	\$0 for 1st inspection (see below for reinspection)	Clarification item that staff are to conduct a \$0 formal inspection following non-compliance
SCM Field Observation (Notice of Violation and/or facility failure)	Stormwater Enterprise	No Current Fee	\$250 per inspection	Fee to cover staff time if item above is not met or if a release has occurred from the facility.
SCM Field Observation (Recurring 5-Year audit)	Stormwater Enterprise	No Current Fee	\$750 per SCM	Fee to recover staff time for assessing and documenting the facility once during the five-year permit cycle.

## FY25-26 Scheduled Fees (Rec & Parks)

Proposed change: Chapel Hill-Carrboro City School System Rental Fees

Proposed change: Certified Non-Profit 501c3 Organizations 50% Rental Fee Discount 2x year limit

Proposed change: Drakeford Library Complex rental amenities and equipment useage fees at market rate

Proposed change: Non-Resident Fees will be 30% > Resident Fees, but no greater than \$30.00

### Indoor Facilities

Century Center	Resident (Hourly Rate)	Non-Resident (Hourly Rate)	Rental Parameters	Payment Due
Century Hall	\$140.00	\$170.00	3 - Hour Min.	\$500.00 & under due when contract is signed. \$500.01 & more require 10% deposit when contract is signed. The remaining balance due 21 days before event day.
Kitchen	\$20.00	\$26.00	1 - Hour Min.	
Reservation Late Fee - not paid in full 21 days prior to event	\$25.00		Per Event	
Chapel Hill-Carrboro City School System Rentals	\$50.00		1 - Hour Min.	Application
Community Arts Group (Century Hall- 2:00 p.m. - 5:00 p.m.)	\$80.00		First Sunday/ Month	Application
Certified non-profit 501c3 organizations may request a 50% discount on rental fees up to two times per calendar year.	\$140.00	\$170.00	Discount limit 2x/year	Application
Audio/Visual - Century Center	Flat Rate		Rental Parameters	Payment Due
24-Channel Mixer	\$40.00		Per Event	Added into facility rental rate.
AM/FM/Cassette/CD Player	\$10.00			
Blu-Ray DVD Player	\$10.00			
Flip Chart	\$10.00			
Handheld Wireless Microphone	\$10.00			
Lapel Microphone	\$10.00			
Laptop Computer	\$10.00			
LCD Projector (2,000 Lumens)	\$20.00			
Panasonic LCD Projector (3,000 Lumens)	\$20.00			
Civic Club	Resident (Hourly Rate)	Non-Resident (Hourly Rate)	Rental Parameters	Payment Due
Civic Club	\$40.00	\$52.00	2 - Hour Min.	Application
Reservation Late Fee - not paid in full 21 days prior to event	\$25.00		Per Event	
Chapel Hill-Carrboro City School System Rentals	\$20.00		1 - Hour Min.	Application
Drakeford Libray Complex	Resident (Hourly Rate)	Non-Resident (Hourly Rate)	Rental Parameters	Payment Due
152- Multipurpose - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$100.00	\$130.00	2 - Hour Min.	
152- Multipurpose -After 5:00 p.m. Monday - Friday & Weekends	\$120.00	\$150.00	2 - Hour Min.	
152A - ½ Multipurpose - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$50.00	\$65.00	2 - Hour Min.	
152A - ½ Multipurpose -After 5:00 p.m. Monday - Friday & Weekends	\$70.00	\$91.00	2 - Hour Min.	
152B - ½ Multipurpose - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$50.00	\$65.00	2 - Hour Min.	



152B - ½ Multipurpose -After 5:00 p.m. Monday - Friday & Weekends	\$70.00	\$91.00	2 - Hour Min.	\$500.00 & under due when contract is signed. \$500.01 & more require 10% deposit when contract is signed. The remaining balance due 21 days before event day.
172 - Catering	\$20.00	\$26.00	1 - Hour Min.	
176 - Theater - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$100.00	\$130.00	3 - Hour Min.	
176 - Theater -After 5:00 p.m. Monday - Friday & Weekends	\$120.00	\$150.00	3 - Hour Min.	
223 - Activity Room 1 - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$40.00	\$52.00	2 - Hour Min.	
223 - Activity Room 1 -After 5:00 p.m. Monday - Friday & Weekends	\$60.00	\$78.00	2 - Hour Min.	
225 - Activity Room 2 - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$40.00	\$52.00	2 - Hour Min.	
225 - Activity Room 2 -After 5:00 p.m. Monday - Friday & Weekends	\$60.00	\$78.00	2 - Hour Min.	
350 - Terrace - Monday - Friday 9:00 a.m. - 5:00 p.m.	\$70.00	\$91.00	1 - Hour Min.	
350 - Terrace -After 5:00 p.m. Monday - Friday & Weekends	\$90.00	\$117.00	1 - Hour Min.	
Reservation Late Fee - not paid in full 21 days prior to event	\$25.00		Per Event	
Chapel Hill-Carrboro City School System Rentals	\$50.00		1 - Hour Min.	Application

Certified non-profit 501c3 organizations may request a 50% discount on rental fees up to two times per calendar year.	\$140.00	\$170.00	Discount limit 2x year	Application
<b><u>Audio/Visual - Drakeford Library Complex</u></b>	<b>Resident (Daily Rate)</b>	<b>Non-Resident (Daily Rate)</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Equipment details TBD	At Market Rate			Included in rental fee
<b><u>Outdoor Facilities</u></b>				
<b><u>Picnic Shelters</u></b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
1/2 Day Picnic Shelter	\$45.00	\$58.50	1/2 Day	Application
Full Day Picnic Shelter	\$55.00	\$71.50	Full Day	Application
MLK Jr. Park Large Shelter	\$50.00/hr	\$65.00	2 - Hour Min.	Application
MLK Amphitheater	\$50.00/hr	\$65.00	1 - Hour Min.	Application
<b><u>Civic Club</u></b>	<b>(Hourly Rate)</b>	<b>(Hourly Rate)</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Town Commons	\$75.00/hr	\$97.50	2 - Hour Min.	Application
<b><u>Field Rentals</u> No rentals from November through February each year</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Athletic Fields	\$20.00/hr	\$26.00/hr	2 - Hour Min.	Application
Athletic Fields - Light Usage	\$40.00/hr	\$52.00/hr	2 - Hour Min.	Application
Field Preparation	\$100/field		Per Day/Per Field	Application
Maintenance & Damage Fees	At Cost		If Applicable	Following Rental
Chapel Hill-Carrboro City School System Field Rental	\$20.00/hr		2 - Hour Min.	Application
Chapel Hill-Carrboro City School System Field Rental - Light Usage	\$40.00/hr		2 - Hour Min.	Application
<b><u>Field Rentals - Tournament Fees</u> No rentals from November through February each year</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Field Rental	\$20.00/hr	\$26.00/hr	Per Day	Application
Light Usage	\$40.00/hr	\$52.00/hr	2 - Hour Min.	Application
Field Preparation	\$100/field		Per Day/Per Field	Application
Maintenance & Damage Fees	At Cost		If Applicable	Following Rental
Tournament Fee Per Day	\$40.00/hr	\$52.00/hr	Per Day	Application
Police	\$40.00/hr	\$52.00/hr	4 - Hour Min.	Application
<b><u>Athletic Court Rentals</u></b>	<b>Resident (Hourly Rate)</b>	<b>Non-Resident (Hourly Rate)</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Tennis Courts - Residents may request 1 free hour per day between 8am to 3pm. Consecutive days at same time is not permitted.	\$0.00	\$26.00	1 - Hour Min.	Application
Tennis Courts - after 3pm M-F and weekends	\$20.00	\$26.00	1 - Hour Min.	Application
Athletic Courts	\$20.00	\$26.00	1 - Hour Min.	Application
Athletic Courts - Light Usage	\$40.00	\$52.00	2 - Hour Min.	Application
<b><u>Disc Golf- Tournament Fees</u></b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
One Round	\$35.00	\$45.50	Per Day	Application
Two Rounds	\$45.00	\$58.50	Per Day	Application
<b><u>Block Party Rental</u></b>	<b>Resident (Daily Rate)</b>	<b>Non-Resident (Daily Rate)</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Includes 5 tables, 30 chairs, outdoor games, and coolers	\$150.00	\$180.00	Per Day	Application

<b><u>Equipment Bag Rental</u></b>	<b>Resident (Daily Rate)</b>	<b>Non-Resident (Daily Rate)</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Bag Deposit Plus Fee Below	\$10.00	\$13.00	Per Day	Application
Adult Bag - Basketball, Frisbee, Volleyball, Horseshoes, Softball	\$125.00	\$155.00	Per Day	Application
Child Bag - Basketball, Frisbee, Volleyball, Playground Ball, Volleyball, Wiffle Ball & Bat	\$50.00	\$65.00	Per Day	Application
Croquet Bag	\$50.00	\$65.00	Per Day	Application
Basic Volleyball Bag	\$50.00	\$65.00	Per Day	Application
<b><u>Customized Bags</u></b>	<b>Resident (Daily Rate)</b>	<b>Non-Resident (Daily Rate)</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Volleyball & Volleyball Net	\$40.00	\$52.00	Per Day	Application
Softball & Softball Bat	\$40.00	\$52.00	Per Day	Application
Horseshoe Set	\$50.00	\$65.00	Per Day	Application
Frisbee	\$5.00	\$6.50	Per Day	Application
Basketball	\$5.00	\$6.50	Per Day	Application
Playground Ball	\$5.00	\$6.50	Per Day	Application
Wiffle Ball & Bat	\$10.00	\$13.00	Per Day	Application
Croquet Set	\$50.00	\$65.00	Per Day	Application
<b><u>Concessionaires</u></b>	<b>Flat Rates</b>		<b>Rental Parameters</b>	<b>Payment Due</b>
Long-Term Deposit (Athletic leagues, 32 or more days)	\$150.00		Per Program	Application
Fo-Profit (Food Trucks or Trailers)	\$500.00		Length of Program	Application
For-Profit (One-Two Item Vendors/Carts)	\$250.00		Length of Program	Application
Non-Profit (Food Trucks or Trailers)	\$300.00		Length of Program	Application
Non-Profit (One-Two Item Vendors/Carts)	\$150.00		Length of Program	Application
Short-Term Deposit	\$50.00		Per Event	Application
For-Profit 1-2 Days	\$25.00		Per Event/Per Day	Application
For-Profit 3-5 Days	\$20.00		Per Event/Per Day	Application
For-Profit 6-31 Days	\$15.00		Per Event/Per Day	Application
Non-Profit 1-2 Days	\$12.00		Per Event/Per Day	Application
Non-Profit 3-5 Days	\$10.00		Per Event/Per Day	Application
Non-Profit 6-31 Days	\$8.00		Per Event/Per Day	Application
<b><u>Admission Fees</u></b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Drop-In Program	Fees Vary	Fees Vary	Per Program	Application
Performance/Concert Tickets	Fees Vary	Fees Vary	Per Event	Application
Athletic Game Protest Fee ( <i>fee returned if protest ruled to be valid</i> )	Fees Vary	Fees Vary	Per Protest	Application
<b><u>Recreation Programs</u></b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Athletic Instructional Programs (Camps and Clinics)	Fees Vary	Fees Vary	Per Program	Registration
Athletic Leagues - Adult	Fees Vary	Fees Vary	Per Program	Registration
Athletic Leagues - Youth	Fees Vary	Fees Vary	Per Program	Registration
General Programs - Youth	Fees Vary	Fees Vary	Per Program	Registration
General Programs - Adult	Fees Vary	Fees Vary	Per Program	Registration
General Programs - Teen	Fees Vary	Fees Vary	Per Program	Registration
General Programs - Active Life	Fees Vary	Fees Vary	Per Program	Registration
General Programs - Specialized Recreation	Fees Vary	Fees Vary	Per Program	Registration

General Programs - Special Events	Fees Vary	Fees Vary	Per Event	Registration / Upon Purchase
Program Concessions / Souvenirs	Fees Vary	Fees Vary	Per Program	Upon Purchase
<b>Out-of-County Fee</b>				
Annual Out-of-County flat fee \$81.00				
Non-Resident Fees will be 30% > Resident Fees, but no greater than \$30.00				
<i>No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.</i>				
<i>When Out-of-County fees apply, participants should provide documentation of county residency.</i>				
<b>Special Event Information*</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Rental Parameters</b>	<b>Payment Due</b>
Food Vendors - Flat fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application.	Varies	Varies	Per Event	Application
Event Booths (Community Groups, Non-Profit Groups, etc.)	\$15.00-\$45.00	\$15.00-\$45.00	Per Event	Application
* Additional fees may apply for additional Town services (Fire, Police, Public Works, etc..)				
<b>Administrative Refund Fees</b>	<b>Flat Rates</b>		<b>Rental Parameters</b>	<b>Payment Due</b>
Facilities - Indoor	10% of Rental		Per Reservation	Receives refund within 7-10 business days after request has been processed.
Facilities - Outdoor	\$5.00		Per Reservation	
Program/Activities	\$5.00		Per Activity	
Summer Camp	\$40.00		Per Camp	
<b>Special Fee Waiver</b>				
Youth Athletic Head Coach	The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the "head" coach and the parent, guardian, or grandparent of the youth participant			
Town Employees and Family	Town employees and their family in their household will receive a 25% discount off all preregistered classes and/or facility rentals.			
Special Event Request	Requires the approval of the Special Event Committee.			
Financial Assistance Program (FAP)	Full fee waivers for recreations programs or a 25% discount on recreation programs are available to those who apply and meet certain income eligibility guidelines and are approved. See Financial Assistance Program Policy for more details.			
Certified non-profit 501c3 organizations	May request a 50% discount on rental fees up to two times per calendar year.			
Audio/Visual	Fees may be requested to be waived by a certified non-profit 501c3 organizations.			

Planning, Zoning & Inspections		
<b>Construction Permit Fees</b>		
<b>Administrative Fees</b>		
Online Permitting and Access (charged on each individual permit)	\$40.00	
<b>Re-inspection Fees (per inspection type)</b>		
After 2nd failure	\$75.00	
After 4th failure	\$150.00	
After 6th failure	\$300.00	
Expired Permit Re-activation	\$25 per related trade	
Recyclable Materials Permit	10% of total assessed building permit fee	
Technical Review (building permits only)	\$100.00	
Work initiated without required construction permits	Twice original non-administrative permit fees	
<i>Refunds approved at the discretion of the Code Enforcement Supervisor or Designee</i>		
<b>Building</b>		
Building - Residential - New Construction/Renovation/Alteration	\$0.26	per square foot of work area (\$65 minimum)
Building - Commercial - New Construction/Renovation/Alteration	\$0.26	per square foot of work area (\$200 minimum)
Demolition Permit	\$65.00	
Relocation of Structures	\$65.00	
Mobile Home Set up	\$65.00	
Homeowner's Recovery Fund	\$10.00	
Commercial New Construction - Open Parking Structure	\$0.30	of non-administrative fees
Stocking Fee (Furniture/equipment/stock installation prior to issuance of Certificate of Occupancy)	\$0.05	per square foot of work area

<b>Electrical</b>		
Electrical - Residential	\$0.18	per square foot of work area (\$65 minimum)
Electrical - Commercial	\$0.18	per square foot of work area (\$200 minimum)
Temporary Saw Service	\$50.00	
Conditional Power	\$150.00	
Commercial - Open Parking Structure	\$0.30	of non-administrative fees
<b>Service Changes/Additions</b>		
Up to 400A	\$150.00	
Above 400A	\$250.00	
Sign Installation	\$75.00	
<b>Mechanical</b>		
Mechanical - Residential	\$0.18	per square foot of work area (\$65 minimum)
Mechanical - Commercial	\$0.18	per square foot of work area (\$200 minimum)
Gas Lines (Only Applied if gas line is only work on permit)	\$75.00	
Residential and Multi-Family Tenant Space Changeout per Appliance (HVAC equipment, fireplace, humidifiers, unit heaters, et al.) (Any appliance that is hardwired or permanently connected to gas line)	\$100.00	
Commercial Changeout per Appliance (HVAC equipment, fireplace, humidifiers, unit heaters, gas pump et al.) (Any appliance that is hardwired or permanently connected to gas line)	\$200.00	
<b>Plumbing</b>		
Plumbing - Residential	\$0.18	per square foot of work area (\$65 minimum)
Plumbing - Commercial	\$0.18	per square foot of work area (\$200 minimum)
Plumbing Permit Fee	\$0.18	per square foot of work area
Residential Water Heater Changeout	\$100.00	
Commercial Water Heater Changeout	\$200.00	
Gas Lines (Only Applied if gas line is only work on permit)	\$75.00	

Sewer Ejector Pump Installation	\$50.00	
Grease Trap Installation - under cabinet	\$50.00	
Grease Trap Installation - in-ground	\$200.00	
<b>Land Use Permit Fees</b>		
<b>Zoning Permits</b>		
Home Occupation	\$75.00	
<b>New fee category</b> - Major Home Occupation	\$100.00	
<b>Zoning Map Amendments</b>		
<b>New subtitle "Conditional Zoning Districts"</b>		
To a Conditional Zone, Residential		
To a Conditional Zone, Commercial		
Add an empty line		
<b>New Subtitle "Conventional Zoning Districts"</b>		
To C, NPD, WR, RR, R-20, etc.		

**PZI (Building Justification):** This updated fee schedule reflects an overall streamlining of the Town of Carrboro building permit fees. This effort was focused primarily on accessibility and equity across all permit types and requirements, making the requirements more straightforward, easily calculable, and equitable for underserved residential populations and small business owner. These updates also address the overall increase on labor cost over the last fifteen years since many of the building fees were designed and adopted, as well as some of the outdated fees related to the paper process, which has since been replaced by an online permitting system, so they may be removed from the fee schedule.

To highlight a major change, the commercial trade minimum fees have decreased from \$275 to \$200 per trade and from \$275 to \$225 on building. Smaller-scale permits, typically those for work performed in small businesses, often receive minimum permit fees rather than the square footage fees, so this change will lower the burden caused by trade and building fees by 27%.





## Town of Carrboro

301 W. Main St., Carrboro,  
NC 27510

### Agenda Item Abstract

**File Number:** 25-062

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**Agenda Date:** 6/3/2025  
**In Control:** Town Council  
**Version:** 1

**File Type:** Action Item

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Appointment to Selected Boards/Commissions

#### **Racial Equity Commission**

Donald Hawkins