



Sept. 6, 2016

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Sept. 6, 2016 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and all five council members were present as the meeting opened.

Council Members Present: Mayor Sears, Councilmen James Cobb, Tom O'Brien and Hank Dickson and Councilwomen Linda Hunt-Williams and Cheri Lee.

Council Members Absent: None.

Staff Members Present: Charles Simmons, town manager; Daniel Weeks, assistant town manager; John Schifano, town attorney; Linda Harper, deputy town clerk, (recording the minutes); Jeff Wilson, information technology director; Mary Hogan, finance director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Julie Tew, recreation programs manager; Gina Clapp, planning and zoning director; Sean Ryan, planner; Aaron Levitt, senior engineer; Leroy Smith, fire chief; and Melody Cubillos, public information consultant.

2 and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Pastor Jody Welker of Kirk of Kildaire Presbyterian Church.

4. Agenda Adjustment: The Sept. 6, 2016 meeting agenda was adopted with changes, if any, as listed below.

Changes: None.

Motion by: Cobb

Second by: Dickson

Vote: Unanimous

5. Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following comments were recorded: None.

6a. In Memory of Rose Murphy – Ms. Tew reported the town received a donation recently in memory of Rose Murphy who volunteered in the Parks and Recreation after School Program for many years. To the children, she was known simply as "Grandma Rose." The after school program suffered a great loss when Grandma Rose passed away on April 12, 2014. Her son, Scott Murphy, donated \$2,500 to the Town in her memory to be used for the after school program.

Action: The Council approved a motion to adopt an amendment to the FY 2016-17 budget in the amount of \$2,500 to accept a donation from Scott Murphy to the Parks and Recreation after school program in memory of his mother, program volunteer Rose Murphy.

Motion by: Lee

Second by: Cobb

Vote: Unanimous

6b. North Carolina Wildlife Commission's Green Growth Toolkit – Ms. Brooke Massa introduced to the Council the Green Growth Toolbox Program. The program provides awareness of

resources available from the North Carolina Wildlife Resources Commission with regard to long-term land-use planning, as Holly Springs continues to grow and thrive.

She said that Chatham County is one of the most significant parties already actively engaged in this program, among various other communities across North Carolina. Studies show not only benefits to preserving natural habitats for generations to come, but a net positive economic benefit to the community, while continuing to support growth and development.

She said that with the Green Growth Toolbox, Holly Springs could:

- Better secure its natural resources and wildlife heritage
- Attract new businesses and home buyers looking for healthy communities with healthy environments
- Enhance recreation and tourism opportunities
- Enrich quality of life

Action: None.

6c. Street Trees Report – Mr. Brian Taylor an Urban Forestry intern completed the street tree inventory for residential neighborhoods that was started last year. Mr. Taylor, presented his findings to Town Council. The Department of Planning & Zoning will be using this inventory to complete a street tree report detailing its data and recommendations for the Town’s street trees moving forward.

There was much discussion on the diversify of street trees species in future developments, raising home owner’s awareness, tree health and UDO requirements.

Action: None.

7. Consent Agenda: The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Cobb, a second by Councilman Dickson and a unanimous vote. The following actions were affected:

7a. Minutes – The Council approved the minutes of the Council’s regular meeting held August 16, 2016.

7b. Resolution 16-28 – The Council adopted Resolution 16-28 declaring certain property to be surplus to the needs of the Town. *A copy of Resolution 16-28 is attached to these minutes.*

7c. Eastern Entertainment Contract - The Council entered into a contract with Eastern Entertainment in the amount of \$18,450 for rides/inflatables and parking services for HollyFest.

7d. Budget Amendment, \$120,825 - The Council adopted an amendment to the FY 2016-17 budget in the amount of \$120,825 for the expense of fiber relocation and fiber equipment damage. *A copy of budget amendment is attached to these minutes.*

7e. 12 Oaks Force Main Change Orders 5 and 7 – The Council approved change orders 5 and 7 in the 12 Oaks force main project and adopt a related amendment to the FY 2016-17 budget in the amount of \$50,000. *A copy of budget amendment is attached to these minutes.*

7f. Town Stormwater Control Measures Contract – The Council approved to retain Dragonfly Pond Works for \$10,480 to maintain the Town’s stormwater control measures and approve funding.

7g. Contract Change Orders Report – The Council approved to retain Stewart-Cooper-Newell Architects in the amount of \$17,600 for a space needs analysis of the public works department.

7h. The Mills at Avert Ferry Infrastructure Reimbursement Agreement Amendment – The Council approved to amend an Infrastructure Reimbursement Agreement for The Mills at Avert Ferry (formerly known as Union Ridge) to reverse two payment stages and add sidewalk fee-in-lieu of construction. *A copy of Draft of Infrastructure Reimbursement Agreement for The Mills at Avert Ferry is attached to these minutes.*

7i. Resolution 16-29 – The Council adopted Resolution 16-29 declaring certain personal property surplus to the needs of the town. *A copy of Resolution 16-29 is attached to these minutes.*

8a. Water Meter Report – Ms. Dressen said as new subdivisions are developed, radio read water meters are installed as standard procedures. However, the Town has more than 1,860 homes with manual read meters that are walking routes. We also have another 2100+ meters that have old radio read technology, that need to be up-fitted for improved performance, improved customer service and improved customer satisfaction.

She said that it's town's goal to have all aging radio read meters on our radio read system by Thanksgiving, 2016 and to have 30% of our manual read meters up-fitted for future.

Councilwoman Williams asked why was this project not budgeted in the FY 2016-17 budget?

Mr. Simmons said this issue was brought to his attention about a month ago. He said the urgency to move forward with replacing and upgrading the old read meters was important to reduce the strain on water meter and public work staff.

Councilwoman Williams asked are the developers required to install the radio read water meters in the past and also for future developments.

Ms. Dressen said that funds were collected for radio read meters and installed. Those are the aged read meters that would be up-fitted. These new radio read system was not available 10 to 12 years ago. Future developments would be required to install the new radio read meters with the new technology.

Action: The Council approved a motion to approve upgrades to older water meters and to adopt amendment to FY 2016-17 budget in the amount of \$600,000 to replace or up-fit old water meters.

Motion by: Dickson

Second by: Williams

Vote: Unanimous

8b. 07-MAS-03-A02, Sunset Lake Commons – Mr. Ryan said that Phase I of the Sunset Lake Commons shopping center, anchored by Harris Teeter, has been approved and constructed. Phase II of the integrated center was originally approved in October of 2007. The recession stalled the project but at this point the owners again have non-residential interest and would like to move forward with the development of this phase. After several meetings with the developer, it was determined that the master plan needs to be amended to take into account the latest Sunset Lake and Lassiter Roads improvement requirements and updating the cross-sections to meet the new regulations of the Town's Comprehensive Transportation Plan (CTP). After the approval of this Detailed Incremental Master Plan, the applicant will then need to submit for a Development Plan that will show specific building footprint designs, elevations and associated parking layouts, in addition to utility design, that will be required to go through its own separate review and approval process.

He said this project was reviewed by the Planning Board in December of 2015. Since then, the applicant has been working with NCDOT and Town staff on the required traffic impact analysis and the appropriate improvements for the master plan to mitigate the project's traffic. At this time the TIA is now approved and the improvements have been reflected in the plan set.

Ms. Goodson reviewed amendments proposed at the intersections of Sunset Lake Road, Holly Springs Road and Lassiter Road. She said the determination of a traffic light at Lassiter Road would be based on the traffic analysis impact study.

Action: The Council approved a motion to approve detailed incremental Master Plan, project #07-MAS-03-A02 for Sunset Lake Commons as submitted by Bass, Nixon & Kennedy, dated revised 08/15/2016 with the following conditions:

1. Prior to the approval of Construction Drawings, an exempt subdivision plat must be submitted and approved that formally subdivides the project area as consistent with phase 2 on this master plan #07-MAS-03-A02, currently a part of Wake County PIN 0669170547.
2. All previous approval conditions for *Sunset Lake Commons Master Plan* will apply to this plan as well.

3. A fee-in-lieu of upgrade will be required for the downstream sewer line.
4. Additional easements will be required to be dedicated with this project for the future upgrades to the sewer line located on this property.
5. All environmental permits must be obtained prior to construction drawing approval and/or issuance of a land disturbance permit for the entire project.
6. Prior to submittal of the 2nd review of construction drawing submittal, documentation in the form of a recorded plat must be provided for the offsite right-of-way and any necessary easements.
7. All improvements outlined in the TIA as well as roadway improvements shown on this plan must be done with (or prior to) the first outparcel.
8. The greenway trail location will be finalized with the approval of a Development Plan for lot 4.

Motion by: Williams

Second by: Cobb

Vote: Unanimous

9a. PUBLIC HEARING: 16-UDO-02, Text Amendment – Mr. Ryan said the Town has received a request for a UDO Text amendment to the Local Business zoning district to allow Self-Storage (mini-) Warehouse buildings by Special Exception Use; however, this request has been withdrawn by the applicant. Since this public hearing was continued to this meeting from July 19, the Town Council needs to close the public hearing.

Action: The Council approved a motion to close the public hearing and accept the petitioners request to withdraw.

Motion by: Cobb

Second by: O'Brien

Vote: Unanimous

10. Other Business: Mayor Sears reiterated the importance of sidewalk and school bus safety. Councilwoman Lee inquired about the installation of a right turn lane at Cass Holt Road and Avent Ferry Road. Mr. Levitt said that he would research and get back to the Council.

Councilman Dickson invited Council Members to attend a rededication of a quilt crafted by students and volunteers in the days after the Sept. 11, 2001 terrorist attacks will be held at the Law Enforcement Center on Sunday, September 11, 2016 at 3:00 p.m. to 4:00 p.m.

Mayor Sears said on Sunday, Sept. 11, a Wreath Laying Ceremony at the War on Terror Memorial in Veterans Park will be held by the Combat Veterans Motorcycle Association NC Chapter 15-6 and American Gold Star Mothers – Gardenia Chapter. The motorcycle association will begin riding from Sheetz on N. Main Street in Fuquay-Varina to Veterans Park at 8:15 a.m. The ceremony at Veterans Park begins at 8:45 a.m. and will conclude with a moment of silence at 9:11 a.m.

11. Manager's Report: Mr. Simmons mentioned on September 17, the town has the farmers market and the run with the police at 8 a.m. at the Law Enforcement Center to benefit the Special Olympics North Carolina.

12. Closed Session: None.

13. Adjournment: There being no further business for the evening, the the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, Sept. 20, 2016.

Linda R. Harper, MMC, NCCMC
Deputy Town Clerk

**Addenda pages as referenced in these minutes follow and are a part of the official
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