



Jan. 17, 2017

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Jan. 17, 2017 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 5 p.m. A quorum was established as the mayor and all four council members were present as the meeting opened.

Council Members Present: Mayor Sears, Councilmen Tom O'Brien, James Cobb and Hank Dickson and Councilwomen Cheri. There is a vacancy on the Town Council.

Council Members Absent: None.

Staff Members Present: Charles Simmons, town manager; John Schifano, town attorney; Daniel Weeks, assistant town manager; Joni Powell, town clerk, (recording the minutes;) Gina Clapp, director of planning and zoning; Justin Steinmann, senior planner; Matt Beard and Sean Ryan, planners; and Mark Andrews, public information officer.

1. Wayfinding Sign Design and Program – Mr. Steinmann explained a recent process whereby a design committee of staff members worked with consultants to design and plan for the installation of way-finding directional signs for the Town. After weeks of collaboration and deliberation, two final preferred design sets were approved and forwarded to the Town Council.

Each set contained a monument-type entrance sign design and a smaller complimentary “trailblazer” design to dot the streetscape. Trailblazer signs are street-level signs pointing people to destinations like Town Hall or parks.

Designs are in keeping with accepted standards for type faces and sizes for best visibility by both pedestrians and motorists.

The preferred designs are illustrated on pages on file with the Department of Planning & Zoning.

The Council provided input and generally agreed with staff on the final two design concepts and then on the final sign design.

There being no further business the Jan. 17, 2017 special meeting of the Holly Springs Town Council was adjourned.



Jan. 17, 2017

The Holly Springs Town Council met in regular session on Tuesday, Jan. 17, 2017 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 four council members were present as the meeting opened. There is a vacancy on the Town Council, to be filled this evening by newly-appointed Council member Peter Villadsen.

Council Members Present: Mayor Sears, Councilmen Tom O'Brien, James Cobb and Hank Dickson and Councilwoman Cheri Lee.

Council Members Absent: None.

Staff Members Present: Charles Simmons, town manager; John Schifano, town attorney; Daniel Weeks, assistant town manager; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Mary Hogan, finance director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Gina Clapp, director of planning and zoning; Justin Steinmann, senior planner; Matt Beard and Sean Ryan, planners; Kendra Parrish, director of engineering; Irena Krstanovic, intern economic director; Elizabeth Goodson, development review engineer; Leroy Smith, fire chief; John Herring, police chief; Jeff Wilson, information technology director; Tamara Ward, communications specialist, and Mark Andrews, public information officer.

2 and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Dave Lanuti, pastor of Hope Community Church.

4. Agenda Adjustment: The Jan. 17, 2017 meeting agenda was adopted with changes, if any, as listed below.

Changes: Remove agenda item 9i., Accept grant and authorize installation of electric vehicle charging stations, from the Consent Agenda, to be heard prior to New Business.

Motion by: Cobb

Second by: O'Brien

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:

Brenda Priest, 213 Highland Springs Lane – Ms. Priest, who is president of the Holly Springs Arts Council, said that this will be the fifth year of the Holly Springs Arts Festival. Ms. Priest invited Council members and the public to join the festivities of the festival at the Holly Springs Cultural Center this week and Saturday, Feb. 4 for the gala.

Thurlene Ingram, 120 East Hickory Ave. – Ms. Ingram said that a group of women on Facebook and trespassing on her property was harassing her concerning her dog. She said that she complies with all animal control ordinances and asked the town for help.

Councilwoman Lee said the police department is aware of these women and will be contacting and educating them of the Holly Springs animal control ordinances.

Mike Snyder, 126 Morgan Ridge Road – Mr. Snyder introduced himself to the Council and said that he was one of the applicants who applied for the vacant Planning Board position.

6a. Mid-Term Organizational Meeting – Ms. Powell administered the Oath of Office to newly-appointed Council member Peter Villadsen.

Action: None.

7a. Holly Springs Half Marathon Recognition – Mr. Ryan Montelione, director of the Holly Springs Half Marathon and a member of the Holly Springs Run Club recognized Town Council, Police, and Parks & Recreation Departments for facilitating the first annual Holly Springs Half Marathon on Nov. 19.

Mr. Montelione, provided the aforementioned groups with tokens of appreciation and a \$15,000 check to the Holly Springs Parks & Recreation Department for Town greenways.

Action: The Council approved a motion to accept a donation from the Holly Springs Half Marathon in the amount of \$15,000.

Motion by: Lee

Second by: Dickson

Vote: Unanimous.

8a. Public Hearing: Rezoning Petition 16-REZ-13 – Mr. Steinmann said this public hearing was continued from Nov. 15, 2016, and the petitioner is requesting that the case be continued until Feb. 21. Town staff requested additional time to review the details of the transportation impact analysis (TIA) and the additional zoning commitments that have been offered by the petitioner.

He said this request is for a zone map change for property located between Cass Holt Road and Piney Grove -Wilbon Road, bisected by Honeycutt Road. The applicant is requesting to rezone the property from R-30: Residential to R-8 CU: Residential Conditional Use.

With that explanation completed, the public hearing was opened. The following comments were recorded: none.

Action: The Council approved a motion to continue the public hearing for Zone Map Change Petition #16-REZ-13 to resume during the Council's regular meeting Feb. 21.

Motion by: O'Brien

Second by: Cobb

Vote: Unanimous

8b. Public Hearing: Special Exception Use Petition #16-SEU-07 and Development plan 16-DP-14 for Pine Springs Preparatory Academy – Mr. Ryan said the Town has received a request for a Special Exception Use to locate a new public / charter elementary school at the end of Rosewood Centre Drive in the Rosewood Centre commercial subdivision off of North Main Street. The property is zoned R-MF-15 CU, which allows for public schools by Special Exception Use. The proposed project is located on ± 8.46 acres at 0 Rosewood Centre Drive.

In conjunction with Special Exception Use request to locate a new charter elementary school, the applicant is requesting approval of a development plan for a 46,000-square-foot, two-story elementary school. The building would be 42 feet tall and would be oriented toward Rosewood Centre Drive. A predominantly brick and stone block building with EIFS panel accents, including landscaping, parking and internal driveways, is proposed for this site.

Ms. Goodson addressed the Council about the road network.

She explained that because Pine Springs Preparatory Academy is a public school, no traffic study was required and no off-site road improvements are required. She added that because the use is a school and because there will be no buses, she wanted the Council to be aware of this and also that no school resource officer would be provided.

With that explanation completed, Mayor Sears opened the public hearing. The following testimony and evidence was submitted by those who had been administered the oath by the deputy town clerk:

Gregg Sinderson, 108 Hardy Ivy Way – Mr. Sinderson, a board member of school, spoke in favor of the application and said he was available if the Council had any questions.

Tim Sivers, 16 Consultant Place, Durham – Mr. Sivers addressed the question of queuing cars. He said the plan features 3,800 feet of double lane stacking drive.

Joshua Reinke, 5808 Farington Place, Raleigh – Mr. Reinke is a traffic engineer, and he explained that he ran models of expected student populations and simulations with 3,600 feet of stacking.

Councilman Cobb asked if they looked at impact on Main Street.

He said yes and that traffic light timing adjustments might mitigate impacts; however, some morning back-up may occur but only during peak hours. He added that it would not be enough to warrant a traffic light.

Vince Ciccarelli, 1307 W. Morehead St., Suite 108, Charlotte – Mr. Ciccarelli addressed architectural waivers. He said the higher parapets are needed to hide mechanical components of the building.

There being no further testimony, the public hearing was closed.

Action #1: The Council approved a motion to adopt Resolution #17-04 to make and accept the findings of fact for Special Exception Use 16-SEU-07; Waivers for Architectural and Design Requirements 16-WAV-32, 16-WAV-33, 16-WAV-34 and 16-WAV-43; and Waiver of Off-Street Parking Requirements 16-WAV-25 as submitted by Horvath Associates, as specified in exhibit A.

Motion by: Cobb

Second by: Dickson

Vote: Unanimous

A copy of Resolution 17-04 is attached to these minutes.

Action #2: Having made findings of fact that the project meets the requirements to be granted Waivers of Regulations of the UDO, the Council approved a motion to approve waivers for Architectural and Design Requirements 16-WAV-32, 16-WAV-33, 16-WAV-34, and 16-WAV-43 and Waiver of Off-Street Parking Requirements 16-WAV-25 as submitted by Horvath Associates, with the following condition:

Waiver of Off-Street Parking Requirements (16-WAV-25):

Upon determination by the Planning Director that the reduced parking spaces are needed, the forty-five (45) spaces placed into the land banked area as future off-street parking shall be constructed within 6 months receipt of such notice. Upon such time that additional parking is added to the site, a revised landscaping shall be submitted which meets all parking landscaping requirements in UDO Section 7.01.

Motion by: Dickson

Second by: Cobb

Vote: Unanimous

A copy of the waiver application addressing the findings are attached to these minutes.

Action #3: Having made findings of fact that the project meets the requirements to be granted a Special Exception Use, the Council approved a motion to approve Special Exception Use Petition #16-SEU-07 to allow for a public school in the R-MF-15 CU High-Density Multi-family Residential Conditional Use District and to approve Development Plan 16-DP-14 for Pine Springs Preparatory Academy as submitted by Horvath Associates, Project Number 1649, dated Revised Dec. 20, 2016, at the property located at 0 Rosewood Centre Drive, Wake County PIN 0740812940, with the following conditions:

Special Exception Use Conditions (16-SEU-07: School – Public):

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 16-SEU-07.

Development Plan Conditions:

1. All previous approval conditions for *Rosewood Center* will apply to this plan amendment.
2. A fee-in-lieu of upgrade will be required for the downstream Pump Stations (Twelve Oaks & Easton Acres)
3. Upon determination by the Planning Director that the reduced parking spaces are needed, the forty-five (45) spaces placed into the land banked area as future off-street parking shall be constructed within 6 months receipt of such notice. Upon such time that additional parking is added to the site, a revised landscaping shall be submitted which meets all parking landscaping requirements in UDO Section 7.01.
4. The following items must be addressed prior to construction drawing submittal:
 - a. A point-by-point photometric plan for all site lighting will be required with the first submittal of construction drawings. Lighting style shall match Rosewood Centre Master Plan.
 - b. The Downstream Sewer Evaluation Report must be approved including the additional analysis of the Easton Acres Pump station that was identified during the review of the sewer report as well as the determination of any necessary improvements required by this project.

Motion by: Cobb

Second by: O'Brien

Vote: Unanimous

8c. Public Hearing: Rezoning Petition 16-REZ-15 – Mr. Steinmann said this is a request for a zone map change for property adjacent to the Mills at Avent Ferry subdivision on Avent Ferry Road. The applicant is requesting to rezone the property from R-30: Residential to R-10CU: Residential Conditional Use. There currently are two single-family dwellings on the parcels. The requested R-10CU: Residential Conditional Use zoning is consistent with the comprehensive plan and is intended to integrate with the surrounding R-10CU zoning that applies to the Mills at Avent Ferry development.

With that, Mayor Sears opened the public hearing. The following input was recorded: None.

Action: The Council approved a motion to continue the public hearing for Zone Map Change Petition #16-REZ-15 to resume at the Council's regular meeting Feb. 7, 2017.

Motion by: Dickson

Second by: Cobb

Vote: Unanimous

8d. Public Hearing: Ordinance 17-01,16-UDO-04 Sections 1.18, 8.01 and 11.02 – Ms. Clapp said the latest trend in wireless telecommunication facilities is the installation of shorter poles within closer proximity to each other in public rights-of-way. Currently they are stand-alone poles similar to the wooden utility line poles that are seen throughout Town. As the Town's wireless telecommunications regulations are currently written, it is not clear whether or not these new wireless telecommunication regulations are subject to the Town's ordinances; therefore, this is the first of two Unified Development Ordinance (UDO) amendments that will be coming forward to clarify that the Town has the right to regulate these new types of facilities.

This first amendment is simply adding these types of facilities into the language of the UDO to clarify that these new communication tower facilities are subject to the regulations of the UDO. Further detailed regulations will be following in the coming months.

With that explanation completed, Mayor Sears opened the public hearing. The input was recorded: None.

There being no input, the public hearing was closed.

Action #1: The Council approved a motion to accept the following statements as being true: *“The proposed UDO Amendments provide the tools necessary for staff and the development community to implement the goals and objectives stated in the Vision Holly Springs Comprehensive Plan. Specifically, the requested UDO Text Amendment is consistent with the Plan as specified in the objectives of the:*

- *Executive Summary to assist staff in enhancing the Town-wide identity;*
- *Future Land Use section to ensure that community services and infrastructure are used strategically and conservatively; and*
- *Community Character section to encourage a “village atmosphere” by creating a sense of community and identity, enhance the public streetscape.”*

Motion by: Lee

Second by: Cobb

Vote: Unanimous

Action #2: The Council approved a motion to adopt Ordinance #17-01 to adopt and enact Unified Development Ordinance Amendment #16-UDO-04 to modify the text of UDO Section 1.18, 8.01 and 11.01 as submitted by the Town of Holly Springs.

Motion by: Dickson

Second by: O'Brien

Vote: Unanimous

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

9a. Holly Springs Representatives– The Council ratified the Holly Springs representatives for the Triangle J Council of Governments board, Smart Growth Committee and civic organization grant program review committee.

9b. Budget Amendment Report – The Council received a monthly report of amendments to the FY 2016-17 budget approved by the town manager. *A copy of the budget amendment report is attached to these minutes*

9c. Resolution 17-01 - The Council adopted Resolution 17-01 certifying the official zoning map for the Town of Holly Springs dated effective Nov. 18, 2016. *A copy of Resolution 17-01 is attached to these minutes.*

9d. Resolution 17-02 - The Council adopted Resolution 17-02 directing the town clerk to investigate the sufficiency of annexation petition A16-04 and setting a public hearing on the question of annexation for Tuesday, Feb. 7, 2017. *A copy of Resolution 17-02 is attached to these minutes.*

9e. Cityworks Application – The Council approved to enter contracts with Azteca Systems, LLC and CH2M Hill for site licensing and consultant support for Cityworks application.

9f. Ordinance 16.07.4 - The Council adopted Ordinance 16-07.4 amending the Town of Holly Springs fee schedule regarding development fees.

9g. Resolution 17-03 – The Council adopted Resolution 17-03 declaring the Town's intent to abandon unused road right-of-way located at the intersection of Irving Parkway and Thomas Mill Road and setting a public hearing date of Feb. 21, 2017. *A copy of Resolution 17-03 is attached to these minutes.*

9h. Pecan Grove South Extension – The Council approved to extend approval expiration date of 12-DP-09 for Pecan Grove South.

9i. Electric Charging Stations - This item was removed during agenda adjustment from Consent Agenda to be heard prior to new business.

9j. Budget Amendment, \$20,000 – The Council adopted \$20,000 budget amendment in FY 2016-17 budget to increase Fiber Enterprise funds. *A copy of budget amendment is attached to these minutes.*

9k. Budget Amendment, \$59,375 – The Council adopted an amendment to the FY 2016-17 budget in the amount of \$59,375 reflecting the Trinity Creek infrastructure reimbursement agreement. *A copy of budget amendment is attached to these minutes.*

Action: At this time, the Council approved a motion to excuse Councilman Dickson from the meeting since he is associated with Duke Progress Energy Company.

Motion by: Cobb

Second by: Lee

Vote: Unanimous.

9i. Electric Charging Stations - Mayor Sears said that Duke Energy is required to spend \$3,000,000 to implement environmental mitigation projects in the State of North Carolina designed to reduce air emissions from reduced vehicle emissions or reduced use of fossil-fueled electricity generation. With this, Duke Energy has awarded the Town \$10,000 for reimbursement to purchase and install two electronic vehicle (EV) charging stations.

The two installed stations will be owned by the Town with approved installation locations being: Town Hall, North Main Athletic Complex and/or the Hunt Center. Noteworthy benefits of providing this service to our residents may include potential increased exposure to installation locations, demonstration of public goodwill, and in staying current with both environmental/energy trends alongside our neighboring municipalities. Goal time frame for completion will be Spring of 2017.

The Council approved a motion to accept a grant and authorize installation of electric vehicle charging stations.

Motion by: Cobb

Second by: Lee

Vote: Unanimous.

Action: The Council approved a motion to readmit Councilman Dickson into the meeting.

Motion by: Cobb

Second by: O'Brien

Vote: Unanimous.

10a. Planning Board and Board of Adjustments Appointments – Ms. Clapp said on the last day of February of each year, the terms of several members of the Board of Adjustment and Planning Board expire. The Town Council is responsible for the appointment of “in-town” members to the Holly Springs Board of Adjustment and Planning Board. ETJ members are appointed by the Wake County Board of Commissioners (WCBOC) with recommendations by the Town Council.

The Town Council is requested to review the applications for the vacancies and at the Town Council’s discretion appoint new members to the respective boards and/or re-appoint interested existing members. The terms will be for three years from March 1, 2017 to Feb. 29, 2020.

There was discussion among the Council about increasing the number of the Planning Board from 8 members to 9. Council members agreed that it would consider it. The business at hand, though, was to fill the vacancies that exist.

This year’s vacancies are as follows:

Board of Adjustment -

- 1 - In-Town Regular Member
- 1 - In-Town Alternate Member
- 1 - ETJ Alternate Member

Current Vacancy: 1 In-Town Alternate Member with term ending Feb. 28, 2019.

Planning Board -

2 - In-Town Members

1 - ETJ Member

Current Vacancy (Peter Villadsen's seat): 1 In-Town Member with term ending Feb. 28, 2019.

The applications that have been submitted for this year's appointment were sent to the Town Council under separate cover in December along with the past three years of attendance records. Since the Dec. 5 application deadline, two additional applications were received and forwarded to the Town Council's consideration as well.

Motion #1: The Council approved a motion to appoint William Daniels as an in-town member and Tom McKay as an in-town alternate member of the Board of Adjustment with terms of March 1, 2017 to Feb. 29, 2020.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

Motion #2: The Council approved a motion to appoint LaDonna Carter as an in-town alternate member of the Board of Adjustment to fill the remainder of a term ending Feb. 28, 2019.

Motion by: Lee

Second by: Dickson

Vote: Unanimous

Motion #3: The Council approved a motion to recommend that the Wake County Board of Commissioners appoint Lois Semmens as the ETJ alternate member of the Board of Adjustment with a term of March 1, 2017 to Feb. 29, 2020.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

Motion #4: The Council approved a motion to appoint Dan Berry and Chris Deshazor as in-town members of the Planning Board with terms of March 1, 2017 to Feb. 29, 2020.

Motion by: O'Brien

Second by: Dickson

Vote: Unanimous

Motion #5: The Council approved a motion to appoint Dana Rybak as an in-town member of the Planning Board to fill the remainder of a term ending Feb. 28, 2019.

Motion by: Dickson

Second by: O'Brien

Vote: Unanimous

Motion #6: The Council approved a motion to recommend that the Wake County Board of Commissioners appoint John Stolarik as the ETJ member of the Planning Board with a term of March 1, 2017 to Feb. 29, 2020.

Motion by: O'Brien

Second by: Dickson

Vote: Unanimous

10b. Early Voting Sites - Ms. Powell said that Wake County Board of Elections asks if Holly Springs wants to offer an early voting site for the municipal election to be held in November 2017. The cost would be roughly \$20,000 in addition to the \$23,000 the regular polling places on Election Day will cost.

Early voting has a budget impact, but it also plays havoc with Town facilities since the site would be unavailable to the community 24/7 for nearly three weeks from Oct. 19 through Nov. 4, Ms. Powell said. With the availability of other early voting sites and absentee voting opportunities, staff would recommend that there not be an early voting site in Holly Springs, she added.

Council agreed.

Action: None

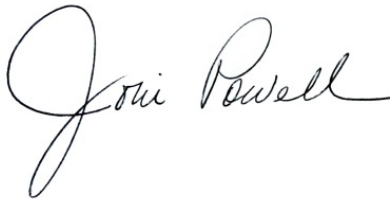
11. Other Business: None that resulted in Council action.

12. Manager's Report: None that resulted in Council action.

13. Closed Session: none.

14. Adjournment: There being no further business for the evening, the Jan. 17, 2017 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, March 21, 2017.

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Notes follow and are a part of the official record.

