



June 20, 2017

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, June 20, 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 five council members were present as the meeting opened.

**Council Members Present:** Mayor Sears, Councilmen James Cobb, Tom O'Brien, Hank Dickson, and Peter Villadsen 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; Adam Huffman, assistant parks and recreation director; Kristen Denton, Hunt Center manager; Mary Hogan, finance director; Gina Clapp, planning and zoning director; Sean Ryan, planner; Elizabeth Goodson, development review engineer; Rachel Jones, development review engineer; Aaron Levitt, senior engineer; Irena Krstanovic, economic development director; Leroy Smith, fire chief; members of the fire department; Luncie McNeil, public works director; Ricky Blackmon, code enforcement director; Seann Byrd, water quality director; Sean Cooper, business analysis; 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. Doug Parlin, pastor of South Wake Baptist Church.

**4. Agenda Adjustment:** The June 20, 2017 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. Fire Hydrants –** Chief LeRoy Smith explained via a short video, how and why the fire department plans to paint fire hydrants. This video will be posted on all Town social media outlets.

**Action:** None.

**7a. Public Hearing: FY 2017-18 Town Operating Budget –** Mr. Simmons said the Council members have received their copies of the manager's proposed FY 2017-18 budget for the Town. He said at the May 22 budget workshop Council discussed revenues and expenditures and made no major changes to the budget proposal.

Mr. Simmons reported that the budget is based upon a tax base of \$4,434,719,653. On that value, a tax rate of 43.25 cents per \$100 valuation is proposed. Mr. Simmons then went over some highlights of the budget:

With that explanation completed, Mayor Sears opened the public hearing. The

following input was recorded: None.

There being no input, the public hearing was closed.

**Action #1:** The Council approved a motion to adopt Ordinance 17-05 establishing the FY 2017-18 operating budget for the Town of Holly Springs.

**Motion by:** Lee

**Second by:** Cobb

**Vote:** Unanimous.

*A copy of the Ordinance 17-05 is attached to these minutes.*

**Action #2:** The Council approved a motion to adopt Ordinance 17-06 setting the FY 2017-18 water and sewer rates.

**Motion by:** Cobb

**Second by:** Dickson

**Vote:** Unanimous.

*A copy of the Ordinance 17-06 is attached to these minutes.*

**7b. Public Hearing: Annexation Ordinance A16-03** – Ms. Clapp said the Town has received a petition for voluntary annexation of 10.561 +/- acres located along Sunset Lake Road. The property owners are Betty Herndon, Leo Harris, Mary Harris, Phillip Harris, The Peterson Center LLC, and James Mangum. The property is contiguous with city limits. The petition meets all the statutory requirements for annexations.

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

There being no input, the public hearing was closed.

**Action:** The Council approved a motion to adopt Annexation Ordinance A16-03, annexing 10.561 +/- acres owned by Betty Herndon, Leo Harris, Mary Harris, Phillip Harris, The Peterson Center LLC, James Mangum, and more particularly described as Wake County Pin's: 0750.04-72-8228; 0750.04-72-3712; 0750.04-72-5769; 0750.04-72-5651; 0750.04-72-4398; 0750.04-72-6008; 0750.04-72-8026, into the corporate limits of the Town of Holly Springs.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous.

*A copy of the Annexation Ordinance A16-03 is attached to these minutes.*

**7c. Public Hearing: Special Exception Use, 16-SEU-10 and Development Plan, 16-DP-17, Peterson Station at Sunset Lake** – Mr. Ryan said that in 2009, the Town adopted UDO Section 3.02 C. Mixed Use Option to promote and guide integrated, diverse, but compatible uses into a single development that is defined by unique and innovative design and pedestrian-friendly features. Due to the introduction of residential land uses into commercial zoning districts, the unique and sometimes complex design considerations of traditional mixed-use development, and to ensure mixed use projects are appropriately located, the Mixed Use Option is considered a Special Exception Use.

In association with the Special Exception Use, a development plan has been submitted for a mixed use project consisting of both residential and nonresidential land uses. The proposal includes three vertical mixed use buildings (buildings containing ground floor nonresidential land uses and upper level residential land uses) and two stand-alone residential apartment buildings 310 apartment units are proposed with a gross density of 16.43 units per acre. The project has been designed to fulfill the goals of the Mixed Use Option in the LB: Local Business district – commercial storefronts located along the main pedestrian walkways, integrated mixed use buildings, parking to the side and rear of buildings, and central common open space for the residents and customers of businesses.

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

Jeff Peterson, 121 Morgan Pond Road -- Mr. Peterson addressed the Council to explain that he is one of the owners of the property and is a longtime resident of this area. He said he wants to do a nice project and intends to keep the project local. He lives a half mile away from this site and he will have his own business located there.

Chet VanFossen, 325 Silver Bluff -- As architect of the project, Mr. VanFossen said this project will be beautiful and exciting and he detailed the design of the project.

Councilman Dickson asked what the build-out was expected to be. Mr. VanFossen said between nine and 12 months from approval.

Tom Spaulding, Spaulding and Norris, 972 Trinity Road in Raleigh – Mr. Spaulding addressed detention pond.

Thomas Archer, 5808 Faringdon Place, Raleigh – Mr. Archer addressed the transportation analysis. The approved TIA was assumed on a 300 multi-family complex with 10,000 square feet of office, 15,000 square feet of retail space and 15,000 square feet of restaurant space with a build out of 2020. Recommendations of the study were to install a traffic signal at Sunset Lake Road at Stepheson Road when warranted and provide exclusive turn lanes for each approach.

Laura Holloman of Spaulding & Norris – Ms. Holloman said the project meets the UDO requirements; parking and landscaping standards and the Northeast Gateway Plan. She added that this project deserves to be in Holly Springs. When completed, she said, Peterson Station would be the third highest taxpayer in Holly Springs and an employment center.

Brisesh Suhag, 8938 Turner Drive – He said his basic issue is the challenge of the double lane going to single lane and turning. He said he would have to go up and make a U-turn.

Jenny Appleton, 4600 Sunset Lake Road – Ms. Appleton said she was concerned about the divided median that will block Turner Drive. She said she understands the safety and aesthetics of raised divided median but U-turn space needs to be provided. It is not now. Sunset Lake Road is busy at rush hour. The divided median could be made a left turn lane instead and it would be better for everyone.

Maria Serrano, 8904 Turner Drive – Ms. Serrano said she, too, is concerned about the median and U-turns. The median will prevent a left turn out of her subdivision.

Mayor Sears asked Ms. Parrish to address the issue of the median. Ms. Parrish explained that ultimately the road is planned to have a median, and this project will provide a portion of it. She said there is an option where the Town could take a fee in lieu of construction and put the median later with widening and a left turn lane.

Courtney Patterson, 108 Evening Storm Place – Ms. Patterson spoke for the Sunset Point HOA. She said they are not opposed to the project but would appreciate consideration of resident input regarding the median.

Van Crandall, Lake Edge Drive – Mr. Crandall suggested the Town charge the developer for improvements on both sides of the road and a fire station.

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

Councilman Cobb said he favored the fee in lieu option, if the developer would be amenable. He added that the funds could be put with any raised in a transportation bond for the whole project to be completed.

Councilman Dickson said he felt there should be transportation and pedestrian connection to parcels north of the project.

**Action #1:** The Council approved a motion to adopt Resolution #17-28 to make and accept the findings of fact for Special Exception Use (16-SEU-10); Variance of Development Standards (17-VARTC-01); and Waiver for Architectural and Design Requirements (16-WAV-36), as submitted by Spaulding & Norris, as specified in exhibit A.

**Motion by:** Villadsen

**Second by:** Cobb

**Vote:** Unanimous.

*A copy of Resolution 17-28, Special Exception Use Petition #16-SEU-10 findings of fact is attached to these minutes.*

**Action #2:** Having made findings of fact that the project meets the requirements to be granted a Waiver of Regulations of UDO, the Council approved a motion to approve a waiver of UDO Section 3.08 Architectural & Site Design Requirements (16-WAV-36) in association with development petition #16-DP-17 for Peterson Station at Sunset Lake, as submitted by Spaulding & Norris.

**Motion by:** Cobb

**Second by:** O'Brien

**Vote:** Unanimous.

**Action #3:** Having made findings of fact that the project meets the requirements to be granted a variance, the Council approved a motion to approve Variance Petition 17-VARTC-01: A variance from the Unified Development Ordinance Section 3.02, B., 8., a., (1) LB Local Business District, Outdoor Operations, to allow for outdoor seating to be located in the front yard along Sunset Lake Road (thoroughfare) adjacent to buildings A, B, & C.

**Motion by:** Dickson

**Second by:** O'Brien

**Vote:** Unanimous.

**Action #4:** 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 #16-SEU-10 as specified in Unified Development Ordinance Section 3.02 LB: Local Business to allow for a Mixed Use Development in the LB: Local Business District and Development Plan #16-DP-17 for Peterson Station and Sunset Lake as submitted by Spaulding & Norris, PA, Project Number 835-16, dated Revised 05/15/2017 for the properties located at 8811 Stephenson Rd; 0, 4721, 4725, 4729, 4737; 4745, 4749 Sunset Lake Rd; & 309 Shadow Mist Ct, Wake County PINs 0750721531, 0750723712, 0750724398, 0750725651, 0750725769, 0750726008, 0750728026; 0750728228; & 0750728613 (portion of), with the following conditions:

**Special Exception Use Conditions:**

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-10.

**Development Plan Conditions:**

1. Buildings A and B shall be the first buildings constructed in order to achieve the mixed use nature of this project.
2. In accordance with UDO Section 3.08 A. 4. C. Gateway Feature, this project is located at an intersection, which is designated as a gateway in the Comprehensive Plan. A gateway feature shall be constructed in connection with the development of this project. Prior to issuance of a building permit, detailed design specifications shall be submitted to the Department of Planning and Zoning for review and the Town Council for approval.
3. No signs shall be approved without the approval of a Master Sign Plan.
4. This project will be required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance.
5. Any new traffic signal that is required must be monocurve mast arm signal pole design.
6. The following items must be addressed prior to the first construction drawing submittal:
  - a. The site lighting plan must be submitted to the Department of Planning & Zoning with the first review of construction drawings
  - b. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included.
  - c. A flood study will be required to meet the Town's policy for Hydrologic Basin Models (Town Policy - P-018). The approved Windward Pointe flood study will need to be updated to

- reflect this project and will need to demonstrate that development of the site will not raise established flood levels. Retention or detention may be required to accomplish this.
- d. A fee-in-lieu is required for the portion of the median that is not installed at the time of construction. Provide the design and cost estimate for this portion of median with your first construction drawing submittal and payment will be due at the time of approval.
  - e. Thoroughfares, collectors and boulevards will require a calculated pavement design. This may result in a pavement cross section bigger than the specified minimum. The pavement design will also require NCDOT approval. The most restrictive cross-section between the minimum design, calculated pavement design, Triassic design, and NCDOT design will apply.
  - f. Documentation in the form of a recorded plat must be provided for any required offsite right-of-way.
  - g. Documentation in the form of a recorded plat must be provided for any required offsite sewer easements.
  - h. This project is located in an area that could potentially meet town water system pressure requirements at the ground level but could result in low pressures for multi-story buildings. Verify whether you will need a booster pump or other modifications to your water service to serve your project with needed pressure suitable for your usage.
  - i. Verify that the median shown on Sunset Lake Road includes Bermuda sod.
7. The following items must be addressed prior construction drawing approval:
- a. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
  - b. Payment of the Stormwater Fee-in-Lieu will be required.
  - c. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
  - d. A fee-in-lieu of the required landscaping for the Sunset Lake Road median must be paid.
  - e. A fee-in-lieu of upgrades will be required for this project for the downstream Pump Station and associated force main.
8. A fee-in-lieu of upgrading the downstream lines will be required as outlined in the sewer study in the amount of \$127,082.38.
9. A fee-in-lieu of median construction for the portion along the project frontage on Sunset Lake Road will be required.
10. Developer will provide a cross-access easement to the northern properties for a future access if needed.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous.

**7d. Public Hearing: Special Exception Use, 17-SEU-01, 408 Grigsby Avenue** – Mr. Ryan said in December of 2015, the Town Council adopted an amendment to the Unified Development Ordinance regarding future land uses and appropriate residential densities in the Town's Village District. The Department of Planning & Zoning is gearing up for an update to the Town's Village District Area Plan and preparing an implementation program to bolster development interest and to align development proposals with the Town's plan for the area. During this evaluation period, all new single-family homes in the R-10 and R-15 residential zoning districts are required to obtain approval through the Special Exception Use process so that the development of that parcel can be evaluated through the Special Exception Use findings of fact to ensure that it is appropriate for the neighborhood.

He said the applicant is requesting Special Exception Use approval for one single-family dwelling located at 408 Grigsby Avenue. Since the parcel is zoned R-10 Residential and is located



within the boundaries of the Village District Area Plan, a Special Exception Use is required to evaluate the appropriateness of a single-family home in this location

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the deputy town clerk: None

There being no testimony, the public hearing was closed.

**Action #1:** The Council approved a motion to make and accept the findings of fact to be recorded in the minutes for Special Exception Use Petition #17-SEU-01 408 Grigsby Avenue to allow for one (1) single family dwelling within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the R-10 District at the property located at 408 Grigsby Avenue, Wake County PIN 0649907448, as submitted by Thompson & Associates.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous.

*A copy of Special Exception Use Petition #17-SEU-01 findings of fact is attached to these minutes.*

**Action #2:** 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 #17-SEU-01 408 Grigsby Avenue to allow for one (1) single family dwelling within the adopted Village District Area Plan boundary as indicated in the Comprehensive Plan, in the R-10 District at the property located at 408 Grigsby Avenue, Wake County PIN 0649907448, as submitted by Thompson & Associates, with the following conditions:

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 17-SEU-01.
2. Minor modifications to the height, bulk, orientation of the structure on the lot, location of the structure on the lot, and site design may be authorized by the Director of Planning & Zoning. If the Director determines that the proposed minor modifications are of such a nature as to adversely impact the purpose or intent of this approval, the petitioner shall be required to file a new petition for Special Exception Use approval.
3. Prior to issuance of Building Permit, the following must be completed:
  - a. Documentation in the form of a recorded plat showing the cross-access easement will be required with the building permit for this house.

**Motion by:** Cobb

**Second by:** Dickson

**Vote:** Unanimous.

**7e. Public Hearing: S. Main Street Downtown Development Investment Agreement – Ms. Krstanovic** said the Town has received a request for Downtown Development Investment by Crown Builders and Developers of NC, LLC for the property located at S. Main Street and W. Elm Street. In accordance with the Town's DDI Policy, the applicant has requested that all Town development related fees be waived and to be reimbursed up to \$25,000 for public infrastructure that is required to be upgraded and added as a part of the development plan approval for the development of the property into townhomes.

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

There being no input, the public hearing was closed.

**Action:** The Council approved a motion to enter into a Downtown Development Investment Agreement with Crown Builders and Developers of NC, LLC for the property located at S. Main Street and W. Elm Street in Holly Springs to reimburse certain Town development fees in the amount of \$60,000 and to reimburse up to \$25,000 in public infrastructure improvements.

**Motion by:** O'Brien

**Second by:** Villadsen

**Vote:** Unanimous.

*A draft copy of the S. Main Street Downtown Development Investment agreement is attached to these minutes*

**8. 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:

8a. Budget Amendment Report – The Council received monthly report of administrative budget amendments. *A copy of budget amendment report is attached to these minutes.*

8b. Budget Amendment End of Year Adjustments – The Council adopted amendments to the FY 2016-17 budget to provide end-of-year adjustments to accounts. *A copy of budget amendments are attached to these minutes.*

8c. Budget Amendment, \$14,300 - The Council adopted an amendment to the FY 2016-2017 budget for \$14,300 to cover costs of ladder 255 repairs. *A copy of budget amendment is attached to these minutes.*

8d. Budget Amendment, \$114,520 - The Council adopted an amendment to the FY 2016-2017 budget for \$114,520 to cover the cost of replacing a 2008 dump truck. *A copy of budget amendment is attached to these minutes.*

8e. Sugg Farm Picnic Shelter / Restroom Contract – The Council approved to retain Weeks Turner Architecture in the contract amount of \$35,000 for design of a picnic shelter and restrooms at Sugg Farm.

8f. Reallocate Funds for NMAC Sound System - The Council approved to reallocate \$6,000 no longer needed for track out camp furniture and equipment for the NMAC sound system.

8g. Remote Control Flight Field – The Council adopted a park policy designating the field to the left of the entrance at Sugg Farm as a Remote Control Flight Field where RC devices can be flown and operated safely.

8h. Resolutions 17-26 and 17-27 – The Council adopted resolutions 17-26 and 17-27 entering interlocal agreements for inspections of County, Wake Tech and Wake School System projects. *Copies of Resolution 17-26 and 17-27 is attached to these minutes.*

8i. Resolution 17-29 – The Council adopted Resolution 17-29 directing the town clerk to investigate the sufficiency of annexation petition A17-01 and setting the public hearing. *A copy of Resolution 17-29 is attached to these minutes.*

8j. Council Order 17-01 – The Council adopted Council order 17-01 authorizing Wake County to levy and collect Town of Holly Springs property taxes. *A copy of Council Order 17-01 is attached to these minutes.*

8k. Reclassification of Police Lieutenant Position – The Council approved the reclassification of a police lieutenant position with a salary grade 83 to an administrative services manager with a salary grade 82.

8l. Resolution 17-30 – The Council adopted Resolution 17-30 declaring a police vehicle surplus to the needs of the Town. *A copy of Resolution 17-30 is attached to these minutes.*

8m. Southern Crossroad Reimbursement Agreement – The Council approved Infrastructure Reimbursement Agreement amendment with the developer of Southern Crossroads for the upsizing of sewer lines.

8n. W. E. Hunt Recreation Center HVAC Contract – The Council approved to enter contract with Piedmont Services Group for full service HVAC coverage at the W. E. Hunt Recreation Center in FY 2018.

8o. Lochridge Recreation Center – The Council approved to extend the approval expiration date for Lochridge recreation center to Nov. 17.

8p. Lake Edge Drive Storm Drain Project – The Council approved to establish a project fund for the Lake Edge Drive storm drain improvement project.

8q. Engineering Contracts Report – The Council received a report of engineering contracts amounting to less than \$15,000 approved by the town manager.

8r. Budget Amendment, \$347 – The Council adopted an amendment to the FY 2016-17 budget for \$347 to cover mileage overage. *A copy of budget amendment is attached to these minutes.*

8s. Downtown Development Project – The Council approved to retain Bass, Nixon and Kennedy Inc. for \$25,300 for survey services and approve funding for the downtown development project.

8t. Downtown Area Traffic Impact Analysis – The Council approved to retain Kimley-Horn and Associates for \$19,000 for a traffic impact analysis in the downtown area and authorize a related budget amendment and project budget.

8u. Budget Amendment, \$7,150 - The Council adopted an amendment to the FY 2016-17 budget for \$7,150 to provide reimbursement of sewer capacity and acreage fees to the developer of The Mills at Avent Ferry. *A copy of budget amendment is attached to these minutes.*

8v. Maintenance Barn Renovation Project – The Council approved funding for the maintenance barn renovation from the Parks and Recreation reserve account and authorize contract, pending approval of the town attorney.

**9a. Holly Spring Lions Club FY 2016-17 Grant** – Ms. Powell said the Council received and awarded seven applications amounting to \$10,000 in funding during this year’s community agency grant program. That left \$5,000 in that line item.

She said since then, the new Holly Springs Lions Club applied in hopes of getting \$2,500 to put toward an eye testing machine for children and adults to be used at community events and schools.

The Lions Club submitted the grant application this week in hopes the Council would consider providing grant funding from the leftover funds.

Ms. Powell said that any funds left over in the budget at the end of June would be absorbed into the General Fund and committed to fund balance at the close of the fiscal year (i.e. cannot be rolled over to next year.) Beginning July 1, the line item will be replenished with 15,000 new dollars, pending approval of the budget.

The requested motion includes a provision to authorize a late purchase order since typically, the Town stops issuing purchase orders and spending in mid-May unless there is an emergency or unforeseen circumstance.

**Action:** The Council approved a motion to authorize a late purchase order and award a FY 2016-17 community agency grant of \$2,500 to the Holly Springs Lions Club.

**Motion by:** O’Brien

**Second by:** Villadsen

**Vote:** Unanimous

**9b. ETJ Board of Adjustment Member Appointment** – Ms. Clapp said on April 12, the Department of Planning & Zoning received notification from Glen Walker, Board of Adjustment ETJ/Regular Member and Chairman, that he was resigning from the board as he and his family will be moving out-of-state. Mr. Walker has served on the Board of Adjustment since 2009 as both an in-town member and an ETJ member. He also has served as the Chairman of the Board since 2015.

In accordance with the Board Appointment Policy Statement, the vacancy was advertised and applications were sought to fill this vacancy. The Town Council is being asked to make a recommendation to the Wake County Board of Commissioners to fill the remainder of the term ending Feb. 28, 2018.

The following is the list of the applications that were received by the Office of the Town Clerk to fill this vacancy and attached is a copy the applications and a map that indicates the location of the current Board of Adjustment members and the candidates:

- Jeremy D. Hudson- Rex Road
- Lois Q. (Lisa) Semmens- Olde Mills Lake, currently the BOA ETJ Alternate.

**Regular ETJ Member: Term Ending Feb. 28, 2018**



This position requires appointment by the Wake County Board of Commissioners. The Holly Springs Town Council may recommend names of interested individuals to the WCBOC for official appointment.

The Town Council has two options:

1. Move the current ETJ alternate member (Lois (Lisa) Semmens) to fill the remainder of the regular member position term and appoint a new ETJ alternate member with a term ending Feb. 29, 2020.
2. Appoint a new member to fill the remainder of the ETJ regular member position with a term ending Feb. 28, 2018 and keep the alternate member as she is established.

**Action #1:** The Council approved a motion to recommend that the Wake County Board of Commissioners appoint Lois Q. (Lisa) Semmens to fill the remainder of the ETJ regular member position with a term ending Feb. 28, 2018 and Jeremy D. Hudson to fill the remainder of the ETJ alternate member position with a term ending Feb. 29, 2020.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous

**9c. Military Discount Park Policy** – Mr. Bradley said that in an effort to extend benefits to those members of our community who have served in the military, staff recommends implementing a Military Fitness Membership Option. The proposed membership option would offer reduced fees to all active duty military and veterans at a discounted rate lower than all other membership types. Family members are not eligible to receive the Military Membership Option. However, they may elect to take advantage of the Family Plan.

Councilman Dickson had suggested adding a condition that the veterans should be honorably discharged. The proposed policy was amended to require veterans to provide active military ID card or discharge papers evidencing an honorable discharge.

**Action:** The Council approved a motion to adopt a parks policy approving military discounts for the fitness center.

**Motion by:** Cobb

**Second by:** Dickson

**Vote:** Unanimous

**9d. Downtown Development Project** – Mr. Levitt said the Town Council previously approved a development agreement with 242 Main Street Holly Springs, LLC for the construction of 45,000 square feet of office, retail, restaurant, services and other similar active uses. Holly Springs is responsible for delivering public infrastructure, including 180 parking spaces, streetscape improvements, the extension of Rogers Rd, and a regional stormwater facility serving the area. This private-public partnership is anticipated to ignite development downtown and interest in downtown development projects already has increased significantly.

He said staff posted a request for letters of interest from design firms that were experienced in these types of multi-disciplined design challenges. Eight design firms submitted letters of interest, and a review committee selected CLH Design, PA as the Town's best option. CLH has demonstrated expertise in these types of projects, and we have witnessed firsthand the efficient project management skills that the firm has to offer. Design challenges are plentiful for this project and matching the two projects up will require extreme attention to detail. The schedule of the project also will be accelerated and poses its own challenges.

The public portion of the project will exceed the deliverables promised in the developer agreement previously brought before council. The Town is required to provide 180 parking spaces but plans to construct approximately 350 spaces to serve the downtown area and incentivize future projects. Similarly, the stormwater management facilities will be over-sized to handle future projects and improve stormwater discharge into nearby streams.

CLH proposed to lead this project to construction for \$262,780.

**Action:** The Council approved a motion to retain CLH Design, PA for \$262,780 and to approve funding in the amount of \$290,000 including contingency for the downtown development project.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous

**10. Other Business:** None that resulted in Council action.

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

**12. Closed Session:** None.

**13. Adjournment:** There being no further business for the evening, the June 20, 2017 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, Aug. 1, 2017.

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Jc  
Tc  
*Joni Powell* \_\_\_\_\_

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

