



May 15, 2018

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, May 15, 2018 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 five council members were present as the meeting opened.

**Council Members Present:** Mayor Sears, Councilmen Dan Berry, Tom O'Brien and Peter Villadsen and Councilwomen Cheri Lee and Christine Kelly.

**Council Members Absent:** None.

**Staff Members Present:** Daniel Weeks, interim town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Linda Harper, deputy town clerk; Gina Clapp, director of planning and zoning; Sean Ryan, planner; Melissa Sigmund, principal planner; Kendra Parrish, director of engineering; Paul Allen, real estate acquisition agent; Mary DePina, project engineer; Rachel Jones, development plan reviewer; Tina Stroupe; senior accountant; Mark Andrews, public information officer; John Herring, police chief; Adam Huffman, assistant parks and recreation director; LeRoy Smith, fire chief; Tamara Ward, communications specialist; and Billy Whitehead, information technology analyst.

**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 May 15, 2018 meeting agenda was adopted with changes, if any, listed below:

- Remove item 6a from the agenda
- Remove item 9a. from the Consent Agenda for discussion
- Remove item 9e. form the Consent Agenda for discussion

**Motion by:** O'Brien

**Second by:** Villadsen

**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. Recognition of Erosion Control Program** – *This item was removed from the agenda during agenda adjustment.*

**7a. Presentation on Wake County Transportation Demand Outreach** - Ms. Kim Johnson of Go Triangle to Wake County Transportation Demand Outreach gave a presentation on Bike Month.

**Action:** None.

**8a. Public Hearing: Ordinance 18-03, Unified Development Ordinance Amendment** – Ms. Sigmund said twice a year, the departments of Planning & Zoning and Engineering evaluate the UDO and bring forward a series of amendments to the Town's development regulations and requirements as interpretation issues arise, new or modified regulations are suggested for

development within the Town's corporate limits and Extraterritorial Jurisdiction (ETJ), or the State modifies regulations or the General Statutes that have an impact on the Town's development regulations.

She reviewed the draft Ordinance and Planning Board Report for specific text amendments.

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 accept the following statement as being true: "The requested UDO Text Amendment is consistent with the Vision Holly Springs Comprehensive Plan, specifically including the following sections:

- Executive Summary in regards to "Using the Plan to Implement the Town's Vision" and "Adopting and Implementing the Plan";
- Section 1: Future Land Use "Objectives", "Future Land Use Plan Details";
- Section 4: Community Character "Objectives", "Defining the Village Streetscape";
- Section 7: Infrastructure and Utilities "Objectives"

The proposed UDO Amendments provide the tools necessary for staff and the development community to implement the goals and objectives stated in the Plan."

**Motion by:** Kelly

**Second by:** Berry

**Vote:** Unanimous

**Action #2:** The Council approved a motion to adopt ordinance 18-03 to approve and enact UDO Amendments #18-UDO-01 to modify the text of the Unified Development Ordinance as submitted by the Town of Holly Springs.

**Motion by:** Villadsen

**Second by:** Berry

**Vote:** Unanimous

*A copy of Ordinance 18-03 is attached to these minutes.*

**8b. Public Hearing: Annexation Ordinance A18-01** – Ms. Clapp said at the last Town Council meeting this item was tabled. The applicant requested that action on this item be further tabled to a future meeting.

**Action:** The Council approved a motion to defer the public hearing and action on Annexation Ordinance A18-01 to June 5.

**Motion by:** Lee

**Second by:** Villadsen

**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 O'Brien, a second by Councilman Berry and a unanimous vote. The following actions were affected:

9a. Minutes – *This item was removed from consent agenda during agenda adjustment for discussion.*

9b. Budget Amendment Report– The Council received a report of monthly administrative budget amendments approved by the Town Manager. *A copy of the budget amendment report is attached to these minutes.*

9c. 2018 NCDOT Mowing Agreement - The Council approved to extend the Town's agreement for the mowing of NCDOT right of way for reimbursement in 2018 of \$20,049.

9d. Microsoft Enterprise Agreement Renewal - The Council approved renewal of the Town's Microsoft Enterprise agreement.

9e. Lighthouse Recruiting License & Use Agreement – *This item was removed from consent agenda during agenda adjustment for discussion.*

9f. Wildwoods Infrastructure Reimbursement Agreement Amendment - The Council adopted an \$201,545.05 amendment to the FY 2017-18 budget to move funds from #24.290.09 to 30.210.06 for the Wildwoods Infrastructure Reimbursement Agreement.

9g. Sportsmanship Way / NC 55 Bypass Project – The Council approved to award contract for and approve funding in the amount of \$7,000 to Withers Ravenel for additional design services. *A copy of the budget amendment is attached to these minutes.*

9h. Avent Ferry Road Turn Lane Project – The Council approved additional funding in the amount of \$81,193 for the Avent Ferry Road turn lane project, with \$71,193 to be collected in the future from devevelopment. *A copy of the budget amendment is attached to these minutes.*

9i. Town Hall Commons Project – The Council approved to award contract for relocation of gas line in the Town Hall Commons project. *A copy of the budget amendment is attached to these minutes.*

9j. Temporary Health Care Uses Fees Schedule Amendment – The Council approved a fee schedule amendment for temporary health care uses.

9k. Ordinance 18-04 Surplus Property, \$30,000 – The Council adopted Ordinance 18-04 to allow administration to surplus personal property of the Town valued at \$30,000 or less. *A copy of Ordinance 18-04 is attached to these minutes.*

9l. 17-REZ-03 Petition Withdrawal – The Council approved to close the public hearing and deem the petition withdrawn for Zone Map Change Petition #17-REZ-03 for 4801 Sunset Lake Road.

9m. Budget Amendment, \$121,954 – The Council adopted an amendment to the FY 2017-18 budget in the amount of \$121,954 to cover costs of water meters and register purchases.

**9a. Minutes** – Councilwoman Lee and Councilman Berry said they were not prepared to discuss this item and asked that action be deferred.

**Action:** The Council approved a motion to defer action on approval of the minutes until the June 5 meeting.

**Motion By:** Berry

**Second By:** Lee

**Vote:** Unanimous

**9e. Lighthouse Recruiting License & Use Agreement** – Mr. Schifano said this request is for an addendum to the License and Use Agreement with Lighthouse Recruiting for the Co-Working Station.

He said Lighthouse Recruiting, LLC is seeking an extension to the License and Use Agreement for the co-working station, which will end in March 2019. They are currently leasing the Town's old police station. This Addendum to that Agreement will extend the lease until July 2019; and on a month-to-month basis after July until The Block project is complete.

**Action:** The Council approved a motion to approve an addendum to the License and Use Agreement with Lighthouse Recruiting for the Co-Working Station at \$5,000.

**Motion by:** Berry

**Second by:** O'Brien

**Vote:** Unanimous

**10a. Unfinished Business: Special Exception Use 17-SEU-16 and Development Plan 17-DP-16 for United Community Bank.** – Mr. Ryan said that this agenda item is a continuation of the discussion from the April 18, 2018 Town Council meeting. The Town Council tabled action of the item to allow the applicant to propose changes to the plans to address Town Council concerns. Staff did not receive revised plans from the applicant but has spoken with them regarding some potential changes that could be made.

Mike Zaccardo, 1223 James Franklin Road – Mr. Zaccardo addressed the concerns of the Council:

1. An entrance off of Main Street -- The bank feels the Main Street entrance is necessary and represents a lot of design work.
2. Walk-up ATM – The bank feels strongly that the ATM in a drive-through is safer because patrons are not protected and are vulnerable at a walk-up ATM.
3. Tree Removal – The bank is proposing additional plantings. He said he felt the trees would have come done anyway since the sidewalk and sewer line would have necessitated it, but he understands the Council's concerns.

Jeff Pope, United Community Bank – Mr. Pope feels a downtown location is best for the bank and the downtown area.

Jimmy Boykin, with Stephenson General Contractor – said two trees were removed from the lot inadvertently. To make restitution, he said, the bank is willing to provide extra planting at the rear of the lot.

Councilman Villadsen asked if the drive-through would also serve as a walk-up. Bank representatives said yes.

Councilman O'Brien asked if the bank would be willing to make street improvements to the property across the street as restitution for the tree removal.

Councilman Berry asked if the new company would maintain the same community involvement as Four Oaks Bank. Bank representatives said yes.

Councilman O'Brien asked if the Council could get a commitment from the bank for street improvements across the street to enhance the character of the community.

Mr. Pope said he would run the idea of a walk-up ATM and off-site street improvements by his superiors.

**Action:** The Council approved a motion to table Special Exception Use 17-SEU-16 and Development Plan 17-DP-16 for United Community Bank to June 19.

**Motion:** Lee

**Second:** Berry

**Vote:** Unanimous

**10b. Park and Recreation Advisory Committee Appointment** - Mr. Huffman said that while the Council filled three vacancies on the Holly Springs Parks and Recreation Advisory Committee May 1, one appointee has opted to remain in her position as a contracted coach. This reopens one seat that needs to be filled.

He said during the May 1 meeting, those receiving more than one vote from among the Council members were appointed: Incumbent Liz Stone and Len Lloyd (and Kim Henry who has declined appointment.).

Four other applicants received at least one vote from individual Council members. They are Jason Guetgemann, Mike Kondratick, Jeff Palumbo and incumbent committee member Alice Reese.

**Action:** The Council approved a motion to reappoint Alice Reese to the Holly Springs Parks and Recreation Advisory Committee.

**Motion by:** Villadsen

**Second by:** Lee

**Vote:** Unanimous

**11a. Wayfinding Sign Project** - Ms. Sigmund said in late 2016, the Town of Holly Springs engaged with a consultant to design a wayfinding sign program to welcome visitors and new Holly Springs residents. The signs will showcase and direct people to the wide range of facilities around Town. This project is identified in Vision Holly Springs, the Town of Holly Springs Comprehensive Plan, Section 4.0 Community Character. One of the objectives defined by this section of the plan is to "Develop a comprehensive wayfinding signage program for the Town to direct motorists, pedestrians, and cyclists to major areas of interest throughout the town.

She said the 2017 Wayfinding Sign System document produced by consultant Frazier Associates includes two primary sizes of wayfinding signs to respond to the differing conditions for

pedestrian and vehicular traffic along roads with maximum speed limits of up to 25 mph and those roads with maximum speeds of up to 45 mph throughout town. The signs will create a cohesive streetscape as the proposed sign posts are designed to reference the decorative street name signs and stop signs used throughout the Village District. The signs also reflect the Town's branding, using the adopted color palette and incorporating a decorative bracket that evokes the Town's logo. The signage design has been endorsed by Town Council and has subsequently received all required approvals and encroachment permits from NCDOT for construction and installation.

She said on March 18, 2018, staff released a Request for Proposals (RFP) to identify sign companies interested in assisting the town in final design, fabrication, and installation of the signs for the Wayfinding program. The town received proposals from five companies. The RFP evaluation committee consisted of staff from the Planning & Zoning, Engineering, Administration, and Parks & Recreation departments. Based on review of the proposals submitted, as well as interviews with the highest ranked respondents, the evaluation committee is recommending Signs, Etc. be contracted to complete the fabrication and installation of wayfinding signs.

The current fiscal year 2017-2018 budget appropriates \$100,000 for final design (engineered drawings), fabrication, and installation of the signs. While the Wayfinding Sign System document expects a total of approximately 40 wayfinding signs, it is anticipated that the current fiscal year appropriation will cover approximately 50% of total project costs. As a result, the proposed FY 2018-2019 budget that will be presented for Town Council's adoption, includes an additional \$100,000 allocation for Wayfinding Signs to complete the entire signage system. Staff will work with the consultant to refine project phasing plans for time and cost efficiencies as the scope of work and project timeline is finalized with the consultant.

**Action:** The Council approved a motion to select Signs, Etc. as the chosen vendor to provide the service contract for final design, fabrication, and installation of wayfinding signs and authorize the Town Manager to negotiate terms of a contract with Signs, Etc. for an amount not to exceed \$200,000.

**Motion by:** Berry

**Second by:** Lee

**Vote:** Unanimous

**11b. 2011 Parks and Recreation Facilities Bonds Extension -** Ms. Stroupe said in 2011 the citizens of Holly Springs voted to issue \$20M in General Obligation Bonds for Parks and Recreation projects. To date we have issued \$12.5M of those bonds. Unissued bonds to be outstanding for a maximum of 7 years. The remaining \$7.5M of these bonds are set to expire in November 2018.

She said the town has the option to extend the bonds for an additional 3-year period. Staff is preparing for the extension in the event it is determined in the future to issue these bonds for their original intended purpose. This extension does not "issue" these bonds or create a debt of the Town- it merely preserves the option for the Town to do so at some point within the next three years.

**Action:** The Council approved a motion to adopt Resolution 18-18 requesting Local Government Commission to extend the time to issue General Obligation Parks and Recreation Facilities bonds for an additional 3 years.

**Motion by:** O'Brien

**Second by:** Kelly

**Vote:** Unanimous

*A copy of Resolution 18-18 is attached to these minutes.*

**11c. \$40 Million Transportation Bond Referendum -** Ms. Stroupe said the Town Council of the Town of Holly Springs, North Carolina, has studied the need for transportation improvements in the Town. The Town Council has considered alternative means of financing the costs of the desired improvements, and has made a preliminary determination to finance at least some of the costs of the project through the issuance of general obligation bonds. The issuance of these general obligation bonds is subject to the approval of the Town's voters at a bond referendum. This



resolution authorizes town staff to apply for approval of the bond issue to the Local Government Commission, a division of the State Treasurer that oversees local government financing. If approved by the LGC and subsequent to a public hearing in July, a referendum would appear on the November 2018 general election ballot for registered voters in Holly Springs to vote "yes" or "no" on the issuance of the bonds. The Town is seeking authority for \$40 million in general obligation bonds to be paid for with what staff sees currently as a possible \$0.05 increase in the property tax rate in Holly Springs.

**Action:** The Council approved a motion to adopt Resolution 18-19, a resolution of intent to apply to the Local Government Commission for approval for the town to hold a \$40 million transportation bond referendum.

**Motion by:** Kelly

**Second by:** Berry

**Vote:** Unanimous

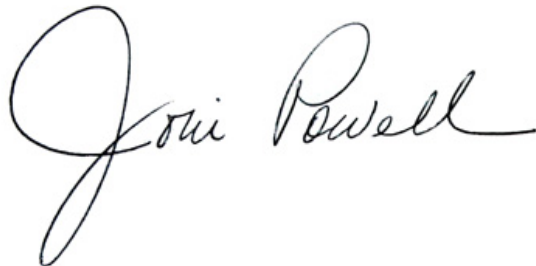
*A copy of Resolution 18-19 is attached to these minutes.*

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

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

**14. Closed Session:** None.

**15. Adjournment:** There being no further business for the evening, the May 15, 2018 meeting of the Holly Springs Town Council was adjourned.

 \_\_\_\_\_

5, 2018.

minutes follow and are a part

