



January 21, 2020

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, January 21, 2020 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, Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

**Council Members Absent:** none.

**Staff Members Present:** Randy Harrington, *Town Manager*; Scott Chase, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Cassie Hack, *Director Communications and Marketing*; Tamara Ward, *Communications and Marketing*; Mark Andrews, *Communications and Marketing*; Mathew Mutter, *IT*; Gina Clapp, *Director of Planning & Zoning*; Melissa Sigmund, *Planning & Zoning*; Sean Ryan, *Planning & Zoning*; LeeAnn Plumer, *Director Parks and Recreation*; Adam Huffman, *Parks and Recreation*; Kendra Parrish, *Director Engineering*; Rachel Jones, *Engineering*; Irena Krstanovic, *Director of Economic Development*; Seann Byrd, *Director Water Quality*; John Herring, *Chief of Police*; and Leroy Smith, *Fire Chief*.

**2. and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Pastor Bill Rose, of the Oasis Church in Holly Springs.

**4. Agenda Adjustment:** The January 21, 2020 meeting agenda was adopted with changes, if any, as listed: none.

**Motion by:** Berry

**Second by:** Wolff

**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 Compton, spoke in favor of the Village Gate project as a representative of the Yarborough and White families.

Wendy Dykema, 108 Holly Glen Court, spoke about growth and said that she thinks Avent Ferry is overcrowded and she wished growth in Holly Springs would slow.

### **6a. Holly Springs High School Football Team**

Mayor Sears recognized the Holly Springs High School Golden Hawks Football team for their excellent season. They were 5-1 in the conference and 10-1 overall. The Town recognized these young men for their athletic talent and their character.

### **6b. Holly Springs Run Club Presentation**

Ryan Monteleone of the Holly Springs Half Marathon, made a donation of \$15,000 to the Holly Springs Parks and Recreation Department for town park improvements. He thanked the Town

for their support, calling out the Parks and Recreation Department, and the Holly Springs Police Department. The Holly Springs Run Club and Half Marathon have partnered with the Town of Holly Springs to host four annual half marathon events. They use Ting Stadium and miles of Town greenways and roads to accommodate hundreds of runners each year. They are interested in having their donation fund water fountains at key park sites around town.

**Action:** Motion to accept a donation of \$15,000 from the Holly Springs Half Marathon for improvements to Town parks.

**Motion by:** Berry

**Second by:** Kelly

**Vote:** Unanimous

#### **6c. Holly Springs Chamber of Commerce, Executive Director**

Mayor Sears introduced Chante Pickard, the new Executive Director of the Holly Springs Chamber of Commerce and invited her to say a few words about the Chamber's priorities.

Ms. Pickard said that it was an honor to be named Executive Director and how wonderful it is to partner with so many wonderful businesses. She said the Holly Springs Chamber of Commerce works together as a team with almost 400 business members. They are looking forward to 2020. She thanked the Town for its financial support. The Chamber was able to make a \$10,000 donation to the Grapes, Grains and Giving event. They made a donation to the Holly Springs Choir for their trip to London. She also said that they want to reinstate the government relationship committee to work with the Town, County, and State government on behalf of Holly Springs' businesses.

#### **7a. Public Hearing: Pimiento Tea Room Downtown Development Investment Agreement**

Irena Krstanovic, Director of Economic Development, said that Matthew Griffith, owner of the Pimiento Tea Room, has submitted a request for a Downtown Development Investment agreement (DDI) for an existing 1,600 sq. foot building, plus the 800 square foot addition, located at 200 N. Main Street. She showed the location on a map, and then showed the site plan. The application was filed in accordance with Town Policy Statement P-33.1, DDI Program that allows Town Council to enter into financial partnerships. The purpose of the DDI Program is to stimulate private sector investment, economic growth, housing opportunities, and job creation in the Village District Area. As a means of attracting private investment into the Village District, public infrastructure and site improvements may be completed by the Town or by sharing in the investment of these improvements. Based upon the information provided by the applicant and meetings with the applicant, the DDI Committee has determined that there are historic and economic benefits offered to the Village District and the Town of Holly Springs by the development of this project. In exchange for the DDI, the applicant has agreed to enter into a Deed of Easement for Historic Preservation of the property at 200 N. Main St. that secures preservation of the exterior architectural elements of the house and scenic significance of the property.

She said the committee recommends the following:

- Infrastructure reimbursement of \$25,000 representing maximum DDI contribution towards their estimated \$18,000 in public infrastructure costs including widening of the street, crosswalk, sidewalks, utilities, decorative bench and trash cans.
- Reimbursement of all plan review and development fees in amount not to exceed \$18,000.

Ms. Krstanovic said that factors that were taken into consideration were protecting historic resources and maintaining them as part of Holly Springs' identity; redevelopment of the existing building in downtown and the attraction that a new restaurant will bring in pedestrian traffic to the Village District; and the contribution to public infrastructure improvements.

She said the developer shall endeavor to employ 20 new employees within one year of this agreement. He shall comply with all town plan conditions and maintain the historic structure in an adequate manner, and shall execute a Deed of Easement in favor of the Town to maintain the

exterior appearance of the property in the same manner as the approved plans. Also he will report back to the Town Council upon completion of all public infrastructure and at one-year from the date of Town Council approval of the DDI to provide a status update on the project.

Councilwoman Kelly asked if they do not get the designation, can the Town still put up some sort of landmark sign. Gina Clapp, Director of Planning & Zoning said the Town does have its own historical marker program, so if there is a request it can enter the program to get a marker.

Councilwoman Kelly asked about when the Deed of Easement would be recorded. John Schifano, Town Attorney, said it would be recorded at the same time the DDI is executed. Randy Harrington said the funding is contingent upon recording that easement.

Councilman McGrath said the applicant requested reimbursement on both pieces of property. Is that a problem with our policy, and how did the DDI committee make their decision. Ms. Krstanovic said the committee focused on the fact that this is one project, rather than the fact that it was two parcels of land.

With that explanation completed, Mayor Sears opened the Public Hearing. The following input was recorded: none.

There being no input, the hearing was closed.

**Action:** Motion to enter into a Downtown Development Investment (DDI) Agreement with the Pimiento Tea Room business owner Matthew Griffith for the property located at 200 N. Main Street in Holly Springs to reimburse all Town Development Fees in amount not to exceed \$18,000 and to reimburse \$25,000 in public infrastructure improvements.

**Motion by:** Villadsen

**Second by:** McGrath

**Vote:** Unanimous

#### **7b. Public Hearing: Annexation A19-08 Elementary/Middle School**

Melissa Sigmund, Planning and Zoning, said that application had been received for a voluntary annexation of 73.587 +/- acres owned by Wake County Board of Education, more particularly described as Wake County PIN 0730330409. The land would be used for an elementary and middle school and is located in the Carolina Springs area. The property is owned by the Wake County Board of Educations, is contiguous with the town limits, and meets all statutory requirements for annexation. There is no development plan in review at this time, but they do plan to develop it in the future.

With that explanation completed, Mayor Sears opened the Public Hearing. The following input was recorded: none.

There being no input, the hearing was closed.

Mayor Sears asked the Board of Education representative present to say a few words. Kenneth Haywood, 5410 Trinity Road, attorney for Wake County Board of Education said they appreciate Council's consideration of the annexation, so they can build a new elementary school on the site.

**Action:** Motion to adopt Annexation Ordinance A19-08, annexing 73.587 +/- acres owned by Wake County Board of Education, more particularly described as Wake County PIN 0730330409.

**Motion by:** Kelly

**Second by:** Villadsen

**Vote:** Unanimous

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

## 7c. Public Hearing: 19-REZ-06 Regency at Holly Springs Conditional Use Rezoning

Melissa Sigmund, Planning & Zoning, said that the department was asking that this hearing be continued to February 4<sup>th</sup> due to an error in the advertising notice.

With that explanation completed, Mayor Sears opened the Public Hearing and called for a motion to continue it to February 4, 2020.

**Action:** Motion to continue public hearing to February 4, 2020 meeting.

**Motion by:** Berry  
**Second by:** McGrath  
**Vote:** Unanimous

## 8. Consent Agenda

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

8a. Minutes – The Council approved minutes of the Council business meeting held January 7, 2020 and the workshop meeting held January 14, 2020.

8b. Monthly Administrative Budget Amendments – 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.*

8c. Continuation of GIS Contract Services Agreement – The Council approved a staffing services agreement with Inceed to extend the temporary staffing contract for Geographic Information Services (GIS) in an amount not to exceed \$31,000 through June 30, 2020.

8d. Budget Amendment for Engineering Review Fees – The Council approved a budget amendment to increase general fund revenues by \$33,000 and expenses in the same amount for development traffic impact analysis reviews, and a budget amendment increasing utility fund revenues by \$40,000 and expenses in the same amount for development water and sewer study reviews. *A copy of the budget amendment is attached to these minutes.*

8e. Budget Amendment for Public Works – The Council approved a budget amendment increasing other revenues account by \$3,000 and increasing Public Works – Street Department Supplies by \$3,000. *A copy of the budget amendment is attached to these minutes.*

## NEW BUSINESS

### 9a. Annual Board Appointments

Linda McKinney, Town Clerk said that Council makes their annual appointments to the Board of Adjustment and Planning Board at their second meeting in January. Openings for members from the Extraterritorial Jurisdiction (ETJ) are made as recommendations to the Wake County Board of Commissioners, who makes the actual appointments. There are currently three openings on the Board of Adjustment for 3 year terms ending February 28, 2023, one In-Town Member, one In-Town Alternate Member, and one ETJ alternate member. There are three openings on the Planning Board for three year terms ending February 28, 2023: two In-Town Members and one ETJ member. There is also a vacancy for a term ending February 28, 2022 for an In-Town Member.

Ms. McKinney read the results of the first ballot. There was a tie for Board of Adjustment between Jayson Greene and Morgan Wiley, both current members of the Board of Adjustment. Council decided to keep Ms. Wiley as regular member and Mr. Greene as alternate member.

**Action 1:** Motion to appoint the following people to the Board of Adjustment with terms ending February 28, 2023: Morgan Wiley as In-Town Member, and Jayson Greene as In-Town Alternate Member.

**Motion by:** Kelly  
**Second by:** Villadsen  
**Vote:** Unanimous

**Action 2:** Motion to recommend that the Wake County Board of Commissioners appoint the following person to the Board of Adjustment with a term ending February 28, 2023: Elaine Crigger as ETJ Alternate Member.

**Motion by:** Villadsen  
**Second by:** McGrath  
**Vote:** Unanimous

**Action 3:** Motion to appoint the following people to the Planning Board: Chris Deshazor and Van Crandall as In-Town Members with terms ending February 28, 2023, and Thomas Urquart as In-Town Member with term ending February 28, 2022.

**Motion by:** McGrath  
**Second by:** Wolff  
**Vote:** Unanimous

There was a tie between Sam Ding and Mark Stuckey for ETJ member on the Planning Board. Council held a roll call vote and Mark Stuckey received 3 votes from Councilmen Villadsen, Berry, and McGrath; Sam Ding received 2 votes from Councilman Wolff and Councilwoman Kelly.

**Action 4:** Motion to recommend that the Wake County Board of Commissioners appoint the following person to the Planning Board with term ending February 28, 2023: Mark Stuckey as ETJ Member.

**Motion by:** Villadsen  
**Second by:** Berry  
**Vote:** Unanimous

*A copy of the signed ballots is attached to these minutes.*

## **10. OTHER BUSINESS**

None that required action.

## **11. MANAGER'S REPORT**

Randy Harrington, Town Manager, said staff has been working on closing a sidewalk gap at Optimist Farm Road, and it is ready to open, with some finish work done in the spring when the weather is warmer, but staff is trying to put together a celebration/opening for next week.

Mr. Harrington also said that there was a survey for what characteristics the community would like in a new police chief, when John Herring retires, and the response was very good.

**12. Closed Session:** The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(6) to discuss a personnel issue.

**Motion by:** Berry

**Second by:** Villadsen


**Vote:** Unanimous

The Council discussed the process, evaluation criteria, and management objectives by which they would evaluate the Town Attorney and the Town Clerk.

Taking no further action, Councilman Villadsen made a motion to return to open session, which was seconded by Councilman McGrath, and passed with a unanimous vote.

**13. Adjournment:** Councilman Villadsen made a motion to adjourn at 9:25 pm. It was seconded by Councilman McGrath and passed unanimously.

Respectfully Submitted on Tuesday, February 4, 2020.

  
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Linda C. McKinney, Town Clerk

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