



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, December 1, 2020 in person and via video conferencing. 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 in the Chamber as the meeting opened.

Council Members Present physically: Mayor Sears, Mayor Pro Tem Dan Berry, Councilmen Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

Council Members Absent: none.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Cassie Hack, *Director Communications and Marketing*; Mark Andrews, *Communication and Marketing*; Jeff Wilson, *Director, IT*; Mathew Mutter, *IT*; Kathy White, *Deputy Town Clerk*; Melissa Sigmund, *Development Services*; Daniel Colavito, *Utilities and Infrastructure*; Aaron Levitt, *Utilities and Infrastructure*; Beth Trautz, *Development Services*; Emmily Tiampati, *Development Services*, Corey Petersohn, *Finance*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Pastor Bill Rose, of Oasis Church.

4. Agenda Adjustment: The December 1, 2020 meeting agenda was adopted with changes, if any, as listed: none.

Motion: Berry
Second: McGrath
Vote: Unanimous

Public Comment: Public Comment was requested in writing prior to the meeting. The following number of comments was received and provided to the Council prior to the meeting: one comment requesting the oak tree at Rhamkatte Village be saved.

Requests and Communications

5. Holiday Events Update

Cassie Hack, Director Communications and Marketing, gave an overview of the Holiday Events planned in Town to take the place of the events which had to be cancelled, such as the Parade and Main Street Christmas, due to COVID 19. The Happy Holly Days Tree Trail at Ting runs December 10 - 12, the Decoration Drive-Through from Dec 13 to 25, Polar Express Drive-in Movie at Sugg Farm on December 11th at 7 pm; and letter to Santa through December 13th. Tree lighting will be Thursday Dec 10th and will be livestreamed on Facebook at 6 pm. The Holly Springs Fire Department will drive Santa around Holly Springs throughout the month of December, starting December 7th. His schedule will be posted on the Town web site. Note in the Pocket gifts are being collected at Town Hall through Friday, December 4th.

Public Hearings

6. Voluntary Annexation A20-07, 1637 Avent Ferry Road

Melissa Sigmund, Development Services, said that a petition had been received for annexation of 2.218 +/- acres in the vicinity 1637 Avent Ferry Road. It is a single-family residential property. Annexation is requested in order to connect to Town water and sewer. The property is owned by Sharon and Greg Griffin.

Mayor Sears opened the public hearing and the following input was received: none.
Mayor Sears closed the public hearing.

Action: Motion to adopt Annexation Ordinance A20-07, annexing 2.218 +/- acres owned by Sharon and Greg Griffin.

Moved by: Villadsen

Second by: Berry

Vote: Unanimous

A copy of Annexation Ordinance A20-07 is attached to these minutes.

Consent Agenda

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

7. Minutes – The Council approved minutes of the Council business meeting held November 17, 2020.

8. Position Reclassifications - The Council approved the requested reclassifications and title changes resulting from Departmental Realignments.

9. Calendar Year 2021 Town Council Meeting Schedule - The Council adopted the Calendar Year 2021 meeting schedule.

A copy of the 2021 meeting schedule is attached to these minutes.

10. Avent Ferry Road Realignment - The Council approved Mead & Hunt Design/Survey contract Change Order #3 in the amount of \$280,012.00, and budget amendments transferring \$180,012.00 from contingency to project account, and \$100,000.00 from interfund loan to project account. *A copy of the budget amendment is attached to these minutes.*

11. Green Oaks Parkway/New Hill Road Signal – The Council approved the project budget of \$373,000 for the installation of a new galvanized metal traffic signal at Green Oaks Parkway/New Hill Road, authorized the Town Manager to execute Construction Engineering & Inspections, and Contract Administration contracts with DRMP in the amount of \$35,095.00 and Signal Construction contract with Fulcher Electric in the amount of \$245,234.90. Council also approved a budget amendment transferring \$84,500 from Developer Fee-in-lieu account 48-819 320.10 to project account 48-819, and \$46,500 from project account 48-819 355.22 to Street Reserves account 22.95. *A copy of the budget amendment is attached to these minutes.*

12. The Block on Main Master Sign Plan – The Council approved the Master Sign Plan for The Block on Main.

NEW BUSINESS

13. Revisions to Code of Ordinances Chapter 8 Environment, Articles V-VIII and Adoption of Drainage Policy P-047

Daniel Colavito, Utilities and Infrastructure, said that in order to enact changes to the Town's Stormwater Program Management Fee, as adopted by Council in the FY 2020-21 budget, the ordinance needs to be revised to reflect the updated billing model. He outlined the revisions, including terminology changes in order to remain consistent with State agencies, changes due to the departmental reorganization, provision of new Equivalent Residential Unit (ERU) equal to 2,930 square feet, establishment of credits and exemptions, and a process for appeals and variances. There is also language to clarify the review committee makeup.

The new ERU and fee structure means that a residential property pays a flat \$5.20 per month. Non-residential users will pay based on the number of ERUs on the parcel, with each ERU equal to \$5.20 per month.

Mr. Colavito said that Policy P-047 addresses the Town's approach and responsibility as it relates to repair and/or improvements to storm drainage infrastructure on private property. The policy would establish weighting criteria to prioritize projects based on available funding. It also outlines the Town's expectation of any resident/business owner that receives assistance.

He outlined the outreach the Town has engaged in to inform the Town's nonresidential property owners, and what steps will be taken going forward to inform and educate property owners. He said that feedback to this point has been positive.

Councilman McGrath asked Mr. Colavito to outline how this gets Holly Springs closer to alignment with other municipalities. Mr. Colavito said that this fee starts to move us in the direction of the size of town that we are heading towards being, anticipating growth to allow us to provide service in line with other municipalities. Randy Harrington, Town Manager, said that one of the best practices that Council heard during their retreat, and articulated to staff, was the gradation of residential fees. This is an intermediate step to get us to that point. Staff will continue to work on this over the next several years. Mr. Colavito said this program is designed to fund itself so that the town can keep up with the required maintenance.

MPT Berry asked if the ERU matches existing nonpermeable limits on residential properties. Mr. Colavito said that the ERU is based on an aggregate of impervious of all existing homes, rather than matching current limitations.

Mr. Harrington thanked Mr. Colavito and his team, the Communications and Marketing team, the Economic Development team, and Assistant Town Manager Scott Chase, who have been working on this for several years. And he pointed out the useful feature on our website where businesses can identify their property and get an estimate of what their January bill will be.

Action: Motion to adopt revisions to Town of Holly Springs Code of Ordinances Chapter 8 Environment, Articles V-VIII and to adopt new Drainage Policy, P-047.

Moved by: Kelly

Second by: McGrath

Vote: Unanimous

Copies of Ordinance 20-07 and Policy P-047 are attached to these minutes.

14. Traffic Calming and Neighborhood Safety Program

Aaron Levitt, Utilities and Infrastructure, said the purpose of this item was to review the Traffic Calming and Neighborhood Safety policy. He thanked Council for setting aside money in the budget to cover these types of measures. He said the purpose of the policy was to more equitably address resident concerns regarding neighborhood safety issues. The Town receives from 300-400 requests for traffic related situations in a typical year. In 2020 there have been 500-600 requests. A public input survey was participated in by over 170 residents and ranked the three top issues as speeding, pedestrian safety, and signage and striping. Public input on speed humps revealed that

41% think the Town should not utilize speed humps, 14% want speed humps to be utilized and think the costs are worth the benefits, and 45% see both sides of the issue. Mr. Levitt explained how the slowed response time for emergency vehicles that speed humps cause could affect our ISO rating.

Mr. Levitt said that 81% believe that the Town should accept contributions from neighborhood HOAs towards traffic calming improvements, and 64% of respondents believe that the Town should set aside a portion of its traffic request budget for projects in communities in need.

Mr. Levitt said that the highest number of enforcement requests involve speeding in neighborhoods. Data shows that radar signs are one of the most effective tools at speed reduction. Staff will be utilizing these as traffic calming measures and traffic sensors. Staff would like to move from the portable radar signs the Police deploy to more permanent radar signs. HOAs and residents can install their own purchased radar signs in the Town's right of way, with Town approval.

He said that staff had worked with Communications and Marketing to create a way for residents to send a request for a traffic calming measure via the web page, by email, by phone, or by coming to Town Hall.

Mayor Sears asked how much the radar signs cost. Mr. Levitt said they range from \$3,500 to \$10,000 depending on features. The Town would like to purchase mobile units to collect data. Mayor Sears said he was more and more nervous about people parking on both sides of the street that makes it difficult to drive through the neighborhood. He requested a conversation with Kendra Parrish, Executive Director of Utilities and Infrastructure and Aaron Levitt about this. MPT Berry said he would be interested in such a conversation and also about whether HOAs can enforce parking restrictions. Mr. Levitt said that partnering with HOAs is included in the policy.

Councilwoman Kelly asked about the existing speed humps, given the reasons not to have them. Mr. Levitt there were some installed several years or so ago. In some extreme situations, where pedestrian safety is very important, you might need to have them. He said the goal of the policy is to be flexible and staff would listen. Councilwoman Kelly asked if staff would revisit existing ones and consider removing them. Mr. Levitt said staff had not, because of the heavy pedestrian use in the locations where those speed humps are. He said he would look into them and report back on whether removing them would be indicated. Mr. Harrington said that from a policy standpoint, the default is that speedhumps are not desired. There are a variety of other tools we can use to achieve the same outcome. There might be specific situations where an "elevated crosswalk" type speed hump might make sense. But as a default position we want to avoid them.

Councilwoman Kelly asked if residents can still call the nonemergency police number to report concerns. Mr. Levitt said that whatever way people report a concern, it goes into the same online system and receives the same attention. Councilwoman Kelly asked Communications and Marketing to make sure there is a key word search for other terms in addition to "traffic calming" and to put a link on the Transparency Portal as well so that people can find it easily.

Councilman Wolff asked Mr. Levitt to explain to the public why the Town can't just put stop signs everywhere. Mr. Levitt explained that there are warrants that need to be met before a stop sign or four-way stop is installed. If an intersection meets the warrants, you can install it and feel good about it. But stop signs installed that are not warranted can create situations that cause more accidents because the traffic flow is disrupted.

Councilman Villadsen asked if the radar signs would be permanent. He said it was hard to imagine them in a neighborhood, next to houses. Mr. Levitt said there will be a few different types of radar signs utilized. First, those installed by the Town, to collect data for a few weeks, the Holly Springs Police Department trailers which will be in a location for a few weeks. Then HOAs request permanent signs because they do reduce speeding by making people aware of their speed. The permanent ones are smaller, with a solar panel. Councilman Villadsen asked if there were guidelines as to where they could be placed. Mr. Levitt said staff would work with the community to place them in high speeding areas on property lines or other places that will not negatively impact the neighborhood.

Councilman McGrath asked Mr. Levitt to speak about roads that are under the Town's control as opposed to those controlled by NCDOT, or still controlled by the developer. Mr. Levitt said that this policy applies to town-maintained roads. On state-maintained roads it would have to

be addressed outside of this policy. For developer-maintained roads, Utilities and Infrastructure will work with Development Services and plan ahead particularly on connector roads between subdivisions. People in subdivisions that are still under development might not know that their roads haven't been adopted by the Town and if they call staff would inform them of that. Councilman McGrath asked for a map on the webpage that shows whether roads were Town roads, state roads, etc. Mr. Levitt said he could provide a link to the NCDOT maps.

Action: Motion to amend the Town's Engineering Design and Construction Standards to include Traffic Calming and Neighborhood Safety Policy.

Moved by: Wolff

Second by: McGrath

Vote: Unanimous

A copy of the traffic calming policy is attached to these minutes.

Randy Harrington thanked Council and Mr. Levitt for the work on this policy that has been going on for the last year to year and a half. He specifically thanked Council for designating money in the current budget to address some of these measures.

15. Resolution to Temporarily Relax Commercial District Light and Sign Ordinances for Holiday Lights

Beth Trautz, Development Services, said the purpose of this item is to help Holly Springs businesses spread a little holiday cheer during the COVID-19 pandemic holiday season by relaxing the commercial district light and sign ordinances for holiday lights. The current UDO allows single-strand of horizontal lights and prohibits wind-blown devices and inflatables. These are prohibited for safety reasons to avoid blocking sidewalks, and to keep debris from blowing into streets and parking lots and impacting traffic. Staff is working on a UDO rewrite and this will be looked at as part of that rewrite. Historically, the Town has enforced these restrictions. Resolution 20-45 is a one time resolution effective December 1, 2020 – January 15, 2021 and relaxes enforcement of UDO Section 7.02.C.1.a Holiday Decorations, Lights; and section 7.03.C.5 Windblown Devices. Since the Happy Holly Days parade had to be cancelled, this will allow businesses to contribute to holiday cheer in Town.

Councilman McGrath mentioned that residents should check with their HOAs in case their restrictions are more strict. John Schifano, Town Attorney, said that the Town does not have regulations on residential holiday displays, this would be a commercial resolution, and if Council wants to incorporate it into the future UDO they can do so. Councilwoman Kelly applauded staff for thinking of this in this difficult year.

Action: Motion to approve Resolution 20-45 to temporarily relax the enforcement of regulations regarding holiday displays for commercial properties.

Moved by: McGrath

Second by: Wolff

Vote: Unanimous

UNFINISHED BUSINESS

16. Comprehensive Transportation Plan Steering Committee

Emmily Tiampati, Development Services, said that Council had approved the designations of ten members of the Comprehensive Transportation Plan (CTP) Steering Committee at their last meeting. One of those designees has declined to serve and a new name will need to be put forward, and the remaining 5 positions need to be filled. She reminded the public that the Comprehensive Transportation Plan is a multi-modal plan including pedestrian, bicycle, public

transit, and street/highways. The process started in October 2020 with the adoption of the plan anticipated in early 2022. She said that the CTP Steering Committee will consist of members with technical expertise and local knowledge and experience. She asked Council to nominate members for the Holly Springs Advocacy Group/Club Senior position, Town Council representative, Van Pool/Bus Rider, a Holly Springs high school student, a senior resident at large, and a resident at large.

Mayor Sears opened the nominations and the following were made:

Councilmember: Shaun McGrath

Council consensus was to appoint Councilman McGrath to the committee

Van Pool/Bus Rider: no nominations were made. John Schifano said that there is a librarian who rides the bus daily, but she lives in Apex. Council decided that they want someone who lives in Holly Springs to serve on the Committee. Ms. Tiampati said that this category was just a recommended one, and if Council cannot recommend someone they could change the category. Mayor Sears asked if staff knew of anyone and Ms. Tiampati said she did. Councilman McGrath suggested that someone in a carpool might be a good choice for this category also. Consensus of Council was for staff to select someone for this category.

High School Student: Tay Abebe and Brian Wright were nominated. There was equal support for both, and Council decided to appoint both of them to the committee.

Senior Resident at Large: George Kimble was nominated and chosen by consensus.

Resident at large nominations were:

- Cheri Lee
- Jimmy Cobb
- Chet Vanfossen
- Devin Cofield
- Jahmar Cobb
- Danny Bronsen

A voice vote confirmed Pastor Jahmar Cobb as the unanimous choice of Council.

Council's appointees for the CTP Steering Committee are as follows:

No.	First Name	Last Name	Group	Company
1	Alex	Rickard	Technical Advisor	CAMPO
2	Baohong	Wan	Technical Advisor	VHB Town's contracted TIA 3rd party reviewer
3	David	Stallings	Residential Developer	Shenandoah Homes/ Capital Properties/Capital Grading
4	Erin	Convery	Technical Advisor	GoTriangle
5	Jackie	Miller	Holly Springs Advocacy Groups/Clubs	Holly Springs Cyclist
6	Jonathon	Keener	Non-resident developer	ABCZ Properties/ Trustwell
7	Rick	Madoni	Planning Board	Planning Board
8	Ryan	Monteleone	Holly Springs Advocacy Groups/Clubs	Holly Springs Run Club
9	Gould	Susan	Holly Springs Advocay Groups/Clubs	Holly Springs Senior Physical Activity Groups
10	Edwin	Fenner	Technical Advisor	NC DOT
11	Shaun	McGrath	Town Council	Town Council
12			Van Pool/Bus Rider Rep	Delegated to staff to find someone
13	Wright	Brian	HS High School Student	

	Abebe	Tay	
14	Kimble	George	Resident at large - Senior
15	Cobb	Jahmar	Resident at large

OTHER BUSINESS

Mayor Sears said that there have been 29,029 cases of COVID 19 in Wake County, with 289 deaths, and 805 cases in the 27540 zip code, and 2 deaths since March. He said he was proud of our zip code for doing so well.

Councilman Wolff said that Governor Cooper spoke today about vaccine distribution. We could see vaccine distributed in the next few weeks, starting with healthcare workers, then residents of nursing homes, and then moving on to at-risk populations. He spoke about the County grading system, and said Wake County is a “yellow” county, which is not no cases, but is lower than others. He talked about the SlowCOVIDNC app which makes contact tracing easier for the Health Department, and reminded people to answer their phone in case a contact tracer was calling them. He reminded residents to keep indoor events small and wear masks when out of their homes.

MPT Berry said he had sent a proposed timeline for Clerk and Attorney performance reviews and asked for his colleagues’ responses on the proposed timeline.

Councilwoman Kelly asked about the oak tree at Rhamkatte and whether it would be addressed in a quasi-judicial proceeding so that she could inform residents of the proper way to have their voices heard. Staff will report to Council on this matter in the next Friday Briefing. She thanked staff for the Historic Marker erected at the Holly Springs Elementary School, and the ceremony on November 22nd, and she thanked Doris Battle for her passion for our history that made this happen.

Councilman McGrath gave update from Triangle J COG. Their staff is looking at resiliency programs for municipalities, from an economic perspective. He asked them to look into personal resiliency programs. Councilman McGrath then asked the people of Holly Springs to check on their friends and neighbors who might be going through a tough time this holiday season.

Mayor Sears said he has never seen this Town light up with decorations the way it has this year. Everywhere you go in Town there are beautiful light displays.

MANAGER’S REPORT

Randy Harrington, Town Manager, said he had two items. First, over the past couple of years he has been impressed with staff’s efforts to rethink the ways they engage with the community. Before COVID there was great momentum. Since COVID we have had to adjust to virtual forums and he wanted to thank those residents who participate. There are two virtual opportunities coming up.

- Holly Springs Rd Widening on Dec 3, from 5:30 - 7; and
- Parks and Recreation Master Plan on Weds. Dec 16, from 6:30 – 8.

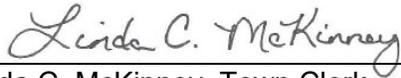
Links to both meetings are on the website, and he encourages people to log in and participate

CLOSED SESSION: None.

John Schifano, Town Attorney, informed Council that former Assistant Town Attorney, Paul Allen took a job in Fayetteville. He wished Paul the best, and said that he was working to find his replacement.

Adjournment: MPT Berry made a motion to adjourn at 8:15 pm. It was seconded by Councilman Villadsen and passed with a unanimous vote.

Respectfully Submitted on Tuesday, December 15, 2020.



Linda C. McKinney, Town Clerk

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