

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Tuesday, January 26, 2021 - 7:00 p.m.

Agenda Item #1, 2 & 3:

The Planning Board of the Town of Holly Springs met virtually for their regularly scheduled meeting on January 26, 2021. At 7:00 after determining a quorum was present, Chair Rybak called the meeting to order.

Staff Members Present: Scott Chase, Interim Development Services Director
 Elizabeth Goodson, Land Development Division Manager
 Melissa Sigmund, Current Planning Manager
 Cheryl Caines, Planner II
 Rachel Jones, Development Review Engineer
 Bronwyn Bishop, Development Plan Reviewer
 Kathy Carlisle, Planning Board Clerk
 Connie Zurek, Development Technician
 LeeAnn Plumer, Parks & Recreation Director
 Matt Beard, Park Planner

The Board completed roll call.

Members Present: Dana Rybak, Chair
 Ernie Carpico, Vice-Chair
 Mark Brady
 Van Crandall
 Chris Deshazor
 Rick Madoni
 Courtney Patterson
 Mark Stuckey
 Thomas Urquhart

The Board recited the pledge of Allegiance and the meeting opened with an invocation by Mr. Deshazor.

Agenda Item #4: Agenda Adjustment

There was no agenda adjustment.

Agenda Item #5: Minutes

a. December 16, 2020 Minutes

Motion:

Motion to approve the December 16, 2020 Minutes.

Motion by: Mr. Madoni

Second by: Mr. Stuckey

Action: The Planning Board voted in favor of the Motion. (9-0)

b. *January 19, 2021 Joint Public Hearing Minutes*

Motion:

Motion to approve the January 19, 2021 Joint Public Hearing Minutes.

Motion by: Mr. Madoni

Second by: Mr. Stuckey

Action: The Planning Board voted in favor of the Motion. (9-0)

Agenda Item #6: Town Council Representative

a. Planning Board Representation for Town Council

- Joint Public Hearing: None
- February 2nd – Chris Deshazor
- February 16th – Rick Madoni

Agenda Item #7: Public Comment Period

No speakers signed up to approach the Board.

Agenda Item #8: Special Presentation

a. Parks & Recreation Master Plan (M. Beard)

Mr. Beard provided an update the Town's Parks & Recreation Master Plan. He provided details on the public involvement of the Steering Committee and what is next for the plan.

Agenda Item #9: Special Exception Use

a. 201 W Elm (20-SEU-11) (C. Caines)

Ms. Caines reviewed the staff report with the Board.

The Town received a request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 2.03 R-15 Residential District to allow for an accessory dwelling unit in the R-15 Residential District at the property located at 201 W Elm, Wake County PIN 0649807180.

Ms. Bishop provided the Board with an overview of the utilities and transportation relating to the proposed request.

Chair Rybak invited the applicant to speak.

Applicant attendee: Alan Baumann

Mr. Baumann presented the Board with details of his request for an accessory dwelling.

Mr. Deshazor asked for clarification on the aesthetics of the accessory dwelling. Mr. Baumann stated it will match the main residence.

Motion:

Staff recommends that the Planning Board recommend approval of Special Exception Use #20-SEU-11 as specified in Unified Development Ordinance Section 2.03 R-15 Residential District to allow for an Accessory Dwelling Unit in the R-15 Residential District at the property located at 201 W Elm Ave, Wake County PIN 0649807180 as submitted by Alan Baumann 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 20-SEU-11.

Motion by: Mr. Carpico

Second by: Ms. Patterson

Action: The Planning Board voted in favor of the Motion. (9-0)

- b. Woods Creek Elementary School (20-SEU-10/20-DP-11/20-WAV-16/20-WAV-17/20-VARTC-11/20-ALT-10) (C. Caines)

Ms. Caines reviewed the staff report with the Board.

The Town has received a request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 2.01 A.1.c to allow for a school use in the R-30 Residential zoning district at the properties located at 7451 Woods Creek Road, Wake County PIN 0730330409.

Ms. Jones presented the Board with an overview of the transportation and utility components of the proposed project.

Chair Rybak invited the applicant to speak.

Applicant attendees: Alice Reese, Elizabeth Sharpe, Kenneth Haywood, Brad Farlow, Shelley Foley

The applicants provided the Board with an overview of the proposed project. Details were provided including architectural design, tree preservation, road improvements, driveway locations, water and sewer, parking and landscaping.

Ms. Patterson asked for clarification of additional parking in the future and if there will be room for it. Ms. Reese stated there will be plenty of parking provided including the possibility of looking at shared parking with a future planned middle school. Ms. Sharpe described the coordination of the middle and elementary schools sharing parking and not overlapping events.

Mr. Madoni asked about on site car stacking. Ms. Reese stated the proposal is for triple stacking. Mr. Madoni asked if the expectation is for this to have adequate capacity. Ms. Sharpe stated that would need to be researched with another department at Wake County.

Mr. Deshazor expressed concerns about the reduced parking. He asked for the proximity of the middle school to the elementary school and how it is proposed to coordinate events. Mr. Haywood provided clarification that the expectation is there will be few instances of overlapping events. Ms. Reese further explained the proximity of the schools and how the shared parking could operate.

Mr. Brady asked about temporary classrooms. Mr. Haywood stated the expectation is to not need modular classrooms. Ms. Sharpe further expressed due to the two-school campus, there will not be any room to add temporary classrooms.

Mr. Carpico asked for clarification on the triple stacking and if that would be available for special events. Ms. Reese stated it would be utilized, including parallel parking.

Motions:

ACTION #1: SPECIAL EXCEPTION USE

Planning Board recommends approval of Special Exception Use #20-SEU-10 as specified in Unified Development Ordinance 2.01 A.1.c to allow for a school use in the R-30 Residential zoning district at the properties located at 7451 Woods Creek Road, Wake County PIN 0730330409 as submitted by CLH Design, PA with the following conditions:

1. 20-SEU-10: Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 2.01 A.1.c to allow for a school use in the R-30 Residential zoning district at the properties located at 7451 Woods Creek Road, Wake County PIN 0730330409 with the following condition:
 2. 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 20-SEU-10.

Motion by: Mr. Carpico

Second by: Mr. Urquhart

Action: The Planning Board voted in favor of the Motion. (9-0)

ACTION #2: WAIVER OF REGULATIONS OF UDO

Planning Board recommends approval of the following Waivers for Woods Creek Elementary, as submitted by CLH Design, PA, Project Number: 1355-19/19-166, dated 12/23/20:

1. 20-WAV-16: Request to allow for a Waiver of Regulations of UDO Section 7.04 D Required Off-Street Parking to reduce the minimum required parking by 25% (196 spaces required and 147 spaces proposed) in association with Development Plan Petition #20-DP-10.
2. 20-WAV-17: Request to allow for a Waiver of Regulations of UDO Section 3.08, A 1. c. Primary Façade Building Materials, and Building Massing and Façade Treatment.

Motion by: Mr. Carpico

Second by: Mr. Stuckey

Action: The Planning Board voted in favor of the Motion. (9-0)

Action #3: DEVELOPMENT PLAN

Staff recommends that the Planning Board recommend approval of Development Plan #20-DP-11 for Woods Creek Elementary as submitted by CLH Design, PA, Project Number 1355-19/19-166, dated Revised 12/23/20 with the following conditions and omitting conditions 4a, b and c:

1. This project is required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
2. If build out exceeds the anticipated time frame in the approved TIA, the Town and the NCDOT shall coordinate to determine if an updated TIA is required prior to or with the Development Plan for the associated phase.
3. The following must be addressed prior to or submitted with the first Construction Drawing submittal:
 - a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. A Final Gravity Sewer Line Sizing Report is required with first construction drawing submittal for all lines that are stubbed to adjacent upstream properties and shall include calculations to

document line sizes, adequacy of proposed sanitary sewer lines to serve all future upstream development.

- c. All invoiced fees from Special Studies third party review must be paid.
 - d. Provide documentation in the form of a recorded plat of any required offsite sewer easements.
 - e. All items listed on the Stormwater Submittal Checklist, Form #16003
4. The following must be addressed prior to construction drawing approval and/or issuance of a land disturbance permit:
- a. *The existing access from the public right-of-way at Woods Creek Rd. to the Poe property, located south of the school site, shall be maintained at all times during construction and after the school is operational.*
 - b. *The detailed design of how the access will be maintained from Woods Creek Rd. to the adjacent Poe property shall be finalized during construction drawing review.*
 - c. *A Private Access Easement Agreement between WCPSS and the southern adjacent Poe property is required to be finalized so that access is maintained to the public right-of-way.*
 - d. Any off-site water facilities needed to serve this project must be completed by the developer and accepted by the Town. The Town is not responsible for completion of offsite water facilities, and will not guarantee completion of such facilities by any other party. If
 - e. Any off site reclaimed water facilities needed to serve this project must be completed by the developer and accepted by the Town. The Town is not responsible for completion of offsite reclaimed water facilities, and will not guarantee completion of such facilities by any other party.
 - f. Approval of Stormwater Management Plan is required
 - g. All environmental permits must be obtained for the entire project.
 - h. 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.
5. Carolina Springs Pump Station #2 specifications:
- a. Pump Station Site Plan and this Development Plan must go to the Town Council for approval at the same time.
 - b. The Construction Drawings for Pump Station #2 cannot receive Construction Drawing approval until Carolina Springs PS#1 has been constructed by the developer and approved by the Town
 - c. Carolina Springs Pump Station #1 must be completed by the developer and accepted by the Town prior to Construction Drawing approval of the School's Development Plan.
 - d. Pump station site must be platted and conveyed by deed to the Town of Holly Springs before pump station final acceptance.
6. If the Woods Creek Elementary School constructs prior to the Carolina Springs project (Preliminary Subdivision Ph. 1), this development is responsible for completion of the waterline extension along Woods Creek Rd prior to issuance of any plat approval or building permit.
7. If the Woods Creek Elementary School constructs prior to the Carolina Springs project (Preliminary Subdivision Ph. 1), this development is responsible for completion of the reclaimed waterline extension along Woods Creek Rd prior to issuance of any plat approval or building permit.
8. Areas that are included as permanently preserved open space in the calculations should remain as preserved open space. If additional development is to occur on the site that area should be removed from the nitrogen calculations.

Motion by: Mr. Carpico

Second by: Mr. Deshazor

Action: The Planning Board voted in favor of the Motion. (9-0)

a. Rhamkatte Village (00-PUD-05-A11) (C. Caines)

Ms. Caines reviewed the staff report with the Board.

The Town has received a request for a Planned Unit Development (PUD) Major Amendment. The PUD is approximately 113 acres and is located generally at the intersection of Holly Springs Road with Rhamkatte Rd. and Bass Lake Rd. The requested amendment is to modify the previously approved landscape buffer along Holly Springs Road including changing the street tree species (Red Maple to Crepe Myrtle "Biloxi") and spacing of brick columns (from evenly spaced to vehicular/pedestrian entry points and street intersections). A commercial development, Rhamkatte Plaza, is proposed for the site. The Development Plan and associated petitions are being reviewed through a separate Town Council public hearing process.

Mr. Crandall asked for a better visual depiction of the changes proposed. Ms. Caines stated she was not provided anything more but can ask the applicants to provide more detail. Ms. Caines suggested the applicant could provide a better understanding of the request.

Chair Rybak invited the applicant to speak.

Applicant attendees: Tom Spaulding, Wayne Hightower, Garrett Baker, Jason Barron, Jason Clough, Ted Van Dyke

The applicants provided the Board with an overview of the proposed amendment. Mr. Barron stated the request is to reconcile what was previously approved and what Duke Energy is objecting to stating that the current landscaping does not meet their standard requirements.

Mr. Crandall asked for the size the Crepe Myrtles will be when planted. Mr. Baker stated it would be the minimum size required. Discussions about street lights were held and it was stated that the overhead power was in place.

Motion:

Motion that the Planning Board recommend the Town Council approve Planned Unit Development amendment 00-PUD-05-A11 to modify the Holly Springs Road streetscape buffer design and detail within the Rhamkatte Village Planned Unit Development as submitted by The Spaulding Group, PA and with the following Planned Unit Development Master Plan conditions:

1. All previous conditions of approval for Rhamkatte PUD shall apply to this amendment.

Motion by: Mr. Carpico

Second by: Ms. Patterson

Action: The Planning Board voted in favor of the Motion. (9-0)

b. Rhamkatte Village (20-DP-10/20-SEU-06/20-SEU-13/20-VARTC-06) (C. Caines)

Ms. Caines reviewed the staff report with the Board.

The applicant has requested a Special Exception Use to allow for free-standing buildings containing a single use to exceed twelve thousand (12,000) square feet of gross main floor area and an integrated center to exceed twenty-four thousand (24,000) square feet of total gross main floor area in the Local Business (LB) zoning district.

The Development Plan submitted alongside the Special Exception Use Petition for Rhamkatte Plaza located in the Rhamkatte Village PUD at the intersection of Holly Springs Road and Rhamkatte Road/Bass Lake Road. The proposed development contains three buildings (approximately 58,251 gross square feet) of integrated center. Proposed uses include a mix of office and retail.

20-SEU-06: Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 B.5.a (2) to allow for free-standing buildings containing a single use to exceed twelve thousand (12,000) square feet of gross main floor area in the LB zoning district at the properties located at 601-607 Holly Springs Rd, Wake County PINs 0659139511, 0659135417, and 0659136418.

20-SEU-13: Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 B.5.a (3) to allow for an integrated center to exceed twenty-four thousand (24,000) square feet of total gross main floor area in the LB zoning district at the properties located at 601-607 Holly Springs Rd, Wake County PINs 0659139511, 0659135417, and 0659136418.

Ms. Bishop presented the Board with details regarding traffic impact analysis, road improvements, utilities and transportation.

Chair Rybak invited the applicant to speak.

Applicant attendees: Tom Spaulding, Wayne Hightower, Garrett Baker, Jason Barron, Jason Clough, Ted Van Dyke

The applicants provided the Board with specifics on the proposed project. Architectural elevations were presented to show the outside amenities and aesthetics as well as details of the landscape plan.

Mr. Carpico asked about a cemetery at this location. Mr. Clough stated it is not a deeded cemetery plot but that any remains found are agreed upon to be relocated if needed. Mr. Crandall asked for further details to the plots existing. Ms. Caines stated this aspect is not coordinated through Development Services. Mr. Clough stated research found very few plots and this topic was presented to the Town already and other arrangements have been previously approved by Town Council.

Mr. Deshazor expressed he liked and appreciated the aspect of it being a walkable project. He further asked to consider a few electric car charging stations. Mr. Hightower stated there will be stations located on the property.

Mr. Crandall asked about loading spaces and their locations. Ms. Caines indicated the locations on a presentation slide.

Motion:

ACTION #1: SPECIAL EXCEPTION USE & DEVELOPMENT PLAN

Motion that the Planning Board recommend approval of Special Exception Uses with conditions:

1. 20-SEU-06: Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 B.5.a (2) to allow for free-standing buildings containing a single use to exceed twelve thousand (12,000) square feet of gross main floor area in the LB zoning district at the properties located at 601-607 Holly Springs Rd, Wake County PINs 0659139511, 0659135417, and 0659136418.

Special Exception Use Condition:

- 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 20-SEU-06.
2. 20-SEU-13: Request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 B.5.a (3) to allow for an integrated center to exceed twenty-four thousand (24,000) square feet of total gross main floor area in the LB zoning district at the properties located at 601-607 Holly Springs Rd, Wake County PINs 0659139511, 0659135417, and 0659136418.

Special Exception Use Condition:

- 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 20-SEU-13.

Motion by: Mr. Carpico

Second by: Mr. Urquhart

Action: The Planning Board voted in favor of the Motion. (9-0)

ACTION #2: WAIVER OF REGULATIONS OF UDO

Motion that the Planning Board recommend approval of the following waivers:

1. 20-WAV-26: Request to allow for a Waiver of Regulations of UDO Section 3.08, A 1. c. Primary Façade Building Materials, and Building Massing and Façade Treatment on Building 1, Variation in Massing, to allow exceeding 30 feet bay width on the north and south facades (proposed 55 feet) and Roof Treatment, extending rooflines for more than 50 feet in a continuous plane on the north façade (proposed 55 feet) in association with Development Plan Petition #20-DP-10.
2. 20-WAV-27: Request to allow for a Waiver of Regulations of UDO Section 3.08, A 1. c. Primary Façade Building Materials, and Building Massing and Façade Treatment on Building 2, Base, Body, Cap, to allow less than 9% base on the west façade (proposed 8%); Variation in Massing, to allow exceeding 30 feet bay width on the north, south, and east facades (proposed 60 feet on the north and south and 40 feet on the east); and Roof Treatment, extending rooflines for more than 50 feet in a continuous plane on the north and south façades (proposed 60 feet) in association with Development Plan Petition #20-DP-10.
3. 20-WAV-28: Request to allow for a Waiver of Regulations of UDO Section 3.08, A 1. c. Primary Façade Building Materials, and Building Massing and Façade Treatment on Building 3, Variation in Massing, to allow exceeding 30 feet bay width on the north and west facades (proposed 55 feet on the west and 40 feet on the north); Animating Features, less than 40% glazing on the main street façade (36% along Holly Springs Road); and Roof Treatment, extending rooflines for more than 50 feet in a continuous plane on the north façade (proposed 55 feet) in association with Development Plan Petition #20-DP-10.
4. 20-WAV-29: Request to allow for a Waiver of Regulations of UDO Section 7.04 E.4. Maximum Number of Off-Street Parking Spaces to allow for a more than 75% of the off-street parking spaces between the front building line and the property line along Rhamkatte Road in association with Development Plan Petition #20-DP-10.
5. 20-WAV-30: Request to allow for a Waiver of Regulations of UDO Section 7.05 B.1. Loading Space Dimensions to allow the two proposed loading spaces to be less than the 12 feet by 55 feet minimum (proposed 10 feet by 25 feet) in association with Development Plan Petition #20-DP-10.

Motion by: Mr. Carpico

Second by: Mr. Stuckey

Action: The Planning Board voted in favor of the Motion. (8-1)

Mr. Crandall's denial is based on the need to look closer at loading sizes provided.

ACTION #3: DEVELOPMENT PLAN

Motion to recommend the Town Council approve Development Plan 20-DP-10 for Rhamkatte Plaza, with the conditions listed in the staff report.

1. The following must be addressed prior to the Town Council public hearing:
 - a. Cover Sheet – update the open space requirement based on a site size of 5.36 acres.
 - b. Add request for Variation in Massing, to allow exceeding 30 feet bay width on the north, south, and east facades of Building 2 to Alternate Compliance request #9.
2. This project is required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
3. All previous approval conditions for *Rhamkatte Village PUD* will apply to this Development Plan.
4. The following must be submitted with the first Construction Drawing submittal:
 - a. A point-by-point photometric plan for all site lighting (not including public right-of-way street and pedestrian lights) in conformance with lighting levels specified in UDO Section 7.02 shall be submitted to and approved by the Department of Planning & Zoning.
 - b. All items listed on the Stormwater Submittal Checklist, Form #16003
5. The following must be addressed prior to construction drawing approval and/or issuance of a land disturbance permit:
 - a. A fee in lieu proportionate to project impact for construction of the northbound right turn lane/signal upgrades at the intersection of Main Street/Holly Springs Rd in the amount of \$75,687.70 is required.
 - b. Approval of Stormwater Management Plan
 - c. Payment of the Stormwater Fee-in-Lieu
 - d. All environmental permits must be obtained for the entire project.
 - e. 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.

Motion by: Mr. Carpico

Second by: Mr. Deshazor

Action: The Planning Board voted in favor of the Motion. (8-1)

Mr. Crandall's denial is based on the need to look closer at loading sizes provided.

Agenda Item #11: Other Business

- a. Town Council Official Action Overview
Ms. Sigmund provided an overview to the Planning Board regarding the Town Council's action on recent development petitions.
- b. Technical Review Committee Representative Report (*E. Carpico/C. Deshazor*)
 - January Meeting Cancelled
 - February Meeting Cancelled
- c. Development Services Report
Ms. Sigmund provided an overview of current activities in Development Services.
- d. New Business
Mr. Crandall inquired as to why some presentations to Town Council include more information that is provided to Planning Board. It was discussed that sometimes the applicants create more detailed renderings or imagery that they use in their presentations but are not included in the official project submittal. It was also offered that if members of Planning Board find that there are documents or other types of information presented by staff at Town Council that would be useful to Planning Board that they be brought to staff's attention so that they can be added to the Planning Board packets or presentations.

Agenda Item #12: Adjournment

Motion:
Motion to adjourn.

Motion by: Mr. Carpico

Second by: Mr. Deshazor

Action: The Planning Board voted in favor of the Motion. (9-0)

Time: 9:30 pm



Kathy Carlisle
Planning Board Clerk