

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Tuesday, March 23, 2021 - 7:00 p.m.

Agenda Item #1, 2 & 3:

The Planning Board of the Town of Holly Springs met virtually on March 23, 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
 Rachel Jones, Development Review Engineer
 Bronwyn Bishop, Planner I
 Kathy Carlisle, Planning Board Clerk
 Connie Zurek, Development Technician
 Sean Ryan, Senior Planner
 Emmily Tiampati, Transportation Planner

The Board completed roll call.

Members Present: Dana Rybak, Chair
 Ernie Carpico, Vice Chair
 Van Crandall
 Chris Deshazor
 Joanna Holder
 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. February 23, 2021 Minutes

Motion:
Motion to approve the February 23, 2021 Minutes.

Motion by: Mr. Carpico
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
 - April 6th – Ernie Carpico
 - April 20th – Van Crandall

Agenda Item #7: Public Comment Period

No speakers signed up to approach the Board.

Agenda Item #8: Development Plan Petitions

- a. Oasis Church (19-DP-08-A01/20-ALT-05)

Ms. Sigmund reviewed the staff report with the Board.

The Town has received a request for a development plan amendment that proposes a 28,942 square foot church accessed from both Ralph Stephens Rd and Castaway Ct. The proposal includes a phase 1 development of 11,716 square feet of floor area with 298 seats in the sanctuary as well as office and day nursery use. The phase 2 development would add 17,226 square feet of floor areas, including an additional 300 seats in the sanctuary and additional day nursery/classroom space. This plan amendment includes changes to the configuration of the building, phasing of the development, architectural elevations, parking, and access drives.

Ms. Jones provided the Board with updates on the transportation and utilities aspect of the project.

Chair Rybak invited the applicant to speak.

Brian Duncan
The Spaulding Group

Bill Rose
Oasis Church

Todd Davis
Oasis Church

Brian Van Horn
Bobbitt Engineering

The applicant, Brian Duncan, provided the Board with an overview of the proposed amendment. Mr. Duncan explained the history of the project and the revision request for Phase 1 building and site improvements. He also provided details of the scaling down of the project as previously approved. Mr. Rose stated the excitement of the Church to have a permanent facility and gave the Board examples of the commitment of the board and how the members have served the local community during this difficult time.

Mr. Madoni asked about the timeline for the project. Mr. Rose provided a timeline on the phases stating they hope to begin phase 1 immediately and then phase 2 within 5 years.

Mr. Deshazor asked for more specifics of the fundraising of phase 1 to begin. Mr. Rose stated he is confident they can complete phase 1 and reiterated that the Church does not plan on starting any development unless they have the ability and funding to complete the phase.

Ms. Holder asked about the anticipated weekly attendance and building capacity. Mr. Rose stated the weekly attendance is currently approximately 150. It is anticipated phase 2 will be around 300-400 attendees. He further stated additional services will be added if needed for capacity.

The Board did not deliberate on this project.

Motion:

Staff recommends that the Planning Board recommend approval of #19-DP-08-A01 for Oasis Church as submitted by The Spaulding Group, Project Number 926-18, dated Revised 3/9/21 with the following conditions:

1. All previous approval conditions for *Oasis Church Development Plan and Special Exception Use* will apply to this plan as well.
2. Prior to construction drawing approval and/or issuance of a land disturbance permit, the following must be addressed:
 - a. Submit detailed design and cost estimate for the completion of Ralph Stephens Rd widening/taper to the eastern property line for staff review and documentation.
 - b. Fee-in-lieu payment for the design and construction of the remaining road widening/taper on Ralph Stephens Rd to the eastern property line.
 - c. The Deed of Vehicular & Pedestrian Access Easement must be finalized between the two property owners; Oasis Church and adjacent Lightbridge Academy, for the cross access shown on this development plan prior to plat approval.
 - d. All environmental permits must be obtained for the entire project.
3. The above conditions of approval are subject to change prior to Town Council as the Town and Developer are finalizing discussions related to a Developer Agreement associated with the infrastructure improvements.

Motion by: Mr. Carpico

Second by: Mr. Deshazor

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

Agenda Item #9: Special Presentations

a. CTP update

Ms. Tiampati provided the Board with an overview of the Comprehensive Transportation Plan. The Board discussed and provided feedback on their vision and goals for the transportation plan moving forward. Members expressed their desire and recommendation on incorporating the growth issues in the Town. Ms. Tiampati provided the Board with the timeline of the next steps and deadlines for the plan.

b. UDO Update

Ms. Sigmund provided the Board with an update of the Unified Development Ordinance rewrite. She also provided a timeline of the next steps on the rewrite.

Agenda Item #10: Selection of Chair and Vice Chair

Motion:

Motion to appoint **Dana Rybak** as Chair.

Motion by: Mr. Carpico

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

Motion:

Motion to appoint **Chris Deshazor** as Vice-Chair.

Motion by: Mr. Carpico

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

Agenda Item #11: Selection of Committee Representatives and Alternates

Motion:

Motion to appoint **Ernie Carpico** as Planning Board Representative for the Technical Review Committee.

Motion by: Ms. Rybak

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

Motion:

Motion to appoint **Mark Stuckey** as Planning Board Alternate for the Technical Review Committee.

Motion by: Ms. Rybak

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

Motion:

Motion to appoint **Thomas Urquhart** as Planning Board Representative for the Tree Advisory Committee.

Motion by: Ms. Rybak

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

Agenda Item #12: 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*)
 - March Meeting
 - April Meeting – Cancelled
- c. Development Services Report
Ms. Sigmund provided an overview of current activities in Development Services.
Special thanks to Mark Brady for his service, welcome to Joanna Holder as a new member, and Bronwyn Bishop's new position as Planner I.
- d. New Business
No other business was discussed.

Agenda Item #13: Adjournment

Motion:

Motion to adjourn.

Motion by: Mr. Deshazor

Second by: Mr. Carpico

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

Time: 8:20 pm

Kathy Carlisle

Kathy Carlisle

Planning Board Clerk