

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Tuesday, April 27, 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 April 27, 2021. At 7:00 after determining a quorum was present, Vice Chair Deshazor 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
Sean Ryan, Senior Planner
Cheryl Caines, Planner II
Bronwyn Bishop, Planner I
Rachel Jones, Development Review Engineer
Kathy Carlisle, Planning Board Clerk
Connie Zurek, Development Technician

The Board completed roll call.

Members Present: Dana Rybak, Chair
Chris Deshazor, Vice-Chair
Ernie Carpico
Van Crandall
Joanna Holder
Rick Madoni
Thomas Urquhart

Members Absent: Courtney Patterson
Mark Stuckey

The Board recited the pledge of Allegiance and the meeting opened with an invocation by Joanna Holder.

Agenda Item #4: Agenda Adjustment

There was no agenda adjustment.

Agenda Item #5: Minutes

a. March 23, 2021 Minutes

Motion:

Motion to approve the March 23, 2021 Minutes.

Motion by: Mr. Madoni

Second by: Mr. Carpico

Action: The Planning Board voted in favor of the Motion. (7-0)

Agenda Item #6: Town Council Representative

- a. Planning Board Representation for Town Council
- Joint Public Hearing: None
 - May 4th – Chris Deshazor
 - May 18th – Joanna Holder

Agenda Item #7: Public Comment Period

No speakers signed up to approach the Board.

Agenda Item #8: Development Plans

- a. Oakview Innovation Ph 1 (21-DP-01/21-WAV-02/21-WAV-03/21-ALT-02)

Mr. Ryan reviewed the staff report with the Board.

The Town has received a request for Development Plan approval for Pod B of the Oakview Innovation Park located along Holly Springs New Hill Road, west of Green Oaks Parkway. The 25.2 acre site will contain two buildings for lab, manufacturing, and warehouses uses totaling approximately 208,000 square feet in building area.

Ms. Jones provided the Board with an overview of transportation improvements. Details for sidewalks and traffic signals were also presented as well as utilities.

Vice Chair Deshazor invited the applicant to speak.

Elizabeth McMillan
Crescent Communities

Blake Hall
Timmons Group

Steven Harris
O'Brien Atkins

Chase Kerley
Crescent Communities

The applicants provided the Board with an overview of the proposed project. A history of the Crescent Communities company was stated as well as how they decided to build in the Triangle area and Holly Springs. The vision of the company and the project were defined as well as acknowledging the associated design professionals. Details of the Oakview Innovation development plan were provided including a break down of square footage for each building, architectural/elevation design and landscaping. They also described the sustainability aspects of the project.

Mr. Urquhart asked for clarification on what a Type C buffer entails. Mr. Ryan provided details of a Type C landscape buffer. No further deliberation was held by the Board.

Motion:

ACTION #1: WAIVER OF REGULATIONS OF UDO REQUEST

Motion to recommend the Town Council approve the following Waivers of Regulations of UDO:

1. 21-WAV-04: Request to allow for a Waiver of Regulations of UDO Section 7.05 C. & 4.05 B. 1. c. Location of Off-Street Loading Spaces to allow loading spaces to be located between a front lot line and a front building façade, screened with Type C landscape screening with a plant unit value of at least seventy-five (75), in association with Development Petition #21-DP-01.
2. 21-WAV-02: Request to allow for a Waiver of Regulations of UDO Section 4.05, B., 2., c. (2) (b) Variation in Massing to allow an increase in building bays from 30 feet in width to 44 feet in width and a reduction in depth from 4 inches to 2 inches in association with Development Petition #21-DP-01.
3. 21-WAV-03: Request to allow for a Waiver of Regulations of UDO Section 4.05, B., 2., c. (2) (g) Façade Modulation to allow a waiver of the façade modulation requirements in association with Development Petition #21-DP-01.

Motion by: Mr. Carpico

Second by: Mr. Urquhart

Action: The Planning Board voted in favor of the Motion. (7-0)

ACTION #2: DEVELOPMENT PETITION REQUEST

Motion to recommend the Town Council approve Development Plan 21-DP-01 for Oakview Innovation Park Phase 1 as submitted Timmons Group, Project Number 46886, dated Revised 4/16/21 with the following conditions:

1. All previous conditions of approval for Oakview Innovation Park Master Plan shall apply to this plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the town's current annual budget or any unexpired development agreement.
2. Prior to the submittal of any UDO Permit for Sign Installation for permanent signage, a Master Sign Plan for Oakview Innovation Park Master Plan must be submitted to Development Services for review and approval.
3. 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 Development Services.
4. This project is required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
5. This project shall maintain vehicular access to the Business Park Pump Station throughout all stages of development.
6. Prior to or with the first Construction Drawing Submittal, the following must be addressed:
 - a. Recombination Plat must be recorded for this property.
 - b. Thoroughfares, collectors and boulevards require a calculated pavement design.
 - c. If the construction design triggers updates to the PER/Sewer Study, then a Final Gravity Sewer Line Sizing Report will be required, or a letter should be submitted stating that there is no change.
 - d. All items listed on the Stormwater Submittal Checklist, Form #16003.
 - e. OHE shall be relocated underground.
7. The following must be addressed prior to Construction Drawing Approval and/or issuance of a land disturbance permit:

- a. All invoiced third party review fees related to special studies are required to be paid prior to Construction Drawing Submittal, or no later than prior to Construction Drawing Approval, unless otherwise determined by the Division Manager.
- b. As indicated during TIA Revision review, a combination of background improvements and recommended development mitigations were identified. If the assumed background projects do not occur, it should be the developer's sole responsibility to construct the background improvements included in the TIA to mitigate the impact from this development.
- c. If the off site sewer facilities that are needed to serve this project are not completed and accepted by the Town at the time of approval of this development plan, then these facilities must be completed prior to construction drawing approval unless otherwise approved by the Division Manager.
- d. If any off site water facilities are needed to serve this project and are not completed and accepted by the Town at the time of the approval of this plan, then these facilities must be completed prior to construction drawing approval unless otherwise approved by the Division Manager. The Town is not responsible for completion of off-site water facilities, and will not guarantee completion of such facilities by any other party. No plats or building permits will be issued by the Town until all necessary on and off-site water infrastructure is completed, unless otherwise approved by the Division Manager.
- e. Approval of Stormwater Management Plan.
- f. Payment of the Stormwater Fee-in-Lieu.
- g. 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.
- h. All environmental permits must be obtained for the entire project.
- i. A fee-in-lieu of design and construction of a new traffic signal at the intersection of Green Oaks Parkway/Holly Springs New Hill Road, proportionate to project impact, is required with this Development Plan.
- j. A fee-in-lieu of design and construction of the realignment of the intersection of Old Holly Springs Apex Road/Holly Springs New Hill Road, proportionate to project impact, is required with this Development Plan.
- k. A fee-in-lieu of design and construction of a future traffic signal at the intersection of Site Driveway #1/Holly Springs New Hill Rd./Ancient Oaks Dr., proportionate to the development impact, is required with this Development Plan.
- l. Any Offsite right-of-way needed for this project must be dedicated in the form of a recorded plat.
- m. Off-site sewer easements shall be documented in the form of a recorded plat.
- n. To remain on the May 18, 2021 Town Council Meeting Agenda, the following must be completed by May 4, 2021.
 - i. Finalize Developer Agreement and associated cost estimates.
 - ii. Finalize the Hydraulic Water Model/Fire flow Analysis Report.
 - iii. Complete minor clean up plan revisions.

Motion by: Mr. Crandall

Second by: Mr. Carpico

Action: The Planning Board voted in favor of the Motion. (7-0)

Agenda Item #9: Preliminary Plans

a. Collins Park (15-MAS-04-A03)

Ms. Caines reviewed the staff report with the Board.

The Town has received a request to reduce the front yard along Ralph Stephens Road in the Collins Park Master Plan. The development is located at the northwest side of the intersection of Ralph Stephens Road and GB Alford Highway. The Master Plan was approved in 2016 for a maximum of eight commercial outlots for future development. Currently there are six outlots within the project, and construction is underway or completed on two of the lots (Holiday Inn Express and Aldi). The applicant is requesting to be able to reduce the perimeter buffer along Ralph Stephens Road to 30 feet in accordance with the UDO allowance and in conformance with UDO requirements.

Vice Chair Deshazor invited the applicant to speak.

Tom Spaulding
Spaulding Group

The applicant provided an overview of the request to amend the master plan for Collins Park. He elaborated on the details of the amendment and the reason for these changes.

Ms. Holder asked what the extra 20' would be used for. Mr. Spaulding stated a building against the buffer or additional area for vehicle movement.

Mr. Madoni asked if this interferes with any future widening of Ralph Stephens. Mr. Spaulding indicated it will not create any additional impact. He further provided additional details to the road improvements. Ms. Jones also explained further the widening of Ralph Stephens Rd.

Mr. Crandall asked for clarification of the drawing in the presentation. Mr. Spaulding described further the blue line area (existing gas line easement) and the difficulty of fire truck access due to the odd shape of the lot. Ms. Caines discussed the request in further detail.

Motion:

The Planning Board recommends *approval* of Master Plan Amendment 15-MAS-04-A03 for Collins Park as submitted by Spaulding Group, PA dated March 25, 2021 with the following conditions:

1. All previous conditions of approval for *Collins Park* shall apply to this amendment.
2. Any subsequent Development Plan that exceeds the parameters of the most recently approved TIA Update will be required to amend or update the study to mitigate its impact.
3. Each subsequent Development Plan will be required to submit a Hydraulic Water Model/Fire Flow Analysis Report for verification of fire flow and pressure requirements.
4. Each subsequent Development Plan will be required to submit a Sewer Verification Letter to confirm the proposed development is within the previously approved parameters.

Motion by: Mr. Madoni

Second by: Mr. Urquhart

Action: The Planning Board voted in favor of the Motion. (7-0)

Agenda Item #10: 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/M. Stuckey*)
 - April Meeting Cancelled
 - May 4th Meeting Cancelled
- c. Development Services Report
Ms. Sigmund provided an overview of current activities in Development Services.
- d. New Business
Mr. Crandall discussed Legislature's Senate Bill 349 regarding traffic impact analysis. He also discussed the Houses Bill H401 regarding growth hampering denials and development permits received, denied and reasons for denial and downed zoning ordinances enacted. He expressed concern with the proposed bills and encouraged the Board to read in further detail. The following information was provided to the Board via email from Mr. Crandall on 05-04-21:
 - Most recent version of Senate Bill 349 (companion bill introduced in the House is H 401 and is not included here).
 - Informative flyer from the NC League of Municipalities, pertaining to S349/H401 and some reasons for opposing the legislation.
 - House Bill H 496, is another bad bill and is also included here:
 - *"No city may adopt ordinances regulating the removal of trees from private property within the city's corporate limits or extraterritorial jurisdiction without the express authorization of the General Assembly."*

Agenda Item #11: Adjournment

Motion:

Motion to adjourn.

Motion by: Mr. Carpico

Second by: Mr. Urquhart

Action: The Planning Board voted in favor of the Motion. (7-0)

Time: 7:50p

Kathy Carlisle

Kathy Carlisle
Planning Board Clerk