

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Tuesday, June 22, 2021 - 6:00 p.m.

Agenda Item #1, 2 & 3:

The Planning Board of the Town of Holly Springs met virtually for their regularly scheduled meeting on June 22, 2021. At 6:00 after determining a quorum was present, Chair Rybak called the meeting to order.

Staff Members Present: Melissa Sigmund, Current Planning Manager
 Sean Ryan, Senior Planner
 Rachel Jones, Development Review Engineer
 Kathy Carlisle, Development Review Coordinator/Clerk
 Connie Zurek, Development Technician
 Matt Beard, Park Planner

The Board completed roll call.

Members Present: Dana Rybak, Chair
 Chris Deshazor, Vice-Chair
 Ernie Carpico
 Van Crandall
 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. Carpico.

Agenda Item #4: Agenda Adjustment

There was no agenda adjustment.

Agenda Item #5: Minutes

a. *April 27, 2021 Minutes*

Motion:
Motion to approve the April 27, 2021 Minutes.

Motion by: Mr. Madoni
Second by: Mr. Carpico

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

Agenda Item #6: Town Council Representative

- a. Planning Board Representation for Town Council
- Joint Public Hearing: July 20th – All members to attend
 1. Green Oaks Tech Center (21-PUD-01)
 - July 6th – No meeting
 - July 20th – Dana Rybak

Agenda Item #7: Public Comment Period

No speakers signed up to approach the Board.

Agenda Item #8: Zone Map Change Petitions

- a. 4900 Optimist Farm Rd (20-REZ-05) (M. Sigmund)

Ms. Sigmund reviewed the staff report with the Board.

The Town has received a request to rezone the property in question from R-30: Residential to LB CU: Local Business Conditional Use and RMF-8 CU: Multi-family Residential Conditional Use. The project consists of an approximately 13.17-acre parcel. The property is located north of Optimist Farm Road and west of Sunset Lake Road. It is located west of the Sunset Lake Commons shopping center. A large environmental feature divides the property north and south.

The Board asked about development of the site and staff stated there is no site plan at this point.

Ms. Jones provided an update on engineering issues such as utilities, water, sewer and transportation. She indicated that the proposal did not necessitate a traffic impact analysis but a traffic assessment report was completed. Details were provided with regarding the need for road improvements, median, pedestrian and driveway access as well as the 540 improvements. The Board discussed concerns for the potential for increased traffic issues in this area. Ms. Jones explained that as new site plans are proposed, verification on the traffic impact and the need for additional analysis will be explored at that time. Ms. Jones also provided the Board with details on alternatives to meet greenway and sidepath requirements in the area with the development of the site. She noted that the applicant is coordinating with Town Staff to finalize conditions of rezoning prior to Town Council.

Chair Rybak invited the applicant to speak.

Mike Roselli
Underfoot Engineering

Rodney Brown
Little Angels Prep

Josh Dunbar
E11 Company

Jeff Hochanadel
Timmons Group

The applicant provided the Board with a presentation on specifics of the proposed rezoning request. Discussions took place as to the split zoning request, voluntary annexation request, mixed use and greenway options, environmental concerns as well as zoning conditions proposed. The applicant discussed the proposed development plan for a daycare center and anticipated commercial and townhome project that are being discussed currently as well as expected road improvements. Mr. Dunbar talked about the neighborhood meeting that was held in April and how the neighboring properties are pleased with the proposed development in the area and only expressed concern about the widening of Optimist Farm that are needed. He also provided an expected development schedule.

Mr. Deshazor and Mr. Carpico expressed their concerns of the traffic in the area at Optimist Farm and Sunset Lake Rd. They both agreed that the daycare is a good idea. Mr. Deshazor asked if staff can go back and take a look at the right-in/right-out site drive proposal. Mr. Dunbar gave specific details as to the proposed development and its impact on Optimist Farm Rd and reiterated that future development would require additional traffic impact assessments.

Mr. Brown stated the daycare hours are extended past 8-5p due to the parents working off hours rather than a typical week and how he feels the daycare will not impact the traffic issue more than what exists.

Ms. Rybak expressed her concern about the traffic issue that currently exists and how this project will further increase the problem including the right-in/right-out. She also stated her appreciation for the extended hours of the daycare.

Mr. Hochanadel provided the Board with daily trip information from the assessment that was completed.

Ms. Patterson expressed her support of the daycare proposed, expressed her concerns about the traffic impact anticipated and asked to re-examine the right-in/right-out access option. Ms. Sigmund stated that staff can continue to discuss other options as development is proposed.

Ms. Holder expressed her support of the daycare proposed and questioned if the expected increased traffic may already be counted in the traffic counts now. She expressed the Town's desire to attract new businesses and the need for additional daycare options. Mr. Hochanadel discussed the percentages taken into consideration with the daily trip counts.

Ms. Rybak reviewed the proposed Planning Consistency Statement and the Planning Board agreed with the following as being true:

The requested zone map change from R-30: Residential to LB CU: Local Business Conditional Use and RMF-8 CU: Multi-family Residential Conditional Use is consistent with the Vision Holly Springs Comprehensive Plan and Future Land Use Map designation of Mixed-Use Center and will allow for the development of commercial and residential uses in proximity to one another and expanding housing choices in the area.

Motion by: Mr. Madoni

Second by: Mr. Urquhart

Action: The Planning Board voted in favor of the Motion. (7-2)

Mr. Crandall's denial is based on too many unknown aspects to the request and that it is not consistent with the Town's vision.

Mr. Stucky's denial is based on too many unknow aspects and traffic concerns.

Motion:

Staff recommends that the Planning Board recommend approval of Zone Map Change Petition #20-REZ-05 to change the zoning of approximately 13.17 acres of Wake County PIN 0669-16-7505 from R-30: Residential to LB CU: Local Business Conditional Use and RMF-8 CU: Multifamily Residential Conditional Use with conditions 1-4 as submitted and that Town Council take a closer look at the traffic study specifically the right-in/right-out access.

- 1) For the portion of the property rezoned for residential uses, the maximum number of residential units that shall be constructed shall be twenty-five (25) and shall be single-family or townhome development and exclude condominium or apartment development.
- 2) At the time of any development north of the Beaver Dam Creek, the following items will be developed as shown on an approved Master Plan:

- A. Dedication of Greenway Easement as shown on an approved Master Plan.
- B. Greenway Construction as shown on the Town of Holly Spring's Greenway Master Plan, or fee-in-lieu thereof as estimated in an Engineer's Opinion of Cost to be provided to the Town for review and approval.
- C. The future extension of S. Bell Haven Road and a public right-of-way connection to the east shall be designed, permitted, and dedicated to the Town of Holly Springs.
- D. Design, permitting, and impact fees for future utilities to serve the development north of the Beaver Dam Creek.

- 3) The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with this rezoning the Developer agrees he/she (i) is familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with Non- Residential and Residential Projects. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.
- 4) The Town requires, pursuant to N.C.G.S. § 160A-372, the dedication and construction of streets and rights of way, as shown in the approved Comprehensive Transportation Plan and the approved Transportation Assessment Report, to create conditions essential to public health, safety, and the general welfare. A rezoning may be delayed until such time as necessary transportation improvements (to include offsite improvements) may be made unless the Town and the Developer can enter into agreements to accelerate the time for completion of these needed improvements.

Motion by: Mr. Deshazor

Second by: Mr. Carpico

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

Mr. Crandall's denial is based on too many unknown aspects to the request and that it is not consistent with the Town's vision.

Agenda Item #9: Master Plans

- a. Southern Crossroads (16-MAS-02-A04) (S. Ryan)

Mr. Ryan reviewed the staff report with the Board.

The Town has received a request for a Master Plan amendment for Southern Crossroads, located primarily in the southeast corner of the S Main Street, Piney Grove Wilbon Rd, and Ralph Stephens Rd. The project was approved in February 2017 for commercial and multifamily residential development. The purpose of this amendment is to reduce the northern and eastern perimeter landscape buffer yard along the property lines shared with the Village Gate project and Collins Park project.

Chair Rybak invited the applicant to speak.

The applicants provided the Board with details on the proposed master plan amendment.

Bill Brian
Morningstar Law Group

Jack Smyre
The Design Response

Trenton Stewart
Arcadia Engineers

Harry Mitchell
Mitchell Design Group

Rynal Stephenson
Ramey Kemp

Brantley Powell
Property Owner

Motion:

The Planning Board recommend that the Town Council approve Detailed Master Plan 16-MAS-02-A04 for Southern Crossroads as submitted by H Brantley Powell dated revised 5/28/21 with the following conditions:

1. All previous conditions of approval for Southern Crossroads Master Plan apply to this plan amendment 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.

Motion by: Mr. Carpico

Second by: Mr. Stuckey

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

Mr. Madoni's denial is based on supporting the previously approved buffer and concerns about making any changes that would reduce the amount of trees on the site.

Agenda Item #10: Development Plans

a. Southern Crossroads Medical Office Complex (21-DP-03) (S. Ryan)

Mr. Ryan reviewed the staff report with the Board.

The Town has received a request for a Development Plan for a commercial tract of the Southern Crossroads Master Plan. The property is located along the north side of Ralph Stephens Road east of S. Main Street. The proposed plan is for 3, 1-story medical office buildings, totaling approximately 22,000 square feet gross floor area, located along Ralph Stephens Road with parking to the side and rear.

Ms. Jones provided the Board with engineering topics including transportation, traffic analysis report outcomes and water/sewer utilities.

Mr. Madoni asked about access to Village Gate, widening of Ralph Stephens Road and sidewalk and buffer requirements impacted by future road improvements. Staff provided clarification.

Chair Rybak invited the applicant to speak.

Bill Brian
Morningstar Law Group

Jack Smyre
The Design Response

Trenton Stewart
Arcadia Engineers

Harry Mitchell
Mitchell Design Group

Rynal Stephenson
Ramey Kemp

Brantley Powell
Property Owner

The applicant provided the Board with details of the proposed development plan for the medical office complex including shared drive access to Ralph Stephens Rd and three single-story office buildings. Discussion of revising the landscape plan and relocating of material to be better suited for the site as well as the proposed grading and stormwater impacts.

Mr. Crandall asked for clarification on the landscaping that may potentially disappear when the road is widened in the future. He also asked about the parking associated with the project. Mr. Smyre depicted the location and stated the parking meets the ratio required by the code. Mr. Crandall asked about electronic vehicle charging stations and Mr. Smyre indicated it may not warrant the need due to amount of time spent at the doctor office. Mr. Deshazor also expressed support to seeing electronic vehicle charging stations included in the project. Mr. Smyre indicated he would look into it and take it into consideration. Discussions of the proposed 3 single story buildings versus 1 several story building were held including fire code issues and multiple access points that have to be considered.

Mr. Madoni asked about the second access drive shown on the plans off of Ralph Stephens Rd. Ms. Jones explained that it is to serve the northern, Village Gate project only, to meet NC Fire Code requirements. She shared that the detailed design was not known at the time of Village Gate approval, but will be submitted through an amendment to the Village Gate plans.

Motion:

The Planning Board recommend that the Town Council approve Development Plan 21-DP-03 for Southern Crossroads Medical Office as submitted by H. Brantley Powell dated revised 05/28/21 with the following conditions:

1. All previous conditions of approval for Southern Crossroads Master Plan shall apply 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. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance
3. A Deed of Easement is required to be executed for vehicular & pedestrian access between the property owners at the time of plat.
4. If any off-site sewer 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 Director of Engineering. The Town is not responsible for completion of off-site ~~water~~ sewer 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~~ sewer infrastructure is completed.
5. 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 Director of Engineering. 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.

6. Third party review fees will be billed to the applicant following each review and are required to be paid prior to 1st Construction Drawing submittal and no later than Construction Drawing Approval.
7. The following must be included with the 1st Construction Drawing Submittal:
 - a. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
8. The following items are to be included on construction drawings:
 - a. Provide decorative pedestrian crossing detail from the Southern Crossroads Master Plan.
 - b. Provide color specification for the mobile MRI metal screen panel detail. The color shall match the primary building façade color scheme.
9. The following must be completed prior to issuance of construction drawing approval or land disturbance permit:
 - a. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
 - b. Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
 - c. 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 SCM is required at the end of the performance monitoring period for the project.
 - d. All environmental permits must be obtained prior to construction drawing approval and/or issuance of a land disturbance permit for the entire project.

Motion by: Mr. Deshazor

Second by: Mr. Carpico

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

Second motion:

Motion to ask Town Council to specifically discuss the possibility of adding electronic vehicle charging stations.

Motion by: Mr. Crandall

Seconded by: Mr. Carpico

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

Agenda Item #11: UDO Project Debrief

Ms. Sigmund provided an update and status debriefing on the UDO rewrite project.

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*)
 - June meeting Cancelled
 - July meeting Cancelled
- c. Development Services Report
 - Ms. Sigmund provided an overview of current activities in Development Services.

- d. New Business
No other business was discussed.

Agenda Item #13: Adjournment

Motion:
Motion to adjourn.

Motion by: Mr. Carpico
Second by: Mr. Madoni
Action: The Planning Board voted in favor of the Motion. (9-0)
Time: 8:30 pm

Kathy White

Kathy Carlisle
Planning Board Clerk