

Town of Holly Springs
PLANNING BOARD MEETING MINUTES
Tuesday, August 31, 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 August 31, 2021. At 7:00 after determining a quorum was present, Chair Rybak called the meeting to order.

Staff Members Present: Scott Chase, Assistant Town Manager
 Chris Hills, Development Services Director
 Elizabeth Goodson, Land Development Division Manager
 Sean Ryan, Senior Planner
 Cheryl Caines, Planner II
 Rachel Jones, Development Review Engineer
 Steidrick Baker, Development Plan Reviewer
 Brett Gosney, Planning Board Clerk

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

Members Absent:

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. July 27, 2021 Minutes

Motion:

Motion to approve the July 27, 2021 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

Planning Board Representation for Town Council

- a. Joint Public Hearing: September 21st - All to attend
- b. September 7th - Thomas Urquhart
- c. September 21st - Rick Madoni

Agenda Item #7: Public Comment Period

No speakers signed up to approach the Board.

Agenda Item #8: Preliminary Plan Petitions

a. *Friendship Development (21-MAS-04)*

Mr. Ryan reviewed the staff report with the Board.

The Town has received a request for a nonresidential subdivision located south of US 1 along Friendship Road. The project area includes the 130.45± acre North Carolina Certified Site. The applicant has submitted a detailed master plan which establishes the transportation network, utility layout, lot lines, common landscaping, and master architectural guidelines (common building materials and colors) for future development of the property. If the master plan is approved, the next step in the development process would be a detailed development plan for each outlet. The detailed development plan will determine the specific use of the property (based on the permitted or special exception uses permitted in the RT and CB zoning districts) and specific design standards such as pedestrian circulation, building location, parking lot layout, loading locations, internal landscaping, site lighting, and building elevations.

Ms. Jones provided an overview of utilities, road improvements and transportation.

Mr. Beard provided an update on the greenway and side path that will allow for connection to Apex that will be included in the project. The project will also have to provide for greenway access for pedestrians and biking over US 1.

Ms. Jones explained how utilities are not available today at the project site but there is a town design build project underway that will be expanding utilities to this area that the project will rely on.

Chair Rybak invited the applicant to speak.

Jon Keener
Trustwell Group
3717 National Drive

Mr. Keener outlined the community and council goals for the area of town in question and provided how the project would help to meet these goals by expanding Friendship Rd., expanding the business park into a new area, and create a mix of use of product types for the community. The project will meet council goals by attracting large scale employer and create a larger tax base. The community will enjoy the retail and community amenities that the project will incorporate. The reason for the rezoning is to allow for not just one project but to allow for the growth of multiple projects. The greenway improvements will be happening all

around the roadway improvements that will need to occur. The utilities will not only serve the project but will help the underserved area of the community that is currently lacking these resources. Mr. Keener then provided some concept images of the typical buildings that would be built in this area. Mr. Keener then summarized all of the benefits the project would provide the town.

Mr. Carpico complemented Mr. Keener on a great presentation.

Mr. Urquhart questioned why the project was being taken out of order with the project not being annex or rezoned yet and action is being taken on it.

Mr. Keener stated that Amgen was planning on taking a smaller investment on the community at first and then wanted to expand into surrounding areas. They then had to backtrack into getting the other projects caught up to the original masterplan.

Mr. Madoni expressed concern about the roadway's improvements, with the biggest concern being the two-lane roads that are connecting to the project.

Mr. Deshazor also expressed concerns about the roadways and the traffic that could be created by the project.

Mr. Keener stated the project is taking these concerns into account and they are on the same page as the board with the traffic concerns.

Mr. Crandall expressed concern about the connectivity of the project into the surrounding road system. Mr. Crandall also expressed a second concern about the thoroughfare widening on friendship road and it being a good time to save costs by burying the conduit for multiple strand fiber infrastructure.

Mr. Keener stated the project is looking in the fiber optic conduit and the possibility to have it available to multiple vendors. The utility companies were excited about the opportunity to expand into the Oakview area and Mr. Keener expects the same reaction for this area.

Mr. Crandall expressed concern about protection stream buffers.

Mr. Keener stated the project would follow the more astringent of the regulations.

Motion:

Motion that the Planning Board recommend the Town Council approve Detailed Master Plan 21-MAS-04 for Friendship Development as submitted by the Timmons Group, Project Number 48802, with the following conditions:

1. Prior to Town Council approval:
 - a. final staff comments shall be addressed.
 - b. All on-site and off-site recommended transportation improvements shown in the TIA for POD D shall be incorporated into the Master Plan with additional sheets if necessary. If this does not occur prior to Town Council, the full scope of improvements related to the Master Plan must be submitted through a Master Plan Amendment for review and approval.
2. This master plan approval is contingent upon the following condition:
 - a. Prior to any construction drawing submittal, development plan submittal, or other development permit request for any parcel subject to this Master Plan, the landowner/developer must receive zoning and annexation approval for the parcels by Town Council. Any modifications to this Master Plan as a result of the rezoning petition decision shall require a Master Plan Amendment to incorporate the required modifications. This condition shall not apply to POD D, provided that the rezoning petition must be approved prior to any development plan approval.

3. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
4. A Deed of Easement is required to be executed for public vehicular & public pedestrian cross access between the property owners at the time of plat.
5. All Special Studies must be finalized prior to being scheduled for Planning Board and Town Council. If this is not feasible, they must be finalized through a Master Plan Amendment process and finalized prior to 1st Construction Drawing submittal.
6. Prior to or 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.
 - b. Thoroughfares, collectors and boulevards will require a calculated pavement design with 1st construction drawing submittal. This may result in a pavement cross section bigger than the specified minimum.
 - c. The Sanitary Sewer Preliminary Design Report Revision must be approved prior to submitting 1st Construction Drawing package.
 - d. The Hydraulic/FFA Report must be reviewed and finalized prior to any Construction Drawing submittal related to the Master Plan.
 - e. A detailed hydraulic report will be required for the reclaimed water main extension proposed. This report must be finalized prior to 1st construction drawing submittal.
 - f. The Preliminary Pump Station Site Plans must be approved prior to submitting 1st Construction Drawing for review.
7. Prior to Construction Drawing Approval, the following items must be addressed:
 - 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. Trees shall be located a minimum of twenty-five (25) feet from the base of all street light poles.
 - b. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
 - c. Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
 - d. 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.
 - e. All environmental permits must be obtained prior to construction drawing approval and/or issuance of a land disturbance permit for the entire project.
 - f. Invoiced fees from Special Study third party review must be paid prior to first Construction Drawing Submittal, and no later than prior to Construction Drawing Approval.
 - g. Off-site right-of-way dedication will be required in the form of a recorded plat prior to receiving construction drawing approval
8. Prior to the submittal of any UDO Permit for Sign Installation for permanent signage, a Master Sign Plan must be submitted to the Development Services Department for review and approved.
9. Prior to the approval of the Rezoning associated with this Master Plan, the following must be addressed:
 - a. The TIA must be finalized with all comments from the Town and NCDOT addressed.
 - b. The Sanitary Sewer Preliminary Design Report is required to be finalized with all comments addressed.
10. Once the TIA related to the Master Plan is reviewed by the Town and NCDOT with all comments addressed, ALL recommended improvements must be incorporated into the Master Plan. If it is not approved as part of this plan, the developer must submit a Master Plan Amendment showing the improvements. This must be approved prior to submitting for Construction Drawing review.
11. Once the off-site and on-site utility analysis and design is more finalized and more information is known, the developer must submit Master Plan Amendment to update line size changes or other updated utility information. The developer will also need to re-submit a Sanitary Sewer Preliminary Design Report to show the updates reflected in the Master Plan Amendment. The report and Master Plan Amendment must be finalized prior to submitting for 1st Construction Drawing review.

12. A "Pre-design Pump Station Meeting" is required per Engineering Design and Construction Standards section 7.07A with the developer, the developer's engineer and Town's Division Managers prior submitting the Preliminary Pump Station Site Plan. The timing of this meeting should allow time for site and subdivision plan revisions to occur so that the plan submitted for approval accurately represents the pump station location. This meeting must occur prior to submitting a 1st Construction Drawing.
13. A Preliminary Pump Station Site Plan for each proposed pump station will be required once more utility information is known and has been coordinated between the Town's off-site design-build utilities project and this Master Plan project.
 - a. Since the Site Plan is not available to go with the Master Plan to Town Council for review and approval, it is expected to be provided as part of the forthcoming Master Plan Amendment. Any Master Plan Amendment to address this matter shall be approved prior to submitting 1st Construction Drawing.
14. In accordance with Engineering Design & Construction standards (ED&CS) Section 7.07, the pump station site lot shall be platted and deeded to the Town of Holly Springs through fee simple conveyance prior to pump station final acceptance. A deed of easement is not sufficient and is not allowed. Show lot lines on the associated subdivision plan and preliminary pump station site plan.
15. This site is dependent on an off-site design-build utility project in partnership with the Town to serve the project. This includes sanitary sewer extension, a new western pump station and forcemain, potable watermain extension and reclaimed watermain extension to the subject area. Due to the dependency of this project on utility infrastructure to be completed by the Town, the following are conditions of approval:
 - a. Ongoing communication will be maintained between the Developer and the Town to coordinate timing of construction of improvements.
 - b. At minimum, the Off-site utilities constructed by others need to be on a Construction Drawing document, received approval and moving ahead of this development project prior to the 1st Construction Drawing submittal related to this Master Plan.
 - c. Construction Drawing Approval for on-site utilities are reliant on the off-site utility permitting. The off site utilities need to be approved and permitted prior to Construction Drawing Approval and permit submittal for this project.
16. The future US 1 interchange improvements shown in the Town's Comprehensive Transportation Plan (CTP) and the regional CAMPO 2045 Metropolitan Transportation Plan (MTP), will be further evaluated with the TIA related to this Master Plan. Additional information will be provided with any Master Plan Amendment, Development Plan and with any adjacent development plan along the US 1 corridor.
17. The developer will continue coordinating with Duke Energy and Town Staff to relocate existing overhead power lines underground with this master Plan project. If the relocation of existing overhead power lines underground is deemed not feasible by the Town and/or the Utility company, a waiver of UDO Section 7.08 must be submitted and a fee-in-lieu will be required prior to Construction Drawing approval.
18. With each Development Plan Submittal the developer must:
 - a. Provide completed Industrial Waste survey short form. Note that information on this form may result in additional permitting or information being required.
 - b. Provide the Grease Trap Form as required for all businesses that will be handling fats, oils, or grease (i.e. restaurants).
 - c. Submit a TIA verification letter to confirm that the development is within the parameters previously approved with the Master Plan. If it is exceeded, additional analysis will be required.
 - d. Submit a Sanitary Sewer verification letter to confirm that the development is within the parameters previously approved with the Master Plan. If it is exceeded, additional analysis will be required.
 - e. Submit a Hydraulic/Fire Flow Analysis Report to confirm adequate flow and pressure.

Motion by: Mr. Carpico

Second by: Mr. Deshazor

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

b. *Collins Park (15-MAS-04-A03)*

Ms. Caines reviewed the staff report with the Board.

The Town received a request to reduce the front yard along Ralph Stephens Road in the Collins Park Master Plan from 50 feet to 30 feet. A Planning Board recommendation of approval was given on that proposal at the April 27, 2021 meeting. In addition, the revised request now also includes reducing the western boundary yard from a 25-foot, Type C-150 yard to a 10-foot, Type A-20 yard.

Mr. Madoni asked Ms. Caines about the number of lanes on the road because of an issue with expanding roadways on another project.

Chair Rybak invited the applicant to speak.

Tom Spaulding
The Spaulding Group
5318 Burning Oak Ct

Mr. Spaulding stated that the property wanted to take advantage of the rezoning of Southern Crossroads and take advantage of the 10' A20 buffer.

Mr. Madoni had a question about the timeline of when these last projects would be completed.

Mr. Spaulding stated that there is a Bojangles site trying to be developed currently, the Timmons Group is working on lot 2b, and the third parcel he is unsure of.

Ms. Caines stated there is a development plan in review for the third parcel that Mr. Spaulding was unsure of.

Mr. Crandall had a question about the reduction for the buffer and wanted additional rationale as to why it was needed.

Mr. Spaulding stated that the placement of a building, parking spaces, and fire access would be difficult with the shape of the parcel and an existing 50-foot Colonial Pipeline easement on the site. The reduction of the buffer would allow for more flexibility to develop the parcel.

Motion:

Staff recommends that the Planning Board recommend to approve the 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. Deshazor

Second by: Mr. Stuckey

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

Agenda Item #9: Other Business


- a. Town Council Official Action Overview
Ms. Goodson provided an update to the Planning Board regarding the progress of projects moving forward to Town Council for action.
- b. Technical Review Committee Representative Report (E. Carpico)
 - August Meeting
 - September Meeting Cancelled
- c. Development Services Report
Ms. Goodson provided an update on Melissa Sigmund's departure from the town and appreciation for her service to the town and this board. She also provided an overview of the UDO Workshop scheduled for September 16th.
- d. New Business
The Board discussed who will be able to attend the Town Council as the planning board representative for September 21 and updated the member to Rick Madoni.
Mr. Carpico had a few questions about the Peterson square project and the Wegmans project. Ms. Goodson will update the board regarding the Peterson square project via email and the Wegmans project is still occurring but they are waiting on the construction drawings.
Mr. Carpico express concern about a magazine who stated the friendship project is coming to town.
Ms. Goodson stated that the project is on the what's coming to town on the website and the magazine is pulling this information from public resources.
Mr. Beard informed the board of the virtual public meeting on September 8 where they will be discussing the Cass Holt Road master plan project.

Agenda Item #10: Adjournment

Motion:
Motion to adjourn.

Motion by: Mr. Deshazor
Second by: Mr. Stuckey

Action: The Planning Board voted in favor of the Motion. (9-0)
Time: 8:05


Brett Gosney
Planning Board Clerk