



HOLLY SPRINGS
North Carolina

Town of Holly Springs Tree Advisory Committee

Monday, September 13, 2021

6:00 p.m.

Cultural Center A & B
300 W Ballentine St.

1. Call to order (Rachel Woods)
2. Agenda Adjustment (Rachel Woods)
3. Minutes (Rachel Woods)
 - a. June 14, 2021 – Attachment #1
 - b. July 12, 2021 – Attachment #2
4. Action/Discussion Items (Town Staff)
 - a. Unified Development Code Update – tree related elements
 - Chapter 4: Open Space Conservation & Improvements (tree preservation)
 - Chapter 5: Landscaping (street trees and site plantings)
5. Other Business
 - a. TAC Tree Ordinance Presentation (TAC Members)
 - b. Project Updates
 - i. Street Tree Replacement Program 2021 (Cheryl Caines)
 - Sub-committee Meeting Date/Time/Place
 - ii. Summer Education Program (Cheryl Caines)
 - September 18th, Bass Lake
 - iii. Hollyfest (Rachel Woods)
 - Saturday, October 30th
 - Booth (tree give away, awareness, other ideas)
 - Volunteers
 - c. Election of Officers
6. Next Meeting – November 8, 2021 (7:55)
7. Adjournment (8:00)



Town of Holly Springs Tree Advisory Committee Minutes: *June 14, 2021*

Development Services • 128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540

Agenda Item 1: ROLL CALL

The Tree Advisory Committee met on Monday, June 14, 2021 in the Law Enforcement Center, EOC Room at 6:05 P.M. when quorum was established.

Members Present: Rachel Woods, Chair
Kristina Natt och Dag, Vice Chair
Amanda Bowden, Secretary
Amber Duerbig (left early)

Members Absent: Joe Fuller

Ex-Officio
Members Present: Thomas Urquhart /Christine Kelly

Ex-Officio
Members Absent: Julia Janosko
Aaron Wolff
Len Lloyd

New members
present: Kelly Oten
Mark Vogler

Staff Present: Melissa Sigmund
Cheryl Caines
Elizabeth Goodson

Others Present: Sandy Carlson (visitor)

Agenda Item 2: Agenda Adjustment

No agenda adjustment made.

Agenda Item 3: Minutes

Motion to approve the minutes for the May 10, 2021 meeting.

Motion by: Ms. Natt och Dag

Seconded by: Ms. Duerbig

Action: *The committee voted in favor of the motion. (4-0)*

Agenda Item 4: Action/Discussion Items

a. Street Tree Grant Program 2021

Ms. Caines gave an overview on the Street Tree Replacement Programs from 2019 and 2020 as well as the Pilot program the TAC is planning for 2021. The TAC priority for this program is to stretch the budget to maximize tree plantings for citizens of Holly Springs equitably. Discussions were had on reimbursement maximums for individual homeowner applications and groups (either HOAs or individual homeowners banding together). It was decided the maximum award limits will be \$750 for individual and \$5,000 for groups with discretion in the final amount awarded based on TAC criteria for judging the applications and the amount left in the \$40,000 budget the Pilot Program was awarded by the Town for 2021. A draft of the Holly Spring Street Tree Grant Program was provided to all attendees as well as a draft of the application itself. Discussions were had on multiple aspects of the grant program and draft such as:

- Applicants
- Deadline of September 1 for applications
- Possible wait-list for giving out leftover funds with the first round being completed by February 28 or February 1
- Ways to help those who cannot wait on the reimbursement process of several weeks after project completion submission
- Advertising of the grant program
- Application selection criteria
- Application edits
- Ways to give homeowner's guidance (species to plant vs. avoid, vendors, calling 811, site appropriateness, application assistance, etc)

Ms. Caines will rework the drafts after the meeting and will resend to TAC members for perusal and additional feedback.

Agenda Item 5: Other Business

a. Upcoming meetings

The TAC is required to have meetings quarterly but has been meeting monthly. The TAC will meet again in July and will discuss forming subcommittees to meet every other month with official TAC meetings on opposing months. The UDO update pertaining to the TAC will come in July. Ms. Kelly updated the TAC that HB496 passed the NC House and has gone to the NC Senate.

Agenda Item 6: Adjournment

The meeting adjourned at 8:05 p.m.

Rachel Woods
TAC Chair



Town of Holly Springs

Tree Advisory Committee

Minutes: *July 12, 2021*

Development Services • 128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540

Agenda Item 1: ROLL CALL

The Tree Advisory Committee met on Monday, July 12, 2021 in Town Hall at 128 South Main Street at 6:00 P.M. Only two members were in attendance. Quorum was not established; therefore no votes were taken.

Members Present: Rachel Woods, Chair
Kelly Oten

Members Absent: Amanda Bowden, Secretary
Kristina Natt och Dag, Vice Chair

Ex-Officio
Members Present: Adam Joseph Orsak
Thomas Urquhart

Ex-Officio
Members Absent: Aaron Wolff/Christine Kelly
Len Lloyd

Staff Present: Melissa Sigmund
Cheryl Caines
Rob Adams
Elizabeth Goodson
Bronwyn Bishop
Chris Hills

Others Present: None

Agenda Item 2: Agenda Adjustment

No agenda adjustment made.

Agenda Item 3: Minutes

Motion to approve the minutes for the June 14, 2021 meeting.

There were not enough members for a quorum so the minutes were not reviewed or adopted.

Agenda Item 4: Election of Officers

There were not enough members for a quorum so officers were not elected.

Agenda Item 5: General Business

Updates were given by staff and TAC members on the following programs.

- a. Street Tree Replacement Program – discussion of program marketing
- b. Summer Education Program – details about summer program and ideas/potential dates for future programs
- c. Hollyfest – discussion of activities for TAC Hollyfest booth

Agenda Item 6: Other Business

- a. Staff Updates
 - a. Unified Development Ordinance (UDO) update

Melissa Sigmund gave an overview of the UDO update project including the framework of the changes and timeline. Draft code language of tree related topics such as preservation, street trees and landscaping were not yet available. However, Ms. Sigmund did present a draft development standards table that included percentages of tree preservation and open space based on site zoning. There was some discussion on the percentages and tree preservation to address questions from the group.

Agenda Item 7: Next Meeting: November 8, 2021

- a. Anticipated Topic: Winter/Spring Education Program and Arbor Day programming.

Agenda Item 8: Adjournment

The meeting ended at 8 p.m.

Meeting notes were prepared by Cheryl Caines, Planner II.