



Holly Springs Town Council  
Regular Meeting

**Nov. 4, 2014**

**MINUTES**

The Holly Springs Town Council met in regular session on Tuesday, Nov. 4, 2014 in the Council Chambers of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the mayor and all five council members were present as the meeting opened.

**Council Members Present:** Mayor Sears, Councilmen James Cobb, Tim Sack and Hank Dickson and Councilwomen Linda Hunt-Williams and Cheri Lee.

**Council Members Absent:** None.

**Staff Members Present:** Charles Simmons, town manager; John Schifano, town attorney; Linda Harper, deputy town clerk; (recording the minutes); Daniel Weeks, senior projects manager; Jeff Wilson, information technology director; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; Gina Clapp, planning and zoning director; Jeff Jones, senior planner; Leroy Smith, fire chief; Kendra Parrish, director of engineering; Elizabeth Goodson, development review engineer; Aaron Levitt, project engineer; Tamara Ward, communications specialist and Mark Andrews, public information officer.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Pastor Tom Newman of Sunrise United Methodist Church.

**4. Agenda Adjustment:** The Nov. 4, 2014 meeting agenda was adopted with changes, if any, as listed below.

**Motion by:** Sack

**Second by:** Cobb

**Vote:** Unanimous

**Items added to Consent Agenda** None.

**Item added to Requests and Communications Agenda:** as 6d. Report on Police Physical Fitness Initiative program.

**Items removed from Requests and Communications Agenda:** 6b. Report about the Town's efforts and programs to get information to citizens.

**Other changes:** None.

**5. Public Comment:** At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council on any variety of topics not listed on the night's agenda. The following comments were recorded:

Howard Slinkaud of 101 Triple Crown Trail, Trotter Bluffs subdivision explained that he had concerns with phase 1 of Avent Ferry Road widening project, from Hwy 55 to Piney Grove Wilbon Road. He said that he wanted to go on record stating that he was concerned with the replacement of the sign, trees and shrubs at the entrance of Trotter Bluffs subdivision during the construction of the widening of Avent Ferry Road. He said that he approached town staff in past months with the question of what would happen to the residences investment of \$5,400, the cost of the existing entrance sign, trees and shrubs. He said that he was told that "about 10 feet of the entry area would be lost, and was assured that the new sign would be relocated in the remaining area by the contractor that was awarded the work."

He said that he wanted to make sure that comment was true and documented.

**6a. Farmers Market Presentation** – Mr. Jones presented the winners of the 5<sup>th</sup> Annual Chili Cook-Off and award the professional division plaque to the winning team, Primrose School. Mr. Jones said the plaque was sponsored by 12 Oaks development.

Ms. Clapp gave a presentation of Saturday, Oct. 11, Season 8 of the Farmers Market. She said this year was successful in the I Love My Farmers Market campaign; the town received 1<sup>st</sup> place in North Carolina and 6<sup>th</sup> in the United States. She said there were additional participants and products this year. The attendance was the highest. The grand opening for next year's Farmer's Market, Season 9 will be May 2, 2015.

Ms. Clapp said staff will be planning for a winter indoor market, starting November 22, and following selective Saturday's from 10:00 am. – 12:00 p.m. at the Cultural Center.

**Action:** None.

**6b. Communications Report** – This item was removed from the agenda under agenda adjustment.

**6c. 2014 Marvin Collins Outstanding Planning Award** - Ms. Parrish said the Marvin Collins Planning award program of the North Carolina Chapter of the American Planning Association (APA-NC) recognizes agencies and individuals that have completed outstanding plans, programs, and projects, have excelled as planning students, or have made notable contributions to the planning profession. The awards represent the highest standards of achievement in the planning profession in North Carolina. This is the 36th year for this program of recognition. Awards were presented to recipients at an awards luncheon at the 2014 APA-NC conference in Durham on Oct. 2.

She said the Triangle J Council of Governments and the Jordan Lake Partnership (of which Holly Springs is an active member) was awarded a multi-jurisdictional/regional project award. While there are several regional water supply projects that the JLP (and therefore Holly Springs) has undertaken over the past few years, the specific project that was recognized with the award is the **Triangle Regional Water Supply Plan**. A summary of this plan was presented to the Town Council last month for consideration and endorsement. In short, the plan addresses future water supply needs across the region. It resulted in a conclusion that around 2030 the regional as a whole will reach capacity with respect to currently available water sources. This emphasizes the need to continue regional planning and cooperation in both expanding existing water sources and conservation.

**Action:** None.

**6d. Report on Police Officer Physical Fitness Initiative Program** – Chief Herring gave a report on the Police Department Wellness/Fitness program that began in early 2007 and has evolved over the last 7 years. What began as a voluntary fitness program is now the standard for the Holly Springs Police Department. A bi-annual abilities test is required of all sworn personnel. This program has been implemented in-house and four officers have received certifications in various fitness programs.

Lieutenant Patterson gave a summary of the Police Officer Physical Abilities Test, (POPAT), and the overall process of the test and staff results.

Councilman Sack asked if other towns participated in the POPAT. Chief Herring said that other towns do participate in the Police Officer Physical Abilities Test program.

**Action:** None.

**7. Consent Agenda:** The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman Sack, a second by Councilman Cobb and a unanimous vote. The following actions were affected:

**7a. Minutes** – The Council approved minutes of the Council's meeting held Oct. 21, 2014.

**7b. Innovative Development Solutions, Inc.** – The Council approved to enter a contract in the amount of \$40 per hour to Innovative Development Solutions, Inc., for erosion control inspection services of no more than 16 hours per week for at least 11 months.

7c. Resolution 14-29, Surplus Property -- The Council adopted Resolution 14-29 declaring certain personal property surplus to the needs of the town. *A copy of Resolution 14-29 is attached to these minutes.*

7d. Resolution 14-30, Certifying 2014 Zoning Map – The Council adopted Resolution 14-30 certifying the 2014 zoning map. *A copy of Resolution 14-30 is attached to these minutes.*

7e. North Main Athletic Complex Phase 2 Project Budget – The Council adopted a budget for the North Main Athletic Complex Phase 2 project. *A copy of project budget is attached to these minutes.*

7f. Law Enforcement Center Project Budget – The Council adopted a budget for the Law Enforcement Center project. *A copy of project budget is attached to these minutes.*

7g. Budget Amendment, \$30,125 – The Council adopted an amendment to the 2014-2015 budget in the amount of \$30,125 for sewer repairs. *A copy of budget amendment is attached to these minutes.*

**8a. Avent Ferry Road Municipal Agreement** – Mr. Levitt said staff secured a federal grant for the design of Avent Ferry Road for widening from the bypass to Piney Grove-Wilbon Road. The original municipal agreement (previously presented) was for design and included \$144,000 of federal funds with a match by the Town of \$36,000. The attached new supplemental agreement adds funding for right of way and is in the amount of \$80,000 of federal funds with a match by the Town of \$20,000.

He said the below is a summary of the project funding secured and committed to date is shown below:

	<b>Federal Funds</b>	<b>TOHS Funds</b>	<b>Total</b>
Original Agreement	\$144,000	\$36,000	\$180,000
Supplemental ROW	\$80,000	\$20,000	\$100,000
<b>Total</b>	<b>\$224,000</b>	<b>\$56,000</b>	<b>\$280,000</b>

**Action:** The Council approved a motion to enter into a municipal agreement with NCDOT for \$80,000 with a \$20,000 required Town match for Avent Ferry Road right of way purchase.

**Motion by:** Dickson

**Second by:** Cobb

**Vote:** Unanimous.

**8b. 14-MAS-03 for Wescott Way Phase 2** – Mr. Jones said Town has received a request for a single-family subdivision. The total number of lots proposed is nine. The subject property is located along Bibleway Court, directly adjacent to the previously-approved 12-lot subdivision Wescott Way. He said under R-10 standards, the lots are required to be a minimum of 10,000 square feet and the overall project density is limited to 3.25 dwelling units an acre. This project proposes nine lots with a density of 1.23 units per acre.

Councilman Cobb asked for the Planning Board discussion on the property adjacent to the proposed development that fronts Optimist Farm Road. Mr. Jones said that a member voted against the subdivision because he believes the previous recorded lot along Optimist Farm Road is not buildable and creating this subdivision would further that issue. Additionally, the member thought that the applicant was “getting around” the requirements of road improvement along Optimist Farm Road.

Mr. Jones explained that this lot along Optimist Farm Road already was recorded under a previous recombination plat and that the lot met Town requirements and that this lot has two road frontages and because of this, this subdivision is not required to stub to this lot.

Councilman Sack asked about the property located behind the proposed nine lot subdivision. Mr. Jones identified the property in question as being wetlands.

**Action:** The Council approved a motion to approve Preliminary Plan #14-MAS-03 for Wescott Way 2 as submitted by Thompson & Associates revised 10/13/14 with conditions:

1. A fee-in-lieu of upgrade will be required for this project for the pump station and force main.
2. This project will be required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance.

3. Home Owner's Association covenants shall be recorded with the first plat associated with this subdivision.
4. The following conditions must be addressed prior to or submitted with the first construction drawing submittal:
  - a. All items listed on the Stormwater Submittal Checklist, Form #16003.
  - b. Verify that the sewer can be installed under the creek from MH5 to the existing manhole.
  - c. A site lighting plan will be required to be submitted to the Planning and Zoning Department for review and approval. Street Trees on all interior streets shall be positioned as to not interfere with any lighting fixtures present or any site distance triangles.
  - d. Homeowner environmental education packet must be submitted
5. The following conditions must be addressed prior to construction drawing approval:
  - a. Approval of stormwater management plan is required prior to issuance of a land disturbance permit or construction drawing approval.
  - b. 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 150% 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.
  - c. 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:** Williams

**Second by:** Sack

**Vote:** Unanimous.

**8c. Lochridge Subdivision** - Ms. Parrish said the Lochridge Subdivision development plan was approved by the Town Council Sept. 2. An infrastructure agreement is being prepared to memorialize several unique items associated with the development plan approval.

She said these items were addressed in the staff report and conditions of approval. The agreement has not yet been prepared, but staff recommends that it contain the following terms:

- In lieu of widening to Comprehensive Transportation Plan (CTP) standards in front of the project, the developer will make the following roadway improvements:
  - o Construct an eastbound right turn lane off-site at Cass Holt Road; this will address a transportation need at that intersection and be especially helpful during school peak hours;
  - o Construct right- and left-hand turn lanes into each of the subdivision entrances;
  - o Make a payment in lieu to the Town for the center turn lane that would have been constructed in front of the development; the payment in lieu will include sidewalk, and the total payment in lieu amount is \$44,743.10.
- Developer to construct 2,500- to 3,000-square-foot custom built homes.

**Action:** The Council approved a motion to approve infrastructure agreement terms for the Lochridge subdivision development plan.

**Motion by:** Sack

**Second by:** Williams

**Vote:** Unanimous.

**9. Other Business:** None requiring Council action.

**10. Manager's Report:** Mr. Simmons thanked all staff who participated in the planning of HollyFest and that it was a successful event.

Mr. Simmons invited the Council Members to the Avent Ferry Road / NC DOT information meeting scheduled for Wednesday, November 05, at 5:30 - 7:30 at the Cultural Center and the Veteran Day ceremony on Tuesday, November 11<sup>th</sup> at 10:00 a.m. at Veteran's Park.

**11. Closed Session:** None.

**12. Adjournment:** There being no further business for the evening, the Nov. 4, 2014 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, Nov. 18, 2014.

Linda L. Harper  
Linda Harper MMC, NCCMC  
Deputy Town Clerk

**Addenda pages as referenced in these minutes follow and are a part of the official record.**

