



July 7, 2015

## **MINUTES**

The Holly Springs Town Council met in regular session on Tuesday, July 7, 2015 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:** Daniel Weeks, senior project manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Jeff Wilson, information technology director; Gina Clapp, planning and zoning director; Beth Trautz, planning department; Kendra Parrish, engineering director; Dirk Siebenbrodt, project engineer; Aaron Levitt, senior engineer; Leroy Smith, fire chief; 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 Rev. Jamal Brown of the Holly Springs United Church of Christ.

**4. Agenda Adjustment:** The July 7, 2015 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.

**Items added to Agenda:** None.

**Items removed from Consent Agenda:** Item 6c. Duke Energy street light easement.

**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: None.

**6. 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:

**6a. Minutes** – The Council approved minutes of Town Council meeting held June 16, 2015.

**6b. 2015 Potable Water Hydraulic Model Contract** – The Council approved a contract and funding for an update to the 2015 Potable Water Hydraulic Model.

**6c. Duke Energy Progress** – *This item was removed from consent agenda during agenda adjustment.*

**Action:** The Council approved a motion to recuse Councilman Dickson from the meeting because he is employed by a party in the agenda item.

**Motion by:** Sack  
**Second by:** Cobb  
**Vote:** Unanimous.

**Action:** The Council approved a motion to grant a street light easement to Duke Energy Progress as part of the law enforcement center project.

**Motion by:** Cobb  
**Second by:** Sack  
**Vote:** Unanimous.

**Action:** The Council approved a motion to readmit Councilman Dickson into the meeting.

**Motion by:** Sack  
**Second by:** Cobb  
**Vote:** Unanimous.

**7a. 07-DP-10-04, Stonemont Subdivision Master Sign Plan Amendment** – Ms. Trautz said this amendment to the Stonemont Development Plan is to add a master sign plan for the subdivision. When the original plan was submitted, no master sign plan was included and now that development is occurring, the developer would like to add one to enhance the look of the subdivision and create an entrance feature.

She said the applicant is requesting a sign structure that incorporates a wall with a single-faced sign with two columns of varying heights. One of the columns exceeds the allowable height of six feet in a residential zoning district. The proposed column is eight feet with a light fixture affixed to the top of said column. This feature would be located on the northwest side of the entrance.

On the northeast side, the applicant is proposing an additional column only with a light fixture at the same eight-foot height; the proposed light fixture is four feet in height.

Ms. Trautz said the applicant is not requesting any additional signage and is not planning on using the phase identification signs; the square footage for the phase identification signs would be applied to the entrance feature column.

The proposed signs meet all other requirements set forth in the Town's ordinance; no additional signs are proposed for the subdivision.

**Action #1:** The Council approved a motion to approve a waiver of regulations of Unified Development Ordinance Section 7.03., D., 3., e. Signs for Recorded Platted Residential Subdivision for petition #07-DP-10-A04 for Stonemont, to allow an increase in sign structure height as submitted by Tony Tate Landscape Architecture, PA, project number: 14074, dated 4/15/2015 with the following condition:

- All previous conditions for Stonemont shall remain.
- All required sign permits will need to be obtained before installation of sign(s).

**Motion by:** Williams  
**Second by:** Dickson  
**Vote:** Unanimous.

**Action #2:** The Council approved a motion to approve development plan amendment #07-DP-10-A04 for an addition of a master sign plan for Stonemont as submitted by Tony Tate Landscape Architecture, PA, project number: 14074, dated 4/15/2015 with the following condition:

- All previous condition for Stonemont shall remain.
- All required sign permits will need to be obtained before installation of sign(s).

**Motion by:** Dickson  
**Second by:** Cobb  
**Vote:** Unanimous.

**7b. Avent Ferry Road Widening Project** – Ms. Parrish said this request is a North Carolina Department of Transportation municipal agreement for the design of roadway widening at SR 1115 – Avent Ferry Road, SR 1101 – Piney Grove to West Elm Avenue in Holly Springs under their existing U-5529 which includes ROW and construction of the road improvements. The second supplemental agreement increases funding by NCDOT to reimburse the Town an additional \$1,584,000. The original match has been increased to \$396,000.

**Action:** The Council approved a motion to enter a municipal agreement with NC Department of Transportation for the design of Avent Ferry Road widening project.

**Motion by:** Sack

**Second by:** Dickson

**Vote:** Unanimous.

*A copy of draft NC DOT municipal agreement is attached to these minutes.*

**7c. Rogers Street Extension Project** – Mr. Levitt said the extension of Rogers Street would connect South Main Street and Avent Ferry Road. This new downtown connection would add another east-west connection between Main Street and Avent Ferry Road.

He said the project would extend Rogers beginning at South Main Street to Avent Ferry Road by 280 linear feet. The road would be a one-way road from east to west with on-street parking, feeding into the traffic pattern already established in the downtown area. Further, the project scope would include the installation of decorative sidewalks as well as street and pedestrian lighting. In order to serve future customers and to further improve the Town of Holly Springs water line system, a water line connection between South Main Street and Avent Ferry Road also is proposed. Design of the roadway connection would be completed in-house by engineering staff.

The scope of the survey contract prepared by Bass Nixon and Kennedy includes the survey of the project area as described above and an additional area between the project area and Ballentine Street, located north of the site.

**Action:** The Council approved a motion to approve a project budget of \$291,700 to be paid from Street Reserves and to award a contract in the amount of \$6,100 to Bass Nixon and Kennedy for surveywork with funding in the amount of \$6,700 (including contingency) to be paid from the project budget.

**Motion by:** Cobb

**Second by:** Sack

**Vote:** Unanimous.

**7d. Town Of Holly Springs Flag Designs** – Ms. Powell said that in February, the Town Council endorsed a logo brand identity for the Town of Holly Springs. Since then, design work has been done in-house in preparation of rolling out the brand both internally and externally to the community.

She said first, immediate needs – such as vehicle decals for Town vehicles purchased in January and logo apparel for new employees – were addressed. In each case, detailed and vectored files need to be created, and it is a time-consuming process that has been worked in over the last few months as other work and projects allowed.

The brand roll-out continues this month inside the organization with printed materials, templates, stationery, business cards, etc.

For the launch of the brand to the community this fall, the more publicly-visible elements are being developed, including utility pole banners, a brand story video, HollyFest events and a new town flag.

Ms. Powell presented in-house designs that could serve as flags or as imprints on coffee mugs, notecards, etc. Please take a look at the layouts and help me select three or four to put out to the public in a Facebook / Notify Me survey involving our citizens to select a town flag design. I want to narrow the list down so that the public survey is not too overwhelming. The other designs won't go to waste as we can use them in other applications... but which one would look the best flying in the air – usually next to the red, white and blue of the American and North Carolina flags?

**Action:** The Council directed that designs numbered 1, 4 and 7 be put to the public for a social media survey to determine a new town flag design.

Councilwoman Lee asked that the brand story be included in the survey so that people have an appreciation for its symbolism.

**8. Other Business:** None resulting in Council action.

**9. Manager's Report:** None resulting in Council action.

**10. Closed Session:** None.

**11. Adjournment:** There being no further business for the evening, the July 7, 2015 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, July 21, 2015.



These minutes follow and are a part of the official record.

