



Holly Springs Town Council

Special Meeting

Friday, Feb. 10 through Saturday, Feb. 11, 2017

MINUTES

The Holly Springs Town Council met in a duly-called special meeting for its annual Winter Retreat in two sessions from Friday, Feb. 10, 2017 through Saturday, Feb. 11, 2017, at Pine Needles Lodge in Southern Pines. Mayor Dick Sears presided at the Friday session, calling members to order at 9 a.m. Friday, Feb. 10; and Mayor Sears presided at the Saturday session, calling members to order at 9 a.m. Saturday, Feb. 11. A quorum was established for each session.

Board Members Present: Mayor Sears, Councilmen Jimmy Cobb, Hank Dickson, Tom O'Brien and Peter Villadsen and Councilwoman Cheri Lee.

Staff Members Present at the Friday and/or Saturday Sessions: Charles Simmons, town manager; Joni Powell, town clerk (recording the minutes); John Schifano, town attorney; Kendra Parrish, director of engineering; Aaron Levitt, senior engineer; Rodney Campbell, development inspection administrator; Gina Clapp, director of planning and zoning; Justin Steinmann, senior planner; Mary Hogan, finance director; Daniel Weeks, assistant town manager; Jeff Wilson, information technology director; Sean Cooper, information technology technician; Len Bradley, parks and recreation director; Adam Huffman, assistant parks and recreation director; John Herring, police chief; Seann Byrd, public utilities director; Luncie McNeil, director of public works; Wayne Wilhelm, public works superintendent; Leroy Smith, fire chief; Ricky Blackmon, code enforcement director; Irena Krstanovic, economic development director; Erika Phillips, human resources director; Mark Andrews, public information officer; and Tamara Ward, communications specialist.

Others Present: Scott Manning, Moss Withers and Chandler Cobb of the Holly Springs Chamber of Commerce and Planning Board Chairman Tom Hughes.

The purpose of the meeting was to hold a winter retreat to focus discussion on several Town projects and issues as described in the summary on subsequent pages. The summary, which is attached, serves as the minutes of the 2017 Holly Springs Town Council Retreat. Charles Archer, a consultant with the Freese & Nichols firm, facilitated a portion of this year's retreat, providing assistance in reviewing results of a survey on growth and development taken by Council

Town Council | 2017 Winter Retreat Special Meeting

Feb. 10-11, 2017

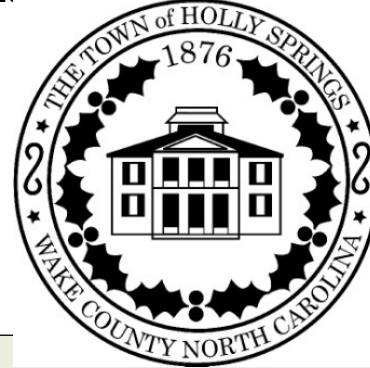
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members and key Town staff. The survey formed the framework for discussions and also to shed light on the areas in which staff and Council are aligned and areas in which they are not. Discussion topics included land use and future growth areas; tree preservation and mass grading; rural land development; townhomes; densities; what the Town wants from development / developers; what staff should be communicating to developers about the Council's vision; popular opinions of neighbors vs. facts, policies and regulations; should policies and regulations be changed; is "zero impact" realistic; and traffic.

Adjournment: There being no further business for the weekend, the 2017 Winter Retreat of the Holly Springs Town Council was adjourned Saturday afternoon.

Joni Powell _____

esday, March 1, 2017.



| Topic | Discussion Key Points |
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| Growth and Quality of Life in Holly Springs Part 1 | <p>a. <u>Growth and Development Survey.</u> Facilitator Charles Archer reviewed Council and staff responses to a pre-retreat survey on growth and development in Holly Springs so that discussions would align staff's and Council's ideas on the most important issues.</p> <p>Discussion topics included: land use and future growth areas; tree preservation and mass grading; rural land development; townhomes; densities; what the Town wants from development / developers; popular opinions of neighbors vs. facts, policies and regulations; should policies and regulations be changed; is "zero impact" realistic; and traffic.</p> <p>At each step in the conversation, the goal was for the Council and staff to align on what are the Town's most pressing issues; how policies should change and be communicated to developers; and how the Council and staff may have to adjust to economic realities to move Holly Springs forward with a vibrant economy.</p> |
| Growth and Quality of Life in Holly Springs Part 2 | <p>b. <u>Transportation.</u> Traffic is one of the chief concerns in a growing, developing, thriving community. Staff updated the Council on current projects and then outlined future needs.</p> <p>c. <u>Transportation funding.</u> To ease certain transportation issues, would the Council entertain a transportation bond referendum in 2018? Discussions helped staff understand the Council's positions on tax rate and financing options.</p> |

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|------------------------------------|---|
| Project and Program Updates | Gym / convocation center; public works facility; fire department accreditation and Station 3; water meter change-out; Certified Entrepreneurial Community program; Sugg Farm utilities; and Mims stormwater management device. |
| Capital Improvements | Mr. Weeks provided an overview of this year's Capital Improvements Project list and staff recommendations for priorities in the coming year. |
| Legislative Matters | <p>a. Discussion of modifications to the Town's animal control ordinance. Action: Council may want to direct staff to draft amendments to the ordinance text that would be brought back to the Council in an effort to make the law enforceable, fair to pet owners and strong enough to protect animals.</p> <p>b. Does the Council have any specific topics it would like included in a Legislative Agenda for the Wake County delegation? Suggestions include: a local bill giving authority for transportation fees; amendments to the public records law to curb profit ventures from collecting and then selling public information that is free; a local bill giving authority to post legal notices online and not in a newspaper of general circulation.</p> |
| Budget Preview | <p>a. Mr. Simmons will hit the highlights of what is projected in next year's budget.</p> <p>b. Council discussion on Holly Glen pocket park.</p> <p>c. Impacts to the budget and the Town's organizational structure as we grow.</p> |

2017 Winter Retreat Work Plan

Discussions and deliberations at the Holly Springs Town Council's 2017 Winter Retreat resulted in the following key points, directives and work plan tasks:

- There was agreement between staff and Council that continued growth in Holly Springs is important and desired.
- There was agreement that growth is going to continue either in Holly Springs or around it, and it is preferable that it occur inside Holly Springs so our community will have the revenue to help mitigate impacts.
- The Council agreed that for growth to have less of an impact, the Town can:
 1. modify its land use policies;
 2. have policies that encourage developers to mitigate impacts; and
 3. educate the public.
- The Council desires a public information campaign to explain Community Growth Areas and what they are. The campaign could include not only getting facts out through official channels but also through charrettes, social media and in information meetings with homeowner associations and neighborhoods where CGAs are located.

- One issue is we need to decide how flexible or restrictive we want to be with development in the CGA and then communicate that to the public so they aren't disappointed when they expect a certain outcome in a CGA location.
- Another question is whether the Council is comfortable with townhomes in CGAs and what do we tell developers. There was no clear consensus on this question.
- Mr. Simmons pointed out that smaller lot cluster development has a trade-off, which is the opportunity for more open space and more tree preservation.
- Council agreed that it is time to update the Comprehensive Plan.
- Council asked that staff provide federal DOT standard traffic counts at hearings so Council can compare information with Transportation Impact Analyses.
- Traffic, mass grading and density are top concerns for Council in evaluating projects.
- The facts don't bear it out, but the perception is that new residential development is a big generator of traffic. The biggest generator are schools.
- The bottom line is the Town does not want to say no to growth, but we can say it can slow down. But we don't want to slow it too much because that is what is funding our improvements.
- On the potential for a transportation bond in 2018, the Council agreed to move forward with design and prepare to take projects and bond idea and tax implications to the public.
- The space needs analysis team from Freese & Nichols has concluded that the Town could consider three options for a gym/convocation center, each carrying its own pricetag. Option 1 is a base option that would provide 2 basketball courts at a cost of \$12 million; Option 2 is an intermediate option that would provide 4 basketball courts and offices at a cost of \$22 million; and Option 3 is a full build-out option that would provide 4 basketball courts, offices, a second story of offices and an elevated running track at a cost of \$24 million.
- The gym project could be funded by issuance of the remaining \$7.5 million in parks and recreation bonds and retiring debt. It appears that the project – at least the Option 1 – could be accomplished without a tax rate increase.
- The Council supported a suggestion from Councilman O'Brien that the Town look into property on NC 55 owned by Michael Mattachione. He has a building with two basketball courts that he has indicated a willingness to lease or sell. The asking price may be as low as \$2 million. There were no definite specifics available, but Council agreed it would be wise to check into it.
- Priority projects were identified in the General and Utility Funds. Receiving priority attention in FY 2017-18 are:

FFY 17-18 Project Priority List

| Name of Project | Description/Status | Funding Source |
|--|--|--|
| Gymnasium | FY 17/18 design FY 18/19 construction | 2012 P&R Bonds Installment Financing |
| Public Works Center | FY 18/19 design FY 19/20 construction | Installment Financing |
| Fire Station 3 | Planning | Installment Financing |
| Wayfinding Program | In process | FY 18 Budget |
| Mims Stormwater Device (12-034) | 100% Plans Under Review, Working on IT/Electrical plan, material selections, lighting details. Waiting on State Permits | Stormwater, Street Reserves, Parks & Rec Reserve, Water Reserves |
| WWTP Upgrade | Construction almost complete | Sewer Reserves |
| WWTP FM Repair (16-006) | redesign needed for Ting Hut and Sat Dishes. Survey being completed for east side of Ting Hut | Sewer Reserves |
| Avent Ferry FM (04-031) | Permits Submit to state, borings need to occur at road crossings to finalize design, IT requested Fiber Optic line to be included in trench-coordination needed | Sewer Reserves |
| East Regional Pump Station | D&P Preliminary engineering report is complete, need to execute a design contract. PER in hand, also looking into SRPS existing pump performance issues | Sewer Reserves |
| Sunset Lake Waterline Connection | Connect waterline along Sunset Lake Road between Arbor Creek and Woodcreek Subdivision to improve pressure and water quality | Water Reserves |
| Hydraulic Model Update (2016) | Final Memo Received and Model update complete. ENG to present to Town Council | Water Reserves |
| School Days Lane Waterline | Proposal to be received for design | Water Reserves |
| Harnett County Booster Upgrade | RFQ for consultant selection | Water Reserves |
| AC Waterline Removal | First Phase (Earp St) have been constructed - PWD needed to do some potholing on Main Street to complete phase 2. | Water Reserves |
| Sugg Park Utilities (12-039) | All permits obtained although waiting on TLC approval Parks & Rec will then administer bathroom building project | Water & Sewer Reserves |
| Downtown Development/Rogers Extension (15-010) | This project has preliminary design complete (roadway) and we are working on selecting a consultant to complete the road, site, BMP design all together. Further coordination with churches is ongoing | Street Reserves |
| NE Gateway Signs | Survey and Utility Locations complete, waiting on planning for scope. Engineering to provide civil support with planning lead. | General Fund |
| New Hill Sidewalk (16-005) | Construction Drawing Review underway, NCDOT permitting underway, NCDOT signal design (Pedestrian) to start shortly. | Powell Bill |
| Road Resurfacing 2017 Part 1 | Project is out for bid. | Powell Bill |
| Old Holly Springs-Apex Rd Bridge Replacement | Info and requests sent to NCDOT regarding project (Utility requirements, detour route details, future greenway connection) | NCDOT |

- The Council's legislative agenda will include requests for authority to post public notices online instead of in the newspaper; and a General Assembly fix for municipalities to charge impact fees.
- Councilwoman Lee and Councilman Dickson will meet with a new group called Holly Springs Animal Advocacy and will explain the town's animal control ordinance and the obstacles to enforcing any changes.
- The Council agreed with Chief Herring about the use of body cameras for police officers. Considerations are expense; altered behavior of officers and public; privacy rights of the public who would be filmed; public records requests and storage of the video data files. For those reasons, it is not the time for Holly Springs, especially since the police department has such a great relationship with the public.
- Mr. Simmons suggested that the Town consider adding depth to the organization's management. He suggested an assistant manager type of position, with one on the General Fund side of operations and one on the Public Utilities side. Council agreed it was worth investigating, and Mr. Simmons will pursue this by developing a job

description and salary study so that the position could be included in next year's proposed budget.

- Council agreed that the Holly Glen pocket park should remain a Town park, especially if used in a partnership with Sense of Play for disabled children.
- Mr. Bradley reported that the climate is good now for land dedication for parks as the western growth corridor develops.

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