



Dec. 5, 2017

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Dec. 5, 2017 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 Tom O'Brien, James Cobb, Hank Dickson and Peter Villadsen and Councilwoman Cheri Lee.

Council Members Absent: None.

Staff Members Present: Charles Simmons, town manager; Daniel Weeks, assistant town manager; John Schifano, town attorney; Joni Powell, town clerk, (recording the minutes); Linda Harper, deputy town clerk; Adam Huffman, assistant parks and recreation director; Len Bradley, parks and recreation director; Gina Clapp, director of planning and zoning; Matt Beard, planner; Kendra Parrish, director of engineering; Aaron Levitt, senior engineer; Elizabeth Goodson, development review engineer; Rachel Jones, development plan reviewer; Dirk Siebenbrodt, project engineer; Mary DePina, project engineer; Mary Hogan, finance director; Leroy Smith, fire chief; Jeff Wilson, information technology director; Irena Krstanovic, economic development director; John Herring, police 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, pastor of Holly Springs United Church of Christ.

4. Agenda Adjustment: The Dec. 5, 2017 meeting agenda was adopted with changes, if any, as listed below.

Motion by: Cobb

Second by: Dickson

Vote: Unanimous

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:

Tim Sack, 232 Elam Street – Mr. Sack addressed the Council to say that for the past 20 years, the top issues after every election have been growth and traffic. He recounted the history of the past two decades. To appreciate where we are, he said, people need to understand from where we've come. He expressed gratitude to Councilmen Dickson and Cobb for their work and service for the community.

Parrish Womble, 114 Hickory Ave. – Mr. Womble echoed Mr. Sick's comments. He said he shared those memories of how Holly Springs has grown in the past two decades. He also asked the Town to pursue lighted crosswalks as many are darkened.

6a. Battle of the Badges Chili Cook-Off - Ms. Stygles said the Holly Springs Farmers Market kicked off its inaugural outdoor winter market on Nov. 4 with the Battle of the Badges Chili Cook-Off. The Holly Springs Fire Department challenged the Holly Springs Police Department for bragging rights. Nearly 200 people cast their ballots, and the fire department was named the

winner. Also, both the police and fire departments collected money for local charities as a part of this event.

She thanked both departments for participating and for their support of the farmers market events throughout the year.

Action: None.

6b. Annual Audit Report – Ms. Phyllis Pearson, CPA, presented a report and management letter following her firm's annual audit of the Town's financial statements for the fiscal year ending June 30, 2017. She reported to the Council that her firm found no anomalies in the town's accounting processes, and she reported the Town was in strong financial shape.

Action: The Council approved a motion to accept the audit report and management letter of the Town's financial statements.

Motion by: Cobb

Second by: Dickson

Vote: Unanimous

Copies of the audit report and management letter can be reviewed in the finance department or online at the Town's Website.

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

7a. Minutes – The Council approved the minutes of the Council's regular meetings held in Oct 17, Nov. 7, and Nov. 21, 2017.

7b. Resolution 17-54 – The Council adopted Resolution 17-54 re-certifying the zoning map.

7c. Honeycutt Farm Pump Station - The Council approved a site plan for the Honeycutt Farm pump station

8a. Organizational Meeting: Recognition of Retiring Council Members – Mayor Sears said the terms for Councilmen Hank Dickson and Jimmy Cobb expire at the first meeting in December, and they are retire from the Holly Springs Town Council.

Councilman Dickson served the community first as a member on the Town Council from 1997 to 2009. In 2013, he won his latest term on the Council.

During his leadership, the Town Council developed a comprehensive plan for growth and development and then continued to remaster and refine that plan as the Town's circumstances changed over time. Councilman Dickson invested efforts into numerous projects to provide critical transportation improvements for the Town; abundant water and sewer capacity for the future of Holly Springs; to attract vital non-residential development to the community; and to provide for the parks, recreation and leisure facets of a high quality of life in Holly Springs.

Councilman Cobb has served on the Town Council since 2009.

Councilman Cobb wore the leadership mantel well, but he was equally comfortable in the background, wearing a scary costume and belting out a wicked laugh as a player in the Haunted Hayride project. As the Grinch, he helped direct the flow of entries exiting the Christmas parade, and he worked behind the scenes to put up directional signs and parade numbers so entries could find their spaces in the parade.

As a CPA, Councilman Cobb served a number of non-profit groups in town with the services of finance officer.

The mayor said both Hank and Jimmy were there to serve, whether it was to pick up garbage along the highway, to talk to neighbors and friends in support of a water or a parks bond, or to walk in marches to raise awareness of the Wake County landfill or Martin Luther King Jr.

He added, "Holly Springs is a better place than it was in 2009 and better than it was in 2013, and that is the highest compliment you can pay to an elected local government official leaving office."

Councilmen Dickson and Cobb were presented a few mementos as they depart office.

Action: None.

8b. Organizational Meeting: Oaths of Office – Ms. Powell explained that the Holly Springs Town Council is to hold an organizational meeting at the first regular meeting in December following a municipal election. During the Organizational Meeting, the newly-elected officials (including incumbents) are administered the Oath of Office.

Ms. Powell administered the oath of office to Mayor Dick Sears and Councilwoman-elect Christine Kelly, and Councilmen-elect Daniel Berry and Pete Villadsen.

A new quorum was established as the mayor and all five council members were present as the meeting resumed.

Council Members Present: Mayor Sears and Councilwomen Christine Kelly and Cheri Lee and Councilmen Tom O'Brien, Dan Berry and Pete Villadsen.

Council Members Absent: None

8c. Organizational Meeting: Election of Mayor Pro Tempore – Mayor Sears explained that during the Organizational Meeting, the Council elects a vice chairman who is to act as mayor pro tempore, more commonly known as mayor pro tem. In case of the absence or disability of the mayor, the mayor pro tem shall act as mayor during the continuance of the absence or disability.

Mayor Sears said he supported Councilwoman Cheri Lee who had expressed interest in the position. He then opened the floor for nominations for mayor pro tem.

Councilman Tom O'Brien was nominated and elected by the Council.

8d. Organizational Meeting: Appointment of Holly Springs Representatives – Mayor Sears said that the Town Council is to appoint and/or reappoint representatives of Holly Springs to various board, commissions, committees and task forces.

He then reviewed a list of those who had expressed interest in individual positions.

Mayor Sears reported that the terms on these agency representatives would expire at the next Organizational Meeting in 2019.

Nominations to the agencies were as follows:

- Triangle J Council of Governments Board Member: **Councilman Pete Villadsen**.
- Triangle J Council of Governments Board Member Alternate: **Councilwoman Cheri Lee**.
- Transportation Advisory Committee of CAMPO: **Mayor Dick Sears as member and Councilwoman Christine Kelly as alternate**.
- Holly Springs Parks and Recreation Advisory Committee Ex Officio (non-voting) member. **Councilwoman Lee and Councilman O'Brien as alternate and events representative**.
- Holly Springs Technical Review Committee: **Councilman Dan Berry and Councilman O'Brien as alternate**.
- Civic Organization Grant Program Committee: **Council members Cheri Lee and Dan and Peter**.
- Transit Planning Advisory Committee: **Councilman Tom O'Brien**

Action: The Council approved a motion to appoint the above-named officials to represent Holly Springs on area boards and commissions.

Motion By: Villadsen

Second By: Berry

Vote: Unanimous.

8e. Organizational Meeting: Town Council Meeting Calendar - Mayor Sears said while the Town Council meets at 7 p.m. the first and third Tuesday of each month, an official calendar of these meetings is adopted by the Town Council and filed each year in the Town Clerk's office for the public. By adopting an official schedule each calendar year, the Town Council also has the opportunity to consider in advance any conflicts the regular meeting schedule may have with events or holidays and make changes to times or dates accordingly.

It appears the only possible conflict would be July 3, which falls before the July 4 holiday. If the council would like to cancel this meeting, now would be the time to do so.

Mayor Sears asked that the Town Council adopt the Calendar Year 2018 regular meeting schedule with or without changes, at the Council's discretion.

Action: The Council approved a motion to adopt the Calendar Year 2018 regular meeting schedule with the cancellation of the July 3rd meeting.

Motion By: Villadsen

Second By: O'Brien

Vote: Unanimous.

A copy of the 2018 Town Council Regular Calendar is attached to these minutes.

8f. Organizational Meeting: 2018 Retreat – Ms. Powell said that typically, the Holly Springs Town Council sets aside time each year in the late winter or early spring before budget preparation time begins to meet in focused retreat. Over the years, the accommodations and meeting space offered at Pine Needles Lodge in Southern Pines - while not overly luxurious - are nice enough and have suited the Council's needs.

She said that this is a Council retreat, and it is up to this board as to how it spends time investing in intensive planning and in building relationships with each other and staff members. Staff would like direction as to how to proceed because planning and logistics need to start yesterday.

For those who are new, this is what has been done in the past: The retreat begins Friday morning with breakfast on arrival, followed by an entire day of intense project and program overviews, planning and discussions. After a long day, staff and the Council enjoy dinner and leisure time Friday evening and then pick up again Saturday morning for at least a half day of work. Usually, Friday involves most key staff members and department directors, or a total of about 25 people; Saturday is usually just the Council and the management team, or a total of about 11 people. The Council always comes home to Holly Springs with a work plan and direction for staff.

What would the Council like to do this year? Do you have any ideas you would like to place on a developing retreat agenda? So far, we have: development behind Target... apartments or offices?; transportation bond; historic district; tree preservation/champion tree program or similar tree program.

Now is the time to make arrangements, whether at Pine Needles or other location. If we stick with Pine Needles, then availability is the first two Friday-Saturdays in February (at the winter rate.) Feb. 2-3 and Feb. 9-10. Staff conflicts exist with Feb. 16-17 and Feb. 23-24. If we step into March, then Pine Needles may not be preferable because the rates will go up significantly March 1.

Action: The Council gave staff direction to plan for a 2018 Retreat at Pine Needles for Feb. 9-10, 2018.

9a. 05-DP-02-A04, OFM Building Addition – Mr. Beard said OFM has requested approval to build an additional 78 parking spaces in association with land use changes inside the existing Warehouse/Office structure. The amount of dedicated office space in the building is proposed to increase from 8,225 to 20,000 square feet. Since the new office space is existing unused interior space, no decrease in the warehouse area has occurred. The 20,000 square feet of office space and 119,195 square feet of warehouse space combined would require 107 parking spaces. The applicant has proposed increasing their parking to 144 spaces in anticipation of additional office space conversion in the future.

Mr. Beard said in addition to a request for a development plan amendment, the applicant is requesting several waivers, which are outlined below:

Waivers:

1. 17-WAV-24 – Waiver of Regulations of UDO Section 7.04, 4. Maximum Number of Off-Street Parking Spaces to allow 135% of the required parking.
2. 17-WAV-32 – Request to allow for a Waiver of Regulations of UDO Section 7.09 Waiver of Pedestrian Circulation and Vehicular Area Design Requirements to not be required to provide a functional sidewalk connection from the proposed additional parking area to the front door of the primary structure

Action #1 of 3: The Council approved a motion to make and accept the findings of fact to be recorded in the minutes for a waiver of regulations of UDO Section 7.04 E. 4. Maximum Number of Off-Street Parking Spaces (17-WAV-24) and a waiver of regulations of UDO Section 7.09 Pedestrian Circulation and Vehicular Area Design (17-WAV-32) for Development Plan Petition #05-DP-02-A04 for OFM Building Addition to allow 135% of the required parking and to not be required to provide a functional sidewalk connection from the proposed additional parking area to the front door of the primary structure as submitted by Thompson & Associates, dated Revised 10/23/2017.

Motion by: O'Brien

Second by: Villadsen

Vote: Unanimous

Copies of waivers findings of fact are attached to these minutes.

Action #2: Having made the necessary findings of fact, a motion to approve waivers of UDO regulations, as follows:

17-WAV-24, a waiver of UDO Section 7.04, 4. Maximum Number of Off-Street Parking Spaces, to allow 135% of the required parking; and

17-WAV-32, a waiver of UDO Section 7.09 Waiver of Pedestrian Circulation and Vehicular Area Design Requirements to not be required to provide a functional sidewalk connection from the proposed additional parking area to the front door of the primary structure provided all office spaces are utilized by only primary tenant employees in association with Development Plan Petition #05-DP-02-A04.

Motion by: Villadsen

Second by: Berry

Vote: Unanimous

Action #3: The Council approved a motion to approve Development Plan #05-DP-02-A04 for OFM Building Addition as submitted by Thompson & Associates, dated 10/23/2017 with the following conditions:

1. All previous conditions of approval for *Holland Industrial Park Lots 8 & 9 OFM Flex* shall apply to this amendment.
2. 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: Lee

Second by: Kelly

Vote: Unanimous

9b. Utley Creek Greenway Connection Project - Mr. Siebenbrodt said the Utley Creek Greenway Project will add 3,700 linear feet of greenway to complete the greenway link from W. Balletine Street to Avent Ferry Road, connecting the west side of Town to the east side of Town via an existing pedestrian tunnel that was constructed with the N.C. 55 Bypass.

The Town was approved to receive up to \$725,000, an 80/20 match (congestion mitigation and air quality funds from the Federal Highway Administration) for this project.

He said following the required consultant selection process, the Town's Engineering Department selected Wetherill Engineering, Inc. to be the design consultant for this project. Wetherill will provide the following services for this project or team up with the subconsultants as shown in parenthesis: survey, natural resource assessment (Carolina Ecosystems, Inc.), trail and structure design, water resources design, soil and erosion design, geotechnical services, and right of way and easement acquisition (Professional Property Services, Inc.).

Action: The Council approved a motion to retain Wetherill Engineering, Inc. for \$243,292.96 and approve project budget and \$195,500 in funding inclusive of contingency (the remaining \$60,000 to be funded by NCDOT as a reimbursement).

Motion by: Berry

Second by: O'Brien

Vote: Unanimous

10. Other Business: None that resulted in Council action.

11. Manager's Report: None that resulted in Council action.

12. Closed Session: The Council approved a motion to enter into closed session, pursuant to N.C.G.S. 143-318.11(a)(5) to discuss with the town attorney a matter of real property acquisition.

Motion by: Berry

Second by: O'Brien

Vote: Unanimous.

In closed session, the Council gave direction to the Town's attorney.

No action was taken in closed session, other than a motion to return to open session. The motion to return to open session was made by Councilman O'Brien and seconded by Councilman Villadsen. The vote was unanimous.

13. Adjournment: There being no further business for the evening, the Dec. 5, 2017 meeting of the Holly Springs Town Council was adjourned.

Respectfully Submitted on Tuesday, Dec. 19, 2017.



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