



Oct. 16, 2018

## MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Oct. 16, 2018 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 five council members were present as the meeting opened.

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

**Council Members Absent:** None.

**Staff Members Present:** Randy Harrington, town manager; Daniel Weeks, assistant town manager; John Schifano, town attorney; Joni Powell, town clerk (recording the minutes); Linda Harper, deputy town clerk; Gina Clapp, director of planning and zoning; Matt Beard and Sean Ryan, planners; Kendra Parrish, director of engineering; Paul Allen, real estate acquisition agent; John Herring, police chief; Adam Huffman, assistant parks and recreation director; Patty Dressen, Debbie Mann and Jolanta Milczanowski; Rachel Jones, development review engineer; Mary DePina, project engineer; Mark Andrews, public information officer; Tamara Ward, communications specialist and Billy Whitehead, information technology analyst.

**2 and 3.** The Pledge of Allegiance was recited, and the meeting opened with an invocation by Rev. Jamaal Brown, pastor of Holly Springs United Church of Christ.

**4. Agenda Adjustment:** The Oct. 16, 2018 meeting agenda was adopted with changes, if any, as listed: Modify the time of the Nov. 8 Council work session on the Consent Agenda from 6 to 5 p.m.

**Motion by:** O'Brien

**Second by:** Villadsen

**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:

Gerald Holleman, 5625 Easton Street – Mr. Holleman said he was concerned about the tax rate increase posed by the Wake County and Town of Holly Springs bond questions. He said he would vote no because he can't afford an additional total of 8.8 cents per \$100 value. He urged Council members to make the most out of any funding by working with the Town of Fuquay-Varina for Sunset Lake Road improvements and to see what kind of federal funding could be awarded to Holly Springs.

Stephanie Embry, 304 Mystwood Hollow Circle – Ms. Embry addressed the Council to thank town officials, town staff and Lowes company representatives for hearing and responding to neighbors' concerns. She said residents are thrilled about changes made to the plan and are generally supportive the master plan. She asked for Council support as they all work toward solutions as the property develops.

Chris Thomas, 156 Greenhurst Circle -- Mr. Thomas addressed the issue of the mail kiosk. He explained that the Wildwood pool amenity requires 30 parking spaces. He said moving the mail kiosk to the pool area would be a safer and more acceptable option for the residents of Wildwood; however, it also would eliminate two parking spaces. He added that residents would need to seek a

variance to the requirement for 30 spaces. He went on to explain how moving the kiosk and eliminating the two spaces would satisfy the necessary findings of fact for a variance.

Kevin Russo, 408 Wildwood Farm Way – Mr. Russo said he moved here in May. He said he feels the minimum number of required trees is not enough to guarantee privacy of neighbors and to preserve the backyard views. He said the proposed fence is great but without mature trees, the area between the Wildwood backyards and the rear of the Lowe's store might be a place that would attract people to loiter and peer into yards. He asked if Lowe's would be held to the Town's noise ordinance. In closing, he said he is optimistic about the end result, but he urged Council to address his concerns about noise and landscaping to screen the property and provide privacy.

**6a. Presentation of State Funds** – Mayor Sears introduced Senator Tamara Barringer who addressed Council and presented the Town of Holly Springs a check for \$50,000 from the State of North Carolina. The funds are part of Sen. Barringer's discretionary funds, and her intent is that the grant-in-aid funds will be used by the Town to support the Mayor's anti-bullying initiatives, the Mayor's youth advisory board, the School Safety Program and the teacher classroom supply program. The senator said that all of these projects have one thing in common - the health, welfare, and positive development of the youth in Holly Springs.

Sen. Barringer said her paramount consideration is school safety. To that end, she recommends that the funds be allocated as follows:

- 30 % to the Mayor's Ant-Bullying Program. She said she personally was a victim of bullying in middle school, so she understands first-hand how devastating bullying is to not only victims, but also to the school and community at large. Preventing bullying and any retaliation from its victims can play a very important role in enhancing school safety, she said.
- 30% to the Holly Springs Youth Advisory Board. Sen. Barringer said the youth board recently embraced the causes of anti-bullying and school safety. This investment will empower these young leaders to take this message to their peers, to develop and nurture positive relationships and create an environment and culture promoting school safety, she said. She added that she understands that some of the members of the Mayor's youth advisory board might be travelling to Washington D.C. to advocate for school safety and anti-bullying legislation with our federal elected officials. She said she also will host an advocacy day for them at the North Carolina Senate in the Spring.
- 40% to be invested directly in and for the benefit of Holly Springs schools for projects and supplies that enhance school safety and a positive, supportive learning environment. She said she understands that Holly Springs High School Principal Brian Pittman is willing to coordinate this effort with the other school principals in Holly Springs.

**Action:** The Council approved a motion to accept \$50,000 from the State of North Carolina and to refer it to the Council's civic agency grant committee for disbursement / appropriation.

**Motion by:** Berry

**Second by:** Lee

**Vote:** Unanimous

**6b. Wake County Landfill Report** - Mr. John Roberson, Wake County Solid Waste Management director, addressed the Council about the South Wake Landfill and measures the County is attempting to mitigate odors emanating from the site.

He gave an overview of the facility and measures that are being taken to address odor complaints.

Councilwoman Kelly suggested that the County develop an application for mobile devices for residents to use to register real-time odor complaints. She said she felt the real-time data would provide better information for the County to use and that it would be easier for residents to use in reporting odor complaints.

Council members agreed that was a good idea.

**Action:** None.

**6c. Holly Springs Skyhawks Presentation** – Doug Leroy, president of the Holly Springs Skyhawks, recognized the Holly Springs Parks and Recreation Department for partnering and facilitating the second annual Wings Over Springs event Sept. 1.

Mr. LeRoy, presented a \$1,000 check to the Holly Springs Parks and Recreation Department for future enhancements at the Holly Springs remote control flight field and a \$500 check to Jim Wasley for the Meg's Smile Foundation.

**Action:** The Council approved a motion to accept a \$1,000 donation from the Holly Springs Skyhawks for deposit in the General Fund miscellaneous revenue account.

**Motion by:** O'Brien

**Second by:** Berry

**Vote:** Unanimous

**7a. Public Hearing: Annexation A18-06** - Mr. Clapp said the Town is requesting the annexation of .07 +/- acres on Turner Drive where a pump station is located. The property owner is the Town of Holly Springs, and the property is contiguous with city limits.

The petition meets all the statutory requirements for annexation.

With that explanation completed, Mayor Sears opened the public hearing. The following input was recorded: None.

There being no input, the public hearing was closed.

**Action:** The Council approved a motion to adopt Annexation Ordinance A18-06 annexing .07 +/- acres owned by the Town of Holly Springs, and more particularly described as Wake County Pins: 0750-70-0564, into the corporate limits of the Town of Holly Springs.

**Motion by:** Lee

**Second by:** O'Brien

**Vote:** Unanimous

*A copy of Annexation Ordinance A18-06 is attached to these minutes.*

**7b. Public Hearing: Special Exception Use Petition 18-SEU-06 and Development Plan 18-DP-06** – Mr. Beard said the Town received a request for a minor automotive repair shop on the vacant property on the south side of Rosewood Center Drive at the intersection of Rosewood Center Drive and Sunsprite Way. As an automotive repair – minor use in the CB: Community Business district, the project is required to receive Special Exception Use approval from the Town Council. A development plan also has been submitted with the SEU petition, along with a waiver request to reduce the minimum amount of required glazing (windows or glass doors).

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence was submitted by those who had been administered the oath by the town clerk: None

There being no testimony, the public hearing was continued.

**Action:** The Council approved a motion to continue the public hearing to November 20, 2018 Town Council meeting.

**Motion by:** Kelly

**Second by:** Villadsen

**Vote:** Unanimous

**7c. Public Hearing: Rezoning Petition 18-REZ-07** – Mr. Beard said the Town has received a request to rezone two parcels totaling approximately 26.7 acres situated along Holly Springs-New Hill Road, just west of the Addison Pond and Trinity Creek subdivisions.

He said the public hearing on this question was completed Sept. 18, but action was delayed due to questions about whether the density proposed included or excluded the transmission line easement in the calculation.

The applicant has revised the offered conditions to include a density limit of 2.0 units per acre, net of the power line easement.

Rick Madoni, representing the planning board, addressed the Council to report on that board's discussions:

- Why a transportation impact analysis was not triggered by the proposed rezoning, and whether or not the Town's thresholds for triggering a TIA are too high;
- Proximity of the site to the Shearon Harris power plant, and evacuation routes in the event of emergency.
- If road improvements would include realignments to try to straighten Holly Springs-New Hill Rd where possible.
- The difference between roadway improvements for residential vs commercial development on the site.

The Planning Board recommended approval, following a 7-1-1 vote, Mr. Madoni said. He said board member Van Crandall voted against the motion, expressing concerns for the lack of sufficient information on traffic studies and fiscal impacts on the Town as well as water and sewer improvements

**Action #1:** The Council approved a motion to accept the following as being true: *"The requested zone map change from PUD to R-10 CU is consistent with the Vision Holly Springs Comprehensive Growth Plan since the Future Land Use Plan Map indicates this property as Residential, which allows for residential development between 2 and 8 units per acre, and the proposed R-10 CU: Conditional Use Residential District allows for single-family residential development with a maximum 3.25 dwelling units an acre which is appropriate for the subject properties since they are not located within a Community Growth Area."*

**Motion by:** Villadsen

**Second by:** Berry

**Vote:** Unanimous

**Action #2:** The Council approved a motion to adopt ordinance 18-REZ-007 to approve and enact Zone Map Change Petition #18-REZ-07 to change the zoning of 26.74 acres of Wake County PIN #'s 0639440058 and 0639431389 from PUD: Planned Unit Development to R-10 CU: Conditional Use Residential District as submitted by Shaun Smith with the following conditions offered by the applicant:

1. Building Architecture shall meet the Design Requirements of Unified Development Ordinance Tables 2.09 C-4 and 2.09 C-5, shown in the graphics below.

Table 2.09, C. – 4: Residential Design Features for Front Façades <small>(Amended Ordinance #17-02)*</small>	
Select a minimum of ten (10) of the following design features for the front façade, and a minimum of one (1) garage design feature, with: - All five (5) design features from Group 1; and, - Two (2) design features from Group 2; and, - Three (3) additional design features selected from either Group 2 or Group 3; and, - One (1) garage design feature.	
<b>Group 1—Must have all five (5) of the following:</b> Change in Elevation of Roof Ridge, or, Change in Direction of Roof Ridge, or, Roof with Dormers (minimum of two (2) dormers). Foundation Landscape Package (minimum 2 trees; 1 tree and 4 shrubs; or 8 shrubs). Façade Modulation (other than items listed herein; minimum of 12 inches in depth). Roof Overhangs (minimum 12 inches in depth on all elevations). Decorative garage door, if front loaded.	
<b>Group 2 – Pick at least two (2) of the following:</b>	
Multiple Building Materials (stone, brick, or wood siding) or Textures (shakes, board and batten, etc.) (secondary material must comprise at least 20% of front façade)*.	Side Garage Bump-out (minimum size 3' X 10'). Architectural Shingles. Window Transom or Door Sidelight(s), or Door Transom.
Covered Porch – a covered front porch occupying a minimum of forty (40) percent of the overall width of the primary building containing a dwelling unit.	
<b>Group 3 – Additional Items:</b>	
Decorative Door Architrave. Decorative Window Architrave. Decorative Window Cornice. Decorative Trim Molding (including, at a minimum, fascia, soffit & corner trim). Decorative Front Door (min. 25% glazing).	Shutters (front). Keystone (over all first floor, front façade windows and doors). Pent Roof or Pent Roof Return. Architectural Elements (e.g., quoins, pilasters, soldier courses, friezes, cornices, dentils, etc.).
<b>Garages (attached or detached) if applicable – Choose one (1) of the following:</b> Garage Off-Set (stepped back from front building line by at least 10'). Garage as Percent of Façade (shall not exceed 40% of linear length of ground floor). Side Loaded or Rear Loaded Garages.	
Note for designs with more than two-car garages: no more than two-car garage doors may be located on the same architectural plane. Additional garage doors must be off-set by a minimum of twelve (12) inches. * Front façade wall area shall be exclusive of window or door areas and shall include all wall areas oriented to the front of a primary building containing a dwelling unit between the two side walls of such building.	

Table 2.09, C. – 5: Residential Design Features for Side and Rear Façades	
Select from the following design features based upon the location and orientation of the side or rear façade:  - Street Orientation – a minimum of five (5) of the following design features, with at least two (2) features selected from Group 1, for any side or rear façade oriented toward a street, or,  - Open Space Orientation – a minimum of four (4) of the following design features, with at least two (2) features selected from Group 1, for any side or rear façade oriented toward an open space common area.	
<b>Group 1:</b> Change in Direction of Roof Ridge. Finished Space "pop-out" (minimum size 3' X 10'). Façade Modulation (minimum variation eighteen (18) inches in depth and four (4) feet in width). Open or Screened in Porch (minimum size 10' X 10'). Bay or Oriel Window. Roof with Dormers (minimum of two (2) dormers). Roof Overhangs (minimum 12" on all elevations). Minimum 50% brick or stone on rear façade*. Brick or stone chimney.  * Note: Rear façade wall area shall be exclusive of window or door areas and shall include all wall areas oriented to the rear of a primary building containing a dwelling unit between the two side walls of such building.	
<b>Group 2:</b>	
Multiple Building Materials (secondary material must comprise at least 20% of the applicable façade). Hip Roof. Roof Overhang (subject elevation only). Decorative Door Architrave. Decorative Window Architrave. Decorative Window Cornice. Decorative Trim Molding (including, at a minimum, fascia, soffit and corner trim). Architectural Elements (e.g., quoins, pilasters, soldier courses, friezes, cornices, dentils, etc.).	Accent Siding. Elevated Deck with Decorative Rail/Patio Doors – Double Width (not sliding glass doors). Integrated Covered Storage Area (not the same as a side garage bump-out; minimum size 3' X 10'). Shutters (all sides). Door Transom. Window Transom. Window Grids (permanent). Patio Doors (double width, not sliding).
[Amended Ordinance #06-04]*	

2. Vinyl siding is not permitted; however, vinyl windows, decorative elements, and trim are permitted.
3. All single-family homes shall have a crawl space or have a raised foundation with a minimum rise of at least 20 inches from average grade across the front of the house to the finished floor level at the front door.
4. A varied color palette shall be utilized on homes throughout the subdivision to include a minimum of three color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
5. Front porches shall be a minimum of 6 feet deep.
6. Trees shall be preserved in accordance with the proposed unified development ordinance section 7.01.j, required tree preservation.
7. The town requires certain fees to be paid upon development of land and for the granting of a building permit. said fees are listed in the town's annual budget, and with this rezoning the developer agrees he/she (i) is familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an infrastructure reimbursement agreement, hereby agrees to timely pay all normal and customary fees applicable to developer in connection with the residential project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.
8. The town requires, pursuant to N.C.G.S. § 160a-372, the dedication and construction of streets and rights of way, as shown in the approved comprehensive transportation plan, to create conditions essential to public health, safety, and the general welfare. A rezoning may be delayed until such time as necessary transportation improvements (to include offsite improvements) may be made, unless the town and the developer can enter into agreements to accelerate the time for completion of these needed improvements.
9. Developer agrees to pay a fee-in-lieu for the signal at Green Oaks Parkway and New Hill Road proportionate to the projects impact.
10. The maximum density shall be 2.0 dwelling units per acre, net of the power line easement.

**Motion by:** O'Brien

**Second by:** Lee

**Vote:** Unanimous

*A copy of Rezoning Ordinance 18-REZ-07 is attached to these minutes.*

**7d. Public Hearing: Comprehensive Plan Amendment 18-CPA-05 –** Ms. Clapp explained at the 2018 Town Council Retreat in February, Council approved a proposal to create a 5-year rotating schedule that will ensure that each Section of Vision Holly Springs: Town of Holly Springs Comprehensive Plan will be evaluated every five years.

The first step was to finalize modifications to Section 1: Future Land Use to update the text and map as a result of the Southern Area Planning Initiative. These amendments were finalized in August 2018.

Step 2 is "re-packaging" and updating the document to reorganize the document, ensure that the plan is referencing the most up-to-date information and plans/documents that have been adopted by the Town Council.

Ms. Clapp gave an overview of the changes.

She said the changes were presented to the Planning Board, which recommends adoption.

At this time, Mayor Sears opened the public hearing to accept comment on the proposed Comprehensive Plan Amendment 18-CPA-05.

There being no input, the public hearing was closed.

In discussion, Council consensus was that the resolution should be that the Council approves an "interim plan update" rather than "readopting" the comprehensive plan in its new updated form since it would be further amended in the coming months.



**Action:** The Council approved a motion to adopt an amended version of Resolution #18-41 approving and enacting 18-CPA-05 Vision Holly Springs: Town of Holly Springs Comprehensive Plan interim update.

**Motion by:** Berry

**Second by:** Lee

**Vote:** Unanimous

*A copy of Resolution 18-41, as amended, is attached to these minutes.*

**7e. Public Hearing: Rezoning Petition 18-REZ-08** – Mr. Beard said the Town has received a request to rezone several parcels totaling 37.22 acres on both sides of Ralph Stephens Rd east of the intersection with Avent Ferry Rd, east of the Autumn Park subdivision from R-20 to R-MF-8 Conditional Use.

He said the applicant is committing to a list of conditions.

Mr. Madoni reported on the Planning Board's discussions and that the board recommended approval following an 8-1 vote.

At this time, Mayor Sears opened the public hearing to accept comment on the rezoning request.

Jason Barron, representing applicant – Mr. Barron gave an overview of the request.

Councilman Berry asked why was the original mixed use not on the plans presented. Mr. Barron said because the Southern Area Plan Initiative designated these parcels to be all residential.

The traffic engineer representing the applicant addressed the Council on his firm's traffic impact analysis of development of the site in regard to connectivity and congestion.

Discussion centered on develop of the site and its potential impacts.

Mr. Barron asked if a development plan for the property would help the Council feel more comfortable with a making a decision on the rezoning request.

The Town Attorney advised the Council to consider rezoning only, asking the question if the most intense uses allowed in R-MF-8 Conditional Use zone would be appropriate for the property. He added that many of the concerns of the Council would be addressed at the development plan stage for the site.

There being no further input, the public hearing was closed.

Councilman Berry said that when the Council did its SAPI land use plan, he personally saw higher density on this parcel. However, he said he feels the described development of the property was not exciting. He said he would be open to higher density of the property if the project were to be a better product.

Councilwoman Lee asked for extra transportation improvements than what was recommended in the TIA. She said she doesn't see how the road widening that is planned would help.

Councilman Berry said he would be comfortable with tabling the request to see if the developer could address some concerns.

**Action:** The Council approved a motion to defer action on ordinance 18-REZ-08.

**Motion by:** Berry

**Second by:** O'Brien

**Vote:** Unanimous

**8. Consent Agenda:** The Council approved a motion to approve all items on the Consent Agenda. The motion carried following a motion by Councilman O'Brien, a second by Councilman Villadsen and a unanimous vote. The following actions were affected:

7a. Minutes – The Council approved minutes of the Board's meetings held Sept 18, Sept. 25 and Oct. 2, 2018.

7b. Budget Amendment Report – The Council received a report of monthly administrative budget amendments approved by the Town Manager. *A copy of the budget amendment report is attached to these minutes.*

7c. Eastern Entertainment Contract – The Council approved to enter a \$18,500 contract with Eastern Entertainment for HollyFest.

7d. Ting Park Phase 2 Project - The Council accepted a T.A. Loving quote for \$27,413 to complete the Ting Park Phase 2 construction project.

7e. Ting Park Storm Water Project – The Council approved to accept the Dragonfly Pond Works quote for \$15,107 to repair the Ting Park storm water control device.

7f. Ballentine Signal Contract – The Council approved to award the Ballentine traffic signal construction contract to T&H Electrical Corporation and approves funding in amount of \$140,000.

7g. Budget Amendment \$4,006,527 – The Council adopted an amendment to the FY 2018-19 budget in the amount of \$4,006,527 reallocating revenues to a new line item. *A copy of the budget amendment is attached to these minutes.*

7h. Budget Amendment, \$1,500,000 The Council adopted an amendment to the FY 2018-19 budget in the amount of \$1,500,000 to move Quarter 1 fees in lieu of dedication to parks and recreation reserves. *A copy of the budget amendment is attached to these minutes.*

7i. Budget Amendment, \$6,015,000 The Council adopted an amendment to the FY 2018-19 budget in the amount of \$6,015,000 to transfer funds from system development fees to capital reserve funds. *A copy of the budget amendment is attached to these minutes.*

7j. Budget Amendment, 1,000,000 – The Council adopted an amendment to the FY 2018-19 budget in the amount of \$1,000,000 to transfer funds from the previous year budget to this year's budget. *A copy of budget amendment is attached to these minutes.*

7k. Fred Smith Change Order #4 – The Council approved change order #4 for \$19,688.05 to the Fred Smith contract to accommodate design changes in the Town Hall Commons public infrastructure project.

7l. Council's Meeting Calendar – The Council approved to amend the Council's meeting calendar to include a work session at 5 p.m. Thursday, Nov. 8.

**9a. Lowes Home Improvement, 18-MAS-01** – Mr. Ryan said the Town has received a request for a commercial subdivision located southwest of the intersection of Ralph Stephens Road and GB Alford Highway. The applicant has submitted a detailed master plan, which establishes the transportation network, utility layout, lot lines, common landscaping, and master architectural guidelines (common building materials and colors) for future development of the property.

If the master plan is approved, the next step in the development process would be a detailed development plan for each out lot. The detailed development plan will determine the specific use of the property (based on the permitted or special exception uses permitted in the CB zoning district) and specific design standards such as pedestrian circulation, building location, parking lot layout, loading locations, internal landscaping, site lighting, and building elevations, Mr. Ryan said.

Ms. Jones went over results of the traffic impact analysis and explained the road widening / road improvements that are recommended. She said NCDOT would be requiring a superstreet configuration of the Hwy 55 intersection.

A team from Lowes addressed the Council, giving an overview of the site. They said the development would recommend a \$27 million investment in the community and 120 full-time jobs.

They also addressed residents' concerns about moving the mail kiosk, buffer landscaping and noise.

The Lowes representative said he is not sure the residents are asking for Lowes to move the kiosk and get a variance for the removal of two parking spaces. He said Lowes would participate in funding, but the mail kiosk is not part of the Lowes development plan. He said he figured the development of the Wildwood development plan would have to be amended and a variance obtained from the Board of Adjustment.

He said Lowes would participate in funding but would not be amenable to doing any construction off their own site.

On the issue of noise, he said the site would see an average of 10 trucks a day between the hours of 7 a.m. and 7 p.m. He said he would not anticipate after the noise ordinance deadline of 9 p.m. He said for those who arrive later and want to wait at the loading dock until the store opens

the next day, Lowes would have signs instructing drivers to turn their truck motors off and not leave them running.

On the issue of the landscape buffer, he said the Lowes team would consider neighbor concerns as they get into the development plan stage. At that time, they can decide if a fence on property line would be workable.

On the issue of traffic, he said Lowes would do all the transportation improvements it would be required to do, including building a super street intersection on Hwy. 55.

Ms. Parrish explained that NCDOT controls Hwy. 55, and this intersection lies within NCDOT's designated area for super streets.

Councilwoman Kelly asked if the company had met with residents of Somerset Farm subdivision across the highway since the superstreet intersection would be a traffic pattern change that would impact them.

The Lowes representative said the company had not met with Somerset Farm residents since the subdivision is located across the highway and not adjacent to their own site.

**Action:** The Council approved a motion to approve Master Plan #18-MAS-01 for Lowe's Commercial Master Plan as submitted by Freeland & Kauffman, Inc., dated revised 10/05/2018 with the following conditions:

1. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
2. Installation of the signal at Ralph Stephens Road and Wildwood Farm Way is required with this Master Plan, if warranted and approved by NCDOT and the Town.
3. The following items are to be included with each development plan:
  - a. If the signal at Wildwood Farm Way and Ralph Stephens Road is not approved by NCDOT and the Town with this Master Plan, each development plan shall provide a signal warrant analysis and evaluate the intersection. Installation of the signal is required with such development plan when warranted and approved by NCDOT and the Town.
  - b. Each development plan shall evaluate the intersection of Ralph Stephens Road and Piney Grove-Wilbon Road and be required to pay a fee-in-lieu proportionate to warrant for the exclusive, northbound, right turn lane. If warranted, installation is required with such development plan.
  - c. A completed Industrial Waste survey short form. Note that information on this form may result in additional permitting or information being required.
  - d. The Grease Trap Form as required for all businesses that will be handling fats, oils, or grease (i.e. restaurants).
4. The following items are to be included with the first development plan submitted for an outlot in this subdivision
  - a. Detailed amenity area information
  - b. Detailed tree survey information for preservation increments shall be provided. If preserved plant material is insufficient to meet the minimum PUV, revegetation shall occur in accordance with the standard increment detail.
  - c. Pending finalized and approved wastewater report, upgrades to the Holy Springs Basal Creek Pump Station and Garrison Pump Station abandonment may take place with the development of the Lowe's and grocery outparcel. The necessary wastewater improvements shall be shown on the development plan prior to Town Council approval.
5. Prior to Final Plat, the following must be completed:
  - a. The cross-access easement must be recorded.
6. Prior to 1st Construction drawing submittal, the following items must be addressed or included with the submittal:
  - a. Thoroughfares, collectors and boulevards will require a calculated pavement design. This may result in a pavement cross section bigger than the specified minimum.
  - b. Documentation of any required offsite right-of-way must be provided in the form of a recorded plat.



- c. A flood study is required to meet the Town's policy for Hydrologic Basin Models (Town Policy - P-018). The flood study needs to be updated to reflect this project and will need to demonstrate that development of the site will not raise established flood levels. Retention or detention may be required to accomplish this. The following is the approved flood study that this project will need to update: Vaughn Tract.
  - d. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
7. Prior to approval of construction drawing and/or land disturbance permit, the following items must be addressed:
- a. All required infrastructure improvements; including transportation improvements identified in the TIA, right-of-way dedication, thoroughfare widening and utility connection and extension, must be completed and constructed with the Master Plan and approved by the Town and NCDOT.
  - b. All improvements associated with the design and construction of the superstreet at NC55 and Ralph Stephens Road/Teal Lake Drive, shall be completed and constructed and receive approval from the Town and NCDOT.
  - c. The second westbound through lane on Ralph Stephens Road at Wildwood Farm Way shall be constructed.
  - d. Approval of Stormwater Management Plan is required.
  - e. Payment of the Stormwater Fee-in-Lieu will be required.
  - f. All environmental permits must be obtained for the entire project.
8. 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 125% 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.
9. Site Drive #3 on Wildwood Farm Way shall be restricted to right-in/right-out with an exclusive left turn lanes for left turns into the site at this location. Re-evaluation of this designation is at the discretion of the Director of Engineering. If deemed warranted after operational, Site Drive #3 would revert to right-in/right-out only with no left in.
10. The Traffic Impact Analysis (TIA) is being finalized. Any changes that are identified as a result of the final, approved TIA shall be incorporated in the construction drawings or through an amendment to the master plan.
11. An Infrastructure Reimbursement Agreement (IRA) is under review for this project. Any changes required as a result of the agreement shall be incorporated into the plans. Once finalized, the IRA will be presented to the Town Council for review and approval.
12. The Hydraulic Fire Flow Analysis (FFA) must be finalized and approved prior to the first Construction Drawing Submittal.
13. Fencing shall be installed along the southern property line (adjacent to Wildwood) in addition to the required landscape buffering.
14. The required landscape buffer along the southern property line (adjacent to Wildwood) shall be planted after the site is graded.
15. Developer will cost-share and contribute to the relocation of the Wildwood mail kiosk and monument sign to suitable locations.

**Motion by:** Berry

**Second by:** O'Brien

**Vote:** The motion carried, following a 4-1 vote. Councilman Kelly voted against the motion.

**9b. Planning Board Mid-Term Vacancy -** Ms. Clapp said that Mr. John Stolarik, an extraterritorial member of the Planning Board, resigned in August. The vacancy was advertised, and two applications were submitted:

- 1. Malcolm R Aldridge, Oliver Creek

2. Michael Andreas, Woods Creek Road

She said the Council will recommend one applicant to the Wake County Board of Commissioners to be appointed to fill the remainder of the term ending February 29, 2020.

**Action:** The Council approved a motion to recommend that the Wake County Board of Commissioners appoint Michael Andreas to fill the remainder of the ETJ Member term ending February 29, 2020 on the Holly Springs Planning Board.

**Motion by:** Lee

**Second by:** Kelly

**Vote:** Unanimous

**9c. Parks and Recreation Advisory Committee Vacancy -** Mayor Sears explained that a member of the Parks and Recreation Advisory Committee recently resigned.

Mayor Sears asked for nominations.

**Action:** The Council approved a motion to appoint Val Atkinson to the Holly Springs Parks and Recreation Advisory Committee to fill a term that expires June 30, 2019.

**Motion by:** Berry

**Second by:** Villadsen

**Vote:** Unanimous

**9d. Tower/Satellite Meter Reading Equipment Project -** Ms. Dressen and Ms. Milczanowski said this request seeks approval of a contract for \$168,000 to begin the installation of tower read/satellite equipment for the water utility reading process. Funds for this contract are budgeted in the Utility Meter Department, 30-440-42 90.01.

Ms. Dressen said the system would be more efficient, more accurate and better for residents because they won't have to wait 30 days before finding out they have a leak.

Ms. Milczanowski explained the technology that would be used and demonstrated the mobile application that residents would use.

She said the system will read meters continually and alert the town and customers to leaks.

**Action:** The Council approved a motion to adopt Resolution 18-42 authorizing a sole source contract and to enter a contract for \$168,000 to begin the installation of tower read/satellite equipment for the water utility reading process

**Motion by:** Lee

**Second by:** Berry

**Vote:** Unanimous

*A copy of Resolution 18-42 is attached to these minutes.*

**9e. Condemnation Resolution, Road Widening Project -** Mr. Schifano said, pursuant to Chapters 126 and 40A of the North Carolina General Statutes, the Town of Holly Springs is vested with the authority to condemn property for a public purpose. The property in question is located at 1336 New Hill Rd. and is part of a road widening project required with the traffic impact of Thales Academy. Attempts to contact the property owner for negotiation have proven unsuccessful. Additionally, the property in question is defunct in its payment of property taxes.

**Action:** The Council approved a motion to adopt Resolution 18-43 for the condemnation of the property indicated.

**Motion by:** Villadsen

**Second by:** Berry

**Vote:** Unanimous

*A copy of Resolution 18-43 is attached to these minutes.*

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

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

**12. Closed Session:** None.

**13. Adjournment:** There being no further business for the evening, the Oct. 16, 2018 meeting of the Holly Springs Town Council was adjourned.

day, Nov. 6, 2018.

*Joni Russell* \_\_\_\_\_

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

