



Dec. 18, 2018

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Dec. 18, 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; Linda Harper, deputy town clerk (recording the minutes); 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; Tina Stroupe accounting finance manager; 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. Stephen Bodine, pastor of Church of Jesus Christ and the Latter Day Saints.

4. Agenda Adjustment: The Dec. 18, 2018 meeting agenda was adopted with changes, if any, as listed: Add agenda item: State funding to connect traffic signals to fiber network after Public Comment: and add to request and communications: as 6c. SpringsFest request.

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:

David Adams of 2624 Broad Street Holly Springs, said he wanted to thank the Town Manager for his services to the community.

State Funding to Connect Traffic Signals to Fiber Network - Mr. Harrington explained that NCDOT operates approximately 30 traffic signals in Holly Springs. The traffic signals are not connected to a fiber network for signal coordination.

He said the Town has identified an opportunity to connect the Town's fiber infrastructure to the NCDOT signal system to create an "Intelligent Traffic System".

He explained that Intelligent Traffic Systems are a proven infrastructure investment to improve traffic signal synchronization and traffic flow, mitigate congestion, enhance signal reliability, and offer a safer motorist and pedestrian experience.

The Town has completed the design and construction bidding documents, but does not have funding to execute the Intelligent Traffic System project.

This Council action is to request the General Assembly to fund an Intelligent Transportation System for Holly Springs during the current special legislative session.

Action: Motion to adopt a Resolution 18-54 requesting funding support of \$390,000 from the North Carolina General Assembly for connecting traffic signals to the Town's fiber network.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

6a. Oath of Office – Mayor Sears said that Mr. Andreas' appointment to the Holly Springs Planning Board was approved by the Wake County Commissioners on November 7.

Ms. Harper administered the oath of office to Mr. Andreas serving as a Planning Board member.

Action: None.

6b. Wake County Destination Strategic Plan – Mr. Loren Gold, executive vice president of the Greater Raleigh Convention and Visitors Bureau gave a presentation on the results of the destination strategic plan for the future of Wake County tourism. He said the goal is to reach 21.7 million visitors by 2028. He said that over 1,800 individuals were engaged in this outreach and reviewed the tourism infrastructure and development of the plan. He said the plan priorities were conventions and meetings, sports, key attractions, development, events, individual leisure drivers, regional demand drivers and quality of place. Mr. Gold said that Holly Springs includes all elements of the plan with existing assets, and amenities and potential developments.

Action: None.

6c. SpringsFest – Ms. Christine Quante, Chamber of Commerce Executive Director said the Town Council heard at the last meeting about a vision for a new downtown event called SpringsFest. The overarching goal of SpringsFest would be to bring people downtown to celebrate the opportunities it offers and the bright future ahead. The proposed date is April 27, 2019.

Mr. Weeks said staff met with Ms. Quante and Pace Yourself Running Group to determine what town resources would be needed. Planned activities include the N.C. Spring Classic 8k and 16k running races, artisanal vendors, food trucks, a beer garden, classic car show, musical entertainment on stage, and more.

Mr. Weeks said the Chamber is seeking event sponsors from the community to offset the event organizers' costs, which include garbage collection and disposal, a shuttle service, audio/visual technology, and public safety personnel.

As a partner in SpringsFest, staff proposed that the Town Council consider waiving any Parks and Recreation fees associated with the rental of Sugg Farm (needed for race activities and event parking) and the entertainment stage. These proposed fee waivers total \$2,700.

Councilwoman Kelly asked about detouring traffic routes and traffic management near Grigsby Avenue and Avent Ferry Road areas during the event. Mr. Weeks said there was a plan for detouring traffic in those areas.

Councilman O'Brien discussed the fees being requested to waive and the use of Sugg Farm. Mr. Weeks explained that the request is waiving the Sugg Farm (needed for race activities and event parking) and stage rental fees.

There was discussion of the Town's policy for nonprofit organizations and waiving of rental fees. Mr. Weeks explained the difference with this request is the Town is partnering with the Holly Springs Chamber of Commerce and Pace Yourself Running Group for this event. The Town has not participated in a partnership with nonprofit organizations in past events.

Councilwoman Kelly asked who would be receiving the profits of this event. Mr. Weeks indicated the Holly Springs Chamber of Commerce and Pace Yourself Running Group would receive profits for the races.

Action: Motion to waive Sugg Farm rental fee of \$2,500 and P&R stage rental fee of \$200 for SpringsFest 2019, for a total fee waiver of \$2,700.

Motion by: Villadsen
Second by: Berry
Vote: Unanimous

7a. Public Hearing: Special Exception Use Petition 18-SEU-09 and Development Plan 18-DP-08 – Mr. Beard said the applicant is requesting Special Exception Use and Development Plan approvals for a Self-storage (Mini-) Warehouse in BT: Business and Technology District for the properties located at 1307 and 1309 New Hill Rd.

He said that staff has reviewed the requested development plan and has found that the petition as submitted complies with the minimum requirements as specified in Town adopted land development policies and ordinances.

Mr. McGrath, Planning Board representative said the Planning Board concerns were the proximity to intersection of Holly Springs New Hill Road and Old Holly Springs Apex Road with the alignment of the future roadway and economic developments concerns.

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:

Logan Burnett, of 201 Elliott Road Chapel Hill said he has worked with town staff getting the best fit and design for the Town. He reviewed the demand for mixed use of flex space and self-storage. Mr. Burnett said the facility design is made up of 61,265 square feet of rentable storage space across 520 units and 2,400 square feet of storefront office space. He reviewed the facility design of using the storefront for office use and rear of the building for storage.

Lesley McAdams of 3429 Rugby Road, Durham spoke of the use of storefront offices and self-storage to the rear for more of an economic development demand. Offices could store their materials in the rear of the building instead off site.

Baxter Walker of 702 Oberlin Road, Raleigh said adding the flex space office front adds to the project and spoke about the need for these types of uses.

There being no testimony, the public hearing was closed.

Councilwoman Kelly asked what the economic development concerns on this request were. Mr. Weeks said after Ms. Krstanovic expressed her concerns at the Planning Board meeting she approved of this project.

There were further discussions regarding to the surrounding topography, the design of the building and the storage of hazardous materials. Mr. Ryan said the Fire Department has reviewed and approved the plan.

Action 1: The Council approved a motion to make and accept the Findings of Fact for a Special Exception Use 18-SEU-09 as specified in Unified Development Ordinance Section 4.01 BT: Business and Technology District to allow for a Self-storage (Mini-) Warehouse in the BT: Business and Technology District at the property located at 1307 & 1309 New Hill Rd, Wake County PIN's 0649352198 and 0649351291.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section

7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;

- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

Motion by: Kelly

Second by: Villadsen

Vote: Unanimous

A copy of special exception use 18-SEU-09 is attached to these minutes.

Action 2: Having made findings of fact that the project meets the requirements to be granted a Special Exception Use, motion to approve Special Exception Use #18-SEU-09, a request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 4.01 BT: Business and Technology District to allow for a Self-storage (Mini-) Warehouse in the BT: Business and Technology District, and Development Plan 18-DP-08, at the property located at 1307 & 1309 New Hill Rd, Wake County PIN's 0649352198 and 0649351291, as submitted by Draper Aden Associates, project number 18080136-01, dated revised 10/8/2018 with the following conditions:

Special Exception Use

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-09.

Development Plan

1. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
2. The following items must be addressed prior to the first construction drawing submittal:
 - a. The FFA must be completed and approved.
 - b. Finalize cost estimate for road improvements on Holly Springs New Hill Road.
 - c. Thoroughfares, collectors and boulevards will require a calculated pavement design.
 - d. Provide documentation in the form of a recorded plat for offsite right-of-way dedication.
 - e. All items listed on the Stormwater Submittal Checklist, Form #16003 must be provided.
3. The following items are to be addressed prior to or included on the first construction drawing submittal:
 - a. A point-by-point photometric plan for site lighting must be submitted with the first review of construction drawings.
4. The following items must be addressed prior to land disturbance permit or construction drawing approval:

- a. Fee-in-lieu for road improvements on Holly Springs New Hill Road is required.
- b. Provide documentation in the form of a recorded plat for utility easements.
- c. Fee-in-lieu of upgrade will be required for this project for downstream Pump Station.
- d. Approval of Stormwater Management Plan is required.
- e. Payment of the Stormwater Fee-in-Lieu will be required.
- f. 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.
- g. All environmental permits must be obtained for the entire project.

Motion by: O'Brien

Second by: Lee

Vote: Unanimous

7b. Public Hearing: Special Exception Use Petition 18-SEU-10 and Development Plan 18-DP-

09 – Mr. Beard said the applicant has requested a Special Exception Use for a multi-tenant building within the Sunset Lake Commons shopping center. This proposal includes a Sherwin-Williams paint store as well as two additional suites in the same building that would have a restaurant use, with the end suite including a drive-through facility.

He said that staff has reviewed the requested development plan and has found that the petition as submitted and presented to the Town Council complies with the minimum requirements as specified in Town adopted land development policies and ordinances.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence were submitted by those who had been administered the oath by the town clerk:

Paul Williams of 210 W. Fourth St., Winston Salem said that his company has been looking for an area that would allow mixed and acceptable uses. He reviewed the stacking and access for the drive-through of the proposed restaurant. He discussed the buffers and retaining wall surrounding the garbage dumpsters. Mr. Williams said the operational hours of the businesses would be from 5:00 a.m. to 10:00 p.m.

There being no testimony, the public hearing was closed.

Mr. McGrath said the Planning Board discussed the impact of on-site vehicle stacking with the inclusion of a drive-through restaurant on site, as well as the means of navigating the site by foot and driving when significant stacking is occurring.

Action 1: The Council approved a motion to make and accept the Findings of Fact for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 LB: Local Business District to allow for a Restaurant – Drive through use in the LB: Local Business District at the property located at 201 Matthews Drive, outparcel OP 2 of Sunset Lake Commons Phase II Master Plan, (portion of) Wake County PIN 0669077095 as described in the Legal Description below:

BEGINNING at an existing iron pipe located in the eastern right-of-way of Sunset Lake Road, S.R. 1301, a 100 ft. public right-of-way, said iron being the southwest corner of the property of the Goodwill Community Foundation, Inc. as referenced in Deed Book 14030, Page 1187 and shown on Book of Maps 2017, Page 123 and recorded in the Wake County Registry; thence leaving the said right-of-way and with the common line of the said Goodwill Community Foundation, Inc. property, N 54°56'02"E a distance of 237.61 feet to an existing iron pipe in the western right-of-way of Matthews Drive, a 37 ft. private right-of-way; thence continuing with the said private right-of-way, S 55°41'27"E a distance of 4.53 feet to a point on a curve having a radius of 181.50 feet; thence with the said curve as it turns to the right an arc length of 16.53 feet and having a chord bearing of S 53°04'53"E and a chord distance of 16.52 feet to an existing iron pipe; thence continuing with the said private right-of-way, S 52°03'04"E a distance of 22.84 feet to a point on a curve having a radius of 181.78 feet; thence with the said curve as it turns to the

right an arc length of 53.80 feet and having a chord bearing of S 43°33'57"E and a chord distance of 53.60 feet to a point; thence S 35°03'58"E a distance of 74.04 feet to a point on a curve having a radius of 20.00 feet; thence with the said curve as it turns to the right an arc length of 28.14 feet and having a chord bearing of S 05°14'46"W and a chord distance of 25.88 feet to a point on a curve having a radius of 532.50 feet and being located in the northern right-of-way of Lassiter Road, a 65 ft. public right-of-right; thence with the said Lassiter Road right-of-way and with the said curve as it turns to the right an arc length of 87.13 feet and having a chord bearing of S 50°14'46"W and a chord distance of 87.04 feet to a point; thence S 54°56'02"W a distance of 132.78 feet to a point on a curve having a radius of 25.00 feet; thence with the said curve as it turns to the right an arc length of 39.39 feet and having a chord bearing of N 79°55'36"W and a chord distance of 35.44 feet to a point in the said eastern right-of-way of Sunset Lake Road; thence with the said right-of-way of Sunset Lake Road, N 34°47'14"W a distance of 17.05 feet to a point; thence N 34°13'05"W a distance of 153.55 feet to the Point and Place of BEGINNING and containing 49,665 sq. ft. or 1.1401 acres.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

Motion by: Berry

Second by: Lee

Vote: Unanimous

A copy of special exception use 18-SEU-10 is attached to these minutes.

Action 2: Having made findings of fact that the project meets the requirements to be

granted a Special Exception Use, motion to approve Special Exception Use #18-SEU-10, a request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.02 LB: Local Business District to allow for a Restaurant – Drive Through use in the LB: Local Business District, and Development Plan #18-DP-09, at the property located at 201 Matthews Drive, outparcel OP 2 of Sunset Lake Commons Phase II Master Plan, (portion of) Wake County PIN 0669077095 as described in the Legal Description below:

BEGINNING at an existing iron pipe located in the eastern right-of-way of Sunset Lake Road, S.R. 1301, a 100 ft. public right-of-way, said iron being the southwest corner of the property of the Goodwill Community Foundation, Inc. as referenced in Deed Book 14030, Page 1187 and shown on Book of Maps 2017, Page 123 and recorded in the Wake County Registry; thence leaving the said right-of-way and with the common line of the said Goodwill Community Foundation, Inc. property, N 54°56'02"E a distance of 237.61 feet to an existing iron pipe in the western right-of-way of Matthews Drive, a 37 ft. private right-of-way; thence continuing with the said private right-of-way, S 55°41'27"E a distance of 4.53 feet to a point on a curve having a radius of 181.50 feet; thence with the said curve as it turns to the right an arc length of 16.53 feet and having a chord bearing of S 53°04'53"E and a chord distance of 16.52 feet to an existing iron pipe; thence continuing with the said private right-of-way, S 52°03'04"E a distance of 22.84 feet to a point on a curve having a radius of 181.78 feet; thence with the said curve as it turns to the right an arc length of 53.80 feet and having a chord bearing of S 43°33'57"E and a chord distance of 53.60 feet to a point; thence S 35°03'58"E a distance of 74.04 feet to a point on a curve having a radius of 20.00 feet; thence with the said curve as it turns to the right an arc length of 28.14 feet and having a chord bearing of S 05°14'46"W and a chord distance of 25.88 feet to a point on a curve having a radius of 532.50 feet and being located in the northern right-of-way of Lassiter Road, a 65 ft. public right-of-right; thence with the said Lassiter Road right-of-way and with the said curve as it turns to the right an arc length of 87.13 feet and having a chord bearing of S 50°14'46"W and a chord distance of 87.04 feet to a point; thence S 54°56'02"W a distance of 132.78 feet to a point on a curve having a radius of 25.00 feet; thence with the said curve as it turns to the right an arc length of 39.39 feet and having a chord bearing of N 79°55'36"W and a chord distance of 35.44 feet to a point in the said eastern right-of-way of Sunset Lake Road; thence with the said right-of-way of Sunset Lake Road, N 34°47'14"W a distance of 17.05 feet to a point; thence N 34°13'05"W a distance of 153.55 feet to the Point and Place of BEGINNING and containing 49,665 sq. ft. or 1.1401 acres.

with the following conditions:

Special Exception Use

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-10.

Development Plan

1. All previous approval conditions for Sunset Lake Commons Master Plan and Sunset Lake Commons Phase 2 Subdivision Plan apply to this plan as well.
2. The following items are to be addressed prior to or included on the first construction drawing submittal:
 - a. A point-by-point photometric plan for site lighting must be submitted with the first review of construction drawings.
3. The following items are to be addressed prior to construction drawing approval:
 - a. Fee-in-lieu of upgrade is required for this project for existing downstream Pump Station/Force Main upgrades.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

7c. Public Hearing: Special Exception Use Petition 18-SEU-11 and Development Plan 18-DP-11

– Mr. Beard said the applicant has requested a Special Exception Use for a Child Care Center in the CB Community Business District. The property is located in the Southern Crossroads Master Plan area and is subject to the design and architecture requirements of the Southern Crossroads Architectural Guidelines.

He said the Development Plan shows an 11,200 square foot child care center, with the primary structure placed at the intersection of Ralph Stephens Rd and Piney Grove-Wilbon Rd with an attached 8,500 square foot play area south of the building. All parking is located behind the building away from view from the intersection.

Mr. McGrath of the Planning Board said the board's concerns were about adequate sidewalk/pedestrian access and connectivity with the high density development within the surrounding areas.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence were submitted by those who had been administered the oath by the town clerk:

Bill Brian, 1112 W. Main Street, Durham, Attorney at Law representation of Lightbridge Academy entered into the record for the special exception use all the plans submitted and tendered his witnesses as experts in their field, as follows: Trenton Steward, P.E. design professional; William Mitchel, landscape architect and Steven Urena, architect; Ryanal Stephenson, Ramey and Kemp, traffic engineer; Marvin Waldo, with LightBridge Academy; Brian Grovenstein and Rebecca Grovenstein, local operators of the facility; H. Brantley Powell; Southern Crossroads developer; and particularly Jack Smyer who was received as an expert in engineering and land planning by the Council. Mr. Brian provide legal evidence of the findings of fact for special exception use 18-SEU-11. (*A copy of special exception use 18-SEU-11 findings of fact is attached to these minutes.*)

Jack L. Smyre, PE AICP of Design Response, Inc. 215 E. Chatham Street, Cary said this request is for a special exception use for a child care center. He reviewed the location, zoning, the master plan and the size of the child care center. He reviewed the plans for the site, landscaping, stormwater and grading and building elevations. He said the operational hours would be within 7:00 a.m. to 7:00 p.m. range for pick up and drop off. Mr. Smyre said the plan meets all the requirements of the UDO and meets the findings of fact to grant special exception use. (*A copy of special exception use 18-SEU-11 findings of fact is attached to these minutes.*)

Councilwoman Lee asked Mr. Smyre about overflow parking during special events of the child care center. Mr. Smyre said usually during special occasions the center would make arrangements for parking at a nearby shopping center and shuttle people to the facility.

David Falzaaro of 13 Coliform Drive, Colonia, New Jersey said in special events the center would stagger the events by doing separate classrooms at different times of the day.

Mr. Smyre said on the plans there is a proposed cross section between the child care center and adjacent church property that could be utilized for overflow parking with the church's consent.

Randal Stephenson of Ramey and Kemp 5808 Faringdon Place, Raleigh, traffic engineer for the project reviewed the traffic impacts of this facility. He said the day care facility was included in the original traffic impact study of the Southern Crossroads plan. He said this site complies with the original findings of the study and requires no additional traffic studies or road improvements. He reviewed the proposed right-in and right-out locations of the driveways, which are in compliance with the UDO requirements, and there are no impacts on the surrounding driveways or intersections.

Bill Brian, Attorney at Law representing of Lightbridge Academy entered into the record for the special exception use all the plans submitted and tendered his witnesses as experts in their field. He said the plans meet all the requirements to grant a special exception use (18-SEU-11) and for approval of the development plan, (18-DP-10) as submitted. (*A copy of special exception use 18-SEU-11 findings of fact is attached to these minutes.*)

Pastor Bill Rose of Oasis Church said he was in favor of the day care center located next door to church. He said the use is very compatible for the property, and with an adjoining parking lot to the church, would help with the traffic flow concerns.

There being no testimony, the public hearing was closed.

There was discussion regarding to the traffic impact analysis study that was submitted with the master plan and meeting the requirements for this site.

Councilwoman Kelly asked about plans for road improvements, street lights and sidewalk improvements for this site.

Mr. Schifano explained at the time of retaining right of way for Main Street extension there was a condemnation of the property with the owner / developer of Southern Crossroads. A settlement agreement stated that development on this property is not required to install sidewalks along Ralph Stephens Rd. He said it would be on the Town to install the sidewalks, which would be a part of the Town's budget process.

Councilman Berry said he shares the concerns of the Planning Board with the lack of connectivity within the development and surrounding areas as it grows.

Action 1: The Council approved a motion to make and accept the Findings of Fact for a Special Exception Use as specified in Unified Development Ordinance Section 3.05 CB Community Business District to allow for a Child Care Center in the CB Community Business District at the property located at 0 Ralph Stephens Rd, Wake County PIN 0648850369.

Special Exception Use Findings of Fact:

A special exception use may only be granted upon the presentation of sufficient evidence to enable a written determination that:

- a. The proposed use will not be injurious to the public health, safety, comfort, community moral standards, convenience or general welfare;
- b. The proposed use will not injure or adversely affect the adjacent area;
- c. The proposed use will be consistent with the character of the district, land uses authorized therein, and the Town of Holly Springs Comprehensive Plan;
- d. The proposed use shall conform to all development standards of the applicable district (unless a waiver of such development standards is requested as part of the special exception use petition and approved as set forth above, in which case the proposed use shall conform to the terms and conditions of such waiver).
- e. Access drives or driveways are or will be sufficient in size and properly located to: ensure automotive and pedestrian safety and convenience, traffic flow as set forth in Section 7.09 – Pedestrian Circulation and Vehicular Area Design; and, control and access in case of fire or other emergency;
- f. Off-street parking areas, off-street loading areas, trash enclosures, trash pick-up and removal, and other service areas are located so as to be safe, convenient, allow for access in case of emergency, and to minimize economic, glare, odor, and other impacts on adjoining properties and properties in the general neighborhood;
- g. The lot, building or structure proposed for the use has adequate restroom facilities, cooking facilities, safety equipment (smoke alarms, floatation devices, etc.), or any other service or equipment necessary to provide for the needs of those persons whom may work at, visit or own property nearby to the proposed use;
- h. Utilities, schools, fire, police and other necessary public and private facilities and services will be adequate to handle the needs of the proposed use;
- i. The location and arrangement of the use on the site, screening, buffering, landscaping, and pedestrian ways harmonize with adjoining properties and the general area and minimize adverse impacts; and,
- j. The type, size, and intensity of the proposed use (including but not limited to such considerations as the hours of operation and numbers of people who are likely to utilize or be attracted to the use) will not have significant adverse impacts on adjoining properties or the neighborhood.

Motion by: Kelly

Second by: Lee

Vote: Unanimous

A copy of special exception use 18-SEU-11 is attached to these minutes.

Action 2: Having made findings of fact that the project meets the requirements to be granted a Special Exception Use #18-SEU-11, a request to allow for a Special Exception Use as specified in Unified Development Ordinance Section 3.05 CB Community Business District to allow for a Child Care Center in the CB Community Business District, and Development Plan #18-DP-10, at the property located Ralph Stephens Rd, Wake County PIN 0648850369 as submitted by Arcadia Consulting Engineers, dated revised 11/09/2018 with the following conditions:

Special Exception Use

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-11.

Development Plan

1. Conform to previously approved Southern Crossroads Master Plan and note that all previous approval conditions will apply to this plan as well.
2. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
3. The following items must be addressed prior to the first construction drawing submittal:
 - a. The Water System Hydraulic Report (FFA) must be finalized and approved.
 - b. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included.
4. The following items must be addressed prior to issuance of a land disturbance permit or construction drawing approval.
 - a. A fee-in-lieu of upgrade will be required for this project for the Pump Station.
 - b. On-site and off-site water and sewer facilities needed to serve this project site must be completed and accepted by the Town.
 - c. Approval of Stormwater Management Plan is required.
 - d. Payment of the Stormwater Fee-in-Lieu will be required.
5. 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 SCM 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 SCM is required at the end of the performance monitoring period for the project.
 - a. Coordinate final location of FDC with the Fire & Rescue Department.

Motion by: O'Brien

Second by: Villadsen

Vote: Unanimous

7d. Public Hearing: Special Exception Use Petition 18-SEU-12 and Development Plan 18-DP-

12 – Mr. Ryan said the applicant has requested a Special Exception Use for a non-municipal water treatment plant for the Grove Park Village neighborhood. The property currently contains a private well house and the proposed Special Exception Use would expand the use of the property by adding additional structures.

He said the associated Development Plan with the Special Exception Use contains a new 318 square foot structure, sludge holding tank, backwash tank, and one parking space. The site is required to come into compliance with the Town's minimum landscaping requirements in order to provide a greater landscape buffer between the property and adjacent residential lots and the right-of-way of Piney Grove Wilbon Road. The applicant is requesting a waiver of the Town's non-residential architectural standards and pedestrian connectivity requirements, as well as a variance for hard surface parking areas.

He said staff has reviewed the requested Development Plan and has found that the petition as submitted and presented to the Town Council complies with the minimum requirements as specified in Town adopted land development policies and ordinances subject to the proposed waivers and variances being granted by the Town Council.

Shaun McGrath, Planning Board Member said the Planning Board had no issues or concerns for this proposal. He said the board did ask the Council to request staff to conduct a cost analysis for this particular case study for future use and connectivity to city water vs well water as it pertains to other incorporated areas.

With that explanation completed, Mayor Sears opened the public hearing. The following sworn testimony and evidence were submitted by those who had been administered the oath by the town clerk:

John D. Poetzsch, P.E. of the Wooten Company, 120 N. Boylan Avenue, Raleigh reviewed Well #1 site located at 7330 Castaway Court, which contains 1.03 acres and is located at the end of a cul-de-sac and adjacent to Piney Grove Wilbon Road. The property is zoned R-30: residential and compatible to the surrounding area. The existing conditions contain a well house and 5,400 gallon water tank that provides water to the 60 lot Brayton Park subdivision.

Mr. Poetzsch said the following are required improvements to be made to the site:

- Water treatment
 - Iron & manganese in well water exceeds state limits & the MCL as set by the EPA
 - Presently handled by sequestering
 - Proposed treatment system
 - Removal of iron and manganese by oxidation followed by filtration
 - System requires permitting by the NC public water supply section
- Proposed facilities
 - Treatment building - 23 ft. by 14 ft.
 - 3,900 gallon backwash tank – 17 ft. high
 - 5,500 gallon holding tank – 11 ft. high
 - Lot will be heavily landscaped per town regulations.

He said this request is to consider approval for a special exception use to allow a non-municipal water treatment plant in R: 30: residential zoning; and to grant a waiver of the types primary façade building materials and pedestrian circulation requirements and variances to allow gravel surface in lieu of hard surface pavement and landscaping not be required around the building foundation.

There being no testimony, the public hearing was closed.

Action 1: The Council approved a motion to request staff to conduct a cost analysis for this particular case study for future use and connectivity to city water vs well water as in pertains to other incorporated areas.

Motion by: Berry

Second by: Lee

Vote: Unanimous

Action 2: The Council approved a motion to adopt Resolution #18-48 make and accept the Findings of Fact for Special Exception Use (18-SEU-12); Variance of Development Standards (18-VARTC-13); Waivers for Architectural and Design Requirements (18-WAV-20); & Waiver of Pedestrian Circulation and Vehicular Area Design (18-WAV-21) as submitted by The Wooten Company.

Motion by: Villadsen

Second by: Berry

Vote: Unanimous

A copy of Resolution 18-48, as amended, is attached to these minutes.

Action 3: Having made findings of fact that the project meets the requirements to be granted Waivers of Regulations of the UDO, motion to approve:

1. 18-WAV-20: A request to allow for a Waiver of Regulations of UDO Section 3.08, A., 1., C. Primary Façade Building Materials, and Building Massing and Façade Treatment, to allow alternate compliance with the architectural design requirements in association with Development Plan Petition #18-DP-12 for Brayton Park Well 1, as submitted by The Wooten Company, Project Number 3048-Q, dated Revised 11/9/2018.
2. 18-WAV-21: A request to allow for a Waiver of Regulations of UDO Section 7.09, B., 1., a. Pedestrian Circulation and Vehicular Area Design to allow a waiver of the private walkway or pedestrian/bikeway to connect primary building entries with planned or existing public sidewalks on each public street frontage in association with Development Plan Petition #18-DP-12 for Brayton Park Well 1, as submitted by The Wooten Company, Project Number 3048-Q, dated revised 11/9/2018.

Motion by: Lee

Second by: Kelly

Vote: Unanimous

Action 4: Having made findings of fact that the project meets the requirements to be granted a variance, motion to approve Variance Petition 18-VARTC-13: a request to allow a Variance of Development Standards of UDO Section 7.04 D., 2. Surface of Parking Areas, to allow for a variance of the asphalt, concrete, or other hard surface material requirement for all required off-street parking areas and any driveway, interior access driveway or interior access drive to and from such off street parking in association with Development Plan Petition #18-DP-12 for Brayton Park Well 1, with the following conditions:

1. This variance shall only apply to project number 18-DP-12 for Brayton Park Well 1.

Motion by: Berry

Second by: O'Brien

Vote: Unanimous

Action 5: Having made findings of fact that the project meets the requirements to be granted a Special Exception Use, motion to approve Special Exception Use 18-SEU-12 as specified in Unified Development Ordinance Section 2.01 R-30 Residential District to allow for a Non-municipal Water Treatment Plant in the R-30 Residential District, and Development Plan 18-DP-12 for Brayton Park Well 1, at the property located at 733 Castaway Court, Wake County PIN 0648746672 as submitted by The Wooten Company, Project Number 3048-Q, dated revised 11/9/2018.

Special Exception Use Conditions

1. All operations must adhere to the evidence submitted by the applicant as stated in the findings of fact submitted and those findings of fact specified by the Town Council in conjunction with 18-SEU-12.

Development Plan Conditions

1. A voluntary annexation petition must be submitted and accepted prior to approval of any required Construction Drawings and Building Permits.
2. Prior to construction drawing approval and/or issuance of a land disturbance permit:
 - a. All environmental permits must be obtained

Motion by: Kelly

Second by: Lee

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:

8a. Minutes – The Council approved minutes of the Board's meetings held Dec. 4, 2018.

8b. 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.*

8c. Resolution 18-49 – The Council adopted Resolution 18-49 directing the town clerk to investigate the sufficiency and set public hearing of annexation petition A18-08 Voorhees. *A copy of Resolution 18-49 is attached to these minutes.*

8d. Resolution 18-50 - The Council adopted Resolution 18-50 directing the town clerk to investigate the sufficiency and set public hearing of annexation petition A18-09 Southern Crossroads. *A copy of Resolution 18-50 is attached to these minutes.*

8e. Resolution 18-51 – The Council adopted Resolution 18-51 directing the town clerk to investigate the sufficiency and set public hearing of annexation petition A18-11 Brayton Park Well #1. *A copy of Resolution 18-51 is attached to these minutes.*

8f. 18-06 Budget Ordinance Amendment – The Council adopted amendment to 18-06 budget ordinance FY18-2019 fee schedule, planning & zoning fees- farmers market.

8g. 18-06 Budget Ordinance Amendment – The Council adopted amendment to 18-06 budget ordinance FY18-2019 fee schedule, planning & zoning fees- zone map amendments.

8h. 18-06 Budget Ordinance Amendment - The Council adopted amendment to 18-06 budget ordinance fee schedule to add new stage rental fees in parks & recreation.

8i. Town Hall Commons and Village District Sign Contract The Council approved contract with ASI to design, fabricate and install signage for public parking for Town Hall Commons and Village District.

8j. CY 2019 Council Meeting Calendar – The Council approved CY 2019 Council regular and workshop meeting calendar. *A copy of CY 2019 Council Meetings Calendar is attached to these minutes.*

8k. Bond Referendum Resolutions – The Council adopted Resolutions 18-52 and 18-53 certifying bond referendum results and reimbursements of the bond referendum. *A copy of Resolutions 18-52 and 53 is attached to these minutes.*

9a. Rezoning Petition 18-REZ-08 – Mr. Beard explained this request is to consider a continued rezoning petition to change the zoning of property located along Ralph Stephens road from R-20: Residential to F-MF-8-CU: Conditional Use Multifamily residential. He reviewed the following updates to this rezoning request since the public hearing on October 16, 2018:

- Capital Area Preservation identified a potentially historic home located at 1720 Ralph Stephens Rd. Their investigation indicates that the primary structure was originally constructed in 1967 and was left largely unchanged since. It is in good condition and is representative of the time period. There were also several out-buildings behind the primary structure that appeared to be much older. CAP's report is included with your packet.
- Public Hearing was opened and closed on 10/16/2018, with a motion to continue the agenda item to an unspecified date to allow for individual discussion with council.
- During October and November the applicant met with Town Council members individually or in pairs, but had not submitted revised conditions in time to go to the 11/6 or 11/20 Town Council meetings.
- Revised conditions were sent to Planning & Zoning on 12/6/2018, with conditions #10 and 11 added in response to conversations with staff and Town Council members.

Mr. Beard said conditions 1 - 9 remain unchanged and the petitioner added the two followings conditions:

“10. The developer shall widen the east side of Ralph Stephens Road from the northernmost portion of the subject property to Avent Ferry Road to facilitate the construction of a right-turn lane and associated sidewalk or related improvements. Developer shall design and construct the improvement, provided, however, that its obligation to construct is subject to the ability to acquire the necessary right-of-way for the improvement.

11. The developer shall construct a 5' wide sidewalk along the east side of Ralph Stephens Road from the southernmost portion of the subject property out to Main Street. Developer shall design and construct the improvement, provided, however, that its obligation to construct is subject to the ability to acquire the necessary right-of-way for the improvement."

He said staff has reviewed the requested zone map amendment and has found that the petition as submitted complies with the minimum requirements as specified in Town adopted land development policies and ordinances.

Jason Barron of Morningstar Law Group, 421 Fayetteville Street, Raleigh reviewed the rezoning request and conditions and the two additional conditions to the zoning map conditional use petition. He reviewed the details of proposed preliminary site plan the locations of open space areas, clubhouse, stage, greenways, sidewalk and vehicular connections and multifamily residential areas. Mr. Barron said that this is not a condition of the zoning case. He said the overall development density under the current zoning plan is 328 units. He said the development density that relates to this zoning request is 292 units, which is an increase of 28 units for the current zoning of the site.

Councilman Berry clarified the intent of condition #10: the developer shall construct the improvement, provided, however, that its obligation to construct is subject to the ability to acquire the necessary right-of-way for the improvement. Mr. Barron said that was correct.

There was discussion regarding the location of the driveways, garages, sidewalks and cost ranges of homes to be constructed.

Councilwoman Lee asked about the existing historic house and barns located on site and about plans for those structures.

Chris Simmen of Mongo Homes, 112 Sheppard Drive, Apex said that the owners desire to take the barns off the site and no one has expressed interest in the house. He said the current plans are to demolish the house.

There was further discussion regarding the process of notification to the public school system and the interconnectivity to the Autumn Park subdivision. Mayor Sears said the town notifies the public school system of construction activities.

Mrs. Parrish explained the roadway connection to Autumn Park subdivision will be blocked off during construction and would be reviewed by council during preliminary plan approvals.

There were discussions regarding the percentage of open space and how the plan meets all the requirements for open space.

Mr. Barron said the Traffic Impact Analysis Study (TIA) was completed and meets the criteria for that area. Rachel Jones reviewed the TIA that was approved with the master plan. She said the proposed site plan calls for road widening on both sides of Ralph Stephens Road, including sidewalk, curb and gutter, and a full median to accommodate traffic impacts generated from the development. Also, road improvements to the east side of Ralph Stephens from the northern property line to Avent Ferry Road include extending the sidewalk along east side of Ralph Stephens Road from the southern portion of property to Main Street. Those improvements will also median the traffic impacts from this development. She said that one of the conditions was that no Certificate of Occupancy would be issued for new development until completion of Phase 1, Avent Ferry Road improvements are approved.

Mr. Beard said the older house located on the property is brick, and could allow opportunities for reuse. He said if it's the council's desire, staff could work with the developer during the plan review process for options of reuse on their recreational sites.

Councilman O'Brien asked about street lighting requirements for Piney Grove Wilbon Road. Mr. Beard said street lighting along Piney Grove Wilbon Road is a requirement. That will be reviewed during the construction drawing process.

Council members discussed the surrounding zoning and density of this site.

Action #1: The Council approved a motion to accept the following as being true: "*The requested zone map change from R-20 to R-MF-8 CU is consistent with the Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map indicates this property as Transitional*

Residential (maximum density of 6 units/acre) and the R-MF-8 CU Residential District sets the maximum allowed density at 4.5 units/acre."

Motion by: Villadsen

Second by: Berry

Vote: Unanimous

Action #2: The Council approved a motion to adopt ordinance 18-REZ-08 to approve and enact Zone Map Change Petition #18-REZ-08 to change the zoning of 37.22 acres of Wake County PIN #'s 0648771259, 0648668224, and 0648767039 from R-20: Residential to R-MF-8 CU: Conditional Use Multifamily Residential as submitted by Jason Barron with the following conditions offered by the applicant:

1. Overall development density for this district shall be not more than 4.5 dwelling units per acre, with the individual parcels contained within the district developing at maximums as per the attached Density Exhibit.
2. No Certificate of Occupancy shall be issued for new development on the subject property until completion of Phase 1 Avent Ferry Road Widening, Project U-5529.
3. Each building containing a group of townhomes shall be landscaped with 1 tree and 4 shrubs, shall have front façade modulations a minimum of 12 inches in depth, shall have a minimum 12 inch roof overhang on all facades.
4. Each Townhome unit shall have architectural shingles, a door transom, and at least two textures on the front façade, neither being less than 20%.
5. The roof of each dwelling unit shall be distinct from the roof of adjacent dwelling units through separation of roof pitches or inclusions of dormers.
6. Dwelling units containing a front loaded garage must provide decorative or carriage style garage doors or a decorative garage opening; shall not extend the garage further than 10-ft forward of the front façade; and shall provide decorative driveways that is brick, stone, stamped concrete, or Hollywood style.
7. Traffic Impact Analysis (TIA) has been completed and approved with this rezoning. Development of the property will be consistent with the recommendations identified in the approved TIA.
8. Consistent with the Holly Springs Unified Development Ordinance, Developer agrees to the dedication and construction of transportation improvements as identified in the Transportation Impact Analysis Update for Stephens Tract (RKA Project Number 18112 – Sealed 8/8/18) including road widening across the property's frontage, on-site streets, rights-of-way and other infrastructure and for the coordinated provision of utilities that will create conditions essential to the public health, safety, and general welfare.
9. The Town of Holly Springs 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 that 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.
10. The developer shall widen the east side of Ralph Stephens Road from the northernmost portion of the subject property to Avent Ferry Road to facilitate the construction of a right-turn lane and associated sidewalk or related improvements. Developer shall design and construct the improvement, provided, however, that its obligation to construct is subject to the ability to acquire the necessary right-of-way for the improvement.
11. The developer shall construct a 5' wide sidewalk along the east side of Ralph Stephens Road from the southernmost portion of the subject property out to Main Street. Developer shall

design and construct the improvement, provided, however, that its obligation to construct is subject to the ability to acquire the necessary right-of-way for the improvement.

Motion by: O'Brien

Second by: Berry

Vote: Unanimous

A copy of Rezoning Ordinance 18-REZ-08 is attached to these minutes.

10a. Community Advisory Committee – Ms. Sigmund said this request is to appoint 10 members to the Community Advisory Committee that will serve as an additional source of community engagement and feedback throughout the course of the Future Land Use Plan Update project.

She explained the Community Advisory Committee members will be expected to attend approximately four meetings over the course of the project, as well as three workshops between January-Fall 2019, in addition to serving as project ambassadors.

Applications have been received from the following individuals:

Homeowner/Resident:

- Daniel Beavers
- Jodi Carey (also Wake County School District PTA)
- James Dolan
- Debbi Ferm
- Laura Forrest
- Brian Freeman
- Devon Kearney
- Garrett Raczek
- Troy Samuels (also Residential Developer)
- Beverly Thompson
- Baxter Walker (also Non-Residential/Commercial/Industrial Developer)

Civic/Non-Profit/Religious Organization:

- William Todd

Small Business owner:

- Richard Hinkley
- Dawn Joseph
- Moss Withers (also Non-residential Developer)

Larger Business representative:

- Jeremy Medlin
- William Wingfield

Wake County School District teacher, administrator, or PTA leadership

- Jodi Carey (also Homeowner/Resident)

Home Builders Association/Residential Developer

- Suzanne Harris
- Jeremy Medlin
- Jacob Rogers (also Non-Residential Developer)
- Troy Samuels (also Homeowner/Resident)

Non-residential/Commercial/Industrial Developer

- Chris Goins
- Jacob Rogers (also Home Builders Associate/Residential Developer)
- Baxter Walker (also Homeowner/Resident)

Mayor Sears asked for nominations.

Councilmembers discussed numerous nominations from the above categories and were in consensus for staff to compile a list of names, seek more applications and bring the item back to the Council at the January 8th 2019 workshop for final approval.

Action: The Council directed staff to compile a list of applicants to bring back for consideration at January 8th 2019 workshop for final approval.

10b. Village Walk Signal Project - Ms. Parrish explained that a signal at Village Walk Dr. was not originally in the plans for the Main Street Extension project due to the close proximity to the signal at Highway 55 Bypass.

She said this request is for a new signal and intersection configuration to be installed at Village Walk Dr. and S. Main Street.

These are proposed safety improvements were determined to be necessary as part of the Main Street Extension project. NCDOT has reviewed the supplemental agreement and found it to be acceptable.

Action: The Council approved a motion to approve Supplemental Agreement #10 to Main Street Extension project construction contract with Fred Smith Company in the amount of \$274,000.

Motion by: Kelly

Second by: Berry

Vote: Unanimous

10c. Woodcreek Pedestrian Tunnel - Ms. Parrish said this request is to consider a North Carolina Department of Transportation municipal agreement for Woodcreek pedestrian tunnel under the proposed I-540 project. She explained that Woodcreek subdivision development came after the corridor protection and therefore, it is required the Town to participate in the construction of the pedestrian tunnel.

Ms. Parrish said that NCDOT/Turnpike will construct the pedestrian tunnel at the time of construction of I-540. She said the Town's part in the cost is \$365,000.

Action: The Council approved a motion to enter a NC DOT municipal agreement for the cost share in construction of a pedestrian tunnel under I-540 which connects the Woods Creek Subdivision.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

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

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

13. Closed Session: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(6) to consider the qualifications of Town Clerk position.

In closed session, the Council heard a report from the town manager and human resources director on a background check of an applicant for the position of Town Clerk. Having been satisfied, the Council verbally offered a position to the applicant via telephone.

Taking no further action, Councilwoman Lee made a motion to return to open session, and seconded by Councilwoman Kelly, with a unanimous vote.

In open session, Councilwoman Kelly motioned to appoint Linda McKinney as Town Clerk, beginning January 10, 2019 and seconded by Councilman Villadsen, with a unanimous vote.

The town attorney advised the council to appoint Linda Harper as interim town clerk until January 10, 2019.

Councilwoman Kelly made a motion to appoint Linda Harper as interim town clerk until January 10, 2019, seconded by Councilwoman Lee, and the vote was unanimous.

14. Adjournment: There being no further business for the evening, Councilwoman Kelly made a motion to adjourn the Dec. 18, 2018 meeting of the Holly Springs Town Council, seconded by Mayor Pro Tem O'Brian, with a unanimous vote.

Respectfully Submitted on Tuesday, Jan. 15, 2019.

Linda Harper, NCCMC
Deputy Town Clerk

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

