



Jan. 15, 2019

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, Jan. 15, 2019 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 McKinney, town clerk (recording the minutes); Gina Clapp, director of planning and zoning; Matt Beard planner; Kendra Parrish, director of engineering; Paul Allen, real estate acquisition agent; Leroy Smith, fire chief; Adam Huffman, assistant parks and recreation director; Rachel Jones, development review engineer; Mark Andrews, public information officer; Irena Krstanovic, economic development director, Mary Hogan, finance director, and Billy Whitehead, information technology analyst.

2 and 3. The Pledge of Allegiance was recited, and the meeting opened with an invocation by Mayor Sears.

4. Agenda Adjustment: The Jan. 15, 2019 meeting agenda was adopted with changes, if any, as listed: None.

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:

None.

6a. Welcome Representative Batch – Mayor Sears said on November 6, 2018, Sydney Batch was elected as the N.C. House District 37.

Mayor Sears welcomed the newly elected North Carolina General Assembly member. He said she is a Holly Springs resident and we are grateful that Representative Sydney Batch could join us tonight.

Representative Batch thanked the Council for the invitation and spoke about the importance of local government and her desire to hold meetings with citizens at the Town Hall.

Action: None.

6b. Oath of Office Town Clerk – Mayor Sears introduced the new Town Clerk and welcomed her to the Town of Holly Springs.

Ms. Harper administered the oath of office to Linda McKinney, Town Clerk of the Town of Holly Springs.

Action: None.

7a. Public Hearing: Annexation, A18-08 - Ms. Clapp said the Town received a voluntary annexation petition annexating approximately 25 +/- acres located in the vicinity of Voorhees Lane. She said the property owner is Viking Real Estate I LLC, LOL TO of NC LLC. She said the applicant has requested the annexation petition to be continued to Feb. 19, 2019 meeting. 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 continued.

Action: The Council approved a motion to continue public hearing to the Feb. 19, 2019 meeting.

Motion by: Kelly

Second by: Lee

Vote: Unanimous

7b. Public Hearing: Annexation, A18-09 – Ms. Clapp said the Town received a voluntary annexation petition annexing approximately 61.06 +/- acres located in the vicinity of Piney Grove Wilbon Road, Ralph Stephens Road and S. Main Street. The property owners are Southern Crossroads Inc. and Exchange Holly Springs Holdings, LLC, 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 A18-09, annexing 61.06 +/- acres owned by Southern Crossroads Inc. and Exchange Holly Springs Holdings, LLC, more particularly described as Wake County Pins: 0648-95-3524, 0648-85-0379, 0648-84-6643 and 0648-94-2619, into the corporate limits of the Town of Holly Springs.

Motion by: Villadsen

Second by: Berry

Vote: Unanimous

A copy of Annexation Ordinance A18-09 is attached to these minutes.

7c. Public Hearing: Annexations A18-11 – Ms. Clapp said the Town received a voluntary annexation petition annexing approximately 1.03 +/- acres located in the vicinity of Castaway Ct. and Piney Grove-Wilbon Rd. The property owner is Aqua North Carolina, Inc., 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 A18-11, annexing 1.03 +/- acres owned by Aqua North Carolina, Inc., more particularly described as Wake County Pins: 0648-74-6672 into the corporate limits of the Town of Holly Springs.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

A copy of annexation ordinance A18-11 is attached to these minutes.

7d. Public Hearing: Special Exception Use Petition 18-SEU-14 – Mr. Beard said this request is for approval of a Special Exception Use to allow an athletic facility to provide martial arts training in Suite 204 of the multi-tenant building at 171 Tradition Trail.

The request is to allow for a Special Exception Use as specified in Unified Development Ordinance Section 4.02 RT Research and Technology District to allow for an Athletic Facility in the RT: Research and Technology District at the property located at 171 Tradition Trail, Suite 204, Wake County PIN 0649338038.

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 deputy town clerk:

Josh Brackett, 421 Eno Drive, Holly Springs, said he was opening a Muay Thai martial arts studio in May. He gave a brief history of his teaching experience, and his experience operating a Muay Thai studio in Illinois.

Alice Brackett, 421 Eno Drive, Holly Springs, spoke of their studio's focus on families and disabled veterans, and gave her history as a veteran, and her marketing experience in martial arts.

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

Action 1: The Council approved a motion to make and accept the Findings of Fact for a Special Exception Use 18-SEU-14 as specified in Unified Development Ordinance Section 4.02 RT Research and Technology District to allow for an Athletic Facility in the RT: Research and Technology District at the property located at 171 Tradition Trail, Suite 204, Wake County PIN 0649338038.

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: O'Brien

Second by: Kelly

Vote: Unanimous

A copy of Special Exception Use 18-SEU-14 Findings of Fact are attached to these minutes.

Action 2: Having made Findings of Fact that the project meets the requirements to be granted a Special Exception Use, a motion was made to approve Special Exception Use Petition 18-SEU-14 as specified in Unified Development Ordinance Section 4.02 RT Research and Technology District to allow for an Athletic Facility in the RT: Research and Technology District at the property located at 171 Tradition Trail, Suite 204, Wake County PIN 0649.33-8038.

Motion by: Berry

Second by: Lee

Vote: Unanimous

7e. Public Hearing: Special Exception Use Petition 18-SEU-16 and Variances – Mr. Beard said this request is from the Town for consideration of a Special Exception Use for a public park use at the Sugg Farm property. This petition was previously filed and approved by the Town Council, but the Findings of Fact listed with the petition did not allow for the continued improvement of the Sugg Farm property based on the Deed of Conservation Easement placed on the property.

He explained the variance request would allow for development of amenities that fit the park atmosphere rather than the commercial development style required by the UDO and will provide the Town the ability to permit parking areas on grass or gravel in order to comply with the Triangle Land Conservancy impervious cover restrictions.

The revised SEU Findings of Fact, allow for the use of waivers where necessary for future Town projects within Sugg Farm. Mr. Beard reviewed the following:

- **18-VARTC-14:** A variance request filed by the Town of Holly Springs for a variance from Unified Development Ordinance Section 9.10 A. 3. a., to remove Architectural and Site Design Review requirements from the Public Park use at the property located at 2401 Grigsby Ave, as submitted by the Town of Holly Springs.
- **18-VARTC-15:** A variance request filed by the Town of Holly Springs for a variance from Unified Development Ordinance Section 7.04 D. 2, to remove hard-surface parking requirements and allow grass and gravel parking for the Public Park use at the property located at 2401 Grigsby Ave, as submitted by the Town of Holly Springs

There was discussion about requirements for ADA parking spaces.

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:

None.

There being no testimony, the public hearing was closed.

Action 1: The Council approved a motion to adopt Resolution #19-01 to make and accept the Findings of Fact for a Special Exception Use Petition #18-SEU-16 & Variances of Development Standards (18-VARTC-14 / 18-VARTC-15), as submitted by the Town of Holly Springs, as specified in Exhibit A (with the following additional findings, if any).

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 Resolution 19-01 is attached to these minutes.

Action 2: Having made Findings of Fact, motion to approve Variance Petition 18-VARTC-14: for a variance from Unified Development Ordinance Section 9.10 A. 3. a., to remove Architectural and Site Design Review requirements from the Public Park use at the property located at 2401 Grigsby Ave, as submitted by the Town of Holly Springs.

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

Action 3: Having made Findings of Fact motion to approve Variance Petition 18-VARTC-15: for a variance from Unified Development Ordinance Section 7.04 D. 2, to remove hard-surface parking requirements and allow grass and gravel parking for the Public Park use at the property located at 2401 Grigsby Ave, as submitted by the Town of Holly Springs.

Motion by: Berry

Second by: O'Brien

Vote: Unanimous

Action 4: Having made Findings of Fact motion to approve Special Exception Use 18-SEU-16: to allow for a Special Exception Use, as specified in Unified Development Ordinance Sections 2.01 R-30 Residential District and 2.02 R-20 Residential District to allow for a Public Park, in the R-30 and R-20 Districts at the property located at 2401 Grigsby Ave, as submitted by the Town of Holly Springs with the following 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-16.

Motion by: Villadsen

Second by: Berry

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. 11 and 18, 2018 and Jan. 8, 2019.

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 19-02 – The Council adopted Resolution 19-02, amendments to the Development Procedures Manual (DPM) to modify expected review times for development projects. *A copy of Resolution 19-02 is attached to these minutes.*

8d. 2019 Council Calendar - The Council approved to amend the Council's CY 2019 calendar of regular meetings. *A copy of amended 2019 meeting calendar is attached to these minutes.*

8e. Resolution 19-03 – The Council adopted Resolution #19-03 certifying the Official Zoning Map for the Town of Holly Springs dated effective December 5, 2018. *A copy of Resolution 19-03 and map are attached to these minutes.*

8f. Budget Amendment, \$89,450 – The Council adopted amendment to FY 2018-19 budget to move \$89,450 from water reserves account 23.95 (transfer out) to utility fund 30 355.23 (transfer in) for impact fee settlement costs. *A copy of budget amendment is attached to these minutes.*

8g. Cost Study Plan Contract – The Council approved contract for Cost Study Plan.

8h. Internal Control Study Contract - The Council approved contract for Internal Control Study.

8i. Holly Springs Road Widening Project - The Council approved to amend the following contracts Bass, Nixon & Kennedy; and Kimley-Horn and Associates, and funding in the amount of \$70,764.00 to cover the cost of amendments and contingency.

9a. Board of Adjustment and Planning Board Appointments – Ms. Clapp said on the last day of February of each year, the terms of several members of the Board of Adjustment and Planning Board expire. Therefore, at the Town Council's second meeting in January, the Council is to review the applications for the vacancies and appoint new members to three (3) year terms that will expire on February 28, 2022 to the respective Boards or re-appoint interested members if the Council determines it is the best interest to re-appoint certain members.

Ms. Clap said this request is to appoint members to the following Boards for 3-Year Terms:

- Board of Adjustment: 2- In-Town Members and 1- In-Town Alternate Member
- Planning Board: 3- In-Town Members

Action #1: The Council approved a motion to appoint Jay Marinko, and Timothy Forest to the Board of Adjustment as In-town members and appoint Morgan Wiley as In-town alternate member with terms expiring February 28, 2022.

Motion by: Lee

Second by: Villadsen

Vote: Unanimous

Action #2: The Council approved a motion to re-appoint Shaun McGrath, Ernie Carpico, and Dana Rybak to the Planning Board as In-town members with terms expiring February 28, 2022.

Motion by: Berry

Second by: Lee

Vote: Unanimous

9b. 350 Green Oaks Parkway Project – Mr. Beard explained that the applicant has requested approval for Development Plan for a 24,998 square foot warehouse and office facility located within the Town's Business Park.

Mr. Beard reviewed the site plan, parking spaces, and landscaping requirements. They meet all UDO requirements.

Mark Brady a planning board member reviewed the location of relocated landscaping associated with the Alternate Landscape Request, and explained the staff recommendation for alteration of the type of stormwater device being used to treat drainage from the gravel storage area behind the building. He explained the safety need to have 100% of off-street parking in front of building. Jon Keener spoke of the need for the waiver to promote safety. He said that the second waiver for landscaping was to put landscaping in front of the fences.

Action #1: The Council approved a motion to make and accept the Findings of Fact for a Waiver of Regulations of UDO Section 7.04, E., 4. Maximum Number of Off-Street Parking Spaces to allow one-hundred (100) percent of the total number of off-street parking spaces between the front building line and the property line in association with Development Petition #18-DP-11.

Waiver Findings of Fact:

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

- (1) A parking demand study (please attach all documentation) completed by a third party that provides evidence regarding:
 - a. Peak usage estimates based on reliable data collected from comparable uses located within the same or similar market areas as the Town of Holly Springs. Comparable uses will be determined based on density, scale, bulk, area, type of activity, and location; and,
 - b. Number of employees on the largest shift; and,
 - c. Minimum number of spaces needed to meet the parking demand for the specific use.
- (2) The granting of a waiver will not cause negative impacts on the environment or adjacent properties without the necessity of including mitigating elements such as additional screening, pervious pavement, shared parking, rain gardens, or that such elements are provided under the plan to the extent necessary to lessen the effects of any negative impacts:
- (3) The proposed development is consistent with the intent of the Comprehensive Plan:
- (4) The proposed development is consistent with the intent and purpose of this UDO.

Motion by: O'Brien

Second by: Kelly

Vote: Unanimous

A copy of Waiver of UDO regulations Findings of Fact are attached to these minutes.

Action 2: Having made findings of fact motion to approve Waiver of Regulations of UDO Section 7.04, E., 4. Maximum Number of Off-Street Parking Spaces to allow one-hundred (100) percent of the total number of off-street parking spaces between the front building line and the property line in association with Development Petition #18-DP-11.

Motion by: Villadsen

Second by: Berry

Vote: Unanimous

Action 3: The Council approved a motion to approve Development Plan #18-DP-11 for 350 Green Oaks Pkwy as submitted by Thompson & Associates, dated revised 11/08/2018 with the following conditions:

1. This project is required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance.
2. The following must be submitted with the first Construction Drawing submittal:
 - a. A point-by-point photometric plan for all site lighting (not including public right-of-way street and pedestrian lights) in conformance with lighting levels specified in UDO Section 7.02 shall be submitted to and approved by the Department of Planning & Zoning.
3. The following items must be addressed prior to the first construction drawing submittal:
 - a. The System Hydraulic Report (FFA) must be finalized and approved.
 - b. All items listed on the Stormwater Submittal Checklist, Form #16003.
 - c. Due to the proposed gravel storage area, bioretention cannot be utilized as a stormwater control measure for this site. Sediment from this area may result in the device failing to function as designed. The town requires that a stormwater wetland or other SCM that is not negatively affected by sediment be used. Alternatively the gravel area could be paved, this would allow the use of a bioretention area. Final plan will be subject to the Director of Engineering's approval.
4. The following items must be addressed prior to construction drawing approval or issuance of land disturbance permit:
 - a. A fee-in-lieu of upgrade to downstream Holly Springs Business Park pump station/force main is required.
 - b. Approval of Stormwater Management Plan.
 - c. Payment of Stormwater Fee-in-Lieu.
 - d. 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.
 - e. All environmental permits must be obtained.

Motion by: Kelly

Second by: Lee

Vote: Unanimous

9c. 17-DP-13-A01, Town Hall Commons Master Sign Plan - Ms. Trautz explained the applicant has requested a Development Plan amendment for a Master Sign Plan with waivers. She said the waivers are to allow flexibility and creativity in sign design and placement while adhering to the maximum allowed signage area of all allowed signs regulations of the Unified Development Ordinance.

Ms. Trautz explained the purpose of the amendment to the master sign plan and five waivers for consideration.

Mark Brady of the planning board explained the concerns of the dissenting planning board members.

Councilwoman Kelly asked about the impact the lighting of the signs would create.

Ms. Trautz said the applicant is recommending a halo tilt softer look that the standard lights.

Applicant Jon Keener of 242 S. Main Street spoke to the lighting impact and showed photos of what the lighted signs would look like, reviewed all four waiver requests, explained the reasoning for the sign request to preserve the pedestrian friendly feel of downtown and pedestrian safety.

Action 1: The Council approved a motion to adopt Resolution #19-04 to make and accept the Findings of Fact for waivers to the Sign Regulations (18-WAV-25, 18-WAV-26, 18-WAV-27, 18-WAV-28 and 18-WAV-29) as submitted by Trustwell Properties Group.

Waiver of Sign Regulations

1. 18-WAV-25: Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., b., (2) (b) (ii) Integrated Center Projecting Signs (for tenants) to allow for a lower level wall sign and projecting sign for each tenant on the east facade (front façade along S Main St), in association with project 17-DP-13 for Town Hall Commons.
2. 18-WAV-26: Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., c., (1) (b) lower level wall signs for rear façade (west façade) to increase the allowable lower level square footage needed for tenants by applying unused square footage from upper level (west façade), in association with project 17-DP-13 for Town Hall Commons.
3. 18-WAV-27: Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., c., (1) (a) lower level wall signs for front façade (east) to increase the allowable lower square footage needed for tenant projecting signs, project signage, and building projection signs by applying unused square footage from upper level (east façade), the unused ground sign, and the remaining unused portion of the upper level rear façade (west façade), in association with project 17-DP-13 for Town Hall Commons.
4. 18-WAV-28: Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., c., (2) (e) (2) Maximum Projection from Building for Projecting Sign to allow for an increase from 4' to 4' 11", in association with project 17-DP-13 for Town Hall Commons.

18-WAV-29: Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 3., c. Increase maximum sign surface area for incidental signs from 2 SF to 11.5 SF to accommodate for tenant directory sign on west façade, in association with project 17-DP-13 for Town Hall Commons

Motion by: Lee

Second by: O'Brien

Vote: Unanimous

A copy of Resolution 19-04 is attached to these minutes.

Action 2: Having made findings of fact that the project meets the requirements to grant waivers of regulations of the UDO, motion to approve the following waivers:

1. **18-WAV-25:** Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., b., (2) (b) (ii) Integrated Center Projecting Signs (for tenants) to allow for a lower level wall sign and projecting sign for each tenant on the east facade (front façade along S Main St), in association with project 17-DP-13 for Town Hall Commons.
2. **18-WAV-26:** Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., c., (1) (b) lower level wall signs for rear façade (west façade) to increase the allowable lower level square footage needed for tenants by applying unused square footage from upper level (west façade), in association with project 17-DP-13 for Town Hall Commons.
3. **18-WAV-27:** Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., c., (1) (a) lower level wall signs for front façade (east) to increase the allowable lower square footage needed for tenant projecting signs, project signage, and building projection signs by applying unused square footage from upper level (east façade), the unused ground sign, and the remaining unused portion of the upper level rear façade (west façade), in association with project 17-DP-13 for Town Hall Commons.
4. **18-WAV-28:** Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 2., c., (2) (e) (2) Maximum Projection from Building for Projecting Sign to allow for an increase from 4' to 4' 11", in association with project 17-DP-13 for Town Hall Commons.
5. **18-WAV-29:** Request to allow for a Waiver of Regulations of UDO Section 7.03., F., 3., c. Increase maximum sign surface area for incidental signs from 2 SF to 11.5 SF to

accommodate for tenant directory sign on west façade, in association with project 17-DP-13 for Town Hall Commons.

Motion by: Kelly
Second by: Villadsen
Vote: Unanimous

Action 3: The Council approved a motion to approve Development Plan Amendment #17-DP-13-A01 for Town Hall Commons Master Sign Plan as submitted by Trustwell Properties Group, dated Revised November 16, 2018.

Motion by: O'Brien
Second by: Berry
Vote: Unanimous

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

11. Manager's Report: The Town Manager invited the Mayor and Town Council members to the 2019 Town and State Dinner in Raleigh on February 20, 2019 between 2:00 and 5:00 pm.

12. Closed Session: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss an economic development matter and pursuant to N.C.G.S. 143-318.11(a)(6) to discuss a personnel issue.

Motion by: O'Brien
Second by: Villadsen
Vote: Unanimous

In closed session, the Council heard a report from Irena Krstanovic about economic development incentives. The Council engaged in discussion and sealed the made a motion to seal the minutes until such time as negotiations with the Company have concluded.

Motion – Lee; 2nd O'Brien Unanimous

Personnel Matters:

Council decided that evaluations of the town manager, town clerk, and town attorney would take place in January of each year.

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

13. Adjournment: There being no further business for the evening, Councilwoman Lee made a motion to adjourn the Jan. 15, 2019 meeting of the Holly Springs Town Council, seconded by Councilwoman Kelly. Council members discussed the procedure for evaluating grant recipients and then voted to adjourn with a unanimous vote.

Respectfully Submitted on Tuesday, Feb. 5, 2019.

Linda McKinney, Town Clerk

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