

Mayor and Council Joint Workshop with Planning Board

6 p.m. April 30, 2019

Holly Springs Law Enforcement Center



MINUTES

The Holly Springs Town Council and Planning Board held an informal dinner meeting on Tuesday, April 30, 2019 in the Holly Springs Law Enforcement Center, 175 Holly Springs Road, Holly Springs, NC. Mayor Sears presided, calling the meeting to order at 6:00 p.m. A quorum was established as the mayor and five council members, and six Planning Board members attended.

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

Council Members Absent: none

Planning Board Members Present: Ernie Carpico, Mark Brady, Van Crandall, Courtney Patterson, Chris Deshazor, and Rick Madoni.

Planning Board Members Absent: Shaun McGrath, Dana Rybak, and Michael Andreas.

Staff Members Present: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Gina Clapp, Director, Planning and Zoning; Kendra Parish, Director, Engineering; Melissa Sigmund, Planning & Zoning; Matt Beard, Planning & Zoning; Sean Ryan, Planning & Zoning; Bronwyn Bishop, Engineering; Rachel Jones, Engineering; Sara Emig, Engineering; Debbie Abbene, Engineering.

Randy Harrington gave an overview of the meeting agenda.

Kendra Parrish said that this was an informal meeting for Council and Planning Board to hear together how Transportation Impact Analyses are conducted and what their effect on development is. She introduced Jeff Hochanadel, PE, PTOE of the Timmons Group who was present to discuss Traffic Impact Analyses (TIA).

Ms. Parrish and Mr. Hochanadel:

1. Discussed the intent of a TIA;
2. Reviewed how a TIA is conducted;
3. Reviewed the current TIA process;
4. Discussed the parameters and comparisons; and
5. Asked for Council input on areas of the current policy that they would like to refine.

Mr. Hochanadel said that a TIA is a specialized study which assesses the effects that a development's site will have on the surrounding transportation network. The analysis is an essential step in the development review process to assist developers and public agencies in making land use decisions that may impact traffic and transportation operations in the area. In other words, it assesses development impacts.

He explained the methodology of TIAs to the Council and Planning Board. He explained that the TIA attempts to mitigate the "damage" to the traffic network due to a specific development. It is not meant to address problems that are already present.

Council and Planning Board discussed the phasing of improvements required for a multi-year buildout.

Ms. Parrish presented information on what triggers a TIA, what the thresholds are, and how Holly Springs compares to other municipalities.

Council and Planning Board discussed options for ways to update traffic improvements at some point in the future if a developer has not built within a certain time frame after an initial TIA.

Council and Planning Board discussed the TIA review process and how Holly Springs' current process compares to other municipalities' processes. Ms. Parrish outlined the next steps staff and Council could take to move forward.

The meeting was adjourned at 7:40 pm.

No actions were taken at this meeting.

Respectfully Submitted on Tuesday, May 7, 2019.

Linda C. McKinney
Linda McKinney
Town Clerk