



## **MINUTES**

The Holly Springs Town Council met in a workshop session on Tuesday, January 14, 2020 in the Holleman Room of Holly Springs Town Hall, 128 S. Main Street. Mayor Sears presided, calling the meeting to order at 6:00 p.m. A quorum was established as the mayor and five council members were present.

**Council Members Present:** Mayor Sears, Councilmen Dan Berry, Peter Villadsen, Shaun McGrath and Aaron Wolff, and Councilwoman Christine Kelly.

**Council Members Absent:** none

**Staff Members Present:** Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; John Schifano, Town Attorney; Jeff Wilson, Director of IT; Kendra Parrish, Director of Engineering; Cassie Hack, Director Communications and Marketing; Tamara Ward, Communications and Marketing; Mark Andrews, Communications and Marketing; LeeAnn Plumer, Parks and Recreation; Melissa Sigmund, Planning & Zoning; Sean Ryan, Planning & Zoning; Gina Clapp, Director of Planning and Zoning.

### **2. Workshop Overview**

**Staff Resource:** Randy Harrington, Town Manager

Mr. Harrington gave an overview of the items on the agenda.

### **3. UDO Overview & Updates**

**Staff Resource:** Sean Ryan & Melissa Sigmund, Planning & Zoning

Melissa Sigmund, Planning and Zoning, gave Council an update on changes that will be needed to the UDO, before the major overhaul anticipated in the spring of 2022, in order to implement the new Land Use and Character Plan approved by Council. She outlined the implementation plan of Communication, UDO Transitional Changes, and the new UDO. Sean Ryan gave some high level details of potential changes. Some changes would be minor, such as increasing zoning districts for two-family dwellings and expanding opportunities for accessory dwelling units. Other changes would be more major, such as the lot width and open space changes needed to incorporate a Conservation Neighborhood Option. He said that they plan to have draft amendments to the Planning Board by their February 25<sup>th</sup> meeting. These would then come to Council for a public hearing and decision at a later meeting, probably the second meeting in March.

There was discussion of the definition of "infill" and what types of land would be eligible for this designation, what the requirements might be, and what would be allowed or not allowed. There was discussion about the reduction in required lot width, and the open space requirement. Questions were asked about accessory dwelling units. Council expressed the possibility that the regulation should be changed to not require an accessory dwelling unit be part of another building, but that the SEU process be retained.

#### **4. Village Gate Development Agreement**

**Staff Resource:** Kendra Parrish, Engineering; John Schifano, Town Attorney

Kendra Parrish, Director of Engineering, reviewed the proposed rezoning for the Village Gate project that was presented to Council at their January 7<sup>th</sup> meeting. She showed how it would fit in to the Future Land Use Plan. She reviewed the five areas identified by Council at their January 7<sup>th</sup> meeting as needing further review and conversation: Pedestrian connections, transportation improvements, sewer improvements, residential/non-residential mix, and workforce housing. She then updated Council on the progress of discussions with the developer on each of the five issues. Sean Ryan, Planning & Zoning gave a more detailed overview of workforce housing in Wake County, and what the offered 15% reduction in fair market rent would accomplish.

Council asked about crosswalk connections, the costs of the greenway extension, and rights of way. Questions were also asked about the actual cost of fee waivers for the workforce housing units, and discussion was held regarding what direction the Town wants to take in regards to housing options.

#### **5. Communications and Marketing Forecast**

**Staff Resource:** Cassie Hack, Communication & Marketing

Cassie Hack, Director of Communications & Marketing, introduced the Communications and Marketing team and described their evolving role in the Town. She outlined how they worked with all town departments to keep residents informed. She showed the statistics for how staff is reaching people through the various social media platforms. Next she talked about plans for an updated web site and an intranet for town employees. She showed a mock-up of what the new web page will look like. She outlined some strategic areas of communication, including crisis communication, communication of transportation impacts, parks and recreation, and updates on the activities of the Governing Body. She discussed unifying the “brand” for Holly Springs. In other digital communications, she discussed moving to a .gov extension for safety, public trust, branding, and security. She introduced some ideas to further increase community engagement such as using collaborative software like publicinput.com, opening a Citizens Academy, and using town-wide community satisfaction surveys.

#### **6. Information Technology Update**

**Staff Resource:** Jeff Wilson, Information Technology

Jeff Wilson, Director of Information Technology, said that a security assessment was performed in July and August of 2019. The Town is in a good place, due to having been proactive in the past, but cyber security is an ongoing process that requires constant vigilance. He outlined at a high level what areas were tested, and what staff is doing to put the Town in an even better position to avoid cyber security issues. The emphasis is on security and redundancy.

#### **7. Open discussion:**

Randy Harrington said that he will be out for the first workshop on February 11<sup>th</sup>. He also said that the town is having more conversations on active shooter trainings. He proposed doing a session in February with the Council in the Chamber, followed by additional training with staff in various areas.

He said that he has heard that the Go-Cary transit will not start in February, but there will be an update, perhaps in a Friday briefing.

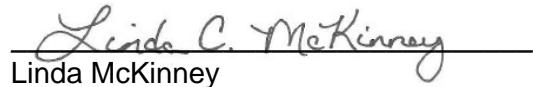
Also there is an update in the historic area downtown, relating to the Pack House. Gina Clapp, Planning & Zoning said that The Cotton House people have been looking at the Pack House, but had concerns about the structural integrity of the house. Staff is concerned that the only African American History district could be compromised. Staff talked to staff from the State

Historic Preservation Office who were here to look at the Norris House. They drove through downtown. Unfortunately, due to the new development in the downtown area, they feel the district has been disqualified from becoming a National Landmark. Staff followed up with CAP, who indicated that historic districts aren't being granted anymore. So the Town does not need to worry about the Pack House casing a problem with the district. So the question is, whether the Pack House itself is historically significant. There is question about how significant its construction is. Dr. Grigsby is working with the people from the Cotton House. He has no interest in whether the structure remains or is demolished. There are some structural issues, but it needs to be studied. Staff proposes that the building be allowed to be demolished if the façade is maintained and incorporated into the construction of a new building. This could reveal the Pack House sign and keep some of the historic value, but allow the property to be used, rather than the current structure staying in its current state until it is unable to be preserved. A historic marker could also be erected on the site to recognize the importance of the site.

Council discussed getting outside input on what the community wants with this site and its preservation. They discussed the emotional and cultural importance of the site. Council requested that the developer be requested to meet with the African American community to see how they feel about the Pack House and the options for moving forward.

**8. Adjournment:** There being no further business for the evening, Motion to adjourn was made by Councilman Villadsen, second by Councilman McGrath, and passed with a unanimous vote. The January 14, 2020 meeting of the Holly Springs Town Council was adjourned at 8:30 pm.

Respectfully Submitted on Tuesday, January 21, 2020.

  
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Linda McKinney  
Town Clerk