



**Mayor and Council Workshop**  
**6 p.m. December 8, 2020**  
*Law Enforcement Center, and Zoom*

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**MINUTES**

The Holly Springs Town Council met in a workshop session on Tuesday, December 8, 2020 at the Holly Springs Law Enforcement Center and via video conferencing. Mayor Sears presided, calling the meeting to order at 6:00 p.m. A quorum was established as four Councilmembers and the Mayor were present as the meeting opened.

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

**Council Members Absent:** Mayor Pro Tem Dan Berry

**Staff Members Present in the room:** Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Antwan Morrison, Finance Director; Jeff Wilson, IT Director; John Schifano, Town Attorney; Kimberly Keyes, Utilities and Infrastructure; Melissa Sigmund, Development Services; Cassie Hack, Director, Communications and Marketing.

**2. Workshop Overview**

**Staff Resource:** Randy Harrington, Town Manager  
Mr. Harrington gave an overview of the items on the agenda.

**3. Town Hall Space Optimization**

**Staff Resource:** Kimberly Keyes, Utilities & Infrastructure, said that staff would share with Council a recommended conceptual design that would improve the customer experience, maximize currently under-utilized areas, and create new collaboration space in Town Hall. In 2019 the Town hired Creech & Associates to complete a 20-year Space Needs Assessment and Master Plan for Town Hall functions. They recommended renovations and new construction in five potential phases to manage the anticipated staff growth over the next twenty years. The FY20-21 Community Investment Plan includes funding for optimizing space on the first floor of Town Hall. Tonight's discussion will center around renovation of the Development Services space. Ms. Keyes introduced Natalie Stenger & Brent Green from Creech & Associates, who were attending via video conference.

Ms. Stenger outlined how this plan would improve the customer service experience, maximize the use of space and maintain the character of Town Hall. The plan would add additional office/work station space in Development Services, make the Development Services lobby accessible from either entrance, and create COVID-safe workspaces. The proposed plan increases usable square footage from 2,730 to 2,824. The cost of these renovations is projected to be \$306,194. The approved budget was \$205,920. Ms. Stenger outlined the benefits that the increased scope of work would provide for that additional \$100,274.

Randy Harrington, Town Manager, said that the original funding was from a restricted account that can only be used for these types of projects. He recommended that the additional funding come from previously budgeted Village Condo purchase funds to compete Town Hall Phase 1 space optimization, which is also from this restricted account.

Council discussed how much extra space this plan would provide, and how far out it would allow the Town to push the construction of a new building. They discussed the flexibility

of work and collaboration spaces, and what storage would be moved to the basement, the type of furnishings and how much of the current furniture could be repurposed.

#### **4. Unified Development Ordinance (UDO) Issues Identification & Analysis and Recommendations**

**Staff Resource:** Melissa Sigmund, Development Services, said the UDO rewrite process was kicked off last summer. She said that the purpose of tonight's discussion was to put some ideas to Council for further discussion at the retreat and later workshops. No action is requested at this time. She introduced the consultant, Craig Lewis from Stantec.

Mr. Lewis gave an overview of the process, starting with public engagement, the Land Use and Character Plan goals, and Document Review and Recommendations. He made suggestions on how the UDO could be make easier to read and understand. He suggested changes in nomenclature. He then suggested changes in uses permitted by right in Commercial/Mixed-use areas, and suggested simplifying options to increase flexibility. He discussed the parking standards and the trends around parking nationwide. He recommended adjusting thresholds for decision making so that only legislative decisions and subdivisions with community-scale impact go to Town Council, with others being approved by staff or Planning Board. He suggested establishing a Design Review Board and merging the Planning Board and Board of Adjustment, with the possibility of expanding the size of the Planning Board. He suggested encouraging greater use of conditional zoning with rezoning and the conceptual plan bound together.

Council discussed whether this plan would provide for more different housing types and greenspace preservation. They identified issues around commercial development and parking requirements that they felt needed more discussion, and how to use language that doesn't result in so many requests for exceptions. It was determined that a more comprehensive conversation would be held at the retreat.

#### **5. Annual Retreat Agenda Development**

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

Randy Harrington, Town Manager discussed a possible agenda and schedule for the February 2021 Mayor and Council retreat. Friday would be Creating the Community We Desire, Building the Road Map, Managing the Funding Plan. He suggested having speakers from the SOG, or neighboring Towns with similar sized jurisdictions. Friday morning would begin with Trends and Best Practices in Municipal Planning, followed by refinements and/or updates to the Strategic Plan. Saturday would finish the Strategic Plan discussion, metric results and the community survey, and Saturday would continue with discussion of the FY2021-22 Budget, including COVID impacts and other potential key budget considerations. One thing that has become evident to him was that we need a Town-wide position/pay classification study, where an outside consultant comes in. Many municipalities do this about every ten years and he thinks it would be a good idea for Holly Springs.

Mr. Harrington then outlined some potential topics for future Council workshops.

Suggestions for discussion from Council included discussing reducing the size and complexity of regulations in the UDO rewrite, tying the discussions into making a better story for economic development to use when selling the Town, discussing sustainability and life-cycle costs, and bringing in partners to assist with Town projects. Mr. Harrington said he would bring a final draft of the agenda to Council's January workshop.

**6. Open Discussion:**

Council discussed when to discuss the Landfill Committee's report. Consensus was to make it part of the December 15<sup>th</sup> agenda in the regular meeting.

Randy Harrington, Town Manager, said that given where the trends are going with COVID, including among employees and spouses of employees, he wanted to know the consensus of Council, for their meetings for the rest of December and January. Consensus was to go to a hybrid type meeting in January with Council and limited staff in the Chamber, other staff coming in just long enough to make the necessary presentations, and all other staff and the public attending remotely only.

Councilwoman Kelly said the group working to deliver meals to those in need will be distributing ham and roast beef along with other food. She said they are open to having more volunteers, and to let her know if you are interested. Also, the Council Tree at the Ting Park Tree Trail will be decorated tomorrow evening. It's looking great and is a great event for charity.

**7. Closed Session:** none

**8. Adjournment:**

Motion to adjourn was made by Councilman Villadsen second by Councilman Wolff, and passed with a unanimous vote. The December 8, 2020 workshop meeting of the Holly Springs Town Council was adjourned at 7:50 pm.

Respectfully Submitted on Tuesday, December 15, 2020.

Linda C. McKinney  
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Town Clerk