Holly Springs Town Council
7:00 PM **Tuesday, January 20, 2026**
Regular Meeting
Holly Springs Town Hall Council Chambers
128 S. Main Street, 2nd Floor

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of January 20, 2026 meeting agenda

PUBLIC COMMENT PERIOD

Each speaker may speak up to 3 minutes, and the total comment period will be 15 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Although the Council is interested in hearing your concerns, speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff, and other speakers.

RECOGNITIONS

5. Martin Luther King Jr. Day Proclamation
6. Black History Month Proclamation
7. Human Trafficking Prevention Month Proclamation

REQUESTS AND COMMUNICATIONS

8. Audit Report for Fiscal Year Ended June 30, 2025
9. Parks and Recreation Advisory Committee Annual Report

CONSENT AGENDA

10. December 9, 2025 Workshop Meeting and December 2, 2025 and December 16, 2025 Business Meeting Minutes
11. Monthly Budget Amendments
12. Facilities and Public Restroom Janitorial Services Contract
13. Condemnation Resolution for the Holly Springs Fuquay-Varina (Sanford) Water Line
14. Holly Springs Rd. (Central) - Design Change Order #4
15. Engineering Design and Construction Standards Supplement #14
16. WaterSmart Portal Contract with VertexOne
17. Code of Ordinances and Board Opening and Application Procedures amendments related to the Tree Advisory Committee
18. Twin Springs Voluntary Annexation A25-08

PUBLIC HEARINGS

19. 25-REZ-10 Twin Springs Rezoning and Development Agreement - Legislative Public Hearing
20. 25-REZ-02 Powell Place Rezoning and Development Agreement - Legislative Public Hearing

NEW BUSINESS

21. Utley Creek Water Reclamation Facility Phase 2 (6 to 8 Million Gallons Per Day Expansion)
22. Holly Springs Road Widening (West) — Design Contract
23. Annual Appointments to Planning Board and Board of Adjustment

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION

ADJOURNMENT

In accordance with ADA regulations please contact the Town Clerk's office at least 48 hours before the meeting to request an auxiliary aid or service needed to participate in this meeting:
linda.mckinney@hollyspringsnc.gov 919-557-3900

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions
Title: Martin Luther King Jr. Day Proclamation
Strategic Priority Area: Vibrant Community
Staff Resource: Mayor Kondratick

Action(s):
Proclaim January 19, 2026 as ML King, Jr. Day in Holly Springs.

Explanation:

- Each year, the Martin Luther King, Jr. Holiday observance calls us to reflect, rejoice, and recommit to honoring the enduring legacy of Dr. King.
- Local events to celebrate Dr. King's legacy included:
  - An interactive service project on Monday, January 19th to create a mural at the Hunt Center;
  - The MLK Jr. Committee organized a Unity Weekend that included an annual march from Oak Hall Commons shopping center to the Cultural Center where a ceremony included reflection on Dr. King's vision.

Background:

- Congress established Martin Luther King Jr. Day in 1983 and President Ronald Reagan signed it into law.
- In 1994 President Bill Clinton signed the King Holiday and Service Act, establishing MLK Jr. Day as a day of service.
- The holiday was adopted by the 50th state in 2000.

Funding Source(s):
N/A

Attachment(s):
1. MLK Day Proclamation

Proclamation

Office of the Mayor

WHEREAS, Dr. King was an inspirational leader whose moral vision and courage helped bend the arc of history toward justice; and

WHEREAS, Dr. King's ministry, movement, and epic struggle for civil rights and voting rights sought to redeem the soul of our nation; and

WHEREAS, each year the ML King holiday observance calls us to reflect, rejoice, and recommit to honoring the enduring legacy of Dr. King; and

WHERAS, the King Center has designated the theme *Mission Possible 2: Building Community, Uniting a Nation the Nonviolent Way* for 2026;

NOW, THEREFORE, I Mike Kondratick, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim January 19, 2026 as

Martin Luther King Jr. Day

in Holly Springs and commend its observance to all residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Holly Springs, North Carolina to be affixed on this 19th day of January, 2026.

Michael D. Kondratick, Mayor

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions
Title: Black History Month Proclamation
Strategic Priority Area: Vibrant Community
Staff Resource: Mayor Kondratick

Action(s):
Proclaim February Black History Month in Holly Springs.

Explanation:

- The Town of Holly Springs takes pride in recognizing February as Black History Month, celebrating the many notable contributions Black people have made to the country and town.
- The Town of Holly Springs is working with the Martin Luther King, Jr. Committee to celebrate Black History Month in Holly Springs, including a series of events:
    - Black Expressions Jan. 5th - March 2nd at the Cultural Center celebrating Black art, culture, identity, and expression
    - Gallery Experience Feb. 27th where one can interact directly with local Black artists, explore the visual arts and enjoy refreshments from Christine's Plates
    - Theater Performance on Feb. 27th featuring top Triangle talent and emceed by comedian and historian Byron Johnson

Background:

- Black History Month was adopted under President Gerald Ford in 1976.
- The national theme for Black History Month 2026 is *A Century of Black History Commemorations.*

Funding Source(s):
N/A

Attachment(s):
1. Black History Month 2026

Proclamation

Office of the Mayor

WHEREAS, the Town of Holly Springs takes pride in recognizing February as Black History Month, celebrating the many notable contributions Black people have made to our country and town; and

WHEREAS, we celebrate the diversity of Black people in Holly Springs and the nation, whether they identify as African, African-American, Afro-Latino, Afro-Caribbean, or Black; and

WHEREAS, this year's Black History Month theme of *A Century of Black History Commemorations,* recognizes celebrations stretching back to Dr. Carter G. Woodson's inaugural week-long Black History observance in 1925; and

WHEREAS, February was formally adopted as Black History Month in 1976 by President Gerald Ford;

NOW, THEREFORE, I, Mike Kondratick, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim February 2026 as

Black History Month

in Holly Springs and call upon the people of Holly Springs to observe this month with appropriate programs, activities, and reflections.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Holly Springs, North Carolina to be affixed on this 20th day of January, 2026.

Michael D. Kondratick, Mayor

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Recognitions
Title: Human Trafficking Prevention Month Proclamation
Strategic Priority Area: Community Safety
Staff Resource: Mayor Kondratick

Action(s):
Proclaim January as Human Trafficking Prevention Month in Holly Springs.

Explanation:

- Mayor Kondratick will present the proclamation to Niki Miller and Lynn Scott of Shield North Carolina.
- Human trafficking takes many forms, making it one of the most complex and hidden crimes in the world:
    - Labor Trafficking, crimes against a person in which they are forced, tricked, pressured, or scared into performing labor.
    - Sex trafficking, crimes in which a commercial sex act is induced by force, tricking, pressuring, or scaring. A commercial sex act by someone under the age of 18 is automatically considered trafficking in NC, even without evidence of force, fraud, or coercion.
- Traffickers prey on vulnerabilities such as homelessness, poverty, family conflict, legal status, and gender.
- North Carolina consistently ranks in the top 10 nationally for human trafficking, according to the Human Trafficking Hotline.

Background:

- The Trafficking Victims Protection Act of 2000 enshrined the United States' commitment to combating human trafficking domestically and internationally.
- In 2010 President Obama declared January "National Slavery and Human Trafficking Prevention Month"

Funding Source(s):
N/A

Attachment(s):
1. Human Trafficking Prevention

Proclamation

Office of the Mayor

WHEREAS, human trafficking is the recruitment, harboring, transportation, provision, or obtaining of a person through the use of force, fraud, or coercion for forced labor or commercial sex; and

WHEREAS, North Carolina consistently ranks in the top 10 for human trafficking cases reported to the National Human Trafficking Hotline; and

WHEREAS, Human trafficking is the fastest growing criminal enterprise in the world, now creating over $236 billion in illegal profits each year; and

WHEREAS, last year the Cyber Tipline received 20.5 million reports related to 29.2 million incidents of suspected child sexual exploitation; and

WHEREAS, trafficking survivors often go undetected and unserved; experiencing extremely high levels of trauma; and the number of restoration opportunities for survivors in North Carolina is not enough to serve the number of survivors; and

WHEREAS, more awareness is needed at the community level to educate citizens on the realities and needs of survivors; and

WHEREAS, The Town of Holly Springs has committed to protecting its residents and supporting anti-trafficking efforts;

NOW, THEREFORE, I, Mike Kondratick, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim January as

Human Trafficking Prevention Month

In Holly Springs and commend its observance to all residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Holly Springs, North Carolina to be affixed on this 20th day of January, 2026.

Michael D. Kondratick, Mayor

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Requests & Communications
Title: Audit Report for Fiscal Year Ended June 30, 2025
Strategic Priority Area: Organizational Excellence
Staff Resource: Tina Stroupe, Finance

Action(s):
Receive the Fiscal Year Ended June 30, 2025 financial audit report from Cherry Bekaert, the Town's external auditor.

Explanation:

- Cherry Bekaert, the Town of Holly Springs' external auditor, will present the audited financial report and management letter for the fiscal year from July 1, 2024 through June 30, 2025.
- During the meeting, the auditors will share all relevant information, including but not limited to the expressed audit opinion, concerns, recommendations, as well as the financial performance of the town for the fiscal year of 2024-2025.

Background:

- According to North Carolina General Statute 159-34, each local government and public authority shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the Commission as qualified to audit local government accounts.
- It is the auditor's responsibility to express opinions on these financial statements based on the audit.
- The Government Auditing Standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.
- The audit shall evaluate the performance of a unit of local government regarding compliance with applicable federal and State agency regulations.

Funding Source(s):
N/A

Attachment(s):
1. 2025 Town of Holly Spring Compliance Reports
2. 2025 Town of Holly Springs Audit Report
3. Town of Holly Spring June 30, 2025 ACFR - Final (1.14.2026)

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Mayor
Members of the Town Council
Town of Holly Springs, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Holly Springs, North Carolina (the "Town"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town's financial statements, and have issued our report thereon dated December 19, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the OMB Uniform Guidance and the State Single Audit Implementation Act

To the Honorable Mayor
Members of the Town Council
Town of Holly Springs, North Carolina

Report on Compliance for Each Major Federal Program

Opinion on each Major Federal Program

We have audited the Town of Holly Springs, North Carolina's (the "Town") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on the Town's major federal program for the year ended June 30, 2025. The Town's major federal program is identified in the *Summary of Auditor's Results* section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and the State Single Audit Implementation Act. Our responsibilities under those standards, the Uniform Guidance, and the State Single Audit Implementation Act are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Town's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town's federal programs.

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Single Audit Implementation Act, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the State Single Audit Implementation Act. Accordingly, this report is not suitable for any other purpose.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor on Compliance for Each Major State Program and on Internal Control over Compliance Required by the Uniform Guidance and the State Single Audit Implementation Act

To the Honorable Mayor
Members of the Board of Commissioners
Town of Holly Springs, North Carolina

Report on Compliance for Each Major State Program

Opinion on Each Major State Program

We have audited the Town of Holly Springs, North Carolina's (the "Town") compliance with the types of compliance requirements described in the *Audit Manual for Governmental Auditors in North Carolina,* issued by the Local Government Commission that could have a direct and material effect on the Town's major state program for the year ended June 30, 2025. The Town's major state program is identified in the *Summary of Auditor's Results* section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major state program for the year ended June 30, 2025.

Basis for Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; applicable sections of Title 2 U.S. *Code of Federal Regulations* Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"), and the State Single Audit Implementation Act. Our responsibilities under those standards, the Uniform Guidance and the State Single Audit Implementation Act are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the Town's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town's state programs.

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of the major state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Single Audit Implementation Act, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance and the State Single Audit Implementation Act. Accordingly, this report is not suitable for any other purpose.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2025

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance to U.S. GAAP:	Unmodified	
Internal control over financial reporting:		
• Material weakness(es) identified?	_____ yes	___X___ no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes	___X___ none reported
• Noncompliance material to financial statements noted?	_____ yes	___X___ no

Federal Awards

Internal control over major federal programs:		
• Material weakness(es) identified?	_____ yes	___X___ no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes	___X___ none reported
• Noncompliance material to federal awards noted?	_____ yes	___X___ no
Type of auditor's report issued on compliance for major federal programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ yes	___X___ no

Identification of major federal programs:

Assistance Listing Number	Names of Federal Program or Cluster
21.027	COVID-19: Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000
Auditee qualified as low-risk auditee?	_____ yes ___X___ no

Section I—Summary of Auditor's Results (continued)

State Awards

Internal control over major state programs:

- Material weakness(es) identified? _____ yes ___X___ no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes ___X___ none reported
- Noncompliance material to state awards noted? _____ yes ___X___ no

Type of auditor's report issued on compliance for major state programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the State Single Audit Implementation Act _____ yes ___X___ no

Identification of major state programs:

Program Name

Special Appropriations

Section II—Findings Related to the Audit of the Financial Statements

None reported.

Section III—Federal Award Findings and Questioned Costs

None reported.

Section IV—State Award Findings and Questioned Costs

None reported.

Section V—Summary Schedule of Prior Audit Findings

Financial Statement Findings

None reported.

Federal Award Findings and Questioned Costs

None reported.

State Award Findings and Questioned Costs

None reported.

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor

To the Honorable Mayor and Town Council
Town of Holly Springs
Holly Springs, North Carolina

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Holly Springs, North Carolina (the "Town"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town, as of June 30, 2025, and the changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 14 to the financial statements, the Town adopted Governmental Accounting Standards Board Statement No. 101*, Compensated Absences,* which resulted in a restatement of beginning net position. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The combining and individual fund financial statements and schedules, and other supplementary information, as listed in the table of contents, and schedule of expenditures of federal and state awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules, other supplementary information, and schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of and for the year ended June 30, 2024, which are not presented with the accompanying financial statements, and we expressed unmodified opinions on those basic financial statements. That audit was conducted for the purpose of forming opinions on the basic financial statements as a whole. The individual fund schedules contain comparative amounts for June 30, 2024, which are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the June 30, 2024 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In our opinion, the comparative amounts for June 30, 2024 in the individual fund schedules are fairly stated in, all material respects, in relation to the basic financial statements from which they have been derived.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2025, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town's internal control over financial reporting and compliance.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

ANNUAL COMPREHENSIVE FINANCIAL REPORT

TOWN OF HOLLY SPRINGS
NORTH CAROLINA

Fiscal Year Ended June 30, 2025



About the cover:

March 28, 2025 – Fire Station 3 opens to meet growth needs in Northwest Holly Springs

The new Fire Station 3 at 114 Cinder Station Road is strategically located in an area seeing tremendous growth – both with homes and businesses. The new station features key safety components, such as modern decontamination technology that pressurizes the apparatus bay to keep contaminants out of living quarters. The single-story, three-bay building can accommodate up to 16 firefighters. It also includes an area for the Holly Springs Police, expanding their footprint throughout the community.

Holly Springs Fire Chief LeRoy Smith: “My vision for this station is simple: we will not just respond to emergencies; we will be neighbors, friends, and partners to the families and businesses that surround us. We want the community to know that our doors are open, not just when you need us most, but for the everyday moments as well.”

Photo credit: Town of Holly Springs, Chris Belk

ANNUAL COMPREHENSIVE FINANCIAL REPORT

Town of Holly Springs, North Carolina

For the Fiscal Year Ended June 30, 2025



Prepared by the Town of Holly Springs Finance Department

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
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INTRODUCTORY SECTION



Prepared by the Town of Holly Springs Finance Department

THE TOWN OF

Holly Springs

December 19, 2025

Honorable Mayor, Members of Town Council and Citizens of the Town of Holly Springs:

The Annual Comprehensive Financial Report (ACFR) of the Town of Holly Springs (the Town) for the fiscal year ended June 30, 2025, is submitted by the Town's Finance Department, and it is the comprehensive publication of the Town's financial position on June 30, 2025, and results of operations for the fiscal year then ended for all funds of the Town. The financial statements must be presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. This report is published to fulfill that requirement for the fiscal year ending June 30, 2025, and to provide complete and further accountability to citizens and other interested parties by providing a comprehensive report in lieu of the minimum basic financial statement requirements.

Responsibility for both the accuracy of the presented data, and the completeness and the fairness of the presentation, including all disclosures, rests with the Town. We believe the enclosed data and presentation is accurate in all material respects and is reported in a manner that presents fairly the financial position and results of operations of the Town's funds over the last fiscal year.

This document provides financial detail and historical trends beyond the basic financial statements in the **Financial Section**. The Management's Discussion and Analysis (MD&A) immediately follow the independent auditor's report and provides a narrative introduction, overview and analysis of the basic financial statements. This letter of transmittal is written to complement the MD&A and should be read in conjunction with it.

As noted earlier, the General Statutes of North Carolina require an annual independent financial audit of all local government units in the State. Cherry Bekaert, LLP, independent certified public accountants, has examined the financial records of the Town and their opinion has been included in this report. Their examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as they considered necessary in the circumstances. The auditor's report on the basic financial statements and combining individual fund statements and schedules is included in the financial section of this report. Beyond the basic financial statements, the report includes **Supplementary Information** which provides details on retirement health care, law enforcement separation allowance and pension liability information. The **Statistical Section** provides trend information on financial performance, revenue capacity, debt capacity, demographic and economic indicators as well as operating information. The auditor's reports related specifically to the single audit are included in the **Compliance Section**.

As a recipient of federal and state assistance, the Town is responsible for ensuring that adequate internal controls are in place to ensure compliance with applicable laws and regulations related to those programs. This internal control structure is subject to periodic evaluation by management. As a part of the Town's single audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal and state financial assistance programs, as well as to determine that the Town has complied with applicable laws and regulations. The results of the Town's single audit for the fiscal year June 30, 2025, included no instance of material weakness in the internal control structure or significant violations of applicable laws and regulations.

Profile of the Town

The Town of Holly Springs, incorporated in 1877, is located in southwest Wake County, approximately 18 miles from downtown Raleigh, the State Capital. Holly Springs truly had very humble beginnings. Known first for its abundant fresh springs where weary travelers would stop, it is now one of the fastest growing communities in the state of North Carolina. Holly Springs offers a unique blend of small-town charm, coupled with a vibrant and growing business community. Residents enjoy quality parks, excellent schools, and the opportunity to shop locally. The Town covers approximately 18.69 square miles and has an estimated population of 53,648 as of June 30, 2025.

The Town operates under a council-manager form of government. The governing body is comprised of a Mayor and a five-member Town Council, elected on a nonpartisan, at large basis for staggered four-year terms. The Town Council has policy-making and legislative authority and is responsible for the budget approval and appointment of the Town Manager, Town Attorney and Town Clerk. The Town Manager is responsible for implementing Council policies and Town Ordinances, managing daily operations and appointing department directors.

The Town provides its citizens with a full range of services, including police and fire protection, solid waste and recycling services, the construction and maintenance of streets, curbs, gutters and sidewalks and other infrastructure, recreation and cultural activities, building inspections and permits, and water, wastewater and stormwater service. This report includes all the Town's activities in delivering and administering these services.

The Town Council is required to adopt an annual operating budget by July 1 each year. The Town is empowered to levy a property tax on both real and personal property located within its boundaries. The Town's budget ordinance creates a legal limit on spending authorizations and serves as the foundation for financial planning and control. An annual budget is adopted for the General Fund, Debt Service Fund, Emergency Telephone System Fund and the Enterprise Funds. The Town Manager is authorized by budget ordinance to transfer appropriations within a department without prior approval of the Town Council and may transfer appropriations up to $50,000 between departments within the same fund with an official reporting to the Town Council. All inter-departmental budgetary appropriations above $50,000, between funds, or that increase or decrease the total budget of any fund must be approved in advance by Town Council.

Holly Springs has become one of the leading biotechnology hubs in the world. Home to renowned biotech companies including Fujifilm Diosynth Biotechnologies, Amgen, and CSL Seqirus, this biotech ecosystem continues to attract even more small and mid-sized companies to Town.

Fujifilm Biotechnologies has completed construction on the largest end-to-end cell culture contract development and manufacturing (CDMO) biopharmaceutical facility in North America, representing a $2 billion investment—the largest life sciences investment in North Carolina's history—right here in Holly Springs. The first phase includes an 839,000-square-foot lab, office, and manufacturing complex situated on a 150-acre site, bringing more than 725 high-quality jobs to the community. The company recently announced plans for Phase Two, which will further expand the facility with an additional $1.2 billion investment and create approximately 680 new jobs, reinforcing Holly Springs' position as a national leader in biomanufacturing and innovation.

Amgen, one of the world's leading biotechnology companies, continues to expand its presence in Holly Springs with a combined investment exceeding $1.5 billion. The company's first phase, a $550 million, 350,000-square-foot multi-product drug substance manufacturing facility, is scheduled to begin operations in 2025 and will utilize advanced biomanufacturing technologies to produce a variety of medicines for patients worldwide. Building on this commitment, Amgen announced a second phase of expansion totaling an additional $1 billion, which will establish a second manufacturing facility on the Holly Springs campus and create approximately 370 new high-quality jobs with average annual salaries of over $90,000. Together, the two phases position Holly Springs as a key location within Amgen's global manufacturing network, enhance the Town's growing life sciences cluster, and support the Mayor and Town Council's strategic goal of diversifying the tax base through sustainable, innovation-driven economic development.

Genentech announced plans to invest $700 million in Holly Springs to construct a 700,000-square-foot high-volume fill/finish manufacturing facility, the company's first East Coast manufacturing site. The project is expected to create over 420 high-paying permanent positions and more than 1,500 construction jobs, generating an estimated $1.2 billion economic impact for Wake County further strengthening Holly Springs' reputation as a leading hub for biotechnology investment and innovation.

Ypsomed, a global leader in medical technology specializing in injection and infusion systems, announced plans to invest $195 million in Holly Springs to establish its first North American manufacturing facility. The company will purchase and customize a 110,000-square-foot facility in the YIELD Holly Springs business park, marking a significant expansion of its international operations. The project is expected to create 62 high-quality jobs, supporting the region's growing life-sciences cluster and further strengthening Holly Springs' position as a premier destination for advanced manufacturing and biotechnology investment.

The Town's Economic Development Department continues working with local developers and investors to expand business park options in Holly Springs. Directly surrounding Amgen, a new 700+ acre prime business park, CaMP Helix, offers diverse development options and other beneficial commercial and residential options.Down the road in the long-established Holly Springs Business Park and adjacent to Fujifilm Biotechnologies, Catalyst BioCampus, the region's newest biomanufacturing campus, has two of three buildings complete and will soon be ready for tenant fit out. Totaling up to 478,000 square feet over three buildings, this space is built following current Good Manufacturing Practices (cGMP), for Pharmacodynamic (PD), lab, and office uses. Buildings come pre-equipped with primary mechanical, electrical, and building infrastructure specific to biomanufacturing facilities. The initial phase offers two 169,000-square-foot single-story with mezzanine buildings, 32' clear story height, and bay spacing to accommodate single or multi-tenant requirements. The third building is being designed for existing tenant expansion and smaller office space.

Crescent Communities, a nationally recognized, market-leading real estate investor, developer, and operator of mixed-use and commercial communities, is providing new opportunities through their build-out of multiple business park options geared towards targeted industry growth in Holly Springs. Currently underway, the company is developing a 27-acre multi-building campus, The YIELD Holly Springs. This campus will be focused on biomanufacturing but also allows for a variety of uses, including office, lab, manufacturing, and amenity retail. In addition, Crescent Communities' other campus, the 83-acre YIELD North along the US-1 corridor, can accommodate up to 850,000 square feet of buildings space across a range of building sizes from 75,000-300,000 square feet.

CSL Seqirus, one of the world's largest influenza vaccine companies, is thriving in Holly Springs. The location opened in 2009 as a 438,000-square-foot flu cell culture manufacturing facility, known then as Novartis U.S. The facility has completed several expansions, including a $156 million project that more than doubled its capacity to bring flu vaccines to the U.S. and markets worldwide. Current operations occupy approximately 70 acres with another 90 acres available for future expansion under the new CSL Seqirus name.

To support the growing industries and biotechnology ecosystem, Wake Tech Community College announced the permanent home for its nearby Western Wake Campus in September 2022. The campus is strategically located off NC 55, near US 1 and NC 540 and will feature a new Workforce Development Center, featuring biopharma training space, along with small business and entrepreneurship offerings. This location will be key in preparing the talent pool for the biotech companies in Holly Springs as well as providing tools and resources for local small businesses.

In addition to biotechnology growth, other businesses are growing in Holly Springs. In August 2022, Calvert Ice Sports closed on land in the Carolina Springs development with plans to build a state-of-the-art ice plex that will shape and develop student-athletes. The 320,000-square-foot facility will include a boarding school and an indoor ice sports training center with four NHL regulation-size ice rinks. The added amenity will further distinguish Holly Springs in the marketplace and foster continued economic growth and sports tourism.

Downtown Holly Springs continues to experience robust commercial growth, fueled by strategic investments and a renewed community vision. A landmark mixed-use project, Main Street Vista, is nearing completion on 11.7 acres at the corner of North Main Street and Holly Springs Road. The development will feature 277 residential units, 19,000 square feet of retail, and 11,000 square feet of live-work space, further enhancing the area's vitality. Adding to this momentum, the newly opened Fable Books & Café brings a locally owned bookstore and coffeehouse to the heart of downtown, contributing to the area's vibrant, community-oriented atmosphere.

The Town has also completed an extensive Downtown long-range planning process, updating key components of the Vision Holly Springs Comprehensive Plan, including land use, infrastructure, and natural resources. These updates are designed to guide the future character, redevelopment, and connectivity of the downtown core.

To advance this vision, the Town plans to pursue a strategic public-private partnership (PPP) to deliver transformative public-realm improvements at Mims Park—a 17-acre wooded site at 350 W. Ballentine Street featuring rolling hills, natural springs, and the gravesite of town founder G.B. Alford. Identified as one of five priority projects in the 2023 Downtown Area Plan, Mims Park is envisioned as a signature destination that connects residents and visitors to nature, history, and the growing Downtown Village District.

In addition to the Town's ongoing efforts to strengthen downtown vibrancy and attract high-quality private investment through life sciences and advanced manufacturing, the Town continues to advance its long-term vision for Ting Park as both a regional destination and a cornerstone of community life in Holly Springs. Building upon its strong foundation as a premier athletics and events hub, the Town is pursuing opportunities to transform the surrounding area into a vibrant, walkable mixed-use district that integrates sports, recreation, dining, lodging, and retail. This vision will enhance community connectivity through expanded greenways and pedestrian links, support economic vitality by encouraging private investment through strategic public-private partnerships, and enrich the quality of life for residents and visitors alike. By leveraging Town-owned property and aligning development with the goals established in the Comprehensive Plan, Ting Park is poised to become a dynamic centerpiece that reflects the Town's commitment to thoughtful growth, recreation excellence, and a thriving local economy.

Interest from businesses remains strong, with the Economic Development Office reporting consistent inquiries from restaurateurs, retailers, and service providers seeking opportunities downtown. To support this growth, the Town Council has approved several conceptual enhancements, including an expanded farmers market, a dedicated festival street, new greenway connections, and revitalized park spaces. These initiatives will reinforce downtown's role as the heart of the community—welcoming people at all times of day, throughout the week, and across the seasons.

With these projects underway, Downtown Holly Springs is poised to deliver a thoughtfully designed mix of high-quality buildings, active streetscapes, and inviting public spaces. Together, these elements will create a vibrant, walkable downtown that embodies the Town's long-term goal of establishing a thriving and connected community core.

As mentioned, as of June 30, 2025, the Town's population was estimated to be 53,648. Over the span of the past decade the Town has grown by 72% with anticipated population to increase to 65,457 by June 30, 2030. Holly Spring's tax base has grown from $3.5 billion in 2015 to $12.9 billion in 2025. The Town issued 833 new building permits for new construction, additions and alterations in 2025, which included 662 for residential and 165 for non-residential. Permits issued valued over $1.29 billion. Holly Springs remains a preferred residential location due to proximity to employment and cultural centers, low-crime rate, excellent schools, public services for residents and an increase in commercial development.

Holly Springs sales tax revenue increased by 2.6% over the previous fiscal year. The sales tax revenue budget for FY26 was budgeted conservatively and reflects no increase over FY25. This slowing growth is attributed to economic uncertainty with higher interest rates, elevated inflation and shift in consumer behavior and spending. Consumers are purchasing similar levels of taxable goods at higher retail prices. Wake County underwent a property tax revaluation in January 2024 and the Town's FY25 budget reflects, a property tax rate of 34.35 cents. This reflects an increase in ad valorem revenue of $4,327,059 or a 20% increase. The Town's FY26 budget reflects an expected increase of $1,910,374 or a 7.5% increase.

Staff remains mindful of certain economic and environmental factors that will continue to have financial impacts on the Town. As with organizations across the nation, the Town has been affected by the historically high levels of inflation, as well as the continued supply chain disruptions, geopolitical and tariff risks. Each of these factors has, and will continue, to significantly affect the Town financially, as witness to the increase in project costs for both the current and planned major capital projects and even operating costs. It is important to note this as the Town may also be affected by this increase in the cost of borrowing for our upcoming projects; meaning the "dollars will not stretch as far".

Long Term Financial Planning and Major Initiatives

With respect to long-term financial planning, the Town has continued to benefit from a rapidly growing tax base to finance the necessary infrastructure and other capital expenditures to support the growth of the Town. Since 2016, the total assessed value of the tax base has increased from $3.5 billion to $12.9 billion. These additional tax revenues have allowed staff to continue to strengthen our fiscal management practices. It has also afforded us the opportunity to properly leverage borrowings for additional capital expenditures such as existing and additional town parks, as well as improvements to streets, sidewalks and greenways and secure our future water needs for a growing population. The Town continues to maintain a sufficient unassigned fund balance, which helps ensure that we have cash flow to provide the necessary flexibility for unanticipated opportunities and needs during emergencies and disasters. These factors were proven as the Town has maintained its strong credit rating of Aaa with Moody's Investor Service and AAA rating with Standard & Poor's.

Some highlights for fiscal year 2024-2025 are as follows:

- Fujifilm Biotechnologies manufacturing facility expansion, one of the world's leading biotechnology companies will invest an additional $1.2 million in the Town, creating an additional 688 new jobs. Phase 1 was just recently completed.
- Adopted Downtown Area Plan to highlight how investments in the next 10-15 years would enhance the Town's Downtown for residents.
- Construction of the Middle Creek Greenway.
- Implemented a new Utility Debt Affordability Model
- Town received their first Revenue Bonds rating of Aa1 on its Enterprise Systems Revenue Bonds for the Sanford Water Filtration Facility Expansion project. The Sanford Water Capacity project is a partnership between the Town, City of Sanford and Town of Fuquay-Varina to expand the City of Sanford's Water Filtration facility and will secure the Town's water supply for future growth and development.
- Bond rating upgrade to Aaa from Moody's Investor Services
- Fire Station #3 opened as a replacement station to provide service to the Town's growing community.

The Town maintains a five-year community investment plan, more commonly referred to as a capital improvement plan, which serves as its planning document to ensure that facilities, equipment and infrastructure are well maintained. This process provides the ability to plan for capital needs and allocate short and long-term resources appropriately. The plan also serves as the basis for determining future debt issuance.

Below are a few projects which are in progress or have been completed over the past year:

Eagles Landing Park – park development west of NC 55; currently under construction with an anticipated opening date in 2027. The new park will include a new recreation center along with a playground and splash pad, an all-wheels skate park, basketball and pickleball courts, turf fields and a picnic shelter. The Town's $100 million Parks and Recreation bond referendum was held in November 2023 with residents voting in favor of the bond issuance which will be issued in two tranches – the first was issued in February 2025 and the remainder will be issued in FY26.

- Holly Springs Road Widening – road widening to 4-lane median with sidewalk from Flint Point Lane to Sunset Lake Road
- Public Services Operation Center Campus – a new site location and facility to allow for expansion of utilities and infrastructure as well as public works functions. Construction has begun and is expected to be complete by Summer of 2026.
- Sanford Water Filtration Facility Expansion Project –partnership with the City of Sanford and Town of Fuquay-Varina for expansion of the Town's water capacity for current and future developments is currently in the construction phase with completion expected to be August 2028.
- Utley Creek Water Reclamation Facility - facility expansion will increase the current wastewater treatment capacity at the Utley Creek Wastewater Facility from 6 million gallons per day to 8 million gallons per day by 2029. This investment is currently estimated at $240 million. Phase 1 of the Lab and Operators Building is currently under construction and Phase 2 is expected to commence late Spring 2026.

The Town actively monitors and manages its debt capacity and affordability. The Town has a formal policy which provides guidance and direction when considering the impact of future general government debt. Included in the most recent debt model update are planned issuances through June 2033. The Town has issued the remaining $22 million of the total $40 million in transportation bonds from the November 2018 referendum for transportation improvements and $50 million from the November 2023 referendum for parks and recreation improvements with a remaining $50 million authorized but unissued expected to be issued in early 2026. These bonds were issued for the following projects: Highway 55 Right Turn Lane, Avent Ferry Road Realignment, Main Street Eastbound Right Turn Lane and Holly Springs Road Widening.

- Management has the following planned debt issuance for the fiscal year ending June 30, 2026: Holly Springs-Fuquay Varina Water Conveyance Line - $35 million
- Utley Creek Water Reclamation Facility - $240 million
- Parks and Recreation Development and Improvements - $50 million -second tranche of $100 million approved bond referendum

Budget Control

In government, the budget is an integral part of a unit's accounting system and daily operations. The North Carolina General Statutes require all governmental units to adopt a balanced budget by July 1 of each year. The Town's budget ordinance, adopted by the Town Council, creates a legal limit on spending authorization. Budgetary control is facilitated using a requisition encumbrance and purchase order system that ensures the adequacy of funds prior to the placement of orders or the award of contracts.

Internal Control

The Town is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town are protected from loss, theft or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits to be derived, and the evaluation of costs and benefits requires estimates and judgments by management. We believe that the Town's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Awards and Acknowledgements

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Holly Springs for its comprehensive annual financial report for the fiscal year ended June 30, 2024, for a 20th consecutive year. To be awarded a Certificate of Achievement, the government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. The Certificate of Achievement is valid for a period of one year only and is the highest form of recognition awarded in the field of governmental financial reporting. We believe our current report continues to meet the program requirements and we are submitting to GFOA to determine its eligibility for another certificate.

In addition, the Town received the GFOA's Distinguished Budget Presentation Award for its annual budget document for the fiscal year ended June 30, 2024, for the 6th consecutive year and expects to again be awarded in for the fiscal year ended June 30, 2025. To qualify for the Distinguished Budget Presentation Award, the budget document had to be judged to be proficient as a policy document, a financial plan, an operations guide and a communications tool.

We appreciate the assistance and dedication of the staff throughout the year. The preparation of this report was made possible by the dedicated service and cooperation of Cherry Bekaert LLP. The cooperation of each department is appreciated as we work together to conduct the Town's financial audit and a special thank you goes to the Finance Department for their steadfast dedication in representing the Town. In addition, we also would like to thank the Mayor and Town Council for their continued support, guidance and advice in planning and conducting the financial activities of the Town in a responsible and progressive manner.

Respectfully submitted,

Randy J. Harrington
Town Manager

Tina Stroupe
Finance Director

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Town of Holly Springs
North Carolina

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morrill

Executive Director/CEO



Daniel H. Berry
Mayor Pro-Tem
12/2021 to 12/2025

Danielle Hewetson
Councilmember
12/2023 to 12/2027

Timothy Forrest
Councilmember
12/2021 to 12/2025

Annie Drees
Councilmember
12/2023 to 12/2025

Sean Mayefskie
Mayor
12/2021 to 12/2025

Chris Deshazor
Councilmember
12/2023 to 12/2027

Town Administration

Randy J. Harrington
*Town Manager**

Daniel Weeks
Assistant Town Manager

J. Scott Chase
Assistant Town Manager

John Schifano
*Town Attorney**

Linda McKinney
*Town Clerk**

Senior Leadership Team

Kendra Parrish
Utilities & Infrastructure

Irena Krstanovic
Economic Development

LeRoy Smith
Fire

Sabrina McDonald
Human Resources

Jeff Wilson
Information Technology

LeeAnn Plumer
Parks and Recreation

Chris Hills
Development Services

Paul Liquorie
Police Chief

Cassie Hack
Communications and Marketing

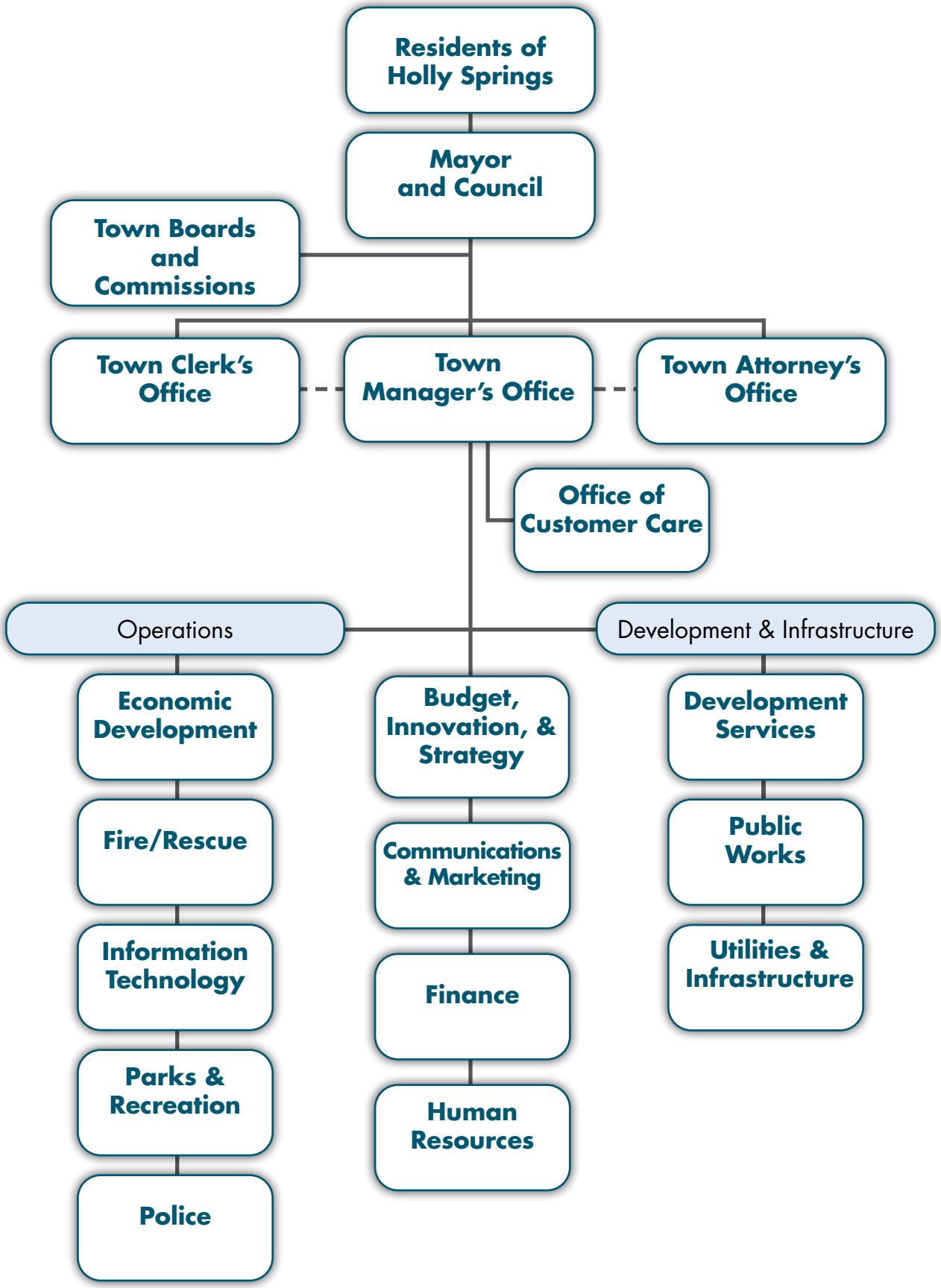
Paige Scott
Public Works

Tina Stroupe
Finance

Corey Petersohn
Budget, Innovation & Strategy

* The Town Manager, Town Attorney, and Town Clerk are appointed by Town Council.

Town of Holly Springs, North Carolina
Organization Chart



Town of Holly Springs, North Carolina

History of Holly Springs

As the name suggests, the Town of Holly Springs originated at a site where fresh waters trickled near age-old holly trees. In colonial times, a small cluster of homes and businesses formed around the original "holly springs" in an area that once was a Tuscarora Indian hunting ground.

A couple miles north at the intersection of two roads, one that went from Hillsborough to Smithfield and the other from Raleigh to the Cape Fear River and then on to Fayetteville, what is now downtown Holly Springs began to form.

It was at this crossroads that Scottish settler Archibald Leslie opened a tailoring business and store and began construction on a 180-acre estate that also contained freshwater springs. Today, all that remains is the main house, listed on the National Register of Historic Places as the Leslie-Alford-Mims House. The springs that supplied the home with water are accessible to the public by a short, winding dirt trail that winds through the woods and past a family cemetery. The house is a commanding landmark in the heart of downtown Holly Springs, having weathered nearly two centuries and a two-week occupation by Union troops during the Civil War.

About two blocks away downtown is the Masonic Lodge, constructed in 1854 and used as a school for girls in 1856. The structure is the oldest lodge and school building remaining in Wake County and still is used today for meetings and community events.

Another structure that survived the Civil War and remains standing today is the Norris-Holland-Hare house off Avent Ferry Road. The original portion was built by Needham Norris, the son of Revolutionary War veteran John Norris Jr., for whom the Daughters of the American Revolution erected a memorial stone on the west side of Avent Ferry Road, not far from where he is reported to be buried. The house built by Needham Norris remains on the opposite side of the road. For two weeks in April 1865, an encampment of Union soldiers encircled the home. The family lived upstairs while Union soldiers occupied the first floor as a field hospital.

Following the Civil War, about 50 freed men pooled their money to buy land for a church where First Baptist Church stands today on Grigsby Avenue. The African-American men and women who helped build the town before the Civil War kept the town alive after emancipation.

In 1875, George Benton Alford moved his mercantile business to Holly Springs where he built a general mercantile, now one of the oldest commercial structures in Wake County, which now houses Dewar's Antiques. Alford led a successful effort to petition the North Carolina General Assembly to incorporate the Town of Holly Springs in 1877. After its establishment, the Holly Springs town boundary remained a solid, one-mile square for 110 years.

While the town's economy boomed during the early 1900s, World War I drew men to war and families to bigger cities for improved employment opportunities. In 1924, the Bank of Holly Springs failed, the first bank in the state to go belly up before the great Depression of 1929. The

town lay fallow through World War II. In the latter half of the 20th century, however, progress returned to Holly Springs.

In the 1960s, the town installed streetlights and constructed a public water system. During the 1970s, Bernice Lassiter and James Norris were elected as the town's first African American commissioners. Norris became the first African American mayor of Holly Springs when he resigned as commissioner in 1980 to fill the vacated mayoral seat. Dessie Mae Womble became the first African American female police chief in North Carolina when she was hired in Holly Springs in the early 1980s.

The town was a community of a few hundred residents when Parrish "Ham" Womble became a Holly Springs Town Board member 1981. He served nearly three decades and is remembered for advocating purchase of a 46-acre tract of land that appeared slated for development. Womble wanted the town to use the land for a park instead. That land is now Parrish Womble Park in the heart of Holly Springs and is adjacent to the W.E. Hunt Recreation Center, named after William Earl Hunt, 14-year principal of Wake Optional School. The segregated school with four classrooms, coal-burning heaters but no running water was replaced with a brick building that was renovated into the facility that now serves as a popular community destination.

In 1985, a sewer plant was completed, attracting Warp Technologies, a textile company, to town. The town used the boost in tax base to expand utilities, in turn attracting further development, including the Sunset Ridge golf course community. Thus began another era of growth and prosperity that remains strong today. With a local and regional focus on attracting biotech companies, the Town of Holly Springs was chosen for the nation's first flu cell culture manufacturing facility in 2006. This facility opened for business in November 2009 with 350 employees. By 2017, the workforce had grown to about 550 full-time employees and 200 contract workers. The facility, now Seqirus, is the second largest flu vaccine manufacturer in the world.

From the past to the present, from the small-town atmosphere where people still know each other by name to the frequent, unique family-oriented activities, Holly Springs is a town that is continuing to grow not just in population and industry but also in heart.

FINANCIAL SECTION



Prepared by the Town of Holly Springs Finance Department

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor

To the Honorable Mayor and Town Council
Town of Holly Springs
Holly Springs, North Carolina

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Holly Springs, North Carolina (the "Town"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town, as of June 30, 2025, and the changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 14 to the financial statements, the Town adopted Governmental Accounting Standards Board Statement No. 101*, Compensated Absences,* which resulted in a restatement of beginning net position. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The combining and individual fund financial statements and schedules, and other supplementary information, as listed in the table of contents, and schedule of expenditures of federal and state awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules, other supplementary information, and schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

We also have previously audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town as of and for the year ended June 30, 2024, which are not presented with the accompanying financial statements, and we expressed unmodified opinions on those basic financial statements. That audit was conducted for the purpose of forming opinions on the basic financial statements as a whole. The individual fund schedules contain comparative amounts for June 30, 2024, which are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the June 30, 2024 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of those basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In our opinion, the comparative amounts for June 30, 2024 in the individual fund schedules are fairly stated in, all material respects, in relation to the basic financial statements from which they have been derived.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2025, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town's internal control over financial reporting and compliance.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

As management of the Town of Holly Springs (the "Town"), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2025. We encourage readers to read the information presented here in conjunction with the transmittal letter in the front of this report, the basic financial statements and accompanying notes to the financial statements, which follow this narrative.

Financial Highlights

- The Town's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by $450.3 million (net position).

- Total net position increased by $50 million in fiscal year 2025. $24.8 million of the increase resulted from governmental activities and $25.2 million resulted from business-type activities.

- As of the close of the current fiscal year, the Town's governmental funds reported combined ending fund balances of $159.8 million. The total fund balance increased $4.4 million in the General Fund, $7.7 million in the Debt Service Fund, $10.4 million in the Street & Sidewalk Project Fund, $48.6 million in the Parks & Recreation Project Fund, $9.6 million in the Town Building Project Fund, and decreased $0.9 million in the Nonmajor Funds, resulting in a net increase in total governmental funds combined fund balance of $79.8 million.

- Approximately $110.8 million of the total combined ending governmental fund balance is restricted as compared to $40.3 million last year.

- At the end of the current fiscal year, unassigned fund balance for the General Fund was $23.2 million or 37.2% of total General Fund expenditures (includes transfers but does not include debt service) for the fiscal year.

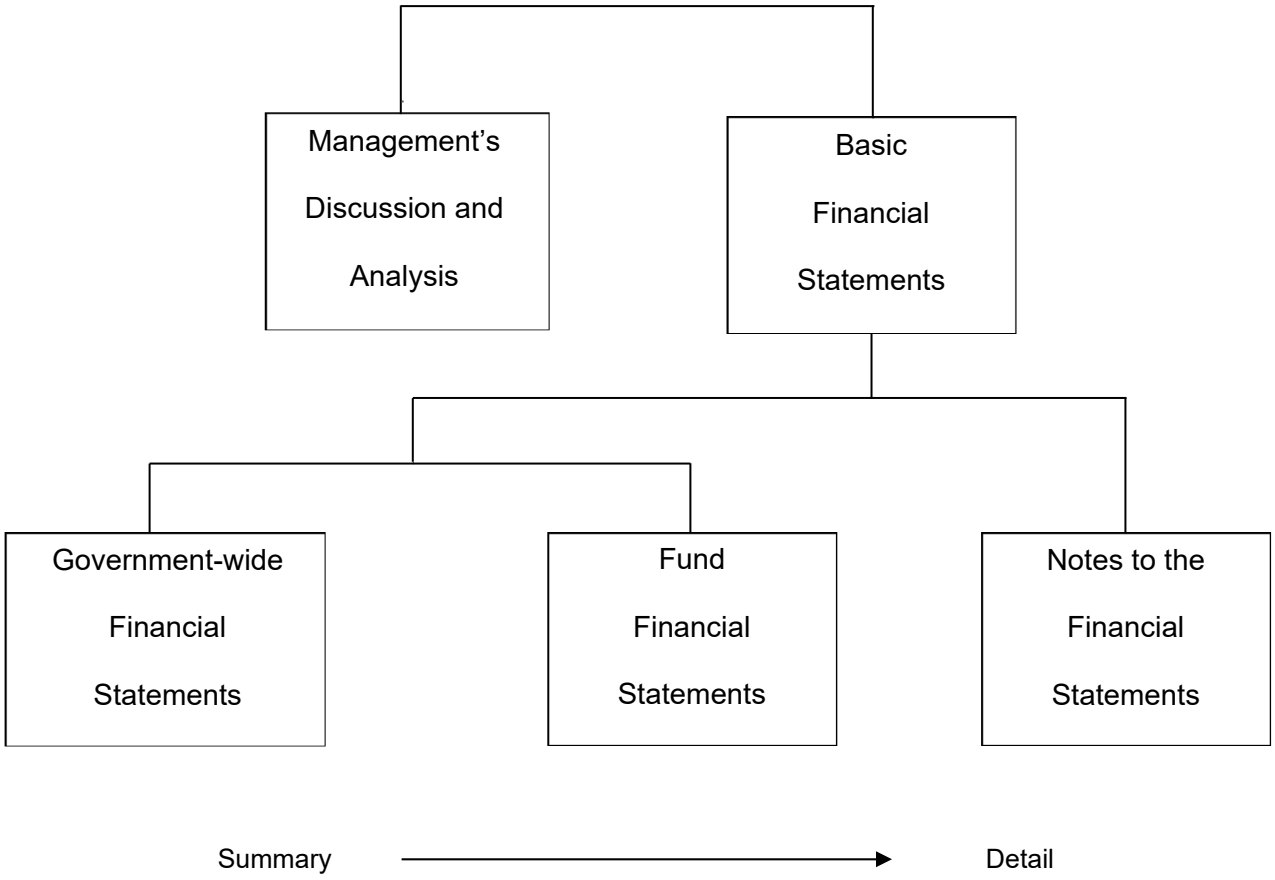
- The Town's bond rating is AAA with Standard and Poor's and Aaa with Moody's Rating Services.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The basic financial statements consist of three components; 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the Town through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the Town.

Required Components of Annual Comprehensive Financial Report

Figure 1



Basic Financial Statements

The first two statements (on pages 29-31) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the Town's financial status.

The next statements (on pages 32 through 41) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Town's government. These statements provide more detail than the government-wide statements. There are four parts to the Fund Financial Statements: 1) the governmental funds statements; 2) the budgetary comparison statements; 3) the proprietary fund statements and 3) the fiduciary fund statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the Town's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the Town's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the Town's financial status as a whole.

The two government-wide statements report the Town's net position and how it has changed. Net position is the difference between the Town's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the Town's financial condition.

The government-wide statements are divided into two categories: 1) governmental activities, and 2) business-type activities. Governmental activities include most of the Town's basic services such as public safety, parks and recreation, and general administration. Property taxes and state and federal grant funds finance most of these activities. Business-type activities are those that the Town charges customers to provide. These include the utility, system development, and stormwater management services provided by the Town.

In accordance with the Governmental Accounting Standards Board criteria for inclusion in the reporting entity, the Town of Holly Springs has no component units that must be included in this report.

The government-wide financial statements are on pages 29-31 of this report.

Fund Financial Statements

The fund financial statements (see page 32-35) provide a more detailed look at the Town's most significant activities. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Holly Springs, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as the General Statutes or the Town's budget ordinance. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental Funds – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the Town's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* that provides a short-term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps them determine if there are more or less financial resources available to finance the Town's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is a part of the fund financial statements.

The Town adopts an annual budget for its General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the Town, the managementof the Town, and the decisions of the Council about which services to provide and how to pay for them. It also authorizes the Town to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Town has complied with the budget ordinance and whether the Town has succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented using the same format, language, and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the Council; 2) the final budget as amended by the Council; 3) the actual resources, charges to appropriations, and ending balances in the General Fund; and 4) the difference or variance between the final budget and the actual resources and charges.

Proprietary Funds – The Town has one type of proprietary fund, an *Enterprise Fund.* An Enterprise Fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The Town uses an Enterprise Fund to account for its water and wastewater, system development fees and stormwater management program activities. These funds are the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

Fiduciary Funds – A fiduciary fund is used to account for resources held for the benefit of parties outside the government. The Town has established an Other Post Employment Benefit (OPEB) Trust Fund for reporting purposes.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are on pages 44-86 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, this report includes certain required supplementary information concerning the Town's progress in funding its obligation to provide pension and other post-employment benefits to its employees. Required supplementary information can be found beginning on page 88 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as one useful indicator of a Town's financial condition. The Town's assets and deferred outflows exceeded liabilities and deferred inflows by $450.3 million as of June 30, 2025. The Town's net position increased by $50 million for the fiscal year ended June 30, 2025. The majority of the Town's net position ($329.5 million or 73.2%) reflects the Town's investment in capital assets (e.g. land, buildings, machinery, and equipment) less any related debt still outstanding that was issued to acquire those items. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of the outstanding related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets are committed to the continued provision of service and cannot be used to liquidate these liabilities. An additional portion of the Town's net position (approx. $33.2 million) represents resources that are subject to external restrictions on how they may be used.

Figure 2: Town of Holly Springs – Net Position

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Current and other assets	$ 180,431,151	$ 97,739,083	$ 169,419,015	$ 73,577,636	$ 349,850,166	$ 171,316,719
Capital assets	266,771,488	224,888,716	200,166,912	170,366,341	466,938,400	395,255,057
Total Assets	447,202,639	322,627,799	369,585,927	243,943,977	816,788,566	566,571,776
Deferred outflows of resources	11,754,013	12,560,797	2,772,581	3,139,846	14,526,594	15,700,643
Total Assets and Deferred Outflows of Resources	458,956,652	335,188,596	372,358,508	247,083,823	831,315,160	582,272,419
Noncurrent liabilities	212,021,436	114,248,787	122,287,084	35,893,438	334,308,520	150,142,225
Other liabilities	22,122,531	17,936,440	21,024,721	6,729,606	43,147,252	24,666,046
Total Liabilities	234,143,967	132,185,227	143,311,805	42,623,044	377,455,772	174,808,271
Deferred inflows of resources	2,963,343	2,736,551	553,798	555,841	3,517,141	3,292,392
Total Liabilities and Deferred Inflows of Resources	237,107,310	134,921,778	143,865,603	43,178,885	380,972,913	178,100,663
Net Position:						
Net investment in capital assets	165,699,888	148,342,614	163,776,280	143,352,599	329,476,168	291,695,213
Restricted	33,167,213	40,275,580	-	-	33,167,213	40,275,580
Unrestricted	22,982,241	11,648,624	64,716,625	60,552,339	87,698,866	72,200,963
Total Net Position	$ 221,849,342	$ 200,266,818	$ 228,492,905	$ 203,904,938	$ 450,342,247	$ 404,171,756

Figure 3: Town of Holly Springs – Changes in Net Position

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Revenues:						
Program revenues:						
Charges for services	$ 12,628,650	$ 13,874,021	$ 38,473,751	$ 32,262,795	$ 51,102,401	$ 46,136,816
Operating grants and contributions	2,814,018	1,593,426	-	-	2,814,018	1,593,426
Capital grants and contributions	1,809,742	13,951,903	12,364,556	9,780,740	14,174,298	23,732,643
General revenues:						
Property taxes	44,466,157	32,829,321	-	-	44,466,157	32,829,321
Other taxes	918,365	879,636	-	-	918,365	879,636
Other revenues	22,210,803	21,130,120	5,071,842	1,232,539	27,282,645	22,362,659
Total Revenues	84,847,735	84,258,427	55,910,149	43,276,074	140,757,884	127,534,501
Expenses:						
General government	9,969,103	13,034,120	-	-	9,969,103	13,034,120
Public safety	18,847,544	20,463,322	-	-	18,847,544	20,463,322
Public works	7,495,454	11,707,891	-	-	7,495,454	11,707,891
Economic and physical development	10,691,519	6,523,202	-	-	10,691,519	6,523,202
Culture and recreation	5,586,678	9,940,763	-	-	5,586,678	9,940,763
Interest on long-term debt	4,956,507	2,954,291	-	-	4,956,507	2,954,291
Water and sewer	-	-	31,164,631	24,391,379	31,164,631	24,391,379
Stormwater management	-	-	2,076,017	1,958,774	2,076,017	1,958,774
Total Expenses	57,546,805	64,623,589	33,240,648	26,350,153	90,787,453	90,973,742
Increase in net position before transfers	27,300,930	19,635,838	22,669,501	16,925,921	49,970,431	36,561,759
Transfers	(2,476,432)	(50,000)	2,476,432	50,000	-	-
Increase in net position	24,824,498	19,585,838	25,145,933	16,975,921	49,970,431	36,561,759
Net position – beginning (as previously state	200,266,818	180,680,980	203,904,938	186,929,017	404,171,756	367,609,997
Restatement (see Note 14)	(3,241,974)	-	(557,966)	-	(3,799,940)	-
Net position – beginning (as restated)	197,024,844	180,680,980	203,346,972	186,929,017	400,371,816	367,609,997
Net position, end of year	$ 221,849,342	$ 200,266,818	$ 228,492,905	$ 203,904,938	$ 450,342,247	$ 404,171,756

Governmental Activities
The Town's total governmental revenues were $84.8 million. Program revenues (20.3%) include: Charges for services of $12.6 million, operating grants and contributions $2.8 million and capital grants and contributions of $1.8 million. General revenues (79.7%) include: property taxes of $44.5 million, other taxes of $0.9 million and other miscellaneous revenues of $22.2 million. The Town's total governmental expenses were $57.5 million, resulting in an increase in the Town's net position of $27.3 million minus $2.5 million in transfers for a total increase in net position of $24.8 million from governmental activities, accounting for 49.7% of the total growth in the Town's net position.

Business-Type Activities
The Town's total business-type revenues were $55.9 million. Program revenues (90.9%) include: Charges for services of $38.5 million and capital grants and contributions of $12.3 million. Other revenues equal $5.1 million (9.1%). The Town's total business-type expenses were $33.2 million which resulted in an increase in the Town's net position by $22.7 million from business-type activities, plus $2.5 million in transfers for a total increase in net position of $25.2 million from business-type activities, accounting for 50.3% of the total growth in the Town's net position.

Financial Analysis of the Town's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds
The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the Town's financing requirements.

The General Fund is the chief operating fund of the Town. At the end of the fiscal year, the unassigned fund balance was $23.2 million, while total fund balance increased by $4.4 million. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. As of June 30, 2025, unassigned fund balance was 37.2% of the year's expenditures (38.9% in 2024) including transfers but not debt service, while the total fund balance represents 64.6% of the same amount (69.7% in 2024).

The Town's policy for General Fund unassigned fund balance is to target a range between 20–25% of total General Fund expenditures. Funds in excess of the lower limit (20%) can be appropriated for one-time use. If funds are less than the lower limit, the funds will be restored within 36 months of the end of the fiscal year.

At year-end, the governmental funds of the Town reported a combined total fund balance of $159.8 million, an increase of $79.8 million from the prior year. The nonmajor funds were comprised of special revenue funds. The total fund balances of the nonmajor funds were $1.2 million, the Street & Sidewalk Project Fund was $24.6 million, Park & Recreation Project Fund was $56.2 million, Town Building Project Fund was $16.2 million, and the Debt Service Fund was $21.3 million.

General Fund Budgetary Highlights
During the fiscal year, the Town revised the budget on several occasions.Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain or expand services.

The Town made only minor changes to its General Fund revenue estimates in order to recognize increases in revenues due to grant funding received during the year and increases in fee revenues associated mainly in our Parks and Recreation programs. Actual revenues were higher than original anticipated revenue projections for FY25. As we continued to work through the uncertainty of the current economy, revenue receipts and expenditure budgets were closely monitored to effectively assess the current economy on our financial projections and standing. Actual expenditures were $4.2 million less than appropriated.

A portion of this amount represents position vacancies throughout the budget year along with other delayed expenditures. In addition, the Town remains affected by delays found within the supply chain. In response to this unavoidable challenge, staff have expedited several large purchases, which are expected to have lengthy lead-times. These include purchasing of police vehicles and solid waste vehicles and equipment.

Governmental Funds Highlights
In the fiscal year ending June 30, 2025, the Town increased its unassigned fund balance to 37.2% of total General Fund expenditures. As discussed above, the Town's policy is to remain between 20-25%.

During the year, activity of capital projects funded with transportation bonds has ramped up. These bonds are funding the following projects: Highway 55 Right Turn Lane, Avent Ferry Road Realignment, Main Street Eastbound Right Turn Lane and Holly Springs Road Widening. Construction began on Eagles Landing Park, funded by voter-approved bonds, and will provide residents with an indoor recreation center, outdoor splash pad, and an all-wheels skate park, as well as a variety of sports courts, turf fields, trails and greenways. The Town completed phase one and began phase two of the Operations Center Complex, which will address space needs at Town Hall and the Town's Public Works facility, and completed construction of Fire Station 3. As a result of the challenges within the market, project construction costs have continued to rise. Staff remains cognizant of this challenge, continues to value-engineer all projects and identify options to adequately manage these costs.

Proprietary Funds
Unrestricted net position of the Utility Fund at the end of the fiscal year was $38.9 million, the Stormwater Management Fund was $1.8 million, and the System Development Fee Fund was $24.0 million. The net increase in net position was $25.2 primarily due to charges for services, grants and contributions and the System Development Fee Fund for infrastructure needs.

The Town has partnered with the City of Sanford, NC and the Town of Fuquay-Varina, NC to expand the Sanford Water Filtration Facility. The Town of Holly Springs' portion of the project is $81 million, and it will secure the Town's future water needs with increased water capacity for the Town's growth. The Town will also partner with the Town of Fuquay-Varina, NC to construct a transmission line to convey the treated water from the expanded Sanford Water Filtration Facility to Holly Springs and Fuquay-Varina. Additionally, design has begun for the expansion of the Town's Utley Creek Water Reclamation Facility, which will increase wastewater treatment capacity from 6 MGD to 8 MGD. Phase one of this project, the Lab and Operators Building, will begin in fall 2025 and phase two will begin in spring 2026.

Capital Asset and Debt Administration

Capital Assets

The Town's investment in capital assets for its governmental and business–type activities as of June 30, 2025, totals $466.9 million (net of depreciation). These assets include land, buildings, roads, intangible assets, machinery and equipment, vehicles and right of use assets.

Major capital asset transactions during the year include:

- Departmental vehicle purchases - $1,546,023
- Developer contributions - $7,120,175
- Rear loader solid waste truck - $231,809
- Powell Bill streets, right of way and sidewalks - $7,640,727

Figure 4: Town of Holly Springs – Net Capital Assets

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Land	$ 42,233,892	$ 40,101,166	$ 168,895	$ 168,895	$ 42,402,787	$ 40,270,061
Buildings and Improvements	21,711,067	22,540,838	96,267	101,378	21,807,334	22,642,216
Water and sewer operating plant	-	-	121,391,547	123,228,424	121,391,547	123,228,424
Improvements other than buildings	12,217,259	13,276,812	-	-	12,217,259	13,276,812
Intangible assets (water rights)	-	-	2,590,056	2,759,013	2,590,056	2,759,013
Right to use - subscriptions, building and equipment	2,050,349	688,349	450,849	459,537	2,501,198	1,147,886
Machinery and equipment	372,282	816,884	334,748	244,200	707,030	1,061,084
Infrastructure	86,382,700	79,947,616	1,328,886	1,375,804	87,711,586	81,323,420
Vehicles and motorized equipment	6,925,292	6,408,927	2,162,613	1,680,311	9,087,905	8,089,238
Sanford Water Filtration Facility	-	-	8,334,994	-	8,334,994	-
Construction in progress	94,878,647	61,108,124	63,308,057	40,348,779	158,186,704	101,456,903
Total	$ 266,771,488	$ 224,888,716	$ 200,166,912	$ 170,366,341	$ 466,938,400	$ 395,255,057

Additional information on the Town's capital assets can be found on pages 57-58 of the notes to the financial statements of this report.

Outstanding Debt

Long-Term Debt

As of June 30, 2025, the Town had total long-term debt of $334.3 million. Of this amount, $103.4 million represents bonded debt backed by the full faith and credit of the Town. The remainder of the Town's bonded debt is revenue bonds of $74.0 million which is secured solely by specified revenue sources. In addition to bonded debt, the Town's long-term debt includes installment purchase obligations of $12.3 million and limited obligation bonds of $76.3 million.

The Town issued general obligation debt in FY25 in the amount of $68 million, of which $50 million was issued for parks and recreation projects and $18 million for transportation projects. The interest rate is 3.48% and provided the Town a bond premium of $6.7 million. $50 million in general obligation debt remains authorized but unissued at June 30, 2025, with an anticipated issuance date of spring 2026.

The Town has three outstanding revenue bonds. $16.1 million was issued to finance 8 million gallons of water capacity from Harnett County, $10 million for the expansion to the Town's wastewater treatment plant from 1.75 MGD to 6 MGD and $66.8 million was issued as part of the funding for the Sanford Water Filtration Facility Expansion partnership.

The Town has recorded $40.4 million of compensated absences and retirement liabilities for employees.

The following chart summarizes the Town's long-term debt as of June 30, 2025:

Figure 5: Town of Holly Springs - Outstanding Debt

	Governmental Activities		Business-Type Activities		Total	
	2025	2024	2025	2024	2025	2024
Installment financing contracts	$ 4,303,587	$ 4,749,894	$ 7,961,955	$ 7,888,938	$ 12,265,542	$ 12,638,832
General obligation bonds	97,769,918	31,807,126	5,615,082	6,137,875	103,385,000	37,945,001
Limited obligation bonds	56,430,000	39,925,000	19,915,000	1,325,000	76,345,000	41,250,000
Revenue bonds	-	-	74,039,141	8,821,074	74,039,141	8,821,074
Bond premiums	18,216,991	9,595,284	7,228,314	958,640	25,445,305	10,553,924
Lease liabilities	354,502	134,136	482,341	483,745	836,843	617,881
Subscription liabilities	1,634,684	573,424	-	-	1,634,684	573,424
Compensated absences	6,521,007	2,337,299	1,044,060	460,389	7,565,067	2,797,688
Net OPEB liability	4,184,167	4,027,080	1,098,872	1,076,951	5,283,039	5,104,031
Pension liability (LGERS)	18,666,403	17,973,522	4,902,319	4,806,520	23,568,722	22,780,042
Total pension liability (LEOSA)	3,940,177	3,126,022	-	-	3,940,177	3,126,022
Total	$ 212,021,436	$ 114,248,787	$ 122,287,084	$ 31,959,132	$ 334,308,520	$ 146,207,919

The Town's long-term debt increased by $188.1 million during the fiscal year, with the inclusion of the compensated absences and employee retirement benefits.

North Carolina general statutes limit the amount of general obligation debt that a unit of government can issue to 8% of the total assessed value of taxable property located within that government's boundaries. The legal debt limit for Town as of June 30, 2025 is $1,034,332,087 and the Town's legal debt margin is $768,220,270.

Additional information on the Town's long-term debt can be found in the notes to the financial statements on pages 72-82 of this report.

Budget Highlights for the Fiscal Year Ending June 30, 2026

Governmental Activities
The adopted General Fund budget for fiscal year 2026 totals $65,131,081, an 8.5% increase from the adopted budget for fiscal year 2025 with most of the increase associated with new capital investments. Property taxes account for the largest percentage (46%) of total General Fund revenues and are projected to increase to $30 million. The Town's FY26 property tax rate is 34.35 cents per $100 of assessed value and is unchanged from the FY25 tax rate. The FY26 adopted budget reflects strong economic vitality and represents the values and priorities of Holly Springs. The Town has chosen not to appropriate fund balance in the FY26 budget.

Personnel
To keep pace with the population growth, and to continue providing excellent service, the Town will add seven new positions and will have four position reductions, for a net total of three new positions. Council has also chosen to invest in staff for the Town remain a top employer of choice in the area and has adopted a merit-based pay program with a total impact to the FY26 budget of $984,311. Further, the Town participates in the North Carolina Health Insurance Pool "NCHIP", an intergovernmental cooperative, to provide a more stable and cost-effective healthcare plan for its employees. In FY26, health insurance premiums are anticipated to rise by only 3.7%.

Operations
The FY26 budget highlights a new Microtransit program which is designed to provide a responsive public transit option with the flexibility to meet the needs of Town residents. The current budget also addresses the Town's growing corrective facility maintenance needs as well as preventative maintenance needs to address aging conditions of facilities used by both residents and employees. The replacement of necessary building systems to operate facilities in a safe manner consistent with resident expectations is also funded in the budget.

Capital Investments
The Town updates the Community Investment Plan (CIP) document annually. The CIP is a 5-year planning tool designed to enhance the Town's ability to match capital investment needs with available resources. Over the past decade, the Town has experienced significant growth and strives to continue providing quality service to its citizens. With this in mind, Council has included funding for a new fire station ($13 million), Operations Center Complex ($48 million – shared between the General Fund and Utility Fund), a replacement fire truck ($1.5 million) and Eagles Landing Park.

- Eagles Landing Park is an important investment for the community as it will help further our goals of providing more access to parks and greenways in the growing, western portion of the Town's limits. It will be the first park west of NC 55. The Park will help meet the needs of our growing community with indoor recreational facilities which is an attractive element to support economic investment in the region.
- The Operation Center Complex will address current and future space needs at Town Hall and at the Public Works facility. The new campus will consolidate Town services into a single campus that will improve service efficiency, reduce redundancies and conserve the Town's physical, financial and natural resources. Construction for the new facility is underway and expected to be completed in summer 2026.

Business–Type Activities
The Town has several significant upcoming utility projects. The most notable are Sanford Water Filtration Facility Expansion ($81.9 million), Holly Springs-Fuquay Conveyance Line ($51 million) and the Utley Creek Water Reclamation Facility Upgrade ($240 million). The Town issued $66 million in revenue bonds for the Sanford Water Filtration Facility Expansion project in August 2024, with the remaining project costs funded by grants, state revolving forgivable loans and other general government revenues. A 15% increase to utility rates was adopted for FY26.

Requests for Information
This report is designed to provide an overview of the Town's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to Tina Stroupe, Finance Director, Town of Holly Springs, PO Box 8, Holly Springs, North Carolina, 27540.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF NET POSITION

JUNE 30, 2025

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets:			
Cash and investments	$ 72,565,913	$ 57,351,008	$ 129,916,921
Cash and investments – restricted	9,475,387	8,308,070	17,783,457
Receivables (net of allowance for uncollectibles):			
Property taxes	40,893	-	40,893
Sales taxes	1,059,502	91,416	1,150,918
Due from other governments	5,396,352	6,829,370	12,225,722
Accounts receivable	673,998	8,362,458	9,036,456
Other receivables	1,073	250,915	251,988
Prepaids	588,846	108,387	697,233
Lease receivables	98,837	11,408	110,245
Total current assets	89,900,801	81,313,032	171,213,833
Noncurrent assets:			
Cash and investments – restricted	89,464,741	87,865,588	177,330,329
Lease receivable	1,065,609	240,395	1,306,004
Capital assets:			
Assets not being depreciated	137,112,539	71,811,946	208,924,485
Assets being depreciated, net	129,658,949	128,354,966	258,013,915
Total noncurrent assets	357,301,838	288,272,895	645,574,733
Total assets	447,202,639	369,585,927	816,788,566
DEFERRED OUTFLOWS OF RESOURCES			
Pension related	11,139,866	2,611,290	13,751,156
OPEB related	614,147	161,291	775,438
Total deferred outflows of resources	11,754,013	2,772,581	14,526,594
Total assets and deferred outflows of resources	458,956,652	372,358,508	831,315,160
LIABILITIES			
Current liabilities:			
Accounts payable	13,015,067	10,597,692	23,612,759
Due to other governments	261,241	-	261,241
Other accrued liabilities	1,273,641	376,898	1,650,539
Accrued interest payable	2,705,534	1,453,475	4,159,009
Liabilities payable from restricted assets	4,322,950	7,916,743	12,239,693
Unearned revenue	544,098	679,913	1,224,011
Noncurrent liabilities:			
Due within one year	16,023,275	4,942,697	20,965,972
Due in more than one year	195,998,161	117,344,387	313,342,548
Total liabilities	234,143,967	143,311,805	377,455,772

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF NET POSITION

JUNE 30, 2025

	Primary Government		
	Governmental Activities	Business-type Activities	Total
DEFERRED INFLOWS OF RESOURCES			
Leases related	1,179,268	242,744	1,422,012
Prepaid taxes	7,998	-	7,998
Pension related	859,279	70,279	929,558
OPEB related	916,798	240,775	1,157,573
Total deferred inflows of resources	2,963,343	553,798	3,517,141
Total liabilities and deferred inflows of resources	237,107,310	143,865,603	380,972,913
NET POSITION			
Net investment in capital assets	165,699,888	163,776,280	329,476,168
Restricted for:			
Stabilization by State Statute	10,973,048	-	10,973,048
Inspections	691,741	-	691,741
Economic development	40,977	-	40,977
Streets and sidewalk improvement	8,171,483	-	8,171,483
Public safety	1,158,217	-	1,158,217
Public works	95,896	-	95,896
Parks and recreation	12,027,537	-	12,027,537
General government programs	8,314	-	8,314
Unrestricted	22,982,241	64,716,625	87,698,866
Total net position	$ 221,849,342	$ 228,492,905	$ 450,342,247

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2025

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Primary Government: Governmental Activities	Net (Expense) Revenue and Changes in Net Position: Primary Government: Business-Type Activities	Net (Expense) Revenue and Changes in Net Position: Primary Government: Total
Primary government:							
Governmental activities:							
General government	$ 9,969,103	$10,708,598	$ 1,284,122	$ -	$ 2,023,617	$ -	$ 2,023,617
Public safety	18,847,544	-	-	-	(18,847,544)	-	(18,847,544)
Economic and physical development	10,691,519	53,019	-	1,578,731	(9,059,769)	-	(9,059,769)
Culture and recreation	5,586,678	1,867,033	-	231,011	(3,488,634)	-	(3,488,634)
Public works	7,495,454	-	1,529,896	-	(5,965,558)	-	(5,965,558)
Interest on long term debt	4,956,507	-	-	-	(4,956,507)	-	(4,956,507)
Total governmental activities	57,546,805	12,628,650	2,814,018	1,809,742	(40,294,395)	-	(40,294,395)
Business-type activities:							
Utility	31,164,631	29,855,091	-	12,364,556	-	11,055,016	11,055,016
System development fee	-	6,936,493	-	-	-	6,936,493	6,936,493
Stormwater management	2,076,017	1,682,167	-	-	-	(393,850)	(393,850)
Total business-type activities	33,240,648	38,473,751	-	12,364,556	-	17,597,659	17,597,659
Total primary government	$90,787,453	$51,102,401	$ 2,814,018	$14,174,298	(40,294,395)	17,597,659	(22,696,736)
General revenues and transfers							
General revenues:							
Property taxes, levied for general purpose					44,466,157	-	44,466,157
Other taxes and licenses					918,365	-	918,365
Unrestricted intergovernmental					17,612,359	-	17,612,359
Unrestricted investment earnings					4,231,864	5,022,493	9,254,357
Miscellaneous					247,172	-	247,172
Gain on sale of assets					119,408	49,349	168,757
Transfers					(2,476,432)	2,476,432	-
Total general revenues, and transfers					65,118,893	7,548,274	72,667,167
Change in net position					24,824,498	25,145,933	49,970,431
Net position – beginning (as previously stated)					200,266,818	203,904,938	404,171,756
Restatement (see Note 14)					(3,241,974)	(557,966)	(3,799,940)
Net position – beginning (as restated)					197,024,844	203,346,972	400,371,816
Net position – ending					$ 221,849,342	$ 228,492,905	$ 450,342,247

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
BALANCE SHEET
GOVERNMENTAL FUNDS

JUNE 30, 2025

	Major Funds						
	General Fund	Debt Service Fund	Street & Sidewalk Project Fund	Park & Recreation Project Fund	Town Building Project Fund	Total Nonmajor Funds	Total Governmental Funds
ASSETS							
Cash and cash equivalents	$32,408,343	$ 21,229,255	$ 6,531,152	$ 11,735,447	$ 661,716	$ -	$ 72,565,913
Cash and investments – restricted	8,376,798	-	20,752,155	49,509,268	19,017,424	1,284,483	98,940,128
Receivables (net of allowance for uncollectibles):							
Property taxes	25,824	15,069	-	-	-	-	40,893
Sales taxes	831,773	-	26,898	27,180	173,651	-	1,059,502
Due from other governments	4,932,511	84,354	144,899	232,093	-	2,495	5,396,352
Accounts receivable	657,581	-	15,967	-	-	450	673,998
Interest	1,073	-	-	-	-	-	1,073
Lease receivable	1,164,446	-	-	-	-	-	1,164,446
Prepaids	588,846	-	-	-	-	-	588,846
Total assets	$ 48,987,195	$ 21,328,678	$ 27,471,071	$ 61,503,988	$ 19,852,791	$ 1,287,428	$ 180,431,151
LIABILITIES							
Accounts payable	$ 5,768,256	$ 3,491	$ 2,627,320	$ 5,286,064	$ 3,652,035	$ 851	$ 17,338,017
Accrued liabilities	1,273,641	-	-	-	-	-	1,273,641
Due to other governments	-	-	241,103	20,138	-	-	261,241
Unearned revenue	388,096	-	-	-	45,867	110,135	544,098
Total liabilities	7,429,993	3,491	2,868,423	5,306,202	3,697,902	110,986	19,416,997
DEFERRED INFLOWS OF RESOURCES							
Unavailable revenues - property taxes	25,824	15,069	-	-	-	-	40,893
Leases related	1,179,268	-	-	-	-	-	1,179,268
Prepaid taxes	5,051	2,947	-	-	-	-	7,998
Total deferred inflows of resources	1,210,143	18,016	-	-	-	-	1,228,159
FUND BALANCES							
Nonspendable:							
Prepaids	588,846	-	-	-	-	-	588,846
Restricted:							
Stabilization by State Statute	10,973,048	-	-	-	-	-	10,973,048
Inspections	-	-	-	-	-	691,741	691,741
Economic development	-	-	-	-	-	40,977	40,977
General government	-	-	-	-	8,314	-	8,314
Public safety	-	-	-	-	3,294,231	410,907	3,705,138
Parks and recreation	-	-	-	56,197,786	-	32,817	56,230,603
Street and sidewalk improvements	1,452,567	-	24,602,648	-	-	-	26,055,215
Public works	247,914	-	-	-	12,852,344	-	13,100,258
Committed:							
Public safety	446,842	-	-	-	-	-	446,842
PayGo	2,968,366	-	-	-	-	-	2,968,366
Assigned:							
General government	440,000	-	-	-	-	-	440,000
Debt service	-	21,307,171	-	-	-	-	21,307,171
Unassigned	23,229,476	-	-	-		-	23,229,476
Total fund balances	40,347,059	21,307,171	24,602,648	56,197,786	16,154,889	1,176,442	159,785,995
Total liabilities, deferred inflows of resources and fund balances	$ 48,987,195	$ 21,328,678	$ 27,471,071	$ 61,503,988	$ 19,852,791	$ 1,287,428	$ 180,431,151

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
RECONCILIATION OF GOVERNMENTAL FUNDS
BALANCE SHEET TO THE STATEMENT OF NET POSITION

JUNE 30, 2025

Total fund balance – governmental funds		$ 159,785,995
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets of $343,756,721, net of accumulated depreciation of $76,985,233, used in governmental activities are not financial resources and, therefore, are not reported in the funds.		266,771,488
Differences between expected and actual experiences, assumptions changes and net differences between projected and actual earnings and contributions subsequent to the measurement date for the postretirement benefits (pension and OPEB) are recognized as deferred outflows of resources and deferred inflows of on the statement of net position.		
Deferred outflows - pension related	11,139,866	
Deferred outflows - OPEB related	614,147	
Deferred inflows - pension related	(859,279)	
Deferred inflows - OPEB related	(916,798)	
Total deferred outflows and inflows related to pension and postemployment benefits		9,977,936
Other long-term assets that are not available to pay for current period expenditures and, therefore, are either deferred or not reported in the funds.		
Unavailable resources		40,893
Long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the fund statements:		
General obligation bonds	(97,769,918)	
Limited obligation bonds	(56,430,000)	
Installment financing contracts	(4,303,587)	
Leases payable	(354,502)	
Subscription liabilities	(1,634,684)	
Compensated absences	(6,521,007)	
Interest payable	(2,705,534)	
Total pension liability - LEOSSA	(3,940,177)	
Pension liability - LGERS	(18,666,403)	
Net OPEB liability	(4,184,167)	
Total long-term liabilities		(196,509,979)
Governmental funds report the effect of premiums and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.		
Premium on bonds	(18,216,991)	
Total premiums		(18,216,991)
Net position of governmental activities		$ 221,849,342

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

YEAR ENDED JUNE 30, 2025

	Major Funds						
	General Fund	Debt Service Fund	Street & Sidewalk Project Fund	Park & Recreation Project Fund	Town Building Project Fund	Total Nonmajor Funds	Total Governmental Funds
REVENUES							
Taxes:							
Ad valorem taxes	$ 28,138,301	$ 16,328,284	$ -	$ -	$ -	$ -	$ 44,466,585
Other taxes	918,365	-	-	-	-	-	918,365
Unrestricted intergovernmental	18,211,740	-	-	-	-	-	18,211,740
Restricted intergovernmental	1,663,540	-	1,578,731	231,011	401,098	149,999	4,024,379
Permits and fees	1,935,566	-	-	-	-	-	1,935,566
Sales and services	8,773,032	-	53,019	1,867,033	-	-	10,693,084
Investment earnings	1,422,163	529,519	495,226	700,909	1,041,981	42,066	4,231,864
Miscellaneous	123,851	100,000	-	12,000	7,121	4,200	247,172
Total revenues	61,186,558	16,957,803	2,126,976	2,810,953	1,450,200	196,265	84,728,755
EXPENDITURES							
Current:							
General government	10,363,857	134,529	39,012	-	-	175,000	10,712,398
Public safety	22,339,019	-	-	-	-	296,015	22,635,034
Public works	8,433,901	-	-	-	-	1,900	8,435,801
Economic and physical development	5,828,721	-	-	-	-	-	5,828,721
Cultural and recreational	6,549,272	-	-	-	-	25,741	6,575,013
Capital outlay	4,206,801	-	9,188,499	11,565,603	11,460,337	403,845	36,825,085
Debt service:							
Principal	646,078	5,810,388	-	-	-	-	6,456,466
Interest and other charges	9,200	3,411,134	112,669	312,974	217,208	-	4,063,185
Total expenditures	58,376,849	9,356,051	9,340,180	11,878,577	11,677,545	902,501	101,531,703
Excess (deficiency) of revenues over expenditures	2,809,709	7,601,752	(7,213,204)	(9,067,624)	(10,227,345)	(706,236)	(16,802,948)
OTHER FINANCING SOURCES (USES)							
Transfers from other funds	3,121,314	140,000	250,000	2,792,505	(843,017)	425,967	5,886,769
Transfers to other funds	(4,776,511)	-	(2,455,360)	-	(478,742)	(652,588)	(8,363,201)
Proceeds from sale of capital assets	120,242	-	-	-	-	-	120,242
Proceeds from long term debt issued	1,241,873	-	18,000,000	50,000,000	18,590,000	-	87,831,873
Premiums on long term debt issued	-	-	1,774,035	4,927,875	2,542,858	-	9,244,768
Lease and subscription liabilities issued	1,927,704	-	-	-	-	-	1,927,704
Loss on termination of lease	(53,939)	-	-	-	-	-	(53,939)
Total other financing sources (uses)	1,580,683	140,000	17,568,675	57,720,380	19,811,099	(226,621)	96,594,216
Net change in fund balances	4,390,392	7,741,752	10,355,471	48,652,756	9,583,754	(932,857)	79,791,268
Fund balances - beginning	35,956,667	13,565,419	14,247,177	7,545,030	6,571,135	2,109,299	79,994,727
Fund balances - ending	$ 40,347,059	$ 21,307,171	$ 24,602,648	$ 56,197,786	$ 16,154,889	$ 1,176,442	$ 159,785,995

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2025

Net change in fund balances--total governmental funds		$ 79,791,268
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlay as expenditures. However, in the statement of activities, the cost of these assets is allocated over their estimated useful lives and reported as depreciation expenses. This is is the amount in which capital outlays exceeded depreciation expense in the current period.		41,882,773
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, terminations and donations) is to decrease net position.		(53,940)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Property taxes	(428)	
Total revenues		(428)
Bond and other debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond and other debt principal is an expenditure in the governmental funds, but repayment reduces long-term liabilities in the statement of net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.		
Repayment of long-term debt	6,456,466	
Long-term debt issued	(87,831,873)	
Premiums on long-term debt issued	(9,244,768)	
Debt for leases/SBITAs	(1,927,704)	
Loss on termination of lease	53,939	
Total bond and other debt proceeds		(92,493,940)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.		
Accrued interest on long-term debt		(1,516,383)
Amortization of premium/discount		623,061
Compensated absences		(941,741)
Changes in pension liabilities and related deferred outflows and inflows of resources		(2,420,288)
Changes in OPEB liabilities and related deferred outflows and inflows of resources		(45,884)
Change in net position of governmental activities		$ 24,824,498

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND (NON-GAAP)

YEAR ENDED JUNE 30, 2025

	Budgeted Amounts		Actual	Variance with Final Budget- Positive
	Original	Final	Amounts	(Negative)
REVENUES				
Taxes:				
Ad valorem taxes	$ 27,459,547	$ 27,459,547	$ 28,138,301	$ 678,754
Other taxes	893,250	893,250	918,365	25,115
Unrestricted intergovernmental	17,776,286	17,776,286	18,211,740	435,454
Restricted intergovernmental	98,400	98,400	129,259	30,859
Permits and fees	2,724,500	2,724,500	1,935,565	(788,935)
Sales and services	8,321,800	8,327,951	8,652,593	324,642
Investment earnings	450,000	709,314	1,323,586	614,272
Miscellaneous	233,000	233,000	212,461	(20,539)
Total revenues	57,956,783	58,222,248	59,521,870	1,299,622
EXPENDITURES				
Current:				
General government	11,816,391	11,466,150	10,435,737	1,030,413
Public safety	22,383,674	22,778,481	22,339,015	439,466
Public works	8,857,469	9,034,172	8,433,900	600,272
Economic and physical development	6,988,280	6,835,190	5,852,443	982,747
Cultural and recreational	6,873,892	6,863,315	6,549,267	314,048
Capital Outlay	2,160,000	4,467,523	3,638,892	828,631
Total expenditures	59,079,706	61,444,831	57,249,254	4,195,577
Excess (deficiency) of revenues over expenditures	(1,122,923)	(3,222,583)	2,272,616	5,495,199
OTHER FINANCING SOURCES (USES)				
Appropriated fund balance	-	4,209,279	-	(4,209,279)
Transfers from other funds	360,923	424,923	716,588	291,665
Transfers to other funds	(940,000)	(4,677,261)	(4,676,511)	750
Proceeds from sale of capital assets	150,000	150,000	120,242	(29,758)
Lease and subscription liabilities issued	-	1,927,706	1,927,704	(2)
Proceeds from sale of debt	1,552,000	1,241,876	1,241,873	(3)
Loss on termination of lease	-	(53,940)	(53,939)	1
Total other financing sources (uses)	1,122,923	3,222,583	(724,043)	(3,946,626)
Net change in fund balance	$ -	$ -	1,548,573	$ 1,548,573
Fund balance - Beginning of year			30,357,680	
Fund balance - End of year			$ 31,906,253	

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND (NON-GAAP)

YEAR ENDED JUNE 30, 2025

	Budgeted Amounts		Actual	Variance with Final Budget-
	Original	Final	Amounts	Positive (Negative)
A legally budgeted Powell Bill Fund is consolidated into the General Fund for reporting purposes:				
Restricted intergovernmental			$ 1,541,096	
Investment earnings			87,736	
Operating expenditures			(128,876)	
Capital outlay			(92,696)	
Fund balance - beginning of year			2,394,264	
Law Enforcement Officers' Special Separation Allowance is consolidated into the General Fund for reporting purposes:				
Miscellaneous revenues			25,000	
Investment earnings			10,841	
Fund balance - beginning of year			411,001	
A legally budgeted PayGo Fund is consolidated into the General Fund for reporting purposes:				
Operating expenditures			(688,351)	
Capital outlay			(217,657)	
Lease liability issued			2,404,726	
Transfer in			(100,000)	
Fund balance - beginning of year			2,793,722	
Fund balance - end of year			$ 40,347,059	

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS

JUNE 30, 2025

	Major Funds			Totals
	Utility Fund	System Development Fee Fund	Stormwater Management Fund	Enterprise Funds
ASSETS				
Current assets:				
Cash and cash equivalents	$ 31,057,294	$ 24,002,193	$ 2,291,521	$ 57,351,008
Accounts receivable (net of allowance for uncollectibles)	8,122,790	-	239,668	8,362,458
Sales taxes receivable	91,416	-	-	91,416
Lease receivables	11,408	-	-	11,408
Interest receivable	250,915	-	-	250,915
Due from other governments	6,829,370	-	-	6,829,370
Prepaids	108,387	-	-	108,387
Total current assets	46,471,580	24,002,193	2,531,189	73,004,962
Noncurrent assets:				
Cash and investments - restricted	92,410,160	-	3,763,498	96,173,658
Lease receivable, noncurrent	240,395	-	-	240,395
Capital assets:				
Assets not being depreciated	71,811,946	-	-	71,811,946
Assets being depreciated, net	126,504,517	-	1,850,449	128,354,966
Total noncurrent assets	290,967,018	-	5,613,947	296,580,965
Total assets	337,438,598	24,002,193	8,145,136	369,585,927
DEFERRED OUTFLOWS OF RESOURCES				
Pension related	2,226,609	-	384,681	2,611,290
OPEB related	137,563	-	23,728	161,291
Total deferred outflows of resources	2,364,172	-	408,409	2,772,581
Total assets and deferred outflows of resources	339,802,770	24,002,193	8,553,545	372,358,508
LIABILITIES				
Current liabilities:				
Accounts payable	10,588,321	-	9,371	10,597,692
Interest payable	1,453,475	-	-	1,453,475
Accrued liabilities	327,596	-	49,302	376,898
Unearned revenue	679,913	-	-	679,913
Liabilities payable from restricted assets	4,153,245	-	3,763,498	7,916,743
Current portion of long-term liabilities	4,243,177	-	699,520	4,942,697
Total current liabilities	21,445,727	-	4,521,691	25,967,418
Noncurrent liabilities:				
Long-term liabilities, less current portion	117,003,448	-	340,939	117,344,387
Total noncurrent liabilities	117,003,448	-	340,939	117,344,387
Total liabilities	138,449,175	-	4,862,630	143,311,805
DEFERRED INFLOWS OF RESOURCES				
Leases related	242,744	-	-	242,744
Pension related	59,926	-	10,353	70,279
OPEB related	205,353	-	35,422	240,775
Total deferred inflows of resources	508,023	-	45,775	553,798
Total liabilities and deferred inflows of resources	138,957,198	-	4,908,405	143,865,603
NET POSITION				
Net investment in capital assets	161,929,211	-	1,847,069	163,776,280
Unrestricted	38,916,361	24,002,193	1,798,071	64,716,625
Total net position	$ 200,845,572	$ 24,002,193	$ 3,645,140	$ 228,492,905

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS

YEAR ENDED JUNE 30, 2025

	Major Funds			Totals
	Utility Fund	System Development Fee Fund	Stormwater Management Fund	Enterprise Funds
OPERATING REVENUES:				
Charges for services	$ 24,766,064	$ -	$ 1,682,167	$ 26,448,231
Water and sewer tap fees	83,470	-	-	83,470
Other operating revenue	5,005,557	6,936,493	-	11,942,050
Total operating revenues	29,855,091	6,936,493	1,682,167	38,473,751
OPERATING EXPENSES:				
Water and sewer administration	9,367,118	-	-	9,367,118
Wastewater treatment and collection	5,547,194	-	-	5,547,194
Water distribution and storage	6,368,965	-	-	6,368,965
Stormwater management	-	-	1,736,903	1,736,903
Other operating expenses	-	-	187,276	187,276
Depreciation and amortization	5,335,169	-	151,838	5,487,007
Total operating expenses	26,618,446	-	2,076,017	28,694,463
Operating income (loss)	3,236,645	6,936,493	(393,850)	9,779,288
NONOPERATING REVENUES (EXPENSES):				
Investment earnings	4,283,095	594,059	145,339	5,022,493
Interest and other charges	(4,546,185)	-	-	(4,546,185)
Gain (loss) on disposal of capital assets	49,349	-	-	49,349
Total nonoperating revenues (expenses)	(213,741)	594,059	145,339	525,657
Income (loss) before capital contributions and transfers	3,022,904	7,530,552	(248,511)	10,304,945
Transfers:				
Transfers from other funds	12,917,860	-	-	12,917,860
Transfers to other funds	(8,126,638)	(2,310,790)	(4,000)	(10,441,428)
Capital grants and contributions	12,364,556	-	-	12,364,556
Total transfers and capital contributions	17,155,778	(2,310,790)	(4,000)	14,840,988
Changes in net position	20,178,682	5,219,762	(252,511)	25,145,933
Total net position – beginning (as previously stated)	181,159,716	18,782,431	3,962,791	203,904,938
Restatement (see Note 14)	(492,826)	-	(65,140)	(557,966)
Total net position – beginning (as restated)	180,666,890	18,782,431	3,897,651	203,346,972
Total net position – ending	$ 200,845,572	$ 24,002,193	$ 3,645,140	$ 228,492,905

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS

YEAR ENDED JUNE 30, 2025

	Major Funds			Totals
	Utility Fund	System Development Fee Fund	Stormwater Management Fund	Enterprise Funds
Cash flows from operating activities:				
Cash received from customers, users and others	$ 19,371,857	$ 6,936,493	$ 1,665,642	$ 27,973,992
Cash paid for goods and services	(6,312,375)	-	(2,161,456)	(8,473,831)
Cash paid to employees for services	(5,704,878)	-	(398,726)	(6,103,604)
Net cash flows from operating activities	7,354,604	6,936,493	(894,540)	13,396,557
Cash flows from noncapital financing activities:				
Transfers from other funds	12,917,860	-	-	12,917,860
Transfers to other funds	(8,126,638)	(2,310,790)	(4,000)	(10,441,428)
Net cash flows from non-capital financing activities	4,791,222	(2,310,790)	(4,000)	2,476,432
Cash flows from capital and related financing activities:				
Receipts from capital grants or contributions	6,199,706	-	-	6,199,706
Acquisition and construction of capital assets	(28,980,015)	-	(45,967)	(29,025,982)
Proceeds from long-term debt issued	91,798,415	-	-	91,798,415
Interest and other charges paid on debt	(4,546,185)	-	-	(4,546,185)
Net cash flows from capital and related financing activities	64,471,921	-	(45,967)	64,425,954
Cash flows from investing activities:				
Interest earned	4,283,095	594,059	145,339	5,022,493
Net cash flows from investing activities	4,283,095	594,059	145,339	5,022,493
Net change in cash and cash equivalents	80,900,842	5,219,762	(799,168)	85,321,436
Cash and cash equivalents - beginning	42,566,612	18,782,431	6,854,187	68,203,230
Cash and cash equivalents - ending	$ 123,467,454	$ 24,002,193	$ 6,055,019	$ 153,524,666

(Continued)

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS (CONTINUED)

YEAR ENDED JUNE 30, 2025

	Major Funds			Totals
	Utility Fund	System Development Fee Fund	Stormwater Management Fund	Enterprise Funds
Reconciliation of operating income (loss) to net cash flows from operating activities:				
Operating income (loss)	$ 3,236,645	$ 6,936,493	$ (393,850)	$ 9,779,288
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:				
Depreciation and amortization	5,335,169	-	151,838	5,487,007
Change in accounts receivable	(10,483,234)	-	(16,525)	(10,499,759)
Change in prepaids	(20,284)	-	100	(20,184)
Change in deferred outflows of resources for pensions	326,876	-	53,114	379,990
Change in deferred outflows of resources for OPEB	(10,754)	-	(1,971)	(12,725)
Change in accounts payable	8,217,254	-	(720,681)	7,496,573
Change in unearned revenue	139,690	-	-	139,690
Change in compensated absences	527,484	-	9,022	536,506
Change in pension liability	77,085	-	18,714	95,799
Change in OPEB liability	-	-	3,946	3,946
Change in deferred inflows of resources for pensions	24,596	-	4,296	28,892
Change in deferred inflows of resources for pensions	(15,923)	-	(2,543)	(18,466)
Total adjustments	4,117,959	-	(500,690)	3,617,269
Net cash flows from operating activities	$ 7,354,604	$ 6,936,493	$ (894,540)	$ 13,396,557
Reconciliation of cash and investments:				
Cash and investments:				
Unrestricted	$ 31,057,294	$ 24,002,193	$ 2,291,521	$ 57,351,008
Restricted	92,410,160	-	3,763,498	96,173,658
Total cash and cash equivalents	$ 123,467,454	$ 24,002,193	$ 6,055,019	$ 153,524,666
Schedule of noncash capital and related financing activities:				
Contributions of capital assets	$ 6,164,850	$ -	$ -	$ 6,164,850
Purchase of capital assets on account	9,011,007	-	3,380	9,014,387
Leases/SBITAs	10,867	-	-	10,867

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS

JUNE 30, 2025

	OPEB Trust Fund
ASSETS	
Cash and investments	$ 1,464,297
NET POSITION	
Restricted for:	
Postemployment benefits other than pensions	$ 1,464,297

The notes to the financial statements are an integral part of this statement.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS

YEAR ENDED JUNE 30, 2025

	OPEB Trust Fund
ADDITIONS	
Contributions:	
Employer	$ 150,000
Investment earnings:	
Net increase in the fair value of investments	200,413
Interest	633
Total additions	351,046
DEDUCTIONS	
Administrative expenses	232
Net change in fiduciary net position	350,814
Total net position, beginning	1,113,483
Total net position, ending	$ 1,464,297

The notes to the financial statements are an integral part of this statement.

Note 1—Nature of operations and summary of significant accounting policies

The accounting policies of the Town of Holly Springs (the "Town") conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant accounting policies:

A. Reporting Entity

The Town of Holly Springs is a municipal corporation of the State of North Carolina in Wake County that is governed by an elected mayor and five-member council. The financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America, as applied to government units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board ("GASB") is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Town's significant accounting policies are described below.

B. Basis of Presentation

Government-Wide Financial Statements – The statement of net position and the statement of activities display information about the Town. These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. Interfund services provided and used are not eliminated in the process of consolidation. These statements distinguish between the *governmental* and *business-type activities* of the Town.

Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties.

The statement of activities presents a comparison between direct expenses and program revenues for the different business-type activities of the Town and for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements – The fund financial statements provide information about the Town's funds, including its fiduciary fund. Separate statements for each fund category – *governmental, proprietary, and fiduciary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental funds are aggregated and reported as nonmajor funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies result from non-exchange transactions. Other non-operating revenues are ancillary activities such as investment earnings.

Note 1—Nature of operations and summary of significant accounting policies (continued)

B. Basis of Presentation (continued)

The Town reports the following major governmental funds:

General Fund – The General Fund is the general operating fund of the Town. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, State grants, and various other taxes and licenses. The primary expenditures are for public safety, parks and recreation, public works and economic and physical development.

Debt Service Fund – The Debt Service Fund accounts for the resources accumulated and payments made for principal and interest on debt of governmental activities.

Street and Sidewalk Projects Fund – The Street and Sidewalk Projects Fund accounts for financial resources to be used for the acquisition or construction of major capital streets and sidewalks.

Parks and Recreation Projects Fund – The Parks and Recreation Projects Fund accounts for financial resources to be used for the acquisition or construction of major capital park facilities.

Town Building Projects Fund – The Town Building Projects Fund accounts for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The Town reports the following nonmajor governmental funds:

Special Revenue Funds – Special Revenue Funds account for specific revenue sources that are set aside for specified purposes. The Town has two nonmajor special revenue funds: Emergency Telephone System Fund and Grants & Special Revenue Fund.

The Town reports the following major proprietary funds:

Utility Fund – This fund is used to account for the Town's water and wastewater operations.

System Development Fee Fund – This fund is used to account for system development fees on new development to fund certain capital costs.

Stormwater Management Fund – This fund is used to account for the Town's stormwater management operations.

The Town reports the following fiduciary fund:

OPEB Trust Fund – This fund is used to report resources that are required to be held in trust for the purpose of paying postemployment benefits, other than pensions, for which the Town is liable.

Note 1—Nature of operations and summary of significant accounting policies (continued)

C. Measurement Focus and Basis of Accounting

In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified accrual basis of accounting.

Government-Wide, Proprietary, and Fiduciary Fund Financial Statements. The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus. The government-wide, proprietary, and fiduciary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town enterprise funds are charges to customers for sales and services. The Town also recognizes as operating revenues the portion of tap fees intended to recover the cost of connecting new customers to the water and sewer system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation/amortization on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Governmental Fund Financial Statements. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under leases and IT subscriptions are reported as other financing sources.

The Town considers all revenues available if they are collected within 90 days after year-end, except for property taxes. Ad valorem taxes receivable are not accrued as revenue because the amount is not susceptible to accrual. Taxes receivable for property other than motor vehicles that are materially past due and are not considered to be an available resource to finance the operations of the current year. The State of North Carolina is responsible for billing and collecting the property taxes on registered motor vehicles on behalf of all municipalities and special tax districts. Property taxes are due when vehicles are registered. The billed taxes are applicable to the fiscal year in which they are received.

Note 1—Nature of operations and summary of significant accounting policies (continued)

C. Measurement Focus and Basis of Accounting (continued)

Sales taxes and certain intergovernmental revenues collected and held by the State at year-end on behalf of the Town are recognized as revenue. Sales taxes are considered a shared revenue for the Town because the tax is levied by Wake County and then remitted to and distributed by the State. Certain intergovernmental revenues and sales and services are not susceptible to accrual because generally they are not measurable until received in cash. All taxes, including those dedicated for specific purposes are reported as general revenues rather than program revenues. Grant revenues, which are unearned at year-end, are recorded as unearned revenues. Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants, and then by general revenues.

D. Budgetary Data

The Town's budgets are adopted as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund, Debt Service Fund, Emergency Telephone System Fund and the Enterprise Funds. All annual appropriations lapse at the fiscal year-end. All budgets are prepared using the modified accrual basis of accounting. In accordance with North Carolina General Statutes, expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds. Budget control is executed at the department level or by project. The Town Manager is authorized by budget ordinance to transfer appropriations within a department without prior approval of the Town Council and may transfer appropriations up to $50,000 between departments within the same fund with an official reporting to the Town Council. All inter-departmental budgetary appropriations above $50,000, between funds, or that increase or decrease the total budget of any fund must be approved in advance by Town Council. The budget ordinance must be adopted by July 1 of the fiscal year or the governing board must adopt an interim budget that covers that time until the annual ordinance is adopted.

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position

1. Deposits and Investments

All deposits of the Town are made in designated official depositories and are secured as required by State law (G.S. 159-31). The Town may designate as an official depository, any bank or savings and loan association whose principal office is located in North Carolina. Also, the Town may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

State law (G.S. 159-30(c)) authorizes the Town to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high-quality issues of commercial paper, bankers' acceptances; and mutual fund shares when the mutual fund is certified by the Local Government Commission.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

1. Deposits and Investments (continued)

General Statue 159-30.1 allows the Town to establish and fund an irrevocable trust for the purpose of paying other post-employment benefits (OPEB) for which the Town is liable. The Town OPEB Trust is managed by the staff of the Department of the State Treasurer and operated in accordance with state laws and regulations. The OPEB Trust is not registered with the SEC. G.S. 159-30(g) allows the Town to make contributions to the OPEB Trust. The State Treasurer in their discretion may invest the proceeds in equities of certain publicly held companies and long or short-term fixed income investments as detailed in G.S. 147-69.2(b) (1-6) and (8). Funds submitted are managed in three different sub-funds, the State Treasurer's Short Term Investment Fund (STIF) consisting of short to intermediate treasuries, agencies and corporate issues authorized by G.S. 147-69.1, the Bond Index Fund (BIF) consisting of high-quality debt securities eligible under G.S. 147-69.2(b)(1)-(6), and the Equity Index Fund (EIF) authorized under G.S 147-69.2(b)(8).

The Town's investments are reported at fair value.

North Carolina Capital Management Trust (NCCMT) Government Portfolio is an SEC-registered money market mutual fund that is certified by the Local Government Commission under the provisions of G.S. 159-30(c)(8) and the North Carolina Administrative Code, Title 20, Chapter 03, Section .0700. The Government Portfolio is a 2a7 fund that invests in treasuries, government agencies, and repurchase agreements collateralized by treasuries. It is rated AAAm by S&P and AA-mf by Moody's Investor Services and reported at fair value.

Ancillary Governmental Participant Investment Program (AGPIP) OPEB Investment Fund

Level of the fair value hierarchy:

Short Term Investment Fund (STIF) - Ownership of the STIF is determined on a fair market valuation basis as of fiscal year end in accordance with the STIF operating procedures. STIF investments are measured at fair value by the custodian using Level 2 inputs. The STIF portfolio is unrated and had a weighted average maturity at June 30, 2025 of 2.1 years. Level 2 inputs in this case involves inputs, other than quoted prices, included within Level 1 that are either directly or indirectly observable for the asset or liability. The STIF is valued at $1 per share.

Bond Index Fund (BIF) – Ownership of the BIF is determined monthly at fair value using the same Level 2 inputs as the STIF and is based upon units of participation. Units of participation are calculated monthly based upon inflows and outflows as well as allocations and net earnings. The BIF, which does not have a credit rating, was valued at $1 per unit, and had an average maturity of 8.11 years on June 30, 2025.

Equity Index Fund (EIF) – The EIF, authorized under G.S. 147-69.2(b)(8), is a common trust fund considered to be commingled in nature. The EIF's fair value is the number of shares times the net asset value as determined by a third party. At June 30, 2025, the net asset value of the EIF was $44.333857 per share. Fair value for the EIF is determined using Level 1 inputs, which are directly observable, quoted process (unadjusted) in active markets for identical assets or liabilities.

Valuation technique:

AGPIP investments are measured using the market approach, using prices and other relevant information generated by market transactions involving identical or comparable assets or a group of assets.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

1. Deposits and Investments (continued)

In accordance with State law, the Town has invested in securities which are callable and which provide for periodic interest rate increases in specific increments until maturity. These investments are reported at fair value as determined by quoted market prices.

2. Cash and Cash Equivalents

The Town pools money from several funds, except the OPEB Trust Fund, to facilitate disbursement and investment and to maximize investment income and considers all cash and investments to be cash and cash equivalents.

3. Restricted Assets

Public safety funds derived from forfeiture funds are classified as restricted cash of the Governmental Activities, as well as Public Safety donations to be used for community outreach and Telephone System upgrades. Required bond, installment purchase contract reserves and unexpended bond proceeds are also maintained as restricted cash. Powell Bill funds are also classified as restricted cash because they can be expended only for purposes outlined in G.S. 136-41.1 through 136-41.4. Customer deposits held by the Town before any services are supplied are restricted to the service for which the deposit was collected. Cash and cash equivalents in the Fiduciary Fund is considered restricted because it can only be used to pay other postemployment benefit obligations. The following table illustrates the breakdown of the Town's restricted cash.

Governmental Activities		Business-Type Activities	
General Fund		**Utility Fund**	
Customer Deposits and Developer Fees	$ 4,322,950	Customer Deposits	$ 4,153,245
Public Works, unexpended debt proceeds	247,914	Unexpended Federal and State Grants	391,327
Streets	3,805,934	Unexpended debt proceeds	87,865,588
Other Major Governmental Funds		**Stormwater Fund**	
Streets and Sidewalks, unexpended debt proceeds	20,752,155	Customer Deposits	218,746
Parks and Recreation, unexpended debt proceeds	49,509,268	Stormwater Facility Replacement Fund (SFRF)	2,303,441
Town Building, unexpended debt proceeds	18,955,404	Developer Fees	1,241,311
Town Building	62,020	**Total Business-Type Activities**	**$ 96,173,658**
		Total Restricted Cash	**$ 195,113,786**
NonMajor Governmental Funds			
Parks and Recreation	44,682		
Development Services	691,741		
Public Safety	408,907		
Economic Development	139,153		
Total Governmental Activities	**$ 98,940,128**		

4. Ad Valorem Taxes Receivable

In accordance with State law [G.S. 105-347 and G.S. 159-13(a)], the Town levies ad valorem taxes on property other than motor vehicles on July 1st, the beginning of the fiscal year. The taxes are due on September 1st (lien date); however, interest does not accrue until the following January 6th. These taxes are based on the assessed values as of January 1, 2024.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

5. Allowances for Doubtful Accounts

All receivables that historically experience uncollectible accounts are shown net of an allowance for doubtful accounts. This amount for ad valorem taxes receivable is estimated by analyzing the percentage of receivables that were written off in prior years. The allowance for customer accounts receivable is estimate of the amounts of accounts receivable that have not been written off that are in excess of 120 days. The direct write-off method is used by the Town on all other types of receivables. Under this method, all accounts considered uncollectable at June 30th have been charged against operations.

6. Lease Receivable

The Town's lease receivable is measured at the present value of lease payments expected to be received during the lease term. There are no variable components under the lease agreements. A deferred inflow of resources is recorded for the lease. The deferred inflow of resources is recorded at the initiation of the lease in an amount equal to the initial recording of the lease receivable. The deferred inflow of resources is amortized on a straight-line basis over the term of the lease.

7. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements and expensed as the items are consumed.

8. Capital Assets

Capital assets are defined by the Town as assets with an initial, individual cost equal to or greater than $5,000 and an estimated useful life in excess of one year. Donated capital assets are recorded at acquisition value at the date of donation. Acquisition value is the price that would be paid to acquire an asset with equivalent service potential on the date of donation. All other purchased or constructed capital assets are reported at cost or estimated historical cost. The cost of normal maintenance and repairs that do not increase the asset's capacity or efficiency or increase its estimated useful life is not capitalized.

Capital assets are depreciated and amortized using the straight-line method over the following estimated useful lives:

Town of Holly Springs, North Carolina

Category of Capital Asset	Useful Life In Years
Infrastructure	15 - 40
Operating plants	40
Buildings and improvements	40
Equipment and furniture	5 - 10
Vehicles and motorized equipment	5 - 10
Intangible assets	40

The Town's capital assets also include certain right to use assets. These right to use assets arise from lease or subscription agreements. The right to use assets are initially measured at an amount equal to the initial measurement of the related liability plus any payments made at or prior to the start of the term, less incentives received at or prior to the start of the term, and plus ancillary charges necessary to place the underlying asset into service. The right to use assets are amortized on a straight-line basis over the life of the related arrangement.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

9. Deferred Outflows/Inflows of Resources

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial element, *Deferred Outflows of Resources,* represents a consumption of net assets that applies to a future period and so will not be recognized as an expense or expenditure until then. The Town has two items that meet this criterion, pension deferrals and OPEB deferrals. In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Town reports several items that meet this criterion, unavailable property tax revenue, leases, and other OPEB and pension-related deferrals.

10. Long-Term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are amortized over the life of the bonds using the straight-line method that approximates the effective interest method. Bonds payable are reported net of the applicable bond premiums or discount. Bond issuance costs, except for prepaid insurance costs, are expensed in the reporting period in which they are incurred. Prepaid insurance costs are expensed over the life of the debt.

In fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

11. Compensated Absences

The Town recognizes a liability for compensated absences for leave that (1) has been earned for services previously rendered by employees, (2) accumulates and is allowed to be carried over to subsequent years, and (3) is more likely than not to be used as time off or settled (for example paid in cash to the employee) during or upon separation from employment. Based on the criteria listed, three types of leave qualify for liability recognition for compensated absences – vacation, compensatory and sick leave. The liability for compensated absences is reported as incurred in the government-wide and proprietary fund financial statements. A liability for compensated absences is recorded in the governmental funds only if the liability has matured because of employee resignations or retirements. The liability for compensated absences includes salary-related benefits, where applicable.

The vacation policy of the Town permits employees to accumulate up to 240 hours of earned but unused vacation benefits, which are eligible for payment at the employee's current pay rate upon separation from employment.

The Town's policy permits employees to accumulate earned but unused compensatory time for hours worked in excess of a regular work week. Non-exempt employees may accumulate up to 40 hours of this time and then use it at a later date in lieu of using vacation time or be paid for these hours upon separation from employment at the employee's current rate of pay. Exempt employees may accumulate compensatory time of up to 24 hours and use this in lieu of vacation and are not paid for accumulated compensatory time upon separation from service.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

11. Compensated Absences (continued)

The Town's sick leave policy permits employees to accumulate earned but unused sick leave. Any unused sick leave accumulated at the time of retirement may be used in the determination of length of service for retirement benefit purposes. Any unused sick leave accumulated for employees that separate from service before retirement is forfeited. A liability for the estimated value of sick leave that will be used by employees as time off is included in the liability for compensated absences.

12. Fund Balances/Net Position

Net Position

Net position in government-wide and proprietary fund financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through State statute.

Fund Balances

In the governmental fund financial statements, fund balance is composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Prepaids – The portion of fund balance that is not an available resource because it represents the year-end balance of prepaid items, which are not spendable resources.

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

Restricted for Stabilization by State Statute – North Carolina G.S. 159-8 prohibits units of government from budgeting or spending a portion of their fund balance. This is one of several statutes enacted by the North Carolina State Legislature in the 1930s that were designed to improve and maintain the fiscal health of local government units. Restricted by State Statute (RSS) is calculated at the end of each fiscal year for all annually budgeted funds. The calculation in G.S. 159-8(a) provides a formula for determining what portion of fund balance is available for appropriation. The amount of fund balance not available for appropriation is what is known as "Restricted by State Statute". Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next preceding the budget.

RSS is considered a resource upon which a restriction is "imposed by law through constitutional provisions or enabling legislation." RSS is reduced by prepaids and lease receivables in excess of deferred inflows of resources for leases, as they are classified as nonspendable. Outstanding encumbrances are included within RSS. RSS is included as a component of Restricted net position and Restricted fund balance on the face of the statement of net position and the balance sheet.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

12. Fund Balances/Net Position (continued)

Restricted for Inspections – Portion of fund balance that is restricted by State Statute [G.S. 160A-414].

Restricted for Economic Development – Portion of fund balance that is restricted by revenue source for certain economic development expenditures.

Restricted for General Government – Portion of fund balance that is restricted by revenue source for certain general government expenditures

Restricted for Public Safety – Portion of fund balance that is restricted by revenue source for unspent drug forfeiture funds, certain emergency telephone system expenditures and certain other public safety expenditures.

Restricted for Parks and Recreation – Portion of fund balance restricted by revenue source for parks and recreation projects.

Restricted for Street and Sidewalk Improvements – Portion of fund balance that is restricted by revenue source for street construction and maintenance expenditures and projects.

Restricted for Public Works – Portion of fund balance that is restricted by revenue source for certain public works expenditures.

Committed Fund Balance – Portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town's governing body (highest level of decision-making authority).

Committed for Public Safety – Portion of fund balance that will be used for the Law Enforcement Officers' Special Separation Allowance obligations.

Committed for PayGo – Portion of fund balance that will be used to fund future capital investments.

Assigned Fund Balance – Portion of fund balance that the Town intends to use for a specific purpose.

Assigned for General Government - Portion of fund balance that will be used for the future payment of certain general government expenditures.

Assigned for Debt Service – Portion of fund balance that will be used for future payment of debt service requirements. By approval of the budget of the Debt Service Fund, the Town Council has assigned this amount to the purpose of the Debt Service Fund.

Unassigned Fund Balance – Portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds and that has not been reported as non-spendable fund balance. The general fund is the only fund that reports a positive unassigned fund balance. In governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

Note 1—Nature of operations and summary of significant accounting policies (continued)

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Balance/Net Position (continued)

12. Fund Balances/Net Position (continued)

The Town has a revenue spending policy that provides guidance for programs with multiple revenue sources. The Finance Officer will use resources in the following hierarchy: bond proceeds, federal funds, State funds, local non-town funds, Town funds. For purposes of fund balance classification expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance, and lastly, unassigned fund balance. The Finance Officer has the authority to deviate from this policy if it is in the best interest of the Town.

The Town has adopted a minimum fund balance policy for the General Fund which states that the unassigned fund balance shall be no less than 20% of total budgeted operating expenditures. Amounts beyond 20% may be used for one-time use. The Town Council may appropriate available fund balance below the 20% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town. In such circumstances, Council will adopt a plan to restore the available fund balance to the policy level within 36 months from the date of the appropriation. If the restoration cannot be accomplished within such time period without severe hardship to the Town, then Council will establish a different but appropriate time period.

13. Defined Benefit Postemployment Plans

For purposes of measuring the net pension liability, deferred outflows of resources, and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System ("LGERS") and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The Town's employer contributions are recognized when due and the Town has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

For purposes of measuring the net OPEB liability, deferred outflows and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB Plan and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the OPEB Plan. For this purpose, the OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value.

F. Recently Issued and Implemented Accounting Pronouncements

The Town implemented GASB Statement No. 101, *Compensated Absences*. The requirement of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences.

The Town implemented GASB Statement No. 102, *Certain Risk Disclosures.* The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. The implementation of this Statement had no impact on the Town's reporting in the current fiscal year.

Note 1—Nature of operations and summary of significant accounting policies (continued)

F. Recently Issued and Implemented Accounting Pronouncements (continued)

In April 2024, GASB issued Statement No. 103, Financial Reporting Model Improvements. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

In September 2024, GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets. The requirements of this Statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

The Town is evaluating the requirements of the above two statements and their impact on reporting.

Note 2—Deposits and investments

All of the Town's deposits are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Town's agents in the unit's name. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town, these deposits are considered to be held by the Town's agent in the Town's name. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Town or the escrow agent.

Because of the inability to measure the exact amounts of collateral pledged for the Town under the Pooling Method, the potential exists for under-collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Town has no formal policy regarding custodial credit risk for deposits, but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Town complies with the provisions of G.S. 159-31 when designating official depositories and verifying that deposits are properly secured.

At June 30, 2025, the Town's deposits had a carrying amount of $72,814,203, and a bank balance of $66,352,813. Of the bank balance, $1,252,017 was covered by federal depository insurance and the remainder was covered by collateral under the Pooling Method. At June 30, 2025, the Town's petty cash funds totaled $2,150.

At June 30, 2025, the Town investment balances were as follows:

Investment Type	Valuation Measurement Method	Book Value at June 30, 2025	Maturity			Rating
			0 - 6 Months	6 - 12 Months	1 - 3 Years	
US Treasuries	Fair Value - Level 1	$ 1,982,630	$ 983,950	$ 998,680	$ -	Aaa
US Government Agencies	Fair Value - Level 1	3,416,677	990,890	1,227,200	1,198,587	Aaa
NCCMT-Government Portfolio	Fair Value - Level 1	246,815,047	246,815,047	-	-	AAA-mf
Totals		$ 252,214,354	$ 248,789,887	$ 2,225,880	$ 1,198,587	

Note 2—Deposits and investments (continued)

As of June 30, 2025, the NCCMT Term Portfolio had a weighted average maturity of less than 90 days and is therefore presented as an investment with a maturity of less than 6 months. The NCCMT Government Portfolio has an AAAm rating from S&P and AAA-mf by Moody's Investor Service.

All investments are measured using the market approach: using prices and other relevant information generated by market transactions involving identical or comparable assets or a group of assets.

Level of fair value hierarchy: Level 1: Debt securities valued using directly observable, quoted prices (unadjusted) in active markets for identical assets. Level 2: Debt securities are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

The Town has internal management procedures that limits the Town's investments to the provisions of G.S. 159 and restricts the purchase of securities to those rated no lower than "AAA", and commercial paper meeting the requirements of G.S. 159 plus having a national bond rating. The Town's policy stipulates that investments will be diversified to eliminate the risk of loss as a result of over-concentration of securities in a specific issuer, class of securities, or maturity sector.

At June 30, 2025, the Town's irrevocable OPEB trust had $1,464,297 invested in the Ancillary Governmental Participant Investment Program (AGPIP), established by the NC Department of State Treasurer (NCDST), pursuant to G.S. 159-30.1. The AGPIP Program may invest in public equities and both long-term and short-term fixed income obligations as determined by the State Treasurer pursuant to the General Statutes. At fiscal year end, the Town's irrevocable OPEB trust was invested as follows: Short Term Investment Fund (STIF) .1%, which is reported as cash and cash equivalents and Equity Index Fund (EIF) 99.9% (the equities were split with 64% in domestic securities and 36% in international securities).

Interest Rate Risk: The Town does not have a formal investment interest rate policy that manages its exposure to fair value losses arising from increasing interest rates. The State Treasurer's STIF is unrated and had a weighted average maturity of 2.1 years at June 30, 2025.

Credit Risk: The Town does not have a formal investment policy regarding credit risk for the OPEB Trust Fund. The STIF is unrated and authorized under NC General Statute 147-69.1. The State Treasurer's STIF is invested in highly liquid fixed income securities consisting primarily of short to intermediate term treasuries, agencies, and money market instruments.

Note 3—Receivables

The amounts presented in the balance sheet and the statement of net position are net of the following allowances for doubtful accounts at June 30, 2025:

	General Fund	Debt Service Fund	Street & Sidewalk Projects Fund	Utility Fund	Stormwater Management Fund
Accounts receivable	$ 799,791	$ -	$ 15,967	$ 8,698,176	$ 321,155
Allowance	(142,210)	-	-	(575,386)	(81,487)
Total accounts receivable	$ 657,581	$ -	$ 15,967	$ 8,122,790	$ 239,668
Property taxes receivable	$ 181,184	$ 105,726	$ -	$ -	$ -
Allowance	(155,360)	(90,657)	-	-	-
Total property tax receivable	$ 25,824	$ 15,069	$ -	$ -	$ -

Note 4—Capital assets

Capital asset activity for the year ended June 30, 2025 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Governmental activities:				
Capital assets, non-depreciable:				
Land and improvements	$ 40,101,166	$ 2,132,726	$ -	$ 42,233,892
Construction in progress	61,108,124	34,290,875	(520,352)	94,878,647
Total capital asset, non-depreciable	101,209,290	36,423,601	(520,352)	137,112,539
Capital assets, depreciable:				
Infrastructure	112,460,438	9,940,436	-	122,400,874
Buildings	32,368,223	-	-	32,368,223
Improvements	22,536,688	-	-	22,536,688
Equipment and furniture	9,618,856	195,357	(172,348)	9,641,865
Vehicles and motorized equipment	15,353,431	1,546,024	(39,802)	16,859,653
Right-of-use - software subscriptions	643,457	1,553,123	(65,655)	2,130,925
Right-of-use - buildings	159,567	280,702	(159,567)	280,702
Right-of-use - equipment	293,329	131,923	-	425,252
Total capital asset, depreciable	193,433,989	13,647,565	(437,372)	206,644,182
Less accumulated depreciation/amortization for:				
Infrastructure	(32,512,822)	(3,505,352)	-	(36,018,174)
Buildings	(9,827,385)	(829,771)	-	(10,657,156)
Improvements	(9,259,876)	(1,059,553)	-	(10,319,429)
Equipment and furniture	(8,801,972)	(649,959)	182,348	(9,269,583)
Vehicles and motorized equipment	(8,944,504)	(1,540,011)	550,154	(9,934,361)
Right-of-use - software subscriptions	(71,529)	(426,240)	65,655	(432,114)
Right-of-use - buildings	(130,554)	(87,492)	159,567	(58,479)
Right-of-use - equipment	(205,921)	(90,016)	-	(295,937)
Total accumulated depreciation/amortization	(69,754,563)	$ (8,188,394)	$ 957,724	(76,985,233)
Total capital assets, depreciable, net	123,679,426			129,658,949
Governmental activities capital assets, net	$ 224,888,716			$ 266,771,488

Depreciation and amortization expense was charged to functions/programs of the Town as follows:

General government	$ 789,224
Public safety	1,260,114
Public works	3,129,287
Economic and physical development	1,031,988
Culture and recreational	1,977,781
Total	$ 8,188,394

Note 4—Capital assets (continued)

	Beginning Balances	Increases	Decreases	Ending Balances
Business-Type Activities:				
Capital assets, non-depreciable:				
Land and improvements	$ 168,895	$ -	$ -	$ 168,895
Sanford Water Filtration Facility	-	8,334,994	-	8,334,994
Construction in progress	40,348,779	23,647,116	(687,838)	63,308,057
Total capital asset, non-depreciable	40,517,674	31,982,110	(687,838)	71,811,946
Capital Assets, Depreciable:				
Operating plants	179,087,028	2,717,464	-	181,804,492
Buildings	204,461	-	-	204,461
Land Improvements	7,240	-	-	7,240
Equipment and furniture	2,264,418	194,617	(43,070)	2,415,965
Infrastructure	1,477,182	-	-	1,477,182
Vehicles and motorized equipment	3,374,589	1,070,360	(166,219)	4,278,730
Intangible assets - water rights	7,634,204	-	-	7,634,204
Right-of-use - software subscriptions	10,636	-	(10,636)	-
Right-of-use - equipment	514,682	10,867	-	525,549
Total capital asset, depreciable	194,574,440	3,993,308	(219,925)	198,347,823
Less Accumulated Depreciation/Amortization for:				
Operating plants	(55,858,604)	(4,554,341)	-	(60,412,945)
Buildings	(103,083)	(5,111)	-	(108,194)
Land Improvements	(7,240)	-	-	(7,240)
Equipment and furniture	(2,020,218)	(104,069)	43,070	(2,081,217)
Infrastructure	(101,378)	(46,918)	-	(148,296)
Vehicles and motorized equipment	(1,694,278)	(588,058)	166,219	(2,116,117)
Intangible assets - water rights	(4,875,191)	(168,957)	-	(5,044,148)
Right-of-use - software subscriptions	(10,633)	-	10,633	-
Right-of-use - equipment	(55,148)	(19,552)	-	(74,700)
Accumulated Depreciation/Amortization, net	(64,725,773)	$ (5,487,006)	$ 219,922	(69,992,857)
Capital Assets, Depreciable, net	129,848,667			128,354,966
Business-Type Activities Capital Assets, net	$ 170,366,341			$ 200,166,912

Note 5—Postemployment plan obligations

A. Local Governmental Employees' Retirement System

Plan Description. The Town is a participating employer in the statewide Local Government Employees' Retirement System ("LGERS"), a cost-sharing multiple-employer defined benefit pension plan administered by the state of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEO) of participating local government entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Annual Comprehensive Financial Report ("ACFR") for the State of North Carolina. The State's ACFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service (age 55 for firefighters). Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age (15 years of creditable service for firefighters and rescue squad members who are killed in the line of duty) or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

Contributions. Contribution provisions are established by G.S. 128-30 and may be amended only by the North Carolina General Assembly. Town employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The Town's contractually required contribution rate for the year ended June 30, 2025 was 15.04% of compensation for LEOs and 13.63% for general employees and firefighters, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Town were $4,667,844 for the year ended June 30, 2025.

Note 5—Postemployment plan obligations (continued)

A. Local Governmental Employees' Retirement System (continued)

Refunds of Contributions – Town employees who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By State law, refunds to members with at least five years of service include 4% interest. State law requires a 60-day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2025 the Town reported a liability of $23,568,722 for its proportionate share of the net pension liability. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2023. The total pension liability was then rolled forward to the measurement date of June 30, 2024 utilizing update procedures incorporating the actuarial assumptions. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2024, the Town's proportion was 0.350%, which was an increase of 0.006% from its proportion measured as of June 30, 2023.

For the year ended June 30, 2025 the Town recognized pension expense of $7,220,916. At June 30, 2025, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 4,130,133	$ 27,769
Net difference between projected and actual earnings on pension plan investments	3,204,154	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	552,087	310,108
Town contributions subsequent to the measurement date	4,667,844	-
Total	$ 12,554,218	$ 337,877

Note 5—Postemployment plan obligations (continued)

A. Local Governmental Employees' Retirement System (continued)

Town contributions of $4,667,844 made subsequent to the measurement date and reported as deferred outflows of resources will be recognized as a decrease of the net pension liability in the year ended June 30, 2026. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended June 30:		
2026	$	2,385,037
2027		4,808,548
2028		717,209
2029		(362,297)
	$	7,548,497

Actuarial Assumptions. The total pension liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases, including wage inflation	3.25% to 8.25%, including inflation and productivity factor
Investment rate of return	6.5%, net of pension plan investment expense, including inflation

The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2023 valuation were based on the results of an actuarial experience study for the period January 1, 2015 through December 31, 2019.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Note 5—Postemployment plan obligations (continued)

A. Local Governmental Employees' Retirement System (continued)

The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2024 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	33.00%	2.40%
Global Equity	38.00%	6.90%
Real Estate	8.00%	6.00%
Alternatives	8.00%	8.60%
Opportunistic Fixed Income	7.00%	5.30%
Inflation Sensitive	6.00%	4.30%
Total	100.00%	

The information above is based on 30-year expectations developed with the consulting actuary for the asset, liability, and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 2.25%. Return projections do not include any excess return expectations over benchmark averages. All rates of return and inflation are annualized.

Discount Rate. The discount rate used to measure the total pension liability was 6.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 6.5%, as well as what the Town's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.5%) or one percentage point higher (7.5%) than the current rate:

	1% Decrease (5.5%)	Discount Rate (6.5%)	1% Increase (7.5%)
Town's proportionate share of the net pension liability (asset)	$ 41,764,465	$ 23,568,722	$ 8,600,220

Pension Plan Fiduciary Net Position. Detailed information about the pension plan's fiduciary net position is available in the separately issued ACFR for the state of North Carolina.

Note 5—Postemployment plan obligations (continued)

B. Law Enforcement Officers Special Separation Allowance

1. Plan Description

The Town administers a public employee retirement system (the *Separation Allowance*), a single-employer defined benefit pension plan that provides retirement benefits to the Town's qualified sworn law enforcement officers. The Separation Allowance is equal to .85% of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefits provisions to the North Carolina General Assembly.

All full-time law enforcement officers of the Town are covered by the Separation Allowance. At December 31, 2024 the Separation Allowance's membership consisted of:

Retirees receiving benefits	4
Active members	73
Total	77

2. Summary of Significant Accounting Policies

Basis of Accounting. The Town has chosen to fund the Separation Allowance on a pay as you go basis. Pension expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting. Benefits are recognized when due and payable in accordance with the terms of the plan.

The Separation Allowance has no assets accumulated in a trust.

3. *Actuarial Assumptions*

The entry age normal actuarial cost method was used in the December 31, 2024 valuation. The total pension liability in the December 31, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	3.25% to 7.75%, including inflation and productivity factor
Discount rate	4.28%

The discount rate is based on the S&P Municipal Bond 20-Year High Grade Rate Index.

The actuarial assumptions used in the December 31, 2024 valuation were based on the results of an experience study completed by the Actuary for the Local Government Employees' Retirement System for the five-year period ended December 31, 2019.

Deaths After Retirement (Healthy): Mortality rates are based on the Safety Mortality Table for Retirees. Rates for all members are multiplied by 97% and Set Forward by 1 year.

Deaths After Retirement (Disabled): Mortality rates are based on the General Disabled Mortality Table for Retirees. Rates are Set Back 3 years for all ages.

Deaths Before Retirement: Mortality rates are based on the Safety Mortality Table for Employees.

Note 5—Postemployment plan obligations (continued)

B. Law Enforcement Officers Special Separation Allowance (continued)

4. *Contributions*

The Town is required by Article 12D of G.S. Chapter 143 to provide these retirement benefits and has chosen to fund the amounts necessary to cover the benefits earned on a pay as you go basis through appropriations in made in the General Fund operating budget. There were no contributions made by employees. The Town's obligation to contribute to this plan is established and may be amended by the North Carolina General Assembly. Administration costs of the Separation Allowance are financed through investment earnings. The Town paid $95,307 as benefits came due for the reporting period.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2025, the Town reported a total pension liability of $3,940,177. The total pension liability was measured as of December 31, 2024 based on a June 30, 2024 actuarial valuation. The total pension liability was then rolled forward to the measurement date of December 31, 2024 utilizing update procedures incorporating actuarial assumptions. For the year ended June 30, 2025, the Town recognized pension expense of $467,797.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 639,145	$ 147,422
Changes of assumptions and other inputs	510,139	444,259
Benefit payments and administrative expenses subsequent to the measurement date	47,654	-
Total	$ 1,196,938	$ 591,681

The Town paid $47,654 in benefit payments subsequent to the measurement date that are reported as deferred outflows of resources related to pensions which will be recognized as a decrease of the total pension liability in the year ended June 30, 2026. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended June 30:	
2026	$ 199,826
2027	163,386
2028	78,375
2029	10,205
2030	95,938
Thereafter	9,873
	$ 557,603

Note 5—Postemployment plan obligations (continued)

B. Law Enforcement Officers Special Separation Allowance (continued)

4. *Contributions (continued)*

Sensitivity of the Town's Total Pension Liability to Changes in the Discount Rate. The following represents the Town's total pension liability calculated using the discount rate of 4.28%, as well as what the Town's total pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.28%) or 1-percentage-point higher (5.28%) than the current rate:

	1% Decrease (3.28%)	Discount Rate (4.28%)	1% Increase (5.28%)
Total pension liability	$ 4,327,189	$ 3,940,177	$ 3,589,809

The changes in total pension liability for the separation allowance is as follows:

	2025
Beginning Balance	$ 3,126,022
Changes for the year:	
Service cost	157,622
Interest on the total pension liability	123,135
Difference between expected and actual experience	731,428
Changes of assumptions or other inputs	(102,723)
Benefit payments	(95,307)
Net changes	814,155
Ending balance of the total pension liability	$ 3,940,177

Changes of Assumptions. Changes of assumptions and other inputs reflect a change in the discount rate from 4.00% at December 31, 2023 (measurement date) to 4.28% at December 31, 2024 (measurement date).

Note 5—Postemployment plan obligations (continued)

B. Law Enforcement Officers Special Separation Allowance (continued)

Total Expense, Liabilities, and Deferred Outflows and Inflows of Resources Related to Pensions

The following is information related to the proportionate share and pension expense for all pension plans:

	LGERS	LEOSSA	Total
Pension Expense	$ 7,220,916	$ 467,797	$ 7,688,713
Pension Liability	23,568,722	3,940,177	27,508,899
Proportionate share of the net pension liability	0.350%	n/a	n/a
Deferred Outflows of Resources			
Differences between expected and actual experience	$ 4,130,133	$ 639,145	$ 4,769,278
Changes of assumptions	-	510,139	510,139
Net difference between projected and actual earnings on plan investments	3,204,154	-	3,204,154
Changes in proportion and differences between contributions and proportionate share of contributions	552,087	-	552,087
Benefit payments and administrative costs paid subsequent to the measurement date	4,667,844	47,654	4,715,498
Total Deferred Outflows of Resources			$ 13,751,156
Deferred Inflows of Resources			
Differences between expected and actual experience	$ 27,769	$ 147,422	$ 175,191
Changes of assumptions	-	444,259	444,259
Changes in proportion and differences between contributions and proportionate share of contributions	310,108	-	310,108
Total Deferred Inflows of Resources			$ 929,558

Note 5—Postemployment plan obligations (continued)

C. Supplemental Retirement Income Plan for Law Enforcement Officers and Other Employees

Plan Description. The Town contributes to the Supplemental Retirement Income Plan (Plan), a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to law enforcement officers employed by the Town. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. The Supplemental Retirement Income Plan for Law Enforcement Officers is included in the ACFR for the state of North Carolina. The State's ACFR includes the pension trust fund financial statements for the Internal Revenue Code Section 401(k) plan that includes the Supplemental Retirement Income Plan for Law Enforcement Officers. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

The Town has also elected to have employees not engaged in law enforcement to participate in the Supplemental Retirement Income Plan.

Funding Policy. Article 12E of G.S. Chapter 143 requires the Town to contribute each month an amount equal to five percent of each employee's salary, and all amounts contributed are vested immediately. Also, the employees may make voluntary contributions to the plan. Contributions for the year ended June 30, 2025 were $3,011,304, which consisted of $1,685,869 from the Town, $222,159 from the law enforcement officers and $1,103,276 from other Town employees.

D. Other Postemployment Benefits ("OPEB")

Plan Description. Under the terms of a Town resolution, the Town administers a single-employer defined benefit OPEB Trust (the OPEB Trust Plan). This plan provides postemployment healthcare benefits to retirees of the Town before the age of 65 and qualify for unreduced benefits under the provisions set forth in the North Carolina Local Government Employees' Retirement System (NCLGERS) may be eligible to continue group health insurance. The OPEB Trust Plan, which has a June 30, 2025 year-end, does not issue a stand-alone report.

Benefits Provided. For employees hired on or before June 30, 2022 the Town will contribute toward the cost of group health insurance premiums up to the base plan only based on the years of service at retirement using the following schedule:

Years of Service at Retirement	Premium Paid by the Town
30 years	100%
25 - 29 years	75%
20 - 24 years	50%
0 - 19 years	0%

Note 5—Postemployment plan obligations (continued)

D. Other Postemployment Benefits ("OPEB") (continued)

Effective July 1, 2022 newly hired employees are not eligible for other postemployment benefits.

Coverage will continue until the retiree reaches age 65, at which time group health insurance benefits will end. Retirees not meeting the criteria listed in the above table are not eligible to stay on the plan.

Membership of the OPEB Trust Plan consisted of the following at June 30, 2025, the date of the latest actuarial valuation:

Inactive members currently receiving benefits	15
Active members	250
Total	265

Investments

Investment Policy. The OPEB Trust Plan's policy in regard to the allocation of invested assets is established and may be amended by the Town Council by a majority vote of its members. Investments are valued at fair value. The Plan's asset allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2025:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Equity Investment Fund	100%	5.50%

Rate of Return. For the year ended June 30, 2025, the annualized rate of return on investments, net of investment expense, was 16.90%. The rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

The components of the net OPEB liability of the Town at June 30, 2025 were as follows:

Total OPEB liability	$	6,747,336
Plan fiduciary net position		1,464,297
Net OPEB liability	$	5,283,039
Plan fiduciary net position as a percentage of the total OPEB liability		27.72%

Actuarial Assumptions and Other Inputs. The total OPEB liability in the June 30, 2025 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement unless otherwise specified:

Inflation	2.50%
Real wage growth	0.75%
Wage inflation	3.25%
Salary, increases, including wage inflation	3.25% to 8.41%
Municipal Bond Index Rate	
Prior measurement date	3.95%
Measurement date	4.81%
Heath Care Cost Trends	
Pre-Medicare medical and prescription drug	7.50% for 2025 decreasing to an ultimate rate of 4.50% by 2033

Note 5—Postemployment plan obligations (continued)

D. Other Postemployment Benefits ("OPEB") (continued)

Mortality rates were based on the Pub-2010 mortality tables, with adjustments for LGERS experience and generational mortality improvements using Scale MP-2019. The demographic actuarial assumptions for retirement, disability incidence, withdrawal, and salary increases used in the June 30, 2025 valuation were based on the results of an actuarial experience study for the period January 1, 2015 through December 2019, adopted by the LGERS Board. The remaining actuarial assumptions (e.g. health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2025 valuation were based on a review of recent plan experience performed concurrently with the June 30, 2025 valuation.

The long-term expected rate of return on OPEB plan investments was determined using a method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) were developed. Best estimates of the rate of return as of June 30 is presented above.

Discount Rate. The discount rate used to measure the total OPEB liability at June 30, 2025 was 4.87% which was a change from the discount rate of 4.92% at June 30, 2024. Because the OPEB plan's fiduciary net position was not projected to be sufficient to make all future benefit payments, the discount rate incorporates a Municipal Bond Index Rate (the General Obligation 20-year Municipal Bond Rate), which was 4.81% at June 30, 2025. As of June 30, 2024, the Municipal Bond Index Rate was 3.95%.

Sensitivity of the net OPEB Liability to Changes in the Discount Rate. The following presents the net OPEB liability of the Town, as well as what the Town's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (3.87%) or 1-percentage-point higher (5.87%) than the current discount rate:

	1% Decrease (3.87%)	Current Discount Rate (4.87%)	1% Increase (5.87%)
Net OPEB liability	$ 6,034,517	$ 5,283,039	$ 4,616,733

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following presents the net OPEB liability of the Town, as well as what the Town's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease	Current	1% Increase
Net OPEB liability	$ 4,469,573	$ 5,283,039	$ 6,247,449

Note 5—Postemployment plan obligations (continued)

D. Other Postemployment Benefits ("OPEB") (continued)

Changes in Net OPEB Liability, OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB. At June 30, 2025, the Town reported a net OPEB liability of $5,283,039. The net OPEB liability was determined by an actuarial valuation as of June 30, 2025.

At June 30, 2025, the components of the net OPEB liability of the Town, measured as of June 30, 2025, were as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2024	$ 6,217,514	$ 1,113,483	$ 5,104,031
Changes for the year:			
Service cost	295,686	-	295,686
Interest	302,584	-	302,584
Difference between expected and actual experience	42,592	-	42,592
Changes of assumptions	188,297	-	188,297
Change in benefit terms	(168,822)		(168,822)
Contributions - employer	-	280,515	(280,515)
Net investment income	-	200,814	(200,814)
Benefits payments	(130,515)	(130,515)	-
Net change	529,822	350,814	179,008
Balance at June 30, 2025	$ 6,747,336	$ 1,464,297	$ 5,283,039

Changes of Assumptions. Changes of assumptions and other inputs reflect a change in the discount rate from 4.92% in 2024 to 4.87% in 2025.

For the year ended June 30, 2025, the Town recognized OPEB expense of $317,137. At June 30, 2025, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 372,881	$ 31,360
Changes of assumptions	402,557	912,518
Net difference between projected and actual earnings on plan investments	-	213,695
Total	$ 775,438	$ 1,157,573

Note 5—Postemployment plan obligations (continued)

D. Other Postemployment Benefits ("OPEB") (continued)

Amount reported as deferred inflows of resources related to OPEB benefits will be recognized in OPEB expense as follows:

Years Ended June 30:		
2026	$	(63,938)
2027		(66,832)
2028		(40,939)
2029		(32,243)
2030		(82,280)
Thereafter		(95,903)
	$	(382,135)

E. Other Employment Benefit

The Town has elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple employer, State administered cost-sharing plan funded on a one year-term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest month's salary in a row during the 24 months prior to his/her death, but the benefit may not exceed $50,000 or be less than $25,000. All death benefit payments are made from the Death Benefit Plan. The Town has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the postemployment benefit amount and the other benefit amount. Contributions are determined as a percentage of monthly payroll based upon rates established annually by the state. Separate rates are set for employees not engaged in law enforcement and for law enforcement officers. The Town considers these contributions to be immaterial.

Note 6—Risk management

The Town is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in three self-funded risk-financing pools administered by the North Carolina League of Municipalities. Through these pools, the Town obtains general liability and auto liability coverage of $5 million per occurrence, property coverage up to the total insured values of the property policy workers' compensation coverage. The liability and property exposures are reinsured through commercial carriers for claims in excess of retentions as selected by the Board of Trustees each year. Specific information on the limits of the reinsurance, excess and stop loss policies purchased by the Board of Trustees can be obtained by contacting the Risk Management Services Department of the North Carolina League of Municipalities. The pools are audited annually by certified public accountants, and the audited financial statements are available to the Town upon request.

The Town carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

Note 6—Risk management (continued)

The Town carries flood insurance through the National Flood Insurance Plan ("NFIP"). Because portions of the Town are in an area of the State that has been mapped and designated an "A" area (an area close to a river, lake, or stream) by the Federal Emergency Management Agency, the Town is eligible to and has purchased coverage of $500,000 per structure through the NFIP.

In accordance with G.S. 159-29, the Town's employees that have access to $100 or more at any given time of the Town's funds are performance bonded through a commercial surety bond. The Finance Director is individually bonded for $1,000,000. The remaining employees that have access to funds are bonded under a blanket bond for $25,000.

Note 7—Claims, judgements, and contingent liabilities

At June 30, 2025, the Town was a defendant to various lawsuits. It is the opinion of the Town's management and the Town attorney, the ultimate effect of all legal matters will not have a material adverse effect on the Town's financial position.

Note 8—Long-term obligations

A. General Obligation Indebtedness

The Town's general obligation bonds serviced by the governmental funds are accounted for as general long-term debt. The general obligation bonds issued to finance the construction of facilities utilized in the operation of the water and sewer system and which are being retired by its resources are reported as long-term debt in the Utility Fund. All general obligation bonds were issued via a public offering, and are collateralized by the full faith, credit, and taxing power of the Town. Principal and interest requirements are appropriated when due.

Bonds payable at June 30, 2025 are comprised of the following individual issues:

General Obligation Bonds

Governmental Activities:

(1) $22,000,000 Transportation Bonds issued June 2021, for various transportation projects, with 20 installments of $1,100,000 due annually on December 1st through June 2041, plus interest of 1.4396%. The bond was issued with a premium of $3,210,304 and the premium will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $2,568,243.	$ 17,600,000
(2) $8,000,000 Parks and Recreation Bonds issued June 2021, with 20 installments of $400,000 due annually on December 1st through June 2041, plus interest of 1.4396%. The bond was issued with a premium of $1,167,383 and the premium will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $933,906.	6,400,000
(3) $7,381,542 Parks and Recreation Refunding Bonds issued February 2022, to refund the 2012 Parks and Recreation Bonds, with 15 installments from $243,264 to $549,878 due annually on February 1st through February 2037, plus interest rate of 1.551%. The bond was issued with a premium of $1,166,645 and the premium will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $933,316. The refunding resulted in net present value savings of $817,560.	5,769,918

Note 8—Long-term obligations (continued)

A. General Obligation Indebtedness (continued)

(4) $50,000,000 Parks and Recreation Bonds issued March 2025, with 20 annual principal payments of $2,500,000 due February 2026 through February 2045, plus an all-in true interest cost of 3.480%. The bonds were issued with a premium of $4,927,875, which will be amortized over the life of the bonds using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $4,927,875.	50,000,000
(5) $18,000,000 Transportation Bonds issued March 2025, with 20 annual principal payments of $900,000 due February 2026 through February 2045, plus an all-in true interest cost of 3.480%. The bonds were issued with a premium of $1,774,035, which will be amortized over the life of the bonds using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $1,774,035.	18,000,000
Total Governmental Activities	$97,769,918

Business-Type Activities:

Refunding Bonds

(1) $7,183,458 Water and Sewer Refunding Bonds issued February 2022, to refund the 2012 Water and Sanitary Bonds and 2006 Water and Sewer refunding bonds, with 15 installments from $239,202 to $535,122 due annually February 1st through February 2037, plus interest rate of 1.551%. The bond was issued with a premium of $1,106,124 and the premium will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $884,899. The refunding resulted in a net present value savings of $795,620.	$ 5,615,082
Total Business-Type Activities	$ 5,615,082
Total Bonds	$ 103,385,000

At June 30, 2025, the Town has general obligation bonds for parks and recreation authorized but unissued of $50,000,000 and a legal debt margin of $768,220,270.

Annual debt service requirements to maturity for bonds are as follows:

	Governmental Activities		Business-Type Activities	
Years Ending June 30:	Principal	Interest	Principal	Interest
2026	$ 5,447,344	$ 3,817,300	$ 532,656	$ 216,983
2027	5,498,024	3,981,073	581,976	195,677
2028	5,510,694	3,712,152	594,306	172,398
2029	5,475,218	3,442,724	559,782	148,626
2030	5,487,888	3,174,715	572,112	126,235
2031-2035	26,859,154	11,962,649	2,295,846	255,601
2036-2040	24,991,596	6,564,697	478,404	14,303
2041-2045	18,500,000	2,070,000	-	-
	$ 97,769,918	$ 38,725,310	$ 5,615,082	$ 1,129,823

Note 8—Long-term obligations (continued)

B. Limited Obligation Indebtedness

Governmental Activities:

The Town's limited obligation bonds serviced by the governmental funds are accounted for as general long-term debt. All limited obligation bonds are collateralized by the full faith, credit, and taxing power of the Town. Principal and interest requirements are appropriated when due.

(1) $17,105,000 Limited Obligation Bonds, Series 2014, via a public offering, issued September 2014; interest at 4% through 2023, 5% for 2023 through 2028, 3% for 2029 through 2030, and 3.25% for 2031 through 2032; to acquire construct and improve (a) a new law enforcement center for the Town, (b) a portion of the Town's North Main Athletic Complex, and (c) certain transportation improvement, as well as to pay financing costs. The note calls for bi-annual interest payments. The bond was issued with a premium of $1,807,653 and the premium will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30,2025 is $803,401.	$ 8,080,000
(2) $18,270,000 Limited Obligation Bonds, Series 2021, via a private offering with PNC Capital Markets LLC, issued June 2021 for (a) renovations to Town Hall and (b) to acquire a tract of land in the Town for economic development. The note calls for 17 annual principal payments of $1,075,000 beginning October 1, 2025 and plus an interest-rate of 1.7565% with 42 bi-annual interest payments beginning October 1, 2021 through October 2041. The bond was issued with a premium of $3,342,046 and the premium will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30,2025 is $2,673,637.	17,195,000
(3) $12,565,000 Limited Obligation Bonds, Series 2023, via a private offering with PNC Capital Markets LLC, issued September 2023 for (a) the construction and equipping of a new fire station, (b) the acquisition of a new fire truck and (c) sitework for a new operations center, with 19 annual principal payments due October 1 through October 2043, ranging from $652,500 to $665,000, plus an all-in true interest cost of 4.066%. The bond was issued with a premium of $1,118,593, which will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $1,059,720.	12,565,000
(4) $18,590,000 Limited Obligation Bonds, Series 2024, via a private offering with PNC Capital Markets LLC, issued August 2024 to finance the constriction, equipping and furnishing of the Town's new Operations Campus, with 19 annual principal payments due October 1, 2026 through October 2044, ranging from $977,500 to $980,000, plus an all-in true interest cost of 3.575%. The bond was issued with a premium of $2,542,858, which will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $2,542,858.	18,590,000
Total Governmental Activities	$ 56,430,000

Note 8—Long-term obligations (continued)

B. Limited Obligation Indebtedness (continued)

Business-Type Activities:

(1) $1,325,000 Limited Obligation Bonds, Series 2023, via a private offering with PNC Capital Markets LLC, issued September 2023 for sitework for a new operations center, with 19 annual principal payments due October 1, 2026 through October 2043, ranging from $67,500 to $70,000, plus an all-in true interest cost of 4.066%.	1,325,000
(2) $18,590,000 Limited Obligation Bonds, Series 2024, via a private offering with PNC Capital Markets LLC, issued August 2024 to finance the constriction, equipping and furnishing of the Town's new Operations Campus, with 19 annual principal payments due October 1, 2026 through October 2044, ranging from $977,500 to $980,000, plus an all-in true interest cost of 3.575%. The bond was issued with a premium of $2,542,858, which will be amortized over the life of the bond using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $2,542,858.	18,590,000
Total Business-Type Activities	$ 19,915,000
Total Limited Obligation Bonds	$ 76,345,000

Annual debt service requirements to maturity for limited obligation bonds are as follows:

	Governmental Activities		Business-Type Activities	
Years Ending June 30:	Principal	Interest	Principal	Interest
2026	$ 2,750,000	$ 2,456,975	$ 70,000	$ 991,763
2027	3,730,000	2,305,725	1,050,000	963,763
2028	3,730,000	2,119,225	1,050,000	911,263
2029	3,730,000	1,932,725	1,050,000	858,763
2030	3,730,000	1,756,325	1,050,000	806,263
2031-2035	16,620,000	6,365,075	5,245,000	3,244,062
2036-2040	13,562,500	3,296,563	5,237,500	1,934,125
2041-2045	8,577,500	852,862	5,162,500	633,925
	$ 56,430,000	$ 21,085,475	$ 19,915,000	$ 10,343,925

C. Installment Purchase

The Town entered into installment purchase agreements that are detailed below.

Governmental Activities – Principal Balance as of June 30, 2025:

(1) Executed in June 2008 for the widening of the Green Oaks Parkway. The direct placement $6,366,000 note with PNC Bank has an interest rate of 2.67% and calls for 18 annual principal payments of $353,667 plus interest beginning June 2009. Final payment is due in fiscal year 2025-2026. The loan is secured by the assets constructed with related debt proceeds.	$ 353,666

Note 8—Long-term obligations (continued)

C. Installment Purchase (continued)

(2) Executed in September 2020, refinanced the 2009 financing agreement for the building of the Hunt Center and the completion of walking trails and a picnic shelter at Bass Lake. The direct placement $3,070,118 note with Truist Bank has an interest rate of 1.49% and calls for 8 annual principal and interest payments beginning June 2021. Final payment is due in fiscal year 2028. The refunding resulted in a net present value savings of $393,836. The loan is secured by the assets constructed with related debt proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	1,027,402
(3) Executed in October 2020 for the purchase of vehicle equipment financing. The direct placement $1,200,000 note with JP Morgan Chase Bank has an interest rate of 1.32% and calls for 10 annual principal payments and interest payments every February and August beginning February 2021. Final payment is due in fiscal year 2031. Loan is secured by the 2020 fire truck IFC purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	738,918
(4) Executed in October 2020 for the purchase of vehicle equipment financing. The direct placement $550,000 note with Truist Bank has an interest rate of 1.65% and calls for 5 annual principal and interest payments of $115,504 beginning October 2021. Final payment is due in fiscal year 2026. Loan is secured by the solid waste vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	113,629
(5) Executed in October 2021 for the purchase of vehicle equipment financing. The direct placement $695,182 note with Banc of America has an interest rate of 0.6946% and calls for 4 annual principal payments from $178,554 to $355,257 plus interest beginning April 2022. Final payment is due in fiscal year 2026. Loan is secured by the police and public works vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	87,956
(6) Executed in June 2022 for the purchase of vehicle equipment financing. The direct placement $1,581,000 note with First Bank has an interest rate of 2.40% and calls for 5 annual principal payments of $316,200 plus interest beginning October 2023. Final payment is due in fiscal year 2028. Loan is secured by the police and solid waste vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	632,692
(7) Executed in June 2023 for the purchase of vehicle equipment financing. The direct placement $460,000 note with JP Morgan Chase Bank has an interest rate of 3.97% and calls for 8 semiannual installment payments of $62,754 beginning December 2023. Final payment is due in fiscal year 2027. Loan is secured by the vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	239,037

Note 8—Long-term obligations (continued)

C. Installment Purchase (continued)

General Government Installment Purchases – Principal Balance as of June 30, 2025 (continued):

(8) Executed in December 2024 for the purchase of vehicle equipment financing. The direct placement $1,241,873 note with Cogent Bank has an interest rate of 3.86% and calls for 9 semiannual installment payments ranging from $129,999 to $145,885 beginning May 2025. Final payment is due in fiscal year 2030. Loan is secured by the vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	1,110,287
Total Governmental Activities Installment Purchases	$ 4,303,587

Business-Type Activities Installment Purchases:

(1) Acceptance of a loan of $33,534 from North Carolina Department of Environment and Natural Resources - American Recovery & Reinvestment Act funds for improvements to the water system in May 2011. The loan has an interest rate of 0% and calls for an annual principal payment of $1,849 beginning May 2011 plus 19 annual principal payments of $1,668 beginning May 2012. Final payment is due in fiscal year 2029-2030. The loan is secured by the revenues generated by the benefited systems.	8,338
(2) Acceptance of a loan of up to $17,500,000 from the Clean Water State Revolving Fund to provide funding for the Utley Creek Wastewater Treatment Plant upgrade and expansion. The loan provides for interest at a rate of 2.1 %, payable semiannually, and for 20 annual principal payments of $875,000 to begin in May 2012. Final payment is due in fiscal year 2029-2030. The loan is secured by the revenues generated by the benefited systems.	4,375,000
(3) Executed in July 2020 for the construction of Avent Ferry Force Main. The direct placement $3,045,650 note with BB&T bank has an interest rate of 1.91% and calls for 15 annual principal payments on June 30th, plus interest payments every March and September beginning March 2021. Final payment is due in fiscal year 2036. The loan is secured by the assets constructed with related debt proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	2,170,608
(4) Executed in October 2021 for the purchase of vehicle equipment financing. The direct placement $716,068 note with Banc of America has an interest rate of 0.6946% and calls for 4 annual principal payments from $178,554 to $355,257 plus interest beginning April 2022. Final payment is due in fiscal year 2026. Loan is secured by the police and public works vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	90,598
(5) Executed in December 2024 for the purchase of vehicle equipment financing. The direct placement $568,439 note with Cogent Bank has an interest rate of 3.86% and calls for 9 semiannual installment payments ranging from $59,503 to $662775 beginning May 2025. Final payment is due in fiscal year 2030. Loan is secured by the vehicles and equipment assets purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted.	508,209

Note 8—Long-term obligations (continued)

C. Installment Purchase (continued)

(6) Executed in June 2025 for the purchase of equipment financing. The direct placement $809,202 note with First Bank has an interest rate of 4.69% and calls for 6 semi-annual principal payments of $134,867 plus interest beginning December 2025. Final payment is due in fiscal year 2028. Loan is secured by the equipment asset purchased with the proceeds. Upon default, entire outstanding balance and accrued interest are immediately due and payable and possession of any collateral is remitted. 809,202

Total Business-Type Activities Installment Purchases $ 7,961,955

Annual debt service payments of installment purchase obligations for the years ending June 30 are as follows:

Years Ending June 30:	Governmental Activities		Business-Type Activities	
	Principal	Interest	Principal	Interest
2026	$ 1,725,532	$ 98,056	$ 1,548,239	$ 185,081
2027	1,172,129	56,933	1,466,009	145,373
2028	737,181	30,209	1,474,630	105,726
2029	269,734	9,785	1,145,757	67,691
2030	271,469	8,051	1,149,699	45,374
2031-2035	127,543	840	1,092,498	61,093
2036	-	-	85,123	813
	$ 4,303,587	$ 203,873	$ 7,961,955	$ 611,151

D. Revenue Bonds

(1) $9,040,907 Water and Sewer Refunding Bond, Series 2020, issued July 2020, the proceeds of the bonds were used to refinance the remaining principal components of the Water and Sewer Revenue Bonds, Series 2008. The refunding resulted in a net present value savings of $526,639. Principal and interest installments are due annually on August 12 through August 2028. Interest is at a rate of 1.38%. The loan is secured by revenues generated from the benefitted systems. $4,473,454

(2) $5,242,436 Water and Sewer Refunding Bond, Series 2020, issued July 2020, the proceeds of the bonds were used to refinance the remaining principal components of the Water and Sewer Revenue Bonds, Series 2010. The refunding resulted in a net present value savings of $812,792. Principal and interest installments of $702,050 are due annually on July 14 through July 2028. Interest is at a rate of 1.58%. The loan is secured by revenues generated from the benefitted systems. 2,700,687

Note 8—Long-term obligations (continued)

D. Revenue Bonds (continued)

(3) $66,865,000 Enterprise Systems Revenue Bonds, Series 2024, issued July 2024, with 28 annual principal payments ranging from $1,155,000 to $4,045,000 due November 2026 through November 2053, plus an all-in true interest cost of 3.987%. The bonds were issued with a premium of $3,800,557, which will be amortized over the life of the bonds using the straight-line method. The unamortized balance of the premium at June 30, 2025 is $3,800,557.	66,865,000
Total Revenue Bonds	$ 74,039,141

The future payments of the revenue bonds are as follows:

	Business-Type Activities	
Years Ending June 30:	**Principal**	**Interest**
2026	$ 1,703,288	$ 3,107,355
2027	2,916,935	3,053,655
2028	3,037,975	2,968,751
2029	3,160,942	2,879,983
2030	1,340,000	2,787,200
2031-2035	7,800,000	12,832,250
2036-2040	10,020,000	10,616,000
2041-2045	12,855,000	7,783,750
2046-2050	15,950,000	4,697,000
2051-2054	15,255,000	1,250,700
	$ 74,039,141	$ 51,976,644

Note 8—Long-term obligations (continued)

D. Revenue Bonds (continued)

The Town has pledged future water and sewer customer revenues, net of operating expenses (net revenues), to repay the $14,283,343 Water and Sewer Revenue Bonds, Series 2020 and $66,865,000 Enterprise Systems Revenue Bonds, Series 2024. Management believes the Town is in compliance with the covenants as to rates, fees, and charges for the use of water and sewer system services in such amount as to produce net revenues in each fiscal year equal to the total of 120% of debt service requirements on the Series 2020 and Series 2024 bonds plus 100% of the debt service for all general obligation bonds, installment financing, and subordinate bonds. Principal and interest paid during the year ended June 30, 2025 were $1,646,934 and $2,388,690, respectively. The debt service coverage ratio calculation for the year ended June 30, 2025 is as follows:

Operating revenues	$ 29,855,091
Operating expenses (less depreciation and amortization)*	(21,283,277)
Operating income	8,571,814
Non-operating revenues (expenses)**	11,268,937
Net revenues available for debt service	$ 19,840,751
Debt service, principal and interest paid (revenue bonds only)	$ 4,035,624
Debt service coverage ratio	492%

* Per rate covenants, this does not include depreciation and amortization expense of $5,335,169
** Per rate covenants, this does not include interest on borrowed money of expense of $4,546,185
** Non-operating revenues include $6,936,493 of System Development Fees collected in current year

E. Leases and SBITAs

The Town has entered into agreements to lease certain equipment and a building; there are no variable payment components of the leases. The lease liabilities have been recorded at the present value of the future minimum lease payments as of the date of their inception with a discount rate that ranges from 0.7268% to 2.84% which are implicit in the leases.

Note 8—Long-term obligations (continued)

E. Leases and SBITAs (continued)

The future lease payments as of June 30, 2025, were as follows:

	Governmental Activities		Business-Type Activities	
Years Ending June 30:	**Principal**	**Interest**	**Principal**	**Interest**
2026	$ 184,889	$ 7,643	$ 14,993	$ 3,631
2027	131,168	2,608	15,628	3,450
2028	38,445	548	15,990	3,263
2029	-	-	13,400	3,123
2030	-	-	13,995	3,023
2031-2035	-	-	79,595	13,467
2036-2040	-	-	97,623	10,261
2041-2045	-	-	118,721	6,346
2046-2049	-	-	112,396	1,707
	$ 354,502	$ 10,799	$ 482,341	$ 48,271

The Town has entered into subscription-based IT arrangements for the use of certain software systems. These agreements have been recorded at the present value of the future minimum subscription payments as of the date of their inception.

The future SBITA obligations as of June 30, 2025, were as follows:

	Governmental Activities		
Year Ending June 30,	**Principal**	**Interest**	**Total**
2026	$ 655,252	$ 38,662	$ 212,508
2027	570,774	25,943	212,418
2028	200,787	11,735	173,052
2029	207,871	5,975	891
	$ 1,634,684	$ 82,315	$ 598,869

Note 8—Long-term obligations (continued)

F. Changes in General Long-Term Debt

General Fund assets have and are used to satisfy net pension obligations, other postemployment benefits, and compensated absences.

	Beginning Balances	Increases	Decreases	Ending Balances	Due Within One Year
Governmental Activities:					
Bonds Payable:					
General obligation bonds	$ 31,807,126	$ 68,000,000	$ 2,037,208	$ 97,769,918	$ 5,447,344
Premiums on issuance (GOs)	4,732,126	6,701,910	296,661	11,137,375	631,756
Limited obligation bonds	39,925,000	18,590,000	2,085,000	56,430,000	2,750,000
Premiums on issuance (LOBs)	4,863,158	2,542,858	326,400	7,079,616	460,235
Total bonds payable	81,327,410	95,834,768	4,745,269	172,416,909	9,289,335
Installment purchases	4,749,894	1,241,873	1,688,180	4,303,587	1,725,532
Compensated absences	5,579,273	941,734 *	-	6,521,007	3,977,814
Lease liabilities	134,136	412,625	192,259	354,502	184,889
Subscription liabilities	573,424	1,515,079	453,819	1,634,684	655,252
Total pension liability (LEOSSA)	3,126,022	814,155	-	3,940,177	95,308
Net pension liability - LGERS	17,973,522	692,881	-	18,666,403	-
Net OPEB liability	4,027,080	157,087	-	4,184,167	95,145
Total governmental activity long-term liabilities	117,490,761	101,610,202	7,079,527	212,021,436	16,023,275
Business-Type Activities:					
General obligation bonds	6,137,874	-	522,792	5,615,082	532,656
Premiums on issuance (GOs)	958,640	-	73,741	884,899	73,742
Limited obligation bonds	1,325,000	18,590,000	-	19,915,000	70,000
Premiums on issuance (LOBs)	-	2,542,858	-	2,542,858	133,835
Revenue bonds	8,821,074	66,865,000	1,646,933	74,039,141	1,703,288
Premiums on issuance (Revenue bonds	-	3,800,557	-	3,800,557	131,054
Installment purchases	7,888,938	1,377,641	1,304,624	7,961,955	1,548,239
Compensated absences	1,018,355	25,705 *	-	1,044,060	699,520
Lease liabilities	483,745	10,867	12,271	482,341	14,993
Net pension liability - LGERS	4,806,520	95,799	-	4,902,319	-
Net OPEB liability	1,076,951	21,921	-	1,098,872	35,370
Total business-type activity long-term liabilities	32,517,097	$ 93,330,348	$ 3,560,361	122,287,084	4,942,697
Total long-term liabilities	$ 150,007,858			$ 334,308,520	$ 20,965,972

* The change in the compensated absences liability is presented as a net change.

Note 9—Commitments

The Town has active construction projects as of June 30, 2025. The commitments with contractors are as follows:

Project	Spent through June 30, 2025	Remaining Commitment
Sanford Water Capacity and Linework	$ 7,160,407	$ 73,136,391
Operations Center	21,520,536	21,163,576
Eagles Landing Park	8,141,958	17,941,538
Holly Springs Road Widening - East	25,092,505	3,832,856
UCWRF 8 MGD upgrade	9,730,019	2,683,997
Street Resurfacing	-	2,268,957
Fire Truck Replacement	-	1,572,497
Hwy 55 Right Turn Lane - AF/S Main	668,207	1,446,349
Main Street Eastbound Right Turn Lane	288,007	1,008,388
Comprehensive Plan Update	422,761	777,148
Refurbished Centrifuge	-	754,500
I-540 Utility Relocation	-	717,330
Vehicle and Equipment Replacement	-	663,282
Town Hall Renovations (HVAC)	140,750	482,750
Sugg Farm Amenities	40,000	433,148
Hunt Center HVAC Replacement	35,739	383,695
Ting Soccer Field Turf Replacement	817,300	362,050
Police Records Management System	-	301,749
Bass Lake Dam Spillway	335,903	358,214
Cityworks Implementation	41,094	247,976
Fuquay Water Line Conveyance Project	2,165,970	242,542
Cultural Center Theater Seating	75,000	188,700
Fire Station 3	10,112,654	130,104
Ting Park Parking Lot	-	113,000
Totals	$ 86,788,810	$ 131,210,737

The outstanding encumbrances are amounts needed to pay any commitments related to purchase orders and contracts that remain unperformed at year-end. The following represents annual budget encumbrances outstanding as of June 30, 2025:

General Fund	Special Revenue Fund- Emergency Telephone System Fund
$4,564,932	$60,145

Note 10—Transfers

Transfers to/from other funds during the year ended June 30, 2025 consist of the following:

	Transfers Out							
	General Fund	Street and Sidewalk Projects Fund	Town Building Projects Fund	Nonmajor Funds	Utility Fund	System Development Fee Fund	Stormwater Management Fund	Total Transfers In
Transfers In:								
General Fund	$ -	$ -	$ -	$ 652,588	$ 60,000	$ -	$ 4,000	$ 716,588
Debt Service Fund	140,000	-	-	-	-	-	-	140,000
Parks & Recreation Projects Fund	1,292,505	1,500,000	-	-	-	-	-	2,792,505
Town Building Projects Fund	500,000	650,000	-	-		-	-	1,150,000
Nonmajor Funds	25,000	-	400,967	-	-			425,967
Utility Fund	414,280	55,360	2,070,792	-	-	2,310,790	-	4,851,222
Total Transfers Out	$ 2,371,785	$ 2,205,360	$ 2,471,759	$ 652,588	$ 60,000	$ 2,310,790	$ 4,000	$ 10,076,282

Transfers are used to move unrestricted revenues to finance various programs that the government must account for in other funds in accordance with budgetary authorizations, including amounts providing matching funds for various grant programs. Further, one-time transfers include:

1) A transfer of $1,287,104 from the General Fund to the Parks and Recreation Projects Fund to provide funding for the Ting Park Soccer Field Turf Replacement project.
2) A transfer of $1,500,000 from the Streets and Sidewalk Projects Fund to the Parks and Recreation Projects Fund to provide funding for the Eagles Landing Park project.
3) A transfer of $2,070,792 from the Town Building Projects Fund to the Utility Fund to transfer back funding for the Operations Center Complex Project.
4) A transfer of $1,010,790 from the System Development Fee Fund to the Utility Fund for payment of principal and interest on debt service.
5) A transfer of $1,000,000 from the System Development Fee Fund to the Utility Fund to provide funding for the Elevated Tank on New Hill Road project.

Note 11—Sanford Water Filtration Facility Interlocal Agreement

The Town entered into a regional partnership with the City of Sanford, NC and the Town of Fuquay-Varina, NC to upgrade and expand the Sanford Water Filtration Facility (WFF). The project will increase the WFF's capacity from 12 million gallons per day (MGD) to 30 MGD to meet the long-term water demands within the participating service areas. Under the terms of an interlocal agreement, each partner will share ownership and costs associated with the operation of the expanded WFF at 30 MGD capacity. Upon completion of the project, the City of Sanford will manage, operate and maintain the expanded WFF, and each partner's percentage of ownership in the expanded WFF will be as follows: Town of Holly Springs 12.5%, City of Sanford 68.8%, and Town of Fuquay-Varina 18.7%.

Construction and related improvements are ongoing, and the partners share project costs in accordance with the interlocal agreement. Accordingly, the Town has recorded $8,334,994 as business-type non-depreciable capital asset related to this project at June 30, 2025.

Note 12—Contingencies

Federal and State Assisted Programs

The Town has received proceeds from several Federal and State grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreements. Such audits could result in the refund of grant moneys to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant moneys.

Note 13—Subsequent events

Subsequent events evaluated through December 19, 2025, which is the date the financial statements were available to be issued.

The Town entered into Series 2025 Enterprise Systems Revenue Bond Anticipation Notes in the amount of $21,404,750. The closing date was September 16, 2025. The notes have a maturity date of September 16, 2026, and have an interest rate of 3.74%.

Note 14—Restatements of beginning balances

During the current year, the Town implemented GASB Statement No. 101, *Compensated Absences*. In addition to the value of unused vacation time owed to employees upon separation of employment and certain earned but unused compensatory time, the Town now recognizes an estimated amount of sick leave earned as of year-end that is more likely than not to be used by employees as time off in future years as part of the liability for compensated absences. The effects of the change in accounting principle are summarized below in the "Restatement – GASB 101 implementation" column in the table below.

	Net position 6/30/2024 as previously reported	Restatement - GASB 101 implementation	Net position 6/30/2024 as restated
Government-wide			
Governmental activities	$ 200,266,818	$ (3,241,974)	$ 197,024,844
Business-type activities	203,904,938	(557,966)	203,346,972
Total government-wide	$ 404,171,756	$ (3,799,940)	$ 400,371,816
Proprietary funds			
Enterprise funds			
Major funds:			
Utility Fund	$ 181,159,716	$ (492,826)	$ 180,666,890
System Development Fee Fund	18,782,431	-	18,782,431
Stormwater Management Fund	3,962,791	(65,140)	3,897,651
Total enterprise funds	$ 203,904,938	$ (557,966)	$ 203,346,972

REQUIRED SUPPLEMENTARY INFORMATION (RSI)



Prepared by the Town of Holly Springs Finance Department

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGES IN TOTAL PENSION LIABILITY
LAW ENFORCEMENT OFFICERS' SPECIAL SEPARATION ALLOWANCE

LAST NINE FISCAL YEARS

	2025	2024	2023	2022	2021	2020	2019	2018	2017
Total Pension Liability									
Service cost at end of the year	$ 157,622	$ 141,699	$ 192,611	$ 199,670	$ 104,185	$ 93,594	$ 88,153	$ 73,932	$ 80,537
Interest	123,135	127,094	76,816	59,287	63,999	56,283	49,468	52,065	45,249
Difference between expected and actual experience	731,428	(128,514)	(12,873)	(97,632)	(14,010)	224,945	(68,884)	(23,411)	-
Changes of assumptions or other inputs	(102,723)	84,573	(626,489)	261,842	1,008,479	71,781	(78,232)	114,674	(44,407)
Benefit payments	(95,307)	(95,307)	(95,307)	(66,607)	(41,317)	(18,034)	(1,358)	-	-
Net Change in Total Pension Liability	814,155	129,545	(465,242)	356,560	1,121,336	428,569	(10,853)	217,260	81,379
Total pension liability, beginning	3,126,022	2,996,477	3,461,719	3,105,159	1,983,823	1,555,254	1,566,107	1,348,847	1,267,468
Total Pension Liability, ending	$ 3,940,177	$ 3,126,022	$ 2,996,477	$ 3,461,719	$ 3,105,159	$ 1,983,823	$ 1,555,254	$ 1,566,107	$ 1,348,847

Notes to the schedule:

The amounts presented for each fiscal year were determined as of the prior calendar year ended December 31.

The Town of Holly Springs has no assets accumulated in a trust fund.

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SCHEDULE OF TOTAL PENSION LIABILITY AS A PERCENTAGE OF COVERED-EMPLOYEE PAYROLL -
LAW ENFORCEMENT OFFICERS' SPECIAL SEPARATION ALLOWANCE

LAST NINE FISCAL YEARS

	2025	2024	2023	2022	2021	2020	2019	2018	2017
Total pension liability	$ 3,940,177	$ 3,126,022	$ 2,996,477	$ 3,461,719	$ 3,105,159	$ 1,983,823	$ 1,555,254	$ 1,566,107	$ 1,348,847
Covered-employee payroll	6,001,135	4,988,622	4,500,994	4,468,997	3,850,853	3,615,000	3,163,245	2,987,214	3,042,717
Total pension liability as a percentage of covered-employee payroll	65.66%	62.66%	66.57%	77.46%	80.64%	54.88%	49.17%	52.43%	44.33%

Notes to the schedule:

The Town of Holly Springs has no assets accumulated in a trust.

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS -
OPEB TRUST PLAN

LAST EIGHT FISCAL YEARS

	2025	2024	2023	2022	2021	2020	2019	2018
Total OPEB Liability								
Service cost	$ 295,686	$ 374,454	$ 369,684	$ 406,230	$ 426,651	$ 260,102	$ 239,830	$ 259,351
Interest	302,584	225,353	205,225	131,129	117,824	140,401	117,478	96,288
Difference between expected and actual experience	42,592	240,024	3,884	(56,061)	736	374,329	(228)	(3,484)
Changes in assumptions	188,297	(778,816)	(66,944)	(392,814)	28,481	584,898	(147,518)	(241,742)
Change in benefit terms	(168,822)	-	-	-	-	-	-	-
Benefit payments	(130,515)	(102,256)	(99,943)	(87,147)	(70,705)	(56,848)	(11,440)	(7,418)
Net Changes	529,822	(41,241)	411,906	1,337	502,987	1,302,882	198,122	102,995
Beginning balance	6,217,514	6,258,755	5,846,849	5,845,512	5,342,525	4,039,643	3,305,621	3,202,626
Ending balance	$ 6,747,336	$ 6,217,514	$ 6,258,755	$ 5,846,849	$ 5,845,512	$ 5,342,525	$ 3,503,743	$ 3,305,621
Plan Fiduciary Net Position								
Contributions - employer	$ 280,515	$ 252,256	$ 249,943	$ 87,147	$ 95,705	$ 671,848	$ -	$ -
Net investment income	200,814	162,049	102,275	(100,757)	2,827	7,089	-	-
Benefit payments	(130,515)	(102,256)	(99,943)	(87,147)	(70,705)	(56,848)	-	-
Net change in plan fiduciary net position	350,814	312,049	252,275	(100,757)	27,827	622,089	-	-
Plan fiduciary net position, beginning	1,113,483	801,434	549,159	649,916	622,089	-	-	-
Plan fiduciary net position, ending	$ 1,464,297	$ 1,113,483	$ 801,434	$ 549,159	$ 649,916	$ 622,089	$ -	$ -
Net OPEB Liability	$ 5,283,039	$ 5,104,031	$ 5,457,321	$ 5,297,690	$ 5,195,596	$ 4,720,436	$ 3,503,743	$ 3,305,621
Plan Fiduciary Net Position as percentage of total OPEB Liability	21.70%	17.91%	12.81%	9.39%	11.12%	11.64%	0.00%	0.00%
Covered-employee payroll	$ 22,328,659	$ 26,046,075	$ 19,551,816	$ 19,551,816	$ 16,110,608	$ 16,110,608	$ 13,900,834	$ 13,598,192
Net OPEB liability as a percentage of Covered-employee payroll	23.66%	19.60%	27.91%	27.10%	32.25%	29.30%	25.21%	24.31%

Notes to the schedule:

Plan measurement date is the reporting date for FY2021 and is one year prior to the reporting date in FY2020 and FY2019.

The Town created an OPEB Trust Fund in FY2020. Information is not required to be presented retroactively. Data for years prior to this presentation is unavailable.

Employees hired on or after July 1, 2022 are not eligible for the Town's group post-employment health insurance.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF EMPLOYER CONTRIBUTIONS -
OPEB TRUST PLAN

*LAST SIX FISCAL YEARS**

	2025	2024	2023	2022	2021	2020
Actuarially Determined Contribution	$ 809,691	$ 809,691	$ 609,581	$ 609,581	$ 614,469	$ 614,469
Contributions in relation to the Actuarially Determined Contribution	280,515	252,256	249,943	87,147	95,705	671,848
Annual contribution deficiency (excess)	$ 529,176	$ 557,435	$ 359,638	$ 522,434	$ 518,764	$ (57,379)
Covered payroll**	$ 22,328,659	$ 26,046,075	$ 19,551,816	$ 19,551,816	$ 16,110,608	$ 16,110,608
Contribution as a percentage of covered payroll	1.26%	0.97%	1.28%	0.45%	0.59%	4.17%

* This schedule will not present ten years' worth of information until available.

**For years following the valuation date (when no new valuation is performed), covered payroll has been set equal to the covered payroll from the most recent valuation

Valuation Date: June 30,2025

Actuarially determined contribution rates are calculated as of June 30, one year prior to the end of the fiscal year in which contributions are reported.

Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry age normal
Amortization method	Closed 26-year level pay
Amortization period	Varies
Asset valuation method	Fair Value
Inflation	2.50%
Healthcare cost trend rates	7.50% for 2025 decreasing to an ultimate rate of 4.50% by 2033
Salary increases	3.25% to 8.41% including inflation and productivity factor
Investment rate of return	3.50%, net of OPEB plan investment expense, including price inflation

	2025	2024	2023	2022	2021	2021
Annualized return, net of investment expense	16.90%	16.92%	15.15%	-15.50%	0.44%	1.80%

*The Town created an OPEB Trust Fund in FY2020. Information is not required to be presented retroactively.
*Data for years prior to this presentation is unavailable.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM

LAST TEN FISCAL YEARS

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Town's proportion of the net pension liability (%)	0.34961%	0.34395%	0.30835%	0.30500%	0.28838%	0.28322%	0.27011%	0.25855%	0.25138%	0.26003%
Town's proportion of the net pension liability ($)	$ 23,568,722	$ 22,780,042	$ 17,395,343	$ 4,677,470	$ 10,305,048	$ 7,734,517	$ 5,254,505	$ 3,949,928	$ 5,335,129	$ 1,167,001
Town's covered payroll	$ 29,531,387	$ 27,669,072	$ 21,110,423	$ 19,648,103	$ 18,407,667	$ 17,191,729	$ 15,856,385	$ 14,555,252	$ 13,598,192	$ 12,899,021
Town's proportionate share of the net pension liability as a percentage of its covered payroll	79.81%	82.33%	82.40%	23.81%	55.98%	44.99%	33.14%	27.14%	39.23%	9.05%
Plan fiduciary net position as a percentage of the total pension liability *	83.30%	82.97%	84.14%	95.51%	88.61%	90.86%	91.63%	94.18%	91.47%	98.09%

The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

* This will be the same percentage for all participant employers in the LGERS plan.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CONTRIBUTIONS
LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM

LAST TEN YEARS

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Contractually required contribution	$ 4,667,844	$ 3,863,812	$ 3,402,930	$ 2,433,386	$ 2,034,846	$ 1,682,976	$ 1,072,766	$ 957,247	$ 1,088,779	$ 931,025
Contributions in relation to the contractually required contribution	4,667,844	3,863,812	3,402,930	2,433,386	2,034,846	1,682,976	1,072,766	957,247	1,088,779	931,025
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Town's covered payroll	$ 33,558,583	$ 29,531,387	$ 27,669,072	$ 21,110,423	$ 19,648,103	$ 18,407,667	$ 17,191,729	$ 15,856,385	$ 14,555,252	$ 13,598,192
Contributions as a percentage of covered payroll	13.91%	13.08%	12.30%	11.53%	10.36%	9.14%	6.24%	6.04%	7.48%	6.85%

COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES



Prepared by the Town of Holly Springs Finance Department

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Ad valorem taxes:				
Current year taxes	$ 25,902,136	$ 26,315,341	$ 413,205	$ 21,994,812
Prior years taxes	20,000	17,886	(2,114)	17,372
Penalties and interest	30,000	36,089	6,089	50,260
Vehicle tax	1,507,411	1,768,985	261,574	1,955,221
Total	27,459,547	28,138,301	678,754	24,017,665
Other taxes and licenses:				
Rental vehicle tax	5,000	6,620	1,620	6,791
Vehicle fee	888,250	911,745	23,495	872,845
Total	893,250	918,365	25,115	879,636
Unrestricted intergovernmental:				
Local Sales Tax distribution	14,712,051	14,872,621	160,570	14,491,894
Utilities Sales distribution	2,550,000	2,908,599	358,599	2,612,140
Beer and wine tax	216,235	183,671	(32,564)	219,172
Solid Waste disposal tax	38,000	35,452	(2,548)	35,104
ABC profit distribution	260,000	211,397	(48,603)	254,049
Total	17,776,286	18,211,740	435,454	17,612,359
Restricted intergovernmental:				
County grant	98,400	-	(98,400)	128,080
Federal grant	-	129,259	129,259	-
Total	98,400	129,259	30,859	128,080
Permits and fees:				
Building permits	1,575,000	1,276,052	(298,948)	1,263,212
Development fees	909,500	452,582	(456,918)	763,486
Planning and zoning fees	240,000	206,931	(33,069)	299,433
Total	2,724,500	1,935,565	(788,935)	2,326,131
Sales and services:				
Lease revenue	-	78,881	78,881	110,028
Solid waste fees	2,774,009	2,652,726	(121,283)	2,977,697
Yard waste fees	1,484,903	1,427,772	(57,131)	1,382,613
Recreation fees	2,367,851	2,654,786	286,935	2,604,616
Public safety	1,640,188	1,766,761	126,573	1,454,701
Cemetery	30,000	41,000	11,000	35,608
Other sales and services	31,000	30,667	(333)	31,287
Total	8,327,951	8,652,593	324,642	8,596,550

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Miscellaneous:				
Miscellaneous revenue	$ 233,000	$ 212,461	$ (20,539)	$ 233,242
Total	233,000	212,461	(20,539)	233,242
Investment earnings	709,314	1,323,586	614,272	1,499,646
Total revenues	58,222,248	59,521,870	1,299,622	55,293,309
Expenditures:				
General government:				
Central Services:				
Salaries and employee benefits	242,500	219,490	23,010	230,369
Operating expenditures	3,736,414	3,134,449	601,965	3,436,702
Professional services	-	-	-	-
Capital outlay	412,626	412,625	1	-
Total	4,391,540	3,766,564	624,976	3,667,071
Administration:				
Town Manager's Office:				
Salaries and employee benefits	750,036	740,302	9,734	733,872
Operating expenditures	272	(2,602)	2,874	(43,245)
Professional services	242,068	167,694	74,374	79,473
Total	992,376	905,394	86,982	770,100
Human Resources:				
Salaries and employee benefits	574,297	574,030	267	461,185
Operating expenditures	(7,925)	(8,031)	106	16,694
Professional services	359,428	359,332	96	61,100
Capital outlay	490,722	490,722	-	-
Total	1,416,522	1,416,053	469	538,979
Town Attorney:				
Salaries and employee benefits	446,608	442,440	4,168	445,064
Operating expenditures	(5,450)	(12,268)	6,818	394
Professional services	3,000	-	3,000	3,500
Total	444,158	430,172	13,986	448,958

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Town Clerk (includes Town Council):				
Salaries and employee benefits	$ 229,886	$ 227,338	$ 2,548	$ 263,875
Operating expenditures	110,110	99,346	10,764	155,146
Professional services	27,024	26,859	165	26,692
Total	367,020	353,543	13,477	445,713
Office of Budget, Innovation, & Strategy:				
Salaries and employee benefits	456,263	447,523	8,740	526,027
Operating expenditures	(7,736)	(16,785)	9,049	2,292
Professional services	21,400	19,826	1,574	15,167
Total	469,927	450,564	19,363	543,486
Office of Customer Care:				
Salaries and employee benefits	167,946	152,675	15,271	178,549
Operating expenditures	10,600	9,928	672	1,020
Total	178,546	162,603	15,943	179,569
Administration Total	3,868,549	3,718,329	150,220	2,926,805
Communications:				
Salaries and employee benefits	451,576	431,438	20,138	445,580
Operating expenditures	11,643	177	11,466	9,181
Professional services	89,625	88,100	1,525	106,271
Total	552,844	519,715	33,129	561,032
Finance:				
Salaries and employee benefits	917,434	904,406	13,028	915,105
Operating expenditures	(29,104)	(63,171)	34,067	(41,163)
Professional services	166,520	160,141	6,379	165,318
Capital outlay	31,033	31,033	-	23,215
Total	1,085,883	1,032,409	53,474	1,062,475
Information Technology:				
Salaries and employee benefits	1,035,880	970,362	65,518	881,183
Operating expenditures	1,190,554	1,090,638	99,916	1,110,182
Professional services	275,281	272,100	3,181	239,079
Capital outlay	78,948	78,940	8	540,572
Total	2,580,663	2,412,040	168,623	2,771,016
Total general government	12,479,479	11,449,057	1,030,422	10,988,399

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Economic and physical development:				
Development Services:				
Salaries and employee benefits	$ 3,910,877	$ 3,429,340	$ 481,537	$ 3,262,153
Operating expenditures	315,765	214,044	101,721	230,305
Professional services	190,131	127,865	62,266	199,328
Capital outlay	58,000	-	58,000	148,774
Total	4,474,773	3,771,249	703,524	3,840,560
Economic Development:				
Salaries and employee benefits	421,817	418,353	3,464	370,500
Operating expenditures	47,900	30,044	17,856	2,546
Professional service	36,650	36,454	196	38,517
Total	506,367	484,851	21,516	411,563
Utility & Infrastructure:				
Salaries and employee benefits	1,705,815	1,494,450	211,365	1,301,372
Operating expenditures	72,500	59,159	13,341	24,181
Professional services	133,735	42,734	91,001	91,956
Capital outlay	2,636	-	2,636	56,920
Total	1,914,686	1,596,343	318,343	1,474,429
Total economic and physical development	6,895,826	5,852,443	1,043,383	5,726,552
Public safety:				
Police:				
Law enforcement				
Salaries and employee benefits	10,350,617	10,272,525	78,092	8,040,139
Operating expenditures	1,012,312	759,431	252,881	630,885
Professional services	228,400	228,085	315	208,801
Capital outlay	1,823,827	1,776,751	47,076	295,980
Total	13,415,156	13,036,792	378,364	9,175,805
Telecommunications				
Salaries and employee benefits	1,341,887	1,317,695	24,192	1,143,188
Operating expenditures	11,000	8,501	2,499	6,867
Professional services	2,000	391	1,609	-
Total	1,354,887	1,326,587	28,300	1,150,055
Fire:				
Salaries and employee benefits	8,697,645	8,627,948	69,697	6,964,736
Operating expenditures	1,016,820	1,006,777	10,043	380,035
Professional services	117,800	117,662	138	132,140
Capital outlay	227,815	185,791	42,024	17,450
Total	10,060,080	9,938,178	121,902	7,494,361
Total public safety	24,830,123	24,301,557	528,566	17,820,221

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Public Works:				
Fleet Maintenance:				
Salaries and employee benefits	$ 365,585	$ 316,083	$ 49,502	$ 439,713
Operating expenditures	913,363	794,476	118,887	872,749
Capital outlay	81,915	72,504	9,411	-
Total	1,360,863	1,183,063	177,800	1,312,462
Streets:				
Salaries and employee benefits	1,259,586	1,083,326	176,260	1,143,794
Operating expenditures	184,400	175,460	8,940	119,490
Professional services	225,784	215,170	10,614	179,357
Capital outlay	552,000	2,006	549,994	401,663
Total	2,221,770	1,475,962	745,808	1,844,304
Solid Waste:				
Salaries and employee benefits	1,919,159	1,881,102	38,057	1,655,194
Operating expenditures	166,628	160,359	6,269	109,409
Professional services	2,713,493	2,660,967	52,526	2,974,159
Capital outlay	327,045	231,809	95,236	908,379
Total	5,126,325	4,934,237	192,088	5,647,141
Public Facilities:				
Salaries and employee benefits	409,785	374,269	35,516	268,449
Operating expenditures	455,857	425,944	29,913	230,880
Professional services	420,532	346,744	73,788	373,258
Capital outlay	87,302	83,674	3,628	-
Total	1,373,476	1,230,631	142,845	872,587
Total public works	10,082,434	8,823,893	1,258,541	9,676,494
Cultural and recreational:				
Parks and recreation:				
Salaries and employee benefits	4,726,384	4,569,279	157,105	4,332,503
Operating expenditures	1,522,322	1,410,934	111,388	1,337,306
Professional services	614,609	569,054	45,555	545,018
Capital outlay	293,654	273,037	20,617	49,494
Total cultural and recreational	7,156,969	6,822,304	334,665	6,264,321
Total expenditures	61,444,831	57,249,254	4,195,577	50,475,987
Revenues over (under) expenditures	(3,222,583)	2,272,616	5,495,199	4,817,322

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Other financing sources (uses):				
Transfers in	$ 424,923	$ 716,588	$ 291,665	$ 5,069,393
Transfers out	(4,677,261)	(4,676,511)	750	(3,908,942)
Proceeds from sale of capital assets	150,000	120,242	(29,758)	85,898
Issuance of subscription liability	1,515,080	1,515,079	(1)	540,572
Issuance of lease liability	412,626	412,625	(1)	23,215
Installment note issuance	1,241,876	1,241,873	(3)	-
Loss on termination of lease	(53,940)	(53,939)	1	-
Appropriated fund balance	4,209,279	-	(4,209,279)	-
Total other financing sources (uses)	3,222,583	(724,043)	(3,946,626)	1,810,136
Net change in fund balance	$ -	1,548,573	$ 1,548,573	6,627,458
Fund balance - Beginning of year		30,357,680		23,730,222
Fund balance - End of year		$ 31,906,253		$ 30,357,680

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

POWELL BILL FUND (sub fund of the General Fund)

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025

(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Restricted intergovernmental:				
Powell Bill allocation	$ 1,409,784	$ 1,529,896	$ 120,112	$ 1,370,784
Sale of Powell Bill assets	-	11,200	11,200	52
Total	1,409,784	1,541,096	131,312	1,370,836
Investment earnings	-	87,736	87,736	53,289
Total revenues	1,409,784	1,628,832	219,048	1,424,125
Expenditures:				
Operating expenditures	129,303	128,876	427	119,120
Capital outlay	2,700,170	92,696	2,607,474	1,345,615
Total expenditures	2,829,473	221,572	2,607,901	1,464,735
Revenues over (under) expenditures	(1,419,689)	1,407,260	2,826,949	(40,610)
Other financing sources:				
Appropriated fund balance	1,419,689	-	(1,419,689)	-
Total other financing sources	1,419,689	-	(1,419,689)	-
Net change in fund balance	$ -	1,407,260	$ 1,407,260	(40,610)
Fund Balances				
Beginning of year		2,394,264		2,434,874
End of year		$ 3,801,524		$ 2,394,264

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
LAW ENFORCEMENT SPECIAL SEPARATION ALLOWANCE (NON-TRUST)
(sub fund of the General Fund)
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Miscellaneous:				
Miscellaneous revenue	$ -	$ 25,000	$ 25,000	$ 25,000
Investment earnings	-	10,841	10,841	9,044
Total revenues	-	35,841	35,841	34,044
Expenditures:				
Total expenditures	-	-	-	-
Revenues over expenditures	-	35,841	35,841	34,044
Net change in fund balance	$ -	35,841	$ 35,841	34,044
Fund balances				
Beginning of year		411,001		376,957
End of year		$ 446,842		$ 411,001

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PAYGO (sub fund of the General Fund)
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL

FROM INCEPTION AND YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Investment earnings	$ -	$ 2,752	$ -	$ -	$ 2,752
Restricted Intergovernmental	190,588	190,588	-	-	190,588
Miscellaneous revenues	29,999	29,999	-	-	29,999
Total revenues	220,587	223,339	-	-	223,339
Expenditures:					
Downtown development Incentive	160,694	25,000	-	-	25,000
Public facility projects	2,499,619	324,680	364,405	-	689,085
Town projects	3,467,989	2,301,408	241,720	-	2,543,128
Streets and sidewalk projects	1,478,000	221,353	22,892	-	244,245
Vehicle and equipment	381,000	232,796	104,743	-	337,539
ADA Transition	455,000	75,119	46,029	-	121,148
Parks and recreation projects	1,158,248	467,676	124,032	-	591,708
Public works projects	125,000	39,210	2,188	-	41,398
Total expenditures	9,725,550	3,687,242	906,008	-	4,593,250
Revenues under expenditures	(9,504,963)	(3,463,903)	(906,008)	-	(4,369,911)
Other financing sources (uses):					
Issuance of subscription liability	65,258	65,258	-	-	65,258
Issuance of lease liability	126,956	126,956	-	-	126,956
Transfers in	11,412,749	8,427,257	2,404,726	-	10,831,983
Transfers out	(2,100,000)	(2,361,846)	(100,000)	-	(2,461,846)
Total other financing sources (uses)	9,504,963	6,257,625	2,304,726	-	8,562,351
Net change in fund balance	$ -	$ 2,793,722	1,398,718	$ -	$ 4,192,440
Fund balances:					
Beginning of year			2,793,722		
End of year			$ 4,192,440		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

DEBT SERVICE FUND

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL - GOVERNMENTAL FUND

YEAR ENDED JUNE 30, 2025

(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Ad valorem taxes:				
Current year taxes	$ 15,112,699	$ 15,351,748	$ 239,049	$ 9,421,501
Prior years taxes	2,000	6,898	4,898	6,035
Penalties and interest	2,500	18,156	15,656	7,023
Deferred taxes	-	1,554	1,554	4,235
Vehicle taxes	879,845	949,928	70,083	837,817
Total	15,997,044	16,328,284	331,240	10,276,611
Miscellaneous revenue	-	100,000	100,000	-
Investment earnings	197,000	529,519	332,519	321,281
Total revenues	16,194,044	16,957,803	763,759	10,597,892
Expenditures:				
Operating expenditures	145,000	134,529	10,471	266,668
Debt service:				
Bond principal	4,122,209	4,122,208	1	3,029,538
Bond interest	4,152,387	3,302,009	850,378	2,599,408
Installment note principal	1,792,185	1,688,180	104,005	3,516,891
Installment note interest	125,341	109,125	16,216	124,537
Total debt service	10,192,122	9,221,522	970,600	9,270,374
Total expenditures	10,337,122	9,356,051	981,071	9,537,042
Revenues over expenditures	5,856,922	7,601,752	1,744,830	1,060,850
Other financing sources (uses):				
Transfers in	140,000	140,000	-	612,106
Appropriated fund balance	(5,996,922)	-	5,996,922	-
Total other financing sources (uses)	(5,856,922)	140,000	5,996,922	612,106
Net change in fund balance	$ -	7,741,752	$ 7,741,752	1,672,956
Fund balance - Beginning of year		13,565,419		11,892,463
Fund balance - End of year		$ 21,307,171		$ 13,565,419

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STREET & SIDEWALK PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

	Project Authorization	Actual: Prior Years	Actual: Current Year	Actual: Closed Projects	Actual: Total to Date
Revenues:					
Restricted intergovernmental:					
Federal Grant	$ 409,413	$ -	$ 409,413	$ -	$ 409,413
State Grant	26,762,598	5,392,065	1,169,319	-	6,561,384
Investment earnings	180,630	1,097,024	446,557	-	1,543,581
Developer fees	293,384	293,384	53,019	-	346,403
Total revenues	27,646,025	6,782,473	2,078,308	-	8,860,781
Expenditures:					
Avent Ferry signal at Holly Meadows	750,884	220,950	417,672	-	638,621
Hwy 55 right turn lane - AF/S Main	3,000,000	257,683	680,069	-	937,752
Avent Ferry Road widening phase 1	3,535,357	3,171,860	37,979	-	3,209,839
Avent Ferry Road realignment	1,515,260	879,249	2,883	-	882,132
Avent Ferry Road - phase 2	10,616,000	91,628	120	-	91,748
Main Street eastbound right turn lane	2,115,000	420,927	317,981	-	738,908
Holly Springs Road widening - central	20,326,750	801,777	272,287	-	1,074,064
Holly Springs Road widening - east	35,349,413	23,777,817	6,854,521	-	30,632,338
Holly Springs Road widening - west	3,000,000	-	-	-	-
Green Oaks Parkway/New Hill signal	373,000	314,600	-	-	314,600
New Hill sidewalk	295,480	59,927	-	-	59,927
Signal sync - NCDOT fiber network	339,102	305,986	-	-	305,986
Smart city intelligent traffic system	775,000	706,176	38,077	-	744,253
Main Street sidewalk connector	825,000	139,474	41,771	-	181,245
Old Holly Springs-New Hill (Green Oaks Tech)	1,700,000	1,079,103	326,821	-	1,405,923
Street projects - to be determined - bond	108,453	-	-	-	-
NC55/Teal Lake	350,000	-	350,000	-	350,000
Festival Street	500,000	-	-	-	-
New Hill US1 - New Hill and US 1 bridge	250,000	-	-	-	-
Total expenditures	85,724,699	32,227,156	9,340,180	-	41,567,336
		-			
Revenues under expenditures	(58,078,674)	(25,444,683)	(7,261,872)	-	(32,706,555)
Other financing sources (uses):					
General obligation bonds	28,833,000	22,000,000	18,000,000	-	40,000,000
General obligation bonds-authorized and unissued	11,167,000	-	-	-	-
General obligation bonds - premium	4,938,587	3,238,587	1,774,035	-	5,012,622
Transfers in	13,140,087	11,796,087	659,413	-	12,455,500
Transfers out	-	-	(409,413)	-	(409,413)
Total financing sources (uses)	58,078,674	37,034,674	20,024,035	-	57,058,709
Net change in fund balance	$ -	$ 11,589,991	12,762,163	$ -	$ 24,352,154
Fund balances:					
Beginning of year			11,589,991		
End of year			$ 24,352,154		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STREET RESERVE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Payments in lieu	$ 1,841,735	$ 1,841,736	$ -	$ -	$ 1,841,736
Investment earnings	130,620	158,945	48,668	-	207,613
Miscellaneous	42,052	42,053	-	-	42,053
Total revenues	2,014,407	2,042,734	48,668	-	2,091,402
Other financing sources (uses):					
Transfers in	7,559,453	7,559,452	-	-	7,559,452
Transfers out	(9,573,860)	(6,945,000)	(2,455,360)	-	(9,400,360)
Total financing sources (uses)	(2,014,407)	614,452	(2,455,360)	-	(1,840,908)
Net change in fund balance	$ -	$ 2,657,186	(2,406,692)	$ -	$ 250,494
Fund balances:					
Beginning of year			2,657,186		
End of year			$ 250,494		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PARKS AND RECREATION PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

	Project Authorization	Actual			
		Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Investment earnings	$ 440,000	$ 303,630	$ 631,166	$ -	$ 934,796
Restricted intergovernmental:					
State grants	754,340	1,043,011	231,011	-	1,274,022
Federal grants	3,638,000	400,000	-	-	400,000
County grant	2,300,000	-	-	-	-
Miscellaneous	41,200	-	12,000	-	12,000
Total revenues	7,173,540	1,746,641	874,177	-	2,620,818
Expenditures:					
Arbor Creek Greenway - Phase 2	7,257,428	5,915,130	1,489,267	-	7,404,397
Bass Lake Dam Phase 3 Spillway	1,300,000	84,430	410,943	-	495,373
Bass Lake Hurricane Repairs	2,009,793	-	-	-	-
Boardwalk and Bridge Replacement	178,200	167,210	-	-	167,210
Cultural Center Theater Seats	275,000	-	76,721	-	76,721
Eagles Landing Park	110,042,000	6,272,996	8,300,927	-	14,573,923
Hunt Center Community Room Renovations	-	-	-	-	-
Hunt Center Front Lobby Renovations	346,864	40,716	289,883	-	330,599
Hunt Center Community Room Renovations	67,275	67,274		-	67,274
Mims Parks Trail and Signage	150,000	71,040	-	-	71,040
Run Club Park Improvements	-	-	-	-	-
Priority Greenway Connections	1,550,000	207,493	131,782	-	339,275
Run Club Park Improvements	20,988	17,541	3,447	-	20,988
Sugg Farm Amenities	825,000	-	293,807	-	293,807
Sugg Farm Pavillion	1,650,000	-	-	-	-
Sugg Farm Road Paving	235,361	235,362	-	-	235,362
Sugg Farm Administration	189,591	-	-	-	-
Sugg Farm Restroom/Dog Park	838,500	-	-	-	-
Sugg Farm Maintenance Barn	35,037	-	-	-	-
Ting Stadium Drainage Repairs	334,000	333,109	91	-	333,200
Ting Field Soccer Field Turf Replacement	1,287,104	-	817,300		817,300
Utley Creek Greenway- Phase 1	2,303,081	1,690,049	-	-	1,690,049
Utley Creek Greenway- Phase 2	4,599,602	425,679	63,310	-	488,989
Wake County Rex ILA	198,433	-	-	-	-
Womble Turf Replacement	1,400,000	1,310,297	-	-	1,310,297
Womble Basketball Courts	900,000	-	-	-	-
Womble Dugouts	175,000	-	1,095	-	1,095
Total expenditures	138,168,257	16,838,326	11,878,573	-	28,716,900
Revenues under expenditures	(130,994,717)	(15,091,685)	(11,004,396)	-	(26,096,082)
Other financing sources:					
General obligation bond proceeds	104,500,000	8,000,000	50,000,000	-	58,000,000
Premium on general obligation bonds	9,037,668	1,177,668	4,927,875	-	6,105,543
Transfers In	17,457,049	11,782,114	2,787,104	-	14,569,218
Total other financing sources	130,994,717	20,959,782	57,714,979	-	78,674,761
Net change in fund balance	$ -	$ 5,868,097	$ 46,710,583	$ -	$ 52,578,679
Fund balances:					
Beginning of year			5,868,097		
End of year			$ 52,578,679		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

PARK & RECREATION RESERVE FUND

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Payments in lieu	$ 5,481,000	$ 6,888,912	$ 1,867,033	$ -	$ 8,755,945
Investment earnings	82,774	133,966	69,740	-	203,706
Restricted grant	-	31,122	-	-	31,122
Unrestricted contribution	1,866,225	1,835,103	-	-	1,835,103
Total revenues	7,429,999	8,889,103	1,936,773	-	10,825,876
Other financing sources (uses):					
Transfers in	9,101,958	9,101,880	5,401	-	9,107,281
Transfers out	(16,531,957)	(16,314,050)	-	-	(16,314,050)
Total financing sources (uses)	(7,429,999)	(7,212,170)	5,401	-	(7,206,769)
Net change in fund balance	$ -	$ 1,676,933	1,942,174	$ -	$ 3,619,107
Fund balances:					
Beginning of year			1,676,933		
End of year			$ 3,619,107		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
TOWN BUILDING PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

	Project Authorization	Actual Prior Years	Actual Current Year	Actual Total to Date
Revenues:				
Investment earnings	$ 910,471	$ 733,663	$ 1,041,981	$ 1,775,644
Restricted intergovernmental:				
State grants	2,900,000	2,542,783	311,350	2,854,133
Wake County allocation	-	-	89,748	89,748
Miscellaneous revenues	313,636	313,635	7,121	320,756
Total revenues	4,124,107	3,590,081	1,450,200	5,040,281
Expenditures:				
Operations center complex	24,273,740	6,214,409	5,989,776	12,204,185
Fire station #3	13,042,374	6,935,742	5,333,636	12,269,378
Fire station #4	2,050,000	-	-	-
Fire truck replacements	4,182,419	9,922	-	9,922
Town hall lobby renovations	431,693	431,347	-	431,347
911 center upgrades	436,628	-	354,133	354,133
Total expenditures	44,416,854	13,591,420	11,677,545	25,268,965
Revenues under expenditures	(40,292,747)	(10,001,339)	(10,227,345)	(20,228,684)
Other financing sources (uses):				
Limited obligation bond proceeds	34,310,920	12,870,920	18,590,000	31,460,920
Premium on limited obligation bonds issued	2,997,696	1,174,405	2,542,858	3,717,263
Installment financing issued	1,300,000	-	-	-
Transfers in	1,684,131	2,527,149	(843,017)	1,684,132
Transfers out	-	-	(478,742)	(478,742)
Total other financing sources	40,292,747	16,572,474	19,811,099	36,383,573
Net change in fund balance	$ -	$ 6,571,135	9,583,754	$ 16,154,889
Fund balances:				
Beginning of year			6,571,135	
End of year			$ 16,154,889	

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS

JUNE 30, 2025

	Special Revenue Funds		
	Emergency Telephone System	Grants & Special Revenue	Total Nonmajor Governmental Funds
ASSETS			
Cash and investments	$ 212,711	$ 1,071,772	$ 1,284,483
Due from other governments	-	2,495	2,495
Other receivable	450	-	450
Total assets	$ 213,161	$ 1,074,267	$ 1,287,428
LIABILITIES			
Accounts payable	$ -	$ 851	$ 851
Unearned revenue	-	110,135	110,135
Total liabilities	-	110,986	110,986
FUND BALANCES			
Nonspendable:			
Restricted:			
Economic development	-	40,977	40,977
Public safety	213,161	197,746	410,907
Parks and recreation	-	32,817	32,817
Inspections HB 255	-	691,741	691,741
Unassigned	-	-	-
Total fund balances	213,161	963,281	1,176,442
Total liabilities, deferred inflows of resources and fund balances	$ 213,161	$ 1,074,267	$ 1,287,428

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS

YEAR ENDED JUNE 30, 2025

	Special Revenue Funds		
	Emergency Telephone System	Grants & Special Revenue	Total Nonmajor Governmental Funds
REVENUES			
Restricted intergovernmental	$ -	$ 149,999	$ 149,999
Investment earnings	8,228	33,838	42,066
Miscellaneous	-	4,200	4,200
Total revenues	8,228	188,037	196,265
EXPENDITURES			
Current:			
General government	-	175,000	175,000
Public safety	178,675	117,340	296,015
Culture and recreational	-	25,741	25,741
Public Works	-	1,900	1,900
Capital outlay	340,822	63,023	403,845
Total expenditures	519,497	383,004	902,501
Excess (deficiency) of revenues over expenditures	(511,269)	(194,967)	(706,236)
OTHER FINANCING SOURCES (USES)			
Transfers from other funds	400,967	25,000	425,967
Transfers to other funds	-	(652,588)	(652,588)
Total other financing sources (uses)	400,967	(627,588)	(226,621)
Net change in fund balances	(110,302)	(822,555)	(932,857)
Fund balances - beginning	323,463	1,785,836	2,109,299
Fund balances - ending	$ 213,161	$ 963,281	$ 1,176,442

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
EMERGENCY TELEPHONE SYSTEM FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Restricted intergovernmental:				
911 Subscriber Fees	$ 53,334	$ -	$ (53,334)	$ -
Total	53,334	-	(53,334)	-
Investment earnings	-	8,228	8,228	8,861
Total revenues	53,334	8,228	(45,106)	8,861
Expenditures:				
911 expenditures:				
Utilities telephone	89,000	75,967	13,033	40,485
Maintenance and repair	156,216	101,733	54,483	139,069
Training	1,000	975	25	30
Capital outlay	400,967	340,822	60,145	-
Total expenditures	647,183	519,497	127,686	179,584
Revenues under expenditures	(593,849)	(511,269)	82,580	(170,723)
Other financing sources (uses):				
Transfers in:				
General Fund	-	-	-	1,249
Town Building Projects Fund	400,967	400,967	-	-
Transfers out:				
Town Building Projects Fund	-	-	-	(400,967)
Appropriated fund balance	192,882	-	(192,882)	-
Total other financing sources (uses)	593,849	400,967	(192,882)	(399,718)
Net change in fund balance	$ -	(110,302)	$ (110,302)	(570,441)
Fund balance - Beginning of year		323,463		893,904
Fund balance - End of year		$ 213,161		$ 323,463

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GRANTS & SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Project Closeout	Total to Date
Revenues:					
Restricted intergovernmental	$ 2,516,094	$ 299,854	$ 149,999	$ -	$ 449,853
Investment earnings	3,027	74,407	33,838	-	108,245
Miscellaneous revenue	462,648	357,789	4,200	-	361,989
Total revenues	2,981,769	732,050	188,037	-	920,087
Expenditures:					
911 Board Radios	29,231	-	29,166	-	29,166
Asset Forfeiture	186,921	79,071	-	-	79,071
Body Worn Cameras	120,000	-	83,641	-	83,641
Community Waste Reduction and Recycling	12,500	3,744	1,900	-	5,644
Downtown Development	11,891	-	-	-	-
EECBG Implementation	76,320	-	63,023	-	63,023
Electric Charging Station	37,800	35,927	-	-	35,927
Fire Department Fit Test Machine	5,000	4,811	-	-	4,811
Fujifilm Diosynth Biotechnologies-One NC	2,000,000	-	-	-	-
Governor's Highway Safety Program	25,000	23,433	-	-	23,433
Inspections - HB 255	40,200	78,426	-	-	78,426
K9 and Equipment	20,500	10,000	-	-	10,000
Micro Transit Study	25,000	-	8,504	-	8,504
NC Biotechnology Center's Partnership	375,000	100,000	175,000	-	275,000
Police CALEA Specialist	49,992	13,486	4,530	-	18,016
Police Department - Other	10,751	-	-	-	-
Sense of Play	29,963	80	-	-	80
SNAP	48,351	17,569	10,955	-	28,524
Unauthorized Substances Tax	10,186	-	-	-	-
United Arts Council	17,669	12,340	4,200	-	16,540
Youth Sports Equipment	8,000	-	2,085	-	2,085
Total expenditures	3,140,275	378,887	383,004	-	761,891
Revenues over (under) expenditures	(158,506)	353,163	(194,967)	-	158,196
Other financing sources (uses):					
Transfers In	2,934,347	2,909,345	25,000	-	2,934,345
Transfers out	(2,775,841)	(1,476,672)	(652,588)	-	(2,129,260)
Total other financing sources (uses)	158,506	1,432,673	(627,588)	-	805,085
Net change in fund balance	$ -	$ 1,785,836	(822,555)	$ -	$ 963,281
Fund balances:					
Beginning of Year			1,785,836		
End of Year			$ 963,281		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
UTILITY FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (NON - GAAP)

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Operating revenues:				
Charges for services				
Water sales	$ 13,558,734	$ 13,018,110	$ (540,624)	$ 13,124,304
Sewer charges	11,557,461	11,747,955	190,494	9,713,680
Water and sewer tap fees	150,000	83,470	(66,530)	163,890
Total charges for services	25,266,195	24,849,535	(416,660)	23,001,875
Operating operating revenues:				
Returned check charges	1,500	5,935	4,435	3,675
Water inspection fees	60,000	6,975	(53,025)	46,622
Sewer inspection fees	80,000	-	(80,000)	65,481
Reclaimed inspection fees	10,000	13,712	3,712	-
Development permits	50,000	71,235	21,235	67,101
Water meter fees	250,000	155,350	(94,650)	251,060
Service charge meter deposits	4,000	6,405	2,405	6,080
Reconnect fees	60,000	56,105	(3,895)	82,775
Lab testing fees	73,000	82,570	9,570	43,094
Late fees	200,000	193,070	(6,930)	211,645
Lease revenue	-	11,076	11,076	12,470
Miscellaneous	61,000	20,103	(40,897)	505
Total other operating revenues	849,500	622,536	(226,964)	790,508
Total operating revenues	26,115,695	25,472,071	(643,624)	23,792,382
Nonoperating revenues:				
Investment earnings	150,000	466,259	316,259	273,981
Sale of assets	-	49,439	49,439	23,552
Total nonoperating revenues	150,000	515,698	365,698	297,533
Total revenues	26,265,695	25,987,768	(277,927)	24,089,915
Expenditures:				
Salaries and employee benefits	9,375,100	8,080,079	1,295,021	7,712,720
Water purchases for resale	3,726,000	3,577,317	148,683	3,523,231
Professional services	1,152,440	670,456	481,984	458,280
Repairs and maintenance	843,914	772,942	70,972	670,259
Other operating expenditures	6,012,436	5,176,112	836,324	5,573,497
Total utility operations	21,109,890	18,276,906	2,832,984	17,937,987
Capital outlay	931,382	679,193	252,189	957,701
Total expenditures	22,041,272	18,956,099	3,085,173	18,895,688
Revenues over expenditures	4,224,423	7,031,669	2,807,246	5,194,227

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
UTILITY FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (NON - GAAP)

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Other financing sources (uses):				
Transfer to other funds	(6,584,485)	(6,584,485)	-	(3,078,279)
Installment financing issued	568,441	568,439	(2)	1,325,000
Issuance of lease liability	10,868	10,867	(1)	
Appropriated fund balance	1,780,753	-	(1,780,753)	-
Total other financing sources (uses)	(4,224,423)	(6,005,179)	(1,780,756)	(1,753,279)
Revenues and other financing sources over expenditures and other financing uses	$ -	1,026,490	$ 1,026,490	3,440,948
Reconciliation from budgetary basis (modified accrual) to full accrual:				
Reconciling items:				
Depreciation and amortization		(5,315,617)		(4,908,257)
Right of use lease SBITA amortization		(19,552)		(22,068)
Capital outlay		29,065,896		13,315,748
Capital contributions		6,164,850		8,875,157
Debt issuance		(93,176,056)		(1,325,000)
Principal retirement		3,474,350		3,342,837
Change in accrued interest payable - leases		(3,479)		51,327
Bond premium amortization		73,742		73,742
Decrease in deferred inflows - grants		(540,223)		(49,683)
Change in accrued interest payable		(629,520)		18,470
Increase in compensated absences		(509,509)		(27,825)
Increase in pension obligation		(77,088)		(955,232)
Decrease in deferred inflows - pension		(24,596)		8,224
Increase in deferred outflows - pension		(458,827)		354,480
Increase in deferred outflows of resources for contributions made to pension plan in current fiscal year		131,951		80,149
Decrease in OPEB obligation		(17,975)		23,109
Increase deferred inflows of resources - OPEB		15,923		(125,104)
Increase deferred outflows of resources - OPEB		10,754		17,111
Total reconciling items		(61,834,976)		18,747,185
Net income - Utility Fund		(60,808,486)		22,188,133
Other Utility Funds:				
Utility Debt Service Fund - net income		3,067,804		99,950
Utility PayGo Fund - net income		1,853,460		635,999
Capital project funds:				
Utility Reserve Fund - net income (loss)		(1,038,534)		(846,208)
Water Project Fund - net income (loss)		83,902,285		(6,800,190)
Waste Water Projects Fund - net income (loss)		(6,797,847)		(2,013,539)
Net income - GAAP		$ 20,178,682		$ 13,264,145

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

DEBT SERVICE FUND - UTILITY

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

YEAR ENDED JUNE 30, 2025

(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Other revenues:				
Investment earnings	$ 70,457	$ 135,005	$ 64,548	$ 134,418
Total revenues	70,457	135,005	64,548	134,418
Expenditures:				
Debt service:				
Bond principal	2,169,727	2,169,726	1	2,103,237
Bond interest	3,241,299	3,240,551	748	442,471
Installment note principal	1,304,626	1,304,624	2	1,239,602
Installment note interest	164,150	164,149	1	178,235
Total debt service	6,879,802	6,879,050	752	3,963,545
Total expenditures	6,879,802	6,879,050	752	3,963,545
Revenues under expenditures	(6,809,345)	(6,744,045)	65,300	(3,829,127)
Other financing sources:				
Transfers in	4,548,345	4,548,345	-	3,929,077
Revenue bond proceeds	2,261,000	5,263,504	3,002,504	-
Total other financing sources	6,809,345	9,811,849	3,002,504	3,929,077
Net change in fund balance	$ -	3,067,804	$ 3,067,804	99,950
Fund Balance - Beginning of year		6,785,779		6,685,829
Fund Balance - End of year		$ 9,853,583		$ 6,785,779

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
UTILITY RESERVE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Investment earnings	$ 26,000	$ 109,530	$ 41,375	$ -	$ 150,905
Capacity replacement fees	2,800,000	-	-	-	-
Miscellaneous	4,000	-	-	-	-
Total revenues	2,830,000	109,530	41,375	-	150,905
Other financing sources (uses):					
Transfers in	170,000	2,672,709	-	-	2,672,709
Transfers out	(3,000,000)	(903,309)	(1,079,909)	-	(1,983,218)
Total other financing sources (uses)	(2,830,000)	1,769,400	(1,079,909)	-	689,491
Net change in fund balance	$ -	$ 1,878,930	(1,038,534)	$ -	$ 840,396
Net position - Beginning of year			1,878,930		
Net position - End of year			$ 840,396		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
WATER PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Investment earnings	$ 873,021	$ 264,622	$ 3,544,920	$ -	$ 3,809,542
State grants	36,627,457	7,805,821	313,056	-	8,118,877
Federal grants	5,500,000	5,500,000	4,006,929	-	9,506,929
Miscellaneous	9,927,030	5,005,204	3,870,347	-	8,875,551
Total revenues	52,927,508	18,575,647	11,735,252	-	30,310,899
Expenditures:					
Sanford Water Capacity and Linework	81,797,000	2,347,832	5,508,484	-	7,856,316
Operations Center Complex	24,273,740	-	12,204,184	-	12,204,184
SCADA Cyber Security	45,531	11,234	-	-	11,234
Wastewater Asset Inventory AIA	200,000	22,236	157,881	-	180,117
Water Asset Inventory AIA	200,000	23,585	143,941	-	167,526
Harnett County Booster Station Upgrade	200,000	72,691	-	-	72,691
Avent Ferry Road Realignment Waterline	250,000	-	-	-	-
Friendship Utilities	30,000,000	29,288,664	-	-	29,288,664
Fuquay Water Line Conveyance	57,166,982	2,037,297	749,181	-	2,786,478
NC 540 Utility Relocation	739,750	-	-	-	-
NW Water and Reclaim Connection	8,000,000	-	-	-	-
Reclaimed Water Storage Tank	200,000	-	-	-	-
Harnett County Booster Station Upgrade	28,550,000	-	-	-	-
GB Alford Bypass Water Connection	1,100,000	-	-	-	-
Elevated Tank on New Hill Road	2,500,000	-	-	-	-
Total expenditures	235,223,003	33,803,539	18,763,670	-	52,567,209
Revenues under expenditures	(182,295,495)	(15,227,892)	(7,028,418)	-	(22,256,310)
Other financing sources (uses):					
Revenue bond proceeds	128,718,478	-	61,601,496	-	61,601,496
Premium on revenue bonds issued	3,800,557	-	3,800,557	-	3,800,557
Limited obligation bond proceeds	19,915,000	-	18,590,000	-	18,590,000
Premium on limited obligation bonds issued	2,766,690	-	2,542,858	-	2,542,858
Transfers in	27,094,770	28,049,845	4,395,792	-	32,445,637
Transfers out	-	(5,499,999)	-	-	(5,499,999)
Total other financing sources	182,295,495	22,549,846	90,930,703	-	113,480,549
Change in net position	$ -	$ 7,321,954	83,902,285	$ -	$ 91,224,239
Net position - Beginning of year			7,321,954		
Net position - End of year			$ 91,224,239		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
WASTEWATER PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

	Project Authorization	Actual			
		Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Investment earnings	$ -	$ 133,692	$ 21,897	$ -	$ 155,589
State grant	4,000,000	277,393	148,896	-	426,289
Federal grant	8,550,587	6,819,762	1,730,825	-	8,550,587
Miscellaneous revenues	-	25,431	-	-	25,431
Total revenues	12,550,587	7,256,278	1,901,617	-	9,157,895
Expenditures:					
Oakview Outfall (Holly Springs Business pump station)	759,309	606,725	146,584	-	753,309
Basal Creek pump station upgrade - Lowe IRA	882,330	882,330	-	-	882,330
Twelve Oaks pump station - phase 2	3,500,000	1,317,644	-	-	1,317,644
Bass Lake pump station - phase 2	394,000	158,944	36,480	-	195,424
Business Park pump station - Fujifilm	7,800,000	176,668	249,621	-	426,289
Holly Springs Road phase 2 - forcemain upsize	2,700,587	1,588,344	674,045	-	2,262,389
Sunset Ridge and Bass Lake grinder	200,000	-	-	-	-
UCWRF dewatering centrifuge	809,202	-	-	-	-
UCWRF 8 MGD upgrade	294,183,200	1,933,225	8,701,936	-	10,635,161
Total expenditures	311,228,628	6,663,880	9,808,666	-	16,472,546
Revenues under (over) expenditures	(298,678,041)	592,398	(7,907,049)	-	(7,314,651)
Other financing sources (uses):					
Installment note issuance	809,202	185,951	809,202	-	995,153
Revenue bond proceeds	290,183,200	-	-	-	-
Transfers in	7,685,639	12,288,026	762,244	-	13,050,270
Transfers out	-	(5,088,343)	(462,244)	-	(5,550,587)
Total other financing sources (uses)	298,678,041	7,385,634	1,109,202	-	8,494,836
Change in net position	$ -	$ 7,978,032	(6,797,847)	-	$ 1,180,185
Net position - Beginning of year			7,978,032		
Net position - End of year			$ 1,180,185		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
UTILITY PAYGO FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Nonoperating revenues:					
Insurance proceeds	$ -	$ -	$ 205,654	$ -	$ 205,654
Private grant	500,000	-	500,000	-	500,000
Total revenues	500,000	-	705,654	-	705,654
Expenses:					
Operating	380,000	570,918	683,258	-	1,254,176
Professional services	4,752,500	31,305	797,181	-	828,486
Capital outlay	4,087,679	408,539	583,234	-	991,773
Total expenses	9,220,179	1,010,762	2,063,673	-	3,074,435
Other financing sources (uses):					
Transfers in	8,720,179	3,090,200	3,211,479	-	6,301,679
Total other financing sources (uses)	8,720,179	3,090,200	3,211,479	-	6,301,679
Change in net position	$ -	$ 2,079,438	1,853,460	$ -	$ 3,932,898
Net position - Beginning of year			2,079,438		
Net position - End of year			$ 3,932,898		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SYSTEM DEVELOPMENT FEE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
System Development Fees	$ 40,620,551	$ 24,908,779	$ 6,936,493	$ -	$ 31,845,272
Investment earnings	558,880	612,363	594,059	-	1,206,422
Total revenues	41,179,431	25,521,142	7,530,552	-	33,051,694
Other financing uses:					
Transfers out	(41,179,431)	(6,738,711)	(2,310,790)	-	(9,049,501)
Total other financing uses	(41,179,431)	(6,738,711)	(2,310,790)	-	(9,049,501)
Change in net position	$ -	$ 18,782,431	5,219,762	$ -	$ 24,002,193
Net position - Beginning of year			18,782,431		
Net position - End of year			$ 24,002,193		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STORMWATER MANAGEMENT FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (NON - GAAP)

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Revenues:				
Operating revenues:				
Charges for services				
Development fees	$ 180,000	$ 162,457	$ (17,543)	$ 191,644
Stormwater - residential	1,022,124	989,634	(32,490)	968,863
Stormwater - non-residential	546,818	530,077	(16,741)	512,075
Total operating revenues	1,748,942	1,682,168	(66,774)	1,672,582
Other operating revenues:				
Miscellaneous revenue	20,000	-	(20,000)	-
Total other operating revenues	20,000	-	(20,000)	-
Nonoperating revenues:				
Investment earnings	24,920	134,534	109,614	129,373
Total nonoperating revenues	24,920	134,534	109,614	129,373
Total revenues	1,793,862	1,816,702	22,840	1,801,955
Expenditures:				
Salaries and employee benefits	1,544,084	1,392,649	151,435	1,318,902
Professional services	108,425	79,893	28,532	46,164
Other operating expenditures	313,135	179,783	133,352	217,231
Total stormwater operations	1,965,644	1,652,325	313,319	1,582,297
Capital outlay	62,731	45,966	16,765	556,269
Total expenditures	2,028,375	1,698,291	330,084	2,138,566
Revenues over (under) expenditures	(234,513)	118,411	352,924	(336,611)
Other financing sources (uses):				
Transfer to other funds	(4,000)	(4,000)	-	-
Appropriated fund balance	238,513	-	(238,513)	-
Total other financing sources (uses)	234,513	(4,000)	(238,513)	-
Revenues and other financing sources over (under) expenditures and other financing uses	$ -	114,411	$ 114,411	(336,611)

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STORMWATER MANAGEMENT FUND
SCHEDULE OF REVENUES AND EXPENDITURES
BUDGET AND ACTUAL (NON - GAAP)

YEAR ENDED JUNE 30, 2025
(WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024)

	2025			2024
	Budget	Actual	Variance Positive (Negative)	Actual
Reconciliation from budgetary basis (modified accrual) to full accrual:				
Reconciling items:				
Depreciation and amortization		$ (151,838)		$ (67,322)
Capital outlay		45,966		556,269
Increase in compensated absences		(9,023)		(11,350)
Increase in pension obligation		(18,714)		(301,286)
Decrease (increase) in deferred inflows - pension		(4,296)		(492)
Increase in deferred outflows - pension		(76,826)		126,436
Increase in deferred outflows of resources for contributions made to pension plan in current fiscal year		23,713		40,641
Increase in OPEB obligation		(3,946)		(31,650)
Increase in deferred inflows of resources - OPEB		2,543		(25,691)
Increase (decrease) in deferred outflows of resources - OPEB		1,971		7,757
Total reconciling items		(190,450)		293,312
Net income (loss) - Stormwater Management Fund		(76,039)		(43,299)
Other Stormwater Funds:				
Capital project funds:				
Stormwater Reserve Fund		(289,196)		(579,796)
Stormwater Project Fund		112,724		486,480
Net income (loss) - GAAP		$ (252,511)		$ (136,615)

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STORMWATER RESERVE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Development fees-in-lieu	$ 244,362	$ 244,363	$ -	$ -	$ 244,363
Investment earnings	2,155	42,910	10,804	-	53,714
Total revenues	246,517	287,273	10,804	-	298,077
Other financing sources (uses):					
Transfers in	1,327,080	1,227,080	100,000	-	1,327,080
Transfers out	(1,573,597)	(1,000,000)	(400,000)	-	(1,400,000)
Total other financing sources (uses)	(246,517)	227,080	(300,000)	-	(72,920)
Net change in fund balance	$ -	$ 514,353	(289,196)	$ -	$ 225,157
Net position - Beginning of year			514,353		
Net position - End of year			$ 225,157		

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
STORMWATER PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

FROM INCEPTION AND FOR THE YEAR ENDED JUNE 30, 2025

		Actual			
	Project Authorization	Prior Years	Current Year	Closed Projects	Total to Date
Revenues:					
Miscellaneous revenues	$ 86,415	$ 86,414	$ -	$ -	$ 86,414
State grants	200,000	-	-	-	-
Total revenues	286,415	86,414	-	-	86,414
Expenditures:					
Middle Creek restoration	500,000	-	-	-	-
Stormwater asset plan	300,000	32,075	119,836	-	151,911
Stormwater repairs	300,000	81,445	67,440	-	148,885
Total expenditures	1,100,000	113,520	187,276	-	300,796
Revenues under expenditures	(813,585)	(27,106)	(187,276)	-	(214,382)
Other financing sources (uses):					
Transfers in	900,000	600,000	300,000	-	900,000
Transfers out	(86,415)	(86,414)	-	-	(86,414)
Total other financing sources (uses)	813,585	513,586	300,000	-	813,586
Net change in fund balance	$ -	$ 486,480	112,724	$ -	$ 599,204
Net position - Beginning of year			486,480		
Net position - End of year			$ 599,204		

OTHER SUPPLEMENTARY INFORMATION



Prepared by the Town of Holly Springs Finance Department

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

SCHEDULE OF AD VALOREM TAXES RECEIVABLE -
GENERAL FUND AND DEBT SERVICE FUND

June 30, 2025

Fiscal Year	Uncollected Balance June 30, 2024	Additions	Collections and Credits	Uncollected Balance June 30, 2025
2024-2025	$ -	$ 44,479,500	$ (44,401,394)	$ 78,106
2023-2024	58,204	-	(20,653)	37,551
2022-2023	37,515	-	(3,069)	34,446
2021-2022	31,142	-	(1,505)	29,637
2020-2021	28,862	-	(1,160)	27,702
2019-2020	22,896	-	(665)	22,231
2018-2019	18,191	-	(567)	17,624
2017-2018	13,446	-	(498)	12,948
2016-2017	8,806	-	(306)	8,500
2015-2016	19,286	-	(1,121)	18,165
2014-2015	371	-	(371)	-
	$ 238,719	$ 44,479,500	$ (44,431,309)	$ 286,910

Less: allowance for uncollectible accounts	
General Fund	(155,360)
Debt Service Fund	(90,657)
Ad valorem taxes receivable-net	$ 40,893

Reconciliation to revenues:

Ad valorem taxes-General Fund	$ 28,138,301
Ad valorem taxes-Debt Service Fund	16,328,284
Reconciling items:	
Releases allowed	5,936
Penalties and interest	(54,245)
Other	12,662
Taxes written off	371
Total collections and credits	$ 44,431,309

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
ANALYSIS OF CURRENT TAX LEVY
TOWN-WIDE LEVY

YEAR ENDED JUNE 30, 2025

	Town - Wide			Total Levy	
	Property Valuation	Rate	Total Levy	Property excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current rate	$ 13,070,624,445	$ 0.3435	$ 44,897,595	$ 42,156,060	$ 2,741,535
Motor Vehicle Decals	-		10,200	10,200	-
Penalties	-		8,275	8,275	-
Total	13,070,624,445		44,916,070	42,174,535	2,741,535
Discoveries			49,391	49,391	-
Rebates and Releases	(141,473,362)	$ 0.3435	(485,961)	(485,961)	-
Total Property Valuation	$ 12,929,151,083				
Net levy			44,479,500	41,737,965	2,741,535
Uncollected taxes at June 30, 2025			(78,106)	(65,439)	(12,667)
Current year's taxes collected			$ 44,401,394	$ 41,672,526	$ 2,728,868
Current levy collection percentage			99.82%	99.84%	99.54%



Prepared by the Town of Holly Springs Finance Department

STATISTICAL SECTION

The statistical section presents detailed information as a context for understanding what the information in the financial statements, note disclosures and required supplementary information says about the Town's overall financial health.

Financial Trends

These tables contain information to help the reader understand how the government's financial performance and well-being have changed over time.

Revenue Trends

These tables contain information to help the reader assess the government's most significant local revenue source, the property tax.

Debt Capacity

These tables present information to help the reader assess the affordability of the government's current levels of outstanding debt and the government's ability to issue additional debt in the future.

Demographic and Economic Information

These tables offer demographic and economic indicators to help the reader understand the environment within which the government's financial activities take place.

Operating Information

These tables contain service and infrastructure data to help the reader understand how the information in the government's financial report relates to the services the government provides and the activities it performs.

HOLLY SPRINGS

Prepared by the Town of Holly Springs Finance Department

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
NET POSITION BY COMPONENT

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Governmental Activities:										
Net investment in capital assets	$ 78,395,657	$ 91,210,179	$ 98,782,429	$ 108,464,520	$ 110,427,452	$ 97,753,459	$ 107,206,055	$ 108,573,159	$ 148,342,614	$ 165,699,888
Restricted	4,180,063	6,168,323	13,274,189	10,730,713	11,426,931	76,406,801	65,388,045	58,774,616	40,275,580	33,167,213
Unrestricted	17,265,812	12,685,845	7,158,567	13,901,463	12,639,854	(16,283,960)	(10,433,541)	13,333,205	11,648,624	22,982,241
Total Governmental Activities Net Position	$ 99,841,532	$ 110,064,347	$ 119,215,185	$ 133,096,696	$ 134,494,237	$ 157,876,300	$ 162,160,559	$ 180,680,980	$ 200,266,818	$ 221,849,342
Business-Type Activities:										
Net investment in capital assets	$ 59,220,434	$ 65,738,531	$ 73,242,756	$ 78,148,397	$ 84,123,220	$ 90,407,264	$ 102,518,596	$ 125,172,975	$ 143,352,599	$ 163,776,280
Restricted	-	-	-	-	-	-	6,901,683	5,593,755	-	-
Unrestricted	34,354,678	37,496,223	41,938,601	44,449,843	44,942,237	52,680,770	58,700,433	56,162,287	60,552,339	64,716,625
Total Business-Type Activities net position	$ 93,575,112	$ 103,234,754	$ 115,181,357	$ 122,598,240	$ 129,065,457	$ 143,088,034	$ 168,120,712	$ 186,929,017	$ 203,904,938	$ 228,492,905
Primary Government:										
Net investment in capital assets	$ 137,616,091	$ 156,948,710	$ 172,025,185	$ 186,612,917	$ 194,550,672	$ 188,160,723	$ 209,724,651	$ 233,746,134	$ 291,695,213	$ 329,476,168
Restricted	4,180,063	6,168,323	13,274,189	10,730,713	11,426,931	76,406,801	72,289,728	64,368,371	40,275,580	33,167,213
Unrestricted	51,620,490	50,182,068	49,097,168	58,351,306	57,582,091	36,396,810	48,266,892	69,495,492	72,200,963	87,698,866
Total Primary Government Net Position	$ 193,416,644	$ 213,299,101	$ 234,396,542	$ 255,694,936	$ 263,559,694	$ 300,964,334	$ 330,281,271	$ 367,609,997	$ 404,171,756	$ 450,342,247

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
CHANGES IN NET POSITION

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	2016	2017	2018	2019	2020
Expenses:					
Governmental Activities:					
General government	$ 5,427,002	$ 6,313,275	$ 6,107,980	$ 6,455,658	$ 8,004,900
Public safety	9,375,298	9,819,225	10,912,664	11,890,328	15,348,729
Economic and physical development	2,717,471	3,050,354	3,540,240	3,900,880	4,592,068
Cultural and recreational	4,853,362	6,582,467	7,040,497	7,258,197	9,251,664
Public works	5,117,826	5,764,726	5,804,588	6,376,293	9,345,302
Interest on long-term debt	1,131,787	1,426,709	1,247,571	788,902	1,370,458
Total Governmental Activities Expenses	28,622,746	32,956,756	34,653,540	36,670,258	47,913,121
Business-Type Activities:					
Utility	$ 12,525,209	$ 13,769,219	$ 13,929,928	$ 17,255,535	$ 19,707,996
Stormwater management	382,116	426,954	531,509	669,700	685,851
Total Business-Type Activities	12,907,325	14,196,173	14,461,437	17,925,235	20,393,847
Total Primary Government	$ 41,530,071	$ 47,152,929	$ 49,114,977	$ 54,595,493	$ 68,306,968
Program Revenues:					
Governmental Activities:					
Charges for Services:					
General government	$ 16,325	$ 20,925	$ 2,858,813	$ 7,298,373	$ 5,294,919
Public safety	3,935	649,785	853,789	792,717	845,475
Economic and physical development	979,236	1,082,787	-	-	-
Cultural and recreational	2,078,761	2,659,557	3,907,820	2,354,661	2,276,871
Public works	4,126,782	4,211,351	2,385,218	2,521,378	2,809,164
Operating grants and contributions	1,911,070	937,153	722,111	707,806	700,191
Capital grants and contributions	2,497,859	6,186,357	3,826,519	4,194,268	1,436,550
Total Governmental Activities Revenues	11,613,968	15,747,915	14,554,270	17,869,203	13,363,170
Business-Type Activities:					
Charges for Services:					
Utility	10,665,649	13,010,379	23,522,105	20,215,998	23,237,843
System development fee	-	-	-	-	-
Stormwater management	424,890	438,541	861,496	839,796	1,006,146
Operating grants and contributions	3,087,544	34,014	-	-	-
Capital grants and contributions	13,247,053	11,209,180	2,572,952	4,753,170	2,790,940
Total Business-Type Activities Program Revenues	27,425,136	24,692,114	26,956,553	25,808,964	27,034,929
Total Primary Government Program Revenues	$ 39,039,104	$ 40,440,029	$ 41,510,823	$ 43,678,167	$ 40,398,099
Net (Expense) Revenue:					
Governmental activities	(17,008,778)	(17,208,841)	(20,099,270)	(18,801,055)	(34,549,954)
Business-type activities	14,517,811	10,495,941	12,495,116	7,883,729	6,641,082
Total Primary Government Net Expenses	$ (2,490,967)	$ (6,712,900)	$ (7,604,154)	$ (10,917,326)	$ (27,908,872)
General Revenue and Other Changes in Net Position					
Governmental Activities:					
Taxes:					
Property taxes, levied for general purposes	$ 17,257,526	$ 18,178,641	$ 19,209,381	$ 20,667,959	$ 24,089,825
Other taxes	245,812	263,595	270,673	281,621	289,388
Unrestricted grants and contributions	7,975,706	8,317,739	8,880,075	8,889,855	10,060,324
Unrestricted investment earnings	91,790	67,113	241,480	327,247	368,545
Gain (loss) on sale of assets	111,308	39,782	(454)	21,607	328,052
Miscellaneous	(222,998)	609,585	778,909	541,851	639,823
Capital contributions	-	-	-	-	-
Transfers	-	946,124	567,135	1,272,139	610,976
Total Governmental Activities	25,459,144	28,422,579	29,947,199	32,002,279	36,386,933
Business-Type Activities:					
Unrestricted investment earnings	134,205	109,825	226,328	805,293	530,281
Gain (loss) on sale of assets	(9,070)	-	(1,736)	-	-
Miscellaneous	-	-	-	-	3,292
Transfers	-	(946,124)	(567,135)	(1,272,139)	(610,976)
Total Business-Type Activities Program	125,135	(836,299)	(342,543)	(466,846)	(77,403)
Total Primary Government	$ 25,584,279	$ 27,586,280	$ 29,604,656	$ 31,535,433	$ 36,309,530
Change in Net Position					
Governmental activities	$ 7,868,445	$ 11,173,956	$ 9,847,929	$ 13,496,434	$ 1,836,979
Business-type activities	15,224,877	9,656,642	12,152,573	7,416,882	6,563,679
Total Primary Government Net Expenses	$ 23,093,322	$ 20,830,598	$ 22,000,502	$ 20,913,316	$ 8,400,658

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
CHANGES IN NET POSITION

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	2021	2022	2023	2024	2025
Expenses:					
Governmental Activities:					
General government	$ 22,941,073	$ 14,145,144	$ 16,532,603	$ 13,034,120	$ 9,969,103
Public safety	11,940,360	13,804,821	17,432,658	20,462,322	18,847,544
Economic and physical development	4,228,795	24,467,841	5,596,940	6,523,202	10,691,519
Cultural and recreational	2,277,614	5,076,874	7,004,634	9,940,763	5,586,678
Public works	5,291,086	7,028,387	3,811,732	11,707,891	7,495,454
Interest on long-term debt	889,600	2,641,647	2,603,512	2,954,291	4,956,507
Total Governmental Activities Expenses	47,568,528	67,164,714	52,982,079	64,622,589	57,546,805
Business-Type Activities:					
Utility	$ 15,782,975	$ 18,579,677	$ 22,385,117	$ 24,391,379	$ 31,164,631
Stormwater management	684,096	847,736	1,155,630	1,958,774	2,076,017
Total Business-Type Activities	16,467,071	19,427,413	23,540,747	26,350,153	33,240,648
Total Primary Government	$ 64,035,599	$ 86,592,127	$ 76,522,826	$ 90,972,742	$ 90,787,453
Program Revenues:					
Governmental Activities:					
Charges for Services:					
General government	$ 3,111,678	$ 4,608	$ 9,688,985	$ 11,025,548	$ 10,708,598
Public safety	-	-	-	-	-
Economic and physical development	-	2,601,694	-	490,000	53,019
Cultural and recreational	5,080,376	4,569,187	639,232	2,358,473	1,867,033
Public works	-	3,306,669	-	-	-
Operating grants and contributions	1,577,170	1,596,014	4,846,721	1,593,426	2,814,018
Capital grants and contributions	17,181,170	9,863,429	2,093,714	13,951,903	1,809,742
Total Governmental Activities Revenues	26,950,394	21,941,601	17,268,652	29,419,350	17,252,410
Business-Type Activities:					
Charges for Services:					
Utility	19,292,758	22,814,857	22,042,323	23,660,672	29,855,091
System development fee	-	-	8,708,967	6,929,541	6,936,493
Stormwater management	5,511,370	1,555,361	1,571,841	1,672,582	1,682,167
Operating grants and contributions	-	27,047	-	-	-
Capital grants and contributions	5,396,694	3,018,954	9,326,959	9,780,740	12,364,556
Total Business-Type Activities Program Revenues	30,200,822	27,416,219	41,650,090	42,043,535	50,838,307
Total Primary Government Program Revenues	$ 57,151,216	$ 49,357,820	$ 58,918,742	$ 71,462,885	$ 68,090,717
Net (Expense) Revenue:					
Governmental activities	20,618,134	45,223,113	35,713,427	35,203,239	40,294,395
Business-type activities	(13,733,751)	(7,988,806)	(18,109,343)	(15,693,382)	(17,597,659)
Total Primary Government Net Expenses	$ 6,884,383	$ 37,234,307	$ 17,604,084	$ 19,509,857	$ 22,696,736
General Revenue and Other Changes in Net Position					
Governmental Activities:					
Taxes:					
Property taxes, levied for general purposes	$ 26,867,688	$ 29,064,809	$ 32,641,019	$ 32,829,321	$ 44,466,157
Other taxes	685,529	809,962	856,026	879,636	918,365
Unrestricted grants and contributions	15,383,548	16,650,541	16,571,711	17,612,359	17,612,359
Unrestricted investment earnings	105,025	932,478	2,303,331	3,255,642	4,231,864
Gain (loss) on sale of assets	-	-	-	-	119,408
Miscellaneous	1,064,165	1,132,532	1,488,916	262,119	247,172
Capital contributions	-	-	-	-	-
Transfers	(357,567)	917,050	372,845	(50,000)	(2,476,432)
Total Governmental Activities	43,748,388	49,507,372	54,233,848	54,789,077	65,118,893
Business-Type Activities:					
Unrestricted investment earnings	$ 11,142	$ 99,211	$ 1,071,807	$ 1,232,539	$ 5,022,493
Gain (loss) on sale of assets	-	-	-	-	49,349
Miscellaneous	489,982	17,861,711	-	-	2,476,432
Transfers	357,567	(917,050)	(372,845)	50,000	-
Total Business-Type Activities Program	858,691	17,043,872	698,962	1,282,539	7,548,274
Total Primary Government	$ 44,607,079	$ 66,551,244	$ 54,932,810	$ 56,071,616	$ 72,667,167
Change in Net Position					
Governmental activities	$ 23,130,254	$ 4,284,259	$ 18,520,421	$ 19,585,838	$ 24,824,498
Business-type activities	14,592,442	25,032,678	18,808,305	16,975,921	25,145,933
Total Primary Government Net Expenses	$ 37,722,696	$ 29,316,937	$ 37,328,726	$ 36,561,759	$ 49,970,431

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE

LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

Fiscal Year	Property Tax Levy [1]	Tax Rate
2016	$ 17,257,526	0.4325
2017	18,178,641	0.4325
2018	19,432,310	0.4325
2019	20,877,006	0.4325
2020	24,315,524	0.4325
2021	26,851,482	0.4216
2022	29,067,539	0.4216
2023	31,551,318	0.4216
2024	34,269,141	0.4216
2025	44,479,500	0.3435

Note:
[1] Town of Holly Springs only levies a property tax.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
FUND BALANCES OF GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Fund										
Fund Balance:										
Nonspendable	$ 70,081	$ 79,950	$ 91,303	$ 110,795	$ 125,674	$ 253,630	$ 269,704	$ 313,676	$ 398,098	$ 588,846
Restricted	3,639,779	5,778,229	6,886,858	5,288,377	7,566,502	8,480,716	14,945,965	15,534,753	9,802,939	12,673,529
Committed	-	-	361,055	1,083,165	1,401,301	318,891	3,755,054	3,859,461	3,204,723	3,415,208
Assigned	-	-	-	-	-	-	-	-	8,072	440,000
Unassigned	8,458,193	7,268,830	7,541,972	10,997,626	12,643,014	15,455,409	11,357,473	10,316,667	22,542,835	23,229,476
Total General Fund	$ 12,168,053	$ 13,127,009	$ 14,881,188	$ 17,479,963	$ 21,736,491	$ 24,508,646	$ 30,328,196	$ 30,024,557	$ 35,956,667	$ 40,347,059
All Other Governmental Funds:										
Fund Balance:										
Restricted	$ 540,284	$ 390,094	$ 6,387,331	$ 5,442,336	$ 3,860,429	$ 69,356,584	$ 51,390,905	$ 43,239,863	$ 30,472,641	$ 98,131,765
Committed	8,964,567	10,467,668	6,661,741	8,122,980	7,278,973	-	-	-	-	-
Assigned	-	-	-	-	2,593,028	9,191,375	9,564,903	11,892,463	13,565,419	21,307,171
Unassigned	(3,434)	8,142	(833,934)	667,265	(1,697,459)	-	-	-	-	-
Total Governmental Fund	$ 9,501,417	$ 10,865,904	$ 12,215,138	$ 14,232,581	$ 12,034,971	$ 78,547,959	$ 60,955,808	$ 55,132,326	$ 44,038,060	$ 119,438,936

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Revenues:										
Ad valorem taxes	$ 17,018,909	$ 18,174,054	$ 19,206,514	$ 20,664,824	$ 24,297,521	$ 26,862,367	$ 29,064,809	$ 31,548,937	$ 34,294,276	$ 44,466,585
Other taxes and licenses	245,812	263,595	270,305	281,335	288,283	685,529	809,962	856,026	879,636	918,365
Unrestricted governmental	7,975,705	8,317,740	8,880,075	9,570,143	10,060,324	15,983,548	16,650,543	16,571,711	17,612,359	18,211,740
Restricted intergovernmental	3,065,521	5,379,580	3,386,261	2,484,631	2,740,762	4,498,211	5,603,298	6,106,145	3,173,301	4,024,379
Permits and fees	3,560,678	3,938,888	5,168,469	7,434,931	4,871,288	3,111,678	2,601,694	2,723,139	2,326,131	1,935,566
Sales and services	4,296,864	4,919,619	5,268,409	5,414,832	5,123,703	5,080,376	5,439,843	8,025,174	11,547,890	10,693,084
Investment earnings	91,790	67,113	241,480	327,247	368,545	105,025	120,631	2,303,331	3,255,642	4,231,864
Contributions	-	-	601,000	610,000	600,000	-	-	-	-	-
Miscellaneous	132,295	352,190	819,408	568,356	669,140	937,248	789,008	1,488,916	262,119	247,172
Total Revenues	36,387,574	41,412,779	43,841,921	47,356,299	49,019,566	57,263,982	61,079,788	69,623,379	73,351,354	84,728,755
Expenditures:										
General government	4,777,766	4,992,465	5,762,700	6,068,557	7,045,195	5,888,841	7,090,889	18,088,332	12,223,005	10,712,398
Public safety	8,753,090	9,041,240	9,598,597	10,445,463	11,563,787	12,122,150	13,878,530	16,584,368	17,728,461	22,635,034
Public works	3,343,570	3,862,106	3,828,097	4,228,356	4,604,519	6,698,810	6,640,017	7,439,264	8,369,855	8,435,801
Economic and physical development	2,725,969	3,043,549	3,349,044	3,647,405	3,664,380	4,259,326	24,686,867	4,915,213	5,476,085	5,828,721
Culture and recreation	4,056,012	4,572,031	5,225,265	5,237,054	4,944,635	4,400,115	5,067,056	6,901,296	7,646,013	6,575,013
Debt service:										
Principal	3,372,453	3,470,119	3,270,280	3,271,430	3,205,035	3,301,514	4,225,748	4,673,007	6,546,430	5,810,388
Interest and other charges	1,435,953	1,366,365	1,373,669	1,267,951	1,163,600	1,052,367	2,434,261	2,566,793	2,816,441	4,053,985
Right to use assets:										
Principal	-	-	-	-	-	-	-	-	148,194	646,078
Interest and other charges	-	-	-	-	-	-	-	-	3,449	9,200
Capital outlay	9,344,540	9,727,367	9,158,453	9,867,611	11,708,526	7,928,259	11,495,738	15,480,329	31,879,913	36,825,085
Total Expenditures	37,809,353	40,075,242	41,566,105	44,033,827	47,899,677	45,651,382	75,519,106	76,648,602	92,837,846	101,531,703
Excess of revenues over (under) expenditures	(1,421,779)	1,337,537	2,275,816	3,322,472	1,119,889	11,612,600	(14,439,318)	(7,025,223)	(19,486,492)	(16,802,948)
Other Financing Sources (Uses):										
Transfers in	3,830,312	3,880,782	15,331,363	17,984,579	18,187,134	101,354	20,873,623	12,823,449	13,792,734	5,886,769
Transfers out	(4,412,243)	(2,934,658)	(14,781,725)	(16,712,440)	(17,576,158)	(458,921)	(19,956,573)	(12,450,604)	(13,842,734)	(8,363,201)
General obligation bonds issued	-	-	-	-	-	30,000,000	8,533,381	-	-	87,831,873
General obligation bonds principal payment refunding	-	-	-	-	-	-	(9,060,000)	-	-	-
Bond premiums	(118,505)	-	-	-	-	7,758,301	-	-	-	9,244,768
Limited obligation bond premiums	-	-	-	-	-	-	-	-	1,118,593	-
Insurance proceeds	-	-	-	-	-	-	-	-	-	-
Sale of capital assets	45,267	39,782	26,825	21,607	328,053	-	-	-	-	66,303
Right of use liabilities issued	-	-	-	-	-	-	-	65,258	690,743	1,927,704
Installment purchase obligations	-	-	-	-	-	1,750,000	2,276,250	460,000	-	-
Limited obligation bonds issued	-	-	-	-	-	18,270,000	-	-	12,565,000	-
Total Other Financing Sources (Uses)	(655,169)	985,906	576,463	1,293,746	939,029	57,420,734	2,666,681	898,103	14,324,336	96,594,216
Net change in fund balances	$ (2,076,948)	$ 2,323,443	$ 2,852,279	$ 4,616,218	$ 2,058,918	$ 69,033,334	$ (11,772,637)	$ (6,127,120)	$ (5,162,156)	$ 79,791,268
Debt service as a percentage of noncapital expenditures	18.5%	16.9%	15.9%	14.3%	13.3%	12.1%	11.6%	14.9%	17.0%	17.6%

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
ASSESSED VALUE AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

LAST TEN FISCAL YEARS

Fiscal Year	Tax Year December 31	Real Property	Personal Property	Public Service Company	Net Assessed Value	Rate [2]	Ratio of Assessed Value to Estimated Actual Value [1]
2016	2015	$ 3,318,803,500	$ 235,417,044	$ 14,038,511	$ 3,568,259,055	0.4325	100%
2017	2016	3,676,515,021	149,168,524	14,414,591	3,840,098,136	0.4325	100%
2018	2017	3,950,714,099	97,295,550	15,827,540	4,063,837,189	0.4325	100%
2019	2018	4,356,646,328	453,292,958	15,948,430	4,825,887,716	0.4825	100%
2020	2019	4,632,213,679	391,495,658	17,112,218	5,040,821,555	0.4216	100%
2021	2020	5,829,943,075	509,432,761	18,436,783	6,357,812,619	0.4216	100%
2022	2021	6,632,043,898	226,080,494	19,063,701	6,877,188,093	0.4216	100%
2023	2022	6,889,083,151	308,621,197	20,174,400	7,217,878,748	0.4216	100%
2024	2023	6,992,876,261	459,357,710	47,150,695	8,099,060,961	0.4216	100%
2025	2024	11,444,049,236	1,428,687,455	56,414,392	12,929,151,083	0.3435	100%

Notes:
[1] Assessed value is established by the Wake County Tax Department at 100% estimated market value.

[2] Rate per $100 of assessed valuation.

[3] A revaluation of all property is required at least every eight (8) years by Noth Carolina State Statute. Wake County elected to perform the revaluation every four (4) years. The last revaluation occurred as of January 2020.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PROPERTY TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS

LAST TEN FISCAL YEARS

Fiscal Year	Town of Holly Springs	Wake County	Combined Tax Rate Per $100 of Assessed Value
2016	0.4325	0.6005	1.0330
2017	0.4325	0.6150	1.0475
2018	0.4325	0.6544	1.0869
2019	0.4825	0.7207	1.2032
2020	0.4216	0.6000	1.0216
2021	0.4216	0.6000	1.0216
2022	0.4216	0.6195	1.0411
2023	0.4216	0.6570	1.0786
2024	0.4216	0.5135	0.9351
2025	0.3435	0.5135	0.8570

Note:
(1) A revaluation of all property is required at least every eight (8) years by Noth Carolina State Statute. The most recent Wake County revaluation was effective January 1, 2024. The next revaluations will be effective January 1, 2027 and January 1, 2029, and will then be conducted every two years.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PRINCIPAL PROPERTY TAXPAYERS

CURRENT YEAR AND NINE YEARS AGO

	2025			2016		
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Seqirus Inc	$ 789,263,679	1	6.10%	$ 336,481,094	1	7.97%
Fujifilm Diosynth Biotechnologies	553,393,586	2	4.28%			
Amgen Inc	306,637,788	3	2.37%			
Q Stephens Farm Holdings LLC	114,273,848	4	0.88%			
4000 Penuche Way (NC) Owner LP	92,626,080	5	0.72%			
KRG New Hill Place	84,190,207	6	0.65%	47,701,899	2	1.13%
Myers Exchange Holly Springs LP	81,997,978	7	0.63%			
Scrap Iron LLC	50,321,197	8	0.39%	-	-	-
Holly Springs Owner LLC	47,908,791	9	0.37%	-	-	-
MSS Apartmetns LLC	34,468,453	10	0.27%	20,864,625	4	0.49%
Holly Springs NC Apartments				26,284,147	3	0.62%
Walmart	-	-		19,723,878	5	0.47%
WSLD 12 Oaks VI LLC	-	-	-	17,392,931	6	0.41%
Rosen Holly Springs LLC	-	-	-	13,213,761	7	0.31%
Optimus Springs				12,593,071	8	0.30%
Holly Springs Crossing LLC	-	-	-	11,733,904	9	0.28%
Target Corp				11,077,728	10	0.26%
Totals	$ 2,155,081,607		16.7%	$ 517,067,038		14.5%
Total Assessed Value	$ 12,929,151,083			$ 3,568,259,055		

Source: Wake County Tax Administration - Statistics and Reports.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PROPERTY TAX LEVIES AND COLLECTIONS

LAST TEN FISCAL YEARS

Fiscal Year	Tax Levy	Current Tax Collections	Percent of Taxes Collected	Subsequent Delinquent Tax Collections [1]	Total Tax Collections	Ratio of Total Tax Collections to Total Tax Levy
2016	$ 17,172,963	$ 17,134,568	99.8%	$ (5,436)	$ 17,129,132	99.7%
2017	18,517,564	18,490,570	99.9%	22,408	18,512,978	100.0%
2018	19,438,128	19,401,996	99.8%	27,447	19,429,443	100.0%
2019	20,877,006	20,860,513	99.9%	13,359	20,873,872	100.0%
2020	24,315,524	24,239,724	99.7%	23,534	24,263,258	99.8%
2021	26,851,482	26,788,216	99.8%	34,306	26,822,522	99.9%
2022	29,067,539	29,008,092	99.8%	52,005	29,060,097	100.0%
2023	31,551,318	31,501,189	99.8%	30,498	31,531,687	99.9%
2024	34,269,141	34,210,937	99.8%	29,915	34,240,852	99.9%
2025	44,479,500	44,401,394	99.8%	n/a	44,401,394	99.8%

Note:
(1) includes write-offs

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
RATIOS OF OUTSTANDING DEBT BY TYPE

LAST TEN FISCAL YEARS

	Governmental Activities					Business-Type Activities								
Fiscal Year	GO Bonds*	Installment Purchases*	LO Bonds*	Subscription Liabililities	Lease Liablilities	GO Bonds*	Installment Purchases	LO Bonds*	Revenue Bonds*	Subscription Liabililities	Lease Liablilities	Total Primary Government	Debt as a % of Assessed Valuation [1]	Per Capita [2]
2016	$ 11,840,000	$ 14,410,099	$ 16,630,000	$ -	$ -	$ 11,035,000	$ 13,652,813	$ -	$ 20,041,967	$ -	$ -	$ 87,609,879	2.5%	$ 2,623
2017	11,390,000	11,983,485	16,155,000	-	-	10,570,000	12,579,079	-	18,890,992	-	-	81,568,556	2.1%	2,309
2018	11,256,992	12,113,476	16,651,378	-	-	10,090,000	11,505,345	-	17,685,565	-	-	79,302,756	2.0%	2,145
2019	10,653,912	10,437,046	15,540,953	-	-	9,605,000	10,431,611	-	16,423,113	-	-	73,091,635	1.5%	1,886
2020	9,992,551	8,821,001	14,430,528	-	-	9,105,000	9,357,876	-	15,100,923	-	-	66,807,879	1.3%	1,610
2021	43,763,118	8,859,489	34,932,149	-	-	8,590,000	11,329,792	-	13,450,449	-	-	120,924,997	1.9%	2,865
2022	41,245,554 [3]	9,419,923 [4]	33,654,622	-	-	8,289,582 [6]	10,560,492 [5]	-	11,954,565	-	-	115,124,738	1.7%	2,437
2023	38,860,449	8,266,795	32,377,094	51,816 [8]	113,185 [9]	7,680,718	9,128,539	-	10,413,848	3,690 [8]	494,439 [9]	107,390,573	1.5%	2,165
2024	36,539,252	4,749,894	44,788,158 [7]	573,424	134,136	7,096,514	7,888,938	1,325,000 [7]	8,821,074	-	483,745	112,400,135	1.4%	2,266
2025	108,907,293	4,303,587	63,509,616	1,634,684	354,502	6,499,981	7,961,955	22,457,858	77,839,698	-	482,341	293,951,515	2.3%	5,479

Notes:
*Including premium
[1] Total primary government debt divided by assessed valuation.
[2] Total primary government debt divided by total population.
[3] During fiscal year 2022, the 2012 Park and Recreation Bonds totaling $8,430,000 were refunded.
[4] During fiscal year 2022, Vehicle Installment of $2,276,182 were issued.
[5] During fiscal year 2022, Vehicle Installment of $716,068 were issued.
[6] During fiscal year 2022, 2006 and 2012 Water and Sewer Bonds totaling $8,205,000 were refunded.
[7] During fiscal year 2024,Limited Obligation Bonds totaling $13,890,000 were issued
[8] During fiscal year 2023, Town implemented GASB 96 for the accounting and reporting of subscription based information technology arrangements.
[9] During fiscal year 2023, Town implemented GASB 87 for the accounting and reporting of lease liabilities

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
RATIOS OF GENERAL BONDED DEBT OUTSTANDING

Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds [1]	Percentage of Assessed Property Value	Per Capita
2016	$ 22,875,000	0.64%	$ 685
2017	21,960,000	0.57%	622
2018	20,895,000	0.51%	565
2019	20,258,912	0.42%	523
2020	19,097,551	0.38%	460
2021	52,353,118	0.82%	1,240
2022	49,535,136	0.72%	1,049
2023	46,541,167	0.64%	938
2024	43,635,766	0.54%	880
2025	115,407,274	0.89%	2,151

Note: Details regarding the Town's debt can be found in the notes to the financial statements.

[1] Includes general obligation bonds from governmental and business-type activities; includes bond premiums.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

YEAR ENDED JUNE 30, 2025

Governmental Unit	General Obligation Debt Outstanding	Percentage Applicable to Town	Amount Applicable to Town
Direct Debt:			
Town of Holly Springs	$ 178,709,682 [3]	100.00%	$ 178,709,682
Overlapping Debt: [4]			
Wake County	2,874,993,805 [1]	4.20% [2]	120,806,302
Total direct and overlapping debt			$ 299,515,984

[1] Amount represents Governmental Activities Debt of Wake County, North Carolina. The Town is a Municipal Government within Wake County.

[2] Allocated based on assessed valuation.

[3] Includes all governmental general obligation, limited obligation, installment financing, leases and IT subscription debt.

[4] Overlapping debt does not include the debt of the Special Airport District of Durham and Wake Counties as these bonds are payable by the Airport Authority out of airport revenues.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
LEGAL DEBT MARGIN INFORMATION

LAST TEN FISCAL YEARS

Fiscal Year	Debt Limit	Less Total Net Debt Applicable to Limit	Legal Debt Margin	Total Net Debt Applicable to the Limit as a Percentage of Debt Limit
2016	$ 285,460,724	$ 58,292,912	$ 227,167,812	20.42%
2017	335,654,566	57,450,064	278,204,502	17.12%
2018	359,442,254	58,012,536	301,429,718	16.14%
2019	386,164,273	51,856,022	334,308,251	13.43%
2020	403,265,724	47,109,456	356,156,268	11.68%
2021	508,625,010	103,094,548	405,530,462	20.27%
2022	551,134,239	104,220,568	445,954,479	18.94%
2023	594,115,674	114,313,595	479,802,079	19.24%
2024	647,924,877	221,579,061	426,345,816	34.20%
2025	1,034,332,087	266,111,817	768,220,270	25.73%

Legal Debt Margin Calculation for Fiscal Year 2025

Assessed value	$ 12,929,151,083
Debt Limit (8% of total assessed value)	1,034,332,087
Debt applicable to limit:	
General obligation bonds (including premium)	115,407,274
Limited obligation bonds (including premium)	85,967,474
Installment purchase agreements	12,265,542
IT Subscription Liabilities	1,634,684
Lease Liabililities	836,843
Authorized but unissued general obligation bonds	50,000,000
Total net debt applicable to limit	266,111,817
Legal Debt Margin	$ 768,220,270
Percentage of debt to debt limit	25.73%
Percentage of debt to assessed value	2.06%

(1) Under North Carolina general statutes, the legal debt limit should not exceed 8% of total assessed property value. By law, the statues provide exclusions for bonded debt which has been issued for water and sewer systems provided the criteria for the debt has been satisfied by the unit of government.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PLEDGE REVENUE COVERAGE

LAST TEN FISCAL YEARS

	Utility Revenue Bonds							
						Debt Service		
Fiscal	Water & Sewer Charges [1]	Operating Revenues [2]	Total Charges	Less Operating Expenses	Net Available Revenue	Principal	Interest	Coverage
2016	$ 11,752,068	$ 7,010,631	$ 18,762,699	$ 7,871,184	$ 10,891,515	$ 2,622,720	$1,413,419	2.70%
2017	13,010,379	7,045,592	20,055,971	9,075,842	10,980,129	2,689,710	1,339,931	2.72%
2018	12,066,349	11,455,756	23,522,105	12,874,164	10,647,941	2,759,161	1,263,993	2.65%
2019	19,216,736	999,262	20,215,998	10,986,122	9,229,876	2,821,193	1,185,334	2.30%
2020	22,419,319	1,391,004	23,810,323	15,552,515	8,257,808	2,895,919	1,104,417	2.06%
2021	18,209,055	1,083,703	19,292,758	11,791,104	7,501,654	3,239,208	1,057,407	1.75%
2022	17,436,518	1,074,182	18,510,700	13,496,177	5,014,523	3,366,253	663,236	1.24%
2023	18,648,761	818,693	19,467,454	14,787,911	4,679,543	3,507,791	654,265	1.12%
2024	23,001,873	658,799	23,660,672	18,858,816	4,801,856	3,342,837	620,707	1.21%
2025	24,849,534	5,005,557	29,855,091	21,283,277	8,571,814	1,646,934	2,388,690	2.12%

[1] Includes water and sewer charges and tap fees.

[2] Certain amounts represent sewer capacity replacement fees. These revenues are now accounted for in the System Development Fee Fund.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
DEMOGRAPHIC AND ECONOMIC STATISTICS

LAST TEN FISCAL YEARS

Year	Holly Springs Population [1]	Wake County Population [2]	Personal Income (thousands) [3]	Per Capita Income [4]	Median Age [5]	School Enrollment [6]	Unemployment Rate [7]
2016	33,395	1,024,198	$ 53,028,913	$ 51,776	35.0	8,126	4.3%
2017	35,323	1,046,791	56,592,270	54,063	35.0	8,655	3.6%
2018	36,973	1,072,203	57,229,926	54,549	36.2	8,655	3.6%
2019	38,757	1,092,305	64,461,643	59,014	36.4	8,939	3.6%
2020	41,502	1,092,305	64,461,643	59,014	36.4	9,197	7.2%
2021	42,209	1,129,410	69,222,569	62,264	36.4	9,951	4.1%
2022	47,231	1,150,204	74,107,214	65,450	37.4	10,517	3.0%
2023	49,600	1,175,021	81,900,659	71,205	37.3	10,021	3.1%
2024	51,947	1,190,275	89,720,755	76,357	37.3	8,398	3.6%
2025	53,648	1,232,444	96,795,590	81,322	37.7	8,452	3.4%

[1] Population projections are compiled by the Town of Holly Springs Development Services Department.

[2] Source - Wake County.

[3] Personal Income for Wake County according to the US Bureau of Economic Analysis.
Information is available only for Wake County and not the Town. Latest data available is 2023. Updated February 2025.

[4] Per capita Income for Wake County according to the US Bureau of Economic Analysis.
Information is available only for Wake County and not the Town. Latest data available is 2023. Updated February 2025.

[5] Median age for Wake County +/-0.3. The latest available data is from the 2024 American Community Survey.

[6] School enrollment for public schools within Town incorporated limits provided by Wake County Public School System.
FY23 and prior includes certain private/charter schools' enrollment.

[7] Unemployment rate for Wake County according to NC Department of Commerce

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
PRINCIPAL EMPLOYERS

YEAR ENDED JUNE 30, 2025

	2025		2016	
Employer	**Employees**	**Rank**	**Employees**	**Rank**
CSL Seqirus Inc	955	1	800	1
Wake County Public School System	800	2	650	2
UNC Health Rex Holly Springs	500	3	78	9
Town of Holly Springs*	475	4	239	4
Beroe Inc.	400	5	-	-
FUJIFILM Diosynth Biotechnologies	364	6	-	-
Rovisys	300	7	260	3
Amgen	200	8	250	5
My Computer Career	200	9	-	-
Pierce Group Benefit	150	10	-	-

* Included full time employees only
Source: Town of Holly Springs Economic Development Department.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
FULL-TIME EQUIVALENT TOWN GOVERNMENT EMPLOYEES BY FUNCTION

LAST TEN FISCAL YEARS

Function	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
General Government										
Governing Body	5	5	5	2	2	2	2	2	2	2
Administration	10	10	11	16	18	21	22	32	34	34
Finance	10	10	11	12	14	17	19	18	19	19
Economic and Physical Development										
Economic Development	1	2	2	2	2	2	2	2	3	2
Planning*	9	8	9	9	10	-	-	-	-	-
Code Enforcement*	12	12	12	13	13	-	-	-	-	-
Engineering*	21	21	23	26	28	-	-	-	-	-
Development Services*										
Customer Svce & Compliance	-	-	-	-	-	8	9	11	14	11
Land Development	-	-	-	-	-	20	26	23	26	22
Building & Safety	-	-	-	-	-	8	11	12	15	12
Public Safety										
Law Enforcement										
Officers	50	49	56	64	71	69	73	69	77	80
Civilians	13	13	12	15	15	18	18	18	21	22
Fire/Rescue	41	40	45	54	58	58	71	67	73	84
Public Works										
Streets	12	10	11	15	15	17	17	15	15	13
Solid Waste	11	11	14	14	15	15	15	14	21	19
Fleet Maintenance	2	2	2	2	3	3	4	5	5	5
Facility Maintenance*	-	-	-	-	-	2	3	3	4	5
Parks and Recreation	33	33	34	37	38	36	37	38	42	42
Water										
Water Storage*	1	1	1	1	1	-	-	-	-	-
Water Distributions*	11	12	12	12	12	-	-	-	-	-
Water Meters (Finance)	4	4	4	4	4	-	-	-	-	-
Water Quality										
WW Treatment*	8	8	8	9	9	-	-	-	-	-
Pump Stations*	4	4	4	4	4	-	-	-	-	-
Laboratory*	2	2	2	2	3	-	-	-	-	-
WW Collections*	3	4	5	6	6	-	-	-	-	-
Utilities & Infrastructure*										
Business Management	-	-	-	-	-	5	5	6	6	5
Infrastructure & Environmental Services	-	-	-	-	-	10	13	10	10	10
Water Resources Admin	-	-	-	-	-	1	1	1	1	1
Utility Management & Planning	-	-	-	-	-	1	1	2	8	9
Stormwater								7	7	7
Operations	-	-	-	-	-	7	7	8	11	10
Industrial Maintenance	-	-	-	-	-	-	2	1	4	2
Compliance	-	-	-	-	-	4	4	4	4	4
Water Distributions	-	-	-	-	-	12	12	12	11	10
Cross Connection / Backflow	-	-	-	-	-	1	1	1	1	1
WW Collections	-	-	-	-	-	10	10	9	9	7
Total	263	261	283	319	341	347	385	390	443	438

*During FY 2021 - The Town had a major reorganization performed in which the Development Services and Utility and Infrastructure departments were formed.

Source: Town of Holly Springs Finance Department.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
OPERATING INDICATORS BY FUNCTION

LAST TEN FISCAL YEARS

Function	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Public Safety										
Physical arrests	462	444	383	310	413	525	601	600	442	370
Traffic violations	2,227	1,914	1,163	1,019	2,117	1,968	1,760	3,286	3822	1705
Number of fire calls answered	1,877	1,903	2,130	2,174	2,318	2,440	2,932	2,833	3030	2936
Inspections	1,010	1,107	548	1,789	627	977	1,416	1,398	1358	1293
Police response rate	N/A	N/A	N/A	5.09**	6.13	5.07	4.48	5.03	7.48	7.97
Fire response rate	N/A	N/A	N/A	4.31	5.09	5.35	6.00	8.18	5.36	6.2
Highways and streets										
Street resurfacing (miles)	5.25	7.17	5.59	-	-	-	3.25	0.00	2.69	3.76
Potholes repaired	191	191	163	163	110	N/A [3]	0	141	64	82
Sidewalk repaired (linear feet)	2,163	2,808	3,029	3,029	4,602	N/A [3]	1,309	765	2023	1,976
Street sweeping (miles)	575	150 [1]	240	240	170	N/A [3]	2,410	4,317	8,056	8,089
Code Enforcement/Inspections										
Building permits	989	1,072	996	1,135	1,279	1,459	1,120	736 [4]	1,095	833
Sanitation										
Residential waste collected (tons/year)	8,568	9,472	7,981	9,918	11,221	11,014	12,843	12,057	12557	13,570
Recyclables collected (tons/year)	2,021	1,660	2,072	2,354	1,726	1,645	1,400	1,734	1176	1,514
Yard waste collected (tons/year)	27,152 cy	37,932.09 cy	23,524 cy	21,480 *	3,221 cy	5638.75	5,589	20784 cy	6167	4,043
Household/appliances (tons/year)	183 pieces	24.69*	25 pieces	24.00	4.10	102.09	33.82	50 Pieces	65	60
Recycle pick-up fee	$ 4.34	$ 4.34	$ 4.34	$ 4.34	$ 5.22	$ 5.42	$ 5.13	$ 4.93	4.93	$ 3.99
Trash pick-up fee	$ 9.69	$ 9.69	$ 9.69	$ 9.69	$ 9.88	$ 10.17	$ 9.98	$ 10.95	10.95	$ 9.80
Yard waste pick-up fee	$ -	$ -	$ 3.00	$ 3.00	$ 3.00	$ 3.50	$ 4.00	$ 7.75	7.5	$ 7.50
Culture and recreation										
Athletic field permits issued	49	76	268	349	261	1285	1113	1207	2313	5779
Community center admissions	$ 948,829	$ 1,357,634	$ 1,286,597	$ 1,042,227	$ 594,327	$ 613,343	$ 932,938	$ 1,255,652	$ 1,236,690	$ 1,361,830.49
Youth participation:										
Fall soccer	822	822	957	971	1,050	446	1,134	1,437	1457	1393
Spring soccer	916	916	994	1,081	-	874	1,416	1,753	1848	1393
Football and cheerleading	180	131	123	152	147	50	207	233	343	337
Basketball	897	895	909	881	941	350	656	1,101	1143	1040
Baseball	1,392	1,420	1,474	1,526	586	1,347	1,766	1,750	1619	1576
Before and after school	1,328	1,776	13,000	1,479	1,217	1,351	1,081	1,206	1111	988
Summer camp	1,198	1,366	1,378	1,230	1,102	281	1,331	1,862	1656	1644
Track-out			1,169	1,019	848	- [2]	846	888	884	1062
Track	109	105	100	97	-	47	85	85	80	92
Adult participation:	144									
Basketball	580	144	120	120	120	- [2]	- [2]	0	0	0
Softball	4,159	540	400	360	480	380	380	460	460	800
Fitness room	33	4,241	4,400	3,238	1,744	1,040	1,100	1,148	1226	1980
Water										
Water customers	11,644	11,435	12,345	12,864	13,568	14,340	14,981	15,942	16351	16797
Average water bill	$ 39.45	$ 42.04	$ 36.22	$ 38.22	$ 38.35	$ 72.26	$ 63.52	$ 65.38	86.45	99.43
Water main breaks	3	5	6	0	2	5	5	7	1	3
Sanitary sewer overflows (SSO)	2	1	0	0	0	0	0	2	2	4
Average daily consumption (MGD)	2,913,000	3,211,000	2,667,000	3,821,000	2,658,000	3,100,000	3,363,542	3,408,000	3,650,346	3,803,221
Wastewater										
Average daily sewage treatment	2.163	2.263	2.351	2.650	2.640	2.820	2.827	3.039	3.121	3.35

* Reported in tons/year. This is a reporting change from prior years.

[1] Street Sweeper non-operational for a significant time period during the year.

[2] Youth Summer Camp and Adult Basketball were cancelled during the 2021 due to COVID and 2022 due to low enrollment.

[3] Information not available at the time of report.

[4] Partial year data

** Includes all calls bot emergency and non-emergency calls (animal control included) and is from time of dispatch to arrival on scene.

Sources: Town of Holly Springs Police, Fire, Parks and Recreation, and Public Works Departments.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
CAPITAL ASSET STATISTICS BY FUNCTION

LAST TEN FISCAL YEARS

Function	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Public Safety										
Police stations	1	1	1	1	1	1	1	1	1	1
Police patrol units	56	58	58	58	58	60	86	105	116	120
Fire stations	3	3	3	3	3	3	3	3	3	3
Fire trucks	7	7	8	8	9	9	10	10	10	10
Sanitation										
Collection trucks	5	4	7	8	10	12	13	15	16	18
Highways and streets										
Streets (miles)	118.58	125.75	131.34	140.20	146.83	153.55	157.05	162.00	167.39	170.19
Traffic signals	25	28	32	32	38	38	38	38	38	42
Public parking spaces	993	1,932	1,932	1,932	2,261	2,261	2,303	2,303	2,303	2,303
Culture and recreation										
Parks acreage	573	573	573	573	629	636	636	636	636	636
Parks	5	5	5	5	5	5	5	6	6	6
Baseball fields	11	11	11	11	11	11	11	11	11	11
Tennis courts	21	21	21	21	21	21	21	21	21	21
Community centers	2	2	2	1	1	1	1	1	1	1
Water										
Water mains (feet)										
4" water line	7,785	7,785	7,797	8,139	37,092	42,177	42,333	42,415	45,352	45,532
6" water line	44,976	52,392	58,130	60,072	177,915	181,348	183,408	185,280	202,757	206,255
8" water line	163,418	198,425	212,395	234,421	481,455	509,802	529,781	546,862	581,399	599,077
12" water line	127,194	142,194	148,560	162,978	276,430	281,376	285,867	300,448	328,404	340,312
Total	343,373	400,796	426,882	465,610	972,892	1,014,703	1,041,389	1,075,005	1,157,912	1,191,176
Maximum daily capacity (millions of gallons per day)	12	12	12	12	12	12	12	12	12	12
Sewer										
2" sewer lines (feet)										259
8" sewer lines (feet)	283,704	340,545	362,000	398,645	643,527	675,920	699,434	704,318	733,326	750,726
12" sewer lines (feet)	-	-	-	-	-	-	3,573	4,612	4,717	6,768
15" sewer lines (feet)	-	-	-	-	-	-	173	1,893	1,893	1,893
16" sewer lines (feet)	-	-	-	-	-	-	112	112	112	229
18" sewer lines (feet)	-	-	-	-	-	-	-	205	408	1,705
20" sewer lines (feet)	-	-	-	-	-	-	-	1,521	1,521	1,521
Total	283,704	340,545	362,000	398,645	643,527	675,920	703,292	712,661	741,977	763,101
Maximum daily treatment capacity (millions of gallons per day)	2.4	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0	6.0

Sources: Town of Holly Springs Police, Fire, Parks and Recreation, and Public Works Departments.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
COMMERCIAL ACTIVITY

LAST TEN FISCAL YEARS

Year	Commercial [2]		Residential [3]		Total	
	Number	Value	Number	Value	Number	Value
2016	41	$ 30,123,296	948	$ 151,094,087	989	$ 181,217,383
2017	67	61,700,124	1,005	142,630,132	1,072	204,330,256
2018	80	195,487,790	916	130,314,651	996	325,802,441
2019	61	27,413,954	1,074	158,674,963	1,135	186,088,917
2020	40	39,304,503	1,239	176,877,789	1,279	216,182,292
2021	88	81,851,347	1,472	205,150,686	1,560	287,002,033
2022	108	345,236,622	1,012	155,152,061	1,120	500,388,683
2023	120	423,351,461	1,013	172,392,386	1,133	595,743,847
2024	76	50,229,183	1,018	155,321,062	1,094	205,550,245
2025	165	1,194,538,866	662	96,361,267	827	1,290,900,132

Notes:
(1) Compiled by the Town of Holly Springs Development Services department
(2) Commercial: Includes New Buildings, New Fit-ups, Multi-Family, Alteratons and Additions
(3) Residential: Includes New Homes, Additions, Alterations and Accessory Structures

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
COMMUNITY INVESTMENT FUND

*LAST FOUR FISCAL YEARS**

	FY 2022	FY 2023	FY 2024	FY 2025
PayGo Fund				
Revenues:				
Investment Earnings	$ 213	$ 2,539	$ -	$ -
Grants and Contributions	165,294	25,294	-	-
Miscellaneous Revenues	10,694	-	-	-
Transfers In:				
General Fund	4,573,569	1,288,947	1,314,248	2,404,726
Street Reserve Fund	80,000	(100,000)	-	-
ARPA	190,588	-	-	-
Issuance of Lease Liability	-	-	126,956	-
Total Revenues	5,020,358	1,216,780	1,441,204	2,404,726
Expenditures:				
General Government	353,384	588,529	1,877,589	756,896
Public Works	86,651	79,542	96,463	25,080
Cultural and Recreation	-	311,742	155,934	124,030
Transfers Out:				
Capital Projects	2,006,258	165,000	-	100,000
ARPA	190,588	-	-	-
Total Expenditures	2,636,881	1,144,813	2,129,986	1,006,006
Revenues over (under) Expenditures	2,383,477	71,967	(688,782)	1,398,720
Beginning Fund Balance	1,027,059	3,410,536	3,482,502	2,793,720
Ending Fund Balance	**$ 3,410,536**	**$ 3,482,502**	**$ 2,793,720**	**$ 4,192,440**
General Government Debt Service Fund				
Revenues:				
Ad Valorem Taxes	$ 8,420,338	$ 9,138,495	10,276,611	16,328,284
Miscellaneous Revenues	23	-	-	100,000
Investment Earnings	18,528	231,800	321,281	529,519
Transfers In:				
General Fund	250,000	250,000	612,106	140,000
Total Revenues	8,688,889	9,620,295	11,209,998	17,097,803
Expenditures:				
General Government	260,910	209,122	419,775	134,529
Public Safety	797,252	832,238	1,086,636	1,332,943
Public Works	2,561,116	567,761	662,956	1,389,402
Economic and Physical Development	1,008,450	3,041,738	2,972,479	3,979,431
Cultural and Recreation	2,133,956	2,641,876	4,395,196	2,519,746
Total Expenditures	6,761,684	7,292,735	9,537,042	9,356,051
Revenues over (under) Expenditures	1,927,205	2,327,560	1,672,956	7,741,752
Debt Refunding:				
Principal Payments	(9,060,000)	-	-	-
Refunding Bond Issued	8,533,381	-	-	-
Total Debt Refunding	(526,619)	-	-	-
Beginning Fund Balance	8,164,317	9,564,903	11,892,463	13,565,419
Ending Fund Balance	**$ 9,564,903**	**$ 11,892,463**	**$ 13,565,419**	**$ 21,307,171**
Total Community Investment Fund Balance	**$ 12,975,439**	**$ 15,374,965**	**$ 16,359,139**	**$ 25,499,611**

*Community Investment Fund created in FY22

COMPLIANCE SECTION



Prepared by the Town of Holly Springs Finance Department

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Mayor
Members of the Town Council
Town of Holly Springs, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Holly Springs, North Carolina (the "Town"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town's financial statements, and have issued our report thereon dated December 19, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the OMB Uniform Guidance and the State Single Audit Implementation Act

To the Honorable Mayor
Members of the Town Council
Town of Holly Springs, North Carolina

Report on Compliance for Each Major Federal Program

Opinion on each Major Federal Program

We have audited the Town of Holly Springs, North Carolina's (the "Town") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina*, issued by the Local Government Commission, that could have a direct and material effect on the Town's major federal program for the year ended June 30, 2025. The Town's major federal program is identified in the *Summary of Auditor's Results* section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and the State Single Audit Implementation Act. Our responsibilities under those standards, the Uniform Guidance, and the State Single Audit Implementation Act are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Town's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town's federal programs.

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Single Audit Implementation Act, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the State Single Audit Implementation Act. Accordingly, this report is not suitable for any other purpose.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

Cherry Bekaert LLP
Your Guide Forward

Report of Independent Auditor on Compliance for Each Major State Program and on Internal Control over Compliance Required by the Uniform Guidance and the State Single Audit Implementation Act

To the Honorable Mayor
Members of the Board of Commissioners
Town of Holly Springs, North Carolina

Report on Compliance for Each Major State Program

Opinion on Each Major State Program

We have audited the Town of Holly Springs, North Carolina's (the "Town") compliance with the types of compliance requirements described in the *Audit Manual for Governmental Auditors in North Carolina,* issued by the Local Government Commission that could have a direct and material effect on the Town's major state program for the year ended June 30, 2025. The Town's major state program is identified in the *Summary of Auditor's Results* section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major state program for the year ended June 30, 2025.

Basis for Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; applicable sections of Title 2 U.S. *Code of Federal Regulations* Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"), and the State Single Audit Implementation Act. Our responsibilities under those standards, the Uniform Guidance and the State Single Audit Implementation Act are further described in the *Auditor's Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the Town's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town's state programs.

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of the major state program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Implementation Act we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Single Audit Implementation Act, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the *Auditor's Responsibilities for the Audit of Compliance* section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance and the State Single Audit Implementation Act. Accordingly, this report is not suitable for any other purpose.

Cherry Bekaert LLP

Raleigh, North Carolina
December 19, 2025

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2025

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued on whether the financial statements audited were prepared in accordance to U.S. GAAP:	Unmodified	
Internal control over financial reporting:		
• Material weakness(es) identified?	_____ yes	___X___ no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes	___X___ none reported
• Noncompliance material to financial statements noted?	_____ yes	___X___ no

Federal Awards

Internal control over major federal programs:		
• Material weakness(es) identified?	_____ yes	___X___ no
• Significant deficiency(ies) identified that are not considered to be material weaknesses?	_____ yes	___X___ none reported
• Noncompliance material to federal awards noted?	_____ yes	___X___ no
Type of auditor's report issued on compliance for major federal programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ yes	___X___ no

Identification of major federal programs:

Assistance Listing Number	Names of Federal Program or Cluster
21.027	COVID-19: Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000	
Auditee qualified as low-risk auditee?	___X___ yes	_____no

Section I—Summary of Auditor's Results (continued)

State Awards

Internal control over major state programs:

- Material weakness(es) identified? _____ yes ___X___ no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes ___X___ none reported
- Noncompliance material to state awards noted? _____ yes ___X___ no

Type of auditor's report issued on compliance for major state programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the State Single Audit Implementation Act _____ yes ___X___ no

Identification of major state programs:

Program Name

Special Appropriations

Section II—Findings Related to the Audit of the Financial Statements

None reported.

Section III—Federal Award Findings and Questioned Costs

None reported.

Section IV—State Award Findings and Questioned Costs

None reported.

Section V—Summary Schedule of Prior Audit Findings

Financial Statement Findings

None reported.

Federal Award Findings and Questioned Costs

None reported.

State Award Findings and Questioned Costs

None reported.

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED JUNE 30, 2025

Grantor/Pass-Through Grantor/ Program Title	Federal Assistance Listing Number	State/Pass-Through Grantor's Number	Federal (Direct & Pass-Through) Expenditures	State Expenditures	Local Expenditures
Federal Awards:					
U.S. Department of the Treasury:					
Direct programs:					
Coronavirus State and Local Fiscal Recovery Funds	21.027	NC0213	$ 462,244	$ -	$ -
Coronavirus State and Local Fiscal Recovery Funds	21.027	NC0213	409,412	-	-
Passed through Wake County:					
Coronavirus State and Local Fiscal Recovery Funds	21.027	EC7867	10,955	-	-
Passed through the NC Department of Environmental Quality:					
Coronavirus State and Local Fiscal Recovery Funds	21.027	AIA-D-ARP-0064	143,941	-	-
Coronavirus State and Local Fiscal Recovery Funds	21.027	AIA-W-ARP-0077	157,881	-	-
Coronavirus State and Local Fiscal Recovery Funds	21.027	SRP-D-ARP-0230	4,379,781	-	-
Total U.S. Department of the Treasury			5,564,214	-	-
U.S. Environmental Protection Agency:					
Direct programs:					
Congressionally Mandated Projects	66.202	03D01724	2,140,238	-	535,059
Passed through the NC Department of Environmental Quality:					
Drinking Water State Revolving Fund	66.468	SRF-EC-0019	303,843	-	-
Total U.S. Environmental Protection Agency			2,444,081	-	535,059
U.S. Department of Transportation:					
Passed through the NC Department of Transportation:					
Highway Planning and Construction					
Holly Springs Road/Main Street Intersection	20.205	HL-0030; WBS 49615.2.1	133,244	-	71,747
Holly Springs Road Widening East (Ph 2)	20.205	U-6243; WBS 49185.3.1	662,234	-	2,648,935
Holly Springs Road Widening Central (Ph 1)	20.205	U-6094:ROW-47899.2.1	23,840	-	5,960
Total U.S. Department of Transportation			819,318	-	2,726,642
U.S. Department of Justice:					
Direct Programs:					
Body Worn Camera Policy and Implementation	16.835	15PBJA-21-GG-04442-BWCX	41,821	-	41,821
Passed through the NC Department of Public Safety:					
Edward Byrne Memorial Justice Assistance Grant Program	16.738	PROJ015623	4,530	-	-
Total U.S. Department of Justice			46,351	-	41,821
U.S. Department of Energy:					
Direct Programs:					
Energy Efficiency and Conservation Block Grant Program (EECBG)	81.128	DE-SE0000744	63,023	-	-
Total U.S. Department of Energy			63,023	-	-
U.S. Department of Homeland Security:					
Passed through the NC Department of Public Safety:					
State and Local Cybersecurity Grant Program	97.137	EMW-2022-CY-00006	11,233	-	-
Passed through the NC Department of Public Safety:					
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	4827-DR-NC	129,259	-	-
Total U.S. Department of Homeland Security			140,492	-	-
Total Federal Awards Expended			$ 9,077,479	$ -	$ 3,303,522

(continued)

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED JUNE 30, 2025

Grantor/Pass-Through Grantor/ Program Title	Federal Assistance Listing Number	State/Pass-Through Grantor's Number	Federal (Direct & Pass-Through) Expenditures	State Expenditures	Local Expenditures
State Awards:					
North Carolina Department of Transportation:					
Direct Programs:					
Powell Bill	n/a	2000068937	$ -	$ 221,572	$ -
NC 55 Bypass, north of SR1114 and Teal Lake Road	n/a	SM-5705T	-	350,000	-
Total North Carolina Department of Transportation			-	571,572	-
North Carolina Department of Environmental Quality:					
Direct Programs:					
Cart Tagging & Recycling Education Campaign	n/a	CW38265	-	1,895	5
Total North Carolina Department of Environmental Quality			-	1,895	5
North Carolina Attorney General:					
Passed through the Golden LEAF Foundation:					
1998 Master Settlement Agreement (tobacco companies)	n/a	FY2021-144	-	148,896	-
Total North Carolina Attorney General			-	148,896	-
North Carolina Department of Natural and Cultural Resources:					
Direct Programs:					
NC Parks and Recreation Trust Fund Accessibility for Parks	n/a	2023-1048	-	231,011	57,753
Total North Carolina Department of Natural and Cultural Resources			-	231,011	57,753
North Carolina Department of Information Technology, 911 Board:					
Direct Programs:					
Portable Radio PSAP Grant	n/a	PR2024-82	-	29,166	-
Total North Carolina Department of Information Technology, 911 Board			-	29,166	-
North Carolina Office of Management and Budget:					
Direct Programs:					
Special Appropriations 911 Center Upgrades	n/a	11062	-	354,134	-
Total North Carolina Office of Management and Budget			-	354,134	-
North Carolina General Assembly:					
Passed through the North Carolina Biotechnology Center	n/a	2022-PDG-3905	-	175,000	-
Passed through the North Carolina Amateur Sports, Youth Sports Grant Committee	n/a	n/a	-	2,085	
Total North Carolina General Assembly			-	177,085	-
Total State Awards Expended			$ -	$ 1,513,759	$ 57,758
Total Federal and State Awards Expended			$ 9,077,479	$ 1,513,759	$ 3,361,280

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED JUNE 30, 2025

Note 1: Basis of Presentation

The accompanying Schedule of Expenditures of Federal and State Awards (SEFSA) includes the Federal and State grant activity of the Town of Holly Springs, North Carolina under the programs of the federal government and the State of North Carolina for the year ended June 30, 2025. The information in this SEFSA is presented in accordance with the requirements of *Title 2 US Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the State Single Audit Implementation Act.* Because the Schedule presents only a selected portion of the operations of the Town of Holly Springs, it is not intended to and does not present the financial position, changes in net position or cash flows of the Town of Holly Springs.

Note 2: Summary of Significant Accounting Policies

Expenditures reported in the SEFSA are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Town of Holly Springs has elected to not use the 10-percent de minimis indirect cost rate under the Uniform Guidance.

Note 3: Subrecipients:

During the fiscal year ended June 30, 2025, the Town did not pass through any federal awards to subrecipients. Therefore, there are no subrecipient expenditures reported in the Schedule of Expenditures of federal and State Awards.



Prepared by the Town of Holly Springs Finance Department

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Requests & Communications
Title: Parks and Recreation Advisory Committee Annual Report
Strategic Priority Area: Vibrant Community
Staff Resource: Adam Huffman, Parks & Recreation

Action(s):
Receive the 2025 Annual Report from the Parks and Recreation Advisory Committee as presented by the Committee Chair, Val Atkinson.

Explanation:

- As outlined in the Town Code of Ordinances, the Parks and Recreation Advisory Committee (PRAC) reports annually to the Town Council on the activities of the group.
- Val Atkinson, PRAC Chair, will present the highlights of the Committee from calendar year 2025.
- The attached report outlines PRAC accomplishments and action items.

Background:
The Parks and Recreation Advisory Committee (PRAC) has specific duties and responsibilities (in summary):

- Serves at the pleasure of the town and advises town council on issues related to parks and recreation, including program and facility needs, policies, finances, land acquisition and disposal.
- Serves as a liaison between town officials and the citizens, informs the public about the importance of park and recreation programs, assists in developing cooperative arrangements with other organizations, and helps recruit volunteer staff.
- Responsible for maintaining high standards in park development and operation, evaluating programs and facilities, developing plans to meet present and future needs, and recommending rules and procedures for the use of public parks and facilities.
- Present recommendations or reports, including an annual report, to the Town Council.

Funding Source(s):
N/A

Attachment(s):
1. Annual Report 2025-FINAL

Town of Holly Springs
Parks and Recreation Advisory Committee
Calendar Year 2025 Annual Report

Per the Town Ordinance, which establishes the Parks and Recreation Advisory Committee (PRAC), the purpose of the Committee is to provide representation for the citizens of Holly Springs in partnership with the Parks & Recreation Department and Town Council in promoting understanding, appreciation, participation and support in regards to matters related to parks, recreation programs, greenways, facilities, policies, and the long-range plan for parks and recreation.

In February, the Parks and Recreation Advisory Committee established several areas of focus for the calendar year 2025 which included:

- Encourage the community to share concerns and input regarding parks and recreation services to the Committee at both monthly meetings and at town/community events such as July 5th, HollyFest, Farmers Market, the HS Half Marathon, and Tree Trail.
- From community engagement, provide recommendations to Town Council on gaps in services and other parks and recreational needs for our growing community
- Provide regular input and feedback on 2023 Parks bond projects, particularly on the Eagles Landing Park and Recreation Center.
- Hear updates from P&R staff and provide feedback on operational programming and special projects/initiatives.
- Seek opportunities for continued education and learning about park design & maintenance and operational best practices to advise parks and recreation staff.
- Continue to represent the PRAC by participating with other town-wide boards, standing committees and special ad-hoc committees.

The members of the PRAC are pleased to share the following accomplishments that were performed and achieved during the past year.

- Committee members engaged the community at several town hosted events to seek feedback and provide information on greenways and project initiatives. Events in 2025 included the July Open House held at the Hunt Center, Wild About Nature, and HollyFest. Members also volunteered during the Happy Holly Days Parade and sponsored a tree at WinterFest/Tree Trail at Ting Park.

- The Committee received updates from parks and recreation staff on various topics throughout the year:
    - Adam Huffman – Updates on current and planned projects
    - Kristen Denton – Updates on programs, performances and events
    - Chris Champion, Robert Sears and Allison Behrens - Updates on Hunt Center programs including senior programs and new AIR (Accessible and Inclusive Recreation) activities.
    - Jarrod Miron-Updates on youth and adult athletics
    - Eralie Miller – Updates on the Farmers Market and future initiatives
    - Nic Ziccardi -Updates on town events and marketing efforts
    - Taylor Jackson-Updates on Bass Lake and Sugg Farm including visitor numbers and special projects
    - Jay Bratschi-Update on Ting Park including partnerships
    - John Atkins-Updates on park maintenance activities and challenges

- New staff members, Annah Lee, Cultural Center Manager and Thomas Gull, Park & Greenway Planner were introduced to the Committee.

- As presented by Development Services Director, Chris Hill, the PRAC endorsed the concept of seeking a public-private partnership to transform open spaces at Ting Park and in downtown/Mims Park to create “destination” spaces.

- Members of the Committee participated in the Middle Creek Greenway Ribbon Cutting held on March 17, 2025.

- Several times throughout the year, the PRAC members heard updates on the progress of Eagles Landing Park including information on budget, bids, site construction, and amenities. The Committee also participated and supported the Eagles Landing groundbreaking in May 2025.

- The Committee heard priorities and investment areas that were presented by staff to the Town Manager for the FY26 budget. The Committee supported the recommendations by staff.

- Ty Denton joined the PRAC Committee in July 2025 as the representative for Teen Recreation Advisory Council (TRAC), giving monthly updates on the efforts and happenings of this teen focused group.

- In August, the Committee attended a "meet and greet mixer" to get to know the four new members who were appointed to the Committee in July. New members include Rachel Campbell, Siobhan Casey, Karen McGowan, Gaile Valcho. Jodi Carey was reappointed for a second term. Ms. Valcho resigned from the Committee in September.

- Officer elections were held with Val Atkinson elected as Chair and Will Ulmer selected as Vice-Chair from September 2025 through June 2026.

- Members continue to actively participate with other Town Committees including the Tree Advisory Committee and the Police Community Advisory Group.

Town of Holly Springs Parks and Recreation Advisory Committee
FY2025 Attendance

	July 2024	August 2024 (SPECIAL MEETING)	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
Susan Smith (C)	X	X	X	X	X	X	X	X	X	X	X	X
Jason Guetgemann (Co-C)	X	A	X	X	X	X	X	X	X	X	X	X
Sarah Larson	X	X	X	X	X	X	X	X	X	X	X	X
Val Atkinson	X	A	X	A	X	X	A	X	X	A	X	X
Mel Walker	X	A	X	X	X	X	X	X	A	X	A	X
Craig Kessler	X	X	X	A	X	X	A	X	X	X	X	X
Daniel Fenton	X	X	X	X	A	X	X	X	X	X	A	X
Jodi Carey (S)	A	X	X	X	X	X	A	X	X	X	X	X
Candice Page	X	X	X	R	-	-						
Council Members	Forrest/ Hewetson	Drees	Hewetson	None	Forrest/ Drees	Forrest/ Hewetson	Forrest	Forrest/ Hewetson	Hewetson	Forrest	Forrest	Hewetson
Alise Caldwell	A	X	A	X	X	A	X	X	X	A	A	A

A = Absent R = Resigned T = Tardy V = Attended Virtually (Zoom)

Town of Holly Springs Parks and Recreation Advisory Committee
FY26 Attendance

	July 2025 (SPECIAL MEE	August 2025 (Mixer)	September 2025	October 2025	November 2025	December	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026
Val Atkinson (Chair)	A	X	X	X	X							
Will Ulmer (Co-Chair)	A	X	X	A	X							
Jodi Carey	A	X	X	X	X							
Daniel Fenton	A	X	X	A	X							
Mel Walker	X	X	X	X	X							
Rachel Campbell	X	X	X	X	X							
Siobhan Casey	X	X	X	X	A							
Karen McGowan	X	X	X	X	X							
Gaile Valcho	X	A	R	-	-							
Council Members	Hewetson	Hewetson	Hewetson	Forrest	Hewetson							
Ty Denton	X	X	X	X	x							

A = Absent R = Resigned T = Tardy V = Attended Virtually (Zoom)

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda
Title: December 9, 2025 Workshop Meeting and December 2, 2025 and December 16, 2025 Business Meeting Minutes
Strategic Priority Area: Organizational Excellence
Staff Resource: Linda McKinney, Town Clerk

Action(s):
Approve the minutes of the December 9, 2025, Workshop Meeting and the December 2 and December 16, 2025, Business Meetings.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please notify the Town Clerk in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

Background:

Funding Source(s):
N/A

Attachment(s):
1. 12.2.25 minutes - DRAFT
2. 12.9.25 workshop minutes - DRAFT
3. 12.16.25 minutes - DRAFT

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, December 2, 2025. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and five Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Sean Mayefskie, Mayor Pro Tem Dan Berry, Council members Timothy Forrest, Danielle Hewetson, Annie Drees and Chris Deshazor.

Council Members Absent: none.

Staff Members Present in Chambers: Randy Harrington, *Town Manager;* Scott Chase and Daniel Weeks, *Assistant Town Managers;* John Schifano, *Town Attorney;* Linda McKinney, *Town Clerk* (recording the minutes); Kameron Womack, *IT;* Kathy White, *Deputy Clerk;* Corey Petersohn, *Budget and Sustainability;* Cassie Hack, *Director, Communications and Marketing*; Tina Stroupe, *Finance Director;* Chris Hills, *Director of Development Services;* Elizabeth Goodson, *Development Services;* LeeAnn Plumer, *Director, Parks & Recreation;* LeRoy Smith, *Fire Chief*;.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Father Mike Coveyou of St. Mary Magdelene Catholic Church.

4. Agenda Adjustment: The December 2, 2025, meeting agenda was adopted with changes, if any, as listed: none.

Motion: Berry
Second: Forrest
Vote: Unanimous

Consent Agenda

The Council passed a motion to approve all items on the Consent Agenda. The motion carried following a motion by Mayor Pro Tem Berry, a second by Council member Forrest and a unanimous vote. The following actions were affected:

5. Old US 1 at Friendship Rd. Interlocal Agreement – Council approved the interlocal agreement with Apex to construct safety improvements at the intersection of Old US 1 and Friendship Road.

6. Development Plan 20-DP-06 Expiration Extension Request for Calvert Sports Academy and Development Center – The Council granted the second, of an allowable two, 6-month extension for 20-DP-06 for Calvert Sports Academy and Development Center to extend the expiration date from January 1, 2026 to July 1, 2026, as requested by Calvert Sports Academy and Development Center.

7. Consent Order in Greenhawk/Ragan vs. Town – Council approved the Consent Order in *Greenhawk/Ragan vs. Town of Holly Springs*.

ORGANIZATIONAL MEETING

8. Recognitions of outgoing Council Member Timothy Forrest, Mayor Pro Tem Dan Berry, and Mayor Sean Mayefskie

Council member Tim Forrest, Mayor Pro Tem Dan Berry, and Mayor Sean Mayefskie spoke about their years of service to the Town and shared some accomplishments they were proud of. Staff presented them with tokens of appreciation.

9. Oaths of Office

Town Clerk Linda McKinney administered the Oath of Office to Mayor Mike Kondratick and Council members Sarah Larson and Kara Foster. Senator Sydney Batch administered the Oath of Office to Council member Annie Drees.

A new quorum was established as the Mayor and five council members were present as the meeting resumed.

Council Members Present: Mayor Kondratick, Council members Danielle Hewetson, Chris Deshazor, Annie Drees, Sarah Larson, and Kara Foster.

Council Members Absent: none.

10. Election of Mayor Pro Tem

Mayor Kondratick said that he had discussed the position of Mayor Pro Tem with each council member, and the consensus was for Annie Drees to serve in the role.

Action: Motion to elect Annie Drees as Mayor Pro Tem.

Motion by: Foster
Second by: Larson
Vote: unanimous

11. Confirmation of Mayoral Appointments to Area Boards and Committees

Mayor Kondratick said that he had spoken with Council members about their preferences for serving on various boards and committees, and members had volunteered for the positions, as listed in the chart below. He asked for a motion.

Action: Motion to appoint the following people to the following groups:

Committee or Board	Lead	Alternate
Central Pines Council of Governments	Chris Deshazor	Sarah Larson
Transportation Advisory Committee of CAMPO	Mike Kondratick	Annie Drees
Parks and Recreation Advisory Committee	Sarah Larson	Kara Foster
Tree Advisory Committee	Kara Foster	Danielle Hewetson
Land Use Advisory Committee	Annie Drees	Chris Deshazor
Legislative Action Committee	Danielle Hewetson & Chris Deshazor	
Nonprofit Grants Committee	Sarah Larson & Mike Kondratick	
Historical Marker Committee	Annie Drees	
Voting Representative to NCLM	Danielle Hewetson	
Liaison to General Audit	Kara Foster	

Motion by: Larson
Second by: Hewetson
Vote: unanimous

12. Adopt the Calendar Year 2022 Town Council Meeting Schedule

Town Clerk, Linda McKinney said that Council adopts its official schedule of meetings at the first meeting in December and files it with the Clerk's Office. Council will hold business meetings on the third Tuesday of each month, and workshop meetings on the second Tuesday of each month, and quarterly meetings as necessary in March, June, September, and December, with the following change, recommended by the Town Manager:

- Removing the February, July, and August workshops;
- Setting the Budget Workshop meeting on Thursday, May 21, 2026 to avoid Memorial Day.

Action: Motion to adopt the 2024 Town Council Meeting Schedule as stated in the agenda packet.

Motion by: Deshazor
Second by: Hewetson
Vote: unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following public comments were received in writing: one comment from Mike Thompson opposed to the Grigsby rezoning; one comment from Markus Schmidt requesting more sidewalks.

The following public comments were received in person:

Fran Hudson, 5524 Rex Rd., gave Council a notice regarding their Oath of Office and challenged them to know what they are voting on.

OTHER BUSINESS

Mayor Kondratick and each Council member thanked the residents, and expressed enthusiasm for the work ahead. They mentioned upcoming holiday events. No action was taken.

MANAGER'S REPORT

Randy Harrington, Town Manager, said that he wanted to congratulate all the newly elected Council members and said he looks forward to working with them all. He thanked Council members for mentioning the upcoming events. He pointed out that WinterFest is shifting from Fri. - Sat. to Sat.- Sun. due to the expected winter weather. He said that Dec 13th is the Happy Holly Days Parade. Finally, there has been a lot of conversation around Avent Ferry Road and residents are interested in what is coming. There is a meeting Thurs. on Dec 11 from 5:30-7:30 at Holly Grove Middle School for people to learn about what is being planned and the timing of the project.

CLOSED SESSION: none.

Adjournment: Council member Hewetson made a motion to adjourn at 7:46 pm. It was seconded by Council member Deshazor and passed with a unanimous vote.

Respectfully submitted on Tuesday, January 20, 2026.

Linda C. McKinney

Linda C. McKinney, Town Clerk

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

MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, December 9, 2025 at the Law Enforcement Center and via livestreaming. Mayor Kondratick presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and five Council members were present in the room as the meeting opened.

Council Members Present in the room: Mayor Mike Kondratick, Mayor Pro Tem Annie Drees, Council members Danielle Hewetson, Chris Deshazor, Sarah Larson, and Kara Foster.

Council Members Absent: none.

Staff Members Present in the room: 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; Jesse Dixon, IT; Cassie Hack, Director, Communications and Marketing; Kelly Miller, Communications and Marketing; Corey Petersohn, Director of Budget, Innovation, and Strategy; Tina Stroupe, Director, Finance; Chris Hills, Director, Development Services; Sean Ryan, Development Services; Irena Krstanovic, Director of Economic Development; Neal Duncan, Economic Development; Kendra Parrish, Executive Director of Utilities and Infrastructure; Daniel Colavito, and Sadel Lassiter, Utilities and Infrastructure.

Mayor Kondratick called the meeting to order at 6:00 p.m.

1. Overview: Randy Harrington, Town Manager, gave an overview of the meeting agenda.

2. Small Business and Downtown Activities Update

Irena Krstanovic, Director of Economic Development, said she was here to give an update on small business and downtown initiatives, and receive feedback on any next steps or future discussion areas. She outlined the core functions of Economic Development and the key characteristics that define a small business. She gave statistics on why small businesses are important and outlined strategies the Town has engaged in to support them. She outlined the current Downtown Projects and explained the benefits of focusing on downtown.

Ms. Krstanovic discussed the outreach her department does with local businesses and said that at the latest Downtown Business Roundtable on December 2nd more than 40 businesses and stakeholders participated. She said their main interests were in parking, events, signage, housing, and walkability. She outlined the survey responses from businesses and what the Town has been doing to address those priorities.

Cassie Hack, Director of Communications and Marketing, discussed how downtown shapes community identity and how Operation Holly Jolly works to bring people downtown and to increase foot traffic to downtown businesses. Chris Hills, Director of Development Services, talked about the downtown mural project and downtown Festival Street. He then discussed the Main St. On-Street Parking feasibility study and Mims Park and catalyst sites downtown.

Ms. Krstanovic outlined the Shop the Springs program, which businesses were participating, and where the businesses were located in the Downtown. She talked about

hospitality recruitment, with two potential boutique hotel sites downtown. She then talked about arts initiatives that the department has been engaged in.

Ms. Hack talked about downtown branding and unveiled the new downtown banner that will go up as the holiday decorations come down, and the brand launch event from February 2 - 14.

Ms. Krstanovic outlined the Downtown Investment Grant (DIG) program, outlining its history, purpose, and highlights. She said the program was expanded to be able to assist tenants with construction and upfit costs. She offered some potential updates to the DIG that staff anticipated presenting in the spring of 2026. She outlined next steps over the next three to six months.

Council member Larson asked what was needed from Council from a budgetary standpoint, or otherwise. Randy Harrington, Town Manager, said if Council had a continued desire for downtown investment, they would likely see some additional funding in an upcoming budget. Mayor Kondratick asked if anything came up in the feedback from businesses that gave staff pause, given where resources currently are. Ms. Krstanovic said there are a few businesses on the northern side of Main St. where there is not enough infrastructure to hold the holiday decorations, and they would like to be included in the decorations. So there is the question of how we expand that down the street. Mr. Hills said the downtown plan has short, medium, and long-term plans and the long-term are usually more expensive. Parking is important but that cost is challenging, so leveraging the land we own to bring some infrastructure sooner is a way forward. On the Festival Street, there are design funds, but construction funds will have to come later. Council member Hewetson asked if he saw an opportunity in hotel development to get more parking. Mr. Hills said they were looking at "all of the above." A hotel might be one of those options. Developers are bringing up parking in their discussions with staff. Ms. Krstanovic said one challenge is the lot sizes are small downtown. It may be that a hotel might want help with development costs if we want to attract a boutique hotel.

Council member Foster asked if there were plans for bike lanes, or other thoughts about increasing downtown biking. She said bike parking spots in conjunction with the Hopper might reduce traffic. Mr. Hills said that multimodal transportation is part of the plan. He said staff is definitely thinking about all modes of transportation. The on-street parking plan could provide bike lanes. MPT Drees said she had a concern with on-street parking. She thinks Fresh could be impacted by that and wants to be sure that Fresh has an opportunity to provide feedback on it. Mr. Harrington said that on street parking is a great traffic calming measure. With good crosswalks and sidewalk connectivity, it can increase safety. Council member Hewetson asked if this would all fit in the space the street occupies now rather than increasing the road width. Mr. Hills said it is within the current curbline. In some places it might just require restriping, but there would be other places that might include bump-outs or other construction. So it is a low-cost project with the best return on investment for safety, traffic calming and parking. Ms. Krstanovic said businesses requested a designated area for deliveries, and they are working with the businesses to make this work the best for the Town and the businesses. Mr. Hills talked about how, when a lane was blocked off to install the holiday decorations, they saw how well it worked to calm traffic.

Council member Deshazor asked if adding 30 parking spaces would bring more cars to downtown rather than making it more walkable. He asked about making the sidewalks wider instead. He understands what businesses say about parking, but he is not convinced that on street parking on Main St. is the best place. He asked if the development process for a small business is the same as what we do for a large business like Amgen. Mr. Hills said, it depends. If the rezoning is not in place, they have to go through the state-mandated rezoning process. If the zoning is there, staff can do more administrative level approval. If it is a fit-up in an existing space, it is very easy. A new development is a longer process. Development downtown requires Council approval, because of the importance of Downtown and getting what Council wants there. Council member Deshazor

asked what we can do, if it is already zoned, to attract smaller, more diverse businesses. Ms. Krstanovic said the Town's vacancy rate is .4%, which is too low. The optimal rate is 8 – 10% which provides choice and keeps rents reasonable. For the Town, providing the real estate to help businesses come, is the best way to attract small businesses. She said they work with Development Services and the businesses to make sure there are opportunities for smaller businesses. These often become partnerships with developers, who are local. Using second floors for offices, provides support for retail and restaurants below. Mr. Hills said that they hear from small businesses about the difficulties, but the Economic Development website has amazing resources for small business owners. Change of Use for buildings can require building code changes, which can be the most constraining, expensive part. Staff works to help them through the zoning issues to make that part easier. But we cannot vary from building code change of use.

Council member Deshazor said most downtown businesses are closed on Monday, even on federal holidays. We want foot traffic on Monday. What can we do about that? And for a future workshop, he said he would like to see how Sip & Stroll is being used, and whether it is driving more foot traffic. Neal Duncan, Economic Development, said Sip & Stroll is most effective when other things partner with it, like events the Town sponsors or other organizations sponsor. For example, Light the Springs. Staff is trying to continue building on that with more events. Staff also wants to keep getting the feedback from our small businesses to find out what their needs are and to figure out how we can bring that into our initiatives. MPT Drees asked if there were any events or strategies to engage with small businesses that are not in Holly Springs yet. Ms. Krstanovic said they do a lot to recruit them, but our residents play a big role in that too. We hear about residents being in a business somewhere and telling the proprietor that they need to move to Holly Springs. Mr. Duncan said marketing is very important – how we market our downtown and the support for small businesses makes a big difference. Ms. Krstanovic said Oakville Commons was 90% pre-leased before the first Certificate of Occupancy was issued, which speaks to the lack of space in Holly Springs. Council member Hewetson asked if mixed-use projects coming online, like Main St. Vista, will make an impact in the vacancy rate. In other words, how do we get to 8 – 10% vacancy rate? Ms. Krstanovic said that Neal Duncan is working with developers on Vista and Peterson Station, because that is the product we have right now. To increase the vacancy rate, we need to approve more developments. But there are factors outside of our control. The market controls a lot. Randy Harrington said whenever mixed use comes before Council, you see staff pushing commercial. There is pent up need out there, a true market for commercial space. So that is why we push for that. Council member Hewetson said it comes from residents too; people want more places to shop and more places to eat. How do we get the developers interested in this? Mr. Hills said that implementation of the downtown plan will do that: bringing parking, bringing the festival street. The DIG program can help with that. Mr. Harrington said, for our downtown to grow, it needs to be new development. So we need to support that because it is a higher barrier for entry for small businesses. Council member Larson asked if staff held small business roundtables for businesses outside of downtown. Mr. Duncan said downtown is the real focus area, but we do have other avenues where we engage with small businesses: the Chamber; Ribbon Cuttings; and all of our other small business group partnerships. We would be open to expanding those types of events to other areas. Council member Larson said that might bring more businesses to Holly Springs. Ms. Krstanovic talked about business walks and upcoming events that would help support small businesses.

3. Stormwater Management

Daniel Colavito, Utilities and Infrastructure, said he was here to discuss the Stormwater Management Program, introducing key challenges and potential service enhancements. He said this was preliminary information to prepare Council for discussion at the retreat. He explained

what stormwater management consists of (giving examples) and explained why it was important. He explained the difference between sewer and stormwater systems and the delegation of stormwater control to municipalities as they reach a certain side. He said that Holly Springs implements and enforces most program elements. He expressed that there are infrastructure elements to the system and programmatic elements. New and aging infrastructure increases inspection, maintenance, and repair requirements, and regulatory requirements exist in perpetuity and are driven by population, not development.

Mr. Colavito outlined the history of stormwater fees in Holly Springs from 2015 to the present. He said the current level of service is at C, with a goal of improving up to level B. He said that C is not average for this area – it is above average. But we want to increase our level of service. He gave examples of successes of the program, and delineated some challenges they are facing. He said that next steps will be to review potential program enhancements at the Council retreat in February.

Randy Harrington, Town manager, recognized Mr. Colavito and Sadel Lassiter for their experience in the Stormwater area and said they have been instrumental in chartering the program. He said we operate the stormwater as if it were a separate utility. Utilities are enterprise funds, with their own income and expenditures, so we can manage the overall financial program and ensure we have an appropriate amount of revenue coming in to manage the program. The thought was to orient you tonight and come back at the retreat or in March for a more in-depth conversation. Mayor Kondratick asked if the next discussion could have a fee menu and what we could accomplish if we charge a certain fee. MPT Drees asked if the stormwater system was mapped out with the asset management. Mr. Colavito said it is about 80% and they are working with the Business Asset Management and integrating it into CityView for maintenance requests. MPT Drees asked if they were able to calibrate inspections based on that. Mr. Colavito said the goal is to look at criticality, so we are trying to assess assets by age, vulnerability etc. He expects to be able to do that by 2026. Council member Deshazor said we have hammered our residents with rate increases over the last three years. What would be beneficial, is to show us what different scenarios look like with various rate increases, and what would happen if we stay status quo – particularly what the risks would be. Mr. Colavito said they would see this. Stormwater is not something people think about until it fails. But with a little adjustment we can get a lot done. Council member Larson said because of the potential rate increase, she would like to see it at the retreat and dive into how it would affect the budget.

4. Public Hearing Process Recommendation

Chris Hills, Director of Development Services, said Council had requested that staff bring information about how the new public hearing process with land use cases has been working. He reminded the public what the development process looks like for legislative decisions and outlined some issues with the old process and what the goals of the new process were to address those issues. He pointed out the differences between the legacy process and the new process. He said that the two processes overlap because of the timing of some projects. But five rezoning cases have gone through using the new process. Of those, three were approved, one was paused and one is pending. There were no delayed decisions using the new process. Staff has observed that resident attendance at Planning Board meetings has slightly increased and the Planning Board is still learning how to use resident and Town Council feedback in their deliberations, but the process appears to be working as intended.

Mr. Hills said that staff recommends continuing to monitor the effectiveness of the process and proposes no changes. But they will look at some best practices such as: actively sharing perspectives at the public hearing; summarizing resident comments that are supported; share positive and critical feedback; and if the project is not on the right track, provide this feedback to help the applicant understand.

Council member Hewetson said she thinks we should stay on track. She thinks she could share more feedback in the new process, as she gets used to it. Council member Foster said it gives us the opportunity to listen more, and for people to know we have had time to think about it. Decisions are better when you have time to think. Council member Deshazor said that he asked for this because a Planning Board member gave him feedback about their role in the decision making process. He likened it to the Land Use Advisory committee where they ask questions. That makes it more beneficial to the developer. But is there a way to get these comments to the Planning Board? Mr. Hills and Sean Ryan, Development Services, outlined the various ways that they share the Public Hearing comments in the Planning Board staff report, and how Council's staff report at the final stage is not the same as what they received at the opening – it is revised at each step. Council member Deshazor asked how the public can be better informed about the process, because they do not know how it works. Mr. Hills said we do have a process slide that shows where we are in the process, but we can tweak that. Mr. Ryan said staff can look at the public hearing notice letter that goes out and the public hearing webpage to enhance the information that goes out.

Council member Larson asked if the timeline is too short from the applicant standpoint, and whether anyone had asked for more time to digest the feedback. Mr. Ryan said we did have one case where they decided not to move forward until they reassessed the project. Staff also heard from one applicant that was able to talk about changes but that they weren't in the plan set. It didn't really keep Planning Board from making their recommendation because they heard about it. He said what staff hears more from applicants is that our timeline is too long. We were trying to balance the need for greater public input with the goal of not lengthening the process. The direction Council gave us was to keep the delay as little as possible. Council member Larson would love to see more public engagement and public involvement in the process sooner. She has heard issues with the yard signs not directing people to the right phone number / website. Council member Deshazor and Council member Larson said they thought that the 500 feet from the proposed property is small and they want to increase it. Council member Deshazor asked if staff could notify the HOA of neighborhoods that are close to these projects. Mr. Hills said staff expanded the notification distance to 500 feet. State statute only requires notifying adjacent properties. Mr. Ryan said the Town was at the top regarding how far out notifications were mailed when we adopted the 500 feet distance, but staff can look at what other municipalities do. The neighborhood meeting notice is required to notify all property owners, residents, tenants, suite owners, and HOAs within that distance. He said the intent is that the HOA sends it out to their networks. The neighborhood meeting is much broader than the statute. MPT Drees said the Public Hearing signs need to be updated. She suggested not sending the calls to 311; maybe a pre-recorded message would be more useful. She requested a sub-bookmark for the part of the public hearing where people are actually giving feedback. She asked if Council has undue influence on the Planning Board. Mr. Hills said as part of their training Planning Board members are told they are an independent body and should give their recommendations based on their own thoughts. He said that staff can increase the emphasis on that in training. Mr. Ryan mentioned the joint workshop with Planning Board last year about Council's expectations. Part of this change in process is related to that discussion of

whether alignment is always what Council wants. We can continue those conversations in the future.

Mayor Kondratick asked if the Town keeps any statistics of what public engagement was like in the old process versus the 5 cases that went through the new process. Mr. Hills said we don't have a lot of quantitative data, but we have qualitative data in that Council has time. Mr. Ryan said a lot of residents didn't know that they had the opportunity to attend Planning Board meetings prior to this change. Part of the new process is to allow them to come engage at Planning Board meetings. That has helped the public understand what their opportunities are. We have seen a slight, but significant increase in the public attending Planning Board meetings. Mayor Kondratick asked how those dates are disseminated to the residents. Mr. Ryan said those dates are shared at the Public Hearing, and are included in the staff report so residents who look at the agenda packet see them as well. We might be able to use our website to get those dates out, too.

5. Annual Retreat Planning

Randy Harrington, Town Manager, said this was a chance for Council to discuss potential topics for the Annual Retreat. He provided a preliminary list of topics as a starting point, emphasizing that there is not enough time at the retreat to discuss them all, so staff wants to select topics that the majority have interest in exploring/discussing. Topics not selected can be incorporated into future workshops. These should be policy and priority interest areas, with the more specific discussion to occur at the retreat in February. He outlined the flow of past retreats as an example of how this one could go and said that a facilitator from the School of Government, Dr. Peg Carlson, is available to assist with the retreat.

Council discussed their priorities for the deep dive discussions of the retreat. Council consensus was that the top topics for the retreat are on governance, satisfaction survey, housing affordability, transportation, including sidewalks and streetlights, wastewater expansion and water quality, financial management and budgeting, stormwater management, and maybe solid waste.

Mr. Harrington asked Chris Hills, Development Services, at what point we should engage with council on the Festival Street. Mr. Hills said it would be challenging to do it in January. The consultant will not have come up with designs for us to work through. We can give them some direction to work with, but they won't have much to present because they wouldn't have had time. A spring workshop would be more productive because they will have some concepts ready for Council to react to.

Mr. Harrington said he would take those topics identified by Council and work on them and bring a draft back in January.

6. Open Discussion: Mayor Kondratick asked if it were possible to invite Wake County to the January workshop to discuss Nondiscrimination Ordinance implementation, particularly any supporting statistics they have regarding the impact to small businesses. Consensus was yes. Mr. Harrington said staff would reach out to the County.

MPT Drees said she heard interest about a police advisory committee expanding to work with the Fire Department as well. She asked that staff check in with the Chiefs to see if that kind of collaboration makes sense. Mr. Harrington said he could check, but Police is very different than Fire. But he will report back.

Council member Larson said there was feedback on social media about short term rentals being restricted to no less than thirty days for Air B & Bs. She would like report from staff. She said other

municipalities have ways of engaging more HOAs – neighborhood portals or other ways to engage. She asked what options there were in this area. Mr. Harrington asked if there was interest from the whole group, and there was. He said we can get an idea of what some options are and then have a conversation with the Council. He said there are opportunities to build on neighborhood engagement that might be worth some exploration.

7. Closed Session: none.

8. Adjournment:

Motion to adjourn was made by Council member Deshazor seconded by Council member Hewetson and passed with a unanimous vote. The December 9, 2025 workshop meeting of the Holly Springs Town Council was adjourned at 8:45 pm.

Respectfully submitted on Tuesday, January 20, 2025.

Linda C. McKinney

Linda McKinney
Town Clerk

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, December 16, 2025. Mayor Kondratick presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and five Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Kondratick, Mayor Pro Tem Annie Drees, Council members Danielle Hewetson, Chris Deshazor, Sarah Larson, and Kara Foster.

Council Members Absent: none.

Staff Members Present in Chambers: Randy Harrington, *Town Manager;* Scott Chase and Daniel Weeks, *Assistant Town Managers;* John Schifano, *Town Attorney;* Linda McKinney, *Town Clerk* (recording the minutes); Kameron Womack, *IT;* Kathy White, *Deputy Clerk;* Corey Petersohn, *Budget and Sustainability;* Cassie Hack, *Director, Communications and Marketing*; Tina Stroupe, *Finance Director;* Chris Hills, *Director of Development Services;* Elizabeth Goodson, Sean Ryan, Grayson Taylor, and Elliot Blonshine, *Development Services;* LeeAnn Plumer, *Director, Parks & Recreation;* LeRoy Smith, *Fire Chief*;.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Pastor Jamal Brown of Holly Springs United Church of Christ.

4. Agenda Adjustment: The December 16, 2025, meeting agenda was adopted with changes, if any, as listed: *move public comment to beginning of meeting.*

Motion: Drees
Second: Deshazor
Vote: Unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following public comments were received in writing: none.

The following public comments were received in person: none.

Consent Agenda

The Council passed a motion to approve all items on the Consent Agenda. The motion carried following a motion by Mayor Pro Tem Drees, a second by Council member Hewetson and a unanimous vote. The following actions were affected:

5. Minutes of November 10, 2025 and November 18, 2025 – The Council approved the minutes of the November 10, 2025 Workshop meeting and the November 18, 2025 Business Meeting

6. Budget Amendments – The Council received the Town Manager approved budget amendment.

A Copy of the budget amendment is attached to these minutes.

7. Police K9 Retirement – Council adopted Resolution 25-45 to retire K9 Risner from active duty and issue to handler Cpl. Dustin Gillam.

A copy of Resolution 25-45 is attached to these minutes.

8. Town Acceptance of Grigsby Ave. and Pine Ave. for Maintenance from the NC Dept. of Transportation (NCDOT) - The Council approved a request from NCDOT to abandon Grigsby Ave. and Pine Ave. rights-of-way to the Town for maintenance.

9. Engineering Design and Construction Standards Supplement #13 – The Council approved Supplement #13 to the Engineering Design and Construction Standards.

10. Municipal Concurrence for Speed Limit on Holly Springs Road – The Council enacted speed limits and approved concurrence to allow NCDOT to declare a speed limit of 45 mph for 0.15 miles of Holly Springs Road (SR-1152) north of Sunset Lake Road (SR-1301).

11. Audit Contract Amendment for Fiscal Year Ending June 30, 2025 – The Council approved an audit contract amendment for fiscal year ending June 30, 2025.

NEW BUSINESS

12. Grigsby Ave. Residential Rezoning 25-REZ-07 and Development Agreement

Grayson Taylor, Development Services, said this item was for Council to consider a request for rezoning, utility allocation, and development agreement. He reminded the public that the public hearing was held on November 18th and Planning Board considered the item at their November 19th meeting. He showed where the site is located and said that the rezoning and major subdivision will be considered tonight with civil construction drawings handled administratively, as it is an Option 1 rezoning. He reminded the public of the purposes of a conditional zoning district.

Mr. Taylor said the property is designated Residential Neighborhood on the Land Use and Character Plan and if the conditional rezoning is approved, the zoning would change from Residential Zoning to Mixed Residential Neighborhood. He gave an overview of the project history and showed how the project had evolved since the early concept in the fall of 2024 to tonight. He said the applicant is proposing 21 total units, 12 detached and 9 attached dwellings, with rear-loaded units along Grigsby. He said active open space includes lawn games, a tot lot, and a community garden. Mr. Taylor outlined the proposed standards that differ from the UDO including lower density, larger buffers, smaller rear setbacks and slightly larger front setbacks, and building design standards.

Elliot Blonshine, Development Services, said the site would connect to existing water and sewer on Grigsby Avenue. He said the water and sewer studies had been completed and there is capacity. He said it is Priority 2, per the Utility Allocation Policy and they have provided two elements: vegetated wetlands in lieu of ponds and preservation of at least 10% of specimen trees.

Mr. Blonshine said proposed traffic improvements include frontage widening, and a proposed stop sign at the intersection of Grigsby and Water Point Drive. He discussed the on-street parking which would provide parking for the development and Womble Park, but would also serve as a traffic calming measure.

Mr. Blonshine said that at the public hearing they received feedback on various environmental issues. He showed the location of the wetlands, stream, and floodplain and said the applicant has

been working with the U.S. Army Corps of Engineers and the NCDEQ on the location and protection of these environmental elements.

Mr. Blonshine said the Development Agreement included vegetated wetlands in lieu of ponds and preservation of at least 10% of specimen trees as commitments to the Water Resource Management Policy.

Mr. Taylor said that at the public hearing in November the discussion centered on the loss of tree canopy and deer habitat, stream protections, and compatibility with the Comprehensive Plan and Neighborhood Compatibility. He said that in response to that feedback the applicant has altered the proposed buffer adjacent to Lakeside to a 10-foot buffer that is entirely evergreens.

Rick Madoni, Planning Board representative, said that the Planning Board recommended approval with a vote of 7 to 0. He said there was discussion about townhomes, the 100-year floodplain, and the road widening and the northern buffer, which was then addressed.

Mr. Taylor said that while the proposed Conditional Zoning District is inconsistent with the site's Future Land Use Designation of Residential Neighborhood, the project is consistent with other Comprehensive Plan elements, including appropriate infill development, variety of housing choices, and increased safety for pedestrians and drivers. Staff therefore recommends approval.

Council member Foster asked if a greenway connecting to Womble could be added. Mr. Taylor said he wasn't sure if the Army Corps of Engineers would allow it. Mr. Blonshine said the proximity to the existing sidewalk means that the greenway was not necessary. The greenway plan is in the Future Active Transportation map which lays out the plan and in this case it was not indicated. Getting a greenway could impact the environmental features more than necessary.

Mayor Kondratick asked how the estimate of vehicle trips was calculated. Mr. Blonshine said it was a formula from the national engineering standards.

Council member Drees said the setbacks are set to maintain the scale of what already exists on Grigsby and asked if that takes the road widening into consideration. Mr. Taylor said it was, and that the townhomes were set further back to improve the line of sight on the curve.

Council member Deshazor asked for clarification of the buffer by Lot 1. Mr. Taylor said the applicant said they didn't have room for a wider buffer, which is why they went with an all evergreen buffer.

Council member Hewetson asked if the trees on the north side would come down when the evergreens get planted or will there be a buffer on both sides. Mr. Taylor said he believes there is a larger setback on the adjoining property and he believes they may also have a perimeter buffer.

Council member Larson asked for a clarification of the current zoning and the need for conditional zoning. Mr. Taylor said that by right today they can do detached dwellings. If they wanted to build more than 4 it would be quasi-judicial decision of Council. There would still be buffers. In this zoning district, if you do a Conditional Zoning District it triggers a requirement for attached dwellings. Council member Larson asked whether, with current zoning, the wetlands would be maintained. Mr. Blonshine said a major subdivision requires road widening. And the buffer would be required.

MPT Drees asked if they would be rentals or for sale. The applicant, Jon Keener said they would be for sale. Council member Deshazor asked what the price point would be and was told it would be market rate. Mr. Keener said that part of the mix of housing choices was intended to provide a mix of prices.

MPT Drees said she would like to see a bigger buffer on Lot 1 because of the curvature of the driveway. She asked the applicant to speak to that.

Mr. Keener and Courtney McQueen came forward. Ms. McQueen said that they extended the buffer beyond the required 5 feet. If they extend it more they would be out of compliance with the required setbacks. They understand that the view shed is the issue, but that is more about the plant material and being able to see through it. So they felt like to keep in compliance with the setbacks they would focus on the planting and making sure it was evergreens that grow tall and provide the screening desired. She said that where the pond is all of that planting is being preserved, so the tree canopy will stay. She said on the other subdivision there is an access easement to the pond. Council member

Deshazor asked about the trees next to Womble Park and Ms. McQueen said that they would be preserved. She explained the preservation of the wetlands prohibiting a greenway but there is an interior path to the sidewalk.

Council member Deshazor asked who would be responsible for maintaining the buffer. Ms. McQueen said that was the HOA's property and their responsibility to maintain.

Council member Deshazor said we saw this in November and he was not a fan of the townhouses. But then he drove around the neighborhood and, and it fits the existing cul-de-sac. He likes the thicker buffer as it will preserve the view shed but also protect from noise and balls from the park. We heard what the residents who spoke said and he thinks this gives us the best option. Apartments don't fit there, but this provides walkability. He likes to see us be able to have every resident within 10 minutes of a park.

Council member Larson asked if there were any parks fees-in-lieu. Mr. Taylor said that is typically calculated at the next stage, at permitting and staff saw no issue with it. Council member Larson said she appreciates the light signs, but is apprehensive about the rezoning. If the by-right zoning protects the natural area, she sees no need to rezone.

MPT Drees said the stop sign is a good thing and the improved sight lines will provide protection for pedestrians. Council member Foster said the on-street parking will slow traffic. Council member Hewetson said the crosswalks will improve the pedestrian safety too.

Mayor Kondratick said the plan shows that a sidewalk will be added on Grigsby – but it's already there. He asked how it would be added. Mr. Taylor said to widen the road they will remove the existing sidewalk and a new sidewalk will be put in.

Action 1: Motion to adopt Rezoning Ordinance RZ25-09 to adopt the Plan Consistency Statement, Statement of Reasonableness, and approve 25-REZ-07 Grigsby Ave. Residential Rezoning.

Motion: Hewetson
Second: Deshazor
Vote:
Aye: Hewetson, Deshazor, Drees, Foster
Nay: Larson
The motion passed.

Action 2: Motion to approve the Utility Allocation Request for Grigsby Ave. Residential.

Motion: Hewetson
Second: Deshazor
Vote: unanimous

Action 3: Motion to approve the Development Agreement for Grigsby Ave. Residential.

Motion: Hewetson
Second: Deshazor
Vote: unanimous

OTHER BUSINESS

Council member Deshazor asked pedestrians and drivers alike to be careful at the Middle Creek Greenway crossing at Sunset Lake Rd. He mentioned holiday events and wished everyone a safe and happy holiday season.

MPT Drees thanked staff for holiday events and wished everyone happy holidays.

Council member Foster thanked everyone for her first few weeks in office. She said she loved the parade. She said she was looking forward to working on walkability, small business, Tree Advisory Committee. And wished everyone Happy Holidays.

Council member Hewetson said all the December events are exciting. She said staff does a good job of making magical events and she attends them all with her kids. She wished everyone happy, safe, Holidays.

Mayor Kondratick thanked staff and said he was thrilled to attend the staff holiday lunch. Staff has made the transition as easy for him as possible and he thanked them for their support. He wished Happy Holidays to all.

Council member Larson thanked staff and everyone who participated in the Happy Holly Days Parade. She encouraged everyone to attend the last Farmers Market of the year this Saturday. She pointed out that Citizens Academy applications open in January and urged people to apply. She said she likes national holidays and December 17th is Wright Brothers' Day, celebrating the first successful flight at Kill Devil Hills in 1903.

MANAGER'S REPORT

Randy Harrington, Town Manager, said that there are ribbon cuttings Jan 7 at 11:30 am Holly Springs Rd. and Jan 5th for the start of the Hopper Micro Transit program. Also on Jan 10th, a ribbon cutting at the Community Garden at Sugg Farm with the Nature play area and the Sensory trail. Following that will be an open house for the community to stay and learn.

Mr. Harrington said that a year and a half ago Council asked for earlier notice on land use cases. He said that once per quarter Development Services gives Council an overview of upcoming land use cases. He said if this Council wanted to give any feedback, staff can refine this presentation. He called on Sean Ryan, Development Services, to give the update.

13. Preview of Upcoming Development Services Land Use Cases

Mr. Ryan said he was here to present the quarterly update to Council on upcoming Land Use cases. He discussed the following new application:

- 4917 Friendship Road Conditional Zoning District

Council discussed water and sewer requirements and buffer and screening.

Mr. Ryan then gave updates on projects:

- New School Montessori – 5617 Sunset Lake Road – Rezoning
  Council discussed EV parking requirements.
- 2420 Avent Ferry Rd. – Rezoning
  Council discussed the commercial space, the open space, and the road connections.
- Twin Springs 5800 Duncan Cook Rd. – Rezoning
  Questions were asked about the split with Fuquay-Varina and the size of the two sides. There were questions about emergency services to the area and the annexation agreement with Fuquay-Varina.
- Daventry – 6725 Thrasher Rd.– Rezoning
  Council discussed density.
- Powell Place – 7501 Rouse Rd. – Rezoning
  Council discussed density, the capacity at Buckhorn Creek Elementary, and NCDOT's plans for Piney Grove Wilbon Road.
- Mira Ridge – Rezoning

Mr. Ryan said that Sunset Lake Commons Apartments would have an upcoming public hearing under the legacy process. Coming under the new process are Twin Springs, Daventry, and Powell

Place. Projects waiting for revisions include 1100 Piney Grove Wilbon Rd. and Chase Bank on Sunset Lake Rd.

Elizabeth Goodson, Development Services, said that Council had requested an update on traffic volume and known improvements on Piney Grove Wilbon Rd. She showed which sections of Piney Grove Wilbon Rd. are at less than 80% capacity, which are at 80-120%, and which are over 120% capacity and explained what those designations mean. She then showed five developments in the area, three approved and two in review, and explained how traffic studies use data from existing and approved development in making recommendations. She then discussed the anticipated improvements in the area, including frontage widening to a 4-lane cross-section, three traffic signals (or fees-in-lieu) and turn lanes.

Council member Deshazor said he appreciates the macro-level view that shows the different developments in the area. He would love to see that more frequently as these projects come in. Council member Hewetson said she agrees that it would be nice to have that in the packet. MPT Drees agreed and said pictures are very helpful when discussing transportation improvements.

CLOSED SESSION: Council entered into closed session pursuant to N.C.G.S. 143-318.11(a)(4) to discuss an economic incentive, pursuant to N.C.G.S. 143-318.11(a)(5) to discuss the acquisition of real property, and pursuant to N.C.G.S. 143-318.11(a)(3) to consult with the Town Attorney on *Lamar v. Town of Holly Springs* and *Greenhawk v. Town of Holly Springs*, with a motion by Council member Deshazor and a second by Council member Hewetson and a unanimous vote.

Motion to leave closed session was made by Council member Deshazor with a second by Council member Hewetson and a unanimous vote.

Adjournment: Council member Deshazor made a motion to adjourn at 10:06 pm. It was seconded by Council member Hewetson and passed with a unanimous vote.

Respectfully submitted on Tuesday, January 20, 2026.

Linda C. McKinney

Linda C. McKinney, Town Clerk

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

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda
Title: Monthly Budget Amendments
Strategic Priority Area: Organizational Excellence
Staff Resource: Corey Petersohn, Budget, Innovation, and Strategy

Action(s):

- Receive Town Manager approved budget amendments.

Explanation:

- The budget ordinance for the Town authorizes the Town Manager to approve inter-department budget amendments within the same fund up to $50,000 with notification to Council by the following month.
- Each month, when applicable, the Budget Department will provide a copy of these approved amendments:
    - **Amendment 1 - Fire Station 3 Expenses** - This amendment utilizes $15,000 in operating contingency for expenses the Finance Department requested be paid from the General Fund operating budget and not the capital project for Fire Station 3. These funds were used for landscaping related to opening and operating Fire Station 3. As a result of this adjustment there will be an equivalent savings within the capital project account. This amendment does not increase the overall expenses associated with Fire Station 3 and is an administrative adjustment for financial reporting purposes only.
    - **Amendment 2 - Information Technology Service Software** - This amendment utilizes $43,000 in operating contingency for expenses associated with software licenses for the backend software for the Town's Information Technology servers. This expense is due to an unanticipated increase from the current vendor; staff are exploring alternative service options as part of budget planning for next fiscal year.

Background:

- Budget amendments in North Carolina local governments (cities, towns, and counties) occur because state law requires budgets to remain balanced and ensure no funds are spent unless appropriated.
- These amendments do not increase the overall budget, and are an administrative movement of funds within the General Fund.

Funding Source(s):

- Operating Budget - General Fund Sources

Attachment(s):

1. Amendment 1 - Fire Station 3 Expenses
2. Amendment 2 - Information Technology Server Software

Town of Holly Springs
FY2025-26 Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026.

Department: Admin / Fire Department **Date:** 12/11/2025

Reason for Budget Amendment:

Utilizing General Fund operating contingency to fund Fire Station 3 expenses that the Finance Department determined could not be charged to a capital project account. There will be an equivalent savings in the project fund. This amendment does not increase the total overall cost for Fire Station 3.

Expense

Account #	*Account Description*	*Increase*	*Decrease*
10-410-82.98	General Fund - Misc. Operating Contingency		$ 15,000
10-420-41.03	General Fund - Fire Department - Maintenance	$ 15,000	
	Total Expense:	**$ 15,000**	**$ 15,000**

Revenue

Account #	*Account Description*	*Increase*	*Decrease*
	Total Revenue:	**$ -**	**$ -**

Department Head Signature (or electronic submission)

Town Manager Signature (if necessary)

Town Manager has authorized Department Directors to transfer operating funds within their department.
Town Manager is authorized to approve transfers between departments within the same fund up to $50,000.
All inter-departmental transfers will be reported to Town Council by the following month.
Amendments that change the total budget or departmental transfers over $50,000 require Town Council approval.

Town of Holly Springs
FY2025-26 Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026.

Department: Information Technology **Date:** 1/5/2026

Reason for Budget Amendment:

Moving $43,000 in contingency funds for price increase from vendor for software licenses for backend systems of internally managed Town IT Servers. Staff are exploring alternative options for the next budget year.

Expense			
Account #	***Account Description***	***Increase***	***Decrease***
10-410-82.98	General Fund - Operating Contingency		$ 43,000
10-414-62.06	Information Technology - Supplies - Software	$ 43,000	
	Total Expense:	**$ 43,000**	**$ 43,000**

Revenue			
Account #	***Account Description***	***Increase***	***Decrease***
	Total Revenue:	**$ -**	**$ -**

Department Head Signature (or electronic submission)

Town Manager Signature (if necessary)

Town Manager has authorized Department Directors to transfer operating funds within their department.
Town Manager is authorized to approve transfers between departments within the same fund up to $50,000.
All inter-departmental transfers will be reported to Town Council by the following month.
Amendments that change the total budget or departmental transfers over $50,000 require Town Council approval.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda
Title: Facilities and Public Restroom Janitorial Services Contract
Strategic Priority Area: Vibrant Community
Community Safety
Organizational Excellence
Staff Resource: Paige Scott, Director, Public Works

Action(s):
Authorize the Town Manager to execute a one-year term with two, one-year option renewal years for a maximum contract length of three years with MIJACO INC, dba Environment Control Triangle (ECT) for janitorial, day porter, and as-needed custodial services related to town facilities and public restrooms, not to exceed $232,000 for the first term and a 3% increase for each subsequent term.

Explanation:

- The contract provides comprehensive janitorial and facility cleaning services for all Town buildings, including daily cleaning and sanitizing of offices, restrooms, common areas, kitchens, elevators, and high-touch surfaces; regular trash and recycling removal; floor and carpet care; glass and surface cleaning; and restocking of supplies. Services also include a daytime porter for on-site support and touch-ups during business hours, along with weekly detailing and semi-annual deep-cleaning of floors, carpets, restrooms, HVAC vents, and building interiors and exteriors to maintain a clean, safe, and professional environment for employees and the public.
- In August 2025, the Town issued a Request for Proposal (RFP) for janitorial services, as the current contractor's service agreement expires on January 31, 2026.
- Twenty-five (25) companies participated in the solicitation's mandatory facilities tour; fifteen (15) companies submitted proposals; four (4) companies were selected as finalists and were interviewed by the RFP review committee; Environment Control Triangle (ECT) was unanimously selected.
- The review committee found ECT to be the best qualified based on the solicitation's evaluation process: (1) Qualifications and Experience, (2) Completeness and Quality of the entire Proposal Submission, (3) Cost Effectiveness and Value.
- ECT provides comparable services for other municipalities and government agencies, including: (1)Town of Wake Forest, (2) Town of Knightdale, (3) Wake County WIC, with over 20+ years of experience specializing in high-profile, public buildings.
- ECT is the current contractor providing janitorial services for town facilities and public restrooms, and has the staffing to continue services for the new contract term.
- As future facilities come online (Operations Campus), they will be incorporated into this contract for janitorial services.

Background:

- In FY21, staff consolidated Town janitorial service under one contract as multiple contracts managed by different departments were set to expire.
- The contract encompasses the following facilities: Town Hall, Law Enforcement Center, Public Works, Utley Creek Reclamation Facility Administrative Offices, Bass Lake Retreat and Visitors Center, Village Office Condos, Cultural Center and Library, and public restroom facilities at Bass Lake, Womble Playground, Womble Baseball, Jones Park, and Veteran's Park.

Funding Source(s):

Operating Budget - General Fund- Public Works

Attachment(s):

1. Contract for MASTER SERVICES AGREEMENT-Majico 2026 Contract2

MASTER SERVICES AGREEMENT FOR

JANITORIAL SERVICES

THIS CONTRACT dated _____, between the **Town of Holly Springs**, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and **MIJACO, INC. dba ENVIRONMENTAL CONTROL**; (herein after called the "Contractor")

Town hereby desires to enter into a contract for ongoing services with the Contractor and the Contractor agrees to enter into this contract and perform the Services as set forth below, in the manner and time hereinafter described, and both parties do hereby agree as follows:

SERVICES OF CONTRACTOR

The services of the Contractor shall be performed in the manner as described in **Exhibit A** (the "Proposal" or "Scope of Work") as attached hereto and incorporated by reference. The Contractor agrees to employ such personnel as may be needed to perform the services in the manner and time prescribed herein. Such personnel shall be employees of the Contractor, said Contractor being an independent contractor of the Town.

For contracts for construction on Town property in excess of $300,000.00 total, the Contractor shall provide a Payment and Performance Bond issued by a licensed North Carolina firm. Where subcontractors are employed for a substantial amount of work, the subcontractors must be approved by the Town. Failure of the Contractor to make payments on materials or to subcontractors shall be a material breach of this Agreement.

TOWN'S RESPONSIBILITIES

The Town shall make available the facilities to the Contractor and shall not impede the work of the Contractor except as necessary. The Contractor is responsible for the facility during the term(s) of the work. The Contract Manager is responsible for ensuring that all bidding requirements are met.

PAYMENT

The Contractor shall provide invoices on a monthly basis detailing the successfully completed work (as outlined in Exhibit A), to the satisfaction of the Town Contact, and the Town shall pay the Contractor within thirty (30) days of receipt of itemized invoice(s) from the Contractor, according to the rates contained in **Exhibit B**. The **Contract Total for the Original Term shall not exceed $232,000.00 without the prior written authorization of the Contract Manager**.

If the parties mutually agree to renew this Contract beyond the initial term, a 3% increase shall be applied to the rates in **Exhibit B**, as outlined there. If renewed, **Year 2 Contract Total shall not exceed $238,960.00, and Year 3 shall not exceed $246,128.80 without the prior written authorization of the Contract Manager**. For work authorizations exceeding $2,500.00, a Purchase Order is required from the Finance Department. Invoices shall be e-mailed to accountspayable@hollyspringsnc.gov and to the Town's Contact, as follows:

Gregory Sponseller, Manager, Facilities Maintenance (Name*, Title)

gregory.sponseller@hollyspringsnc.gov (e-mail)

*The parties intend that this Agreement remains in full force and effect in the event that there are personnel changes in the Town without the need to amend the Agreement. If the Contract Manager changes, the Town will notify the Contractor per Section 4 of this Agreement.

No liability of the Town is incurred without compliance with this Section.

TIME FOR RENDERING SERVICES

The term of this Contract is for **one (1)** year, commencing on **February 1, 2026** and terminating on **January 31, 2027 ("Original Term")**. **This Contract may be renewed for up to two (2) consecutive one-year terms by mutual written agreement of the Town and Contractor. If the parties wish to renew this Contract beyond the Original Term, they shall notify the other in writing at least sixty (60) days prior to the expiration of the Original Term and agree to such in writing. Failure to do so shall be construed as a termination of this Contract.** This Contract is intended to cover ongoing maintenance and/or repair work on Town Property or other assets without the need for a separate contract for each servicing by the same Contractor. As such, there is no specific schedule for performance of the Contractor's services, rather it shall be on an "as needed" basis, as determined by the Town's Contract Manager.

GENERAL CONSIDERATIONS

1. Standards of Performance

1.1. The standard of care for all services performed or furnished by Contractor under this Contract will be the care and skill ordinarily used by members of Contractor's

profession practicing under similar circumstances at the same time and in the same locality.

1.2. Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

1.3. Contractor and Town shall comply with applicable Laws or Regulations and Town mandated standards. This Contract is based on these requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Town's responsibilities or to Contractor's scope of services, times of performance, or compensation. If the scope of services requires the Contractor to be professionally licensed, Contractor shall at all times remain licensed. If in the event of any action of any administrative agency regarding the licensee's status or any investigation thereto, Contractor shall immediately inform the Town.

1.4. Contractor is an independent contractor of the Town. The Town and the Contractor mutually agree to indemnify and hold harmless each party from any claims of negligence by the other party brought forth. Contractor is familiar with the property and its condition.

2. Termination

2.1. The mutual obligations of the Parties contained in this Contract may be terminated:

2.1.1. For cause by either party upon 30 days written notice, providing an opportunity to cure, in the event of a failure by the other party, which remains uncured, to perform in accordance with the terms hereof.

2.1.2 Upon Mutual Agreement.

3. Controlling Law

3.1. This Contract is to be governed by the law of the State of North Carolina.

3.2. Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).

4. Notices

4.1. Any notice required under this Contract will be in writing, addressed to the appropriate party at its address below, or given personally, or by regular, registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of the receipt.

4.1.1. Town Contact:
Gregory Sponseller, Mgr., Facilities Main. (Name, Title)
Public Works (Department)
P.O. Box 8

Holly Springs, NC 27540
(919) 577-3220 (Phone)
gregory.sponseller@hollyspringsnc.gov (e-Mail)

For the Contractor:
Janie Schwab, Owner (Name, Title)
Mijaco, Inc. dba Environmental Control (Company)
3809 Frazer Drive, Suite 105 (Address)
Raleigh, NC 27610
(919) 212-1725, ext. 106 (Phone)
jschwab@ectriangle.com (e-Mail)

5. Severability

5.1. Any provision or part of the Contract held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Town and Contractor, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6. Waiver

6.1. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Contract.

7. Attorney's Fees

7.1. In the event of a breach of this Contract, the substantially prevailing party shall be entitled to an award of reasonable attorney's fees and costs relating to compelling performance under this Contract.

8. Insurance & Indemnification Requirement

8.1 Contractor shall provide annually, and upon any change in coverage, general liability insurance, or self-insured coverage, for a minimum of $1,000,000.00 per occurrence, $2,000,000.00 aggregate, and an umbrella policy of at least $5,000,000 for the complete term of the Contract. Additionally, the Contractor shall supply Worker's Compensation insurance coverage to all employees within the statutory limits. Any waiver of the insurance requirement, or an acceptance of lower limits shall be stated on the **Exhibit C** cover page and a certificate of insurance shall be attached hereto as **Exhibit C**.

8.2 The Contractor agrees to waive any and all claims against the Town from itself or its employees arising from work performed by the Contractor pursuant to this Contract, except for claims related to non-payment of amounts. The Contractor shall protect, defend, indemnify and hold the Town and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs,

charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character in connection with or arising out of this Agreement and the Contractor performance hereof, that are proximately caused by the negligence, willful or wanton conduct, or breach of contract relating to the Contractor's work in under this Agreement or any addendums or modifications thereto, except to the extent that the same are by the negligence or willful misconduct of the Town. For such claims, the Contractor/Licensee further agrees to investigate, handle, provide defense for and respond to, any such claims at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claims are groundless, false, or fraudulent.

9 E-Verify.

9.1 Contractor hereby agrees to comply with N.C.G.S. § 64-25, et. seq. regardless of Contractor's status as an independent contractor and not an employee with the Town. The E-Verify Affidavit shall be attached hereto as **Exhibit C**.

10 Prohibition Against Sex Offenders.

10.1 Contractor is being granted access to the Town's Park system and/or Town Facilities (collectively "Facility") during hours of operation. Contractor hereby agrees that it shall not employ or otherwise allow to perform any aspect of the Contract any person who is a registered sex offender for any scope of work requiring such employee or contractor of the Contractor to access any area of the Facility. Contractor shall have an affirmative duty to ensure compliance with this section by checking the state and national registry for sex offenders against any employee, agent, contractor, subcontractor, officer, director, or any person that shall in any way perform under this contract. Contractor shall check the registry initially and periodically during the term of the Contract as often as necessary to ensure compliance with this section at all times. Contractor additionally agrees to indemnify and hold the Town harmless for any act or omission that may arise out of the operation of the Contract, the ACP, or any parole agreement among the parties that arise from, directly or indirectly, the Contractor's failure to ensure compliance with this section. This indemnification includes a duty to provide a legal defense.

11. Non-Discrimination.

11.1 As a condition of this Contract, Contractor covenants that Contractor will take all necessary actions to insure that, in connection with any operations under this Contract, Contractor, its officers, employees and subcontractors, will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, sexual orientation, or handicap unrelated to job performance, either directly, indirectly or through contractual or other arrangements. Contractor shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12101-12213, as amended. In this regard, Contractor shall keep, retain and safeguard all records relating to this Contract or work performed hereunder for a minimum period of three (3) years from final Contract completion, with full access allowed to authorized representatives of Town, upon request, for purposes of evaluating compliance with this and other provisions of the Contract.

12. Contractor's Employees.

12.1. Contractor agrees and consents that the Town is allowing access to the Contractor to both publicly used and private sensitive Town facilities. Contractor, and any employee, agent, subagent, volunteer, or any person authorized to act on behalf of the Contractor shall maintain a professional demeanor at all times during the interaction with the Town's patrons and visitors to Town facilities. Contractor shall refrain from other commercial or political activity while performing this contract on Town Facilities. Contractor shall undergo criminal background checks on all employees and subcontractors working at the direction of the Contractor in this contract, and shall exclude any employees from working in any Town facility any employees that:

1) had a conviction of any felony within the past 10 years;

2) has a conviction in the past 10 years of any violent crime or crime involving theft or dishonesty; or

3) is currently a registered sex offender.

13. Non-Appropriations.

13.1 No provision of this agreement shall be construed or interpreted as creating a pledge of the faith and credit of the town within the meaning of any constitutional debt limitation. No provision of this agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the town within the meaning of the constitution of the state. This agreement shall not directly or indirectly or contingently obligate the town to make any payments beyond those appropriated in the sole discretion of the town for any fiscal year in which this agreement is in effect; provided, however, that any failure or refusal by the town to appropriate funds which results in the failure by the town to make any payment coming due hereunder will in no way obviate the occurrence of the event of default resulting from such nonpayment. No deficiency judgment may be rendered against the town in any action for breach of a contractual obligation under this agreement and the taxing power of the town is not and may not be pledged directly or indirectly or contingently to secure any moneys due under this agreement.

14. Full Agreement.

14.1. This Contract is the full agreement of the parties, and neither has, or is relaying on any information not contained in this Contract or its Exhibits. The terms of this Contract supersede any conflicting terms which may be contained in any Exhibit attached hereto and incorporated by reference.

15. Exhibits.

The following Exhibits are attached hereto and incorporated by reference:

Exhibit A: Scope of Work/Proposal

Exhibit B: Contractors Rates, Services and Price List*

Exhibit C: Certificate of Insurance

Exhibit D: eVerify Affidavit

***Must include an itemized list of services with costs, including all labor charges and hourly rates, and costs of materials. This Exhibit may only be updated per the terms contained above in the Payment Section.

[Signature Page Follows]

TOWN OF HOLLY SPRINGS:

BY:_____
Randy J. Harrington, Town Manager
Date:

CONTRACTOR:

Signature _____

Name:_____

Title: _____

WITNESS:

_____
Linda McKinney, Town Clerk
Date:

Contract Manager: _____ Date:

Purchasing Manager: _____ Brettany DeVolld
Date:

Purchase Order No.: _____ (if applicable)

Approved as to form:

_____
John Schifano, Town Attorney Date:

This instrument has been pre-audited in the manner
Prescribed by the Local Government Budget and Fiscal
Control Act.

_____
Tina Stroupe, Director of Finance Date:

Exhibit A

Scope of Master Services Agreement: The Town and **Mijaco, Inc. dba Environmental Control** enter into this Master Agreement for the expedient engagement of services and procurement relating to:

Janitorial services for the various Town properties as further detailed below.

The Contractor shall not perform any work without prior written authorization from the Town, as described further on page 2 of the Agreement under the section entitled "Payment".

I. SCOPE OF WORK

The Service Provider shall provide the following janitorial services at all locations and per the schedule identified in Attachment A.

Daily Cleaning Tasks:

1. *Empty waste and recycling receptacles, clean waste and recycling receptacles, and replace liners.*
2. *Move trash, waste, and recycling to a central location for removal.*
3. *Clean all surfaces to ensure they are free of dust, debris, fingerprints, spots, and spills.*
4. *Wipe ledges, handrails, and horizontal surfaces free of dust and debris.*
5. *Clean building entrance and exit glass to be free of streaks, fingerprints, dust, and debris.*
6. *Clean interior glass partitions, display cases, mirrors, and interior doors to be free of streaks, fingerprints, dust, and debris.*
7. *Sanitize, wash, and polish drinking fountains, sinks, and basins. Scour the mouthpiece, nozzle, and bowl of drinking fountains. Report leaks, clogs, or operational deficiencies to the Town representative.*
8. *Sanitize and clean portable drinking units (water coolers) and fixtures - use sanitizing wipes every day.*
9. *Sweep and damp mop stair landings and steps.*
10. *Maintain areas free of dust, loose dirt, and debris.*
11. *Lactation Rooms – Clean, sanitize, dust, and wipe down furniture.*
12. *Sweep outside entrance and exit areas and stairs within 10' of the existing wall; clean entrance mats to remain free of dust, loose dirt, debris, and leaves.*
13. *Vacuum all hallways, conference rooms, and common areas.*
14. *Spot vacuum carpets in cubicles and offices.*
15. *Kitchens:*
    a. *Empty trash*
    b. *Mop floors*
    c. *Dust*
    d. *Wipe down countertops and cabinets*
16. *Elevators:*
    a. *Vacuum the interior of all carpeted elevators.*

b. *Sweep the interior of non-carpeted elevators.*

c. *Wipe down interior and exterior panels, buttons, handrails, and doors with sanitizer; floor to ceiling.*

d. *Shine and polish all stainless and aluminum surfaces; floor to ceiling.*

17. *Shower, Lockers, and Changing Areas (at LEC only):*

a. *Clean the entire shower area with germicidal detergent*

b. *Remove encrustation, stains, scale, and deposits from fixtures*

c. *Change shower liners twice a year*

d. *Sweep floors and clean baseboards*

e. *Empty and clean receptacles and change plastic liners*

f. *Clean and polish dispensers, and partitions, floors, vents, ADA chair, and furniture.*

18. *Restrooms:*

a. *Clean commodes, urinals, and lavatories with a germicidal detergent; remove encrustation, stains, scale, and deposits from fixtures, and replace deodorant tablets.*

b. *Replace urinal screens monthly or as needed.*

c. *Sweep floors and stairs and clean baseboards; damp mop resilient tile floors with a germicidal detergent; wet-mop ceramic tile floors with a germicidal detergent.*

d. *Restock supplies.*

e. *Empty and clean trash receptacles, change plastic liners, and remove bagged trash/garbage to the appropriate outdoor trash/garbage containers.*

f. *Clean and polish dispensers, mirrors, partitions, doors, vents, shelves, and furniture.*

g. *Polish stainless-steel fixtures, sinks, partitions, toilets, handrails, and drinking fountains with cleaner.*

h. *Replace feminine napkin waste bags nightly.*

Weekly Cleaning Tasks:

These tasks shall be completed by Thursday of each full work week.

1. *Thoroughly dust blinds, windowsills, cobwebs, ceiling fans, and railings.*
2. *Machine buff all tile and VCT with spray buff, including marble floors.*
    a. *Locations: Town Hall, LEC, Water Treatment Plant, and Library & Cultural Center*
3. *Spot clean scuff marks on walls and baseboards.*
4. *Vacuum all carpets throughout the entire facility.*
5. *Clean all glass doors and inside office windows.*
6. *Dust all HVAC vents, supply, and return.*
7. *Polish all the fine wood surfaces where applicable.*
    a. *Locations: Fine wood includes the Town Hall, LEC, and wood desks and furniture at all facilities.*
8. *Polish and buff any stainless-steel surfaces.*
9. *Dust and polish all conference/meeting room tables and chairs.*
10. *Dust and clean all HVAC vents, supplies, and returns*
11. *Flush all floor drains with water.*

Day Porter Services:

This is a required daily service, Monday through Friday from 8:00 AM to 12:00 PM.

1. *The Day Porter (assumed as a single employee) shall report in daily via phone by calling the Town Representative to receive any feedback or input on cleaning standards and shall leave a voice message if the Town Representative is unavailable to ensure consistent communication.*
2. *The Day Porter shall primarily focus on touch -ups and restocking at Town Hall, Cultural Center, Bass Lake Visitor Complex, and the LEC.*
3. *Additionally, tasks may include checking the status of the park restrooms, restocking, and cleaning as necessary.*
4. *The Town Representative may call upon the Day Porter to handle emergency service requests.*
5. *These requirements are mandatory, and non-compliance may result in termination of this contract.*

Additional Services:

These tasks will be completed semi-annually at a time and date scheduled with the Contract Manager.

1. *Deep clean and polish the wall and floor tile in restrooms and hallways.*
2. *Strip and wax all VCT floors.*
3. *Shampooing of all carpeted areas.*
    a. *Location: Public Works, Town Hall, LEC, VOC, Water Treatment Plant, Library & Cultural Center.*
4. *Dust and clean all HVAC grills, supplies, and returns.*
5. *Entire facility glass cleaning—interior and exterior, as scheduled.*

II. General Requirements

A. *Contract Time*

The work under this contract will begin on November 1, 2025 through October 31, 2026 with the option to renew annual for 2 additional terms.

B. *Standards.*

Facilities included in this scope of services shall be maintained at a high standard and consistent level of cleanliness: free of dust, dirt, odors, stains, discoloration, deposits, and any other foreign material.

The Service Provider shall immediately notify the Town Representative of vandalism, damages, defects, leaks, power outages, graffiti, or any other problems with Town facilities that require immediate corrective action. All damage and routine wear and tear must be reported immediately to the Contract Manager.

C. *Materials.*

The Town will provide electricity, water, paper products, hand soap, shower curtains, urinal screens, urinal mats, feminine waste bags, and trash bags for the Service Provider to perform janitorial services.

The Service Provider shall furnish all equipment, tools, and consumable materials required to perform the janitorial services outlined in this contract. This includes, but is not limited to, commercial-grade cleaning agents, disinfectants, waxes, floor polishes, and quiet-operating, HEPA-filter-equipped vacuum cleaners suitable for use in occupied public spaces. The Service Provider must implement and enforce a cleaning protocol that adheres to industry best practices

for sanitation and infection control, especially in high-traffic or sensitive areas. For example, to maintain sanitary conditions and prevent cross-contamination, cleaning cloths must be distinctly color-coded and designated for specific surfaces (e.g., sinks, toilets, general surfaces). Under no circumstances shall cloths be used for restroom fixtures, such as toilets or urinals, and be reused on other surfaces.

All cleaning supplies, materials, and equipment used under this contract must be of high commercial quality, appropriate for their intended use, and capable of delivering the level of cleanliness and consistency required by this scope of services. All cleaning methods must meet industry standards for safety and effectiveness, particularly in high-traffic areas, and must not cause damage to Town facilities. The Town reserves the right to prohibit the use of any products, materials, or equipment that pose a risk to property, employees, or the public.

D. *Inspection/Reports/Logs/Schedules.*

1. *The Service Provider shall acknowledge receipt of Town keys on a memorandum receipt form furnished by the Town Representative. All such keys shall remain the property of the Town and shall be promptly returned to the Town Representative at the end or termination of this contract. In the event of a lost key, the Service Provider is to notify the Town immediately.*

2. *A daily "Work Sign-in/Sign-out log" shall be provided by the Service Provider at all locations. The Service Provider's employees shall sign in and sign out on each workday. Work logs shall be kept in the janitorial closet at each location and include the technician's name, date, and start and end times of cleaning.*

3. *The Service Provider shall provide a detailed cleaning checklist for each facility and work schedule to include cleaning routes by location at the kickoff meeting.*

E. *General Information*

1. *The Service Provider shall deliver comprehensive janitorial services at all designated Town of Holly Springs facilities.*
2. *The Town will provide storage space for janitorial supplies at various locations. The Town shall not receive janitorial shipments from the Service Provider's supply vendors.*
3. *The Service Provider shall maintain site safety and security for public areas at all times.*
4. *While working on Town property, the Service Provider's employees shall wear uniforms with the appropriate company name and logo. Service Provider employees shall wear Town-issued badges at all times during work performance. The Service Provider shall ensure that employees maintain a professional demeanor at all times while working in town facilities.*
5. *The Service Provider shall refrain from other commercial or political activity while performing janitorial services at Town Facilities.*

F. *Safety Requirements*

Service Provider shall abide by all local, state, federal, OSHA, and Town safety codes, policies, and procedures. The Service Provider will be responsible for fines incurred if not in compliance with all the above regulations. Before the start of work, the Service Provider shall post temporary signs and provide barricades to safely protect the public and Town employees. The Service Provider shall remove all signs and barricades after the service.

G. *Damages/Deductions.*

The Service Provider shall repair, replace, and/or restore to its original condition any lost, misplaced, or damaged Town property caused by the Service Provider's operations at no additional cost to the Town. The Service Provider shall notify the Town Representative of damage immediately preceding the incident.

The primary objective in handling contractor damages shall be the timely and competent repair of property to conditions as close to pre-existing conditions as possible. All repairs shall be approved by the Town Representative and performed without charge to the Town.

In cases where repair is not possible or pre-existing conditions cannot be reasonably attained, the Town retains the right to assess damages by appropriate methods and to charge the value of those damages back to the contractor.

The Service Provider shall not be responsible for damages that are not attributable to the Contractor, such as vandalism or acts of God.

The Town representative will routinely inspect the Service Provider's work. In cases where work is not completed to agreed upon standards, the Town will communicate the deficiency and the Service Provider will have reasonable time, not to exceed 4 hours, for correction. If corrective action fails, the Town retains the right to self-correct unacceptable work performed by the Service Provider and to deduct associated costs from the preceding monthly invoice.

The Town Representative is the final authority on the quality of the Service Provider's work.

H. *Service and Response Time.*

The Service Provider shall provide a single point of contact to respond to all service calls. The Service Provider's point of contact shall have the authority to dispatch staff to meet the following response times:

Schedule Services: All scheduled services shall be performed as indicated in Attachment A. The Service Provider shall have an answering service, cell phone, or office personnel available to receive service calls.

Task Authorizations – As Needed Janitorial Services: As-needed janitorial services shall only be undertaken by the Service Provider upon issuance of a Task Authorization for said services. The Service Provider shall not perform services until the Town Representative provides written authorization for said services.

I. *Submittals.*

Safety Data Sheets (SDS) - The Service Provider shall furnish a copy of the SDS for all chemicals used on Town properties. All chemicals, bottles, and supplies used for janitorial cleaning shall be properly labeled in their original container.

The Service Provider shall submit to the Town Representative a list of employees that will require a Town badge under this contract. The Service Provider will promptly update the Town representative of any changes to this list.

J. *Security Background Check and Badging.*

The Service Provider shall conduct criminal background checks on all employees and subcontractors working at the direction of the Service Provider in this contract and shall exclude any employees from working in any Town facility that:

1. *had a conviction of a felony within the past 10 years.*

2. *has a conviction in the past 10 years of any violent crime.*

3. *crime involving theft or dishonesty or is currently a registered sex offender.*

Additional Requirements, Cultural Center:

Service Provider employees providing janitorial services at the Holly Springs Library and Cultural Center must complete the following:

1. *Wake County's prescreen form: Gerald Baker form.*
2. *Wake County's ID/badge request form.*
3. *Provide a clear copy of their social security card and driver's license.*
4. *The current address must match the driver's license.*
5. *Staff must pass a recent background check to continue service.*
6. *Upon passing, the badge photo must be a headshot from the waist up in JPEG format.*

<u>Additional Requirements, Law Enforcement Center</u>:
Service Provider employees assigned to work at the Holly Springs Police Department (HSPD) Law Enforcement Center (LEC) must complete the following:

1. *Provide two (2) copies of fingerprints.*
2. *Pass a thorough HPSD background check.*
3. *Must provide a current copy of driver's license.*
4. *Must provide a Social Security card.*
5. *Must provide a headshot photo from the waist up.*

NOTE: The HSPD will not conduct fingerprinting. Fingerprints are to be obtained at the Wake County Sheriff's Department, CCBI Unit. The Town reserves the right to deny any Service Provider's employees access to all facilities, the HSPD, at the Chief of Police's discretion.

K. *Licensing and Certification.*
Other than state or federally required business licensing, there are no additional Town required licenses. Below is a list of suggested/advantageous licenses:

CIMS – Cleaning Industry Management Standard
IICRC – Institute of Inspection Cleaning and Restoration Certification

Attachment A

Facility Name	Address	Day Porter	Daily Cleaning & Weekly Cleaning Services		Sqft	RR	Sinks	Toilets	Urnals	BR	Carpet	VTC LVT Tile	Stories	Windows	Exterior Trash
Abbreviations: Break Room (BR), Center (Ctr), Rest Room (RR)		M-F 8 AM - 12 PM	Day of Week	Cleaning HRs											
Bass Lake, Park	900 Bass Lake Rd.														
1. Bass Lake, Visitor's Ctr	900 Bass Lake Rd.	X	M-F, Sat- Sun	5:30 PM- 8 AM	800	2	5	3	2	1	No	Ceramic Hardwood	1	4	Yes (1)
2. Bass Lake, Multi-Purpose Room	900 Bass Lake Rd.	X	M-F, Sat- Sun	5:30 PM- 8 AM	800	2	3	2	1	1	No	Ceramic	1	10	No
3. Bass Lake, Picnic Shelter	900 Bass Lake Rd.		M-F, Sat- Sun	8:30 AM- 1:30 PM	650	2	2	3	1	0	No	Concrete	1	0	No
Cultural Center & Library	300 W. Ballentine St.	X	M- Thurs: F- Sat: Sun:	9 PM - 8 AM 6 PM - 8 AM 5 PM - 8 AM	19,939	5	10	8	4	2	No	Carpet Terrazzo Tile	1	~50 +/-	Yes (4)
Holly Grove Module (RR)	1401 Avent Ferry Rd.		M-F, Sat- Sun	8:30 AM- 1:30 PM	300	2	4	3	2	0	No	Epoxy Wood	1	0	No
Jones park (RR)	405 School Day Ln.		M-F, Sat- Sun	8:30 AM- 1:30 PM	648	2	2	4	2	0	No	Epoxy Concrete	1	0	No
Law Enforcement Ctr	750 Holly Springs Rd.	X	M-F, Sat- Sun	5:30 PM- 8 AM	26,593	10	14	12	3	4	Yes	Carpet Ceramic	2	~100 +/-	Yes (6)
Public Works Department	101 Thomas Mill Rd.		M- F	5:30 PM- 8 AM	2,856	3	5	3	2	1	Yes	LVT	1	13	Yes (2)
Sugg Farm, Dog Park (RR)	2104 Grisby Ave.		M-F, Sat- Sun	8:30 AM- 1:30 PM	600	2	4	5	2	0	No	Concrete (bare)	1	0	Yes (2)
** Town Hall	128 S. Main St.	X	M- F	5:30 PM- 8 AM	28,247	6	13	10	4	2	Yes	Carpet Ceramic Marble	2	70	No
Water Waste Treatment Plant	150 Treatment Plant Rd.														
1. Administration Bldg.	150 Treatment Plant Rd.		M- F	5:30 PM- 8 AM	2,800	2	3	2	1	1	No	VCT	1	16	No
2. Maintenance Shop, Offices	150 Treatment Plant Rd.		M- F	5:30 PM- 8 AM	440	1	1	1	0	1	No	LVT Tile	1	2	No
Womble Park	340 Stinson Ave.														
1. Womble Park, Tennis Pavilion (RR)	340 Stinson Ave.		M-F, Sat- Sun	8:30 AM- 1:30 PM	681	2	2	3	1	0	No	Concrete (bare)	1	0	No
2. Womble Park, Playground Pavilion (RR)	340 Stinson Ave.		M-F, Sat- Sun	8:30 AM- 1:30 PM	670	2	2	3	1	0	No	Epoxy Concrete	1	0	No
3. Womble Park, Score Tower (Baseball)	340 Stinson Ave.		M-F, Sat- Sun	8:30 AM- 1:30 PM	600	4	4	6	4	0	No	Epoxy Concrete	1	0	No
Veterans Park (RR)	600 Bikram Dr.		M-F, Sat- Sun	8:30 AM- 1:30 PM	650	2	2	3	1	0	No	Epoxy Concrete	1	0	No
Village Office Condos (VOC)	376 & 378 Raleigh St.		M- F	5:30 PM- 8 AM	1,500	2	4	2	0	2	No	Carpet Linoleum	2	16	No

***Special Note on Council Chambers located in Town Hall: This room is utilized for high-profile meetings several times a week after normal business hours and is unavailable for cleaning during those times. The janitorial services must occur after 10 p.m. on those evenings. The Day Porter will ensure every weekday morning, before 9 a.m., that this room has been cleaned; and if not, the Day Porter will perform the necessary cleaning services that morning. Janitorial services occurring in all other Town Hall areas should avoid disturbing ongoing meetings.*

EXHIBIT B

Contractor's Rates and Service Costs:

Attached: __X___

Link to Rates/Costs: _____

Fee Schedule

TERM 1: February 1, 2026 – January 31, 2027

Facility Name	Address	Day Porter	Daily Cleaning & Weekly Cleaning Services		Monthly Cost
Abbreviations: Break Room (BR), Center (Ctr), Rest Room (RR)		M-F 8 AM - 12 PM	Day of Week	Cleaning HRs	
Bass Lake, Park	900 Bass Lake Rd.				$
1. Bass Lake, Visitor's Ctr	900 Bass Lake Rd.	X	M-F, Sat - Sun	5:30 PM - 8 AM	1073
2. Bass Lake, Multi-Purpose Room	900 Bass Lake Rd.	X	M-F, Sat - Sun	5:30 PM - 8 AM	537
3. Bass Lake, Picnic Shelter	900 Bass Lake Rd.		M-F, Sat - Sun	8:30 AM - 1:30 PM	365
Cultural Center & Library	300 W. Ballentine St.	X	M - Thurs: 9 PM - 8 AM F - Sat: 6 PM - 8 AM Sun: 5 PM - 8 AM		$ 3853
Holly Grove Module (RR)	1401 Avent Ferry Rd.		M-F, Sat - Sun	8:30 AM - 1:30 PM	$ 365
Jones park (RR)	405 School Day Ln.		M-F, Sat - Sun	8:30 AM - 1:30 PM	$ 365
Law Enforcement Ctr	750 Holly Springs Rd.	X	M-F, Sat - Sun	5:30 PM - 8 AM	$ 2833
Public Works Department	101 Thomas Mill Rd.		M-F	5:30 PM - 8 AM	$ 820
Sugg Farm, Dog Park (RR)	2104 Grisby Ave.		M-F, Sat - Sun	8:30 AM - 1:30 PM	$ 365
**Town Hall	128 S. Main St.	X	M-F	5:30 PM - 8 AM	$ 2268
Water Waste Treatment Plant	150 Treatment Plant Rd.				$ 1358 TOTAL
1. Administration Bldg.	150 Treatment Plant Rd.		M-F	5:30 PM - 8 AM	INCL.
2. Maintenance Shop, Offices	150 Treatment Plant Rd.		M-F	5:30 PM - 8 AM	INCL.
Womble Park	340 Stinson Ave.				$ 1095 TOTAL
1. Womble Park, Tennis Pavilion (RR)	340 Stinson Ave.		M-F, Sat - Sun	8:30 AM - 1:30 PM	INCL.
2. Womble Park, Playground Pavilion (RR)	340 Stinson Ave.		M-F, Sat - Sun	8:30 AM - 1:30 PM	INCL.
3. Womble Park, Score Tower (Baseball)	340 Stinson Ave.		M-F, Sat - Sun	8:30 AM - 1:30 PM	INCL.
Veterans Park (RR)	600 Bikram Dr.		M-F, Sat - Sun	8:30 AM - 1:30 PM	$ 365
Village Office Condos (VOC)	376 & 378 Raleigh St.		M-F	5:30 PM - 8 AM	$ 700

*Additional Services: *Requires Issuance of Written Task Authorization.*

DESCRIPTION OF SERVICES	*Minimum Dollar Threshold*	*Unit of Measure*	*Rate*
Deep clean and polish the wall and floor tile in restrooms and hallways	*$250*	*Man Hour*	*$55*
Strip and wax VCT floors	*$250*	*Sq. Ft*	*$.50*
Carpet Shampooing	*$250*	*Sq. Ft*	*$.15*
Exterior & Interior Glass Cleaning	*$189*	*Team Hour*	*$125*

Additional Terms: The contract will be renewed annually for a maximum contract length of three (3) years.
TERM 2: February 1, 2027 – January 31, 2028 *3 %* *percentage of contract increase*
(enter zero if none)
TERM 3: February 1, 2027 – January 31, 2028 *3 %* *percentage of contract increase*
(enter zero if none)

ADDITIONAL FEES/COSTS: List all additional costs your company may charge. If a cost is not included in this section or form, it will not be accepted or paid by the Town.

* DAY PORTER - previously was 3 HRS. daily = $1565
hours now increased to 4 HRS. daily = $2087

WEEKLY BUFFING - previously EC charged as line item on invoice $450/mo.
- for this QUOTE it's mixed into total monthly cost at
Waste Treatment, Town Hall, LEC & cultural center

NOTE: there is no increase for 2025-2026 except for day porter which is an increase in # of HRS.

EXCEPTIONS: List any exceptions to the specifications set forth in this solicitation. By submitting a proposal, the lender agrees to the specifications set forth in this solicitation, with the exception of the following:

For weekly buffing that is requested, we may need flexibility for which night of week that work is done.

EXHIBIT C

_____ **Insurance requirement waived**

_____ **Lower Insurance Limit Approved**

Approved by: _____

Printed Name:_____

____X____ **Certificate of Insurance attached**

COI Expires: 3/1/2026

6. Insurance & Compliance Requirements

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 1301 5th Avenue, Suite 1900 Seattle, WA 98101 Attn: Seattle.certrequest@marsh.com CN101848208-684-GAWUC-25-26	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED Mijaco, Inc. dba Environment Control Triangle 3809 Frazier Dr, Suite 105 & 107 Raleigh, NC 27610	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** National Union Fire Insurance Co — 19445 **INSURER B :** Markel American Insurance Co. — 28932 **INSURER C :** Hanover Insurance Company — 22292 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** SEA-003864832-06 **REVISION NUMBER:** 7

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			GL3118620	03/01/2025	03/01/2026	EACH OCCURRENCE	$ 5,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	X Contractual Liability						MED EXP (Any one person)	$ 25,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 5,000,000
	POLICY PRO-JECT LOC						GENERAL AGGREGATE	$ 10,000,000
	X OTHER: Named Insured						PRODUCTS - COMP/OP AGG	$ 10,000,000
							Vol Prop Damage	$ 150,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			MKLM6MM70001112	03/01/2025	03/01/2026	EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			WC066656904	03/01/2025	03/01/2026	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y (Mandatory In NH)	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Crime Third Party			BDC1072037	03/01/2025	03/01/2026	Crime-Third Party	50,000
A	Lost Key Coverage			GL3118620	03/01/2025	03/01/2026	Lost Key Coverage Occ/Agg	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Job # various - primary #563 as respects janitorial services performed at 128 S. Main St. - multiple bldgs of the town Holly Springs, NC 27540.

CERTIFICATE HOLDER

Town of Holly Springs

P. O. Box 8
128 S. Main St.
Holly Springs, NC 27540

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marsh USA LLC

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Judy Mack	
ISU Insurance Svcs. - CALGARD ASSOCIATES 303 N. San Dimas Avenue San Dimas, CA 91773	PHONE (A/C, No, Ext): (909)305-0177	FAX (A/C, No): (909)305-0165
	E-MAIL ADDRESS: Judym@calgard.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Ohio Security Insurance Company	24082
INSURED MIJACO, INC. DBA: ENVIRONMENT CONTROL OF TRIANGLE 3809 Frazier Dr., Suite 105 Raleigh, NC 27610	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 00019809-0** **REVISION NUMBER: 117**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	[ ] CLAIMS-MADE [ ] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	[ ] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$
	[ ] OTHER:							$
A	AUTOMOBILE LIABILITY			BAS62861759	03/01/2025	03/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A						E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Job Number: various - primary #563 Job Nos: 560 561, 562, 563, 564, 565, 566. 567, 568
Service address: 128 S. Main St. - multiple bldgs of the town, Holly Springs, NC 27540

CERTIFICATE HOLDER

Town of Holly Springs

P.O. Box 8128 S. Main St
Holly Springs, NC 27540

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Judy Mack

(JMA)

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E-VERIFY

EXHIBIT D

STATE OF NORTH CAROLINA)
)
COUNTY OF WAKE)

AFFIDAVIT OF CONTRACTOR'S COMPLIANCE WITH E-VERIFY

I, Janie S. Schwab (the individual attesting below), being duly authorized by and on behalf of ENVIRONMENT CONTROL (MIJACO INC.) (the "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Contractor understands that Contractors Must Use E-Verify. Each Contractor, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).

3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES ✓, or

b. NO _____

4. Contractor's subcontractors comply with E-Verify, and if Contractor is the winning bidder on this project Contractor will ensure compliance with E-Verify by any subcontractors subsequently hired by Contractor.

This 14th day of SEPTEMBER, ~~2013~~.

Signature of Affiant Janie S. Schwab

Print or Type Name: JANIE S. SCHWAB

State of North Carolina
County of Wake

Signed and sworn to (or affirmed) before me, this the 14th

day of September, 2022

My Commission Expires: 9/26/2026

Notary Public

(Affix Official/Notarial Seal)

John A Thomas III
Notary Public
Nash County
North Carolina
My Commission Expires 9/26/2026

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Consent Agenda
Title: Condemnation Resolution for the Holly Springs Fuquay-Varina (Sanford) Water Line
Strategic Priority Area: Growth Management & Economic Vitality
Organizational Excellence
Staff Resource: Rachel Ingham, Utilities and Infrastructure, Carrie Kennedy, Utilities and Infrastructure, John Schifano, Town Attorney

Action(s):
Adopt Resolution 26-01, a Joint Resolution with Fuquay-Varina to acquire easements as needed for a water transmission line.

Explanation:

- This action would adopt a joint resolution instructing the respective Town Attorneys to initiate condemnation proceedings to acquire permanent and temporary construction public utility easements for the Fuquay-Varina & Holly Springs (FVHS) (Sanford) Water Line Project. These easements will be jointly owned by the Towns of Holly Springs and Fuquay-Varina as outlined in the resolution.
- This resolution relates to easements on a single parcel included in the initial condemnation resolution 25-32 approved at the July 15, 2025 Town Council Business Meeting for this project. The water line routing was changed due to impacts of a nearby project. The modified design changed the locations and size of the easements. This resolution replaces the data and supporting documents from Resolution 23-32 for this single parcel.
- The easements are necessary to complete the project, and the Town has followed the acquisition process in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). Despite multiple good-faith efforts to reach a voluntary agreement with the property owners, the Town must now proceed with condemnation.
- Condemnation is the only remaining option to keep the project on schedule. Construction is anticipated to begin in early 2026, with completion targeted for late 2027.
- The condemnation process allows the Town to move forward while ensuring the property owner's rights are protected under the Uniform Act, which guarantees fair compensation based on third-party appraisal.
- The resolution is scheduled for consideration by the Fuquay-Varina Town Board on January 20, 2026.

Background:

- The Towns of Fuquay-Varina and Holly Springs jointly entered into an Interlocal Agreement on July 23, 2024, for the construction, ownership, management, maintenance

and operation of a transmission line and related infrastructure to provide water to the two municipalities from the expanded City of Sanford Water Filtration Facility.
- The condemnation process will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act, which requires the Town to pay fair market value as determined by a third-party appraisal. If there is disagreement over the valuation, the matter may be resolved through litigation.
- While property owners will receive just compensation, the Town has a duty to utility rate payers to not pay above fair market value.
- The eminent domain process protects both public and private interests while enabling critical infrastructure projects to proceed.
- Town staff recommends authorizing the Town Attorney to begin the condemnation process for the Permanent Utility Easement (PUE) and temporary construction easements (TCE) at:
    - Parcel ID 004, PIN 0646672431 (PUE 1.2727 acres and TCE 0.3757 acres)

Funding Source(s):

- Community Investmant Plan - Revenue Bonds

Attachment(s):

1. 1. Joint_Resolution_to_Condem_Conveyance_Easements_004 1-20-26
2. 2. SCFVHS - Overview Map
3. 3. SCFVHS - Distribution Main - Wake Parcels (004 Highlighted)
4. 4. 7122-COOK 9321 REVISED LEGAL DESC SEALED 121625
5. 5. 7122-COOK 9321 PG1-10 SEALED 121625

Resolution No. _____

Fuquay-Varina Board of Commissioners

January 20, 2026

Holly Springs Town Council, Resolution No.

A JOINT RESOLUTION ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF FUQUAY-VARINA, NC AND THE TOWN COUNCIL OF THE TOWN OF HOLLY SPRINGS, NC

WHEREAS, The Town of Fuquay-Varina and the Town of Holly Springs, jointly entered into an Interlocal Agreement on July 23, 2024, for the Construction, Ownership, Management, Maintenance and Operation of a Transmission Line and Appurtenances to provide water to both Towns from the expanded City of Sanford Water Filtration Facility.

WHEREAS, the Board of Commissioners of the Town of Fuquay-Varina and the Town Council of the Town of Holly Springs hereby determine that it is necessary for the public health, safety, and welfare and in the public interest to acquire certain easements in gross for the public purpose of the construction and maintenance of the Sanford Water Filtration Facility Waterline Conveyance Project; and,

WHEREAS, the proper officials or representatives of the Town of Fuquay-Varina and the Town of Holly Springs have been unable to acquire the necessary land and easements over the herein described properties by negotiated conveyance; and

WHEREAS, the Town of Fuquay-Varina and the Town of Holly Springs will equally share ownership of the appurtenant easements.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Fuquay-Varina and the Town Council of the Town of Holly Springs, North Carolina, the following:

1. The Town of Fuquay-Varina and the Town of Holly Springs shall acquire by condemnation, for the purposes stated above, the property interests consisting of permanent utility easements and temporary construction easements as described below and more particularly depicted on Exhibit A, attached hereto and incorporated herein by reference for greater certainty of description:

2. The Town Attorneys for the Town of Fuquay-Varina and the Town of Holly Springs are directed to institute the necessary proceedings or retain outside counsel to institute such proceedings under Chapter 40A and or Chapter 136 of the North Carolina General Statutes and/or appropriate statutory provisions and local acts to acquire the property interests herein described.

				Acquisition Type (Acres)						
Parcel ID	**Record Property Owner(s)**	**County**	**Property PIN**	**Fee Simple**	**Right of Way**	**PUE**	**DUE**	**PDE**	**TCE**	**TDE**
004	Duncan Cook Holdings, LLC	Wake	0646579321			1.2727			0.3757	

This Resolution of the Town of Fuquay-Varina Board of Commissioners is hereby adopted this 20th day of January in the year 2026 in Fuquay-Varina, North Carolina.

FUQUAY-VARINA, NORTH CAROLINA

_____

William H. Harris, Mayor

ATTEST

_____

Teresa Wilder, Town Clerk

(TOWN SEAL)



CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Fuquay-Varina does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing _____ _____, as regularly adopted at a legally convened meeting of the Town Board of Commissioners duly held on the _____ day of _____, 20____; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

_____

(Signature of Recording Officer)

_____

(Title of Recording Officer)

This Resolution of the Town of Holly Springs Board of Commissioners is hereby adopted this 20th day of January in the year 2026 in Holly Springs, North Carolina.

HOLLY SPRINGS, NORTH CAROLINA

_____

Mike Kondratick, Mayor

ATTEST

_____

Linda McKinney, Town Clerk

CERTIFICATION BY RECORDING OFFICER

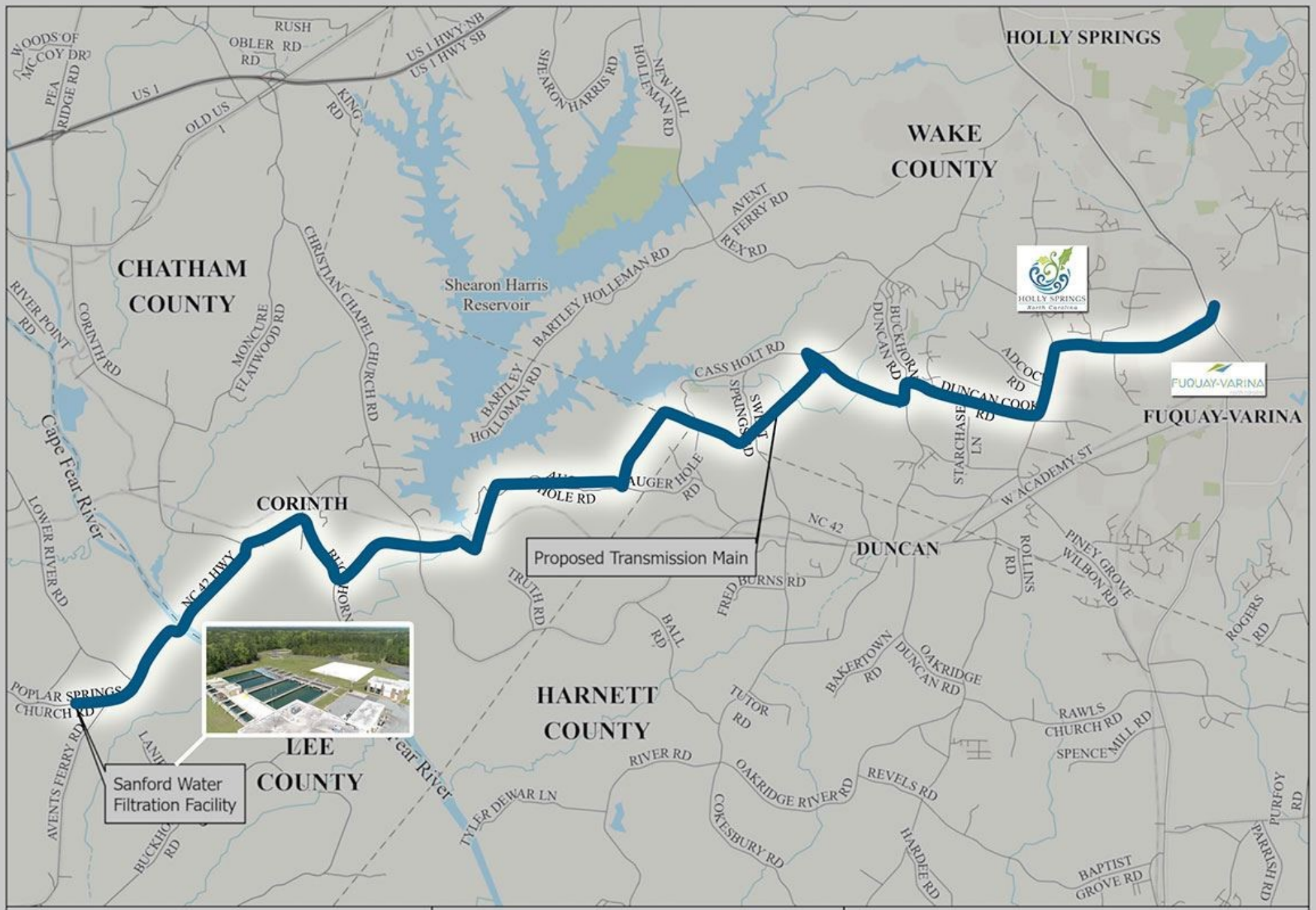
The undersigned duly qualified and acting Town Clerk of the Town of Holly Springs does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing _____ _____, as regularly adopted at a legally convened meeting of the Town Board of Commissioners duly held on the 20th day of January, 2026; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of January, 2026.

_____

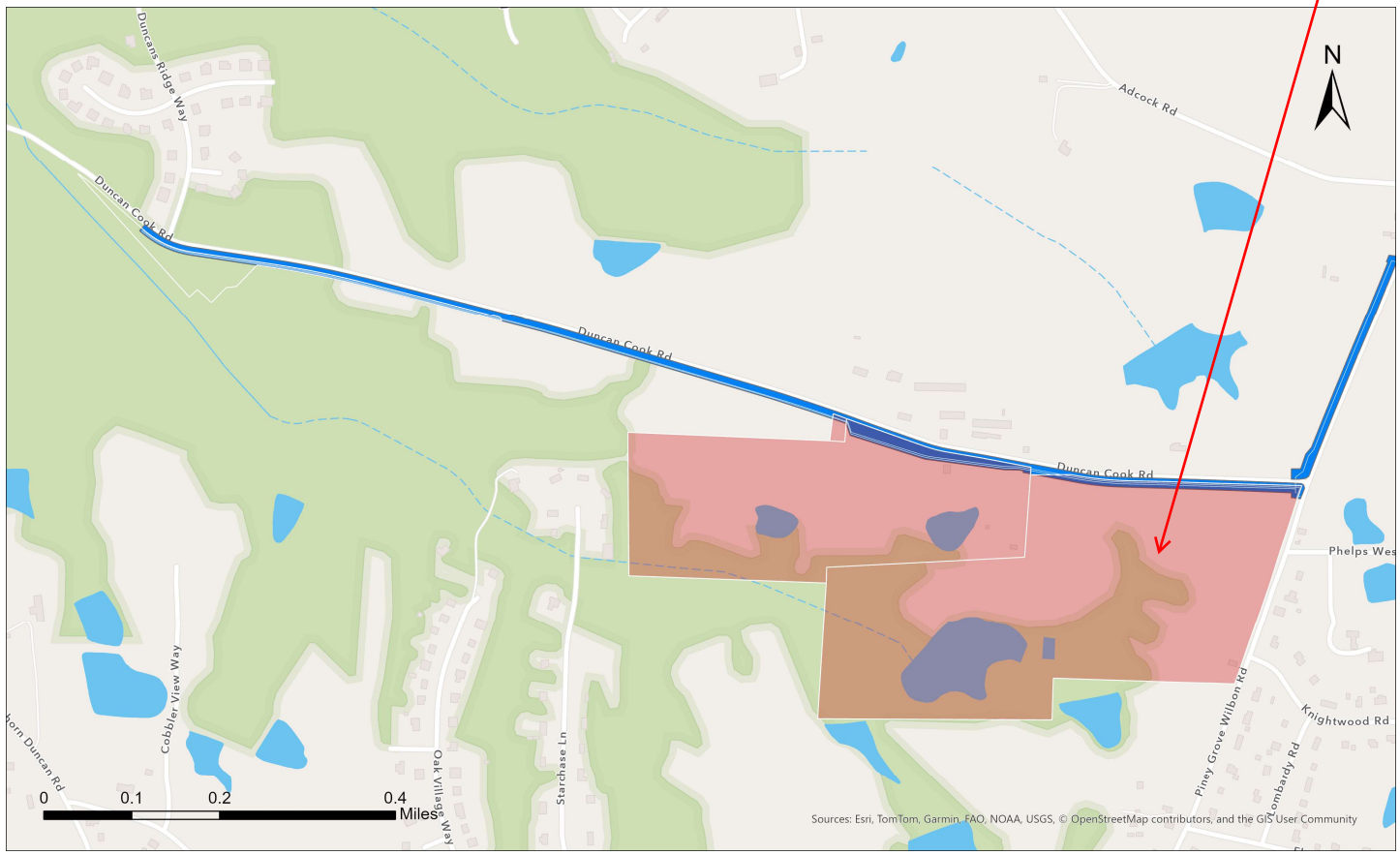
(Signature of Recording Officer)

_____

(Title of Recording Officer)


HOLLY SPRINGS
WAKE COUNTY
CHATHAM COUNTY
Shearon Harris Reservoir
FUQUAY-VARINA
CORINTH
DUNCAN
HARNETT COUNTY
LEE COUNTY
Cape Fear River
Proposed Transmission Main
Sanford Water Filtration Facility
US 1 HWY NB
US 1 HWY SB
OLD US 1
NC 42 HWY
NC 42
CASS HOLT RD
BARTLEY HOLLEMAN RD
AUGER HOLE RD
DUNCAN COOK RD
W ACADEMY ST
FRED BURNS RD
OAKRIDGE DUNCAN RD
OAKRIDGE RIVER RD
REVELS RD
RIVER RD
TYLER DEWAR LN
COATESBURY RD
HARDEE RD
BAPTIST GROVE RD
RAWLS CHURCH RD
SPENCE MILL RD
PINEY GROVE WILBON RD
ROGERS RD
PURFOY RD
PARRISH RD
BAKERTOWN RD
TUTOR RD
BALL RD
TRUTH RD
LOWER RIVER RD
AVENTS FERRY RD
POPLAR SPRINGS CHURCH RD
CORINTH RD
MONCURE FLATWOOD RD
CHRISTIAN CHAPEL CHURCH RD
RIVER POINT RD
PEA RIDGE RD
WOODS OF MC COY DR
RUSH
OBLER RD
KING RD
SHEARON HARRIS RD
HOLLEMAN RD
NEW HILL
AVENT FERRY RD
REX RD
BUCKHORN DUNCAN RD
ADCOCK RD
STARCHASE LN
ROLLINS RD
SWIFT SPRINGS RD
0 0.75 1.5 3 Miles
1 inch equals 1.5 miles
N
Hazen
FREESE NICHOLS
Water Conveyance System from City of Sanford WFF to Towns of Fuquay-Varina and Holly Springs
July 2022

Distribution Main – Wake County Parcels



- From the Booster Pump Station & Ground Storage Tank site to the Holly Springs Distribution System

GRANTOR: DUNCAN COOK HOLDINGS LLC
WAKE COUNTY PIN: 0646579321
GRANTEE: TOWN OF FUQUAY-VARINA AND
TOWN OF HOLLY SPRINGS
AS JOINT TENANTS

PERMANENT UTILITY EASEMENT

COMMENCING AT AN IRON PIPE SET HAVING N.C. GRID COORDINATES (NAD83/2011) IN FEET OF: N=666,830.69 AND E=2,046,954.82 ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19986 PAGE 585, DEED BOOK 20040 PAGE 1301 AND BOOK OF MAPS 2025 PAGE 1965 AND THE TOLL SOUTHEAST BUILDING INC PROPERTY AS RECORDED IN DEED BOOK 19994 PAGE 2465 IN THE OFFICE OF THE WAKE COUNTY REGISTER OF DEEDS; SAID IRON PIPE IS LOCATED NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST A DISTANCE OF 20.30 FEET FROM A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD (A 60' PUBLIC RIGHT-OF-WAY) MARKING THE EASTERN COMMON CORNER OF DUNCAN COOK HOLDINGS LLC AND TOLL SOUTHEAST BUILDING INC AND IS LOCATED SOUTH 88 DEGREES 14 MINUTES 12 SECONDS EAST A DISTANCE OF 1,069.35 FEET FROM AN EXISTING CONCRETE MONUMENT MARKING A COMMON CORNER OF THE SAID PROPERTIES. THENCE ALONG THE SAID COMMON PROPERTY LINE NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST FOR A DISTANCE OF 21.02 FEET TO A POINT. THENCE LEAVING THE SAID COMMON PROPERTY LINE NORTH 19 DEGREES 42 MINUTES 21 SECONDS EAST FOR A DISTANCE OF 85.33 FEET TO A POINT. THENCE NORTH 64 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 22.95 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 58.62 FEET TO A POINT. THENCE NORTH 25 DEGREES 47 MINUTES 02 SECONDS WEST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 650.26 FEET TO A POINT. THENCE NORTH 26 DEGREES 37 MINUTES 44 SECONDS WEST FOR A DISTANCE OF 12.73 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 16.85 FEET TO A POINT. THENCE NORTH 63 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 12.84 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 303.71 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 31.54 FEET TO THE POINT AND PLACE OF BEGINNING OF THIS PERMANENT UTILITY EASEMENT.

THENCE FROM THE SAID POINT AND PLACE OF BEGINNING NORTH 00 DEGREES 06 MINUTES 45 SECONDS WEST FOR A DISTANCE OF 39.06 FEET TO A POINT. THENCE NORTH 87 DEGREES 45 MINUTES 37 SECONDS WEST FOR A DISTANCE OF 397.33 FEET TO A POINT. THENCE NORTH 88 DEGREES 01 MINUTES 59 MINUTES WEST FOR A DISTANCE OF 260.94 FEET TO A POINT. THENCE NORTH 88 DEGREES 23 MINUTES 46 SECONDS WEST FOR A DISTANCE OF 340.32 FEET TO A POINT. THENCE NORTH 88 DEGREES 01 MINUTES 32 SECONDS WEST FOR A DISTANCE OF 54.36 FEET TO A POINT. THENCE NORTH 86 DEGREES 59 MINUTES 25 SECONDS WEST FOR A DISTANCE OF 56.38 FEET TO A POINT. THENCE NORTH 85 DEGREES 16 MINUTES 46 SECONDS WEST FOR A DISTANCE OF 57.28 FEET TO A POINT. THENCE NORTH 82 DEGREES 59 MINUTES 14 SECONDS WEST FOR A DISTANCE OF 57.58 FEET TO A POINT. THENCE NORTH 81 DEGREES 15 MINUTES 01 SECONDS WEST FOR A DISTANCE OF 55.79 FEET TO A POINT. THENCE NORTH 79 DEGREES 49

MINUTES 16 SECONDS WEST FOR A DISTANCE OF 79.36 FEET TO A POINT. THENCE NORTH 79 DEGREES 37 MINUTES 01 SECONDS WEST FOR A DISTANCE OF 88.64 FEET TO A POINT. THENCE NORTH 79 DEGREES 27 MINUTES 59 SECONDS WEST FOR A DISTANCE OF 94.50 FEET TO A POINT. THENCE NORTH 79 DEGREES 17 MINUTES 57 SECONDS WEST FOR A DISTANCE OF 30.22 FEET TO A POINT ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS DESCRIBED ABOVE AND THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19879 PAGE 2680. THENCE ALONG THE SAID COMMON LINE NORTH 02 DEGREES 52 MINUTES 19 SECONDS EAST FOR A DISTANCE OF 32.79 FEET TO A POINT ON THE SOUTHERN RIGHT-OF-WAY OF DUNCAN COOK RD (A 60' PUBLIC RIGHT-OF-WAY). THENCE ALONG THE SAID RIGHT-OF-WAY SOUTH 79 DEGREES 26 MINUTES 42 SECONDS EAST FOR A DISTANCE OF 35.13 FEET TO A POINT. THENCE SOUTH 79 DEGREES 34 MINUTES 37 SECONDS EAST FOR A DISTANCE OF 51.68 FEET TO A POINT. THENCE SOUTH 79 DEGREES 31 MINUTES 50 SECONDS EAST FOR A DISTANCE OF 50.71 FEET TO A POINT. THENCE SOUTH 79 DEGREES 36 MINUTES 05 SECONDS EAST FOR A DISTANCE OF 49.33 FEET TO A POINT. THENCE SOUTH 79 DEGREES 31 MINUTES 38 SECONDS EAST FOR A DISTANCE OF 14.95 FEET TO A POINT. THENCE SOUTH 79 DEGREES 31 MINUTES 38 SECONDS EAST FOR A DISTANCE OF 38.43 FEET TO A POINT. THENCE SOUTH 80 DEGREES 00 MINUTES 34 SECONDS EAST FOR A DISTANCE OF 50.23 FEET TO A POINT. THENCE SOUTH 81 DEGREES 03 MINUTES 27 SECONDS EAST FOR A DISTANCE OF 49.45 FEET TO A POINT. THENCE SOUTH 82 DEGREES 43 MINUTES 59 SECONDS EAST FOR A DISTANCE OF 50.82 FEET TO A POINT. THENCE SOUTH 84 DEGREES 30 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 52.43 FEET TO A POINT. THENCE SOUTH 86 DEGREES 36 MINUTES 11 SECONDS EAST FOR A DISTANCE OF 53.30 FEET TO A POINT. THENCE SOUTH 87 DEGREES 34 MINUTES 34 SECONDS EAST FOR A DISTANCE OF 53.00 FEET TO A POINT. THENCE SOUTH 88 DEGREES 25 MINUTES 33 SECONDS EAST FOR A DISTANCE OF 49.26 FEET TO A POINT. THENCE SOUTH 88 DEGREES 29 MINUTES 19 SECONDS EAST FOR A DISTANCE OF 52.33 FEET TO A POINT. THENCE SOUTH 88 DEGREES 40 MINUTES 19 SECONDS EAST FOR A DISTANCE OF 48.34 FEET TO A POINT. THENCE SOUTH 88 DEGREES 21 MINUTES 29 SECONDS EAST FOR A DISTANCE OF 50.89 FEET TO A POINT. THENCE SOUTH 88 DEGREES 26 MINUTES 39 SECONDS EAST FOR A DISTANCE OF 52.57 FEET TO A POINT. THENCE SOUTH 88 DEGREES 23 MINUTES 02 SECONDS EAST FOR A DISTANCE OF 49.37 FEET TO A POINT. THENCE SOUTH 88 DEGREES 28 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 51.43 FEET TO A POINT. THENCE SOUTH 88 DEGREES 00 MINUTES 12 SECONDS EAST FOR A DISTANCE OF 47.87 FEET TO A POINT. THENCE SOUTH 88 DEGREES 10 MINUTES 19 SECONDS EAST FOR A DISTANCE OF 52.28 FEET TO A POINT. THENCE SOUTH 88 DEGREES 05 MINUTES 50 SECONDS EAST FOR A DISTANCE OF 52.52 FEET TO A POINT. THENCE SOUTH 88 DEGREES 11 MINUTES 57 SECONDS EAST FOR A DISTANCE OF 52.25 FEET TO A POINT. THENCE SOUTH 88 DEGREES 07 MINUTES 15 SECONDS EAST FOR A DISTANCE OF 51.10 FEET TO A POINT. THENCE SOUTH 88 DEGREES 02 MINUTES 11 SECONDS EAST FOR A DISTANCE OF 53.79 FEET TO A POINT. THENCE SOUTH 87 DEGREES 53 MINUTES 14 SECONDS EAST FOR A DISTANCE OF 52.53 FEET TO A POINT. THENCE SOUTH 87 DEGREES 40 MINUTES 17 SECONDS EAST FOR A DISTANCE OF 52.13 FEET TO A POINT. THENCE SOUTH 87 DEGREES 45 MINUTES 08 SECONDS EAST FOR A DISTANCE OF 52.64 FEET TO A POINT. THENCE SOUTH 87 DEGREES 45 MINUTES 49 SECONDS EAST FOR A DISTANCE OF 48.89 FEET TO A POINT. THENCE SOUTH 88 DEGREES 15 MINUTES 09 SECONDS EAST FOR A DISTANCE OF 50.48 FEET TO A POINT. THENCE SOUTH 87 DEGREES 42 MINUTES 52 SECONDS EAST FOR A DISTANCE OF 50.34 FEET TO A POINT. THENCE SOUTH 87 DEGREES 27 MINUTES 10 SECONDS EAST FOR A DISTANCE OF 54.52 FEET TO A POINT. THENCE SOUTH 86 DEGREES 35 MINUTES 24

SECONDS EAST FOR A DISTANCE OF 41.05 FEET TO A POINT. THENCE SOUTH 01 DEGREES 39 MINUTES 09 SECONDS WEST FOR A DISTANCE OF 27.03 FEET TO A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD. THENCE ALONG THE SAID RIGHT-OF-WAY SOUTH 20 DEGREES 05 MINUTES 17 SECONDS WEST FOR A DISTANCE OF 30.48 FEET TO A POINT. THENCE LEAVING THE SAID RIGHT-OF-WAY SOUTH 36 DEGREES 58 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 22.50 FEET TO A POINT. THENCE NORTH 81 DEGREES 50 MINUTES 55 SECONDS WEST FOR A DISTANCE OF 20.32 FEET TO THE POINT AND PLACE OF BEGINNING. THIS EASEMENT CONTAINS 55,437 SQUARE FEET (1.2727 ACRES) IN AREA. REFERENCE IS HEREBY MADE TO THE ATTACHED EASEMENT PLAT PREPARED BY COOPER AND ASSOCIATES SURVEYORS, P.A. DATED JANUARY 06, 2025 AND REVISED DECEMBER 16, 2025.

TEMPORARY CONSTRUCTION EASEMENT (1)

COMMENCING AT AN IRON PIPE SET HAVING N.C. GRID COORDINATES (NAD83/2011) IN FEET OF: N=666,830.69 AND E=2,046,954.82 ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19986 PAGE 585, DEED BOOK 20040 PAGE 1301 AND BOOK OF MAPS 2025 PAGE 1965 AND THE TOLL SOUTHEAST BUILDING INC PROPERTY AS RECORDED IN DEED BOOK 19994 PAGE 2465 IN THE OFFICE OF THE WAKE COUNTY REGISTER OF DEEDS; SAID IRON PIPE IS LOCATED NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST A DISTANCE OF 20.30 FEET FROM A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD (A 60' PUBLIC RIGHT-OF-WAY) MARKING THE EASTERN COMMON CORNER OF DUNCAN COOK HOLDINGS LLC AND TOLL SOUTHEAST BUILDING INC AND IS LOCATED SOUTH 88 DEGREES 14 MINUTES 12 SECONDS EAST A DISTANCE OF 1,069.35 FEET FROM AN EXISTING CONCRETE MONUMENT MARKING A COMMON CORNER OF THE SAID PROPERTIES. THENCE ALONG THE SAID COMMON PROPERTY LINE NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST FOR A DISTANCE OF 21.02 FEET TO A POINT. THENCE LEAVING THE SAID COMMON PROPERTY LINE NORTH 19 DEGREES 42 MINUTES 21 SECONDS EAST FOR A DISTANCE OF 85.33 FEET TO A POINT. THENCE NORTH 64 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 22.95 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 58.62 FEET TO A POINT. THENCE NORTH 25 DEGREES 47 MINUTES 02 SECONDS WEST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 650.26 FEET TO A POINT. THENCE NORTH 26 DEGREES 37 MINUTES 44 SECONDS WEST FOR A DISTANCE OF 12.73 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 16.85 FEET TO A POINT. THENCE NORTH 63 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 12.84 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 303.71 FEET TO THE POINT AND PLACE OF BEGINNING OF THIS TEMPORARY CONSTRUCTION EASEMENT.

THENCE NORTH 00 DEGREES 06 MINUTES 45 SECONDS WEST FOR A DISTANCE OF 59.38 FEET TO A POINT. THENCE NORTH 87 DEGREES 45 MINUTES 37 SECONDS WEST FOR A DISTANCE OF 387.71 FEET TO A POINT. THENCE NORTH 88 DEGREES 01 MINUTES 59 SECONDS WEST FOR A DISTANCE OF 260.89 FEET TO A POINT. THENCE NORTH 88 DEGREES 23 MINUTES 46 SECONDS WEST FOR A DISTANCE OF 340.32 FEET TO A POINT. THENCE NORTH 88 DEGREES 01 MINUTES 32 SECONDS

WEST FOR A DISTANCE OF 54.48 FEET TO A POINT. THENCE NORTH 86 DEGREES 59 MINUTES 25 SECONDS WEST FOR A DISTANCE OF 56.62 FEET TO A POINT. THENCE NORTH 85 DEGREES 16 MINUTES 46 SECONDS WEST FOR A DISTANCE OF 57.63 FEET TO A POINT. THENCE NORTH 82 DEGREES 59 MINUTES 14 SECONDS WEST FOR A DISTANCE OF 57.93 FEET TO A POINT. THENCE NORTH 81 DEGREES 15 MINUTES 01 SECONDS WEST FOR A DISTANCE OF 56.07 FEET TO A POINT. THENCE NORTH 79 DEGREES 49 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 79.51 FEET TO A POINT. THENCE NORTH 79 DEGREES 37 MINUTES 01 SECONDS WEST FOR A DISTANCE OF 88.67 FEET TO A POINT. THENCE NORTH 79 DEGREES 27 MINUTES 59 SECONDS WEST FOR A DISTANCE OF 94.52 FEET TO A POINT. THENCE NORTH 79 DEGREES 17 MINUTES 57 SECONDS WEST FOR A DISTANCE OF 28.86 FEET TO A POINT ON THE COMMON PROPERTY LINE OF DUNCAN COOK HOLDINGS LLC AS DESCRIBED ABOVE AND THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19879 PAGE 2680. THENCE ALONG THE SAID COMMON PROPERTY LINE NORTH 02 DEGREES 52 MINUTES 19 SECONDS EAST FOR A DISTANCE OF 10.09 FEET TO A POINT; SAID POINT BEING THE SOUTHWEST CORNER OF THE ABOVE-DESCRIBED PERMANENT UTILITY EASEMENT. THENCE ALONG THE SAID PERMANENT UTILITY EASEMENT THE FOLLOWING THIRTEEN (13) BEARINGS AND DISTANCES:

SOUTH 79 DEGREES 17 MINUTES 57 SECONDS EAST FOR 30.22 FEET TO A POINT;
SOUTH 79 DEGREES 27 MINUTES 59 SECONDS EAST FOR 94.50 FEET TO A POINT;
SOUTH 79 DEGREES 37 MINUTES 01 SECONDS EAST FOR 88.64 FEET TO A POINT;
SOUTH 79 DEGREES 49 MINUTES 16 SECONDS EAST FOR 79.36 FEET TO A POINT;
SOUTH 81 DEGREES 15 MINUTES 01 SECONDS EAST FOR 55.79 FEET TO A POINT;
SOUTH 82 DEGREES 59 MINUTES 14 SECONDS EAST FOR 57.58 FEET TO A POINT;
SOUTH 85 DEGREES 16 MINUTES 46 SECONDS EAST FOR 57.28 FEET TO A POINT;
SOUTH 86 DEGREES 59 MINUTES 25 SECONDS EAST FOR 56.38 FEET TO A POINT;
SOUTH 88 DEGREES 01 MINUTES 32 SECONDS EAST FOR 54.36 FEET TO A POINT;
SOUTH 88 DEGREES 23 MINUTES 46 SECONDS EAST FOR 340.32 FEET TO A POINT;
SOUTH 88 DEGREES 01 MINUTES 59 SECONDS EAST FOR 260.94 FEET TO A POINT;
SOUTH 87 DEGREES 45 MINUTES 37 SECONDS EAST FOR 397.33 FEET TO A POINT;
SOUTH 00 DEGREES 06 MINUTES 45 SECONDS EAST FOR 39.06 FEET TO A POINT;
SOUTH 18 DEGREES 22 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 31.54 FEET TO THE POINT AND PLACE OF BEGINNING.

THIS EASEMENT CONTAINS 16,172 SQUARE FEET (0.3713 ACRES) IN AREA. REFERENCE IS HEREBY MADE TO THE ATTACHED EASEMENT PLAT PREPARED BY COOPER AND ASSOCIATES SURVEYORS, P.A. DATED JANUARY 06, 2025 AND REVISED DECEMBER 16, 2025.

TEMPORARY CONSTRUCTION EASEMENT (2)

COMMENCING AT AN IRON PIPE SET HAVING N.C. GRID COORDINATES (NAD83/2011) IN FEET OF: N=666,830.69 AND E=2,046,954.82 ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19986 PAGE 585, DEED BOOK 20040 PAGE 1301 AND BOOK OF MAPS 2025 PAGE 1965 AND THE TOLL SOUTHEAST BUILDING INC PROPERTY AS RECORDED IN DEED BOOK 19994 PAGE 2465 IN THE OFFICE OF THE WAKE COUNTY REGISTER OF DEEDS; SAID IRON PIPE IS LOCATED NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST A DISTANCE OF 20.30 FEET FROM A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD (A 60'

PUBLIC RIGHT-OF-WAY) MARKING THE EASTERN COMMON CORNER OF DUNCAN COOK HOLDINGS LLC AND TOLL SOUTHEAST BUILDING INC AND IS LOCATED SOUTH 88 DEGREES 14 MINUTES 12 SECONDS EAST A DISTANCE OF 1,069.35 FEET FROM AN EXISTING CONCRETE MONUMENT MARKING A COMMON CORNER OF THE SAID PROPERTIES. THENCE NORTH 19 DEGREES 42 MINUTES 21 SECONDS EAST FOR A DISTANCE OF 70.67 FEET TO A POINT. THENCE NORTH 64 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 23.05 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 75.19 FEET TO A POINT. THENCE NORTH 25 DEGREES 47 MINUTES 02 SECONDS WEST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 650.44 FEET TO A POINT. THENCE NORTH 19 DEGREES 00 MINUTES 38 SECONDS EAST FOR A DISTANCE OF 18.49 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 347.14 FEET TO A POINT. THENCE NORTH 36 DEGREES 58 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 22.50 FEET TO A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD. THENCE ALONG THE SAID RIGHT-OF-WAY NORTH 20 DEGREES 05 MINUTES 17 SECONDS EAST FOR A DISTANCE OF 30.48 FEET TO THE POINT AND PLACE OF BEGINNING OF THIS TEMPORARY CONSTRUCTION EASEMENT.

THENCE NORTH 01 DEGREES 39 MINUTES 09 SECONDS EAST FOR A DISTANCE OF 27.03 FEET TO A POINT. THENCE SOUTH 86 DEGREES 35 MINUTES 24 SECONDS EAST FOR A DISTANCE OF 8.92 FEET TO A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD. THENCE ALONG THE SAID RIGHT-OF-WAY SOUTH 20 DEGREES 05 MINUTES 17 SECONDS WEST FOR A DISTANCE OF 28.20 FEET TO THE POINT AND PLACE OF BEGINNING. THIS EASEMENT CONTAINS 121 SQUARE FEET (0.0028 ACRES) IN AREA. REFERENCE IS HEREBY MADE TO THE ATTACHED EASEMENT PLAT PREPARED BY COOPER AND ASSOCIATES SURVEYORS, P.A. DATED JANUARY 06, 2025 AND REVISED DECEMBER 16, 2025.

TEMPORARY CONSTRUCTION EASEMENT (3)

COMMENCING AT AN IRON PIPE SET HAVING N.C. GRID COORDINATES (NAD83/2011) IN FEET OF: N=666,830.69 AND E=2,046,954.82 ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19986 PAGE 585, DEED BOOK 20040 PAGE 1301 AND BOOK OF MAPS 2025 PAGE 1965 AND THE TOLL SOUTHEAST BUILDING INC PROPERTY AS RECORDED IN DEED BOOK 19994 PAGE 2465 IN THE OFFICE OF THE WAKE COUNTY REGISTER OF DEEDS; SAID IRON PIPE IS LOCATED NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST A DISTANCE OF 20.30 FEET FROM A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD (A 60' PUBLIC RIGHT-OF-WAY) MARKING THE EASTERN COMMON CORNER OF DUNCAN COOK HOLDINGS LLC AND TOLL SOUTHEAST BUILDING INC AND IS LOCATED SOUTH 88 DEGREES 14 MINUTES 12 SECONDS EAST A DISTANCE OF 1,069.35 FEET FROM AN EXISTING CONCRETE MONUMENT MARKING A COMMON CORNER OF THE SAID PROPERTIES. THENCE NORTH 19 DEGREES 42 MINUTES 21 SECONDS EAST FOR A DISTANCE OF 70.67 FEET TO A POINT. THENCE NORTH 64 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 23.05 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 75.19 FEET TO A POINT. THENCE NORTH 25 DEGREES 47 MINUTES 02 SECONDS WEST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE NORTH 19 DEGREES 12

MINUTES 58 SECONDS EAST FOR A DISTANCE OF 650.44 FEET TO A POINT. THENCE NORTH 19 DEGREES 00 MINUTES 38 SECONDS EAST FOR A DISTANCE OF 18.49 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 347.14 FEET TO THE POINT AND PLACE OF BEGINNING OF THIS TEMPORARY CONSTRUCTION EASEMENT. THENCE NORTH 36 DEGREES 58 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 22.50 FEET TO A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD. THENCE ALONG THE SAID RIGHT-OF-WAY SOUTH 18 DEGREES 37 MINUTES 54 SECONDS WEST FOR A DISTANCE OF 20.05 FEET TO A POINT. THENCE NORTH 81 DEGREES 50 MINUTES 55 SECONDS WEST FOR A DISTANCE OF 7.20 FEET TO THE POINT AND PLACE OF BEGINNING. THIS EASEMENT CONTAINS 71 SQUARE FEET (0.0016 ACRES) IN AREA. REFERENCE IS HEREBY MADE TO THE ATTACHED EASEMENT PLAT PREPARED BY COOPER AND ASSOCIATES SURVEYORS, P.A. DATED JANUARY 06, 2025 AND REVISED DECEMBER 16, 2025.

GRANTOR: DUNCAN COOK HOLDINGS LLC
WAKE COUNTY PIN: 0646579321
GRANTEE: TOWN OF FUQUAY-VARINA

PERMANENT UTILITY EASEMENT

BEGINNING AT AN IRON PIPE SET HAVING N.C. GRID COORDINATES (NAD83/2011) IN FEET OF: N=666,830.69 AND E=2,046,954.82 ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19986 PAGE 585, DEED BOOK 20040 PAGE 1301 AND BOOK OF MAPS 2025 PAGE 1965 AND THE TOLL SOUTHEAST BUILDING INC PROPERTY AS RECORDED IN DEED BOOK 19994 PAGE 2465 IN THE OFFICE OF THE WAKE COUNTY REGISTER OF DEEDS; SAID IRON PIPE IS LOCATED NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST A DISTANCE OF 20.30 FEET FROM A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD (A 60' PUBLIC RIGHT-OF-WAY) MARKING THE EASTERN COMMON CORNER OF DUNCAN COOK HOLDINGS LLC AND TOLL SOUTHEAST BUILDING INC AND IS LOCATED SOUTH 88 DEGREES 14 MINUTES 12 SECONDS EAST A DISTANCE OF 1,069.35 FEET FROM AN EXISTING CONCRETE MONUMENT MARKING A COMMON CORNER OF THE SAID PROPERTIES. THENCE ALONG THE SAID COMMON LINE NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST FOR A DISTANCE OF 21.02 FEET TO A POINT. THENCE NORTH 19 DEGREES 42 MINUTES 21 SECONDS EAST FOR A DISTANCE OF 85.33 FEET TO A POINT. THENCE NORTH 64 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 22.95 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 58.62 FEET TO A POINT. THENCE NORTH 25 DEGREES 47 MINUTES 02 SECONDS WEST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 650.26 FEET TO A POINT. THENCE NORTH 26 DEGREES 37 MINUTES 44 SECONDS WEST FOR A DISTANCE OF 12.73 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 16.85 FEET TO A POINT. THENCE NORTH 63 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 12.84 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 303.71 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 31.54 FEET TO A POINT. THENCE

SOUTH 81 DEGREES 50 MINUTES 55 SECONDS EAST FOR A DISTANCE OF 20.32 FEET TO A POINT. THENCE SOUTH 18 DEGREES 22 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 347.14 FEET TO A POINT. THENCE SOUTH 19 DEGREES 00 MINUTES 38 SECONDS WEST FOR A DISTANCE OF 18.49 FEET TO A POINT. THENCE SOUTH 19 DEGREES 12 MINUTES 58 SECONDS WEST FOR A DISTANCE OF 650.44 FEET TO A POINT. THENCE SOUTH 25 DEGREES 47 MINUTES 02 SECONDS EAST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE SOUTH 19 DEGREES 12 MINUTES 58 SECONDS WEST FOR A DISTANCE OF 75.19 FEET TO A POINT. THENCE SOUTH 64 DEGREES 12 MINUTES 58 SECONDS WEST FOR A DISTANCE OF 23.05 FEET TO A POINT. THENCE SOUTH 19 DEGREES 42 MINUTES 21 SECONDS WEST FOR A DISTANCE OF 70.67 FEET TO THE POINT AND PLACE OF BEGINNING. THIS EASEMENT CONTAINS 24,242 SQUARE FEET (0.5565 ACRES) IN AREA. REFERENCE IS HEREBY MADE TO THE ATTACHED EASEMENT PLAT PREPARED BY COOPER AND ASSOCIATES SURVEYORS, P.A. DATED JANUARY 06, 2025 AND REVISED DECEMBER 16, 2025.

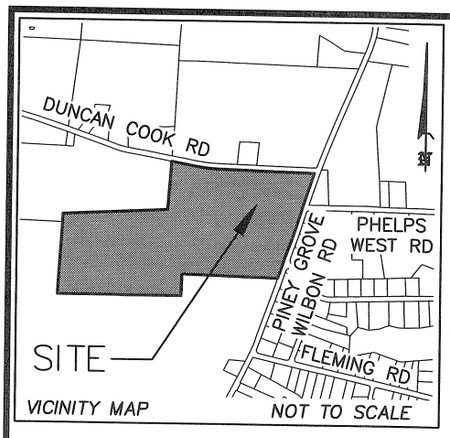
TEMPORARY CONSTRUCTION EASEMENT

BEGINNING AT A POINT ON THE COMMON PROPERTY LINE OF THE DUNCAN COOK HOLDINGS LLC PROPERTY AS RECORDED IN DEED BOOK 19986 PAGE 585, DEED BOOK 20040 PAGE 1301 AND BOOK OF MAPS 2025 PAGE 1965 AND THE TOLL SOUTHEAST BUILDING INC PROPERTY AS RECORDED IN DEED BOOK 19994 PAGE 2465 IN THE OFFICE OF THE WAKE COUNTY REGISTER OF DEEDS; SAID POINT IS LOCATED ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD (A 60' PUBLIC RIGHT-OF-WAY). THENCE NORTH 88 DEGREES 14 MINUTES 12 SECONDS WEST FOR A DISTANCE OF 20.30 FEET TO AN IRON PIPE SET HAVING N.C. GRID COORDINATES (NAD83/2011) IN FEET OF: N=666,830.69 AND E=2,046,954.82; SAID IRON PIPE MARKS THE SOUTHEAST CORNER OF THE ABOVE-DESCRIBED PERMANENT UTILITY EASEMENT AND IS LOCATED SOUTH 88 DEGREES 14 MINUTES 12 SECONDS EAST A DISTANCE OF 1,069.35 FEET FROM AN EXISTING CONCRETE MONUMENT MARKING A COMMON CORNER OF THE SAID PROPERTIES. THENCE NORTH 19 DEGREES 42 MINUTES 21 SECONDS EAST FOR A DISTANCE OF 70.67 FEET TO A POINT. THENCE NORTH 64 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 23.05 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 75.19 FEET TO A POINT. THENCE NORTH 25 DEGREES 47 MINUTES 02 SECONDS WEST FOR A DISTANCE OF 14.14 FEET TO A POINT. THENCE NORTH 19 DEGREES 12 MINUTES 58 SECONDS EAST FOR A DISTANCE OF 650.44 FEET TO A POINT. THENCE NORTH 19 DEGREES 00 MINUTES 38 SECONDS EAST FOR A DISTANCE OF 18.49 FEET TO A POINT. THENCE NORTH 18 DEGREES 22 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 347.14 FEET TO A POINT. THENCE SOUTH 81 DEGREES 50 MINUTES 55 SECONDS EAST FOR A DISTANCE OF 7.20 FEET TO A POINT ON THE WESTERN RIGHT-OF-WAY OF PINEY GROVE WILBON RD. THENCE ALONG THE SAID RIGHT-OF-WAY SOUTH 18 DEGREES 37 MINUTES 54 SECONDS WEST FOR A DISTANCE OF 30.03 FEET TO A POINT. THENCE SOUTH 18 DEGREES 57 MINUTES 42 SECONDS WEST FOR A DISTANCE OF 56.07 FEET TO A POINT. THENCE SOUTH 17 DEGREES 19 MINUTES 24 SECONDS WEST FOR A DISTANCE OF 51.98 FEET TO A POINT. THENCE SOUTH 17 DEGREES 14 MINUTES 00 SECONDS WEST FOR A DISTANCE OF 54.36 FEET TO A POINT. THENCE SOUTH 17 DEGREES 02 MINUTES 24 SECONDS WEST FOR A DISTANCE OF 45.37 FEET TO A POINT. THENCE SOUTH 17 DEGREES 29 MINUTES 52 SECONDS WEST FOR A DISTANCE OF 46.99 FEET TO A POINT. THENCE SOUTH 18 DEGREES 09 MINUTES 56 SECONDS WEST FOR A DISTANCE OF 63.04 FEET A POINT. THENCE SOUTH 17 DEGREES 59 MINUTES 35 SECONDS WEST FOR A DISTANCE OF 47.95 FEET TO A POINT. THENCE SOUTH 18 DEGREES 33 MINUTES 00

SECONDS WEST FOR A DISTANCE OF 54.36 FEET TO A POINT. THENCE SOUTH 18 DEGREES 37 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 53.26 FEET TO A POINT. THENCE SOUTH 18 DEGREES 22 MINUTES 22 SECONDS WEST FOR A DISTANCE OF 52.64 FEET TO A POINT. THENCE SOUTH 18 DEGREES 27 MINUTES 01 SECONDS WEST FOR A DISTANCE OF 51.43 FEET TO A POINT. THENCE SOUTH 19 DEGREES 07 MINUTES 34 SECONDS WEST FOR A DISTANCE OF 52.59 FEET TO A POINT. THENCE SOUTH 18 DEGREES 51 MINUTES 36 SECONDS WEST FOR A DISTANCE OF 47.53 FEET TO A POINT. THENCE SOUTH 19 DEGREES 05 MINUTES 31 SECONDS WEST FOR A DISTANCE OF 53.22 FEET TO A POINT. THENCE SOUTH 19 DEGREES 29 MINUTES 58 SECONDS WEST FOR A DISTANCE OF 51.46 FEET TO A POINT. THENCE SOUTH 19 DEGREES 25 MINUTES 01 SECONDS WEST FOR A DISTANCE OF 50.33 FEET TO A POINT. THENCE SOUTH 19 DEGREES 32 MINUTES 21 SECONDS WEST FOR A DISTANCE OF 50.22 FEET TO A POINT. THENCE SOUTH 19 DEGREES 08 MINUTES 51 SECONDS WEST FOR A DISTANCE OF 50.78 FEET TO A POINT. THENCE SOUTH 19 DEGREES 10 MINUTES 36 SECONDS WEST FOR A DISTANCE OF 57.68 FEET TO A POINT. THENCE SOUTH 19 DEGREES 58 MINUTES 13 SECONDS WEST FOR A DISTANCE OF 48.54 FEET TO A POINT. THENCE SOUTH 19 DEGREES 30 MINUTES 57 SECONDS WEST FOR A DISTANCE OF 51.89 FEET TO A POINT. THENCE SOUTH 19 DEGREES 45 MINUTES 40 SECONDS WEST FOR A DISTANCE OF 52.34 FEET TO A POINT. THENCE SOUTH 19 DEGREES 13 MINUTES 51 SECONDS WEST FOR A DISTANCE OF 9.58 TO THE POINT AND PLACE OF BEGINNING. THIS EASEMENT CONTAINS 13,669 SQUARE FEET (0.3138 ACRES) IN AREA. REFERENCE IS HEREBY MADE TO THE ATTACHED EASEMENT PLAT PREPARED BY COOPER AND ASSOCIATES SURVEYORS, P.A. DATED JANUARY 06, 2025 AND REVISED DECEMBER 16, 2025.



EXHIBIT A



NOTES

1)– THE N.C. GRID COORDINATES SHOWN WERE DETERMINED USING REAL TIME KINEMATIC GPS OBSERVATIONS TAKEN ON 02/12/24.

2)– THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.

3)– THIS EXHIBIT DOES NOT REPRESENT A BOUNDARY SURVEY. ALL BOUNDARIES ARE DRAWN FROM RECORD DEEDS AND/OR PLATS AND ARE SUBJECT TO ALL EASEMENTS, AGREEMENTS, AND RIGHTS–OF–WAY OF RECORD.

4)– THE SOLE PURPOSE OF THIS MAP IS TO GRAPHICALLY SHOW THE PERMANENT UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT FOR ACQUISITION PURPOSES ONLY FOR THE SANFORD TO FUQUAY–VARINA WATERLINE CONVEYANCE PROJECT.

5)– THIS PROPERTY IS NOT LOCATED WITHIN A FEMA SPECIAL FLOOD HAZARD AREA AS SHOWN ON MAP NO. 3720064600J, EFFECTIVE 10/13/06.

c. 4. This survey is a proposed easement for public utility as defined in G.S. 62–3.

Professional Land Surveyor

N.C. GRID (NAD 83/2011) SEE NOTE 1

This parcel is located in the FUQUAY–VARINA Planning Jurisdiction

NOW OR FORMERLY
T.M. & INEX ADCOCK FAMILY LLC
DB 6377 PG 844
DB 20040 PG 1301
BM 2025 PG 1965
PIN: 0646780632
2600 PINEY GROVE WILBON RD

REBAR
REBAR
REBAR
EIP DISTURBED
ROCK W/NAIL
CAR LEAFSPRING
R/W
R/W

SEE SECTION 5 ON SHEET 6 OF 10

DUNCAN COOK ROAD – SR 1123
60' PUBLIC RIGHT–OF–WAY
EIP
EIP

HS and FV
FV

NOW OR FORMERLY
DUNCAN COOK HOLDINGS LLC
DB 19879 PG 2608
5800 DUNCAN COOK RD
PIN: 0646474950

PHELPS WEST RD
SR 1104

SEE SECTION 2 ON SHEET 3 OF 10
SEE SECTION 1 ON SHEET 2 OF 10
SEE SECTION 3 ON SHEET 4 OF 10
SEE SECTION 4 ON SHEET 5 OF 10
SEE SECTION 6 ON SHEET 7 OF 10
SEE SECTION 7 ON SHEET 8 OF 10
SEE SECTION 8 ON SHEET 9 OF 10

ECM
REBAR

NOW OR FORMERLY
DUNCAN COOK HOLDINGS LLC
DB 19986 PG 585
DB 20040 PG 1301
BM 2025 PG 1965
2724 PINEY GROVE WILBON RD
PIN: 0646579321

ECM BROKEN
ECM

PINEY GROVE WILBON RD SR 1107 (60' PUBLIC RIGHT–OF–WAY)

NOW OR FORMERLY
TOLL SOUTHEAST BUILDING INC
DB 19994 PG 2465
2836 PINEY GROVE WILBON RD
PIN: 0646469015

EIP

FLEMING RD SR 1103 (60' PUBLIC RIGHT–OF–WAY)

REBAR
ECM
ECM

NORTH CAROLINA PROFESSIONAL SEAL L-4501 LAND SURVEYOR COLLEEN C. JEWELL

REVISION: 08/25/25
UPDATE OWNER INFORMATION.
REVISION: 10/14/25
ADDED UPE EASEMENT.
REVISION: 10/28/25
INCORPORATE BOOK OF MAPS 2025 PAGE 1965
REVISION: 12/16/25
UPDATED PIN NUMBER.

0 500 1000 Feet

SHEET 1 OF 10

I, COLLEEN C. JEWELL, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AND REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47–30 AS AMENDED AND MEETS THE ATTACHMENT RULE OF PARAGRAPH M. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL, THIS 06TH DAY OF JANUARY A.D., 2025.

SURVEYOR

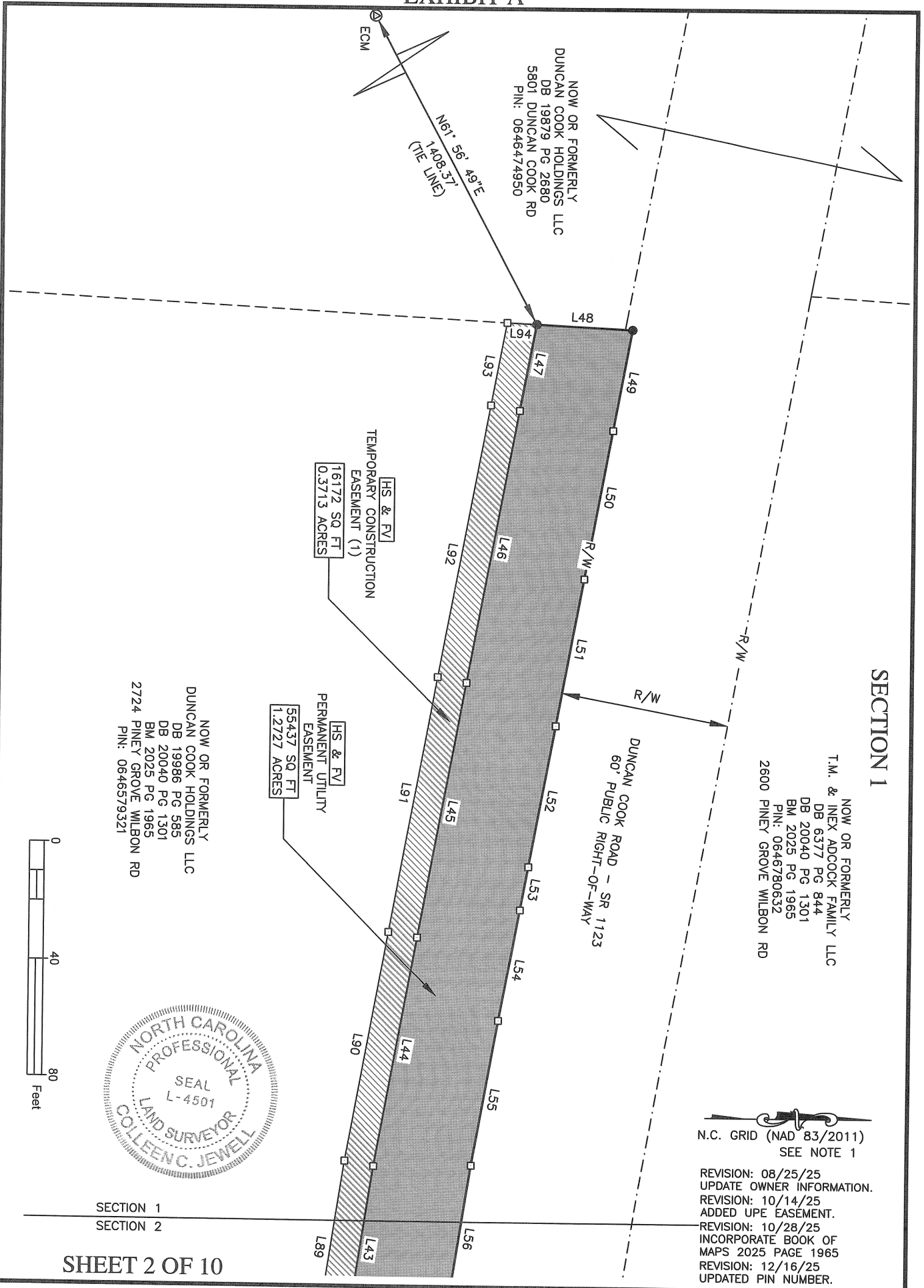
L–4501
LICENSE NUMBER

ALL DISTANCES SHOWN ARE HORIZONTAL GROUND MEASURED IN FEET.			*AREAS COMPUTED BY COORDINATES.*	*FILE NAME:* 7122–COOK 2431.dwg	
Surv'd: LB	*Drawn:* CRB	*Chk'd:* CCJ	*Job No.:* 7122	*Date:* 01/06/25	*Scale:* 1" = 500'

COOPER AND ASSOCIATES SURVEYORS, P.A.
(C–1461)
P.O. Box 3444
CARY, NC 27519
404 E. CHATHAM ST. SUITE E
CARY, NC 27511
OFFICE – (919)469–1760
EMAIL: SURVEYS@COOPERSURVEYORS.COM

EASEMENT PLAT
GRANTOR: DUNCAN COOK HOLDINGS LLC
GRANTEE: TOWN OF FUQUAY–VARINA AND TOWN OF HOLLY SPRINGS AS JOINT TENANTS
– SANFORD TO FUQUAY–VARINA WATERLINE CONVEYANCE PROJECT –
HOLLY SPRINGS TNSP., WAKE COUNTY, NORTH CAROLINA

EXHIBIT A



REVISION: 08/25/25
UPDATE OWNER INFORMATION.
REVISION: 10/14/25
ADDED UPE EASEMENT.
REVISION: 10/28/25
INCORPORATE BOOK OF
MAPS 2025 PAGE 1965
REVISION: 12/16/25
UPDATED PIN NUMBER.

SHEET 2 OF 10

I, COLLEEN C. JEWELL, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AND REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED AND MEETS THE ATTACHMENT RULE OF PARAGRAPH M. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL, THIS 06TH DAY OF JANUARY A.D., 2025.

SURVEYOR

L-4501
LICENSE NUMBER

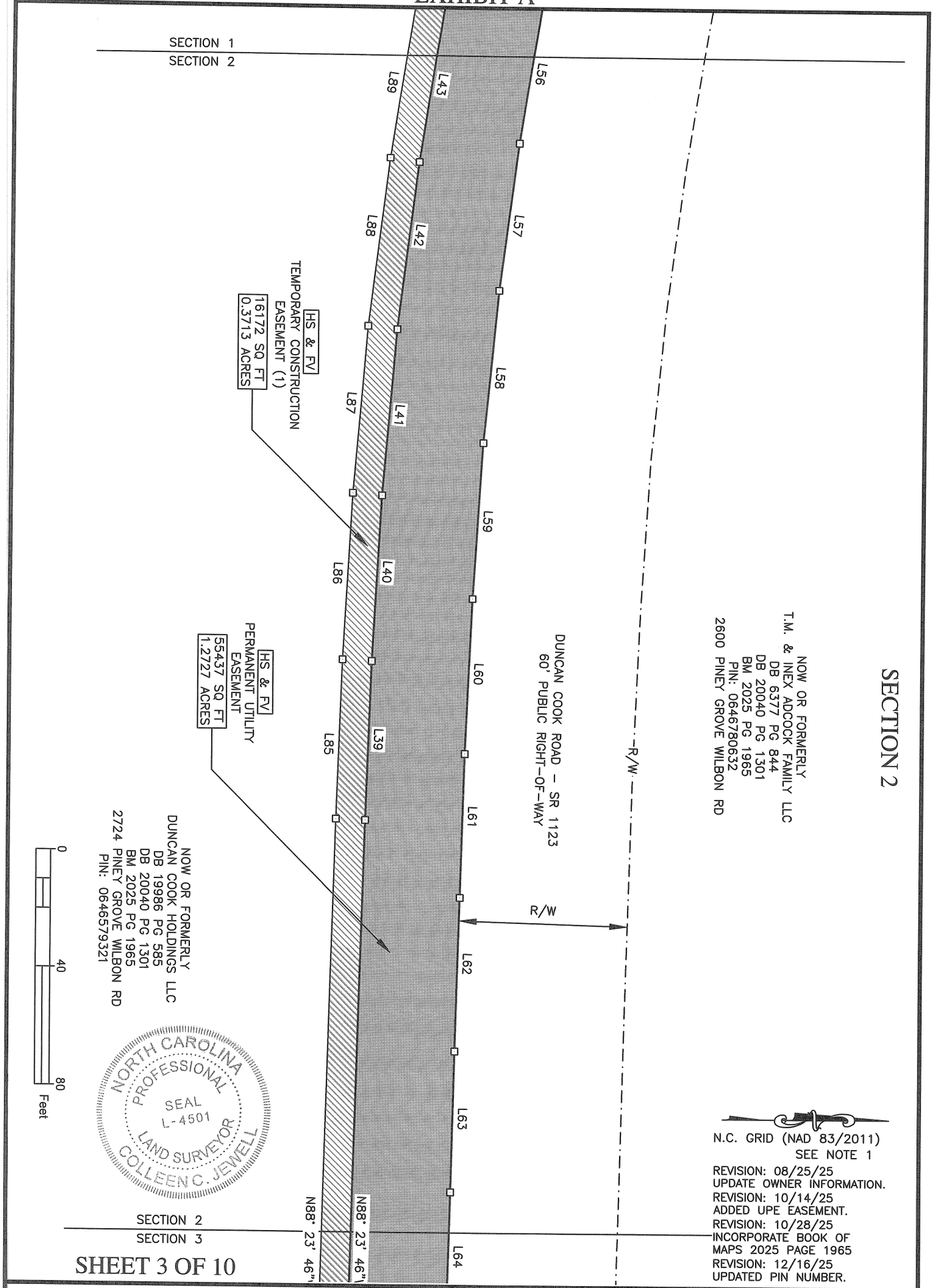
ALL DISTANCES SHOWN ARE HORIZONTAL GROUND MEASURED IN FEET. | AREAS COMPUTED BY COORDINATES. | FILE NAME: 7122-COOK 2431.dwg

Surv'd: LB | Drawn: CRB | Chk'd: CCJ | Job No.: 7122 | Date: 01/06/25 | Scale: 1" = 40'

COOPER AND ASSOCIATES SURVEYORS, P.A.
(C-1461)
P.O. Box 3444
CARY, NC 27519
404 E. CHATHAM ST. SUITE E
CARY, NC 27511
OFFICE - (919)469-1760
EMAIL: SURVEYS@COOPERSURVEYORS.COM

EASEMENT PLAT
GRANTOR: DUNCAN COOK HOLDINGS LLC
GRANTEE: TOWN OF FUQUAY-VARINA AND
TOWN OF HOLLY SPRINGS AS JOINT TENANTS
- SANFORD TO FUQUAY-VARINA WATERLINE CONVEYANCE PROJECT -
HOLLY SPRING TNSP., WAKE COUNTY, NORTH CAROLINA

EXHIBIT A



SHEET 3 OF 10

N.C. GRID (NAD 83/2011)
SEE NOTE 1

REVISION: 08/25/25
UPDATE OWNER INFORMATION.
REVISION: 10/14/25
ADDED UPE EASEMENT.
REVISION: 10/28/25
INCORPORATE BOOK OF MAPS 2025 PAGE 1965
REVISION: 12/16/25
UPDATED PIN NUMBER.

I, COLLEEN C. JEWELL, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AND REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED AND MEETS THE ATTACHMENT RULE OF PARAGRAPH M. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL, THIS 06TH DAY OF JANUARY A.D., 2025.

SURVEYOR

L-4501
LICENSE NUMBER

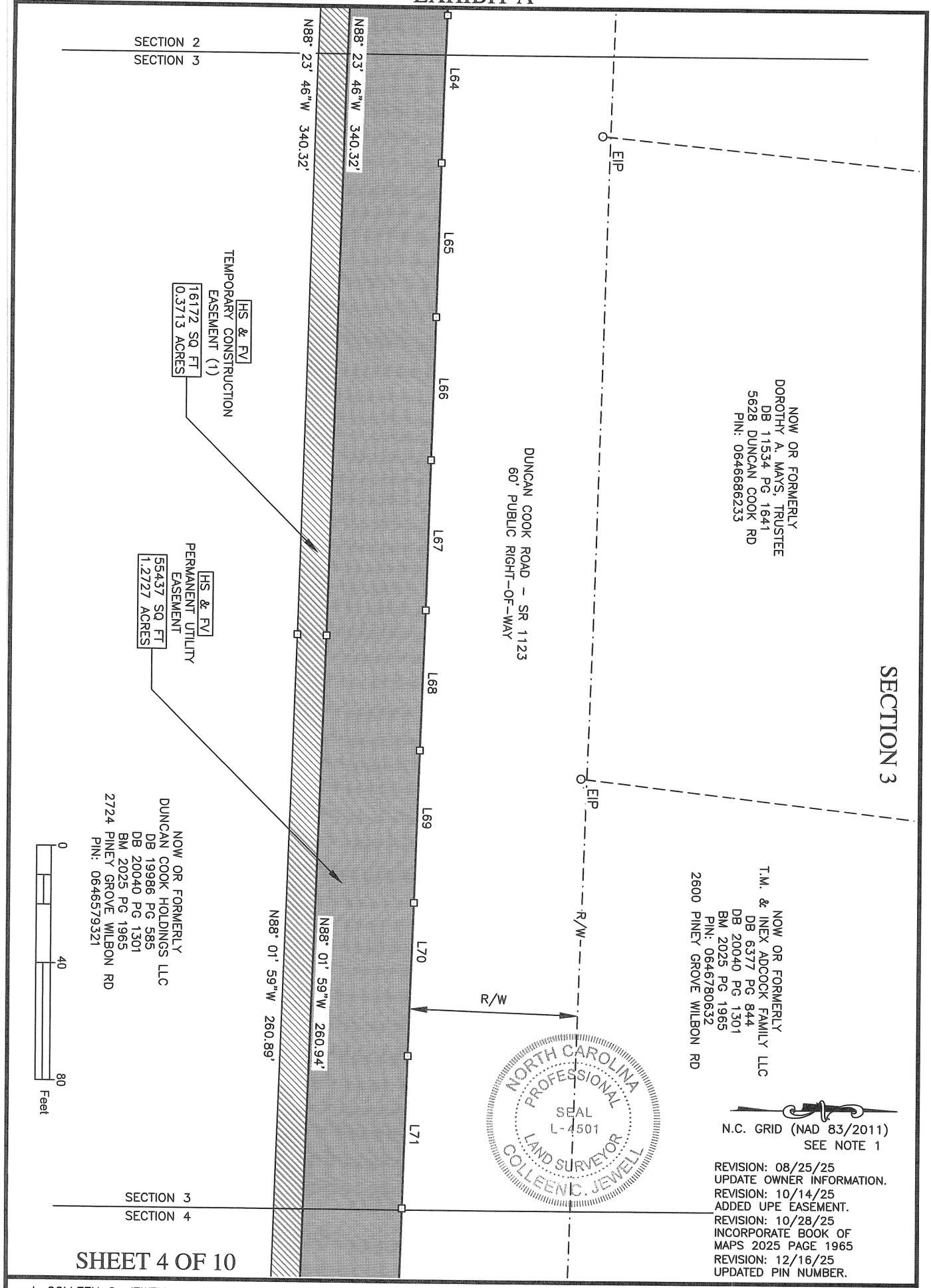
ALL DISTANCES SHOWN ARE HORIZONTAL GROUND MEASURED IN FEET. | AREAS COMPUTED BY COORDINATES. | FILE NAME: 7122-COOK 2431.dwg

Surv'd: LB | Drawn: CRB | Chk'd: CCJ | Job No.: 7122 | Date: 01/06/25 | Scale: 1" = 40'

COOPER AND ASSOCIATES SURVEYORS, P.A.
(C-1461)
P.O. Box 3444
CARY, NC 27519
404 E. CHATHAM ST. SUITE E
CARY, NC 27511
OFFICE - (919)469-1760
EMAIL: SURVEYS@COOPERSURVEYORS.COM

EASEMENT PLAT
GRANTOR: DUNCAN COOK HOLDINGS LLC
GRANTEE: TOWN OF FUQUAY-VARINA AND TOWN OF HOLLY SPRINGS AS JOINT TENANTS
- SANFORD TO FUQUAY-VARINA WATERLINE CONVEYANCE PROJECT -
HOLLY SPRING TNSP., WAKE COUNTY, NORTH CAROLINA

EXHIBIT A



REVISION: 08/25/25
UPDATE OWNER INFORMATION.
REVISION: 10/14/25
ADDED UPE EASEMENT.
REVISION: 10/28/25
INCORPORATE BOOK OF MAPS 2025 PAGE 1965
REVISION: 12/16/25
UPDATED PIN NUMBER.

SHEET 4 OF 10

I, COLLEEN C. JEWELL, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION USING REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AND REFERENCED HEREON; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED AND MEETS THE ATTACHMENT RULE OF PARAGRAPH M. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL, THIS 06TH DAY OF JANUARY A.D., 2025.

SURVEYOR

L-4501
LICENSE NUMBER

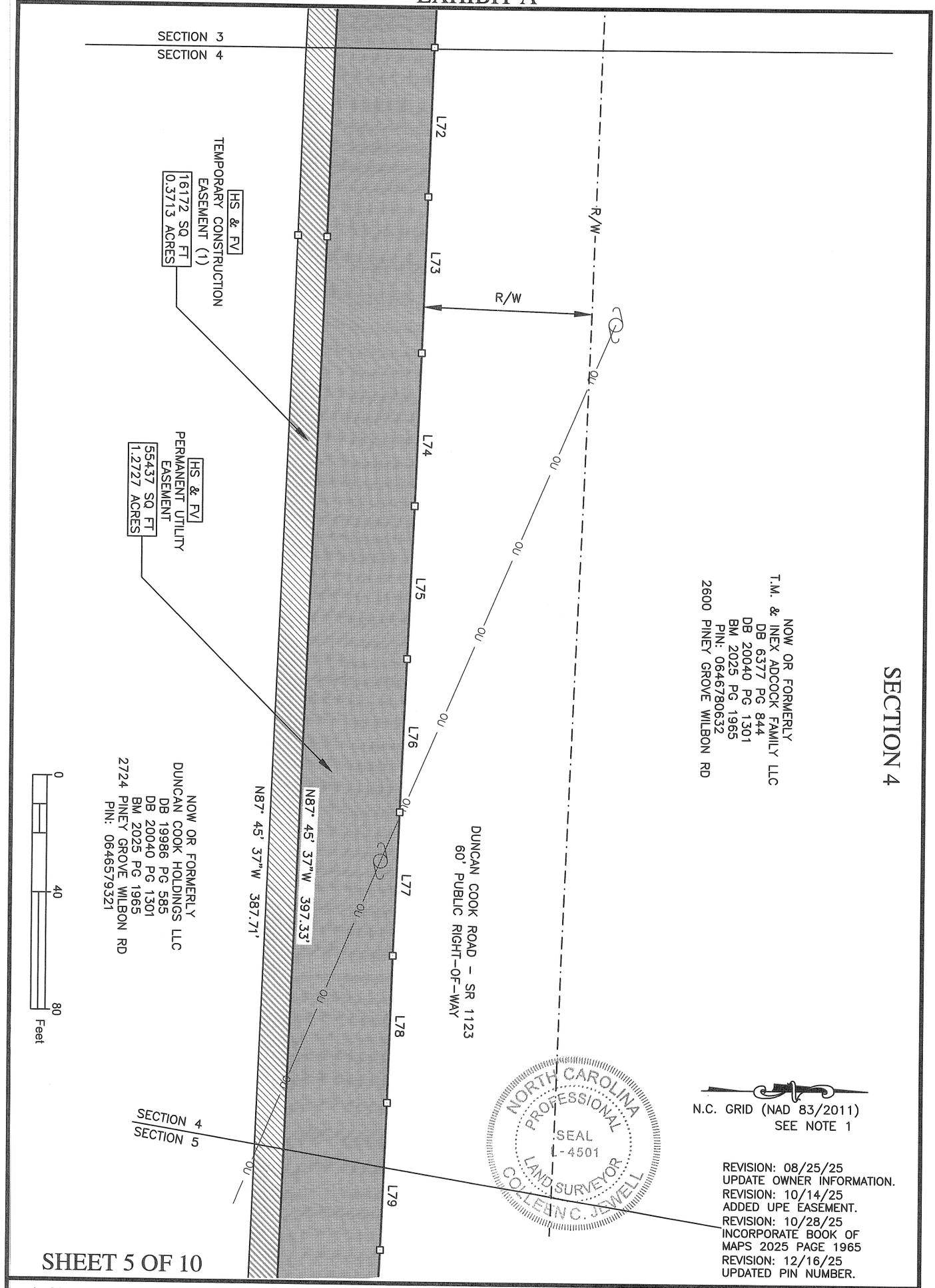
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Surv'd: LB | Drawn: CRB | Chk'd: CCJ | Job No.: 7122 | Date: 01/06/25 | Scale: 1" = 40'

COOPER AND ASSOCIATES SURVEYORS, P.A.
(C-1461)
P.O. Box 3444
CARY, NC 27519
404 E. CHATHAM ST. SUITE E
CARY, NC 27511
OFFICE - (919)469-1760
EMAIL: SURVEYS@COOPERSURVEYORS.COM

EASEMENT PLAT
GRANTOR: DUNCAN COOK HOLDINGS LLC
GRANTEE: TOWN OF FUQUAY-VARINA AND TOWN OF HOLLY SPRINGS AS JOINT TENANTS
- SANFORD TO FUQUAY-VARINA WATERLINE CONVEYANCE PROJECT -
HOLLY SPRING TNSP., WAKE COUNTY, NORTH CAROLINA

EXHIBIT A



REVISION: 08/25/25
UPDATE OWNER INFORMATION.
REVISION: 10/14/25
ADDED UPE EASEMENT.
REVISION: 10/28/25
INCORPORATE BOOK OF MAPS 2025 PAGE 1965
REVISION: 12/16/25
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SHEET 5 OF 10

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SURVEYOR

L-4501
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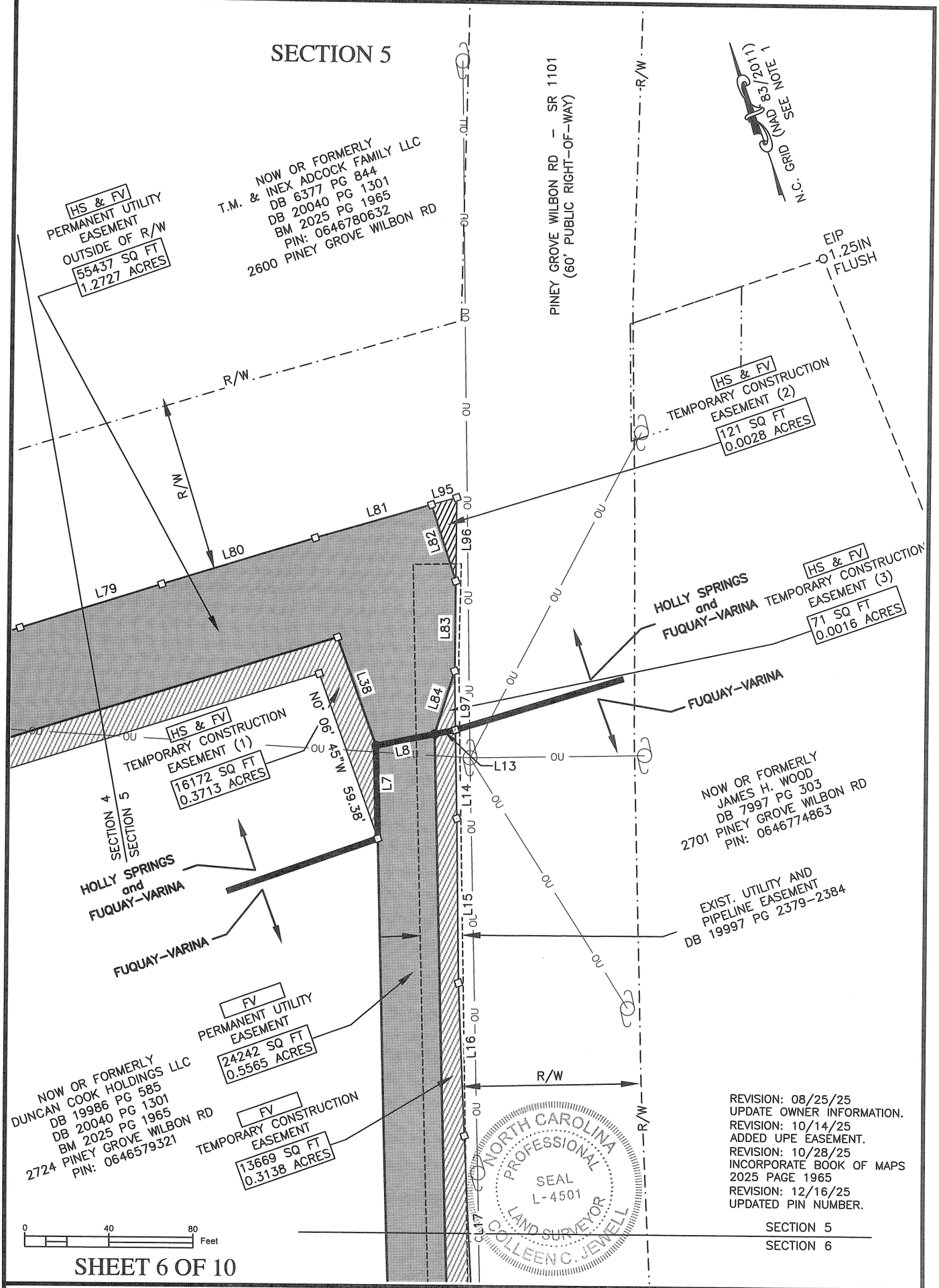
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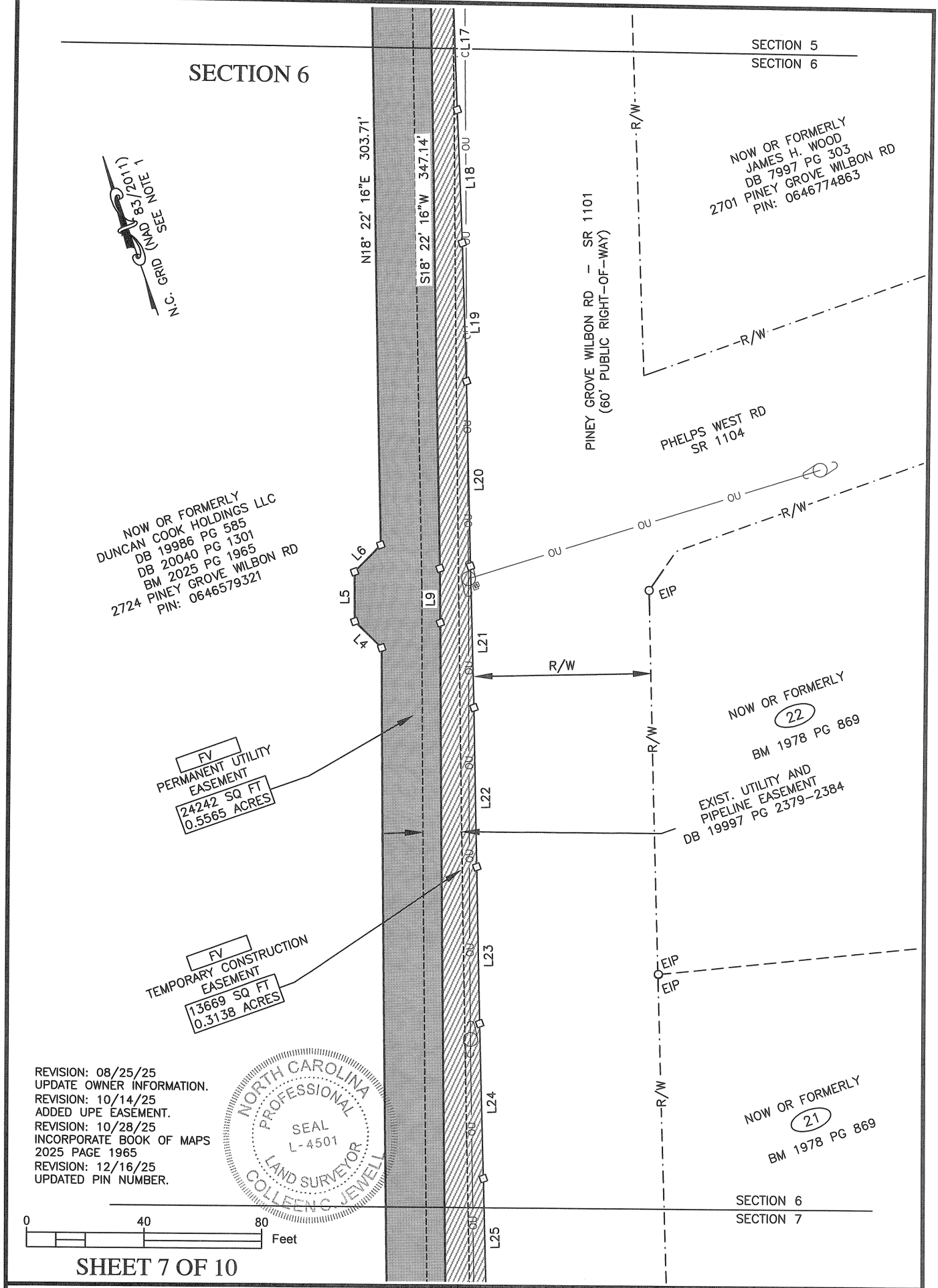
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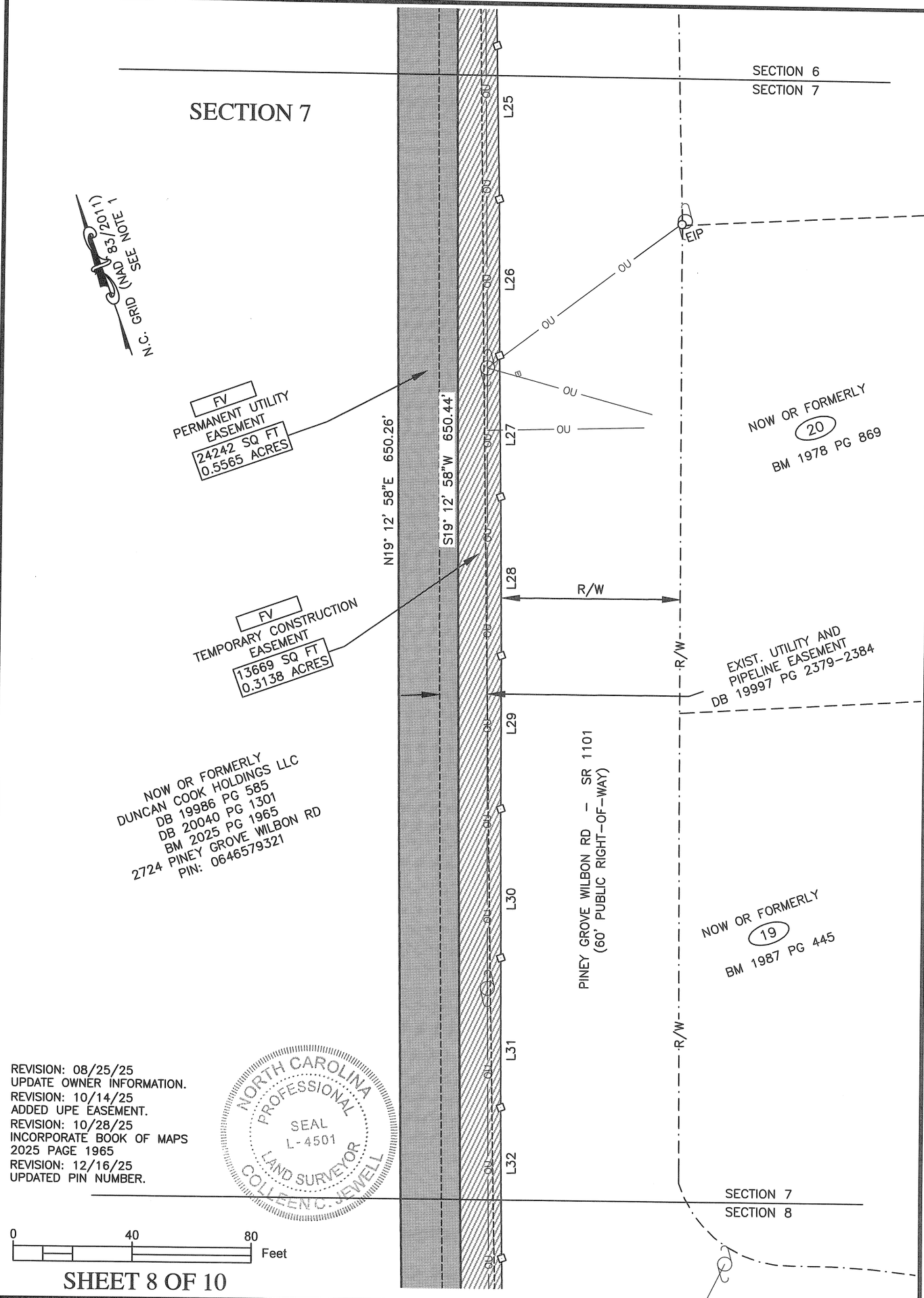
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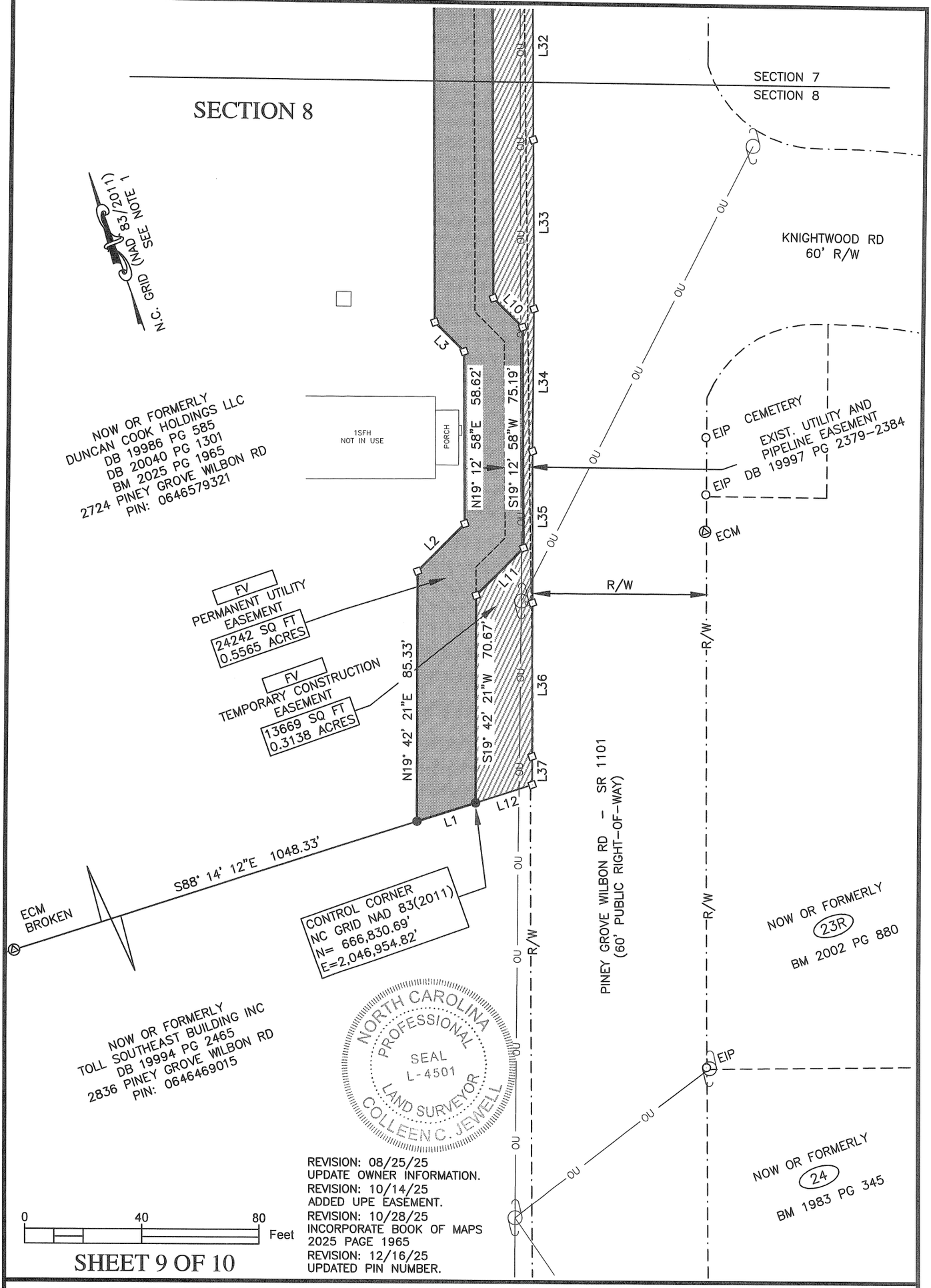
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0 40 80 Feet

SHEET 9 OF 10

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HOLLY SPRING TNSP., WAKE COUNTY, NORTH CAROLINA

EXHIBIT A

Line Table		
Line #	Direction	Length
L1	N88° 14' 12"W	21.02'
L2	N64° 12' 58"E	22.95'
L3	N25° 47' 02"W	14.14'
L4	N26° 37' 44"W	12.73'
L5	N19° 12' 58"E	16.85'
L6	N63° 22' 16"E	12.84'
L7	N18° 22' 16"E	31.54'
L8	S81° 50' 55"E	20.32'
L9	S19° 00' 38"W	18.49'
L10	S25° 47' 02"E	14.14'
L11	S64° 12' 58"W	23.05'
L12	N88° 14' 12"W	20.30'
L13	S81° 50' 55"E	7.20'
L14	S18° 37' 54"W	30.03'
L15	S18° 57' 42"W	56.07'
L16	S17° 19' 24"W	51.98'
L17	S17° 14' 00"W	54.36'
L18	S17° 02' 24"W	45.37'
L19	S17° 29' 52"W	46.99'
L20	S18° 09' 56"W	63.04'
L21	S17° 59' 35"W	47.95'
L22	S18° 33' 00"W	54.36'
L23	S18° 37' 16"W	53.26'
L24	S18° 22' 22"W	52.64'
L25	S18° 27' 01"W	51.43'

Line Table		
Line #	Direction	Length
L26	S19° 07' 34"W	52.59'
L27	S18° 51' 36"W	47.53'
L28	S19° 05' 31"W	53.22'
L29	S19° 29' 58"W	51.46'
L30	S19° 25' 01"W	50.33'
L31	S19° 32' 21"W	50.22'
L32	S19° 08' 51"W	50.78'
L33	S19° 10' 36"W	57.68'
L34	S19° 58' 13"W	48.54'
L35	S19° 30' 57"W	51.89'
L36	S19° 45' 40"W	52.34'
L37	S19° 13' 51"W	9.58'
L38	N0° 06' 45"W	39.06'
L39	N88° 01' 32"W	54.36'
L40	N86° 59' 25"W	56.38'
L41	N85° 16' 46"W	57.28'
L42	N82° 59' 14"W	57.58'
L43	N81° 15' 01"W	55.79'
L44	N79° 49' 16"W	79.36'
L45	N79° 37' 01"W	88.64'
L46	N79° 27' 59"W	94.50'
L47	N79° 17' 57"W	30.22'
L48	N2° 52' 19"E	32.79'
L49	S79° 26' 42"E	35.13'
L50	S79° 34' 37"E	51.68'

Line Table		
Line #	Direction	Length
L51	S79° 31' 50"E	50.71'
L52	S79° 36' 05"E	49.33'
L53	S79° 31' 38"E	14.95'
L54	S79° 31' 38"E	38.43'
L55	S80° 00' 34"E	50.23'
L56	S81° 03' 27"E	49.45'
L57	S82° 43' 59"E	50.82'
L58	S84° 30' 16"E	52.43'
L59	S86° 36' 11"E	53.30'
L60	S87° 34' 34"E	53.00'
L61	S88° 25' 33"E	49.26'
L62	S88° 29' 19"E	52.33'
L63	S88° 40' 19"E	48.34'
L64	S88° 21' 29"E	50.89'
L65	S88° 26' 39"E	52.57'
L66	S88° 23' 02"E	49.37'
L67	S88° 28' 58"E	51.43'
L68	S88° 00' 12"E	47.87'
L69	S88° 10' 19"E	52.28'
L70	S88° 05' 50"E	52.52'
L71	S88° 11' 57"E	52.25'
L72	S88° 07' 15"E	51.10'
L73	S88° 02' 11"E	53.79'
L74	S87° 53' 14"E	52.53'
L75	S87° 40' 17"E	52.13'

Line Table		
Line #	Direction	Length
L76	S87° 45' 08"E	52.64'
L77	S87° 45' 49"E	48.89'
L78	S88° 15' 09"E	50.48'
L79	S87° 42' 52"E	50.34'
L80	S87° 27' 10"E	54.52'
L81	S86° 35' 24"E	41.05'
L82	S1° 39' 09"W	27.03'
L83	S20° 05' 17"W	30.48'
L84	S36° 58' 16"W	22.50'
L85	N88° 01' 32"W	54.48'
L86	N86° 59' 25"W	56.62'
L87	N85° 16' 46"W	57.63'
L88	N82° 59' 14"W	57.93'
L89	N81° 15' 01"W	56.07'
L90	N79° 49' 16"W	79.51'
L91	N79° 37' 01"W	88.67'
L92	N79° 27' 59"W	94.52'
L93	N79° 17' 57"W	28.86'
L94	N2° 52' 19"E	10.09'
L95	S86° 35' 24"E	8.92'
L96	S20° 05' 17"W	28.20'
L97	N18° 37' 54"E	20.05'

LEGEND

- ● – IRON PIPE SET
- ○ – EXISTING IRON PIPE (EIP/REBAR)
- □ – COMPUTED CORNER
- Ⓐ – EXISTING CONCRETE MONUMENT (ECM)
- —— —·R/W·— —·— —— – RIGHT–OF–WAY
- EXISTING PROPERTY LINE
- – – – – – – – – – PROPERTY LINE NOT SURVEYED
- – EXISTING UTILITY POLE
- OU – OVERHEAD UTILITY LINE(S)
- – PERMANENT UTILITY EASEMENT (PUE)
- – TEMPORARY CONSTRUCTION EASEMENT
- HS – HOLLY SPRINGS
- FV – FUQUAY–VARINA
- – EXIST. UTILITY AND PIPELINE EASEMENT DB 19997 PG 2379–2384

HOLLY SPRINGS and FUQUAY–VARINA AREA SUMMARY	
PERMANENT UTILITY EASEMENT	55437 (SF)
	1.2727 (AC)
TEMPORARY CONSTRUCTION EASEMENT (1)	16172 (SF)
	0.3713 (AC)
TEMPORARY CONSTRUCTION EASEMENT (2)	121 (SF)
	0.0028 (AC)
TEMPORARY CONSTRUCTION EASEMENT (3)	71 (SF)
	0.0016 (AC)
TOTAL	71801 (SF)
	1.648 (AC)

FUQUAY–VARINA AREA SUMMARY	
PERMANENT UTILITY EASEMENT	24242 (SF)
	0.5565 (AC)
TEMPORARY CONSTRUCTION EASEMENT	13669 (SF)
	0.3138 (AC)
TOTAL	37911 (SF)
	0.870 (AC)

TOTAL EASEMENT AREA SUMMARY	
HOLLY SPRINGS and FUQUAY–VARINA	71801 (SF)
	1.648 (AC)
FUQUAY–VARINA	37911 (SF)
	0.870 (AC)
TOTAL	109712 (SF)
	2.518 (AC)

NORTH CAROLINA PROFESSIONAL SEAL L-4501 LAND SURVEYOR COLLEEN C. JEWELL

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Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Consent Agenda
Title: Holly Springs Rd. (Central) - Design Change Order #4
Strategic Priority Area: Growth Management & Economic Vitality
Vibrant Community
Community Safety
Staff Resource: Tim Athy, Utilities and Infrastructure, Morgan Nelson, Utilities and Infrastructure

Action(s):
Award and authorize the Town Manager to sign and execute the Kimley-Horn and Associates, Inc. (Kimley-Horn) design contract Change Order #4 in the amount of $65,137.

Explanation:

- The Holly Springs Rd. (Central) transportation project is a capacity, mobility, and safety improvement project between Flint Point Ln. and Main St. Improvements include installing a four-lane median divided roadway with pedestrian safety improvements.
- This change order includes: (1) utility design revisions, including (a) modifications directed by the Town and (b) adjustments to address conflicts with the recently installed gas main; (2) plan revisions that eliminated the need to remove two existing residences; (3) revisions to the bid documents to reflect updated North Carolina Department of Transportation (NCDOT) requirements; and (4) updates to the project's environmental documentation, including the federally required Categorical Exclusion (CE).
- In 2025, Enbridge Gas (formerly Dominion Energy) installed a new gas main within the project footprint, requiring the design team to revise the plans to address utility conflicts resulting from the installation.
- After discussions with two property owners whose houses were expected to be removed as part of the proposed construction, the design team was able to redesign the roadway cross-section and preserve the homes.
- Additional traffic studies are required to determine the extent of pedestrian crossing device implementation. Such devices as a High-Intensity Activated crossWalK (HAWK) signal require a NCDOT signal warrant to be installed.
- The $2.0+ million Locally Administered Projects Program (LAPP) grant awarded to the Town in 2019 and reinstated in 2025 is funded with federal dollars, which by law require updated environmental studies if more than one year has elapsed since the original Categorical Exclusion (CE) approval; the project's CE documentation expired in October 2025.

Background:

- At the 2022 Mayor and Town Council Retreat, council provided guidance for staff to

resume project efforts and endorsed a funding strategy for the planning, design, and construction of the "Central" portion of Holly Springs Rd. improvements.
- Current planning efforts could position the project for construction bidding in 2026.

Funding Source(s):

- Community Investment Plan - Transportation Bond Funds / LAPP Grant funds

Attachment(s):

1. KHA__Amend_04

AMENDMENT NUMBER 04 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

This is Amendment number 04 dated December 4, 2025 to the agreement between the Town of Holly Springs ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated January 11, 2023 (“the Agreement") concerning U-6094 Holly Springs Road Widening- Central (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Task 1- Project Coordination and Administration

The Consultant anticipates additional coordination and administration effort due to the extension of the project schedule from the original contract. The Consultant will complete the tasks listed below.

Project Meetings- Consultant anticipates additional monthly client meetings to discuss project status to date and other related matters. It is assumed Consultant will attend twelve (12) monthly coordination meetings. Consultant will provide Client with a written summary of each meeting. These meetings will be in addition to those described in the tasks described below.

Project Administration- The Consultant anticipates additional project administration that will include monthly invoicing, transmittals, phone contacts, and other general project management. It is assumed the project will last twelve (12) months.

Task 2- Categorical Exclusion

NCDOT and National Environmental Policy Act (NEPA) regulations require that a consultation document be completed prior to the authorization for use of federal funds to acquire right-of-way or begin construction if the most recent supporting environmental document, such as a Categorical Exclusion (CE) or consultation, was approved more than a year prior to the request for right-of-way or construction authorization. Kimley-Horn prepared a CE for the subject project which was approved by NCDOT on July 11, 2019. A consultation was subsequently prepared and approved by NCDOT on October 7, 2024. A construction consultation must be completed for the project prior to construction because more than a year has passed since the approval of the last NEPA document.

Kimley-Horn will prepare one consultation document prior to construction for U-6094 in compliance with the most recent FHWA and NCDOT standards to assess environmental and design changes since the approval of the consultation in 2024. The Consultant will use available GIS and online databases to assess the presence of protected resources as outlined in the CE. The Consultant will compare the current plans to those documented in the previous consultation to identify any notable changes in impacts to environmental resources. It is anticipated that there has been no change to the project study area.

The draft consultation document will be provided to the Client and NCDOT for review in electronic format. The draft document will be revised once based on comments received and distributed to the Client and NCDOT for signature electronically. The Consultant will provide an electronic copy of the approved Consultation to the Client, NCDOT, and FHWA for their records.

It is assumed that additional agency coordination will not be completed as part of this task, including

for 4(f), 6(f), and Section 106 compliance. If additional coordination is required, it will be considered additional service.

Task 3- Public Involvement

As directed by Client, Consultant will shift the remaining budget from this task to cover some of the required additional effort on tasks shown in this amendment.

Task 4- Roadway Design

As part of the design and review process for approval of the construction drawings package, the Consultant completed additional services including but not limited to the items listed below:

- Preliminary roundabout concept figures for school bus entrance intersection for internal Town discussions.
- Design adjustments to roadway design in front of Parcel 16 to minimize property impacts.
- Addressing additional comments received from NCDOT on the project specifications due to updates to the standard specifications through the design process.
- Additional rounds of plan comments received from both NCDOT, and the Town not anticipated in the original contract.

Task 5- Hydraulic Design

As part of the design and review process for approval of the construction drawings package, the Consultant completed additional services including but not limited to the items listed below:

- Storm drainage design revisions for roadway adjustments in front of Parcel 16.
- Storm drainage adjustments through Colonial pipeline easement per coordination with Colonial.
- Storm drainage adjustments to avoid utility conflicts.
- Revised ditch design along the eastern side of Raleigh Street.

Task 8- Utility Coordination

The Consultant anticipates additional coordination will be required with the private utility companies for development of the final relocation plans.

Upon receipt of the revised final relocation plans from the utility companies, Consultant will update utility by others (UBO) plans to include in the final construction plans. The UBO plans will compile each utility company's relocation plan referenced onto the roadway design plans. The UBO plans are not intended as construction drawings for the utility relocations, but as a reference to compare the various plans.

Task 12- Additional Meetings

As directed by Client, Consultant will shift the remaining budget from this task to cover some of the required additional effort on tasks shown in this amendment.

Task 13- Water and Sewer Relocation Design

As part of the design and review process for approval of the construction drawings package, the Consultant completed additional services including but not limited to the items listed below:

- Utility design adjustments per private utility conflict investigation.
- Additional rounds of plan comments received from both NCDOT, and the Town not anticipated in the original contract.

- Additional 8” waterline design for waterline extension and fire hydrant Collins Street and Johnson Street on the south side of Holly Springs Road as requested by the Town for future waterline connections.

For the services set forth above, Client shall pay Consultant the following compensation:

The total lump sum fees for Tasks 1-5, 8, 12, and 13 will be adjusted by the amount as labeled.

Task 1 Project Coordination and Administration	$16,000.00
Task 2 Categorical Exclusion	$15,000.00
Task 3 Public Involvement	$-4,325.00
Task 4 Roadway Design	$23,000.00
Task 5 Hydraulic Design	$5,000.00
Task 8 Utility Coordination	$9,000.00
Task 12 Additional Meetings	$-3,038.00
Task 13 Water and Sewer Relocation Design	$4,500.00
Total Lump Sum Labor Fee	$65,137.00

CLIENT:	CONSULTANT:
TOWN OF HOLLY SPRINGS	KIMLEY-HORN AND ASSOCIATES, INC.
By: _____	By: _
Title: _____	Title: _Vice President_____
Date: _____	Date: _December 4, 2025_____

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

Consent Agenda
Title: Engineering Design and Construction Standards Supplement #14
Strategic Priority Area: Growth Management & Economic Vitality
Organizational Excellence
Vibrant Community
Community Safety
Staff Resource: Theresa Randall, Utilities and Infrastructure, Sara Emig, Utilities and Infrastructure, Kendra Parrish, Utilities and Infrastructure

Action(s):
Approve Supplement #14 to the Engineering Design and Construction Standards (EDCS).

Explanation:

- The purpose of the Engineering Design and Construction Standards (EDCS) is to establish consistent requirements for the design and construction of public infrastructure, including streets, sidewalks, water, wastewater and stormwater systems. The EDCS ensures quality, safety, consistency, and operational efficiency across all engineered projects (public and private).
- Supplement #14 to the EDCS adds the following language to Section 3—Streets, Driveways, and Parking Lots to improve alignment and consistency with the Regional Greenway Standards:
    - The added Greenway alignment must be proof rolled before installing geotextile fabric and crushed stone, and again before paving, with a minimum compaction of 95%.
    - The surface course must be a minimum of 2-inch Superpave asphalt (Type S9.5B) in accordance with Division 6 of the current NCDOT Standard Specifications.
    - Appropriately sized ductile iron pipe (Detail HS343) is required based on a professional engineer’s calculations.
    - Updated Detail HS340 - 10' Asphalt Greenway Trail for clarity and consistency with terminology used throughout Section 3 of the EDCS.

Background:

- The Engineering Design and Construction Standards (EDCS) establish the minimum specifications required by the Town for public infrastructure, including but not limited to utilities, roadways, and greenways.
- Both private development and Town capital projects must adhere to these standards to ensure high-quality infrastructure that can be efficiently maintained as part of the Town's public system.
- Consistent enforcement of the EDCS leads to infrastructure that is sustainable, durable,

cost-effective and aligned with long-term asset maintenance goals.

- Design and construction best practices and materials are constantly evolving and improving in quality, availability, and efficiency; Town staff from multiple departments regularly review and contribute updates to the standards to reflect current construction materials and best practices.
- Where site conditions do not present topographic, environmental, or constructability constraints, minor deviations from standard Greenway alignment and cross-section details may be considered to allow design flexibility, provided that such deviations meet or exceed the performance, safety, and durability objectives of the EDCS and the Regional Greenway Standards.

Funding Source(s):

N/A

Attachment(s):

1. 3.00 Supp 14_Jan 2026
2. EDCS Supp 14 Summary of Changes
3. HS340_10FT_Asphalt_Greenway_Trail

SECTION 3.00
STREETS, DRIVEWAYS, AND PARKING LOTS

SUB-INDEX

3.01 GENERAL

3.02 DESIGN

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B. Horizontal Street Design

C. Vertical Design

D. Geometrics-Radii

E. Cul-de-sacs

F. Driveways/Access

G. Curb and Gutter

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I. Sidewalks and Sidepaths

J. Pavement Design

K. Pavement Markings and Signage

M. Shoulder Sections

N. Roadway Network

O. Signal Poles

3.03 SIGHT DISTANCE

A. Intersection Sight Distance

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3.05 CONSTRUCTION AND INSPECTION

A. Streets

B. Curb and Gutter, Driveways, Sidewalks, and Concrete Sidepaths

3.06 FIRE LANES

3.07 TRAFFIC CONTROL, TRAFFIC SIGNALS, AND STREET NAME SIGNS & POSTS

3.08 TRAFFIC CALMING DEVICES

3.09 PEDESTRIAN CROSSINGS

3.10 STREET TREES

3.11 THOROUGHFARE/MEDIAN PLANTINGS

3.12 GREENWAY SPECIFICATIONS

3.13 SMALL WIRELESS TELECOMMUNICATION FACILITIES (LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY)

3.14 BUS STOP AND BUS SHELTER

3.15 STREET LIGHTS

3.01 GENERAL

The latest revision of the *Standard Specifications for Roads and Structures* of the North Carolina Department of Transportation shall apply unless otherwise specified herein.

Whenever the following terms are used in above said specifications the intended meaning of such terms shall be as follows:

"State" or "Commission" shall be replaced by "Town of Holly Springs."

"Resident Engineer" shall be replaced by the words "Executive Director of Utilities and Infrastructure."

"Sampling and testing by Commission" shall be replaced by the words "sampling and testing by the Town or its authorized testing agent."

"Inspection by Commission" shall be replaced by "Inspection by Town or its duly authorized representative."

All utility and roadwork that will affect the traveling public must follow the Town of Holly Springs Public Communication Guidelines so that proper notifications are given prior to work commencing and all safety measure in place. A notification must be conveyed to the Town of Holly Springs Development Inspector three (3) weeks prior to the start of road or utility work in the roadway or work will be shut down until proper notification is complete.

3.02 DESIGN

All streets (private and public) shall be designed and fully constructed to the Town of Holly Springs Engineering Design and Construction Standards in accordance with all ordinances and policies of the Town. Refer to the Town of Holly Springs UDO and Comprehensive Transportation Plan for requirements for improving existing thoroughfares and streets. NCDOT standards shall be used on all existing State roads, extensions of existing State roads, or roads to be maintained by NCDOT.

Street design is based primarily on criteria dictated by the street classification, design speed, surrounding terrain, and traffic volumes. The following factors shall also be considered in determining street and right-of-way widths: urban-type development, on-street parking, alley-loaded units, zoning, depth of lots (length of driveways), garages, street trees, street network, setbacks, street classification, speed limit, and sidewalks. The Executive Director of Utilities and Infrastructure shall make the final approval for necessary street and right-of-way widths. The following are intended to be recommended street and right-of-way widths for suburban-type developments. Specific information and documentation on

development and/or product types to be serviced by roadways should be provided for consideration of street widths, and such information may be incorporated into development and/or plan approval conditions. Streets shall be designed to accommodate all movements necessary for WB-50 designed vehicle. Turning templates may be required to verify WB-50 movements.

Note that a Transportation Impact Analysis (TIA), or trip generation memorandum may be required to accompany plans submitted to the Town, or required as early as rezoning petition submittal, for consideration of traffic impacts due to development. The Executive Director of Utilities and Infrastructure will determine what level of analysis is required based on preliminary trip generation information provided to Staff by the Applicant. Impacts identified as part of a plan submittal or rezoning petition shall be the responsibility of the development.

For any development project submitted into the review process in a location where a Town road widening project has been identified in the Community Investment Plan Project List, the developer shall be responsible for the full cost of construction across the project's property frontage, until such time that the Town's road widening project is completed.

In special circumstances, the Town may elect to require payment of a fee-in-lieu of installation of roadway improvements.

A. Street Classifications for Town Specifications

*See above paragraph regarding factors that determine street cross-section and right-of-way section. Early communication (in preliminary design) with the Executive Director of Utilities and Infrastructure to determine the appropriate street and right-of-way width for the particular development is encouraged. The following street cross sections comprise the most typically utilized sections for the Town. The details at the end of these design and construction standards include additional cross sections that are utilized when other factors are considered. Note that reduced roadway cross sections may be permitted for streets serving areas for which a master land use plan is approved, with approval of the Executive Director of Utilities and Infrastructure.

In areas where an entrance median is desired, the width of the median shall be in addition to required cross sections as specified.

Alleys

Typical width: 20 feet on 25-foot private easement

All alleys are private. They are encouraged in the Downtown Area and in areas which feature neotraditional and mixed-use developments, and adjacent to limited-access facilities. The purpose of an alley is to provide utility and vehicular access along the rear or side of new residential and non-residential structures. All alleys

are to be privately maintained with measures to ensure the travel way is not obstructed in any manner, including by parking or loading. Alleys that will be used for public services (e.g., sanitation) pavement design shall be designed and fully constructed to the Town of Holly Springs Engineering Design and Construction Standards in accordance with all ordinances and policies of the Town. A drainage system shall be provided and shall conform with all public street design drainage standards as outlined in this Manual.

The Town shall not be responsible for damage occurring to the pavement structure due to use of the private alley for access in providing public services. When alleys are used for the provision of these services, the Homeowner Association covenants for the development shall clearly state this. Alleys shall be constructed on a 25-foot private easement with a paved travel lane of 16 feet, and clear shoulders of a minimum width 4.5 feet along each side. Alley driveway entrance shall be as per TOHS Detail HS311.

Under unique, site-specific circumstances, including such factors as the absence of utility lines in the alley and/or lack of real property, consideration of a reduction of rights of way and travel lane widths may be made.

Residential Cul-de-sac (1000 feet or less)

A street which serves abutting residential land use and which terminates in a turnaround and originates at the intersection with another street. With the exception of cul-de-sacs, other street types shall not intersect onto this street classification segment. Cul-de-sacs shall only be permitted on a case-by-case basis where extreme topographical or environmental concerns exist, or where future connection to other streets is impossible due to pre-existing development. Where the design will accommodate double sided on-street parking the Executive Director of Utilities and Infrastructure shall determine the minimum width. Additional pavement marking and signage may be required where on-street parking is to be prohibited.

Residential Street

A street where the primary function is to serve the immediately abutting residential land use (i.e. only local traffic generated by the residents in proximity of the street). If traffic volumes flowing from other intersecting residential streets exceeds the traffic volumes generated by the land use abutting the street or this street classification serves more than 150 dwelling units, a different street classification shall be used. Where the design will accommodate double sided on-street parking the Executive Director of Utilities and Infrastructure shall determine the minimum width. Additional pavement marking and signage may be required where on-street parking is to be prohibited.

Non-Residential 2-Lane Collector Street or Cul-de-sac (1000 feet or less)

A street which serves various land use classifications, and whose primary function is traffic service, collecting traffic from streets intersecting it and funneling it to thoroughfares. Design shall accommodate the vehicle type generally expected to use the roadway facility which is typically larger than a passenger car, for example WB-50 and SU type vehicles. Where the design will accommodate double sided on-street parking the Executive Director of Utilities and Infrastructure shall determine the minimum width. Additional pavement marking and signage may be required where on-street parking is to be prohibited.

Residential 2-Lane Collector Street – No Load

A street which serves various land use classifications, and whose primary function is traffic service, collecting traffic from streets intersecting it and funneling it to thoroughfares. A residential collector street shall be provided when the roadway is the sole traffic route for more than 150 dwelling units, collects traffic from a commercial area of 20 acres or more, or contains other land uses which would account for similar traffic volumes. Where the design will accommodate double sided on-street parking the Executive Director of Utilities and Infrastructure shall determine the minimum width. Additional pavement marking and signage may be required where on-street parking is to be prohibited. This type of roadway shall have no individual driveway accesses.

If project frontage is within 500 feet of a major intersection, additional turn lanes and right-of-way widths may be required as determined by the Executive Director of Utilities and Infrastructure.

Non-Residential 3-Lane Collector Street

A street which serves various land use classifications, and whose primary function is traffic service, collecting traffic from streets intersecting it and funneling it to thoroughfares. Design shall accommodate the vehicle type generally expected to use the roadway facility which is typically larger than a passenger car, for example WB-50 and SU type vehicles. Where the design will accommodate double sided on-street parking the Executive Director of Utilities and Infrastructure shall determine the minimum width. Additional pavement marking and signage may be required where on-street parking is to be prohibited.

Thoroughfare

Typical width: as required on Town Comprehensive Transportation Plan

A street which serves as a primary traffic artery of the urban area, serving the major centers of activity and carrying traffic between such centers at moderate speeds. Access to abutting property may be permitted by the Executive Director of Utilities and Infrastructure only on a very limited, controlled basis and in cases of a divided roadway will be limited to right in/right out unless a median and turn lanes are approved. However, the primary function of this street is to carry traffic having origin and destination removed from the street proper. The thoroughfare classifications carry the majority of trips entering and leaving the urban area as well as the through trips. Access is primarily provided by at-grade intersections which may be signal controlled. Where the design will accommodate double sided on-street parking the Executive Director of Utilities and Infrastructure shall determine the minimum width. Additional pavement marking and signage may be required where on-street parking is to be prohibited.

A slope easement of 20 feet in width shall be required adjoining each side of the right-of-way for this type of facility unless the complete facility is being constructed as part of the adjoining property development. The Executive Director of Utilities and Infrastructure may reduce or increase the slope easement width if necessary due to terrain.

If property owner submits to the Executive Director of Utilities and Infrastructure (prior to construction drawing or preliminary plan approval) sufficient information to show that improvements to be located in the slope easement do not interfere with the right of the public to construct within adjoining right-of-way, then the Executive Director of Utilities and Infrastructure may permit the proposed improvement to occur.

If project frontage is within 1000 feet of a major intersection, additional turn lanes and right-of-way widths may be required as determined by the Executive Director of Utilities and Infrastructure.

Limited Access Thoroughfare

Typical width: as required on Comprehensive Transportation Plan no on-street parking permitted

An urban major roadway where sole function is to carry large volumes of traffic safely and expediently through the urban area. Access onto the facility is controlled to occur only at intersections with thoroughfares or in some cases limited to right-in/right-out access subject to approval by the Executive Director of Utilities and Infrastructure. Such intersections are spaced at intervals which promote traffic progression with the absolute minimal delays incurred. The highest practical level of design shall be incorporated into facilities of this classification.

A slope easement of 20 feet in width shall be required adjoining each side of a street right-of-way unless the complete facility is being constructed as part of the adjoining property development. The Executive Director of Utilities and

Infrastructure may reduce or increase the slope easement width if necessary due to terrain.

If property owner submits to the Executive Director of Utilities and Infrastructure (prior to construction drawing or preliminary plan approval) sufficient information to show that improvements to be located in the slope easement do not interfere with the right of the public to construct within adjoining right-of-way then the Executive Director of Utilities and Infrastructure may permit the proposed improvement to occur.

If project frontage is within 1000 feet of a major intersection, as determined by the Executive Director of Utilities and Infrastructure, then additional turn lanes and right-of-way widths may be required.

Controlled Access Highway

Typical width: as required by Federal Highway Administration and AASHTO
no on-street parking permitted

A State highway, or section of State highway, especially designed for through traffic, from or to which highway owners or occupants of abutting property, or others, shall have only a controlled right or easement of access.

A slope easement of 20 feet in width shall be required adjoining each side of a street right-of-way unless the complete facility is being constructed as part of the adjoining property development. The Executive Director of Utilities and Infrastructure may reduce or increase the slope easement width if necessary due to terrain.

If property owner submits to the Executive Director of Utilities and Infrastructure (prior to construction drawing or preliminary plan approval) sufficient information to show that improvements to be located in the slope easement do not interfere with the right of the public to construct within adjoining right-of-way then the Executive Director of Utilities and Infrastructure may permit the proposed improvement to occur.

If project frontage is within 1000 feet of a major intersection as determined by the Executive Director of Utilities and Infrastructure, then additional turn lanes and right-of-way widths may be required.

B. Horizontal Street Design

All streets shall conform to the Town of Holly Springs Comprehensive Transportation Plan and shall be designed and located in proper relation to existing streets and environment. Collector streets and thoroughfares shall be as directional as possible but consistent with topography and preserving developed properties and community values. Residential streets shall be designed to minimize cuts and fills,

and emphasis shall be placed on encouraging slower speeds in order to protect pedestrians using the facility and minimize persistent cut through traffic.

In addition to the Town of Holly Springs Comprehensive Transportation Plan, the Town maintains "Small Area Plans" to guide the development of various areas in Town. These Plans are for the purpose of master-planning various critical areas. Schematics include general roadway configurations and/or connections that are desirable and shall be used as a guideline for development of the areas and are approved in a Town Policy Statement. For development planned in those areas, the developer is encouraged to meet with Town Staff to review the "Small Area Plans" approved by the Town for that area, and to develop plans consistent with that information.

The design of streets shall conform to the horizontal curve controls in Table 3.1 at the end of this subsection.

A minimum tangent of 150 feet is required between reverse curves for major streets, highways, and collector and other non-residential streets. The tangent shall be extended as necessary to provide the minimum runoff lengths for the superelevated curves per AASHTO guidelines. The minimum tangent length approaching an intersection is 30 feet for residential streets. All intersections of streets classified as collector or greater shall have a tangent section not less than 100 feet approaching the intersection.

Compound horizontal curves with the same direction of curvature shall have the radius of the flatter circular arc no more than 1½ times the radius of the sharper circular arc. Streets shall intersect each other at right angles whenever possible. The minimum desirable intersection angle is 80°. At no time shall a street intersect any other street at less than 75°.

Intersections with thoroughfares, or highways shall be at least 800 feet apart. Note that median spacing will require NCDOT and Town approval and shall require greater spacing. There shall be a minimum of 200 feet between centerlines of street jogs on collectors, and major streets. Residential and marginal access streets shall not be offset less than 125 feet from their centerlines.

Thoroughfares, and collectors shall be superelevated. Superelevation shall conform to Table 3.1 and shall conform to NCDOT and AASHTO standards.

Tapers shall be used as necessary in street design. Approach tapers shall be used to shift lanes laterally. The following equations shall be used as applicable:

L = WS for posted speeds of 45 mph and greater
L = WS^2 for posted speeds of 40 mph or less
L = Length in feet
S = Speed in miles per hour
W = Lateral offsets in feet

Turn bay tapers shall be at least 15:1 for posted speeds of 45 miles per hour and more. The minimum turn bay taper allowed is 8:1. Symmetrical reverse curve tapers are recommended for streets classified as collector or less. Storage lengths for the turn bays shall be calculated using an acceptable method.

Streets with medians shall be designated to allow for proper turning movements for a SU (single unit truck) design vehicle. AASHTO guidelines shall be utilized for the actual median design and median opening dimension.

C. Vertical Design

Street grades shall be established with respect to existing topography to avoid excessive grading and the removal of existing trees and vegetation whenever practical.

The minimum grade allowed on any street shall be ½%.

The maximum grade allowed when approaching an intersection is 5% for the last 100 feet of pavement before the intersection unless otherwise approved by the Executive Director of Utilities and Infrastructure.

The vertical curve controls found in Table 3.1 shall also be utilized in street design.

TABLE 3.1
CURVE CONTROLS

	Horizontal Curve Controls			Vertical Curve Controls			
	Minimum Design speed (mph)[1]	Maximum Super-elevation (ft./ft.)[2]	Minimum Radii (ft.)	Maximum Grade[3] (percent)	Length Crest	Length Sag	Minimum Length (ft.)
Limited Access Thoroughfare	Design standards to be determined for each case individually by the Executive Director of Utilities and Infrastructure						
Thoroughfare, Boulevard, Parkway	Design standards to be determined for each case individually by the Executive Director of Utilities and Infrastructure						
Non-Residential Collector	40	0.04	565	9%	44A	64A	120
Residential Collector Streets & No Load Residential Collector	25	0.04	300	9%	29A	49A	120

Residential streets	30	Normal crown	205	10%	12A	26A	75
Cul-de-sacs 1000’ or less	30	Normal crown	150	10%	12A	26A	75
Loop road 1500’ or less	30	Normal crown	150	10%	12A	26A	75

[1] Design speed shall be at least 5 mph greater than posted speed.

[2] The superelevation tables found in *A Policy on Design of Urban Highways and Arterial Streets - 2001* published by the American Association of State Highway Officials will be used for determining the actual “e” for various radii.

[3] Design criteria can vary on a case-by-case basis if approved by the Executive Director of Utilities and Infrastructure.

[4] Note: At the discretion of the Utilities and Infrastructure Services, the K values in sags may be adjusted with additional street lighting

A - Algebraic difference in grades.

D. Geometrics-Radii

A minimum radius of 25 feet to the back of curb shall be required where residential streets intersect.

A minimum radius of 30 feet measured to the back of curb shall be required where a residential street intersects with a non-residential street. It is recommended that the designer consider larger radii or 3-centered compound curves where needed to provide for turning movements of larger vehicles.

A minimum radius of 40 feet shall be required where collectors intersect thoroughfare or boulevard streets.

E. Cul-de-sacs

The minimum allowable cul-de-sac radius is 37.5 feet. The maximum allowable length of a cul-de-sac is 1000 feet, measured from the last point of alternate access within the subdivision.

No median shall be allowed in a 37.5-foot radius cul-de-sac. A median may be permitted where the cul-de-sac radius is increased, and it can be demonstrated that all emergency and service vehicles can be readily accommodated.

F. Driveways/Access

In the interest of public safety and convenience, the Town of Holly Springs may restrict the placement of a driveway to a particular location along the property owner’s frontage. Driveways will not generally be allowed along acceleration or deceleration lanes and associated tapers. No driveway will be allowed within the intersection of radii of intersecting roadways.

Non-Residential

Standard concrete driveway aprons as shown in the Standard Detail Section of these Standards shall be used when the ADT for the driveway is less than 500 vehicles.

Street type turnouts shall be used when the driveway ADT is greater than 500 vehicles or when access by larger trucks must be accommodated. The minimum radius for street type turnouts shall be designed to accommodate a WB-50 design vehicle and meet a minimum of 25' radius. Documentation using WB-50 templates will be required. The maximum vertical grade allowable for a distance of 25 feet into the site from the right-of-way line shall be 8%. In addition, the designer shall insure that adequate sight distance for all driveways is provided in accordance with AASHTO Standards.

Non-residential driveways that are unpaved shall have a minimum 30-foot paved surface strip measured from the back of the driveway apron.

Driveways without islands shall be a minimum of 22 feet wide, excluding curb and gutter or 27' back-to-back with standards curb and gutter. Driveways with islands shall have a 21-foot back-to-back of curb entrance lane. A 21-foot-wide back-to-back curb exit lane shall be required when only one lane is specified, and a 22-foot wide exit lane shall be used when two exit lanes are specified (all minimum measurements stated exclude curb and gutter). A minimum throat distance of 80 feet shall be required at all egress and ingress points from thoroughfares.

The number of street and driveway connections permitted serving a single property frontage or commercial development shall be the minimum deemed necessary by the Executive Director of Utilities and Infrastructure for reasonable service to the property without undue impairment of safety, convenience, and utility of the roadway. Normally, one driveway shall be permitted for any single property frontage. The use of shared driveways and joint access easements may be required for new accesses to "managed access" roadways.

The arrangement of driveways should be related to adjacent driveways and nearby street intersections. Driveways close to street intersections shall be at least 25 feet from the point of tangency of the radius of curvature of the intersecting street. All driveways serving shopping center and other high-volume generators shall be located a minimum of 200 feet from the intersection of public roads unless otherwise approved by the Executive Director of Utilities and Infrastructure.

Where two driveways are proposed and approved along a single property frontage to facilitate operations, the minimum distance between the centerlines of the drives shall be 100 feet. The minimum distance between the centerlines of driveways into shopping centers and other high-volume generators shall be 400 feet.

For all median divided roadways, all driveways shall be limited to right in/right out unless located at approved planned median breaks.

Residential

Residential driveways shall measure 12 feet wide from the curb cut to the right-of-way for a single car garage/driveway, shall measure 16 feet wide from the curb cut to the right-of-way for a double or greater car garage/driveway, and shall conform to the applicable TOHS Detail HS320 for concrete driveway aprons. A minimum driveway length of 25 feet shall be provided between any building and the right-of-way line. Triple-width parking areas or any request to widen a driveway shall require a UDO Permit approval and may require additional length.

All lots shall be served off the more minor classification of roadway, and there shall be only one driveway per residential lot.

Residential driveways shall be located a minimum of 10 feet from the point of tangency of curb radii at street intersections. Additional distance will be required for roadways classified as collectors and higher.

For guidance needed regarding Fire Dept Access/turn around requirements, please reference Section 6.08 Fire Dept Access in these standards.

G. Curb and Gutter

Curb and gutter shall be required on all streets and parking lots (including loading areas), unless otherwise approved by the Executive Director of Utilities and Infrastructure. Exceptions may be granted by the Executive Director of Utilities and Infrastructure in instances where:

1. The curb and gutter will only be temporary in nature;
2. There are environmental restrictions;
3. Drainage problems will be created;
4. In non-gateway Industrial areas per the UDO.

Streets without curb and gutter may also be approved in very low density, wide-frontage lots. They must meet all of the following requirements and be approved by the Executive Director of Utilities and Infrastructure:

1. Minimum 50-foot right-of-way;
2. 5% maximum vertical grade and 0.5% minimum grade;
3. Adequate swale system to carry the 10-year storm in a non-erosive manner – this must be demonstrated by performance during the one-year warranty period or a change in the material of swales will be required;
4. Driveways across swales shall be constructed to provide for the passage of the 10-year storm;
5. All driveway pipes shall have flared end sections or headwalls on inlet and outlet ends of the pipe.

Exceptions for curb and gutter may not be issued for streets classified as collector or greater, all streets located in attached or apartment dwelling developments, and the Downtown Area. In these areas, standard 2'6" curb and gutter shall be used. For other streets, 2'6" standard or 2'6" valley curb and gutter may be used. Median curb shall be a minimum width of 1'6" standard mountable curb or 1'6", 2'0" of 2'6" standard curb and gutter. In parking lots, curb and gutter may be 1'6", 2'0", or 2'6" standard curb and gutter. When flat curb is permitted, refer to Holly Spring Detail HS364.

Where 2'6" standard curb and gutter is used, driveway and utility service locations shall be shown in detail on construction drawings.

A minimum 5-foot section of curb and gutter shall remain when removing any section of curb for the installation of a driveway, street turnout or repair of curb and gutter. When less than 5 feet of the curb remains, the full section of curb shall be removed to the next joint. Full removal of both the curb and gutter is required when installing a driveway.

For parking lots, cut and fill slopes shall not begin immediately at the back of curb, instead a minimum 4-foot shoulder for fill slopes or 2-foot shoulder for cut slopes is required behind the back of curb. For roadways, cut and fill slopes shall begin outside a minimum 10' or 12' shoulder as shown on the details.

On streets a minimum depth of 3.5 inches of ABC shall be placed under the curb and gutter.

H. Parking Lots/Off-Street Parking

Parking lots shall be designed to provide safe maneuverability of vehicles. A minimum parking stall dimension of 9' x 18' shall be provided. Parking stalls designated strictly for golf cart parking shall be a minimum of 5' x 10'. Refer to TOHS Detail HS350 for more information on parking dimensions. An aisle width of 24 feet is required for two-way traffic aisles. Handicap parking spaces shall reserve a minimum dimension of 8' wide with a 5' wide lane adjacent to the space, properly marked with signage in accordance with the N.C. Building Code. All parking facilities shall have dimensions per TOHS Detail HS350. All minimum stall depths and module widths shall be measured to the face of curb when curb and gutter is used. Parking bumpers, when used, shall be placed 2 feet from the face of the curb.

At locations where sidewalk and/or walkway abuts an 18-foot-deep parking bay, the sidewalk shall be a minimum of 6 feet wide.

A minimum pavement structure consisting of 8 inches of ABC and 3 inches of S9.5C asphalt shall be used along the travel aisle on parking facilities for multi-family (excluding duplex and triplex development) and non-residential

developments. Access drives for these facilities shall also meet this minimum pavement standard.

All paved parking facilities shall be striped in accordance with the MUTCD with 4-inch white lines, other than fire lanes which shall be yellow.

On all parking facilities, cut and fill slopes shall not begin immediately at the back of curb, instead a minimum 4-foot shoulder for fill slopes and 2-foot shoulder for cut slopes is required behind the back of curb.

Minimum throat distance of 80 feet shall be required for parking lot entrances off thoroughfares. Parking lots that exceed 1500 spaces will require a permit from NCDEQ.

Refer to Section G for additional parking lot requirements.

I. Sidewalks and Sidepaths

Sidewalks and sidepaths shall be constructed within the street right-of-way in accordance with these standards at locations as specified in the Town ordinances or within an approved Public Sidepath Easement. Sidewalks and sidepaths shall be installed at the time of roadway construction or widening unless otherwise approved by the Executive Director of Utilities and Infrastructure. The minimum thickness of a sidewalk or sidepath shall be 4 inches. At locations where a driveway crosses a sidewalk or sidepath, a 6-inch depth is required. (Sidewalks shall have a uniform slope toward the roadway of ¼ inch per foot.) The utility strip between the sidewalk or sidepath and the back of curb shall have a uniform slope of ½" per foot toward the roadway.

Sidewalks and sidepaths shall be located a minimum distance of 5 feet off the back of curb. This minimum requirement may not be varied without the approval of the Executive Director of Utilities and Infrastructure.

Where sidewalks, sidepaths and/or greenways intersect any section of curb and gutter, curb ramps shall be installed on both sides of the roadway to the Town of Holly Springs Engineering Design and Construction Standards.

J. Pavement Design

A pavement design shall be required for all thoroughfares, and collector streets. The pavement design and traffic analysis shall be signed and sealed by a North Carolina Professional Engineer. Pavement design shall be based on subgrade conditions, a 20-year design life and projected traffic loading. Subgrade conditions shall be based upon corrected soaked CBR values at 0.1 inch penetration as per ASTM D1883. Soil samples used for these CBR tests shall be obtained at intervals not greater than 500 feet. Should a Professional Engineer with expertise in geotechnical engineering certify that the soil in question is of the same type with

similar engineering properties this spacing may be increased to a 700-foot maximum spacing. Boring logs and scaled drawings designating boring locations with CBR tests and other pertinent data shall accompany the pavement design.

In streets and utilities located in the Triassic Basin as shown in TOHS Detail HS356 (where Triassic soils on compressible miniature Triassic sedimentary rock-like material exists) there will be certain special criteria required for roadway construction.

The following minimums will be required of developers:

1. Pre-qualified geo-technical firm approved by the town must be on site full time while the utilities and roadways are being constructed.
2. Documentation of moisture content, compaction, density, geogrid design criteria, etc. must be provided to town inspector.
3. All Roadways will have to be proof rolled at both sub grade and stone grade by town inspector as well.
4. The standard roadway cross-section will be woven geo-fabric design criteria HP 270 or equal on entire road (and must be approved by the Town of Holly Springs), 7" ABC stone, with asphalt completed in staged construction of 2.5" I-19 asphalt and 1.5" S9.5C in stage one and 1.5" S9.5C final overlay Initial one-year warranty with an additional year extension starting after final overlay-shall be required for roadways. For the extended warranty period, it will be required to post a bond, LOC, or cash for 50% of actual cost of roadway (storm drainage, curb & gutter, sidewalk and pavement).
5. Where manholes are located in streets it will be required to have suitable off-site structural material or ABC stone to backfill around excavation of manholes up to subgrade.
6. An additional foot of stone will be required 10' either side of manhole for entire width of roadway.

Additional measures may be deemed necessary by the Town pending severity of the soils.

The pavement thickness of any street shall, at a minimum, equal the design shown in the Standard Details section of these standards for the various street widths.

Approved pavement design methods include those as proposed by NCDOT, the 1986 AASHTO Guidelines and the 1981 Asphalt Institute MS 1 document.

The AASHTO method will require use of a terminal serviceability index of 2.0 for collectors and 2.5 for thoroughfares, So = 0.49 for flexible pavement and So = 0.39 for rigid pavements, and a reliability of 98% for thoroughfares and a reliability of 95% for collectors.

All streets maintained by the NCDOT must receive approval of the pavement design from NCDOT prior to the beginning of construction. Normal crown for the pavement section shall be ¼"/foot, except as approved for superelevated cross-sections.

K. Pavement Markings and Signage

All roadways shall be marked and signed in accordance with the latest revisions of the MUTCD unless otherwise approved by the Executive Director of Utilities and Infrastructure. Pavement markings and signage shall be shown on roadway and subdivision plans and shall be installed prior to the issuance of Certificates of Occupancy for the development or final acceptance of the roadway. The pavement markings for all collector streets and thoroughfares shall be thermoplastic.

The pavement markings along thoroughfares shall be installed such that the outside lanes are 14 feet in width to accommodate bicycle traffic unless otherwise approved by the Executive Director of Utilities and Infrastructure.

Speed Limit (R2-1) signs shall be located at points of change from one speed limit to another. Speed limit signs shall be required at all entrances to a subdivision.

Speed limit signs shall be required at a location approximately 125 feet upon turning onto any public street longer than 500 feet. Speed limit signs may be required at additional locations where it is necessary to remind road users of the speed limit.

At any time prior to 1-year warranty additional pavement markings and/or signage may be required by the Executive Director of Utilities and Infrastructure, at the developer's expense.

L. Bridge Design

All public or private bridges shall be designed to withstand HS-20 highway loading unless otherwise approved by the Executive Director of Utilities and Infrastructure and shall be properly signed and sealed by a North Carolina Professional Engineer.

M. Shoulder Sections

Shoulders shall be sufficient to permit the adequate installation and maintenance of sidewalks and utilities, as well as provide sufficient clear zone distance as defined by NCDOT.

Shoulder sections without sidewalk shall be 12 feet wide on all streets with a cross section of 35 feet and greater.

Shoulder sections without curb and gutter must be a minimum of 6 feet wide.

N. Roadway Network

Developments shall provide at least one public vehicular access to each abutting property. This shall be accomplished via a public street and/or by joining adjacent parking lots and sharing driveways, at the discretion of the Executive Director of Utilities and Infrastructure. Development plans accomplishing this with parking lots and/or sharing driveways should provide a written, executed, and recorded cross-access easement and physically complete the connection if an immediate benefit can be derived by completing the link. If no immediate benefit can be derived, development plans should provide cross access and construction easements and arrange the site design so when the adjoining property owner extends the connection to the property line, the link will be completed. If the link is to be completed in the future, the grade of the connection, parking, landscaping and/or other improvements must be designed and installed to allow for extension onto or into the adjacent properties in the supporting engineering design and calculations being provided.

For roadways that stub-out to adjacent properties, sufficient information shall be provided to demonstrate the feasibility of extending the roadway to the adjacent properties. This shall include both plan and profile information for the extensions. In the event that the roadway, when extended, will cross a stream or creek, the vertical and horizontal alignment design for a minimum distance of 200 feet, plus Town culvert report shall be completed. Design shall be per Town geometric standards. Information on State and Federal regulatory permit ability shall also be provided to further demonstrate feasibility of the extension. In some instances, these permits may be required.

All street stubs to adjacent properties or stubs to future phases that exceed 150' shall provide an all-weather turn around suitable for fire and rescue equipment as required in Fire Code Appendix D.

Whenever possible, internal access drives should be located to join together at existing public streets and/or connect to adjacent private drives so that the internal circulation functions as an integral part of the surrounding transportation network.

Where street networks have been approved with master plans of nearby developments, streets shall be designed for interconnection with those plans.

Any development with more than 100 dwelling units must have a secondary means of public access and with each additional 300 units, another public access must be added.

During all phases of construction roadway network construction may not be phased in such a manner to create a dead-end roadway or roadway network exceeding 2000 feet in length or serving more than 150 dwelling units. Where a development plan or master plan has been approved and a development schedule can be provided that documents completion of future phases to eliminate the dead-end exceeding 2000

feet within a reasonable time frame, the Executive Director of Utilities and Infrastructure may approve an exception to this requirement if an alternate emergency access is approved and provided in the interim period. The Executive Director of Utilities and Infrastructure reserves the right to mandate more restrictive requirements after consultation with the other Department Directors or for other extenuating circumstances.

No subdivision sub-phase shall consist of less than 25 contiguous lots. All phasing will require that utility and roadway network will meet necessary standards.

Intersections shall be spaced no more than 1200 feet to 1500 feet in each direction.

O. Signal Poles

Metal poles with mast arms shall be employed at all intersections at which signal improvements are being installed. Where applicable, consideration should be given to standard designs of metal poles and mast arms and footings as approved by NCDOT.

All mast arms shall be monocurve in design. If the mast arm lengths exceed 60', then metal strain poles should be considered in place of the mast arm poles.
Wooden poles should only be used for temporary signal installations as approved by Development Services Director or designee.

For signals located within the boundary of the Downtown Area as specified in the Comprehensive Plan, Section 1 Land Use & Character, architectural powder coated black metal mast arms with decorative base and finial shall be used. The signal poles and mast arms will be treated with a low gloss two-part epoxy primer and have a semi-gloss two-part epoxy acrylic urethane finish. More details will be specified during the review process.

3.03 SIGHT DISTANCE

General

Sight distance triangles shall be shown on roadway layout sheet(s), the signage sheet(s), and the landscape sheet(s) within the plan set for all street intersections, multi-family, site, and non-residential driveway intersections.

Sight distance requirements, including but not limited to intersection approach, intersection departure, and stopping, and shall be subject to design standards as specified in the latest version of the AASHTO Policy on Geometric Design of Highways and Streets (Green Book) or as approved by the Executive Director of Utilities and Infrastructure.

Sight distance shall mean the length of roadway visible to the driver traveling along the roadway or waiting to enter or cross the roadway. Both horizontal and vertical planes shall be considered in the determination of required sight distance. Sight distance triangles are created from the sight distance, the stopping or crossing distance, and the line of sight between the two.

It shall be the responsibility of the designer for all proposed developments, including site, subdivision, landscape, infrastructure, and sign plans to meet these requirements as a part of the plan project design and approval process. Between the latest version of the AASHTO Green Book and the Standard's stated herein, the more restrictive standard shall apply.

Objects that may be permitted within sight distance triangle areas include fire hydrants, utility poles, and traffic control devices, which should be located to minimize visual obstruction. Plantings, structures, fences, or walls may be allowed within the sight distance triangles with supporting evidence that it would not be a significant obstruction to the visibility of the driver and approval from the Executive Director of Utilities and Infrastructure.

A sight distance easement will be required for any area that is within a sight distance triangle and is not within the right-of-way.

The information and tabular data herein are provided as a guideline. The registered engineer shall ultimately be responsible for determining the design criteria and design.

A. Intersection Sight Distance

In order for vehicles to safely maneuver into or through an intersection, sufficient sight distance must be provided so as to avoid collisions. The horizontal line of sight as shown in TOHS Detail HS334 is a visual line connecting the driver's eye and the approaching vehicle, both of which are in the center of the travelway as shown in TOHS Detail HS334. If this line of sight and the area of the triangle it creates is impeded by any obstructions, either the obstruction should be moved, or the alignment adjusted. The vertical intersection sight distance is measured along the centerline of the major street between the drivers of the two opposing vehicles. The vertical line of sight as shown in TOHS Detail HS337 is a visual line connecting the driver's eye, which is located 3.5 feet above the roadway surface, with the approaching vehicle, which is located 3.5 feet above the roadway surface as shown in TOHS Detail HS337. If this line of sight is impeded by any obstructions, either the obstruction should be moved, or the alignment adjusted.

The amount of sight distance required at an intersection depends on the type of traffic control at the intersection and the speeds of the vehicles.

1. **Yield Sign Control**

This type of design requires that the side street be posted with yield signs. The intersection approach sight distance for the driver on the side street must be sufficient for the driver to observe a vehicle on the through street approaching from either the left or the right and bring his/her vehicle to a stop prior to reaching the intersection as shown in TOHS Detail HS336. The assumed operating speed approaching the yield sign is 10 mph resulting in a stopping sight distance of 45 feet. Where proper sight distance cannot be achieved for the driver on the side street at the design speed of the roadway, it may be necessary to have a posted speed reduction on the approach to the intersection or to replace the yield sign with a stop sign. Due to the possibility that a vehicle must stop at the yield sign, adequate sight distance at the intersection shall be provided for safe departure from a stopped condition as required by the section on stop sign controlled intersections.

2. Stop Sign Control

At intersections that are controlled by stop signs or at driveways and alleys where the driver is required to stop before entering the street by the Town Code, the driver must have an unobstructed view of the entire intersection and adequate sight distance for any of the various vehicular movements allowed upon departure of the intersection. These movements may include crossing the street, turning left or turning right onto the street. Where the through street is either undivided or divided with a median narrower than 20 feet, the crossing or left turn movements are treated as a single operation. Where the median can provide storage for the design vehicle (20 feet wide for a passenger car), the crossing or left turn movement may be considered in two phases of operation. Any median under 20 feet must be accounted for in the equivalent number of lanes with 12 feet being the standard lane width, for example an 18-foot median would be equivalent to 1.5 lanes. The measurement method for determining the sight triangle for left, right, and through movements from the stop-controlled street is based on values listed in Table 3.2 on the following page and illustrated per detail. This table only covers passenger cars at grades of 3 percent or less. For other conditions, the time gap should be adjusted, and the Intersection Sight Distance formula used.

An obstruction to the driver's view shall not be located within the sight triangles as defined herein to permit adequate view of the intersection. In addition, there shall be no sight obstruction located in the triangular areas shown in TOHS Detail HS333 to allow for safe departure through the intersection. The measurement of intersection sight distance is along the centerline of the appropriate lane of the roadway and is measured from an

eye height of 3.5 feet above the surface of the roadway to an object 3.5 feet above the surface of the roadway. The location of the driver's eye (d1) is dependent on the classification of the intersecting streets. For all intersections where the through street is a thoroughfare, the driver's eye location shall be 18 feet back from the face of curb extended through the intersection or the edge of pavement if there is no curb. At all intersections where the through street is a local or collector street, and for ramp type driveways, the driver's eye shall be located 15 feet behind the face of curb extended, or the edge of pavement if there is no curb. The sight distance lengths d2, d3, and d4 shown in TOHS Detail HS333 for left or right turns onto the through street are dependent on the design speed of the roadway and are presented in Table 3.2 or the most current version of AASHTO guidelines. TOHS Detail HS335 shows the measurement method for determining the sight line for left turns from the through street and is presented in Table 3.2 or the most current version of AASHTO guidelines.

3. Traffic Signal Control

At intersections controlled by traffic signals, the minimum sight distance will be stopping sight distance (Tables 3.3 and 3.4) for all side street movements except for the right turn movement. The right turn movement shall have intersection sight distance to allow right turn on red, except where it is economically impractical due to existing major features such as permanent buildings and existing, large, mature trees. The minimum sight distance for the right turn movement limited by existing major features shall be stopping sight distance. Where intersection sight distance cannot be achieved, right turn on red will be restricted.

TABLE 3.2 MINIMUM INTERSECTION DEPARTURE SIGHT DISTANCE

Posted Speed (Major Road)	Design Speed (Major Road)	Left Turn from Stop				Right Turn & Thru from Stop
		2-lane Undivided	3-lane or equivalent	4-lane or equivalent	5-lane or equivalent	
20	25	280	300	315	335	240
25	30	335	355	375	400	290
30	35	390	415	440	465	335
35	40	445	475	500	530	385
40	45	500	530	565	600	430
45	50	555	590	625	665	480
50	55	610	650	690	730	530
55	60	665	710	750	795	575

Reference: AASHTO 2018 Edition Table 9.7, Table 9.9, and Table 9.11 using the Intersection Sight Distance equation (9-1):
$ISD = 1.47\ V_{major}\ t_g$, where
ISD = Intersection sight distance (length of sight triangle along major road)
V_{major} = design speed of major road (mph)
t_g = time gap for crossing distance (7.5 seconds for 2-lane undivided plus 0.5 seconds for each additional lane or lane equivalent median).

B. Stopping Sight Distance

At minimum, stopping sight distance must be available to the driver at all locations along roadways. Stopping sight distance applies to horizontal as well as vertical alignments. Stopping sight distance on horizontal curves is measured along the centerline of the inside lane around the curve and the line of sight is a straight line between two points on the centerline of the lane. On vertical curves, stopping sight distance is measured on a straight line between the driver's eye and an object on the roadway surface. The height of the driver's eye shall be measured at 3.5 feet above the roadway surface and the object shall be 2.0 feet above the roadway surface. TOHS Detail HS334 and HS337 illustrate the measurement of stopping sight distance horizontally and vertically, respectively. A more detailed explanation of the measurement of stopping sight distance is included in *A Policy on Geometric Design of Highways and Streets,* 2018 Edition, by AASHTO (AASHTO Green Book). The minimum stopping sight distance required is based on wet pavements and depends on the design speed and the grade of the roadway. Table 3.3 presents the minimum stopping sight distances for various design speeds on level terrain. Table 3.4 presents adjustment factors for stopping sight distance on grades. Variable situations may require a greater length of stopping sight distance. Lengths in Table 3.3 and 3.4 are a guide and the registered engineer shall ultimately be responsible for the design criteria.

TABLE 3.3
MINIMUM STOPPING SIGHT DISTANCE FOR LEVEL AND WET CONDITIONS

Posted Speed (MPH)	Design Speed (MPH)	Stopping Sight Distance (FT)
20	25	155
25	30	200
30	35	250
35	40	305
40	45	360
45	50	425
50	55	495
55	60	570

Reference: AASHTO 2018 Edition Table 3.1 using the formula (3-2) for Stopping Sight Distance (SSD).

TABLE 3.4 ADJUSTMENT FACTORS FOR STOPPING SIGHT DISTANCE ON GRADES

Posted Speed (MPH)	Design speed (MPH)	Downgrade increases in distance (FT)			Upgrade decreases in distance (FT)		
		3%	6%	9%	3%	6%	9%
20	25	3	10	18	-8	-12	-15
25	30	5	15	27	0	-16	-21
30	35	7	21	37	-13	-21	-28
35	40	10	28	49	-16	-27	-36
40	45	18	40	67	-16	-29	-40
45	50	21	49	82	-20	-37	-50
50	55	25	58	98	-26	-45	-62
55	60	28	68	116	-32	-55	-75

Reference: ASSHTO 2018 Edition, Table 3.2 using the formula (3-3) for braking distance on grade.

3.04 MATERIALS

Portland Cement Concrete for curb and gutter, driveways, and sidewalks shall have a minimum 28-day compressive strength of 3000 psi, a non-vibrated slump between 2.5 and 4 inches, a minimum cement content of 564 pounds per cubic yard, an air entrainment of 5 to 7%, and a maximum water-cement ratio of 0.532.

Joint Filler shall be a non-extruding joint material conforming to ASTM C1751.

Concrete Curing Agents shall be free from any impurities which may be detrimental to the concrete and shall meet Section 926 of NCDOT Standard Specifications for Roads and Structures.

Aggregate for portland cement concrete shall meet the requirements for fine and coarse aggregate of Section 1014 of the NCDOT Standard Specifications for Roads and Structures.

Portland Cement and Admixtures shall meet the requirements of Section 1000 of the NCDOT Standard Specifications for Roads and Structures.

Water for mixing or curing the concrete shall be free from injurious amounts of oil, salt acid, or other products injurious to the finished product.

Aggregate Base Course shall consist of an approved coarse aggregate produced in accordance with the requirements indicated for either Type A, B, or C aggregate as described in Section 910 of the NCDOT Standard Specifications for Roads and Structures.

Bituminous Surface Course, Type S9.5A and S9.5BC, shall consist of a mixture of coarse and fine aggregates, and asphalt cement, and shall meet the requirements of Section 645 of the NCDOT Standard Specifications for Roads and Structures. For NCDOT project the requirements of NCDOT for other types of asphalt (Superpave) shall apply

Bituminous Concrete Base Course, Type HB, shall conform to the general, material, and construction specifications as specified in Section 610 and Section 640 of the NCDOT Standard Specifications for Roads and Structures. For NCDOT project the requirements of NCDOT for other types of asphalt (Superpave) shall apply.

Tack Coat shall be asphalt or asphalt cement and shall meet the general, material, and construction specifications as specified in Section 605 of the NCDOT Standard Specifications for Roads and Structures.

Concrete Pavement shall meet Section 700 of the NCDOT Standard Specifications for Roads and Structures.

Concrete Pavers may be used on privately maintained streets or as approved by the Executive Director of Utilities and Infrastructure for pedestrian crossings in urban areas, in accordance with the applicable Standard Detail. The Town of Holly Springs will not maintain decorative type paved street surfaces such as pavers or imprinted designs within public right-of-way, unless approved by the Executive Director of Utilities and Infrastructure.

Geotextile Fabric may be used to stabilize a roadway, subgrades, slopes, and for other uses as necessary. At least one week prior to using this fabric, a sample and its associated engineering data shall be submitted to the Town of Holly Springs. Executive Director of Utilities and Infrastructure for approval. Areas stabilized with fabric shall be indicated on "as-built" drawings with the manufacturer name and type fabric specified.

3.05 CONSTRUCTION AND INSPECTION

No construction shall commence until the following applicable items have been obtained:

- All required permits and approvals
- Town of Holly Springs development plan approval
- Town of Holly Springs Construction Drawing approval
- Land Disturbance Permit

A. Streets

No base material shall be placed on a roadway until the storm sewer, subgrade, utilities, and all appurtenances have been inspected and meet Town of Holly Springs Engineering Design and Construction Standards.

The Construction Inspector may require field density testing of subgrade soils from a certified soils laboratory. The soils laboratory shall perform sufficient Proctors to evaluate the compaction characteristics of various soils used in the roadbed. The Construction Inspector may also require field density testing of the ABC used and an asphalt mix formula before either is inspected or approved. The final course of surface asphalt shall not be placed until the end of the warranty period.

The subgrade shall be compacted as described in Section 2.05 Earthwork. Proof rolls on subgrade will be conducted with a loaded tandem axle dump truck with 15 tons loaded on truck. A current weight ticket will be required by the Development Inspector. No loose material is allowed on top of compacted subgrade. Subgrade shall be packed and smooth on top with optimum moisture content and shall not have any deflection in surfaces for approval of proof roll. A stone grade proof roll will also be conducted following the same guidelines. All residential streets shall have asphalt placed in 2 lifts with the first being a minimum of 1.5" S9.5C and the second lift be a minimum of 1.5" S9.5C. The final course of surface asphalt shall not be placed until the end of the warranty period. (See details HS302, and HS305D through HS305J).

When thoroughfare widening takes place, the existing edge line of the travel lane shall be sawcut. Achieve an overlap of the final lift of new asphalt by at least 6" onto the existing roadway cross-section. The objective to have the joint between new and old asphalt to be offset from the joint between subgrades (this overlap shall exclude the overlay). In addition, whenever an overlay is required, milling of 1 ½ inch shall occur at both tie-in stations to insure a smooth connection.

Roadway patch shall be at a minimum of 4" I-19 and 2" of 9.5C asphalt. If deemed necessary by Inspector, additional asphalt may be required.

B. Curb and Gutter, Driveways, Sidewalks, and Concrete Sidepaths

No concrete shall be placed until all forms and subgrades have been approved by the Construction Inspector. The surface of sidewalks and sidepaths shall be finished to grade and cross section with a float, troweled smooth, and finished with a broom.

Subgrade shall be excavated to the required depth and shaped to the proper cross-section. Where tree roots are encountered, they shall be removed to a depth of 1 foot for the full width of the excavation. The subgrade shall be stable and thoroughly compacted.

Forms shall be set and maintained true to the required lines, grades, and dimensions. Forms shall be constructed with material of such strength and rigidity to prevent any appreciable deflection between supports. Straight forms shall be within a tolerance of ½ inch in 10 feet from a true line horizontally or vertically. Forms shall be thoroughly cleaned of all dirt, mortar and foreign material before being used. All inside form surfaces shall be thoroughly coated with commercial quality form oil.

Grooved construction joints shall be cut to a depth equal to at least 1/3 of the total slab thickness. The joint shall be no less than 1/8 inch in width and cut at intervals equal to the width of the sidewalk. A 1/2-inch expansion joint filled with joint filler shall be placed between all rigid objects and placed no farther than 50 feet apart for sidewalks and curb and gutter, extending the full depth of the concrete with top of the filler 1/2 inch below the finished surface.

3.06 FIRE LANES

Fire lanes shall be installed and inspected in accordance with the public street requirements of Section 3.05 A and 3.05 B of these standards. The general requirement designates that any building located more than 150 feet from a public road, or which exceeds 30 feet in height and is set back more than 50 feet from a public road, shall have a fire lane.

Fire lanes shall be a minimum width of 20 feet and shall be properly marked and signed to designate the access as a "fire lane" as specified by the Fire Marshal. The surface of the fire lane shall be paved with a minimum of 8 inches of ABC stone and 3 inches of S9.5C asphalt. For projects located within the Triassic Basin, all Fire Lanes will be required to meet the design standards as located within section 3.02 J of these Engineering and Design Construction Standards.

All fire lanes shall be marked in accordance with one of the following requirements:

1. Continuously painted yellow Thermoplastic paint striping with along the fire lane with "No Parking - Fire Lane" printed with minimum 8-inch-high letters at 40-foot intervals or as directed by the Fire Marshal;
2. Continuously painted yellow curb with "No Parking - Fire Lane" along the fire lane, and with "No Parking - Fire Lane" printed with minimum 8-inch-high letters at 40-foot intervals or as directed by the Fire Marshal;
3. The installation of the MUTCD standard sign showing "No Parking - Fire Lane" placed at each end of the fire lane and at 50-foot intervals with arrows on the signs or a continuously painted yellow strip along the designated fire lane.

3.07 TRAFFIC CONTROL, TRAFFIC SIGNALS, AND STREET NAME SIGNS & POSTS

All streets (public or private) require traffic signs and pavement markings. Traffic signs and pavement markings shall be installed in accordance with the latest revisions of the MUTCD, unless otherwise approved by the Executive Director of Utilities and Infrastructure.

Where two public streets cross or where a private street meets a public roadway and signalization is not warranted, a stop sign shall be used on minor street approaches. Minor street is defined by MUTCD as the street normally carrying the lower volume of vehicular traffic. Stop lines must be located a minimum 4 feet behind a crosswalk, if present. Stop signs must be visible from an appropriate stopping distance as defined by Section 3.03.B.

A pavement marking and signing plan showing description and placement of traffic signs, pavement markings, and specialty signs shall be submitted with all roadway and subdivision plans as a requirement of the Developer and shall be done prior to issuance of a Certificate of Occupancy for the development or final acceptance of the roadway by the Town of Holly Springs. Any time prior to 1-year warranty, additional signage may be required by the Executive Director of Utilities and Infrastructure, at the expense of the developer.

Traffic control and street name signs within subdivisions which will be maintained by Town of Holly Springs Public Works shall be consistent with the latest revisions of MUTCD. All specialty traffic control and street name signs and posts must comply with details HS359, HS360, and HS361. Detail HS359 shall be of the standard type as specified in this detail unless otherwise specified or approved. Detail HS360 shall be used for all thoroughfares as designated on the Cross-Section Map as adopted in the Town's Comprehensive Plan. Detail HS361 shall be used for all streets located within the boundaries of the Downtown Area or within upgraded subdivision upon the selection of the developer or subdivider. Requests for specialty signs shall be submitted to and approved by the Town of Holly Springs Public Works Department at the expense of the developer.

At signalized intersection, street name signs should be mounted overhead per detail HS358. In the Downtown Area these overhead signs shall be fitted with a black backplate. The designer should determine the best attachment type. Oversized signs will be used at major intersections.

Street name signs should be mounted on the posts in a "staggered" fashion so each street name will be easily read from all directions. Non-staggered signs are not acceptable. Hardware must pass through post and be secured with a locking washer and nut on the backside of the post. Metallic shim is required between u-channel post and sign. All hardware shall be zinc-coated to prevent corrosion. See NCDOT Standard Drawing Div. 9 Signing for reference.

All signs must comply with the latest revision of the MUTCD including, but not limited to, color, size, placement, and reflectivity. All new signs must use prismatic sheeting and meet the minimum retro-reflectivity levels. All signs must meet MUTCD standards for height of lettering and visibility. In accordance with the MUTCD, all proposed signs should be located so as not to interfere with existing signs.

All temporary stub outs for future interconnectivity shall have proper MUTCD barricade and signage in addition to the proper street extension per detail. Any right-of-way and construction easements that are necessary for future connection shall be dedicated at the time of the construction of the stub out.

All traffic signals shall be decorative monocurve mast arm poles inside the Downtown Area and shall be standard monocurve mast arm poles in all other locations across standard width roadways. Controlled access roadways shall require steel straight arm signal poles.

Preemption system shall be required with all traffic signals and include GPS with a 764 multi-mode phase selector, and a 1500 field length in all directions. In addition, fiber network connection is required to all signals and shall be Ethernet-ready per NCDOT standards.

Street name signs, pavement marking, and traffic control signs must be installed in conformance with the Engineering Design & Construction Standards, Town Policy, and the North Carolina Manual on Uniform Traffic Control Devices at every street intersection within the project or subdivision. In addition, the North Carolina Department of Transportation (NCDOT) has additional traffic control and street name sign and post standards that must be met along NCDOT maintained roadways.

The developer or subdivider shall be responsible for all costs associated with the purchase and installation of such traffic control and street name sign and posts whether the Town Standard or the Town's Upgrade Traffic Control and Street Name Sign & Posts option is selected. Such costs shall include all materials and labor for the purchase and installation of the signs and posts as required by this policy statement. All signage within or associated with a development or project must be consistent by utilizing either the standard or upgrade option throughout.

All required traffic control and street name sign and posts must be installed and inspected prior to recording of the final plat.

If a developer or subdivider selects to have the Upgraded Traffic Control and Street Name Sign & Posts installed and adequate time does not exist so as to allow for the ordering, delivery and installation of the upgraded traffic control and street name sign & posts prior to the desired date of recordation of the final plat, the developer or Subdivider may install temporary Standard Traffic Control and Street Name Sign & Posts.

Upgraded

Developers or Subdividers may select to use upgraded or "decorative" type traffic control and street name sign and posts for the entire development or project. Reference HS361 details. Individual streets or portions of projects shall not be allowed to utilize the upgraded option, upgraded signage and posts shall only be allowed for an entire development or project as specified below:

Maintenance

Any sign not installed by the Town of Holly Springs or NCDOT shall be subject to removal.

Once such Traffic Control and Street Name Sign & Posts have been installed, they shall not be removed without consent of the Town of Holly Springs Director of Public Works or NCDOT. When such sign(s) is removed, the sign must be installed and visible in a temporary manner to ensure proper identification for public safety personnel. If the sign is an Upgraded sign, a temporary sign pole shall be used to reduce any potential damage to the decorative pole during the temporary installation.

Should any upgraded traffic control and street name sign & posts be damaged after the initial installation, the Town of Holly Springs Department of Public Works may replace the damaged traffic control and street name sign & post with a temporary Standard Option traffic control and street name sign & posts. If the developer, subdivider, homeowner association, or property owner association desire the traffic control and street name sign & post to be replaced with the upgraded traffic control and street name sign & post, a request is to be submitted in writing to the Town of Holly Springs Department of Public Works for replacement of the standard traffic control and street name sign & post with an upgraded traffic control and street name sign & post. Upon receipt of the request, the Director of Public Works will prepare an invoice for the materials and labor for the installation of the traffic control and street name sign & posts and mail to the requestor for payment. Upon receipt of full payment for material and labor, the Town of Holly Springs Department of Public Works will order and install such traffic control and street name sign & posts.

3.08 TRAFFIC CALMING DEVICES

The Town shall not allow the obstruction of any public street, private street or fire lane unless otherwise stipulated by the Town Council. This requirement is in accordance with the 1992 edition of the North Carolina State Fire Prevention Code. The reference to an "obstruction" shall include parking, speed bumps or any other device which may obstruct the free passage of emergency vehicles.

All traffic control devices must be shown and approved as a part of a site plan prior to installation and must be in conformance with the Town Standard Specifications. The traffic control devices and all related signs and pavement markings shall be maintained by the Owner as a part of the approval of the plan.

3.09 PEDESTRIAN CROSSINGS

All locations which are designated for pedestrian traffic crossings shall be designated as a crosswalk with pavement marking and signage (including advanced signage) in accordance with MUTCD. Crosswalks in the Downtown Area may require decorative crosswalks.

All locations that require traffic signals are also required to install signalized pedestrian crossings per NCDOT Standards and specifications. Signalized pedestrian crossings shall be included in the NCDOT approved signal plans.

3.10 STREET TREES

See Holly Springs Unified Development Ordinance (UDO) Chapter 5: Landscaping, Section 3.5 Street Trees for installation requirements and approved species.

See Holly Springs Town Code Chapter 14: Public Works, Article IV, Streets, Sidewalks and Other Public Places, Division 6: Street Tree Maintenance for maintenance of street trees.

Street tree root guards shall be installed wherever street trees are required. Please refer to root guard detail HS816. Street trees may not be planted in a location to conflict with sight distance requirements or traffic sign visibility. The Town shall trim or remove any street trees or limbs that conflict with sight distance requirements.

3.11 THOROUGHFARE/MEDIAN PLANTINGS

With the construction of streets in the Thoroughfare classification and above, landscaping of medians and shoulders shall be per the thoroughfare median planting

detail and requirements of Section 3.03 Sight Distance. In addition, all landscaped medians shall be installed with a minimum of 6 inches of topsoil with Tif-tuf 419 Bermuda sod along with any required median plantings. Thoroughfare median plantings shall be maintained by the Town of Holly Springs once the developers' 1-year warranty period has been deemed complete and the road widening has been accepted by the Town of Holly Springs.

An exception may be granted to allow a fee in lieu of median plantings if it is determined that only the first half of the ultimate median is required to be constructed.

3.12 GREENWAY SPECIFICATIONS

Greenway locations and alignments shall be as directed and approved by the Director of Parks and Recreation. Greenways alignment shall be finalized with the Director of Parks and Recreation prior to preliminary plan approval, with full construction plans and all permits provided prior to construction drawings approval for any project on which greenways are required.

Where greenway trails are required, the following guidelines shall be followed.

- Maximum cross slope grade shall be 2%. The maximum cross slope grade shall be across the entire width of the greenway easement.
- Maximum grade shall be 8%, unless approved by the Director of Parks and Recreation.
- Positive drainage shall be established.
- Concentrated flow across a greenway is not allowed. All areas of concentrated flow must be conveyed via approved storm drainage.
- At all drainage crossings, a Professional Engineer shall provide properly sized drainage pipe with supporting calculations.
- Bridge crossings may be required in some locations. If a bridge is required, it must carry a 10,000 lb load and shall be designed by a registered engineer and approved by the Town of Holly Springs and appropriate agencies.
- Greenways shall be 10 feet wide with an easement of 30 feet.
- At greenway and roadway intersections, a pedestrian tunnel may be warranted as determined by the Director of Parks and Recreation and Executive Director of Utilities and Infrastructure.

- Greenway alignment shall be proof rolled prior to placement of geotextile fabric and crushed stone. The alignment shall also be proof rolled prior to paving. Minimum of 95% compaction is required.

- At greenway and roadway intersections, a pedestrian tunnel may be warranted as determined by the Director of Parks and Recreation and Executive Director of Utilities and Infrastructure.

- When an at-grade intersection is permitted, a 10' wide, 6" thick concrete pad will be required extending from the back of curb to the right-of-way line, or 18', whichever is less. There shall be a handicap curb cut as shown in Town of Holly Springs details. At the end of the pad, concrete bollards will be required per Town of Holly Springs detail.

- Where the greenway trail intersects a roadway, pedestrian crosswalk striping, and signage will be required. In addition, in cases where the greenway trail intersects a roadway and sidewalk is on opposite sides of road then handicap ramps will be required for accessibility

- Greenways shall be located and constructed so as to prevent damage from floodwaters.

- Surface course shall be 2-inch minimum Superpave asphalt surface course. Type S9.5B in accordance with Division 6 of the most current version from the NCDOT Standard Specifications.

- Documentation of required permits, approvals, etc. shall be provided for greenways prior to construction drawing approval of the project on which the greenway is required.

- Greenways shall be subject to the same construction inspections, performance, and warranty requirements as roadway infrastructures.

- All stormwater shall be captured and conveyed appropriately sized Ductile Iron Pipe (detail HS343) per professional engineer's calculations below the greenway trail/bridge.

3.13 SMALL WIRELESS TELECOMMUNICATION FACILITIES (LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY)

Small wireless telecommunication facilities located within the public right-of-way shall be designed in compliance with the development standards of the Unified Development Ordinance. Please refer to HS368.

3.14 BUS STOP AND BUS SHELTER

All bus stops and bus shelters shall comply with the most current GoTriangle specifications and detail sheets. For GoTriangle Provisional Shelter Specification and GoTriangle Provisional Detail Sheets, please contact:

GoTriangle
PO Box 13787
Research Triangle Park, NC 27709
Tel. 919-485-7510
www.gotriangle.org

3.15 STREET LIGHTS

The owner, developer, or subdivider of a site plan or subdivision shall be required at the Developers expense to install street lighting via underground electrical installation, unless specifically approved otherwise by the Town Council, along all proposed streets and along all adjoining existing streets and thoroughfares in accordance with these standards and as specified in the Town ordinances.

All underground electrical distribution systems for street lighting within the corporate limits of the Town of Holly Springs and its Extraterritorial Jurisdiction shall be installed conforming to Duke Energy and Town of Holly Springs standards.

Street light fixtures shall conform to the following:

1. All fixtures along local streets in residential areas shall be LED 50 lamps on Duke Energy standard grey fiberglass poles twenty-five (25) feet in height.

2. All fixtures along thoroughfares shall be LED 150 lamps on Duke Energy standard grey fiberglass poles thirty (30) feet in height or LED 280 lamps on Duke Energy standard grey fiberglass poles thirty-five (35) feet in height. The LED 150 lumen fixtures shall be placed on thoroughfares along residential areas when spill-over from the LED 280 fixtures would be excessive.

3. Along commercial street frontages in the Downtown Area, pedestrian light fixtures shall be provided as detailed in HS 370.

Street lighting placement shall conform to the following:

1. The placement of street lighting fixtures in residential areas shall be at 300’ to 400’ intervals unless:

a. the roadway length is less than 400 feet but more than 200 feet, in which case a street light will be provided at the end of the street; or

b. where the roadway length is less than 200 feet and a street light is placed at the intersection and no natural features create a visibility problem, no street light will be placed at the end of the roadway; or

c. the vertical and horizontal street alignment or natural features necessitate shorter spacing intervals.

2. The placement of street lighting along thoroughfares, marginal access streets and collector streets and in non-residential areas shall be in accordance with the latest Illuminating Engineering Society (IES) Standards for Roadway Lighting.

3. Street lighting shall be provided at all street intersections.

For street lighting placement along an NCDOT right-of-way, the developer must submit to the Town a completed Duke Energy Lighting Request Form. Once completed, this form must be sent to Duke Energy to initiate a lighting design plan for that roadway.

Authorization for street light installations by the Town shall occur at such times as:

1. Final Plat Recordation.

2. A thoroughfare, marginal access street or collector street is constructed or widened as a part of development. Thoroughfares, marginal access streets and collector streets that are constructed or widened by the Town of Holly Springs shall be lighted immediately after construction, depending upon the availability of funds.

Street lighting facilities and street lights shall be installed, by the developer, on any roadway, portion of roadway, or widening prior to the Town of Holly Springs acceptance of that roadway for routine maintenance, unless otherwise approved by the Director of Development Services or designee.

Post-acceptance, the Town of Holly Springs will take over the monthly payments for the operation and maintenance of the street lights along all public rights-of-way within the corporate limits of the Town of Holly Springs and its Extraterritorial Jurisdiction unless decorative lighting is used as outlined below.

A developer may request to use decorative/private street lighting within a development, provided:

1. Decorative lighting shall be placed at intervals of 150 to 200 feet in order to maintain lighting levels for roadways. Adequate vertical/horizontal street alignment or natural features may necessitate shorter spacing intervals. LED Fixtures mounted on non-standard poles are considered decorative; however, shall be spaced as previously described.

2. The developer and/or homeowner's association shall be responsible for all installation costs and monthly operating costs associated with the decorative/private street lights.

3. The developer and/or homeowner's association shall be responsible for any costs associated with deletion of the private street lights and any costs associated with installing the Town's standard street lights prior to the expiration of the ten- (10-) year contract with Duke Energy.

4. The developer shall include all responsibilities of the homeowner's association pertaining to the street lighting in the development covenants. The developer shall inform all purchasers of property in the development of these same responsibilities.

5. Decorative lighting shall not be used on thoroughfares, marginal access streets or collector streets.

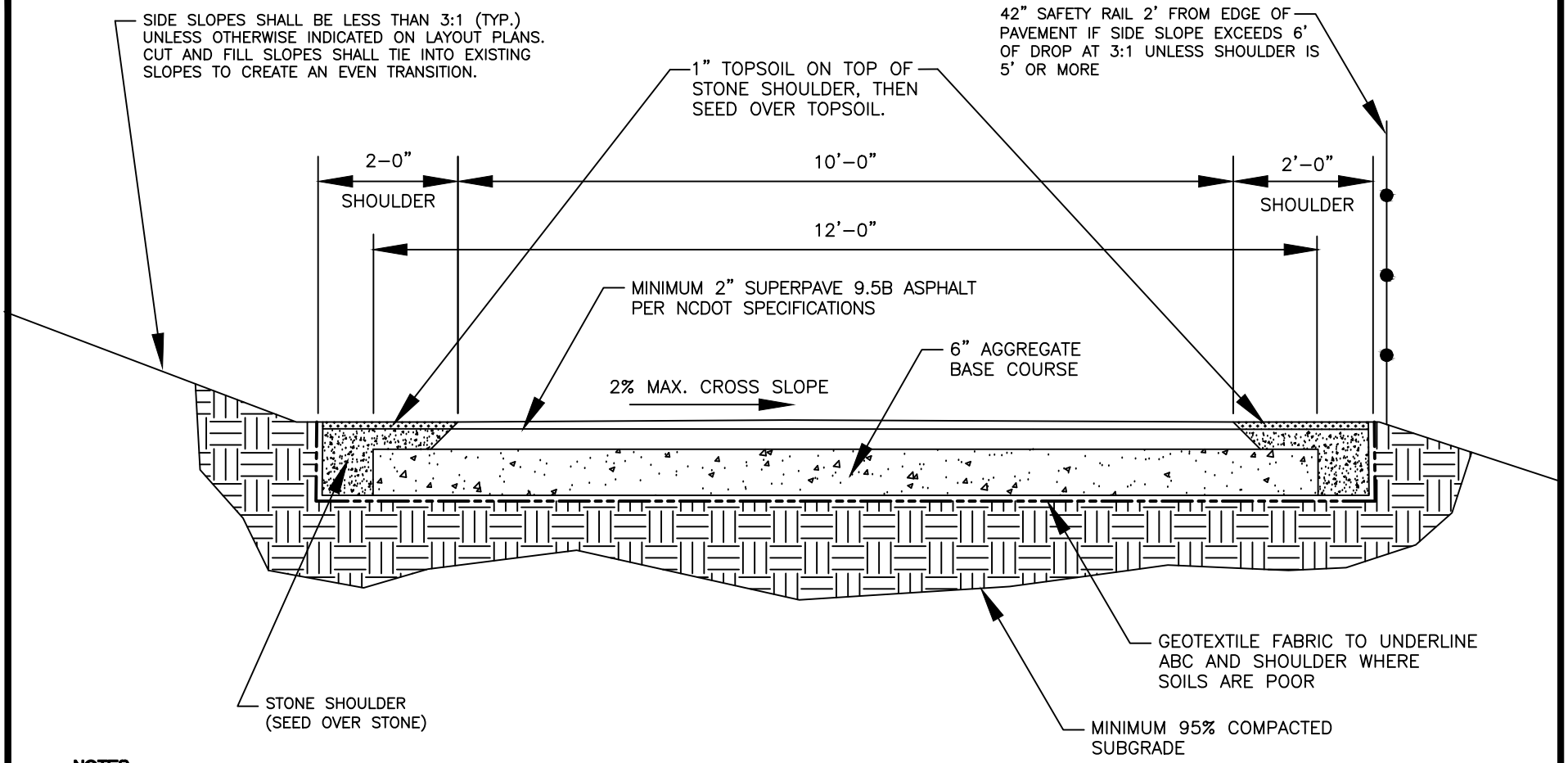
6. Developers of private streets shall be required to install private street lighting in accordance with this standard, with the exception that the homeowner's association will not have the option of deleting the private street lighting at any time in the future.

END OF SECTION 3

Engineering Construction and Design Standards
Supplement # 14 Log - January 2026

Section	Sub-Section	Item	Description
3.00	3.12	Greenway Specifications	Added Verbiage: The added Greenway alignment must be proof rolled before installing geotextile fabric and crushed stone, and again before paving, with a minimum compaction of 95%. The surface course must be a minimum 2-inch Superpave asphalt (Type S9.5B) in accordance with Division 6 of the current NCDOT Standard Specifications. Appropriately sized ductile iron pipe (Detail HS343) is required based on a professional engineer's calculations.

Revised DETAILS	Name
HS340	Detail redrawn to show top of topsoil flush with asphalt surface course Added same verbiage as Section update regarding minimum compaction of 95% Added further direction on where to place topsoil



NOTES:

1. CROSS SLOPE DIRECTION VARIES. SEE LAYOUT PLANS FOR DIRECTION OF SLOPE.

2. CONTRACTOR IS RESPONSIBLE FOR RE-ESTABLISHING ALL SLOPES DISTURBED BY CONSTRUCTION.

3. CONCENTRATED FLOW MUST CROSS THE GREENWAY IN AN APPROVED STORM DRAIN

DRAWING NOT TO SCALE

10' ASPHALT GREENWAY TRAIL

TOWN OF HOLLY SPRINGS

STANDARD DETAIL NUMBER: **HS340**

DATE	*REVISIONS*
10/7/25	
1/13/26	

Holly Springs
Discover The Source.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

Consent Agenda
Title: WaterSmart Portal Contract with VertexOne
Strategic Priority Area: Organizational Excellence
Staff Resource: Tina Stroupe, Finance

Action(s):
Approve Contract with Vertex One to provide the Town's WaterSmart Portal Services.

Explanation:

- The WaterSmart online portal allows residents and businesses to:
  - View and track water usage
  - Set alerts and notifications for unusual water consumption and alerting of potential leaks
  - Communicate with staff regarding usage and leak issues
  - Receive notifications of water line breaks or service interruptions occurring in their service area
- The portal is offered at no additional cost to customers as a way to help customers save money, improve customer communication, and preserve a valuable natural resource.
- In the past 12 months, 34,910 potential leaks have been detected and 9,709 alerts have been sent to the WaterSmart portal subscribed users saving an average of 2.8 million gallons of water per month.
- Staff is proposing to contract directly with Vertex One for the Town's WaterSmart Portal Program. This contract is a 5-year contract in the amount of $157,163.84 which will result in a cost savings of approximately $40,000 over the duration of the contract compared to the current vendor.

Background:

- This service is currently provided by Metersys, a third party vendor and has been since the Town began using WaterSmart in 2020.
- Staff recommends discontinuing the use of Metersys and contracting directly with Vertex One.
- The change will streamline services and reduce cost.

Funding Source(s):

- Operating Budget - Utility Fund

Attachment(s):
1. Holly Springs, NC - VXsmart 2025 renewal 5-year

2. Town of Holly Springs - VertexOne MSA FINAL

vertexone™

1321 Upland Dr. Suite 8389
Houston, TX 77043
United States

ORDER FORM

Prepared By: Eric Thompson
Email: eric.thompson@vertexone.net
Phone: (314) 401-0808
Legal Entity: VertexOne Software, LLC

Client Name: Holly Springs NC, Town Of
Contact Name: Andrea Ramos
Email: andrea.ramos@hollyspringsnc.gov
Phone: (919) 557-2932

Offer Valid Through: 12/31/2025
Effective Date: 11/15/2025
Contract Term (months): 60
Contract End Date: 11/14/2030
Payment Frequency: Annually in Advance
Payment Terms: Net 30

Year 1

VertexOne Product	VertexOne SKU	Unit of Measure	Contractual Minimum	Unit Fee	Amount	Monthly SaaS Fee
VXsmart for Water Saas	EV2001	Managed Meters	16,970.00	$0.75000	$12,727.50	$1,060.62
VertexOne Digital Base	EV1000	Active Accounts	1.00	$16,875.00000	$16,875.00	$1,406.25

Year 2

VertexOne Product	VertexOne SKU	Unit of Measure	Contractual Minimum	Unit Fee	Amount	Monthly SaaS Fee
VXsmart for Water Saas	EV2001	Managed Meters	16,970.00	$0.77250	$13,109.33	$1,092.44
VertexOne Digital Base	EV1000	Active Accounts	1.00	$17,381.25000	$17,381.25	$1,448.44

Year 3

VertexOne Product	VertexOne SKU	Unit of Measure	Contractual Minimum	Unit Fee	Amount	Monthly SaaS Fee
VXsmart for Water Saas	EV2001	Managed Meters	16,970.00	$0.79568	$13,502.69	$1,125.22
VertexOne Digital Base	EV1000	Active Accounts	1.00	$17,902.68750	$17,902.69	$1,491.89

Year 4

VertexOne Product	VertexOne SKU	Unit of Measure	Contractual Minimum	Unit Fee	Amount	Monthly SaaS Fee
VXsmart for Water Saas	EV2001	Managed Meters	16,970.00	$0.81955	$13,907.76	$1,158.98
VertexOne Digital Base	EV1000	Active Accounts	1.00	$18,439.76813	$18,439.77	$1,536.65

1321 Upland Dr. Suite 8389
Houston, TX 77043
United States

Year 5

VertexOne Product	VertexOne SKU	Unit of Measure	Contractual Minimum	Unit Fee	Amount	Monthly SaaS Fee
VXsmart for Water Saas	EV2001	Managed Meters	16,970.00	$0.84413	$14,324.89	$1,193.74
VertexOne Digital Base	EV1000	Active Accounts	1.00	$18,992.96117	$18,992.96	$1,582.75

ORDER TOTAL $157,163.84

Transactional Fees

Price Component	Price	Note
System Generated Notifications	$0.00	Unlimited notifications are included at no-cost to Client
On Demand Notifications Composition and Initiation Fee	$0.005	Per On Demand communication (Email, SMS, Print and/or Call) generated by VertexOne
Electronic Document Archival Notifications and Document Images (up to 24 months)	$ 0.005	One-time charge, per item archived within VertexOne. This applies to all documents that incur composition fees (detailed above) or documents uploaded by Client staff and/or Client end-customers.
VertexOne SMS Gateway Transactional Fee	*Cost + 10%*	Per SMS sent
VertexOne Print & Consumable Transactional Fee	*Cost + 10%*	All services bill to VertexOne by VertexOne print vendors exclusively for printed Welcome Letters, Home Water Reports and/or Leak Alerts

Rate Card

Rate Card	Price	Note
VertexOne Blended Rate	$ 225.00	Per hour for professional services

Terms and Conditions

Introduction

This order replaces and supersedes any other previous Order Forms, and/or understandings between VertexOne Software, LLC and Holly Springs NC, Town Of ("Client") Agreement dated, 11/15/2025, pertaining to the subject matter herein and for the products listed above. Notwithstanding the foregoing, Client shall remain responsible for any and all amounts already due and/or payable for the products listed above up

1321 Upland Dr. Suite 8389
Houston, TX 77043
United States

to the Billing Start Date of this Order. In the event of a conflict between the Agreement and this Order Form, the Order Form shall control. VertexOne pricing is presented in USD.

Transactional Fees

Transactional Fees include, Composition Fee, Document Archival, SMS Pass Through and Print Pass Through. The Annual Pricing detailed in this Quote are based on average usage, actual pricing will be based on Client usage on a monthly basis. Transactional Fees are calculated by the volume of Services consumed.Unless explicitly stated otherwise, Transactional Fees are not cancelable, and Fees paid are not refundable.

Signatures

VertexOne		Client	
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
Signature:	_____	Signature:	_____

vertexone™

Master Services Agreement

Prepared For	**Town of Holly Springs**

Eric Thompson	Account Manager - VertexOne

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VertexOne Master Services Agreement

This VertexOne Master Services Agreement is comprised of the VertexOne General Terms set for the below ("General Terms"), and all Attachments, Order Form(s), and Statement(s) of Work that are incorporated by reference into the VertexOne Master Agreement (collectively, the "Agreement"), and is entered into by VertexOne Software, LLC, a Delaware limited liability company located at 1321 Upland Dr., Suite 8389, Houston, TX 77043 ("VertexOne") and Town of Holly Springs, with its principal office address at PO Box 8 Holly Springs, NC 27540 ("Client").

The following documents to the extent they are attached and incorporated by reference herein ("Attachments") shall be read and construed as part of the Agreement. In the event of ambiguity or contradiction between different parts, precedence shall be given in the order listed: (i) Order Form(s); (ii) General Terms; and (iii) Statement(s) of Work, and (iv) any other Attachment(s).

PROPRIETARY AND CONFIDENTIAL

This document and the information contained herein is Confidential and Proprietary, contains VertexOne trade secrets, and is not for use by or disclosure to anyone except VertexOne, its affiliates and authorized representatives, and Client, except under written agreement between the parties, or as otherwise required by law.

VertexOne Master Agreement General Terms

1. Definitions.

"**Affiliate**" means any entity that directly or indirectly Controls, is Controlled by, or is under common Control with that entity, and shall include any such entity that meets such test whether before or after the Effective Date. Control means control of greater than 50% of the voting rights or equity interests of a party.

"**Applicable Law**" means any applicable law, statute, regulation, rule, notice, judgment, order, instruction or award of any court or other Competent Authority and any applicable official request or requirement with which either or both of the parties is or are legally required to comply, in each case as amended from time to time.

"**Authorized Users**" means employees, agents, consultants, contractors, or vendors authorized by Client to use the Software, subject to the terms and conditions of this Agreement.

"**Change**"and "**Changes**" means a change/changes to a Statement of Work, Attachment or Order Form.

"**Change Request Proposal**" means a proposed solution and estimate sent to Client after a request for a Change has been received.

"Client Data" means any data (including any Client Personal Data as defined in any applicable Order Form), contained in documents, text, drawings, diagrams, images, messages (together with any database made up of any of those), embodied in any medium, that are supplied to VertexOne by or on behalf of Client, or which VertexOne is required to generate, process, store or transmit pursuant to this Agreement, or any data that is initiated or authorized by the Client.

"**Confidential Information**" means any business, technical, or other information that one party or its Affiliates, or the Recipient's employees, Affiliates, agents, or professional advisors (the "Delegates") of such party or its Affiliates ("Disclosing Party") discloses to the other party or its Affiliates, or the Delegates of such party or its Affiliates ("Recipient") under the Agreement, and that is marked as confidential or would normally be considered confidential information under the circumstances. Confidential Information does not include information that is independently developed by the recipient, is shared with the recipient by a third party without confidentiality obligations or is or becomes public through no fault of the recipient.

"**Indemnified Materials**" means the products, information, and materials provided by either the Client or VertexOne under this Agreement.

"**Intellectual Property Right(s)**" means all copyrights and other intellectual property rights, however arising and in any media whether or not registered, including copyright, patents, trademarks, service marks, trade names, registered and unregistered designs, trade secrets, any applications for the protection or registration of those rights, and renewals and extensions of those rights, throughout the world

"**Liability**" means any liability, whether under contract, tort (including negligence), or otherwise, regardless of whether foreseeable or contemplated by the parties.

"**Order Form**" means an ordering document specifying the Services to be provided hereunder that is entered into between VertexOne and Client or any of VertexOne's Affiliates, including any addenda, attachments, schedules, and supplements thereto.

"**Personnel**" mean all employees, agents, consultants, or subcontractors of VertexOne or Client, as applicable.

"**Services**" has the meaning described in the applicable Order Forms, Statement of Work, or Attachments.

PROPRIETARY AND CONFIDENTIAL

This document and the information contained herein is Confidential and Proprietary, contains VertexOne trade secrets, and is not for use by or disclosure to anyone except VertexOne, its affiliates and authorized representatives, and Client, except under written agreement between the parties, or as otherwise required by law.

"**Software**" means any web-based or offline software application that is provided by VertexOne.

"**Statement(s) of Work**" means an Attachment that contains a description of applicable Software or Services to be provided by VertexOne to Client, as well as any milestones, deliverables, and Client obligations.

"**Territory"** means the United States and Canada, or any other jurisdiction identified in the Order Form.

"**Third-Party Materials**" means any software programs or services that are made available by third parties that are provided to Client under this Agreement.

"**URL**" means a uniform resource locator address to a site on the internet and includes any general terms arising from a URL mentioned in this Agreement, an Attachment, Order Form, or Statement of Work.

2. VertexOne Responsibilities.

1. Provision of Services; Access and Use. After the parties complete and execute one or more Order Forms, or Statement of Work, and subject to payment of all applicable fees, VertexOne will provide the Services to Client in accordance with the Agreement and hereby grants Client, during the Term, a non-exclusive, non-transferable right to access and use (and permit Authorized Users to access and use) the Software and Services solely for Client's internal business purposes within the Territory and in the quantity specified in the applicable Order Form.
2. Compliance with Law. Each party will comply with all laws and regulations applicable to its provision, receipt, or use of the Services, as applicable. Each Party will remain responsible for its own regulatory compliance. This Agreement is not intended to and shall not be deemed to delegate any regulatory requirement. Vertex One shall comply with the North Carolina Public Records Act (in particular NCGS 132-1.1(c) and shall be prohibited from sharing, selling, or unlawfully disseminating any of the Client's customers billing information as defined by that statute.VertexOne shall promptly correct any defect or substitute Services, Software, or products to achieve the functionality and benefits originally specified in the Order Form or Statement of Work. If VertexOne makes such correction or substitution, VertexOne shall have no further liability with respect to said defect(s).

3. Client Obligations.

1. Client will perform responsibilities and shall fulfill them with the necessary due care and skill within the timescales specified in this Agreement and any applicable Attachments, or if no timescales are specified, as instructed by VertexOne consistent with this Agreement. Client shall provide: (i) all timely and reasonable assistance to VertexOne as reasonably requested or required by VertexOne in order for VertexOne to be able to provide (and for Client to be able to receive) the Services, and (ii) all Internet and technology requirements required to access, connect to, and receive the VertexOne Services.
2. Restrictions on Use. Client shall not (directly or indirectly): (a) copy or reproduce the Software except as permitted under this Agreement; (b) modify, reverse engineer or disassemble the Software or decompile, attempt to derive the source code or underlying ideas or algorithms of any part of the Software or use the Software for any competitive purpose; (c) interfere with or disrupt the integrity or performance of the Software; (d) attempt to gain unauthorized access to the Software or its related systems or networks, or perform unauthorized penetrating testing on the Software.

PROPRIETARY AND CONFIDENTIAL

This document and the information contained herein is Confidential and Proprietary, contains VertexOne trade secrets, and is not for use by or disclosure to anyone except VertexOne, its affiliates and authorized representatives, and Client, except under written agreement between the parties, or as otherwise required by law.

4. Payment Terms.

1. Payment. VertexOne will invoice Client for the applicable fees and Services, as set forth in the Order Form and Statements of Work ("Fees"). Unless otherwise agreed upon in this Agreement, Client will pay VertexOne all invoiced amounts by thirty (30) days after receipt of the invoice (the "Payment Due Date"). Client shall notify VertexOne of any disputed invoices within ten (10) days of receipt of the Invoice, and if such notice is not provided the invoice will be deemed accepted.
2. Taxes. Client is responsible for paying all taxes associated with its purchases hereunder. If VertexOne has the legal obligation to pay or collect taxes, VertexOne will invoice Client and Client will pay that amount unless Client provides VertexOne with a valid tax exemption certificate authorized by the appropriate taxing authority.
3. Overdue Payments. If Client's payment is overdue, then VertexOne shall be entitled but not obligated to suspend services due to delinquent payments, and any late payments shall be subject to an additional charge of the lesser of 1.5% per month or the maximum permitted by law.
4. Upon use of the Software beyond the Term or Subscription End Date, after written notification to the Client, VertexOne shall apply a twenty-five percent (25%) increase to the Fees and may in its sole discretion add new charges (including charges to account for increases or decreases in transaction volume). If Client has agreed to a renewal (in an Order Form or Statement of Work) before the Subscription End Date, or the first day of the hold-over period, the relevant Order Form or Statement of Work associated with such renewal shall prevail. Client understands that pricing is contingent on timely renewal and failure to timely renew requires VertexOne to allocate resources in a manner that incurs additional cost. If a renewal is agreed after the extension or hold-over period, no refund or credit against future fees will be given.

5. Intellectual Property.

1. Intellectual Property Rights. Except as expressly described in the Agreement, Order Form, or Statement of Work, the Agreement does not grant either party any rights, implied or otherwise, to the other's content or Intellectual Property. As between the parties, Client retains all Intellectual Property Rights in Client Data, and VertexOne retains all Intellectual Property Rights in the VertexOne data, Services and Software.
2. Client Data. Client hereby grants VertexOne the limited, non-exclusive right to view and use the Client Data solely for the purpose of providing the Services hereunder in the Territory. VertexOne will maintain commercially reasonable administrative, physical, and technical safeguards for protection of the security, confidentiality, and integrity of Client's Data. Those safeguards will include, but will not be limited to, measures for preventing access, use, modification, or disclosure of Client Data by VertexOne personnel except (a) to provide the Services and prevent or address service or technical problems, (b) as compelled by law in accordance with this Agreement, or (c) as Client expressly permits in writing.
3. Deliverables and Derivatives. Client acknowledges that as between Client and VertexOne, VertexOne shall retain ownership of all Intellectual Property Rights in and to deliverables hereunder and the derivative works (whether independently or jointly conceived), this shall include all Software and Services delivered through the Change Management Process, regardless of whether or not incorporated in any Software, and Client shall acquire no right or interest in the same. Notwithstanding this Section,

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each Order Form or Statement of Work may specifically identify work for hire as defined under the U.S. Copyright Act.

4. Third-Party Materials. The Software and Services may include Third-Party Materials subject to their respective licenses and terms and conditions as indicated in the Attachments, where applicable; and VertexOne shall not be liable to Client for any liabilities arising therefrom.
5. Aggregated Data; Feedback. Client hereby gives its permission to VertexOne to (i) use any feedback or suggestions received by VertexOne from Client or Authorized Users, for purposes of project evaluation and any research, product development, marketing, or other legitimate business purposes. This Section shall survive any termination or expiration of the Agreement.

6. Confidentiality.

1. Use and Disclosure of Confidential Information. The Recipient will only use the Disclosing Party's Confidential Information to exercise its rights and fulfill its obligations under the Agreement, and will use reasonable care to protect against the disclosure of the Disclosing Party's Confidential Information. Notwithstanding any other provision in the Agreement, the Recipient may disclose the Disclosing Party's Confidential Information (a) to its Personnel and Delegates who have a need to know and who are bound by confidentiality obligations at least as protective as those in this Section 6 (Confidentiality); (b) with the Disclosing Party's consent; or (c) as strictly necessary to comply with law, provided the Recipient promptly notifies the Disclosing Party prior to such disclosure, unless (i) the Recipient is legally prohibited from doing so. The Recipient will comply with the Disclosing Party's reasonable requests to oppose disclosure of its Confidential Information.

7. Marketing and Publicity.

Client agrees that VertexOne may identify Client as a customer and use Client's logo and trademark on VertexOne's marketing materials.

8. Representations and Warranties.

Each party warrants, represents, and covenants that: it has the full capacity and authority to enter into and to perform this Agreement, this Agreement is executed by a duly authorized representative of that party; and there are no actions, suits, or proceedings or regulatory investigations pending or to that party's knowledge, threatened against or affecting that party before any statutory or regulatory authority which is permitted by statute to issue rules and regulations in the United States (the "Competent Authority") that might affect the ability of that party to meet and carry out its obligations under this Agreement. Except for any warranties specifically identified in this Agreement, both parties agree that the warranties set out in this section are in lieu of and exclude all other terms. EXCEPT AS EXPRESSLY PROVIDED IN THIS SECTION, THERE ARE NO OTHER EXPRESS WARRANTIES OR REPRESENTATIONS, AND THERE ARE NO IMPLIED WARRANTIES OR REPRESENTATIONS, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

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9. Indemnification.

1. VertexOne Indemnification Obligations. Subject to the Liability Cap in Section 10.1(b) (Limited Liabilities), VertexOne will defend Client and its Affiliates participating under the Agreement ("**Client Indemnified Parties**"), and indemnify them against approved settlements or any finally awarded cost or damages ("**Indemnified Liabilities**") in any formal legal proceeding, claim, demand, action, or investigation initiated by an unaffiliated third party before a court or government tribunal (including any appellate proceeding) (a "**Third-Party Legal Proceeding**") to the extent arising from an allegation that the Client Indemnified Parties' use of VertexOne-provided Software or Services (hereinafter the "**VertexOne Indemnified Materials**") infringes the third party's Intellectual Property Rights.
2. Client Indemnification Obligations. Subject to the Liability Cap in Section 10.1(b) (Limited Liabilities), Client will defend VertexOne and its Affiliates and indemnify them against Indemnified Liabilities in any Third-Party Legal Proceeding to the extent arising from (a) an allegation that the VertexOne Indemnified Party's use of any Client Data or any other Client-provided materials (hereinafter the "**Client Indemnified Materials**") infringes the third party's Intellectual Property Rights; (b) any losses, damages, costs or expenses and other liabilities (including reasonable legal fees) (the "**Losses**") suffered by or claims made against VertexOne as a result of Client's misuse of the Services; and (c) any Losses arising out of or relating to Client Data.
3. Indemnification Exclusions. Sections 9.1 (VertexOne Indemnification Obligations) and 9.2 (Client Indemnification Obligations) will not apply to the extent the underlying allegation arises from (a) the indemnified party's breach of the Agreement or (b) the gross negligence or willful misconduct, in each case of the other party or their agents. Moreover, Section 9.1 (VertexOne Indemnification Obligations) will not apply in the event that a claim arises from or relates to: (a) any modification, alteration or conversion of the VertexOne Indemnified Materials not created or approved in writing by VertexOne; (b) any combination or use of the VertexOne Indemnified Materials with any computer, hardware, software, data or service not required by the Documentation or this Agreement; (c) or VertexOne's compliance with specifications, requirements or requests of Client.
4. Indemnification Conditions. Sections 9.1 (VertexOne Indemnification Obligations) and 9.2 (Client Indemnification Obligations) are conditioned on the following:
    a. The indemnified party must promptly notify the indemnifying party in writing of any allegation(s) and cooperate reasonably with the indemnifying party to resolve the allegation(s).
    b. The indemnified party must tender sole control of the indemnified portion of the Third-Party Legal Proceeding to the indemnifying party, subject to the following: (i) the indemnified party may appoint its own non-controlling counsel, at its own expense; and (ii) any settlement, will require the indemnified party's prior written consent.
5. Remedies.
    a. If VertexOne reasonably believes the Services might infringe a third party's Intellectual Property Rights, then VertexOne will, at its sole option and expense, (i) procure the right for Client to continue using the Services, (ii) modify the Services to make them non-infringing without materially reducing their functionality, or (iii) replace the Services with a non-infringing, functionally equivalent alternative.
    b. If VertexOne does not believe the remedies in Section 9.5 (a) are commercially reasonable, then VertexOne may disable access to or use of the Services or components of the Services or terminate the impacted Services.
    c. The provisions contained in Section 9.1 and this Subsection 9.5 are the Client's sole and exclusive remedy for any alleged infringement by VertexOne of a third party's Intellectual Property Rights.

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10.Liability.

1. Limited Liabilities.
   a. SUBJECT TO SECTION 10.2 (UNLIMITED LIABILITIES), NEITHER PARTY WILL HAVE ANY LIABILITY ARISING OUT OF OR RELATING TO THE AGREEMENT FOR ANY
      i. INCIDENTAL, INDIRECT, EXEMPLARY, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES; OR
      ii. LOST REVENUES, PROFITS, SAVINGS, DATA, CAPITAL, LOSSES BY REASON OF COST OF CAPITAL, OR GOODWILL,

   b. EVEN IF SUCH DAMAGES WERE FORESEEABLE OR A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND REGARDLESS OF THE LEGAL OR EQUITABLE PRINCIPLE ON WHICH THE CLAIM IS BASED.
   c. Each party's total aggregate Liability for damages arising out of or relating to the Agreement is limited to the Fees that Client paid under the applicable Services Order, Order Form, or Statement of Work during the 12-month period before the event giving rise to Liability (the "Liability Cap").
2. Unlimited Liabilities. Nothing in the Agreement excludes or limits either party's Liability for: (a) its gross negligence; (b) its fraud or fraudulent misrepresentation; (c) its breach caused or contributed to or by any licenses granted by VertexOne; or (d) its payment obligations under the Agreement.

11.Term and Termination.

1. Agreement Term. The Agreement is effective from the date of the last party's signature of the General Terms (the "Effective Date") until it expires or is terminated in accordance with its terms (the "Term").
2. Termination for Breach.
   a. Termination of an Order Form or Statement of Work. Either party may terminate an Order Form, or Statement of Work if the other party is in material breach of the applicable Order Form, or Statement of Work and fails to cure that breach within 30 days after receipt of written notice. Payments following termination by Client for VertexOne's uncured material breach of an Order Form, or Statement of Work will be governed by Section 11.3.2 or the terms of the applicable Order Form, or Statement of Work.
   b. Termination of the Agreement. Either party may terminate this Agreement if the other party (i) is in material breach of the Agreement and fails to cure that breach within 30 days after receipt of written notice, or has submitted a plan for cure of breach accepted in writing by the non-breaching party within such 30 day period (ii) ceases its business operations, (iii) becomes subject to insolvency proceedings and such proceedings are not dismissed within 90 days, or (iv) pursuant to the nonappropriations provision in section 12.14.
3. Effects of Termination.
   1. In the event of expiration or termination of this Agreement for any reason, each party shall return to the other party (as applicable) any assets, equipment, Software, data, documentation, information, and other material of whatever kind and in whatever form belonging to the other party which it has no legal right to retain.

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2. In the event of expiration or termination of this Agreement for any reason, Client shall pay to VertexOne all unpaid Fees and any other sums due under this Agreement in accordance with the payment terms expressed in this Agreement. Such payment shall not prejudice all other rights each party may have against the other.
3. Expiration or termination of this Agreement for any reason shall not affect the rights and liabilities subsisting at the date of such termination or expiration, or any Order Forms or Statement of Work intended to apply and/or to continue in force after expiration or termination.

12. Miscellaneous.

1. Assignment Neither party may assign this Agreement or any of its rights and obligations under this Agreement without the prior consent of the other party which consent shall not be unreasonably delayed, withheld or conditioned; provided, however, that either party may assign or delegate its rights and obligations under this Agreement, in whole or in part, without the other party's consent to (i) an Affiliate, or (ii) to an entity that acquires all or substantially all of the assets of such party or which is the successor in a merger or acquisition involving such party.
2. Sub-Contractors and Other Personnel
    a. VertexOne shall be entitled to subcontract any part of its rights or obligations under this Agreement without Client's prior consent to any Affiliate or third party provided that it remains liable for the acts and omissions of such Affiliate or third party as if they were its own. Client acknowledges that, and consents to, some of the Services being delivered by VertexOne through other companies in VertexOne.
    b. Client is and shall remain liable for the acts of omissions of Client Personnel in connection with this Agreement as if they were Client's own.
3. Force Majeure. Other than obligations to make payments when due, neither party will be liable for failure or delay in performance of its obligations to the extent caused by circumstances beyond its reasonable control, including acts of God, natural disasters, terrorism, riots, or war (a "Force Majeure Event"). If there is a Force Majeure Event, then the excused party will promptly provide written notice to the other party and will use commercially reasonable efforts to recommence performance.
4. Insurance. VertexOne shall maintain in force for the Term the following insurance policies with reputable insurance companies to cover its relevant potential liabilities in connection with this Agreement:
    a. Commercial General Liability Insurance issued on a standard ISO Commercial General Liability policy form (CG 0001) or its equivalent in an amount of at least one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) in the aggregate; and
    b. Professional Liability Insurance including errors, omissions, and cyber coverage in an amount of at least five million dollars ($5,000,000) per claim; and
    c. Automobile Liability Insurance including hired and non-owned vehicles in an amount of at least one million dollars ($1,000,000) per accident; and
    d. Worker's compensation insurance in such form, and in such amounts, as may be required by law from time to time.
5. No Agency. VertexOne is an independent contractor and shall not be considered an officer, agent, or employee of Client.
6. No Waiver. Neither party will be treated as having waived any rights by not exercising (or delaying the exercise of) any rights under the Agreement.
7. Severability. If any part of the Agreement is invalid, illegal, or unenforceable, the rest of the Agreement will remain in effect.

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8. No Third-Party Beneficiaries. The Agreement does not confer any rights or benefits to any third party unless it expressly states that it does.
9. Dispute Resolution Procedure. The parties will attempt in good faith to resolve within 30 days any dispute or claim arising out of or in relation to this Agreement before filing a formal legal proceeding before a court or government tribunal. Nothing in this Section (Dispute Resolution Procedure) shall prevent either party from instigating immediate legal proceedings to avoid irreparable damage or to preserve the status quo.
10. Notice; Governing Law. Notices shall be given to each party at their respective addresses as first stated in the preamble of this Agreement. All Notices will be in writing and will be deemed to have been duly given (a) three (3) days after being sent by registered or certified mail, return receipt requested and postage prepaid; or, (b) one (1) day after deposit with a nationally recognized overnight delivery or express courier service. Notices can additionally be sent via electronic mail to the following email addresses: legaldl@vertexone.ai for VertexOne and andrea.ramos@hollyspringsnc.gov for the Client. This Agreement shall be governed by the laws of the State of North Carolina without regard to choice or conflicts of law rules, and to the exclusive jurisdiction of the applicable courts of Wake County with respect to any dispute, claim, action, suit or proceeding (including non-contractual disputes or claims) arising out of or in connection with this Agreement.
11. Entire Agreement. The Agreement states all terms agreed between the parties and supersedes any prior or contemporaneous agreements between the parties relating to the subject matter of the Agreement. In entering into the Agreement, neither party has relied on, and neither party will have any right or remedy based on, any statement, representation, or warranty (whether made negligently or innocently), except those expressly described in the Agreement. The Agreement includes URL links to other terms, which are incorporated by reference into the Agreement. Any amendment to this Agreement shall be in writing.
12. Counterparts. The parties may execute the Agreement in counterparts, including facsimile, PDF, and other electronic copies, which taken together will constitute one instrument.
13. Affiliates: Notwithstanding any provision of this Master Agreement to the contrary, either Party may enter into an Order Form or Statement of Work using an Affiliate of the named Party to this Agreement, and terms of this MSA shall incorporate automatically by reference.
14. **NO PROVISION OF THIS AGREEMENT SHALL BE CONSTRUED OR INTERPRETED AS CREATING A PLEDGE OF THE FAITH AND CREDIT OF THE TOWN WITHIN THE MEANING OF ANY CONSTITUTIONAL DEBT LIMITATION. NO PROVISION OF THIS AGREEMENT SHALL BE CONSTRUED OR INTERPRETED AS CREATING A DELEGATION OF GOVERNMENTAL POWERS NOR AS A DONATION BY OR A LENDING OF THE CREDIT OF THE TOWN WITHIN THE MEANING OF THE CONSTITUTION OF THE STATE. THIS AGREEMENT SHALL NOT DIRECTLY OR INDIRECTLY OR CONTINGENTLY OBLIGATE THE TOWN TO MAKE ANY PAYMENTS BEYOND THOSE APPROPRIATED IN THE SOLE DISCRETION OF THE TOWN FOR ANY FISCAL YEAR IN WHICH THIS AGREEMENT IS IN EFFECT; PROVIDED, HOWEVER, THAT ANY FAILURE OR REFUSAL BY THE TOWN TO APPROPRIATE FUNDS WHICH RESULTS IN THE FAILURE BY THE TOWN TO MAKE ANY PAYMENT COMING DUE HEREUNDER WILL IN NO WAY OBVIATE THE OCCURRENCE OF THE EVENT OF DEFAULT RESULTING FROM SUCH NONPAYMENT. NO DEFICIENCY JUDGMENT MAY BE RENDERED AGAINST THE TOWN IN ANY ACTION FOR BREACH OF A CONTRACTUAL OBLIGATION UNDER THIS AGREEMENT AND THE TAXING POWER OF THE TOWN IS NOT AND MAY NOT BE PLEDGED DIRECTLY OR INDIRECTLY OR CONTINGENTLY TO SECURE ANY MONEYS DUE UNDER THIS AGREEMENT.** However, the City agrees not to use non-appropriation as a means to terminate the agreement in order to acquire functionally equivalent products or services from a third party. In the event of termination for non-appropriation, **VertexOne is entitled to retain all fees paid prior to the effective date of termination due to non-appropriation**, which will be its sole remedy for such termination.

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IN WITNESS WHEREOF, this Agreement is hereby executed to be effective as of the Effective Date.

VERTEXONE:	**CLIENT:**
	See attached Signature Page
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

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TOWN OF HOLLY SPRINGS CONTRACT SIGNATURE PAGE

NOTICE TO ALL CONTRACTORS & VENDORS:

Notwithstanding anything to the contrary in your contracts, this Contract is valid and enforceable only on the following conditions: Any language in the attached contract purporting to create an indemnity against the Town is hereby stricken and given no effect. Any provision for forum selection or choice of law other than the situs of this contract (Wake County, North Carolina) is hereby stricken and given no effect. The signatures below are only effective upon the Vendor's acceptance of the foregoing. In the event that you do not accept this notice and notification, inform the Contract Manager/Contact listed below immediately. For contracts obligating a town expenditure exceeding $2,500, a PO is required.

VENDOR SIGNATURE: _____

I certify the above language is acceptable.

Date: _____ Printed Name & Title:_____

Approved as to form:

_____

John Schifano, Town Attorney Date:

Town Contact/Contract Manager: _____ Date:

PURCHASE ORDER NO_____ (If Applicable)

Approved by Brettany DeVolld _____ (initials) Date:

This instrument has been pre-audited in the manner described by the Local Government Budget and Fiscal Control Act.

_____

Tina Stroupe Director of Finance Date:

TOWN OF HOLLY SPRINGS

By:_____

Randy Harrington, Town Manager Date:

ATTEST:
By:_____
Linda C. McKinney, Town Clerk
Date:

(Town Seal)

Town Standard Signature page, rev. 9/2024

CHANGE MANAGEMENT POLICY EXHIBIT A

The definitions set out in this policy shall apply to all Statements of Work, Attachments, and Order Forms unless context requires otherwise.

"Change" and "Changes" means a change/changes to a Statements of Work, Attachment, or Order Form

1. **PURPOSE**

1.1 Where either Party sees the need for a Change, Client may at any time request, and VertexOne may at any time recommend, such Change in accordance with the Change Management Process as set out in this Change Management Policy. Either Party may request further information or reasonable changes to a change proposed by the other Party.

2. **CHANGE MANAGEMENT PROCESS**

2.1 **Client Change Requests**

2.1.1 Client shall submit a request for a Change in writing using VertexOne's ticketing system.

2.2 Where a request for a Change is received from Client, if VertexOne approves of the Change submitted by the Client, VertexOne shall submit a category estimate to Client as soon as reasonably possible taking into account the nature and scope of the request, but in no event longer than ten (10) business days. Client will review the category estimate to ensure Client's requirements are stated correctly and then the Parties will execute a Change Request to approve the estimate prior to VertexOne's delivery plan for the Change Request. VertexOne will inform Client as soon as possible if additional information is required or if an estimate will take longer than 15 days to submit.

2.3 **VertexOne Recommendations to Change** A recommendation for a Change by VertexOne shall be submitted to Client in writing for Client's review and consideration. Change documentation from VertexOne to the Client shall contain the cost, information about the change, any known impacts, risks, constraints, a date, and a change request number.

2.4 **General**

2.4.1 Any request not approved or rejected directly by the Party receiving the request for Change Amendment within twenty (20) business days after receipt, shall automatically be deemed rejected.

2.4.2 Any request approved by VertexOne will be reviewed to determine the delivery plan for the approved Change Request. VertexOne has sole discretion to determine when the delivery plan of the Change Request will be delivered.

3. **COSTS**

The costs incurred to prepare and to review a proposed Change shall be borne by the Party preparing and/or reviewing it. Such costs will not be paid by or reimbursed by the other Party.

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20240208

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 17.

Consent Agenda
Title: Code of Ordinances and Board Opening and Application Procedures amendments related to the Tree Advisory Committee
Strategic Priority Area: Organizational Excellence
Staff Resource: Sarah Sularz, Development Services

Action(s):

- Adopt Ordinance 26-01 to approve Town Code modifications for the Tree Advisory Committee terms and adopt updated Policy P-044.3 Board Opening and Application Procedures.

Explanation:

- This ordinance change would modify the terms for the Tree Advisory Committee (TAC) with a staggered rotation of terms.
- The change would align the applications, appointments, and terms of the TAC Membership to be in sync with that of the Planning Board and Board of Adjustment, which are also managed by Development Services.
- The upcoming appointment period opens in February and appointments made for the new terms will be made at that time.

Background:

- The Tree Advisory Committee (TAC) was established in 2018.
- As outlined in the Town Code, members are appointed to 3-year terms.
- In 2025, TAC members were appointed to 1-year terms from July 1, 2025 – June 30, 2026 to determine whether attendance and engagement could be improved.
- Since new 1-year appointments have been made, the TAC has been showing much stronger engagement and attendance at meetings and events, with nearly full membership participation.
- A Town Council briefing was provided by staff on November 21, 2025 regarding this change.
- On December 12, 2025, newly appointed Town Council representatives were given an introduction to the TAC. The presentation included a recommendation for the Code and Application procedure change as well. There were no concerns raised with the proposal.

Funding Source(s):

Attachment(s):
1. 26-01-Ordinance_TAC_CodeUpdate

2. P-044.3 Board Opening and Application Procedures

Ordinance No. 26-01
Date Submitted: January 20, 2026
Date Adopted: January 20, 2026

AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES TO MODIFY THE TERMS OF AND APPOINTEMENTS TO THE TREE ADVISORY COMMITTEE

WHEREAS, the Town of Holly Springs Town Council created Division 5. Tree Advisory Committee in 2018: PART II - Code of Ordinances Chapter 2 – Administration, Article Iv. - Boards, Commissions and Committees Division 5. Tree Advisory Committee; and

WHEREAS, the Town of Holly Springs Town Council seeks to realign the terms of and appointments to the Tree Advisory Committee to align the terms of and appointments to other Boards and Committees of the Town; and

WHEREAS, the Town of Holly Springs has adopted Town Policy: P-044.2 Board Opening and Application Procedures; and

NOW THEREFORE, BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that the Code of Ordinances Chapter 2 – Administration, Article Iv. - Boards, Commissions and Committees Division 5. Tree Advisory Committee - Sec. 2-271. Committee membership is amended as follows:

Part 1:

(a) The tree advisory committee shall be appointed by the town council and shall consist of five members of whom shall be citizens living within the corporate limits of the Town of Holly Springs; however, the town council may appoint up to one resident of the town's extraterritorial jurisdiction to fill one of the member seats.

(b) The terms of office for the members shall be for three-year rotating terms beginning on ~~July~~ **March 1** except that the initial terms of office shall be as follows:

~~2 Members (Jan 1, 2019 - June 30, 2020) then July 1, 2020 - June 30, 2023.~~

~~2 Members (Jan 1, 2019 - June 30, 2021) then July 1, 2021 - June 30, 2024.~~

~~1 Member (Jan 1, 2019 - June 30, 2022) then July 1, 2022 - June 30, 2025.~~

2 Members from July 1, 2026 - Feb 28, 2028 then March 1, 2028 - Feb 28, 2031.

2 Members from July 1, 2026 - Feb 28, 2029 then March 1, 2029 - Feb 28, 2032.

1 Member from July 1, 2027 - Feb 28, 2030 then March 1, 2030 – Feb 28, 2033.

(c) Vacancies arising on the committee shall be filled by the town council for the balance of the unexpired term. All members shall hold office until their successors are appointed and qualified. Any member who misses more than three consecutive regular meetings loses his status.

(d) The committee may have up to four ex-officio members as follows:

(1) The town council may appoint one councilman to serve a two-year term in association with the council's biannual organizational meeting.

(2) The town council may appoint one junior/young adult member to serve a one-year term.

(3) The planning board may appoint one in-town member to serve a one-year term.

(4) The parks and recreation advisory committee may appoint one in-town member to serve a one-year term.

(e) *Bylaws.* The committee may by two thirds majority create, modify, or revoke any bylaw relating to committee operation which are not inconsistent with this division.

(f) All committee members are bound by all town policies, including but not limited to the town's ethics policy, and are subject to removal by the town council for violations of town policies.

Part 2: **REPEAL OF CONFLICTING ORDINANCES**
All ordinances or parts of the Town Code of Ordinances of the Town of Holly Springs conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

Part 3: **SEVERABILITY**
If any section, part of a section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holdings shall not affect the remaining portion of this Ordinance and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Part 4: **INCLUSION IN CODE**
It is the intention of the Town Council entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Town Code of Ordinances of the Town of Holly Springs, North Carolina; that the Section(s) of this Ordinance may be renumbered or relettered to accomplish such intention, and that the word “Ordinance” may be changed to “Section, or “Article” or other word.

Part 5: **EFFECTIVE DATE**
The provisions of this ordinance shall become effective January 20, 2026 in accordance with the laws of the State of North Carolina.

Adopted this, the 20th day of January 2026.

Town of Holly Springs by

_____
Michael D. Kondratick, Mayor

ATTEST:

_____
Linda McKinney, Town Clerk

	P-044.3 Board Opening and Application Procedures	
	Prepared B	Linda McKinney, LeeAnn Plumer & Chris Hills
Holly Springs, N.C.	Department:	Town Clerk
Policy & Procedure Statements	Date A roved b Council:	January 20, 2026
	Effective Date:	January 20, 2026
	Supersedes Old #:	p_044.2
of the Holly Springs Town Council	Old Effective Date:	October 21, 2025

Section I: Purpose

The purpose of this policy statement is to develop a preferred process for Council to populate boards, committees, and subcommittees of the Council (herein referred to as Board Appointments) and provide a transparent and consistent process for all applicants to be considered by the Town Council. Additionally, this written process will clearly outline for citizens the process the Council uses for Board Appointments. The Town Council may, by majority vote, decide to waive, vary, or otherwise modify the process outlined in this policy.

Section II: Annual Recruitment and Application Process

A. Board of Adjustment, **Tree Advisory Committee,** and Planning Board- Applications will only be accepted from October 1 to the first Monday of December.

The Town Clerk shall post a notice in one or more conspicuous locations at Town Hall and at other Town-owned facilities as deemed appropriate as well as using all normal Town communications channels during the months of October and November of each year. This notice shall specify the vacancies for the Board of Adjustment, **Tree Advisory Committee,** and Planning Board, and will set forth the details regarding the application procedure and the deadline for receipt of applications, which shall be the first Monday of December. The Town Clerk will also advertise these vacancies utilizing the most effective advertising tools available each year to seek applicants from all segments of the community, representing various interests and groups.

In order to be eligible for appointment to the Board of Adjustment, **Tree Advisory Committee,** or Planning Board, a person must file an application on a form provided by the Town Clerk or available on the Town's website and meet the eligibility requirements as specified in the Ordinance. In order to be considered by the Council, an application must be filed with the Town Clerk not later than the first Monday of December preceding the beginning of the term for which the appointment is desired. This shall not apply to appointments to fill vacancies for unexpired portions of terms. All applications that meet the eligibility requirements will be forwarded to the Town Council.

The Town Clerk will distribute copies of all applications to each Council member during the month of December. Unless otherwise directed, the Council as a whole shall consider all applications received for appointment to the Board of Adjustment, **Tree Advisory Committee,** and/or Planning Board, and shall make such appointments as it deems appropriate. These appointments shall be made in January of each year. Applicants not selected or wishing to be reappointed shall submit a new application during the next application period for further consideration.

B. Parks & Recreation Advisory Committee ~~and Tree Advisory Committee~~
Applications will be accepted from February 1 to the first Monday of April.

The Town Clerk shall post a notice in one or more conspicuous locations at the Town Hall and at other town-owned properties as deemed appropriate as well as well as using all normal Town communications channels during the month of February and March of each year. This notice shall specify the vacancies for the Parks & Recreation Advisory Committee ~~and Tree Advisory Committee,~~ and will set forth the details regarding the application procedure and the deadline for receipt of applications which shall be the first Monday of April. The Town Clerk will also advertise these vacancies utilizing the most effective advertising tools available each year to seek applicants from all segments of the community, representing various interests and groups.

In order to be eligible for appointment to the Parks & Recreation Advisory Committee ~~or Tree Advisory Committee,~~ a person must file an application on a form provided by the Town Clerk or available on the Town's website and meet the eligibility requirements as specified in the Ordinance. In order to be considered by the Council, an application must be filed with the Town Clerk not later than the first Monday of April preceding the beginning of the term for which the appointment is desired. This shall not apply to appointments to fill vacancies for unexpired portions of terms. All applications that meet the eligibility requirements will be forwarded to the Town Council.

The Town Clerk will distribute copies of all applications to each Council member during the month of April. Unless otherwise directed, the Council as a whole shall consider all applications received for appointment to the Parks & Recreation Advisory Committee ~~or Tree Advisory Committee,~~ and shall make such appointments as it deems appropriate. These appointments shall be made not later than the first meeting of June of each year. Applicants not selected or wishing to be reappointed shall submit a new application during the next application period for further consideration.

Section III: Process to Fill Vacancies or Create New Board Positions

A vacancy caused by the resignation of a member within 14 days prior to the opening of the annual appointment process, or during that process, shall be filled with the annual appointments. A vacancy caused by the resignation of a member after annual appointments have been made, but more than 14 days prior to the opening of the next annual appointment period shall be filled as midterm openings.

For example:

Planning Board, Board of Adjustment, **Tree Advisory Committee**		
Advertised October 1 through the 1st Monday in December		
Appointments made at January Council meeting		
Terms End	Resig. Date	How filled
Feb. 28th (or 29th)	Sept. 17th to Jan. 2nd	Filled as part of annual appointments
Feb. 28th (or 29th)	Jan. 3rd to Sept. 16th	Filled as a midterm opening

Parks & Recreation Advisory Committee ~~or Tree Advisory Committee~~		
Advertised February 1 through the 1st Monday in April		
Appointments made at May Council meeting		
Terms End	Resignation Date	How filled
June 30th	Jan 18th to May 1st	Filled as part of annual appointments
June 30th	May 2nd to Jan. 16th	Filled as a midterm opening

For all midterm openings or newly-created boards, the Town Clerk shall post a notice in one or more conspicuous locations at Town Hall or at other town-owned properties as deemed appropriate, and through all normal Town communications channels for a minimum of 14 days and starting no later than 14 days after the Clerk has been notified of the resignation or dismissal of a board member or the creation of a new board. This notice shall specify the vacancies for the board, and will set forth the details regarding the application procedure and the deadline for receipt of applications, which shall be a minimum of 14 days following the posting of the vacancy. The Town Clerk will advertise these vacancies utilizing the most effective advertising tools available each year to seek applicants from all segments of the community, representing various interests and groups.

In order to be eligible for appointment to the board, a person must file an application on a form provided by the Town Clerk or on the Town's website and meet all eligibility requirements as specified by the Town Council. In order to be considered by the Council, an application must be filed with the Town Clerk not later than the advertised application period deadline.

The Town Clerk will distribute copies of all applications to each Council member with the next available Town Council meeting packet after the completion of the application period deadline. Unless otherwise directed, the Council as a whole shall consider all applications received for appointment to the board, and shall make such appointments as it deems appropriate. These appointments shall be made at the next regular Town Council meeting. Applicants not selected shall submit a new application during the next application period for further consideration.

Section IV: Selection and Appointments

In reviewing applications, Council members will take into consideration the specific composition requirements by statute or enabling ordinance of the board. Council

members will strive to appoint applicants that reflect the current community makeup and community values.

The Town Council will determine their method for selecting members to fill vacancies. Council shall vote by simple majority to select the appointees.

After the Council has approved the slate of appointments, applicants will be notified as follows:

Those who were appointed will be notified by the Department with which the board works to advise them of their appointment status.

Those who were not appointed will be notified by the Clerk's office to advise them that they were not selected, and that they must reapply in order to be considered for future vacancies.

Section V: Retention of Applications

Applications will be retained in the Town Clerk's office for a period consistent with the NCDNCR Retention Schedule.

End of Policy Statement No. P-044.3

Adopted by the Holly Springs Town Council on ~~October 21, 2025~~ **January 20, 2026** as certified by:

_____

Linda C. McKinney, CMC
Town Clerk

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 18.

Consent Agenda
Title: Twin Springs Voluntary Annexation A25-08
Strategic Priority Area: Growth Management & Economic Vitality
Staff Resource: Sarah Sularz, Development Services

Action(s):
Adopt Resolution 26-03 directing the Town Clerk to investigate the sufficiency of annexation petition A25-08, and setting the public hearing to February 17, 2026.

Explanation:

- The Town has received a petition for voluntary annexation of 44.1037 +/- acres.
- The property is located at 5801 Duncan Cook Road and is owned by Duncan Cook Holdings LLC.
- The majority of the property is in the Town's Extraterritorial Jurisdiction (ETJ) and is contiguous with the Town Limits. A small portion of the property is in Wake County jurisdiction only and not in the ETJ.
- The annexation must occur prior to consideration of the Twin Springs rezoning for the portion of the site in Wake County jurisdiction.

Background:

- Pursuant to NCGS 160A-31(c) Council is required, upon receiving a petition for annexation, "to cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation and to fix a date for public hearing on the question of annexation."

Funding Source(s):
N/A

Attachment(s):
1. A25-08 Map
2. A25-08 Resolution of Sufficiency

Annexation Information

Annexation Number

A25-08

Total Acres

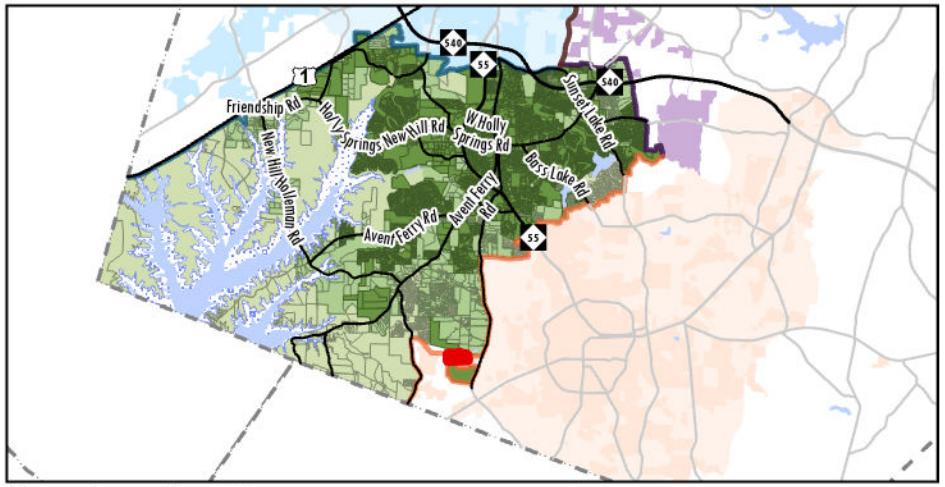
44.1037 +/- | Deed Acres

Property Address

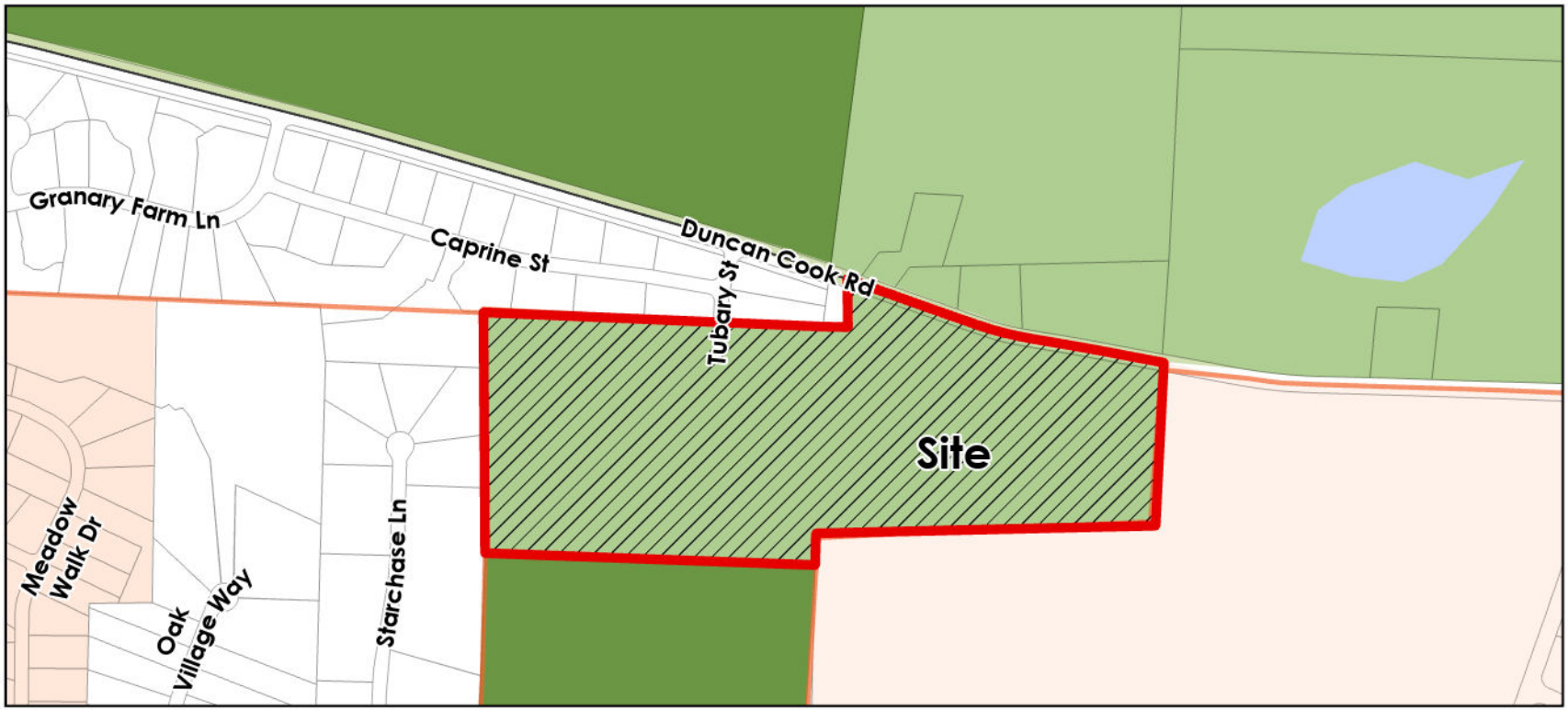
5801 Duncan Cook Rd

Contiguous to Town Limits

■ Yes ☐ No



Town Location Map



Property Location Map

Holly Springs
Town Limits
ETJ

Apex
Town Limits
ETJ

Fuquay-Varina
Town Limits
ETJ

Cary
Town Limits
ETJ

Subdivision

Apex/Cary Annexation Agreement

Apex/Holly Springs Annexation Agreement

Cary/Holly Springs Annexation Agreement

FV/Holly Springs Annexation Agreement

Shearon Harris Lake

Future Lake Level

Parcels

Resolution No. 26-03
Date Adopted: January 20, 2026
Annexation No.: A25-08

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-58 AND FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received by the Town of Holly Springs; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Holly Springs deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

WHEREAS, the area proposed for annexation is described as follows:

BEGINNING AT AN EXISTING AXLE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 12 AS SHOWN ON BOOK OF MAPS 2025, PAGES 215-222, WAKE COUNTY REGISTRY, AND BEING THE SOUTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY DUNCAN COOK HOLDINGS LLC AS RECORDED IN DEED BOOK 19879, PAGE 2680, WAKE COUNTY REGISTRY; AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 668296.00 FEET E: 2044544.82 FEET; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE N 07°22'54"E A DISTANCE OF 194.47 FEET TO A POINT LOCATED IN THE CENTERLINE OF DUNCAN COOK ROAD; THENCE ALONG AND WITH SAID CENTERLINE S 70°55'20"E A DISTANCE OF 39.07 FEET TO A POINT; THENCE S 70°19'21"E A DISTANCE OF 41.57 FEET TO A POINT; THENCE S 70°19'21"E A DISTANCE OF 6.40 FEET TO A POINT; THENCE S 70°23'25"E A DISTANCE OF 51.08 FEET TO A POINT; THENCE S 70°29'03"E A DISTANCE OF 53.16 FEET TO A POINT; THENCE S 70°21'41"E A DISTANCE OF 50.95 FEET TO A POINT; THENCE S 70°12'10"E A DISTANCE OF 51.11 FEET TO A POINT; THENCE S 70°22'09"E A DISTANCE OF 51.20 FEET TO A POINT; THENCE S 70°33'12"E A DISTANCE OF 53.33 FEET TO A POINT; THENCE S 70°35'54"E A DISTANCE OF 52.00 FEET TO A POINT; THENCE S 70°50'12"E A DISTANCE OF 53.30 FEET TO A POINT; THENCE S 70°39'38"E A DISTANCE OF 51.62 FEET TO A POINT; THENCE S 71°54'16"E A DISTANCE OF 54.44 FEET TO A POINT; THENCE S 74°37'43"E A DISTANCE OF 51.25 FEET TO A POINT; THENCE S 77°19'41"E A DISTANCE OF 52.85 FEET TO A POINT; THENCE S 79°12'23"E A DISTANCE OF 50.22 FEET TO A POINT; THENCE S 80°02'41"E A DISTANCE OF 50.81 FEET TO A POINT; THENCE S 80°29'45"E A DISTANCE OF 51.39 FEET TO A POINT; THENCE S 80°07'41"E A DISTANCE OF 54.31 FEET TO A POINT; THENCE S 80°04'19"E A DISTANCE OF 55.67 FEET TO A POINT; THENCE S 79°38'55"E A DISTANCE OF 51.48 FEET TO A POINT; THENCE S

79°02'49"E A DISTANCE OF 51.62 FEET TO A POINT; THENCE S 79°06'35"E A DISTANCE OF 50.92 FEET TO A POINT; THENCE S 79°31'16"E A DISTANCE OF 47.66 FEET TO A POINT; THENCE S 79°10'40"E A DISTANCE OF 49.72 FEET TO A POINT; THENCE S 79°22'53"E A DISTANCE OF 13.92 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE S 02°56'08"W A DISTANCE OF 30.27 FEET TO A POINT LOCATED ON THE SOUTHERN RIGHT-OF-WAY LINE OF DUNCAN COOK ROAD AND BEING THE NORTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY T.M. ADCOCK FAMILY LLC AS RECORDED IN DEED BOOK 6377, PAGE 844, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE S 02°56'08"W A DISTANCE OF 35.42 FEET TO A POINT LOCATED ON THE NORTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY DUNCAN COOK HOLDINGS LLC AS RECORDED IN DEED BOOK 19986, PAGE 585, WAKE COUNTY REGISTRY; THENCE LEAVING SAID PROPERTY LINE ALONG AND WITH SAID WESTERN PROPERTY LINE S 02°56'08"W A DISTANCE OF 518.00 FEET TO A POINT; THENCE S 88°42'00"W A DISTANCE OF 1,214.39 FEET TO A POINT; THENCE S 01°27'52"W A DISTANCE OF 113.50 FEET TO AN EXISTING CONCRETE MONUMENT (BENT) AND BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY TOLL SOUTHEAST BUILDING INC AS RECORDED IN DEED BOOK 19994, PAGE 2465, WAKE COUNTY REGISTRY; THENCE LEAVING SAID PROPERTY LINE ALONG AND WITH SAID NORTHERN PROPERTY LINE N 87°55'09"W A DISTANCE OF 1,181.11 FEET TO AN EXISTING AXLE AND BEING THE EASTERN PROPERTY CORNER OF LOT 21 AS SHOWN ON BOOK OF MAPS 1988, PAGE 396, WAKE COUNTY REGISTRY; THENCE LEAVING SAID NORTHERN PROPERTY LINE ALONG AND WITH SAID EASTERN PROPERTY LINE N 00°20'17"W A DISTANCE OF 232.20 FEET AN EXISTING IRON PIPE AND BEING THE SOUTHEASTERN PROPERTY CORNER OF LOT 20 AS SHOWN ON BOOK OF MAPS 1990, PAGE 1218, WAKE COUNTY REGISTRY; THENCE N 00°22'36"W A DISTANCE OF 190.01 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 19 AS SHOWN ON BOOK OF MAPS 1988, PAGE 396, WAKE COUNTY REGISTRY; THENCE N 00°22'48"W A DISTANCE OF 240.00 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 47 AS SHOWN ON BOOK OF MAPS 2025, PAGE 215-222, WAKE COUNTY REGISTRY; THENCE N 00°26'26"W A DISTANCE OF 199.04 FEET TO AN EXISTING IRON PIPE (BENT) AND BEING LOCATED ON THE SOUTHERN PROPERTY LINE OF LOT 16 AS SHOWN ON BOOK OF MAPS 2025, PAGE 215-222, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE S 87°35'26"E A DISTANCE OF 1,214.20 FEET TO THE POINT OF BEGINNING, CONTAINING 44.1037 ACRES.

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Holly Springs, North Carolina, that:

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, February 17, 2026.

Section 3. Notice of the public hearing shall be published in the Raleigh News & Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10) days prior to the

date of the public hearing.

Adopted this, the 20th day of January 2026.

ATTEST:

Michael D. Kondratick, Mayor

Linda C. McKinney, Town Clerk

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 19.

Public Hearings
Title: 25-REZ-10 Twin Springs Rezoning and Development Agreement - Legislative Public Hearing
Strategic Priority Area: Growth Management & Economic Vitality
Staff Resource: Conor Ryan, Development Services, Elliot Blonshine, Development Services

Action(s):

- Conduct Legislative Public Hearing.

Explanation:

- The applicant has submitted an application for a rezoning from RR - Rural Residential to NR-CD - Neighborhood Residential Conditional Zoning District at 5801 & 0 Duncan Cook Road.
- The application includes a total of 93 units on 44.1 acres, with a mix of 15 Attached and 78 Detached Dwellings.
- The application follows the Option 2: Master Plan Conditional Zoning District process, with a conceptual plan set for the project. If the project were approved by Town Council, a separate Major Subdivision application would be required. This Major Subdivision would return to Town Council for Quasi-Judicial Review.
- A portion of the project area is currently within Wake County's planning jurisdiction, thus requiring voluntary annexation earlier in the process so the subject parcels are eligible for rezoning consideration.
- The Town Council must hold a legislative public hearing to receive public comments regarding the proposal prior to Planning Board consideration.
- A draft Development Agreement is also included, outlining commitments to adhere to the Town's Water Resource and Management Policy and the payment of a fee-in-lieu to the developer for the extension of road, water, and sewer infrastructure to the northwest stub in the Elliott Farm subdivision.
- The Public Hearing gives the Town Council the opportunity to provide feedback on the rezoning and the terms of the Development Agreement, with further consideration and potential action anticipated at the February 17 meeting.

Background:

- The project area lies within the Town's Planning Jurisdiction, and was made part of the Extraterritorial Jurisdiction (ETJ) with the 2016 expansion.
- A school capacity letter from Wake County Public Schools is attached.
- In accordance with the updated Town Council Legislative review process, consideration of this application will take place on the following schedule:

- Tuesday, January 20th - Town Council Public Hearing
- Tuesday, January 27th - Planning Board review and recommendation
- Tuesday, February 17th - Town Council consideration and decision

Funding Source(s):

N/A

Attachment(s):

1. 25REZ10_TwinSprings_StaffReport
2. 25REZ10_WCPSS_Letter
3. 25REZ10_TwinSprings_Application
4. 25REZ10_TwinSprings_Plans
5. Twin Springs Developer Agreement_DRAFT_ TC Hearing version

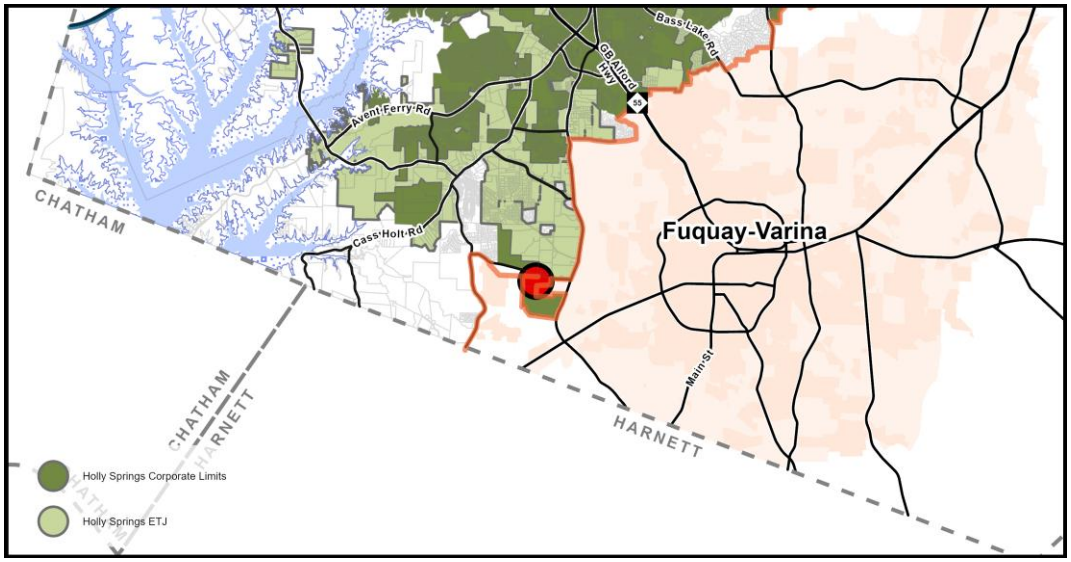
Project Type: Zoning Map Amendment (Rezoning)
Conditional Zoning District
Master Plan (Option 2)

Concurrent Applications:
☐ Waiver / SUP/ VAR/ CPA

Applicant / Petitioner:
Kimley-Horn on behalf of Gander Development

Property Address: 5801 & 0 Duncan Cook Rd

Property Area: 44.1 ac.



Located in: ☐Holly Springs Corporate Limits ☒Holly Springs ETJ ☒Annexation Pending

Project Summary:

A rezoning of 44.1 acres from R-30 Residential (Wake County) & RR Rural Residential to NR-CD – Neighborhood Residential Conditional Zoning District near the intersection of Duncan Cook Rd and Piney Grove Wilbon Rd. for the development of 78 detached and 15 attached dwellings.

Requested Action:

Public Hearing: The Town Council must hold a legislative public hearing to receive public comments regarding the proposal prior to Planning Board consideration.

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Community Facilities Information	Page 11
Utility & Infrastructure Information	Page 12
Natural Resources & Open Space Information	Page 14
Conditional Zoning District Information	Page 15
Decision-Making Information	Page 20

Case Summary

Current Zoning:
RR Rural Residential
☐ Conditional Zoning District

Proposed Zoning:
NR Neighborhood Residential
☒ Conditional Zoning District
Master Plan (Option 2)



Aerial Photograph

Growth Strategy Map:
Places to Enhance

Small Area Plan Designation:
N/A

Future Land Use Plan Designation:
Mixed Residential Neighborhood

Staff Analysis:

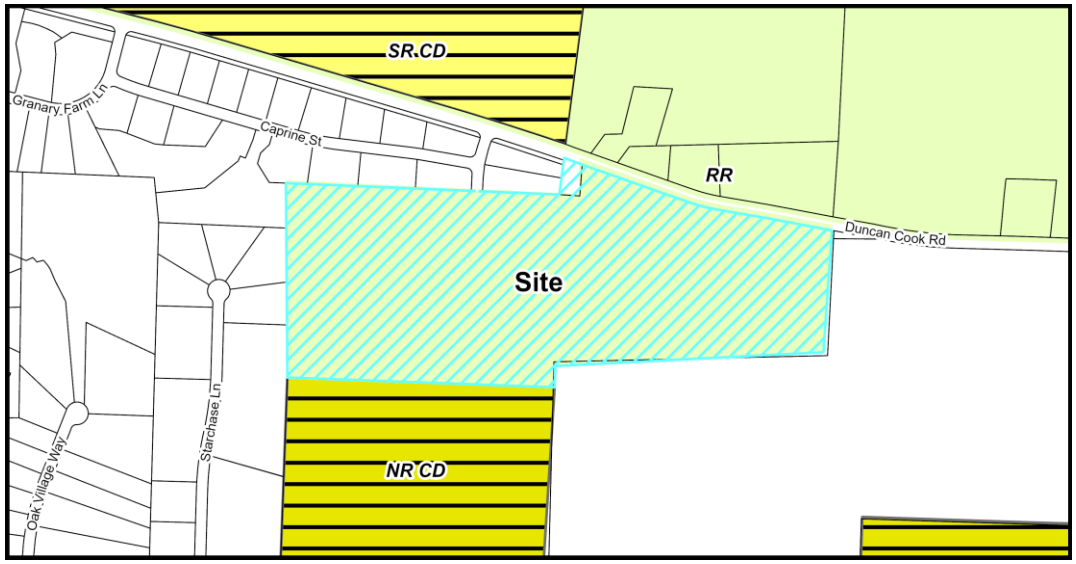
The Zoning Map Amendment is: ☒ Consistent with Adopted Plans/Ordinances ☐ Inconsistent with Adopted Plans/Ordinances

The proposed Neighborhood Residential Conditional Zoning District (NR-CD) allows for a variety of housing types and open spaces, and at a compatible density in the context of the nearby community. Characteristics of the Future Land Use Designation, Mixed Residential Neighborhood, and the Land Use & Character themes of Transitions and Increase Home & Neighborhood Choices have been demonstrated with the application. The proposed modifications create small design enhancements and increased buffering, indicating a higher standard of development than by-right. Overall, the project is consistent with Town adopted plans and ordinances.

Staff Recommendation: ☒ Approve ☐ Deny

Current Zoning Information

Parcel #	Zoning	Area
0646474950	RR	42.8 ac
0646485396	R-30 (Wake County)	.3 ac
	Total Area	**43.1**



Current Zoning Map

Adjacent Property Current Zoning Information

	Zoning	Existing Land Use
Subject Property	RR – Rural Residential & R-30 – Residential (Wake County)	Agriculture
North	RR – Rural Residential	Agriculture
South	NR-CD – Neighborhood Residential – Conditional Zoning District	Vacant (Future Elliott Farm Subdivision)
East	RA – Residential Agriculture (Fuquay-Varina)	Agriculture
West	R-30 – Residential (Wake County)	Single-Family Detached Dwellings

Parcel Rezoning History

Rezoning Number: 15-REZ-07 (establish ETJ)
Original Zoning: R-30 (Wake County)
Approved Zoning: R-30 Residential (reassigned to RR – Rural Residential in 2022)
Approval Date: June 7, 2016

Land Use & Character Information

Vision Holly Springs Comprehensive Plan Section 1

Growth Strategy Map: Places to Enhance

Future Land Use: Mixed Residential Neighborhood

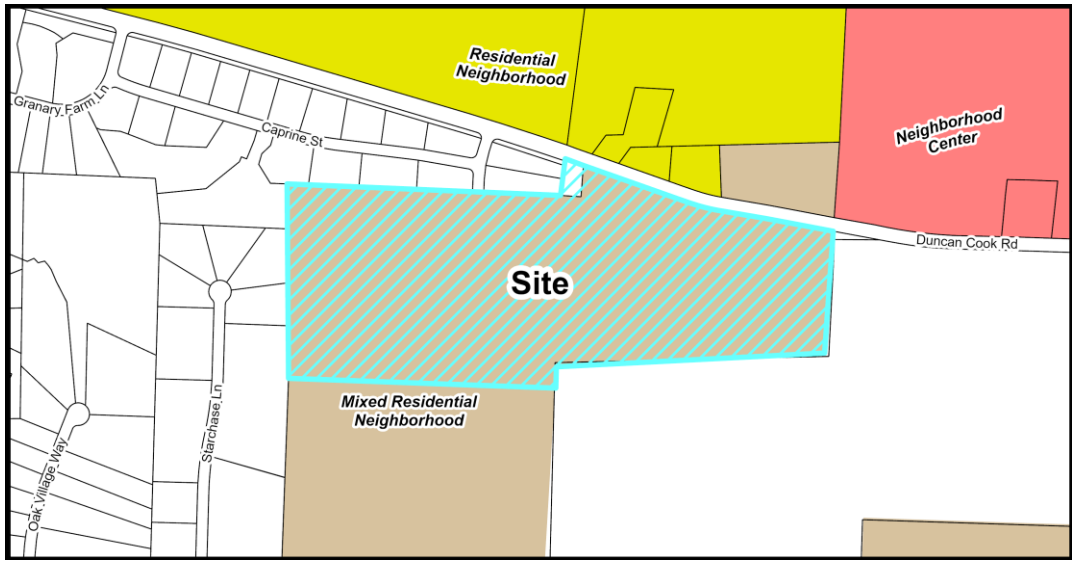
Small Area Plan: N/A

The Requested Zoning Map Amendment is:

☒ **Consistent with the Future Land Use Map**

☐ **Inconsistent with the Future Land Use Map**

If a Zoning Map Amendment is adopted and the action is deemed inconsistent with the Future Lane Use Map, the Zoning Map Amendment has the effect of also amending the Future Land-use Map.



Future Land Use Map

Important Themes for Transforming Holly Springs:

Eight important themes for Holly Springs are highlighted as high-priority principles for transforming the Town. The following theme(s) should be considered with this request:

Theme	Description
☐ Establish Mixed-Use Activity Centers Throughout Holly Springs	Mixed-use and walkable development
☐ Suburban Remix	Activate neighborhood centers
☐ Suburban Retrofit	Redevelop existing centers into mixed-use, multi-modal, activated centers
☐ Context-Sensitive Infill Development Choices	Infill around single use residential areas
☒ Transitions	Complement existing development and avoid incompatibilities
☒ Increase Home & Neighborhood Choices in Holly Springs	Variety of integrated housing products
☐ Increase Diversity & Affordability of Housing in Holly Springs	Adequate supply of affordable housing
☐ More Transportation-Land Use Coordination in the Community	Equal emphasis on land use (demand), transportation (supply) and urban design (character)

Land Use & Character Information (cont.)

Growth Strategy Map: Places to Enhance
Places to enhance in Holly Springs celebrate existing and future residential neighborhoods, and the small activity centers that serve them, as the building blocks for a strong community. They generally include Conservation Neighborhoods, Residential Neighborhoods with single dwelling detached homes on varying lot sizes, or Mixed Residential Neighborhoods with two or more home types (single dwelling detached, single dwelling attached, and multi dwelling) in the same development. Future infill development in the enhancement areas should be sensitive to the uses and densities along the perimeter of adjacent neighborhoods.

Future Land Use: Mixed Residential Neighborhood
A Mixed Residential Neighborhood includes several housing types – single dwelling detached, single dwelling attached, and multi-dwelling – that provide a range of home choices in the same neighborhood. The density of Mixed Residential Neighborhoods is highest around the central gathering place, where attached and multi-dwelling housing types like townhomes, apartments and condo buildings define the space. Moving out from the center, lots transition from smaller to larger and become exclusively single dwelling detached. If a Mixed Residential Neighborhood is built adjacent to an existing conventional neighborhood, this variation from more dense to less dense will provide an appropriate transition.

Key characteristics of a Mixed Residential Neighborhood include:

- Front-facing garages should be avoided. Where garages face the street, they should be set back significantly from the facade of the building.
- Multi-modal walkable streets with curbs and formal street tree planting.
- Building types may be mixed within blocks or may be organized with more dense building types near the center of the community, and less dense types near the edges.
- New residential uses have off-street parking at the side or rear of the lot to enhance the streetscape and walkability. Parking areas on larger lots may be accessed from front-loaded driveways, while smaller lots may be served by rear alleys.

Small Area Plan: N/A

Historic Structures: ☒ None

Land Use & Character Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Land Use & Character Plan/Ordinances

The project is located within the southern area of the Town's planning jurisdiction, adjacent to recently approved residential projects such as Elliott Farm, Hazel Ridge (fka Tassel Ridge), and Season at Wilbon (See Exhibit 1). The Future Land Use Map defines residential development in this area, with parcels designated as Residential Neighborhood further away from Piney Grove Wilbon, and Mixed Residential Neighborhoods surrounding future Neighborhood Centers found along Piney Grove Wilbon Road.

The applicant has considered nearby development patterns in designing the site by placing the detached dwellings in the western portion of the project area, adjacent to Elliott Farm and Longleaf Meadow (a single-family detached dwelling subdivision in Wake County's jurisdiction). Detached dwellings also are placed along Duncan Cook Road, along with a 20' Type C landscape buffer, creating a streetscape consistent with both the existing and proposed developments in this area. The attached dwellings, required by the NR-CD zoning district, are located along the eastern border of the site, adjacent to the attached dwelling section of the Fuquay-Varina project. This arrangement creates a natural transition between the two developments and feeds into a larger transition to future commercial development at the intersection of Duncan Cook and Piney Grove Wilbon.

The proposed detached dwellings are front-loaded but incorporate a larger minimum front setback for garages than the building, aligning with the Mixed Residential Neighborhood characteristic that states "where garages face the street, they should be set back significantly from the facade of the building." The attached dwellings are rear-loaded and served by an alley, fronting either the primary Active Recreation Area for the project (a pond with walking trails around it) or the street dividing running along the eastern property line.

The few significant tree stands that exist on site are being preserved by the project, and a connected network of open spaces centered around the large active recreation area on the eastern side of the site is provided, in keeping with Land Use and Character Plan expectations. The project also includes direct connections to more robust active recreation areas proposed on eastern half of the project.

Abutting this project to the east is a parcel in Fuquay-Varina's jurisdiction that has frontage along Piney Grove Wilbon Road and has the Mixed Residential Neighborhood (MRN, in the brown color) designation per Fuquay-Varina's Future Land Use Plan. This parcel currently has a project under review by Fuquay-Varina for a similar type of development, incorporating single-family detached and attached dwellings. The applicant has been considering how best to align Twin Springs with the project in Fuquay-Varina's jurisdiction, as seen in the Jurisdictional inset map on the Site Plan in the Twin Springs planset.

The proposed project provides a mix of housing types consistent with existing and proposed residential uses adjacent to the site and placed around a variety of connected open spaces utilizing existing environmental features. The applicant has incorporated Town feedback on the site design and product types into the rezoning plan. Overall, the project demonstrates consistency with the Land Use and Character Plan.

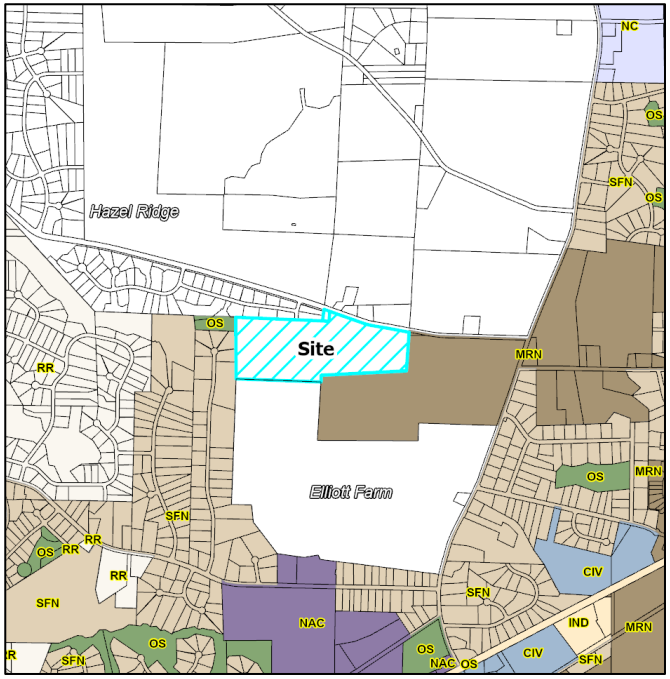


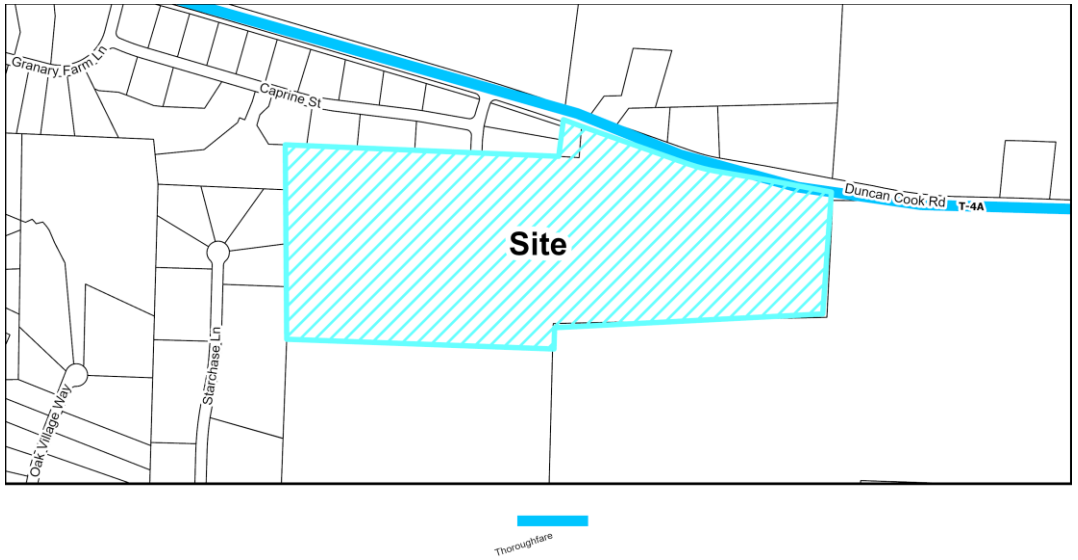
Image From Fuquay-Varina Land Use Map

Transportation Information

Vision Holly Springs Comprehensive Plan Section 2

Comprehensive Transportation Plan

Road Widening along Project Frontage	☒ Required ☐ Not Required
New Location Roadways	☐ Required ☒ Not Required
Hotspot/Safety Study Location	☐ Yes ☒ No



Roadway Map

Comprehensive Transportation Plan Summary

Road Widening along Project Frontage:
In accordance with the Unified Development Ordinance and Comprehensive Transportation Plan, road widening is required across the property frontage of Duncan Cook Road to meet ½ of the ultimate cross-section. Duncan Cook Road is identified as a T-4A cross section in the CTP, which is a 4-lane median divided throroughfare.

The development is proposing one primary driveway access onto Duncan Cook Road. Secondary accesses will be provided by an internal road network. One connection will be provided on the northwest side of the site to a Wake County Subdivision at Tubary Street. Another connection will be provided on the southwest side of the site, which connects to the Elliott Farm Subdivision. Two roadway stubs will also be provided to the Fuquay-Varina parcel to the east.

New Location Roadways:
There are no new CTP Roadways on this parcel.

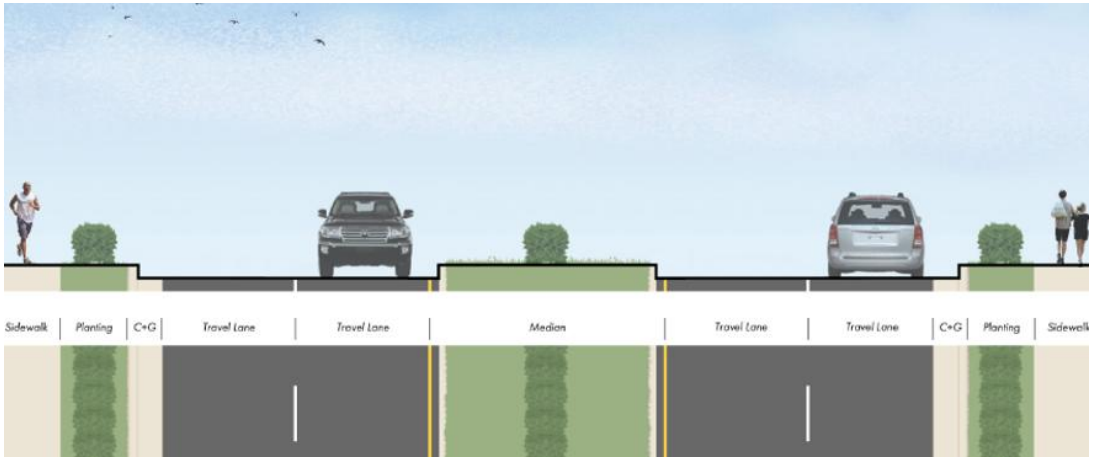
Hotspot/Safety Study Location:
There are no Hotspot/Safety studies adjacent to this parcel.

Improvement Prioritization:
N/A

Transportation Information (cont.)

Traffic Study Policy

☒Traffic Study Required ☐Tier 1
☐Tier 2
☒Tier 3
☐Traffic Verification Memo



Example of T-4A Thoroughfare Cross Section

Traffic Study Summary
A Traffic Impact Analysis (TIA) and associated Transportation Mitigation Agreement was completed with the rezoning petition. This development is required to adhere to and construct all recommended improvements within the approved TIA as follows:

CTP-Required Improvements (Roadway Thoroughfare Widening):

- Accommodate ½ of the required roadway section along site frontage along Duncan Cook Road (identified as a 4-lane divided section).

Piney Grove-Wilbon Road at Realigned Duncan Cook Road/Phelps West Road:

- *The intersection of Duncan Cook Road and Piney Grove Wilbon will be realigned to the south, such that it aligns with Phelps West Road. This improvement is occurring on the Fuquay Varina parcel to the east in accordance with their CTP.
- Provide an exclusive southbound right-turn lane on Piney Grove-Wilbon Road.
- Modify the committed traffic signal to accommodate the identified roadway laneage.

Piney Grove-Wilbon Road at Knightwood Road/Proposed Site Driveway C:

- Provide an exclusive northbound left-turn lane on Piney Grove-Wilbon Road.
- Provide an exclusive southbound left-turn lane on Piney Grove-Wilbon Road.
- Stripe the additional lane constructed along Piney Grove-Wilbon Road as an exclusive southbound right-turn lane at this intersection.

Duncan Cook Road at Residential Site Driveway A:

- Provide an exclusive westbound left-turn lane on Duncan Cook Road.

Transportation Information (cont.)

- Provide a shared eastbound through/right lane on Duncan Cook Road.

Duncan Cook Road at Residential Site Driveway B:

- Provide an exclusive westbound left-turn lane on Duncan Cook Road.
- Construct Residential Site Access B as a full-movement driveway with one ingress lane and one egress lane.

Transportation Staff Analysis:

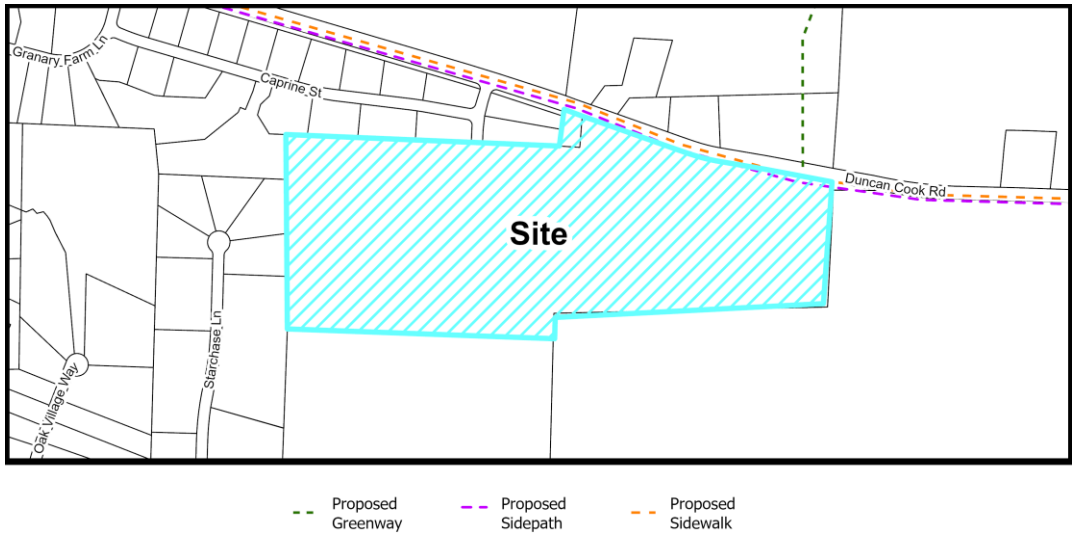
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Comprehensive Transportation Plan/Ordinances

The Traffic Study and associated mitigation improvements are consistent with the Traffic Study Policy, and the Town's Comprehensive Transportation Plan.

Parks, Recreation, & Greenways Information

Vision Holly Springs Comprehensive Plan Section 3

Park Search Area ☐ Yes ☒ No



Active Transportation Map

Required Active Transportation Improvements

☐ Greenway ☐ Sidepath

Neither a greenway nor a sidepath is required per the Future Active Transportation Map. A 10' sidepath is required along the north side of Duncan Cook Road, and this project only has frontage along the south side.

Parks, Recreation, & Greenways Summary

The project area lies outside of a Park Search Area as shown on the Parks, Recreation, and Greenways Master Plan.

Parks, Recreation, & Greenways Staff Analysis:

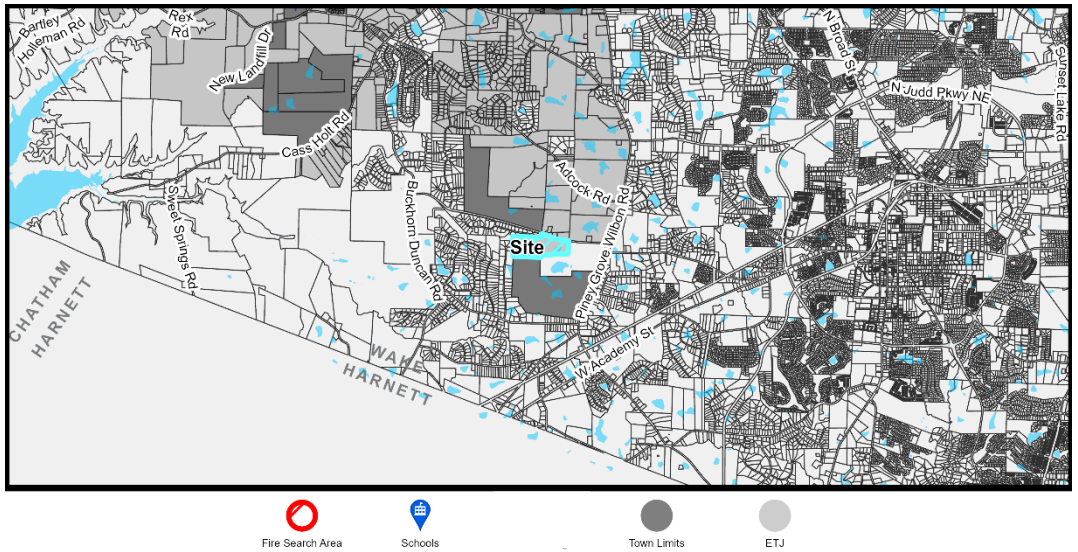
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Parks, Recreation & Greenways Master Plan/Ordinances

The project includes a 5' sidewalk along Duncan Cook Road and sidewalks along all internal streets. The development also includes a connection to and extension of a greenway running through the adjacent Fuquay-Varina development. Though the site is not located in a Park Search Area, the project is still subject to the fee-in-lieu for parkland dedication. Overall, the project is consistent with the Parks, Recreation, & Greenways Master Plan and the Unified Development Ordinance.

Community Facilities Information

Vision Holly Springs Comprehensive Plan Section 4

Population growth increases demand for public services. In order to fulfill this demand, community facilities must be appropriately planned for and constructed. These facilities may range from additional public safety stations, such as police and fire, to new schools to handle the influx of school-aged children into an area.



Community Facilities Map

WCPSS Coordination

A Letter of Impact from Wake County Public School System (WCPSS) was received for this rezoning and is included in the attachments.

Schools at the following grade levels within the current assignment area for the proposed rezoning are anticipated to have insufficient capacity for future students; transportation to schools outside of the current assignment area should be anticipated:

☐ Elementary ☐ Middle ☐ High School ☒ N/A: All grade levels are anticipated to have sufficient capacity

The following mitigation of capacity concerns due to school construction or expansion is anticipated:

☐ School expansion or construction within the next five years is not anticipated to address concerns.

☐ School expansion or construction within the next five years may address concerns at these grade levels:

☐ Elementary ☐ Middle ☐ High School

☒Not applicable – existing school capacity is anticipated to be sufficient.

Community Facilities Staff Analysis:

The requested Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Community Facilities Plan

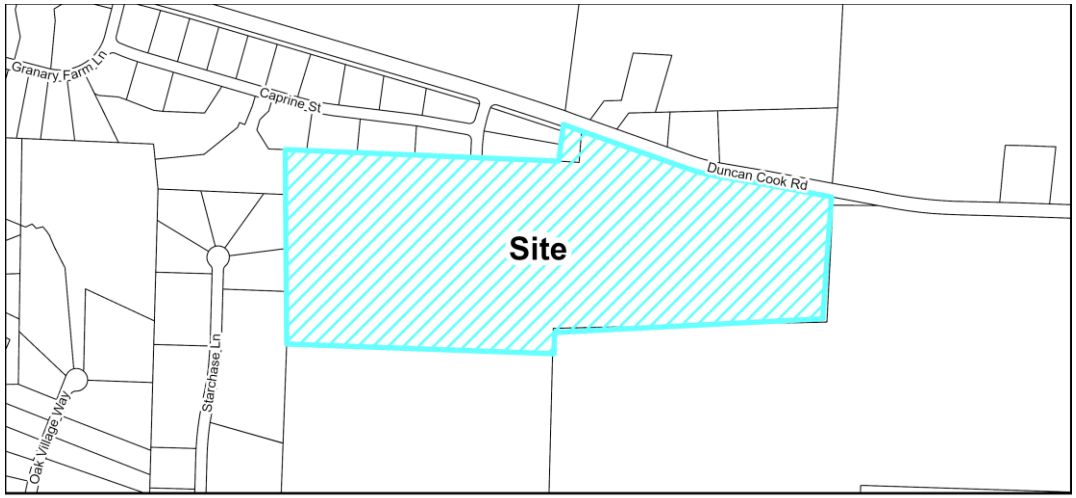
The subject property is outside of a search area for a public safety station as designated on the Community Facilities Map under which this project was submitted (note, the recently updated Community Facilities Section identifies the project in search area "B" for a new Fires Station). As a project proposing residential units, the applicant is required to report the potential number of units to the Wake County Public School System for their facility planning.

Infrastructure & Utility Information

Vision Holly Springs Comprehensive Plan Section 5

Utility Availability

Water	☐ Yes ☒ No ☒ Study Required
Sanitary Sewer	☐ Yes ☒ No ☒ Study Required
Reclaim	☐ Yes ☒ No ☐ Study Required



Utility Map

Infrastructure & Utility Summary

Water:

The project is required to extend Municipal Water from Piney Grove Wilbon Rd, across the property's frontage of Duncan Cook Road and throughout the project site to serve the proposed development. The waterline extension will be installed by the developer in accordance with Towns Policies.

Sanitary Sewer:

This project is required to extend Municipal Sewer to serve the proposed development. Sewer is proposed to tie a gravity sewer manhole in the Elliott Farms subdivision, which is currently under construction.

A Sewer Study was performed with the rezoning and analyzed the downstream sewer system, and included pump station capacity analyses. The study concluded improvements to downstream pump stations would be required and are committed by the developer.

Reclaim:

This project is outside of the reclaimed service area.

Infrastructure & Utility Information (cont.)

Water Resource Management (WRMP) Policy

☒ WRMP Applicable	☐Tier 1	Allocation Elements	☒ Public Infrastructure Improvements
☐ WRMP Not Applicable	☐Tier 2		☒ Sustainable Design
	☒Tier 3		☐ Work Force Housing
			☒ Open Space/Tree Preservation

Water Resource Management Policy Summary
This project is subject to the Water Resource Management Policy and has provided a Utility Allocation Request to be considered by Town Council. This development is a Priority Level 3 and has committed to three allocation elements as required by the Policy. The first is Public Infrastructure Improvements, which includes the construction of vegetated stormwater wetlands as an alternative to wet ponds. The second is to earn National Green Building Standards Certifications, or equivalent. The third is Open Space and Tree Preservation, with a commitment to preserve 10% of the specimen trees on the site.

Utility Allocation Summary

Priority Level: Priority Level 3
Allocation Assignment: Residential – Single-family
Allocation Requested: 26,970 GPD

Staff Determination: Sufficient allocation remains in the Residential – Single-family assignment to support this project for the proposed build out year of 2032.

Infrastructure & Utility Staff Analysis:

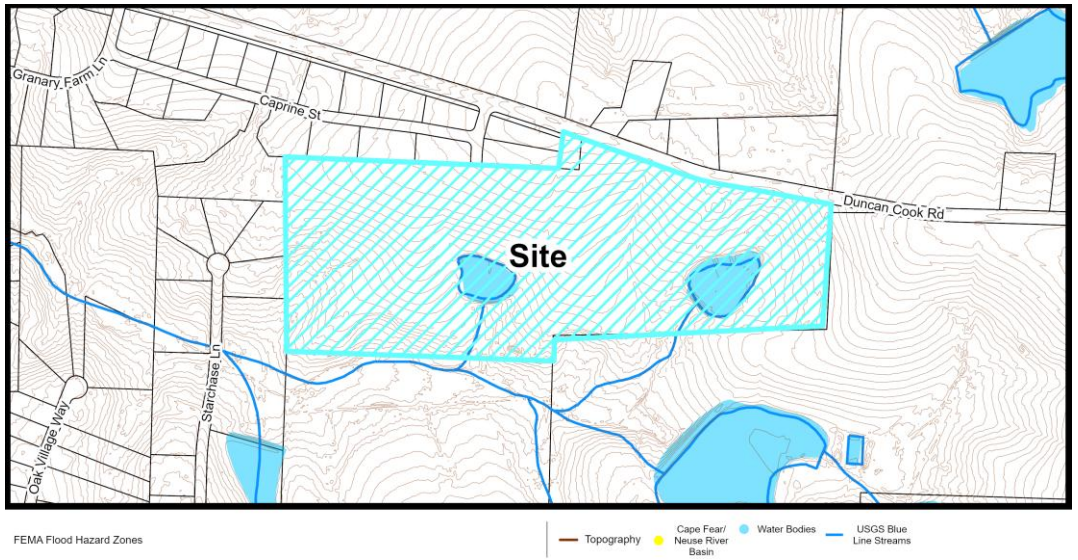
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Infrastructure & Utilities Plan/Ordinances

The proposed extensions of water and sanitary sewer are consistent with Town Standards and Comprehensive Plan. The allocation elements selected and committed by the applicant are consistent with the Water Resource Management Policy.

Natural Resources & Open Space Information

Vision Holly Springs Comprehensive Plan Section 6

Total Required Open Space	**12.78 ac.**
Tree Preservation Area	20% or 8.52 ac.
Active Recreation Area	5% or 2.13 ac.
Urban Civic Space	N/A
Flexible Space	5% or 2.13 ac.



Natural Resources Map

Natural Resources & Open Space Summary

Open Space:

The applicant has proposed 8.52 acres of tree preservation and revegetation throughout the site. Revegetation is needed due to the previous use of the site for agricultural purposes. The project includes a pond with a trail running along the perimeter, qualifying for 2.62 acres of active recreation area. A total of 13.43 acres of open space is proposed, totaling 30.5% of the project area.

Stormwater:

The project is located within the Cape Fear River Basin and is proposing to treat new impervious surfaces onsite with Stormwater Control Measures. There are several jurisdictional features located on and adjacent to the site such as wetlands, streams, ponds, and Riparian Buffers.

Natural Resources & Open Space Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Natural Resources Plan/Ordinances

The site's existing tree canopy is primarily located along the Southern property line, and the application proposes reforesting some area along the Northern boundary to meet the minimum required amount of tree preservation area. The site does include two existing ponds, one of which is to be converted to wetlands and one of which is to be reconstructed and incorporated into the primary Active Recreation Area for the site. The project includes the required amount of open space per the Unified Development Ordinance.

Conditional Zoning District Standards Information

Unified Development Ordinance

Conditional Zoning Districts (CD) are intended to provide flexibility within the planning and development process, while creating additional controls to ensure quality development. The Conditional District allows the applicant the option of requesting this flexibility in exchange for higher quality, innovative, and sustainable development.

CD Design Goals. CD proposals shall demonstrate that the project and development therein will incorporate and/or achieve the following design goals:

1. The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;
2. The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;
3. Development of pedestrian oriented communities; development of traditional style neighborhoods;
4. Development of communities that are visually and functionally connected to one another;
5. Protection of significant watershed areas in order to preserve water quality;
6. Creativity and imagination in the process of development;
7. Unique architecture or sustainable design;
8. Efficient, aesthetic and desirable use of open space;
9. Variety in housing types and physical development patterns; and,
10. Special considerations for property with a unique history or outstanding physical features.

Conditional Zoning District Summary

Development Standards (UDO Section 2):

Development Density	UDO Standard	Proposed Standard
Maximum Number of Dwelling Units Base District Conditional Zoning District	 220 352	93
Maximum Gross Density (Units/Acre) Base District Conditional Zoning District	 5 8	2.3

Lot Configuration	UDO Standard	Proposed Standard
Minimum Lot Area Detached Dwellings (sf) Attached Dwellings (sf)	 Average ≥ 5,000 N/A	 Average > 5,000 N/A
Minimum Lot Width at the Setback Line		

Lot Configuration	UDO Standard	Proposed Standard
Detached Dwellings (ft) Attached Dwellings (ft)	26 18	55 24
Minimum Lot Frontage for a Driveway (Detached Dwellings) (ft)	60	55

Setbacks (Detached Dwelling)	UDO Standard	Proposed Standard
Minimum Front (ft)	5	15
Minimum Garage Front (ft)	N/A	25
Minimum Side-Corner (ft)	5	8
Minimum Side-Interior (ft)	5	5
Minimum Rear (ft)	20	25

Setbacks (Attached Dwelling)	UDO Standard	Proposed Standard
Minimum Front (ft)	5	10
Minimum Side-Corner (ft)	5	8
Minimum Side-Interior (ft)	5	5
Minimum Rear from Edge of ROW (ft)	15	20

Building Height	UDO Standard	Proposed Standard
Maximum Primary Building Height (ft)	50	35

Landscaping (UDO Section 5):

Perimeter Buffers	UDO Standard	Proposed Standard
Duncan Cook Rd	5' Type A	20' Type C
Adjacent Properties	5' Type A	5' Type A
Active Open Space	5' Type A	5' Type A

Additional Standards

Layout & Electric Vehicle (EV) Commitments

• Accessory Dwelling Units
  o HOA covenants shall not restrict accessory dwelling units (ADUs).
• Electric Vehicle Infrastructure
  o All residential unit garages shall be wired with 240-volt power to allow for charging of electric vehicles per UDO Section 6.6.2.B.
• Lot Landscaping
  o Each new lot must provide 1 tree/5,000 sf per UDO Section 5.2.2.F.

Proposed Architectural Standards
• All street and active open space facing facades shall utilize Type 1 or Type 2 (e.g. wood, fiber cement, stucco, EIFS, tile) materials and two character elements (bay window, recessed window, shutters, dark hued window trim, decorative sills, or window planter boxes). • Where dwellings share a side lot line or are directly across a public right-of-way from each other, they shall utilize different primary facade colors, front door options and fenestration options. • Roofs to have 12" minimum eaves and at least one character element (dormer, reverse gable, hip roof, chimney, or change in roof line direction). • All exposed foundations to be covered in Type 1 material. • All entryways to incorporate either a porch or covered stoop. • Garage doors to include windows in upper panels, carriage style hardware, and decorative light fixtures.

Proposed Site Design (UDO Section 8 and Conditional Zoning District)



Site Design Highlights

- 78 detached dwellings (yellow), 15 attached dwellings (orange) arranged to be compatible with adjacent development
- Centralized Active Recreation Area incorporating reconstructed pond
- Additional landscape screening along Duncan Cook Road for streetscape and noise buffering enhancements

Conditional Zoning District Standards Staff Analysis

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with Conditional Zoning District Standards/Ordinances

The Conditional Zoning District application proposes 93 units at 2.3 units an acre, below the maximum allowable density of the base NR district and consistent with existing and proposed residential development adjacent to the project. Rather than proposing the higher density allowed through a Conditional Zoning District, the applicant has proposed modifications to development standards that are tailored to the subdivision design.

The Neighborhood Residential Zoning District requires attached dwellings when applying for a Conditional Zoning District to fulfill the expectation for a variety of housing types defined by the Mixed Residential Neighborhood Future Land Use designation. Increasing variety of housing types is one of the ways the Comprehensive Plan works to address affordability issues within the Town. Attached dwellings must constitute 10-50% of all residential dwelling units in the proposed district. This requirement by the UDO for projects within a Neighborhood Residential Conditional Zoning District is a built-in mechanism for these flexible projects to include a variety of housing choices, as encouraged by the Comprehensive Plan. As part of this specific proposal, 15 of the 93 proposed units are Attached (16%), all of which are rear-loaded. The applicant has proposed flexibility in the design of the attached dwellings, with duplex units and townhomes both included as potential product types. At 16%, the application has met the requirement for a Neighborhood Residential Conditional Zoning District.

Modified setbacks are proposed, specifically to enhance site design. For example, the minimum front setback proposed for front-loaded garages is 10' larger than the minimum front setback for the rest of the building, in order to set the garage back from the building façade, improving the streetscape and building consistency with Comprehensive Plan expectations for Mixed-Residential Neighborhoods.

Perimeter buffers are also proposed to be modified. A 20' Type C buffer is proposed along Duncan Cook Rd, which is greater than the 5' Type A buffer required by the UDO under which this application was filed and will improve noise and visual buffering for the residents whose homes back up to Duncan Cook Rd.

As part of the expectation of Conditional Zoning Districts to help create additional standards to ensure quality development, the application proposes a number of self-imposed architectural standards, including material restrictions, minimum architectural elements on every dwelling, and both color and façade anti-monotony commitments.

Overall, the project has demonstrated consistency with the Town's Conditional Zoning District Standards and the Unified Development Ordinance.

Decision-Making Information

Comprehensive Plan and Conditional Zoning District Consistency Summary Table

Vision Holly Springs Comprehensive Plan	
Land Use & Character Plan/Ordinances (Section 1)	☒ Consistent ☐ Inconsistent
Comprehensive Transportation Plan/Ordinances (Section 2)	☒ Consistent ☐ Inconsistent
Parks, Recreation & Greenways Master Plan/Ordinances (Section 3)	☒ Consistent ☐ Inconsistent
Community Facilities Plan/Ordinances (Section 4)	☒ Consistent ☐ Inconsistent
Infrastructure & Utilities Plan/Ordinances (Section 5)	☒ Consistent ☐ Inconsistent
Natural Resources Plan/Ordinances (Section 6)	☒ Consistent ☐ Inconsistent
Unified Development Ordinance	
Conditional Zoning District Standards/Ordinances	☒ Consistent ☐ Inconsistent

Zoning Map Amendment (Rezoning) Staff Analysis
The applicant must demonstrate that the proposed Zoning Map Amendment and property owner offered conditions (if any) or unique conditions associated with this request support the Town's Comprehensive Plan objectives and/or Ordinances and why the proposed zoning change is reasonable and in the public interest. The applicant has provided a statement in the petition.

Staff has reviewed the application and has determined the requested Zone Map Change is:

☒ Consistent with Adopted Plans/Ordinances ☐ Inconsistent with Adopted Plans/Ordinances
☒ Reasonable and in the Public Interest ☐ Not Reasonable and in the Public Interest

The proposed Neighborhood Residential Conditional Zoning District (NR-CD) allows for a variety of housing types and open spaces, and at a compatible density and lot arrangement in the context of the nearby community. Characteristics of the Future Land Use Designation, Mixed Residential Neighborhood, and the Land Use & Character themes of Transitions and Increase Home & Neighborhood Choices have been demonstrated with the application. The proposed modifications create small design enhancements and increased buffering, indicating a higher standard of development than by-right. Overall, the project is consistent with Town adopted plans and ordinances.

Staff Recommendation: ☒ Approve ☐ Deny

Previous Case Related Items

Neighborhood Meeting
The applicant must hold a neighborhood meeting with all property owners within 500 feet of the project prior to submitting an application. A report of the neighborhood meeting has been submitted and is included in the agenda item attachments.

Meeting Date: 7/9/2025
Summary of Issues:

- Access points to the development
- Open space and tree preservation layout
- Traffic volume on Piney Grove Wilbon Road
- Rock quarry access at Western end of Duncan Cook Road

Legislative Public Hearing

Legislative Public Hearing

Prior to the Legislative Public Hearing:

- Mailed notice has been sent to all property owners within 500 feet of the project.
- Published notice has been made twice in the News & Observer.
- Posted notice has been made with a public hearing sign on the property.

Town Council Decision: Legislative Decision

Legislative Decision:

Legislative public hearings are held prior to a change in policy that may affect the entire community, including decisions on land use. The public hearing allows the Town Council to receive public comments regarding the proposal and then have discussion and deliberation. Based on the information provided on the proposal, the Town Council will make a determination on whether or not to approve the policy or modification.

Action #1: Hold Legislative Public Hearing

Action #2: Zone Map Amendment (Rezoning)

Zone Map Amendment (Rezoning) for Twin Springs will be forwarded to the Planning Board for review and recommendation.

Next Steps

Planning Board Consideration & Recommendation

Advisory Decision

The Planning Board will review the proposed Zone Map Amendment (Rezoning) at the 1/27/2026 meeting and make a recommendation to the Town Council.

Anticipated Town Council Consideration and Decision: 2/17/2026

Exhibit 1 – Site Context



WAKE COUNTY PUBLIC SCHOOL SYSTEM

Office of Student Assignment
5625 Dillard Dr.
Cary, NC 27518
studentassignment@wcpss.net

tel: (919) 431-7333
fax: (919) 694-7753

September 22, 2025

Chris Hills, AICP
Director, Development Services
Town of Holly Springs
Chris.hills@hollyspringsnc.gov

Dear Chris,

The Wake County Public School System (WCPSS) Office of School Assignment received information about a proposed rezoning/development within the Town of Holly Springs planning area. We are providing this letter to share information about WCPSS's capacity related to the proposal. The following information about the proposed rezoning/development was provided through the Wake County Residential Development Notification database:

- Date of application: 7/29/2025
- Name of development: Twin Springs
- Address of rezoning: 5801 & 0 Duncan Cook Rd (PIN 0646474950 & 0646485396)
- Total number of proposed residential units: 98
- Type(s) of residential units proposed: 75 detached dwellings, 12 attached dwellings

Based on the information received at the time of application, the Office of School Assignment is providing the following assessment of possible impacts to the Wake County Public School System:

☒ Schools at all grade levels within the current assignment area for the proposed rezoning/development are anticipated to have sufficient capacity for future students.

☐ Schools at the following grade levels within the current assignment area for the proposed rezoning/development are anticipated to have insufficient capacity for future students; transportation to schools outside of the current assignment area should be anticipated:

☐ Elementary ☐ Middle ☐ High

The following mitigation of capacity concerns due to school construction or expansion is anticipated:

☒ Not applicable – existing school capacity is anticipated to be sufficient.

☐ School expansion or construction within the next five years is not anticipated to address concerns.

☐ School expansion or construction within the next five years may address concerns at these grade levels:

☐ Elementary ☐ Middle ☐ High

Thank you for sharing this information with the Town of Holly Springs Planning Board and Town Council as they consider the proposed rezoning/development.

Sincerely,

Susan W. Pullium, MSA
Senior Director

HOLLY SPRINGS
North Carolina

REZONING PETITION

Rezoning, Comprehensive Plan Amendment, UDO Amendment

DPM Appendix #A.02 Supplement 20 September 2024

PETITION CONTACT INFORMATION *(Attach additional sheets if needed)* **Applicant and Financially Responsible Party will need to register for an account on the Portal.**	
Project Applicant Check One: ☐ Owner ☐ Owner's Agent ☑ Design Professional ☐ Developer ☐ Other	
Name: Bob Zumwalt	Company: Kimley-Horn
Mailing Address: 1070 S. Main Street, Suite 230	
City, State, Zip: Holly Springs, NC 27540	
Telephone: 919-475-7314	E-Mail: bob.zumwalt@kimley-horn.com
Design Professional	
Name: Same as Applicant	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Developer	
Name: Katie Hamilton	Company: Gander Development, LLC
Mailing Address: 2310 South Miami Blvd. Suite 234	
City, State, Zip: Durham, NC 27703	
Telephone: 704-796-6002	E-Mail: katie@ganderdev.com
Architect	
Name: NA	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Landscape Architect	
Name: Bob Zumwalt	Company: Kimley-Horn
Mailing Address: 300 S. Main Street, Suite 230	
City, State, Zip: Holly Springs, NC 27540	
Telephone: 919-475-7314	E-Mail: bob.zumwalt@kimley-horn.com
Financially Responsible Party (REQUIRED)	
Name: Katie Hamilton	Company: Gander Development, LLC
Mailing Address: 2310 South Miami Blvd. Suite 234	
City, State, Zip: Durham, NC 27703	
Telephone: 704-796-6002	E-Mail: katie@ganderdev.com
Property Owner (REQUIRED)	
Name: Duncan Cook Holdings LLC	Company: Duncan Cook Holdings LLC
Mailing Address: 2310 South Miami Blvd. Suite 238	
City, State, Zip: Durham, NC 27703	
Telephone:	E-Mail:

HOLLY SPRINGS
North Carolina

REZONING PETITION

Rezoning, Comprehensive Plan Amendment, UDO Amendment

DPM Appendix #A.02 Supplement 20 September 2024

PETITION TYPE – each request must be a separate application in the Portal	
☐	Zoning Map Change – General Use District
☑	Zoning Map Change – Conditional Zoning District ☐ Option 1 Plan: Development Plan or Subdivision Plan (Preliminary Plat) ☑ Option 2 Plan: Master Plan
☐	Comprehensive Plan Amendment ☐ Text Amendment ☐ Future Land Use Map Amendment ☐ Small Area Plan Map Amendment
☐	UDO Text Amendment – UDO Section:

PROJECT INFORMATION https://www.hollyspringsnc.gov/742/Maps	
Project Name	Twin Springs
Project Location *Use street address. If none, use closest intersection*	5800 & 0 Duncan Cook Road
	☐Within Corporate Limits ☑ Within Holly Springs ETJ ☐ Pending Annexation
PIN(s)	0646474950; 0646485396
Real Estate ID	0014601; 0449235
Project Acreage	43.09 AC Partial Parcel? ☐ Yes ☑ No
Current Zoning	RR: Rural Residential
Proposed Zoning	NR CD: Neighborhood Residential Conditional District
Current Future Land Use Designation	Mixed Residential neighborhood
Proposed Future Land Use Designation	Mixed Residential neighborhood
Small Area Plan Designation *(if applicable)*	NA
Special Study Scoping Meeting Dates	Sewer Scoping meeting - June 19, 2025; Traffic Scoping meeting - 6/17/2025
Sketch Plan Review *(pre-submittal)* Meeting Date:	General inquiry meeting - November 20, 2024;Sketch Plan Review - July 17, 2025
Neighborhood Meeting Date:	July 9, 2025

CERTIFICATE OF COMPLETION

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature of Applicant: [signature] Date: 7/123/25

NOTIFICATION TO PROPERTY OWNER

Dear Property Owner;

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID No.: 0014601; 0449235

and PIN: 0646474950; 0646485396

located at: 5800 & 0 Duncan Cook Road

Existing Zoning District: RR: Rural Residential

Proposed Zoning District: NR CD: Neighborhood Residential Conditional District

The public hearing before the Holly Springs Town Council on the matter will be heard on _____(date) at 7:00 PM.

Additional information can be obtained by contacting Holly Springs Development Services Planning Division at (919)557-3111 or email DSIntake@hollyspringsnc.gov.

Thank you,

Applicant Signature

7.23.2025
Date

Applicant Printed Name: Katie Hamilton

Company: Gander Development, LLC

Mailing Address: 2310 S. Miami Blvd, Suite 234 Durham, NC 27703

Telephone Number: 704-796-6002

E-Mail: katie@ganderdev.com

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared Jonathan Gindes who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0646474950	
0646485396	

and does hereby authorize Katie Hamilton to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Signature of Owner

Jonathan Gindes, DUNCAN COOK HOLDINGS LLC
2310 S MIAMI BLVD STE 238
DURHAM NC 27703-4900

Sworn to or affirmed and subscribed before me this 24th day of July, 2025.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

JUDITH A STREET
NOTARY PUBLIC
Durham County
North Carolina
My Comm. Expires January 30, 2030

Judith A. STREET, Notary Public
Print Name

My commission expires: 1/30/2030

AFFIDAVIT OF OWNER NOTIFICATION

The following Affidavit of owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for the property(s) they do not own at the time of the petition submission.

This form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

AFFIDAVIT

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID: 0014601; 0449235 and PIN: 0646474950; 0646485396 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

Signature of Applicant

Katie Hamilton
Gander Development, LLC
2310 S. Miami Blvd, Suite 234
Durham, NC 27703

Sworn to or affirmed and subscribed before me this 24th day of July, 2025.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

JUDITH A STREET
NOTARY PUBLIC
Durham County
North Carolina
My Comm. Expires January 30, 2030

Judith A. STREET, Notary Public
Print Name

My commission expires: 1/30/2030

PLAN CONSISTENCY STATEMENT

Describe how the proposed Zone Map Change request is consistent or supported by the objectives and policies of *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* and how it is inconsistent with the Plan.
You must respond to each section. Please use additional sheets as needed.

PLAN CONSISTENCY STATEMENT

In accordance with NCGS §160D-605 when adopting or rejecting any Zoning Map Amendment or UDO Text Amendment, the Town Council must approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land-use plan. In addition, a statement analyzing the reasonableness of a proposed Zoning Map Amendment shall be approved by the Town Council. This statement of reasonableness may consider, among other factors:

- The size, physical conditions, and other attributes of the area proposed to be rezoned
- The benefits and detriments to the landowners, the neighbors, and the surrounding community
- The relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment
- Why the action taken is in the public interest
- Any changed conditions warranting the amendment.

Please provide detailed documentation to assist the Council in making their determination.

EXECUTIVE SUMMARY

See attached Plan Consistency Statement

SECTION 1: LAND USE & CHARACTER

SECTION 2: COMPREHENSIVE TRANSPORTATION PLAN

SECTION 3: PARKS, RECREATION

SECTION 4: COMMUNITY FACILITIES

SECTION 5: INFRASTRUCTURE & UTILITIES

SECTION 8: NATURAL RESOURCES

STATEMENT OF REASONABLENESS

PUBLIC BENEFITS STATEMENT

A written statement that demonstrates how the proposed Project provides sufficient benefits to the general public. Public benefit may include:

1. Infrastructure improvements such as improvements to existing Streets, intersections, medians, Sidewalks, greenways, sidepaths, pedestrian crossings, and public utilities.
2. Publicly accessible Open Space such as Parks and Playgrounds, dog parks, Urban Civic Spaces, Plazas, Squares, public art, and similar outdoor amenities.
3. Sustainable design and/or architecture such as adaptive reuse of existing buildings, preservation of significant on-site environmental features, on-site renewable energy generation, compliance with established standards such as Leadership in Energy and Environmental Design (LEED), Energy Star, Earthcraft, etc., or other actions that further sustainability of the project.
4. Additional public benefits not listed above may be considered by the decision-making body.

Kimley»Horn

TWIN SPRINGS

Plan Consistency Statement

Town of Holly Springs, North Carolina

Project Location: 5801 & 0 Duncan Cook Road

EXECUTIVE SUMMARY

Twin Springs is a master planned, mixed residential project that includes large and small single family detached homes as well as attached units with an integrated network of open spaces. The property is designated as Mixed Residential Neighborhood ("MRN") by the Vision Holly Springs Comprehensive Plan ("LUP") map. The proposed use is consistent with the MRN character area by providing multiple housing types with varying lot sizes; a connected network of open spaces, preservation of environmentally sensitive features; and gathering place amenities. The proposed zoning is Neighborhood Residential Conditional District ("NR CD"). The Town's Unified Development Ordinance ("UDO") designates NR CD as an appropriate zoning district for MRN. As demonstrated by the master plan, the design standards for Twin Springs meets or exceeds all standards of NR CD, as such, this petition does not include a request for a LUP amendment.

SECTION 1: LAND USE & CHARACTER

The LUP's map designates the entire parcel MRN. MRN is characterized by the inclusion of several housing types that provide a range of home choices and densities in the same neighborhood. Twin Springs's maximum gross density is proposed to be 2.31 units per acre. This proposed density is well below the NR CD maximum density of 8 units per acre. Under the UDO, the MRN character area includes three types of housing: single dwelling detached, single dwelling attached; and multi-dwelling. Twin Springs will include single family attached and detached housing types in accordance with this character area. As depicted on the master plan, the smaller alley-loaded attached single family homes are located at the eastern edge of the property, toward the intersection of Duncan Cook Road and Piney Grove Wilbon Road. This provides for an appropriate transition as density increases toward the major thoroughfare and the land to the east designated as Mixed Residential Neighborhood on Fuquay-Varina's Future Land Use Map.

SECTION 2: COMPREHENSIVE TRANSPORTATION PLAN

A Traffic Impact Analysis is being completed, and the developer is responsible for designing and constructing all mitigation improvements set forth by the TIA and transportation mitigation agreement.

Both Duncan Cook Road and Piney Grove Wilbon Road are designated as thoroughfares on the Town's Comprehensive Transportation Plan ("CTP"), and Duncan Cook Road is identified for realignment to intersect Piney Grove-Wilbon Road at Phelps West Road. As such, this project will be responsible for providing appropriate frontage widening (etc., providing for half of the ultimate four-lane, median-divided divided cross section) and the realignment of Duncan Cook Road. Piney-Grove Wilbon Road is not currently on the North Carolina Department of Transportation's ("NCDOT") Statewide Transportation Improvement Program ("STIP") for construction of the future cross section. The 2024-2033 STIP does include construction of a roundabout at the Piney-Grove Wilbon Road and Hwy 42 intersection (TIP-5805A), though recent discussions with Town and NCDOT staff have indicated that project is not anticipated to progress. Piney-Grove Wilbon Road is the urban service area and ETJ boundary between the Town of Holly Springs and the Town of Fuquay-Varina. In addition to the Town's development projects in the vicinity of Piney-Grove Wilbon Road, Fuquay-Varina Development projects will also contribute to improvements to Piney-Grove Wilbon Road. There are currently two Town projects (Elliott Farm and Tassel Ridge) in the vicinity with committed improvements to Piney-Grove Wilbon Road and other roads in the area. Twin Springs will promote connectivity by providing street stubs to the north, south and east. As this area of Town continues to develop, connectivity will continue to increase and allow for greater transportation options. These improvements along with anticipated improvements resulting from Twin Springs will support the transportation and mobility solutions set out in the CTP.

SECTION 3: PARKS, RECREATION

Twin Springs will provide both active and passive recreation opportunities for residents of the community. There are no public parks or greenways identified on the Town's parks or greenways master plans.

SECTION 4: COMMUNITY FACILITIES

As discussed above, the project will feature public sidewalks and open spaces throughout. The project will be organized in blocks where practical, anchored by community gathering spaces and open space.

SECTION 5: INFRASTRUCTURE & UTILITIES

This project is subject to the Town's Water Resources Management Policy as a Level 3 priority, and three allocation elements will be committed to as required by the policy. A sewer study is being completed with the rezoning and all required mitigation improvements will be designed and constructed by the developer. Public water is readily available to this property by a proposed 12-inch water main along Duncan Cook Road that will be installed as part of the Hazel Ridge project. This water main will extend from the existing water transmission main within the Piney-Grove Wilbon right-of-way. Given the existing developments to the north and west of our site and our location at the southern edge of the Holly Springs service boundary, we are

stubbing water wherever feasible to adjoining properties. Finally, a fire flow analysis will be required at the time of Major Subdivision. The Elliott Farm Project includes the installation of a

sewer pump station and force main which will serve the basin that includes Twin Springs. The development of Twin Springs will be in accordance with the Town's Long-Range Water and Wastewater Master Plans and will result in efficient use of public utilities.

SECTION 6: NATURAL RESOURCES

The property sits at the top of the Cape Fear watershed boundary with slopes draining toward the south. The central farm pond will be drained and rebuilt to ensure it is structurally sound. It will then be reestablished as a pond and incorporated into the open space program for use by residents. The master plan supports the Town's Natural Resource Objectives by preserving ecologically sensitive areas and implementing tree protection by incorporating forested areas into dedicated open space.

STATEMENT OF REASONABLENESS

Twin Springs is consistent with the Land Use Plan. As such, the petition does not include a Comprehensive Plan Amendment as the UDO recognizes the proposed NR CD zoning district as appropriate for the MRN land use classification. The property is approximately 42.5 acres and is of sufficient size for the intended use and the associated public improvements.

A significant amount of the sensitive environmental features are being preserved and incorporated into dedicated open space. The gross density of residential units proposed is significantly less than allowed under NR CD and public water is readily available to the property. Upon development of Elliott Farm, public sewer will be available. Not only will the residential nature of the area be preserved by this single-family development, but Twin Springs will have an interconnected network of pedestrian trials and sidewalks, that will ultimately connect to the properties to the south and east of the site. This rezoning petition is in the public's best interest as it is consistent in all respects to the vision and objectives of the LUP.

PUBLIC BENEFITS STATEMENT

Twin Springs will promote walkability by providing an interconnected system of greenway trails and sidewalks. A significant portion of the property will be dedicated to open space and will preserve an existing pond. Active and passive recreational activities will be promoted by the preservation of open space and the creation of outdoor amenities. Consistent with the LUP, Twin Springs will be a multi-generational neighborhood where residents can find homes that suit their lifestyle and life stage over time without having to leave the neighborhood. The requested rezoning is consistent with the purpose and intent of the UDO, the spirit of the LUP and other adopted plans of the Town. If approved, Twin Springs will implement the policies, goals and vision contained in the LUP and other adopted plans.

NEIGHBORHOOD MEETING REPORT

A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the Unified Development Ordinance (UDO). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.

Notification of Owners:

1. The Petitioner (or agent) shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the petition within a 500' radius of the subject property. Mailing notices shall include surrounding property owners and property owner's association (or equivalent), and the Town of Holly Springs (Attn: Development Services). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to all addresses of the property itself, including apartment or suite addresses.
2. The notice shall include the date, time and location of the Neighborhood Meeting, the name of the Petitioner and the location of the proposed request (address, tax property, identification number or metes and bounds description), and an explanation of the nature of the request.
3. The notice shall be mailed not less than ten (10) days nor more than twenty-five (25) days before the date of the Neighborhood Meeting.

NEIGHBORHOOD MEETING INFORMATION	
Meeting Date:	July 9, 2025
Meeting Time:	6-7pm
Meeting Location:	Virtual

CONDUCT OF MEETINGS *(Attach additional sheets if needed)*
At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:
See attached summary

Changes made to the Petition as a result of the meeting:

Additional attachments required:

- A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- A copy of the signed attendance list that includes the names and addresses of those in attendance.
- A copy of the mailed notice.

Preparer's Signature: Date: 7.23.2025

ADCOCK LAW FIRM, P.A.

TELEPHONE: (919) 552-6600
FACSIMILE: (919) 552-4227
john@adcocklawfirm.com

John B. Adcock, Esq.
Board Certified Specialist in Commercial Real Property Law
202 E. Academy Street
FUQUAY-VARINA, NORTH CAROLINA 27526

MAILING ADDRESS:
Post Office Box 1478
Fuquay-Varina, NC 27526

July 10, 2025
Delivered with Rezoning Packet

Grayson Taylor
Planner III
Development Services
Town of Holly Springs
128 N. Main Street
Holly Springs, NC 27540

RE: Report of Rezoning Neighborhood Meeting – "Twin Springs" Project
5800 Duncan Cook Rd./0 Duncan Cook Rd.
Gander Development, LLC ("Applicant") / Duncan Cook Holdings, LLC ("Owner")

Dear Grayson,

Please accept this letter and attachments as the report of the Neighborhood Meeting for the proposed Twin Springs project rezoning. The Neighborhood Meeting was held virtually (zoom) on July 9, 2025 and was scheduled to being at 6:00pm. The zoom meeting was started at approximately 5:50 pm. The meeting began at 6:10 pm and was completed at 7:00 pm. Please see attached: (1) Meeting Notification mailed to property owners; (2) the property vicinity map that was included in the Meeting Notification mailing; (3) the zoom link invitation that was included in the Meeting Notification mailing; (4) a list of all property owners that were given notice of the meeting; and (5) the list of those attending the Neighborhood Meeting. The Applicant mailed notices to all property owners within 500' of the boundaries of the property subject to this rezoning. Two (2) individuals attended the meeting. On behalf of the Applicant, the following individuals were present at the Neighborhood Meeting and available to address questions and concerns from the attendees:

John B. Adcock, Attorney, Adcock Law Firm, P.A.;
Katie Hamilton, Director of Design with Gander Development, LLC;
Bob Zumwalt, PLA, Forward Planner and Landscape Architect, with Kimley Horn; and
Katie Witt, P.E. with Kimly Horn.

Applicant's Presentation

The meeting began with John Adcock welcoming the attendees and introducing the individuals in attendance on behalf of the Applicant. John Adcock and the applicant's design team gave a presentation outlined as follows:

1. INTRODUCTION
   a. John Adcock: Land Use Attorney
   b. Gander Development, LLC: Developer

c. Kimley – Horn: Landscape Architect
d. Confirming names and addresses of attendees.

2. PURPOSE OF THE NEIGHBORHOOD MEETING
   a. Neighborhood meeting is required before the rezoning application is filed with the Town.
   b. The meeting is informational and an opportunity for neighbors to ask questions and provide comments.

3. THE PROPERTY *(Published vicinity map and Wake Co. GIS Map)*
   a. Location
   b. Acreage
   c. Environmental Features

4. THE REZONING
   a. Jurisdiction *(Published Town's jurisdiction map)*
      i. Holly Springs ETJ
      ii. If approved, annexation into the town.

   b. Land Use Plan
      i. What is a land use plan.
      ii. The relationship between the land use plan and zoning.
      iii. Town's land use plan classification for the property *(Published Town's LUP Map)*
      iv. Description of the Mixed Residential Neighborhood land use classification.
   c. Zoning
      i. Current Zoning. Described the Rual Residential zoning district (Published Town's zoning map).
      ii. Described the requested zoning district - Neighborhood Residential Conditional.
         1. Described conditional zoning.
         2. Described a master plan and its importance with the rezoning.
      iii. Summarized the Neighborhood Residential zoning district standards *(Published the UDO's Table 2.2.1.A Table)*
      iv. Published current concept plan for the project.
         1. Described the proposed layout of uses and proposed development density.
         2. Described the proposed layout of open spaces and tree preservation areas.
         3. Discussed the potential access points to Duncan Cook Road and street stubs to adjoining parcels.

   d. The Rezoning Process Summary
      i. Neighborhood Meeting

ii. Filing Application
iii. Traffic Impact Analysis
    1. Described how the TIA is used as part of the rezoning process.
    2. Summarized other known committed transportation improvements in the vicinity of the property.
iv. Town Staff Comments – resubmittal of application.
v. Planning Board – Public Hearing – opportunity for public to speak.
vi. Town Board – Public Hearing – opportunity for public to speak.

5. QUESTIONS FROM ATTENDEES.

Issues Raised by Attendees

Below is a summary of issues raised by the attendees:

- What are the proposed access points to the development? The applicant's representatives described the proposed access points and street stubs based on the current concept plan.
- Questions were asked regarding the proposed layout of open space and tree preservation in the development. Information was provided by the applicant's design team.
- Comments were made regarding the volume of traffic on Piney-Grove Wilbon Road. The applicant's design team provided information on committed and proposed transportation improvements at the intersection of Piney-Grove Wilbon Rd. and Duncan Cook Rd, and the proposed realignment of the Phelps West Rd. and Duncan Cook Rd. intersection.
- A question was asked if the rock quarry access drive at the western end of Duncan Cook Road was planned to be terminated. John Adcock responded that based on public information, the rock quarry is modifying its operation to include an area at Harnett County and Wake County boundary. John Adcock agreed to conduct additional research regarding the rock quarry public road access points.
- The attendees left the meeting at approximately 6:40pm. John Adcock remained online until 7:00 pm.

Please let me know if you have any questions or need additional information regarding the Neighborhood Meeting.

ADCOCK LAW FIRM, P.A.
Sincerely,

John B. Adcock

Cc: Gander Development, LLC
Kimley Horn

ADCOCK LAW FIRM, P.A.

TELEPHONE: (919) 552-6600
FACSIMILE: (919) 552-4227
john@adcocklawfirm.com

John B. Adcock, Esq.
Board Certified Specialist in Commercial Real Property Law
202 E. Academy Street
FUQUAY-VARINA, NORTH CAROLINA 27526

MAILING ADDRESS:
Post Office Box 1478
Fuquay-Varina, NC 27526

June 19, 2025
Via US Mail

Dear Property Owner,

Our firm represents Duncan Cook Holdings, LLC ("Applicant"). The Applicant is in the process of preparing a Zoning Map Amendment for submittal to the Town of Holly Springs (the "Town"). The rezoning is for a residential project proposed to be named "Twin Springs." The project will be located on the below described property. The property is shown in outline on the enclosed map.

Address:	5800 Duncan Cook Road, Fuquay-Varina, NC 27526
Wake County PIN:	0646474950 & 0646485396
Wake County REID:	0014601 & 0449235
Acreage:	44.02 +/-
Property Owner:	Duncan Cook Holdings, LLC

The property is currently zoned Rural Residential ("RR") under the Town's Unified Development Ordinance ("UDO"). The Application for Zoning Map Amendment will propose to rezone the property to the Town's Neighborhood Residential Conditional Zoning ("NR-CD"). The Town's land use plan classification for the property is Mixed Residential Neighborhood ("MRN"). The purpose of this letter is to invite you to a virtual neighborhood meeting. During the virtual neighborhood meeting the Applicant will present the proposed rezoning and address questions and comments. This will be a virtual meeting. The meeting details are below.

Date of Meeting:	July 9, 2025
Time of Meeting:	6:00 pm to 7:00 pm
Meeting Log On:	See attached meeting log on information. If you email me at john@adcocklawfirm.com I can email you the zoom meeting invitation.

If you are unable to attend the Neighborhood Meeting or if you would like additional information, you can contact:

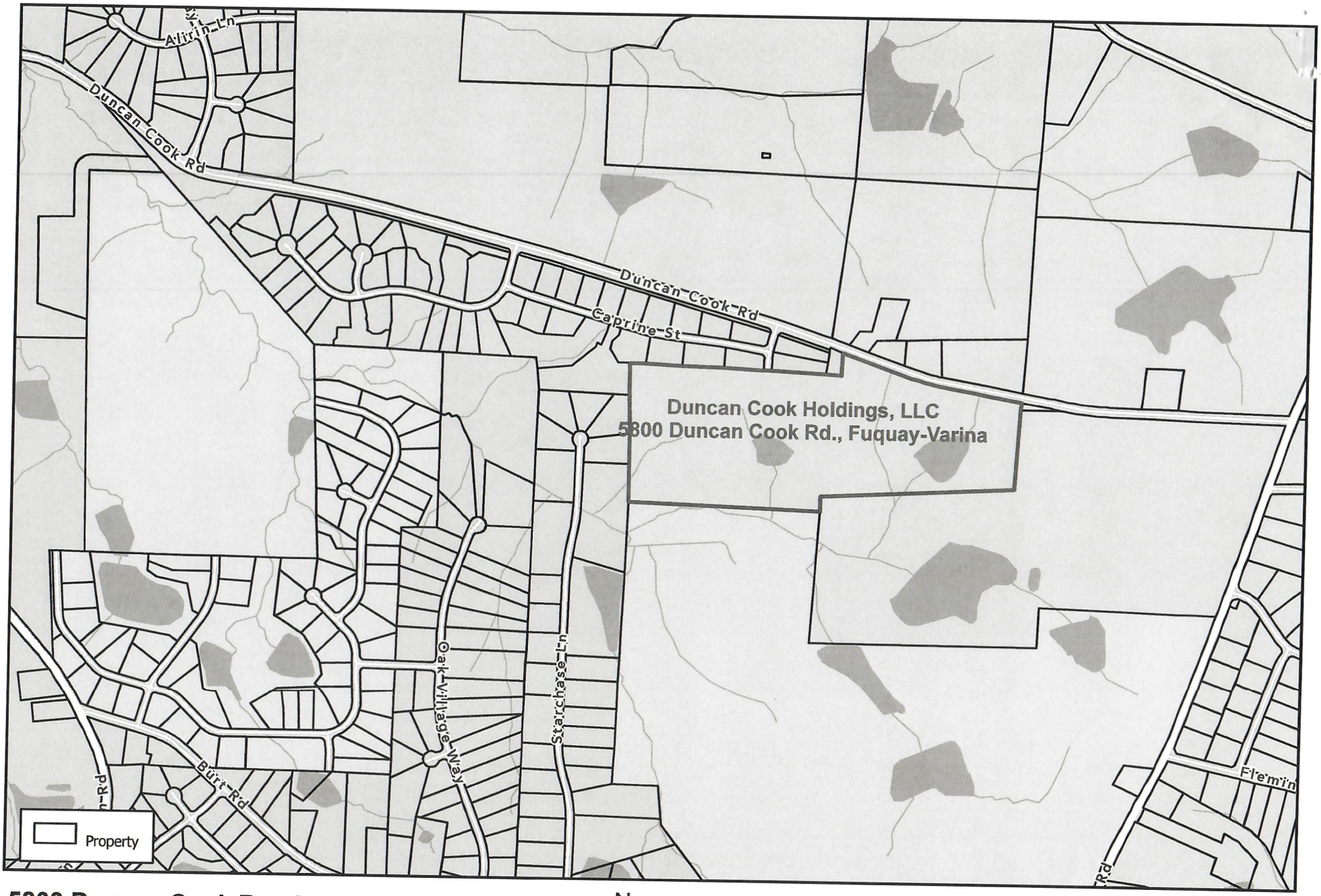
John B. Adcock
Adcock Law Firm, P.A.
Email: john@adcocklawfirm.com
Phone: 919-552-6600

Katie Hamilton, PLA
Gander Development, LLC
Email: katie@ganderdev.com
Phone: 919-908-6692

ADCOCK LAW FIRM, P.A.
Sincerely,

John B. Adcock

Cc: Town of Holly Springs Development Services Department



5800 Duncan Cook Road.2

N

0 400 800 1,600 ft

1 inch equals 800 feet

Disclaimer

*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied ,are provided for the data therein, its use,or its interpretation.*

John Adcock

Subject: 5800 Duncan Cook Road - Neighborhood Meeting - Rezoning
Location: https://us06web.zoom.us/j/85890205133?pwd=7cF2NTu5wbds2EDOV4oBORA8jUz1F3.1

Start: Wed 7/9/2025 6:00 PM
End: Wed 7/9/2025 7:00 PM

Recurrence: (none)

John Adcock is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting
https://us06web.zoom.us/j/85890205133?pwd=7cF2NTu5wbds2EDOV4oBORA8jUz1F3.1

Meeting ID: 858 9020 5133
Passcode: 199304

One tap mobile
+13052241968,,85890205133#,,,,*199304# US
+13092053325,,85890205133#,,,,*199304# US

Dial by your location
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US

Meeting ID: 858 9020 5133
Passcode: 199304

Find your local number: https://us06web.zoom.us/u/kbRSMK7nQa

Neighborhood Meeting Notice Addresses
Property Address: 5800 Duncan Cook Road, Fuquay-Varina, NC 27526
REID: 0014601

Owner & Mailing Address	Property Address
1. WILLIAMS, LARRY ALAN WILLIAMS, MARYANN S 7105 STARCHASE LN FUQUAY VARINA NC 27526-8255	7105 Starchase Ln, FV
2. KNUDSEN, THOMAS B KNUDSEN, CYNTHIA S 7204 DUNCANS RIDGE WAY FUQUAY VARINA NC 27526-5864	7017 Starchase Ln, FV
3. BOYKIN, TERESA C 7009 STARCHASE LN FUQUAY VARINA NC 27526-8253	7009 Starchase Ln, FV
4. CURTIS, BARBARA CURTIS, DOMINIC CHRISTOPHER 7005 STARCHASE LN FUQUAY VARINA NC 27526-8253	7005 Starchase Ln, FV
5. MASSEY, DANIEL F MASSEY, TERESA M 7001 STARCHASE LN FUQUAY VARINA NC 27526-8253	7001 Starchase Ln, FV
6. FAW, THOMAS TODD FAW, SHERRY L 7000 STARCHASE LN FUQUAY VARINA NC 27526-8252	7000 Starchase Ln, FV
7. MCGREGOR, ROBERT J MCGREGOR, PATRICIA L 7004 STARCHASE LN FUQUAY VARINA NC 27526-8252	7004 Starchase Ln, FV
8. SAINZ, MANUEL B TRUSTEE SAINZ, GLENDA JO BROWN TRUSTEE 7012 STARCHASE LN FUQUAY VARINA NC 27526-8252	7012 Starchase Ln, FV
9. TUNSTALL, WARREN THADDEUS JR LESHER, RETHA CAROL 7024 STARCHASE LN FUQUAY VARINA NC 27526-8252	7024 Starchase Ln, FV
10. TOLL SOUTHEAST LP COMPANY INC 1140 VIRGINIA DR	

FORT WASHINGTON PA 19034-3204 — 6221 Caprine St, FV

11. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6225 Caprine St, FV

12. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6217 Caprine St, FV

13. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6213 Caprine St, FV

14. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6205 Caprine St, FV

15. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6201 Caprine St, FV

16. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 7005 Tubary St, FV

17. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 7001 Tubary St, FV

18. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6200 Caprine St, FV

19. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6204 Caprine St, FV

20. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6208 Caprine St, FV

21. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6212 Caprine St, FV

22. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR
FORT WASHINGTON PA 19034-3204 — 6216 Caprine St, FV

23. TOLL SOUTHEAST LP COMPANY INC
1140 VIRGINIA DR

FORT WASHINGTON PA 19034-3204	6220 Caprine St, FV
24. TOLL SOUTHEAST LP COMPANY INC 1140 VIRGINIA DR FORT WASHINGTON PA 19034-3204	6224 Caprine St, FV
25. TOLL SOUTHEAST LP COMPANY INC 1140 VIRGINIA DR FORT WASHINGTON PA 19034-3204	6229 Caprine St, FV
26. TOLL SOUTHEAST LP COMPANY INC 1140 VIRGINIA DR FORT WASHINGTON PA 19034-3204	6228 Caprine St, FV
27. TOLL SOUTHEAST LP COMPANY INC 1140 VIRGINIA DR FORT WASHINGTON PA 19034-3204	6233 Caprine St, FV
28. DUNCAN COOK HOLDINGS LLC 2310 S MIAMI BLVD STE 238 DURHAM NC 27703-4900	5900 Duncan Cook Rd, FV
29. COOK, DANNY W COOK, VIRGINIA B 5832 DUNCAN COOK RD FUQUAY VARINA NC 27526-7900	5832 Duncan Cook Rd, FV
30. PINKERTON, BETH COOK 5824 DUNCAN COOK RD FUQUAY VARINA NC 27526-7900	5824 Duncan Cook Rd, FV
31. COOK, DURWARD WAYNE COOK, PEGGY BETTS 5820 DUNCAN COOK RD FUQUAY VARINA NC 27526-7900	5820 Duncan Cook Rd, FV
32. COOK, DURWARD W COOK, PEGGY B 5820 DUNCAN COOK RD FUQUAY VARINA NC 27526-7900	5808 Duncan Cook Rd, FV
33. COOK, DURWARD W COOK, PEGGY B 5820 DUNCAN COOK RD FUQUAY VARINA NC 27526-7900	0 Duncan Cook Rd, FV
34. T M ADCOCK FAMILY LLC DOROTHY A MAYS 5628 DUNCAN COOK RD FUQUAY VARINA NC 27526-8296	2600 Piney Grove Wilbon Rd, FV
35. MAYS, DOROTHY ADCOCK TRUSTEE 5628 DUNCAN COOK RD	

FUQUAY VARINA NC 27526-8296 — 5628 Duncan Cook Rd, FV

36. COOK, DURWARD W
COOK, PEGGIE B
5820 DUNCAN COOK RD
FUQUAY VARINA NC 27526-7900 — 2724 Piney Grove Wilbon Rd, FV

37. ELLIOTT, AUGUSTUS G III
GRACE-MARIE ELLIOTT GILCHRIST IRREVCBLE TRUST
MELICK B ELLIOTT
300 KITE DR
FUQUAY VARINA NC 27526-2113 — 2836 Piney Grove Wilbon Rd, FV

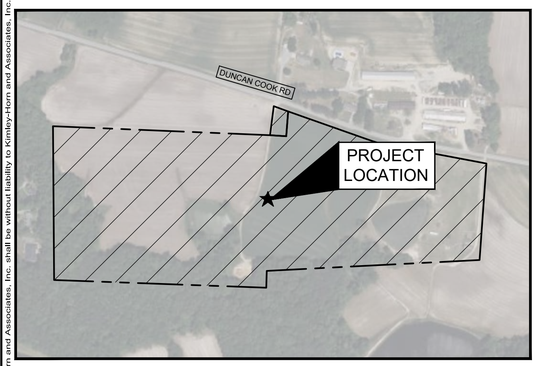
38. Town of Holly Springs
Development Services
128 N. Main Street
Holly Springs, NC 27540

LIST OF ATTENDEES
Neighborhood Meeting
July 9, 2025
Twin Springs Rezoning – 5800 & 0 Duncan Cook Road
Gander Development, LLC ("Applicant")

Attendees:

BETH COOK PINKERTON AND DANIEL PINKERTON
5824 DUNCAN COOK RD
FUQUAY VARINA NC 27526-7900

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Plotted By:Guthrie, Jake Sheet Set:PUT NAME HERE Layout:C0.0 December 17, 2025 02:58:02pm K:\HSP_LDEV\014702002_Dunward Cook\07_CAD Files\Holly Springs Rezoning\PlanSheets\C0.0 COVER SHEET.dwg



VICINITY MAP

SCALE: 1" = 400'

TWIN SPRINGS

5801 AND 0 DUNCAN COOK ROAD
HOLLY SPRINGS, NC 27526
PIN: 0646474950, 0646485396
HOLLY SPRINGS PROJECT #: 25-REZ-10/PLRZ202500181

CONDITIONAL DISTRICT MASTER PLAN

SUBMITTED: NOVEMBER 21, 2025

Sheet List Table	
Sheet Number	Sheet Title
C0.0	COVER SHEET
C1.0	DESIGN COMMITMENTS PLAN
C2.0	EXISTING CONDITIONS PLAN
C2.1	TREE SURVEY
C3.0	MASTER PLAN
C4.0	TRANSPORTATION AND MOBILITY
C5.0	OVERALL UTILITY PLAN
C6.0	OVERALL GRADING AND DRAINAGE PLAN
L1.0	LANDSCAPE AND OPEN SPACE PLAN

Site Data Table	
Pin Number	646474950, 646485396
Current Zoning	Rural Residential (RR) & R-30 (Wake County)
Proposed Zoning	Neighborhood Residential Conditional District (NR-CD)
Current Land Use Designation	Mixed Residential Neighborhood
Proposed Land Use Designation	Mixed Residential Neighborhood
Open Space Requirements	
Total Required Open Space (30%)	**12.78 Acres**
Tree Preservation/Revegetation Required (20%)	8.52 Acres
Active Recreation Area Required (5%)	2.13 Acres
Flexible Area Required (5%)	2.13 Acres
Total Provided Open Space (31.5%)	**13.43 Acres**
Tree Preservation/Revegetation (20%)	8.52 Acres
Active Recreation Area (5%)	2.62 Acres
Total Flexible Area (5%) Tree Preservation Active Recreation	2.29 Acres 2.09 Acres 0.2 Acres

Development Intensity	
Development Density	
Gross Site Area (acres)	44.10
Right-of-Way Dedication (acres)	1.47
Net Site Area (acres)	42.63
Maximum Number of Lots	98
Maximum Gross Density (units/acre)	2.30
Attached Dwelling	
Minimum units	10%
Maximum units	50%

Lot Breakdown	
Minimum number of Lots by Type	
Detached Single-Family Lots	78 (83.9%)
Attached Dwellings	15 (16.1%)
Maximum Number of Lots	93

Building Placement	
Primary Building Setbacks (ft)	
Attached Dwelling (Rear Alley Access)	
Minimum Lot Area (SF)	NA
Minimum Lot Width (FT)	24
Front Setback (minimum)	10
Side-Corner Setback (minimum)	8
Side-Interior Setback (minimum) (see note 3 below)	5
Rear Setback from Edge of ROW (minimum)	20
Detached Dwelling (Front Access)	
Minimum Lot Area (SF)	Average > 5,000
Minimum Lot Width (FT)	55
Front Setback	15
Garage Front Setback (minimum)	25
Side-Corner Setback (minimum)	8
Side-Interior Setback (minimum) (see note 3 below)	5
Rear Setback (minimim)	25

Building Height	
Primary Structure(s) (maximum)	35
Accessory Structure(s) (maximum)	25
Residential Primary Building(s) FFE Above Sidewalk Grade Min*	1.5

NOTES:
1. SLAB ON GRADE CONSTRUCTION IS PROHIBITED FOR SINGLE FAMILY RESIDENTIAL HOMES. ALL HOMES MUST BE TURN-DOWN SLAB, CRAWL SPACE, OR BASEMENT. FOUNDATION HEIGHT REQUIREMENTS SHALL BE APPLIED TO THE STREET FACING FACADE'S FOUNDATION AND SHALL EXCLUDE GARAGE ENTRIES AS BY THEIR FUNCTION GARAGES MUST BE ENTERED AT GRADE.
2. FOUNDATION HEIGHT IS THE DIFFERENCE BETWEEN THE FINISHED FLOOR ELEVATION AND AVERAGE FINISHED GRADE ALONG STREET FACING BUILDING ELEVATION/FACADE.
3. ATTACHED DWELLING UNITS ARE ALLOWED A 0-FT SIDE SETBACK WHERE THE UNIT SHARES A COMMON WALL WITH ANOTHER DWELLING UNIT.

PROJECT OWNERS & CONSULTANTS

OWNER/DEVELOPER
GANDER DEVELOPMENT, LLC
KATIE HAMILTON
2310 SOUTH MIAMI BOULEVARD, SUITE 234
DURHAM, NC 27703
PHONE: (704) 796-1892
EMAIL: KATIE@GANDERDEV.COM

LAND PLANNING/CIVIL ENGINEER TRAFFIC/LANDSCAPE ARCHITECTURE
KIMLEY-HORN AND ASSOCIATES, INC.
KATIE WITT, P.E., BOB ZUMWALT, PLA
1070 SOUTH MAIN STREET, SUITE 230
HOLLY SPRINGS, NC 27540
PHONE: (984) 275-3559
EMAIL: KATIE.WITT@KIMLEY-HORN.COM

PUMP STATION DESIGNER
KIMLEY-HORN AND ASSOCIATES, INC
TED ELSHOF, P.E.
300 MORRIS STREET SUITE 200
DURHAM, NC 27701
PHONE: (984) 884-5725
EMAIL: TED.ELSHOF@KIMLEY-HORN.COM

LAND USE ATTORNEY
ADCOCK LAW FIRM, P.A.
JOHN B. ADCOCK ESQ
202 E. ACADEMY STREET
FUQUAY-VARINA, NC 27526
PHONE: (919) 552-6600
EMAIL: JOHN@ADCOCKLAWFIRM.COM

SURVEYOR
BASS, NIXON & KENNEDY INC.
6310 CHAPEL HILL ROAD, SUITE 250,
RALEIGH, NC 27607
PHONE: (919) 851-1879

UTILITY ALLOCATION ELEMENTS:
- OPEN SPACE/TREE PRESERVATION
  - PRESERVATION OF AT LEAST 10% OF SPECIMEN TREES ON SITE
- PUBLIC INFRASTRUCTURE IMPROVEMENTS
  - VEGETATED WETLAND IN LIEU OF WET PONDS
  - INCLUDE STORMWATER CONTROL DEVICES WITHIN PARKING LOT ISLANDS
- SUSTAINABLE DESIGN
  - EARN NATIONAL GREEN BUILDING STANDARDS CERTIFICATIONS, OR EQUIVALENT AS DETERMINED BY DIRECTOR

GENERAL NOTES:
1. SIDEWALKS, GREENWAY MUTLI-USE PATHS, AND PEDESTRIAN CONNECTIONS SHOWN ON THIS PLAN ARE APPROXIMATE. AT THE TIME OF DEVELOPMENT PLAN REVIEW, THE LOCATION AND DESIGN OF SUCH FEATURES SHALL COMPLY WITH THE APPLICABLE STANDARDS OF THE HOLLY SPRINGS UDO AND OTHER APPLICABLE LAWS, STANDARDS, POLICIES AND GUIDELINES.
2. EXCEPT AS OTHERWISE DESCRIBED OR PERMITTED IN THIS MASTER PLAN, DEVELOPMENT ON THIS SITE SHALL COMPLY WITH ALL THE REQUIREMENTS OF THE TOWN OF HOLLY SPRINGS UDO, ALL OF WHICH SHALL CONSTITUTE THE ZONING REGULATIONS FOR THE APPROVED DISTRICT AND ARE BINDING ON THE PROPERTY.
3. ALL MODIFICATIONS TO MASTER PLAN SHALL BE APPROVED IN ACCORDANCE WITH UDO SECTION 11.16.
4. BOUNDARY SHOWN PER SURVEY BY BASS, NIXON & KENNEDY.
5. TREE SURVEY SHOWN PER SURVEY BY S&EC.
6. THE LOCATION OF ACCESS POINTS AND INTERNAL STREETS SHOWN ON THE MASTER PLAN ARE ILLUSTRATIVE, WITH FINAL LOCATIONS TO BE DETERMINED AT THE TIME OF DEVELOPMENT PLAN.

No.	REVISIONS	DATE	BY
1	REVISIONS ACCORDING TO COMMENTS	12/19/2025	JG
2	REVISIONS ACCORDING TO COMMENTS	11/21/2025	JG
1	REVISIONS ACCORDING TO COMMENTS	10/17/2025	JG
		9/22/2025	JG

Kimley»Horn
© 2025 KIMLEY-HORN AND ASSOCIATES, INC.
#F-0102 WWW.KIMLEY-HORN.COM PHONE: 919-677-2000 FAX: 919-677-2050
1070 SOUTH MAIN STREET, SUITE 230, HOLLY SPRINGS, NC 27540

NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT ROBERT C. ZUMWALT 1155

KHA PROJECT 014702002
DATE 12/19/2025
SCALE AS SHOWN
DESIGNED BY RCZ
DRAWN BY JTG
CHECKED BY RCZ

COVER SHEET

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

SHEET NUMBER
C0.0

ARCHITECTURAL COMMITMENTS:

ROOFING:

1. MATERIAL:
   ALL ROOFS ON PRIMARY FACADES SHALL UTILIZE ASPHALT SHINGLES WITH SECONDARY MATERIALS INCLUDING ASPHALT SHINGLES, STANDING SEAM METAL, FAUX SLATE, OR SHAKES OR A COMBINATION THEREOF.
2. STRUCTURE:
   ALL PRIMARY DETACHED RESIDENTIAL ROOFS SHALL INCLUDE A MINIMUM OF 12" EAVES.
3. CHARACTER ELEMENTS:
   STREET AND ACTIVE OPEN SPACE FACING ROOFS ON PRIMARY FACADES SHALL INCORPORATE ONE (1) OF THE FOLLOWING CHARACTER ELEMENTS:
   - TWO(2) OR MORE DORMERS
   - REVERSE GABLE
   - HIP ROOF
   - CHIMNEY
   - CHANGE IN ROOFLINE DIRECTION OR HEIGHT
   - HORIZONTAL OR VERTICAL SHIFT IN ROOF PLANE

FACADES:

1. FOUNDATIONS:
   ALL EXPOSED STREET FACING AND ACTIVE OPEN SPACE FACING FOUNDATIONS SHALL BE CLAD IN A TYPE 1 MATERIAL AS FOUND IN UDO 8.2.F.2.a.i. PORCHES AND STOOPS SHALL EITHER BE CLAD IN A MATERIAL MATCHING THE PRIMARY STRUCTURE'S FOUNDATION OR IN A MATERIAL MATCHING THE PORCHES COLUMNS, POSTS, AND/OR RAILINGS.
2. SIDING:
   ALL STREET AND ACTIVE OPEN SPACE FACING FACADES SHALL UTILIZE TYPE 1 OR TYPE 2 MATERIALS OR A COMBINATION THEREOF AS FOUND IN UDO 8.2.F.2.a.
3. FENESTRATION:
   ALL STREET AND ACTIVE OPEN SPACE FACING ELEVATIONS SHALL INCLUDE TWO(2) OF THE FOLLOWING:
   EXTRUDED WINDOW BOX (EX. BAY WINDOW)
   RECESSED WINDOW
   SHUTTERS
   DARK HUED WINDOW TRIM
   DECORATIVE SILLS & LINTELS 4" OR MORE IN HEIGHT
   WINDOW PLANTER BOXES ON GROUND FLOOR WINDOWS
4. ENTRYWAYS
   ENTRIES SHALL INCORPORATE EITHER A PORCH OR COVERED STOOP WITH A MINIMUM AREA OF 30 SQ. FT.
   4.1. FRONT DOORS SHALL INCLUDE ONE OF THE FOLLOWING:
   SIDELIGHT WINDOW(S) (WINDOW BESIDE DOOR)
   TRANSOM WINDOW(S) (WINDOW ABOVE DOOR)
   WINDOW WITHIN DOOR
   STORM DOOR
   4.2. GARAGE DOORS SHALL INCLUDE:
   WINDOWS IN UPPER PANELS
   CARRIAGE STYLE HARDWARE (STRAPS & HANDLES)
   DECORATIVE LIGHT FIXTURES

ANTI-MONOTONY COMMITMENT:

1. WHERE DETACHED DWELLINGS SHARE A SIDE LOT LINE OR ARE DIRECTLY ACROSS A PUBLIC RIGHT-OF-WAY FROM EACH OTHER, THEY SHALL UTILIZE DIFFERENT PRIMARY FACADE COLORS, FRONT DOOR OPTIONS AND FENESTRATION OPTIONS AS OUTLINED ABOVE.

2. WHERE ATTACHED DWELLINGS (GREATER THAN 2-UNIT BUILDINGS) SHARE A SIDE LOT LINE OR ARE DIRECTLY ACROSS A PUBLIC RIGHT-OF-WAY FROM EACH OTHER, THEY SHALL UTILIZE DIFFERENT PRIMARY FACADE COLORS, FRONT DOOR OPTIONS AND FENESTRATION OPTIONS AS OUTLINED ABOVE.

LAYOUT & EV COMMITMENTS:

ACCESSORY DWELLING UNITS:
HOA COVENANTS SHALL NOT RESTRICT ACCESSORY DWELLING UNITS (ADUs)

ELECTRIC VEHICLE INFRASTRUCTURE:
ALL RESIDENTIAL UNIT GARAGES SHALL BE WIRED WITH 240-VOLT POWER TO ALLOW FOR CHARGING OF ELECTRIC VEHICLES.

LOT LANDSCAPING:
EACH NEW LOT MUST PROVIDE 1 TREE/5,000 SQ. FT. PER UDO SECTION 5.2.2.F.

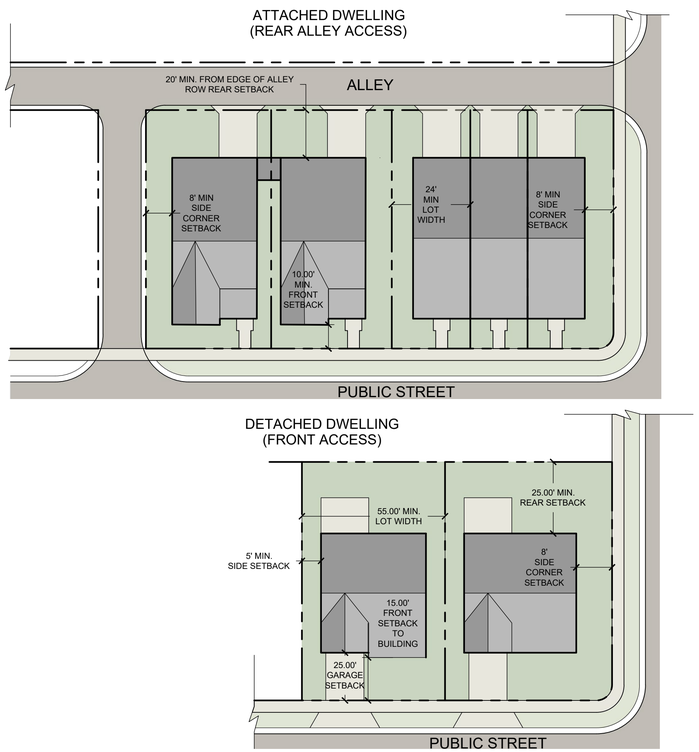
BUFFER PERFORMANCE		
PROPERTY LINE	UDO REQUIRED BUFFER	CD PROPOSED
DUNCAN COOK FRONTAGE	5' TYPE A BUFFER	20' TYPE C BUFFER
ALL OTHER PROPERTY LINES	5' TYPE A BUFFER	5' TYPE A BUFFER
OPEN SPACE PERFORMANCE		
OPEN SPACE TYPOLOGY	UDO REQUIRED AMOUNT	CD PROPOSED
OPEN SPACE TOTAL	12.78 ACRES = 30%	13.5 ACRES = 31.6%
TREE PRESERVATION + REVEGETATION	8.52 ACRES = 20%	8.52 ACRES = 20%
RECREATIONAL OPEN SPACE	2.13 ACRES = 5%	2.13 ACRES = 5%
FLEXIBLE OPEN SPACE	2.13 ACRES = 5%	2.13 ACRES = 5%
SETBACKS ALLEY LOADED		
BUILDING SETBACKS	UDO REQUIRED	CD PROPOSED
FRONT SETBACK (MINIMUM)	5'	10'
SIDE-CORNER SETBACK (MINIMUM)	5'	8'
SIDE-INTERIOR SETBACK (MINIMUM)	5'	5'
SIDE-ATTACHED	0'	0'
REAR SETBACK FROM ALLEY ROW (MINIMUM)	15' FROM CENTER	20' FROM EDGE OF ALLEY ROW

SETBACKS FRONT LOADED		
BUILDING SETBACKS	UDO REQUIRED	CD PROPOSED
FRONT SETBACK (MINIMUM)	5'	10'
FRONT SETBACK (MINIMUM)	N/A	15'
SIDE-CORNER SETBACK (MINIMUM)	5'	8'
SIDE-INTERIOR SETBACK (MINIMUM)	5'	5'
REAR SETBACK (MINIMUM)	25'	25'

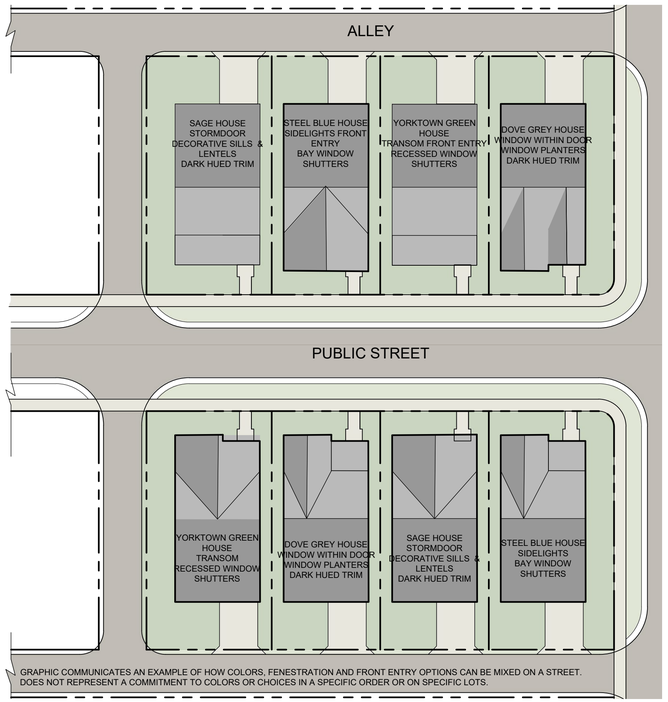
MINIMUM LOT WIDTH AT SETBACK LINE		
DWELLING TYPE	UDO REQUIRED	CD PROPOSED
DETACHED DWELLING (MINIMUM)	26'	55'
ATTACHED DWELLING (MINIMUM)	18'	24'

GRAPHIC COMMITMENTS:

SETBACKS:



ANTI-MONOTONY:



GRAPHIC COMMUNICATES AN EXAMPLE OF HOW COLORS, FENESTRATION AND FRONT ENTRY OPTIONS CAN BE MIXED ON A STREET. DOES NOT REPRESENT A COMMITMENT TO COLORS OR CHOICES IN A SPECIFIC ORDER OR ON SPECIFIC LOTS.

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1	REVISIONS ACCORDING TO COMMENTS	9/22/2025	JG

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#F-0102 WWW.KIMLEY-HORN.COM PHONE: 919-677-2000 FAX: 919-677-2050
1070 SOUTH MAIN STREET, SUITE 230, HOLLY SPRINGS, NC 27540

NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT ROBERT C. ZIMMATORE 1155

KHA PROJECT	014702002
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SCALE	AS SHOWN
DESIGNED BY	RCZ
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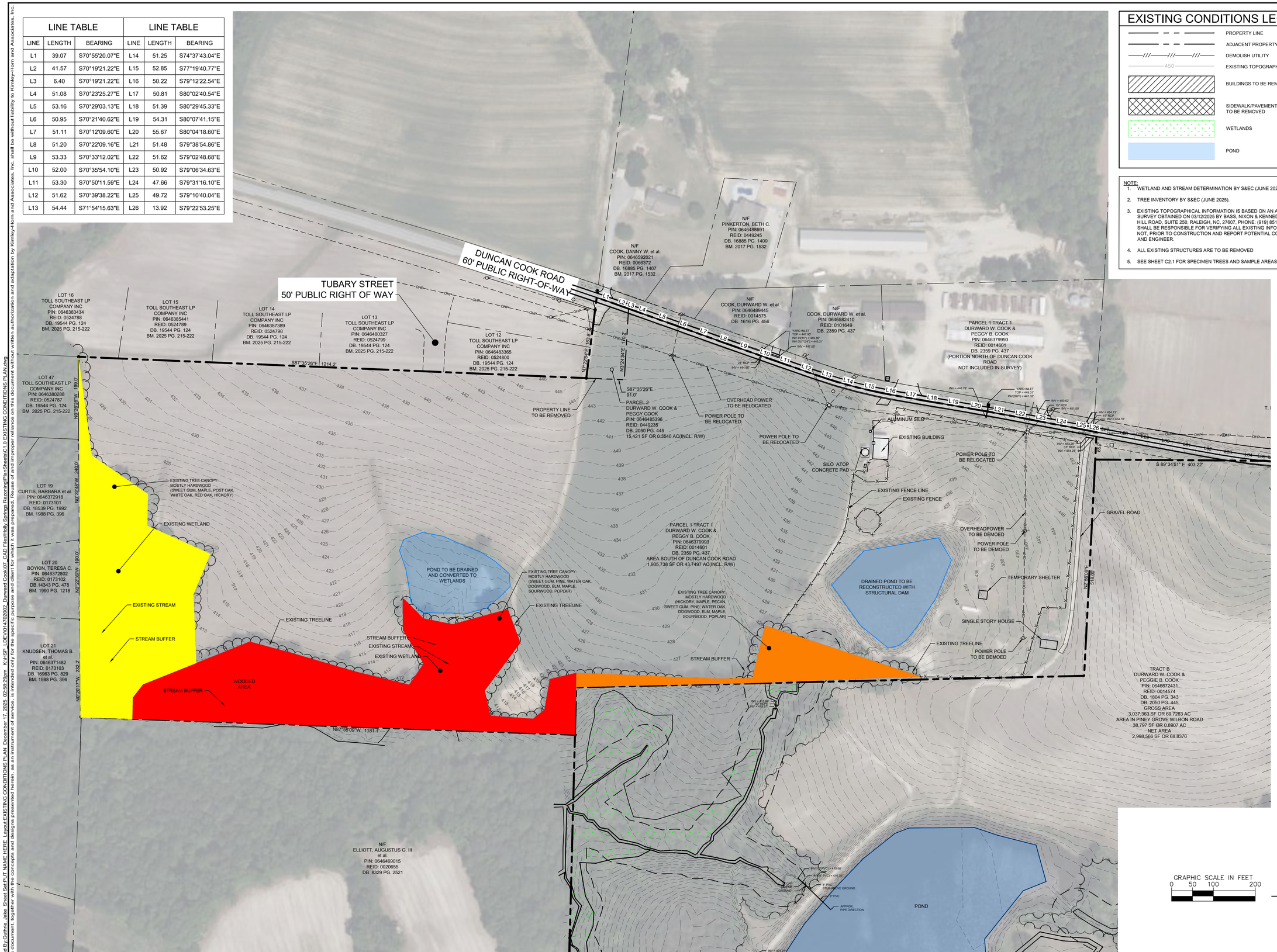
DESIGN COMMITMENTS PLAN

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

SHEET NUMBER
C1.0

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LINE TABLE			LINE TABLE		
LINE	LENGTH	BEARING	LINE	LENGTH	BEARING
L1	39.07	S70°55'20.07"E	L14	51.25	S74°37'43.04"E
L2	41.57	S70°19'21.22"E	L15	52.85	S77°19'40.77"E
L3	6.40	S70°19'21.22"E	L16	50.22	S79°12'22.54"E
L4	51.08	S70°23'25.27"E	L17	50.81	S80°02'40.54"E
L5	53.16	S70°29'03.13"E	L18	51.39	S80°29'45.33"E
L6	50.95	S70°21'40.62"E	L19	54.31	S80°07'41.15"E
L7	51.11	S70°12'09.60"E	L20	55.67	S80°04'18.60"E
L8	51.20	S70°22'09.16"E	L21	51.48	S79°38'54.86"E
L9	53.33	S70°33'12.02"E	L22	51.62	S79°02'48.68"E
L10	52.00	S70°35'54.10"E	L23	50.92	S79°06'34.63"E
L11	53.30	S70°50'11.59"E	L24	47.66	S79°31'16.10"E
L12	51.62	S70°39'38.22"E	L25	49.72	S79°10'40.04"E
L13	54.44	S71°54'15.63"E	L26	13.92	S79°22'53.25"E



EXISTING CONDITIONS LEGEND

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- DEMOLISH UTILITY
- 450 EXISTING TOPOGRAPHY
- BUILDINGS TO BE REMOVED
- SIDEWALK/PAVEMENT/DIRT ROADS TO BE REMOVED
- WETLANDS
- POND

NOTE:

1. WETLAND AND STREAM DETERMINATION BY S&EC (JUNE 2025).
2. TREE INVENTORY BY S&EC (JUNE 2025).
3. EXISTING TOPOGRAPHICAL INFORMATION IS BASED ON AN ALTA/NSPS LAND TITLE SURVEY OBTAINED ON 03/12/2025 BY BASS, NIXON & KENNEDY INC., 6310 CHAPELL HILL ROAD, SUITE 250, RALEIGH, NC, 27607, PHONE: (919) 851-4422. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL EXISTING INFORMATION, DEPICTED OR NOT, PRIOR TO CONSTRUCTION AND REPORT POTENTIAL CONFLICTS TO OWNER AND ENGINEER.
4. ALL EXISTING STRUCTURES ARE TO BE REMOVED
5. SEE SHEET C2.1 FOR SPECIMEN TREES AND SAMPLE AREAS.

No.	REVISIONS	DATE	BY
1	REVISIONS ACCORDING TO COMMENTS	9/22/2025	JG
2	REVISIONS ACCORDING TO COMMENTS	10/17/2025	JG
3	REVISIONS ACCORDING TO COMMENTS	11/21/2025	JG
4	REVISIONS ACCORDING TO COMMENTS	12/19/2025	JG

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KHA PROJECT 014702002
DATE 12/19/2025
SCALE AS SHOWN
DESIGNED BY RCZ
DRAWN BY JTG
CHECKED BY RCZ

EXISTING CONDITIONS PLAN

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

SHEET NUMBER
C2.0

Plotted By:Guthrie, Jake Sheet Set:PUT NAME HERE Layout:EXISTING CONDITIONS PLAN December 17, 2025 02:58:29pm K:\HSP_LDEV\014702002-Durward Cook\07 CAD Files\Holly Springs Rezoning\PlanSheets\C1.0 EXISTING CONDITIONS PLAN.dwg
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Per Town of Holly Springs UOD Section 7.01 J.,5.,c.,(i) trees that qualify as specimen trees are in good health and not showing signs of disease, insect infestation or decay and:

a. Over thirty inches (30") DBH for Pine species; or
b. Over twenty-four inches (24") DBH for nonPine species; or
c. For other unique or rare tree species:
   (1) Flowering Dogwood – over three inches (3") DBH
   (2) Eastern Redbud – over three inches (3") DBH
   (3) Longleaf Pine – over twelve inches (12") DBH

NOTE:
- Where appropriate identified trees were approximately located by S&EC using a Juniper Systems GNS3 Geode Receiver Unit. As these GPS units do not provide survey grade accuracy this data should be considered approximate and used for planning purposes only. If an accurate location is required a North Carolina Professional Land Surveyor should be engaged. Engineers, designers and/or local ordinance(s) may require trees to be surveyed located by a NC Registered Professional Land Surveyor.

- The term "tree survey" as used herein is generic in nature and intended to describe the identification, measurement, and evaluation of trees under the direction of a registered forester/certified arborist as described and/or required by local development ordinance(s).

- At the current scale, not all tree location labels may be legible or show. Please refer to the CAD drawing of the locations provided to the site engineer.

Legend

- Specimen Trees
- Trees > 3" DBH (within sample plots)
- Property Boundary
- Sample Plots

NC Center for Geographic Information & Analysis

Project No.
16457.W1

Project Mgr.:
SB

Scale:
1" = 100'

05/06/2025

N W E S

0 100 200 400

Feet

Town of Holly Springs Tree Map

5800 Duncan Cook Road,
Holly Springs, NC

Source:

Aerials from NC OneMap

S&EC

Soil & Environmental Consultants, Inc.
8412 Falls of Neuse Road, Suite 104, Raleigh, NC 27615 • Phone (919) 846-5900 • Fax (919) 846-9467
sandec.com

Site Data Table	
Pin Number	646474950, 646485396
Current Zoning	Rural Residential (RR) & R-30 (Wake County)
Proposed Zoning	Neighborhood Residential Conditional District (NR-CD)
Current Land Use Designation	Mixed Residential Neighborhood
Proposed Land Use Designation	Mixed Residential Neighborhood
Open Space Requirements	
Total Required Open Space (30%)	**12.78 Acres**
Tree Preservation/Revegetation Required (20%)	8.52 Acres
Active Recreation Area Required (5%)	2.13 Acres
Flexible Area Required (5%)	2.13 Acres
Total Provided Open Space (31.5%)	**13.43 Acres**
Tree Preservation/Revegetation (20%)	8.52 Acres
Active Recreation Area (5%)	2.62 Acres
Total Flexible Area (5%)	2.29 Acres
Tree Preservation	2.09 Acres
Active Recreation	0.2 Acres

CONCEPT PLAN LEGEND

- PROPERTY LINE
- RIGHT-OF-WAY
- SIDEWALK
- GREENWAY TRAIL
- STORMWATER CONTROL MEASURE
- TREE PRESERVATION/REVEGETATION
- ACTIVE RECREATIONAL AREA
- FLEXIBLE AREA
- DETACHED SINGLE-FAMILY LOTS
- ATTACHED SINGLE-FAMILY LOTS
- TYPE A BUFFER YARD (TO BE PLANTED OUTSIDE OF TREE PRESERVATION AREAS)
- TYPE B BUFFER YARD (TO BE PLANTED OUTSIDE OF TREE PRESERVATION AREAS)
- TYPE C BUFFER YARD (TO BE PLANTED OUTSIDE OF TREE PRESERVATION AREAS)

NOTE:
CIRCULATION, INTERNAL ROADWAY CONFIGURATION, PEDESTRIAN CIRCULATION AND OPEN SPACE AREAS ARE CONCEPTUAL AND MAY SHIFT AT CONSTRUCTION DRAWING STATE AS LONG AS SUBSTANTIALLY SIMILAR.

DUNCAN COOK ROAD
EXISTING 60' PUBLIC RIGHT-OF-WAY

TUBARY STREET
50' PUBLIC RIGHT OF WAY

EXISTING PROPERTY LINE
51.5' HALF ROW DEDICATION

TYPE B
10.0' BUFFER

TYPE C
20.0' BUFFER

STREET A
STREET B
STREET C
STREET D
ALLEY D

POND TO BE DRAINED AND CONVERTED TO WETLANDS

DRAINED POND TO BE RECONSTRUCTED WITH STRUCTURAL DAM

PROPOSED SCM

WETLANDS

TYPE A
5.0' BUFFER

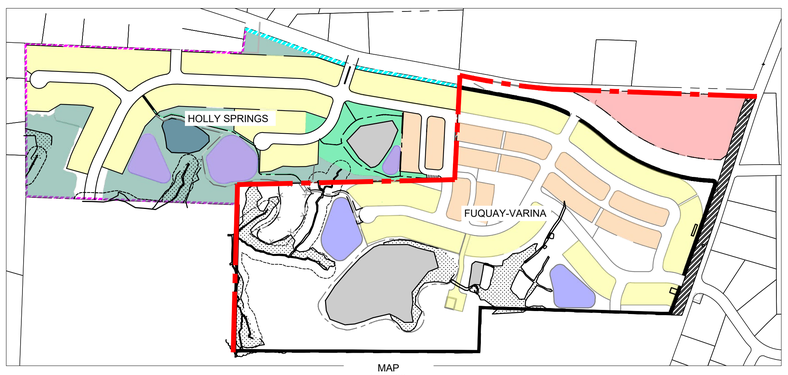
HOLLY SPRINGS
FUQUAY-VARINA

GREENWAY CONNECTION TO FUQUAY-VARINA SIDE OF PROJECT

"STREET A" WILL BE CONSTRUCTED TO CONNECT INTO THE ELLIOTT FARMS PROJECT UTILIZING FEE-IN-LIEU BY ELLIOTT FARMS

APPROVED TURN AROUND TO BE PROVIDED AT THIS LOCATION

JURISDICTIONAL MAP



MAP
1" = 400'

GRAPHIC SCALE IN FEET
0 50 100 200

NORTH

No.	REVISIONS	DATE	BY
1	REVISIONS ACCORDING TO COMMENTS	9/2/2025	JG
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3	REVISIONS ACCORDING TO COMMENTS	11/21/2025	JG
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NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT 1155 ROBERT C. ZUMWALT

KHA PROJECT 014702002
DATE 12/19/2025
SCALE AS SHOWN
DESIGNED BY RCZ
DRAWN BY JTG
CHECKED BY RCZ

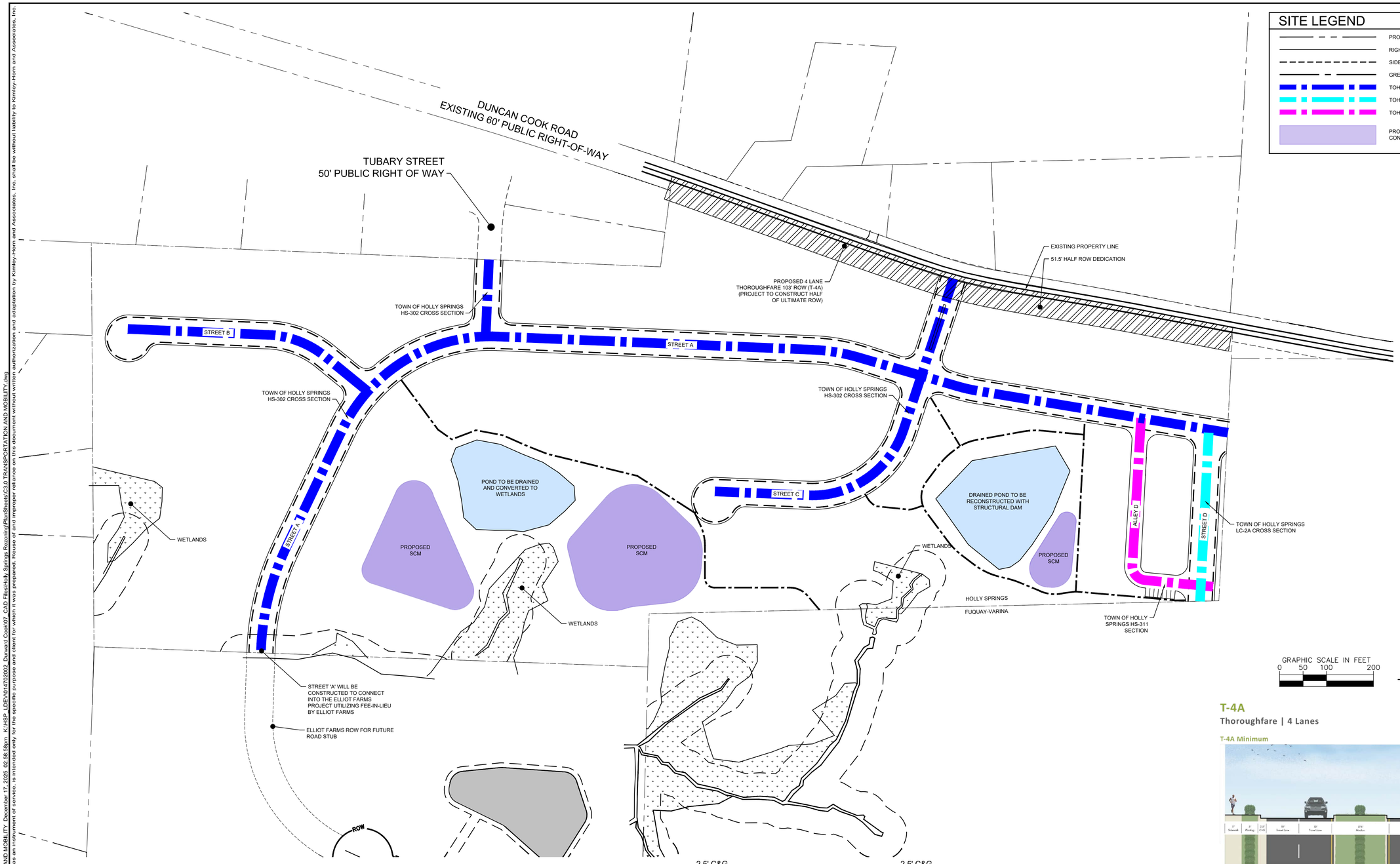
MASTER PLAN

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

SHEET NUMBER
C3.0

Plotted By:Guthrie, Jake Sheet Set:PUT NAME HERE Layout:MASTER PLAN December 17, 2025 02:58:49pm K:\HSP_LDEV\014702002 Durward Cook\07_CAD Files\Holly Springs Rezoning\PlanSheets\C2.0 CONCEPT PLAN.dwg
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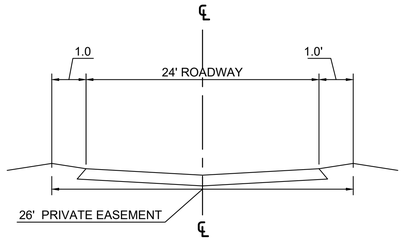


SITE LEGEND

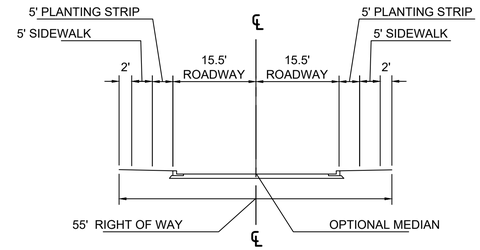
- PROPERTY LINE
- RIGHT-OF-WAY
- SIDEWALK
- GREENWAY TRAIL
- TOHS HS-302 CROSS SECTION
- TOHS LC-2A (SUBURBAN) CROSS SECTION
- TOHS 25' ALLEY
- PROPOSED STORMWATER CONTROL MEASURE

GRAPHIC SCALE IN FEET
0 50 100 200

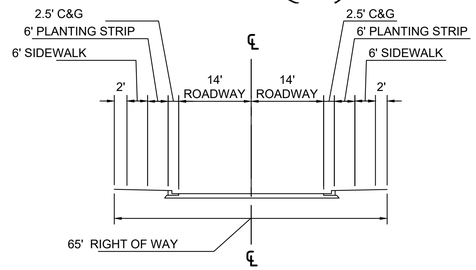
NORTH



MODIFIED TOWN OF HOLLY SPRINGS STANDARD ALLEY CROSS SECTION HS311
N.T.S.



TOWN OF HOLLY SPRINGS STANDARD STREET CROSS SECTION HS302
N.T.S.

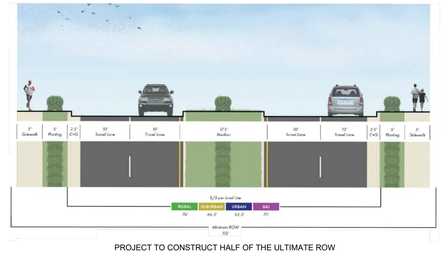


TOWN OF HOLLY SPRINGS STANDARD STREET CROSS SECTION LC-2A
N.T.S.

T-4A

Thoroughfare | 4 Lanes

T-4A Minimum



PROJECT TO CONSTRUCT HALF OF THE ULTIMATE ROW

T-4A			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	112'	112'	103'	103'	107'
Back of Curb to Back of Curb *(B/B)*	Yes	73'	76'	66.5'	62.5'	73'
Travel Lanes	4 Lanes	10'	12'	11'	10'	12'
Center Turn Lane	No	-	-	-	-	-
Median	Yes	17.5'	23'	17.5'	17.5'	20'
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5'	2.5'	2.5'	2.5'
Paved Shoulder	No	-	-	-	-	-
Planting	2 Sides	5'	6'	6'	8'	5'
On-Street Parking	No	-	-	-	-	-
Sidepath	0-2 Sides*	10'	10'	10'	10'	10'
Sidewalk	0-2 Sides*	5'	5'	6'	8'	5'
Bicycle Facility	No	-	-	-	-	-

NOTE:

1. APPROPRIATE ROADWAY TAPERS BETWEEN HOLLY SPRINGS AND FUQUAY-VARINA WILL BE COORDINATED AT THE TIME OF CONSTRUCTION DRAWINGS WITH EACH MUNICIPALITY.

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NORTH CAROLINA PROFESSIONAL SEAL 051183 ENGINEER JAKE W. GUTHRIE

KHA PROJECT	014702002
DATE	12/19/2025
SCALE	AS SHOWN
DESIGNED BY	RCZ
DRAWN BY	JTG
CHECKED BY	RCZ

TRANSPORTATION AND MOBILITY

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

SHEET NUMBER
C4.0

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DUNCAN COOK ROAD
EXISTING 60' PUBLIC RIGHT-OF-WAY

TUBARY STREET
50' PUBLIC RIGHT OF WAY

CONNECT TO HAZEL RIDGE
PLRZ202400027

CONCEPTUAL LOCATION OF EASEMENT TO CONTAIN FUTURE 24" AND 30" WATERMAINS. EXACT LOCATION TO BE DETERMINED AT THE TIME OF CONSTRUCTION DRAWINGS.

EXISTING PROPERTY LINE

PROPOSED DEDICATED ROW

CONNECT TO PROPOSED WATERLINE BY OTHERS

POND TO BE DRAINED AND CONVERTED TO WETLANDS

PROPOSED SCM

PROPOSED SCM

DRAINED POND TO BE RECONSTRUCTED WITH STRUCTURAL DAM

PROPOSED SCM

WETLANDS

WETLANDS

WETLANDS

HOLLY SPRINGS

FUQUAY-VARINA

CONNECT TO ELLIOT FARMS
PRUP202501548

CONNECTION TO ELLIOT FARMS WATER LINE STUB

CONNECTION TO ELLIOT FARMS SANITARY SEWER STUB

UTILITY LEGEND

- PROPERTY LINE
- EXISTING WATER LINE
- WATER LINE
- SANITARY SEWER LINE
- FUTURE WATER LINE EASEMENT
- SANITARY SEWER MANHOLE (SSMH)
- EXISTING WETLAND
- EXISTING POND
- STORMWATER CONTROL MEASURE

GRAPHIC SCALE IN FEET
0 50 100 200

NORTH

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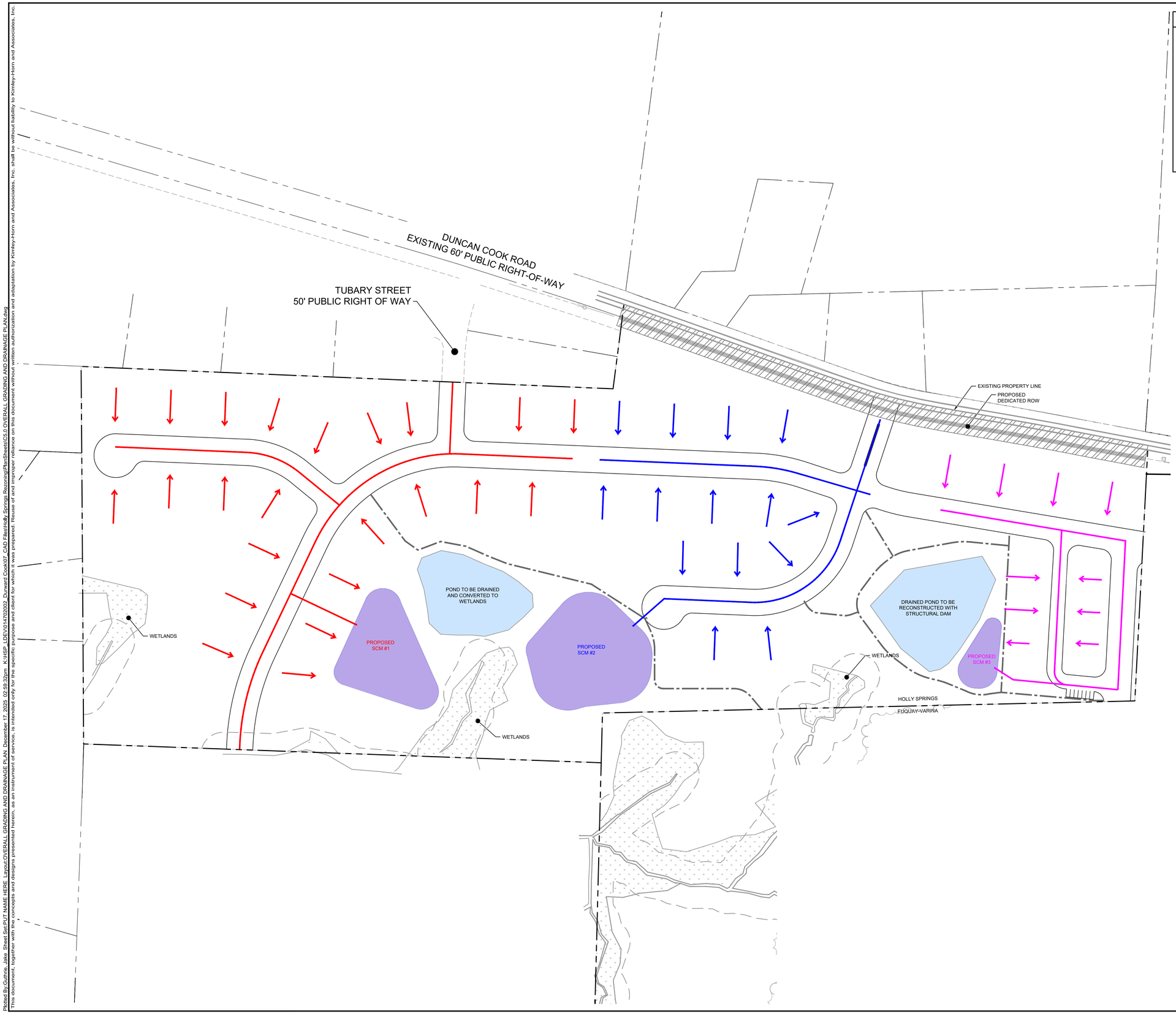
NORTH CAROLINA PROFESSIONAL SEAL 051183 ENGINEER KATHERINE M. TAYLOR

KHA PROJECT 014702002
DATE 12/19/2025
SCALE AS SHOWN
DESIGNED BY RCZ
DRAWN BY JTG
CHECKED BY RCZ

OVERALL UTILITY PLAN

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

SHEET NUMBER
C5.0



GRADING AND DRAINAGE LEGEND

- PROPERTY LINE
- STORM DRAINAGE #1
- STORM DRAINAGE #2
- STORM DRAINAGE #3
- EXISTING WETLAND
- EXISTING POND
- STORMWATER CONTROL MEASURE
- FLOW ARROW

GRAPHIC SCALE IN FEET
0 50 100 200

NORTH

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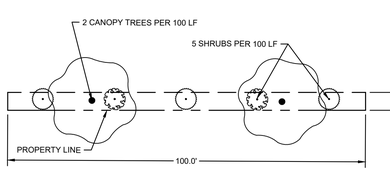
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DATE	12/19/2025
SCALE	AS SHOWN
DESIGNED BY	RCZ
DRAWN BY	JTG
CHECKED BY	RCZ

OVERALL GRADING AND DRAINAGE PLAN

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC
HOLLY SPRINGS N.C.

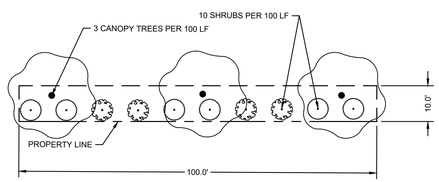
SHEET NUMBER
C6.0

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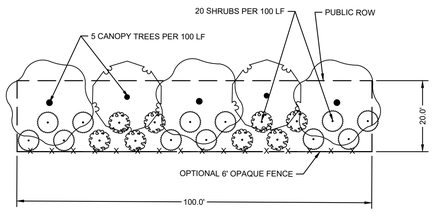
TYPE 'A' BUFFER

OPACITY: 0
DECIDUOUS TREE/FT: 2/100'
PERCENT EVERGREEN: 0%
SHRUBS/FT: 5/100'
HEIGHT OF BUFFER: 0'
WIDTH OF BUFFER: 5'



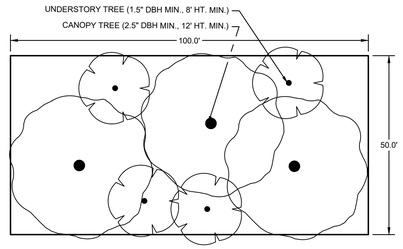
TYPE 'B' BUFFER

OPACITY: 40%
DECIDUOUS TREE/FT: 3/100'
PERCENT EVERGREEN: 40%
SHRUBS/FT: 10/100'
HEIGHT OF BUFFER: 4'
WIDTH OF BUFFER: 10'



TYPE 'C' BUFFER

OPACITY: 80%
DECIDUOUS TREE/FT: 5/100'
PERCENT EVERGREEN: 80%
SHRUBS/FT: 20/100'
HEIGHT OF BUFFER: 8'
WIDTH OF BUFFER: 20'



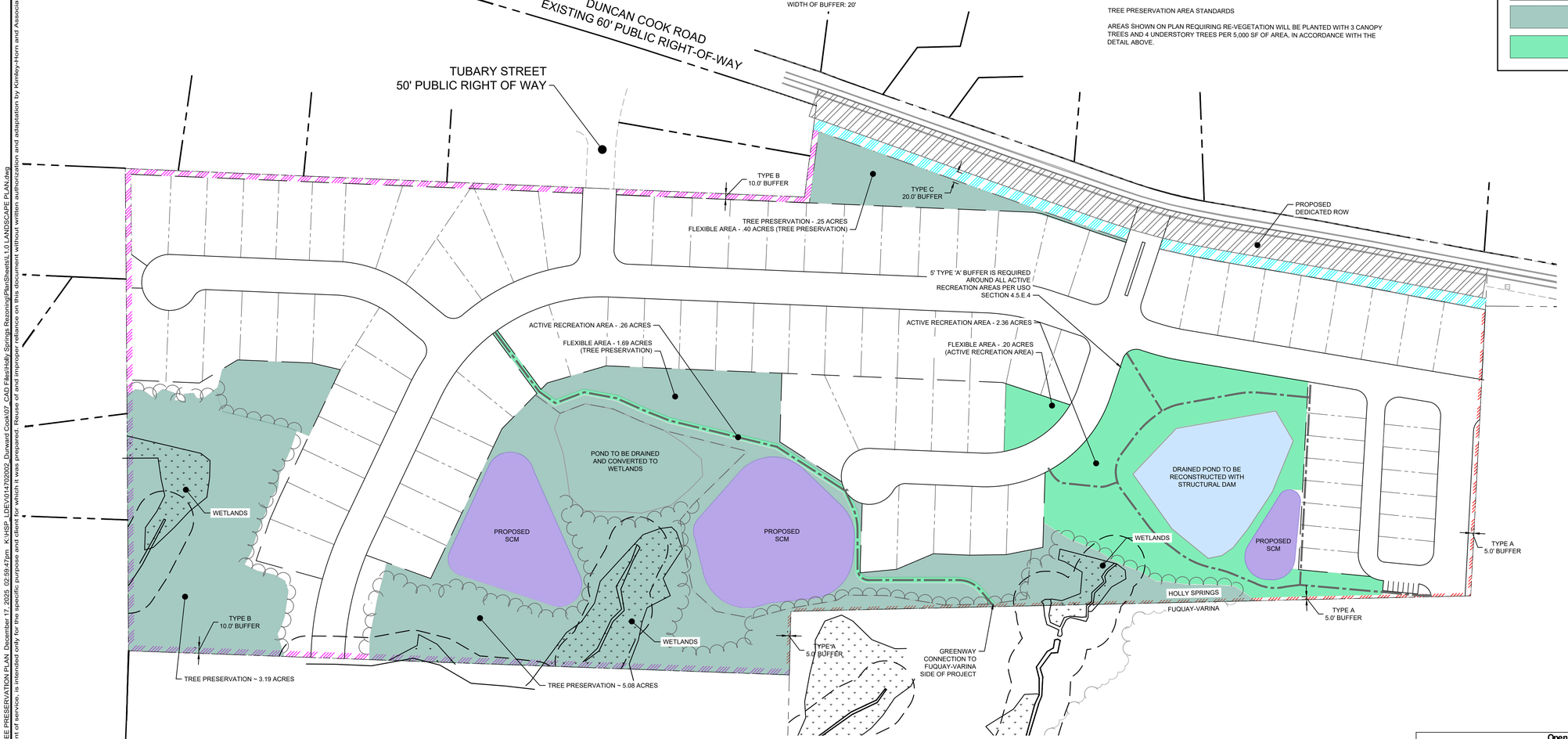
REVEGETATION DETAIL (TYP.)

TREE PRESERVATION AREA STANDARDS

AREAS SHOWN ON PLAN REQUIRING RE-VEGETATION WILL BE PLANTED WITH 3 CANOPY TREES AND 4 UNDERSTORY TREES PER 5,000 SF OF AREA, IN ACCORDANCE WITH THE DETAIL ABOVE.

LANDSCAPE PLAN LEGEND

- PROPERTY LINE
- GREENWAY TRAIL
- STREET TREES
- STORMWATER CONTROL MEASURE
- WETLANDS
- 5' TYPE A BUFFER YARD
- 10' TYPE B BUFFER YARD
- 20' TYPE C BUFFER YARD
- TREE PRESERVATION
- ACTIVE RECREATIONAL AREA



ACTIVE RECREATION AREA 1
PROGRAM MENU

REQUIRED ELEMENT:

- TOT LOT

OPTIONAL ELEMENTS:
- PEDESTRIAN SEATING
- SHADE STRUCTURE
- FIRE PIT
- GREENWAY TRAILS
- PLAY APPARATUS
- COMMUNITY GARDENS

NOTES:

1. BUFFERING MATERIAL WILL BE SUPPLEMENTED AS NEEDED TO MEET THE MINIMUM STANDARD.
2. ALL STREET TREE STANDARDS WILL MEET THE REQUIREMENTS OF UDO SECTION 5.3.5.
3. STREET TREES ALONG DUNCAN COOK ROAD WILL CONSIST OF PIN OAKS AND OKAME CHERRY TREES TO MAINTAIN CONSISTENCY WITH OTHER APPROVED DEVELOPMENTS ALONG THIS FRONTAGE.

Open Space Requirements	
Total Required Open Space (30%)	**12.78 Acres**
Tree Preservation/Revegetation Required (20%)	8.52 Acres
Active Recreation Area Required (5%)	2.13 Acres
Flexible Area Required (5%)	2.13 Acres
Total Provided Open Space (31.5%)	**13.43 Acres**
Tree Preservation/Revegetation (20%)	8.52 Acres
Active Recreation Area (5%)	2.62 Acres
Total Flexible Area (5%)	2.29 Acres
Tree Preservation	2.09 Acres
Active Recreation	0.2 Acres

GRAPHIC SCALE IN FEET
0 50 100 200

NORTH

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NORTH CAROLINA REGISTERED LANDSCAPE ARCHITECT ROBERT C. ZUMWALT 1155

KHA PROJECT	014702002
DATE	12/19/2025
SCALE	AS SHOWN
DESIGNED BY	RCZ
DRAWN BY	JTG
CHECKED BY	RCZ

LANDSCAPE AND OPEN SPACE PLAN

TWIN SPRINGS
PREPARED FOR
GANDER DEVELOPMENT, LLC

HOLLY SPRINGS N.C.

SHEET NUMBER
L1.0

Plotted By:Guthrie, Jake Sheet Set:PLIT NAME HERE Layout:LANDSCAPE OPEN SPACE AND TREE PRESERVATION PLAN December 17, 2025, 02:39:47pm K:\HSP_LDEV\014702002 Dunward Cook\07 CAD Files\Holly Springs Rezoning\PlanSheets\L1.0 LANDSCAPE PLAN.dwg
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DRAFT – PUBLIC HEARING VERSION

PREPARED BY AND AFTER RECORDING RETURN TO:
NAME OF DRAFTER
COMPANY NAME
STREET ADDRESS
TOWN/CITY, NC ZIP

STATE OF NORTH CAROLINA

COUNTY OF WAKE

DEVELOPMENT AGREEMENT REGARDING INFRASTRUCTURE CONSTRUCTION AND FEE REIMBURSEMENT
(N.C. GEN. STAT. § 160D-1001 *et seq.*)

BY AND BETWEEN

THE TOWN OF HOLLY SPRINGS

And
GANDER DEVELOPMENT, LLC.

THIS AGREEMENT (the "Agreement"), made and entered into **_____, 2026**, by and between the **TOWN OF HOLLY SPRINGS**, a North Carolina Municipal corporation, hereafter referred to as the "Town" and **GANDER DEVELOPMENT, LLC.**., its successors and/or assigns, hereafter referred to as the "Developer." The Town and the Developer are collectively referred to herein as the "Parties."

WITNESSETH:

WHEREAS, the Developer, or its affiliate, is the fee simple owner or contract purchaser of a tract of land held in common for development, known by the following Wake County PIN: 0646474950 & 0646485396, totaling approximately 44.1 acres in size, as more particularly described on **Exhibit A** (the "Site" or "Property"); and,

WHEREAS, the Town Council rezoned the from RR- Rural Residential l to NR-CD- Neighborhood Residential, Conditional District (the "Rezoning") on **February 17, 2026** to facilitate the timely start of the development, which consists of 94 dwelling units, both single family detached (78) and attached (15); and,

WHEREAS, the Site is not currently served by adequate Town potable water and sewer service; and,

WHEREAS, the Developer desires careful integration between public and private capital facilities planning, financing and construction, and further desires sufficient assurances that development standards, ordinances, policies and procedures remain stable throughout the extended period of development; and,

WHEREAS, the Town requires, pursuant to N.C.G.S. §160D and its Unified Development Ordinance ("UDO,") the dedication and construction of streets and rights of way and other infrastructure and for the distribution of population and traffic in such a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare; and,

WHEREAS, the Town has enacted a subdivision control ordinance, pursuant to N.C.G.S. §160D-801 which provides for the orderly control of growth and development in the Town in general and on the Site; and,

WHEREAS, the Town is authorized to enter into this Agreement pursuant to N.C.G.S. §160A-20, §160D-1001(b), and §160D-1003, and may contract with the Developer to carry out the public purposes set forth herein pursuant to N.C.G.S. §160D-1001(a) and the Town Council of Holly Springs has determined that it is in the best interests of its citizens to do so; and,

WHEREAS, the Town requires certain fees to be paid upon development of land and for the granting of a building permit, said fees being listed in the Town's annual budget and the Developer, in consideration of the foregoing benefits enjoyed by this Agreement hereby agrees that it (i) is familiar with these fees as currently listed on the Town's website pursuant to its annual adopted budget ordinance, (ii) does not dispute the reasonableness of these fees as currently listed; and (iii) except as provided for herein , hereby agrees to timely pay all normal and customary fees to the extent applicable to the Developer in connection with its development of the Site at such time as the applicable fee becomes due to the Town in the ordinary course of development unless otherwise provided for herein; and,

WHEREAS, pursuant to N.C.G.S. §160D-1005, on **January 20, 2026** the Town Council conducted a public hearing on this Agreement, closed the public hearing, approved this Agreement, and authorized the Town's execution of the same.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein the Town and the Developer agree as follows:

ARTICLE I

1. **Definitions**: The terms below shall have the following meanings as used herein:

   a. Actual Costs: The amount of true costs actually incurred for construction of a certain project described herein upon final completion and approval by the Town, inclusive of the cost of acquiring easements or rights of way from those not party to this agreement, but exclusive of any administrative costs (i.e., profit and overhead) of the Developer for the administration of a separate construction contract, or any project construction contingency. Any such costs

which herein after are agreed to be reimbursed or otherwise paid by the Town shall be audited by the Town under generally accepted accounting principles for governments for a period of three (3) years after the last act under this Agreement. The Developer's right of reimbursement for Actual Costs pursuant to the terms of this Agreement is contingent upon the Developer first receiving from the Town advance written consent to the expected cost of an applicable transaction before the cost is incurred, provided, that such consent shall not be unreasonably withheld or delayed by the Town.

b. Concept Plans: Concept Plan as used in this Agreement refers to the Conditional District Concept Plan for the Development previously submitted by Developer to the Town, if any.

c. Development: Generally defined as the planning for or carrying out of a building activity, the making of a material change in the use or appearance of any structure or property, or the dividing of land into two or more parcels. "Development," as designated in a law or development permit, includes the planning for and all other activity customarily associated with it unless otherwise specified. When appropriate to the context, "Development" refers to the planning for or the act of developing or to the result of development. Specifically, in this Agreement, the term "Development" refers to the construction by the Developer of all building activities associated with the Concept Plans and Development Permits occurring on the Site during the Term of this Agreement.

d. Development Permit: A building permit, zoning permit, subdivision approval, special use permit, variance, or any other official action of the Town having the effect of permitting the development of property.

e. Land Development Regulations: Ordinances and regulations enacted by the Town for the regulation of any aspect of development and includes zoning, subdivision, or any other land development ordinances, including but not limited the Town of Holly Springs Unified Development Ordinance ("UDO").

f. Laws: All ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the Town affecting the development of property, and includes laws governing permitted uses of the property, density, design, and improvements.

g. NCDOT: the North Carolina Department of Transportation.

h. Offsite Infrastructure: The public sanitary sewer gravity line, all potable waterlines, transportation improvements, and other Town-owned equipment or facilities not located on the Site.

i. Person: An individual, corporation, business or land trust, estate, trust, partnership, association, two or more persons having a joint or common interest, State agency, or any legal entity.

j. Property: The parcel of land described in Exhibit A that is the subject of this Agreement. Also referred to as the "Site." Any subsequent annexation of parcels by the Developer other

than descried herein would constitute a major modification of this Agreement and require an additional public hearing.

k. Public Infrastructure or Public Infrastructure Improvements: TIA Road improvements, sidewalk improvements, sewer and water improvements, or any other improvements which are now or shall be in the future publicly dedicated to the Town of Holly Springs or another governmental entity, as described herein.

l. Public Benefit: The construction and dedication of Public Infrastructure and utility infrastructure by the Developer, the retention and addition of local jobs, an increase in commercial/life science uses, and the additional revenue to the Town generated by the increase in ad valorem tax value of the Site.

m. Project: The Developer plans to develop the Site in the manner described in Concept Plans and Rezoning, and as approved by the Town of Holly Springs through its normal development process.

ARTICLE II
DESCRIPTION OF DEVELOPMENT AGREEMENT

1. SCOPE: The legal description of the property subject to this agreement and the names of its legal and equitable property owners are contained in **Exhibit A**. The obligations and rights contained in this Agreement apply only to the Development of the Site.

2. TERM: The duration of the Agreement is **five (5)** years. The parties are not precluded from entering into subsequent development agreements that may extend the original duration period. All terms of this Agreement shall become enforceable upon the later of: (1) the signing of this Agreement by the Developer either prior to or within 15 days of ratification of this Agreement by the Town Council; (2) annexation of the Site into the Town limits, if not already annexed, (3) the approval of the Rezoning and this Agreement by the Town Council, and (4) the Developer taking legal title to the Site as evidenced by deed recorded in the Wake County Registry within 180 days of the execution of the foregoing (the "Conditions Precedent.") Any obligation to reimburse funds contained herein (if any), not demanded within **five (5)** years of the execution of the foregoing shall be void and given no effect.

3. REZONING: The project incorporates detached and attached dwellings, designed and arranged to be compatible with adjacent developments, as prescribed by the Mixed Residential Neighborhood Future Land Use Plan designation in the Comprehensive Plan. The Parties hereby acknowledge that the current zoning of the Property surrounding infrastructure is inadequate to support the Project. Following approval of the Rezoning, the Certain Infrastructure Projects are necessary in order to maintain the health, safety, and welfare of the Site, its future residents, and the residents of the surrounding area that may be affected by the Project. While the Project's proposed rezoning to **NR-CD-Neighborhood Residential Conditional District** is consistent with the Town's long-range planning documents, the current infrastructure is inadequate and therefore the Town would not ordinarily grant zoning approval, Project Permits, such approvals as the Master Plan, Concept Plan, Development plan, grading plans, and other governmental approvals until such time as certain Infrastructure Projects are adequate to accommodate the residents or invitees of the Project. The Developer wishes to accelerate

the Town's approval through the covenants herein and provide assurances that such infrastructure will be sufficient to serve the Project and not negatively affect those properties in proximity to the Site. The Development Plan shall be submitted to the Town for review and approval consistent with the terms of this Development Agreement and the requirements of Rezoning and Unified Development Ordinance, which Developer understands requires Town Council approval for this Site.

4. PHASING: It is anticipated that the Project will be constructed in as many phases as required by the Director of Development Services in order to comply with the requirements of the Water Resource Management Policy. Phasing of the Project and associated development levels may be administratively approved by Town staff as development plans are submitted and traffic studies updated.

5. TIA ROAD IMPROVEMENTS: See attached Transportation Mitigation Improvement ("TMA") agreement which is incorporated hereto. Compliance with the requirements of the TMA is binding on the Developer required as if set forth herein.

6. CONSTRUCTION OF SEWER AND WATER IMPROVEMENTS: Developer shall construct all sewer and water Infrastructure Improvements needed for the Project prior to the issuance of the first certificates of occupancy for the Project. The Developer shall be responsible for connecting the Site to Town sewer services subject to the following restrictions: Any use of the site other than domestic wastewater shall require on-site pretreatment to ensure compliance with the Town's Constituent Limits. For the purposes of this restriction, domestic waste shall mean liquid wastes and liquid borne wastes discharged from the sanitary conveniences such as toilets, washrooms, urinals, sinks, showers, drinking fountains, home laundry rooms, kitchens, and floor drains essentially free of industrial wastes or toxic materials.

The following are common examples of Constituent Limits and are not an exhaustive list. For further clarification of the Town's Constituent Limits, direct consultation with the Town's Executive Director of Utilities and Infrastructure is required.

BOD	**300 mg/L**
Ammonia	**25 mg/L**
TSS	**300 mg/L**
Total N	**45 mg/L**
Total P	**6 mg/L**

For the purpose of proper utility planning, the Town typically measures maximum flow in a sewer line based on a peak flow such that when capacity in any one line reaches the Town's standard of 50% of line capacity, the Town ordinarily determines that line as having reached its capacity.

The Developer shall be required to provide a payment and performance bond for 125% of the cost in connection with all items above.

7. UTILITY ALLOCATION: As of the date hereof, and notwithstanding any policy adopted hereafter by the Town, water and sewer allocation (the "Utility Allocation") is hereby made by the Town in an amount to support the Development. If construction has not commenced within twelve (12) months of the issuance of construction drawing approval for the Project, then it shall automatically

revert to the Town unless agreed to otherwise by the Parties. Developer is advised to read and understand the Town's utility allocation policy ("Water Resource Management Policy.")

The parties hereby agree that this Project is a Priority Level 3 project as that term is described in the town's Water Resource Management Policy. Upon the completion of the following improvements, pursuant to the Policy, the Development shall be considered a Priority Level 3 with an allocation maximum of 26,970 gallons per day:

a. Open Space/Tree Preservation: Preservation of a minimum of ten percent (10%) of Specimen Trees on the Property. The Project's overall tree preservation area shall be equal to approximately 20% of the gross land area of the project.
b. Public Infrastructure Improvements: Construction of vegetated wetlands in lieu of wet ponds.
c. Sustainable Design: Earn National Green Building Standard Certifications, or equivalent as determined by Director of Development Services.

8. FEES-IN-LIEU: There are no fees-in-lieu for any Town utilities for this project unless otherwise provided in the TMA. There are parks and recreation Fees-in-lieu as required under the UDO. The Town has previously collected $244,000 from a third party developer (Elliott Farm) for an extension of a Town road and Town utilities shown on Exhibit C ("Elliot Farm Extension.") Developer shall construct the Elliott Farm Extension prior to the first certificate of occupancy for its Project, and the Developer shall be reimbursed the Actual Construction Cost up to $244,000. Within 30 days of completion of the Elliott Farm Extension, the Developer shall submit proof of such Actual Construction Costs to the Town, together with a request for reimbursement. Failure of the Developer to request such reimbursement within 90 days of completion of the extension shall constitute a waiver of the reimbursement.

9. DEVELOPMENT PERMITTED USES: The Site may be used consistent with the uses and subject to the restrictions and other development obligations of the Rezoning.

10. ANNEXATION: In the event that the Site is not currently annexed, it shall be annexed at the discretion of the town council, through the approval of a petition for voluntary annexation prior to the commencement of any construction or recordation of a plat. Nothing contained herein shall bind the Town Council on the legislative decision of annexation. The Town shall schedule the Annexation Petition for public hearing and approval within 45 days of the execution of this Agreement.

11. REQUIRED PERMITS: A description of all development permits approved or needed:

a. Developer shall secure all special use permits, construction drawing approval, erosion and sedimentation control, grading approval, and building permits as necessary under the land development regulations in existence of the time of such permit application. Town shall aid Developer in securing all encroachment permits as required by the NCDOT, the North Carolina Department of Environmental Quality, or other state or federal agencies, as required for roads, sewer, and water. The failure of this Agreement to address a particular permit, condition, term, or restriction does not relieve the Developer of the necessity of complying with the law governing their permitting requirements, conditions, terms, or restrictions.

12. PARKS AND RECREATION LAND DEDICATION: The Parties acknowledge that the Town's Unified Development Ordinance requires the developer of a residential tract to dedicate parks and recreation land or amenity for the use of the Project, where such park amenity is open for use for the public at large. In lieu of such land dedication, the Town Council may determine that a fee may be paid by the Developer in satisfaction of this requirement, so long as that fee is used by the Town for the acquisition or development of parks and recreation spaces to serve members of the Project. The Town's UDO requires a calculation of this fee based on the tax value of the tract of the Site at the time of Development to be calculated by the Town at the time of Development. In the event that the unit count changes, a re-calculation pursuant to the Town's ordinance shall be required.

13. TERMS REQUIRED FOR PUBLIC SAFETY: Developer shall provide sufficient egress and ingress to the Site through the Site or other public rights of way to satisfy the requirements of the town's Fire Chief and Police Chief, as indicated by their approval in the development review process.

14. HISTORIC STRUCTURES: There are no known historic structures on the Site.

15. DEVELOPMENT SCHEDULE:

a. Development of the Project and any Public Infrastructure shall commence prior to the expiration of any required permits for the same.

ARTICLE III
DEVELOPER'S OTHER DUTIES

1. For any offsite infrastructure constructed by the Developer, the Developer shall design, permit, and construct the infrastructure in the location approved by the Town and as shown on plans (to be submitted), according to engineering best practices, applicable requirements of the Town, and applicable requirements of the North Carolina Department of Environmental Quality (NCDEQ) and applicable requirements of any other regulatory agency. For any land owned or controlled by the Developer, the Developer shall secure and dedicate to the Town all necessary easements for the construction and perpetual maintenance of the infrastructure referenced. For any land not owned by or controlled by the Developer, the Town shall convey such land owned by the Town to the Developer or secure all necessary easements on land owned by third parties for the construction and perpetual maintenance of the infrastructure referenced in a timely manner so as not to delay the completion of the Developer's Duties set out in this Article III.

2. Developer shall construct in a workmanlike manner the public infrastructure located on the Site according to the design specifications and criteria of the Town which are existing at the time of this Agreement, as well as full compliance with any applicable NCDEQ requirements. Said infrastructure, together with any and all appurtenances, easements, and equipment associated with the project required for public dedication shall be dedicated to the Town in a manner consistent with the development plan and in a manner in accordance with the Town's standards.

3. The Developer shall construct the public infrastructure according to the plans, the terms of this Agreement, and specifications submitted in a manner consistent with the standards of the Town which are in effect at the time of this Agreement.

4. The Developer (or its successors and/or assigns) shall pay all development fees for the development at the time they would otherwise ordinarily be due (or as otherwise amended pursuant to this Agreement) and in an amount that is determined by the fee schedule approved in the annual budget which is in effect at the time of this Agreement. Notwithstanding, in the event said fees are waived via an Economic Development Agreement this provision shall not apply. Developer shall not be required to make a payment-in-lieu of street construction costs or pay a fee in lieu of greenway construction costs.

5. Miscellaneous: **N/A**

ARTICLE IV
GENERAL TERMS

1. All of Developer's obligations under this Agreement, including but not limited to the obligations under Articles II and III of this Agreement, are contingent upon the Town's approval of the Rezoning, the Annexation Petition, and all required Site Plans and Building Permits.

2. All reimbursements, if any, for this project shall be provided on the basis of final documented Actual Costs, as approved by the Director Development Services, in accordance with this agreement. Any opinions of project cost included in this agreement are based upon preliminary designs and are approximate.

3. The Developer shall be responsible for the complete design and construction of each project, including all surveying, design, permitting, plat preparation and recordation, testing, engineering, bidding, construction, inspection, acceptance, easement maps and documents, construction management, construction administration, and all other necessary functions to ensure complete-in-place, fully functional projects built and operational in accordance with Town and State standards and approved plans for the project. The costs of all of these items shall be borne by the Developer and shall not be subject to reimbursement or participation by the Town, except as specifically described herein.

4. In the course of installing the sewer line or any other work on easements obtained by the Town and under the Town's ownership, the Developer shall operate under a direct contract with the Town and shall hold the Town harmless.

5. The Developer agrees to protect, defend, indemnify and hold the Town of Holly Springs and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character arising directly out of the entry onto and performance of work completed by the Developer within easements owned by the Town.

6. The Town agrees to protect, defend, indemnify and hold the Developer and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character made by third parties in connection with or arising from the injury to (including death of) persons or physical damage to property arising out of the performance of Town's obligations under this Agreement by the Town, its agents, employees and contractors (collectively, "Claims"), except to the extent any such Claims arise out of the gross negligence or willful misconduct of the Developer, or its agents, employees or contractors,. The Town further agrees to investigate, handle, provide defense for and respond to, any such Claims at its sole expense and agrees to bear all other costs and expenses related to such Claims, even if such Claims are groundless, false, or fraudulent but only to the extent the same are not expressly excluded as set forth herein.

7. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on infrastructure.

8. It shall be the responsibility of the Developer to ensure that all regulatory approvals for the project are in place before beginning construction.

9. The Town Manager is authorized to make decisions in regard to approvals, including changes to this Agreement in order to complete the scope of work required, within his authority granted by the Town Council, except as otherwise stated herein or required by Town ordinance.

10. The Town shall secure all necessary easements for the infrastructure projects that are the subject of this Agreement.

11. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on Offsite Infrastructure. This Agreement shall not modify the warranty and acceptance procedures established by the Town through the Engineering Standards in place at the time of this agreement. It shall be the responsibility of the Developer to ensure that all regulatory approvals for each project are in place before beginning construction.

12. All notices, reports, and other communications given pursuant to this Agreement shall be in writing and shall either be mailed by first class mail, postage prepaid, certified or registered with return receipt requested, or delivered in person to the intended addressee. Notice sent by certified or registered mail shall be effective upon the date of delivery indicated on the return receipt. Notice given in any other manner shall be effective upon actual receipt by the addressee.

13. This development agreement does not provide for the application of subsequently enacted Laws, ordinances, development policies, practices, procedures or standards. The Laws, ordinances, development policies, practices, procedures and standards applicable to the development of the Project are those in force at the time of the execution of this Agreement, in the manner prescribed by Holly Springs Ordinance 14-164.

14. The Developer is a sophisticated business entity. It hereby, for itself, its successors and/or assigns, expressly hereby agrees to waive its right to participate in any class action against the Town with respect to any term or condition of this Agreement or any requirement, obligation, right, or duty created

herein. Each party has had the opportunity to have this Agreement reviewed by counsel of its choosing and is entering into this agreement freely and aware of any of the rights, obligations, and duties each may enjoy.

15. Notices under this agreement shall be to the following:

FOR THE TOWN:

Randy J. Harrington
Town Manager
PO Box 8
Holly Springs, NC 27540
Reference:

FOR THE DEVELOPER:
Katie Hamilton
Gander Development, LLC
Mailing Address: 2310 South Miami Blvd, Ste. 234, Durham, NC 27703
Phone: (704) 796-1892
Email: katie@ganderdev.com

With copy to:
John Adcock, Esq.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. The Parties consent to the jurisdiction of Superior Court Division of the General Court of Justice located in Wake County, North Carolina in the event a dispute arises between them regarding the terms of this Agreement.

17. If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall continue in full force and effect.

18. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors and assigns.

19. This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing.

20. Exhibit List: The following exhibits are hereby incorporated by reference:

EXHIBIT A: **Property Description**
EXHIBIT B: Transportation Mitigation Agreement
EXHIBIT C: Elliot Farm Extension

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF HOLLY SPRINGS

(*Town Seal*) BY:_____
Randy J. Harrington, Town Manager

ATTEST:

_____
Linda McKinney, Town Clerk
Kathy White, Deputy Town Clerk

This document is sufficient as to form.

_____
John P. Schifano, Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

_____
Tina Stroupe, Finance Director

NORTH CAROLINA
WAKE COUNTY

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Holly Springs, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the __ day of _____

_____
Notary Public

My Commission Expires:_____

THE DEVELOPER

GANDER DEVELOPMENT, LLC

By: _____
Name:
Title:

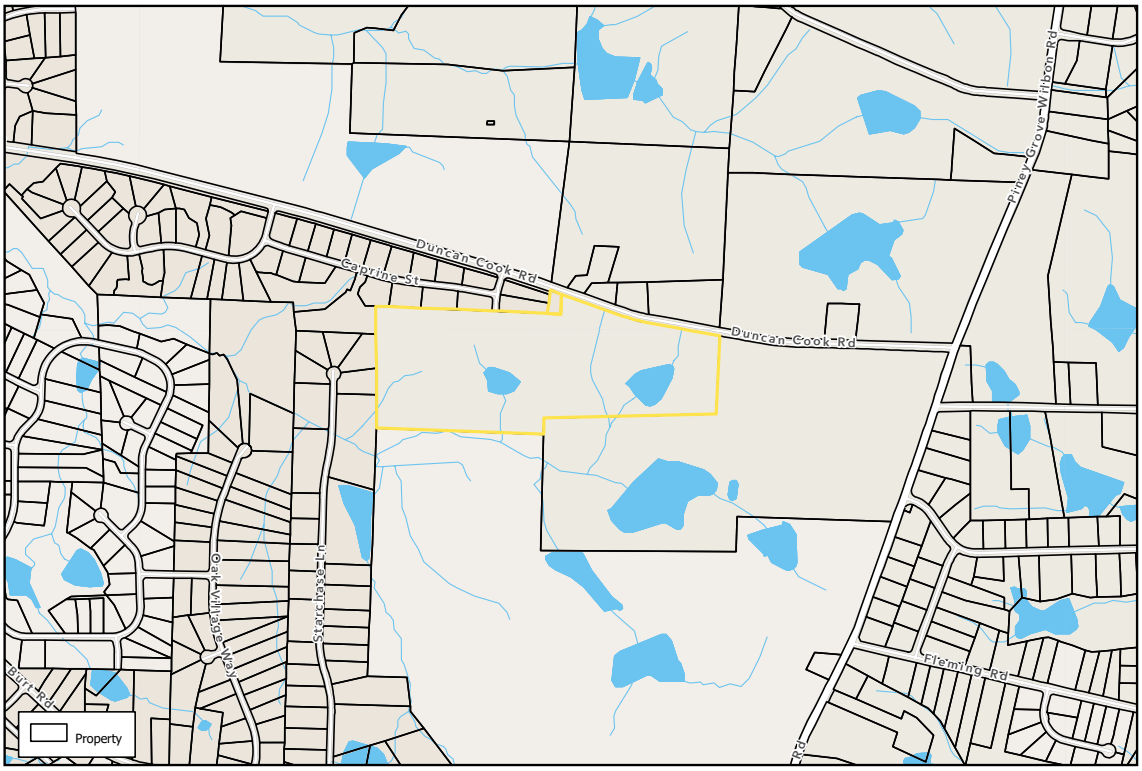
STATE OF _____
_____COUNTY

I certify that the following person(_____) personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____.

Date: _____ _____
_____, Notary Public

[Affix Notary Stamp or Seal] My Commission Expires: _____

Exhibit A
5801 & 0 Duncan Cook Road



Twin Springs

N

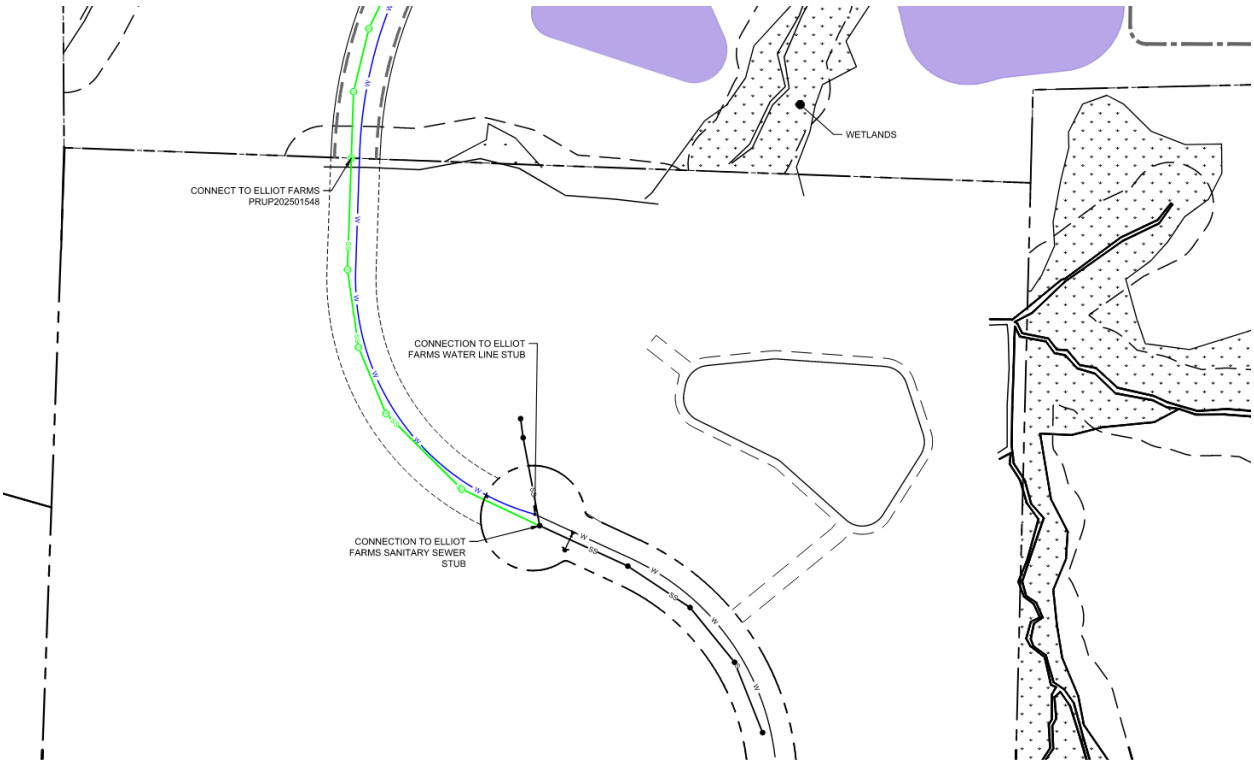
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1 inch equals 800 feet

Disclaimer
*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied ,are provided for the data therein, its use,or its interpretation.*

EXHIBIT B
TRANSPORTATION MITIGATION AGREEMENT

EXHIBIT C
ELLIOT FARM ROAD EXTENSION



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 20.

Public Hearings
Title: 25-REZ-02 Powell Place Rezoning and Development Agreement - Legislative Public Hearing
Strategic Priority Area: Growth Management & Economic Vitality
Staff Resource: Conor Ryan, Development Services, Elliot Blonshine, Development Services

Action(s):

- Conduct Legislative Public Hearing.

Explanation:

- The applicant has submitted an application for a rezoning from RR - Rural Residential to NR-CD - Neighborhood Residential Conditional Zoning District at 7121 & 0 Rouse Road.
- The application includes a total of 97 units on 32.7 acres, with a mix of 42 Attached and 55 Detached Dwellings.
- The application follows the Option 2: Master Plan Conditional Zoning District process, with a conceptual plan set for the project. If the project were approved by Town Council, a separate Major Subdivision application would be required. This Major Subdivision would return to Town Council for Quasi-Judicial Review.
- The Town Council must hold a legislative public hearing to receive public comments regarding the proposal prior to Planning Board consideration.
- A draft Development Agreement is also included, outlining commitments to adhere to the Town's Water Resource and Management Policy and to offsite road improvements along Rouse Road.
- The Public Hearing gives the Town Council the opportunity to provide feedback on the rezoning and the terms of the Development Agreement, with further consideration and potential action anticipated at the February 17 meeting.

Background:

- The project area lies within the Town's Planning Jurisdiction within the Extraterritorial Jurisdiction (ETJ).
- A school capacity letter from Wake County Public Schools is attached.
- In accordance with the updated Town Council Legislative review process, consideration of this application will take place on the following schedule:
    - Tuesday, January 20th - Town Council Public Hearing
    - Tuesday, January 27th - Planning Board review and recommendation
    - Tuesday, February 17th - Town Council consideration and decision

Funding Source(s):

N/A

Attachment(s):

1. 25REZ02_PowellPlace_StaffReport
2. 25REZ02_WCPSS_Letter
3. 25REZ02_PowellPlace_Application
4. 25REZ02_PowellPlace_Plans
5. Powell Place Developer Agreement_DRAFT_ TC Hearing version

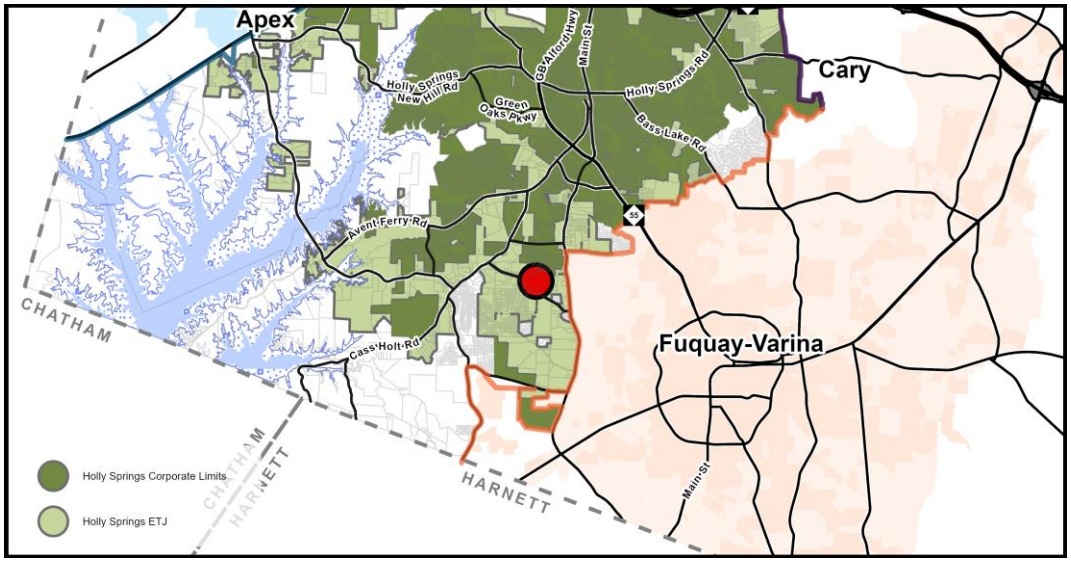
Project Type: Zoning Map Amendment (Rezoning)
Conditional Zoning District
Master Plan (Option 2)

Concurrent Applications:
☐ Waiver / SUP/ VAR/ CPA

Applicant / Petitioner:
Curry Engineering, on behalf of K.B. Homes

Property Address: 7051 & 7121 Rouse Rd

Property Area: 51.94 ac.



Located in: ☐Holly Springs Corporate Limits ☒Holly Springs ETJ ☐Annexation Pending

Project Summary:
A rezoning of 32.7 ac. from RR – Rural Residential to NR-CD – Neighborhood Residential Conditional Zoning District for the construction of 55 detached and 42 attached dwellings South of Honeycutt Farms subdivision.

Requested Action:
Public Hearing: The Town Council must hold a legislative public hearing to receive public comments regarding the proposal prior to Planning Board consideration.

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Land Use & Character Information	Page 4
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Community Facilities Information	Page 11
Utility & Infrastructure Information	Page 12
Natural Resources & Open Space Information	Page 14
Conditional Zoning District Information	Page 15
Decision-Making Information	Page 19

Case Summary

Current Zoning:
RR Rural Residential
☐ Conditional Zoning District

Proposed Zoning:
NR Neighborhood Residential
☒ Conditional Zoning District
Master Plan (Option 2)



Aerial Photograph

Growth Strategy Map:
Places to Enhance

Small Area Plan Designation:
N/A

Future Land Use Plan Designation:
Mixed Residential Neighborhood
Natural Area

Staff Analysis:

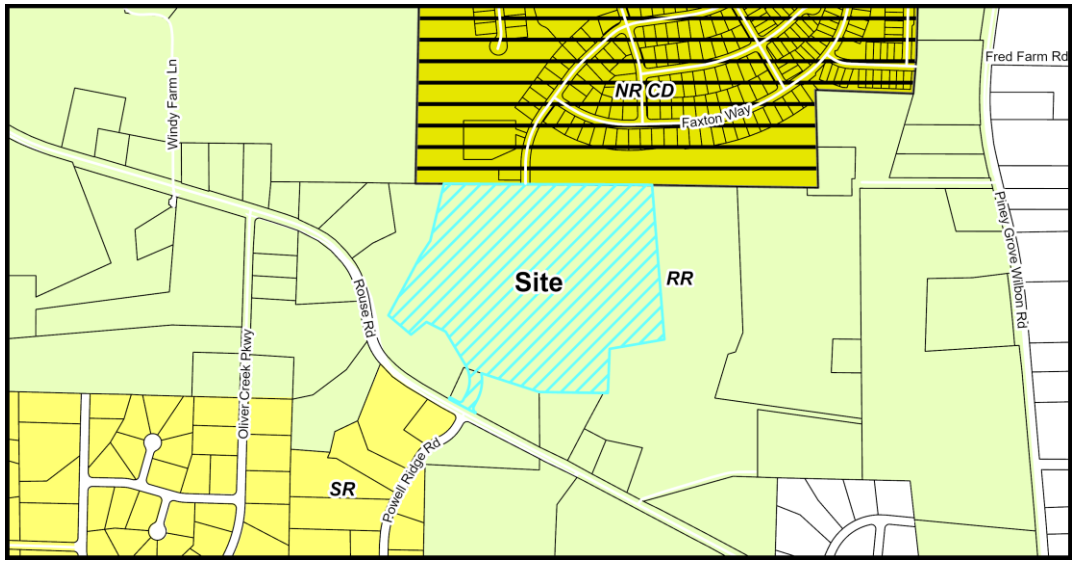
The Zoning Map Amendment is: ☒ Consistent with Adopted Plans/Ordinances ☐ Inconsistent with Adopted Plans/Ordinances

The proposed Neighborhood Residential Conditional Zoning District (NR-CD) allows for a variety of housing types and open spaces, and at a compatible density in the context of the nearby community. Characteristics of the Future Land Use Designation, Mixed Residential Neighborhood, and the Land Use & Character themes of Transitions and Increase Home & Neighborhood Choices have been demonstrated with the application. The proposed modifications create small design enhancements and increased buffering, indicating a higher standard of development than by-right. Overall, the project is consistent with Town adopted plans and ordinances.

Staff Recommendation: ☒ Approve ☐ Deny

Current Zoning Information

Parcel #	Zoning	Area
0647477441	RR	32.23 ac.
0647465722	RR	2.84 ac.
	Total Area	35.07 ac.



Current Zoning Map

Adjacent Property Current Zoning Information

	Zoning	Existing Land Use
Subject Property	RR – Rural Residential	Agriculture
North	NR-CD - Neighborhood Residential Conditional District	Residential Subdivision (Honeycutt Farms)
South	RR – Rural Residential	Agriculture
East	RR – Rural Residential	Detached Dwelling, Agriculture
West	RR – Rural Residential	Detached Dwelling, Agriculture

Parcel Rezoning History

Rezoning Number: 22-REZ-01
Original Zoning: R-30 Residential
Approved Zoning: RR
Approval Date: 3/1/2022

Land Use & Character Information

Vision Holly Springs Comprehensive Plan Section 1

Growth Strategy Map: Places to Enhance

Future Land Use: Mixed Residential Neighborhood Natural Area

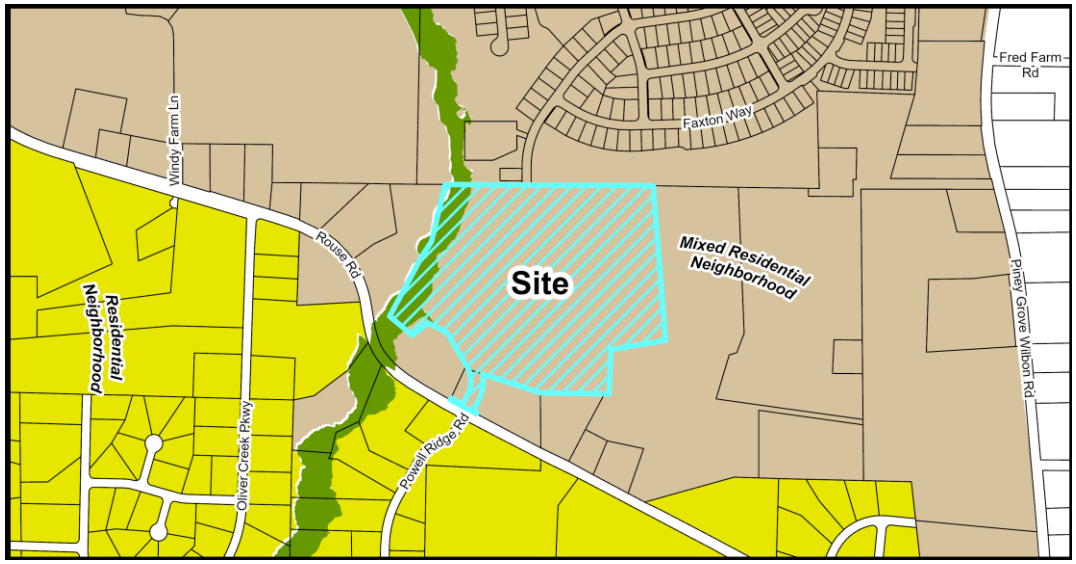
Small Area Plan: N/A

The Requested Zoning Map Amendment is:

☒ **Consistent with the Future Land Use Map**

☐ **Inconsistent with the Future Land Use Map**

If a Zoning Map Amendment is adopted and the action is deemed inconsistent with the Future Lane Use Map, the Zoning Map Amendment has the effect of also amending the Future Land-use Map.



Future Land Use Map

Important Themes for Transforming Holly Springs:

Eight important themes for Holly Springs are highlighted as high-priority principles for transforming the Town. The following theme(s) should be considered with this request:

Theme	Description
☐ Establish Mixed-Use Activity Centers Throughout Holly Springs	Mixed-use and walkable development
☐ Suburban Remix	Activate neighborhood centers
☐ Suburban Retrofit	Redevelop existing centers into mixed-use, multi-modal, activated centers
☐ Context-Sensitive Infill Development Choices	Infill around single use residential areas
☒ Transitions	Complement existing development and avoid incompatibilities
☒ Increase Home & Neighborhood Choices in Holly Springs	Variety of integrated housing products
☐ Increase Diversity & Affordability of Housing in Holly Springs	Adequate supply of affordable housing
☒ More Transportation-Land Use Coordination in the Community	Equal emphasis on land use (demand), transportation (supply) and urban design (character)

Land Use & Character Information (cont.)

Growth Strategy Map: Places to Enhance
Places to enhance in Holly Springs celebrate existing and future residential neighborhoods, and the small activity centers that serve them, as the building blocks for a strong community. They generally include Conservation Neighborhoods, Residential Neighborhoods with single dwelling detached homes on varying lot sizes, or Mixed Residential Neighborhoods with two or more home types (single dwelling detached, single dwelling attached, and multi dwelling) in the same development. Future infill development in the enhancement areas should be sensitive to the uses and densities along the perimeter of adjacent neighborhoods.

Future Land Use: Mixed Residential Neighborhood
A Mixed Residential Neighborhood includes several housing types – single dwelling detached, single dwelling attached, and multi-dwelling – that provide a range of home choices in the same neighborhood. The density of Mixed Residential Neighborhoods is highest around the central gathering place, where attached and multi-dwelling housing types like townhomes, apartments and condo buildings define the space. Moving out from the center, lots transition from smaller to larger and become exclusively single dwelling detached. If a Mixed Residential Neighborhood is built adjacent to an existing conventional neighborhood, this variation from more dense to less dense will provide an appropriate transition.

Key characteristics of a Mixed Residential Neighborhood include:

- Front-facing garages should be avoided. Where garages face the street, they should be set back significantly from the facade of the building.
- New residential uses have off-street parking at the side or rear of the lot to enhance the streetscape and walkability. Parking areas on larger lots may be accessed from front-loaded driveways, while smaller lots may be served by rear alleys.
- Development should be sensitive to existing natural resources, including large tree stands and drainage-ways.
- Multi-modal walkable streets with curbs and formal street tree planting.
- Building types may be mixed within blocks or may be organized with more dense building types near the center of the community, and less dense types near the edges.

Future Land Use: Natural Area
Natural areas are largely undeveloped and reserved for preservation and low-impact recreation (trails and greenways) because of their outstanding beauty, environmental features, or proximity to Harris Lake.

Key characteristics of Natural Areas include:

- Single dwelling residential houses are permitted.
- Any development should be sensitive to existing conditions. Mass grading is not permitted. Tree clearing is not permitted except on properties under forest management programs agriculture, recreation, or for a single dwelling residential home site.
- Any civic or recreational open space is informal in character.

Land Use & Character Information (cont.)

Small Area Plan: N/A

Historic Structures: ☒ None

Land Use & Character Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Land Use & Character Plan/Ordinances

The project is located in the southern area of the Town's planning jurisdiction, directly south of the existing Honeycutt Farms subdivision. The Town's Future Land Use Map, adopted in 2022, defines residential development in this area, with parcels along the north side of Rouse Road designated primarily as Mixed Residential Neighborhood, and parcels along the south side of Rouse Road designated primarily as Residential Neighborhood, with Rouse Road acting as the transitional line between medium and lower density development expectations.

Increasing variety of housing types is one of the ways the Comprehensive Plan works to address affordability issues within the Town, which is why the Mixed Residential Neighborhood Future Land Use designation defines a need for a variety of housing types. As such, the Neighborhood Residential Zoning District requires attached dwellings when applying for a Conditional Zoning District. The applicant has considered Comprehensive Plan expectations and nearby development patterns in designing the site by placing the required attached dwellings in the center of the subdivision with larger-lot detached dwellings surrounding them and abutting adjacent properties. This provides a transition to the existing single family detached dwellings to the north in Honeycutt Farm and fulfills the Mixed Residential Neighborhood Future Land Use description of smaller lots near the center of the subdivision and larger lots along the edges. To also help fulfill the need for a variety of housing types, this development proposes rear-loaded detached dwellings, a unique product type that acts as a transition between front-loaded detached dwellings and attached dwellings within the subdivision. The proposed front-loaded detached dwellings incorporate a larger minimum front setback for garages than the building, aligning with the Mixed Residential Neighborhood characteristic that states "Where garages face the street, they should be set back significantly from the facade of the building." The proposed attached dwellings, as well as 13 detached dwellings, are rear-loaded and accessed via alleys.

The street network is generally in a grid network, with blocks containing most of the dwelling units branching off the Ressler Street extension. On-street parking is located along the centralized internal street (Street C). This meets the UDO requirement for additional parking spaces for attached dwellings and maintains consistency with Comprehensive Plan expectations for marked and unmarked parking that is provided on-street.

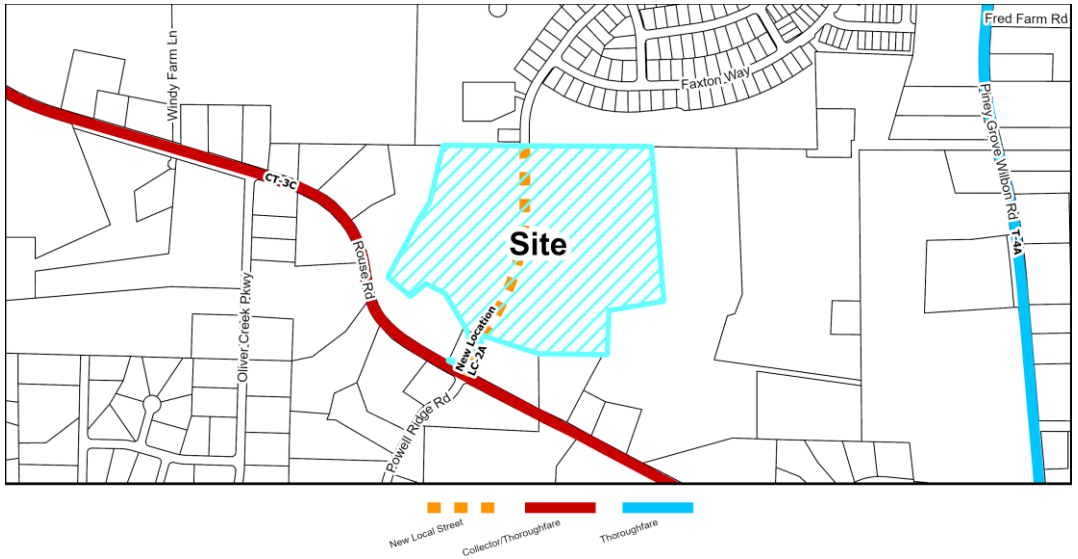
The proposed project provides a mix of housing types consistent with existing and proposed residential uses adjacent to the site and placed around a variety of connected open spaces utilizing existing environmental features. Larger natural areas along the Western stream are left largely undisturbed as is expected of the Natural Area Future Land Use designation. The applicant has incorporated Town feedback on the site design and product types into the rezoning plan. Overall, the project demonstrates consistency with the Land Use and Character Plan and helps achieve Comprehensive Plan goals, including increasing diversity of housing.

Transportation Information

Vision Holly Springs Comprehensive Plan Section 2

Comprehensive Transportation Plan

Road Widening along Project Frontage	☐ Required ☒ Not Required
New Location Roadways	☒ Required ☐ Not Required
Hotspot/Safety Study Location	☐ Yes ☒ No



Roadway Map

Comprehensive Transportation Plan Summary

Road Widening along Project Frontage:

At application, the site had approximately 1,200 linear feet of frontage along Rouse Road, which would have required widening under adopted plans. During review, the applicant recorded an exempt subdivision removing the frontage and the widening requirement. The applicant now proposes approximately 580 linear feet of Rouse Road improvements, including right-of-way dedication, lane widening, curb and gutter, and a 10-foot sidepath.

The development proposes one driveway access to Rouse Road and internal connections to Ressler Street and the eastern parcel. A western street stub was requested but is not permitted due to environmental and topographical constraints per the U.S. Army Corps of Engineers until development of the adjacent western parcel is proposed.

New Location Roadways:

A new street connection is being installed in accordance with the Comprehensive Transportation Plan. This road is the Ressler Street extension from its current terminus south to Rouse Road.

Hotspot/Safety Study Location:

There are no Hotspot/Safety studies adjacent to this parcel.

Improvement Prioritization:

N/A

Transportation Information (cont.)

Traffic Study Policy

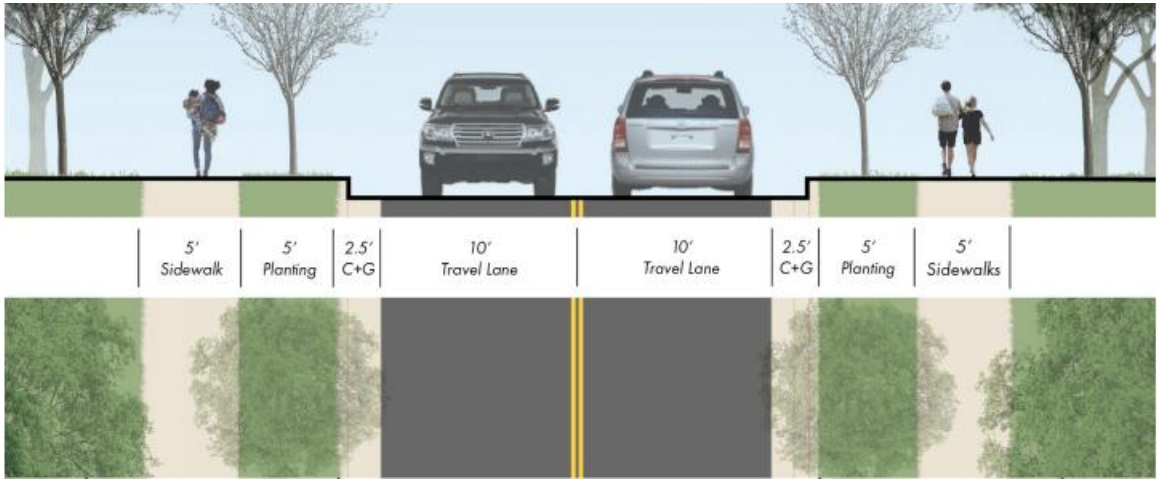
☒Traffic Study Required

☐Tier 1

☒Tier 2

☐Tier 3

☐Traffic Verification Memo



Example of LC-2A Local Collector Cross Section

Traffic Study Summary

A Site Specific Traffic Assessment (Tier 2 study) and associated Transportation Mitigation Agreement (TMA) was completed with the rezoning petition. This development is required to adhere to and construct all recommended improvements within the approved study as follows:

Piney Grove-Wilbon Road at Spence Farm Road:

- Construct a westbound right-turn lane on Spence Farm Road to accommodate 150 feet of full-width storage.

Piney Grove-Wilbon Road at Rouse Road:

- Construct an eastbound right-turn lane on Rouse Road to accommodate 150 feet of full-width storage.
- Construct a northbound left-turn lane on Piney Grove-Wilbon Road to accommodate 100 feet of full-width storage.

Rouse Road at Powell Ridge Road/Proposed Full Movement Site Driveway:

- Provide one ingress and one egress lane on the north leg of Proposed Full Movement Site Driveway.

In addition to the site traffic mitigation recommendations listed above, the developer is committed to widening approximately 580 feet of the north side of Rouse Road to provide ½ the planned ultimate section (3-lane) per the Town's CTP.

Transportation Information (cont.)

Transportation Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Comprehensive Transportation Plan/Ordinances

The UDO general requirement is "new development shall stub [streets] to all adjacent properties where practical." The UDO also states that "Requirements may vary at the discretion of the Administrator where compliance is determined not feasible because of topography, the existence of environmentally sensitive lands, the need to preserve cultural resources, and/or other similar considerations." As previously described, this project is not providing a street stub to the western property boundary. While this project is not in strict accordance with the ordinance to provide a stub to all adjacent properties, this project meets the intention of the ordinance in providing street stubs "where practical", thereby preserving "environmentally sensitive lands."

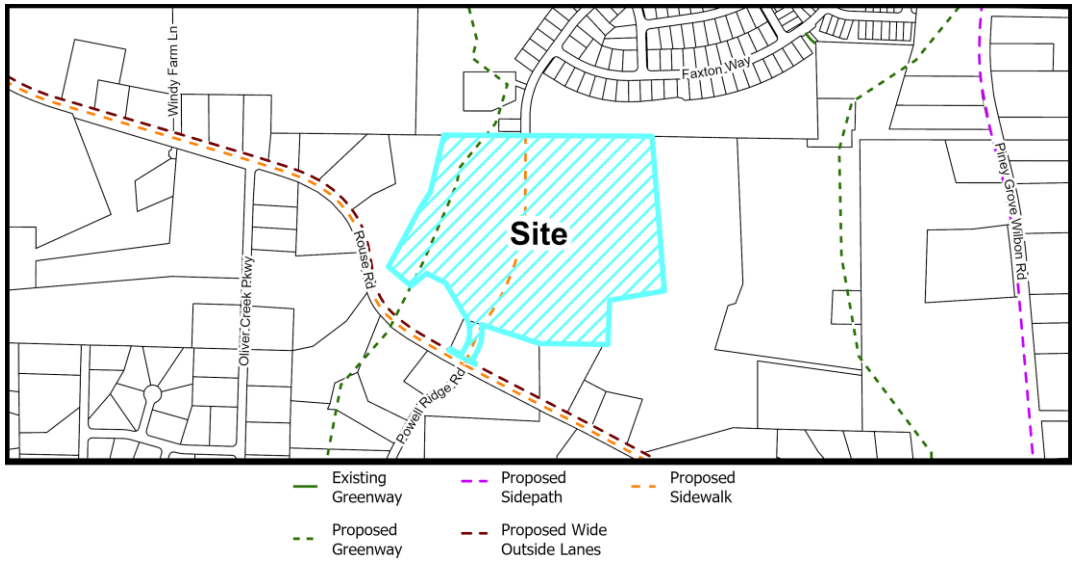
In addition, through the exempt plat subdivision, the project's property frontage along Rouse Road was removed. Therefore, road widening along Rouse Road is not strictly required by the UDO. However, this project is still proposing to widen a portion of Rouse Road adjacent to the project area.

While the mitigation improvements within the TMA are consistent with the Traffic Study Policy and the extension of Ressler Street to Rouse Road is consistent with the CTP, decision-makers should evaluate whether the proposed roadway improvements to Rouse Road sufficiently address the project's impact to the transportation network.

Parks, Recreation, & Greenways Information

Vision Holly Springs Comprehensive Plan Section 3

Park Search Area ☐ Yes ☒ No



Active Transportation Map

Required Active Transportation Improvements

☒ Greenway ☐ Sidepath

A greenway is required per the Future Active Transportation Map, shown running through the Western area of the property and connecting to the greenway in the Honeycutt subdivision.

Parks, Recreation, & Greenways Summary

The project lies outside of a Park Search Area as shown on the Parks, Recreation & Greenways Master Plan.

Parks, Recreation, & Greenways Staff Analysis:

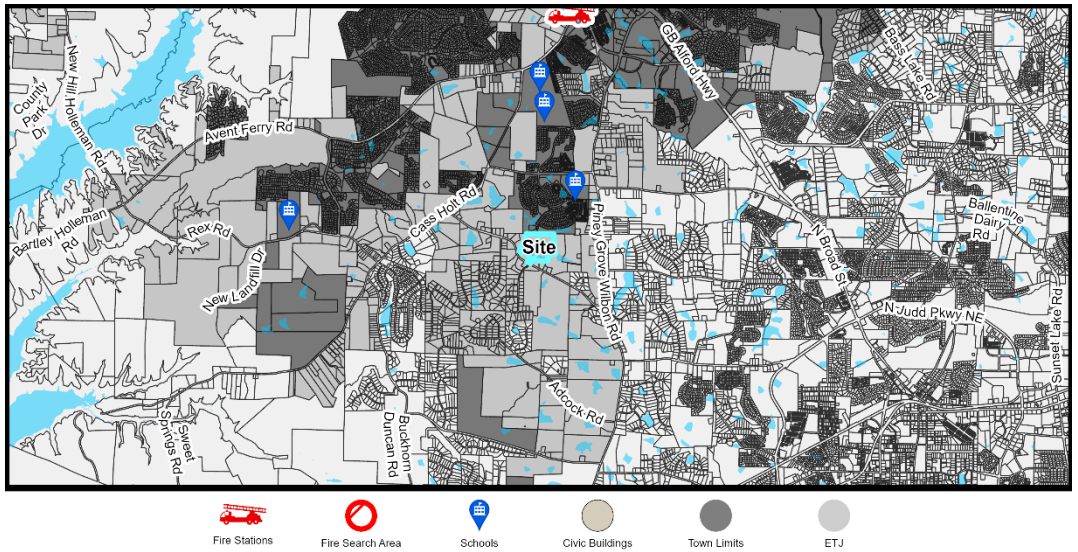
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Parks, Recreation & Greenways Master Plan/Ordinances

The project proposes a 10' greenway running along a segment of Rouse Road before turning and following the Ressler Street extension on the West side before crossing and connecting to the Honeycutt greenway at the Northern property line. 5' sidewalks are included along all internal streets. Though the site is not located in a Park Search Area, the project is still subject to the fee-in-lieu for parkland dedication. The project is consistent with the Parks, Recreation & Greenways Master Plan and Unified Development Ordinance.

Community Facilities Information

Vision Holly Springs Comprehensive Plan Section 4

Population growth increases demand for public services. In order to fulfill this demand, community facilities must be appropriately planned for and constructed. These facilities may range from additional public safety stations, such as police and fire, to new schools to handle the influx of school-aged children into an area.



Community Facilities Map

WCPSS Coordination

A Letter of Impact from Wake County Public School System (WCPSS) was received for this rezoning and is included in the attachments.

Schools at the following grade levels within the current assignment area for the proposed rezoning are anticipated to have insufficient capacity for future students; transportation to schools outside of the current assignment area should be anticipated:

☐ Elementary ☐ Middle ☐ High School ☒ N/A: All grade levels are anticipated to have sufficient capacity

The following mitigation of capacity concerns due to school construction or expansion is anticipated:

☐ School expansion or construction within the next five years is not anticipated to address concerns.

☐ School expansion or construction within the next five years may address concerns at these grade levels:

☐ Elementary ☐ Middle ☐ High School

☒Not applicable – existing school capacity is anticipated to be sufficient.

Community Facilities Staff Analysis:

The requested Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Community Facilities Plan

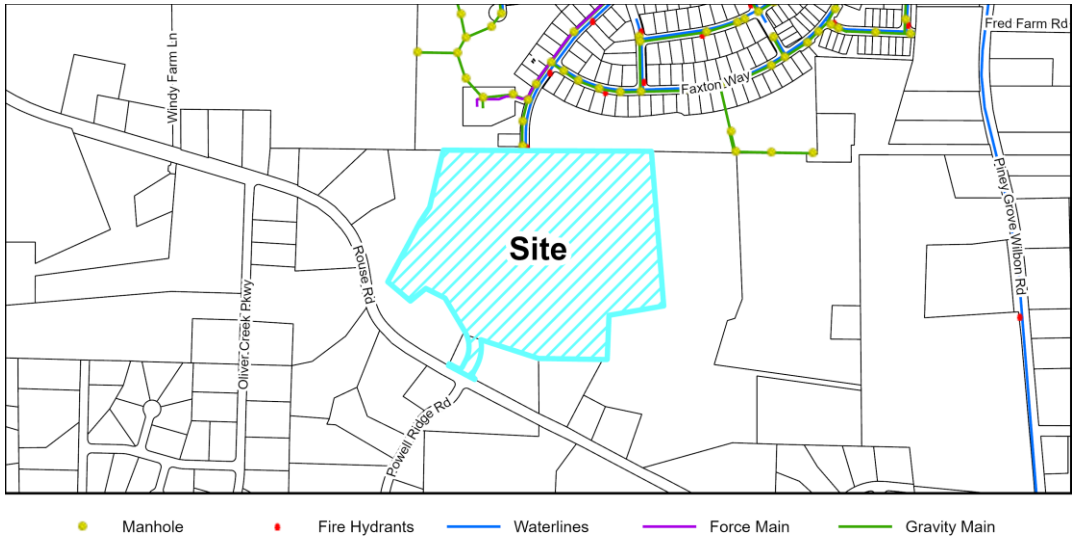
The subject property is outside of a search area for a public safety station as designated on the Community Facilities Map under which this project was submitted. As a project proposing residential units, the applicant is required to report the potential number of units to the Wake County Public School System for their facility planning.

Infrastructure & Utility Information

Vision Holly Springs Comprehensive Plan Section 5

Utility Availability

Water	☐ Yes ☒ No ☒ Study Required
Sanitary Sewer	☐ Yes ☒ No ☒ Study Required
Reclaim	☐ Yes ☒ No ☐ Study Required



Utility Map

Infrastructure & Utility Summary

Water:

The project is required to tie to existing Town water facilities located in Ressler Street and extend through the project site. The UDO also requires water lines to be extended across road frontages. However, through the exempt plat subdivision, the project's property frontage along Rouse Road was removed. Therefore, water line extension along Rouse Road is not strictly required by the UDO. This project is voluntarily proposing to extend approximately 1,000 linear feet of waterline along Rouse Road. The waterline extensions will be installed by the developer in accordance with Towns Policies. A Fire Flow Analysis was completed and determined water pressure is adequate within the Town's system with the addition of this project.

Sanitary Sewer:

This project is required to extend Town sanitary sewer to serve the proposed development and extend to any upstream adjacent properties. Sewer is proposed to tie into the existing gravity sewer in Ressler Street. A Sewer Study was performed with the rezoning and analyzed the downstream sewer system and included pump station capacity analysis of the Honeycutt Pump Station. The study concluded the downstream gravity sewer lines and pump station are adequate to serve this project.

Reclaim:

This project is outside of the reclaimed service area.

Infrastructure & Utility Information (cont.)

Water Resource Management (WRMP) Policy

☒ WRMP Applicable	☐Tier 1	Allocation Elements	☒ Public Infrastructure Improvements
☐ WRMP Not Applicable	☒Tier 2		☒ Sustainable Design
	☐Tier 3		☐ Work Force Housing
			☐ Open Space/Tree Preservation

Water Resource Management Policy Summary
This project is subject to the Water Resource Management Policy and has provided a Utility Allocation Request to be considered by Town Council. This development has committed to two allocation elements as required by the Policy as a Priority Level 2. The first is Public Infrastructure Improvements, which includes the construction of vegetated stormwater wetlands as an alternative to wet ponds. The second is Sustainable Design, which includes earning LEED Certifications for each home.

Utility Allocation Summary

Priority Level: Priority Level 2
Allocation Assignment: Residential Single-Family
Allocation Requested: 24,735 GPD

Staff Determination: Sufficient allocation is remaining in the Residential Single-Family assignment to support this project for the proposed build out year of 2028.

Infrastructure & Utility Staff Analysis:

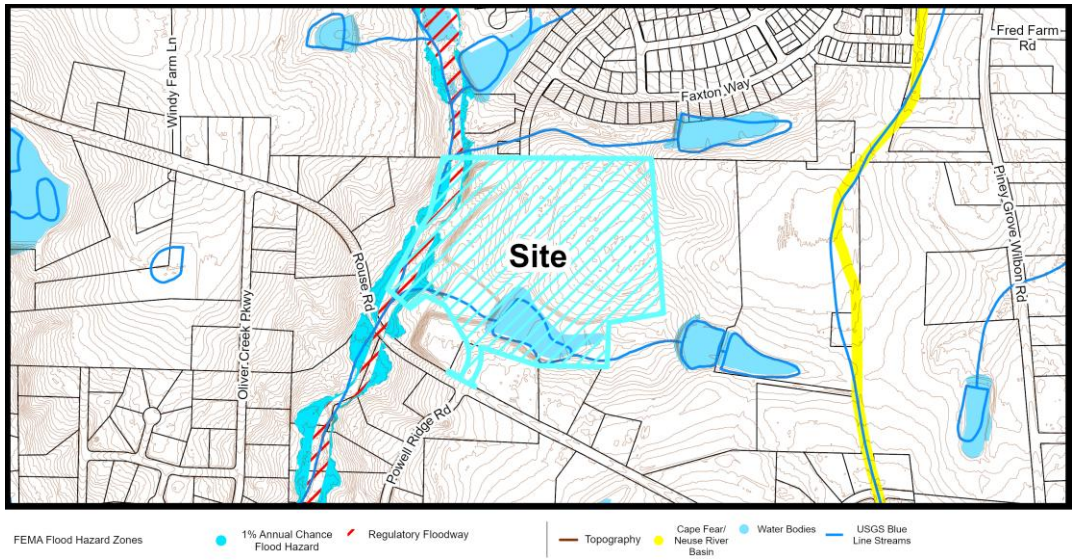
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Infrastructure & Utilities Plan/Ordinances

The proposed extensions of water and sanitary sewer are consistent with Town Standards and the Comprehensive Plan. The allocation elements selected and committed by the applicant are consistent with the Water Resource Management Policy.

Natural Resources & Open Space Information

Vision Holly Springs Comprehensive Plan Section 6

Total Required Open Space	**9.81 ac.**
Tree Preservation Area	20% or 6.54 ac.
Active Recreation Area	5% or 1.64 ac.
Urban Civic Space	N/A
Flexible Space	5% or 1.64 ac.



Natural Resources Map

Natural Resources & Open Space Summary

Open Space:

The applicant has proposed 6.84 acres of tree preservation and revegetation throughout the site. The project includes a pond with a trail running along the perimeter, qualifying for 5.69 acres of active recreation area. A total of 15.29 acres of open space is proposed, totaling 47% of the project area.

Stormwater:

This project is located within the Cape Fear River Basin and proposes to treat new impervious surfaces onsite with multiple Stormwater Control Measures. There are several jurisdictional features located on and adjacent to the site such as wetlands, ponds and riparian buffers.

Natural Resources & Open Space Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Natural Resources Plan/Ordinances

The existing site is developed as a plant nursery and does not contain much existing tree canopy area. The applicant is proposing to reforest the site to meet the minimum tree preservation area requirements. The site does include two existing ponds, one of which is to be drained and converted to a stormwater management area and one of which is to be incorporated into the primary Active Recreation Area for the site. The project includes the required amount of open space per the Unified Development Ordinance.

Conditional Zoning District Standards Information

Unified Development Ordinance

Conditional Zoning Districts (CD) are intended to provide flexibility within the planning and development process, while creating additional controls to ensure quality development. The Conditional District allows the applicant the option of requesting this flexibility in exchange for higher quality, innovative, and sustainable development.

CD Design Goals. CD proposals shall demonstrate that the project and development therein will incorporate and/or achieve the following design goals:

1. The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;
2. The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;
3. Development of pedestrian oriented communities; development of traditional style neighborhoods;
4. Development of communities that are visually and functionally connected to one another;
5. Protection of significant watershed areas in order to preserve water quality;
6. Creativity and imagination in the process of development;
7. Unique architecture or sustainable design;
8. Efficient, aesthetic and desirable use of open space;
9. Variety in housing types and physical development patterns; and,
10. Special considerations for property with a unique history or outstanding physical features.

Conditional Zoning District Summary

Development Standards (UDO Section 2):

Development Density	UDO Standard	Proposed Standard
Maximum Number of Dwelling Units Base District Conditional Zoning District	 163 261	97
Maximum Gross Density (Units/Acre) Base District Conditional Zoning District	 5 8	3.6

Lot Configuration	UDO Standard	Proposed Standard
Minimum Lot Area Detached Dwellings (sf) Attached Dwellings (sf)	 Average ≥ 5,000 None	 Average ≥ 5,000 None
Minimum Lot Width at the Setback Line		

Lot Configuration	UDO Standard	Proposed Standard
Detached Dwellings (ft) Attached Dwellings (ft)	26 18	35 20
Minimum Lot Frontage (ft)	18	20
Minimum Lot Frontage for a Driveway (Detached Dwellings) (ft)	60	60

Setbacks	UDO Standard	Proposed Standard
Rear from Alley Centerline (ft)	15	32.5
Building to Building (Attached Dwellings) (ft)	N/A	10

Building Height	UDO Standard	Proposed Standard
Maximum Primary Building Height	50	35

Landscaping (UDO Section 5):

Perimeter Buffers	UDO Standard	Proposed Standard
Rouse Road	*5' Type A	**5' Type A – Enhanced
Adjacent Properties	*5' Type A	**5' Type A – Enhanced
Active Open Space	*5' Type A	**5' Type A - Enhanced

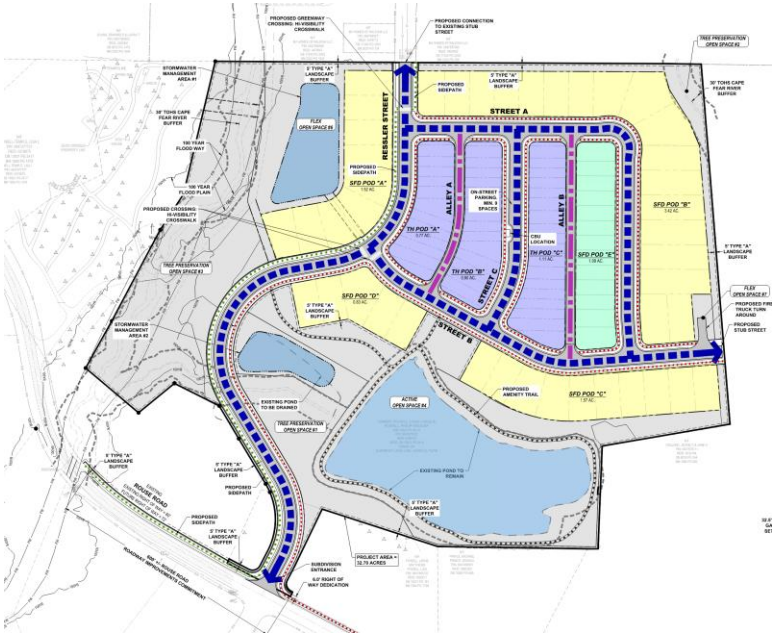
*Standard: 2 trees and 5 shrubs per 100'

**Enhanced buffer shall provide 4 deciduous trees (2 small / 2 large) and eight (8) deciduous shrubs per one hundred (100) feet.

Additional Standards

Proposed Architectural Standards
• Type 1 materials shall constitute a minimum 35% of the building façade. • No two lots with a shared property line shall have the same front elevation or primary colors • Roofs to have 12" minimum eaves and at least two character elements (reverse gable, hip roof, or change in roof line direction). • All homes to be ENERGY STAR certified. • Street-facing garage doors to use carriage style paneling and include windows and craftsman hardware.

Proposed Site Design (UDO Section 8 and Conditional Zoning District)



Site Design Highlights

- 42 front-loaded detached dwellings (yellow), 13 rear-loaded detached dwellings (green), and 42 attached dwellings (purple)
- Centralized active recreation area incorporating existing pond
- Enhanced Type A buffering to reduce noise and visual impacts on adjacent properties

Conditional Zoning District Standards Staff Analysis

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with Conditional Zoning District Standards/Ordinances

The Conditional Zoning District application proposes 97 units at 3.6 units an acre, below the maximum allowable density of the base NR district and consistent with existing and proposed residential development in the area. For reference, the Honeycutt Farms subdivision directly adjacent to this project has a maximum density of 2.64 units/acre. Rather than proposing the higher density allowed through a Conditional Zoning District, the applicant has proposed modifications to development standards that are tailored to the subdivision design and clarify expectations for the look and feel of the final product.

One of the purposes for a Conditional Zoning District is to allow for some flexibility in design while creating a better overall product than what was otherwise permitted. The Neighborhood Residential Zoning District requires attached dwellings when applying for a Conditional Zoning District. These attached dwellings must constitute 10-50% of all residential dwelling units in the proposed district. This requirement by the UDO for projects within a Neighborhood Residential Conditional Zoning District is a built-in mechanism for these flexible projects to include a variety of housing choices, as encouraged by the Comprehensive Plan. As part of this specific proposal, 42

of the 97 proposed units are Attached, all of which are rear-loaded. At 43%, the application has met the requirement for a Neighborhood Residential Conditional Zoning District.

Modified setbacks are proposed, specifically to enhance site design. For example, the minimum front setback proposed for front-loaded garages is 10' larger than the minimum front setback for the rest of the building, in order to set the garage back from the building façade, improving the streetscape and building consistency with Comprehensive Plan expectations for Mixed-Residential Neighborhoods.

Perimeter buffers are also proposed to be modified. The application includes an "enhanced" Type A buffer around the development, incorporating an additional 2 trees and 3 shrubs than the base UDO requirement. This enhancement should improve noise and visual buffering for adjacent properties.

As part of the expectation of Conditional Zoning Districts to help create additional standards to ensure quality development, the application proposes a number of self-imposed architectural standards, including material restrictions, minimum architectural elements on every dwelling, and both color and façade anti-monotony commitments.

Overall, the project has demonstrated consistency with the Town's Conditional Zoning District Standards and the Unified Development Ordinance.

Decision-Making Information

Comprehensive Plan and Conditional Zoning District Consistency Summary Table

Vision Holly Springs Comprehensive Plan	
Land Use & Character Plan/Ordinances (Section 1)	☒ Consistent ☐ Inconsistent
Comprehensive Transportation Plan/Ordinances (Section 2)	☒ Consistent ☐ Inconsistent
Parks, Recreation & Greenways Master Plan/Ordinances (Section 3)	☒ Consistent ☐ Inconsistent
Community Facilities Plan/Ordinances (Section 4)	☒ Consistent ☐ Inconsistent
Infrastructure & Utilities Plan/Ordinances (Section 5)	☒ Consistent ☐ Inconsistent
Natural Resources Plan/Ordinances (Section 6)	☒ Consistent ☐ Inconsistent
Unified Development Ordinance	
Conditional Zoning District Standards/Ordinances	☒ Consistent ☐ Inconsistent

Zoning Map Amendment (Rezoning) Staff Analysis
The applicant must demonstrate that the proposed Zoning Map Amendment and property owner offered conditions (if any) or unique conditions associated with this request support the Town's Comprehensive Plan objectives and/or Ordinances and why the proposed zoning change is reasonable and in the public interest. The applicant has provided a statement in the petition.

Staff has reviewed the application and has determined the requested Zone Map Change is:

☒ Consistent with Adopted Plans/Ordinances ☐ Inconsistent with Adopted Plans/Ordinances
☒ Reasonable and in the Public Interest ☐ Not Reasonable and in the Public Interest

The proposed Neighborhood Residential Conditional Zoning District (NR-CD) allows for a variety of housing types and open spaces, and at a compatible density in the context of the nearby community. Characteristics of the Future Land Use Designation, Mixed Residential Neighborhood, and the Land Use & Character themes of Transitions and Increase Home & Neighborhood Choices have been demonstrated with the application. The proposed modifications create small design enhancements and increased buffering, indicating a higher standard of development than by-right. While the project is consistent with Town adopted plans and ordinances, decision-makers should evaluate whether the proposed roadway improvements to Rouse Road sufficiently address the project's impact to the transportation network

Staff Recommendation: ☒ Approve ☐ Deny

Previous Case Related Items

Neighborhood Meeting
The applicant must hold a neighborhood meeting with all property owners within 500 feet of the project prior to submitting an application. A report of the neighborhood meeting has been submitted and is included in the agenda item attachments.

Meeting Dates: 8/28/2024, 12/18/2024
Summary of Issues:

- Road improvements and traffic along Rouse Road
- Townhome attractiveness
- Buffering
- Water drainage

Legislative Public Hearing

Legislative Public Hearing

Prior to the Legislative Public Hearing:

- Mailed notice has been sent to all property owners within 500 feet of the project.
- Published notice has been made twice in the News & Observer.
- Posted notice has been made with a public hearing sign on the property.

Town Council Decision: Legislative Decision

Legislative Decision:

Legislative public hearings are held prior to a change in policy that may affect the entire community, including decisions on land use. The public hearing allows the Town Council to receive public comments regarding the proposal and then have discussion and deliberation. Based on the information provided on the proposal, the Town Council will make a determination on whether or not to approve the policy or modification.

Action #1: Hold Legislative Public Hearing

Action #2: Zone Map Amendment (Rezoning)

Zone Map Amendment (Rezoning) for Powell Place will be forwarded to the Planning Board for review and recommendation.

Next Steps

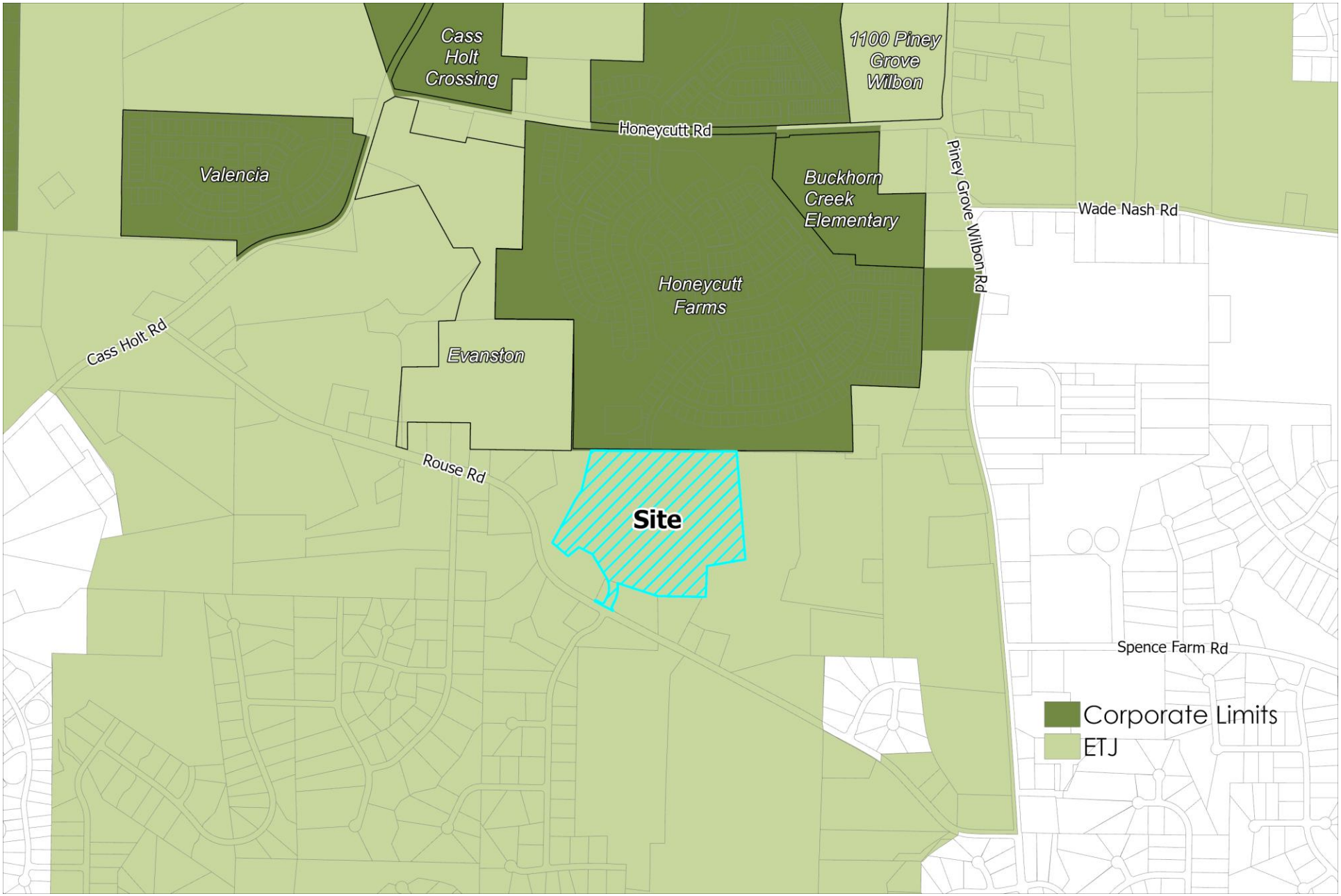
Planning Board Consideration & Recommendation

Advisory Decision

The Planning Board will review the proposed Zone Map Amendment (Rezoning) at the 1/27/2026 meeting and make a recommendation to the Town Council.

Anticipated Town Council Consideration and Decision: 2/17/2026

Exhibit 1 - Summary



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Office of Student Assignment
5625 Dillard Dr.
Cary, NC 27518
studentassignment@wcpss.net

tel: (919) 431-7333
fax: (919) 694-7753

February 10, 2025

Chris Hills, AICP
Director, Development Services
Town of Holly Springs
Chris.hills@hollyspringsnc.gov

Dear Chris,

The Wake County Public School System (WCPSS) Office of School Assignment received information about a proposed rezoning/development within the Town of Holly Springs planning area. We are providing this letter to share information about WCPSS's capacity related to the proposal. The following information about the proposed rezoning/development was provided through the Wake County Residential Development Notification database:

- Date of application: 01/03/2025
- Name of development: Powell Place
- Address of rezoning: 7051 Rouse Road (PIN) 0647474527
- Total number of proposed residential units: 95 units
- Type(s) of residential units proposed: 52 Detached Dwellings & 43 Attached Dwellings (townhomes)

Based on the information received at the time of application, the Office of School Assignment is providing the following assessment of possible impacts to the Wake County Public School System:

- ☒ Schools at all grade levels within the current assignment area for the proposed rezoning/development are anticipated to have sufficient capacity for future students.
- ☐ Schools at the following grade levels within the current assignment area for the proposed rezoning/development are anticipated to have insufficient capacity for future students; transportation to schools outside of the current assignment area should be anticipated:

  ☐ Elementary ☐ Middle ☐ High

The following mitigation of capacity concerns due to school construction or expansion is anticipated:

- ☒ Not applicable – existing school capacity is anticipated to be sufficient.
- ☐ School expansion or construction within the next five years is not anticipated to address concerns.
- ☐ School expansion or construction within the next five years may address concerns at these grade levels:

  ☐ Elementary ☐ Middle ☐ High

Thank you for sharing this information with the Town of Holly Springs Planning Board and Town Council as they consider the proposed rezoning/development.

Sincerely,

Susan W. Pullium, MSA
Senior Director

REZONING PETITION

Rezoning, Comprehensive Plan Amendment, UDO Amendment

DPM Appendix #A.02 Supplement 20 September 2024

PETITION TYPE – each request must be a separate application in the Portal	
☐	Zoning Map Change – General Use District
☑	Zoning Map Change – Conditional Zoning District ☐ Option 1 Plan: Development Plan or Subdivision Plan (Preliminary Plat) ☑ Option 2 Plan: Master Plan
☐	Comprehensive Plan Amendment ☐ Text Amendment ☐ Future Land Use Map Amendment ☐ Small Area Plan Map Amendment
☐	UDO Text Amendment – UDO Section:

PROJECT INFORMATION **https://www.hollyspringsnc.gov/742/Maps**	
Project Name	Powell Place
Project Location *Use street address. If none, use closest intersection*	7051 & 7121 Rouse Rd, Holly Springs, NC 27540
	☐Within Corporate Limits ☑ Within Holly Springs ETJ ☐ Pending Annexation
PIN(s)	0647474527; 0647465722
Real Estate ID	0056718; 0082611
Project Acreage	29.82 Acres Partial Parcel? ☑ Yes ☐ No
Current Zoning	Rural Residential
Proposed Zoning	Neighborhood Residential Conditional District (NR-CD)
Current Future Land Use Designation	Mixed Residential Neighborhood
Proposed Future Land Use Designation	Mixed Residential Neighborhood
Small Area Plan Designation *(if applicable)*	N/A
Special Study Scoping Meeting Dates	Sewer Scoping Mtg. 1/25/24; TIA 3/28/24
Sketch Plan Review *(pre-submittal)* Meeting Date:	10/31/24
Neighborhood Meeting Date:	August 28, 2024 and December 18, 2024

CERTIFICATE OF COMPLETION

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature of Applicant: Date: 3/14/2025

REZONING PETITION

Rezoning, Comprehensive Plan Amendment, UDO Amendment

DPM Appendix #A.02 Supplement 20 September 2024

PETITION CONTACT INFORMATION *(Attach additional sheets if needed)* **Applicant and Financially Responsible Party will need to register for an account on the Portal.**	
Project Applicant Check One: ☐ Owner ☐ Owner's Agent ☐ Design Professional ☐ Developer ☑ Other	
Name: Jason Barron/Leticia Shapiro	Company: Morningstar Law Group
Mailing Address: 434 Fayetteville St, Ste 2200	
City, State, Zip: Raleigh, NC 27601	
Telephone: 919-590-0371/919-590-0366	E-Mail: jbarron@morningstarlawgroup.com/tshapiro@morningstarlawgroup.com
Design Professional	
Name: Andy Petty	Company: Curry Engineering
Mailing Address: 205 S. Fuquay Ave.	
City, State, Zip: Fuquay-Varina, NC 27526	
Telephone: (919) 552.0849 x102	E-Mail: andy@curryeng.com
Developer	
Name: Roman Acosta	Company: KB Home Raleigh-Durham, Inc.
Mailing Address: 1800 Perimeter Park Drive, Suite 140	
City, State, Zip: Morrisville, NC 27560	
Telephone: (919) 768-7976	E-Mail: RAcosta@KBHome.com
Architect	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Landscape Architect	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Financially Responsible Party (REQUIRED)	
Name: Roman Acosta	Company: KB Home Raleigh-Durham, Inc..
Mailing Address: 1800 Perimeter Park Drive, Suite 140	
City, State, Zip: Morrisville, NC 27560	
Telephone: (919)768-7976	E-Mail: RAcosta@KBHome.com
Property Owner (REQUIRED)	
Name: See Attached.	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:

PLAN CONSISTENCY STATEMENT

Describe how the proposed Zone Map Change request is consistent or supported by the objectives and policies of *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* and how it is inconsistent with the Plan.
You must respond to each section. Please use additional sheets as needed.

PLAN CONSISTENCY STATEMENT

In accordance with NCGS §160D-605 when adopting or rejecting any Zoning Map Amendment or UDO Text Amendment, the Town Council must approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land-use plan. In addition, a statement analyzing the reasonableness of a proposed Zoning Map Amendment shall be approved by the Town Council. This statement of reasonableness may consider, among other factors:

- The size, physical conditions, and other attributes of the area proposed to be rezoned
- The benefits and detriments to the landowners, the neighbors, and the surrounding community
- The relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment
- Why the action taken is in the public interest
- Any changed conditions warranting the amendment.

Please provide detailed documentation to assist the Council in making their determination.

EXECUTIVE SUMMARY

See attached

SECTION 1: LAND USE & CHARACTER

See attached

SECTION 2: COMPREHENSIVE TRANSPORTATION PLAN

See attached

SECTION 3: PARKS, RECREATION

See attached

SECTION 4: COMMUNITY FACILITIES

See attached

SECTION 5: INFRASTRUCTURE & UTILITIES

See attached

SECTION 8: NATURAL RESOURCES

See attached

STATEMENT OF REASONABLENESS

See attached

PUBLIC BENEFITS STATEMENT

A written statement that demonstrates how the proposed Project provides sufficient benefits to the general public. Public benefit may include:

1. Infrastructure improvements such as improvements to existing Streets, intersections, medians, Sidewalks, greenways, sidepaths, pedestrian crossings, and public utilities.
2. Publicly accessible Open Space such as Parks and Playgrounds, dog parks, Urban Civic Spaces, Plazas, Squares, public art, and similar outdoor amenities.
3. Sustainable design and/or architecture such as adaptive reuse of existing buildings, preservation of significant on-site environmental features, on-site renewable energy generation, compliance with established standards such as Leadership in Energy and Environmental Design (LEED), Energy Star, Earthcraft, etc., or other actions that further sustainability of the project.
4. Additional public benefits not listed above may be considered by the decision-making body.

The proposed development will have sidewalks along both sides of its streets throughout the neighborhood. In addition, future residents will enjoy the character of the area found in the active recreation areas and flex space located throughout the property. Residents will be in close proximity to the future Cass Holt Town Park, increasing access to a variety of open and green spaces. The plan proposes internal streets with sidewalks on both sides which provides a walkable, connected, and expanded pedestrian network. A greenway will connect with the existing greenway and pedestrian infrastructure in the Northern Honeycutt subdivision providing connectivity to adjacent neighborhoods. The proposed rezoning is consistent with the Town's CTP and will provide right-of-way dedication and frontage improvements on Rouse Road as indicated in the Master Plan.

AFFIDAVIT OF OWNER NOTIFICATION

The following Affidavit of owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for the property(s) they do not own at the time of the petition submission.

This form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

AFFIDAVIT

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID: 0056718; 0082611 and PIN: 0647474527; 0647465722 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

Signature of Applicant

<Print Name> Leticia Shapiro

<Entity Name> Morningstar Law Group

<Address> 434 Fayetteville Street, Suite 2200

<City, State Zip> Raleigh, NC 27601

Sworn to or affirmed and subscribed before me this 3 day of January, 2025.

NOTARY PUBLIC:

Official Signature of Notary (Official Seal)

Branden C Foster, Notary Public
Print Name

My commission expires: December 12, 2028

BRANDEN C FOSTER NOTARY PUBLIC HARNETT COUNTY, N.C.

PLAN CONSISTENCY STATEMENT

7051 Rouse Road Rezoning

Executive Summary

The proposed rezoning is a solution to the significant strain the Town of Holly Springs is experiencing as a result of growth and expanding biopharmaceutical manufacturing and biotechnology development. The employment opportunities and quality of life the Town offers make Holly Springs a sought after place to live and work. There is a great need for housing to support its growing workforce. The proposed rezoning will provide a variety of housing options to help ease the housing strain. The single family and townhome housing types will afford residents the opportunity to live near major employers, raise their families, age-in-place, and maintain neighborhood ties. In addition, residents will enjoy living in close proximity to the future Cass Holt Town Park.

In addition, the proposed rezoning will provide residents with active recreation areas, open spaces and tree preservation connected though a robust pedestrian network. The Future Land Use Map ("FLUM") designates the project site as Mixed-Residential Neighborhood. The FLUM description and characteristics of Mixed Residential Neighborhoods specifically call for a comprehensive and connected network of open space, gathering space, tree preservation, organized around a neighborhood-scale park. The proposed rezoning request from Rural Residential (RR) to Neighborhood Residential Conditional District ("NR-CD") is consistent with this designation and provides the ideal use for this location. This project allows for single-family detached to be located adjacent to existing single-family homes in Honeycutt Farms to the north and alley fed townhomes centrally located within the project. Based upon the above, the applicant submits that the zoning of NR-CD is the ideal zoning classification for the subject property. Neighborhood Residential protects, promotes and maintains the development of low to medium density detached dwellings and seeks to create compact neighborhoods in walking and biking distance to Commercial & Mixed Use. The nearby Neighborhood Center on Cass Holt Road in close proximity to the site further justifies that the NR-CD district is ideal for this site.

Section 1: Future Land Use and Community Character

The Town's Land Use and Character Plan implements a vision that preserves the character of the Town while embracing growth such that the quality of life for all citizens is improved and protected. The FLUM illustrates preferred development types and locations within the Town, while the Character Areas focus on shape and form, including but not limited to, site design, land use and density, all supporting the long-term goals for Holly Springs.

A. FUTURE LAND USE

The following specifically addresses Future Land use objectives this proposed rezoning will satisfy.

1) “Establish a series of pedestrian friendly neighborhoods that will enable the town to maintain a “small town” character as it grows and changes.”

Over the years, the Town of Holly Springs has taken an active role in creating a framework within its UDO to ensure this character is preserved through every new development constructed. This “small town” feel can be recognized in the walkability made available through private streets and ample sidewalks within the communities and connecting to the public realm and other neighborhoods. The proposed development will have sidewalks along both sides of its streets throughout the neighborhood. In addition, future residents will enjoy the character of the area found in the active recreation areas and flex space located throughout the property. Residents will be in close proximity to the future Cass Holt Town Park, increasing access to a variety of open and green spaces.

Through the Conditional District Design Guidelines, the developer is committed to providing a community that speaks to the quality and small town feel of the area. This commitment will result in a development that will exhibit the small-town charm the Town expects to preserve for years to come.

The proposed NR-CD zoning district is described in Section 2.1.1 of the UDO to be a district that encourages highly walkable neighborhoods with residential uses designed to be compact in form and utilize a connected street and open space network. The proposed development satisfies these expectations as it offers a mix of single-family and townhome products that will expand housing choices for a variety of income levels allowing residents to grow and age within their own neighborhood, maintaining strong neighborhood ties. In addition, residents will enjoy living in close proximity to the future Cass Holt Town Park.

The proposed development complements the surrounding uses and encourages connectivity to the public realm and other neighborhoods. Residents will enjoy the character of the area while enjoying the development’s active recreation areas, flex space areas, and preservation of the natural environment. Finally, as noted, the development will be located in close proximity to a future Neighborhood Center.

2) “Ensure that new housing is appropriate in type, location and density to minimize environmental impacts and maintain community character.”

The project area is currently zoned Rural Residential (RR). Allowing the rezoning to NR-CD will allow for much-needed housing to support the Town’s growing population and

workforce. The proposed rezoning will provide a mix of single family and townhomes allowing residents to age in place, while preserving the natural environment and keeping with the character of the area. The FLUM designates this area as a Mixed-Residential Neighborhood for which the proposed NR-CD rezoning is consistent according to Table 2.1Zoning – Future Land Use Designations in the Town's Unified Development Ordinance, ("UDO"). The proposed use will provide a neighborhood that is complimentary to the existing community character by delivering a community that embraces the long-term vision for the Town, all while being in close proximity to the future Cass Holt Town Park and a future Neighborhood Center.

3) "Accommodate a variety of housing types that includes single-family, executive housing, townhouses, condominiums, and apartments."

The proposed rezoning consists of both townhomes and single-family dwellings that will provide a mix of housing product types, allowing residents to grow and age in place and support the Town's growing workforce. These housing types present a much-needed housing product, which is a goal of the Comprehensive plan. This goal is also mentioned in the Executive Summary above.

4) "Prevent sprawl and ensure that community services and infrastructure are used strategically and conservatively."

Sprawl, often characterized by non-connected low-density zoning that results in greater construction costs of both road and utility infrastructure is not the character of the proposed development. This proposed development is intended to provide a cohesive 21st century residential neighborhood that will be located near the Honeycutt Farms subdivision and across from a future Neighborhood Center. This development will provide internal connectivity to existing and future development, reducing the impacts of sprawl through density and design.

B. COMMUNITY CHARACTER

The following specifically addresses Community Character objectives this proposed rezoning will satisfy.:

1) "To accommodate a variety of housing types that includes single-family, executive housing, townhouses, condominiums and apartments."

The proposed development will provide much needed housing for the Town and include a variety of townhomes and single-family housing types targeted toward professionals, young families, and empty nesters. The development will also include active recreation and flex space areas for residents to enjoy.

2) “To preserve and protect, where appropriate, agricultural land, green space, woodland and the natural environment.”

The proposed development provides for preservation of stream and perimeter buffers that will allow residents the ability to enjoy the natural environment throughout the neighborhood. In addition, there will be tree preservation consistent with the Town’s tree protection ordinance.

The proposed rezoning request meets both the current and proposed long term vision for the Town as described in the Comprehensive Plan. The close proximity of the site to other residential neighborhoods, retail and services, and the future Cass Holt Town Park, makes this residential development at the proposed density a welcomed part of Holly Springs.

Section 2: Transportation /Comprehensive Transportation Plan

As growth occurs, the traffic impact becomes more and more critical. The Town’s engineering department and the NCDOT work together to investigate potential traffic impacts through a Traffic Impact Analysis. The CTP endeavors to balance land use and effective transportation within the Town. The proposed rezoning is consistent with these Transportation plans and will provide right-of-way dedication and frontage improvements for Rouse Road. The plan proposes internal streets with sidewalks on both sides which provides a walkable, connected, and expanded pedestrian network. The proposed development will provide access stubs to all adjacent properties.

Section 3: Parks, Recreation & Open Space/Beyond the Green: A Parks & Recreation Master Plan

The purpose of the Parks & Recreation Master Plan is to focus on the importance of providing open space and active opportunities for all Town residents. The Master Plan provides guidance on the following Comprehensive Plan objectives:

1) “To physically unite the Town by connecting existing trails, sidewalks, and open spaces.”

The proposed development will contribute to the Town’s sidewalk system on the property frontage and along the interior streets which will allow residents to easily access the public realm, open space, and amenity areas. In addition, the proposed development will provide a greenway that will connect with the existing greenway and pedestrian infrastructure in the Northern Honeycutt subdivision providing connectivity to adjacent neighborhoods.

Section 4: Community Facilities

Community facilities focuses on the need for increased demand for public services as the Town experiences growth. Community facilities include fire, police, EMS, and public

schools. The Comprehensive Plan addresses several objectives, and this rezoning request achieves the following Comprehensive Plan objectives:

1) "Inform developers when proposing new subdivisions – of the need for residents' access to community facilities and the importance to plan appropriately to enable this access."

The development is designed with natural preservation, active recreation areas and flex spaces throughout the development for residents to enjoy. In addition, the developer also plans for community facilities such as police, fire, and EMS when designing development. Interior streets are required to accommodate the largest emergency response vehicle. Staff reviews the submittal to ensure that the vehicle can safety maneuver through all access points and amenity parking areas. Further, Wake County Public Schools require all proposed residential development to submit a residential notification form that outlines the number of units and the year breakdown that they will be completed.

Section 5: Infrastructure and Utilities

The Comprehensive Plan endeavors to ensure that infrastructure such as water, wastewater, stormwater, electric, telecommunications, etc. with respect to new development will adequately handle new growth.

This rezoning request is consistent with the following Comprehensive Plan objectives:

1) "Provide infrastructure to meet the needs of residents and development while protecting the environment."

The proposed development will extend public utilities to the site.

The developer agrees to design and construct the mitigation improvements set forth in the sewer study, as well as provide water and sewer stubs to adjacent properties as required by the UDO. In addition, it is noted that a fire flow analysis is required at Major Subdivision plan. The developer is subject to the Town's water Resources Management Policy. The proposed development has a Priority Level 2 and will include public infrastructure improvements and utilize sustainable design by designing all homes and amenities to LEED accreditation standards.

Section 6: Natural Resources

The Town is challenged with finding a balance between preserving the natural environment and the development of the Town's future. This rezoning request is consistent with the following Comprehensive Plan objectives:

1) "Balance development with conservation."

The Town uses several tools throughout the development process to ensure this balance has been thoughtfully approached in the protection of streams and environmental features and a newly adopted tree protection ordinance. The proposed development provides for preservation of stream and perimeter buffers along with surrounding open space that will allow residents the ability to enjoy the natural environment throughout the neighborhood. In addition, there will be tree preservation consistent with the Town's tree protection ordinance.

Statement of Reasonableness

The Town has experienced consistent growth, including a number of new residential subdivisions. The Town staff and officials have worked diligently to ensure that this residential growth grows at a rate that is appropriate for the surrounding area with a specific focus on density.

The proposed project that is the subject of this rezoning request is reasonable, because it aligns with the goals and vision for the Town as outlined in the Comprehensive Plan and the Future Land Use Map. Rezoning of this property to Neighborhood Residential (NR-CD") will provide a much-needed mix of single family and townhomes to support the growing population and workforce, while preserving the natural environment and creating active recreation and flex areas for future residents to enjoy. Because the development is near the future Cass Holt Town Park and the Neighborhood Center the pedestrian-friendly neighborhood with a mix of housing products, creates a desirable community that accommodates existing and future residents.

This rezoning request creates a neighborhood that accounts for environmental protection and preservation while creating a community that will provide much needed housing, active recreation amenities and multimodal connectivity. This neighborhood would be a welcomed part of Holly Springs.

NEIGHBORHOOD MEETING REPORT

A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the Unified Development Ordinance (UDO). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.

Notification of Owners:

1. The Petitioner (or agent) shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the petition within a 500' radius of the subject property. Mailing notices shall include surrounding property owners and property owner's association (or equivalent), and the Town of Holly Springs (Attn: Development Services). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to all addresses of the property itself, including apartment or suite addresses.
2. The notice shall include the date, time and location of the Neighborhood Meeting, the name of the Petitioner and the location of the proposed request (address, tax property, identification number or metes and bounds description), and an explanation of the nature of the request.
3. The notice shall be mailed not less than ten (10) days nor more than twenty-five (25) days before the date of the Neighborhood Meeting.

NEIGHBORHOOD MEETING INFORMATION	
Meeting Date:	August 28, 2024
Meeting Time:	5:30pm-6:30pm
Meeting Location:	Zoom Virtual Platform

CONDUCT OF MEETINGS *(Attach additional sheets if needed)*

At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:

See attached

Changes made to the Petition as a result of the meeting:

None at this time.

Additional attachments required:

- A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- A copy of the signed attendance list that includes the names and addresses of those in attendance.
- A copy of the mailed notice.

Preparer's Signature: Date: 9/27/2024

Powell Place Neighborhood Meeting (8/28/2024)

Q&A

1. Will you be doing an engineering test on the dam? **Someone will come out to ensure the damn is working properly.**
2. The problem with having any townhomes is they tend not to attract families, so regardless of what is visible from the road, it will have a negative impact. **Townhomes are increasingly attractive to families, due to their affordability.**
3. You mentioned 18 months to 2 years until you start developing the land. Is that your expected timeframe from now? Or do you expect this to happen quicker? **Development is expected to start in 18 months to two years.**
4. What are the price estimates for single-family homes and townhomes? **It is too early in the process to estimate price point.**
5. How wide will the buffer be along the east side of the project? **A 5 foot Type A buffer is required**.
6. Will road improvements be limited to the property front? **Road improvements, including necessary turn lanes, will be made in front of the property as dictated by the traffic impact study.**
7. What measures are in place for the blue waterway drainage area? **Floodplain analyses are ongoing to determine the impact on the drainage area.**
8. Is there an option to bias to only single-family homes to lower the traffic impact? **The traffic impact between townhomes and single-family homes for projects under 100 lots is minimal, with no significant difference in traffic generation.**
9. Can you speak of changing the zoning to NR-CD instead of suburban residential? **This district allows for flexibility to offer a variety of housing options and lot sizes within the same community, enhancing neighborhood safety and diversity.**
10. Is there an option to not have the development connect to Rouse Rd? **No, This connection is required by the Ordinance.**
11. My question is whether this development will fall under the town of Holly Springs and be on city water, sewer, and trash? **The project will be annexed into the Town of Holly Springs, providing connections to the town's water and sewer systems.**
12. Since putting in the development requires these connections, and the mix of housing it seems the only option to not have those impacts is to not put in the development. Is there an option to not develop the property? **Not at this time.**
13. Regarding the project's proximity to the floodplain, how will increased water flow impact the area? **We adhere to current water management regulations, ensuring proper containment and treatment of runoff from the site.**
14. How will traffic impacts be addressed, especially concerning the increase in water flow? **A traffic impact analysis is underway. Once we receive this information we will have a better idea of any impact.**
15. Concerns about traffic on Rouse Rd and potential safety issues due to the project, particularly the impact on existing traffic patterns. How will this be managed? **We are conducting a traffic study to determine impact.**
16. In response to the floodplain concerns, how will the project's engineering ensure stability and environmental integrity? **Our engineering team will conduct thorough**

geotechnical assessments to ensure stability and mitigate any environmental impact, adhering to stringent regulatory standards for construction near sensitive areas.

17. How does the proposed zoning change align with community and environmental needs, especially regarding the floodplain and traffic concerns? **The zoning modifications are designed to meet community needs while ensuring minimal environmental impact.**
18. How will the Greenway along Buckhorn Creek be incorporated into the project? **We're coordinating with the town to determine greenway placement.**
19. What is the need for specific traffic improvements at the intersection involving Rouse Rd? **Proposed traffic improvements will be determined by the traffic study.**
20. Is there a need for development and its potential to avoid road connectivity challenges? **While the development requires road connectivity for accessibility and public safety, comprehensive studies will ensure minimal impact on existing traffic patterns and neighborhood safety.**

Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
CAVENDER, KEVIN A CAVENDER, ANNE E	6124 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
LIIMATAINEN, JON D LIIMATAINEN, AMANDA S	7109 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
ABT, KAREN LEE ABT, ROBERT C	7101 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
POWELL, LUDIE MATTHEWS	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
BASF WYANDOTTE CORPORATION	TAX DEPT	100 PARK AVE	FLORHAM PARK NJ 07932-1049
ALDRIDGE, MALCOLM R ALDRIDGE, WILLIE GREEN	6225 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
ZIEGLER, DARRYLE	6201 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL, LUDIE LARUE POWELL, PHILIP KESSLER	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
HASTY, MELISSA HASTY, JOHN	349 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
KAYATHI, VIDYASAGAR INAVOLU, ROOPA REDDY	425 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HEINRICH, JOHN THOMAS HEINRICH, REBECCA	6913 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
MARSHBURN, LATTA M III	6405 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
HOLLAND, JACKIE O HOLLAND, JANE H	7225 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
HOLLAND, NATHAN BURT HOLLAND, BRADLEY THOMAS	5833 BREEZY PINES LN	HOLLY SPRINGS NC 27540-7641	
SODANO, CAROLINA CONCEPCION ELIZABETH SODANO, SALVATORE	721 RESSLER ST	HOLLY SPRINGS NC 27540-4957	
LEDGER, ADRIAN J LEDGER, MAXINE D	6208 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
SURAPARAJU, MAHESH THANMAYEE BOTLAGUDURU, VENKATA SAI	704 HEADRICK RD	HOLLY SPRINGS NC 27540-5836	
TAN, HAO	336 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
GRACA, PAULA GRACA, VITOR ESTANQUEIRO	6129 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
HOLLAND, RICHARD ANDREW HOLLAND, AUDRA T	2500 PINEY GROVE WILBON RD	FUQUAY VARINA NC 27526-9750	
ANDLURU, SRAVANI MEKALA, NARASIMHA	233 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
PRINCE, MICHAEL PRINCE, JESSICA	7309 ROUSE RD	HOLLY SPRINGS NC 27540-9546	
SOUTHERLAND, RICHARD L SOUTHERLAND, ERNESTINE	6928 ROUSE RD	HOLLY SPRINGS NC 27540-9585	
MASCOTE, JOSHEUA R LABARBERA-MASCOTE, LISA M	6401 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
MINOR, LARRY D MINOR, MARJORIE A	6217 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
BARHAM, ARTHUR T JR BARHAM, MARY S	6229 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL-TEMPLE, LISA L	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
BOCHERT, JASON A BOCHERT, JENNIFER M	6409 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7853	
MCIVER, SIMEON B POWELL-MCIVER, KELLY	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	

THOTA, RAGHUNATH SHANMUGAM, ANANDAVAISHNAVI ARDHANARI	340 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
AGGARWAL, KAPISH KUMAR BASSIN, SURABHI	405 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
OSMAN, EL MOAID ELAMIN A ELMUBARAK, TAGWA	412 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KEAGY, JAMES THOMAS KEAGY, DIANA BARKER	6121 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
POWELL, LARUE MATTHEWS POWELL, LISA	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
CAVINESS PROPERTIES LLC	2100 PINEY GROVE WILBON RD	HOLLY SPRINGS NC 27540-9260	
ROSEMAN, ERNEST DARWIN ROSEMAN, DEBORAH C	6925 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
KANDIPALLI, VYDEHI SEETHAMRAJU, CHANDRASHEKHAR	400 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
TYLER, SCOTT RICHARD	417 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ARNOLD, DANNY M	6209 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
JAYNES, JACK TRAN, CYNTHIA	6128 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
M/I HOMES OF RALEIGH LLC	1511 SUNDAY DR STE 100	RALEIGH NC 27607-5195	
VANGAPALLY, PRAVALLIKA BALMOORI, RANJITH KUMAR RAO	421 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
PRAYAGA, VENKATA RAMANA MURTH PADALLAPARTHI, LALITHA S K	332 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEMANI, SRI KRISHNA HARSH MOTURU, SWAPNA	333 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
EDWARDS, BYRON SCOTT EDWARDS, SCARLET	6921 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
DUNN, MARCUS BRIAN SCHROEDER DUNN, ALLYSON NICOLE	6112 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
MCIVER, LEIGH ANN	6908 ROUSE RD	HOLLY SPRINGS NC 27540-9537	
JONES, TANYA JONES, MATTHEW L	7213 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
TOWN OF HOLLY SPRINGS	PO BOX 8	HOLLY SPRINGS NC 27540-0008	
EVANS, EDWARD D EVANS, LAURA T	6213 WINDY FARM LN	HOLLY SPRINGS NC 27540-7218	
MCIVER, SIMEON B MCIVER, KELLY POWELL	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
SMITH, CODY JOHN SMITH, NATALIE	808 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
MCIVER, LESLIE E MCIVER, CHRISTINA M	6308 WINDY FARM LN	HOLLY SPRINGS NC 27540-7240	
BLEY, JEFFREY PHILIP BLEY, ANNETTE RACHELLE	6116 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
BARB, PATRICK EMORY BARB, DANIELLE NICOLE	408 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HODSON, RANDALL II HODSON, ALEXANDRA	353 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PESAPANE, MARK PESAPANE, MELINDA	404 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KANMANTHAREDDY, MADHUVARAN REDDY REDDY, SWAPNA KETHI	725 RESSLER ST	HOLLY SPRINGS NC 27540-4957	

PATEL, PREM KELLY, KIMBERLY	324 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEUPANE, JEEVAN KANDEL, SARITA	337 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PANDIRI, LAHARI GOVINDU, HEMANTH KUMAR	237 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
THANNEERU, SUDHARSAN RAO BIYYAPU, KAVITHA	429 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ROBERTS, KERI FRANCES ROBERTS, CHRISTOPHER DOUGLAS	6109 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
HARSHA RELLU, NAVEEN SRI RELLU, VANI SRILAKSHMI	329 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
REDDIMALLI, RANJITH KUMAR REDDY TUMMALA, SAHAJA	341 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
SREEKUMAR, MANOJKUMAR NARASIMHAN, JAYASHREE	345 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
DUVALL, LESLIE J DUVALL, CLARK E	804 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
CATOR, MICHAEL PETER CATOR, MICHELLE NICOLE	800 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
HEBISHI, KARIM A R HEBISHI, MEGHAN F	409 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
REDDY YELLA, HARI KRISHNA MUNGI, SWATHI	401 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
YERUVA, YOGI REDDY	325 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
KOCH, ROBERT J KOCH, TRACY JO	6200 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
BHATT, POONAM PANDYA, ANKIT	328 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
BAHAMONDE, MEGAN FARRINGTON, KEITHLEY	413 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
CURRENT TENANT	7308 ROUSE RD	HOLLY SPRINGS NC 27540	
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CURRENT TENANT	7217 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7121 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 ROUSE RD	HOLLY SPRINGS NC 27540	
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CURRENT TENANT	6181 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6105 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	124 SERENATA DR	HOLLY SPRINGS NC 27540	

Attendee Report				
Report Generated:	9/26/2024 22:44			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Registered
Powell Place Rezoning	875 1990 9786	8/28/2024 17:25	69	11
Host Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Tish Shapiro	tshapiro@morningstarlaw	8/28/2024 17:25	8/28/2024 18:34
Panelist Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Roman Acosta	racosta@kbhome.com	8/28/2024 17:30	8/28/2024 18:06
Yes	Andy Petty	andy@curryeng.com	8/28/2024 17:25	8/28/2024 18:34
Yes	Braxton Jones	braxton@ncrealestatepro	8/28/2024 17:30	8/28/2024 18:30
Yes	Jimmy Gaskins	jagaskins@kbhome.com	8/28/2024 17:25	8/28/2024 18:31
Yes	Branden Foster	bfoster@morningstarlawg	8/28/2024 17:25	8/28/2024 18:34
Attendee Details				
Attended	User Name (Original Name)	First Name	Last Name	Email
Yes	Audra Holland	Audra	Holland	audraholland247@yahoo.com
Yes	Steve Mortiboy	Steve	Mortiboy	stevemortiboy@gmail.com
Yes	Steve Mortiboy	Steve	Mortiboy	stevemortiboy@gmail.com
Yes	Diana Keagy	Diana	Keagy	Barker.diana@gmail.com
Yes	Darwin and Debbie Roseman	Darwin and Debbie	Roseman	edr1972wfu@gmail.com
Yes	Karen Abt	Karen	Abt	karen.abt@gmail.com
Yes	Darryle Ziegler	Darryle	Ziegler	darryleziegler@gmail.com
Yes	James Keagy	James	Keagy	email@jimkeagy.com
No	Annette	Annette	Bley	standingfaithful@hotmail.com
Yes	Kevin Cavender	Kevin	Cavender	kevin.cavender@gmail.com
Yes	Michael Hale	Michael	Hale	mike@hales.ws
Yes	Jennifer Caviness Mustian	Jennifer	Caviness Mustian	jenn.mustian@gmail.com
Other Attended				
User Name	Join Time	Leave Time	Time in Session (minutes)	Is Guest
19194277784	8/28/2024 17:32	8/28/2024 18:31	59	Yes

MORNINGSTAR LAW GROUP

Jason Barron | Partner
434 Fayetteville Street | Suite 2200
Raleigh NC 27601

919-590-0371
jbarron@morningstarlawgroup.com
www.morningstarlawgroup.com

To: Neighboring Property Owner

From: Jason Barron

Date: August 15, 2024

Re: Notice of neighborhood meeting to discuss potential rezoning of a 30.36 acre portion of property located in Holly Springs, North Carolina along Rouse Road having Wake County Parcel Identification Number (PIN) 0647474527, (the "Property"). The Property is approximately 49.10 acres, depicted on the attached Context Map

We are counsel for KB Home North Carolina, Inc., which is considering rezoning the above-captioned Property in the Town of Holly Springs, (the "Town). Consistent with Holly Springs requirements, we are mailing this notice to all owners of properties within 500 ft of the Property. The subject property is highlighted in red on the context map included with this mailing.

The purpose of the rezoning is to facilitate the development of a single family and townhome community. The Conditional District Master Plan enclosed herewith provides the overall concept associated with this proposed community. Currently, the Property is zoned Rural Residential (RR). We are contemplating rezoning the Property to Neighborhood Residential Conditional District (NR-CD).

We will hold a virtual neighborhood meeting on **Wednesday, August 28, 2024**, **5:30 p.m. – 6:30 p.m.** via Zoom to discuss the rezoning. The purpose of the neighborhood meeting is to ensure that nearby property owners are made aware of the proposed rezoning and share comments and questions they may have.

Instructions for registering for and joining the meeting are enclosed.

Please do not hesitate to contact me directly should you have any questions or wish to discuss any issues. I can be reached at 919-590-0371 or jbarron@morningstarlawgroup.com. Also, for more information about rezoning, you may want to visit hollyspringsnc.gov or contact the Town of Holly Springs Planning Department at (919) 557-3908.

Context Map


Cass Holt Rd
Rouse Rd
Rouse Rd
Rouse Rd
Rouse Rd
Sleeping Meadow Ln
Cross Ridge Dr
Oliver Creek Pkwy
Lake Terrace Dr
Ridge Rd
Waltridge Pl
Rouse Rd
Pkwy Grove Wilson Rd
Fred Penn Rd
Hixon Rd
Crossside Woods Dr
Foxtrot Way
Rouse Rd

How to Participate in the August 28, 2024 Neighborhood Meeting

- To participate by PC, Mac, iPad, iPhone or Android device, go to https://morningstarlaw.group/08282004 to register for the meeting. (Registration is necessary as we are required by the Town of Holly Springs to have a record of attendance.)
    - Upon registration, you will receive a confirmation email with instructions on how to access the meeting.
    - To participate by phone,
    - Dial one of the following numbers:
        - +1 929 436 2866
        - +1 301 715 8592
        - +1 305 224 1968
        - +1 312 626 6799
        - +1 646 931 3860
        - +1 719 359 4580
        - +1 253 205 0468
        - +1 253 215 8782
        - +1 346 248 7799
        - +1 360 209 5623

    REGISTRATION QR CODE

    - Webinar ID: 875 1990 9786
    - Passcode: 801149
    - For attendance purposes as required by the Town of Holly Springs, individuals participating via telephone will be unmuted and asked to identify themselves including their name and address.

If you have difficulty registering, you can call Leticia Shapiro at **(919) 590-0366** or email **tshapiro@morningstarlawgroup.com** prior to the meeting for assistance. If you have difficulty connecting during the meeting, please email **tshapiro@morningstarlawgroup.com** and the meeting link will be sent to help assist.

During the meeting, participants will be muted by default. Also, participants' video will be off by default, i.e. only the presenters will be visible.

If you are participating via your computer, iPhone or Android device, you can submit questions/comments by using the Raise Hand and/or the Q&A features. We will not use the Chat feature. If you use Raise Hand, a panelist will either unmute you to allow you to speak to solicit your questions/comments.

If you are participating via telephone, you can submit questions/comments prior to and during the meeting via email at **tshapiro@morningstarlawgroup.com**.

LEGEND

- TREE PRESERVATION / CONSERVATION OPEN SPACE
- ACTIVE OPEN SPACE
- FLEX OPEN SPACE
- SINGLE FAMILY DETACHED PODS
- TOWNHOME PODS
- PROPOSED RESIDENTIAL STREETS
- PROPOSED RESIDENTIAL ALLEYS
- PROPOSED SIDEWALK
- ACCESS POINT

GENERAL NOTES:

1. ALL STREETS SHALL BE PUBLIC AND SHALL BE DEDICATED TO THE TOWN OF HOLLY SPRINGS UPON COMPLETION.
2. ALL ALLEYS WILL BE PRIVATE AND SHALL BE OWNED BY THE SUBDIVISION HOME OWNERS ASSOCIATION.
3. ANY PARKING AREAS, SIDEWALKS OR OTHER PUBLICLY ACCESSIBLE AREAS LOCATED ON PRIVATE LOTS SHALL BE LOCATED INSIDE DEDICATED PUBLIC ACCESS EASEMENTS. THESE SHALL BE SHOWN ON THE PRELIMINARY SUBDIVISION PLANS, CONSTRUCTION DRAWINGS AND FINAL PLAN AND SHALL BE RECORDED AS SUCH. MAINTENANCE OF THESE PUBLICLY ACCESSIBLE AREAS SHALL BE THE RESPONSIBILITY OF THE HOA.

SUMMARY TABLE

PROPOSED ZONING	MP - CONDITIONAL DISTRICT
SITE AREA	38.3± AC
TOTAL TOWNHOME UNITS	43
TOTAL SINGLE FAMILY UNITS	92
GROSS DENSITY	3.5 DU/AC

OPEN SPACE SUMMARY TABLE

TYPE OF OPEN SPACE	AREA	0900B %
REQUIRED OPEN SPACE	15 AC	15%
TOTAL OPEN SPACE	9.1± AC	35%
CONSERVATION OPEN SPACE	6.5± AC	25%
ACTIVE OPEN SPACE	1.5± AC	5%
FLEX OPEN SPACE	1.5± AC	5%

SCALE IN FEET
0' 50' 100' 200'
SCALE: 1 IN = 100 FT

ISSUED FOR REVIEW

FOR REVIEW ONLY
NOT FOR CONSTRUCTION

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 24-REZ-XX

C-2.0

Curry ENGINEERING

POWELL PLACE - MASTER PLANS

OVERALL SITE PLAN

REVISIONS

DATE: AUGUST XX, 2024
FILE NO: 2024-07

HORZ. SCALE: AS SHOWN
ORIG. DRAWN BY:

NEIGHBORHOOD MEETING REPORT

A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the Unified Development Ordinance (UDO). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.

Notification of Owners:

1. The Petitioner (or agent) shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the petition within a 500' radius of the subject property. Mailing notices shall include surrounding property owners and property owner's association (or equivalent), and the Town of Holly Springs (Attn: Development Services). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to all addresses of the property itself, including apartment or suite addresses.
2. The notice shall include the date, time and location of the Neighborhood Meeting, the name of the Petitioner and the location of the proposed request (address, tax property, identification number or metes and bounds description), and an explanation of the nature of the request.
3. The notice shall be mailed not less than ten (10) days nor more than twenty-five (25) days before the date of the Neighborhood Meeting.

NEIGHBORHOOD MEETING INFORMATION	
Meeting Date:	December 18, 2024
Meeting Time:	5:30pm-6:30pm
Meeting Location:	Zoom Virtual Platform

CONDUCT OF MEETINGS *(Attach additional sheets if needed)*

At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:

See attached

Changes made to the Petition as a result of the meeting:

None at this time.

Additional attachments required:

- A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- A copy of the signed attendance list that includes the names and addresses of those in attendance.
- A copy of the mailed notice.

Preparer's Signature: Date: 1/2/2025

Powell Place – Rouse Road
Neighborhood Meeting Notes | December 18, 2024 – 5:30pm

The Neighborhood Meeting (the "**Meeting**") pertaining to the rezoning of property located at 7051 and 7121 Rouse Rd. (the "**Property**") was held on December 18, 2024, via Zoom.

Attorney Shapiro greeted everyone in attendance and began the Meeting at 5:33pm to allow additional participants to register and sign in. Attorney Shapiro began the Meeting by informing participants of the rezoning requirements and the purpose of this additional Meeting being the time lapse since the last Meeting held in August. She then began the presentation starting with an aerial image of the area being rezoned, the process of rezoning, and the current versus the proposed zoning for the Property, and the proposed concept plan for the Property.

Attorney Shapiro began the Q & A session and opened the floor to participants.

Q: Why townhomes this far from the city center?
A (Attorney Shapiro): For the requested proposed zoning, this area is actually conditioned to see more attached and detached dwellings on different sized lots to provide that range of home choices within the same neighborhood. It's what is called for in the comprehensive plan and on the Future Land Use Map.
A (Andy Petty): The Town is looking for a variety of house types and townhomes offer more of a more affordable housing, rather than single family detached, generally, so just more variety of housing types in this specific area – that was decided by the Town and establishment of the comprehensive plan at their land use plan.

Q: Is there any plan to improve the dangerous curve on Rouse as part of this to accommodate the increase in traffic?
A (Attorney Shapiro): We do have a traffic study, and we are making recommended traffic improvements. Traffic is a critical issue the Town takes very seriously. We are currently working with the Town.
A (Andy Petty): We'll do roadway improvements along Rouse Road as needed and as required by the ordinance, but there will not be any change to the vertical curve, the horizontal curve, or the geometry of the existing roadway itself – that would be an NCDOT project.

Q: Will this connect to the new proposed MI extension coming to the west?
A (Andy Petty): We have not been asked to provide a stub to the West as there is a decent sized stream nearby, with a good-sized floodplain on it.

Q: Who would be the person to talk to about road concerns? Would that be included in the Town's review or is that a Wake County since we're outside the city limits? The road is not a full size one and there are accidents monthly between Rouse and Piney Grove. Two deadly in the last couple of months.
A (Andy Petty): If you have road concerns about that existing part of the road, they should be directed to NCDOT. If they are roadway concerns such as potholes, and narrow areas, etc., you would address those to the maintenance division. As far as accidents are concerned, you can report that to the Division of Rouse Road's DOT. The Town wouldn't be able to do a whole lot there; the Town controls the ultimate section through their CTP, which is part of their comprehensive plan.

Q: Is Holly Springs incorporating down this way or will it still be EJT? **(f/u question from above)**
A (Andy Petty): This particular project will be incorporated into the town's corporate limits, but that'll be done through what's called a voluntary annexation application, meaning that the project will voluntarily annex into the Town in order to extend the public services.

Q: Specifically related to the rezoning, what are the plans related to the Property on Rouse and is it a townhome or single-family home site plan? Is that a final decision or are there other opportunities for suggestions?
A: The proposed zoning district is specifically established to protect and promote and maintain the development of detached and attached dwellings on different lot sizes to provide a range of home choices in the same neighborhood. The development plans for 43 townhomes and 52 single family homes, again, it's a preliminary plan and we're in the very beginning stages of the process.

Q: In regards to the road, it seems that the NCDOT is responsible, but what is Holly Spring's involvement and responsibility for improving infrastructure for an area that is unfit for this kind of development at this point in time?
A (Andy Petty): Where the Town comes into play with this is during the rezoning process, we have to do a traffic impact analysis on the project – that is kind of a joint venture between the Town and NCDOT. A traffic consultant will conduct a study and analysis on what the traffic looks like before the development gets out there, and determines what improvements should be done to mitigate traffic that will be generated by the proposed development. The Town then determines capacity of their infrastructure. Once a development makes improvements, then DOT takes over maintenance of the road.

Q: I'm sure the Town is aware of the current conditions of the road and the limited sight distance and S curve that the townhomes would be set in proximity to this area?
A: A lot of that comes into play when they're doing the analysis. Whether it's townhomes or single family homes, things like site distance are still in play no matter what.

Follow up Comment: As far as the townhomes and everything, I think some of my neighbors and myself, our concern is the added traffic in a pretty dangerous curve where to our advantage is to straighten that out and rework that area to help with the additional capacity from the townhomes that are constructed.
A (Andy Petty): If you look on the town's transportation plan as a requirement of this property, we must extend Riesler Street down to Rouse Road. Essentially, we have to connect Riesler to Rouse Road as a requirement; any development in here would be required to tie in that road.

At the conclusion of the Q&A session, Attorney Shapiro thanked all in attendance for their time and informed everyone that the meeting will be kept open until 6:30pm for any additional questions or comments. All attendees left the meeting and the following panelists remained on the Zoom meeting with Attorney Shapiro and Ms. Kuga until adjourning at 6:34pm: Andy Petty, Jimmy Gaskins, Braxton Jones.

Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
CAVENDER, KEVIN A CAVENDER, ANNE E	6124 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
LIIMATAINEN, JON D LIIMATAINEN, AMANDA S	7109 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
ABT, KAREN LEE ABT, ROBERT C	7101 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
POWELL, LUDIE MATTHEWS	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
BASF WYANDOTTE CORPORATION	TAX DEPT	100 PARK AVE	FLORHAM PARK NJ 07932-1049
ALDRIDGE, MALCOLM R ALDRIDGE, WILLIE GREEN	6225 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
ZIEGLER, DARRYLE	6201 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL, LUDIE LARUE POWELL, PHILIP KESSLER	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
HASTY, MELISSA HASTY, JOHN	349 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
KAYATHI, VIDYASAGAR INAVOLU, ROOPA REDDY	425 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HEINRICH, JOHN THOMAS HEINRICH, REBECCA	6913 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
MARSHBURN, LATTA M III	6405 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
HOLLAND, JACKIE O HOLLAND, JANE H	7225 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
HOLLAND, NATHAN BURT HOLLAND, BRADLEY THOMAS	5833 BREEZY PINES LN	HOLLY SPRINGS NC 27540-7641	
SODANO, CAROLINA CONCEPCION ELIZABETH SODANO, SALVATORE	721 RESSLER ST	HOLLY SPRINGS NC 27540-4957	
LEDGER, ADRIAN J LEDGER, MAXINE D	6208 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
SURAPARAJU, MAHESH THANMAYEE BOTLAGUDURU, VENKATA SAI	704 HEADRICK RD	HOLLY SPRINGS NC 27540-5836	
TAN, HAO	336 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
GRACA, PAULA GRACA, VITOR ESTANQUEIRO	6129 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
HOLLAND, RICHARD ANDREW HOLLAND, AUDRA T	2500 PINEY GROVE WILBON RD	FUQUAY VARINA NC 27526-9750	
ANDLURU, SRAVANI MEKALA, NARASIMHA	233 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
PRINCE, MICHAEL PRINCE, JESSICA	7309 ROUSE RD	HOLLY SPRINGS NC 27540-9546	
SOUTHERLAND, RICHARD L SOUTHERLAND, ERNESTINE	6928 ROUSE RD	HOLLY SPRINGS NC 27540-9585	
MASCOTE, JOSHEUA R LABARBERA-MASCOTE, LISA M	6401 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
MINOR, LARRY D MINOR, MARJORIE A	6217 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
BARHAM, ARTHUR T JR BARHAM, MARY S	6229 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL-TEMPLE, LISA L	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
BOCHERT, JASON A BOCHERT, JENNIFER M	6409 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7853	
MCIVER, SIMEON B POWELL-MCIVER, KELLY	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	

THOTA, RAGHUNATH SHANMUGAM, ANANDAVAISHNAVI ARDHANARI	340 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
AGGARWAL, KAPISH KUMAR BASSIN, SURABHI	405 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
OSMAN, EL MOAID ELAMIN A ELMUBARAK, TAGWA	412 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KEAGY, JAMES THOMAS KEAGY, DIANA BARKER	6121 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
POWELL, LARUE MATTHEWS POWELL, LISA	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
CAVINESS PROPERTIES LLC	2100 PINEY GROVE WILBON RD	HOLLY SPRINGS NC 27540-9260	
ROSEMAN, ERNEST DARWIN ROSEMAN, DEBORAH C	6925 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
KANDIPALLI, VYDEHI SEETHAMRAJU, CHANDRASHEKHAR	400 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
TYLER, SCOTT RICHARD	417 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ARNOLD, DANNY M	6209 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
JAYNES, JACK TRAN, CYNTHIA	6128 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
M/I HOMES OF RALEIGH LLC	1511 SUNDAY DR STE 100	RALEIGH NC 27607-5195	
VANGAPALLY, PRAVALLIKA BALMOORI, RANJITH KUMAR RAO	421 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
PRAYAGA, VENKATA RAMANA MURTH PADALLAPARTHI, LALITHA S K	332 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEMANI, SRI KRISHNA HARSH MOTURU, SWAPNA	333 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
EDWARDS, BYRON SCOTT EDWARDS, SCARLET	6921 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
DUNN, MARCUS BRIAN SCHROEDER DUNN, ALLYSON NICOLE	6112 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
MCIVER, LEIGH ANN	6908 ROUSE RD	HOLLY SPRINGS NC 27540-9537	
JONES, TANYA JONES, MATTHEW L	7213 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
TOWN OF HOLLY SPRINGS	PO BOX 8	HOLLY SPRINGS NC 27540-0008	
EVANS, EDWARD D EVANS, LAURA T	6213 WINDY FARM LN	HOLLY SPRINGS NC 27540-7218	
MCIVER, SIMEON B MCIVER, KELLY POWELL	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
SMITH, CODY JOHN SMITH, NATALIE	808 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
MCIVER, LESLIE E MCIVER, CHRISTINA M	6308 WINDY FARM LN	HOLLY SPRINGS NC 27540-7240	
BLEY, JEFFREY PHILIP BLEY, ANNETTE RACHELLE	6116 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
BARB, PATRICK EMORY BARB, DANIELLE NICOLE	408 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HODSON, RANDALL II HODSON, ALEXANDRA	353 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PESAPANE, MARK PESAPANE, MELINDA	404 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KANMANTHAREDDY, MADHUVARAN REDDY REDDY, SWAPNA KETHI	725 RESSLER ST	HOLLY SPRINGS NC 27540-4957	

PATEL, PREM KELLY, KIMBERLY	324 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEUPANE, JEEVAN KANDEL, SARITA	337 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PANDIRI, LAHARI GOVINDU, HEMANTH KUMAR	237 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
THANNEERU, SUDHARSAN RAO BIYYAPU, KAVITHA	429 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ROBERTS, KERI FRANCES ROBERTS, CHRISTOPHER DOUGLAS	6109 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
HARSHA RELLU, NAVEEN SRI RELLU, VANI SRILAKSHMI	329 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
REDDIMALLI, RANJITH KUMAR REDDY TUMMALA, SAHAJA	341 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
SREEKUMAR, MANOJKUMAR NARASIMHAN, JAYASHREE	345 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
DUVALL, LESLIE J DUVALL, CLARK E	804 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
CATOR, MICHAEL PETER CATOR, MICHELLE NICOLE	800 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
HEBISHI, KARIM A R HEBISHI, MEGHAN F	409 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
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CURRENT TENANT	6181 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6105 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	124 SERENATA DR	HOLLY SPRINGS NC 27540	

Attendee Report				
Report Generated:	12/30/2024 22:21			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Registered
Powell Place - Rouse Rd. Rezon	885 3683 7254	12/18/2024 17:16	79	14
Host Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Leticia Shapiro	tshapiro@morningstarlawgroup.com	12/18/2024 17:16	12/18/2024 18:34
Panelist Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Andy Petty	andy@curryeng.com	12/18/2024 17:29	12/18/2024 18:34
Yes	Jimmy Gaskins	jagaskins@kbhome.com	12/18/2024 17:30	12/18/2024 17:35
Yes	Jimmy Gaskins	jagaskins@kbhome.com	12/18/2024 17:34	12/18/2024 18:34
Yes	Braxton Jones	braxton@ncrealestatepro.com	12/18/2024 17:39	12/18/2024 18:34
Yes	Ileigh Kuga	ikuga@morningstarlawgroup.com	12/18/2024 17:16	12/18/2024 18:34
Attendee Details				
Attended	User Name (Original Name)	First Name	Last Name	Email
Yes	Edward Evans	Edward	Evans	Solemn13@gmail.com
Yes	Darryle Zielger	Darryle	Zielger	darryleziegler@gmail.com
Yes	Courtney Rousseau	Courtney	Rousseau	mcrousse@nc.rr.com
Yes	Karen Abt	Karen	Abt	karen.abt@gmail.com
No	Marissa	Marissa	Mortiboy	Marissamortiboy@gmail.com
No	William	William	Bass	mrbillbass@yahoo.com
No	Maxine	Maxine	Ledger	maxine.ledger@gmail.com
Yes	Elizabeth Ehresman	Elizabeth	Ehresman	elizabeth@ehresman.org
No	Adrian	Adrian	Ledger	adrian.ledger@gmail.com
No	Tracy	Tracy	Cooper	tracy.tcturbo.cooper@gmail.com
Yes	Lauren Howard	Lauren	Howard	laurenhoward05@gmail.com
Yes	Jessica Prince	Jessica	Prince	jpma614@yahoo.com
Yes	Curt Pasfield	Curt	Pasfield	curtpasfield@gmail.com
Yes	Jeff Barfield	Jeff	Barfield	Barfield.jb@gmail.com

Jason Barron | Partner
434 Fayetteville Street | Suite 2200
Raleigh NC 27601

919-590-0371
jbarron@morningstarlawgroup.com
www.morningstarlawgroup.com

To: Neighboring Property Owner

From: Jason Barron

Date: December 6, 2024

Re: Notice of neighborhood meeting to discuss potential rezoning of a 30.36 acre portion of property located in Holly Springs, North Carolina along Rouse Road having Wake County Parcel Identification Number (PINs) 0647474527& 0647465722 (the "Property"). The Property is approximately 51.94 acres, depicted on the attached Context Map

We are counsel for KB Home North Carolina, Inc., which is considering rezoning the above-captioned Property in the Town of Holly Springs, (the "Town). Consistent with Holly Springs requirements, we are mailing this notice to all owners of properties within 500 ft of the Property. The subject property is highlighted in red on the context map included with this mailing.

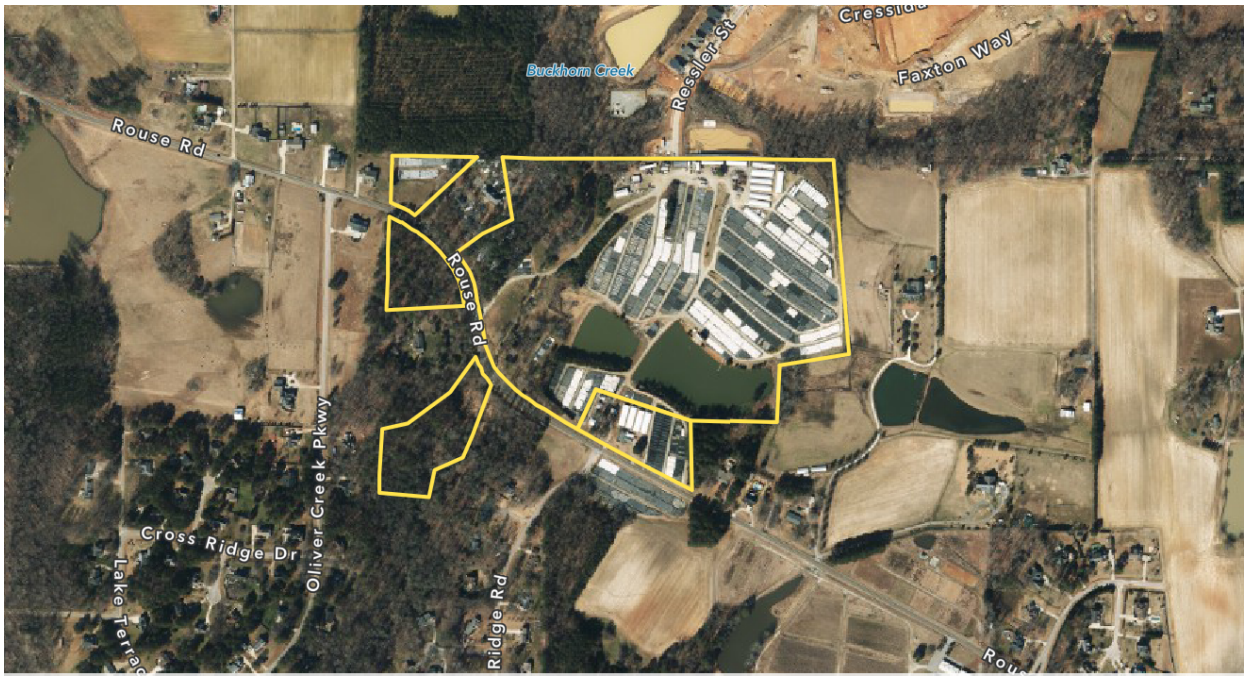
As you may be aware, a neighborhood meeting regarding the property was held on August 28, 2024, to discuss the potential rezoning. While the details of the potential rezoning have not changed, we are conducting a second meeting due to the length of time that has passed between the first meeting and our anticipated application submittal date of January 3, 2025. To that end, we will hold a virtual neighborhood meeting on **Wednesday, December 18, 2024, from 5:30 p.m. – 6:30 p.m.** via Zoom.

The purpose of the rezoning is to facilitate the development of a single family and townhome community. The Conditional District Master Plan enclosed herewith provides the overall concept associated with this proposed community. Currently, the Property is zoned Rural Residential (RR). We are contemplating rezoning the Property to Neighborhood Residential Conditional District (NR-CD).

Instructions for registering for and joining the meeting are enclosed.

Please do not hesitate to contact me directly should you have any questions or wish to discuss any issues. I can be reached at 919-590-0371 or jbarron@morningstarlawgroup.com. Also, for more information about rezoning, you may want to visit hollyspringsnc.gov or contact the Town of Holly Springs Planning Department at (919) 557-3908.

Context Map


Buckhorn Creek
Ressler St
Faxton Way
Rouse Rd
Rouse Rd
Cross Ridge Dr
Oliver Creek Pkwy
Ridge Rd

How to Participate in the December 18, 2024 Neighborhood Meeting

- To participate by PC, Mac, iPad, iPhone or Android device, go to https://morningstarlaw.group/12182024 to register for the meeting. (Registration is necessary as we are required by the Town of Holly Springs to have a record of attendance.)
    - Upon registration, you will receive a confirmation email with instructions on how to access the meeting.
    - To participate by phone,
    - Dial one of the following numbers:
        - +1 929 436 2866
        - +1 301 715 8592
        - +1 305 224 1968
        - +1 312 626 6799
        - +1 646 931 3860
        - +1 719 359 4580
        - +1 253 205 0468
        - +1 253 215 8782
        - +1 346 248 7799
        - +1 360 209 5623

REGISTRATION QR



    - Webinar ID: 885 3683 7254
    - Passcode: 781826
    - For attendance purposes as required by the Town of Holly Springs, individuals participating via telephone will be unmuted and asked to identify themselves including their name and address.

If you have difficulty registering, you can call Leticia Shapiro at (919) 590-0366 or email tshapiro@morningstarlawgroup.com prior to the meeting for assistance. If you have difficulty connecting during the meeting, please email tshapiro@morningstarlawgroup.com and the meeting link will be sent to help assist.

During the meeting, participants will be muted by default. Also, participants' video will be off by default, i.e. only the presenters will be visible.

If you are participating via your computer, iPhone or Android device, you can submit questions/comments by using the Raise Hand and/or the Q&A features. We will not use the Chat feature. If you use Raise Hand, a panelist will either unmute you to allow you to speak to solicit your questions/comments.

If you are participating via telephone, you can submit questions/comments prior to and during the meeting via email at tshapiro@morningstarlawgroup.com.

EXISTING POWELL RIDGE ROAD
HOUSE ROAD
SUBDIVISION ENTRANCE
50' RIGHT OF WAY DEDICATION
PROJECT AREA = 36.34 ACRES
AREA RETAINED BY PROPERTY OWNER 2.29 ACRES
AREA RETAINED BY PROPERTY OWNER 10.59 ACRES
EXISTING POND TO REMAIN
CONSERVATION OPEN SPACE #1
ACTIVE OPEN SPACE #1
FLEX OPEN SPACE #1
FLEX OPEN SPACE #2
ACTIVE OPEN SPACE #2
CONSERVATION OPEN SPACE #2
100 YEAR FLOOD WAY
100 YEAR FLOOD PLAIN
STORMWATER MANAGEMENT AREA
8' TYPE "A" LANDSCAPE BUFFER
RESSLER STREET
STREET A
STREET B
STREET C
ALLEY A
ALLEY B
SFD POD "A"
7.2 AC
SFD POD "B"
7.2 AC
SFD POD "C"
7.2 AC
TH POD "A"
3.6 AC
TH POD "B"
3.6 AC
TH POD "C"
3.6 AC
PROPOSED CONNECTION TO EXISTING STUB STREET
PROPOSED STUB STREET
LEGEND
TREE PRESERVATION / CONSERVATION OPEN SPACE
ACTIVE OPEN SPACE
FLEX OPEN SPACE
SINGLE FAMILY DETACHED PODS
TOWNHOME PODS
PROPOSED RESIDENTIAL STREETS
PROPOSED RESIDENTIAL ALLEYS
PROPOSED SIDEWALK
ACCESS POINT
GENERAL NOTES:
1. ALL STREETS SHALL BE PUBLIC AND SHALL BE DEDICATED TO THE TOWN OF HOLLY SPRINGS UPON COMPLETION.
2. ALL ALLEYS WILL BE PRIVATE AND SHALL BE OWNED BY THE SUBDIVISION HOME OWNERS ASSOCIATION.
3. ANY PARKING AREAS, SIDEWALKS OR OTHER PUBLICLY ACCESSIBLE AREAS LOCATED ON PRIVATE LOTS SHALL BE LOCATED INSIDE DEDICATED PUBLIC ACCESS EASEMENTS. THESE SHALL BE SHOWN ON THE PRELIMINARY SUBDIVISION PLANS, CONSTRUCTION DRAWINGS AND FINAL PLAN AND SHALL BE RECORDED AS SUCH. MAINTENANCE OF THESE PUBLICLY ACCESSIBLE AREAS SHALL BE THE RESPONSIBILITY OF THE HOA.
SUMMARY TABLE
PROPOSED ZONING: MP - CONDITIONAL DISTRICT
SITE AREA: 36.34 AC
TOTAL TOWNHOME UNITS: 43
TOTAL SINGLE FAMILY UNITS: 92
MAXIMUM DENSITY: 3.73 DU/AC
OPEN SPACE SUMMARY TABLE
TYPE OF OPEN SPACE | REQUIRED OPEN SPACE | AREA | 08/2019 %
TOTAL OPEN SPACE | 15% | 11.1 AC | 31%
CONSERVATION OPEN SPACE | 10% | 6.51 AC | 21%
ACTIVE OPEN SPACE | 5% | 1.92 AC | 5%
FLEX OPEN SPACE | 5% | 2.68 AC | 7%
SCALE IN FEET
SCALE: 1 IN = 80 FT
ISSUED FOR REVIEW
SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 24-REZ-XX
FOR REVIEW ONLY
NOT FOR CONSTRUCTION
SEAL
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 38823
Curry ENGINEERING
C-2.0
POWELL PLACE - MASTER PLANS
OVERALL SITE PLAN
REVISIONS
DATE: AUGUST XX, 2024
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG. DRAWN BY:

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared LISA L. POWELL, TRUSTEE who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0647475527	0647465722

and does hereby authorize Roman Acosta KB Home Raleigh-Durham Inc.
Jason Barron/Leticia Shapiro Morningstar Law Group to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Lisa L Powell

Signature of Owner
Lisa Powell, Trustee of the Philip Todd Powell Grantor Trust Agreement dated Jan 10, 1996
Print Name: Philip Todd Powell
Address: 7021 Rouse Road
City, State, Zip: Holly Springs NC 27540

Sworn to or affirmed and subscribed before me this 27 day of September, 2024.

NOTARY PUBLIC:

Official Signature of Notary

James S. Adcock III, Notary Public
Print Name

My commission expires: 9/14/2027

(Official Seal)
JAMES S. ADCOCK III
NOTARY
PUBLIC
WAKE COUNTY, NC

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared LUDIE LARUE POWELL who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0647474527	0647465722

Roman Acosta KB Home Raleigh-Durham Inc.
Jason Barron/Leticia Shapiro Morningstar Law Group

and does hereby authorize _____ to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Ludie LaRue Powell

Signature of Owner

Print Name: Ludie Larue Powell
Address: 7036 Rouse Rd.
City, State, Zip: Holly Springs, NC 27540

Sworn to or affirmed and subscribed before me this 27 day of September, 2024.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

JAMES S. ADCOCK III
NOTARY
PUBLIC
WAKE COUNTY, NC

James S. Adcock III, Notary Public
Print Name

My commission expires: 9/14/2027

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared Lisa LaRue Powell who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0647474527	0647465722

and does hereby authorize Roman Acosta KB Home Raleigh-Durham Inc. Jason Barron/Leticia Shapiro Morningstar Law Group to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Lisa LaRue Powell

Signature of Owner

Print Name: Lisa LaRue Powell
Address: 7009 Rouse Road
City, State, Zip: Holly Springs NC 27540

Sworn to or affirmed and subscribed before me this 27 day of September, 2024.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

JAMES S. ADCOCK III NOTARY PUBLIC WAKE COUNTY, NC

James S. Adcock III, Notary Public
Print Name

My commission expires: 9/14/2027

AFFIDAVIT OF OWNER NOTIFICATION

The following Affidavit of owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for the property(s) they do not own at the time of the petition submission.

This form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

AFFIDAVIT

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID: 0056718; 0082611 and PIN: 0647474527; 0647465722 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

Signature of Applicant

<Print Name> Leticia Shapiro

<Entity Name> Morningstar Law Group

<Address> 434 Fayetteville Street, Suite 2200

<City, State Zip> Raleigh, NC 27601

Sworn to or affirmed and subscribed before me this 3 day of January, 2025.

NOTARY PUBLIC:

Official Signature of Notary (Official Seal)

Branden C Foster, Notary Public
Print Name

My commission expires: December 12, 2028

BRANDEN C FOSTER NOTARY PUBLIC HARNETT COUNTY, N.C.

7051 ROUSE ROAD MASTER PLAN

TOWN OF HOLLY SPRINGS
WAKE COUNTY, NORTH CAROLINA

CONDITIONAL REZONING SUBMITTAL

TOWN OF HOLLY SPRINGS PROJECT #25-REZ-02 / PLRZ202500005)

1st SUBMITTAL TO TOWN OF HOLLY SPRINGS: JANUARY 3, 2025
2nd SUBMITTAL TO TOWN OF HOLLY SPRINGS: MARCH 14, 2025
3rd SUBMITTAL TO TOWN OF HOLLY SPRINGS: MAY 21, 2025
4th SUBMITTAL TO TOWN OF HOLLY SPRINGS: SEPTEMBER 19, 2025
5TH SUBMITTAL TO TOWN OF HOLLY SPRINGS: NOVEMBER 21, 2025
△6 6TH SUBMITTAL TO TOWN OF HOLLY SPRINGS: NOVEMBER 21, 2025

DRAWING INDEX

C-0.0	COVER SHEET
C-0.1	DESIGN MANUAL SHEET
C-1.0	BOUNDARY SURVEY
C-1.2	TREE SAMPLE PLAN
C-2.0	OVERALL SITE PLAN
C-2.2	OPEN SPACE PLAN
C-2.3	STREET TYPOLOGY
C-2.4	STREET SECTIONS
C-3.0	OVERALL UTILITY PLAN
C-4.0	OVERALL DRAINAGE PLAN
L-1.0	LANDSCAPE & BUFFER PLAN

CONDITIONS OF APPROVAL:

1. THE DEVELOPMENT WOULD BE LOCATED OUTSIDE OF ANY PARK SEARCH AREAS AND WOULD BE SUBJECT TO THE PAYMENT OF A FEE-IN-LIEU OF PARKLAND DEDICATION RATHER THAN THE DIRECT DEDICATION OF LAND AS PART OF THIS RESIDENTIAL DEVELOPMENT PROPOSAL. PLEASE SEE UDO TABLE 4.2-A FOR MORE.
2. ALL IMPROVEMENT RECOMMENDATIONS PER THE APPROVED TRAFFIC IMPACT ANALYSIS SHALL BE DESIGNED & CONSTRUCTED WITH THIS DEVELOPMENT.

PROJECT TEAM CONTACT INFORMATION

Surveyor:

Bateman Civil Survey Company
2524 Reliance Avenue
Apex, NC 27539
919.577.1080
Contact: Brandon Nelson
bnelson@batemancivilsurvey.com

Civil Engineering:

The Curry Engineering Group, PLLC
NC License # P-0799
205 S. Fuquay Ave
Fuquay-Varina, NC 27526
919.552.0849 (o)
910.624.5215 (m)
Contact: Andrew Petty, PE
andy@curryeng.com

Land Use Attorney:

Morningstar Law Group
434 Fayetteville Street, Suite 2200
Raleigh, NC 27601
919.590.0370
Contact: Jason Barron & Tish Shapiro
jbarron@morningstarlawgroup.com
tshapiro@morningstarlawgroup.com

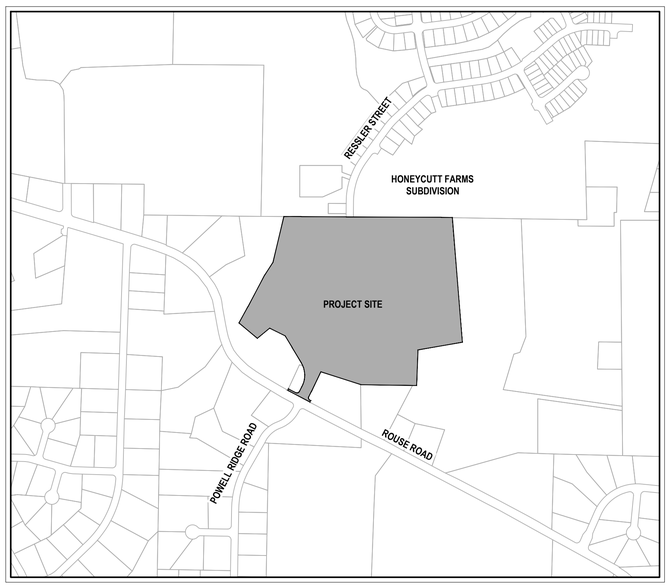
Property Owners:

Larue Powell & Phillip Powell
7036 Rouse Road
Holly Springs, NC 27540

Larue Powell & Lisa Powell
7009 Rouse Road
Holly Springs, NC 27540

Developer:

KB Homes - Raleigh Durham
1800 Perimeter Park Drive, Suite 140
Morrisville, NC 27560
919-768-7976
Contact: Roman Acosta
racosta@kbhome.com



VICINITY MAP
SCALE: 1" = 500'

ISSUED FOR REVIEW

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS

A	03/14/2025	TOHS COMMENTS
B	05/21/2025	TOHS COMMENTS
C	09/19/2025	TOHS COMMENTS
D	11/21/2025	TOHS COMMENTS
E	12/5/2025	TOHS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
COVER SHEET

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0849
F (919) 552-0343
NC LIC. NO. P-0799
Curry ENGINEERING

C-0.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-0.0 COVER SHEET.DWG
PLOTTED: 12/18/2025 1:33 PM

DESIGN DEVELOPMENT MANUAL

SITE INFORMATION	
General Information	
Location	7051 Rouse Road (portion)
County	Wake
Parent PIN	0647-85-4527 (portion)
Total Property Area (ac)	51.94
Project Boundary (ac)	32.70
Town Jurisdiction	Holly Springs
Existing Zoning	Rural Residential (RR)
Proposed Zoning	Neighborhood Residential Conditional
Current Use	Residential C Nursery
Proposed Use	Mixed Residential Neighborhood
River Basin	Cape Fear
Surface Water Classification	Buckhorn Creek (18-7-(1)) C;
Watershed	None
FEMA Map Panel Number	3720064700K
Density Calculations	
Maximum Allowable Density (units/ac)	8
Maximimum Allowable Units	262
Proposed Number of Units	97
Proposed Density (units/ac)	2.97
Proposed Gross Density (units/ac)	3.60
Lot Summary	
Proposed Number of Front Loaded Detached Dwelling Units	42
Proposed Number of Rear Load Detached Dwelling Units	13
Proposed Number of Rear Load Attached Dwelling Units	42

DIMENSIONAL STANDARDS		
	UDO Requirement	**CD Proposed**
DEVELOPMENT INTENSITY		
Development Density		
Maximum Gross Density (units/ac)	8	3.60
Maximum Number of Units (#)	262	97
Open Space C Conservation Areas	Refer to Open Space Table	
Attached Dwelling Units		
Minimum Units (%)	10%	10%
Maximum Units (%)	50%	43%
LOT CONFIGURATION		
Minimum Lot Area		
Detached Dwelling Units (sf)	Average ≥ 5,000	Average ≥ 5,000
Attached Dwelling Units (sf)	None	None
Other Buildings (sf)	10,000	
Minimum Lot Width at the Setback Line		
Detached Dwellings (sf)	26	35
Attached Dwelling (sf)	18	20
Minimum Lot Frontage		
All Buildings (sf)	18	20
Minimum Lot Frontage for a Driveway		
Detached Dwellings	60	
BUILDING PLACEMENT		
Primary Building Setbacks		
Detached Dwelling Units		
Minimum Front (ft) when rear loaded	5	5
Minimum Front (ft) when front loaded	20	20
Minimum Front-loaded Garage (ft)	25	25
Side - Interior (ft)	5	5
Side - Corner (ft)	5	5
Rear (ft)	20	20
Rear from Alley Centerline (ft)	15	32.5
Attached Dwelling Units		
Minimum Front (ft) when rear loaded	5	5
Side - Interior (ft)	5	5
Side - Corner (ft)	5	5
Rear (ft)	20	20
Rear from Alley Centerline (ft)	15	32.5
Building to Building (ft)	N/A	10
Building Height		
Primary Building	50	35
Accessory Building	25	25

ALLOWABLE USES
Residential Use District
Detached Dwelling
Attacehd Dwelling - Townhome
Recreational Uses *
Residential Accessory Uses **
* Recreational uses are limited to those associated with subdivision amenities. ** Accessory uses are limited to those uses and structures per Town of Holly Springs UDO Section 3.4.2.

ARCHITECTURAL STANDARDS	
ROOFING	
Material Options	Primary Roofs: Architectural Asphalt Shingles
Structure	12" Eaves Minimum
Character Elements	Must Include Two of the Following: 1. Reverse Gable 2. Hip Roof 3. Change in roof line direction or height shift in roof plane (either vertically or horizontally)
FOUNDATION TYPE	
Foundation Type	Town Homes will be Slab on Grade Construction.
	Single Family Detached Homes will be turndown slab with 12" foundation height
FAÇADE	
No two lots with a shared property line shall have the same front elevation or primary colors	
Siding Material	Minimum of 35% shall be Type 1 Building Material as defined in UDO Section 8.2.G.2.a. Remaining materials shall be Type 2. Type 3 and Type 4 materials are prohibitied.
Windows	Street-facing elevations must include Shutters and 4" window trim
Garage Doors	Street-facing garage doors shall use carriage style paneling and include windows in upper panels and craftsman hardware.
ENERGY	
Minimum of 1 Light-duty Electric Vehicle Supply Equipment Home Installation (EVSE-Home) 240-volt charging outlet per unit, to be wired in the garage.	
All homes shall be designed to be ENERGY STAR® certified	

WATER MANAGEMENT POLICY	
Allocation Assignment	
Allocation Assignment	Residential
Priority Level	2
Committed Allocation Elements	
Public Infrastructure Improvements	All SCMs shall be constructed as vegetated constructed wetland standards per the NCDENR
Sustainable Design	All Homes shall be designed to LEED accreditation standards, obtaining a minimum of 40 points on the Leed_v4.1 Residential Single Scorecard. This scorecard shall be filled out for each primary structure the neighborhood and submitted with building permit application.

OPEN SPACE STANDARDS				
	UDO Requirement		**CD Proposed**	
OPEN SPACE QUANTITY STANDARDS				
Open Space Areas	*%*	*acres*	*%*	*acres*
Tree Preservation / Reforestation	20%	6.54	21%	6.84
Active Open Space	5%	1.64	17%	5.69
Flex Open Space	5%	1.64	8%	2.63
Total Open Space	30%	9.81	47%	15.29
OPEN SPACE PERFORMANCE STANDARDS				
Tree Preservation Areas	Preservation of existing trees & reforestation areas			
Active Open Space Areas	Dog Park, Benches, Shade Structure or Pavilion, Nature Trails, Greenways, Playground, Play Lawn, Community Gardens, Pet Waste Stations			
Flex Open Space Areas	Presevation of existing land use, reforestation, easements, stormwater management areas, any active open space activity			
MINIMUM ACTIVE OPEN SPACE REQUIREMENTS				
	Playground (tot lot) + 1 of the following		2 of the following	
Active Open Space #4	Play Lawn, Shade Structure or Pavilion , Dog Park		Pet Waste Station Yoga Lawn, Picnic Tables, Outdoor Games,	
All active open space areas to include minimally one bench & one waste receptacle and to provide landscaping througout.				

LANDSCAPING & BUFFERS		
PERIMETER BUFFERS		
Description	**Min. Width**	**Type**
Rouse Road	5 ft	Type A - Enhanced
Adjacent Properties	5ft	Type A - Enhanced
Active Open Space	5ft	Type A - Enhanced
Enhanced buffer shall provide four (4) deciduous trees (2 small / 2 large) and eight (8) deciduous shrubs per one hundred (100) feet.		

SAMPLE ELEVATIONS

NOTE: THE FOLLOWING ELEVATIONS ARE CONCEPTUAL IN NATURE AND ARE CURRENTLY STILL BEING FINALIZED FOR THIS PROJECT.



SINGLE FAMILY DETACHED - FRONT LOAD



SINGLE FAMILY ATTACHED (TOWNHOUSE) - REAR LOAD



SINGLE FAMILY DETACHED - REAR LOAD

ISSUED FOR REVIEW

REVISIONS	
1	01/13/2025 DRS COMMENTS
2	05/21/2025 DRS COMMENTS
3	09/19/2025 DRS COMMENTS
4	11/19/2025 DRS COMMENTS
5	12/19/2025 DRS COMMENTS
DATE: JANUARY 2, 2025	HORZ. SCALE: AS SHOWN
FILE NO: 2023-057	ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN

DESIGN MANUAL SHEET

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-5849
F (919) 552-2043
NC LIC. NO. P-0799

SUBMITTAL

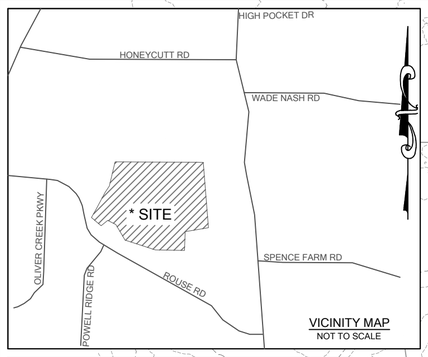
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

Curry ENGINEERING

C-0.1

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-0.1 DESIGN MANUAL SHEET.DWG
PLOTTED: 12/19/2025 1:33 PM



CURVE TABLE				
CURVE#	LENGTH	RADIUS	BEARING	CHORD
C1	22.54'	167.50'	N26° 54' 35"W	22.52'

CLASS OF SURVEY: A
POSITIONAL ACCURACY: 0.06'
TYPE OF GPS FIELD PROCEDURE: NC CORS NETWORK
DATES OF SURVEY: JANUARY 2024
DATUM/EPOCH: NAD83/NSRS2011
COMBINED GRID FACTOR(S): 0.999877478
CGF SCALE POINT: CONTROL CORNER #1
UNITS: US SURVEY FEET

HOLLY SPRINGS CORPORATE LIMITS

OPEN SPACE 1
N/F HONEYCUTT OWNERS ASSOCIATION INC
PIN: 0647490086
REID: 0475647
DB 19754 PG 569
BM 2022 PG 1835-1842

ECM

161.12' (TIE)

3/4" EIR
(0.68' NORTH OF PROPERTY LINE)

104.99'

FEMA ZONE 'AE'

LOT 387
N/F
KALLURI, VENKAT RAM REDDY CO-TRUSTEE
KARINGULA, RAJA SUSHMITHA CO-TRUSTEE
PIN: 0647485071
REID: 0475713
DB 19726 PG 2554
BM 2020 PG 724

S89° 38' 26"E 596.11' (T)

330.00'

1/2" EIP

RESSLER STREET
61' PUBLIC R/W
(BM 2020 PG 724)

GREENHOUSE CROSSES PROPERTY LINE

GREENHOUSE

OPEN SPACE 1
N/F
M/I HONEYCUTT OWNERS ASSOCIATION INC
PIN: 0647587096
REID: 0493452
DB 19754 PG 569
BM 2022 PG 358

S89° 44' 20"E 664.53'

1" EIP - CONTROL CORNER #2
NSRS 2011 / NAD 83 / SPC
N: 677,955.13'
E: 2,045,383.37'

S89° 02' 49"E
77.67'

1/2" EIR

HOLLY SPRINGS CORPORATE LIMITS

4' STOCK-WIRE FENCE CROSSES PROPERTY LINE

N/F
POWELL, LUDIE LARUE &
POWELL, PHILIP KESSLER
PIN: 0647474527
REID: 0056718
DB 13921 PG 2414
BM 2025 PG 1770
ZONED: RR

N13° 29' 40"E 331.32'

FEMA ZONE 'AE'

N33° 09' 34"E 102.83'

N27° 57' 24"E 250.28'

FEMA FLOODWAY

N29° 04' 17"E 130.46'

FEMA ZONE 'AE'

N49° 48' 42"W 167.76'

S50° 43' 29"W 112.41'

N63° 19' 52"W 121.43'

N30° 45' 54"W 92.33'

N30° 45' 54"W 127.63'

C1

3/4" EIP

21.54' (TIE)

S24° 53' 37"W 196.60' (TIE)

ACCESS EASEMENT (BM 2025 PG 1770)

1/2" EIP - CONTROL CORNER #1
NSRS 2011 / NAD 83 / SPC
N: 676,746.40'
E: 2,044,235.18'

N72° 02' 51"W 448.68' (T)

427.14'

1" BENT EIP

N89° 06' 06"W 363.20'

3/4" EIP

1" EIR

S02° 18' 57"W 249.26'

N89° 47' 53"E 25.53'

3.5' STOCKWIRE & BARBED WIRE FENCE CROSSES PROPERTY LINE

3.5' SPLIT-RAIL FENCE CROSSES PROPERTY LINE

N/F POWELL, LARUE MATTHEWS
POWELL, LISA
PIN: 0647465722
REID: 0082611
DB 16213 PG 191
BM 2025 PG 1770

N/F
PRINCE, MICHAEL
PRINCE, JESSICA
PIN: 0647468664
REID: 0092393
DB 15282 PG 689

1/2" EIP

S80° 16' 52"W 314.06'

1/2" EIP

4' STOCK-WIRE FENCE CROSSES PROPERTY LINE

N/F
HOLLAND, JACKIE O. &
JANE H.
PIN: 0647576111
REID: 0032104
DB 8030 PG 244
BM 1998 PG 662

S04° 33' 44"E 874.95'

NSRS 2011 / NAD 83 / SPC

ROUSE ROAD (N.C.S.R. 1125)
60' PUBLIC R/W
(BM 1994 PG 1799)

R/W

FORMERLY 7051 ROUSE ROAD - NEW LOT 2
OWNER: POWELL, LUDIE LARUE
& POWELL, PHILIP KESSLER
PIN: TO BE ASSIGNED
REID: TO BE ASSIGNED
DEED: DB 13921 PG 2414
PLAT: BM 2025 PG 1770
ZONED: RR
LOT AREA: 1,404,000 SF / 32.23 AC

I, F. REX COOPER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED OR PLAT IS REFERENCED IN THE TITLE BLOCK); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION LISTED UNDER REFERENCES; THAT THE POSITIONAL ACCURACY IS < 0.10 AT A 95% CONFIDENCE LEVEL; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56. 1600).

F. REX COOPER, PLS DATE
NC LICENSE NO. L-4269

THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

NOTES
1. THIS SURVEY WAS PREPARED BY BATEMAN CIVIL SURVEY COMPANY UNDER THE SUPERVISION OF F. REX COOPER, PLS.
2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES AND ALL BEARINGS ARE BASED ON GPS OBSERVATIONS, NAD83 / NSRS 2011 / SPC, UNLESS OTHERWISE SHOWN.
3. THE PROPERTY LIES IN ZONE "X" & "AE" PER NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 3720064700K, DATED 07/19/2022.
4. SITE ZONED "RR" FOR HOLLY SPRINGS PER WAKE COUNTY GIS.
5. AREAS COMPUTED BY COORDINATE METHOD.
6. PROPERTY LINES SHOWN WERE TAKEN FROM EXISTING FIELD EVIDENCE, EXISTING DEEDS AND/OR PLATS OF PUBLIC RECORD, AND INFORMATION SUPPLIED TO THE SURVEYOR BY CLIENT.
7. NO INVESTIGATION INTO THE EXISTENCE OF JURISDICTIONAL WETLANDS OR RIPARIAN BUFFERS PERFORMED BY THIS FIRM.
8. BOUNDARY CORNERS SET ARE 3/4" IPS UNLESS OTHERWISE NOTED.
9. THE PROPERTY SHOWN HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
10. FEMA FLOODWAY LINES DEPICTING FLOODWAY ZONES WERE IMPORTED FROM THE FLOOD RISK INFORMATION SYSTEM WEBSITE AND ARE APPROXIMATE AT BEST.
11. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT.
12. THIS MAP HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.
13. SURVEY HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
14. TOPOGRAPHIC CONTOURS SHOWN WERE PROCESSED FROM AN OPEN SOURCE QL2 LIDAR DATA POINT CLOUD. (SDD.NC.GOV)

LEGEND

⊙	EXISTING BOUNDARY CORNER FOUND
●	BOUNDARY CORNER SET (3/4" IPS)
⊗	COMPUTED POINT
EIP	EXISTING IRON PIPE
EIR	EXISTING IRON REBAR
IPS	3/4" IRON PIPE SET
DB	DEED BOOK
PG	PAGE
BM	BOOK OF MAPS
R/W	RIGHT OF WAY
N/F	NOW OR FORMERLY
(T)	TOTAL LENGTH
	PROPERTY LINE SURVEYED
	PROPERTY LINE NOT SURVEYED
	PROPERTY TIE LINE
	FEMA FLOODWAY (SEE NOTE 11)
	STREAM / DITCH
R/W	RIGHT OF WAY LINE
	FENCE
SD	STORM PIPE
	FEMA ZONE "AE" (SEE NOTE 11)
	FEMA FLOODWAY (SEE NOTE 11)

GRAPHIC SCALE
100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.

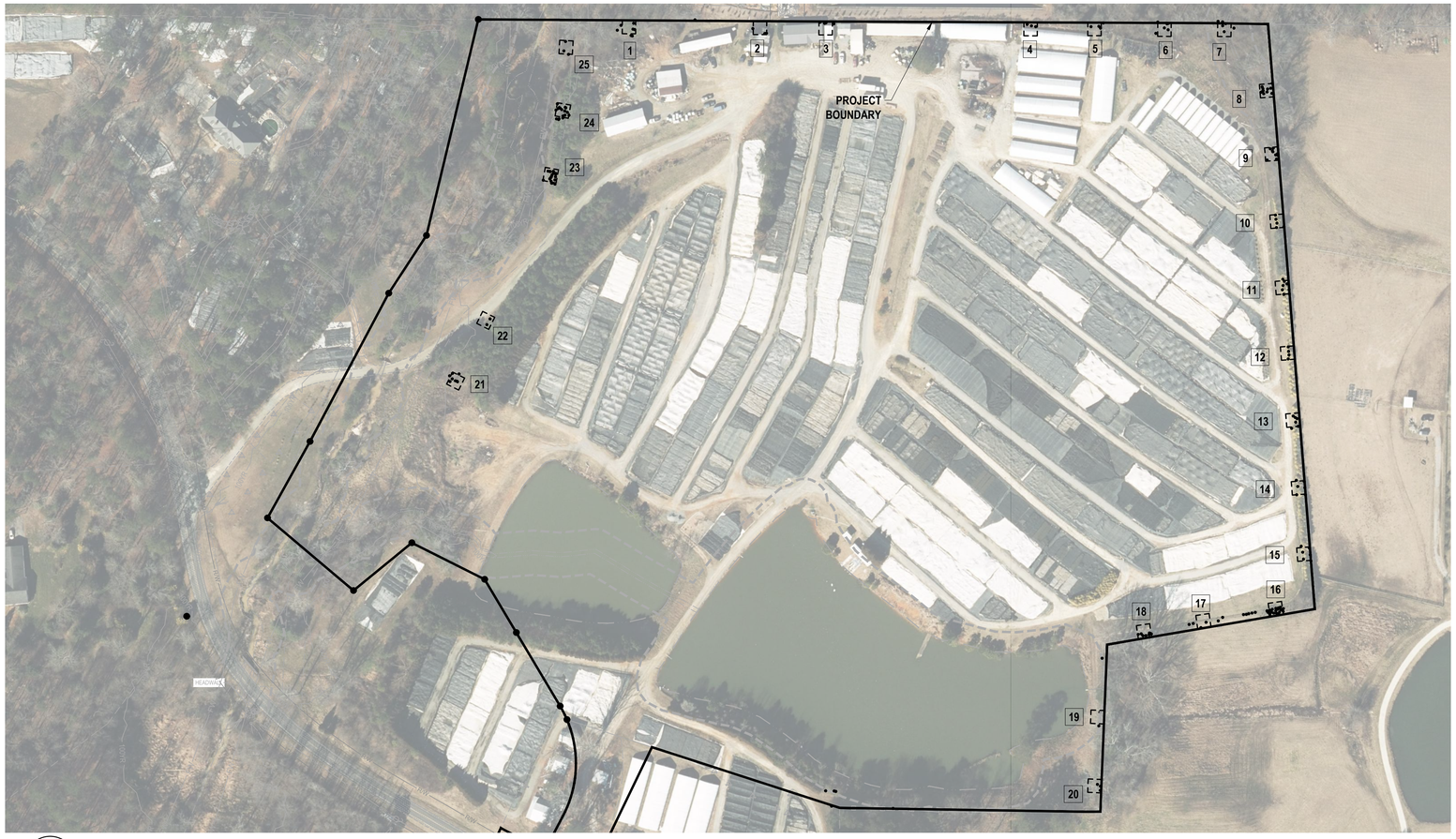
BATEMAN CIVIL SURVEY COMPANY
ENGINEERS • SURVEYORS • PLANNERS
2524 RELIANCE AVENUE, APEX, NC 27539
PHONE: (919) 577-1080 FAX: (919) 577-1081
INFO@BATEMANCIVILSURVEY.COM
NCBELS FIRM# C-2378

PROPERTY OWNER(S)
POWELL, LUDIE LARUE
POWELL, PHILIP KESSLER
7036 ROUSE RD.
HOLLY SPRINGS, NC 27540-9540

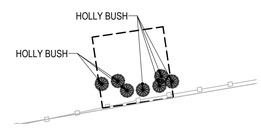
BOUNDARY SURVEY
EXCLUSIVELY FOR: KB HOMES
PIN: IN REVIEW
AS RECORDED IN DEED BOOK 13921 PAGE 2414
ROUSE ROAD, HOLLY SPRINGS, NC
HOLLY SPRINGS TOWNSHIP - WAKE COUNTY - NORTH CAROLINA

REVISIONS
1.
2.
DRAWN BY: BMN
CHECKED BY: FRC
SCALE: 1" = 100'
DATE: 09/17/2025
DRAWING #: 230695
C-1.0

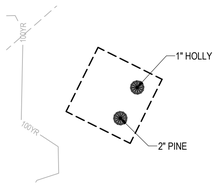
P:\2023 Projects\230695 Powell Tract - Partial ALTA\SURVEY\DWG\230695 Powell Tract - New Lot 2 Boundary w TOPO.dwg, 9/18/2025 1:33:41 PM, DWG To PDF.pc3



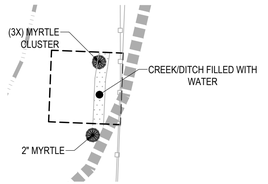
1 / C-1.2 **OVERALL SITE & AERIAL PHOTOGRAPHY**
SCALE: 1"=100'



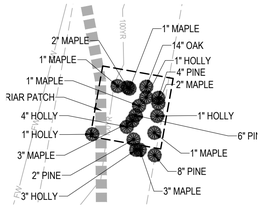
TREE SAMPLE AREA 18



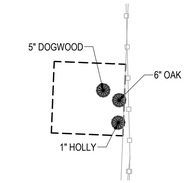
TREE SAMPLE AREA 22



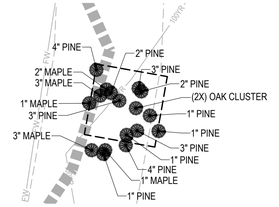
TREE SAMPLE AREA 19



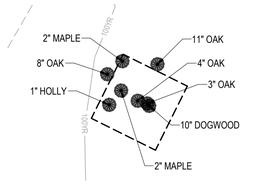
TREE SAMPLE AREA 23



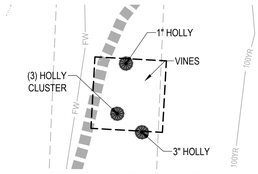
TREE SAMPLE AREA 20



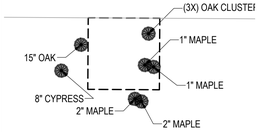
TREE SAMPLE AREA 24



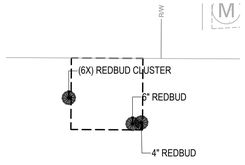
TREE SAMPLE AREA 21



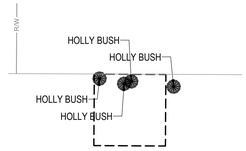
TREE SAMPLE AREA 25



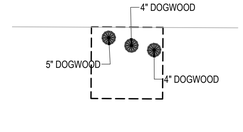
TREE SAMPLE AREA 1



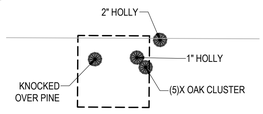
TREE SAMPLE AREA 2



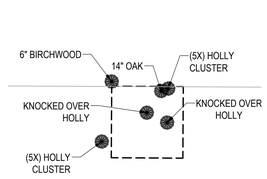
TREE SAMPLE AREA 3



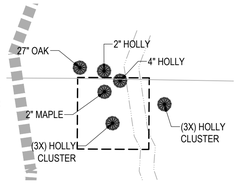
TREE SAMPLE AREA 4



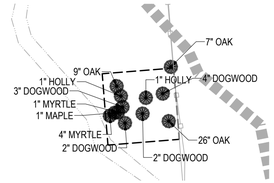
TREE SAMPLE AREA 5



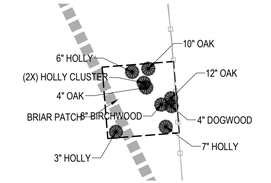
TREE SAMPLE AREA 6



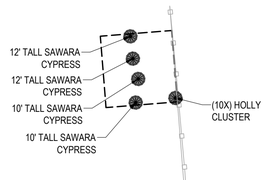
TREE SAMPLE AREA 7



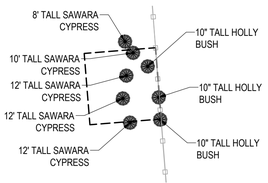
TREE SAMPLE AREA 8



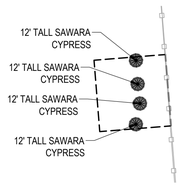
TREE SAMPLE AREA 9



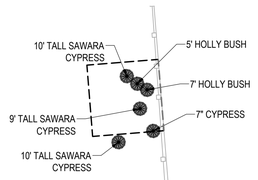
TREE SAMPLE AREA 10



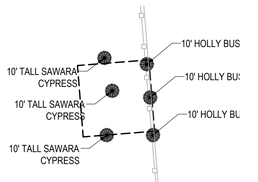
TREE SAMPLE AREA 11



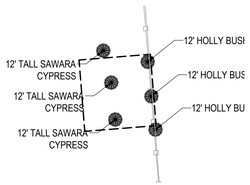
TREE SAMPLE AREA 12



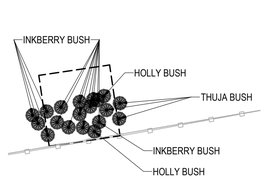
TREE SAMPLE AREA 13



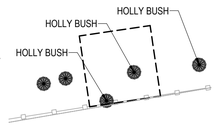
TREE SAMPLE AREA 14



TREE SAMPLE AREA 15



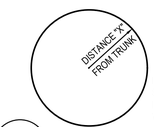
TREE SAMPLE AREA 16



TREE SAMPLE AREA 17

TREE SAMPLE NOTE:

THE 20' X 20' TREE SAMPLE AREAS, PROVIDED BY VILLAGE GREEN LAND DESIGN, ARE REPRESENTATIVE OF THE OVERALL VARIOUS AREAS OF TREE CANOPY THAT EXIST ON THE SITE.



NOTE: DISTANCE "X" FROM TREE SHALL BE A MINIMUM OF 6' OR 1' RADIUS PER 1" OF TREE DIAMETER, WHICH EVER IS GREATER.

1 / C-1.2 **ROOT ZONE PROTECTION**
SCALE: N.T.S

ISSUED FOR REVIEW

REVISIONS		
A	01/1/2025	DCHS COMMENTS
B	05/21/2025	DCHS COMMENTS
C	09/19/2025	DCHS COMMENTS
D	11/19/2025	DCHS COMMENTS
E	12/1/2025	DCHS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
TREE SAMPLE PLAN

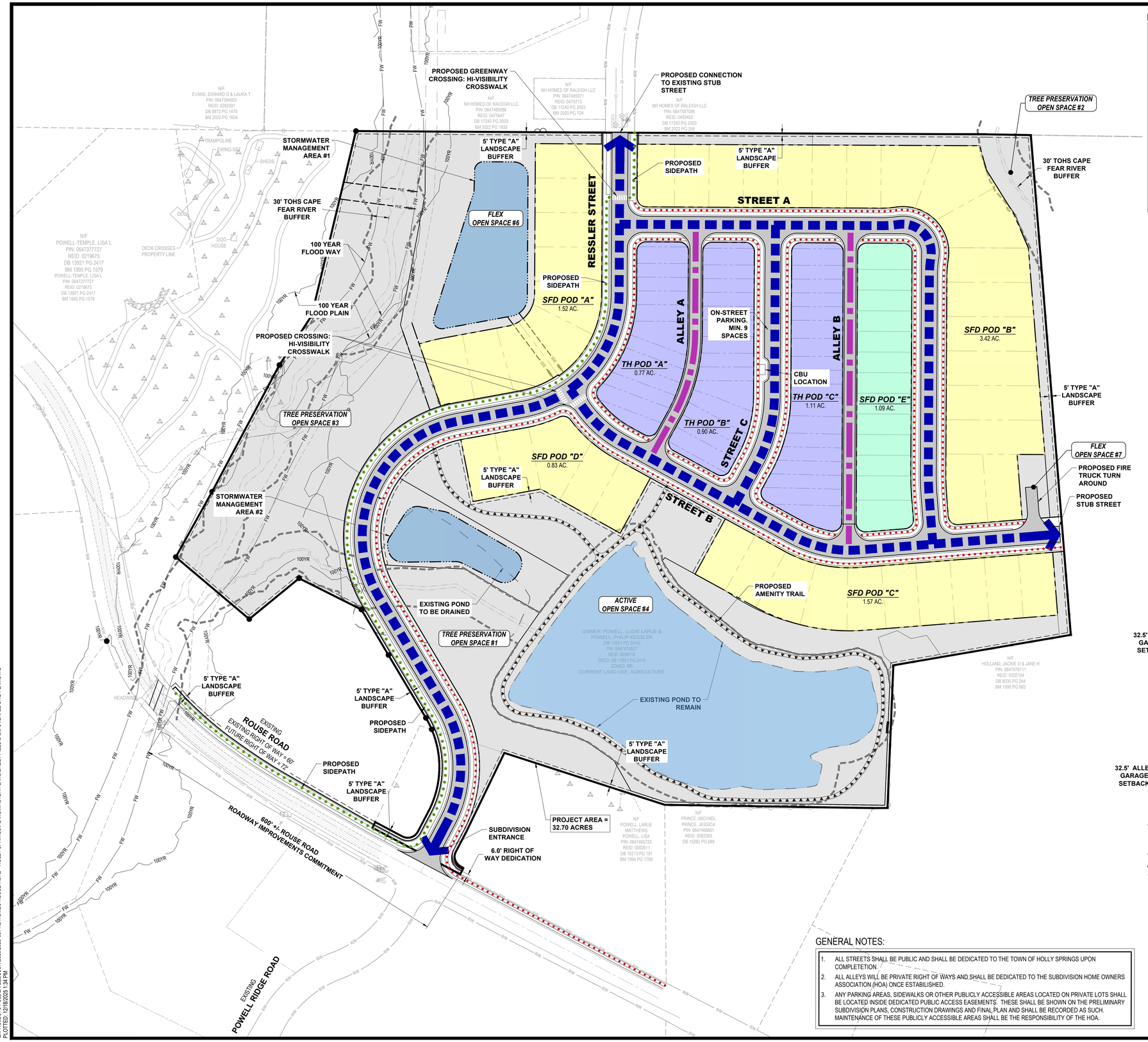
SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-2649
F (919) 552-2043
NC LIC. NO. P-0759
Curry ENGINEERING

C-1.2

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-1.2 TREE SAMPLE PLAN.DWG
PLOTTED: 12/18/2025 1:35 PM

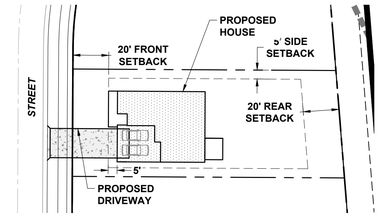


LEGEND

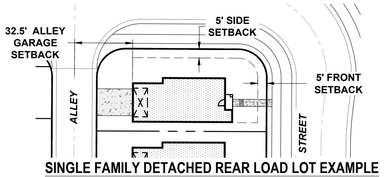
- SINGLE FAMILY DETACHED PODS
- SINGLE FAMILY DETACHED - REAR LOADED PODS
- TOWNHOME DETACHED PODS
- PROPOSED RESIDENTIAL STREETS
- PROPOSED RESIDENTIAL ALLEYS
- PROPOSED SIDEWALK
- PROPOSED TRAIL / PATH
- PROPOSED GREENWAY / SIDEPATH
- ACCESS POINT

LOT SUMMARY TABLE

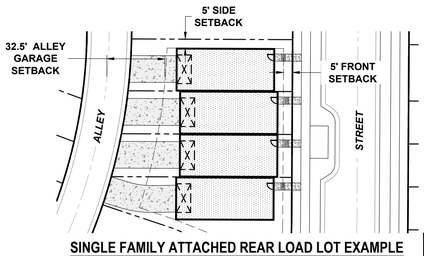
SINGLE FAMILY DETACHED		
DRIVEWAY ACCESS TYPE	FRONT LOADED PUBLIC STREET	REAR LOADED PRIVATE ALLEY
POD "A" NUMBER OF UNITS	9	0
POD "B" NUMBER OF UNITS	18	0
POD "C" NUMBER OF UNITS	10	0
POD "D" NUMBER OF UNITS	5	0
POD "E" NUMBER OF UNITS	0	13
TOTAL SINGLE FAMILY DETACHED UNITS	55	
TOWNHOUSE - REAR LOADED		
DRIVEWAY ACCESS TYPE	REAR LOADED PRIVATE ALLEY	
POD "A" NUMBER OF UNITS	11	
POD "B" NUMBER OF UNITS	14	
POD "C" NUMBER OF UNITS	17	
TOTAL TOWNHOUSE UNITS	42	



SINGLE FAMILY DETACHED FRONT LOAD LOT EXAMPLE



SINGLE FAMILY DETACHED REAR LOAD LOT EXAMPLE



SINGLE FAMILY ATTACHED REAR LOAD LOT EXAMPLE

GENERAL NOTES:

1. ALL STREETS SHALL BE PUBLIC AND SHALL BE DEDICATED TO THE TOWN OF HOLLY SPRINGS UPON COMPLETETION.
2. ALL ALLEYS WILL BE PRIVATE RIGHT OF WAYS AND SHALL BE DEDICATED TO THE SUBDIVISION HOME OWNERS ASSOCIATION (HOA) ONCE ESTABILISHED.
3. ANY PARKING AREAS, SIDEWALKS OR OTHER PUBLICLY ACCESSIBLE AREAS LOCATED ON PRIVATE LOTS SHALL BE LOCATED INSIDE DEDICATED PUBLIC ACCESS EASEMENTS. THESE SHALL BE SHOWN ON THE PRELIMINARY SUBDIVISION PLANS, CONSTRUCTION DRAWINGS AND FINAL PLAN AND SHALL BE RECORDED AS SUCH. MAINTENANCE OF THESE PUBLICLY ACCESSIBLE AREAS SHALL BE THE RESPONSIBILITY OF THE HOA.

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET HORIZONTAL

ISSUED FOR REVIEW

SUBMITTAL

REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS		
1	01/14/2025	OHS COMMENTS
2	05/21/2025	OHS COMMENTS
3	09/19/2025	OHS COMMENTS
4	11/17/2025	OHS COMMENTS
5	12/15/2025	OHS COMMENTS

HORIZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

DATE: JANUARY 2, 2025
FILE NO: 2023-057

7051 ROUSE ROAD MASTER PLAN
OVERALL SITE PLAN

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0849
F (919) 552-2043
NC LIC. NO. P-0159

Curry ENGINEERING

C-2.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-2.0 OVERALL SITE PLAN.DWG
PLOTTED: 12/18/2025 1:34 PM



LEGEND

- TREE PRESERVATION / CONSERVATION OPEN SPACE
- ACTIVE OPEN SPACE
- FLEX OPEN SPACE
- REFORESTATION AREA
- SINGLE FAMILY DETACHED PODS
- SINGLE FAMILY DETACHED - REAR LOADED PODS
- TOWNHOME DETACHED PODS
- PROPOSED SIDEWALK
- PROPOSED TRAIL / PATH
- PROPOSED GREENWAY / SIDEPATH

OPEN SPACE SUMMARY TABLE

AREA DESIGNATION	COMPONENT	AREA (SQFT.)	AREA (AC.)	LEGEND
OPEN SPACE #1	TREE PRESERVATION	94,922	2.18	
OPEN SPACE #2	TREE PRESERVATION	33,183	0.76	
OPEN SPACE #3	TREE PRESERVATION	170,014	3.90	
OPEN SPACE #4	ACTIVE	247,790	5.69	
OPEN SPACE #5	FLEX	32,304	0.74	
OPEN SPACE #6	FLEX	76,987	1.77	
OPEN SPACE #7	FLEX	5,414	0.12	

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET HORIZONTAL

ISSUED FOR REVIEW

SUBMITTAL

REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS		
4	01/12/2026	OHS COMMENTS
3	09/17/2025	OHS COMMENTS
2	09/19/2025	OHS COMMENTS
1	07/17/2025	OHS COMMENTS
DELTA	12/5/2025	OHS COMMENTS

HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 x 36

DATE: JANUARY 2, 2025
FILE NO: 2023-057

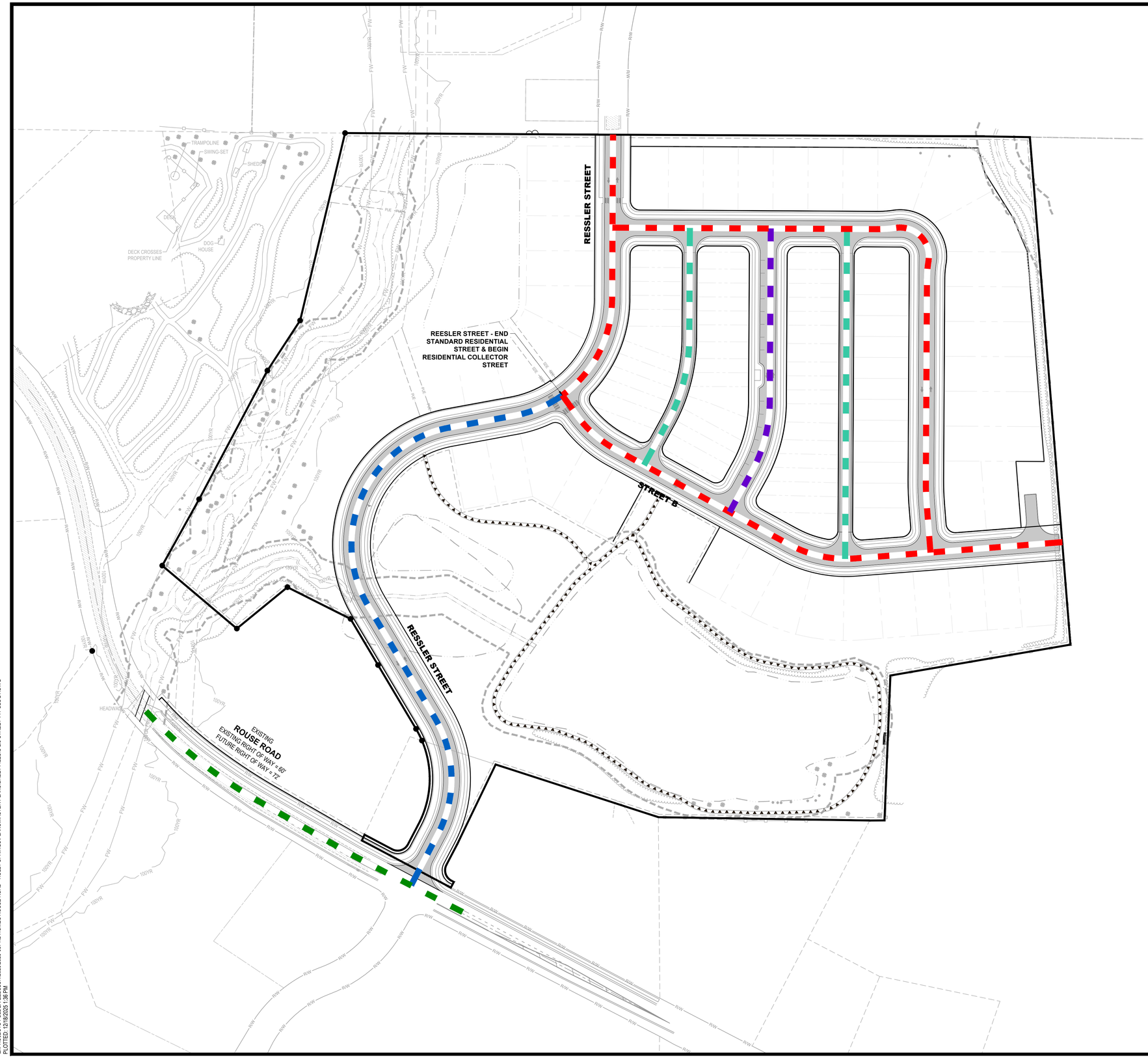
7051 ROUSE ROAD MASTER PLAN
OPEN SPACE PLAN

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-5949
F (919) 552-2343
NC LIC. NO. P-0789

Curry ENGINEERING

C-2.2

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PLOTTED: 12/18/2026 1:34 PM



LEGEND

- PRIVATE ALLEYS
  25' PRIVATE RIGHT OF WAY
- STANDARD RESIDENTIAL STREET (SUBURBAN C-2A)
  61' PUBLIC RIGHT OF WAY
- STANDARD RESIDENTIAL STREET W/ PARKING (URBAN C-2B)
  65' PUBLIC RIGHT OF WAY
- NEIGHBORHOOD CONNECTOR (SUBURBAN LC-2A)
  65' PUBLIC RIGHT OF WAY
- COLLECTOR OR THROUGHFARE (SUBURBAN CT-3C)
  72' PUBLIC RIGHT OF WAY

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET
HORIZONTAL

ISSUED FOR REVIEW

SUBMITTAL

REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS

A	01/17/2025	OCS COMMENTS
B	05/21/2025	OCS COMMENTS
C	09/19/2025	OCS COMMENTS
D	11/17/2025	OCS COMMENTS
E	12/15/2025	OCS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057

HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN

STREET TYPOLOGY

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0849
F (919) 552-2043
NC LIC. NO. P-0789

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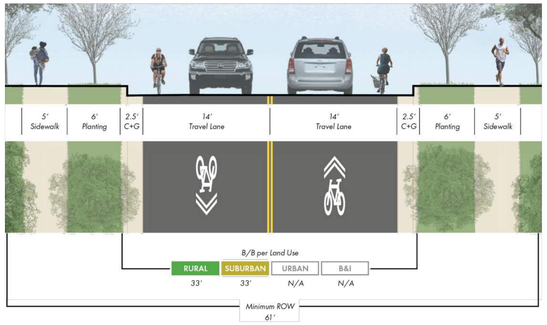
C-2.3

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-2.3 STREET TYPOLOGY.DWG
PLOTTED: 12/18/2025 1:36 PM

C-2A

Collector | 2 Lanes

C-2A Minimum



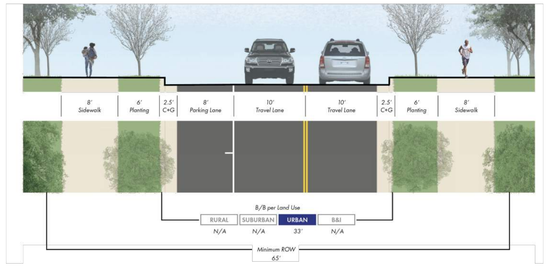
UC-1A			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	61'	59'	61'	N/A	N/A
Back of Curb to Back of Curb *(B/B)*	Yes	33'	33'	33'		
Travel Lanes	2 Lanes	14'	14'	14'		
Center Turn Lane	No	-	-	-		
Median	No	-	-	-		
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5	2.5'		
Paved Shoulder	No	-	-	-		
Planting	2 Sides	6'	6	6'		
On-Street Parking	No	-		-		
Sidepath	No	-		-		
Sidewalk	2 Sides	5'	5'	6'		
Bicycle Facility	Sharrow / Wide Outside Lane*		Included in Travel Lanes			

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

C-2B

Collector | 2 Lanes

C-2B Minimum



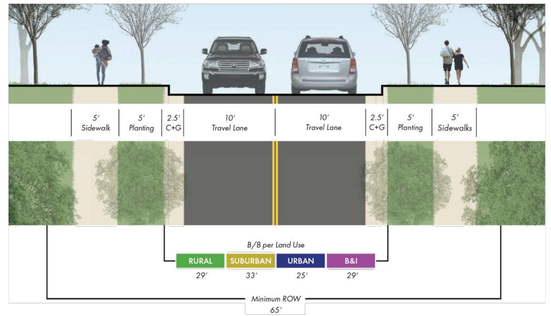
C-2B			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	65'	N/A	N/A	65'	N/A
Back of Curb to Back of Curb *(B/B)*	Yes	33'			33'	
Travel Lanes	2 Lanes	10'			10'	
Center Turn Lane	No	-			-	
Median	No	-			-	
Curb and Gutter *(C+G)*	2 Sides	2.5'			2.5'	
Paved Shoulder	No	-			-	
Planting	2 Sides	6'			6'	
On-Street Parking	1 Side	8'			8'	
Sidepath	No	-			-	
Sidewalk	2 Sides	8'			8'	
Bicycle Facility	Sharrow / Wide Outside Lane*				Included in Travel Lanes	

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

LC-2A

Local/Neighborhood Connector or Collector | 2 Lanes

LC-2A Minimum



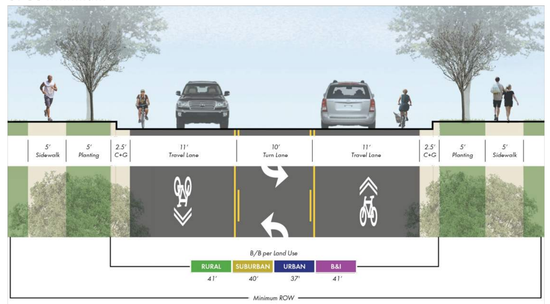
L-2A			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	65'	60'	65'	63'	58'
Back of Curb to Back of Curb *(B/B)*	Yes	25'	29'	33'	25'	29'
Travel Lanes	2 Lanes	10'	12'	14'	10'	12'
Center Turn Lane	No	-	-	-	-	-
Median	No	-	-	-	-	-
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5'	2.5'	2.5'	2.5'
Paved Shoulder	No	-	-	-	-	-
Planting	2 Sides	5'	6'	6'	8'	5'
On-Street Parking	Varies	-	-	Informal Parking	-	-
Sidepath	0-1 Side*	10'	10'	10'	10'	10'
Sidewalk	1-2 Sides*	5'	5'	6'	8'	5'
Bicycle Facility	Sharrow / Wide Outside Lane*		Included in Travel Lanes			

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

CT-3C

Collector or Thoroughfare | 3 Lanes

CT-3C Minimum



This cross-section includes the option to have a median in place of ongoing center turn lane. If warranted the minimum ROW would be 86.5'.

CT-3C			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	73'	67'	68'	73'	65'
Back of Curb to Back of Curb *(B/B)*	Yes	37'	41'	40'	37'	41'
Travel Lanes	2 Lanes	12'	12'	12'	11'	12'
Center Turn Lane	Yes	10'	12'	11'	10'	12'
Median	No	-	-	-	-	-
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5'	2.5'	2.5'	2.5'
Paved Shoulder	No	-	-	-	-	-
Planting	2 Sides	5'	6'	6'	8'	5'
On-Street Parking	No	-	-	-	-	-
Sidepath	No	-	-	-	-	-
Sidewalk	2 Sides	5'	5'	6'	8'	5'
Bicycle Facility	Sharrow / Wide Outside Lane*		Included in Travel Lanes			

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

REVISIONS
4 01/12/2026 DCHS COMMENTS
3 09/22/2025 DCHS COMMENTS
2 09/19/2025 DCHS COMMENTS
1 07/17/2025 DCHS COMMENTS
DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG. SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
STREET SECTIONS

205 S. Fayetteville Avenue
Fuquay-Varina, NC 27526
T (919) 552-6949
F (919) 552-2043
NC LIC. NO. P-0793

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

ISSUED FOR REVIEW

C-2.4

Page 492 of 764

Z:\PROJECTS FOLDER\ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-2.4 STREET SECTIONS.DWG
PLOTTED: 12/18/2026 1:35 PM

GENERAL NOTES:

1. ALL PUBLIC UTILITY EXTENSIONS SHALL BE PER THE TOWN OF HOLLY SPRINGS STANDARDS & SPECIFICATIONS.
2. PUBLIC UTILITY ROUTES AS SHOWN ON THIS PLAN SHALL BE CONSIDERED PRELIMINARY IN NATURE. FINAL LOCATIONS WILL BE DETERMINED AT CONSTRUCTION DRAWINGS.
3. WATER & SEWER ALLOCATIONS MUST BE APPROVED BY THE TOWN BOARD PRIOR TO ANY CONNECTIONS TO EXISTING TOWN OF HOLLY SPRINGS UTILITIES.
4. OFF-SITE EASEMENTS REQUIRED FOR UTILITY CONNECTIONS MUST BE OBTAINED PRIOR TO START OF CONSTRUCTION.

LEGEND

- FIRE HYDRANT
- TEMPORARY BLOW OFF ASSEMBLY
- PROPOSED WATER MAIN
- PROPOSED SEWER MANHOLE
- PROPOSED SEWER MAIN
- FORCE MAIN BY OTHERS
- GRAVITY SEWER BY OTHERS

EXISTING HONEYCUTT FARMS PUMP STATION

EXISTING 20' PUBLIC UTILITY EASEMENT

CONNECT TO EXISTING 12" WATER MAIN

1" EIP - CONTROL CORNER #2
NSRS 2011 / NAD 83 / SPC
N: 677,955.13'
E: 2,045,383.37'

(POB)
1" EIP - CONTROL CORNER
NSRS 2011 / NAD 83 / SPC
N: 677,955.13'
E: 2,045,383.37'

N/F
EVANS, EDWARD D & LAURA T
PIN: 0647384503
REID: 0282591
DB 8872 PG 1471 ECM
BM 2020 PG 160a

N/F
M/I HOMES OF RALEIGH LLC
PIN: 0647490086
REID: 0475647
DB 17240 PG 2003
BM 2022 PG 1835

N/F
M/I HOMES OF RALEIGH LLC
PIN: 0647485071
REID: 0475713
DB 17240 PG 2003
BM 2020 PG 724

N/F
M/I HOMES OF RALEIGH LLC
PIN: 0647587096
REID: 0493452
DB 17240 PG 2003
BM 2022 PG 358

N/F
POWELL-TEMPLE, LISA L
PIN: 0647377727
REID: 0219675
DB 13921 PG 2417
BM 1995 PG 1579

POWELL-TEMPLE, LISA L
PIN: 0647377727
REID: 0219675
DB 13921 PG 2417
BM 1995 PG 1579

1/2" EIP - CONTROL CORNER #1
NSRS 2011 / NAD 83 / SPC
N: 677,540.55'
E 2,043,685.63'

OWNER: POWELL, LUDIE LARUE & POWELL, PHILIP KESSLER
(DB 13921 PG 2414)
PIN: 0647474527
REID: 0056718
DEED: DB 13921 PG 2414
ZONED: RR
CURRENT LAND USE: AGRICULTURE

N/F
HOLLAND, JACKIE O & JANE H
PIN: 0647576111
REID: 0032104
DB 8030 PG 244
BM 1998 PG 662

N/F
PRINCE, MICHAEL
PRINCE, JESSICA
PIN: 0647468661
REID: 0092393
DB 15282 PG 689

N/F
POWELL, LARUE MATTHEWS
POWELL, LISA
PIN: 0647465722
REID: 0080611
DB 16213 PG 191
BM 1994 PG 1799

SSMH#S886
SSMH#2
SSMH#3
SSMH#4
SSMH#5
SSMH#6
SSMH#7
SSMH#8
SSMH#9
SSMH#10
SSMH#12
SSMH#13
SSMH#14
SSMH#15
SSMH#16
SSMH#17
SSMH#18
SSMH#19
SSMH#20
SSMH#21
SSMH#22
SSMH#23
SSMH#24

5' TYPE "A" LANDSCAPE BUFFER
30' PUBLIC UTILITY EASEMENT
8" GRAVITY SEWER BY OTHERS
100 YEAR FLOOD WAY
100 YEAR FLOOD PLAIN
FORCE MAIN BY OTHERS
STORMWATER MANAGEMENT AREA #1
20' PUBLIC UTILITY EASEMENT
FIRE HYDRANT ASSEMBLY
PROPOSED 12" WATER MAIN
STORMWATER MANAGEMENT AREA #2
EXISTING POND TO BE DRAINED
EXISTING POND TO REMAIN
BLOW OFF VALVE ASSEMBLY
PROPOSED 8" WATER MAIN
PROJECT AREA = 32.70 ACRES
6.0' RIGHT OF WAY DEDICATION

EXISTING ROUSE ROAD
EXISTING RIGHT OF WAY = 80'
FUTURE RIGHT OF WAY = 72'

EXISTING POWELL RIDGE ROAD

SCALE: 1 IN = 80 FT
80' 40' 0 80' 160'
SCALE IN FEET HORIZONTAL

ISSUED FOR REVIEW

REVISIONS	
4	01/14/2025 DRS COMMENTS
3	05/21/2025 DRS COMMENTS
2	09/19/2025 DRS COMMENTS
1	11/17/2025 DRS COMMENTS
0	12/5/2025 DRS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 x 36

7051 ROUSE ROAD MASTER PLAN
OVERALL UTILITY PLAN

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

Curry ENGINEERING
205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0849
F (919) 552-2043
NC LIC NO: P-0799

C-3.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-3.0 OVERALL UTILITY PLAN.DWG
PLOTTED: 12/19/2025 1:34 PM

GENERAL NOTES:

1. ALL PUBLIC UTILITY EXTENSIONS SHALL BE PER THE TOWN OF HOLLY SPRINGS STANDARDS & SPECIFICATIONS.
2. PUBLIC UTILITY ROUTES AS SHOWN ON THIS PLAN SHALL BE CONSIDERED PRELIMINARY IN NATURE. FINAL LOCATIONS WILL BE DETERMINED AT CONSTRUCTION DRAWINGS.
3. WATER & SEWER ALLOCATIONS MUST BE APPROVED BY THE TOWN BOARD PRIOR TO ANY CONNECTIONS TO EXISTING TOWN OF HOLLY SPRINGS UTILITIES.
4. OFF-SITE EASEMENTS REQUIRED FOR UTILITY CONNECTIONS MUST BE OBTAINED PRIOR TO START OF CONSTRUCTION.

LEGEND

- STORM STRUCTURES - SCM#1
- STORM SEWER - SCM#1
- STORM STRUCTURES - SCM#2
- STORM SEWER - SCM#1
- STORM SEWER - CROSS PIPE

EXISTING HONEYCUTT FARMS PUMP STATION

EXISTING 20' PUBLIC UTILITY EASEMENT

5' TYPE "A" LANDSCAPE BUFFER

8" GRAVITY SEWER BY OTHERS

20' PUBLIC UTILITY EASEMENT

STORMWATER MANAGEMENT AREA #1

100 YEAR FLOOD WAY

100 YEAR FLOOD PLAIN

FORCE MAIN BY OTHERS

20' PRIVATE DRAINAGE EASEMENT

20' PUBLIC UTILITY EASEMENT

5' TYPE "A" LANDSCAPE BUFFER

5' TYPE "A" LANDSCAPE BUFFER

STORM SEWER TO SCM#1

STORM SEWER TO SCM#2

STORMWATER MANAGEMENT AREA #2

EXISTING POND TO BE DRAINED

STREAM CROSS PIPE

5' TYPE "A" LANDSCAPE BUFFER

EXISTING POND TO REMAIN

5' TYPE "A" LANDSCAPE BUFFER

EXISTING ROUSE ROAD
EXISTING RIGHT OF WAY = 60'
FUTURE RIGHT OF WAY = 72'

5' TYPE "A" LANDSCAPE BUFFER

PROJECT AREA = 32.70 ACRES

8.5' RIGHT OF WAY DEDICATION

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET
HORIZONTAL

ISSUED FOR REVIEW

REVISIONS		
A	01/14/2025	OWS COMMENTS
B	05/21/2025	OWS COMMENTS
C	09/19/2025	OWS COMMENTS
D	11/17/2025	OWS COMMENTS
E	12/18/2025	OWS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057

HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
OVERALL DRAINAGE PLAN

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

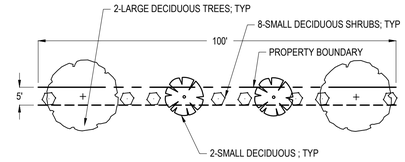
SEAL

Curry ENGINEERING
205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-5049
F (919) 552-2043
NC LIC. NO. P-0789

C-4.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 NB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-4.0 OVERALL DRAINAGE PLAN.DWG
PLOTTED: 12/18/2025 1:35 PM

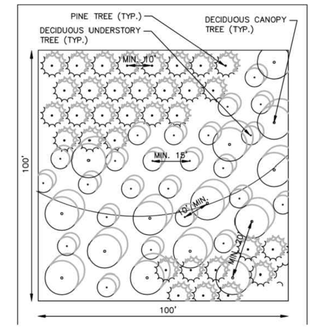




5' TYPE 'A' ENHANCED OPEN BUFFER - TYPICAL 100' SECTION

REQUIREMENTS:
4 DECIDUOUS TREES PER 100 LF (2 LARGE & 2 SMALL)
8 SMALL SHRUBS PER 100 LF

NOTES:
TREES TO HAVE A MAXIMUM SPACING OF 25 FEET AT INSTALLATION
SHRUBS TO HAVE A MAXIMUM SPACING OF 10 FEET AT INSTALLATION
LARGE TREES TO BE A MINIMUM OF 10 FEET TALL AT TIME OF INSTALLATION
SMALL TREES TO BE A MINIMUM OF 8 FEET TALL AT TIME OF INSTALLATION
SMALL SHRUBS TO BE A MINIMUM OF 24 INCHES TALL AT TIME OF INSTALLATION



REFORESTATION DETAIL - TYPICAL 100' x 100' SECTION

REVISIONS		
4	01/17/2025	DCHS COMMENTS
3	05/21/2025	DCHS COMMENTS
2	09/19/2025	DCHS COMMENTS
1	11/17/2025	DCHS COMMENTS

HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36
DATE: JANUARY 2, 2025
FILE NO: 2023-057

7051 ROUSE ROAD MASTER PLAN
LANDSCAPE & BUFFER PLAN

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
t (919) 552-0549
f (919) 552-2043
NC LIC. NO. P-0793

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

SCALE: 1 IN = 80 FT
80' 40' 0 80' 160'
SCALE IN FEET HORIZONTAL

ISSUED FOR REVIEW

L-1.0

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PREPARED BY AND AFTER RECORDING RETURN TO:

JASON BARRON
MORNINGSTAR LAW GROUP
434 FAYETTEVILLE STREET, SUITE 2200
RALEIGH, NC 27601

STATE OF NORTH CAROLINA

COUNTY OF WAKE

DEVELOPMENT AGREEMENT REGARDING INFRASTRUCTURE CONSTRUCTION AND FEE REIMBURSEMENT
(N.C. GEN. STAT. § 160D-1001 *et seq.*)

BY AND BETWEEN

THE TOWN OF HOLLY SPRINGS

And

KB HOME NORTH CARONIA INC.

THIS AGREEMENT (the "Agreement"), made and entered into, by and between the **TOWN OF HOLLY SPRINGS**, a North Carolina municipal corporation, hereafter referred to as the "Town" and **KB HOME NORTH CAROLINA INC.**, a Delaware corporation, hereafter referred to as the "Developer." The Town and Developer are collectively referred to herein as the "Parties."

RECITALS

WHEREAS, Developer, or its affiliate, is the contract purchaser of those certain tracts of land located in Wake County, North Carolina, with an approximate total acreage of approximately 32.23 acres, a portion of Wake County PINs 0647474527 and 0647465722 (the "Property" or the "Site") owned by Ludie Larue Powell and Philip Kessler Powell (the "Landowners") and as more specifically described on **Exhibit A** attached hereto and incorporated herein, which Developer, or its affiliate, intends to develop; and,

WHEREAS, Developer has applied to the Town Council to rezone the Property to Neighborhood Residential Conditional Use (the "Rezoning") to facilitate the Property's uses to be consistent with the Town's comprehensive plan (the "Comprehensive Plan") by permitting the development of a mixture of residential uses thereon; and,

WHEREAS, the Developer desires careful integration between public and private capital facilities planning, financing and construction, and further desires sufficient assurances that development standards, ordinances, policies and procedures remain stable throughout the extended period of development; and,

WHEREAS, the Town has enacted a subdivision control ordinance and a comprehensive zoning ordinance which are codified in a Unified Development Ordinance ("UDO"), pursuant to N.C.G.S. §160D-801 which provides for the orderly control of growth and development in the Town in general and on the Site; and,

WHEREAS, the Town requires, pursuant to N.C.G.S. §160D and UDO the dedication and construction of streets and rights of way and other infrastructure and for the distribution of population and traffic in such a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare; and,

WHEREAS, the Town has enacted a Water Resource Management Policy (see. https://www.hollyspringsnc.gov/DocumentCenter/View/44266/3_00_WaterResourceManagementPolicy_Sup20) (the "WRMP") to ensure the adequate water and sewer supply for the Town generally and the Property specifically, and Developer consents to abide by this policy; and,

WHEREAS, the Town is authorized to enter into this Agreement pursuant to N.C.G.S. §160A-20, §160D-1001(b), and §160D-1003, and may contract with Developer to carry out the public purposes set forth herein pursuant to N.C.G.S. §160D-1001(a) and the Town Council of Holly Springs has determined that it is in the best interests of its citizens to do so; and,

WHEREAS, the Town requires certain fees to be paid upon development of land and for the granting of a building permit and other permits and approvals, said fees being listed in the Town's annual budget and Developer, in consideration of the foregoing benefits enjoyed by this Agreement hereby agrees that it (i) is familiar with these fees as currently listed on the Town's website pursuant to its annual adopted budget ordinance, (ii) does not dispute the reasonableness of these fees as currently listed; and (iii) except as provided for herein , hereby agrees to timely pay all normal and customary fees to the extent applicable to Developer in connection with its development of the Site at such time as the applicable fee becomes due to the Town in the ordinary course of development unless otherwise provided for herein; and,

WHEREAS, pursuant to N.C.G.S. §160D-1005, on _____ the Town Council conducted a public hearing on this Agreement, closed the public hearing, approved this Agreement, and authorized the Town's execution of the same.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein the Town and Developer agree as follows:

ARTICLE I

1. **Definitions**: The terms below shall have the following meanings as used herein:

   a. Actual Costs: The amount of true costs actually incurred for construction of a certain project described herein upon final completion and approval by the Town, inclusive of the cost of acquiring easements or rights of way from those not party to this agreement, but exclusive of any administrative costs (i.e., profit and overhead) of Developer for the administration of a separate construction contract, or any project construction contingency. Any such costs which herein after are agreed to be reimbursed or otherwise paid by the Town shall be audited by the Town under generally accepted accounting principles for governments for a period of three (3) years after the last act under this Agreement. Developer's right of reimbursement for Actual Costs pursuant to the terms of this Agreement is contingent upon Developer first receiving from the Town advance written consent to the expected cost of an applicable transaction before the cost is incurred, provided, that such consent shall not be unreasonably withheld or delayed by the Town.

   b. Concept Plans: Concept Plan as used in this Agreement refers to the Concept Plan for the Development previously submitted by Developer to the Town, if any.

   c. Development: Generally defined as the planning for or carrying out of a building activity, the making of a material change in the use or appearance of any structure or property, or the dividing of land into two or more parcels. "Development," as designated in a law or development permit, includes the planning for and all other activity customarily associated with it unless otherwise specified. When appropriate to the context, "Development" refers to the planning for or the act of developing or to the result of development. Specifically, in this Agreement, the term "Development" refers to the construction by Developer of all building activities associated with the Concept Plans and Development Permits occurring on the Site during the Term of this Agreement.

   d. Development Permit: A building permit, zoning permit, utility permit, subdivision approval, special use permit, variance, or any other official action of the Town having the effect of permitting the Development of property.

   e. Land Development Regulations: Ordinances and regulations enacted by the Town for the regulation of any aspect of development and includes zoning, subdivision, or any other land development ordinances, including but not limited the Town of Holly Springs Unified Development Ordinance ("UDO").

   f. Laws: All ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the Town affecting the development of property, and includes laws governing permitted uses of the property, density, design, and improvements.

   g. NCDOT: the North Carolina Department of Transportation.

h. Offsite Infrastructure: The Waterline Improvements (as herein defined), the Road Improvements (as herein defined), and other Town-owned equipment or facilities not located on the Site.

i. Person: An individual, corporation, business or land trust, estate, trust, partnership, association, two or more persons having a joint or common interest, State agency, or any legal entity.

j. Property: The parcel of land described in Exhibit A that is the subject of this Agreement. Also referred to as the "Site." Any subsequent annexation of parcels by Developer other than descried herein would constitute a major modification of this Agreement and require an additional public hearing.

k. Public Infrastructure or Public Infrastructure Improvements: The Offsite Improvements, sidewalk improvements, or any other improvements which are now or shall be in the future publicly dedicated to the Town of Holly Springs or another governmental entity, as described herein.

l. Public Benefit: The construction and dedication of Public Infrastructure and utility infrastructure by Developer, the retention and addition of local jobs, an increase in commercial/life science uses, and the additional revenue to the Town generated by the increase in ad valorem tax value of the Site.

m. Project: Developer plans to develop the Site in the manner described in Concept Plans and Rezoning, and as approved by the Town of Holly Springs through its normal development process.

ARTICLE II
DESCRIPTION OF DEVELOPMENT AGREEMENT

1. SCOPE: The legal description of the Property subject to this Agreement and the names of its legal and equitable property owners are contained in **Exhibit A**. The obligations and rights contained in this Agreement apply only to the Development of the Site.

2. TERM: The duration of the Agreement is **seven** (7) years. The Parties are not precluded from entering into subsequent development agreements that may extend the original duration period. All terms of this Agreement shall become enforceable upon the later of: (1) the signing of this Agreement by Developer either prior to or within 15 days of ratification of this Agreement by the Town Council; (2) annexation of the Site into the Town limits, if not already annexed, (3) the approval of the Rezoning and this Agreement by the Town Council, and (4) Developer taking legal title to the Site as evidenced by deed recorded in the Wake County Registry within 180 days of the execution of the foregoing (each of the four preceding are conditions precedent to the enforcement of this Agreement.). Any obligation to reimburse funds contained herein, if any, not demanded within **seven** years of the execution of the foregoing shall be void and given no effect.

3. REZONING: While the Project's proposed rezoning to Neighborhood Residential Conditional Use is consistent with the Town's long-range planning documents, the current infrastructure is inadequate and therefore the Town would not ordinarily grant zoning approval, permits, such approvals as the Master

Plan, Concept Plan, Development plan, grading plans, and other governmental approvals until such time as certain Infrastructure Projects are adequate to accommodate the residents or invitees of the Project. Developer wishes to accelerate the Town's approval through the covenants herein.

Following approval of the Rezoning, the Development Plan may be submitted to the Town for review and approval consistent with the terms of this Development Agreement and the requirements of Rezoning and Unified Development Ordinance, which Developer understands requires Town Council approval for this Site.

4. PHASING: It is anticipated that the Project may be constructed in multiple phases as determined at the time of the development plan. Phasing of the Project and associated development levels may be administratively approved by Town staff as development plans are submitted and traffic studies updated. Phasing shall be done in accordance with the requirements of the WRMP.

5. DEVELOPER OBLIGATIONS:

a. *Extension of Waterline*. Upon approval of the Rezoning:

i. Developer shall, at its sole cost and expense, design and construct the infrastructure, facilities and improvements necessary to extend a public waterline from the Property in the location as depicted on **Exhibit B** attached hereto and incorporated herein (the "Waterline Improvements").

ii. Developer shall use commercially reasonable means to obtain all necessary easements for the Waterline Improvements. If Developer is unable, after commercially reasonable efforts, to acquire necessary easements for the construction of the Waterline Improvements, Developer shall provide the Town with written notice thereof along with a copy of all offers and counteroffers made to impacted property owners. Thereafter, the Town may, at its discretion, institute condemnation proceedings to acquire the easements for the public Waterline Improvements and shall acquire and furnish to Developer all necessary easements. All costs of any condemnation proceedings, including title work, filing fees, deposits or settlements, and attorneys' fees shall be paid by Developer. Developer shall indemnify and hold harmless the Town for all expenses relating to the acquisition of public utility easements, including but not limited to any claims for damage, inverse condemnation, or other claim by a landowner or third party.

b. *Rouse Road Offsite Frontage Widening*.

i. Developer shall, at its sole cost and expense, design and construct one-half of the ultimate section of Rouse Road including the infrastructure, facilities and improvements for the widening of Rouse Road required by the Town's Comprehensive Transportation Plan (the "Road Improvements") as shown on **Exhibit C** attached hereto and incorporated herein.

ii. Developer shall use commercially reasonable means to obtain all necessary easements and rights-of-way for the Road Improvements. If Developer is unable after commercially reasonable efforts to acquire necessary easements and rights-of-way, Developer shall provide the Town with written notice thereof along with a copy of all offers and

counteroffers made to impacted property owners. Thereafter, the Town may, at its discretion, institute condemnation proceedings to acquire the public rights of way and/or easements for the Road Improvements and shall acquire and furnish all necessary easements. All costs of any condemnation proceedings, including title work, filing fees, deposits or settlements, and attorneys' fees shall be paid by Developer. Developer shall indemnify and hold harmless the Town for all expenses relating to the acquisition of public utility easements, including but not limited to any claims for damage, inverse condemnation, or other claim by a landowner or third party.

iii. In the event the Town elects not to exercise its power of condemnation to obtain the necessary easements or rights-of-way, then Developer shall be relieved of the requirement to construct the Road Improvements.

6. TOWN OBLIGATIONS:

a. *Water and Sewer Allocation*. Developer is advised to read and understand the WRMP. Developer hereby acknowledges the Development to be a Priority Level 2 development (as the same is defined in the WRMP) and has committed to the following water and sewer allocation elements in the Project to satisfy the criteria of Section 3.5.2 of the WRMP:

i. *Public Infrastructure Improvements.*
   1. Vegetated wetlands in lieu of wet ponds as per the Design and Development Manual
   2. *Include Stormwater Controls within Parking Lot Islands.* No parking lot islands

ii. Sustainable Design
   1. Earn LEED Certification as per the Design and Development Manual

The parties further acknowledge that the allocation assignment for the Project is Mixed Residential Neighborhood and that the allocation requested and provided for herein is as follows:

- 55 single family detached units and 42 townhouse units for a total of 24,735 gallons per day ("gpd").

7. DEVELOPMENT PERMITTED USES: The Site may be used consistent with the uses and subject to the restrictions and other development obligations of the Rezoning.

8. ANNEXATION: In the event that the Site is not currently annexed, it shall be annexed at the discretion of the town council, through the approval of a petition for voluntary annexation prior to the commencement of any construction or recordation of a plat. Nothing contained herein shall bind the Town Council on the legislative decision of annexation. The Town shall schedule the Annexation Petition for public hearing and approval within 45 days of the execution of this Agreement.

9. REQUIRED PERMITS: Developer shall secure all special use permits, construction drawing

approval, erosion and sedimentation control, grading approval, and building permits as necessary under the land development regulations in existence of the time of such permit application for the Sewer Improvements, the Road Improvements and the Greenway Improvements (the "Permits"). The Town shall aid Developer in securing all encroachment permits as required by the NCDOT, the North Carolina Department of Environmental Quality, or other state or federal agencies, as required for public roads, public sewer, and public water. The failure of this Agreement to address a particular permit, condition, term, or restriction does not relieve Developer of the necessity of complying with the law governing their permitting requirements, conditions, terms, or restrictions or the Town's obligation to provide aid.

10. PARKS AND RECREATION LAND DEDICATION: The Parties acknowledge that the Town's UDO requires Developer of a residential tract to dedicate parks and recreation land or amenity for the use of the Project, where such park amenity is open for use for the public at large. In lieu of such land dedication, the Town Council may determine that a fee may be paid by Developer in satisfaction of this requirement, so long as that fee is used by the Town for the acquisition or development of parks and recreation spaces to serve members of the Project, in an amount determined by the UDO..

11. TERMS REQUIRED FOR PUBLIC SAFETY: Developer shall provide sufficient egress and ingress to the Site through the Site or other public rights of way to satisfy the requirements of the Town's Fire Chief and Police Chief, as indicated by their approval in the development review process.

12. HISTORIC STRUCTURES: There are no known historic structures on the Site.

13. DEVELOPMENT SCHEDULE:

a. Development of the Project and any Offsite Infrastructure shall commence prior to the expiration of any Permits for the same.

b. In consideration of the covenants contained herein, Developer shall be allowed to submit construction drawings for review to the Town staff prior to Town Council approval of a development plan for the Site. Developer understands that doing so is entirely at the risk of Developer for any subsequent changes to such plans and drawings that may be made necessary as a result of Town council approval of a development plan.

ARTICLE III
DEVELOPER'S OTHER DUTIES

1. For any Offsite Infrastructure constructed by Developer, Developer shall design, permit, and construct the infrastructure in the location approved by the Town and as shown on plans (to be submitted), according to engineering best practices, applicable requirements of the Town, and applicable requirements of the North Carolina Department of Environmental Quality ("NCDEQ") and applicable requirements of any other regulatory agency. For any land owned or controlled by Developer, Developer shall secure and dedicate to the Town all necessary easements for the construction and perpetual maintenance of the infrastructure referenced. For any land not owned by or controlled by Developer but owned or controlled by the Town, the Town shall convey such land owned by the Town to Developer or secure all necessary easements on land owned by third parties for the construction and perpetual maintenance of the infrastructure referenced in a timely manner so as not to delay the completion of Developer's Duties set out in this Article III.

2. Developer shall construct in a workmanlike manner the Public Infrastructure located on the Site according to the design specifications and criteria of the Town which are existing at the time of this Agreement, as well as full compliance with any applicable NCDEQ requirements. Said infrastructure, together with any and all appurtenances, easements, and equipment associated with the Project required for public dedication shall be dedicated to the Town in a manner consistent with the development plan and in a manner in accordance with the Town's standards.

3. Developer shall construct the Public Infrastructure according to the plans, the terms of this Agreement, and specifications submitted in a manner consistent with the standards of the Town which are in effect at the time of this Agreement.

4. Developer (or its successors and/or assigns) shall pay all development fees as approved in the annual budget as of the date of this Agreement for the development at the time they would otherwise ordinarily be due (or as otherwise amended pursuant to this Agreement) and in an amount that is determined by the fee schedule approved in the annual budget which is in effect at the time of this Agreement. Developer shall not have to pay any development fees approved as part of a budget subsequent to the date of this Agreement. Notwithstanding, in the event said fees are waived via an Economic Development Agreement this provision shall not apply. Developer shall not be required to make a payment-in-lieu of street construction costs or pay a fee in lieu of greenway construction costs.

ARTICLE IV
GENERAL TERMS

1. All of Developer's obligations under this Agreement, including but not limited to the obligations under Articles II and III of this Agreement, are contingent upon the Town's approval of the Rezoning, any Annexation petition, and all required Site Plans and any Permits.

2. All reimbursements, if any, for this Project shall be provided on the basis of final documented Actual Costs, as approved by the Director Development Services, in accordance with this agreement. Any opinions of Project cost included in this agreement are based upon preliminary designs and are approximate.

3. Developer shall be responsible for the complete design and construction of each project, including all surveying, design, permitting, plat preparation and recordation, testing, engineering, bidding, construction, inspection, acceptance, easement maps and documents, construction management, construction administration, and all other necessary functions to ensure complete-in-place, fully functional projects built and operational in accordance with Town and State standards and approved plans for the project. The costs of all of these items shall be borne by Developer and shall not be subject to reimbursement or participation by the Town, except as specifically described herein.

4. Developer agrees to protect, defend, indemnify and hold the Town of Holly Springs and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character arising directly out of the entry onto and performance of work completed by Developer within easements owned by the Town.

5. The Town agrees to protect, defend, indemnify and hold Developer and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character made by third parties in connection with or arising from the injury to (including death of) persons or physical damage to property arising out of the performance of Town's obligations under this Agreement by the Town, its agents, employees and contractors (collectively, "Claims"), except to the extent any such Claims arise out of the gross negligence or willful misconduct of Developer, or its agents, employees or contractors. The Town further agrees to investigate, handle, provide defense for and respond to, any such Claims at its sole expense and agrees to bear all other costs and expenses related to such Claims, even if such Claims are groundless, false, or fraudulent but only to the extent the same are not expressly excluded as set forth herein.

6. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on infrastructure.

7. It shall be the responsibility of Developer to ensure that all regulatory approvals for the Project are in place before beginning construction.

8. The Town Manager is authorized to make decisions in regard to approvals, including changes to this Agreement in order to complete the scope of work required, within his authority granted by the Town Council, except as otherwise stated herein or required by Town ordinance.

9. The Town shall secure all necessary easements for the infrastructure projects that are the subject of this Agreement.

10. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on Offsite Infrastructure. This Agreement shall not modify the warranty and acceptance procedures established by the Town through the Engineering Standards in place at the time of this agreement. It shall be the responsibility of Developer to ensure that all regulatory approvals for each project are in place before beginning construction.

11. All notices, reports, and other communications given pursuant to this Agreement shall be in writing and shall either be mailed by first class mail, postage prepaid, certified or registered with return receipt requested, or delivered in person to the intended addressee. Notice sent by certified or registered mail shall be effective upon the date of delivery indicated on the return receipt. Notice given in any other manner shall be effective upon actual receipt by the addressee.

12. This Agreement does not provide for the application of subsequently enacted Laws, ordinances, development policies, practices, procedures or standards. The Laws, ordinances, development policies, practices, procedures and standards applicable to the development of the Project are those in force at the time of the execution of this Agreement, in the manner prescribed by Holly Springs Ordinance 14-164.

13. Developer is a sophisticated business entity. It hereby, for itself, its successors and/or assigns, expressly hereby agrees to waive its right to participate in any class action against the Town with respect to any term or condition of this Agreement or any requirement, obligation, right, or duty created herein. Each party has had the opportunity to have this Agreement reviewed by counsel of its choosing and is entering into this agreement freely and aware of any of the rights, obligations, and duties each may enjoy.

14. Notices under this agreement shall be to the following:

FOR THE TOWN:

Randy J. Harrington
Town Manager
PO Box 8
Holly Springs, NC 27540
Reference:

FOR DEVELOPER:

KB HOME RALEIGH-DURHAM INC.

With copy to:
MORNINGSTAR LAW GROUP
Attn: Jason Barron
434 Fayetteville Street, Suite 2200
Raleigh, NC 27601

15. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. The Parties consent to the jurisdiction of Superior Court Division of the General Court of Justice located in Wake County, North Carolina in the event a dispute arises between them regarding the terms of this Agreement.

16. If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall continue in full force and effect.

17. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors and assigns.

18. This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing.

19. Exhibit List: The following exhibits are hereby incorporated by reference:

EXHIBIT A: Property Description
EXHIBIT B: Waterline Improvements
EXHIBIT C: Road Improvements

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF HOLLY SPRINGS

(*Town Seal*)

BY:_____
Randy J. Harrington, Town Manager

ATTEST:

_____
Linda McKinney, Town Clerk
Kathy White, Deputy Town Clerk

This document is sufficient as to form.

_____
John P. Schifano, Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

_____
Tina Stroupe, Finance Director

NORTH CAROLINA
WAKE COUNTY

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Holly Springs, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the __ day of _____

_____
Notary Public

My Commission Expires:_____

DEVELOPER

KB HOME NORTH CAROLINA INC.,
a Delaware corporation

By: _____
Name:
Title:

STATE OF _____
_____COUNTY

I certify that the following person personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____.

Date: _____ _____
_____, Notary Public

[Affix Notary Stamp or Seal] My Commission Expires: _____

Consented to by:

LANDOWNER

_____
LUDIE LARUE POWELL

_____
PHILIP KESSLER POWELL

STATE OF _____
_____COUNTY

I certify that the following persons personally appeared before me this day and acknowledged to me that they voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Ludie Larue Powell and Philip Kessler Powell.

Date: _____ _____
_____, Notary Public

[Affix Notary Stamp or Seal] My Commission Expires: _____

Exhibit A

Legal Description

Property Owners: Ludie Larue Powell; Philip Kessler Powell
Wake County PINs: 32.23 Acre Portion of 0647474527 and 0647465722

LEGAL DESCRIPTION PINS: POWELL NEW LOT 2 PLUS ACCESS EASEMENT

BEGINNING AT A 1" IRON PIPE AT THE NORTHEAST PROPERTY CORNER OF "NEW LOT 2" AS SHOWN IN BOOK OF MAPS 2025 PAGES 1770-1772, SAID IRON PIPE BEING A CONTROL CORNER WITH NORTH CAROLINA STATE PLANE COORDINATES N:677,955.13' E:2,045,383.37 (NSRS 2011 / NAD 83 / SPC) THENCE RUNNING THE FOLLOWING CALLS:
S04°33'44"E, 874.95 FEET TO A 1/2" IRON PIPE;
THENCE S80°16'52"W, 314.06 FEET TO A 1/2" IRON PIPE;
THENCE S02°18'57"W, 249.26 FEET TO A 1" IRON REBAR
THENCE S89°47'53"W, 25.53 FEET TO A 3/4" IRON PIPE;
THENCE N89°06'06"W, 363.20 FEET TO BENT 1" IRON PIPE;
THENCE N72°02'51"W, 343.00 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 237.50 FEET AND A 152.58 FEET CHORD WITH BEARING S09°07'26"W, AN ARC DISTANCE OF 155.33 FEET TO COMPUTED POINT;
THENCE S27°37'37"W, 41.18 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 25.00 FEET AND A 35.28 FEET CHORD WITH BEARING S17°14'50"E, AN ARC DISTANCE OF 39.16 FEET TO COMPUTED POINT;
THENCE S27°37'37"W, 4.05 FEET TO A COMPUTED POINT ON THE NORTHERN RIGHT OF WAY OF ROUSE ROAD;
THENCE, ALONG SAID RIGHT OF WAY, N62°06'19"W, 168.11 FEET TO A 3/4" IRON PIPE;
THENCE, LEAVING SAID RIGHT OF WAY, N24°53'37"E, 11.04 FEET TO A COMPUTED POINT;
THENCE S62°04'34"E, 53.66 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 20.00 FEET AND A 28.35 FEET CHORD WITH BEARING N72°45'39"E, AN ARC DISTANCE OF 31.51 FEET TO COMPUTED POINT;
THENCE N27°37'37"E, 38.85 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 167.50 FEET AND A 144.11 FEET CHORD WITH BEARING N02°25'31"E, AN ARC DISTANCE OF 148.98 FEET TO COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 167.50 FEET AND A 22.52 FEET CHORD WITH BEARING N26°54'35"W, AN ARC DISTANCE OF 22.54 FEET TO A 3/4" IRON PIPE SET;
THENCE N30°45'54"W, 127.63 FEET TO A 3/4" IRON PIPE SET;
THENCE N30°45'54"W, 92.33 FEET TO A 3/4" IRON PIPE SET;
THENCE N63°19'52"W, 121.43 FEET TO A 3/4" IRON PIPE SET;
THENCE S50°43'29"W, 112.41 FEET TO A 3/4" IRON PIPE SET;
THENCE N49°48'42"W, 167.76 FEET TO A 3/4" IRON PIPE SET;
THENCE N29°04'17"E, 130.46 FEET TO A 3/4" IRON PIPE SET;
THENCE N27°57'24"E, 250.28 FEET TO A 3/4" IRON PIPE SET;
THENCE N33°09'34"E, 102.83 FEET TO A 3/4" IRON PIPE SET;
THENCE N13°29'40"E, 331.32 FEET TO A 3/4" IRON PIPE SET;
THENCE S89°38'26"E, 434.99 FEET TO A 1/2" IRON PIPE ON THE WESTERN RIGHT OF WAY OF RESSLER STREET;
THENCE S89°44'20"E, 664.53 FEET TO A 1/2" REBAR;
THENCE S89°02'49"E, 77.67 FEET TO A 1" IRON PIPE, SAID IRON PIPE BEING THE POINT AND PLACE OF BEGINNING.

CONTAINING 1,420,640 SQUARE FEET, MORE OR LESS.

EXHIBIT B

Road Improvements

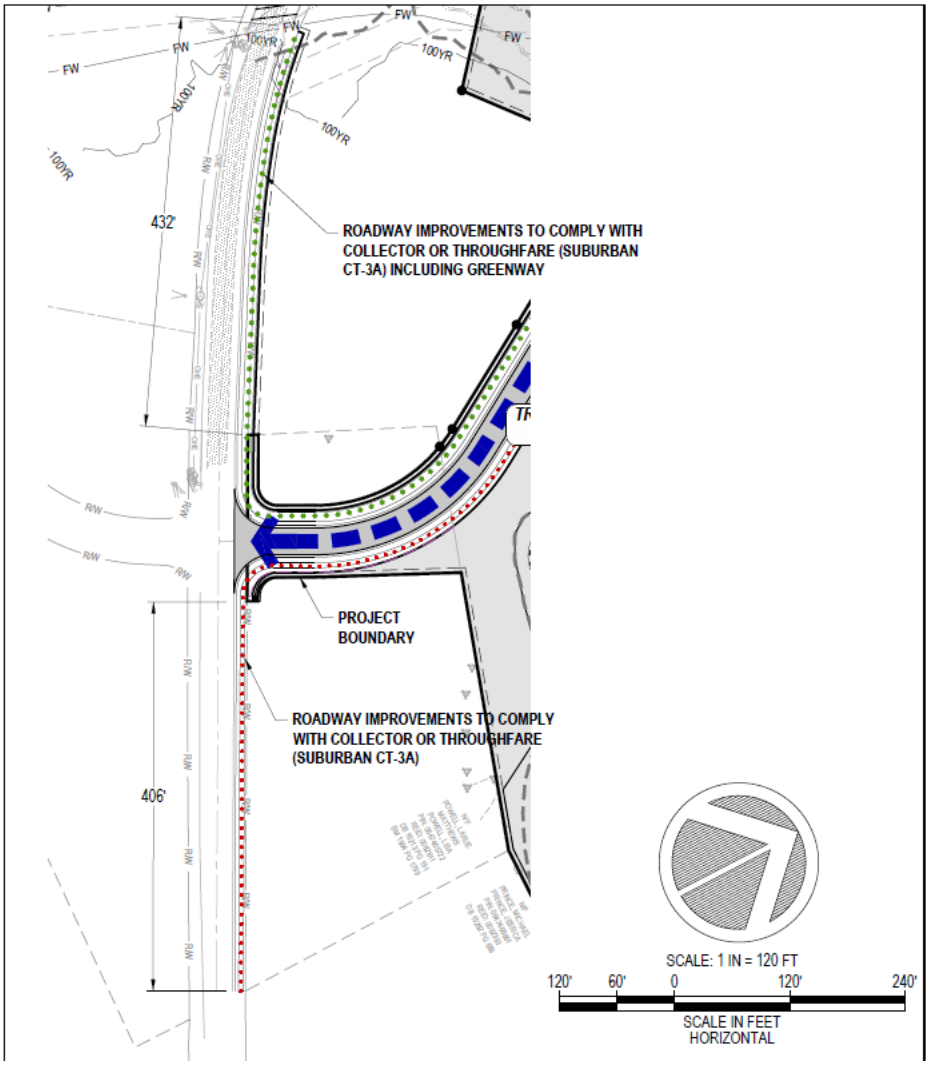
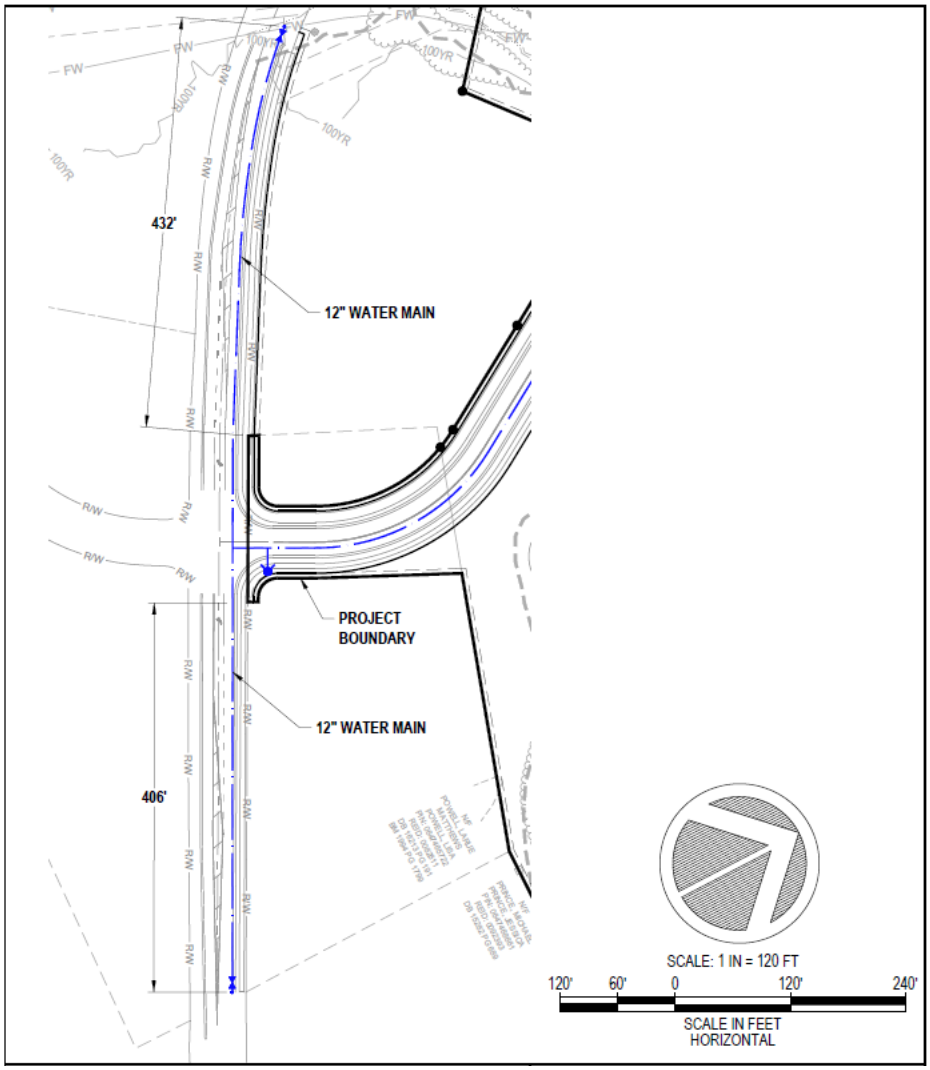


EXHIBIT C

Waterline Improvements



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 21.

New Business
Title: Utley Creek Water Reclamation Facility Phase 2 (6 to 8 Million Gallons Per Day Expansion)
Strategic Priority Area: Growth Management & Economic Vitality
Community Safety
Organizational Excellence
Staff Resource: Rachel Ingham, Utilities and Infrastructure, Kendra Parrish, Utilities and Infrastructure, Tina Stroupe, Finance

Action(s):

1. Authorize the Town Manager to negotiate and execute the following authorizations for Phase 2 elements of the Utley Creek Water Reclamation Facility (UCWRF) 8 million gallon per day (MGD) Expansion, which includes:
    a. Approve the UCWRF 8 MGD Expansion certified bid and award the construction contract to the lowest, responsive, and responsible bidder, Adams Robinson Enterprises, Inc., in the amount of $153,164,000.
    b. Negotiate and execute the contract for Professional Services for construction administration and observation services of the UCWRF expansion plant upgrade to Hazen and Sawyer, the designer of record, in the amount of $15,305,109.
    c. Authorize contingency up to $16,846,911.
    d. Authorize the Town Manager to sign necessary contracts and change orders that are within the total project budget and project scope and are consistent with the Town's Purchasing Policy.

2. Adopt the Initial Resolution 26-04 authorizing the financing and directing the application to the Local Government Commission (LGC) and requesting their approval of the Town's Enterprise Systems Revenue Bonds, and direction to retain the necessary professionals essential for the debt issuance process and approve the required engagement of bond counsel.

Explanation:

- The Town owns and operates the Utley Creek Water Reclamation Facility (UCWRF), a wastewater treatment plant designed to treat up to 6 million gallon per day (MGD). The UCWRF is permitted to discharge up to 8 MGD into Utley Creek; however, current processes and infrastructure at the facility cannot treat the additional 2 MGD. Due to population and economic growth, the 2 MGD upgrade is vital.
- The expansion project will increase the capacity of the plant by adding Membrane Bioreactors (MBR) to the existing biological nutrient removal process, producing effluent (outflow of treated wastewater) that continues to meet stringent total nitrogen, total phosphorus, and orthophosphorus limits. MBR will also improve the quality of reclaimed

water for uses such as irrigation or industrial processes, minimizing the potable water demand of the community and reducing energy required to treat, process, and distribute water critical to sustainability.

- MBR filtration is one of the most technologically advanced wastewater treatment methods available. As part of the 2 MGD expansion, the current 6 MGD treatment process will also be retrofitted, allowing the entire treatment plant to utilize the new MBR filtration technology.
- The UCWRF project includes design services, two phases of construction, and construction administration services for each phase. Phase 1 of construction is the UCWRF Lab & Operators (L&O) Building with related site work and Phase 2 is the UCWRF Expansion from 6 to 8 MGD.
- The total cost for Phase 1 and Phase 2 of the UCWRF 8 MGD Expansion project is $219,271,519. This total is within the project budget, and construction is expected to be completed in 2029. Details for each major component of the project and the corresponding Town Council approval dates are listed below:
    - Design — A contract to design the UWCRF expansion to 8 MGD was awarded to Hazen and Sawyer, following a procurement policy-compliant Request for Qualifications (RFQ) process. The contract amount of $12,414,016 was approved at the February 20, 2024, Town Council meeting. An amendment in the amount of $1,366,610 was approved at the August 19, 2025 Town Council meeting. The contract was amended to include additional professional services for value engineering, permitting, design changes, contractor pre-qualification, and generator.

    - Phase 1 — A contract in the amount of $10,793,100 to O'Connor Co of NC Inc. for construction, an amendment to Hazen's contract for L&O Construction Administration in the amount of $1,594,116, and contingency up to $1,406,642 were approved at the August 19, 2025 Town Council Business Meeting.

    - Generators — Procurement through Sourcewell, a state contracting vehicle, for two CAT generators and associated equipment with Gregory Poole Power Systems in the amount of $6,381,015 was approved at the September 2, 2025 Town Council Business Meeting.

    - Phase 2
        - In July 2025, the Town of Holly Springs (Town) sought contractors for the 8 MGD Expansion through a competitive pre-qualification process. Respondents represented firms with experience in a muli-state area (NC, GA, VA, TN, FL, OH, TX, SC, LA, MO). References and licenses were checked. Seven (7) contractors were pre-qualified, based on qualifications and experience on similar size and type projects.
        - In October 2025, Town staff advertised bid documents seeking a pre-qualified contractor to construct the UCWRF 8 MGD Expansion.
        - One (1) bid was received in response to the advertisement and, therefore, the bids could not be opened.
        - The advertisement was rebid and reopened in December 2025. Based on the bid tab evaluation, Adams Robinson was chosen as the lowest responsible, responsive bidder.
        - A construction contract in the amount of $153,164,000 to Adams Robinson Enterprises, Inc. (which includes the Base Bid plus Additive Project Items A-

1 and A-2), a Professional Services contract to Hazen for construction administration and testing services in the amount of $15,305,109, and contingency up to $16,846,911 are being considered tonight.
    - The construction administration and testing services contracts cover overall project management of the project for the Town. This includes daily construction observation, leading monthly to bi-monthly (critical times) progress meetings, submittal review and document management, Requests for Information (RFIs) and clarifications management, contract cost controls and construction contractor management, construction materials testing and special inspections, and other tasks critical to the execution and management of the project.

- The resolution enables the financing of the town through the issuance of Revenue Bonds with approval from the Local Government Commission (LGC).
- A Revenue Bond is an approved form of municipal financing in North Carolina whereby the debt is sold to investors to support an infrastructure project and the debt is secured (or collateralized) using the revenue generated from the project over time. The Initial Resolution enables the financing of the project through the issuance of Revenue Bonds with approval from the Local Government Commission (LGC).
- The financing of the project will be done in two separate issuances, with the first not to exceed the amount of $140,000,000. The second issuance for the remaining is expected Spring 2028. Two issuances will help the Town manage cash flow needs and be less impactful to utility rates.
- Retention of certain professionals, such as bond counsel and financial advisors are necessary in the bond issuance process. Town staff recommends Parker Poe as bond counsel and DEC Associates for the issuance of the 2026 Water Sewer Revenue Bonds.

Background:

- In June 2020, per the Town's Strategic Plan, the Town began planning, through the Master Plan process, for the Utley Creek Water Reclamation Facility (UCWRF) 8 million gallon per day (MGD) expansion. Hazen completed the UCWRF Master Plan in 2021 where options were evaluated based on flow projections, wastewater characteristics, hydraulic capacities, load analysis, available and emerging technology, asset lifespan, permit limits and cost.
- In 2023, Hazen completed the required Preliminary Engineering Report (PER) focused on the 8 MGD Expansion considerations to an ultimate flow of 15 MGD.
- In August 2023, staff advertised an RFQ for the design of the UCWRF expansion and awarded the design contract to Hazen in February 2024.
- Also in 2024, Hazen performed an Alternatives Analysis to evaluate options for expansion beyond 8 MGD at the UCWRF site and long-term solutions through regional partnerships and capacity expansion at a different location. Based on the estimated costs and environmental impacts, the Town is continuing conversations with the State, Duke Energy, and neighboring municipalities to further explore expansion beyond 8 MGD.
- The next steps in the bond issuance process:
    - Bond Order approved by Council in the amount not to exceed $140,000,000 at the February 17th Council Meeting
    - Local Government Commission (LGC) Approval of Revenue Bond issuance at the March 3, 2026, LGC Board Meeting

- Sale of Bonds in late March

Funding Source(s):

- Community Investment Plan - Revenue Bonds

Attachment(s):

1. 1. UCWRF_8mgdExpansion_Cert Bid Tab_signed_12.30.25
2. 2. Bid Proposal - Adams Robinson_Public Release
3. 3. UCWRF Exp to 8MGD - Contract for PROFESSIONAL SERVICES - QBS_12.30.25
4. 4. Resolution 26.04- Holly Springs Initial Resolution for Series 2026 Revenue Bonds
5. 5. Engagement Letter - 2026 Town of Holly Springs Rev Bond

DETAILED BID TABULATION
UCWRF - 8 MGD EXPANSION
SINGLE PRIME CONTRACT
BIDS RECIEVED - DECEMBER 18, 2025 @ 2:00 P.M.

				Bid Form	Crowder		Adams Robinson	
Bid Item	Description	Estimated Quantity	Unit	Price	Unit Price	Total Price	Unit Price	Total Price
1	All work for the construction of the Utley Creek WRF 8 mgd Expansion (excluding Items 2 through 16)	1	LS	$		$ 170,259,684.40		$ 137,144,684.00
2	SCADA System Integration	1	LS	$ 3,670,985.00		$ 3,670,985.00		$ 3,670,985.00
3	Sulzer Aeration Blowers	1	LS	$ 1,369,200.00		$ 1,369,200.00		$ 1,369,200.00
4a	Veolia MBR System – Membranes and Equipment	1	LS	$ 5,295,548.00		$ 5,295,548.00		$ 5,295,548.00
4b	Veolia MBR System – Spare Parts Allowance	1	Not to exceed	$ 60,000.00		$ 60,000.00		$ 60,000.00
4c	Veolia MBR System – Remote Support Contract	1	LS	$ 40,000.00		$ 40,000.00		$ 40,000.00
4d	Veolia MBR System - Manufaclurer's Services	1	LS	$ 614,108.00		$ 614,108.00		$ 614,108.00
5	Veolia MBR System Price Escalation Allowance	1	Not to exceed	$ 1,000,000.00		$ 1,000,000.00		$ 1,000,000.00
6	Wedeco UV Disinfection System	1	LS	$ 803,804.00		$ 803,804.00		$ 803,804.00
7	Wedeco UV Disinfection System Price Escalation Allowance	1	Not to exceed	$ 300,000.00		$ 300,000.00		$ 300,000.00
8	Andritz Dewatering Centrifuges	1	LS	$ 853,860.00		$ 853,860.00		$ 853,860.00
9	Gorman Rupp Horizontal Centrifugal Self-Priming Pumps	1	LS	$ 76,930.00		$ 76,930.00		$ 76,930.00
10	Blue-White Peristaltic Tube Metering Pumps	1	LS	$ 63,456.00		$ 63,456.00		$ 63,456.00
11	Modifications to Existing Polyethylene Storage Tanks	1	LS	$ 10,678.00		$ 10,678.00		$ 10,678.00
12	Gorman Rupp pump replacement parts	1	LS	$ 18,051.60		$ 18,051.60		$ 18,051.60
13	Beck Actuators	1	LS	$ 105,695.00		$ 105,695.00		$ 105,695.00
14a	Temporary Aeration BNR 1	16	Months	$	$ 27,000.00	$ 432,000.00	$ 37,000.00	$ 592,000.00
14b	Temporary Aeration BNR 2	8	Months	$	$ 49,000.00	$ 392,000.00	$ 63,000.05	$ 504,000.40
15	Temporary Disinfection Allowance	1	Not to exceed	$ 150,000.00		$ 150,000.00		$ 150,000.00
16	Undercut	3,400	CY	$	$ 55.00	$ 187,000.00	$ 80.00	$ 272,000.00
TOTAL FOR BASE BID (SUM OF ITEMS 1 THROUGH 16, INCLUSIVE)						**$ 185,703,000.00**		**$152,945,000.00**
Deductive Project Items:								
D-1a	All work for furnishing and installing the Geodesic Dome cover on the Diurnal EQ Tank	1	LS	$		$ (295,000.00)		$ (298,000.00)
D-1b	All work for furnishing, installing, and commissioning the Odor Control system and associated foul air and condensate piping for the Diurnal EQ tank	1	LS	$		$ (1,136,000.00)		$ (1,500,000.00)
D-1c	All work for furnishing and installing high solids epoxy coating for the Diurnal EQ Tank	1	LS	$		$ (294,000.00)		$ (102,000.00)
D-1d	All work for furnishing and installing the concrete fill for the Diurnal EQ Tank	1	LS	$		$ (50,000.00)		$ (40,000.00)
D-1e	All work for furnishing and installing the aluminum plank grating for the EQ Splitter Box	1	LS	$		$ (40,000.00)		$ (25,000.00)
D-2	All work for furnishing, installing, and commissioning one (1) horizontal screw conveyor and one (1) multi-point discharge conveyor at the Dewatering Facility	1	LS	$		$ (517,000.00)		$ (304,000.00)
D-3	All work for furnishing and installing four (4) 304 stainless steel shaper tip nozzles and associated RCW piping, valves, fittings, equipment pads, and valve boxes for the Diurnal EQ tank.	1	LS	$		$ (74,000.00)		$ (75,000.00)
D-4	All work for furnishing and installing two (2) 12,000 gallon HDPE bulk chemical storage tanks in lieu of FRP tanks for Metal Salts and Supplemental Carbon	1	LS	$		$ (83,000.00)		$ (226,000.00)
D-5	All work for removal of existing 16" sanitary force main and installation of new 16" pipe at least 36" below grade.	1	LS	$		$ (40,000.00)		$ (93,000.00)
D-6	All work related to furnishing and installing the Sodium Bisulfite System at the Dewatering Facility.	1	LS	$		$ (19,000.00)		$ (40,000.00)
TOTAL SINGLE PRIME BID AMOUNT (SUM OF ITEMS D-1 THROUGH D-6 AND ALL DEDUCTIVE ALTERNATES)				$ -		**$ (2,548,000.00)**		**$ (2,703,000.00)**
TOTAL SINGLE PRIME BID AMOUNT INCLUDING ALL DEDUCTIVE ALTERNATES				$ -		**$ 183,155,000.00**		**$150,242,000.00**
Additive Project Items:								
A-1	All work for milling and paving all existing roadways on the site in addition to the area indicated for replacement due to underground utility routing.	1	LS	$		$ 98,000.00		$ 194,000.00
A-2	All work to furnish and install (2) yard hydrants at the diurnal EQ tank.	1	LS	$		$ 20,000.00		$ 25,000.00
A-3	All work to furnish and install (2) aluminum access platforms and stairs.	1	LS	$		$ 80,000.00		$ 80,000.00
A-4	All work to furnish and install additional i-bar grating at the EQ Splitter Box.	1	LS	$		$ 30,000.00		$ 25,000.00
TOTAL SINGLE PRIME BID AMOUNT (SUM OF ITEMS A-1 THROUGH A-4 AND ALL ADDITIVE ALTERNATES)				$ -		**$ 228,000.00**		**$324,000.00**
TOTAL SINGLE PRIME BID AMOUNT INCLUDING ALL ADDITIVE ALTERNATES				$ -		**$ 185,931,000.00**		**$153,269,000.00**
TOTAL SINGLE PRIME BID AMOUNT INCLUDING ALL ALTERNATES				$ -		**$ 183,383,000.00**		**$150,566,000.00**

Contract Awarded: $ 153,164,000.00

NORTH CAROLINA PROFESSIONAL SEAL 040606 ENGINEER MICHELE MAYES 12/22/25

CERTIFICATION

The Bids tabulated herein were opened and read aloud at 2:00 p.m. on the 18Th day of December 2025 at the Town Hall Council Chambers, 128 S. Main St. Holly Springs, North Carolina. The tabulation is correct in that it contains the Bid prices as presented on the original Bid Form of each Bidder based upon the Bidder's sum of the extended amounts for each Lump Sum Bid Item as required by Section 00510.

SECTION 00300
BID PROPOSAL ("Proposal")

TO: THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA ("Owner")

FROM: "BIDDER" Adams Robinson Enterprises, Inc.

ADDRESS 2735 Needmore Road

Dayton, OH 45414

DATE OF BID December 18, 2025

The Bidder hereby signifies that it is his/her/its intention and purpose to enter into a formal Contract with the Town of HOLLY SPRINGS, North Carolina, to furnish all labor, materials, tools, equipment, apparatus, supplies, and the like required, and to do all the work necessary, for and because of the construction, erection, and/or installation of the proposed "Project":

UTLEY CREEK WATER RECLAMATION FACILITY 8 MGD EXPANSION

for the Town of HOLLY SPRINGS, North Carolina in accordance with the Contract Documents, including Addenda thereto.** There is deposited, herewith, a certified check in the amount of (must be dollar amount): 5% Bid bond Dollars ($ 5% Bid Bond), or a Bid Bond, in the amount of five percent (5%) of the total aggregate amount of the Base Bid, made payable to the Owner, the same to be refunded to the Bidder under the conditions of and in accordance with the terms of this Proposal, which are as follows:

Base Bid Amount will be for all Work for the Utley Creek Water Reclamation Facility eight (8) MGD expansion, including all pre-selected services and equipment, as shown on the drawings and in the Contract Documents. This project includes all Work for construction, start-up and commissioning of the eight (8) MGD wastewater treatment facility. This Work includes all site civil changes including demolition of existing facilities, clearing, grading, erosion and sedimentation control, excavation, construction of roads, installation of underground utilities, and allowances.

Deductive Bid Alternate Bid No. 1 will be for all Work related to furnishing and installing the Geodesic Dome Cover, vapor phase Odor Control system, high solids epoxy coating, concrete fill on the Diurnal EQ Tank No. 1, and aluminum plank grating at the EQ Splitter Box. This Work includes all foul air piping, and condensate drains, and condensate drain vault between the Diurnal EQ Tank No. 1, EQ Splitter Box, EQ Drain Vault No. 1, and Odor Control System. Refer to drawings M250, M400, M423, an M430, S401, S402, S403, Sections 00400, 09 90 00, 13 33 13, and 44 31 21.13 for additional clarification.

Deductive Bid Alternate Bid No. 2 will be for all Work related to furnishing and installing only one (1) train of cake conveyance in the Dewatering Facility. This Work removes horizontal screw conveyor SC-87004, multi-point discharge conveyor SC-87006, and associated gates from the Dewatering Facility. Refer to drawings M714 and M730, and Section 00400 and 46 76 42 for additional clarification.

Deductive Bid Alternate Bid No. 3 will be for all Work related to furnishing and installing four (4) 304 stainless steel shaper tip nozzle bodies at the Diurnal EQ Tank. This Work includes the 8" RCW piping loop and associated fittings around the EQ tank, (1) motorized gate actuator, (1) 8" gate valve, exterior equipment foundation pad, 2 ½" RCW piping, valves, and associated fittings, and valve boxes. Refer to drawings M403, M404 and M405, and Section 00400 for additional clarification.

Deductive Bid Alternate Bid No. 4 will be for all Work related to furnishing and installing two (2) 12,000 gal HDPE bulk chemical storage tanks. This Work shall replace the FRP bulk chemical storage tanks for Metal Salt and Supplemental Carbon. Refer to drawings M320 – M324 and Sections 00400, 43 41 42 and 43 41 45 for additional clarification.

Deductive Bid Alternate Bid No. 5 will be for Work related to the demolition of the 16" sanitary force main. The Contractor shall verify depth and location of existing 16" RSP to determine whether 36" of cover will be provided from finished grade to the existing force main. If the existing pipe allows for 36" of cover, then the Contractor shall provide a deductive alternate and the existing pipe shall remain in place. Refer to drawing C321 for additional clarification.

Deductive Bid Alternate Bid No. 6 will be for all work related to furnishing and installing the sodium bisulfite dechlorination system in the new Dewatering Facility. This deductive bid alternate removes all sodium bisulfite piping, chemical metering pump, and bulk 55-gallon storage drum. This work will exclude (to remain in project) structural work including installation of the curb and trench drain for future installation of the sodium bisulfite system. Refer to drawing M712 and M718, and Section 46 33 44, for additional clarification.

Additive Bid Alternate Bid No. 1 will be for all Work related to milling and paving all existing roadways as depicted on C011. This work would be in addition to the replacement of existing pavement in areas indicated on C400-C433 related to underground utility routing.

Additive Bid Alternate Bid No. 2 will include all Work related to furnishing two (2) yard hydrants and two hose racks at the Diurnal EQ tank. Hydrant locations shall be as shown on C521 and C522.

Additive Bid Alternate Bid No. 3 will include all Work related to furnishing two (2) aluminum access platforms with stairs at the Diurnal EQ tank. Platform location shall be coordinated with the Engineer. Construction of the stairs and platform shall be similar to the construction of the facilities provided for EQ Tanks No. 2 and No. 3 as shown on S405, S406, S408 and S409. This additive bid shall also include installation and support of LSH-14401 and LE/LIT-14401 from the platform similar to the installation at EQ Tanks No.2 and No.3.

Additive Bid Alternate Bid No. 4 will include all work related to furnishing and installing additional i-bar grating to the EQ Splitter Box to fully cover the structure. This includes all required beams, angles, channels, and other structural components, as shown on the Contract Drawings, to allow for future retrofit with 1.5" aluminum plank grating.

THAT: The Bidder has carefully examined the Plans and Specifications and all other Contract Documents and fully understands them.

THAT: The Bidder has carefully examined the site of the Project and is familiar with the conditions under which the work, or any part thereof, is to be performed and the conditions which must be fulfilled in furnishing and/or installing, erecting or constructing any or all items of the Project.

THAT: The Bidder shall provide all necessary tools, machinery, equipment, apparatus, and all other means necessary to do all the work and shall furnish all labor, materials and all else required to complete such Contract as may be entered into, in the manner prescribed in and in accordance with the terms of the Specifications and the Contract and in accordance with the true intent and meaning thereof, and in accordance with the Plans and/or Drawings and the requirements of the Consulting Engineers under them, in a first class manner.

** Fill in appropriate Addenda number(s):

Addendum #__1__ Dated 11/7/2025
Addendum #__2__ Dated 11/21/2025
Addendum #__3__ Dated 12/3/2025
Addendum #__4__ Dated 12/4/2025
Addendum #__5__ Dated 12/11/2025
Addendum #_____ Dated_____

THAT: The rights of the Owner and the recommendations of the Consulting Engineers shall not be questioned in the Award of the Contract.

THAT: It is the intention of the Owner to let contracts on the basis of the Bids received in accordance with G.S. 143-129 and in such manner as the Owner may deem to be for the best interests of the Owner.

THAT: The Owner reserves the right to reject any or all proposals.

THAT: The work under each Section will be awarded under one Contract and that the Owner shall have the right to include such item or items as the Owner may deem to be in the best interests of the Owner.

THAT: On being awarded the Contract, the Bidder shall execute a Performance Bond and a Payment Bond, on the forms included herein, each equal to one hundred percent (100%) of the Awarded Contract Price (Contract Sum), as security for the faithful performance of the Contract.

THAT: The Bidder shall submit, in the blank spaces provided, all data, guarantees and other information called for.

THAT: The Bidder shall submit, herewith, drawings, or cuts and Specifications showing and describing in detail the equipment and/or apparatus which the undersigned proposes to furnish.

THAT: This Proposal shall be signed and submitted in the manner prescribed in the Instructions to Bidders.

THAT: Should this Proposal not be accepted by the Owner, the certified check, in the amount of (must be dollar amount): See Bid Bond
Dollars ($See Bid Bond) or the five percent (5%) Bid Bond, as applicable, deposited herewith shall be returned to the Bidder.

THAT: Should this Proposal be accepted by the Owner and the Bidder fail or neglect to execute the Contract and furnish the required Bonds within fifteen (15) days after receiving notifications of the acceptance of the Proposal and/or receipt of the formal Contract and Bond forms, the certified check, in the amount of (must be dollar amount): 5% Bid Bond
Dollars ($ 5% Bid Bond), or the Bid Bond, deposited herewith shall be retained by the Owner as liquidated damages, it being understood that the Owner reserves the right to extend the time allowed for executing the Contract and/or furnishing the Bond in its sole discretion.

THAT: The Bidder shall complete such Contract as may be entered into within the number of consecutive calendar days specified in the Contract from the date of the Notice to Proceed.

THAT: The Bidder proposes to enter into a Contract in accordance with this Proposal, the Plans and Specifications and the Contract Documents included herein, for the prices shown on the following pages.

THAT: The Bidder shall be required to submit a complete detailed itemized unit cost breakdown of the Bid Items on the Itemized Bid Proposal form in Section 00510 along with a computed Lump Sum Bid Price amount with this proposal.

THAT: It is the intent of these Contract Documents to obtain a Contract based on Unit Prices with project awarded based upon the lowest qualified total bid based upon unit prices applied to the estimated quantities. Where a discrepancy exists between words and numbers in the Bid amount, the written words shall govern. Where a discrepancy exists between unit prices and mathematical computations in the Itemized Proposal, the unit prices and quantities in the Itemized Proposal shall govern.

THAT: The successful bidder shall have all proper Bidder licenses and privilege licenses required under North Carolina state laws governing their respective trade(s).

THAT: Notice to Proceed and project available shall occur within 60 days of award of contract by the Town Council.

BID PROPOSAL

GENERAL CONSTRUCTION
FOR THE

Utley Creek Water Reclamation Facility 8 MGD EXPANSION
- Holly Springs, NC

Town of Holly Springs Project No. 22-010b
(the "Project")

ITEMIZED PROPOSAL

The attached itemized list of work items and materials shall be made a part of this contract along with the completed price per unit of work item. The itemized bid proposal shall consist of the full completion of this list supplemented with any work item the contractor deems necessary to complete the project.

The Lump Sum base bid shall include all work including furnishing and installing all labor, equipment, materials, and piping required for the construction of the Utley Creek Water Reclamation Facility Lab and Operators Building as indicated in the Contract Documents exclusive of unit price pay items included in the Itemized Proposal (00510). The TOTAL "BID" PRICE shall include all Lump Sum and Unit Price items. The TOTAL "BID" PRICE shall include all sales taxes.

TOTAL "BID" PRICE for the construction of the Project complete as indicated by the Contract Documents (in words and figures):

ONE HUNDRED FZFTY TWO MZLLZON NZNE HUNDRED FORTY FZVE THOUSAND Dollars

and ZERO Cents ($ 152,945,000.00)

Bidder Adams Robinson Enterprises, Inc.
(Print)

NOTE: PROPOSAL SIGNATURE REQUIRED ON PAGE 00300-8. ALL PROPOSALS MUST BE PROPERLY EXECUTED TO BE CONSIDERED A VALID BID.

CERTIFIED LIST OF EQUIPMENT/MATERIAL MANUFACTURERS

The Bidder, as part of the procedure for the submission of Bids on the Project, submits the following list of Equipment/Materials Manufacturers to be used in the performance of work to be done on said Project. The list of Manufacturers and all equipment/materials furnished shall be based on requirements of the Contract Documents. Changes to this list after the Bid opening shall only be as approved by the Owner upon request by the Bidder or as required by the Owner based upon review of Bidder's submittals:

EQUIPMENT/MATERIALS	MANUFACTURER
Low Voltage Transformers	EATON
Panelboards	EATON
Low Voltage Motor Control Centers	EATON
Low Voltage Switchboards	EATON
Mechanical Screens	BRACKETT GREEN
High speed submersible mixer (BNR 2 and 3)	KSB
High speed submersible mixer (Post-Anoxic Zone)	KSB
High speed submersible mixer (Deox Tanks)	KSB
Single Drop Air Diffusers	AQUARIUS
Fine Bubble Diffused Aeration Equipment	AQUARIUS
Wet-pit submersible non-clog pumps (RAS)	KSB
Wet-pit submersible non-clog pumps (SWAS)	KSB
Wet-pit submersible non-clog pumps (BNR Drain)	KSB
Wet-pit submersible non-clog pumps (Temporary WAS)	KSB
Rotary Lobe Pump (MBR Permeate)	BOERGER
Rotary Lobe Pump (Polymer Recirculation)	BOERGER
Rotary Lobe Pump (Centrifuge Feed)	BOERGER
Horizontal Axial Flow Pump (BNR 2 and 3)	KSB
Positive Displacement Blower Package	AERZEN
Screw Conveyors	KWS
Bridge Crane (MBR)	YALE
Monorail (MBR)	YALE
Bridge Crane (Dewatering Facility)	YALE
Butterfly Valves	DEZURIK
Eccentric Plug Valves	DEZURIK
Check Valves	APCO
Gate Valves	MUELLER
Valve Actuators	EIM MZCP
Fabricated Stainless Steel Slide Gates	WHIPPS
Electric Gate Actuators	AUMA

It is understood and agreed that, if awarded a Contract, the Bidder shall not make any additions, deletions or substitutions to this certified list without the consent of the Owner. Failure to

identify a manufacturer for any or all of the items listed shall constitute an entry of one of the manufacturers listed in its respective technical specification.

CERTIFIED LIST OF SUBCONTRACTORS

The Bidder, as part of the procedure for the submission of Bids on the Project, submits the following list of Subcontractors to be used in the performance of work to be done on said Project. The list of Subcontractors shall be based on requirements of the Contract Documents. Changes to this list after the Bid opening shall only be as approved by the Owner upon request by the Bidder or as required by the Owner based upon review of Bidder's submittals:

AREA OF SPECALIZATION	SUBCONTRACTOR, LICENSE NO.
General	By GC, 29510
Site Work	By GC, 29510
HVAC	CAPE FEAR AIR + ELECTRICAL, 30052
Electrical	BY GC, U38187
Plumbing	By GC, 37222
Roofing	TRIANGLE, L49606
Utility Piping	By GC, 29510
Concrete	By GC, 29510

It is understood and agreed that, if awarded a Contract, the Bidder shall not make any additions, deletions or substitutions to this certified list without the consent of the Owner.

CERTIFICATION AFFIDAVIT

THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED A CONTRACT, THIS CERTIFICATION SHALL BE ATTACHED THERETO AND BECOME A PART THEREOF.

Adams Robinson Enterprises, Inc.
[If Bidder is not an individual, enter entity name here]

By: David Miller
(Signature)

NAME OF SIGNER: David Miller
(Please Print or Type)

TITLE OF SIGNER: CFO
(Please Print or Type)

DATE: December 18, 2025

BID SECURITY:

Accompanying this Proposal is a (1) bid bond in the amount of (2) 5% of total bid Dollars ($ 5% of total bid).

NOTE: (1) Insert the words "bank draft," "certified check," "bid bond", "cash", or "cashiers check", as the case may be.

(2) Amount must be equal to at least five percent (5%) of the total Base Bid.

BIDDER'S LICENSE:

The Bidder certifies that (he/she/it) is licensed as a Bidder under the specific North Carolina state law regulating his/her/its particular trade and that the number of the license under which he/she/it now operates is 29510.

BIDDER'S CERTIFICATION AS TO ORGANIZATION AND AUTHORITY:

The Bidder certifies that the Affidavit of Organization and Authority, like the other documents attached hereto, form an integral part of the Proposal, and the Bidder acknowledges that the Owner will rely on the information provided therein in reviewing the Proposal and awarding a Contract.

LIQUIDATED DAMAGES:

The Bidder agrees, further, that the Owner may retain those amounts indicated in the Contract from the amount of compensation due the Bidder, under the terms of the Contract, for each and every day that the work remains incomplete and/or unsatisfactory beyond the completion date(s) specified in the Notice to Proceed. This amount is agreed upon as the proper measure of liquidated damages the Owner will sustain, per day, by the failure of the Bidder to complete the work within the stipulated time, and it is not to be construed in any sense as a penalty.

The Bidder shall not have or bring a claim against the Owner, or raise as a defense against the imposition of liquidated damages, other construction purportedly impeding Bidder's progress or timely project completion.

(SIGNATURE PAGE)

Dated December 18, 2025.

Adams Robinson Enterprises, Inc. (SEAL)
Bidder—Legal Entity

By: David Miller (SEAL)
(SIGN HERE)

SEAL-if corporation

David Miller, CFO
Printed Name

2735 Needmore Road

Dayton, OH 45414
Address

(937) 274-5318
Telephone No.

Subscribed and sworn to before me this 18th day of December, 2025

Melissa L. Lutz
Notary Public
Melissa L. Lutz

My Commission Expires:

August 31, 2030

MELISSA L LUTZ
NOTARY PUBLIC, STATE OF OHIO
MONTGOMERY COUNTY
My Comm. Expires August 31, 2030

BID BOND

This is a Bid Bond that is subject to the provisions of Article 3 of Chapter 44A of the North Carolina General statutes.

This Bid Bond is executed on December 18, 2025.

The name of the PRINCIPAL is Adams-Robinson Enterprises, Inc. (1)

a Corporation (2)

The name of the SURETY is Liberty Mutual Insurance Company

The TOWN OF HOLLY SPRINGS, NORTH CAROLINA is the OWNER.

The amount of the Bond is Five Percent Of Total Bid---------- (Dollars) ($ 5%)

KNOW BY ALL MEN BY THESE PRESENTS, the Principal and Surety above named are hereby held and firmly bound unto the above named OWNER hereinafter called the OWNER in the penal sum of the amount stated above in lawful money of the United States, for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that whereas the Principal has submitted to the OWNER a certain Bid Proposal, attached hereto and hereby made a part hereof to enter into a Contract in writing, for the construction of:

Utley Creek Water Reclamation Facility 8 mgd Expansion – Holly Springs, NC as described by a document entitled " Project Manual for Utley Creek Water Reclamation Facility 8 mgd Expansion, Project No. 22-010b" dated October 2025 by the Town of Holly Springs

NOW, THEREFORE

(a) If said Bid Proposal shall be rejected; or in the alternate,

(b) If said Bid Proposal shall be accepted and the Principal shall execute and deliver a Contract in the form of Contract attached hereto (properly completed in accordance with said Bid Proposal) and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid Proposal, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bid Bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid Proposal; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

ATTEST:

(Principal) Secretary

(SEAL)

Kimberly Adams-Connors
Corporate Secretary

Adams-Robinson Enterprises, Inc.
Principal

BY: _____ (3)

David Miller, CFO
2735 Needmore Rd.,Dayton, OH 45414
(Address)

Witness as to Principal Melissa Lutz, Office Administrator

2735 Needmore Road, Dayton, OH 45414
(Address)

ATTEST:

N. C. Resident Agent
(SEAL) G. Timothy Wilkerson, Sr. VP

Liberty Mutual Insurance Company
Surety

By: _____

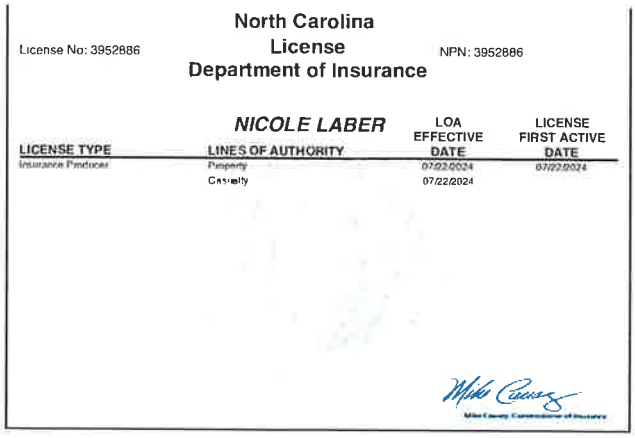
Nicole A. Laber, Attorney-In-Fact (4)
(Name)
2200 Renaissance Boulevard, Suite 400
King of Prussia, Pennsylvania 19406-2755
(Address)
877-751-2640
(Phone Number)

Witness as to Surety

P.O. Box 37, Dayton, Ohio 45401
(Address)

(1) Insert the correct name of Principal.
(2) Insert whether the Principal is a corporation, a partnership, a limited liability company or an individual.
(3) If Principal is a partnership, all partners should execute the Bid Bond. If Bidder is a limited liability company, all managers (or all members, if the company is member-managed) should execute the Bond.
(4) Provide contact name, address and phone number for bid bond surety.

POWER OF ATTORNEY
(Attach)



North Carolina
License
Department of Insurance

License No: 3952886 NPN: 3952886

NICOLE LABER

LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE FIRST ACTIVE DATE
Insurance Producer	Property	07/22/2024	07/22/2024
	Casualty	07/22/2024	

Mike Causey
Mike Causey, Commissioner of Insurance

NICOLE LABER
917 GARFIELD AVE
TROY OH 45373-3168

This insurance license shall remain in effect until the expiration date unless cancelled, surrendered or revoked. Individuals who are licensed as Insurance Producers and/or Bail Bond licensees must complete continuing education and pay all applicable renewal fees as required by North Carolina administrative code prior to the expiration date.

North Carolina

License No: 3952886

License

Department of Insurance

NPN: 3952886

NICOLE LABER

Who has fulfilled all of the conditions of eligibility imposed by the General Statutes of North Carolina and is hereby licensed by this State (in the capacity stated below) and granted the privilege to act with the authority of this license. It shall be valid until cancelled, surrendered or revoked.

LICENSE TYPE	LINES OF AUTHORITY	LOA EFFECTIVE DATE	LICENSE FIRST ACTIVE DATE
Insurance Producer	Property	07/22/2024	07/22/2024
	Casualty	07/22/2024	

For questions regarding a license please contact
the North Carolina Department of Insurance at: 919-807-6800

Mike Causey
Mike Causey, Commissioner of Insurance

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: **8207836-014078**

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Amanda L. Brumbaugh; David Eveleigh; Debra Brummett; Jennifer Eddy; Jennifer L. Salm; Katherine J. Scarberry; Macy L. Sandilands; Nicholas J. Bertke; Nicole A. Laber

all of the city of Dayton state of OH each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 19th day of April, 2022.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 19th day of April, 2022 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 18th day of December 2025.

By: _____
Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

BIDDER'S CERTIFICATES
AFFIDAVIT OF ORGANIZATION AND AUTHORITY
SWORN STATEMENT

STATE OF Ohio)

COUNTY OF Montgomery)

David Miller, CFO being first duly sworn on oath deposes and says that the Bidder on the attached Bid Proposal is organized as indicated below and that all statements herein made are made on behalf of such Bidder and that this deponent is authorized to make them.

(Fill Out Applicable Paragraph)

CORPORATION:

The Bidder is a corporation organized and existing under the laws of the State of Kentucky, it operates under the legal name of Adams Robinson Enterprises, Inc., and the full names of its officers are as follows:

President M. Bradley Adams
Secretary Kimberly Adams-Connors
Treasurer M. Bradley Adams
CFO ~~Manager~~ David Miller

and it does X have a corporate seal. The CFO-David Miller is/are authorized to sign construction proposals and contracts for the company by action of its Board of Directors taken July 31, 2025, a certified copy of which is hereto attached. (Strike out this last phrase if not applicable.)

PARTNERSHIP:

The Bidder is a [limited/general] partnership consisting of individual/corporate partners as follows:

General Partners	Limited Partners
N/A	

The partnership does business under the name of :

LIMITED LIABILITY COMPANY:

The bidder is a member-managed/manager-managed limited liability company consisting of the following individual/corporate members/managers:

Managers	Members
N/A	

INDIVIDUAL:

The Bidder is an individual whose full name is:

N/A

and if operating under a trade name, said trade name is as follows:

The business address of the Bidder is: Adams Robinson Enterprises, Inc.
2735 Needmore Road
Dayton, OH 45414

Its phone number is: 937-274-5318

The contact person for this Proposal is: David Miller, CFO

Adams Robinson Enterprises, Inc.
Bidder

By: David Miller
David Miller, CFO

Subscribed and sworn to before me this 18th day of December, 2025

Melissa L. Lutz
Notary Public Melissa L. Lutz

Montgomery
County

NOTARY PUBLIC STATE OF OHIO
MELISSA L LUTZ
NOTARY PUBLIC, STATE OF OHIO
MONTGOMERY COUNTY
My Comm. Expires August 31, 2030

My Commission Expires: August 31, 2030

EQUAL EMPLOYMENT OPPORTUNITY ADDENDUM

During the performance of the Contract the Bidder agrees as follows:

a. The Bidder shall not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The Bidder shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

b. The Bidder shall, in all solicitations or advertisements for employees placed by or on behalf of the Bidder, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

c. The Bidder shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract understanding, a notice, to be provided, advising the labor union or worker's representative of the Bidder's commitments under the Equal Employment Opportunity Section of the Contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. In the event of the Bidder's noncompliance with the nondiscrimination clauses of the Contract or with any of such rules, regulations, or orders, the Contract may be canceled, terminated, or suspended in whole or in part and the Bidder may be declared ineligible for further OWNER contracts.

e. The Bidder will include the provisions of this Addendum in every subcontract or purchase order unless exempted by rules, regulations, or orders of the OWNER so that such provisions will be binding upon each Subcontractor or vendor.

(Use the following form for execution by a CORPORATION):

Adams Robinson Enterprises, Inc.
Corporate Name

ATTEST: _____
(Assistant) Secretary Kimberly Adams-Connors

BY: David Miller
~~(Vice) President~~ CFO David Miller

(CORPORATE SEAL)

(Use the following form for execution by a PARTNERSHIP):

N/A (SEAL)
Partnership Name

BY: N/A (SEAL)
General Partner

(Use the following form for execution by a LIMITED LIABILITY COMPANY):

N/A (SEAL)
Company Name

BY: N/A (SEAL)
Manager/Member

(Use the following form for execution by an INDIVIDUAL):

BY: N/A (SEAL)

WITNESS:

N/A

Subscribed and sworn to before me this 18th day of December, 2025.

Melissa L. Lutz
Notary Public Melissa L. Lutz

Montgomery
County

My Commission Expires:

August 31, 2030

MELISSA L LUTZ
NOTARY PUBLIC, STATE OF OHIO
MONTGOMERY COUNTY
My Comm. Expires August 31, 2030

Per Addendum No. 1 -Not required

QUALIFICATIONS OF BIDDERS

In order to assist the Owner in determining whether the Bidder is qualified to perform the Work, as set forth in the Contract Documents, the Bidder shall furnish the following information.

1. List of references who are qualified to judge as to his financial responsibility and his experience in work of similar nature to that bid upon:

2. List of previous contracting experience, including dollar values of contracts:

3. List of facilities or equipment that is available for use:

4. Name, residence, and title of the individual who will give personal attention to the work:

5. Financial Statement:

ASSETS

CURRENT ASSETS:		
Cash	$ Attached	
Notes and Accounts Receivable	Attached	
Inventories	Attached	
PLANT ASSETS:		
Real Estate	$ Attached	
Machinery	Attached	
Good Will, Patents, etc.	Attached	$ Attached Total Assets

LIABILITIES:

Notes Payable	$ Attached	
Accounts Payable	Attached	
Accrued Wages	Attached	
Other Liabilities	Attached	$ Attached Total Liabilities
	EXCESS OF ASSETS OR NET WORTH	$ Attached

6. List all pending claims or lawsuits, and any lawsuit within the last 10 years, filed by or against the Bidder, and describe the resolution of each claim or lawsuit:

Claim	Date of Claim	Resolution, if any

The existence of unresolved claims against Bidder may disqualify the Bidder from making a Bid Proposal and entering into a Contract.

Notes:

A. The above is a suggested form for the Financial Statement, but the Bidder is not required to follow the form explicitly. The Financial Statement submitted must clearly show to the satisfaction of the Owner the Bidder's current financial condition. The Owner reserves the privilege of requiring additional information as to financial responsibility of the Bidder prior to awarding Contract.

B. Bidder shall attach additional pages, if necessary, in order to complete the required information.

C. The Bidder shall submit detailed information required for above items 1 through 4 with his Bid Proposal package and, at the discretion of the Bidder, the information required under Item 5 may be furnished after Bid Proposals are received if required by the Owner and Engineer to evaluate the financial qualifications of a prospective Bidder.

AFFIDAVIT OF
STATEMENT OF NON-COLLUSIVE

State of Ohio)
).
County of Montgomery)

David Miller being first duly sworn, deposes and says that:

(1) He/she is the CFO
(Owner, Partner, Officer, Representative or Agent)
of Adams Robinson Enterprises, Inc., the BIDDER that has submitted the attached BID PROPOSAL;

(2) He is fully informed respecting the preparation and contents of the attached BID PROPOSAL and of all pertinent circumstances respecting such BID PROPOSAL;

(3) Such BID PROPOSAL is genuine and is not a collusive or sham BID PROPOSAL;

(4) Neither the said BIDDER nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm, or person to submit a collusive or sham BID PROPOSAL in connection with the Contract for which the attached BID PROPOSAL has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any BIDDER, firm, or person to fix the price or prices in the attached BID PROPOSAL or of any other BIDDER, or to fix any overhead, profit, or cost elements of the BID PROPOSAL price or the BID PROPOSAL price of any other BIDDER, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against The Town of HOLLY SPRINGS, or any person interested in the proposed Contract;

(5) The price or prices quoted in the attached BID are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Adams Robinson Enterprises, Inc.
BIDDER
BY David Miller
David Miller
ITS CFO
(Title)

Subscribed and sworn to before me this 18th day of December, 2025

Melissa L. Lutz

My commission expires August 31, 2030

END OF AFFIDAVIT

MELISSA L LUTZ
NOTARY PUBLIC, STATE OF OHIO
MONTGOMERY COUNTY
My Comm. Expires August 31, 2030

NONDISCRIMINATION CLAUSE

It is specifically agreed as part of the consideration of the signing of this Bid Proposal, and the resulting execution of a Contract, that the parties hereto, their agents, officials, employees or servants shall not discriminate in any manner on the basis of age, handicap, race, color, creed, gender, religious affiliation, or national origin with reference to the subject matter of the Contract, no matter how remote.

This provision, being incorporated for the benefit of the Town of HOLLY SPRINGS and its residents, may be enforced as set out in the ordinances of the Town of HOLLY SPRINGS, enforcement of this provision shall be by action for specific performance, injunctive relief, or other remedy as by law provided.

This provision shall be binding on the successors and assigns of the parties hereto with reference to the subject matter of the Contract.

(Use the following form for signatures by a CORPORATION):

Adams Robinson Enterprises, Inc.
Corporate Name

ATTEST: _____
(Assistant) Secretary

Kimberly Adams-Connors
(Printed Name)

SEAL
(Corporate Seal)

BY: David Miller
~~(Vice) President~~ CFO

David Miller
(Printed Name)

(Use the following form for signatures by a PARTNERSHIP):

N/A
WITNESS

_____
(Printed Name)

N/A (SEAL)
Partnership Name

BY: _____ (SEAL)
General Partner

(Use the following form for signatures by a LIMITED LIABILITY COMPANY):

N/A
WITNESS

N/A (SEAL)
Company Name

(Printed Name)

BY: (SEAL)
Manager/Member

(Use the following form for signatures by an INDIVIDUAL):

N/A (SEAL)

(Printed Name)

N/A
WITNESS

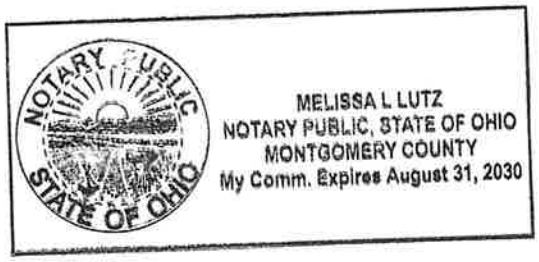
(Printed Name)

Subscribed and sworn to before me this 18th day of December, 2025

Notary Public
Melissa L. Lutz

Montgomery
County

My Commission Expires:
August 31, 2030



NOTICE OF AWARD

TO: CONTRACTOR/BIDDER: Adams Robinson Enterprises, Inc.

ADDRESS: 2735 Needmore Road

Dayton, OH 45414

FROM: Town of Holly Springs
PO Box 8
Holly Springs, NC 27540

OWNER: Town of HOLLY SPRINGS
Engineering Department
HOLLY SPRINGS, North Carolina

PROJECT:
Utley Creek Water Reclamation Facility 8 mgd Expansion – Holly Springs, NC
Project No. 22-010b

You are hereby notified that the Owner has considered the Bid Proposal submitted by you for the above-described project in response to its Notice to Bidders dated _____, 2025.

It appears that it is to the best interest of said Owner to accept your Bid Proposal in the amount of: _____ Dollars ($). You are therefore hereby notified that your Bid Proposal has been accepted for Utley Creek Water Reclamation Facility 8 mgd Expansion.

The Bidder is required by as a condition of its Award of the Contract to execute and deliver the formal Contract with the Owner and to furnish the required Bidder's Performance and Payment Bonds within fifteen (15) days from the date of the delivery of this Notice to you.

If you fail to execute said Contract and to furnish said Bonds within fifteen (15) days from the date of delivery of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance of your Bid Proposal as abandoned and to award the work covered by your Bid Proposal to another bidder, or to readvertise the work or otherwise dispose thereof as the Owner may see fit.

Dated this ___day of _____, 2025.

Town of HOLLY SPRINGS, North Carolina

By: _____

Title: _____

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged this _____day of _____, 2025.

Adams Robinson Enterprises, Inc.
Bidder

By: _____

Title: _____

- END OF SECTION 00300 -

SECTION 00510
ITEMIZED BID PROPOSAL

Utley Creek WRF 8 mgd Expansion

Bid Item	Description	Estimated Quantity	Unit	Price	Total Price
1	All work for the construction of the Utley Creek WRF 8 mgd Expansion (excluding Items 2 through 15)	1	LS	$ 137,144,684.00	$ 137,144,684.00
2	SCADA System Integration	1	LS	$ 3,670,985.00	$ 3,670,985.00
3	Sulzer Aeration Blowers	1	LS	$ 1,369,200.00	$ 1,369,200.00
4a	Veolia MBR System – Membranes and Equipment	1	LS	$ 5,295,548.00	$ 5,295,548.00
4b	Veolia MBR System – Spare Parts Allowance	1	Not to exceed	$ 60,000.00	$ 60,000.00
4c	Veolia MBR System – Remote Support Contract	1	LS	$ 40,000.00	$ 40,000.00
4d	Veolia MBR System – Manufacturer's Services	1	LS	$ 614,108.00	$ 614,108.00
5	Veolia MBR System Price Escalation Allowance	1	Not to exceed	$ 1,000,000.00	$ 1,000,000.00
6	Wedeco UV Disinfection System	1	LS	$ 803,804.00	$ 803,804.00
7	Wedeco UV Disinfection System Price Escalation Allowance	1	Not to exceed	$ 300,000.00	$ 300,000.00
8	Andritz Dewatering Centrifuges	1	LS	$ 853,860.00	$ 853,860.00
9	Gorman Rupp Horizontal Centrifugal Self-Priming Pumps	1	LS	$ 76,930.00	$ 76,930.00
10	Blue-White Peristaltic Tube Metering Pumps	1	LS	$ 63,456.00	$ 63,456.00
11	Modifications to Existing Polyethylene Storage Tanks	1	LS	$ 10,678.00	$ 10,678.00
12	Gorman Rupp pump replacement parts	1	LS	$ 18,051.60	$ 18,051.60
13	Beck Actuators	1	LS	$ 105,695.00	$ 105,695.00
14a	Temporary Aeration BNR 1	16	Months	$ 37,000.00	$ 592,000.00
14b	Temporary Aeration BNR 2	8	Months	$ 63,000.05	$ 504,000.40
15	Temporary Disinfection Allowance	1	Not to exceed	$ 150,000.00	$ 150,000.00
16	Undercut	3,400	CY	$ 80.00	$ 272,000.00
TOTAL FOR BASE BID (SUM OF ITEMS 1 THROUGH 16, INCLUSIVE)					$ 152,945,000.00

Item 1: All work for the construction of Utley Creek WRF 8 MGD Expansion (excluding Items 2 through 16)

Contractor shall include bid line-item number 1 in the Bid Proposal all Work pertaining to the Utley Creek WRF 8 MGD expansion.

Item 2: SCADA System Integration

Contractor shall include bid line-item number 2 in the Bid Proposal for the pre-selected systems integration services by CITI as specified in Section 40 61 13 and in Appendix 2. Owner has received not-to-exceed price quote for materials and services to be provided by CITI, the price quote is included as Appendix 2. The remaining materials and services shall be provided by the Contractor. This proposal is provided or the Convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid proposal.

Item 3: Sulzer Aeration Blowers

Contractor shall include bid line-item number 3 in the Bid Proposal for the Sulzer Aeration Blowers scope of supply as specified in Section 43 11 11 and in Appendix 3. Appendix 3 defines materials to be provided by the Aeration Blower manufacturer. The remaining materials shall be provided by the Contractor. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 4a: Veolia MBR System – Membranes and Equipment

Contractor shall include bid line-item number 4a in the Bid Proposal for the Veolia MBR System scope of supply as specified in Section 46 53 49 and in Appendix 4. This bid line-item includes the membranes, equipment, warranty, shipping, and insurance. The MBR System Supplier's P&IDs included in Appendix 4 shall be utilized to delineate supply of components between the MBR System Supplier and the Contractor. In the event of a conflict between Specifications or Drawings and MBR System Supplier's Proposal included as Appendix 4, MBR System Supplier's proposal shall take precedence. Appendix 4 defines materials to be provided by the MBR System Supplier. The remaining materials shall be provided by the Contractor. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 4b: Veolia MBR System – Spare Parts Allowance

Contractor shall include bid line-item number 4b in the Bid Proposal for the Veolia MBR System spare parts allowance. Spare parts for equipment included in the MBR System will be determined by Owner, Engineer, and MBR System Supplier during submittal review. This allowance shall be inclusive of sales tax.

Item 4c: Veolia MBR System – Remote Support Contract

Contractor shall include bid line-item number 4c in the Bid Proposal for Veolia MBR System Remote Support Contract (2 years) as specified in Section 46 53 49 and in Appendix 4. In the event of a conflict between Specifications or Drawings and MBR System Supplier's Proposal included as Appendix 4, MBR System Supplier's proposal shall take precedence. Sales tax is not applicable. This line item is not subject to price escalation.

Item 4d: Veolia MBR System – Manufacturer's Services

Contractor shall include bid line-item number 4d in the Bid Proposal for Veolia MBR System Manufacturer's Services as specified in Section 46 53 49 and in Appendix 4. This bid line-item includes design assistance; factory inspection and testing; construction assistance; O&M manual and operator training; start-up, functional testing, and acceptance testing; and commissioning assistance. In the event of a conflict between Specifications or Drawings and MBR System Supplier's Proposal included as Appendix 4, MBR System Supplier's proposal shall take precedence. Sales tax is not applicable.

Item 5: Veolia MBR System Price Escalation Allowance

Contractor shall include bid line-item number 5 in the Bid Proposal for Veolia MBR System Price Escalation. This allowance is for the MBR System Price adjustment to account for escalation between September 2025 and NTP for Manufacturing/Equipment Procurement. The price adjustment amount shall not be subject to markups by the Contractor. Price adjustment shall be calculated as described in Appendix 4, Section 9.2.2.

Item 6: Wedeco UV Disinfection System

Contractor shall include bid line-item number 6 in the Bid Proposal for the existing Wedeco UV Disinfection System rehab scope of supply as specified in Section 46 66 01 and in Appendix 5. Appendix 5 defines materials and services to be provided by the UV Disinfection System manufacturer. The remaining materials shall be provided by the Contractor. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for a complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 7: Wedeco UV Disinfection System Price Escalation Allowance

Contractor shall include bid line-item number 7 in the Bid Proposal for Wedeco UV Disinfection System Price Escalation. This allowance is for the UV Disinfection System Price adjustment to account for escalation between the Construction Contract Advertisement Date and NTP for Manufacturing/Equipment Procurement. The price adjustment amount shall not be subject to markups by the Contractor. Price adjustment shall be calculated as described in Appendix 5.

Item 8: Andritz Dewatering Centrifuges

Contractor shall include bid line-item number 8 in the Bid Proposal for the Andritz Dewatering Centrifuges scope of supply as specified in Section 46 76 33 and in Appendix 6. Appendix 6 defines materials and services to be provided by the Dewatering Centrifuge manufacturer. The remaining materials shall be provided by the Contractor. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Spare parts, shipping, submittals, and field services are included. Sales tax and service agreement are not included.

Item 9: Gorman Rupp Horizontal Centrifugal Self-Priming Pump

Contractor shall include bid line-item number 9 in the Bid Proposal for the Horizontal Centrifugal Self-Priming Pumps, by Gorman Rupp scope of supply as specified in Section 43 23 16 and Appendix 7. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 10: Blue- White Peristaltic Tube Metering Pumps

Contractor shall include bid line-item number 10 in the Bid Proposal for the Peristaltic Tube Metering Pumps, by Blue-White, scope of supply as specified in Section 46 33 44 and Appendix 8. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 11: Modifications to Existing Polyethylene Storage Tanks

Contractor shall include bid line-item number 11 in the Bid Proposal for the Modifications to Existing Polyethylene Storage Tanks, by Heyward, scope of supply as specified in Section 43 41 43 and Appendix 9. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 12: Gorman Rupp Pump replacement parts

Contractor shall include bid line-item number 12 in the Bid Proposal for the replacement parts for the existing WAS transfer pumps scope of supply as specified in Section 43 23 16 and Appendix 10. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Spare parts, labor, and freight are included. Sales tax is not included.

Item 13: Beck Actuators

Contractor shall include bid line-item number 13 in the Bid Proposal for the Beck Actuator scope of supply as specified in Section 40 06 20, 40 05 57, and Appendix 11. This quote is provided for the convenience of the Contractor and is not guaranteed to meet all requirements of the Contract Documents. Contractor shall note all clarifications in the Bid Proposal and shall include all work required for complete and functioning system in conformance with the Contract Documents. Sales tax is not included.

Item 14a: Temporary Aeration for BNR 1

Contractor shall include bid line item number 14a in the Bid Proposal for sixteen (16) months of temporary aeration for BNR 1. The temporary aeration system is anticipated to include two (2) blowers for BNR 1 (43.11.33.13), temporary fine bubble aeration grids installed in BNR 1 (46 51 33.10), associated carbon steel aeration piping, and electrical conduit to feed the temporary blowers. It is anticipated that temporary aeration will be needed when BNR 3 is taken down for modifications and kept online through the completion and commissioning of BNR 2. Temporary aeration system to be operated by the owner once commissioned. Location of the temporary blowers and temporary diffusers are presented in the contract documents. Temporary aeration equipment may be rented or purchased. Temporary Aeration shall not be subject to markups by the Contractor. Price shall be the monthly cost and Total Price shall be the monthly cost multiplied by the number of months of temporary aeration. In the event the Town does not need 16 months of temporary aeration, the total temporary aeration cost will be calculated utilizing the monthly price plus mobilization and demobilization costs. Sales tax included.

Item 14b: Temporary Aeration for BNR 2

Contractor shall include bid line item number 14b in the Bid Proposal for eight (8) months of temporary aeration for BNR 2. The temporary aeration system is anticipated to include: two (2) blowers for BNR 2 (43.11.33.13), temporary fine bubble aeration grids installed in BNR 2 (46 51 33.10), associated carbon steel aeration piping, and electrical conduit to feed the temporary blowers. It is anticipated that temporary aeration will be needed when BNR 3 is taken down for modifications and kept online through the completion and commissioning of BNR 3. Temporary aeration system to be operated by the owner once commissioned. Location of the temporary blowers and temporary diffusers are presented in the contract documents. Temporary aeration equipment may be rented or purchased. Temporary Aeration shall not be subject to markups by the Contractor. Price shall be the monthly cost and Total Price shall be the monthly cost multiplied by the number of months of temporary aeration. In the event the Town does not need 8 months of temporary aeration, the total temporary aeration cost will be calculated utilizing the monthly price plus mobilization and demobilization costs. Sales tax included.

Item 15: 2 Months Temporary Disinfection Allowance

Contractor shall include bid line item number 15 in the Bid Proposal for two (2) months of temporary disinfection system rental from the UV Manufacturer. The temporary disinfection system shall be supplied

by Xylem-Wedeco and is anticipated to include: one (1) Spektron® 6000 closed vessel UV reactor and all local power distribution and controls housed in a 20 ft shipping container to operate the temporary UV system. It is anticipated that temporary disinfection will be needed when the existing UV system rehab takes place. Contractor shall include provisions to provide all bypass pumping from the MBR Backpulse Channel to the existing tertiary filter effluent connection points, power for the temporary UV disinfection system from MCC-3, temporary power transformer as shown on the Contract Drawings, flow pacing signal from PLC-12 and installation, testing, monitoring and removal of the Temporary Disinfection system in the base bid under Item 1. Temporary Disinfection system shall not be subject to markups by the Contractor. Sales tax is not included.

Item 16: Undercut

Contractor shall include bid line item number 16 in the Bid Proposal for undercut of unsuitable material and replacement with suitable select fill as described in 31 00 01 Paragraph 3.03 SUBGRADE REPAIRS.

Schedule of Deductive Alternative Bids

Deductive Alternate Bid No. 1 – Diurnal EQ Cover and Odor Control					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
D-1a	All work for furnishing and installing the Geodesic Dome cover on the Diurnal EQ tank	1	LS	$298,000.00	($298,000.00
D-1b	All work for furnishing, installing, and commissioning the Odor Control system and associated foul air and condensate piping for the Diurnal EQ tank	1	LS	$ 1,500,000.00	($) 1,500,000.00
D-1c	All work for furnishing and installing high solids epoxy coating for the Diurnal EQ tank	1	LS	$ 102,000.00	($102,000.00
D-1d	All work for furnishing and installing the concrete fill for the Diurnal EQ tank	1	LS	$ 40,000.00	($40,000.00
D-1e	All work for furnishing and installing the aluminum plank grating for the EQ Splitter Box	1	LS	$25,000.00	($25,000.00)
TOTAL DEDUCTIVE ALTERNATIVE BID NO. 1					1,965,000.00

Deductive Alternate Bid No. 2 – One train of Cake Conveyance					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
D-2	All work for furnishing, installing, and commissioning one (1) horizontal screw conveyor and one (1) multi-point discharge conveyor at the Dewatering Facility	1	LS	$304,000.00	($304,000.00
TOTAL DEDUCTIVE ALTERNATIVE BID NO. 2					304,000.00

Deductive Alternate Bid No. 3 – Diurnal EQ Tank Spray Nozzles					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
D-3	All work for furnishing and installing four (4) 304 stainless steel shaper tip nozzles and associated RCW piping, valves, fittings, equipment pads, and valve boxes for the Diurnal EQ tank.	1	LS	$ 75,000.00	($ 75,000.00
TOTAL DEDUCTIVE ALTERNATIVE BID NO. 3					75,000.00

Deductive Alternate Bid No. 4 – Bulk chemical storage tank material					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
D-4	All work for furnishing and installing two (2) 12,000 gallon HDPE bulk chemical storage tanks in lieu of FRP tanks for Metal Salts and Supplemental Carbon	1	LS	$226,000.00	($226,000.00)
TOTAL DEDUCTIVE ALTERNATIVE BID NO. 4					226,000.00

Deductive Alternate Bid No. 5 – Demolition of 16" sanitary force main					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
D-5	All work for removal of existing 16" sanitary force main and installation of new 16" pipe at least 36" below grade.	1	LS	$93,000.00	($93,000.00)
TOTAL DEDUCTIVE ALTERNATIVE BID NO. 5					93,000.00

Deductive Alternate Bid No. 6 – Sodium Bisulfite System					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
D-6	All work related to furnishing and installing the Sodium Bisulfite System at the Dewatering Facility.	1	LS	$40,000.00	($40,000.00)
TOTAL DEDUCTIVE ALTERNATIVE BID NO. 6					40,000.00

Schedule of Additive Alternative Bids

Additive Alternate Bid No. 1 – Mill and Pave all existing roads					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
A-1	All work for milling and paving all existing roadways on the site in addition to the area indicated for replacement due to underground utility routing.	1	LS	$194,000.00	$194,000.00
TOTAL ADDITIVE ALTERNATIVE BID NO. 1					194,000.00

Additive Alternate Bid No. 2 – Diurnal EQ tank Yard Hydrants					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
A-2	All work to furnish and install (2) yard hydrants at the diurnal EQ tank.	1	LS	$25,000.00	$25,000.00
TOTAL ~~BID WITH~~ DM ADDITIVE ALTERNATIVE BID NO. 2					25,000.00

Additive Alternate Bid No. 3 – Diurnal EQ tank access platforms and stairs					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
A-3	All work to furnish and install (2) aluminum access platforms and stairs.	1	LS	$80,000.00	$80,000.00
TOTAL ADDITIVE ALTERNATIVE BID NO. 3					80,000.00

Additive Alternate Bid No. 4 – EQ Splitter Box I-Bar Grating					
Bid Item	**Description**	**Estimated Quantity**	**Unit**	**Price**	**Total Price**
A-4	All work to furnish and install additional i-bar grating at the EQ Splitter Box.	1	LS	$25,000.00	$25,000.00
TOTAL ADDITIVE ALTERNATIVE BID NO. 4					25,000.00

[If Bidder is not an individual, enter entity name here]

By: David Miller
(Signature)

NAME OF SIGNER: David Miller
(Please Print or Type)

TITLE OF SIGNER: CFO of Adams Robinson Enterprises, Inc.
(Please Print or Type)

DATE: 12/18/2025

- END OF SECTION 00510 -

TOWN OF HOLLY SPRINGS, NORTH CAROLINA
"GOOD FAITH EFFORT"

County of Montgomery ~~Wake~~

Affidavit of Adams Robinson Enterprises, Inc.
(Name of Bidder)

I have made a good faith effort to comply under the following areas checked: (A minimum of 50 points is required to have achieved a "good faith effort")

(Y/N)

Y (1) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed. Value = 10 points

Y (2) Making the construction plans, specifications and requirements available for review by prospective minority businesses or providing these documents to them at least 10 days before the bid or proposals are due. Value = 10 points

Y (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation. Value = 10 points

Y (4) Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses. Value = 10 points.

Y (5) Attending any pre-bid meetings scheduled by the public owner. Value = 10 points.

N (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors. Value = 20 points.

Y (7) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of minority business based on lack of qualification should have the reasons documented writing. Value = 15 points.

N (8) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily is required. Assisting minority businesses in obtaining the 'same unit pricing with the bidder's

suppliers in order to help minority businesses in establishing credit. Value = 25 points.

N (9) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible. Value = 20 points.

N (10) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands. Value = 20 points.

In accordance with GSI43-128.2(d) the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract.

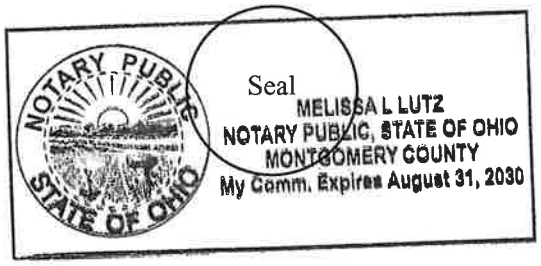
The undersigned hereby certified that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 12/18/2025

Name of Authorized Officer: Signature: Adams Robinson Enterprises, Inc. David Miller

David Miller

Title: CFO



Ohio

State of ~~North Carolina~~, County of Montgomery

Subscribed and sworn to before me this 18th day of Dec. 2025

Notary Public Melissa L Lutz

My commission expires August 31, 2030

If the goal of 10% participation by minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts.

Affidavit of: Adams Robinson Enterprises, Inc.
(Bidder)

I do certify the attached documentation as true and accurate representation of my good faith efforts.

(Attach additional sheets if required)

Name and Phone Number	*Minority Category	Work Description	Dollar Value
Canady's Landscape & Erosion Control 336-236-1182	F	Erosion Control & Seeding	$40,000.00
Pullenboy Hauling 877-803-2405	B	Trucking	$95,000.00
American Contractors LLC	I	Rod Buster	$600,000.00
910-534-0002			

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A), American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

Documentation of the Bidder's good faith efforts to meet the goals set forth in these provisions. Examples of documentation shall include the following evidence:

A. Copies of solicitation for quotes to at least three (3) minority business firms form the source list provided for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contract, and location, date and time when quotes must be received.

B. Copies of quotes or responses received from each firm responding to the solicitation.

C. A telephone log of follow-up calls to each firm sent a solicitation.

D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.

E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.

F. Copy of pre-bid roster.

G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.

H. Letter detailing reasons for rejection of minority business due to lack of qualification.

I. Letter documenting proposed assistance offered to minority businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Date: 12/19/2025 Name of Authorized Officer: David Miller, CFO

Signature: David Miller

Seal MELISSA L LUTZ Title: CFO
NOTARY PUBLIC, STATE OF OHIO
MONTGOMERY COUNTY
My Comm. Expires August 31, 2030

State of ~~North Carolina~~, County of Montgomery
Subscribed and sworn to before me this 19th day of December 2025
Notary Public Melissa L. Lutz
My commission expires August 31, 2030

Identification of Minority Business Participation

I, Adams Robinson Enterprises, Inc.
(Name of Bidder)

do hereby certify that on this project, we will use the following minority business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category
CANADY'S 336-236-1182 256 FAIRVIEW ACRES RD LEXINGTON NC 27295	EROSION CONTROL + SEEDING	F
AMERICAN CONTRACTORS LLC 910-534-0002 POBOX 421 PEMBROKE NC 28372	RODBUSTER	I

*Minority categories: Black, African American (B), Hispanic (R), Asian American (A). American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

The total value of minority business contracting will be ($) 735,000.00 .

SECTION 00906
E-Verify Affidavit

STATE OF ~~NORTH CAROLINA~~ Ohio)
COUNTY OF ~~WAKE~~ Montgomery)

AFFIDAVIT OF CONTRACTOR'S COMPLIANCE WITH E-VERIFY

I, David Miller (the individual attesting below), being duly authorized by and on behalf of Adams Robinson Enterprises, Inc. (the "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Contractor understands that Contractors Must Use E-Verify. Each Contractor, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES X, or

b. NO _____

4. Contractor's subcontractors comply with E-Verify, and if Contractor is the winning bidder on this project Contractor will ensure compliance with E-Verify by any subcontractors subsequently hired by Contractor.

This 18th day of December, 2025.

David Miller
Signature of Affiant

Print or Type Name: David Miller, CFO

State of ~~North Carolina~~ Ohio

County of Montgomery

Signed and sworn to (or affirmed) before me, this the 18th day of December, 2025.

My Commission Expires: August 31, 2030

Melissa L. Lutz
Notary Public Melissa L. Lutz

Seal

NOTARY PUBLIC STATE OF OHIO

MELISSA L LUTZ
NOTARY PUBLIC, STATE OF OHIO
MONTGOMERY COUNTY
My Comm. Expires August 31, 2030

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UNANIMOUS WRITTEN CONSENT
OF THE DIRECTORS OF
ADAMS-ROBINSON ENTERPRISES, INC.

The undersigned, being all of the Directors of **ADAMS-ROBINSON ENTERPRISES, INC.**, a Kentucky corporation (the "Corporation"), do hereby affirmatively vote for, consent to, and adopt the following resolution, effective as of August 1, 2025:

On this date, M. Bradley Adams is hereby named as "President" of Adams-Robinson Enterprises, Inc.

On this date, M. Bradley Adams is hereby named as "Treasurer" of Adams-Robinson Enterprises, Inc.

RESOLVED, that the following individuals are hereby authorized and directed to sign documents on behalf of the Corporation as required in the normal course of business or as directed by the President:

Michael Adams	-	CEO
M. Bradley Adams	-	President and Treasurer
Kimberly Adams-Connors	-	Corporate Secretary
David Miller	-	Chief Financial Officer
Kevin O'Brien	-	Vice President Estimating
Daniel McManus	-	Florida Operations Mgr. & Sr. Project Manager
Brandon Campbell	-	NC Office Manager & Sr. Project Manager

IN WITNESS WHEREOF, the undersigned have executed this Unanimous Written Consent as of the 31st day of July 2025.

Michael Adams, Director

M. Bradley Adams, Director

Kimberly Adams-Connors
Corporate Secretary- Witness

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/3/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
309 Webster St
Dayton OH 45402

CONTACT NAME:
PHONE (A/C, No, Ext): 800.949.1167 FAX (A/C, No): 212-948-6641
E-MAIL ADDRESS: Kaitlin.Pyzik@MarshMMA.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National Fire Insurance Co of Hartford	20478
INSURER B : Continental Insurance Company	35289
INSURER C : Travelers Property Casualty Co of Amer	25674
INSURER D : Liberty Insurance Corporation	42404
INSURER E : Allianz Global Corporate & Specialty, A	55555
INSURER F : Crum & Forster Specialty Insurance co.	44520

INSURED ADAMSENTER
Adams-Robinson Enterprises Inc.
dba Adams-Robinson Construction Company
2735 Needmore Rd.
Dayton OH 45414

COVERAGES **CERTIFICATE NUMBER:** 3698075 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			7036930541	4/1/2025	4/1/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X Ohio Stop Gap						MED EXP (Any one person)	$ 15,000
	X Emp Liab- $1M						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						OH Employer's Liab	$ 1,000,000
A	AUTOMOBILE LIABILITY			7036930555	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			7036930572	4/1/2025	4/1/2026	EACH OCCURRENCE	$ 25,000,000
C	EXCESS LIAB CLAIMS-MADE			EX1T86534425NF	4/1/2025	4/1/2026	AGGREGATE	$ 25,000,000
	DED X RETENTION $ 0							$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			WC7Z91454206025	4/1/2025	4/1/2026	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Builders Risk			MXI93066494	4/1/2025	4/1/2026	Limit	50,000,000
E	Rent/Lease Equip			MXI93066494	4/1/2025	4/1/2026	Limit	10,000,000
F	Prof/Poll Liability			PKC114081	4/1/2025	4/1/2027	Limit	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Town of Holly Springs Bid

CERTIFICATE HOLDER

For Bidding Purposes

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDENDUM NO. 1 TO CONTRACT DOCUMENTS

Date:	November 7, 2025
Project:	Utley Creek WRF – 8 mgd Expansion
Owner:	Town of Holly Springs
Engineer:	Hazen and Sawyer

To All Bidders:

Contractors submitting Proposals for the above-named Project shall take note of the following changes, additions, deletions, clarifications, etc., in the Contract Documents, which shall become part of and have precedence over anything contrarily shown or described in the Contract Documents, and all such shall be taken into consideration and be included in the Contractor's Bid Proposal.

All other general items, conditions, drawings, and specifications shall remain the same. Please acknowledge the receipt of Addendum No. 1 with the Bid Form.

Refer to the Attached Sheets.

The return receipt requested with the communication will be deemed evidence that the bidder has received this Addendum and has followed the instructions outlined herein. Please sign, date, clearly print company name, and email this sheet back to Hazen and Sawyer at tohs_ucwrf_8mgd@hazenandsaywer.com.

Adams Robinson Enterprises, Inc.

Company Name

David Miller

Acknowledgement of Receipt

David Miller, CFO

11/7/2025

Date



Michelle A. Mayes, P.E.

HAZEN AND SAWYER

Melissa Lutz

From: Mayes, Michelle <MMayes@hazenandsawyer.com>
Sent: Wednesday, December 3, 2025 11:44 AM
To: Melissa Lutz; Tohs_ucwrf_8mgd
Subject: RE: Addendum No. 1 acknowledgement Adams Robinson-Utley Creek WRF

Received.

Michelle Mayes, PE *

832-794-9865 (cell)
mmayes@hazenandsawyer.com
(*Registered PE in North Carolina)

-----Original Message-----
From: Melissa Lutz <MLutz@adamsrobinson.com>
Sent: Tuesday, December 2, 2025 2:09 PM
To: Tohs_ucwrf_8mgd <Tohs_ucwrf_8mgd@hazenandsawyer.com>
Subject: Addendum No. 1 acknowledgement Adams Robinson-Utley Creek WRF

Caution! External email – think before you click

Please see attached Addendum No. 1 acknowledgement Adams Robinson-Utley Creek WRF. Thank you.

ADDENDUM NO. 2 TO CONTRACT DOCUMENTS

Date:	November 21, 2025
Project:	Utley Creek WRF – 8 mgd Expansion
Owner:	Town of Holly Springs
Engineer:	Hazen and Sawyer

To All Bidders:

Contractors submitting Proposals for the above-named Project shall take note of the following changes, additions, deletions, clarifications, etc., in the Contract Documents, which shall become part of and have precedence over anything contrarily shown or described in the Contract Documents, and all such shall be taken into consideration and be included in the Contractor's Bid Proposal.

All other general items, conditions, drawings, and specifications shall remain the same. Please acknowledge the receipt of Addendum No. 2 with the Bid Form.

Refer to the Attached Sheets.

The return receipt requested with the communication will be deemed evidence that the bidder has received this Addendum and has followed the instructions outlined herein. Please sign, date, clearly print company name, and email this sheet back to Hazen and Sawyer at tohs_ucwrf_8mgd@hazenandsaywer.com.

Adams Robinson Enterprises, Inc.
Company Name

David Miller
Acknowledgement of Receipt
David Miller, CFO

11/21/2025
Date

NORTH CAROLINA PROFESSIONAL SEAL 048848 ENGINEER MICHELLE MAYES
11/21/25

Michelle A. Mayes, P.E.
HAZEN AND SAWYER

Melissa Lutz

From: Mayes, Michelle <MMayes@hazenandsawyer.com>
Sent: Wednesday, December 3, 2025 11:44 AM
To: Melissa Lutz; Tohs_ucwrf_8mgd
Subject: RE: Addendum No. 2 acknowledgement Adams Robinson-Utley Creek WRF

Received.

Michelle Mayes, PE *

832-794-9865 (cell)
mmayes@hazenandsawyer.com
(*Registered PE in North Carolina)

-----Original Message-----
From: Melissa Lutz <MLutz@adamsrobinson.com>
Sent: Tuesday, December 2, 2025 2:08 PM
To: Tohs_ucwrf_8mgd <Tohs_ucwrf_8mgd@hazenandsawyer.com>
Subject: Addendum No. 2 acknowledgement Adams Robinson-Utley Creek WRF

Caution! External email – think before you click

Please see attached Addendum No. 2 acknowledgement Adams Robinson Utley Creek WRF. Thank you.

ADDENDUM NO. 3 TO CONTRACT DOCUMENTS

Date:	December 3, 2025
Project:	Utley Creek WRF – 8 mgd Expansion
Owner:	Town of Holly Springs
Engineer:	Hazen and Sawyer

To All Bidders:

Contractors submitting Proposals for the above-named Project shall take note of the following changes, additions, deletions, clarifications, etc., in the Contract Documents, which shall become part of and have precedence over anything contrarily shown or described in the Contract Documents, and all such shall be taken into consideration and be included in the Contractor's Bid Proposal.

All other general items, conditions, drawings, and specifications shall remain the same. Please acknowledge the receipt of Addendum No. 3 with the Bid Form.

Refer to the Attached Sheets.

The return receipt requested with the communication will be deemed evidence that the bidder has received this Addendum and has followed the instructions outlined herein. Please sign, date, clearly print company name, and email this sheet back to Hazen and Sawyer at tohs_ucwrf_8mgd@hazenandsaywer.com.

Adams Robinson Enterprises, Inc.

Company Name

David Miller

Acknowledgement of Receipt

David Miller, CFO

12/3/2025

Date

NORTH CAROLINA PROFESSIONAL SEAL 048846 ENGINEER MICHELLE MAYES

12/3/25

Michelle A. Mayes, P.E.

HAZEN AND SAWYER

Melissa Lutz

From: Mayes, Michelle <MMayes@hazenandsawyer.com>
Sent: Monday, December 8, 2025 1:06 PM
To: Melissa Lutz
Subject: RE: Addendum No. 3 Acknowledgement -Utley Creek WRF

Received.

Michelle Mayes, PE *

832-794-9865 (cell)
mmayes@hazenandsawyer.com
(*Registered PE in North Carolina)

-----Original Message-----
From: Melissa Lutz <MLutz@adamsrobinson.com>
Sent: Friday, December 5, 2025 2:44 PM
To: Tohs_ucwrf_8mgd <Tohs_ucwrf_8mgd@hazenandsawyer.com>
Subject: Addendum No. 3 Acknowledgement -Utley Creek WRF

Caution! External email – think before you click

Addendum No. 3 Acknowledgement -Utley Creek WRF

ADDENDUM NO. 4 TO CONTRACT DOCUMENTS

Date:	December 4, 2025
Project:	Utley Creek WRF – 8 mgd Expansion
Owner:	Town of Holly Springs
Engineer:	Hazen and Sawyer

To All Bidders:

Contractors submitting Proposals for the above-named Project shall take note of the following changes, additions, deletions, clarifications, etc., in the Contract Documents, which shall become part of and have precedence over anything contrarily shown or described in the Contract Documents, and all such shall be taken into consideration and be included in the Contractor's Bid Proposal.

All other general items, conditions, drawings, and specifications shall remain the same. Please acknowledge the receipt of Addendum No. 4 with the Bid Form.

Refer to the Attached Sheets.

The return receipt requested with the communication will be deemed evidence that the bidder has received this Addendum and has followed the instructions outlined herein. Please sign, date, clearly print company name, and email this sheet back to Hazen and Sawyer at tohs_ucwrf_8mgd@hazenandsaywer.com.

Adams Robinson Enterprises, Inc.
Company Name

David Miller
Acknowledgement of Receipt
David Miller, CFO

12/5/2025
Date



Michelle A. Mayes, P.E.
HAZEN AND SAWYER

Melissa Lutz

From: Mayes, Michelle <MMayes@hazenandsawyer.com>
Sent: Monday, December 8, 2025 1:06 PM
To: Melissa Lutz
Subject: RE: Addendum No. 4 acknowledgement Utley Springs WRF

Received.

Michelle Mayes, PE *

832-794-9865 (cell)
mmayes@hazenandsawyer.com
(*Registered PE in North Carolina)

-----Original Message-----
From: Melissa Lutz <MLutz@adamsrobinson.com>
Sent: Friday, December 5, 2025 2:42 PM
To: Tohs_ucwrf_8mgd <Tohs_ucwrf_8mgd@hazenandsawyer.com>
Subject: Addendum No. 4 acknowledgement Utley Springs WRF

Caution! External email – think before you click

Please see attached Addendum No. 4 acknowledgement Utley Springs WRF

ADDENDUM NO. 5 TO CONTRACT DOCUMENTS

Date:	December 11, 2025
Project:	Utley Creek WRF – 8 mgd Expansion
Owner:	Town of Holly Springs
Engineer:	Hazen and Sawyer

To All Bidders:

Contractors submitting Proposals for the above-named Project shall take note of the following changes, additions, deletions, clarifications, etc., in the Contract Documents, which shall become part of and have precedence over anything contrarily shown or described in the Contract Documents, and all such shall be taken into consideration and be included in the Contractor's Bid Proposal.

All other general items, conditions, drawings, and specifications shall remain the same. Please acknowledge the receipt of Addendum No. 5 with the Bid Form.

Refer to the Attached Sheets.

The return receipt requested with the communication will be deemed evidence that the bidder has received this Addendum and has followed the instructions outlined herein. Please sign, date, clearly print company name, and email this sheet back to Hazen and Sawyer at tohs_ucwrf_8mgd@hazenandsaywer.com.

Adams Robinson Enterprises, Inc.
Company Name

David Miller
Acknowledgement of Receipt
David Miller, CFO

December 11, 2025
Date



Michelle A. Mayes, P.E.
HAZEN AND SAWYER

Melissa Lutz

From: Mail Delivery Subsystem <MAILER-DAEMON@server109.appriver.com>
To: tohs_ucwrf_8mgd@hazenandsawyer.com
Sent: Monday, December 15, 2025 12:11 PM
Subject: Delivered: Addendum No. 5 Acknowledgement-Utley Creek WRF

Your message has been delivered to the following recipients:

tohs_ucwrf_8mgd@hazenandsawyer.com

Subject: Addendum No. 5 Acknowledgement-Utley Creek WRF

HOLLY SPRINGS
North Carolina

CONTRACT FOR PROFESSIONAL SERVICES SUBJECT TO Q.B.S.

THIS AGREEMENT dated _____, between the **Town of Holly Springs**, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and **Hazen and Sawyer** (herein after called the "Contractor").

Town hereby desires to enter into a contract for services with the Contractor and the Contractor agrees to enter into this contract and perform the Services as set forth below, in the manner and time hereinafter described, and both parties do hereby agree as follows:

SERVICES OF CONTRACTOR

The services of the Contractor shall be performed in the manner as described in **Exhibit A** (the "Proposal") as attached hereto and incorporated by reference. Contractor agrees to employ such personnel as may be needed to deliver services in the manner and time prescribed herein. Such personnel shall be employees of the Contractor, said Contractor being an independent contractor of the Town.

BRIEF SUMMARY OF SERVICE(S): Construction Phase Services including Construction Administration Office Services and Construction Administration Field Services (including Third-Party Testing and Special Inspections) for the Utley Creek Water Reclamation Facility – Expansion to 8 MGD Project.

TOWN'S RESPONSIBILITIES

The Town shall make available the facilities and information to the Contractor and shall not impede the work of the Contractor except as necessary. Any additional Town responsibilities shall be listed in **Exhibit A**.

BIDDING COMPLIANCE:

The Town shall comply with the bidding laws of the State of North Carolina. Failure to do so shall make this Contract void. The Town's Contract Manager for this Contract is:

David Cadman, Utilities & Infrastructure Services
david.cadman@hollyspringsnc.gov

919-628-2961

_X_ The Contract Manager certifies that the Contractor was selected using Qualification Based Selection. An announcement was made through a **Request for Qualifications, which was drafted and circulated on or about August 3, 2023**. The Contractor was the best qualified for the work described herein and selected because: The selection committee ranked Hazen and Sawyer as the top candidate based on criteria outlined in the RFQ; the Statement of Qualifications received September 11, 2023; and interview held on October 5, 2023.

OR

_____ An exemption was allowed by the Town Manager, and an Exemption Memorandum is attached as the last page of this Contract as **Exhibit D**.

_____

Contract Manager **Date Signed:**
Printed Name: David Cadman

_____

Department Head/Supervisor **Date Signed:**
Printed Name: Kendra Parish, PE

PAYMENT

The Town shall pay the Contractor the contract sum in the following manner:

__ Upon completion of the services listed in **Exhibit A,** the Contractor shall invoice the Town, and the Town shall have 30 days from receipt to pay**.** Contract total not to exceed **$_____** without prior written agreement by the Town and Contractor.

_X_ Payment on basis of Time and/or Materials as described in **Exhibit A (total cost not to exceed $15,305,109.00)**

__ Description of Alternative Payment Terms:

_____

TIME FOR RENDERING SERVICES

The times for rendering the services are set forth in **Exhibit A**, or as otherwise set forth below:

The Contract shall commence upon the receipt of a Notice to Proceed by Contractor, and continue until completion of the construction of the Town Project, or the services are no longer required, whichever occurs first.

GENERAL CONSIDERATIONS

1. **Standards of Performance.**

1.1 The standard of care for all services performed or furnished by Contractor under this Agreement will be the care and skill ordinarily used by members of the Contractor's profession practicing under similar circumstances at the same time and in the same locality.

1.2 Contractor represents that, prior to submitting the Bid and executing this Contract, Contractor became and remains thoroughly acquainted with all matters relating to the performance of this Contract, all applicable laws and all of the terms and conditions of this Contract. All Services under this Contract shall be coordinated under and performed to the satisfaction of the Town Contact, taking into consideration the standard of care listed above. Town is authorized to withhold payment of any funds under this Contract until periodic performance of the Services has been inspected, accepted, and approved by the Town Contact.

1.3 Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

1.4 Contractor and Town shall comply with applicable Laws or Regulations and Town mandated standards. This Agreement is based on these requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Town's responsibilities or to Contractor's scope of services, times of performance, or compensation.

1.5 Contractor is an independent contractor of the Town. The Town and the Contractor mutually agree to indemnify and hold harmless each party from any claims of negligence brought forth. Contractor is familiar with the property and its condition.

2. **Term and Termination.**

2.1 The term for this contract is as long as necessary to complete the scope of work agreed to, but in no event shall it the length of the project, Utley Creek Water Reclamation Facility 8 MGD EXPANSION, No. 22-010b..

2.2 The mutual obligations of the Parties contained in this Agreement may be terminated:

2.2.1 For cause by either party upon 30 days written notice in the event of a failure by the other party to perform in accordance with the terms hereof.

2.2.2 For failure to consistently satisfy the Standards of Performance in the opinion of the Town Contract.

2.2.3 Upon mutual agreement.

3. Controlling Law.

3.1 This agreement is to be governed by the law of the State of North Carolina, regardless of any language in any quote, contract, agreement supplied by the Contractor.

3.2 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).

4. Notices.

4.1 Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address below, or given personally, or by regular, registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of the receipt.

4.1.1 For the Town:

David Cadman, Project Manager	(Name, Title)
Utilities & Infrastructure	(Department)
P.O. Box 8	(Address)
Holly Springs, NC 27540	
919-628-2961	(Phone)
david.cadman@hollyspringsnc.gov	(e-mail)

4.1.2 For the Contractor/Vendor:

Patricia Drummey Stiegel, Vice President	(Name, Title)
Hazen and Sawyer	(Company)
4011 WestChase Blvd.	(Address)
Suite 500	
Raleigh, NC 27607	
(919) 833-7152	(Phone)
pdrummey@hazenandsawyer.com	(e-mail)

5. Severability.

5.1 Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Town and Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6. Waiver.

6.1 Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of

this Agreement.

7. Attorney's Fees.

7.1 In the event of a breach of this Agreement, the substantially prevailing party shall be entitled to an award of reasonable attorney's fees and costs relating to compelling performance under this Agreement.

8. Insurance & Indemnification Requirement.

8.1 Contractor shall provide professional liability insurance for a minimum of $1,000,000 per occurrence, $2,000,000 aggregate, for the complete term of the contract. Additionally, the Contractor shall supply workman's compensation insurance coverage to all employees within the statutory limits, as necessary. Contractor shall supply proof of coverage to the Town, which shall list "Town of Holly Springs" as additional insured, to all professional liability policies for the duration of the contract term. Any waiver of the insurance requirement, or an acceptance of lower limits shall be stated on the **Exhibit B** cover page and a certificate of insurance shall be attached hereto as **Exhibit B**.

8.2 The Contractor agrees to waive any and all claims against the Town from itself or its employees arising from work performed by the Contractor pursuant to this Contract, except for claims related to non-payment of amounts. The Contractor shall protect, defend, indemnify and hold the Town and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character in connection with or arising out of this Agreement and/or the performance hereof, that are proximately caused by the negligence, willful or wanton conduct, or breach of contract by the Contractor, except to the extent that the same are proximately caused by the negligence or willful misconduct of the Town. For such claims, the Contractor/Licensee further agrees to investigate, handle, provide defense for and respond to, any such claims at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claims are groundless, false, or fraudulent. For the purpose of clarity, any indemnification provision contained in this Agreement shall require the Contractor to indemnify the Town only for the actions of the Contractor in the performance of the work described in this Agreement, and not for the actions of others.

9. E-Verify.

9.1 Contractor hereby agrees to comply with N.C.G.S. § 64-25, et. seq. regardless of Contractor's status as an independent contractor and not an employee with the Town. The E-Verify Affidavit shall be attached hereto as **Exhibit C**.

10. Independent Contractor.

10.1 Contractor's status shall be that of an independent contractor and not an agent, servant, employee, or representative of Town in the performance of the Services. Contractor shall exercise independent judgment in performing duties under this

Contract and is solely responsible for setting working hours, scheduling or prioritizing the workflow and determining how the work is to be performed. No term or provision of this Contract or act of Contractor in the performance of this Contract shall be construed as making Contractor the agent, servant or employee of Town, or making Contractor or any of its employees eligible for the fringe benefits, such as retirement, insurance and worker's compensation, which Town provides its employees.

10.2 Contractor's Control Over Services Provided. Contractor shall retain the unqualified right of control over the means, manner and methods by which the Services are performed, and the right to perform such Services at the locations and times that Service Provider independently determines, as approved by the Town. Contractor shall be responsible for providing all equipment, materials and supplies that Contractor determines are needed to timely provide the Services.

10.3 Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

11. Non-Discrimination.

11.1 As a condition of this Contract, Contractor covenants that Contractor will take all necessary actions to insure that, in connection with any operations under this Contract, Contractor, its officers, employees and subcontractors, will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, sexual orientation, or handicap unrelated to job performance, either directly, indirectly or through contractual or other arrangements. Contractor shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12101-12213, as amended. In this regard, Contractor shall keep, retain and safeguard all records relating to this Contract or work performed hereunder for a minimum period of three (3) years from final Contract completion, with full access allowed to authorized representatives of Town, upon request, for purposes of evaluating compliance with this and other provisions of the Contract.

12. Contractor's Employees.

12.1 Contractor agrees and consents that the Town is allowing access to the Contractor to both publicly used and private sensitive Town facilities. Contractor, and any employee, agent, subagent, volunteer, or any person authorized to act on behalf of the Contractor shall maintain a professional demeanor at all times during the interaction with the Town's patrons and visitors to Town facilities. Contractor shall refrain from other commercial or political activity while performing this contract on Town Facilities. Contractor shall undergo criminal background checks on all employees and subcontractors working at the direction of the Contractor in this contract, and shall exclude any employees from working in any Town facility any employees that:

1) had a conviction of any felony within the past 10 years;

2) has a conviction in the past 10 years of any violent crime or crime involving theft or dishonesty; or

3) is currently a registered sex offender.

13. Assignment.

13.1 Contractor shall not sell, assign, transfer or convey this Contract, in whole or in part, without the prior written consent of the Town. As an express condition of consent to any assignment, Contractor shall remain liable for completion of the Contract work in the event of default by the successor contractor or assignee.

14. Right of Review and Audit.

14.1 Town may review any and all of the services performed by Contractor under this Contract. Town is granted the right to audit, at Town's election, all of Contractor's records and billings relating to the performance of this Contract. Contractor agrees to retain such records for a minimum of three (3) years following completion of this Contract. Any payment, settlement, satisfaction, or release made or provided during the course of performance of this Contract shall be subject to Town's rights as may be disclosed by an audit under this section.

15. Non-Appropriations.

15.1 No provision of this agreement shall be construed or interpreted as creating a pledge of the faith and credit of the town within the meaning of any constitutional debt limitation. No provision of this agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the town within the meaning of the constitution of the state. This agreement shall not directly or indirectly or contingently obligate the town to make any payments beyond those appropriated in the sole discretion of the town for any fiscal year in which this agreement is in effect; provided, however, that any failure or refusal by the town to appropriate funds which results in the failure by the town to make any payment coming due hereunder will in no way obviate the occurrence of the event of default resulting from such nonpayment. No deficiency judgment may be rendered against the town in any action for breach of a contractual obligation under this agreement and the taxing power of the town is not and may not be pledged directly or indirectly or contingently to secure any moneys due under this agreement.

16. Full Agreement. This Contract is the full agreement of the parties, and neither has, or is relaying on any information not contained in this Contract or its Exhibits. The terms of this Contract supersede any conflicting terms which may be contained in any Exhibit attached hereto and incorporated by reference.

17. Modification. The Contract may not be modified except by either a Change Order or an Amendment. Any Change Order or Amendment must be made in writing, utilizing the appropriate Town form, approved by the Town (and Town Council, if necessary) and executed with the same formalities as this original contract.

18. Exhibit List. The following documents shall be attached hereto and incorporated by reference.

Exhibit A – Proposal and Scope of Work

Exhibit B – Certificate of Insurance

Exhibit C – E-Verify Affidavit

Exhibit D – ~~QBS Exemption Memorandum, if applicable~~

[Signature Page Follows]

TOWN OF HOLLY SPRINGS:

BY:_____
Randy J. Harrington, Town Manager
Date:

CONTRACTOR:

Signature _____

Name: Patricia Drummey Stiegel

Title: Vice President

WITNESS:

_____
Linda McKinney, Town Clerk
Date:

Contract Manager: _____ Date:

Purchasing Manager: _____ Brettany DeVolld
Date:

Purchase Order No.: _____ (if applicable)

Approved as to form:

_____
John Schifano, Town Attorney Date:

This instrument has been pre-audited in the manner
Prescribed by the Local Government Budget and Fiscal
Control Act.

_____
Tina Stroupe, Director of Finance Date:

EXHIBIT A

A. Construction Administration Office Services for the Utley Creek WRF Expansion to 8 MGD Project

1. Initiation of Project – Hazen shall prepare documents for the Town to enter a contract with a General Contractor and initiate construction, including Notice of Award, Review of Insurance, Preparation of Construction Contracts for Execution, and Notice to Proceed for the Utley Creek Water Reclamation Facility Expansion to 8 MGD Project. The ENGINEER will set up the meeting, prepare the agenda for, and conduct a pre-construction meeting. Minutes of the meeting will be prepared and distributed to all attendees.

2. Project Management – Hazen shall be responsible for overall project management for the project on behalf of the Town. Hazen shall direct the construction observation activities and shall receive and review all Daily Construction Observation Progress Reports. Hazen shall maintain all documentation of project activities on behalf of the Town. This task also includes project management time to provide full oversight and tracking of the Construction Administration Services Budget and preparing the monthly Construction Administration Services project invoice, and communicating updates as required to the Town. To facilitate communication between the Town, the Contractor, and Hazen, project records shall be managed utilizing ACC Build. This task includes setting up the project in ACC Build and managing access for all parties.

3. Progress Review Meetings – Hazen shall schedule, prepare for, attend, and conduct progress meetings at the project site, or other agreed upon location, to include the Town's personnel and the Contractor's representative. These meetings shall be normally held on a once-per-month basis. During critical times of construction, the meetings may be held every two weeks. Minutes of the meetings will be prepared and distributed to all attendees and key project team members. Hazen will verify that the Contractor is responsive to Owner and/or Engineer concerns expressed during the course of the construction project, including maintaining the project schedule.

4. Submittal Review - Schedule, Shop Drawing, Other Submittals – Hazen shall review and generate comments on the Contractor's proposed preliminary project CPM schedule, schedule of values and shop drawing submission schedule. Hazen shall assist the Town with discussions with the Contractor related to requirements of the Contract, and sequencing of construction. Hazen will track, manage, log-in, and update all documentation associated with submittals and submittal logs. Autodesk ACC Build (project controls software) will be utilized to provide project team members access to all logs, reports, agendas, meeting minutes etc. Hazen will consolidate shop drawing review comments and prepare final electronic transmittals for distribution to File, Engineer, Owner, and Contractor through Autodesk ACC Build.

5. Requests for Information (RFIs) and Clarifications – Hazen shall receive and review and respond to RFIs in a timely manner. Hazen shall provide field clarifications on an as-needed basis. Hazen shall provide written responses to RFIs incorporating clarifications of the design intent and the Town decisions where required.

6. Field Orders (FOs), Request for Proposals (RFPs), Work Change Directives (WCDs), and Change Orders (COs) – Hazen shall prepare FOs, RFPs, WCDs, and COs as required. FOs will be prepared for minor changes to the Contract Documents. RFPs, WCDs, and COs will be prepared for items of work outside of the defined scope of work in the plans and specifications. Such documents may be developed for additions to or deletions from the project based on unforeseen conditions and/or the Town's requests. Hazen shall respond to any clarifications requested by the Contractor regarding the RFPs. Hazen shall develop an engineer's estimate of the cost impacts of the RFP to the project and make recommendations to the Town regarding the appropriateness of Contractor pricing on such proposals. Should the Contractor submit claims related to the project and/or modifications become necessary to meet the Town's needs for the project, the Engineer shall review claims and/or proposed modifications and advise the Town on the approach for resolution of the related issues. Hazen shall review justification for all claims for modifications to the project cost and/or schedule and develop recommendations to the Town for the fair and equitable resolution of such claims.

7. Pay Requisition Review – Hazen shall review Contractor pay requisitions for work completed. Hazen will verify the appropriateness of the pay requests, the state of completion of the work and the proper storage and maintenance of Contractor stored materials. Hazen shall forward the Contractor's pay requisitions along with the recommendation for payment to the Town in a timely manner.

8. Start-Up and Operations Assistance – Hazen shall provide project specific operations assistance as the project construction is being completed and the plant is being placed into service. It is anticipated that this will involve senior level engineers from various disciplines and specialties and consist of on-site, video conferencing and telephone assistance adapted to address specific areas of concern by the Town. Hazen will issue Certificates of Substantial and Final Completion to the Contractor and verify all required Building Inspections are completed by the Contractor as required.

9. Prepare Record Drawings – Using information provided by the Contractor, confirmed by on-site observations, Hazen shall provide Record Drawings of the project. Hazen shall confirm the validity of the record drawing information provided by the Contractor by using digital photographs and other techniques to provide records of construction details. Record Drawings will be furnished in hard copy and electronically in PDF format. Supporting documentation that validates the record drawings will also be provided in electronic format. Hazen shall verify and certify that the project has been constructed in accordance with the contract documents.

10. Power System Studies - Hazen will perform power system studies which includes an arc flash hazard analysis for the entire facility, protective device coordination studies for new and existing equipment to be modified, and short circuit studies. NFPA 70E requires an updated analysis every five (5) years, or when major electrical modifications are made, whichever occurs first. The arc flash hazard analysis will be completed in accordance with the methods and requirements described in the National Fire Protection Association Standard 70E (NFPA 70E, 2024 edition) – Standard for Electrical Safety in the Workplace. The arc flash hazard analysis will be performed on electrical equipment where it is likely

energized parts will be exposed for the purposes of repairs and maintenance. The power system studies scope will consist of the following subtasks:

a. System Analysis and Data Collection - Hazen will conduct a field survey of the power distribution system at the UCWRF. Existing facility documentation such as drawings and testing reports will be helpful in understanding the electrical distribution systems, however, only field-collected data will be used in the arc flash hazard analysis.

b. Protective Device Coordination Study and Short Circuit Study - A protective device coordination study will be performed to ensure all devices are coordinated to the most optimal level achievable for the existing equipment and to ensure any potential nuisance protective device operations is avoided. Any potential issues will be brought to the attention of the Town in the Arc Flash Hazard Analysis Draft Report. Short circuit information will be obtained from the serving electrical utility for the purposes of developing a short circuit study, which will then be used for the proper calculation of arc flash hazards. Protective device coordination studies for new equipment installed under the project will be provided as described in this scope of work. The resulting settings will be considered in the arc flash hazard analysis. Hazen will review data furnished by the Contractor and develop settings that will be used for protective devices (new and existing) to ensure proper coordination between devices. Data furnished by the Contractor will be based on approved equipment shop drawing submittals for new equipment, and field-verified data for existing equipment. The protective device settings will be coordinated with the arc flash hazard analysis described herein.

c. Arc Flash Hazard Analysis and Evaluation - The information collected will be entered into SKM Power Tools software to perform the arc flash hazard analysis. The results of the arc flash hazard analysis will be evaluated to identify the areas where the arc flash incident energy is high (above 12 cal/cm2). The power distribution system will be analyzed to determine if any system protective device setting modifications can be made to reduce the arc flash incident energy for these higher hazard areas. Arc flash mitigation measures other than changes to protective device settings that require additional engineering beyond the scope of the Expansion Project will be coordinated with the Town on a case by case basis.

d. Report and Arc Flash Labels - A draft Arc Flash Hazard Analysis Report will be prepared and submitted to the Town for review in PDF format only. Upon review of the draft report, the Town will provide Hazen with any comments. The comments will be implemented into a finalized Arc Flash Hazard Analysis Report. Hazen will place the arc flash hazard labels on all equipment. Four (4) printed copies of the Final Arc Flash Hazard Analysis Report will be delivered to the project site.

e. Training of Town Personnel - Hazen will conduct arc flash hazard training sessions for Town personnel after the final study is complete. NFPA 70E recommends that qualified personnel be trained at intervals not to exceed three (3) years. Two sessions of training will be provided, approximately 90 minutes in length each. Both training sessions will be conducted on the same day, one in the morning and one in the afternoon.

B. Construction Administration Field Services for the Utley Creek WRF Expansion to 8 MGD Project:

1. Construction Administration Field Services are based upon a total construction duration of 45 months. An increase or decrease in the total project construction time would directly impact the scope of these services.

2. Hazen shall provide a qualified Resident Project Representative (RPR) and an Assistant Resident Project Representative (A-RPR) to observe progress and quality of the Work. It is anticipated that the RPRs shall provide full-time representation at the site of the construction unless there is no construction activity. This includes 45 months of full-time oversight.

    a. Through observations of the Contractor's work in progress and field checks of materials and equipment by the RPR and assistants, Hazen shall endeavor to provide further protection for the Town against defects and deficiencies in the Work. However, Engineer and Engineer's RPR shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over the Contractor's Work nor shall they have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected by Contractor, for safety precautions and programs incident to the Contractor's work in progress, for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's performing and furnishing the Work, or responsibility of construction for Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.

    b. The duties and responsibilities of the RPR and assistants are limited to those of the Engineer in the Agreement with the Town and in the Contract Documents, and are further limited and described as follows:

        1) General: RPR is Engineer's agent at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions. RPR's dealings in matters pertaining to the Contractor's work in progress shall in general be with Engineer and Contractor, keeping the Town advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with the Town with the knowledge of and under the direction of Engineer.

        2) Schedules: Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by Contractor and consult with Hazen concerning acceptability.

        3) Conferences and Meetings: Attend meetings with Contractor, such as pre-construction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

        4) Liaison: Serve as Engineer's liaison with Contractor, working principally through Contractor's superintendent and assist in

understanding the intent of the Contract Documents. Assist Engineer in serving as Town's liaison with Contractor when Contractor's operations affect Town's on-site operations. Assist in obtaining from Town additional details or information, when required for proper execution of the Work.

5) Interpretation of Contract Documents: Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.

6) Shop Drawings and Samples: Record date of receipt of Samples and approved Shop Drawings. Receive Samples which are furnished at the Site by Contractor and notify Engineer of availability of Samples for examination. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Engineer.

7) Modifications: Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to Engineer. Transmit to Contractor in writing decisions as issued by Engineer.

8) Review of Work and Rejection of Defective Work: Conduct on-site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents. Report to Engineer whenever RPR believes that any part of Contractor's work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

9) Inspections, Tests, and System Startups: Consult with Engineer in advance of scheduled major inspections, tests, and systems startups of important phases of the Work. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Town's personnel, and that Contractor maintains adequate records thereof. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems startups. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections, and report to Engineer.

10) Records: Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project related documents. Prepare a daily report, recording Contractor's hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer. Record names, addresses and telephone numbers of all Contractors, subcontractors, and major suppliers of materials and equipment. Maintain detailed records for use in preparing Project documentation. The resident project representative will maintain detailed records of locations of underground construction and deviations from the contract construction drawings for preparation of as-built record drawings by the Engineer. These records shall be discussed with the contractor at least on a monthly basis to ensure that all locations and deviations are recorded. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer for subsequent submittal to the Town.

11) Reports: Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals. Draft and recommend to the Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor. Furnish to Engineer and Town copies of all inspection, test, and system startup reports. Report immediately to the Engineer the occurrence of any site accidents, any hazardous environmental conditions, emergencies, or acts of God endangering the Work, and property damaged by fire or other causes.

12) Payment Requests: Review Applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13) Certificates, Operation and Maintenance Manuals: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Specifications to be assembled and furnished by Contractor are

applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Town prior to payment for that part of the Work.

14) Completion: Before the Engineer issues a Certificate of Substantial Completion for each of the three potential substantial completions allowed by the contract, submit to Contractor a list of observed items requiring completion or correction. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public agencies having jurisdiction over the Work. Participate in a final inspection in the company of the Engineer, Town, and Contractor and prepare a final list of items to be completed or corrected. Observe whether all items on final list have been completed or corrected and make recommendations to the Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work.

c. Resident Project Representative shall not:

1) Authorize any deviation from the Contract Documents or substitution of materials or equipment (including “or-equal” items).

2) Exceed limitations of Engineer’s authority as set forth in the Agreement or the Contract Documents.

3) Undertake any of the responsibilities of Contractor, Subcontractors, Suppliers, or Contractor’s superintendent.

4) Advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of Contractor’s work unless such advice or directions are specifically required by the Contract Documents.

5) Advise on, issue directions regarding, or assume control over safety precautions and programs in connection with the activities or operations of Town or Contractor.

6) Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.

7) Accept Shop Drawing or Sample submittals from anyone other than Contractor.

8) Authorize the Town to occupy the Project in whole or in part.

3. Supplemental Inspections will be conducted as necessary by project design team members and/or discipline specialists (Civil, Structural, Architectural, HVAC, Plumbing, Electrical, Instrumentation & Controls)

C. Third-Party Testing & Special Inspections

1. Special Inspections/Soil and Concrete Materials Testing – Hazen shall provide the services of a sub-consultant geotechnical and construction materials engineer for soil and concrete materials testing during construction. The soil and concrete materials testing subconsultant shall be GeoTechnologies. Hazen shall be responsible for notifying the materials testing firm when its services are needed. Costs of the materials testing services shall be invoiced to the Town as part of the monthly invoicing. By including these subconsultant services in this agreement, Hazen shall ensure that in subconsultant agreements all subconsultants shall be responsible and/or liable for the accuracy and/or sufficiency of subconsultant's work.

D. Compensation

1. Each hour of service rendered as a direct charge to this contract shall be billed according to employee classifications below:

Title	Hourly Rate
Vice President	$ 398
Associate Vice President	$ 384
Senior Associate	$ 332
Associate	$ 292
Senior Principal Engineer	$ 253
Principal Engineer	$ 226
Assistant Engineer / Scientist / Designer	$ 181
Resident Project Representative	$ 245
Assistant Resident Project Representative	$ 180
Senior Principal Designer	$ 238
Principal Designer	$ 225
Designer	$ 181
Technician / Admin	$ 108

2. Hourly rates are based on project completion by September 2029.

3. Mileage costs directly chargeable to this project shall be billed at the ENGINEERS' standard employee reimbursement rate, as established by the United States Internal Revenue Service. Other travel costs shall be billed at direct cost.

4. Any funds not utilized in one task or phase may be utilized in subsequent phases or tasks.

5. For the services set forth above, CLIENT shall pay HAZEN the following compensation:

Task	Type	NOT TO EXCEED Amount
Office Services	(Hourly Rates)	$10,137,479

Field Services	(Hourly Rates/T&M)	$ 4,659,630
Third-Party	(T&M with markup)	$ 508,000
Total		**$15,305,109**

6. Payments to Hazen will be made based upon monthly invoices that will be based on hourly rates for Office Services and Field Services, and time and materials with a 10% markup for Third-Party Testing and Special Inspections.

EXHIBIT B

_____ **Insurance requirement waived**

_____ **Lower Insurance Limit Approved**

Approved by: _____

Printed Name:_____

__X_____ **Certificate of Insurance attached**

COI Expires: __3/29/2026_____

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
08/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Chicago IL Office
200 East Randolph
Chicago IL 60601 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 **FAX (A/C. No.):** (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Zurich American Ins Co	16535
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
Gregory Poole Equipment Company
4807 Beryl Rd.
Raleigh NC 27606 USA

COVERAGES **CERTIFICATE NUMBER:** 570114983541 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		GLO651048530	04/01/2025	04/01/2026	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							
A	AUTOMOBILE LIABILITY			BAP 6510484-30	04/01/2025	04/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$2,000,000
	X ANY AUTO						BODILY INJURY (Per person)	
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	
	DED RETENTION							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			WC651046330	04/01/2025	04/01/2026	X PER STATUTE OTH-ER	
	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N / A					E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH)						E.L. DISEASE-EA EMPLOYEE	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Project: Utley Creek WRF - 8 mgd Expansion; Certificate Holder is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

CERTIFICATE HOLDER

Town of Holly Springs
150 Treatment Plant Road
Holly Springs NC 27540 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

Holder Identifier :

Certificate No : 570114983541

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh & McLennan Agency LLC
2821 Corporate Park Drive
Opelika AL 36801

CONTACT NAME: Staci Shoemake
PHONE (A/C, No, Ext): 334-749-3401 **FAX (A/C, No):**
E-MAIL ADDRESS: staci.shoemake@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Property Casualty Co. of Amer	25674
INSURER B : Federal Insurance Company	20281
INSURER C : Navigators Insurance Company	42307
INSURER D : Indemnity National Insurance Company	18468
INSURER E :	
INSURER F :	

INSURED GREGOPOOLE1
Gregory Poole Equipment Company
4807 Beryl Road
P.O. Box 469
Raleigh NC 27606

COVERAGES **CERTIFICATE NUMBER:** 571683303 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X **UMBRELLA LIAB** X OCCUR			CUPA357838225NF	4/1/2025	4/1/2026	EACH OCCURRENCE	$ 10,000,000
B	X **EXCESS LIAB** ☐ CLAIMS-MADE			56721024	4/1/2025	4/1/2026	AGGREGATE	$ 10,000,000
	☐ DED ☐ RETENTION $						Excess Liab Occ/Agg	$ 15,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
C	Excess Liability			GA25MXEZ0GY0UIV	4/1/2025	4/1/2026	Excess Liab Occ/Agg	$10,000,000
D	Excess Auto Buffer			XS000121025	4/1/2025	4/1/2026	Excess Liab Occ/Agg	$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The umbrella policy follows form of scheduled underlying policies, subject to the umbrella policy terms and conditions.
Underlying Policies: General Liability policy #GLO651048530; Auto policy #BAP651048430; Workers Comp policy #WC651046330
Re: Project: Utley Creek WRF - 8 mgd Expansion

Town of Holly Springs is/are included as additional insured for Umbrella Liability as required by written contract or written agreement, per policy terms and conditions.

CERTIFICATE HOLDER

Town of Holly Springs
150 Treatment Plant Road
Holly Springs NC 27540

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
PETER J. KRAUSE

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EXHIBIT C

STATE OF NORTH CAROLINA)
)
COUNTY OF WAKE)

AFFIDAVIT OF CONTRACTOR'S COMPLIANCE WITH E-VERIFY

I, _____(the individual attesting below), being duly authorized by and on behalf of **Hazen and Sawyer** (the "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Contractor understands that Contractors Must Use E-Verify. Each Contractor, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).

3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES _____
b. NO _____

4. Contractor's subcontractors comply with E-Verify, and if Contractor is the winning bidder on this project Contractor will ensure compliance with E-Verify by any subcontractors subsequently hired by Contractor.

Dated:_____

Signature of Affiant: _____

Print or Type Name: _Patricia Drummey Stiegel_

Resolution No. 26-04
Date Adopted: January 20, 2026
Effective Date: January 20, 2026

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF THE TOWN'S ENTERPRISE SYSTEMS REVENUE BONDS, SERIES 2026; REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE 2026 BONDS; DECLARING THE INTENT OF THE TOWN TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES FROM THE PROCEEDS THEREOF; AND CERTAIN RELATED MATTERS

WHEREAS, the Town Council (the *"Town Council"*) of the Town of Holly Springs, North Carolina (the *"Town"*) hereby determines that it is necessary to improve its water and sanitary sewer systems (collectively, the *"Enterprise Systems"*); and

WHEREAS, the Town previously executed and delivered its Enterprise Systems Revenue Bond Anticipation Note, Series 2025 (the *"2025 Note"*), in the aggregate principal amount of $21,404,750 the proceeds of which financed the costs of extensions, additions, and capital improvements to, or the renewal and replacement of capital assets of, or purchasing and installing new equipment for, the Enterprise Systems (collectively, the "*2025 Projects*"), including, but not limited to, (i) the construction, equipping, and furnishing of a Laboratory and Operators building, and (ii) site preparation and grading for treatment infrastructure improvements at the Utley Creek Water Reclamation Facility site;

WHEREAS, the Town Council is considering the issuance of not to exceed $140,000,000 Town of Holly Springs, North Carolina Enterprise Systems Revenue Bonds, Series 2026 (the *"2026 Bonds"*) to (1) provide long-term financing for the 2025 Projects by prepaying all outstanding amounts under the 2025 Note; (2) finance the costs of extensions, additions, and capital improvements to, or the renewal and replacement of capital assets of, or purchasing and installing new equipment for, the Enterprise Systems (collectively, the "*2026 Projects*"), including, but not limited to, rehabilitation of existing components and construction of new infrastructure at the Utley Creek Water Reclamation Facility site to increase treatment capacity from 6 million gallons per day ("*MGD*") to 8 MGD, and (3) pay the costs of issuing the 2026 Bonds; and

WHEREAS, the Town Council wishes to (1) retain Parker Poe Adams & Bernstein LLP, as bond counsel ("*Bond Counsel*"); (2) retain DEC Associates, Inc., as municipal advisor; (3) retain PNC Capital Markets LLC (the *"Underwriter"*) and, if necessary, any additional financial institutions to be determined by the Finance Director; (4) retain U.S. Bank Trust Company, National Association, as trustee for the 2026 Bonds; (5) approve the selection by the Underwriter of Womble Bond Dickinson (US) LLP, as underwriter's counsel; and (6) retain NewGen Strategies and Solutions, LLC, as feasibility consultant (collectively, the "*Financing Team*"); and

WHEREAS, the Town Council desires that the Finance Director of the Town file with the Local Government Commission of North Carolina (the *"Commission"*) an application for its approval of the 2026 Bonds on a form prescribed by the Commission, requesting that the Commission approve the negotiation of the sale of the 2026 Bonds to the Underwriter and the Town's use of the Financing Team; and

WHEREAS, in connection with such application, the Town Council authorizes the Finance Director to (1) provide the Commission with such facts and information in regard to the 2026 Bonds and to the Town and its financial condition as the Commission may require and (2) take all other action necessary for the issuance of the 2026 Bonds;

WHEREAS, the Town will incur and pay certain expenditures (the "*Original Expenditures*") in connection with the 2026 Projects prior to the date of execution and delivery of the 2026 Bonds, such Original Expenditures to be paid for originally from a source other than the proceeds of the 2026 Bonds, and the Town intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the 2026 Bonds; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA, AS FOLLOWS:

Section 1. The Town is issuing the 2026 Bonds to (a) provide long-term financing for the 2025 Projects, (b) finance the 2026 Projects, and (c) pay the costs of issuing the 2026 Bonds.

Section 2. The use of the Financing Team in connection with the issuance of the 2026 Bonds is hereby approved. In addition, to the extent necessary, the Finance Director is authorized to engage any other third parties necessary to execute the transactions contemplated by this Resolution.

Section 3. The Finance Director of the Town, with advice from the Town Manager, the Town Attorney and Bond Counsel, is authorized, directed and designated to file an application with the Commission for its approval of the issuance of the 2026 Bonds.

Section 4. The Town Council finds and determines and asks the Commission to find and determine from the Town's application and supporting documentation as follows:

(a) the issuance of the 2026 Bonds is necessary or expedient;

(b) the maximum stated principal amount of the 2026 Bonds will be adequate but is not excessive, when added to other money available for such purposes, to prepay the 2025 Note and finance the 2026 Projects;

(c) the prepayment of the 2025 Note and the financing of the proposed 2026 Projects are feasible;

(d) the Town's debt management procedure and policies are good; and

(e) the 2026 Bonds can be marketed at a reasonable interest cost to the Town.

Section 5. The Mayor, the Town Manager, the Town Attorney, and the Finance Director are authorized to do any and all other things necessary to complete the steps for the issuance of the 2026 Bonds.

Section 6. The Town Council requests that the Commission sell the 2026 Bonds through

negotiation to the Underwriter on such terms as may be agreed on.

Section 7. Reimbursement. The Town presently intends, and reasonably expects, to reimburse itself for Original Expenditures in an amount not to exceed $140,000,000 on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the 2026 Bonds. The Town adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the Town's intent to reimburse itself for the Original Expenditures from proceeds of the 2026 Bonds. The Finance Director, with advice from Bond Counsel, is authorized, directed and designated to act on behalf of the Town in determining and itemizing all of the Original Expenditures incurred and paid by the Town in connection with the 2026 Projects during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of the execution and delivery of the 2026 Bonds.

Section 8. This Resolution is effective on the date of its adoption.

STATE OF NORTH CAROLINA)
) ss:
COUNTY OF WAKE)

I, *Linda McKinney*, Town Clerk of the Town of Holly Springs, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled "**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF THE TOWN'S ENTERPRISE SYSTEMS REVENUE BONDS, SERIES 2026; REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE 2026 BONDS; DECLARING THE INTENT OF THE TOWN TO REIMBURSE ITSELF FOR CAPITAL EXPENDITURES FROM THE PROCEEDS THEREOF; AND CERTAIN RELATED MATTERS**" adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held on the 20th day of January, 2026.

WITNESS my hand and the corporate seal of the Town of Holly Springs, North Carolina, this the ____ day of January, 2026.

_____
Linda McKinney
Town Clerk
Town of Holly Springs, North Carolina

Rebecca B. Joyner
Partner
Telephone: 919.835.4499
Direct Fax: 919.834.4564
rebeccajoyner@parkerpoe.com

Atlanta, GA
Charleston, SC
Charlotte, NC
Columbia, SC
Greenville, SC
Raleigh, NC
Spartanburg, SC
Washington, DC

January 8, 2026

VIA EMAIL

Ms. Tina Stroupe
Finance Director
Town of Holly Springs, North Carolina
tina.stroupe@hollyspringsnc.gov

Town of Holly Springs, North Carolina
Enterprise Systems Revenue Bonds, Series 2026

Dear Tina:

Thank you for asking Parker Poe Adams & Bernstein, LLP (the "*Firm*") to serve as bond counsel for the Town of Holly Springs in connection with the execution and delivery of the above-described Bonds (collectively, the "*Bonds*").

Scope of Engagement. Our understanding is that the Town intends to issue the Bonds to: (1) provide long-term financing for the 2026 Projects by prepaying all outstanding amounts under the 2026 Note; (2) finance the costs of extensions, additions, and capital improvements to, or the renewal and replacement of capital assets of, or purchasing and installing new equipment for, the Enterprise Systems (collectively, the "*2026 Projects*"), including, but not limited to, rehabilitation of existing components and construction of new infrastructure at the Utley Creek Water Reclamation Facility site to increase treatment capacity from 6 million gallons per day ("*MGD*") to 8 MGD, and (3) pay the costs of issuing the 2026 Bonds. DEC Associates, Inc. is serving as the Town's financial advisor and PNC Capital Markets LLC will serve as underwriter for the Bonds. As bond counsel, the Firm will provide legal services for the Bonds and an opinion as to the validity of the Bonds and the federal and state tax treatment of the interest on the Bonds, subject to usual and customary exceptions.

Specifically, our services include:

1. participation in meetings with Town staff and the financial advisor regarding the structuring and authorization of the Bonds;

2. preparation of the bond documents and related approvals relating to the authorization, execution and delivery of the Bonds;

3. preparation of all other papers required as a condition precedent to the execution and delivery of the Bonds;

4. assistance to the Town with respect to matters before the Local Government Commission;

5. working with the underwriter and their counsel to satisfy the conditions of the underwriter necessary to purchase the Bonds; and

6. review of underwriting documents and a feasibility study to ensure bond covenants and documentation are described properly; and

7. as bond counsel, delivery of an opinion as to the validity of the Bonds and the federal and state tax treatment of the interest on the Bonds, subject to usual and customary exceptions.

The Town will be represented by the Town Attorney with respect to all material matters as between the underwriter and the Town. The Firm does not represent to any other party involved in this transaction with respect to the Bonds. The scope of the legal services that Parker Poe will provide may be expanded during the course of this engagement pursuant to communications establishing a specific mutual understanding of the services the Firm is to perform.

Advance Waiver of Conflicts. We are making you aware that our firm has represented, currently represents and expects to represent in the future, the underwriter in matters unrelated to the Bonds. Because the Town is represented in this transaction by the Town Attorney, and the Town Attorney shall serve as the Town's counsel with respect to all material matters and negotiations as between the underwriter and the Town, we do not consider our role as bond counsel to the Town to create a conflict of interest. However, we are requesting that the Town waive any potential conflict of interest that may arise. If any issues arise that we believe create a genuine conflict of interest, we will immediately inform you and work with the Town Attorney to resolve the matter consistent with our ethical responsibilities.

In addition, Parker Poe currently represents or expects to represent in the future clients in property tax appeals, zoning matters, easement matters and condemnation matters whose interests may be adverse to North Carolina local governments, including the Town (*"Adverse Matters"*). Because Parker Poe's representation of the Town in connection with the issuance of the Bonds is unrelated to the Adverse Matters, we do not believe we will obtain any confidential information of the Town that could be used to its disadvantage in the representation of other clients in the Adverse Matters. We are asking that the Town waive any potential conflict of interest that may arise with respect to current or future representation of other clients in the Adverse Matters, and agree that it will not object to Parker Poe's continued and future representation or seek to disqualify Parker Poe from representing other clients in continued or future Adverse Matters, as a result of our service as bond counsel to the Town.

Should Parker Poe be asked to handle a matter for a client that would be adverse to the Town in a matter not covered by the above description of the Adverse Matters, or in a matter that involves the Town as bond issuer, Parker Poe would immediately inform the Town Attorney and seek to resolve the matter consistent with our ethical responsibilities.

Staffing and Legal Fees. I will be the Town's primary contact for our firm's work on the Bonds with support from Carlos Manzano and our tax team, Mike Larsen and Molly McCabe. The firm will provide services as bond counsel for the Bonds for a fee of $100,000.

Standard Terms of Engagement. Additional information regarding fees and other important matters is set forth in the enclosed Standard Terms of Engagement, which are incorporated as part of this letter. Please review this letter and the Standard Terms of Engagement carefully.

We sincerely appreciate the opportunity to serve as bond counsel for the Town of Holly Springs in connection with the execution and delivery of the Bonds. If the provisions set forth above are consistent with your understanding, please sign below, keep a copy of the letter for yourself and return the original to us for our records.

Sincerely,

Rebecca B. Joyner

Rebecca B. Joyner

ACCEPTED:

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

_____

Ms. Tina Stroupe
Finance Director

_____

Date

PARKER POE ADAMS & BERNSTEIN LLP

STANDARD TERMS OF ENGAGEMENT REGARDING LEGAL REPRESENTATION

1. Scope of Work and Limitations. The scope of our work and the limitations on the services to be performed will be in accordance with the Engagement Letter.

2. No Guaranteed or Contingent Outcome. While we will perform our professional services on behalf of the client to the best of our ability under the circumstances, we cannot and have not made any guarantees regarding the outcome of our professional efforts. Any expressions about the possible outcome of the matter or the results achievable are our best professional estimates only, and are limited by our knowledge at the time they are expressed.

3. Communications. As requested, we will send to the client copies of pertinent correspondence, documents and other materials prepared or received by us in the course of the representation. The client is encouraged to contact us as to any questions or comments regarding the services, fees, or status of the matter or as to any pertinent facts or considerations which may come to the attention of the client. Material information and documents received by the client should be forwarded to the firm without delay.

4. Attorney Assignment. Each client will have an attorney who shall have primary responsibility for the client's matters. When appropriate, work on the client's matters may be assigned to other attorneys in the firm who have a sufficient level of experience and time availability to handle competently and efficiently portions or all of the client's matters. In addition, assistance of non-attorney support personnel under the direct supervision of firm attorneys may be required, as appropriate.

5. Confidentiality. The firm will protect the confidence of the client and will not divulge confidential information concerning the client's business or legal matters, as required by the Rules of Professional Conduct. However, we understand that, unless you advise us to the contrary, you do not object to our mentioning to others our representation of you or our listing of your name as one of our clients in professional literature or in material published about this law firm.

6. Termination. The firm reserves the right to withdraw from representing the client upon written notice at any time, with or without cause. Likewise, the client may terminate the firm's services prospectively upon written notice to the firm. This engagement involve a transaction subject to a “bill at close” arrangement whereby client and the firm agree that legal fees and disbursements shall be paid from closing proceeds at the conclusion of the transaction. A “bill at close” arrangement is not the same as a contingency fee (where the firm receives payment only if a certain result is achieved). If the client terminates the firm’s services or elects not to consummate the financing, the firm and the client will mutually agree at that time on appropriate compensation based on the amount of time the firm has spent on the matter to that date.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 22.

New Business
Title: Holly Springs Road Widening (West) — Design Contract
Strategic Priority Area: Vibrant Community
Community Safety
Growth Management & Economic Vitality
Staff Resource: Carrie Mitchell, Utilities and Infrastructure

Action(s):

- Approve design budget of $1,886,923 (including contingency) for the Holly Springs Road Widening West project.
- Award and authorize the Town Manager to sign and execute the Kimley-Horn design contract in the amount of $1,636,923 plus project contingency of $250,000 for a total design budget of $1,886,923.
- Authorize the Town Manager to execute any change orders for the design contract within the approved design project budget.

Explanation:

- The Holly Springs Road (West) transportation project is a capacity, mobility, and safety improvement project between NC 55 and Main Street. Improvements include installing a four-lane median divided roadway with pedestrian safety improvements.
- During November of 2022, Town staff reviewed Letters of Interest from seven design consultants for the Holly Springs Road Widening (West) design contract.
- Kimley-Horn was selected using the State of North Carolina mandated Qualifications Based Selection process.
- Shortly thereafter, the design phase was placed on hold so local funding could be focused on the Holly Springs Road East and Central widening projects. Council directed staff to pursue grant funding opportunities for design of Holly Springs Rd. (West).
- In early 2025, the NC Capital Area Metropolitan Planning Organization (CAMPO) awarded the Town a $2.4 million Locally Administered Projects Program (LAPP) grant for project design.
- The LAPP grant agreement establishes an 80/20 cost-sharing arrangement, with the North Carolina Department of Transportation (NCDOT) covering 80% of the estimated design cost ($2.4 million) and the Town responsible for the remaining 20% ($600,000).
- Staff recommends awarding the design contract to Kimley-Horn for a flat fee of $1,636,923.
- Funding for project design will be provided through the Town Council–approved Community Investment Plan (CIP), with the NCDOT reimbursing the Town for 80% of eligible design costs, up to $2.4 million.
- The design engineering contract includes survey, traffic studies, roadway & pedestrian

design, permits, right-of-way management & documentation, public outreach and bid plan documents.
- Construction plans will provide a clear guide for roadway improvements in conjunction with future development within project limits.

Background:

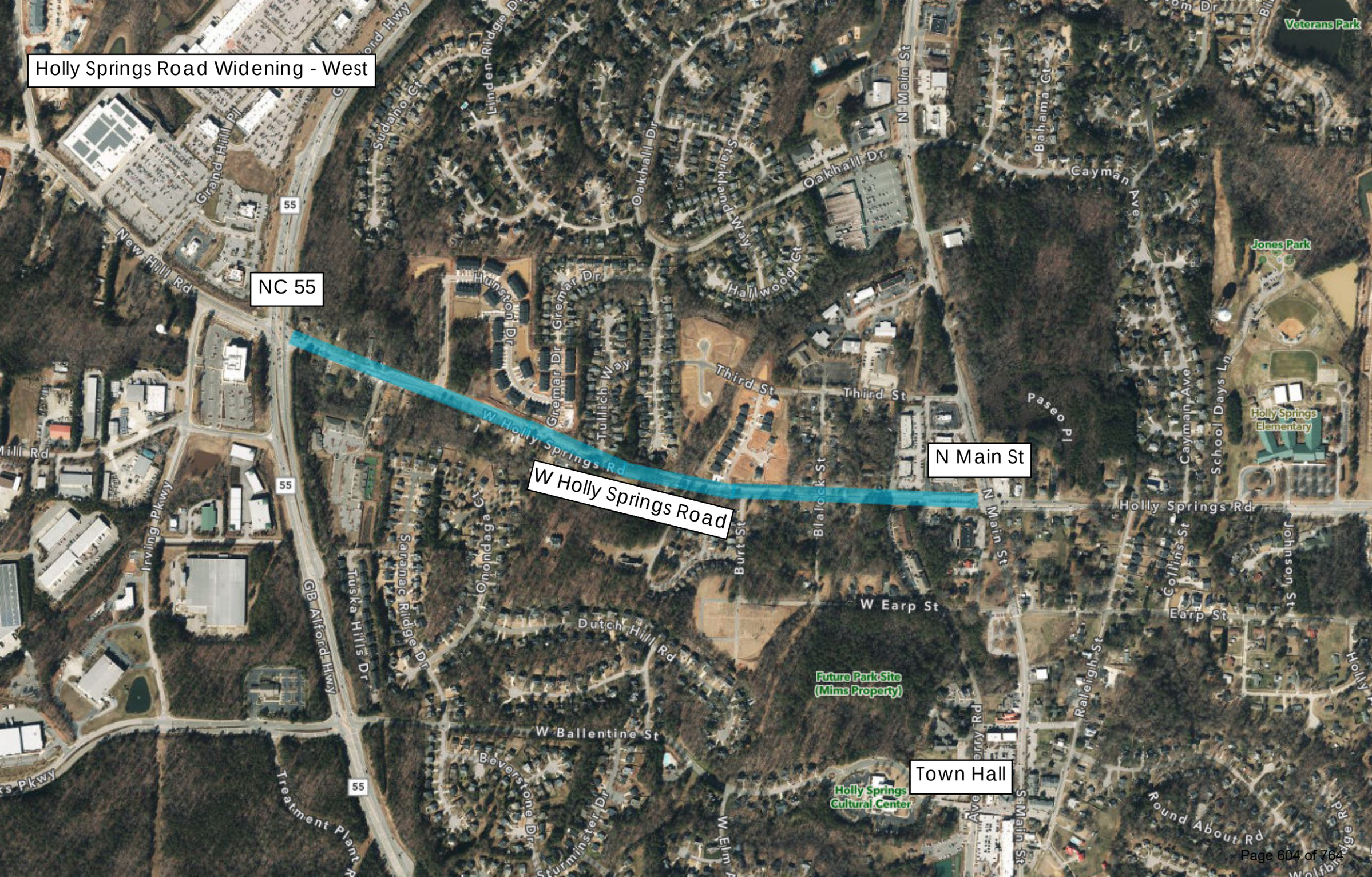
- The project will be the third & final improvement phase to Holly Springs Rd. widening from NC 55 to Sunset Lake Rd.
- At the 2023 Mayor/Town Council Retreat, Council provided guidance to staff and endorsed a funding strategy for the planning, design, and construction of the "West" portion of Holly Springs Rd. improvements.
- Land acquisition (right-of-way) and construction are currently not funded for the project.
- Current planning efforts could position the project for construction bidding in 2030, subject to the identification of funding for construction.

Funding Source(s):

- Community Investment Plan - Locally Administered Project Program (LAPP) Grant / Town Fund Balance

Attachment(s):

1. Holly Springs Road West Project Limits
2. Kimley Horn Associates Contract for PROFESSIONAL SERVICES - QBS - HS Rd. Widening West 19-015-V2 (002)


Holly Springs Road Widening - West
NC 55
W Holly Springs Road
N Main St
Town Hall
Veterans Park
Jones Park
Holly Springs Elementary
Future Park Site (Mims Property)
Holly Springs Cultural Center
Grand Hill Pl
New Hill Rd
Sudano Ct
Linden Ridge Dr
Oakhall Dr
Starkland Way
Hallwood Ct
N Main St
Bahama Ct
Cayman Ave
Hunston Dr
Gremar Dr
Tullich Way
Third St
Paseo Pl
School Days Ln
Irving Pkwy
GB Alford Hwy
Tuska Hills Dr
Saranac Ridge Dr
Onondaga Ct
Blalock St
Holly Springs Rd
Collins St
Johnson St
W Earp St
Earp St
Dutch Hill Rd
W Ballentine St
Beverstone Dr
Sturminster Dr
W Elm
Raleigh St
S Main St
Round About Rd
Treatment Plant
55



CONTRACT FOR PROFESSIONAL SERVICES SUBJECT TO Q.B.S.

THIS AGREEMENT dated _____, between the **Town of Holly Springs**, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and **Kimley-Horn and Associates, Inc.** (herein after called the "Contractor").

Town hereby desires to enter into a contract for services with the Contractor and the Contractor agrees to enter into this contract and perform the Services as set forth below, in the manner and time hereinafter described, and both parties do hereby agree as follows:

SERVICES OF CONTRACTOR

The services of the Contractor shall be performed in the manner as described in **Exhibit A** (the "Proposal") as attached hereto and incorporated by reference. Contractor agrees to employ such personnel as may be needed to deliver services in the manner and time prescribed herein. Such personnel shall be employees of the Contractor, said Contractor being an independent contractor of the Town.

BRIEF SUMMARY OF SERVICE(S): This is a Professional Services contract with Kimley-Horn & Associates, Inc. to provide design services for Holly Springs Road widening, West, from NC55 bypass to Main Street, along with related services, as detailed further in **Exhibit A**.

TOWN'S RESPONSIBILITIES

The Town shall make available the facilities and information to the Contractor and shall not impede the work of the Contractor except as necessary. Any additional Town responsibilities shall be listed in **Exhibit A**.

BIDDING COMPLIANCE:

The Town shall comply with the bidding laws of the State of North Carolina. Failure to do so shall make this Contract void. The Town's Contract Manager for this Contract is:

Morgan Nelson, Utilities & Infrastructure (Name, Department)
Email: morgan.nelson@hollyspringsnc.gov
Phone: (919) 557-3936

____X____ The Contract Manager certifies that the Contractor was selected using Qualification Based Selection. A Request for Letters of Interest was drafted and circulated on or about **October 14, 2022**. The Contractor was selected as the best qualified for the work described herein.

OR

_____ An exemption was allowed by the Town Manager, and an Exemption Memorandum is attached as the last page of this Contract as **Exhibit D**.

_____

Contract Manager **Date Signed:**
Printed Name: Morgan Nelson

_____

Department Head/Supervisor **Date Signed:**
Printed Name: Michael Leonas

PAYMENT

The Town shall pay the Contractor the contract sum in the following manner:

__ Upon completion of the services listed in **Exhibit A,** the Contractor shall invoice the Town, and the Town shall have 30 days from receipt to pay**.** Contract total not to exceed **$_____** without prior written agreement by the Town and Contractor.

__ Payment on basis of Time and/or Materials as described in **Exhibit A**

_X_ Description of Alternative Payment Terms:

The Contractor shall provide monthly invoices based on the percentage completion of the lump sum items Tasks 1 through 18 (listed in **Exhibit A**), total not to exceed **$1,636,922.70** including Tasks 18.1, 18.2, 18.3 and 12, without the prior written authorization of the Contract Manager. ***Task 19 is excluded from the Scope of Work*.**

TIME FOR RENDERING SERVICES

The times for rendering the services are set forth in **Exhibit A**, or as otherwise set forth below:

As soon as Notice to Proceed is issued, until successful completion of all Tasks.

GENERAL CONSIDERATIONS

1. **Standards of Performance.**

1.1 The standard of care for all services performed or furnished by Contractor under this Agreement will be the care and skill ordinarily used by members of the Contractor's profession practicing under similar circumstances at the same time and in the same locality.

1.2 Contractor represents that, prior to submitting the Bid and executing this Contract, Contractor became and remains thoroughly acquainted with all matters relating to the performance of this Contract, all applicable laws and all of the terms and conditions of this Contract. All Services under this Contract shall be coordinated under and performed to the satisfaction of the Town Contact, taking into consideration the standard of care listed above. Town is authorized to withhold payment of any funds under this Contract until periodic performance of the Services has been inspected, accepted, and approved by the Town Contact.

1.3 Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

1.4 Contractor and Town shall comply with applicable Laws or Regulations and Town mandated standards. This Agreement is based on these requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Town's responsibilities or to Contractor's scope of services, times of performance, or compensation.

1.5 Contractor is an independent contractor of the Town. The Town and the Contractor mutually agree to indemnify and hold harmless each party from any claims of negligence brought forth. Contractor is familiar with the property and its condition.

2. Term and Termination.

2.1 The term for this contract is as long as necessary to complete the scope of work agreed to, but in no event shall it exceed three (3) years.

2.2 The mutual obligations of the Parties contained in this Agreement may be terminated:

2.2.1 For cause by either party upon 30 days written notice in the event of a failure by the other party to perform in accordance with the terms hereof.

2.2.2 For failure to consistently satisfy the Standards of Performance in the opinion of the Town Contract.

2.2.3 Upon mutual agreement.

3. Controlling Law.

3.1 This agreement is to be governed by the law of the State of North Carolina, regardless of any language in any quote, contract, agreement supplied by the

Contractor.

3.2 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).

4. Notices.

4.1 Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address below, or given personally, or by regular, registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of the receipt.

4.1.1 For the Town:

Morgan Nelson, Project Manager	(Name, Title)
Utilities & Infrastructure	(Department)
P.O. Box 8	(Address)
Holly Springs, NC 27540	
(919) 557-3936	(Phone)
Morgan.nelson@hollyspringsnc.gov	(e-mail)

4.1.2 For the Contractor/Vendor:

Chad Beck, President	(Name, Title)
Kimley-Horn & Associates, Inc.	(Company)
421 Fayetteville Street, Suite 600	(Address)
Raleigh, NC 27601	
(919) 677-2196	(Phone)
Chad.beck@kimley-horn.com	(e-mail)

5. Severability.

5.1 Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Town and Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6. Waiver.

6.1 Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

7. Attorney's Fees.

7.1 In the event of a breach of this Agreement, the substantially prevailing party shall be entitled to an award of reasonable attorney's fees and costs relating to compelling

performance under this Agreement.

8. Insurance & Indemnification Requirement.

8.1 Contractor shall provide professional liability insurance for a minimum of $1,000,000 per occurrence, $2,000,000 aggregate, for the complete term of the contract. Additionally, the Contractor shall supply workman's compensation insurance coverage to all employees within the statutory limits, as necessary. Contractor shall supply proof of coverage to the Town, which shall list "Town of Holly Springs" as additional insured, to all professional liability policies for the duration of the contract term. Any waiver of the insurance requirement, or an acceptance of lower limits shall be stated on the **Exhibit B** cover page and a certificate of insurance shall be attached hereto as **Exhibit B**.

8.2 The Contractor agrees to waive any and all claims against the Town from itself or its employees arising from work performed by the Contractor pursuant to this Contract, except for claims related to non-payment of amounts. The Contractor shall protect, defend, indemnify and hold the Town and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character in connection with or arising out of this Agreement and/or the performance hereof, that are proximately caused by the negligence, willful or wanton conduct, or breach of contract by the Contractor, except to the extent that the same are proximately caused by the negligence or willful misconduct of the Town. For such claims, the Contractor/Licensee further agrees to investigate, handle, provide defense for and respond to, any such claims at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claims are groundless, false, or fraudulent. For the purpose of clarity, any indemnification provision contained in this Agreement shall require the Contractor to indemnify the Town only for the actions of the Contractor in the performance of the work described in this Agreement, and not for the actions of others.

9. E-Verify.

9.1 Contractor hereby agrees to comply with N.C.G.S. § 64-25, et. seq. regardless of Contractor's status as an independent contractor and not an employee with the Town. The E-Verify Affidavit shall be attached hereto as **Exhibit C**.

10. Independent Contractor.

10.1 Contractor's status shall be that of an independent contractor and not an agent, servant, employee, or representative of Town in the performance of the Services. Contractor shall exercise independent judgment in performing duties under this Contract and is solely responsible for setting working hours, scheduling or prioritizing the workflow and determining how the work is to be performed. No term or provision of this Contract or act of Contractor in the performance of this Contract shall be construed as making Contractor the agent, servant or employee of Town, or making Contractor or any of its employees eligible for the fringe benefits, such as retirement,

insurance and worker's compensation, which Town provides its employees.

10.2 Contractor's Control Over Services Provided. Contractor shall retain the unqualified right of control over the means, manner and methods by which the Services are performed, and the right to perform such Services at the locations and times that Service Provider independently determines, as approved by the Town. Contractor shall be responsible for providing all equipment, materials and supplies that Contractor determines are needed to timely provide the Services.

10.3 Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

11. Non-Discrimination.

11.1 As a condition of this Contract, Contractor covenants that Contractor will take all necessary actions to insure that, in connection with any operations under this Contract, Contractor, its officers, employees and subcontractors, will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, sexual orientation, or handicap unrelated to job performance, either directly, indirectly or through contractual or other arrangements. Contractor shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12101-12213, as amended. In this regard, Contractor shall keep, retain and safeguard all records relating to this Contract or work performed hereunder for a minimum period of three (3) years from final Contract completion, with full access allowed to authorized representatives of Town, upon request, for purposes of evaluating compliance with this and other provisions of the Contract.

12. Contractor's Employees.

12.1 Contractor agrees and consents that the Town is allowing access to the Contractor to both publicly used and private sensitive Town facilities. Contractor, and any employee, agent, subagent, volunteer, or any person authorized to act on behalf of the Contractor shall maintain a professional demeanor at all times during the interaction with the Town's patrons and visitors to Town facilities. Contractor shall refrain from other commercial or political activity while performing this contract on Town Facilities. Contractor shall undergo criminal background checks on all employees and subcontractors working at the direction of the Contractor in this contract, and shall exclude any employees from working in any Town facility any employees that:

1) had a conviction of any felony within the past 10 years;

2) has a conviction in the past 10 years of any violent crime or crime involving theft or dishonesty; or

3) is currently a registered sex offender.

13. Assignment.

13.1 Contractor shall not sell, assign, transfer or convey this Contract, in whole or in part, without the prior written consent of the Town. As an express condition of consent to any assignment, Contractor shall remain liable for completion of the Contract work in the event of default by the successor contractor or assignee.

14. Right of Review and Audit.

14.1 Town may review any and all of the services performed by Contractor under this Contract. Town is granted the right to audit, at Town's election, all of Contractor's records and billings relating to the performance of this Contract. Contractor agrees to retain such records for a minimum of three (3) years following completion of this Contract. Any payment, settlement, satisfaction, or release made or provided during the course of performance of this Contract shall be subject to Town's rights as may be disclosed by an audit under this section.

15. Non-Appropriations.

15.1 No provision of this agreement shall be construed or interpreted as creating a pledge of the faith and credit of the town within the meaning of any constitutional debt limitation. No provision of this agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the town within the meaning of the constitution of the state. This agreement shall not directly or indirectly or contingently obligate the town to make any payments beyond those appropriated in the sole discretion of the town for any fiscal year in which this agreement is in effect; provided, however, that any failure or refusal by the town to appropriate funds which results in the failure by the town to make any payment coming due hereunder will in no way obviate the occurrence of the event of default resulting from such nonpayment. No deficiency judgment may be rendered against the town in any action for breach of a contractual obligation under this agreement and the taxing power of the town is not and may not be pledged directly or indirectly or contingently to secure any moneys due under this agreement.

16. Full Agreement. This Contract is the full agreement of the parties, and neither has, or is relaying on any information not contained in this Contract or its Exhibits. The terms of this Contract supersede any conflicting terms which may be contained in any Exhibit attached hereto and incorporated by reference.

17. Modification. The Contract may not be modified except by either a Change Order or an Amendment. Any Change Order or Amendment must be made in writing, utilizing the appropriate Town form, approved by the Town (and Town Council, if necessary) and executed with the same formalities as this original contract.

18. Exhibit List. The following documents shall be attached hereto and incorporated by reference.

Exhibit A – Proposal and Scope of Work

Exhibit B – Certificate of Insurance

Exhibit C – E-Verify Affidavit

Exhibit D – ~~QBS Exemption Memorandum, if applicable~~

[Signature Page Follows]

TOWN OF HOLLY SPRINGS:

BY:_____
Randy J. Harrington, Town Manager
Date:

CONTRACTOR:

Signature _____

Name:_____

Title: _____

WITNESS:

_____
Linda McKinney, Town Clerk
Date:

Contract Manager: _____ Date:

Purchasing Manager: _____ Brettany DeVolld
Date:

Purchase Order No.: _____ (if applicable)

Approved as to form:

_____
John Schifano, Town Attorney Date:

This instrument has been pre-audited in the manner
Prescribed by the Local Government Budget and Fiscal
Control Act.

_____
Tina Stroupe, Director of Finance Date:

EXHIBIT A

Kimley»Horn

January 6, 2025

Tim Athy, P.E.
Town of Holly Springs
128 South Main Street
Holly Springs, NC 27540

Re: Professional Services Agreement

Dear Mr. Athy:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the Town of Holly Springs ("Client") for providing engineering, permitting, and design services on the Holly Springs Road (West) Widening project.

Project Understanding

The Client proposes to construct a consistent typical section along Holly Springs Road from Main Street to NC-55 Bypass (GB Alford Highway). Within this corridor, Holly Springs Road varies from a 2-lane shoulder section to 4-lane divided curb and gutter section. This project will widen the road to a 4-lane divided curb and gutter section with a consistent typical section to be determined with town staff during the functional design process. It is assumed this typical section will similar to that recently designed for the central and east sections of Holly Springs Road. This is consistent with the Town of Holly Springs Comprehensive Transportation Plan. It is assumed the design speed for the proposed roadway will be 40 MPH.

Holly Springs Road serves as a critical transportation corridor between NC-55 Bypass and Main Street. The corridor is becoming increasingly congested and will become more so once NC-540 is completed to Kildaire Farm Road. This project will increase the capacity, add bicycle facilities, and improve pedestrian connectivity within the corridor.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Project Coordination and Administration

Project Kick-Off – Upon receiving notice to proceed, a project kick-off meeting will be held to discuss the project's objectives and critical issues, particularly regarding coordination and scheduling between the different parties involved. During this meeting the Consultant and these parties will finalize the project schedule, determine the extent of existing data available, define additional data to be collected, and establish an approval process.

Consultant will provide Client with a written summary of the kick-off meeting and a final project work plan based on the results of this meeting.

Project Meetings – Consultant will meet with Client monthly to discuss project status to date and other related matters. It is assumed Consultant will attend 18 monthly coordination meetings. Consultant will

provide Client with a written summary of each meeting. These meetings will be in addition to those described in the tasks described below.

Bi-weekly Emails- Consultant will prepare and send to project team a biweekly email summarizing tasks completed in previous two weeks, a list of project milestones in the next 30 days, and a list of outstanding action items.

Project Administration – The Consultant's project administration will include monthly invoicing, transmittals, phone contacts, and other general project management.

It is assumed the design and permitting will be18 months.

Task 2 – Topographic Survey

Johnson, Mirmiran & Thompson (JMT) will provide Topographic Survey and SUE services. See Attachment A for the scope of services.

Consultant will review the survey submitted by subconsultant for completeness and accuracy. In the event data is lacking from the deliverables, The Consultant will coordinate directly with the Sub-Consultant until such time that they are acceptable per the approved scope of services at no additional cost to the town.

Task 3- Geotechnical Investigation

Falcon Engineering will be providing geotechnical investigation, pavement design, and foundation recommendation services. See Attachment B for the scope of services.

Consultant will review the survey submitted by the Subconsultant for completeness and accuracy. In the event data is lacking from the deliverables, Consultant will coordinate directly with the Sub-Consultant until such time that they are acceptable per the approved scope of services at no additional cost to the town.

Task 4 – Traffic Analysis

Analysis – Consultant will collect weekday AM (7:00 to 9:00) and PM (4:00 to 6:00) peak hour turning movement counts at up to eleven (11) study intersections, assumed to include:

- Holly Springs Road at N Main Street
- Holly Springs Road at Village Center Shops West Driveway/DN Allen Manor Apts. Driveway
- Holly Springs Road at Burt Street
- Holly Springs Road at Rose Hill Drive
- Holly Springs Road at Douglas Street
- Holly Springs Road at Tullich Way
- Holly Springs Road at Gremar Drive
- Holly Springs Road at Inglesham Drive
- Holly Springs Road at Earnie Lane
- NC 55 Bypass NB at W Holly Springs Road

Consultant will also collect weekday 14-hour (6:00 AM – 8:00 PM) peak hour turning movement counts at the intersection of Holly Springs Road at Blalock Street.

Consultant will also perform 24-hour weekday pneumatic tube counts along Holly Springs Road between Blalock Road and N Main Street.

Consultant will develop future year (assumed 2045) volume projections from existing year traffic count volumes based on coordination with Town and NCDOT staff, a review of historic annual average daily traffic (AADT) data, the Triangle Regional Model, and engineering judgement.

Based on the existing and projected traffic volumes, Consultant will make preliminary access recommendations for intersections along the corridor. Consultant will coordinate with the Client and NCDOT to establish the location of proposed median breaks along the corridor.

Consultant will perform weekday AM and PM peak hour traffic capacity analyses for the following intersections:

- Holly Springs Road at N Main Street
- Holly Springs Road at Village Center Shops West Driveway/DN Allen Manor Apts. Driveway
- Holly Springs Road at Burt Street
- Holly Springs Road at Rose Hill Drive
- Holly Springs Road at Blalock Street
- Holly Springs Road at Douglas Street
- Holly Springs Road at Tullich Way
- Holly Springs Road at Gremar Drive
- Holly Springs Road at Inglesham Drive
- Holly Springs Road at Earnie Lane
- NC 55 Bypass NB at W Holly Springs Road

It is assumed that the Tullich Way and Blalock Street intersections will be studied as both traditional full-movement configurations and as roundabouts.

Synchro software will be used to analyze all signalized and stop-controlled intersections for the AM and PM peak hours, while SIDRA software will be used for roundabout analyses. Recommendations for needed roadway improvements will be developed using design year traffic.

Traffic capacity results will be summarized in a draft report and submitted to the Client for review. After receiving comments from the Client, Consultant will prepare a final Traffic Capacity Analysis Report. Up to five (5) signed and sealed bound copies, as well as electronic copies, will be produced for submittal to the Client, NCDOT, and CAMPO.

It is our understanding that the Town is also considering providing alley access to some single-family homes along the corridor to reduce the number of driveways provided at build-out. However, as the traffic impact associated with those potential alleys is expected to be minimal, no analyses will be performed for alley connections as part of this study.

For budgeting purposes it was assumed that there would be 5 traffic analysis-related project meetings and that up to three (3) staff would attend those meetings. Additional meetings will require Additional Services.

Task 5 –NEPA Environmental Document (Categorical Exclusion)

The Consultant will conduct preliminary studies and prepare a draft Categorical Exclusion (CE), in addition to the supporting memos outlined below to comply with NCDOT procedure and policies.

Study Area and Data Collection and Field Visit – The Consultant will develop a project study area map in GIS format and will submit it to the Client for review. The Consultant will review previous reports, plans, and studies regarding the study area, as applicable. The Consultant will obtain available GIS data from NCDOT and online resources. The Consultant will assemble the available information for use during the planning process and will verify the information in the field.

Agency and Tribal Coordination - The Consultant will prepare start of study letters, vicinity map and environmental features map to be distributed to the appropriate federal and state agencies. Tribal coordination letters will also be sent to the appropriate tribes. The purpose of this outreach is to gather pertinent information related to agency requirements and project commitments.

Purpose and Need – The Consultant will develop a project need statement, purpose statement, performance measures (if applicable), and supporting data. These statements will be completed based on coordination with the Client, data gathered as described above, and traffic analyses completed in Task 4. The purpose and need will conform to the guidelines published by the FHWA in *Technical Advisory T 6640.8A (1987)* and the *Purpose and Need Guidelines* published by NCDOT. The purpose and need will be included in the draft NEPA environmental document.

Alternatives Analysis – The Consultant will prepare an Alternatives Memo summarizing the alternatives evaluated during the project planning process. Information provided could include typical section, alignment, and avoidance and minimization measures. Alternatives may be summarized in the draft CE. It is assumed that a symmetrical widening and no-build alternatives are the only alternatives to be evaluated. Additional alternatives and concepts will be considered additional services.

NEPA Screening and draft Environmental Document – The Consultant will conduct studies to comply with NEPA. A draft NEPA document (assumed to be a Categorical Exclusion [CE]) will be prepared for approval by NCDOT. FHWA approval is not anticipated to be required. Coordination time for review and approval of the environmental document is included in this task. Project area mapping will be included with the draft CE.

Community Studies Screening – The Consultant will complete the NCDOT Community Studies Direct and Indirect Screening Tool (DIST). A full Community Impact Assessment (CIA) or other higher-level screening will not be completed as part of this scope. The Consultant will use the latest NCDOT Demographic Screening Tool to include a summary of socioeconomic data in the DIST.

Geoenvironmental Phase I Report – The Consultant will submit a request to the NCDOT Geotechnical Unit to prepare a Geoenvironmental Phase I report. The Consultant will review the findings of the report and incorporate the appropriate level of information into the NEPA document.

Notes:

- Prior to NCDOT approving the NEPA document, the Client must submit all required documents, including the draft NEPA document, to NCDOT Division 5 for review and approval via the EBS system.
- Cultural Resource studies are not included in this Task Order.

CE Consultation – The purpose of this consultation is to verify the continued relevance of the original Categorical Exclusion (CE) as the basis for project environmental compliance. The process will include data collection and a review of existing project information comparing it to current conditions, such as confirming compliance with the Endangered Species Act Section 7 by reviewing the latest USFWS Threatened and Endangered Species list for North Carolina (IPaC review) and submitting ETRACS requests to NCDOT Units as appropriate. The consultation will determine whether any substantial regulatory changes have occurred since the approval of the original environmental documentation, review environmental commitments (CE green sheet), and coordinate with design staff to ensure commitments are incorporated as necessary for construction activities. The consultation will be circulated for client review, incorporating technical input from Kimley-Horn lead design and environmental staff. Any comments received will be addressed for the submittal of a Final Consultation.

Task 6 – Environmental Permits

Natural Resources Technical Memorandum - Kimley-Horn will conduct a detailed field investigation to determine the absence or presence of streams, wetlands, open waters, and/or riparian buffers within the project corridor utilizing the three-parameter approach for wetland delineation as described in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands. Potentially jurisdictional features will be assessed and verified in the field using the guidelines presented in the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual and the 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region (Version 2.0). Data forms required for certification by the U.S. Army Corps of Engineers (USACE) and/or the North Carolina Division of Water Resources (NCDWR) will be completed with the data necessary obtained during field investigations. Jurisdictional streams will be classified as either perennial or intermittent and will be documented per NCDWR stream classification protocol. The delineated wetland and stream boundaries will be flagged, and GPS located with a handheld GPS unit, as necessary.

Kimley-Horn will prepare a Natural Resources Technical Memorandum (NRTM) documenting streams and wetlands, threatened and endangered species habitats, terrestrial communities, riparian buffer requirements, critical water resources, and other natural resources as determined to be applicable based on Kimley-Horn's investigation. The format of the NRTM will loosely follow the NCDOT NRTR Guidance and Template (updated May 2024) with non-applicable sections removed for brevity. The NRTM will also render biological conclusions for federally listed threatened and endangered plant and avian species known to occur in the project vicinity per the US Fish and Wildlife Service (USFWS) IPaC database and the NC Natural Heritage Program (NCNHP) database of known element occurrences. Additionally, bat habitat assessment forms following guidance outlined in the April 2025 Standard Operating Procedures (SOP) NCDOT Preliminary Bat Habitat Assessments (Structures, Caves & Mines) to assess potentially suitable foraging and/or roosting habitat within the project corridor. Aquatic and acoustic and/or mist net bat surveys are not anticipated to be required and are not included in this task. If aquatic and/or bat surveys are required by USFWS, these can be provided as an additional service. Consultant will submit a draft NRTM to Client for review and comment. Consultant will complete the revisions and electronically submit the final to Client.

Coordination with USFWS is not included as part of this task.

Riparian Buffer Determination and Verification – Based on the project's location in the Neuse River Basin, streamside riparian buffer zones may be regulated by the NCDWR. Kimley-Horn will review the most recent NRCS Soil Survey of Wake County and USGS 1:24,000 topographic maps for the area

and determine the likely applicability of the riparian buffer rules within the project corridor. Kimley-Horn will prepare and submit a buffer applicability determination request to NCDWR based on the delineation completed in the Natural Resources Technical Memorandum task consisting of figures, stream data forms, and the required supporting documentation. Kimley-Horn anticipates that one site inspection will be required with the NCDWR where stream determinations will be reviewed in the field with the applicable agency representative. Kimley-Horn will perform any minor modifications to the stream delineation that may be deemed necessary by the NCDWR in order to obtain concurrence.

Preliminary Jurisdictional Determination Request & Aquatic Resources Delineation Report - Kimley-Horn anticipates that a Preliminary Jurisdictional Determination (PJD) request will best meet the Client's objectives for the project corridor. Kimley-Horn will prepare the PJD request package for submittal to the USACE. Kimley-Horn will seek to obtain concurrence from the USACE on the wetlands, open waters, and/or streams identified within the project corridor.

Based on recent guidance from the USACE Wilmington District, the PJD request package will include an Aquatic Resources Delineation Report (ARDR). The ARDR will be prepared following the applicable standards put forth by the USACE *Recommended Minimum Standards for Aquatic Resource Delineation Reports* published on July 21, 2025. The PJD request and ARDR package will be based on the findings from the Natural Resources Technical Memorandum task and will include a cover letter, narrative documenting site information, field data collection methodology, site conditions, aquatic resources inventory, required JD forms, photo pages, supporting figures, and applicable data forms. The Draft PJD request package, including the ARDR, will be provided to the client for review, and comments will be incorporated into the Final PJD request package for submittal to the USACE.

It is anticipated that one site inspection will be required with the USACE where Kimley-Horn will review the final delineation in the field with applicable agency representatives. Kimley-Horn will perform minor modifications to the jurisdictional feature boundaries that may be deemed necessary by the USACE in order to obtain concurrence.

Nationwide Section 404/401 Permitting & NCDWR Buffer Authorization - Kimley-Horn anticipates that the proposed project will require a Section 404 Nationwide Permit (NWP) from the USACE and a Section 401 Water Quality Certification (WQC) with a Neuse River Basin Buffer Authorization from the NCDWR due to unavoidable impacts to jurisdictional streams, wetlands, waters, and/or protected riparian buffers. It is assumed that the project will qualify for authorization under the NWP #14 criteria for linear transportation projects. Kimley-Horn will prepare a draft Nationwide Section 404/401 Permit and Neuse River Basin Buffer Authorization Application based on the proposed site plan for Client review. Based on the anticipated project corridor conditions, Kimley-Horn assumes up to four impact sites will be required. Should mitigation be required by the agencies for stream, riparian buffer, and/or wetland impacts resulting from the project, as part of the permit application package preparation, Kimley-Horn will coordinate with private mitigation banks and/or the NC Division of Mitigation Services (NCDMS) to reserve mitigation for the project impacts. On-site mitigation design services are not included in this scope of services but can be provided as an additional service if required.

Following incorporation of any Client revisions, Kimley-Horn will finalize and submit the Nationwide Section 404/401 Permit and Neuse River Basin Buffer Authorization Application to the USACE and NCDWR via the NCDWR ePCN system. Following submittal of the application, Kimley-Horn will track the package through the regulatory review processes. This will include addressing up to one additional information request made by the USACE or the NCDWR.

If the regulatory agencies determine that the project does not qualify for authorization under the NWP

program and an Individual Section 404/401 Permit is required, the preparation of the Individual Section 404/401 Permit will be considered as additional services.

Task 7 – Public Involvement

PublicCoordinate – Kimley-Horn will update and make the PublicCoordinate site for Holly Springs Road (West) Widening available to the public. As plans progress, we will update the corridor up to three (3) times with design changes and alternative concepts.

Community Events – The Consultant will coordinate with the Client to schedule two community outreach events (such as a tent at the Town's weekly Farmer's Market) before the completion of 25% plans. The Consultant will provide copies of handouts (assumed to be previously developed project corridor map and one additional flyer) at the events, will attend the events (two staff up to 6 hours), and will prepare a summary of any citizen feedback. It is anticipated that these will be informal, information and feedback sessions with citizens of the Town.

Meeting Notification – The Client will prepare a to introduce the project and announce each of the three (3) public meetings. The Client will develop a mailing list of property owners and stakeholders to provide for the Consultant. The Consultant will mail the postcard to those on the mailing list. A PDF of the postcard, public meeting details, and an electronic graphic suitable for distribution via social media will be provided to the Client for electronic distribution.

Small Group Meeting – The Consultant will coordinate with the Client to schedule one small group meeting. The Consultant will provide copies of previously developed handouts (prepared as part of the Public Meeting task) at the meetings, will attend the meetings (two staff), and will prepare a summary. It is anticipated that these will be informal, information and feedback session with direct parties involved or affected by the proposed project.

Public Meetings – The Consultant will coordinate with the Client to schedule three (3) public meetings. The Client will be responsible for reserving a suitable facility. The first public meeting will be held during the functional design phase and before 25% plans are submitted. The second public meeting will be held after the submittal and approval by the Client of the 65% designs. A third public meeting will be held when design is complete and prior to construction.

The Consultant will prepare a handout and comment sheet for review and approval by the Town. Upon approval, the Consultant will print for distribution at the meeting and will attend the meeting (three staff). Large scale versions of the designs (included in Task 8) will be used as displays. The typical sections and other background information will be presented on up to three additional large boards. It is anticipated this will be an informal, drop-in style meeting, and no presentation will be prepared. The Consultant will prepare a summary of comments.

No translation of documents or interpreters are included in this scope. Language Assistance populations, as determined by NCDOT thresholds, are anticipated to be present in the project study area for the Other Indo-European, Asian/Pacific, and Other language groups. This indicates that interpreters at a public meeting may be needed.

Town Council Meetings – Consultant will attend a Town Council meeting to answers questions as needed. It is assumed staff from Client will prepare and present project materials to Town Council. Consultant assumes attending two (2) Town Council meetings at completion of the following tasks:

- Preliminary Plans
- 65% Plans

Task 8 – Roadway Design

Design Criteria – Consultant will prepare design criteria for the project consistent with the current version (as of the date of this Agreement) of the NCDOT Roadway Design Manual and submit to Client for review.

Functional Roadway Design – The proposed roadway improvements will impact private property, environmental features, and/or existing structures. Consultant will develop a preferred alignment for the roadway widening with the goal of reducing impacts to these elements and analyzing alternatives within the project corridor. It is assumed that the following alternatives will be evaluated at a functional level before proceeding with Preliminary (25%) Plans:

- *Alleyway Analysis* – Consultant will develop a figure based on the survey obtained in Task 1 depicting an alleyway location behind the existing residences on the north side of Holly Springs Road between NC-55 Bypass and Inglesham Dr. Consultant will develop an additional figure for an alleyway location behind the existing residences on the south side of Holly Springs Road between NC-55 Bypass and Douglas St. Both figures will include horizontal alignment, laneage, right-of-way/easements and driveway tie-ins. Consultant will develop a list of anticipated impacts (property, utilities, and environmental) resulting from the alleyways and a functional level opinion of probable construction cost (OPCC). Consultant will submit the figures to Client for review. Consultant will meet with Client to discuss comments regarding alleyway concepts. It is assumed meeting will be held in conjunction with a monthly project meeting. Consultant will revise the alleyway based on these comments. Consultant will attend up to three (3) additional meetings with stakeholders and Town staff in the development of figures.

  Consultant will incorporate alleyway into Preliminary Plans if directed by client. Additional fee for alleyway design past functional phase is included separately as an optional task.

- *Blalock Street at Holly Springs Road Roundabout* – Consultant will develop a figure based on the survey obtained in Task 1 depicting a roundabout at the intersection of Blalock Street and Holly Springs Road, including horizontal alignment, laneage and right-of-way. Consultant will develop a list of anticipated impacts (property, utilities and environmental) resulting from the roundabout and a functional level opinion of probable construction cost (OPCC). Consultant will submit figure to Client for review. Consultant will meet with Client to discuss comments regarding roundabout concept. It is assumed meeting will be held in conjunction with a monthly project meeting. Consultant will revise the concept based on these comments. Consultant will

attend a meeting with NCDOT and Town staff during the development of figure.

It is assumed that the Consultant will incorporate roundabout into Preliminary Plans and fee is included within the roadway design task.

- *Tullich Way at Holly Springs Road Roundabout* – Consultant will develop a figure based on the survey obtained in Task 1 depicting a roundabout at the intersection of Tullich Way and Holly Springs Road, including horizontal alignment, laneage and right-of-way. Consultant will develop a list of anticipated impacts (property, utilities and environmental) resulting from the roundabout and a functional level opinion of probable construction cost (OPCC). Consultant will submit figure to Client for review. Consultant will meet with Client to discuss comments regarding roundabout concept. It is assumed meeting will be held in conjunction with a monthly project meeting. Consultant will revise the concept based on these comments. Consultant will attend a meeting with NCDOT and Town staff during the development of figure.

  Consultant will incorporate roundabout into Preliminary Plans if directed by client. Additional fee for roundabout design past functional phase is included separately as an optional task.

Preliminary Plans (25%) – Using the survey information from Task 1, Consultant will prepare preliminary plans for the improvements described in the Project Understanding. The preliminary plans will include vertical and horizontal geometrics, typical sections, pavement design, and cross sections. Consultant will set preliminary right-of- way and temporary construction easement requirements to include in the preliminary plans.

Consultant will prepare a tabulation of quantities with an OPCC based on the preliminary plans. The OPCC will be based on NCDOT 2024 Transportation Pay Item List.

Consultant will prepare figures based on the preliminary plans for use in the public meetings. The figures will follow NCDOT standards for public meeting use.

Preliminary Plans (25%) Submittal – Consultant will provide a PDF set of the preliminary plans to Client and NCDOT for review. Consultant assumes producing six (6) 22” x 34” sets of preliminary plans for distribution to the review agencies, if requested.

Once the review agencies have completed their review of the preliminary plans, Consultant will review the provided comments and develop a draft response to the comments. Consultant will make available responsible staff members to attend one (1) joint meeting with NCDOT and Client to develop resolutions to the provided comments. Consultant will provide a summary of the meeting and final resolutions to the comments.

Right-of-Way Plans (65%) – Consultant will revise elements developed in the preliminary plans based on the comments received from NCDOT and the Town of Holly Springs. Consultant will progress the design to the 65% design stage. The right-of-way plans will include hydraulic design, preliminary

erosion control plans, right-of-way and easements, pavement marking design, signing design, work zone traffic control design, and water/sewer line relocation designs.

Consultant will update the tabulation of quantities and OPCC based on the right-of-way plans.

Right-of-Way Plans (65%) Submittal – Consultant will provide a PDF set of the right-of-way plans to Client and NCDOT for review. Consultant assumes producing six (6) 22" x 34" sets of the right-of-way plans for distribution to the review agencies, if requested.

Once the review agencies have completed their review of the right-of-way plans, Consultant will review the provided comments and develop draft response to the comments. Consultant will make available responsible staff members to attend one (1) joint meeting with NCDOT and Client to develop resolutions to the provided comments. Consultant will provide a summary of the meeting and final resolutions to the comments.

Final Plans (90%) – Consultant will revise elements developed in the right-of-way plans based on the comments received from the review agencies in addition to final signal, structural plans, landscape plans, and special details. Consultant will develop construction plans in sufficient form and detail for the Client to let a construction contract.

Consultant will update the tabulation of quantities and OPCC based on the construction plans.

Contract Specifications - Consultant will prepare and assemble construction bidding documents, including specifications for the subject work and the construction contract, based on NCDOT specifications and special provisions for construction and Town of Holly Springs contract documents.

Final Plans (90%) Submittal – Consultant will provide a PDF set of Final Plans to Client and NCDOT for review. Consultant assumes producing two (2) 22" x 34" sets of the right-of-way plans for distribution to the review agencies, if requested.

Consultant will submit the contract specifications to NCDOT and Client in .doc format for review.

Once the review agencies have completed their review of the Final Plans, Consultant will review the provided comments and develop draft response to the comments. Consultant will make available responsible staff members to attend one (1) joint meeting with NCDOT and Client to develop resolutions to the provided comments. Consultant will provide a summary of the meeting and final resolutions to the comments.

Sealed Construction Plans (100%) –Consultant will revise 90% Plans and Contract Specifications based on the comments received from the review agencies. Consultant will develop construction plans in sufficient form and detail for the Client to let a construction contract.

Consultant will update the tabulation of quantities and OPCC based on the construction plans.

Work Standards – The design and plans will be based upon the appropriate AASHTO guidelines, MUTCD guidelines, the standard practices of the NCDOT, Town of Holly Springs design guidelines, and the design criteria developed and approved during the various design phases.

The Consultant will prepare plan sheets through a computer aided drafting and design system (CAD). At the time of delivery of project plans for bidding, the Consultant will convert the Microstation design files to AutoCAD and provide a copy of the electronic files to the Client.

Client will indemnify and hold harmless Consultant, its related entities, Subconsultants, successors and assigns, and for the foregoing, its directors, officers, and employees from all liability, costs, and legal fees arising out of any Client use of any documents or electronic data produced by Consultant and Subconsultants that are not final and complete, the use of documents, or electronic data for anything other than the original intended purpose.

Task 9 – Hydraulic Design

Based on preliminary analysis, there are no FEMA regulated streams within the corridor boundary. There are minor structures throughout the project that will be evaluated to determine if any grade adjustments need to be made. No additional preliminary hydraulic design will be performed. Final hydraulic design will be performed following the approval of the 25% Plans. Anticipated tasks associated with final hydraulic design include:

- Conduct field reconnaissance of existing and proposed drainage features and patterns for the pipe and ditch systems
- Utilize the approved 25% Design Plans to begin drainage design. The Consultant will develop hydraulic designs for roadside ditches, storm drainage systems, inlet locations, outfall analyses, and final cross pipe designs. The portion of the project that contain curb and gutter will be evaluated for spread conditions along the proposed median as well as the existing outside curb lines.
- Locations where existing curb and gutter are proposed to be retained, storm drain systems will be analyzed for spread.
- Draft the proposed drainage features (stormdrain systems, inlets, ditches, cross pipes, etc.) and associated labeling in a drainage Microstation file utilizing Geopak Drainage software
- Complete the hydraulic summary table
- Complete Pre versus Post Outfall analysis including analysis for outfall along Blalock Street. It is anticipated this outfall will need to be upgraded as a part of the project.
- Contact NCDOT Division 5 Environmental Officer (DEO) when completing permit drawings. Completed permit drawing package will be sent to the DEO for submittal to regulatory agencies. Wetland and stream permit drawings will be prepared to accompany environmental permits. Buffer permit drawings will be prepared as well.
- Complete a Stormwater Management Plan
- Attend Final Design Field Inspection
- Perform limited Utility Conflict Analysis
- Attend up to two (2) coordination meetings with Client

- The Consultant assumes that on-site detention for water quality and quantity will not be needed. If it is determined that the aforementioned diffused flow methodologies cannot handle the water quality requirements and the ultimate outfall ditches cannot handle the post development flows, the Consultant can design a detention pond as an additional service.
- Complete Final Drainage Design. As the plans progress to the 90% stage, minor drainage designs revisions will be addressed. A hydraulic summary sheet and a tabulation of drainage related quantities will be developed.
- Drainage features will be indicated on the Plan/Profile Sheets for the purposes of identifying right of way and easement requirements. Drainage comments received from review of the 65% Construction Plans will be addressed in writing and incorporated into the Final Plans.

Task 10 – Signal Design

Proposed roadway improvements on this project will necessitate revisions to the traffic signals at the intersections of Holly Springs Road at Main Street as well as Holly Springs Road at NC 55 Northbound.

These traffic signals are owned and maintained by NCDOT, so a Traffic Signal Agreement between the Client and NCDOT will be needed. The Agreement outlines the work to be done on the traffic signals and provides a pool of money to be provided by the Client directly to NCDOT (generally in the range of $10,000 to $15,000 for this scope of work) to compensate NCDOT for the review of design plans and inspection of the signals during construction. The fee for the Agreement is not included in Consultant's design fees. Consultant will coordinate with NCDOT to have this Agreement written and will coordinate with the Client to have the Agreement executed. Once the Agreement is executed and the Client has provided funds to NCDOT in the amount they request, Consultant can submit design plans for review.

Once the Agreement is in place, Consultant will coordinate with NCDOT and the Client to gather existing information needed and will develop traffic signal design plans and electrical details for the subject locations. At the intersection of Holly Springs Road at Main Street, Consultant anticipates that no temporary designs will be needed to maintain operation of the existing traffic signal during construction since the footprint of the road is expected to stay similar to the existing conditions at this location without impacting existing metal signal poles or signal junction boxes. At the intersection of Holly Springs Road at NC 55 Northbound, Consultant anticipates that one temporary design will be needed to maintain existing detection and pedestrian infrastructure during construction since the widening is expected to impact those features. Therefore, Consultant will design one (1) temporary traffic signal and one (1) final traffic signal at that location. Design for additional temporary traffic signals at either intersection location beyond the one (1) noted above will be considered additional services. Consultant will submit 90% plans to NCDOT and the Client for review and approval. Upon receipt of comments, Consultant will revise plans if needed and Consultant will sign, seal, and submit final plans.

Based on a review of the existing signal and communications plans at the intersection of Holly Springs Road at Main Street, Consultant understands that this intersection is connected to other

traffic signals along Holly Springs Road to the east via wireless communications. It is assumed that there will be no fiber optic cable connection established to this signal in association with this project.

Based on a review of the existing signal conditions and proposed improvements at the intersection of Holly Springs Road at NC 55 Northbound, Consultant does not anticipate impacts to the existing NCDOT signal fiber optic cables at this intersection; however, should those impacts arise, communication plans may be needed to provide new connections. Consultant can prepare those communication plans as an additional service if needed.

Additionally, Consultant does not anticipate providing signal timing plans as a part of this project but can provide them as an additional service if desired.

Task 11 – Erosion Control Plans

Preliminary Erosion Control Design – The Consultant will identify large erosion control features that will impact right-of-way and easement acquisitions. These features will be sized accordingly and included with the 65% plan submittal.

Final Erosion Control Plans – The Consultant will finalize the erosion control plans by specifying erosion control measures, which minimize erosion and limit off-site sedimentation during construction of the project. The design will be in accordance with the requirements of the North Carolina Department of Environmental Quality (NCDEQ).

The Consultant will show erosion control measures and special details not shown in the Erosion Control Manuals as part of the construction plan set. Following an initial review by the Client, the Consultant will submit erosion control plans and supporting documentation to the Regional Office of NCDEQ for review and approval prior to approval of the final roadway plans by the Client. All application fees will be the responsibility of the Client. It is assumed the Erosion Control design will be completed as one permit package.

Task 12 – Work Zone Traffic Control Plans

Work Zone Construction Phasing Concept Sheets – The consultant will develop preliminary construction phasing concept sheets including an overall description of sequential steps to be followed in construction phasing for both vehicular and pedestrian traffic.

This design is intended for general concept discussion only and will not constitute final or detailed construction traffic control plans. The Consultant will meet with Client to discuss the overall concept and solicit feedback to incorporate into the final Work Zone Traffic Control (WZTC) Plans.

Final Work Zone Traffic Control Design Plans – Construction traffic control plans including a description of the sequential steps to be followed in implementing the plans will be developed to be included with the right-of-way plans submittal. The traffic control plans will include lane closures, traffic control devices, temporary lane markings, construction signage and sequencing notes as required. Consultant will develop a detailed detour alignment design to include horizontal alignment, profile, edge of pavements, cross sections, and temporary drainage, if necessary. Standard traffic

control details will be incorporated into the plans. The WZTC Plans will follow NCDOT's *Guidelines for Transportation Plan Development: Work Zone Traffic Control*.

Task 13 – Utility Coordination

Coordination with Utility Companies

Kimley-Horn will identify ownership of dry utilities within the Project corridor and coordinate with the utility owners on what will need to be relocated, adjusted, or abandoned. The design and adjustment of privately owned utilities will be the responsibility of the respective owners. Kimley-Horn will review utility relocations to make sure they do not conflict with roadway design or each other. Kimley-Horn will contact the private owners after 25% plans are complete and request the utility owners provide private utility relocation plans and any PUE needs prior to the 65% plans submittal.

Kimley-Horn will develop Utilities by Others (UBO) plans which will be used in the field to verify existing utilities, locations, types, available sizes, and available services to buildings. Existing and proposed private utility locations will be shown on the UBO plans. The UBO plans will include retaining or removing existing utility poles and hand holes, and relocating utility services, provided by utility companies. Kimley-Horn will utilize information provided by private owners to determine restrictions to relocations. Such information will be utilized to determine the costs and benefits of shifting the alignment(s) versus relocating the private utility facilities.

Prior to the completion of the 65% Design phase of the Project, Kimley-Horn will conduct a preliminary utility coordination meeting to review the proposed design with utility owners, including up to two (2) Kimley-Horn employees visiting the project site. The utility owners will be asked to begin drafting their conceptual private utility relocation plans at this time.

During the 65% Design phase of the Project, Kimley-Horn will provide drainage design plans to private utilities identified as part of the SUE evaluation. Kimley-Horn will coordinate with utility owners to determine restrictions to relocations, and to identify cost-prohibitive adjustments. This will occur such that development of private utility relocation plans, and any necessary easements may be coordinated and included in the 65% Design submittal. Kimley-Horn will work with utility owners to identify areas that may require additional permanent utility easements (PUE), advanced excavation (fill or cut) and/or tree clearing to prepare site for new pole locations and will include street lighting design with the Town and Duke Energy. Kimley-Horn will conduct a final utility coordination meeting to review the proposed utility design with utility owners, including up to two (2) Kimley-Horn employees visiting the project site.

Utility Construction Plans consisting of any water and sewer relocation design, are covered in Task 15. Kimley-Horn will continue to assist with utility coordination efforts through the design of the roadway project, to the completion of the utility by others plans and the execution of any utility relocation agreements (URA) and encroachment agreements. Construction coordination of these relocations (both dry and wet utilities) are considered Additional Services.

Task 14 – Landscape Design

Kimley-Horn will prepare construction-level documents for landscape plantings associated with the Project area, approximately 4,300 linear feet of Holly Springs Road. Landscape plans will include street trees, street tree lawn areas, median plantings, and enhanced intersection plantings for up to 4 intersections. Selected plant types will follow NCDOT planting guidelines and Town of Holly Springs standards. Applicable landscape planting details and notes will be included in the construction documents. Landscape design will be included with the 65%, 90%, and final construction document submittals. Kimley-Horn will also prepare landscape specifications, quantities, and an opinion of probable construction cost (OPCC) to be submitted with the final construction documents. This Task assumes one (1) round of comments and revisions for each of the 65%, 90%, and final submittals.

Kimley-Horn will prepare a presentation-quality rendering of the Client-approved 65% design. The illustrative rendering will be a two-dimensional (2D), plan view rendering depicting roadway and landscape improvements within the Project area. The rendering will be computer generated using AutoCAD, Nearmap, and Adobe Suite software. The rendering will be superimposed on the survey data (provided by the Client) and publicly available aerial photography at an appropriate scale to be shown on roll plots. One hardcopy and electronic copy of the illustrative rendering will be provided to the Client for review and approval. This task includes one (1) round of revisions based on consolidated Client comments.

Task 15 – Wet Utility Relocations and Extensions

Wet Utility Coordination

The existing wet utilities along the project corridor are owned by Town of Holly Springs. Consultant will coordinate with the wet utility owner to obtain records of their facilities in the project area, determine required clearances to avoid conflicts with proposed roadway and drainage improvements, and identify desired system betterments within the project area.

Consultant will evaluate survey of wet utilities in the project area and will make up to one (1) request for supplemental Level B Subsurface Utility Engineering (SUE-B) and survey deemed necessary to complete utility conflict assessments. Consultant will evaluate final survey and proposed roadway and drainage improvements and will make up to one (1) request for Level A SUE (i.e. test holes) to determine precise location and elevation of existing wet utilities at potential conflict sites.

Consultant will evaluate apparent conflict sites by analyzing Level A SUE against proposed drainage systems and grading. Consultant will make up to one (1) recommendation for conflict avoidance through grading and drainage adjustments.

Project Understanding

According to the 2025 Town of Holly Springs Water and Sewer Maps, there are approximately 4,700 LF of existing 8” gravity sewer, 450 LF of 6” sewer force main, 4,400 LF 12” distribution waterline, 3,000 LF 6” distribution waterline (which may be abandoned), and miscellaneous water line connections to side streets along the project corridor.

The Consultant understands that the Owner desires to evaluate extension of reclaimed water lines from the existing elevated storage tank at Irving Parkway through the project corridor to the east. The Consultant understands that the Owner desires to relocate all existing wet utilities that are under existing or proposed pavement with the exceptions of wet utilities in those areas of the roadway which have already been widened to the ultimate width.

It is assumed that the following relocations and extensions will be required for the Holly Springs Road Phase 3 project:

- Approximately 2,900 LF of existing 8" gravity sanitary sewer
- Approximately 2,600 LF of existing 16" sanitary sewer force main
- Approximately 450 LF of existing 6" sanitary sewer force main
- It is assumed that the 6" water line along Main Street will be abandoned, and any users or side streets currently connected to it will be switched over to the proposed or existing 12" water line.
- Conceptual routing for approximately 5,000 LF extension of reclaimed water line (size assumed to be 12" or less)

Relocations or extensions in excess of those listed above are not included in this scope but are available as an additional service.

Proposed utilities will match the size of the corresponding existing utilities to be abandoned unless upsizing is required to meet State requirements (i.e. replacing existing 6-inch gravity sewer main with 8-inch). A capacity or condition evaluation of existing and/or proposed utilities is not included in this scope.

The Town of Holly Springs (Owner) will assist Kimley-Horn in obtaining available utility information for preparing drawings for construction. This information includes but is not limited to Owner standard details, GIS data, and record drawings.

Wet Utility Design

The Consultant will attend up to three (3) Utility Coordination Meetings with the Owner to identify Owner objectives for utilities in the project corridor, define the desired scope of utilities relocations and improvements, and provide preliminary design and construction cost estimates for relocations and improvements covered in this scope.

The Consultant will coordinate the proposed wet utility designs with other components of the Project. Wet utility corridors will be evaluated to minimize conflicts with existing and proposed facilities. The Consultant will provide the proposed wet utility designs to dry utility owners as necessary to inform their proposed relocations.

The Consultant will show the location of existing utilities discovered by survey and SUE, proposed utilities by others, and proposed underground utilities to be constructed as part of the Project on the final Utility Construction Drawings. It is assumed that all necessary survey, SUE, and geotechnical investigations will be obtained as part of the roadway project. Additional survey, SUE, and geotechnical

investigations necessary for the design may be performed as additional services. The Consultant will provide engineering services required to study, design, and prepare Utility Construction Drawings, water and sewer permits, Project Special Provisions, and bid documents for all wet utility relocations covered by this scope. All such improvements will also be coordinated with and incorporated into the associated roadway plan set.

Consultant will prepare Utility Construction (UC) Concept Drawings that depict the limits of proposed relocations and approximate horizontal alignment of the proposed waterlines and sewer lines for evaluation by the Owner and NCDOT. The Consultant will attend up to one (1) concept review meeting with the Owner and NCDOT to discuss and adjust the wet utility relocation/extension approach.

Consultant will prepare and submit for review 65% UC Drawings that depict the horizontal alignment of the proposed wet utilities as modified by the concept review meeting, a Permanent Utility Easement (PUE) line where required by Owner standards, and a Temporary Construction Easement (TCE) line where required for constructability. Consultant will produce the 65% UC Drawings with a horizontal scale and sheet layouts matching the roadway drawings. Consultant will attend up to one (1) 65% design review meeting, to be scheduled after receipt and review of PUE Request Drawings by the Owner.

The Consultant will incorporate 65% submittal comments and will prepare 90% UC Drawings and Project Special Provisions for submittal to the Owner. Changes to wet utility alignment(s) after Consultant receives 65% comments from the Owner will be made upon authorization from the Owner as an additional service. 90% UC Drawings will include profile views with a vertically exaggerated scale of 10:1, showing proposed clearances with proposed and known existing utilities. The drawings will also include proposed details for installation of the utilities. Owner standard details will be provided and supplemented with Kimley-Horn details as necessary. The design of proposed utilities will be in accordance with the 2024 NCDOT Standard Specifications for Roads and Structures, the NCDOT Utilities Accommodations Manual, and Owner standards and specifications. Consultant will attend up to one (1) 90% design review meeting to be scheduled after receipt and review of 90% UC Drawings and Project Special Provisions by the Owner.

The Consultant will incorporate 90% submittal comments and will prepare water and sewer applications for permitting to the State, via the Town of Holly Springs, for review and approval. A total of one (1) water permit and one (1) sanitary sewer permit are anticipated. All permitting fees will be paid by the Owner.

It is anticipated that the NCDEQ Sedimentation and Erosion Control permit, NCDOT Encroachment Agreement, and environmental permitting submittals will be incorporated into overall roadway project permit submittals and separate submittals for wet utility work will not be required. All work is anticipated to take place outside of existing railroad rights-of-way.
Consultant will complete final UC Drawings and Project Special Provisions, incorporating the comments from the permitting submittals. The final UC Drawings will be produced in standard NCDOT format and will include a utility title sheet, symbology, utility notes, plan and profile sheets as well as applicable standard and special detail drawings. Project Special Provisions will amend the 2024 NCDOT Standard

Specifications for Roads and Structures as required for the proposed construction and as approved by the Owner. The Consultant will prepare and furnish to the Owner a final Opinion of Probable Construction Cost (OPCC) for the proposed construction, based on NCDOT standard pay items and any special provision pay items.

Reclaimed Water Concept Plan

The Consultant will prepare a conceptual plan for extension of reclaimed water lines for the extents described above. The conceptual plan will consist of a horizontal alignment to be incorporated in the wet utility Concept Drawings and on the 65% UC drawings. The 65% UC drawings will show easements necessary for the relocations described above, but the Consultant will identify additional easements which would be required to accommodate reclaimed water extension. An conceptual level Opinion of Probable Construction Cost (OPCC) will be prepared for the reclaim water concept plan.

The Consultant will coordinate with the Owner to include or exclude easements necessary for the reclaimed water extension on the project 65% plans (right-of-way plans).

Reclaimed water extension design beyond the Reclaimed Water Concept plan described herein is not included in this scope but is available as an additional service.

Task 16 - Town Fiber Relocation Design

Proposed roadway improvements Holly Springs Road will necessitate the relocation of existing Town of Holly Springs fiber optic cable(s) along the entire corridor.

Consultant will begin by collecting data and available survey information on the location of any existing fiber optic cables. Next, Consultant will coordinate with the Client on the requirements for any cable installations and discuss how to minimize network downtime during the relocations. Consultant will also coordinate with our Roadway team to determine the exact impacts of any planned roadwork with existing conduit, junction boxes, splice enclosures, and terminations.

Consultant will develop fiber optic cable routing plans, splice details, and project special provisions for the installation or relocation of cables in new underground conduit and junction boxes that are outside of the roadway impacts.

Consultant will develop a PS&E (Plans, Specs, and Estimate) package for fiber optic cable relocation. Consultant will submit the 90% PS&E to the Client for review. Upon receipt of comments, Consultant will revise the plans and specifications accordingly and submit the 100% PS&E to the Client for a final review. Upon receipt of comments, Consultant will make any revisions needed and prepare and submit a Final PS&E package that is signed and sealed by the Professional Engineer.

Task 17- Right of Way Plat Services

JMT will provide right of way platting and right of way staking services. See Attachment A for the scope of services.

Consultant will review the survey submitted by subconsultant for completeness and accuracy. In the event data is lacking from the deliverables, The Consultant will coordinate directly with the Sub-Consultant until such time that they are acceptable per the approved scope of services at no additional cost to the town.

Task 18 – Bid Phase Services

The Consultant will issue a bid advertisement and bid package for the submittal of quotations to perform the work. The Consultant will setup and attend a pre-bid meeting for this project. The Consultant will reproduce up to 5 sets of contract documents which will include construction plans, contract proposal bid forms, quantities, technical specifications, project special provisions, bond forms, and other necessary documents. The Consultant will set up an external FTP site for electronic distribution of the contract documents.

The Consultant will respond to the Contractor's request for information and clarifications, issue up to two (2) formal addenda, and attend the bid opening. The Consultant will tabulate the bids received and evaluate the compliance of the bids received with the bidding documents. The Consultant will prepare a written summary of this tabulation and evaluation together with a recommendation for the award of the construction contract.

Consultant will attend the pre-construction meeting with the Client and Contractor.

Task 19 – Right-of-Way Support Services

Telics will provide Right-of-Way Support Services in the form of appraisal services and NCDOT coordination for up to forty-four (44) impacted parcels. See Attachment C for the scope of services. If requested by the Town, Telics will provide full negotiation services for up to forty-four (44) impacted parcels. See Attachment C for the scope of services.

Consultant will coordinate with Telics and the Client to facilitate the acquisition of appraisals and approval by NCDOT. During the Right-of-Way acquisition phase, consultant will make updates to the plans as directed by the Town based on negotiations with individual property owners. This task assumes up to thirty (30) days of effort for Right-of-Way revisions.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional meetings
- Full community impact assessment
- Noise study
- USACE individual permit
- Incidental take permit
- Habitat conversation plan
- Retaining wall design

- Signal timing plans
- Dry Utility design
- Construction phase services

Responsibilities of Client

In addition to other responsibilities set out in this Agreement, the Client shall:

- Permit Fees
- Signal Agreement Fees (if applicable)

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule. Consultant will provide Client with a Gantt bar chart that includes durations of the major engineering tasks, the critical path, and the associated milestone dates.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-18 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1 Project Coordination and Administration	$62,962.32
Task 2a Topographic Survey (*JMT*)	$208,129.48
Task 2b Subsurface Utility Exploration (*JMT*)	$157,357.93
Task 3 Geotechnical Investigation (*Falcon*)	$48,949.54
Task 4 Traffic Analysis	$38,192.68
Task 5 NEPA Environmental Document (Categorical Exclusion)	$33,273.96
Task 6 Environmental Permits	$41,345.41
Task 7 Public Involvement	$60,965.71
Task 8 Roadway Design	$200,614.46
Task 9 Hydraulic Design	$99,256.83
Task 10 Signal Design	$32,397.48
Task 11 Erosion Control Plans	$55,133.74
Task 12 Work Zone Traffic Control Plans	$54,386.21
Task 13 Utility Coordination	$39,411.96
Task 14 Landscape Design	$62,417.87
Task 15 Water and Sewer Design	$145,730.36
Task 16 Town Fiber Relocation Design	$31,627.97
Task 17 Right-of-Way Plat Services	$7,754.79
Task 17a Right-of-Way Plats and Staking (*JMT*)	$78,742.98
Task 18 Bid Phase Services	$21,480.62
Task 19 Right-of-Way Support Services	$47,622.73
Total Lump Sum Fee	**$1,527,755.03**

Kimley-Horn will perform the services in Task 8.1-8.3, 12.1 as authorized by the client for the total lump sum fee below, depending on the alternatives selected for final design. Tasks 8.1-8.3, 12.1 will be authorized by the Client at a later date.

Task 8.1 Alleyway Final Design	$38,196.42
Task 8.2 Blalock Roundabout Final Design	$30,510.53
Task 8.3 Tullich Roundabout Final Design	$30,510.52
Task 12.1 Roundabout WZTC	$9,950.20

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

Total Lump Sum Fee (including Tasks 8.1-8.3 and 12.1)	**$1,636,922.70**

Kimley-Horn's subconsultant will perform the appraisal report services in Task 19 on a per parcel basis (up to 44 parcels) for each document required with labor fee shown below.

Task 19a	Right-of-Way Negotiation Services ($4,350/parcel)	$191,400
Task 19b	Right-of-Way Appraisal Services ($4,000/parcel)	$176,000

Kimley-Horn's subconsultant will not exceed the total labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current hourly rates, which are subject to annual adjustment. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. These items are included in the assumed budgets above. All permitting, application, and similar project fees will be paid directly by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number, Town of Holly Springs project number, and the following statement:

> "I hereby certify that these hours spent are true and accurate."

Consultant will provide supporting documentation for invoices, as requested by Client. Any Subconsultant use described herein is included in the Project and no additional costs are to be paid by the Town. Subconsultants have been chosen by the Consultant without selection made by the Client. As between the Parties, Consultant shall at all times be responsible for the work product of the subconsultant, including any delays caused by the performance or non-performance of the subconsultant."

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to Town of Holly Springs.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

Please email all invoices to _____

Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for 60 days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Bryan Vickery, P.E.
Project Manager

Attachment – Subconsultant Scope of Services

Attachment A

Revised: December 15, 2025
~~February 20, 2023~~

Mr. Bryan Vickery, PE
Kimley-Horn
300 S Main St Suite 212,
Holly Springs, NC 27540

Subject: Scope of Work and Fee Proposal
Professional Surveying and SUE Services
Holly Springs Road West Widening & Improvements
From: Route 55
To: North Main Street
Holly Springs, NC
JMT Contract Number: 22-03747-000

Dear Mr. Vickery:

The project scope is to perform surveying and subsurface utilities designation along Holly Springs Road between Route 55 and North Main Street in Holly Springs NC for the design and construction of additional lanes and pedestrian improvements.

Overall Project Limits
The project limits will be as shown below as Attachment "A". The survey corridor is generally 150' wide and centered on the centerline of Holly Springs Road.

Establish Horizontal and Vertical Survey Control
JMT will recover and check any existing control within the corridor and will establish supplemental project horizontal and vertical control in compliance with the NCDOT Survey Manual for developing a corridor survey and acquiring aerial mapping data. This will include recovering any existing, published control and establishing new control points. JMT will use GPS, and conventional traversing and leveling methodology to tie existing control with the supplemental control. JMT will coordinate with the surveyor for the adjoining Holly Springs Road – Central project to adequately tie into their existing survey control to ensure continuity throughout this corridor.

Accessing the Roadways
JMT will set up signage and work according to the NCDOT Work Zone guidelines.

Property Owner Notification
JMT has determined that approximately 70 parcels will require access to private property for the performance of the survey and property limit determination. JMT will research property ownership based on the county tax parcel data and prepare notification letters, on Town Letterhead, to be sent to the property owners requesting permission to enter for the purposes of the survey. JMT will enter the property owner data into our spreadsheet and forward to the Town to complete the notification process.

Property Survey
The project limits appear to impact seventy (70) properties. The existing boundaries will be established for all impacted properties. The Town is requesting that property corners are to be set, post-construction, along the property lines at the intersection with the new right-of-way limits. Adjoining property lines and adjacent owners will be shown on all properties abutting the limits. The following field and office tasks will be provided:

- Field reconnaissance and recovery of property monuments and right-of-way monuments for fee right of way.
- Acquisition of field ties for monuments or evidence of occupation.
- Current property owner verification using County GIS and assessment records with deed references.
- Courthouse research of recorded plats, deeds, easements (through chain of title only) and plans.
- Best-fit analysis of compiled property boundary and right-of-way information based on found monuments.

Properties, rights-of-way, and easements within the project limits will be depicted in accordance with NCDOT Survey Manual and NCDOT CADD Manual standards. The due diligence required for a transportation corridor survey shall be performed to delineate departing property lines and easements from record legal descriptions and physical evidence found while conducting the survey.

Topographic Survey
Terrain for design will be collected by mobile LiDAR, and conventional ground surveys and will include establishing a traverse alignment and collecting topographic and planimetric data to produce a DTM for roadway and drainage design purposes. The DTMs will cover a minimum width of 75' each side of the Holly Springs Road centerline. The topographic survey will include terrain breaks, edges of pavement, utility poles and facilities, driveways, buildings and dwellings and other man-made features. JMT will develop MicroStation/ORD survey files using NCDOT's level and line style standards.

Drainage Surveys
JMT will perform surveys of the drainage systems within the survey limits to include one (1) structure off the limits for closed systems.

Wetland Surveys
JMT will locate any wetland flagging as delineated by others. JMT requires a sketch depicting the limits and numbering scheme as an aid for field staff to survey the wetland flags. Hours shown in our proposal for the location of wetland flags are approximate because the number of flags is unknown at this time.

Geotechnical Soil Boring and Pavement Core Stakeout
JMT will locate any geotechnical borings required for this project, as drilled by the geotechnical consultant. As-drilled locations for all soil borings and pavement cores within the survey limits will be located and a boring log identifying the horizontal location and ground elevation will be provided. Hours shown in our proposal are based on locating approximately fifty (50) borings, however, the actual number of borings is unknown at this time.

Acquisition Plats and Property Staking
JMT will coordinate with Town of Holly Springs to ensure the acquisition plats meet their standards for recordation. The plats will be developed in accordance with NCGS 47-30 standards and the Town's 17011 Contract for Professional Services Checklist for approximately fifty-five (55) parcels that will be impacted by acquisition of land rights. Easement and RW take areas will be clearly tabulated on each plat. JMT is also including time to develop up to ten (10) individual parcel plats, when requested, as part of the RW negotiation effort.

All new front lot corners for the impacted properties will be staked and set in the field with a 5/8" iron rod (post-construction), along with all new right-of-way breaks and permanent easements. JMT is including time to stake, up to three (3) rounds, all proposed easements and proposed RW limits for each parcel impacted by the corridor widening for RW negotiations and will have temporary wooden stakes and flagging set for negotiation purposes.

Subsurface Utility Survey
JMT will map the existing underground utilities at Quality Level B as requested within the project limits in accordance with the NCDOT Location & Surveys Subsurface Utility Engineering Guidelines. The services shall include utility research, locating the visible utility features and appurtenances, and creating a Microstation/ORD SUE design file depicting the utility designation data.

JMT will perform utility records research for the project area. Based on preliminary information it is anticipated that there are approximately thirteen (13) utility owners who may have facilities within the project limits. It is assumed that all utility companies will provide copies of record information to JMT at no cost.

JMT anticipates multiple underground utilities consisting of pressurized pipelines (water, gas, etc.), electric, traffic control, and communication (telephone, cable television, and fiber optics) mainline facilities and these shall be designated at Quality Level B, if detectable with standard electronic designation equipment (pipe and cable locators). Other electromagnetic methods (i.e., terrain conductivity, resistivity measurement, optical, infrared/thermal, acoustic emission, etc.) and/or other surface geophysical methods (i.e., magnetic, elastic wave, microgravitational technics, isotopic/radiometric technics, chemical technics, borehole geophysics, etc.), and ground penetrating radar are excluded from the scope of work.

It is estimated that the project area may contain approximately 85,000 LF of underground utilities and our estimates are based on a maximum of 89,600 LF. Should it be determined during the research or field designation phases that this estimate may be exceeded, we will contact your office for direction.

In regard to utility services and privately-owned facilities (i.e., privately owned facilities such as sanitary sewer force main, electric services to illuminated signs and parking lot lighting, etc.) JMT will:

- Utility service lines for commercial parcels, if any, will be designated (at Quality Level B and/or C based on the assignments for the mainline facilities) to the project limits or metered location whichever is closest to the roadway. Quality Level C information will only be provided if such information is available on records.
- Utility service lines for residential parcels, if any, will not be designated.
- Privately owned facilities for residential parcels (which would include sewer force mains from septic systems, electric, etc.) are excluded from the scope of work.
- Privately owned facilities for commercial parcels, if any, will be designated at Quality Level B within the survey limits.
- Irrigation systems will not be designated.
- Investigation of wells and septic systems is excluded from the scope of work.

JMT will perform an electronic sweep of the project area with our pipe and cable locating equipment and any items detected will be mapped as an unknown conductor if not indicated on records.

The designation of gravity systems (storm drainage and sanitary sewer) is included as part of the topographic and drainage survey tasks.

JMT will survey the utility designation markings and utility structures within the limits and identify their disposition in the survey as to the type of facility, etc. with the appropriate layer and line style. Abandoned and/or empty facilities will be shown on the survey at Quality Level B if electronically detectable or indicated at Quality Level C/D if indicated on records if no electronic signals can be obtained on the utility.

Should an electronic signal not be obtained on a utility line requiring Quality Level B designation, said line will be designated at Quality Level C or D based on available information if possible. Should utility records not be available for a specific utility said utility will be indicated on the survey at Quality Level D based on verbal information from the utility owner, physical features, etc. if possible.

JMT will employ signage and safety equipment per NCDOT standards and policies to perform the requested SUE services. For budgetary purposes we have assumed traffic control may be required in some areas of the project due to high traffic volumes and have provided estimated fees for said services for up to four days. Should such services be required they will be invoiced at cost.

Utility Test Holes

JMT will provide location services (test holes) at up to twenty-five (25) locations. It is assumed that the targeted utilities will be electronically detectable with our standard designating equipment (pipe and cable locators) and the utility depth will be less than 6 feet.

- Test Hole Locations:
  JMT will perform the test holes on the requested utilities at the locations determined to be in potential conflict with the proposed drainage improvements. JMT will call the targeted areas in to NC811 as required by law. Upon completion of the NC811 marking, JMT will verify that an electronic signal can be obtained at the Miss Utility marked location. Should JMT determine a discrepancy with the NC811 markings and the surveyed location, we will contact your office to discuss.
- Horizontal & Vertical Datum:
  JMT will utilize existing survey control as established for the site survey. The test holes will be tied to existing physical features (i.e., no survey performed).
- Permit, Insurance, and Bonds:
  It is assumed that no permit will be required by the Town of Holly Springs or NCDOT for this work. As such, it is assumed that no additional insurance requirements or surety bond will be required.
- Work Hours:
  Work involving lane closures may have work hour restrictions of 9:00 am to 3:30 pm weekdays. Night work and/or weekend work is excluded from the scope of work.
- Traffic Control & NC811 Coordination:
  JMT will provide the necessary NC811 coordination and traffic control for each requested test hole. JMT will base the necessary traffic control measures on the NCDOT guidelines. It is assumed that single lane closures with at least two certified flaggers may be required for most locations along W Holly Springs Road. Should the traffic control measures entail more detailed setups/equipment such will be discussed with your office for additional fee requirements. The cost for traffic control measures has been estimated based on the above and will be invoiced at cost. As discussed, it is assumed that no test holes will be within the intersection areas of NC55 (GB Alford Hwy) or N Main Street.
- Site Access:
  It is assumed that all test hole locations are free from debris and are accessible with our vacuum excavator truck/equipment. It is assumed that any coordination with property owners necessary to perform the test holes will be handled by the Town of Holly Springs.
- Backfill and Restoration:
  Test holes will be backfilled with the same material that was removed from the hole during excavation. It is assumed that a permanent pavement restoration will not be required for test holes located within the asphalt roadway and that a DOT approved cold mix product (PermaPatch) can be utilized for the pavement restoration. It is assumed that no test holes will be requested within concrete sidewalk areas. Pavement restoration with materials other than as noted above is excluded from the scope of work. Please note that our restoration patch size is limited to the size of our standard pavement cut (12-inches square).
- Groundwater:
  Groundwater may be encountered before reaching the targeted utility. Please note that upon encountering groundwater, we may not be able to continue the vacuum excavation process due to the risk of damaging our vacuum system as well as the risk of undermining the surface above. In such instances, we will note the excavated depth and will continue to probe to attempt to detect any utilities/obstructions. No excavation will be performed below the groundwater table elevation. If unusual soil conditions are encountered (i.e., extremely unstable, or compacted soils), excavation may require other methods or, in some cases, be prevented entirely. In these circumstances, your office will be notified to discuss directions.
- Test Hole Data Forms
  An individual data form shall be prepared for each test hole. Data form shall be 8.5” by 11” in size, and shall contain the following information:
  - Street name and general location description of test hole.
  - Anticipated type and size of targeted utility.

- Existing pavement description (type and approximate thickness).
- Soil description.
- General utility condition.
- Type and location of survey marker is set to identify test hole location.
- Type/color of ribbon installed in excavated hole to identify utility type.
- Top of ground and top of utility elevation based on vertical control points as supplied by your office, plus a manual depth check.
- Outside diameter measurement of utility.
  - For circular utilities (pipes, conduits, cables, etc.):
    - For sizes 8-inches and smaller, O.D. measurement will be based on full diameter exposure (where possible).
    - For sizes larger than 8-inches, O.D. measurement will not be obtained unless specifically requested. If diameter measurement is requested, multiple holes will be necessary to obtain the O.D. based on half diameter exposure (where obtainable).
- A sketch (not to scale) indicating the street, general test hole location, utility and direction of utility, and reference distance ties to a maximum of four (4) physical features plus an edge of pavement (or face of curb distance) where obtainable.

Project Management and QC

Overall project management will be under the supervision of a North Carolina Licensed Surveyor and mapping will be in conformance with North Carolina Department of Transportation standards for the project scale of 1" = 25' and a 1' contour interval.

Project Understanding

- Property and right-of-way surveys are included as a part of this proposal.
- Property and Boundary information will support the post-construction staking of new property corners as the property lines intersect the new right-of-way limits.
- Gravity Sewer (Storm and Sanitary) Structures with inverts and rims will be included
- Approximate hours for surveying wetland flagging and geotechnical boring locations (as-drilled) is included as a part of this proposal.
- The designation of subsurface utilities is included in this proposal.
- MOT costs are included in this proposal for accessing gravity sewer manholes within the Holly Springs Road.
- Acquisition plats will conform to NCGS 47-30 standards and specifications along with Holly Springs and Wake County specifications.
- Metes and Bounds descriptions for proposed takings for each parcel are included in this proposal.

Deliverables

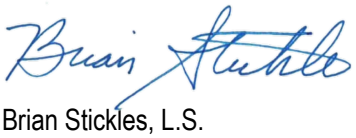
- Survey file, Survey Control file, Survey Contour file, Property Owners file, Survey Property file & Survey DTM file, in Microstation/ORD format as applicable.
- Subsurface utilities file in Microstation/ORD format.
- Test Hole reports identifying subsurface utility locations at design conflict points.
- Report of geotechnical borings coordinates.
- Fifty-five plats (estimated) for the acquisition of land rights.
- Metes and Bounds descriptions of proposed takings.
- Survey report.

Schedule
JMT will begin work immediately upon receipt of notice to proceed. JMT will make every effort to complete and deliver this survey according to your project schedule. The delivery schedule is subject to uncontrollable impacts, such as weather and access disruptions.

Basis of Payment
We propose to perform the services described on time and materials basis with a project fee of **$444,230.39**. Our fee schedule is contained in **the attached NCDOT Workday Estimate spreadsheet**. Please note that the SUE designation and test holes fees are based on our estimate of quantities, associated direct costs and our project unit rates. Rates are per the attached rates provided to Kimley-Horn in attached NCDOT Workday Estimate spreadsheet.

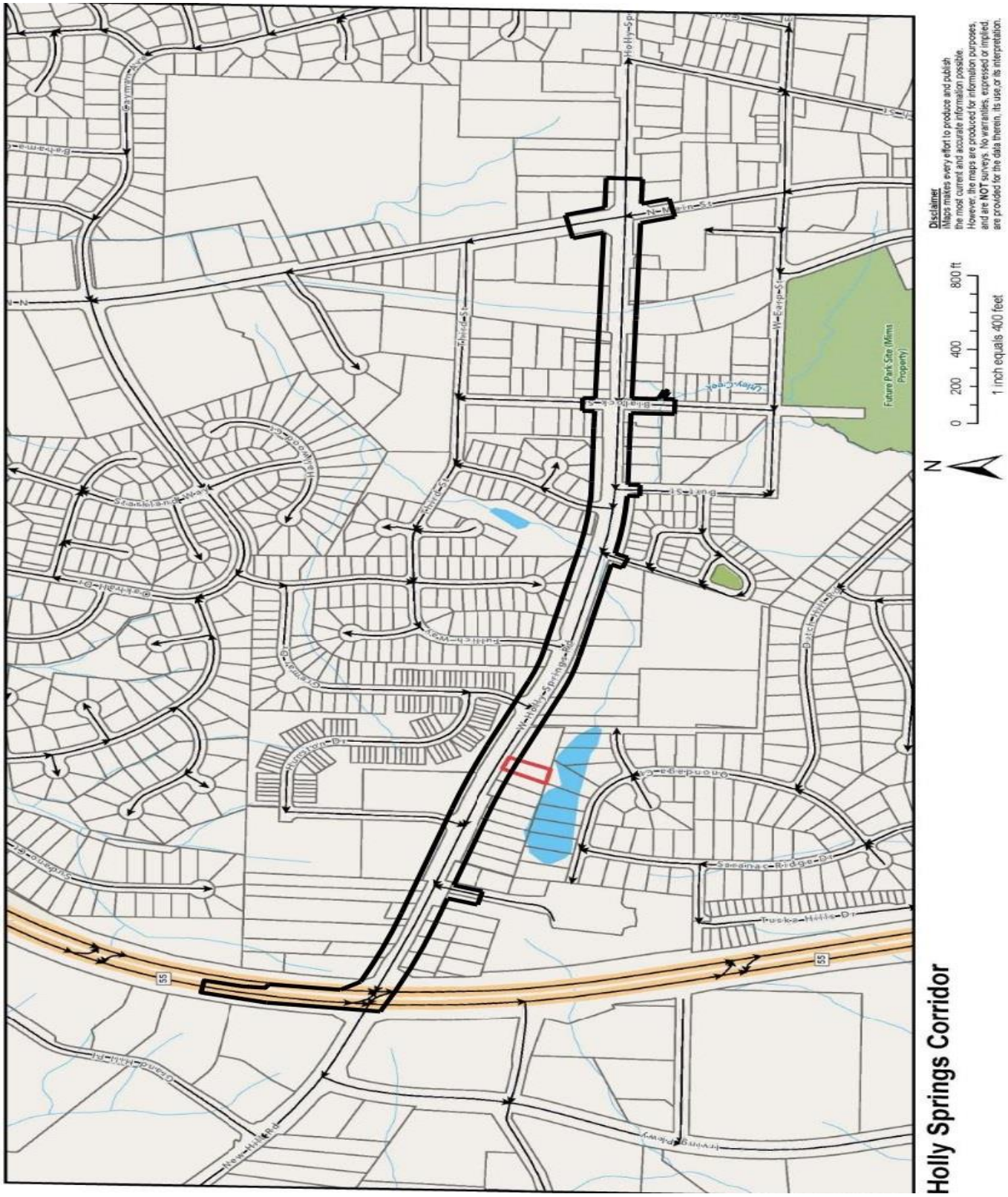
We appreciate the opportunity to submit this estimate. Should you have any questions regarding this project or require further details, please do not hesitate to call our Project Manager for this assignment, Mike Zmuda, PLS at (804) 267-1258 or email at mzmuda@jmt.com.

Sincerely,
JOHNSON MIRMIRAN & THOMPSON, INC.



Brian Stickles, L.S.
Senior Vice President

Attachment "A" – Project Limits



December 28, 2022

Bryan Vickery, PE
Kimley-Horn
300 S Main St, Suite 212
Holly Springs, NC 27540

Re: **Proposal for Geotechnical Services**
Holly Springs Road Widening from NC 55 Bypass to S Main St
Wake County, North Carolina
Falcon Proposal No.: F2022-112

Dear Mr. Vickery:

Falcon Engineering, Inc. (Falcon) is pleased to present our proposal for Geotechnical Engineering Services for the above referenced project.

PROJECT DESCRIPTION

We understand the following may be assumed for the development of our scope and fee;

- Kimley-Horn will be the Client in Charge. Town of Holly Springs will be the project owner.
- The project will be designed and built to NCDOT standards and reviewed by NCDOT.
- Falcon has been provided a preliminary concept plan of the project showing a 4-lane, median divided facility from terminus to terminus with center turn lanes at select intersections.
- No retaining walls, culverts, noise barrier walls, or other structures are planned for the project at this time.

Should any of the above information or assumptions made by Falcon be inconsistent with the planned project, we request that you contact us immediately to allow us to make any necessary modifications to this proposal.

SCOPE OF SERVICES

Our scope of geotechnical services will include subsurface investigation and recommendations for roadway, retaining wall, and pavement design elements.

Roadway Investigation

Falcon will perform a Roadway Subsurface Investigation in general accordance with NCDOT GEU guidelines throughout the corridor. Borings will generally be spaced every 200 feet. Boring spacing may be adjusted to avoid conflicts with intersections, utilities, landscaping, topographical features, existing roadways, or other site features. A total of twenty-two (22) roadway borings are proposed.

We anticipate very minimal cuts/fills for the project. Therefore, we assume an average depth of 10 feet for roadway borings. As many borings as possible will be performed using a mechanical drill rig with Standard Penetration Testing (SPT). However, based on accessibility, utility conflicts, or other considerations, select borings may be performed with a hand auger and dynamic cone penetrometer (DCP) to depths of up to 6 feet.

Pavement Design Investigation

Based on our review of the preliminary concept plan, we anticipate a number of unique existing typical sections along the length of the project including both 2-lane sections and previously widened 4-lane sections at existing developments. We plan to perform a total of eight (8) pavement cores along the length of the project in attempts to define the pavement section at each typical section and investigation non-travel and turn lanes which will become through-travel lanes in the final construction.

At each pavement core boring location, Falcon will advance a pavement core and perform Dual-mass Dynamic Cone Penetrometer (DCP) testing to a depth of up to 3 feet. Aggregate base will be augured through, its thickness measured, and the augers will be advanced into the subgrade approximately 3 to 5 feet to obtain a sample of subgrade soil.

Field Investigation Procedures

Falcon will contact NC811 to request the location of subscriber utilities in the vicinity of the proposed boring locations. Private utility location is NOT included in this scope of work or anticipated to be necessary.

Falcon will locate the test borings in the field using a handheld GPS capable of sub-meter accuracy and coordinates obtained from georeferenced project drawings provided by others. Following completion of the borings, Falcon will utilize existing survey information to determine approximate test boring elevations.

Some borings may require our crew to work partially within or in very close proximity to existing roadways, and pavement core borings will require work within existing roadways. Necessary traffic control measures will be implemented by certified in-house staff or a pre-qualified sub-consultant in general accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and NCDOT requirements. Traffic control requirements may include but are not limited to flagging operations, lane closures, shoulder closures, and/or work beyond shoulders.

Representative soil samples will be collected, stratified, visually classified in the field in general accordance with the AASHTO Soil Classification System, sealed in moisture-proof containers, and transported to our laboratory. We will also collect bulk soil samples of hand auger cuttings from areas of proposed roadway cut or near-grade construction for laboratory compaction and CBR testing.

Laboratory Testing

Select split spoon and bulk samples will be transferred to our laboratory and tested for Atterberg limits, grain size analysis, moisture content (Qty. 19 each), standard Proctor compaction, and soaked California Bearing Ratio (Qty. 3 each). Laboratory testing will be performed in general accordance with the applicable test method noted in the attached manday estimate.

Geotechnical Reporting and Recommendations

After completion of our Field and Laboratory Investigation, Falcon will prepare the following documents in general accordance with NCDOT GEU formats or as specifically noted below:

- Roadway Subsurface Investigation – Inventory (11x17)
- Roadway Subsurface Investigation – Recommendations (11x17 as necessary)
- Written Roadway Recommendations and Summary of Quantities (8.5x11, includes pavement design quantities)
- Pavement Design Investigation (11x17)
- Pavement Section Design Letter (8.5x11)

PROPOSED FEE

We propose a LUMP SUM FEE for performance of the above outlined services in accordance with Microsoft Excel Manday Estimate provided separately. Services will be billed monthly on a percent complete basis. Additional services including but not limited to excessive coordination efforts required to gain site access to the site or necessary portions of the site, subscriber utility location delays, NCDOT imposed delays to performing our work on-site, additional or deeper borings or other testing not

explicitly included herein, investigation or recommendations for additional project elements not included in the project as described herein, attendance at design team meetings, review of project documents following completion of our report, and observation/testing/inspection services during construction will be invoiced on a time and materials basis in accordance with attached unit rate schedule.

AUTHORIZATION

If this proposal is acceptable, please provide an individual purchase order in accordance with our Master Services Agreement for our review and execution. Falcon will invoice monthly as a percent complete for all work performed. All invoices are payable within thirty (30) days.

We appreciate the opportunity to provide our services and look forward to partnering with you on this and future projects. If you have any questions or desire additional information about Falcon Engineering and the many ways in which we may benefit you, please contact us at 919-871-0800.

Respectfully submitted:

FALCON ENGINEERING, INC.



Jeremy R. Hamm, PE
Geotechnical Engineering Manager



Christopher V. Norville, PE
Vice President

ATTACHMENTS:
Manday Estimate (provided separately)

TELICS

DATE: November 12, 2025
TO: Bryan Vickery, PE
Kimley-Horn
FROM: Sarah Mills
TELICS | Municipal Project Manager
PROJECT: Town of Holly Springs – Holly Springs Road Widening West – Phase 3 (LAPP funded)
44 anticipated parcels

Description	Unit Fee	Total Fee
Fee Simple and/or Temporary/Permanent Easement Acquisition w/ Right of Way Claim Report (44 parcels)	$4,350 / parcel	$191,400
*Appraisal Services:		
• Narrative Appraisal (if needed) (44 parcels)	$4,000 / parcel	$176,000
• Right of Way Transmittal Summary (if needed)	$3,000 / parcel	
**Attorney Services:		
• Deed Preparation (if needed)	$200 / parcel	
• Preliminary Title Opinion (if needed)	$700 / parcel	
• PTO Update (if needed)	$200 / parcel	
• Attorney Closing (if needed)	$350 / parcel	
Total Fee Estimate		**$367,400**

*Appraisal Services will only be billed if required and at the above rates. The appraiser will determine whether a Transmittal or Narrative is appropriate for each parcel; we are unable to advise or dictate the type. TELICS will discuss with them what type of report they expect for these parcels. Once approval is given by the Client to move forward, the appraiser will receive official NTP for each report. The number of parcels included in the fee above is our best estimate at this stage of the project.
**Fee Estimate assumes the Town will provide Attorney Services, including conveyance documents, title opinions, updates and closings. TELICS can provide these services through a contract Attorney, if needed, and would only bill if required and at the above rates.

TELICS will provide professional services to acquire real property and/or easements to accommodate the proposed improvements as shown on the client furnished engineering drawings consistent with the following:

Scope of Work:

- The Total Fee Estimate is based on an estimated 44 parcels requiring acquisition services. However, any contiguous properties with continuity of use that have the same owner will be combined and billed as one parcel.
- TELICS will provide an estimate of value for each parcel at the direction of the Town. All settlements will be attempted with a Right of Way Claim Report if the estimated value is under $25,000. Should settlement not be reached using a Right of Way Claim Report, an appraisal will be requested if approved by the Town. If the estimated value of the easement area is above $25,000, an appraisal will be used to determine the offer amount. Appraisal Services will only be billed if required and at the above rates.
- As part of our initial outreach efforts, we will deliver an introductory letter to each owner of record to provide them with basic project and contact information. We will be responsive and provide any additional information requested by the property owner, aiming to facilitate our efforts in securing a satisfactory negotiated settlement.
- To establish initial contact, the Agent will contact each owner of record by letter, phone, or in-person within 7-10 calendar days after delivering the introduction packet. TELICS will make a good faith attempt to meet with all local property owners. Out-of-town property owners will be given the opportunity to attend a site meeting.
- TELICS Agent will deliver a written offer based on the estimate of value per Appraisal or Right of Way Claim Report approved by the Town and secure all required signatures on Town provided forms and conveyance documents. A negotiation diary will be kept detailing each conversation and/or contact attempt as the Agent negotiates the claim. All negotiated settlements will comply with the Town approved budget.

- Special provisions, agreements, or negotiated settlements exceeding the appraised value must be in writing and are subject to approval by the Town.
- TELICS Agent will secure all required signatures on Town provided forms and conveyance documents.
- Any required Right of Way Claim Reports and Appraisals will be provided by TELICS and will be submitted electronically for review prior to making an offer to the property owner.
    - All Claim Reports and Appraisals will be reviewed and approved by NCDOT.
    - Appraisal reports typically take 45-60 days from the date of request to completion.
    - Once an appraisal is submitted for review, the review process can take an additional 14 days to complete.
- TELICS will prepare and maintain a complete parcel file for each negotiation containing a copy of the Easement Agreement, contact letters, e-mails, contact information, negotiation diary explaining any issues, exceptions, or unsuccessful attempts to contact the owner of record and any other related documentation. Upon request, the parcel file can be provided to the Town.
- Upon completion of negotiations and acceptance of the negotiated settlement, TELICS will inform the owner of record about the closing procedure and disbursement of money by the Town.
- TELICS will prepare and submit payment requests to the Town.
- The Town will prepare (through staff or contract attorney) all instruments of conveyance, title opinions, coordinate closings and record documents.
- In the event a settlement cannot be reached with a property owner, TELICS will assist the Town in preparation of the condemnation packet to be submitted to the Town Attorney for a complaint filing with the Clerk of Court. The general timeline for condemnation is as follows:
    - Property owners must be given adequate time to consider and negotiate a written offer.
    - If negotiations do not produce a settlement, Town Council will consider and vote on whether to move forward with condemnation. Federal regulations do not specify a minimum amount of time for negotiations. However, TELICS recommends giving owners at least 30 days to negotiate a settlement before moving forward with any condemnation action.
    - If condemnation is approved, the Town must provide the property owner with a Notice of Action, which allows the owner 30 days to respond and negotiate before the action is filed with the Clerk of Court.
- TELICS will perform all work in accordance with 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.
- Negotiation fees include Project Manager participation in up to 12 project update meetings/calls (up to 1 hour in duration) with the Client/Town as requested. If TELICS is requested to attend additional meetings, TELICS will bill based on the rate of $150 per hour.
- Project Manager and Agents will provide email updates as requested by the Town.

EXHIBIT B

_____ **Insurance requirement waived**

_____ **Lower Insurance Limit Approved**

Approved by: _____

Printed Name:_____

___X_____ **Certificate of Insurance attached**

COI Expires: 4/1/2026

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/21/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	**CONTACT NAME:** Jerry Noyola **PHONE (A/C, No, Ext):** 7702207699 **FAX (A/C, No):** **E-MAIL ADDRESS:** greylingcerts@greyling.com
INSURED KIMLASS Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** National Union Fire Ins Co of Pittsburg 19445 **INSURER B :** Allied World Assurance Co (U.S.) Inc. 19489 **INSURER C :** New Hampshire Insurance Company 23841 **INSURER D :** Lloyd's of London 85202 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 588311974 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR X Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:			GL5268169	4/1/2025	4/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
B	X **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
C C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC067961230 (AOS) WC013711885 (CA)	4/1/2025 4/1/2025	4/1/2026 4/1/2026	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim Aggregate	$2,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Professional Engineering Services; Nolan Raney. The Town of Holly Springs, NC is named as an Additional Insured with respects to General Liability where required by written contract.

CERTIFICATE HOLDER

Town of Holly Springs, NC
128 South Main Street
Holly Springs NC 27540

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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EXHIBIT C

STATE OF NORTH CAROLINA)
)
COUNTY OF WAKE)

AFFIDAVIT OF CONTRACTOR'S COMPLIANCE WITH E-VERIFY

I, _____(the individual attesting below), being duly authorized by and on behalf of **Kimley-Horn and Associates, Inc.** (the "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Contractor understands that Contractors Must Use E-Verify. Each Contractor, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).

3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES _____
b. NO _____

4. Contractor's subcontractors comply with E-Verify, and if Contractor is the winning bidder on this project Contractor will ensure compliance with E-Verify by any subcontractors subsequently hired by Contractor.

Dated:_____

Signature of Affiant: _____

Print or Type Name: _____

EXHIBIT D

N/A

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 23.

New Business
Title: Annual Appointments to Planning Board and Board of Adjustment
Strategic Priority Area: Organizational Excellence
Growth Management & Economic Vitality
Staff Resource: Linda McKinney, Town Clerk

Action(s):

1. Appoint one (1) In-Town Regular Member and one (1) In-town Alternate member to the Board of Adjustment and two (2) In-Town Members to the Planning Board.
2. Recommend one ETJ member for appointment to the Board of Adjustment and one ETJ member for appointment to the Planning Board by the Wake County Board of Commissioners.

Explanation:

- Openings on the Board of Adjustment and Planning Board were advertised by staff.
- The Clerk's Office received 21 applications from in-town residents for Planning Board and five (5) applications from in-town residents and two (2) applications from ETJ residents for Planning Board.
- These applications were forwarded to Council in December.
- The following positions need to be filled by Council:
    - In-Town Regular member of Board of Adjustment
    - In-Town Alternate member of Board of Adjustment
    - Two (2) in-town members of the Planning Board (three-year terms beginning March 1, 2026)
- The following positions need a recommendation to the Wake County Board of Commissioners
    - One (1) ETJ member of Board of Adjustment
    - One (1) ETJ member of Planning Board

Background:

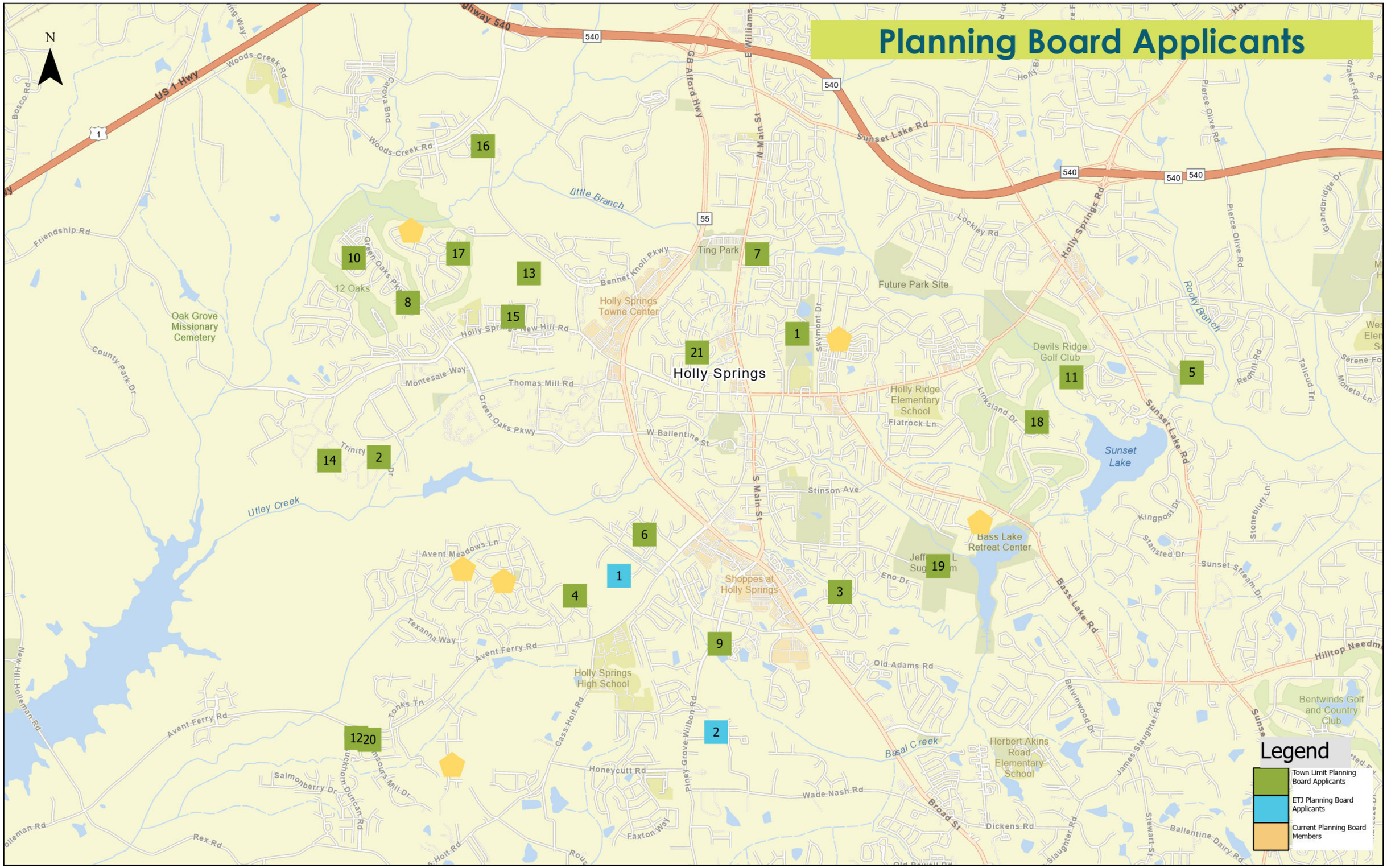
- On the last day of February of each year, the terms of several members of the Board of Adjustment and Planning Board expire.
- Council appoints (or reappoints) members to fill those terms at their business meeting in January.

Funding Source(s):
N/A

Attachment(s):

1. PB_Applicants map
2. Combined BoA applications
3. BOA Applicants map
4. Combined PB Applications final

Planning Board Applicants



Application to Serve on Board of Adjustment

1

Applicant Information

First Name *
Scott

Last Name *
Crawford

Email *
mscottcrawfordx@gmail.com

Address *
Street Address
221 Brookberry Road
Address Line 2
City
Holly Springs
State/Province/Region
NC
Postal/Zip Code
27540
Country
United States

How long have you lived in Holly Springs? *
5 years

Subdivision *
Sunset Oaks

Home Phone *
7045028236

Work Phone *
7045028236

Current Employer *
Hometeam inspection service

Job Title/Occupation *
Licensed Home inspector

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Board of Adjustment. *
Im a home inspector who inspector residential housing all over the Triangle so i see many communities, but Holly Springs is my absolute favorite!

List any current or past volunteer activities in which you are/were involved. *
I was a member of this year's Citizens Academy and it was amazing to learn about how our town works!

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I would be honored to be a part of helping this town that we love grow in responsible and awesome ways!

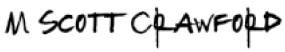
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *
- ( ) Yes
- (●) No

Have you attended Holly Springs' Citizens Academy? *
- (●) Yes
- ( ) No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *
10/8/2025

Time *
2:49:00 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?
From the citizens academy!

Application to Serve on Board of Adjustment

2

Applicant Information

First Name *
Carl

Last Name *
Pautlitz

Email *
cpautlitz@gmail.com

Address *
Street Address
113 Eden Glen Drive
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
6 years

Subdivision *
Wescott

Home Phone *
7572916883

Work Phone *
9193229948

Current Employer *
Wake Tech Community College

Job Title/Occupation *
Adjunct Professor

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
CD Pautlitz 2025 10-2025.docx 39.59KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Board of Adjustment. *
I currently have my real estate brokers license in the Commonwealth of Virginia since 2007 and licensed since 2003. In my previous role as an owner of a real estate company in Virginia, I worked closely with local developers examining opportunities to rezone land for both commercial and residential usages.

List any current or past volunteer activities in which you are/were involved. *
I currently serve on an HOA board for our townhome in Pine Knoll Shores as a treasurer. I served 5 years on the BOD for the Middle Creek High School Stampede Club as the Director of Corporate Sponsors. I volunteer as a judo coach for a non-profit 501c3 organization and have been a volunteer coach for several youth sports programs, including West Lake Middle School.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
Given the nature of the board, my goals would focus on maintaining a high standard of legal and ethical conduct. I would strive to ensure Fair and Equitable Treatment and to treat every applicant and appellant with impartiality and respect. I would be sure to uphold the Integrity of the Zoning Ordinance and make consistent, well-reasoned decisions that clarify and maintain the purpose of the Town's zoning and land development regulations. I believe we should maintain a balance between property rights and community interests. As a board we should successfully weigh an individual property owner's right to use their land against the legitimate interests of the community as expressed in the zoning ordinance. I also believe the members of this board should serve as

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Carl D Pautlitz

Date *

10/20/2025

Time *

2:52:30 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Sean Mayefskie, Tim Forrrest

Carl Pautlitz, MBA, CCIM

(757) 291-6883 • cpautlitz@gmail.com • https://linkedin.com/in/carl-pautlitz-352949

Professional Summary

- Experienced and results-driven finance professional with over two decades of expertise serving as a trusted partner to global C-Level leadership teams.
- Proven track record in effectively managing forecasts, expense and capital budgets, and forecasting sales trends.
- Adept at leveraging financial analysis to drive strategic decision-making and optimize operational efficiencies.
- Possesses strong collaboration skills to communicate complex financial information to stakeholders at all levels.
- Committed to delivering accurate and actionable insights that support business growth and success with regular KPI reviews.

Core Competencies

- Strategic Finance Leadership
- Annual Operating Planning
- Monthly/Quarterly Forecasting
- Variance Analysis
- Long-Range Strategic Planning
- M&A Synergy Analysis
- Full P&L Reporting
- Revenue Recognition ASC606
- Resource Utilization Reporting
- New Product Introduction
- Business Case Development
- Contracts Negotiation and Review
- C-Level Reporting
- Cross-Functional Collaboration
- ASC606 Revenue Recognition
- Deals Desk Management
- Commission Planning
- KPI Measurement

Professional Experience

CISCO SYSTEM – SPLUNK CORPORATE FINANCE MANAGER – OPEX Consolidation **Jan 2025 to June 2025**

Responsible for leading the consolidation and analysis of operational expenses and headcount reporting across multiple business functions to ensure accurate and timely monthly/quarterly financial reporting, supporting strategic decision-making and budgetary control.

- Partner closely with department heads to gather, validate, and interpret expense data, identifying trends and variances to enhance financial visibility and operational efficiency.
- Consolidate and report monthly cash flow forecast related to domestic and international sales to Cisco corporate treasury.

LUNDY MANAGEMENT GROUP – DIRECTOR OF FINANCE/FINANCE MANAGER **June 2023 to June 2024**

Primary business partner to the CEO and COO and cross-functional business reporting for corporate services for over 175 medical office buildings, commercial owner's associations, and industrial buildings.

- Led and developed a high-performing finance team of 7 to oversee financial operations for 175 managed medical office buildings and commercial properties, fostering a culture of transparency and enhancing operational efficiency.
- Led the implementation/execution of the annual operating plan, quarterly budget, and monthly forecast processes.
- Implemented robust process controls to accelerate cash collections by reducing the billing cycle by 40% through process improvements and enhanced collection strategies.
- Introduced key performance indicators, improving labor cost management by 23% and boosting revenue by 12%.
- Developed and executed long-range financial plans, increasing net operating income by 20% and driving a 5-year revenue growth strategy.
- Responsible for managing month-end closing, quarterly rolling forecast, cash flow analysis, AR, AP, rolling monthly revenue forecasts, treasury functions, establishing credit lines, and expense management, including payroll and benefits.
- Prepared accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.

COHESITY - FINANCE DIRECTOR - Americas & Fed Sales **Jan 2022 to Dec 2022**

Remotely supported the VP of Americas and Federal Sales organizations, leading weekly regional sales calls to develop forward-looking forecasts for cloud security and SaaS software sales.

- Develop capacity planning models and heatmap modeling with Sales Operations Leadership to evaluate and direct investments in sales executives by theater using Anaplan and manage compensation performance.
- Developed scenario-based financial models that provided data-driven forecasts with recommendations to support 3-year investment decisions, pricing strategies, revenue maximization, and resource allocation decisions.
- Partner with the Senior VP of Sales and Sales Ops to streamline reporting processes and improve efficiency in sales forecasting, pipeline management, and deal analysis, improving forecast accuracy by 11.8%.
- Collaborated with Sales Operations to develop and implement sales quotas/targets across regional theaters, delivering corporate financial objectives and effectively allocating quotas to meet growth annual growth plans.

- Led financial planning and analysis activities, including the preparation/management of the annual budget, Proof of Concept capital planning, resource planning, variance analysis, and financial forecast.
- Prepare and present monthly/quarterly financial reviews for Sales and Finance leadership, identifying trends in OPEX spending and delivering insights into business results and metrics for variance analysis.

CISCO SYSTEM – FINANCE MANAGER – GES CX/Global Partner Sales **Jan 2020 to Jan 2022**

Strategic Business Partner to the VP of Global Partner Organization, supporting the cloud-managed services business.

- Led financial planning and analysis activities for a $926M annual contract renewal sales team (GES), developing annual goals, weekly financial forecasting, monthly variance analysis, rebate calculations, and comp and commission analysis.
- Establish Managed Services goal baselines and apply field growth targets consistent with corporate in-region growth objectives.
- Provide governance oversight for manual credit claims and sales crediting for Managed Services transactions.
- Reviewed quarterly commission payouts to sales executives and modified goals or payouts to align with Cisco's corporate governance and commission policies.
- Generated annual contract renewal revenue forecasts by quarter using Annual Recurring Revenue (ARR) and Total Contract Value (TCV) and reported variances to AOP.
- Support the Global Partner Organization sales leadership to develop a Vitality Index ranking for global partners and track strategic product sales leading to a partner ranking system.
- Perform ongoing detailed tracking of theater-level revenue and identify slipped revenue opportunities from quarter to quarter.
- Develop annual operating plans for bookings, rebates, and OPEX for channel sales and manage service sales teams.
- Prepared and presented monthly/quarterly financial reviews for Sales and Finance leadership, identifying trends in contract renewals and delivering insights into business results and metrics for variance analysis.

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EXTREME NETWORKS, RTP, NC - SR. FINANCE MANAGER **2012 to 2020**
Senior Finance Manager / Global R&D & Innovation Controller **April 2012 – Jan 2020**

Led a team of three global analysts managing global new product development financials, business cases, new product portfolio analysis, and R&D development budget ($300M+) for a rapidly growing networking company with R&D headquarters in RTP, NC. Business partner for strategic programs, M&A, and global R&D operations.

- Responsible for leading and managing the annual operating plans (AOP) by partnering with R&D functional leaders to develop departmental budgets, quarterly forecasts, and long-range portfolio planning. Global locations include multiple locations in India, California, New Hampshire, Toronto, Taiwan, Ireland and RTP.
- Led the financial integration of 4 acquired R&D teams by identifying synergistic opportunities in product families, resource and headcount management, and evaluated locations for consolidation to reduce overhead and municipal tax expenses.
- Orchestrated the design and implementation of a long-range planning model (5-year) for C-level executives, allowing cross-functional collaboration and financial modeling to consolidate new product programs in development and build a five-year strategic financial model.
- Built executive-level presentations to provide regular feedback and keep functional leads updated regarding financial actuals, identifying risks and opportunities through proactive monitoring of key issues, pricing strategies, and deals desk activities.
- Manage monthly/quarterly close activities, including variance analysis and reporting, budget management with VPs, directors, managers, and budget owners, to review financial planning details, conduct global interlock sessions, and drive quarterly targets.
- Collaborate on innovative and strategic initiatives with cross-functional organizations, including R&D, Product Marketing, Product Management, and operations groups, to develop multi-year forecasts and develop internal tools to track ROI, NPV, and return on R&D investments.

GATE GOURMET - Director of Supply Chain Finance, Reston, VA **2011 to 2012**

Managed a global finance team supporting the logistics and supply chain organization for a global food service supplier in the airline industry. Responsible for forecasting and managing the financial outlook for two separate business units under the Gate Gourmet brand and focused the team's efforts on increasing gross margin, reducing operational expenses, and utilizing sales opportunities to reduce costs related to end-of-life exposure and excess inventory.

Carl Pautlitz, MBA, CCIM
(757) 291-6883 • cpautlitz@gmail.com • https://linkedin.com/in/carl-pautlitz-352949

- Managed two financial matrixed reporting teams for remote separate business units under the Gate Gourmet brand, Pourshins, N.A., an airline supply chain management company, and Supplair, a food assembly business unit. Implemented dashboard reporting for senior executives and departmental directors.
- Reduced revenue leakage by implementing tighter reporting controls, resulting in an additional $275k of revenue in the first four months and reduced DSO from 53 days to 40 days by focusing on tighter credit policies.

AVAYA Senior Finance Manager, RTP, NC **2010 to 2011**
Developed a global finance team of managers and senior analysts to manage the transition of Avaya and Nortel's two supply chain organizations into a single reporting unit. Focused the team's efforts around increasing gross margin, reducing operational expenses, and utilizing sales opportunities to reduce costs related to end-of-life exposure and excess inventory.

- Developed 18 new metrics to measure target achievements and risks to forecast that resulted in an 18% decrease in operational expense spending year over year.
- Led the financial analysis and consolidation of the Nortel acquisition (900+ employees) and reduced the overall operational and transportation costs by 50% over 18 months.
- Implemented Lean process improvements to forecast cycle that increased accuracy to 97% of quarterly outlook.

SHEERAN SOTHEBY'S INTERNATIONAL REALTY/SHEERAN PROPERTY MGMT **Williamsburg, VA**
General Manager/Principal **2003 to 2010**
Co-founded and scaled a luxury real estate brokerage, setting the strategic direction, developing business and performance metrics, and leading agent training programs. Increased market penetration from $40M to $115M in 15 months, elevating the firm from #12 to #2 in the market and establishing regional recognition as a luxury brand leader.

- Directed all sales operations, banking, treasury, and financial goal setting. Established company-wide sales and commission targets, monitored KPIs, and led monthly and quarterly performance reviews.
- Built a high-value client base of investors and high-net-worth individuals through targeted marketing, relationship management, and brand positioning.
- Reviewed all commercial and residential transactions for accuracy and completeness, ensuring compliance of state and federal laws.

EDUCATION & CREDENTIALS

Grand Canyon University – Phoenix, Arizona DBA Candidate • Business Administration
College of William & Mary – Williamsburg, Virginia, MBA • Marketing/Strategy
Bachelor of Science, Finance, • Arizona State University – Tempe, Arizona
Certified Commercial Investment Member (CCIM), • National Association of Realtors
Shodan Judo (1st degree blackbelt and licensed instructor)

COMPUTER SKILLS

Salesforce.com, Hyperion, Workday Adaptive, Anaplan, MS Office – Highly Proficient & certified in Advanced Excel, PowerPoint, Word, Access ADP Payroll, Financial Business Objects, Essbase, Smartview, Oracle ERP, Oracle Business Objects, Google Suite, QuickBooks Online

Application to Serve on Board of Adjustment

3

Applicant Information

First Name *
Ben

Last Name *
Copeland

Email *
sbencopeland@gmail.com

Address *
Street Address
109 Middlecrest Way
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
USA

How long have you lived in Holly Springs? *
11.5 years

Subdivision *
Sunset Ridge North

Home Phone *
919-609-4509

Work Phone *
804-502-6122

Current Employer *
Diversified Fall Protection

Job Title/Occupation *
Vice President - East Construction & Strategic

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Ben Copeland_Resume BOA.pdf 47.44KB

Have you served on this board in the past? *
- (●) Yes
- ( ) No

List any education, work experience or qualifications you have relevant to the Board of Adjustment. *
B.S. Civil Engineering from NC State, Professional Engineer License (PE), General Contractor License Qualified Person (4 states), 11 years operating a growing business in the triangle area and currently located in Holly Springs business park, Emergency Medical Technician Advanced license (current), 4 years serving on the Board of Adjustment and current chairperson for the last year. I would love to continue serving my community for another term.

List any current or past volunteer activities in which you are/were involved. *
Board of Directors, Trustee, local Church in Apex (current)
Holly Springs Board of Adjustment, Chair (current)
Cary Area EMS (past)

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I see the practical balance of town ordinances weighed against citizen requests being the primary issue of the board for variance and special use requests. As Chair, I see my role continuing to lead the team to the proper decision and ensure that perspectives are shared and captured accurately on the Findings of Fact. Ultimately, I hope to lead the board to a decision that represents the Town and its citizens accurately based on the general statutes.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

◉ Yes ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Ben Copeland

Date *

10/28/2025

Time *

7:07:24 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Current BOA member

Ben Copeland

919-609-4509
sbencopeland@gmail.com

SUMMARY

Operations executive skilled at strategically growing and scaling organizations while meeting or exceeding revenue, profit and sales goals. Experienced at building, managing, and maintaining high performing teams and driving results while improving retention and corporate culture. Able to effectively operate in white space to strategically grow businesses while remaining financially stable, detail oriented and customer focused.

PROFESSIONAL EXPERIENCE

DIVERSIFIED FALL PROTECTION (formerly Peak Fall Protection), Holly Springs, NC **2021 - Present**

Vice President of East Construction & Strategic Programs - 2025 - present
Lead teams focused on national strategic programs and east regional construction projects to deliver high quality, on-time results while meeting revenue, project profitability, and EBITDA goals. Drive high levels of customer service and satisfaction through all programs, projects and customer interactions while cultivating a high-performance, reward-focused team culture. Create organizational scale through effective people and process decisions by developing and supporting functional leaders.

Director of Strategic Initiatives - 2024 - 2025
Greenfielded, assembled and led a national, high performing, cross functional strategic programs team focused on scaling operations for a diverse multi-site customer base.

- Owned the end-to-end customer experience and oversaw the management of the company's largest national contracts, representing 15%+ of total annual revenue.
- Focused on delivering a consistent experience to exceed expectations, resulting in a high-level of customer satisfaction.

Regional Vice President, East Region - 2022 - 2024
Drive revenue, gross margin, EBITDA, P&L and sales goals. Focus on scaling the organization to meet rapid growth goals, business development, new market planning and execution, and strategic vision. Coordinate cross-functionally with other business units and shared services to reach combined financial goals.

- Drove 60% growth of East gross revenue, exceeding already aggressive company goals.
- Championed culture initiatives through company Core Values and Core Focus while implementing the Entrepreneurial Operating System (EOS), resulting in a 12% decrease in employee turnover.
- Led merger of functional departments from two business units (North Carolina and Ohio) into regional teams aligned by accountability, structure, reporting, and processes.

Director of Fulfillment and Corporate Field Operations, 2021 - 2022
Developed and implemented initiatives to lead three business units and five locations through successful integration of acquired business. Provided national oversight and direction for resource planning and utilization efforts.

- Met East business unit site gross profit margin and EBITDA goals while managing integration of acquired businesses and a challenging post-COVID industrial and construction environment.
- Achieved $450K in annual savings by establishing, implementing and maintaining national vendor relationships and software, including fleet management, heavy equipment rentals, travel management, installation tooling, and regional subcontractors.

PEAK FALL PROTECTION, Holly Springs, NC **2014 - 2021**

Vice President of Operations, 2017 - 2021
Developed and implemented strategic processes and procedures, trained and supported department managers, oversaw talent acquisition and retention, monitored purchase performance and vendor relationships, asset management and business improvement projects.

- Grew gross revenue 360% over six years and maintained >25% operating profit year-over-year.
- Expanded team by 350% (from 12 to 55 employees) while maintaining high retention.
- Negotiated price concessions and implemented master agreements with material suppliers, equipment vendors, facility services and subcontractors, resulting in 10-25% average savings.

General Manager, 2016 - 2017
Managed day-to-day operations, including direct management of installation, production and office teams, interviewing and hiring, vendor relationship development, review of quotations and bids, sourcing and maintaining a significant vehicle fleet, and coordinating facility maintenance.

- Modernized operational procedures by developing written policies and programs, implementing software and strategic staffing to support scalability, supporting exponential growth of 36% year-over-year.
- Opened multiple satellite offices and managed two corporate facility relocations, resulting in expansion of 85% for office, installation, and plant operations.

Project Engineer, 2014 - 2016
Designed fall protection systems and prepared detailed calculation packages for structural connections and managed projects with the installation team. Regularly met with customers through business development to review their needs and subsequently produced professional design development drawings and quotations.

EASTERN WAKE EMS, Wake County, NC **2013 - 2014**

Responded to 911 emergency calls, providing critical care to patients and stabilizing them for transport to the emergency room.

EDUCATION

UNIVERSITY OF NORTH CAROLINA, WILMINGTON
Master of Business Administration, Executive Track, Class of 2026

NORTH CAROLINA STATE UNIVERSITY
Bachelor of Science, Civil Engineering, 2012

PROFESSIONAL CREDENTIALS

NATIONAL ASSOCIATION OF STATE CONTRACTORS LICENSING AGENCIES (NASCLA)
General Contractor Qualifying Agent, 2024

NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS
Professional Engineer (NC, VA, GA, TN), 2018

Application to Serve on Board of Adjustment

4

Applicant Information

First Name *
Rama Devi

Last Name *
Peddu

Email *
ramasubway@gmail.com

Address *
Street Address
209 Hensley Hill Place

Address Line 2
3

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
4

Subdivision *
SouthWestern Wake County

Home Phone *
9292703416

Work Phone *
9292703416

Current Employer *
none

Job Title/Occupation *
none

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Board of Adjustment. *
Bachelors in Microbiology.

List any current or past volunteer activities in which you are/were involved. *

I have actively volunteered in a variety of community service roles, including canvassing and poll greeting encouraging voters participation and also volunteered in a hospital emergency department, assisting senior citizens and supporting patients and staff.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I believe the board should make nonpartisan decisions that promote balanced and sustainable community growth. I believe zoning and planning should prioritize community growth, traffic safety, public involvement, and the needs of our senior citizens.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *

11/10/2025

Time *

1:15:33 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

online

Rama Devi Peddu

209 Hensley Hill, Holly Springs, NC 27540
Phone: 929-270-3416
Email: ramasubway@gmail.com

Professional Summary

Service-oriented professional dedicated to providing excellent support and ensuring positive outcomes for all stakeholders. Experienced in customer service, operations, and team coordination, with strong problem-solving and communication skills.

Work Experience

Event Planner

2022 – 2023
- Planned and coordinated small- and mid-scale events from concept to execution.
- Communicated with vendors, venues, and clients to manage logistics.
- Managed budgets, timelines, decorations, and on-site arrangements.
- Oversaw guest coordination, setup, and breakdown.
- Ensured client satisfaction through efficient and professional event management.

Sales Manager & Inventory Coordinator

Subway Restaurant, Manhattan, NY
2009 – 2019
- Managed daily operations, staff coordination, and customer service.
- Oversaw inventory levels and maintained precise stock records.
- Trained and supervised new employees in food safety and service standards.
- Handled customer concerns and ensured a high-quality dining experience.
- Managed scheduling, cash handling, and closing procedures.

Volunteer Experience

Volunteer – Emergency Room

Beth Israel Medical Center, Manhattan, NY
2007 – 2009
- Assisted ER staff with patient intake and comfort needs.

- Supported nurses and administrative teams during high-volume periods.
- Helped maintain patient flow in a fast-paced healthcare environment.

Volunteer – Oncology Department

Beth Israel Medical Center, Manhattan, NY
2007 – 2009
- Supported an oncologist and care team with non-clinical tasks.
- Organized patient files and coordinated patient movement.
- Observed and gained insights into oncology procedures and care.

Education

Bachelor of Science (B.Sc.) in Microbiology
Madras University, Chennai, India

Science Coursework
Hunter College, CUNY – New York, NY

Skills

- Customer Service
- Inventory Management
- Event Planning & Coordination
- Staff Training & Leadership
- Scheduling & Operations Support
- Communication & Interpersonal Skills
- Problem Solving
- Decision Making
- Multitasking
- Basic Administrative Skills

Application to Serve on Board of Adjustment 5

Applicant Information

First Name *
Padma

Last Name *
Pallela

Email *
ppadma5@hotmail.com

Address *
Street Address
225 Randleman Ct
Address Line 2

City
HOLLY SPRINGS

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
4

Subdivision *
Mills of Avent Ferry

Home Phone *
405 473 4324

Work Phone *
405 473 4324

Current Employer *
NTT Data Systems

Job Title/Occupation *
Software Development Sr. Advisor

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Board of Adjustment. *
Education - Masters in Computer Science.
Have been working in IT Field as Senior Software Developer for past 12 years.
As a parent and working mom, I was always motivated and interested in giving back to community.

I worked on Condominium Association Board - enforcing the rules and standards set forth by Condominium Association By-Laws,
worked closely with Condominium Lawyer in event legal actions need to be taken, contributed towards choosing vendors and implementing multiple projects (play area etc.) for betterment of the community

List any current or past volunteer activities in which you are/were involved. *

Worked as Vice-president on Condominium Association Board.
Participated in Friends of Library hosting events
Helped organize and host events in Edision Library (New Jersey)
Served as member of PTO Organization in James Monroe School
Attended Edison Board of Education meetings, Board of Adjustment and Planning Board meetings
Organized and participated in community events like Toy drive for Edison police

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

Responsibilities of board are to hold public hearings to determine requests made by property owners in the City and County for special use permits,
variances, and appeals of administrative interpretations or decisions as authorized by state law and local ordinance.
Once appointed, will follow City/County standards as authorized by state law and local ordinance
to hear appeals of decisions,
interpret unclear provisions in the zoning ordinance,
decide on applications by landowners to permit buildings or land uses

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Padma Pallela

Date *

11/12/2025

Time *

4:06:12 PM

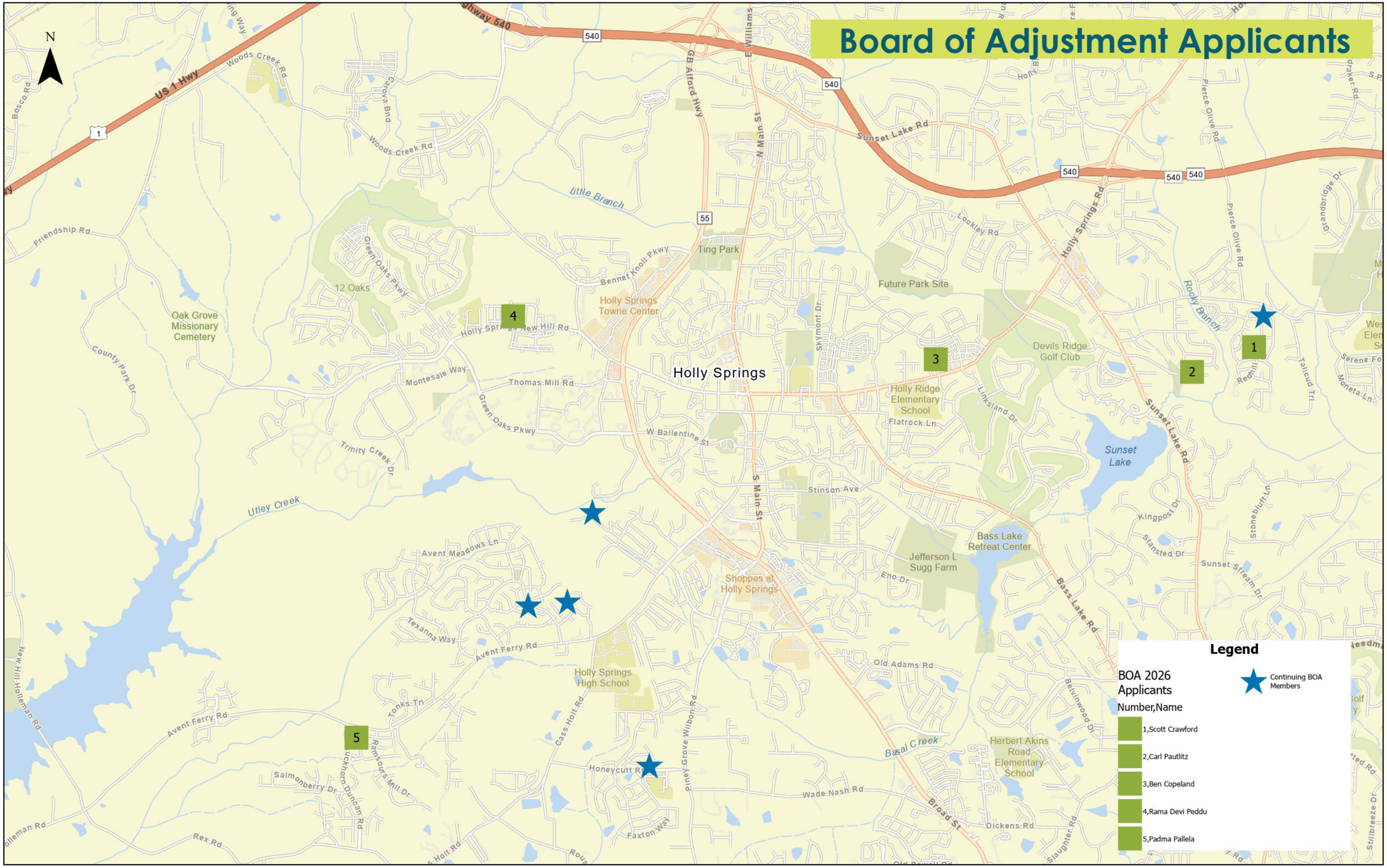
This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Holly Springs Boards and Committee Website

Board of Adjustment Applicants



Application to Serve on Planning Board

1

Applicant Information

First Name *
Stacey

Last Name *
Burns

Email *
staceyburns167@gmail.com

Address *
Street Address
696 Skymont Dr
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
6 years

Subdivision *
Sunset Ridge North

Home Phone *
7605055225

Work Phone *
7605055225

Current Employer *
Wake County Public Schools

Job Title/Occupation *
Substitute Teacher

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
StaceyBurns_Resume_Sept25.pdf 69.34KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
In terms of education and qualifications relevant to the Planning Board, I bring a professional background in operations management, community organizing, and event planning, supported by strong skills in project management, team leadership, and public communication. I have worked closely with civic leaders, advisory councils, and community members to build consensus and advance community initiatives. This experience has strengthened my ability to analyze complex information, think critically, and weigh diverse perspectives in order to make balanced recommendations that support thoughtful growth and meet the needs of residents.

List any current or past volunteer activities in which you are/were involved. *
In addition to my professional experience, I have remained deeply engaged in volunteer service across schools, nonprofits, and community organizations. These roles have given me firsthand experience in leadership, collaboration, and service, all of which I believe are valuable perspectives to bring to the Planning Board. My volunteer work includes:
-Served as the Vice President of Fundraising on the Holly Springs Elementary School PTA Board.
-Served as Vice President of Hospitality on the Holly Ridge Middle School PTA Board
-Currently serving on the Wake County School Board Advisory Council for District 5
-Currently serving as Secretary of the Hawktimus Prime Robotics Booster Team
-Currently serving as Treasurer of the Pride of Holly Springs 501(c)(3)
-Currently serving as Volunteer Coordinator for the Golden Hawks Regiment Marching Band

-Provided volunteer support at local community events such as the Holly Springs Farmers Market, HS Food Cupboard, town-sponsored road races, and

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

The Planning Board is responsible for carefully reviewing development proposals, rezoning requests, and updates to zoning regulations in order to help guide how Holly Springs grows. Its role is to balance economic development, housing needs, transportation and infrastructure, environmental impacts, and the overall character of our community. By making thoughtful recommendations to Town Council, the Board helps ensure growth decisions support both present needs and long-term sustainability.

If appointed, I hope to contribute to a planning process that prioritizes responsible growth, protects the character of our neighborhoods, and ensures that infrastructure keeps pace with development. I want to help Holly Springs remain both welcoming and sustainable by encouraging smart land use decisions, supporting community input, and fostering transparency in how development impacts residents' daily lives. My goal is to bring a collaborative, community-centered perspective that strengthens trust between residents and local government while helping shape a future that benefits everyone in our town.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

◉ Yes ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Stacey L Burns

Date *
10/1/2025

Time *
4:52:00 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Via email from Linda McKinney

STACEY **BURNS**

Community Organizer

760.505.5225
StaceyBurns167@gmail.com
696 Skymont Drive, Holly Springs NC 27540

PROFILE SUMMARY

Community-focused leader with a strong record in grassroots organizing, fundraising, and volunteer engagement. Skilled in building inclusive programs, leading events, and driving mission-driven initiatives across nonprofit and campaign spaces.

WORK EXPERIENCE

Wake Co. Public Schools
September - Present

Substitute Teacher

- Delivered instruction across multiple grade levels and subjects, adapting quickly to diverse classrooms with effective management strategies.
- Collaborated with staff to implement lesson plans, support student needs, and ensure continuity of learning.

Mike Kondratick for Mayor
2024 - Present

Friends of Jack Turnwald
2023 - 2024

Campaign Operations Manager

- Day-to-day campaign operations, including volunteer coordination, event planning, and grassroots outreach for two municipal candidates.
- Managed a wide range of campaign events for 10 to 300+ attendees, tailoring each one to fit the audience and purpose while ensuring smooth logistics, clear messaging, and strong community engagement.
- Created branded marketing materials and messaging strategies that boosted candidate visibility, donor engagement, and voter turnout.
- Cultivated community relationships and organized neighborhood-based engagement efforts to strengthen local support and drive momentum.

NC Democratic Party
2019-present

CA Democratic Party
2009-2019

Community & Volunteer Engagement Coordinator

- Recruit, train and manage volunteers across multiple election cycles to support local, state, and national campaigns.
- Lead outreach efforts including phone banks, canvasses, voter registration drives, and community events.

Holly Ridge MS
2019-present

Holly Springs HS GHR
2023-present

Holly Springs ES
2019-2024

La Mirada Academy
2014-2019

Board Member - Director of Programs, Engagement, & Fundraising

- Raised on average over $75,000 annually for school and community programs through fundraising events, sponsorships, and grant support.
- Planned events for 25 to 800 attendees—including festivals, fundraisers, and family engagement nights—with a focus on inclusion, safety, and community-building.
- Recruited and led 60+ volunteers, creating systems for communication, training, and retention.
- Collaborated with district leaders and community partners to develop programs that responded to local needs and supported school goals.

La Petite Academy
2007-2010

Learning Care Group
2004-2007

Early Childhood Education Center Director

- Managed daily operations for early education programs serving 100+ families, ensuring compliance with state funding and licensing requirements.
- Developed inclusive transitional kindergarten curriculum and advocated for students with special needs through IEP support.
- Led a team of educators, built strong family partnerships, and represented staff as a union representative.

EDUCATION

University of Rhode Island
1996-2000

Bachelor of Science - Human Development & Family Science

Studied human development across the lifespan with a focus on relationships, community engagement, and equity. Gained hands-on experience that directly supports my work in outreach and volunteer engagement.

Application to Serve on Planning Board

2

Applicant Information

First Name *
Skyeler

Last Name *
Lewkowicz

Email *
Skyelergl@gmail.com

Address *
Street Address
440 Trinity Creek Drive
Address Line 2
City
Holly Springs
State/Province/Region
North Carolina
Postal/Zip Code
27540
Country
United States of America

How long have you lived in Holly Springs? *
5 years

Subdivision *
Trinity Creek

Home Phone *
541-221-3252

Work Phone *
984-333-5039

Current Employer *
Icon Protection

Job Title/Occupation *
Director of Procurement

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Skyeler Lewkowicz Resume.pdf 100.84KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Masters Degree in Transportation, Logistics, and Distribution. Current Vice President of Professional Development for Association of Supply Chain Management (ASCM) for Greater North Carolina.

List any current or past volunteer activities in which you are/were involved. *
Current Coach: U15 Girls Soccer. Coach U11 Soccer. Vice President of Professional Development ASCM
Prior: Coach U10-U9 Boys. Director of Professional Development 3 years ASCM.
In Oregon: Campus Life youth development/ministry

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
In short the boards responsibility is to due diligence in investigating each opportunity for the benefit of the town to shepherd the growth through carefully thought and researched recommendations.
I will utilize my skillset and experience to vision plan for the future needs of the community. I will utilize datasets and community feedback, as well as town council and other Holly Springs committees feedback. Will work with other committee members to press those looking for development to reach the optimal outcomes that help the town move toward its goals.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

Yes No

Have you attended Holly Springs' Citizens Academy? *

Yes No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

Yes No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *

10/14/2025

Time *

8:51:06 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Have engaged with committee members and town council and follow town website updates.

SKYELER Q. LEWKOWICZ

541.221.3252 | SkyelerQL@gmail.com | https://www.linkedin.com/in/skyeler

END-TO-END OPERATIONS LEADERSHIP | STRATEGIC PROCUREMENT & LOGISTICS | ENTREPRENEURIAL

Strategic and collaborative supply chain executive with 12 years leading high-impact procurement, manufacturing support, logistics, and end-to-end supply chain optimization within agriculture, retail, and Tier 1 environments. Proven success in building supplier partnerships, driving S&OP initiatives, and leading ERP transformations to enhance operational efficiency and cost-effectiveness. Adept in financial management, P&L oversight, and team development aligned with organizational growth. Known for leading calmly and effectively in high-stress, fast-paced environments, fostering innovation, and driving continuous improvement across complex supply networks.

PROFESSIONAL EXPERIENCE

Director of Procurement
Icon Protection | April 2024 – Present

- Lead end-to-end procurement strategy aligned with global supply chain goals, ensuring cost-effectiveness, quality, and on-time supply across multiple sites.
- Direct and mentor a high-performing team, building a culture of integrity, collaboration, and innovation, while aligning talent development with succession planning.
- Implement ERP and data analytics tools to enhance supply chain visibility, improve forecasting accuracy, and drive data-based decision-making.
- Partner with Finance, Legal, Marketing, and Product Management to mitigate risks, ensure compliance, drive initiatives supporting broader business objectives, and bring new products to market.
- Collaborate with planning and operations teams to optimize inventory levels, reducing carrying costs while ensuring service level targets are met.

Supply Management Specialist
John Deere | March 2022 – April 2024

- Supported global sourcing strategies across product development and model year programs, ensuring supplier alignment with cost, quality, and delivery goals.
- Led supplier negotiations, contract management, and continuous improvement initiatives, driving cost reductions while improving supplier performance.
- Collaborated with engineering on product specifications, supporting commercialization and change management processes to ensure timely product launches.

- Contributed to S&OP processes, aligning supplier capabilities with forecasted demand while mitigating supply risk.

Co-Founder & CEO
Carriage House Coffee | April 2021 – April 2023

- Launched and scaled a leading mobile coffee business, overseeing sourcing, vendor management, and operational logistics to drive profitability.
- Managed financial planning, budgeting, and capital allocation, achieving sixfold revenue growth while building a high-performing team to support peak operations.
- Navigated supply chain constraints, implementing agile sourcing strategies to maintain service levels and customer satisfaction.

Central Purchasing Supervisor
Industrial Finishes & Systems | November 2016 – November 2021

- Directed procurement and central purchasing operations across a $160M budget and 36 locations nationwide, collaborating with manufacturing and distribution teams.
- Achieved $7M in cost savings through supplier negotiations, strategic sourcing, and process optimization initiatives.
- Partnered with marketing, product management, and sales on new product launches, ensuring alignment of supply readiness with commercialization plans.
- Implemented ERP and software solutions, improving productivity by 33% and enhancing cross-functional visibility and efficiency.

Warehouse Administration Supervisor
DLF International Seed | June 2014 – November 2016

- Built and led a new administrative department supporting shipping, receiving, procurement, and inventory coordination.
- Served as lead ERP tester and implementation partner, integrating Microsoft Navision globally to improve supply chain processes.
- Developed SOPs and cross-functional workflows to enhance communication between warehouse operations and administrative teams, improving operational performance.

EDUCATION & CERTIFICATIONS

- **Master of Arts**, Transportation & Logistics Management, American Public University, Summa Cum Laude
- **Bachelor of Arts**, Bushnell University
- **CLTD**, Certification in Logistics, Transportation & Distribution, ASCM
- **PLS**, Professional Designation in Logistics and Supply Chain Management, ASCM
- Member, ASCM (formerly APICS)

CORE COMPETENCIES

- End-to-End Supply Chain Leadership | S&OP | Strategic Procurement
- Supplier Partnerships & Contract Negotiation | Product Commercialization
- Financial Management: P&L, Cost Centers, CapEx
- ERP Implementation & Data Analytics | Process Improvement
- Inventory Management & Forecasting | Risk & Compliance Management
- Team Development & Succession Planning | Cross-Functional Collaboration

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TECHNICAL SKILLS

- ERP: SAP, Navision, Infor M3, JBase, Legacy Systems
- Data Tools: Power BI, Advanced Excel, WMS & Transportation Management Systems

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PROFESSIONAL AFFILIATIONS

- Vice President of Professional Development, ASCM Greater NC Chapter

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SUMMARY

- **End-to-End Supply Chain Experience**: Deep experience across procurement, supplier management, inventory, S&OP, and product launches.
- **Financial Acumen**: Managed budgets up to $160M, achieved multimillion-dollar savings, and led CapEx and operational cost initiatives.
- **ERP & Process Improvement**: Led ERP implementations and leveraged data tools to enhance forecasting, visibility, and operational efficiency.
- **Industry Alignment**: Direct experience in agriculture (John Deere, DLF) and Tier 1 supply chain environments.
- **Leadership & Strategy**: Successfully led diverse, cross-functional teams, developed talent pipelines, and participated in organizational strategic initiatives.

Application to Serve on Planning Board

3

Applicant Information

First Name *
Julia

Last Name *
Rhan

Email *
jjrhan@gmail.com

Address *
Street Address
100 Hidden Cellars Dr
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
USA

How long have you lived in Holly Springs? *
6 years

Subdivision *
Somerset Farm

Home Phone *
7202184449

Work Phone *
7202184449

Current Employer *
Atlassian

Job Title/Occupation *
Change Manager

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Resume_Rhan (1).pdf 67.79KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Community-focused professional with 10+ years of experience in strategic planning, change management, and stakeholder engagement in large, complex organizations. Skilled at building consensus, analyzing complex information, and guiding groups toward shared goals. Passionate about fostering thoughtful growth and enhancing quality of life in Holly Springs through inclusive, sustainable planning.

List any current or past volunteer activities in which you are/were involved. *
Currently, I volunteer delivering meals for Meals on Wheels of Wake County to homebound seniors in Holly Springs and Fuquay. From 2022-2024, I virtually volunteered teaching English to Ukrainian refugees around the world with an organization called ENGin. I've done river and roadside cleanups in Raleigh and Holly Springs. I have volunteered at Children's Hospital of Colorado caring for babies in the NICU and spending time with kids hospitalized long term without a parent present during the day.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I think the Planning Board's role is to make sure Holly Springs grows in a way that fits our community's values and long term vision. That means looking closley at rezoning, new developments, and ordinace updates, while also listening to what neighbors have to say. If appointed, I'd like to bring my experience in planning and working with different stakeholders to help balance growth with things like schools, traffic, green space and quality of life. Most of all, I want to give back to the town my family calls home and help make sure Holly Springs stays a welcoming place for future generations.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

◉ Yes ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Julia J Rhan

Date *

10/15/2025

Time *

3:13:33 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Town Newsletter

Julia Joy Rhan

Holly Springs, NC | jjrhan@gmail.com | 720-218-4449

SUMMARY

Community-focused professional with 10+ years of experience in strategic planning, change management, and stakeholder engagement. Skilled at building consensus, analyzing complex information, and guiding groups toward shared goals. Passionate about fostering thoughtful growth and enhancing quality of life in Holly Springs through inclusive, sustainable planning.

RELEVANT EXPERIENCE

Catalyst Performance Consulting (Founder / Principal) | Remote | 2024 – Present

- Advise organizations on strategic planning, change management, and scalable enablement frameworks.
- Develop governance models that balance growth, efficiency, and stakeholder needs.
- Facilitate workshops and decision-making sessions to align diverse perspectives.

Forma (Director of Sales Enablement) | Remote | 2022 – 2024

- Built programs that balanced business growth with human needs (e.g., benefits adoption strategies).
- Partnered cross-functionally with leadership, marketing, and operations to design scalable, long-term solutions.
- Introduced systems for measuring ROI and impact—mirroring the evaluative responsibilities of a Planning Board.

Atlassian / Red Hat (Enablement & Business Leadership Roles) | 2016 – 2022

- Led large-scale training and change management initiatives across global teams.
- Collaborated with diverse stakeholders to roll out frameworks ensuring sustainable adoption of new systems and processes.

- Recognized for bridging technical complexity and community impact, similar to balancing town development priorities.

COMMUNITY ENGAGEMENT & VOLUNTEERISM

- **Parent Volunteer, Herbert Akins Road Elementary School** – Organized events, supported enrichment activities, and advocated for inclusive learning environments.

- **Meals on Wheels Wake County** – Active participant in community, caring about the most vulnerable.

- **Youth Development** – Mentor and coach through church youth group, fostering the next generation's leadership and civic engagement.

EDUCATION

M.Ed. in Education | University of Florida
Focus in community learning, social psychology, and change management

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SKILLS & QUALIFICATIONS

- Strategic Planning & Governance

- Stakeholder Communication & Consensus Building

- Policy Analysis & Program Evaluation

- Community Engagement

- Change Management & Facilitation

Application to Serve on Planning Board

4

Applicant Information

First Name *
George

Last Name *
Ward

Email *
gwardiii@me.com

Address *
Street Address
429 Shorehouse Way
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
USA

How long have you lived in Holly Springs? *
11 years

Subdivision *
Holly Glen

Home Phone *
9194146584

Work Phone *
9194146584

Current Employer *
Durham Public Schools

Job Title/Occupation *
Assistant Principal

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
GWard_III_HS_Resume.pdf 39.44KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
As a resident of Holly Springs since 2014, I am deeply committed to our town's thoughtful growth and quality of life. My family and I are frequent users of our parks and greenways, and my children have attended Holly Springs schools—giving me a personal understanding of the community's strengths, needs, and future potential.

Professionally, I bring over 20 years of leadership experience in strategic planning, data-informed decision-making, and cross-agency collaboration. I have managed multi-million-dollar budgets, grants, and contracts that mirror the fiscal and planning responsibilities of this Board. My work in policy development, equity-centered leadership, and sustainable program design equips me to contribute to balanced, inclusive decision-making that supports both community well-being and responsible growth in Holly Springs.

List any current or past volunteer activities in which you are/were involved. *
In Holly Springs, I've been an active community member supporting youth and family engagement through local school and neighborhood events. I frequently volunteer at educational outreach activities, community efforts, and town-sponsored events that strengthen connections between schools and families.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I see the Planning Board as a key steward of Holly Springs' long-term vision—responsible for guiding growth that balances development, environmental sustainability, and community character. The Board's role extends beyond reviewing zoning and development proposals; it ensures that planning decisions

align with the town's comprehensive plan, infrastructure capacity, and residents' quality of life.

If appointed, I hope to contribute both a community and systems perspective—one grounded in over two decades of experience in strategic planning, policy development, and equity-centered leadership. My goal is to help ensure that Holly Springs continues to grow responsibly, with thoughtful attention to transportation, housing diversity, green spaces, and access to excellent schools. I want to support a planning process that maintains our town's welcoming character while preparing for a sustainable, inclusive future that serves all residents.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

◉ Yes ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *
10/18/2025

Time *
12:15:05 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?
Town website

George Ward III, Ed.D.
919-414-6584 | gwardiii@me.com | LinkedIn: https://www.linkedin.com/in/gwardiii/
Strategic Education & Community Leader | Experienced Public Administrator| Policy Advisor

Experienced educational leader with 20+ years in organizational improvement, policy, and community engagement. Skilled in strategic planning, data-driven decisions, and cross-sector collaboration. Focused on equitable, sustainable growth through governance and civic participation. Expertise includes fiscal oversight, program evaluation, and stakeholder partnerships to strengthen schools and neighborhoods.

STRATEGIC & GOVERNANCE COMPETENCIES

- Policy & Governance Collaboration
- Strategic Planning & Community Development
- Equity & Inclusive Practices
- Data-Informed Decision Making
- Public-Private Partnerships
- Stakeholder & Community Engagement
- Budget Oversight & Fiscal Accountability

EDUCATION

Doctor of Education (Ed.D.) – North Carolina State University
Master of School Administration (M.S.A.) – Western Carolina University
Bachelor of Science (B.S.) – North Carolina State University

COMMUNITY & GOVERNANCE EXPERIENCE

Policy Assistant, North Carolina State Board of Education

- Contributed research to the NC Transformation Study, influencing state-level education reform decisions.
- Contributed to statewide policy initiatives related to school facilities, growth management, and accountability systems.
- Participated in research and planning that informed state infrastructure and governance recommendations.

Volunteer & Civic Engagement

- Active participant in local school–community partnerships, civic engagement events, and family education outreach.
- Advocate for sustainable, inclusive growth that connects neighborhoods, schools, and recreation spaces.

SCHOOL LEADERSHIP EXPERIENCE

Assistant Principal

Lucas Montessori – Durham Public Schools, NC | 2021–Present
Currently serving as Assistant Principal at Lucas Montessori — ranked in the top 20% of schools statewide for academic growth in the 2024–25 school year.

- Lead operational planning, facilities management, and program implementation for a campus serving 400+ students.
- Collaborate with district and community leaders to align facility use and enrollment growth with municipal development plans.
- Manage budgets, staffing, and compliance processes with an emphasis on sustainability and accountability.
- Guide cross-functional teams using data-driven decision-making and inclusive leadership practices.

Application to Serve on Planning Board

5

Applicant Information

First Name *
Carl

Last Name *
Pautlitz

Email *
cpautlitz@gmail.com

Address *
Street Address
113 Eden Glen Drive
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
6 years

Subdivision *
Wescott

Home Phone *
7572916883

Work Phone *
9193229948

Current Employer *
Wake Tech Community College

Job Title/Occupation *
Adjunct Professor

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
CD Pautlitz 2025 10-2025.docx 39.59KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I have an undergraduate degree in corporate finance and an MBA. I have been licensed real estate broker in the commonwealth of Virginia since 2007 and licensed agent since 2003. As the owner of a real estate company and partner in a land development company, I have experience working with developers to examine zoning ordinances and help develop tracks of land for both residential and commercial developments.

List any current or past volunteer activities in which you are/were involved. *
I have served on several HOA boards and currently am the treasurer on a board in Pine Knoll Shores. I served as the director of corporate sponsorship for the Middle Creek High School Stampede Club for 5 years. In addition, I have volunteered as a youth coach for both boys and girls sports teams, including boys lacrosse and football at West Lake Middle School.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
If I were appointed as a volunteer on the Holly Springs Planning Board, I would focus on long-term vision of the town. Given the core responsibilities of the planning board is to be the key advisory body to the Town Council, I believe my duty would be strategic and forward-looking. My goal would be to review and analyze applications to change the official zoning map to determine whether a proposed rezoning is consistent with the Town's Comprehensive Plan and its impact on infrastructure, traffic, and surrounding neighborhoods. Additionally, I would review significant development proposals (e.g., major subdivisions, master development plans) to ensure they comply and align with the Town's goals for orderly growth. I believe it is crucial to examine and provide formal recommendations on proposed changes to the Town's zoning regulations when the town would have to adapt laws to current needs and future challenges.

With the town of Holly Springs' best interest, I believe it is important to participate in the review, maintenance, and periodic updates of the Town's Comprehensive Plan, which serves as the blueprint for long-term development, land use, and public investment.

All of this would be to promote thoughtful, sustainable growth and I would strive to ensure that all development proposals align with the long-term vision of the Comprehensive Plan. I believe it is important to help manage Holly Springs' rapid growth in a way that preserves the town's quality of life, protects natural resources, and maintains fiscal responsibility.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Carl D Pautlitz

Date *
10/20/2025

Time *
3:49:18 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?
Sean Mayefskie & Tim Forrest

Carl Pautlitz, MBA, CCIM

(757) 291-6883 • cpautlitz@gmail.com • https://linkedin.com/in/carl-pautlitz-352949

Professional Summary

- Experienced and results-driven finance professional with over two decades of expertise serving as a trusted partner to global C-Level leadership teams.
- Proven track record in effectively managing forecasts, expense and capital budgets, and forecasting sales trends.
- Adept at leveraging financial analysis to drive strategic decision-making and optimize operational efficiencies.
- Possesses strong collaboration skills to communicate complex financial information to stakeholders at all levels.
- Committed to delivering accurate and actionable insights that support business growth and success with regular KPI reviews.

Core Competencies

- Strategic Finance Leadership
- Annual Operating Planning
- Monthly/Quarterly Forecasting
- Variance Analysis
- Long-Range Strategic Planning
- M&A Synergy Analysis
- Full P&L Reporting
- Revenue Recognition ASC606
- Resource Utilization Reporting
- New Product Introduction
- Business Case Development
- Contracts Negotiation and Review
- C-Level Reporting
- Cross-Functional Collaboration
- ASC606 Revenue Recognition
- Deals Desk Management
- Commission Planning
- KPI Measurement

Professional Experience

CISCO SYSTEM – SPLUNK CORPORATE FINANCE MANAGER – OPEX Consolidation **Jan 2025 to June 2025**

Responsible for leading the consolidation and analysis of operational expenses and headcount reporting across multiple business functions to ensure accurate and timely monthly/quarterly financial reporting, supporting strategic decision-making and budgetary control.

- Partner closely with department heads to gather, validate, and interpret expense data, identifying trends and variances to enhance financial visibility and operational efficiency.
- Consolidate and report monthly cash flow forecast related to domestic and international sales to Cisco corporate treasury.

LUNDY MANAGEMENT GROUP – DIRECTOR OF FINANCE/FINANCE MANAGER **June 2023 to June 2024**

Primary business partner to the CEO and COO and cross-functional business reporting for corporate services for over 175 medical office buildings, commercial owner's associations, and industrial buildings.

- Led and developed a high-performing finance team of 7 to oversee financial operations for 175 managed medical office buildings and commercial properties, fostering a culture of transparency and enhancing operational efficiency.
- Led the implementation/execution of the annual operating plan, quarterly budget, and monthly forecast processes.
- Implemented robust process controls to accelerate cash collections by reducing the billing cycle by 40% through process improvements and enhanced collection strategies.
- Introduced key performance indicators, improving labor cost management by 23% and boosting revenue by 12%.
- Developed and executed long-range financial plans, increasing net operating income by 20% and driving a 5-year revenue growth strategy.
- Responsible for managing month-end closing, quarterly rolling forecast, cash flow analysis, AR, AP, rolling monthly revenue forecasts, treasury functions, establishing credit lines, and expense management, including payroll and benefits.
- Prepared accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.

COHESITY - FINANCE DIRECTOR - Americas & Fed Sales **Jan 2022 to Dec 2022**

Remotely supported the VP of Americas and Federal Sales organizations, leading weekly regional sales calls to develop forward-looking forecasts for cloud security and SaaS software sales.

- Develop capacity planning models and heatmap modeling with Sales Operations Leadership to evaluate and direct investments in sales executives by theater using Anaplan and manage compensation performance.
- Developed scenario-based financial models that provided data-driven forecasts with recommendations to support 3-year investment decisions, pricing strategies, revenue maximization, and resource allocation decisions.
- Partner with the Senior VP of Sales and Sales Ops to streamline reporting processes and improve efficiency in sales forecasting, pipeline management, and deal analysis, improving forecast accuracy by 11.8%.
- Collaborated with Sales Operations to develop and implement sales quotas/targets across regional theaters, delivering corporate financial objectives and effectively allocating quotas to meet growth annual growth plans.

- Led financial planning and analysis activities, including the preparation/management of the annual budget, Proof of Concept capital planning, resource planning, variance analysis, and financial forecast.
- Prepare and present monthly/quarterly financial reviews for Sales and Finance leadership, identifying trends in OPEX spending and delivering insights into business results and metrics for variance analysis.

CISCO SYSTEM – FINANCE MANAGER – GES CX/Global Partner Sales **Jan 2020 to Jan 2022**

Strategic Business Partner to the VP of Global Partner Organization, supporting the cloud-managed services business.

- Led financial planning and analysis activities for a $926M annual contract renewal sales team (GES), developing annual goals, weekly financial forecasting, monthly variance analysis, rebate calculations, and comp and commission analysis.
- Establish Managed Services goal baselines and apply field growth targets consistent with corporate in-region growth objectives.
- Provide governance oversight for manual credit claims and sales crediting for Managed Services transactions.
- Reviewed quarterly commission payouts to sales executives and modified goals or payouts to align with Cisco's corporate governance and commission policies.
- Generated annual contract renewal revenue forecasts by quarter using Annual Recurring Revenue (ARR) and Total Contract Value (TCV) and reported variances to AOP.
- Support the Global Partner Organization sales leadership to develop a Vitality Index ranking for global partners and track strategic product sales leading to a partner ranking system.
- Perform ongoing detailed tracking of theater-level revenue and identify slipped revenue opportunities from quarter to quarter.
- Develop annual operating plans for bookings, rebates, and OPEX for channel sales and manage service sales teams.
- Prepared and presented monthly/quarterly financial reviews for Sales and Finance leadership, identifying trends in contract renewals and delivering insights into business results and metrics for variance analysis.

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EXTREME NETWORKS, RTP, NC - SR. FINANCE MANAGER **2012 to 2020**
Senior Finance Manager / Global R&D & Innovation Controller **April 2012 – Jan 2020**

Led a team of three global analysts managing global new product development financials, business cases, new product portfolio analysis, and R&D development budget ($300M+) for a rapidly growing networking company with R&D headquarters in RTP, NC. Business partner for strategic programs, M&A, and global R&D operations.

- Responsible for leading and managing the annual operating plans (AOP) by partnering with R&D functional leaders to develop departmental budgets, quarterly forecasts, and long-range portfolio planning. Global locations include multiple locations in India, California, New Hampshire, Toronto, Taiwan, Ireland and RTP.
- Led the financial integration of 4 acquired R&D teams by identifying synergistic opportunities in product families, resource and headcount management, and evaluated locations for consolidation to reduce overhead and municipal tax expenses.
- Orchestrated the design and implementation of a long-range planning model (5-year) for C-level executives, allowing cross-functional collaboration and financial modeling to consolidate new product programs in development and build a five-year strategic financial model.
- Built executive-level presentations to provide regular feedback and keep functional leads updated regarding financial actuals, identifying risks and opportunities through proactive monitoring of key issues, pricing strategies, and deals desk activities.
- Manage monthly/quarterly close activities, including variance analysis and reporting, budget management with VPs, directors, managers, and budget owners, to review financial planning details, conduct global interlock sessions, and drive quarterly targets.
- Collaborate on innovative and strategic initiatives with cross-functional organizations, including R&D, Product Marketing, Product Management, and operations groups, to develop multi-year forecasts and develop internal tools to track ROI, NPV, and return on R&D investments.

GATE GOURMET - Director of Supply Chain Finance, Reston, VA **2011 to 2012**

Managed a global finance team supporting the logistics and supply chain organization for a global food service supplier in the airline industry. Responsible for forecasting and managing the financial outlook for two separate business units under the Gate Gourmet brand and focused the team's efforts on increasing gross margin, reducing operational expenses, and utilizing sales opportunities to reduce costs related to end-of-life exposure and excess inventory.

Carl Pautlitz, MBA, CCIM
(757) 291-6883 • cpautlitz@gmail.com • https://linkedin.com/in/carl-pautlitz-352949

- Managed two financial matrixed reporting teams for remote separate business units under the Gate Gourmet brand, Pourshins, N.A., an airline supply chain management company, and Supplair, a food assembly business unit. Implemented dashboard reporting for senior executives and departmental directors.
- Reduced revenue leakage by implementing tighter reporting controls, resulting in an additional $275k of revenue in the first four months and reduced DSO from 53 days to 40 days by focusing on tighter credit policies.

AVAYA Senior Finance Manager, RTP, NC **2010 to 2011**
Developed a global finance team of managers and senior analysts to manage the transition of Avaya and Nortel's two supply chain organizations into a single reporting unit. Focused the team's efforts around increasing gross margin, reducing operational expenses, and utilizing sales opportunities to reduce costs related to end-of-life exposure and excess inventory.

- Developed 18 new metrics to measure target achievements and risks to forecast that resulted in an 18% decrease in operational expense spending year over year.
- Led the financial analysis and consolidation of the Nortel acquisition (900+ employees) and reduced the overall operational and transportation costs by 50% over 18 months.
- Implemented Lean process improvements to forecast cycle that increased accuracy to 97% of quarterly outlook.

SHEERAN SOTHEBY'S INTERNATIONAL REALTY/SHEERAN PROPERTY MGMT **Williamsburg, VA**
General Manager/Principal **2003 to 2010**
Co-founded and scaled a luxury real estate brokerage, setting the strategic direction, developing business and performance metrics, and leading agent training programs. Increased market penetration from $40M to $115M in 15 months, elevating the firm from #12 to #2 in the market and establishing regional recognition as a luxury brand leader.

- Directed all sales operations, banking, treasury, and financial goal setting. Established company-wide sales and commission targets, monitored KPIs, and led monthly and quarterly performance reviews.
- Built a high-value client base of investors and high-net-worth individuals through targeted marketing, relationship management, and brand positioning.
- Reviewed all commercial and residential transactions for accuracy and completeness, ensuring compliance of state and federal laws.

EDUCATION & CREDENTIALS

Grand Canyon University – Phoenix, Arizona DBA Candidate • Business Administration
College of William & Mary – Williamsburg, Virginia, MBA • Marketing/Strategy
Bachelor of Science, Finance, • Arizona State University – Tempe, Arizona
Certified Commercial Investment Member (CCIM), • National Association of Realtors
Shodan Judo (1st degree blackbelt and licensed instructor)

COMPUTER SKILLS

Salesforce.com, Hyperion, Workday Adaptive, Anaplan, MS Office – Highly Proficient & certified in Advanced Excel, PowerPoint, Word, Access ADP Payroll, Financial Business Objects, Essbase, Smartview, Oracle ERP, Oracle Business Objects, Google Suite, QuickBooks Online

Application to Serve on Planning Board

6

Applicant Information

First Name *
Mike

Last Name *
Snyder

Email *
msnyder214@bellsouth.net

Address *
Street Address
136 Morgan Ridge Rd
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
10 years

Subdivision *
Morgan Park

Home Phone *
9196066693

Work Phone *
none

Current Employer *
Retired

Job Title/Occupation *
na

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Planning Board Snyder Resume HS Planning Board 26Oc... 62KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
-Town Council elected official, Morrisville, 2005-09
-Community Emergency Response Team (CERT) program graduate/member (Morrisville)
-Federal Government (military) employee for 26.5 years
-MS, Management (Manpower, Personnel, Training, Analysis), Naval Postgraduate School
-BBA, University of Texas
(See resume for more detailed list)

List any current or past volunteer activities in which you are/were involved. *
-Front desk administrator-Holly Springs Town Hall
-Election poll worker
-Church parking attendant
-Member, Veterans Memorial Planning Committee, Morrisville, NC
-Trained mediator, Duke University
-Member, Office of Institutional Equity Committee, Duke University
-President, Military Officers of American, Triangle Chapter
-Grand Knight, Knights of Columbus Council
-Youth baseball and soccer coach

-FIFA Certified soccer referee
(See resume for more detailed list)

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

-Do your homework! Thoroughly review the requests and plans brought before the planning board prior to discussing, voting on, and making recommendations to the town council.
-Ensure the town's ordinances, policies, and other previously determined directives are adhered to when considering approval of any kind of development, to include rezoning requests. Most importantly, ensure the request before the planning board "fits" with the master plan previously established by the town council.
-When possible, educate the public on how the planning "process" works to ensure an understanding of local government and its mission, in particular to minimize incorrect information about this process being spread around.
-Work closely with the town development/planning staff to ask questions and better understand the intricacies of plans brought before the board.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

◉ Yes ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Michael J Snyder

Date *
10/26/2025

Time *
3:08:33 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?
Town Clerk, Monthly Town Newsletter, Council Member Tim Forrest

MICHAEL J. SNYDER
136 Morgan Ridge Road, Holly Springs, North Carolina 27540
Cell (919) 606-6693 E-mail: msnyder214@bellsouth.net

QUALIFICATIONS SUMMARY Over 35 years of experience in progressive and diverse human resource, training, safety, and program/operations management areas in federal, municipal, higher education, and civilian environments. Established a proven record of achieving the highest levels of production through leadership, teamwork, and employee motivation. Specific skills include:

- Program development, management, and implementation
- Work/Business Process Reengineering Facilitator
- Personnel/Program/Project Management
- Evaluation and development of effective processes
- Exceptional organizational, admin, and people skills
- Personnel career development
- Development/maintenance of Safety Programs
- Develop/write Standards of Work, SOPs, manuals
- Experience with/in various diversity and cultural settings
- Determine, develop, execute effective recruiting and retention plans
- Systems/jobs/performance analyst
- Effective communicator
- Education and training
- Policy/regulation analysis
- Team emphasis/development
- Trained mediator
- Develop/review/update job classifications
- Personnel staffing
- Event planning

PROFESSIONAL WORK EXPERIENCE

Environmental, Safety, and Health Specialist
Facilities Management Department (FMD), Duke University Mar 2010-Oct 2019

- Assess/evaluate effectiveness and necessity of all safety programs within diversified 500 person department.
- Develop, oversee, and maintain a robust safety program that is compliant with all OSHA regulations.
- Work closely with university officials, department heads, shop supervisors, and union representatives to determine safety requirements to ensure employees are aware of OSHA regulations and are qualified for advancement.
- Meet safety training requirements and ensure employee safety awareness through such means as online training, hands-on experience, safety awareness days, safety fair, safety committees, publication of metrics, development and publication of written safety programs, and workplace safety audits.
- Working with Duke Worker's Compensation department, manage OSHA DART program to identify, monitor, and reduce on-the-job accidents and injuries.
- Conduct Safety Incident Reviews on all accident and injuries incurred on-the-job.

Safety Manager, Training Coordinator, and Assistant Human Resources Director
Facilities Management Department (FMD), Duke University 2001-Mar 2010

- Assess/evaluate effectiveness and necessity of all safety, training, and apprenticeship programs within diversified 300 person department.
- Develop, oversee, and maintain a robust safety program that is compliant with all OSHA regulations.
- Work closely with university officials, department heads, shop supervisors, and union representatives to determine safety and skill-training requirements to ensure employees are aware of OSHA regulations and are qualified for advancement.
- Meet safety training requirements and ensure safety awareness by employees through such means as online training, hands-on experience, safety awareness days, safety fair, safety committees, publication of metrics, and workplace safety audits.
- Working with Duke Worker's Compensation department, manage OSHA DART program to identify, monitor, and reduce on-the-job accidents and injuries.
- Conduct Safety Incident Reviews on all accident and injuries incurred on-the-job.
- Conduct, supervise, and coordinate the activities of personnel engaged in technical/non-technical training, new employee orientation, and/or other related activities. Carried out through internal and external training sources.
- Develop Quality Leadership program, Diversity training, Making Quality Presentations course, Supervisor Certification program, and other educational classroom instruction for FMD employees.
- Assess, develop, review job descriptions/classifications.

- Assist in development and execution of reward and recognition programs.
- In conjunction with Director, Human Resources, recommend/perform various personnel actions including, but not limited to, hiring, performance, pay, appraisals, promotion, transfers, vacation schedules, worker's compensation, event planning, and grievance hearings.
- Identify personnel and materials needed to accomplish organizational objectives; provide input to the annual budgetary requirements for training and safety operations.
- Coordinate event planning/conferences as required; includes responsibility for arranging lodging, golf tournament, entertainment, and vendor show for up to 350 attendees.
- Develop/conduct orientation plan and training for all new FMD employees.
- Awarded for performance-2008 Department Unsung Hero of the Year and various leadership awards.

Town Council Member 2005-2009

Elected Member, Morrisville, NC Town Council

- Responsible for working with town council members, town staff, and community members to identify and prioritize the needs of the town.
- Collaborate in preparing the town's annual budget and oversight of the town's finances.
- Collaborate in developing and implementing policies and programs to improve the quality of life for all residents.
- Responsible for reviewing and approving municipal budgets.
- Responsible for monitoring financial expenditures and fiscal policies.
- Responsible for leading efforts to identify and develop a downtown area.
- Responsible for reviewing and approving development plans.
- Involved in developing strategic partnerships with neighboring municipalities and fostering regional cooperation on share issues.
- Spearheaded streamlining planning approval processes, reducing wait times for residents and businesses seeking permits or other town services.
- Member, North Carolina Capital Area Metropolitan Planning Organization (CAMPO), a regional transportation planning organization serving communities in Chatham, Franklin, Granville, Harnett, Johnston and Wake Counties.

Assistant Professor/Program Manager 1997-2000

Naval Reserve Officer's Training Corps (NROTC), Duke, North Carolina State, and the University of North Carolina at Chapel Hill

- Recruited, instructed, mentored, and annually evaluated performance of over 300 college students.
- Directly responsible for the graduation of over 100 Marine Corps officers, achieving 110% of stated goals.
- Developed curriculum and taught accredited college courses at three major universities.
- Developed/reinvigorated programs that had seen decline in performance over the previous years.
- Instituted semiannual field training exercises and a structured physical fitness-training program.
- Provided necessary administrative support and counseling on current/future opportunities and benefits.
- Dealt with local civic leaders while successfully seeking out sponsorship for midshipmen awards.
- Awarded for performance.

Program Manager (Commanding Officer) Summer 1999

"G" Company, Officer Candidate's School (OCS), Quantico, Virginia

- Directed/responsible for the effective supervision, conduct, and evaluation of over 200 candidates in their arduous 2 month training program to become future Marine Corps officers.
- Achieved lowest attrition rates of over 20 like programs during the preceding three years.
- Received the highest evaluation and ranked number one among other Marines performing the same duties.

Human Resources Program Manager 1993-1997
Reserve Forces, Headquarters, U. S. Marine Corps, Washington, D.C.

- Developed, managed, and executed personnel staffing requirements for a complex 42,000 person organization located throughout the United States. Included recruiting, assignment(s), and retention.
- Developed budgets and cost controls for this National Defense organization.
- Analyzed and ascertained compliance of/with federal policy, regulations, benefits, and compensation requirements.
- Determined accessions, attrition, promotions, and assignments of personnel at 192 geographically separated sites. Statistical analysis and reporting required.
- With independent consulting/contracting firms, developed software and upgrades valued at over $600,000 that automated the process of forecasting future personnel needs.
- Routinely prepared and presented oral and written organizational objectives at conferences and seminars with 50-200 senior level participants.
- During a Federal Reduction in Force (RIF) assessed multiple unit personnel requirements and helped determine optimum organizational structure(s).
- Briefed Congressional Committee, the Secretary of the Navy, and the Commandant of the Marine Corps (CEO level) on retention products, marketing strategies, budget requirements, and future organizational needs.
- Team leader of Work/Business Process Reengineering committees established to improve organizational structure/development, personnel management, administration, and recruiting/retention processes.
- Awarded for performance.

Program Manager, U. S. Marine Corps Classified Material Control Center 1988-1991
Headquarters, U. S. Marine Corps, Washington, D.C.

- Responsible for strict control and accountability of over 40,000 pieces of classified material and equipment.
- Directed a comprehensive review of these materials in order to provide an accurate accountability.
- With team, developed, implemented, and managed the first automated database for classified material accountability.
- Resulted in decreased need for personnel and a resulting cost savings of over $100,000.
- Directed the Information Security program for a corporation size organization of over 2,000 employees.
- Awarded for performance.

ADDITIONAL INFORMATION AND EXPERIENCE

- Recipient, Golden Knight of the Year, Knights of Columbus Council 7186, 2011
- Recipient, 2010 Duke Workers' Compensation Advisory Committee "Safety Leadership and Performance Award"
- "Unsung Hero of the Year" Award, Duke University Facilities Management Department, 2008
- Responsible for and directed the human resource operations (daily administrative, pay, legal, and personnel functions) of a diverse 800-person organization located throughout the world.
- Designed and implemented training programs for five diverse organizations.
- Developed and wrote numerous policies and procedures manuals and stand operating procedures.
- Developed written and oral reports and correspondence for senior executives.
- Consistently recognized for meritorious service and inclusion in competitive programs.
- 40+ years of involvement in volunteering, youth sports, community programs, and church activities.

EDUCATION

- M.S. Management (Manpower, Personnel, Training, and Analysis), U. S. Naval Postgraduate School, Monterey, CA
- B.B.A. (Management), The University of Texas, Austin, TX
- Certified Trainer, American Society of Training and Development
- Manager of Environmental, Safety, and Health Programs (MESH) Certificate, NCSU
- Advanced Safety Certification, National Safety Council
- Certified Mediator, Duke University

AFFILIATIONS-COMMUNITY/PROFESSIONIAL/OTHER

- Volunteer, Town of Holly Springs (Town Hall front desk)
- Chairman, Veteran's Memorial Subcommittee, Town of Morrisville, NC
- Former Member, Community Emergency Response Team (CERT), Town of Morrisville, NC
- Former Town Councilman (2005-09), Town of Morrisville, NC
- Former Member, American Legion Post 67, Cary, NC
- Past President/Current Member, Military Officers Association of America, Triangle Chapter, Raleigh, NC
- Life Member, Marine Corps League, Tar Heel Detachment 733, Cary, NC
- Past Grand Knight/Current Member, Knights of Columbus Council 7186, Apex, NC
- Member, Knights of Columbus Assembly 2446, Cary, NC
- Past Volunteer and Speaker for United Service Organization (USO), Raleigh-Durham Airport
- Past Vice-chair, Industrial Systems Technology Advisory Committee, Durham Technical Community College, Durham, NC,
- Volunteer, WUNC-FM, National Public Radio, Chapel Hill, NC
- Past Coordinator, NC Adopt-A-Highway Program, Apex, NC
- Past Volunteer, Duke Children's Miracle Network, Duke Hospital, Durham, NC
- Past Volunteer, NHL's Carolina Hurricanes, Raleigh, NC
- Former Member, Duke University's Office of Institutional Equity Advisory Committee
- Former Member, Duke University's Dispute Resolution Team
- Former Volunteer Instructor, Presidential Classroom Program, Washington, DC
- Past President, Scabbard and Blade National Honor Society, University of Texas

Application to Serve on Planning Board

7

Applicant Information

First Name *
Marta

Last Name *
Rothstein

Email *
mrothste@verizon.net

Address *
Street Address
144 Cobalt Creek Way
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
3 years

Subdivision *
Bridgewater west townhomes

Home Phone *
9412241008

Work Phone *
9412241008

Current Employer *
UNC Rex long term care and skilled nursing facility

Job Title/Occupation *
ARNP-C

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Home owner for over 35 years. Concerned with environmental preservation and safety. Expert knowledge in governance HOA, BYlaws, CCRs , NC planned Community Act, HB 444

List any current or past volunteer activities in which you are/were involved. *
Mainly Christian related activities or special fund raisers for medical need - Alzheimer's, Breast Cancer, American Heart Association.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
Non biased view of progress within community. Respect to all aspects involved in development - preserving the old and keeping our growing community adherent to aesthetic and population growth guidelines.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *
- ( ) Yes
- (●) No

Have you attended Holly Springs' Citizens Academy? *

Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Marta Rothstein

Date*

10/27/2025

Time*

11:57:04 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

On holly springs web site

Application to Serve on Planning Board

8

Applicant Information

First Name *
Johnathan

Last Name *
Tucker

Email *
tucker.johnathan@gmail.com

Address *
Street Address
225 Golf Vista Trail
Address Line 2

City
Holly Springs

State/Province/Region
North Carolina

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
5 years

Subdivision *
12 Oaks

Home Phone *
9196019034

Work Phone *
9196019034

Current Employer *
Associated Contract Services

Job Title/Occupation *
VP of Operations

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Johnathan Tucker Resume 11-03-2025.pdf 39.55KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
BA in Political Science from NC State
Licensed general contractor in multiple states, including NC
I have been involved with site development and construction for most of professional career - which involves both appearing before planning boards and executing on the visions or requirements of these boards

List any current or past volunteer activities in which you are/were involved. *
ABC Carolinas regional leadership council; Lillington Chamber of Commerce Board of Directors; Theta Chi Fraternity Delta Rho Chapter Alumni Housing Corporation Board of Directors

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I see the Planning Board as an essential group that helps make sure Holly Springs continues to grow in the right way: responsibly, thoughtfully, and in line with what our ordinances and laws require. The board's role isn't just about saying "yes" or "no" to development, it's about making sure that what gets built here fits within the town's vision and the rules that have been put in place to protect our community while also providing guidance to both residents and developers hoping to make improvements here.
I've lived in this area my whole life, and I've watched it change from a small town into the thriving place it is today. I love this town and I want to see it continue to grow, but it should grow with respect for our history, our neighborhoods, and the people who call this place home.

If I'm appointed, I hope to bring a local's perspective to the table — someone who's seen what's worked and what hasn't over the years. My goal is to help make decisions that keep Holly Springs a great place to live, work, and raise a family (or move a family to), all while staying true to the town's ordinances and long-term vision.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ◉ Yes
- ○ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Johnathan Tucker

Date *
11/3/2025

Time *
1:58:10 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Johnathan Tucker

225 Golf Vista Trail Holly Springs, NC 27540 | 9196019034 | tucker.johnathan@gmail.com

Experience

VICE PRESIDENT OF OPERATIONS | ASSOCIATED CONTRACT SERVICES | 2014 - PRESENT

- Oversaw small business operations and managed office personnel, including managing insurance, bonding and licensing in multiple jurisdictions, and business accounting with gross revenues reaching over $10mil in a FY
- Managed multiple construction projects at a time while bidding and pre-construction management of other projects of similar size and scope.
- Established and maintained project schedule, managed purchase orders and project logistics.
- Compiled and planned budget, cost estimates, and other financial estimates.
- Coordinated, planned, and managed schedules for contractors and subcontractors.
- Developed construction project with architect, engineers, vendors, subcontractors and tradesmen.
- Ordered and managed materials and equipment; provided internal reporting and projections for inventory.
- Oversaw and supervised construction project progress and provided reports on timeline, progress, and adjustments.
- Ensured all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations were met.
- Ensured that projects are completed on time and within budget.
- Project size ranged from $250,000 to $2.8 million

PROJECT SUPERINTENDENT |THE HATCH GROUP | JANUARY 2013 – FEBRUARY 2014

- Scheduled subcontractors, consultants, and vendors in critical path to ensure timely completion.
- Performed quality control duties and responsibilities regarding the work being performed. Communicated with project team regarding RFI's and material submittals.
- Ensured subcontractors were fully executing and complying with their contracted scope of work.
- Presided over weekly subcontractor meetings designed to coordinate the work.
- Ensured that the job site is always kept in a clean and organized manner.
- Performed job progress and punch list identification and completion.

Education | Other

NORTH CAROLINA STATE UNIVERSITY

- Bachelor of Arts, Political Science

LICENSED GENERAL CONTRACTOR

- NASCLA Certified General Contractor
- North Carolina Licensed General Contractor
- Florida Certified General Contractor; Also licensed in other states across the southeast

ASSOCIATED BUILDERS AND CONTRACTORS CAROLINAS

- Triangle Leadership Council; Government Affairs Committee Co-Chair

LILLINGTON CHAMBER OF COMMERCE (2024-2026)

- Board of Directors; Treasurer

Application to Serve on Planning Board

9

Applicant Information

First Name *
Jai

Last Name *
Butts

Email *
jai.butts1@gmail.com

Address *
Street Address
3007 Forest Village Dr
Address Line 2

City
Holly Springs

State/Province/Region
North Carolina

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
4 months

Subdivision *
N/a

Home Phone *
9194239914

Work Phone *
N/a

Current Employer *
City of Durham

Job Title/Occupation *
Planner

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Jai Butts Resume.pdf 166.4KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Park Planner from 2024-2025
City Planner from 2025-Present

List any current or past volunteer activities in which you are/were involved. *
N/a

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I see the responsibilities of this board as being the driving force of all assisting with new rezoning and new developments in the Town of Holly Springs. I hope to accomplish being a voice for Holly Springs citizens that have children and want to see themselves reflected in the Town's decision making when it comes to developments.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *
- ( ) Yes
- (●) No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *

11/4/2025

Time *

10:43:52 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Town website

Jai Butts

jai.butts1@gmail.com | 919-423-9914

EDUCATION

University of North Carolina Pembroke – Pembroke, NC
Master of Public Administration

North Carolina Central University – Durham, NC
Bachelor of Science in Recreation Administration, Minor in Business

Vance-Granville Community College – Creedmoor, NC
Associate of Arts

EMPLOYMENT EXPERIENCE

City of Durham Planning & Development **Durham, NC**
Planner - Community Planning 1/2025 - Present

- Provides day-to-day project management, coordinates project objectives, completes and submits complex reports
- Writes and presents formal and technical reports, working papers, and correspondence to assist elected officials
- Managed creation and implementation of Durham City-County Open Space Plan
- Reviewing and providing guidance on existing and new planning documents
- Served as liaison between the Durham City-County Planning and Development department and Durham Open Space & Trails Committee (DOST)
- Managed process for acquisition of open space, easements and areas for land conservation and land preservation
- Assist in planning, organizing, and facilitating community engagement activities such as public hearings, design workshops, surveys

City of Raleigh Parks, Recreation & Cultural Resources **Raleigh, NC**
Park Planner 1/2024 – 1/2025

- Manages Park plan review relating to greenways, rezoning cases, and re-development cases
- Review and approves administrative permits, minor/major site plan reviews and subdivision plans in relation to park and greenways
- Performs master planning for development of parks, trails, and greenways
- Develops, prepares, and presents information to City Management and Advisory Groups regarding updates on park projects
- Coordinates communication with Homeowners Associations and Community Advisory Groups as it relates to park projects
- Collects and analyzes data on City records to successfully implement equitable park projects
- Responds to inquiries concerning zoning, land use, general planning, and current projects

City of Raleigh Parks, Recreation & Cultural Resources **Raleigh, NC**
Recreation Programs Analyst 05/2022 – 1/2024

- Assist with administrative duties to include management of general and revolving funds, tracking, payroll and reporting of expenses and analysis of facility spending needs
- Assist with hiring and training qualified part-time staff that includes screening, interviewing, testing candidates and processing of appropriate hiring forms
- Planned special events to improve community engagement

Application to Serve on Planning Board

10

Applicant Information

First Name *
James

Last Name *
Amato

Email *
james@catalyst-nc.com

Address *
Street Address
409 Vervain Way
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
10 years, seven months

Subdivision *
12 Oaks

Home Phone *
919-749-1076

Work Phone *
919-446-1669

Current Employer *
Catalyst Advisors & Consultants

Job Title/Occupation *
President & CEO

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

James Amato Resume November 2025.pdf 150.1KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I bring more than twenty years of experience in strategic planning, economic development, and organizational growth across the public, private, and nonprofit sectors. As the co-founder of Catalyst Advisors & Consultants, I partner with municipalities, universities, and

regional organizations to design adaptive strategies that strengthen local economies, enhance livability, and align growth with community values.

Previously, I held executive and business development roles through which I led initiatives that integrated data, design, and stakeholder engagement to help cities and regions grow responsibly. My work has centered on helping communities balance progress with preservation—an approach that reflects the same values outlined in Vision Holly Springs, including maintaining small-town character, promoting connected neighborhoods, and supporting economic diversity.

I am a proud member of the Leadership North Carolina Class 33, a statewide program that cultivates informed, connected leaders who address North Carolina's most pressing challenges while shaping it's future. This experience has strengthened my understanding of our state's economic and policy landscape and expanded my network of civic innovators, policymakers, and business leaders.

In addition, I am a founding member of America the Entrepreneurial, a national coalition dedicated to advancing civic and economic prosperity through entrepreneurship, and a member of the North Carolina Starters Coalition for Right to Start, which champions entrepreneurship as a public priority. These affiliations align directly with Holly Springs' goal of building a balanced economy by fostering local enterprise, innovation, and sustainable job creation.

My academic background in education and leadership, coupled with training in design thinking, civic innovation, and strategic foresight, supports a systems-based approach to planning. I am deeply committed to local innovation and to helping communities like Holly Springs evolve in ways that are inclusive, connected, and future-ready.

List any current or past volunteer activities in which you are/were involved. *

My volunteer service has centered on economic development, education, and civic leadership. I currently serve on the Legislative Committee of the North Carolina Economic Development Association (NCEDA), where I help shape policy recommendations that promote equitable and sustainable growth across our state.

I have also supported strategic planning and leadership development initiatives for municipalities, tourism boards, and industry associations throughout Eastern and Central North Carolina. These engagements have strengthened my belief that strong communities are built through collaboration, transparency, and long-term thinking.

As a member of the North Carolina Starters Coalition for Right to Start and a founding member of America the Entrepreneurial, I advocate for local entrepreneurship as a driver of community vitality—an effort that complements the town's focus on maintaining a healthy tax base through strategic business growth.

In addition, I regularly mentor emerging leaders and entrepreneurs, reflecting my belief that thriving towns depend on cultivating local talent, creativity, and civic pride.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I believe the Holly Springs Planning Board plays a vital role in guiding the town's responsible, balanced, and forward-thinking growth. The Board is a steward of the town's comprehensive plan, ensuring that development decisions reflect both the community's character and its long-term vision for sustainability and prosperity.

The Vision Holly Springs Comprehensive Plan emphasizes preserving the town's "village" feel, supporting connected and walkable neighborhoods, protecting natural assets, and maintaining a diverse tax base through thoughtful land use decisions.

I am inspired by this framework and believe it provides a clear roadmap for growth that is both economically strong and community-centered.

If appointed, my goals would be to:

*Support transparent, data-informed decision-making that aligns with the town's comprehensive plan and sustainability objectives.

*Foster collaboration among residents, developers, and town staff to ensure projects enhance community quality and cohesion.

*Advocate for balanced land use that preserves open space, promotes connectivity, and expands the town's economic opportunity.

*Apply a human-centered, strategic lens to planning discussions, connecting each decision to its impact on livability, identity, and long-term resilience.

Through my work with Catalyst Advisors, Leadership North Carolina, America the Entrepreneurial, and the North Carolina Starters Coalition for Right to Start, I have seen how communities thrive when planning, innovation, and entrepreneurship come together. I would

bring that same collaborative and forward-looking approach to Holly Springs—helping the town continue to grow in ways that honor its heritage, reflect its values, and shape a sustainable, vibrant future.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *

11/7/2025

Time *

12:07:25 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

I learned about the opportunity through the Source.

James Amato

409 Vervain Way | Holly Springs, NC 27540 | james@catalyst-nc.com | 919-749-1076

Professional Summary

Accomplished strategic leader with 25+ years driving economic growth and community impact across skilled trades, higher education, nonprofits, corporate strategy, and entrepreneurship. Experienced public sector strategist capable of navigating complex stakeholder ecosystems and building sustainable partnerships that advance community prosperity. Uniquely skilled at elevating and expanding what is already great about organizations while consistently leveraging economic development principles to create measurable value for communities throughout North Carolina.

Strategic Value Proposition

- **Advanced Fundraising & Strategic Development Expertise**: Demonstrated mastery in major gift cultivation, grant acquisition, and revenue generation across multiple sectors, with proven ability to secure six-figure investments and scale organizations from concept to sustainable growth.

- **Executive Relationship Architecture**: Natural capacity for developing and stewarding meaningful partnerships with C-level executives, nonprofit leaders, government officials, and entrepreneurial ecosystem builders, creating lasting alliances that drive collective impact and regional advancement.

- **People-Centered Leadership Excellence**: Proven ability to lead and operate high-performing teams through authentic, human-centered leadership philosophy combined with disciplined operational frameworks and transparent reporting procedures that ensure accountability and sustainable results.

- **Design Thinking Innovation Catalyst**: Deep practitioner of design thinking methodologies that encourage problem-solving in a human-centered, iterative, and creative way, fostering innovation and leading to solutions that better meet stakeholder and community needs.

- **Multidisciplinary Strategic Advantage**: Unique cross-sector experience and integrated approaches that can shape the future of innovation in economic and community development, bringing fresh perspectives and breakthrough solutions to complex regional challenges.

Professional Experience

President & Chief Executive Officer September 2024-Present
Catalyst Advisors & Consultants Holly Springs, NC

- Co-founded, lead, and scale a boutique management consulting firm to $300,000+ in recurring, annual revenue within 12 months, demonstrating exceptional service, business development, and market fit.
- Designed and executed the entire business architecture from initial concept and funding to full-scale operations, growth, and expansion.
- Cultivate trusted relationships with high-value clients across the public sector, life sciences, education, nonprofit, and small to mid-sized business sectors building credibility and influence across diverse markets.
- Cultivated a premier network of specialized North Carolina professionals across marketing, branding, PR, market research, digital media, video/podcast production, and web development to create an agile service delivery ecosystem that maintains high quality and effectiveness.

Innovation & Transformation Leader (Fractional) September 2024-Present
Greenlight Community Broadband Wilson, NC

- Provide executive-level leadership in innovation, transformation, and workforce strategy for one of the nation's first municipally owned gigabit broadband providers.
- Advance local self-reliance and digital transformation by aligning broadband infrastructure with workforce development, entrepreneurship, and economic growth initiatives.
- Partner with city leadership, Gig EAST, and community stakeholders to design and implement cross-sector strategies that strengthen Wilson's position as a broadband-enabled hub for innovation and opportunity.
- Facilitate collaboration between public, private, and educational institutions to accelerate workforce readiness, AI adoption, and entrepreneurial ecosystem development.

Strategic Growth Leader (Fractional) May 2025 – Present
The Assembly Network Durham, NC

- Serve as Strategic Growth Leader for The Assembly Network, an award-winning North Carolina media organization committed to independent, long-form journalism that strengthens civic engagement and regional identity.
- Develop and implement a comprehensive growth and partnership strategy designed to expand audience reach, diversify revenue streams, and build a sustainable membership model rooted in community trust.
- Collaborate closely with the founder and editorial leadership to align business objectives with journalistic integrity and mission-driven storytelling.
- Advance multi-tiered partnership offerings that integrate editorial sponsorship, institutional memberships, and event-driven engagement, positioning The Assembly as a catalyst for civic conversation and statewide collaboration.
- Foster relationships with business, philanthropic, and public-sector partners to elevate the organization's visibility, credibility, and long-term impact within North Carolina's civic and media ecosystem.

Founder/Director, Strategy & Business Development 2018–2024
Capitol Broadcasting Company (CBC) – Capitol B Raleigh, NC

- Founded and built the strategic marketing division of CBC from the ground up, personally generating $2 million in initial revenue that enabled its launch. Led the agency's growth trajectory and consistently exceeded annual targets by an average of 10% through innovative, client-centered strategies.
- Led the development and execution of a robust growth strategy aligned with a vision to support statewide economic development, leveraging our unmatched data insights and deep understanding of the North Carolina consumer to expand the client base, deepen engagement, and diversify revenue streams for long-term sustainability
- Acquired and maintained high-profile clients across government, corporate, nonprofit, and industry sectors, fostering trusted advisor relationships focused on client success and satisfaction.
- Led a culture of innovation and collaboration, driving profitable outcomes and superior client service delivery consistently exceeding expectations.

Director, Strategy & Business Development 2017–2018
Capitol Broadcasting Company - WRAL TechWire & WRAL Digital Solutions Raleigh, NC

- Established strategic alliances with government, corporate, nonprofit, and industry stakeholders, generating a $2 million revenue stream through high-impact initiatives in economic development,

workforce development, employee recruitment, and social impact. Drove audience engagement and lead generation by aligning market needs with tailored media and partnership strategies.
- Utilized digital media, impactful events, and strategic marketing collaborations to promote North Carolina's value propositions. Secured editorial coverage, earned media placements, sponsored content, and successfully launched the community brand, Hometown Carolina.
- Forged partnerships to spotlight North Carolina's life sciences, biotech, technology, and entrepreneurial ecosystems. Implemented digital media strategies, event activations, and targeted marketing campaigns to amplify visibility and promote growth in these sectors.
- Initiated innovative partnership opportunities and product development that laid the foundation for founding an agency.

Strategist & Business Developer 2016 – 2017
Capitol Broadcasting Company – WRAL Digital Solutions & WRAL TV Raleigh, NC

- Accelerated multichannel sales growth by building and managing a $1 million revenue stream through expert relationship management, proactive opportunity identification, and the implementation of data-driven strategies.
- Expanded pipeline exponentially by cultivating high-impact client relationships and strategic partnerships with economic development organizations, community colleges, public-private partnerships, and municipal and county governments.
- Unified television and digital sales strategies while serving as business development lead for WRAL TechWire, strengthening cross-platform revenue opportunities.

Director, Major & Planned Giving 2014–2016
United Way of the Greater Triangle Durham, NC

- Directed a $2 million donor portfolio, leading fundraising and stewardship strategy for high-net-worth individuals and corporate executives at institutions including RTI International, Syngenta, Bayer, Deloitte, EY, Duke Health, Wells Fargo, PNC Bank, and more.
- Raised six-figure contributions through trust-based relationship building and strategic alignment with philanthropic priorities.
- Advanced United Way's collective impact mission through targeted donor engagement, corporate campaigns, and board cultivation.

Assistant Dean of Students 2011–2013
Washington & Jefferson College Washington, PA

- Oversaw comprehensive residential education programs and Greek life operations, ensuring positive campus culture while managing student conduct processes and judicial affairs to maintain community standards and support student development and retention.
- Led cross-functional initiatives spanning interfaith programming, campus safety protocols, and institutional sustainability efforts, fostering an inclusive environment while implementing policies that enhanced student welfare and campus operations.
- Directed alumni engagement strategies and fundraising campaigns for capital projects and student programs while improving town-gown relations and championing local economic development, building lasting institutional relationships and integrating campus-community life to secure resources for student services, facility improvements, and program expansion.

Civic & Community Leadership

- **Member, Leadership North Carolina, Class 33** – Selected for a competitive statewide leadership deployment program that deepens understanding of North Carolina's economic, cultural, and policy landscape while fostering civic collaboration among those wishing to shape North Carolina's future.

- **Member, Legislative Committee**, **North Carolina Economic Development Association (NCEDA)** – Support statewide policy development to strengthen local economies and equitable growth.

- **Founding Member**, **America the Entrepreneurial** – National coalition advancing civic and economic prosperity through entrepreneurship and local enterprise.

- **Member, North Carolina Starters Coalition for Right to Start** – Advocate for policies that empower entrepreneurship and innovation as tools for local prosperity and community vitality.

Noteworthy Endeavors in Economic, Workforce, and Community Development

- **Strategic Focus on Sustainable Growth & Community Planning**: Provide strategic consultation and leadership to communities across North Carolina, helping municipalities like Holly Springs balance growth, preserve character, and expand opportunity. My work integrates economic development, entrepreneurship, and community design to advance local innovation and align with comprehensive planning goals.

- **Tourism Economic Impact Development**: Developed adaptive strategic plan for Washington Tourism Development Authority (NC), creating a comprehensive framework addressing visitor experience enhancement, stakeholder engagement, and economic impact optimization across hospitality, maritime recreation, cultural heritage, and waterfront development sectors.

- **Entrepreneurial Ecosystem Building**: Serve as strategic advisor to Wilson, NC on community-wide outreach initiatives designed to cultivate innovation and authenticity within the local entrepreneurial community. Leveraged multidisciplinary experience across education, nonprofit, corporate, and startup sectors to design comprehensive ecosystem-building strategies that connect diverse stakeholders, foster collaborative innovation, and strengthen the community's entrepreneurial foundation through authentic engagement and cross-sector partnership development.

- **Municipal Performance Management Innovation**: Partnering with City of Wilson leadership to develop a comprehensive performance tracking system that translates strategic goals into measurable outcomes while fostering people-centered organizational culture. Leading design and implementation of "Listening to Lead, Measuring to Improve" strategy that combines data-driven decision-making with employee engagement and community prosperity metrics.

- **Regional Business Attraction Campaign**: Led high-impact initiative promoting City of Wilson to Research Triangle Park region businesses and residents, providing strategic advisory services on revenue generation, capacity building, and entrepreneurial ecosystem development.

- **Workforce Development Innovation**: Collaborated with NCBiotech to launch BioJobs Campaign and BioJobsHub, transitioning from initial CARES Act funding to sustained state and private sector support, promoting biopharma careers while inspiring similar workforce initiatives across multiple economic sectors.

- **Major Gift Portfolio Management**: Directed $2+ million donor portfolio for United Way of the Greater Triangle, stewarding philanthropic relationships with C-level executives from RTI International, Bayer Crop Science, Duke University Health System, Syngenta, Deloitte, Ernst & Young, and other regional industry leaders.

- **Cross-Sector Educational Leadership Foundation**: Cultivated 13 years of higher education administration and nonprofit management expertise, specializing in cross-divisional collaboration

that bridged faculty, staff, and student communities to create high-performing co-curricular experiences across liberal arts college and public university sectors. This foundational experience in career development, alumni engagement, institutional advancement, and residential programming developed core competencies in stakeholder alignment, partnership building, and workforce pipeline development that directly inform current economic development practice.

Facilitation, Coaching, & Community Involvement

Community

- Leadership North Carolina Class 33 (2025-2026)
- Founding Member, America the Entrepreneurial - 2025
- North Carolina Right to Start - Starters Coalition Member - 2025
- North Carolina Economic Development Association (NCEDA) LegislativeCommittee - 2025-2026
- North Carolina Economic Development Association (NCEDA) Advancement & Engagement Committee - 2024-2025
- North Carolina Craft Brewers Association - Innovation & Transformation Committee Co-Founder (in progress) - 2025
- North Carolina City & County Communicators Association - Member/Annual Sponsor - 2025
- RTP Rotary President – 2018 – 2019
- Board Member - Imagination Station (Wilson, NC) – 2019
- Board Chair, Leadership Triangle Alumni Network – 2017 – 2020
- Board Member, Leadership Triangle – 2017 – 2020
- RTP Rotary Club Luther H. Hodges Ethics Award Recipient - 2017
- Rotary District 7710 – Luther H. Hodges Ethics Chair – 2016 – 2018

Presenter/Facilitator/Host

- Social Pinpoint Consultant Certification Program (2025) - certified to advance comprehensive digital public engagement strategies, leveraging cutting-edge platform capabilities to facilitate meaningful, accessible community participation and strengthen stakeholder collaboration across diverse project initiatives at the intersection of the public and private sectors.
- Facilitator - NC Craft Brewers Guild BrewSmart Series - AI Meets Beer - 2025
- Facilitator - Washington Tourism Development Authority (NC) Board Retreat - 2024
- Facilitator - NCEDA Certified Economic Developer brand and logo campaign (pro-bono) - 2023
- Host – “Transit Talk” Series in partnership with Go Triangle (Ready for Rail Series) - 2021
- Host – Research Triangle Cleantech Cluster Innovation Awards - 2019 & 2020
- Instructor – NC Certified Economic Developer Certification Program – (Attraction Strategies in Economic Development) – 2021 & 2022
- Host – WRAL TechWire Live Series – 2019

Education

- BA, Elementary Education - West Liberty University - 2005
- MA, Student Affairs in Higher Education - Indiana University (PA) - 2007

Application to Serve on Planning Board 11

Applicant Information

First Name *
Rich

Last Name *
Roberts

Email *
roberts.richard116@gmail.com

Address *
Street Address
104 Skybrook Dr
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
USA

How long have you lived in Holly Springs? *
25 years

Subdivision *
Sunset Ridge South

Home Phone *
919-656-2660

Work Phone *
919-656-2660

Current Employer *
retired

Job Title/Occupation *
Licensed Architect

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Bachelor of Architecture degree
Owned and managed my own mid size architecture firm specializing in the commercial/retail market for 28 years. Worked alongside my clients making several presentations to planning and zoning boards across the country for various projects.

List any current or past volunteer activities in which you are/were involved. *

Sunset Ridge South -- Architectural Review Committee
Member for 23 years
Chair for 18 years

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I see the Planning Board as an integral partner in an advisory role to the Town Council, providing insight and recommendations for the Town Council to review as part of their decision making process. The Planning Board acts in an advisory role not a decision making entity. I enjoy working with others to reach consensus (when possible) or as a part of a team; providing advise to the Town Council. If our Planning Board can deliver insightful recommendations to the Town Council, we will be serving the town and residents in an effective manner.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

○ Yes ◉ No

Have you attended Holly Springs' Citizens Academy? *

○ Yes ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Rich Roberts

Date *

11/9/2025

Time *

3:33:38 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

This is my 3rd application for a position on the Planning Board, and I initially learned about the opportunity through the Town's monthly newsletter.

Application to Serve on Planning Board

12

Applicant Information

First Name *
Padmavathi

Last Name *
Pallela

Email *
ppadma5@hotmail.com

Address *
Street Address
225 Randleman Ct
Address Line 2

City
HOLLY SPRINGS

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
4 years

Subdivision *
Mills at Avent Ferry

Home Phone *
405 4734324

Work Phone *
405 473 4324

Current Employer *
NTT Data Systems

Job Title/Occupation *
SR. Software Development Advisor

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Education - Masters in Computer Science.
Have been working in IT Field as Senior Software Developer for past 12 years.
As a parent and working mom, I was always motivated and interested in giving back to community.

I worked on Condominium Association Board - enforcing the rules and standards set forth by Condominium Association By-Laws,
worked closely with Condominium Lawyer in event legal actions need to be taken, contributed towards choosing vendors and implementing multiple projects (play area etc) for betterment of the communit

List any current or past volunteer activities in which you are/were involved. *

Worked as Vice-president on Condominium Association Board.
Participated in Friends of Library hosting events
Helped organize and host events in Edision Library (New Jersey)
Served as member of PTO Organization in James Monroe School
Attended Edison Board of Education meetings, Board of Adjustment and Planning Board meetings
Organized and participated in community events like Toy drive for Edison police

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

Review site plans, subdivision requests, special use permits, and change of use requests to ensure they align with the comprehensive plan and other regulations.
Conduct ongoing research, collect data, and perform analysis to support planning efforts
Advise on land use matters, recommend policies and ordinances, and make recommendations on issues like conditional use permits and zoning map changes
Facilitate citizen engagement and participation in the planning process, often through public hearings.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Padma Pallela

Date *

11/12/2025

Time *

4:01:44 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Holly Springs Boards and Committee Website

Application to Serve on Planning Board 13

Applicant Information

First Name *
Gaurav

Last Name *
Parajuli

Email *
gausee@gmail.com

Address *
Street Address
300 Moore Hill Way
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
USA

How long have you lived in Holly Springs? *
5+ Years

Subdivision *
Hensley

Home Phone *
9109295937

Work Phone *
9109295937

Current Employer *
Real Estate Merchant LLC

Job Title/Occupation *
Owner / Real Estate Investor Developer

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I am a real estate developer and investor with experience dating back to 2017, specializing in residential redevelopment, land planning, and value-add investment opportunities. I hold a Master's Degree in General Business Management, which provides a strong analytical and strategic foundation for evaluating deals, managing complex projects, and leading long-term development initiatives.

From 2022 to 2024, I served as both a Board Member and the President of my community's Homeowners Association (HOA). In this role, I gained firsthand experience in community governance, property oversight, municipal coordination, and long-range planning. This leadership background has strengthened my ability to navigate regulatory environments, manage stakeholder expectations, and guide projects toward successful outcomes.

My work as a developer centers on identifying underutilized properties, creating thoughtful development concepts, and collaborating with municipalities, engineers, and architects to bring high-impact projects to life. I am committed to delivering quality, sustainable, and community-focused developments that enhance neighborhoods and provide lasting value for investors, residents, and partners.

List any current or past volunteer activities in which you are/were involved. *

I regularly volunteer for local and regional yoga programs, supporting wellness-focused community initiatives.

I served as a Board Member and later as President of the Hensley Community HOA Board, helping guide neighborhood improvements and community engagement.

During my undergraduate studies, I was selected as a student representative, advocating for student needs and contributing to campus activities and leadership initiatives.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

The Planning Advisory Board is responsible for reviewing and providing informed recommendations on development proposals, zoning requests, and updates to the Town's long-range planning documents. The board plays a key role in ensuring that projects align with the Town's Unified Development Ordinance (UDO), strategic growth goals, and community vision.

If appointed, I hope to contribute thoughtful, well-balanced guidance that supports responsible growth, protects community character, and encourages high-quality development. I aim to help ensure that both minor and major planning efforts are evaluated carefully for their long-term impacts on residents, infrastructure, and the local economy. My goal is to support a planning process that is transparent, forward-thinking, and aligned with Holly Springs' vision for a vibrant, sustainable future.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- (●) Yes
- ( ) No

Please explain the potential conflict of interest. *

Yes. I am an active real estate investor and developer, and I currently own projects within the Town of Holly Springs. While I am committed to maintaining full transparency and recusing myself from any matters that may present a conflict or perceived conflict, I want to ensure the Town is fully aware of my professional involvement in real estate.

Have you attended Holly Springs' Citizens Academy? *

- ( ) Yes
- (●) No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ( ) Yes
- (●) No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Gaurav Parajuli

Date *

11/16/2025

Time *

10:12:55 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Referral from Community Messages

Application to Serve on Planning Board

14

Applicant Information

First Name *
Pragathi

Last Name *
Kotha Venkata

Email *
pragathi.kothavenkata@gmail.com

Address *
Street Address
133 CRESTED CORAL DR

Address Line 2
2622

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
3 years

Subdivision *
Trinity Creek

Home Phone *
8103350768

Work Phone *
8103350768

Current Employer *
Amgen

Job Title/Occupation *
Principle Data Analytics

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

PragathiKV25.pdf 132.18KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *

With more than 12 years of experience in data analytics, strategic planning, and cross-functional leadership, I bring a strong foundation in evidence-based decision-making that aligns closely with the responsibilities of the Holly Springs Planning Board. I hold a Master's degree in Biomedical Engineering with a minor in Biostatistics, which has equipped me with rigorous analytical and quantitative skills essential for reviewing complex proposals and development plans

Professionally, I have led large-scale digital, analytics, and transformation initiatives across the pharmaceutical and healthcare sectors, most recently serving as a Principal of Advanced Analytics at Amgen, where I guide strategy, governance, prioritization, and data-driven insights for site-level operations

Previously, I directed corporate analytics functions at Takeda and GSK, collaborating with diverse stakeholder groups and translating technical findings into recommendations that guide organizational decision-making. These experiences closely parallel the Planning Board's advisory role in evaluating rezoning requests, regulatory amendments, and long-term planning considerations.

I also have extensive experience facilitating collaboration, managing multi-stakeholder initiatives, and communicating complex information clearly to both technical and non-technical audiences. Having lived in Holly Springs since 2022 and in the Triangle area since 2018, I am committed to contributing to thoughtful, sustainable growth in our community.

List any current or past volunteer activities in which you are/were involved. *

Current and Past Volunteer Activities

Ambassador, Women in Data Science (WiDS), Stanford University (RTP Area), 2018–Present
Serve as a long-term ambassador supporting the RTP chapter. Lead and organize community events, mentor women in data science, and promote STEM education and professional development.

Mentor & Organizer, WiDS RTP (Ongoing)
Provide career mentorship, organize workshops, and engage with local professionals and students to expand data literacy and gender diversity in technical fields.

Cross-Industry Workstream Co-Lead, TransCelerate BioPharma Inc. (2019–2020)
Co-led a global volunteer consortium initiative focused on modernizing analytics and driving data innovation across the pharmaceutical industry.

These roles reflect consistent engagement in community-building, mentorship, and advancing STEM education.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I see the Planning Board as a critical advisory body that helps shape the long-term character, sustainability, and livability of Holly Springs. Its core responsibilities include thoroughly reviewing rezoning proposals, development plans, and amendments to zoning regulations; assessing how these proposals align with the Town's comprehensive plan; and providing well-reasoned recommendations to the Town Council. The board plays an essential role in ensuring that growth is balanced, data-informed, and reflective of the community's values.

If appointed, I hope to contribute a strong analytical and strategic lens to these decisions. With my background in data interpretation, governance, and cross-functional collaboration, I would bring an evidence-based approach to evaluating proposals, considering not only immediate impacts but also long-term implications for infrastructure, transportation, housing, environmental stewardship, and overall community well-being.

I am also personally invested in the future of Holly Springs. My husband, a tech leader, and I are raising our two young boys (ages 1 and 3) here, and we deeply care about the town's thoughtful, sustainable growth. I want to ensure that the decisions we make today support a vibrant, welcoming, and well-planned community for families like ours and for future generations.

Ultimately, my goal is to support the Town Council in making informed, community-centered decisions that preserve the character and quality of life that make Holly Springs an exceptional place to live.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

○ Yes ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Pragathi Kotha Venkata

Date *

11/17/2025

Time *

2:00:05 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Town's website

PRAGATHI KOTHA VENKATA

DATA & AI LEADER, PHARMA INDUSTRY

CONTACT

810-335-0768

pragathi.kothavenkata@gmail.com

www.linkedin.com/in/pragathikv/

133 Crested Coral Dr, Holly Springs, NC 27540

SKILLS

Data Science & Analytics
People Management
Stakeholder Management
Product Management

CERTIFICATIONS

Microsoft Certified : Azure AI Engineer Associate

AZ-300 Microsoft Azure Architect Technologies

DB 301 - Apache Spark™ for Machine Learning and Data Science

DB200 - Delta Lake

DB 110 - Apache Spark™ Tuning and Best Practices

Certified SAFe® 4 Product Owner/Product Manager

Certified SAFe® 4 Practitioner

TOOLS & TECHNOLOGIES

Azure: Databricks, PowerBI, Synapse Analytics, DevOps

Programming : Python, R , SAS, Spark

Platforms: Sprinklr, Brandwatch,

PROFILE

Strategic and results-driven leader with 12+ years of experience driving data transformation, communications strategy, operational excellence, and change management initiatives in the pharmaceutical and healthcare sectors. Proven success leading cross-functional teams, implementing enterprise-wide programs, fostering continuous improvement, and aligning site operations with global corporate goals. Adept at stakeholder engagement, transformation leadership, and project delivery within dynamic, regulated environments.

WORK EXPERIENCE

Principal, Advanced Analytics

AMGEN August 2025- Present

• Lead the site's digital and analytics strategy, aligning cross-functional teams to build a connected data ecosystem.
• Architect and deploy scalable data pipelines, automated models, and dashboards for real-time insights.
• Guide digital governance by defining priorities, managing the analytics roadmap, and securing technology investments.
• Grow analytics capabilities by training teams and promoting best-practice data literacy.

Director, Advanced & Patient Analytics Lead

Takeda Pharmaceuticals November 2023 - May 2025

- Analyze, interpret, and visualize data across multiple domains to generate actionable insights.
- Provide expertise on both small and large dataset analysis, ensuring accuracy and relevance of the findings.
- Collaborate with different departments to understand their data needs and deliver tailored solutions.
- Developed and maintained dynamic Power BI dashboards leveraging AWS data sources, ensuring real-time insights and accessibility for diverse stakeholder groups.

Director, Data & Insights, Corporate Affairs

Haleon, Formerly GSK Consumer Healthcare December 2021- October 2023

- Led site and regional communication strategies, external brand engagement, and internal stakeholder alignment across multiple U.S. sites.

INDUSTRY HIGHLIGHTS

Co Lead: "Modernization of Statistical Analytics" stream TransCelerate BioPharma Inc.

October 2019 - August 2020

Data Scientist - Secondment ATOM Consortium| Accelerating Therapeutics for Opportunities in Medicine.

October 2017 - July 2018

EDUCATION

Masters in Engineering, Biomedical Engineering

University of Cincinnati

2012 - 2013

Minor: Biostatistics

Bachelors in Engineering

Jawaharlal Nehru Technological Uinversity

2008 - 2012

Biotechnology & Biomedical Engineering

VOLUNTEERING

Ambassador Durham (RTP Area)

Women in Data Science (WiDS) at Stanford University

2018 - Present

Mentor, Organizer

- Directed the development and governance of an Azure-based data stack (PowerBI, Synapse Analytics) supporting executive dashboards and performance reporting.
- Led continuous improvement initiatives in external listening and internal reporting processes using Sprinklr, Brandwatch, and Google Analytics.
- Built and streamlined site operational models to drive governance, communication, and strategic execution across Corporate Affairs.

Senior Manager, Data Science

GlaxoSmithKline August 2018- December 2021

- Served as strategic lead for enterprise-wide data science transformation programs across GSK Pharma.
- Led modernization of statistical analytics platforms, partnering with Microsoft and Databricks to design future-proof architectures.

- Co-led cross-industry workstreams through TransCelerate BioPharma Inc., driving global data innovation and skills transformation.
- Facilitated organizational change management initiatives to foster a culture of continuous learning and agile adoption.

Data Scientist

GlaxoSmithKline & ATOM Consortium October 2017- July 2018

- Serve as the lead Data scientist and collaborate with the researchers at Stanford University (Vijay Pande's lab), UCSF (Atul Butte lab), LLNL, FNL and NCI.
- Apply Bayesian methods, machine learning tools and regression models to predict safety in humans from chemical structure of drug like compounds and build PBPK (Physiology based Pharmacokinetics) models.
- Build shiny applications and server for Data visualization and non-compartmental analysis for Pharmacokinetics and deploy them on Kubernetes using Docker image.

Research Programming Manager/Senior Programmer Analyst

GlaxoSmithKline November 2015 - September 2017

- Serve as administrator for a cloud computing platform hosting NONMEM software, lead data transfer between systems and data integrity strategy as a key contributor to the Harmonization effort between different clinical systems by managing CRO's, internal resources and external vendors.
- Serve as GSK CPMS worldwide representative for ISoP working group & CDISC to provide input for Clinical data standards

Professional-Statistical Programmer

DXC Technologies, Formerly CSC January 2014 - November 2015

- CSC merged with Enterprise Services business of Hewlett Packard Enterprise and now known as DXC Technology
- Worked primarily with Alexion Pharmaceuticals as a FSP Biostatistical programmer for Oncology therapeutic area.

Application to Serve on Planning Board

15

Applicant Information

First Name *
Rama

Last Name *
Peddu

Email *
ramasubway@gmail.com

Address *
Street Address
209 Hensley Hill Place

Address Line 2
3

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
4

Subdivision *
Hensley

Home Phone *
9292703416

Work Phone *
9292703416

Current Employer *
Ammulu IT Staffing Services

Job Title/Occupation *
Co - Owner

I reside within the *
- (•) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Rama Devi Peddu Resume.pdf 15.63KB

Have you served on this board in the past? *
- ( ) Yes
- (•) No

List any education, work experience or qualifications you have relevant to the Planning Board. *

Bachelors in Microbiology, Science Coursework at Hunter College CUNY Newyork

List any current or past volunteer activities in which you are/were involved. *

I have volunteered at Beth Israel Hospital in Manhattan in the Emergency Room, where I helped support the staff with patient needs and flow. I also volunteered assisting senior citizens and spent additional volunteer time in the Oncology Department, helping with non-clinical tasks and supporting patient care teams.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I believe the responsibility of the board is to remain fair and equal to everyone. The decisions we make are important in ensuring that all sectors of the community are considered, including public safety, traffic concerns, senior citizens, and overall community well-being.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Rama devi Peddu

Date *

11/21/2025

Time *

11:25:26 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Internet

Rama Devi Peddu

209 Hensley Hill, Holly Springs, NC 27540
Phone: 929-270-3416
Email: ramasubway@gmail.com

Professional Summary

Service-oriented professional dedicated to providing excellent support and ensuring positive outcomes for all stakeholders. Experienced in customer service, operations, and team coordination, with strong problem-solving and communication skills.

Work Experience

Event Planner

2022 – 2023
- Planned and coordinated small- and mid-scale events from concept to execution.
- Communicated with vendors, venues, and clients to manage logistics.
- Managed budgets, timelines, decorations, and on-site arrangements.
- Oversaw guest coordination, setup, and breakdown.
- Ensured client satisfaction through efficient and professional event management.

Sales Manager & Inventory Coordinator

Subway Restaurant, Manhattan, NY
2009 – 2019
- Managed daily operations, staff coordination, and customer service.
- Oversaw inventory levels and maintained precise stock records.
- Trained and supervised new employees in food safety and service standards.
- Handled customer concerns and ensured a high-quality dining experience.
- Managed scheduling, cash handling, and closing procedures.

Volunteer Experience

Volunteer – Emergency Room

Beth Israel Medical Center, Manhattan, NY
2007 – 2009
- Assisted ER staff with patient intake and comfort needs.

- Supported nurses and administrative teams during high-volume periods.
- Helped maintain patient flow in a fast-paced healthcare environment.

Volunteer – Oncology Department

Beth Israel Medical Center, Manhattan, NY
2007 – 2009
- Supported an oncologist and care team with non-clinical tasks.
- Organized patient files and coordinated patient movement.
- Observed and gained insights into oncology procedures and care.

Education

Bachelor of Science (B.Sc.) in Microbiology
Madras University, Chennai, India

Science Coursework
Hunter College, CUNY – New York, NY

Skills

- Customer Service
- Inventory Management
- Event Planning & Coordination
- Staff Training & Leadership
- Scheduling & Operations Support
- Communication & Interpersonal Skills
- Problem Solving
- Decision Making
- Multitasking
- Basic Administrative Skills

Application to Serve on Planning Board

16

Applicant Information

First Name *
Jameelah

Last Name *
Jordan

Email *
hello@jameelahjordan.com

Address *
Street Address
113 Treeline Court

Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
3

Subdivision *
12 Oaks

Home Phone *
9199287173

Work Phone *
9199287173

Current Employer *
Premiere Group and Business owner

Job Title/Occupation *
Sr. Partner at Premiere Group, Real Broker LLC and business over of Mozak Suites

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Jameelah Jordan resume 100325 (1).pdf 76.92KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I bring over nine years of experience in real estate, community development–focused sales, and long-term planning perspectives gained through my work across the Triangle. As a licensed Real Estate Broker and Senior Partner with The Premiere Group at Real Broker, I have

worked extensively with buyers, sellers, investors, and builders, giving me practical insight into how land use, housing supply, infrastructure, and community amenities influence both growth and quality of life in a rapidly developing town like Holly Springs.

My experience in new construction communities has allowed me to collaborate closely with builders, understand development patterns, interpret site plans, evaluate neighborhood layouts, and navigate the considerations that come with balanced residential growth. These experiences contribute to an informed perspective on how thoughtful planning supports safety, connectivity, walkability, and cohesive community design.

As the owner of Mozak Suites, a corporate housing and short-term rental company, I also bring a grounded understanding of housing needs, occupancy trends, and how different types of residential offerings can impact economic vitality, mobility, and community character.

Beyond real estate, I am a business mergers and acquisitions entrepreneur and a Fellow in New Majority Capital's bETA Acquisition Accelerator, where I am trained in financial analysis, due diligence, operations, and long-term strategic planning. This background strengthens my ability to assess proposals from both an economic development perspective and a sustainability standpoint.

I also serve on the HOA Board in the Twelve Oaks community, where I work directly with residents on issues related to neighborhood planning, community standards, communication, and decision-making—giving me a clear understanding of how planning decisions affect residents at a practical level.

Altogether, my professional experience, community involvement, and strategic planning background equip me to contribute thoughtful, well-balanced insight as part of the Planning Board.

List any current or past volunteer activities in which you are/were involved. *

I currently serve as a volunteer board member for the Twelve Oaks HOA in Holly Springs, where I support community engagement and neighborhood governance. In this role, I serve as the liaison for architectural requests and community development matters. This includes reviewing and communicating architectural submissions, helping residents navigate guidelines, and collaborating with the board to ensure that improvements and modifications maintain both design integrity and community standards.

My work involves frequent communication with homeowners, builders, and contractors, which has strengthened my ability to balance resident needs, design considerations, and long-term neighborhood cohesion. Serving in this capacity has given me valuable experience in evaluating development-related proposals, understanding community impacts, and supporting a well-organized, thoughtful approval process.

Beyond the HOA, I have been actively involved in various community outreach efforts, family-focused initiatives, and local engagement activities throughout the Triangle area. Giving back and helping strengthen community connections has always been an important part of my work and personal values.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I believe the Planning Board plays a critical role in guiding the long-term quality, character, and growth of Holly Springs. Its core responsibilities include evaluating development proposals, ensuring that land use decisions align with the Town's vision, and reviewing rezoning, site plans, and policy recommendations that shape how the community evolves. The board also helps ensure that new development supports safe transportation networks, preserves community character, promotes environmental stewardship, and maintains a healthy balance between residential, commercial, and public spaces.

If appointed, I hope to contribute to a thoughtful and well-rounded decision-making process that considers both immediate needs and long-term impacts. Holly Springs is a rapidly growing community, and it's important that planning decisions reflect responsible growth—supporting adequate infrastructure, maintaining high design standards, and creating walkable, connected neighborhoods that serve families, businesses, and future generations.

I also want to help create opportunities for diverse housing options that support residents at different stages of life, while encouraging economic vitality through well-integrated commercial development. My background in real estate, community planning through my HOA board service, and business mergers and acquisitions allows me to bring a balanced perspective that considers community needs, financial feasibility, and long-term sustainability.

Ultimately, my goal is to support a planning process that is transparent, collaborative, and community-focused—ensuring Holly Springs continues to grow in a way that is thoughtful, equitable, and aligned with the values that make this town such a special place to live.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

Yes ○ No ●

Have you attended Holly Springs' Citizens Academy? *

Yes ● No ○

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

Yes ● No ○

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Jameelah Jordan

Date *

11/21/2025

Time *

7:27:50 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Through Holly Springs newsletter and Holly Springs Academy

JAMEELAH JORDAN

Raleigh, NC | Hello@jameelahjordan.com | linkedin.com/in/jameelahjordan

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SUMMARY OF QUALIFICATIONS

Entrepreneurial business leader with proven expertise in acquiring, scaling, and optimizing revenue-generating operations. Track record of building a $2M+ real estate portfolio from the ground up, capturing $1M+ in new business opportunities, and driving operational efficiency across multiple ventures. Skilled in financial analysis, strategic negotiations, team development, and implementing systems that maximize profitability. Seeking to leverage hands-on operational experience and capital deployment expertise to acquire and grow an established business.

EXPERIENCE

Premiere Group Real Broker LLC – Sr. Partner | March 2025 – Present

- Lead strategic business development initiatives and partner relationship management.
- Oversee revenue growth strategies and operational performance optimization.
- Drive market expansion through strategic partnerships and consultative client solutions.

Starlight Homes – New Home Sales Consultant | February 2024 – March 2025

- Drove 12% increase in repeat and referral revenue through consultative client relationship strategies and systematic follow-up protocols.
- Optimized sales conversion processes through standardized training programs and performance metrics alignment.
- Expanded market penetration by developing strategic realtor partnership channels and collaborative selling initiatives.

EXp Realty – Licensed Real Estate Broker | September 2019 – February 2024

- Generated 25% growth in recurring revenue through client retention strategies and consultative advisory services.
- Achieved 20% improvement in sales conversion by conducting comprehensive market intelligence analysis and competitive positioning.
- Built scalable systems for client acquisition and relationship management across multiple transaction cycles.

Mozak Suites – Owner | January 2019 – Present

- Captured $1M+ in new business opportunities by designing creative deal structures and identifying undervalued assets.
- Increased profitability by 13% through comprehensive market analysis, competitive pricing strategies, and expense management.
- Grew portfolio by 30% by recruiting, training, and leading high-performing teams to execute growth initiatives.

Mozak LLC – Founder | January 2015 – December 2021

- Built business from concept to profitability by developing go-to-market strategies and brand positioning frameworks.
- Drove 30% improvement in brand recognition through integrated marketing initiatives and media relations.
- Achieved 10% sales growth and 20% web traffic increase through innovative promotional strategies and customer acquisition programs.

Winrock International – Delta I-Fund Coordinator & Coach | May 2018 – June 2021

- Coached 40+ early-stage companies through business model development, financial planning, and investor readiness.
- Facilitated $800K+ in seed capital raises by preparing startups for due diligence and funding presentations.
- Reduced business failure rates by implementing structured mentorship, resource allocation, and accountability frameworks.

EDUCATION & CERTIFICATIONS

- **Licensed Real Estate Broker**, North Carolina
- **Commercial Real Estate Certificate**
- **Institute of Luxury Home Marketing Member 2019-2021**
- **Bachelor of science (B.S.) in Biochemistry** NC State University, May 2011

Application to Serve on Planning Board 17

Applicant Information

First Name *
Nora

Last Name *
Leet

Email *
noracomptonleet@gmail.com

Address *
Street Address
132 Golf Vista Trail
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
USA

How long have you lived in Holly Springs? *
7 years

Subdivision *
12 Oaks

Home Phone *
6128193785

Work Phone *
6128193785

Current Employer *
Surescripts LLC

Job Title/Occupation *
HR Director

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Nora Leet Resume.pdf 215.06KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
As an HR Business Partner, my role is to work with business leaders to consider the needs of the business and community, and to help them accomplish their goals. I see the role of the planning board as similar to this in that the board's mandate is to evaluate proposals

within the context of the UDO and Strategic Plan to ensure that development in the town aligns to and supports the healthy growth of our community.

List any current or past volunteer activities in which you are/were involved. *

As a pace group lead for Raleigh Galloway, I help to introduce new members to the Galloway running method, ensure the pace group stays together throughout the run, and ensure runner safety.
I have done one--time volunteer activities such as volunteering for road races, assisting with food drives, election day poll greeting and more.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

Per my response above, I see the board as a support and partner to the Town Council. The board should evaluate proposed developments in relation to the UDO, Strategic Plan, community needs and town council guidance to look beyond staff recommendations and provide perspective to council on which proposed developments should be supported. I have attended several planning board meetings over the past year and hope to bring more discussions into the board meetings. In many cases, the board seems to confirm staff recommendations without deeper consideration. To me, this negates the purpose of the board. I am personally particularly interested in issues of walkability, housing affordability and mixed-use development. This is not to say that I would try to push my own agenda through the board, but rather that these are lenses through which I will evaluate projects within the bounds established by the UDO and Strategic Plan.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *
11/30/2025

Time *
11:40:45 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Application to Serve on Planning Board 18

Applicant Information

First Name *
Vane (AKA: "Van")

Last Name *
Crandall

Email *
vacrandall@gmail.com

Address *
Street Address
4813 Salem Ridge Road
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
Since 1993, 32 years.

Subdivision *
Sunset Ridge

Home Phone *
9195525525

Work Phone *
9195525525

Current Employer *
Semi-retired, Crandall Consulting

Job Title/Occupation *
Principal Owner, Sole-proprietor

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- (●) Yes
- ( ) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
It's been a privilege and honor serving on the Holly Springs Planning Board, since March, 2018. Infrequent PB absences, including secondary meetings such as training and serving on official committees. If the Town Council prefers my volunteer assistance, I am prepared to serve one final term.

DURING MY TENURE:

- Typically, well-prepared for PB meetings, having reviewed PB packets thoroughly and multiple times when necessary, including dense packets having 200+ pages, drawings, technical descriptions, statements referencing ordinances and matters of public record.

- Assertive with conducting in-depth independent and relevant research when required.

- Assertive with reaching out to citizens and businesses for perspectives and opinions.

- Assisted staff efforts with promoting informational meetings and obtaining public input.

- Feedback given to me from citizens, some TC and PB members, suggest that I bring unique perspectives, insight and relevant information when addressing PB matters that can expand understanding and which some aspects might otherwise may not be addressed.

- I enjoy adding value to discussions and objectively address matters with fairness and thoughtful consideration, before reaching conclusions and casting advisory votes.

- Generally, I ask relevant questions and initiate dialogue that address information deficiencies, especially when improved granularity or expanded clarification is important.

- I have participated on various committees and/or provided review and input for amending and updating comprehensive plans or providing related input including:

o Vision Holly Springs, the Town's Comprehensive Plan (committee)
o Unified Development Ordinance (UDO) (committee)
o Transportation Plan (review/(input)
o Parks, Recreation and Greenways Master Plan (review/input)
o Downtown Village District Area Plan (committee)

- Acting as a citizen, in early 2020, at the beginning of COVID lockdown, I successfully initiated town interest to pursue SOLSMART Bronze designation, for implementing best practices with local solar policies.

- I have conducted research into roundabouts as alternatives to traditional intersections and have shared my findings with PB colleagues and staff.

- I introduced a PB motion that was unanimously approved, to address UDO deficiencies with standards for public art.

- During 2022, I publicly opposed merging the HS Planning Board and Board of Adjustment and was pleased that a Town Council majority agreed with the same.

- When acting as the PB representative at town council meetings, I have been informed from multiple individuals that my overviews are comprehensive, accurate and succinct.

RELEVENT EXPERIENCE

- Prior to my family relocating to Holly Springs, I served as City Planning Commissioner for a California municipality with a population of 50,000.

- I was a former Development Director, at a respected statewide renewable energy and energy efficiency think-tank: NCSEA (North Carolina Sustainable Energy Association) and earlier, served on the organization's Board of Directors. Focused on fundraising, implementing energy policies with a staff of experts and advocating for net-metering rules that are in the best interests of electricity consumers.

- Former COO at an energy efficiency company located near Charlotte, NC that specialized in building envelope improvements and other measures to reduce energy consumption. Company was also a certified training facility for BPI (Building Performance Institute) energy auditors and EnergyStar HERS raters.

- Spent 20+ years in the IT industry, in technical marketing, engineering sales and account management capacities with Fortune 100 corporations, medium-size firms and start-ups. Technologies and roles included embedded operating systems; programming tools; semiconductor test & measurement systems that focused on IBM, AT&T and Bell Labs; managed volume multi-million-dollar supply lines for Japanese component manufacturers responsible for IBM, HP, Gateway and others; integrated archival storage libraries with cardiology CT imaging systems for Philips Medical and Heartlab.

- In-depth technical knowledge with multiple types of printing.

- Today, mostly retired and engaged with business and volunteer activities that provide research, strategy and project management skills, as well as fine-art canvas printing as a sole-proprietor. My preferred productivity tools include spreadsheet, word-processor and graphic editing software.

- I enjoy studying American history, particularly the origins of democracy during colonial times, as well as military history in Europe, during World War-II and its aftermath. My family lineage extends to 1647 in Rhode Island, and am a decedent of 3 ancestors that fought

List any current or past volunteer activities in which you are/were involved. *

- H.S. Rotary Club, current treasurer

- Holly Springs Masonic Lodge, former treasurer, 5 years

- Holly Springs youth athletics coach, former, around 10 years

- Camera Operator, UNC-TV, production volunteer during annual fundraisers

- Planning Commissioner, former, Union City, CA

- North Carolina Sustainable Energy Association, former BOD member

- Lions Club, former BOD, Union City, CA

- Bass Lake Photo Club, former president and co-founder

- Holly Springs Chamber of Commerce, former, charter member in 1995

- Civil Air Patrol, former adult volunteer, Cary, NC

- Annual Triangle Solar Tour, former volunteer, many tours

- Duke University, former guest speaker, hydrogen & fuel-cell technologies

- UNC Chapel Hill: former guest speaker, alternative energy fuels

- Sierra Club, member in good standing for 35 years

- Sons of the American Revolution, member, under 3 ancestors that served in the Rhode Island Militia and First Continental Army, under General George Washington.

- First Families of Rhode Island, member

- Formed a steering-committee and spent 24+ months attempting to establish a 501(c)(3) nonprofit arts council in town. Initiative was postponed due to an unwillingness by some individuals to support good corporate governance practices and adequate planning.

- From 1993 to 1996, I played a key role that prevented a low-level radioactive waste facility from being sited less than 10 miles from Holly Springs, Apex and Fuquay-Varina.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

In general, I believe that the roles of planning boards across the country have remained much the same as they have, since the late 1790's, shortly after the States ratified the American Constitution. That is, to act as a technical advisory board to the elected governing body, in our case, the Town Council.

I hope to contribute by serving at the pleasure of the town council and vetting proposals presented by staff. When required, participate in processes to refine the town's comprehensive plans and policies, but primarily, address those traditional matters that come before the planning board.

If reappointed to the Planning Board, I would consider my principal role as being defined by:
- NCGS 160A-361, Planning Boards; and
- NCGS 160A-387, Planning board; zoning plan; certification to city council

To increase my knowledge as a planning board member, I have read/reviewed and continue to glean various books, documents, articles, resources on Web sites, pertaining to planning boards/commissions elsewhere in the country. For North Carolina, "Coates' Canons: NC Local Government Law, UNC School of Government", was an informative resource for information or seeking clarity. These resource links were complied by myself in 2018 and shared with the Planning Board.

BOOKS
Introduction to Zoning and Development Regulation, David W. Owens
The Job of the Planning Commissioner, 3rd Revised Edition, By Albert Solnit
Planning Commissioners Guide, By C Gregory Dale
The 100 Essential Books of Planning, PDF document by American Planning Association
Routledge, Taylor & Francis Group; Online book resource for American Planning Association

HANDBOOKS | PUBLICATIONS | VARIOUS STATES
UNC School of Government, various publications for purchase and PDF download
Planning Commissioners Handbook (PDF), Published by the Michigan Municipal League
The Planning Commissioner's Role (PDF), League of California Cities

WEB SITES | REFERENCE
Planners Web, News and Information for Citizen Planners (nice Web site)
American Planning Association, Main site
American Planning Association, Commissioners Materials
American Planning Association, North Carolina Chapter

WEB SITES | NC | LEGAL ASPECTS | MUNICIPALITIES | STATUTES | ORDINANCES
Coates' Canons: NC Local Government Law, UNC School of Government
UNC School of Government, Planning and Development Regulation
NC General Statutes, Chapter 160A, Cities and Towns (full chapter, long)
NC General Statute: 160A-361, Planning Boards (specific)
NC General Statute: 160A-387, Planning board; zoning plan; certification to city council (specific)
NC General Statute: 160A-372, Contents and requirements of ordinance (specific)
Holly Springs, NC: Town Charter
Holly Springs, NC: Code of Ordinances

WEB SITES | PLANNING | MUNICIPALITIES | REGIONAL
Town of Apex, Planning
Town of Fuquay-Varina Planning
City of Raleigh, Planning Commission
Town of Cary, Planning and Zoning Board
Town of Morrisville Planning Department
Town of Holly Springs, Planning Board
Town of Holly Springs, Department of Planning and Zoning
City of Charlotte, Planning Commission
Durham, City-County Planning Department
Town of Chapel Hill Planning
Wake County Planning, Land Use & Zoning
NC League of Municipalities
Triangle J Council of Governments

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *

11/28/2025

Time *

12:41:35 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

By staying informed.

Application to Serve on Planning Board 19

Applicant Information

First Name *
Thomas

Last Name *
Rayle

Email *
tcwaltersdorf@gmail.com

Address *
Street Address
505 Horncliffe Way
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
6.5 years

Subdivision *
Logans Manor

Home Phone *
9198125610

Work Phone *
9197734444

Current Employer *
Town of Garner

Job Title/Occupation *
Planner II

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

RayleResume111425.docx 19.39KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I have an undergraduate degree in Urban Planning from Arizona State University. Additionally, I am working towards a masters degree in Planning and Development at East Carolina University. I have worked in the municipal planning field for two and a half years after a long

career in aviation. Prior to working in the planning field, I was always acutely aware of development and changes in our community here in southwestern Wake County. I have lived in Western Wake for 25+ years and are well aware of the rapid changes we've experienced. I recently completed my Certified Zoning Official certification from the NCAZO. I am planning on taking the AICP exam in the spring, which is the highest certification within the professional planning field. I believe my professional experience and institutional knowledge would serve me well as a member of the Holly Springs Planning Board. My Planning Director in Garner has given his blessing if I am chosen to serve on this board. I can assure you there will be no conflicts of interest between my work in Garner and here.

List any current or past volunteer activities in which you are/were involved. *

As a busy married, but childless adult, I have not spent much time in volunteer activities. I have instead focused much of my time on my work. I find that something like the Planning Board would be a way to give back and serve the town in a professional volunteer role.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

The Planning Board is an advisory body responsible for reviewing and recommending action to the Town Council on rezoning cases, development proposals, and amendments to the Town's Zoning Ordinance and Comprehensive Plan. Drawing on my current work experience (where I also serve as the secretary of the Garner Planning Commission), I am well-versed in these responsibilities and roles. If appointed, my focus would be on promoting strategic, responsible growth management by ensuring all recommendations align with the Comprehensive Plan to support sustainable infrastructure expansion and maintain the community's high quality of life. I understand that the Planning Board is advisory in nature, and Town Council considers the Board's findings when making their final decisions. I love living here in Holly Springs, and want to put my perspective and experience to good use.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Thomas C. Rayle

Date *

11/30/2025

Time *

8:44:04 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

I have previously applied for a position on the Planning Board, and keep track of openings and vacancies.

Thomas (Waltersdorf) Rayle

Planner

Email: tcwaltersdorf@gmail.com
LinkedIn: www.linkedin.com/in/tcwrayle
Phone: (919) 812-5610

Summary: Solutions-focused municipal planner leveraging graduate-level studies to drive complex planning outcomes. Currently serving as a Planner II, I specialize in efficiently managing the full scope of the rezoning application process, offering critical guidance to applicants and technical analysis to staff. I am seeking challenging new opportunities to apply my educational knowledge and expand professional experience in comprehensive urban or regional planning.

Employment Experience:

Town of Garner: Garner, North Carolina

- Planner II - Planning Services (August 2025 – Present)
    - Serve as the lead technical expert for complex land use and zoning requests (both Tier I and Tier II conditional rezoning), successfully guiding applicants through the full municipal review process from pre-application to final determination.
    - Function as the presiding secretary for the Planning Commission, ensuring adherence to procedural standards, preparing official meeting minutes, and coordinating necessary follow-up actions.
    - Provide critical internal consultation to departmental staff on interpreting Unified Development Ordinance (UDO) standards and applicable state planning legislation.
- Planner I - Planning Services (August 2024 – August 2025)
    - Managed a high volume of development applications, processing rezoning applications and subdivision plats while coordinating required interdepartmental review comments.
    - Authored comprehensive staff reports and created high-quality visual presentations for decision-making bodies (e.g., Planning Commission, Town Council).
    - Reviewed development plans for compliance with zoning, subdivision, and conditional zoning standards.
- Planning Technician - Development Review (August 2023 – August 2024)
    - Conducted detailed plat reviews and executed required fieldwork to verify compliance with local codes and Plat Review Officer certification standards.
    - Supported the Development Review team by maintaining and updating municipal land use records and managing the tracking system for development permits and applications.

American Airlines: Fort Worth, Texas

- Flight Attendant- Charlotte, North Carolina (April 2013- August 2023)
    - Conflict Resolution & Diplomacy: Demonstrated exceptional interpersonal and communication skills while serving diverse customer populations in high-pressure and time-sensitive environments.

- Safety & Compliance: Maintained strict adherence to Federal Aviation Administration (FAA) safety regulations and standard operating procedures during all phases of flight.
- High-Touch Customer Service: Provided consistent, professional service to ensure a positive experience for thousands of customers, demonstrating an inherent ability to manage public interaction effectively.

Education & Certifications:

- East Carolina University
  - *(Studies in progress towards)* Master of Science: Planning & Development
- Arizona State University
  - Bachelor of Science in Planning: Urban Planning, GPA 4.0
- Wake Technical Community College
  - Associate of Arts: College/University Transfer
- Certifications
  - Plat Review Officer, Wake County
  - Notary Public, Wake County: North Carolina Secretary of State

Application to Serve on Planning Board 20

Applicant Information

First Name *
Lokendra

Last Name *
Bam

Email *
lokenbam@yahoo.com

Address *
Street Address
205 Randleman ct
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
2.5 years

Subdivision *
N/A

Home Phone *
5183346054

Work Phone *
5183346054

Current Employer *
Quanta Infrastructure Solutions Group, LLC (QISG)

Job Title/Occupation *
Engineering Manager

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Resume Loken Bam.pdf 405.71KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
Master's degree in science, Engineering
Project Management Certification

Several years experiences in Electrical Project Execution

List any current or past volunteer activities in which you are/were involved. *

Chair, IEEE (Institute of Electrical Electronics Engineers), Schenectady, NY Section
Vice President, Albany Nepalese Society, NY
President, Nepalese Student society, Wichita State University,
Several local seasonal volunteers

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

I believe, I can be helpful providing some guidance towards township plan and infrastructure development for the community considering fast growing technology and their applications where the society can take benefit of them.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Lokendra Bam

Date *

12/1/2025

Time *

11:22:49 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Friends and Family

Lokendra (Loken) Bam, PE, PMP

Holly Springs, NC
Lokenbam@ieee.org, Mobile: 518.334.6054



Professional Summary:

Registered Professional Electrical Engineer with over 20 years of experience in both private and public sectors, specializing in medium to extra high voltage FACTS, Substations, and Wind Power Collection Projects. Proven expertise in engineering and project management, with a strong focus on quality EPC project life cycles and adherence to industry standards such as ANSI/IEEE, NEC, NESC, NFPA, IEC, and CSA. Currently exploring the integration of Generative AI into project management and execution.

.

Professional Experience:

Quanta Indfrastructure Solutions Group, LLC

Project Engineering Manager, Oct 2025 to Current

Hitachi Energy, USA
Project Management Engineering October 2021 – Oct 2025

- Directly involved in engineering and project management activities for Electrical Substation and FACTS projects.
- Delivered proposal packages to customers and managed several Substation and FACTS related projects, including Fixed Series Capacitor and Synchronous Condenser projects globally.
- Promoted and implemented standards, work instructions, operational guidelines, and equipment specifications, including test verification.

GE Energy (Now GE Vernova)
FACTS/Substation Solutions Project Lead Engineer 2010 - October 2021

- Led engineering projects in FACTS and Substation solutions, ensuring compliance with industry standards and quality management.

MSE Power Systems, Inc/CG Power Solutions
Substation Solutions Electrical Engineer
2006 - 2010

- Managed electrical engineering tasks for substation solutions, contributing to project success through technical expertise.

Black & Veatch Corp.
Substation Solutions Electrical Engineer
2005 - 2006

- Engaged in electrical engineering for substation solutions, focusing on design and implementation.

Alternative Energy Promotion Center, Nepal
Electrical Engineer
2000 - 2001

- Promoted and designed alternative energy sources, including hydro and solar projects.

Nepal Electricity Authority
Distribution Engineer
1998 - 2000

- Managed distribution engineering tasks for state-owned utility projects.

Project References:

- Xcel Energy 300MVAR Syn Con Project and various STATCOM and AIS/GIS projects.
- Eversource Blanket Tasks for synchronous Condenser projects in NH & CT with Eversource.
- AEP 345kV Fixed Series Capacitor Compensation projects in TX & WV.
- 500kV Fixed Series Capacitor Compensation projects for WAPA, BPA, Brazil, Chile, Vietnam.
- Electrical Substations (AIS/GIS) and Wind Power Collection Stations for various utilities and developers.

Professional Activities/Education:

- PMI – PMP Certification
- Registered Professional Engineer (OH, CT, NH, ME, MD, VA, NV, AZ, NM, CA, MD, VA, ME)
- Senior Member, IEEE
- M.S., Electrical Engineering, Wichita State University, KS, USA
- B.S., Electrical Engineering, Tribhuvan University, Nepal
- Registered Electrical Engineer - Nepal Engineering Council (NEC)
- Certificate of Completion of OSHA construction safety training
- Certificate of Completion of Principle of Substation Design and Construction, University of Wisconsin, Madison, WI
- Various leadership and project Planning and execution training courses

Application to Serve on Planning Board

21

Applicant Information

First Name *
Kathy Hamilton

Last Name *
Stamper

Email *
khamgore@gmail.com

Address *
Street Address
324 Hallwood Court
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
US

How long have you lived in Holly Springs? *
26 years

Subdivision *
Gables at Oakhall

Home Phone *
9193024120

Work Phone *
9193024120

Current Employer *
Retired

Job Title/Occupation *
Teaching Associate Professor Emerita

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

KHS Abbreviated Resume.pdf 255.6KB

Have you served on this board in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I have undergraduate and graduate degrees in Recreation, Parks and Tourism Management and have completed all but my dissertation in a PhD program in Public Policy and Administration, as well as 35 years preparing college students for careers in local government;

decades of researching, data collection, community engagement and problem solving; more than 30 years involved in strategic planning, site development and program implementation in consultancy work for local governmental organizations; over 50 years of public service to local, state and national organizations; and the first-hand institutional memory and experience of the growth and development that has occurred in Holly Springs over the last 26 years and its impact on residents and businesses. As a retired professional, I also have the time and expertise to commit to the stated activities required to serve as a Planning Board member. Having participated in the Inaugural Citizens Academy in 2024, I got the opportunity to view the innerworkings of the Town's Departments. This experience would give me a more comprehensive perspective when reviewing development-related proposals for consideration. I also served six years on the Inaugural Parks and Recreation Advisory Committee and was instrumental in developing the Town's first comprehensive community survey on P&R needs and interests and early planning stages for the Cultural Center.

List any current or past volunteer activities in which you are/were involved. *

Currently serve as a member of the Wake County Faith Coalition, which promotes increased HIV/AIDS awareness and education; as an officer of the Conservation Trust for NC Board of Directors, which increases the amount of protected natural resources across NC; as a member of Douglas Chapel AME Zion Church, which provides outreach and service to Holly Springs residents/organizations. In the past I have served on NC State Employees' Credit Union Advisory Board, Land and Water Conservation Fund NC Statewide Advisory Board, and NC 4-H Program Advisory Board,

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *

The Planning Board should be committed to thorough review of proposals for development and rezoning that have potential impact on residents and/or businesses (positive and negative) and conscientious recommendations to Town Council. This may require opportunities to receive input from the public, and when such input is received, the Board should give ample consideration to the public's perspectives. Members of the Board should be committed to attending regular meetings of the Board and designated Town Council meetings. If appointed, I would commit to being prepared for monthly Board meetings by thoroughly reading the proposals, prior to meetings, and being willing to make relevant statements and ask relevant questions at the meetings. I would commit to doing whatever work that is necessary to be as informed as possible. I believe in groups working respectfully and achieving tasks more efficiently. I would do my best to move forward the work of the Planning Board in this manner.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ◉ Yes
- ○ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Kathy Hamilton Stamper

Date *

12/1/2025

Time *

8:23:31 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Tamara Ward

KATHY HAMILTON STAMPER
Abbreviated Resume

CONTACT INFORMATION

324 Hallwood Court
Holly Springs, NC 27540
Email: khamgore@gmail.com
Cell Phone: 919/302-4120

FORMAL EDUCATION

Public Policy and Administration (ABD, current)**; Recreation, Parks and Tourism Management** (MS); **Recreation, Parks and Tourism Management** (BS)
Virginia Commonwealth University, Richmond, Virginia

PROFESSIONAL EXPERIENCE

Consultant, **June 2023 – Present**. Organizational Resource Management Consultant. Holly Springs, NC.

Lecturer, **August 2018 – May 2023**. Parks, Recreation and Tourism Management Department, North Carolina State University, Raleigh, NC

Teaching Associate Professor Emerita**, effective July 1, 2018**.
Teaching Associate Professor, 4 years, **July 2014 – June 2018**.
Senior Lecturer, 10 years, **2004 – 2014**. ***Instructor,*** 11 years, **1993 – 2004**.

Recreation Consultant, 2 years, **1991 – 1993**. Virginia Department of Conservation and Recreation, Division of Planning and Recreation Resources, Richmond, VA.

Adjunct Faculty, 3 years, **1989 – 1992**. Virginia Commonwealth University, Recreation, Parks and Tourism Department, Richmond, VA.

Coordinator of Student Services, 3 years, **1986 – 1989**.

SELECTED HONORS AND AWARDS

2024 Town of Holly Springs Citizens Academy (Inaugural Class). **Graduate**.
2018 **NCSU Chancellor's Creating Community**, Recognition for Faculty Contribution to Campus Diversity and Inclusion
2017 NC State University **Faculty Advisor Award**
2015 National Recreation and Park Ethnic Minority Society, **Ernest T. Attwell Award** for Lifetime Achievement in Promoting the Profession
2012 College of Natural Resources Nominee, University **Alumni Distinguished Undergraduate Professor Award**
2002 **University Academy of Outstanding Teachers**, Inducted
1997 North Carolina 4-H Statewide Program Board, **Meritorious Service Award**
1986 **Governor's Award**, Keep Virginia's Colleges Beautiful

SELECTED PROFESSIONAL AFFILIATIONS

***Wake County Faith Coalition**. Member since 2024
***Conservation Trust of North Carolina**, Secretary. Board Member since 2019
***John Chavis Historical Society**, Member since 2015

*__NC State Employees' Credit Union Advisory Board__, Member 2014-2023
*__Land and Water Conservation Fund, North Carolina State Advisory Board__, Member, 1999-2012
*__Holly Springs Parks and Recreation Advisory Committee__, Member, 2001-2007
*__Western Wake Alumnae Chapter, DST Sorority, Inc.__ Member since 1975

SELECTED PUBLICATIONS, PROCEEDINGS, AND SCHOLARLY WORKS

Sustainable Forestry Initiative. 2023. Black faces in green spaces: The journeys of black professionals in green careers. Interviews/narrative provided by Kathy Hamilton Gore.

Tabrizian, P., Ahmadi, S., Baran, P., & Hamilton Gore, K. 2018. Human-environment transactions in perceived restorative potential of urban green space: An immersive virtual environment. Paper presented at the Environmental Design Research Association 49 Conference: Social Equity by Design: Designing Connections through Community. Oklahoma City, OK: June 2018

Brown, K.H. 1996. Strategies for success: meeting needs of youth at risk. Proceedings of the 1996 Recreation in Small Communities Conference, Myrtle Beach, SC. Page 8.

Brown, K.H. 1995. Alternatives through interagency collaboration. Journal of Physical Health Education, Recreation and Dance.

Brown, K.H. 1994. Reaching our youth through comprehensive planning and partnerships. Tennessee Recreation and Parks 13 (3):20-21.

Brown, K.H. 1992. Recreation programming in juvenile detention homes. Proceedings of the 1992 National Recreation and Parks Association Congress, Cincinnati, OH.

Brown, K.H. 1992. They represent more than their disabilities! Virginia Parks and Recreation 19 (1):24.

Brown, K.H. 1991. Virginia Department of Conservation and Recreation, Therapeutic Recreation Program Model for Virginia's Detention Homes Technical Report. Richmond, VA.

SELECTED RESEARCH AND CONSULTATION

2018 Principal Investigator, 20 months (10/17-06/19) for 24-month grant (**$299,958**) awarded to Dr. Fay Cobb Payton (07-10/17) by **National Science Foundation**, 1740141, *Piping In (Out) of High Computer Science Curricula: Magnet School Lenses and Influencing Factors.*

2017 Curriculum Design Specialist, Jacobsen/Daniels, *Training Materials for FAA*.

2011 Program Consultant for Mt. Airy, NC Parks and Recreation Master Plan. Also in 2001 for Mt. Airy, NC; in 2004 for Sampson County, NC; in 1999 for Chatham County, NC; in 1997 for Garner, NC; and in 1996 for Lexington, NC.

1991 Grant awarded. (**$350,000**). Three-year Demonstration Project. Juvenile Justice Delinquency Prevention, US Department of Justice through Virginia Department of Conservation and Recreation, **Therapeutic Recreation Program Model for Virginia's Detention Homes**.

SELECTED PROFESSIONAL PRESENTATIONS

January 2018	NC Department of Health and Human Services, Office of Economic Opportunities, Community Action Agents Annual Meeting. Durham, NC. Presenter. **Serving a Diverse Community: One Family at a Time!**
September 2005	Wake County Parks and Recreation Departments Partnership on Health, Annual Strategies Retreat, Raleigh, NC. Invited Facilitator. **Visioning and Goal-Setting**
October 2004	North Carolina Department of Transportation Right-of-Way-Agents Annual Retreat, Raleigh, NC. **Improving Customer Service by Respecting Your Clients' Differences**

Application to Serve on Planning Board

ETJ 1

Applicant Information

First Name *
Cecelia

Last Name *
Allen-Webb

Email *
cecelia@kneadingwellness.com

Address *
Street Address
1216 Happy Hunting Hills Dr
Address Line 2

City
Holly Springs

State/Province/Region
NC

Postal/Zip Code
27540

Country
United States

How long have you lived in Holly Springs? *
10years

Subdivision *
Logging road

Home Phone *
9196042205

Work Phone *
9196042205

Current Employer *
Self

Job Title/Occupation *
Massage/nurse

I reside within the *
- ○ Corporate limits of Holly Springs
- ◉ Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ○ Yes
- ◉ No

List any education, work experience or qualifications you have relevant to the Planning Board. *
PTA Hoa

List any current or past volunteer activities in which you are/were involved. *
PTA board Hoa Board

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
To have Holly Springs gs keep the hometown welcoming feel

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *
- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *
- ○ Yes
- ◉ No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

(•) Yes ( ) No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *

Cecelia Allen-Webb

Date*
10/10/2025

Time*
12:10:44 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?
Holly springs notice

Application to Serve on Planning Board

ETJ 2

Applicant Information

First Name *
Tanner

Last Name *
Davis

Email *
tannerdavis3@gmail.com

Address *
Street Address
5533 High Pocket Drive
Address Line 2
City
Holly Springs
State/Province/Region
NC
Postal/Zip Code
27540
Country
US

How long have you lived in Holly Springs? *
3 years 5 months.

Subdivision *
N/A

Home Phone *
910-890-0150

Work Phone *
910-890-0150

Current Employer *
Town of Cary

Job Title/Occupation *
Water Reclamation Facility Operator

I reside within the *
- ○ Corporate limits of Holly Springs
- ◉ Extraterritorial jurisdiction (ETJ) of Holly Springs

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this board in the past? *
- ○ Yes
- ◉ No

List any education, work experience or qualifications you have relevant to the Planning Board. *
I have worked for public works and public utilities for the past 6 years for the towns of Apex, Raleigh and Cary. In the field, this includes installment of water/sewer mains, preparation for home connections, paving, and emergency response for utility problems. I have also worked a water treatment plant and currently work at a wastewater treatment plant. I currently possess five active licenses from the state pertaining to water and wastewater.

Resume/work history available on request.

List any current or past volunteer activities in which you are/were involved. *
None within the past 5 years.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed? *
I see the board as a body to make new suggestions for existing land usage. This should balance the needs of new and existing residents in regard to traffic, available greenspace, and town services.

I personally would like to include homes in the ETJ area such as ours along with new developments when rezoning areas of the town. I have reviewed the town developmental map and there are ETJ residential areas around the town beside some proposed and approved developmental areas that are not included.

While I am unsure of how the exact process will work, I would like to analyze proposed developmental areas and concurrently propose additional area around these that are in the ETJ for inclusion as these occur.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

(●) Yes ( ) No

Please explain the potential conflict of interest. *

I currently live in the ETJ and would like to be incorporated. Otherwise, none.

Have you attended Holly Springs' Citizens Academy? *

( ) Yes (●) No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? *

( ) Yes (●) No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the board as assigned. *



Date *

11/2/2025

Time *

2:59:41 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Via the town website