



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of October 6, 2020 meeting agenda

PUBLIC COMMENT PERIOD Notes on the Comment Period - Due to the current restrictions on mass gatherings, public comment will be received in writing and delivered to Council Members prior to this meeting.

RECOGNITIONS

5. National Planning Month / American Planning Association - NC Marvin Collins Award Presentation

CONSENT AGENDA

6. Approve the minutes of the September 15, 2020 Business Meeting.
7. Avent Ferry Road Realignment (TOHS #19-007) NCDOT Municipal Agreement
8. Locally Administered Projects Program (LAPP) Grant Applications – 2020 submittal
9. Pine Springs Preparatory Academy Mobile Classroom Extension 19-SEU-04
10. Voluntary Annexation A20-06, 9024 Wesley Court
11. Recording and Close Out of Remaining Utility Bond Proceeds
12. Advanced Metering Infrastructure (AMI) and Water App
13. Installment Financing for Public Works Vehicles
14. Update to Cemetery Policy, P-042.2
15. Development Plan Extension Request for Townhomes at Avent Acres (98-MULTI-05-A01)

NEW BUSINESS

16. Carolina Springs Phase 1 Preliminary Plan 20-MAS-01 [Click Here for Planning Documents](#)

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.us 919-557-3900



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: National Planning Month / American Planning Association - NC Marvin Collins Award Presentation

Strategic Priority Area: Responsible & Balanced Growth
Organizational Excellence

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

Present Holly Springs Planning Month Proclamation

Accept APA-NC Planning Award

Explanation:

- Planners work to improve the well-being of all people living in our communities by taking a comprehensive perspective. This approach leads to safer, more resilient, more equitable, and more prosperous communities.
- Celebration of the important role that planning plays in creating wonderful communities occurs each October with National Community Planning Month.
- A representative from the American Planning Association - North Carolina Chapter Award Committee will be attending this meeting to present the Town of Holly Springs with a Marvin Collins Specialized Plan Honorable Mention award from APA-NC for the Land Use & Character Plan in Vision Holly Springs Comprehensive Plan that was adopted by the Town Council in October 2019.
- The Land Use & Character Plan is being recognized for the Plan's framework that sets a new vision and direction for the future of development throughout the Town's planning area.
- The award was based on the Plan's:
 - Originality, including its visionary approaches and innovative concepts that result in a meaningful advance of the planning field.
 - Transferability, for the ideas and techniques from the Plan to be able to be applied in other areas or to other projects.
 - Equitable engagement techniques that made the project successful.
 - The potential effectiveness and the potential of the plan being able to make a difference in the community.

Background:

- The Town has endorsed the World Town Planning Day and National Community Planning Month programs since 2000 by declaring October as Holly Springs Planning Month.
- The American Planning Association-NC Marvin Collins Planning Awards program annually recognizes agencies and individuals that have completed outstanding plans, programs and projects; have excelled as planning students; or have made notable contributions to

the planning profession.

Funding Source(s):

N/A

Attachment(s):

1. Community_Planning_Month_Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Community Planning Month, October 2020

WHEREAS, The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse and have designated October as National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our community's built and natural environments, and to the lives of its citizens; and

WHEREAS, community planning manages change in a way that helps ensure that Holly Springs remains a community of lasting value to its residents and businesses through meaningful and respectful dialog among all regarding the choices that determine the future of Holly Springs; and

WHEREAS, the full benefits of planning are realized not just for today but also for future generations as we envision a prosperous Holly Springs whose residents have equitable choices for how they live, learn, play, and work; and

WHEREAS, community planning efforts such as long-range planning, transportation planning, development review, public hearings, neighborhood meetings, zoning enforcement, and community appearance projects help improve the well-being of all people living in our community in a way that provides a high quality of place for Holly Springs residents; and

WHEREAS, the Town of Holly Springs is dedicated to planning for the future growth of the community by dedicating staff time and resources to community planning efforts to protect the sense of place and quality of life that our residents have come to expect; and

WHEREAS, the celebration of Community Planning Month provides an opportunity to publicly recognize the participation and dedication of both the volunteer members of the many Town Council appointed Boards and Committees focused on planning and community appearance and the many valuable skilled contributions made by the Town of Holly Springs professional planning staff who together have contributed their time and expertise to promote quality growth throughout Holly Springs; and

NOW, THEREFORE, I, MAYOR DICK SEARS, do hereby proclaim:

**October as Community Planning Month
in the Town of Holly Springs**

in conjunction with the celebration of National Community Planning Month.

Proclaimed this 6th day of October, 2020

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 6th day of October, 2020.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Consent Agenda

Title: Approve the minutes of the September 15, 2020 Business Meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the Council's business meeting held September 15, 2020.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please call the Town Clerk at 919-557-3900 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. 9.15.20 minutes-draft



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, September 15, 2020 in person and via video conferencing. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and five Council members were present as the meeting opened.

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

Council Members Absent: none.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Tamara Ward, *Communication and Marketing*; Jeff Wilson, *Director, IT*; Daniel Pope, *Director, Code Enforcement*; Andrew Rubley, *Code Enforcement*; Seann Byrd, *Director Water Quality*; LeeAnn Plumer, *Director Parks and Recreation*; Anna Murphy, *Economic Development*; Irena Krstanovic, *Director, Economic Development*; Patty Dressen, *Interim Director of Finance*; Paul Liquorie, *Police Chief*; Mathew Mutter, *IT*; Kathy White, *Deputy Town Clerk*; Cassie Hack, *Director Communications and Marketing*; Gina Clapp, *Director of Planning & Zoning*.

Staff Members Present via video conferencing: Kendra Parrish, *Executive Director, Utilities & Infrastructure Services*; and Leroy Smith, *Fire Chief*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation Jamal Brown of Holly Springs United Church of Christ.

4. Agenda Adjustment: The September 15, 2020 meeting agenda was adopted with changes, if any, as listed: move item 6 and item 8 off Consent for discussion.

Motion: Berry

Second: Kelly

Vote: Unanimous

Public Comment: Public Comment was requested in writing prior to the meeting. The following number of comments was received and provided to the Council prior to the meeting: 94 comments in favor of passing Ordinance 20-04; 99 comments opposed to passing Ordinance 20-04; one comment regarding Ordinance 20-04 that was ambiguous; and one comment regarding the Minimum Housing Compliance issue.

Copies of these comments are attached to these minutes.

Consent Agenda

The Council passed a motion to approve all items on the Consent Agenda with the exception of Item 6 and Item 8. The motion carried following a motion by MPT Berry, a second by Councilman McGrath and a unanimous vote. The following actions were affected:

5. Minutes – The Council approved minutes of the Council Business meeting held September 1, 2020 and the workshop meeting held September 8, 2020.

7. Intent to Close Portion of Ralph Stephens Road – The Council adopted Resolution 20-27 declaring the Town's intent to close a portion of right of way between Ralph Stephens Road and S. Main Street and setting a public hearing for October 20, 2020. *A copy of Resolution 20-27 is attached to these minutes.*

9. Comprehensive Transportation Plan Consultant Contract – The Council awarded a contract in the amount of \$400,000 to Kimley Horn to complete a Comprehensive Transportation Plan, including additional items and contingency.

10. Updates to Fiscal Policy Guidelines and Change Orders Policies - The Council approved updates to contract change order approval threshold (Policy P-022.1) and the fiscal policy guidelines (FN 11.1) in alignment with Council-approved updates for the FY20-21 budget. *Copies of Policy P-022.1 and FN11.1 are attached to these minutes.*

6. Odor Project Design Contract Amendment – The Council moved this item off of Consent Agenda for discussion. Councilman McGrath said that this money is being spent to mitigate odors at the water treatment plant. The change order is due to issues related to COVID. The Town is going to get more budget overruns due to COVID. He said he would like Council to be kept apprised of these overruns that are within the Town Manager's authority to approve so that Council knows what is happening. He said he also wants residents to know that the Town is doing a lot to reduce odors from our own water treatment plant.

Action: Motion to approve contract amendment with Hazen and Sawyer in the amount of \$48,296, and a budget amendment moving \$48,296 from 45-817 82.97 Project - Contingency to 45-817 12.01 Project - Professional Fees.

Motion by: McGrath

Second by: Kelly

Vote: Unanimous

A copy of the budget amendment is attached to these minutes.

8. Holly Springs Express Bus Route – General Capital Funding Agreement – The Council moved this item off of Consent Agenda for discussion. MPT Berry said it was appropriate to pull this from Consent because of the confusion over the funding agreement. Is the Town getting reimbursed for the \$50,000? Town Manager Randy Harrington said the Town has an agreement that we would front the money to build the bus shelters and then be reimbursed. The Budget Amendment allows Council to recognize that money coming in to the general fund. Aaron Levitt, Engineering said the \$55,000 is a one-time reimbursable amount for construction of the bus shelters. As soon as the Town submits the invoices, it will be reimbursed within 2 – 4 weeks. Councilman McGrath asked if Public Works was working on the project. Mr. Levitt said yes, they are doing some work to cut costs. The Town has up to \$55,000 but we expect to only spend around \$40,000.

Action: Motion to approve a budget amendment and General Capital Funding Agreement for up to \$55,000 between GoTriangle and the Town of Holly Springs.

Motion by: Berry

Second by: Wolff

Vote: Unanimous

A copy of the budget amendment is attached to these minutes.

UNFINISHED BUSINESS

11. Ordinance 20-04

John Schifano, Town Attorney, said that at their last business meeting Council passed Ordinance 20-04 with a simple majority vote of 3 to 2. N.C.G.S. § 160A-75 requires that for an Ordinance to be effective on the first reading, it receive a 2/3 majority vote. Since Ordinance 20-04 passed with a simple majority on September 1, 2020 it is now before Council for a second vote. A simple majority or greater is required at this vote for the Ordinance to take effect. Council is familiar with the Ordinance; the purpose is to have a second vote.

Councilman McGrath asked Mr. Schifano, for the edification of the public, to summarize what the Apex and Fuquay-Varina Ordinances contain. Mr. Schifano said that both municipalities regulate concealed carry and Apex regulates both concealed and open carry. Fuquay-Varina does not regulate open carry on Town property but does regulate concealed carry. The proposed Ordinance has a specific penalty section which makes it a Class 3 Misdemeanor. However, there is a provision in Holly Springs Town code that for any Chapter 12 offences, the officer has the option to issue a civil citation instead of a criminal charge. Apex has the option for a criminal \$50 fine or a civil \$100 fine. This Ordinance would allow a civil citation up to \$200 or a Class 3 Misdemeanor. Councilman McGrath asked what the differences were between Apex and Fuquay-Varina's treatment of which property was affected. Mr. Schifano said Holly Springs specifically named properties in the Ordinance, listing them by name. Apex does not do that with the open carry. So we are giving more notice to people about where things are prohibited.

Councilman Wolff asked if the effective date of the Ordinance would be March 15th. Mr. Schifano said yes, it would go into effect on March 15, 2021.

Mayor Sears thanked everyone for the hundreds of emails received on this subject. Regardless of how this goes he complimented the interest and engagement of our citizens.

MPT Berry said there have been questions about how we respect policies, procedures and operational things. This has been a long and drawn out process. Part of what we do is debate and then make a commitment. There has been ample discussion on this issue and he is ready to commit, even if he doesn't agree with many portions of the Ordinance. He said he is ready to move on. He also wanted to commend Councilman Villadsen for his responses to residents. He said that those were respectful and he appreciates his being steadfast in his convictions.

Mayor Sears said that there have been a lot of good ideas on both sides. It was the most interest in any issue that has come up in his 19 years in office.

Councilman McGrath said that he had received emails from female constituents. One among them spoke to a concern about trails around Bass Lake, in the course of exercising. We as a Council have come to the conclusion that no one has a good reason to enter a public building with an AK57, but those exercising who cannot conceal because of the clothing they are wearing, need to be able to carry to protect themselves. We haven't seen a significant issue in our Town so do we need to be proactive. He hopes that we do respect the process. We are all after making our Town as safe as possible, to live within our constitutional rights and to make the best decisions for our citizens. We could have come to easy consensus when we started. But now we have spent four months that we could have spent on better things. He is still not in favor of this Ordinance. He said he thinks it's too broad and not specific enough.

Councilwoman Kelly said Council did receive a lot of emails from all kinds of people with different opinions. A lot of them were not from residents but that doesn't matter, as people come to our Town from other places. She also complimented Councilman Villadsen because he handled things well and was getting a lot of pressure. She said that Council members need to treat each other with respect. Discussing this issue was time well spent, but it is time to move on.

Mayor Sears said that he would like those who disagree to be respectful of each other. There were a lot of emails and posts on social media that were not respectful and he called to the Town to be civil.

Action: Motion to adopt Ordinance 20-04, amending Chapter 12 of the Town Code to create Sections 12-353 & 12-354 regulating weapons on Town property, to become effective March 15, 2021.

Motion by: Wolff

Second by: Kelly

Vote:

Aye: Kelly, Villadsen, Wolff

Nay: McGrath, Berry

The motion passes.

A copy of Ordinance 20-04 is attached to these minutes.

NEW BUSINESS

12. Resolution for Town Attorney to Petition Court for Compliance with the Minimum Housing Ordinance

Daniel Pope, Code Enforcement, outlined the authority by statute to regulate minimum housing, the Town Ordinances that address that compliance, and what the Council's role in this is.

Mr. Pope said the Town was notified of the conditions of the housing unit in January 2020 by a non-profit agency. The Town inspected the dwelling in February 2020 and a Notice of Violation and Notice of Hearing were issued to the owner. In March 2020 a Hearing was conducted and the Order of the Code Enforcement Office issued finding the dwelling dilapidated and unfit for human habitation. From March to August of 2020 Town staff continued to work with the property owner on compliance and solicited several non-profits to assist the owner and tenant. Mr. Pope gave examples of the problems with the dwelling including the roof having an opening that is exposed to the weather, a deck with unsafe load and in disrepair, and multiple areas of electrical systems in disrepair throughout the dwelling. Only one of the three exit doors is operable, making escape in case of fire difficult. There are also concerns about rotting walls, windows and doors, and plumbing issues. As of June 6, 2020, no repairs had been completed or started other than the installation of smoke detectors by the Holly Springs Fire Department. He said that Mr. Rubley went to the property today and some temporary repairs of the roof leaks had been started. The owner's intent is to fix this structure; the problem is finances. The Town's main concern is the occupant. We want to protect the occupants. They could vacate until repairs have been made to bring the structure up to minimum housing compliance. Throughout the compliance period staff continued to assist the owner/tenant to find sources of assistance to bring the property into compliance. NC Statue requires that the Inspector submit to Town Council a resolution directing the Town Attorney to petition the Superior Court for an order directing the owner to comply with the order of the inspector.

Councilwoman Kelly said she knows that the family has found a contractor and as they have money they are having things addressed. It is complicated to get aid because different charities require different things. They are aware of the problems, and are working to fix them. She asked herself what Ham Womble would do and he would reach out to churches. Let's make the house livable for now and then look at the long term. They know they need to step up but they are going to need some help. It is not an ideal situation but they are aware of the items on the list. She asked what are the things on the list that are the priority to fix, because there are limited finances. Tell them what has to be done and in what order, and let's work with them. There is movement and they assured her that if she came back next week they would see work progressing. She asked for a 90-day deferral to see what action has been taken. Because of COVID, there have been delays. She asked Code Enforcement to go back in 90 days to see what progress has been made.

Mayor Sears said that as he saw it Council had four options: 1. They could deny the Resolution; 2. They could defer approving the Resolution for 30, 60, or 90 days; 3. They could approve the Resolution but allow the family 90 days before taking action; or 4. They could approve the Resolution as is. He asked for discussion to reflect those four actions.

Councilman McGrath said that due to COVID, many things have had grace periods offered, and during this time it is understandable. But now that the Town knows that this is a problem, if the occupants stay in the house and something happens, would the Town be liable for something happening, like the house collapsing on them? Mr. Schifano said that enforcing minimum housing compliance is a “police action” and for those, you have governmental immunity. He does not feel that there is a problem if we continue to put gentle pressure on the owner, but do not prosecute.

Councilman Wolff asked what staff estimated the total cost of the repairs would be. Mr. Pope said that Wake Co. tax code gives a value which is used in calculating whether or not a structure is “dilapidated”, but there is a difference between having a charity assisting for less money than a for-profit contractor. This particular project is one that started new process of looking into the process staff uses to provide assistance. But we have to understand our permitting laws and what assistance can be done. Perhaps the Town could defer all permitting fees (which could range of \$200-\$400.) That is one way the Town can help. The only true way to know the cost of the repairs is to get into it. Whether the structure is even in a condition that *can* be repaired is in question. Staff hopes that the dwelling can be repaired, for the generations of the family that grew up in it. This process can be deferred.

Councilman Wolff said he appreciates all that is being done to assist the family. This is what Holly Springs is all about.

Mayor Sears asked Mr. Schifano if Council could legally vote to delay the enforcement. Mr. Schifano said that he did not think there would be a legal issue. The exigencies are important and need to be rectified, but the likelihood of the disaster is not certain. If the dwelling were hanging off a cliff, that would be a different story. He did not think there would be civil liability to deferring enforcement.

Mayor Sears said he would be happy to talk to contractors, churches, etc. to help these people out. It would not be part of the motion but part of the intent.

Randy Harrington, Town Manager, said one of the key pieces is if the family can focus on the main structural, electrical and plumbing issues. Those are the pieces that are most helpful.

Mr. Pope said that if we can keep the family in the dwelling by working on the most dangerous issues first, this would be staff’s intent. He asked for a time frame for bringing information back to Council, rather than leaving it open ended, in order to give the family some direction.

Councilman Villadsen said he thought a 90-day deferral was in order. He doesn’t want to approve with a 90-day delay, in case they are close to the goal. He would like to table the Resolution for 90 days. But he would like an update every 30 days on what progress has been made.

Councilman McGrath said he thought it would be longer than 90 days to get the repairs done, because that will be close to Christmas.

Action: Motion to defer Resolution 20-26 for 90 days, with an update to Council every thirty days, and to permit staff to waive the permitting fees.

Motion by: Wolff

Second by: Kelly

Vote: unanimous

13. Ting Park Naming Rights Agreement Extension

Daniel Weeks, Assistant Town Manager, said that the current naming rights agreement is set to expire on November 8, 2020. He recognized the team members who over the last 4-6 months were instrumental in reaching this agreement: LeeAnn Plumer, Jeff Wilson, John Schifano, and Randy Harrington. He outlined the current agreement, which included the large primary monument sign and the internal signage with the Ting logo. WiFi in the original agreement was provided by the Town. Limited activity at the park has limited exposure, and the future of 20-21 is unclear. But even in uncertain times, staff has negotiated a new agreement for one year, with an option for a two-year

extension. Ting would pay the Town \$110,000 for year one. The two-year extension calls for \$130,000 for year two and \$140,000 for year three. There is no additional signage component to this agreement, and Ting will provide free WiFi at the park during the pendency of the agreement. The Town would maintain Town fiber for governmental operations and could move over to it if something happened to Ting's fiber.

Councilman Villadsen asked if there would be enough time, from July when Ting is required to notify the Town of their intent to renew, and November when the agreement expires, to engage a different party if Ting does not renew. Mr. Weeks said he thinks it would be enough time and staff would probably be able to tell before July if Ting was wavering, and could engage other parties.

Action: Motion to approve a one-year extension to the agreement with Ting, Inc. for naming rights at the North Main Athletic Complex and Stadium (currently operating as Ting Park and Ting Stadium) followed by a two-year period beginning on November 9, 2021.

Motion by: Villadsen

Second by: Berry

Vote: Unanimous

14. Downtown Investment Grant (DIG) Program (previously known as the Downtown Development Investment Program)

Anna Murphy, Economic Development, said that the purpose of this item was to revise the Downtown Investment Grant Program (formerly known as the Downtown Development Investment Program.) This revision incorporates Council's feedback from the Workshop in May. She outlined how the program supports the Economic Prosperity and Diversity and Responsible and Balanced Growth strategic priorities. The DDI was written in 2008, and downtown looks a lot different since then. This new policy reflects what staff has learned in those years and input from Council, businesses, and residents. She said that new features in the DIG policy include an application timeline defined for applicants; a distinction between conversions and new construction; the level of investment informed by performance criteria, and funds allocated in the FY21 budget. She said the DIG Policy Goals are to target specific industries: information technology; innovation & entrepreneurship; tourism, hospitality, arts, & culture; and healthcare; job creation, and private investment. She said these industries are defined in the policy to assist applicants. Ms. Murphy said that applications will be considered on a case by case basis. She outlined that new construction could be eligible for partial or full reimbursement of Town development fees, and conversions could be eligible for 50% of public infrastructure or \$25,000, whichever is less, and partial or full reimbursement of Town development fees. Infrastructure improvements are required with development and this could assist small businesses to be able to be successful. Fee reimbursement is tied to performance criteria: would be up to 40% based on job creation, up to 30% based on private investment, and up to 30% based on historic preservation, environmental sustainability, and public art. These breakdowns are in a chart on the application to make it very clear to the applicants. She said that eligible projects will be notified of this opportunity. They will not be able to apply until Council has approved their development plans. She said that grant information will be added to the incentives page on the Economic Development website, and the Communications and marketing team will market the program on social media.

Mayor Sears said the Village District was not a big place, and asked how many applicants could we get. Ms. Murphy said that historically there have been 10 projects since 2008. There has been a surge recently, but staff is unsure how many may apply in the future.

Councilwoman Kelly said that she thinks this is great because there is more structure. She asked about a situation such as an older building, on the corner, so that there are two sets of infrastructure, and whether there would be an opportunity to give more than \$25,000. She wants to make sure some of these older buildings come forward. Also, is the number of employees full time year-round, or does it count seasonal, or part time employees. And are they required to pay minimum wage. Ms. Murphy said that the number of employees is calculated six months from the CO. They can wait if they think the number of employees will increase over time. Mr. Schifano said

that state statute requires that the wage be at or above the median wage of the County the business is in, which is pretty aggressive in Wake County. And it is full-time workers. Seasonal hospitality workers may not generate credit for those jobs according to statute.

Councilman McGrath asked if there was still discussion about moving the boundaries of the Village District. That is a different discussion, but it is connected. And if the Town cannot get a historic district, what is the benefit to the Town to giving incentives to retrofit historic buildings.

Randy Harrington said the idea was to support businesses that want to maintain those historic properties. The VDAP (Village District Area Plan) needs updating. That update is not funded in the current budget but that could be a project on the horizon.

Ms. Murphy said there is a range, so there are different ways, from 30% for putting a property on the historical register, to lower percentages for preserving some part of the structure. Councilman McGrath said he would like to continue to evaluate this because once the hospital is up and running attracting business downtown may not be so complex.

Action: Motion to approve the Downtown Investment Grant policy.

Motion by: Kelly

Second by: Villadsen

Vote: Unanimous

OTHER BUSINESS

Mayor Sears said the latest COVID19 in our zip code 371 cases and 1 death. Wake Co 16,393 cases and 213 deaths. Kudos to people who are taking steps to keep our numbers this low. Other than that, he asked people to pray for peace, unity, quiet, and getting out from under this pandemic.

Councilwoman Kelly recognized teachers, schools, parents, and students, for navigating this new way of doing school. She hopes it gets better but wants to recognize how much people are doing. Hot meals are no longer being offered at the Methodist Church, but they are still offering meals once a month. She invited everyone to Prayer at the Park at Womble Park on Sept 27th. Multiple churches are coming together in the spirit of unity. Finally, she just came out of a task force meeting on the landfill, and yesterday Wake County Board of Commissioners had a 2 ½ hour discussion of the landfill. She feels that the Commissioners understand and recognize the issue. There's not an easy answer, but they understand that they need to work on it.

Councilman McGrath thanked the Holly Springs Fire Department for the 9/11 ceremony. It is always good to remember. Also we should remember those who have served since 9/11. Regarding the Landfill meeting, he is focused on the near term, on what can be done right now. We will have to learn how to co-exist. He is working on how best to get information to our citizens on how to report the mal-odors. GFL has some new leadership, and they have invested money in new equipment to close the open face, which started in the last 5 or so weeks, which will keep odor down. He urged residents to use the odor reports – they are going to be responded to. Wake County has loosely committed to responding to the odor reports. Next month he hopes to have Commissioners Calabria & Hutchinson join them for the meeting. One issue is a mattress shredder – there are more thrown out mattresses in Wake County than nationwide. He reminded people of suicide awareness. There are increasing reports of suicide based on impacts of COVID. It is prudent to check in with your family and friends to make sure they are OK.

Councilman Villadsen said that the Parks and Recreation Advisory Committee met last week at the Cultural Center. New officers were elected: Susan Smith, Chair; Molly Sapienza, Vice Chair; and Elizabeth Stone, Secretary.

Councilman Wolff said that NC was the first state to send out absentee ballot applications. There has been concern about whether they would be received in time and whether each ballot would be received. The website <https://northcarolina.ballottrax.net> will allow you to track your ballot from receipt to the Board of Elections. Do not try to vote twice. If you have any trouble, you can reach out to the Board of Elections.

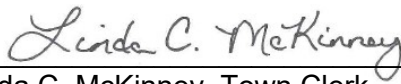
MANAGER'S REPORT

Randy Harrington, Town Manager, said on September 29th Council has a special workshop session with the Parks and Recreation Master Plan consultant at 6 pm at the Cultural Center. The purpose is to hear from the consultant and to give feedback on the Master Plan efforts to date.

CLOSED SESSION: None.

Adjournment: Councilman Berry made a motion to adjourn at 8:31 pm. It was seconded by Councilman McGrath and passed with a unanimous vote.

Respectfully Submitted on Tuesday, October 6, 2020.



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#: 7.

Consent Agenda

Title: Avent Ferry Road Realignment (TOHS #19-007) NCDOT Municipal Agreement

Strategic Priority Area: Responsible & Balanced Growth

Safe & Friendly

Staff Resource: Tim Athy, Engineering

Action(s):

- Approve NCDOT Municipal Agreement for Avent Ferry Road Realignment Transportation Bond Project

Explanation:

- In September 2019 the Town Council approved the submittal of Locally Administered Projects Program (LAPP) Grant applications to the Capital Area Metropolitan Planning Organization (CAMPO) for partner funds for the 2018 Transportation Bond projects.
- The Town was awarded \$4,600,000 in LAPP Grant funds.
- As part of the NCDOT's administration of the LAPP Grant funds, the NCDOT requires that the awarded municipality sign a Municipal Agreement.
- Holly Springs has requested federal funding for Avent Ferry Road Realignment and has been designated to receive funds.
- NCDOT has agreed to administer the disbursement of said funds on behalf of the Federal Highway Administration (FHWA) for the project in accordance with the project scope of work and in accordance with the provisions set out in the Agreement.
- The governing board by execution of the Agreement agrees to participate in certain costs and to assume certain responsibilities outlined by the Agreement.
- The execution of the Municipal Agreement is vital to keeping the Avent Ferry Road Realignment bond project on schedule.
- Town funds are not required to enter into the Municipal Agreement with the NCDOT.

Background:

- The Avent Ferry Road Realignment (19-007) Transportation Bond project will create a new cross-town connection from Avent Ferry Road to Bass Lake Road via Stinson Avenue. The realignment uses Pine Avenue to connect Avent Ferry Road with Stinson Avenue, reducing downtown congestion and serving as another access to the UNC Rex hospital site.
- The project is on schedule for an anticipated construction start date of mid-2022.
- CAMPO approved LAPP grant funds for this project in the amount of \$1,000,000 for sidewalk & pedestrian crossing improvements.

Funding Source(s):

N/A

Attachment(s):

1. NCDOT_Municipal_Agreement
2. Project Location Map

Executive Summary

The Executive Summary is a summation of this agreement and is not intended to be used as the agreement between the Department (North Carolina Department of Transportation) and the Party (Entity).

Entity: Town of Holly Springs

County: Wake

TIP: EB-6049

Project: Avent Ferry Road Sidewalk Connectors

Scope: connecting existing sidewalk on the south/east side of Avent Ferry Road from NC 55 to W. Ballentine Street and on the south/east side connecting Stinson Road via Pine Street.

Eligible Activities:

PE		Design
		Environmental
ROW		ROW Acquisition
		Utility Relocation
CON	49180.3.1	Construction
FEDERAL-AID	0510010	

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
STP-DA	\$1,000,000	80 %	\$250,000	20 %
Total Estimated Cost		\$1,250,000		

Responsibility: The Town of Holly Springs shall be responsible for all aspects of the project.

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT -
FEDERAL**

WAKE COUNTY

DATE: 7/23/2020

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: EB-6049

AND

WBS Elements: PE _____

ROW _____

TOWN OF HOLLY SPRINGS

CON 49180.3.1

FEDERAL-AID NUMBER: 0510010

CFDA #: 20.205

Total Funds [NCDOT Participation] \$1,000,000

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Holly Springs, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, Fixing America's Surface Transportation (FAST) Act allows for the allocation of federal funds to be available for certain specified transportation activities; and,

WHEREAS, the Municipality has requested federal funding for Avent Ferry Road Sidewalk Connectors, hereinafter referred to as the Project, in Wake County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$1,000,000 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved Transportation Improvement Program for the Project; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

1. GENERAL PROVISIONS

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

LOCAL PUBLIC AGENCY TO PERFORM ALL WORK

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

PERSON IN RESPONSIBLE CHARGE

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;

- Maintain knowledge of day to day project operations and safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

COMPLIANCE WITH STATE/FEDERAL POLICY

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

FAILURE TO COMPLY - CONSEQUENCES

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

2. SCOPE OF PROJECT

The Project consists of connecting existing sidewalk on the south/east side of Avent Ferry Road from NC 55 to W. Ballentine Street and on the south/east side connecting Stinson Road via Pine Street.

The Department's funding participation in the Project shall be restricted to the following eligible items:

- Construction

as further set forth in this Agreement.

3. FUNDING

PROGRAMMING AND AUTHORIZATION OF FEDERAL FUNDS

The funding currently programmed for the project in the State Transportation Improvement Program (STIP) is STP-DA. The funding source may be modified with the coordination and approval of the respective Metropolitan Planning Organization (MPO) and/or the Department prior to authorization of funds. The Department will authorize and reimburse federal funding based on the type of federal funding that is programmed in the STIP at the time of the authorization request. The Department will notify the Municipality of the type of federal funds authorized by issuing a Technical Amendment – Funds Authorization letter. A modification in the source of funds will have no effect on project responsibilities outlined in this agreement.

REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse 80% of eligible expenses incurred by the Municipality up to a maximum amount of One Million Dollars (\$1,000,000), as detailed below. The Municipality shall provide the non-federal match, as shown in the FUNDING TABLE below, and all costs that exceed the total estimated cost.

FUNDING TABLE

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
STP-DA	\$1,000,000	80 %	\$250,000	20 %
Total Estimated Cost		\$1,250,000		

WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Municipality under this Agreement. The Department will set aside ten percent (10%) of the total estimated cost, or \$125,000, use towards the costs related to review and oversight of this Project, including, but not limited to review and approval of plans, environmental documents, contract proposals, engineering estimates, construction engineering

and inspection oversight, and other items as needed to ensure the Municipality's appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Municipality at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Municipality or by the Department, the Municipality shall provide the non-federal match. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

If the Municipality enters into a separate review and oversight agreement with the Department and provides funding with that agreement, then the Department will utilize those funds prior to utilizing the federal funds as noted above.

4. PERIOD OF PERFORMANCE

The Municipality has three (3) years to complete all work outlined in the Agreement from the date of authorization of Federal Construction funds. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

5. PRELIMINARY ENGINEERING AUTHORIZATION

If Preliminary Engineering is an eligible expense, then upon receipt of an executed agreement, the Department will authorize Preliminary Engineering funds and shall notify the Municipality, in writing, once funds have been authorized and can be expended. The Municipality shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

6. PROFESSIONAL AND ENGINEERING SERVICES

The Municipality shall comply with the policies and procedures of this provision if the Municipality is requesting reimbursement for the Preliminary Engineering contract or the Construction Contract Administration / Construction Engineering and Inspection contract.

PROCUREMENT POLICY

When procuring professional services, the Municipality must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64, Parts 31 and 32; and the Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legsregs/legislat.html and www.ncleg.net/gascripts/Statutes/Statutes.asp.

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.
- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

WORK BY ENTITY

If the Design, Planning, Contract Administration and/or Construction Engineering and Inspection required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must submit a request and supporting documentation to the Department for review and approval, prior to any work being initiated by the Municipality.

7. PLANNING / ENVIRONMENTAL DOCUMENTATION

The Municipality shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.
- The Municipality shall advertise and conduct any required public hearings.
- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The Municipality shall bear all costs associated with penalties for violations and claims due to delays.
- The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at www.ncleg.net/gascritps/Statues/Statutes.asp and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

8. DESIGN

CONTENT OF PLAN PACKAGE

The Municipality, and/or its agent, shall prepare the Project's plans, specifications, and a professional estimate of costs (PS&E package), in accordance with the Department's guidelines and procedures, and applicable Federal and State standards. All work shall be submitted to the Department for review and approval. The plans shall be completed to show the design, site plans, landscaping, drainage, easements, and utility conflicts.

9. RIGHT OF WAY / UTILITY AUTHORIZATION

If the costs of right of way acquisition or utility relocation are an eligible expense, the Municipality shall submit a letter of request to the Department to authorize and set up right of way and/or utility funding. The acquisition for right of way, construction easements, and/or utility relocation may be undertaken only after the Municipality receives written authorization from the Department to proceed.

10. PROJECT LIMITS AND RIGHT OF WAY (ROW)

The Municipality shall comply with the policies and procedures of this provision regardless of whether the Municipality is requesting reimbursement for the Right of Way phase of the Project.

SPONSOR PROVIDES ROW

The Municipality, at no liability whatsoever to the Department, shall be responsible for providing and/or acquiring any required ROW and/or easements for the Project.

ROW GUIDANCE

The Municipality shall accomplish all ROW activities, including acquisition and relocation, in accordance with the following: Title 23 of the Code of Federal Regulations, Part 710, Subpart B and Title 49 of the Code of Federal Regulations, Part 24, [Uniform Act] incorporated by reference at www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm; NCGS, Chapter 133, Article 2, Sections 133-5 through 133-18, Relocation Assistance, incorporated by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp; and the North Carolina Department of Transportation Right of Way Manual.

APPRAISAL

The Municipality shall submit the appraisal to the Department for review and approval in accordance with Departmental policies and procedures.

CLEARANCE OF PROJECT LIMITS / ROW

The Municipality shall remove and dispose of all obstructions and encroachments of any kind or character (including hazardous and contaminated materials) from said ROW, with the exception that the Municipality shall secure an encroachment agreement for any utilities (which shall remain

or are) to be installed within the Department's ROW, or follow other applicable approval process, for utilities within the Municipality's ROW. The Municipality shall indemnify and save harmless the Department, Federal Highway Administration, and the State of North Carolina, from any and all damages and claims for damages that might arise on account of said right of way acquisition, drainage, and construction easements for the construction of said Project. The Municipality shall be solely responsible for any damages caused by the existence of said material now and at any time in the future and will save the Department harmless from any legal actions arising as a result of this contaminated and/or hazardous material and shall provide the Department with documentation proving the proper disposal of said material.

RELOCATION ASSISTANCE

The Municipality shall provide relocation assistance services and payments for families, businesses, and non-profit organizations being displaced by the Project in full accordance with the Federal relocation requirements of Title 49 Code of Federal Regulations, Part 24 [Uniform Act], as amended. Relocation assistance services and payments may be accomplished by contract with any other municipal corporation, or State or Federal agency, rendering such services upon approval by the Department and Federal Highway Administration.

11. UTILITIES

The Municipality, and/or its agent, at no liability to the Department, shall relocate, adjust, relay, change or repair all utilities in conflict with the Project, regardless of ownership. All utility work shall be performed in a manner satisfactory to and in conformance with State and Federal rules and regulations, prior to Municipality beginning construction of the project. This Agreement does not modify or supersede any existing Utility Encroachment Agreements that may be in place.

12. RIGHT OF WAY / UTILITY / RAILROAD CERTIFICATION

The Municipality, upon acquisition of all right of way/property necessary for the Project, relocation of utilities, and coordination with the railroad shall provide the Department all required documentation (deeds/leases/easement/plans/agreements) to secure certification. Certification is only issued after all ROW is in public ownership or property is publicly accessible by a legal document; utilities in conflict with the project are relocated, or a plan for their relocation during construction has been approved; and coordination with the railroad (if applicable) has occurred and been documented.

13. CONTRACT PROPOSAL AND ENGINEER'S ESTIMATE

CONTRACT PROPOSAL

The Municipality shall develop a contract proposal that will be advertised for bids. The proposal shall comply with NCDOT Specifications and Standard Drawings as applicable to the Project. The proposal shall also contain provisions, as applicable, per Title 23 Code of Federal Regulations 633 and 635 to include, but not be limited to: FHWA 1273, Buy America, Davis-Bacon Wage Rates, Non-discrimination, DBE Assurances, Contractor Certification regarding suspension and debarment, and other provisions as required by the Department.

ENGINEER'S ESTIMATE

The Municipality shall develop an itemized engineer's estimate to show items referenced to the NCDOT Standard Specifications, if applicable, along with units and unit price. The engineer's estimate will be used as the basis for comparing bids received.

14. CONSTRUCTION AUTHORIZATION

The Municipality shall submit the required environmental and/or planning document, ROW certification, final construction plans, total contract proposal, and an estimate of Project costs (final PS&E package) to the Department for review and approval.

- After approval of all documentation, the Department will request construction authorization from the Federal Highway Administration.
- The Municipality shall not advertise for bids prior to receiving written construction authorization from the Department.

15. CONTRACTOR PROCUREMENT

ADVERTISE FOR BIDS

Upon receipt of written construction authorization from the Department, the Municipality may advertise the Project. The Municipality shall follow applicable Federal and/or State procedures pertaining to the advertisement of the Project, bid opening, and award of the contract, according to Title 2 of the Code of Federal Regulations, Part 200 and Title 23 of the Code of Federal Regulations, Part 633 and Part 635, incorporated by reference at

www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm; and NCGS, Chapter 143, Article 8 (Public Contracts), incorporated by reference at www.ncleg.net/gascripts/Statutes/Statutes.asp.

CONSTRUCTION CONTRACTOR REQUIREMENTS

All Contractors submitting bids on the project shall be pre-qualified by the Department. All proposed subcontractors must be pre-qualified before construction work begins. Any subcontractors who are proposed to meet the Disadvantaged Business Enterprise goal must be certified by the Department.

CONSTRUCTION SUBCONTRACTOR REQUIREMENTS

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Disadvantaged Business Enterprises (DBEs), or as required and defined in Title 49 of the Code of Federal Regulations, Part 26 and the North Carolina Administrative Code. These provisions are incorporated into this Agreement by reference

<https://connect.ncdot.gov/projects/Contracts/Pages/LGA-Projects.aspx>.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

AWARDING CONTRACT

After the advertisement of the Project for construction bids, the Municipality shall request concurrence from the Department to award the construction contract by submitting a letter along with tabulated bids received depicting Disadvantaged Business Enterprises (DBE) goals, and a resolution recommending award of the Project to the lowest responsible, responsive bidder. The Department will review the submitted information and provide written approval to the Municipality prior to the contract being awarded by the Municipality.

DELAY IN PROCUREMENT

In the event the Project has not been let to contract within six (6) months after receiving construction authorization from the Department, the Municipality shall be responsible for

documenting to the Department justification for project delay and that the Project remains in compliance with the terms of this Agreement, the approved plans and specifications, and current codes.

FORCE ACCOUNT

Force account work is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than a contract awarded by a competitive bidding process, or there is an emergency. Written approval from the Department is required prior to the use of force account by the Municipality. Federal Highway Administration regulations governing Force Account are contained in Title 23 Code of Federal Regulations, Part 635.201, Subpart B; said policy being incorporated in this Agreement by reference www.fhwa.dot.gov/legregs/directives/cfr23toc.htm. North Carolina General Statutes governing the use of Force Account, Chapter 143, Article 8 (Public Contracts) can be found at www.ncleg.net/gascripts/Statutes/Statutes.asp.

16. CONSTRUCTION

The Municipality, and/or its agents shall construct the Project in accordance with the plans and specifications of the Project as filed with, and approved by, the Department. During the construction of the Project, the procedures set out below shall be followed:

CONSTRUCTION CONTRACT ADMINISTRATION

The Municipality shall comply with the NCDOT Construction Manual as referenced at <http://www.ncdot.org/doh/operations/dp%5Fchief%5Feng/constructionunit/formsmanuals/construction/>, which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The Municipality, and/or its agent, shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The Municipality shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

RETAINAGE

The Municipality shall not retain any portion of a payment due the contractor.

SIGNAGE

The Municipality shall provide and maintain adequate signage and other warning devices for the protection of the public in accordance with the approved traffic control plans for the Project and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, or any subsequent revision of the same, published by the Federal Highway Administration and effective at the time of award of the contract.

SITE LAYOUT

The Municipality shall be responsible for ensuring that all site layout, construction work, and Project documentation are in compliance with applicable city, state and federal permits, guidelines, and regulations, including American Association of State Highway and Transportation Officials (AASHTO) guidelines and Americans with Disabilities Act (ADA) Standards for Accessible Design (www.usdoj.gov/crt/ada/stdspdf.htm).

RIGHT TO INSPECT

The Department and representatives of the Federal Highway Administration shall have the right to inspect, sample or test, and approve or reject, any portion of the work being performed by the Municipality or the Municipality's contractor to ensure compliance with the provisions of this Agreement. Prior to any payment by the Department, any deficiencies inconsistent with approved plans and specifications found during an inspection must be corrected.

CONTRACTOR COMPLIANCE

The Municipality will be responsible for ensuring that the contractor complies with all of the terms of the contract and any instructions issued by the Department or FHWA as a result of any review or inspection made by said representatives.

CHANGE ORDERS

If any changes in the Project plans are necessary, the Department must approve such changes prior to the work being performed.

SHOP DRAWINGS

Shop Drawings shall be submitted in accordance with the approved plans and specifications and may require review by the Designer.

17. CLOSE-OUT

Upon completion of the Project, the Municipality shall be responsible for the following:

FINAL INSPECTION

The Municipality shall arrange for a final inspection by the Department. Any deficiencies determined during the final field inspection must be corrected prior to final payment being made by the Department to the Municipality. Additional inspection by other entities may be necessary in accordance with the Department's guidelines and procedures. The Municipality shall provide the Department with written evidence of approval of completed project prior to requesting final reimbursement.

FINAL PROJECT CERTIFICATION

The Municipality will provide a certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations.

18. MAINTENANCE

The Municipality, at no expense or liability to the Department, shall assume all maintenance responsibilities for the Avent Ferry Road Sidewalk Connectors, or as required by an executed encroachment agreement.

19. REIMBURSEMENT

SCOPE OF REIMBURSEMENT

Activities eligible for funding reimbursement for this Project shall include:

- Construction

REIMBURSEMENT GUIDANCE

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 (www.fhwa.dot.gov/legsregs/directives/fapgtoc.htm) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards." Reimbursement to the Municipality shall be subject to the policies and procedures contained in

Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at www.fhwa.dot.gov/legregs/directives/fapgtoc.htm. Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act" (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

REIMBURSEMENT LIMITS

▪ WORK PERFORMED BEFORE NOTIFICATION

Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

▪ NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING

At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.

▪ UNSUBSTANTIATED COSTS

The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

▪ WORK PERFORMED BY NCDOT

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, shall reduce the maximum award amount of \$1,000,000 available to the Municipality under this Agreement. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

▪ CONSTRUCTION ADMINISTRATION

Reimbursement for construction contract administration will be made as governed by Departmental policy that limits reimbursement for construction contract administration to no more than fifteen (15%) percent of the actual construction contract of the Project.

These costs will also include any cost overruns and charges to the Project by the Department during the Construction Phase.

- **CONSTRUCTION CONTRACT UNIT PRICES**

Reimbursement for construction contract work will be made on the basis of contract unit prices in the construction contract and any approved change orders.

- **RIGHT OF WAY**

Reimbursement will be limited to the value as approved by the Department. Eligible costs for reimbursement of Right of Way Acquisition include: realty appraisals, surveys, closing costs, and the agreed upon just compensation for the property, at the reimbursement rate as shown in the FUNDING TABLE.

- **FORCE ACCOUNT**

Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Reimbursement shall be based on actual eligible costs incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.

BILLING THE DEPARTMENT

- **PROCEDURE**

The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>.

- **INTERNAL APPROVALS**

Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

- **TIMELY SUBMITTAL OF INVOICES**

The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**

All invoices associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

20. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT EVALUATION REPORTS

The Municipality is responsible for submitting quarterly Project evaluation reports, in accordance with the Department's guidelines and procedures, that detail the progress achieved to date for the Project.

PROJECT RECORDS

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

21. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The Municipality agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

DEBARMENT POLICY

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

OTHER AGREEMENTS

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any expenses or obligations incurred for the Project except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IMPROPER USE OF FUNDS

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

TERMINATION OF PROJECT

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

AUDITS

In accordance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

REIMBURSEMENT BY MUNICIPALITY

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

USE OF POWELL BILL FUNDS

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated

to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

AUTHORIZATION TO EXECUTE

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

FACSIMILE SIGNATURES

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

22. SUNSET PROVISION

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

TOWN OF HOLLY SPRINGS

BY: _____

TITLE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(FINANCE OFFICER)

Federal Tax Identification Number

56-1143973

Town of Holly Springs

Remittance Address:

128 S Main Street/PO Box 8

Holly Springs, NC 27540

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

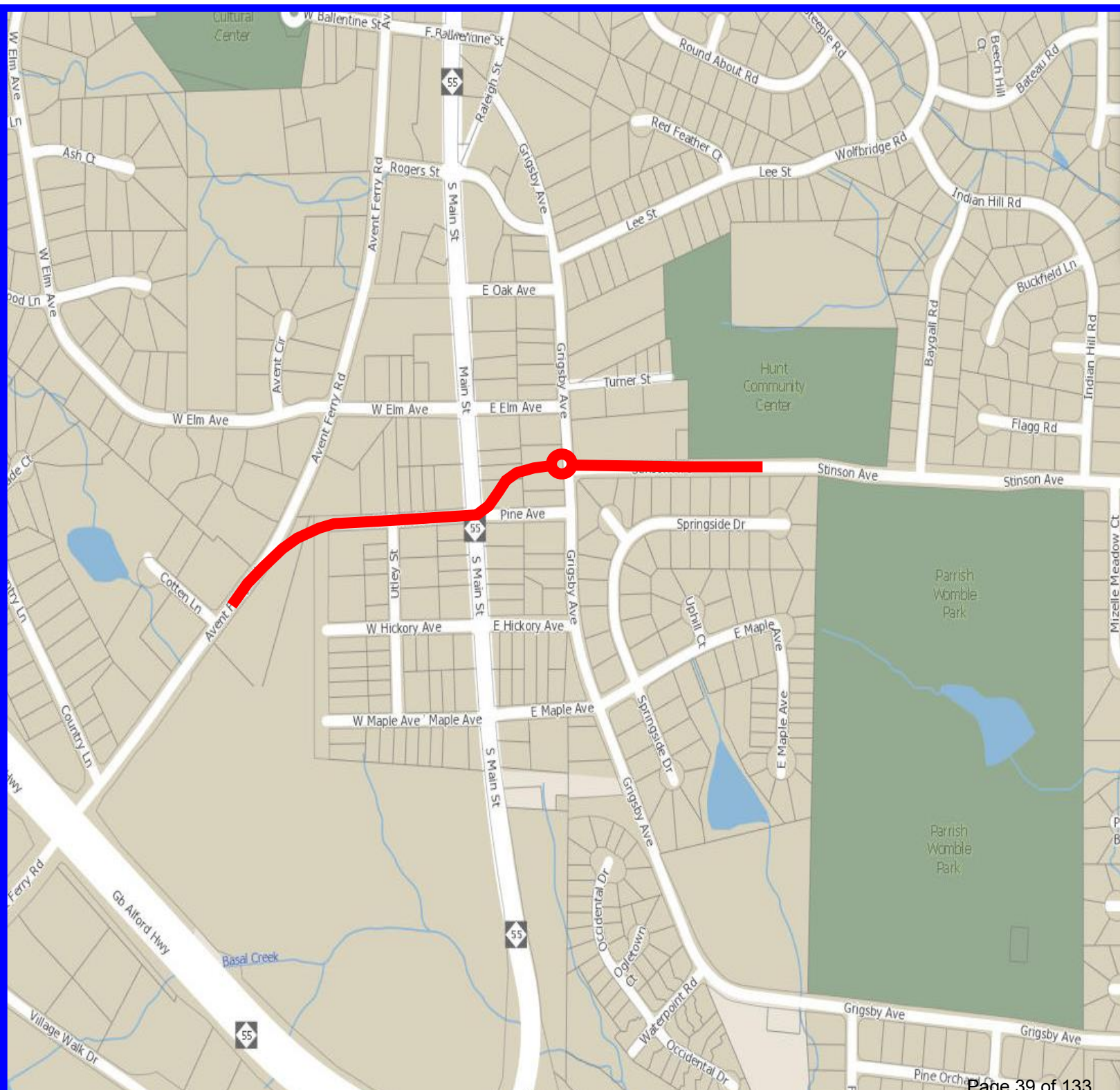
DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 9/03/2020 (Date)



Avent Ferry Road Realignment

(2018 Transportation Bond Project)





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Consent Agenda

Title: Locally Administered Projects Program (LAPP) Grant Applications – 2020 submittal

Strategic Priority Area: Economic Prosperity & Diversity

Responsible & Balanced Growth

Safe & Friendly

Engaged, Healthy, & Active Community

Staff Resource: Tim Athy, Engineering

Action(s):

- Approve LAPP Grant application for the following Transportation Bond Road Projects:
 - NC 55 Right Turn Lane – Holly Springs Road to Main Street
 - Main Street Right Turn Lane – Earp Street to Holly Springs Road
- Approve LAPP Grant application for the following Bike/Pedestrian Projects within Transportation Bond Road Projects:
 - Holly Ridge Schools Pedestrian Safety Improvements – Flint Point Lane to Middlecrest Way
 - Middle Creek Pedestrian Crossing – Lumina Place to Sunset Fairways Drive

Explanation:

- The North Carolina Capital Area Metropolitan Planning Organization (CAMPO) has opened its Call for Projects for the Fiscal Year 2022 Locally Administered Projects Program (LAPP).
- CAMPO distributes federal funds through LAPP to fund local municipal transportation projects.
- CAMPO requires that all funds programmed through LAPP have a minimum 20% local cash match.
- The Federal Fiscal Year (FFY) 2022 LAPP Call for Projects is open from August 2020 through October 30, 2020.
- Administration of the LAPP Program involves a once-a-year call for all local roadway, transit, bicycle and pedestrian projects, and results in an annual program of projects in the Transportation Improvement Program (TIP).
- The 2018 Transportation Bonds included an intent to request and leverage partnership funding from NCDOT to create the greatest possible impact on the Town's roadway infrastructure.

Background:

- The Locally Administered Projects Program (LAPP) was adopted by the NC CAMPO on

Town Council Business Meeting
October 6, 2020

October 20, 2010.

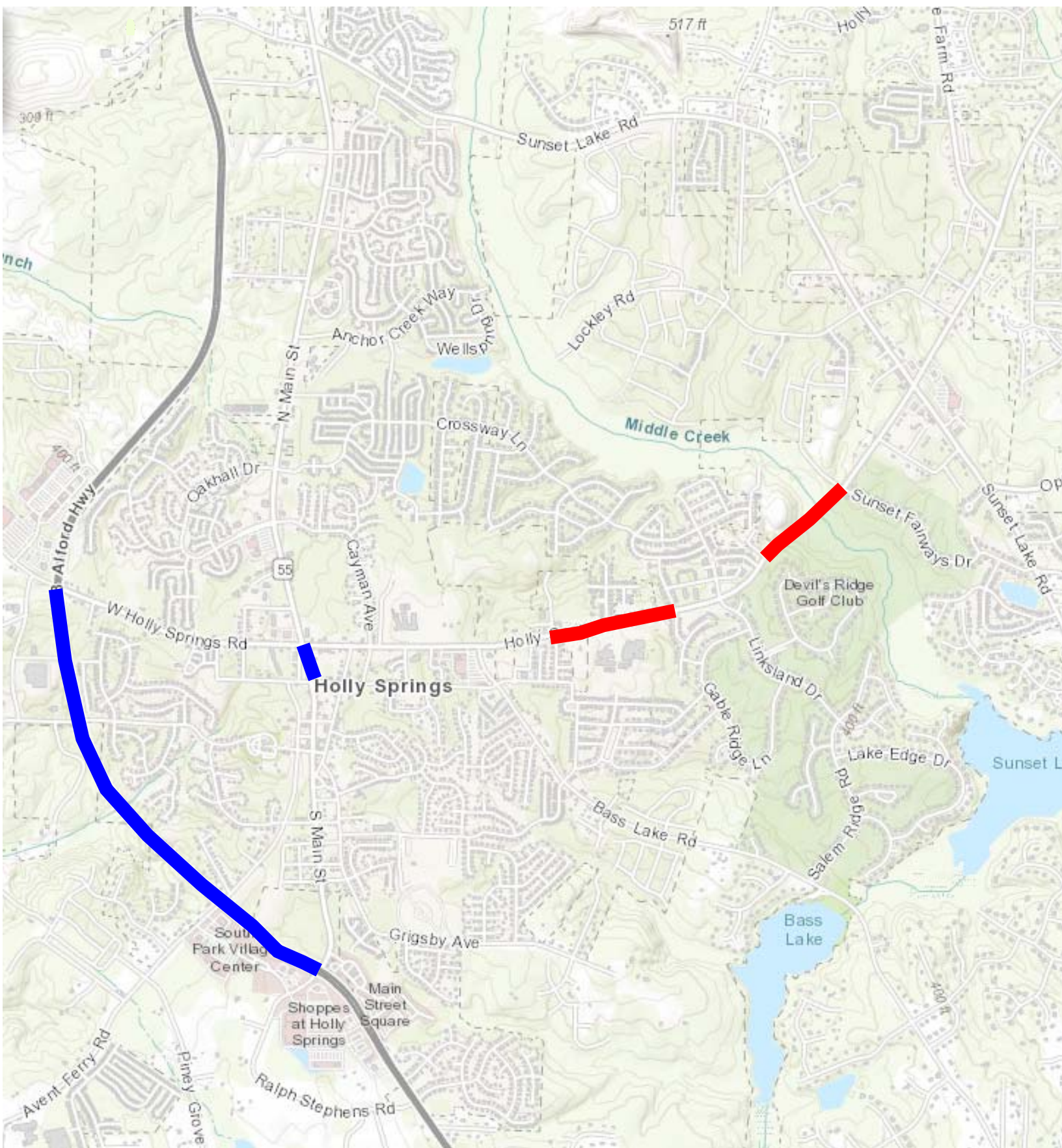
- The program is used by the MPO to prioritize and program local transportation projects in the region that utilize federal funding and are the responsibility of the MPO (such as Surface Transportation Block Grant Program – Direct Allocation (STBGP-DA), Congestion Mitigation for Air Quality (CMAQ), etc.).
- LAPP Grant Application Process Timeline:
 - LAPP Project Submission deadline October 30, 2020
 - CAMPO selects Federal Fiscal Year (FFY) 2022 LAPP Grant projects January/February 2021
 - Signed Municipal Agreement September 2021
 - FFY 2022 Funds Obligated October 2021 – September 2022
- This process does not commit the Town to funds.
- Any potential grant award from NCDOT would come back to Council for acceptance.
- The Town's four FFY 2022 LAPP Grant applications will all financially supplement existing Transportation bond projects.
 - 3 Transportation Bond projects currently under design - NC 55 Right Turn Lane, Main Street Right Turn Lane, Holly Springs Road Widening - Phase 2
 - The *Holly Ridge Schools Pedestrian Safety Improvements* application is intended to pay for pedestrian crossing safety measures already incorporated in the Holly Springs Road - Ph 2 project such as Rectangular Rapid Flash Beacon (RRFB) signs, crossing signals, pedestrian crossing markings, and potentially a High-intensity Activated crossWalk (HAWK) signal.
 - The *Middle Creek Pedestrian Crossing* will provide sidewalk on the north side of Holly Springs Road that was omitted as part of the Holly Springs Road Widening - Phase 2 project due to wetland disturbance concerns and cost savings.
- Potential sources for the Town's local match include 2018 Transportation Bond proceeds, potential cost savings due to more favorable competitive bidding climate, and commercial development fees-in-lieu associated with the corridor.

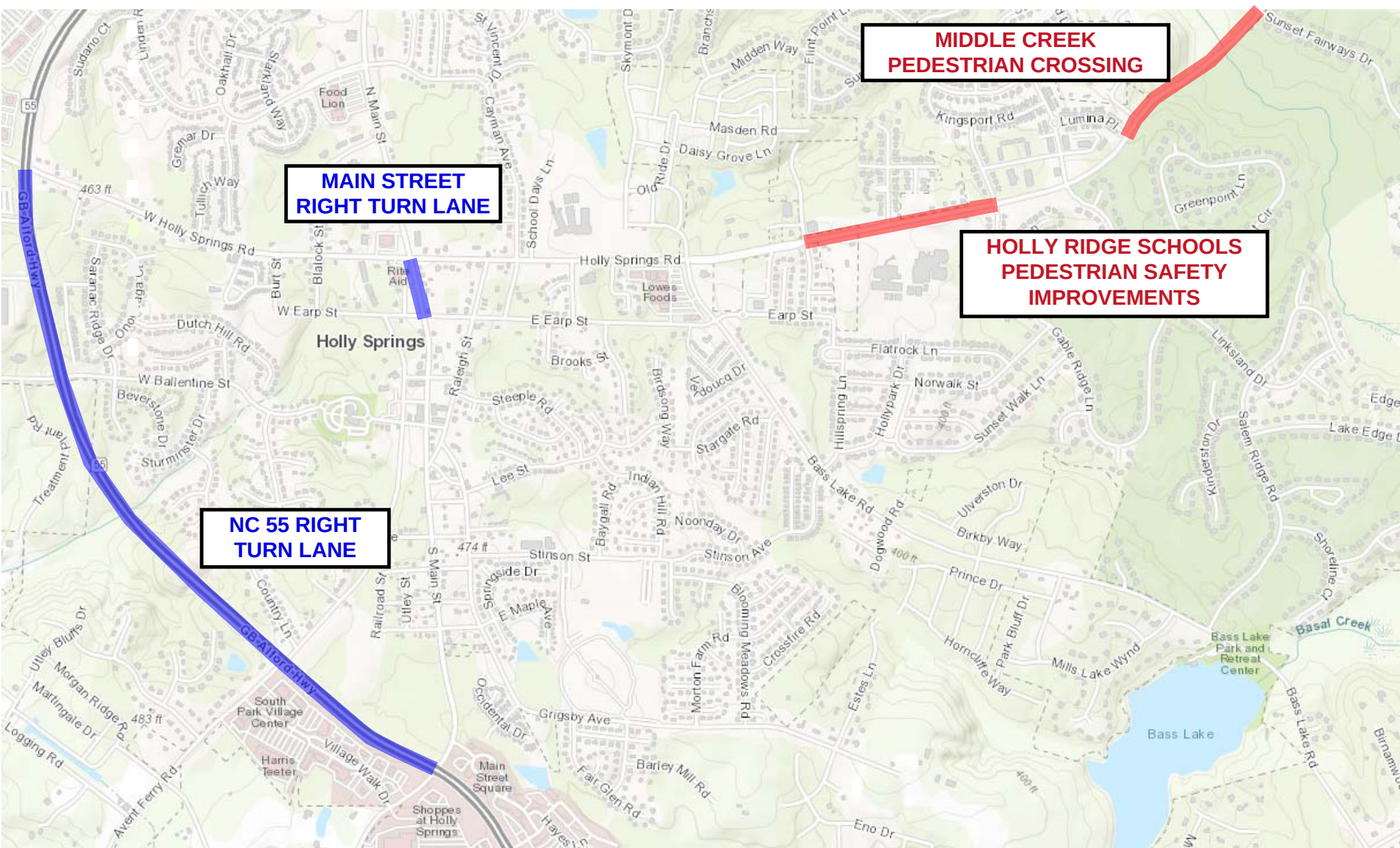
Funding Source(s):

N/A

Attachment(s):

1. LAPP Maps







Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Pine Springs Preparatory Academy Mobile Classroom Extension 19-SEU-04

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Sean Ryan, Planning & Zoning

Action(s):

Grant a one (1) year extension for Pine Springs Preparatory Academy Mobile Classroom use from January 1, 2021 to January 1, 2022, with conditions.

Explanation:

- Pine Springs Preparatory Academy is approved for a Special Exception Use (SEU) to use an approximately 6,900 square foot mobile classroom unit with six classrooms while construction of the new middle school is ongoing.
- As conditioned in the approval of the SEU, the applicant must make progress towards accomplishing the goals of development indicated by the conceptual site plan submitted with the SEU request.
- The SEU is set to expire, and the temporary structure must be removed, on January 1, 2021. The Town Council may grant an extension of up to one (1) year.
- In accordance with UDO Section 2.08 B., Temporary Uses may be renewed one (1) or more times, for good cause shown. This period may be renewed for additional one (1) year increments at a time, and shall be reviewed on a case by case basis.
- The Town Council must base their decision on whether the applicant is making "progress towards accomplishing the goals of development indicated on the site plan within a reasonable period of time..."

Background:

- A Special Exception Use (SEU) for the Mobile Classroom was granted by the Town Council on July 16, 2019.
- A Development Plan and SEU was approved for Pine Springs Preparatory Academy Middle School on June 2, 2020.
- Construction of the middle school began in summer 2020. According to the letter submitted by Bruce Friend, the school anticipates completion by August 2021.

Funding Source(s):

N/A

Attachment(s):

1. PineSpringsMobileClassroom19SEU04_ProposedMotionsConditions
2. PineSpringsMobileClassroom19SEU04_PlanExtReqLetter
3. PineSprings19SEU04_LocationMap



THE TOWN OF

Holly Springs

Pine Springs Preparatory Academy Mobile Classroom Extension Special Exception Use 19-SEU-04

Motion and Conditions of Approval:

Motion to grant a one (1) year extension for Pine Springs Preparatory Academy Mobile Classroom Special Exception Use 19-SEU-04 to extend the expiration date from January 1, 2021 to January 1, 2022 as requested by Bruce Friend, with the following conditions:

1. The applicant shall make progress towards the completion of Pine Springs Preparatory Middle School (Development Plan 19-DP-10). This extension of the Special Exception Use shall expire, and the temporary structure shall be removed, on January 1, 2022. The Town Council may grant an extension of up to one (1) year.

Office of the Mayor

P.O. Box 8 • 128 S. Main Street • Holly Springs, NC 27540 • www.hollyspringsnc.us

Email: dick.sears@hollyspringsnc.us

7/19/2020



Pine Springs

PREPARATORY ACADEMY

A Challenge Foundation Academy

Received

SEP 01 2020

Planning & Zoning

August 25, 2020

Gina M. Clapp
Director – Planning & Zoning
Town of Holly Springs
128 S. Main St.
Holly Springs, NC 27540

Dear Ms. Clapp,

On behalf of Pine Springs Preparatory Academy, and its Board of Directors, I am writing to a request an extension on the use permit for the modular classroom unit that resides on our campus. The current permit expires on January 1, 2021.

As you may recall, due to the high enrollment demand for our school and the classroom space limitations that we have in our current facility, we received permission to install a modular classroom unit which we began using in August 2019. As you know, earlier this year we received approval from the Town to begin our campus expansion project. Construction of the second permanent school building has commenced, with an estimated completion date of August 2021.

We are requesting the extension on the permit due to the continued need to have the additional classroom space to accommodate our student population for the entire 2020-21 school year. Additionally, we do request, if possible, that the extension to the permit be valid through at least July 2022, which would allow us to continue using the modular classrooms throughout the entire 2021-22 school year.

We appreciate your consideration of this request and are happy to answer any questions that you may have, and to receive your guidance on what our next steps should be.

Sincerely,

Bruce Friend
Head of School
bfriend@pinespringsprep.org
919-802-0832

220 Rosewood Centre Dr., Holly Springs, NC 27540

Pine Springs Preparatory Academy Mobile Classroom (19-SEU-04) Extension Request



Mobile Classroom Location Map



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Voluntary Annexation A20-06, 9024 Wesley Court

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Melissa Sigmund, Planning & Zoning

Action(s):

Adopt Resolution 20-28 directing the Town Clerk to investigate the sufficiency of annexation petition A20-06 and set public hearing for October 20, 2020

Explanation:

- The Town has received a petition for voluntary annexation of 0.69 +/- acres, located at 9024 Wesley Court.
- NCDOT is the petitioner for the annexation on behalf of the owners of the property, Harold and Patricia Clapper.
- Staff has requested feedback from all departments and there were no issues with this annexation.
- The owners are requesting annexation to access the Town's public water system due to impacts from the NC540 construction.

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 a public hearing on the question of the annexation.

Funding Source(s):

N/A

Attachment(s):

1. Resolution No 20-28 Resolution of Sufficiency
2. Annexation 20-AP-06 map (1)



THE TOWN OF

Holly Springs

Resolution No.: 20-28

Date Adopted: October 6, 2020

Annexation No.: A20-06

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 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-31 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:

Legal Description for Voluntary Annexation

Properties located in the vicinity of 9024 Wesley Court, more particularly described as: All that certain parcel of land being situated in Wake County, North Carolina and being all of the property described in Deed Book 8470, Page 1719, and also, all of Lot 14, Plat Book 1986, Page 782 of the Wake County Register of Deeds and being more particularly described as follows:

Beginning at an existing iron pipe, said iron pipe being the common corner of Lot 14 and Lot 15 of Plat book 1986 Page 782, said iron pipe being located S32°30'46" 32.92 feet from an existing iron pipe, Thence; running along the common property lines of Lot 14 and Lot 15, S58°04'48"E 232.47 feet to an existing iron pipe found on the Right-of-Way of SR 4707 Wesley Court Thence; along a curve to the right, with a Radius of 25.00 feet, an arc length of 22.11 feet, a chord direction of S56°59'19"W, and a chord distance of 21.40 feet to an existing iron pipe found; thence along curve to the left, with a Radius of 50.00 feet, an arc length of 89.40 feet, a chord direction of S31°26'36"W, and a chord distance of 77.96 feet to an existing iron pipe found on the Right-of-Way of Wesley Court, Thence; along a shared property line between Lot 13 and Lot 14 per Plat Book 1986, Page 782, S84°03'19"W 169.49 feet, to an existing iron pipe found in the Holly Springs Corporate Town Limits Boundary Line, Thence; with said Boundary line, N02°13'52"E 182.77 feet to an existing iron pipe found on the Right-of-Way of Holly Springs Road (SR 1152); Thence; with said Right-of-Way, N32°17'46"E 42.60 feet to an existing

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dick.sears@hollyspringsnc.us • www.hollyspringsnc.us

iron pipe found; said iron pipe being the point and place of beginning making up the entire area for PIN# 0669099476 Lot 14 per Plat Book 1986 Page 782, 0.69 acres more or less.

Subject to a 20 foot Drainage Easement as shown on Plat Book 1986, page 782

Wake County PIN: 0669099476 containing 0.69 +/- acres, lying and being in Holly Springs Township, District of Wake County, North Carolina.

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, October 20, 2020.

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 6th day of October 2020.

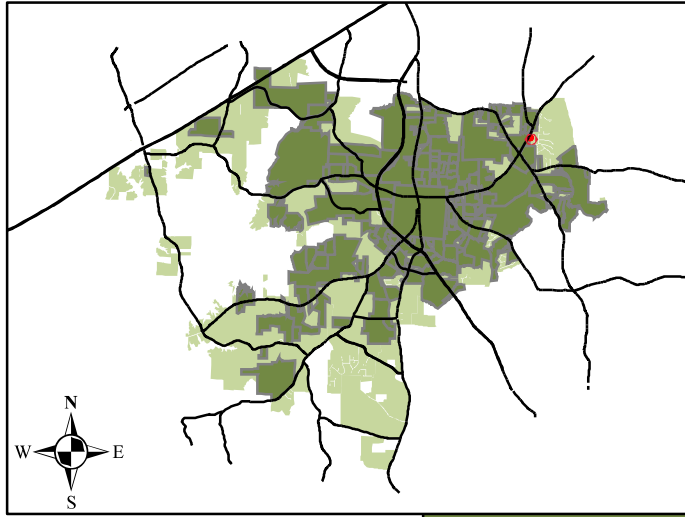
ATTEST:

Dick Sears, Mayor

Linda C. McKinney
Town Clerk

Office of the Mayor

128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540 • (919) 557-3901 • (919) 552-0654 fax
dick.sears@hollyspringsnc.us • www.hollyspringsnc.us



Legend

-  Annexation
-  Property Site
-  Subdivisions
-  Lakes
-  Town Limits
-  Extraterritorial Jurisdiction (ETJ)
-  Short Range Urban Service Area



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Recording and Close Out of Remaining Utility Bond Proceeds

Strategic Priority Area: Organizational Excellence

Staff Resource: Patty Dressen, Finance

Action(s):

- Approve Budget Amendment to Record Unspent Bond Proceeds

Explanation:

- The Town's main water supply comes from the Harnett County Water Treatment Plant Facility.
- As part of ensuring water treatment plant dedicated capacity for Holly Springs, the Town and Harnett County previously entered into a financial partnership for the Town to "buy into" upgrades and expansion of the plant.
- Funds of \$267,729 remain in Capital Project 43-702 that was for the expansion of the Harnett County Water Treatment Plant Facility. The project began in 2008.
- The project has been completed and the remaining funds are no longer required.
- Per Town's Bond Counsel and Financial Advisor, these remaining funds may only be used to pay outstanding debt.

Background:

- Funds were used to pay down a portion of the principal owed in the refinancing of the revenue bond on August 7, 2020

Funding Source(s):

- Capital Project Fund 43-702

Attachment(s):

1. Budget Amendment to Record Unspent Bond Proceeds

Town of Holly Springs 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, 2021.

Department: Finance **Date:** 17-Sep

Reason for Budget Amendment:

Move Unspent Bond Proceeds to Pay 2010 Utility Revenue Bond as part of the Refinancing

Expense			
Account #	Account Description	Increase	Decrease
43-702-90.04	Capital Outlay Infrastructure		\$ 214,022
43-702.95	Operating Transfer Out to Fund 61	\$ 267,730	
43.95	Operating Transfer Out to Fund 61	\$ 16,343	
61-87.11	Debt Service-Revenue Bond	\$ 282,974	
Total Expense:		\$ 567,047	\$ 214,022

Revenue			
Account #	Account Description	Increase	Decrease
43-702-343.20	Revenue-Interest Income	\$ 53,708	
43-355.11	Appropriated Fund Balance	\$ 16,343	
61-355.43	Operating Transfer from Fund 43	\$ 284,073	
61-355.11	Appropriated Fund Balance		\$ 1,099
Total Revenue:		\$ 354,124	\$ 1,099

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Town Manager is authorized to transfer within a department without prior approval of Town Council.

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: Advanced Metering Infrastructure (AMI) and Water App

Strategic Priority Area: Organizational Excellence

Responsible & Balanced Growth

Staff Resource: Patty Dressen, Finance

Action(s):

- Approve Service Agreement with Meter Sys for optimization of Advanced Metering Infrastructure (AMI) Network and implementation of Smart Water App in the amount of \$129,900.

Explanation:

- The Utility department has installed three base station receivers across the town to collect electronic meter usage readings for utility customers and billing purposes.
- As growth continues to occur, there needs to be an evaluation of proper placement for additional infrastructure called "repeaters" to assist with signal strength along the fixed network for customer meters to avoid "dead spots" where meters cannot transmit data to the Town.
- In addition, Meter Sys will assist with completion of an app called Smart Water that will enhance customer capability to monitor water use and pay utility bills.

Background:

- The fixed network should have enough signal strength to provide meter reads at a level of 98%. Currently, the network operates with a signal transmit rate of 85% for our meters. Thus, meter technicians have to drive to certain locations and perform additional work to allow meters to connect with base station receivers.
- Identifying proper placement of repeaters will increase signal strength and prevent trips by meter staff to read meters that have low connectivity with their base station.
- The current water app is provided by Master Meter. Through pilot testing of the app, it has been determined that the app is not suitable for the customer experience and overall usability. Transitioning to the Smart Water App will provide desired accessibility for our customer base and more user-friendly functionality. The new app is compatible with android or iPhone, and provides water consumption information and the ability to message customers regarding potential water usage at their residence.
- The app will also help the town with information around water main breaks, construction water use, and other general water usage information.

Funding Source(s):

- Utility Department Operating Funds

Attachment(s):

1. Meter Sys Service Agreement

Task Order Approval Form- MeterSYS

Task Number	Approval Date	Authorized By		
NC24.08.07.20	07/20/2020	Andy Honeycutt		
Program Name	Task Description	MS Workbook Reference		
Town of Holly Springs Network Management and WaterSmart Customer Platform Activation	Network Planning and Construction WaterSmart Application Configuration, Licensing, and Training	NC24.08		
Fees- Detailed in Attachment B & C	Start Date	Term		
Network Management- \$68,000 Software Licensing- \$46,500 Implementation Fees- \$15,400 Total Task Order Value- \$129,900	07/27/2020	120 Days		
Resources and Rates	Task Summary			
Andy Honeycutt \$195 Lauren Brown \$175 Cassius Williams \$150 Lisa Nguyen \$135 Carol Mikovich \$100 Khane Kraft \$85	MeterSYS will provide technical services for completion of the network buildout supporting Master Meter Allegro AMI and integration and operation of the WaterSmart customer engagement platform as outlined in the Scope of Work. This Task Order covers all network coordination costs (not including equipment) integration fees (not including UB vendor fees), setup and configuration of the application, user training and first year licensing.			
<u>Service Scope Summary:</u> In coordination with Town of Holly Springs staff, assume responsibility for completion of the network implementation to achieve a 98.5% read success rate (within 3-day billing window) as identified in Attachment A and the setup, activation, and operation of the Town’s WaterSmart customer engagement platform with features identified in Attachment B of this Task Order.				
Delivered by _____ Date _____ MeterSYS Approved by _____ Date _____ Town of Holly Springs				

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act”

Town of Holly Springs Finance Officer

Date _____

Town of Holly Springs AMI Network Support and WaterSmart Implementation Task Order-
July 2020

ATTACHMENT A: NETWORK MANAGEMENT

Based on observations of the Town's Master Meter Allegro system, there are some significant existing impedances to the performance of the AMI system which adversely influences the implementation of a utility-wide roll-out of the customer portal application as well as impedes ongoing operations. Specifically, existing read performance of approximately 84% is significantly under-performing when compared to the 98.5% industry minimum standard. This read performance is due in part to the need for additional network devices and the need for troubleshooting in areas where network coverage should be sufficient. The Town of Holly Springs has additional repeaters for this initiative. MeterSYS is well-versed in RF analysis and will provide oversight and corrective actions with, and on behalf of, the Town through radio frequency propagation studies and coordination for the installation and activation of additional network devices.

MeterSYS has expertise in network planning and, through the recommended scope change, will lead the completion of the network in coordination with Master Meter and the Town. MeterSYS has successfully completed the attachment agreement process with Duke Energy for installation of network devices and this experience will support efficient processing of the planning and coordination for any attachment requirements.

The following summarize the tasks associated with this scope of work:

Town of Holly Springs Recommended Professional Services Task Summary	Allocated Project Management by Function	Allocated Team Hours
Network Planning and Management		
New Propagation Analysis Based on Current CIS File	\$6,170	38
Network Site Plans Finalized and Approved- Includes Attachment Agreement Coordination with Duke Energy	\$15,770	100
Network Expansion Management- Oversight of Repeater Installation and Commissioning	\$11,760	76
RF Quality Performance Review- Includes RF Analyzing and Allegro MDMS Network Performance Analysis	\$10,995	71
Mitigation Planning Based on Performance- Additional Infrastructure Needs Determination, Base Station Power Quality Check, System Growth Analysis	\$13,855	87

Town of Holly Springs Recommended Professional Services Task Summary	Allocated Project Management by Function	Allocated Team Hours
Network Performance Analysis Summary Report	\$9,450	62
Subtotal	\$68,000	434
OPTIONAL- NOT INCLUDED IN TASK ORDER		
Systems Configurations/Data Quality Analysis		
Systems Integration Plan Review- Town of Holly Springs/Master Meter	\$4,250	31
Billing Exceptions Analysis and Root Cause Determination	\$2,600	18
Systems Data Quality Review and Findings Report- CIS, MDMS	\$4,130	30
MDMS Configurations- Global Settings/User Defined Settings	\$2,630	18
User Roles Assessment- CS, Field Operations, Management	\$2,905	21
Operational Performance Reporting	\$2,165	15
Data Governance Review and Gap Analysis	\$4,570	34
Summary of Findings and Recommendations	\$4,745	36
Subtotal	\$28,000	203

It will be critical for the Town of Holly Springs to have a fully deployed network and high read performance rates prior to roll-out of the customer portal application but planning for the portal may be performed concurrently with the network management activities. For those service addresses transmitting weak or intermittent interval reads, the data will not be presented to the customer in a manner that would be expected by users of the application. All deficiencies in the AMI network performance will be magnified when presented to customers. MeterSYS recommends the highest priority be placed on achieving a 99% read performance rate before implementing the customer portal application.

ATTACHMENT B: CUSTOMER PORTAL SETUP, CONFIGURATION AND ACTIVATION

WaterSmart Software (“WaterSmart”) is a customer engagement and analytics platform. Under this Scope of Services, MeterSYS is responsible for the setup, configuration, and activation of the WaterSmart Customer Engagement Platform for the Town of Holly Springs including the first year of licensing.

The program is comprised of the following elements:

- Utility Analytics Dashboard: Analytics, customer support tools and Program performance data for Utility staff
- Customer Portal: Additional engagement and information for account owners
- Single Sign On (SSO) or Click-Through Registration: WaterSmart can provide log-in to their customer Portal using third party credentials for bi-directional, seamless registration to multiple portals using a single set of credentials.

As a software-as-a-service (SaaS) provider, WaterSmart provides all major program elements to the Utility:

- Program setup and initialization, including data collection;
- Hosting of WaterSmart Customer Portal and Utility Analytics Dashboard;
- Creation and delivery of Utility-branded Water Reports and alerts to Utility water customers (if selected); and
- Measurement and verification to allow the Utility to evaluate the program (where appropriate).

MeterSYS will coordinate with the Town to provide WaterSmart key program inputs including account information, regular feeds of meter data, and logos and contact information. Features of the WaterSmart customer engagement platform included in this Scope of Services (or noted as optional) include:

Utility Analytics Dashboard

The Utility Analytics Dashboard provides analytical insights regarding customer consumption (use by account type, high users, etc.), outbound and inbound communications (outgoing leak or other alerts, incoming emails, etc.), and use of the Customer Portal (visit frequency, device access, most visited pages, etc.) The Dashboard also identifies and notifies Utility staff about suspected leaks in both AMI and non-AMI environments, and allows Utility staff to monitor compliance requirements. The Dashboard delivers information on all customer classes whose data are provided to WaterSmart and integrates external data sources like property records and maps. The Utility Analytics Dashboard is available to all Utility staff, each with their own unique login.

Customer Portal

The WaterSmart Customer Self-Service Portal, available to customers through a mobile and web application interface, provides a single place for customers to see consumption, check

and resolve leaks, view bills, sign up for paperless billing, and receive targeted messages about Utility promoted events and programs.

Alerts and Notifications

WaterSmart provides alerts to customers to notify of potential high volume or continuous use leaks, to notify a customer that they have reached a self-selected consumption threshold, or to inform customers before the end of the billing cycle that they are likely to have high water use on their upcoming bill. Threshold notifications and leak alerts are further enabled by AMI, though they are also available for non-AMI customers. Alerts can be sent through multiple channels—email, SMS text message, or automated voice call. Leak alerts are currently targeted at single-family residential accounts and irrigation-only accounts. The leak resolution workflow helps customers identify the source of their leak and resolve the leak on their own.

Electronic Bill Payment

Electronic Bill Payment option allows a customer to pay a bill on the partner's payment platform from within the WaterSmart Customer Portal using payment partner's credit, debit, and e-check services. Customers can make a one-time payment and set up recurring payments. Utility is required to sign a separate agreement with payment partner to access this feature and acknowledges that payment partner provides all services, support, documentation, and compliance related to these features, and is separately compensated per the terms of its separate agreement.

Group Messenger & List Builder

Group Messenger is a module within the Utility Analytics Dashboard that allows rapid delivery of targeted, timely, and topical messages to groups of customers. The integrated 'Lists' tool allows the Utility to create a custom list of accounts to analyze or communicate with. Group Messenger supports multiple communication channels, including email, SMS text, and automated voice.

Electronic Bill Presentment (Optional- Not Included in Base Price)

If selected, WaterSmart's Electronic Bill Presentment allows Utility customers to view their billing amount online. Utilities have the option to present the billing amount or display a PDF of the bill. If a PDF of the bill is displayed, utilities can also select to use (for an additional fee) WaterSmart's paperless billing option to send a bill electronically to customers who select this service.

Customer Letter (Optional- Not Included in Base Price)

If selected, Water utilities can optionally send a Customer Letter to explain the WaterSmart program and its benefits to end-use customers. The Customer Letter is branded for the Utility including logo, contact information, and a signature line from an appropriate representative, and informs recipients about the program and what they can expect to receive.

Print Leak Alerts (Optional- Not Included in Base Price)

Print Leak Alerts are generated and mailed for leak events if: the utility is configured to enable print leak alerts for the account's meter class, the account has an ongoing AMI leak, the account cannot be alerted by email, text, or phone, the account has not opted out of the WaterSmart program, the account has not already received a Print Leak Alert for the same leak event, or the leak event has not been alerted or cancelled by staff. The alerts are sent to the printer on either a daily or weekly basis, depending on the utility's configuration. Customers who receive Print Leak Alerts will not receive another in the 30 days following a prior Print Leak Alert. Water utilities have the option of setting leak detection thresholds for generating alerts. Print Leak Alerts are currently only available to AMI Single Family Residential and Irrigation-Only customers.

Water Reports (Optional- Not Included in Base Price)

If selected, Water Reports are personalized, informative, carefully designed reports that help Utility customers better understand their water use and the cost and effort it takes the Utility to deliver high quality and reliable water services. Water Reports can be sent via mail or email to any account type, and may be targeted to certain accounts, sent to randomly selected accounts as part of a randomized control trial, or sent to all Utility's customers. Every Water Report is customized by proprietary content personalization to tailor messages and recommendations specifically to each end-user.

Customer Engagement Program Initialization and Milestones**30-60-90 INITIALIZATION**

MeterSYS works with Utility to launch the WaterSmart platform within 90 days from contract start subject to timely responsiveness of all parties including the utility billing vendor. The following steps are requirements for successful launch:

<i>Pre Contract Signing</i>	- WaterSmart through MeterSYS provides Data Specification File, utility reviews and agrees to provide requirements as specified and within given timeframes - Utility IT contact completes Data Survey
<i>0-30 Days Orientation and Data Transfer</i>	- MeterSYS, in coordination with WaterSmart, conducts a 60- to 90-minute online Kickoff meeting to orient Utility staff involved in the Program. Utility should include a representative from each functional group that will be involved with the setup and use of the program - MeterSYS and WaterSmart technical team conducts Data Call with Utility IT lead to go over Data Survey and next steps - Utility IT sends initial Sample Files per Data Specification File 30 Day Check in
<i>31-60 Days Data and Portal Configuration</i>	- WaterSmart provides feedback on Sample Files - Utility, MeterSYS and WaterSmart work to setup Ongoing File Transfers per Data Specification File - Utility PM approves content and configures general settings

	• 60 Day Check In
61-90 Days Quality Assurance and Launch	• MeterSYS conducts Quality Assurance • Utility Dashboard is live and fully functional • Customer Portal is live and functional (though may not be open for registration depending on Utility needs)
Post Launch	• If applicable, embedded Payment site, SSO, PDF Bill Display, AMI data, and other premium integrations are configured and go live (if not included in initial 90 day launch) • On-site or Online Training completed • Leak Alerts and other Notifications begin • Ongoing Support

Data Transfer and Utility Obligations

MeterSYS and WaterSmart work with the Utility to securely transfer a dataset on accounts, including but not limited to the following data:

Account Information

- Account Number
- Account Type
- Account Sequence Number
- Property APN, where available
- Meter Size
- Customer Mobile Number, where available
- Service Address
- Billing Address
- Customer Name
- Customer Email, where available

Consumption History:

WaterSmart requests, for at least the last two years but ideally for five to ten years in the past, such fields as, but not limited to:

- Account Number
- Account Sequence Number
- Meter I.D. (serial number)
- Current Meter Read Date
- Previous Meter Read Date
- Days in Billing Cycle
- Consumption
- Bill & water allocation details as mutually agreed

* Note this consumption history is for billed consumption, with up to twelve data points per account per year. WaterSmart does not load historic interval data.

Current Consumption:

MeterSYS works with the Utility to set up a regular transfer of meter reads from the Utility to WaterSmart through a secure channel. This is the same file format as the Consumption History file above. The frequency of meter data transfers determines how frequently Water Reports are shipped (see Table 1). WaterSmart requests, for accounts with interval data:

- Account Number
- Timestamp
- Time zone
- Consumption
- Additional details as mutually agreed

Rebate Program Participation File (Optional- Not Included in Base Price)

Utility may provide data on rebate program participants, and those receiving citations or notifications. This file must meet WaterSmart specifications and should include:

- Account Number
- Program Name
- Participation Date
- Additional details as mutually agreed

Should Utility implement new data management systems after the first initialization process, which require WaterSmart to re-onboard new file structures or map historical identifiers (e.g., customers, accounts, premises, service points), WaterSmart assesses an additional one-time fee not to exceed \$10,000 upon receipt of first test files from the new system.

Configuration of Customer Portal and Water Reports (Optional- Not Included in Base Price)

WaterSmart's Customer Portal and Water Reports (if selected) contain several configurable fields. MeterSYS and WaterSmart works with the Utility to configure the Water Report and Customer Portal with Utility logo and contact information. WaterSmart provides messages and recommendations for Utility to review and approve for display on a targeted basis. Utility can approve or exclude any recommendations shown in the Water Report and Customer Portal and messages shown in the Water Report. The Utility also has the opportunity at the start of the program to provide WaterSmart with information on available rebates and incentives that should be flagged within relevant water saving recommendations.

Utility, MeterSYS and WaterSmart agree to complete this process in a timely manner. Utility should provide final approvals to WaterSmart no more than ten (10) business days from when initial materials are provided to Utility.

For both Messaging and Recommendations, the review process is as follows:

- WaterSmart sends default content to Utility.
- Utility project manager sends back a single, consolidated list of approved messages.
- WaterSmart's customer success manager can offer the Utility the opportunity to proof finalized content of Water Reports and the Customer Portal once they are configured.

In addition, Utility can provide one custom text Water Report message per Report cycle. Content is to be provided at least ten (10) business days prior to report generation. Appendix A, Figure 1 shows the configurable content to be reviewed during initialization.

Spanish Language Availability (Optional- Not Included in Base Price)

If selected by Utility, the WaterSmart Customer Portal is available in English and Spanish, and in any other languages specifically noted in the Program at a Glance. A customer can change their preferred language within the Portal. Payment pages may not be available in languages beyond English depending on availability from payment provider. Take Action Recommendations may not be available in languages beyond English. Customer Welcome Letters can be sent with messages in multiple languages (subject to space and character constraints). Translated text must be provided by utility.

Finalization of Customer Letter (Optional- Not Included in Base Price)

WaterSmart sends a Customer Letter (if selected), on behalf of the Utility, to accounts that receive access to the Customer Portal or Water Reports. Utility can personalize the signature and the introductory paragraph of content, within space constraints. The review process is like the process for Messaging and Recommendations described above. The format, design, and content of the Customer Letter is based upon existing WaterSmart documents. Content and design of all materials are subject to change over time, as WaterSmart incorporates new features. WaterSmart sends Customer Letters by email where a valid email address is available and by print otherwise.

Training

After all initial customer data has been received and program content is finalized, MeterSYS provides Utility staff with training and resources to understand the features and functionality of the Customer Portal and Utility Analytics Dashboard. On-site training may be conducted as multiple sessions on a single day.

Ongoing Support

Neither MeterSYS nor WaterSmart communicates directly with the Utility's customers; end-user support is the responsibility of the Utility. WaterSmart provides several tools to assist Utility staff looking to understand and maximize their WaterSmart experience:

- 1) The **WaterSmart Support Site**, which is accessible by all Utility staff, includes responses to Frequently Asked Questions as well as common troubleshooting topics, how-to videos, and other customer support oriented content.
- 2) The **Customer Detail Page** helps customer service representatives respond to Customer inquiries by providing all relevant customer information.
- 3) **Live Chat** allows Utility staff to ask questions and receive a response within the hour. Available 7 a.m. to 6 p.m. Pacific Monday thru Friday, excluding federal holidays.
- 4) **Quarterly Product Webinars** provide the latest WaterSmart news including product releases, case studies, and a forum to interact with other customers

Maintenance of Web Applications

WaterSmart maintains commercially reasonable systems and controls designed to maximize monthly uptime and minimize unscheduled outages of the Customer Portal and Utility Analytics Dashboard. Excluding any down time for maintenance and/or upgrades,

WaterSmart makes strong efforts to provide Customers and Utility with access to their respective Web applications on a continuous basis. WaterSmart provides advance notification of any planned outages and notifies Utility without unreasonable delay if it detects or receives notice of any material problems relating to the Customer Portal and/or the Utility Analytics Dashboard.

WaterSmart's Web Applications include dynamic and interactive charts and tables that may not be compatible with older Internet browsers.

The Internet browser and operating system requirements are:

- Windows XP: Chrome 38+, Firefox 32+
- Windows 7, 8, 8.1, 10: IE 11+, Chrome 38+, Firefox 32+
- Mac: Chrome 38+, Firefox 32+, Safari 10+

WaterSmart's system requirements are subject to change in the future.

ATTACHMENT C: PRICING SUMMARY**Town of Holly Springs WaterSmart Customer Engagement Platform by MeterSYS- July 2020**

Product	License Type	Quantity	Price	Sub-Total	Set-Up Fee (One Time)	Total	Notes
WaterSmart Platform	Annual Subscription	14,000	\$2.00	\$28,000	\$8,000	\$36,000	- Includes annual Standard Support - Include Bill presentment, PDF bill display, and bill reminders 3% annual price escalator on annual fees
Optional - Print Products	License Type	Quantity	Price		Set-Up Fee		Notes
Print - Customer Letters	Non-Recurring Bundle	N/A	\$1,350		N/A		Includes up to 1500 customer print communications (Welcome letter, portal nudge, water report invitation, etc.)
Print - Leak Alerts	Non-Recurring Bundle	N/A	\$1,350		N/A		On-demand print notifications of irregular water usage patterns - Includes up to 1500 print leak alerts (@ \$0.90 each paid in advance). Print Leak Alerts do NOT roll over year to year; so small quantities are advised in Year
Optional - Other Products	License Type	Quantity	Price		Set-Up Fee		Notes
Paperless Billing	Annual Subscription (Bundle)	1	\$5,000	5,000	N/A	\$5,000	Unlimited electronic bill delivery and suppressed paper bills
Premium Integration - Per System	Annual Subscription	N/A	\$5,500		N/A		Per integration subscription for non-standard file formats, bi-directional API integration, or other support for 3rd party software systems
Single-Sign On (SSO) or Embedded Payments	Annual Subscription	1	\$5,500	\$5,500	N/A	\$5,500	Per system connection (payments, Town website, etc.) Supported protocols: SAML2, OAUTH2
Total First Year						\$46,500	

Set Up Fee**Includes:**

8 standard data sets
1 historical data load
AMI data load
90 days
implementation
support window

Standard Integration Exports:

Batched CSV
nightly -
requested reports
Paperless Billing
(standard format)
Daily payments
(standard format)

Standard Support:

Unlimited access to
WaterSmart support site
7am-5pm PT live chat
support through Utility
Dashboard
Quarterly product
webinars
Dedicated CS manager
telephone support
(capped at 1 hr/week)
Portal content
configuration

MeterSYS Professional Fees- WaterSmart Program Implementation

Key Task	Action Items and Key Deliverables	Price
Project Setup, Vendor Engagement	Organize project team; Create systems integration map; Contact vendors for quote creation; Complete WS questionnaire; Support file requirements and integration standards development (Scope of Work)	\$1,500
SSO Billing Vendor Interface Support	Additional testing and support work required for single-sign-on interface support (optional)	\$3,750
Testing and Sample File Work	Coordinate sample file generation; Create file mapping to support integration; Manage vendor due-outs capture sample files for future reference; Document testing results; Craft approach for soft roll-out and go-live; Test and validate interface with testing sign-off documentation	\$4,950
Ongoing Project Management	Manage calls, notes, action items, deliverables, and timelines; manage integration scope and formatting of files by various vendors; Critical customer identification and management; Conduct ongoing data quality assessments and database comparisons	\$5,400
Customer and Public Communication	Create Communications Plan; Draft templates and craft key documents (including FAQs, notification, mailers, inserts, flyers, emails, press releases) for Utility to use; Share best practices	\$4,500
Training and Process Documentation	Facilitate training; Document key processes; Create how-to guides for staff	\$2,250
Policy and Ordinance Consulting; Organizational Planning	Support policy/ordinances updates to accommodate portal and AMI system; Support business process and organizational redesign efforts; craft future state operational guides	\$3,000
Reports and KPI Tracking	Create reports from WS for compliance or trending; Identify benchmarks and set goals for portal usage and adoption (KPI Plan)	\$1,500
Feature Adoption and Enhancements	Support Utility in leveraging portal and adopting new features that enhance operations or service; Finalize configurations and manage settings	\$2,700
Integration Sign-off	Support interface file and process documentation; System acceptance document	\$1,300
Leak Alert and Customer Reports	Additional design, documentation, and customization support for these features	\$1,500
		\$15,400



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Consent Agenda

Title: Installment Financing for Public Works Vehicles

Strategic Priority Area: Organizational Excellence

Staff Resource: Patty Dressen, Finance

Action(s):

- Approve Installment Financing Contract with Truist Bank.
- Approve Resolution 20-29 for Financing Terms and Documents for Public Works equipment and vehicles acquisition.
- Approve Budget Amendment in the amount of \$550,000 to record installment financing for Public Works equipment and vehicles.

Explanation:

- The Town provides a robust program for yard waste and leaf management collection. The fleet includes some equipment that has passed its useful life, requiring purchase of new equipment to maintain the current level of service provided to our customers.
- The total amount for vehicle and equipment purchases to include tax, tags, title and decals is \$550,000.
- Three banks were contacted for financing information. Truist Bank/BB&T had the best rate of 1.65% financed for 5 years.
- A budget amendment is required to record installment financing for Public Works equipment and vehicles.

Background:

- Purchase of these items and the intent to finance these vehicles were approved in the FY 2020-21 budget.
- Public Works vehicles approved for purchase include a Leaf Truck, Single Axle Dump Truck, Mack Day Cab Tractor-Semi, and a Chipper.

Funding Source(s):

Debt Service Funds

Attachment(s):

1. 2020 Mack Day Cab Tractor
2. Chipper
3. Single Axle Dump Truck
4. Leaf Truck #1
5. v.2_Truist Proposal - Holly Springs NC - EquipmentVehicle Financing
6. Resolution 20-29 Approving Financing Terms -Public Works Vehicles
7. Budget Amendment PW Vehicles

Granite



Truck & Trailer Centers

Town of Holly Springs
101 Thomas Mill Rd.
Holly Springs, NC 27540
919-427-6556

Wednesday, August 19, 2020

Dear, Brent Quick

Thank you for the opportunity to quote your new truck needs with TranSource - Mack Trucks in Raleigh, North Carolina. Based on our conversation, I am providing you a quotation for **1** **2020** **Mack** **Granite 64FT** for a **Tractor** application.

I have attached a copy of the Spec Proposal for your review. Below are the highlighted features of the Spec Proposal.

2020 Mack Granite 64FT

- MP8 445C 13 Liter Engine
- 12 Speed Mdrive HD Transmission
- 1860 LB-FT Torque
- 14.6k# Front Axle
- 38k# Rear Axle
- 46k# AL461 Air Rear Suspension
- 3.25 Ratio
- 213" Wheelbase
- Meritor S Cam Drum Brakes
- 11R22.5 H Michelin
- 22.5 x 8.25 Alcoa Ultra One Alum (Front)
- 11R22.5 G Michelin
- 22.5 x 8.25 Lvl One Alcoa Alum (Rear)
- Cab Color - Mack White
- Dual Pressure Wet Line Kit

NC Sheriffs' Association

Bid 21-05-0506

Total Price Per Unit \$128,977.25

****This pricing is good up to 90 days****

Thank you again for this opportunity to earn your business. We look forward to serving your transportation needs. Please let me know if you have any questions. I hope you have a great day.

Respectfully,

Blake Lucas
(919) 864-0925



**MORBARK**

Box 1000, Winn, Michigan, 48896
 Telephone: 989-866-2381
 Fax: 989-866-2280
 www.morbark.com

Tree Care Equip Quote

Sold To: Town of Holly Springs - PWD
 PO Box 8 | 128 S. Main Street
 Holly Springs, NC 27540

Ship To: Blade Equipment
 70 Rock Pillar Road
 Clayton, NC 27520

Quote No. 731-2131D Quote Date: 7/31/2020 Customer P.O. _____ Requested: _____
 Contact: Brent Quick Contact #: (919) 218-9503 Delivery Instructions:
 Preparer: Jason Showers Terms: Net-30 Days Equipment Load

SKU# 50120 2020 MORBARK EGER BEEVER™ 2131-SA (formerly known as M18R-SA)

♣ Dual feed stops on infeed	\$ 605.50	
♣ Engine stop on infeed	\$ 337.35	
♣ Folding infeed tray (1500 mm) with spring lift assist	\$ 847.70	
♣ Hydraulic front stabilizer in lieu of standard 10,000# tongue jack	\$ 1,717.03	X
♣ Hydraulic rear stabilizers (right hand and left hand)	\$ 3,278.35	
♣ Manuals: complete, additional set of Morbark and OEM (English only)	\$ 432.50	
♣ Manuals: additional set of Morbark only (English only)	\$ 151.38	
♣ Pusher paddle with mount	\$ 224.90	X
♣ Rubber infeed curtain	\$ 268.15	
♣ Spare 235/75R x 17.5 tire and rim	\$ 847.70	
♣ Spare tire mount	\$ 268.15	
♣ Super Trapp muffler (only available on gasoline engines)	\$ 302.75	
♣ Variable speed flow control	\$ 358.98	
♣ Winch package: heavy-duty, 5000# pull capacity with rope and 10' chafe guard	\$ 4,454.75	X
Custom Options (60 - 90 days)		
♣ Bottom bump bar	\$ 1,760.28	X
♣ Hydraulic swivel discharge chute	\$ 847.70	X
♣ Remote control: wireless, 900MHz with tethered back-up system, electric over hydraulic control bar actuator, and emergency engine stop	\$ 5,060.25	
♣ Steel guard enclosing the valve bank	\$ 224.90	

Comments:

FOB Shipping Point - Customer Responsible for freight charges

Sourcewell (formerly known as NJPA) Contract # 050119-MBI

TOTAL CALCULATION

Quantity Requested: 1
 Total from Above Choices = \$87,425.55
 Tax Applied = 0.0%
 Non-Taxable Freight Applied = \$1,593.00
 Down Payment = \$0.00
 Extended Price = \$89,018.55

QUOTE IS VALID FOR 30 DAYS

Please Sign: _____

Date: _____

EFFECTIVE 1/1/2020

Single Axle Dump



Truck & Trailer Centers

Town of Holly Springs
101 Thomas Mill Rd.
Holly Springs, NC 27540
910-709-3667

Tuesday, July 14, 2020

Dear, Brent Quick

Thank you for the opportunity to quote your new truck needs with TranSource - Mack Trucks in Raleigh, North Carolina. Based on our conversation, I am providing you a quotation for 1 2021 Mack Granite 42FR MHD for a **Single Axle Dump** application. I have attached a copy of the Spec Proposal for your review. Below are the highlighted features of the Spec Proposal.

2021	Mack	Granite 42FR MHD
	- Cummins 9 liter - Allison 3000 RDS 6 SP Rugged Duty Trans - 1260 LB-FT Torque - 12k# Front Axle - 21k# Rear Axle - 21k# Multileaf Rear Suspension - 4.33 Ratio - 197" Wheelbase - Meritor Drum Brakes (All Positions) - 11R22.5 H Bridgestone R268 Ecopia - 22.5 x 8.25 Accuride Accu-Lite White Powder Coat Steel (Front) - 295//75R22.5 G Bridgestone R 268 Ecopia - 22.5 x 8.25 Accuride Accu-Lite White Powder Coat Steel (Rear) - Hot Shift PTO - Cab Color - Mack White - 12' Godwin Dump with Snow Plow Provision	<u>NC Sheriffs' Association</u> <u>Bid 19-03-0504RR Lot 49</u>

<u>Total Price Per Unit</u>	<u>\$129,856.00</u>
-----------------------------	---------------------

****This pricing is good up to 90 days****

Thank you again for this opportunity to earn your business. We look forward to serving your transportation needs. Please let me know if you have any questions. I hope you have a great day.

Respectfully,

Blake Lucas
(919) 864-0925



Carolina Environmental Systems, Inc.
306 Pineview Drive, Kernersville, NC 27284
2701 White Horse Road, Greenville, SC 29611
500 Lee Industrial Blvd, Austell, Ga 30168
Phone: 800-239-7796
336-904-0952

QUOTE

August 20, 2020

Town of Holly Springs
128 S. Main Street
Holly Springs, NC 27540
Attention: Mr. Brent Quick

Dear Brent,

CES appreciates the opportunity to quote you the following quotation:

I. One (1) Pac Mac 25 cubic yard chassis mounted automated leaf collection unit complete with 74 HP Kubota diesel auxiliary engine, rear barn doors, three (3) way hydraulic boom, hydraulic drive controls, removable top vent covers, bottom exhaust to direct dust downward, removable high strength liner for impeller housing, removable high strength deflector plate, hinged inlet door, rear view and side view camera system, painted white, factory mounting, incoming freight and service.

NC Sheriff's Association Price (Lot 90 Rollover Bid 20-04-506R): \$106,966.00
Less 6% Discount: \$6,417.96
Net Price: \$100,548.04

Note: For optional top-hinged hydraulically operated rear door, please add \$2,500.00

II. One (1) 2021 Freightliner M2106 cab chassis complete as per the enclosed specifications.

NC Sheriff's Association Price: \$90,921.00

Total Price for I and II: \$191,469.04

Delivery: Approximately 7-10 business days.

For "to order" unit, please allow 150-180 days

For five (5) year 150,000 mile engine, engine aftertreatment system, and transmission warranty, please add \$3,990.00

We sincerely appreciate the opportunity to submit the above quotation. If we may answer any questions or be of service to you in any way, please do not hesitate to contact us at: 1-800-239-7796.

Sincerely,
Maxwell Taylor,
Carolina Environmental Systems



Branch Banking & Trust Company

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

September 17, 2020

Ms. Patty Dressen
Town of Holly Springs, NC
PO Box 8
Holly Springs, NC 27540

Dear Ms. Dressen:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the Town of Holly Springs, NC ("Borrower").

PROJECT: Equipment/Vehicle Financing

AMOUNT: \$550,000.00

TERM: 59 months

INTEREST RATE: 1.65%

TAX STATUS: Tax Exempt – Bank Qualified

PAYMENTS: Interest: Annual
Principal: Annual

**INTEREST RATE
CALCULATION:** 30/360

SECURITY: Vehicles and Equipment

**PREPAYMENT
TERMS:** Prepayable in whole at any time without penalty

**RATE
EXPIRATION:** October 19, 2020

**DOCUMENTATION/
LEGAL REVIEW
FEE:**

N/A

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

REPORTING

REQUIREMENTS: Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 251-1328 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

WHEREAS: The Town of Holly Springs, NC ("Borrower") has previously determined to undertake a project for the financing of various vehicles and equipment (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated September 17, 2020. The amount financed shall not exceed \$550,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.65%, and the financing term shall not exceed fifty-nine (59) months from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2020

By: _____

By: _____

Title: _____

Title: _____

SEAL

Bond Debt Service
Town of Holly Springs, NC Customer # 9933001846 NAICS 921140

2020 Vehicles/Equipment Financing

Dated
Date 9/17/2020

Delivery
Date 9/17/2020

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	Total Bond Value
9/17/2020						550,000.00	550,000.00
9/17/2021	106,399.13	1.650%	9,075.00	115,474.13		443,600.87	443,600.87
6/30/2022					115,474.13	443,600.87	443,600.87
9/17/2022	108,154.72	1.650%	7,319.41	115,474.13		335,446.15	335,446.15
6/30/2023					115,474.13	335,446.15	335,446.15
9/17/2023	109,939.27	1.650%	5,534.86	115,474.13		225,506.88	225,506.88
6/30/2024					115,474.13	225,506.88	225,506.88
9/17/2024	111,753.27	1.650%	3,720.86	115,474.13		113,753.61	113,753.61
6/30/2025					115,474.13	113,753.61	113,753.61
8/17/2025	113,753.61	1.650%	1,720.52	115,474.13			
6/30/2026					115,474.13		
	550,000.00		27,370.66	577,370.66	577,370.66		



THE TOWN OF

Holly Springs

Resolution No. 20-29

Date Adopted: October 6, 2020

Effective Date: October 6, 2020

RESOLUTION APPROVING FINANCING TERMS AND DOCUMENTS FOR PUBLIC WORKS VEHICLES ACQUISITION

WHEREAS, The Town of Holly Springs, NC (“Borrower”) has previously determined to undertake a project for the financing of various vehicles and equipment (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project

BE IT THEREFORE RESOLVED by the Town Council of the Town of Holly Springs, North Carolina, that:

1. The Borrower hereby determines to finance the Project through Truist Bank (“Lender”) in accordance with the proposal dated September 17, 2020. The amount financed shall not exceed \$550,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.65%, and the financing terms shall not exceed fifty-nine (59) months from closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer’s satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Finance Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval of the Document’s final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing

Office of the Mayor

P.O. Box 8 • 128 S. Main Street • Holly Springs, NC 27540 •

www.hollyspringsnc.us

Email: dick.sears@hollyspringsnc.us

Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower’s official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower’s general fund or any other Borrower fund related to the Project for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this, the 6th day of October, 2020.

ATTEST:

Dick Sears, Mayor

Linda C. McKinney, Town Clerk

Town of Holly Springs 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, 2021.

Department: Finance/Public Works **Date:** 10/6/2020

Reason for Budget Amendment:

To Record Installment Financing for Public Works Vehicles

Expense			
Account #	Account Description	Increase	Decrease
10-422-24 90.01	Solid Waste - Capital Outlay Equipment	\$ 89,100	
10-422-24 90.02	Solid Waste-Capital Outlay Vehicle	\$ 460,900	
Total Expense:		\$ 550,000	\$ -

Revenue			
Account #	Account Description	Increase	Decrease
10 355.05	Installment Fund Financing	\$ 550,000	
Total Revenue:		\$ 550,000	\$ -

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

Town Manager is authorized to transfer within a department without prior approval of Town Council.

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#: 14.

Consent Agenda

Title: Update to Cemetery Policy, P-042.2

Strategic Priority Area: Organizational Excellence

Staff Resource:

Action(s):

Approve Policy P-042.2, Cemetery Rules and Procedures.

Explanation:

- The Cemetery Policy outlines the procedures for the purchase of cemetery plots, and the interment of remains. It also spells out the rules regarding headstones, flowers, and other memorials.
- Currently, three departments are involved with the management of cemeteries - Engineering, Parks & Recreation, and the Town Clerk's Office.
- With the reorganization of the Development Services departments, staff determined that cemetery customers would be better served by consolidating customer engagement responsibility in the Town Clerk's Office - thus reducing the number of departments involved with cemetery management from three to two.
- Maintenance of the cemetery remains with Parks and Recreation.
- Policy P-042.2 replaces "Engineering Department" with "Clerk's Office" in the Procedures section. There are no changes to other rules or procedures.

Background:

- The current Policy P-42.1 Cemetery Rules and Procedures, was adopted by Council on September 21, 2016, replacing P-042 which was adopted on October 6, 2015.
- The current policy provides that cemetery records be created in the Engineering Department, and maintained by the Clerk's Office.

Funding Source(s):

N/A

Attachment(s):

1. P-042.2 Town Cemetery Rules Procedures - draft

 Holly Springs, N.C.	P-042.2 Town Cemetery Rules & Procedures	
	Prepared By:	Linda McKinney
Policy & Procedure Statements of the Holly Springs Town Council	Department:	Clerk's Office
	Date Approved by Council:	October 6, 2020
	Effective Date:	October 6, 2020
	Supersedes Old #:	P-42.1
	Old Effective Date:	June 21, 2016

Purpose:

Cemeteries are places of prayer and remembrance. To honor those who have passed and to preserve the appearance and character of the Cemetery, the Town of Holly Springs will strive to enforce clean and orderly maintenance and management over the short- and long-term care of the property. To this end, the Town will adhere to and enforce the following guidelines for Holly Springs Cemetery operations including plot purchasing and interment procedures.

Scope/Coverage:

This policy outlines Town and its licensee's responsibilities with respect to cemetery operations in addition to rules, regulations and responsibilities for applicants, cemetery visitors, and funeral home operators.

Definitions:

Town – Town of Holly Springs staff.

Licensee – A person or a company who has been granted a licenses to act on the town's behalf to operate and maintain the Cemetery property.

Applicant – The responsible party (but not the funeral home) that either petitions Town for interment or the purchase of a plot.

Funeral Home – The licensed funeral home or representative working for applicant.

Resident – Person whose primary place of residence is within the incorporated limits of Holly Springs.

Non-Resident – Person whose primary place of residence is outside of the incorporated limits of Holly Springs.

Headstone – A permanent monument marker made of bronze, granite, marble, or other natural stone and placed at the head of plot that includes at a minimum the following information: 1) Full name of the deceased and 2) Date of death.

Interment Fee – Fee required from applicant at the time of interment request in order to cover costs for services provided by Town and/or it's licensee associated with the opening and closing of the grave.

Plot – Generally a 5 feet by 10 feet grave site.

Lot – Generally a set of four 5'x10' Plots.

Policy Statement:

1. The Cemetery Fee Schedule for plot sales and interment administration will be set annually by Town Council. Residents will receive preferential treatment over non-residents only with respect to the purchase price of cemetery plots. All fees must be paid according to the current fee schedule.
2. The Interment Fee is to be paid in full prior to the interment.
3. Town requires a headstone to be placed at every plot at the expense of applicant. Headstones must be made by an authorized manufacturer and be made of an approved natural stone material. Within ninety (90) days of interment, the applicant shall notify the

town that a contract has been obtained for the purchase of the headstone and the expected timeline for installation of the marker. Temporary markers provided by funeral homes are for the purpose of marking the grave in the interim between burial and the delivery of the permanent headstone and shall not exceed 180 days. Foot markers are allowed provided that they are placed at the foot of the grave and are also of an approved natural stone material and shall not exceed 4' in width.

4. Flowers (both live cut flowers and artificial arrangements) will be permitted on headstones provided that they are only placed in a saddle designed for the purpose of attaching flowers to a headstone or located in a vase attached to the headstone. Any flowers not placed on the headstone in a saddle or vase may be left in the area immediately adjacent to the headstone but are subject to be removed if they impede with mowing or are blown from the area. No tape, adhesive or other unapproved apparatus may be used to attach items to the headstones. The Town reserves the right to remove all floral arrangements, flowers, trees, shrubs, plants, or herbage of any kind from the cemetery as soon as, in the judgment of Town, they become unsightly, dangerous, detrimental, diseased, when they are no longer of the appropriate season, or when they do not conform to the standard maintained. Furthermore, Town reserves the exclusive right to maintain the grounds and/or landscape of all cemetery property and plots. The town prohibits affixing anything to the headstone or marker that would inhibit the view of the critical headstone information (i.e. name, date of birth, date of death) or damage the headstone. United States Flags are permitted on plots provided they are maintained in an appropriate manner.

5. Town prohibits the burial of anything other than a human body or human remains in the cemetery and further prohibits the burial of a human body above ground.

6. An outer burial container, vault, or grave liner constructed of concrete or polyvinyl material made for the purpose of enclosing a casket for burial is required for all burials.

7. The Town will permit up to two (2) urns with cremated remains to be placed in one plot (5' x10')

8. Applicants seeking to purchase any plot must designate the name of the person(s) to be interred and validate residency status at the time of purchase.

9. The cemetery will close to all visitors at dark. Violators will be considered to be trespassing and may be prosecuted according to the law.

10. Grass shall be the only ground cover for plots after interment. No coping (outlining) of graves with any material, natural or manmade, (like rocks, fencing, plants, mulch, etc.) is allowed at any time. No personal items should be left at the grave including candles, mementos, lights, toys, beverage containers, benches etc. and will be removed immediately by town personnel or licensees. Statues and figurines are only allowed if a part of the original headstone. No glass or other breakable containers are allowed at any time. If a personal item is removed from a plot, the family may contact the Town to pick up the item within 30 days.

11. Applicant must use the town's designated licensee to open and close a grave. The plot must be covered and leveled after the grave is closed with a layer of sod or two (2) inches of top soil with warm season grass seed and straw at grade. The depth of each grave shall be of a depth to allow a minimum of 18 inches from the top of the outer burial container (vault) to the ground surface.

12. Town reserves the right to restrict cemetery usage by a funeral procession in the event of a scheduling conflict.

13. Town reserves the right to deny access to the cemetery by any funeral home found negligent in adherence to these policy standards.

14. Upon the conclusion of the funeral services and interment, all tents, funeral flowers and stands must be removed. Funeral flowers shall not remain longer than 14 days provided that they are still in aesthetically appropriate condition. Tents shall be removed within 5 days.

Procedure:

All fees should be paid to the finance department at Holly Springs Town Hall. Town will mark the plot where funeral home will open the grave.

Purchase of Cemetery Plot:

Applicants interested in purchasing a plot must fill out the necessary forms with the Town Clerk's Office at Holly Springs Town Hall. Applicants purchasing a plot will receive a deed in the name of the interment designee at the time of purchase with a map of the plot.

Interment Procedures:

Applicants interested in scheduling an interment must fill out the necessary forms with the clerk's office at Holly Springs Town Hall. Town has the right to refuse requested interment date and time if such date and/or time are not deemed reasonable. Applicant and funeral home must arrange for the actual interment at the cemetery.

Town will inspect the quality of interment based on policy standards. Failure to adhere to the policy by funeral home and/or applicant may result in refusal of service.

End of Policy Statement No. P-042.2

Adopted by the Holly Springs Town Council on October 6, 2020 as certified by:

Linda C. McKinney
Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

Consent Agenda

Title: Development Plan Extension Request for Townhomes at Avent Acres (98-MULTI-05-A01)

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Caleb Allred, Planning & Zoning

Action(s):

Grant four, 6 - month extensions for 98-MULTI-05-A01 Townhomes at Avent Acres to extend the expiration date from March 12, 2019 to March 12, 2021 as requested by William Barker.

Explanation:

- A request has been submitted by William Barker, the representative for 98-MULTI-05-A01 Townhomes at Avent Acres to request the final, six month extension of their development plan approval that expired on March 12, 2019.
- The properties are located at 144 and 146 Tuska Hills Drive respectively.
- The project expiration was extended due to a variance and plat recordation.
- These are the last units to be constructed.
- This is the fourth and final of four allowed extension requests for this project. In accordance with UDO Section 9.05, D. Development Plans may receive an extension in time to submit construction drawings in 6 month increments, not to exceed a total of 2 years by the Town Council for good cause shown.

Background:

- Originally approved in 1998, this project is down to the last two lots that haven't been built.
- In 2016 the builder had applied for a variance to the setback requirement along Ballentine Street. The variance was approved by the Board of Adjustment, with the condition that the then three lots were to be reduced to two.
- A recombination plat in 2017 recorded the change from three lots to two.

Funding Source(s):

N/A

Attachment(s):

1. 98MULTI05A01_PlanExtensionRequest_09112020
2. Original plan from 1998 (lots highlighted)
3. Recombination Plat from three lots to two (condition of variance approval)
4. Variance Action Notice



Town of Holly Springs

Town Council Meeting Agenda Form

Town Clerk's Office Use:

Agenda Item #:	xx
Attachment #:	x

Meeting Date: [October 6, 2020]

Agenda Placement: **Consent**

(Special Recognitions (awards, proclamations), Requests & Communications (reports, information presentations), Public Hearings, Consent Agenda, Unfinished Business, New Business, Closed Session or Agenda Addition)

Subject Title: [98-MULTI-05-A01 Townhomes at Avent Acres Expiration Extension #1 - 4]

Presenter Name(s): Caleb Allred

SUBJECT HIGHLIGHTS:

A request has been submitted by William Barker, the representative for 98-MULTI-05-A01 Townhomes at Avent Acres to request the final, six month extension of their development plan approval that expired on March 12, 2019. The project expiration was extended due to a variance and plat recordation. These are the last units to be constructed. This is the fourth and final of four allowed extension requests for this project.

In accordance with UDO Section 9.05, D. Development Plans may receive an extension in time to submit construction drawings in 6 month increments, not to exceed a total of 2 years by the Town Council for good cause shown.

A letter is attached with information regarding the need for the requested extension.

Advisory board recommendation, if applicable:

N/A

Staff recommendation, if applicable:

Approve []

Total Number of Motions: [0]

Action(s) requested or suggested motion(s):

Motion to grant four, 6-month extensions for 98-MULTI-05-A01 Townhomes at Avent Acres to extend the expiration date from March 12, 2019 to March 12, 2021 as requested by William Barker []

Funds, if applicable, are to be appropriated from account(s) / line item(s):

[n/a]

SUBJECT IN GREATER DETAIL, IF NEEDED:

[n/a]

Staff Review

Are there exhibits for this agenda item? [yes]

List them in order they should appear in packet: [n/a]

Department head initials and comments, if applicable: []

Finance director initials and comments, if applicable: []

Agenda Topic Cover Sheet / last modified September 17, 2020

Town attorney initials and comments, if applicable: []

Town manager initials and / or comments: []

Town clerk initials: []



W.T. Barker Construction
1401 Sunday Drive, Ste. 113
Raleigh, NC 27607
919/859.0044

The timeless art of construction.

www.wtbarker.com

Received

SEP 11 2020

Planning & Zoning

September 1st, 2020

Ms. Gina Clapp
PO Box 8
Holly Springs, NC 27540

Dear Ms. Clapp,

I spoke with John Schifano last week at length regarding building permits for the construction of two units in the existing subdivision of Town Homes at Avent Acres. The location of the proposed units is 144 and 146 Tuska Hills Drive.

These two building applications seem to have been held up due to a misunderstanding regarding development. WT Barker Construction Company has not changed, nor does it intend to change, the development of Town Homes at Avent Acres. Our company has simply applied for a permit to only construct two townhomes according to the plans and specifications submitted and reattached herewith for reference.

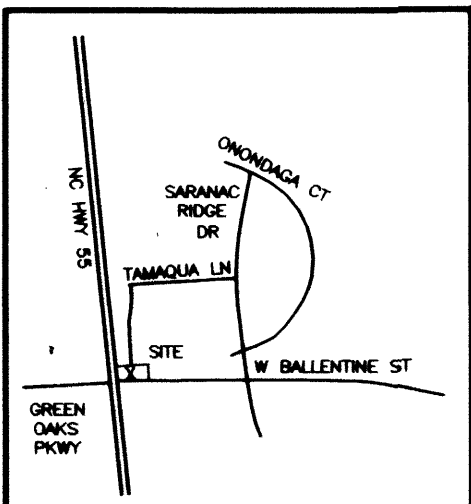
Per instructions from Mr. Schifano, I am sending you this email and hand delivering a check for one-hundred dollars for the resubmittal of these two building applications, and ask that you please help with procuring these two building permits for construction.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Barker", with a long, sweeping horizontal line extending to the right.

William Barker
WT Barker Construction Company
William@barker-inc.com



VICINITY MAP NTS

LEGEND:

CMS - CONCRETE MONUMENT SET
ECM - EXISTING CONCRETE MONUMENT
EIP - EXISTING IRON PIPE
EIS - EXISTING IRON STAKE
ERB - EXISTING REBAR
ECS - EXISTING COTTON SPIKE
EPK - EXISTING PK NAIL
EN - EXISTING NAIL
ERS - EXISTING RAILROAD SPIKE
IPS - IRON PIPE SET
ISS - IRON STAKE SET
RSS - RAILROAD SPIKE SET
NS - NAIL SET
PKS - PK OR MAG. NAIL SET
R/W - RIGHT OF WAY
CL - CENTERLINE
B.M. - BOOK OF MAPS
P.B. - PLAT BOOK
M.B. - MAP BOOK
D.B. - DEED BOOK
SB - SET BACK
EP - EDGE PAVEMENT
BC - BACK OF CURB
MH - MANHOLE
ELEV - ELEVATION
UP - UTILITY POLE
TP - TELEPHONE PEDESTAL
C/O - SEWER CLEAN OUT
WV - WATER VALVE
WM - WATER METER
HYD - FIRE HYDRANT
T - TELEPHONE
E - ELECTRIC
W - WATER
S - SANITARY SEWER
G - GAS LINE
D - DRAINAGE

LOT INFORMATION

LOT 29
W.T. BARKER CONSTRUCTION CO.
144 TUSKA HILLS DRIVE
PIN #0649526100
DEED BOOK 15356 PG. 1044

LOT 30
W.T. BARKER CONSTRUCTION CO.
146 TUSKA HILLS DRIVE
PIN #0649525160
DEED BOOK 15356 PG. 1044

LOT 31
W.T. BARKER CONSTRUCTION CO.
148 TUSKA HILLS DRIVE
PIN #0649525029
DEED BOOK 15356 PG. 1044

AREA TABLE

OLD AREA	NEW AREA
LOT 29 - 2,637 SF	LOT 29R - 3,490 SF
LOT 30 - 1,364 SF	LOT 30R - 2,994 SF
LOT 31 - 2,481 SF	
LOT 31 TO BE ELIMINATED	

[146] - DENOTES ADDRESS

REAR SETBACK ADJUSTED TO 10' PER
VARIANCE GRANTED BY THE TOWN
OF HOLLY SPRINGS BOARD OF ADJUSTMENT
ON JUNE 14, 2016
DEVELOPMENT PETITION #16-VAR-03

REFERENCES

D.B. 15356 PG. 1044
B.M. 2003 PG. 280
B.M. 2000 PG. 381
B.M. 1999 PG. 473
OTHERS AS SHOWN

Certificate of Review Officer:
State of North Carolina
County of Wake

I, Gina M. Clapp, Review Officer of Wake County, certify that
that the map or plat to which this certification is affixed meets
all statutory requirements for recording.
Gina M. Clapp 9.8.2017
Review Officer Date

The subdivisor shall file the approved Plat with the Register of Deeds
of Wake County within (60) days of final approval; otherwise
such approval shall be null and void.

I, BENTON W. DEWAR, PROFESSIONAL LAND SURVEYOR
NO. 3040, CERTIFY:
THAT THIS SURVEY IS OF ANOTHER CATEGORY SUCH AS THE
RECOMBINATION OF LAND, COURT ORDERED SURVEY, OR OTHER
EXCEPTION TO THE DEFINITION OF SUBDIVISION.

Benton W. Dewar
BENTON W. DEWAR, NCPLS - 3040

I, BENTON W. DEWAR CERTIFY THAT THIS PLAT WAS DRAWN UNDER
MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY
SUPERVISION; THAT THE RATIO OF PRECISION IS 1: 10,000;
THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES
PLOTTED FROM INFORMATION FOUND IN BOOK 15356 PAGE 1044
WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE
LICENCE NUMBER AND SEAL THIS 302 DAY OF AUGUST 2017.

Benton W. Dewar BENTON W. DEWAR, NCPLS - 3040

RECORDED IN BOOK OF MAPS 2017 PAGE 1836 WAKE CO. REG.

CERTIFICATE OF COMPLIANCE WITH THE TOWN OF HOLLY SPRINGS OPEN SPACE ORDINANCE FOR RESIDENTIAL DEVELOPMENT:

I, HEREBY CERTIFY THAT ALL REQUIREMENTS FOR FEES IN LIEU OF LAND DEDICATION,
LAND DEDICATION, OR AGREEMENTS FOR GREENWAY TRAIL CONSTRUCTION, PARK DEVELOPMENT,
OR COMBINATION INCLUDING ANY OF THE ABOVE HAVE BEEN SATISFIED
ACCORDING TO THE TOWNS OPEN SPACE ORDINANCE AND PRELIMINARY PLAT APPROVAL.

FEES-IN-LIEU OF DEDICATION PLAT
ACRES OF LAND DEDICATION
AGREEMENT FOR PROPERTY IMPROVEMENTS

Ad-Hill for FLB
PARKS AND RECREATION DIRECTOR
TOWN OF HOLLY SPRINGS

9-2017
DATE

I HEREBY CERTIFY THAT:

ALL STREETS, UTILITIES, GREENWAYS AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN
INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO TOWN STANDARDS AND
SPECIFICATIONS OR GUARANTEES OF THE INSTALLATION OF THE REQUIRED
IMPROVEMENTS IN AN AMOUNT AND MANNER SATISFACTORY TO THE TOWN OF
HOLLY SPRINGS HAS BEEN RECEIVED.

THE TOWN OF HOLLY SPRINGS APPROVES OF THE EASEMENTS/RIGHT OF WAY
DEDICATION AS SHOWN AND DELINEATED ON THIS PLAT.

LOTS SHOWN ON THIS PLAT MAY NOT BE BUILDABLE. PUBLIC UTILITY SERVICES HAVE
NOT BEEN VERIFIED FOR THE LOTS SHOWN ON THIS PLAT. NOTE AT THE TIME OF BUILDING
PERMIT APPLICATION SUBMITTAL VERIFICATION MUST BE MADE THAT ALL LOTS MEET THE TOWN'S
DEVELOPMENT REGULATIONS. IN ADDITION, RIGHT OF WAY DEDICATION AND THE ISSUANCE
OF ENVIRONMENTS DEVELOPMENT PERMIT WILL BE REQUIRED AT THE TIME OF THE
APPLICATION FOR THE BUILDING PERMIT FOR EACH LOT.

dj Klauhn 9.5.17
TOWN ENGINEER DATE
TOWN OF HOLLY SPRINGS, NORTH CAROLINA

CERTIFICATE OF APPROVAL FOR RECORDING.

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HERON
HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS
OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA, AND THAT THE
FILING FEE OF \$ 725 HAS BEEN PAID, AND THAT THIS HAS
BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER
OF DEEDS OF WAKE COUNTY.

W. S. Hester 9.5.2017
SUBDIVISION ADMINISTRATOR DATE
Town of Holly Springs, North Carolina

10' SEMI-OPAQUE BUFFER
PER VARIANCE #16-VAR-03

BALLENTINE STREET EXTENSION
R/W VARIES

N.C.G.S. BALL
N - 691498.548'
E - 2049372.049'

NOTES

AREA BY COORDINATES
GRID COORDINATES REFERENCED TO
BOOK OF MAPS 2003 PAGE 280
IRON STAKE SET AT ALL NEW LOT CORNERS
PROPERTY SUBJECT TO BOTH ABOVE AND BELOW
GROUND UTILITIES AND/OR EASEMENTS.

THESE LOTS ARE NOT LOCATED IN A
FLOOD HAZARD AREA PER
F.E.M.A. MAP #3720064900J
EFF. DATE: 5/2/2006 ZONE X

OWNER:
W.T. BARKER CONSTRUCTION COMPANY
1401 SUNDAY DRIVE SUITE 113
RALEIGH, NC 27607

WAKE COUNTY, NC 150
CHARLES P. GILLIAM
REGISTER OF DEEDS
PRESENTED & RECORDED ON
09/12/2017 16:27:19
BOOK: BM2017 PAGE: 01836



CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND
DESCRIBED HERON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION
OF THE TOWN OF HOLLY SPRINGS AND THAT I HEREBY ADOPT THIS PLAN OF
OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING
SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS
AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED.
FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER, AND WATER LINES
TO THE TOWN OF HOLLY SPRINGS.

W.T. Barker Construction Co.
(COMPANY/LLC NAME)
Will Barker
(SIGNATURE)
Will Barker
(PRINT NAME)

8/30/17
DATE
J.P.
TITLE

NC HIGHWAY 55 BYPASS
R/W VARIES

NC GRID - B.M. 2003 PG. 280

TOWNHOMES OF AVENT ACRES INC.
PIN #0649524814
D.B. 11015 PG. 2710
B.M. 1995 PG. 1142
B.M. 2003 PG. 280

TUSKA HILLS DRIVE
PRIVATE ROAD
B.M. 2003 PG. 280

R/W MONUMENT
CONTROL CORNER
N - 691988.844'
E - 2045514.871'

R/W MONUMENT
CONTROL CORNER
N - 692083.986'
E - 2045617.418'

CURVE	RADIUS	LENGTH	DELTA	CHORD	CH. BEARING
C-1	450.00'	28.84'	3°40'18"	28.83'	N 87°48'42"W
C-2	450.00'	17.34'	2°12'30"	17.34'	S 89°14'54"W
C-3	450.00'	11.01'	1°24'07"	11.01'	S 87°26'36"W
C-4	450.00'	39.11'	4°58'45"	39.09'	S 84°15'10"W

RECOMBINATION SURVEY FOR:

W.T. BARKER CONSTRUCTION COMPANY

LOTS 29, 30 & 31 of the
TOWNHOMES at AVENT ACRES
BOOK OF MAPS 2003 PAGE 280
DEED BOOK 15356 PAGE 1044
TOWN OF HOLLY SPRINGS
HOLLY SPRINGS TOWNSHIP
WAKE COUNTY - NORTH CAROLINA
SCALE: 1" = 20' MAY 14, 2015
REVISED 7-18-2017

20 0 20 40 60
GRAPHIC SCALE - FEET

BENTON W. DEWAR AND ASSOCIATES
PROFESSIONAL LAND SURVEYOR
5920 HONEYCUTT ROAD
HOLLY SPRINGS, NC 27540
PH. # (919) 552-9813
FAX # (919) 557-2255

15-44L
LAYER 81
AA_TOW-1/03/650



THE TOWN OF

Holly Springs

Notice of Action

Development Petition Number: 16-VAR-03
 Petition Type: Variance of Development Standard
 Name of Project: Townhomes at Avent Acres
 Project Location: 144, 146, & 148 Tuska Hills Drive

PROJECT CONTACTS:

Petitioner:
 Will Barker
 W. T. Barker Construction Co.

Property Owner:
 Will Barker
 W. T. Barker Construction Co.

PROJECT SITE DATA:

Zoning: R-MF-8 Multifamily Residential

Total Site Acreage: 0.15 acres

PIN: 0649525029; 0649525160; 0649526100

REID: 0309115; 0309114; 0309113

DETERMINATION OF OFFICIAL ACTION:

Public Hearing Date: June 14, 2016

Action Date: Board of Adjustment Regular Meeting- June 14, 2016

Action: Approve, with conditions

Board of Adjustment Action:

The Board of Adjustment received the sworn testimony of the applicant and staff during its regular meeting on June 14, 2016 at 7:00 PM. Based on the motion by Ms. Jones, with a second by Mr. Daniels, the Board of Adjustment accepted the Findings of Fact as written by the applicant with modifications as received during oral testimony and reflected in the adopted Findings of Fact.

Based upon the Board's Findings of Fact, the Board of adjustment approved variance 16-VAR-03 requested by W.T. Barker Construction Co. for a variance from Development Plan 98-MULTI-05-A01, as amended, for Townhomes at Avent Acres, more specifically to allow for a reduction in the rear yard building setback from 20 feet to 10 feet for lots 29, 30, & 31. The properties are located at 144, 146, & 148 Tuska Hills Dr. and are further described with the following Wake County PINs: 0649525029; 0649525160; 0649526100.

In addition, the following conditions must be satisfied:

1. Only 2 dwelling units shall be built on the three properties through recombination
2. A type B-75 semi-opaque buffer along the rear/Ballentine Road property line shall be required.

Every decision of the Board of Adjustment shall be subject to review by the Superior Court of the 10th Judicial District. Any appeal to the superior court shall be taken within thirty (30) days after the decision of the Board of Adjustment is to be filed in the office of the Department of Planning & Zoning, or a written copy thereof is delivered to the petition by personal service, registered mail or certified mail, return requested, whichever is later.

Attested to this, the 17th day of June, 2016:


 Glen Walker, Chairman


 Kathy Carlisle, Clerk

Town of Holly Springs

Findings of Fact – Lots 29,30 & 31 Townhomes at Avent Acres

- 1) These lots were always meant to be built upon, according to the approved plans, and the right-of-way changes have now placed a strict burden on these remaining lots. Therefore strict application of the ordinance would make these lots unbuildable per the original approved intent.
- 2) This hardship is peculiar to the property because this is the only one out of 4 properties effected by the DOT right-of-way increase that had an approved site plan prior to the increase in right-of-way
- 3) The hardship is a direct result of DOT increasing the right-of-way along Ballentine Street and not due to any actions taken by the property owner. Again the right of way was increased after approved plans were issued for the subdivision.
- 4) The requested variance is in fact consistent with the spirit, purpose and intent of the ordinance because the request is to simply reduce the setback so that the lots can be built on as originally designed. There should also be no concern with public safety due to the fact that when DOT increased the right-of-way they installed a chain link fence to prevent foot traffic in and out of the townhome development.

Received

MAY 27 2016

Planning & Zoning

FILE COPY



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Carolina Springs Phase 1 Preliminary Plan 20-MAS-01 [Click Here for Planning Documents](#)

Strategic Priority Area: Economic Prosperity & Diversity
Responsible & Balanced Growth

Staff Resource: Sean Ryan, Planning & Zoning, Rachel Jones, Engineering

Action(s):

Approve / deny / defer Carolina Springs Phase 1 with the conditions stated in the attachment. (*Administrative determination with simple majority*)

Explanation:

- The proposed Preliminary Plan is the first residential phase of the Planned Unit Development (PUD) following the approval of the Detailed Master Plan.
- Phase 1 will consist of 426 residential dwelling units (315 townhomes, 8 two-family homes, and 105 single family homes) in both the Village Square and Neighborhood Districts.
- The 25-acre Town Park land is included in this phase.

Planning Board Discussion:

The Planning Board discussed the following issues and concerns on 8/25/2020:

- If water and sewer are going to be provided within the dedicated Town park land or if the Town would be responsible for providing the services
- The estimated cost of future stoplights
- Responsibility for the upkeep of the preserved pond
- The anticipated development timeline (It was stated that it is anticipated the first home sale will be in 2022)
- The location of the single-family homes and their lot sizes
- If commercial will be provided in the section of the Village Square
- The requirement for nonresidential development in the PUD in relation to the number of residential units
- The types of pocket parks provided and the amenities located within them
- Stream buffer requirements
- Pedestrian and vehicular access points
- If accessory dwelling units (ADUs) will be provided
- If electric vehicle charging stations in the garage or solar options are being included

Planning Board Recommendation:

The Planning Board recommended approval (7-2-0)

Those voting against the motion were:

- Mr. Urughart: Would like to see a greater percentage of single family dwellings.
- Mr. Crandall: The lack of information and the potential tax payer liabilities down the road.

The Planning Board approved an additional motion requesting that the Town Council review the amount of townhome dwellings being provided in phase 1 compared to the number of single-family dwellings.

The following Planning Board recommend conditions have been satisfied or revised and no longer apply:

Condition 15.a.i REMOVED - As a result of detailed roadway design and evaluation, the intersection of Holly Springs New Hill Road/Old Holly Springs does not require an additional southbound turn lane .

Condition 15.a.ii REMOVED Required note has been added to the Cover Sheet.

Condition 15.b REMOVED Cost Estimates for new traffic signals at the three intersections identified in the TIA have been completed. Please see attached updated TIA Memo.

Condition 15.b.i REMOVED TIA Memo has been updated to include the % impact at the intersections identified as requiring signalization in the future. Please see attached updated TIA Memo.

Condition 16.a REMOVED The Hydraulic FFA Report has been finalized.

The following conditions of approval have been revised or no longer apply from the Planning Board Report as a result of completion and resolution of the items:

Condition 4.f. REMOVED This is located in Section 5.d of the Conditions of Approval.

Condition 4.e REMOVED This is located in Section 5.e of the Conditions of Approval.

Condition 14, is 5.a. REVISED - The design and installation of the new traffic signal at Carolina Springs Boulevard/Old Holly Springs Apex Road is the responsibility of the Developer when warranted and approved by NCDOT and the Town in accordance with the TIA. The Developer is responsible to continue to monitor this intersection for the duration of the project. Fee-in-lieu payments proportionate to project impact that are collected from developments within the Carolina Springs PUD toward this improvement would be contributed to the Developer who is responsible for design and installation of the new traffic signal

Condition 15, is 5.b. REVISED The design and installation of the new traffic signal at Old Holly Springs Apex Rd/Woods Creek Road is the responsibility of the Developer when warranted and approved by NCDOT and the Town in accordance with the TIA. The Developer is responsible to continue to monitor this intersection for the duration of the project. Fee-in-lieu payments proportionate to project impact that are collected from developments within the Carolina Springs PUD toward this improvement would be contributed to the Developer who is responsible for design and installation of the new traffic signal.

Condition 16, is 5.c. REVISED The design and installation of the new traffic signal at Old Holly Springs Apex Rd/ NC-540 Eastbound Ramps is the responsibility of the Developer when warranted and approved by NCDOT and the Town in accordance with the TIA. The Developer is responsible to continue to monitor this intersection for the duration of the project. Fee-in-lieu payments proportionate to project impact that are collected from developments within the Carolina Springs PUD toward this improvement would be contributed to the Developer who is responsible for design and installation of the new traffic signal.

Condition 13.a REMOVED This is incorporated under Conditions 14, 15 & 16.

Condition 13.b REMOVED This is incorporated under Conditions 14, 15 & 16.

The TIA Memo has been revised and added as an attachment:

- The percent impact at the three future signalized intersections are included in the TIA Memo.
- The engineer's cost estimates for the three future signalized intersections are included at the end of the TIA Memo.

Condition 17 ADDED Developer to design and construct North-South Greenway connection within Future Town Park Land prior to completion of 12 Oaks Greenway connection discussed in Infrastructure Reimbursement Agreement, dated 6/1/2019.

Background:

- Carolina Springs Master Plan 19-MAS-03-A01 for site improvements was approved on June 22, 2020.
- Carolina Springs Master Plan 19-MAS-03 for the Architectural Design Guidelines was approved on February 18, 2020.
- Carolina Springs Planned Unit Development (PUD) is located on approximately 396 acres of land south of the interchange of Old Holly Springs Apex Road/Veridea Parkway and NC 540.
- The PUD, approved in May 2019, is a mixed use development consisting of commercial/retail, office, multifamily housing and single family housing.
- In accordance with the approved Infrastructure Reimbursement Agreement (IRA), prior to the recording of the first plat (this will occur at a later time) in Carolina Springs, a 3-5 acre site for a new Town fire station shall be transferred to the Town.
- In accordance with the approved IRA, the Developer must achieve certain milestones for non-residential development.
 - A maximum of 25% (425) of the allowed residential units may receive building permits prior to the approval of plans for at least 20,000 square feet of non-residential development.
 - A maximum of 50% (850) of the allowed residential units may receive building permits once construction is complete for at least 20,000 square feet of non-residential development in addition to having plans approved for next phase of non-residential development equal to at least 20,000 square feet of additional nonresidential development.
 - A maximum of 65% (1,105) of the allowed residential units may receive building permits once construction is complete for at least 40,000 square feet of non-residential development in addition to having plans approved for next phase of non-residential development equal to at least 20,000 square feet of additional

nonresidential development.

- A maximum of 100% (1,700) of the allowed residential units may receive building permits once construction is complete for at least 60,000 square feet of non-residential development.

Funding Source(s):

N/A

Attachment(s):

1. CarolinaSpringsPhase1_Petition
2. CarolinaSpringsPh1_PlanningBoardReport
3. 20MAS01_CarolinaSprings_Conditions
4. Carolina Springs - Trip Generation - Updated Improvement Phasing Memo 9.21.2020

DEVELOPMENT PETITION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
<http://www.hollyspringsnc.us/planning>



Petition Type:

Master Plan

- ☐ New Detailed ☐ New Schematic
☐ Major Amendment ☐ Minor Amendment*

☒ Preliminary Plan- Major Subdivision

- ☐ New ☐ Major Amendment ☐ Minor Amendment*

☐ Development Plan (check all that apply)

- ☐ New ☐ Major Amendment ☐ Minor Amendment*
☐ Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Non-Gateway Non-Residential/Mixed Use Gross Building Floor Area _____
☐ Multifamily
☐ Residential Development Options or Infill Development Options

☐ Special Exception Use

- ☐ New ☐ Family Child Care Home

* Specify purpose of amendment on Certificate of Plan Revisions

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information:

Project Name: Carolina Springs

If this project is part of a previously approved plan, please specify:

PUD/Master Plan/Subdivision Carolina Springs Shopping Center/Lot# _____

Project Location: Woods Creek Road

Use street address. If none, use the closest intersection

☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation

PIN: 0730533724 (partial) Real Estate ID: _____

Project Acreage (rounded to nearest tenth): 95 Partial Parcel: ☐ No ☐ Yes (additional fee)

Current Zoning: PUD Proposed Use (see UDO Primary Use List): _____

Open Space [See UDO Section 7.06(F)(4)]: ☒ Dedication ☐ Fee-in-lieu ☐ Combination ☐ N/A

Waivers Requested: ☒ No ☐ Yes- Specify UDO Section Number(s): _____

If yes, complete and attach appropriate Waiver Petition(s) from Waiver Packet

Scoping Meeting Date: 01/23/20 Concept Meeting Date: 03/12/2020

If the Concept Meeting Date is not within 8 weeks of the submittal date, another Concept Meeting is required prior to submittal.

Petition Contact Information: (complete each contact in its entirety- please print or type)

Project Applicant/Contact

(check one) ☐ Owner ☐ Owner's Agent ☒ Design Professional ☐ Developer ☐ Other _____

Name Debbi Ferm Company WithersRavenel

Mailing Address 115 MacKenan Drive

City Cary State NC Zip 27511

Telephone # (919) 238-0368 E-Mail dferm@withersravenel.com

How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail

How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Design Professional if different than Applicant/Contact

Name same as above Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail

How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Developer

Name Stephen Dorn Company Lennar
Mailing Address 1100 Perimeter Park Drive, Suite 112
City Morrisville State NC Zip 27560
Telephone # (919) 224-9922 E-Mail stephen.dorn@lennar.com
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Architect

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # () E-Mail _____
How would you like to receive staff review comments? ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Landscape Architect

Name Daniel Whatley Company WithersRavenel
Mailing Address 115 MacKenan Drive
City Cary State NC Zip 27511
Telephone # (919) 815-2714 E-Mail dwhatley@withersravenel.com
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ E-Mail ☐ US Mail- Certified

Other: _____ (any other contact that should receive comments and correspondence for this project)

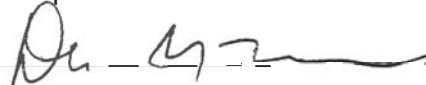
Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # () Alternate Telephone # ()
Fax # () E-Mail _____
How would you like to receive staff review comments? ☐ Fax ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ Fax ☐ E-Mail ☐ US Mail- Certified

Property Owner - Required

Name Lennar Carolina Company _____
Mailing Address 1100 Perimeter Park Drive, Suite 112
City Morrisville State NC Zip 27560
Telephone # (919) 465-5925 E-Mail stephen.dorn@lennar.com
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Certificate of Submittal Completion

I, Debra Ferm, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature:  Date: 4-23-20



Wake County Residential Development Notification

Developer Company Information	
Company Name	Lennar Carolinas LLC
Company Phone Number	919-465-5925
Developer Representative Name	Stephen Dorn
Developer Representative Phone Number	919-465-5925
Developer Representative Email	stephen.dorn@lennar.com

New Residential Subdivision Information	
Date of Application for Subdivision	4/24/20
City, Town or Wake County Jurisdiction	Holly Springs
Name of Subdivision	Carolina Springs
Address of Subdivision (if unknown enter nearest cross streets)	Woods Creek Rd/Woodfield Dead End Rd
REID(s)	0292227 / 0470518
PIN(s)	0730533724 / 0730842712

Projected Dates Information	
Subdivision Completion Date	2028
Subdivision Projected First Occupancy Date	2023

Lot by Lot Development Information																	
Unit Type	Total # of Units	Senior Living	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Square Foot Range		Price Range		Anticipated Completion Units & Dates					
								Min	Max	Low	High	Year	# Units	Year	# Units	Year	# Units
Single Family	96					X	X	1,800	3,500	\$300K	\$550K	2023	40	2024	40	2025	16
Townhomes	325					X	X	1,600	2,500	\$250K	\$400K	2023	100	2024	100	2025	125
Condos																	
Apartments																	
Other																	

Please complete each section and return by email or fax to all:

WCPSS

Debra Adams

dbadams@wcpss.net

Judy Stafford

jstafford1@wcpss.net

Fax: 919-431-7302

WAKE

Bill Shroyer

bill.shroyer@wakegov.com

Fax: 919-856-6389



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR PRELIMINARY PLAN CAROLINA SPRINGS PHASE 1 20-MAS-01

PETITIONER(S):

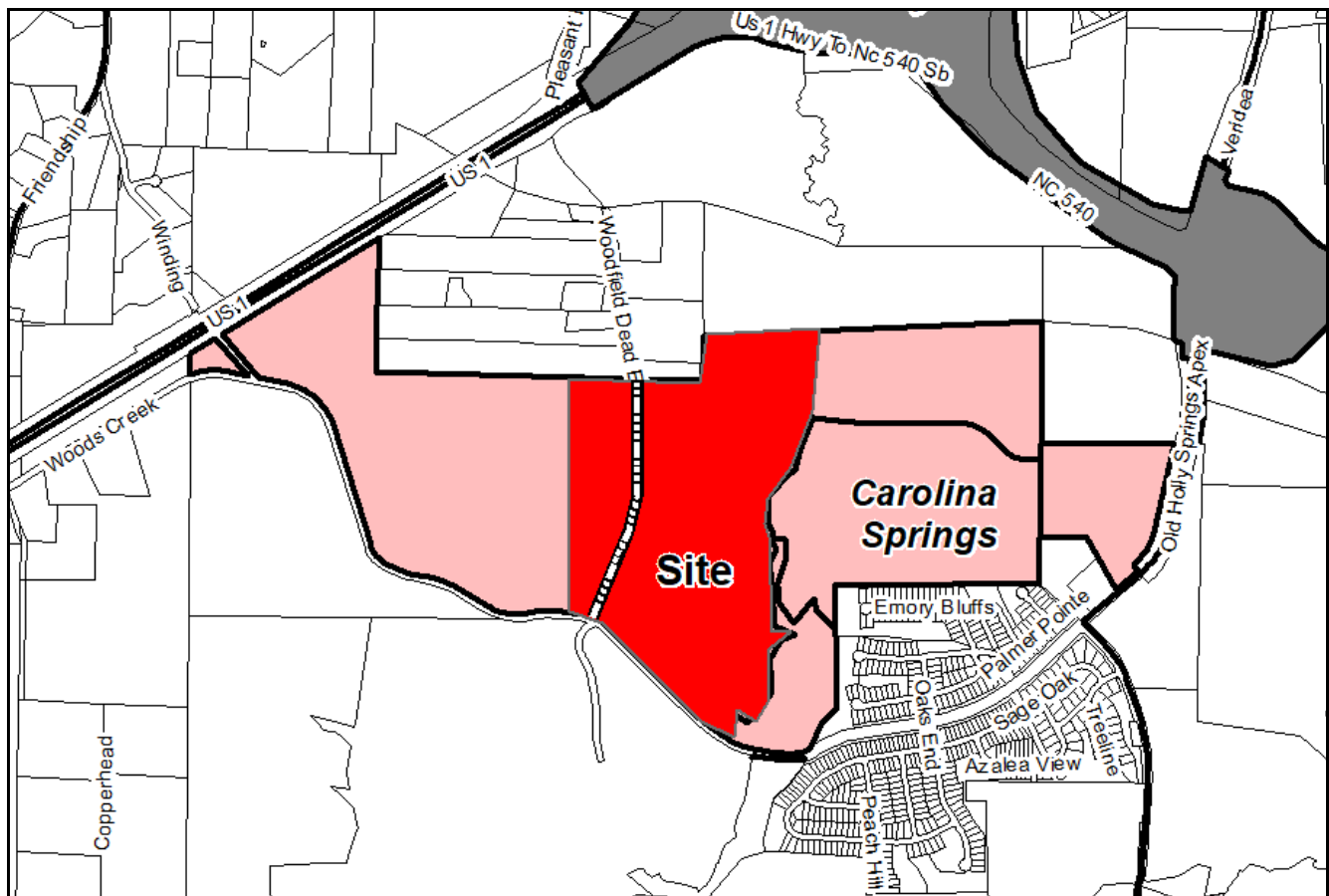
Debra Ferm
WithersRavenel

DESIGN PROFESSIONAL:

Debra Ferm
WithersRavenel

DEVELOPER:

Stephen Dorn
Lennar
Capital Properties of Raleigh



LOCATION: ☒ Within Corporate Limits of Holly Springs ☐ Within Holly Springs ETJ ☐ Annexation Pending

ANTICIPATED REVIEW SCHEDULE:

Planning Board:	August 25, 2020
Town Council Public Hearing & Action:	September 15, 2020

STAFF CONTACTS: Sean Ryan, Senior Planner
Rachel Jones, Development Review Engineer

ATTACHMENTS: Petition, Plans

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Lennar Carolinas LLC	0730533724 (portion of)	PUD: Carolina Springs	64± acres
Capital Properties of Raleigh	0730842712 (portion of)	PUD: Carolina Springs	48 ± acres
TOTAL			112± acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	PUD: Carolina Springs	Vacant
North	R-30 Residential (Apex) SD-CZ (Apex) RR	Vacant Future Veridia mixed use development
South	PUD Twelve Oaks (Wake County) R-80	Single Family (under construction) Vacant
East	PUD: Carolina Springs	Vacant
West	PUD: Carolina Springs	Vacant

CAROLINA SPRINGS PROJECT HISTORY

Annexation History

PIN: 0730634462
 Project Number: A02-02
 Description: Annexation of 425 acres
 Approved by Town Council on: 01/15/2002

Master Plan History

Project Number: 19-MAS-03
 Description: Architectural Design Guidelines
 Approved by Town Council on: 02/18/2020

Project Number: 19-MAS-03-A01
 Description: Detailed Master Plan
 Approved by Town Council on: 06/22/2020

Rezoning History

PIN: 0730634462
 Original Zoning: Wake County R-80
 Proposed Zoning: R-20
 Approved by Town Council on: 02/19/2002

Project Number: 18-REZ-01
 Original Zoning: R-30, R-20, and LB
 Proposed Zoning: PUD
 Approved by Town Council on: 05/21/2019

Planned Unit Development History

Project Number: 18-PUD-01
 Description: Mixed Use PUD Master Plan
 Approved by Town Council on: 05/21/2019

Project Number: 18-PUD-01-A01
 Description: Minor Amendments
 Approved by Director on: 08/11/2020

STAFF ANALYSIS

PROJECT OVERVIEW

Carolina Springs Planned Unit Development (PUD) is located on approximately 396 acres of land south of the interchange of Old Holly Springs Apex Road/Veridia Parkway and NC540. The PUD, approved in May 2019, is a mixed use development consisting of commercial/retail, office, multifamily housing and single family housing.

The proposed Preliminary Plan is the first residential phase of the PUD following the approval of the Detailed Master Plan. Phase 1 will consist of 426 residential dwelling units (315 townhomes, 8 two-

family homes, and 105 single family homes) in both the Village Square and Neighborhood Districts. The 25-acre Town Park land is included in this phase.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan

Land Use & Character

The project area is designated as Natural Area, Mixed Residential Neighborhood, and Regional Center on the Future Land Use Map.

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.

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 (densities) in the same neighborhood. This mixed approach allows residents at all stages of life, with different housing needs and preferences, to live in a multi-generational community for a lifetime. Residents can start in a smaller, less expensive option like an apartment or townhome early in life, and move to larger detached single dwelling homes on larger lots as their families grow and change. Empty nesters can downsize to a townhome or senior living option without ever leaving the neighborhood.

In a Mixed Residential Neighborhood, homes are oriented toward the street with on-street parking in front of more dense housing options. Some neighborhoods may mix housing types on the same block, or provide accessory dwelling units. Smaller blocks and a grid street network support a well-connected, cohesive community. New Mixed Residential Neighborhoods should include a comprehensive and connected network of open space that provide gathering space; preserve large tree stands; and help manage stormwater run-off. These neighborhoods are organized around a neighborhood-scale park which can serve as a central gathering place, within a five-minute walk of all homes. Smaller open spaces like pocket parks and community gardens are distributed throughout the neighborhood, within a shorter walk of homes.

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.

Some of the areas shown on the FLUM as Mixed Residential Neighborhood are small pockets of previously undeveloped land adjacent to existing development. In these cases, the types of housing introduced should be compatible with the adjacent neighborhoods, and appropriate transitions should be provided between different housing types.

Regional Center

A Regional Center is a hub for entertainment and employment, located immediately off the 540 interchange at Holly Springs Road and at Old Holly Springs Apex Road. These areas are envisioned as energized centers containing a mix of business, entertainment, civic, and cultural activities with a mix of housing types within and surrounding the center. As a magnet to

surrounding towns and neighborhoods, a regional center becomes an iconic symbol and exciting focal point in southern Wake County. Buildings may stand two to ten stories tall in the immediate center of the development, and the public spaces between buildings should be designed for active living, community gathering, and interesting street life. Residential units or office space may be found above storefronts. Parking should be satisfied using on-street parking, structured parking, and shared rear-lot parking strategies.

A Regional Center may be surrounded by one or more Residential Neighborhoods or Mixed Residential Neighborhoods. The design, scale, character, and intensity of development in the Regional Center should be compatible with, and transition to, adjacent land uses; and the character of existing adjacent neighborhood should be preserved.

Preliminary Plan

Development Standards

Gross Density/Lot Area/Lot Size:

Total Phase 1 Area: 112 acres

Total Phase 1 Units: 426 Units

Village Square District

Village Square Area: 48 acres

Total Units: 236 Units

Total Townhome Units: 204 units

Total Two-Family Units: 6 units

Total Single Family Units: 26 units

Gross Density: 6.31 units per acre

Net Density: 7.62 unit per acre

Max Units Allowed in Village Square per PUD: 1,170 (15 units per acre)

Remaining Units Allowed in Village Square per PUD: 934 units

Neighborhood District

Neighborhood Area: 64 acres

Total Units: 190 Units

Total Townhome Units: 109 units

Total Two-Family Units: 2 units

Total Single Family Units: 79 units

Gross Density: 3.53 units per acre

Net Density: 7.05 units per acre

Max Units Allowed in Neighborhood per PUD: 594 (4.5 units per acre)

Remaining Units Allowed in Neighborhood per PUD: 404 units

Maximum PUD Density: 4.5 units per acre, not to exceed 1,700 units

Remaining Units Allowed per PUD: 1,274 units

Minimum Yards/Interior Yards (Landscape Screen):

Perimeter yards around the perimeter of the PUD will match the Master Plan and are provided as follows:

Along Woods Creek Road: 30' Landscape Screen

Along Old Apex Holly Springs Road: 30' Landscape Screen

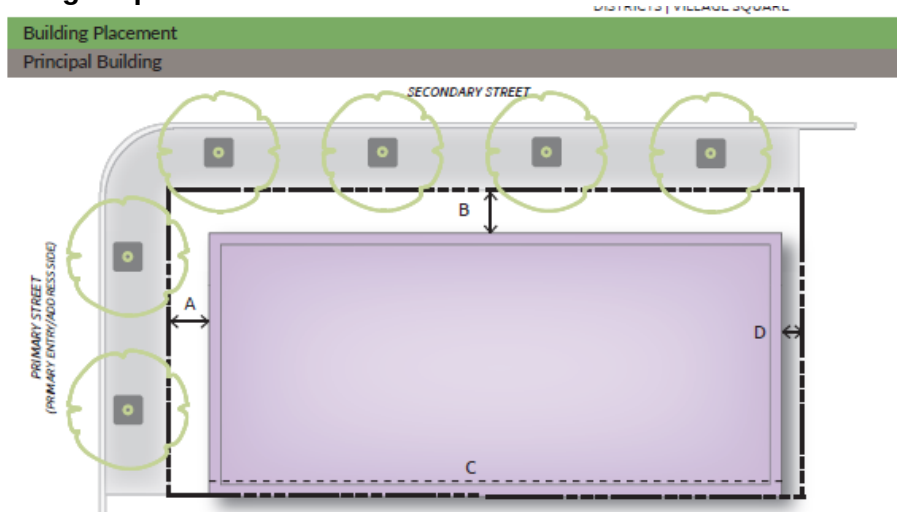
Along north property line of Neighborhood District: 30' Landscape Screen

Along north property line of Village Square District: 30' Landscape Screen

Along south and east property lines shared with 12 Oaks: 30' Landscape Screen

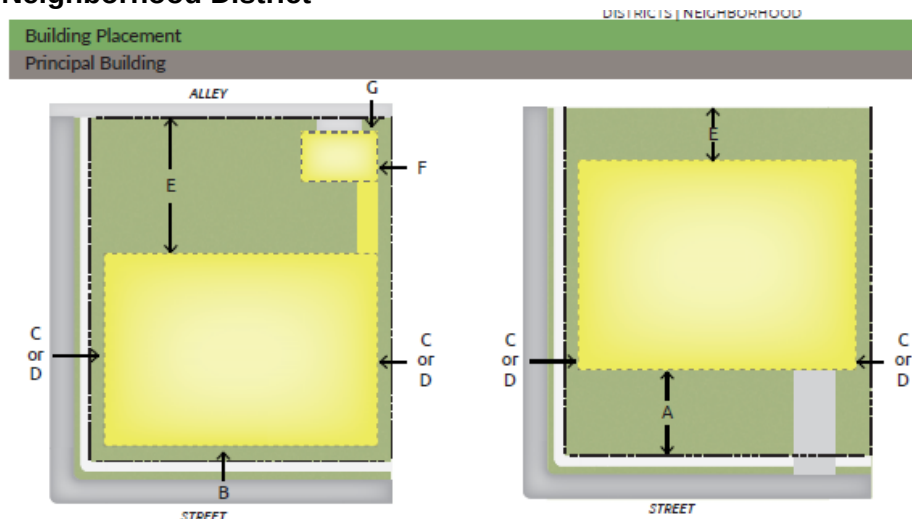
Building Setbacks:

Village Square District



District Perimeter Yards And Buildings Setbacks	
Overall PUD Perimeter Buffer	30 ft. min.
Setbacks	
Principal Building	
A. Front Setback (primary entry/address side)	Rear Load Option "15 ft. max.", Front Load Option "20 ft. min - 35 ft. max." for at least 50% of the visible building facade facing a street
B. Secondary Front Setback (corner lots)	15 ft. max. for at least 50% of the visible building facade facing a street
C. Side Setback	0 ft. min. (for shared walls) or 5 ft. min.
D. Driveway Length	25 ft. min

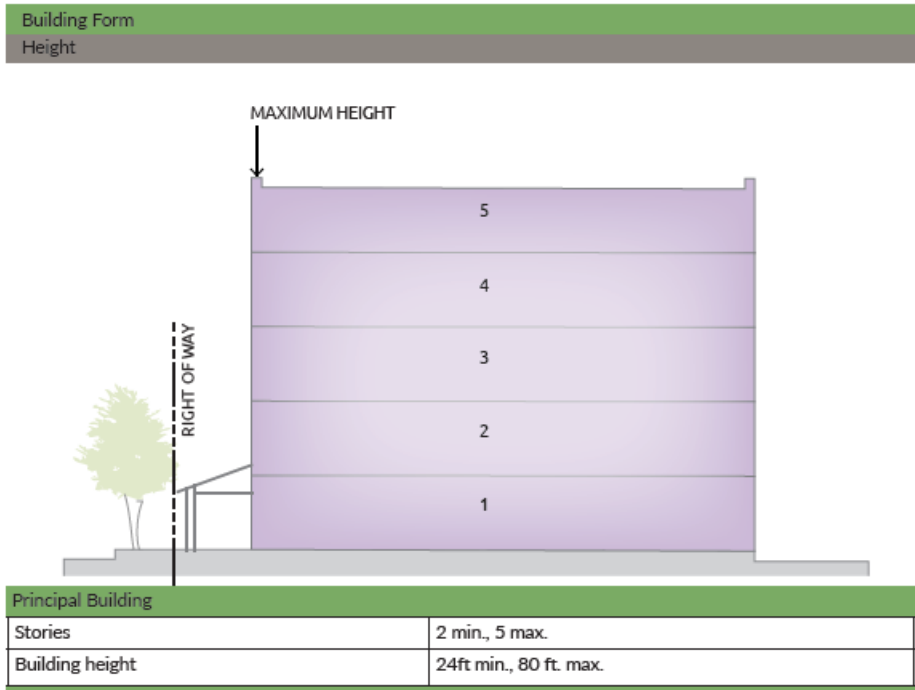
Neighborhood District



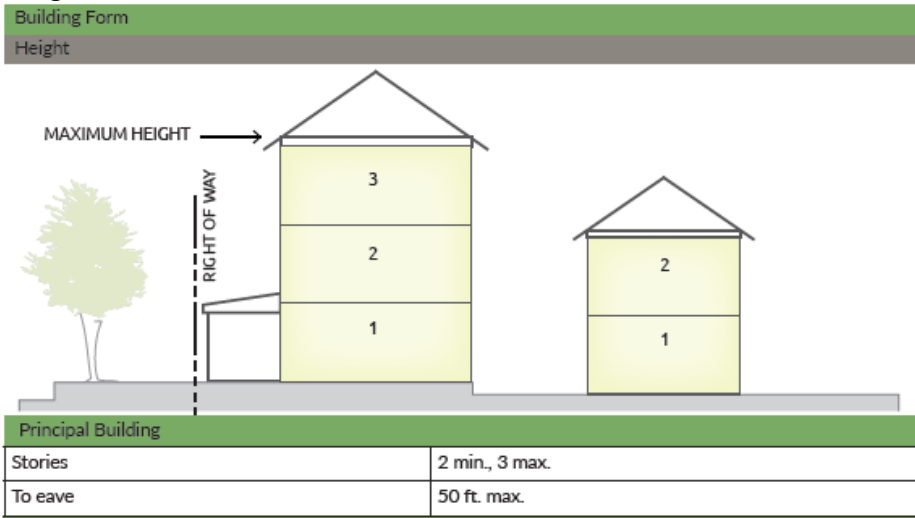
District Perimeter Yards And Buildings Setbacks	
Overall PUD Perimeter Buffer	30 ft. min.
Setbacks	
Principal Building	
A. Front Setback (Front Load-Residential Street Only)	20 ft. min. - 35 ft. max.
B. Front Setback (Alley Load)	5 ft. min. - 15 ft. max., 10 min. on Collector Street
C. Side Setback (< 70 ft wide lot)	0 ft.(for shared walls) or 3 ft. min., 8 ft. min. along right-of-way
D. Side Setback (> 70 ft wide lot)	5 ft. min., 8 ft. min. along right-of-way
E. Rear Setback	20 ft. min.
F. Driveway Length	25 ft. min. *

Building Height:

Village Square District



Neighborhood District



Landscape Requirements:

Perimeter Yard/Bufferyard

Preservation of existing vegetation will be used to satisfy minimum landscape yard and bufferyard requirements. Sufficient vegetation has been demonstrated with a tree survey.

Along Woods Creek Road: 30' Type B Landscape Screen

Along north property line of Neighborhood District: 30' Type B Landscape Screen

Along north property line of Village Square District: 30' Type B Landscape Screen

Along south and east property lines shared with 12 Oaks: 30' Undisturbed Landscape Screen

Tree Preservation

Required: 15% of total PUD area

Provided: 20.10 % of total PUD area per approved Master Plan

Provided Tree Preservation in Phase 1: 9.10 acres tree preservation area

Street Trees

Street trees will be provided along all internal streets. A variety of species will be planted to encourage a healthy street species. Tree species include: Zelkova, Star Magnolia, Bald Cypress, Laurel Oak, Trident Maple, Dogwood, Chines Pistache, & Sweetbay Magnolia.

Developed Recreational Open Space Requirements (UDO Section 2.06, B.; 2.07, B.):
This phase will include three pocket parks and one community recreation site.

Village Square District

Total Developed Open Space Required: 13.70 acres
Total Provided this Phase: 10.62 acres
Remaining Required for Future Phases: 3.08 acres

Neighborhood District

Total Developed Open Space Required: 22.50 acres
Total Provided this Phase: 1.49 acres
Remaining Required for Future Phases: 21.01 acres

The 25-acre Town Park land is included in this phase and will be dedicated to the Town.

Architectural and Site Design Requirements

Building Materials, Colors, Textures, Architecture, Roof Treatment, and Façade Modulation:

The Carolina Springs Architectural Design Guidelines require certain design elements for townhomes and single family units as shown in the chart below:

BUILDING TYPE	Single Family		Townhomes		Amenity
	Front Load	Rear Load	Front Load	Rear Load	
Features					
Covered Entry (Porch or Stoop) - 15 SF min	R	R	P	P	P
Outdoor Patio or Deck - 40 SF min	R	R	R	R	P
Exposed Foundation > 18" to be finished w/Masonry Product*	R	R	R	R	P
Roof Eaves - 12" min (Facing Public Right-of-Way)	R	R	R	R	R
Slab on Grade Foundation	P	P	P	P	P
Decorative					
Shutters or window trim wrap (Front Facade Only)	R	R	R	R	P
Architectural Shingles	R	R	R	R	R
Decorative Garage Door	R	R	R	R	P
Roofline Variations (Direction, Height, Dormers)	R	R	R	R	R
Materials					
Brick	P	P	P	P	P
Cultured/Natural Stone	P	P	P	P	P
Wood Siding	P	P	P	P	P
Fiber Cement Siding	P	P	P	P	P
Alleys	P	R	P	R	P

Single family dwellings will be reviewed for compliance with each building permit.

Townhomes elevations have been submitted with this phase. All proposed elevations meet the requirements of the design guidelines checklist.

Mail Kiosk

Mail kiosks will be located at the community amenity site with parking.

Master Sign Plan:

A Master Sign Plan has not been submitted for this project. A Master Sign Plan can be submitted in the future if desired by the applicant.

PARKS & RECREATION

Greenways (UDO Section 7.06, C.):

1. Greenways on site include a North-South connection from the entrance off Woods Creek Rd next to the proposed pump station going north through the proposed Town Park and into the residential area and "Future Amenity Site." Also shown as part of this preliminary plan is an East-West connect from the Future Phase to the immediate west of this project, heading east through the future park site, intersecting the North-South route, and continuing east toward the Future Village Square East district. The East-West path follows parallel and just south of the 50' Dixie Pipeline Easement.
2. Offsite greenway connection to 12 oaks greenway to be completed not later than three years following first certificate of occupancy.

ENGINEERING

Water Service:

Water service will be provided to this development through connection to watermain that will be extended in Carolina Springs Blvd, Woods Creek Rd, and Woodfield Dead End Rd as a part of the major infrastructure constructed with the Carolina Springs Master Plan. Minimum 8-inch watermain will extend throughout the site to serve each individual property and stub for future development. A Hydraulic Water Model and FFA is required to be finalized with this project.

Reclaimed Water Service:

Reclaimed water service will be provided to this development through connection to reclaimed water main that will be extended in Carolina Springs Blvd, Woods Creek Rd, and Woodfield Dead End Rd as a part of the major infrastructure constructed with the Carolina Springs Master Plan. Minimum 6-inch reclaimed watermain will extend throughout the site to serve each individual property and stub for future development. A Hydraulic Reclaimed Water Model and Report is required to be finalized with this project

Sewer Service:

Sewer service will be provided to this development through connection to gravity sewer main that will be extended through the development as a part of the major infrastructure constructed with the Carolina Springs Master Plan & Pump Station Site Plan #1. Sewer from this development will discharge by gravity to the Carolina Springs Pump Station #1.

Transportation

A Traffic Impact Analysis (TIA) was completed and approved with the Carolina Springs PUD. A phasing memo was provided that outlined how the transportation improvements recommended in the TIA would be phased in with the construction of the development. A memorandum was submitted with this project to evaluate the traffic impacts from Calvert Sports Academy and from the first Phase of the Residential Development in the Village Square District of the PUD. This memorandum identified transportation improvements required to be completed with the build-out of the two components within the PUD.

The TIA Phasing Memo defines **Phase 1** as the construction of the Calvert Sports Academy project and Carolina Springs Phase 1 Residential (approximately 422 units). The following are recommended to be constructed with the build-out of these two components of the PUD. The following improvements are to be constructed as a part of this Preliminary Subdivision Plan or with associated construction drawings based on the approved Detailed Master Plan:

- Construct Carolina Springs Blvd with two (2) egress lanes and two (2) ingress lanes.
- Construct a westbound right-turn lane on Old Holly Springs – Apex Road at Carolina Springs Blvd.
- Construct an eastbound left-turn lane on Old Holly Springs – Apex Road at Carolina Springs Blvd.
- Construct an eastbound right-turn lane on Woods Creek Road at Old Holly Springs – Apex Road.
- Construct a northbound right-turn lane on Old Holly Springs – Apex Road at Woods Creek Road.
- Construct a westbound left-turn lane on Old Holly Springs – Apex Road at Woods Creek Road.
- Monitor the intersection of Old Holly Springs – Apex Road and NC-540 Eastbound Ramps for signalization after the opening of the Calvert Sports Academy / Iceplex facility and install once warranted and approved by NCDOT.
- Monitor the intersection of Old Holly Springs – Apex Road and Carolina Springs Blvd. for signalization after the opening of the Calvert Sports Academy / Iceplex facility and install once warranted and approved by NCDOT.
- Monitor the intersection of Old Holly Springs – Apex Road and Woods Creek Road for signalization after the opening of the Calvert Sports Academy / Iceplex facility and install once warranted and approved by NCDOT.

This Preliminary Subdivision Plan, as well as each Development Plan and Preliminary Subdivision Plan within the Carolina Springs PUD, is responsible for payment of fee-in-lieu proportionate to project impact for the future design and installation of the traffic signals identified at three off-site intersections as approved in the TIA.

Road Widening:

This project will complete road improvements in accordance with the Town's Unified Development Ordinance (UDO), Comprehensive Transportation Plan (CTP) and Engineering Design & Construction Standards (ED&CS). This includes the widening of Woods Creek Rd and Old Holly Springs Apex Rd to half of the ultimate cross section for a 4-lane, median-divided thoroughfare, as well as the additional intersection improvements listed above. All of these road improvements are required to be completed prior to the completion of **Phase 1** as described above. ALL road improvements will be constructed as part of this Preliminary Subdivision Plan or with associated construction drawings based on the approved Detailed Master Plan.

As approved by Town Council, the maintenance of the portion of Woodfield Deadend Road through the Carolina Springs PUD property will be transferred from NCDOT to the Town and the development will rename this portion of the road.

Connectivity:

This development will construct 10-ft public greenway through the middle portion of the site in accordance with the Carolina Springs Master Plan. The greenway will connect to future greenways to be constructed within the Carolina Springs Development. An internal sidewalk network of a minimum 5' width has been provided to connect all residential lots to public streets and future parts of the Carolina Springs Development. Bike lanes have been provided on the larger Connector roads within the development: Carolina Springs Blvd and Woodfield Dead End Rd.

Environmental

This project will be required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance and is located in the Neuse River Basin and will be subject to all applicable requirements of that basin.

REQUESTED ACTION

Motion that the Planning Board recommend the Town Council approve / deny Preliminary Plan #20-MAS-01 for Carolina Springs Phase 1 as submitted by WithersRavenel, Project Number 02190372.20, dated Revised August 7, 2020 with the following conditions:

1. All previous conditions of approval for *Carolina Springs PUD* apply to this plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the Town's current annual budget or any unexpired development agreement.
2. This project is required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance.
3. This project is required to meet FEMA floodplain and/or floodways regulations.
4. The following must be addressed prior to or with 1st construction drawing submittal:
 - a. For Thoroughfares, collectors and boulevards that are Town maintained a calculated pavement design will be required.
 - b. Reclaimed Water Report must be finalized.
 - c. A verification letter that confirms no changes occurred to the gravity sewer network; including final sizing for lines that are stubbed upstream, will be required with first construction drawing submittal. If changes have been made to the gravity sewer network, a Final Gravity Sewer Line Sizing Report will be required with first construction drawing submittal for all lines that are stubbed to adjacent upstream properties. Include calculations to document line sizes, adequacy of proposed sanitary sewer lines to serve all future upstream development.
 - d. All items listed on the Stormwater Submittal Checklist, Form #16003.
 - e. Provide documentation in the form of a recorded plat of all required off-site right-of-way dedication.
 - f. Provide documentation in the form of a recorded plat of all required offsite sewer easements.
 - g. Provide a sealed engineer's report including calculations to verify hydraulic capacity of existing pond identifying primary and secondary outlet structures and/or spillways.
 - h. Provide a sealed engineer's report and recommendations to verify structural integrity of dam(s).
5. The following must be addressed or paid prior to receiving construction drawing approval for any phase of this Preliminary Subdivision Plan and/or issuance of a land disturbance permit:
 - a. Fee-in-lieu proportionate to the project impact for the design and installation of traffic signal at Carolina Springs Boulevard/Old Holly Springs Apex Rd. in accordance with the TIA.
 - b. Fee-in-lieu proportionate to project impact for the design and installation of traffic signal at Old Holly Springs Apex Rd/Woods Creek Rd. in accordance with the TIA.
 - c. Fee-in-lieu proportionate to project impact for the design and installation of traffic signal at Old Holly Springs Apex Rd/NC-540 Eastbound Ramps in accordance with the TIA.
 - d. Provide documentation in the form of a recorded plat of all required off-site right-of-way dedication. Coordinate with Staff during Construction Drawing review to record this as early in the process as possible.
 - e. Provide documentation in the form of a recorded plat of all required offsite sewer easements. Coordinate with Staff during Construction Drawing review to record this as early in the process as possible.

- f. All environmental permits must be obtained for the entire project.
 - g. Carolina Springs Pump Station #1 and associated forcemain Construction Drawings must be approved.
 - h. Construction Drawings for the required gravity sewer infrastructure to serve this project must be approved.
 - i. Any off-site water facilities needed to serve this Preliminary Subdivision Plan must be installed and completed unless otherwise determined by the Town.
 - j. Maintenance responsibility transferred from NCDOT to the Town for the section of Woodfield Dead End Road that extends from the northern R/W line of Woods Creek Rd to the northern-most property limits of Carolina Springs. This item has received Town Council approval.
 - k. Approval of Stormwater Management Plan.
 - l. Payment of the Stormwater Fee-in-Lieu.
 - m. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to plat recordation and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
6. The following must be addressed prior to the approval of any plat for this Preliminary Subdivision Plan:
- a. Pump Station #1 and associated forcemain must be constructed by the developer and accepted by the Town.
7. The Carolina Springs Blvd stream crossing/bridge Construction Drawings shall be submitted:
- a. Prior to or with the Construction Drawings for the 1st Commercial Development Plan east of the stream, other than Calvert Ice Sports Academy OR
 - b. Prior to or with the Construction Drawings for the extension of Carolina Springs Blvd. into Sub-Phase 2 of this Preliminary Subdivision Plan, whichever comes first.
8. Prior to receiving Construction Drawing Approval for any Development Plan east of the bridge, other than Calvert Ice Sports Academy, construction drawings that include the bridge and stream crossing design must also be approved.
9. Prior to receiving Construction Drawing Approval for any unit beyond Sub-Phase 1 (north of Road F) in this Preliminary Subdivision Plan, construction drawings that include the bridge and stream crossing design must also be approved.
10. Prior to receiving Certificate of Occupancy (CO) for units beyond Sub-Phase 1 (north of Road F), the bridge, stream crossing and associated utilities must be constructed
11. Prior to receiving Certificate of Occupancy CO) for any Development Plan east of the bridge, other than Calvert Ice Sports Academy, the bridge, stream crossing and associated utilities must be constructed.
12. Construct additional southbound left turn lane at the intersection of Holly Springs New Hill Road and Old Holly Springs Apex Road if warranted prior to full build out of this Subdivision Plan in accordance with the TIA. This will continue to be monitored during the Construction Drawing review process.
13. The intersections of Carolina Springs Boulevard/Old Holly Springs Apex Road, Old Holly Springs Road/Woods Creek Road, and Old Holly Springs Apex Road/ NC-540 Eastbound Ramps shall continue to be monitored for signalization with the next Development Plan or Subdivision Plan associated with the Carolina Springs PUD. The developer will be responsible for collecting new traffic counts and submitting a Signal Warrant Analysis (SWA) for evaluation.
- a. Each Development within the Carolina Springs PUD is responsible for a fee-in-lieu proportionate to project impact for design and installation of the expected traffic signals as approved in the TIA. Those fees are required to be provided at the time of construction Drawing Approval.
 - b. When warranted by NCDOT and Town, traffic signal design and installation at the intersections of Carolina Springs Boulevard/Old Holly Springs Apex Road, Old Holly

Springs Road/Woods Creek Road, and Old Holly Springs Apex Road/ NC-540 Eastbound Ramps shall be the responsibility of the developer.

14. Carolina Springs PUD is responsible for a fee-in-lieu for the future additional right turn lane at the Bennett Knoll/GB Alford Hwy intersection as identified in the TIA. An updated cost estimate and evaluation for this intersection is required with the next Development Plan or Subdivision Plan to determine
15. **The following must be finalized prior to this project moving forward to Town Council. The items below must be finalized no later than 8/28/20 in order to remain on the Agenda for the 9/15/20 Town Council meeting:**
 - a. All plan revisions, including those from Parks and Recreation, indicated in the 4th Review Comments as well as the following:
 - i. Add a note to the plans that speaks to condition #12 above: Construct additional southbound left turn lane at the intersection of Holly Springs New Hill Road and Old Holly Springs Apex Road if warranted prior to full build out of this Subdivision Plan in accordance with the TIA. This will continue to be monitored during the Construction Drawing review process.
 - ii. Add a note to the plans indicating that this project is responsible for fee-in-lieu proportionate to project impact for design and installation of traffic signals at the three intersections identified in the TIA and listed herein.
 - b. Submit Cost Estimate to the Engineering Department for the three intersections identified as needing future traffic signals. Provide this project's % impact and associated fee-in-lieu amount.
 - i. Update the TIA Memo and re-submit to include the % impact at the intersections for this project.

The following must be finalized prior to this project moving forward to Town Council. The items below must be finalized no later than 9/2/20 in order to remain on the Agenda for the 9/15/20 Town Council meeting

- a. The FFA Report must be reviewed and finalized by the Town no later than 9/2/20. Any changes to the plans that result from the final FFA Report conclusions must also be submitted, reviewed and finalized by 9/2/20. If the Report and Plans are not finalized by this date, the project will be rescheduled for the October Town Council Agenda

Agenda Item Completeness Checklist				
	Approved for Distribution			
Staff Member	Yes	No	Initials	Comments
Sean Ryan	X		SR	
Parks & Rec	X		MBB	
Engineering			RDJ	
Melissa Sigmund	X		MS	



THE TOWN OF

Holly Springs

Carolina Springs Phase 1: 20-MAS-01

Motion and Conditions of Approval:

Motion to **approve / deny** Preliminary Plan 20-MAS-01 for Carolina Springs Phase 1 as submitted by WithersRavenel, Project Number 02190372.20, dated Revised August 28, 2020 with the following conditions:

1. All previous conditions of approval for *Carolina Springs PUD* apply to this plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the Town's current annual budget or any unexpired development agreement.
2. This project is required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance.
3. This project is required to meet FEMA floodplain and/or floodways regulations.
4. The following must be addressed prior to or with the first construction drawing submittal.
 - a. For Thoroughfares, collectors and boulevards that are Town maintained a calculated pavement design will be required.
 - b. Reclaimed Water Report must be finalized.
 - c. A verification letter that confirms no changes occurred to the gravity sewer network; including final sizing for lines that are stubbed upstream, will be required with first construction drawing submittal. If changes have been made to the gravity sewer network, a Final Gravity Sewer Line Sizing Report will be required with first construction drawing submittal for all lines that are stubbed to adjacent upstream properties. Include calculations to document line sizes, adequacy of proposed sanitary sewer lines to serve all future upstream development.
 - d. All items listed on the Stormwater Submittal Checklist, Form #16003.
 - e. Provide a sealed engineer's report including calculations to verify hydraulic capacity of existing pond identifying primary and secondary outlet structures and/or spillways.
 - f. Provide a sealed engineer's report and recommendations to verify structural integrity of dam(s).
5. The following must be addressed or paid prior to receiving construction drawing approval for any phase of this Preliminary Subdivision Plan and/or issuance of a land disturbance permit:
 - a. Provide documentation in the form of a recorded plat of all required off-site right-of-way dedication. Coordinate with Staff during Construction Drawing review to record this as early in the process as possible.
 - b. Provide documentation in the form of a recorded plat of all required offsite sewer easements. Coordinate with Staff during Construction Drawing review to record this as early in the process as possible.

Office of the Mayor

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Email: dick.sears@hollyspringsnc.us

- c. All environmental permits must be obtained for the entire project.
 - d. Carolina Springs Pump Station #1 and associated forcemain Construction Drawings must be approved.
 - e. Construction Drawings for the required gravity sewer infrastructure to serve this project must be approved.
 - f. Any off-site water facilities needed to serve this Preliminary Subdivision Plan must be installed and completed unless otherwise determined by the Town.
 - g. Maintenance responsibility transferred from NCDOT to the Town for the section of Woodfield Dead End Road that extends from the northern R/W line of Woods Creek Rd to the northern-most property limits of Carolina Springs. This item has received Town Council approval.
 - h. Approval of Stormwater Management Plan.
 - i. Payment of the Stormwater Fee-in-Lieu.
 - j. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to plat recordation and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the BMP is required at the end of the performance monitoring period for the project.
6. The following must be addressed prior to the approval of any plat for this Preliminary Subdivision Plan:
- a. Pump Station #1 and associated forcemain must be constructed by the developer and accepted by the Town.
7. The Carolina Springs Blvd stream crossing/bridge Construction Drawings shall be submitted:
- a. Prior to or with the Construction Drawings for the 1st Commercial Development Plan east of the stream, other than Calvert Ice Sports Academy OR
 - b. Prior to or with the Construction Drawings for the extension of Carolina Springs Blvd. into Sub-Phase 2 of this Preliminary Subdivision Plan, whichever comes first.
8. Prior to receiving Construction Drawing Approval for any Development Plan east of the bridge, other than Calvert Ice Sports Academy, construction drawings that include the bridge and stream crossing design must also be approved.
9. Prior to receiving Construction Drawing Approval for any unit beyond Sub-Phase 1 (north of Road F) in this Preliminary Subdivision Plan, construction drawings that include the bridge and stream crossing design must also be approved.
10. Prior to receiving Certificate of Occupancy (CO) for units beyond Sub-Phase 1 (north of Road F), the bridge, stream crossing and associated utilities must be constructed
11. Prior to receiving Certificate of Occupancy (CO) for any Development Plan east of the bridge, other than Calvert Ice Sports Academy, the bridge, stream crossing and associated utilities must be constructed.
12. Construct additional southbound left turn lane at the intersection of Holly Springs New Hill Road and Old Holly Springs Apex Road if warranted prior to full build out of this Subdivision Plan in accordance with the TIA. This will continue to be monitored during the Construction Drawing review process.
13. Carolina Springs PUD is responsible for a fee-in-lieu for the future additional right turn lane at the Bennett Knoll/GB Alford Hwy intersection as identified in the TIA. An updated cost estimate and evaluation for this intersection is required with the next Development Plan or Subdivision Plan for a determination.
14. The design and installation of the new traffic signal at Carolina Springs Boulevard/Old Holly Springs Apex Road is the responsibility of the Developer when warranted and approved by NCDOT and the Town in accordance with the TIA. The Developer is

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- responsible to continue to monitor this intersection for the duration of the project. Fee-in-lieu payments proportionate to project impact that are collected from developments within the Carolina Springs PUD toward this improvement would be contributed to the Developer when the design and installation of the new traffic signal occurs.
15. The design and installation of the new traffic signal at Old Holly Springs Apex Rd/Woods Creek Road is the responsibility of the Developer when warranted and approved by NCDOT and the Town in accordance with the TIA. The Developer is responsible to continue to monitor this intersection for the duration of the project. Fee-in-lieu payments proportionate to project impact that are collected from developments within the Carolina Springs PUD toward this improvement would be contributed to the Developer when the design and installation of the new traffic signal occurs.
 16. The design and installation of the new traffic signal at Old Holly Springs Apex Rd/ NC-540 Eastbound Ramps is the responsibility of the Developer when warranted and approved by NCDOT and the Town in accordance with the TIA. The Developer is responsible to continue to monitor this intersection for the duration of the project. Fee-in-lieu payments proportionate to project impact that are collected from developments within the Carolina Springs PUD toward this improvement would be contributed to the Developer when design and installation of the new traffic signal occurs.
 17. Developer to design and construct North-South Greenway connection within Future Town Park Land prior to completion of 12 Oaks Greenway connection discussed in Infrastructure Reimbursement Agreement, dated 6/1/2019.

September 21, 2020

Rachel Jones, EI
Town of Holly Springs
Rachel.jones@hollyspringsnc.us
(919) 577 - 3161

Subject: Carolina Springs Trip Generation and Roadway Improvement Phasing Memo
Holly Springs, North Carolina

Dear Ms. Jones

This updated letter provides phasing of the trip generation and improvements proposed for the Carolina Springs development through the initial known phases of construction. This phasing letter provides an updated look from the March 20, 2020 and July 5, 2020 phasing memos based on recent changes to the proposed density. Ramey Kemp Associates (RKA) completed a Traffic Impact Analysis (TIA) for the proposed Carolina Springs development in March 2019 and prepared a phasing assessment for the agreed upon roadway improvements in April 2019 which outlined the trip thresholds triggering each roadway improvement. As part of this phasing assessment, it was agreed that the Carolina Springs development would reassess the trip generation of each cumulative phase throughout the buildout. Subsequent trip generation / phasing letters will be provided as the development is built out, which may include traffic counts to verify the trips being generated by the development. Additional capacity analysis may also be completed in the future to determine the need for the required improvements through buildout. The traffic improvements and phasing proposed in this letter are based on anticipated traffic demands by the proposed development. Additional improvements may be constructed at an earlier date, as decided by the Client.

Per coordination with the development team, the Carolina Springs development phasing was determined and broken down into intermediary phases. A cumulative summary of the proposed density by completion of each phase of buildout is below:

- Phase 1:
 - o 73 single family homes
 - o 12 townhomes
- Phase 2:
 - o 81 single family homes
 - o 102 townhomes
 - o Calvert Sports Academy / Iceplex
- Phase 3:
 - o 88 single family homes

- o 159 townhomes
 - o Calvert Sports Academy / Iceplex
- Phase 4:
 - o 105 single family homes
 - o 269 townhomes
 - o Calvert Sports Academy / Iceplex
- Phase 5:
 - o 105 single family homes
 - o 321 townhomes
 - o Calvert Sports Academy / Iceplex

Trip Generation:

The proposed development is assumed to consist of a total of 105 single family homes, 321 townhomes, and the Calvert Sports Academy / Iceplex by full buildout of Phases 1-5. To better account for the phased buildout proposed by the development, the trip generation and proposed roadway improvements were also phased. Average weekday daily, AM peak hour, and PM peak hour trips for the proposed development were estimated using methodology contained within the *ITE Trip Generation Manual*, 10th Edition.

Due to the unique nature of the Calvert Sports Academy / Iceplex, the trip generation was determined through coordination with the Client regarding the proposed uses / anticipated tenants / classes expected during a typical weekday. After construction is complete on the Iceplex and the facility is operational and at a normalized operation, it is recommended that updated traffic counts be conducted at the site driveways to determine development trip generation, and the phasing be revisited prior to the next phase of roadway improvements by the proposed development. Table 1 provides a detailed summary of the assumptions and methodology used to determine the trip generation potential for the Iceplex site. The assumptions included in this table have been reviewed and approved by Town of Holly Springs (Town) staff. Tables 2-6 provide a summary of the total trip generation potential of phases 1-5 for the site.

Table 1: Trip Generation – Calvert Sports Academy / Iceplex

User	Weekday Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
		Enter	Exit	Enter	Exit
Academy Students (150 total students)	300	--	--	30	30
Teachers / Counselors / Admin	80	20	--	20	20
Management Staff	34	12	--	10	12
Operations Staff	50	10	--	15	10
Coaches / Trainers	60	10	--	20	10
Building Personnel / Security	26	8	--	5	8
General Public	500	20	20	50	50
Athletes / Fans					
Hockey	250	25	25	25	25
Figure Skaters	200	20	20	20	20
Adults	400	40	40	40	40
Training	150	15	15	15	15
Total	2,050	180	120	250	240

It is estimated that the proposed Calvert Sports Academy / Iceplex will generate approximately 2,050 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 300 trips (180 entering and 120 exiting) will occur during the weekday AM peak hour and 490 (250 entering and 240 exiting) will occur during the weekday PM peak hour.

Table 2: Trip Generation – Phase 1 (Residential)

Land Use (ITE Code)	Intensity	Weekday Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Single Family Homes (210)	73 Homes	780	14	43	47	28
Multifamily Housing (Low-Rise) (220)	12 Units	50	1	5	6	3
Total		830	15	48	53	31

It is estimated that phase 1 of the proposed development will generate approximately 830 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 63 trips (15 entering and 48 exiting) will occur during the weekday AM peak hour and 84 (53 entering and 32 exiting) will occur during the weekday PM peak hour.

Table 3: Trip Generation – Phase 2 (Residential and Calvert Sports Academy)

Land Use (ITE Code)	Intensity	Weekday Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Single Family Homes (210)	81 Homes	860	15	47	52	31
Multifamily Housing (Low-Rise) (220)	102 Units	730	11	38	38	22
Calvert Sports Academy (n/a)		2,050	180	120	250	240
Total		3,640	206	205	340	293

It is estimated that phase 2 of the proposed development will generate approximately 3,640 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 411 trips (206 entering and 205 exiting) will occur during the weekday AM peak hour and 633 (340 entering and 293 exiting) will occur during the weekday PM peak hour.

Table 4: Trip Generation – Phase 3 (Residential and Calvert Sports Academy)

Land Use (ITE Code)	Intensity	Weekday Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Single Family Homes (210)	88 Homes	920	17	50	57	33
Multifamily Housing (Low-Rise) (220)	159 Units	1160	17	57	56	33
Calvert Sports Academy (n/a)		2,050	180	120	250	240
Total		4,130	214	227	363	306

It is estimated that phase 3 of the proposed development will generate approximately 4,130 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 441 trips (214 entering and 227 exiting) will occur during the weekday AM peak hour and 669 (363 entering and 306 exiting) will occur during the weekday PM peak hour.

Table 5: Trip Generation – Phase 4 (Residential and Calvert Sports Academy)

Land Use (ITE Code)	Intensity	Weekday Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Single Family Homes (210)	105 Homes	1,090	20	59	67	39
Multifamily Housing (Low-Rise) (220)	269 Units	1,990	28	94	89	53
Calvert Sports Academy (n/a)		2,050	180	120	250	240
Total		5,130	227	274	406	332

It is estimated that phase 4 of the proposed development will generate approximately 5,130 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 501 trips (228 entering and 273 exiting) will occur during the weekday AM peak hour and 738 (406 entering and 332 exiting) will occur during the weekday PM peak hour.

Table 6: Trip Generation – Phase 5 (Residential and Calvert Sports Academy)

Land Use (ITE Code)	Intensity	Weekday Daily Traffic (vpd)	Weekday AM Peak Hour Trips (vph)		Weekday PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
Single Family Homes (210)	105 Homes	1,090	20	59	67	39
Multifamily Housing (Low-Rise) (220)	321 Units	2,390	33	111	105	62
Calvert Sports Academy (n/a)		2,050	180	120	250	240
Total		5,530	232	291	422	341

It is estimated that phase 5 of the proposed development will generate approximately 5,530 total site trips on the roadway network during a typical 24-hour weekday period. Of the daily traffic volume, it is anticipated that 523 trips (233 entering and 290 exiting) will occur during the weekday AM peak hour and 763 (422 entering and 341 exiting) will occur during the weekday PM peak hour.

Recommended Roadway Improvements:

Per the phasing assessment prepared on April 10, 2019, roadway improvements are recommended at approximately 10%, 25%, and 50% buildout of the proposed development, based on the number of trips generated by the development. A breakdown of the approximate phasing threshold for these improvements are below.

- 10% -- 2,600 Daily Trips, 150 Weekday AM Peak Hour Trips, 240 Weekday PM Peak Hour Trips
- 25% -- 6,500 Daily Trips, 350 Weekday AM Peak Hour Trips, 600 Weekday PM Peak Hour Trips
- 50% -- 13,000 Daily Trips, 750 Weekday AM Peak Hour Trips, 1,200 Weekday PM Peak Hour Trips

Based upon these TIA thresholds, it is recommended that the improvements below be constructed prior to the newly proposed phasing thresholds. These more accurately reflect the thresholds / timing of construction, as

proposed by the project team. Additional improvements may be constructed at an earlier date, as decided by the Client.

- Phase 1: 73 single family homes, 12 townhomes
 - Driveway improvements are recommended prior to first CO of this phase.
- Phase 2: 81 single family homes, 102 townhomes, Calvert Sports Academy / Iceplex
 - 10% and 25% buildout improvements are recommended prior to first CO of this phase. It is recommended that the need for signalization be monitored after construction and normalized operations have begun at the Calvert Sports Academy / Iceplex facility.
- Phase 3: 88 single family homes, 159 townhomes, Calvert Sports Academy / Iceplex
 - No new off-site roadway improvements recommended.
- Phase 4: 105 single family homes, 269 townhomes, Calvert Sports Academy / Iceplex
 - No new off-site roadway improvements recommended.
- Phase 5: 105 single family homes, 321 townhomes, Calvert Sports Academy / Iceplex
 - No new off-site roadway improvements recommended.

Fee-in-Lieu Calculation

Per coordination with Town staff, it was requested that a fee-in-lieu calculation be provided for the three (3) traffic signals for both the Calvert Sports Academy / Iceplex and for the proposed residential development. Since these traffic signals are not expected to be warranted with this phase of construction, a cost estimate was calculated for the proposed traffic signals and an additional 25% contingency was calculated for a conservative estimate of the anticipated impacts. A summary of the total signal design, permitting, and construction costs is outlined below, along with the percent impacts / calculated fee-in-lieu for both the proposed residential development and Calvert Sports Academy / Iceplex. Refer to the attachments for a detailed summary of each signal cost estimate.

Total Construction costs +25% Contingency:

- Old Holly Springs Apex Road (Veridea Parkway) at EB NC 540 Ramps -- \$189,557.81
- Old Holly Springs Apex Road at Carolina Springs Blvd -- \$265,781.25
- Old Holly Springs Apex Road at Woods Creek Road -- \$276,780.00

Proposed Residential Impact (% of traffic at intersection)

- Old Holly Springs Apex Road (Veridea Parkway) at EB NC 540 Ramps (6%) -- \$11,373.47
- Old Holly Springs Apex Road at Carolina Springs Blvd (7%) -- \$18,604.69
- Old Holly Springs Apex Road at Woods Creek Road (6%) -- \$16,726.80

Proposed Calvert Sports Academy / Iceplex Impact (% of traffic at intersection)

- Old Holly Springs Apex Road (Veridea Parkway) at EB NC 540 Ramps (4%) -- \$7,582.31
- Old Holly Springs Apex Road at Carolina Springs Blvd (13%) -- \$34,552.56
- Old Holly Springs Apex Road at Woods Creek Road (9%) -- \$24,910.20

Conclusion:

This letter provides a phasing assessment of the roadway improvements necessary for phases 1-5 of Carolina Springs Residential and the Calvert Sports Academy / Iceplex facility. This phasing provides an updated look at the improvements necessary, as outlined in the April 2019 phasing assessment. A summary of the recommended roadway improvements / thresholds are below:

- Phase 1: 73 single family homes, 12 townhomes [Driveway Improvements only]
 - Construct Site Drive #1 as a stop controlled southbound approach with one ingress lane and one egress lane.
 - Construct an additional through lane along the site frontage. The additional through lane may be striped as a right-turn only lane until additional driveways or widening is completed west of the driveway.
 - Construct Woodfield Dead End Road as a stop controlled southbound approach with one ingress lane and one egress lane.
- Phase 2: 81 single family homes, 102 townhomes, Calvert Sports Academy / Iceplex [10% and 25% Buildout Improvements]
 - Construct East-West Connector with two (2) egress lanes (one full length right-turn lane and one left-turn lane with a minimum of 200 feet of full width storage and appropriate deceleration and taper) and two (2) ingress lanes.
 - Construct a westbound right-turn lane on Old Holly Springs - Apex Road at East-West Connector with a minimum of 100 feet of full width storage and appropriate deceleration and taper.
 - Construct an eastbound left-turn lane on Old Holly Springs - Apex Road at East-West Connector with a minimum of 200 feet of full width storage and appropriate deceleration and taper.
 - Construct an eastbound right-turn lane on Woods Creek Road at Old Holly Springs - Apex Road with a minimum of 300 feet of full width storage and appropriate deceleration and taper.
 - Construct a northbound right-turn lane on Old Holly Springs - Apex Road at Woods Creek Road with a minimum of 300 feet of full width storage and appropriate deceleration and taper.
 - Construct a westbound left-turn lane on Old Holly Springs - Apex Road at Woods Creek Road with a minimum of 600 feet of full width storage and appropriate deceleration and taper.
 - Monitor the intersection of Old Holly Springs - Apex Road and NC-540 Eastbound Ramps for signalization after the opening of the Calvert Sports Academy / Iceplex facility and install once warranted and approved by NCDOT.*
 - Monitor the intersection of Old Holly Springs - Apex Road and East-West Connector for signalization after the opening of the Calvert Sports Academy / Iceplex facility and install once warranted and approved by NCDOT.*
 - Monitor the intersection of Old Holly Springs - Apex Road and Woods Creek Road for signalization after the opening of the Calvert Sports Academy / Iceplex facility and install once warranted and approved by NCDOT.*
- Phase 3: 88 single family homes, 159 townhomes, Calvert Sports Academy / Iceplex
 - No new off-site roadway improvements recommended.

- Phase 4: 105 single family homes, 269 townhomes, Calvert Sports Academy / Iceplex
 - o No new off-site roadway improvements recommended.
- Phase 5: 105 single family homes, 321 townhomes, Calvert Sports Academy / Iceplex
 - o No new off-site roadway improvements recommended.

*Due to the unique nature of the Calvert Sports Academy / Iceplex facility, monitoring for the need for signalization is not recommended until after the opening of the proposed facility and normalized operations have begun. Projection of signal warrants for a unique facility such as this is not recommended for signalization. Refer to the fee-in-lieu calculations provided in page 2 of this letter.

If you should have any questions, please feel free to contact me at (919) 872-5115.

Sincerely,
Ramey Kemp & Associates, Inc.



Nathaniel Bouquin, P.E.
Traffic Engineering Project Manager



NC Corporate License # C-0910

cc: Stephen Dorn, Lennar
Ed Tang, Withers Ravenel
Marty Linn, Calvert Ice Sports
Trent Rogers, ClarkNexsen

Attachments: April 2019 Phasing Assessment
Traffic Signal Cost Estimate

April 10, 2019

Kendra Parrish, PE
Town of Holly Springs
128 South Main Street
Holly Springs, NC 27540
P: 919-557-3938
E: kendra.parrish@hollyspringsnc.us

Subject: Carolina Springs Off-Site Improvements Phasing Assessment
Holly Springs, North Carolina

Dear Ms. Parrish:

This letter presents an assessment of phasing of the off-site roadway improvements required for the Carolina Springs development. The final required roadway improvements are shown in the TIA report dated 3/28/19. Phasing of the development is not known and build out will be determined based on market conditions. The development includes a mix of residential and commercial uses. Since the build out of the development can vary greatly, this assessment provides an initial evaluation of transportation improvement phasing and relates the phasing to a number of trips generated by the development.

As the development phases build out, it is likely that an updated assessment of the trip impacts will be required to evaluate the need for roadway improvements based on the exact land uses to be constructed. There are several other developments in the area that may contribute to traffic increases in the future. Since the build out of these other developments are unknown, this assessment considers the trip impacts of Carolina Springs on the existing intersections.

Transportation improvements required for each intersection are listed below along with an assessment of development phasing that may warrant the improvement.

Bennet Knoll Parkway / Old Holly Springs – Apex Road and Old Holly Springs – Apex Road

- Signal timing modifications.
- Construct an eastbound right-turn lane with a minimum of 500 feet of storage

Phasing: These improvements would be recommended with approximately 50% of the build out of the development. This percentage of build out equates to approximately 13,000 daily trips, 750 AM peak hour trips, and 1,200 PM peak hour trips.

Bennet Knoll Parkway and NC 55

- Provide fee-in-lieu for an additional eastbound right-turn lane with a minimum of 300 feet of storage

Phasing: This would be recommended at approximately 50% of the build out of the development.

NC 540 Eastbound Ramps and Veridea Parkway

- Restripe the southbound approach to provide dual through lanes.
- Restripe the westbound approach to provide dual left turn lanes with approximately 600 feet of storage
- Construct an additional southbound receiving lane to extend to Old Holly Springs – Apex Road (approximately 2,800 LF)

Phasing: These improvements would be recommended with approximately 50% of the build out of the development. This percentage of build out equates to approximately 13,000 daily trips, 750 AM peak hour trips, and 1,200 PM peak hour trips.

- Monitor for signalization and install when warranted and approved by NCDOT or when the dual left turn lanes are provided on the off-ramp.

Phasing: This improvement will be reevaluated with each phase of development. It is anticipated that the signal would not be warranted before approximately 25% of the build out of the development.

Old Holly Springs – Apex Road and Woods Creek Road

- Construct two additional northbound right-turn lanes with a minimum of 300 feet of storage
- Construct two additional westbound left-turn lanes, one with full length storage and one with a minimum of 600 feet of storage

Phasing: The ultimate improvements would not likely be necessary until approximately 50% of the build out of the development. It would be recommended to construct one northbound right turn lane and one westbound left turn lane prior to adding approximately 10% of site trips on a new driveway connection west of the intersection.

- Restripe the southbound receiving lane to provide two travel lanes for approximately 1,200 feet.

Phasing: This improvement would be recommended with approximately 50% of the build out of the development. This percentage of build out equates to approximately 13,000 daily trips, 750 AM peak hour trips, and 1,200 PM peak hour trips.

- Monitor for signalization and install when warranted and approved by NCDOT

Phasing: This improvement will be reevaluated with each phase of development. The signal would not be warranted before a site access is constructed west of this intersection that will increase eastbound through traffic on Woods Creek Road.

- Construct an eastbound right-turn lane with approximately 300 feet of storage

Phasing: This improvement would be recommended with approximately 25% of the build out of the development. This percentage of build out equates to approximately 6,500 daily trips, 350 AM peak hour trips, and 600 PM peak hour trips. The right turn lane would not be warranted before a site access is constructed west of this intersection that will increase eastbound right turns.

Holly Springs – Apex Road and New Hill Road

- Signal timing modifications.

East-West Connector and Veridea Parkway

- Construct two egress lanes on the southbound approach (one full length right-turn lane and one left-turn lane with a minimum of 200 feet of storage and appropriate decel and taper).
- Construct two ingress lanes.
- Construct a dedicated westbound right-turn lane with a minimum of 100 feet of storage
- Construct an additional westbound through lane to extend from the NC-540 interchange to Woods Creek Road to the west.
- Construct dual eastbound left-turn lanes, one with full length storage and one with approximately 200 feet of storage

o Monitor for signalization and install a traffic signal when warranted and approved by NCDOT

Phasing: These improvements would likely be done when the East-West Connector is constructed to intersect Veridea Parkway. Pavement for the additional westbound through lane and dual eastbound left turn lanes may be constructed initially but not striped for travel until future phases of development.

Woods Creek Road and East-West Connector

- o Construct the westbound approach with one ingress lane and one egress lane.
- o Install stop-control for the westbound approach.
- o Construct a southbound left-turn lane with a minimum of 75 feet of storage
- o Construct a northbound right-turn lane with full length storage.

Phasing: These improvements are anticipated to be constructed when the East-West Connector is constructed at this intersection.

Woods Creek Road and Site Drive #1

- o Construct the stop-controlled southbound approach with one ingress lane and one egress lane.
- o Construct an additional through lane along the site frontage.

Phasing: These improvements are anticipated to be constructed when Site Drive #1 is constructed. The additional through lane may be striped as a right turn only lane until additional driveways or widening is completed west of the driveway.

Woods Creek Road and Site Drive #2

- o Construct the stop-controlled southbound approach with one ingress lane and one egress lane.
- o Construct an additional through lane along the site frontage.

Phasing: These improvements are anticipated to be constructed when Site Drive #2 is constructed. The additional through lane may be striped as a right turn only lane until additional driveways or widening is completed west of the driveway.

Woods Creek Road and Woodfield Dead End Road

- o Construct the stop-controlled southbound approach with one ingress lane and one egress lane.
- o Construct an additional through lane along the site frontage.

Phasing: These improvements are anticipated to be constructed when Site Drive #2 is constructed.

Conclusions

This letter provides an estimated phasing assessment of required transportation improvements for the development. This study provides a guide on when future improvements may be necessary; however, the phasing schedule of the development is unknown and will likely change in the future as the project builds out.

Many roadways in the study area (Veredia Parkway, Woods Creek Road, and NC 540) do not currently carry high traffic volumes, and these roadways will be utilized mostly by the proposed development. Since the current traffic volumes are low, there is significant capacity available on these roadways to carry development trips. There are several other developments in the area that could add traffic to the roadways or make improvements; however, the schedule for these developments is unknown. This phasing assessment considers impacts only of the proposed Carolina Springs development.

The completion of NC 540 in this area will likely change traffic patterns at some study intersections. As the development build out, it will be necessary to reevaluate traffic impacts with each phase of development. This

could require updated traffic counts at some intersections which would include any other development trips or changes in traffic patterns due to completion of other transportation improvements.

If you should have any questions, please feel free to contact me at (919) 872-5115.

Sincerely,

Ramey Kemp & Associates, Inc.



Rynal Stephenson, P.E.
Regional Manager

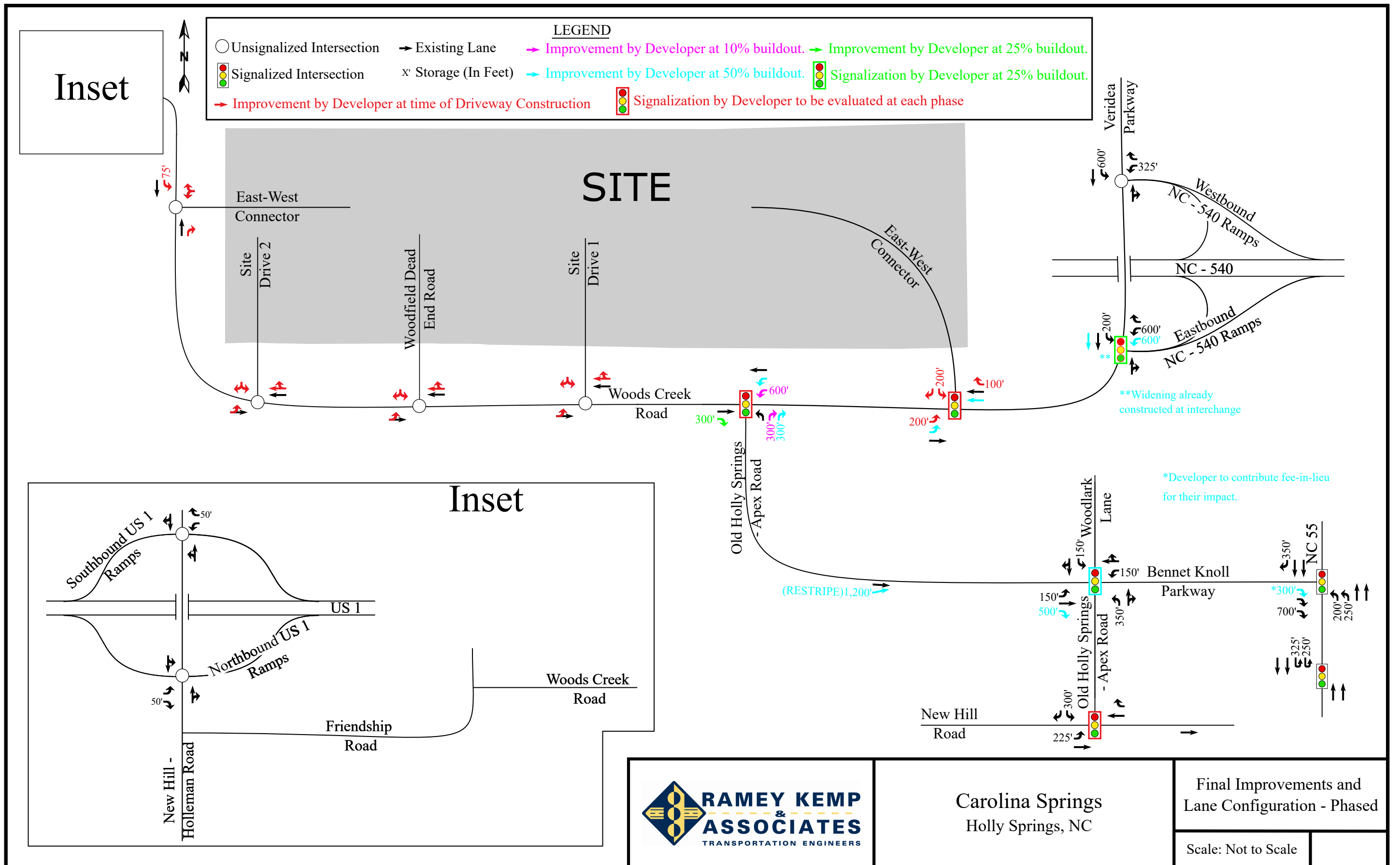


NC Corporate License # C-0910

4-10-19

Attachments: Final Improvements and Phased Lane Configuration Figure

cc: Rachel Jones, Town of Holly Springs
David Stallings, Shenandoah Homes



Preliminary Traffic Signal Cost Estimate (No Signal Design Completed)
Old Holly Springs-Apex Road at Carolina Springs Boulevard, Holly Springs, NC

UNITS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL
LS	MOBILIZATION (5%)	-	-	\$ 10,125.00
EA	PEDESTRIAN SIGNAL HEAD (16" COUNTDOWN)	2	\$ 1,250.00	\$ 2,500.00
EA	VEHICLE SIGNAL HEAD (12", 3 SECTION)	10	\$ 1,000.00	\$ 10,000.00
LF	SIGNAL CABLE	1200	\$ 5.25	\$ 6,300.00
EA	JUNCTION BOX (STANDARD SIZE)	9	\$ 400.00	\$ 3,600.00
EA	JUNCTION BOX (OVERSIZED HEAVY DUTY)	5	\$ 650.00	\$ 3,250.00
LF	INDUCTIVE LOOP SAWCUT	350	\$ 8.00	\$ 2,800.00
LF	DIRECTIONAL DRILL (2 conduits, 2 inch)	300	\$ 32.00	\$ 9,600.00
LF	TRACER WIRE	1400	\$ 2.00	\$ 2,800.00
EA	METAL POLE WITH SINGLE MONOCURVE MAST ARM	1	\$ 23,000.00	\$ 23,000.00
EA	METAL POLE WITH DUAL MONOCURVE MAST ARM	1	\$ 30,000.00	\$ 30,000.00
EA	SOIL TEST	2	\$ 1,250.00	\$ 2,500.00
LF	UNPAVED TRENCHING (1 conduit, 2 inch)	600	\$ 8.50	\$ 5,100.00
LF	UNPAVED TRENCHING (2 conduits, 2 inch)	1500	\$ 10.50	\$ 15,750.00
EA	TYPE I POST WITH FOUNDATION	1	\$ 1,250.00	\$ 1,250.00
EA	TYPE II PEDESTAL WITH FOUNDATION	2	\$ 2,850.00	\$ 5,700.00
LF	LEAD-IN CABLE (14-2 pair)	1600	\$ 2.50	\$ 4,000.00
CY	DRILLED PIER FOUNDATION	16	\$ 1,200.00	\$ 19,200.00
EA	SIGN FOR SIGNALS	3	\$ 400.00	\$ 1,200.00
EA	2070 CABINET/CONTROLLER	1	\$ 25,000.00	\$ 25,000.00
EA	SIGNAL CABINET FOUNDATION	1	\$ 1,200.00	\$ 1,200.00
EA	ELECTRICAL SERVICE/GROUNDING	1	\$ 1,000.00	\$ 1,000.00
EA	DETECTOR CARD	7	\$ 550.00	\$ 3,850.00
LF	COMMUNICATION CABLE (12)	1400	\$ 4.00	\$ 5,600.00
EA	DELINEATOR MARKER	5	\$ 250.00	\$ 1,250.00
EA	EVP GPS	1	\$ 10,000.00	\$ 10,000.00
EA	INTERCONNECT CENTER	1	\$ 1,500.00	\$ 1,500.00
EA	ETHERNET SWITCH	1	\$ 2,850.00	\$ 2,850.00
EA	UNDERGROUND SPLICE ENCLOSURE	1	\$ 1,700.00	\$ 1,700.00
	TOTAL			\$ 212,625.00

The above unit prices and total cost represent Ramey Kemp Associates, Inc. **opinion of most probable cost** for the subject project. RKA utilized unit costs obtained from contractors, vendors, and NCDOT bid packages in preparing this opinion. While RKA endeavors to use the most accurate and up to date unit cost available, the current market conditions are causing these costs to change daily. Additionally, RKA's **opinion** is based solely on quantity and not on construction phasing or ease of construction. The construction bid prices that are received by the owner will vary from contractor to contractor and their individual operating procedures. RKA is providing this **opinion of most probable cost** as an aid to the owner in budgeting, but is meant to serve only as a guideline for this project.

**Preliminary Traffic Signal Cost Estimate (No Signal Design Completed)
Old Holly Springs-Apex Road at Woods Creek Road, Holly Springs, NC**

UNITS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL
LS	MOBILIZATION (5%)	-	-	\$ 10,544.00
EA	PEDESTRIAN SIGNAL HEAD (16" COUNTDOWN)	4	\$ 1,250.00	\$ 5,000.00
EA	VEHICLE SIGNAL HEAD (12", 3 SECTION)	10	\$ 1,000.00	\$ 10,000.00
LF	SIGNAL CABLE	1600	\$ 5.25	\$ 8,400.00
EA	JUNCTION BOX (STANDARD SIZE)	10	\$ 400.00	\$ 4,000.00
EA	JUNCTION BOX (OVERSIZED HEAVY DUTY)	6	\$ 650.00	\$ 3,900.00
LF	INDUCTIVE LOOP SAWCUT	900	\$ 8.00	\$ 7,200.00
LF	DIRECTIONAL DRILL (2 conduits, 2 inch)	340	\$ 32.00	\$ 10,880.00
LF	TRACER WIRE	1000	\$ 2.00	\$ 2,000.00
EA	METAL POLE WITH SINGLE MONOCURVE MAST ARM	1	\$ 23,000.00	\$ 23,000.00
EA	METAL POLE WITH DUAL MONOCURVE MAST ARM	1	\$ 30,000.00	\$ 30,000.00
EA	SOIL TEST	2	\$ 1,250.00	\$ 2,500.00
LF	UNPAVED TRENCHING (1 conduit, 2 inch)	150	\$ 8.50	\$ 1,275.00
LF	UNPAVED TRENCHING (2 conduits, 2 inch)	1050	\$ 10.50	\$ 11,025.00
EA	TYPE I POST WITH FOUNDATION	2	\$ 1,250.00	\$ 2,500.00
EA	TYPE II PEDESTAL WITH FOUNDATION	4	\$ 2,850.00	\$ 11,400.00
LF	LEAD-IN CABLE (14-2 pair)	1700	\$ 2.50	\$ 4,250.00
CY	DRILLED PIER FOUNDATION	16	\$ 1,200.00	\$ 19,200.00
EA	SIGN FOR SIGNALS	3	\$ 400.00	\$ 1,200.00
EA	2070 CABINET/CONTROLLER	1	\$ 25,000.00	\$ 25,000.00
EA	SIGNAL CABINET FOUNDATION	1	\$ 1,200.00	\$ 1,200.00
EA	ELECTRICAL SERVICE/GROUNDING	1	\$ 1,000.00	\$ 1,000.00
EA	DETECTOR CARD	8	\$ 550.00	\$ 4,400.00
LF	COMMUNICATION CABLE (12)	1000	\$ 4.00	\$ 4,000.00
EA	DELINEATOR MARKER	6	\$ 250.00	\$ 1,500.00
EA	EVP GPS	1	\$ 10,000.00	\$ 10,000.00
EA	INTERCONNECT CENTER	1	\$ 1,500.00	\$ 1,500.00
EA	ETHERNET SWITCH	1	\$ 2,850.00	\$ 2,850.00
EA	UNDERGROUND SPLICE ENCLOSURE	1	\$ 1,700.00	\$ 1,700.00
	TOTAL			\$ 221,424.00

The above unit prices and total cost represent Ramey Kemp Associates, Inc. **opinion of most probable cost** for the subject project. RKA utilized unit costs obtained from contractors, vendors, and NCDOT bid packages in preparing this opinion. While RKA endeavors to use the most accurate and up to date unit cost available, the current market conditions are causing these costs to change daily. Additionally, RKA's **opinion** is based solely on quantity and not on construction phasing or ease of construction. The construction bid prices that are received by the owner will vary from contractor to contractor and their individual operating procedures. RKA is providing this **opinion of most probable cost** as an aid to the owner in budgeting, but is meant to serve only as a guideline for this project.

Preliminary Traffic Signal Cost Estimate (No Signal Design Completed)
Veridea Pkwy at NC 540 EB Ramps, Holly Springs, NC

UNITS	DESCRIPTION	QUANTITY	UNIT COST	TOTAL
LS	MOBILIZATION (5%)	-	-	\$ 7,221.25
EA	PEDESTRIAN SIGNAL HEAD (16" COUNTDOWN)	6	\$ 1,250.00	\$ 7,500.00
EA	VEHICLE SIGNAL HEAD (12", 3 SECTION)	9	\$ 1,000.00	\$ 9,000.00
EA	VEHICLE SIGNAL HEAD (12", 5 SECTION)	3	\$ 1,400.00	\$ 4,200.00
LF	SIGNAL CABLE	1300	\$ 5.25	\$ 6,825.00
EA	JUNCTION BOX (STANDARD SIZE)	9	\$ 400.00	\$ 3,600.00
EA	JUNCTION BOX (OVERSIZED HEAVY DUTY)	4	\$ 650.00	\$ 2,600.00
LF	INDUCTIVE LOOP SAWCUT	1700	\$ 8.00	\$ 13,600.00
LF	DIRECTIONAL DRILL (2 conduits, 2 inch)	120	\$ 32.00	\$ 3,840.00
LF	MESSENGER CABLE	700	\$ 5.00	\$ 3,500.00
LF	TRACER WIRE	500	\$ 2.00	\$ 1,000.00
LF	UNPAVED TRENCHING (1 conduit, 2 inch)	500	\$ 8.50	\$ 4,250.00
LF	UNPAVED TRENCHING (2 conduits, 2 inch)	160	\$ 10.50	\$ 1,680.00
EA	TYPE II PEDESTAL WITH FOUNDATION	6	\$ 2,850.00	\$ 17,100.00
LF	LEAD-IN CABLE (14-2 pair)	3600	\$ 2.50	\$ 9,000.00
EA	SIGN FOR SIGNALS	6	\$ 400.00	\$ 2,400.00
EA	2070 CABINET/CONTROLLER	1	\$ 25,000.00	\$ 25,000.00
EA	ELECTRICAL SERVICE/GROUNDING	1	\$ 1,000.00	\$ 1,000.00
EA	DETECTOR CARD	16	\$ 550.00	\$ 8,800.00
LF	COMMUNICATION CABLE (12)	620	\$ 4.00	\$ 2,480.00
EA	DELINEATOR MARKER	4	\$ 250.00	\$ 1,000.00
EA	EVP GPS	1	\$ 10,000.00	\$ 10,000.00
EA	INTERCONNECT CENTER	1	\$ 1,500.00	\$ 1,500.00
EA	ETHERNET SWITCH	1	\$ 2,850.00	\$ 2,850.00
EA	UNDERGROUND SPLICE ENCLOSURE	1	\$ 1,700.00	\$ 1,700.00
	TOTAL			\$ 151,646.25

The above unit prices and total cost represent Ramey Kemp Associates, Inc. **opinion of most probable cost** for the subject project. RKA utilized unit costs obtained from contractors, vendors, and NCDOT bid packages in preparing this opinion. While RKA endeavors to use the most accurate and up to date unit cost available, the current market conditions are causing these costs to change daily. Additionally, RKA's **opinion** is based solely on quantity and not on construction phasing or ease of construction. The construction bid prices that are received by the owner will vary from contractor to contractor and their individual operating procedures. RKA is providing this **opinion of most probable cost** as an aid to the owner in budgeting, but is meant to serve only as a guideline for this project.