Holly Springs Town Council
7:00 PM **Tuesday, May 19, 2026**
Regular Meeting
Holly Springs Town Hall Council Chambers
128 S. Main Street, 2nd Floor

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of May 19, 2026 meeting agenda

PUBLIC COMMENT PERIOD

Each speaker may speak up to 3 minutes, and the total comment period will be 30 minutes or less. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. Although the Council is interested in hearing your concerns, speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff, and other speakers.

RECOGNITIONS

5. Pride Month Proclamation
6. Safe Boating Week Proclamation
7. Public Works Week Proclamation

CONSENT AGENDA

8. April 14, 2026, Workshop Meeting and April 21, 2026 Business Meeting Minutes
9. Minutes from November 10, 2025 Closed Session
10. Monthly Budget Amendments
11. Americans with Disabilities Act Transition Plan Update Contract Approval

PUBLIC HEARINGS

12. Voluntary Annexation A25-12 6200 Windy Farm Ln (Evanston) - Legislative Public Hearing
13. Semiannual UDO Text Amendments 26-UDO-01 - Legislative Public Hearing
14. Fiscal Year 2026-27 Recommended Budget Public Hearing
15. Voluntary Annexation A25-08 Twin Springs

NEW BUSINESS

16. Rezoning 25-REZ-02 Powell Place Rezoning and Development Agreement
17. Committee and Board Appointments

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION

ADJOURNMENT

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

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions
Title: Pride Month Proclamation
Strategic Priority Area: Community Safety
Vibrant Community
Staff Resource: Mayor Kondratick

Action(s):
Proclaim June as Pride Month in Holly Springs.

Explanation:

- Pride Month is a time to recognize and celebrate the impact of LGBTQIA+ individuals, locally, nationally, and internationally.
- Our community is strengthened by our residents' rich diversity and LGBTQIA+ residents and visitors should feel valued, safe, empowered, and supported.
- It is essential that our LGBTQIA+ youth be accorded the freedom to be themselves without fear, and live free from reprisal, discrimination, or bullying.

Background:

- This nation was founded upon the principles that every person is created equal, that each has the right to life, liberty, and the pursuit of happiness and each shall be accorded the full recognition and protection of law.

- Pride Month is an annual observance in June that recognizes the history, achievements, culture, and ongoing civil rights efforts of LGBTQIA+ communities.

Funding Source(s):
N/A

Attachment(s):
1. Pride Month

Proclamation

Office of the Mayor

WHEREAS, this nation was founded upon the principles that every person is created equal, that each has the right to life, liberty, and the pursuit of happiness, and that each shall be accorded the full recognition and protection of law; and

WHEREAS, Pride Month is a time to recognize and celebrate the impact of LGBTQIA+ individuals locally, nationally, and internationally; and

WHEREAS, our community is strengthened by our residents' rich diversity, and LGBTQIA+ residents and visitors should feel valued, safe, empowered, and supported by their peers, educators, employers, and community leaders; and

WHEREAS, it is essential that our LGBTQIA+ youth be accorded the freedom to be themselves without fear, and live free from reprisal, discrimination, or bullying;

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

Pride Month

in Holly Springs and commend its observance to all residents.

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

Michael D. Kondratick, Mayor

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions
Title: Safe Boating Week Proclamation
Strategic Priority Area: Community Safety
Staff Resource: Mayor Kondratick

Action(s):
Proclaim Safe Boating Week in Holly Springs.

Explanation:

- Over 100 million Americans enjoy recreational boating.
- The U.S. Coast Guard and the National Safe Boating Council encourage all boaters to explore and enjoy America's beautiful waters responsibly.
- The Coast Guard estimates that 75% of boating fatalities could be prevented by wearing life jackets.
- Basic boating safety procedures like carrying emergency distress and communications equipment, wearing lie jackets, attending safe boating courses, and staying sober when navigating can help ensure boaters stay safe throughout the season.

Background:

- National Safe Boating Week is observed the third week of May.
- A representative of the Coast Guard Auxilliary will accept the proclamation.

Funding Source(s):
N/A

Attachment(s):
1. Safe Boating Week

Proclamation

Office of the Mayor

WHEREAS, National Safe Boating Week is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience on the water throughout the year; and

WHEREAS, on average, 650 people die each year in boating-related accidents in the U.S., and 75% of these fatalities are caused by drowning; and

WHEREAS, the vast majority of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets;

NOW, THEREFORE, I, Mike Kondratick, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim May 16 - 22, 2026, as

Safe Boating Week

in Holly Springs and commend its observance to all residents.

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

Michael D. Kondratick, Mayor

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Recognitions
Title: Public Works Week Proclamation
Strategic Priority Area: Organizational Excellence
Vibrant Community
Staff Resource: Paige Scott, Director, Public Works

Action(s):
Proclaim May 17 - 23 Public Works Week in Holly Springs.

Explanation:

- National Public Works Week honors the importance of public services and the men and women who deliver these services.
- This year's theme is "Rooted in Service, Powered by Community" because the roots of service run deep in public work.
- The theme reminds us that public works professionals are motivated to serve the communities that they love and powers them to always do their best.
- The Mayor wishes to join with representatives of the American Public Works Association in proclaiming May 17-23, 2026 as Public Works Week in Holly Springs.

Background:

- The American Public Works Association (APWA) established National Public Works Week (NPWW) in 1960.
- The National Public Works Week is used to energize and educate the public on the importance of public works to their daily lives: planning, building, managing, and operating at the heart of their local communities to improve the everyday quality of life.
- This proclamation recognizes the important work done by the Public Works, Utilities & Infrastructure, and Parks and Recreation Departments.

Funding Source(s):
N/A

Attachment(s):
1. Public Works Week 2026

Proclamation

Office of the Mayor

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Holly Springs; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for Holly Springs' citizens, civic leaders, and children to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their community; and

WHEREAS, 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association with the theme *Rooted in Service, Powered by Community*;

NOW, THEREFORE, I, Mike Kondratick, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim May 17-23, 2026, as

Public Works Week

in Holly Springs and commend its observance to all residents.

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

Michael D. Kondratick, Mayor

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Consent Agenda
Title: April 14, 2026, Workshop Meeting and April 21, 2026 Business Meeting Minutes
Strategic Priority Area: Organizational Excellence
Staff Resource: Linda McKinney, Town Clerk

Action(s):
Approve the minutes of the April 14, 2021 Workshop Meeting and April 21, 2026 Business Meeting.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please notify the Town Clerk in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

Background:

Funding Source(s):
N/A

Attachment(s):
1. 4.14.26 workshop minutes - DRAFT
2. 4.21.26 minutes - DRAFT

MINUTES

The Holly Springs Town Council met in a workshop session on Tuesday, April 14, 2026 at the Law Enforcement Center and via livestreaming. Mayor Kondratick presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and five Council members were present in the room as the meeting opened.

Council Members Present in the room: Mayor Mike Kondratick, Mayor Pro Tem Annie Drees, Council members Daniel Hewetson, Chris Deshazor, Sarah Larson, and Kara Foster.

Council Members Absent: none.

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Jay Osborne, Assistant Town Attorney; Jesse Dixon, IT; Cassie Hack, Director, Communications and Marketing; Corey Petersohn, Director of Budget, Innovation, and Strategy; MaryBeth Spohr, Budget, Innovation, and Strategy; Tina Stroupe, Director, Finance; Chris Hills, Director of Development Services; Elizabeth Goodson Christopher Ritter-Garcia, Sarah Sularz, and Sean Ryan, Development Services; LeeAnn Plumer, Director, Parks and Recreation; Thomas Gull, Parks and Recreation; Sadel Lassiter, and Mike Leones, Utilities and Infrastructure.

1. Mayor Kondratick called the meeting to order at 6:00 p.m.

2. Overview: Randy Harrington, Town Manager, gave an overview of the meeting agenda.

3. FY27 Budget Check-In

a. Strategic Plan and Budget Updates

Corey Petersohn, Office of Budget, Innovation and Strategy, said this item was for Council to review final updates to the Fiscal Year 2026-27 Strategic Plan and receive updates on the development of the Town Manager's Recommended Budget. He said that, after the last workshop on this topic, Initiative 5.2 under Growth Management & Economic Vitality was amended to read "Support an efficient and connected local and regional multi-modal transportation system through engagement with adjacent municipal partners." Further a new initiative was added under Organizational Excellence which reads "Seek new, creative opportunities for the Governing Body and staff to engage residents, neighborhood organizations, and businesses, on community issues; sharing information in transparent, accessible ways." Council consensus was that these were the changes they wanted. These will be presented for adoption at the April 21st meeting.

Mr. Petersohn gave a recap from March's workshop on budget considerations for Fiscal Year 2026-27 including property tax revenue growth slowing, balancing key personnel considerations for service growth and organizational management, and opportunities to use strong fund balance level for one-time smaller capital projects.

Mr. Peterson showed statistics on building permits issued for single family homes and town homes in Holly Springs from 2015 to 2025. He showed where the "hot spots" for growth have shifted over that ten-year period. This does not account for Economic Development projects where

one permit creates more valuation than others. He said that economic conditions that need to be considered include the conflict in Iran impacting supply chains and inflation rising above 3%. There is also future budget uncertainty at the state and federal levels. However, the Raleigh-Cary Metro area is considered one of the most economically resilient areas in the country, and economic development wins are offsetting the slowing growth.

Mr. Petersohn compared budling a balanced budget to a three-seater teeter-totter with the need to maintain services levels, maintain affordability, and fund new programs and infrastructure. He showed Holly Springs' tax rate from 2019 to the present compared to the other 11 Wake County municipalities, and Holly Springs went from the 8th lowest in 2019 to the second lowest in 2025, a period that encompassed two revaluation years. He said that the General Fund is fed by property tax, sales tax and other revenue sources. Funds from this go into the Operating Budget, which includes funds for the Pay-As-You-Go (PAYGO) accounts for capital investments and into the Community Investment Plan (CIP) for capital projects, debt services, and building future debt capacity. He showed the amounts budgeted in FY26 for five PAYGO funds and the amount planned in FY27, and some shifting of funding sources to fund Sidewalk, Pedestrian & Bike Safety and Neighborhood Traffic Calming from Vehicle Fee revenues and Facility Maintenance & Repair and Playground Rehabilitation & Amenities from the CIP.

Council member Deshazor asked what facilities staff is looking at for repairs in the upcoming budget year. Mr. Petersohn said we are looking at life-cycle replacements at Fire Station 1, Bass Lake and the Hunt Center. There is a model that looks out 20-30 years and we are planning to fix more before it breaks to keep costs lower. MPT Drees asked where the vehicle fee goes in the current budget. Mr. Petersohn said it flows into the operating budget and some of it is operating, some is used to fund our match on Microtransit, and a portion left over goes into Street Reserves. This would right source us for the future and maintain balance.

Mr. Petersohn said that in order to maintain service levels and affordability there is some potential trade off in debt affordability capacity. However, the Town's debt affordability model is designed to absorb and mitigate these types of impacts. The timing of projects is critical to maintaining the currently projected $100 - $150 million of future projects from 2028-2034.

Mr. Petersohn outlined eight small projects that could use between $4 and $4.5 million in Unassigned Fund Balance. These include improvements to the North Main Athletic Complex, Facility maintenance and ADA backlog, Wake County / Town Partnership Cultural Center renovation, Intelligent Transportation System, Law Enforcement Center Improvements, Downtown Area Plan Improvements, Middle Creek Greenway Pedestrian Beacon Partnership with Apex, and the Sesquicentennial Celebrations. There are also some projects in Fire Station 2 that could be requested in the future, but they are still in the design phase. There was discussion about the next steps in the ITS program and the evolution from NCDOT control to local control.

Mr. Petersohn said that compensation considerations for the FY27 budget include the 0-6% merit adjustments, adjusting the salary grade ranges, including Mayor and Council, according to inflation (2.4%), funding 16-19 new positions, a 5% health insurance premium increase, and rebidding the dental insurance coverage.

Randy Harrington, Town Manager said that to speed recruitment, he is requesting authorization for two personnel management actions that have no cost impacts right now. The first is shifting the Sustainability Coordinator, an existing position, from the Budget, Innovation, & Strategy Department to Public Works. Given that the majority of the work is associated with facilities and vehicles, this move to Public Works makes sense. The second is to begin recruiting for an Engineering Project Manager, with a target start date of July 1. This position would support the high volume of Town infrastructure projects. He said that if the position is not approved in the budget, no job offer would be made. Council consensus was to grant him that authority.

Mr. Harrington said that looking beyond FY27 the largest budget drivers will be FY28, new positions and operating expenses for Eagles Landing Park; FY29-30 anticipated ramp up for 12-24 firefighters and equipment for Fire Station 4, and FY31-33 Fire Station 5 personnel and equipment. Each of these will be about a $2 to $2.5 million investment. Future budget years require Council to consider the balance of Affordability (Holly Springs has one of the lowest tax rates in Wake County and revenue growth is slowing) Maintaining Service Levels (population is growing, facilities are aging, and there are inflationary pressures) and New Programs and Investments (Eagles Landing Park, Transportation investments, Fire Stations 4, & 5, Operations Campus Phase 2, and other Council Strategic Initiatives.) He said next steps include the presentation of the Manager's Recommended Budget on May 12th in the Council Chambers, the Budget Public Hearing on May 19th, the Budget Workshop on Thursday, May 21st, and the anticipated budget adoption at the June 2nd business meeting. Council member Deshazor asked if, with the headcount needed for new Fire Stations, there was a way to start hiring and phasing in ahead of time. Mr. Harrington said yes, we have to do it that way because there is a training and recruiting class. It will easily cross two fiscal years. MPT Drees said sidewalks and trails were a priority and we're not putting money in PAYGO. Mr. Petersohn said that would be the debt capacity side. Mr. Harrington said there will also be unallocated money for Council to decide what to do with in the future.

b. Holly Springs Hopper (Microtransit)

Christopher Ritter-Garcia, Development Services, said this item was to provide an update on the first three months of service for the Holly Springs Hopper and discuss future service growth opportunities. He said there have been 2,431 rides for 3,238 passengers in the first three months, with a service rating of 4.9 out of 5. The average wait time is 12.65 minutes, multi-person rides make up 32.60% of the rides, and fare free rides make up 53.72%. Ridership has been growing with more passengers in March than in January and February put together. He showed the "hot spots" for destinations, including downtown, Walmart, Target shopping center, and the hospital. He gave statistics on the most used times of day and days of the week.

Mr. Ritter-Garcia said that public engagement has been ongoing with visits to Parks and Recreation facilities, senior living communities, local businesses and medical offices. Upcoming engagement includes an in-app survey, Hopper-branded CVS Pharmacy bags, and a visit to the Salamanders game as part of the 150th anniversary. He gave demographics of ridership with most riders being between 21 and 34, but an almost equally large share in the 35-50 and 65 and over categories. He said that while the average wait time was 12.65 minutes, 44% of rides had a wait of 0-10 minutes. Mayor Kondratick asked if there was a wait time increase between February and March and Mr. Ritter-Garcia said the increase was one minute. Council member Deshazor asked about pooled rides and Mr. Ritter-Garcia said we are seeing that go up as more people are using the service. Council member Larson asked if there was a way to see the wait time before you click "confirm" Mr. Ritter-Garcia said there are 2 parts, when you first book the ride there is no wait time given, but once you are connected with a driver you get the wait time. It fluctuates depending on the time of day and the day of the week. There was discussion on whether Council wanted to have the wait time indicated earlier in the process.

Mr. Ritter-Garcia said that the Town could invest up to $38,089 in expanding the service without amending the grant agreement with CAMPO. This could include adding an extra hour onto weekday service and a 6-hour weekend timeframe which would cost $27,759. Council member Deshazor asked if there are fewer than 3 vehicles running in the morning, could we maneuver those hours to add on to other hours. Mr. Ritter-Garcia said we are billed by vehicle service hours, so we are not paying for three vehicles at those times when only two vehicles are running and we can bank those hours to use at times when we need more vehicles. Council member Hewetson said we need to manage expectations for large events, like July 5th, so that we don't have 50,000 people

waiting for three vehicles. MPT Drees wondered if the free rides confused seniors who now need to pay or prove age. Mr. Ritter-Garcia said the data for free rides weren't divided by age, but they are working with residents to verify IDs and other issues so that they are able to use the app and ride the Hopper. MPT Drees asked if staff could gather data on how many seniors ride, and the time differential between riders using the app versus using the phone. Mr. Ritter-Garcia said he would look into it, but many more people are using the app than the phone to schedule rides. Council member Deshazor asked what times were being considered for the 6-hour weekend. Mr. Ritter-Garcia said they want to see what people value more – middle of the day or morning. Mr. Harrington said the default would be 8 – 2 to start on Saturdays. Council member Hewetson suggested that 9-3 might be better. MPT Drees asked if we were using the in-app survey to determine that. Mr. Ritter-Garcia said we are looking at that. Council member Larson suggested that on the weekend there will be more younger people using it who might want more hours. She sees youth using it in the summer. Mr. Ritter-Garcia said that Freebie has seen spikes in the summer in other communities they serve and staff is aware of that. Council member Deshazor said he could see people using the Hopper all day on Saturday. He thinks we might want to extend it longer. Council member Hewetson said there was unallocated grant money. She asked if we want to consider an 8-hour weekend and adding 2 hours during the week. Mr. Ritter-Garcia said this is the most we can add without going into half hours. We could do something to extend it using a half hour, like Wake Forest does. Chris Hills said one of the most important things about mass transit is maintaining reliable hours that don't fluctuate. He recommends making a decision and pushing out one change to the schedule rather than fluctuating often. Council member Hewetson would like to know what 9 pm and an 8-hour weekend looks like. Council agreed and staff said they would look into it. Mr. Harrington said he is hearing that Council wants to maximize the full grant amount and get as many hours as possible. And he will put that into the budget. He said we are only three months in and we are going to learn a lot about this as the year goes on. There is a little bit of crawl-walk-run to maintain expectations.

4. Bicycle Facilities Planning

Sean Ryan, Development Services, said this item was to provide a foundational understanding of current bicycle policy efforts in Holly Springs. He reminded Council of the transportation trade-offs that were discussed at the Retreat. He said that bicycle facilities vary by community and different settings are better suited to different types of bike routes. He said that best practices on whether to use a shared use path, a buffered bike lane or a shared lane depend on the volume of traffic on a given route and the speed limit on that route.

Mr. Ryan said that the town's Comprehensive Transportation Plan (CTP) has an active transportation focus to improve public health, reduce emissions, promote economic development, reduce household costs, provide accessible options, and improve safety. He explained that the former Pedestrian Transportation Plan from 2007 and the Bicycle Transportation Plan from 2011 were integrated into the 2022 Comprehensive Transportation Plan (CTP) for a wholistic approach to transportation. He said the 2022 Community Engagement for the CTP showed that 87% of walking or bike riding is for exercise or recreation and 31% to go to shops or restaurants. When asked why they do not walk or ride a bike, the most common responses were 1. Not enough sidewalks, bike lanes, or greenways; 2. Not feeling safe; 3. There is nowhere to ride or walk to. Safety, design, and education were the top three concerns that came out of this engagement. When bicycle network planning is integrated into the CTP it identifies where deficiencies and gaps exist, recommends safety enhancements, and implements bicycle infrastructure into street cross-sections and greenway recommendations. This creates facilities that are safe and welcoming for all users,

regardless of age and ability. The CTP strives to create interconnected greenway network with sidepaths for leisure riders and wider lanes for sport riders. He showed the Future Active Transportation Map with sidewalks, sidepaths, bike lanes, sharrows, and other on and off street active connections.

Mr. Ryan said that CTP implementation opportunities include building a connected network, prioritizing targeted safety improvements and connecting land use and transportation to encourage ridership. He said that enhancing funding would facilitate the mode shift as well as identifying and funding priority greenway and sidepath corridors. Maintenance opportunities can also be used to evaluate and retrofit streets with bicycle facilities. Other opportunities include identifying crossings and intersections for improvements, enhance bike education, safety training, and engagement programs, and revising the traffic study policy to strengthen bicycle and pedestrian considerations.

Mr. Ryan said that connecting land use to transportation could support community cycling by improving access to jobs, schools, and shops. Maintaining the land use plan's focus on walkable neighborhood centers also strengthens active transportation, as does applying context-sensitive facilities in key areas, like the downtown. He said that the CTP is multimodal and includes bicycle network planning. Recommendations are based on best practices and community feedback. There may be opportunities to further implement the Plan's recommendations, and there could be additional opportunities in the Comprehensive Plan updates targeted for 2028.

Mayor Kondratick asked whether there is Holly Springs specific data or benchmarking from other towns that we can use to anticipate changes in ridership as we improve our bike accommodations. Do we have any way to understand what to anticipate? Mr. Ryan said we don't have any data to share tonight, but there may be an opportunity to get that information with revised traffic plan changes. Council member Larson asked if the eBike ordinance would take this into consideration. Mr. Ryan there is a cross-department group working on that ordinance to make sure it meets our goals. Council discussed building the network out as we build road improvements. They discussed needing a way for bikers to find safe routes from one place to another. Mr. Hills said there are ways to use branding to show routes and distances. Council member Larson suggested expanding the greenway app to show sidepaths and bike routes as well.

5. Future Greenway Investment Considerations

Thomas Gull, Parks and Recreation, said this item was to provide updates on priority and current greenway projects and consider recommendations for future greenway segments. He said he would discuss the greenway planning process, greenway progress updates, recommended priority greenway additions, bike and pedestrian improvements around Eagles Landing Park, and experiential elements for consideration. He said the Greenway Master Plan adopted in 2021 was a 10-year plan that aligned with the Comprehensive Transportation Plan. This plan allows the town to plan for funding, align with the UDO and set priorities for future greenways. The Town currently has 15.12 miles of greenways, 3.22 miles of natural surface trails and 6.93 miles of greenways in progress. New Priority projects could add 3 more miles to the system.

Mr. Gull explained the cycle of prioritization and how it works over years to identify, prioritize, fund, and construct greenway projects. He said that prioritization was based on six factors: connectivity, equity and accessibility, existing greenway expansion, site constraints, safety, and land development status. He said that since 2023 3.56 miles of greenway have been completed, including Carolina Spring Phase 1A, Oakview Innovation, Middle Creek, and Holly

Springs Road to Jones Park. He showed the locations of and status of the six priority projects identified in 2023. The Jones Park project is completed and the Oak Hall to NMAC and Middle Creek to Camp Branch projects are in progress. Three other projects are on hold due to various issues including funding, easements, and other issues.

Mr. Gull said that in addition to those six, four developer-led greenway segments and four town-led segments would add 5.67 miles of greenway to the system. He said that staff recommended additions to the priority list include Bennet Knoll Phase 1 which would connect a neighborhood to destination with .60 miles of greenway; the Eden Glen to Optimist Farm Road which would extend an existing sidepath a total of .54 miles to connect a neighborhood to a destination and provide a future regional connection; Tuscany to Sunset Pointe and Scots Laurel is a .22 mile section that would connect a neighborhood to a future destination; and Utley Creek Phase III, a total of 1.64 miles to expand and existing greenway, connect to neighborhood and future regional connection. He showed the location of the recommended town-led projects and the developer-led greenways. He summarized the progress of fourteen greenway projects, some completed, some in progress, and some recommended priorities. Randy Harrington, Town manager said that the bids for the Oak Hall project came in over budget. Daniel Weeks, Assistant Town Manager, said they came in $470,000 over budget for this project. Staff met this afternoon and think it is best to reject the bids at this point and make modifications to the bid requirements to get results better in line with the project budget. Council discussed the timing of construction due to rebidding, and that construction would probably start in 2026 but not be completed until 2027.

Mr. Gull said that bicycle and pedestrian improvements for connectivity to Eagles Landing Park include greenway, sidewalk, and sidepaths that would be constructed over a 3 to 7 year timeframe and connect neighborhoods to the park from multiple directions. He said that there are experiential elements that can be included in all our greenways such as public art, benches, or fitness activities. He said that things to be considered when contemplating experiential elements are easements, safety considerations (including vandalism and environmental factors) maintenance, and budget. While the focus right now is on expanding and connecting the system, planning now for future elements makes sense. Council member Larson asked if we could partner with anyone as we are expanding our greenways, maybe adopt a greenway or other partners to include some of these options. Mr. Gull said it is about establishing relationships long-term. Mr. Harrington said maintenance is one of the important considerations with those partnerships. Mr. Gull asked Council if the four proposed priority greenway segments aligned with Council's vision and asked for their thoughts on specific experiential elements on greenways.

Council consensus was that they agreed with the priorities as given. Council proposed ideas for partnerships to assist with the experiential elements including HOAs, small businesses, and volunteer groups. They agreed with incorporating what we can with the space and funding we have now and planning greenways for future additions. Specific enhancements mentioned were benches, a rainbow bridge, swings, yoga mats, and bike racks.

6. Open Discussion:

Council member Foster said she appreciates the discussion tonight and everyone's work. Council member Hewetson mentioned the CSL Seqirus event for First Responders. She said she got an email from a resident singing the praises of the fire department's response to a 911 call. She is grateful to our first responders for the work they do and the event to celebrate that good work.

Mayor Kondratick said he was honored to attend Mayfield Woodard's 90th birthday over the weekend. He said he had one request for staff. Following up on a Friday briefing where we discussed the projected timeline of projects in the Piney Grove Wilbon corridor, he would like a presentation for Council to be able to engage residents in that corridor over the next 6 weeks or so. Council agreed. Mr. Harrington confirmed that he wanted a community engagement meeting in the June timeframe.

MPT Drees was grateful that we are no longer using bottled water at these meetings. She asked for a summary on the water bill Round Up program. Mr. Harrington asked Tina Stoupe, Finance Director, to comment on the considerations on implementing this in advance of implementing the new software system. Ms. Stroupe said staff reached out to our current ERP provider and are waiting to hear back on what they could do. Staff has talked to peer communities and they are with Neighbor Up now and they actually run the program. Apex does it differently – paying staff of Neighbor Up to run it; Cary and Morrisville give Neighbor Up funds. She said next steps will be to see how Council wants to implement the program. We would have to budget money upfront to get it started, or ask people to round up before it starts. We would need to meet with Neighbor Up to discuss how it would work. We cannot do it internally, so we need to partner with someone else and they are the most likely partner.

Council member Hewetson asked how the need was determined and who makes that determination. She asked if there would be an application process, and how that would work. Ms. Stroupe said that is what we are doing now. That needs to be another part of the discussion, working with Neighbor Up to put guard rails in place. MPT Drees said it sounds like we need to do more research, but she would like to have a plan prior to August when the next rate hike is expected. Mr. Harrington said there can be more work that Ms. Stroupe and he can do and if it is the recommendation of the group he can include that in talking about the water rates. Or we can include it in the budget workshop conversation in late May and Council can address it then. Council member Hewetson asked if it is a onetime cost to get off the ground that could be funded from fund balance. Mr. Harrington said, perhaps, but we need to figure out how long it would take to reach a level that is worthwhile. He said he would welcome any guidance the group has on whether to roll it into the recommendation or tee it up at the budget workshop. Council would like something in the Friday briefing and to cue it up at the budget workshop.

Council member Larson said the grant committee met and there were over $50,000 of asks, and only $20,000 available. She said there are a lot of great nonprofits and wants to ask Council to consider increasing the amount for nonprofit grants in future budgets. Consensus was agreement. Council member Larson said Parks and Recreation Advisory Committee met and discussed eBikes. The meeting in May will have the Mayor announcing the Monarch Pledge and everyone is invited. She loved the number of applications for received for PRAC and TAC and recommended applicants reach out to Council. Today is national gardening Day and the Food Cupboard has a plant sale on Saturday.

7. Closed Session: none.

8. Adjournment:

Motion to adjourn was made by Council member Deshazor, seconded by Council member Hewetson and passed with a unanimous vote. The April 14, 2026 workshop meeting of the Holly Springs Town Council was adjourned at 8:33 pm.

Respectfully submitted on Tuesday, May 19, 2026.



Linda McKinney
Town Clerk

MINUTES

The Holly Springs Town Council met in regular session on Tuesday, April 21, 2026. Mayor Kondratick presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and four Council members were present in the Chamber as the meeting opened.

Council Members Present: Mayor Mike Kondratick, Council members Danielle Hewetson, Chris Deshazor, Sarah Larson, and Kara Foster.

Council Members Absent: Mayor Pro Tem Annie Drees.

Staff Members Present in Chambers: Randy Harrington, *Town Manager;* Scott Chase and Daniel Weeks, *Assistant Town Managers;* John Schifano, *Town Attorney;* Linda McKinney, *Town Clerk* (recording the minutes); Kameron Womack, *IT;* Corey Petersohn, *Budget and Sustainability;* Cassie Hack, *Director*, *Communications and Marketing*; Tamara Ward, Kelly Miller, Chris Belk, Courtney Lucas, *Communications and Marketing;* LeeAnn Plumer, *Director, Parks & Recreation*; Adam Huffman, *Parks & Recreation*; Kendra Parrish, *Executive Director of Utilities and Infrastructure*; Carrie Mitchell, *Utilities and Infrastructure;* Tina Stroupe, *Finance Director;* Chris Hills, *Director of Development Services;* Elizabeth Goodson, and Sarah Sularz, *Development Services;* Irena Krstanovic, *Director, Economic Development;* Neal Duncan, *Economic Development;* LeRoy Smith, *Fire Chief*; Paul Liquorie, *Police Chief.*

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Aradhana Aggarwal of Hindy Temple of NC.

4. Agenda Adjustment: The April 21, 2026, meeting agenda was adopted with changes, if any, as listed:

Motion: Hewetson
Second: Larson
Vote: Unanimous

Public Comment: At this time, an opportunity was provided for members of the audience who had registered to speak to address the Council, and the Clerk was asked for any written comments received prior to the meeting.

The following public comments were received in person:
Joan Zahornacky-Cooper, 6758 Fawn Hoof Trail in the ETJ, said she has concerns about development in south Holly Springs. They moved here in 2013 with the intention of retiring here. She said they hoped that perk requirements would keep development low in this area. She said the survey prioritized public safety and small-town charm. There are planned developments close to her home and she is alarmed. Overbrook Ridge is over “her” brook and a lot of old trees are being removed.

Billie Kane Bono, Sunset Ridge South, said she has lived here for a decade and is here to ask for action to make crosswalks safer for our kids. She mentioned a recent incident with a child getting hit. It terrified her. She never allowed her kids walk to school because of the traffic. Drivers don’t observe

speed limits. She said there was no police presence at the crosswalk after the incident, just the principal. She wants the Town to do more. She wants to work to develop a plan to address crosswalk safety. She wants crossing guards funded by the Town. She started a petition and said nearly 150 people had signed it.

CJ Buonacorsi, 1412 Dexter Ridge Dr., said she would like to strengthen Holly Springs for climate resiliency. Wake County does not maintain a centralized climate resiliency plan, which gives municipalities the opportunity. Before Holly Springs can partner with Central Pines Council of Governments to develop a SW Wake regional plan they must develop a baseline of our own vulnerabilities, to make sure any plan reflects our needs and assets. She said that between 2010 and 2020 the town lost 10% of its tree canopy. She said these are functional municipal assets. She quoted statistics on storm water, natural filtration, and the dollar value of the tree canopy. She proposed a $45,000 budget for the group that she wants to form. She said formalizing a plan and an environmental advisory board is a requirement for many federal grants.

Regina Smardon, 1412 Dexter Ridge Dr., said she wants to present a roadmap for climate resiliency. A onetime cost of $45,000 would act as an insurance policy for the town's assets. The proposed advisory board would not replace the Tree Advisory Committee (TAC) or compete for funding with things like Arbor Day. She said Holly Springs is ready to talk about the return on investment for having a climate resiliency plan. The return would include property value protection, flood and heat mitigation, having a technical partner for the TAC to ensure municipal planning is data driven and cost effective that does not require outside consultants but standardizes data collection for a base line and provides a plan to move forward. This will provide Holly Springs a position of regional leadership for the SW Regional Plan. We need to work regionally. Finally, she recommends that Council authorize a 26-27 resiliency assessment, create the board, and provide the funds for it. The board would continue to implement the findings for this assessment.

Fran Hudson, 5524 Rex Rd. in the ETJ, told a story with a moral against development. She said Holly Springs has ignored the rights of the people. She accused them of being dishonest.

Dawn Cozzolino, 3632 Bosco Rd. in the ETJ, said the Consent Agenda is a grouping of items approved in a single vote unless a Council member removes an item. She said it makes financial decisions untransparent. She said the update to the Streets and Sidewalks Ordinance is a capital framework for long-term investment showing how the town will expand. She said developer contributions are less than 1% and the taxpayers pay the rest. She said residents are carrying the cost of infrastructure that enables private development. She asked how it was justified. She said having a Consent Agenda is not efficiency, it is wrong. She said Apex does the same thing – stick everything into Consent and it gets ignored. She said political power is derived from the people and Council swore an oath to protect them.

The following public comments were received in writing: one comment from Joseph Granger regarding utility rates; one from Jae Rin regarding noise pollution; one comment from P. & G. Lafors and two anonymous comments on preserving tree canopy; one comment from Joan Zahornacky-Cooper regarding preserving natural areas; comments from Babette Cento, Chloe Corrigan, and Karen Campbell to preserve Mims Park; and one comment from Pablo Overton in support of the Mims Park Vision; Logan F. against strict regulation of e-bikes; Billie Kane regarding crosswalk safety.

Recognitions

5. 2026 Holly Springs Citizens Academy Graduation

Cassie Hack, Director of Communications and Marketing, outlined the program of the Citizens Academy and the Mayor recognized the 24 graduates of the third Academy.

6. Asian Pacific American Heritage Month Proclamation

Mayor Kondratick proclaimed May as Asian Pacific American Heritage Month in Holly Springs.

7. Jewish American Heritage Month

Mayor Kondratick proclaimed May as Jewish American Heritage Month in Holly Springs and presented the proclamation to Beth Richman.

8. Apraxia Awareness Day

Mayor Kondratick proclaimed May 14, 2026 as Apraxia Awareness Day in Holly Springs.

9. ALS Awareness Month

Mayor Kondratick proclaimed May as ALS Awareness Month in Holly Springs and presented it to Lauren Linke.

10. Mental Health Awareness Month

Mayor Kondratick proclaimed May as Mental Health Awareness Month in Holly Springs and presented it to Dr. Kristin Valus.

11. "Leading the Way" Award from ETC Institute

Cassie Hack, Director of Communications and Marketing, said the Town contracted ETC Institute to conduct a scientifically valid survey of residents. Following the results of that survey, the Town has been awarded the Leading the Way Award for being in the top 10% of local governments nationwide for satisfaction with the overall quality of services; satisfaction with customer service provided by town employees; and satisfaction with the value residents think they receive for local taxes and fees. She compared Holly Springs' results on several key metrics with the national results, showing that Holly Springs outperformed them by 30 – 44% and outlined some top community priorities identified in the survey.

12. State Awards for Excellence in Public Communications

Cassie Hack, Director of Communications and Marketing, said that the Town won eight awards at the NC City and County Communicators Awards. Holly Springs received more first place awards than any other city or county in the state. They received six first place awards, one second place, and one third place.

REQUESTS AND COMMUNICATIONS

13. Holly Springs Chamber of Commerce Annual Update

Tonya Palumbo, Executive Director, and Kimberlee Edwards, Board Chair, of the Holly Springs Chamber of Commerce, said they were here to present their annual report to the Council. Ms. Palumbo said that 92% of their members have fewer than 30 employees. She said the Town's membership was $1,400, and the Town is a member and a Diamond Investor for $10,000, and pays $20,000 for Governmental Support. She outlined the benefits of the Diamond Investment and the Governmental Support Programming. She gave an overview of the Candidate Forum, Partners Breakfast, Economic Forecast, and Supplier Workshop (in non-election years). She gave an outline of how WinterFest has grown each year.

Council member Deshazor said he was excited about the sensory section for WinterFest, and he hopes to see a big crowd for SpringsFest. Ms. Palumbo said over 150 small businesses will be

present at SpringsFest. Council member Hewetson said it was a successful year. She said two of her favorite Christmas traditions came out of COVID – the Tree Trail at WinterFest and Santa on a fire truck.

Consent Agenda

The Council passed a motion to approve all items on the Consent Agenda. The motion carried following a motion by Council member Hewetson a second by Council member Deshazor and a unanimous vote. The following actions were affected:

14. Minutes of March 3, 2026 and March 17, 2026 Business Meetings and March 10, 2026 Workshop Meeting Minutes – The Council approved the minutes of the March 17, 2026 Business Meetings and March 10, 2026 Workshop Meeting.

15. Budget Amendments – The Council received the Town Manager's approved budget amendments and approved amendments on Insurance Proceeds, the 150th Anniversary Sponsorship, and adopted Ordinance 26-05 to amend the Street and Sidewalk Capital Project Ordinance.
A copy of Ordinance 26-05 is attached to these minutes.

16. Wireless Service Provider Lease for Antenna Attachments on Lee Street Water Storage Tank – Council approved the Lee Street Water Tank wireless attachment lease agreement between the Town of Holly Springs and New Cingular Wireless PCS, LLC for a term of ten years at the lease rate of $2,875 per month.

17. Acceptance of USTA Grant for Tennis Court Resurfacing at North Main Athletic Complex - The Council accepted $38,600 in grant funds from the United States Tennis Association (USTA), USTA Southern Division, USTA North Carolina, and Western Wake Tennis Association and adopted Grants and Special Revenue Fund Ordinance 26-04.
A copy of Ordinance 26-04 is attached to these minutes.

18. Contract Amendment with Brenntag Mid-South, Inc. for Purchase of Wastewater Treatment Chemicals – The Council approved a $45,000 increase to the Brenntag Mid-South, Inc. Fiscal Year 26 (FY26) contract for Sodium Aluminate, to bring the new FY26 contract value to $135,000.

19. Audit Service Engagement Contract Beginning Fiscal Year Ending June 30, 2026 – The Council approved Audit Services Engagement Contract with Cherry Bekaert beginning Fiscal Year ending June 20, 2026.

20. Downtown Investment Grant Policy (DIG) Update – The Council approved the revised Downtown Investment Grant Policy to include Vibrant Places as a policy grant category.
A copy of Policy 33.04 is attached to these minutes.

PUBLIC HEARINGS

21. Voluntary Annexation A25-02 3313 Avent Ferry Rd. Village at Harris Lake (formerly Ragan)

Sarah Lipkin Sularz, Development Services, said this was to consider the annexation of +/- 56.91 acres located at 3313 Avent Ferry Road. She said the Resolution of Sufficiency for this annexation was adopted by Council on March 17, 2026. She showed where the property is located in the ETJ and said while it is not contiguous, it meets the requirements for annexation.

Mayor Kondratick opened the public hearing and the following input was received:

Laura Holleman, speaking for the applicant, thanked staff for their work on this project. She said the property meets all the statutory requirements for annexation. The rezoning and development have been approved. They are preparing construction drawings.

Fran Hudson, 5524 Rex Rd., said that moving forward with this Annexation puts the town at greater risk. She referred back to the rezoning hearing. She said the development team didn't support the criteria. She said the rezoning hearing was lacking factual evidence. She said it was allowed to proceed without any justification and thus this development is void as the decision was illegal. She said the young person who spoke about the tree canopy – that's one of the things we brought up. She said that the natural area on the Comp Plan disallows development and the development plan voids all of these.

William Mitchell, 3309 Avent Ferry Rd., said that Greenhawk and the Town claim they own the right of way, which he said is not theirs. He said the dedicated right of way is still his land. He said that neither he nor Mr. Ragan, who previously owned the land, were compensated for that strip of land and that is against the law. He said this is forced annexation. NC statute states that if it is forced annexation 51% of registered voters must pass. He is the only registered voter in that area, so unless the town finds two other people it is forced annexation and can't pass. He said he will take it to the Attorney General as a violation. He asked why the Town was trying to take his land.

Dawn Cozzolino, 3632 Bosco Rd. said this annexation is not routine. It brings up several concerns. All political power is derived from the people. This is serving primarily private advantage. It is a non-contiguous annexation, not connected to existing town limits and not natural growth. It requires sewer expansion in an environmentally sensitive area. It returns after a prior denial, tied to the same underlying private development. She said this does not meet a public purpose. She said the surrounding community has expressed objections and the primary beneficiary is a private development. There is no public purpose. She asked where in the record was the clearly articulated public purpose. She said if it is not documented, the legal standard has not been met. She said it was their responsibility to assure that a public purpose is articulated.

Allan Jones, 3128 Avent Ferry Rd. said he owns a 50-acre farm that connects to this property. He participates with wildlife service, fish and wildlife, [listen] trying to make this a better place to live. This development is affecting what he does. He is in a contract for bats with NRCS on the part of the property that connects with this property and the lights will affect the research on bats. He mentioned mental health and said the Town has not said anything about what they are doing to protect the farms. He asked them to rethink this annexation because we are crowded beyond comprehension and we have to protect these areas. His farm is in a 10 -year conservation easement and the Town is making that difficult. He has heard announcements about Arbor Day and he lives that. He asked Council to consider not putting houses on every piece of land and to try to preserve land as we grow.

Rosemary Senosky-Daws signed up but was not present.

Mayor Kondratick closed the public hearing.

Mayor Kondratick asked the Town Attorney about Mr. Mitchell's concerns about his property. John Schifano said Mr. Mitchell is not in the annexation area. He's in the general area but not the property up for annexation. He is correct that annexation cannot happen without property owners' petition. His property would not become annexed. Council member Hewetson said we need to understand that we are not at the approval of a subdivision. That has been passed down by the Court. What we have here is an annexation of an approved development. This decision was not void. It is a voluntary annexation. Council member Foster asked what would happen if it didn't get annexed. Mr.

Schifano said the developer could stop. Or they could develop and provide their own water and sewer. Or Council could choose to serve them outside the town limits. They have land use rights now with the approved zoning and subdivision. Council member Foster said so denying it would not stop the development. Mr. Schifano said they could be served by private utilities, like Avocet. The package sewer plants are not operated the way our municipal one is, if you want to talk about environmental issues. For master planning purposes, you are building a town. Failing to annex may stop the development, or it may not. He can't speak for the developer. The zoning stage is your number one tool in the toolbox to regulate growth and you're past that. You're just deciding whether you are bringing those 50 acres under town control. Council member Deshazor told the people who spoke that he heard them. But the land has been zoned, it's been purchased. Now is the time to define a good neighbor to work with. He has heartburn about building a development and leaving them without water and sewer. The long-range plan has always been there and he is in support of annexing so we can do right by them.

Action: Motion to adopt Annexation Ordinance A25-02.
Motion: Deshazor
Second: Hewetson
Vote: unanimous

26. Voluntary Annexation A26-01 Innovate Avenue

Sarah Lipkin Sularz, Development Services, said this was to consider the annexation of +/- 9.772 acres of right-of-way located along Innovate Avenue between Bumgardner Dr. and Biotechnology Ave. in order for the Town to have the right-of-way around the road that was accepted from NCDOT on March 3, 2026. The property is contiguous with town limits and staff had no concerns with the annexation. The Resolution of Sufficiency was adopted by Council on March 17, 2026.

Mayor Kondratick opened the public hearing, and the following input was received: none.

Mayor Kondratick closed the public hearing

Action: Motion to adopt Annexation Ordinance A26-01.

Motion: Deshazor
Second: Hewetson
Vote: unanimous

NEW BUSINESS

23. e-Bike Safety Ordinance Changes

Paul Liquorie, Police Chief, said that this ordinance change addresses the use of personal conveyance vehicles (PCVs), e-bikes, and other vehicles on Town roadways and multi-use paths. He said there has been an increase in complaints from residents regarding e-bike usage, and more dangerous and brazen behaviors being observed by officers and captured on video by residents. He outlined the stakeholders that Holly Springs Police Department has been working with. The desire is to expand and promote the safe and courteous use of PCVs and e-bikes while addressing these unsafe behaviors and unlawful uses of the more powerful mopeds and motorcycles. He showed an example of the unsafe riding being observed.

Chief Liquorie said there are three major components to the proposed modifications: aligning Town ordinance language with the General Statutes; regulating the "who, what, and where" of PCV, e-bike, moped, and motorcycle operations within the Town; and penalties. The penalties include a written warning for the first offense, followed by progressive fines for repeat offenders coupled with

impoundment of the vehicle. He showed examples of e-bikes, mopeds, and motorcycles and explained the differences between them according to the North Carolina General Statutes. He outlined the state requirements for the different types of vehicles, including licensing, insurance, and helmet requirements. The ordinance would allow PCVs and e-Bikes to operate on sidewalks, sidepaths, and greenways, affirms the right-of-way of pedestrians on shared use paths, prohibits riding on Town property that is not intended for egress or ingress, and affirms state law regarding the rules and regulations concerning mopeds and motorcycles. First offenses would result in a written warning, second offenses a $250 fine, and third and subsequent offences a $500 fine. In conjunction with these would be impoundment to immediately stop dangerous behavior and to allow for parents to be notified and educated and for fines to be paid. He referenced the applicable state laws and their consequences, and said the revision removes the prohibition for PCVs and e-bikes to ride on sidewalks, sidepaths, and greenways.

Chief Liquorie said the ordinance effective date would be June 1, 2026 to allow time for staff to develop an online resource guide, put out educational social media content, have pop-up events and a presence at Town special events to provide education, and to collaborate with the Wake County Public Schools.

Council member Larson thanked him for the outreach, especially to youth. She said Raleigh started an e-bike program so we are not the only place dealing with this issue. She asked if officers would be on bikes for off-road enforcement. Chief Liquorie said the department has officers that have had motorcycle training and are putting other officers through it. We have been talking with Raleigh to get their vendor standards. It will help us engage with youth and allow us to keep up with those making poor decisions. Officers can talk to them about their motorcycles. When school is not in session our SROs patrol the greenways on standard bikes and they might use e-bikes in the future.

Council member Deshazor asked, if the officer take them to their home or contact parents. Chief Liquorie said the law is targeted to the owner of the vehicle, which would default to the parent. Council member Deshazor asked about requiring headlamps after dark. Chief Liquorie said staff debated this. Mopeds and Motorcycles by law must have lights. We thought that, although it is a good idea, but most e-bikes are not sold with lights, it would require an aftermarket addition. We highly recommend that parents add them, but it would be difficult to enforce. Council member Deshazor said a resident sent an idea about certifications for bikers. He asked if something like that was in the future for e-bikes. Chief Liquorie said staff would entertain that idea. The Department does bike rodeos regularly. And we are open to community engagement in that way if it is desired. Council member Deshazor said Council is trying to get out and meet with HOAs and it would be good for us to partner with the police department because this is a hot button issue and we would like to have you there. Chief Liquorie said he would be glad to be there. Staff is working on the educational materials and pushing those out to HOAs. Mayor Kondratick asked how long the public education campaign around this would be. Chief Liquorie said obviously the June 1 date gives us an initial period, but it will be ongoing. We will get a new crop of pre-teens every year. Our target audience is middle schoolers and it will be cyclical. We hope to pair with the public schools and our SROs to educate students and parents on the rules and regulations. We have a plan with Parks & Recreation to do pop-up events for that age group – like soccer meets, etc. There will be a big push, but education will be ongoing. Mayor Kondratick asked him to please err on the side of overcommunicating. Chief Liquorie said officers have a lot of discretion – they are looking for those behaviors that are unsafe and unsound. They are trying to reach the parents who often do not realize what the statutes are around these vehicles.

Council member Foster said, as you are educating kids who haven't taken drivers ed yet, is there some plan to teach proper greenway etiquette – how to pass, etc. Chief Liquorie said the ordinance does affirm the right-of-way of the pedestrian, and that will be part of the education. Also making sure they know those regulations are not just for greenways, but all paths and that they have to follow the rules of the road just as a bicyclist does. Council member Foster said in the education, can you add in safety ideas for parents for items that are easy for them to find. Chief Liquorie said we can show them options for safety equipment.

Action: Motion to adopt Ordinance 26-06 regarding the safe use of e-bikes.

Motion: Larson
Second: Deshazor
Vote: unanimous

24. Womble Park Basketball Courts and Dugouts

Adam Huffman, Parks and Recreation, said this item was a 2023 Parks and Recreation Bond Project for basketball courts at Womble Park and the replacement of the dugouts. He said the Town is currently underserved for basketball, with some courts being undersized, without lines or lights. Two new courts at Womble would be high school regulation sized with fences, timed lights, room on the baseline and sidelines, and a sidewalk to greenway and parking areas. He showed where the courts would be positioned in the park. Council member Deshazor asked if there would be Holly Springs branding. Mr. Huffman said it is not part of the design request and would cost additional, but we could add it if so directed. Council member Larson asked if there would be benches. Mr. Huffman said there would be benches in the middle between the courts, but the extra space is for players running off when the game comes to that side. Council member Larson asked if any bike racks would be part of this. Mr. Huffman said staff was talking about adding bike racks in other locations and we could put some in this area. They are a minimal expense.

Mr. Huffman said the current dugouts at Womble are to be replaced with larger, more open style dugouts to improve breathability, provide more space, be more aesthetically pleasing, and provide greater visibility.

Kendra Parrish, Executive Director of Utilities and Infrastructure, said they chose the Design Build method of delivery in order to keep costs within budget and deliver it on time. A Request for Qualifications was issued and Muter was selected. The project will be done in two phases with Phase 1 being design and obtaining general project items, and Phase 2 construction of both the dugouts and basketball courts. She said the timeline was scheduled to accommodate the fall baseball season with Notice to Proceed issued in May and design from May to July. In either July or August Phase 2 will come back to Council. They hope to begin construction on the Dugouts at the end of July to avoid "fall ball" and the Basketball Courts in August, with a November completion date.

Action 1: Motion to authorize the Town Manager to enter into a contract with Muter Construction for the Womble Park Basketball Courts and Dugouts Design-Build Services (Phase 1 – Design/Pre-Construction) in the amount of $319,625.

Motion: Deshazor
Second: Hewetson
Vote: unanimous

Action 2: Motion to authorize the Town Manager to negotiate, sign, and execute any other required agreements, amendments, or change orders necessary to deliver the Womble Park Courts and Dugouts project, consistent with prior Council action and scope, and within the approved project budget.

Motion: Larson
Second: Hewetson
Vote: unanimous

25. Fiscal Year 2026-2027 Strategic Plan

Corey Petersohn, Office of Budget, Innovation, and Strategy, said this item was to consider updates to the Town Council's Strategic Plan. He explained that the plan is based on the Vision Statement and Council's four strategic priority areas. He outlined eight completed initiatives from previous year's plans and said updates focused on multi-modal transportation and creating a Housing Affordability Action Plan. There are four new initiatives including design and construction of a Fire Station; determining future wastewater treatment capacity options; enhancing public engagement opportunities; and assessing new cultural and recreational offerings to coincide with opening Eagles Landing Park in 2027.

Council member Deshazor said that after all the public comment saying there is no planning he wants to point out that the Strategic Plan is what drives the town. There is lots of planning involved. These things don't move fast but there is a ton of planning. He encourages anyone who has questions, talk to Council, but also look at these plans, which are online, and give a really good picture of where we are going. Council member Larson said this is great and goes to show what this board is doing in partnership with the staff. We just saw the Citizens Academy graduate and how excited they were. It is important to know about all the planning that goes on behind the scenes. Council member Foster said it was great to see how this is coming together after the retreat, putting this together in a short amount of time. Council member Hewetson said she agrees with Council member Deshazor – if you don't know what is going on, look at the plans. It is being done by the staff behind the scenes. Ask a council member, we can hook you up with staff if we can't answer your questions. There is a lot happening all the time.

Action: Motion to adopt the Fiscal Year 2026-2027 Strategic Plan.
Motion: Larson
Second: Hewetson
Vote: unanimous

26. Fiscal Year 2027-2028 Nonprofit Grants

Mayor Kondratick said this year the process was overseen by him and Council member Larson. He said there was an overwhelming response to the grant program with 29 applicants requesting in excess of $57,000. He said they had their work cut out for them. He outlined the criteria used to evaluate requests: the projects' availability to all residents, tangible impact to life in Holly Springs, clarity of public purpose, alignment with Holly Springs strategic priority areas, and leadership and board structure. They stayed focused on whether funds would stay in Holly Springs, and how far that money would go. Council member Larson said she is thankful for all the nonprofits we have catering to residents. It was exciting to see a record number of applicants. She said this might be a good time to look at some best practices, but we looked at our return on investment, of how many residents were being impacted and how far that money would go. She wanted to clarify that there was $20,000 available, because in one place the website said there was $25,000. She said she would like to update the process next year. Mayor Kondratick said that no one got the full grant amount because the competition was so stiff. He said to please continue to apply in the years to come, particularly if you were a first time applicant. We want to generate as much interest as we can. Help us understand how your project will impact Holly Springs residents, and how many residents it is likely to impact.

Council member Deshazor said he would like the board to look into re-evaluating the process. We told many people that without an audit you cannot request more than $500. Eleven groups are getting more than that and five said they did not do an audit. This seems unfair and he wants to clean that up. He said he also heard rumblings that the form is hard to fill out. What he noticed that is great is that several of them came from LaunchHOLLYSPRINGS. This is the backbone of Holly Springs and this is helping them.

Action 1: Motion to award grants to the following organizations and in the following amounts:

Civitans	$	500
Mbolden Ministry	$	500
Arts Holly Springs	$	1,500
Pride of Holly Springs	$	1,000
Neighbor Up	$	2,000
Toward Zero Waste	$	1,500
Diaper Train	$	1,500
Holly Strings Youth Orchestra	$	1,000
HSHS PTSA	$	500
Hawktimus Prime	$	500
The Sword Conservatory	$	250
KIRAN	$	500
Military Missions in Action	$	500
MLK Committee	$	500
Interfaith Hospitality	$	500
BeSHE Inc	$	500
Center for Volunteer Caregiving	$	750
InterAct	$	750
Kraft YMCA	$	1,000
White Oak Foundation	$	750
For Girls Like Quaneisha	$	1,000
Holly Springs Community Band	$	1,000
Nepal Center of NC	$	500
Felton Grove Band Boosters	$	500
Holly Springs Elementary PTA	$	500

Motion: Larson
Second: Hewetson
Vote: unanimous

Action 2: Motion to direct staff to review and update the current policy and application processes for the grants with Council reviewing this at a future workshop.
Motion: Deshazor
Second: Foster
Vote: unanimous

OTHER BUSINESS

Council member Foster expressed appreciation for everything that went into the e-bike discussion and how quickly it was turned around to improve the safety for our kids. Also, there has been a lot of discussion about how to get kids outside and off of screens. She likes the multi-modal transportation. As these kids get older, we are teaching a new generation that there are other ways to get where you need to go. In the last couple of weeks there have been a lot of celebratory events. She recognized staff for all the work they have done on these projects. It is a testament to staff. Finally, she is appreciative of the community engagement we have had.

Council member Hewetson gave big congratulations to Communications and Marketing. It is very exciting and well deserved. On top of that, the response at the Citizens Academy dinner before the

meeting was great - the way the cohort talked about staff. On April 26th the library will close for renovations. Not the Cultural Center, but the library. She asked Chief Liquorie about if the Holly Ridge SRO directs traffic at the crosswalks. Chief Liquorie said the SRO does sometimes go out and direct traffic, in the morning hours. But one of the officers is helping move along the pick-up and drop-off lines. They patrol and look for people there at that time. He said the incident with the student – he was not crossing Holly Springs Rd.; he was crossing an entrance to the school. Given the number of vehicles, an accident like that is an anomaly.

Mayor Kondratick said reflecting back on the past weekend, he was grateful to the Nepali community for inviting us to the Holi celebration. He thanked Nepali Center of North Carolina for the invitation and their hospitality. Also on Sat. Holly Springs High School celebrated their 20th anniversary and invited him to the celebration.

Council member Deshazor said CPCOG meeting is tomorrow. He said the recommended budget was shared and our membership cost will not go up this year. He said SpringsFest is this weekend. Regarding taxes, he wants to say that we are about to go through our budget season. He recommends people pay attention. Holly Srings has the 2nd lowest tax rate in the County and we should pat ourselves on the back, but that goes back to staff. We can't control everything but we are doing things right.

Council member Larson said there has been chatter for additional bike racks so she would like that to be included in future planning. This week is National Volunteer Week and she thanked all our volunteers. You can go to the Town website for volunteer opportunities. Also the nonprofits in town could use volunteers. We are voting on new Tree Advisory Committee and Parks and Recreation Advisory Committee (PRAC) members next month, so reach out to us if you applied. The Mayor will sign the Monarch Butterfly Proclamation at the next PRAC meeting on May 14th here in the Chamber.

MANAGER'S REPORT

Randy Harrington, Town Manager, invited Kendra Parrish, Executive Director of Utilities and Infrastructure, to come forward and explain the Town's Water Shortage Response Plan, including what would trigger its implementation. He said Holly Springs does not get their water from Raleigh, who gets their water from the Neuse. We pull our water from the Cape Fear River basin.

Ms. Parrish explained the rules under the North Carolina Administrative Code (NCAC) that govern the preparation of a Water Shortage Response Plan. The Town will continue to monitor the water supply from Harnett Regional Water. If the drought reaches Stage One restrictions would start to be implemented. She outlined the restrictions for State 1, State 2, Stage 3, and Stage 4. She outlined the tiered response that Holly Springs' plan has from no water shortage through Water Shortage Crisis and the differing restrictions that would be imposed for each higher tier of shortage. She emphasized that we are currently at Stage 0 (normal) with annual seasonal voluntary restrictions and a prohibition on overwatering. She explained what would trigger a shortage warning based on water supply and daily water demands. She said people can check for updates on Holly Springs' website, and information will be communicated through all our social media platforms.

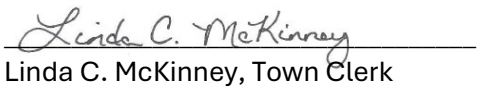
Mr. Harrington said the International Food Festival is May 1st from 5-8 pm at the Cultural Center; May 9th is Live at the Springs at NMAC with Vertical Horizon from 6:30 – 10 pm. Tickets are still available. May 13th the recommended budget presentation will be here in the chamber at 6 pm. But following that he would like to use the Holleman Room for a workshop to share the annual water quality report.

CLOSED SESSION: Council entered into closed session pursuant to N.C.G.S. 143-318.11(a)(4) to discuss two economic incentives, pursuant to N.C.G.S. 143-318.11 (a)(5) to discuss real estate acquisitions, with a motion by Council member Larson and a second by Council member Hewetson and a unanimous vote.

Motion to leave closed session was made by Council member Deshazor with a second by Council member Hewetson and a unanimous vote.

Adjournment: Council member Deshazor made a motion to adjourn at 11:20 pm. It was seconded by Council member Hewetson and passed with a unanimous vote.

Respectfully submitted on Tuesday, May 19, 2026.



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#: 9.

Consent Agenda
Title: Minutes from November 10, 2025 Closed Session
Strategic Priority Area: Organizational Excellence
Staff Resource: Linda McKinney, Town Clerk

Action(s):
Approve and unseal the minutes from the November 10, 2025 Closed Session.

Explanation:

- Minutes from closed sessions may be unsealed once it will no longer frustrate the purpose of the closed session.

Background:

- The minutes of the November 10, 2025 closed session were sealed by the council to protect the attorney-client privilege in the matter of Greenhawk (Regan Tract) v. Town of Holly Springs, and an economic development project known as Aesclapius (Genentech Phase 2).
- Both matters have been resolved and there is no longer a need to preserve privilege.

Funding Source(s):
N/A

Attachment(s):
1. Sealed Minutes 11.10.25

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda
Title: Monthly Budget Amendments
Strategic Priority Area: Organizational Excellence
Staff Resource: Corey Petersohn, Budget, Innovation, and Strategy

Action(s):

- Receive Town Manager approved budget amendments.
    - Amendment 1 - Public Works Brine Equipment

Explanation:

- The budget ordinance for the Town authorizes the Town Manager to approve budget amendments between departments up to $50,000 that do not alter the total appropriation. These amendments are reported to Town Council at the next available business meeting:
    - **Amendment 1 - Public Works Brine Equipment** - this amendment transfers $29,000 in General Fund contingency funding to Public Works for the purchase of a brine system / equipment to enable the treatment of Town streets during future snow and ice events.

Background:

- Budget amendments in North Carolina local governments (cities, towns, and counties) occur because state law requires budgets to remain balanced and ensure no funds are spent unless appropriated.

Funding Source(s):

- Amendment 1: Operating Budget - General Fund Sources

Attachment(s):
1. Amendment 1 - Public Works Brine Equipment

Town of Holly Springs
FY2025-26 Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2026.

Department: Public Works **Date:** 4/23/2026

Reason for Budget Amendment:

Transferring $29,000 from the Town Manager's operating contingency funds to Public Works for the purchase of a brine system to treat streets during potential snow/ice events.

Expense			
Account #	***Account Description***	***Increase***	***Decrease***
10-412-11-12.01	General Fund - Town Managers Office - Prof. Serv.		$ 29,000
10-422-22-90.01	General Fund - Public Works - Streets - Equipment	$ 29,000	
	Total Expense:	**$ 29,000**	**$ 29,000**

Revenue			
Account #	***Account Description***	***Increase***	***Decrease***
	Total Revenue:	**$ -**	**$ -**

Department Head Signature (or electronic submission)

Town Manager Signature (if necessary)

Town Manager has authorized Department Directors to transfer operating funds within their department.
Town Manager is authorized to approve transfers between departments within the same fund up to $50,000.
All inter-departmental transfers will be reported to Town Council by the following month.
Amendments that change the total budget or departmental transfers over $50,000 require Town Council approval.

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda
Title: Americans with Disabilities Act Transition Plan Update Contract Approval
Strategic Priority Area: Organizational Excellence
Community Safety
Staff Resource: Theresa Randall, Utilities and Infrastructure, Sara Emig, Utilities and Infrastructure

Action(s):
Award contract to WT Group AEC, INC in the amount of $226,951.00 to complete an update to the Town of Holly Springs ADA Transition Plan.

Explanation:

- In 2018, the Town was notified by the North Carolina Department of Transportation of its American with Disabilities Act (ADA) and Section 504 compliance responsibilities as a recipient of federal funding with more than 50 employees.
- The Town established core ADA compliance measures, including designation of an ADA Coordinator, adoption of an ADA Policy Statement, and implementation of grievance procedures.
- As part of the ADA Transition Plan process, the Town completed a required self-evaluation and public engagement process to assess programs, services, facilities, policies, and pedestrian infrastructure for accessibility barriers and compliance gaps.
- Findings from the self-evaluation informed development of the ADA Transition Plan, which identifies barriers affecting access to Town programs, facilities, sidewalks, and public rights-of-way.
- The original ADA Transition Plan was adopted in January 2022 with a five-year implementation horizon.
- The requested update supports the Town's ongoing federal ADA compliance obligations related to public facilities, parks, sidewalks, and rights-of-way.
- On January 20, 2026, the Town issued a Request for Qualifications (RFQ) to update the plan and received eleven responses. A committee evaluated the submittals using selection criteria that included:
    - Relevant experience
    - Firm and personnel qualifications
    - Demonstrated project understanding and regional experience
- Based on this evaluation, WT Group AEC, Inc. was determined to be the most qualified firm. Therefore, staff requests approval of the contract with WT Group AEC, Inc for a lump sum fee of $226,951.00.
- The proposed consultant scope includes:
    - Evaluation of additional municipal facilities
    - Review right-of-way accessibility
    - Assessment of approximately 231 miles of sidewalks and 3,354 curb ramps

    - Evaluation of roughly 22 miles of greenway/trails
    - Development of updated implementation priorities and cost references
- The proposal emphasizes that the updated plan will evaluate the Town's current ADA program against federal Title II (focus on state and local governments) plan requirements, including prioritization methods, program accessibility, policies and implementation practices.
- The project schedule anticipates:
    - Notice to proceed by June 2026
    - Approximately nine months of work
    - Final report completion Spring 2027, which aligns with the town's required update timeline

Background:

- The Americans with Disabilities Act (ADA) of 1990 is a civil rights law that prohibits discrimination against people with disabilities, with Title II focusing on ensuring accessibility in public services and facilities.
- In 2010, the Department of Justice updated ADA regulations, requiring state and local governments to make all programs and services accessible.
- Transition Plans, required under the ADA and Section 504, identify accessibility barriers and outline timelines and budgets for making necessary improvements.
- The current Town of Holly Springs ADA Transition Plan was adopted in January 2022.

Funding Source(s):

A Pay-As-You-Go capital funding account has been previously established by Council for the ADA Transition Plan.

Attachment(s):

1. RFQ Matrix Overall Scores for ADA Transition Plan Update RFQ
2. RFQ 26-00120 ADA Transition Plan Update_FINAL
3. ADA Transition Plan RFQ_Q&A Addendum
4. Contract for PROFESSIONAL SERVICES - WT Group AEC, LLC

Project Name: TOHS #26-001 - ADA Transition Plan Update
RFQ Number: **26-0120 Request for Qualifications - ADA Transition Plan Update**

Selection Committee Member Names: Theresa Randall - U&I Dept., TOHS
Chelsea Davis - U&I Dept. TOHS
Robert Sears - Parks & Rec Dept., TOHS
Greg Sponseller - Public Works Dept., TOHS

Finance Dept. Purchasing Manager: Brettany DeVolld - Finance Dept., TOHS

SELECTION CRITERIA	FACTOR*	ACI	Altura Solutions, LLC	Benesch	Burea Vistas	KCI Technologies, Inc.	Kimley-Horn	MHAC	Precision Infrastructure Management	Stewart, Inc.	Turquoise America	WT Group
Relative Experience Demonstrated relative experience to the scope of work listed in this solicitation. Experience completing similar projects provided in the response.	0.35	4.6	7.1	6.6	6.9	5.5	7.1	6.6	7.6	7.0	3.8	7.8
Qualifications Qualifications of the firm and personnel assigned to this project, demonstrating the Consultant's capacity to complete requested scope of work services.	0.30	5.4	7.3	6.9	6.9	5.8	7.3	6.5	8.1	6.9	3.5	7.9
Overall Project Understanding Demonstrated overall project understanding and an outlined project approach that demonstrates the ability and commitment to ensuring a successful project.	0.30	5.0	7.0	7.1	7.4	6.5	6.6	6.6	7.3	7.4	4.0	8.0
References References to previous similar work.	0.05	4.8	6.6	6.0	7.0	4.9	6.4	6.1	7.8	7.3	3.0	7.0
Total	**1.00**	**4.97**	**7.10**	**6.82**	**7.03**	**5.84**	**6.98**	**6.56**	**7.67**	**7.09**	**3.71**	**7.83**

*Weighting Factor is developed by the Selection Committee. Each criteria was be assigned a value between 0 to 1 which will indicates the percentage of the total weight. Each consultant was assigned a performance value in that particular area with values from 1 to 10. 1 - Substantially below expectations, 4 - Below expectations, 6 - Meets expectations, 8 - Exceeds expectations, 10 - Substantially exceeds expectations. The values shown above are the average value generated from all Selection Committee

Town of Holly Springs

REQUEST FOR QUALIFICATIONS

RFQ# 26-0120 ADA Transition Plan Update

ISSUE DATE: January 20, 2026

DUE DATE and TIME: February 24, 2026, at 2:00 PM

Prepared by
Holly Springs Utilities & Infrastructure Services Department
Holly Springs, North Carolina

I. PURPOSE

The **Town of Holly Springs (Town)** is seeking a Statement of Qualifications from a qualified and experienced accessibility consulting firm to update the Town's **ADA Transition Plan** . This RFQ and selection shall comply with qualification-based selection as outlined in N.C.G.S. § 143-64.31. For the purposes of this RFQ, the Town is soliciting only for a statement of qualifications. No preliminary design work, site specific work proposals, or other task-specific work shall be done or submitted at this time.

II. BACKGROUND

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute (hereinafter referred to as ADA) that prohibits discrimination against people with disabilities. There are five separate ADA Titles (or sections) relating to the various aspects of potential discrimination. ADA Title II specifically addresses the subject of making public services accessible to those with disabilities. Designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

On September 15, 2010, the Department of Justice revised the Title II & Title III Acts in the Federal Register and issued the 2010 ADA Standards for Accessibility Design. Under the revised Title II Act, state and local government, public entities or agencies, must provide access for people with disabilities to every service and program they offer.

Transition Plans are required by the American with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act (Section 504). The transition plan outlines the removal of identified accessibility barriers and establishes a budget and implementation schedule for completing required improvements.

III. SCOPE OF WORK AND PROJECT DESCRIPTION

The Town of Holly Springs is seeking Statement of Qualifications from qualified and experienced accessibility consulting firms to review and update the Town's Americans with Disabilities Act (ADA) Transition Plan. The current ADA Transition Plan was approved and adopted in January 2022, with an update required by January 2027. The Town has been actively addressing items identified as non-compliant. In coordination with Town staff, the selected consultant will be responsible for updating the ADA Transition Plan by providing the following scope of services:

1. Review the existing ADA Transition Plan, assess progress toward completion, and incorporate all current and applicable federal and state codes, regulations, and statutory requirements.
2. Conduct an accessibility audit of Town of Holly Springs facilities that are not currently included in the ADA Transition Plan, including but not limited to municipal buildings, parks, and greenways.
3. Assist Town staff in identifying which sections of the public right-of-way should be included in the plan and evaluate those areas for compliance with applicable federal accessibility standards.
4. Support Town staff in planning and hosting public and staff awareness meetings to present ADA Transition Plan progress, to document, evaluate, and incorporate new accessibility concerns identified during these meetings.

Provide guidance and recommendations, evaluate compliance findings, prepare cost estimates, and outline prioritized next steps needed to fulfill goals and update the current ADA Transition Plan.

IV. SCHEDULE

The following table shows the schedule of events for the conduct of this solicitation. Details for some of the events are described in subsequent sections. All dates are subject to change.

DATE / TIME	EVENT
January 20, 2026	Issuance of Solicitation
February 10, 2026 at 5:00 PM	Deadline to Submit Questions
February 17, 2026	Town to Post Answers to Questions (if any)
February 24, 2026 at 2:00 PM	Submission Deadline
February 25, 2026 – March 13, 2026	Selection Committee Review of Submittals
March 16, 2026 – March 25, 2026	Interviews conducted with selected Consultants, if necessary
April 2026	Contract Award

V. SUBMITTAL INSTRUCTIONS

Format

Responses shall be submitted in a single, digital PDF file and contain the content described below. The file should be a maximum of 15 pages in length, not including the cover letter or authorized appendices detailed in the content section. Please use size 11 point or larger font for readability.

Content

Responses must satisfy the criteria outlined below to be responsive to this solicitation. Any modifications or enhancements proposed beyond the identified scope of work outlined in this document must be clearly identified.

No work product, design, or costs/fees specific to this project, may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.

- **Cover Letter** [no more than one (1) page]
  Provide the legal name, address, and telephone number of the firm along with the designated contact's name, title, email address and telephone number. Provide with the type of business entity (Corporation, partnership, sole proprietor, etc.) and the year the business was established. Provide the location in which most of the work will be executed and managed. Provide the same information for each subconsultant or each member of a joint venture, if possible).

  Include a statement attesting to the submittal's accuracy and signed by an individual authorized to execute binding legal documents for the firm. Communicate your understanding of the scope and a brief description of your approach to performing the requested services.

- **Qualifications and Experience of the Consultant Firm(s)**
  Please describe the prime Consultants recent experience relevant to this project. Provide 3 similar projects completed by the proposed project team within the past two years, as appendices. Include brief project profiles with project reference contact information for each profile. Place emphasis on projects managed by the key personnel proposed for this project.

- **Qualifications and Experience of Key Staff**
  Identify key individuals (task leaders) to be assigned to this project and include the qualifications and expected responsibilities of each of the identified individuals. Provide experience summaries of key individuals, placing emphasis on previous experience with similar projects in similar roles. Resumes of key individuals, including licensure information if applicable, should be included in the appendices and will not be counted in the response page limitation.

  For each subconsultant or each member of a joint venture, please include a brief description of relevant experience and qualifications. Describe what work and the percentage of the work that will be shared with a subconsultant or other business entity

- **Project Approach/Work Plan**
  This section should include a detailed description of the proposer's understanding of the intent, objectives, and overall approach to the project to deliver services in an effective, timely, and professional manner. Describe the firm's project management, coordination, and quality control procedures. The project approach must identify whether subconsultants/firms will be utilized and the subconsultants to be used. The proposer should identify the level of assistance required from the Town and/or project partners to complete each task.

- **Schedule**
  The schedule should show all milestones, critical stakeholder/public meetings, and deliverables to maintain project progress by the project end date.

Appendices
Appendices to include the following (pages will not be counted in the response page limitation):

- Copy of North Carolina professional license, if applicable.
- Resumes of key individuals, including licensure information if applicable
- Three (3) References to Previous Work (similar to this proposed work) along with key contacts. If possible, hyperlinks can be added for past projects.
- Certificate of Insurance evidencing that all coverages, limits, and endorsements required herein are maintained and in effect:
  - Professional Liability Insurance greater $5M per occurrence, and per aggregate. OR an umbrella policy of $5M plus general commercial liability of $2M aggregate/$1M per occurrence
  - Commercial General Liability
  - Automobile Liability
  - Worker's Compensation within statutory limits
  - Employers Liability
- (Optional) Standard contract language or general conditions that the firm seeks to incorporate.

No work product, design, or costs/fees specific to this project may be submitted. Failure to meet the requirements listed in this section may deem the submission as non-responsive and be removed from consideration.

Submittal Instructions
Respondents should submit one (1) navigable PDF file electronically via email to the contact listed below by the response due date. Please reference the solicitation name and number in the email's subject line.

Upon receipt, all responses and supporting materials become the property of the Town and are subject to public record following contract award. Responses received after this deadline will not be considered.

To: Purchasing Division, purchasing@hollyspringsnc.gov
Subject: 26-00120 ADA Transition Plan Update

Questions Contact Information
Respondents must submit all questions, in writing, to the contacts listed below and by the deadline provided in the procurement schedule. When submitting questions, please reference the solicitation name and number, as well as the page and section, if applicable.

Theresa Randall, Asset Management/ADA Coordinator,
Theresa.randall@hollyspringsnc.gov

Questions submitted after the deadline do not require a response, though the Town will make reasonable efforts to provide clarification before the response deadline, if possible. Apart from question submissions, respondents should refrain from contacting Town staff prior to the response deadline.

Addenda
Responses to question submissions and addenda (if applicable) will be posted on the Town of Holly Springs website at the following hyperlink: https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals
It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understand all posted addenda.

VI. EVALUATION CRITERIA

Responses will be reviewed by a Selection Committee designated by the Town and per the evaluation criteria defined below:

- **Relative Experience (35%)**
  Demonstrated relative experience in creating similar planning studies working with a diverse group of stakeholders and the ability to prepare user-friendly planning products.

- **Qualifications (30%)**
  Qualifications of the firm and personnel assigned to this project, demonstrating the Consultant's capacity to complete requested services, experience completing similar projects, and experience with data collection and analysis related to the scope of work elements.

- **Overall Project Understanding (30%)**
  Demonstrated overall project understanding and regional work experience/familiarity. The outlined project approach demonstrates the ability and commitment to ensuring a successful project.

- **References (5%)**
  References to previous similar work.

VII. SELECTION

Firms will be selected on the basis of demonstrated competence and qualification for the services required, in accordance with Chapter 143, Article 3D of the North Carolina General Statutes. The Town encourages minority firm participation. A resident firm, defined as a firm that has paid unemployment taxes or income taxes and whose principal place of business is located in the state of North Carolina, shall be granted a preference over a non-resident firm. No project-specific work product, design, or costs/fees, with the exception of unit price information**,** will be considered as part of the selection process.

VIII. CONTRACT AWARD

Upon completion of response evaluations, if the Town has determined a suitable candidate, a contract will then be negotiated, for a fair and reasonable fee, with the most qualified firm. If a contract cannot be negotiated with the most qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. All respondents will be notified of the contract award decision via email.

It is anticipated that a recommendation will be forwarded to the Town Council for a contract award in April 2026. The awarded firm is expected to begin work upon receipt of the notice to proceed shortly after.

IX. TOWN'S RIGHTS AND OPTIONS

The Town reserves the right, at the Town's sole discretion, to take any action affecting this solicitation, this solicitation process, or the services or facilities subject to this solicitation, that would be in the best interests of the Town, including:

- To supplement, amend, substitute, or otherwise modify this solicitation, including the schedule, or to cancel this solicitation, at any time;
- To require any respondent to supplement or clarify its submission or provide additional information relating to its response;
- To investigate the qualifications, experience, capabilities, and financial standing of each respondent submitting a response;
- To waive any defect or irregularity in any response received;
- To reject any or all responses;
- To share the responses with Town employees, as deemed necessary by the Town;
- To award all, none, or any part of the services and enter into contracts with one or more of the respondents deemed by the Town to be in the best interest of the Town, which may be done with or without re-solicitation;
- To discuss and negotiate with any respondents their response terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any respondent at any time and for any reason.

Accuracy of Solicitation and Related Documents
Each respondent must independently evaluate all information provided by the Town. The Town makes no representations or warranties regarding any information presented in, or otherwise made available during this procurement process, and assumes no responsibility for conclusions or interpretations derived from such information. Additionally, the Town will not be bound by or responsible for any explanations or conclusions regarding this or any related documents other than those provided by an addendum issued by the Town. Respondents may not rely on any oral statement by the Town or its agents, advisors, or consultants.

If a respondent identifies potential errors or omissions in this or any other related documents, the respondent should immediately notify the Purchasing Manager of such potential discrepancy, in writing. The Town may issue a written addendum if it determines correction is necessary.

Expense of Solicitation Process
The Town accepts no liability and respondents will have no actionable claims for reimbursement of any costs or expenses incurred while participating in this solicitation process. This includes expenses and costs related to response submission, submission of written questions, interview attendance, contract negotiations, or activities required for contract execution.

X. DISCLOSURES

Confidentiality
Responses to the solicitation will become public records and, therefore, will be subject to public disclosure. However, North Carolina General Statutes Section 132-1.2 provides a method for protecting some documents from public disclosure. If the respondent follows the procedures prescribed by those statutes and designates a document confidential or trade secret, the Town will withhold the document from public disclosure to the extent that is entitled or required to do so by applicable law.

Equal Employment Opportunity
The Town of Holly Springs does not discriminate in administering any of its programs and activities. The selected respondent will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or handicap.

Minority/Women/Small Business Enterprise
It shall be the practice of the Town of Holly Springs to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in the Town's business opportunities including but not limited to employment, construction development projects, and material/services consistent with the laws of the State of North Carolina. The policy of the Town prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. It is further the policy of the Town to conduct its contracting and procurement programs so as to prevent such discrimination and to

resolve all claims of such discrimination.

Contracting
Any contract developed for work shall be construed and enforced in accordance with the laws of the state of North Carolina. Any controversy or claim arising because of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Wake County, North Carolina.

Conditions and Limitations
The Town reserves the right to reject any or all responses to the solicitation, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this solicitation should not be construed as a contract nor an indication of a commitment of any kind on the part of the Town nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract. The Town will reserve the right to dismiss any part or all of the contracted team when, in the Town's opinion, the project is not moving as scheduled or is hindered in any way by the actions or personalities of team members.
Carolina.

Town of Holly Springs
Utilities & Infrastructure

P.O. Box 8 | 128 S. Main St.
Holly Springs, NC 27540
(919) 577-3150
utilities-infrastructure@hollyspringsnc.gov
www.hollyspringsnc.gov

Advertised: January 20, 2026
Addendum No.1: February 17, 2026

ADDENDUM NO. 1

TOWN OF HOLLY SPRINGS

ADA TRANSITION PLAN UPDATE RFQ (TOHS#26-001)

I. Addressed Contractor Questions/Comments:

Q1: Provide a copy of the previous ADA Transition Plan that was adopted in January 2022.
A1: The previous ADA Transition Plan has been attached to this addendum.

Q2: Is the progress of the 2022 plan available to us?
A2:
The majority of public rights-of-way items have been addressed through the Town-managed ADA Ramp Compliance Project, the Town of Holly Springs Public Works Department initiatives, the NCDOT Ramp Compliance Project, and the Holly Springs Road Widening Project.

Most minor accessibility items at Town facilities and parks have also been completed. For example, automatic door openers and accessible signage were installed at the Hunt Center. Additional improvements were made to park restroom facilities, including adjustments to mirror and grab bar heights, as well as adjustments to signage.

Effective communication measures have been established across Town operations.

In addition, the Town of Holly Springs formally established its Grievance Policy and Form, ADA Policy Statement, and Accessibility Statement, along with the development and adoption of the ADA Transition Plan in 2022.

Q3: Can the Town provide the square footage for each facility to be assessed under this program?
A3: As part of the ADA Transition Plan update, the following Town facilities will need to be evaluated. The previous ADA Transition Plan included an assessment of all Town facilities at that time; however, these facilities require review as part of the current update:

Fire Station 3 – 13,832 square feet
Operations Campus – Administration Building – 42,258 square feet
Operations Campus – Operations Building – 38,769 square feet
Cultural Center – 19,792 square feet

***Please note that Town programming occupies only a portion of the Cultural Center. As the building is owned by Wake County, coordination will be required to determine responsibility between the County and the Town of Holly Springs for the evaluation and any necessary accessibility improvements.*

Q4: Can the Town provide the total mileage of sidewalks, number of bus stops, and signalized intersections?
A4: Our asset data is in the works of being updated but this is a general total.

Sidewalks: 236.76 miles
Bus Stops: 1
Signalized intersections: 143

Q5: Regarding the parks and amenities to be assessed, can the Town provide acreage, trail length, and amenity list?
A5: *Total greenway mileage: 25.40*
All parks, playgrounds and amenities were assessed with previous Transition Plan. However, greenways were not evaluated with the previous assessment. A recent asset inventory was completed of our Parks and Recreational assets; the Town may be able to provide this information.

Q6: Has the Town completed an evaluation of its programs and policies? If not, does the Town want this included as an optional service?
A6: The Town has not had a formal evaluation of all its programs and policies. We would like to explore options to include this in the update so please provide as an optional service.

Q7: Is the Town interested in a review of its website accessibility?
A7: We are not interested in having a review of website accessibility at this time. The Town currently has another contract to focus solely on website accessibility. The scope would be limited to facilities, parks/greenways, and public rights of way. Then the possibility of adding the evaluation of programs and policies as mentioned above.

Q8: Approximately how many Town facilities are not currently included in the 2022 ADA Transition Plan and will require an accessibility audit as part of this update? Two facilities and greenways. Should we have the cultural center evaluated?
A8: Approximately 3 facilities and greenways would require evaluation. The Cultural Center may be potentially evaluated based on the answer to question #3.

Q9: For the public right-of-way portion, does the Town anticipate a targeted corridor approach or a broader inventory-based approach—and is there an estimated mileage/area the Town expects to be evaluated?
A9: The Town would prefer to implement a targeted corridor approach for public right-of-way improvements. The Town is seeking guidance from the consulting firm on which corridors should be prioritized.

Q10: Our company does not currently meet all the insurance requirements listed on page 4 of the RFP. May we submit a signed statement that we will provide the required coverages, limits, and endorsements after award if chosen, to suffice that requirement listed per the RFP?
A10: The signed statement attesting to the ability to meet insurance minimums is sufficient.

Thank you,

Theresa Randall
Asset Management/ADA Coordinator
Department of Utilities and Infrastructure | Town of Holly Springs
PO Box 8 | 128 S Main St | Holly Springs, NC 27540

Office: 919-567-4009| Theresa.randall@hollyspringsnc.gov Web: www.hollyspringsnc.gov

cc: Kendra D. Parrish, PE, CFM, Executive Director of Utilities & Infrastructure Services
Project file paper/electronic/correspondence file



CONTRACT FOR PROFESSIONAL SERVICES SUBJECT TO Q.B.S.

THIS AGREEMENT dated _____, between the **Town of Holly Springs**, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and **WT Group AEC, LLC** (herein after called the "Contractor").

Town hereby desires to enter into a contract for services with the Contractor and the Contractor agrees to enter into this contract and perform the Services as set forth below, in the manner and time hereinafter described, and both parties do hereby agree as follows:

SERVICES OF CONTRACTOR

The services of the Contractor shall be performed in the manner as described in **Exhibit A** (the "Proposal") as attached hereto and incorporated by reference. Contractor agrees to employ such personnel as may be needed to deliver services in the manner and time prescribed herein. Such personnel shall be employees of the Contractor, said Contractor being an independent contractor of the Town.

BRIEF SUMMARY OF SERVICE(S): This is a professional services contract to assist the Town with updates to the ADA Transition Plan, as further detailed in **Exhibit A**.

TOWN'S RESPONSIBILITIES

The Town shall make available the facilities and information to the Contractor and shall not impede the work of the Contractor except as necessary. Any additional Town responsibilities shall be listed in **Exhibit A**.

BIDDING COMPLIANCE:

The Town shall comply with the bidding laws of the State of North Carolina. Failure to do so shall make this Contract void. The Town's Contract Manager for this Contract is:

Theresa Randell, Utilities & Infrastructure (Name, Department)
Email: Theresa.randall@hollyspringsnc.gov
Phone: (919) 567-4009

__X__ The Contract Manager certifies that the Contractor was selected using Qualification Based Selection. An announcement was made through a Request for Qualifications (#26-0120), which was drafted and circulated on or about January 22, 2026. The Contractor was selected as the best qualified for the work described herein.

OR

_____ An exemption was allowed by the Town Manager, and an Exemption Memorandum is attached as the last page of this Contract as **Exhibit D**.

_____

Contract Manager **Date Signed:**
Printed Name: Theresa Randell

_____

Department Head/Supervisor **Date Signed:**
Printed Name: Sara Emig

PAYMENT

The Town shall pay the Contractor the contract sum in the following manner:

__ Upon completion of the services listed in **Exhibit A,** the Contractor shall invoice the Town, and the Town shall have 30 days from receipt to pay**.** Contract total not to exceed **$**_____ without prior written agreement by the Town and Contractor.

__ Payment on basis of Time and/or Materials as described in **Exhibit A**

__X__ Description of Alternative Payment Terms:

The Contractor shall provide the Town with monthly invoices with Net30 terms, detailing the percentage work completed on each task listed in **Exhibit A**. The Contract total is **not to exceed $226,951.00** without the prior written authorization of the Town's Contract Manager.

TIME FOR RENDERING SERVICES

The times for rendering the services are set forth in **Exhibit A**, or as otherwise set forth below:

The Contract shall begin upon the issuance of a Notice to Proceed and shall continue until all work is completed, anticipated to be approximately nine (9) months. In no event shall the work take longer than one (1) year.

GENERAL CONSIDERATIONS

1. **Standards of Performance.**

1.1 The standard of care for all services performed or furnished by Contractor under this Agreement will be the care and skill ordinarily used by members of the Contractor's profession practicing under similar circumstances at the same time and in the same locality.

1.2 Contractor represents that, prior to submitting the Bid and executing this Contract, Contractor became and remains thoroughly acquainted with all matters relating to the performance of this Contract, all applicable laws and all of the terms and conditions of this Contract. All Services under this Contract shall be coordinated under and performed to the satisfaction of the Town Contact, taking into consideration the standard of care listed above. Town is authorized to withhold payment of any funds under this Contract until periodic performance of the Services has been inspected, accepted, and approved by the Town Contact.

1.3 Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

1.4 Contractor and Town shall comply with applicable Laws or Regulations and Town mandated standards. This Agreement is based on these requirements as of its Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Town's responsibilities or to Contractor's scope of services, times of performance, or compensation.

1.5 Contractor is an independent contractor of the Town. The Town and the Contractor mutually agree to indemnify and hold harmless each party from any claims of negligence brought forth. Contractor is familiar with the property and its condition.

2. **Term and Termination.**

2.1 The term for this contract is as long as necessary to complete the scope of work agreed to, but in no event shall it exceed two (2) years.

2.2 The mutual obligations of the Parties contained in this Agreement may be terminated:

2.2.1 For cause by either party upon 30 days written notice in the event of a failure by the other party to perform in accordance with the terms hereof.

2.2.2 For failure to consistently satisfy the Standards of Performance in the opinion of the Town Contract.

2.2.3 Upon mutual agreement.

3. **Controlling Law.**

3.1 This agreement is to be governed by the law of the State of North Carolina, regardless of any language in any quote, contract, agreement supplied by the Contractor.

3.2 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).

4. Notices.

4.1 Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address below, or given personally, or by regular, registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of the receipt.

4.1.1 For the Town:

Theresa Randall, ADA Coordinator	(Name, Title)
Utilities & Infrastructure	(Department)
P.O. Box 8	(Address)
Holly Springs, NC 27540	
(919) 567-4009	(Phone)
Theresa.randall@hollyspringsnc.gov	(e-mail)

4.1.2 For the Contractor/Vendor:

John McGovern, Principal in Charge	(Name, Title)
WT Group AEC, LLC	(Company)
2000 Center Drive, Suite B411	(Address)
Hoffman Estates, IL 60192	
(224) 293-6333	(Phone)
jmcgovern@wtgroupaec.com	(e-mail)

5. Severability.

5.1 Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Town and Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6. Waiver.

6.1 Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

7. Attorney's Fees.

7.1 In the event of a breach of this Agreement, the substantially prevailing party shall be entitled to an award of reasonable attorney's fees and costs relating to compelling performance under this Agreement.

8. Insurance & Indemnification Requirement.

8.1 Contractor shall provide professional liability insurance for a minimum of $1,000,000 per occurrence, $2,000,000 aggregate, for the complete term of the contract. Additionally, the Contractor shall supply workman's compensation insurance coverage to all employees within the statutory limits, as necessary. Contractor shall supply proof of coverage to the Town, which shall list "Town of Holly Springs" as additional insured, to all professional liability policies for the duration of the contract term. Any waiver of the insurance requirement, or an acceptance of lower limits shall be stated on the **Exhibit B** cover page and a certificate of insurance shall be attached hereto as **Exhibit B**.

8.2 The Contractor agrees to waive any and all claims against the Town from itself or its employees arising from work performed by the Contractor pursuant to this Contract, except for claims related to non-payment of amounts. The Contractor shall protect, defend, indemnify and hold the Town and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character in connection with or arising out of this Agreement and/or the performance hereof, that are proximately caused by the negligence, willful or wanton conduct, or breach of contract by the Contractor, except to the extent that the same are proximately caused by the negligence or willful misconduct of the Town. For such claims, the Contractor/Licensee further agrees to investigate, handle, provide defense for and respond to, any such claims at its sole expense and agrees to bear all other costs and expenses related thereto, even if such claims are groundless, false, or fraudulent. For the purpose of clarity, any indemnification provision contained in this Agreement shall require the Contractor to indemnify the Town only for the actions of the Contractor in the performance of the work described in this Agreement, and not for the actions of others.

9. E-Verify.

9.1 Contractor hereby agrees to comply with N.C.G.S. § 64-25, et. seq. regardless of Contractor's status as an independent contractor and not an employee with the Town. The E-Verify Affidavit shall be attached hereto as **Exhibit C**.

10. Independent Contractor.

10.1 Contractor's status shall be that of an independent contractor and not an agent, servant, employee, or representative of Town in the performance of the Services. Contractor shall exercise independent judgment in performing duties under this Contract and is solely responsible for setting working hours, scheduling or prioritizing the workflow and determining how the work is to be performed. No term or provision of this Contract or act of Contractor in the performance of this Contract shall be construed as making Contractor the agent, servant or employee of Town, or making

Contractor or any of its employees eligible for the fringe benefits, such as retirement, insurance and worker's compensation, which Town provides its employees.

10.2 Contractor's Control Over Services Provided. Contractor shall retain the unqualified right of control over the means, manner and methods by which the Services are performed, and the right to perform such Services at the locations and times that Service Provider independently determines, as approved by the Town. Contractor shall be responsible for providing all equipment, materials and supplies that Contractor determines are needed to timely provide the Services.

10.3 Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.

11. Non-Discrimination.

11.1 As a condition of this Contract, Contractor covenants that Contractor will take all necessary actions to insure that, in connection with any operations under this Contract, Contractor, its officers, employees and subcontractors, will not discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, sex, sexual orientation, or handicap unrelated to job performance, either directly, indirectly or through contractual or other arrangements. Contractor shall also comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C.A. §§12101-12213, as amended. In this regard, Contractor shall keep, retain and safeguard all records relating to this Contract or work performed hereunder for a minimum period of three (3) years from final Contract completion, with full access allowed to authorized representatives of Town, upon request, for purposes of evaluating compliance with this and other provisions of the Contract.

12. Contractor's Employees.

12.1 Contractor agrees and consents that the Town is allowing access to the Contractor to both publicly used and private sensitive Town facilities. Contractor, and any employee, agent, subagent, volunteer, or any person authorized to act on behalf of the Contractor shall maintain a professional demeanor at all times during the interaction with the Town's patrons and visitors to Town facilities. Contractor shall refrain from other commercial or political activity while performing this contract on Town Facilities. Contractor shall undergo criminal background checks on all employees and subcontractors working at the direction of the Contractor in this contract, and shall exclude any employees from working in any Town facility any employees that:

1) had a conviction of any felony within the past 10 years;

2) has a conviction in the past 10 years of any violent crime or crime involving theft or dishonesty; or

3) is currently a registered sex offender.

13. Assignment.

13.1 Contractor shall not sell, assign, transfer or convey this Contract, in whole or in part, without the prior written consent of the Town. As an express condition of consent to any assignment, Contractor shall remain liable for completion of the Contract work in the event of default by the successor contractor or assignee.

14. Right of Review and Audit.

14.1 Town may review any and all of the services performed by Contractor under this Contract. Town is granted the right to audit, at Town's election, all of Contractor's records and billings relating to the performance of this Contract. Contractor agrees to retain such records for a minimum of three (3) years following completion of this Contract. Any payment, settlement, satisfaction, or release made or provided during the course of performance of this Contract shall be subject to Town's rights as may be disclosed by an audit under this section.

15. Non-Appropriations.

15.1 No provision of this agreement shall be construed or interpreted as creating a pledge of the faith and credit of the town within the meaning of any constitutional debt limitation. No provision of this agreement shall be construed or interpreted as creating a delegation of governmental powers nor as a donation by or a lending of the credit of the town within the meaning of the constitution of the state. This agreement shall not directly or indirectly or contingently obligate the town to make any payments beyond those appropriated in the sole discretion of the town for any fiscal year in which this agreement is in effect; provided, however, that any failure or refusal by the town to appropriate funds which results in the failure by the town to make any payment coming due hereunder will in no way obviate the occurrence of the event of default resulting from such nonpayment. No deficiency judgment may be rendered against the town in any action for breach of a contractual obligation under this agreement and the taxing power of the town is not and may not be pledged directly or indirectly or contingently to secure any moneys due under this agreement.

16. Full Agreement. This Contract is the full agreement of the parties, and neither has, or is relaying on any information not contained in this Contract or its Exhibits. The terms of this Contract supersede any conflicting terms which may be contained in any Exhibit attached hereto and incorporated by reference.

17. Modification. The Contract may not be modified except by either a Change Order or an Amendment. Any Change Order or Amendment must be made in writing, utilizing the appropriate Town form, approved by the Town (and Town Council, if necessary) and executed with the same formalities as this original contract.

18. Exhibit List. The following documents shall be attached hereto and incorporated by reference.

Exhibit A – Proposal and Scope of Work

Exhibit B – Certificate of Insurance

Exhibit C – E-Verify Affidavit

Exhibit D – ~~QBS Exemption Memorandum, if applicable~~

[Signature Page Follows]

TOWN OF HOLLY SPRINGS:

BY:_____
Randy J. Harrington, Town Manager
Date:

CONTRACTOR:

Signature _____

Name:_____

Title: _____

WITNESS:

_____
Linda McKinney, Town Clerk
Date:

Contract Manager: _____ Date:

Purchasing Manager: _____ Brettany DeVolld
Date:

Purchase Order No.: _____ (if applicable)

Approved as to form:

_____
John Schifano, Town Attorney Date:

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

_____
Tina Stroupe, Director of Finance Date:

EXHIBIT A

WT Group AEC
Engineering • Design • Consulting

April 21, 2026

Theresa Randall, IAM-Cert, ADAC
ADA Coordinator
Utilities and Infrastructure Department
Town of Holly Springs
128 S. Main Street
Holly Springs, NC 27540

Dear Theresa:

Thanks for the additional information about the project, and for your April 17 notes. Our discussion today was very helpful.

Your clarifications regarding greenways, trails, and routes in parks have been very helpful. This letter is our third draft and addresses:

- A proposed scope of work, with revisions
- Description of deliverables
- Identification of sites to be evaluated
- The cost per task, and
- A revised likely timetable.

We have included an alternative that sees Town part-time temporary staff as right-of-way scanners. This approach is called out as an alternate. If the Town is unable to retain scanners we can conduct the work, but at a higher cost.

PROPOSED SCOPE OF WORK

We still see ten tasks. They are below and include a description of the work and deliverables:

1. Project Management

The Work: Communication between WT and the Town is critical to project success. WT will, in collaboration with the Town Project Manager, schedule monthly meetings by Teams or in person.

There is no data needed from the Town for this task. It is important though that one or more Town staff serve on the project management team.

Deliverables: WT will provide the Town in advance of meetings with an agenda. The agenda will address prior work, upcoming work, and any questions to be resolved. WT will provide the Town with meeting notes within four working days of each meeting.

2. Review the Current Transition Plan

The Work: WT will review the current Town Transition Plan. The goal is to identify how sites were approached, how thorough the work was, how the work was reported, how the Town applied the Department of Justice program access test, and what priorities were applied to determine the order of retrofit.

The Transition Plan will be contrasted to title II 35.150(d) requirements for a transition plan.

Data needed from the Town includes the transition plan, checklists, original notes by the contractor, dates of retention, project management meeting agendas and notes, and any final report to the Town.

Deliverables: The deliverable is a memorandum that reviews the title II transition plan requirements and contrasts the Town transition plan to the title II requirements. It will highlight areas of compliance, areas of needed improvement, and gaps or absences.

3. Access Audits of Four Sites

The Work: WT will evaluate the compliance of four Town sites with North Carolina and federal accessibility requirements. The four sites are Fire Station 3, Operations Campus Admin Building, Operations Campus Ops Building, and the Cultural Center.

In addition, WT will evaluate Town Hall and Womble Park. The objective of these latter two evaluations is to compare the WT findings to the findings of the earlier consultant.

There is no data needed from the Town for this task.

Deliverables: WT will draft a schedule for our site evaluations as the only deliverable.

4. Site Reports

The Work: WT will analyze site evaluation efforts and prepare a site report.

Deliverables: After the evaluations, WT will provide the Town with a site report for each site evaluated. Site reports shall describe as-built findings, recommendations for compliance, citations to state and federal code, and, where applicable, a digital image of the deficit.

For the Town Hall and Womble Park, WT will also advise whether the earlier work in the evaluation of sites can be relied on by the Town. To do so, the data needed is the earlier consultants' site reports identifying deficits at Town Hall and Womble Park.

5. Consult Regarding Right-of-Way Scope and Process

The Work: WT will consult with Town staff regarding right-of-way requirements, current Town practices, current Town priorities, and contrast those to North Carolina and federal mandates. The work will include a review of Town policies or processes for ROW asset repair and replacement, policies regarding requests for repair by residents or property owners, ROW standards and specifications, a discussion regarding the application of title II 35.150(d) priorities, and to the extent possible, remote meetings with Town staff involved in the project.

Data needed from the Town for this task includes the earlier evaluation of ROW assets, methods used, reports regarding same, and the policies as identified above.

Deliverables: WT will provide the Town with a memorandum that identifies gaps in Town processes and priorities, recommendations for changes, and references to state and federal requirements.

6. Evaluate Right-of-Way Assets (this element has some sub-tasks)

The Work: WT will facilitate the training of Town employees. The Town employees will scan all right-of-way assets (sidewalks and curb ramps) using DeepWalk. WT will provide DeepWalk to the Town employees and aid Town staff in supervising those employees. Scanned data will be analyzed by DeepWalk.

DeepWalk is LiDAR-based software specifically designed to conduct evaluations of ROW assets. It can evaluate curb ramps, sidewalks, driveway crossings, and detectable warnings. The key benefit of utilizing DeepWalk is found in one word: detail.
This software uses advanced mapping and visual recognition to assess and document:

- Running slopes
- Cross slopes
- Surface gaps
- Changes in level
- Clear width obstructions
- Deterioration
- Protrusions
- Vegetation overgrowth
- Detectable warnings
- Type of ROW asset
- Type of curb ramp
- Driveway crossing

Field data is collected in real time and linked to spatial coordinates. Town staff will be provided with a DeepWalk login to enable the review assessment data as it is collected. DeepWalk has asked for a separate virtual meeting with Holly Springs staff. The goal of that meeting is to identify how Town staff categorize right-of-way deficits. This will allow DeepWalk deliverables to fit current staff approaches more efficiently.

As referenced above, scanners will be Town employees in a part-time temporary role.

Crossings and pedestrian control buttons will be evaluated by WT staff. As to data, we need maps that show pedestrian control buttons, crossings, and other ROW assets.

Deliverables: WT and DeepWalk will provide the Town with data identifying right-of-way deficits. Format can be shared via shapefile, ArcGIS, or GeoJSON. DeepWalk will review preferences with Town staff prior to delivery.

7. Evaluate Greenways, trails, and park accessible routes

The Work: WT will use another app for greenways, trails, and park accessible routes. This app, BlueDAG, is designed for park and facility access evaluations.

Shared-use paths, known in North Carolina as greenways, are included within PROWAG. Therefore, unlike trails, these are final and enforceable. They should be a part of this scope of work. Those are evaluated with BlueDAG. The Town has approximately 22 miles of greenways.

Trails are not yet subject to final and enforceable standard, but there is federal guidance about trail accessibility. We know there are approximately three miles of natural surface trails.

Accessible routes in a park are subject to a final and enforceable standard, the 2010 Standards for Accessible Design. The Town operates an unknown amount of miles of park accessible routes.

WT will use BlueDAG for these assets and apply our specially designed checklists. These rely on our experience and professional expertise, having served on the federal advisory committees that developed these guidelines and standards.

As to data, we need a Town map that depicts the location of side paths, greenways, and trails.

Deliverable: We will walk or ride through these assets and record deficits. WT will provide the Town with a site report for each site evaluated. Site reports shall describe as-built findings, recommendations for compliance, citations to state and federal code, and, where applicable, a digital image of the deficit.

8. Develop a Transition Plan with Cost References

The Work: WT will analyze evaluation results and prepare a phased schedule of retrofits for parks and facilities.

WT will conduct a blended analysis of ROW asset deficits. The three-phased approach will be developed in collaboration with Town staff and will balance title II priorities, severity of deficits, and degree of use.

No data is needed from Town staff.

Deliverable: A draft transition plan will be prepared for review with Town staff. Following staff discussions and community engagement (Task 9), a final transition plan

will be prepared. The final transition plan will comply with the title II 35.150(d) requirements and will also include cost references for planning purposes.

9. Plan and Conduct Community Engagement

The Work: WT will meet twice with community groups to gather any access preferences and priorities by residents with disabilities. one of these meetings can be within the first four months of the project to increase public awareness of the project. The second meeting will occur in the last quarter of the project with the goal of affirming access preferences or priorities.

WT will also, in collaboration with the Town, conduct an online survey to determine whether Town residents with disabilities have any access preferences or priorities.

Data needed from the Town includes local advocacy organization, collaboration with the school system to aid in promoting the events, and collaboration with the Town Public Information Officer to promote the meetings and the survey.

Deliverable: WT will draft a report that summarizes the in-person discussions and the online survey results. The report will note how, if in any way, community engagement influenced WT transition plan recommendations.

10. Draft and Present a Final Report

The Work: WT will prepare a final report for Town leadership. The report will review the title II mandates, the WT process, the scope of work, critical issues that deserve Town attention, recommendations for efficient solutions, a summary of program access findings, a transition plan summary, funding resources, and implementation strategies. WT will work closely with Town staff to identify dates for reporting to Town leadership and desired stakeholders, in person.

Data needed are dates and times of the board or boards to which WT will report, and facilitation of the report being placed on the appropriate agendas.

Deliverable: WT will present the report to Town leadership, including elected officials, leadership staff, and other stakeholders as desired by the Town.

OUR TEAM

Our team grows a bit, depending on the final scope. John McGovern remains as Project Director, and Shelley Zuniga remains as Project Manager.

We had planned on a team of Tatum Storey, our Principal-Operations, Aaron Hirthe, a Project Manager, and Laurel Heizelman, an Accessibility Specialist.

We will likely add Miranda Candia, another Accessibility Specialist, to the team. She too worked in local government and is a Certified Therapeutic Recreation Specialist.

PROPOSED COST PER TASK AND DELIVERABLES

We are assuming a notice-to-proceed by June 15, 2026. This results in a likely project end date of March 31, 2027.

1. Project Management

This leads to our first week of visits, tentatively set for the third week of June. Assuming a nine-month project that ends March 31, 2027, the cost for monthly PM meetings is $6,763.00.

2. Review the Current Transition Plan

McGovern and Zuniga lead here. The proposed cost is $5,636.00.

3. Access Audits of Four Sites

Zuniga leads here, with Candia. Proposed cost is $10,386.00. Ideally, we would combine this task with Greenways, Trails, and Accessible Routes for greater efficiency.

4. Site Reports for Facilities

Zuniga leads here, with Candia. The proposed cost is $5,380.00.

5. Consult Regarding Right-of-Way Scope

McGovern leads here, with Storey. Also involved is Zuniga. In this task we combine the severity of ROW deficits with the mandated title II priority system for a blended priority. This is our own approach to ROW priorities. The proposed cost is $16,590.00.

6. Evaluate Right-of-Way Assets (this element has some sub-tasks)

Zuniga and Storey lead here. There are two subtasks for this task.

The proposed DeepWalk cost for 231 miles of sidewalks and 3,354 curb ramps is $121,170.00. This includes time by Zuniga for QA/QC.

WT is assuming that the Town will hire a part-time employee or two to conduct scans. The time required for scanning is 160 hours. If the Town can create an employment opportunity for teens or young adults, the proposed cost is $6,000.00. DeepWalk and our staff will train the staff to be employed by the Town. **This amount is not included in our proposal and is a separate cost to be incurred by the Town.**

7. Evaluate Greenways, trails, and park accessible routes

Zuniga leads here. WT will complete this task for a proposed $21,772, assuming 25 miles of greenways, side paths, and trails, and an unknown number of miles of park accessible routes.

8. Develop a Transition Plan with Cost References

Zuniga leads here. An updated transition plan is proposed at $7,272.00.

9. Plan and Conduct Community Engagement

Zuniga and McGovern lead here. Planning and conducting community engagement is proposed at $18,280.00.

10. Draft and Present a Final Report

McGovern and Zuniga lead here. Drafting and presenting a final report is proposed at $16,102.00.

Total Cost: $226,951.

LIKELY TIMETABLE

We can, if work begins in June, provide a final report by March 31, 2027.

TASK/MONTH	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Project Management									
Review Transition Plan									
Eval Parks & Facilities									
Site Reports									
ROW Scope Consult									
Evaluate ROW									
Eval Greenways, etc.									
Transition Plan									
Community Engmnt									
Final Report									

VALUE ADDED SERVICES

We will provide two services at no charge. They are described below.

The first is a verification audit of a small facility and a small park. These can then be contrasted to the 2022 audits.

The second is three training events. Two hours each, the first will address programs and policies. The second will address common park and facility issues. The third will address ROW assets.

McGovern, Zuniga, and Storey are the principal trainers. These are open to Town staff and other stakeholders, including the public or staff from other entities, as authorized by the Town.

CONCLUSION

Our team is honored to be at this stage in the process. Our career experience, our consulting expertise, and our familiarity with the standards and regulations help us simplify the ADA for the Town. If there are questions, reach me at jmcgovern@wtgroupaec.com or 847-363-9384.

Sincerely,



John N. McGovern, JD
Partner, Principal-in-Charge
WT Group AEC, LLC Accessibility Practice

JNM/SAZ/HOLLY SPRINGS COST AND SCOPE PROPOSAL 202601 - REVISED

EXHIBIT B

_____ **Insurance requirement waived**

_____ **Lower Insurance Limit Approved**

Approved by: _____

Printed Name:_____

____X____ **Certificate of Insurance attached**

COI Expires: 7/1/2026

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/27/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency, LLC 20 N Martingale Road Schaumburg IL 60173	**CONTACT NAME:** Tracy Kleeman **PHONE (A/C, No, Ext):** 847-598-8768 **FAX (A/C, No):** 847-463-9127 **E-MAIL ADDRESS:** Tracy.Kleeman@MarshMMA.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #**
	INSURER A : RLI INSURANCE COMPANY — 13056
INSURED WTGROUP-01 WT Group AEC, LLC 2000 Center Drive, Suite B411 Hoffman Estates IL 60192	**INSURER B :** Carolina Casualty Insurance Co — 10510 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1688181797 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	Y		PSB0011714	7/1/2025	7/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			PSA0003834	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $			PSE0005823	7/1/2025	7/1/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		BNET865022141	7/1/2025	7/1/2026	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability (Retro date: 6/17/25) Pjct Spec Retro Date: 4/1/24			RDP0059915	9/23/2025	9/23/2026	Occur/Aggregate:	$2M/$2M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: All work performed by the Named Insured on behalf of the Certificate Holder.

Certificate holder is an additional insured for General Liability where required by written contract or agreement subject to the provisions and limitations of the policy.

CERTIFICATE HOLDER

Town of Holly Springs
128 S Main Street
Holly Springs NC 27540

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dina Poljak

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

RLIPack® FOR PROFESSIONALS
BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM - SECTION II – LIABILITY

1. **C. WHO IS AN INSURED** is amended to include as an additional insured any person or organization that you agree in a contract or agreement requiring insurance to include as an additional insured on this policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part by you or those acting on your behalf:

a. In the performance of your ongoing operations;

b. In connection with premises owned by or rented to you; or

c. In connection with “your work” and included within the “product-completed operations hazard”.

2. The insurance provided to the additional insured by this endorsement is limited as follows:

a. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this policy.

b. This insurance does not apply to the rendering of or failure to render any "professional services".

c. This endorsement does not increase any of the limits of insurance stated in **D. Liability And Medical Expenses Limits of Insurance**.

3. The following is added to **SECTION III H.2. Other Insurance – COMMON POLICY CONDITIONS (BUT APPLICABLE ONLY TO SECTION II – LIABILITY)**

However, if you specifically agree in a contract or agreement that the insurance provided to an additional insured under this policy must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with that other insurance, provided that:

a. The "bodily injury" or "property damage" for which coverage is sought occurs after you have entered into that contract or agreement; or

b. The "personal and advertising injury" for which coverage is sought arises out of an offense committed after you have entered into that contract or agreement.

4. The following is added to **SECTION III K. 2. Transfer of Rights of Recovery Against Others to Us – COMMON POLICY CONDITIONS (BUT APPLICABLE TO ONLY TO SECTION II – LIABILITY)**

We waive any rights of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" performed by you, or on your behalf, under a contract or agreement with that person or organization. We waive these rights only where you have agreed to do so as part of a contract or agreement with such person or organization entered into by you before the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed.

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

EXHIBIT C

STATE OF NORTH CAROLINA)
)
COUNTY OF WAKE)

AFFIDAVIT OF CONTRACTOR'S COMPLIANCE WITH E-VERIFY

I, _____(the individual attesting below), being duly authorized by and on behalf of **WT Group AEC, LLC** (the "Contractor") after first being duly sworn hereby swears or affirms as follows:

1. Contractor understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Contractor understands that Contractors Must Use E-Verify. Each Contractor, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS §64-26(a).

3. Contractor is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES _____
b. NO _____

4. Contractor's subcontractors comply with E-Verify, and if Contractor is the winning bidder on this project Contractor will ensure compliance with E-Verify by any subcontractors subsequently hired by Contractor.

Dated:_____

Signature of Affiant: _____

Print or Type Name: _____

EXHIBIT D

N/A

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Public Hearings
Title: Voluntary Annexation A25-12 6200 Windy Farm Ln (Evanston) - Legislative Public Hearing
Strategic Priority Area: Growth Management & Economic Vitality
Staff Resource: Sarah Sularz, Development Services

Action(s):

- Conduct Legislative Public Hearing.
- Adopt/deny/defer Annexation Ordinance A25-12.

Explanation:

- The Town has received a petition for voluntary annexation of 53.868 +/- acres.
- The property is located at 6200 Windy Farm Ln and will be owned by MI Homes once annexation has been approved.
- The parcel is in the Town's Extraterritorial Jurisdiction (ETJ) and is contiguous with the Town Limits.
- Staff requested feedback from all departments. No concerns or comments were received.
- The parcel is being annexed concurrently to the master subdivision plans (MAS) for Evanston subdivision 25-MAS-03 approved by Town Council on March 17, 2026.
- The applicant will be extending Town utilities along with the development of the major subdivision. Connection to Town utilities requires annexation.

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 annexation."
- An annexation petition is deemed sufficient if it includes an adequate property description, is signed by all owners and includes their correct addresses, is contiguous with town limits or meets the requirements for a non-contiguous annexation, and is consistent with the annexation agreements between Holly Springs and Apex, Cary, and Fuquay-Varina.
- Annexation requires a two-step process with the first action being a determination of sufficiency and a second action being a public hearing.
- The determination of sufficiency was approved by Town Council on March 17, 2026.

Funding Source(s):
N/A

Attachment(s):

1. A25-12 - Map 6200 Windy Farm Ln.
2. A25-12 Resolution of Sufficiency - Signed
3. A25-12 6200 Windy Farm Ln- Ordinance - Draft

Annexation Information

Annexation Number

A25-12

Total Acres

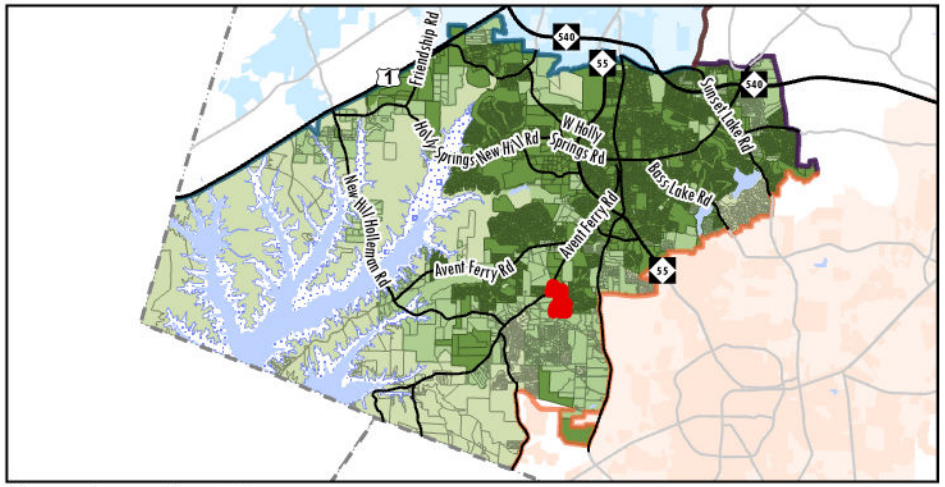
53.868 +/- | Deed Acres

Property Address

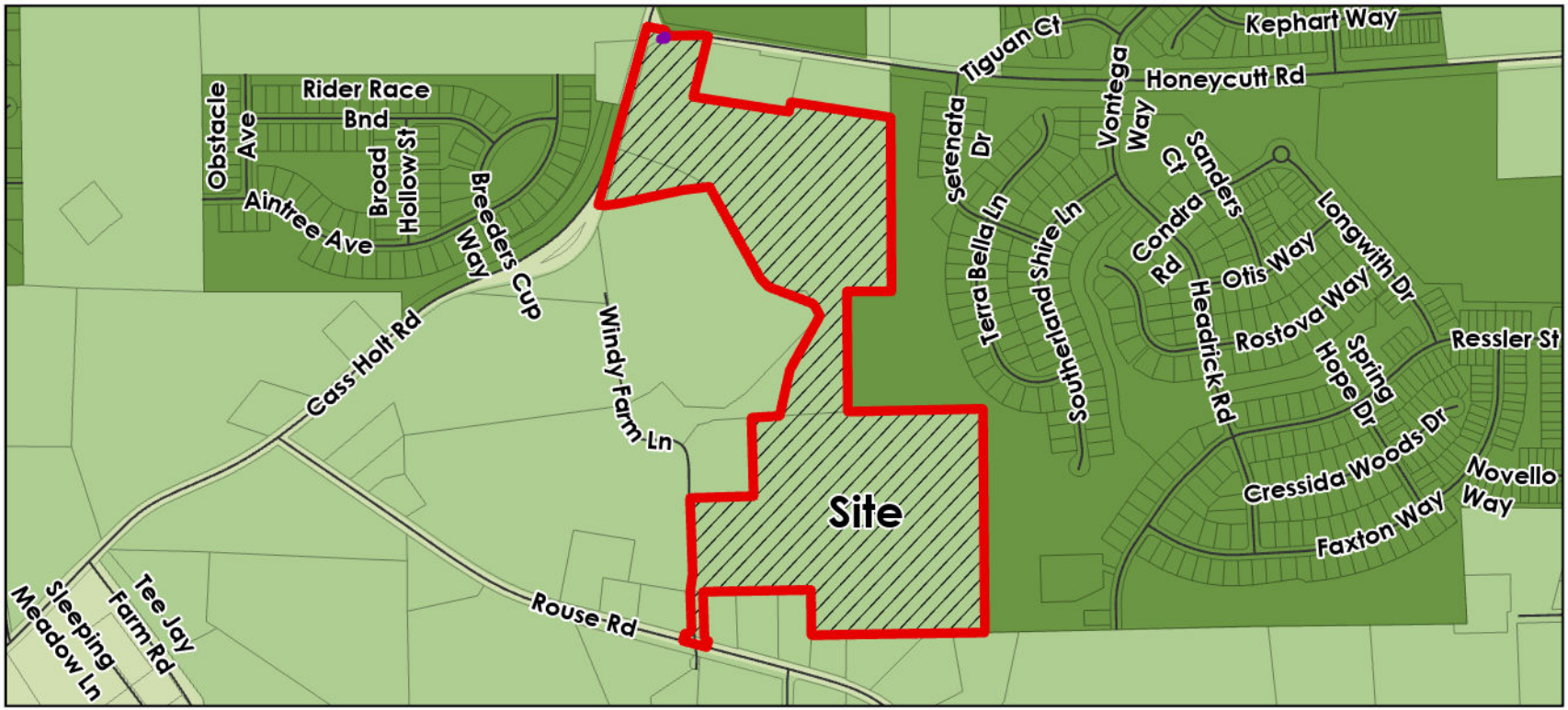
6200 Windy Farm Ln

Contiguous to Town Limits

■ Yes ☐ No



Town Location Map



Property Location Map

Holly Springs
Town Limits | ETJ

Apex
Town Limits | ETJ

Fuquay-Varina
Town Limits | ETJ

Cary
Town Limits | ETJ

Subdivision

Apex/Cary Annexation Agreement

Apex/Holly Springs Annexation Agreement

Cary/Holly Springs Annexation Agreement

FV/Holly Springs Annexation Agreement

Shearon Harris Lake

Future Lake Level

Parcels

Resolution No. 26-15
Date Adopted: March 17, 2026
Annexation No.: A25-12

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-58 AND FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received by the Town of Holly Springs; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Holly Springs deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

WHEREAS, the area proposed for annexation is described as follows:

Lying and being in Holly Springs Township, Wake County, North Carolina, and more particularly described as follows:

Beginning at an existing 1/2" rebar on the southern right of way of Honeycutt Road (SR 1126)(Variable Width Public Right of Way), said rebar being the northwest property corner for Tract R-2 recorded on Book of Maps 2023, Page 1064, Wake County Registry and having N.C. Grid Coordinates (NAD83/2011) of N=680,788.17, E=2,042,812.19, and being South 30°56'24" West 12919.15'(Grid Distance) from N.C.G.S. Monument "Eyster", said monument having N.C. Grid Coordinates (NAD83/2011) of N=691,869.02, E=2,049,454.42, thence from said Beginning point, leaving said right of way South 15°31'51" West 265.39' to a rebar found, thence South 79°30'21" East 456.93' to a 1/2" rebar found, thence North 15°00'50" East 46.47' to a 1/2" iron pipe found, thence South 79°38'11" East 200.22' to a 1/2" iron pipe found, thence South 79°34'04" East 275.08' to an axle found, thence South 01°20'06" West 821.71' to a 1" iron pipe found, thence North 88°13'48" West 210.60' to a 1" iron pipe found disturbed, thence South 01°10'54" West 568.73' to a concrete monument found, thence South 89°33'08" East 638.07' to a rebar found, thence South 01°08'44" West 1057.10' to a concrete monument found, thence North 89°13'02" West 653.76' to a 3/4" iron pipe found in a tree root, thence North 89°26'50" West 165.13' to a 1 1/4" iron pipe found, thence North 00°58'25" East 214.26' to a concrete monument found disturbed, thence North 89°22'04" West 510.17' to a 5/8" rebar set, on the eastern line of Windy Farm Lane (60' Private Road Easement), thence along said eastern line of Windy Farm Lane South 00°19'50" East 209.45' to a 3/4" iron pipe found, thence along a curve to the left, having an arc length of 31.93', a radius of 25.00', and a chord bearing and distance of South 36°55'16" East 29.80' to a point on the northern right of way of Rouse Road (SR 1125)(Variable Width Public Right of Way), thence leaving said right of way South 16°29'19" West 30.00' to a point in the centerline

of Rouse Road (SR 1125), thence with said centerline North 73°30'41" West 9.49' to a mag nail found, thence North 73°41'47" West 46.97' to a PK nail found, thence North 73°43'04" West 59.64' to a point, thence leaving said centerline North 16°16'56" East 35.00' to a point on the northern right of way of Rouse Road (SR 1125)(Variable Width Public Right of Way) and western turnout of Windy Farm Lane (60' Private Road Easement), thence leaving said right of way, continuing along the private road easement western line with a curve to the left, having an arc length of 46.52', a radius of 25.00', and a chord bearing and distance of North 52°58'33" East 40.09' to a point, thence North 00°19'50" West 172.10' to a point, thence North 00°27'01" West 0.39' to a 1/2" iron pipe found, thence leaving said private road easement along a curve to the right, having an arc length of 86.97', a radius of 256.00', and a chord bearing and distance of North 09°31'48" East 86.55' to a point in the centerline of Windy Farm Lane (30' Private Road Easement), thence along said centerline North 00°27'01" West 329.63' to a 1/2" iron pipe found, thence North 00°26'00" West 28.99' to a point, thence leaving said centerline of Windy Farm Lane (30' Private Road Easement), and crossing Windy Farm Lane private road easement eastern line North 89°59'55" East 301.11' to a point, thence North 00°00'55" East 370.95' to a point, thence North 88°05'12" East 132.99' to a point, thence North 14°18'58" East 224.67' to a point, thence North 30°37'44" East 292.07' to a 1/2" rebar found, thence North 27°46'52" West 63.62' to a point, thence North 67°35'05" West 225.82' to a point, thence North 42°56'18" West 57.50' to a point, thence North 27°24'55" West 493.97' to a point, thence South 84°35'17" West 125.28' to a point, thence South 79°36'15" West 296.98' to a point, thence South 83°09'10" West 81.16' to a point on the eastern right of way of Cass Holt Road (SR 1116)(Variable Width Public Right of Way), thence leaving said right of way North 81°32'02" West 30.40' to a point on the old centerline of Cass Holt Road (SR 1116), thence along the old centerline of Cass Holt Road (SR 1116)(Variable Width Public Right of Way) North 17°45'34" East 68.62' to a point, thence North 16°20'52" East 100.59' to a point, thence North 16°39'46" East 315.83' to a point, thence North 17°24'50" East 101.11' to a point, thence North 17°06'14" East 287.72' to a point at the centerline intersection of Cass Holt Road (SR 1116)(Variable Width Public Right of Way) and Honeycutt Road (SR 1126)(Variable Width Public Right of Way), thence along said centerline of Honeycutt Road(SR 1126) South 79°28'40" East 87.15' to a point, thence leaving said centerline South 02°06'42" East 28.99' to a 5/8" rebar set, thence South 88°52'56" East 170.07' to a point in Honeycutt Road (SR 1126)(Variable Width Public Right of Way), thence South 79°33'50" East 31.50' to a point in Honeycutt Road (SR 1126), thence South 15°31'51" West 29.66' to the point and place of Beginning containing 53.872 Acres more or less.

Less and except area 1, Partial Deed Book 11360, Page 1170, Partial PIN 0648.03-11-7289 from Annexation Area described as:

Beginning at a point on the southern turnout of Honeycutt Road (SR 1126)(Variable Width Public Right of Way) and Cass Holt Road (SR 1116)(Variable Width Public Right of Way) said point being the following two calls from a 1/2" rebar found on the southern right of way of Honeycutt Road (SR 1126)(Variable Width Public Right of Way), said rebar having N.C. Grid Coordinates (NAD83/2011) of N=680,788.17, E=2,042,812.19; North 79°28'40" West 196.31' to a rebar found, thence South 02°06'42" East 0.52', thence from said Beginning point South 02°06'42" East 13.61' to a rebar set, thence South 88°45'39" West 24.36' to a rebar set on the eastern right of way of Cass Holt Road (SR 1116)(Variable Width Public Right of Way), thence along said right of way North 59°22'12" East 27.72' to the point and place of Beginning containing 0.004 Acres more or less.

Total Annexation Area is 53.868 Acres more or less.

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, May 19, 2026.

Section 3. Notice of the public hearing shall be published in the Raleigh News & Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10) days prior to the date of the public hearing.

Adopted this the 17th day of March, 2026.

ATTEST:

Michael D. Kondratick, Mayor

Linda C. McKinney Town Clerk

Annexation Ordinance No.: **A25-12**

Please mail after recordation to:
Town of Holly Springs
Town Clerk's Office
P. O. Box 8
Holly Springs, NC 27540

An Ordinance to Extend the Corporate Limits of the Town of Holly Springs, North Carolina

WHEREAS, the Town Council of the Town of Holly Springs has been petitioned pursuant to the provisions of N.C.G.S. 160A-31 to annex the area described herein; and

WHEREAS, the Town Council of the Town of Holly Springs has directed the Town Clerk to investigate the sufficiency of the petition for annexation; and

WHEREAS, following the certification of the sufficiency of the petition by the Town Clerk, the Town Council fixed a date for a public hearing on the question of annexation and caused a notice thereof to be published in a paper of general circulation in the Town of Holly Springs once ten days prior to the date of the hearing; and

WHEREAS, the Town Council found as a fact following public hearing on the matter that the petition for annexation is sufficient and meets all of the requirements set forth in N.C.G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF HOLLY SPRINGS, NORTH CAROLINA:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Holly Springs effective as of the 19th day of May, 2026.

Beginning at an existing 1/2" rebar on the southern right of way of Honeycutt Road (SR 1126)(Variable Width Public Right of Way), said rebar being the northwest property corner for Tract R-2 recorded on Book of Maps 2023, Page 1064, Wake County Registry and having N.C. Grid Coordinates (NAD83/2011) of N=680,788.17, E=2,042,812.19, and being South 30°56'24" West 12919.15'(Grid Distance) from N.C.G.S. Monument "Eyster", said monument having N.C. Grid Coordinates (NAD83/2011) of N=691,869.02, E=2,049,454.42, thence from said Beginning point, leaving said right of way South 15°31'51" West 265.39' to a rebar found, thence South 79°30'21" East 456.93' to a 1/2" rebar found, thence North 15°00'50" East 46.47' to a 1/2" iron pipe found, thence South 79°38'11" East 200.22' to a 1/2" iron pipe found, thence South 79°34'04" East 275.08' to an axle found, thence South 01°20'06" West 821.71' to a 1" iron pipe found, thence North 88°13'48" West 210.60' to a 1" iron pipe found disturbed, thence South 01°10'54" West 568.73' to a concrete monument found, thence South 89°33'08" East 638.07' to a rebar found, thence South 01°08'44" West 1057.10' to a concrete monument found, thence North 89°13'02" West 653.76' to a 3/4" iron pipe found in a tree root, thence

North 89°26'50" West 165.13' to a 1 1/4" iron pipe found, thence North 00°58'25" East 214.26' to a concrete monument found disturbed, thence North 89°22'04" West 510.17’ to a 5/8” rebar set, on the eastern line of Windy Farm Lane (60’ Private Road Easement), thence along said eastern line of Windy Farm Lane South 00°19'50" East 209.45' to a 3/4" iron pipe found, thence along a curve to the left, having an arc length of 31.93’, a radius of 25.00’, and a chord bearing and distance of South 36°55'16" East 29.80' to a point on the northern right of way of Rouse Road (SR 1125)(Variable Width Public Right of Way), thence leaving said right of way South 16°29'19" West 30.00' to a point in the centerline of Rouse Road (SR 1125), thence with said centerline North 73°30'41" West 9.49' to a mag nail found, thence North 73°41'47" West 46.97' to a PK nail found, thence North 73°43'04" West 59.64' to a point, thence leaving said centerline North 16°16'56" East 35.00' to a point on the northern right of way of Rouse Road (SR 1125)(Variable Width Public Right of Way) and western turnout of Windy Farm Lane (60’ Private Road Easement), thence leaving said right of way, continuing along the private road easement western line with a curve to the left, having an arc length of 46.52’, a radius of 25.00’, and a chord bearing and distance of North 52°58'33" East 40.09' to a point, thence North 00°19'50" West 172.10' to a point, thence North 00°27'01" West 0.39’ to a 1/2" iron pipe found, thence leaving said private road easement along a curve to the right, having an arc length of 86.97’, a radius of 256.00’, and a chord bearing and distance of North 09°31'48" East 86.55' to a point in the centerline of Windy Farm Lane (30’ Private Road Easement), thence along said centerline North 00°27'01" West 329.63’ to a 1/2" iron pipe found, thence North 00°26'00" West 28.99’ to a point, thence leaving said centerline of Windy Farm Lane (30’ Private Road Easement), and crossing Windy Farm Lane private road easement eastern line North 89°59'55" East 301.11’ to a point, thence North 00°00'55" East 370.95’ to a point, thence North 88°05'12" East 132.99’ to a point, thence North 14°18'58" East 224.67’ to a point, thence North 30°37'44" East 292.07’ to a 1/2" rebar found, thence North 27°46'52" West 63.62’ to a point, thence North 67°35'05" West 225.82’ to a point, thence North 42°56'18" West 57.50’ to a point, thence North 27°24'55" West 493.97' to a point, thence South 84°35'17" West 125.28’ to a point, thence South 79°36'15" West 296.98’ to a point, thence South 83°09'10" West 81.16’ to a point on the eastern right of way of Cass Holt Road (SR 1116)(Variable Width Public Right of Way), thence leaving said right of way North 81°32'02" West 30.40' to a point on the old centerline of Cass Holt Road (SR 1116), thence along the old centerline of Cass Holt Road (SR 1116)(Variable Width Public Right of Way) North 17°45'34" East 68.62' to a point, thence North 16°20'52" East 100.59' to a point, thence North 16°39'46" East 315.83' to a point, thence North 17°24'50" East 101.11' to a point, thence North 17°06'14" East 287.72' to a point at the centerline intersection of Cass Holt Road (SR 1116)(Variable Width Public Right of Way) and Honeycutt Road (SR 1126)(Variable Width Public Right of Way), thence along said centerline of Honeycutt Road(SR 1126) South 79°28'40" East 87.15' to a point, thence leaving said centerline South 02°06'42" East 28.99' to a 5/8” rebar set, thence South 88°52'56" East 170.07' to a point in Honeycutt Road (SR 1126)(Variable Width Public Right of Way), thence South 79°33'50" East 31.50' to a point in Honeycutt Road (SR 1126), thence South 15°31'51" West 29.66' to the point and place of Beginning containing 53.872 Acres more or less.

Less and except area 1, Partial Deed Book 11360, Page 1170, Partial PIN 0648.03-11-7289 from Annexation Area described as:

Beginning at a point on the southern turnout of Honeycutt Road (SR 1126)(Variable Width Public Right of Way) and Cass Holt Road (SR 1116)(Variable Width Public Right of Way) said point being the following two calls from a 1/2” rebar found on the southern right of way of Honeycutt Road (SR 1126)(Variable Width Public Right of Way), said rebar having N.C. Grid Coordinates (NAD83/2011) of N=680,788.17, E=2,042,812.19; North 79°28'40" West 196.31' to a rebar found, thence South 02°06'42" East 0.52’, thence from said Beginning point South 02°06'42" East 13.61' to a rebar set, thence South 88°45'39" West 24.36' to a rebar set on the eastern right of way of Cass Holt Road (SR 1116)(Variable Width Public Right of Way), thence along said right of way North 59°22'12" East 27.72'

to the point and place of Beginning containing 0.004 Acres more or less.

Total Annexation Area is 53.868 Acres more or less.

Adopted this, the 19th day of May, 2026.

ATTEST TO:

Linda C. McKinney, Town Clerk

Michael D. Kondratick, Mayor

I, Linda C. McKinney, Town Clerk of the Town of Holly Springs, do hereby certify that the foregoing is a true and accurate copy of an annexation ordinance duly adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held June 17, 2025, at 7 o'clock p.m. at the Town Hall in the Town of Holly Springs.

IN WITNESS WHEREOF, I have here unto set my hand and have caused the official corporate seal of said Town to be affixed, this the 19th day of March, 2026.

Linda C. McKinney, Town Clerk

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Public Hearings
Title: Semiannual UDO Text Amendments 26-UDO-01 - Legislative Public Hearing
Strategic Priority Area: Growth Management & Economic Vitality
Vibrant Community
Staff Resource: Cheryl Caines, Development Services

Action(s):

- Conduct Legislative Public Hearing.

Explanation:

- This Unified Development Ordinance (UDO) text amendment package contains the Spring 2026 amendments for consideration as part of the Town's normal twice-yearly initiative to review and amend the ordinance where appropriate.
- The proposed UDO text amendment package contains a series of amendments to various sections of the UDO identified by staff during implementation and administration of the ordinance.
- Amendments contained in the attached draft include:
    - Revise any use currently permitted via a Special Use Permit to be permitted via a Conditional Zoning District to enhance citizen participation in the public engagement process and allow the Town Council to address site-specific concerns during the legislative approval process. The amendments allow residents to provide meaningful community engagement and feedback through a legislative review process for uses that may have significant community, infrastructure, or quality of life impacts.
    - Clarify that lots created with frontage on open space rather than streets must front onto active open space areas.
    - Allow bars and fueling stations in the Neighborhood Mixed Use (NMX) zoning district with additional standards. Currently, bars are allowed through a Conditional District Rezoning process and fueling stations are not permitted. The proposed additional use and design standards seek to ensure compatibility with nearby residential districts.
    - Add Electric Vehicle Supply Equipment (EVSE) parking requirements specific to schools (K-12) to better align with school operations by reducing the number of EVSE spaces to be provided at the time of construction but increasing the EVSE-Ready space percentage to make EV parking space conversion easier to provide in the future.
- Detailed language of the proposed amendments can be found in the attached draft Ordinance 26-07.
- As a living document, it is customary for the ordinance to need clarification or changes as

town policies change, interpretations are made, or community expectations evolve.

Background:

- The Land Use Advisory Committee reviewed and endorsed the proposed amendments on April 7, 2026 and recommended moving the UDO amendments (26-UDO-01) into the public hearing phase.
- In accordance with the legislative review process, consideration of these amendments will take place on the following schedule:
    - Tuesday, May 19 - Town Council Public Hearing
    - Tuesday, May 26 - Planning Board review and recommendation
    - Tuesday, June 2 - Town Council consideration and decision
- In October 2021 the Town Council adopted the 2022 UDO with an effective date of March 1, 2022.

Funding Source(s):

N/A

Attachment(s):

1. 26UDO01_StaffRpt_PublicHearing_05192026
2. 26UDO01_OrdinanceDraft_05192026

Project Type: Unified Development Ordinance (UDO) Text Amendment

Applicant / Petitioner:
Town of Holly Springs

Amendment Overview

This UDO text amendment package contains the Spring 2026 amendments for consideration as part of the Town's twice-yearly initiative to update the Ordinance. Detailed language of the proposed amendment can be found in the attached draft ordinance.

In October 2021, the Town Council adopted the 2022 UDO with an effective date of March 1, 2022. Following adoption, staff has been working with residents, businesses, and the development community to implement the ordinance and has determined a list of amendments needed to make technical corrections and minor modifications as well as changes in the process to establish uses that may have potential impacts, that respond to changing economic demands for commercial uses in neighborhood centers near residential areas, and that create appropriate relationships between the built environment (e.g. homes) and adjacent open space in residential developments.

These amendments were endorsed by the Land Use Advisory Committee at the April 7, 2026 meeting, and the proposed changes are not related to the quasi-judicial development plan/subdivision plan approval process anticipated to be discussed at the upcoming June 9th Town Council Workshop meeting.

Requested Action:

Public Hearing: The Town Council must hold a legislative public hearing to receive public comments regarding the proposal prior to Planning Board consideration.

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Unified Development Ordinance (UDO) Text Amendment Information Page 2
Decision-Making Information Page 4

Unified Development Ordinance (UDO) Text Amendment Information

The proposed amendments table below provides a summary of the proposed changes to the Town of Holly Springs Unified Development Ordinance (UDO) and an explanation of why the change is needed.

Purpose of Amendment Key	
Legal Compliance	Change made to comply with North Carolina General Statutes or other legal change.
Clarification or Correction	Change made to provide clarification on UDO intent, prevent misinterpretations, or correct grammatical errors.
Minor Change	Minor changes made to further achieve goals and policies outlined in the Comprehensive Plan or changes made to better implement the established policy based on resident, business, and development community feedback.
Major Change	Major changes to support a specific town policy or substantially change current UDO regulations.

List of Amendments		
Ordinance Part	Purpose of Amendment	Amendment Summary
1, 2, 3	Minor Change	Clarify that where the lot frontage requirements are satisfied by fronting onto a common open space instead of a public or private street, the open space must meet the General Design Standards and Types/Configurations of open spaces allowed in Chapter 4: Open Space & Conservation; lots can only front onto active and developed open space.
4	Clarification or Correction	Modify the example used in the interpretation of Use Matrices to be consistent with other proposed changes related to car wash uses. Adding language that uses not permitted in any zoning district are permitted in the HI District by CD.
	Legal Compliance	
5	Major Change	Revise Special Use Permits to Conditional Zoning Districts to respond to site specific concerns and enhance the public engagement process: • A few uses require a Special Use Permit because of their unique characteristics or potential impacts on surrounding neighborhood and/or Town as a whole. • The proposed amendments will require a Conditional Zoning District (CD) for the majority of these uses, such as wireless telecommunications towers, data centers, and wastewater treatment facilities. • The CD process allows these uses to be considered through a legislative public hearing process, which gives residents an opportunity for more

		meaningful community engagement. Feedback and concerns can be shared in a legislative format to respond to site specific conditions rather than in a Quasi-judicial public hearing with imposed permit conditions to respond to evidential impacts. Other proposed use amendments include: • allowing Bars in Neighborhood Mixed-Use Districts with additional standards to eliminate potential use conflicts with residential uses; • allowing fueling stations in Neighborhood Mixed-Use Districts with additional standards to minimize visual impacts of fueling areas; • Modifying Car Wash uses to prohibit them in the NMX district
7, 14	Clarification or Correction	Separate Religious and Assembly Uses to be consistent with other UDO language that shows these as two separate uses.
8	Minor Change	Adding additional Use Standards for Bars and Tasting Rooms to match existing definitions, address concerns that may arise by allowing bars in the NMX Neighborhood Mixed Use zoning district, and clarifying that only Tasting Rooms are allowed in the BRT Business Research & Technology zone (where manufacturing facilities would be located).
9 - 13	Clarification or Correction Minor Change	Adding additional Use Standards to address specific issues related to: • Drive In/Drive Through – Car Wash – standards to address operations outside a building and design for corner lots • Fueling Stations – standards that address size of the fueling station and placement on the lot along Thoroughfare streets. • Moving airport standards to the correct Use Category (from Public and Institutional Uses to Infrastructure Uses). Adding limitations on Outdoor Storage in the IVMX Innovation Village Mixed-Use district.
15, 16	Clarification or Correction	Correcting errors.
17	Minor Change	Adding specific EV parking requirements for schools to be more in line with school operations.
18	Minor Change	Incorporating design standards to require retaining walls along streetscapes utilize building materials and colors consistent with the primary building.
19	Clarification or Correction	Modifying neighborhood meeting mailing notice requirements to be consistent with UDO and NC General Statutes public hearing mailing notice requirements.
20	Clarification or Correction Minor Change	Modify definitions to be consistent with and support administration of other proposed amendments.

Decision-Making Information

Comprehensive Plan Summary Table

Vision Holly Springs Comprehensive Plan	
Land Use & Character Plan (Section 1)	☒ Consistent ☐ Inconsistent
Comprehensive Transportation Plan (Section 2)	☒ Consistent ☐ Inconsistent
Parks, Recreation & Greenways Master Plan (Section 3)	☒ Consistent ☐ Inconsistent
Community Facilities Plan (Section 4)	☒ Consistent ☐ Inconsistent
Infrastructure & Utilities Plan (Section 5)	☒ Consistent ☐ Inconsistent
Natural Resources Plan (Section 6)	☒ Consistent ☐ Inconsistent

Unified Development Ordinance (UDO) Text Amendment Staff Analysis

Staff has reviewed the application and has determined the requested Zone Map Change is:

☒ Consistent with Adopted Plans ☐ Inconsistent with Adopted Plans

☒ Reasonable and in the Public Interest ☐ Not Reasonable and in the Public Interest

The proposed Unified Development Ordinance (UDO) amendments provide the Town of Holly Springs the necessary policies and development standards to implement *Vision Holly Springs*. Specifically, the proposed UDO amendments implement the character-based land use approaches outlined in Section 1: Land Use & Character Plan and allows greater citizen engagement, mitigates for potential adverse impacts of uses on adjacent areas or community; supports the development of businesses in neighborhood centers to serve nearby residents, improves community character for residential developments, and provides context sensitive development. Finally, the proposed UDO text amendments provide the tools necessary for staff and the development community to implement the goals and objectives stated in the Plan and is reasonable and in the public interest

Staff Recommendation: ☒ Approve ☐ Deny

Previous Case Related Items

Land Use Advisory Committee Discussion

The LUAC discussed the initial concept for this project on April 7, 2026
Planning Board Representatives: Van Crandall, Sara Kempin
Town Council Representatives: CM Chris Deshazor, MPT Annie Drees
Summary of Discussion:

- Clarification on bar uses, which do not include bars that are accessory uses within a restaurant.
- Discussion about additional standards to minimize or eliminate impacts from bars on adjacent residential uses.
- Discussion on how other jurisdictions have addressed Electric Vehicle parking for school uses.

- Comments that the limitation of four pumps in fueling stations in Neighborhood Mixed Use is restrictive and should be modified to allow for more fuel pumps. Consider other ways to ensure integration with residential areas and address visual impacts.

Advisory Decision
The Land Use Advisory Committee endorsed the proposed UDO amendments and recommended the amendments be moved into the public hearing process.

Legislative Public Hearing

Legislative Public Hearing

Prior to the Legislative Public Hearing:

- Published notice has been made twice in the News & Observer.

Town Council Decision: Legislative Decision

Legislative Decision:

Legislative public hearings are held prior to a change in policy that may affect the entire community, including decisions on land use. The public hearing allows the Town Council to receive public comments regarding the proposal and then have discussion and deliberation. Based on the information provided on the proposal, the Town Council will make a determination on whether or not to approve the policy or modification.

Action #1: Hold Public Hearing
Action #2: Unified Development Ordinance Amendments

Unified Development Ordinance Amendments will be forwarded to the Planning Board for review and recommendation.

Next Steps

Planning Board Consideration & Recommendation

Advisory Decision

The Planning Board will review the proposed Unified Development Ordinance Amendments at the May 26, 2026 meeting and make a recommendation to the Town Council.

Anticipated Town Council Consideration and Decision: 6/2/2026

Ordinance No. 26-07
Date Submitted: May 19, 2026
Date Adopted: June 2, 2026

AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES TO MODIFY APPENDIX A: UNIFIED DEVELOPMENT ORDINANCE AND ADOPT THE COMPATIBILITY STATEMENT REQUIRED BY NORTH CAROLINA GENERAL STATUTES 160D

WHEREAS, the Town of Holly Springs Town Council adopted *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* in November 2007; and

WHEREAS, the Town of Holly Springs Town Council has maintained and updated *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* by adopting *Section 1: Land Use & Character Plan* in 2019*; Section 3: Parks, Recreation and Greenways Master Plan* in 2021*; Section 2: Comprehensive Transportation Plan* in 2022*; Section 1: Land Use & Character Plan Appendix E: Downtown Area Plan in 2023; and Section 1: Land Use & Character Plan Appendix F: Northeast Gateway Master Plan* in 2022*, and*

WHEREAS, Town of Holly Springs desires to amend the Unified Development Ordinance in accordance with the goals and policies contained within *Vision Holly Springs: Town of Holly Springs Comprehensive Plan*; and

WHEREAS, an opportunity for public input into the suggested amendment has been offered in a public hearing before the Town Council; and

WHEREAS, the Holly Springs Planning Board has reviewed this request at a Public Meeting and recommended approval; and

WHEREAS, the Holly Springs Town Council finds that the proposed UDO amendments are consistent with the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* as follows: The proposed Unified Development Ordinance (UDO) amendments provide the Town of Holly Springs the necessary policies and development standards to implement *Vision Holly Springs*. Specifically, the proposed UDO amendments implement the character-based land use approaches outlined in Section 1: Land Use & Character Plan and allows greater citizen engagement, mitigates for potential adverse impacts of uses on adjacent areas or community; supports the development of businesses in neighborhood centers to serve nearby residents, improves community character for residential developments, and provides context sensitive development. Finally, the proposed UDO text amendments provide the tools necessary for staff and the development community to implement the goals and objectives stated in the Plan and is reasonable and in the public interest; and

THEREFORE, BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that the Code of Ordinances Appendix A: Unified Development Ordinance of the Town is amended as follows:

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to modify rear setbacks from alleys to ensure sufficient driveway length, as follows:

Part 1: Chapter 2 Districts; Table 2.2.1-A (Development Standards for Residential Use Districts) Notes.

Add text as indicated in **bold** to clarify open space configuration requirements when Dwelling Units face common open space, as follows:

Table 2.2.1-A - Notes	
N6	The Lot Frontage is measured along the Front Lot Line abutting a Public Street. Where no Public Street exists and the Lot fronts a Private Street or common Open Space, the Frontage shall be measured along the Lot Line abutting the Private Street or Alley and each Lot shall gain access to and from a Public Street across a perpetual recorded public access easement. **For Projects with Dwelling Units accessed from a rear alley with principal entrances facing common Open Space, the Open Space shall be designed in accordance with UDO Section 4.3.3 General Design Standards Table and Table 4.3-A Types of Permitted Open Space Configurations as a Mini-Park, Plaza, Square, or Green.**

Part 2: Chapter 2 Districts; Table 2.2.2-A (Development Standards for Commercial & Mixed-Use Districts) Notes.

Add text as indicated in **bold** to clarify open space configuration requirements when Dwelling Units face common open space, as follows:

Table 2.2.2-A - Notes	
N6	Each Single Use Site, Subdivision, or Integrated Center, Business Park or Industrial Park shall have the minimum Lot Frontage on a Public Street, measured along the front property lot line abutting the Public Street. Where an Outlot fronts a Private Street or common Open Space, the Frontage shall be measured along the Outlot Lot Line abutting the Private Street or Alley and each Outlot shall gain access to and from a Public Street across a perpetual recorded public access easement. **For Projects with Dwelling Units accessed from a rear alley with principal entrances facing common Open Space, the Open Space shall be designed in accordance with UDO Section 4.3.3 General Design Standards Table and Table 4.3-A Types of Permitted Open Space Configurations as a Mini-Park, Plaza, Square, or Green.**

Part 3: Chapter 2 Districts; Table 2.2.3-A, (Development Standards for Employment/Campus Use Districts) Notes.

Add text as indicated in **bold** to clarify open space configuration requirements when Dwelling Units face common open space, as follows:

Table 2.2.3-A – Notes	
N4	Each Single Use Site, Subdivision, or Integrated Center, Business Park or Industrial Park shall have the minimum Lot Frontage on a Public Street, measured along the front property lot line abutting the Public Street. Where an Outlot fronts a Private Street or common Open Space, the Frontage shall be measured along the Outlot Lot Line abutting the Private Street or Alley and each Outlot shall gain access to and from a Public Street across a perpetual recorded public access easement. **For Projects with Dwelling Units accessed from a rear alley with principal entrances facing common Open Space, the Open Space shall be designed in accordance with UDO Section 4.3.3 General Design Standards Table and Table 4.3-A Types of Permitted Open Space Configurations as a Mini-Park, Plaza, Square, or Green.**

Part 4: Chapter 3 Use Provisions; Section 3.1.3, Interpretation of Use Matrices; Permitted Uses

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to modify the description of multiple uses regulated on a site and clarify the interpretation of uses not listed, as follows:

3.1.3 interpretation of Use Matrices

A. Permitted Uses. Permitted Uses shall be allowed within the Base Zoning Districts in accordance with the Use Table (3.2-A) in this section. Where multiple principal Uses are proposed to be located on a single parcel, all applicable conditions must be met for each proposed Use. For example, if the proposed Use is a Fueling Station with a convenience store and a ~~c~~ar ~~w~~ash, all requirements and conditions for Fueling Station, Drive In/Drive Through ~~Facility~~, and Retail Uses must be met.

B. Uses Not Listed. The Administrator shall make the determination whenever there is a question regarding a Use not specifically listed in the Use Table. This determination shall be based on the definitions contained in this UDO, the purpose and intent of the respective Zoning District, and any commonly accepted Use-based guides (e.g., North American Industrial Classification System (NAICS), Institute of Transportation Engineers (ITS) Trip Generation Guide). **If the Administrator determines that the Use is not a Permitted Use in any Zoning District, the Use shall be Permitted subject to a Conditional Zoning District (CD) in the HI District.** This determination may be appealed using the process identified in Section 11.3.4.

Part 5: Chapter 3 Use Provisions; Table 3.2-A Table of Permitted Uses

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to eliminate remaining SUPs, modify certain uses from P to PS when Additional Standards exist, and add references for additional standards, as follows:

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Residential Uses														3.3.2
Apartment Dwelling	--	--	--	CD	PS	PS	PS	PS	PS	--	PS	--	--	**3.3.2.A**
Apartment Dwelling – Upper Story Unit	--	--	--	CD	PS	PS	PS	PS	PS	--	PS	--	--	**3.3.2.B**
Attached Dwelling – Duplex	--	--	CD	PS	PS	CD	CD	CD	--	--	CD	--	--	**3.3.2.B**
Attached Dwelling – Triplex	--	--	CD	PS	PS	CD	CD	CD	--	--	CD	--	--	**3.3.2.B**
Attached Dwelling – Quadruplex	--	--	CD	PS	PS	CD	CD	CD	--	--	CD	--	--	**3.3.2.B**
Attached Dwelling – Townhome	--	--	CD	PS	PS	CD	CD	CD	--	--	CD	--	--	**3.3.2.B**
Detached Dwelling	P	P	P	P	P	CD	--	CD	--	--	--	--	--	
Detached Dwelling – Cottage Dwelling	P	P	P	P	P	CD	--	CD	--	--	--	--	--	

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Family Care Home	~~P~~ PS	~~P~~ PS	~~P~~ PS	~~P~~ PS	~~P~~ PS	--	--	--	--	--	--	--	--	3.3.2.C
Group Home	--	--	--	--	--	PS	--	--	~~SUP~~ CD	--	--	--	--	3.3.2.D
Manufactured Dwelling	PS	--	--	--	--	--	--	--	--	--	--	--	--	3.3.2.E
Residential Care Facilities	--	--	--	P	P	P	--	P	P	P	P	--	--	
Lodging Uses														3.3.3
Bed and Breakfast	PS	PS	PS	PS	PS	PS	PS	PS	--	--	PS	--	--	3.3.3.A
Hotel	--	--	--	--	--	CD	P	P	P	P	P	--	--	
Inn	--	--	--	CD	CD	P	P	P	--	--	P	--	--	
Motel	--	--	--	--	--	--	--	--	CD	--	--	--	--	
Office and Service Uses														3.3.4
Animal Boarding and Outdoor Kennel	PS	--	--	--	--	--	--	--	PS	--	--	PS	--	3.3.4.A
Business Services	--	--	CD	CD	CD	P	P	P	P	P	P	P	P	

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Child Care Center	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	PS	PS	PS	PS	PS	PS	PS	PS	--	3.3.4.B
Hospital	--	--	--	--	--	--	--	--	--	P	P	--	--	
Laundry, Self-Service	--	--	--	--	--	P	--	P	P	--	--	--	--	
Medical Office	--	--	--	--	--	P	P	P	P	P	P	--	--	
Mortuary/Funeral Home/Crematory	PS	--	--	--	--	PS	--	P	--	P	P	--	--	3.3.4.C
Office Use	--	--	CD	CD	CD	P	P	P	P	P	P	P	P	
Personal Services	--	--	CD	CD	CD	P	P	P	P	--	P	P	--	
Tattoo Studios	--	--	--	--	--	--	--	P	P	--	P	--		
Vehicle Service (Major)	--	--	--	--	--	--	--	--	CD	--	--	P	P	
Vehicle Service (Minor)	--	--	--	--	--	PS	--	PS	PS	--	PS	PS	PS	3.3.4.D
Veterinary Clinic/Hospital	P	--	--	--	--	P	P	P	P	--	P	P	--	
Retail, Dining, and Entertainment Uses														3.3.5

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Adult Establishments	--	--	--	--	--	--	--	--	--	--	--	--	PS	**3.3.5.A**
Amusement & Entertainment, Indoor	--	--	--	--	--	PS	PS	P	P	--	--	P	--	**3.3.5.B**
Amusement & Entertainment, Outdoor	CD	--	--	--	--	--	CD	--	CD	--	--	--	--	**3.3.5.C**
Bar/~~Nightclub/~~Tasting Room	--	--	--	--	--	~~CD~~ **PS**	PS	PS	PS	--	PS	PS	--	**3.3.5.D**
Drive In/Drive Through	--	--	--	--	--	~~SUP~~ **CD**	--	PS	PS	PS	--	--	--	**3.3.5.E**
Drive In/Drive Through – Car Wash	**--**	**--**	**--**	**--**	**--**	**--**	**--**	**PS**	**PS**	**PS**	**--**	**--**	**--**	**3.3.5.E**
Electronic Gaming Operation	--	--	--	--	--	--	--	--	--	--	--	--	~~SUP~~ **CD**	**3.3.5.F**
Food/Restaurant Uses	--	--	CD	CD	CD	P	P	P	P	--	P	A	--	
Fueling Station	--	--	--	--	--	~~--~~ **CD**	--	PS	PS	--	PS	PS	PS	**3.3.5.G**

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Large Vehicle and Heavy Equipment Sales and Service	--	--	--	--	--	--	--	--	--	--	--	P	P	
Manufactured Home Sales	--	--	--	--	--	--	--	--	CD	--	--	--	--	
Retail Uses	--	--	CD	CD	P	P	P	P	P	--	P	A	--	
Theater	--	--	--	--	--	--	P	P	P	--	P	--	--	
Tobacco Stores	--	--	--	--	--	--	--	--	--	--	--	CD	--	
Vehicle Leasing and Rental	--	--	--	--	--	--	--	--	CD	--	--	--	--	
Vehicle Sales	--	--	--	--	--	--	--	--	CD	--	--	--	--	
Public and Institutional Uses														3.3.6
Assembly Use	--	--	--	--	--	--	P	P	P	--	P	--	--	
Cemetery	PS	--	--	--	--	--	PS	--	--	PS	--	--	--	3.3.6.A
Civic Building	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	3.3.6.B
Community Support Facility	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	P	P	P	P	P	P	P	--	

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Penal or Correctional Institution	--	--	--	--	--	--	--	--	--	--	--	--	~~SUP~~ CD	3.3.6.C
Religious Use	PS	PS	PS	PS	PS	~~P~~ PS	~~P~~ PS	~~P~~ PS	~~P~~ PS	--	~~P~~ PS	--	--	3.3.6.D
School (Commercial, Trade or Business)	--	--	--	--	--	P	P	P	P	P	P	P	P	
School (K-12)	CD	CD	CD	CD	CD	--	--	--	--	--	--	--	--	3.3.6.E
Recreation Uses														3.3.7
Campground	~~SUP~~ CD	--	--	--	--	--	--	--	--	--	--	--	--	3.3.7.A
Fitness Facilities/Studios	--	--	--	--	P	P	P	P	P	--	P	--	--	
Golf Course	CD	CD	CD	CD	CD	--	--	--	--	--	--	--	--	
Recreation Facility, Indoor	PS	PS	PS	PS	PS	PS	PS	PS	PS	P	PS	--	--	3.3.7.B
Recreation Facility, Outdoor (<50 acres)	PS	PS	PS	PS	PS	PS	PS	PS	PS	--	PS	--	--	3.3.7.C
Recreation Facility, Outdoor (>50 acres)	CD	CD	CD	CD	CD	CD	CD	CD	CD	P	CD	--	--	3.3.7.C

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Shooting Range, Outdoor	~~SUP~~ CD	--	--	--	--	--	--	--	--	--	--	--	--	3.3.7.D
Agriculture, Manufacturing, and Distribution Uses														3.3.8
Agricultural Uses (General)	P	--	--	--	--	--	--	--	--	--	--	--	--	
Agricultural Uses (Intensive)	~~SUP~~ CD	--	--	--	--	--	--	--	--	--	--	--	--	3.3.8.A
Data Centers	--	--	--	--	--	--	--	--	--	--	--	~~P~~ CD	~~P~~ CD	
Distribution and Logistics	--	--	--	--	--	--	--	--	--	--	PS	PS	PS	3.3.8.B
Heavy Manufacturing	--	--	--	--	--	--	--	--	--	--	--	--	P	
Landfill	--	--	--	--	--	--	--	--	--	--	--	--	CD	3.3.8.C
Light Manufacturing and Warehousing	--	--	--	--	--	--	--	--	--	--	P	P	P	
Neighborhood Manufacturing	--	--	--	--	--	PS	PS	PS	PS	--	P	P	P	3.3.8.D

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Research and Development Facilities	--	--	--	--	--	--	--	--	--	P	P	P	P	
Resource Extraction	--	--	--	--	--	--	--	--	--	--	--	--	CD	3.3.8.E
Storage, Self-Service	--	--	--	--	--	--	--	--	--	--	--	--	PS	3.3.8.F
Infrastructure Uses														3.3.9
Airport, Public or Private	~~SUP~~ CD	--	--	--	--	--	--	--	--	--	--	--	--	3.3.9.A
Infrastructure/Utilities (Major)	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	~~SUP~~ CD	P	~~SUP~~ CD	P	P	3.3.9.B
Infrastructure/Utilities (Minor)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	3.3.9.C
Neighborhood Recycling Collection Point	--	--	--	--	--	P	--	P	P	P	P	P	P	
Parking Garage	--	--	--	--	A	A	PS	PS	PS	A/PS	PS	A/PS	--	3.3.9.D
Parking Lot – Principal Use	--	--	--	--	--	--	~~SUP~~ CD	PS	P	--	PS	--	--	3.3.9.E
Solar Energy Systems - Small	A	A	A	A	A	A	A	A	A	A	A	A	A	3.3.9.B

TABLE 3.2-A - TABLE OF PERMITTED USES														
	RESIDENTIAL USE DISTRICTS					COMMERCIAL & MIXED-USE DISTRICTS				EMPLOYMENT / CAMPUS USE DISTRICTS				ADDITIONAL STANDARDS
DISTRICTS	RR	SR	NR	NCR	MXR	NMX	DMX	RMX	CB	SP (CD ONLY)	IVMX	BRT	HI (CD ONLY)	
Solar Energy Systems – Large	~~SUP~~ **CD**	--	--	--	--	--	--	--	--	~~SUP~~ **CD**	~~SUP~~ **CD**	~~SUP~~ **CD**	~~SUP~~ **CD**	**3.3.9.B**
Transit Station / Terminal	--	--	--	--	--	--	P	P	P	--	P	P	--	
Wireless Telecommunications Equipment	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	**3.3.9.F**
Wireless Telecommunications Tower	~~SUP~~ **CD**	--	--	--	--	~~SUP~~ **CD**	--	--	~~SUP~~ **CD**	~~SUP~~ **CD**	--	~~SUP~~ **CD**	~~SUP~~ **CD**	**3.3.9.F**
Other Uses														3.3.10
Outdoor Advertising Sign	--	--	--	--	--	--	--	CD	--	--	--	--	PS	**3.3.10.A**
KEY: P - Permitted Use; PS - Permitted Use with Additional Standards; A - Accessory Use; SUP - Special Use Permit; CD - Conditional Zoning District Only														

Part 6: Chapter 3 Use Provisions; Section 3.3.2 Additional Use Provisions; Residential Uses – Additional Use Provisions.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to add a location/separation requirement for Family Care homes as permitted by NCGS 160D-907, and reletter the remaining section, as follows:

A. Apartment Dwelling.

1. Residential Use Districts. Apartment Dwellings are permitted only in new Projects or Subdivisions in accordance with the minimum and maximum allocation allowances in

Table 2.2.1-A - Development Standards for Residential Use Districts, Attached Dwelling Unit and Apartment Dwelling Unit Allocation.

2. Non-residential Use Districts. Apartment Dwellings are only permitted when located on upper stories within a vertically integrated mixed-use Building with non-residential Uses permitted in the District on the ground floor story. Alternate locations and configurations are permitted by Conditional Zoning District (CD).

B. Attached Dwelling.

1. Residential Use Districts. Attached Dwellings are permitted only in new Subdivisions in accordance with the minimum and maximum allocation allowances in Table 2.2.1-A - Development Standards for Residential Use Districts, Attached Dwelling Unit and Apartment Dwelling Unit Allocation.

2. Non-residential Use Districts. Attached Dwellings are not permitted to front on Main Street between Earp Street and Elm Street, but are allowed to front on side Streets in the case of sites with multiple Frontages.

C. Family Care Home

1. Location. A Family Care Home may not be located within a 1/2 mile radius of an existing Family Care Home, as measured between Lot Lines.

~~C~~ **D**. Group Home

1. Location. A Group Home may not be located within a 1/2 mile radius of an existing Group Home, as measured between Lot Lines.

~~D~~ **E**. Manufactured Dwelling.

Part 7: Chapter 3 Use Provisions; Section 3.3.5.A. Additional Use Provisions; Adult Establishments.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to clarify that Religious Use and Assembly Use are differing land uses as shown on the permitted use table, as follows:

A. Adult Establishments.

1. Limitation on Adult Establishment Activity.

a. No Building, premises, Structure, or other facility that contains any adult establishment shall contain any other kind of adult establishment.

b. No Building, premises, Structure, or other facility in which sexually oriented devices are sold, distributed, exhibited, or contained shall contain any adult establishment.

c. Maximum occupancy of a viewing booth in an adult mini motion picture theater is 1 person.

2. Prohibited Locations for Adult Establishments. Adult establishments are prohibited within the following areas:

a. Proximity to Adult Establishments. The establishment, enlargement, reconstruction, resumption or structural alteration of any adult establishment is prohibited within 1,000 feet of another adult establishment. The distance between 1 adult establishment and another adult establishment shall be measured in a straight line, without regard to intervening Structures or objects, from the closest exterior structural wall of each such adult establishment.

b. Proximity to Protected Uses and Protected Districts. The establishment, enlargement, reconstruction, resumption or structural alteration of any adult establishment is prohibited within 1,000 feet of any existing Religious~~/Assembly~~ Use, **Assembly Use,** Town Park, School (K-12), Family Child Care Home, Child Care Center or Residential Use District within the Town or its Extraterritorial Jurisdiction. The distance between 1 adult establishment and other protected Uses noted above shall be measured in a straight line, without regard to intervening Structures or objects, from the closest exterior structural wall of each Use.

Part 8: Chapter 3 Use Provisions; Section 3.3.5.D. Additional Use Provisions; Bar/Nightclub/Tasting Room.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to reflect change from CD to PS in NMX zoning districts, adding additional limitation based on floor area in the NMX District, remove “nightclub” from the use category since the term is already included in the definition, and reorganize, as follows:

D. Bar/~~Nightclub/~~Tasting Room.

1. Licensing Requirements. All Bars~~, nightclubs,~~ and Tasting Rooms are subject to state and local licensing requirements.

~~2. Tasting rooms. Tasting Rooms are permitted with a microbrewery (Neighborhood Manufacturing Use) as part of their brewing operations. Tasting rooms are limited to 25% of the Gross Floor Area of the microbrewery.~~

2. ~~3.~~ Locational Limitations.

a. Bars~~, nightclubs,~~ and~~/or~~ Tasting Rooms shall not be established or expanded within 300 f~~ee~~t of a School (K-12). ~~In the BRT District, Uses are limited to tasting room only.~~

b. Bars and Tasting Rooms established or expanded within 100 ft of an Attached or Detached Dwelling Unit shall require a Conditional Zoning District (CD).

3. Use Limitations. Bars shall not be permitted in the BRT District.

4. Size Limitations.

a. Bars. Bars shall not exceed 2,500 sf in the NMX district.

b. Tasting Rooms. Tasting Rooms are permitted as an Accessory Use with a brewery, microbrewery, winery, or distillery as part of their operations and limited to 25% of the Gross Floor Area of the operation.

5. ~~4.~~ Outdoor Areas. When ~~adjacent to~~ **abutting** Residential Use Districts, outdoor areas (e.g., Patios, Decks, or lounging areas) shall be enclosed by a minimum 6-f~~ee~~t high opaque fence or similar feature to mitigate potential visual and/or audible impacts to adjacent properties. This does not apply to outdoor seating within the public Sidewalk. ~~As part of a Special Use Permit review, the additional standards may be imposed to ensure compatibility.~~

6. Prepared Food Service. Bars~~, nightclubs,~~ and tasting rooms are permitted to serve prepared food (including mobile vendors) in addition to the drinking activities. Mobile vendors are permitted as Temporary Use (Section 3.5).

Part 9: Chapter 3 Use Provisions; Section 3.3.5.E Additional Use Provisions; Drive in/Drive Through

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to reference Car Wash as a stand-alone type of Drive In/Drive Through Use with additional standards, apply more restrictive circulation requirements to all Districts, and reorganize, as follows:

E. Drive **I**~~i~~n/Drive Through.

1. Applicability. The provisions of this subsection apply to facilities where food or other products/services may be purchased or services may be obtained by motorists without leaving their vehicles and by maneuvering around the site in a dedicated lane **(including Drive In/ Drive Through - Car Wash)**. The provisions of this section are not applicable to public voting establishments, medical testing/treatment centers, and/or charity/food bank distribution.

2. Locational Limitations. Drive Through **service** windows shall be located on the side or rear Building façades. ~~— the~~ Service windows shall not be located on the Front~~, Street-facing~~ Façade.

3. Service speakers. Service speakers shall be oriented away from adjacent Residential Use Districts and their audible impact shall be mitigated through volume control, deflective screens or similar features.

4. Drive Through Circulation Lanes.

    a. ~~Except in the CB District, n~~ **N**o circulation lane is permitted between the Building and the Street. All such circulation must occur in the Side – Interior or Rear Yard of the site.

    b. Where ~~permitted in the CB District, a~~ circulation **lane is visible from the Street**, ~~in the Front Yard of the Building is permitted provided that~~ screening **shall be** ~~is~~ provided a minimum 4 feet in height. The screening ~~must~~ **shall** be comprised of a wall that matches the materials of the ~~principal Structure~~ **Primary Building** with foundation ~~plantings~~ **landscaping or Vehicle Parking Area screening** to Buffer the ~~wall~~ **circulation lane** from the ~~Sidewalk~~ **Street**.

c. At least 6 stacking spaces must be provided per Drive Through lane, beginning behind the first point at which the vehicle must stop (which may be the order board, a pre-order board or payment/pick-up window).

d. Door openings for Drive Through Uses that include an overhead door for cars (such as car washes) ~~must~~ **shall** not face the Street.

5. Additional Standards for Drive In/ Drive Through - Car Wash.

a. All activities and operations shall be completely enclosed within a Building, other than vacuuming, detailing, and hand drying.

b. Accessory Uses, Buildings, or Structures shall not be located in any Front or Side-Corner Yard.

Part 10: Chapter 3 Use Provisions; Section 3.3.5.G Additional Use Provisions; Fueling Stations.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to remove language related to Special Use Permits and create standards for the Use in the NMX District (by CD only per updates to the Use Table), as follows:

G. Fueling Stations.

1. Applicability. The provisions of this subsection shall apply to all retail vehicle fueling stations and the associated components thereof. These provisions shall not apply to accessory fuel pumps that are a part of industrial Uses that does not provide retail fuel sales to the general public. This section shall not apply to facilities with less than 2 electric vehicle DC fast charging stations (or the successor technology), or similar facilities. This Section is intended to supplement the requirements for EV stations found in Chapter 6.

2. Canopies.

a. Canopies are considered an Accessory Structure to the Fueling Station and shall not be located in the Front or Side – Corner Yard.

b. All fueling pumps shall be covered with a Canopy or roof Structure.

c. Canopies and related elements, including fuel dispensers, support columns, planters, etc., shall be constructed of the same Building materials, colors, and textures as the primary Structure.

d. Canopies/roof Structures shall be Setback a minimum of 15 feet from the Right-of-Way and shall be outside of all required Setbacks. Canopies shall be designed to only cover the pump islands and drive up lanes for fueling.

e. Interest shall be added to the Canopy through the use of: roof line variations; separation of roof pitches; varying the direction of roof pitches; use of mansard roofs, hip roofs, gambrel roofs; inclusion of dormers; or, other variation in roof design.

3. On-site Circulation. New fueling stations shall provide for on-site circulation for fuel dispensing trucks and similar vehicles. Tank refueling and delivery shall not be staged from or within the Right-of-Way.

4. Underground Facilities. Underground facilities (including septic tanks and finger systems, cisterns, cellars, basements, underground storage tanks, etc.) shall not be located in or under any required Setback or Perimeter Buffer.

5. Residential Buffering/Mitigation. When adjacent to a Residential Use District the following standards shall apply:

a. A Type C Buffer shall be provided along the property boundaries that abut a Residential Use District.

b. All fueling pump islands, fuel storage apparatus, and Canopy elements shall be set back at least 30 feet from any Residential Use District.

6. Siting and Design. In all Use Districts where Fueling Stations are permitted, the following standards shall apply:

a. Fueling pumps shall only be permitted when in conjunction with a retail sales and service Use (e.g., convenience store, retail store).

b. Fueling pumps shall be provided/ sited interior to the site and screened from the public Right-of-Way by a Building, wall, or similar site element.

~~c. When subject to a Special Use Permit, additional limitations on the number of and the location of fueling stations on a given site to protect adjacent Uses and to strengthen the planned urban character of the corridor may be considered, among other criteria.~~

7. Limitations in the NMX District.

a. Fueling Stations shall be limited to 5 fueling pumps.

b. Fueling Stations shall not be located on any portion of a Lot that is within 300 ft of an intersection of 1 or more Thoroughfare Streets.

Part 11: Chapter 3 Use Provisions; Section 3.3.6. Public and Institutional Uses – Additional Use Provisions.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to remove Airport, Public or Private from Public and Institutional Uses (relocated to 3.3.9 , Infrastructure Uses – Additional Use Provisions to match the use listing in the Permitted Use Table), reletter Section, and clarify Scholl (K-12) Use, as follows:

~~A. Airport, Public or Private.~~

~~1. Special Submittal Requirements. In addition to the other requirements of this UDO, applicants for new and/or expanded airports shall submit the following items with their applications.~~

~~a. Proof of compliance with all county, state and federal laws, regulations and requirements. The applicant shall submit copies to the Town of any applicable/associated permitting materials to state and federal aviation agencies.~~

~~b. Complete plans for all airport facilities, including approach zones, horizontal zones and conical zones.~~

~~c. A plan/survey depicting trees and/or Structures which extend into any existing/planned approach zone, horizontal zone or conical zone. Said materials shall include the dimensions of trees or Structures.~~

~~2. Airport, Airfield, and Runway Design – FAA Standards. All new airport facilities including the airport terminal Building, airfield and runway shall comply with FAA design standards.~~

~~3. Clear space. In order to reduce danger from low-flying planes approaching and taking off from the airfield, designated clear space shall be provided at the end of a runway pursuant to the following:~~

~~a. 750 feet for airstrips.~~

~~b. 1,000 feet for class I airfields.~~

~~c. 2,000 feet for class II or class III airfields.~~

~~d. 2,500 feet for class IV airfields.~~

~~4. Aprons and ramps. Aprons and ramps shall be perpendicular to runways and taxiways.~~

~~5. Construction within the airfield~~

~~a. Structures within the airfield shall be constructed of material which will provide not less than two hours' fire-resistant construction according to the standards established by the American Society of Testing Materials or the requirements of the National Fire Protection Association.~~

~~b. All airports shall be fenced; such fences shall be a minimum of 8 feet in height.~~

~~c. Storage of gasoline shall be underground and in accordance with the requirements of all applicable state and local laws and ordinances.~~

~~B~~. **A.** Cemetery.

1. Locational Limitations. Tombstones, crypts, monuments, and mausoleums shall be located a minimum of 20 feet from any side or Rear Lot Line and at least 30 feet from a Street Right-of-Way.

2. Perimeter Fencing. A brick wall or an ornamental fence made of wood or vinyl picket or wrought iron a maximum of 4 feet in height shall be installed along the perimeter of the

~~C.~~ **B.** Civic Building.

1.All civic Buildings and their associated site improvements shall be subject to Development Plan review as described in Chapter 11.

~~D.~~ **C.** Penal or Correctional Institution.

1. Locational Restrictions. Penal and Correctional Institutions may not be established within ½ mile of a Residential Use District or School (K-12).

~~E.~~ **D.** Religious Use.

1. Applicability. The provisions of this subsection shall apply to new or modifications to religious institutions, places of worship, and their Accessory Uses. This subsection does not apply to individual religious practices.

2. Permitted Accessory Uses. Permitted Accessory Uses include but are not limited to Cemeteries, Child Care Center, residential care facilities, retail Uses, and similar facilities

3. Private Schools and Colleges. K-12 schools and/or college-equivalent operations which require state/federal certification/permits may be allowed pursuant to the District provisions. These educational Accessory Uses may require a separate review and approval process.

~~F.~~ **4.** Outdoor Event and Recreational Space. Outdoor event areas (e.g., pavilions) and recreational spaces (e.g., sports fields, Playgrounds) shall be Setback at least 50 feet from a Residential Use District. This does not apply to trails and pathways.

~~G.~~ **E.** School (K-12).

1. Passenger/Student Loading Zones. The applicant shall provide a passenger/student loading zone plan that shows the location, circulation, and traffic management provisions. To ensure compatibility with neighboring Uses, the Administrator or the Town Council as appropriate may limit the location, capacity, hours-of-operation, and spatial arrangement of the passenger loading zones.

~~2. Special District Required. All High School Campuses greater than 40 acres in size shall be permitted in Special Districts only.~~

~~3~~ **2**. Outdoor **Event and** Recreational Space.

a. Active recreational areas such as sports fields and Playgrounds shall be set back at least 50 feet from a Residential Use District. This does not apply to trails and pathways.

b. Outdoor stadiums or similar sports arenas shall be Setback at least 100 feet from a Residential Use District. To ensure compatibility with neighboring Uses, a Conditional Zoning District (CD) may include conditions, among others, to limit the location, capacity, hours-of-operation, and spatial arrangement of the outdoor stadium and similar sports arenas.

c. Lighting shall be directed away from neighboring properties.

d. Concession services may be allowed as an Accessory Use to provide food, beverage, and school/sports-related merchandise to patrons/students.

e. The applicant/school operator may allow the general public to use outdoor recreational amenities.

f. A Type C Perimeter Buffer shall be provided along any Rear or Side property line adjoining a Residential Use District.

Part 12: Chapter 3 Use Provisions; Section 3.3.9. Infrastructure Uses – Additional Use Provisions

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to add Airport, Public or Private to Infrastructure Uses – Additional Use Provisions (relocated from 3.3.6, Public and Institutional Uses to match the use listing in the Permitted Use Table) and reletter Section, as follows:

3.3.9. Infrastructure Uses – Additional Use Provisions

A. Airport, Public or Private.

1. Special Submittal Requirements. In addition to the other requirements of this UDO, applicants for new and/or expanded airports shall submit the following items with their applications.

a. Proof of compliance with all county, state and federal laws, regulations and requirements. The applicant shall submit copies to the Town of any applicable/associated permitting materials to state and federal aviation agencies.

b. Complete plans for all airport facilities, including approach zones, horizontal zones and conical zones.

c. A plan/survey depicting trees and/or Structures which extend into any existing/planned approach zone, horizontal zone or conical zone. Said materials shall include the dimensions of trees or Structures.

2. Airport, Airfield, and Runway Design – FAA Standards. All new airport facilities including the airport terminal Building, airfield and runway shall comply with FAA design standards.

3. Clear space. In order to reduce danger from low-flying planes approaching and taking off from the airfield, designated clear space shall be provided at the end of a runway pursuant to the following:

a. 750 feet for airstrips.

b. 1,000 feet for class I airfields.

c. 2,000 feet for class II or class III airfields.

d. 2,500 feet for class IV airfields.

4. Aprons and ramps. Aprons and ramps shall be perpendicular to runways and taxiways.

5. Construction within the airfield

a. Structures within the airfield shall be constructed of material which will provide not less than two hours' fire-resistant construction according to the standards established by the American Society of Testing Materials or the requirements of the National Fire Protection Association.

b. All airports shall be fenced; such fences shall be a minimum of 8 feet in height.

c. Storage of gasoline shall be underground and in accordance with the requirements of all applicable state and local laws and ordinances.

The remaining sections of 3.3.9 shall be relettered to B. Infrastructure/Utilities (Major); C. Infrastructure/Utilities (Minor); D. Parking Garage; E. Parking Lot – Principal Use; F. Wireless Telecommunications Equipment and Wireless Telecommunications Towers

Part 13: Chapter 3 Use Provisions; Section 3.4.3.G, Accessory Uses, Buildings, or Structures; Commercial & Mixed- Use & Employment/Campus Use Districts and Non-Residential Uses in Residential Districts; Outdoor Storage.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to clarify the amount of permitted Outdoor Storage and Operations in BRT, IVMX, and HI districts:

2. Employment/Campus Use Districts.

   a. Proximity to Residential. All operations, servicing and processing located either within 100 feet of a Residential Use District (except outside storage, off Street parking and off Street loading) shall be conducted within completely enclosed Buildings.

   b. General Standards. All storage of materials or products shall be either within completely enclosed Buildings or, within a defined storage area in compliance with the following:

      i. Enclosed within a chain link, lattice, ornamental fence, solid walled, or similar type fenced area, including entry/exit gates made of materials compatible with the fence.

      ii. The height above grade of said fence shall be at least 6 feet and shall not exceed 20 feet.

iii. Materials or products stored within the fenced storage area shall not exceed the height of the fence.

iv. The fenced storage area shall be surrounded by landscaping installed in compliance with the requirements for a Type C Buffer.

c. Amount of Outdoor Storage and Operations. The total area devoted to outdoor storage and operations shall not exceed:

i. IVMX and BRT Districts: 30% of total Lot Area ~~in the BRT District and~~

ii. HI District: 50% of total Lot Area ~~in the HI District~~.

Part 14: Chapter 3 Use Provisions; Section 3.4.3.I, Accessory Uses, Buildings, or Structures; Commercial & Mixed-Use & Employment/Campus Use Districts and Non-Residential Uses in Residential Use Districts; Mobile Classrooms.

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to modify:

I. Mobile Classrooms.

1. Mobile Classrooms shall only be permitted as a Temporary Use by a Religious~~/Assembly~~ Use or School (K-12);

Part 15: Chapter 6 Parking: Section 6.3 Permitted Vehicle Parking Locations

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to modify the abbreviation of the Special District consistent with the UDO, as follows:

Table 6.3-A – Table of Permitted Vehicle Parking Locations (N1)					
USE CATEGORIES	**REAR YARD ONLY**	**SIDE AND REAR YARD ONLY**	**FRONT YARD RESTRICTED**	**UNRESTRICTED**	**ALL YARDS WITH RESTRICTIONS**
Residential Uses					
Detached and Attached Dwellings on Lots less than 60 ft wide	Permitted	Permitted	Not Permitted	Not Permitted	Not Permitted
Detached and Attached Dwellings on Lots 60 ft or greater in width	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Permitted
All other Residential Uses	Permitted	Permitted	Not Permitted	Not Permitted	Not Permitted
All Other Uses (by Use District) (N2)					
NMX/DMX	Permitted	Permitted	Not Permitted	Not Permitted	Not Permitted
REMX/IVMX	Permitted	Permitted	Permitted	Not Permitted	Not Permitted

Table 6.3-A – Table of Permitted Vehicle Parking Locations (N1)					
USE CATEGORIES	**REAR YARD ONLY**	**SIDE AND REAR YARD ONLY**	**FRONT YARD RESTRICTED**	**UNRESTRICTED**	**ALL YARDS WITH RESTRICTIONS**
CB	Permitted	Permitted	Permitted	Permitted	Not Permitted
~~SD~~ **SP**	Established with a Conditional Zoning District (CD)				
BRT/HI	Permitted	Permitted	Permitted	Permitted	Not Applicable
N1: Alternate permitted Vehicle Parking locations may be considered with a Conditional Zoning District (CD) *N2: Non-residential Uses located in a Residential Use District shall follow the requirements listed for the NMX District.*					

Part 16: Chapter 6 Parking; Section 6.5.3 Bicycle Parking Space Location

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to correct the name of the **Americans** with Disabilities Act, as follows:

6.5.3 Bicycle Parking Space Location

A. Bicycle parking shall be placed in a convenient, highly-visible, active, and well-lit location not more than 100 feet walking distance of the main entrance, but shall not interfere with pedestrian movements.

B. Bicycle parking shall be provided on a hardsurface, all-weather pavement of asphalt or concrete with curb ramps installed as appropriate.

C. For developments adjacent to a greenway, bicycle parking should be clearly visible from the trailhead.

D. Bicycle Parking Spaces should be dispersed throughout large Parking Areas such as those found in Integrated Centers and all bicycle Parking Spaces shall be as convenient as possible and no less convenient than the ~~American~~ **Americans** with Disabilities Act parking requirements.

E. Each bicycle Parking Space shall provide 6 feet by 2 feet in area per bicycle and at least 4 feet between parallel racks for access.

F. Bicycle racks installed on Sidewalks should be located outside of the public Right-of-Way and provide for a clear, unobstructed width of at least 5 feet for pedestrians and should be installed at least 3 feet from the face of the curb.

G. Bicycle parking shall be located no closer than 3 feet to any wall to provide adequate space for access and maneuvering and a minimum of 4 feet from existing Street furniture and other obstruction (e.g., mailboxes, light poles, benches) and be no closer than 12 feet from the edge of fire hydrants.

H. Where not clearly visible from the access way, directional signage shall be provided to route bicyclists to the bicycle parking facility.

I. Up to 25% of required bicycle Parking Spaces may be located indoors for long-term parking.

Part 17: Chapter 6 Parking; Section 6.6.1 Electric Vehicle (EV) Parking Spaces, Table 6.6-A – Electric Vehicle Parking Spaces Minimum Standards

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to modify EV parking requirements for School (K-12), as follows:

Table 6.6-A – Electric Vehicle Parking Spaces Minimum Standards		
Use	**Threshold For Applicability**	**Requirement**
Detached Dwellings, Attached Dwellings, and Bed and Breakfast	New Subdivisions platted after the adoption of this UDO or new Bed and Breakfast Uses	Minimum of 1 EVSE-Home per unit
All other Residential and Lodging Uses	Less than 20 rooms/units	Minimum of 1 EVSE space
	20 or more rooms/units	5% of all spaces shall have EVSE & Additional 15% shall be EV**SE**-Ready
School (K-12)	**20 - 50 provided vehicle parking spaces in a single development**	**10% of all staff vehicle parking spaces shall be EVSE-Ready**
	50 or more provided vehicle parking spaces in a single development	**20% of all staff vehicle parking spaces: 2 shall be EVSE; remainder shall be EVSE-Ready**
All other uses	20 – 50 provided **vehicle parking** spaces in a single development	10% shall be EVSE-Ready
	50 or more provided **vehicle parking** spaces in a single development	5% of all spaces shall have EVSE & Additional 15% shall be EVSE-Ready

Part 18: Chapter 8 Building, Site, & Subdivision Lot Design Standards; Section 8.4 Site Design

Add text as indicated in **bold** to add additional site design standards for the appearance of retaining walls fronting public streets.

8.4. Site Design

F. Retaining Walls.

A. Design Standards. Retaining walls located between a Front or Side-Corner Building Line and Front or Side-Corner Lot Line shall be designed using Type 1 Building Materials and colors consistent with the Primary Façade(s) of the Primary Building to maintain a consistent and compatible appearance.

Part 19: Chapter 11 Administration & Decision-Making Bodies; Public Notification; Neighborhood Meeting Standards; Section 11.5.F.2. Required Meeting Notification

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to modify the date of mailed notice for neighborhood meetings, as follows:

2. Required Meeting Notification.

a. The applicant shall notify interested parties of the neighborhood meeting through written mailing notices pursuant to Table 11.5-A.

b. The notice shall be sent by first class mail and be ~~postmarked~~ **deposited in the mail** not less than 10 days, but not more than 25 days, prior to the date of the neighborhood meeting.

Part 20: Chapter 13 Definitions:

Modify text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to definitions, as follows:

Agricultural Uses (Intensive). A commercial agricultural operation which raises crops on a land intensive basis. Agricultural Uses and practices include Agricultural Livestock Production; Commercial Breeding of Non-Farm Fowl and Animals; Commercial Chicken House; Confinement Feeding Yards; Dairy; Liquid Fertilizer Storage and Distribution (Commercial); Plan**t** Nursery (Wholesale); Roadside Food Sales Stand; Sales Barn for Livestock Sale; Slaughterhouse; Yards or Hatcheries; Topsoil Removal and Storage Areas.

Bar~~/Nightclub~~. A business used primarily for: the sale or dispensing of **beer, wine, and/or** liquor by the drink for on-site consumption; and, where packaged liquor may be sold, or food may be available for consumption on the premises as accessory to the primary Use. This definition includes Bars, Taverns, pubs, and Nightclubs.

Certificate of UDO Compliance. A certificate signed by the Administrator stating that the use and development of land, Building, or Structure referred to the certificate complies with the provisions of this UDO, Variance, ~~special exception~~ **Special Use Permit**, or Development Plan approval.

Civic Building. Buildings and facilities owned and maintained by a public or semi-public agency, excluding religious institutions, which are used primarily for public gatherings for the purpose of promoting public education, knowledge, and welfare (e.g., Library; Fire Station; Governmental Offices; Police Station; **Post Office;** Public Recreation Development; and Municipal/State Road Maintenance Facility).

Commercial & Mixed-Use District. Any District which **permits** commercial or mixed-use establishments as a Permitted Use or Special Use Permit.

Drive In/Drive Through - Car Wash. An establishment for the washing, cleaning, and detailing of motor vehicles or other light duty equipment, whether automatic, by hand, or self-service.

Façade, Building. An exterior vertical face of a Building.

Façade, Front. A Building Façade oriented toward any Front or Side-Corner Lot Line.

Façade, Primary. Any Building Façade in which any portion of a Lot or Integrated Center is determined to be visible from a Public/Private Street Frontage, interior Access Drive, or a Side or Rear Lot Line abutting a Residential Use District, and all Building Façades in the DMX District.

Façade, Side. Any Building Façade that is not a Front or Rear Façade.

Façade, Rear. A Building Façade oriented toward any Rear Lot Line.

~~Master Sign Plan. See Sign Plan, Master.~~

~~Mini-Storage. See Self-storage (Mini-) Warehouse.~~

~~Mobile Dwelling. See Dwelling, Mobile.~~

~~Personal Chef. See Chef, Personal.~~

Retail Uses. Establishments engaged in selling goods or merchandise to the public for personal or household consumption, rendering services incidental to the sale of such goods, and the accessory production of such goods on premises (e.g., ~~Agricultural Seed Sales; Automotive Parts Sales (new), Costume Rental, Millinery (Fabric) Shop; Tuxedo Rental; Convenience Store; Retail Bakery; Farmer's Market; Grocery; Meat Market; Post Office; Tool and Equipment Rental; Bank/Savings & Loan/Credit Union; Consultant; Contractors (Office only); Pharmacist; Bait Sales;~~ Antique Shop; **Agricultural Seed Sales;** Apparel Shop; Appliance Store; Art Gallery; Arts and Craft Store; Automobile Parts Sales (new); **Bait Sales; Bank/Savings & Loan/Credit Union;** Bicycle Sales and Service; Camera Store; Card Shop; Clock Shop; Coin and Stamp Shop; Computer Store; Convenience Store; **Costume Rental;** Department Store; Drug Store; Fabric Store; **Farmers Market;** Floor Coverings; Flower Shop; Frame Shop; Furniture Store; Garden Supply; Gift Shop; **Grocery;** Hardware Store; Hobby, Toy or Game Shop; Home Improvement Store; Jewelry Store; **Liquor Store; Meat Market;** Music Store; Newsdealer; Paint Store; Pet Store; **Pharmacy;** Radio, TV, Music Sales and Service; **Retail Bakery;** Retail Showroom; Satellite Dish Sales and Service - indoor display; Shoe Store; Sporting Goods; Stationery and Book Store; **Tool and Equipment Rental; Tuxedo Rental;** Variety Store; **and** Video Store~~; Wall Coverings; and Liquor Store; and Bank Machine (ATM)~~).

~~Sign Plan, Master. A concept plan that provides guidelines for the overall design of consistent and compatible Signs within a Project, Single Use Site, Integrated Center, Business Park, industrial park, Subdivision, multifamily development, or any other form of development and which enhance the appearance of a development.~~

Residential Care Facilities. A facility which provides care for aged or disabled persons on a 24-hour per day basis to two or more individuals in full-time residence at the facility because of illness, disease, or physical or mental infirmity. Definition includes Adult Care Homes, Nursing Homes, and Assisted Living facilities. Definition does not include Hospitals or Family Care Homes.

Storage, Self-Service. Structures containing generally small, individual, compartmentalized stalls or lockers offered for rent or lease to the public as individual storage spaces and

characterized by low parking demand. Premises may include retail or wholesale sales related to storage (e.g., boxes, locks, tape, protective materials, etc.) and the ~~screened~~ **enclosed** storage of vehicles and boats.

Part 21: **REPEAL OF CONFLICTING ORDINANCES**

All ordinances or parts of the UDO of the Town of Holly Springs conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

Part 22: **SEVERABILITY**

If any section, part of a section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holdings shall not affect the remaining portion of this Ordinance and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Part 23: **INCLUSION IN CODE**

It is the intention of the Town Council entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Unified Development Ordinance of the Town of Holly Springs, North Carolina; that the Section(s) of this Ordinance may be renumbered or relettered to accomplish such intention, and that the word “Ordinance” may be changed to “Section, or “Article” or other word.

Part 24: **EFFECTIVE DATE**

The provisions of this ordinance shall become effective June 2, 2026 in accordance with the laws of the State of North Carolina.

Adopted this, the 2nd day of June 2026.

Town of Holly Springs by

_____

Michael D. Kondratick, Mayor

ATTEST:

_____

Linda McKinney, Town Clerk

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Public Hearings
Title: Fiscal Year 2026-27 Recommended Budget Public Hearing
Strategic Priority Area: Organizational Excellence
Growth Management & Economic Vitality
Vibrant Community
Community Safety
Staff Resource: Corey Petersohn, Budget, Innovation, and Strategy

Action(s):
Open / close public hearing to receive input from the public on the Fiscal Year 2026-2027 Recommended Operating Budget and Community Investment Plan.

Explanation:

- Per NCGS 159-12(B), before adopting the budget ordinance, the board shall hold a public hearing at which time persons who wish to be heard on the budget may appear.
- This year's $139 million Recommended Budget (net of transfers) continues to leverage prudent fiscal policy to advance a balanced budget that represents the Mayor and Town Council's strategic vision for the Town.
- Key Recommendations include investments in:
  - Managing traffic and improving mobility
  - Enhancing parks, facilities, and events
  - Managing growth and protecting the environment
- Nineteen (19) new full-time positions are recommended to support strategic goals.
- There is no recommended change to the property tax rate of 34.35 cents per $100 valuation.
- The utility bill for the typical residential household would increase by $11.89/month to fund water and sewer capacity infrastructure investments. Garbage and recycling collection would increase 69 cents/month as a pass-through charge from the Town's private contractor, GFL Environmental. Monthly Stormwater fees would increase by $1.30 for residential users, bringing the monthly fee to $6.50.
- Information on the Recommended Budget is available on the Town's website here: Town Manager's Recommended 2026-27 Budget

Background:

- The Town Manager presented the recommended budget to the Mayor and Council on May 12, 2026.
- North Carolina General Statute requires that the Town Council adopt a new, annual fiscal year budget by July 1.
- Next steps include a budget workshop on Thursday, May 21 at 6pm at the Law

Enforcement Center.
- Budget adoption is scheduled for consideration at the June 2, 2026, 7 pm Council Meeting at Town Hall.

Funding Source(s):

Taxes, utility rates, fees, and grants.

Attachment(s):

1. FY27 Recommended Budget Book
2. FY27 Budget Infographic - Final
3. FY27 Budget Message - Final
4. FY27 Recommended Budget Presentation

Fiscal Year 2026-2027 Annual Operating Budget & Community Investment Plan

Recommended Budget



www.hollyspringsnc.gov



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Town of
HOLLY SPRINGS
North Carolina

www.hollyspringsnc.gov

Fiscal Year 2026-2027

Annual Operating Budget and Community Investment Plan

Recommended Budget

Randy J. Harrington
Town Manager

Corey J. Petersohn
Budget Director

MaryBeth E. Spoehr
Senior Budget Analyst



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Distinguished Budget Presentation Award

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Holly Springs

North Carolina

For the Fiscal Year Beginning

July 1, 2025

Christopher P. Morrill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Holly Springs, North Carolina**, for its Annual Budget for the fiscal year beginning **July 1, 2025**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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Town of
HOLLY SPRINGS
North Carolina

Introduction



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Town Council



Sarah Larson
Current Term: 12/2025 to 12/2029

Danielle Hewetson
Current Term: 12/2023 to 12/2027

Chris Deshazor
Current Term: 12/2023 to 12/2027

Annie Drees
Mayor Pro Tem
Current Term: 12/2025 to 12/2029

Mike Kondratick
Mayor
Current Term: 12/2025 to 12/2029

Dr. Kara Foster
Current Term: 12/2025 to 12/2029

The Town Council is a legislative body and as such adopts Holly Springs' annual operating budget, which by law is always balanced and which includes a tax rate levied against real property, water rates, and impact fees; expenditures on municipal projects and programs, including such capital projects as streets and drainage improvements and buildings and facilities construction; and funds for departmental operations, such as police and fire protection, planning, and development. The Town Council is the final authority in adopting laws and rules that govern the Town of Holly Springs and provides for the safety and welfare of its citizens and visitors.



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History of Holly Springs

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

A couple miles north at the intersection of two roads, one connecting Hillsborough to Smithfield and the other linking Raleigh to the Cape Fear River and onward to Fayetteville- what is now downtown Holly Springs began to take shape.

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

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



Norris-Holland-Hare House

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

After the Civil War, around 50 formerly enslaved men and women came together, pooled their resources, and purchased land to build a church - on the site where First Baptist Church stands today on Grigsby Avenue. The African American men and women who helped build the town before the Civil War continued to sustain and strengthen it after emancipation.

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

While the town's economy boomed during the early 1900s, World War I drew men to war and families to bigger cities for



Alford-Mims House and the General Store.

Continued next page

History of Holly Springs



Dessie Mae Womble (far left) first African American woman police chief in North Carolina.



Main Street

improved employment opportunities. In 1924, the Bank of Holly Springs failed, the first bank in the state to go belly up before the great Depression of 1929. The town lay fallow through World War II. In the latter half of the 20th century, however, progress returned to Holly Springs.

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

At that time, Holly Springs was home to only a few hundred residents. Parrish "Ham" Womble became a Holly Springs Town Board member 1981. He served nearly three decades and is remembered for advocating purchase of a 46-acre tract of land that appeared slated for development. Womble wanted the town to use the land for a park instead. That land is now Parrish Womble Park in the heart of Holly Springs and is adjacent to the W.E. Hunt Recreation Center, named in honor of William Earl Hunt, longtime principal of Wake Optional School.

A formerly segregated school—once consisting of four classrooms, coal-burning heaters, and no running water—was later replaced by a brick building. That building has since been renovated and now serves as the W.E. Hunt Recreation Center, a valued community gathering space.

In 1985, a sewer plant was completed, attracting Warp Technologies, a textile company, to town. The town used the boost in tax base to expand utilities, in turn attracting further development, including the Sunset Ridge golf course community. Thus began another era of growth and prosperity that remains strong today. With a local and regional focus on attracting biotech companies, the Town of Holly Springs was chosen for the nation's first flu cell culture manufacturing facility in 2006. This facility opened for business in November 2009 with 350 employees. The facility, now Seqirus, is the second largest flu vaccine manufacturer in the world. In 2021, FUJIFILM Diosynth Biotechnologies announced a $2 billion investment in Holly Springs followed by a $550 million investment announced by Amgen, continuing the Town's reputation as a life sciences hub.

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

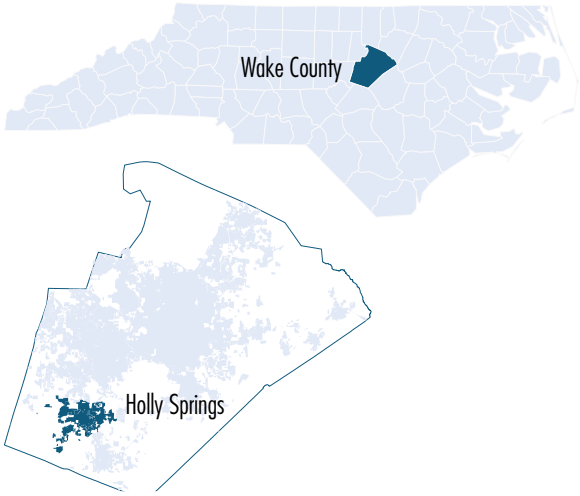


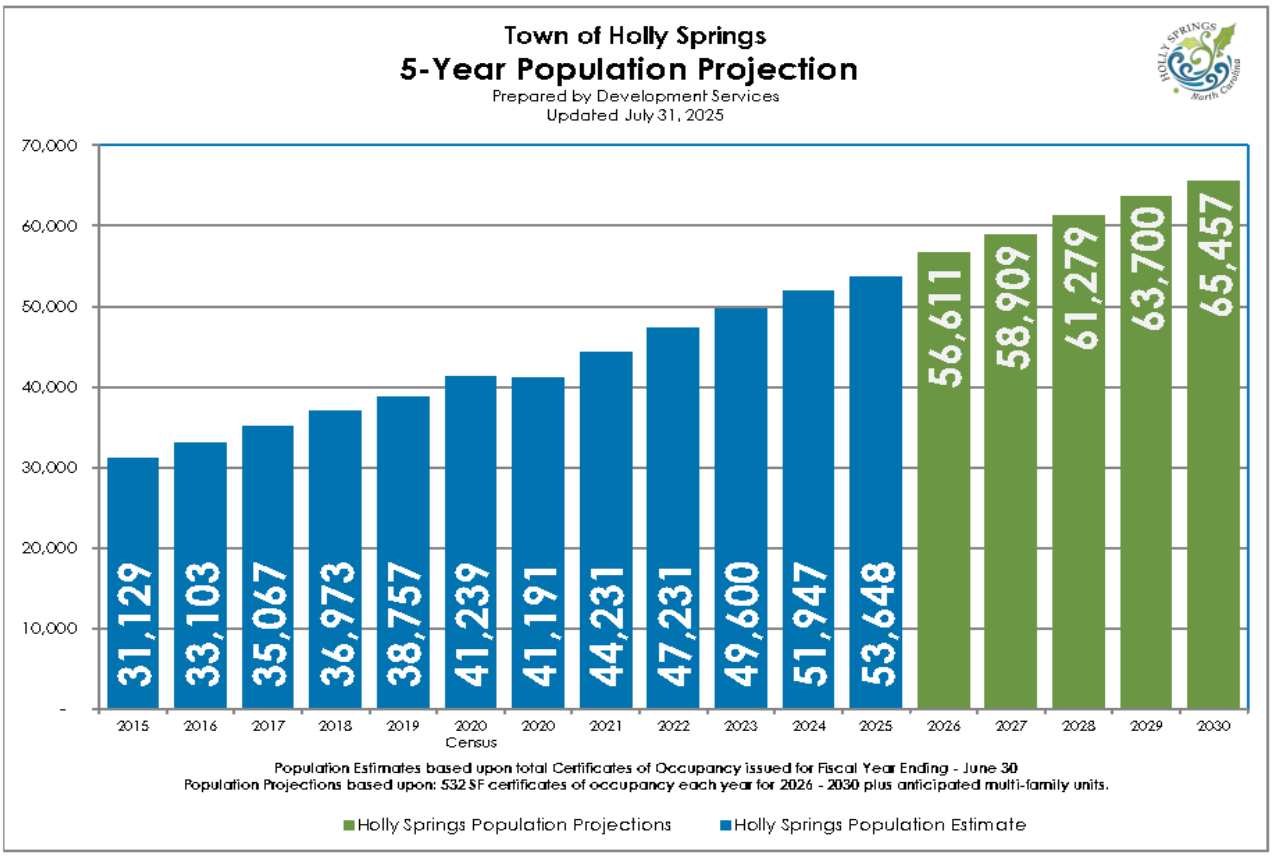
Town Hall

Community Profile

Holly Springs is the 5th largest town in Wake County and the 23rd largest town in N.C.

Population:	53,648
Land Area:	20.6 sq. miles
Median Household Income:	$146,755
Education (Age 25+):	95.7% High School Graduates
Higher Education:	67.7% have earned Bachelor's degree or higher
Median Home Tax Value:	$555,162
Home Ownership Rate:	83.4%





Community Profile

GOVERNMENT

The Town of Holly Springs has a Council-Manager form of government with a Mayor and five-member Town Council. Elections for the office of Council are held at two-year intervals in November of odd-numbered years. Elections are non-partisan and all members of Council are elected for four-year terms. The Mayor is elected for a four-year term at the same time elections for Town Council are held. The Town Council sets Town policies, enacts ordinances and appoints the Town Manager. The Town Manager administers the daily operations and programs of the municipal government through the department directors, other staff members and employees.


Bass Lake Park and Retreat Center


Indoor Track at the Hunt Recreation Center

QUALITY OF LIFE

During the past 20 years, Holly Springs has transformed itself into one of the most attractive communities in the Research Triangle Region. While home to small businesses and multi-national firms, Holly Springs remains a family-centered community.

Holly Springs is a great place to live and work. No matter your age or favorite hobby, opportunities to enjoy life are abundant in and around town.

The Parks and Recreation Department offers a diversity of parks, a recreation center, a cultural arts center, a lake and retreat center, greenways, and picnic shelters. Programming includes art, drama, music, athletics, nature and outdoor education, cooking, after-school and track-out care, fitness and wellness, dance, special interest, and specialized recreation as well as summer camps and senior programs.

The character of Holly Springs truly can be sensed at local events. Some popular annual events include the downtown Farmers Market, Spring Fling, Wild About Nature, Hollyfest (an annual Town festival), National Night Out, Community Arts Festival, and Holiday Parade along Main Street.

Whether it is the Town's balance of commercial and residential development, its reasonable land prices coupled with its proximity to urban centers, or its small-town charm, new residents and businesses continue to be attracted to Holly Springs.


Tennis at Ting Park



July 4th Celebration at Sugg Farm


Drama Class at the Cultural Center

Community Profile

ACCOLADES:

Top 10% of U.S. Cities for Service Delivery
(ETC Institute— 2025)

One of the Friendliest Towns in North Carolina
(WorldAtlas.com— June 2025)

One of the Best Small Cities to Live in America
(WalletHub— October 2023)

#1 Safest City in North Carolina
(SafeWise.com - 2021)

#1 Best Cities for Jobs in North Carolina
(Zippia.com – 2019)

#5 Best Place in NC to Raise a Family
(Wallethub.com – 2019)

#1 Favorite Farmers Market in NC
(American Farmland Trust Farmers Market Celebration Contest – 2019)

#4 Best Place to Live in North Carolina
(HomeSnacks.net – 2019)


Police Community Outreach Event at Bass Lake Park


HollyFest



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Boards and Committees

Advisory committees and boards offer citizens a chance to be involved in the Town's decision-making processes by directly advising the Town Council and Town Staff.

Boards appointed by Town Council:

Board of Adjustment
Conducts public hearings and renders rulings on variances from the Town's zoning regulations, appeals to zoning decisions made by the Department of Development Services staff, and appeals of determinations made by the Environmental Appeal Committee. The board has quasi-judicial powers and acts separately from the Town Council, so all board decisions are final. Any appeals go directly to the 10th District Superior Court. Meets at 6:30pm on the first Monday of each month.

Parks & Recreation Advisory Committee
Advises the Town Council and the Parks and Recreation Department on policy, programming, and investment considerations. Meets at 7pm on the second Thursday of each month

Planning Board
Reviews and makes recommendations to the Town Council on all proposals for rezoning, various development-related requests, and amendments and additions to the Town's zoning regulations and comprehensive plan. The Planning Board has no judicial or final decision authority but provides guidance to the Town Council on those requests. Meets at 7pm on the fourth Tuesday of each month.

Tree Advisory Committee
Aids with planning an annual Arbor Day event, offers guidance about how Holly Springs can maintain good standing with Tree City USA standards and provides recommendations on methodology for expenditure of funds for tree replacement, maintenance, and preservation. Meets at 6pm on the second Monday of odd numbered months.

Committee jointly appointed by Town Council and Administration:

Land Use Advisory Committee
Comprised of the Town Manager; Assistant Town Manager; Directors of Utilities and Infrastructure, Parks and Recreation, Economic Development, Development Services; and representatives from the Town Council and Planning Board. The Land Use Advisory Committee assists Development Services in the interpretation, enforcement, or application of the Unified Development Ordinance (UDO) and advises on suggested or proposed amendments to the UDO. Provides comments to potential development applicants who desire feedback before formally submitting a development proposal.

Committee appointed by Parks and Recreation Department Staff:

Teen Recreation Advisory Council
Works with the Parks and Recreation department and gives residents ages 13-17 a forum to share their ideas about to programs, events, and volunteer activities. Meets at 6pm on the second Tuesday of each month.

Committee appointed by Police Chief:

Police-Community Advisory Group
Provides for community dialogue and understanding with the Police Department. Topics of discussion include resident, business, and neighborhood concerns; regional and local crime trends; and awareness of police training, standards, and policies. Meets at 7pm on the second Thursday of January, April, July, and October.



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Town Administration

Town Administration

Randy J. Harrington
Town Manager

Daniel Weeks
Assistant Town Manager
(Operations)

J. Scott Chase
Assistant Town Manager
(Development and Infrastructure)

John Schifano
Town Attorney

Linda McKinney
Town Clerk

Senior Leadership Team

Corey Petersohn
Budget, Innovation, & Strategy

Cassie Hack
Communications & Marketing

Chris Hills
Development Services

Irena Krstanovic
Economic Development

Tina Stroupe
Finance

LeRoy Smith
Fire

Sabrina McDonald
Human Resources

Jeff Wilson
Information Technology

George Brown
Office of Customer Care

LeeAnn Plumer
Parks & Recreation

Paul Liquorie
Police

Paige Scott
Public Works

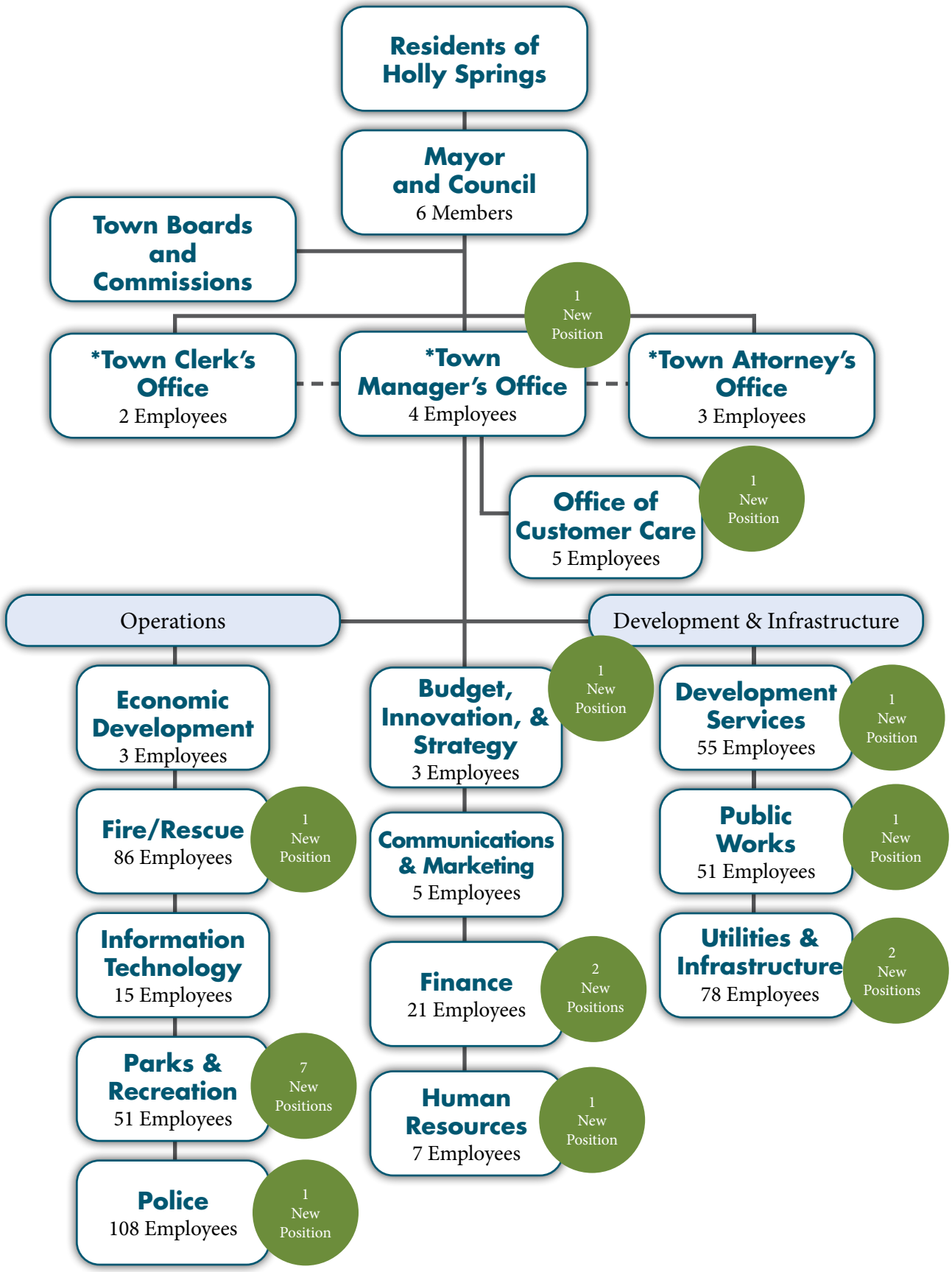
Kendra Parrish
Utilities & Infrastructure



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Organization Chart

Full-Time Positions



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



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Budget Process

Overview

The Town's budgets are adopted as required by the North Carolina General Statues. The Town adopts a balanced budget, which is defined as when planned expenditures equal anticipated revenues. An annual budget is adopted for the General Fund and the Enterprise Funds. Project ordinances are adopted for Capital Project funds and proprietary capital improvements. All budgets are prepared using the modified accrual basis of accounting.

Budgetary control is executed at the department level or by project. The Town Manager is authorized by the budget ordinance to transfer appropriations between functional areas within a fund without limitation and may transfer appropriations up to $50,000 between financial areas within a fund with an official reporting to Council. During the year, several amendments to the original budget are necessary, the effects of which are not material.

Budget Development Procedures

All departments receive their operating budget materials and instructions in January. Department Directors are responsible for estimating departmental expenditures. The Budget Director will make the determination of the revenue projections. The budget reflects the service priorities of the Council and the Citizens of the Town of Holly Springs. The service needs of the community are determined by public hearings and feedback through the Mayor and the Town Council. After final service priorities have been established and agreed upon, a balanced funding plan in formulated. Through careful assessment of funding requirements and financing methods, a recommended budget document is organized into final format and submitted to Council for their consideration and adoption.

The Council reviews the recommended budget with the Town Manager and staff during the Town's work sessions. A copy of the recommended budget is also filed with the Town Clerk for public review as well as on the Town's website. A public hearing is scheduled prior to the formal adoption of the budget. Adoption of the budget by the Town Council establishes the legal authority to incur expenditures in the ensuing fiscal year. All annual appropriations lapse at fiscal year-end.

Public Participation in the Budget

Public Participation in the budget process occurs through multiple channels and throughout the year. One of the most impactful forms of feedback is through the biennial Community Survey that provides scientifically valid data on resident satisfaction and benchmarking with other communities. This data as well as public comments, public hearings, program specific surveys and feedback tools, and other public engagement events throughout the year provide valuable input for the Mayor and Town Council to consider when annually updating the Town's Strategic Plan. The Strategic Plan ultimately guides development of the Town Manager's Recommended Budget. After the Town Manager's recommendation, Town Council holds a public hearing to receive comments on the Recommended Budget for consideration prior to adoption.

Budget Calendar

A budget calendar is included in the North Carolina General Statutes which prescribes the last day on which certain steps of that budget procedure are to be performed. The following schedule lists the tasks to be performed and the date by which each is required to be completed.

Milestone	Date
CIP Requests Submitted to Project Managing Departments	September 30, 2025
Department Approved CIP Submissions Complete	November 21, 2025
CIP Committee Meetings	December 1-12, 2025
Operating Budget Kickoff	January 5, 2026

Budget Process

Milestone	Date
Base Budget Review Meetings with Departments	January 6-23, 2026
Fee Schedule Changes Submitted to Budget Office	January 30, 2026
Departments Submit New Requests and Revenue Projections	February 13, 2026
Department Budget Meetings with Town Manager	February 23- 27, 2026
Town Manager's Recommended Budget Presentation	May 12, 2026
Budget Public Hearing	May 19, 2026
Budget Workshop	May 21, 2026
Scheduled Adoption of Budget	June 2, 2026

Basis of Budgeting

The accounts of the Town of Holly Springs are organized on the basis of funds and account groups. A fund is an independent fiscal and accounting entity, with a self-balancing set of accounts comprised of assets, liabilities, fund equity, revenues and expenditures or expenses as appropriate. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. The account groups are not funds but are a reporting device used to account for certain assets and liabilities of the governmental funds that are not recorded directly in those funds.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified accrual basis of accounting. The governmental fund types are presented in the financial statements using the same basis of accounting.

Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 90 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Budget Transfers & Amendments

Full implementation of the budget begins immediately on July 1. Pursuant to General Statue 159-15, the budget may be amended by submission of proposed changes to the Town Council. Budgetary control is executed at the department level or by project. The Town Manager is authorized to transfer funds from one department to another within the same fund in an amount not to exceed $50,000. Any revisions to transfer budgeted amounts over $50,000 or that alter the total expenditures of any fund must be approved by the Town Council before being recorded. Budget amendments and transfers must adhere to balanced budget requirements.

The Town adheres to the following procedures for amending the budget during the year:

1. A transfer of funds between operational account lines of the same department can be approved by the Department Director or the Budget, Innovation, and Strategy Director. The department completes a budget amendment form and submits to Budget, Innovation, and Strategy Department for processing.
2. The Town Manager has the authority to approve budget amendments up to $50,000 between departments of the same fund that does not modify the overall fund's budget. The responsible department will complete the budget amendment form, acquire the Town Manager's signature, and submit the document to Budget, Innovation, and Strategy Department for processing.
3. Any Town Manager approved budget amendments will be reported to Town Council the following month. All budget amendments between departments over $50,000, between funds, or that increase or decrease the total budget of any fund must be approved by Town Council in advance.

Budget Process

Encumbrances

As required by North Carolina General Statues, the Town maintains encumbrance accounts, which are considered "budgetary accounts" under which purchase orders, contracts and other commitments for expenditures of funds are recorded in order to reserve that portion of applicable appropriation. Encumbrances outstanding at year-end represent the estimated amounts for the expenditures ultimately to result in unperformed contracts in process at year-end to be completed. Encumbrances outstanding at year end do not constitute expenditures or liabilities.

Basis of Budgetary Accounting

Budgetary accounting is used for management control of all funds of the Town.

Governmental Funds

These funds are used to account for governmental functions. Governmental funds include the following fund types:

General Fund

The General Fund is the general operating fund of the Town. It is used to account for expenditures and all financial resources for services to the public, except for those required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, state grants and various other taxes and licenses. The primary expenditures are for public safety, streets maintenance and construction, sanitation services and general governmental functions.

Special Revenue Funds

The Special Revenue Funds are used to account for resources that are legally restricted to expenditures for specified purposes. Restrictions on resources may be federal, state, or local. A special revenue fund is established when required by legal mandate or sound financial management practices. These are nonmajor funds of the Town.

Capital Project Funds

The Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds). These funds are used for the tracking of large non-recurring capital projects, which are outside of the General Fund. Included in this classification are the Town's Capital Reserve Funds. The Capital Reserve Funds are used to set aside money to pay for large expenditure items and functions. These are non-major funds of the Town.

Proprietary Funds

These are used to account for business-type activities.

Enterprise Funds

The Enterprise Funds account for those operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Town has two Enterprise Funds: Utility and Stormwater.



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Town of
HOLLY SPRINGS
North Carolina

Budget Message



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TOWN OF HOLLY SPRINGS
Fiscal Year 2026-27 Manager's Budget Message

May 12, 2026

To the Honorable Mayor and Town Council Members:

On behalf of the entire organization, it is my pleasure to recommend to you the Fiscal Year 2026-2027 (FY27) Operating Budget and Community Investment Plan.

Introduction

In the most recent community survey, Holly Springs residents once again expressed high overall satisfaction levels with their community. 95% say it's a great place to live and 94% say a great place to raise children. The Town also heard what residents are most concerned about, including managing traffic and growth.

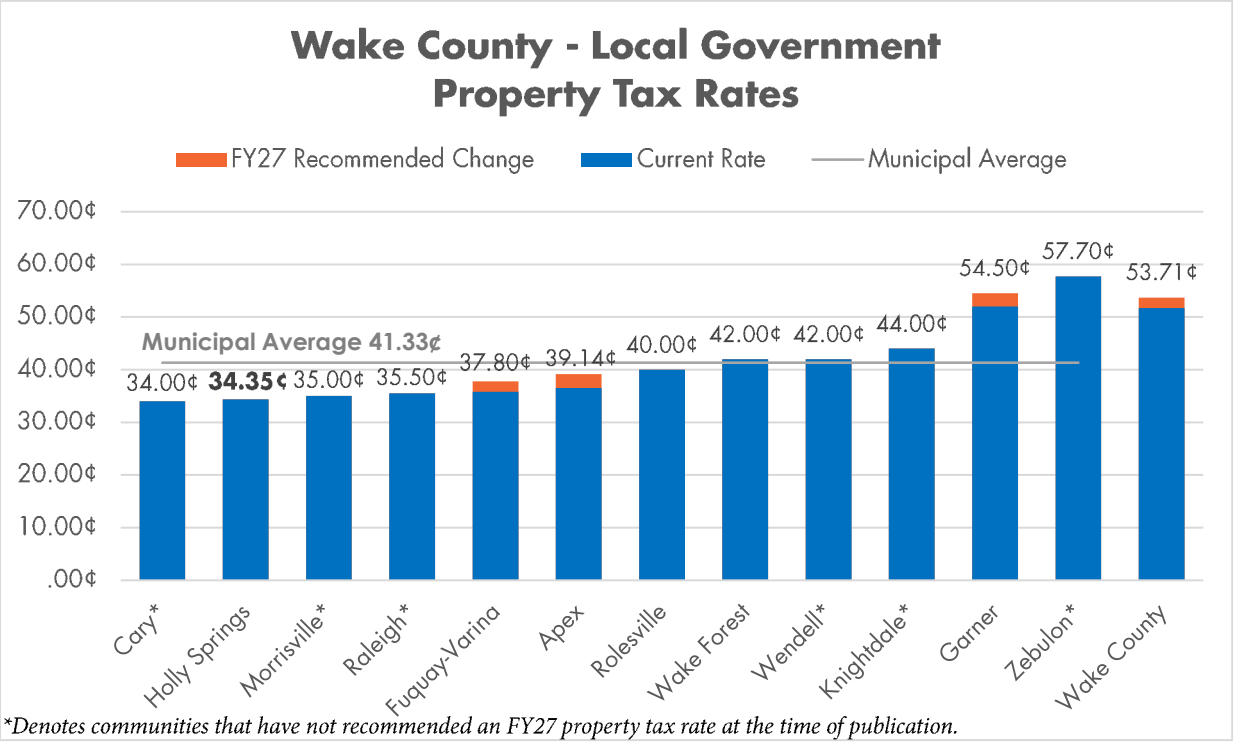
The annual budget is the chief policy document that reflects the values and priorities of Holly Springs. This year's recommendation continues to leverage sound fiscal policy to advance a balanced budget that advances the Mayor and Town Council's strategic vision for the Town. A few of the investment highlights in this year's recommendation include:

1. Managing Traffic and Improving Mobility
2. Enhancing Parks, Facilities, and Events
3. Managing Growth and Protecting the Environment

The Recommended Budget totals $139,226,267 (net of transfers), an 18.3% increase from the adopted FY 2025-2026 (FY26) budget – reflecting increased capital project investments for the community. Of this, the General Fund represents $72,890,399, a 11.9% increase from the prior year. A significant portion of this increase comes from $4,343,927 in fund balance appropriations for community investment projects. Net of those investments, the remaining General Fund budget is $68,546,472, a 5.2% increase from the prior year adopted budget.

The Town's total assessed property valuation (real and personal property) is projected to increase from $13.9 billion to $14.6 billion in FY27, a 4.6% increase over the prior year. Nineteen (19) new positions are recommended, with seven in anticipation of opening Eagles Landing Park and two dedicated to the Utility Fund (water and sewer). The remaining ten positions are to support service growth areas, facility maintenance, and maintaining the high level of organizational excellence that has been a hallmark of Holly Springs.

Key Budget Drivers



*Denotes communities that have not recommended an FY27 property tax rate at the time of publication.

Figure 1 – A graph showing local government property tax rates in Wake County.

Today, Holly Springs has the 2nd lowest property tax rate in Wake County, and this budget recommendation is committed to providing high levels of service while maintaining affordability. This year's recommendation maintains a property tax rate of 34.35 cents per $100 valuation while still addressing key strategic priorities and service growth needs.

Slowing Development & Growth - Since the 2020 Census, Holly Springs has grown in population by nearly a third, but recent trends indicate that growth is slowing. Over the past 10 years, the Town has approved on average 600 building permits for single homes annually. In 2025, that number dropped to under 300 permits. While the Council-approved number of yet to be built residential units remains around 5,200 units, the decline in pulled permits to build is more likely due to higher interest rates and national market conditions than local factors. Trends across Wake County also indicate a general slowing of growth.

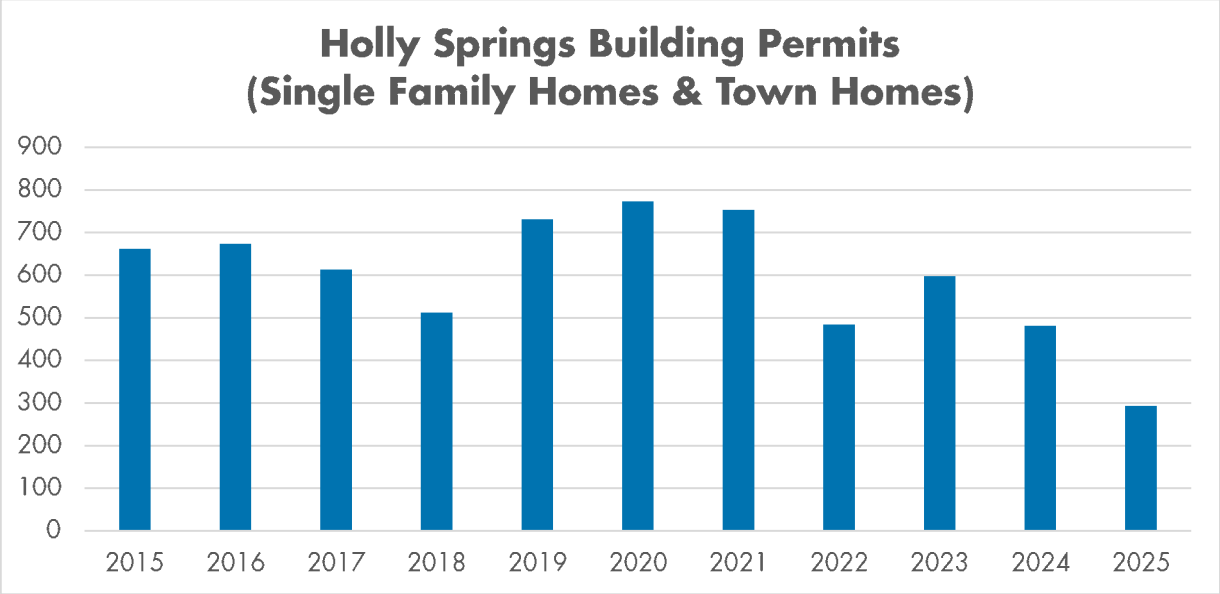


Figure 2 - A graph showing building permits in Holly Springs from 2015 to 2025.

Impact to Property Tax - Slowing residential growth does impact revenue, in particular property tax. Property taxes represent about 43.1% of the General Fund revenues which provides essential public services such as Police, Fire, Parks & Recreation, and maintains public infrastructure like sidewalks, greenways, and roads. Since 2020, the total real estate value in Holly Springs has grown on average over 7% (excluding Wake County property revaluation years). In 2026, values are projected to increase by an estimated 4.3%. This trend is similar across Wake County, with half of the other municipalities seeing growth as low as 0.5% to 3%. The difference-maker for Holly Springs is economic development.



Figure 3 - Mayor and Town Council

Economic Development - The recruitment of life sciences manufacturing has been an important economic strategy of the Mayor & Council dating back to 2002. Since 2020, over $7 Billion of life science commercial development has been announced. These strategic investments diversify the Town's tax base and reduce the property tax burden on residential property owners.

Sales Tax – The second largest governmental revenue source is sales tax at $16.5 million, which comprises 22.7% of the General Fund operating revenue. During the post-COVID high-inflation period, sales tax revenue nearly doubled in just four years. This trend began to slow in FY23, reaching a low of 3% growth in FY25. Today, in FY26, sales tax revenue shows signs of an upward correction with collections projected to be up by more than 7% compared to last year. When forecasting sales tax revenues, prudent fiscal restraint is advisable given the possibility of unforeseen global market conditions. However, data indicate a potential return to more typical pre-COVID growth rates in the 4 – 8% range annually.

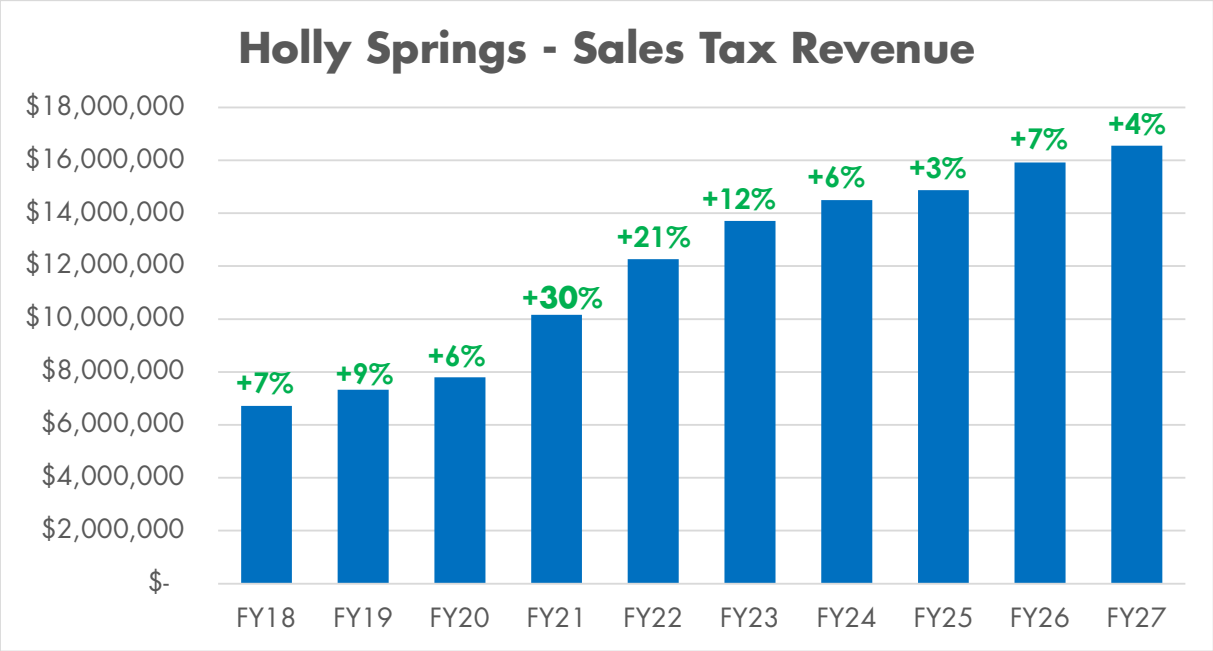


Figure 4 - Shows actual sales tax revenue for Holly Springs from FY18 to FY25; FY26 and FY27 are projected.

Managing Traffic and Improving Mobility

The 2025 Community Survey identified management of traffic as the top priority for residents. In the Town's 2026 Strategic Plan, the Mayor and Council established a vision to address this concern by enhancing multi-modal transportation and making smart infrastructure investments to include partnerships with the Town's adjacent municipalities. This budget seeks to advance that vision through the following community impact investments:

Holly Springs Hopper – In January the Town launched its first ever microtransit service the Holly Springs Hopper. While operational for just a few months, the service has been a big hit with residents, providing a new mobility option for residents and visitors getting around town. In particular, the Hopper has increased accessibility with over half of all riders qualifying for the fare free rate provided to individuals with disabilities or riders 62 years or older. This year's budget funds the service for a full year of operations, and using additional grant funding, staff are working with Town Council to consider expanding weekday hours of operations as well as Saturday service.



Figure 5 - Holly Springs Hopper Microtransit Vehicle

Holly Springs Road Widening (Central Phase) – In January the Mayor and Town Council cut the ribbon marking the completion of the Holly Springs Road Widening (East Phase) from Sunset Lake Road to Flint Point Lane. In FY27, the Town plans to bid and begin construction on the next phase (Central) to provide a four-lane median-divided road with side paths and pedestrian safety elements from Flint Point Lane to Main Street.

Intelligent Transportation System (ITS) Improvements – This budget provides funding to advance the Town's ITS initiative to mitigate traffic congestion through smart infrastructure. The Town has partnered with NCDOT for a $2

million investment to install traffic cameras and real-time traffic analysis tools that currently enable NCDOT to remotely monitor congestion and diagnose and correct signal issues. This year's investment includes the installation of public safety preemption equipment to improve the flow of traffic during emergency responses as well as completion of an operations plan that will identify final Town digital traffic monitoring investment needs and an operational design to allow the Town to request from NCDOT transition of ITS management to the Town.

Utley Creek Greenway (Phase 2) – In 2026, the Town is scheduled to begin construction on the next phase of the Utley Creek Greenway to extend it west from Morgan Park and connect with the Holly Glen neighborhood. This project is supported by the Capital Area Metropolitan Planning Organization (CAMPO) which is providing a grant for 70% of the cost of construction.

Middle Creek Greenway Pedestrian Crossing – In partnership with the Town of Apex, a pedestrian-initiated crosswalk signal beacon will be constructed across Sunset Lake Road connecting the Holly Springs and Apex portions of the Middle Creek Greenway. This investment will enhance crosswalk safety on a key multimodal connection point between Holly Springs and Apex.

Enhancing Parks, Facilities, and Events

In the most recent Community Survey, 95% of respondents rated their quality of life in Holly Springs as either "excellent" or "good". That is nearly double the national average, and the Town is committed to maintaining this high level of service. Below highlights some of the recreational and service delivery enhancements along with improvements to Town facilities included in this year's budget recommendation:



Figure 6 - Rendering of the Eagles Landing Park Recreation Center

Eagles Landing Park – Construction is progressing well on this 56-acre park and recreation facility located on Cass Holt Road, with an opening planned for late 2027. Eagles Landing Park will offer a wide range of activities and programming for everyone from preschoolers to our senior community, including a splashpad, an e-sports and technology lounge, four multi-use indoor courts, pickleball courts, two turf fields, fitness areas, and more. The FY27 budget begins the operational ramp-up to fund positions for the park's upcoming operations.

Cultural & Recreational Offerings – Additional funding for Senior programming and festival / special event programming is included in this year's recommendation. A keynote event of 2026 and 2027 will be the year-long *Sesquicentennial* celebration commemorating the 150th anniversary of the Town's incorporation.

"311" / Office of Customer Care (OCC) – In May of 2023, the Town launched its "311" customer service dedicated phone line and mobile app providing an easy-to-use one-stop point of contact for all Town inquiries and services. This budget recommends adding one customer service specialist to handle increasing call volumes and improve the OCC

manager's capacity to focus on evolving and enhancing 311 effectiveness and service delivery coordination within the Town organization.

Operations Campus – This summer, the Town will open its first non-public safety or recreation-related facility in over 20 years. The Operations Campus will include a relocated yard waste convenience center for residents and provide workspace for Town employees from Public Works, Parks and Recreation, Utilities & Infrastructure, as well as support staff from various Town departments. This modern facility will provide ample space for Town operations to grow alongside the Town for many years to come. The budget includes funding to operate the new facility.

Managing Growth and Protecting the Environment

In the community survey, residents highlighted Community Safety and Growth Management as the most important areas for the Town to focus on over the next couple of years. This year's budget makes vital infrastructure investments to enhance community safety, protect our natural environment, and secure the Town's ability to manage future water and sewer needs.

New Fire Station at Rex Road – This recommendation includes funding to begin design of a new fire station on Rex Road to serve the growing population in the southwest part of Town. Design and construction will span two to three years.

Safe Drinking Water Supply – The Town continues its partnership to expand the Tri-River Water Treatment facility in Sanford, and a partnership with Fuquay-Varina to convey treated water from Sanford. This project will provide additional water supply capacity and increase overall system resiliency. These investments are necessary and critical to securing the Town's future water supply.

State of the Art Wastewater Treatment Expansion – In April, the Town broke ground on the 2 million gallons per day (MGD) treatment expansion at the Utley Creek Water Reclamation Facility (UCWRF) to bring the facility to a total capacity of 8 MGD. This project incorporates environmentally friendly state-of-the-art membrane bioreactor filtration technology to produce clean water for return to the environment.

Stormwater Management Investments – The Town's Stormwater Management Program safeguards local waterways and works to reduce flooding to protect infrastructure, such as roadways, water and sewer lines, and properties. Over the next five years, the Town plans to invest over $2.5 million to reduce flood risk, manage erosion, and enhance environmental protection of Town waterways. This year's recommendation includes adjusting the Stormwater fee from $5.20/month for residential properties to $6.50/month to fund these critical environmental infrastructure investments. This is still below the $7.22/month average of North Carolina communities that operate a similar stormwater management program.

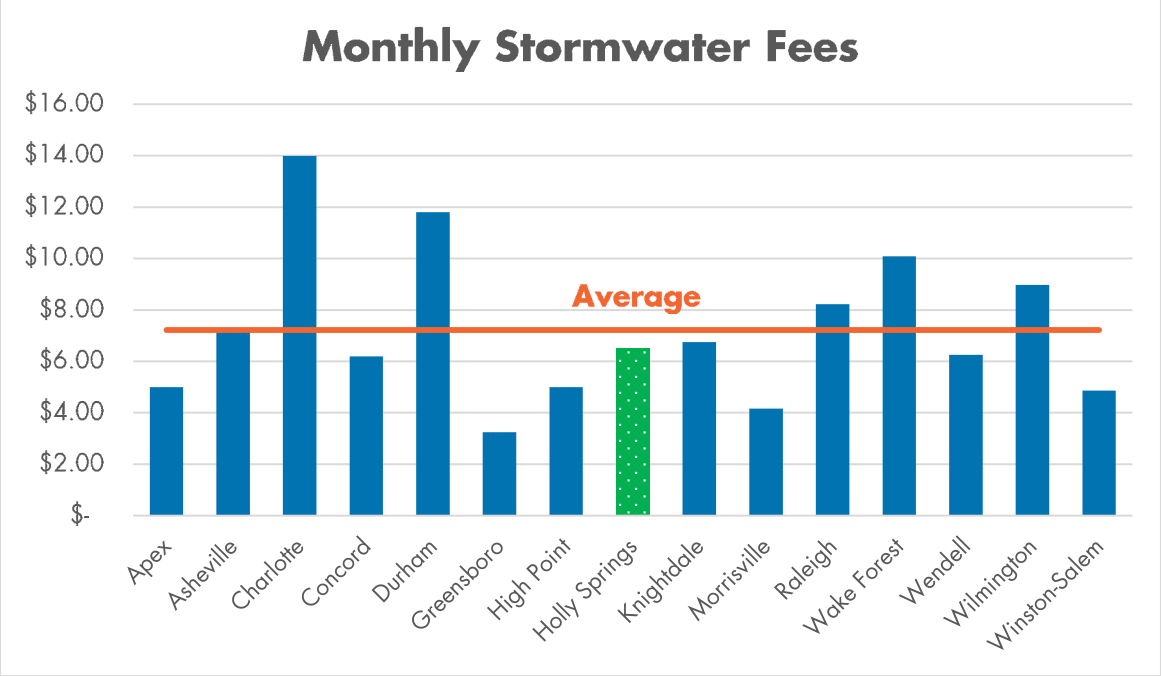


Figure 7 - Graph shows monthly stormwater fees for similar municipal systems; all fees are based on FY26 adopted budget and Holly Springs shows the F27 Recommended rate of $6.50/month.

Water and Sewer Rate Affordability – Today, the Town has over $500 million of Utility investments either underway or planned over the next five years. These utility infrastructure efforts are critically important, large, and require a significant investment from our rate-payers. For the typical homeowner, total monthly water and sewer rates are projected to increase by approximately $11.89/month for a total projected water and sewer bill of $111.30/month.

Other User Fees – The Town's garbage and recycling contracted service provider is increasing collection fees by 4.8% (direct pass-through cost to residents), resulting in a $0.69/month increase for residential collection.

Other Community Investment Highlights

Over the past two years, the Town Council has made considerable investments in managing and maintaining the Town's aging public facilities. This recommended budget continues that commitment to ensure Holly Springs operates safe and sustainable facilities at a level consistent with resident service expectations.

Facility Maintenance / Investments - In total, this budget recommends using approximately $4M in General Fund unassigned fund balance (that is above policy minimum retention requirements) for one-time investments in the following facilities projects:

- **North Main Athletic Complex (NMAC) Park** – Wake County recently awarded the Town nearly $1.8 million in Hospitality Tax grant funds for renovations and enhancements at NMAC. The Town will contribute approximately $2.1 million in grant match funds for a total of $3.9 million of projects ranging from stadium turf replacement, mechanical system upgrades, and parking lot / drainage infrastructure improvements.
- **Facility Maintenance / Life-cycle Replacements** – In accordance with the Town's facility life-cycle assessment, this budget invests $1 million toward repairs and system replacements for public facilities.

- **Wake County / Town Cultural Center Renovation Partnership** – The Holly Springs Cultural Center and Library will be undergoing a lobby renovation, roof replacement, and mechanical system replacement this year. The project costs are shared with Wake County, and the total Town anticipated portion is projected at just under $2.3 million. I recommend allocating approximately 20% of the cost to this partnership project annually over the next five fiscal years.
- **Law Enforcement Center (LEC) Improvements** – To improve public safety and facility security, a detainee restroom will be added to the LEC along with storage improvements. These two improvements total $155,000.
- **Downtown Area Plan Enhancements** – This budget includes investment of $100,000 toward ongoing enhancement of the downtown area in accordance with the Downtown Area Plan.
- **Americans with Disabilities Act (ADA) Accommodations –** $100,000 is recommended for ongoing infrastructure updates and other accommodations to ensure the Town remains compliant with the ADA.

Personnel Investments

Staff Investments – This budget recommends nineteen (19) *new* positions and repurposing one vacant full-time position:

- **Nineteen (19) New Full-Time Positions:**
  - (7) Seven new Parks & Recreation positions in anticipation of opening of Eagles Landing Park in 2027 (note - some positions may not start until the summer of 2027, dependent on construction progress)
  - (2) Two Finance positions – to address increased purchasing and accounting transaction workload and enhance financial accountability
  - (1) Fire Health and Safety Officer – to provide the Fire Department a dedicated safety position
  - (1) Customer Service Specialist – to address 311 customer service team capacity needs and growing call volume
  - (1) Engineering Project Manager – to manage new facilities projects and major maintenance replacements / renovations
  - (1) Facilities Maintenance Planner / Inspector – to plan and manage facility life-cycle replacement and maintenance projects
  - (1) Human Resource Generalist – for position recruitments and support of Town department personnel service needs
  - (1) Planner – to support housing affordability policy development/enactment and future long-term planning efforts
  - (1) Chief of Staff – to improve leadership and management capacity to advance Town Council strategic initiatives, lead internal organization-wide change management initiatives, and improve organizational process efficiencies
  - (1) Police Administrative Assistant – conversion of an existing part-time administrative assistant to a full-time support position for ongoing CALEA Accreditation implementation and support needs across the department
  - (1) Budget Analyst – to enhance financial management and oversight of the Town's increasingly complex enterprise funds (Utility and Stormwater) that operate as distinct business units
  - (1) Pretreatment Supervisor – to provide oversight and maintain compliance of wastewater treatment and proactive risk management

- **One (1) Vacant Full-Time Positions Repurposed:**
    - Repurposing a vacant Building Inspector to a Permit Technician to enhance Development Services customer service

Other Personnel Investments - Additionally, this budget recommends the following to maintain Holly Springs as an employer of choice:

- **Pay for Performance** – A merit-based pay program is included with employee adjustments between 0 – 6%, based on performance
- **Health Insurance** – The Town's membership in the NC Health Insurance Pool (NCHIP) continues to reduce the Town's risk to significant spikes in health insurance increases. Health insurance premiums are set to increase by 5% in FY27 and are proposed to be covered by the Town.
- **North Carolina Local Government Employee Retirement System (LGERS) Contributions –** All NC local governments are required to participate in the LGERS retirement system for local government employees. The Non-Law Enforcement Officers employer contribution rate is projected to increase from 14.38% to 15.13% and the Law Enforcement Officer rate from 16.08% to 17.10%.
- **Other Adjustments –** Consistent with historical practice using CPI data, I recommend an adjustment of 2.4% to Mayor & Council compensation.

Looking to the Future

Below outlines potential, key issues that could impact budget and policy decisions over the next year or be factors that impact the organization over the next several years:

1. **Economic Outlook** – The Town's overall revenue sources and financial planning remain strong; however, property tax revenue from residential development is softening and could remain this way for several years. This will have some mitigating impacts for future revenue growth. Fortunately, current economic development successes underway and yet to be built over the next two to five years will position Holly Springs with a more robust and diverse tax base, which will help offset a reduced residential development environment. Additionally, other revenue sources such as sales tax continue to indicate steady growth.
2. **Legislative Threats to Municipal Property Tax Authority** – A North Carolina House committee recently advanced a proposed NC constitutional amendment to cap local property tax increases. The NC League of Municipalities has warned such an amendment could negatively impact NC local government bond ratings and increase borrowing costs. Other impacts could include reducing Town Council's ability and flexibility to quickly respond to top community needs like transportation, public safety, and parks and recreation.
3. **Future General Fund Operating Budget Impacts from Upcoming, Major Investments** - Over the next two to six years, additional staffing and operational resources will be necessary as the Town's new Eagles Landing Park and two new fire stations come online. These projects and the necessary staffing and equipment represent a significant investment in the future of Holly Springs. As the Town continues to balance maintaining service levels and new facilities, there is a real likelihood of the above investments "crowding out" other strategic priorities and essential service growth needs within the current revenue environment and available revenue sources.
4. **Beyond 8MGD Wastewater Expansion** – While construction for upgrading the Utley Creek Water Reclamation Facility (UCWRF) to a treatment capacity of 8 MGD (Million Gallons per Day) is currently underway, the Town Council will soon need to decide on a strategy for future capacity investments beyond 8

MGD to meet the demand from continued population, commercial, and industrial growth. Preliminary options include a partnership with the Towns of Apex and Cary, along with efforts to obtain future, increased state permit capacity at the Town's water reclamation facility. Over the next one to two years, I do not think there will be a more important or complex Town Council decision than this future decision about wastewater treatment. This multi-year effort will require significant engagement with our other local, state, and federal funding partners. Over the next year, I recommend that Town Council begin discussion of possibly hiring a federal lobbyist to increase the Town's strategic efforts to secure large-scale grant support from the federal government (complementing similar lobbying efforts at the state level).

5. **Potential Future Transportation Bond** – Prior, 2018 Transportation Bond projects are essentially complete (Holly Springs Rd. East, Main St. Right Turn Lane, and a third-lane on NC-55 between S. Main St. and Avent Ferry Rd.) with the final bond project – Holly Springs Rd. Central – to be bid in early 2027. Design is underway for Holly Springs Road West, which would complete the four-lane median-divided connection from I-540 to the NC-55 Bypass. However, construction for this project remains unfunded. At the 2026 Annual Retreat, Town Council began exploring the next round of possible transportation investment priorities, and the Town's financial advisor presented on a potential $100 – 150 million of future debt affordability between 2028-2032 – using existing revenue sources. Given the community's stated top priority for transportation investment, I recommend that Town Council discuss if a future Transportation Bond is desired, and if yes, if 2027, 2028, or another year is preferred for a bond referendum vote.

Conclusion

Thank you for the opportunity to present the governing body with a recommendation for the FY27 budget. I believe this budget reflects and advances the vision and goals the Town Council adopted in the Strategic Plan. Furthermore, this budget has been specifically crafted to fit within reasonable means and with prudence in light of shifting economic conditions.

I very much appreciate and value your leadership, discussion, and direction throughout the entire budget development process. Building a budget is a large and complex organization-wide effort, and as always, many team members contributed to this year's recommendation. In particular, I would like to recognize our department directors and staff from Budget, Innovation, and Strategy; Finance; and Human Resources, along with our two Assistant Town Managers.

I look forward to discussing the Recommended Budget further to ensure it meets your expectations and properly reflects the priorities of the Governing Body and the community.

Respectfully submitted,



Randy J. Harrington
Town Manager

Online Resources for the Recommended Budget

For more information and a video detailing the Manager's Recommended Budget for FY2026-27: hollyspringsnc.gov/budget.

Adittional Resources available online:

- Town Manager Budget Presentation (video)
- Manager's Budget Message
- Presentation Slides From the Budget Presentation
- Digital Recommended Budget Book
- Budget Snapshot



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Town of
HOLLY SPRINGS
North Carolina

Strategic Plan



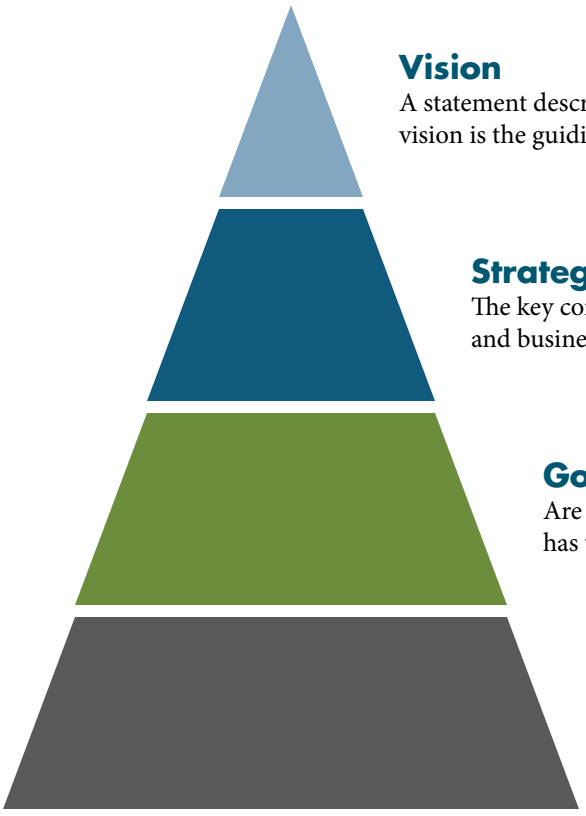
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Strategic Plan
Structure

Creating the Town's Strategic Plan
The Mayor and Town Council annually adopt a Strategic Plan for the Town of Holly Springs. The governing body establishes a vision and strategic priority areas that reflect the chief components of the Town's vision for success. The governing body determines goals for each strategic priority area and staff submit initiatives for how to accomplish those goals. The proposed strategic plan is then adopted by Town Council laying the framework for the Manager's Recommended Budget.

What is a Strategic Plan?
A Strategic Plan is a document that guides the Town as it grows and responds to the evolving needs of residents. This plan provides a blueprint for maintaining and improving the qualities that make Holly Springs a great place to live, work, and play.

What are the components of a Strategic Plan?
There are many different ways to organize a Strategic Plan, and Holly Springs takes best practices from the UNC School of Government and our peer towns and cities to build a plan that reflects the values and needs of our residents, businesses, and staff. Our Strategic Plan is comprised of both long and short-term factors meant to influence, prioritize, and drive how decisions are made.



Vision
A statement describing what the Town aspires to represent and become. Our vision is the guiding principle for the entire Strategic Plan.

Strategic Priority Areas
The key components that impact the residents and businesses in Holly Springs.

Goals
Are long-term aspirational statements. Each Strategic Priority Area has three to five goals that are necessary for success.

Initiatives
Are medium to short-term actions and strategies to accomplish a goal. Each goal has one to seven initiatives in progress.

Vision

Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.

Strategic Priority Areas



Community Safety - Holly Springs is one of the safest communities in North Carolina built on a foundation of trust, respect, and community partnerships.



Growth Management & Economic Vitality - Holly Springs preserves its small-town charm, characteristics, and history through strategic transportation & land-use planning, economic development, and infrastructure management.



Organizational Excellence - Holly Springs is a leader in responsible and responsive government with a high-performing organization that meets the public service needs of its residents.



Vibrant Community - Holly Springs provides a high quality of life with abundant amenities, exceptional customer service, and superior public services.

Community Safety

Holly Springs is one of the safest communities in North Carolina built on a foundation of trust, respect, and community partnerships.

1. Maintain the Town's high level of public safety by applying professional best practices and policies.

- **Initiative 1.1:** Obtain Police Department CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation, recognizing commitment to professional policing and national best practices and standards.
- **Initiative 1.2:** Complete a Fire Department organizational self-assessment and draft a department strategic plan in preparation for seeking accreditation from the Center for Public Safety Excellence.

2. Plan for adequate public infrastructure that promotes a safe community.

- **Initiative 2.1:** Design and construct Fire Station 4.
- **Initiative 2.2:** Design and construct Fire Station 5.

3. Invest in innovative approaches to ensure a safe and welcoming community.

- **Initiative 3.1:** Promote a community-policing philosophy with an emphasis on purposeful policing building on "organic" partnerships, resident and business visibility and engagement, and unique approaches to address community needs and cultivate strong relationships.
- **Initiative 3.2:** Invest in data-driven, geo-based and analytical policing strategies to develop a more technologically advanced approach to crime prevention and investigations.
- **Initiative 3.3:** Develop multi-disciplinary approaches and partnerships to address social, physical and mental health issues with the goal of interrupting recurring cycles and making appropriate referrals to organizations with subject matter expertise.

Growth Management & Economic Vitality

Holly Springs preserves its small-town charm, characteristics, and history through strategic transportation & land-use planning, economic development, and infrastructure management.

1. Enhance, attract, and engage diverse economic development opportunities.

- **Initiative 1.1:** Concentrate business recruitment efforts and site-readiness programs in the target industries of Wake County Economic Development, specifically Life Sciences, Advanced Manufacturing, IT & Technology, Clean Tech & Smart Grid, and Corporate or Divisional headquarters.
- **Initiative 1.2:** Be a development resource to support, sustain, and grow small businesses, start-ups, and entrepreneurs.

2. Create a vibrant downtown center.

- **Initiative 2.1:** Facilitate multi-modal accessibility to the downtown center, with an emphasis on walkability, pedestrian and bicycle safety.
- **Initiative 2.2:** Enhance the public spaces and character of the downtown area through investments in signage, streetscapes, branding, and civic spaces as outlined in the Downtown Area Plan.
- **Initiative 2.3:** Explore partnerships and funding opportunities to advance investments in the downtown such as a public market, additional downtown parking, creating a festival street, and further development of Mims Park.
- **Initiative 2.4:** Advance feasibility analysis and design for a festival street investment on Avent Ferry Rd.

3. Plan, maintain, and invest in sustainable and resilient water, sewer, and stormwater infrastructure.

- **Initiative 3.1:** Develop a coordinated long-range master plan for water, wastewater, reclaimed, and stormwater systems.
- **Initiative 3.2:** Develop a water, sewer, and reclaimed asset management plan to ensure system integrity and identify needed maintenance and investments to handle future growth.
- **Initiative 3.3:** Assess and determine future options for wastewater treatment capacity beyond 8 million gallons per day (MGD).

4. Support land use planning, policies, and partnerships that provide for sustainable and economic growth while balancing small town characteristics.

- **Initiative 4.1:** Create a Housing Affordability Action Plan that identifies the policies, programs, and resources necessary to implement near-term efforts through incentive zoning, expedited approval processes, and land-use / regulatory updates to encourage affordability as well as future policy and program considerations to advance a homeowner rehabilitation program.
- **Initiative 4.2:** Develop streamlined customer engagement processes for simple building or renovation permit requests and specialized customer service approaches to assist non-building industry experts in navigating permitting processes.
- **Initiative 4.3:** Develop policies, procedures, and/or mitigation strategies for management of property nuisance abatement.

5. Advance a balanced approach to multi-modal transportation through plan-driven investments and regional partnerships.

- **Initiative 5.1:** Support an efficient and connected local and regional multi-modal transportation system through engagement with adjacent municipal partners.
- **Initiative 5.2:** Deploy pedestrian safety devices and traffic control measures to enhance pedestrian and bicycle safety.
- **Initiative 5.3:** Develop a network for an innovative and intelligent transportation system with NCDOT to assist in managing traffic congestion.
- **Initiative 5.4:** Complete construction of Holly Springs Rd "Central" widening (Flint Point Lane to Main St).
- **Initiative 5.5:** Complete design of Holly Springs Rd "West" widening (NC-55 Bypass to Main St).
- **Initiative 5.6:** Identify and prioritize future transportation investment areas – beyond the Holly Springs Road corridor – that consider multi-modal approaches to enhance options for mobility across town.

Organizational Excellence

Holly Springs is a leader in responsible and responsive government with a high-performing organization that meets the public service needs of its residents.

1. As an employer of choice, we will retain and recruit a highly skilled workforce.

- **Initiative 1.1:** Invest in employee skills training and leadership development at all levels in the organization.
- **Initiative 1.2:** Provide competitive pay and benefits and fulfilling workplace experiences that attract and retain top talent.
- **Initiative 1.3:** Expand employee diversity and inclusion.

2. Leverage technology and innovative business approaches to improve business efficiencies.

- **Initiative 2.1:** Create and apply data-driven decision-making tools, including performance management and benchmarking, to enhance strategic and daily service delivery management.
- **Initiative 2.2:** Research and pilot Smart Cities initiatives that leverage data and technology to improve operational efficiencies and information sharing with residents.
- **Initiative 2.3:** Pursue professional accreditation of departments (Utilities and Infrastructure, Parks and Recreation, and Public Works).

3. Leverage community engagement opportunities to expand resident connections with their town government and community.

- **Initiative 3.1:** Plan and create a town-wide celebration of the sesquicentennial (150th) anniversary.
- **Initiative 3.2:** Expand sense of place and belonging through celebrations, branding, and unique engagement experiences.
- **Initiative 3.3:** Seek new, creative opportunities for the Governing Body and staff to engage residents, neighborhood organizations, and businesses on community issues; sharing information in transparent, accessible ways.

4. Ensure financial stewardship.

- **Initiative 4.1:** Update and apply financial best management practices such as internal controls, budgetary enhancements, and asset management.
- **Initiative 4.2:** Develop new Town-wide risk management program and reduce the Town's risk exposure and actual risk liability experiences.

5. Establish sustainability and resiliency practices that balance the protection and preservation of historical and environmental assets with fiscal and operational efficiency.

- **Initiative 5.1:** Engage staff and community partners to increase awareness and understanding of sustainability opportunities and practices.
- **Initiative 5.2:** Identify opportunities to transition Town light duty non-public safety vehicles to hybrid or electric, as appropriate.
- **Initiative 5.3:** Reduce Town facility energy consumption by 10% over the next 5 years (by 2028).

Vibrant Community

Holly Springs provides a high quality of life with abundant amenities, exceptional customer service, and superior public services.

1. Develop comprehensive parks and recreation amenity offerings to include a variety of parks, greenways, and recreation facilities.

- **Initiative 1.1:** Prioritize recommended park improvements from the Sugg Farm concept plan and pursue amenity construction.
- **Initiative 1.2:** Advance design and construction of Eagles Landing Park to build the first park in Holly Springs west of Hwy 55.
- **Initiative 1.3:** Construct Utley Creek Phase 2 greenway.
- **Initiative 1.4:** Begin design and construction planning to complete Oak Hall Connector and Middle Creek to Camp Branch Greenway segments to enhance connectivity of the greenway network.
- **Initiative 1.5:** Establish a funding strategy to advance priority park and greenway investments, including opportunities to leverage public-private and regional partnerships.
- **Initiative 1.6:** Conduct a Request for Proposal process to match desired uses for available Town-owned land at the North Main Athletic Complex (NMAC) Park with suitable private development that will further enhance the NMAC Park area as a top destination area.
- **Initiative 1.7:** Enhance development community awareness of NMAC Park area vision plan and identify opportunities to advance other private investment surrounding the athletic complex.

2. Provide a broad offering of cultural and recreational events and programming.

- **Initiative 2.1:** Assess new cultural and recreational program offerings to coincide with the opening of Eagles Landing Park.

3. Cultivate a creative and friendly atmosphere that is welcoming to all cultures and the diversity of our residents and visitors.

- **Initiative 3.1:** Identify innovative and receptive approaches to engage communities that are traditionally underserved.

4. Provide high quality public services and exceptional customer service.

- **Initiative 4.1:** Establish facility management practices and procedures to maximize the life and return on investment for town owned facilities and assets.

Performance Management

The Town of Holly Springs embraces best practices in the management of public services and believes in being good stewards of the taxpayer's resources through performance management. Staff define performance management as a continuous process of using performance data for making management and policy decisions. A few examples of utilizing performance management includes:

- Directing operations
- Planning and budgeting
- Performance reporting
- Program evaluation
- Contract monitoring
- Testing new procedures/equipment
- Benchmarking with peer governments/services

The Town uses different types of performance measures and data throughout the organization to inform decision-making and improve operations. The Town uses business plans with performance measures for core services at the Department and below level to provide program managers the data for day-to-day organizational management, planning, and budgeting.

North Carolina Benchmarking Project & Department Performance Measures

Established in 1995, the North Carolina Benchmarking Project allows municipalities to compare their service and performance trends with other participating units. Benchmarking 2.0, launched in 2022, streamlines data collection and offers opportunities for robust analysis, peer conversations, and best-practice development. The Town of Holly Springs joined the UNC School of Government's North Carolina Benchmarking Project in 2023. For more information on the NC Benchmarking Project see here - benchmarking.sog.unc.edu/

Town departments submit their performance measures for inclusion in the NC Benchmarking dashboard. The dashboard can be used for viewing and comparing Holly Springs performance data with other municipal partners in the program. Holly Springs submits performance measures for the following departments and services:

- Development Services (building inspections)
- Finance / Budget
- Fire
- Human Resources
- Parks and Recreation
- Police / E911
- Public Works (fleet, asphalt maintenance, and solid waste services)
- Utilities & Infrastructure (water and wastewater)

Strategic Measures

The Town's Strategic Plan is divided into four strategic areas of focus:

- Community Safety,
- Growth Management & Economic Vitality,
- Organizational Excellence, and
- Vibrant Community.

Each area includes goals and initiatives whose accomplishment seeks to positively affect the strategic area's outcome. To measure accomplishment towards achieving these outcomes, each focus area has strategic level performance measures. These strategic performance measures are meant to provide a long-term view of the Town's ability to achieve the vision of the Mayor and Town Council.



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Town of
HOLLY SPRINGS
North Carolina

Budget Summary

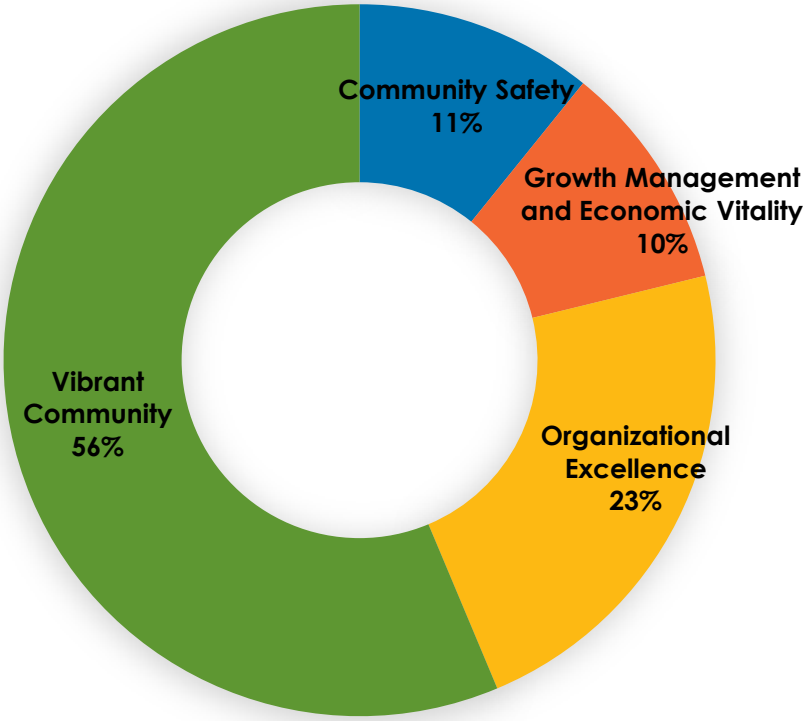


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Budget Summary

General Fund Changes by Strategic Priority Area

General Fund Changes by Strategic Priority Area



Total General Fund Operating Budget Changes	
General Fund Operating Budget Expansions	**$3,715,419**
Fund Balance Investments	$4,343,927
New and Replacement Vehicle Financing	$1,894,000
Holly Springs Hopper Microtransit Grant Funding	$374,595
TOTAL EXPENSE CHANGES	$10,327,941

Operating Budget Changes by Strategic Area	
Community Safety	$1,116,403
Growth Management & Economic Vitality	$1,071,500
Organizational Excellence	$2,322,933
Vibrant Community	$5,817,105
TOTAL EXPENSE CHANGES	$10,327,941

Budget Summary
General Fund Changes by Strategic Priority Area

Community Safety	
Police Department Replacement Vehicles	$504,000
Fire Department Replacement Vehicles	$215,000
Law Enforcement Center (LEC) Facility Enhancements	$155,000
Fire Health & Safety Officer Position and Vehicle	$149,248
Police Department Administrative Assistant Position	$53,155
Law Enforcement Supplies	$40,000
TOTAL EXPENSE CHANGES	$1,116,403

Growth Management & Economic Vitality	
Holly Springs Hopper Microtransit Services (Full Year of Service)	$576,300
Intelligent Transportation System (ITS) Investments	$250,000
Engineering Project Manager Position	$142,137
Development Services Planner Position	$83,264
Development Services Replacement Vehicle	$37,000
Reclassifying Vacant Building Inspector to Permit Technician	$(17,201)
TOTAL EXPENSE CHANGES	$1,071,500

Organizational Excellence	
Employee Pay for Performance Merit Increase (General Fund Portion)	$1,023,697
Health Insurance and Benefits Changes (General Fund Portion)	$353,135
Mandatory Town Contributions to LGERS (Local Government Employees Retirement System)	$255,584
Increases to Town Utilities, Insurance, and Centralized Costs	$209,801
Chief of Staff Position	$162,565
IT Licenses, Subscriptions, and Operating Supplies	$101,800
Human Resources Generalist Position	$79,089
Purchasing Agent Position	$68,435
Accounting Specialist Position	$62,142
IT Staff Position Reclassification	$3,355
Finance Cost Allocation Study Increase	$3,330
TOTAL EXPENSE CHANGES	$2,322,933

Budget Summary

General Fund Changes by Strategic Priority Area

Vibrant Community	
North Main Athletic Complex (NMAC) Renovations and Enhancements	$2,100,000
Facility Maintenance and Repairs Supplemental Investments	$1,000,000
Public Works Replacement Vehicles	$621,000
Cultural Center Renovations in Partnership with Wake County	$458,927
Parks and Recreation Replacement Vehicles	$371,000
Operations Campus Utilities and Operating Expenses	$298,184
(7) New Positions for Eagles Landing Park	$231,584
Facilities Maintenance Planner Position and Vehicle	$108,566
Downtown Enhancements (Downtown Area Implementation)	$100,000
Middle Creek at Sunset Lake Road Pedestrian Safety Crossing Safety	$100,000
Americans with Disabilities Act (ADA) Compliance Investments	$100,000
Town Celebrations for 150th Anniversary	$80,000
Facility Repairs and Preventative Maintenance Program Increase	$50,000
Commercial Trash Disposal and Janitorial Services Increases	$36,655
311 Customer Service Specialist Position (General Fund Portion)	$32,126
New Steet Median Maintenance	$27,000
Bass Lake Part-Time Increase	$26,913
Park Maintenance Part-Time Increase	$22,180
Fleet Maintenance Supplies and Vehicle Services	$20,200
Community Center Senior Programming	$12,850
Event Safety and Support	$11,200
Athletics Part Time Increases	$8,720
TOTAL EXPENSE CHANGES	$5,817,105

Budget Summary
Enterprise Fund Changes

Utility Fund Changes	
Utilities and Infrastructure Replacement Vehicles	$747,000
Water Resources Treatment Chemicals and Supplies for Growth and Cost Increases	$260,800
Employee Pay for Performance Merit Increase (Utility Fund Portion)	$205,950
Water Resources - Replacement of Equipment	$106,740
Bulk Water Purchase from Harnett County	$100,000
UCWRF Pretreatment Supervisor Position	$93,838
Utilities and Infrastructure Employee Overtime and Benefits Increases	$81,000
Replacement and New Water Meter Cost Increase	$80,000
Utilities Budget Analyst Position (Utility Fund Portion)	$64,811
Cityworks Work Order Management System Cloud Migration	$60,000
Water and Sewer Rate and Tier Study	$49,000
Health Insurance and Benefits Changes (Utility Fund Portion)	$48,096
Mandatory Town Contributions to LGERS (Local Government Employees Retirement System)	$41,772
IT Hardware Replacements	$30,000
311 Customer Service Specialist Position (Utility Fund Portion)	$27,645
Utilities and Infrastructure Field Staff Reclassifications for Operational Efficiency	$25,939
IT Infrastructure Maintenance / Equipment Life-Cycle Replacement	$20,000
Employee Safety Equipment and Supplies	$15,800
IT Staff Position Reclassification	$3,355
TOTAL EXPENSE CHANGES	$2,061,746

Stormwater Fund Changes	
Stormwater Infrastructure Repair Projects	$200,000
Stormwater Fund Replacement Vehicle	$55,000
Employee Pay for Performance Merit Increase (Stormwater Fund Portion)	$32,501
Stormwater Part-time Employee Expenses	$23,230
Utilities Budget Analyst Position (Stormwater Fund Portion)	$18,840
Utilities and Infrastructure Employee Overtime and Benefits Increases	$9,689
Mandatory Town Contributions to LGERS (Local Government Employees Retirement System)	$7,790
Health Insurance and Benefits Changes (Stormwater Fund Portion)	$7,592
Engineering Review Increases	$4,000
TOTAL EXPENSE CHANGES	$358,642

Major Revenue Sources

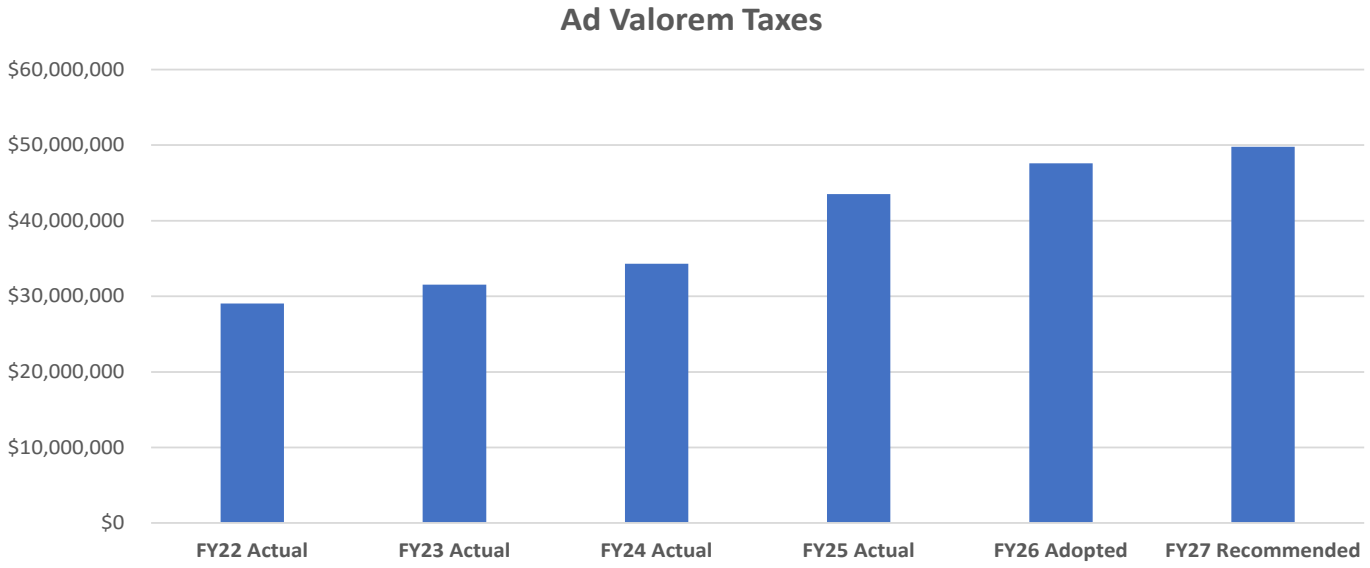
The following information defines the major sources of revenue for the Town of Holly Springs for the fiscal year (FY) 2026-27. The Town's anticipated revenues have been determined using historical financial trends, property tax values from Wake County, and projections provided by the North Carolina League of Municipalities (NCLM).

General Fund Summary

The General Fund Operating Budget for FY2026-27 totals $72,890,399 compared to the FY2025-26 Adopted Budget of $65,131,081. There is a revenue increase of $7,759,318 (11.9%) when compared to the FY2025-26 Adopted Budget. Despite a conservative approach as a result of lingering uncertainty following rising interest rates and international factors, the increase in anticipated revenues is largely attributable to the Town's growing population and economic development successes. On average the Town has maintained a steady 4-7% population growth rate in recent years.

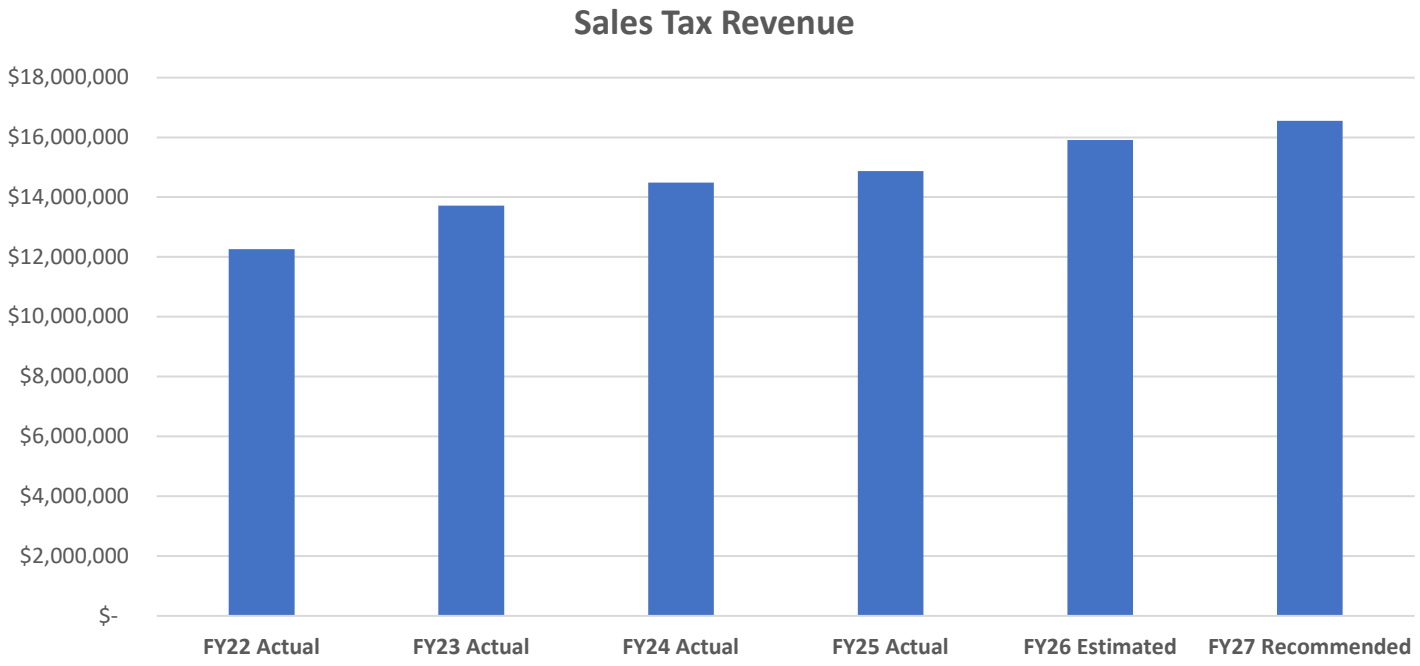
Ad Valorem Taxes: The budget is balanced with a property tax rate of 34.35 cents per $100 valuation. In FY2026-27 the estimated total tax base for Holly Springs is $14.6 billion, a 4.6% increase over the prior year. Assuming a 99.0% budgeted collection rate, the Town anticipates $49.8 million in property tax revenue.

Ad Valorem represents 43.1% of the General Fund operating budget revenue. Holly Springs allocates approximately 63.14% (21.69 cents per $100 valuation) of Ad Valorem to the General Fund and approximately 36.86% (12.66 cents per $100 valuation) is dedicated to debt service and community investments. This distribution results in $31.5 million in current year Ad Valorem for the General Fund and $18.3 million for General Fund Debt Service. One cent on the Town's tax rate produces approximately $1.46 million in revenue.



Sales Taxes: Sales taxes levied by Wake County comprise 2.50% of the total 7.25% sales tax paid on retail sales in North Carolina. The State of North Carolina collects and distributes a $.01 tax on retail sales on a point of sale basis. Local governments also are eligible to receive three ½ cent taxes based on either a per capita (population) or an Ad Valorem (property value) basis. The Town's distributions are calculated using the per capita distribution formula.

Local option sales taxes are the second largest General Fund revenue source and represent $16.5 million or approximately 22.7% of General Fund operating revenues for FY2026-27. During the post-COVID high-inflation period, sales tax revenue nearly doubled in just four years. This trend began to slow in FY23, reaching a low of 3% growth in FY25. Today, in FY26, sales tax revenue shows signs of an upward correction with collections projected to be up by more than 7% compared to last year. When forecasting sales tax revenues, prudent fiscal restraint is advisable given the possibility of unforeseen global market conditions. However, data indicate a potential return to more typical pre-COVID growth rates in the 4 – 8% range annually.



State Utilities Sales Distributions: The State levies a tax on utility companies (electricity and natural gas) based on either gross receipts or usage. The state shares a portion of these taxes with local governments based on usage within their jurisdiction. The State also levies a tax on telecommunications gross receipts and then distributes a portion of these taxes per capita to each municipality. The FY2026-27 budget anticipates $3,280,000 in revenue, which is a small increase to the FY2025-26 projection of $3.1 million in anticipated revenue. This represents a little more than 4.5% of General Fund revenue.

Permits & Fees: The Town charges fees for providing construction permits, plan reviews, and inspection services to applicants in accordance with North Carolina General Statute 160 A-414. In addition, the Town charges fees for commercial site, street sign inspections, re-inspections, and other permits and fees associated with development. In FY2026-27, $2,796,500 is anticipated in permits and fees revenues or approximately 3.8% of all General Fund revenue.

Parks & Recreation Fees: These revenues are fees collected from participants in Town Parks and Recreation activities such as classes, camps athletics, workshops, and event programs. The FY2026-27 budget anticipates $2,673,750 in Parks & Recreation revenues, which is 3.7% of General Fund revenue.

Environmental Fees: The Town collects a monthly fee associated with refuse collection, recycling, and yard waste per user. In the FY2026-27 budget the cumulative per user fee is $21.88 per month, a $0.69 increase from last year. The FY2026-27 budget includes $4,590,596 in anticipated environmental fees, which is approximately 6.3% of General Fund revenue.

Fund Balance: On June 4, 2019, the Town adopted a new fiscal policy with a targeted unassigned fund balance between 20-25% of General Fund expenditures with a minimum of 20%. The Town continues to meet or exceed its current target goal of a 20% minimum General Fund unassigned fund balance.

Powell Bill Street Allocation: Since 2015, the amount of this distribution no longer represents a portion of the motor fuel taxes collected. The current law states that Powell Bill revenues will be determined by an appropriation of funds by the General Assembly. There is no set formula that determines the total amount of Powell Bill funds received each year. Of the funds available each year, 25% is distributed to cities based on local street miles, and 75% based on population. The use of these funds is restricted to maintaining, repairing, constructing, reconstructing or widening any public street or thoroughfare within the Town limits. Bridges, drainage, curb and gutter and other necessary appurtenances are also approved uses of these funds, but legislation passed in 2015 specifies that the funds should be primarily for resurfacing streets. In FY2020-21 a separate Powell Bill Fund was established outside of the General Fund. In FY2026-27 the Town anticipates receiving $1,577,260 in Powell Bill funding.

Enterprise Funds Summary

The Town operates two enterprise funds: a water and sewer utility fund and a stormwater program management fund.

Water/Sewer Utility Fund: The Utility Fund is comprised of $36,893,484 in operating revenue related to water & sewer bills, fees, and other revenue sources. The FY2026-27 Recommended Budget implements adjusted water and sewer rates to invest in necessary infrastructure improvements to supply a growing town. The typical residential customer (estimated at 4,000 gal/month) will have a water and sewer bill increase of $11.89 per month for a total projected water and sewer bill of $111.30/month.

Stormwater Management Program Fund: The Town's Stormwater Management Program safeguards local waterways and works to reduce flooding to protect infrastructure, such as roadways, water and sewer lines, and properties. Over the next five years (FY27-FY31), the Town plans to invest over $2.5 million to reduce flood risk, manage erosion, and enhance environmental protection of Town waterways. This year's recommendation includes adjusting the Stormwater fee from $5.20/month for residential properties to $6.50/month to fund these critical environmental infrastructure investments. The Stormwater Fund is comprised of $2,429,806 in operating revenue related to user, and development fees.

Community Nonprofit Grant Program

The Town of Holly Springs sets aside $20,000 each budget year to assist local non-profit groups through a grant program. Eligible organizations may apply for up to $2,500 once a year. Applicants may receive all, partial, or no funding. Grants must be used for a public purpose and serve the residents of Holly Springs.

Applications for the grants open in January of each year and close in March. The applications are reviewed and scored by the Town staff Grants Committee. Then applications are forwarded to the Council Grants Committee. The Council Grants Committee meets to evaluate applications and Council's Grants Committee makes a recommendation to the full Council, who votes on appropriations. Below is a list of the grants awarded during FY26.

Community Nonprofit Grant Program FY 2025-2026	
Annual Recipient Organizations	Grant Amount Awarded
Neighbor Up	$2,000
Diaper Train	$1,500
Toward Zero Waste	$1,500
Arts Holly Springs	$1,500
For Girls Like Quaneisha	$1,000
Holly Springs Community Band	$1,000
Holly Strings Youth Orchestra	$1,000
Kraft YMCA	$1,000
Pride of Holly Springs	$1,000
Center for Volunteer Caregiving	$750
InterAct	$750
White Oak Foundation	$750
BeSHE Inc	$500
Citivans	$500
Felton Grove Band Boosters	$500
Hawktimus Prime	$500
Holly Springs Elementary PTA	$500
HSHS PTSA	$500
InterFaith Hospitality	$500
KIRAN	$500
Mbolden Ministry	$500
Military Missions in Action	$500
MLK Committee	$500
Nepal Center of NC	$500
The Sword Conservatory	$250
TOTAL	$20,000

Strategic Partners Nonprofit Grant Program

Town Council identifies long-standing grant recipients that demonstrate significant contributions to the Holly Springs community as strategic partners. Strategic partners receive non-profit grants directly through the Town's annual budget process and are not required to apply through the community grant process. In FY25-26 the following strategic partners are appropriated funds:



8th Cohort of Launch Holly Springs Graduating Class



Employees collecting donations for the Holly Springs Food Cupboard

Strategic Partners Nonprofit Grant Program FY 2025-2026	
Strategic Partners	Grant Amount Awarded
Holly Springs Food Cupboard	$5,000
Launch Holly Springs	$5,000*
TOTAL	$10,000

*Plus a $1:$1 match for an additional $5,000, for a potential $10,000 total

Economic Development

Over the past few decades, Holly Springs has experienced significant growth and a reputation as one of the best places to raise a family in the country. Despite a growing commercial industry, the Town historically maintained an 80% residential / 20% commercial split due to the even stronger residential growth. The Town's reputation as a safe community and access to high quality public schools, meant Holly Springs was a popular family destination for commuters to downtown Raleigh and the Research Triangle Park. With growth comes an increase demand for services. To ease the burden of growth on residents, the Mayor and Town Council established a strategic initiative in the Town's Strategic Plan to achieve a 70% residential / 30% commercial property tax base.

Over the last few years, the Mayor and Council have made strategic decisions to guide the Town's growth to obtaining a 30% commercial tax base. In FY26 the Town of Holly Springs met the commercial tax base goal of 30% commercial tax base. The negotiation of economic incentive packages have been a strategic advantage to land major commercial investments, particularly centered on the life sciences industry. Some examples of the strategies utilized by the Town includes:

Business Investment Grant (BIG)

An agreement to reimburse a business a percentage of their property tax bill over a set period of time based upon the amount of valuation exceeding an agreed upon base value.

Synthetic Tax Incrament Grant (STIG)

An agreement for a developer to provide infrastructure improvements as part of a development project, with the Town providing an agreed upon reimbursement paid over a pre-determined number of years based on the increased property tax valuation to a defined area/ parcel.

Intergovernmental Partners: the Town of Holly Springs has worked hard to build relationships at the county and state level to provide benefit packages that incent national and international businesses to select Holly Springs as their development site.



Photo overlooking the Holly Springs Business Park

Budget Summary

Economic Development - BIG Agreements

Business Investment Grant (BIG)

An agreement to reimburse a business a percentage of their property tax bill over a set period of time based upon the amount of valuation exceeding an agreed upon base value.

Fujifilm Diosynth Biotechnologies - BIG Agreement Phase I					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 70% of the property valuation over a base value of $1.5B beginning by no later than FY26 for a period of 8 years. Additionally the business must create 653 jobs by FY28.				
	FY27	FY28	FY29	FY30	FY31
Estimated Property Tax Revenue	$5,152,500	$6,183,000	$6,183,000	$6,183,000	$6,183,000
Estimated BIG Reimbursement	$-	$721,350	$721,350	$721,350	$721,350
Net Town Revenue*	$5,152,500	$5,461,650	$5,461,650	$5,461,650	$5,461,650

*Town portion of net revenue will go towards repayment of initial land purchase as part of the economic development agreement.

Fujifilm Diosynth Biotechnologies - BIG Agreement Phase II					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of property tax associated with phase 2, commencing after the collection of $20M in property tax by the Town. Reimbursement takes places over 6 years with a max amount of $20,236,800.				
	FY27	FY28	FY29	FY30	FY31
Estimated Property Tax Revenue	$-	$4,122,000	$4,122,000	$4,122,000	$4,122,000
Estimated BIG Reimbursement	$-	$-	$-	$-	$-
Net Town Revenue*	$-	$4,122,000	$4,122,000	$4,122,000	$4,122,000

*Town portion of net revenue will go towards repayment of initial land purchase as part of the economic development agreement.

Amgen - BIG Agreement Phase I					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of the property valuation over a base value of the property's FY21-22 valuation beginning by no later than FY26 for a period of 8 years with a maximum reimbursement cap of $9.5M. Additionally the business must create 355 jobs.				
	FY27	FY28	FY29	FY30	FY31
Estimated Property Tax Revenue	$1,704,306	$1,901,273	$1,901,273	$1,901,273	$1,901,273
Estimated BIG Reimbursement	$843,661	$942,145	$942,145	$942,145	$942,145
Net Town Revenue	$860,645	$959,128	$959,128	$959,128	$959,128

Amgen - BIG Agreement Phase II					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of property tax associated with phase 2. Reimbursement takes places over 6 years with a max amount of $11,490,490.				
	FY27	FY28	FY29	FY30	FY31
Estimated Property Tax Revenue	$690,435	$1,779,330	$2,919,750	$3,465,915	$3,496,830
Estimated BIG Reimbursement	$345,218	$889,665	$1,459,875	$1,732,958	$1,748,415
Net Town Revenue	$345,218	$889,665	$1,459,875	$1,732,958	$1,748,415

Synthetic Tax Incrament Grant (STIG)

An agreement for a developer to provide infrastructure improvements as part of a development project, with the Town providing an agreed upon reimbursement paid over a pre-determined number of years based on the increased property tax valuation to a defined area/parcel.

Village Gate - STIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of infrastructure improvements over a 7 year period beginning in the tax year following the completed construction of the Solaris Building and other required infrastructure. Reimbursements will be capped at $585,349.				
	FY27	FY28	FY29	FY30	FY31
Estimated Property Tax Revenue	$135,897	$135,897	$135,897	$135,897	$135,897
Estimated BIG Reimbursement	$100,795	$100,795	$50,398	$50,398	$50,398
Net Town Revenue	$35,102	$35,102	$85,499	$85,499	$85,499



Photo near Village Gate at the intersection of Ralph Stephens Rd and Avent Ferry Rd

Budget Summary

Budget Overview - All Funds Revenues

Revenues & Sources	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
General Fund				
Ad valorem Taxes	$24,017,666	$28,138,301	$30,071,189	$31,450,502
Sales Tax	$14,491,894	$14,872,621	$14,712,051	$16,548,640
Other Taxes and Licenses	$4,000,100	$4,257,484	$4,388,850	$4,747,583
Environmental Fees	$4,360,310	$4,080,498	$4,350,034	$4,590,596
Appropriated Fund Balance	$0	$0	$2,181,901	$4,343,927
Permits and Fees	$2,326,132	$1,935,565	$2,388,500	$2,796,500
Parks and Recreation Fees	$2,604,616	$2,654,786	$2,550,800	$2,673,750
Other Financing Sources	$5,633,181	$3,886,165	$2,538,103	$2,264,702
Public Safety Revenues	$1,454,701	$1,766,761	$1,950,144	$1,845,745
Miscellaneous Revenues	$1,973,192	$1,783,026	$1,165,031	$1,227,859
Intergovernmental	$150,597	$153,081	$138,050	$400,595
GENERAL FUND SUB-TOTAL	$61,012,389	$63,528,287	$66,434,653	$72,890,399
Utility Fund				
Water Sales	$13,124,304	$13,018,110	$15,688,023	$18,902,088
Sewer Charges	$9,713,680	$11,747,955	$13,767,962	$16,130,816
Other Financing Sources	$1,325,000	$579,306	$580,500	$747,000
Other Operating Revenues	$874,322	$617,390	$797,500	$732,580
Miscellaneous Revenues	$298,038	$522,001	$271,000	$281,000
Permits and Fees	$67,101	$71,235	$31,000	$100,000
Appropriated Fund Balance	$0	$0	$276,004	$0
UTILITY FUND SUB-TOTAL	$25,402,445	$26,555,997	$31,411,989	$36,893,484
Stormwater Fund				
Environmental Fees	$1,480,938	$1,519,712	$1,661,737	$2,139,806
Permits and Fees	$191,644	$162,457	$200,000	$220,000
Miscellaneous Revenues	$129,373	$134,534	$70,000	$70,000
Appropriated Fund Balance	$0	$0	$38,847	$0
Other Financing Sources	$0	$0	$0	$0
STORMWATER FUND SUB-TOTAL	$1,801,954	$1,816,702	$1,970,584	$2,429,806
Other Funds				
Powell Bill Revenue	$1,424,125	$1,628,833	$3,878,853	$1,577,260
Emergency Telephone System Fund	$10,110	$409,196	$306,361	$246,216
OTHER MINOR FUNDS SUB-TOTAL	$1,434,235	$2,038,028	$4,185,214	$1,823,476
Debt Service Funds				
General Debt Service Revenues	$11,209,998	$17,097,804	$17,713,816	$18,517,724
Utility Debt Service Revenues	$4,063,495	$9,946,854	$7,980,842	$17,071,438
DEBT SERVICE FUNDS SUB-TOTAL	$15,273,493	$27,044,658	$25,694,658	$35,589,162
TOTAL REVENUES & SOURCES	**$104,924,517**	**$120,983,673**	**$129,697,098**	**$149,626,327**

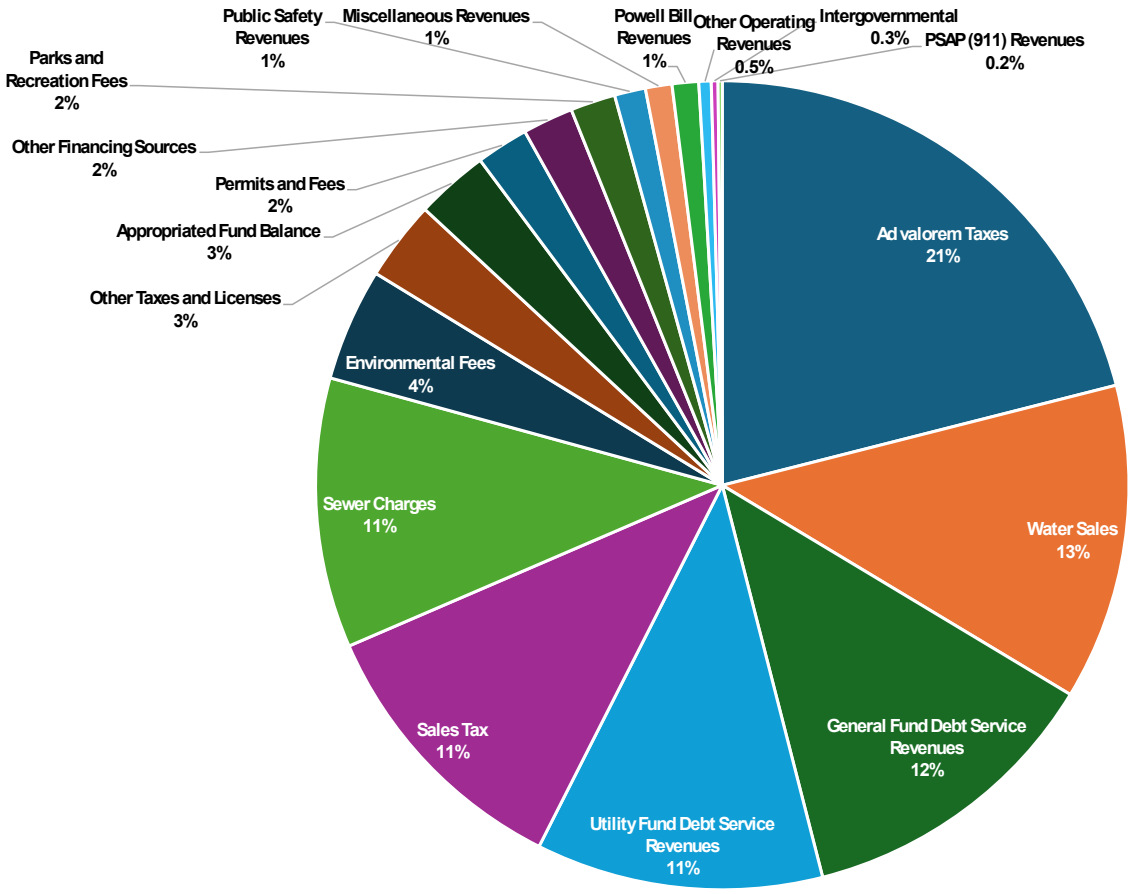
Budget Summary

Budget Overview - All Funds Expenditures & Uses

Expenditures & Uses	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
General Fund				
Salaries and Benefits	$33,250,007	$38,674,883	$43,821,437	$47,268,226
Operating Expenditures	$14,783,158	$14,935,479	$17,733,798	$19,058,741
Non-Departmental / Transfers	$3,908,941	$4,730,450	$2,036,710	$4,669,432
Capital Outlay	$2,442,828	$3,638,892	$2,842,708	$1,894,000
EXPENSES TOTAL	$54,384,935	$61,979,704	$66,434,653	$72,890,399
Utility Fund				
Transfers Out	$3,078,279	$6,584,485	$8,423,233	$12,850,060
Operating Expenditures	$10,334,664	$10,320,676	$12,145,754	$12,720,792
Salaries and Benefits	$7,603,321	$7,956,230	$9,967,980	$10,575,632
Capital Outlay	$957,701	$679,193	$875,022	$747,000
UTILITY FUND SUB-TOTAL	$21,973,966	$25,540,584	$31,411,989	$36,893,484
Stormwater Fund				
Salaries and Benefits	$1,303,591	$1,392,649	$1,630,187	$1,641,503
Transfers Out	$0	$4,000	$0	$426,553
Operating Expenditures	$278,708	$259,676	$340,397	$306,750
Capital Outlay	$556,269	$45,966	$0	$55,000
STORMWATER FUND SUB-TOTAL	$2,138,568	$1,702,291	$1,970,584	$2,429,806
Other Minor Funds				
Powell Bill Fund	$1,464,735	$221,572	$3,878,853	$1,577,260
Emergency Telephone System (911) Fund	$580,552	$519,497	$306,361	$246,216
OTHER MINOR FUNDS SUB-TOTAL	$2,045,287	$741,069	$4,185,214	$1,823,476
Debt Service Funds				
General Fund Debt Service	$9,537,045	$9,356,051	$17,713,816	$18,517,724
Utility Fund Debt Service	$3,963,544	$6,879,050	$7,980,842	$17,071,438
DEBT SERVICE FUNDS SUB-TOTAL	$13,500,589	$16,235,102	$25,694,658	$35,589,162
TOTAL EXPENSES & USES	**$94,043,344**	**$106,198,750**	**$129,697,098**	**$149,626,327**

Budget Summary

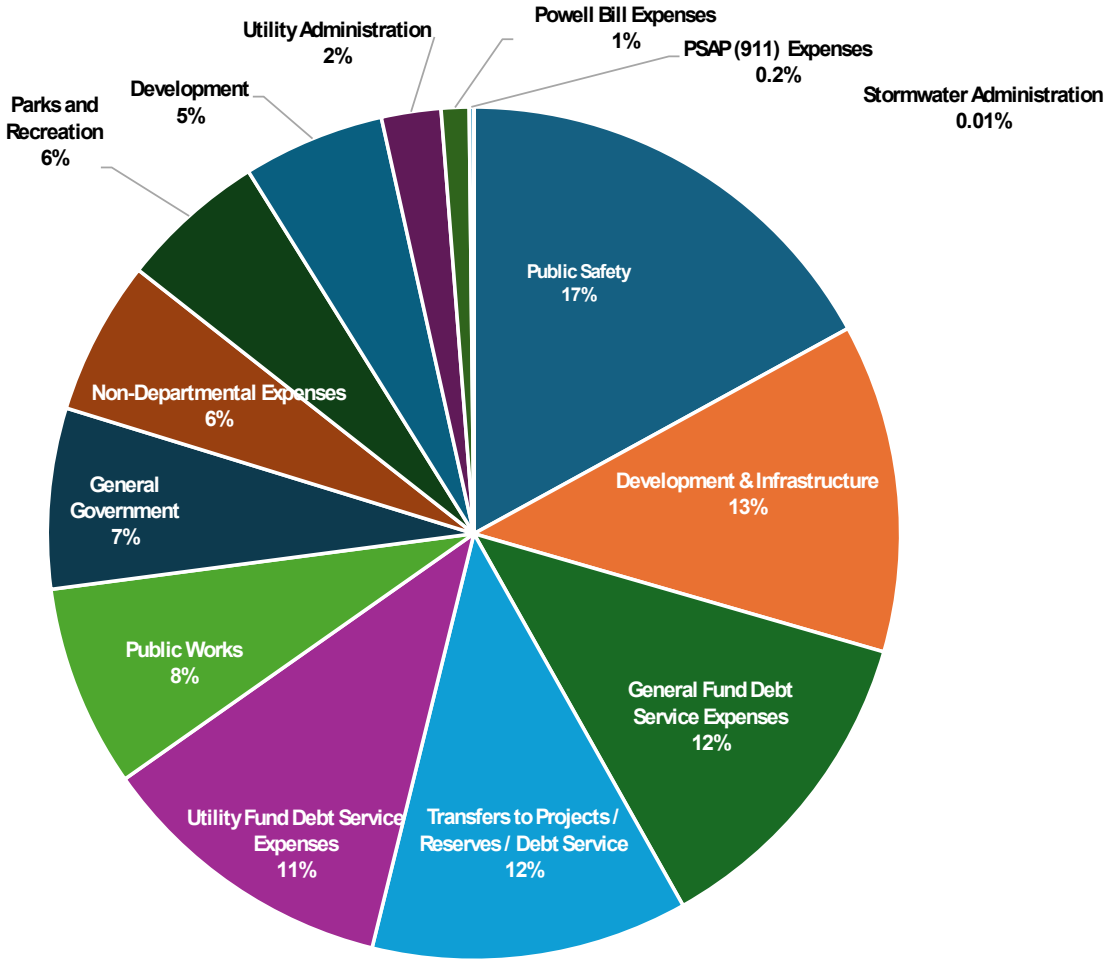
Revenues & Sources - All Operating Funds



Revenues & Sources - All Funds	FY27 Recommended
Ad valorem Taxes	$31,450,502
Water Sales	$18,902,088
General Fund Debt Service Revenues	$18,517,724
Utility Fund Debt Service Revenues	$17,071,438
Sales Tax	$16,548,640
Sewer Charges	$16,130,816
Environmental Fees	$6,730,402
Other Taxes and Licenses	$4,747,583
Appropriated Fund Balance	$4,343,927
Permits and Fees	$3,116,500
Other Financing Sources	$3,011,702
Parks and Recreation Fees	$2,673,750
Public Safety Revenues	$1,845,745
Miscellaneous Revenues	$1,578,859
Powell Bill Revenues	$1,577,260
Other Operating Revenues	$732,580
Intergovernmental	$400,595
PSAP (911) Revenues	$246,216
TOTAL REVENUES & SOURCES	$149,626,327

Budget Summary

Expenditures & Uses - All Operating Funds

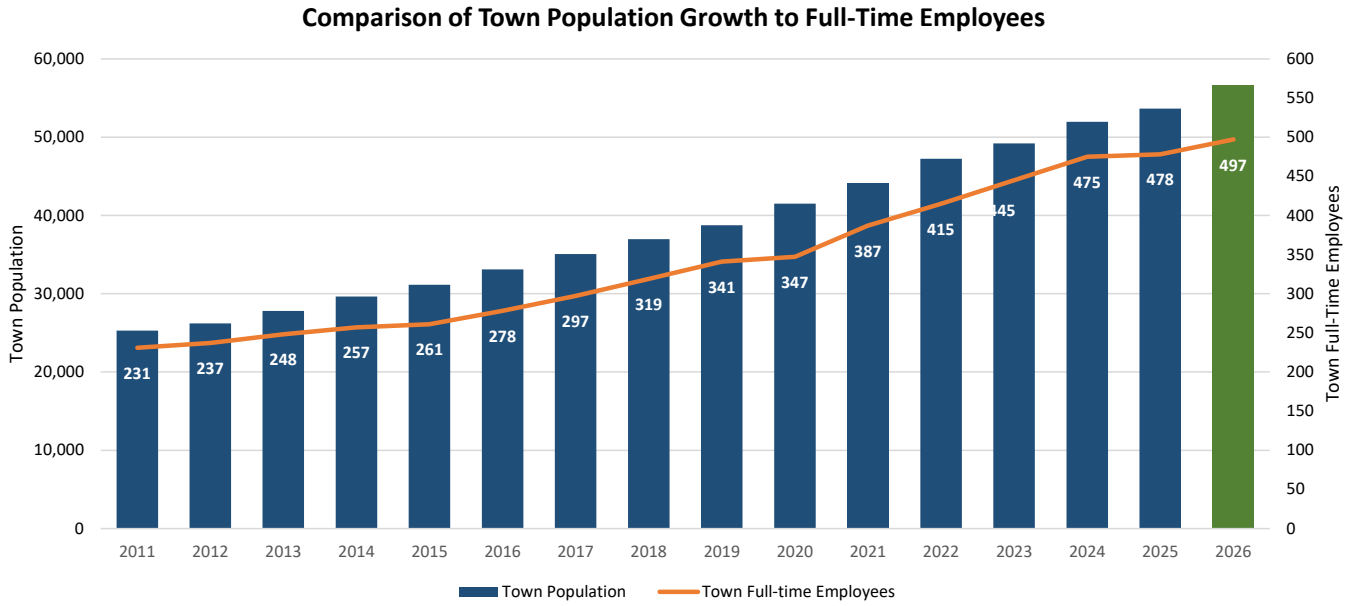


Expenditures & Uses - All Funds	FY27 Reccommended
Public Safety	$25,456,256
Development & Infrastructure	$18,637,402
General Fund Debt Service Expenses	$18,517,724
Transfers to Projects / Reserves / Debt Service	$17,946,045
Utility Fund Debt Service Expenses	$17,071,438
Public Works	$11,473,681
General Government	$10,235,120
Non-Departmental Expenses	$8,744,980
Parks and Recreation	$8,282,502
Development	$8,043,934
Utility Administration	$3,374,929
Powell Bill Expenses	$1,577,260
PSAP (911) Expenses	$246,216
Stormwater Administration	$18,840
TOTAL EXPENDITURES & USES	$149,626,327

Budget Summary

Position Summary

	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Actual	FY27 Recommended
Authorized Full-Time Positions By Department/Office					
Police	93	99	107	107	108
Fire & Rescue	71	73	85	85	86
Utilities & Infrastructure	66	72	75	76	78
Development Services	49	55	56	54	55
Public Works	41	46	48	49	51
Parks & Recreation	39	42	43	44	51
Finance	19	19	19	20	21
Information Technology	10	11	13	14	15
Human Resources	4	4	6	6	7
Town Manager's Office	4	4	3	3	4
Budget, Strategy, and Innovation	4	4	4	3	3
Office of Customer Care	4	4	4	4	5
Communications & Marketing	4	4	4	5	5
Town Attorney	3	3	3	3	3
Economic Development	2	3	3	3	3
Town Clerk	2	2	2	2	2
TOTAL AUTHORIZED POSITIONS	415	445	475	478	497



*2026 Population Data is Projected with Manager's FY2026-27 Recommended Number of Positions.

Fund & Budget Unit Structure

Below outlines the organizational structure the Town uses to account for (including accounting numbers) revenues and expenditures of Town operations. Revenues are accounted at the fund level. Expenditures are accounted at the budget unit level (e.g. Finance).

Governmental Fund

Fund 10 – General Fund

Central Services – 410
Communications and Marketing – 411
Administration – 412
- Office of Customer Care - 10
- Town Manager – 11
- Human Resources – 12
- Town Attorney – 13
- Town Clerk – 14
- Office of Budget, Strategy, and Innovation - 15

Finance – 413
Information Technology – 414
- Fiber Optic – 50

Economic Development– 416
Police – 418
- Law Enforcement – 18
- Telecommunications – 19

Fire and Rescue – 420
Public Works – 422
- Fleet Maintenance – 21
- Streets – 22
- Solid Waste– 24
- Public Facilities Maintenance – 30

Parks and Recreation – 425
- Cultural Center – 25
- Park and Field Maintenance– 26
- Community Center/Programs – 27
- Bass Lake – 28
- Athletics – 29
- North Main Athletic Center – 31
- Administration– 39
- Eagles Landing Park - 43

Utilities & Infrastructure – 450
- Business Asset Management – 005
- Infrastructure – 010
- Transportation - 011

Development Services – 460
- Customer Service & Compliance – 015
- Land Development – 020
- Building Safety & Inspections – 025

Special Revenue Funds

Fund 15 – Powell Bill
Fund 26 – Emergency Telephone System
- Police Department 911 System – 418-16

Capital Reserve Funds*

Fund 21 – Parks and Recreation Reserves
Fund 22 – Street Reserves
Fund 27 – Stormwater Reserves
Fund 70 - Utility Capital Reserves
Fund 71 – System Development Fee-CRF*

Enterprise Funds

Fund 30 – Utility Fund

Central Services – 410
Administration – 412
- Office of Customer Care - 10
- Town Manager – 11
- Office of Budget, Innovation and Strategy - 15

Finance – 413
- Utility Billing – 32
- Water Meters – 42

Information Technology – 414
Public Works – 422
- Fleet Maintenance – 422-21

Utilities & Infrastructure – 450
- Business Asset Management - 005
- Water Resource Administration – 030
- Waste Water Treatment Plant – 035
- Compliance/Lab – 040
- Distributions & Water Storage – 045
- Collections – 050
- Pump Stations – 055
- Utility Engineering - 060

Development Services – 460
- Customer Service & Compliance – 015
- Land Development – 020

Fund 31 – Stormwater Fund

Central Services – 410
Administration – 412
- Office of Budget, Innovation, and Strategy - 15

Utilities & Infrastructure – 450
- Stormwater Environmental - 065
- Stormwater Utility Operations - 070

Development Services - 460

Capital Project Funds*

Fund 11 – PayGo
Fund 35 – Grants & Special Revenue
Fund 42 - Business Park Development
Fund 43 – Water Projects
Fund 44 – Stormwater Projects
Fund 45 – Sewer Projects
Fund 46 - Town Building Projects
Fund 48 – Street and Sidewalk Projects
Fund 49 – Parks and Recreation Projects
Fund 75 - Utility Fund PAYGO

Debt Service Funds

Fund 60 – General Fund Debt Service
Fund 61 – Utility Fund Debt Service

**Indicates not annually appropriated*

Town of
HOLLY SPRINGS
North Carolina

General Fund



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General Fund
Introduction and Financial History

General Fund Introduction

The General Fund accounts for all revenues and expenditures that are not legally, or by financial best practices, required to be accounted for in another type of special purpose or business-type fund. The General Fund includes services that are generally not run as a business enterprise and typically rely on tax dollars as their primary or sole source of revenue. The General Fund is comprised of the core administrative and operational functions of the Town to include public safety (e.g. Police and Fire), Parks and Recreation, Public Works, development functions, and General Government departments.

General Fund Financial History

REVENUES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Rec.
Ad valorem Taxes	$20,644,471	$22,410,442	$24,017,666	$28,138,301	$30,071,189	$31,450,502
Sales Tax	$12,261,390	$13,711,816	$14,491,894	$14,872,621	$14,712,051	$16,548,640
Other Taxes and Licenses	$3,423,404	$3,667,641	$4,000,100	$4,257,484	$4,388,850	$4,747,583
Enviromental Fees	$3,306,669	$3,589,222	$4,360,310	$4,080,498	$4,350,034	$4,590,596
Appropriated Fund Balance	$0	$0	$0	$0	$2,181,901	$4,343,927
Permits and Fees	$2,601,694	$2,723,138	$2,326,132	$1,935,565	$2,388,500	$2,796,500
Parks and Recreation Fees	$1,969,446	$2,587,558	$2,604,616	$2,654,786	$2,550,800	$2,673,750
Other Financing Sources	$2,736,750	$4,113,201	$5,633,181	$3,886,165	$2,538,103	$2,264,702
Public Safety Revenues	$915,413	$1,043,940	$1,454,701	$1,766,761	$1,950,144	$1,845,745
Miscellaneous Revenues	$629,159	$1,430,492	$1,973,192	$1,783,026	$1,165,031	$1,227,859
Intergovernmental	$101,267	$122,698	$150,597	$153,081	$138,050	$400,595
TOTAL REVENUES	$48,589,662	$55,400,149	$61,012,389	$63,528,287	$66,434,653	$72,890,399

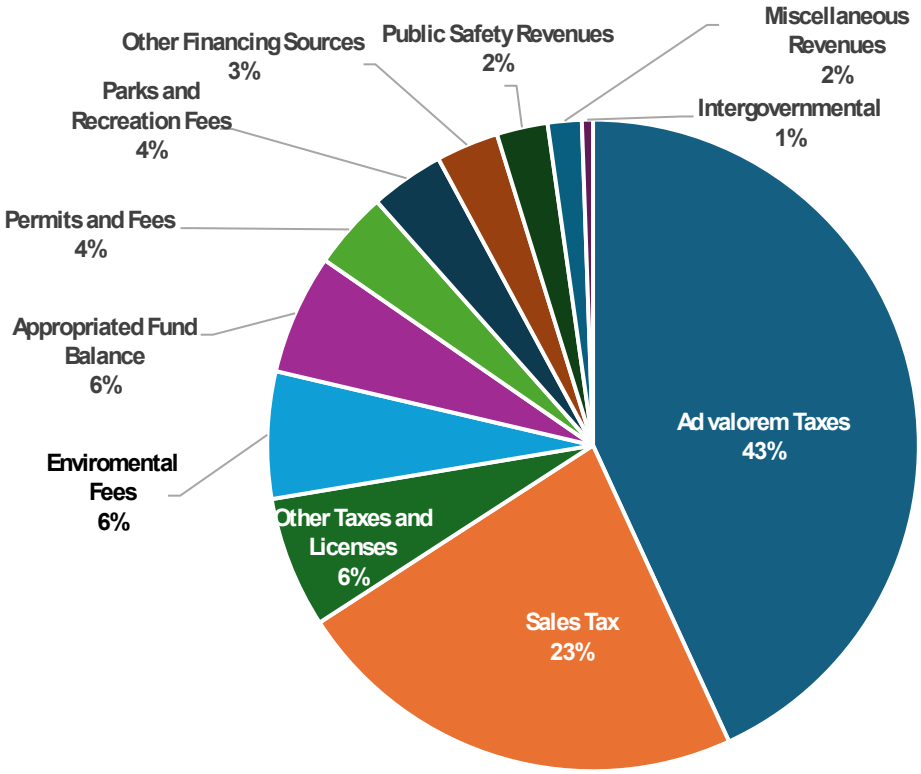
EXPENDITURES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Rec.
Public Safety	$15,444,872	$17,009,019	$17,820,221	$24,301,557	$25,088,710	$25,456,256
Public Works	$7,362,056	$8,523,280	$9,676,492	$8,823,893	$11,161,581	$11,326,081
General Government	$5,000,674	$14,440,174	$7,732,512	$8,167,344	$9,120,498	$10,235,120
Parks and Recreation	$5,101,948	$6,224,916	$6,264,703	$6,822,304	$7,489,692	$8,282,502
Development	$3,757,346	$4,378,309	$5,314,989	$5,367,592	$7,250,120	$8,043,934
Non-Departmental Expenses	$2,185,399	$2,613,085	$3,667,076	$3,820,503	$4,287,342	$4,877,074
Transfers to Projects / Reserves / Debt Service	$7,441,788	$3,665,744	$3,908,941	$4,676,511	$2,036,710	$4,669,432
TOTAL EXPENDITURES	$46,294,084	$56,854,527	$54,384,935	$61,979,704	$66,434,653	$72,890,399

TOTAL REVENUES	$48,589,662	$55,400,149	$61,012,389	$63,528,287	$66,434,653	$72,890,399
TOTAL EXPENDITURES	$46,294,084	$56,854,527	$54,384,935	$61,979,704	$66,434,653	$72,890,399
NET FUND SAVINGS/(DEFICIT)	$2,295,578	($1,454,378)	$6,627,454	$1,548,583	$0	$0

General Fund

FY2026-27 Summary by Function

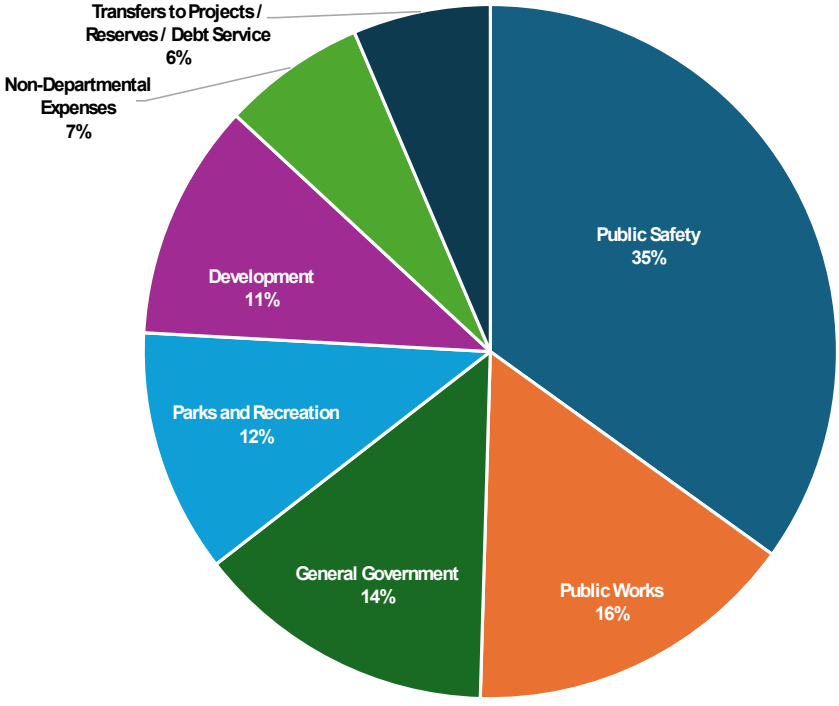
Revenues



REVENUES:	%	FY27
Ad valorem Taxes	43%	$31,450,502
Sales Tax	23%	$16,548,640
Other Taxes and Licenses	6%	$4,747,583
Enviromental Fees	6%	$4,590,596
Appropriated Fund Balance	6%	$4,343,927
Permits and Fees	4%	$2,796,500
Parks and Recreation Fees	4%	$2,673,750
Other Financing Sources	3%	$2,264,702
Public Safety Revenues	2%	$1,845,745
Miscellaneous Revenues	2%	$1,227,859
Intergovernmental	1%	$400,595
TOTAL REVENUES	100%	$72,890,399

Expenditures

EXPENDITURES:	%	FY27
Public Safety	35%	$25,456,256
Public Works	16%	$11,326,081
General Government	14%	$10,235,120
Parks and Recreation	12%	$8,282,502
Development	11%	$8,043,934
Non-Departmental Expenses	7%	$4,877,074
Transfers to Projects / Reserves / Debt Service	6%	$4,669,432
TOTAL EXPENDITURES	100%	$72,890,399



General Fund
Communications & Marketing Department

Mission Statement
The Communications & Marketing Department acts as an information superhighway that connects the Town of Holly Springs with residents, businesses, and the media. The department acts as an internal marketing agency and communications engine for all Town departments to best inform and educate the public about their local government.

Major Services Provided
- Conducts extensive strategic planning to ensure that Town Council approved projects and initiatives are rolled out to the public in easy to understand and compelling formats
- Disseminates information accurately and effectively to the public and media during crisis situations
- Creates impactful marketing materials and ensures the Holly Springs brand is used effectively
- Manages the Town website, which receives more than 4 million page views per year
- Utilizes multiple communications tools to give the public a variety of ways to get information, including monthly print newsletter, bimonthly digital newsletter, e-mail and text message communications, and more
- Develops engaging videos and social media content to tell the story of how Town services impact the community and why they are important

Communications and Marketing Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$380,045	$436,544	$431,438	$569,012	$636,860
Operating Expenditures	$110,469	$124,489	$88,277	$271,468	$200,468
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$490,514	$561,032	$519,716	$840,480	$837,328

Budget Changes
- Town Celebrations for 150th Anniversary ($80,000)

Mission Statement

Execute the policies and priorities of Town Council and manage the day-to-day service delivery.

Major Services Provided

- Ensuring that all local, state, and federal laws and regulations are met
- Ensuring that all operations and projects are operational, efficient and sustainable
- Implementing philosophies and policy decisions of the council
- Managing the performance of all Town departments
- Providing for economic and downtown development

Town Manager's Office Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$606,544	$710,110	$740,302	$687,356	$893,507
Operating Expenditures	$76,002	$59,990	$165,092	$263,755	$277,172
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$682,547	$770,100	$905,394	$951,111	$1,170,679

Budget Changes

- Chief of Staff Position ($162,565)

Mission Statement

To provide a one-stop customer service operation for the Town.

Major Services Provided

- Customer service interactions for residents and businesses
- Provide telecommunication and in-person customer service for Town Hall.

Office of Customer Care Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$125,550	$171,772	$152,675	$182,561	$235,018
Operating Expenditures	$8,206	$7,797	$9,928	$10,600	$12,800
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$133,756	$179,569	$162,603	$193,161	$247,818

Budget Changes

- 311 Customer Service Specialist Position (General Fund Portion)($32,126)

Mission Statement

To assist the Town Manager in development and execution of the Town's budget and strategic planning processes.

Major Services Provided

- Operating Budget Development and Execution
- Community Investment Plan Development
- Manage the Town's Strategic Planning process
- Provide Innovative and Strategic decision-making practices for Town Departments

Budget, Innovation, and Strategy Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$426,952	$513,901	$447,523	$397,460	$276,115
Operating Expenditures	$38,533	$29,585	$3,041	$13,664	$13,664
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$465,485	$543,486	$450,564	$411,124	$289,779

Budget Changes

- Sustainability Coordinator reorganized to Public Works Department (-$121,345)

Mission Statement

The Human Resources Department is responsible for recruitment and selection, position classification and compensation, benefits management, policy administration, personnel records management, workers' compensation administration, Family and Medical Leave Act administration, employee relations, and wellness initiative management.

Major Services Provided

The Human Resources Department strives to provide personnel programs and policies that are fair and legal, maintain comprehensive benefits and competitive pay, and promote workplace wellness to retain a skilled and diverse workforce that meets the varied needs of the Town and its citizens.

Human Resources Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$346,027	$458,338	$574,030	$871,279	$988,954
Operating Expenditures	$158,628	$80,642	$351,301	$272,092	$286,392
Capital Outlay	$0	$0	$490,722	$0	$0
EXPENSE TOTALS	$504,655	$538,980	$1,416,053	$1,143,371	$1,275,346

Budget Changes

- Human Resources Generalist Position($79,098)

Mission Statement

The Town attorney serves as general counsel to the Town Council, Town Manager, department heads and other Town boards, giving legal advice, drafting ordinances, representing the Town in court in civil matters such as land condemnation, contract disputes, bill collection, civil fines and ordinance violations.

Major Services Provided

- Legal Counsel
- Contracts
- Legal Representation

Town Attorney Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$308,369	$440,262	$442,441	$460,214	$523,357
Operating Expenditures	$8,021,930	$8,696	($12,268)	($2,450)	($2,450)
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$8,330,298	$448,958	$430,172	$457,764	$520,907

Budget Changes

- None

General Fund
Town Clerk

Mission Statement
To record, maintain, and preserve records of all Town business; to maintain custody of the Town seal; to administer all elections held in the town; and to provide accurate information in a timely manner to the governing body, staff, and the public in order that all may be guaranteed open access to information and the legislative process.

Major Services Provided
The Clerk's office provides a variety of information, services, and support to Town staff, elected officials, and the public at large. In addition to keeping the records for the Town, the Clerk's office is also responsible for the following:

- Preparing and distributing Town Council Agendas
- Recording and archiving minutes of Council meetings
- Overseeing records retention
- Recording, researching, preserving, and providing access to Holly Springs' historical records
- Processing applications for service on Town boards
- Updating Municipal code
- Conducting and overseeing municipal elections
- Ensuring publication of legal ads
- Issuing solicitor's permits
- Responding to public record requests
- Supporting the Mayor, Town Council, and Town Manager's Office
- Administering Oaths of Office

Town Clerk Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$213,449	$231,880	$227,338	$242,254	$264,625
Operating Expenditures	$134,119	$213,834	$126,206	$213,534	$142,534
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$347,568	$445,714	$353,544	$455,788	$407,159

Budget Changes
- None

Mission Statement

The Finance Department provides timely and accurate financial information to key stakeholders while protecting town assets, both real and intangible, and ensuring town compliance with federal, state, and local laws from a financial and fiduciary vantage point. Serving as an essential partner on topics requiring economic, financial and fiduciary inputs and expertise, the Finance Department manages Accounting and Financial Reporting, Budgeting, Revenue Collections, Payroll, Benefits Administration, Cash Management and Investments, Utility Billing and its external audit partners.

Major Services Provided

- Accounts Payable
- Payroll Processing
- GL Accounting & Reporting
- Capital Asset and Inventory tracking
- Budgeting & Performance Measurement
- Investments and Debt

Finance Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$924,490	$898,374	$904,406	$1,112,514	$1,182,854
Operating Expenditures	$109,125	$140,885	$96,970	$158,246	$160,576
Capital Outlay	$0	$23,215	$31,033	$0	$0
EXPENSE TOTALS	$1,033,615	$1,062,475	$1,032,408	$1,270,760	$1,343,430

Budget Changes

- Purchasing Agent Position ($68,435)
- Accounting Specialist Position ($62,142)
- Finance Cost Allocation Study Increase ($3,330)
- Business Systems Analyst Realligned with Information Technology (-$135,003)

Mission Statement

The Information Technology Department will provide high quality technology services to the Town in a cost-effective and efficient manner in support of the Town's strategic goals and initiatives.

Major Services Provided

- User support for all IT needs
- Guidance in the use of technology
- User training
- System and cyber security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

Information Technology Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$783,113	$837,050	$970,362	$1,197,801	$1,644,883
Operating Expenditures	$1,323,009	$1,393,395	$1,362,739	$1,617,139	$1,904,362
Capital Outlay	$0	$540,572	$78,940	$4,736	$0
EXPENSE TOTALS	$2,106,122	$2,771,017	$2,412,040	$2,819,676	$3,549,245

Budget Changes

- Business Systems Analyst Realligned with Information Technology ($135,003)
- IT Licenses, Subscriptions, and Operating Supplies ($101,800)
- IT Staff Position Reclassification ($3,355)

Mission Statement

The continual retention, expansion, and recruitment efforts of the Economic Development department provide the opportunity for more jobs in Holly Springs and increase the diversification between the residential and commercial tax base.

Major Services Provided

Staying connected with county partners at Wake County Economic Development (WCED), state partners in the Economic Development Partnership of North Carolina (EDPNC), and being a member of the North Carolina Economic Development Association (NCEDA) allows the Department to keep their finger on the pulse of Economic Development locally, in the region, in the state, and beyond. The Economic Development Department fills the requests of large projects coming from the state and follows up to land large projects. The Department also works with small businesses and entrepreneurs in the town and helps them to grow and thrive. Additionally, the department focuses on staying involved in key local partnerships in order to be a community connector. Staff make sure to stay up to date on their marketing efforts to display the qualities of Holly Springs that make it attractive to prospective industries.

Economic Development Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$277,739	$352,402	$418,353	$496,713	$518,879
Operating Expenditures	$67,876	$59,162	$66,498	$80,550	$74,550
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$345,615	$411,564	$484,851	$577,263	$593,429

Budget Changes

- None

General Fund
Police Department

Mission Statement
The Holly Springs Police Department, working in partnership with the citizens we serve, shall endeavor and remain committed through professional, ethical, and impartial policing practices to preserve life, protect property, and maintain order for all who live, learn, and visit in our community. Citizen trust, confidence, and support are paramount in achieving the highest quality of life. The Holly Springs Police Department is committed to the highest standards of ethics and professionalism as it works in partnership with citizens to maintain a safe community.

Major Services Provided
- Provides primary law enforcement coverage for the Town of Holly Springs
- Responds to criminal and non-criminal requests for service
- Serves as the Primary PSAP for 911 callers within the town limits
- Provides community support through numerous outreach efforts
- Provides animal control services for town residents

Police Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$8,589,226	$9,094,091	$11,590,220	$12,646,437	$13,142,203
Operating Expenditures	$821,532	$935,789	$996,409	$1,331,056	$1,123,330
Capital Outlay	$482,910	$295,980	$1,776,751	$1,238,200	$504,000
EXPENSE TOTALS	$9,893,667	$10,325,860	$14,363,379	$15,215,693	$14,769,533

Budget Changes
- Police Department Replacement Vehicles ($504,000)
- Police Department Administrative Assistant Position ($53,155)
- Law Enforcement Supplies ($40,000)

Mission Statement

Our mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of the community and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that is focused on customer service, professional development, and an "All In" attitude from all members.

Major Services Provided

- Fire suppression within the municipal limits and areas surrounding the Town
- Free blood pressure checks at all fire stations
- Emergency medical services as EMT-Basics (Fire Department staff provides basic medical care prior to an ambulance arriving)
- Fire education programs on various aspects of public fire safety that are presented to any group free of charge
- Fire hydrant maintenance for all hydrants located in the fire district
- Free tours of the fire stations will be provided with prior arrangements or appointment
- Free home smoke alarm checks

Fire Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$6,564,497	$6,860,083	$8,627,947	$9,061,634	$9,673,873
Operating Expenditures	$500,202	$616,827	$1,124,440	$777,486	$742,850
Capital Outlay	$50,653	$17,450	$185,791	$33,897	$270,000
EXPENSE TOTALS	$7,115,351	$7,494,361	$9,938,178	$9,873,017	$10,686,723

Budget Changes

- Fire Department Replacement Vehicles ($215,000)
- Fire Health & Safety Officer Position and Vehicle ($149,248)

General Fund
Public Works Department

Mission Statement
The Holly Springs Public Works Department provides for a safe, clean and healthy environment within the Town.

Major Services Provided
- Fleet Maintenance
- Solid Waste
- Powell Bill / Street Maintenance
- Yard Waste
- Public Facilities Maintenance
- Manage the Town's Sustainability Program

Public Works Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$2,903,565	$3,439,248	$3,654,779	$4,443,218	$4,822,791
Operating Expenditures	$4,534,776	$4,927,203	$4,779,120	$5,308,783	$5,847,290
Capital Outlay	$1,084,939	$1,310,041	$389,994	$1,409,580	$656,000
EXPENSE TOTALS	$8,523,280	$9,676,492	$8,823,893	$11,161,581	$11,326,081

Budget Changes
- Facility Maintenance and Repairs Supplemental Investments ($1,000,000)
- Public Works Replacement Vehicles ($621,000)
- Facilities Maintenance Planner Position and Vehicle ($108,566)
- Sustainability Coordinator Realligned with Public Works ($102,729)
- Facility Repairs and Preventative Maintenance Program Increase ($50,000)
- Commercial Trash Disposal and Janitorial Services Increases ($36,655)
- New Steet Median Maintenance ($27,000)
- Fleet Maintenance Supplies and Vehicle Services ($20,200)

General Fund
Parks and Recreation Department

Mission Statement
To facilitate healthy and active lifestyles for Holly Springs residents and visitors by offering exceptional experiences, accessible recreation & cultural activities, and quality parks, facilities, and greenways.

Major Services Provided
The department offers a variety of parks, open spaces, greenways, a recreation center, a cultural arts center, dog park, a lake and retreat center, and athletic facilities to meet the needs of our growing and diverse community. Programs are offered in art, dance, athletics, nature and outdoor education, after school and track-out times, fitness and wellness, special interest as well as summer camps and activities geared for senior citizens. Parks and Recreation also provides a number of special events that bring the community together. The sport complexes host numerous baseball, soccer, football and lacrosse tournaments each year which bring economic benefit to the town. The department supports the weekly, year-round farmers market.

Major Service Centers:

- Cultural Center & Farmers Market
- Bass Lake Park and Sugg Farm
- Park and Field Maintenance
- Community Center and Programs
- Athletics
- Administration and Special Events
- North Main Athletic Complex

Parks and Recreation Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$3,973,265	$4,304,940	$4,569,279	$5,239,334	$5,765,644
Operating Expenditures	$2,037,203	$1,909,888	$1,979,988	$2,094,063	$2,089,858
Capital Outlay	$214,448	$49,875	$273,037	$156,295	$427,000
EXPENSE TOTALS	$6,224,916	$6,264,703	$6,822,304	$7,489,692	$8,282,502

Budget Changes
- North Main Athletic Complex (NMAC) Renovations and Enhancements ($2,100,000)
- Cultural Center Renovations in Partnership with Wake County ($458,927)
- Parks and Recreation Replacement Vehicles ($371,000)
- (7) New Positions for Eagles Landing Park ($231,584)
- Bass Lake Part-Time Increase ($26,913)
- Park Maintenance Part-Time Increase ($22,180)
- Community Center Senior Programming ($12,850)
- Event Safety and Support ($11,200)
- Athletics Part-Time increases ($8,720)

General Fund
Utilities & Infrastructure Department

Mission Statement
The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided
Business Asset Management
- Project Management for Town and grant funded facility, site, and infrastructure projects
- Grant application and management

Infrastructure
- Asset management facilitation and coordination
- Asset management software and database management
- ADA Compliance Program
- Utility permitting

Transporation
- Support an efficient and connected local and regional multi-modal transportation system
- Secure funding partnerships for transportation that leverages regional opportunities for investment

Utilities & Infrastructure Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$1,152,624	$1,278,658	$1,494,450	$2,085,522	$2,334,709
Operating Expenditures	$90,157	$138,851	$101,893	$282,325	$236,325
Capital Outlay	$0	$56,920	$0	$0	$0
EXPENSE TOTALS	$1,242,781	$1,474,429	$1,596,343	$2,367,847	$2,571,034

Budget Changes
- Engineering Project Manager Position ($142,137)

Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$2,660,619	$3,222,353	$3,429,340	$4,128,128	$4,363,954
Operating Expenditures	$434,873	$469,433	$341,909	$754,145	$1,071,946
Capital Outlay	$40,036	$148,774	$0	$0	$37,000
EXPENSE TOTALS	$3,135,528	$3,840,560	$3,771,249	$4,882,273	$5,472,900

Budget Changes

- Holly Springs Hopper Microtransit Services (Full Year of Service) ($576,300)
- Development Services Planner Position ($83,264)
- Development Services Replacement Vehicle ($37,000)
- Reclassifying Vacant Building Inspector to Permit Technician (-$17,201)

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Operating Expenditures	$2,613,085	$3,667,076	$3,766,564	$4,287,342	$4,877,074
EXPENSE TOTALS	$2,613,085	$3,667,076	$3,766,564	$4,287,342	$4,877,074

Budget Changes

- Increases to Town Utilities, Insurance, and Centralized Costs ($209,801)
- Operations Campus Utilities and Operating Expenses ($298,184)

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the general fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Transfers / Other Financing Uses	$3,665,744	$3,908,941	$4,730,450	$2,036,710	$4,669,432
EXPENSE TOTALS	$3,665,744	$3,908,941	$4,730,450	$2,036,710	$4,669,432

Budget Changes

- Law Enforcement Center (LEC) Facility Enhancements ($155,000)
- Intelligent Transportation System (ITS) Investments ($250,000)
- Downtown Enhancements (Downtown Area Implementation) ($100,000)
- Middle Creek at Sunset Lake Road Pedestrian Safety Crossing ($100,000)
- Americans with Disabilities Act (ADA) Compliance Investments ($100,000)



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Town of
HOLLY SPRINGS
North Carolina

Utility Fund



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Utility Fund

Introduction and Financial History

Utility Fund Introduction

The Utility Fund is the Town's largest enterprise fund, which means the fund is managed as a business-type element of the Town government. Enterprise funds are not tax supported and instead operate by providing or selling a product or service that users pay to receive. The Town's Utility Fund provides water and wastewater services to residents and businesses in Holly Springs.

Utility Fund Financial History

REVENUES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Rec.
Water Sales	$9,416,194	$10,478,472	$13,124,304	$13,018,110	$15,688,023	$18,902,088
Sewer Charges	$7,882,984	$8,034,104	$9,713,680	$11,747,955	$13,767,962	$16,130,816
Other Financing Sources	$6,215,618	$3,049,848	$1,325,000	$579,306	$580,500	$747,000
Other Operating Revenues	$1,064,052	$909,675	$874,322	$617,390	$797,500	$732,580
Miscellaneous Revenues	$100,062	$461,006	$298,038	$522,001	$271,000	$281,000
Permits and Fees	$107,942	$81,071	$67,101	$71,235	$31,000	$100,000
Appropriated Fund Balance	$0	$0	$0	$0	$276,004	$0
TOTAL REVENUES	$24,786,851	$23,014,176	$25,402,445	$26,555,997	$31,411,989	$36,893,484

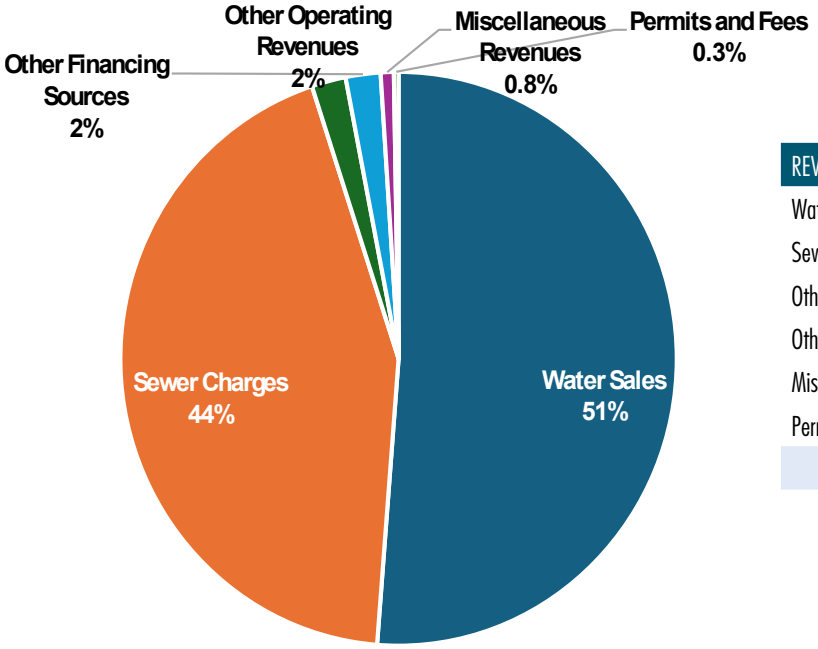
EXPENSES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Rec.
Development & Infrastructure	$10,785,734	$10,818,170	$13,140,937	$13,207,997	$16,026,751	$16,901,858
Transfers to Projects / Reserves / Debt Service	$4,091,000	$12,361,566	$3,078,279	$6,584,485	$8,423,233	$12,850,060
Non-Departmental Expenses	$7,670,101	$5,423,324	$3,506,532	$3,170,490	$3,648,357	$3,619,037
Utility Administration	$1,456,402	$1,885,821	$2,139,794	$2,493,237	$3,166,048	$3,374,929
Public Works	$167,621	$104,266	$108,423	$84,375	$147,600	$147,600
TOTAL EXPENSES	$24,170,859	$30,593,147	$21,973,966	$25,540,584	$31,411,989	$36,893,484

TOTAL REVENUES	$24,786,851	$23,014,176	$25,402,445	$26,555,997	$31,411,989	$36,893,484
TOTAL EXPENSES	$24,170,859	$30,593,147	$21,973,966	$25,540,584	$31,411,989	$36,893,484
NET FUND SAVINGS/(DEFICIT)	$615,992	($7,578,971)	$3,428,479	$1,015,413	$0	$0

Utility Fund

FY2026-27 Summary by Function

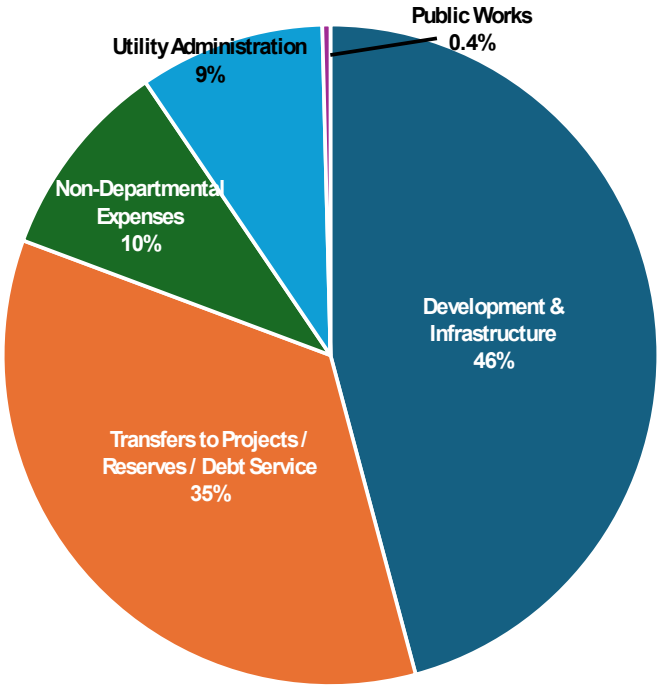
Revenues



REVENUES:	%	FY27
Water Sales	51%	$18,902,088
Sewer Charges	44%	$16,130,816
Other Financing Sources	2%	$747,000
Other Operating Revenues	2%	$732,580
Miscellaneous Revenues	0.8%	$281,000
Permits and Fees	0.3%	$100,000
TOTAL REVENUES	100%	$36,893,484

Expenditures

EXPENDITURES:	%	FY27
Development & Infrastructure	46%	$16,901,858
Transfers to Projects / Reserves / Debt Service	35%	$12,850,060
Non-Departmental Expenses	10%	$3,619,037
Utility Administration	9%	$3,374,929
Public Works	0.4%	$147,600
TOTAL REVENUES	100%	$36,893,484



Utility Fund
Administration Department

Mission Statement
Execute the policies and priorities of Town Council and manage the day-to-day service delivery.

Major Services Provided
- Ensuring that all local, state, and federal laws and regulations are met
- Ensuring that all operations and projects are operational, efficient and sustainable
- Implementing philosophies and policy decisions of the council
- Managing the budget and performance of all Town departments
- Providing for economic and downtown development

Town Manager Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$112,364	$119,148	$125,982	$140,105	$149,720
Operating Expenditures	$1,126	$509	$983	$1,500	$1,500
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$113,491	$119,656	$126,965	$141,605	$151,220

Budget Changes
- None

Office of Customer Care Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$125,546	$171,771	$152,675	$182,561	$235,018
Operating Expenditures	$0	$0	$0	$0	$0
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$125,546	$171,771	$152,675	$182,561	$235,018

Budget Changes
- 311 Customer Service Specialist Position (Utility Fund Portion) ($27,645)

Budget, Innovation, and Strategy					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$0	$0	$0	$0	$56,512
Operating Expenditures	$0	$0	$0	$0	$3,600
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$0	$0	$0	$0	$60,112

Budget Changes
- Utilities Budget Analyst Position (Utility Fund Portion) ($68,811)

Utility Fund
Finance Department

Mission Statement
The Finance Department provides timely and accurate financial information to key stakeholders while protecting town assets, both real and intangible, and ensuring town compliance with federal, state, and local laws from a financial and fiduciary vantage point. Serving as an essential partner on topics requiring economic, financial and fiduciary inputs and expertise, the Finance Department manages Accounting and Financial Reporting, Budgeting, Revenue Collections, Payroll, Benefits Administration, Cash Management and Investments, Utility Billing and its external audit partners.

Major Services Provided
- Customer Service
- Utility Billing
- Utility Meter Management

Finance Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$650,840	$668,225	$769,952	$865,883	$855,285
Operating Expenditures	$484,582	$647,827	$782,962	$1,094,396	$1,223,396
Capital Outlay	$45,260	$0	$27,138	$40,000	$0
EXPENSE TOTALS	$1,180,682	$1,316,052	$1,580,052	$2,000,279	$2,078,681

Budget Changes
- Replacement and New Water Meter Cost Increase ($80,000)
- Water and Sewer Rate and Tier Study ($49,000)

Utility Fund
Information Technology Department

Mission Statement
The Information Technology Department will provide high quality technology services to the Town in a cost-effective and efficient manner in support of the Town's strategic goals and initiatives.

Major Services Provided
- User support for all IT needs
- Guidance in the use of technology
- User training
- System security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

Information Technology Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$279,067	$343,199	$374,741	$490,874	$338,089
Operating Expenditures	$187,035	$189,116	$204,571	$350,729	$511,809
Capital Outlay	$0	$0	$54,233	$0	$0
EXPENSE TOTALS	$466,102	$532,315	$633,545	$841,603	$849,898

Budget Changes
- Cityworks Work Order Management System Cloud Migration ($60,000)
- IT Hardware Replacements ($30,000)
- IT Infrastructure Maintenance / Equipment Life-Cycle Replacement ($20,000)
- IT Staff Position Reclassification ($3,355)

Utility Fund

Utilities & Infrastructure Department

Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

- Water reclamation facility operation and maintenance
- Reclaimed water operation, maintenance, and program administration
- Environmental Compliance Lab
- Water and sewer collections, distribution, pump station operations, and infrastructure maintenance
- Water and sewer utility engineering and planning

Utilities & Infrastructure Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$3,865,135	$4,206,690	$4,156,103	$5,231,212	$5,809,783
Operating Expenditures	$5,034,634	$6,315,938	$6,939,521	$7,744,117	$8,038,570
Capital Outlay	$319,748	$748,482	$586,956	$766,999	$747,000
EXPENSE TOTALS	$9,219,516	$11,271,110	$11,682,580	$13,742,328	$14,595,353

Budget Changes

- Utilities and Infrastructure Replacement Vehicles ($747,000)
- Water Resources Treatment Chemicals and Supplies for Growth and Cost Increases ($206,800)
- Water Resources - Replacement of Equipment ($106,740)
- Bulk Water Purchase from Harnett County ($100,000)
- UCWRF Pretreatment Supervisor Position ($93,838)
- Utilities and Infrastructure Employee Overtime and Benefits Increases ($81,000)
- Utilities and Infrastructure Field Staff Reclassifications for Operational Efficiency ($25,939)
- Employee Safety Equipment and Supplies ($15,800)

Utility Fund
Development Services Department

Mission Statement
Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided
- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$1,437,071	$1,561,212	$1,463,463	$2,085,225	$2,159,105
Operating Expenditures	$80,912	$99,397	$61,954	$150,698	$147,400
Capital Outlay	$80,671	$209,219	$0	$48,500	$0
EXPENSE TOTALS	$1,598,654	$1,869,827	$1,525,417	$2,284,423	$2,306,505

Budget Changes
- None

Mission Statement

The Holly Springs Public Works Department provides for a safe, clean and healthy environment within the Town.

Major Services Provided

- Fleet Maintenance

Public Works Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$0	$0	$0	$0	$0
Operating Expenditures	$104,266	$108,423	$84,375	$147,600	$147,600
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$104,266	$108,423	$84,375	$147,600	$147,600

Budget Increases

- None

Utility Fund

Central Services and Non-Departmental

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Operating Expenditures / Transfers	$5,423,324	$3,506,532	$3,170,490	$3,648,357	$3,619,037
EXPENSE TOTALS	$5,423,324	$3,506,532	$3,170,490	$3,648,357	$3,619,037

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the Utility Fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Transfers / Other Financing Uses	$12,361,566	$3,078,279	$6,584,485	$8,423,233	$12,850,060
EXPENSE TOTALS	$12,361,566	$3,078,279	$6,584,485	$8,423,233	$12,850,060



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Town of
HOLLY SPRINGS
North Carolina

Stormwater Fund



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Stormwater Fund

Introduction and Financial History

Stormwater Fund Introduction

The Stormwater Fund is one of the Town's enterprise funds, which means the fund is managed as a business-type element of the Town government. Enterprise funds are not tax supported and instead operate by providing or selling a product or service that users pay to receive. Customers pay the Town a fee based on their structure's impervious surface area according to a unit of measure defined as an "Equivalent Residential Unit" or ERU. The Town's Stormwater Fund provides services to residents and businesses by planning for and managing the Town's stormwater system.

Stormwater Fund Financial History

REVENUES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Rec.
Environmental Fees	$1,327,964	$1,406,858	$1,480,938	$1,519,712	$1,661,737	$2,139,806
Permits and Fees	$227,396	$164,986	$191,644	$162,457	$200,000	$220,000
Miscellaneous Revenues	$7,224	$85,997	$129,373	$134,534	$70,000	$70,000
Appropriated Fund Balance	$0	$0	$0	$0	$38,847	$0
Other Financing Sources	$587,100	$481,176	$0	$0	$0	$0
TOTAL REVENUES	$2,149,684	$2,139,016	$1,801,954	$1,816,702	$1,970,584	$2,429,806

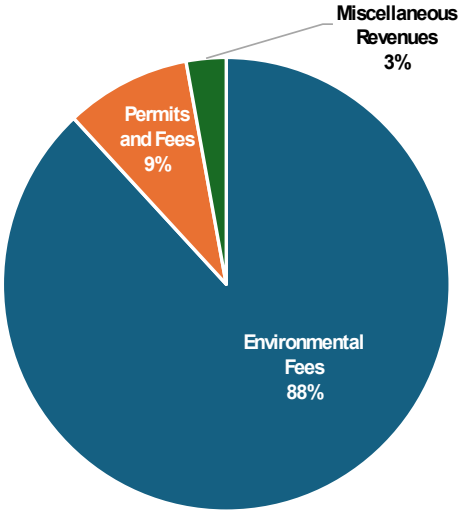
EXPENDITURES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Rec.
Development & Infrastructure	$721,664	$953,448	$1,990,211	$1,439,101	$1,721,715	$1,735,544
Transfers to Projects / Reserves / Debt Service	$539,522	$0	$0	$4,000	$0	$426,553
Non-Departmental Expenses	$691,270	$581,525	$109,944	$225,262	$248,869	$248,869
Stormwater Administration	$0	$27,655	$38,413	$33,928	$0	$18,840
TOTAL EXPENSES	$1,952,456	$1,562,628	$2,138,568	$1,702,291	$1,970,584	$2,429,806

TOTAL REVENUES	$1,364,038	$2,149,684	$2,139,016	$1,801,954	$2,032,375	$1,931,737
TOTAL EXPENSES	$911,690	$1,952,456	$1,562,628	$2,138,568	$2,032,375	$1,931,737
SAVINGS/(DEFICITS)	$452,348	$197,228	$576,388	($336,614)	-	-

Stormwater Fund

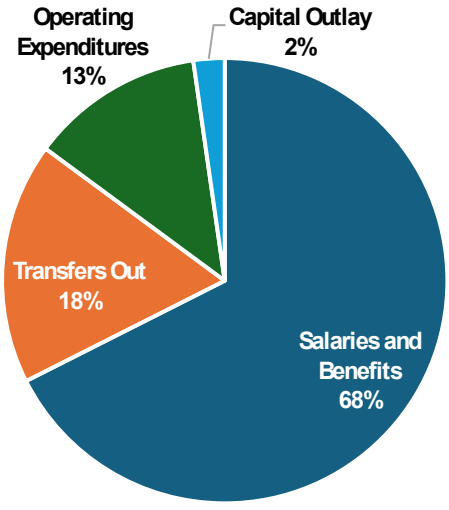
FY2026-27 Summary by Function

Revenues



REVENUES:	%	FY27
Environmental Fees	88%	$2,139,806
Permits and Fees	9%	$220,000
Miscellaneous Revenues	3%	$70,000
TOTAL REVENUES	100%	$2,429,806

Expenditures



EXPENDITURES	%	FY27
Salaries and Benefits	68%	$1,641,503
Transfers Out	18%	$426,553
Operating Expenditures	13%	$306,750
Capital Outlay	2%	$55,000
TOTAL EXPENDITURES	100%	$2,429,806

Stormwater Fund

Budget, Innovation, & Strategy

Mission Statement

To assist the Town Manager in development and execution of the Town's budget and strategic planning processes.

Major Services Provided

- Operating Budget Development and Execution
- Community Investment Plan Development
- Manage the Town's Strategic Planning Process
- Provide Innovative and Strategic Decision-making Practices for Town Departments

Utilities & Infrastructure Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$0	$0	$0	$0	$18,840
Operating Expenditures	$0	$0	$0	$0	$0
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$0	$0	$0	$0	$18,840

Budget Changes

- Utilities Budget Analyst Position (Stormwater Fund Portion) ($18,840)

Stormwater Fund

Utilities & Infrastructure Department

Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

- National Pollutant Discharge Elimination System (NPDES) Phase II Permit Program
- Stormwater and Erosion Control inspections and compliance
- Flood Plain administration

Utilities & Infrastructure Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$680,866	$988,636	$979,341	$1,188,714	$1,289,297
Operating Expenditures	$64,194	$190,521	$134,012	$190,021	$153,674
Capital Outlay	$66,373	$556,269	$45,966	$0	$55,000
EXPENSE TOTALS	$811,433	$1,735,426	$1,159,320	$1,378,735	$1,497,971

Budget Changes

- Stormwater Infrastructure Repair Projects ($200,000)
- Stormwater Fund Replacement Vehicle ($55,000)
- Stormwater Part-time Employee Expenses ($23,320)
- Utilities and Infrastructure Employee Overtime and Benefits Increases ($9,689)

Stormwater Fund

Development Services Department

Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customers' and residents' success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Salaries & Benefits	$138,973	$250,423	$271,154	$328,380	$220,273
Operating Expenditures	$3,041	$4,363	$8,627	$14,600	$17,300
Capital Outlay	$0	$0	$0	$0	$0
EXPENSE TOTALS	$142,015	$254,786	$279,781	$342,980	$237,573

Budget Changes

- Engineering Review Increases ($4,000)

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Operating Expenditures	$100,349	$109,944	$225,262	$248,869	$248,869
Transfers Out	$481,176	$0	$0	$0	$0
EXPENSE TOTALS	$581,525	$109,944	$225,262	$248,869	$248,869

Budget Changes

- None

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the Stormwater Fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Other Financing Uses	$0	$0	$4,000	$0	$426,553
EXPENSE TOTALS	$0	$0	$4,000	$0	$426,553

Budget Changes

- Stormwater Infrastructure Investments ($426,553)



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Town of
HOLLY
SPRINGS
North Carolina

Special Revenue & Debt Service Funds



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Powell Bill Fund Introduction

The Powell Bill Fund is one of the Town's special revenue funds, which means the fund has a dedicated revenue source that is legally required to be used for only a specific function. The Powell Bill funds are used primarily to resurface municipal streets but also may be used to maintain, repair, construct, or widen streets, bridges, and drainage areas. Municipalities can also use Powell Bill funds to plan, construct, and maintain bike paths, greenways, or sidewalks. The amount each municipality receives is based on a formula set by the N. C. General Statutes, with 75 percent of the funds based on population and 25 percent based on the number of municipality-maintained street miles. The annual population figures are provided by the NC Office of State Budget Management.

Powell Bill Fund Financial History

	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Powell Bill Street Maintenance Fund Budget Summary					
Revenue	$1,243,335	$1,424,125	$1,628,833	$3,878,853	$1,577,260
Expense	$197,002	$1,464,735	$221,572	$3,878,853	$1,577,260
SAVINGS / (DEFICITS)	$1,046,333	($40,610)	$1,407,261	$0	$0

Emergency Telephone System (911) Fund Introduction

The Emergency Telephone System (911) Fund is one of the Town's special revenue funds, which means the fund has a dedicated revenue source that is legally required to be used for only a specific function. The Town receives state funding for managing a primary public safety answering point, or PSAP. The North Carolina 911 Board approved a funding method in December 2010 for distributing funds to primary PSAPs. The 911 Board is required to present the final approved distribution amount (base amount as defined in G.S. §143B-1406) for each primary PSAP by June 1 of each year for the upcoming fiscal year.

Emergency Telephone System (911)

	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
Emergency Telephone System (911) Fund Budget Summary					
Revenue	$111,704	$10,110	$409,196	$306,361	$246,216
Expense	$99,316	$580,552	$519,497	$306,361	$246,216
SAVINGS / (DEFICITS)	$12,388	($570,442)	($110,301)	$0	$0

Debt Service Funds Introduction

Debt Service Funds are annual appropriations for paying the annual principal and interest payments for debts taken by the Town. The Town maintains a General Fund Debt Service fund, which is tax-base supported, and a Utility Debt Service Fund, which is supported by water and wastewater revenue sources.

Debt Service Funds - Financial History

	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Amended	FY27 Recommended
General Fund Debt Service Budget Summary					
Revenue	$9,620,297	$11,209,998	$17,097,804	$17,713,816	$18,517,724
Expense	$7,292,736	$9,537,045	$9,356,051	$17,713,816	$18,517,724
SAVINGS / (DEFICITS)	$2,327,561	$1,672,953	$7,741,753	$0	$0
Utility Fund Debt Service Budget Summary					
Revenue	$6,961,826	$4,063,495	$9,946,854	$7,980,842	$17,071,438
Expense	$4,202,127	$3,963,544	$6,879,050	$7,980,842	$17,071,438
SAVINGS / (DEFICITS)	$2,759,699	$99,950	$3,067,804	$0	$0

Debt Service Funds - Principal and Interest

General Fund Debt Service Principal and Interest							
DEBT TYPE	FY27	FY28	FY29	FY30	FY31	Future Years	Totals
Principal	$10,757,249	$10,336,815	$9,846,273	$9,873,485	$9,755,189	$99,880,192	$150,449,204
Interest	$6,394,234	$5,910,245	$5,421,513	$4,962,562	$4,507,286	$26,615,621	$53,811,462
GENERAL FUND TOTAL	$17,151,484	$16,247,060	$15,267,786	$14,836,047	$14,262,475	$126,495,813	$204,260,665
Utility Fund Debt Service Principal and Interest							
DEBT TYPE	FY27	FY28	FY29	FY30	FY31	Future Years	Totals
Principal	$6,099,593	$6,343,117	$6,105,623	$4,303,990	$3,449,995	$79,839,735	$106,142,053
Interest	$4,370,443	$4,194,977	$4,002,658	$3,807,577	$3,633,359	$40,006,681	$60,015,696
UTILITY FUND TOTAL	$10,470,036	$10,538,095	$10,108,281	$8,111,566	$7,083,355	$119,846,416	$166,157,749
TOTALS (ALL FUNDS)	$27,621,520	$26,785,155	$25,376,067	$22,947,614	$21,345,830	$246,342,229	$370,418,414

Types of Debt Financing

The following is a common list of financing options used by local governments in North Carolina to issue debt.

General Obligation Bonds

General Obligation (GO) bonds require voter approval because the debt is secured by the taxing power of the local government. When a local government issues GO bonds, they promise to pay back the loan by using all revenue available at its disposal, including its ability to raise taxes. GO bonds in North Carolina require approval of the North Carolina Local Government Commission (LGC). GO bonds typically have the lowest interest rates and twenty-year terms.

Revenue Bonds

Revenue bonds are secured and repaid from specific revenues and can only be used to finance revenue-producing projects. Revenues earned from these projects repay the bond. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements.

Installment Purchase Agreements

Installment purchase (IP) (or lease-purchase) financing can be either short-term or long-term. This type of obligation is privately placed with a financial institution or vendor. The security for the obligation is the asset being purchased or constructed. This type of financing is typically used for items such as large equipment and some facilities. For large IP agreements, the LGC must approve the debt.

Certificates of Participation

Certificates of Participation (COPs) operate similar to an IP except that the debt is publicly traded rather than privately placed. COPs typically have higher interest rates than GO bonds because the debt is secured by a pledge of the asset being purchased or constructed and funds resulting from the project being financed and cannot be secured by the "full faith and credit" of the government. The local government uses revenue to pay off debt on a capital project. Unlike revenue bonds, local governments can use the revenue from the entire unit to pay off the debt and are not limited to using revenue only produced by the financed project. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing

Tax Increment Financing (TIF) also referred to as "project development financing" is a higher risk for investors because the debt is secured on anticipated increases in property value. A TIF project begins by designating an area as a TIF district and determining a base property value. The base valuation is set for a specific number of years, during which time public and private investments should improve the property. The increase in value over the base valuation is the increment. Local governments continue to accrue taxes levied on the base valuation for normal operations. Additional taxes levied on the increment are for the repayment of debt service or other qualifying needs associated with the TIF. At the end of the specified time, all debt associated with the TIF is amortized and all tax revenues can be used at the discretion of the local government. A successful TIF project is dependent upon an increase in the property value of the designated district. The inherent risk in TIF is the assumption that property values will increase enough to repay the associated debt.

Special Revenue and Debt Service Funds

General Debt Schedule Summary

General Fund Debt by Purpose as of 6/30/2025					
SERIES	Purpose	Type	Final Maturity	Original Par	Outstanding Par
2008A	Green Oaks Parkway	Installment Purchase Agreement	06/17/2026	$6,366,000	$353,667
2014	Law Enforcement Center, Athletic Complex, Transportation Improvements	Limited Obligation Bond	10/01/2032	$17,105,000	$8,080,000
2020A	Vehicles and Equipment	Installment Purchase Agreement	10/16/2025	$550,000	$113,630
2020C	Fire Truck	Installment Purchase Agreement	08/01/2030	$1,200,000	$738,918
2020D	Hunt Center Refunding 2009	Installment Purchase Agreement	10/22/2027	$3,070,118	$1,027,402
2021	Vehicles and Equipment	Installment Purchase Agreement	10/29/2025	$695,182	$87,956
2021	Town Hall, Land Purchase	Limited Obligation Bond	04/01/2041	$18,270,000	$17,195,000
2021	Transportation Improvements, Parks and Recreation Projects	General Obligation Bond	06/01/2041	$30,000,000	$24,000,000
2022	Vehicles and Equipment	Installment Purchase Agreement	06/25/2027	$1,581,000	$632,400
2022	Refunding 2012	General Obligation Bond	02/01/2037	$7,381,542	$5,769,918
2023	Fire Station 3, Replacement Fire Truck, PW/ Operation Center Complex Ph 1	Limited Obligation Bond	10/01/2043	$12,565,000	$12,565,000
2023 IF	Vehicles and Equipment	Installment Purchase Agreement	06/26/2027	$460,000	$239,037
2024	Vehicles and Equipment	Installment Purchase Agreement	10/22/2029	$1,241,874	$1,110,288
2024	Operations Center Complex	Limited Obligation Bond	10/01/2044	$18,590,000	$18,590,000
2025	Parks and Recreation / Transportation	General Obligation Bond	02/01/2045	$68,000,000	$68,000,000
			Totals:	**$187,075,715**	**$158,503,214**

Utility Fund Debt by Purpose as of 6/30/2025					
SERIES	Purpose	Type	Final Maturity	Original Par	Outstanding Par
2010	Utley Creek Wastewater Treatment Plant	Other Debt Financing Arrangements	05/01/2030	$17,500,000	$4,375,000
2011	Water System	Other Debt Financing Arrangements	05/01/2030	$33,534	$8,338
2020	Water and Sewer Re-funding 2010	Revenue Bond	07/14/2028	$5,242,436	$2,700,687
2020A	Refunding 2008	Revenue Bond	08/12/2028	$9,040,907	$4,473,454
2020B	Avery Ferry Force Main	Installment Purchase Agreement	09/01/2035	$3,045,650	$2,170,608
2021	Vehicles and Equipment	Installment Purchase Agreement	10/29/2025	$716,068	$90,598
2022	Refunding 2012B, Re-funding 2006, Refunding 2012A	General Obligation Bond	02/01/2037	$7,183,458	$5,615,082
2023	PW/Operation Center Complex Ph 1	Limited Obligation Bond	10/01/2043	$1,325,000	$1,325,000
2024	Vehicles and Equipment	Installment Purchase Agreement	10/22/2029	$568,438	$508,207
2024	Sanford Water Capacity and Linework	Revenue Bond	11/01/2053	$66,865,000	$66,865,000
2024	Operations Center Complex	Limited Obligation Bond	10/01/2044	$18,590,000	$18,590,000
			Utility Fund Total	**$130,110,490**	**$106,721,975**



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Town of
HOLLY SPRINGS
North Carolina

Community Investment Plan (CIP)



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Introduction

The Community Investment Plan (CIP) is a five year plan that links the Town's infrastructure needs and financial resources with a timetable. The CIP is a multi-year long range plan that also acts as a policy document charting a course for capital improvements and Town development. Generally, the Town's CIP only includes capital improvements that either exceed $100,000, involve the acquisition of land, or items deemed essential for future planning by the Town Manager or the Governing Body. The purchase of vehicles or equipment is excluded from the CIP unless deemed otherwise.

CIP Planning Process



The CIP is an ongoing process, and each year the plan is updated. The need or idea for investments can originate from the Mayor, Town Council, Residents, or Town staff. These items are compiled, assessed, and a plan is presented to the Governing Body with the Manager's Recommended Budget. The CIP's first year of expenditures are budgeted with years two through four as plans for future assessment and refinement.

Functions of the CIP

A CIP must be updated each year. Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, infrastructure, equipment, etc., are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Focuses attention on community goals, needs, and capabilities
- Guides future community growth and development
- Advance planning ensures that projects are well thought out in advance of construction
- Provides for the orderly replacement of capital items
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program

Fiscal Policy Excerpt – Capital Improvement Budget Policy

1. The Town will prioritize all capital improvements in accordance with a capital improvement program.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
7. The Town will attempt to determine the least costly and most flexible financing method for all new projects.

Prioritization System

The Town uses a tiered prioritization system to assist in planning. The system is not meant to decide which projects are approved, but to help assess options and compare priorities across many different functional areas.

Priority Level			
Category Rating	High	Medium	Low
1	Level A		
2		Level B	
3			
4			Level C

The table is divided into three tiers:

- Level A – highest consideration for funding
- Level B – moderate consideration for funding
- Level C – lower consideration for funding

A CIP project's tier is determined by its assessment of priority level and category rating. The horizontal axis is for scoring a project's priority level from high to medium to low.

High	• Project mandated by local, state, or federal regulations • Project is a top strategic priority of the Town Council • Project substantially reduces expenditures or increases revenues
Medium	• Project maintains existing service levels • Project results in better efficiency of service delivery or workplace productivity
Low	• Product expands service levels • Product expands quality of life

On the vertical axis of the prioritization system is the project's category rating. This is divided in four categories:

1. **Health/Safety/Welfare** - Projects that protect the health, safety, and welfare of the community and the employees serving it.
2. **Maintenance/Replacement** - Projects that provide for the maintenance of existing systems, infrastructure, and equipment.
3. **Expansion of Existing Programs** - Projects which enhance the existing systems and programs allowing for expansion of existing services.
4. **Expansion of New Programs** - Projects that allow for expansion into new programs and services.

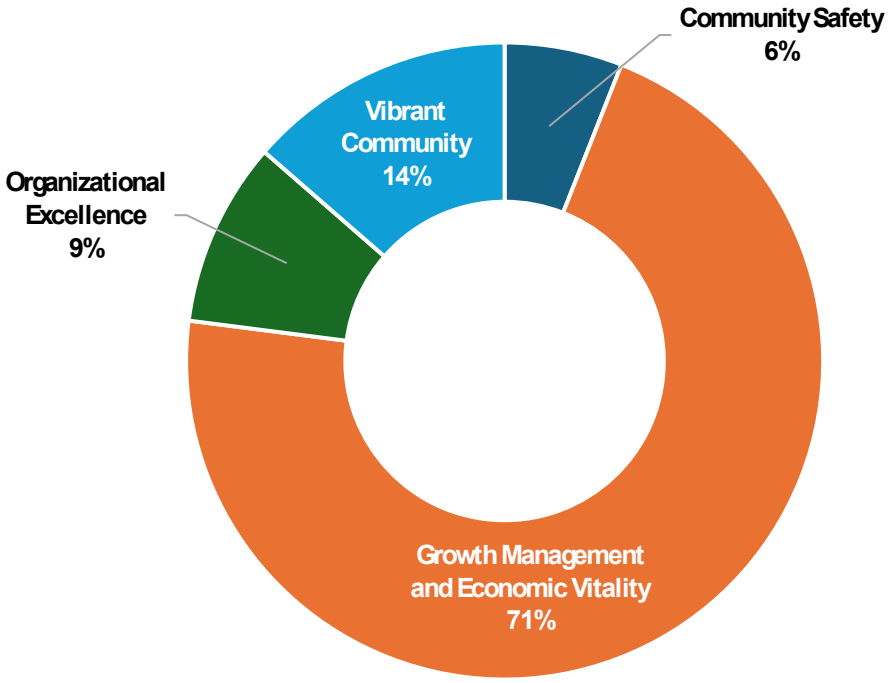
The prioritization system is only designed to aid in decision-making. Staff works to assess both community investment needs but also funding availability. The Town Manager submits the CIP with the Recommended Budget and the final plan is approved by the Mayor and Town Council with the next fiscal year's operating budget.

PAYGO

PAYGO, which stands for "pay as you go" is a method for funding a project without taking out new debt or raising new revenues. PAYGO is used for one-time expenses and capital investments.

FY2026-2027 CIP Projects by Strategic Priority Area

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the FY2026-27 fiscal year. These figures do not represent the full cost if expenses are anticipated to occur over multiple fiscal years. For a full project cost refer to the summary by project tables included at the end of the Community Investment Plan chapter.



Projects by Strategic Priority Area	FY27
Community Safety	$2,549,000
Growth Management & Economic Vitality	$30,285,000
Organizational Excellence	$3,996,000
Vibrant Community	$5,797,927
TOTAL	$42,627,927

Community Safety	FY27
New Fire Station - Rex Road (Design)	$1,320,000
Police Radio Replacements (Federal Grant Funds)	$1,074,000
Law Enforcement Center Improvements	$155,000
TOTAL	$2,549,000

Community Investment Plan (CIP)

Projects by Strategic Priority Area

Growth Management & Economic Vitality	FY27
Elevated Water Tank on New Hill Road and GB Alford Water Connection	$22,350,000
Street Resurfacing (Powell Bill)	$2,000,000
Avent Ferry Road Widening - Phase 2	$1,900,000
Harnett County Booster Station	$1,092,000
Future Waste Water Capacity / Regionalization Implementation	$500,000
Utility System Maintenance and Repair	$500,000
Utility System - Strategic Asset Management Plan (SAMP)	$400,000
UCWRF Fencing & Security Upgrades	$400,000
Intelligent Transportation System (ITS)	$250,000
UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades	$250,000
Utility System Risk and Resiliency Implementation Plan	$200,000
Replace Asbestos Cement Water Line Program	$200,000
Earp Street Drainage Improvements	$150,000
Climbing Tree Outfall Repair	$50,000
Downtown Investment Grant (DIG) Program	$25,000
Neighborhood Traffic Calming / Safety	$18,000
TOTAL	$30,285,000

Organizational Excellence	FY27
General Fund Vehicle Replacements	$1,894,000
General Government Facility Maintenance and Repair (Additional Supplement)	$1,000,000
Utility Fund Vehicle Replacements	$747,000
General Government Facility Maintenance and Repair	$200,000
ADA Improvements	$100,000
Stormwater Fund Vehicle Replacements	$55,000
TOTAL	$3,996,000

Vibrant Community	FY27
NMAC Renovations and Enhancements	$3,889,000
Greenway Connections (Bond Funded) - Camp Branch	$750,000
Cultural Center Renovations - Wake County Agreement Installments	$458,927
Sidewalk, Pedestrian, & Bike Safety Improvements	$225,000
Middle Creek Pedestrian Crossing at Sunset Lake Road	$200,000
Future Carolina Springs Master Park Plan and Design	$100,000
Downtown Area Plan - Implementation & Enhancements	$100,000
Playground Rehabilitation, Sunshades, and Park Amenities	$75,000
TOTAL	$5,797,927

Community Investment Plan (CIP)

5-Year CIP Funding Summary

GENERAL PROJECTS								
DESCRIPTION	PRIOR FYs	FY27	FY28	FY29	FY30	FY31	TOTALS	Future FYs
USES								
Public Safety	$2,050,000	$2,394,000	$3,300,000	$14,750,000	$0	$10,500,000	$32,994,000	$0
Parks and Recreation	$250,000	$4,739,000	$6,025,000	$5,000,000	$0	$0	$16,014,000	$0
PAYGO	$3,742,587	$2,556,927	$1,301,927	$1,351,927	$1,401,927	$1,451,927	$11,807,222	$818,225
Streets and Transportation	$7,275,000	$4,150,000	$10,500,000	$44,385,000	$0	$2,000,000	$68,310,000	$0
Fleet Replacement	$0	$1,894,000	$2,000,000	$2,000,000	$2,000,000	$2,000,000	$9,894,000	$0
TOTAL USES:	$13,317,587	$15,733,927	$23,126,927	$67,486,927	$3,401,927	$15,951,927	$139,019,222	$818,225
SOURCES								
Operating Revenues	$4,992,587	$6,700,927	$3,301,927	$3,351,927	$3,401,927	$3,451,927	$25,201,222	$818,225
Future Financing Sources	$1,550,000	$1,320,000	$13,800,000	$38,750,000	$0	$10,500,000	$65,920,000	$0
General Obligation Bonds	$0	$750,000	$4,400,000	$0	$0	$0	$5,150,000	$0
Parks and Recreation Reserves	$0	$100,000	$1,625,000	$0	$0	$0	$1,725,000	$0
Street Reserves	$1,375,000	$0	$0	$0	$0	$0	$1,375,000	$0
Intergovernmental / Grants	$5,400,000	$4,863,000	$0	$23,385,000	$0	$0	$33,648,000	$0
Powell Bill	$0	$2,000,000	$0	$2,000,000	$0	$2,000,000	$6,000,000	$0
TOTAL SOURCES:	$13,317,587	$15,733,927	$23,126,927	$67,486,927	$3,401,927	$15,951,927	$139,019,222	$818,225

Community Investment Plan (CIP)

5-Year CIP Funding Summary

UTILITY PROJECTS								
DESCRIPTION	PRIOR FYs	FY27	FY28	FY29	FY30	FY31	TOTALS	Future FYs
USES								
PAYGO	$5,216,075	$1,950,000	$1,400,000	$900,000	$900,000	$900,000	$11,266,075	$900,000
Water and Sewer	$7,944,000	$23,942,000	$6,500,000	$70,642,500	$11,042,500	$128,142,500	$248,213,500	$19,262,500
Utility Fleet Replacement	$0	$747,000	$500,000	$500,000	$500,000	$500,000	$2,747,000	$0
TOTAL USES:	$13,160,075	$26,639,000	$8,400,000	$72,042,500	$12,442,500	$129,542,500	$262,226,575	$20,162,500
SOURCES								
Operating Revenues / Transfers	$8,560,075	$2,450,000	$1,400,000	$900,000	$900,000	$1,150,000	$15,360,075	$900,000
Financing Sources	$1,100,000	$23,097,000	$7,000,000	$71,142,500	$11,542,500	$128,392,500	$242,274,500	$19,262,500
Intergovernmental / Grants	$3,500,000	$1,092,000	$0	$0	$0	$0	$4,592,000	$0
TOTAL SOURCES:	$13,160,075	$26,639,000	$8,400,000	$72,042,500	$12,442,500	$129,542,500	$262,226,575	$20,162,500

STORMWATER PROJECTS								
DESCRIPTION	PRIOR FYs	FY27	FY28	FY29	FY30	FY31	TOTALS	Future FYs
USES								
Stormwater Projects	$0	$200,000	$1,260,000	$580,000	$0	$600,000	$2,640,000	$0
Vehicle Replacements	$0	$55,000	$0	$0	$0	$0	$55,000	$0
TOTAL USES:	$0	$255,000	$1,260,000	$580,000	$0	$600,000	$2,695,000	$0
SOURCES								
Operating Revenues / Transfers	$0	$255,000	$1,260,000	$580,000	$0	$600,000	$2,695,000	$0
TOTAL SOURCES:	$0	$255,000	$1,260,000	$580,000	$0	$600,000	$2,695,000	$0

TOTAL CIP (ALL FUNDS)								
DESCRIPTION	PRIOR FYs	FY27	FY28	FY29	FY30	FY31	TOTALS	Future FYs
TOTAL USES:	$26,477,662	$42,627,927	$32,786,927	$140,109,427	$15,844,427	$146,094,427	$403,940,797	$20,980,725
TOTAL SOURCES:	$26,477,662	$42,627,927	$32,786,927	$140,109,427	$15,844,427	$146,094,427	$403,940,797	$20,980,725

FY2026-27 Community Investment Plan Projects (Current Year Expenses Only)

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the current budget fiscal year. These figures do not represent the full cost if expenses are anticipated to occur over multiple fiscal years. For a full project cost refer to the summary by project tables included at the end of the Community Investment Plan chapter.

LEVEL-A (Highest Consideration for Funding)

Elevated Water Tank on New Hill Road and GB Alford Water Connection ($22,350,000) - provide a drinking water storage facility with 1 MGD capacity to serve the west side of Holly Springs.

New Fire Station - Rex Road ($1,320,000) – a new Fire Station to serve the growing southwest side of Holly Springs. The station will be located off Rex Road at the current site of the temporary Yard Waste Convenience Center.

Police Radio Replacements ($1,074,000) – federal grant funding for the replacement for law enforcement radios to ensure interoperability with other law enforcement agencies.

Harnett County Booster Station ($1,092,000) – federal grant funding for capacity upgrades to the Harnett County Booster Station which provides clean drinking water to Holly Springs.

Future Wastewater Capacity / Regionalization Implementation ($500,000) – funding for planning and engineering assessments for the next phase of wastewater treatment for the Town as well as exploring regionalization partnerships with neighboring municipalities.

NMAC Renovations and Enhancements ($3,889,000) – funding for renovations and enhancements of the NMAC parking lot, stadium turf field, scoreboard, and mechanical systems to include $1.789 million in Wake County hospitality tax grant funding.

Street Resurfacing (Powell Bill) ($2,000,000) – biennial street resurfacing program utilizing state "Powell Bill" funding for Town-owned roads.

Avent Ferry Road Widening - Phase 2 ($1,900,000) – funding for pre-construction services to widen Avent Ferry Road and provide intersection improvements from Cass Holt Road to NC-55 Bypass. This is an NCDOT funded project to be administered by Town staff.

Earp Street Drainage Improvements ($150,000) – design funding to upsize and improve the stormwater drainage system along Earp Steet at Collins Street.

Climbing Tree Outfall Repair ($50,000) – pre-construction funding to repair and stabilize erosion of a stormwater outfall along the Climbing Tree trail.

LEVEL-B (Moderate Consideration for Funding)

Greenway Connections (Bond Funded) ($750,000) – Parks and Recreation voter-approved bond funding to design a section of the Camp Branch greenway connecting the Sunset Oaks and Creekside neighborhoods.

Future Carolina Springs Master Park Plan and Design ($100,000) – funding for a master plan to begin design of a future park as part of the Carolina Springs development.

LEVEL-C (Lower Consideration for Funding)

No proposed FY2026-27 Level - C projects.

General Fund PAYGO (Pay-as-you-go funding)

- **General Government Facility Maintenance and Repair (Additional Supplement)** ($1,000,000)
- **Cultural Center - Wake County Agreement Installments** ($458,927)
- **Sidewalk, Pedestrian, & Bike Safety Improvements** ($225,000)
- **General Government Facility Maintenance and Repair** ($200,000)
- **Middle Creek Pedestrian Crossing at Sunset Lake Road** ($200,000)
- **Law Enforcement Center Improvements** ($155,000)
- **ADA Improvements** ($100,000)
- **Downtown Area Plan - Implementation & Enhancements** ($100,000)
- **Playground Rehabilitation, Sunshades, and Park Amenities** ($75,000)
- **Downtown Investment Grant (DIG) Program** ($25,000)
- **Neighborhood Traffic Calming / Safety** ($18,000)

Utility Fund PAYGO

- **Utility System Maintenance and Repair** ($500,000)
- **Utility System - Strategic Asset Management Plan (SAMP)** ($400,000)
- **UCWRF Fencing & Security Upgrades** ($400,000)
- **Intelligent Transportation System (ITS)** ($250,000)
- **UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades** ($250,000)
- **Replace Asbestos Cement Water Line Program** ($200,000)
- **Utility System Risk and Resiliency Implementation Plan** ($200,000)

Fleet Replacement

- **General Fund Vehicle Replacements** ($1,894,000)
- **Utility Fund Vehicle Replacements** ($747,000)
- **Stormwater Fund Vehicle Replacements** ($55,000)

Active Priority Community Investments

Note - All community investments listed below are active projects that have been council approved, budgeted, and at this time do not have a request for funding in future fiscal years. From a budgetary perspective these projects are considered "fully-funded" but may still have future grants, debt issuances, or other revenues to be collected at a future date. This is not an all inclusive list of every active community investment project.

Utley Creek Water Reclamation Facility (UCWRF) Upgrade to 8 MGD (Millon Gallons per Day) ($222,436,054) – Upgrading the facility from a treatment capacity of 6 MGD of wastewater to 8 MGD. This project incorporates environmentally friendly state-of-the-art membrane bioreactor filtration technology to produce clean water for return to the environment.

Eagles Landing Park ($110,042,000) – Construction is underway for this new 56-acre park and recreation facility located on Cass Holt Road, with an opening planned for late 2027. Eagles Landing Park will offer a wide range of activities and programming for everyone from preschoolers to our senior community, including a splashpad, an e-sports and technology lounge, four multi-use indoor courts, pickleball courts, two turf fields, fitness areas, and more.

Sanford Water Capacity Partnership ($81,797,000) – Holly Springs portion of the construction cost for the water treatment plant in Sanford in order to secure the future water supply for the Town.

Holly Springs – Fuquay Varina Water Line and Storage Facilities ($59,789,934) – Holly Springs portion of the construction cost for the water conveyance line from the new water treatment plant in Sanford to Holly Springs.

Operations Campus ($49,618,028) – Construction is finalizing the first phase of a new service Operations Campus. The initial phase of construction will include a 42,200sqft Administration Building and a 26,000 Operations Building.

Holly Springs Road Widening – Central ($19,600,000) – Design is complete and construction is scheduled to begin in FY27 for the next phase of widening Holly Springs Road to a 4-lane median section with sidewalk. The central phase is from Main Street to Flint Point Lane.

Community Investment Plan (CIP)

Funding Level Summary FY2026-2027

Priority Level	Category Type
H - High	1 - Health/Safety/Welfare
M - Medium	2 - Maintenance/Replacement
L - Low	3 - Expansion of Existing Programs
PAYGO - (PAY-AS-YOU-GO)	4 - Expansion of New Programs

Functional Area	Project Name	Priority Type	FY2026-2027 Capital Cost
LEVEL A			
Water and Wastewater	Elevated Water Tank on New Hill Road and GB Alford Water Connection	H-1	$22,350,000
Public Safety	New Fire Station - Rex Road	H-1	$1,320,000
Public Safety	Police Radio Replacements	H-1	$1,074,000
Water and Wastewater	Harnett County Booster Station	H-1	$1,092,000
Water and Wastewater	Future Wastewater Capacity / Regionalization Implementation	H-1	$500,000
Parks and Recreation	NMAC Renovations and Enhancements	H-2	$3,889,000
Streets	Street Resurfacing (Powell Bill)	H-2	$2,000,000
Streets	Avent Ferry Road Widening - Phase 2	H-2	$1,900,000
Stormwater	Earp Street Drainage Improvements	H-2	$150,000
Stormwater	Climbing Tree Outfall Repair	H-2	$50,000
LEVEL B			
Parks and Recreation	Greenway Connections (Bond Funded)	H-3	$750,000
Parks and Recreation	Future Carolina Springs Master Park Plan and Design	H-4	$100,000
LEVEL C			
n/a	n/a	n/a	n/a

Community Investment Plan (CIP)

Funding Level Summary FY2026-2027

Functional Area	Project Name	Priority Type	FY2026-2027 Capital Cost
Fleet Replacement			
Fleet Replacement	General Fund Vehicle Replacements	Fleet Replacement	$1,894,000
Fleet Replacement	Utility Fund Vehicle Replacements	Fleet Replacement	$747,000
Fleet Replacement	Stormwater Fund Vehicle Replacements	Fleet Replacement	$55,000
General PAYGO			
General	General Government Facility Maintenance and Repair (Additional Supplement)	PAYGO	$1,000,000
General	Cultural Center - Wake County Agreement Installments	PAYGO	$458,927
General	Sidewalk, Pedestrian, & Bike Safety Improvements	PAYGO	$225,000
General	General Government Facility Maintenance and Repair	PAYGO	$200,000
General	Middle Creek Pedestrian Crossing at Sunset Lake Road	PAYGO	$200,000
General	Law Enforcement Center Improvements	PAYGO	$155,000
General	ADA Improvements	PAYGO	$100,000
General	Downtown Area Plan - Implementation & Enhancements	PAYGO	$100,000
General	Playground Rehabilitation, Sunshades, and Park Amenities	PAYGO	$75,000
General	Downtown Investment Grant (DIG) Program	PAYGO	$25,000
General	Neighborhood Traffic Calming / Safety	PAYGO	$18,000
		TOTAL	$2,556,927
Utility PAYGO			
Utility	Utility System Maintenance and Repair	Utility PAYGO	$500,000
Utility	Utility System - Strategic Asset Management Plan (SAMP)	Utility PAYGO	$400,000
Utility	UCWRF Fencing & Security Upgrades	Utility PAYGO	$400,000
Utility	Intelligent Transportation System (ITS)	Utility PAYGO	$250,000
Utility	UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades	Utility PAYGO	$250,000
Utility	Replace Asbestos Cement Water Line Program	Utility PAYGO	$200,000
Utility	Utility System Risk and Resiliency Implementation Plan	Utility PAYGO	$200,000
		TOTAL	$2,200,000

Community Investment Plan (CIP)

Parks and Recreation Summary - By Project

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
Future Carolina Springs Master Park Plan and Design	$0	$100,000	$0	$0	$0	$0	$0	$100,000
Greenway Connections (Bond Funded)	$0	$750,000	$6,025,000	$5,000,000	$0	$0	$0	$11,775,000
NMAC Renovations and Enhancements	$250,000	$3,889,000	$0	$0	$0	$0	$0	$4,139,000
TOTALS	$250,000	$4,739,000	$6,025,000	$5,000,000	$0	$0	$0	$16,014,000

Community Investment Plan (CIP)

Streets / Transportation Summary - By Project

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
Avent Ferry Road Widening - Phase 2	$3,000,000	$1,900,000	$0	$18,385,000	$0	$0	$0	$23,285,000
Holly Springs Road Widening (West)	$3,000,000	$0	$6,000,000	$24,000,000	$0	$0	$0	$33,000,000
Avent Ferry Festival Street	$500,000	$0	$4,500,000	$0	$0	$0	$0	$5,000,000
Street Resurfacing (Powell Bill)	$0	$2,000,000	$0	$2,000,000	$0	$2,000,000	$0	$6,000,000
Intelligent Transportation System (ITS)	$775,000	$250,000	$0	$0	$0	$0	$0	$1,025,000
TOTALS	$7,275,000	$4,150,000	$10,500,000	$44,385,000	$0	$2,000,000	$0	$68,310,000

Community Investment Plan (CIP)

Public Safety Summary - By Projects

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
New Fire Station - Sunset Lake Rd	$2,050,000	$0	$0	$1,300,000	$0	$10,500,000	$0	$13,850,000
New Fire Station - Rex Road	$0	$1,320,000	$1,300,000	$13,450,000	$0	$0	$0	$16,070,000
Heavy Rescue Vehicle	$0	$0	$2,000,000	$0	$0	$0	$0	$2,000,000
Police Radio Replacements	$0	$1,074,000	$0	$0	$0	$0	$0	$1,074,000
TOTALS	$2,050,000	$2,394,000	$3,300,000	$14,750,000	$0	$10,500,000	$0	$32,994,000

Community Investment Plan (CIP)

Water and Wastewater Summary - By Projects

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
Elevated Water Tank on New Hill Road and GB Alford Water Connection	$3,600,000	$22,350,000	$0	$0	$0	$0	$0	$25,950,000
East Regional Wastewater Pump Station	$0	$0	$0	$0	$8,400,000	$0	$0	$8,400,000
Bass Lake Wastewater Pump Station Phase 2 Upgrade	$394,000	$0	$0	$0	$0	$0	$3,000,000	$3,394,000
Elevated Reclaim Water Storage Tank	$200,000	$0	$0	$0	$0	$0	$4,000,000	$4,200,000
Future Wastewater Capacity / Regionalization Implementation	$250,000	$500,000	$6,500,000	$70,642,500	$2,642,500	$119,392,500	$12,262,500	$212,190,000
Water & Reclaimed Main Relocation	$0	$0	$0	$0	$0	$250,000	$0	$250,000
12 Oaks Gravity Outfall Upgrade Phase 2	$3,500,000	$0	$0	$0	$0	$8,500,000	$0	$12,000,000
Harnett County Booster Station	$0	$1,092,000	$0	$0	$0	$0	$0	$1,092,000
TOTALS	$7,944,000	$23,942,000	$6,500,000	$70,642,500	$11,042,500	$128,142,500	$19,262,500	$267,476,000

General Fund PAYGO

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
Sidewalk, Pedestrian, & Bike Safety Improvements	$1,215,000	$225,000	$225,000	$225,000	$225,000	$225,000	$225	$2,340,225
General Government Facility Maintenance and Repair	$919,893	$200,000	$300,000	$350,000	$400,000	$450,000	$500,000	$3,119,893
Playground Rehabilitation, Sunshades, and Park Amenities	$684,000	$75,000	$75,000	$75,000	$75,000	$75,000	$75,000	$1,134,000
Downtown Investment Grant (DIG) Program	$160,694	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$310,694
Neighborhood Traffic Calming / Safety	$158,000	$18,000	$18,000	$18,000	$18,000	$18,000	$18,000	$266,000
ADA Improvements	$455,000	$100,000	$200,000	$200,000	$200,000	$200,000	$200,000	$1,555,000
Cultural Center Renovations - Wake County Agreement Installments	$0	$458,927	$458,927	$458,927	$458,927	$458,927	$0	$2,294,635
Downtown Area Plan - Implementation & Enhancements	$150,000	$100,000	$0	$0	$0	$0	$0	$250,000
Law Enforcement Center Improvements	$0	$155,000	$0	$0	$0	$0	$0	$155,000
General Government Facility Maintenance and Repair (Additional Supplement)	$0	$1,000,000	$0	$0	$0	$0	$0	$1,000,000
Middle Creek Pedestrian Crossing at Sunset Lake Road	$0	$200,000	$0	$0	$0	$0	$0	$200,000
TOTALS	$3,742,587	$2,556,927	$1,301,927	$1,351,927	$1,401,927	$1,451,927	$818,225	$12,625,447

Utility Fund PAYGO

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
Utility System Maintenance and Repair	$1,653,000	$500,000	$500,000	$500,000	$500,000	$500,000	$500,000	$4,653,000
Utility System Risk and Resiliency Implementation Plan	$700,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$1,900,000
Utility System - Strategic Asset Management Plan (SAMP)	$432,100	$400,000	$0	$0	$0	$0	$0	$832,100
Replace Asbestos Cement Water Line Program	$0	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000	$1,200,000
Middle Creek Manhole & Outfall Restoration	$500,000	$0	$500,000	$0	$0	$0	$0	$1,000,000
UCWRF Fencing & Security Upgrades	$0	$400,000	$0	$0	$0	$0	$0	$400,000
UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades	$1,930,975	$250,000	$0	$0	$0	$0	$0	$2,180,975
TOTALS	$5,216,075	$1,950,000	$1,400,000	$900,000	$900,000	$900,000	$900,000	$12,166,075

Community Investment Plan (CIP)

Fleet Replacement

PROJECT TITLE	Prior FYs	FY27	FY28	FY29	FY30	FY31	Future FYs	TOTALS
General Fund	$0	$1,894,000	$2,000,000	$2,000,000	$2,000,000	$2,000,000	$0	$9,894,000
Utility Fund	$0	$747,000	$500,000	$500,000	$500,000	$500,000	$0	$2,747,000
Stormwater Fund	$0	$55,000	$0	$0	$0	$0	$0	$55,000
TOTALS	$0	$2,696,000	$2,500,000	$2,500,000	$2,500,000	$2,500,000	$0	$12,696,000



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Town of
HOLLY SPRINGS
North Carolina

Salary & Position List



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Salary Schedule (Non-Public Safety) 2026-2027 Fiscal Year		
Salary Grade	Minimum	Maximum
Pay Grade	Minimum	Maximum
C	$44,304.88	$66,457.31
D	$46,968.26	$70,452.39
E	$49,793.76	$74,690.64
F	$52,758.23	$79,137.35
G	$55,931.14	$83,896.71
H	$59,289.31	$88,933.97
I	$62,855.95	$94,283.91
J	$66,631.00	$99,946.51
K	$70,614.50	$105,921.75
L	$74,829.60	$112,244.40
M	$79,322.62	$118,983.94
N	$84,070.40	$126,105.60
O	$89,142.42	$133,713.61
P	$94,492.34	$141,738.52
Q	$100,166.52	$150,249.79
R	$106,164.94	$159,247.40
S	$112,534.84	$168,802.25
SLT 1	$135,041.80	$202,562.69
SLT 2	$148,545.98	$222,818.97
SLT 3	$163,400.58	$245,100.86

Fire Salary Schedule and Position Titles 2026-2027 Fiscal Year			
Salary Grade	Title	Minimum	Maximum
F1	Fire Cadet	$46,614.94	$46,614.94
F2	Firefighter	$54,841.11	$82,261.67
F3	Hold for future use	$58,131.58	$87,197.37
F4	Firefighter/ Relief Driver	$61,619.47	$92,429.21
	Fire Inspector		
F5	Fire Engineer	$65,316.64	$97,974.97
F6	Fire Lieutenant	$69,235.64	$103,853.46
	Fire Life Safety Educator		
F7	Fire Captain	$73,389.79	$110,084.68
	Fire Training Coordinator		
F8	Battalion Chief	$86,599.94	$129,899.91
	Health and Safety Officer		
F9	Assistant Fire Chief	$102,187.93	$153,281.90

Note - the above salary schedule is utilized only for certified firefighting positions, including cadets in a training environment. Other non-firefighting positions and the Department Chief are included in the general employee salary schedule.

Salary & Position List

Police Department Titles by Salary Grade

Police Salary Schedule and Position Titles 2026-2027 Fiscal Year			
Salary Grade	Title	Minimum	Maximum
P1	Police Cadet	$51,993.59	$51,993.59
P2	Police Officer	$61,440.00	$91,753.40
P3	Senior Police Officer	$64,839.07	$97,258.61
P4	Master Police Officer	$68,729.41	$103,094.12
	Police Detective		
P5	Police Corporal	$72,853.19	$109,279.78
P6	Police Sergeant	$77,224.37	$115,836.56
P7	Police Lieutenant	$86,491.30	$129,736.95
P8	Police Captain	$102,059.73	$153,089.60

Note - the above salary schedule is utilized only for sworn law enforcement officer positions, including cadets in a training environment. Other non-sworn positions, the Deputy Chief, and the Police Chief are included in the general employee salary schedule.

New Positions		
Department	Job Title	Salary Grade
General Fund		
Parks and Recreation	Maintenance Technician I/II/III - Parks	C/D/F
Office of Customer Care (OCC)	Customer Service Specialist	E
Police	Administrative Assistant	E
Parks and Recreation	Customer Service Representative - Lead	E
Finance	Accounting Specialist	F
Fire	Health and Safety Officer	F8
Parks and Recreation	Park Maintenance Crew Leader	G
Parks and Recreation	Park Maintenance Crew Leader	G
Finance	Purchasing Agent	H
Public Works	Facilities Maintenance Planner / Inspector	H
Human Resources	Human Resource Generalist	J
Development Services	Planner I/II/III - Development	J/K/M
Parks and Recreation	Recreation Center Assistant Manager	K
Parks and Recreation	Fitness Manager	L
Parks and Recreation	Parks and Recreation Manager - Eagles Landing	M
Utilities and Infrastructure	Engineering Project Manager	P
Town Manager's Office	Chief of Staff	SLT 2
Utility Fund		
Budget, Innovation, and Strategy	Budget and Strategy Analyst / Senior	K/M
Utilities and Infrastructure	Pretreatment Supervisor	M

Position Changes / Reclassifications				
Position Number	Current Title	Current Salary Grade	Proposed Title	Proposed Salary Grade
460-009	Building Inspector	I	Permit Technician	E
411-007	Communications & Marketing Specialist	K	Communications & Marketing Specialist / Senior	K/M
411-008	Communications & Marketing Specialist	K	Communications & Marketing Specialist / Senior	K/M
413-011	Business Analyst	M	Business Systems Analyst	M
450-011	Project Manager (Transportation)	N	Engineer I/II/III	L/N/P
417-007	GIS Manager	O	IT Business and Geospatial Manager	P
Various	Police Detective	P5	Police Detective	P4
Utility Fund				
434-020	Electrical & Instrumentation Tech	I	Pump Mechanic I/II	G/H
450-012	Utility Tech I/II/III	C/D/E	Water Facility Mechanic I/II/III	G/H/I
450-013	Utility Tech I/II/III	C/D/E	Water Facility Mechanic I/II/III	G/H/I
434-006	Utility Crew Lead	G	Pump Mechanic Crew Lead	I
Stormwater Fund				
432-024	Environmental Tech II	K	Engineering Technician II	K

Position Titles by Salary Grade				
Grade	**Position Title**			
C	Grade Min:	$44,304.88	Grade Max:	$66,457.31
	Maintenance Technician I - Facilities			
	Maintenance Technician I - Parks			
	Meter Services Technician			
	Public Works Technician I - Solid Waste			
	Public Works Technician I - Streets			
	Utility Technician I			
D	Grade Min:	$46,968.26	Grade Max:	$70,452.39
	Animal Control Officer			
	Customer Service Representative			
	Maintenance Technician II - Facilities			
	Maintenance Technician II - Parks			
	Public Works Technician II - Solid Waste			
	Public Works Technician II - Streets			
	Utility Technician II			
	Equipment Operator I - Parks			
	Equipment Operator I - Public Works			
E	Grade Min:	$49,793.76	Grade Max:	$74,690.64
	Administrative Assistant			
	Customer Accounts Specialist			
	Customer Service Representative - Lead			
	Customer Service Specialist			
	Development Technician			
	Equipment Operator II - Public Works			
	Equipment Operator II - Utilities and Infrastructure			
	Permit Technician			
	Police Records Technician			
	Public Works Technician III - Concrete			
	Telecommunicator I			
	Utilities Locator			
	Utility Technician III			

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	**Position Title**			
F	Grade Min:	$52,758.23	Grade Max:	$79,137.35
	Accounting Specialist			
	Accounts Payable Specialist			
	Fiscal Support Specialist			
	Fleet Mechanic I			
	Maintenance Technician III - Facilities			
	Maintenance Technician III - Parks			
	Park and Recreation Program Assistant			
	Permit Technician II			
	Public Works Technician IV - Concrete			
	Quartermaster			
	Reservation Specialist			
	Telecommunicator II / Senior			
	Utility Accounting Specialist			
	Utility Billing Specialist			
G	Grade Min:	$55,931.14	Grade Max:	$83,896.71
	Backflow Technician			
	Fleet Mechanic II			
	Meter Services Technician - Lead			
	Paralegal			
	Park Maintenance Crew Leader			
	Payroll Specialist			
	Planning Technician			
	Public Works Crew Leader - Concrete			
	Public Works Crew Leader - Solid Waste			
	Public Works Crew Leader - Streets			
	Pump Mechanic I			
	Stormwater Crew Leader			
	Utility Crew Leader			
	Water Facility Mechanic/Operator I			

Position Titles by Salary Grade				
Grade	**Position Title**			
H	Grade Min:	$59,289.31	Grade Max:	$88,933.97
	Animal Control Supervisor			
	Code Compliance Officer			
	Customer Service Supervisor			
	Deputy Clerk			
	Development Review Coordinator			
	Fleet Mechanic III (Master/ASE)			
	Lab Analyst			
	Lead Utility Billing Specialist			
	Park Naturalist			
	Project Management Specialist			
	Pump Mechanic II			
	Purchasing Agent			
	Recreation Program Specialist			
	Theater Production Specialist			
	Utility Asset Specialist			
	Water Facility Mechanic/Operator II			
I	Grade Min:	$62,855.95	Grade Max:	$94,283.91
	Building Codes Inspector I			
	Development Business Coordinator			
	Development Inspector I			
	Electrical & Instrumentation Technician			
	Emergency Management Specialist			
	Land Acquisition Agent			
	Marketing & Special Events Coordinator			
	Permit Supervisor			
	Reclaimed Water Coordinator			
	Pump Mechanic Crew Lead			
	Telecommunications Shift Supervisor			
	Water Facility Mechanic/Operator III			
	Zoning Compliance Officer I			

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	**Position Title**			
J	Grade Min:	$66,631.00	Grade Max:	$99,946.51
	Crime Analyst			
	Digital Media Specialist			
	Engineering Technician I			
	Environmental Technician I			
	Erosion Control Inspector I			
	GIS Technician			
	Grant Writer			
	Human Resource Benefits Specialist			
	Human Resource Generalist			
	IT Technician I			
	Planner I - Development			
	Planner I - Parks			
	Public Works Supervisor - Concrete / Facilities Maintenance / Fleet / Street / Solid Waste			
	Recreation Program Supervisor			
	Zoning Compliance Officer II			
K	Grade Min:	$70,614.50	Grade Max:	$105,921.75
	Accountant			
	Budget and Strategy Analyst			
	Building Codes Inspector II			
	Communications & Marketing Specialist			
	Development Inspector II			
	Engineering Technician II			
	Environmental Technician II			
	Erosion Control Inspector II			
	Human Resources Analyst			
	IT Public Safety Technician			
	IT Technician II			
	Performance Administrator			
	Planner II - Development			
	Planner II - Parks			
	Plans Reviewer I - Building			
	Plans Reviewer I - Development			
	Recreation Center Assistant Manager			
	Sustainability Coordinator			

Position Titles by Salary Grade				
Grade	**Position Title**			
L	Grade Min:	$74,829.60	Grade Max:	$112,244.40
	Building Codes Inspector III			
	Capital Projects Inspector			
	Chief Operator			
	Compliance Supervisor			
	Development Business Manager			
	Engineer I			
	Environmental Specialist			
	Field Supervisor - Cross Connection/Backflow			
	Field Supervisor - Pump Maintenance			
	Field Supervisor - Stormwater			
	Field Supervisor - Water Collections			
	Field Supervisor - Water Distribution			
	Fitness Manager			
	GIS Analyst			
	Industrial Maintenance Supervisor			
	Parks and Recreation Manager - Administrative Services			
	Parks and Recreation Manager - Bass Lake			
	Parks and Recreation Manager - Sports Complex			
	Plans Reviewer II - Building			
	Plans Reviewer II - Development			
	Police Administrative Services Manager			
	Small Business and Downtown Coordinator			
	Systems Analyst			
M	Grade Min:	$79,322.62	Grade Max:	$118,983.94
	Asset Management/ADA Coordinator			
	Assistant Project Manager			
	Business Analyst			
	Business Systems Analyst			
	Development Services Supervisor - Building Inspections			
	Development Services Supervisor - Development Inspections			
	Development Services Supervisor - Development Inspections			
	Environmental Control Supervisor			
	HR Business Partner - Benefits			
	HR Business Partner - Talent Acquisition			
	HRIS Analyst			

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	**Position Title**			
M	Grade Min:	$79,322.62	Grade Max:	$118,983.94
	Parks and Recreation Manager - Cultural Center			
	Parks and Recreation Manager – Eagles Landing			
	Parks and Recreation Manager - Hunt Center			
	Parks and Recreation Manager - Park Maintenance			
	Planner III - Development			
	Planner III - Parks			
	Plans Reviewer III - Building			
	Plans Reviewer III - Development			
	Pretreatment Supervisor			
	Senior Budget and Strategy Analyst			
	Senior Communications & Marketing Specialist			
	Systems Administrator			
	Utilities Manager - Finance & Assets			
N	Grade Min:	$84,070.40	Grade Max:	$126,105.60
	Accounting & Finance Manager			
	Customer Service Manager			
	Development Review Engineer			
	Development Services Manager - Building Inspections			
	Development Services Manager - Building Plans Review			
	Development Services Manager - Development Construction			
	Economic Development Program Coordinator			
	Engineer II			
	Lead Communications & Marketing Specialist			
	Project Manager			
	Public Works Manager - Business Manager			
	Public Works Manager - Facilities			
	Public Works Manager - Fleet			
	Public Works Manager - Solid Waste			
	Public Works Manager - Streets			
	Purchasing Manager			
	Safety and Risk Manager			
	Senior Planner			
	Stormwater Administrator			

Position Titles by Salary Grade				
Grade	**Position Title**			
O	Grade Min:	$89,142.42	Grade Max:	$133,713.61
	Customer Care Manager			
	Development Services Division Manager - Customer Service & Compliance			
	Development Services Manager - Planning			
	Environmental and Stormwater Manager			
	GIS Manager			
	IT Developer			
	IT Operations Manager			
	Sr. Project Manager			
	Telecommunications Manager			
	Utilities Manager - Collections & Distribution			
	Utilities Manager - Environmental Compliance			
	Utilities Manager - Water Facility Operations			
P	Grade Min:	$94,492.34	Grade Max:	$141,738.52
	Business Asset Management Division Manager			
	Engineering Project Manager			
	Engineer III			
	IT Business Manager and Geospatial Manager			
Q	Grade Min:	$100,166.52	Grade Max:	$150,249.79
	Chief Building Official			
	Development Services Division Manager - Construction & Engineering			
	Development Services Division Manager - Development Engineering			
	Development Services Division Manager - Planning			
	Engineering Manager			
R	Grade Min:	$106,164.94	Grade Max:	$159,247.40
	Assistant Director of Development Services			
	Assistant Director of Facilities and Stormwater			
	Assistant Director of Finance			
	Assistant Director of Human Resources			
	Assistant Director of Information Technology			
	Assistant Director of Parks & Recreation			
	Assistant Director Public Works			
	Assistant Director of Transportation			
	Assistant Town Attorney			

Salary & Position List

General Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	**Position Title**			
S	Grade Min:	$112,534.84	Grade Max:	$168,802.25
	Deputy Police Chief			
	Deputy Director U&I - Water Resources			
SLT 1	Grade Min:	$135,041.80	Grade Max:	$202,562.69
	Budget, Innovation, and Strategy Director			
	Chief Information Officer			
	Communications and Marketing Director			
	Development Services Director			
	Economic Development Director			
	Finance Director			
	Human Resources Director			
	Parks & Recreation Director			
	Public Works Director			
SLT 2	Grade Min:	$148,545.98	Grade Max:	$222,818.97
	Chief of Staff			
	Executive Director of Utilities & Infrastructure			
	Fire Chief			
	Police Chief			
SLT 3	Grade Min:	$163,400.58	Grade Max:	$245,100.86
	Assistant Town Manager			
Council Determined Pay				
	Town Attorney			
	Town Clerk			
	Town Manager			

Salary & Position List

Position Titles by Department

	Salary Grade	FY26 Full Time Employees	FY27 Full Time Employees
Town Manager's Office			
Town Manager	N/A	1	1
Assistant Town Manager	SLT 3	2	2
Chief of Staff	SLT 2	0	1
	Total	3	4
Budget, Innovation, and Strategy			
Budget, Innovation, and Strategy Director	SLT 1	1	1
Sustainability Coordinator	K	1	0
Senior/Budget Analyst	M/K	1	2
	Total	3	3
Office of Customer Care (OCC)			
Customer Care Manager	O	1	1
Customer Service Supervisor	H	1	1
Customer Service Specialist	E	2	3
	Total	4	5
Town Attorney			
Town Attorney	N/A	1	1
Assistant Town Attorney	R	1	1
Paralegal	G	1	1
	Total	3	3
Town Clerk			
Town Clerk	N/A	1	1
Deputy Clerk	H	1	1
	Total	2	2
Human Resources			
Human Resources Director	SLT 1	1	1
Asst Human Resources Director	R	1	1
Risk Manager	N	1	1
HR Business Partner-Talent Acquisition	M	1	1
HR Business Partner-Benefits	M	1	1
HRIS Analyst	M	1	1
Human Resource Generalist	J	0	1
	Total	6	7

Salary & Position List

Position Titles by Department

	Salary Grade	FY26 Full Time Employees	FY27 Full Time Employees
Information Technology			
Chief Information Officer	SLT 1	1	1
IT Assistant Director	R	1	1
GIS Manager	O	1	1
IT Developer	O	1	1
Business Systems Analyst	M	3	4
System Administrator	M	1	1
GIS Analyst	L	1	1
IT Technician II	K	2	2
IT Technician I	J	2	2
GIS Technician	J	1	1
	Total	14	15
Communications and Marketing			
Communications and Marketing Director	SLT 1	1	1
Lead Communications & Marketing Specialist	N	1	1
Senior / Marketing and Communications Specialist	M	2	2
Digital Media Specialist	J	1	1
	Total	5	5
Finance			
Finance Director	SLT 1	1	1
Assistant Finance Director	R	1	1
Accounting and Finance Manager	N	1	1
Purchasing Manager	N	1	1
Customer Service Manager	N	1	1
Business Analyst	M	1	0
Accountant	K	3	3
Purchasing Agent	H	1	2
Lead Utility Billing Specialist	H	1	1
Payroll Specialist	G	1	1
Meter Services Technician - Lead	G	1	1
Accounts Payable Specialist	F	1	1
Accounting Specialist	F	1	2
Utility Billing Specialist	F	1	1
Customer Accounts Specialist	E	1	1
Customer Service Representative	D	1	1
Meter Services Technician	C	2	2
	Total	20	21

Salary & Position List

Position Titles by Department

	Salary Grade	FY26 Full Time Employees	FY27 Full Time Employees
Economic Development			
Economic Development Director	SLT 1	1	1
Economic Development Program Coordinator	N	1	1
Small Business and Downtown Coordinator	L	1	1
	Total	3	3
Police			
Police Chief	SLT 2	1	1
Deputy Police Chief	S	1	1
Police Captain	P8	3	3
Police Lieutenant	P7	5	5
Police Sergeant	P6	8	8
Telecommunications Manager	O	1	1
Police Administrative Services Manager	L	1	1
Police Detective	P5	8	8
Police Corporal	P5	6	6
Crime Analyst	J	1	1
Police Cadet/Officer/ Senior / Master / Detective	P1/P2/P3/P4/P4	52	52
Animal Control Supervisor	H	1	1
Emergency Management Specialist	I	1	1
Telecommunications Shift Supervisor	I	2	2
Quartermaster	F	1	1
Telecommunicator I/ II/ Senior	E/F	12	12
Administrative Assistant	E	0	1
Police Records Technician	E	1	1
Animal Control Officer	D	2	2
	Total	107	108
Fire and Rescue			
Fire Chief	SLT 2	1	1
Assistant Fire Chief	F9	3	3
Fire Battalion Chief	F8	3	3
Health and Safety Officer	F8	0	1
Fire Captain	F7	10	10
Fire Training Coordinator	F7	1	1
Fire Lieutenant	F6	9	9
Fire Life Safety Educator	F6	1	1

Salary & Position List

Position Titles by Department

	Salary Grade	FY26 Full Time Employees	FY27 Full Time Employees
Fire Engineer	F5	15	15
Fire Inspector	F4	2	2
Fire Cadet/ Firefighter / Relief Driver	F1/F2/4	39	39
Administrative Assistant	E	1	1
	Total	85	86
Parks and Recreation			
Parks & Recreation Director	SLT 1	1	1
Assistant Director of Parks & Recreation	R	2	2
Parks and Recreation Manager - Culture Center	M	1	1
Parks and Recreation Manager - Park Maintenance	M	1	1
Parks and Recreation Manager - Hunt Center	M	1	1
Parks and Recreation Manager - Eagles Landing	M	0	1
Planner - Parks I/II/III	J/K/M	1	1
Parks and Recreation Manager - Administrative Services	L	1	1
Parks and Recreation Manager - Bass Lake	L	1	1
Parks and Recreation Manager - Sports Complex	L	1	1
Fitness Manager	L	0	1
Performance Administrator	K	1	1
Recreation Center Assistant Manager	K	0	1
Recreation Program Supervisor	J	1	1
Marketing & Special Events Coordinator	I	1	1
Park Naturalist	H	1	1
Recreation Program Specialist	H	7	7
Theater Production Technician	H	1	1
Park Maintenance Crew Leader	G	4	6
Maintenance Technician - Parks I/II/III	C/D/F	11	12
Parks & Recreation Program Assistant	F	2	2
Reservation Specialist	F	1	1
Customer Service Representative - Lead	E	2	3
Customer Service Representative	D	2	2
	Total	44	51

Salary & Position List

Position Titles by Department

	Salary Grade	FY26 Full Time Employees	FY27 Full Time Employees
Public Works			
Public Works Director	SLT 1	1	1
Public Works Manager - Business Manager	N	1	1
Public Works Manager - Facilities	N	1	1
Public Works Manager - Fleet	N	1	1
Public Works Manager - Solid Waste	N	1	1
Public Works Manager - Streets	N	1	1
Sustainability Coordinator	K	0	1
Public Works Supervisor - Concrete	J	1	1
Public Works Supervisor - Facilities Maintenance	J	1	1
Public Works Supervisor - Fleet	J	1	1
Public Works Supervisor - Solid Waste	J	1	1
Public Works Supervisor - Street	J	1	1
Facilities Maintenance Planner / Inspector	H	0	1
Fleet Mechanic I/II/III	F/G/H	3	3
Public Works Crew Leader - Concrete	G	1	1
Public Works Crew Leader - Streets	G	3	3
Public Works Crew Leader - Solid Waste	G	2	2
Public Works Technician - Concrete III/IV	E/F	3	3
Administrative Assistant	E	1	1
Equipment Operator	E	1	1
Maintenance Technician - Facilities I/II/III	C/D/F	4	4
Public Works Technician - Solid Waste I/II	C/D	14	14
Public Works Technician - Streets I/II	C/D	6	6
	Total	49	51
Utilities and Infrastructure			
Executive Director of Utilities & Infrastructure Services	SLT 2	1	1
Deputy Director U&I - Water Resources	S	1	1
Assistant Director U&I - Transportation	R	1	1
Assistant Director U&I - Facilities/Stormwater	R	1	1
Engineering Manager	Q	2	2
Business Asset Management Division Manager	P	1	1
Engineering Project Manager	P	0	1
Engineer I/II/III	L/N/P	5	6
Sr. Project Manager	O	1	1

Salary & Position List

Position Titles by Department

	Salary Grade	FY26 Full Time Employees	FY27 Full Time Employees
Utilities and Infrastructure (Continued)			
Environmental and Stormwater Manager	O	1	1
Utilities Manager - Collections & Distribution	O	1	1
Utilities Manager - Environmental Compliance	O	1	1
Utilities Manager - Water Facility Operations	O	1	1
Project Manager	N	4	3
Stormwater Administrator	N	1	1
Asset Management/ADA Coordinator	M	1	1
Assistant Project Manager	M	2	2
Pretreatment Supervisor	M	0	1
Chief Operator	L	1	1
Field Supervisor - Pump Maintenance / Stormwater / Water Collections/ Water Distribution	L	4	4
Industrial Maintenance Supervisor	L	1	1
Environmental Specialist	L	1	1
Environmental Technician I/II	K	2	3
Engineering Technician I/II	K	1	0
Erosion Control Inspector	K	1	1
Electrical & Instrumentation Technician	I	1	0
Land Acquisition Agent	I	2	2
Pump Mechanic Crew Lead	I	0	1
Reclaimed Water Coordinator	I	1	1
Water Facility Mechanic/Operator I/II/III	G/H/I	6	8
Lab Analyst	H	2	2
Project Management Specialist	H	1	1
Utility Asset Specialist	H	1	1
Backflow Technician	G	1	1
Pump Mechanic I/II	G/H	2	3
Stormwater Crew Leader	G	1	1
Utility Crew Leader	G	4	3
Utility Accounting Specialist	F	1	1
Utility Technician I/II/III	C/D/E	14	12
Utilities Locator	E	3	3
	Total	76	78

Salary & Position List

Position Titles by Department

	Salary Grade	FY25 Full Time Employees	FY26 Full Time Employees
Development Services			
Development Services Director	SLT 1	1	1
Assistant Director Development Services	R	1	1
Development Services Division Manager - Engineering and Construction	Q	1	1
Chief Building Official	Q	1	1
Development Services Division Manager - Planning	Q	1	1
Development Services Manager - Development Engineering	Q	1	1
Development Services Division Manager - Customer Service & Compliance	O	1	1
Development Review Engineer	N	2	2
Development Services Manager - Building Inspections	N	1	1
Development Services Manager - Building Plans Review	N	1	1
Development Services Manager - Development Construction	N	1	1
Senior Planner	N	2	2
Development Services Supervisor - Development Inspections	M	2	2
Development Services Supervisor - Building Inspections	M	2	2
Compliance Supervisor	L	1	1
Development Business Manager	L	1	1
Plans Reviewer I/II/III - Development	K/L/M	4	4
Plans Reviewer I/II/III - Building	K/L/M	2	2
Planner I/II/III - Development	J/K/M	4	5
Building Code Inspector I/II/III	I/K/L	8	7
Zoning Compliance Officer	J	3	3
Development Inspector I/II	I/K	6	6
Permit Supervisor	I	1	1
Development Review Coordinator	H	2	2
Planning Technician	G	1	1
Development Technician	G	1	1
Permit Technician	E	2	3
	Total	54	55
Total Positions (All Departments)		**478**	**497**

Town of
HOLLY SPRINGS
North Carolina

Fee Schedule



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Finance/Utility Fees		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Water/Sewer Rates - Approved water and sewer rate changes effective July 1, 2026. Monthly rates consist of monthly access fee (based on meter size, charged per meter/per unit) plus Water and Sewer Rate tiers.		
Access Fees for Meter Size		
3/4" (Multi-unit dwellings will be charged this access fee per meter/per unit)	$18.46	$20.68
1"	$30.77	$34.46
1 1/2"	$61.56	$68.95
2"	$98.49	$110.31
3"	$196.95	$220.58
4"	$307.73	$344.66
6"	$615.47	$689.33
8"	$984.73	$1,102.90
10"	$2,584.88	$2,895.07
12"	$3,261.64	$3,653.04
Water Rates*		
Water - In Town Rates		
0-2,000 Gallons	$6.12 per 1,000 Gallons	$6.85 per 1,000 gallons
2,001-5,000 Gallons	$7.97 per 1,000 Gallons	$8.92 per 1,000 gallons
5,001-9,000 Gallons	$9.81 per 1,000 Gallons	$10.98 per 1,000 gallons
9,001-14,000 Gallons	$11.65 per 1,000 Gallons	$13.04 per 1,000 gallons
14,001 Gallons and over	$13.49 per 1,000 Gallons	$15.10 per 1,000 gallons
Multi Unit Dwelling Water Rate* 0-14,000 Gallons and Over	New	$10.98 per 1,000 gallons
*Water Out-of-Town Access Fees and Volume Rates are two times the In-Town Rates		
Sewer Rates*		
Sewer In-Town Rates	$19.25 Monthly Access Fee	$21.56 Monthly Access Fee
~~0-2,000 Gallons~~ 0 -14,000 Gallons and Over	$8.38 per 1,000 Gallons	$9.38 per 1,000 Gallons
~~2,001-5,000 Gallons~~	~~$8.38 per 1,000 Gallons~~	Consolidated above
~~5,001-9,000 Gallons~~	~~$8.38 per 1,000 Gallons~~	Consolidated above
~~9,001-14,000 Gallons~~	~~$8.38 per 1,000 Gallons~~	Consolidated above
~~14,001 Gallons and over~~	~~$8.38 per 1,000 Gallons~~	Consolidated above
*Sewer Out-of-Town Access Fees and Volume Rates are Two Times the In-Town Rates		
*Town Rate (Internal only) and Industrial Water/Sewer Rate (Applicable Monthly Access Fee per meter/per unit) plus consumption billed at In-Town 0-2,000 Gallon tier		
Irrigation Meters (Monthly Access Fee plus rate per 1,000 gallons)		
Regular Water Use	$18.46 monthly access fee; $12.25 per 1,000 gallons	$20.67 monthly access fee; $13.72 per 1,000 gallons
Residential/Commercial Reuse	$9.24 monthly access fee; $6.12 per 1,000 gallons	$10.34 monthly access fee; $6.85 per 1,000 gallons
Bulk/Industrial Reuse	$9.24 monthly access fee; $4.08 per 1,000 gallons	$10.34 monthly access fee; $4.56 per 1,000 gallons

Finance/Utility Fees (continued)

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Garbage, Recycling		
Garbage fee	$10.22	$10.71
Recycling fee	$4.16	$4.36
Garbage Container	$75	$75
Recycling Bin	$45	$45
Yard Waste Fees		
Yard Waste Fee	$7.50	$7.50
Additional Monthly Yard Waste Cart Service (per cart)	Additional Yard Waste Monthly Fee (Per Cart) + Actual Cart Cost	Additional Yard Waste Monthly Fee (Per Cart) + Actual Cart Cost
Additional Yard Waste Cart Delivery (per trip)	$20	$20
Bulk Yard Waste Fee (Based on estimated volume)	Level I: $80, Level II: $160, Level III: $240	Level I: $80, Level II: $160, Level III: $240
Additional Yard Waste Collection (per cart)	$15	$15
Stormwater Management Program Fees (Monthly Fee)		
Residential (single family & townhomes)	$5.20	$6.50
Non-Residential and Multi-Family Units	Consolidated	$6.50 per ERU
~~Multi-Family Units~~	~~$5.20 per unit~~	Consolidated
Non Residential		
~~(0-10,000 sq. ft. of impervious surface)~~	~~$5.20 per ERU~~	Consolidated Above
~~(10,001-75,000 sq. ft. of impervious surface)~~	~~$5.20 per ERU~~	Consolidated Above
~~(75,001 and up of sq. ft. of impervious surface)~~	~~$5.20 per ERU~~	Consolidated Above
Water Meter Fees		
~~Water Meter Deposit (with letter of intent to purchase or closing statement)~~	~~$0~~	Consolidated below
Water Meter Deposit ~~(without letter of intent to purchase or closing statement)~~	Owner: $45 Rental: $80 Commercial: $70	$80 (Homeowners and Renters) $120 (No SSN provided - Homeowners and Renters) $80 Commercial
Next Business Day Service	$75	$75
Utility Set-up Administrative Fee	$15	$15
Meter Reading Fee	$40 per trip if no fault of the Town *(Leak/Plumbing problem)* *$80* per trip if no fault of the Town, outside of Town business $0 if the problem is on the Town's side	$40 per trip if no fault of the Town *(Leak/Plumbing problem)* *$80* per trip if no fault of the Town, outside of Town business $0 if the problem is on the Town's side
Meter Data Reading	$50	$50
New Meter Installation Revisit	$75 first/$150 second/ $250 third	$75 first/$150 second/ $250 third
Hydrant Meter Fees		
Hydrant Meter Rental	$25/per day $350/per month	$25/ per day $550/ per month
Hydrant Meter Rental Deposit	$1,500	$1,500

Finance/Utility Fees (continued)

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Hydrant Meter Fees (continued)		
Hydrant Meter Set-up Fee (initial or relocation)	$75	$100
Hydrant Meter Reading Fee	$35	$40
Hydrant Meter Assembly Damage Fee (plus actual repair or replacement cost plus 10%)	$55	$55 and actual repair or replacement cost plus 10%
Hydrant Meter Modification Trip Fee	$15	$50
Monthly Adaptor Fee	$25	$25/month
Hydrant Meter Bill Late Payment Charge	$10	$10
Late Payment and Cut off Status Delinquent Fee		
Utility Bill Late Payment Charge	$10.00	$10.00
Water Meter "Cut Off Status" Delinquent Fee	$35.00	$35.00
Miscellaneous Water Fees		
Bulk Water Fee (no charge for reclaimed)	$25 + $10.65/1,000 gals	$25 + $10.65/1,000 gals
Late / No Show Fee	$25	$25
Reclaimed Bulk Account Setup (inc. up to 4 train/trans cards)	$100	$100
Reclaimed Bulk Training (per person)	$50	$50
Replacement Transaction Card (if lost)	$10	$10
Line Flushing Fee / Reclaimed at 50%	$25 + $10.65/1,000 gals $12.50 +$5.32/1,000 gals	$25 + $10.65/1,000 gals $12.50 +$5.32/1,000 gals
Water Meter (3/4")	$355.00	$355.00
Water Meter (1")	$470.00	$470.00
Water Meter (1 1/2")	$945.00	$945.00
Water Meter (2")	$1,150.00	$1,150.00
Water Meter 3" Octave w/Allegro Pit Mount	$2,700.00	$2,700.00
Water Meter 4" Octave w/Allegro Pit Mount	$3,625.00	$3,625.00
Water Meter 6" Octave w/Allegro Pit Mount	$5,300.00	$5,300.00
Water Meter 8" Octave w/Allegro Pit Mount	$6,600.00	$6,600.00
Water Meter 10" Octave w/Allegro Pit Mount	$9,935.00	$9,935.00
Water Meter 12" Octave w/Allegro Pit Mount	$13,100.00	$13,100.00
Allegro Register for Meter Only	$250.00	$250.00
Pit Mount Only	$655.00	$655.00
Water Meter Removal	$25	$25
Unauthorized Meter Connection	Up to $1,000	Up to $1,000
Finance Miscellaneous Fees		
Return Fee	$35	$35
Motor Vehicle Fee	$25	$25

Development Services Fees

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Holly Springs Hopper		
1-2 riders within town limits/ extraterritorial jurisdiction*	$2/$4	$2/$4
3+ riders within town limits/ extraterritorial Jurisdiction*	+$1 per rider / +$2 per rider	+$1 per rider / +$2 per rider
*No cost for riders 62+ and riders with disabilities. Fare reduction opportunities available. Riders must be at least age 16 if not accompanied by an adult rider.		
^Denotes fee includes 3 submittals for Development Services related fees		
Zone Map Amendments: *Round acreage to the nearest tenth; ex. (0.0 acres)		
Zone Map Amendment - General Use District^	$900 + $10/acre* (double fee for part parcel)	$900 + $10/acre* ~~(double fee for part parcel)~~
Zone Map Amendment – Additional Public Hearing	$350	$350
Zone Map Amendment – Conditional Zoning District (CD) [Option 1 Development Plan/Major Subdivision Plan]^	$1500 +$10/acre* + Development Plan Fee	$1500 +$10/acre* + Development Plan Fee
Zone Map Amendment – Conditional Zoning District (CD) or Legacy PUD Master Plan Major Amendment^	$1500 +$10/acre*	$1500 +$10/acre*
Legacy PUD Master Plan – Minor Amendment^	$500	$500
Major Subdivision (Residential or Non-residential): New or Major Amendment^	$1100+$5/lot or dwelling unit	$1100+$5/lot or dwelling unit
Dev Plan – New or Major Amendment^	$1100+$5/lot or dwelling unit	$1100+$5/lot or dwelling unit
Development Plan/Major Subdivison Plan with Zone Map Amendment – Conditional Zoning District (CD) Option 1	$600	$600
Platting: (2 paper reviews + 1 mylar)		
Final Plat^	$300 + $10/lot	$300 + $10/lot
Exempt Plat^	$200	$200
Minor Residential Plat^	$200	$200
Amendment to Recorded Plat^	$200	$200
UDO Permits		
Accessory Use/Building or Structure	$75	$75
Temporary Use/Building or Structure	$75	$75
Laying Hens	$75	$75
Wireless Telecom Facilities (plus Special Use permit fees when applicable)	$1,000	$1,000
Wireless Small Cell Telecom Co-Location on existing utility pole in Town Right-of-Way (Max. 25 permits per batch)	$100/each (first 5 in a batch) + $50/each additional (max. 20 additional) + $500 technical consulting fee Total fee not to exceed $2,500	$100/each (first 5 in a batch) + $50/each additional (max. 20 additional) + $500 technical consulting fee Total fee not to exceed $2,500
UDO Permit-After the Fact	Double Permit Fee	Double Permit Fee
UDO Permit with Residential Bldg Permit Review	$75	$75
UDO Permit with Non-Residential Bldg Permit	$100	$100
Sign Permit (permanent/temporary)	$75/$50	$75/$50
Temporary Family Healthcare Home	$100	$100
Temporary Family Healthcare Home Annual Renewal	$50	$50

Development Services Fees (continued)

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Other Permits and Procedures		
Minor Plan Amendment^	$450	$450
Minor Plan Amendment Additional Review Fee	$200	$200
Additional Plan Review Fee (PUD, Subdivision, Development Plan, and Platting)	½ Original Fee part parcel fees apply	½ Original Fee part parcel fees apply
Master Sign Plan New or Amendment	$200 + applicable waiver and/or Variance Fees	$200 + applicable waiver and/or Variance Fees
Voluntary Annexation Petition	Recording Fee Only	Recording Fee Only
Historic Property Verification/Inspection Meeting – Capital Area Preservation (CAP)	Actual CAP Cost	Actual CAP Cost
Home Occupation Registration	$35	$35
Zoning Verification Letter	$100 + Inspection Fee	$100 + Inspection Fee
Utility Verification Request	New Fee	$100 + Inspection Fee
ABC Permit Review/Inspection Fee	$75	$75
Planning Inspection / Re-Inspection Fee	$100	$100
Amendment to Comp Plan or UDO	$700 (double fee for part parcel)	$700 (double fee for part parcel)
Zoning Citation Fee (Noncompliance)	As set forth in Town's UDO	As set forth in Town's UDO
Zoning Vested Rights	$400	$400
Development Agreement Public Hearing Fee	Actual Cost	Actual Cost
Incomplete Petition Processing Fee	$50	$50
UDO/DPM Waiver or Alternate Compliance	$100	$100
Development Petition Expiration Extension	$100	$100
Land Use Advisory Committee (LUAC) Request & Communications Item	$100/$200 for each subsequent meeting	$100/$200 for each subsequent meeting
Administrative Adjustment	$150	$150
Administrator's Interpretation	$150	$150
Development Point of Contact Change Request (Development, engineer of record, etc.)	New Fee	$50
Quasi-Judicial Petitions		
Special Use Permit	$500 + other required applications/fees	$500 + other required applications/fees
Special Use Permit After-the-Fact	$1,000 + other required applications/fees	$1,000 + other required applications/fees
Appeal of Administrative Decision	$350	$350
Variance of Development Standards	$350	$350
Variance of Development Standards – After the Fact	$500	$500
Variance of Development Standards – with concurrent Quasi-Judicial Petition	$100	$100
Documents, Maps, Etc.		
Unified Development Ordinance	Town's Reproduction Cost	Town's Reproduction Cost
Development Procedures Manual	Town's Reproduction Cost	Town's Reproduction Cost
Comprehensive Plan	Town's Reproduction Cost	Town's Reproduction Cost

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
GIS Maps		
8.5x11	$2 each	$2 each
11x17	$3 each	$3 each
18x24	$5 each	$5 each
24x36	$10 each	$10 each
30x42	$12 each	$12 each
36x48	$15 each	$15 each
Photographic Copies (B&W)		
8.5x11 and 8.5x14	$0.10 per page	$0.10 per page
11x17	$0.20 per page	$0.20 per page
18x24	$4 per page	$4 per page
24x36	$8 per page	$8 per page
30x42	$10 per page	$10 per page
36x48	$12 per page	$12 per page
Photographic Copies (Color)		
8.5x11	$2 per page	$2 per page
Files on Disk		
Flash Drive or CD	$10 each	$10 per page
Design & Construction Standards Manual		
Purchased	$95 per copy	$95 per copy
Mailed	$110 per copy	$110 per copy
Construction Drawing Plan Review		
Subdivision^	$1,100 +$50 per lot	$1,100 +$50 per lot
Site^	$1,100 +$30 per acre	$1,100 +$30 per acre
Major Plan Revisions^	$1,500	$1,500
Other ex. Utility or Roadway^	$2,000	$2,000
Subsequent Plan Review (includes utility plan review)	$450	$450
Minor Revisions Plan Review^	$900	$900
Revisions Subsequent Plan Reviews	$450	$450
Timbering Review Per Project	$500	$500
Irrigation Well Review	$200	$200
Preliminary Pump Station Site Plan review^	$1,000	$1,500
Construction Drawing Pump Station Review^	$1,500	$1,500
Construction As-built Review Fee	$200	$200

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Environmental Plan Review		
Subdivision/Site^	$750/acre	$750/acre
Subsequent Plan Reviews & Plan Revision	$450	$450 per review
~~Additional Reviews after 2nd Review~~	~~$450/each additional review~~	Consolidated Above
Environmental Variance/Waiver Reviews Per Review	$300	$300
Environmental Variance/Waiver/ Appeal Review After Fact Filing Fee Per Review	$500	$500
NPDES Stormwater Review		
NPDES – Subdivision^	$1000+$25 per lot	$1000+$25 per lot
NPDES— Stormwater Subsequent Reviews/Revisions (per rev) (site and subdivision)	$450	$450
NPDES-Site	<20 Acres $1300 >20 Acres $1650	<20 Acres $1300 >20 Acres $1650
Stormwater As-built / Engineer Certification Administration	$200	$200
Utility Permit Fees - Due with Permit Application		
Water Permit Application Review (Delegated)	$600^	$600^
Sewer Permit Application Review (Delegated)	$600^	$600^
Reclaimed Water Distribution Line Extension Permit Application Review (Delegated)	$600^	$600^
Reclaimed Water Conjunctive Use Permit Application Review (Non res <5 acres, delegated)	$600	$600
Water Permit Processing	$200	$200
Wastewater Permit Processing	$200	$200
Reclaimed Water Permit Processing	$200	$200
Landscaping Watering Exception Permit (30 day permit)	$250 res / $650 non-res	$250 res / $650 non-res

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Special Engineering Study Review Fees^		
Utility Studies		
Fire Flow Analysis^	$2,500	$2,750
Sewer Study^	$1,200	$2,750
Sewer Study (with Pump Station Analysis)^	$2,500	$3,500
Reclaimed Water Model Analysis/Update^	$1,200	$2,000
Utility Studies Subsequent Review		
Fire Flow Analysis Subsequent Review	$1,000	$1,000
Sewer Study Subsequent Review	$500	$1,000
Sewer Study (with Pump Station Analysis) Subsequent Review	$1,000	$1,000
Reclaimed Water Model Analysis/Update Subsequent Review	$500	$1,000
Traffic Studies		
Tier 1 - Trip Generation and Distribution Assessment (TGDA)^	$2,500	$2,500
Tier 2 - Site Specific Traffic Assessment (SSTA)^	$3,500	$3,500
Tier 3 - Traffic Impact Analysis (TIA)^	$5,000	$5,000
Traffic Studies Subsequent Review		
Tier 1 - Trip Generation and Distribution Assessment (TGDA)	$1,000	$1,000
Tier 2 - Site Specific Traffic Assessment (SSTA)	$1,500	$1,500
Tier 3 - Traffic Impact Analysis (TIA)	$2,500	$2,500
Flood Studies		
Local Flood Study^	$1,500	$2,000
FEMA Flood Study^	$1,500	$2,000
Flood Studies Additional Review		
Local Flood Study	$1,000	$1,000
FEMA Flood Study	$1,000	$1,000
~~Special~~ Engineering Study Verification Letter (Internal review only)	$100	$250
Land Disturbance Fee		
Environmental Development Permit	$400 x _____acres	$400 x _____acres
NPDES Stormwater Fee for Stormwater Permit		
Storm Control Measures (SCM)	< 5 acre drainage $300 each SCM > 5 acre drainage $500 each SCM	< 5 acre drainage $300 each SCM > 5 acre drainage $500 each SCM

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Stormwater Fee-in-Lieu		
Cape Fear River Basin – Total fee-in-lieu = number of pounds/acre/year to be offset x acres in impervious surface x 30 yrs x $14 per pound		
Bonding		
Infrastructure Surety Performance	New – $350 ea. Revised/Renewal- $300 ea.	New – $350 ea. Revised/Renewal- $300 ea.
Infrastructure Surety Warranty	New – $350 ea. Revised/Renewal- $300 ea.	New – $350 ea. Revised/Renewal- $300 ea.
Stormwater SCM Surety Performance	New – $350 ea. Revised/Renewal- $300 ea.	New – $350 ea. Revised/Renewal- $300 ea.
Erosion Control Surety Performance	New – $350 ea. Revised/Renewal – $300 ea.	New – $350 ea. Revised/Renewal – $300 ea.
UDO Compliance Surety	New – $350 ea. Revised/Renewal – $300 ea.	New – $350 ea. Revised/Renewal – $300 ea.
Non-Residential Development Fees – These fees are to be collected BEFORE Construction Drawing Approval		
Fees In Lieu Of Assessment		
Payment in Lieu of Street Widening	Per DS approved engineer's estimate	Per DS approved engineer's estimate
Payment in Lieu Infrastructure Improvements	Per DS approved engineer's estimate	Per DS approved engineer's estimate
Payment in Lieu Street Light Installation	$2,000 per light	$2,000 per light
Utility Inspection Fees		
Water	$2.10 per LF	$2.10 per LF
Wastewater	$2.10 per LF	$2.10 per LF
Reclaimed	$2.10 per LF	$2.10 per LF
Pump Station Inspection	$1,500 lump sum	$1,500 lump sum
Streets/Fire lanes	$2.10 per LF	$2.10 per LF
Sidewalks	$2.10 per LF	$2.10 per LF
Greenway	$2.10 per LF	$2.10 per LF
Fiber	$2.10 per LF	$2.10 per LF
Storm Drainage Pipe	$2.10 per LF	$2.10 per LF
Re-Inspection Fee	$.25/LF for any after 1st or 2nd Inspection	$.25/LF for any after 1st or 2nd Inspection
After Hours Inspections (2 business day notice)	$125/hr, min 2 hrs if directly after work hours; $125/hr, minimum 3 hrs if Inspector has to leave home	$125/hr, min 2 hrs if directly after work hours; $125/hr, minimum 3 hrs if Inspector has to leave home

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Non-Residential Water And Sewer Services		
Non-Residential System Development Fees – Based on Meter Size (due at issuance of building permit). Fee for Multi-Unit Dwellings will be applied as the ¾" residential meter rate per equivalent residential unit. All other fees will follow the Non-Residential fee schedule.		

Water & Sewer (charged separately)	System Development Fee
Irrigation	$3,200
Irrigation (Reclaimed)	$1,650
¾" meter Sewer	$5,538
¾" meter Water	$6,162
1" meter Sewer	$11,076
1" meter Water	$12,324
1 ½" meter Sewer	$27,690
1 ½" meter Water	$30,810
2" meter Sewer	$44,304
2" meter Water	$49,296
3" meter Sewer	$184,600
3" meter Water	$205,400
4" meter Sewer	$369,200
4" meter Water	$410,800
6" meter Sewer	$590,720
6" meter Water	$657,280
8" meter Sewer	$1,033,760
8" meter Water	$1,150,240
10" meter Sewer	$2,030,600
10" meter Water	$2,259,400
12" meter Sewer	$2,030,600
12" meter Water	$2,259,400

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Water Developer Installed	$150/unit	$150/unit
Wastewater Developer Installed	$150/unit	$150/unit
Reclaimed Developer Installed	$150/unit	$150/unit
Irrigation Meter Tap Fee ¾" only	$2,000	$2,000
Backflow Inspection Fee	$25	$25
Service Reconnection fee for lapse in annual backflow certification	$50	$50
~~Service Availability Verification~~	~~$200~~	Consolidated Fee with the Utility Verification Request
Residential Development Fees – These fees are to be collected BEFORE Construction Drawing Approval		
Utility Inspection Fees Same as Non-Residential Fees		
Fee in Lieu of Assessment Same as Non-Residential Fees		
Residential Development Fees – These fees are to be collected WITH Residential Building Permit Issuance		
System Development Fees – Water and Sewer Services		
Irrigation Meters	$0	$0
¾" Meter	S $5,538 ; W $6,162	S $5,538 ; W $6,162
Reclaimed – 25% cost of Water		
Tap Fees		
Water/Wastewater/Reclaimed Developer Installed	$90/unit	$90/unit
Service Reconnection fee for lapse in annual backflow	$50	$50
Development Engineering & Construction Inspection Fees		
Driveways	$125 each	$125 each
Lot or Site Final (Prior to C.O.)	$200 each	$200 each
Re-Inspection Fee (Engineering Driveway and Engineering Site Finals)	$100 per reinspection	$100 per reinspection
Reclaimed Irrigation Installation Inspection (Residential/Commercial)	$100/$200 each	$100/$200 each
~~Utility Encroachment Permit~~	~~without bore $50; with bore $100~~	Remove Fee

Development Services Fees (continued)

Description	Approed Fee FY2025-26	Rec. Fee FY2026-27
General Fees Refund Policy: A refund will be issued when requested minus a $50.00 processing fee for any permit, which has not expired, and construction has not started		
General Building Code Fees		
All permits are subject to a technology surcharge fee at 4% of permit fee.	4% of Code Enforcement Fees	4% of Code Enforcement Fees
Working w/o Permit	Double permit fees, Max fee of $1,000	Double permit fees, Max fee of $1,000
Reinspection Fees (Violations over 10; Not ready; Previous Violation(s) Not Corrected)	$100	$100
Certificate of Occupancy C/O (same business day)	$50	$50
Stop Work Order	$150	$150
Add/Change Contractor (per permit/per trade)	$50	$50
Conditional Power	$150	$150
Demolition Permit	$150	$150
After Hours Inspections (2 business day notice)	$125/hr, min 2 hrs if directly after work hours; $125/hr, min 3 hrs if Inspector has to leave home	$125/hr, min 2 hrs if directly after work hours; $125/hr, min 3 hrs if Inspector has to leave home
Misc. Inspections	$100/$150	$100/$150
Change of Occupancy or Use Permit	$150	$250
Stocking C/O (48 hour notice)	$150	$250
Temporary C/O ~~(2 business day notice)~~ (48 hour notice)	$250	$250
Temporary C/O ~~(same business day)~~ (24 hour notice)	$400	$400
Temporary C/O Renewal	$200	$200
Express Review Fee	$500/hr, min. 2 hr	$500/hr, min. 2 hr
Express Review (Re-review)	$500/hr, min. 1 hr + $125 per 15 minute increments	$500/hr, min. 1 hr + $125 per 15 minute increments
Express Review Cancellation (less than 3 business day notice)	No Refund	No Refund
Residential Trade Fees		
HVAC / Water Heater Change Out	$75	$75
Generator Install	$75	$75
Building	$75	$75
Electrical	$75	$75
Mechanical	$75	$75
Plumbing	$75	$75
Permit Revision	$50	$50

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Residential New Dwellings - Each Dwelling Unit		
Up to ~~1,200 sq. ft.~~ 3,000 sq. ft.	$450	$1,200
Over ~~1,200 sq. ft.~~ 3,000 sq. ft.	Add $0.30 per sq. ft.	Add $0.30 per sq. ft.
Homeowner's Recovery Fee	$10	$10
Permit Revision	$100	$100
Residential Additions		
0-500 sq. ft.	$200	$300
Over 500 sq. ft.	Add $0.30 per sq. ft.	Add $0.30 per sq. ft.
Homeowner's Recovery Fee	New Fee	$10
Permit Revision	$50	$50
Residential Alterations		
0-500 sq. ft.	$200	$300
Over 500 sq. ft.	Add $0.30 per sq. ft.	Add $0.30 per sq. ft.
Homeowner's Recovery Fee	New Fee	$10
Permit Revision	$50	$50
Residential Accessory Structures		
Building Trade	$150	$150
Electrical Trade	$75	$75
Mechanical Trade	$75	$75
Plumbing Trade	$75	$75
Permit Revision	$50	$50
Manufactured and Modular Homes		
Manufactured Homes (including piers, tie-downs, steps, decks & all trade inspections)	$200	$300
Modular Homes & Moved Dwellings	Trade Fees + $0.10 per sq ft	Trade Fees + $0.10 per sq ft
Non-Residential and Multi-Family Construction Cost Fees		
$0.00-$ 1,500	$250	$250
$1,501-$ 2,500	$350	$350
$2,501-$25,000	$425	$425
$25,001-$50,000	$650	$650
$50,001-$100,000	$1,200	$1,200
$100,001-$ 200,000	$2,500	$2,500
$200,001-$ 350,000	$4,500	$4,500
$350,001-$ 500,000	$6,000	$6,000
$500,001-$ 750,000	$8,000	$8,000
$750,001-$ 1,000,000	$10,000	$10,000
Over $1,000,000	$10,000 + 0.15% of each million or portion thereof	$10,000 + 0.15% of each million or portion thereof

Development Services Fees (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Non-Residential Plan Review Fee		
0-5,000 sf	$160	$160
5,001-10,000 sf	$240	$240
10,001-25,000 sf	$320	$320
25,001-50,000 sf	$480	$480
50,001-100,000 sf	$800	$800
100,001-500,000 sf	$1,280	$1,280
500,001 sf and above	$2,080	$2,080
At-Risk Building (Design/Build) Plan Review	Non-Residential Plan Review Fees plus $200 per ~~submission~~ submittal	Non-Residential Plan Review Fees plus $200 per ~~submission~~ submittal
Permit Revision	$150	$150
Non-Residential Permit Processing Fee		
0-5,000 sf	$75	$75
5,001-10,000 sf	$100	$100
10,001-25,000 sf	$125	$125
>25,000 sf	$150	$150
Temporary Use Buildings (Construction/Sales)		
Construction/Sales Trailer	$150	$150
Permit Processing	$25	$25
Plan Review	$50	$50
Permit Revision	$50	$50
Non-Residential Trade Fees		
HVAC / Water Heater Change Out	$150	$150
Generator Install	$150	$150
Building	$150	$150
Electrical	$150	$150
Mechanical	$150	$150
Plumbing	$150	$150
Permit Revision	$50	$50
Small Cell Wireless Facilities (Max 25 per application)		
5 Facilities or Less	$100 per Facility	$100 per Facility
Additional Facilities over 5	$50 per Facility	$50 per Facility
Technical Consulting Fee	$500	$500
Municipal Code Fees		
Code Enforcement Citation	As set forth in Town's Municipal Code	As set forth in Town's Municipal Code
Temporary Right-of-Way Signs	$25 per sign	$25 per sign
Building Code Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.		

Parks & Recreation Department		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Scholarships (See Parks and Rec Policy - % dependent upon eligibility)	50% Discount	50% Discount
Park Land Dedication or Fees-in-Lieu Development Fees		
Single Family Detached	In lieu of land dedication a fee calculated pursuant to UDO Chapter 4, Table 4.2-A may be paid at the discretion of the Town Council.	In lieu of land dedication a fee calculated pursuant to UDO Chapter 4, Table 4.2-A may be paid at the discretion of the Town Council.
Single Family Attached	In lieu of land dedication a fee calculated pursuant to UDO Chapter 4, Table 4.2-A may be paid at the discretion of the Town Council.	In lieu of land dedication a fee calculated pursuant to UDO Chapter 4, Table 4.2-A may be paid at the discretion of the Town Council.
Multi-Family Attached	In lieu of land dedication a fee calculated pursuant to UDO Chapter 4, Table 4.2-A may be paid at the discretion of the Town Council.	In lieu of land dedication a fee calculated pursuant to UDO Chapter 4, Table 4.2-A may be paid at the discretion of the Town Council.
25% Holly Springs Based Non-profit Rental Fee Discount for All Facilities (1 time per fiscal year per qualifying nonprofit)		
A Holly Springs resident is defined as a person that lives within the municipal Town limits and pays Holly Springs taxes and/or Holly Springs utilities. A person living in the extra-territorial jurisdiction (ETJ) is considered to be a non-resident. A Holly Springs mailing address does not qualify as a resident.		
Parks and Recreation registration fees are based on the activity type and associated implementation costs. Cost may be contingent upon co-sponsorship.		
Processing Fee for activity refunds and transfers. No refund if registration fee is below $15. Town cancelled activities will not be assessed a processing fee.	$15	$15
Processing Fee for rental amendments or schedule changes unless due to Town weather cancellations. Rentals must be rescheduled within 30 days of the original rental start date.	$15 per occurrence	$15 per occurrence
After-Hours Staffing Fee per hour for facility rentals (outside normal operating hours)	$40/$60	$40/$60
Room Set Up Fee for facility rentals	$25/$38	$25/$38
In Honor of / Memorial Tree Purchase with Personalized Plaque	$250	$300
In Honor of / Memorial Bench Purchase with Personalized Plaque	$1,900	$2,200
Annual Photography Permit (Valid 1 year)	$100	$100
Photography Permit (Daily)	$25	$25
Special Event Application Fee (Non Profit/For Profit/Late Fee)	New Fee	$50/$100/$100
Youth Athletics		
Youth Athletic Fee, ~~except Fottball,~~ per Individual / Non Res Fee	$70/$105	$75/$113
Athletics Activity Late Fee, per Individual / Non Res Fee	$10/$15	$10/$15
Multi-child Fee Reduction	$5	$5
Adult Athletics Fees are established yearly with consideration for individual sport expenses and implementation costs.		
~~Adult Athletics Late Fee, per team~~	~~$25~~	Remove Fee

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Before School/After School/Track Out/Summer Camp Programs		
After School Fee / Non Res Fee (per month)	$151/$227	$155/$233
Track Out Fee / Non Res Fee (weekly rate)	$184/$275	$194/$291
Track Out Session Rate / Non Res Fee	$476/$714	$500/$750
Before School Fee / Non Res Fee (per month)	$123/$185	$127/$190
Before and After School Fee / Non Res Fee (per month)	$238/$358	$245/$368
Summer Camp Fees – (per week)		
Basic Camp / Non Res	$130/$195	$140/$210
Non-refundable Registration Fee (After School, Before School & Track Out)	$30	$30
Late Payment/per day/per child (After school)	$1	$1
Late Pick Up Fee / per 15 minutes time	$10	$10
Multi-child Fee Reduction	$5	$5
Fitness Room (non-refundable)		
Daily Pass / Non Res Fee	$10/$15	$10/$15
Monthly Pass / Non Res Fee	$31/$46	$31/$46
3 Months (10% Discount)	$83/$125	$83/$125
6 Months (20% Discount)	$148/$222	$148/$222
Annual Pass / Non Res Fee	$225/$338	$225/$338
Membership discount available to Youth (age 13-21), Seniors (age 55+) and Military	20%	20%
Replacement Cards	$5	$5
HS Business Corporate Membership (10 annual transferable memberships)	$2725/year	$2725/year
Family Memberships receive a 10% discount (includes all 3/6/12 multi-month memberships)		
Gymnasium (non-refundable)		
Age 12 and under Daily Gym Pass / Non Res Fee	$2/$3	$2/$3
Age 12 and under Gym 10 Visit Pass / Non Res Fee	$10/$15	$10/$15

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Hunt Center Facility Rentals		
Program Rooms (1-5) See Parks & Recreation Policy Manual for Equipment Available for Rental		
Room Deposit	$40	$50
Rooms (1-5) Per Hour/Per Room	$30/$45	$35/$52
Community Room and Multipurpose Room (Up/Down)		
Room Deposit	$50	$60
Rental Per Hour / Non Res fee	$60/$90	$70/$105
Gym: See Parks & Recreation Policy Manual for Gym equipment Available for Rental		
Gym Deposit	$100	
Rental Per Hour / Non Res Fee	$40/$60	$50/$75
Scoreboard/Clock Rental / Non Res Fee	$25 + $12/hr. for operator / $38 + $18/hr for operator	$25 + $12/hr. for operator / $38 + $18/hr for operator
Picnic Shelters/Band Shell – Damage deposit of $25 is required		
Half Day / Non Res Fee	40 max capacity: $40/$60 100 max capacity: $60/$90	40 max capacity: $50/$75 100 max capacity: $80/$120
Full Day / Non Res Fee	40 max capacity: $75/$113 100 max capacity: $110/$165	40 max capacity: $80/$120 100 max capacity: $150/$225
Athletic Fields – Natural Grass		
Damage deposit for fields with portable mounds	$50	$50
Natural Grass Field Rental Per Hour / Non Res Fee	$40/$60	$40/$60
Non-Peak Groups Per Hour (weekdays 8 am - 5 pm)	$25	$25
Lights (where available) / Non Res Fee	$20/$30	$20/$30 per hour
Baseball/Softball field prep (includes dragging, lining and laying out bases) / Non Res Fee	$50/$75	$50/$75
Multipurpose field lining / Non Res Fee (excluding football)	$90/$135	$175/$263
Football field lining (no numbers)	$200/$300	$400/$600
Scoreboard/Clock Rental / Non Res Fee	$25 + $12/hr. for operator/ $38 + $18/hr for operator	$25 + $12/hr. for operator/ $38 + $18/hr for operator
HSHS Baseball field - per hour / Non Res Fee (Games have a minimum rental of 3 hours)	$50/$75	$75/$113
Cleaning Fee	Third Party Fee	Third Party Fee
~~Tournament Rentals – Baseball/Softball Fields: Damage deposit of $100 is required. EXCLUDES Ting BASEBALL STADIUM and HSHS Baseball~~		
~~Full wheel (4 fields) – per day~~	~~$1,200~~	Remove
~~Field Preparation (per application)~~	~~$50 per field~~	Remove
~~Score Tower Daily/Weekend Rate~~	~~$360/$720~~	Remove

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Tennis Courts (1-hour minimum)		
Tennis Court Rental per hour / Non Res Fee	$8/$12	$8/$12
Turf Soccer Field Rates – Womble and NMAC – Damage deposit of $100 is required		
Field Preparation per field (excluding football)	$90/$135	$175/$263
Football field prep (no numbers)	$200 / $300	$400/$600
Hourly rental per quad / Non Res Fee	$35/$53	$50/$75
Hourly Lighting charge, per quad / per hour	$20/$30	
Small Group Training (1/2 quad @ Womble Mon-Fri before 5pm)	$18/$27	$25/$38
Cleaning Fee	3rd Party Fee	3rd Party Fee
~~Turf Soccer Tournament Rates – Womble or NMAC Turf Fields – Damage deposit of $100 is required~~		
~~Whole Complex, per day~~	~~$1,500~~	Remove
~~Field preparation per field~~	~~$50/$75~~	Remove
North Main Athletic Complex Baseball Stadium		
Deposit	$300	$300
Rental Event held in the parking lot (Hourly rate not available for events)	$250 per section per day / $25 per section per hour	$250 per section per day / $25 per section per hour
Stadium Rental Early bird: Monday-Thursday prior to 12 PM Non-peak: Monday-Thursday 12 PM-5 PM Peak: Monday-Thursday 5 PM and after, Friday-Sunday all day	 Early bird: $72 per hour Non-peak: $125 per hour Peak: $200 per hour	 Early bird: $72 per hour Non-peak: $125 per hour Peak: $200 per hour
Light Usage	$50 per hour	$50 per hour
Scoreboard (includes one staff member)	$50 per hour	$50 per hour
Additional Staff (Staffing Level Determined by HSPR Staff)	$35/hour for FT staff; $15/hour for PT staff	$35/hour for FT staff; $15/hour for PT staff
Clubhouse Rental (access available 1 hour prior and after rental time)	Single Game: $150 per game Daily Rate: $300 per day	Single Game: $150 per game Daily Rate: $300 per day
Housekeeping Fee	$50 per day	$50 per day
Cleaning Fee	3rd party fee	3rd party fee

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Small Event (0-4,999 expected attendees)		
Vendor Fee	$25 - $75 per event	$25 - $100 per event
Electricity	$30 per event	$30 per event
Large Event (5,000+ expected attendees)		
ONLY Holly Springs non-profit food vendor	$75 per event	$75 per event
Electricity (food vendors only)	$30 per event	$50 per event
Vendor Fee	$100 - $200	$100 - $250
Holly Springs Non-profit non-food vendor (A Holly Springs Non-Profit must have a 501(c) (3) certificate and be located within the corporate limits of Holly Springs)	$0	$0
Vendor Late Fee (HollyFest and July 5th)	$15	$30
Event Sponsorship Packages (each event will specify what is included for each tier offered)		
Tier 1	$150	$150
Tier 2	$350	$350
Tier 3	$500	$500
Tier 4	$1,000	$1,000
Tier 5	$1,500	$1,500
Tier 6	$2,000	$2,000
Tier 7	$2,500	$2,500
Tier 8	$3,000	$3,000
Tier 9	$5,000	$5,000
Tier 10	$7,500	$7,500
Advertising/Signage Fees		
Baseball/Softball/Soccer (excludes NMAC Stadium)		
Field Advertisement Signs – per Field ~~(2'x3')~~ (4'x6')	$600	$600

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Bass Lake Park & Retreat Center		
Weekend (Friday - Sunday) Conference Room Rental - 3 hour minimum		
Conference Room Rental ($300 deposit)	$100 per hr / $150 per hr	$100 per hr / $150 per hr
Conference Room and Deck Rental ($400 deposit)	$160 per hr/ $240 per hr	$160 per hr/ $240 per hr
Weekday (Monday - Thursday) Conference Room Rental - 3 hour minimum		
~~M TH~~ Conference room rental ~~rate~~ ($200 refundable deposit)	$70 per hr / $105 per hr	$70 per hr / $105 per hr
Conference Room and Deck Rental ($250 deposit)	$100/ $150 per hr	$100/ $150 per hr
Rental Packages		
Weekend Wedding Package / Non Res Fee ($400 deposit)	$2,400 / $3,600	$2,400 / $3,600
Weekday (Monday-Friday) (8am - 5pm) Business Package / Non Res Fee ($200 deposit)	$300 / $450	$300 / $450
Weekday (Monday-Friday) (8am - 5pm) Business Package and Deck / Non Res Fee ($250 deposit)	$400/$600	$400/$600
Extra Fees		
After-hours staffing fees	$40/$60	$40/$60
Overtime fee	$35 per 15 minute interval	$35 per 15 minute interval
Alcohol Deposit (Refundable)	$300	$300
Boats		
Canoe or Jon Boat Hourly Rental (non motorized)	$10	$10
Gheenoe Hourly Rental ~~(~~motorized)	$15	$15
Summer Camp Fees		
Specialty Camp per week	$206/$309	$239/$358

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Sugg Farm at Bass Lake		
Rental Deposit	20% of rental fee	20% of rental fee
General Event (Includes a set up day, event day, and breakdown day)	$2,500	$2,500
General Event - Extra Day	$825	$825
Single Day Rental - During Park Operating Hours	$1,000	$1,000
5K Race Rental (Includes one day for set up)	$1,200	$1,200
5K Race Rental Extra Day	$500	$500
High School Cross Country Weekend Meet	$500/day	$500/day
High School Cross Country Weekday Meet	$250/day	$250/day
High School Cross Country Team Charge for Weekday Practices	$25/practice or $150 for the season	$25/practice or $150 for the season
Greenway Fees (extra fees may apply depending upon need)		
Womble Park (per event) rental	$250	$250
Fun Run - 5K Race event (does not include park rental)	$500	$500
6K - 10K Race event (does not include park rental)	$1,000	$1,000
11K - 20 K Race event (does not include park rental)	$1,850	$1,850
Half Marathon rental (12 month lead time required, does not include park rental)	$2,500	$2,500
Marathon rental (12 month lead time required, does not include park rental)	$4,625	$4,625
Community Garden Plot (10month)	$40	$40

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Cultural Center		
Room Rental - 2 hour minimum		
Room Deposit (per room)	$100	$100
Hourly Fee per room / Non Res Fee	$35/$53	$35/$53
Hourly Kitchen (Rm #126) / Non Res Fee	$10/$15	$15/$23
Alcohol Deposit	$300	$300
Theatre Rentals (Private Events) - 3 hour minimum		
Theater Deposit	$300	$300
Deluxe Performance Package - rehearsal time, 4 hr performance, & tech	$600	$675/$1,013
Budget Performance Package - no rehearsal, 4 hr performance, no tech	$375	$425/$638
Non-Performance Package - 3 hrs, basic lighting, podium/mic	$250	$325/$488
~~Private Movie Party~~ Private Screening/Movie Party - 3 hrs, 20 attendees	$150	$175/$263
Extra Rental Times for Packages above	$85/hr	$95/$143/hr
After Hours Staff for performances, meetings, presentations (tech)	$60/hr	$60/hr
After Hours Staff for rehearsals or front desk staff	$45/hr	$45/hr
Fee for Exceeding Booked Time	$70 per 30 minutes	$70 per 30 minutes
Grand Piano Use - must remain stationary during performance	$75/day	$75/day
Cultural Center Outdoor Venue		
Hourly Springs Outdoor Stage Fee / Non Res Fee	$50/$60 per hour	$75/113 per hour
~~Daily Springs Outdoor Stage Package / Non Res Fee (8 hour block)~~	~~$200/$300 per day (8 hour block)~~	Remove
~~Hourly Technical Staffing Fee (per employee) / Non Res Fee~~	~~$40/$60~~	Remove

Parks & Recreation Department (continued)		
Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Farmers Market (Traditional Season)		
Vendor – Weekly	$287	$287
Vendor – Alternative A/B Week Schedule	$172	$172
Vendor – Daily/Substitute	$20	$20
Vendor – Seasonal Produce	$60	$60
Farmers Market (Winter Season)		
Winter Vendor – Full Season	$207	$207
Winter Vendor – One Saturday per month	$103	$103
Winter Vendor – daily/substitute	$20	$20
Annual Farmers Market		
Vendor – Extended Season Weekly	$442	$442
Vendor – Extended Season Alternative A/B Week Schedule	$264	$264
Farmers Market General Fees		
Electricity	$25/season	$25/season
Each Additional Booth Space or Produce/Meat Vendor Vehicle	50% of regular booth fee/additional space	50% of regular booth fee/additional space
Application Fee	$20	$20

Water Quality Lab Fees

Any analysis that the Town's Environmental compliance Laboratory is not certified to perform will be billed to the business or industry at the Town's cost plus 10% handling fee.

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Industrial Use Permit		
Permit Application	$500	$500
Permit Renewal	$250	$250
Permit Modification	$250	$250
Supplemental Document Review Fee	New Fee	$100/document
Pretreatment Authorization to Construct (ATC)	New Fee	$1,000
Annual Administrative Fee	$250	$250
Lab Analysis Fees		
Biological Oxygen Demand (BOD)	$39	$39
Total Suspended Solids (TSS)	$14	$22
Ammonia	$22	$22
Total Phosphorus	$39	$39
Conductivity / pH	$6 each	$10
Fecal Coliform	$50	$50
Total Coliform	$50	$50
Dissolved Oxygen	$6	$10
Orthophosphorus	$39	$39
Total Nitrogen	$60	$60
Site Visit	$100	$150
Sampler Rental Fee	$75 per day	$75 per day
Pretreatment Surcharge Rates: (surcharges will be based upon monthly reported averages that occur above the concentration limit)		
Biological Oxygen Demand (BOD)	$0.80 per lb. when exceeding 300 mg/l	$0.80 per lb. when exceeding 300 mg/l
Ammonia	$2.00 per lb. when exceeding 25 mg/l	$2.00 per lb. when exceeding 25 mg/l
Total Suspended Solids (TSS)	$0.60 per lb. when exceeding 300 mg/l	$0.60 per lb. when exceeding 300 mg/l
Total Nitrogen	$1.35 per lb. when exceeding 45 mg/l	$1.35 per lb. when exceeding 45 mg/l
Total Phosphorus	$4.17 per lb. when exceeding 6 mg/l	$7.00 per lb. when exceeding 6 mg/l
Fat, Oils and Grease Program Violation Fees		
Grease Interceptor Not Maintained – Notice of Violation (NOV)	$150	$150
Grease Interceptor Missing Components – NOV	$150	$150
Food Serve Establishment with no Grease Interceptor/unapproved grease interceptor – NOV	$1,000	$1,000
Failure to implement expected action from NOV – Second NOV	$500	$500
Failure to implement expected action from second NOV (Third NOV)	Utility Service suspended with $500 reconnection fee plus $150/day out of compliance	Utility Service suspended with $500 reconnection fee plus $150/day out of compliance
Repetitive NOVs / Failure to maintain (4 or more NOVs within 12 months)	$300 per day out of compliance	$300 per day out of compliance
Annual Administrative Fee	$100	$100

Fire Department Fees

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Fire Prevention and Miscellaneous Permit/Inspection Fees		
Fire Prevention/Misc	$100	$100
Commercial Burn	$100	$100
Blasting Permit	$50	$50
Fixed Fire Suppression Systems	$50	$50
Fuel Storage	$75 per Tank	$75 per Tank
Water Supply (Hydrant Placement)	$100	$100
After Hours Inspections (2 business day notice)	$125/hr, min 2 hrs if directly after work hours; $125/hr, min 3 hrs if Inspector has to leave home	$125/hr, min 2 hrs if directly after work hours; $125/hr, min 3 hrs if Inspector has to leave home
Reinspection Fee	$75	$100
Fire Prevention Permit / Inspection Fees (Shell, New Building, Fit-up, Multi-Family)		
0-5,000 SF	$150	$150
5,001-10,000 SF	$200	$200
10,001-25,000 SF	$250	$250
>25,001 SF	$300	$300
Fire Alarm & Fire Sprinkler Permit / Inspection Fees		
0-5,000 SF	$150	$150
5,001-10,000 SF	$200	$200
10,001-25,000 SF	$250	$250
>25,001 SF	$300	$300
Fire Prevention and Miscellaneous Plan Review Fees		
Fire Prevention/Misc	$50	$50
Commercial Burn	$100	$100
Blasting Permit (30 / 90 Days)	$100 / $200	$100 / $200
Fixed Fire Suppression Systems	$100	$100
Plan Review Revision	$50	$50
Fuel Storage	$100	$100
Residential Subdivision Site	$100	$100
Express Review	$250	$250
Express Re-Review	$100	$100

Fire Department Fees (continued)

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Fire Prevention Plan Review Fees (Shell, New Building, Fit-up, Multi-Family)		
0-5,000 SF	$150	$150
5,001-10,000 SF	$200	$200
10,001-25,000 SF	$250	$250
>25,000 SF	$300	$300
Plan Review Revision	$150	$150
Fire Alarm & Fire Sprinkler Plan Review Fees		
0-5,000 SF	$150 + $2.00 per Device/Head	$150 + $2.00 per Device/Head
5,001-10,000 SF	$200 + $2.00 per Device/Head	$200 + $2.00 per Device/Head
10,001-25,000 SF	$250 + $2.00 per Device/Head	$250 + $2.00 per Device/Head
>25,000 SF	$300 + $2.00 per Device/Head	$300 + $2.00 per Device/Head
Plan Review Revision	$150	$150
Fire Department Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.		

Fire Department Periodic Inspection Fees								
Square Feet	1-2,500	2,501-5,000	5,001-10,000	10,001-25,000	25,001-50,000	50,001-100,000	100,001-500,000	500,001-Plus
Inspection Fee	$35	$50	$65	$80	$100	$125	$165	$250
1st Re-inspection	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee
2nd Re-inspection	$75	$75	$75	$75	$75	$75	$75	$75
3rd Re-inspection	$100	$100	$100	$100	$100	$100	$100	$100
Subsequent 1st Offense	$100	$100	$100	$100	$100	$100	$100	$100
Subsequent 2nd Offense	$200	$200	$200	$200	$200	$200	$200	$200
3rd Subsequent Offense	$500	$500	$500	$500	$500	$500	$500	$500

Police Department Fees

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Golf Cart Registration and Inspection Fee	$50	$50
Golf Cart Registration Renewal and Re-inspection Fee	$20 Annually	$20 Annually
Designated Dog Fee pursuant to Town Ordinance Article III Section 12-61	$250	$250

Miscellaneous Fees

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Vehicle, Equipment & Labor Hourly Charges		
Backhoe	$50	$100
Pickup Truck	$30	$50
Dump Truck	$45	$100
Heavy Equipment	New Fee	$100 per piece of equipment
Police Vehicle	$25	$25
Other Town Vehicles	$15	$25
Other Town Equipment	$25	FEMA Rates
Traffic/Street Sign Installation and Replacement Fees		
U-Channel post 10'	$30	$35.00
U-Channel post 12'	$33	$37.00
Sign Brackets	$6	$7.00
Street sign 6" x 30"	$35	$42.00
Street sign 6" x 36"	$35	$42.00
Street sign 6" x 42"	$35	$42.00
Street sign 6" x 48"	$35	$48.00
Street sign 6" x 54"	$35	$48.00
Street sign 9" x 30"	$40	$54.00
Street sign 9" x 36"	$40	$57.00
Street sign 9" x 42"	$40	$57.00
Traffic signs 12" x 18"	$42	$57.00
Traffic signs 18" x 24"	$52	$57.00
Traffic signs 30" x 30" (Octagon)	$85	$90.00
Decorative Combo Assembly	$930	$1,250.00
Decorative Stop Assembly	$565	$750.00
Decorative Speed Limit Assembly	$565	$750.00
Labor Charges (Hourly Rate)		
Department Head	$50	$100
Manager	New Fee	$80
Supervisor	$40	$70
Technician	$30	$50
Police Chief/Command Staff	$75	$99.00
Police Supervisor	$55	$77
Police Officer	$44	$60.50
Firefighter/EMT	New Fee	$50
Fire Supervisor	New Fee	$65
Command Staff	New Fee	$85

Miscellaneous Fees (continued)

Description	Approved Fee FY2025-26	Rec. Fee FY2026-27
Public Information Fees		
Candidate Filing Fee	$50	$50
Solicitor/Peddler Permit	$25	$25
Irrigation Permit	$50	$50
Paper Copies		
8 1/2 x 11 (per side)	$.10 per page	$.10 per page
8 1/2 x 14 (one/two side)	$.10 per page	$.10 per page
11 x 17 (one/two side)	$.20 per page	$.20 per page
Electronic Files		
CD Rom or Flash Drive	$10 each	$10 each
Envelopes		
Letter Size	$.04 each	$.04 each
6 x 9 Kraft	$.10 each	$.10 each
9 x 12 Kraft	$.14 each	$.14 each
10 x 13 Kraft	$.16 each	$.16 each
Postage		
Postage	Actual Postage	Actual Postage
Certified Copies		
Eligible Paper Documents Only	$.35 per order, + cost of copies	$.35 per order, + cost of copies
Cemetery Fees		
Cemetery Plot - 5 x 10 Plot - Resident	$975 each $1,375 for 2 $2,175 for 4	$975 each $1,375 for 2 $2,175 for 4
Cemetery Plot - 5 x 10 Plot - Non Resident	$1,175 each $1,675 for 2 $3,175 for 4	$1,175 each $1,675 for 2 $3,175 for 4
Bid Documents		
Purchased	TBD per project cost	TBD per project cost
Mailed	TBD per project cost	TBD per project cost

Town of
HOLLY SPRINGS
North Carolina

Fiscal Policy



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Holly Springs, N.C.	FN-11.3 Fiscal Policy Guidelines	
	Prepared By:	**Tina Stroupe**
	Dept./Title:	**Finance**
Administrative Rules	Date Approved:	**June 3, 2025**
	Effective Date:	**June 3, 2025**
	Supersedes Old #:	**FN-11.2**
	Old Effective Date:	**June 18, 2024**

Fiscal Policy Guidelines — Objectives

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the Town of Holly Springs, North Carolina. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the Town's ability to insulate itself from fiscal crisis;
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible;
- Promotes long-term financial stability by establishing clear and consistent guidelines;
- Promotes the view of linking long-run financial planning with day to day operations; and
- Provides the Town Council, citizens, and the Town's professional management a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

Capital Improvement Budget Policies

1. The Town will prioritize all capital improvements in accordance with a capital improvement program.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
7. The Town will attempt to determine the least costly and most flexible financing method for all new projects.

continued next page

Fiscal Policy

Debt Policies

General

1. The Town will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. The Town will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.
3. When the Town finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
4. Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
5. The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.

Tax Supported Debt

6. Net debt as a percentage of total assessed value of taxable property should not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.
7. The ratio of debt service expenditures as a percent of total governmental fund expenditures should not exceed 15% with an aggregate ten-year principal payout ratio target of 55% or better.

Fund Balance Policies

1. In accordance with governmental accounting standards the Town's total Fund Balance in the General Fund is comprised of five components:
    a. Nonspendable Fund Balance represents resources that are physically or legally in a nonspendable form such as inventory, prepaid expenses or long-term receivables,
    b. Restricted Fund Balance represents resources limited by state or federal law, or regulations, creditors or grantors. Included are unspent bond proceeds, grants earned but not spent, such as Powell Bill, or resources reported as "Stabilization by State Statute",
    c. Committed Fund Balance represents resources formally committed by Council in the form of a resolution or ordinance for a particular purpose such as a project,
    d. Assigned Fund Balance represents resources constrained by Council or the Town Manager informally for a specific future purpose, but not yet formally restricted or committed, such as for an anticipated project or appropriation in a subsequent fiscal year, and
    e. Unassigned Fund Balance represents all remaining resources available for appropriation by the Town Council after all commitments for future expenditures, required reserves defined by State statutes, and previous Council designations have been calculated to include transfers and debt service. The Town will define these remaining amounts as "available fund balances."
2. Available fund balances at the close of each fiscal year should be targeted range between 20-25% of General Fund expenditures with a minimum of 20%. Reserves beyond 20% of the Total Annual Operating Budget of the Town may be used for one-time use.
3. The Town Council may, from time-to-time, appropriate available fund balances below the 20% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town of Holly Springs. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.

Budget Development Policies

1. The Town will develop the Annual Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.
2. Water and sewer rates will be established at the appropriate level to enable the related funds to be self-supporting. In addition water and sewer rates will be established to maintain compliance with Revenue Bond Covenants.

3. One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.
4. The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the Town.
5. The Town Council will receive a financial report at the end of each quarter showing year-to-date revenues and expenditures and comparing each amount to the budget as amended.
6. Budget amendments will be brought to the Town Council for consideration as needed. A monthly budget amendment report will be brought to the Town Council for all prior month budget amendments required to be reported.
7. The Budget Officer may transfer amounts of expenditures between departments or between funds in the budget. The Budget Officer may transfer amounts up to fifty thousand dollars ($50,000) between departments of the same fund without prior Council Action.

Cash Management and Investment Policies

1. It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.
2. The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.
3. The Town may deposit Town Funds into: Any Board approved Official Depository, if such funds are secured in accordance with NCGS-159 (31). The Town may invest Town Funds in: the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and rated no lower than "AAA", and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.
4. Investment of the Town will be diversified to eliminate the risk of loss as a result of over concentration of securities in a specific issuer, class of securities, or maturity sector.
5. Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.

***

End of Administrative Rule No. FN-11.3

Approved by the Holly Springs Town Council, this, the 3rd day of June, 2025.

THE TOWN of HOLLY SPRINGS 1876 WAKE COUNTY NORTH CAROLINA

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Linda McKinney, Town Clerk



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Glossary

Accrual Basis of Accounting (or Full Accrual).
Accounting method that recognizes revenues in the accounting period in which they are earned and become measurable.

Ad Valorem Tax.
A property tax levied according to assessed value.

Annual Budget.
A budget covering a single fiscal year (July 1 - June 30).

Appropriation.
The amount budgeted on a yearly basis to cover projected expenditures which have been legally authorized by the Town Council.

Assessed Valuation.
The value real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assessment.
The process for determining values of real and personal property for taxation purposes.

Audit.
An independent evaluation of the accuracy of the Town's financial statements, practices, and internal controls designed to ensure compliance with generally accepted account principles.

Balanced Budget.
Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Budget.
A plan covering a fiscal year which projects expenditures for providing services and revenues to finance them. The Town's adopted budget is the official expenditure policy of the Town Council and an effective tool for managing Town operations. The budget is the legal instrument by which Town funds are appropriated for specific purposes and by which Town government positions are authorized. N.C. General Statutes require the budget to be balanced.

Budget Amendment.
A legal procedure used by Town staff and Council to revise a budget appropriation.

Budget Document.
A formal document presented to the Town Council containing the Town's financial plan for a fiscal year. The Budget document is presented in two phases, proposed and final, the latter of which reflects the budget as adopted and approved by the Town Council.

Budget Message.
A written overview of the proposed budget from the Town Manager to the Mayor and Town Council which discusses the major budget items and the Town's present and future financial condition.

Budgetary Control.
The control or management of a government in accordance with an approved budget to keep expenditures within the limitations of available appropriations and revenues.

Capital Outlay.
Expenditure resulting in the acquisition of or addition to the Town's general fixed assets costing more than $5,000 and having a useful life of greater than three years.

Community Investment Plan (CIP).
A long-range plan of proposed capital improvement projects, which includes estimated project costs and funding sources that the Town expects to carry out over a five-year period. The program is updated annually to reassess capital needs and for the preparation of the capital budget.

Contingency.
An appropriation of funds to cover unanticipated events that may occur during the fiscal year. Transfers from this line item must be approved by Town Council. North Carolina General Statutes require that the contingency amount be limited to 5% of the other appropriations within a respective fund.

Deficit.
An excess of expenditures over revenues or expense over income.

Encumbrances.
A financial commitment for services, contracts, or goods which have not, as of yet, been delivered or performed.

Enterprise Fund.
A fund which accounts for the operations that are financed from user charges and whose operation resembles a business.

Expenditures.
Outflows of net financial resources. They include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements, and shared revenues.

Fiscal Year (FY).
A twelve month period (July 1 through June 30) to which the annual operating budget applies and at the end of which an assessment is made of the Town's financial condition and performance of its operations.

Glossary

Franchise Tax.
A tax levied on the gross sales of Public Utilities. Such taxes were assessed by the state as a function of permitting the respective utilities to do business in the state of North Carolina. Such taxes are shared between the state and its municipalities according to the respective ratio of gross sales within those jurisdictions.

Fund.
An accounting entity created to record the financial activity for a selected financial grouping. A fund is set up to carry out a special function or attain certain objectives in accordance with set laws and regulations (i.e. General Fund).

Full-Time Equivalent (FTE).
An acronym used to describe the number of approved positions by Town Council with provided benefits. One FTE equals 2080 hours per year per permanent position.

Fund Balance.
The difference between fund assets and fund liabilities of the governmental unit.

Government Finance Officers Association (GFOA)
The Government Finance Officers Association is a professional association of approximately 19,000 state, provincial, and local government finance officers in the United States and Canada.

Governmental Fund.
A fund which accounts for the operations that are tax-base supported and provide general government activities.

General Fund.
A fund which provides for the accounting of all financial resources except those designated to other funds. Most of the basic government services, such as police, fire, sanitation, or street maintenance are accounted for in this fund.

Grants.
A contribution or gift in cash or other assets from another government to be used for a specific purpose. For example, a grant from the State of North Carolina for the construction of a major highway.

Interest and Penalties on Taxes.
Uncollected interest and penalties on ad valorem taxes.

Intergovernmental Revenues.
Revenues from other governments (state, federal, local) which can be in the form of grants, shared revenues, or entitlements.

Levy.
The amount of tax, service charges, and assessments imposed by a government.

Non-operating Expenses.
Expenses which are not directly related to the provision of services such as debt service.

Non-operating Revenues.
Revenues which are generated from other sources (i.e. interest income) and are not directly related to service activities.

Operating.
Those costs, other than personnel and capital outlay, which are necessary to support the day-to-day operation of the Town. Includes items such as telephone charges, utilities, office supplies, advertising, travel, and printing.

Pay-As-You-Go (PAYGO).
Is a strategy for financing large or capital expenditures with funds that are currently available rather than borrowing.

Personnel.
Expenditures for salaries and fringe benefits including merit increases, social security, retirement, health insurance, life insurance, 401 (k), and other employee benefits.

Policy.
A definite course or method of action in light of given conditions to guide and determine present and future decisions.

Powell Bill Funds.
Funding from state-shared gasoline tax which is restricted for use on maintenance of local streets and roads.

Property Taxes.
Taxes levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Fund.
A fund which accounts for the operations that are business-like interactions.

Reclassification.
Change in a position title and/or the associated pay range based on changes in the job skills required for a given position.

Reserve.
An account designated for a portion of the fund balance which is to be used for a specific purpose.

Revenue.
Inflows of financial resources that increase the fund balance account. Expenditure refunds, interfund transfers, and debt proceeds are not considered revenues.

Glossary

Surplus.
The amount by which revenues exceed expenditures.

Tax Rate.
The amount of tax stated in terms of a unit of the tax base.

Village District Area Plan (VDAP).
A plan for the development and zoning of the related zoned "Village District" predominately in the downtown area.



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Town of Holly Springs
128 South Main Street
Post Office Box 8
Holly Springs, NC 27540
www.hollyspringsnc.gov

FISCAL YEAR 2026-2027
RECOMMENDED BUDGET

COMMUNITY SAFETY

GROWTH MANAGEMENT & ECONOMIC VITALITY

INVESTING IN QUALITY PUBLIC SERVICES AND THE COMMUNITY'S FUTURE

ORGANIZATIONAL EXCELLENCE

VIBRANT COMMUNITY

NO PROPERTY TAX RATE INCREASE

HOLLY SPRINGS ROAD CONSTRUCTION
(Flint Point Lane to Main Street)

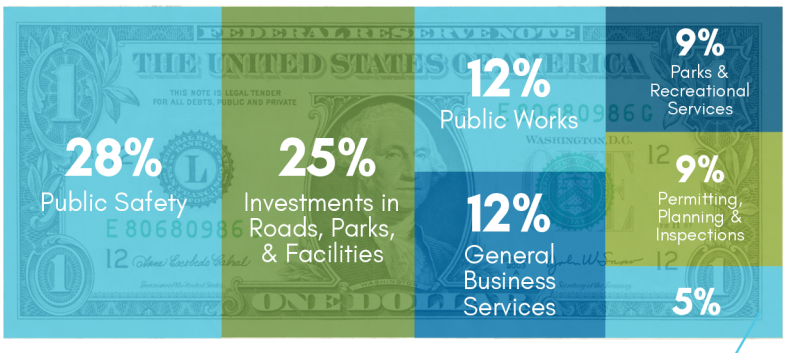
EXPAND HOLLY SPRINGS HOPPER MICRO TRANSIT SERVICE

DESIGN OF NEW FIRE STATION ON REX ROAD

HOLLY SPRINGS CELEBRATES 150 YEARS

PREPARING TO OPEN EAGLES LANDING PARK IN LATE 2027

WHERE DOES MY TAX DOLLAR GO?



MONTHLY RESIDENTIAL FEES

	Fiscal Year 25-26	Fiscal Year 26-27	Difference
Garbage/Recycling	$14.38/mo	$15.07/mo	$0.69/mo
Yard Waste	$7.50/mo	$7.50/mo	no change
Water & Sewer	$99.41/mo	$111.30/mo	$11.89/mo
Stormwater	$5.20/mo	$6.50/mo	$1.30/mo
Monthly Total	$126.49/mo	$140.37/mo	$13.88/mo
Daily Total	$4.22/day	$4.68/day	$0.45/day

Fiscal Year 2026-27 Manager's Budget Message

May 12, 2026

To the Honorable Mayor and Town Council Members:

On behalf of the entire organization, it is my pleasure to recommend to you the Fiscal Year 2026-2027 (FY27) Operating Budget and Community Investment Plan.

Introduction

In the most recent community survey, Holly Springs residents once again expressed high overall satisfaction levels with their community. 95% say it's a great place to live and 94% say a great place to raise children. The Town also heard what residents are most concerned about, including managing traffic and growth.

The annual budget is the chief policy document that reflects the values and priorities of Holly Springs. This year's recommendation continues to leverage sound fiscal policy to advance a balanced budget that advances the Mayor and Town Council's strategic vision for the Town. A few of the investment highlights in this year's recommendation include:

1. Managing Traffic and Improving Mobility
2. Enhancing Parks, Facilities, and Events
3. Managing Growth and Protecting the Environment

The Recommended Budget totals $139,226,267 (net of transfers), an 18.3% increase from the adopted FY 2025-2026 (FY26) budget – reflecting increased capital project investments for the community. Of this, the General Fund represents $72,890,399, a 11.9% increase from the prior year. A significant portion of this increase comes from $4,343,927 in fund balance appropriations for community investment projects. Net of those investments, the remaining General Fund budget is $68,546,472, a 5.2% increase from the prior year adopted budget.

The Town's total assessed property valuation (real and personal property) is projected to increase from $13.9 billion to $14.6 billion in FY27, a 4.6% increase

over the prior year. Nineteen (19) new positions are recommended, with seven in anticipation of opening Eagles Landing Park and two dedicated to the Utility Fund (water and sewer). The remaining ten positions are to support service growth areas, facility maintenance, and maintaining the high level of organizational excellence that has been a hallmark of Holly Springs.

Key Budget Drivers

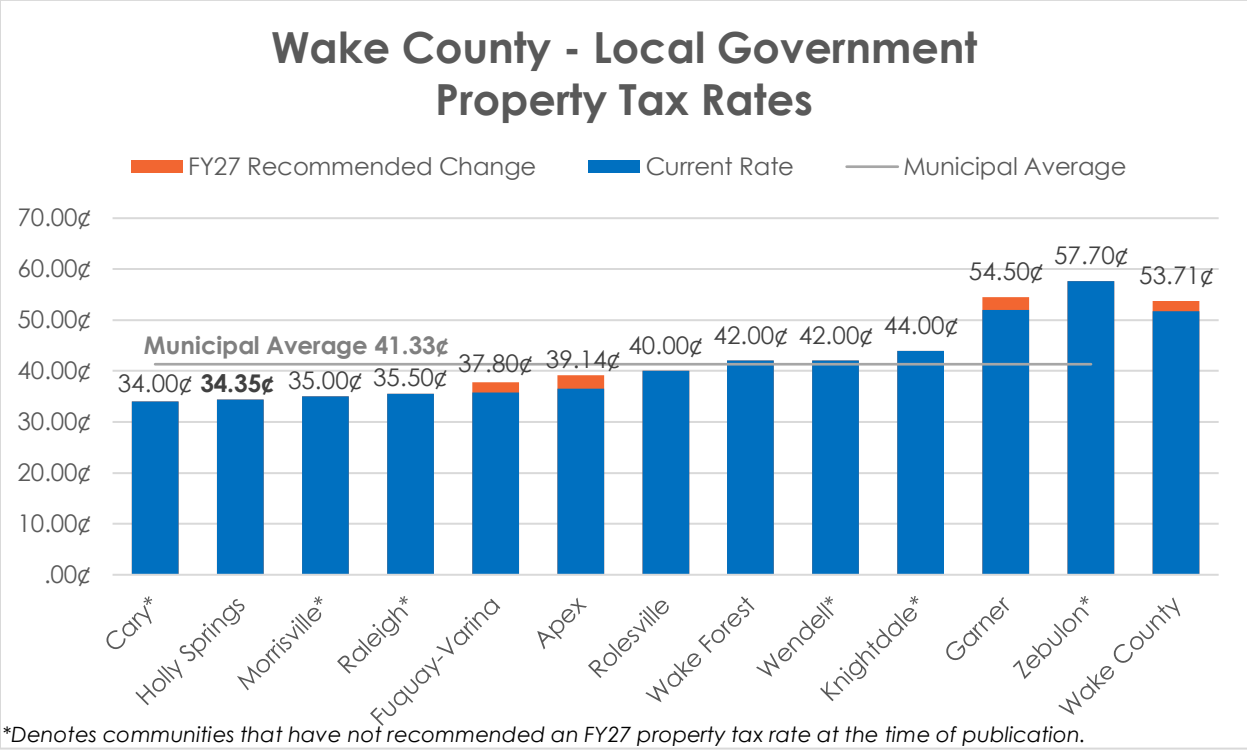


Figure 1 – A graph showing local government property tax rates in Wake County.

Today, Holly Springs has the 2nd lowest property tax rate in Wake County, and this budget recommendation is committed to providing high levels of service while maintaining affordability. This year's recommendation maintains a property tax rate of 34.35 cents per $100 valuation while still addressing key strategic priorities and service growth needs.

Slowing Development & Growth - Since the 2020 Census, Holly Springs has grown in population by nearly a third, but recent trends indicate that growth is slowing. Over the past 10 years, the Town has approved on average 600 building permits for single homes annually. In 2025, that number dropped to under 300 permits. While the Council-approved number of yet to be built residential units remains around 5,200 units, the decline in pulled permits to build is more likely due to

higher interest rates and national market conditions than local factors. Trends across Wake County also indicate a general slowing of growth.

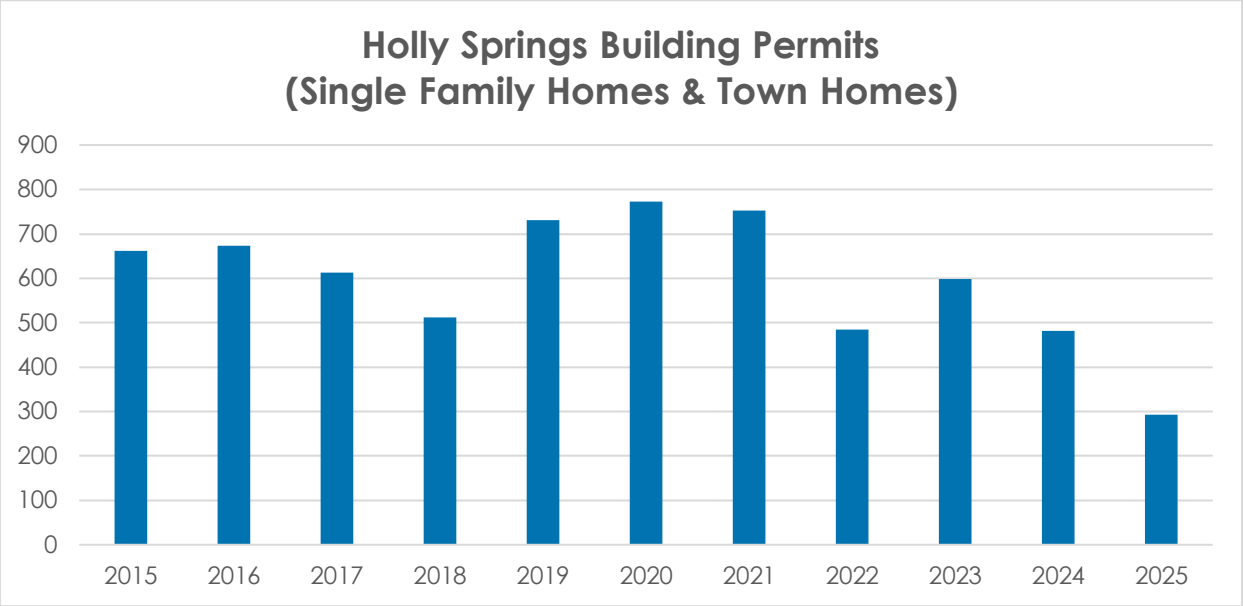


Figure 2 - A graph showing building permits in Holly Springs from 2015 to 2025.

Impact to Property Tax - Slowing residential growth does impact revenue, in particular property tax. Property taxes represent about 43.1% of the General Fund revenues which provides essential public services such as Police, Fire, Parks & Recreation, and maintains public infrastructure like sidewalks, greenways, and roads. Since 2020, the total real estate value in Holly Springs has grown on average over 7% (excluding Wake County property revaluation years). In 2026, values are projected to increase by an estimated 4.3%. This trend is similar across Wake County, with half of the other municipalities seeing growth as low as 0.5% to 3%. The difference-maker for Holly Springs is economic development.



Figure 3 - Mayor and Town Council

Economic Development - The recruitment of life sciences manufacturing has been an important economic strategy of the Mayor & Council dating back to 2002. Since 2020, over $7 Billion of life science commercial development has been announced. These strategic investments diversify the Town's tax base and reduce the property tax burden on residential property owners.

Sales Tax – The second largest governmental revenue source is sales tax at $16.5 million, which comprises 22.7% of the General Fund operating revenue. During the post-COVID high-inflation period, sales tax revenue nearly doubled in just four years. This trend began to slow in FY23, reaching a low of 3% growth in FY25. Today, in FY26, sales tax revenue shows signs of an upward correction with collections projected to be up by more than 7% compared to last year. When forecasting sales tax revenues, prudent fiscal restraint is advisable given the possibility of unforeseen global market conditions. However, data indicate a potential return to more typical pre-COVID growth rates in the 4 – 8% range annually.

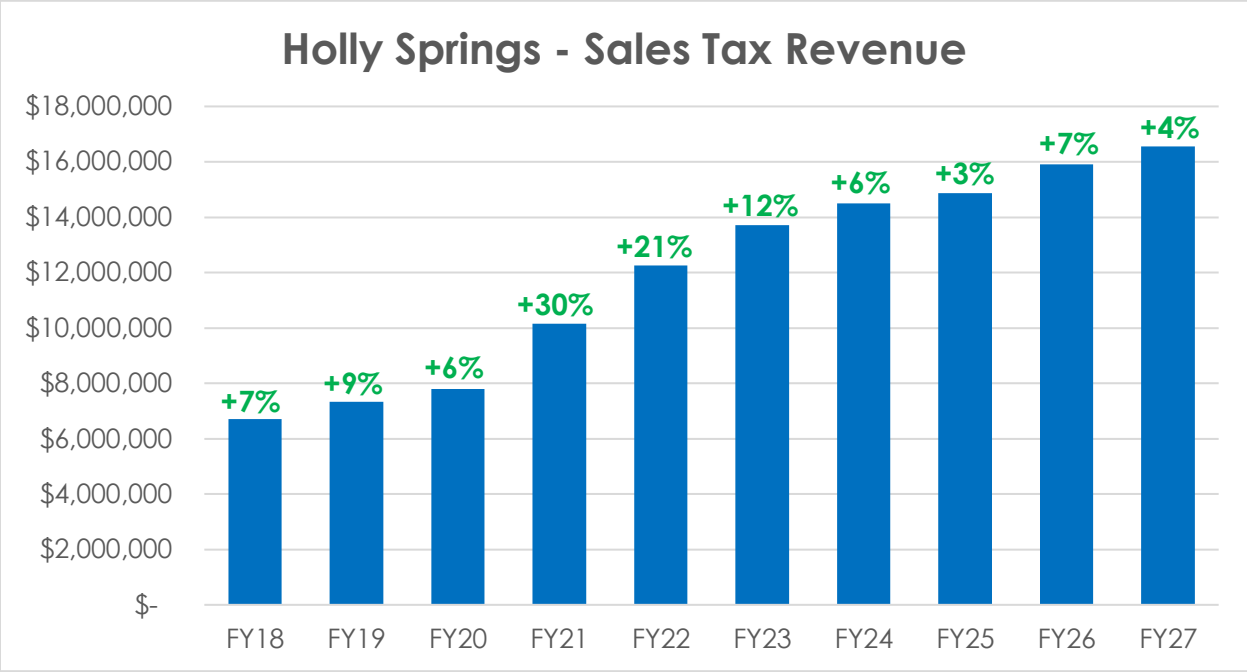


Figure 4 - Shows actual sales tax revenue for Holly Springs from FY18 to FY25; FY26 and FY27 are projected.

Managing Traffic and Improving Mobility

The 2025 Community Survey identified management of traffic as the top priority for residents. In the Town's 2026 Strategic Plan, the Mayor and Council established a vision to address this concern by enhancing multi-modal transportation and making smart infrastructure investments to include partnerships with the Town's adjacent municipalities. This budget seeks to advance that vision through the following community impact investments:

Holly Springs Hopper – In January the Town launched its first ever microtransit service the Holly Springs Hopper. While operational for just a few months, the service has been a big hit with residents, providing a new mobility option for residents and visitors getting around town. In particular, the Hopper has increased accessibility with over half of all riders qualifying for the fare free rate provided to individuals with disabilities or riders 62 years or older. This year's budget funds the service for a full year of operations, and using additional grant funding, staff are working with Town Council to consider expanding weekday hours of operations as well as Saturday service.



Figure 5 - Holly Springs Hopper Microtransit Vehicle

Holly Springs Road Widening (Central Phase) – In January the Mayor and Town Council cut the ribbon marking the completion of the Holly Springs Road Widening (East Phase) from Sunset Lake Road to Flint Point Lane. In FY27, the Town plans to bid and begin construction on the next phase (Central) to provide a four-lane median-divided road with side paths and pedestrian safety elements from Flint Point Lane to Main Street.

Intelligent Transportation System (ITS) Improvements – This budget provides funding to advance the Town's ITS initiative to mitigate traffic congestion through smart infrastructure. The Town has partnered with NCDOT for a $2 million investment to install traffic cameras and real-time traffic analysis tools that currently enable NCDOT to remotely monitor congestion and diagnose and correct signal issues. This year's investment includes the installation of public safety preemption equipment to improve the flow of traffic during emergency responses as well as completion of an operations plan that will identify final Town digital traffic monitoring investment needs and an operational design to allow the Town to request from NCDOT transition of ITS management to the Town.

Utley Creek Greenway (Phase 2) – In 2026, the Town is scheduled to begin construction on the next phase of the Utley Creek Greenway to extend it west from Morgan Park and connect with the Holly Glen neighborhood. This project is

supported by the Capital Area Metropolitan Planning Organization (CAMPO) which is providing a grant for 70% of the cost of construction.

Middle Creek Greenway Pedestrian Crossing – In partnership with the Town of Apex, a pedestrian-initiated crosswalk signal beacon will be constructed across Sunset Lake Road connecting the Holly Springs and Apex portions of the Middle Creek Greenway. This investment will enhance crosswalk safety on a key multimodal connection point between Holly Springs and Apex.

Enhancing Parks, Facilities, and Events

In the most recent Community Survey, 95% of respondents rated their quality of life in Holly Springs as either "excellent" or "good". That is nearly double the national average, and the Town is committed to maintaining this high level of service. Below highlights some of the recreational and service delivery enhancements along with improvements to Town facilities included in this year's budget recommendation:



Figure 6 - Rendering of the Eagles Landing Park Recreation Center

Eagles Landing Park – Construction is progressing well on this 56-acre park and recreation facility located on Cass Holt Road, with an opening planned for late 2027. Eagles Landing Park will offer a wide range of activities and programming for everyone from preschoolers to our senior community, including a splashpad, an e-sports and technology lounge, four multi-use indoor courts, pickleball courts, two turf fields, fitness areas, and more. The FY27 budget begins the operational ramp-up to fund positions for the park's upcoming operations.

Cultural & Recreational Offerings – Additional funding for Senior programming and festival / special event programming is included in this year's recommendation. A keynote event of 2026 and 2027 will be the year-long *Sesquicentennial* celebration commemorating the 150th anniversary of the Town's incorporation.

"311" / Office of Customer Care (OCC) – In May of 2023, the Town launched its "311" customer service dedicated phone line and mobile app providing an easy-to-use one-stop point of contact for all Town inquiries and services. This budget recommends adding one customer service specialist to handle increasing call volumes and improve the OCC manager's capacity to focus on evolving and enhancing 311 effectiveness and service delivery coordination within the Town organization.

Operations Campus – This summer, the Town will open its first non-public safety or recreation-related facility in over 20 years. The Operations Campus will include a relocated yard waste convenience center for residents and provide workspace for Town employees from Public Works, Parks and Recreation, Utilities & Infrastructure, as well as support staff from various Town departments. This modern facility will provide ample space for Town operations to grow alongside the Town for many years to come. The budget includes funding to operate the new facility.

Managing Growth and Protecting the Environment

In the community survey, residents highlighted Community Safety and Growth Management as the most important areas for the Town to focus on over the next couple of years. This year's budget makes vital infrastructure investments to enhance community safety, protect our natural environment, and secure the Town's ability to manage future water and sewer needs.

New Fire Station at Rex Road – This recommendation includes funding to begin design of a new fire station on Rex Road to serve the growing population in the southwest part of Town. Design and construction will span two to three years.

Safe Drinking Water Supply – The Town continues its partnership to expand the Tri-River Water Treatment facility in Sanford, and a partnership with Fuquay-Varina to convey treated water from Sanford. This project will provide additional water supply capacity and increase overall system resiliency. These investments are necessary and critical to securing the Town's future water supply.

State of the Art Wastewater Treatment Expansion – In April, the Town broke ground on the 2 million gallons per day (MGD) treatment expansion at the Utley Creek Water Reclamation Facility (UCWRF) to bring the facility to a total capacity of 8 MGD. This project incorporates environmentally friendly state-of-the-art membrane bioreactor filtration technology to produce clean water for return to the environment.

Stormwater Management Investments – The Town's Stormwater Management Program safeguards local waterways and works to reduce flooding to protect infrastructure, such as roadways, water and sewer lines, and properties. Over the next five years, the Town plans to invest over $2.5 million to reduce flood risk, manage erosion, and enhance environmental protection of Town waterways. This year's recommendation includes adjusting the Stormwater fee from $5.20/month for residential properties to $6.50/month to fund these critical environmental infrastructure investments. This is still below the $7.22/month average of North Carolina communities that operate a similar stormwater management program.

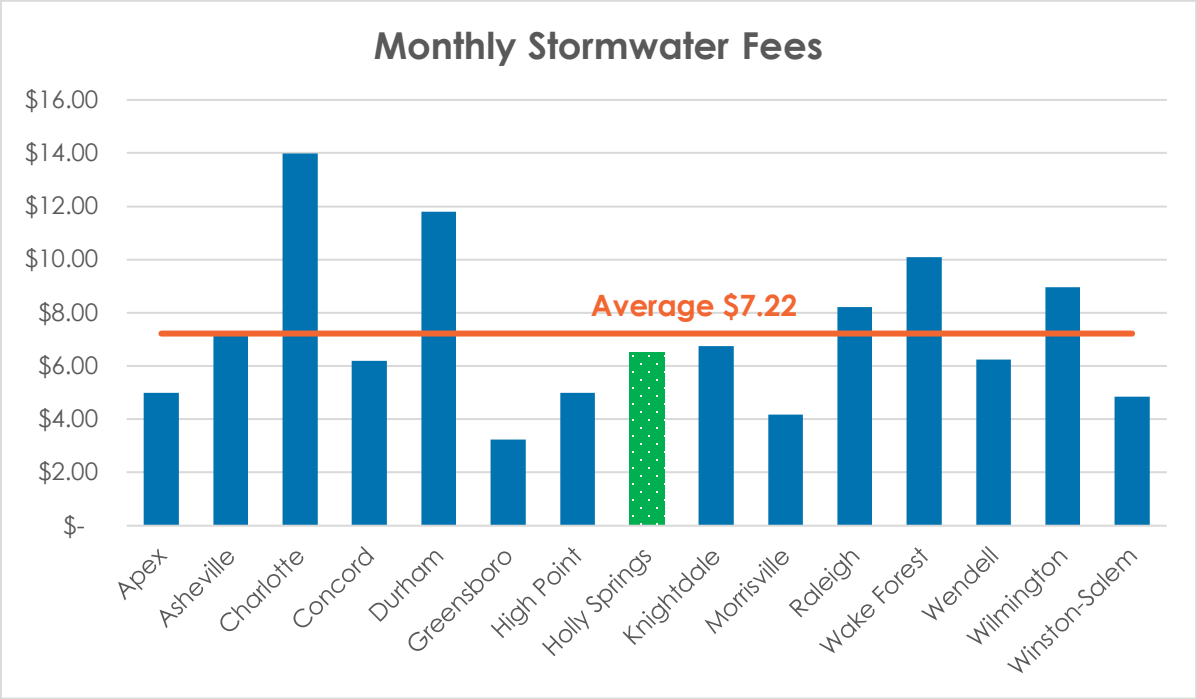


Figure 7 - Graph shows monthly stormwater fees for similar municipal systems; all fees are based on FY26 adopted budget and Holly Springs shows the F27 Recommended rate of $6.50/month.

Water and Sewer Rate Affordability – Today, the Town has over $500 million of Utility investments either underway or planned over the next five years. These utility infrastructure efforts are critically important, large, and require a significant investment from our rate-payers. For the typical homeowner, total monthly water and sewer rates are projected to increase by approximately $11.89/month for a total projected water and sewer bill of $111.30/month.

Other User Fees – The Town's garbage and recycling contracted service provider is increasing collection fees by 4.8% (direct pass-through cost to residents), resulting in a $0.69/month increase for residential collection.

Other Community Investment Highlights

Over the past two years, the Town Council has made considerable investments in managing and maintaining the Town's aging public facilities. This recommended budget continues that commitment to ensure Holly Springs operates safe and sustainable facilities at a level consistent with resident service expectations.

Facility Maintenance / Investments - In total, this budget recommends using approximately $4M in General Fund unassigned fund balance (that is above policy minimum retention requirements) for one-time investments in the following facilities projects:

- **North Main Athletic Complex (NMAC) Park** – Wake County recently awarded the Town nearly $1.8 million in Hospitality Tax grant funds for renovations and enhancements at NMAC. The Town will contribute approximately $2.1 million in grant match funds for a total of $3.9 million of projects ranging from stadium turf replacement, mechanical system upgrades, and parking lot / drainage infrastructure improvements.
- **Facility Maintenance / Life-cycle Replacements** – In accordance with the Town's facility life-cycle assessment, this budget invests $1 million toward repairs and system replacements for public facilities.
- **Wake County / Town Cultural Center Renovation Partnership** – The Holly Springs Cultural Center and Library will be undergoing a lobby renovation, roof replacement, and mechanical system replacement this year. The project costs are shared with Wake County, and the total Town anticipated portion is projected at just under $2.3 million. I recommend allocating approximately 20% of the cost to this partnership project annually over the next five fiscal years.
- **Law Enforcement Center (LEC) Improvements** – To improve public safety and facility security, a detainee restroom will be added to the LEC along with storage improvements. These two improvements total $155,000.
- **Downtown Area Plan Enhancements** – This budget includes investment of $100,000 toward ongoing enhancement of the downtown area in accordance with the Downtown Area Plan.
- **Americans with Disabilities Act (ADA) Accommodations –** $100,000 is recommended for ongoing infrastructure updates and other accommodations to ensure the Town remains compliant with the ADA.

Personnel Investments

Staff Investments – This budget recommends nineteen (19) *new* positions and repurposing one vacant full-time position:

- **Nineteen (19) New Full-Time Positions:**
  - (7) Seven new Parks & Recreation positions in anticipation of opening of Eagles Landing Park in 2027 (note - some positions may not start until the summer of 2027, dependent on construction progress)
  - (2) Two Finance positions – to address increased purchasing and accounting transaction workload and enhance financial accountability
  - (1) Fire Health and Safety Officer – to provide the Fire Department a dedicated safety position
  - (1) Customer Service Specialist – to address 311 customer service team capacity needs and growing call volume
  - (1) Engineering Project Manager – to manage new facilities projects and major maintenance replacements / renovations
  - (1) Facilities Maintenance Planner / Inspector – to plan and manage facility life-cycle replacement and maintenance projects
  - (1) Human Resource Generalist – for position recruitments and support of Town department personnel service needs
  - (1) Planner – to support housing affordability policy development/enactment and future long-term planning efforts
  - (1) Chief of Staff – to improve leadership and management capacity to advance Town Council strategic initiatives, lead internal organization-wide change management initiatives, and improve organizational process efficiencies
  - (1) Police Administrative Assistant – conversion of an existing part-time administrative assistant to a full-time support position for ongoing CALEA Accreditation implementation and support needs across the department
  - (1) Budget Analyst – to enhance financial management and oversight of the Town's increasingly complex enterprise funds (Utility and Stormwater) that operate as distinct business units
  - (1) Pretreatment Supervisor – to provide oversight and maintain compliance of wastewater treatment and proactive risk management

- **One (1) Vacant Full-Time Positions Repurposed:**
    - Repurposing a vacant Building Inspector to a Permit Technician to enhance Development Services customer service

Other Personnel Investments - Additionally, this budget recommends the following to maintain Holly Springs as an employer of choice:

- **Pay for Performance** – A merit-based pay program is included with employee adjustments between 0 – 6%, based on performance
- **Health Insurance** – The Town's membership in the NC Health Insurance Pool (NCHIP) continues to reduce the Town's risk to significant spikes in health insurance increases. Health insurance premiums are set to increase by 5% in FY27 and are proposed to be covered by the Town.
- **North Carolina Local Government Employee Retirement System (LGERS) Contributions –** All NC local governments are required to participate in the LGERS retirement system for local government employees. The Non-Law Enforcement Officers employer contribution rate is projected to increase from 14.38% to 15.13% and the Law Enforcement Officer rate from 16.08% to 17.10%.
- **Other Adjustments –** Consistent with historical practice using CPI data, I recommend an adjustment of 2.4% to Mayor & Council compensation.

Looking to the Future

Below outlines potential, key issues that could impact budget and policy decisions over the next year or be factors that impact the organization over the next several years:

1. **Economic Outlook** – The Town's overall revenue sources and financial planning remain strong; however, property tax revenue from residential development is softening and could remain this way for several years. This will have some mitigating impacts for future revenue growth. Fortunately, current economic development successes underway and yet to be built over the next two to five years will position Holly Springs with a more robust and diverse tax base, which will help offset a reduced residential development environment. Additionally, other revenue sources such as sales tax continue to indicate steady growth.
2. **Legislative Threats to Municipal Property Tax Authority** – A North Carolina House committee recently advanced a proposed NC constitutional amendment to cap local property tax increases. The NC League of

Municipalities has warned such an amendment could negatively impact NC local government bond ratings and increase borrowing costs. Other impacts could include reducing Town Council's ability and flexibility to quickly respond to top community needs like transportation, public safety, and parks and recreation.

3. **Future General Fund Operating Budget Impacts from Upcoming, Major Investments** - Over the next two to six years, additional staffing and operational resources will be necessary as the Town's new Eagles Landing Park and two new fire stations come online. These projects and the necessary staffing and equipment represent a significant investment in the future of Holly Springs. As the Town continues to balance maintaining service levels and new facilities, there is a real likelihood of the above investments "crowding out" other strategic priorities and essential service growth needs within the current revenue environment and available revenue sources.
4. **Beyond 8MGD Wastewater Expansion** – While construction for upgrading the Utley Creek Water Reclamation Facility (UCWRF) to a treatment capacity of 8 MGD (Million Gallons per Day) is currently underway, the Town Council will soon need to decide on a strategy for future capacity investments beyond 8 MGD to meet the demand from continued population, commercial, and industrial growth. Preliminary options include a partnership with the Towns of Apex and Cary, along with efforts to obtain future, increased state permit capacity at the Town's water reclamation facility. Over the next one to two years, I do not think there will be a more important or complex Town Council decision than this future decision about wastewater treatment. This multi-year effort will require significant engagement with our other local, state, and federal funding partners. Over the next year, I recommend that Town Council begin discussion of possibly hiring a federal lobbyist to increase the Town's strategic efforts to secure large-scale grant support from the federal government (complementing similar lobbying efforts at the state level).
5. **Potential Future Transportation Bond** – Prior, 2018 Transportation Bond projects are essentially complete (Holly Springs Rd. East, Main St. Right Turn Lane, and a third-lane on NC-55 between S. Main St. and Avent Ferry Rd.) with the final bond project – Holly Springs Rd. Central – to be bid in early 2027. Design is underway for Holly Springs Road West, which would complete the four-lane median-divided connection from I-540 to the NC-55 Bypass. However, construction for this project remains unfunded. At the

2026 Annual Retreat, Town Council began exploring the next round of possible transportation investment priorities, and the Town's financial advisor presented on a potential $100 – 150 million of future debt affordability between 2028-2032 – using existing revenue sources. Given the community's stated top priority for transportation investment, I recommend that Town Council discuss if a future Transportation Bond is desired, and if yes, if 2027, 2028, or another year is preferred for a bond referendum vote.

Conclusion

Thank you for the opportunity to present the governing body with a recommendation for the FY27 budget. I believe this budget reflects and advances the vision and goals the Town Council adopted in the Strategic Plan. Furthermore, this budget has been specifically crafted to fit within reasonable means and with prudence in light of shifting economic conditions.

I very much appreciate and value your leadership, discussion, and direction throughout the entire budget development process. Building a budget is a large and complex organization-wide effort, and as always, many team members contributed to this year's recommendation. In particular, I would like to recognize our department directors and staff from Budget, Innovation, and Strategy; Finance; and Human Resources, along with our two Assistant Town Managers.

I look forward to discussing the Recommended Budget further to ensure it meets your expectations and properly reflects the priorities of the Governing Body and the community.

Respectfully submitted,



Randy J. Harrington
Town Manager

Fiscal Year 2026-2027 Recommended Operating & Community Investment Plan Budget

Randy Harrington, Town Manager

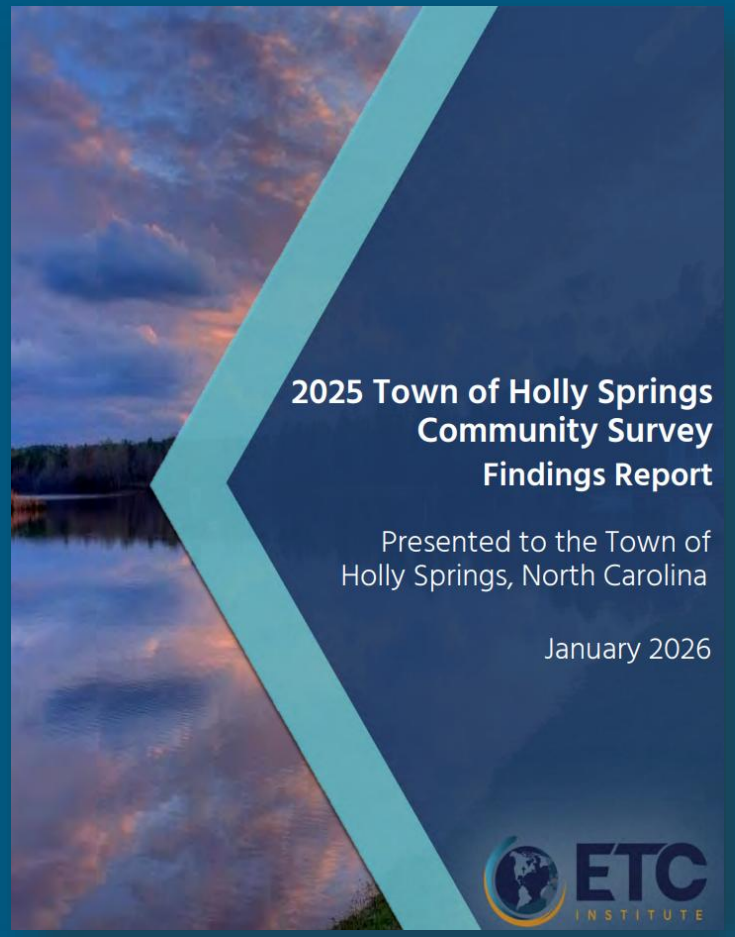


Overview

- **Purpose:** Receive the Manager's Recommended Budget

- **Outline:**
  - Aligning with Community Feedback and the Strategic Plan
  - Key Budget Drivers
  - Managing Traffic & Improving Mobility
  - Enhancing Parks, Facilities, & Events
  - Managing Growth & Protecting the Environment
  - Next Steps

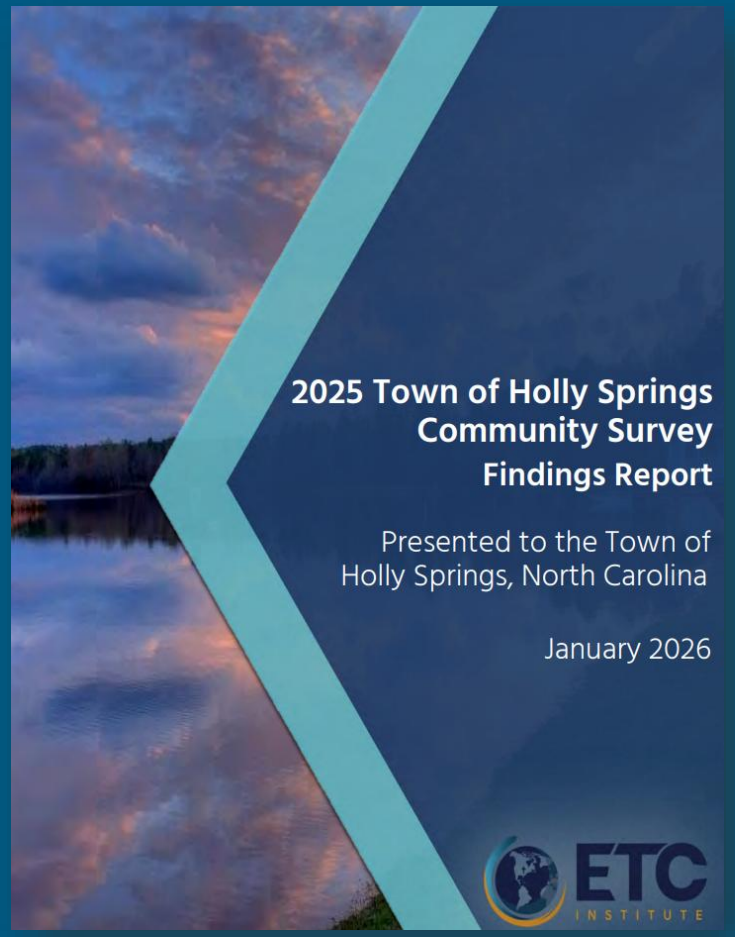
Listening to Our Residents



In our recent Community Survey:

- 95% of respondents rated their **overall quality of life** as good or excellent.
- 96% of respondents said they felt **safe in Holly Springs.**
- Exceeded the national average for satisfaction in **44 of 46 categories.**

Listening to Our Residents



- Exceeded the national average for satisfaction in **44 of 46 categories.**
- **Two opportunities for improvement:**
  1. Management of traffic
  2. Management and planning of growth
- **Other notable findings:**
  - Community Safety rated "most important" strategic goal
  - Residents appreciate the investments in recreational & cultural offerings

Updates to the Town Strategic Plan

Community Safety

A new Fire Station in the southwest part of Town.

Growth Management & Economic Vitality

Investments in multi-modal transportation & addressing housing affordability.

Organizational Excellence

Seek new opportunities to engage residents, neighborhoods, & businesses.

Vibrant Community

New cultural & recreational offerings at Eagles Landing Park.

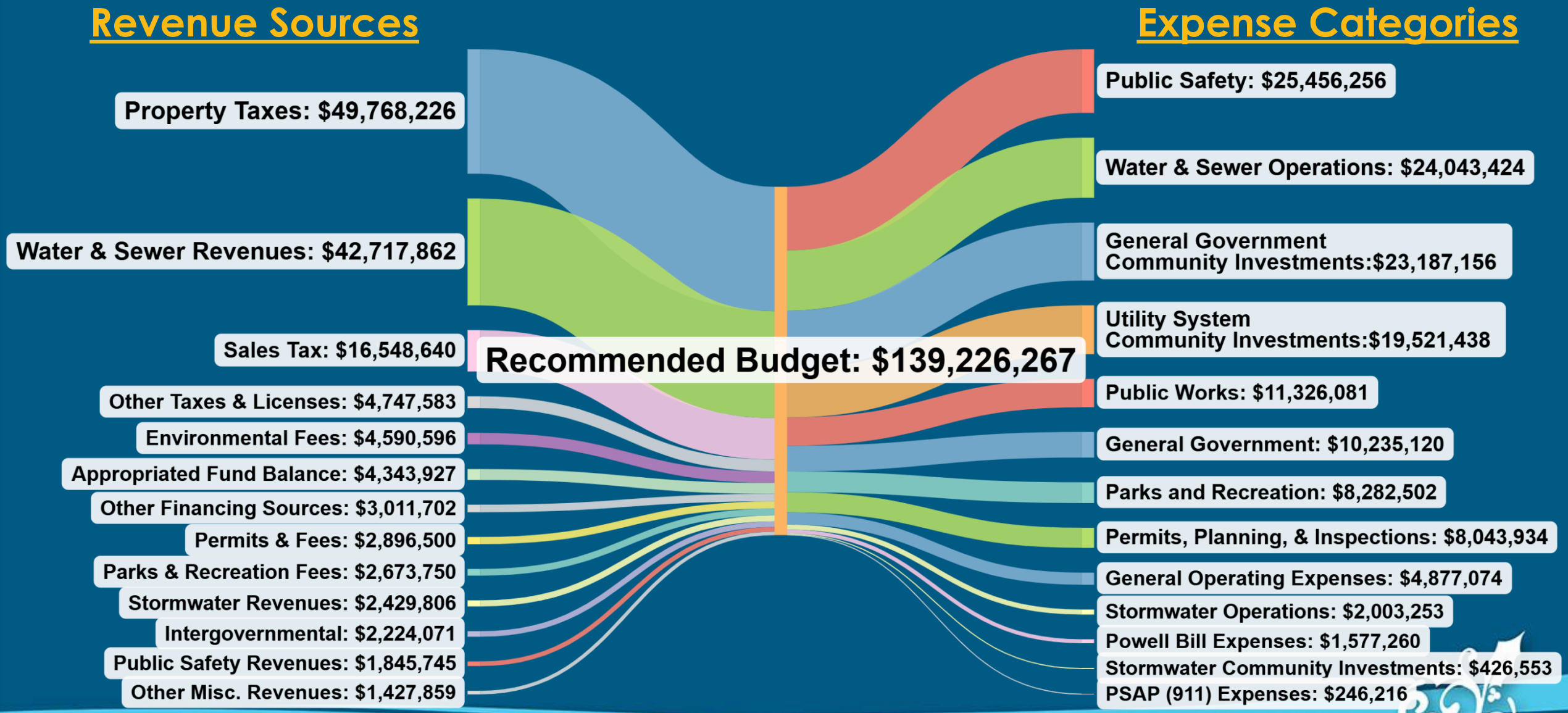
Link to Recommended Budget Materials and Video:
http://www.hollyspringsnc.gov/budget

Key Budget Drivers

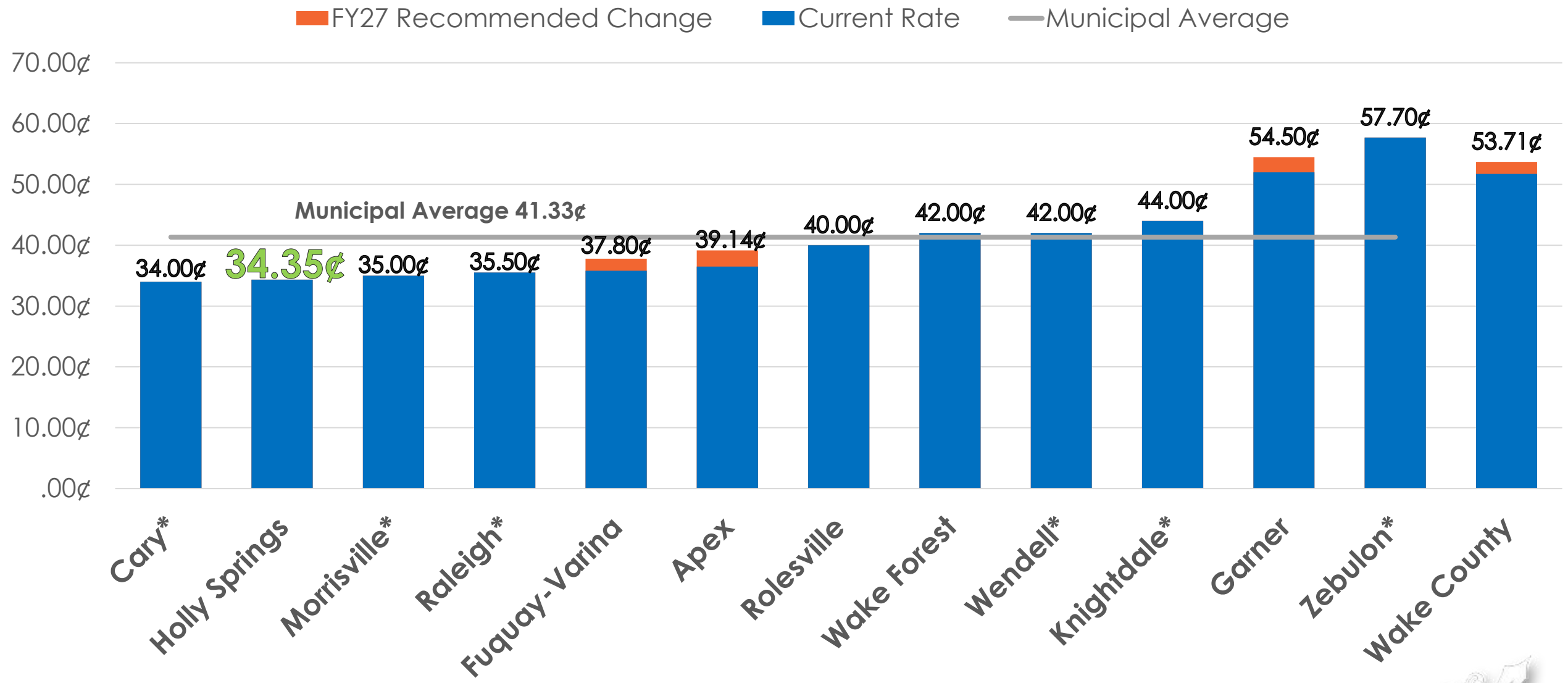
- Recommend a balanced budget that is **affordable and strategic**
- Maintain the **same low property tax rate** at 34.35 cents per $100 valuation.
- **Key Areas of Investment:**

  1. Managing Traffic & Improving Mobility
  2. Enhancing Parks, Facilities, & Events
  3. Managing Growth & Protecting the Environment

Fiscal Year 2026-2027 Recommendation



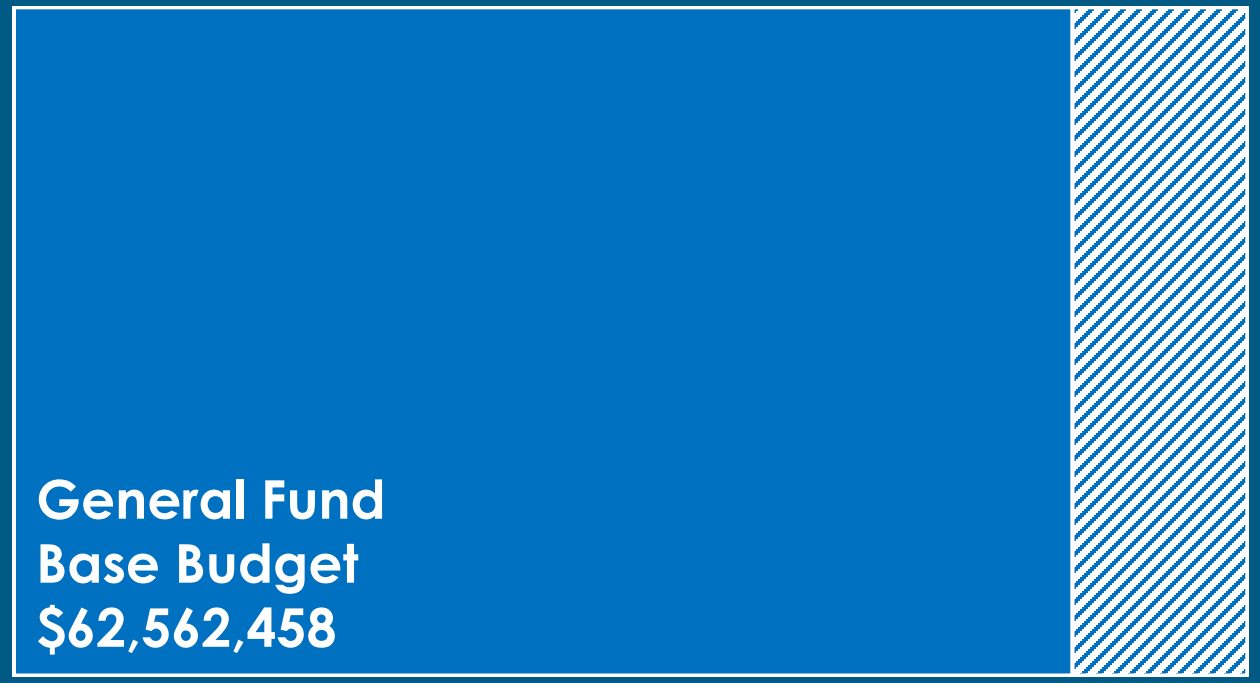
Wake County - Local Government Property Tax Rates



**Denotes municipalities that have not recommended an FY27 property tax rate at the time of this presentation.*

Fiscal Year 2026-2027 Recommendation

General Fund $72,890,399



New Expenditures $10,327,941



General Fund – New Expenditures

New Expenditures $10,327,941



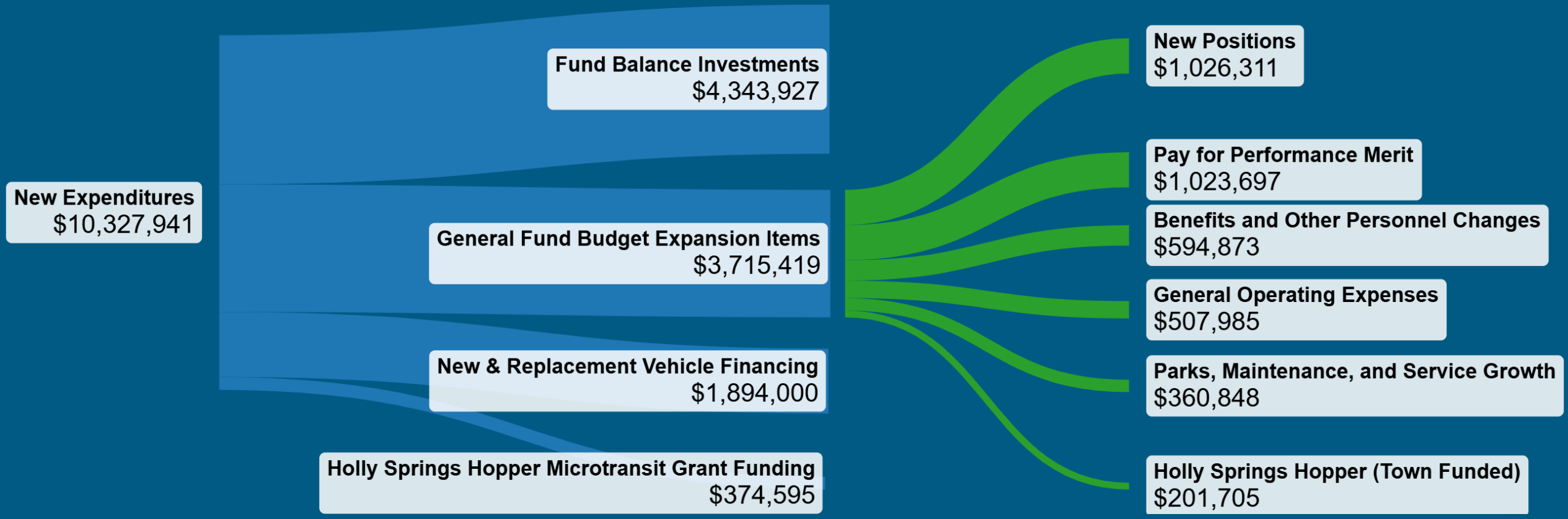
Fund Balance Investments
$4,343,927

General Fund Budget Expansion Items
$3,715,419

New & Replacement Vehicle Financing
$1,894,000

Holly Springs Hopper Microtransit Grant Funding
$374,595

General Fund – New Expenditures



Recommended Personnel Investments

- **(19) New Full-Time Positions to address strategic priorities**



Community Safety

(1) Fire Health & Safety Officer
(1) Police Administrative Assistant



Growth Management & Economic Vitality

(1) Engineering Project Manager
(1) Planner
(1) Pretreatment Supervisor



Organizational Excellence

(2) Finance Positions
(1) Human Resource Generalist
(1) Chief of Staff
(1) Budget Analyst (Utilities)



Vibrant Community

(7) New Positions in anticipation of Eagles Landing Park opening in late-2027
(1) Facilities Maintenance Planner/Inspector
(1) Customer Service Specialist (311)

Recommended Personnel Investments



Organizational Excellence

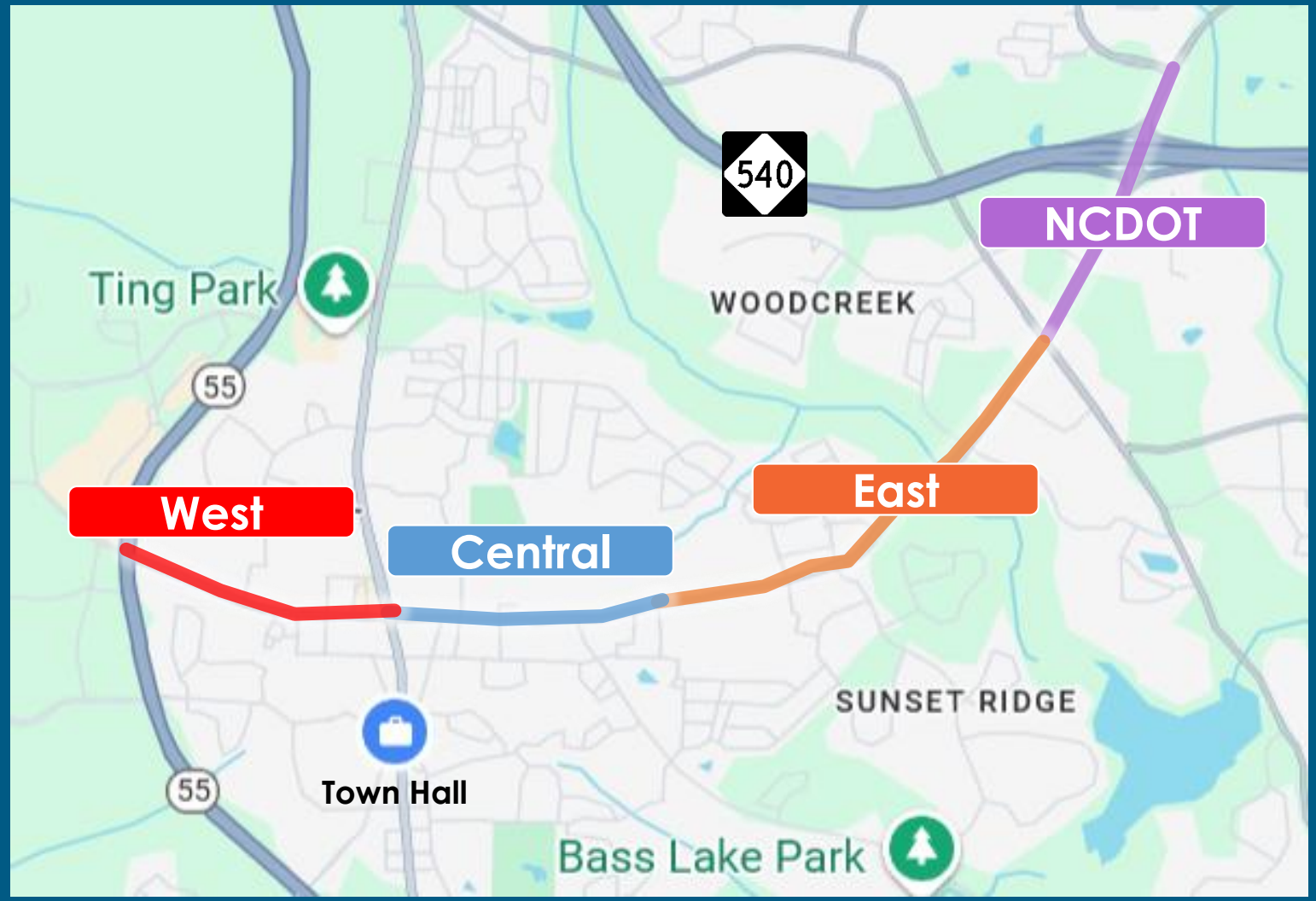
Holly Springs as an Employer of Choice

- Pay for performance – merit-based pay adjustments
- Town to absorb 5% health insurance premium increase
- Mandatory increases to the Employer contributions for the NC Local Government Employee Retirement System (LGERS)



Managing Traffic & Improving Mobility

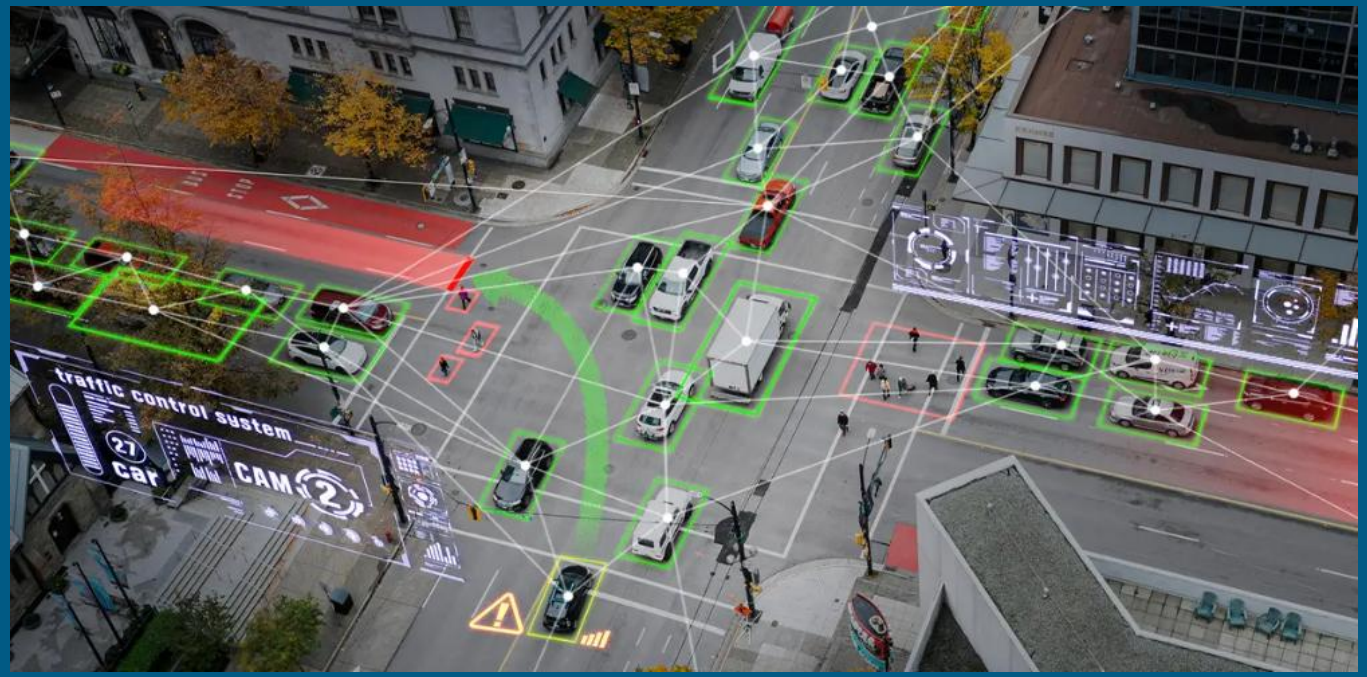
Holly Springs Road Widening



- **4-lane median divided connection from NC55 to NC540** with improvements for safety and walkability.
- **East phase** construction completed.
- **Central phase** construction to begin this fiscal year.
- **West phase** design phase is underway.

Intelligent Transportation System (ITS)

ITS is remote traffic monitoring & data analysis that enables quicker response to issues



Example rendering of an ITS using cameras and censors to monitor traffic flow & pedestrian safety.

<u>This year's investments include:</u>

- Installation of **public safety preemption equipment** to improve the flow of traffic during emergency responses.
- Development of an operations plan to transition **ITS management from NCDOT to the Town** in the future.

Holly Springs Hopper Microtransit Service



- Currently operating Monday – Friday, 7am – 8pm
- 65% of operating costs covered by grant funds
- Recommendation includes funding to **expand service**

Greenways & Pedestrian Safety

Utley Creek Greenway Phase 2 Construction



Connecting Morgan Park to the Holly Glen Neighborhood.

Middle Creek Greenway Pedestrian Crossing



Signalized pedestrian crossing at Sunset Lake Road.

Enhancing Parks, Facilities, & Events



Eagles Landing Park – Coming Soon!







- **New 56-acre park** including a recreational center, splash pad, all-wheels park, greenway, and lighted courts and fields.

- Budget recommends 7 positions in anticipation of opening in late-2027.

Investments in Facilities

North Main Athletic Complex



Receiving **$1.8 million grant** from Wake County Hospitality Tax funds for renovations; Town matching with $2.1 million investment

Cultural Center



Cost-share with Wake County to renovate the library & restrooms as well as replacing the roof and mechanical systems

Operations Campus



Phase 1 of the Operations Campus opening this summer; New Yard Waste Convenience Center on-site in late 2026

Support for Special Events



- Recently launched a special Holly Springs 150th website - **hsnc150.com**
- Celebratory moments throughout 2026 and 2027 culminating in the **Holly-Hoopla** birthday bash in May 2027
- Recommended budget also includes additional support for **special events & senior programming**

Managing Growth and Protecting the Environment



New Fire Station at Rex Road



- Recommendation includes beginning design of a **new fire station on Rex Road**
- New station to serve the fast-growing southwest part of Town
- Anticipated construction to begin in 2028

Water and Wastewater

- Significant investments underway to secure the Town's water supply and wastewater treatment capacity for the future



Utley Creek Water Reclamation Facility Expansion



TriRiver Water Filtration Facility Expansion

Value of Water

- **To fund critical water and wastewater infrastructure**, recommended rate adjustment of $11.89/month for the typical residential home.

- Total water and wastewater bill to $111.30 / month for **4,000 gallons** of water and wastewater.

Comparison value of municipal water to water bottles…



4,000 gallons (in water bottles):
- 30,240 bottles (1,260 cases)
- $4 per 24 bottle case
- 15 pallets = 4,000 gallons

15 Pallets = $5,040
- Does not include shipping or wastewater expenses!

Stormwater Infrastructure



Earp Street experiencing flooding during a rain event.

- The Town's **Stormwater Management Program** aims to protect property from flooding and safeguard waterways from containments
- $2.5 million of identified, needed stormwater system repairs and improvements
- Current fee of $5.20/month per residence has not changed since January 2021.
- Recommend a fee adjustment to $6.50/month to fund **critical stormwater infrastructure investments**.

Average Residential Monthly Fee Adjustments

- No change to the property tax rate

Fee Category	FY26 Approved	FY27 Recommended	Difference
Garbage	$10.22	$10.71	$0.49
Recycling	$4.16	$4.36	$0.20
Yard Waste	$7.50	$7.50	No change
Water & Wastewater*	$99.41	$111.30	$11.89
Stormwater	$5.20	$6.50	$1.30
Monthly Total	**$126.49**	**$140.37**	**$13.88**
Daily Total	**$4.22**	**$4.68**	**$0.46**

*Based on a typical residential usage of 4,000 gallons a month

Conclusion

Town of
HOLLY SPRINGS

Key Budget Highlights



- **No change to the property tax rate**
- **Utility and Stormwater fee adjustments to secure our water future and protect the environment**
- **Strategic investments in:**
  - Managing traffic & improving mobility
  - Enhancing parks, facilities, & events
  - Managing growth & protecting the environment
- **19 new positions** recommended to support strategic goals and growth

Thank you!

Town of
HOLLY SPRINGS

Next Steps

Date	Time	Meeting	Location
May 19	7:00 p.m.	**Budget Public Hearing**	Council Chambers
May 21	6:00 p.m.	**Budget Workshop**	Law Enforcement Center
June 2	7:00 p.m.	**Scheduled Budget Adoption**	Council Chambers



For More Information

Visit our website at:

http://www.hollyspringsnc.gov/budget

Contact the Town Clerk:

Phone: (919) 557-3900

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

Public Hearings
Title: Voluntary Annexation A25-08 Twin Springs
Strategic Priority Area: Growth Management & Economic Vitality
Staff Resource: Sarah Sularz, Development Services

Action(s):
Close the legislative public hearing and restart the determination of sufficiency and public hearing process at a future date to be determined.

Explanation:

- The schedule for consideration of the portion of this project in Fuquay-Varina is unknown at this time. Staff is requesting that the public hearing be closed at this time and the application be paused. The annexation application will remain active and a new determination of sufficiency and public hearing will be scheduled when the applicant is ready to move forward for consideration.
- The applicant has deferred Town Council consideration of the rezoning, initially intended to occur on February 17th, and previously continued to March 17th and then May 19th. The delay in timing is due to working with Fuquay-Varina on a different review process timeline and drafting time for a Developer's Agreement with Fuquay-Varina.
- The Town has received a petition for voluntary annexation of 44.1037 +/- acres.
- The property is located at 5801 Duncan Cook Road and is owned by Duncan Cook Holdings LLC.
- The majority of the property is in the Town's Extraterritorial Jurisdiction (ETJ) and is contiguous with the Town Limits. A small portion (0.3 acres) of the property is in Wake County jurisdiction only and not in the ETJ.
- The annexation must occur prior to consideration of the Twin Springs rezoning for the portion of the site in Wake County jurisdiction.

Background:

- The property is contiguous with Town limits.
- The property meets all statutory requirements for annexation.
- Staff requested feedback from all departments and there were no issues reported with this annexation.
- Annexation requires a two-step process consisting of a determination of sufficiency followed by a public hearing. This item represents the second and final step in that process.
- The Resolution of Sufficiency was adopted on January 20, 2026.

Funding Source(s):

N/A

Attachment(s):

1. A25-08 Map
2. 26-03 Resolution of sufficiency A25-08
3. A25-08 - 5801 Duncan Cook Rd - Ordinance - Draft

Annexation Information

Annexation Number

A25-08

Total Acres

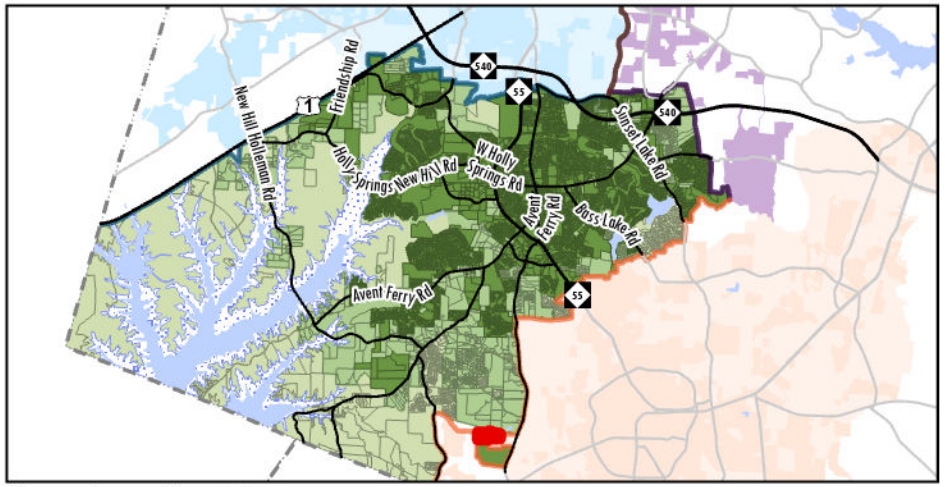
44.1037 +/- | Deed Acres

Property Address

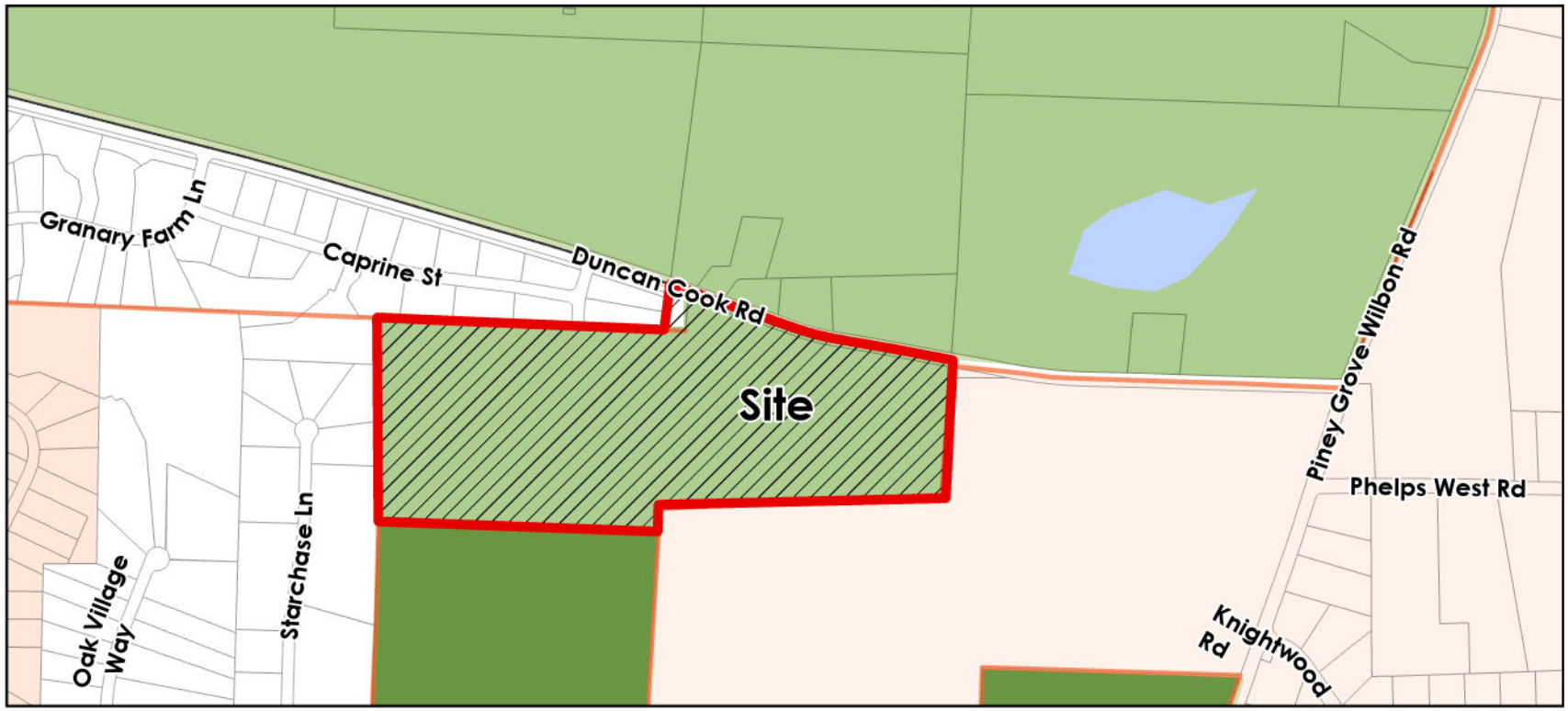
5801 Duncan Cook Rd

Contiguous to Town Limits

■ Yes ☐ No



Town Location Map



Property Location Map

Holly Springs
Town Limits | ETJ

Apex
Town Limits | ETJ

Fuquay-Varina
Town Limits | ETJ

Cary
Town Limits | ETJ

Subdivision

Apex/Cary Annexation Agreement

Apex/Holly Springs Annexation Agreement

Cary/Holly Springs Annexation Agreement

FV/Holly Springs Annexation Agreement

Shearon Harris Lake

Future Lake Level

Parcels

Resolution No. 26-03
Date Adopted: January 20, 2026
Annexation No.: A25-08

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-58 AND FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

WHEREAS, a petition requesting annexation of an area described in said petition was received by the Town of Holly Springs; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Holly Springs deems it advisable to proceed in response to this request for annexation, subject to the Clerk's satisfactory investigation of the sufficiency of the petition; and

WHEREAS, the area proposed for annexation is described as follows:

BEGINNING AT AN EXISTING AXLE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 12 AS SHOWN ON BOOK OF MAPS 2025, PAGES 215-222, WAKE COUNTY REGISTRY, AND BEING THE SOUTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY DUNCAN COOK HOLDINGS LLC AS RECORDED IN DEED BOOK 19879, PAGE 2680, WAKE COUNTY REGISTRY; AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 668296.00 FEET E: 2044544.82 FEET; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE N 07°22'54"E A DISTANCE OF 194.47 FEET TO A POINT LOCATED IN THE CENTERLINE OF DUNCAN COOK ROAD; THENCE ALONG AND WITH SAID CENTERLINE S 70°55'20"E A DISTANCE OF 39.07 FEET TO A POINT; THENCE S 70°19'21"E A DISTANCE OF 41.57 FEET TO A POINT; THENCE S 70°19'21"E A DISTANCE OF 6.40 FEET TO A POINT; THENCE S 70°23'25"E A DISTANCE OF 51.08 FEET TO A POINT; THENCE S 70°29'03"E A DISTANCE OF 53.16 FEET TO A POINT; THENCE S 70°21'41"E A DISTANCE OF 50.95 FEET TO A POINT; THENCE S 70°12'10"E A DISTANCE OF 51.11 FEET TO A POINT; THENCE S 70°22'09"E A DISTANCE OF 51.20 FEET TO A POINT; THENCE S 70°33'12"E A DISTANCE OF 53.33 FEET TO A POINT; THENCE S 70°35'54"E A DISTANCE OF 52.00 FEET TO A POINT; THENCE S 70°50'12"E A DISTANCE OF 53.30 FEET TO A POINT; THENCE S 70°39'38"E A DISTANCE OF 51.62 FEET TO A POINT; THENCE S 71°54'16"E A DISTANCE OF 54.44 FEET TO A POINT; THENCE S 74°37'43"E A DISTANCE OF 51.25 FEET TO A POINT; THENCE S 77°19'41"E A DISTANCE OF 52.85 FEET TO A POINT; THENCE S 79°12'23"E A DISTANCE OF 50.22 FEET TO A POINT; THENCE S 80°02'41"E A DISTANCE OF 50.81 FEET TO A POINT; THENCE S 80°29'45"E A DISTANCE OF 51.39 FEET TO A POINT; THENCE S 80°07'41"E A DISTANCE OF 54.31 FEET TO A POINT; THENCE S 80°04'19"E A DISTANCE OF 55.67 FEET TO A POINT; THENCE S 79°38'55"E A DISTANCE OF 51.48 FEET TO A POINT; THENCE S

79°02'49"E A DISTANCE OF 51.62 FEET TO A POINT; THENCE S 79°06'35"E A DISTANCE OF 50.92 FEET TO A POINT; THENCE S 79°31'16"E A DISTANCE OF 47.66 FEET TO A POINT; THENCE S 79°10'40"E A DISTANCE OF 49.72 FEET TO A POINT; THENCE S 79°22'53"E A DISTANCE OF 13.92 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE S 02°56'08"W A DISTANCE OF 30.27 FEET TO A POINT LOCATED ON THE SOUTHERN RIGHT-OF-WAY LINE OF DUNCAN COOK ROAD AND BEING THE NORTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY T.M. ADCOCK FAMILY LLC AS RECORDED IN DEED BOOK 6377, PAGE 844, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE S 02°56'08"W A DISTANCE OF 35.42 FEET TO A POINT LOCATED ON THE NORTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY DUNCAN COOK HOLDINGS LLC AS RECORDED IN DEED BOOK 19986, PAGE 585, WAKE COUNTY REGISTRY; THENCE LEAVING SAID PROPERTY LINE ALONG AND WITH SAID WESTERN PROPERTY LINE S 02°56'08"W A DISTANCE OF 518.00 FEET TO A POINT; THENCE S 88°42'00"W A DISTANCE OF 1,214.39 FEET TO A POINT; THENCE S 01°27'52"W A DISTANCE OF 113.50 FEET TO AN EXISTING CONCRETE MONUMENT (BENT) AND BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY TOLL SOUTHEAST BUILDING INC AS RECORDED IN DEED BOOK 19994, PAGE 2465, WAKE COUNTY REGISTRY; THENCE LEAVING SAID PROPERTY LINE ALONG AND WITH SAID NORTHERN PROPERTY LINE N 87°55'09"W A DISTANCE OF 1,181.11 FEET TO AN EXISTING AXLE AND BEING THE EASTERN PROPERTY CORNER OF LOT 21 AS SHOWN ON BOOK OF MAPS 1988, PAGE 396, WAKE COUNTY REGISTRY; THENCE LEAVING SAID NORTHERN PROPERTY LINE ALONG AND WITH SAID EASTERN PROPERTY LINE N 00°20'17"W A DISTANCE OF 232.20 FEET AN EXISTING IRON PIPE AND BEING THE SOUTHEASTERN PROPERTY CORNER OF LOT 20 AS SHOWN ON BOOK OF MAPS 1990, PAGE 1218, WAKE COUNTY REGISTRY; THENCE N 00°22'36"W A DISTANCE OF 190.01 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 19 AS SHOWN ON BOOK OF MAPS 1988, PAGE 396, WAKE COUNTY REGISTRY; THENCE N 00°22'48"W A DISTANCE OF 240.00 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 47 AS SHOWN ON BOOK OF MAPS 2025, PAGE 215-222, WAKE COUNTY REGISTRY; THENCE N 00°26'26"W A DISTANCE OF 199.04 FEET TO AN EXISTING IRON PIPE (BENT) AND BEING LOCATED ON THE SOUTHERN PROPERTY LINE OF LOT 16 AS SHOWN ON BOOK OF MAPS 2025, PAGE 215-222, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE S 87°35'26"E A DISTANCE OF 1,214.20 FEET TO THE POINT OF BEGINNING, CONTAINING 44.1037 ACRES.

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

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, February 17, 2026.

Section 3. Notice of the public hearing shall be published in the Raleigh News & Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10) days prior to the

date of the public hearing.

Adopted this, the 20th day of January 2026.

ATTEST:

Michael D. Kondratick, Mayor

Linda C. McKinney, Town Clerk

Annexation Ordinance No.: **A25-08**

Please mail after recordation to:
Town of Holly Springs
Town Clerk's Office
P. O. Box 8
Holly Springs, NC 27540

An Ordinance to Extend the Corporate Limits of the Town of Holly Springs, North Carolina

WHEREAS, the Town Council of the Town of Holly Springs has been petitioned pursuant to the provisions of N.C.G.S. 160A-31 to annex the area described herein; and

WHEREAS, the Town Council of the Town of Holly Springs has directed the Town Clerk to investigate the sufficiency of the petition for annexation; and

WHEREAS, following the certification of the sufficiency of the petition by the Town Clerk, the Town Council fixed a date for a public hearing on the question of annexation and caused a notice thereof to be published in a paper of general circulation in the Town of Holly Springs once ten days prior to the date of the hearing; and

WHEREAS, the Town Council found as a fact following public hearing on the matter that the petition for annexation is sufficient and meets all of the requirements set forth in N.C.G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF HOLLY SPRINGS, NORTH CAROLINA:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Holly Springs effective as of the 17th day of February, 2026.

Being that area of land marked Annexation Area as shown on the map recorded in Book of Maps 2026, Page ____ in the Wake County Register of Deeds office and described as follows:

BEGINNING AT AN EXISTING AXLE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 12 AS SHOWN ON BOOK OF MAPS 2025, PAGES 215-222, WAKE COUNTY REGISTRY, AND BEING THE SOUTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY DUNCAN COOK HOLDINGS LLC AS RECORDED IN DEED BOOK 19879, PAGE 2680, WAKE COUNTY REGISTRY; AND HAVING NC GRID (NAD '83/2011) COORDINATES OF N: 668296.00 FEET E: 2044544.82 FEET; THENCE ALONG AND WITH SAID EASTERN PROPERTY LINE N 07°22'54"E A DISTANCE OF 194.47 FEET TO A POINT LOCATED IN THE CENTERLINE OF DUNCAN COOK ROAD; THENCE ALONG AND WITH SAID CENTERLINE S 70°55'20"E A DISTANCE OF 39.07 FEET TO A POINT;

THENCE S 70°19'21"E A DISTANCE OF 41.57 FEET TO A POINT; THENCE S 70°19'21"E A DISTANCE OF 6.40 FEET TO A POINT; THENCE S 70°23'25"E A DISTANCE OF 51.08 FEET TO A POINT; THENCE S 70°29'03"E A DISTANCE OF 53.16 FEET TO A POINT; THENCE S 70°21'41"E A DISTANCE OF 50.95 FEET TO A POINT; THENCE S 70°12'10"E A DISTANCE OF 51.11 FEET TO A POINT; THENCE S 70°22'09"E A DISTANCE OF 51.20 FEET TO A POINT; THENCE S 70°33'12"E A DISTANCE OF 53.33 FEET TO A POINT; THENCE S 70°35'54"E A DISTANCE OF 52.00 FEET TO A POINT; THENCE S 70°50'12"E A DISTANCE OF 53.30 FEET TO A POINT; THENCE S 70°39'38"E A DISTANCE OF 51.62 FEET TO A POINT; THENCE S 71°54'16"E A DISTANCE OF 54.44 FEET TO A POINT; THENCE S 74°37'43"E A DISTANCE OF 51.25 FEET TO A POINT; THENCE S 77°19'41"E A DISTANCE OF 52.85 FEET TO A POINT; THENCE S 79°12'23"E A DISTANCE OF 50.22 FEET TO A POINT; THENCE S 80°02'41"E A DISTANCE OF 50.81 FEET TO A POINT; THENCE S 80°29'45"E A DISTANCE OF 51.39 FEET TO A POINT; THENCE S 80°07'41"E A DISTANCE OF 54.31 FEET TO A POINT; THENCE S 80°04'19"E A DISTANCE OF 55.67 FEET TO A POINT; THENCE S 79°38'55"E A DISTANCE OF 51.48 FEET TO A POINT; THENCE S 79°02'49"E A DISTANCE OF 51.62 FEET TO A POINT; THENCE S 79°06'35"E A DISTANCE OF 50.92 FEET TO A POINT; THENCE S 79°31'16"E A DISTANCE OF 47.66 FEET TO A POINT; THENCE S 79°10'40"E A DISTANCE OF 49.72 FEET TO A POINT; THENCE S 79°22'53"E A DISTANCE OF 13.92 FEET TO A POINT; THENCE LEAVING SAID CENTERLINE S 02°56'08"W A DISTANCE OF 30.27 FEET TO A POINT LOCATED ON THE SOUTHERN RIGHT-OF-WAY LINE OF DUNCAN COOK ROAD AND BEING THE NORTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY T.M. ADCOCK FAMILY LLC AS RECORDED IN DEED BOOK 6377, PAGE 844, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID WESTERN PROPERTY LINE S 02°56'08"W A DISTANCE OF 35.42 FEET TO A POINT LOCATED ON THE NORTHWESTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY DUNCAN COOK HOLDINGS LLC AS RECORDED IN DEED BOOK 19986, PAGE 585, WAKE COUNTY REGISTRY; THENCE LEAVING SAID PROPERTY LINE ALONG AND WITH SAID WESTERN PROPERTY LINE S 02°56'08"W A DISTANCE OF 518.00 FEET TO A POINT; THENCE S 88°42'00"W A DISTANCE OF 1,214.39 FEET TO A POINT; THENCE S 01°27'52"W A DISTANCE OF 113.50 FEET TO AN EXISTING CONCRETE MONUMENT (BENT) AND BEING THE NORTHEASTERN PROPERTY CORNER OF LANDS NOW OR FORMERLY OWNED BY TOLL SOUTHEAST BUILDING INC AS RECORDED IN DEED BOOK 19994, PAGE 2465, WAKE COUNTY REGISTRY; THENCE LEAVING SAID PROPERTY LINE ALONG AND WITH SAID NORTHERN PROPERTY LINE N 87°55'09"W A DISTANCE OF 1,181.11 FEET TO AN EXISTING AXLE AND BEING THE EASTERN PROPERTY CORNER OF LOT 21 AS SHOWN ON BOOK OF MAPS 1988, PAGE 396, WAKE COUNTY REGISTRY; THENCE LEAVING SAID NORTHERN PROPERTY LINE ALONG AND WITH SAID EASTERN PROPERTY LINE N 00°20'17"W A DISTANCE OF 232.20 FEET AN EXISTING IRON PIPE AND BEING THE SOUTHEASTERN PROPERTY CORNER OF LOT 20 AS SHOWN ON BOOK OF MAPS 1990, PAGE 1218, WAKE COUNTY REGISTRY; THENCE N 00°22'36"W A DISTANCE OF 190.01 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 19 AS SHOWN ON BOOK OF MAPS 1988, PAGE 396, WAKE COUNTY REGISTRY; THENCE N 00°22'48"W A DISTANCE OF 240.00 FEET TO AN EXISTING IRON PIPE LOCATED ON THE SOUTHEASTERN PROPERTY CORNER OF LOT 47 AS SHOWN ON BOOK OF MAPS 2025, PAGE 215-222, WAKE COUNTY REGISTRY; THENCE N 00°26'26"W A DISTANCE OF 199.04 FEET TO AN EXISTING IRON PIPE (BENT) AND BEING LOCATED ON THE SOUTHERN

PROPERTY LINE OF LOT 16 AS SHOWN ON BOOK OF MAPS 2025, PAGE 215-222, WAKE COUNTY REGISTRY; THENCE ALONG AND WITH SAID SOUTHERN PROPERTY LINE S 87°35'26"E A DISTANCE OF 1,214.20 FEET TO THE POINT OF BEGINNING, CONTAINING 44.1037 ACRES.

Adopted this, the 17th day of March, 2026.

ATTEST TO:

_____ _____

Linda C. McKinney, Town Clerk Michael D. Kondratick, Mayor

I, Linda C. McKinney, Town Clerk of the Town of Holly Springs, do hereby certify that the foregoing is a true and accurate copy of an annexation ordinance duly adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held March 17, 2026, at 7 o'clock p.m. at the Town Hall in the Town of Holly Springs.

IN WITNESS WHEREOF, I have here unto set my hand and have caused the official corporate seal of said Town to be affixed, this the 17th day of March, 2026.

_____
Linda C. McKinney, Town Clerk

Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business
Title: Rezoning 25-REZ-02 Powell Place Rezoning and Development Agreement
Strategic Priority Area: Growth Management & Economic Vitality
Staff Resource: Conor Ryan, Development Services, Elliot Blonshine, Development Services

Action(s):

- Adopt Ordinance RZ26-03 to adopt the Plan Consistency Statement, Statement of Reasonableness, and approve/deny/defer 25-REZ-02 Powell Place Rezoning.
- Approve/Deny/Defer Utility Allocation for Powell Place.
- Approve/Deny/Defer Development Agreement.

Explanation:

- The applicant has submitted an application for a rezoning from RR - Rural Residential to NR-CD - Neighborhood Residential Conditional Zoning District at 7121 & 0 Rouse Road.
- The application includes a total of 97 units on 32.7 acres, with a mix of 42 Attached and 55 Detached Dwellings.
- The application follows the Option 2: Master Plan Conditional Zoning District process, with a conceptual plan set for the project. If the project were approved by Town Council, a separate Major Subdivision application would be required. This Major Subdivision would return to Town Council for Quasi-Judicial Review.
- A draft Development Agreement is also included, outlining commitments related to adherence with the Town's Water Resource Management Policy, as well as additional road improvements.

Staff Recommendation: Approve

Town Council Public Hearing:

- The legislative public hearing process, including rezoning, is prior to the Planning Board review and recommendation.
- The public hearing was held on January 20, 2025. A link to the public hearing video is included in the staff report.
- During the public hearing, the applicant received feedback from residents and Town Council regarding increased traffic and safety concerns along Rouse Road, Piney Grove Wilbon Road, and Honeycutt Road, and additional road improvements beyond those proposed are needed to address these concerns.

Planning Board Recommendation: Approve 6-1 [2 absent]

A summary of the Planning Board discussion is in the Planning Board Action Report (Note: this report is a separate attachment from the Staff Report).

Changes made following the Public Hearing:
The applicant has made the following additional commitments to address concerns raised by the public and Town Council at the public hearing:

- Additional roadway widening along Rouse Road for approx. 450’ east of the site access drive.
- Installation of both a right-turn lane and a left-turn lane on Rouse Road into the site.
- Contribute $100,000 towards the installation of a traffic signal at Rouse Road and Piney Grove Wilbon Road.
- Request a speed limit reduction on Rouse Rd to 35 mph, subject to NCDOT approval.

Background:

- The project area lies within the Town's Planning Jurisdiction within the Extraterritorial Jurisdiction (ETJ).
- A school capacity letter from Wake County Public Schools is attached.
- In accordance with the updated Town Council Legislative review process, consideration of this project is taking place on the following schedule. This includes a one-month delay requested by the applicant in order to address feedback from the public hearing.
    - Tuesday, January 20th - Town Council Public Hearing
    - Tuesday, April 28th - Planning Board review and recommendation
    - Tuesday, May 19th - Town Council consideration and decision

Funding Source(s):
N/A

Attachment(s):
1. 25REZ02_PowellPlace_StaffReport
2. 25REZ02_PowellPlace_PlanningBoardActionReport
3. 25REZ02_PowellPlace_Ordinance
4. 25REZ02_WCPSS_Letter
5. 25REZ02_PowellPlace_Application
6. 25REZ02_PowellPlace_Plans
7. Powell Place DA_TOWN COUNCIL VERSION

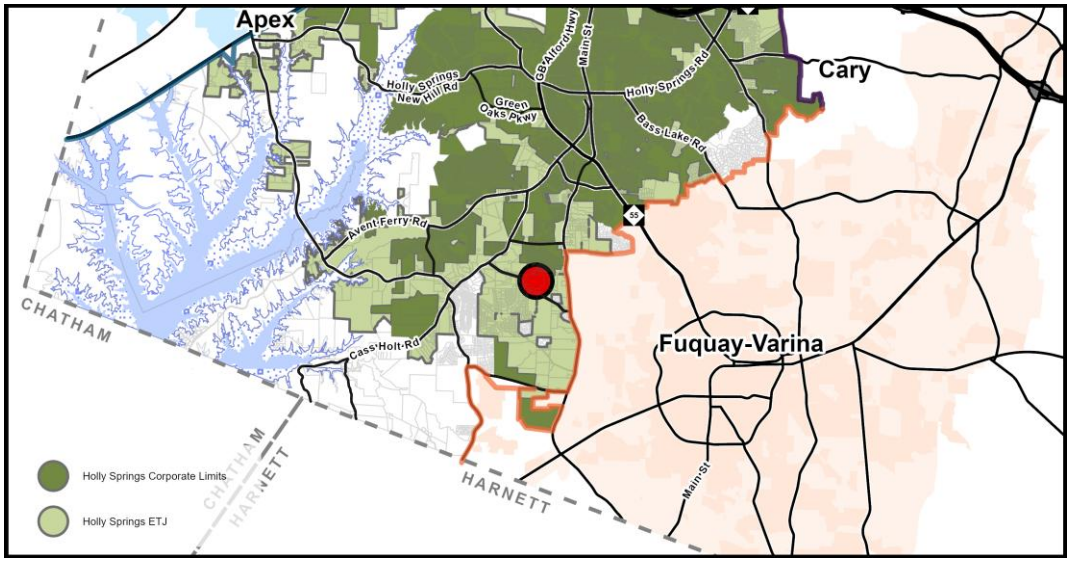
Project Type: Zoning Map Amendment (Rezoning)
Conditional Zoning District
Master Plan (Option 2)

Concurrent Applications:
☐ Waiver / SUP/ VAR/ CPA

Applicant / Petitioner:
Curry Engineering, on behalf of K.B. Homes

Property Address: 7051 & 7121 Rouse Rd

Property Area: 35.07 ac.



Located in: ☐Holly Springs Corporate Limits ☒Holly Springs ETJ ☐Annexation Pending

Project Summary:
A rezoning of 32.7 ac. from RR – Rural Residential to NR-CD – Neighborhood Residential Conditional Zoning District for the construction of 55 detached and 42 attached dwellings south of Honeycutt Farms subdivision.

Requested Action:
Legislative Decision: Having previously held a Legislative Public Hearing to receive public comments, the Town Council must make a determination on whether or not to approve the policy or modification.

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Case Summary	Page 2
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Community Facilities Information	Page 11
Utility & Infrastructure Information	Page 12
Natural Resources & Open Space Information	Page 14
Conditional Zoning District Information	Page 15
Decision-Making Information	Page 19

Case Summary

Current Zoning:
RR Rural Residential
☐ Conditional Zoning District

Proposed Zoning:
NR Neighborhood Residential
☒ Conditional Zoning District
Master Plan (Option 2)



Aerial Photograph

Growth Strategy Map:
Places to Enhance

Small Area Plan Designation:
N/A

Future Land Use Plan Designation:
Mixed Residential Neighborhood
Natural Area

Staff Analysis:

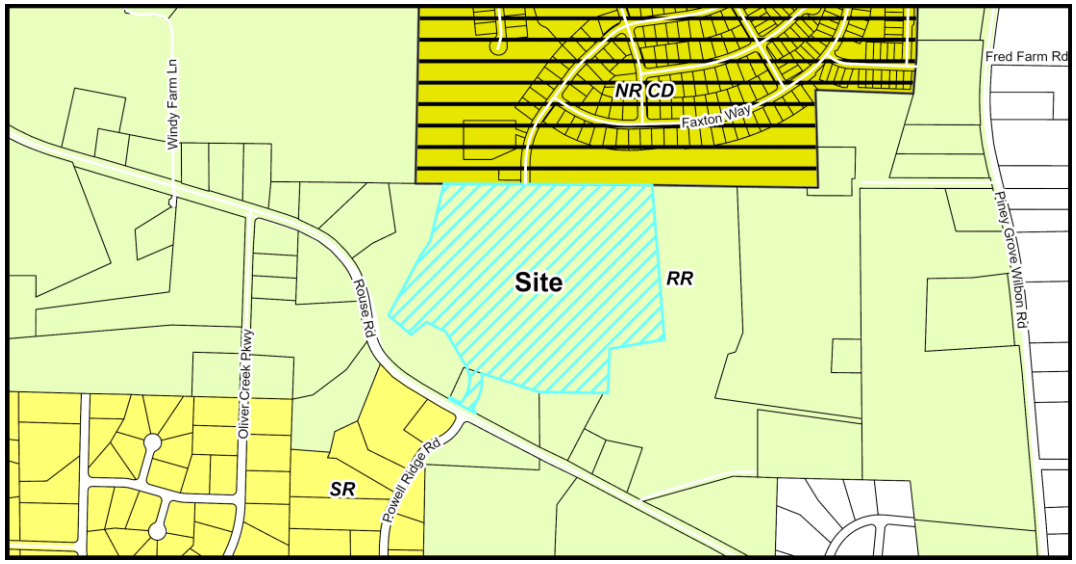
The Zoning Map Amendment is: ☒ Consistent with Adopted Plans/Ordinances ☐ Inconsistent with Adopted Plans/Ordinances

The proposed Neighborhood Residential Conditional Zoning District (NR-CD) allows for a variety of housing types and open spaces, and at a compatible density in the context of the nearby community. Characteristics of the Future Land Use Designation, Mixed Residential Neighborhood, and the Land Use & Character themes of Transitions and Increase Home & Neighborhood Choices have been demonstrated with the application. The proposed modifications create small design enhancements and increased buffering, indicating a higher standard of development than by-right. In response to comments received during the public hearing, the applicant is offering additional road improvements to Rouse Road, including the installation of left and right turn lanes into the site and a fee-in-lieu dedication towards signalization of the intersection at Rouse Road and Piney Grove Wilbon Road. Overall, the project is consistent with Town adopted plans and ordinances.

Staff Recommendation: ☒ Approve ☐ Deny

Current Zoning Information

Parcel #	Zoning	Area
0647477441	RR	32.23 ac.
0647465722*	RR	2.84 ac.
*portion to be rezoned	**Total Area**	35.07 ac.



Current Zoning Map

Adjacent Property Current Zoning Information

	Zoning	Existing Land Use
Subject Property	RR – Rural Residential	Agriculture
North	NR-CD - Neighborhood Residential Conditional District	Residential Subdivision (Honeycutt Farms)
South	RR – Rural Residential	Agriculture
East	RR – Rural Residential	Detached Dwelling, Agriculture
West	RR – Rural Residential	Detached Dwelling, Agriculture

Parcel Rezoning History

Rezoning Number: 22-REZ-01
Original Zoning: R-30 Residential
Approved Zoning: RR
Approval Date: 3/1/2022

Land Use & Character Information

Vision Holly Springs Comprehensive Plan Section 1

Growth Strategy Map: Places to Enhance

Future Land Use: Mixed Residential Neighborhood
Natural Area

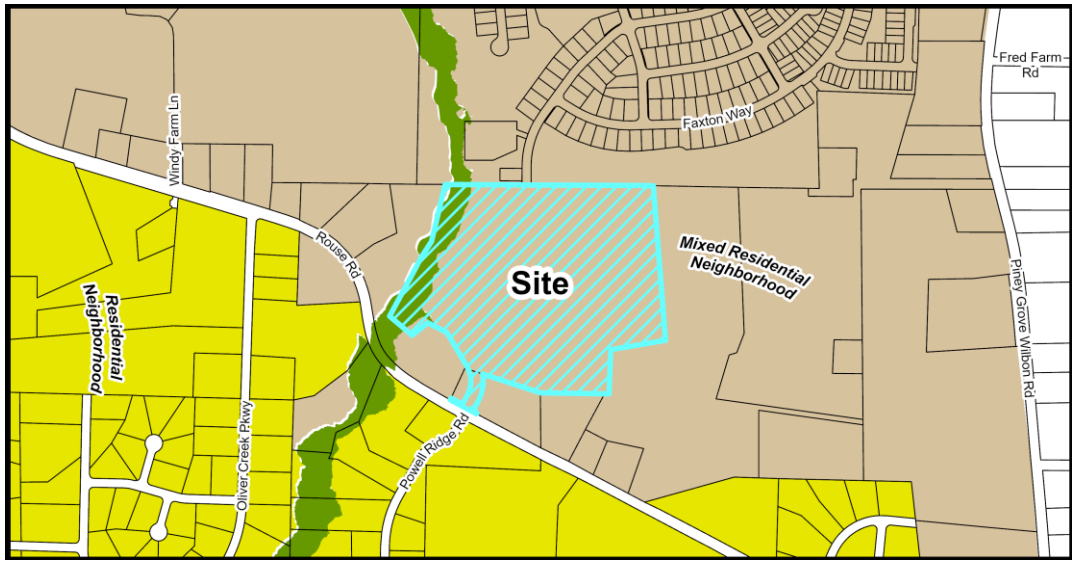
Small Area Plan: N/A

The Requested Zoning Map Amendment is:

☒ **Consistent with the Future Land Use Map**

☐ **Inconsistent with the Future Land Use Map**

If a Zoning Map Amendment is adopted and the action is deemed inconsistent with the Future Lane Use Map, the Zoning Map Amendment has the effect of also amending the Future Land-use Map.



Future Land Use Map

Important Themes for Transforming Holly Springs:

Eight important themes for Holly Springs are highlighted as high-priority principles for transforming the Town. The following theme(s) should be considered with this request:

Theme	Description
☐ Establish Mixed-Use Activity Centers Throughout Holly Springs	Mixed-use and walkable development
☐ Suburban Remix	Activate neighborhood centers
☐ Suburban Retrofit	Redevelop existing centers into mixed-use, multi-modal, activated centers
☐ Context-Sensitive Infill Development Choices	Infill around single use residential areas
☒ Transitions	Complement existing development and avoid incompatibilities
☒ Increase Home & Neighborhood Choices in Holly Springs	Variety of integrated housing products
☐ Increase Diversity & Affordability of Housing in Holly Springs	Adequate supply of affordable housing
☒ More Transportation-Land Use Coordination in the Community	Equal emphasis on land use (demand), transportation (supply) and urban design (character)

Land Use & Character Information (cont.)

Growth Strategy Map: Places to Enhance
Places to enhance in Holly Springs celebrate existing and future residential neighborhoods, and the small activity centers that serve them, as the building blocks for a strong community. They generally include Conservation Neighborhoods, Residential Neighborhoods with single dwelling detached homes on varying lot sizes, or Mixed Residential Neighborhoods with two or more home types (single dwelling detached, single dwelling attached, and multi dwelling) in the same development. Future infill development in the enhancement areas should be sensitive to the uses and densities along the perimeter of adjacent neighborhoods.

Future Land Use: Mixed Residential Neighborhood
A Mixed Residential Neighborhood includes several housing types – single dwelling detached, single dwelling attached, and multi-dwelling – that provide a range of home choices in the same neighborhood. The density of Mixed Residential Neighborhoods is highest around the central gathering place, where attached and multi-dwelling housing types like townhomes, apartments and condo buildings define the space. Moving out from the center, lots transition from smaller to larger and become exclusively single dwelling detached. If a Mixed Residential Neighborhood is built adjacent to an existing conventional neighborhood, this variation from more dense to less dense will provide an appropriate transition.

Key characteristics of a Mixed Residential Neighborhood include:

- Front-facing garages should be avoided. Where garages face the street, they should be set back significantly from the facade of the building.
- New residential uses have off-street parking at the side or rear of the lot to enhance the streetscape and walkability. Parking areas on larger lots may be accessed from front-loaded driveways, while smaller lots may be served by rear alleys.
- Development should be sensitive to existing natural resources, including large tree stands and drainage-ways.
- Multi-modal walkable streets with curbs and formal street tree planting.
- Building types may be mixed within blocks or may be organized with more dense building types near the center of the community, and less dense types near the edges.

Future Land Use: Natural Area
Natural areas are largely undeveloped and reserved for preservation and low-impact recreation (trails and greenways) because of their outstanding beauty, environmental features, or proximity to Harris Lake.

Key characteristics of Natural Areas include:

- Single dwelling residential houses are permitted.
- Any development should be sensitive to existing conditions. Mass grading is not permitted. Tree clearing is not permitted except on properties under forest management programs agriculture, recreation, or for a single dwelling residential home site.
- Any civic or recreational open space is informal in character.

Land Use & Character Information (cont.)

Small Area Plan: N/A

Historic Structures: ☒ None

Land Use & Character Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Land Use & Character Plan/Ordinances

The project is located in the southern area of the Town's planning jurisdiction, directly south of the existing Honeycutt Farms subdivision. The Town's Future Land Use Map, adopted in 2022, defines residential development in this area, with parcels along the north side of Rouse Road designated primarily as Mixed Residential Neighborhood, and parcels along the south side of Rouse Road designated primarily as Residential Neighborhood, with Rouse Road acting as the transitional line between medium and lower density development expectations.

Increasing variety of housing types is one of the ways the Comprehensive Plan works to address affordability issues within the Town, which is why the Mixed Residential Neighborhood Future Land Use designation defines a need for a variety of housing types. As such, the Neighborhood Residential Zoning District requires attached dwellings when applying for a Conditional Zoning District. The applicant has considered Comprehensive Plan expectations and nearby development patterns in designing the site by placing the required attached dwellings in the center of the subdivision with larger-lot detached dwellings surrounding them and abutting adjacent properties. This provides a transition to the existing single family detached dwellings to the north in Honeycutt Farm and fulfills the Mixed Residential Neighborhood Future Land Use description of smaller lots near the center of the subdivision and larger lots along the edges. To also help fulfill the need for a variety of housing types, this development proposes rear-loaded detached dwellings, a unique product type that acts as a transition between front-loaded detached dwellings and attached dwellings within the subdivision. The proposed front-loaded detached dwellings incorporate a larger minimum front setback for garages than the building, aligning with the Mixed Residential Neighborhood characteristic that states "Where garages face the street, they should be set back significantly from the facade of the building." The proposed attached dwellings, as well as 13 detached dwellings, are rear-loaded and accessed via alleys.

The street network is generally in a grid network, with blocks containing most of the dwelling units branching off the Ressler Street extension. On-street parking is located along the centralized internal street (Street C). This meets the UDO requirement for additional parking spaces for attached dwellings and maintains consistency with Comprehensive Plan expectations for marked and unmarked parking that is provided on-street.

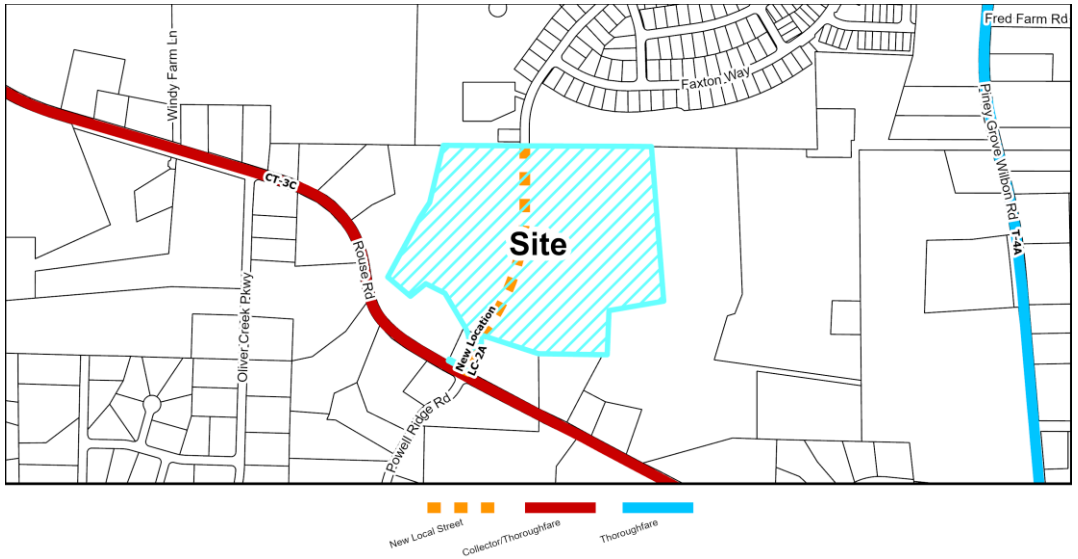
The proposed project provides a mix of housing types consistent with existing and proposed residential uses adjacent to the site and placed around a variety of connected open spaces utilizing existing environmental features. Larger natural areas along the Western stream are left largely undisturbed as is expected of the Natural Area Future Land Use designation. The applicant has incorporated Town feedback on the site design and product types into the rezoning plan. Overall, the project demonstrates consistency with the Land Use and Character Plan and helps achieve Comprehensive Plan goals, including increasing diversity of housing.

Transportation Information

Vision Holly Springs Comprehensive Plan Section 2

Comprehensive Transportation Plan

Road Widening along Project Frontage	☐ Required ☒ Not Required
New Location Roadways	☒ Required ☐ Not Required
Hotspot/Safety Study Location	☐ Yes ☒ No



Roadway Map

Comprehensive Transportation Plan Summary

Road Widening along Project Frontage:

At application, the site had approximately 1,200 linear feet of frontage along Rouse Road, which would have required widening under adopted plans. During review, the applicant recorded an exempt subdivision removing the frontage and the widening requirement. The applicant now proposes approximately 880 linear feet of Rouse Road improvements, including right-of-way dedication, lane widening, curb and gutter, and a 10-foot sidepath. The widening is proposed approximately 430 feet west of the proposed site driveway and approximately 450 feet east of the proposed site driveway.

The development proposes one driveway access to Rouse Road and internal connections to Ressler Street and the eastern parcel. A western street stub was requested by staff, but is not permitted due to environmental and topographical constraints per the U.S. Army Corps of Engineers until development of the adjacent western parcel is proposed.

New Location Roadways:

A new street connection is being installed in accordance with the Comprehensive Transportation Plan. This road is the Ressler Street extension and is proposed from its current terminus on the south side of Honeycutt Subdivision, through this project site to Rouse Road.

Hotspot/Safety Study Location:

There are no Hotspot/Safety studies adjacent to this parcel.

Improvement Prioritization:

N/A

Transportation Information (cont.)

Traffic Study Policy

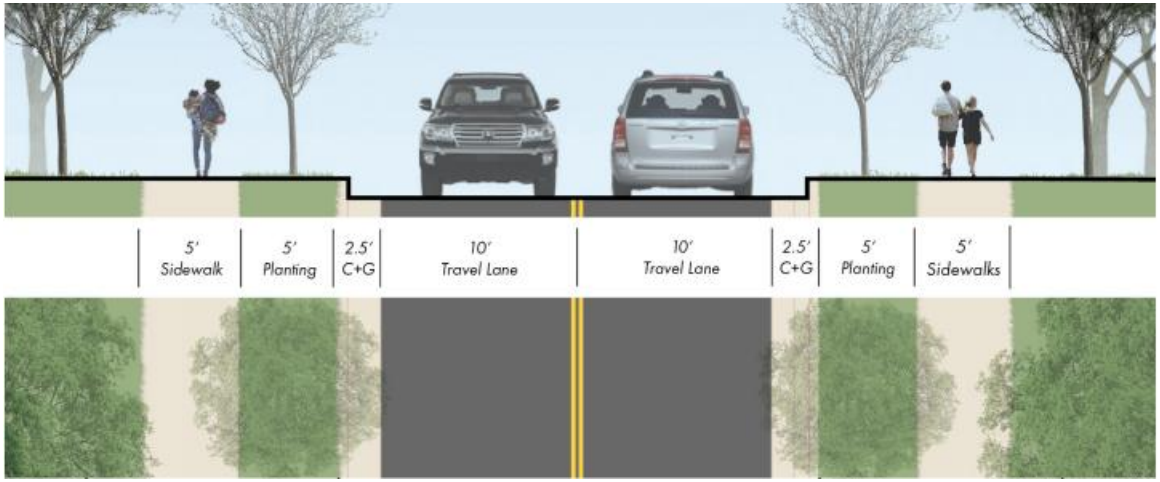
☒Traffic Study Required

☐Tier 1

☒Tier 2

☐Tier 3

☐Traffic Verification Memo



Example of LC-2A Local Collector Cross Section

Traffic Study Summary

A Site Specific Traffic Assessment (Tier 2 study) and associated Transportation Mitigation Agreement (TMA) was completed with the rezoning petition. This development is required to adhere to and construct all recommended improvements within the approved study as follows:

Piney Grove-Wilbon Road at Spence Farm Road:

- Construct a westbound right-turn lane on Spence Farm Road to accommodate 150 feet of full-width storage.

Piney Grove-Wilbon Road at Rouse Road:

- Construct an eastbound right-turn lane on Rouse Road to accommodate 150 feet of full-width storage.
- Construct a northbound left-turn lane on Piney Grove-Wilbon Road to accommodate 100 feet of full-width storage.
- Contribute $100,000 toward the installation of a traffic signal.

Rouse Road at Powell Ridge Road/Proposed Full Movement Site Driveway:

- Provide one ingress and one egress lane on the north leg of Proposed Full Movement Site Driveway.
- Construct an eastbound left-turn lane on Rouse Road with 50 feet of full-width storage.
- Construct a westbound right-turn lane on Rouse Road with 50 feet of full-width storage.

In addition to the site traffic mitigation recommendations listed above, the developer is committed to widening approximately 880 feet of the north side of Rouse Road to provide ½ the planned ultimate section (3-lane) per the Town's CTP.

Transportation Information (cont.)

Transportation Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Comprehensive Transportation Plan/Ordinances

The UDO general requirement is "new development shall stub [streets] to all adjacent properties where practical." The UDO also states that "Requirements may vary at the discretion of the Administrator where compliance is determined not feasible because of topography, the existence of environmentally sensitive lands, the need to preserve cultural resources, and/or other similar considerations." As previously described, this project is not providing a street stub to the western property boundary. While this project is not in strict accordance with the ordinance to provide a stub to all adjacent properties, this project meets the intention of the ordinance in providing street stubs "where practical", thereby preserving "environmentally sensitive lands."

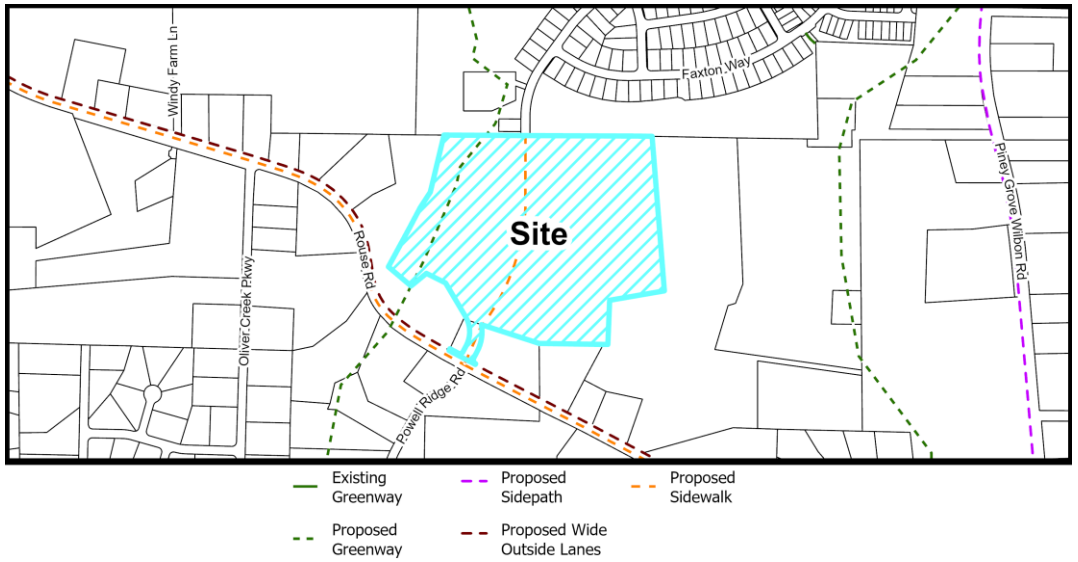
In addition, through the exempt plat subdivision, the project's property frontage along Rouse Road was removed. Therefore, road widening along Rouse Road is not strictly required by the UDO. However, this project is still proposing to widen a portion of Rouse Road adjacent to the project area. The project is also proposing to install turn lanes at the proposed site driveway that were not warranted from the traffic study, and contribute a $100,000 fee-in-lieu to a future signal at Piney Grove Wilbon and Rouse Road.

These transportation improvements are a substantial contribution to the Rouse Road and Piney Grove Wilbon corridors and are consistent or even beyond the requirements of the Town's UDO, CTP, and Traffic Study Policy.

Parks, Recreation, & Greenways Information

Vision Holly Springs Comprehensive Plan Section 3

Park Search Area ☐ Yes ☒ No



Active Transportation Map

Required Active Transportation Improvements

☒ Greenway ☐ Sidepath

A greenway is required per the Future Active Transportation Map, shown running through the Western area of the property and connecting to the greenway in the Honeycutt subdivision.

Parks, Recreation, & Greenways Summary

The project lies outside of a Park Search Area as shown on the Parks, Recreation & Greenways Master Plan.

Parks, Recreation, & Greenways Staff Analysis:

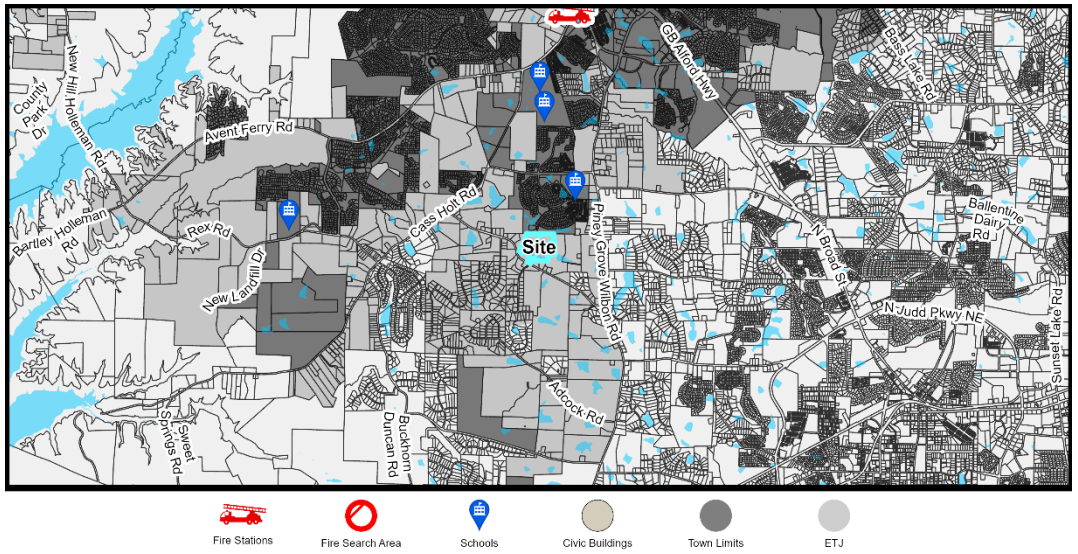
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Parks, Recreation & Greenways Master Plan/Ordinances

The project proposes a 10' greenway running along a segment of Rouse Road before turning and following the Ressler Street extension on the West side before crossing and connecting to the Honeycutt greenway at the Northern property line. 5' sidewalks are included along all internal streets. Though the site is not located in a Park Search Area, the project is still subject to the fee-in-lieu for parkland dedication. The project is consistent with the Parks, Recreation & Greenways Master Plan and Unified Development Ordinance.

Community Facilities Information

Vision Holly Springs Comprehensive Plan Section 4

Population growth increases demand for public services. In order to fulfill this demand, community facilities must be appropriately planned for and constructed. These facilities may range from additional public safety stations, such as police and fire, to new schools to handle the influx of school-aged children into an area.



Community Facilities Map

WCPSS Coordination

A Letter of Impact from Wake County Public School System (WCPSS) was received for this rezoning and is included in the attachments.

Schools at the following grade levels within the current assignment area for the proposed rezoning are anticipated to have insufficient capacity for future students; transportation to schools outside of the current assignment area should be anticipated:

☐ Elementary ☐ Middle ☐ High School ☒ N/A: All grade levels are anticipated to have sufficient capacity

The following mitigation of capacity concerns due to school construction or expansion is anticipated:

☐ School expansion or construction within the next five years is not anticipated to address concerns.

☐ School expansion or construction within the next five years may address concerns at these grade levels:

☐ Elementary ☐ Middle ☐ High School

☒Not applicable – existing school capacity is anticipated to be sufficient.

Community Facilities Staff Analysis:

The requested Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Community Facilities Plan

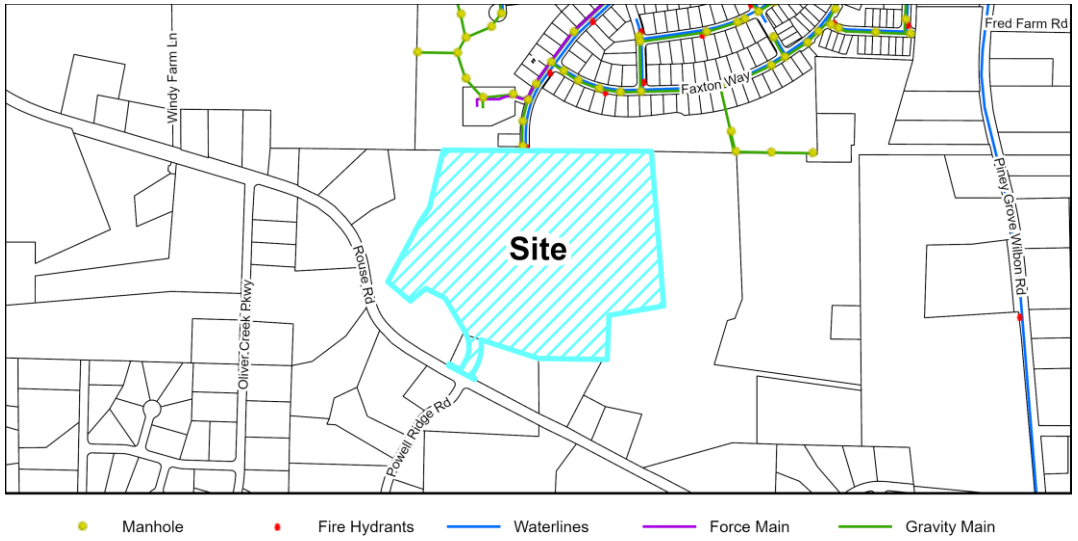
The subject property is outside of a search area for a public safety station as designated on the Community Facilities Map under which this project was submitted. As a project proposing residential units, the applicant is required to report the potential number of units to the Wake County Public School System for their facility planning.

Infrastructure & Utility Information

Vision Holly Springs Comprehensive Plan Section 5

Utility Availability

Water	☐ Yes ☒ No ☒ Study Required
Sanitary Sewer	☐ Yes ☒ No ☒ Study Required
Reclaim	☐ Yes ☒ No ☐ Study Required



Utility Map

Infrastructure & Utility Summary

Water:

The project is required to tie to existing Town water facilities located in Ressler Street and extend through the project site. The UDO also requires water lines to be extended across road frontages. However, through the exempt plat subdivision, the project's property frontage along Rouse Road was removed. Therefore, water line extension along Rouse Road is not strictly required by the UDO. This project is voluntarily proposing to extend approximately 1,000 linear feet of waterline along Rouse Road. The waterline extensions will be installed by the developer in accordance with Towns Policies. A Fire Flow Analysis was completed and determined water pressure is adequate within the Town's system with the addition of this project.

Sanitary Sewer:

This project is required to extend Town sanitary sewer to serve the proposed development and extend to any upstream adjacent properties. Sewer is proposed to tie into the existing gravity sewer in Ressler Street. A Sewer Study was performed with the rezoning and analyzed the downstream sewer system and included pump station capacity analysis of the Honeycutt Pump Station. The study concluded the downstream gravity sewer lines and pump station are adequate to serve this project.

Reclaim:

This project is outside of the reclaimed service area.

Infrastructure & Utility Information (cont.)

Water Resource Management (WRMP) Policy

☒ WRMP Applicable
☐ WRMP Not Applicable

☐Tier 1
☒Tier 2
☐Tier 3

Allocation Elements
☒ Public Infrastructure Improvements
☒ Sustainable Design
☐ Work Force Housing
☐ Open Space/Tree Preservation

Water Resource Management Policy Summary
This project is subject to the Water Resource Management Policy and has provided a Utility Allocation Request to be considered by Town Council. This development has committed to two allocation elements as required by the Policy as a Priority Level 2. The first is Public Infrastructure Improvements, which includes the construction of vegetated stormwater wetlands as an alternative to wet ponds. The second is Sustainable Design, which includes earning LEED Certifications for each home.

Utility Allocation Summary

Priority Level: Priority Level 2
Allocation Assignment: Residential Single-Family
Allocation Requested: 24,735 GPD

Staff Determination: Sufficient allocation is remaining in the Residential Single-Family assignment to support this project for the proposed build out year of 2028.

Infrastructure & Utility Staff Analysis:

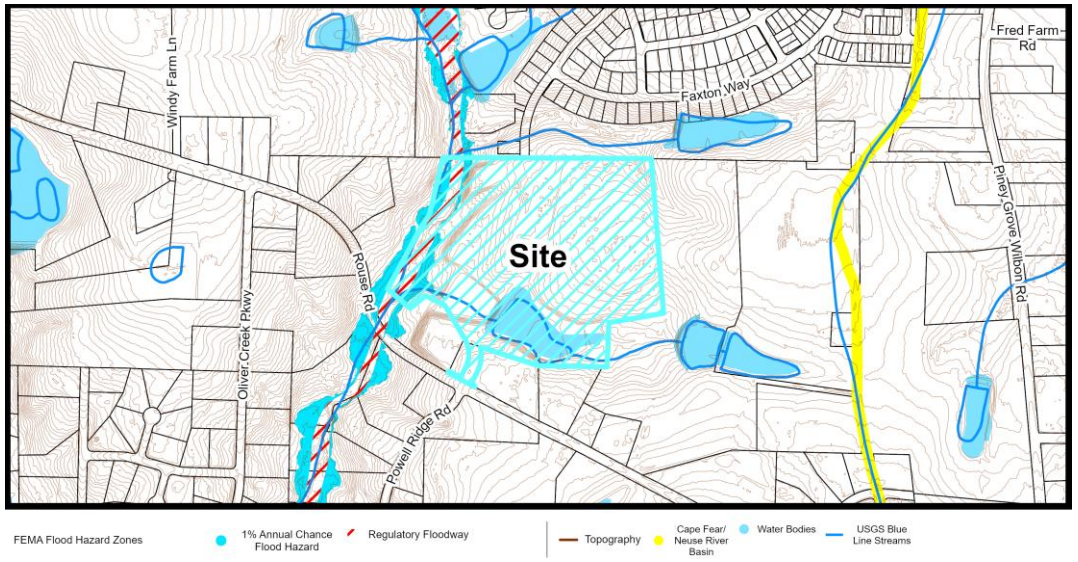
The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Infrastructure & Utilities Plan/Ordinances

The proposed extensions of water and sanitary sewer are consistent with Town Standards and the Comprehensive Plan. The allocation elements selected and committed by the applicant are consistent with the Water Resource Management Policy.

Natural Resources & Open Space Information

Vision Holly Springs Comprehensive Plan Section 6

Total Required Open Space	**9.81 ac.**
Tree Preservation Area	20% or 6.54 ac.
Active Recreation Area	5% or 1.64 ac.
Urban Civic Space	N/A
Flexible Space	5% or 1.64 ac.



Natural Resources Map

Natural Resources & Open Space Summary

Open Space:

The applicant has proposed 6.84 acres of tree preservation and revegetation throughout the site. The project includes a pond with a trail running along the perimeter, qualifying for 5.69 acres of active recreation area. A total of 15.29 acres of open space is proposed, totaling 47% of the project area.

Stormwater:

This project is located within the Cape Fear River Basin and proposes to treat new impervious surfaces onsite with multiple Stormwater Control Measures. There are several jurisdictional features located on and adjacent to the site such as wetlands, ponds and riparian buffers.

Natural Resources & Open Space Staff Analysis:

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with the Natural Resources Plan/Ordinances

The existing site is developed as a plant nursery and does not contain much existing tree canopy area. The applicant is proposing to reforest the site to meet the minimum tree preservation area requirements. The site does include two existing ponds, one of which is to be drained and converted to a stormwater management area and one of which is to be incorporated into the primary Active Recreation Area for the site. The project includes the required amount of open space per the Unified Development Ordinance.

Conditional Zoning District Standards Information

Unified Development Ordinance

Conditional Zoning Districts (CD) are intended to provide flexibility within the planning and development process, while creating additional controls to ensure quality development. The Conditional District allows the applicant the option of requesting this flexibility in exchange for higher quality, innovative, and sustainable development.

CD Design Goals. CD proposals shall demonstrate that the project and development therein will incorporate and/or achieve the following design goals:

1. The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;
2. The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;
3. Development of pedestrian oriented communities; development of traditional style neighborhoods;
4. Development of communities that are visually and functionally connected to one another;
5. Protection of significant watershed areas in order to preserve water quality;
6. Creativity and imagination in the process of development;
7. Unique architecture or sustainable design;
8. Efficient, aesthetic and desirable use of open space;
9. Variety in housing types and physical development patterns; and,
10. Special considerations for property with a unique history or outstanding physical features.

Conditional Zoning District Summary

Development Standards (UDO Section 2):

Development Density	UDO Standard	Proposed Standard
Maximum Number of Dwelling Units Base District Conditional Zoning District	 163 261	97
Maximum Gross Density (Units/Acre) Base District Conditional Zoning District	 5 8	3.6

Lot Configuration	UDO Standard	Proposed Standard
Minimum Lot Area Detached Dwellings (sf) Attached Dwellings (sf)	 Average ≥ 5,000 None	 Average ≥ 5,000 None
Minimum Lot Width at the Setback Line		

Lot Configuration	UDO Standard	Proposed Standard
Detached Dwellings (ft) Attached Dwellings (ft)	26 18	35 20
Minimum Lot Frontage (ft)	18	20
Minimum Lot Frontage for a Driveway (Detached Dwellings) (ft)	60	60

Setbacks	UDO Standard	Proposed Standard
Rear from Alley Centerline (ft)	15	32.5
Building to Building (Attached Dwellings) (ft)	N/A	10

Building Height	UDO Standard	Proposed Standard
Maximum Primary Building Height	50	35

Landscaping (UDO Section 5):

Perimeter Buffers	UDO Standard	Proposed Standard
Rouse Road	*5' Type A	**5' Type A – Enhanced
Adjacent Properties	*5' Type A	**5' Type A – Enhanced
Active Open Space	*5' Type A	**5' Type A - Enhanced

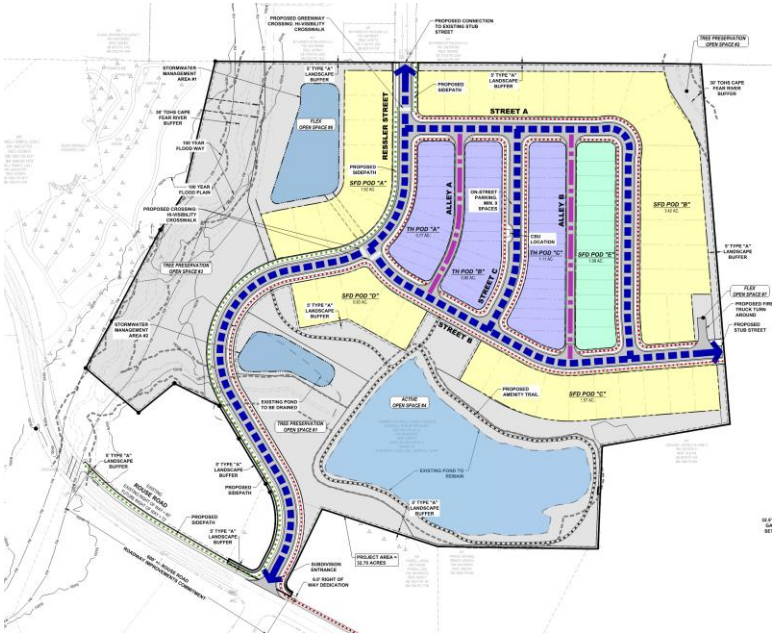
*Standard: 2 trees and 5 shrubs per 100'

**Enhanced buffer shall provide 4 deciduous trees (2 small / 2 large) and eight (8) deciduous shrubs per one hundred (100) feet.

Additional Standards

Proposed Architectural Standards
• Type 1 materials shall constitute a minimum 35% of the building façade. • No two lots with a shared property line shall have the same front elevation or primary colors • Roofs to have 12" minimum eaves and at least two character elements (reverse gable, hip roof, or change in roof line direction). • All homes to be ENERGY STAR certified. • Street-facing garage doors to use carriage style paneling and include windows and craftsman hardware.

Proposed Site Design (UDO Section 8 and Conditional Zoning District)



Site Design Highlights

- 42 front-loaded detached dwellings (yellow), 13 rear-loaded detached dwellings (green), and 42 attached dwellings (purple)
- Centralized active recreation area incorporating existing pond
- Enhanced Type A buffering to reduce noise and visual impacts on adjacent properties

Conditional Zoning District Standards Staff Analysis

The Zoning Map Amendment is: ☒ Consistent ☐ Inconsistent with Conditional Zoning District Standards/Ordinances

The Conditional Zoning District application proposes 97 units at 3.6 units an acre, below the maximum allowable density of the base NR district and consistent with existing and proposed residential development in the area. For reference, the Honeycutt Farms subdivision directly adjacent to this project has a maximum density of 2.64 units/acre. Rather than proposing the higher density allowed through a Conditional Zoning District, the applicant has proposed modifications to development standards that are tailored to the subdivision design and clarify expectations for the look and feel of the final product.

One of the purposes for a Conditional Zoning District is to allow for some flexibility in design while creating a better overall product than what was otherwise permitted. The Neighborhood Residential Zoning District requires attached dwellings when applying for a Conditional Zoning District. These attached dwellings must constitute 10-50% of all residential dwelling units in the proposed district. This requirement by the UDO for projects within a Neighborhood Residential Conditional Zoning District is a built-in mechanism for these flexible projects to include a variety of housing choices, as encouraged by the Comprehensive Plan. As part of this specific proposal, 42

of the 97 proposed units are Attached, all of which are rear-loaded. At 43%, the application has met the requirement for a Neighborhood Residential Conditional Zoning District.

Modified setbacks are proposed, specifically to enhance site design. For example, the minimum front setback proposed for front-loaded garages is 10' larger than the minimum front setback for the rest of the building, in order to set the garage back from the building façade, improving the streetscape and building consistency with Comprehensive Plan expectations for Mixed-Residential Neighborhoods.

Perimeter buffers are also proposed to be modified. The application includes an "enhanced" Type A buffer around the development, incorporating an additional 2 trees and 3 shrubs than the base UDO requirement. This enhancement should improve noise and visual buffering for adjacent properties.

As part of the expectation of Conditional Zoning Districts to help create additional standards to ensure quality development, the application proposes a number of self-imposed architectural standards, including material restrictions, minimum architectural elements on every dwelling, and both color and façade anti-monotony commitments.

Overall, the project has demonstrated consistency with the Town's Conditional Zoning District Standards and the Unified Development Ordinance.

Decision-Making Information

Comprehensive Plan and Conditional Zoning District Consistency Summary Table

Vision Holly Springs Comprehensive Plan	
Land Use & Character Plan/Ordinances (Section 1)	☒ Consistent ☐ Inconsistent
Comprehensive Transportation Plan/Ordinances (Section 2)	☒ Consistent ☐ Inconsistent
Parks, Recreation & Greenways Master Plan/Ordinances (Section 3)	☒ Consistent ☐ Inconsistent
Community Facilities Plan/Ordinances (Section 4)	☒ Consistent ☐ Inconsistent
Infrastructure & Utilities Plan/Ordinances (Section 5)	☒ Consistent ☐ Inconsistent
Natural Resources Plan/Ordinances (Section 6)	☒ Consistent ☐ Inconsistent
Unified Development Ordinance	
Conditional Zoning District Standards/Ordinances	☒ Consistent ☐ Inconsistent

Zoning Map Amendment (Rezoning) Staff Analysis
The applicant must demonstrate that the proposed Zoning Map Amendment and property owner offered conditions (if any) or unique conditions associated with this request support the Town's Comprehensive Plan objectives and/or Ordinances and why the proposed zoning change is reasonable and in the public interest. The applicant has provided a statement in the petition.

Staff has reviewed the application and has determined the requested Zone Map Change is:

☒ Consistent with Adopted Plans/Ordinances ☐ Inconsistent with Adopted Plans/Ordinances
☒ Reasonable and in the Public Interest ☐ Not Reasonable and in the Public Interest

The proposed Neighborhood Residential Conditional Zoning District (NR-CD) allows for a variety of housing types and open spaces, and at a compatible density in the context of the nearby community. Characteristics of the Future Land Use Designation, Mixed Residential Neighborhood, and the Land Use & Character themes of Transitions and Increase Home & Neighborhood Choices have been demonstrated with the application. The proposed modifications create small design enhancements and increased buffering, indicating a higher standard of development than by-right. In response to comments received during the public hearing, the applicant is offering additional road improvements to Rouse Road, including the installation of left and right turn lanes into the site and a fee-in-lieu dedication towards signalization of the intersection at Rouse Road and Piney Grove Wilbon Road. Overall, the project is consistent with Town adopted plans and ordinances.

Staff Recommendation: ☒ Approve ☐ Deny

Previous Case Related Items

Neighborhood Meeting
The applicant must hold a neighborhood meeting with all property owners within 500 feet of the project prior to submitting an application. A report of the neighborhood meeting has been submitted and is included in the agenda item attachments.

Meeting Dates: 8/28/2024, 12/18/2024
Summary of Issues:

- Road improvements and traffic along Rouse Road
- Townhome attractiveness
- Buffering
- Water drainage

Legislative Public Hearing

Public Hearing Date: 1/20/2026

Public Hearing Video: https://hollyspringsnc.portal.civicclerk.com/event/638/media (Public Hearing begins at 2:18:55)

Legislative Public Hearing Summary

Prior to the Legislative Public Hearing:

- Mailed notice has been sent to all property owners within 500 feet of the project.
- Published notice has been made twice in the News & Observer.
- Posted notice has been made with a public hearing sign on the property.

Public Hearing Discussion:

- Rouse Road improvements

Planning Board Consideration & Action

Planning Board Meeting Date: 4/28/2026

A summary of the Planning Board discussion, the adopted Plan Consistency Statement, and final recommendation can be found in the Planning Board Action Report attached with the agenda item.

Application Modifications

The following modifications have been proposed as a result of feedback received during the public hearing (see Exhibit 2 for details):

- Added a commitment to additional roadway widening along Rouse Road for approx. 450' east of the site access drive.
- Added a commitment to the installation of both a right-turn lane and a left-turn lane into the site.
- Added a commitment to contribute $100,000 towards the installation of a traffic signal at Rouse Road and Piney Grove Wilbon Road.
- Added a commitment to request a speed limit reduction on Rouse Rd to 35 mph, subject to NCDOT approval.

Town Council Consideration & Action

Zoning Map Amendment Plan Consistency Statement, Statement of Reasonableness, & Zoning Map Amendment Decision

Per NCGS 160D-605, when adopting or rejecting any Zoning Map Amendment, the Town Council must approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land-use plan. In addition, a statement analyzing the reasonableness of the proposed Zoning Map Amendment shall be approved by the Town Council. This statement of reasonableness may consider, among other factors:

- The size, physical conditions, and other attributes of the area proposed to be rezoned
- The benefits and detriments to the landowners, the neighbors, and the surrounding community
- The relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment
- Why the action taken is in the public interest
- Any changed conditions warranting the amendment.

Town Council Decision Type: Legislative Decision

Legislative Decision:
Legislative public hearings are held prior to a change in policy that may affect the entire community, including decisions on land use. The public hearing allows the Town Council to receive public comments regarding the proposal and then have discussion and deliberation. Based on the information provided on the proposal, the Town Council will make a determination on whether or not to approve the policy or modification.

Staff Recommended Consistency and Reasonableness Statement:

The requested Zoning Map Amendment from RR to NR-CD is consistent with the Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map indicates this property as Mixed Residential Neighborhood and Natural Area, and the NR-CD District provides a mix of residential use types with density concentrated in the center of the project area, as well as preservation of

environmental features on the western side of the project area. The requested rezoning is reasonable and in the public interest because it fulfills the goals and objectives of the Comprehensive Plan, including a mix of housing types, appropriate transitions and connections between adjacent development, a variety of connected open spaces that incorporate existing environmental features, and improvements that help address traffic and safety concerns in the surrounding area.

Potential Zoning Map Amendment Petition Motion(s)
Adopt Ordinance #26-03 to adopt the Plan Consistency Statement, Statement of Reasonableness, and approve rezoning.

Motion to Approve Utility Allocation for Powell Place.

Exhibit 1 - Summary

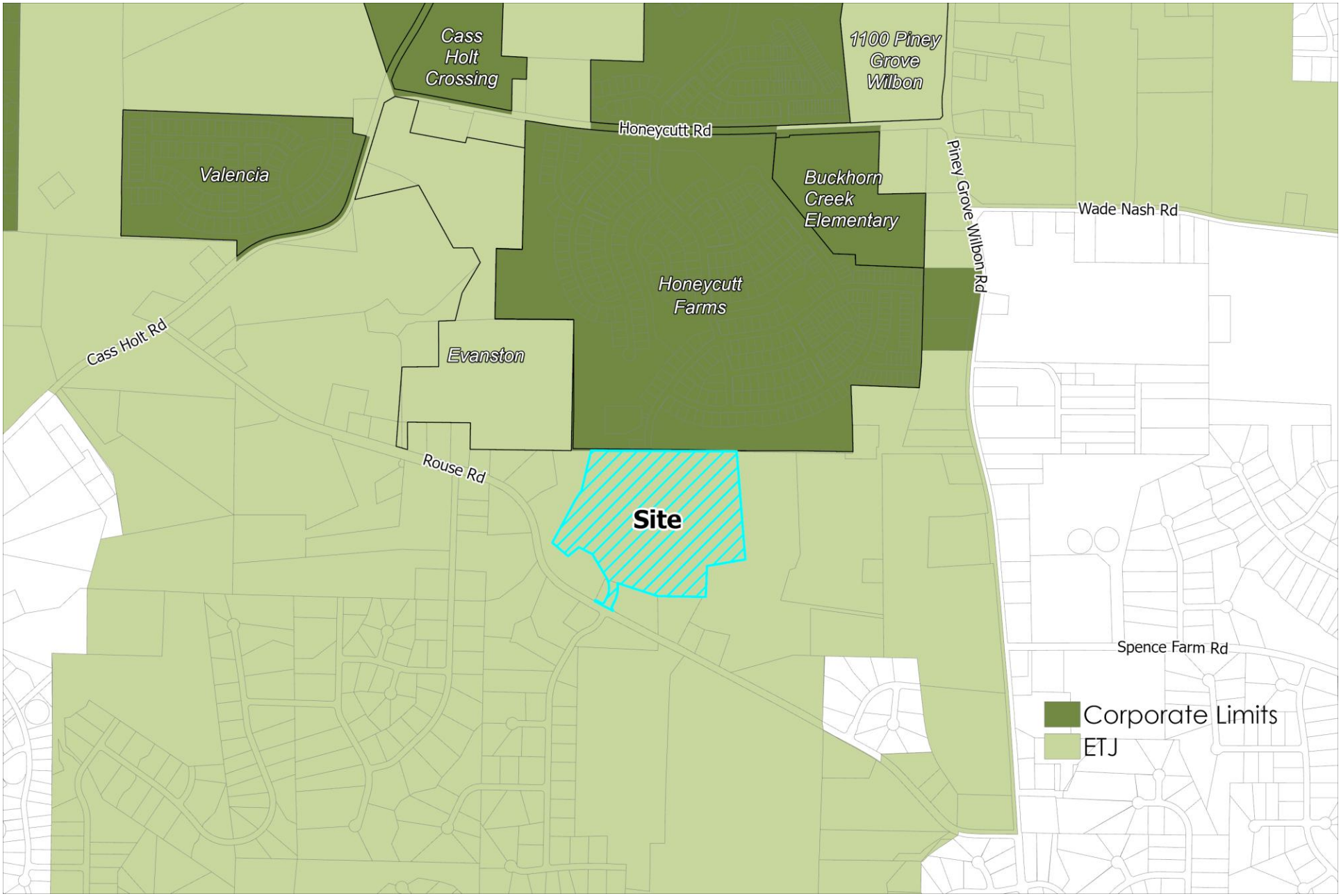
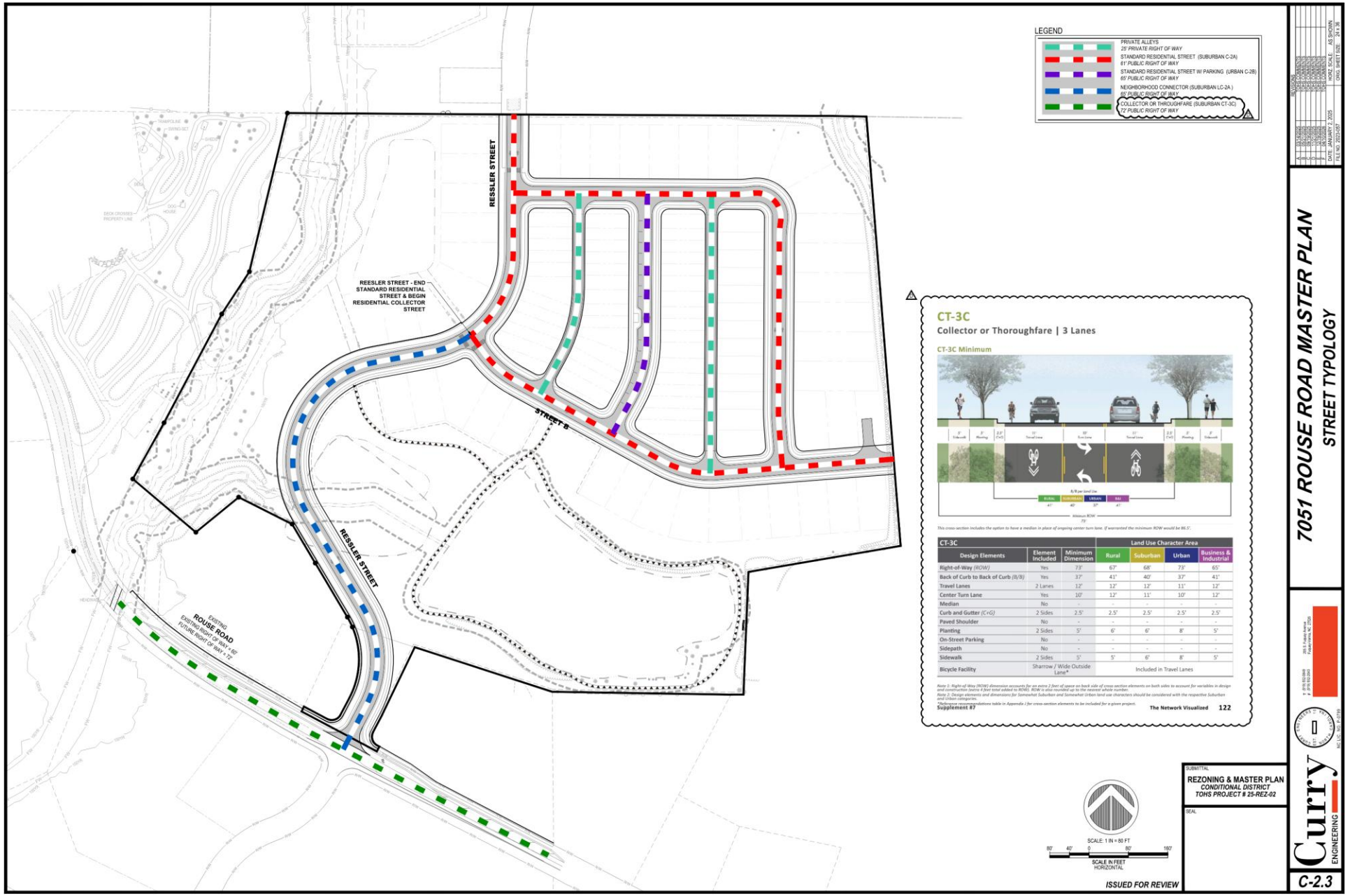


Exhibit 2 – Road Improvements



Planning Board Meeting Date: 4/28/2026

Per NCGS §160D-604(b), all proposed amendments to the Unified Development Ordinance (UDO) or Zoning Map shall be submitted to the Planning Board for review and comment. If no written report is received from the Planning Board within 30 days of referral of the amendment to the Planning Board, the Town Council may act on the amendment without the Planning Board report. The Town Council is not bound by the recommendations, if any, of the Planning Board.

Planning Board Decision Type: Advisory Decision

Advisory Decision
The Planning Board must review the application and make a recommendation to the Town Council.

The Planning Board should consider whether or not the land use standards and densities allowed in the proposed zoning district are appropriate for the property and consistent with the Vision of Holly Springs Comprehensive Plan. Technical standards of the Unified Development Ordinance are addressed once a Development Plan or Subdivision Plan is submitted for review.

The Planning Board discussed the following issues and concerns:
- Traffic and road improvements on Rouse Road and Piney Grove Wilbon Road.

Zoning Map Amendment Plan Consistency Statement
Per NCGS §160D-604(d), the Planning Board shall advise and comment on whether the proposed action is consistent with all applicable officially adopted plans, and provide a written recommendation to the Town Council that addresses plan consistency and other matters as deemed appropriate by the Planning Board, but a comment by the Planning Board that a proposed amendment is inconsistent with the officially adopted plans shall not preclude consideration or approval of the proposed amendment by the Town Council.

The Planning Board adopted the following Plan Consistency Statement (7 - 0) *[2 absent]*

The requested Zoning Map Amendment from RR to NR-CD is consistent with the Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map indicates this property as Mixed Residential Neighborhood and Natural Area, and the NR-CD District provides a mix of residential use types with density concentrated in the center of the project area, as well as preservation of environmental features on the western side of the project area. The requested rezoning is reasonable and in the public interest because it fulfills the goals and objectives of the Comprehensive Plan, including a mix of housing types, appropriate transitions and connections between adjacent development, a variety of connected open spaces that incorporate existing environmental features, and improvements that help address traffic and safety concerns in the surrounding area.

Zoning Map Amendment Petition Motion
The Planning Board recommends the Town Council approve Zoning Map Amendment 25-REZ-02 to change the zoning of 32.7 acres of Wake County PINs 0647477441 & 0647465722 from RR Rural Residential to NR-CD Neighborhood Residential - Conditional Zoning District as submitted by Curry Engineering.

The Planning Board voted in favor of the recommendation (6 - 1) *[2 absent]*

Those voting against the motion:

- Ms. Sara Kempin – Concern about the road curvature leading to the entrance of the project on Rouse Road.

Ordinance No. 26-03
Date Submitted: 1/20/2026
Date Adopted: 5/19/2026

AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES TO MODIFY APPENDIX A: UNIFIED DEVELOPMENT ORDINANCE: OFFICIAL ZONING MAP AND ADOPT THE ZONING MAP AMENDMENT PLAN CONSISTENCY STATEMENT & STATEMENT OF REASONABLENESS REQUIRED BY NORTH CAROLINA GENERAL STATUTES 160D-605

WHEREAS, the Town of Holly Springs Town Council adopted Vision Holly Springs: Town of Holly Springs Comprehensive Plan in November 2007; and

WHEREAS, the Town of Holly Springs Town Council has maintained and updated Vision Holly Springs: Town of Holly Springs Comprehensive Plan by adopting Section 1: Land Use & Character Plan in 2019; Section 2: Comprehensive Transportation Plan in 2022; Section 3: Parks, Recreation and Greenways Master Plan in 2021; and Section 4: Public Facilities; Section 5: Infrastructure & Utilities; and Section 6: Natural Areas in 2025; and

WHEREAS, the Town of Holly Springs has received a request to modify the Official Zoning Map for 32.7 acres of Wake County PIN #0647477441 and a portion of PIN #0647465722 from RR: Rural Residential to NR-CD: Neighborhood Residential Conditional Zoning District; and

WHEREAS, the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* designates said parcels on the *Future Land Use Map* as Mixed Residential Neighborhood; and

WHEREAS, in accordance with NCGS § 160D-601, the Town of Holly Springs held a legislative hearing on January 20, 2026 to consider the proposed changes to the Official Zoning Map; and

WHEREAS, the Holly Springs Planning Board reviewed this request at a Public Meeting on April 28, 2026 and recommended approval by a vote of 6-1; and

SUPPORTING APPROVAL
(This portion to be removed if vote to Deny)

WHEREAS, after considering the recommendation of the Holly Springs Planning Board and the public input offered in a public hearing before the Town Council, the Town Council adopts the following Zoning Map Amendment Plan Consistency Statement as required by NCGS §160D-605:

The requested Zoning Map Amendment from RR to NR-CD is consistent with the Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map indicates this property as Mixed Residential Neighborhood and Natural Area, and the NR-CD District provides a mix of residential use types with density concentrated in the center of the project area, as well as preservation of environmental features on the western side of the project area.

WHEREAS, the Town of Holly Springs Town Council adopts the following Statement of Reasonableness as required by as required by NCGS §160D-605:

The requested rezoning is reasonable and in the public interest because it fulfills the goals and objectives of the Comprehensive Plan, including a mix of housing types, appropriate transitions and connections between adjacent development, a variety of connected open spaces that incorporate existing environmental features, and improvements that help address traffic and safety concerns in the surrounding area.

THEREFORE, BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that the proposed Zoning Map Amendment is **APPROVED,** and the Unified Development Ordinance of the Town is amended as follows:

Amend Unified Development Ordinance Section 1.7 Official Zoning Map with the following rezoning request: ##25-REZ-02 to change the zoning of PIN #0647477441 and a portion of PIN #0647465722 from RR: Rural Residential to NR-CD: Neighborhood Residential Conditional Zoning District.

The property is subject to all the conditions listed in the Conditional Zoning District Rezoning Master Plan dated 1/2/2025 by Curry Engineering and to include the condition that the property owner/Developer enters into a Transportation Mitigation Agreement with the Town.

Part 1:
REPEAL OF CONFLICTING ORDINANCES
All ordinances or parts of the Unified Development Ordinance of the Town of Holly Springs conflicting or inconsistent with the provisions of this rezoning ordinance are hereby repealed.

Part 2:
INCLUSION IN UDO
It is the intention of the Town Council entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Unified Development Ordinance of the Town of Holly Springs, North Carolina; that the Section(s) of this Ordinance may be renumbered or relettered to accomplish such intention, and that the word “Ordinance” may be changed to “Section, or “Article” or other word.

SUPPORTING DENIAL
(This portion to be removed if vote to Approve)

WHEREAS, after considering the recommendation of the Holly Springs Planning Board and the public input offered in a public hearing before the Town Council, the Town Council adopts the following Zoning Map Amendment Plan Consistency Statement as required by

NCGS §160D-605:

The requested Zoning Map Amendment from RR to NR-CD is inconsistent with the Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map indicates this property as Mixed Residential Neighborhood and Natural Area, and the NR-CD District provides a development that is not compatible with adjacent development and does not preserve sufficient natural area.

WHEREAS, the Town of Holly Springs Town Council adopts the following Statement of Reasonableness as required by as required by NCGS §160D-605:

The requested rezoning is not reasonable and not in the public interest because it will have an adverse impact on adjacent properties that are not being mitigated.

THEREFORE, BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that the that the proposed Zoning Map Amendment is **DENIED**.

Part 4 / Part 1:
SEVERABILITY
If any section, part of a section, paragraph, sentence, clause, phrase, or word of this Ordinance, or application of this Ordinance to any one parcel or group of parcels is for any reason held or declared to be unconstitutional, inoperative or void, such holdings shall not affect the remaining portion of this Ordinance or application of this Ordinance to other parcels and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Part 5 / Part 2:
EFFECTIVE DATE
The provisions of this ordinance shall become effective May 19, 2026 in accordance with the laws of the State of North Carolina.

Adopted this, the 19th day of May, 2026.

–

Town of Holly Springs by

_____
Michael D. Kondratick, Mayor

ATTEST:

_____
Linda McKinney, Town Clerk

WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Office of Student Assignment
5625 Dillard Dr.
Cary, NC 27518
studentassignment@wcpss.net

tel: (919) 431-7333
fax: (919) 694-7753

February 10, 2025

Chris Hills, AICP
Director, Development Services
Town of Holly Springs
Chris.hills@hollyspringsnc.gov

Dear Chris,

The Wake County Public School System (WCPSS) Office of School Assignment received information about a proposed rezoning/development within the Town of Holly Springs planning area. We are providing this letter to share information about WCPSS's capacity related to the proposal. The following information about the proposed rezoning/development was provided through the Wake County Residential Development Notification database:

- Date of application: 01/03/2025
- Name of development: Powell Place
- Address of rezoning: 7051 Rouse Road (PIN) 0647474527
- Total number of proposed residential units: 95 units
- Type(s) of residential units proposed: 52 Detached Dwellings & 43 Attached Dwellings (townhomes)

Based on the information received at the time of application, the Office of School Assignment is providing the following assessment of possible impacts to the Wake County Public School System:

- ☒ Schools at all grade levels within the current assignment area for the proposed rezoning/development are anticipated to have sufficient capacity for future students.
- ☐ Schools at the following grade levels within the current assignment area for the proposed rezoning/development are anticipated to have insufficient capacity for future students; transportation to schools outside of the current assignment area should be anticipated:

  ☐ Elementary ☐ Middle ☐ High

The following mitigation of capacity concerns due to school construction or expansion is anticipated:

- ☒ Not applicable – existing school capacity is anticipated to be sufficient.
- ☐ School expansion or construction within the next five years is not anticipated to address concerns.
- ☐ School expansion or construction within the next five years may address concerns at these grade levels:

  ☐ Elementary ☐ Middle ☐ High

Thank you for sharing this information with the Town of Holly Springs Planning Board and Town Council as they consider the proposed rezoning/development.

Sincerely,

Susan W. Pullium, MSA
Senior Director

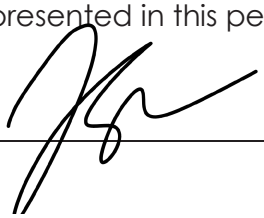
REZONING PETITION

Rezoning, Comprehensive Plan Amendment, UDO Amendment

DPM Appendix #A.02 Supplement 20 September 2024

PETITION TYPE – each request must be a separate application in the Portal	
☐	Zoning Map Change – General Use District
☑	Zoning Map Change – Conditional Zoning District ☐ Option 1 Plan: Development Plan or Subdivision Plan (Preliminary Plat) ☑ Option 2 Plan: Master Plan
☐	Comprehensive Plan Amendment ☐ Text Amendment ☐ Future Land Use Map Amendment ☐ Small Area Plan Map Amendment
☐	UDO Text Amendment – UDO Section:

PROJECT INFORMATION **https://www.hollyspringsnc.gov/742/Maps**	
Project Name	Powell Place
Project Location *Use street address. If none, use closest intersection*	7051 & 7121 Rouse Rd, Holly Springs, NC 27540
	☐Within Corporate Limits ☑ Within Holly Springs ETJ ☐ Pending Annexation
PIN(s)	0647474527; 0647465722
Real Estate ID	0056718; 0082611
Project Acreage	29.82 Acres Partial Parcel? ☑ Yes ☐ No
Current Zoning	Rural Residential
Proposed Zoning	Neighborhood Residential Conditional District (NR-CD)
Current Future Land Use Designation	Mixed Residential Neighborhood
Proposed Future Land Use Designation	Mixed Residential Neighborhood
Small Area Plan Designation *(if applicable)*	N/A
Special Study Scoping Meeting Dates	Sewer Scoping Mtg. 1/25/24; TIA 3/28/24
Sketch Plan Review *(pre-submittal)* Meeting Date:	10/31/24
Neighborhood Meeting Date:	August 28, 2024 and December 18, 2024

CERTIFICATE OF COMPLETION
I certify that all information presented in this petition is accurate to the best of my knowledge and belief. Signature of Applicant:  Date: 3/14/2025

REZONING PETITION

Rezoning, Comprehensive Plan Amendment, UDO Amendment

DPM Appendix #A.02 Supplement 20 September 2024

PETITION CONTACT INFORMATION *(Attach additional sheets if needed)* **Applicant and Financially Responsible Party will need to register for an account on the Portal.**	
Project Applicant Check One: ☐ Owner ☐ Owner's Agent ☐ Design Professional ☐ Developer ☑ Other	
Name: Jason Barron/Leticia Shapiro	Company: Morningstar Law Group
Mailing Address: 434 Fayetteville St, Ste 2200	
City, State, Zip: Raleigh, NC 27601	
Telephone: 919-590-0371/919-590-0366	E-Mail: jbarron@morningstarlawgroup.com/tshapiro@morningstarlawgroup.com
Design Professional	
Name: Andy Petty	Company: Curry Engineering
Mailing Address: 205 S. Fuquay Ave.	
City, State, Zip: Fuquay-Varina, NC 27526	
Telephone: (919) 552.0849 x102	E-Mail: andy@curryeng.com
Developer	
Name: Roman Acosta	Company: KB Home Raleigh-Durham, Inc.
Mailing Address: 1800 Perimeter Park Drive, Suite 140	
City, State, Zip: Morrisville, NC 27560	
Telephone: (919) 768-7976	E-Mail: RAcosta@KBHome.com
Architect	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Landscape Architect	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Financially Responsible Party (REQUIRED)	
Name: Roman Acosta	Company: KB Home Raleigh-Durham, Inc..
Mailing Address: 1800 Perimeter Park Drive, Suite 140	
City, State, Zip: Morrisville, NC 27560	
Telephone: (919)768-7976	E-Mail: RAcosta@KBHome.com
Property Owner (REQUIRED)	
Name: See Attached.	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:

PLAN CONSISTENCY STATEMENT

Describe how the proposed Zone Map Change request is consistent or supported by the objectives and policies of *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* and how it is inconsistent with the Plan.
You must respond to each section. Please use additional sheets as needed.

PLAN CONSISTENCY STATEMENT

In accordance with NCGS §160D-605 when adopting or rejecting any Zoning Map Amendment or UDO Text Amendment, the Town Council must approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land-use plan. In addition, a statement analyzing the reasonableness of a proposed Zoning Map Amendment shall be approved by the Town Council. This statement of reasonableness may consider, among other factors:

- The size, physical conditions, and other attributes of the area proposed to be rezoned
- The benefits and detriments to the landowners, the neighbors, and the surrounding community
- The relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment
- Why the action taken is in the public interest
- Any changed conditions warranting the amendment.

Please provide detailed documentation to assist the Council in making their determination.

EXECUTIVE SUMMARY

See attached

SECTION 1: LAND USE & CHARACTER

See attached

SECTION 2: COMPREHENSIVE TRANSPORTATION PLAN

See attached

SECTION 3: PARKS, RECREATION

See attached

SECTION 4: COMMUNITY FACILITIES

See attached

SECTION 5: INFRASTRUCTURE & UTILITIES

See attached

SECTION 8: NATURAL RESOURCES

See attached

STATEMENT OF REASONABLENESS

See attached

PUBLIC BENEFITS STATEMENT

A written statement that demonstrates how the proposed Project provides sufficient benefits to the general public. Public benefit may include:

1. Infrastructure improvements such as improvements to existing Streets, intersections, medians, Sidewalks, greenways, sidepaths, pedestrian crossings, and public utilities.
2. Publicly accessible Open Space such as Parks and Playgrounds, dog parks, Urban Civic Spaces, Plazas, Squares, public art, and similar outdoor amenities.
3. Sustainable design and/or architecture such as adaptive reuse of existing buildings, preservation of significant on-site environmental features, on-site renewable energy generation, compliance with established standards such as Leadership in Energy and Environmental Design (LEED), Energy Star, Earthcraft, etc., or other actions that further sustainability of the project.
4. Additional public benefits not listed above may be considered by the decision-making body.

The proposed development will have sidewalks along both sides of its streets throughout the neighborhood. In addition, future residents will enjoy the character of the area found in the active recreation areas and flex space located throughout the property. Residents will be in close proximity to the future Cass Holt Town Park, increasing access to a variety of open and green spaces. The plan proposes internal streets with sidewalks on both sides which provides a walkable, connected, and expanded pedestrian network. A greenway will connect with the existing greenway and pedestrian infrastructure in the Northern Honeycutt subdivision providing connectivity to adjacent neighborhoods. The proposed rezoning is consistent with the Town's CTP and will provide right-of-way dedication and frontage improvements on Rouse Road as indicated in the Master Plan.

AFFIDAVIT OF OWNER NOTIFICATION

The following Affidavit of owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for the property(s) they do not own at the time of the petition submission.

This form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

AFFIDAVIT

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID: 0056718; 0082611 and PIN: 0647474527; 0647465722 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

Signature of Applicant

<Print Name> Leticia Shapiro

<Entity Name> Morningstar Law Group

<Address> 434 Fayetteville Street, Suite 2200

<City, State Zip> Raleigh, NC 27601

Sworn to or affirmed and subscribed before me this 3 day of January, 2025.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

Branden C Foster, Notary Public
Print Name

My commission expires: December 12, 2028

BRANDEN C FOSTER NOTARY PUBLIC HARNETT COUNTY, N.C.

PLAN CONSISTENCY STATEMENT

7051 Rouse Road Rezoning

Executive Summary

The proposed rezoning is a solution to the significant strain the Town of Holly Springs is experiencing as a result of growth and expanding biopharmaceutical manufacturing and biotechnology development. The employment opportunities and quality of life the Town offers make Holly Springs a sought after place to live and work. There is a great need for housing to support its growing workforce. The proposed rezoning will provide a variety of housing options to help ease the housing strain. The single family and townhome housing types will afford residents the opportunity to live near major employers, raise their families, age-in-place, and maintain neighborhood ties. In addition, residents will enjoy living in close proximity to the future Cass Holt Town Park.

In addition, the proposed rezoning will provide residents with active recreation areas, open spaces and tree preservation connected though a robust pedestrian network. The Future Land Use Map ("FLUM") designates the project site as Mixed-Residential Neighborhood. The FLUM description and characteristics of Mixed Residential Neighborhoods specifically call for a comprehensive and connected network of open space, gathering space, tree preservation, organized around a neighborhood-scale park. The proposed rezoning request from Rural Residential (RR) to Neighborhood Residential Conditional District ("NR-CD") is consistent with this designation and provides the ideal use for this location. This project allows for single-family detached to be located adjacent to existing single-family homes in Honeycutt Farms to the north and alley fed townhomes centrally located within the project. Based upon the above, the applicant submits that the zoning of NR-CD is the ideal zoning classification for the subject property. Neighborhood Residential protects, promotes and maintains the development of low to medium density detached dwellings and seeks to create compact neighborhoods in walking and biking distance to Commercial & Mixed Use. The nearby Neighborhood Center on Cass Holt Road in close proximity to the site further justifies that the NR-CD district is ideal for this site.

Section 1: Future Land Use and Community Character

The Town's Land Use and Character Plan implements a vision that preserves the character of the Town while embracing growth such that the quality of life for all citizens is improved and protected. The FLUM illustrates preferred development types and locations within the Town, while the Character Areas focus on shape and form, including but not limited to, site design, land use and density, all supporting the long-term goals for Holly Springs.

A. FUTURE LAND USE

The following specifically addresses Future Land use objectives this proposed rezoning will satisfy.

1) “Establish a series of pedestrian friendly neighborhoods that will enable the town to maintain a “small town” character as it grows and changes.”

Over the years, the Town of Holly Springs has taken an active role in creating a framework within its UDO to ensure this character is preserved through every new development constructed. This “small town” feel can be recognized in the walkability made available through private streets and ample sidewalks within the communities and connecting to the public realm and other neighborhoods. The proposed development will have sidewalks along both sides of its streets throughout the neighborhood. In addition, future residents will enjoy the character of the area found in the active recreation areas and flex space located throughout the property. Residents will be in close proximity to the future Cass Holt Town Park, increasing access to a variety of open and green spaces.

Through the Conditional District Design Guidelines, the developer is committed to providing a community that speaks to the quality and small town feel of the area. This commitment will result in a development that will exhibit the small-town charm the Town expects to preserve for years to come.

The proposed NR-CD zoning district is described in Section 2.1.1 of the UDO to be a district that encourages highly walkable neighborhoods with residential uses designed to be compact in form and utilize a connected street and open space network. The proposed development satisfies these expectations as it offers a mix of single-family and townhome products that will expand housing choices for a variety of income levels allowing residents to grow and age within their own neighborhood, maintaining strong neighborhood ties. In addition, residents will enjoy living in close proximity to the future Cass Holt Town Park.

The proposed development complements the surrounding uses and encourages connectivity to the public realm and other neighborhoods. Residents will enjoy the character of the area while enjoying the development’s active recreation areas, flex space areas, and preservation of the natural environment. Finally, as noted, the development will be located in close proximity to a future Neighborhood Center.

2) “Ensure that new housing is appropriate in type, location and density to minimize environmental impacts and maintain community character.”

The project area is currently zoned Rural Residential (RR). Allowing the rezoning to NR-CD will allow for much-needed housing to support the Town’s growing population and

workforce. The proposed rezoning will provide a mix of single family and townhomes allowing residents to age in place, while preserving the natural environment and keeping with the character of the area. The FLUM designates this area as a Mixed-Residential Neighborhood for which the proposed NR-CD rezoning is consistent according to Table 2.1Zoning – Future Land Use Designations in the Town's Unified Development Ordinance, ("UDO"). The proposed use will provide a neighborhood that is complimentary to the existing community character by delivering a community that embraces the long-term vision for the Town, all while being in close proximity to the future Cass Holt Town Park and a future Neighborhood Center.

3) "Accommodate a variety of housing types that includes single-family, executive housing, townhouses, condominiums, and apartments."

The proposed rezoning consists of both townhomes and single-family dwellings that will provide a mix of housing product types, allowing residents to grow and age in place and support the Town's growing workforce. These housing types present a much-needed housing product, which is a goal of the Comprehensive plan. This goal is also mentioned in the Executive Summary above.

4) "Prevent sprawl and ensure that community services and infrastructure are used strategically and conservatively."

Sprawl, often characterized by non-connected low-density zoning that results in greater construction costs of both road and utility infrastructure is not the character of the proposed development. This proposed development is intended to provide a cohesive 21st century residential neighborhood that will be located near the Honeycutt Farms subdivision and across from a future Neighborhood Center. This development will provide internal connectivity to existing and future development, reducing the impacts of sprawl through density and design.

B. COMMUNITY CHARACTER

The following specifically addresses Community Character objectives this proposed rezoning will satisfy.:

1) "To accommodate a variety of housing types that includes single-family, executive housing, townhouses, condominiums and apartments."

The proposed development will provide much needed housing for the Town and include a variety of townhomes and single-family housing types targeted toward professionals, young families, and empty nesters. The development will also include active recreation and flex space areas for residents to enjoy.

2) “To preserve and protect, where appropriate, agricultural land, green space, woodland and the natural environment.”

The proposed development provides for preservation of stream and perimeter buffers that will allow residents the ability to enjoy the natural environment throughout the neighborhood. In addition, there will be tree preservation consistent with the Town’s tree protection ordinance.

The proposed rezoning request meets both the current and proposed long term vision for the Town as described in the Comprehensive Plan. The close proximity of the site to other residential neighborhoods, retail and services, and the future Cass Holt Town Park, makes this residential development at the proposed density a welcomed part of Holly Springs.

Section 2: Transportation /Comprehensive Transportation Plan

As growth occurs, the traffic impact becomes more and more critical. The Town’s engineering department and the NCDOT work together to investigate potential traffic impacts through a Traffic Impact Analysis. The CTP endeavors to balance land use and effective transportation within the Town. The proposed rezoning is consistent with these Transportation plans and will provide right-of-way dedication and frontage improvements for Rouse Road. The plan proposes internal streets with sidewalks on both sides which provides a walkable, connected, and expanded pedestrian network. The proposed development will provide access stubs to all adjacent properties.

Section 3: Parks, Recreation & Open Space/Beyond the Green: A Parks & Recreation Master Plan

The purpose of the Parks & Recreation Master Plan is to focus on the importance of providing open space and active opportunities for all Town residents. The Master Plan provides guidance on the following Comprehensive Plan objectives:

1) “To physically unite the Town by connecting existing trails, sidewalks, and open spaces.”

The proposed development will contribute to the Town’s sidewalk system on the property frontage and along the interior streets which will allow residents to easily access the public realm, open space, and amenity areas. In addition, the proposed development will provide a greenway that will connect with the existing greenway and pedestrian infrastructure in the Northern Honeycutt subdivision providing connectivity to adjacent neighborhoods.

Section 4: Community Facilities

Community facilities focuses on the need for increased demand for public services as the Town experiences growth. Community facilities include fire, police, EMS, and public

schools. The Comprehensive Plan addresses several objectives, and this rezoning request achieves the following Comprehensive Plan objectives:

1) "Inform developers when proposing new subdivisions – of the need for residents' access to community facilities and the importance to plan appropriately to enable this access."

The development is designed with natural preservation, active recreation areas and flex spaces throughout the development for residents to enjoy. In addition, the developer also plans for community facilities such as police, fire, and EMS when designing development. Interior streets are required to accommodate the largest emergency response vehicle. Staff reviews the submittal to ensure that the vehicle can safety maneuver through all access points and amenity parking areas. Further, Wake County Public Schools require all proposed residential development to submit a residential notification form that outlines the number of units and the year breakdown that they will be completed.

Section 5: Infrastructure and Utilities

The Comprehensive Plan endeavors to ensure that infrastructure such as water, wastewater, stormwater, electric, telecommunications, etc. with respect to new development will adequately handle new growth.

This rezoning request is consistent with the following Comprehensive Plan objectives:

1) "Provide infrastructure to meet the needs of residents and development while protecting the environment."

The proposed development will extend public utilities to the site.

The developer agrees to design and construct the mitigation improvements set forth in the sewer study, as well as provide water and sewer stubs to adjacent properties as required by the UDO. In addition, it is noted that a fire flow analysis is required at Major Subdivision plan. The developer is subject to the Town's water Resources Management Policy. The proposed development has a Priority Level 2 and will include public infrastructure improvements and utilize sustainable design by designing all homes and amenities to LEED accreditation standards.

Section 6: Natural Resources

The Town is challenged with finding a balance between preserving the natural environment and the development of the Town's future. This rezoning request is consistent with the following Comprehensive Plan objectives:

1) "Balance development with conservation."

The Town uses several tools throughout the development process to ensure this balance has been thoughtfully approached in the protection of streams and environmental features and a newly adopted tree protection ordinance. The proposed development provides for preservation of stream and perimeter buffers along with surrounding open space that will allow residents the ability to enjoy the natural environment throughout the neighborhood. In addition, there will be tree preservation consistent with the Town's tree protection ordinance.

Statement of Reasonableness

The Town has experienced consistent growth, including a number of new residential subdivisions. The Town staff and officials have worked diligently to ensure that this residential growth grows at a rate that is appropriate for the surrounding area with a specific focus on density.

The proposed project that is the subject of this rezoning request is reasonable, because it aligns with the goals and vision for the Town as outlined in the Comprehensive Plan and the Future Land Use Map. Rezoning of this property to Neighborhood Residential (NR-CD") will provide a much-needed mix of single family and townhomes to support the growing population and workforce, while preserving the natural environment and creating active recreation and flex areas for future residents to enjoy. Because the development is near the future Cass Holt Town Park and the Neighborhood Center the pedestrian-friendly neighborhood with a mix of housing products, creates a desirable community that accommodates existing and future residents.

This rezoning request creates a neighborhood that accounts for environmental protection and preservation while creating a community that will provide much needed housing, active recreation amenities and multimodal connectivity. This neighborhood would be a welcomed part of Holly Springs.

NEIGHBORHOOD MEETING REPORT

A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the Unified Development Ordinance (UDO). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.

Notification of Owners:

1. The Petitioner (or agent) shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the petition within a 500' radius of the subject property. Mailing notices shall include surrounding property owners and property owner's association (or equivalent), and the Town of Holly Springs (Attn: Development Services). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to all addresses of the property itself, including apartment or suite addresses.
2. The notice shall include the date, time and location of the Neighborhood Meeting, the name of the Petitioner and the location of the proposed request (address, tax property, identification number or metes and bounds description), and an explanation of the nature of the request.
3. The notice shall be mailed not less than ten (10) days nor more than twenty-five (25) days before the date of the Neighborhood Meeting.

NEIGHBORHOOD MEETING INFORMATION	
Meeting Date:	August 28, 2024
Meeting Time:	5:30pm-6:30pm
Meeting Location:	Zoom Virtual Platform

CONDUCT OF MEETINGS *(Attach additional sheets if needed)*

At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:

See attached

Changes made to the Petition as a result of the meeting:

None at this time.

Additional attachments required:

- A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- A copy of the signed attendance list that includes the names and addresses of those in attendance.
- A copy of the mailed notice.

Preparer's Signature: Date: 9/27/2024

Powell Place Neighborhood Meeting (8/28/2024)

Q&A

1. Will you be doing an engineering test on the dam? **Someone will come out to ensure the damn is working properly.**
2. The problem with having any townhomes is they tend not to attract families, so regardless of what is visible from the road, it will have a negative impact. **Townhomes are increasingly attractive to families, due to their affordability.**
3. You mentioned 18 months to 2 years until you start developing the land. Is that your expected timeframe from now? Or do you expect this to happen quicker? **Development is expected to start in 18 months to two years.**
4. What are the price estimates for single-family homes and townhomes? **It is too early in the process to estimate price point.**
5. How wide will the buffer be along the east side of the project? **A 5 foot Type A buffer is required**.
6. Will road improvements be limited to the property front? **Road improvements, including necessary turn lanes, will be made in front of the property as dictated by the traffic impact study.**
7. What measures are in place for the blue waterway drainage area? **Floodplain analyses are ongoing to determine the impact on the drainage area.**
8. Is there an option to bias to only single-family homes to lower the traffic impact? **The traffic impact between townhomes and single-family homes for projects under 100 lots is minimal, with no significant difference in traffic generation.**
9. Can you speak of changing the zoning to NR-CD instead of suburban residential? **This district allows for flexibility to offer a variety of housing options and lot sizes within the same community, enhancing neighborhood safety and diversity.**
10. Is there an option to not have the development connect to Rouse Rd? **No, This connection is required by the Ordinance.**
11. My question is whether this development will fall under the town of Holly Springs and be on city water, sewer, and trash? **The project will be annexed into the Town of Holly Springs, providing connections to the town's water and sewer systems.**
12. Since putting in the development requires these connections, and the mix of housing it seems the only option to not have those impacts is to not put in the development. Is there an option to not develop the property? **Not at this time.**
13. Regarding the project's proximity to the floodplain, how will increased water flow impact the area? **We adhere to current water management regulations, ensuring proper containment and treatment of runoff from the site.**
14. How will traffic impacts be addressed, especially concerning the increase in water flow? **A traffic impact analysis is underway. Once we receive this information we will have a better idea of any impact.**
15. Concerns about traffic on Rouse Rd and potential safety issues due to the project, particularly the impact on existing traffic patterns. How will this be managed? **We are conducting a traffic study to determine impact.**
16. In response to the floodplain concerns, how will the project's engineering ensure stability and environmental integrity? **Our engineering team will conduct thorough**

geotechnical assessments to ensure stability and mitigate any environmental impact, adhering to stringent regulatory standards for construction near sensitive areas.

17. How does the proposed zoning change align with community and environmental needs, especially regarding the floodplain and traffic concerns? **The zoning modifications are designed to meet community needs while ensuring minimal environmental impact.**
18. How will the Greenway along Buckhorn Creek be incorporated into the project? **We're coordinating with the town to determine greenway placement.**
19. What is the need for specific traffic improvements at the intersection involving Rouse Rd? **Proposed traffic improvements will be determined by the traffic study.**
20. Is there a need for development and its potential to avoid road connectivity challenges? **While the development requires road connectivity for accessibility and public safety, comprehensive studies will ensure minimal impact on existing traffic patterns and neighborhood safety.**

Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
CAVENDER, KEVIN A CAVENDER, ANNE E	6124 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
LIIMATAINEN, JON D LIIMATAINEN, AMANDA S	7109 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
ABT, KAREN LEE ABT, ROBERT C	7101 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
POWELL, LUDIE MATTHEWS	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
BASF WYANDOTTE CORPORATION	TAX DEPT	100 PARK AVE	FLORHAM PARK NJ 07932-1049
ALDRIDGE, MALCOLM R ALDRIDGE, WILLIE GREEN	6225 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
ZIEGLER, DARRYLE	6201 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL, LUDIE LARUE POWELL, PHILIP KESSLER	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
HASTY, MELISSA HASTY, JOHN	349 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
KAYATHI, VIDYASAGAR INAVOLU, ROOPA REDDY	425 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HEINRICH, JOHN THOMAS HEINRICH, REBECCA	6913 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
MARSHBURN, LATTA M III	6405 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
HOLLAND, JACKIE O HOLLAND, JANE H	7225 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
HOLLAND, NATHAN BURT HOLLAND, BRADLEY THOMAS	5833 BREEZY PINES LN	HOLLY SPRINGS NC 27540-7641	
SODANO, CAROLINA CONCEPCION ELIZABETH SODANO, SALVATORE	721 RESSLER ST	HOLLY SPRINGS NC 27540-4957	
LEDGER, ADRIAN J LEDGER, MAXINE D	6208 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
SURAPARAJU, MAHESH THANMAYEE BOTLAGUDURU, VENKATA SAI	704 HEADRICK RD	HOLLY SPRINGS NC 27540-5836	
TAN, HAO	336 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
GRACA, PAULA GRACA, VITOR ESTANQUEIRO	6129 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
HOLLAND, RICHARD ANDREW HOLLAND, AUDRA T	2500 PINEY GROVE WILBON RD	FUQUAY VARINA NC 27526-9750	
ANDLURU, SRAVANI MEKALA, NARASIMHA	233 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
PRINCE, MICHAEL PRINCE, JESSICA	7309 ROUSE RD	HOLLY SPRINGS NC 27540-9546	
SOUTHERLAND, RICHARD L SOUTHERLAND, ERNESTINE	6928 ROUSE RD	HOLLY SPRINGS NC 27540-9585	
MASCOTE, JOSHEUA R LABARBERA-MASCOTE, LISA M	6401 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
MINOR, LARRY D MINOR, MARJORIE A	6217 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
BARHAM, ARTHUR T JR BARHAM, MARY S	6229 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL-TEMPLE, LISA L	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
BOCHERT, JASON A BOCHERT, JENNIFER M	6409 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7853	
MCIVER, SIMEON B POWELL-MCIVER, KELLY	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	

THOTA, RAGHUNATH SHANMUGAM, ANANDAVAISHNAVI ARDHANARI	340 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
AGGARWAL, KAPISH KUMAR BASSIN, SURABHI	405 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
OSMAN, EL MOAID ELAMIN A ELMUBARAK, TAGWA	412 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KEAGY, JAMES THOMAS KEAGY, DIANA BARKER	6121 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
POWELL, LARUE MATTHEWS POWELL, LISA	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
CAVINESS PROPERTIES LLC	2100 PINEY GROVE WILBON RD	HOLLY SPRINGS NC 27540-9260	
ROSEMAN, ERNEST DARWIN ROSEMAN, DEBORAH C	6925 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
KANDIPALLI, VYDEHI SEETHAMRAJU, CHANDRASHEKHAR	400 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
TYLER, SCOTT RICHARD	417 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ARNOLD, DANNY M	6209 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
JAYNES, JACK TRAN, CYNTHIA	6128 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
M/I HOMES OF RALEIGH LLC	1511 SUNDAY DR STE 100	RALEIGH NC 27607-5195	
VANGAPALLY, PRAVALLIKA BALMOORI, RANJITH KUMAR RAO	421 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
PRAYAGA, VENKATA RAMANA MURTH PADALLAPARTHI, LALITHA S K	332 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEMANI, SRI KRISHNA HARSH MOTURU, SWAPNA	333 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
EDWARDS, BYRON SCOTT EDWARDS, SCARLET	6921 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
DUNN, MARCUS BRIAN SCHROEDER DUNN, ALLYSON NICOLE	6112 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
MCIVER, LEIGH ANN	6908 ROUSE RD	HOLLY SPRINGS NC 27540-9537	
JONES, TANYA JONES, MATTHEW L	7213 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
TOWN OF HOLLY SPRINGS	PO BOX 8	HOLLY SPRINGS NC 27540-0008	
EVANS, EDWARD D EVANS, LAURA T	6213 WINDY FARM LN	HOLLY SPRINGS NC 27540-7218	
MCIVER, SIMEON B MCIVER, KELLY POWELL	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
SMITH, CODY JOHN SMITH, NATALIE	808 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
MCIVER, LESLIE E MCIVER, CHRISTINA M	6308 WINDY FARM LN	HOLLY SPRINGS NC 27540-7240	
BLEY, JEFFREY PHILIP BLEY, ANNETTE RACHELLE	6116 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
BARB, PATRICK EMORY BARB, DANIELLE NICOLE	408 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HODSON, RANDALL II HODSON, ALEXANDRA	353 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PESAPANE, MARK PESAPANE, MELINDA	404 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KANMANTHAREDDY, MADHUVARAN REDDY REDDY, SWAPNA KETHI	725 RESSLER ST	HOLLY SPRINGS NC 27540-4957	

PATEL, PREM KELLY, KIMBERLY	324 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEUPANE, JEEVAN KANDEL, SARITA	337 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PANDIRI, LAHARI GOVINDU, HEMANTH KUMAR	237 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
THANNEERU, SUDHARSAN RAO BIYYAPU, KAVITHA	429 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ROBERTS, KERI FRANCES ROBERTS, CHRISTOPHER DOUGLAS	6109 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
HARSHA RELLU, NAVEEN SRI RELLU, VANI SRILAKSHMI	329 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
REDDIMALLI, RANJITH KUMAR REDDY TUMMALA, SAHAJA	341 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
SREEKUMAR, MANOJKUMAR NARASIMHAN, JAYASHREE	345 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
DUVALL, LESLIE J DUVALL, CLARK E	804 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
CATOR, MICHAEL PETER CATOR, MICHELLE NICOLE	800 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
HEBISHI, KARIM A R HEBISHI, MEGHAN F	409 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
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KOCH, ROBERT J KOCH, TRACY JO	6200 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
BHATT, POONAM PANDYA, ANKIT	328 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
BAHAMONDE, MEGAN FARRINGTON, KEITHLEY	413 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
CURRENT TENANT	7308 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7051 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 PINEY GROVE WILBON RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7217 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7121 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7208 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 HEADRICK RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	205 FAXTON WAY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	812 RESSLER ST	HOLLY SPRINGS NC 27540	
CURRENT TENANT	820 RESSLER ST	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6172 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6181 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6105 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	124 SERENATA DR	HOLLY SPRINGS NC 27540	

Attendee Report				
Report Generated:	9/26/2024 22:44			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Registered
Powell Place Rezoning	875 1990 9786	8/28/2024 17:25	69	11
Host Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Tish Shapiro	tshapiro@morningstarlaw	8/28/2024 17:25	8/28/2024 18:34
Panelist Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Roman Acosta	racosta@kbhome.com	8/28/2024 17:30	8/28/2024 18:06
Yes	Andy Petty	andy@curryeng.com	8/28/2024 17:25	8/28/2024 18:34
Yes	Braxton Jones	braxton@ncrealestatepro	8/28/2024 17:30	8/28/2024 18:30
Yes	Jimmy Gaskins	jagaskins@kbhome.com	8/28/2024 17:25	8/28/2024 18:31
Yes	Branden Foster	bfoster@morningstarlawg	8/28/2024 17:25	8/28/2024 18:34
Attendee Details				
Attended	User Name (Original Name)	First Name	Last Name	Email
Yes	Audra Holland	Audra	Holland	audraholland247@yahoo.com
Yes	Steve Mortiboy	Steve	Mortiboy	stevemortiboy@gmail.com
Yes	Steve Mortiboy	Steve	Mortiboy	stevemortiboy@gmail.com
Yes	Diana Keagy	Diana	Keagy	Barker.diana@gmail.com
Yes	Darwin and Debbie Roseman	Darwin and Debbie	Roseman	edr1972wfu@gmail.com
Yes	Karen Abt	Karen	Abt	karen.abt@gmail.com
Yes	Darryle Ziegler	Darryle	Ziegler	darryleziegler@gmail.com
Yes	James Keagy	James	Keagy	email@jimkeagy.com
No	Annette	Annette	Bley	standingfaithful@hotmail.com
Yes	Kevin Cavender	Kevin	Cavender	kevin.cavender@gmail.com
Yes	Michael Hale	Michael	Hale	mike@hales.ws
Yes	Jennifer Caviness Mustian	Jennifer	Caviness Mustian	jenn.mustian@gmail.com
Other Attended				
User Name	Join Time	Leave Time	Time in Session (minutes)	Is Guest
19194277784	8/28/2024 17:32	8/28/2024 18:31	59	Yes

Jason Barron | Partner
434 Fayetteville Street | Suite 2200
Raleigh NC 27601

919-590-0371
jbarron@morningstarlawgroup.com
www.morningstarlawgroup.com

To: Neighboring Property Owner

From: Jason Barron

Date: August 15, 2024

Re: Notice of neighborhood meeting to discuss potential rezoning of a 30.36 acre portion of property located in Holly Springs, North Carolina along Rouse Road having Wake County Parcel Identification Number (PIN) 0647474527, (the "Property"). The Property is approximately 49.10 acres, depicted on the attached Context Map

We are counsel for KB Home North Carolina, Inc., which is considering rezoning the above-captioned Property in the Town of Holly Springs, (the "Town). Consistent with Holly Springs requirements, we are mailing this notice to all owners of properties within 500 ft of the Property. The subject property is highlighted in red on the context map included with this mailing.

The purpose of the rezoning is to facilitate the development of a single family and townhome community. The Conditional District Master Plan enclosed herewith provides the overall concept associated with this proposed community. Currently, the Property is zoned Rural Residential (RR). We are contemplating rezoning the Property to Neighborhood Residential Conditional District (NR-CD).

We will hold a virtual neighborhood meeting on **Wednesday, August 28, 2024**, **5:30 p.m. – 6:30 p.m.** via Zoom to discuss the rezoning. The purpose of the neighborhood meeting is to ensure that nearby property owners are made aware of the proposed rezoning and share comments and questions they may have.

Instructions for registering for and joining the meeting are enclosed.

Please do not hesitate to contact me directly should you have any questions or wish to discuss any issues. I can be reached at 919-590-0371 or jbarron@morningstarlawgroup.com. Also, for more information about rezoning, you may want to visit hollyspringsnc.gov or contact the Town of Holly Springs Planning Department at (919) 557-3908.

Context Map


Cass Holt Rd
Rouse Rd
Rouse Rd
Rouse Rd
Rouse Rd
Sleeping Meadow Ln
Cross Ridge Dr
Oliver Creek Pkwy
Lake Terrace Dr
Powell Ridge Rd
Waltridge Pl
Orpheus Ln
Ridge D
Rouse Rd
Pkwy Grove Wilson Rd
Fred Payne Rd
Hixon Rd
Crossside Woods Dr
Fenton Way
Rouse Rd
Rouse Rd
Rouse Rd
Rouse Rd

How to Participate in the August 28, 2024 Neighborhood Meeting

- To participate by PC, Mac, iPad, iPhone or Android device, go to https://morningstarlaw.group/08282004 to register for the meeting. (Registration is necessary as we are required by the Town of Holly Springs to have a record of attendance.)
    - Upon registration, you will receive a confirmation email with instructions on how to access the meeting.
    - To participate by phone,
    - Dial one of the following numbers:
        - +1 929 436 2866
        - +1 301 715 8592
        - +1 305 224 1968
        - +1 312 626 6799
        - +1 646 931 3860
        - +1 719 359 4580
        - +1 253 205 0468
        - +1 253 215 8782
        - +1 346 248 7799
        - +1 360 209 5623

    REGISTRATION QR CODE

    - Webinar ID: 875 1990 9786
    - Passcode: 801149
    - For attendance purposes as required by the Town of Holly Springs, individuals participating via telephone will be unmuted and asked to identify themselves including their name and address.

If you have difficulty registering, you can call Leticia Shapiro at **(919) 590-0366** or email **tshapiro@morningstarlawgroup.com** prior to the meeting for assistance. If you have difficulty connecting during the meeting, please email **tshapiro@morningstarlawgroup.com** and the meeting link will be sent to help assist.

During the meeting, participants will be muted by default. Also, participants' video will be off by default, i.e. only the presenters will be visible.

If you are participating via your computer, iPhone or Android device, you can submit questions/comments by using the Raise Hand and/or the Q&A features. We will not use the Chat feature. If you use Raise Hand, a panelist will either unmute you to allow you to speak to solicit your questions/comments.

If you are participating via telephone, you can submit questions/comments prior to and during the meeting via email at **tshapiro@morningstarlawgroup.com**.

LEGEND

- TREE PRESERVATION / CONSERVATION OPEN SPACE
- ACTIVE OPEN SPACE
- FLEX OPEN SPACE
- SINGLE FAMILY DETACHED PODS
- TOWNHOME PODS
- PROPOSED RESIDENTIAL STREETS
- PROPOSED RESIDENTIAL ALLEYS
- PROPOSED SIDEWALK
- ACCESS POINT

GENERAL NOTES:

1. ALL STREETS SHALL BE PUBLIC AND SHALL BE DEDICATED TO THE TOWN OF HOLLY SPRINGS UPON COMPLETION.
2. ALL ALLEYS WILL BE PRIVATE AND SHALL BE OWNED BY THE SUBDIVISION HOME OWNERS ASSOCIATION.
3. ANY PARKING AREAS, SIDEWALKS OR OTHER PUBLICLY ACCESSIBLE AREAS LOCATED ON PRIVATE LOTS SHALL BE LOCATED INSIDE DEDICATED PUBLIC ACCESS EASEMENTS. THESE SHALL BE SHOWN ON THE PRELIMINARY SUBDIVISION PLAN / CONSTRUCTION DRAWINGS AND FINAL PLAN AND SHALL BE RECORDED AT SUCH. MAINTENANCE OF THESE PUBLICLY ACCESSIBLE AREAS SHALL BE THE RESPONSIBILITY OF THE HOA.

SUMMARY TABLE

PROPOSED ZONING	MP - CONDITIONAL DISTRICT
SITE AREA	36.34 AC
TOTAL TOWNHOME UNITS	43
TOTAL SINGLE FAMILY UNITS	92
GROSS DENSITY	3.73 DU/AC

OPEN SPACE SUMMARY TABLE

TYPE OF OPEN SPACE	AREA	09/30/09 %
REQUIRED OPEN SPACE	15.92 AC	35%
TOTAL OPEN SPACE	9.11 AC	35%
CONSERVATION OPEN SPACE	6.01 AC	23%
ACTIVE OPEN SPACE	1.52 AC	5%
FLEX OPEN SPACE	1.52 AC	5%

SCALE IN FEET
0 50 100 200
SCALE: 1 IN = 100 FT

ISSUED FOR REVIEW

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 24-REZ-XX

FOR REVIEW ONLY
NOT FOR CONSTRUCTION

C-2.0

Curry ENGINEERING

POWELL PLACE - MASTER PLANS

OVERALL SITE PLAN

REVISIONS

DATE: AUGUST XX, 2024
FILE NO: 2024-07

HORZ. SCALE: AS SHOWN
ORIG. DRAWN:

NEIGHBORHOOD MEETING REPORT

A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the Unified Development Ordinance (UDO). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.

Notification of Owners:

1. The Petitioner (or agent) shall prepare a Neighborhood Meeting Notification to be sent via first class mail to the owner(s) of the land specified on the petition within a 500' radius of the subject property. Mailing notices shall include surrounding property owners and property owner's association (or equivalent), and the Town of Holly Springs (Attn: Development Services). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to all addresses of the property itself, including apartment or suite addresses.
2. The notice shall include the date, time and location of the Neighborhood Meeting, the name of the Petitioner and the location of the proposed request (address, tax property, identification number or metes and bounds description), and an explanation of the nature of the request.
3. The notice shall be mailed not less than ten (10) days nor more than twenty-five (25) days before the date of the Neighborhood Meeting.

NEIGHBORHOOD MEETING INFORMATION	
Meeting Date:	December 18, 2024
Meeting Time:	5:30pm-6:30pm
Meeting Location:	Zoom Virtual Platform

CONDUCT OF MEETINGS *(Attach additional sheets if needed)*

At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.

Summary of Issues:

See attached

Changes made to the Petition as a result of the meeting:

None at this time.

Additional attachments required:

- A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- A copy of the signed attendance list that includes the names and addresses of those in attendance.
- A copy of the mailed notice.

Preparer's Signature: Date: 1/2/2025

Powell Place – Rouse Road
Neighborhood Meeting Notes | December 18, 2024 – 5:30pm

The Neighborhood Meeting (the "**Meeting**") pertaining to the rezoning of property located at 7051 and 7121 Rouse Rd. (the "**Property**") was held on December 18, 2024, via Zoom.

Attorney Shapiro greeted everyone in attendance and began the Meeting at 5:33pm to allow additional participants to register and sign in. Attorney Shapiro began the Meeting by informing participants of the rezoning requirements and the purpose of this additional Meeting being the time lapse since the last Meeting held in August. She then began the presentation starting with an aerial image of the area being rezoned, the process of rezoning, and the current versus the proposed zoning for the Property, and the proposed concept plan for the Property.

Attorney Shapiro began the Q & A session and opened the floor to participants.

Q: Why townhomes this far from the city center?
A (Attorney Shapiro): For the requested proposed zoning, this area is actually conditioned to see more attached and detached dwellings on different sized lots to provide that range of home choices within the same neighborhood. It's what is called for in the comprehensive plan and on the Future Land Use Map.
A (Andy Petty): The Town is looking for a variety of house types and townhomes offer more of a more affordable housing, rather than single family detached, generally, so just more variety of housing types in this specific area – that was decided by the Town and establishment of the comprehensive plan at their land use plan.

Q: Is there any plan to improve the dangerous curve on Rouse as part of this to accommodate the increase in traffic?
A (Attorney Shapiro): We do have a traffic study, and we are making recommended traffic improvements. Traffic is a critical issue the Town takes very seriously. We are currently working with the Town.
A (Andy Petty): We'll do roadway improvements along Rouse Road as needed and as required by the ordinance, but there will not be any change to the vertical curve, the horizontal curve, or the geometry of the existing roadway itself – that would be an NCDOT project.

Q: Will this connect to the new proposed MI extension coming to the west?
A (Andy Petty): We have not been asked to provide a stub to the West as there is a decent sized stream nearby, with a good-sized floodplain on it.

Q: Who would be the person to talk to about road concerns? Would that be included in the Town's review or is that a Wake County since we're outside the city limits? The road is not a full size one and there are accidents monthly between Rouse and Piney Grove. Two deadly in the last couple of months.
A (Andy Petty): If you have road concerns about that existing part of the road, they should be directed to NCDOT. If they are roadway concerns such as potholes, and narrow areas, etc., you would address those to the maintenance division. As far as accidents are concerned, you can report that to the Division of Rouse Road's DOT. The Town wouldn't be able to do a whole lot there; the Town controls the ultimate section through their CTP, which is part of their comprehensive plan.

Q: Is Holly Springs incorporating down this way or will it still be EJT? **(f/u question from above)**
A (Andy Petty): This particular project will be incorporated into the town's corporate limits, but that'll be done through what's called a voluntary annexation application, meaning that the project will voluntarily annex into the Town in order to extend the public services.

Q: Specifically related to the rezoning, what are the plans related to the Property on Rouse and is it a townhome or single-family home site plan? Is that a final decision or are there other opportunities for suggestions?
A: The proposed zoning district is specifically established to protect and promote and maintain the development of detached and attached dwellings on different lot sizes to provide a range of home choices in the same neighborhood. The development plans for 43 townhomes and 52 single family homes, again, it's a preliminary plan and we're in the very beginning stages of the process.

Q: In regards to the road, it seems that the NCDOT is responsible, but what is Holly Spring's involvement and responsibility for improving infrastructure for an area that is unfit for this kind of development at this point in time?
A (Andy Petty): Where the Town comes into play with this is during the rezoning process, we have to do a traffic impact analysis on the project – that is kind of a joint venture between the Town and NCDOT. A traffic consultant will conduct a study and analysis on what the traffic looks like before the development gets out there, and determines what improvements should be done to mitigate traffic that will be generated by the proposed development. The Town then determines capacity of their infrastructure. Once a development makes improvements, then DOT takes over maintenance of the road.

Q: I'm sure the Town is aware of the current conditions of the road and the limited sight distance and S curve that the townhomes would be set in proximity to this area?
A: A lot of that comes into play when they're doing the analysis. Whether it's townhomes or single family homes, things like site distance are still in play no matter what.

Follow up Comment: As far as the townhomes and everything, I think some of my neighbors and myself, our concern is the added traffic in a pretty dangerous curve where to our advantage is to straighten that out and rework that area to help with the additional capacity from the townhomes that are constructed.
A (Andy Petty): If you look on the town's transportation plan as a requirement of this property, we must extend Riesler Street down to Rouse Road. Essentially, we have to connect Riesler to Rouse Road as a requirement; any development in here would be required to tie in that road.

At the conclusion of the Q&A session, Attorney Shapiro thanked all in attendance for their time and informed everyone that the meeting will be kept open until 6:30pm for any additional questions or comments. All attendees left the meeting and the following panelists remained on the Zoom meeting with Attorney Shapiro and Ms. Kuga until adjourning at 6:34pm: Andy Petty, Jimmy Gaskins, Braxton Jones.

Owner	Mailing Address 1	Mailing Address 2	Mailing Address 3
CAVENDER, KEVIN A CAVENDER, ANNE E	6124 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
LIIMATAINEN, JON D LIIMATAINEN, AMANDA S	7109 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
ABT, KAREN LEE ABT, ROBERT C	7101 WELLSBEE PL	HOLLY SPRINGS NC 27540-9513	
POWELL, LUDIE MATTHEWS	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
BASF WYANDOTTE CORPORATION	TAX DEPT	100 PARK AVE	FLORHAM PARK NJ 07932-1049
ALDRIDGE, MALCOLM R ALDRIDGE, WILLIE GREEN	6225 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
ZIEGLER, DARRYLE	6201 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL, LUDIE LARUE POWELL, PHILIP KESSLER	7036 ROUSE RD	HOLLY SPRINGS NC 27540-9539	
HASTY, MELISSA HASTY, JOHN	349 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
KAYATHI, VIDYASAGAR INAVOLU, ROOPA REDDY	425 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HEINRICH, JOHN THOMAS HEINRICH, REBECCA	6913 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
MARSHBURN, LATTA M III	6405 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
HOLLAND, JACKIE O HOLLAND, JANE H	7225 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
HOLLAND, NATHAN BURT HOLLAND, BRADLEY THOMAS	5833 BREEZY PINES LN	HOLLY SPRINGS NC 27540-7641	
SODANO, CAROLINA CONCEPCION ELIZABETH SODANO, SALVATORE	721 RESSLER ST	HOLLY SPRINGS NC 27540-4957	
LEDGER, ADRIAN J LEDGER, MAXINE D	6208 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
SURAPARAJU, MAHESH THANMAYEE BOTLAGUDURU, VENKATA SAI	704 HEADRICK RD	HOLLY SPRINGS NC 27540-5836	
TAN, HAO	336 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
GRACA, PAULA GRACA, VITOR ESTANQUEIRO	6129 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
HOLLAND, RICHARD ANDREW HOLLAND, AUDRA T	2500 PINEY GROVE WILBON RD	FUQUAY VARINA NC 27526-9750	
ANDLURU, SRAVANI MEKALA, NARASIMHA	233 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
PRINCE, MICHAEL PRINCE, JESSICA	7309 ROUSE RD	HOLLY SPRINGS NC 27540-9546	
SOUTHERLAND, RICHARD L SOUTHERLAND, ERNESTINE	6928 ROUSE RD	HOLLY SPRINGS NC 27540-9585	
MASCOTE, JOSHEUA R LABARBERA-MASCOTE, LISA M	6401 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7808	
MINOR, LARRY D MINOR, MARJORIE A	6217 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
BARHAM, ARTHUR T JR BARHAM, MARY S	6229 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
POWELL-TEMPLE, LISA L	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
BOCHERT, JASON A BOCHERT, JENNIFER M	6409 CROSS RIDGE DR	HOLLY SPRINGS NC 27540-7853	
MCIVER, SIMEON B POWELL-MCIVER, KELLY	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	

THOTA, RAGHUNATH SHANMUGAM, ANANDAVAISHNAVI ARDHANARI	340 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
AGGARWAL, KAPISH KUMAR BASSIN, SURABHI	405 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
OSMAN, EL MOAID ELAMIN A ELMUBARAK, TAGWA	412 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KEAGY, JAMES THOMAS KEAGY, DIANA BARKER	6121 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8132	
POWELL, LARUE MATTHEWS POWELL, LISA	7009 ROUSE RD	HOLLY SPRINGS NC 27540-9540	
CAVINESS PROPERTIES LLC	2100 PINEY GROVE WILBON RD	HOLLY SPRINGS NC 27540-9260	
ROSEMAN, ERNEST DARWIN ROSEMAN, DEBORAH C	6925 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
KANDIPALLI, VYDEHI SEETHAMRAJU, CHANDRASHEKHAR	400 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
TYLER, SCOTT RICHARD	417 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
ARNOLD, DANNY M	6209 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9581	
JAYNES, JACK TRAN, CYNTHIA	6128 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
M/I HOMES OF RALEIGH LLC	1511 SUNDAY DR STE 100	RALEIGH NC 27607-5195	
VANGAPALLY, PRAVALLIKA BALMOORI, RANJITH KUMAR RAO	421 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
PRAYAGA, VENKATA RAMANA MURTH PADALLAPARTHI, LALITHA S K	332 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEMANI, SRI KRISHNA HARSH MOTURU, SWAPNA	333 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
EDWARDS, BYRON SCOTT EDWARDS, SCARLET	6921 ROUSE RD	HOLLY SPRINGS NC 27540-9538	
DUNN, MARCUS BRIAN SCHROEDER DUNN, ALLYSON NICOLE	6112 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
MCIVER, LEIGH ANN	6908 ROUSE RD	HOLLY SPRINGS NC 27540-9537	
JONES, TANYA JONES, MATTHEW L	7213 ROUSE RD	HOLLY SPRINGS NC 27540-9544	
TOWN OF HOLLY SPRINGS	PO BOX 8	HOLLY SPRINGS NC 27540-0008	
EVANS, EDWARD D EVANS, LAURA T	6213 WINDY FARM LN	HOLLY SPRINGS NC 27540-7218	
MCIVER, SIMEON B MCIVER, KELLY POWELL	6180 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9729	
SMITH, CODY JOHN SMITH, NATALIE	808 RESSLER ST	HOLLY SPRINGS NC 27540-4959	
MCIVER, LESLIE E MCIVER, CHRISTINA M	6308 WINDY FARM LN	HOLLY SPRINGS NC 27540-7240	
BLEY, JEFFREY PHILIP BLEY, ANNETTE RACHELLE	6116 POWELL RIDGE RD	HOLLY SPRINGS NC 27540-8131	
BARB, PATRICK EMORY BARB, DANIELLE NICOLE	408 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
HODSON, RANDALL II HODSON, ALEXANDRA	353 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PESAPANE, MARK PESAPANE, MELINDA	404 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
KANMANTHAREDDY, MADHUVARAN REDDY REDDY, SWAPNA KETHI	725 RESSLER ST	HOLLY SPRINGS NC 27540-4957	

PATEL, PREM KELLY, KIMBERLY	324 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
NEUPANE, JEEVAN KANDEL, SARITA	337 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
PANDIRI, LAHARI GOVINDU, HEMANTH KUMAR	237 CRESSIDA WOODS DR	HOLLY SPRINGS NC 27540-5839	
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KOCH, ROBERT J KOCH, TRACY JO	6200 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540-9579	
BHATT, POONAM PANDYA, ANKIT	328 FAXTON WAY	HOLLY SPRINGS NC 27540-5840	
BAHAMONDE, MEGAN FARRINGTON, KEITHLEY	413 FAXTON WAY	HOLLY SPRINGS NC 27540-5841	
CURRENT TENANT	7308 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7051 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 PINEY GROVE WILBON RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7217 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7121 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	7208 ROUSE RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	0 HEADRICK RD	HOLLY SPRINGS NC 27540	
CURRENT TENANT	205 FAXTON WAY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	812 RESSLER ST	HOLLY SPRINGS NC 27540	
CURRENT TENANT	820 RESSLER ST	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6172 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6181 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	6105 OLIVER CREEK PKWY	HOLLY SPRINGS NC 27540	
CURRENT TENANT	124 SERENATA DR	HOLLY SPRINGS NC 27540	

Attendee Report				
Report Generated:	12/30/2024 22:21			
Topic	Webinar ID	Actual Start Time	Actual Duration (minutes)	# Registered
Powell Place - Rouse Rd. Rezon	885 3683 7254	12/18/2024 17:16	79	14
Host Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Leticia Shapiro	tshapiro@morningstarlawgroup.com	12/18/2024 17:16	12/18/2024 18:34
Panelist Details				
Attended	User Name (Original Name)	Email	Join Time	Leave Time
Yes	Andy Petty	andy@curryeng.com	12/18/2024 17:29	12/18/2024 18:34
Yes	Jimmy Gaskins	jagaskins@kbhome.com	12/18/2024 17:30	12/18/2024 17:35
Yes	Jimmy Gaskins	jagaskins@kbhome.com	12/18/2024 17:34	12/18/2024 18:34
Yes	Braxton Jones	braxton@ncrealestatepro.com	12/18/2024 17:39	12/18/2024 18:34
Yes	Ileigh Kuga	ikuga@morningstarlawgroup.com	12/18/2024 17:16	12/18/2024 18:34
Attendee Details				
Attended	User Name (Original Name)	First Name	Last Name	Email
Yes	Edward Evans	Edward	Evans	Solemn13@gmail.com
Yes	Darryle Zielger	Darryle	Zielger	darrylezieglер@gmail.com
Yes	Courtney Rousseau	Courtney	Rousseau	mcrousse@nc.rr.com
Yes	Karen Abt	Karen	Abt	karen.abt@gmail.com
No	Marissa	Marissa	Mortiboy	Marissamortiboy@gmail.com
No	William	William	Bass	mrbillbass@yahoo.com
No	Maxine	Maxine	Ledger	maxine.ledger@gmail.com
Yes	Elizabeth Ehresman	Elizabeth	Ehresman	elizabeth@ehresman.org
No	Adrian	Adrian	Ledger	adrian.ledger@gmail.com
No	Tracy	Tracy	Cooper	tracy.tcturbo.cooper@gmail.com
Yes	Lauren Howard	Lauren	Howard	laurenhoward05@gmail.com
Yes	Jessica Prince	Jessica	Prince	jpma614@yahoo.com
Yes	Curt Pasfield	Curt	Pasfield	curtpasfield@gmail.com
Yes	Jeff Barfield	Jeff	Barfield	Barfield.jb@gmail.com

Jason Barron | Partner
434 Fayetteville Street | Suite 2200
Raleigh NC 27601

919-590-0371
jbarron@morningstarlawgroup.com
www.morningstarlawgroup.com

To: Neighboring Property Owner

From: Jason Barron

Date: December 6, 2024

Re: Notice of neighborhood meeting to discuss potential rezoning of a 30.36 acre portion of property located in Holly Springs, North Carolina along Rouse Road having Wake County Parcel Identification Number (PINs) 0647474527& 0647465722 (the "Property"). The Property is approximately 51.94 acres, depicted on the attached Context Map

We are counsel for KB Home North Carolina, Inc., which is considering rezoning the above-captioned Property in the Town of Holly Springs, (the "Town). Consistent with Holly Springs requirements, we are mailing this notice to all owners of properties within 500 ft of the Property. The subject property is highlighted in red on the context map included with this mailing.

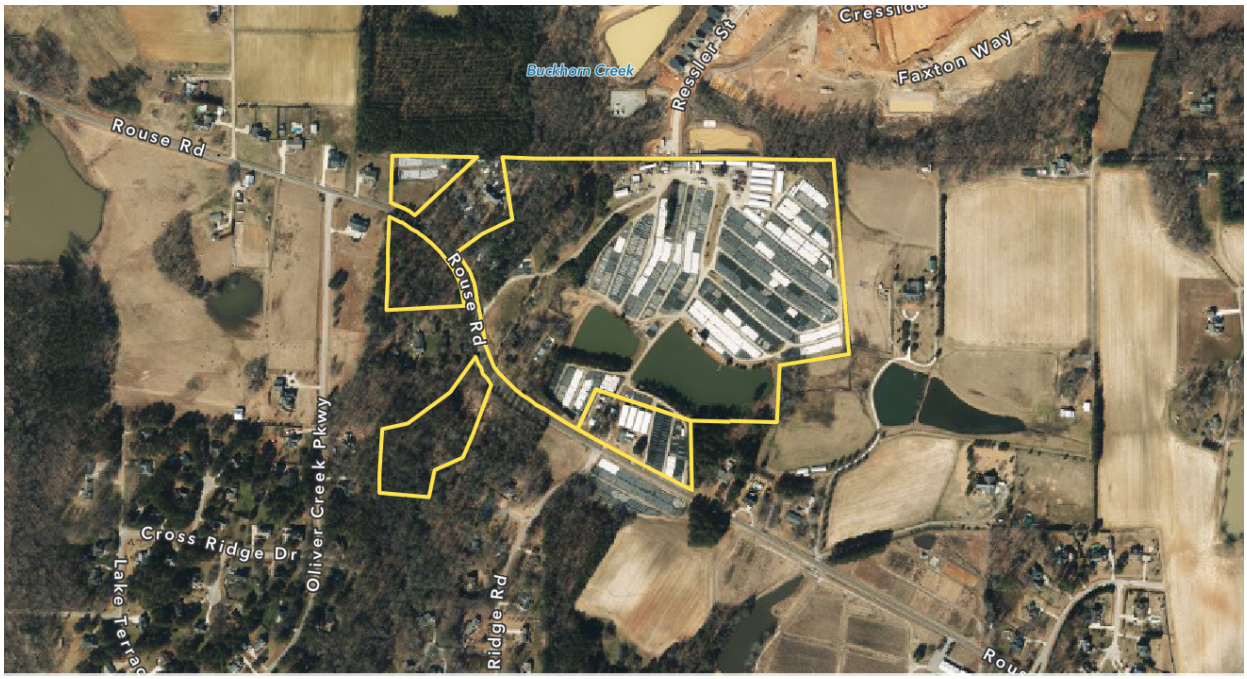
As you may be aware, a neighborhood meeting regarding the property was held on August 28, 2024, to discuss the potential rezoning. While the details of the potential rezoning have not changed, we are conducting a second meeting due to the length of time that has passed between the first meeting and our anticipated application submittal date of January 3, 2025. To that end, we will hold a virtual neighborhood meeting on **Wednesday, December 18, 2024, from 5:30 p.m. – 6:30 p.m.** via Zoom.

The purpose of the rezoning is to facilitate the development of a single family and townhome community. The Conditional District Master Plan enclosed herewith provides the overall concept associated with this proposed community. Currently, the Property is zoned Rural Residential (RR). We are contemplating rezoning the Property to Neighborhood Residential Conditional District (NR-CD).

Instructions for registering for and joining the meeting are enclosed.

Please do not hesitate to contact me directly should you have any questions or wish to discuss any issues. I can be reached at 919-590-0371 or jbarron@morningstarlawgroup.com. Also, for more information about rezoning, you may want to visit hollyspringsnc.gov or contact the Town of Holly Springs Planning Department at (919) 557-3908.

Context Map


Buckhorn Creek
Ressler St
Faxton Way
Rouse Rd
Rouse Rd
Cross Ridge Dr
Oliver Creek Pkwy
Ridge Rd

How to Participate in the December 18, 2024 Neighborhood Meeting

- To participate by PC, Mac, iPad, iPhone or Android device, go to https://morningstarlaw.group/12182024 to register for the meeting. (Registration is necessary as we are required by the Town of Holly Springs to have a record of attendance.)
    - Upon registration, you will receive a confirmation email with instructions on how to access the meeting.
    - To participate by phone,
    - Dial one of the following numbers:
        - +1 929 436 2866
        - +1 301 715 8592
        - +1 305 224 1968
        - +1 312 626 6799
        - +1 646 931 3860
        - +1 719 359 4580
        - +1 253 205 0468
        - +1 253 215 8782
        - +1 346 248 7799
        - +1 360 209 5623

    REGISTRATION QR

    - Webinar ID: 885 3683 7254
    - Passcode: 781826
    - For attendance purposes as required by the Town of Holly Springs, individuals participating via telephone will be unmuted and asked to identify themselves including their name and address.

If you have difficulty registering, you can call Leticia Shapiro at (919) 590-0366 or email tshapiro@morningstarlawgroup.com prior to the meeting for assistance. If you have difficulty connecting during the meeting, please email tshapiro@morningstarlawgroup.com and the meeting link will be sent to help assist.

During the meeting, participants will be muted by default. Also, participants' video will be off by default, i.e. only the presenters will be visible.

If you are participating via your computer, iPhone or Android device, you can submit questions/comments by using the Raise Hand and/or the Q&A features. We will not use the Chat feature. If you use Raise Hand, a panelist will either unmute you to allow you to speak to solicit your questions/comments.

If you are participating via telephone, you can submit questions/comments prior to and during the meeting via email at tshapiro@morningstarlawgroup.com.

LEGEND

- TREE PRESERVATION / CONSERVATION OPEN SPACE
- ACTIVE OPEN SPACE
- FLEX OPEN SPACE
- SINGLE FAMILY DETACHED PODS
- TOWNHOME PODS
- PROPOSED RESIDENTIAL STREETS
- PROPOSED RESIDENTIAL ALLEYS
- PROPOSED SIDEWALK
- ACCESS POINT

GENERAL NOTES:

1. ALL STREETS SHALL BE PUBLIC AND SHALL BE DEDICATED TO THE TOWN OF HOLLY SPRINGS UPON COMPLETION.
2. ALL ALLEYS WILL BE PRIVATE AND SHALL BE OWNED BY THE SUBDIVISION HOME OWNERS ASSOCIATION.
3. ANY PARKING AREAS, SIDEWALKS OR OTHER PUBLICLY ACCESSIBLE AREAS LOCATED ON PRIVATE LOTS SHALL BE LOCATED INSIDE DEDICATED PUBLIC ACCESS EASEMENTS. THESE SHALL BE SHOWN ON THE PRELIMINARY SUBDIVISION PLANS, CONSTRUCTION DRAWINGS AND FINAL PLAN AND SHALL BE RECORDED AS SUCH.
4. MAINTENANCE OF THESE PUBLICLY ACCESSIBLE AREAS SHALL BE THE RESPONSIBILITY OF THE HOA.

SUMMARY TABLE

PROPOSED ZONING	MP - CONDITIONAL DISTRICT
SITE AREA	36.34 AC
TOTAL TOWNHOME UNITS	43
TOTAL SINGLE FAMILY UNITS	92
GROSS DENSITY	3.73 DU/AC

OPEN SPACE SUMMARY TABLE

TYPE OF OPEN SPACE	AREA	09/30/20 %
REQUIRED OPEN SPACE	15 AC	15%
TOTAL OPEN SPACE	9.11 AC	25%
CONSERVATION OPEN SPACE	6.01 AC	17%
ACTIVE OPEN SPACE	1.52 AC	4%
FLEX OPEN SPACE	1.58 AC	4%

SCALE IN FEET
0' 50' 100' 200'
SCALE: 1 IN = 100 FT

ISSUED FOR REVIEW

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 24-REZ-XX

FOR REVIEW ONLY
NOT FOR CONSTRUCTION

C-2.0

Curry ENGINEERING

POWELL PLACE - MASTER PLANS

OVERALL SITE PLAN

REVISIONS

DATE: AUGUST XX, 2024
FILE NO: 2024-07

HORZ. SCALE: AS SHOWN
ORIG. DRAWN:

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared LISA L. POWELL, TRUSTEE who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0647474527	0647465722

and does hereby authorize Roman Acosta KB Home Raleigh-Durham Inc.
Jason Barron/Leticia Shapiro Morningstar Law Group to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Lisa L Powell

Signature of Owner
Lisa Powell, Trustee of the Philip Todd Powell Grantor Trust Agreement dated Jan 10, 1996
Print Name: Philip Todd Powell
Address: 7021 Rouse Road
City, State, Zip: Holly Springs NC 27540

Sworn to or affirmed and subscribed before me this 27 day of September, 2024.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)
JAMES S. ADCOCK III NOTARY PUBLIC WAKE COUNTY, NC

James S. Adcock III, Notary Public
Print Name

My commission expires: 9/14/2027

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared LUDIE LARUE POWELL who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0647474527	0647465722

Roman Acosta KB Home Raleigh-Durham Inc.
Jason Barron/Leticia Shapiro Morningstar Law Group

and does hereby authorize _____ to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Ludie LaRue Powell

Signature of Owner

Print Name: Ludie Larue Powell
Address: 7036 Rouse Rd.
City, State, Zip: Holly Springs, NC 27540

Sworn to or affirmed and subscribed before me this 27 day of September, 2024.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

JAMES S. ADCOCK III
NOTARY
PUBLIC
WAKE COUNTY, NC

James S. Adcock III, Notary Public
Print Name

My commission expires: 9/14/2027

AFFIDAVIT OF OWNER'S CONSENT

Before me personally appeared Lisa LaRue Powell who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

0647474527	0647465722

and does hereby authorize Roman Acosta KB Home Raleigh-Durham Inc. Jason Barron/Leticia Shapiro Morningstar Law Group to act

(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Lisa LaRue Powell

Signature of Owner

Print Name: Lisa LaRue Powell
Address: 7009 Rouse Road
City, State, Zip: Holly Springs NC 27540

Sworn to or affirmed and subscribed before me this 27 day of September, 2024.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

JAMES S. ADCOCK III NOTARY PUBLIC WAKE COUNTY, NC

James S. Adcock III, Notary Public
Print Name

My commission expires: 9/14/2027

AFFIDAVIT OF OWNER NOTIFICATION

The following Affidavit of owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for the property(s) they do not own at the time of the petition submission.

This form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

AFFIDAVIT

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID: 0056718; 0082611 and PIN: 0647474527; 0647465722 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

Signature of Applicant

<Print Name> Leticia Shapiro

<Entity Name> Morningstar Law Group

<Address> 434 Fayetteville Street, Suite 2200

<City, State Zip> Raleigh, NC 27601

Sworn to or affirmed and subscribed before me this 3 day of January, 2025.

NOTARY PUBLIC:

Official Signature of Notary (Official Seal)

Branden C Foster, Notary Public
Print Name

My commission expires: December 12, 2028

BRANDEN C FOSTER NOTARY PUBLIC HARNETT COUNTY, N.C.

7051 ROUSE ROAD MASTER PLAN

TOWN OF HOLLY SPRINGS
WAKE COUNTY, NORTH CAROLINA

CONDITIONAL REZONING SUBMITTAL

TOWN OF HOLLY SPRINGS PROJECT #25-REZ-02 / PLRZ202500005)

1st SUBMITTAL TO TOWN OF HOLLY SPRINGS: JANUARY 3, 2025
2nd SUBMITTAL TO TOWN OF HOLLY SPRINGS: MARCH 14, 2025
3rd SUBMITTAL TO TOWN OF HOLLY SPRINGS: MAY 21, 2025
4th SUBMITTAL TO TOWN OF HOLLY SPRINGS: SEPTEMBER 19, 2025
5TH SUBMITTAL TO TOWN OF HOLLY SPRINGS: NOVEMBER 21, 2025
~~6TH SUBMITTAL TO TOWN OF HOLLY SPRINGS: NOVEMBER 21, 2025~~
△5 7TH SUBMITTAL TO TOWN OF HOLLY SPRINGS: APRIL 10, 2026

DRAWING INDEX

C-0.0	COVER SHEET
C-0.1	DESIGN MANUAL SHEET
C-1.0	BOUNDARY SURVEY
C-1.2	TREE SAMPLE PLAN
C-2.0	OVERALL SITE PLAN
C-2.2	OPEN SPACE PLAN
C-2.3	STREET TYPOLOGY
C-2.4	STREET SECTIONS
C-3.0	OVERALL UTILITY PLAN
C-4.0	OVERALL DRAINAGE PLAN
L-1.0	LANDSCAPE & BUFFER PLAN

CONDITIONS OF APPROVAL:

1. THE DEVELOPMENT WOULD BE LOCATED OUTSIDE OF ANY PARK SEARCH AREAS AND WOULD BE SUBJECT TO THE PAYMENT OF A FEE-IN-LIEU OF PARKLAND DEDICATION RATHER THAN THE DIRECT DEDICATION OF LAND AS PART OF THIS RESIDENTIAL DEVELOPMENT PROPOSAL. PLEASE SEE UDO TABLE 4.2-A FOR MORE.
2. ALL IMPROVEMENT RECOMMENDATIONS PER THE APPROVED TRAFFIC IMPACT ANALYSIS SHALL BE DESIGNED & CONSTRUCTED WITH THIS DEVELOPMENT.

PROJECT TEAM CONTACT INFORMATION

Surveyor:

Bateman Civil Survey Company
2524 Reliance Avenue
Apex, NC 27539
919.577.1080
Contact: Brandon Nelson
bnelson@batemancivilsurvey.com

Civil Engineering:

The Curry Engineering Group, PLLC
NC License # P-0799
205 S. Fuquay Ave
Fuquay-Varina, NC 27526
919.552.0849 (o)
910.624.5215 (m)
Contact: Andrew Petty, PE
andy@curryeng.com

Land Use Attorney:

Morningstar Law Group
434 Fayetteville Street, Suite 2200
Raleigh, NC 27601
919.590.0370
Contact: Jason Barron & Tish Shapiro
jbarron@morningstarlawgroup.com
tshapiro@morningstarlawgroup.com

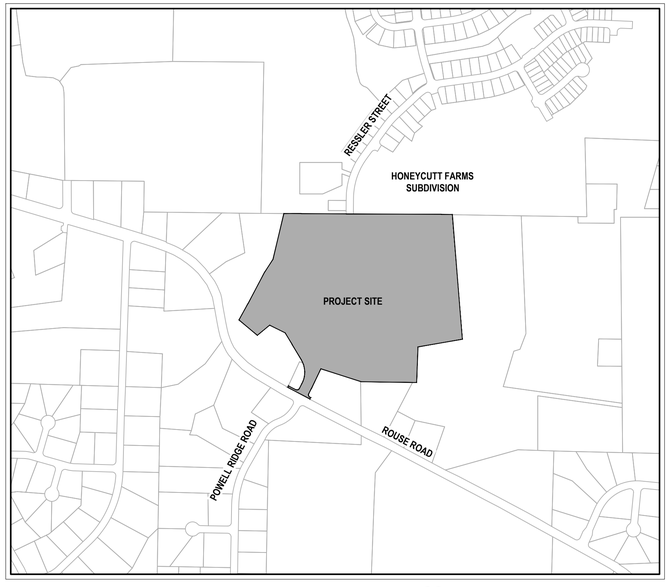
Property Owners:

Larue Powell & Phillip Powell
7036 Rouse Road
Holly Springs, NC 27540

Larue Powell & Lisa Powell
7009 Rouse Road
Holly Springs, NC 27540

Developer:

KB Homes - Raleigh Durham
1800 Perimeter Park Drive, Suite 140
Morrisville, NC 27560
919-768-7976
Contact: Roman Acosta
racosta@kbhome.com



VICINITY MAP
SCALE: 1" = 500'

ISSUED FOR REVIEW

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS

A	01/13/2025	TOHS COMMENTS
B	05/21/2025	TOHS COMMENTS
C	09/19/2025	TOHS COMMENTS
D	11/21/2025	TOHS COMMENTS
E	12/15/2025	TOHS COMMENTS
F	04/10/2026	TOHS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG. SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
COVER SHEET

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0849
F (919) 552-2043
NC LIC. NO. P-0799

Curry ENGINEERING

C-0.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-0.0 COVER SHEET.DWG
PLOTTED: 4/10/2026 1:47 PM

DESIGN DEVELOPMENT MANUAL

SITE INFORMATION	
General Information	
Location	0 Rouse Road 7051 Rouse Road (Portion) 7121 Rouse Road (portion) Holly Springs, NC 27540
County	Wake
Parent PIN	0647477441 0647460919 (portion) 0647-46-5722 (portion)
Total Property Area (ac)	51.94
Project Boundary (ac)	32.70
Town Jurisdiction	Holly Springs
Existing Zoning	Rural Residential (RR)
Proposed Zoning	Neighborhood Residential Conditional
Current Use	Residential C Nursery
Proposed Use	Mixed Residential Neighborhood
River Basin	Cape Fear
Surface Water Classification	Buckhorn Creek (18-7-(1)) C;
Watershed	None
FEMA Map Panel Number	3720064700K
Density Calculations	
Maximum Allowable Density (units/ac)	8
Maximimum Allowable Units	262
Proposed Number of Units	97
Proposed Density (units/ac)	2.97
Proposed Gross Density (units/ac)	3.60
Lot Summary	
Proposed Number of Front Loaded Detached Dwelling Units	42
Proposed Number of Rear Load Detached Dwelling Units	13
Proposed Number of Rear Load Attached Dwelling Units	42

DIMENSIONAL STANDARDS		
	UDO Requirement	**CD Proposed**
DEVELOPMENT INTENSITY		
Development Density		
Maximum Gross Density (units/ac)	8	3.60
Maximum Number of Units (#)	262	97
Open Space C Conservation Areas	Refer to Open Space Table	
Attached Dwelling Units		
Minimum Units (%)	10%	10%
Maximum Units (%)	50%	43%
LOT CONFIGURATION		
Minimum Lot Area		
Detached Dwelling Units (sf)	Average ≥ 5,000	Average ≥ 5,000
Attached Dwelling Units (sf)	None	None
Other Buildings (sf)	10,000	
Minimum Lot Width at the Setback Line		
Detached Dwellings (sf)	26	35
Attached Dwelling (sf)	18	20
Minimum Lot Frontage		
All Buildings (sf)	18	20
Minimum Lot Frontage for a Driveway		
Detached Dwellings	60	
BUILDING PLACEMENT		
Primary Building Setbacks		
Detached Dwelling Units		
Minimum Front (ft) when rear loaded	5	5
Minimum Front (ft) when front loaded	20	20
Minimum Front-loaded Garage (ft)	25	25
Side - Interior (ft)	5	5
Side - Corner (ft)	5	5
Rear (ft)	20	20
Rear from Alley Centerline (ft)	15	32.5
Attached Dwelling Units		
Minimum Front (ft) when rear loaded	5	5
Side - Interior (ft)	5	5
Side - Corner (ft)	5	5
Rear (ft)	20	20
Rear from Alley Centerline (ft)	15	32.5
Building to Building (ft)	N/A	10
Building Height		
Primary Building	50	35
Accessory Building	25	25

ALLOWABLE USES
Residential Use District
Detached Dwelling
Attacehd Dwelling - Townhome
Recreational Uses *
Residential Accessory Uses **
* Recreational uses are limited to those associated with subdivision amenities. ** Accessory uses are limited to those uses and structures per Town of Holly Springs UDO Section 3.4.2.

ARCHITECTURAL STANDARDS	
ROOFING	
Material Options	Primary Roofs: Architectural Asphalt Shingles
Structure	12" Eaves Minimum
Character Elements	Must Include Two of the Following: 1. Reverse Gable 2. Hip Roof 3. Change in roof line direction or height shift in roof plane (either vertically or horizontally)
FOUNDATION TYPE	
Foundation Type	Town Homes will be Slab on Grade Construction.
	Single Family Detached Homes will be turndown slab with 12" foundation height
FAÇADE	
No two lots with a shared property line shall have the same front elevation or primary colors	
Siding Material	Minimum of 35% shall be Type 1 Building Material as defined in UDO Section 8.2.G.2.a. Remaining materials shall be Type 2. Type 3 and Type 4 materials are prohibitted.
Windows	Street-facing elevations must include Shutters and 4" window trim
Garage Doors	Street-facing garage doors shall use carriage style paneling and include windows in upper panels and craftsman hardware.
ENERGY	
Minimum of 1 Light-duty Electric Vehicle Supply Equipment Home Installation (EVSE-Home) 240-volt charging outlet per unit, to be wired in the garage.	
All homes shall be designed to be ENERGY STAR® certified	

WATER MANAGEMENT POLICY	
Allocation Assignment	
Allocation Assignment	Residential
Priority Level	2
Committed Allocation Elements	
Public Infrastructure Improvements	All SCMs shall be constructed as vegetated constructed wetland standards per the NCDENR
Sustainable Design	All Homes shall be designed to LEED accreditation standards, obtaining a minimum of 40 points on the Leed_v4.1 Residential Single Scorecard. This scorecard shall be filled out for each primary structure the neighborhood and submitted with building permit application.

OPEN SPACE STANDARDS				
	UDO Requirement		**CD Proposed**	
OPEN SPACE QUANTITY STANDARDS				
Open Space Areas	*%*	*acres*	*%*	*acres*
Tree Preservation / Reforestation	20%	6.54	21%	6.84
Active Open Space	5%	1.64	17%	5.69
Flex Open Space	5%	1.64	8%	2.63
Total Open Space	30%	9.81	47%	15.29
OPEN SPACE PERFORMANCE STANDARDS				
Tree Preservation Areas	Preservation of existing trees & reforestation areas			
Active Open Space Areas	Dog Park, Benches, Shade Structure or Pavilion, Nature Trails, Greenways, Playground, Play Lawn, Community Gardens, Pet Waste Stations			
Flex Open Space Areas	Presevation of existing land use, reforestation, easements, stormwater management areas, any active open space activity			
MINIMUM ACTIVE OPEN SPACE REQUIREMENTS				
	Playground (tot lot) + 1 of the following		2 of the following	
Active Open Space #4	Play Lawn, Shade Structure or Pavilion , Dog Park		Pet Waste Station Yoga Lawn, Picnic Tables, Outdoor Games,	
All active open space areas to include minimally one bench & one waste receptacle and to provide landscaping througout.				

LANDSCAPING & BUFFERS		
PERIMETER BUFFERS		
Description	**Min. Width**	**Type**
Rouse Road	5 ft	Type A - Enhanced
Adjacent Properties	5ft	Type A - Enhanced
Active Open Space	5ft	Type A - Enhanced
Enhanced buffer shall provide four (4) deciduous trees (2 small / 2 large) and eight (8) deciduous shrubs per one hundred (100) feet.		

SAMPLE ELEVATIONS

NOTE: THE FOLLOWING ELEVATIONS ARE CONCEPTUAL IN NATURE AND ARE CURRENTLY STILL BEING FINALIZED FOR THIS PROJECT.



SINGLE FAMILY DETACHED - FRONT LOAD



SINGLE FAMILY ATTACHED (TOWNHOUSE) - REAR LOAD



SINGLE FAMILY DETACHED - REAR LOAD

ISSUED FOR REVIEW

REVISIONS	
A	01/12/05 TOHS COMMENTS
B	05/12/05 TOHS COMMENTS
C	09/19/05 TOHS COMMENTS
D	11/15/05 TOHS COMMENTS
E	12/15/05 TOHS COMMENTS
F	04/10/06 TOHS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
DESIGN MANUAL SHEET

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0949
F (919) 552-2043
NC LIC. NO. P-0789

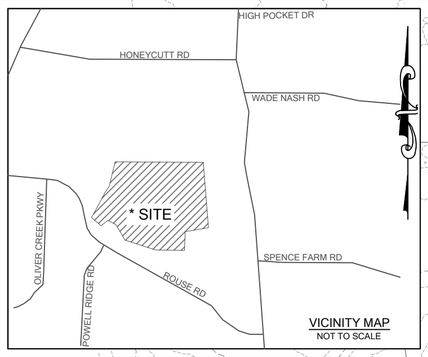
SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

Curry ENGINEERING

C-0.1

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-0.1 DESIGN MANUAL SHEET.DWG
PLOTTED: 4/10/2026 1:57 PM



CURVE TABLE				
CURVE#	LENGTH	RADIUS	BEARING	CHORD
C1	22.54'	167.50'	N26° 54' 35"W	22.52'

CLASS OF SURVEY: A
POSITIONAL ACCURACY: 0.06'
TYPE OF GPS FIELD PROCEDURE: NC CORS NETWORK
DATES OF SURVEY: JANUARY 2024
DATUM/EPOCH: NAD83/NSRS2011
COMBINED GRID FACTOR(S): 0.999877478
CGF SCALE POINT: CONTROL CORNER #1
UNITS: US SURVEY FEET

HOLLY SPRINGS CORPORATE LIMITS

OPEN SPACE 1
N/F HONEYCUTT OWNERS ASSOCIATION INC
PIN: 0647490086
REID: 0475647
DB 19754 PG 569
BM 2022 PG 1835-1842

ECM

161.12' (TIE)

3/4" EIR
(0.68' NORTH OF PROPERTY LINE)

104.99'

FEMA ZONE 'AE'

LOT 387
N/F
KALLURI, VENKAT RAM REDDY CO-TRUSTEE
KARINGULA, RAJA SUSHMITHA CO-TRUSTEE
PIN: 0647485071
REID: 0475713
DB 19726 PG 2554
BM 2020 PG 724

S89° 38' 26"E 596.11' (T)

330.00'

1/2" EIP

R/W
RESSLER STREET
51' PUBLIC R/W
(BM 2020 PG 724)
R/W

OPEN SPACE 1
N/F
M/I HONEYCUTT OWNERS ASSOCIATION INC
PIN: 0647587096
REID: 0493452
DB 19754 PG 569
BM 2022 PG 358

GREENHOUSE CROSSES PROPERTY LINE

GREENHOUSE

S89° 44' 20"E 664.53'

1" EIP - CONTROL CORNER #2
NSRS 2011 / NAD 83 / SPC
N: 677,955.13'
E: 2,045,383.37'

S89° 02' 49"E
77.67'

1/2" EIR

HOLLY SPRINGS CORPORATE LIMITS

4' STOCK-WIRE FENCE CROSSES PROPERTY LINE

NSRS 2011 / NAD 83 / SPC

S04° 33' 44"E 874.95'

N/F
POWELL, LUDIE LARUE &
POWELL, PHILIP KESSLER
PIN: 0647474527
REID: 0056718
DB 13921 PG 2414
BM 2025 PG 1770
ZONED: RR

N13° 29' 40"E 331.32'

FEMA ZONE 'AE'

N33° 09' 34"E 102.83'

N27° 57' 24"E 250.28'

FEMA FLOODWAY

N29° 04' 17"E 130.46'

FEMA ZONE 'AE'

N49° 48' 42"W 167.76'

S50° 43' 29"W 112.41'

N63° 19' 52"W 121.43'

N30° 45' 54"W 92.33'

N30° 45' 54"W 127.63'

C1

3/4" EIP

21.54' (TIE)

S24° 53' 37"W 196.60' (TIE)

1/2" EIP - CONTROL CORNER #1
NSRS 2011 / NAD 83 / SPC
N: 676,746.40'
E: 2,044,235.18'

ACCESS EASEMENT (BM 2025 PG 1770)

N72° 02' 51"W 448.68' (T)

427.14'

1" BENT EIP

N89° 06' 06"W 363.20'

3/4" EIP

1" EIR

S02° 18' 57"W 249.26'

1/2" EIP

S80° 16' 52"W 314.06'

1/2" EIP

4' STOCK-WIRE FENCE CROSSES PROPERTY LINE

N/F
HOLLAND, JACKIE O. & JANE H.
PIN: 0647576111
REID: 0032104
DB 8030 PG 244
BM 1998 PG 662

3.5' STOCKWIRE & BARBED WIRE FENCE CROSSES PROPERTY LINE

3.5' SPLIT-RAIL FENCE CROSSES PROPERTY LINE

N89° 47' 53"E
25.53'

N/F POWELL, LARUE MATTHEWS
POWELL, LISA
PIN: 0647465722
REID: 0082611
DB 16213 PG 191
BM 2025 PG 1770

N/F
PRINCE, MICHAEL
PRINCE, JESSICA
PIN: 0647468661
REID: 0092393
DB 15282 PG 689

ROUSE ROAD (N.C.S.R. 1125)
60' PUBLIC R/W
(BM 1994 PG 1799)

R/W

FORMERLY 7051 ROUSE ROAD - NEW LOT 2
OWNER: POWELL, LUDIE LARUE
& POWELL, PHILIP KESSLER
PIN: TO BE ASSIGNED
REID: TO BE ASSIGNED
DEED: DB 13921 PG 2414
PLAT: BM 2025 PG 1770
ZONED: RR
LOT AREA: 1,404,000 SF / 32.23 AC

GRAPHIC SCALE
100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.

LEGEND

⊙	EXISTING BOUNDARY CORNER FOUND
●	BOUNDARY CORNER SET (3/4" IPS)
⊗	COMPUTED POINT
EIP	EXISTING IRON PIPE
EIR	EXISTING IRON REBAR
IPS	3/4" IRON PIPE SET
DB	DEED BOOK
PG	PAGE
BM	BOOK OF MAPS
R/W	RIGHT OF WAY
N/F	NOW OR FORMERLY
(T)	TOTAL LENGTH
	PROPERTY LINE SURVEYED
	PROPERTY LINE NOT SURVEYED
	PROPERTY TIE LINE
	FEMA FLOODWAY (SEE NOTE 11)
	STREAM / DITCH
R/W	RIGHT OF WAY LINE
	FENCE
SD	STORM PIPE
	FEMA ZONE "AE" (SEE NOTE 11)
	FEMA FLOODWAY (SEE NOTE 11)

I, F. REX COOPER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED OR PLAT IS REFERENCED IN THE TITLE BLOCK); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION LISTED UNDER REFERENCES; THAT THE POSITIONAL ACCURACY IS < 0.10 AT A 95% CONFIDENCE LEVEL; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56. 1600).

F. REX COOPER, PLS DATE
NC LICENSE NO. L-4269

THIS MAP IS CONSIDERED PRELIMINARY, NOT FOR RECORDATION, CONVEYANCE OR SALES UNLESS SIGNED AND SEALED BY THE LICENSED SURVEYOR.

NOTES
1. THIS SURVEY WAS PREPARED BY BATEMAN CIVIL SURVEY COMPANY UNDER THE SUPERVISION OF F. REX COOPER, PLS.
2. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES AND ALL BEARINGS ARE BASED ON GPS OBSERVATIONS, NAD83 / NSRS 2011 / SPC, UNLESS OTHERWISE SHOWN.
3. THE PROPERTY LIES IN ZONE "X" & "AE" PER NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP COMMUNITY NUMBER 3720064700K, DATED 07/19/2022.
4. SITE ZONED "RR" FOR HOLLY SPRINGS PER WAKE COUNTY GIS.
5. AREAS COMPUTED BY COORDINATE METHOD.
6. PROPERTY LINES SHOWN WERE TAKEN FROM EXISTING FIELD EVIDENCE, EXISTING DEEDS AND/OR PLATS OF PUBLIC RECORD, AND INFORMATION SUPPLIED TO THE SURVEYOR BY CLIENT.
7. NO INVESTIGATION INTO THE EXISTENCE OF JURISDICTIONAL WETLANDS OR RIPARIAN BUFFERS PERFORMED BY THIS FIRM.
8. BOUNDARY CORNERS SET ARE 3/4" IPS UNLESS OTHERWISE NOTED.
9. THE PROPERTY SHOWN HEREON IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
10. FEMA FLOODWAY LINES DEPICTING FLOODWAY ZONES WERE IMPORTED FROM THE FLOOD RISK INFORMATION SYSTEM WEBSITE AND ARE APPROXIMATE AT BEST.
11. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT.
12. THIS MAP HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.
13. SURVEY HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
14. TOPOGRAPHIC CONTOURS SHOWN WERE PROCESSED FROM AN OPEN SOURCE QL2 LIDAR DATA POINT CLOUD. (SDD.NC.GOV)

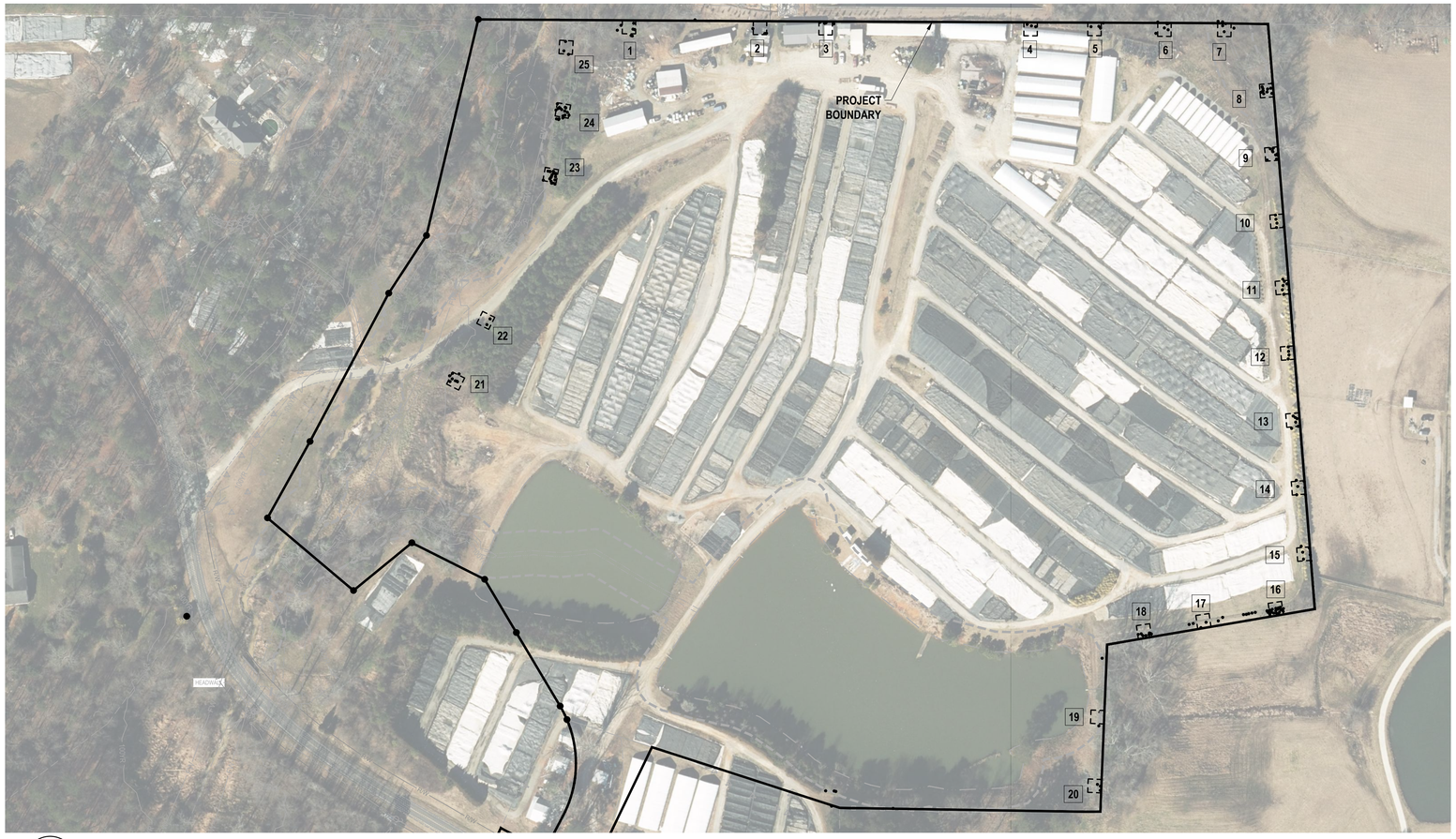
BATEMAN CIVIL SURVEY COMPANY
ENGINEERS • SURVEYORS • PLANNERS
2524 RELIANCE AVENUE, APEX, NC 27539
PHONE: (919) 577-1080 FAX: (919) 577-1081
INFO@BATEMANCIVILSURVEY.COM
NCBELS FIRM# C-2378

PROPERTY OWNER(S)
POWELL, LUDIE LARUE
POWELL, PHILIP KESSLER
7036 ROUSE RD.
HOLLY SPRINGS, NC 27540-9540

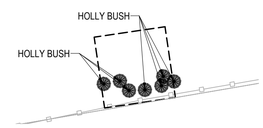
BOUNDARY SURVEY
EXCLUSIVELY FOR: KB HOMES
PIN: IN REVIEW
AS RECORDED IN DEED BOOK 13921 PAGE 2414
ROUSE ROAD, HOLLY SPRINGS, NC
HOLLY SPRINGS TOWNSHIP - WAKE COUNTY - NORTH CAROLINA

REVISIONS
1.
2.
DRAWN BY: BMN
CHECKED BY: FRC
SCALE: 1" = 100'
DATE: 09/17/2025
DRAWING #: 230695
C-1.0

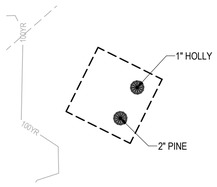
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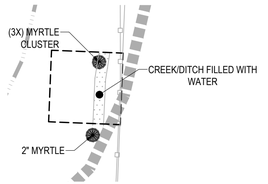
1 / C-1.2 **OVERALL SITE & AERIAL PHOTOGRAPHY**
SCALE: 1"=100'



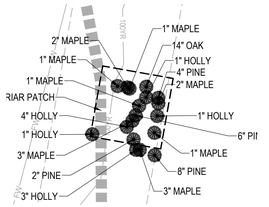
TREE SAMPLE AREA 18



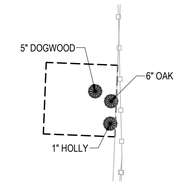
TREE SAMPLE AREA 22



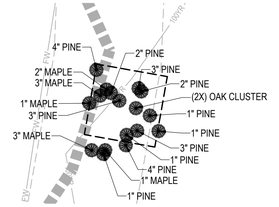
TREE SAMPLE AREA 19



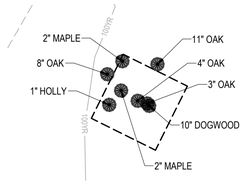
TREE SAMPLE AREA 23



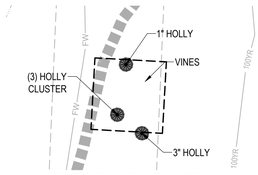
TREE SAMPLE AREA 20



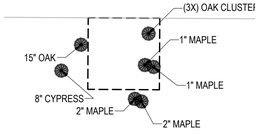
TREE SAMPLE AREA 24



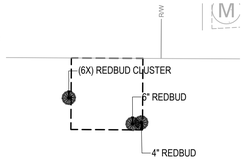
TREE SAMPLE AREA 21



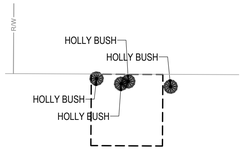
TREE SAMPLE AREA 25



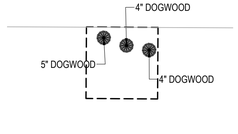
TREE SAMPLE AREA 1



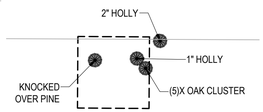
TREE SAMPLE AREA 2



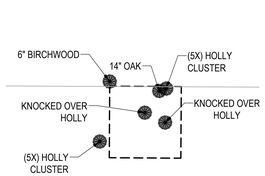
TREE SAMPLE AREA 3



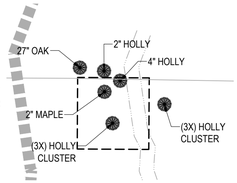
TREE SAMPLE AREA 4



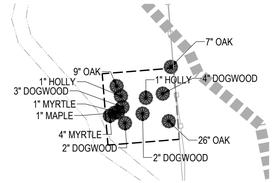
TREE SAMPLE AREA 5



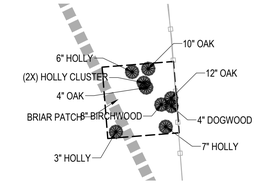
TREE SAMPLE AREA 6



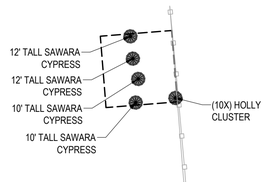
TREE SAMPLE AREA 7



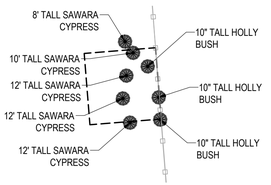
TREE SAMPLE AREA 8



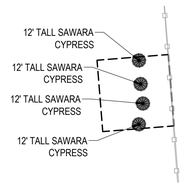
TREE SAMPLE AREA 9



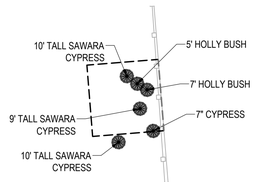
TREE SAMPLE AREA 10



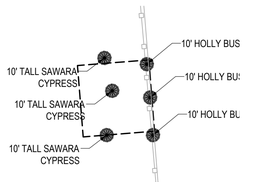
TREE SAMPLE AREA 11



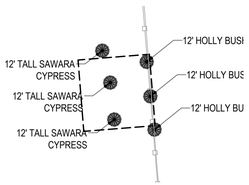
TREE SAMPLE AREA 12



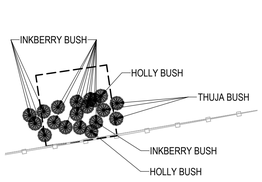
TREE SAMPLE AREA 13



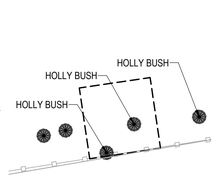
TREE SAMPLE AREA 14



TREE SAMPLE AREA 15



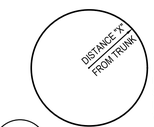
TREE SAMPLE AREA 16



TREE SAMPLE AREA 17

TREE SAMPLE NOTE:

THE 20' X 20' TREE SAMPLE AREAS, PROVIDED BY VILLAGE GREEN LAND DESIGN, ARE REPRESENTATIVE OF THE OVERALL VARIOUS AREAS OF TREE CANOPY THAT EXIST ON THE SITE.



NOTE: DISTANCE "X" FROM TREE SHALL BE A MINIMUM OF 6' OR 1' RADIUS PER 1" OF TREE DIAMETER, WHICH EVER IS GREATER.

1 / C-1.2 **ROOT ZONE PROTECTION**
SCALE: N.T.S

ISSUED FOR REVIEW

REVISIONS		
A	01/12/2026	TOHS COMMENTS
B	02/27/2026	TOHS COMMENTS
C	03/19/2026	TOHS COMMENTS
D	04/01/2026	TOHS COMMENTS
E	12/1/2025	TOHS COMMENTS
F	04/10/2026	TOHS COMMENTS

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
TREE SAMPLE PLAN

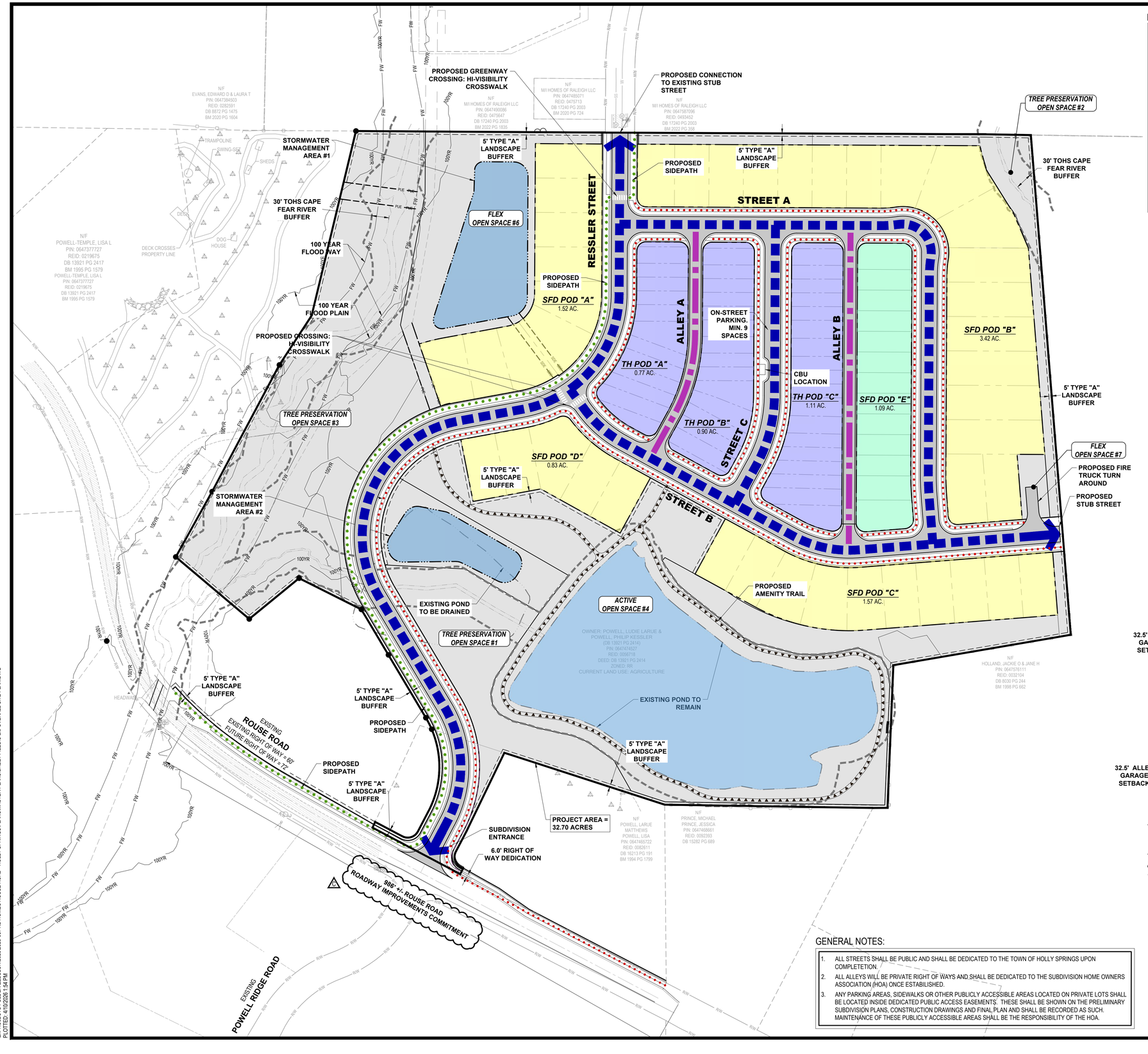
SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

Curry ENGINEERING
205 S. Fayetteville Avenue
Fuquay-Varina, NC 27526
T (919) 552-2649
F (919) 552-2043
NC LIC. NO. P-0759

C-1.2

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-1.2 TREE SAMPLE PLAN.DWG
PLOTTED: 4/10/2026 1:52 PM

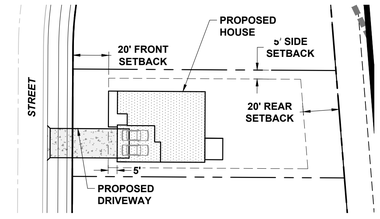


LEGEND

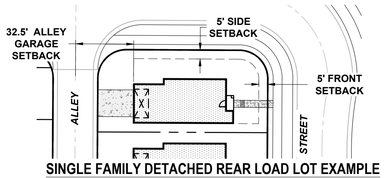
- SINGLE FAMILY DETACHED PODS
- SINGLE FAMILY DETACHED - REAR LOADED PODS
- TOWNHOME DETACHED PODS
- PROPOSED RESIDENTIAL STREETS
- PROPOSED RESIDENTIAL ALLEYS
- PROPOSED SIDEWALK
- PROPOSED TRAIL / PATH
- PROPOSED GREENWAY / SIDEPATH
- ACCESS POINT

LOT SUMMARY TABLE

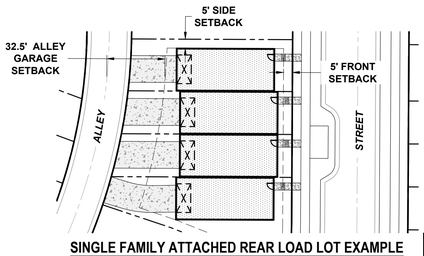
SINGLE FAMILY DETACHED		
DRIVEWAY ACCESS TYPE	FRONT LOADED PUBLIC STREET	REAR LOADED PRIVATE ALLEY
POD "A" NUMBER OF UNITS	9	0
POD "B" NUMBER OF UNITS	18	0
POD "C" NUMBER OF UNITS	10	0
POD "D" NUMBER OF UNITS	5	0
POD "E" NUMBER OF UNITS	0	13
TOTAL SINGLE FAMILY DETACHED UNITS	55	
TOWNHOUSE - REAR LOADED		
DRIVEWAY ACCESS TYPE	REAR LOADED PRIVATE ALLEY	
POD "A" NUMBER OF UNITS	11	
POD "B" NUMBER OF UNITS	14	
POD "C" NUMBER OF UNITS	17	
TOTAL TOWNHOUSE UNITS	42	



SINGLE FAMILY DETACHED FRONT LOAD LOT EXAMPLE



SINGLE FAMILY DETACHED REAR LOAD LOT EXAMPLE



SINGLE FAMILY ATTACHED REAR LOAD LOT EXAMPLE

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET HORIZONTAL

ISSUED FOR REVIEW

GENERAL NOTES:

1. ALL STREETS SHALL BE PUBLIC AND SHALL BE DEDICATED TO THE TOWN OF HOLLY SPRINGS UPON COMPLETETION.
2. ALL ALLEYS WILL BE PRIVATE RIGHT OF WAYS AND SHALL BE DEDICATED TO THE SUBDIVISION HOME OWNERS ASSOCIATION (HOA) ONCE ESTABILISHED.
3. ANY PARKING AREAS, SIDEWALKS OR OTHER PUBLICLY ACCESSIBLE AREAS LOCATED ON PRIVATE LOTS SHALL BE LOCATED INSIDE DEDICATED PUBLIC ACCESS EASEMENTS. THESE SHALL BE SHOWN ON THE PRELIMINARY SUBDIVISION PLANS, CONSTRUCTION DRAWINGS AND FINAL PLAN AND SHALL BE RECORDED AS SUCH. MAINTENANCE OF THESE PUBLICLY ACCESSIBLE AREAS SHALL BE THE RESPONSIBILITY OF THE HOA.

SUBMITTAL

REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS	
A	01/13/2025 TOHS COMMENTS
B	05/21/2025 TOHS COMMENTS
C	09/19/2025 TOHS COMMENTS
D	11/17/2025 TOHS COMMENTS
E	12/15/2025 TOHS COMMENTS
F	04/10/2026 TOHS COMMENTS
DATE: JANUARY 2, 2025	
FILE NO: 2023-057	
HORZ. SCALE: AS SHOWN	
ORIG SHEET SIZE: 24 X 36	

7051 ROUSE ROAD MASTER PLAN
OVERALL SITE PLAN

205 S. Fayetteville Avenue
Fuquay-Varina, NC 27526
T (919) 552-0849
F (919) 552-2043
NC LIC. NO. P-0159
Curry ENGINEERING

C-2.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-2.0 OVERALL SITE PLAN.DWG
PLOTTED: 4/10/2026 1:54 PM



LEGEND

- TREE PRESERVATION / CONSERVATION OPEN SPACE
- ACTIVE OPEN SPACE
- FLEX OPEN SPACE
- REFORESTATION AREA
- SINGLE FAMILY DETACHED PODS
- SINGLE FAMILY DETACHED - REAR LOADED PODS
- TOWNHOME DETACHED PODS
- PROPOSED SIDEWALK
- PROPOSED TRAIL / PATH
- PROPOSED GREENWAY / SIDEPATH

OPEN SPACE SUMMARY TABLE

AREA DESIGNATION	COMPONENT	AREA (SQFT.)	AREA (AC.)	LEGEND
OPEN SPACE #1	TREE PRESERVATION	94,922	2.18	
OPEN SPACE #2	TREE PRESERVATION	33,183	0.76	
OPEN SPACE #3	TREE PRESERVATION	170,014	3.90	
OPEN SPACE #4	ACTIVE	247,790	5.69	
OPEN SPACE #5	FLEX	32,304	0.74	
OPEN SPACE #6	FLEX	76,987	1.77	
OPEN SPACE #7	FLEX	5,414	0.12	

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET HORIZONTAL

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REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

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DATE: JANUARY 2, 2025
FILE NO: 2023-057

HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

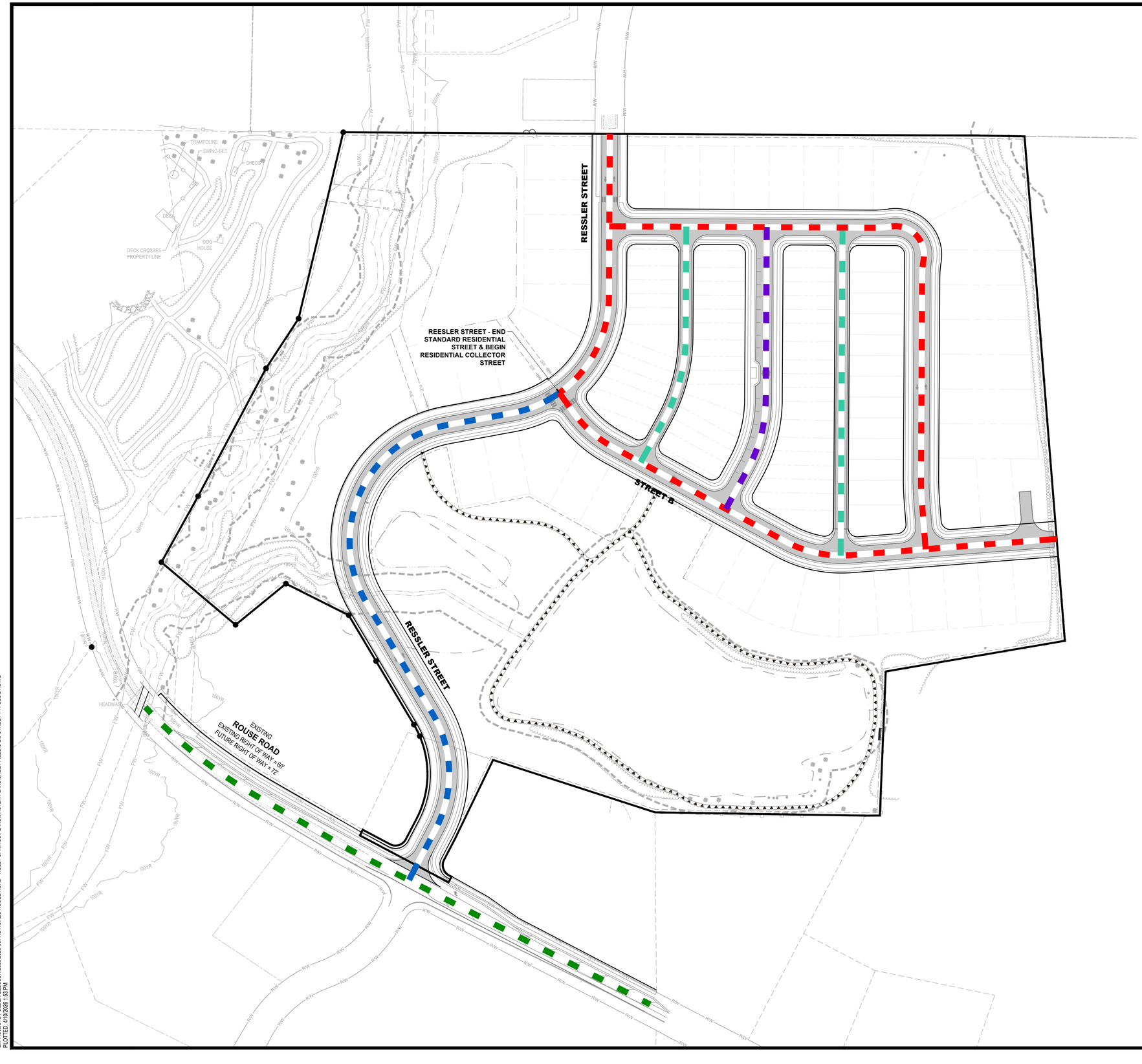
7051 ROUSE ROAD MASTER PLAN
OPEN SPACE PLAN

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-5949
F (919) 552-2343
NC LIC. NO. P-0789

Curry ENGINEERING

C-2.2

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PLOTTED: 4/10/2026 1:51 PM



LEGEND

- PRIVATE ALLEYS
  25' PRIVATE RIGHT OF WAY
- STANDARD RESIDENTIAL STREET (SUBURBAN C-2A)
  61' PUBLIC RIGHT OF WAY
- STANDARD RESIDENTIAL STREET W/ PARKING (URBAN C-2B)
  65' PUBLIC RIGHT OF WAY
- NEIGHBORHOOD CONNECTOR (SUBURBAN LC-2A)
  65' PUBLIC RIGHT OF WAY
- COLLECTOR OR THROUGHFARE (SUBURBAN CT-3C)
  72' PUBLIC RIGHT OF WAY

SCALE: 1 IN = 80 FT

80' 40' 0 80' 160'

SCALE IN FEET
HORIZONTAL

ISSUED FOR REVIEW

SUBMITTAL

REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

REVISIONS

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F	04/10/2026	TOHS COMMENTS

DATE: JANUARY 2, 2025 HORZ. SCALE: AS SHOWN
FILE NO: 2023-057 ORIG. SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN

STREET TYPOLOGY

Curry ENGINEERING
205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-2849
F (919) 552-2043
NC LIC. NO. P-0789

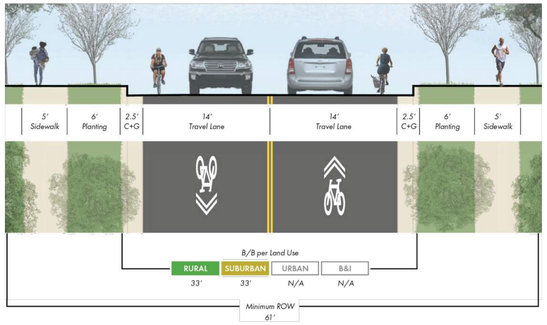
C-2.3

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-2.3 STREET TYPOLOGY.DWG
PLOTTED: 4/10/2026 1:53 PM

C-2A

Collector | 2 Lanes

C-2A Minimum



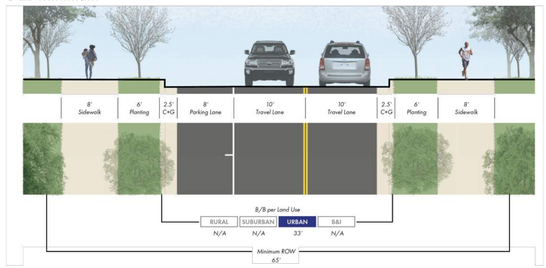
UC-1A			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	61'	59'	61'	N/A	N/A
Back of Curb to Back of Curb *(B/B)*	Yes	33'	33'	33'		
Travel Lanes	2 Lanes	14'	14'	14'		
Center Turn Lane	No	-	-	-		
Median	No	-	-	-		
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5	2.5'		
Paved Shoulder	No	-	-	-		
Planting	2 Sides	6'	6	6'		
On-Street Parking	No	-		-		
Sidepath	No	-		-		
Sidewalk	2 Sides	5'	5'	6'		
Bicycle Facility	Sharrow / Wide Outside Lane*		Included in Travel Lanes			

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

C-2B

Collector | 2 Lanes

C-2B Minimum



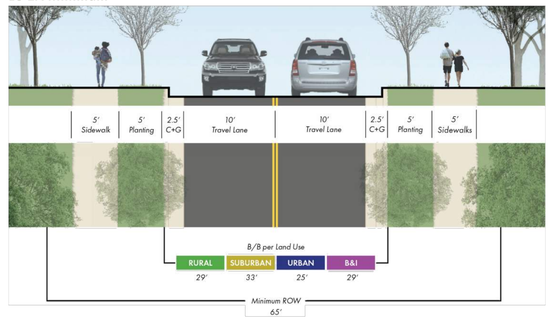
C-2B			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	65'	N/A	N/A	65'	N/A
Back of Curb to Back of Curb *(B/B)*	Yes	33'			33'	
Travel Lanes	2 Lanes	10'			10'	
Center Turn Lane	No	-			-	
Median	No	-			-	
Curb and Gutter *(C+G)*	2 Sides	2.5'			2.5'	
Paved Shoulder	No	-			-	
Planting	2 Sides	6'			6'	
On-Street Parking	1 Side	8'			8'	
Sidepath	No	-			-	
Sidewalk	2 Sides	8'			8'	
Bicycle Facility	Sharrow / Wide Outside Lane*				Included in Travel Lanes	

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

LC-2A

Local/Neighborhood Connector or Collector | 2 Lanes

LC-2A Minimum



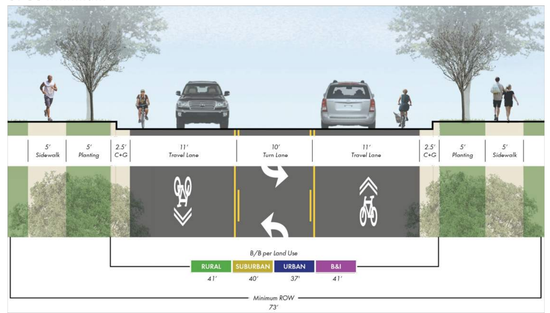
L-2A			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	65'	60'	65'	63'	58'
Back of Curb to Back of Curb *(B/B)*	Yes	25'	29'	33'	25'	29'
Travel Lanes	2 Lanes	10'	12'	14'	10'	12'
Center Turn Lane	No	-	-	-	-	-
Median	No	-	-	-	-	-
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5'	2.5'	2.5'	2.5'
Paved Shoulder	No	-	-	-	-	-
Planting	2 Sides	5'	6'	6'	8'	5'
On-Street Parking	Varies	-	-	Informal Parking	-	-
Sidepath	0-1 Side*	10'	10'	10'	10'	10'
Sidewalk	1-2 Sides*	5'	5'	6'	8'	5'
Bicycle Facility	Sharrow / Wide Outside Lane*		Included in Travel Lanes			

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

CT-3C

Collector or Thoroughfare | 3 Lanes

CT-3C Minimum



This cross-section includes the option to have a median in place of ongoing center turn lane. If warranted the minimum ROW would be 86.5'.

CT-3C			Land Use Character Area			
Design Elements	Element Included	Minimum Dimension	Rural	Suburban	Urban	Business & Industrial
Right-of-Way *(ROW)*	Yes	73'	67'	68'	73'	65'
Back of Curb to Back of Curb *(B/B)*	Yes	37'	41'	40'	37'	41'
Travel Lanes	2 Lanes	12'	12'	12'	11'	12'
Center Turn Lane	Yes	10'	12'	11'	10'	12'
Median	No	-	-	-	-	-
Curb and Gutter *(C+G)*	2 Sides	2.5'	2.5'	2.5'	2.5'	2.5'
Paved Shoulder	No	-	-	-	-	-
Planting	2 Sides	5'	6'	6'	8'	5'
On-Street Parking	No	-	-	-	-	-
Sidepath	No	-	-	-	-	-
Sidewalk	2 Sides	5'	5'	6'	8'	5'
Bicycle Facility	Sharrow / Wide Outside Lane*		Included in Travel Lanes			

Note 1: Right-of-Way (ROW) dimension accounts for an extra 2 feet of space on back side of cross-section elements on both sides to account for variables in design and construction (extra 4 feet total added to ROW). ROW is also rounded up to the nearest whole number.
Note 2: Design elements and dimensions for Somewhat Suburban and Somewhat Urban land use characters should be considered with the respective Suburban and Urban categories.
**Reference recommendations table in Appendix J for cross-section elements to be included for a given project.*

REVISIONS
A 01/2025 TOHS COMMENTS
B 05/2025 TOHS COMMENTS
C 09/19/2025 TOHS COMMENTS
D 11/2025 TOHS COMMENTS
E 12/5/2025 TOHS COMMENTS
F 04/10/2026 TOHS COMMENTS
DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG. SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
STREET SECTIONS

205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-6949
F (919) 552-2043
NC LIC. NO. P-0793

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

ISSUED FOR REVIEW

C-2.4

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-2.4 STREET SECTIONS.DWG
PLOTTED: 4/10/2026 1:49 PM

GENERAL NOTES:

1. ALL PUBLIC UTILITY EXTENSIONS SHALL BE PER THE TOWN OF HOLLY SPRINGS STANDARDS & SPECIFICATIONS.
2. PUBLIC UTILITY ROUTES AS SHOWN ON THIS PLAN SHALL BE CONSIDERED PRELIMINARY IN NATURE. FINAL LOCATIONS WILL BE DETERMINED AT CONSTRUCTION DRAWINGS.
3. WATER & SEWER ALLOCATIONS MUST BE APPROVED BY THE TOWN BOARD PRIOR TO ANY CONNECTIONS TO EXISTING TOWN OF HOLLY SPRINGS UTILITIES.
4. OFF-SITE EASEMENTS REQUIRED FOR UTILITY CONNECTIONS MUST BE OBTAINED PRIOR TO START OF CONSTRUCTION.

LEGEND

- FIRE HYDRANT
- TEMPORARY BLOW OFF ASSEMBLY
- PROPOSED WATER MAIN
- PROPOSED SEWER MANHOLE
- PROPOSED SEWER MAIN
- FORCE MAIN BY OTHERS
- GRAVITY SEWER BY OTHERS

EXISTING HONEYCUTT FARMS PUMP STATION
EXISTING 20' PUBLIC UTILITY EASEMENT
CONNECT TO EXISTING 12" WATER MAIN
1" EIP - CONTROL CORNER #2
NSRS 2011 / NAD 83 / SPC
N: 677,955.13'
E: 2,045,383.37'
(POB)
1" EIP - CONTROL CORNER
NSRS 2011 / NAD 83 / SPC
N: 677,955.13'
E: 2,045,383.37'
N/F
EVANS, EDWARD D & LAURA T
PIN: 0647384503
REID: 0282591
DB 8872 PG 1471 ECM
BM 2020 PG 160a
3/4" EIR
(0.68' NORTH OF PROPERTY LINE)
N/F
M/I HOMES OF RALEIGH LLC
PIN: 0647490086
REID: 0475647
DB 17240 PG 2003
BM 2022 PG 1835
N/F
M/I HOMES OF RALEIGH LLC
PIN: 0647455071
REID: 0475713
DB 17240 PG 2003
BM 2020 PG 724
N/F
M/I HOMES OF RALEIGH LLC
PIN: 0647587096
REID: 0493452
DB 17240 PG 2003
BM 2022 PG 358
SSMH#S886
30' PUBLIC UTILITY EASEMENT
5' TYPE "A" LANDSCAPE BUFFER
30' PUBLIC UTILITY EASEMENT
8" GRAVITY SEWER BY OTHERS
100 YEAR FLOOD WAY
100 YEAR FLOOD PLAIN
STORMWATER MANAGEMENT AREA #1
FORCE MAIN BY OTHERS
20' PUBLIC UTILITY EASEMENT
FIRE HYDRANT ASSEMBLY
PROPOSED 12" WATER MAIN
STORMWATER MANAGEMENT AREA #2
EXISTING POND TO BE DRAINED
EXISTING POND TO REMAIN
5' TYPE "A" LANDSCAPE BUFFER
BLOW OFF VALVE ASSEMBLY
EXISTING ROUSE ROAD
EXISTING RIGHT OF WAY = 80'
FUTURE RIGHT OF WAY = 72'
PROJECT AREA = 32.70 ACRES
6.0' RIGHT OF WAY DEDICATION
EXISTING POWELL RIDGE ROAD
PROPOSED 8" WATER MAIN
SSMH#12
SSMH#13
SSMH#14
SSMH#3
SSMH#2
SSMH#4
SSMH#5
SSMH#6
SSMH#7
SSMH#8
SSMH#9
SSMH#10
SSMH#15
SSMH#16
SSMH#17
SSMH#18
SSMH#19
SSMH#20
SSMH#21
SSMH#22
SSMH#23
SSMH#24
PROP. 8" & 12" WATER MAIN
OWNER: POWELL, LUDIE LARUE & POWELL, PHILIP KESSLER
(DB 13921 PG 2414)
PIN: 0647474527
REID: 0056718
DEED: DB 13921 PG 2414
ZONED: RR
CURRENT LAND USE: AGRICULTURE
N/F
HOLLAND, JACKIE O & JANE H
PIN: 0647576111
REID: 0032104
DB 8030 PG 244
BM 1998 PG 662
N/F
POWELL-TEMPLE, LISA L
PIN: 0647377727
REID: 0219675
DB 13921 PG 2417
BM 1995 PG 1579
1/2" EIP - CONTROL CORNER #1
NSRS 2011 / NAD 83 / SPC
N: 677,540.55'
E 2,043,685.63'
N/F
PRINCE, MICHAEL
PRINCE, JESSICA
PIN: 0647468661
REID: 0092393
DB 15282 PG 689
N/F
POWELL, LARUE
MATTHEWS
POWELL, LISA
PIN: 0647465722
REID: 0080611
DB 16213 PG 191
BM 1994 PG 1799

Curry ENGINEERING
205 S. Fuquay Avenue
Fuquay-Varina, NC 27526
T (919) 552-0649
F (919) 552-2043
NC LIC NO: P-0793

REVISIONS	DATE
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F	04/10/2026

DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 x 36

7051 ROUSE ROAD MASTER PLAN
OVERALL UTILITY PLAN

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

SCALE: 1 IN = 80 FT
80' 40' 0 80' 160'
SCALE IN FEET HORIZONTAL

ISSUED FOR REVIEW

C-3.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-3.0 OVERALL UTILITY PLAN.DWG
PLOTTED: 4/10/2026 1:49 PM

EXISTING HONEYCUTT FARMS PUMP STATION

EXISTING 20' PUBLIC UTILITY EASEMENT

5' TYPE "A" LANDSCAPE BUFFER

8" GRAVITY SEWER BY OTHERS

20' PUBLIC UTILITY EASEMENT

STORMWATER MANAGEMENT AREA #1

100 YEAR FLOOD WAY

100 YEAR FLOOD PLAIN

FORCE MAIN BY OTHERS

20' PRIVATE DRAINAGE EASEMENT

20' PUBLIC UTILITY EASEMENT

5' TYPE "A" LANDSCAPE BUFFER

STORM SEWER TO SCM#1

5' TYPE "A" LANDSCAPE BUFFER

STORM SEWER TO SCM#2

STORMWATER MANAGEMENT AREA #2

EXISTING POND TO BE DRAINED

STREAM CROSS PIPE

5' TYPE "A" LANDSCAPE BUFFER

EXISTING POND TO REMAIN

5' TYPE "A" LANDSCAPE BUFFER

EXISTING ROUSE ROAD
EXISTING RIGHT OF WAY = 60'
FUTURE RIGHT OF WAY = 72'

5' TYPE "A" LANDSCAPE BUFFER

PROJECT AREA = 32.70 ACRES

8.5' RIGHT OF WAY DEDICATION

GENERAL NOTES:

1. ALL PUBLIC UTILITY EXTENSIONS SHALL BE PER THE TOWN OF HOLLY SPRINGS STANDARDS & SPECIFICATIONS.
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3. WATER & SEWER ALLOCATIONS MUST BE APPROVED BY THE TOWN BOARD PRIOR TO ANY CONNECTIONS TO EXISTING TOWN OF HOLLY SPRINGS UTILITIES.
4. OFF-SITE EASEMENTS REQUIRED FOR UTILITY CONNECTIONS MUST BE OBTAINED PRIOR TO START OF CONSTRUCTION.

LEGEND

- STORM STRUCTURES - SCM#1
- STORM SEWER - SCM#1
- STORM STRUCTURES - SCM#2
- STORM SEWER - SCM#1
- STORM SEWER - CROSS PIPE

REVISIONS		
A	01/2025	TOHS COMMENTS
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DATE: JANUARY 2, 2025
FILE NO: 2023-057
HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
OVERALL DRAINAGE PLAN

205 S. Fayetteville Avenue
Fuquay-Varina, NC 27526
T (919) 552-5049
F (919) 552-2043
NC LIC. NO. P-0789

SCALE: 1 IN = 80 FT
80' 40' 0 80' 160'
SCALE IN FEET
HORIZONTAL

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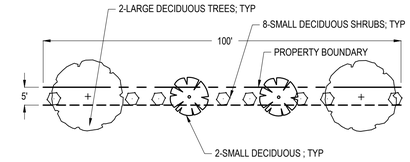
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CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

C-4.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 NB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\C-4.0 OVERALL DRAINAGE PLAN.DWG
PLOTTED: 4/10/2026 1:51 PM

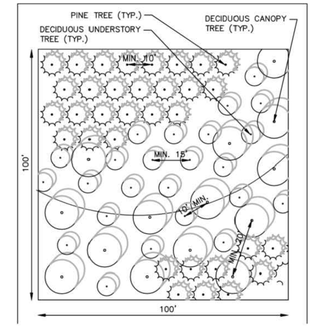




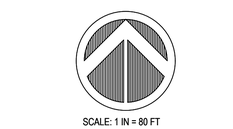
5' TYPE 'A' ENHANCED OPEN BUFFER - TYPICAL 100' SECTION

REQUIREMENTS:
4 DECIDUOUS TREES PER 100 LF (2 LARGE & 2 SMALL)
8 SMALL SHRUBS PER 100 LF

NOTES:
TREES TO HAVE A MAXIMUM SPACING OF 25 FEET AT INSTALLATION
SHRUBS TO HAVE A MAXIMUM SPACING OF 10 FEET AT INSTALLATION
LARGE TREES TO BE A MINIMUM OF 10 FEET TALL AT TIME OF INSTALLATION
SMALL TREES TO BE A MINIMUM OF 8 FEET TALL AT TIME OF INSTALLATION
SMALL SHRUBS TO BE A MINIMUM OF 24 INCHES TALL AT TIME OF INSTALLATION



REFORESTATION DETAIL - TYPICAL 100' x 100' SECTION



ISSUED FOR REVIEW

REVISIONS		
A	01/13/2025	TOHS COMMENTS
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HORZ. SCALE: AS SHOWN
ORIG SHEET SIZE: 24 X 36

7051 ROUSE ROAD MASTER PLAN
LANDSCAPE & BUFFER PLAN

SUBMITTAL
REZONING & MASTER PLAN
CONDITIONAL DISTRICT
TOHS PROJECT # 25-REZ-02

SEAL

Curry ENGINEERING
205 S. Fayetteville Avenue
Fuquay-Varina, NC 27526
t (919) 552-0549
f (919) 552-2043
NC LIC. NO. P-0793

L-1.0

Z:\PROJECTS FOLDER-ZEBULON\2023\2023-057 KB HOMES ROUSE ROAD - HOLLY SPRINGS\PLANS\MASTER PLANS\SHEET FILES\L-1.0 PERIMETER BUFFER PLAN.DWG
PLOTTED: 4/10/2026 1:52 PM

PREPARED BY AND AFTER RECORDING RETURN TO:

JASON BARRON
MORNINGSTAR LAW GROUP
434 FAYETTEVILLE STREET, SUITE 2200
RALEIGH, NC 27601

STATE OF NORTH CAROLINA

COUNTY OF WAKE

DEVELOPMENT AGREEMENT REGARDING INFRASTRUCTURE CONSTRUCTION AND FEE REIMBURSEMENT
(N.C. GEN. STAT. § 160D-1001 *et seq.*)

BY AND BETWEEN

THE TOWN OF HOLLY SPRINGS

And

KB HOME NORTH CARONIA INC.

THIS AGREEMENT (the "Agreement"), made and entered into, by and between the **TOWN OF HOLLY SPRINGS**, a North Carolina municipal corporation, hereafter referred to as the "Town" and **KB HOME NORTH CAROLINA INC.**, a Delaware corporation, hereafter referred to as the "Developer." The Town and Developer are collectively referred to herein as the "Parties."

RECITALS

WHEREAS, Developer, or its affiliate, is the contract purchaser of those certain tracts of land located in Wake County, North Carolina, containing an approximate total acreage of approximately 32.23 acres and identified as Wake County PIN 0647477441 and a portion of Wake County PIN 0647465722 (the "Property" or the "Site") owned by Ludie Larue Powell and Philip Kessler Powell (the "Landowners") and as more specifically described on **Exhibit A** attached hereto and incorporated herein, which Developer, or its affiliate, intends to develop; and,

WHEREAS, Developer has applied to the Town Council to rezone the Property to Neighborhood Residential Conditional Use (the "Rezoning") to facilitate the Property's uses to be consistent with the Town's comprehensive plan (the "Comprehensive Plan") by permitting the development of a mixture of residential uses thereon; and,

WHEREAS, the Developer desires careful integration between public and private capital facilities planning, financing and construction, and further desires sufficient assurances that development standards, ordinances, policies and procedures remain stable throughout the extended period of development; and,

WHEREAS, the Town has enacted a subdivision control ordinance and a comprehensive zoning ordinance which are codified in a Unified Development Ordinance ("UDO"), pursuant to N.C.G.S. §160D-801 which provides for the orderly control of growth and development in the Town in general and on the Site; and,

WHEREAS, the Town requires, pursuant to N.C.G.S. §160D and UDO the dedication and construction of streets and rights of way and other infrastructure and for the distribution of population and traffic in such a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare; and,

WHEREAS, the Town has enacted a Water Resource Management Policy (see. https://www.hollyspringsnc.gov/DocumentCenter/View/44266/3_00_WaterResourceManagementPolicy_Sup20) (the "WRMP") to ensure the adequate water and sewer supply for the Town generally and the Property specifically, and Developer consents to abide by this policy; and,

WHEREAS, the Town is authorized to enter into this Agreement pursuant to N.C.G.S. §160A-20, §160D-1001(b), and §160D-1003, and may contract with Developer to carry out the public purposes set forth herein pursuant to N.C.G.S. §160D-1001(a) and the Town Council of Holly Springs has determined that it is in the best interests of its citizens to do so; and,

WHEREAS, the Town requires certain fees to be paid upon development of land and for the granting of a building permit and other permits and approvals, said fees being listed in the Town's annual budget and Developer, in consideration of the foregoing benefits enjoyed by this Agreement hereby agrees that it (i) is familiar with these fees as currently listed on the Town's website pursuant to its annual adopted budget ordinance, (ii) does not dispute the reasonableness of these fees as currently listed; and (iii) except as provided for herein , hereby agrees to timely pay all normal and customary fees to the extent applicable to Developer in connection with its development of the Site at such time as the applicable fee becomes due to the Town in the ordinary course of development unless otherwise provided for herein; and,

WHEREAS, pursuant to N.C.G.S. §160D-1005, on _____ the Town Council conducted a public hearing on this Agreement, closed the public hearing, approved this Agreement, and authorized the Town's execution of the same.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein the Town and Developer agree as follows:

ARTICLE I

1. **Definitions**: The terms below shall have the following meanings as used herein:

   a. Actual Costs: The amount of true costs actually incurred for construction of a certain project described herein upon final completion and approval by the Town, inclusive of the cost of acquiring easements or rights of way from those not party to this agreement, but exclusive of any administrative costs (i.e., profit and overhead) of Developer for the administration of a separate construction contract, or any project construction contingency. Any such costs which herein after are agreed to be reimbursed or otherwise paid by the Town shall be audited by the Town under generally accepted accounting principles for governments for a period of three (3) years after the last act under this Agreement. Developer's right of reimbursement for Actual Costs pursuant to the terms of this Agreement is contingent upon Developer first receiving from the Town advance written consent to the expected cost of an applicable transaction before the cost is incurred, provided, that such consent shall not be unreasonably withheld or delayed by the Town.

   b. Concept Plans: Concept Plan as used in this Agreement refers to the Concept Plan for the Development previously submitted by Developer to the Town, if any.

   c. Development: Generally defined as the planning for or carrying out of a building activity, the making of a material change in the use or appearance of any structure or property, or the dividing of land into two or more parcels. "Development," as designated in a law or development permit, includes the planning for and all other activity customarily associated with it unless otherwise specified. When appropriate to the context, "Development" refers to the planning for or the act of developing or to the result of development. Specifically, in this Agreement, the term "Development" refers to the construction by Developer of all building activities associated with the Concept Plans and Development Permits occurring on the Site during the Term of this Agreement.

   d. Development Permit: A building permit, zoning permit, utility permit, subdivision approval, special use permit, variance, or any other official action of the Town having the effect of permitting the Development of property.

   e. Land Development Regulations: Ordinances and regulations enacted by the Town for the regulation of any aspect of development and includes zoning, subdivision, or any other land development ordinances, including but not limited the Town of Holly Springs Unified Development Ordinance ("UDO").

   f. Laws: All ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the Town affecting the development of property, and includes laws governing permitted uses of the property, density, design, and improvements.

   g. NCDOT: the North Carolina Department of Transportation.

h. Offsite Infrastructure: The Waterline Improvements (as herein defined), the Road Improvements (as herein defined), and other Town-owned equipment or facilities not located on the Site.

i. Person: An individual, corporation, business or land trust, estate, trust, partnership, association, two or more persons having a joint or common interest, State agency, or any legal entity.

j. Property: The parcel of land described in Exhibit A that is the subject of this Agreement. Also referred to as the "Site." Any subsequent annexation of parcels by Developer other than descried herein would constitute a major modification of this Agreement and require an additional public hearing.

k. Public Infrastructure or Public Infrastructure Improvements: The Offsite Improvements, sidewalk improvements, or any other improvements which are now or shall be in the future publicly dedicated to the Town of Holly Springs or another governmental entity, as described herein.

l. Public Benefit: The construction and dedication of Public Infrastructure and utility infrastructure by Developer, the retention and addition of local jobs, an increase in commercial/life science uses, and the additional revenue to the Town generated by the increase in ad valorem tax value of the Site.

m. Project: Developer plans to develop the Site in the manner described in Concept Plans and Rezoning, and as approved by the Town of Holly Springs through its normal development process.

ARTICLE II
DESCRIPTION OF DEVELOPMENT AGREEMENT

1. SCOPE: The legal description of the Property subject to this Agreement and the names of its legal and equitable property owners are contained in **Exhibit A**. The obligations and rights contained in this Agreement apply only to the Development of the Site.

2. TERM: The duration of the Agreement is **seven** (7) years. The Parties are not precluded from entering into subsequent development agreements that may extend the original duration period. All terms of this Agreement shall become enforceable upon the later of: (1) the signing of this Agreement by Developer either prior to or within 15 days of ratification of this Agreement by the Town Council; (2) annexation of the Site into the Town limits, if not already annexed, (3) the approval of the Rezoning and this Agreement by the Town Council, and (4) Developer taking legal title to the Site as evidenced by deed recorded in the Wake County Registry (the "Conditions Precedent"). Any obligation to reimburse funds contained herein, if any, not demanded within **seven** years of the execution of the foregoing shall be void and given no effect.

3. REZONING: While the Project's proposed rezoning to Neighborhood Residential Conditional Use is consistent with the Town's long-range planning documents, the current infrastructure is inadequate and therefore the Town would not ordinarily grant zoning approval, permits, such approvals as the Master Plan, Concept Plan, Development plan, grading plans, and other governmental approvals until such time

as certain Infrastructure Projects are adequate to accommodate the residents or invitees of the Project. Developer wishes to accelerate the Town's approval through the covenants herein.

Following approval of the Rezoning, the Development Plan may be submitted to the Town for review and approval consistent with the terms of this Development Agreement and the requirements of Rezoning and Unified Development Ordinance, which Developer understands requires Town Council approval for this Site.

4. PHASING: It is anticipated that the Project may be constructed in multiple phases as determined at the time of the development plan. Phasing of the Project and associated development levels may be administratively approved by Town staff as development plans are submitted and traffic studies updated.

5. DEVELOPER OBLIGATIONS:

a. *Extension of Waterline*. Upon approval of the Rezoning:

i. Developer shall, at its sole cost and expense, design and construct the infrastructure, facilities and improvements necessary to extend approximately 838' of offsite public waterline improvements from the Property along Rouse Road in the location as generally depicted on **Exhibit B** attached hereto and incorporated herein (the "Waterline Improvements").

ii. Developer shall use commercially reasonable means to obtain all necessary easements for the Waterline Improvements. If Developer is unable, after commercially reasonable efforts, to acquire necessary easements for the construction of the Waterline Improvements, Developer shall provide the Town with written notice thereof along with a copy of all offers and counteroffers made to impacted property owners. Thereafter, the Town shall institute condemnation proceedings to acquire the easements for the Waterline Improvements and shall acquire and furnish to Developer all necessary easements. All costs of any condemnation proceedings, including title work, filing fees, deposits or settlements, and attorneys' fees shall be paid by Developer.

b. *Rouse Road Offsite Frontage Widening*.

i. Developer shall, at its sole cost and expense, design and construct approximately 874' linear feet of offsite road improvements along the frontage of Rouse Road to one-half of the ultimate section of Rouse Road , as well as the construction of a left-turn lane and a right-turn lane into the site (the "Road Improvements"),all as depicted on **Exhibit C** attached hereto and incorporated herein.

ii. Developer shall use commercially reasonable means to obtain all necessary easements and rights-of-way for the Road Improvements. If Developer is unable after commercially reasonable efforts to acquire necessary easements and rights-of-way, Developer shall provide the Town with written notice thereof along with a copy of all offers and counteroffers made to impacted property owners. Thereafter, the Town may institute condemnation proceedings to acquire the rights of way and/or easements for the Road Improvements and shall acquire and furnish all necessary easements. All costs of any condemnation proceedings, including title work, filing fees, deposits or settlements, and

attorneys' fees shall be paid by Developer. In the event the Town elects not to exercise its power of condemnation to obtain the necessary easements or rights-of-way, then Developer shall be relieved of the requirement to construct the Road Improvements.

c. *Safety Improvements to Rouse Road*

i. Request for Speed Limit Reduction. Developer shall, at its sole cost and expense, prepare and submit to NCDOT a speed study and request that NCDOT approve a speed limit reduction on Rouse Road to 35 miles per hour.

d. *Piney Grove Wilbon Improvements*

In addition to the required improvements to Piney Grove Wilbon described in the Site Specific Traffic Assessment completed by Exult Engineering in September of 2024, developer shall pay to the Town One Hundred Thousand Dollars ($100,00.00) as a fee-in-lieu for the future installation of a traffic signal at the intersection of Piney Grove Wilbon and Rouse Road.

6. TOWN OBLIGATIONS:

a. *Water and Sewer Allocation*. Developer is advised to read and understand the WRMP. Developer hereby acknowledges the Development to be a Priority Level 2 development (as the same is defined in the WRMP) and has committed to the following water and sewer allocation elements in the Project to satisfy the criteria of Section 3.5.2 of the WRMP:

i. *Public Infrastructure Improvements.*
   1. Vegetated wetlands in lieu of wet ponds as per the Design and Development Manual
   2. *Include Stormwater Controls within Parking Lot Islands.* No parking lot islands

ii. Sustainable Design
   1. Earn LEED Certification as per the Design and Development Manual

The parties further acknowledge that the allocation assignment for the Project is Mixed Residential Neighborhood and that the allocation requested and provided for herein is as follows:

- 55 single family detached units and 42 townhouse units for a total of 24,735 gpd

7. DEVELOPMENT PERMITTED USES: The Site may be used consistent with the uses and subject to the restrictions and other development obligations of the Rezoning.

8. ANNEXATION: In the event that the Site is not currently annexed, it shall be annexed at the discretion of the town council, through the approval of a petition for voluntary annexation prior to the commencement of any construction or recordation of a plat. Nothing contained herein shall bind the Town Council on the legislative decision of annexation. The Town shall schedule the Annexation Petition for public hearing and approval within 45 days of the execution of this Agreement.

9. REQUIRED PERMITS: Developer shall secure all special use permits, construction drawing approval, erosion and sedimentation control, grading approval, and building permits as necessary under the land development regulations in existence of the time of such permit application for the Sewer Improvements, the Road Improvements and the Greenway Improvements (the "Permits"). The Town shall aid Developer in securing all encroachment permits as required by the NCDOT, the North Carolina Department of Environmental Quality, or other state or federal agencies, as required for roads, sewer, and water. The failure of this Agreement to address a particular permit, condition, term, or restriction does not relieve Developer of the necessity of complying with the law governing their permitting requirements, conditions, terms, or restrictions or the Town's obligation to provide aid.

10. PARKS AND RECREATION LAND DEDICATION: The Parties acknowledge that the Town's UDO requires Developer of a residential tract to dedicate parks and recreation land or amenity for the use of the Project, where such park amenity is open for use for the public at large. In lieu of such land dedication, the Town Council may determine that a fee may be paid by Developer in satisfaction of this requirement, so long as that fee is used by the Town for the acquisition or development of parks and recreation spaces to serve members of the Project. The dedication of any land for an amenity area, along with all costs for its improvements, including enhancing the visual connection from the Greenway Improvements, will be credited at fair market value for such land by the Town as a setoff against any parks and recreation fees (the "PRFs") charged by the Town.

11. TERMS REQUIRED FOR PUBLIC SAFETY: Developer shall provide sufficient egress and ingress to the Site through the Site or other public rights of way to satisfy the requirements of the Town's Fire Chief and Police Chief, as indicated by their approval in the development review process.

12. HISTORIC STRUCTURES: There are no known historic structures on the Site.

13. DEVELOPMENT SCHEDULE:

a. Development of the Project and any Offsite Infrastructure shall commence prior to the expiration of any Permits for the same.

b. In consideration of the covenants contained herein, Developer shall be allowed to submit construction drawings for review to the Town staff prior to Town Council approval of a development plan for the Site. Developer understands that doing so is entirely at the risk of Developer for any subsequent changes to such plans and drawings that may be made necessary as a result of Town council approval of a development plan.

ARTICLE III
DEVELOPER'S OTHER DUTIES

1. For any Offsite Infrastructure constructed by Developer, Developer shall design, permit, and construct the infrastructure in the location approved by the Town and as shown on plans (to be submitted), according to engineering best practices, applicable requirements of the Town, and applicable requirements of the North Carolina Department of Environmental Quality ("NCDEQ") and applicable requirements of any other regulatory agency. For any land owned or controlled by Developer, Developer shall secure and dedicate to the Town all necessary easements for the construction and perpetual maintenance of the infrastructure referenced. For any land not owned by or controlled by Developer, the

Town shall convey such land owned by the Town to Developer or secure all necessary easements on land owned by third parties for the construction and perpetual maintenance of the infrastructure referenced in a timely manner so as not to delay the completion of Developer's Duties set out in this Article III.

2. Developer shall construct in a workmanlike manner the Public Infrastructure located on the Site according to the design specifications and criteria of the Town which are existing at the time of this Agreement, as well as full compliance with any applicable NCDEQ requirements. Said infrastructure, together with any and all appurtenances, easements, and equipment associated with the Project required for public dedication shall be dedicated to the Town in a manner consistent with the development plan and in a manner in accordance with the Town's standards.

3. Developer shall construct the Public Infrastructure according to the plans, the terms of this Agreement, and specifications submitted in a manner consistent with the standards of the Town which are in effect at the time of this Agreement.

4. Developer (or its successors and/or assigns) shall pay all development fees as approved in the annual budget as of the date of this Agreement for the development at the time they would otherwise ordinarily be due (or as otherwise amended pursuant to this Agreement) and in an amount that is determined by the fee schedule approved in the annual budget which is in effect at the time of this Agreement. Developer shall not have to pay any development fees approved as part of a budget subsequent to the date of this Agreement. Notwithstanding, in the event said fees are waived via an Economic Development Agreement this provision shall not apply. Developer shall not be required to make a payment-in-lieu of street construction costs or pay a fee in lieu of greenway construction costs.

ARTICLE IV
GENERAL TERMS

1. All of Developer's obligations under this Agreement, including but not limited to the obligations under Articles II and III of this Agreement, are contingent upon the Town's approval of the Rezoning, any Annexation petition, and all required Site Plans and any Permits.

2. All reimbursements, if any, for this Project shall be provided on the basis of final documented Actual Costs, as approved by the Director Development Services, in accordance with this agreement. Any opinions of Project cost included in this agreement are based upon preliminary designs and are approximate.

3. Developer shall be responsible for the complete design and construction of each project, including all surveying, design, permitting, plat preparation and recordation, testing, engineering, bidding, construction, inspection, acceptance, easement maps and documents, construction management, construction administration, and all other necessary functions to ensure complete-in-place, fully functional projects built and operational in accordance with Town and State standards and approved plans for the project. The costs of all of these items shall be borne by Developer and shall not be subject to reimbursement or participation by the Town, except as specifically described herein.

4. Developer agrees to protect, defend, indemnify and hold the Town of Holly Springs and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or

causes of actions of every kind and character arising directly out of the entry onto and performance of work completed by Developer within easements owned by the Town.

5. The Town agrees to protect, defend, indemnify and hold Developer and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character made by third parties in connection with or arising from the injury to (including death of) persons or physical damage to property arising out of the performance of Town's obligations under this Agreement by the Town, its agents, employees and contractors (collectively, "Claims"), except to the extent any such Claims arise out of the gross negligence or willful misconduct of Developer, or its agents, employees or contractors. The Town further agrees to investigate, handle, provide defense for and respond to, any such Claims at its sole expense and agrees to bear all other costs and expenses related to such Claims, even if such Claims are groundless, false, or fraudulent but only to the extent the same are not expressly excluded as set forth herein.

6. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on infrastructure.

7. It shall be the responsibility of Developer to ensure that all regulatory approvals for the Project are in place before beginning construction.

8. The Town Manager is authorized to make decisions in regard to approvals, including changes to this Agreement in order to complete the scope of work required, within his authority granted by the Town Council, except as otherwise stated herein or required by Town ordinance.

9. The Town shall secure all necessary easements for the infrastructure projects that are the subject of this Agreement.

10. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on Offsite Infrastructure. This Agreement shall not modify the warranty and acceptance procedures established by the Town through the Engineering Standards in place at the time of this agreement. It shall be the responsibility of Developer to ensure that all regulatory approvals for each project are in place before beginning construction.

11. All notices, reports, and other communications given pursuant to this Agreement shall be in writing and shall either be mailed by first class mail, postage prepaid, certified or registered with return receipt requested, or delivered in person to the intended addressee. Notice sent by certified or registered mail shall be effective upon the date of delivery indicated on the return receipt. Notice given in any other manner shall be effective upon actual receipt by the addressee.

12. This Agreement does not provide for the application of subsequently enacted Laws, ordinances, development policies, practices, procedures or standards. The Laws, ordinances, development policies, practices, procedures and standards applicable to the development of the Project are those in force at the time of the execution of this Agreement, in the manner prescribed by Holly Springs Ordinance 14-164.

13. Developer is a sophisticated business entity. It hereby, for itself, its successors and/or assigns, expressly hereby agrees to waive its right to participate in any class action against the Town with respect

to any term or condition of this Agreement or any requirement, obligation, right, or duty created herein. Each party has had the opportunity to have this Agreement reviewed by counsel of its choosing and is entering into this agreement freely and aware of any of the rights, obligations, and duties each may enjoy.

14. Notices under this agreement shall be to the following:

FOR THE TOWN:

Randy J. Harrington
Town Manager
PO Box 8
Holly Springs, NC 27540
Reference:

FOR DEVELOPER:

KB HOME RALEIGH-DURHAM INC.

With copy to:
MORNINGSTAR LAW GROUP
Attn: Jason Barron
434 Fayetteville Street, Suite 2200
Raleigh, NC 27601

15. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. The Parties consent to the jurisdiction of Superior Court Division of the General Court of Justice located in Wake County, North Carolina in the event a dispute arises between them regarding the terms of this Agreement.

16. If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall continue in full force and effect.

17. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors and assigns.

18. This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing.

19. Exhibit List: The following exhibits are hereby incorporated by reference:

EXHIBIT A: Property Description
EXHIBIT B: Waterline Improvements
EXHIBIT C: Road Improvements

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF HOLLY SPRINGS

(*Town Seal*) BY:_____
Randy J. Harrington, Town Manager

ATTEST:

_____
Linda McKinney, Town Clerk
Kathy White, Deputy Town Clerk

This document is sufficient as to form.

_____
John P. Schifano, Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

_____
Tina Stroupe, Finance Director

NORTH CAROLINA
WAKE COUNTY

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Holly Springs, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the __ day of _____

_____
Notary Public

My Commission Expires:_____

DEVELOPER

KB HOME NORTH CAROLINA INC.,
a Delaware corporation

By: _____
Name:
Title:

STATE OF _____
_____COUNTY

I certify that the following person personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____.

Date: _____ _____
_____, Notary Public

[Affix Notary Stamp or Seal] My Commission Expires: _____

Consented to by:

LANDOWNER

_____
LUDIE LARUE POWELL

_____
PHILIP KESSLER POWELL

STATE OF _____
_____COUNTY

I certify that the following persons personally appeared before me this day and acknowledged to me that they voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Ludie Larue Powell and Philip Kessler Powell.

Date: _____ _____
_____, Notary Public

[Affix Notary Stamp or Seal] My Commission Expires: _____

Exhibit A

Legal Description

Property Owners: Ludie Larue Powell; Philip Kessler Powell
Wake County PINs: 32.23 Acre Portion of 0647474527 and 0647465722

LEGAL DESCRIPTION PINS: POWELL NEW LOT 2 PLUS ACCESS EASEMENT

BEGINNING AT A 1" IRON PIPE AT THE NORTHEAST PROPERTY CORNER OF "NEW LOT 2" AS SHOWN IN BOOK OF MAPS 2025 PAGES 1770-1772, SAID IRON PIPE BEING A CONTROL CORNER WITH NORTH CAROLINA STATE PLANE COORDINATES N:677,955.13' E:2,045,383.37 (NSRS 2011 / NAD 83 / SPC) THENCE RUNNING THE FOLLOWING CALLS:
S04°33'44"E, 874.95 FEET TO A 1/2" IRON PIPE;
THENCE S80°16'52"W, 314.06 FEET TO A 1/2" IRON PIPE;
THENCE S02°18'57"W, 249.26 FEET TO A 1" IRON REBAR
THENCE S89°47'53"W, 25.53 FEET TO A 3/4" IRON PIPE;
THENCE N89°06'06"W, 363.20 FEET TO BENT 1" IRON PIPE;
THENCE N72°02'51"W, 343.00 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE RIGHT, WITH A RADIUS OF 237.50 FEET AND A 152.58 FEET CHORD WITH BEARING S09°07'26"W, AN ARC DISTANCE OF 155.33 FEET TO COMPUTED POINT;
THENCE S27°37'37"W, 41.18 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 25.00 FEET AND A 35.28 FEET CHORD WITH BEARING S17°14'50"E, AN ARC DISTANCE OF 39.16 FEET TO COMPUTED POINT;
THENCE S27°37'37"W, 4.05 FEET TO A COMPUTED POINT ON THE NORTHERN RIGHT OF WAY OF ROUSE ROAD;
THENCE, ALONG SAID RIGHT OF WAY, N62°06'19"W, 168.11 FEET TO A 3/4" IRON PIPE;
THENCE, LEAVING SAID RIGHT OF WAY, N24°53'37"E, 11.04 FEET TO A COMPUTED POINT;
THENCE S62°04'34"E, 53.66 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 20.00 FEET AND A 28.35 FEET CHORD WITH BEARING N72°45'39"E, AN ARC DISTANCE OF 31.51 FEET TO COMPUTED POINT;
THENCE N27°37'37"E, 38.85 FEET TO A COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 167.50 FEET AND A 144.11 FEET CHORD WITH BEARING N02°25'31"E, AN ARC DISTANCE OF 148.98 FEET TO COMPUTED POINT;
THENCE, ALONG A CURVE TO THE LEFT, WITH A RADIUS OF 167.50 FEET AND A 22.52 FEET CHORD WITH BEARING N26°54'35"W, AN ARC DISTANCE OF 22.54 FEET TO A 3/4" IRON PIPE SET;
THENCE N30°45'54"W, 127.63 FEET TO A 3/4" IRON PIPE SET;
THENCE N30°45'54"W, 92.33 FEET TO A 3/4" IRON PIPE SET;
THENCE N63°19'52"W, 121.43 FEET TO A 3/4" IRON PIPE SET;
THENCE S50°43'29"W, 112.41 FEET TO A 3/4" IRON PIPE SET;
THENCE N49°48'42"W, 167.76 FEET TO A 3/4" IRON PIPE SET;
THENCE N29°04'17"E, 130.46 FEET TO A 3/4" IRON PIPE SET;
THENCE N27°57'24"E, 250.28 FEET TO A 3/4" IRON PIPE SET;
THENCE N33°09'34"E, 102.83 FEET TO A 3/4" IRON PIPE SET;
THENCE N13°29'40"E, 331.32 FEET TO A 3/4" IRON PIPE SET;
THENCE S89°38'26"E, 434.99 FEET TO A 1/2" IRON PIPE ON THE WESTERN RIGHT OF WAY OF RESSLER STREET;
THENCE S89°44'20"E, 664.53 FEET TO A 1/2" REBAR;
THENCE S89°02'49"E, 77.67 FEET TO A 1" IRON PIPE, SAID IRON PIPE BEING THE POINT AND PLACE OF BEGINNING.

CONTAINING 1,420,640 SQUARE FEET, MORE OR LESS.

EXHIBIT B

Waterline Improvements

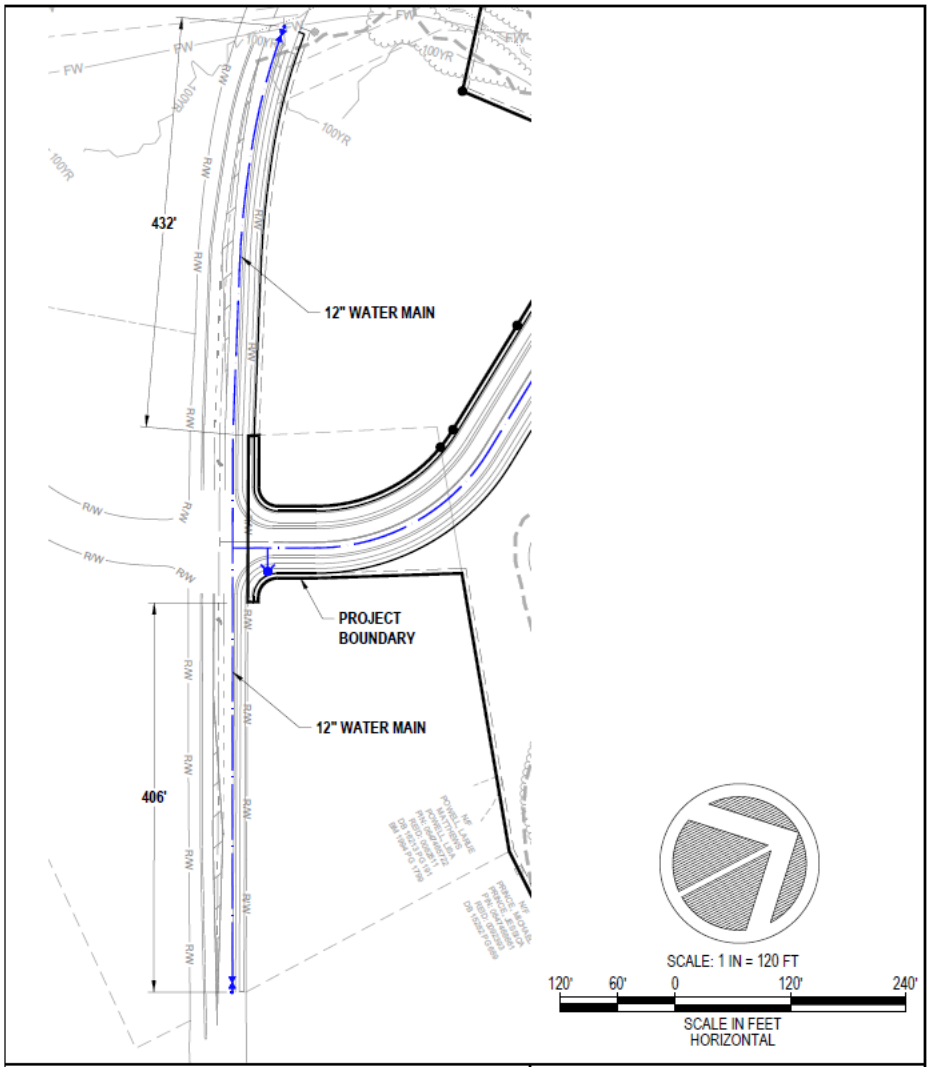
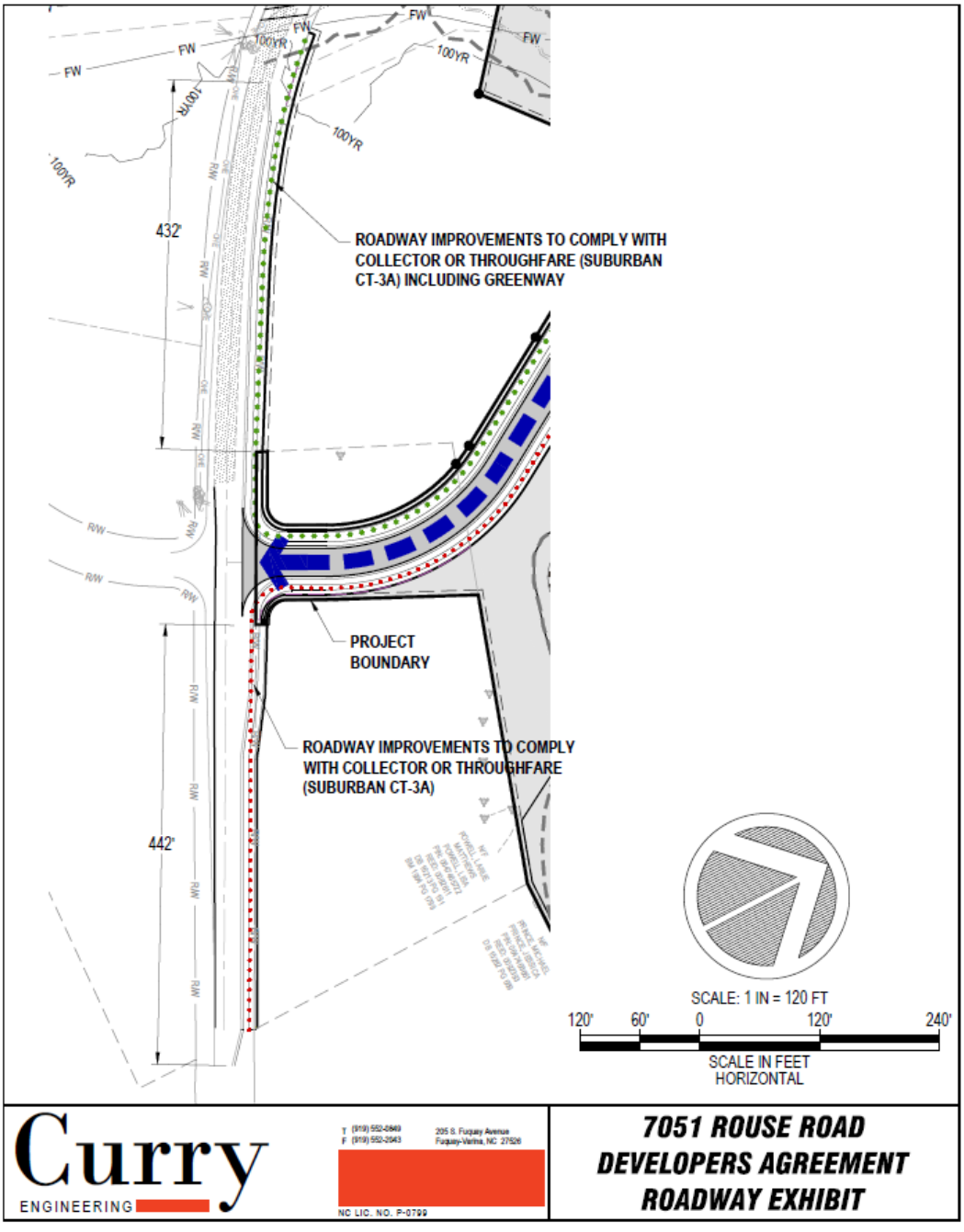


EXHIBIT C

Road Improvements



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 17.

New Business
Title: Committee and Board Appointments
Strategic Priority Area: Vibrant Community
Staff Resource: Linda McKinney, Town Clerk

Action(s):

1. Appoint three people to the Parks and Recreation Advisory Committee for three-year terms from July 1, 2026 to June 30, 2029.
2. Appoint two people to the Tree Advisory Committee for terms running from July 1, 2026 to February 29, 2028 and two people for terms running from July 1, 2026 to February 28, 2029.
3. Appoint one person as Junior Member of the Tree Advisory Committee for a one-year term ending June 30, 2027.

Explanation:

- The Parks and Recreation Advisory Committee (PRAC) has three full-term vacancies that need to be filled due to terms expiring June 30, 2029.
- The Tree Advisory Committee (TAC) has two openings for terms from July 1, 2026 to February 29, 2028, two openings for terms from July 1, 2026 to February 28, 2029, and one opening for a Junior Member for a term ending June 30, 2027.
    - These staggered terms are to bring the Tree Advisory Committee terms of office into line with the new terms specified in Ordinance 26-01, adopted on January 20, 2026.
- After advertising on the Town's website, through social media and other means, the Clerk's office received 16 applications for the PRAC, 4 applications for Tree Advisory Committee, and 2 applications for Junior Member of the Tree Advisory Committee.
- Town Council is asked to review the applications for the vacancies and, at the Council's discretion, appoint new members to the PRAC and TAC.

Background:

- The Parks and Recreation Advisory Committee (PRAC) was created to advise the Council and serve as a liaison between town officials and the citizens of Holly Springs and the surrounding area on issues relative to parks and recreation.
- The (PRAC) serves at the pleasure of the Town Council, and consists of nine members, appointed by Council to three-year terms.
- The Tree Advisory Committee (TAC) was created in November of 2018 to provide guidance and feedback to Council in maintaining the Tree City USA standards, Street Tree Replacement Program and other tree-related activities;

- The TAC consists of five members appointed by Council to three-year terms and one junior member serving a one-year term.

Funding Source(s):
N/A

Attachment(s):
1. Combined Applications - 2026 PRAC
2. PRAC_2026 map
3. Combined Applications - 2026 TAC
4. TAC_2026 map

1

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Rama Devi

Last Name *
Peddu

Email *
ramasubway@gmail.com

Address *

Street Address
209 Hensley Hill Place

Address Line 2
3

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
United States

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
4.5

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Wake County

Home/Cell Phone *
9292703416

Work Phone *
9292703416

Current Employer *
AmmaluIT

Job Title/Occupation *
HR

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Rama_Devi_Peddu_Parks_Recreation_Resume.pdf 4.17KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I am relatively new to Holly Springs and have been living here for the past four years. I consider myself a service-oriented individual and have volunteered and served in community centers in New York as well as back home. I am applying to respectfully request an opportunity to get started and continue the same journey of serving people and supporting the community in any capacity where I can be helpful.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Volunteered in Senior Centres, Volunteered in Hospitals, Volunteered in Libraries.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I value community spaces that bring families, children, and seniors together. I believe in Parks and Recreation board because parks and community programs play an important role in building connections among residents and creating an healthy surroundings. I would like to volunteer my time to support initiatives that encourage outdoor activity, youth engagement, and inclusive community events.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

2/11/2026

Time *

11:00:41 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

online

Rama Devi Peddu

Holly Springs, NC
Phone: 929-270-3416 | Email: ramasubway@gmail.com

Community Service Profile – Parks & Recreation

Community-focused resident with experience supporting public programs, organizing activities, and working collaboratively in healthcare and community environments. Passionate about creating welcoming, safe, and inclusive spaces that promote wellness, recreation, and community engagement. Committed to contributing thoughtful input to enhance parks, recreational programs, and community initiatives in Holly Springs.

Community & Volunteer Experience

Volunteer – Senior Centers, New York City, NY

- Assisted with daily programs and coordinated group recreational activities
- Supported event planning and community engagement initiatives
- Helped create inclusive and safe environments for participants

Volunteer – Local Libraries, New York City, NY

- Supported community programs and public events
- Assisted visitors and maintained organized, welcoming public spaces

Volunteer – Emergency Room & Oncology Department, Beth Israel Medical Center, Manhattan, NY

- Provided support in high-volume public service environments
- Demonstrated empathy, teamwork, and effective communication
- Assisted with coordination and organizational tasks

Professional Experience

Event Planner | 2022 – 2023

- Coordinated community-centered events and managed logistics
- Organized schedules, vendors, and on-site arrangements
- Ensured smooth execution of public-facing programs

Sales Manager & Inventory Coordinator, Subway Restaurant – Manhattan, NY | 2009 – 2019

- Managed operations, scheduling, and customer service
- Supervised teams and maintained positive community interactions

- Handled record-keeping and organizational responsibilities

Education

Bachelor of Science in Microbiology – Madras University, Chennai, India
Science Coursework – Hunter College, CUNY, New York, NY

Skills Relevant to Parks & Recreation Board

Community Engagement • Program Support • Event Coordination • Public Service • Organization & Record-Keeping • Communication • Collaboration • Time Management

Civic Interest

This resume is submitted for consideration for service on the Parks & Recreation Advisory Board. As a resident of Holly Springs for over four years, I am eager to contribute to initiatives that support parks development, recreational programming, youth and senior engagement, and overall community well-being.

2

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
William

Last Name *
Spivey

Email *
cole@bignctennis.com

Address *

Street Address
100 Silverbluff Street
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
United States

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
4 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
12 Oaks

Home/Cell Phone *
9198157374

Work Phone *
9198157374

Current Employer *
Big NC Tennis

Job Title/Occupation *
Owner

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I have played tennis in Wake County for 25 years and have over a decade of experience in developing tennis and Pickleball programming. I have organized, marketed, and run nearly 100 Tournaments/Events in both Tennis and Pickleball.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Big NC Tennis has put up windscreens at Action Park, we brought new court rollers to Holly Springs High School and regularly clean the courts of trash.

We provide over ten thousand dollars a year in scholarships / discounts for families in financial need.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

My responsibility in this committee is to advise on decisions that are in the best interest of Holly Springs residents, and in areas of my expertise to explain why and how decisions should be made for the town council to make the most educated decision.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- (●) Yes
- ( ) No

Please explain the potential conflict of interest. *

I am Minority Tennis Business owner based in Holly Springs with partnerships with a mutl- year long International Tennis Organizations relationship and two of the largest UTR Clubs in North Carolina. I believe that my business and experience

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ( ) Yes
- (●) No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

2/11/2026

Time *

2:50:09 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

A friend told me about them

3

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- ○ New applicant, never served on the Committee
- ◉ Current member, reapplying for a second term

First Name *
Melinda

Last Name *
Walker

Email *
melwalker8766@gmail.com

Address *

Street Address
209 Hartshorn Court
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
US

I reside within the *

- ◉ Corporate limits of Holly Springs
- ○ Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
5 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Ballentyne

Home/Cell Phone *
2146878766

Work Phone *
2146878766

Current Employer *
Robert Half

Job Title/Occupation *
Payroll and Benefits Manager

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I am passionate about continuing to serve on the Holly Springs Parks & Recreation Advisory Committee because I deeply believe in the value our parks bring to the community. During my time on the committee, I was actively involved in advocating for the Parks Bond, which was a critical step toward expanding and improving recreational opportunities for our residents. One of the most exciting outcomes of that effort is Eagles Landing Park, and I am eager to see this project completed and opened for everyone to enjoy. Parks are essential for fostering community connections, promoting wellness, and enhancing quality of life, and I want to continue contributing to these goals for our wonderful town.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

During my first term on the Holly Springs Parks & Recreation Advisory Committee, I have been actively involved beyond attending monthly meetings. I served as the liaison to the Tree Advisory Committee, helping to strengthen collaboration between the two groups and support initiatives that enhance our town's natural beauty. I also participated in volunteer community outreach functions, including staffing information booths at the Farmers Market, HollyFest, the Tree Trail event, and the Hunt Center Information Day to engage residents and share updates about parks and recreation projects.
Additionally, I had the pleasure of attending ribbon-cutting ceremonies for new parks and amenities, celebrating the progress and growth of our community. These experiences have deepened my commitment to ensuring our parks and recreational spaces continue to meet the needs of Holly Springs residents, and I look forward to contributing even more in a second term.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I believe the primary responsibilities of the Parks & Recreation Advisory Committee are to serve as a voice for the community, provide guidance on policies and priorities, and support the planning and development of parks and recreational programs that enhance quality of life in Holly Springs. The committee plays an important role in ensuring that projects align with the town's vision, meet the needs of residents, and promote accessibility, sustainability, and community engagement.
If appointed for a second term, I hope to help see the successful completion and opening of Eagles Landing Park, which was made possible through the Parks Bond I helped advocate for. I also want to continue strengthening community outreach, supporting initiatives that connect residents to our parks and programs, and contributing ideas that foster inclusivity and environmental stewardship. My goal is to help Holly Springs maintain its reputation as a vibrant, family-friendly town with exceptional recreational opportunities for all.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *

Melinda Walker

Date *
2/23/2026

Time *
2:11:20 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Current member

4

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Stacey

Last Name *
Burns

Email *
staceyburns167@gmail.com

Address *

Street Address
696 Skymont Drive
Address Line 2

City
HOLLY SPRINGS
State / Province / Region
NC
Postal / Zip Code
27540-9663
Country
United States

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
7 Years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Sunset Ridge North

Home/Cell Phone *
7605055225

Work Phone *
7605055225

Current Employer *
Wake County Public Schools

Job Title/Occupation *
Substitute Teacher

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

StaceyBurns_Resume2026.pdf 124.08KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

Parks and recreation are where community really comes to life. So many of the experiences that make Holly Springs feel like home happen in our parks, on our fields, and at community events. Through my volunteer work with youth programs, community organizations, and local events, I see firsthand how important these spaces and programs are to residents. They create connection, support wellness, and help people feel invested in the place they live. I would love the opportunity to contribute to the continued growth and success of Holly Springs' parks and recreation system and help ensure it remains welcoming, accessible, and responsive to the needs of our community.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

I have served in a variety of volunteer leadership roles focused on community engagement, youth programs, and civic participation. Through these experiences I have worked closely with local organizations and municipal partners to support community events, outreach initiatives, and youth programming. These roles have strengthened my skills in collaboration, volunteer coordination, event organization, and listening to the needs and perspectives of residents.

My volunteer involvement across the community includes work with the following organizations:
Chamber Ambassador, Holly Springs Chamber of Commerce
Director of Outreach, Pride of Holly Springs
Precinct Chair 06-06, Wake County Democratic Party
Volunteer Coordinator, Golden Hawks Regiment Marching Band
Team Mentor, Hawktimus Prime Holly Springs High School Robotics Team
Representative, Wake County School Board Advisory Council – District 5

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I see the Parks & Recreation Advisory Committee as an important bridge between residents and the Town. The committee helps review programs, facilities, and long-term planning efforts while offering thoughtful recommendations to ensure that parks and recreation services reflect the needs and priorities of the community.

Holly Springs is growing quickly, and parks and recreation play a huge role in maintaining the quality of life that attracts people here in the first place. If appointed, I would hope to contribute a strong community-centered perspective shaped by my work with youth programs, families, and local organizations. I am especially interested in supporting thoughtful expansion of parks and facilities, maintaining strong programming for all ages, and making sure residents feel heard in how these spaces evolve.

Ultimately, I want to help ensure that Holly Springs continues to have parks, programs, and community spaces that bring people together and make it an even better place to live.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *
3/10/2026

Time *
9:04:18 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Social Media

STACEY **BURNS**

Community Organizer

760.505.5225
StaceyBurns167@gmail.com
696 Skymont Drive, Holly Springs NC 27540

Community-focused leader with a strong record in grassroots organizing, fundraising, and volunteer engagement. Skilled in building inclusive programs, leading events, and driving mission-driven initiatives across nonprofit and campaign spaces.

EXPERIENCE

Holly Springs Chamber of Commerce
February 2026 - Present

Chamber Ambassador

- Serve as liaison between Chamber staff and members, strengthening connections among local businesses and the broader community.
- Represent the Chamber at community events and ribbon cuttings, helping welcome new businesses and foster a vibrant, connected Holly Springs.

Wake Co. Public Schools
September 2025 - Present

Substitute Teacher

- Delivered instruction across multiple grade levels and subjects, adapting quickly to diverse classrooms with effective management strategies.
- Collaborated with staff to implement lesson plans, support student needs, and ensure continuity of learning.

Mike Kondratick for Mayor
2024 - 2025

Friends of Jack Turnwald
2023 - 2024

Campaign Operations Manager

- Day-to-day campaign operations, including volunteer coordination, event planning, and grassroots outreach for two municipal candidates.
- Managed a wide range of campaign events for 10 to 300+ attendees, tailoring each one to fit the audience and purpose while ensuring smooth logistics, clear messaging, and strong community engagement.
- Created branded marketing materials and messaging strategies that boosted candidate visibility, donor engagement, and voter turnout.
- Cultivated community relationships and organized neighborhood-based engagement efforts to strengthen local support and drive momentum.

NC Democratic Party
2019 - present

CA Democratic Party
2009 - 2019

Community & Volunteer Engagement Coordinator

- Recruit, train and manage volunteers across multiple election cycles to support local, state, and national campaigns.
- Lead outreach efforts including phone banks, canvasses, voter registration drives, and community events.

Holly Ridge MS
2019 - present

Holly Springs HS GHR
2023 - present

Holly Springs ES
2019 - 2024

La Mirada Academy
2014 - 2019

Board Member - Director of Programs, Engagement, & Fundraising

- Raised on average over $75,000 annually for school and community programs through fundraising events, sponsorships, and grant support.
- Planned events for 25 to 800 attendees—including festivals, fundraisers, and family engagement nights—with a focus on inclusion, safety, and community-building.
- Recruited and led 60+ volunteers, creating systems for communication, training, and retention.
- Collaborated with district leaders and community partners to develop programs that responded to local needs and supported school goals.

EDUCATION

University of Rhode Island
1996-2000

Bachelor of Science - Human Development & Family Science

Studied human development across the lifespan with a focus on relationships, community engagement, and equity. Gained hands-on experience that directly supports my work in outreach and volunteer engagement.

STACEY **BURNS**

Community Organizer

760.505.5225
StaceyBurns167@gmail.com
696 Skymont Drive, Holly Springs NC 27540

REFERENCES

DONNA FRIEND
RVC, Democratic Party
804.241.1256
djfriend108@gmail.com

JEN COYLE
CTR Specialist
757.869.1633
jen.i.coyle@gmail.com

MIKE KONDRATICK
Founder, Relate Advocacy
703.999.2988
mkondratick@gmail.com

CORE SKILLS

- Community Engagement & Outreach
- Volunteer Recruitment & Leadership
- Fundraising Strategy & Grant Writing
- Grassroots Campaign Management
- Inclusive Event Planning (25–800 attendees)
- Marketing, Communications & Graphic Design
- Nonprofit Operations & 501(c)(3) Compliance
- Budget Oversight & Program Development
- Stakeholder Relationship Building
- Public Speaking & Advocacy

5

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Fred

Last Name *
Stehle

Email *
fredste129@gmail.com

Address *

Street Address
180 Sudano Ct
Address Line 2

City
Holly Springs
State / Province / Region
NC
Postal / Zip Code
27540
Country
USA

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
9 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Oak Hall

Home/Cell Phone *
919-656-8778

Work Phone *
919-656-8778

Current Employer *
SoftPro Corp

Job Title/Occupation *
Reports Developer

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I am an active community member who regularly uses the town's parks, greenways, and recreation facilities with my wife. I lead a walking club that promotes physical, social, and emotional well-being while introducing participants to our local greenway system. In addition, I run with and volunteer for several local run clubs and races. I frequently attend events at NMAC, Sugg Farm, the Cultural Center, the Farmers Market, and along Main Street. My hands-on experience with our parks, facilities, and events—combined with regular interaction with a wide range of residents—would allow me to provide thoughtful, representative input as a member of the Parks and Recreation Advisory Committee.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Currently enrolled in the town's Citizen's Academy program. Currently leading a walking club on Wednesdays that departs from the downtown area. Currently signed up to volunteer for the upcoming SpringsFest run. Several times volunteering for local run races.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I believe the committee's role is to effectively communicate the needs and priorities of our town's residents to staff and town leadership, while also evaluating those needs and offering thoughtful recommendations aligned with current community priorities and long-range planning goals. I am confident that my experience and familiarity with our parks and programs would allow me to be a valuable contributor to the committee's work.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

3/27/2026

Time *

2:37:05 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

We were told about them while attending the Parks & Rec session of the Citizen's Academy

6

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Larry

Last Name *
Gaines

Email *
lgaines97@aol.com

Address *

Street Address
101 Otis way
Address Line 2

City
Holly Springs

State / Province / Region
N C

Postal / Zip Code
27540

Country
USA

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
5.4 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
NA

Home/Cell Phone *
919-762-0763

Work Phone *
919-762-0736

Current Employer *
Happily Retired for 18 years

Job Title/Occupation *
Retired business owner, manager of radiation & safety

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *
Able to view current situations from years living abroad and various States within the US and noticing best practices others have implemented to achieve award & recognition as “happy places to live, grow , educate families and retire.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Completed Police academy & Citizen academy Holly Springs. HOA President GA, Volunteered as Travel buddy for LA county CA, Treasurer & VP for global transportation non-profit organization COSTHA, volunteer American Red Cross. Prior owner (22 years) regulatory compliance & training company, prior owner of tax preparation firm (22 years), prior licensed investment sales (22 year) who assisted client as a debt free coach. Understand various aspects of regulations that impact real estate transactions from real estate sales & investment experience (sales 22 years & investor for 30 years.Enjoy assisting folks achieve efficiency and cost savings goals

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

Assist in adding clarity, inclusivity & provide better direction for policy change to improve growth of Holly Springs

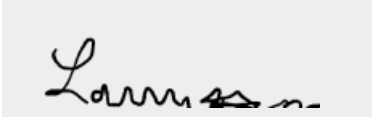
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

3/27/2026

Time *

6:02:48 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

7

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (•) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
John

Last Name *
Petersen

Email *
jp32056@gmail.com

Address *

Street Address
112 Mystwood Hallow Circle
Address Line 2

City
Holly Springs
State / Province / Region
NC
Postal / Zip Code
27540
Country
Wake

I reside within the *

- (•) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
2 years in June

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Wildwood

Home/Cell Phone *
512-750-3643

Work Phone *
512-750-3643

Current Employer *
Prometheus Group

Job Title/Occupation *
Tech/Project Management

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

hs_pr.docx 1.06MB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

As a Holly Springs resident, my experience attending the Citizens Academy gave me valuable insight into how our town operates and the impact of thoughtful planning on everyday life. It sparked a strong interest in becoming more involved locally. I'm particularly drawn to the Parks & Recreation Advisory Committee because of the role parks and programs play in building community, supporting families, and promoting an active lifestyle. I would welcome the opportunity to contribute to that mission.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

While I have not yet had the opportunity to serve on a municipal board or committee, I am eager to become more involved in my community. Through my professional experience, I regularly collaborate with diverse stakeholders, manage projects, and contribute to planning and decision-making processes. I am excited to apply these skills in a local setting and grow as an engaged member of the community.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I see the Parks & Recreation Advisory Committee as a vital link between the community and local leadership, helping to provide thoughtful input on the planning, development, and maintenance of parks, programs, and recreational spaces. The committee plays an important role in ensuring these resources remain accessible, well-maintained, and aligned with the needs of a growing community.

If appointed, I would hope to contribute by listening to community feedback, supporting initiatives that promote accessibility and inclusivity, and helping prioritize improvements that enhance overall quality of life. I'm particularly interested in supporting spaces and programs that encourage outdoor activity, family engagement, and long-term sustainability.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

3/28/2026

Time *

10:58:13 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

HS Citiczens Acadmey

JOHN PETERSEN

Austin, TX (512)750-3643 jp32506@gmail.com johnwpetersen letsDoTacos

Project Manager

Community minded professional with a background in project management, technology, and stakeholder(s), passionate about enhancing public spaces and recreational experiences. Brings a thoughtful, solutions-oriented approach to planning, accessibility, and community engagement. Eager to contribute to the Parks & Recreation Advisory Committee by supporting initiatives that promote wellness, sustainability, and meaningful connections within the community.

CORE COMPETENCIES & TECHNICAL PROFICIENCIES

Communication | Collaboration | Relationship Building | Software Development | Software Implementation
Documentation | Project Plans | HTML/CSS | Bootstrap | JavaScript| Postman | VSC | Jira | Confluence |Adobe Creative

EDUCATION

Austin Community College, Austin, TX: 2021
Software Development Bootcamp (Professional Certification)

- **Coursework:** front-end and back-end technologies, API, databases, and best practices, HTML, CSS, JavaScript, jQuery, EJS, PostgreSQL, MongoDB, React

Appalachian State University, Boone, NC
Bachelor of Arts – Advertising/Graphic Arts & Technology Management (Full Double Major)

PROFESSIONAL EXPERIENCE

Implementation Project Panager
Prometheus Group | Holly Springs, NC | February 2025 - Present

- Lead multiple end-to-end SaaS implementation projects, managing scope, timelines, risks, and deliverables from kickoff through go live
- Serve as the primary client point of contact during onboarding, setting clear expectations and delivering a smooth, satisfaction-focused implementation experience
- Coordinate cross-functional teams (Sales, Product, Engineering, Support, Customer Success) to ensure seamless handoffs and consistent client outcomes
- Build and maintain project plans, documentation, and status reports, proactively identify risks and driving resolution
- Continuously refine implementation workflows to improve efficiency, adoption, and time-to-value

Implementation Specialist, Enterprise Account Owner
DigitalCheetah | Austin, TX | March 2022 - February 2025

- Implement Digital Cheetah's Volunteer Management System and coach new users on best practices
- Lead implementation calls to gather requirements to configure the Volunteer Management System
- Lead discovery to gather requirements for custom development and integration solutions
- Write Jira's, kickoff and scrum with the development team and create documentation
- Make revenue projections, write statements of work, estimate project scope and billing
- Help clients like the Red Cross, Arthritis Foundation and Jack and Jill of America develop and deploy custom solutions
- Implement public facing WordPress site

Manager and Stormwater Inspection
Environmental Allies | Kyle, TX | 2016 – Present

- Hire, train, and manage a team of environmental compliance inspectors in central Texas
- Inspect and consult with high profile clients around the State list DKR Stadium at the University of Texas.
- Perform stormwater and environmental compliance inspection for residential and general contractors.
- Update SWPPP documents, inspections, and maps per the general permit and coach clients towards compliance.

8

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (•) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Julia Joy

Last Name *
Rhan

Email *
jjrhan@gmail.com

Address *

Street Address
100 Hidden Cellars Dr

Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
USA

I reside within the *

- (•) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
6 years, 9 months

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Somerset Farm

Home/Cell Phone *
720-218-4449

Work Phone *
720-218-4449

Current Employer *
Atlassian Inc

Job Title/Occupation *
Enablement and Strategy Manager

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Julia Joy Rhan_Community Resume 2026.pdf 72.77KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

The mission of the parks and recreation department deeply resonates with me. When I chose to move to Holly Springs, it was because of the offerings made available through Parks and Rec (greenways, farmer's market, rec facilities and youth sports, community events, etc.). My family enjoys no fewer than three or four amenities of this department each week. I want to be part of the continuation of the programs and events that bring the HS community together for increased quality of life.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

This would be my first experience serving on a municipal board or committee. I have participated in the Holly Springs Citizens Academy. My volunteer experience includes delivering meals through Meals on Wheels Wake County, Children's Hospital NICU volunteer, refugee language tutor through ENGin, coaching sports teams and competitive academic student groups such as Science Olympiad.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

Town staff and council want help from local residents in steering the direction of parks and recreation programs, events, projects, etc. My role would be to represent the perspective of families in the HS community to help guide staff and council when making plans and decisions. I will ask thoughtful, challenging questions, collaborate for solutions, and offer my experience/expertise where applicable.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/1/2026

Time *

9:53:43 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Holly Springs Citizens Academy

Julia Joy Rhan

720.218.4449 | jjrhan@gmail.com | linkedin.com/in/julia-joy-rhan

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Summary

Community-focused professional with 15+ years of experience in strategic planning, change management, and stakeholder engagement. Skilled at building consensus, analyzing complex information, and guiding groups toward shared goals. Passionate about fostering thoughtful growth and enhancing quality of life in Holly Springs through inclusive, sustainable planning.

Experience

Atlassian – Senior Marketplace Partner Enablement Strategist | Oct 2025 – Present

- Built an AI agent that enabled sellers to consult on partner apps/services and assemble customer-ready solution recommendations; improved rep self-sufficiency and reduced reliance on SMEs.
- Lead change management and enablement for Marketplace selling motions, improving cross-functional alignment and field adoption of new plays/processes.
- Operationalized partner enablement workflows (intake, prioritization, launch readiness) to increase throughput and visibility across stakeholders. Improved project delivery speed by 60%.

Forma – Senior Manager, Sales Enablement | Jan 2025 – Sept 2025

- Designed onboarding, training, and competitive positioning tools (ROI calculators, battlecards), improving pipeline conversion 21%.
- Led evaluation and implementation of LMS/content management + AI role-play solution, scaling onboarding and reinforcing coaching at scale.
- Built role-based competency framework and assessment model with Sales/PMM/Ops to standardize expectations and measure proficiency.

Atlassian – Enablement Strategist | Aug 2023 – Dec 2024

- Aligned solution selling and methodology with business strategy; redesigned engagement with Product Marketing, reducing sales comms noise by 50%.
- Developed intake and prioritization framework, eliminating duplicative work and improving stakeholder visibility.

Atlassian – Program Manager, Partner Enablement | May 2022 – Aug 2023

- Built Atlassian's first partner enablement program; created 18+ new learning experiences, driving adoption of pricing guidance (270 outliers resolved) and security transparency (52% adoption).

Red Hat – Sales Training & Enablement Team Lead | Jul 2019 – May 2022

- Directed onboarding and continuous learning across North America; rolled out MEDDPICC sales methodology.
- Achieved 40% increase in proficiency through redesigned curriculum and agile delivery.
- Transitioned onboarding to fully virtual during COVID with no drop in performance.

Dish Network – Sales Enablement, Learning Designer | Aug 2016 – Jul 2019

- Designed award-winning multimedia training for 5,000+ selling locations.
- Improved project delivery and SME satisfaction through process improvements.

Earlier Roles

- Multimedia Specialist, University of Colorado (2014–2016)
- Middle School English Teacher, Cherry Creek School District (2010–2014)

Certifications

- Measuring ROI for Enablement (ATD), 2023
- Prosci Change Practitioner, 2023
- Certified Change Management Professional (ACMP), 2021

Education

- M.Ed., Education | University of Florida
- B.A., English | University of Florida

9

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Earl

Last Name *
Tillman

Email *
tillearl96@gmail.com

Address *

Street Address
208 Somersett Farm Drive
Address Line 2

City
Holly springs

State / Province / Region
North Carolina

Postal / Zip Code
27540

Country
United States

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
2 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Somerset Farm

Home/Cell Phone *
2693529498

Work Phone *
2693529498

Current Employer *
North Carolina State Lottery Commission, Regulated Gaming Division

Job Title/Occupation *
Player Protection Manager

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Earl J Tillman Resume Final.pdf 266.42KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *
I'm interested in a career transition into parks and rec.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Big Brother Big Sister mentor(volunteer)
Youth Advisory Board cochair at US Center for SafeSport for 1 year

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

The committee responsibility, in my own opinion, should be to ensure all holly springs residents and visitors have access to all amenities and services offered by HS parks and rec. And to ensure that the facilities and programming continue to offer the best mix of services and programming for as many areas of interest as possible. I hope that we could create a field day event, where people can try out different sports or other activities in order to drive interest for different programming opportunities that HS parks and rec offers.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *
4/2/2026

Time *
1:36:13 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

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How did you find out about these opportunities?

EARL 'JORDAN' TILLMAN

I am a dedicated Audit and Compliance professional with a passion for accountability. My early career was deeply rooted in athletic compliance, which inspired me to pursue roles focused on ensuring athlete safety.

During that time, I developed a robust skill set that includes; monitoring, legislative interpretation, compliance education, implementing organization-wide policies, procedures and adherence to regulations.

In my current role as a Compliance Auditor, I have further honed my abilities in report writing, consultation and effective communication to key stakeholders. Additionally, I have acquired skills such as evaluating and enhancing audit standards, developing internal protocols to achieve consistency and project management skills so audits are completed in a timely manner.

I am eager to bring my audit and compliance expertise to a new industry where I can contribute to a department's success.

CONTACT

PHONE:
269-352-9498

EMAIL:
Tillearl96@gmail.com

WORK EXPERIENCE

North Carolina Education Lottery – Player Protection Manager
June 2025 – Present
Oversee review and investigation into complaint and wager disputes by Player Protection Specialists. Delegate complaint and wager dispute casework to staff, review open cases, ensure reports are complete and follow internal policies and procedures.

Facilitate referrals to the Audit and Investigations team, as needed and according to policy.

Maintain thorough knowledge of regulated gaming standards and emerging trends, with particular focus on issues related to users.

Develop a responsible gaming and player protection regulatory strategy for the Regulated Gaming Division. Oversee the review of operator responsible gaming plans and updates; assess appropriate third-party contractors to conduct third-party reviews of Operator Responsible Gaming Plans

Liase with the NC DHHS Problem Gaming Program, local, state, and national problem gambling and responsible gaming researchers.

U.S. Center for SafeSport – Auditor
January 2020 - Present
Analyze effectiveness of policy and procedure implementation and conduct risk assessment evaluations of Organizations against legal and regulatory requirements. This includes in-depth assessment of Organizations' controls such as, compliance programs, internal procedures, processes and internal systems/databases to identify effectiveness, gaps and potential risks.

Present and communicate the results of audits findings to stakeholders, ensuring clarity, accuracy, and appropriate impact on corrective actions.

Ensure timely management of the audit cycle deadlines - from audit initiation to closure. Track and manage successful completion of corrective actions and recommendations to ensure full remediation.

Collect data to identify risks trends and make key decisions to update policies, internal processes, department and stakeholder needs, including updates to audit standards and policy revisions.

Duke University Athletic Department - Compliance Coordinator
May 2018–January 2020
Monitor, review and ensure both the eligibility requirements and progress toward degree requirements were met for student-athletes.

Monitor practice and competitions for all sports to ensure compliance with NCAA bylaw 17 (Playing and Practice Seasons: Countable Athletically Related Activities). I also provided policy interpretation of conference rules to ensure full compliance of all athlete programs.

Draft and submit institutional violations to the NCAA and/or Atlantic Coast Conference. Provided high-level summary of violations and implemented appropriate measures.

Educate external stakeholders, coaches and administrative staff in compliance with required policies, procedures and bylaws.

Arizona State University Athletics – Graduate Assistant Compliance
August 2016–May 2018
Project-based position where I created educational content, conducted compliance monitoring activites and created Compliance operating manual for the department.

10

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- ○ New applicant, never served on the Committee
- ◉ Current member, reapplying for a second term

First Name *
Autumn

Last Name *
Dean

Email *
autumn.rorrer@gmail.com

Address *

Street Address
113 Apple Drupe Way
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
United States

I reside within the *

- ◉ Corporate limits of Holly Springs
- ○ Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
5 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Windcrest

Home/Cell Phone *
3362122028

Work Phone *
3362122028

Current Employer *
Herspiegel Consulting

Job Title/Occupation *
Consultant

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Autumn Dean_Resume V2.docx 25.3KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I'm interested in serving on the Tree Advisory Committee because I care deeply about preserving and enhancing our community's natural environment as the town continues to expand. Trees play a vital role in the character, health, and long-term sustainability of our town, and I want to continue contributing to thoughtful decision-making that balances protection of these resources with town development. I'm especially motivated by the opportunity to support responsible growth, promote environmental stewardship, and help ensure that future generations enjoy a vibrant, resilient urban canopy. Serving on this committee allows me to combine my passion for conservation with meaningful community involvement.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

During my first term, I contributed to the Committee's work in several ways beyond attending monthly meetings. First, I participated in community outreach efforts, including supporting educational events, like the tree pruning workshop, and helping residents understand tree-related ordinances and best practices at events like HollyFest and Arbor Day. I also collaborated with town staff and fellow committee members on long-term canopy goals, including discussions around planting priorities and species diversity. And again, I supported annual initiatives, such as Arbor Day activities and public tree-planting events, to promote awareness of campaigns, like street-tree replacement, and community engagement.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I see the Committee's core responsibilities as guiding the town in protecting, managing, and expanding its tree canopy. That includes reviewing development plans for tree impacts, advising on policy updates, supporting long-term canopy goals, and helping ensure that growth in Holly Springs remains environmentally responsible and remains a Tree-City USA for the 8th consecutive year!. The Committee also plays an important role in community education by helping residents understand the value of trees, proper care practices, and the importance of preservation, which is especially important as we deal with some street tree diseases (e.g. of maple trees). If appointed, I hope to help strengthen the town's approach to sustainable growth by promoting policies that balance development with meaningful tree protection. I want to support efforts to increase native canopy coverage, improve species diversity, and encourage strategic planting in areas where shade and environmental benefits are most needed. I'm also interested in expanding community engagement so residents feel more connected to the town's environmental goals. Ultimately, I want to help ensure that Holly Springs maintains a healthy, resilient urban forest that benefits both current and future generations.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/5/2026

Time *

10:00:45 PM

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This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

AUTUMN DEAN

autumn.rorrer@gmail.com • (336) 212-2028 • linkedin.com/in/autumn-rorrer-dean

EXPERIENCE

ADIVO ASSOCIATES, Cary, NC — Jun. 2025 – Present

Consultant, US Immunoglobulin (Ig) Therapies Team

- Led global healthcare consulting engagements by conducting primary and secondary research, synthesizing large datasets, and delivering strategic insights for biopharma and medtech clients
- Built and applied quantitative models (e.g., market, financial, and health-economic models) to evaluate opportunities, support product strategy, and inform market entry decisions
- Developed client-facing deliverables including market landscape analyses, product positioning strategies, and launch plans to address complex business challenges
- Collaborated cross-functionally with international teams and presented findings to stakeholders, contributing to data-driven decision-making across global market

GRIFOLS, Durham, NC — Jan. 2023 – Dec. 2023

Immunology Market Research and Analytics Intern

- Analyzed 1,000+ deidentified medical claims data points each month to assess market position of Grifols' Immunoglobulin G (IgG) products compared with competitors, resulting in 50+ summative graphs, charts, and tables to inform Grifols' annual Product Strategy Plan (PSP) and support 20% increase in sales goals year-over-year (YoY)
- Conducted lead analysis across all US sales regions, resulting in identification of 25+ actionable targets for Sales Team

SENSAL HEALTH, Chapel Hill, NC — Jan. 2023 – May 2023

Team Manager and Graduate Consultant, Marketing Practicum

- Led competitive landscape analysis project evaluating marketed medication adherence technologies; presented strategy recommendations for building key partnerships to realize $1M in research and development cost savings

MEDKOO BIOSCIENCES, Durham, NC — May 2018 – Jul. 2022

Sales Manager

- Spearheaded development and execution of digital marketing initiatives leading to record-breaking sales figures of over $3M for four consecutive years while serving hundreds of academic and industry clients globally

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, **JENKINS GRADUATE SCHOOL OF MANAGEMENT**, Raleigh, NC
Master of Business Administration (STEM MBA), Marketing Management — May 2025
Jane Brown Scholar: Merit-based award of partial tuition

NORTH CAROLINA STATE UNIVERSITY, **COLLEGE OF AGRICULTURE AND LIFE SCIENCES**, Raleigh, NC
Master of Microbial Biotechnology (MMB) — May 2024
President, MMB Alumni Network; Public Relations Director, NCSU International Society of Pharmaceutical Engineering

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL Chapel Hill, NC — May 2013
Bachelor of Arts (BA), Biology

LEADERSHIP EXPERIENCE

NC STATE STUDENT CHAPTER OF ISPE-CaSA – *Public Relations Director* — Spring 2023 – Fall 2023

- Coordinated more than five industry-led events; marketed all events on social media platforms and via campus flyers

MASTER OF MICROBIAL BIOTECHNOLOGY ALUMNI NETWORK – *President* — Spring 2023 – Present

- Planned keynote speakers and alumni panel for MMB program's 20th anniversary event with 75+ attendees

ADDITIONAL INFORMATION

Computer Skills: Tableau, JMP, SPSS, QlikView, Excel (xlookup, if statements, pivot tables), PowerPoint

11

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Ajay

Last Name *
Pandey

Email *
ajay160@gmail.com

Address *

Street Address
109 Azalea View Way
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
USA

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
5 Years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
12 Oaks

Home/Cell Phone *
2392161647

Work Phone *
2392161647

Current Employer *
Vertex Pharmaceuticals

Job Title/Occupation *
Associate Director

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I love this town and want to see it thrive. As an avid hiker, runner, and outdoor enthusiast, our parks and greenways aren't just nice to have they're part of my daily life. I see firsthand what these spaces mean to families and individuals here, and I want to be part of shaping their future, not just watching from the sidelines. I've spent years leading community organizations and I'm ready to put that energy to work for Holly Springs.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Florida chapter lead for an industry association
Volunteer support for community youth swim team and many local race events

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

The Parks and Recreation Committee advises the town on parks, trails, facilities, and programming that make Holly Springs a great place to live. If appointed, I'd bring my experience leading community organizations to help prioritize projects that actually get used and enjoyed — whether that's better maintained parks, more connected greenways, or programming that brings neighbors together as our town continues to grow.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *
4/3/2026

Time *
7:22:38 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

12

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Ria

Last Name *
Mallick

Email *
riamae.punzalan@gmail.com

Address *

Street Address
509 Arbor Crest Rd
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
USA

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
1 year

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Bridgewater

Home/Cell Phone *
9145829350

Work Phone *
n/a

Current Employer *
The Walt Disney Company

Job Title/Occupation *
Senior Technical Recruiter

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

As a new Holly Springs resident and active park user, I want to give bak to the community that my family and I enjoy every day. As someone who frequents the parks & greenways, as well as hopes for my children to participate in youth sports once they are old enough, I know firsthand how much these spaces matter and how they can shape a community's way of life. Serving on this committee feels like a natural way to contribute.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

I do not currently have experience serving on municipal boards or committees. Having recently moved to Holly Springs about a year ago, this application represents my first step towards civic involvement. In the past, I founded a gardening club, where I independently secured funding to build a greenhouse and sundial. That experience gave me a strong foundation in project leadership and community initiative. In terms of volunteer experience, I was a regular volunteer for several years at the Mount Vernon Animal Shelter as well as the Leukemia and Lymphoma Foundation (in NY and CT). I also fundraised and ran a marathon for Kellsie's Hope.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I think the committee's job is to listen to the community, understand how residents are using our parks and programs, then bringing that perspective to the people making decisions about our town's future. As a parent who uses these parks regularly, I'd bring an every day ground-level view of what our families need. My goal would be to listen first and learn the landscape before pushing any particular agenda. As someone who just moved here over a year ago, I'm constantly discovering what Holly Springs offers and that fresh perspective could be valuable. I want to understand what's working, where the gaps are, and find out how the committee can advocate effectively for the community. Long term - I hope to contribute to decisions that make our parks/town more welcoming, accessible, and reflective of the families in our community.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/3/2026

Time *

3:15:04 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Facebook

13

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

(•) New applicant, never served on the Committee
( ) Current member, reapplying for a second term

First Name *
Christopher

Last Name *
Russo

Email *
london06011@yahoo.com

Address *

Street Address
625 Old Ride Drive
Address Line 2

City
Holly Springs
State / Province / Region
NC
Postal / Zip Code
27540
Country
US

I reside within the *

(•) Corporate limits of Holly Springs
( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
4 yrs

Subdivision *
If you do not reside within a subdivision, please enter N/A.
2018 Market

Home/Cell Phone *
4014403474

Work Phone *
9193893148

Current Employer *
Pearson

Job Title/Occupation *
Senior State/Federal Regulatory Program Manager

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Christopher Russo Resume ATS.pdf 67.06KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I am looking to get more involved in my community and leverage my past experiences in town government to assist in the success of Holly Springs and its residents.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

Commissioner and Treasurer of the parks commission for my former town, the City of East Providence.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I would like to contribute to the current and future plans for the recreation available to the community. My children have been able to take part in programs in the past , and I would like to take part in future plans to continue providing quality services to our community.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/6/2026

Time *

9:46:20 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

CHRISTOPHER G. RUSSO

Holly Springs, NC | (401) 440-3474 | london06011@yahoo.com

Senior Operations & Program Management Leader

Senior management and program leadership professional with 15+ years of experience leading complex, compliance-driven operations within regulated and government-facing environments. Known for stabilizing underperforming programs, rebuilding client trust, and directing multi-state teams responsible for high-risk, high-accountability contracts. Extensive background in contract management, regulatory compliance, client success, and operational transformation across enterprise organizations.

Core Areas of Expertise

Program & Operations Leadership | Government & Regulatory Partnerships

Contract Management & Client Success | Compliance, Audit & Risk Oversight

Strategic Planning & Process Improvement | Cross-Functional & Multi-State Team Leadership

Budget & Resource Management

Professional Experience

Pearson VUE — Durham, NC | 2014 - Present

Senior Federal/State Program Manager of Client Success | 2022 – Present
Promoted into a senior client-facing leadership role following sustained success as Senior Operations Manager. Lead enterprise-level government programs across multiple states, serving as senior point of accountability for regulatory agencies and executive stakeholders.

- Provide senior oversight for large-scale government contracts across multiple states, supporting regulatory agencies and executive stakeholders nationwide.
- Provide executive oversight for a multi-state government portfolio representing a high-value government contract portfolio, ensuring regulatory compliance, service quality, and long-term client partnerships.
- Serve as senior client lead for highly regulated programs involving sensitive data and strict compliance requirements.
- Lead contract governance, program performance, and large-scale system and program migrations across enterprise environments.
- Support long-term contract extensions and renewals by improving program stability, operational performance, and stakeholder confidence.
- Partner with executive leadership, IT, and operations teams to align business objectives with evolving regulatory and client needs.

Senior Operations Manager | 2014 – 2022
Recruited to oversee the North Carolina Regional Licensing Office during a period of performance risk and contract instability. Tasked with stabilizing operations, improving service delivery, and rebuilding the relationship with the North Carolina Department of Insurance.

- Directed full operational oversight of licensing services for insurance producers, bail bondsmen, and collection agencies across the state of North Carolina.
- Inherited a government contract at risk of cancellation and successfully rebuilt client confidence, resulting in long-term contract renewal.
- Served as senior operational lead for legislative program review and external audits, including FBI audit and ISO certification.
- Led multi-year operational turnaround, consistently achieving and sustaining client KPIs following historical underperformance.
- Designed and implemented executive-level operational reporting tools in partnership with IT to strengthen performance visibility and decision-making.
- Negotiated and managed relocation of the regional office, overseeing facility planning, vendor coordination, and full operational transition.
- Authored internal operational handbook later adopted across Pearson VUE regional offices nationwide.
- Provided advisory support to regional offices nationwide on operational improvement, performance recovery, and compliance readiness.

AAA Southern New England — Providence, RI | 2001 to 2014

Senior Operations Manager, Financial Services | 2006 – 2014
Promoted into senior leadership role overseeing financial services operations across a multi-state territory including Massachusetts, Rhode Island, Connecticut, New Hampshire, New Jersey, and Ohio.

- Led Quality Assurance and Compliance operations within highly regulated financial services environments.
- Directed cross-functional teams responsible for compliance, data integrity, systems administration, and operational performance.
- Partnered with executive leadership to develop strategic plans aligned with regulatory standards and business objectives.
- Served as primary liaison for external auditors and regulatory reviewers.
- Negotiated vendor contracts and service agreements to manage cost exposure while maintaining operational performance.
- Recognized with company “Spot Award” for leadership during major enterprise technology upgrade.

Business Analyst | 2005 – 2006
Consumer Lending Specialist | 2001 – 2005

Education

Roger Williams University — Bristol, RI

- Master of Public Administration
- Bachelor of Arts in Political Studies, Minor in Business Management

Technology & Systems

SharePoint, Salesforce, Microsoft Office, Copilot, IntelliVUE, AVAYA, Nortel Symposium, CMS Supervisor, NIPR, Calyx, CMSI Originate, CMSI Configuration Manager, CXM, PCM, SBS

CIVIC LEADERSHIP

Carousel Park Commissioner & Treasurer
City of East Providence — East Providence, RI

- Appointed by the Acting Mayor and City Council to serve on the municipal Carousel Park Commission, providing strategic oversight for park operations, preservation initiatives, and community development programs.
- Led financial stewardship and governance efforts, supporting fundraising strategy, budget oversight, and long-term planning for public assets.
- Partnered with city leadership and community stakeholders to advance preservation goals and ensure sustainable park operations.

14

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Thomas

Last Name *
Rayle

Email *
tcwaltersdorf@gmail.com

Address *

Street Address
505 Horncliffe Way
Address Line 2

City
Holly Springs
State / Province / Region
NC
Postal / Zip Code
27540
Country
United States

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
7 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Logan's Manor

Home/Cell Phone *
919-812-5610

Work Phone *
919-249-3422

Current Employer *
Town of Apex

Job Title/Occupation *
Planner II- Current Planning

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

RayleResume040626.docx 19.99KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

As a professional urban planner currently serving the Town of Apex and with previous experience in the Town of Garner, I have a deep, technical appreciation for the vital role that municipal parks and greenways play in community health and connectivity. My education and career have given me a front-row seat to the complexities of park planning and the strategic ways in which thoughtful development can expand a greenway network without placing the entire financial burden on the municipality.

Beyond my professional background, I am an invested daily user of Holly Springs' recreational assets. My home backs up to Sugg Farm, and my family utilizes the town's greenway network and the Sugg Farm dog park on a near-constant basis. This 'boots-on-the-ground' perspective allows me to see the daily impact of the committee's decisions firsthand.

I am eager to serve on the Parks & Recreation Advisory Committee to offer a unique dual perspective: that of a technical expert who understands land-use and development linkages, and that of a resident who deeply values the beauty and accessibility of our local natural spaces. I am motivated to help Holly Springs continue its tradition of excellence in recreation while finding creative, sustainable ways to grow our network for future generations.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

While I have not served on any committees or boards here in Holly Springs, my work has brought me great familiarity with advisory boards such as Planning Board/Commission and other committees.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I see the committee's responsibility as serving as a strategic bridge between the public and Town Council, balancing long-range planning with the delivery of diverse recreation programs. If appointed, I hope to use my professional planning expertise to strengthen greenway connectivity and advocate for high-quality activities for youth and adults alike. By ensuring our parks and programming keep pace with our growth, I want to help Holly Springs remain a healthy, active, and vibrant place to live for all residents

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/6/2026

Time *

7:49:45 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Through the Town of Holly Springs website and social media

Thomas (Waltersdorf) Rayle

Urban Planner

Email: tcwaltersdorf@gmail.com
LinkedIn: www.linkedin.com/in/tcwrayle
Phone: (919) 812-5610

Summary: Solutions-focused municipal planner leveraging graduate-level studies to drive complex planning outcomes. Currently serving as a Planner II, I specialize in efficiently managing the full scope of the rezoning application process, offering critical guidance to applicants and technical analysis to staff. I am seeking challenging new opportunities to apply my educational knowledge and expand professional experience in comprehensive urban or regional planning.

Employment Experience:

Town of Apex: Apex, North Carolina

- Planner II- Current Planning (January 2026—Present)
    - Coordinates monthly meetings and reviews of Technical Review Committee. Sets up meetings with applicants and TRC members. Sends out comment response letters, and tracks projects in the pipeline.
    - Creates PowerPoint presentations for Apex Planning Board and Apex Town Council meetings.
    - Reviews plats, rezoning cases, site plans, subdivision plans, and encroachment permits for compliance with Apex Unified Development Ordinance.
    - Serves as presiding officer for Apex Board of Adjustment, ensuring compliance with board standards and regulations.

Town of Garner: Garner, North Carolina

- Planner II - Planning Services (August 2025 – January 2026)
    - Serve as the lead technical expert for complex land use and zoning requests (both Tier I and Tier II conditional rezoning), successfully guiding applicants through the full municipal review process from pre-application to final determination.
    - Function as the presiding secretary for the Planning Commission, ensuring adherence to procedural standards, preparing official meeting minutes, and coordinating necessary follow-up actions.
    - Provide critical internal consultation to departmental staff on interpreting Unified Development Ordinance (UDO) standards and applicable state planning legislation.
- Planner I - Planning Services (August 2024 – August 2025)
    - Managed a high volume of development applications, processing rezoning applications and subdivision plats while coordinating required interdepartmental review comments.
    - Authored comprehensive staff reports and created high-quality visual presentations for decision-making bodies (e.g., Planning Commission, Town Council).
    - Reviewed development plans for compliance with zoning, subdivision, and conditional zoning standards.

- Planning Technician - Development Review (August 2023 – August 2024)
    - Conducted detailed plat reviews and executed required fieldwork to verify compliance with local codes and Plat Review Officer certification standards.
    - Supported the Development Review team by maintaining and updating municipal land use records and managing the tracking system for development permits and applications.

American Airlines: Fort Worth, Texas

- Flight Attendant- Charlotte, North Carolina (April 2013- August 2023)
    - Conflict Resolution & Diplomacy: Demonstrated exceptional interpersonal and communication skills while serving diverse customer populations in high-pressure and time-sensitive environments.
    - Safety & Compliance: Maintained strict adherence to Federal Aviation Administration (FAA) safety regulations and standard operating procedures during all phases of flight.
    - High-Touch Customer Service: Provided consistent, professional service to ensure a positive experience for thousands of customers, demonstrating an inherent ability to manage public interaction effectively.

Education & Certifications:

- East Carolina University
    - Master of Science: Planning & Development, *currently enrolled*
- Arizona State University
    - Bachelor of Science in Planning: Urban Planning, GPA 4.0
- Wake Technical Community College
    - Associate of Arts: College/University Transfer
- Certifications
    - Plat Review Officer, Wake County
    - Notary Public, Wake County: North Carolina Secretary of State
    - Certified Zoning Official (CZO): North Carolina Association of Zoning Officials

15

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Alissa

Last Name *
Cane

Email *
cane.alissa@gmail.com

Address *

Street Address
104 Jasmine Valley Ct
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
United States

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
11 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Braxton Village

Home/Cell Phone *
716-903-1747

Work Phone *
716-903-1747

Current Employer *
Actively seeking new opportunities

Job Title/Occupation *
SaaS Implementations/Project Management

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Alissa Cane Resume 2026 (v2).pdf 95.32KB

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

I'm interested in serving on the Parks & Recreation Advisory Committee because I value how much Holly Springs invests in its parks, greenways, and community spaces. These are the places where people connect, families spend time together, and the town really feels like home. As Holly Springs continues to grow, I'd love to be part of helping ensure our parks and programs keep up with that growth while still maintaining the character and accessibility that make them so special.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

While I haven't served on a municipal board before, much of my professional experience mirrors that type of work. I've led cross-functional teams, facilitated discussions across different stakeholder groups, and helped guide projects from planning through implementation. I'm comfortable balancing different perspectives, gathering feedback, and helping move ideas forward in a structured way. I've also worked in roles focused on supporting and advocating for people, which has strengthened my ability to listen, communicate clearly, and contribute positively in group settings.

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I see this committee as an important bridge between the Town and the community, helping ensure that residents' voices are heard and reflected in decisions. If appointed, I would like focus on supporting inclusive, family-friendly programming, maintaining and expanding greenway access, and helping ensure that as Holly Springs continues to grow, its parks and recreation offerings meet the needs of both current and future residents.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/6/2026

Time *

8:30:34 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

I am currently attending Holly Springs' Citizens Academy.

ALISSA CANE

Linkedin.com/in/alissa-cane | (716) 903-1747 | cane.alissa@gmail.com

Professional Summary

Strategic and data-driven SaaS onboarding, implementation, and client experience leader with 10+ years of progressive responsibility guiding global teams, modernizing onboarding operations, and improving the end-to-end customer journey. Proven success designing scalable onboarding frameworks, reducing tome-to-value, increasing adoption, and enhancing retention for fast-growth organizations. Adept at leading cross-functional initiatives across Sales, Client Success, and Product to align execution, strengthen internal handoffs, and drive measurable improvements in client satisfaction and product utilization. Recognized for developing high-performing teams, building operational excellence, and translating complex business needs into actional strategies that elevate client experience and organizational performance.

Core Leadership Competencies

- SaaS Onboarding Strategy & Operational Scaling
- Enterprise Implementation Leadership
- Customer Experience & Retention Strategy
- Cross-Functional Collaboration
- KPI Development, Analytics & Executive Reporting
- Process Redesign, Standardization & Optimization
- Organizational Change Management
- Workforce Planning, Coaching & Team Leadership
- Voice of Customer, Product Influence & Feedback Loops
- Global Program Delivery & Stakeholder Alignment

Work History

Manager of Onboarding 06/2025 to 03/2026
ServiceMinder – Remote
- Led and mentored a cross-functional onboarding organization, including Onboarding Specialists, a Solutions Architect, and a Data Specialist, ensuring consistent, high-quality onboarding delivery for SaaS customers.
- Developed scalable onboarding strategies, frameworks, and playbooks to reduce time-to-value and improve early product adoption.
- Partnered with Sales, Client Success, and Product leadership to streamline handoffs, align expectations, and resolve systemic onboarding challenges.
- Established onboarding KPIs and reporting dashboards tracking onboarding completion, adoption milestones, satisfaction, and retention signals.
- Accelerated continuous improvement initiatives using data insights, VOC trends, and product usage analytics.
- Strengthened team capability through coaching, training programs, and skills development pathways.

Associate Manager, Implementation 01/2025 to 06/2025
Paycor (Acquired by Paychex) – Remote
- Directed an implementation team responsible for accurate system configuration and onboarding of Paycor's timekeeping platform.
- Improved operational efficiency by restructuring workflows, optimizing workload distribution, and enhancing cross-functional communication.
- Instituted KPI-driven performance management practices to elevate delivery quality and client satisfaction.
- Identified and resolved complex implementation issues through collaboration with Sales, Support, and Product.

Client Onboarding & Implementation Team Manager 02/2022 to 12/2024
WizeHive (Acquired by Submittable) – Remote
- Managed a team Implementation Leads and Specialists, driving execution of high-complexity onboarding programs for enterprise clients.
- Designed onboarding processes, templates, and delivery models that reduces implementation timelines and improved client outcomes.
- Strengthened cross-functional alignment by collaborating with Product and Engineering to influence roadmap priorities.
- Improved customer satisfaction, increasing volume of 5-star Capterra reviews through targeted CSAT initiatives.
- Developed operational metrics, reporting mechanisms, and performance standards across the implementation organization.

Implementation Lead 11/2021 to 02/2022
WizeHive – Remote
- Led full-lifecycle SaaS implementations, ensuring projects were delivered on-schedule and aligned to strategic client needs.
- Translated complex requirements into structured user stories and functional specifications.

- Strengthen platform reliability through rigorous QA and UAT processes.
- Guided clients toward successful adoption and long-term use of the Zengine platform.

Product Manager 11/2019 to 11/2021
Workplace Options (WPO) – Raleigh, NC
- Owned roadmap strategy for UCMS, a global case management platform supporting 90K+ organizations.
- Conducted user research, market analysis, and cross-functional interviews to guide product investment decisions.
- Partnered with Engineering and Analytics to deliver scalable enhancements aligned with company strategy.
- Improved usability and adoption by redesigning workflows and optimizing the user experience.

Director of Global Implementation 05/2019 to 11/2019
Workplace Options (WPO) – Raleigh, NC
- Oversaw all international service implementations across 13 global offices serving 58M+ members.
- Implemented scalable intake, triage, and delivery processes that improved throughput and operational efficiency.
- Collaborated with Executive Leadership on global capacity planning, risk mitigation, and long-range strategy.
- Strengthened partner onboarding by aligning processes with Resellers, Brokers, and B2B clients.

Clinical Implementation Systems Manager 11/2015 to 05/2019
Workplace Options (WPO) – Raleigh, NC
- Led the clinical operational design, requirements gathering and launch of WPO's internal global case management system.
- Built workflows, process maps, and technical specifications used across clinical and global teams.
- Coordinated with cross-functional stakeholder to standardize processes and adopt new technology.

Global Training Coordinator 03/2014 to 11/2015
Workplace Options (WPO) – Raleigh, NC
- Developed and delivered global training programs for onboarding, clinical protocols, and system adoption.
- Improved training consistency through creation of standardized materials, process documentation, and job aids.

Technical Skills

- Project Management & Collaboration Tools:
  Salesforce, Wrike, ClickUp, Asana, Jira, Confluence, Productboard, Monday.com, Teams, Slack, Zoom, Skype, Google Suite, Office 365, Notion, Waybook
- Customer Experience, Monitoring & Support Tools:
  Zendesk, Embrace, Full Story, Survey Monkey, Azure
- Automation & CRM:
  Zapier, HubSpot

Education

University at Buffalo, State University of New York – Master of Social Work, Buffalo, NY
Long Island University, CW Post – Bachelor of Social Work, Brookville, NY

16

Application to Serve on Parks & Recreation Advisory Committee

Applicant Information

Please select one: *

- (●) New applicant, never served on the Committee
- ( ) Current member, reapplying for a second term

First Name *
Chanel

Last Name *
Wilkins

Email *
chanel.workandwin@gmail.com

Address *

Street Address
117 Cross Hill Lane
Address Line 2

City
Holly Springs

State / Province / Region
North Carolina

Postal / Zip Code
27540

Country
United Stated

I reside within the *

- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
8 years

Subdivision *
If you do not reside within a subdivision, please enter N/A.
Country Village

Home/Cell Phone *
919-325-6465

Work Phone *
919-325-6465

Current Employer *
Agents of Clean

Job Title/Occupation *
Owner/CEO

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. *

My interest is rooted in a desire to help ensure that Holly Springs continues to grow thoughtfully—where recreation, wellness, and community engagement remain a priority for residents of all ages and backgrounds. I'm especially passionate about initiatives that promote active living, youth engagement, and opportunities for meaningful community connection. Serving on this committee would allow me to contribute my perspective, listen to the needs of our residents, and support decisions that positively shape our town for years to come.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings. *

I've been a member of the Holly Springs' Board of Adjustments

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

My understanding of the role is to gather resident feedback & prepare it to be shared with Town Council. I feel like it really aligns with my current focus on overall wellness and I plan to highlight the upcoming improvements and intentionally show the value of the Parks & Rec bond.

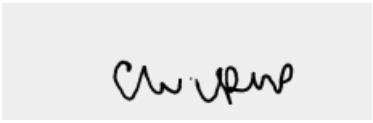
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge. I also understand that I will be required to be available to attend meetings of the committee as assigned. *



Date *

4/7/2026

Time *

3:04:37 AM

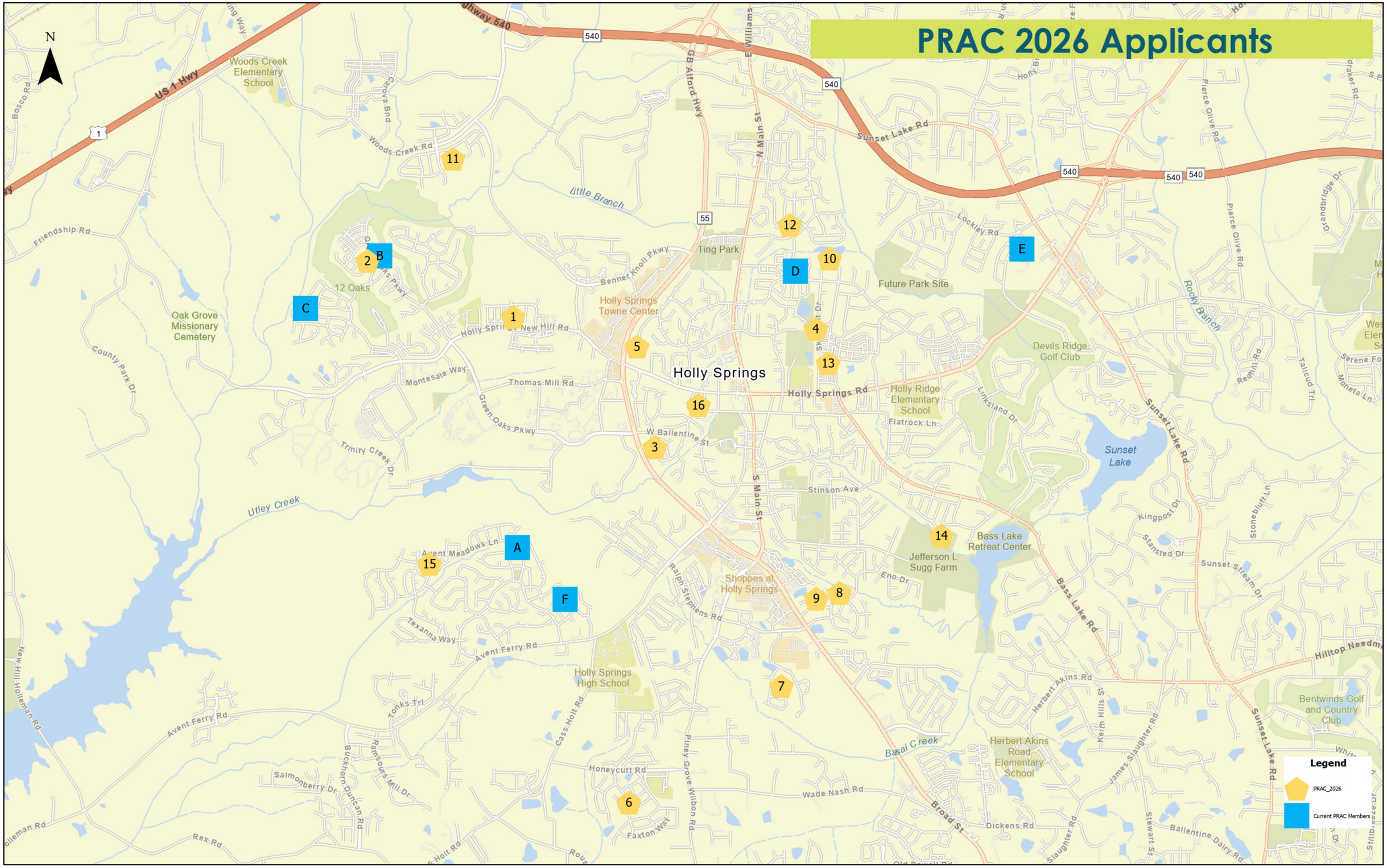
This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Town notices & Facebook

PRAC 2026 Applicants



1

Application to Serve on Tree Advisory Committee

Applicant Information

First Name *
Regina

Last Name *
Smardon

Email *
resmardon@gmail.com

Address *
Street Address
1412 Dexter Ridge Drive
Address Line 2
1412 Dexter Ridge Drive
City
Holly Springs
State / Province / Region
NC
Postal / Zip Code
27540-6995
Country
United States

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
8 years

Name of Neighborhood *
If you do not reside within a neighborhood, please enter N/A.
Braxton Village

Home/Cell Phone *
267-226-3813

Work Phone *
267-226-3813

Current Employer *
Self employed

Job Title/Occupation *
Adjunct College Instructor

Jr. Member Applicant? *
- ( ) Yes (ages 15-18)
- (●) No

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this committee in the past? *
- (●) Yes
- ( ) No

List any education, work experience or qualifications you have relevant to the Tree Advisory Committee - specifically in regard to urban forestry, trees or landscape. *
I teach environmental sociology.

List any current or past volunteer activities in which you are/were involved. *

Former board member Sustainable Sandhills and Cape Fear River Assembly. Founder SWWWAG, Southwest wake water advocacy group

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

Protect the tree canopy of Holly Springs. Be a good steward of talent and treasure.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any previous Committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

Committee events and outreach depend on the participation of committee volunteers. Each committee member will be asked to volunteer for up to 4 events in addition to attending quarterly Tree Advisory Committee meetings. Are you able to volunteer for Committee events and outreach? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Committee as assigned. I further agree that, for the purposes of authorizing and authenticating electronic service requests, my electronic signature has the full force and effect of a signature affixed by hand to a paper document. *



Date *

3/10/2026

Time *

8:20:15 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

2

Application to Serve on Tree Advisory Committee

Applicant Information

First Name *
Robin

Last Name *
Haney

Email *
robinelliotthaney@yahoo.com

Address *
Street Address
127 Florians Drive
Address Line 2

City
Holly Springs

State / Province / Region
North Carolina

Postal / Zip Code
27540

Country
United States

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
15

Name of Neighborhood *
If you do not reside within a neighborhood, please enter N/A.
Twisted Creek at Arbor Creek

Home/Cell Phone *
7813367933

Work Phone *
7813367933

Current Employer *
Salesforce

Job Title/Occupation *
Operations Program Manager

Jr. Member Applicant? *
- ( ) Yes (ages 15-18)
- (●) No

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Robin Haney Resume 2026.pdf 234.13KB

Have you served on this committee in the past? *
- (●) Yes
- ( ) No

List any education, work experience or qualifications you have relevant to the Tree Advisory Committee - specifically in regard to urban forestry, trees or landscape. *

While I do not have formal education or professional work experience in urban forestry or landscaping, I have gained meaningful, hands-on knowledge through my service on the Tree Advisory Committee over the past term. During my time on the board, I have developed a deeper understanding of the importance of urban forestry, tree preservation, and sustainable planning within our community. I have actively participated in committee discussions, asked thoughtful questions to support decision-making, and engaged with residents during events like HollyFest to promote tree awareness and the town's tree giveaway program. This experience has strengthened my knowledge, increased my passion for environmental stewardship, and equipped me to continue contributing in a thoughtful and informed way. I am committed to ongoing learning and to supporting the committee's efforts to maintain and enhance the natural beauty of Holly Springs.

List any current or past volunteer activities in which you are/were involved. *

Holly Springs Tree Advisory Committee member, Foodbank of Central and Eastern North Carolina day of service. Grace Bible Fellowship - Sunday School Teacher & Hospitality Lead

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

I see the responsibilities of the Tree Advisory Committee as helping guide the preservation, planting, and overall care of trees throughout the community. This includes advising on policies and initiatives that support a healthy urban forest, promoting sustainable practices, and serving as a bridge between the town and its residents by encouraging awareness and participation in tree-related programs. The committee also plays an important role in educating the community about the value of trees environmentally, aesthetically, and for overall quality of life and supporting events and initiatives that foster that connection. If appointed, I hope to continue contributing by actively participating in discussions, asking thoughtful questions, and supporting initiatives that increase community engagement. I would like to help expand awareness of programs like the tree giveaway, encourage more residents to get involved in planting and caring for trees, and support efforts that ensure Holly Springs remains a beautiful, sustainable place for future generations.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ◉ Yes
- ○ No

Have you taken the opportunity to attend any previous Committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

Committee events and outreach depend on the participation of committee volunteers. Each committee member will be asked to volunteer for up to 4 events in addition to attending quarterly Tree Advisory Committee meetings. Are you able to volunteer for Committee events and outreach? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Committee as assigned. I further agree that, for the purposes of authorizing and authenticating electronic service requests, my electronic signature has the full force and effect of a signature affixed by hand to a paper document. *



Date *

3/16/2026

Time *

6:14:06 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Robin Haney

LEADER | PARTNER | COLLABORATOR



robinelliotthaney@yahoo.com | 781-336-7933 | Holly Springs, NC

I am a highly qualified and successful communicator with over twenty years of expertise in building good relationships with key stakeholders. A passion for bringing people together and extensive knowledge of the software subscription business.

EDUCATION

Winston Salem State University, Winston Salem, NC
Bachelor of Science, Middle Grades Education
Social Studies & Language Arts

WORK HISTORY

Operations Program Manager
Informatica at Salesforce, San Francisco, CA
January 2014 to Present

- Verify customer contracts and reconcile documents for accuracy and compliance combined with processing orders through Informatica's accounting system, CPQ.
- Provision DaaS contact data enrichment products and ship the keys to customers worldwide.
- Utilize applications in Salesforce to provide timely and accurate reporting.
- Identify and address customer satisfaction issues as they relate to billing and contract management.
- Identify process improvement and optimization opportunities.
- Contribute to the success of DaaS sales by taking part in team meetings and conference calls.
- Assist in resolving DaaS support cases.
- Update and maintain internal provisioning documentation and train new hires.
- Balance multiple priorities and deadlines.

Managed Services Operations Analyst (Part-Time)
Sirius Computer Solutions, Omaha, NE
February 2016 to June 2020

- Managed client environments using tools such as Infrastructure Manager (Nimsoft), PRTG, ScienceLogic SL1, NetBrain, VMware vSphere, Duo MFA, and third-party remote access software.
- I provided support to hundreds of client environments across various platforms, resolving issues with devices such as Windows servers, networks, routers/switches (Cisco, among others), NetApp storage, and EMC storage.
- Assured timely alert monitoring to ensure continuous customer uptime to eliminate downtime.
- Created and managed tickets using the ServiceNow ticketing system.

Remarketing Supervisor

ONPOINT Financial Corporation, Norwell, MA

August 2007 to January 2014

- Ensured day to day department tasks were successfully completed including accounts receivable, invoicing, scheduling, reporting and responding to inbound customer escalation calls.
- Held coaching sessions with associates and completed performance reviews.
- Developed training for customer service and collection call center employees.
- Partnered with the director of the Collection and Customer service departments to guarantee objectives were realized.

Training Manager

CENTRIX Financial, Centennial, CO

May 2005- February 2007

- Determined professional and career development, implementation, delivery and administration management of training programs.
- Evaluated effectiveness of training modules and supported continuous improvements.
- Maintained high level knowledge of the organization's structure, policies and personnel to make administrative decisions.
- Built cross-departmental relationships, exercising independent judgment and discretion.
- Acted as a liaison between members of management and employees.
- Worked with senior management to plan and execute strategic initiatives, including ensuring top management competencies were aligned with business needs.
- Designed and implemented training material that increased employee awareness of business practices and monthly campaigns that motivated employees to achieve objectives set in place by senior management.
- Assisted with hiring talent at open house events, led hiring panels, and conducted outreach for additional interviews.

PROFESSIONAL SKILLS

Subscription Sales
Contracts
Microsoft Office 365
LexisNexis
Salesforce
WebEx Productivity Tools Box
OneDrive
Teams
Slack
Trainer

PERSONAL SKILLS

Effective communication and presentation skills
Collaboration across departments and with external partners
Mentoring and team coaching
Problem-solving and critical thinking
Strategic planning and execution for logistics operations
Proficient in ticketing and incident management using ServiceNow and Salesforce
Coordinating remote troubleshooting and support across multiple platforms
Strong attention to detail in managing tickets and tracking issue resolution
Time management to prioritize alerts and ensure service continuity

Upon request, I would be happy to provide references.

3

Application to Serve on Tree Advisory Committee

Applicant Information

First Name *
Marissa

Last Name *
Parker

Email *
marissajean13@gmail.com

Address *
Street Address
505 Sandy Point Way
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
USA

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
6 years

Name of Neighborhood *
If you do not reside within a neighborhood, please enter N/A.
Windward Point

Home/Cell Phone *
252-452-2681

Work Phone *
252-452-2681

Current Employer *
Self

Job Title/Occupation *
Educator

Jr. Member Applicant? *
- ( ) Yes (ages 15-18)
- (●) No

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
Resume - Marissa Parker.pdf 132.05KB

Have you served on this committee in the past? *
- (●) Yes
- ( ) No

List any education, work experience or qualifications you have relevant to the Tree Advisory Committee - specifically in regard to urban forestry, trees or landscape. *
Bachelor of Science in Environmental Biology, Master's Certificate in GIS and Remote Sensing, Certificate in Fish and Wildlife Management

List any current or past volunteer activities in which you are/were involved. *

Tree Advisory Committee since 2022
Scouting America: Assistant Scoutmaster, Training Chair, Unit Commissioner

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

The TAC exists to maintain accordance with Tree City USA by standing the committee. One of our duties is tracking the success of and giving input into the Street Tree Replacement Program. Also, we volunteer at various events throughout the year.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any previous Committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

Committee events and outreach depend on the participation of committee volunteers. Each committee member will be asked to volunteer for up to 4 events in addition to attending quarterly Tree Advisory Committee meetings. Are you able to volunteer for Committee events and outreach? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Committee as assigned. I further agree that, for the purposes of authorizing and authenticating electronic service requests, my electronic signature has the full force and effect of a signature affixed by hand to a paper document. *



Date *
3/26/2026

Time *
10:42:38 AM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

Current member



Marissa Parker

GIS Analyst

marissajean13@gmail.com

(252) 452-2681

Education

- **Master's Certificate in GIS and Remote Sensing**
  University of North Carolina at Wilmington
  2017
- **Certificate in Fish and Wildlife Management**
  American Military University
  2014
- **Bachelor of Science in Environmental Biology and Ecology**
  Appalachian State University
  2007
- **Associate in Arts**
  Nash Community College
  2005

Awards

- **Coast Guard Commandant's Letter of Commendation**
  precise government asset management, leadership, performance, and devotion to duty.
- **Meritorious Unit Commendation Medal**
  teamwork in lifesaving, conducting fisheries law enforcement, and drug interdiction missions.
- **Gamma Theta Epsilon**
  International Geographical Honor Society
- **Biological Science Student of the Year, 2002**
  Nash Community College

Summary

GIS Analyst with 2 years of industry experience. Seeking to further develop expertise in geospatial analytics, data management, and data visualization. Eager to acquire new skills utilizing innovative technologies including drone data collection and AI-assisted workflows. Highly awarded for professionalism and job performance. Committed to continuous learning, collaboration, and career advancement.

Work Experience

GIS Analyst, Leaf & Limb
Raleigh, NC 2018 - 2019

- Partnered with field teams to integrate GIS technology into daily operations, fostering a data-driven approach to arboriculture.
- Maintained databases and optimized protocols for geospatial data integration, improving process efficiency and decision support.
- Developed both static and interactive maps for clientele.

GIS Technician, Holland Consulting and Planners
Wilmington, NC 2017

- Analyzed land use data to create accurate maps and visualizations, enhancing decision-making processes for urban planning projects.
- Collaborated with planners to update and maintain geospatial data accuracy in accordance with regulatory compliance.

Military Service

Boatswain's Mate, United States Coast Guard
Alameda, CA 2010 – 2012

- Sailed 56,000 nautical miles conducting missions in Lifesaving, Drug and Migrant Interdiction, and Fisheries

Aviation Property Officer, United States Coast Guard
Mobile, AL 2012 – 2014

- Worked in Logistics and Supply, Readiness Response, and managed over $25 million in government assets

Leadership Volunteering

Committee Chair- Tree Advisory Committee
Town of Holly Springs, NC 2023 - Present

Assistant Scoutmaster
Boy Scouts of America 2022 - Present

4

Application to Serve on Tree Advisory Committee

Applicant Information

First Name *
tom

Last Name *
joyce

Email *
tjoyce.consult@gmail.com

Address *
Street Address
5228 SunsetWalk Lane
Address Line 2

City
Holly Springs

State / Province / Region
North Carolina

Postal / Zip Code
27540

Country
US

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
13 years

Name of Neighborhood *
If you do not reside within a neighborhood, please enter N/A.
Sunset Ridge South

Home/Cell Phone *
(919) 397-9154

Work Phone *
(919)397-9154

Current Employer *
Town Of Cary

Job Title/Occupation *
Lead Landscape Worker III

Jr. Member Applicant? *
- ( ) Yes (ages 15-18)
- (●) No

Experience and Qualifications

Upload a resume or other supplemental documents (optional):
_new resume 2025.pdf 41KB

Have you served on this committee in the past? *
- (●) Yes
- ( ) No

List any education, work experience or qualifications you have relevant to the Tree Advisory Committee - specifically in regard to urban forestry, trees or landscape. *
Experience in Planting and Design of Gardens and Native plantings for urban parks and residences.
Participated in street tree selection and planting throughout my career.
Public Speaker on Horticulture and Landscape practices.. (see resume)

List any current or past volunteer activities in which you are/were involved. *

Holly Springs Citizens Police Academy / Tree Advisory Board / Parks and Recreation Advisory Board

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

Public Education / Advise and assist Town in the selection and placement of street trees and planting in Parks. My goal would be to help create a better understanding of the advantages of trees and their role in our town.Teach residents the proper maintenance and planting of trees and shrubs. Create seminars for residents

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any previous Committee meetings prior to the notice of this vacancy? *

- ◉ Yes
- ○ No

Committee events and outreach depend on the participation of committee volunteers. Each committee member will be asked to volunteer for up to 4 events in addition to attending quarterly Tree Advisory Committee meetings. Are you able to volunteer for Committee events and outreach? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Committee as assigned. I further agree that, for the purposes of authorizing and authenticating electronic service requests, my electronic signature has the full force and effect of a signature affixed by hand to a paper document. *



Date *

3/30/2026

Time *

7:07:50 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

town website

TOM JOYCE

(919)397-9154
tjoyce.consult@gmail

PROFILE

Professional Horticulturist /Consultant with extensive knowledge and experience in the Green Industry

EXPERIENCE

Town of Cary Cary NC -2013-Present

Lead Landscape Worker - Supervise crews in maintenance of public parks, greenways and turf areas. Design new plantings Coordinate delivery, storage and use of landscape materials and supplies.

Bland Landscaping Company — 2013-2014

Production Manager - managed multiple crews throughout the triangle area involved in Commercial and Residential Landscape Management.

Colonial Williamsburg Foundation — 2005-2013

Landscape Foreman-Manage grounds of hotel properties, visitors center and colonial guest houses.Plan schedule,Direct & inspect all levels of gardening, nursery and tree work of gardeners and arborists. Train employees in pesticide use, safety practices and customer relations

Valley Crest Landscape Management — 2003-2005

Chemical Applications Manager - Designed IPM program and implemented l all applications of herbicide and pesticides for approximately 300 properties with over 2 million square feet of turf and Landscape plantings

SKILLS

NC Certified Landscape Manager

State of NC Pesticide Applicator

Certified Nutrient Management Planner

NCNLA Member

References:

Noel Lyons (919) 990-3188

Vinny Migliore (919) 306-0738

J1

Application to Serve on Tree Advisory Committee

Applicant Information

First Name *
Delilah

Last Name *
Devitt

Email *
delilahdevitt@icloud.com

Address *
Street Address
109 Duck Savannah Dr
Address Line 2

City
Holly Springs

State / Province / Region
North Carolina

Postal / Zip Code
27540

Country
United States

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
7 years

Name of Neighborhood *
If you do not reside within a neighborhood, please enter N/A.
12 oaks

Home/Cell Phone *
9198175522

Work Phone *
9198175522

Current Employer *
N/A

Job Title/Occupation *
N/A

Jr. Member Applicant? *
- (●) Yes (ages 15-18)
- ( ) No

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this committee in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Tree Advisory Committee - specifically in regard to urban forestry, trees or landscape. *
N/A related to the Tree Advisory Committee

List any current or past volunteer activities in which you are/were involved. *

I was involved in the thanksgiving food drive

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

The responsibilities of this committee is manage tree related city issues to help better the community, as well as planning initiatives and events to inform the people of our community about the importance of managing and protecting our trees. If appointed I hope to gain experience, learn the procedure of a committee and make a change in my community. I want to be able to help preserve the nature of the place I live and ensure it's still thriving when I leave.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

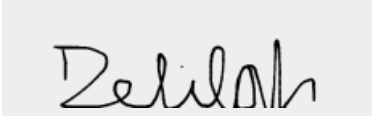
Have you taken the opportunity to attend any previous Committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

Committee events and outreach depend on the participation of committee volunteers. Each committee member will be asked to volunteer for up to 4 events in addition to attending quarterly Tree Advisory Committee meetings. Are you able to volunteer for Committee events and outreach? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Committee as assigned. I further agree that, for the purposes of authorizing and authenticating electronic service requests, my electronic signature has the full force and effect of a signature affixed by hand to a paper document. *



Date *

2/23/2026

Time *

3:18:00 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

From a current committee member

J2

Application to Serve on Tree Advisory Committee

Applicant Information

First Name *
Spencer

Last Name *
Niblett

Email *
spencerniblett90@gmail.com

Address *
Street Address
525 Texanna way
Address Line 2

City
Holly Springs

State / Province / Region
NC

Postal / Zip Code
27540

Country
United States

I reside within the *
- (●) Corporate limits of Holly Springs
- ( ) Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? *
17 years

Name of Neighborhood *
If you do not reside within a neighborhood, please enter N/A.
Braxton village

Home/Cell Phone *
9193352213

Work Phone *
9193352213

Current Employer *
J & S Pizza

Job Title/Occupation *
Counter

Jr. Member Applicant? *
- (●) Yes (ages 15-18)
- ( ) No

Experience and Qualifications

Upload a resume or other supplemental documents (optional):

Have you served on this committee in the past? *
- ( ) Yes
- (●) No

List any education, work experience or qualifications you have relevant to the Tree Advisory Committee - specifically in regard to urban forestry, trees or landscape. *
I am a member of garden club and co president of compost club. I have do landscaping as a side job

List any current or past volunteer activities in which you are/were involved. *

I have done meals on wheels and i am an active volunteer at the school garden

What do you see as the responsibilities of this committee and what do you hope to accomplish if appointed? *

This committees responsibilities include informing our community about our local trees and tree health and to plant more trees within our community.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed? *

- ○ Yes
- ◉ No

Have you attended Holly Springs' Citizens Academy? *

- ○ Yes
- ◉ No

Have you taken the opportunity to attend any previous Committee meetings prior to the notice of this vacancy? *

- ○ Yes
- ◉ No

Committee events and outreach depend on the participation of committee volunteers. Each committee member will be asked to volunteer for up to 4 events in addition to attending quarterly Tree Advisory Committee meetings. Are you able to volunteer for Committee events and outreach? *

- ◉ Yes
- ○ No

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Committee as assigned. I further agree that, for the purposes of authorizing and authenticating electronic service requests, my electronic signature has the full force and effect of a signature affixed by hand to a paper document. *



Date *

4/5/2026

Time *

5:52:22 PM

This information, along with other material, may be used by the Town Council in making appointments. And, in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

This application is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

How did you find out about these opportunities?

I do landscaping for regina S. And she recommended i join

2026 TAC Applicants

