



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of September 21, 2021 meeting agenda

PUBLIC COMMENT PERIOD

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

REQUESTS AND COMMUNICATIONS

PUBLIC HEARINGS

5. Green Oaks Tech Center PUD 21-PUD-01 -Joint Public Hearing
6. Voluntary Annexation A21-02, Crespo - Legislative Hearing

CONSENT AGENDA

7. Approve the minutes of the September 7, 2021 Business Meeting.
8. Position Reclassifications - Public Works Department
9. Contract for Tennis Instruction
10. Contract for Basketball and Softball League Officials
11. Contract for Baseball League Officials
12. Twelve Oaks Pump Station Bypass Budget Amendment

NEW BUSINESS

13. Collins Park Master Plan Amendment 15-MAS-04-A03
14. Housing Affordability Study Consultant Contract
15. Interlocal Agreement (ILA) with the City of Sanford for a Joint Water Treatment Plant Engineering Design (TP 20-010)

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.

Public Hearings

Title: Green Oaks Tech Center PUD 21-PUD-01 -Joint Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Economic Prosperity & Diversity

Staff Resource: Sean Ryan, Development Services

Action(s):

1. Hold a Joint Public Hearing of Town Council and Planning Board on Planned Unit Development #21-PUD-01 for Green Oaks Tech Center as submitted by Crescent Communities.
2. Forward Planned Unit Development #21-PUD-01 for Green Oaks Tech Center to the Holly Springs Planning Board for review and recommendation at their regularly scheduled meeting on September 28, 2021.

Explanation:

- The project consists of multiple parcels totalling approximately 120 acres and is located at the southeast corner of Green Oaks Parkway and Holly Springs New Hill Road. It is also located generally north of Thomas Mills Road.
- The applicant is requesting to rezone the property to Planned Unit Development (PUD) and has submitted an associated PUD Master Plan for approval. The PUD would allow a mix of industrial and commercial uses in various districts across the property.

Background:

- The Development Procedures Manual (DPM) requires a Joint Public Hearing for the PUD Master Plan to allow for both the Planning Board and Town Council to hear public concerns and support for the proposed zoning before considering the request.
- Once this hearing is held, the petition will be forwarded to the Planning Board to review, discuss and make a recommendation on the Rezoning and PUD Master Plan that will be forwarded to the Town Council for final determination.
- It is anticipated that there will also be a developer agreement for this project that will come to the Town Council for determination at a subsequent meeting. The anticipated components will include fee-in-lieu of future transportation improvements as well as terms related to a partnership with the developer for design and construction of the realignment of the Old Holly Springs Apex Road and New Hill Holly Springs Road intersection.
- This PUD may help achieve some of the Town Council's strategic initiatives, specifically:
 - Economic Prosperity & Diversity Initiative 1.1: Concentrate business recruitment

Town Council Business Meeting
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efforts in the target industries of Wake County Economic Development, specifically Life Sciences, Advanced Manufacturing, IT & Technology, and Clean Tech & Smart Grid; and

- Responsible & Balanced Growth Initiative 2.1: Pursue a residential/non-residential tax base ratio of 70%/30%.

Funding Source(s):

N/A

Attachment(s):

1. StaffReport_21PUD01_GreenOaksTech
2. PUDDocuments_21PUD01_GreenOaksTech



Town of Holly Springs Staff Report to the Planning Board & Town Council

REQUEST FOR PLANNED UNIT DEVELOPMENT Green Oaks Tech Center 21-PUD-01

PETITIONER/DEVELOPER:

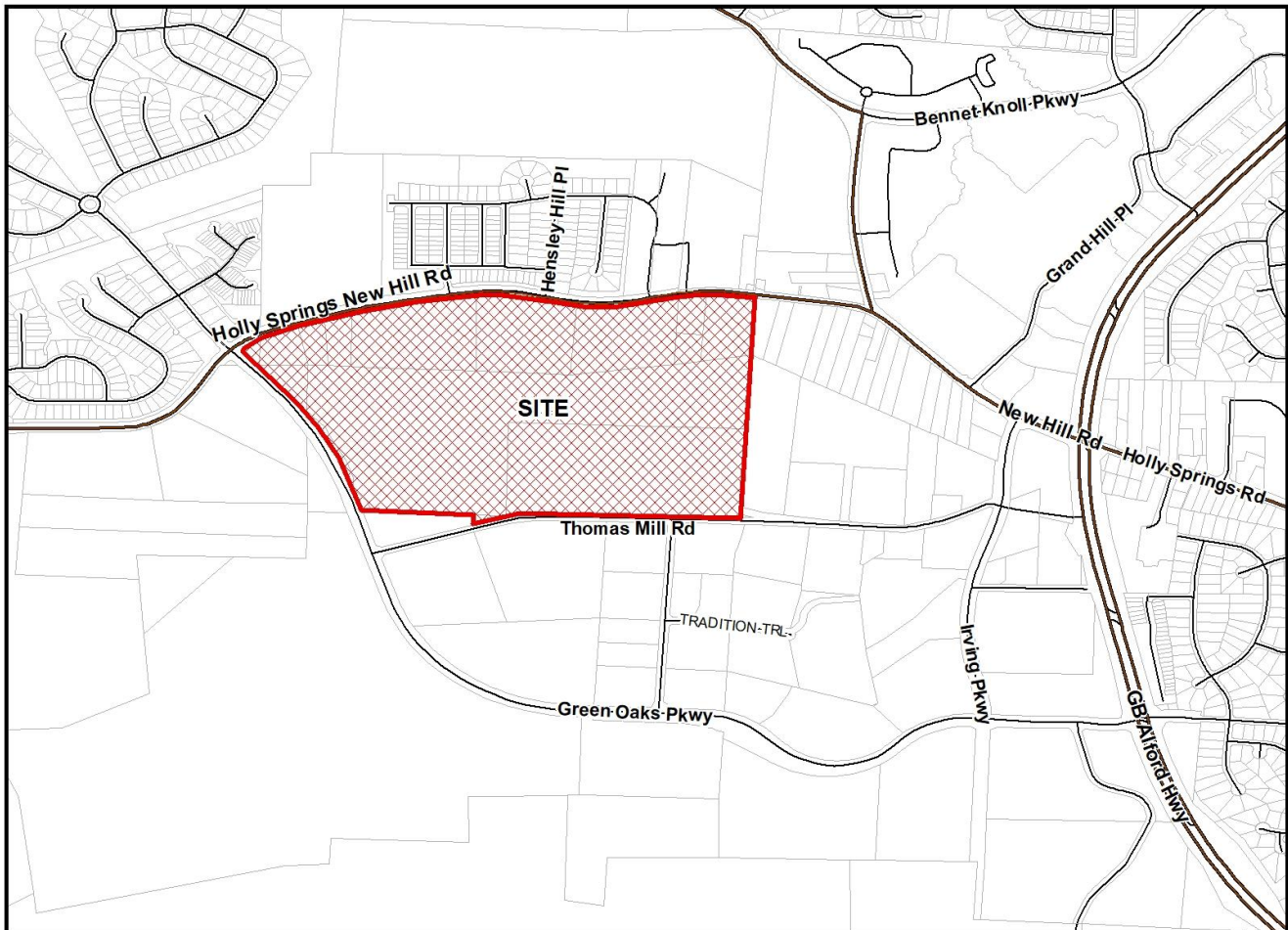
Crescent Communities
227 W Trade St, # 100
Charlotte, NC 28202

DESIGN PROFESSIONAL

LandDesign
223 Graham Street
Charlotte, NC 28202

OWNER(S):

See page 2



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

ANTICIPATED REVIEW SCHEDULE:

Public Hearing; September 21, 2021
Planning Board: September 28, 2021
Town Council Action: October 19, 2021

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

ATTACHMENTS:

PUD Document; PUD Plans

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Johnson, Garland Jr.	0639955037	R-30	2.0
Johnson, Garland Jr., Gail R	0639957154	R-30	1.3
Lockhart, David, Kathleen	0639959107	R-30	1.52
Shaffer, Leonard B, Katherine W	0649054147 0649151168	BT-CU	19.96
Joyner, Brenda B, Ralph	0649158281	R-10	8.6
McNeil, James Michael	0649253306	R-10	1.38
Ray, Patty	0649252098	R-10	1.0
Womble, Parrish (Nancy)	0649255277	R-10	4.03
Jones, Doris P Heirs Jones, Terry Jackson	0649049486	R-30	52.02
Warren L. Holleman	0649240007	R-30	27.51
Town of Holly Springs	0649039606	RT	0.32
Town of Holly Springs	0639953025	RT	0.30
Town of Holly Springs	0639949124	RT	0.77
TOTAL			120.71± acres*

* Plus previously dedicated right-of-way to the centerline of the adjacent streets

The Town of Holly Springs excess property parcels will be included in the PUD under the district that is adjacent to each parcel in order to create seamless zoning and consistent standards for development of the street frontages.

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	R-10 Residential; R-30 Residential; BT-CU: Business & Technology Conditional Use	Vacant, undeveloped
North	R-10: Residential R-MF-15: Multi-Family Residential R-8 CU: Residential Conditional Use R-10: Residential	Holly Springs New Hill Road, then Oakview Elementary School, Hensley Subdivision, Thales Academy
South	Holly Springs Business Park PUD RT: Research & Technology	Thomas Mill Road, then Holly Springs Business Park
East	R-10: Residential R-30: Residential	Vacant, undeveloped
West	RT: Research & Technology LB: Local Business	Green Oaks Parkway, then vacant, undeveloped



PROPERTY HISTORY

Annexation History

Project Number A89-09

Description: 204.36 acres

Approved by Town Council on 07/11/89

Project Number: A13-05

Description: Shaffer Property 10.69 acres

Approved by Town Council on 04/16/13

Rezoning History

PIN: 0649054147, 0649151168

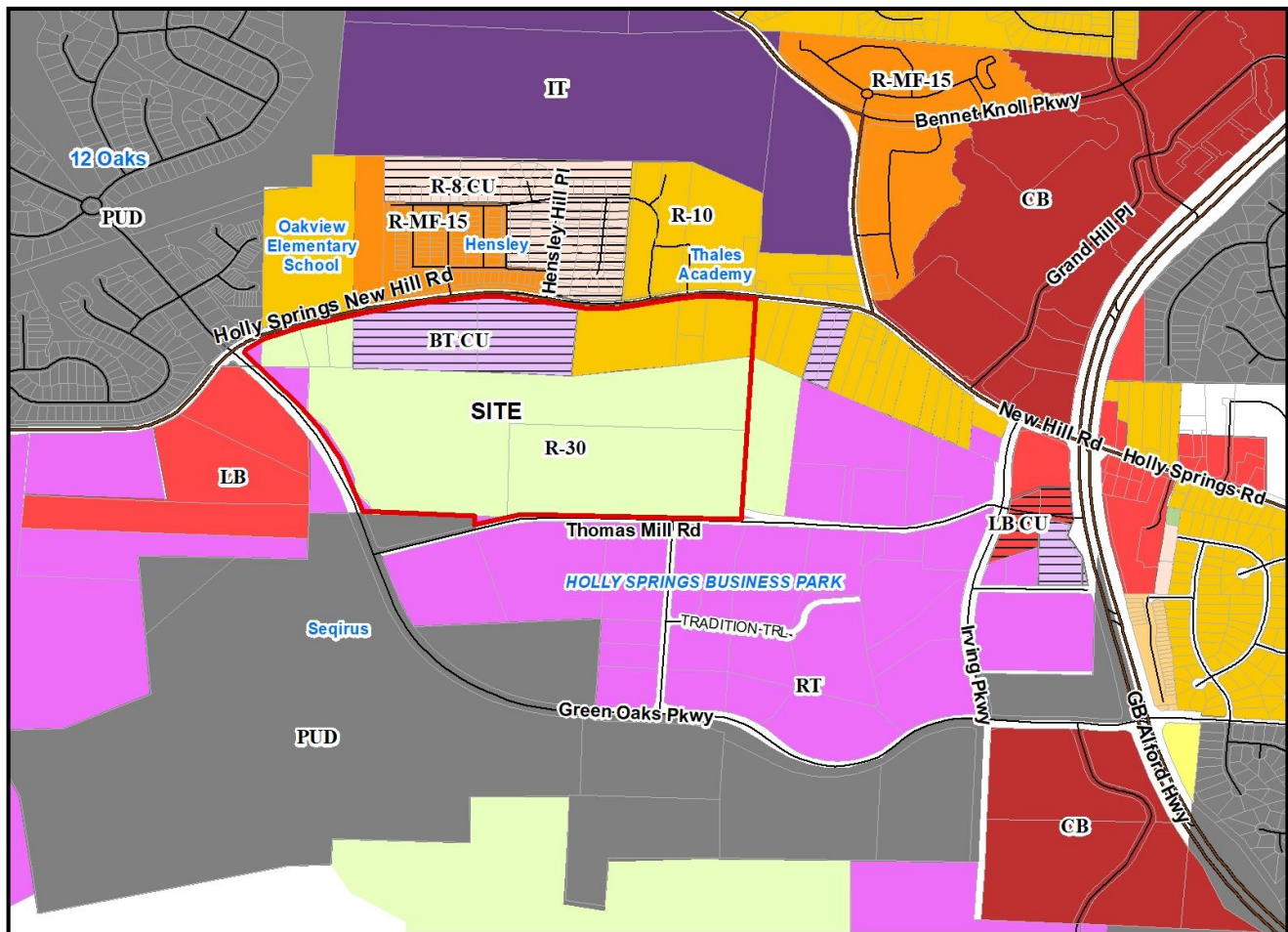
Original Zoning: Wake County R-80

Proposed Zoning: BT CU

Approved by Town Council on: 04/16/13

ZONE MAP CHANGE REQUEST

	CURRENT	PROPOSED
Zoning District	R-20 Residential; LB Local Business; R-30 Residential	PUD: 21-PUD-01 Green Oaks Tech Center
Future Land-Use Designation	Innovation Village	No Change
Overlay District	None	No Change
Conditional Use Permit Restrictions	N/A	N/A



STAFF ANALYSIS

PROJECT OVERVIEW

The Town has received a request for a Planned Unit Development (PUD) located on approximately 120 acres of land located east of Green Oaks Parkway and South of New Hill Holly Springs Road. A Planned Unit Development is a type of zoning used to encourage creativity and innovation in the design of developments, including the layout of land uses and open space that promote high standards in design and construction not normally allowed with the development standards contained within the Unified Development Ordinance (UDO).

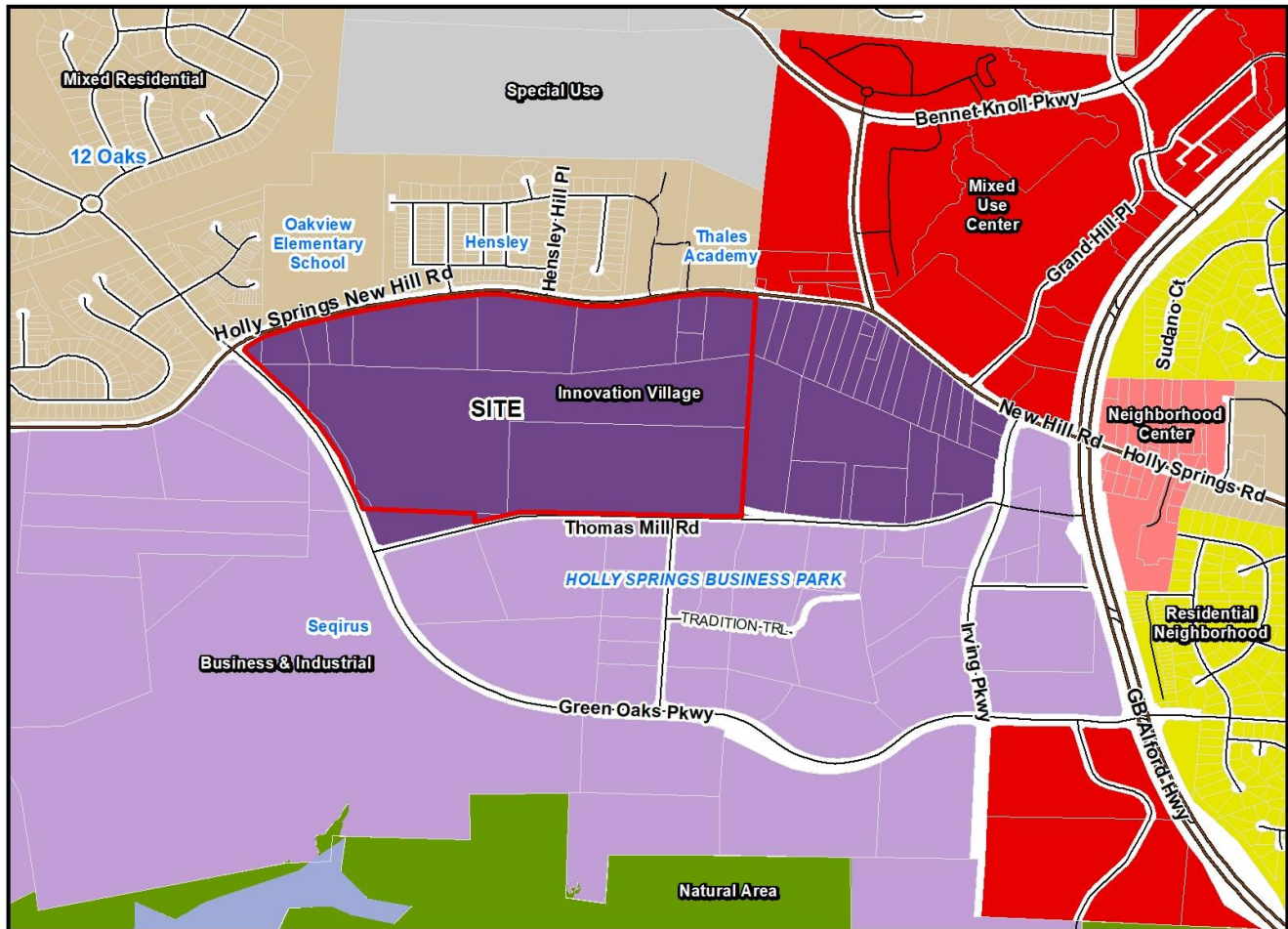
A PUD establishes the permitted uses and development standards for the property and specific development, such as subdivision plans or development plans, is reviewed for compliance with these standards, rather than the UDO, when it is proposed.

Green Oaks Tech Center is a proposed mixed use development consisting of light industrial/employment center uses as well the potential for commercial use along the Holly Springs New Hill Road frontage. An alternative approach allows the development to pivot to entirely Innovation District should a large life science user or similar facility choose to locate here. This supports economic development business attraction goals and reflects the changing market for business development in this area as FUJIFILM

Diosynth Biotechnologies has located in Oakview Innovation Park absorbing the majority of land available for business park development in the center of town.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan



Future Land Use & Character Plan Designation: Innovation Village

An Innovation Village abandons the idea of a conventional business or industrial park and imagines a mixed-use village that concentrates employment uses in a discernible center surrounded by one or more neighborhoods that support a variety of home densities and choices — including live-work units in the employment center. The design, scale, character, and intensity of development in the Innovation Village emphasizes technology, creativity, and innovation, and may support a corporate headquarters, research and development campus, manufacturing center, or other center of excellence and the nearby retail businesses and housing options needed for its employees.

A grid network of walkable streets connects destinations within the employment center and the surrounding neighborhoods. Connected open space throughout the village accommodates recreation facilities, small parks, greenways, and gathering places; preserves tree stands; and helps reduce stormwater runoff.

The Innovation Village is the next generation of business park for business owners, entrepreneurs, artists and manufacturers. The design, scale, character, and intensity of development in the Innovation Village emphasizes technology, creativity, and innovation.

This area provides unique economic development opportunities for Holly Springs, and is envisioned as a progressive employment hub that may support a corporate headquarters, research and development, manufacturing and the biotech/pharmaceutical industries. While the Innovation Village is first an employment center, residential and supporting retail and service uses are integrated throughout, using traditional village design and planning principles.

Streets should be walkable and interconnected, and should include on-street parking, street trees, sidewalks and bike facilities for pedestrians and bicyclists. A network of connected open spaces can include parks and greenways, which provide places for recreation and gathering. Buildings should be located close to the street, with parking lots in the rear buildings rather than in the front.

An agrarian buffer along the adjacent arterial and collector roads could be preserved, or created, as for aesthetic purposes, but more importantly, to provide an opportunity for hyper-local food production for residents and employees of the Innovation Village.

Planning Concepts for Innovation Village

1. IV-1: Reserve key sites for future employment
The potential for additional employment in Town is increasing with regional growth. This area opens up the possibility of effectively recruiting major employers to Holly Springs.
2. IV-2: Encourage Variety
Here, a variety of large, medium, and small businesses can operate side by side, with some benefitting from proximity to large-scale employers, especially manufacturers, and access to US-1. Industrial uses of many types should be encouraged here, and “industrial” should be broadly defined to include maker spaces for a wide variety of artisans. Breweries and distilleries may also be accommodated in this location.
3. IV-3 Support Live-Work
Consistent with their unconventional work style, some artists and craftspeople choose unconventional living arrangements. Live-work units in which living space sits above first-floor studios, maker spaces, and offices provides an ideal setup. Allow live-work units in appropriate locations, and address parking standards to mitigate potential issues arising from having different occupants in the “live” and “work” portions of the units.
4. IV-4: Facilitate the creation of a “village.”
By introducing some supporting commercial uses, office buildings, and a limited amount of housing, this area can have a distinct identity as the village it is envisioned to become. The common areas—outdoor green spaces, courtyards, and co-working spaces—can foster an environment of collaboration, a key attribute in creating a breeding ground for innovation.

PUD EVALUATION CRITERIA

As specified in UDO Section 5, in its determination of the appropriateness of the proposed PUD and whether to recommend approval or disapproval of the PUD District zoning map change and PUD Master Plan, the Planning Board shall be guided by the extent to which the proposal:

- A. Accomplishes the intent of the Planned Unit Development District set forth in Section 5.01
- B. Provides for the protection or provision of the following site features and amenities:

1. Natural site features, including, but not limited to, slopes, streams, natural water features, wetlands and areas of special flood hazard
2. Wooded areas, individual trees of significant size, or other environmentally sensitive features;
3. common open space and recreational areas (passive or active) accessible to the residents or users of the PUD by way of sidewalks, footpaths, walkways or bikeways
4. Efficient utilization of the land, including the reduction of land area disturbed for utility lines and motor vehicle access
5. Creation of innovative residential and business environments
6. Protection and preservation of important view corridors, and scenic vistas
7. Diversity and originality in lot layout or site design
8. Utilization of individual building designs which achieve an enhanced relationship between the development and the land
9. Relationship to surrounding properties
10. Conformance with the Comprehensive Plan
11. Extent to which the development proposed by the PUD can be developed under the general use districts of this UDO, other than the PUD District, as a matter of right

PLANNED UNIT DEVELOPMENT MASTER PLAN OVERVIEW

The purpose of a PUD master plan is to encourage the master planning of development for larger tracts of land and to coordinate such development so as to manage the impacts of the development on the provision of Town services and infrastructure; encourage creativity and innovation in the design of developments, including the layout of land uses and open space that promote high standards in design and construction, and further the purposes of the Comprehensive Plan; provide for more efficient use of land including the reduction of land area disturbed for utility lines and motor vehicle access; permit special consideration of property with outstanding natural or topographical features such as rock outcroppings, areas of special flood hazard, slopes, major tree groupings, significant vegetation, or important view corridors and scenic vistas; facilitate use of the most appropriate construction techniques in the development of land; and, to provide for any individual land use not otherwise specified elsewhere in the UDO.

The PUD District is not intended for use with subdivisions or projects which can be developed under the General Use Districts of this UDO, other than the PUD District, as a matter of right or by requesting approval of a development plan or a special exception use. To establish a new PUD, the following minimum standards apply:

1. Open Space - each PUD shall include a minimum of ten (10) percent of the total acreage of the project as playground, plaza, close, square, park or parkway open space.
2. Landscape Buffer or Stream Buffers - no portion of a greenbelt, landscape buffer or stream buffer required as part of a PUD shall be included as part of any lot or used to comply with the open space requirements.
3. PUD Criteria - each PUD shall represent a use or development pattern which is not available under any individual district as a matter of right or by requesting approval of a development plan or a special exception use.

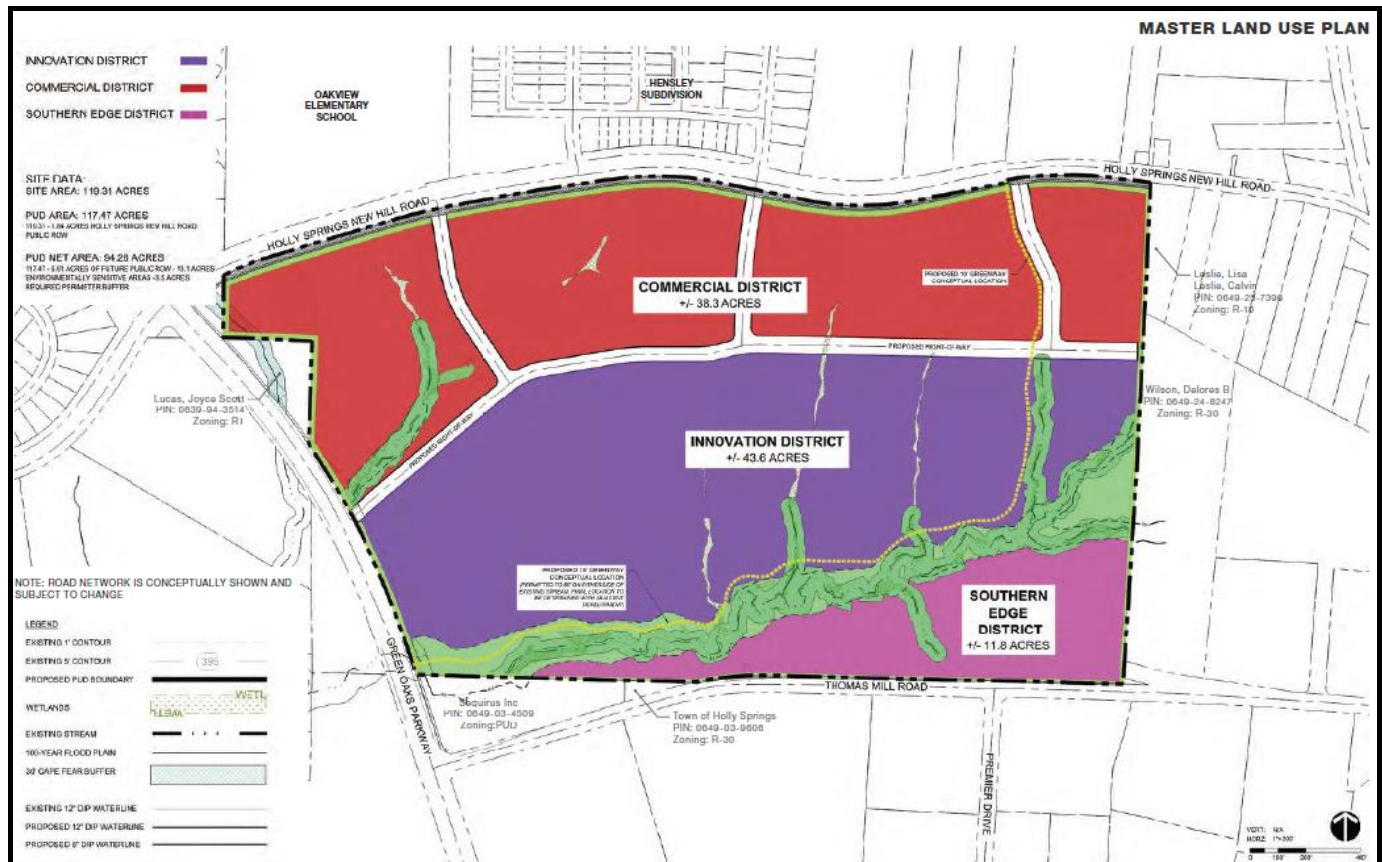
Analysis of the PUD

The PUD proposes to create a life-science focused environment with supporting commercial uses. The BT: Business & Technology District would not allow the full range of manufacturing and technology uses proposed for the site and the RT: Research & Technology District would not allow the ancillary commercial uses proposed for the PUD. As a result, in order to create an integrated development of the nature intended the PUD District is required. The PUD District will also provide speed-to-market to enhance business attraction by providing the opportunity for the entire site to be positioned for a single-user life science site, similar to what has occurred at Oakview Innovation Park to the west. The PUD also incentivizes uses that are part of the Town's economic development focus by providing a streamlined review process for uses consistent with the Town's economic development goals.

Vision for the PUD

Per the PUD Report:

At Green Oaks Tech Center, people that work here are uniquely focused on the concepts of progress and growth. By delivering a life science focused community, the people who work in the community can grow and progress just like the life science companies that make this place unique. Green Oaks Tech Center is a phased master planned community that prioritizes the creation of new, leading-edge science and technology, the exciting growth sought by the category's companies, the personal and professional learning that emphasize experience in fast-changing, purpose-driven careers and the growth in the wellness and quality of life for society that stem from the industry' impact.



PUD Districts

The Green Oaks Tech Center PUD Master Plan proposes the following development districts:

1. Innovation District
 - Research & Technology, Office
 Examples:
 Convention Center
 Engineering & Lab
 Light Industrial/Light Manufacturing
 Flex Space
 - Comparable UDO District: RT Research & Technology District w accessory CB
 Community Business District uses
2. Commercial District
 - Neighborhood, local, and regional commercial uses, plus uses from Innovation District

Examples

Food Service
Personal Service
General Retail
Hotel

- Comparable UDO District: CB: Community Business, plus RT: Research & Technology

3. Southern Edge

- Office, Industrial

Examples

Engineering & Lab
Light Industrial/Light Manufacturing
Flex Space

- Comparable UDO District: RT Research & Technology

Innovation District

Development Standard	Proposed PUD District	Comparable UDO District:	
	Innovation	CB	RT
Max Gross Density	N/A	15 u/a	0 u/a
Building Setback			
Holly Springs New Hill Road	20'	50'	50'
Green Oaks Parkway	20'	50'/30'	30'
Thomas Mill Road	10'	50'/30'	30'
Collector Street (internal)	10'	50'/30'	30'
Local Street (internal)	0'	50'/30'	10' (non res) 50' (res)
Rear (internal)	0'	10' (non-res) 25' (res)	10' (non res) 50' (res)
Building Height			
Min	20'	n/a	n/a
Max	100'	55'	75'
Lot Dimensions			
Minimum Lot Area	None	None	None
Minimum Lot Width	100'	100'	100'

Commercial District

Development Standard	Proposed PUD District	Comparable UDO District:	
	Commercial	CB	
Max Gross Density	N/A	15 u/a	
Building Setback			
Holly Springs New Hill Road	30'	50'	
Green Oaks Parkway	5' min – 20' max	50'/30'	
Thomas Mill Road	5 feet min – 20 feet max	50'/30'	
Collector Street (internal)	0'	50'/30'	
Local Street (internal)	0'	50'/30'	
Rear (internal)		10' (non-res) 25' (res)	
Building Height			

Min	20'	n/a
Max	100'	55'
Lot Dimensions		
Minimum Lot Area	None	None
Minimum Lot Width	50'	100'

Southern Edge District

Development Standard	Proposed PUD District	Comparable UDO District:
	Southern Edge	RT
Max Gross Density	N/A	0 u/a
Building Setback		
Holly Springs New Hill Road	20'	50'
Green Oaks Parkway	20'	30'
Thomas Mill Road	10'	30'
Collector Street (internal)	10'	30'
Local Street (internal)	0'	10' (non res) 50' (res)
Rear (internal)	0'	10' (non res) 50' (res)
Building Height		
Min	20'	n/a
Max	50'	75'
Lot Dimensions		
Minimum Lot Area	None	None
Minimum Lot Width	50'	100'

Permitted Uses

The allowable uses for Green Oaks Tech Center are focused on cultivating the distinct characters of the three districts within the development. Within the Innovation District, a number of commercial uses are allowed as accessory uses to support the employment uses while ensuring it does not become dominated by retail or restaurant uses. Those common commercial uses are supported in the Commercial District. The Southern Edge District reflects its proximity to the existing business park and the more traditional manufacturing and business park uses that can be supported there.

	INNOVATION	COMMERCIAL	SOUTHERN EDGE
COMMERCIAL			
RESTAURANT/FOOD SERVICE	A	P	
BANQUET FACILITY			
FARMER'S MARKET	A	P	P
DRIVE-IN OR DRIVE-THROUGH		P	
PERSONAL SERVICE	A	P	
CHILDCARE, DAYCARE	A	P	
GENERAL RETAIL STORE	A	P	
CONVENTION CENTER	P	P	
LIQUOR SALES	A	P	
FUEL STATION WITHOUT REPAIR		P	
ACCOMODATIONS	A	P	
HOTEL	A	P	
OFFICE			
GENERAL PROFESSIONAL SERVICES	P	P	P
RESEARCH & TECHNOLOGY	P	P	P
MEDICAL OFFICE BUILDINGS	P	P	
RECREATION			
OUTDOOR RECREATION	A	A	A
AEROBICS, YOGA, DANCE, FITNESS STUDIOS, ARCADE	A	P	P
INDOOR RECREATION	A	P	P
INDOOR SPORT TRAINING FACILITIES	A	P	SE
PUBLIC AND CIVIC			
CIVIC	P	P	P
EDUCATION (K-12)	SE	SE	
SCHOOL - COMMERCIAL, TRADE, INDUSTRIAL OR BUSINESS	P	P	P
PARKING GARAGE, PARKING LOT - COMMERCIAL	P	P	P
POLICE, EMS OR FIRE STATION	P	P	P
GOVERNMENT OFFICES	P	P	P
BUS STATION TERMINAL	SE	SE	SE

P – Permitted
 SE – Special Use
 A- Accessory

	INNOVATION	COMMERCIAL	SOUTHERN EDGE
INDUSTRIAL AND INSITUTIONAL			
ENGINEERING & RESEARCH LABORATORIES	P	P	P
LIGHT INDUSTRIAL	P	P	P
INDUSTRIAL - ASSEMBLY OR REPAIR OF PREVIOUSLY MANUFACTURED PARTS, SUB-ASSEMBLIES OR COMPOINENTS; AUCTION HOUSE; DISTRIBUTION CENTER; FLEX-SPACE; MANUFACTURING-LIGHT; PROTOTYPE PROCESS AND PRODUCTION PLANT; WAREHOUSE; WHOLESALE BUSINESS	P	P	P
RESEARCH & TECHNOLOGY USES			
DATA CENTER, DATA PROCESSING OR ANALYSIS. IT SERVICES, LABORATORY, RESEARCH & DEVELOPMENT, CALL CENTER	P	P	P
DISTRIBUTION CENTER	P	P	P
FLEX SPACE	P	P	P
LIGHT MANUFACTURING	P	P	P
WAREHOUSE	P	P	P
WHOLESALE BUSINESS	P	P	P
COMMUNICATION / UTILITIES			
ELECTRICITY RELAY STATION; NON-MUNICIPAL PUMPING STATION; NON-MUNICIPAL UTILITY SUBSTATION; NON-MUNICIPAL WATER TREATMENT PLANT; PUBLIC WELLS; STORAGE TANKS - NON-HAZARDOUS; TELEPHAONE EXCHANGE; WATER TOWER	P	P	P
MISCELLANEOUS			
RELIGIOUS USES	P	P	P
COMMUNICATIONS / UTILITIES	P	P	P
ELECTRIC TRANSMISSION LINES	P	P	P
PUBLIC FACILITIES - NEIGHBORHOOD RECYCLING COLLECTION POINT	P	P	P
TRANSIT STOP	P	P	P
GREENHOUSE	A	A	A
SOLAR PANELS	A	A	A
SOLAR FARM	P	A	A

For all Districts: Accessory Uses – See Section 4.04, A. – Accessory Uses, Buildings and Structures.

For all Districts: Temporary Uses – See Section 4.04, B. – Temporary Uses, Buildings and Structures.

P – Permitted
SE – Special Use
A- Accessory

Other Key Development Standards

Development Standards Not Specified:

Additional development standards that have not been specified in the PUD Master Plan shall follow those contained within the UDO.

PARKING:

Per UDO. On street parking may be provided, consistent with the street cross-sections identified in the plan.

LANDSCAPING:

Landscaping is proposed to generally follow UDO practices, while accommodating flexibility to create a more pedestrian oriented streetscape where buildings are placed closer to internal streets. Landscaping will be provided along the boundaries of the project, along the perimeter streets of the project, along the bases of buildings (i.e. foundation landscaping) where there is a greater than 10 foot setback from the right-of-way, as well as through street trees along interior streets. In addition, there are a number of natural and developed open spaces throughout the project area that will contain additional plant material, increasing the project's overall vegetation.

SUMMARY OF LANDSCAPE STANDARDS	
Boundary Street	
Holly Springs New Hill Road	30' Wide – Trees 50' On Center + shrubs 4' On Center
Green Oaks Parkway	30' Wide – Trees 50' On Center + shrubs 4' On Center
Thomas Mill Road	20' Wide – Trees 50' On Center + shrubs 4' On Center
Internal buffers	None
Foundation Landscaping	Per UDO, except no planting required for buildings within 10' of ROW. Alternate compliance allowed.
Parking lot screening	24" H shrubs 3' On Center, or combined with fence/wall, or where grade separated.
Parking Islands	Per UDO
Street Trees	Per UDO, every 50', at least 2-3 species identified at the time of Master Plan. Tree grates acceptable in Innovation and Southern Edge District

OPEN SPACE & TREE PRESERVATION:

	Required		Provided	
Developed Open Space	10%	11.93 ac	10%	11.93 ac
Tree Preservation	10% of commercial	< 3.83 ac	10% of total	11.93 ac
Total Open Space		<15.76 ac	20%	23.89 ac

Specific information about open space can be found beginning on page 37 of the PUD Master Plan document. The conceptual locations of these resources are illustrated on the Open Space Plan sheet that is included on page 39 of the PUD Master Plan. A minimum of 10% of the project area is required for Development Open Space.

Developed Open Space Options

- Greenways and trails
- Pocket Parks
- Urban Park
- Urban Plaza

A minimum of 10% of the total 120 acre site area will be maintained for tree preservation area. Typically commercial or mixed use developments require 10% preservation, while industrial developments do not require tree preservation. As this development is a mix of all of these uses, the development will include a higher percentage of tree preservation than if the property were developed with the proposed uses in individual developments under traditional zoning districts.

ARCHITECTURAL DESIGN

The PUD proposes a variety of architectural design standards designed to encourage the development of an integrated master planned development while acknowledging the specific design needs and design styles appropriate for a life science campus.

Architectural Design Elements in the Innovation District:

- Modern, advanced materials
 - Including architectural metal panels, such as ACM and translucent glass fiber panels
- Variation in massing
 - Provided at a scale proportionate to large-format laboratory or manufacturing facilities (every 50' instead of every 30')
- Enhanced Primary Building entrances
 - Must occupy 10% or more of the front façade
- Landmark features
 - A recognizable feature such as a green screen, public art, or architectural glass must be incorporated on the primary façade of each building.

Illustrative examples



PARKS & RECREATION

Greenways (UDO Section 7.06, C.):

Greenway Improvements are required per the Greenways and Trails Master Plan shown and described below:



- A north-south Greenway connection between Holly Springs New Hill Rd and Thomas Mill Rd.
- An east-west sidepath along Thomas Mill Rd providing a connection to the existing sidepath along Green Oaks Parkway
- Crossing location and connection across Holly Springs New Hill Rd to existing

One section of public greenway is proposed

- A connection to the existing 8' sidepath on the east side of Green Oaks Parkway is shown but does not include any additional sidepath improvements along Thomas Mill Rd.

CIVIL IMPROVEMENTS

Utility Availability and Impacts due to change of Permitted Uses:

Water Service:

With the development of this project, potable water will be provided through connection with the existing 12-inch water main in Holly Springs New Hill Rd., Green Oaks Parkway and Thomas Mill Rd. Potable water mains will be extended through the internal street associated with eh PUD to serve the future development PODs. A Hydraulic Water Model and Fire Flow Analysis (FFA) Report has been completed with this PUD. Additional analysis will be required with each subsequent development petition.

Reclaimed Water Service: This project is in the Town's Reclaimed Water Distribution Service Area. With the development of this project, reclaimed water will be provided through connection with the

existing 12-inch reclaimed water main in Holly Springs New Hill Rd. and Green Oaks Parkway. Reclaimed water mains will be extended through the internal streets network associated with PUD to serve the future development PODs. A Hydraulic Reclaimed Water Model Report is required with the first Development Petition (i.e. Master Plan, Development Plan, etc.). Additional analysis may be required with each subsequent development petition.

Sewer Service:

With the development of this project, sanitary sewer will be provided through connection to the future gravity sewer outfall being constructed as part of the Oakview Innovation Master Plan and will discharge to the Business Park Pump Station. A downstream sanitary sewer evaluation has been completed with this project. Each subsequent development petition will be required to confirm they are within the originally approved parameters approved with this PUD. If it exceeds what was approved with this PUD, additional analysis may be required.

Transportation:

With the development of this project, Holly Springs New Hill Rd. will be widened to ½ of the ultimate street cross section, across the development property frontage in accordance with the Town's Unified Development Ordinance (UDO). According to the Town's Comprehensive Transportation Plan (CTP) and Parks, Recreation and Greenways Master Plan, Holly Springs New Hill Rd. will be a 4-lane, median divided thoroughfare and will include a 10-ft sidepath.

A Traffic Impact Analysis (TIA) was completed with this project after review by the Town and the NCDOT. The TIA shows the various Phases expected with the Development of the PUD and highlights the associated improvements triggered with each phase. As the phases of development occur, subsequent TIA confirmation letters or additional traffic analysis will be required to verify project impact is mitigated appropriately and in accordance with the Town and NCDOT comments per the approved TIA.

The Town and developer are in the process of finalizing discussions regarding intersection improvements constructed with this project and those improvements that require a fee-in-lieu of construction. This item is part of the Developer Agreement discussion which is anticipated to be finalized and presented at the Town Council meeting with the PUD project presentation. Some of the major discussion items include:

- Design and construction of the realignment of Old Holly Springs Apex/Holly Springs New Hill Rd.
- FIL for future widening of NC-55 (GB Alford Hwy)
- Design and Installation of, or fee-in-lieu of installation, of new traffic signalization at the various proposed access points along the property frontage of Holly Springs New Hill Rd. and Green Oaks Parkway

Internal vehicular and pedestrian connectivity within the PUD as well as interconnectivity with adjacent parcels will be provided with this project. With a Master Plan submittal and subsequent Development Plan submittals, the detail of that design will be reviewed to determine compliance with Town standards and ordinances.

Environmental/Stormwater:

Storm Water: This project will be required to meet the Town of Holly Springs NPDES Ph. II Post Construction Stormwater Ordinance.

Environmental Buffers: This project is located in the Cape Fear River Basin and will be subject to all applicable requirements of that basin.

Infrastructure Reimbursement Agreement:

With this project, a Developer's Agreement is being drafted. The Developer's Agreement will be finalized and presented at the Town Council meeting with the PUD project presentation.

REQUESTED ACTION

ACTION #1

Hold Joint Public Hearing with the Town Council and Planning Board on Planned Unit Development #21-PUD-01 for Green Oaks Tech Center as submitted by Crescent Communities.

MOTION #1

Forward Planned Unit Development #21-PUD-01 for Green Oaks Tech Center to the Holly Springs Planning Board for review and recommendation at their regularly scheduled meeting on September 28, 2021.

Note: *The following will be recommended conditions of approval should the PUD Master Plan be approved later in the review process.*

1. Total actual review costs for engineering special studies will be billed in accordance with the Town's fee schedule and all invoiced fees from third party review and should be paid prior to the next Development Petition submittal associated with this PUD and no later than prior to approval of that petition request.
2. A Deed of Easement is required to be executed for any vehicular & pedestrian access between the property owners at the time of plat. This will become a condition of approval of the Master Plan and Development Plans.
3. All new overhead power lines and services must be installed underground with this development. If the relocation of existing overhead power lines underground is deemed not feasible by the Town and/or the Utility company, a waiver of UDO Section 7 and fee-in-lieu will be required for this project. (ED&CS Section 2; UDO Section 7). This will become a condition of approval of the Master Plan.
4. If any changes have been made to gravity sewer lines serving upstream properties between Preliminary Approval and 1st Construction Drawing Submittal associated with this PUD, a Final Gravity Sewer Line Sizing Report will be required with first construction drawing submittal.
5. Provide documentation in the form of a recorded plat of any required offsite sewer easements prior to first construction drawing submittal associated with this PUD.
6. Offsite Sewer Infrastructure Incomplete: Off site sewer facilities are needed to serve this project and are planned to be constructed as part of the Oakview Innovation Master Plan project. This must be completed and accepted by the Town prior to the 1st construction drawing submittal associated with this PUD and no later than construction drawing approval unless otherwise approved by the Division Manager. The Town is not responsible for completion of off site sewer facilities, and will not guarantee completion of such facilities by any other party. No plats or building permits will be issued by the Town until all necessary on and off-site water infrastructure is completed.
7. With each subsequent Development Petition (i.e. Detailed Master Plan, Development Plan, Subdivision Plan), the following is required:
 - a. A TIA verification letter is required to be submitted to confirm the specific development is within the parameters of the TIA approved with this PUD. If the development exceeds what was previously approved, a TIA revision will be required. A TIA phasing plan is required at this stage.
 - b. A Downstream Sewer verification letter is required to be submitted to confirm the specific development is within the parameters of the study approved with this PUD. If the development exceeds what was previously approved, a Downstream sewer Evaluation revision will be required.
 - c. A Hydraulic Water Model and Fire Flow Analysis Report (FFA) is required with each development.
 - d. A Hydraulic Reclaimed Water Model Report is required for the reclaimed water main extensions and must be approved prior to Construction Drawing Submittal. .
 - e. Provide completed Industrial Waste survey short form. Note that information on this form may result in additional permitting or information being required.
 - f. Provide the Grease Trap Form as required for all businesses that will be handling fats, oils, or grease (i.e. restaurants).
 - g. For any street stub that will cross a stream also provide environmental impact information including preliminary vertical alignment for a distance of 100' beyond the property line to demonstrate constructability, will be required with the first Master Plan submittal.

8. The following item will become a condition of plan approval: Offsite right-of-way must be dedicated for this project. Right-of-way dedication will be required prior to construction drawing approval.
9. Please be aware that all review comments issued by the Town and the NCDOT related to the TIA associated with this project must be addressed. All recommended improvements as a result of Town and NCDOT review of the Traffic Impact Analysis (TIA) associated with this PUD are required to be incorporated into the detailed master plans.
10. Preliminary design for roadway improvements in accordance with Town standards for the full frontage of this property will be required at the time of the first Master Plan, unless otherwise outlined in a Developer Agreement between the Developer and the Town.
11. The Build-out analysis included a mix of background improvements and recommended development mitigations. If the assumed background projects do not occur, it should be the developer's sole responsibility to construct all of the background improvements included in the TIA unless additional analysis can be provided to demonstrate the background mitigations are not warranted by the subject development.
12. Developer is responsible to continue to monitor the following intersections for additional mitigation measures as each Development Petition is submitted and the PUD develops.
 - a. Driveway #1 on Holly Springs New Hill Rd, opposite Oakview Elementary School
 - b. Driveway #3 on Holly Springs New Hill Rd, opposite Thales Academy – if a future traffic signal is not feasible or warranted at this location, it should be restricted to right-in/right-out to minimize impacts during school peak hours with Phases 3 and 4 of this PUD.
 - c. Driveway #5 on Green Oaks Parkway, opposite Crescent Commons (Oakview Innovation) – additional improvements being added after final TIA review:
 - i. two (2) egress lanes are required at the site drive
 - ii. A northbound, 100-ft storage, right turn lane
 - d. Green Oaks Parkway / Seqirus Driveway / Thomas Mill Road
 - e. Green Oaks Parkway / Premier Drive
13. All major transportation and utility infrastructure (including water, sewer, reclaimed, and overhead power line relocation) improvements shall be completed with the first Master Plan Submittal. Subsequently, the 1st Construction Drawing associated with this project shall be responsible to complete this work. Should an alternate schedule be determined for these infrastructure improvements, it would be outlined in a Developer Agreement between the Developer and the Town and a phasing plan.
14. A TIA phasing plan for transportation improvements, agreed upon by the Town and the Developer, shall be submitted with the 1st Master Plan/Development Petition to memorialize any deviation from Town standard processes and procedures. The phasing plan must be finalized prior to the Master Plan/Development Petition being scheduled for Planning Board, Town Council or receiving administrative approval.
15. The following items are being discussed as part of the Developer Agreement that is in progress between the Developer and the Town. These are subject to change with the finalization of the agreement prior to Town Council.
 - a. A Fee-in-lieu proportionate to project impact for the design and construction of improvements on GB Alford/NC-55.
 - b. Design and construction of the intersection realignment and improvements at Old Holly Springs Apex Rd./Holly Springs New Hill Rd. with this project. The timing of the improvement and financial partnership are part of this discussion.
 - c. A Fee-in-lieu proportionate to project impact for the design and construction of intersection improvements at Old Holly Springs Apex Road / Bennet Knoll Parkway.
 - d. Timing and phasing of transportation improvements associated with the PUD.
16. The following items related to the proposed Planned Unit Development shall be addressed prior to Town Council:
 - a. Address minor final review comments related to the plan sheets within the PUD documents.
 - b. Finalize discussions on vehicular and pedestrian interconnectivity between PODs within the development and the Town's standard requirement to provide an access stub to adjacent properties.
 - c. Final review of the FFA Report. No additional comments expected.
 - d. Applicant to submit final TIA with 2nd Review Comment responses.

- e. Finalize Developer Agreement discussions and present the agreement at the same Town Council meeting as the PUD.

Agenda Item Completeness Checklist				
Staff Member	Approved for Distribution			Comments
	Yes	No	Initials	
Rachel Jones	X		RDJ	

GREEN OAKS TECH CENTER | HOLLY SPRINGS

PLANNED UNIT DEVELOPMENT

07.02.2021



GREEN OAKS TECH CENTER

PLANNED UNIT DEVELOPMENT

PREPARED FOR:
THE TOWN OF HOLLY SPRINGS
July 2nd, 2021

APPLICANT / DEVELOPER:
Crescent Communities, LLC
227 West Trade Street
Suite 100
Charlotte, NC 28202

PROJECT TEAM:
LANDSCAPE ARCHITECT & CIVIL ENGINEER
LandDesign
223 North Graham Street
Charlotte, NC 28202

ARCHITECT
O'Brien Atkins Associates
5001 South Miami Blvd
Durham, NC 27703

SURVEYOR & TRANSPORTATION ENGINEER
Timmons Group
5410 Trinity Road
Suite 102
Raleigh, NC 27607

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53	APPENDIX

ITEMS NOT DIRECTLY ADDRESSED WITHIN THIS REPORT WILL DEFER TO THE
CURRENT TOWN OF HOLLY SPRINGS UNIFIED DEVELOPMENT
ORDINANCE IN PLACE AT THE TIME OF DEVELOPMENT PLAN SUBMITTAL. SPECIFIC
SECTION REFERENCES SHALL FOLLOW THE EQUIVALENT ADOPTED ORDINANCE IF THE
REFERENCED SECTION IS NO LONGER ADOPTED ORDINANCE.

EXISTING CONDITIONS

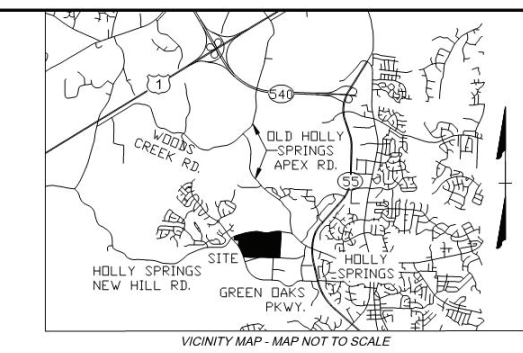
LEGAL DESCRIPTION

LEGAL DESCRIPTION (THE "PROPERTY") OF 119.394 ACRES IN HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA.

COMMENCING on Town of Holly Springs Geodetic Monument "Alford 33", having North Carolina State Plane Coordinates of N: 693,650.52' E: 2,041,575.94'; thence North 88°38'48" East, 1,067.79 feet to a 5/8" Capped Iron Rebar Set in the northern 60' public right-of-way line of Thomas Mill Road, having North Carolina State Plane Coordinates of N: 693,675.74' E: 2,042,643.43'; a common corner between Warren L. Holleman (DB 14479 PG 763) and Delores B. Wilson (DB 1903 PG 506), said point being the POINT AND PLACE OF BEGINNING; thence along and with the northern 60' public right-of-way line of Thomas Mill Road the following courses and distances: along a curve to the left having a radius of 20,030.00, an arc length of 3,302.29 feet and a chord bearing and distance of North 88°28'49" West, 282.73 feet to a Nail; thence North 88°48'51" West, 1,015.21 feet to a 5/8" Capped Iron Rebar Set; thence along a curve to the left having a radius of 1,175.92 feet, an arc length of 3,302.29 feet and a chord bearing and distance of South 84°11'15" West, 286.68 feet to a 5/8" Capped Iron Rebar Set; thence leaving the northern 60' public right-of-way line of Thomas Mill Road North 88°11'13" West, 7.89 feet to a 1" Iron Pipe, a common corner between Warren L. Holleman (DB 14479 PG 763) and Terry Jones, et. al. (WB 15-E PG 1588); thence continuing North 88°11'13" West, 974.46 feet to a 1/2" Iron Rod in the eastern 100' public right-of-way line of Green Oaks Parkway, a common corner between Terry Jones, et. al. (WB 15-E PG 1588) and Seqirus Inc. (DB 16104 PG 1384); thence along the eastern 100' public right-of-way line of Green Oaks Parkway the following courses and distances: North 18°23'58" West, 138.21 feet to a 5/8" Capped Iron Rebar Set; thence along a curve to the left having a radius of 2,801.25 feet, an arc length of 796.66 feet and a chord bearing and distance of North 26°32'03" West, 793.97 feet to a 1/2" Iron Pipe, a common corner between Terry Jones, et. al. (WB 15-E PG 1588) and Helix Ventures, LLC (DB 18131 PG 1303); thence leaving the eastern 100' public right-of-way line of Green Oaks Parkway North 2°27'53" East, 371.78 feet to a 5/8" Capped Iron Rebar Set, a common corner between Terry Jones, et. al. (WB 15-E PG 1588) and Helix Ventures, LLC (DB 18131 PG 1303) and Garland Johnson, Jr. (DB 8389 PG 1882); thence North 87°38'36" West, 325.29 feet to a 1/2" Iron Pipe, a common corner between Helix Ventures, LLC (DB 18131 PG 1303) and Garland Johnson, Jr. (DB 8389 PG 1882) and Town of Holly Springs (DB 14910 PG 1064); thence North 0°39'52" East, 227.71 feet to a 5/8" Capped Iron Rebar Set in the southern variable width right-of-way line of Holly Springs New Hill Road (SR 1152); thence along the southern variable width right-of-way line of Holly Springs New Hill Road (SR 1152) the following courses and distances: along a curve to the right having a radius of 773.33 feet, an arc length of 124.90 feet and a chord bearing and distance of North 66°38'06" East 124.77 feet to a point; thence along a curve to the right having a radius of 773.33 feet, an arc length of 16.62 feet and a chord bearing and distance of North 71°52'40" East 16.62 feet to a point; thence North 73°12'27" East, 132.69 feet to a 1/2" Iron Pipe bent and located 0.11 feet north of line, a common corner between Garland Johnson Jr. (DB 8389 PG 1882) and Garland Johnson Jr. and wife Gail Ranes Johnson (DB 2769 PG 780); thence North 73°04'14" East, 59.45 feet to a point; thence North 73°03'31" East, 131.22 feet to a 5/8" Capped Iron Rebar Set, a common corner between Garland Johnson Jr. and wife Gail Ranes Johnson (DB 2769 PG 780) and David and Kathleen Lockhart (DB 16014 PG 2253); thence North 73°55'43" East, 188.83 feet to a 5/8" Capped Iron Rebar Set, a common corner between David and Kathleen Lockhart (DB 16014 PG 2253) and Leonard B. Shaffer and Katherine W. Shaffer (DB 12917 PG 1569); thence North 73°52'07" East, 17.96 feet to a point; thence along a curve to the right having a radius of 2,266.40 feet, an arc length of 224.67 feet and a chord bearing and distance of North 76°49'46" East 224.58 feet to a point; thence North 79°40'51" East, 176.77 feet to a point; thence along a curve to the right having a radius of 6,846.07 feet, an arc length of 296.39 feet and a chord bearing and distance of North 80°55'18" East 296.37 feet to a point; thence North 82°09'42" East, 94.51 feet to a point; thence along a curve to the right having a radius of 1,158.19 feet, an arc length of 383.88 feet and a chord bearing and distance of South

88°02'31" East 382.13 feet to a point; thence South 78°46'18" East, 273.79 feet to a point; thence South 78°21'23" East, 83.98 feet to a 5/8" Capped Iron Rebar Set, a common corner between Leonard B. Shaffer and Katherine W. Shaffer (DB 12917 PG 1569) and Brenda B. Joyner and Ralph Joyner (DB 6240 PG 502); thence along a curve to the left having a radius of 1,003.15 feet, an arc length of 115.92 feet and a chord bearing and distance of South 84°09'58" East 115.86 feet to a point; thence along a curve to the left having a radius of 1,030.15 feet, an arc length of 20.00 feet and a chord bearing and distance of South 87°59'22" East 20.00 feet to a point; thence along a curve to the left having a radius of 1,154.78 feet, an arc length of 196.85 feet and a chord bearing and distance of North 86°16'50" East 196.61 feet to a point; thence North 80°34'13" East, 61.09 feet to a point; thence North 78°58'48" East, 147.16 feet to a point; thence North 78°57'11" East, 168.97 feet to a 5/8" Capped Iron Rebar Set, a common corner between Brenda B. Joyner and Ralph Joyner (DB 6240 PG 502) and James Michael McNeil (DB 4222 PG 16); thence North 4°28'40" East, 10.91 feet to a 5/8" Capped Iron Rebar Set; thence along a curve to the right having a radius of 1,1981.74 feet, an arc length of 185.39 feet and a chord bearing and distance of North 85°07'22" East 185.32 feet to a 1/2" Iron Pipe, a common corner between James Michael McNeil (DB 4222 PG 16) and Parrish Womble (WB 18-E PG 2893); thence along a curve to the right having a radius of 1,121.22 feet, an arc length of 183.65 feet and a chord bearing and distance of South 87°30'18" East 183.45 feet to a point; thence South 82°48'06" East, 148.70 feet to an Axle, a common corner between Parrish Womble (WB 18-E PG 2893) and Lisa Leslie and husband Calvin Leslie (DB 15009 PG 1599); thence leaving the southern variable width right-of-way line of Holly Springs New Hill Road (SR 1152) South 2°34'21" West, 474.43 feet to a 3/4" Iron Pipe, a common corner between Lisa Leslie and husband Calvin Leslie (DB 15009 PG 1599), Delores B. Wilson (DB 1903 PG 506) and Terry Jones, et. al. (WB 15-E PG 1588); thence South 2°54'48" West, 614.06 feet to a 3/4" Iron Pipe, a common corner between Delores B. Wilson (DB 1903 PG 506), Terry Jones, et. al. (WB 15-E PG 1588) and Warren L. Holleman (DB 14479 PG 763); thence South 3°37'31" West, 681.36 feet to a 1/2" Iron Pipe, a common corner between Delores B. Wilson (DB 1903 PG 506), Warren L. Holleman (DB 14479 PG 763) and Justin Stanley (DB 17473 PG 2663); thence continuing South 3°37'31" West, 53.24 feet to the POINT AND PLACE OF BEGINNING containing 119.394 acres, more or less.





CERTIFICATE OF REVIEW OFFICER:
STATE OF NORTH CAROLINA
COUNTY OF WAKE

_____, REVIEW OFFICER OF WAKE COUNTY,
CERTIFY THAT THE MAP OF PLAT TO WHICH THIS CERTIFICATION IS AFFIXED
MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

SURVEY NOTES:

- THIS BOUNDARY SURVEY WAS PREPARED FOR CRESCENT ACQUISITIONS, LLC. THIS PROPERTY LIES IN ZONE X, NOT A SPECIAL FLOOD HAZARD AREA PER FIRM 3720064900J, PANEL 0649, EFFECTIVE DATE MAY 02, 2006, AND FIRM 3720062800J, PANEL 0628, EFFECTIVE DATE MAY 02, 2006. HORIZONTAL CONTROL IS BASED ON NC STATE GRID, NAD83 (2011) AS DETERMINED BY GPS. ALL DISTANCES ARE GROUND DISTANCES. AREA COMPUTATION IS BY THE COORDINATE METHOD. RIGHT-OF-WAY AND PROPERTY BOUNDARY INFORMATION IS BASED ON DEEDS AND PLATS OF RECORD AT THE WAKE COUNTY REGISTRY. NOT ALL IMPROVEMENTS TO THESE PROPERTIES HAVE BEEN SHOWN. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT, THEREFORE ALL EXISTING EASEMENTS MAY NOT BE SHOWN.

SURVEYORS CERTIFICATE

I, TERRY L. WESTENDORF, PLS HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM REFERENCES AS NOTED ON SAID MAP; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DASHED LINES, AND DRAWN FROM INFORMATION AS INDICATED UNDER REFERENCES; THAT THE RATIO OF PRECISION AS CALCULATED IS GREATER THAN 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30, AS AMENDED.

THE FOLLOWING INFORMATION WAS USED TO PERFORM GPS SURVEY:

- (1) CLASS OF SURVEY: "CLASS A"
- (2) POSITIONAL ACCURACY: "0.04"
- (3) TYPE OF GPS FIELD PROCEDURE: NCVRS
- (4) DATE OF SURVEY: 03/18/2021
- (5) DATUM/EPOCH: NAD83 (11) - EPOCH 2010.00
- (6) PUBLISHED/FIXED-CONTROL USE: NCVRS
- (7) GEOID MODEL: 2012 (CONUS)
- (8) COMBINED GRID FACTOR(S): 0.99989796
- (9) UNITS: US SURVEY FEET

THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION


TERRY L. WESTENDORF, NCPLS No. L-3232 DATE 3/19/2021



TOTAL AREA = 119.394 ACRES

BOUNDARY SURVEY FOR
CRESCENT ACQUISITIONS, LLC
HOLLY SPRINGS NEW HILL ROAD
HOLLY SPRINGS, NORTH CAROLINA

REVISIONS:	HOLLY SPRINGS TWNShP	WAKE COUNTY
	DATE: 3/19/2021	SCALE: 1"= 60'
	SHEET 1 OF 2	J.N.:47690
	DRAWN BY: MWW	CHECK BY: TLW
	FIELD EDIT BY: ZH on 3/17/2021	
	MAP CHECKED BY: MWW on 3/19/2021	



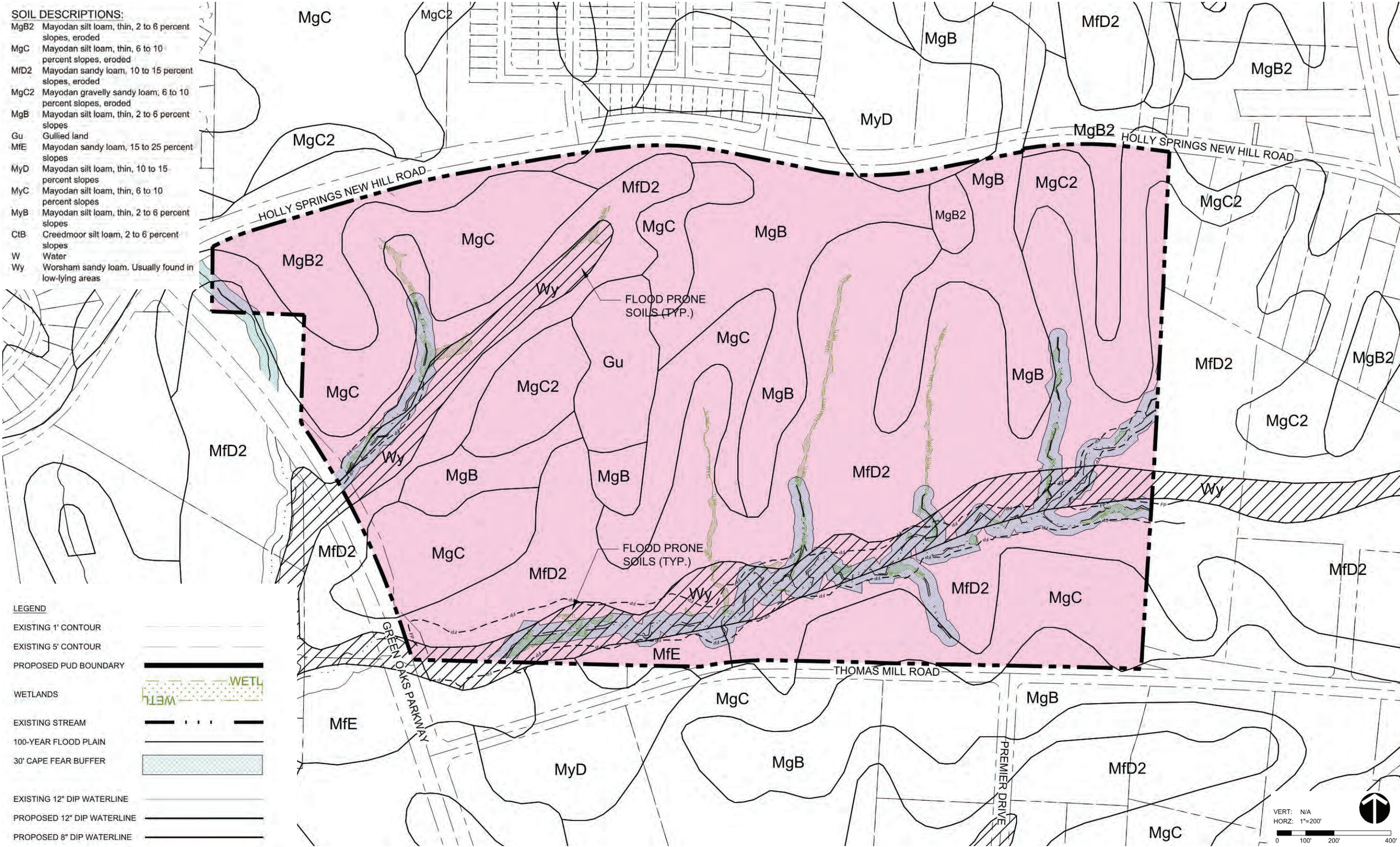
SOILS MAP

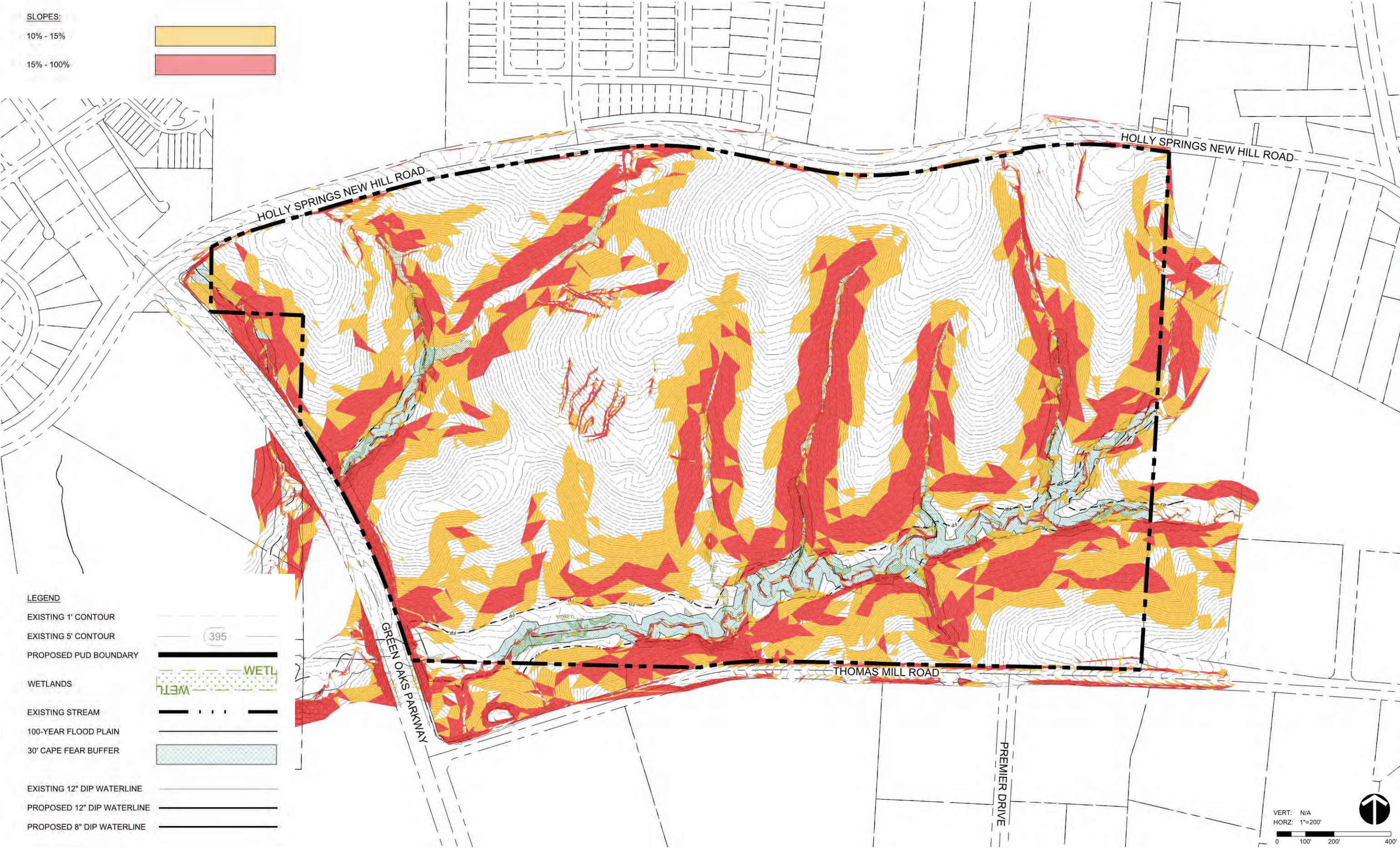
SOIL DESCRIPTIONS:

- MgB2 Mayodan silt loam, thin, 2 to 6 percent slopes, eroded
- MgC Mayodan silt loam, thin, 6 to 10 percent slopes, eroded
- MfD2 Mayodan sandy loam, 10 to 15 percent slopes, eroded
- MgC2 Mayodan gravelly sandy loam, 6 to 10 percent slopes, eroded
- MgB Mayodan silt loam, thin, 2 to 6 percent slopes
- Gu Gullied land
- MfE Mayodan sandy loam, 15 to 25 percent slopes
- MyD Mayodan silt loam, thin, 10 to 15 percent slopes
- MyC Mayodan silt loam, thin, 6 to 10 percent slopes
- MyB Mayodan silt loam, thin, 2 to 6 percent slopes
- CtB Creedmoor silt loam, 2 to 6 percent slopes
- W Water
- Wy Worsham sandy loam. Usually found in low-lying areas

LEGEND

- EXISTING 1' CONTOUR
- EXISTING 5' CONTOUR
- PROPOSED PUD BOUNDARY
- WETLANDS
- EXISTING STREAM
- 100-YEAR FLOOD PLAIN
- 30' CAPE FEAR BUFFER
- EXISTING 12" DIP WATERLINE
- PROPOSED 12" DIP WATERLINE
- PROPOSED 8" DIP WATERLINE







NOTE: ROAD NETWORK IS CONCEPTUALLY SHOWN AND
SUBJECT TO CHANGE

LEGEND

EXISTING 1' CONTOUR

EXISTING 5' CONTOUR

PROPOSED PUD BOUNDARY

WETLANDS

EXISTING STREAM

100-YEAR FLOOD PLAIN

30' CAPE FEAR BUFFER



EXISTING VEGETATION MAP

LEGEND

HARDWOODS & PINES

GRASSED AREA

NOTE:
THE SITE PREDOMINANTLY CONSISTS
OF MIXED HARDWOODS AND PINE.



LEGEND

EXISTING 1' CONTOUR

EXISTING 5' CONTOUR

PROPOSED PUD BOUNDARY

WETLANDS

EXISTING STREAM

100-YEAR FLOOD PLAIN

30' CAPE FEAR BUFFER

EXISTING 12" DIP WATERLINE

PROPOSED 12" DIP WATERLINE

PROPOSED 8" DIP WATERLINE

VERT: N/A
HORZ: 1"=200'

0 100' 200' 400'

PLACEMAKING

PLACEMAKING

Green Oaks Tech Center aims to be a place of growth and progress. The principals established for the Green Oaks Tech Center throughout this document will serve as a guide to inspire companies and people towards growth and progress. With a goal of attracting life science companies, the Green Oaks Tech Center will also be a cohesive community that helps individuals and companies to grow and achieve their goals faster than they ever thought possible. Green Oaks Tech Center will become a place where Science and Life come together to create better living – for the people who are here and, ultimately, for Holly Springs as a whole.

Green Oaks Tech Center will be well connected with open space and trails promoting a sustainable and well-ness focused community. It will offer diverse types of open spaces to connect people and the community together.



DESIGN PRINCIPLES

BE A SPARK OF INSPIRATION

In order to be a catalyst of growth for companies and employees, Green Oaks Tech Center will be a place that helps find inspiration more often, more consistently and with more impact. The focus will be on providing multiple sources of inspiration through community collisions, environmental excitement and enriching experiences. Leveraging nature within the site, art programs, walking paths and informal/formal gathering spaces are a couple of potential ways this inspiration might be brought to Green Oaks Tech Center.

CONNECTION TO SOMETHING BETTER

Green Oaks Tech Center will celebrate the positive impact the companies have on the community around them by adding value to the lives of the tenant. This will be accomplished through potential community involvement for enlightening and educational experiences and may include retail programs, local businesses, educational events, signage, community events, and partnerships with local schools.

PREPARED FOR WHAT'S POSSIBLE

At Green Oaks Tech Center, future flexibility should be built into every aspect of the community, identifying creative ways to help business and people stay as their circumstances and needs evolve. A flexible suite of product types potentially including incubator spaces and small office manufacturing will be offered as well as a potential amenity program like food truck areas, multi-use lawns and indoor-outdoor spaces.

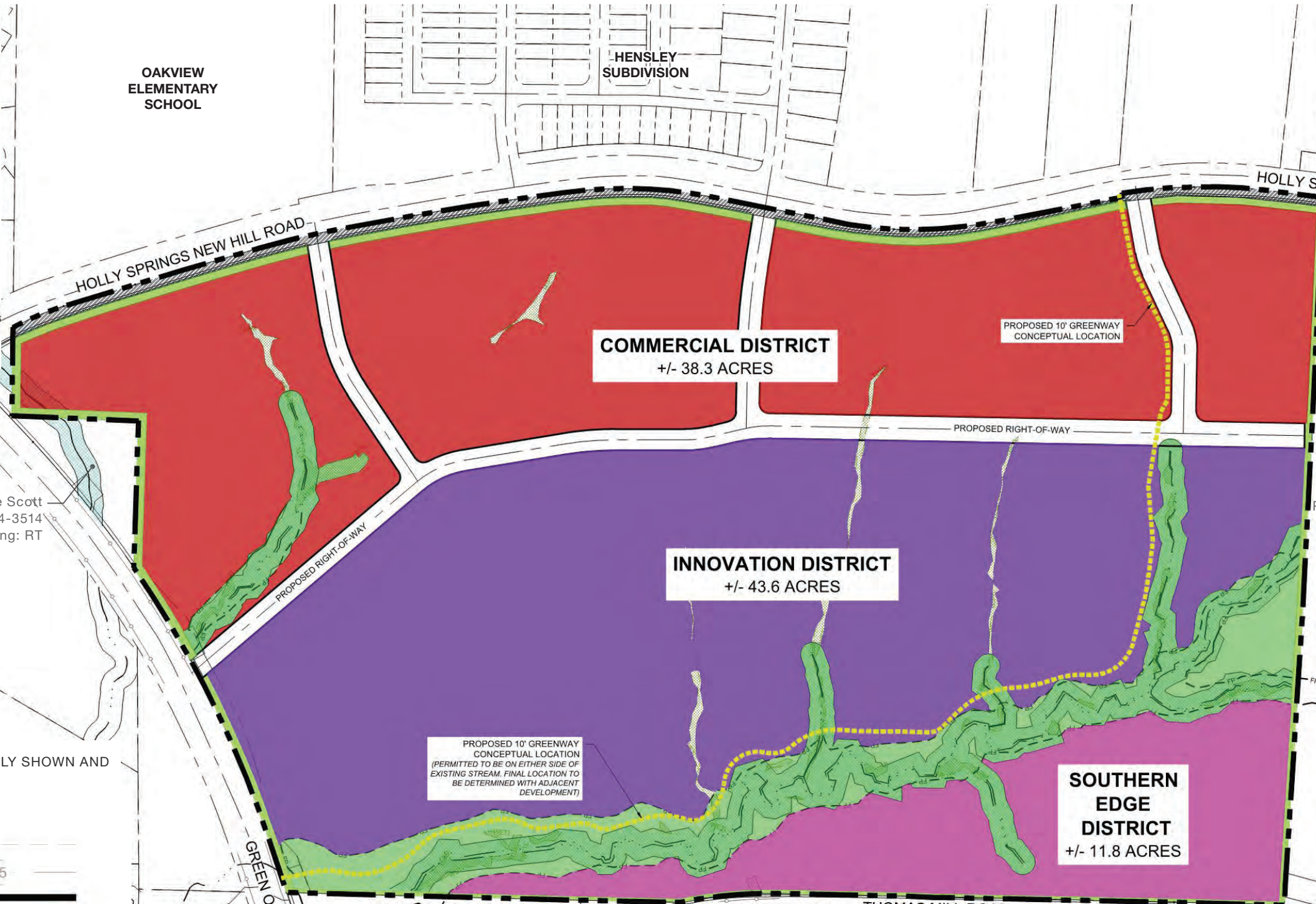


- INNOVATION DISTRICT
- COMMERCIAL DISTRICT
- SOUTHERN EDGE DISTRICT

SITE DATA:
 SITE AREA: 119.31 ACRES
 PUD AREA: 117.47 ACRES
 119.31 - 1.84 ACRES HOLLY SPRINGS NEW HILL ROAD PUBLIC ROW
 PUD NET AREA: 94.26 ACRES
 117.47 - 6.61 ACRES OF FUTURE PUBLIC ROW - 13.1 ACRES ENVIRONMENTALLY SENSITIVE AREAS - 3.5 ACRES REQUIRED PERIMETER BUFFER

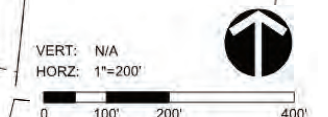
OAKVIEW
ELEMENTARY
SCHOOL

HENSLEY
SUBDIVISION



NOTE: ROAD NETWORK IS CONCEPTUALLY SHOWN AND SUBJECT TO CHANGE

- LEGEND**
- EXISTING 1' CONTOUR
 - EXISTING 5' CONTOUR
 - PROPOSED PUD BOUNDARY
 - WETLANDS
 - EXISTING STREAM
 - 100-YEAR FLOOD PLAIN
 - 30' CAPE FEAR BUFFER
 - EXISTING 12" DIP WATERLINE
 - PROPOSED 12" DIP WATERLINE
 - PROPOSED 8" DIP WATERLINE



MASTER LAND USE PLAN OPTION



ARCHITECTURE PRINCIPLES

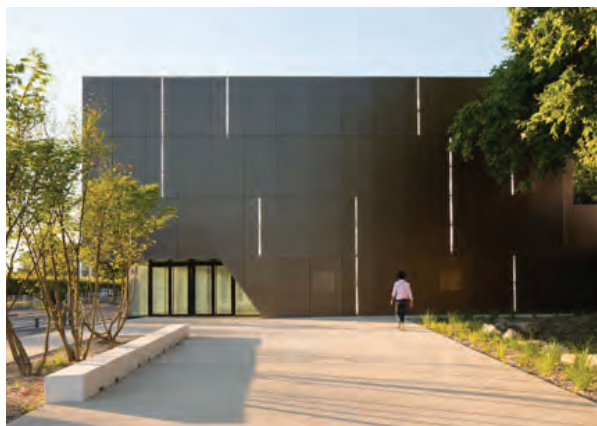
The architectural design principles for the Planned Unit Development (PUD) for Green Oaks Tech Center, are to serve as a guide for the design of this development. These principles focus on a bold and modern design for a unified campus that is environmentally conscious and mindful of the human scale. The incorporation of high-quality materials such as glass, metal panels, architectural concrete, among others, gives this innovation center a cohesive campus atmosphere that provides a dynamic and innovative appearance.



Durham Police HQ, OB|A



HIGH-TECH ARCHITECTURE



Sports Hall Ateliers, O-S Architects



Novo Nordisk Manufacturing warehouse, OB|A



Oakview Biomanufacturing Building, OB|A

High-tech architecture reflects the function and program modules through massing, transparency, and modern materials. Incorporating visual connections through the façade allows the community to engage with the high levels of activity occurring in their surroundings. Transparency becomes a key element that provides opportunities to inspire and promote growth within this neighborhood. In addition, utilizing a cohesive material palette of high quality materials (e.g. curtainwalls, translucent glass fiber panels, metal panels, architectural concrete, etc.) helps unify and reinforce a sense of campus at Green Oaks Tech Center.

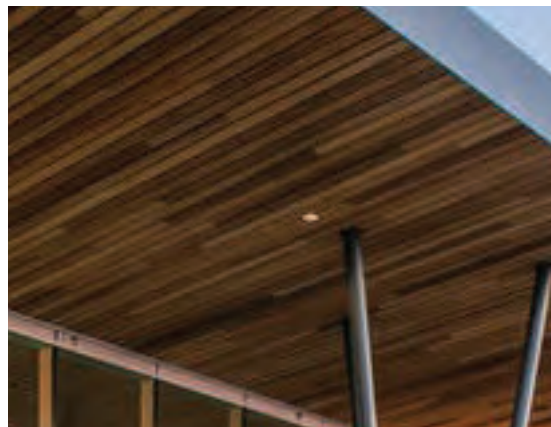
SCALE



DTCC Applied Technologies Building, OB|A



Major General George White HQ, SERA Architects



Defining the human scale becomes challenging when dealing with the large size that is typical to life sciences and office buildings. Architectural elements such as roof overhangs, canopies, textural or material changes and window openings help address this issue by engaging the community with both the site and the buildings they occupy.

BALANCE UNIFYING & INDIVIDUALIZED FEATURES



6 Davis Drive Science Campus, OB|A



RTP Cisco Building 12, OB|A



WTCC RT2 Classroom Building, OB|A

The architecture at Green Oaks Tech Center incorporates a similar yet distinct architectural language among the districts. This language is defined by primary materials that can be expected to have similarities among the buildings and maintain the cohesiveness of the campus. A defined and celebrated entry way with a common feature will be applied across all life sciences and office buildings. Additionally, other architectural elements can be explored to create dynamic exteriors that differentiate the buildings from one another. The architecture in all buildings will reflect the innovation that takes place at Green Oaks Tech Center and will create a sense of place with these unifying features.

SUSTAINABILITY AND WELLNESS



Station 101, Margulies Peruzzi Architects



Green Square, OB|A

Green Oaks Tech Center intends to inspire, motivate, and promote growth within the community and beyond. The first step to achieve this goal is by promoting a sustainable and healthy campus. Sustainable design seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance. The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments. The incorporation of sustainable design features and the pursuit of benchmark certification programs such as LEED, Fitwel, WELL and Green Globes are encouraged.

DISTRICTS

DISTRICTS

Green Oaks Tech Center is composed of three complimentary districts: Innovation District, Commercial District and Southern Edge District. These districts are all part of the unified master plan and connected by green space, pedestrian connections and complimentary building materials. The plan provides multiple uses that includes public spaces, mixed-use components and life science building development.

There is no minimum or maximum for non-residential gross floor area within the Green Oaks Tech Center PUD. However, primary use retail is limited to 50,000 square feet for the whole site.

The entire Property may be developed for a single corporate user (the “Single User Option”). If the Single User Option is utilized – as evidenced by the filing of a Master Plan, site plan, or subdivision application for one end user – the Innovation District shall be automatically expanded to encompass the entire Property consistent with the Master Land Use Plan – Single User Option depicted on pg. 20 of this PUD.

DISTRICT INTENSITY STANDARDS TABLE

DISTRICT	PRIMARY USE TYPES
INNOVATION DISTRICT	Research & Technology Office
COMMERICAL DISTRICT	Research & Technology Office Retail
SOUTHERN EDGE DISTRICT	Office Industrial

PERMITTED USES BY DISTRICT

P - Permitted Uses

SE - Special Exception/Use Required

A - Accessory/Subordinate Use

A blank cell indicates that a use type is not permitted in the respective district unless approved administratively by staff.

	INNOVATION	COMMERCIAL	SOUTHERN EDGE
COMMERCIAL			
RESTAURANT/FOOD SERVICE	A	P	
BANQUET FACILITY			
FARMER'S MARKET	A	P	P
DRIVE-IN OR DRIVE-THROUGH		P	
PERSONAL SERVICE	A	P	
CHILDCARE, DAYCARE	A	P	
GENERAL RETAIL STORE	A	P	
CONVENTION CENTER	P	P	
LIQUOR SALES	A	P	
FUEL STATION WITHOUT REPAIR		P	
ACCOMODATIONS	A	P	
HOTEL	A	P	
OFFICE			
GENERAL PROFESSIONAL SERVICES	P	P	P
RESEARCH & TECHNOLOGY	P	P	P
MEDICAL OFFICE BUILDINGS	P	P	
RECREATION			
OUTDOOR RECREATION	A	A	A
AEROBICS, YOGA, DANCE, FITNESS STUDIOS, ARCADE	A	P	P
INDOOR RECREATION	A	P	P
INDOOR SPORT TRAINING FACILITIES	A	P	SE
PUBLIC AND CIVIC			
CIVIC	P	P	P
EDUCATION (K-12)	SE	SE	
SCHOOL - COMMERCIAL, TRADE, INDUSTRIAL OR BUSINESS	P	P	P
PARKING GARAGE, PARKING LOT - COMMERCIAL	P	P	P
POLICE, EMS OR FIRE STATION	P	P	P
GOVERNMENT OFFICES	P	P	P
BUS STATION TERMINAL	SE	SE	SE

PERMITTED USES BY DISTRICT (CONT'D)

	INNOVATION	COMMERCIAL	SOUTHERN EDGE
INDUSTRIAL AND INSITUTIONAL			
ENGINEERING & RESEARCH LABORATORIES	P	P	P
LIGHT INDUSTRIAL	P	P	P
INDUSTRIAL - ASSEMBLY OR REPAIR OF PREVIOUSLY MANUFACTURED PARTS, SUB-ASSEMBLIES OR COMPOINENTS; AUCTION HOUSE; DISTRIBUTION CENTER; FLEX-SPACE; MANUFACTURING-LIGHT; PROTOTYPE PROCESS AND PRODUCTION PLANT; WAREHOUSE; WHOLESALE BUSINESS	P	P	P
RESEARCH & TECHNOLOGY USES			
DATA CENTER, DATA PROCESSING OR ANALYSIS. IT SERVICES, LABORATORY, RESEARCH & DEVELOPMENT, CALL CENTER	P	P	P
DISTRIBUTION CENTER	P	P	P
FLEX SPACE	P	P	P
LIGHT MANUFACTURING	P	P	P
WAREHOUSE	P	P	P
WHOLESALE BUSINESS	P	P	P
COMMUNICATION / UTILITIES			
ELECTRICITY RELAY STATION; NON-MUNICIPAL PUMPING STATION; NON-MUNICIPAL UTILITY SUBSTATION; NON-MUNICIPAL WATER TREATMENT PLANT; PUBLIC WELLS; STORAGE TANKS - NON-HAZARDOUS; TELEPHAOE EXCHANGE; WATER TOWER	P	P	P
MISCELLANEOUS			
RELIGIOUS USES	P	P	P
COMMUNICATIONS / UTILITIES	P	P	P
ELECTRIC TRANSMISSION LINES	P	P	P
PUBLIC FACILITIES - NEIGHBORHOOD RECYCLING COLLECTION POINT	P	P	P
TRANSIT STOP	P	P	P
GREENHOUSE	A	A	A
SOLAR PANELS	A	A	A
SOLAR FARM	P	A	A

For all Districts: Accessory Uses – See Section 4.04, A. – Accessory Uses, Buildings and Structures.

For all Districts: Temporary Uses – See Section 4.04, B. – Temporary Uses, Buildings and Structures.

For all districts:

- Indoor Recreation to include gyms and accessory uses.
- Outdoor Recreation to be an accessory use of a permitted use in all districts.

INNOVATION DISTRICT

The Innovation District is envisioned as an area designated for business and employment inspiration, growth, innovation, curiosity and passion. The Innovation District will be well connected to the Holly Springs Business Park and adjacent Seqirus and FUJIFILM campuses, creating a cluster environment for these like-minded companies to gather together. At the southwest corner of Holly Spring New Hill Road and Green Oaks Parkway, the Innovation District will also be in close proximity to Highway 55, US Route 1, the future NC 540 and Veridia Parkway. This area will be well positioned to support the Holly Springs commercial growth.

The Innovation District will follow the standards specified in Section 4.02 RT Research and Technology District of the UDO except for the provisions identified below.

1. Permitted Uses: Refer to permitted uses table within this document.
2. Off street loading is permitted along the primary building frontage.
3. Parking bays are permitted to be located between building frontage and street right-of-way.
4. No internal setback, landscape yards or bufferyards are required.

	REQUIRED DIMENSION
MINIMUM LOT WIDTH	100'*
BUILDING MINIMUM FRONT SETBACKS:	
HOLLY SPRINGS NEW HILL ROAD	20' min.
GREEN OAKS PARKWAY	20' min.
THOMAS MILL ROAD	10' min.
COLLECTOR STREET	10' min.
LOCAL STREET	10' min.
BUILDING HEIGHT	20' min; 100' max**
PROJECT PERIMETER BUFFERS	
HOLLY SPRINGS NEW HILL ROAD	20'
GREEN OAKS PARKWAY	20'
THOMAS MILL ROAD	10'
ADJACENT TO RESIDENTIAL (EAST)	15'

* Each single use site, subdivision, or industrial park shall have a minimum frontage on a public street of 100 feet unless the single use is Retail or a Office/Professional Services building with a 25k square foot building floor plate or less.

** Within 50' of residentially zoned property, maximum building height shall be 35'. The Town Manager or designee may approve an increase of the 35' building height within this zone up to 25%.

Note: Setbacks to be measured from ultimate right-of-way.

INNOVATION DISTRICT (CONT'D)

ARCHITECTURAL REQUIREMENTS

The architectural design principles and requirements for the Planned Unit Development for Green Oaks Tech Center at Holly Springs, intends to incorporate modifications to the existing Unified Development Ordinance (UDO) of Holly Springs to address appropriate design and requirements for the life sciences campuses.

1. General Architectural and Site Design Requirements

a. Building Materials

The primary building materials shall be cohesive with the overall campus. Each building must be designed to complement the architectural language of the existing buildings. Applicable building materials shall include:

- Brick
- Stone
- Split- faced stone or architectural concrete (embedded color, textured)
- Metal panel rainscreens, such as ACM panels and metal plate (flat metal panels). Corrugated and metal siding are prohibited.
- Glass fiber translucent panels
- Masonry rainscreens (terracotta, and fiber cement panels)

b. Base and body

For buildings three stories or higher, a change in plane at the lowest level is required. The composition of the building shall include a recognizable base and body along the entire length of the façade.

c. Variation in Massing



Figure 1. Des Moines Municipal Services, Neumann Monson

Building walls shall consist of a building bay or structural building system that is a maximum of fifty (50) feet in width. Bays shall be visually established by the incorporation of vertical and horizontal elements along the facades (e.g. reveals, pilasters, etc) and/or by architectural features. For buildings three stories or higher, a change in plane at the lowest level is required.

INNOVATION DISTRICT (CONT'D)

d. Primary Building entrances



Figure 2. Major General George White HQ, SERA Architects



Figure 3. Alexandria at Torrey Pines, Gensler

The primary entrances must be located and clearly identifiable within the front facade and shall create visual emphasis by utilizing secondary materials that are complementary or contrasting to the primary material palette. Main entries must occupy 10% of the front façade and incorporate defining features such as roof overhangs, canopies, etc.

e. Glazing

Facades adjacent to a public or private street shall incorporate glazing on at least 20% of the building's facade. Glazing shall be clear and/or translucent. Deviations and percentages can be approved by planning director

f. Landmark

A recognizable landmark feature (1) shall be incorporated along a primary façade in all buildings to establish a sense of place, identity, and reinforce a modern and bold design appearance. Acceptable landmark features shall include:

- Architectural glass (patterned, multi-colored, textured, or equivalent)
- Living Green Screens (e.g., vertical garden feature)
- Public Art Integrated with the built environment.
- Unique Protrusion along a primary façade,

Or any other landmark type, equivalent or similar to the examples stated above.

g. Façade Modulation

All buildings shall comply with the Façade modulation requirement as per Holly Springs UDO, with the exemptions of buildings greater than sixty thousand square feet on the first level and multiple front lot lines exceeding one hundred feet in length. In this case, only one (1) façade along a front lot line shall incorporate (1) change in plane that is at least (8) eight percent of the linear length of that façade with a projection or depth of at least (2) two percent of the linear length.

INNOVATION DISTRICT (CONT'D)

h. Blank Wall area

The blank wall requirement intends to avoid large expanses of untreated building mass. Architectural detail should be applied most predominantly along a primary façade. Uninterrupted blank walls (with out texture/ relieve, material change, or equivalent architectural features) shall not exceed more than (50) fifty feet in length and shall incorporate a feature extending vertically at least (3) percent of total height to address the human scale.

The following items shall meet Holly springs UDO requirements:

i. Animated features (Human Scale Design Elements)

j. Color

k. Textures

l. Roof Treatment

m. Façade Modulation

n. Façade Orientation

o. Signs - Building and Wall

p. Lighting

q. Fencing

r. Mechanical Equipment Screening

COMMERCIAL DISTRICT

The Commerical District is envisioned as an area designated for business and employment inspiration, growth, innovation, curiosity and passion. The proposed commercial core of Green Oaks Tech Center will offer options for life science and other companies to grow and evolve. Along the western frontage of Holly Spring New Hill Road, the Commercial District will also be in close proximity to Highway 55, US Route 1, the future NC 540 and Veridia Parkway. This area will be well positioned to support the Holly Springs commercial growth.

The Commerical District will follow the standards specified for the Innovation District except for the provisions identified below.

1. Permitted Uses: Refer to permitted uses table within this document.
2. No internal setback, landscape yards or bufferyards are required.

	REQUIRED DIMENSION
MINIMUM LOT WIDTH	50'
BUILDINGS FRONT SETBACKS:	
HOLLY SPRINGS NEW HILL ROAD	20' min.
GREEN OAKS PARKWAY	20' min.
THOMAS MILL ROAD	10' min.
COLLECTOR STREET	10' min.
LOCAL STREET	10' min.
BUILDING HEIGHT	20' min; 100' max*
PROJECT PERIMETER BUFFERS	
HOLLY SPRINGS NEW HILL ROAD	20'
GREEN OAKS PARKWAY	20'
THOMAS MILL ROAD	10'
ADJACENT TO RESIDENTIAL (EAST)	15'

* Within 50' of residentially zoned property, maximum building height shall be 35'. The Town Manager or designee may approve an increase of the 35' building height within this zone up to 25%

Note: Setbacks to be measured from ultimate right-of-way.

SOUTHERN EDGE DISTRICT

Like its name, the Southern Edge District is located on the southern side of Green Oaks Tech Center with frontage along Thomas Mill Road. It will be primarily composed of industrial and flex buildings that will serve as transition from Holly Springs Business Park to the Green Oaks Tech Center. The uses and development will be cohesive to the uses and design of Green Oaks Tech Center and will compliment the other uses. This transition area will contain single and potentially two story buildings with surface parking surrounding the buildings. Connectivity to sidewalks and the greenway system will be included. Consistent character of the Green Oaks Tech Center will be added throughout.

The Southern Edge District will follow the standards specified in Section 4.02 RT Research and Technology District of the UDO except for the provisions identified below.

1. Permitted Uses: Refer to permitted uses table within this document.
4. No internal setback, landscape yards or bufferyards are required.
3. Off street loading is permitted along the primary building frontage.
4. Parking bays are permitted to be located between building frontage and street right-of-way.

	REQUIRED DIMENSION
MINIMUM LOT WIDTH	50'
BUILDINGS FRONT SETBACKS:	
HOLLY SPRINGS NEW HILL ROAD	20' min.
GREEN OAKS PARKWAY	20' min.
THOMAS MILL ROAD	10' min.
COLLECTOR STREET	10' min.
LOCAL STREET	10' min.
BUILDING HEIGHT	20' min; 50' max*
PROJECT PERIMETER BUFFERS	
HOLLY SPRINGS NEW HILL ROAD	20'
GREEN OAKS PARKWAY	20'
THOMAS MILL ROAD	10'
ADJACENT TO RESIDENTIAL (EAST)	15'

* Within 50' of residentially zoned property, maximum building height shall be 35'. The Town Manager or designee may approve an increase of the 35' building height within this zone up to 25%

Note: Setbacks to be measured from ultimate right-of-way.

OPEN SPACE

OPEN SPACE

Green Oaks Tech Center has a commitment to open space including preserved environmental areas as well as parks and greenways. The community is improved and connected through various sizes and types of open space that promote health and wellness and boost the project's success. Open space in Green Oaks Tech Center shall include both passive and active areas. Green Oaks Tech Center shall provide passive open space largely in preserved areas, paths and trails. Active open space will be provided by the types listed in Section 7-10 of the UDO as well as those listed and described below. A total of 11.93 acres or 10% of the total project area is required to be set aside as open space and is intended for the entire PUD area not limiting it to be located in a specific district.

The open space described and shown in Exhibit RZ-1.14 is conceptual in nature and final locations are to be determined during review of the Master Plan with each Development Plan petition. So long as the required acreage of open space is maintained, the locations of the open space may evolve with the plan. The intent is to ensure developed open spaces are provided throughout the development for the benefit and enjoyment of users throughout the development.

Passive Open Space

As reflected in the Master Plan, sheet RZ-1.14, there is a large amount of property that will be left in a natural state, in addition to stream buffers, large amounts of tree preservation area will be reserved, free from clearing or grading. A total of 11.93 acres will be set aside as tree preservation area, roughly ten percent of the total project area. A public greenway, will traverse the property along one side of the stream, which will connect to the existing greenway sidewalk along Green Oaks Parkway. The actual location along said stream will be determined based on topography, environmental concerns and feasibility of access of trail construction. The final greenway location has the flexibility to be located on either side of the existing stream based on the above constraints. The developer shall work collaboratively with the Town of Holly Springs' Park and Recreation Department to determine the ultimate location of the greenway. At the discretion of the developer, the greenway may be fully constructed during one phase, in connection with a combination of phases, or constructed in parts adjacent to each phase consistent with the overall phasing plan for the Green Oaks Tech Center development. The development will also have sidewalk through each District that provide connections to land uses and open space areas. The required open space and tree preservation areas may overlap and are not exclusive of one another. The proposed Greenway is subject to constructability, state and local permitting.

Active/Developed Open Space

Green Oaks Tech Center will be an energetic community that demands a variety of active areas for employees and visitors alike to enjoy. Key active open spaces areas will be located throughout the plan to prioritize strategic common areas and connections. Potential open space areas could include but are not limited to:

- a. Pocket Park. Generally range in size from 1/8 acre to 4 acres in size and intended for the immediate surrounding area. They may include playgrounds, passive seating areas, small shelters, picnic areas, walking paths or trails, open space or other recreation and amenity opportunities. Typically pocket parks do not provide parking.
- b. Urban Park. Intended as green spaces for employees to use and may include sidewalks and paths, seating areas and gathering spaces.
- c. Urban Plaza. Similar and intended for the same user as an urban park however they are smaller in scale and will provide more hardscape than softscape.
- e. Greenways and Trails. Provide essential links between parks and destination points as well as opportunities for cyclists, hikers and runners.

A detailed Open Space plan to be submitted with Master Plan.

OPEN SPACE (CONT'D)

Stormwater Areas

In keeping with the innovative design approach throughout the development, low-impact development techniques shall be permitted to compliment traditional stormwater management systems. Low impact development means an approach to stormwater management that mimics a site's natural hydrology as the landscape is developed. While it is acknowledged that due to the large scale of this development, traditional stormwater retention will be necessary, the following techniques shall be encouraged as an approach to assist in meeting the Town's stormwater requirements:

- a. Bio-retention areas;
- b. Vegetated filter strips at the edges of paved surfaces;
- c. Rain barrels and cisterns;
- d. Green roofs.

The techniques listed above will be subject to review and approval by the Department of Engineering during the land development plan process.

OPEN SPACE BREAKDOWN

OVERALL SITE AREA: +/- 119.3 AC
PUD REQ. DEVELOPED OPEN SPACE 10% OF TOTAL ACREAGE: +/- 11.93 AC

PUD REQ. TREE PRESERVATION 10% OF TOTAL ACREAGE: +/- 11.93 AC

TOTAL REQUIRED OPEN SPACE: +/- 23.89 ACRES

- NOTES:
- OPEN SPACE IS FOR ENTIRE PUD AREA.
 - THE OPEN SPACE SHOWN IS CONCEPTUAL IN NATURE AND FINAL LOCATIONS WILL BE DETERMINED WITH LAND DEVELOPMENT.
 - OPEN SPACE LOCATIONS TO BE AMENDED BY STAFF-LEVEL MINOR PUD AMENDMENT AS LONG AS TOTAL AREA IS NOT REDUCED.
 - THE OPEN SPACE SHOWN IS MORE ACREAGE THAN THE REQUIRED, THE MINIMUM ACREAGE WILL BE PROVIDED AND ADDITIONAL AREA BEYOND THAT IS SUPPLEMENTAL AND NOT REQUIRED WITHIN THIS PUD.

NOTE: ROAD NETWORK IS CONCEPTUALLY SHOWN AND SUBJECT TO CHANGE

LEGEND

EXISTING 1' CONTOUR	---
EXISTING 5' CONTOUR	----
PROPOSED PUD BOUNDARY	---
WETLANDS	WETL
EXISTING STREAM	---
100-YEAR FLOOD PLAIN	---
30' CAPE FEAR BUFFER	---
EXISTING 12" DIP WATERLINE	---
PROPOSED 12" DIP WATERLINE	---
PROPOSED 8" DIP WATERLINE	---



TREE PRESERVATION & LANDSCAPE

LANDSCAPE GUIDELINES

All development within the Green Oaks Tech Center Planned Use Development shall provide landscaping as required by this section.

A. Landscape Types

i. Boundary Street Buffers or yards

- a. 30' along New Hill Holly Springs Road and Green Oaks Parkway. The buffer is designed to intermittently screen the development from each of the surrounding streets, with trees required fifty (50) foot on center and large shrubs four (4) feet on center. This creates a repeating visual element between each roadway and buildings internal to the development.
- b. 20' along Thomas Mill Road. The buffer is designed to intermittently screen the development from each of the surrounding streets, with trees required fifty (50) foot on center and large shrubs four (4) feet on center. This creates a repeating visual element between each roadway and buildings internal to the development. Existing vegetation shall be used when possible to act as a natural buffer

ii. Internal Landscape Areas

- a. No required buffers between districts within the development.
- b. No required buffers between internal parcels to the proposed planned use development site area.

Existing vegetation shall be used when possible to act as a natural buffer

iii. Foundation Landscaping

To the extent possible flexibility for the location of landscape elements to allow for building to be pulled up to the street to allow for a more pedestrian oriented development. No foundation plantings are required for portions of a building located within 10' of the right of way. An alternate compliance request may be used to move landscaping to other locations if appropriate for building design including raised, pushed towards street, etc. An alternate compliance request may also be used for potted/ raised planter to add plant material in a more urban form.

iv. Parking Lot Screening

All parking areas that abut public rights of way shall utilize a fence, knee wall, continuous hedgerow, or combination hereof to create this visual break. If a parking area is facing a street edge such area shall be screened by:

- a. A compact row of shrubs/hedge plants planted three feet on-center (3' o.c.) and a minimum of twenty-four (24) inches in height at the time of planting and located between such street and the edge of the parking area.
- b. Shrubs/hedge plants in combination with: an ornamental fence or decorative fence; or a masonry wall; provided that the total combined plant unit value of the shrubs/hedge plants, fence, wall or berm equals or exceeds thirty-five (35) points; or
- c. A grade separation, where the surface elevation of the parking area is below the elevation of the lot line located along such street, and where the minimum elevation separation is represented by an average slope of not less than twenty-five (25) percent from the lot line to the edge of the parking area.

LANDSCAPE GUIDELINES CONT'D

iv. Interior Parking Area Landscaping

a. Landscaped Islands

All off-street parking areas shall incorporate landscape islands.

i. Minimum Number of Islands:

One parking island per ten spaces, with a minimum of two islands in any parking area.

ii. Minimum Size of Islands: shall measure a minimum of eight feet in width and a minimum of seventeen feet in length (8' X 17');

iii. Planting Requirement: Islands shall contain at least one (1) large or small deciduous tree or one (1) large evergreen tree (provided, however, loblolly pines or other trees which drop branches as they grow shall be prohibited in interior landscape islands), plus four shrubs/hedge plants. In order to provide adequate visibility for safe vehicular and pedestrian movement within a parking area, plant materials located within five (5) feet of the back of curb edge of pavement of an interior landscape island located at a critical turning point within a parking area shall be selected or maintained with a growth pattern not to exceed thirty-six (36) inches above grade.

v. Street Trees

Street trees shall be planted to create a repeating visual element within the right of way that promotes traffic calming and creates a sense of place. Street trees also help to mitigate the urban heat island effect and create a more pedestrian friendly streetscape, especially in the hot summer months. All street trees will be subject to the following standards:

a. Minimum size at planting: please refer to Table VII D.

b. Spacing: shall be a minimum of fifty (50) feet from center of trunk;

c. Intersections: All trees shall be located a minimum of fifty (50) feet from the point of tangency of curb radii at street intersections and outside of site distance triangle in accordance with the Town of Holly Springs' Engineering Design & Construction Standards.

d. Streetlights: All trees shall be located a minimum of twenty-five (25) feet from the base of all streetlight poles;

e. Quality of Street Trees

For the purposes of this section, trees shall be nursery grown, typical of their species or variety, freshly dug, normally shaped, heavy and well branched; with full foliage when in leaf and shall have healthy, well developed root systems. Trees must be self-supporting, with straight trunks and with leaders intact. All wounds present at the time of digging must exhibit callusing, with the bark at the edges of any such wound tight and intact. No abrasions or unhealed cuts are allowed on the trunks of trees. All trees furnished shall be free of any insect infestations and diseases. All trees planted to meet the street tree requirement must be well matched specimens. The developer shall provide written certification that the plant material meets this quality requirement at the time of installation.

f. Biodiversity - In order to maintain a high quality of urban streetscape, each street must contain at least two (2) species of trees with a similar canopy. No single tree species shall account for more than 55% of the total street trees on a street.

g. Root Guards - Street trees shall be installed with root guards in accordance with the Town of Holly Springs' Engineering Design & Construction Standards.

h. Installation Timing - Street trees must be installed prior to the Certificate of UDO Compliance for the building(s) on the lot where the tree is located.

LANDSCAPE GUIDELINES CONT'D

i. Tree Species

At least 2-3 tree species to be identified at time of Master Plan submittal for use within the streetscape throughout the PUD plan area.

Alternative measures to incorporate trees into the development may be approved by the Planning Director at site plan or construction drawings as long as substantially similar to the commitment provided herein.

vi. For Urban Street Trees adjacent to buildings utilizing a zero-lot line or minimum building setback within the Innovation and Southern Edge Districts acceptable Planting Methods include use of tree grates and open tree pits as long as a 5' wide sidewalk minimum remains passable (or as required for ADA compliance).

TREE PRESERVATION

Tree Preservation to follow the Holly Springs UDO with the following exceptions:

A total of ten (10) percent Tree Preservation area of the total project acreage less the dedicated right-of-way land will be required. This ten (10) percent is based on the total project area of 119.3 acres of Green Oaks Tech Center.

A. Allowed Activities within Tree Preservation Areas:

- i. Removal of invasive species as verified by a certified arborist.
- ii. Thinning and removal of diseased trees and underbrush posing a threat to understory trees, as verified by a certified arborist.
- iii. Passive recreation.
- iv. Perpendicular crossing of utility easements.

A detailed Existing Vegetation plan and/or Tree Inventory to be submitted with Master Plan.

INFRASTRUCTURE

TRANSPORTATION

Green Oaks Tech Center will create a connected network of streets, sidewalks and tree canopy along the streetscape to provide comfortable mobility options. Many internal streets will include sidewalks with a physical separation between traffic and pedestrians. All public streets will include sidewalks on both sides of the street. On-street parking will be optional on all internal streets and will be consistent with the cross sections approved in this document. Street trees and potential site amenities such as bike racks, benches, lighting and trash receptacles will be a part of the internal streetscape.

Phasing and timing of existing and proposed road improvements and construction will be determined at Master Plan.

The street network and access points depicted in this PUD are conceptual and may be altered or redesigned in subsequent Master Plan, Site Plan, or Subdivision submittals, provided each parcel has access to the public right-of-way. In the event the Single User Option is utilized, internal streets may be private and access points limited for security purposes.

STREET SECTIONS & VEHICULAR CIRCULATION



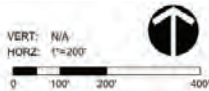
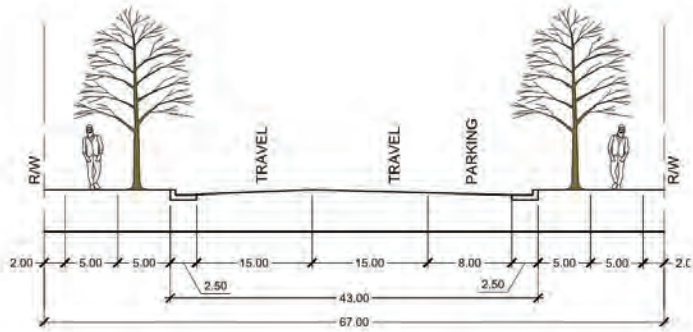
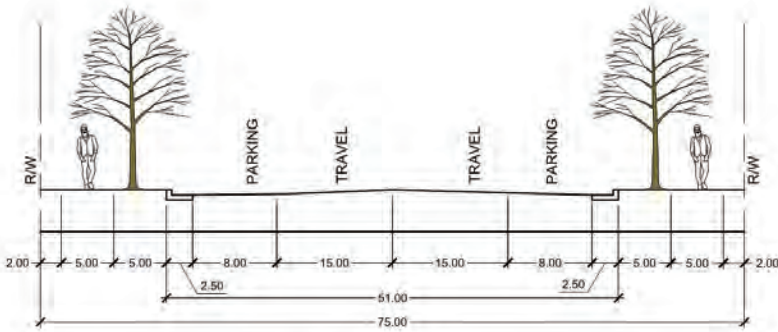
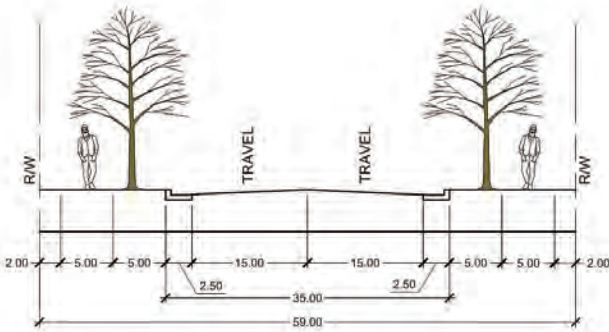
NOTE: ROAD NETWORK IS CONCEPTUALLY SHOWN AND SUBJECT TO CHANGE

NOTE: ADDITIONAL STREETS AND ACCESS POINTS MAY BE SHOWN ON SUBSEQUENT DEVELOPMENT PLAN SUBMITTALS.

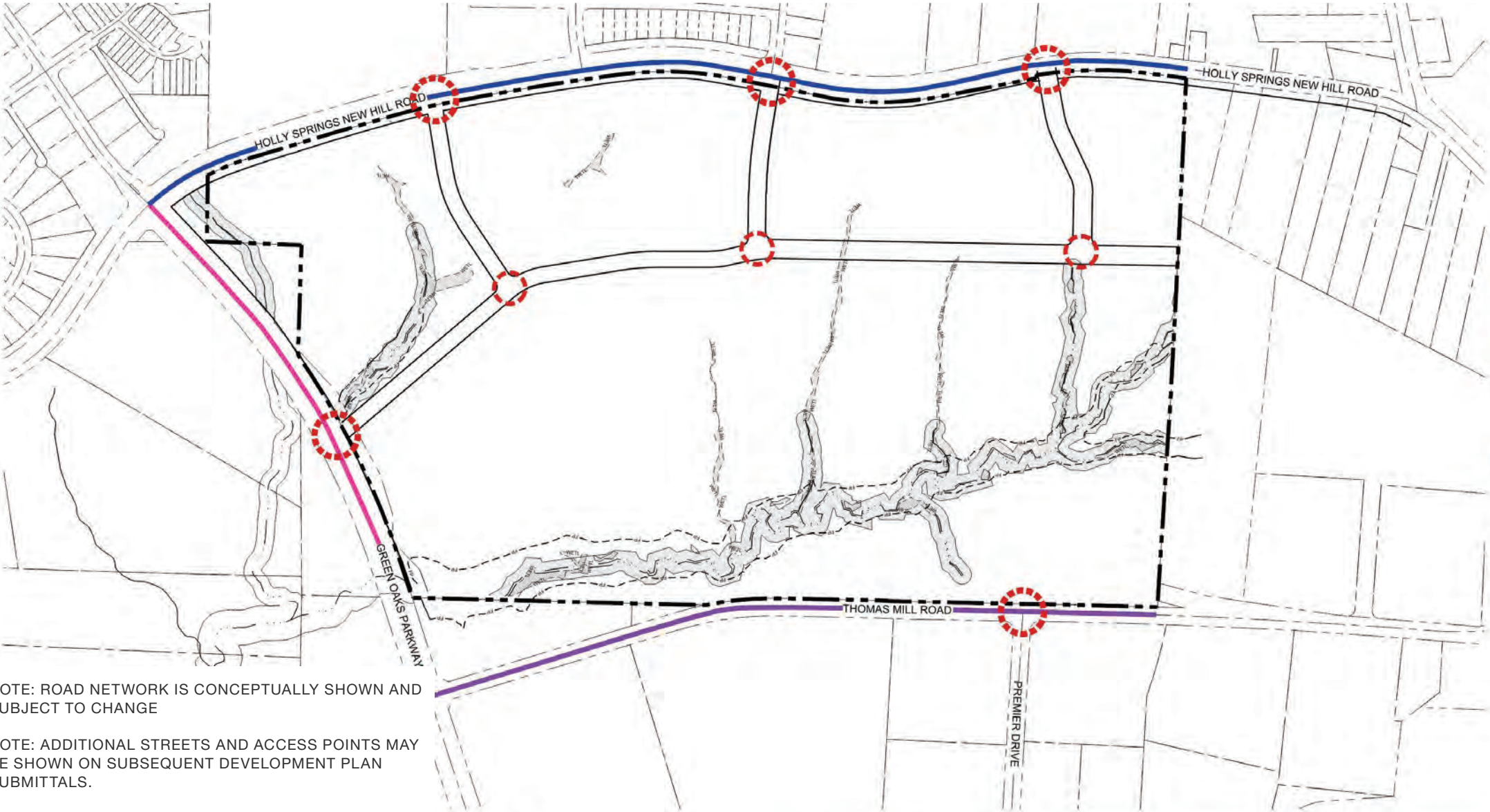
NOTE: PROPOSED ROADS MAY BE PUBLIC OR PRIVATE.

TYPICAL STREET SECTIONS:

PROPOSED INTERNAL STREET (SECTION OPTIONS BELOW - FINAL SECTION TO BE DETERMINED WITH MASTER PLAN)



STREET SECTIONS & CIRCULATION



LEGEND

- EXISTING 1" CONTOUR
- EXISTING 5' CONTOUR
- PROPOSED PUD BOUNDARY
- WETLANDS
- EXISTING STREAM
- 100-YEAR FLOOD PLAIN
- 30' CAPE FEAR BUFFER

ROAD LEGEND:

- HOLLY SPRINGS NEW HILL ROAD
- GREEN OAKS PARKWAY
- THOMAS MILL ROAD
- VEHICULAR ACCESS POINT (TO EXTERNAL EXISTING STREET)
- VEHICULAR ACCESS POINT (INTERNAL STREETS)

NOTES:

- STREETS TO BE DETERMINED AS PUBLIC OR PRIVATE AS ADJACENT SITE DEVELOPMENT OCCURS.
- THIS SUBDIVISION IS IN THE THE TRIASSIC BASIN. ALL ROADWAYS WILL BE REQUIRED TO MEET ALL SPECIAL DESIGN REQUIREMENTS AS OUTLINED IN THE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS SECTION 3.02J.
- PAVEMENT DESIGN WILL REQUIRE NCDOT APPROVAL. THE MOST RESTRICTIVE CROSS-SECTION BETWEEN THE MINIMUM DESIGN, CALCULATED PAVEMENT DESIGN, TRIASSIC DESIGN, AND NCDOT WILL APPLY.

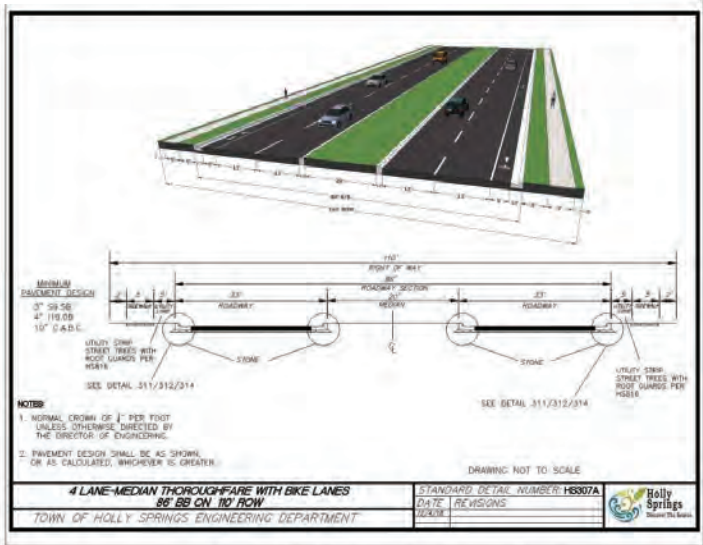
MINIMUM PAVEMENT DESIGN:

- 1-1/2" 9.5B
- 1-1/2" 9.5C
- 8" A.B.C.
- STAGE CONSTRUCTION FOR SURFACE AT TWO LIFTS SO PROPER TAPER OCCURS AT TRANSITION.

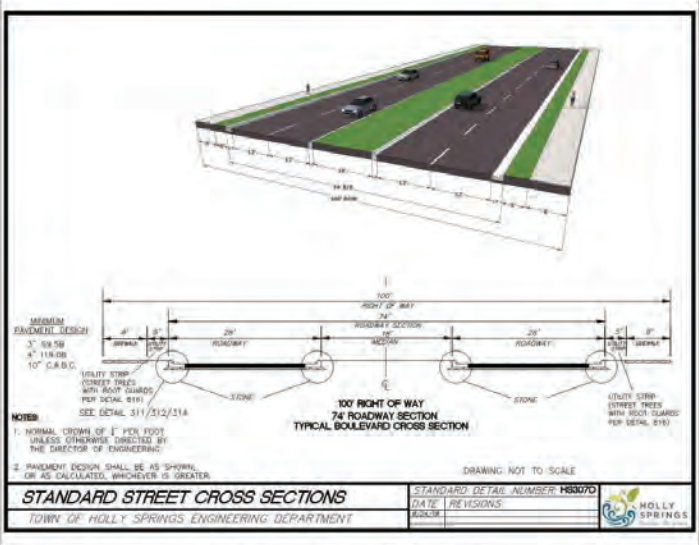
NOTE: ROAD NETWORK IS CONCEPTUALLY SHOWN AND SUBJECT TO CHANGE

NOTE: ADDITIONAL STREETS AND ACCESS POINTS MAY BE SHOWN ON SUBSEQUENT DEVELOPMENT PLAN SUBMITTALS.

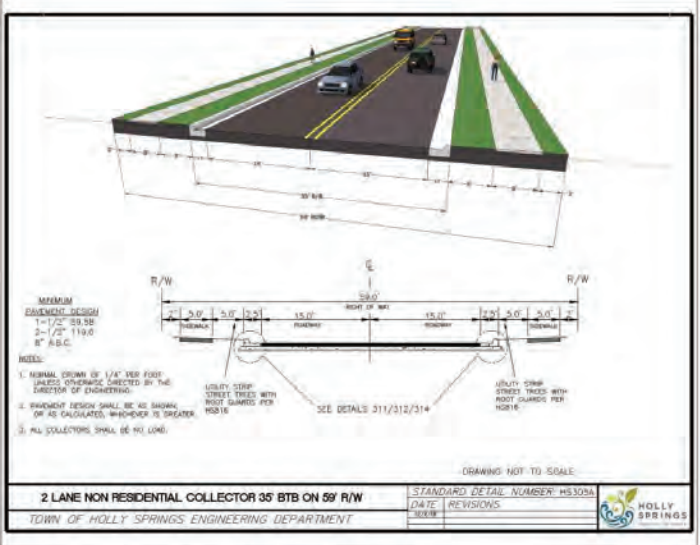
NOTE: PROPOSED ROADS MAY BE PUBLIC OR PRIVATE.



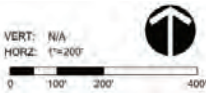
HOLLY SPRINGS NEW HILL ROAD
4 LANE ROAD MEDIAN
HS307A (110' ROW, 86' B/B W/BIKE LANE) - WIDENING



GREEN OAKS PARKWAY
4 LANE ROAD MEDIAN
HS307D (100' ROW, 74' B/B, 8' SW) - EXISTING



THOMAS MILL ROAD
2 LANE NON-RESIDENTIAL
NOTE: HALF OF THE TYPICAL STREET CROSS SECTION ABOVE TO BE DESIGNED AND CONSTRUCTED WITH THIS DEVELOPMENT ALONG THE PROPERTY FRONTAGE TO THOMAS MILL ROAD.



BUILD OUT SCENARIO

PHASING

The below development levels by phase may be updated based on future transportation study updates/ amendments:

Phase 1

350K SF Research & Development

Phase 2

50K SF Gym

12.5K SF Retail

75K SF Office

100K SF Research & Development

Phase 3

300K SF Research & Development

Phase 4

100K SF Research & Development

Note: Phasing and associated development levels to be updated administratively as development plans are submitted and TIA / transportation studies are updated.

PROCESS

ADMINISTRATIVE DEVELOPMENT PROCESS

- A. The developer shall file a Master Plan specifying the phasing of development of the Green Oaks Tech Center (the “Master Plan”).
- B. All Master Plans, Development Plans, Preliminary Plans, and Subdivision Plans filed for Green Oaks Tech Center (the “Development Applications” and each, a “Development Application”) shall be reviewed and approved administratively by Town of Holly Springs planning staff (the “Town”) provided that:
- i. All uses proposed in the Development Application are one or more of the follow: 1. professional office building or corporate headquarters, 2. full-service hotel that includes a restaurant and event space, 3. Uses listed as Town of Holly Springs Economic Development Target Industries, 4. Uses listed as approved as eligible for Town of Holly Springs Economic Development Incentive Policy
 - ii. The Development Application does not include Special Exception Uses
 - iii. The Development Application is for no more than 50% of the gross site area of Green Oaks Tech Center, and
 - iv. Each Development Application meets the applicable standards under the Holly Springs UDO.

The review and approval contemplated herein assumes any variance requested in connection with a Development Application will follow the review procedure contemplated permissible by law.

- C. Each Development Application which satisfies applicable standards for approval shall be approved by the Town in accordance with the posted Administrative Review Schedule or as altered by Town Manager or designee.

TRAFFIC INFRASTRUCTURE IMPROVEMENTS

- A. Required traffic improvements related directly to traffic impacts caused by the Green Oaks Tech Center development, including roadway improvements and any fees in lieu (if applicable)(the “Traffic Improvements”) shall be based on the final approved Traffic Impact Analysis (the “TIA”) for Green Oaks Tech Center and memorialized during review of the Master Plan.
- B. Construction of the Traffic Improvements shall occur with construction of each phase of development as specified in the Master Plan.
- C. Updates to the TIA and scope of the required Traffic Improvements (“TIA Updates”) may be required during review and approval of the Preliminary Plan for each phase. TIA Updates for each phase may be memorialized through technical memos submitted by the developer and reviewed by Town staff. TIA Updates shall be approved administratively and shall not require approval of the Planning Board or Town Council. Uses may be exchanged from the original TIA assumptions as long as the overall trip generation calculation does not exceed a 20% increase in average daily trips.
- D. At the Town’s election, the master developer for Green Oaks Tech Center may assist in the construction of traffic infrastructure improvements at the intersection of Holly Springs New Hill Road and Old Holly Springs Apex Road (the “Intersection Improvements”). If so elected, the scope of the Intersection Improvements and the master developer’s role in such improvements shall be memorialized through a separate development agreement with the Town of Holly Springs. The Intersection Improvements may alleviate/modify the required Traffic Improvements.

SEWER INFRASTRUCTURE IMPROVEMENTS

A. Required sewer improvements related directly to impacts caused by the Green Oaks Tech Center development (the “Sewer Improvements”) shall be based on the final sewer study (the “Sewer Study”) for Green Oaks Tech Center and memorialized during review of the Master Plan.

B. Construction of the Sewer Improvements shall occur with each phase of development as specified in the Master Plan.

C. Updates to the Sewer Study and scope of the required Sewer Improvements (“Sewer Study Updates”) may be required during review and approval of the Development Application for each phase. Sewer Study Updates for each phase may be memorialized through technical memos submitted by the developer and reviewed by Town staff. Sewer Study Updates shall be approved administratively and shall not require approval of the Planning Board or Town Council.

APPENDIX

REZONING FIRST SUBMITTAL

GREEN OAKS TECH CENTER

PLANNED UNIT DEVELOPMENT

TOWN OF HOLLY SPRINGS, NC

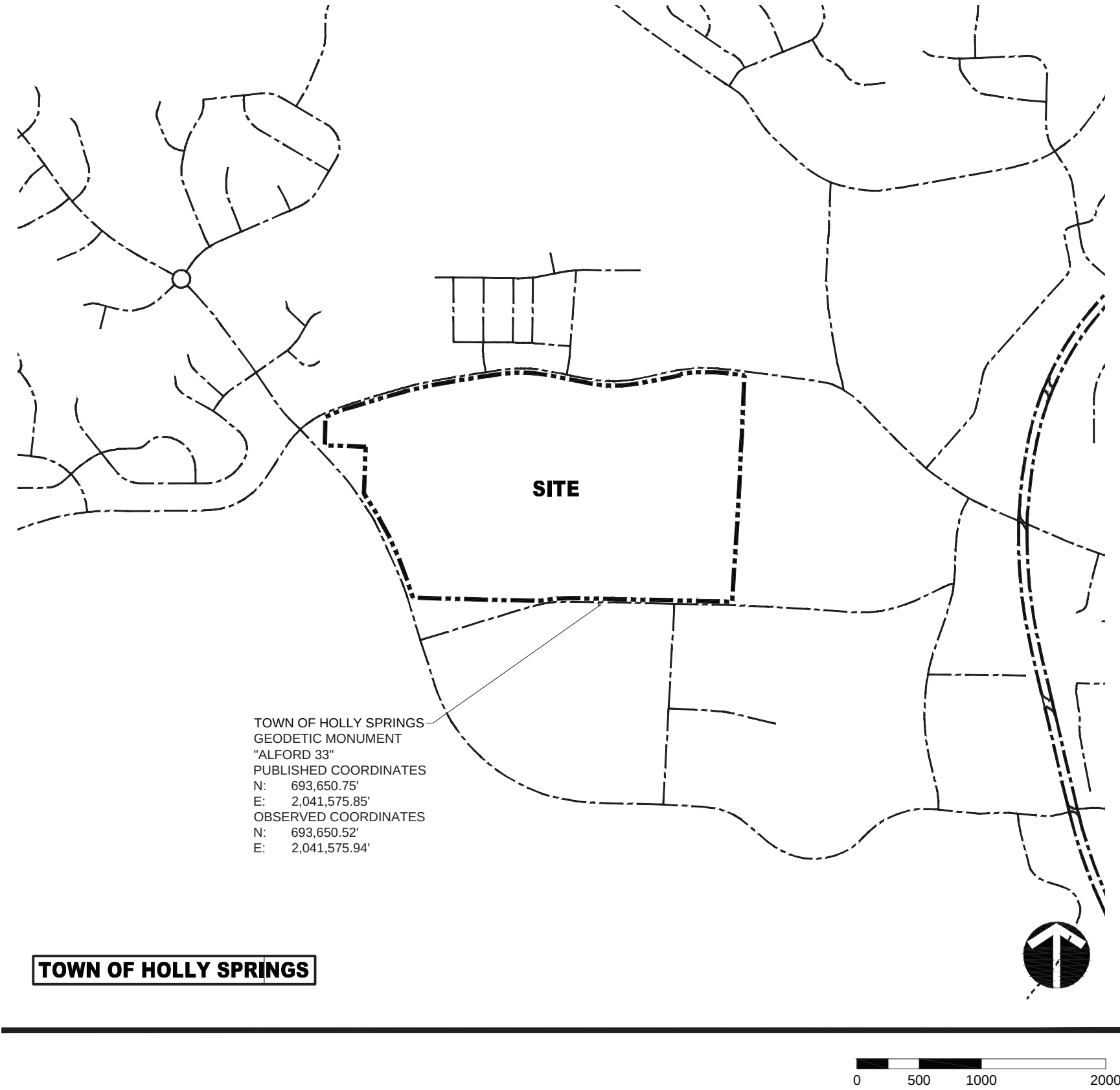
DATE: 07.02.2021

CHAPTER INDEX

SHEET INDEX	
Sheet Number	Sheet Title
GENERAL	
RZ-1.00	COVER
RZ-1.01	VICINITY MAP
RZ-1.02	PERIMETER BOUNDARY AND TOPO SURVEY
RZ-1.03	SOILS ANALYSIS MAP
RZ-1.04	SLOPE ANALYSIS
RZ-1.05	SITE HYDROLOGY & CAPE FEAR BUFFER EXHIBIT
RZ-1.06	EXISTING VEGETATION
RZ-1.07	MASTER LAND USE PLAN
RZ-1.08	UTILITY LAYOUT
RZ-1.09	SEWER BASIN EXHIBIT
RZ-1.10	CONCEPTUAL STORMWATER PLAN
RZ-1.11A	STREET SECTIONS & VEHICULAR CIRCULATION
RZ-1.11B	STREET SECTIONS & VEHICULAR CIRCULATION
RZ-1.12	OPEN SPACE
RZ-1.13	TREE PRESERVATION

- NOTES:
- ALL CONSTRUCTION SHALL CONFORM TO TOWN OF HOLLY SPRINGS ENGINEERING DESIGN AND CONSTRUCTION STANDARDS.
 - CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION ON THIS PROJECT MAY BEGIN. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

VICINITY MAP



PRELIMINARY UTILITY/SEWER FLOWS			
Discharge Facility	Design Units	Flow Unit (gpd)	Total
Green Oaks Tech Park	119 ac @ 1,500 gpd/acre	178,500	178,500
Total Average Daily Flow (gpd)		178,500	178,500
Total Average Daily Flow (gpm)		123.9583	123.9583
Total Peak Flow (gpm) (2.5 Peaking Factor)		309.8958	309.8958

PROJECT TEAM

APPLICANT/DEVELOPER

CRESCENT COMMUNITIES
227 W. TRADE ST #1000
CHARLOTTE, NC, 28202
980.321.6000

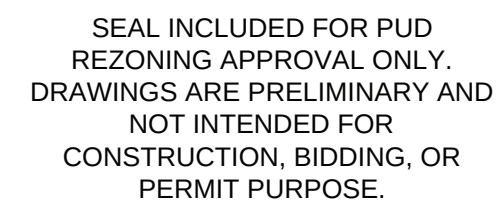
LANDSCAPE ARCHITECT

LANDDESIGN
223 NORTH GRAHAM STREET
CHARLOTTE, NC 28202
704.333.0325
CONTACT NAME: RHETT CROCKER

CIVIL ENGINEER

LANDDESIGN
223 NORTH GRAHAM STREET
CHARLOTTE, NC 28202
704.333.0325
CONTACT NAME: ROBB KLAUK

SITE DATA				
TOTAL ACREAGE: 119.31 ACRES				
PROPERTY OWNER	PIN NUMBER	REAL ID	ACREAGE	CURRENT ZONING
JOHNSON, GARLAND JR.	639955037	236769	2.0000	R-30
JOHNSON, GARLAND JR., GAIL R	639957154	111208	1.3000	R-30
LOCKHART, DAVID, KATHLEEN	639959107	75965	1.5200	R-30
SHAFFER, LEONARD B, KATHERINE W	649054147	36586	10.3600	BT-CU
SHAFFER, LEONARD B, KATHERINE W	649151168	369468	9.6200	BT-CU
JOYNER, BRENDA B, RALPH	649158281	36587	9.0900	R-10
MCNEIL, JAMES MICHAEL	649253306	37398	1.3900	R-10
WOMBLE, PARISH	649255277	121263	4.2300	R-10
JONES, DORIS P HEIRS JONES, TERRY JACKSON	649049486	37734	52.3300	R-30
WARD, APRIL	649240007	1225	27.9200	R-30
RAY, PATTY	649252098		1.0000	R-10



PROJECT

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

[illegible]

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE

NORTH

VERT: N/A
HORZ: 1"=400'

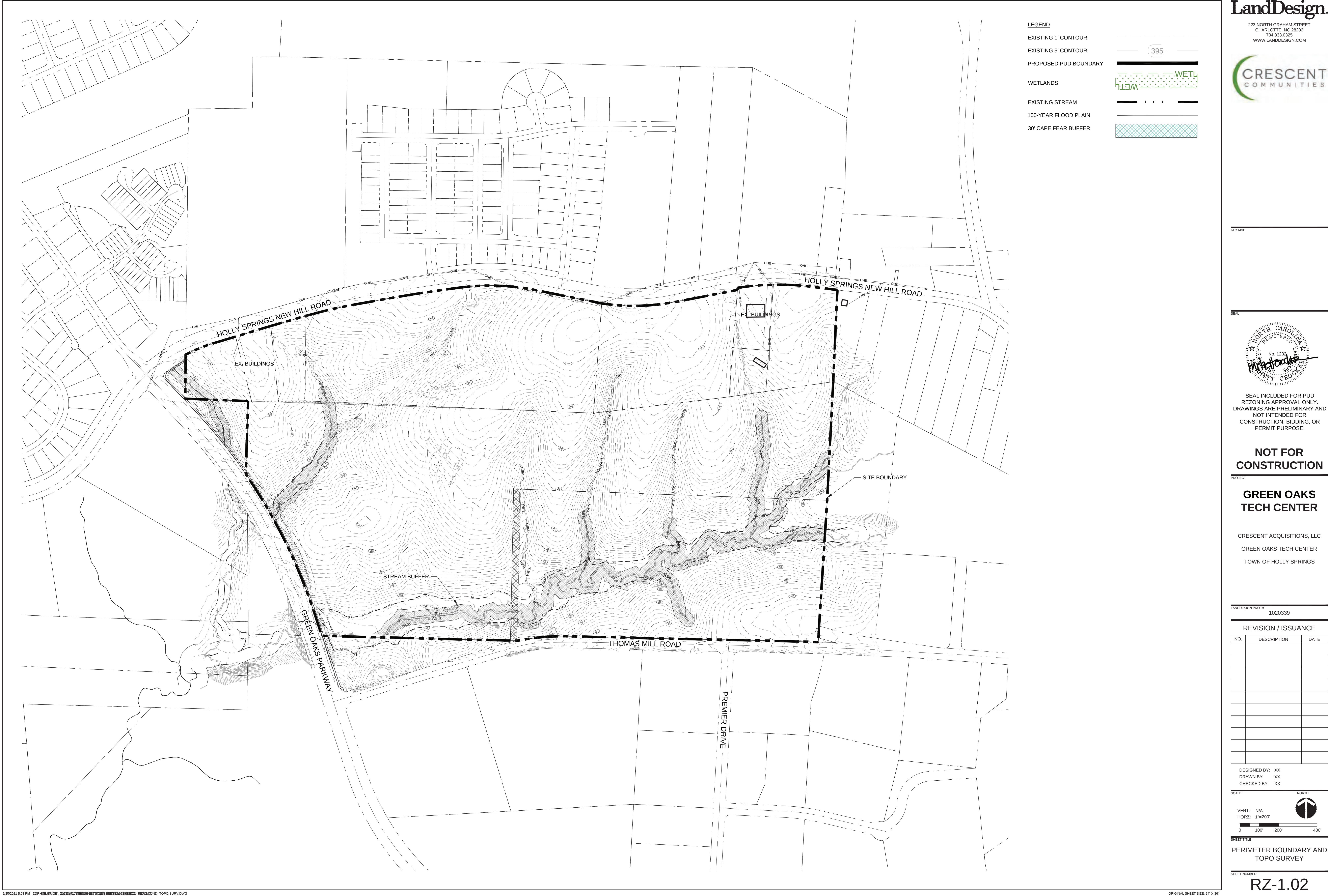


SHEET TITLE

VICINITY MAP

SHEET NUMBER

RZ-1.01



NO.	DESCRIPTION	DATE



SEAL INCLUDED FOR PUD
REZONING APPROVAL ONLY.
DRAWINGS ARE PRELIMINARY AND
NOT INTENDED FOR
CONSTRUCTION, BIDDING, OR
PERMIT PURPOSE.

**NOT FOR
CONSTRUCTION**

**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

[illegible]

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE

NORTH

VERT: N/A
HORZ: 1"=200'



0 100' 200' 400'

SLOPE ANALYSIS

SHEET NUMBER _____

NUMBER

RZ-1.04



LEGEND

EXISTING 1' CONTOUR

EXISTING 5' CONTOUR

PROPOSED PUD BOUNDARY

WETLANDS

EXISTING STREAM

100-YEAR FLOOD PLAIN

30' CAPE FEAR BUFFER

- NOTES:**
1. THE PROPERTY IS NOT IN A SPECIAL FLOOD ZONE AND LIES IN ZONE "X" PER NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE MAP COMMUNITY NUMBER 3720062800J & 3720064900J, DATED 05/02/2006.
 2. THIS SURVEY WAS PREPARED BY BATEMAN CIVIL SURVEY COMPANY, UNDER THE SUPERVISION OF STEVEN P. CARSON, PLS.
 3. SURVEY PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT.
 4. THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS.
 5. ENVIRONMENTAL SURVEY & WETLAND DELINEATION PREPARED BY SAGE ECOLOGICAL SERVICES, INC.

KEY MAP

SEAL



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REZONING APPROVAL ONLY.
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PROJECT

**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

NO.	DESCRIPTION	DATE

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE

VERT: N/A
HORZ: 1"=200'

0 100' 200' 400'

NORTH

SHEET TITLE

SITE HYDROLOGY & CAPE
FEAR BUFFER EXHIBIT

SHEET NUMBER

RZ-1.05



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PROJECT

**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

NO.	DESCRIPTION	DATE

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE NORTH
VERT: N/A
HORZ: 1"=200'
0 100' 200' 400'

SHEET TITLE

EXISTING VEGETATION

SHEET NUMBER

RZ-1.06



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ORIGINAL SHEET SIZE: 24" X 36"



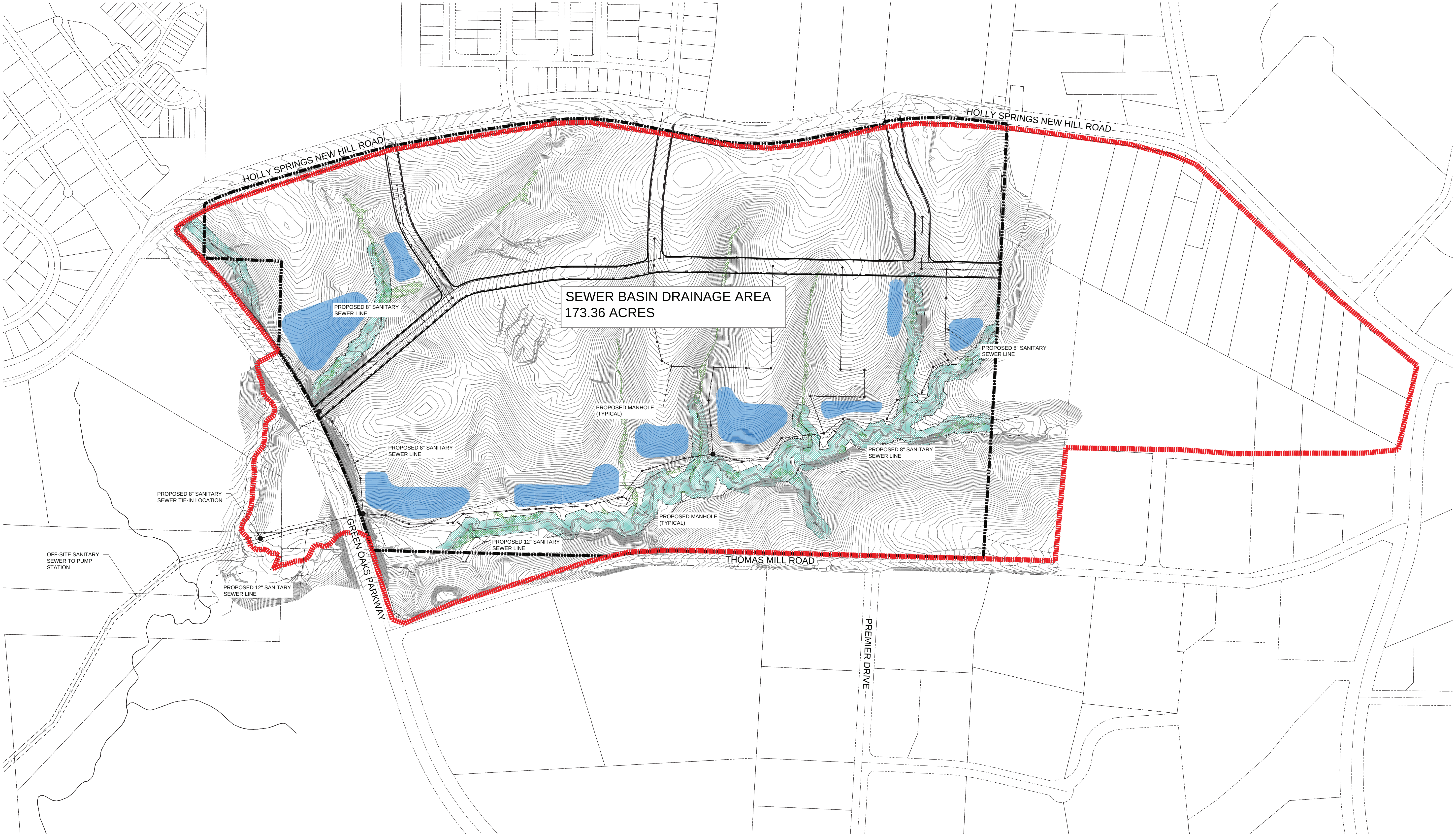
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ORIGINAL SHEET SIZE: 24" X 36"



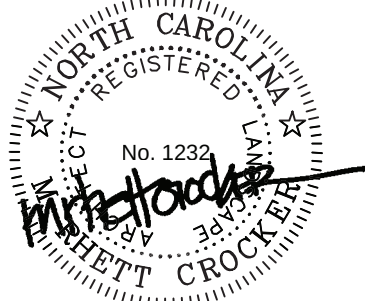


- LEGEND
- EXISTING 1' CONTOUR
- EXISTING 5' CONTOUR
- PROPOSED PUD BOUNDARY
- WETLANDS
- EXISTING STREAM
- 100-YEAR FLOOD PLAIN
- 30' CAPE FEAR BUFFER
- BASIN BOUNDARY
- EXISTING SANITARY SEWER
- PROPOSED 8" SANITARY SEWER
- PROPOSED 12" SANITARY SEWER



KEY MAP

SEAL



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**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

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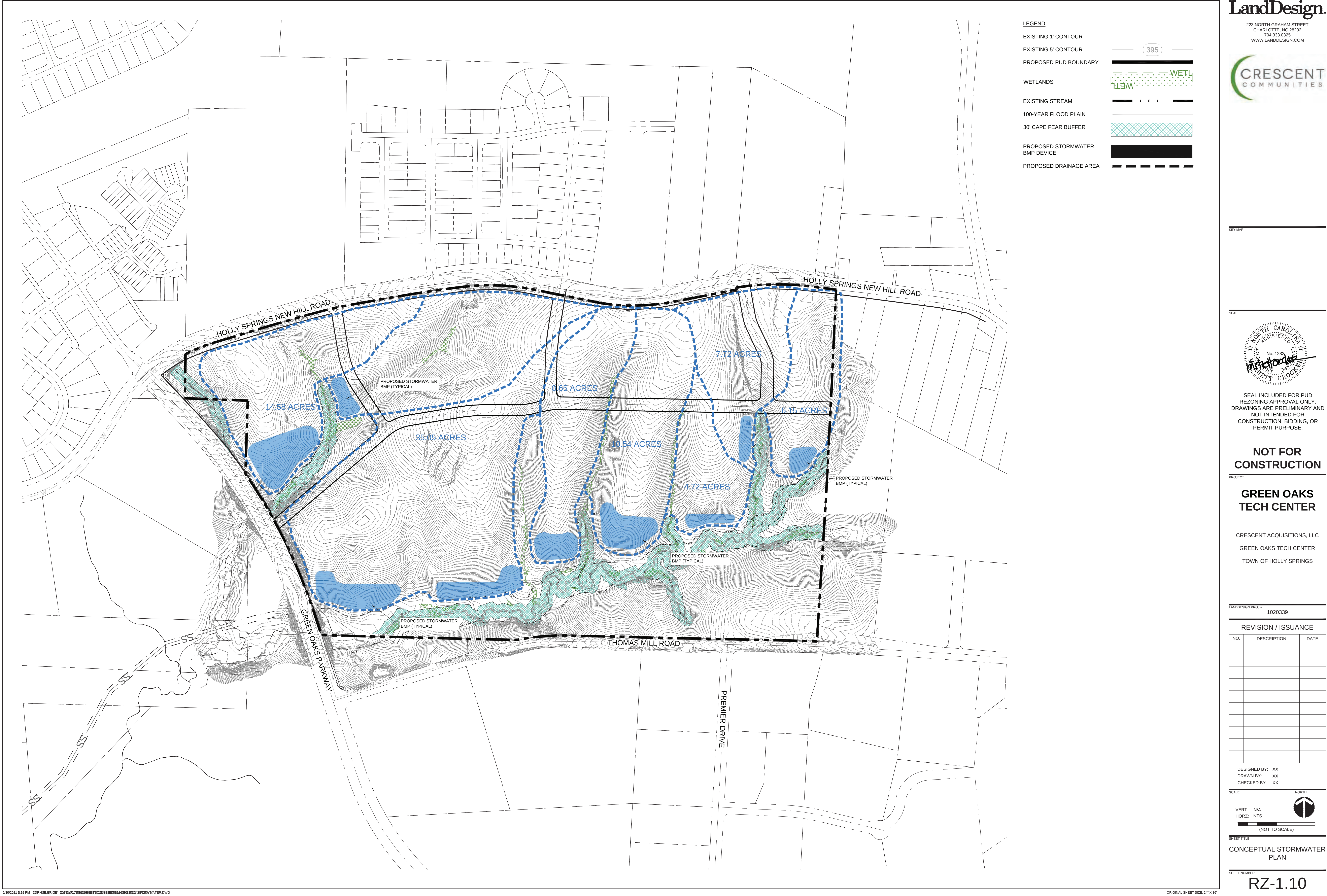
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VERT: N/A
HORZ: NTS
(NOT TO SCALE)

SHEET TITLE

SEWER BASIN EXHIBIT

SHEET NUMBER

RZ-1.09



LEGEND

EXISTING 1' CONTOUR

EXISTING 5' CONTOUR

PROPOSED PUD BOUNDARY

WETLANDS

EXISTING STREAM

100-YEAR FLOOD PLAIN

30' CAPE FEAR BUFFER

PROPOSED STORMWATER BMP DEVICE

PROPOSED DRAINAGE AREA



KEY MAP

SEAL



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PROJECT

**GREEN OAKS
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CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

NO.	DESCRIPTION	DATE

DESIGNED BY: XX
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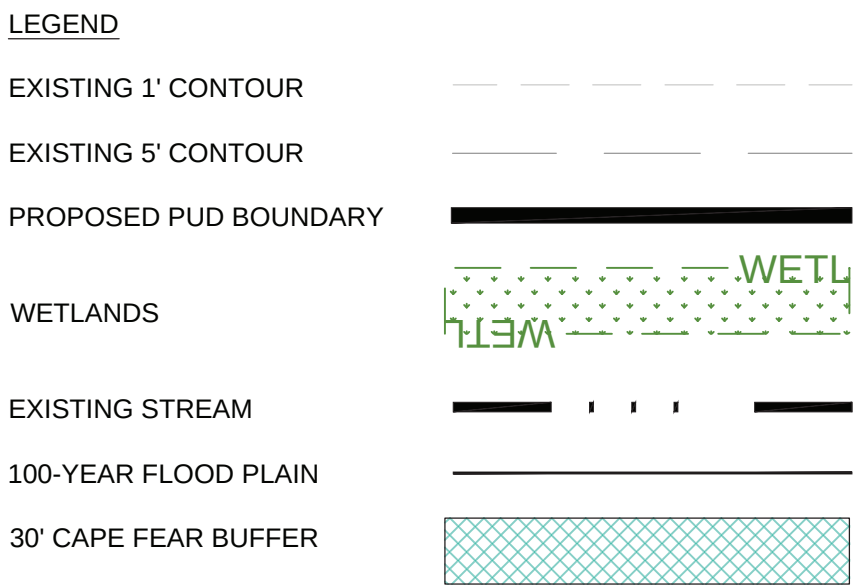
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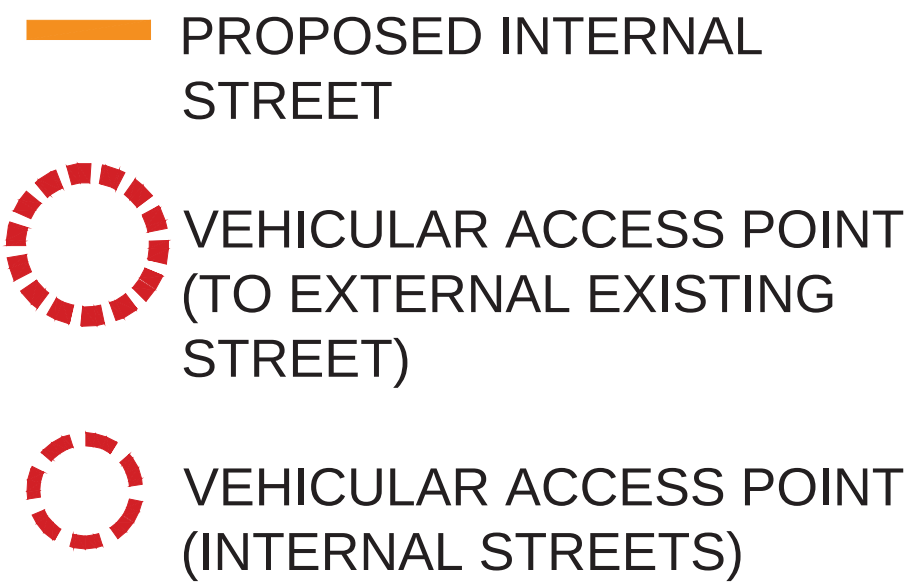
CONCEPTUAL STORMWATER
PLAN

SHEET NUMBER

RZ-1.10



ROAD LEGEND:



NOTES:

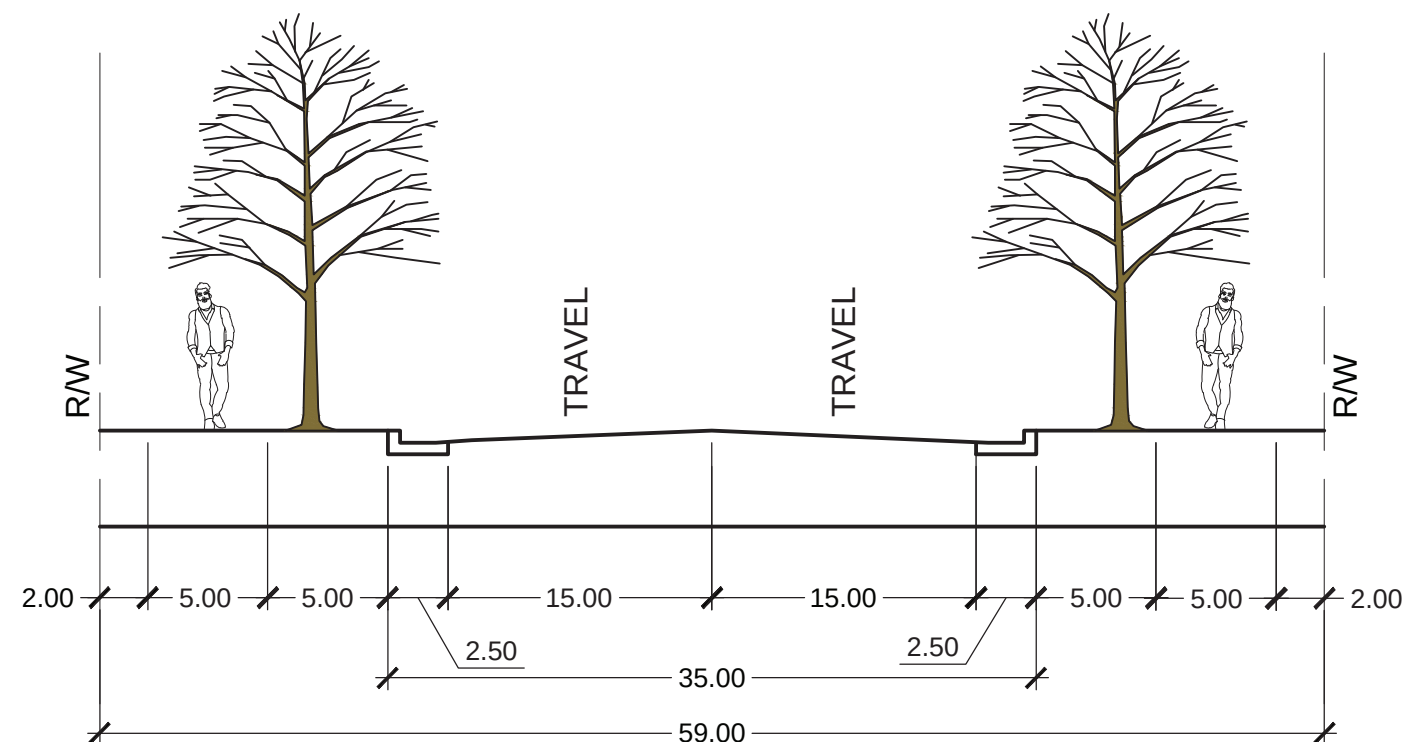
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MINIMUM PAVEMENT DESIGN:

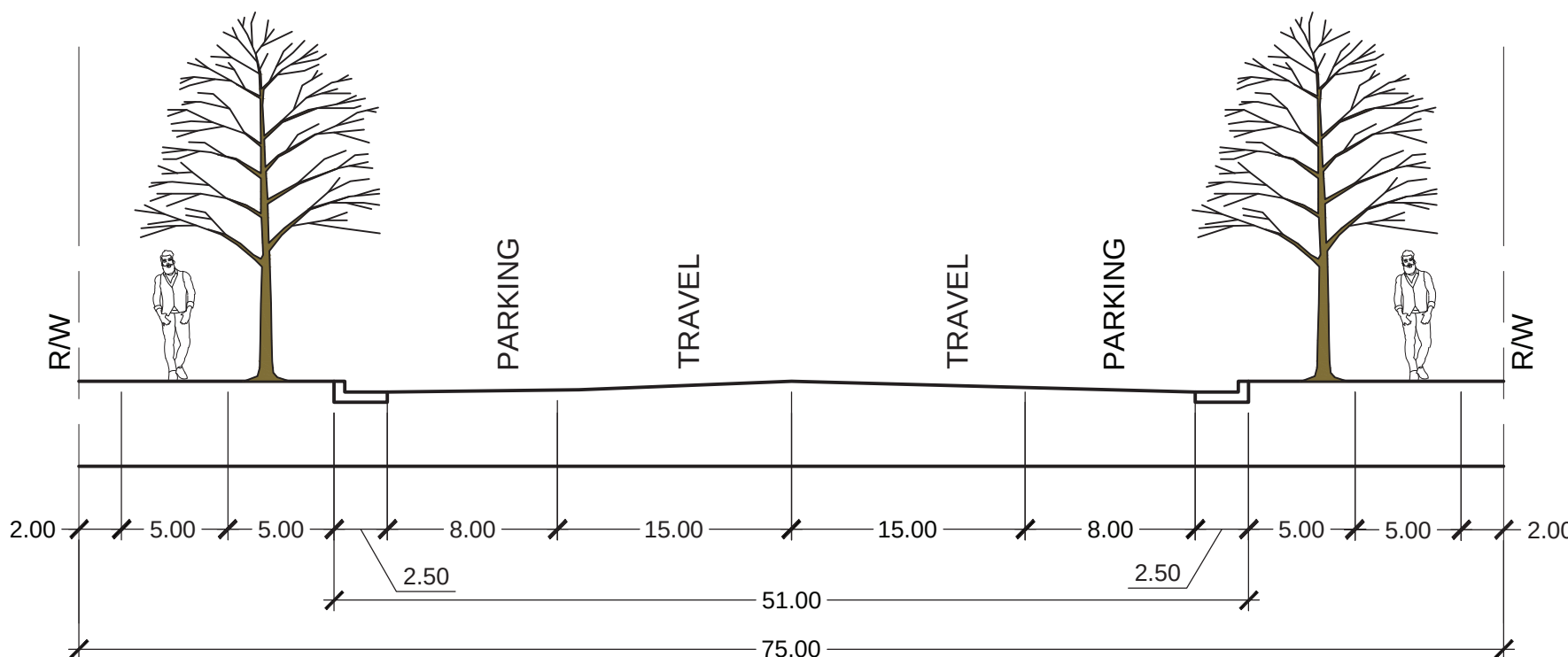
- 1-1/2" 9.5B
- 1-1/2" 9.5C
- 8" A.B.C.
- STAGE CONSTRUCTION FOR SURFACE AT TWO LIFTS SO PROPER TAPER OCCURS AT TRANSITION.

TYPICAL STREET SECTIONS:

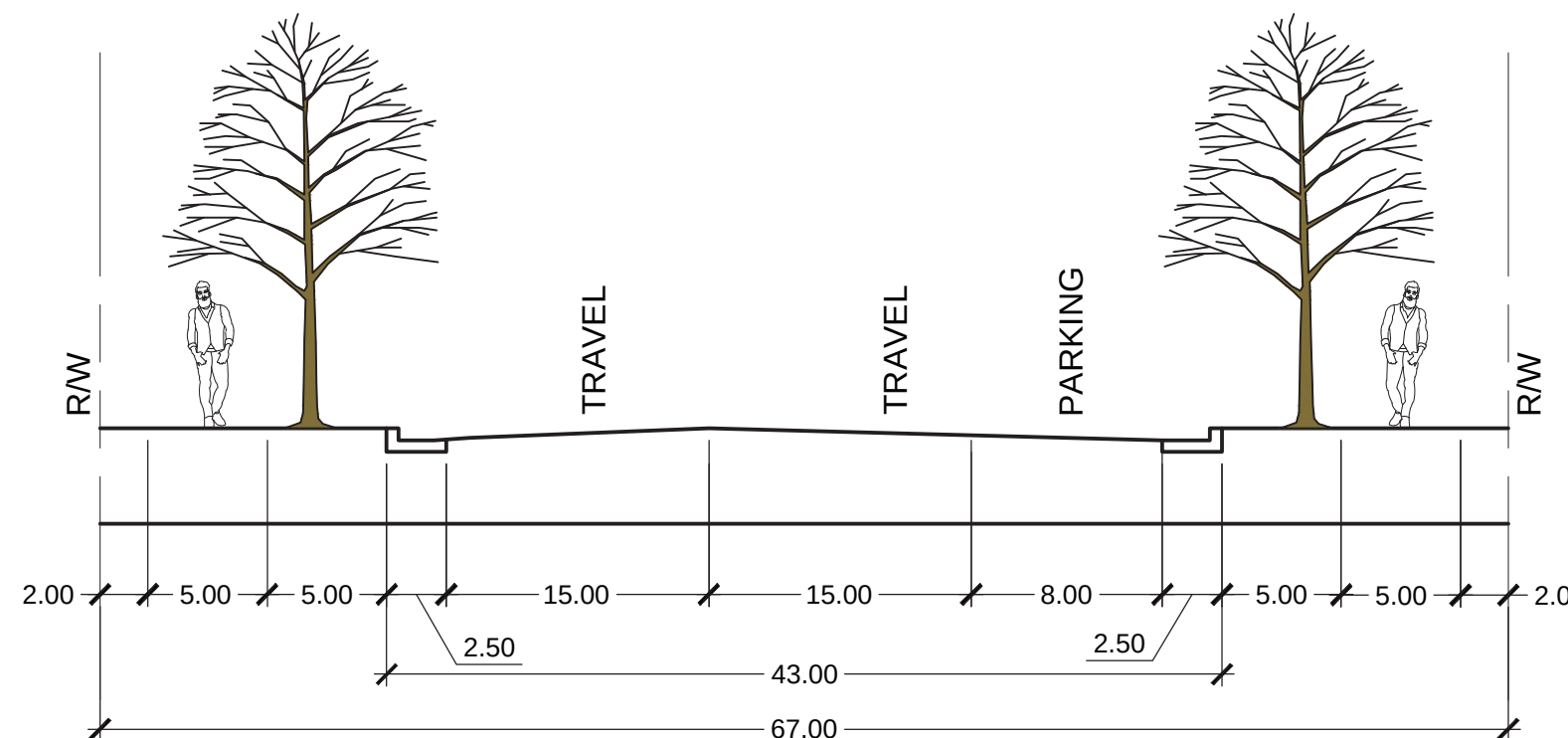
PROPOSED INTERNAL STREET (SECTION OPTIONS BELOW - FINAL SECTION TO BE DETERMINED WITH MASTER PLAN)



OPTION A
NO ON-STREET PARKING
59' RIGHT-OF-WAY
(BASED OFF DETAIL HS305A)



OPTION B:
IF ON-STREET PARKING BOTH SIDES IS DESIRED BY DEVELOPER
75' RIGHT-OF-WAY
51' BACK OF CURB TO BACK OF CURB
(BASED OFF DETAIL HS305B)



OPTION C:
IF ON-STREET PARKING ONE SIDE IS DESIRED BY DEVELOPER
67' RIGHT-OF-WAY
43' BACK OF CURB TO BACK OF CURB
(BASED OFF DETAIL HS305B)

KEY MAP

SEAL



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**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ# 1020339

REVISION / ISSUANCE

NO.	DESCRIPTION	DATE

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE: NORTH
VERT: N/A
HORZ: 1"=200'
0 100 200 400'

SHEET TITLE
STREET SECTIONS &
VEHICULAR CIRCULATION

SHEET NUMBER

RZ-1.11A

KEY MAP

SEAL



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GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

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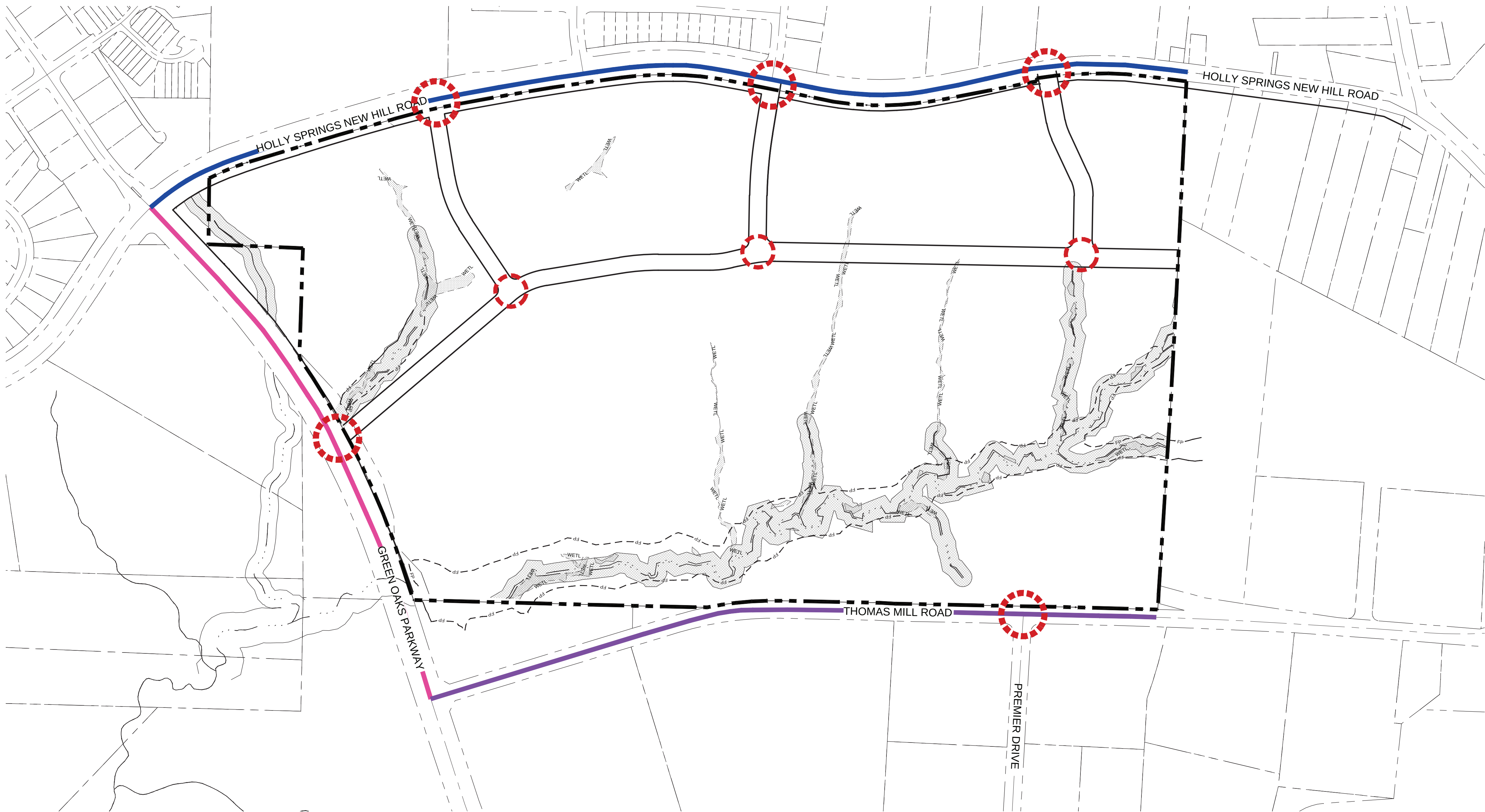
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DRAWN BY: XX
CHECKED BY: XX

SCALE
VERT: N/A
HORZ: 1"=200'
0 100 200 400'

SHEET TITLE
STREET SECTIONS &
VEHICULAR CIRCULATION

SHEET NUMBER

RZ-1.11B



LEGEND

EXISTING 1' CONTOUR	---
EXISTING 5' CONTOUR	---
PROPOSED PUD BOUNDARY	---
WETLANDS	WETLANDS
EXISTING STREAM	---
100-YEAR FLOOD PLAIN	---
30' CAPE FEAR BUFFER	---

ROAD LEGEND:

---	HOLLY SPRINGS NEW HILL ROAD
---	GREEN OAKS PARKWAY
---	THOMAS MILL ROAD

--- VEHICULAR ACCESS POINT
(TO EXTERNAL EXISTING
STREET)

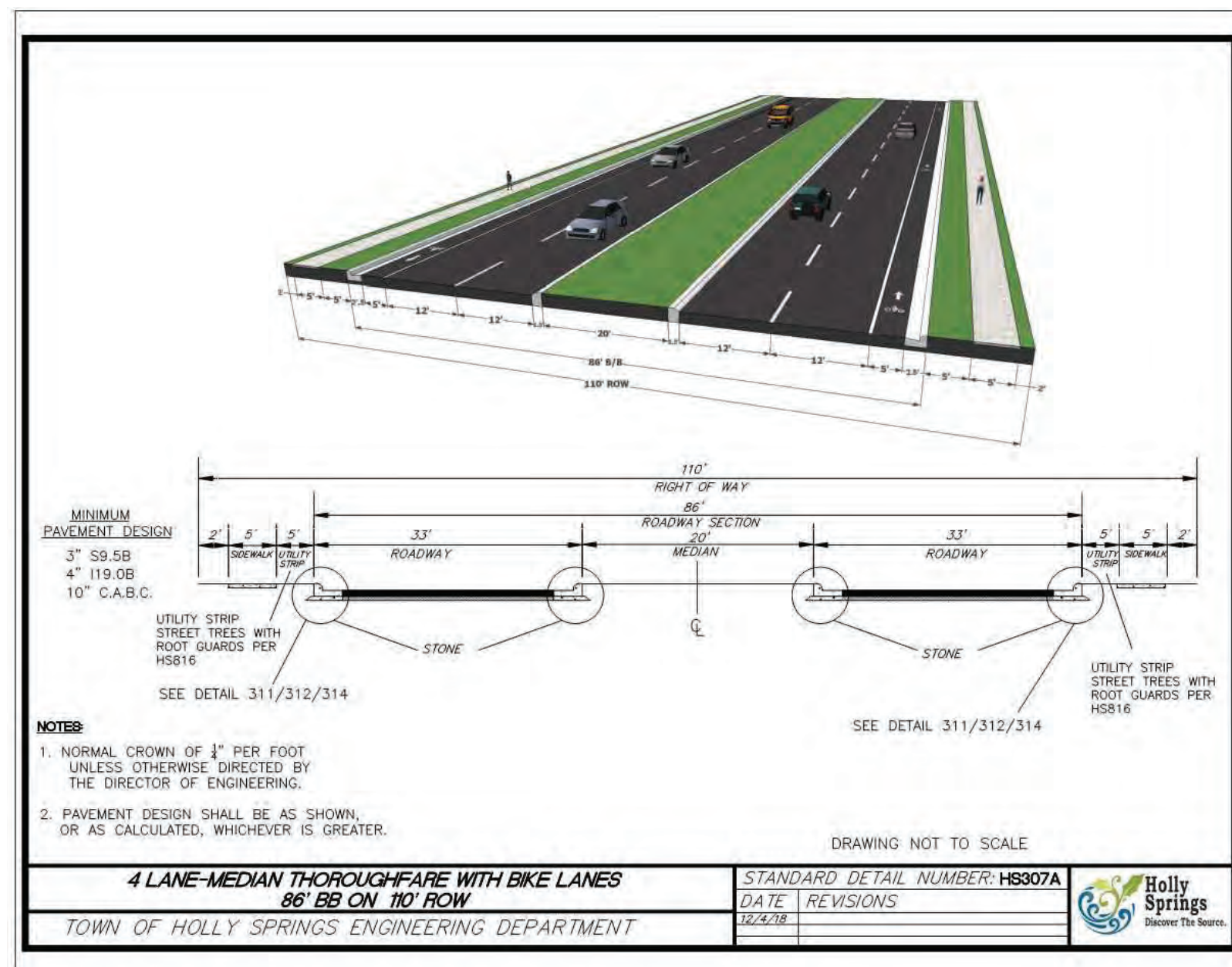
--- VEHICULAR ACCESS POINT
(INTERNAL STREETS)

NOTES:

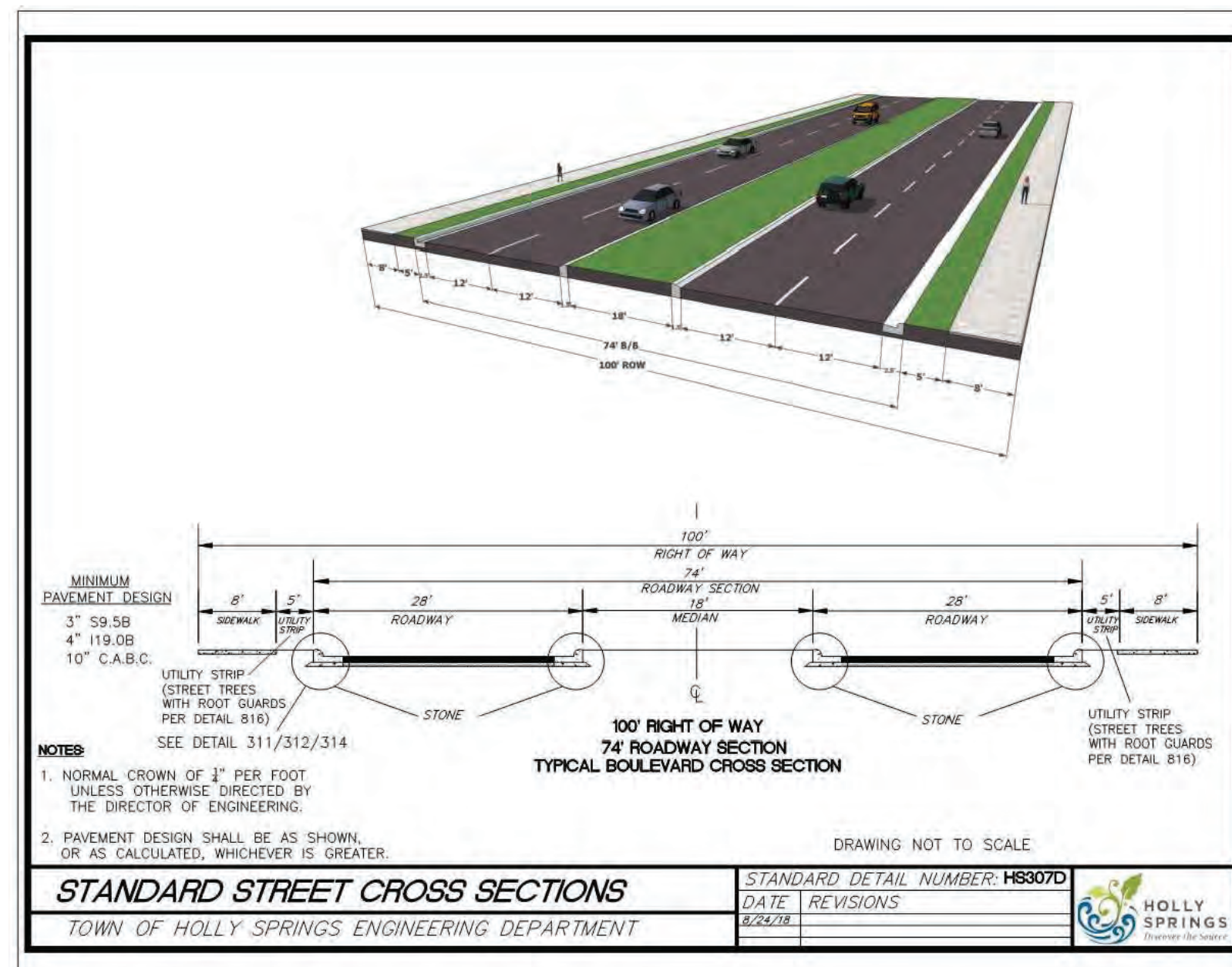
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MINIMUM PAVEMENT DESIGN:

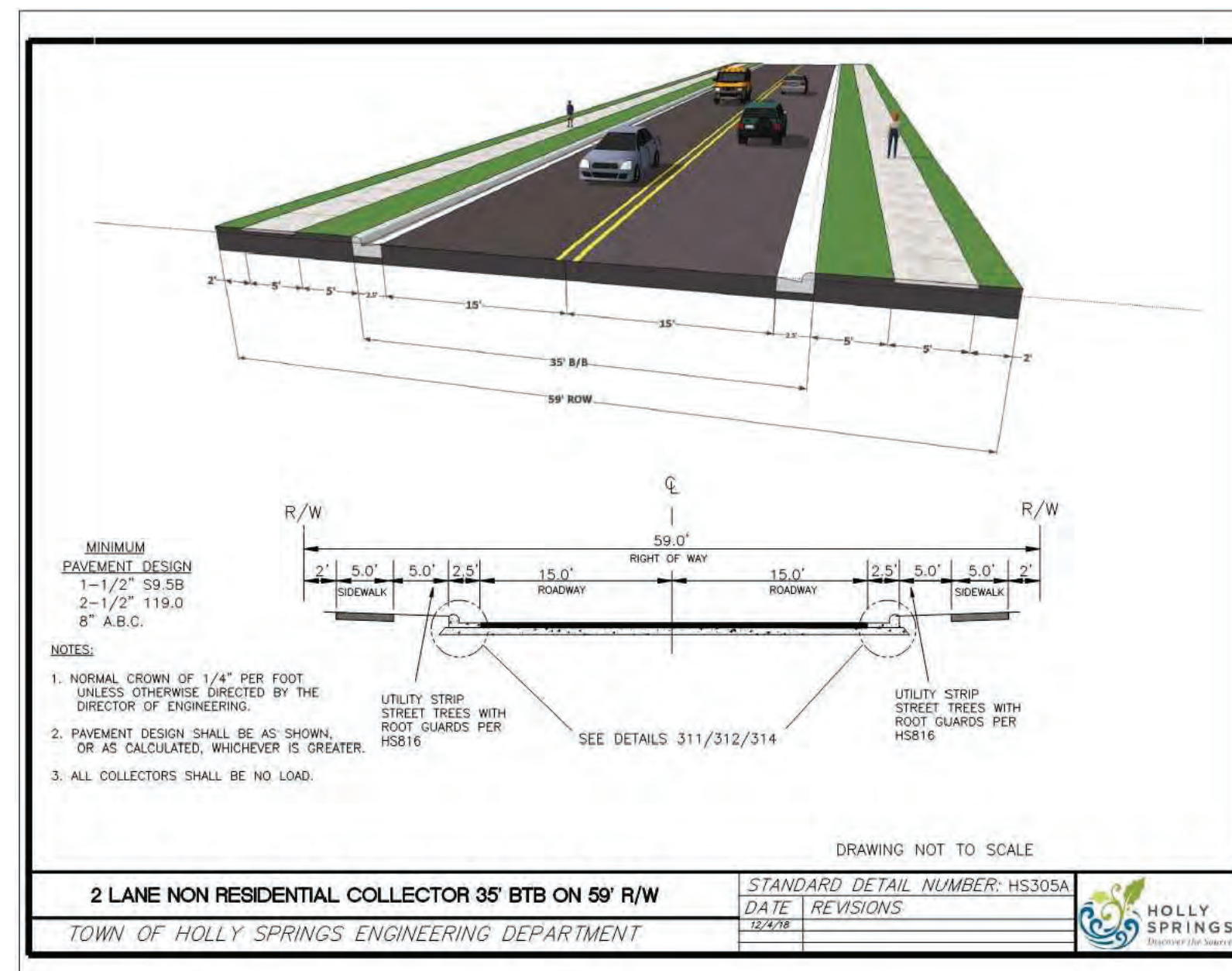
- 1-1/2" 9.5B
- 1-1/2" 9.5C
- 8" A.B.C.
- STAGE CONSTRUCTION FOR SURFACE AT TWO LIFTS SO PROPER TAPER OCCURS AT TRANSITION.



HOLLY SPRINGS NEW HILL ROAD
4 LANE ROAD MEDIAN
HS307A (110' ROW, 86' B/B W/Bike Lane) - WIDENING



GREEN OAKS PARKWAY
4 LANE ROAD MEDIAN
HS307D (100' ROW, 74' B/B, 8' SW) - EXISTING



THOMAS MILL ROAD
2 LANE NON-RESIDENTIAL
NOTE: HALF OF THE TYPICAL STREET CROSS SECTION ABOVE TO BE DESIGNED AND CONSTRUCTED WITH THIS DEVELOPMENT ALONG THE PROPERTY FRONTAGE TO THOMAS MILL ROAD.

SEAL INCLUDED FOR PUD
REZONING APPROVAL ONLY.
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PERMIT PURPOSE.

**NOT FOR
CONSTRUCTION**

**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC

GREEN OAKS TECH CENTER

TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

[illegible]

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE

NORTH

VERT: N/A
HORIZ: 1"=200'



0 100' 200' 400'

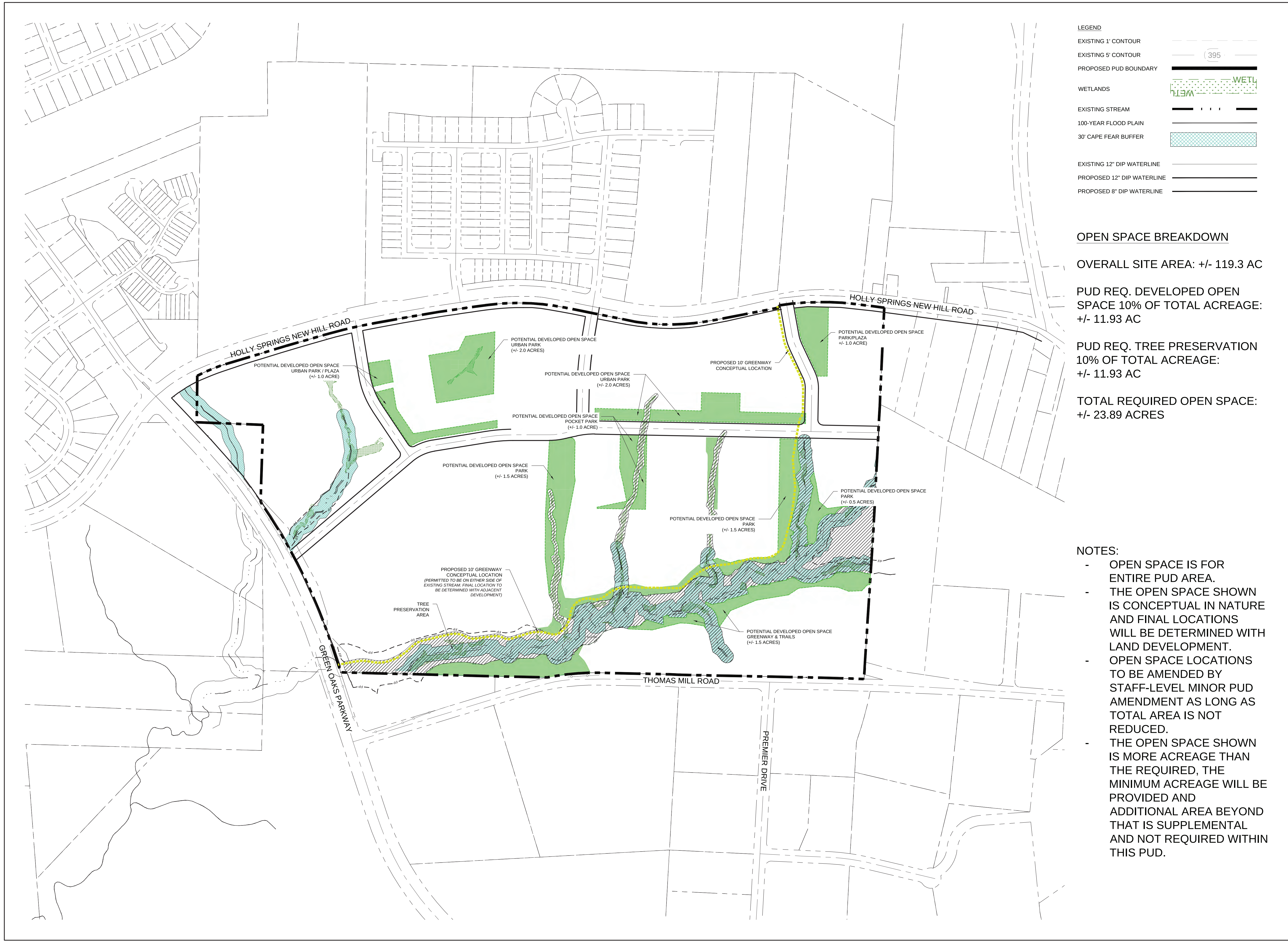
SHEET TITLE

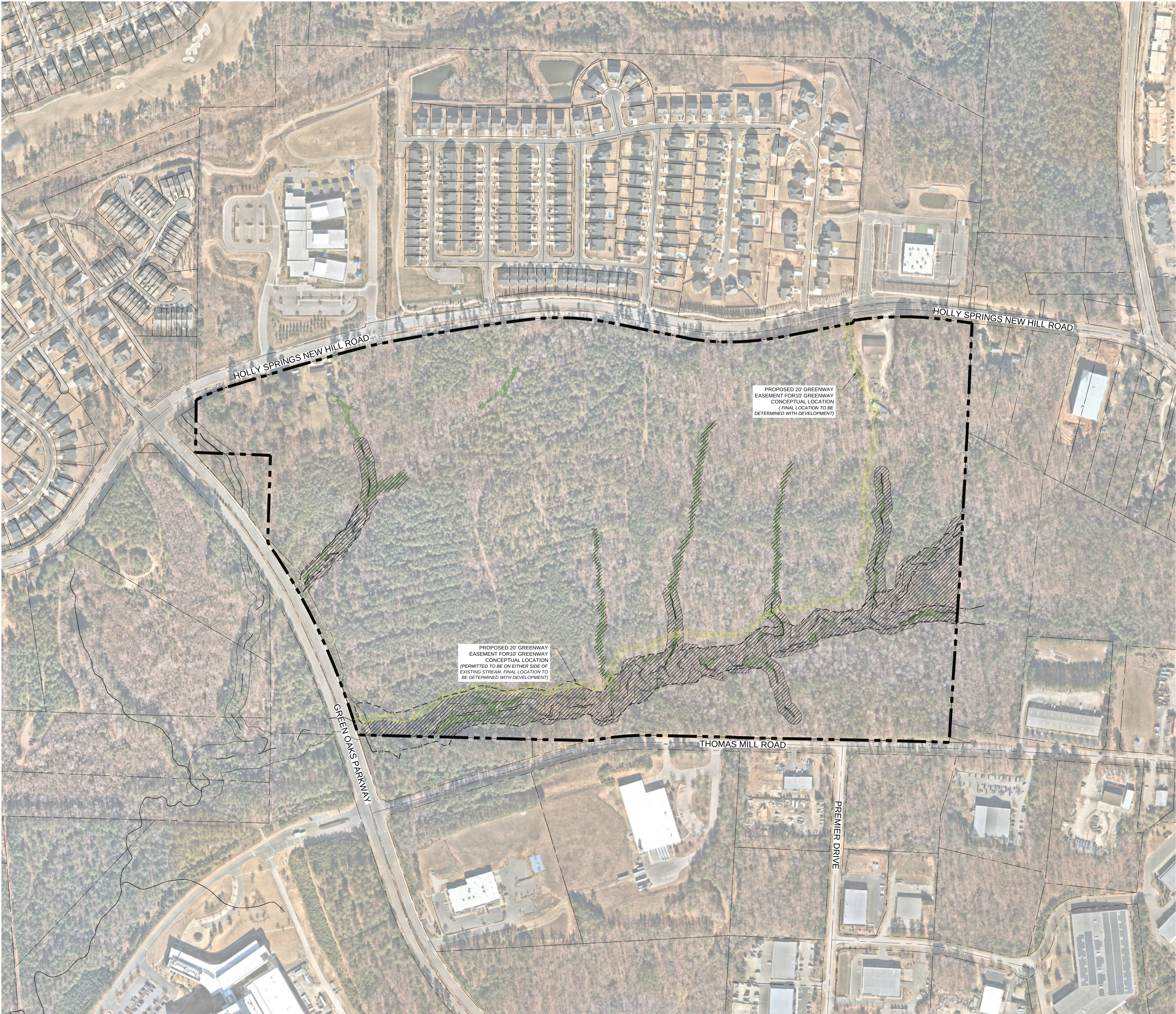
OPEN SPACE

SHEET NUMBER _____

RZ-1.12

Page 92 of 209





LEGEND

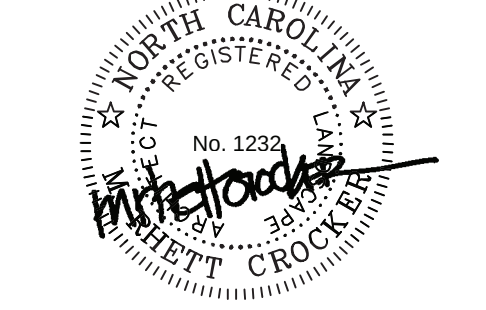
EXISTING 1' CONTOUR
EXISTING 5' CONTOUR
PROPOSED PUD BOUNDARY
WETLANDS
EXISTING STREAM
100-YEAR FLOOD PLAIN
30' CAPE FEAR BUFFER
EXISTING 12" DIP WATERLINE
PROPOSED 12" DIP WATERLINE
PROPOSED 8" DIP WATERLINE
TREE PRESERVATION

PROPOSED TREE PRESERVATION:
10%(11.93 ACRES)

- NOTES:**
- AREAS IDENTIFIED ON PLANS AS PROPOSED TREE PRESERVATION AREAS.
 - TOTAL AREAS SHOWN ON PLANS IS 14.0 ACRES. NOT ALL AREAS INDICATED ON PLANS WILL BE UTILIZED AS TREE PRESERVATION. ADDITIONAL AREAS MAY BE ADDED AT THE TIME OF INFRASTRUCTURE PLANS IF THE AREAS SHOWN IS INSUFFICIENT.
 - APPROXIMATELY 3,000 LF OF PROPOSED GREENWAY AND SEWER MAY BE LOCATED IN OR ADJACENT TO TREE PRESERVATION AREAS. THE REMOVAL OF VEGETATION WITHIN TREE PRESERVATION IS ACCOUNTED FOR BY PROPOSING ENOUGH ADDITIONAL TREE PRESERVATION AREA TO ACCOUNT FOR ALL DISTURBANCE FOR BOTH THE GREENWAY AND SEWER INSTALLATION AND EASEMENTS. DEVELOPER MAY CHOSE TO DEDICATE LESS THAN THE RESERVE AREA SO LONG THE MINIMUM AREA REQUIRED IS MET EXCLUDING THESE AREAS.
 - OPEN SPACE AND TREE PRESERVATION ARE FOR THE ENTIRE DEVELOPMENT OF GREEN OAKS TECH CENTER,

- TREE PROTECTION PRIORITY AREAS:**
1. JURISDICTIONAL STREAM BUFFERS
 2. 100 YEAR FEMA FLOODPLAINS
 3. WETLAND AREAS
 4. TREES ALONG PERMITTER OF THE SITE IN GOOD HEALTH AND QUALITY
 5. NON-JURISDICTIONAL STREAM BUFFERS

- ALLOWED ACTIVITIES IN TREE PRESERVATION AREAS**
1. REMOVAL OF INVASIVE SPECIES AS VERIFIED BY A CERTIFIED ARBORIST.
 2. THINNING AND REMOVAL OF DISEASED TREES AND UNDERBRUSH POSING A THREAT TO ADJACENT TREES, AS VERIFIED BY A CERTIFIED ARBORIST.
 3. PASSIVE RECREATION
 4. PERPENDICULAR CROSSING OF UTILITY EASEMENT.



SEAL INCLUDED FOR PUD.
REZONING APPROVAL ONLY.
DRAWINGS ARE PRELIMINARY AND
NOT INTENDED FOR
CONSTRUCTION, BIDDING, OR
PERMIT PURPOSE.

**NOT FOR
CONSTRUCTION**

PROJECT

**GREEN OAKS
TECH CENTER**

CRESCENT ACQUISITIONS, LLC
GREEN OAKS TECH CENTER
TOWN OF HOLLY SPRINGS

LANDDESIGN PROJ.# 1020339

REVISION / ISSUANCE

NO.	DESCRIPTION	DATE

DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XX

SCALE
VERT: N/A
HORZ: 1"=200'
SHEET TITLE

TREE PRESERVATION

SHEET NUMBER

RZ-1.13

COMMUNITY MEETING REPORT

NEIGHBORHOOD MEETING REPORT



A minimum of fourteen (14) days prior to the scheduled Public Hearing on the Petition, the Petitioner shall submit a report about the Neighborhood Meeting(s) to the Department of Planning & Zoning.

☒ Neighborhood Meeting Date: 06/22/2021
Time: 6:00-7:00pm
Location: Zoom

For DPZ Use only

Project # _____

Date Received: _____

Notification of Owners:

1. The Petitioner or Petitioner's 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, owner of land abutting that parcel(s) of land, any homeowners association or property owners association that represents any parcels within that area as shown on the county tax listings and to the Town of Holly Springs Department of Planning & Zoning.
2. The Notice shall include the date, time, and location of the Neighborhood Meeting; the name of the Petitioner; 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 deposited in the mail not less than ten (10) days nor more than 25 days before the date of the Neighborhood Meeting.

☐ Complete ☐ Incomplete

☒ Date of Notification Mailing: 06/11/2021

Conduct of Meetings:

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:

No questions asked and no issues raised as a result of this meeting. Agenda included (a) introducing the development, architect, master planning, civil, TIA and leasing teams; (b) an overview of the site and existing conditions; (c) the PUD proposal including the master land use plan, connectivity and open space, conceptual utility plans, road improvement plans, architecture, and sustainability.

Attach Additional Sheets as needed

Changes made to the Petition by the Petitioner as a result of the meeting:

No issues raised, thus no adjustments made as a result of the meeting.

Attach Additional Sheets as needed

Additional attachments required for the report:

- ☒ A listing of those persons and organizations that were sent notification about the Neighborhood Meeting.
- ☒ A copy of the signed attendance list that includes names and addresses of those in attendance.

Neighborhood Meeting Report Prepared by:

Preparer's Signature(s)

Shirahel McMillan

Date 6/24/2021

Notified Persons and Organizations:

Owner	Address
TWELVE OAKS MASTER ASSOCIATION INC	11010 RAVEN RIDGE RD RALEIGH NC 27614-8837
GREG L JONES, STEPHANIE W JONES	804 GREEN OAKS PKWY HOLLY SPRINGS NC 27540-4816
ANTHONY LAWRENCE EVANS, KATHERINE WEILER EVANS	808 GREEN OAKS PKWY HOLLY SPRINGS NC 27540-4816
WAKE COUNTY BOARD OF EDUCATION	1429 ROCK QUARRY RD STE 116, RALEIGH NC 27610-1185
HENSLEY HOMEOWNER'S ASSOCIATION INC	1401 SUNDAY DR STE 109 RALEIGH NC 27607-5173
CHENG NGUON WANG KUOCH, WEI PING KUOCH	153 AINSDALE PL HOLLY SPRINGS NC 27540-6180
DAVID CHANG, LIN LIANG CHANG	409 CRICKET HEARTH RD SANFORD NC 27330-6335
BRJESH R PATEL, KINJAL PATEL	201 VINEWOOD PL HOLLY SPRINGS NC 27540-9801
KEVIN R HUNSICKER, KARLA ANN HUNSICKER	141 AINSDALE PL HOLLY SPRINGS NC 27540-6180
KAVITHA PUTLURI, VENKAT REDDY PUTLURI	1109 HOLLAND BEND DR CARY NC 27519-8222
ANGEL L HERNANDEZ, MARGARET B HERNANDEZ	133 AINSDALE PL HOLLY SPRINGS NC 27540-6180
MIGUEL A TORRES, MIRIAM TORRES	129 AINSDALE PL HOLLY SPRINGS NC 27540-6180
THUY NGUYEN, LAN LE	125 AINSDALE PL HOLLY SPRINGS NC 27540-6180
RODEL C EGAMINO, SANDRA V CAHIGAS	121 AINSDALE PL HOLLY SPRINGS NC 27540-6180
SOWMYA REDDY YATTAPU	117 AINSDALE PL HOLLY SPRINGS NC 27540-6180
PRABHA GOPALAKRISHNAN	113 AINSDALE PL HOLLY SPRINGS NC 27540-6180
RYAN RICHMOND, KELLY RICHMOND	109 AINSDALE PL HOLLY SPRINGS NC 27540-6180
THU Q VO, PHUNG CONG VO	105 AINSDALE PL HOLLY SPRINGS NC 27540-6180
NIKHIL REDDY MADADI, PRATHIBHA RAVULA	101 AINSDALE PL HOLLY SPRINGS NC 27540-6180
WILLIAM COLLIER, MYRICIA COLLIER	104 HENSLEY HILL PL HOLLY SPRINGS NC 27540-6183
RUI LI, MASIXIA TAO	109 TISBURY DR HOLLY SPRINGS NC 27540-6189
ANDRE MAURICE BELLAMY	105 TISBURY DR HOLLY SPRINGS NC 27540-6189
BHARGAV VANAPARTHY, SRIVANTHI POLAVARAPU	101 TISBURY DR HOLLY SPRINGS NC 27540-6189
GREGORY B VANDERMOLLEN, KELLY N VANDERMOLLEN	100 TISBURY DR HOLLY SPRINGS NC 27540-6189
KEVIN MICHAEL FITZPATRICK, AMAIRA FITZPATRICK	104 TISBURY DR HOLLY SPRINGS NC 27540-6189
THE DREES COMPANY	7701 SIX FORKS RD STE 132 RALEIGH NC 27615-5050
REVATHY PERUMAL	513 MOORE HILL WAY HOLLY SPRINGS NC 27540-5445
LAVANCE DIXON JR	512 MOORE HILL WAY HOLLY SPRINGS NC 27540-5445
JAMES MATTHEW ANDREWS, ALICIA DAWN ANDREWS	508 MOORE HILL WAY HOLLY SPRINGS NC 27540-5445
THALES ACADEMY	4641 PARAGON PARK RD RALEIGH NC 27616-3406
Town of Holly Springs	PO BOX 8 HOLLY SPRINGS NC 27540-0008
JAMES T TAYLOR, RONALD A TAYLOR	305 FOXWOOD TRL PITTSBORO NC 27312-9591
LISA LESLIE, CALVIN LESLIE	PO BOX 574 HOLLY SPRINGS NC 27540-0574
BARBARA LESLIE MCNEIL	1335 NEW HILL RD HOLLY SPRINGS NC 27540-6102
BIG BOSS LITTLE BOSS LLC	5109 BARTIZAN DR HOLLY SPRINGS NC 27540-6307
DELORES B WILSON	501 BASS LAKE RD HOLLY SPRINGS NC 27540-9064
JUSTIN STANLEY	6624 TEN TEN RD APEX NC 27539-8316
HMS 55 LLC	1013 SKYMONT DR HOLLY SPRINGS NC 27540-8293
PREMIER ROAD, LLC	3829 OPPORTUNITY LN RALEIGH NC 27603-5659
M & D PACOS HOLDING CO LLC	150 FIZELL AVE DUNKIRK NY 14048-1371
FIVE H INVESTMENTS LLC	COLE & ASSOCIATES CPA, 2118 ROSALIND AVE SW, ROANOKE VA 24014-1718
RITEE NORTH CAROLINA LLC	1455 DANNER DR, AURORA OH 44202-9273
SEQUIRUS INC	475 GREEN OAKS PKWY, HOLLY SPRINGS NC 27540-7976
HELIX VENTURES LLC	3717 NATIONAL DR STE 209, RALEIGH NC 27612-4877
MARIO L DONNELL	1911 DREXMORE AVE, GREENSBORO NC 27406-3212

Attendance List:

- Neighbors in attendance (2):
 - o Ryan Richmond, 109 Ainsdale Pl, Holly Springs, NC 27540-6180
 - o Jon Keener, 3717 National Dr, Suite 209, Raleigh, NC 27612
- Elizabeth McMillan, Crescent Communities LLC
- Chase Kerley, Crescent Communities LLC
- Brittain Hughes, Crescent Communities LLC
- Lori Milam, LandDesign
- Robb Klauk, LandDesign
- Matthew Carpenter, Parker Poe
- Steven Harris, O'Brien Atkins Associates
- Maria Jaramilla, O'Brien Atkins Associates
- Cliff Lawson, Timmons Group

Signature Confirmation:



Elizabeth McMillan

Date:

6/27/2021



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Public Hearings

Title: Voluntary Annexation A21-02, Crespo - Legislative Hearing

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Bronwyn Bishop, Development Services

Action(s):

Adopt Annexation Ordinance A21-02, annexing 1.095 +/- acres located at 4528 Sunset Lake Road, Wake County PIN 0750528328, owned by Julie and Juan Crespo.

Explanation:

- The Town has received a petition for voluntary annexation of 1.095 +/- acres, located at 4528 Sunset Lake Road.
- The property is owned by Julie and Juan Crespo.
- Annexation is being requested pursuant to plans to develop the property.

Background:

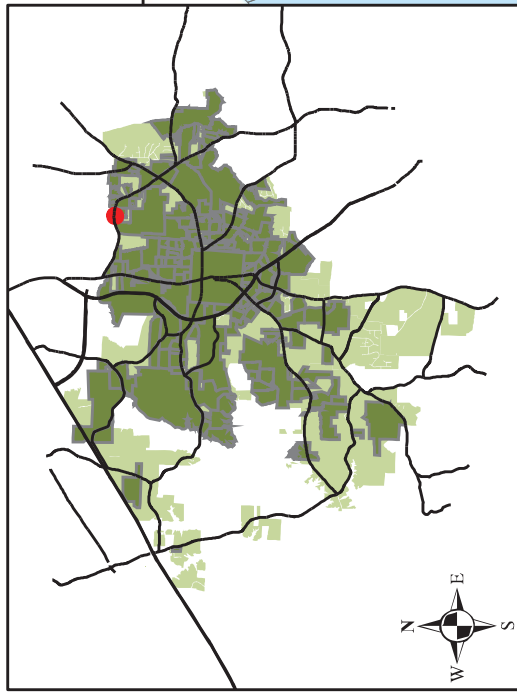
- The property is owned by Julie and Juan Crespo and is contiguous with Town Limits.
- Staff has received feedback from all departments and there are no issues with this annexation.
- The property meets all statutory requirements for annexation.

Funding Source(s):

N/A

Attachment(s):

1. Crespo A21-2 map
2. A21-02 Crespo Resolution of Sufficiency
3. A21-02 Crespo Ordinance-draft



- Legend**
- Annexation Property Site
 - Subdivisions
 - Lakes
 - GIS_Basem...
 - Town Limits
 - Extraterrito...
 - Jurisdiction (ETJ)
 - Short Range Urban Service Area



THE TOWN OF

Holly Springs

Resolution No.: 21-19

Date Adopted: September 7, 2021

Annexation No.: A21-02

RESOLUTION OF THE HOLLY SPRINGS TOWN COUNCIL DIRECTING THE TOWN CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31 AND FIXING THE DATE OF A PUBLIC HEARING ON THE QUESTION OF ANNEXATION

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

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

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

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

Legal Description for Voluntary Annexation

Commencing from The Town of Holly Springs Monument "Van Fossen" having N.C. Grid Coordinate (NAD 83) values of North – 694,872.990, East – 2,061,891.100;

THENCE North 39 degrees 03 minutes 46 seconds West for a distance of 9,517.32 feet (grid distance) to an existing iron pipe having N.C. Grid Coordinate values of North - 702,262.756, East – 2,055,893.665, being the southeastern most point of Lot F as shown in Book of Maps 1987, Page 880 in the Wake County Register of Deeds, and being the point and place of BEGINNING;

THENCE from said point of beginning North 88 degrees 29 minutes 09 seconds West for a distance of 229.71 feet to an existing iron pipe;

THENCE North 02 degrees 24 minutes 48 seconds East for a distance of 173.71 feet to a point on the southern right-of-way of Sunset Lake Road;

THENCE North 02 degrees 24 minutes 48 seconds East for a distance of 30.00 feet to a point in the centerline of Sunset Lake Road;

THENCE with the centerline of Sunset Lake Road the following courses and distances: North 88 degrees 57 minutes 39 seconds East for a distance of 136.35 feet to a point;

THENCE South 87 degrees 45 minutes 31 seconds East for a distance of 93.58 feet to a point;

THENCE leaving said centerline South 02 degrees 24 minutes 48 seconds West for a distance of 30.00 feet to a point on the southern right-of-way of Sunset Lake Road;

THENCE South 02 degrees 24 minutes 48 seconds West for a distance of 178.60 feet to the point and place of beginning.

Together with and subject to covenants, easements, and restrictions of record.

Said property contains 1.095 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.

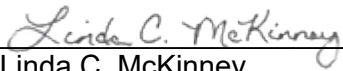
Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, September 21, 2021.

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 7th day of September 2021.

ATTEST:


Dick Sears, Mayor


Linda C. McKinney
Town Clerk





THE TOWN OF

Holly Springs

Annexation Ordinance No.: **A21-02**

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 21st day of September, 2021.

Legal Description for Voluntary Annexation

Being 1.095 +/- acres located along Sunset Lake Road as shown on the map recorded in Book of Maps _____, Page _____ in the Wake County Register of Deeds office.

Adopted this, the 21st day of September, 2021.

ATTEST TO:

Linda C. McKinney, Town Clerk

Dick Sears, 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 September 21, 2021, 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 21st day of September, 2021.

Linda C. McKinney, Town Clerk



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Consent Agenda

Title: Approve the minutes of the September 7, 2021 Business Meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the Council's Business meeting held September 7, 2021.

Explanation:

- Minutes in draft form are attached for the Council's review.
- If there are any corrections, please call the Town Clerk at 919-557-3900 in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

Background:

Funding Source(s):

N/A

Attachment(s):

1. 9.7.21 minutes - DRAFT



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, September 7, 2021 in person and via video conferencing. Mayor Sears presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and five Council members were present in the Chamber as the meeting opened.

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

Council Members absent: none.

Staff Members Present in Chambers: Scott Chase, *Assistant Town Manager*; Daniel Weeks, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mark Andrews, *Communications and Marketing*; Mathew Mutter, *IT*; Kathy White, *Deputy Clerk*; Chris Hills, *Director, Development Services*; Emmily Tiampati, *Development Services*; Sean Ryan, *Development Services*; Rachel Jones, *Development Services*; Elizabeth Goodson, *Development Services*; LeeAnn Plumer, *Director, Parks and Recreation*; Matt Beard, *Parks and Recreation*; Kendra Parrish, *Executive Director of Utilities and Infrastructure*; Irena Krstanovic, *Director, Economic Development*; Dirk Siebenbrodt, *Utilities and Infrastructure*; Paul Liquorie, *Police Chief*; Cassie Hack, *Director, Communications*.

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

4. Agenda Adjustment: The September 7, 2021 meeting agenda was adopted with changes, if any, as listed: item 6 removed to a later agenda.

Motion: Berry
Second: Villadsen
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 written comments were received: one comment regarding school traffic on Avent Ferry Road.

The following comments were received in person: Hank Dickson, 504 Sandy Point Lane, thanked Mayor Sears for all he has done for Holly Springs and presented him with a Nellie Fox baseball card.

Requests and Communications

5. GoTriangle Transit Route 305 Update

Emmily Tiampati, Development Services, said this item was to update the Council on GoTriangle bus route 305 service in Holly Springs. She gave an overview of the process that

resulted in the Town having a bus route, a bus shelter, and other improvements, then gave an overview of daily ridership for the three quarters the route has been in operation. She said that staff has worked with GoTriangle on outreach and information activities to increase ridership, and explained the impact of COVID-19 on ridership. Ms. Tiampati said that staff expected \$16,000 from CAMPO for the Park and Ride at Ting Park, but received clarification that public entities could not receive reimbursement for Park and Ride lots. She outlined three possible options staff could pursue to obtain those funds, and said that staff's recommendation is to apply for FY2024-27 Wake Bus Plan Transit needs assessment. She discussed future transit activities, including innovative transit promotion ideas, including a PSA Video and micro-transit options.

Council member Kelly raised concerns about Holly Springs being one of the last towns to get transit, and the limited schedule and route.

Ms. Tiampati invited Jennifer Green from GoTriangle to address these concerns. Ms. Green said she agreed that the options now provided are limited. She said that service to Holly Springs was identified as a priority in 2018. There were some delays to that implementation, which COVID added to. She said Peak Hour service, but leaving 6 times a day, was delayed due to COVID, and they proceeded with a more minimal upgrade last fall. With the bus plan there is an opportunity to look at the service and make sure it is meeting the needs of the Town. They will look further into the survey results. She said that through Wake Transit there is a community funding program to provide service within the local jurisdiction for a circulator service or a micro-transit service.

Council member McGrath raised concerns about southern Wake County lacking light rail and other plans that are being looked at for the north and east-west corridors.

6. Capital Area Metropolitan Planning Organization 2050 Metropolitan Transportation Plan Draft Update - removed to a later agenda due to presenter's scheduling conflict.

Consent Agenda

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

7. Minutes – Council approved the minutes of the Business Meeting held August 17, 2021.

8. Budget Amendment Report - Council received the budget amendment report. *A copy of the report is attached to these minutes.*

9. Voluntary Annexation A21-02, Crespo – The Council approved Resolution 21-19 directing the Town Clerk to investigate the sufficiency of annexation petition A21-02, and set the public hearing for September 21, 2021. *A copy of Resolution 21-19 is attached to these minutes.*

10. Rex Healthcare Foundation Public Art Partnership for UNC Health Rex Holly Springs – Council approved a Town contribution of up to \$1,833 to the Rex Healthcare Foundation for a public art sculpture partnership at the new UNC Health Rex Holly Springs Hospital, and authorized the Town Manager to execute any necessary agreements with the Rex Healthcare Foundation to facilitate the partnership.

11. Amendment to Town Council Meetings Calendar – Council amended the Town Council meetings calendar to add a joint Unified Development Ordinance (UDO) re-write workshop with the Planning Board on September 16, 2021 at 6:00 pm.

12. Mowing and Landscape Services Contract – Council approved a contract with GreenScape, Inc. in the amount of \$288,844 for mowing and landscape services at park areas, roadway medians, town pump stations, and water towers.

NEW BUSINESS

13. Friendship Innovation Park Detailed Master Plan 21-MAS-04

Sean Ryan, Development Services, said the Town had received a request for a nonresidential subdivision of 345+/- acres located south of US 1 along Friendship Road. The project includes the 130.45+/- NC Certified Friendship Innovation Park site. He explained the reasons the Master Plan was coming before Council prior to the annexation and rezoning, and said that a condition of approval had been added to the plan that makes the Master Plan contingent on a rezoning decision. This is in order to expedite the economic development project. Mr. Ryan gave details of the Master Plan and its flexibility to allow projects from one to 150 acres, and a parcel for mixed commercial.

Rachel Jones, Development Services, explained the utilities connections that would serve the project and outlined the preliminary transportation improvements. She outlined which reports were yet to be finalized and what would be included in a Master Plan Amendment once those reports were finalized and reviewed. She said the Traffic Impact Analysis had been received by staff but not yet reviewed, so there would be amendments as further information was received. She outlined the road improvements to Friendship Road, on both sides, including turn lanes.

Matt Beard, Parks and Recreation, said there will be a section of side paths with an inter-jurisdictional connection to the Apex Greenway system. He said that not a lot would be built at this time, but it is important to line up any proposed side path with the Town of Apex's side path for regional connectivity.

Thomas Urquhart, Planning Board, said the Planning Board voted to recommend 9-0 at their August meeting. There were concerns expressed about the roads connecting to the project, traffic created by the project, and the thoroughfare widening along Friendship Rd. They expressed that it might be a good time to save costs by burying conduit for multiple strand fiber infrastructure. They also wanted to preserve stream buffers. These concerns were addressed by the applicant, and Planning Board voted to recommend approval.

Jon Keener with Trustwell Property Group gave a presentation for the applicant. He said the rezoning and annexations would follow. This was to facilitate the scheduling needs of Amgen, as well as to address the transportation and utility plans. He said a portion of the rezoning and masterplan would be a mixed use commercial node near the greenway connection. He outlined how the plan met Council's goals. He said that Amgen is taking a larger parcel than originally thought. But there are other projects that this master plan will facilitate. He outlined the buffers, bike lanes and greenways, and road improvements.

Council member McGrath asked if most of the land has been used for timbering up to this point, and Mr. Keener said that was his understanding.

Action: Motion to approve Friendship Innovation Park Detailed Master Plan with the conditions stated in the agenda packet.

Motion by: McGrath

Second by: Kelly

Vote: unanimous

14. Midterm Appointment to Tree Advisory Committee

Linda McKinney, Town Clerk, said that there was an opening on the Tree Advisory Committee (TAC) for a term ending June 30, 2024 due to an appointee moving out of town. The opening was advertised through social media and other means, and seven applications were received.

Council nominated the following applicants:

MPT Berry: Ginny Suever

Villadsen: Ginny Suever

Kelly: Sandy Carlson
McGrath: Ginny Suever
Wolff: Sandy Carlson

Action: Motion to appoint Ginny Suever to serve on the Tree Advisory Committee for a term ending June 30, 2024.

Motion by: Villadsen
Second by: Berry
Vote: unanimous

OTHER BUSINESS

Mayor Sears said the 9/11 celebration at Fire Station 1 will be at 9 on Saturday. There will be another, privately organized, celebration at Veteran's Park at 11:00. He said he had heard from many residents about whether we should mandate masks. He said we do not have a mandate, but strongly encourage masking and getting vaccinated.

Council member Kelly said she wanted to recognize Rosh Hashanah which began last night, and wish our Jewish residents a happy new year. She said received a certificate of appreciation from the League of Women Voters. She said that she was away when mask mandates were discussed at the last meeting, but she watched that meeting. She said she concurs with the sentiments Council member Wolff made and would have supported a mandate, particularly now that kids are back in school. COVID cases are up and it is a concern. She asked everyone to please get vaccinated and wear masks to help our children, our hospitals, and our first responders.

Mayor Sears said the grand opening of the hospital has been pushed back to early November, partially because the staff is needed at the Raleigh location due to COVID.

Council member Villadsen said he wanted to commend the community for how it has handled the pandemic. Our zip code is in the top 15% for the lowest COVID numbers per capita. But vaccination is crucial. Things aren't going to change until more people are vaccinated.

Council member Wolff said mask up; get vaccinated. Whatever it takes. This community is being hard hit, even if we are better than some communities. The hospital had scheduled births that now have to take place somewhere else because of staffing issues due to COVID. There are small businesses that are having to change their hours daily because they have no staff. Small businesses are suffering. Our community is being affected. He hopes people make the voluntary, responsible choice to mask up indoors and to get vaccinated. Mayor Sears added that he has several friends in the hospital with COVID, and none of them are vaccinated. Most of those suffering have not been vaccinated.

Council member McGrath gave an update on regional solutions to problems that CAMPO and Triangle J COG are working on. CAMPO is trying to get bicycle connectivity between communities. There were projects that were funded, whose price has continued to increase, which explains why projects are not being completed as quickly as expected. He echoed that 9/11 has a different meaning for some than others. He hopes that this weekend will be a remembrance of what we went through 20 years ago, and what others have gone through over the past 20 years.

Mayor Sears, said he is still battling health issues, and thanked everyone for their support, which means a lot to him.

MANAGER'S REPORT

Scott Chase, Assistant Town Manager, said there were four upcoming events he wanted to highlight:

1. Help Plan the Future Park on Cass Holt Road Virtual Meeting – Weds., Sept. 8th at 7:00 pm; link is located on the Town's website;
2. 9/11 Ceremony at Fire Station 1 at 9:00 am;

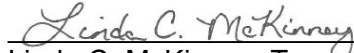
3. Joint Town Council and Planning Board work session on the UDO on Sept. 16th at 6 pm at the LEC;

4. Blood Drive sponsored by the Rotary, and Shredding event sponsored by the HSPD at Ting Park on Sept. 18th from 8 – noon.

CLOSED SESSION: none.

Adjournment: Mayor Pro Tem Berry made a motion to adjourn at 8:10 pm. It was seconded by Council member McGrath and passed with a unanimous vote.

Respectfully Submitted on Tuesday, September 21, 2021.



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#: 8.

Consent Agenda

Title: Position Reclassifications - Public Works Department

Strategic Priority Area: Organizational Excellence

Staff Resource: John Mullis, Solid Waste Manager

Action(s):

Approve reclassification of three positions in Public Works.

Explanation:

- Position reclassification involves changing the duties, responsibilities, job title and salary grade of an existing, Council-approved position.
- Town management recommends the reclassification of three positions in the Public Works Department:
 - Public Works Technician (Grade 70) to Solid Waste Crew Leader (Grade 73) in the Solid Waste Division
 - Public Works Technician (Grade 70) to Street Maintenance Crew Leader (Grade 73) in the Streets Division
 - Public Works Technician (Grade 70) to Equipment Operator (Grade 73) in the Streets Division
- The Public Works Solid Waste Division is tasked with the management of garbage, recycling and yard waste removal. Currently, in the Solid Waste Division, the Town has one technician acting as a crew leader, however, the position has not been formally reclassified. The crew leader's duties include coordination, training and assistance with shift and route assignments.
- The Public Works Street Maintenance Division is tasked with maintaining streets, sidewalks, storm debris removal, snow/ice removal, as well as mowing and maintaining rights of way.
 - Currently, there is one supervisor and one crew leader for nine technicians.
 - In order to address supervisory span of control needs within the team and operate two separate work crews, it is recommended to reclass one of the existing technician positions to a second crew leader.
 - Also, within the streets division and in support of other teams within public works, one of the team members currently classified as a technician is performing duties to include operation of heavy equipment for the transfer of debris and waste that requires a commercial drivers license (CDL).
- The impact to the Public Works operating budget is \$7,500 for the remaining fiscal year and can be covered within the existing budget through lapse salary.

Background:

- Occasionally, existing positions require reclassification to ensure that pay and position titles reflect the actual work performed by an employee.
- Reclassification requests are typically made through the annual budget process. However, periodic reclass considerations outside of the budget process are sometimes necessary to address strategic or particularly unique circumstances that are time sensitive.
- Although the pay and class study is currently underway, these requests are being made to support and ensure delivery of services and fair pay to staff.

Funding Source(s):

General Fund Operating Budget

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Contract for Tennis Instruction

Strategic Priority Area: Engaged, Healthy, & Active Community
Organizational Excellence

Staff Resource: Adam Huffman, Parks & Recreation

Action(s):

Approve contract with RDU Tennis for FY22 at a maximum amount not to exceed \$52,175.

Explanation:

- The Town contracts with a professional tennis organization to provide group and private tennis and pickleball lessons at the tennis facility at Ting Park. This ensures high quality and experienced instructors. All instructors must successfully pass a background check.
- In FY21, more than 620 youth and adults participated in a tennis program instructed by RDU Tennis at a town facility, generating \$75,732 in revenue.
- The Town re-bids this service at least every three years, but the contract agreement is valid for one fiscal year. Tennis instruction services will be re-bid for FY23.

Background:

- Since 2017, Holly Springs has used the services of a professional contractor to oversee the tennis program. The contractor receives 70% of the revenues generated to facilitate the program and will have exclusive rights for tennis instruction at town facilities.
- The contractor is responsible for hiring and supervising all professional tennis and pickleball instructors.

Funding Source(s):

Parks & Recreation - General Fund budget

Attachment(s):

1. Tennis Agreement August 2021

VENDOR PROPOSAL AND CONTRACT FOR
PARKS AND RECREATION LEISURE PROGRAMMING

THIS AGREEMENT Dated 20 of August, 2021, between the Town of Holly Springs, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and RDU Tennis, LLC, 218 Glade Street, Chapel Hill, NC 27516 (herein after called the "Vendor").

1.0 RECITALS

WHEREAS, the Town operates a Parks and Recreation Department pursuant to Article 18 of Chapter 160 of the North Carolina General Statutes to allow for the establishment and creation of adequate recreation programs and facilities that are diversionary in character and aid in promoting entertainment, pleasure, relaxation, instruction and other physical, mental, and cultural development and leisure time experiences, for the benefit of the citizens of Holly Springs, and;

WHEREAS, the Town, in order to fulfill that mission, utilizes independent contractors pursuant to the foregoing agreement, in lieu of statutory employees, in a cost sharing arrangement as outlined herein, where the Vendor shall obligate himself herein to be on-premise at the Ting Park tennis facility for a minimum amount of time, and;

WHEREAS, the undersigned Vendor desires to enter into this Agreement and be bound by the terms thereof, as well as the terms of the Parks and Recreation policies and procedures, as amended from time to time, and;

WHEREAS, the Vendor through this agreement will be allowed access to the Town's data information system which comprises a mixture of public and confidential information, as the names and addresses of participants in programs are not public information. Vendor agrees to the covenants regarding confidentiality set forth herein, and understands that a breach of this duty could cause irreparable harm to the Town.

2.0 SERVICES OF VENDOR

2.1 Services. During the term of this Agreement, Vendor shall provide the services ("Services") that are described in Exhibit A hereto and on such additional consecutively numbered supplementary schedules as are executed from time to time by both parties to this Agreement (the "Schedules"). Vendor agrees to employ such personnel as may be needed to deliver services in the manner and time prescribed herein. Such personnel shall be

employees or independent contractors of the Vendor, said Vendor being an independent contractor of the Town. In the event that Vendor employs additional personnel, Vendor shall comply with North Carolina worker's compensation law and hold the Town harmless for any violations thereof, to include a duty to provide a legal defense. Vendor shall be responsible for affirmatively determining that any employee or independent contractor is not a registered sex offender, or a person convicted of a violent felony within the previous 10 years. The Town shall, at Vendor's request, run a criminal background check on the prospective employee or agent of the Vendor. Vendor shall provide names and addresses of any employee independent contractor to the Town's representative prior to allowing said person on Town property and/or engaging with members of the public.

The services of the Vendor shall include a minimum of the following:

- 2.2 Full and faithful adherence to the schedule as proposed in Exhibit A, and unless modified by consent of the parties, approved by the Town.
- 2.3 Adherence to the course detail.
- 2.4 Maintenance of a class list, including contact information for each participant.
- 2.5 Notice to all class participants and the designated Town employee of any cancellation or make-up class.
- 2.6 Vendor shall schedule make-up classes accordingly.
- 2.7 Vendor shall not schedule classes on Town holidays unless prior arrangement has been made.
- 2.8 Vendor shall inspect premises on which the class is conducted and promptly inform Town personnel of any needed repairs.
- 2.9 Vendor shall be responsible for all aspects of Customer Service relating to its subject matter. Vendor shall be responsible for all marketing for its programming exclusively through the Town's existing advertising media.
- 2.10 Program development/management & integration into Town systems
- 2.11 Management of subcontractors/instructors, to include that registered sex offenders and those convicted of violent crimes within the past 10 years are not employed or otherwise allowed to instruct in Vendor's program.
- 2.12 Maintain appropriate insurance and certifications, to include a minimum of \$1 Million general liability insurance per occurrence and \$2 Million aggregate, with the Town listed as additional insured, and shall annual supply a certificate of insurance.
- 2.13 Management of court schedules, class lists, programs, etc. through RecTrac software.
- 2.14 Maintain confidentiality of the Town's data information system and comply with all Town policies regarding internet and computer usage. Vendor shall not

access participant information contained in the Town's data information system for private use unless otherwise authorized by the Town's Representative.

3.0 TOWN'S RESPONSIBILITIES

- 3.1 The Town shall as expeditiously as practical approve or deny the Vendor Proposal, as described in Exhibit A, and notify the Vendor of its decision.
 - 3.2 The Town shall advertise the Vendor's program using the Town's media, including but not limited to advertisement on the town's website, HURRAHS Newsletter, and other outlets available to the Town in a manner to ensure that the Vendor's listed number of maximum participants is realized to the extent possible by the Town.
 - 3.3 The Town shall provide registration services to include processing participant registration applications, collecting fees for the Vendor's Program as set by the Vendor and approved by the Town, and creating an initial list of class participants.
 - 3.4 The Town shall provide software training for the Vendor and use of a Town desktop computer and phone, for Town business only. Vendor is prohibited from connecting a personal device to the Town's internal network.
 - 3.5 The Town shall provide space to the Vendor, according to availability and scheduling concerns. In consideration of the foregoing, the Vendor's preference as listed on Exhibit A shall be considered as a factor determining the space allocated to the Vendor, however factors such as operational cost of the Vendor preferred facility shall be considered relative to the revenue generated to the Town by the Vendor's program in determining which space resource is allocated to the Vendor by the Town.
 - 3.6 The Town shall not impede the work of the Vendor except as necessary to protect the mission of the Parks and Recreation department or to protect the general public.
-

4.0 TERM AND TERMINATION

- 4.1 This agreement shall continue until the expiration of the current Town fiscal year, or until such time as terminated in section 4.2 below.

4.2 TERMINATION

4.2.1 Termination For Breach. Either party may terminate this Agreement at any time in the event of a material breach by the other party which remains uncured after thirty (30) days written notice thereof (or such shorter period as may be specified in this Agreement or in the applicable Schedule). In the event that the Town elects to terminate for a material breach, the breaching party shall forfeit all

revenues generated to the Town, however this shall not constitute liquidated damages.

4.2.2 Termination for Convenience. Either party may terminate this Agreement at any time for convenience of the parties upon 90 days notice to the other party. In the event that the Vendor elects to terminate for convenience, the Vendor shall return any advanced and unearned fees or charges. In the event that the Town terminates for convenience, the Vendor shall be paid any earned fees pursuant to this contract.

Vendor shall be responsible to ensure that any damage created by the Vendor, normal wear and tear excepted, is timely repaired.

5.0 Vendor Compensation

THE MAXIMUM AMOUNT OF VENDOR COMPENSATION UNDER THIS CONTRACT SHALL NOT EXCEED \$ 52,175.00

5.1 COST SHARING. Vendor's compensation shall be a cost share in the following manner:

	Programs	Tournaments	Private Lessons	Rentals	Leagues
Town	30%	TBD	\$6/court per hour	100%	100%
Vendor	70%	TBD	TBD by sub-contractor		

5.3 Vendor shall receive a 1099 from the Town for all monies paid by the Town and Vendor shall be fully responsible for payment of its own taxes and withholdings.

6.0 GENERAL CONSIDERATIONS

6.1 The standard of care for all services performed or furnished by Vendor under this Agreement will be the care and skill ordinarily used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. All work under this Contract shall be done and performed to the satisfaction of person designated below by the Town of Holly Springs or of such other official, employee, or agent of the Town of Holly Springs as may be designated by the Town, and such official employee or agent designated by the Town shall in all cases of dispute determine the quantity, quality, acceptability and fitness of the work and materials and of several portions thereof which are to be paid for under this Contract and shall

decide and determine all questions which may arise as to the measurements, lines, levels, and dimension of the work and all questions respecting the true construction, interpretation or meaning of the plans and specifications. In case of dispute between the Vendor and the said official, employee, or agent of the Town, the decision and termination of the latter shall be taken, and shall be final and conclusive.

- 6.2 Vendor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Vendor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.
- 6.3 Vendor 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 Consultant's scope of services, times of performance, or compensation.
- 6.4 Vendor's Control Over Services Provided. Vendor 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. Vendor shall be responsible for providing all equipment, materials and supplies that Vendor determines are needed to timely provide the Services.
- 6.5 Permits and Licenses. Vendor be responsible for maintaining during the term of this Agreement, all permits, licenses and authorizations required to conduct Vendor's business and to perform the Services. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
- 6.6 **Independent Contractor Relationship.** Vendor is an independent contractor of the Town. The Town and the Vendor mutually agree to indemnify and hold harmless each party from any claims of negligence brought forth. Vendor is familiar with the property and its condition. For all purposes, including but not limited to the Federal Insurance Contributions Act ("FICA"), the Self Employment Contributions Act ("SECA") the Social Security Act, the Federal Unemployment Tax Act ("FUTA"), the Internal Revenue Code and any and all other federal, state and local laws, rules and regulations, each party hereto, including its officers, agents and employees, shall be at all times an independent contractor relative to the other party. Nothing in this Agreement shall be construed to make or render either party, including any of its officers, agents or employees, an agent, servant or employee of, or a joint venturer of or with, the other.
- 6.7 The mutual obligations of the Parties contained in this Agreement may be terminated 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 or Upon Mutual Agreement.

- 6.8 Nondiscrimination. It is specifically agreed as part of the consideration of the signing of this contract that the parties hereto, their agents, officials, employees or servants will not discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation or national origin with reference to the subject matter of this contract, no matter how remote. The parties hereto further agree in all respects to conform to the provisions and intent of the Town of Holly Springs, North Carolina as amended
- 6.9 Exclusive Relationship. The parties' relationship is exclusive: Vendor has the exclusive right to perform services relating to tennis instruction (or similar services as described herein) at any wholly owned Town tennis facility (ie, Ting Park, Womble Park) for members of the public during the term of this Agreement. The Town shall endeavor to prohibit any third parties from providing similar services during the term. Vendor shall not provide any similar services at Town facilities at any time during the term of the Agreement without complying with the cost sharing provisions of this Agreement, and all revenue shall be accounted for as provided in Section 5.1.
- 6.10 This Agreement is to be governed by the law of the State in which the project is located.
- 6.11 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).
- 6.12 Taxes. Vendor shall be solely responsible for filing all tax returns, tax declarations and tax schedules, and for the payment of all taxes required, when due, with respect to any and all compensation earned by Vendor under this Agreement. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
- 6.13 Workers' Compensation. Vendor shall comply with the applicable workers' compensation laws with respect to Vendor and Vendor's personnel, and shall provide to the Town a certificate of workers' compensation insurance, if applicable. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement. Vendor shall indemnify and hold harmless the Town from any claims, lawsuits, administrative actions, or violations (alleged or real) of workmens compensation law.
- 6.14 Notices
- 6.14.1 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.

6.14.1.1 For the Town:

PARKS & RECREATION DEPARTMENT

LeeAnn Plumer (Town Contact)

5.8.1.2 For the Vendor:

Brian Rosenthal

- 6.15 Severability: 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 Consultant, 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.
- 6.16 Waiver. 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.
- 6.17 Attorney's Fees. 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.
- 6.18 **Prohibition against sex offenders.** Vendor is being granted access to the Town's park system and/or town facilities (collectively "Facility") during hours of operation. Vendor hereby agrees that it shall not employ or otherwise allow to perform any aspect of the Contract any person who is a registered sex offender for any scope of work requiring such employee or contractor of the vendor to access any area of the Facility. Vendor shall have an affirmative duty to ensure compliance with this section by checking the state and national registry for sex offenders against any employee, agent, contractor, subcontractor, officer, director, or any person that shall in any way perform under this contract. Vendor shall check the registry initially and periodically during the term of the Contract as often as necessary to ensure compliance with this section at all times. Vendor additionally agrees to indemnify and hold the Town harmless for any act or omission that may arise out of the operation of the Contract or any parole agreement among the parties that arise from, directly or indirectly, the Vendor's failure to ensure compliance with this section. This indemnification includes a duty to provide a legal defense

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

[SIGNATURE PAGE FOLLOWS]

TOWN OF HOLLY SPRINGS

BY: _____
Authorized Parks & Recreation Employee

VENDOR:

RDU Tennis LLC,

(If Vendor is a Corporation or LLC)

By: _____

Brian Rosenthal (Printed Name)

Title: Owner

WITNESS:

Title: Secretary

(Town Seal)

(Corporate Seal)

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

Antwan Morrison, Director of Finance

EXHIBIT A.

1. Course Description:

Provide a variety of adult and youth tennis courses Monday through Saturday's throughout the spring, summer and fall.

2. Course Details:

a. Proposed Start Date: July 1, 2021 Proposed End Date: June 30, 2022

b. No of Classes Per Week 15 Length of Class (Min) 60-90

c. Minimum No of Registrants 4

d. Maximum No of Registrants 14

e. Registration fee \$100

f. Class Start Time 4:30 Class End Time 7:30

3. Description of Materials Provided by Vendor:

Balls, hoppers, and carts.

4. Materials provided by Town: None. Vendor may contract independent of this agreement for the rental of Town owned materials, according to the rental schedule in effect at the date of this Agreement.

5. Location desired by Vendor: Ting Park

6. Course Teaching Outline:

Course outlines vary by class. All descriptions can be found on the Town's website or in the HURRAHS media release.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Contract for Basketball and Softball League Officials

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Adam Huffman, Parks & Recreation

Action(s):

Approve contract with Triangle Officials for basketball referee and softball umpire services for an amount not to exceed \$50,786.

Explanation:

- The Town offers youth and adult basketball and softball leagues. Properly trained and skilled umpires and referees are needed to officiate games.
- A request for bids was issued and the town received three. Triangle Officials, Inc. was selected as the lowest, most responsive and responsible bidder.
- Services may be requested for up to three one-year terms at the will of the Town and vendor based on price and quality of service.
- The actual number of officials for games will be determined based on registration and the number of teams participating.

Background:

- The Town of Holly Springs Parks and Recreation Department offers youth and adult basketball and softball leagues in order to foster engaged and healthy lifestyles in our community. The program emphasizes skill development and fair play while providing opportunities for social interaction and physical activity.
- Town staff utilizes a contractor to provide referees for games and tournament play for both basketball and softball.
- All officials must pass a background screening and must not appear on the sex offender registry.

Funding Source(s):

Parks & Recreation - General Fund budget

Attachment(s):

1. Triangle Officials, Inc. 2021-2022 unsigned contract

VENDOR PROPOSAL AND CONTRACT FOR
PARKS AND RECREATION OFFICIATING

THIS AGREEMENT Dated _____, between the Town of Holly Springs, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and _____ Triangle Officials Inc. _____ (herein after called the "Vendor").

1.0 RECITALS

WHEREAS, the Town operates a Parks and Recreation Department pursuant to Article 18 of Chapter 160 of the North Carolina General Statutes to allow for the establishment and creation of adequate recreation programs and facilities that are diversionary in character and aid in promoting entertainment, pleasure, relaxation, instruction and other physical, mental, and cultural development and leisure time experiences, for the benefit of the citizens of Holly Springs, and;

WHEREAS, the Town, in order to fulfill that mission, utilizes independent contractors pursuant to the foregoing agreement, in lieu of statutory employees, in a cost sharing arrangement as outlined herein, and;

WHEREAS, the undersigned Vendor desires to enter into this Agreement and be bound by the terms thereof, as well as the terms of the Parks and Recreation policies and procedures, as amended from time to time...

2.0 SERVICES OF VENDOR

2.1 Services. During the term of this Agreement, Vendor shall provide the services ("Services") that are described in Exhibit A hereto and on such additional consecutively numbered supplementary schedules as are executed from time to time by both parties to this Agreement (the "Schedules"). Vendor 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 Vendor, said Vendor being an independent contractor of the Town. In the event that Vendor employs additional personnel or such personnel as to require statutory workman's compensation insurance, Vendor shall promptly provide a certificate of insurance for workman's compensation liability to the Town, and failure to do so would be a default under this Agreement.

The services of the Vendor shall include a minimum of the following:

- 2.2 Full and faithful adherence to the schedule as proposed in Exhibit A, and unless modified by consent of the parties, approved by the Town.
- 2.2.1 Ensure its agents or employees know and understand the Town's rules of the game.

3.0 TOWN'S RESPONSIBILITIES

- 3.1 The Town shall as expeditiously as practical approve or deny the Vendor Proposal, as described in Exhibit A, and notify the Vendor of its decision.
- 3.2 Town shall promptly (within 2 hours) notify Vendor of any cancellations of games, otherwise pay the amount described in Exhibit A.
- 3.3 The Town shall not impede the work of the Vendor except as necessary.
- 3.4 Town shall pay all invoices within 30 days of receipt, unless a dispute arises, in which the Town shall inform the Vendor in writing.

The Town shall pay the Vendor the contract sum AS LISTED ON EXHIBIT A

4.0 TERM AND TERMINATION

- 4.1 The times for rendering and the term of this agreement are set forth in Exhibit A

4.2 TERMINATION

4.2.1 Termination For Breach. Either party may terminate this Agreement at any time in the event of a material breach by the other party which remains uncured after thirty (30) days written notice thereof (or such shorter period as may be specified in this Agreement or in the applicable Schedule). In the event that the Town elects to terminate for a material breach, the breaching party shall forfeit all revenues generated to the Town, however this shall not constitute liquidated damages.

4.2.2 Termination for Convenience. Either party may terminate this Agreement at any time for convenience of the parties upon 90 days notice to the other party. In the event that the Vendor elects to terminate for convenience, the Vendor shall arrange for and be solely responsible for payment of an alternate Vendor, so long as the Alternate Vendor is approved by the Town for inclusion into the leisure program. In the event that the Town terminates for convenience, the Vendor shall be paid the full programming fee pursuant to this contract.

5.0 GENERAL CONSIDERATIONS

- 5.1 The standard of care for all services performed or furnished by Vendor under this Agreement will be the care and skill ordinarily used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. All work under this Contract shall be done and performed to the satisfaction of person designated below by the Town of Holly Springs or of such other official, employee, or agent of the Town of Holly Springs as may be designated by the Town, and such official employee or agent designated by the Town shall in all cases of dispute determine the quantity, quality, acceptability and fitness of the work and materials and of several portions thereof which are to be paid for under this Contract and shall decide and determine all questions which may arise as to the measurements, lines, levels, and dimension of the work and all questions respecting the true construction, interpretation or meaning of the plans and specifications. In case of dispute between the Vendor and the said official, employee, or agent of the Town, the decision and termination of the latter shall be taken, and shall be final and conclusive.
- 5.2 Vendor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Vendor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.
- 5.3 Vendor 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 Consultant's scope of services, times of performance, or compensation.
- 5.4 Vendor's Control Over Services Provided. Vendor 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. Vendor shall be responsible for providing all equipment, materials and supplies that Vendor determines are needed to timely provide the Services.
- 5.5 Permits and Licenses. Vendor be responsible for maintaining during the term of this Agreement, all permits, licenses and authorizations required to conduct Vendor's business and to perform the Services. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
- 5.6 **Independent Contractor Relationship.** Vendor and its officials are independent contractors of the Town. Vendor shall notify each official of this Contract. The Town and the Vendor mutually agree to indemnify and

hold harmless each party from any claims of negligence brought forth. Vendor is familiar with the property and its condition. For all purposes, including but not limited to the Federal Insurance Contributions Act ("FICA"), the Self Employment Contributions Act ("SECA") the Social Security Act, the Federal Unemployment Tax Act ("FUTA"), the Internal Revenue Code and any and all other federal, state and local laws, rules and regulations, each party hereto, including its officers, agents and employees, shall be at all times an independent contractor relative to the other party. Nothing in this Agreement shall be construed to make or render either party, including any of its officers, agents or employees, an agent, servant or employee of, or a joint venturer of or with, the other. In the event of a subsequent determination by an administrative agency that the independent contractor status of the Vendor or its agents/officials is or was improper through actions of the Vendor, Vendor agrees to indemnify and defend the Town from any losses, penalties, fees, charges, back charges, salaries, withholding, or any amount whatsoever other than the contract sum.

- 5.7 The mutual obligations of the Parties contained in this Agreement may be terminated 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 or Upon Mutual Agreement.
- 5.8 Nondiscrimination. It is specifically agreed as part of the consideration of the signing of this contract that the parties hereto, their agents, officials, employees or servants will not discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation or national origin with reference to the subject matter of this contract, no matter how remote. The parties hereto further agree in all respects to conform to the provisions and intent of the Town of Holly Springs, North Carolina as amended.
- 5.9 Nonexclusive Relationship. The parties' relationship is nonexclusive; Vendor has the right to perform services for others during the term of this Agreement, including services that are similar to the services performed hereunder, and Town has the right to engage others to perform services similar to those provided by Vendor.
- 5.10 This Agreement is to be governed by the law of the State in which the project is located.
- 5.11 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).
- 5.12 Taxes. Vendor shall be solely responsible for filing all tax returns, tax declarations and tax schedules, and for the payment of all taxes required, when due, with respect to any and all compensation earned by Vendor under this Agreement. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.

- 5.13 Workers' Compensation Insurance. Vendor shall comply with the applicable workers' compensation laws with respect to Vendor and Vendor's personnel, and shall provide to the Town a certificate of workers' compensation insurance, if applicable. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
- 5.14 Notices
- 5.14.1 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.
- 5.14.1.1 For the Town:
- PARKS & RECREATION DEPARTMENT
Christopher Champion (Town Contact)
Athletic Programs Manager
919-567-4031
christopher.champion@hollyspringsnc.gov
- 5.14.1.2 For the Vendor:
- Richard Slagle
1021 Atticus Way
Durham, NC 27703
919-616-3979
rls7752@aol.com
- 5.15 Severability: 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 Consultant, 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.
- 5.16 Waiver. 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.

- 5.17 Attorney's Fees. 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.
- 5.18 Prohibition against sex offenders. Vendor is being granted access to the Town's park system and/or town facilities (collectively "Facility") during hours of operation. Vendor hereby agrees that it shall not employ or otherwise allow to perform any aspect of the Contract any person who is a registered sex offender for any scope of work requiring such employee or contractor of the vendor to access any area of the Facility. Vendor shall have an affirmative duty to ensure compliance with this section by checking the state and national registry for sex offenders against any employee, agent, contractor, subcontractor, officer, director, or any person that shall in any way perform under this contract. Vendor shall check the registry initially and periodically during the term of the Contract as often as necessary to ensure compliance with this section at all times. Vendor additionally agrees to indemnify and hold the Town harmless for any act or omission that may arise out of the operation of the Contract or any paroles agreement among the parties that arise from, directly or indirectly, the Vendor's failure to ensure compliance with this section. This indemnification includes a duty to provide legal defense.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

[SIGNATURE PAGE FOLLOWS]

TOWN OF HOLLY SPRINGS

BY: _____

LeeAnn Plumer, Director of Parks &
Recreation

VENDOR:

(If Vendor is a Corporation or LLC)

By: _____

_____ (Printed Name)

Title: _____

(Corporate Seal)

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

Alan Antwan Morrison, Director of Finance

EXHIBIT A.

Agreement between the Town of Holly Springs and Triangle Officials, Inc. is for referee assignment for spring and fall youth and adult softball and winter youth and adult basketball leagues. The term of this agreement is July 1, 2021 to June 30, 2022. The maximum amount due under this contract is \$50,785.20. This agreement is in response to a Request For Quote (RFQ) and the vendor was selected as the lowest, responsive and responsible bidder. This agreement may be renewed for successive one-year terms for no more than three years at the will of the Town of Holly Springs and the vendor based on continued pricing model and quality of service.

Fee Schedule

- Adult Basketball (includes two officials) - \$60 per game
- 13+ Youth Basketball (includes two officials) - \$56 per game
- 8-12 Youth Basketball (includes two officials) - \$54 per game
- 8 and under Basketball (includes one official) - \$34 per game
- Adult Softball (includes two umpires) - \$58 per game; (includes one umpire) \$46 per game
- Youth Softball (multiple games) \$76; (single game) \$110

- Late Fee Reduction - 25% discount
- Absent Fee (official is a no-show) - No fees charged
- Forfeited Game - No refund
- Suspended Game (mid-game) due to weather, no lights, etc. - No refund
- Weather Cancellation (with 2-hours advance notice via text/alert) - No fees charged
- Cancellation (non-weather related with advance notice) - No fees charged



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Contract for Baseball League Officials

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Adam Huffman, Parks & Recreation

Action(s):

Approve contract with Fun2Ref LLC for baseball referees for an amount not to exceed \$54,699.

Explanation:

- The Town offers youth baseball leagues in the fall and spring seasons. Properly trained and skilled umpires are needed to officiate games.
- A request for bids was issued and 2 bids were received. Fun2Ref LLC, was selected as the lowest, most responsive, and responsible bidder.
- Services may be requested for up to three, one-year terms at the will of the Town and the vendor based on price and quality of service.
- The actual number of officials for games will be determined based on registration and the number of teams participating.

Background:

- The Town of Holly Springs Parks and Recreation Department offers youth baseball leagues during the spring and fall seasons in order to foster engaged and healthy lifestyles in our community. The program emphasizes skill development and fair play while providing opportunities for social interaction and physical activity.
- Town staff utilizes a contractor to provide referees for games and tournament play.
- All officials must pass a background screening and must not appear on the sex offender registry.

Funding Source(s):

Parks & Recreation - General Fund budget

Attachment(s):

1. Fun2Ref LLC 2021-2022 unsigned contract

VENDOR PROPOSAL AND CONTRACT FOR
PARKS AND RECREATION OFFICIATING

THIS AGREEMENT Dated _____, between the Town of Holly Springs, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and _____ Fun2Ref LLC (herein after called the "Vendor").

1.0 RECITALS

WHEREAS, the Town operates a Parks and Recreation Department pursuant to Article 18 of Chapter 160 of the North Carolina General Statutes to allow for the establishment and creation of adequate recreation programs and facilities that are diversionary in character and aid in promoting entertainment, pleasure, relaxation, instruction and other physical, mental, and cultural development and leisure time experiences, for the benefit of the citizens of Holly Springs, and;

WHEREAS, the Town, in order to fulfill that mission, utilizes independent contractors pursuant to the foregoing agreement, in lieu of statutory employees, in a cost sharing arrangement as outlined herein, and;

WHEREAS, the undersigned Vendor desires to enter into this Agreement and be bound by the terms thereof, as well as the terms of the Parks and Recreation policies and procedures, as amended from time to time...

2.0 SERVICES OF VENDOR

2.1 Services. During the term of this Agreement, Vendor shall provide the services ("Services") that are described in Exhibit A hereto and on such additional consecutively numbered supplementary schedules as are executed from time to time by both parties to this Agreement (the "Schedules"). Vendor 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 Vendor, said Vendor being an independent contractor of the Town. In the event that Vendor employs additional personnel or such personnel as to require statutory workman's compensation insurance, Vendor shall promptly provide a certificate of insurance for workman's compensation liability to the Town, and failure to do so would be a default under this Agreement.

The services of the Vendor shall include a minimum of the following:

- 2.2 Full and faithful adherence to the schedule as proposed in Exhibit A, and unless modified by consent of the parties, approved by the Town.
- 2.2.1 Ensure its agents or employees know and understand the Town's rules of the game.

3.0 TOWN'S RESPONSIBILITIES

- 3.1 The Town shall as expeditiously as practical approve or deny the Vendor Proposal, as described in Exhibit A, and notify the Vendor of its decision.
- 3.2 Town shall promptly (within 2 hours) notify Vendor of any cancellations of games, otherwise pay the amount described in Exhibit A.
- 3.3 The Town shall not impede the work of the Vendor except as necessary.
- 3.4 Town shall pay all invoices within 30 days of receipt, unless a dispute arises, in which the Town shall inform the Vendor in writing.

The Town shall pay the Vendor the contract sum AS LISTED ON EXHIBIT A

4.0 TERM AND TERMINATION

- 4.1 The times for rendering and the term of this agreement are set forth in Exhibit A

4.2 TERMINATION

4.2.1 Termination For Breach. Either party may terminate this Agreement at any time in the event of a material breach by the other party which remains uncured after thirty (30) days written notice thereof (or such shorter period as may be specified in this Agreement or in the applicable Schedule). In the event that the Town elects to terminate for a material breach, the breaching party shall forfeit all revenues generated to the Town, however this shall not constitute liquidated damages.

4.2.2 Termination for Convenience. Either party may terminate this Agreement at any time for convenience of the parties upon 90 days notice to the other party. In the event that the Vendor elects to terminate for convenience, the Vendor shall arrange for and be solely responsible for payment of an alternate Vendor, so long as the Alternate Vendor is approved by the Town for inclusion into the leisure program. In the event that the Town terminates for convenience, the Vendor shall be paid the full programming fee pursuant to this contract.

5.0 GENERAL CONSIDERATIONS

- 5.1 The standard of care for all services performed or furnished by Vendor under this Agreement will be the care and skill ordinarily used by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. All work under this Contract shall be done and performed to the satisfaction of person designated below by the Town of Holly Springs or of such other official, employee, or agent of the Town of Holly Springs as may be designated by the Town, and such official employee or agent designated by the Town shall in all cases of dispute determine the quantity, quality, acceptability and fitness of the work and materials and of several portions thereof which are to be paid for under this Contract and shall decide and determine all questions which may arise as to the measurements, lines, levels, and dimension of the work and all questions respecting the true construction, interpretation or meaning of the plans and specifications. In case of dispute between the Vendor and the said official, employee, or agent of the Town, the decision and termination of the latter shall be taken, and shall be final and conclusive.
- 5.2 Vendor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Vendor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.
- 5.3 Vendor 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 Consultant's scope of services, times of performance, or compensation.
- 5.4 Vendor's Control Over Services Provided. Vendor 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. Vendor shall be responsible for providing all equipment, materials and supplies that Vendor determines are needed to timely provide the Services.
- 5.5 Permits and Licenses. Vendor be responsible for maintaining during the term of this Agreement, all permits, licenses and authorizations required to conduct Vendor's business and to perform the Services. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
- 5.6 **Independent Contractor Relationship.** Vendor and its officials are independent contractors of the Town. Vendor shall notify each official of this Contract. The Town and the Vendor mutually agree to indemnify and

hold harmless each party from any claims of negligence brought forth. Vendor is familiar with the property and its condition. For all purposes, including but not limited to the Federal Insurance Contributions Act ("FICA"), the Self Employment Contributions Act ("SECA") the Social Security Act, the Federal Unemployment Tax Act ("FUTA"), the Internal Revenue Code and any and all other federal, state and local laws, rules and regulations, each party hereto, including its officers, agents and employees, shall be at all times an independent contractor relative to the other party. Nothing in this Agreement shall be construed to make or render either party, including any of its officers, agents or employees, an agent, servant or employee of, or a joint venturer of or with, the other. In the event of a subsequent determination by an administrative agency that the independent contractor status of the Vendor or its agents/officials is or was improper through actions of the Vendor, Vendor agrees to indemnify and defend the Town from any losses, penalties, fees, charges, back charges, salaries, withholding, or any amount whatsoever other than the contract sum.

- 5.7 The mutual obligations of the Parties contained in this Agreement may be terminated 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 or Upon Mutual Agreement.
- 5.8 Nondiscrimination. It is specifically agreed as part of the consideration of the signing of this contract that the parties hereto, their agents, officials, employees or servants will not discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation or national origin with reference to the subject matter of this contract, no matter how remote. The parties hereto further agree in all respects to conform to the provisions and intent of the Town of Holly Springs, North Carolina as amended.
- 5.9 Nonexclusive Relationship. The parties' relationship is nonexclusive; Vendor has the right to perform services for others during the term of this Agreement, including services that are similar to the services performed hereunder, and Town has the right to engage others to perform services similar to those provided by Vendor.
- 5.10 This Agreement is to be governed by the law of the State in which the project is located.
- 5.11 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).
- 5.12 Taxes. Vendor shall be solely responsible for filing all tax returns, tax declarations and tax schedules, and for the payment of all taxes required, when due, with respect to any and all compensation earned by Vendor under this Agreement. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.

- 5.13 Workers' Compensation Insurance. Vendor shall comply with the applicable workers' compensation laws with respect to Vendor and Vendor's personnel, and shall provide to the Town a certificate of workers' compensation insurance, if applicable. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
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- 5.14.1 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.
- 5.14.1.1 For the Town:
- PARKS & RECREATION DEPARTMENT
Christopher Champion (Town Contact)
Athletic Programs Manager
919-567-4031
christopher.champion@hollyspringsnc.gov
- 5.14.1.2 For the Vendor:
- Lynn Dunbar
3368 Hickory Cove Lane
Moneta, VA 24121
919-477-3533
fun2ref@yahoo.com
- 5.15 Severability: 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 Consultant, 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.
- 5.16 Waiver. 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.

- 5.17 Attorney's Fees. 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.
- 5.18 Prohibition against sex offenders. Vendor is being granted access to the Town's park system and/or town facilities (collectively "Facility") during hours of operation. Vendor hereby agrees that it shall not employ or otherwise allow to perform any aspect of the Contract any person who is a registered sex offender for any scope of work requiring such employee or contractor of the vendor to access any area of the Facility. Vendor shall have an affirmative duty to ensure compliance with this section by checking the state and national registry for sex offenders against any employee, agent, contractor, subcontractor, officer, director, or any person that shall in any way perform under this contract. Vendor shall check the registry initially and periodically during the term of the Contract as often as necessary to ensure compliance with this section at all times. Vendor additionally agrees to indemnify and hold the Town harmless for any act or omission that may arise out of the operation of the Contract or any paroles agreement among the parties that arise from, directly or indirectly, the Vendor's failure to ensure compliance with this section. This indemnification includes a duty to provide legal defense.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

[SIGNATURE PAGE FOLLOWS]

TOWN OF HOLLY SPRINGS

BY: _____

LeeAnn Plumer, Director of Parks &
Recreation

VENDOR:

(If Vendor is a Corporation or LLC)

By: _____

_____ (Printed Name)

Title: _____

(Corporate Seal)

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

Alan Antwan Morrison, Director of Finance

EXHIBIT A.

Agreement between the Town of Holly Springs and Fun2Ref LLC is for referee assignment for spring and fall youth baseball leagues. The term of this agreement is July 1, 2021 to June 30, 2022. The maximum amount due under this contract is \$54,698.80. This agreement is in response to a Request For Quote (RFQ) and the vendor was selected as the lowest, responsive and responsible bidder. This agreement may be renewed for successive one-year terms for no more than three years at the will of the Town of Holly Springs and the vendor based on continued pricing model and quality of service.

Fee Schedule

- 7-8 Baseball (includes one umpire) - base rate \$40 per game
- 9-10 Baseball (includes two umpires) - base rate \$110 per game
- 11-12 Baseball (includes two umpires) - base rate \$120 per game
- 13-15 Baseball (includes two umpires) - base rate \$140 per game
- 16-17 Baseball (includes two umpires) - base rate \$150 per game
- Single Games
 - Billed at twice the above rate for weekend games
 - \$20 per game added for weekday games
- Tournament Games
 - Billed at above rate plus \$10 per official
- Late Fee Reduction - 10% discount (one official); 20% discount (two officials)
- Absent Fee (official is a no-show) - No fees charged
- Forfeited Game - No refund
- Suspended Game (mid-game) due to weather, no lights, etc. - No refund
- Weather Cancellation (with 2-hours advance notice via text/alert) - \$3 assignment fee per game
- Cancellation (non-weather related) - \$3 assignment fee per game



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda

Title: Twelve Oaks Pump Station Bypass Budget Amendment

Strategic Priority Area: Safe & Friendly

Staff Resource: Seann Byrd, Utilities and Infrastructure

Action(s):

Approve budget amendment to continue bypass pumping at Twelve Oaks pump station.

Explanation:

- Twelve Oaks pump station is currently operating with two bypass pumps supplied by a third party vendor.
- Pump replacement was scheduled for the fall of 2021. However, due to supply chain issues and manufacturer delays, the pump supplier has estimated delivery in February 2022.
- The requested budget amendment will fund the continued operation of bypass pumps until delivery of the new pumps and completion of the electrical system upgrade.
- Current monthly costs for the two bypass pumps are approximately \$25,000 per month, and the current operating budget does not include enough funding to cover this extended temporary bypass pump use.

Background:

- The pumps at Twelve Oaks pump station have experienced mechanical difficulties over the last 2 years. Repairs have been made to the pumps but they continue to break.
- Engineers have performed diagnostic testing and have determined that the pumps need to have increased horsepower. The need for increased horsepower will result in a need for an upgrade to the electrical system at the station.
- New pumps have been ordered and are being assembled at this time. Staff is in the process of gathering quotes for the electrical upgrade.

Funding Source(s):

Sewer Reserves

Attachment(s):

1. FY22 Budget Amendment Form - 12 oaks bypass pumps

Town of Holly Springs Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Department: Utilities and Infrastructure **Date:** 9/21/2021

Reason for Budget Amendment:

To fund the continued operation of bypass pumps until delivery of the new pumps and completion of the electrical system upgrade at the Twelve Oaks pump station.

Expense			
Account #	Account Description	Increase	Decrease
30-95.24	Utility Fund Transfer to Sewer Reserves		\$ 150,000
30-450-055-41.01	Utilities & Infrastructure Pump Station Maint.	\$ 150,000	
Total Expense:		\$ 150,000	\$ 150,000

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

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

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

Town Manager is authorized to approve transfers between departments within the same fund up to \$50,000.

All inter-departmental transfers will be reported to Town Council by the following month.

Amendments that change the total budget or departmental transfers over \$50,000 require Town Council approval.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

New Business

Title: Collins Park Master Plan Amendment 15-MAS-04-A03

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services, Rachel Jones, Development Services

Action(s):

Approve/deny/defer Major Amendment to Master Plan 15-MAS-04-A03 for Collins Park as submitted by The Spaulding Group, PA, Project Number 970-20 dated Revised March 25, 2021, with the conditions stated in the attachment.

Explanation:

- When the Collins Park Master Plan was approved in 2015, the property to the west was zoned R-30. A 25-foot, Type C-150 bufferyard was required along the western boundary of Collins Park.
- The site to the west was rezoned to Community Business (CB) in 2016. A 10-foot, Type A-20 perimeter yard is required between sites zoned CB.
- The applicant is requesting to change the western yard to 10 feet, Type A-20 to reflect current conditions.
- The Collins Park Master Plan was approved with a 50 foot setback and front yard along Ralph Stephens Road. This is the standard along a thoroughfare in the Community Business (CB) district.
- The Unified Development Ordinance (UDO) allows the front setback along a thoroughfare in the CB district to be reduced to 30 feet by utilizing design features.
- The applicant is requesting to reduce the setback along Ralph Stephens Road to 30 feet as allowed by the UDO.
- The Ralph Stephens setback reduction request can be reviewed administratively by the Director. However, because the 50 foot front setback was approved as part of the Collins Park Master Plan, the reduction requires an amendment reviewed by Town Council.
- The applicant is requesting to reduce the setback along Ralph Stephens Rd. to 30 feet because the site is impacted by a 50 foot Colonial Pipeline easement. Development is restricted within the easement. The request will allow the applicant to gain back some developable area lost to the easement.

Planning Board Recommendation:

The Planning Board heard the request on August 31, 2021. Board members asked questions about the proposal, but no concerns or issues were noted. One question was in regard to Ralph Stephens Road right-of-way and number of lanes. Staff confirmed the applicant has dedicated right-of-way and is widening the road per the requirements.

The Planning Board recommended approval (9-0).

Conditions:

1. All previous conditions of approval for *Collins Park* shall apply to this amendment.
2. Any subsequent Development Plan that exceeds the parameters of the most recently approved Transportation Impact Analysis (TIA) Update will be required to amend or update the study to mitigate its impact.
3. Each subsequent Development Plan will be required to submit a Hydraulic Water Model/Fire Flow Analysis Report for verification of fire flow and pressure requirements.
4. Each subsequent Development Plan will be required to submit a Sewer Verification Letter to confirm the proposed development is within the previously approved parameters.

Background:

- The Collins Park Master Plan (15-MAS-04) was approved by Council on June 16, 2014.
- The plan allows for subdivision of eight out parcels.
- There are currently six out parcels with Collins Park. Development has been completed, is under construction, or is approved on four of the lots.
- The request to reduce the setback along Ralph Stephens Road was heard by the Planning Board on April 27, 2021. The Board recommended approval (7-0-2).
- This amendment was on the May 18, 2021 Town Council agenda but was removed to allow coordination with the developer on another development requirement associated with this project.
- The applicant revised the plans to also request the reduction of the western boundary landscape yard, which required Planning Board review again at the August 31, 2021 meeting.

Funding Source(s):

N/A

Attachment(s):

1. 15MAS04A03_CollinsPark_PB08242021
2. 15MAS0403_CollinsPark_Plans



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR DETAILED MASTER PLAN Collins Park 15-MAS-04-A03

APPLICANT(S):

Tom Spaulding, P.E.
Spaulding Group, PA
1611 Jones Franklin Rd., Suite 101
Raleigh, NC 27540

DEVELOPER(S):

Robert Stafford
Stafford Land Co.
246 Valleyfield Lane
Southern Pines, NC 28387

OWNER(S):

Collins Park-Holly Springs, LLC
246 Valleyfield Lane
Southern Pines, NC 28387

LOCATION:

☒ [X] Within Corporate Limits of Holly Springs ☐ [] Within Holly Springs ETJ ☐ [] Annexation Pending

ANTICIPATED REVIEW SCHEDULE:

Planning Board: August 31, 2021
Town Council: September 21, 2021

STAFF CONTACTS: Cheryl Caines, Planner II
Rachel Jones, Development Review Engineer

ATTACHMENTS:

Application
Amended Plan Sheets

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Collins Park - Holly Springs, LLC	0658052442	CB: Community Business	1.42 ac
Collins Park - Holly Springs, LLC	0658056402	CB: Community Business	.85 ac
Collins Park - Holly Springs, LLC	0648959537	CB: Community Business	4.14 ac
Holly Springs Venture, LLC	0658051981	CB: Community Business	2.54 ac
Tri-Arc Food Systems, Inc.	0658054517	CB: Community Business	1.43 ac
SBT Holly Springs, LLC	0658056784	CB: Community Business	2.48 ac
TOTAL			12.86 ac

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Properties	CB: Community Business	Vacant; stormwater facility
North	CB: Community Business	Commercial Integrated Center; Walmart
South	CB: Community Business	Commercial Integrated Center, Lowes
East	CB: Community Business	IHOP
West	CB: Community Business	Vacant

PROPERTY HISTORY

Rezoning History

Rezoning Number: 00-REZ-14
Original Zoning: R-20
Proposed Zoning: C-1
Approved by Town Council on: 12/11/00

Rezoning Number: 02-UDO-01
Original Zoning: C-1
Proposed Zoning: CB
Approved by Town Council on: 10/15/2002

Subdivision History

Project Number: 14-MIS-02
Description: Minor Subdivision of 17.59 acres into
2 lots – 1.62 ac and 15.06 ac
Approved by Director on: 06/16/2014

Project Number: 15-MAS-04
Description: Master Plan for maximum of 8
commercial lots
Approved by Town Council on: 06/07/2016

Development Plan History

Project Number: 18-DP-03-A01
Description: Aldi
Approved by Director on: 01/27/2021

Project Number: 19-DP-14
Description: Holiday Inn Express
Approved by Town Council on: 12/17/2019

Project Number: 20-DP-03
Description: Bojangles
Approved by Director on: 08/28/2020

STAFF ANALYSIS

PROJECT OVERVIEW

The development is located at the northwest side of the intersection of Ralph Stephens Road and GB Alford Highway. The Master Plan was approved in 2016 for a maximum of eight commercial outlots for future development. Currently there are six outlots within the project, and construction is underway or completed on two of the lots (Holiday Inn Express and Aldi).

The Town received a request to reduce the front yard along Ralph Stephens Road in the Collins Park Master Plan from 50 feet to 30 feet. A Planning Board recommendation of approval was given on that proposal at the April 27, 2021 meeting.

The applicant has since amended their request and revised their proposed plans to show a 10 foot, A-20 yard along the western property line where a 25 foot, C-150 yard was previously approved. The abutting property was rezoned after the Collins Park Master Plan was originally approved from R-30 Residential to CB – Community Business and a lesser landscape yard now allowable along this property line.

Ralph Stephens Road is a thoroughfare, which requires a 50-foot front yard and building setback. The Uniform Development Ordinance (UDO) allows this to be reduced to 30 feet if certain criteria are satisfied. The applicant has requested to modify the Master Plan by utilizing this provision and reduce the yard and setback to 30 feet along Ralph Stephens Road. This reduction will impact three of the six current lots within Collins Park (lot 3, lot 2B, and an open space/stormwater BMP-2 lot).

The proposed change to the western boundary yard/side setback to 10 feet meets current UDO requirements for this side yard abutting another CB zoned site. This revision only impacts one lot within the development (lot 3) and will be adjacent to the stormwater BMP for lot 3.

PLANNING & ZONING

Comprehensive Plan – Land Use and Character Plan

The Land Use and Character Plan of the Comprehensive Plan designates this property as Mixed Use Center. This designation offers the opportunity to serve the broader economic, entertainment, and housing needs of the community. Residential units are found above storefronts. Parking is structured, in shared parking areas behind buildings, or on-street. The compact, walkable design of developments supports multiple modes of transportation, including future transit along G B Alford Hwy. Proximity to nearby residential neighborhoods encourages active living and interconnected streets.

The Collins Park Master Plan property is a commercial site made up of six lots zoned CB – Community Business that could be developed with a mix of uses. Approved plans and submitted plans for the lots are for commercial uses only. Currently the site is surrounded by other commercially developed properties. However, some are large suburban shopping centers with extensive parking areas that could be redeveloped with a larger mix of uses in the future.

Community Business (CB) District Development & Landscape Standards

UDO 3.05 CB Community Business District

UDO 3.05 B.2 Minimum Yards and Building Setbacks

Front - a minimum front yard and minimum building setback measured from the greater of the proposed right-of-way or existing right-of-way shall be provided as follows:

Freeway - NC-540 / US 1:

Freeway - NC 55 Bypass: 50'

Thoroughfare: 50'

Collector Street: 50'

Local Street / Cul-de-Sac Street: 50'

Provided, however, any 50' minimum front yard and minimum building setback listed above for a thoroughfare, collector street, local street or cul-de-sac street may be reduced to 30' by utilizing the following design features:

- (1) *All architectural regulations as stated in Section 3.08 are provided without alternate compliance for the façade adjacent to the front yard;*
- (2) *all parking areas are located without a waiver of parking area location as stated in 7.04, E., 3. Maximum Number of Off-Street Parking Spaces; and*
- (3) *no parking areas or interior access drives are located between the front lot line and front line of the primary building.*

The Collins Park Master Plan was originally approved with a front yard and building setback of 50 feet along Ralph Stephens Road. The applicant is requesting to reduce this setback to 30 feet by utilizing the design features as outlined in the Uniform Development Ordinance. A note has been placed on the plans outlining the design features required for the reduction.

Minimum Side Yard and Setback - shall be provided from the lot line as follows:

- (1) *Minimum Side Yard - ten (10) feet*
- (2) *Minimum Side Bufferyard – twenty-five (25) feet*

UDO 7.01 Landscape Regulations

Table 7.01 – C: Type and Plant Unit Value of Required Landscaping

Side and rear yards of an integrated center when abutting another Commercial District shall have a plant unit value (PUV) of A-20.

The applicant has proposed a 10-foot side yard along the western property line with an A-20 PUV.

CIVIL IMPROVEMENTS

Transportation

No significant transportation changes have been proposed with this amendment.

Utilities:

No significant changes to utilities have been proposed with this amendment.

STAFF RECOMMENDATION TO THE PLANNING BOARD

Staff recommends that the Planning Board recommend approval of Master Plan Amendment 15-MAS-04-A03 for Collins Park as submitted by Spaulding Group, PA dated March 25, 2021 with the following conditions:

- 1. All previous conditions of approval for *Collins Park* shall apply to this amendment.**
- 2. Any subsequent Development Plan that exceeds the parameters of the most recently approved TIA Update will be required to amend or update the study to mitigate its impact.**
- 3. Each subsequent Development Plan will be required to submit a Hydraulic Water Model/Fire Flow Analysis Report for verification of fire flow and pressure requirements.**
- 4. Each subsequent Development Plan will be required to submit a Sewer Verification Letter to confirm the proposed development is within the previously approved parameters.**

Staff Members	Approved for Distribution		
	Yes	No	Initials
Cheryl Caines	X		CAC
Rachel Jones, Development Review Engineer			RDJ
Melissa Sigmund, Current Planning Manager	X		MS

REVISIONS

(4/4/2017)	1)	ADDED COLLINS PARK DESIGN GUIDELINES
(5/1/2020)	2)	REDUCE SETBACK ALONG RALPH STEPHENS ROAD FROM 50' TO 30' AS ALLOWED PER UDO 3.05 B 2 BY UTILIZING THE FOLLOWING DESIGN FEATURES: (A) ALL ARCHITECTURAL REGULATIONS AS STATED IN SECTION 3.08 ARE PROVIDED WITHOUT ALTERNATE COMPLIANCE FOR THE FAÇADE ADJACENT TO THE FRONT YARD; (B) ALL PARKING AREAS ARE LOCATED WITHOUT A WAIVER OF PARKING AREA LOCATION AS STATED IN 7.04, E., 3. MAXIMUM NUMBER OF OFF-STREET PARKING SPACES; AND (C) NO PARKING AREAS OR INTERIOR ACCESS DRIVES ARE LOCATED BETWEEN THE FRONT LOT LINE AND FRONT LINE OF THE PRIMARY BUILDING. REVISED 25' C-150 BUFFER TO 10' A-20 BUFFER

MASTER PLANS FOR
COLLINS PARK AMENDMENT
TOHS PROJECT #15-MAS-04-A03
(DETAILED)
TOWN OF HOLLY SPRINGS, NORTH CAROLINA

GENERAL PROJECT NOTES

ALL CONSTRUCTION SHALL CONFORM TO TOWN OF HOLLY SPRINGS ENGINEERING DESIGN AND CONSTRUCTION STANDARDS.

CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION ON THIS PROJECT MAY BEGIN. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

CONTRACTOR SHALL OBTAIN A COPY OF THE CURRENT STANDARDS AND SPECIFICATIONS OF THE TOWN OF HOLLY SPRINGS TO REFER TO DURING CONSTRUCTION OF THE PROJECT.

CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING ABOVE AND BELOW GROUND UTILITIES IN THE AREA PRIOR TO CONSTRUCTION AND COORDINATE THE RELOCATION OF THESE UTILITIES WITH THE APPROPRIATE AUTHORITIES.

ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE TOWN OF HOLLY SPRINGS SEDIMENT AND EROSION CONTROL ORDINANCE.

SITE DATA

TOTAL TRACT SIZE	656,013 S.F. 15.06 AC.
MINIMUM # OF LOTS	1
MAXIMUM # OF LOTS	8
EXISTING # OF LOTS	6
ZONE	CB
EXISTING USE	UNDEVELOPED
PROPOSED USE	COMMERCIAL RETAIL
IMPERVIOUS AREA	39,826 S.F. 5.8%
REAL ESTATE ID#	0014202
WAKE COUNTY PIN	0658-05-2674
TOWNSHIP	HOLLY SPRINGS

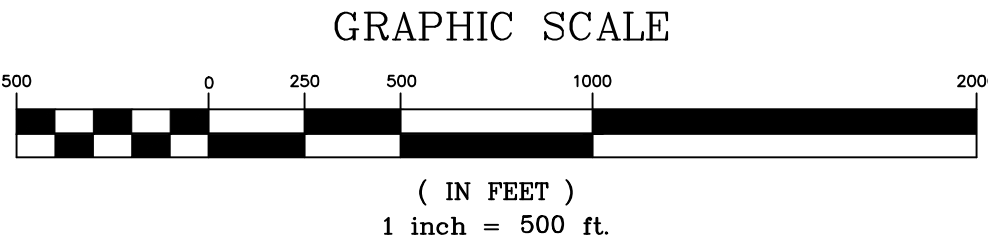
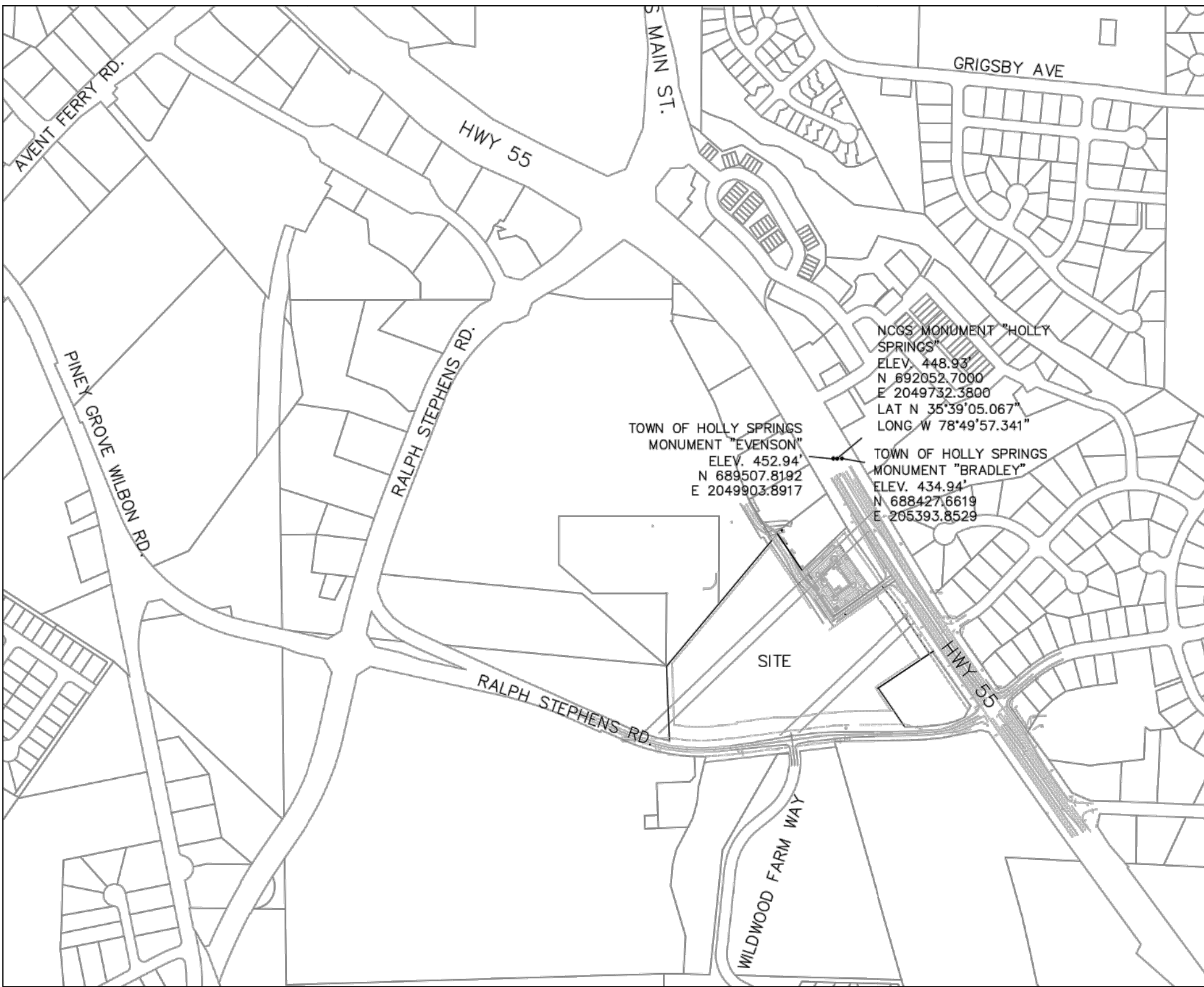
CONDITIONS OF APPROVAL

- ALL PREVIOUS APPROVAL CONDITIONS FOR COLLINS PARK MASTER PLAN WILL APPLY TO THIS AND ANY SUBSEQUENT PLAN.

DEVELOPER
STAFFORD LAND COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES, N.C. 28387
(919) 557-6870

June 7, 2016 Master Plan Approved

I certify that these plans were prepared and that this project shall be in accordance with the following plans, the latest edition of the Engineering Design and Construction Standards of the Town of Holly Springs and other applicable Town ordinances and policies. The Engineer whose seal and signature appear below certifies that the Town of Holly Springs Engineering Design and Construction Standards have been thoroughly reviewed for applicability to this particular project. Any proposed exceptions or deviations from the Standards are listed specifically on sheet _____ of these drawings. Furthermore, all comments of these plans are in conformance with the approved Preliminary Plan for this project approved by the Town of Holly Springs.



QUANTITIES FOR SUBDIVISION

L.F. OF 8" SEWERLINE	= 1,103'
L.F. OF 8" WATERLINE	= 1,591'
L.F. OF 12" WATERLINE	= 110'
L.F. OF 5' CONC. SIDEWALK	= 2,514'
L.F. OF PUBLIC ROADWAY	= 1,357'
L.F. OF CURB & GUTTER	= 2,814'
L.F. OF 12" RCP	= 566'
L.F. OF 15" RCP	= 1,598'
L.F. OF 18" RCP	= 94'
L.F. OF 54" RCP	= 94'
SCM DEVICES	= 4 EACH
NOTE: DRAINAGE AREA IS GREATER THAN 5 ACRES	

INDEX TO PLANS

C-0.0	COVER SHEET
C-0.1	EXISTING CONDITIONS
C-1.0	MASTER SITE PLAN
C-2.0	MASTER UTILITY PLAN
C-3.0	MASTER GRADING AND DRAINAGE PLAN
L-1.0	MASTER LANDSCAPE PLAN

SANITARY SEWER FLOWS	
GPD PREVIOUSLY APPROVED FOR THE COLLINS PARK MASTER PLAN	
80,000 SF OF COMMERCIAL BUILDING AREA AT 0.13 GPD/ SF =	10,400 GPD
HOTEL WITH 106 ROOMS =	13,000 GPD
TOTAL SEWER ALLOWANCE FOR MASTER PLAN =	23,400 GPD
GPD FOR APPROVED/PROPOSED DEVELOPMENT PLANS WITHIN COLLINS PARK	
Holiday Inn Express Hotel =	13,000 GPD
Aldi =	1,924 GPD
Bojangles =	1,840 GPD
Lot #2 Retail =	1,440 GPD
Total Collins Park flow to date =	18,204 GPD
** There is currently 3.66 acres of Collins Park Master Plan that is undeveloped Lot #3B Undeveloped: 880 GPD per acre (from NCDEQ design flow rates section 15A NCAC02T.0114) x 3.66 acres = 3,221 GPD	
TOTAL COLLINS PARK FLOW =	21,425 GPD

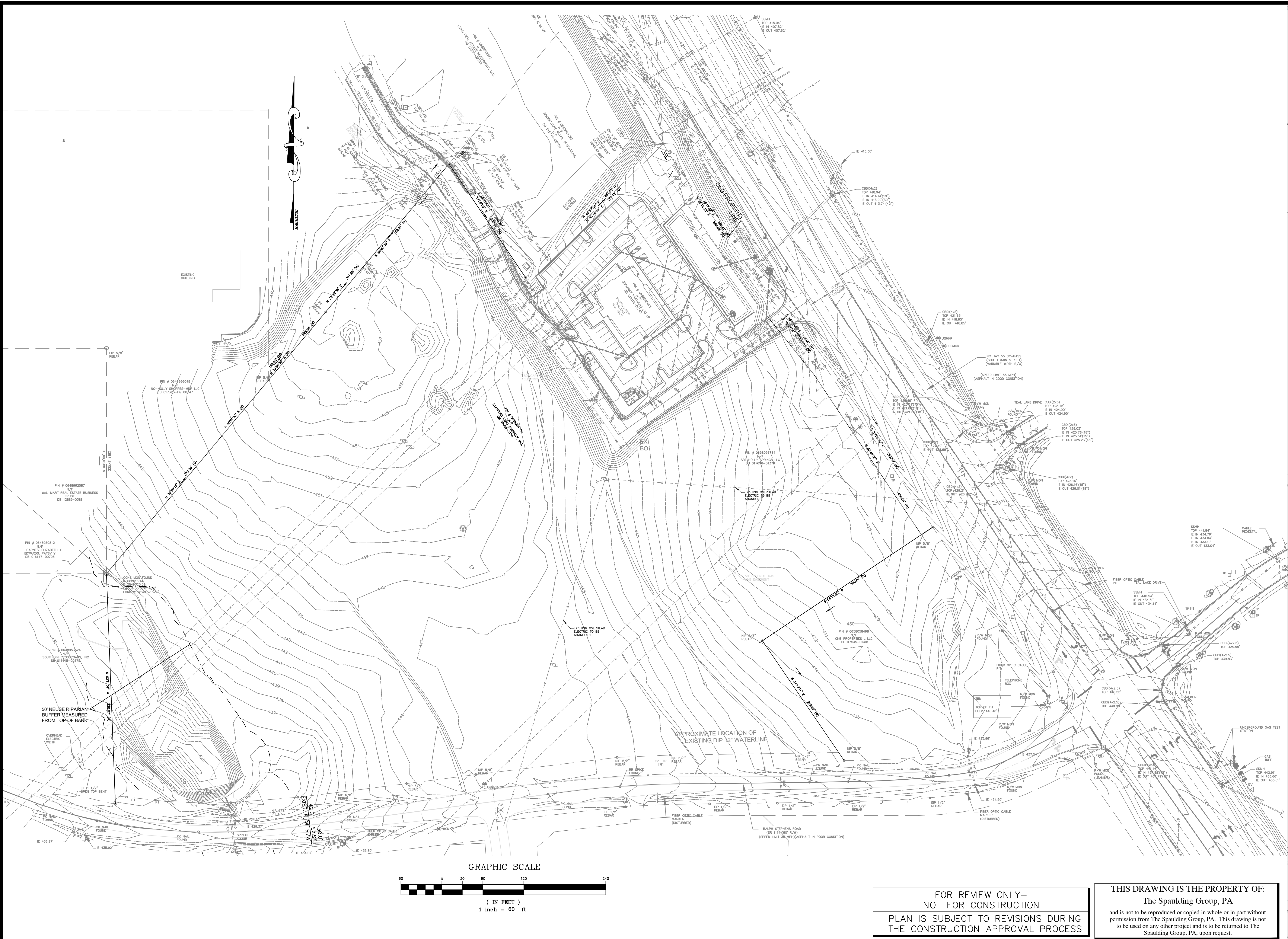
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THE SPAULDING GROUP, PA
planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

STAFFORD LAND COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES, NC 28387
DATE: 05-27-2020
SANITARY CERTIFICATION # C-1975
PROJECT DESIGNER
IRIS A. MITCHELL
PROJECT SURVEYOR
TBD

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
COVER SHEET

DRAWING
SHEET
C-0.0
PROJECT NUMBER
970-20



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MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
EXISTING CONDITIONS

STAFFORD COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES, NC 28887
DATE: 05-27-2020
SANITIZATION # C-1975
PROJECT DESIGNER:
IRIS A. MITCHELL
PROJECT SURVEYOR:
TBD

THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

NO.	REVISION	DATE
1.	50' BUFFER TO 3P AMENDMENT	05/07/2020
2.	PER TONS COMMENTS	06/04/2020
3.	PER TONS COMMENTS	07/24/2020
4.	PER TONS COMMENTS	08/25/2021
5.	PER TONS COMMENTS	09/25/2021

SEAL: CAROLINA PROFESSIONAL SURVEYOR THOMAS J. SPALDING

DRAWING
SHEET
C-0.1
PROJECT NUMBER
970-20

GENERAL SITE NOTES:

SITE CURRENTLY IS FALLOW AND VACANT
ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS
ALL NECESSARY APPROVALS, STATE AND LOCAL, SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
ALL NECESSARY ENCROACHMENT AGREEMENTS SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION OF THIS PROJECT CAN BEGIN. ALSO, ALL DEVELOPMENT FEES (ACREAGE, FEE-IN-LIEU OF ASSESSMENT, AND INSPECTION FEES) ARE DUE PRIOR TO FINAL CONSTRUCTION DRAWING APPROVAL.
CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW-GROUND LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION.
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND/OR AUTHORITY.
CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION.
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION OF ANY SIGNAGE.

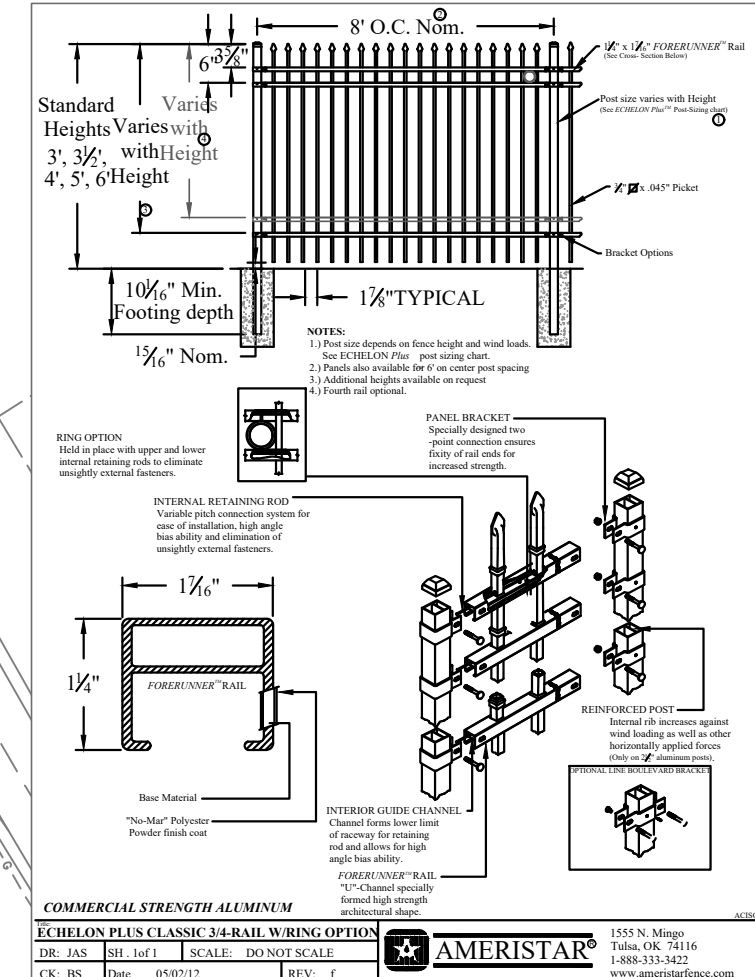
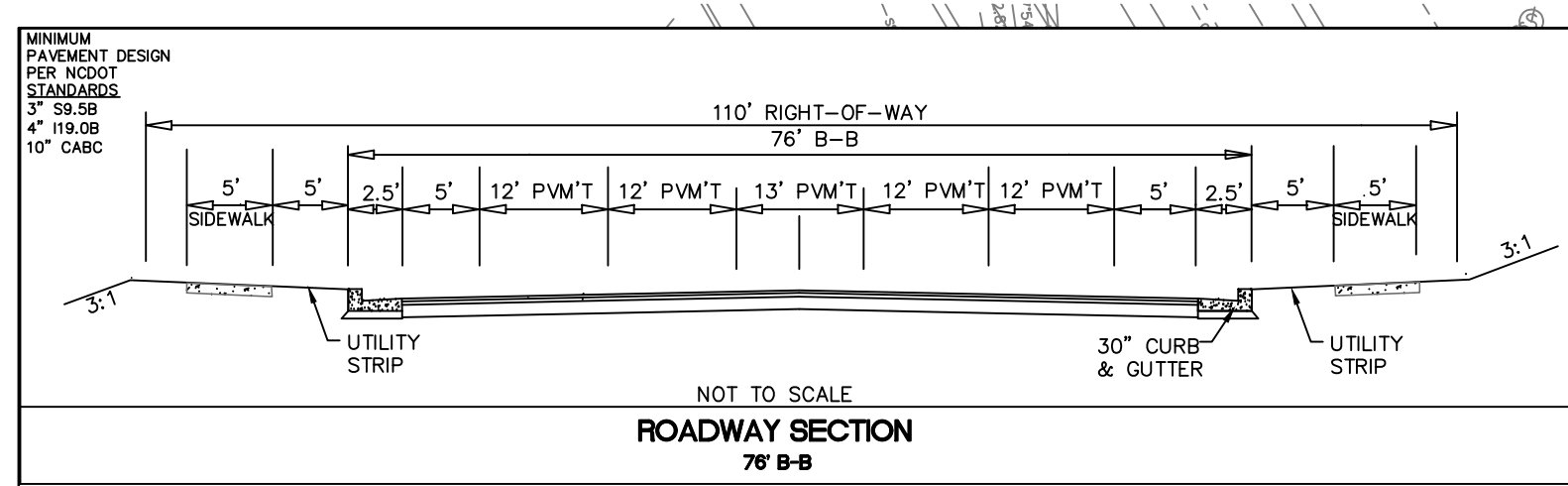
MAINTENANCE OF LANDSCAPING

THE OWNER SHALL BE RESPONSIBLE FOR:
 A. THE MAINTENANCE OF ALL REQUIRED LANDSCAPING BY KEEPING LAWNS MOWED, ALL PLANTS MAINTAINED AS DISEASE-FREE, ALL PLANTING BEDS GROOMED AND KEPT WEED FREE (EXCEPT IN AREAS OF PRESERVED EXISTING NATURAL VEGETATION (I.E., THICKETS), AND KEPT FREE FROM TRASH, DEBRIS AND OTHER OBJECTIONABLE MATERIALS;
 B. THE REPLACEMENT OF ANY REQUIRED PLANTING, WHICH IS REMOVED OR DIES AFTER THE DATE OF PLANTING, SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON; AND
 C. THE REPLACEMENT OF ANY TREE IN A TREE SAVE AREA WHICH IS REMOVED OR DIES AFTER THE DATE OF APPROVAL OF PRESERVATION LANDSCAPE PLAN. SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON.

FAILURE TO MAINTAIN REQUIRED LANDSCAPE AREAS SHALL CONSTITUTE A VIOLATION OF THIS UDO ENFORCEABLE UNDER THE PROVISIONS OF SECTION 10 - ENFORCEMENT.

NOTE:

1. A STREET LIGHTING PLAN FOR INTERIOR STREETS, ADJACENT PUBLIC STREETS AND THOROUGHFARES WILL BE REQUIRED BY THE TOWN. FIRST CONSTRUCTION DRAWINGS REVIEW COMMENTS YOU WILL RECEIVE A STREET LIGHTING REQUEST FORM FROM THE TOWN.
2. TIA WILL HAVE TO BE APPROVED PRIOR TO THIS PROJECT MOVING FORWARD TO THE PLANNING BOARD AND TOWN COUNCIL.
3. ALL NEW BUILDING WILL BE REQUIRED TO MEET THE DESIGN GUIDELINES CONTAINED WITHIN UDO SECTION 3.08.
4. ALL RETAINING WALLS WILL REQUIRE A BUILDING PERMIT. WALLS GREATER THAN 4' IN HEIGHT WILL REQUIRE ENGINEERING DESIGN APPROVAL AT CONSTRUCTION DRAWING REVIEW AS WELL AS A BUILDING PERMIT.
5. ADJACENT ROADWAYS WILL BE REQUIRED TO BE LIGHTED PRIOR TO FIRST C.O. AND THAT INTERNAL ROADWAYS MUST BE LIGHTED PRIOR TO STREET ACCEPTANCE FOR 1 YEAR WARRANTY.



NOTE: ANY NEW CONTROL OF ACCESS FENCING OR FENCING LOCATED IN THE FRONT YARD OF ANY LOT WILL NEED TO BE BLACK DECORATIVE FENCING.

SITE DATA

TOTAL TRACT SIZE 656,013 S.F. 15.06 AC.
 MINIMUM # OF LOTS 1
 MAXIMUM # OF LOTS 8
 ZONE CB
 EXISTING USE UNDEVELOPED
 PROPOSED USE COMMERCIAL RETAIL
 IMPERVIOUS AREA 39,826 S.F. 5.8%
 REAL ESTATE ID# 0014202
 WAKE COUNTY PIN 0658-05-2674
 TOWNSHIP HOLLY SPRINGS

ZONING DISTRICT TABLE

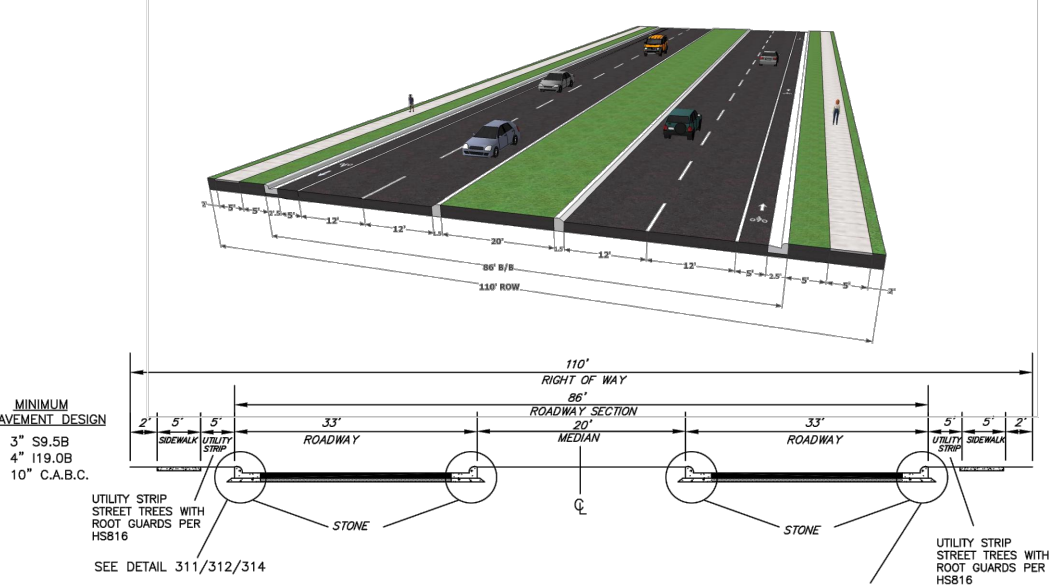
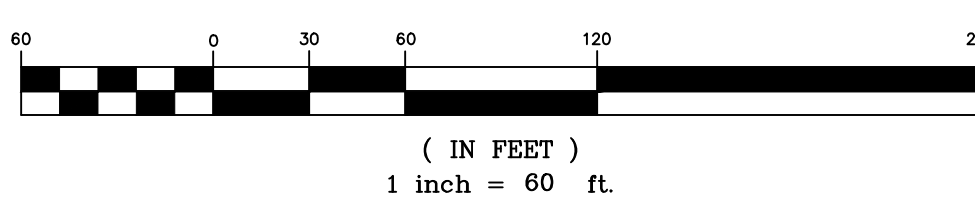
DEVELOPMENT STANDARD UDO SECTION 3.05(B)
 MINIMUM FRONT YARDS AND BUILDING SETBACKS
 FREEWAY- NC 55 BYPASS: 50'
 THOROUGHFARE: (RALPH STEPHENS ROAD) 30'
 MINIMUM SIDE YARD 10'
 MINIMUM SIDE BUFFERYARD 10'
 MINIMUM REAR YARD 25'
 MINIMUM REAR BUFFERYARD 25'

OUT PARCELS: 5' YARD ADJACENT OTHER OUT PARCELS
 10' ADJACENT TO MAIN CENTER

*REDUCE SETBACK ALONG RALPH STEPHENS ROAD FROM 50' TO 30' AS ALLOWED PER UDO 3.06 B 2 BY UTILIZING THE FOLLOWING DESIGN FEATURES:
 (A) ALL ARCHITECTURAL REGULATIONS AS STATED IN SECTION 3.08 ARE PROVIDED WITHOUT ALTERNATE COMPLIANCE FOR THE FACADE ADJACENT TO THE FRONT YARD;
 (B) ALL PARKING AREAS ARE LOCATED WITHOUT A WAIVER OF PARKING AREA LOCATIONS AS STATED IN 7.04, E, 3, MAXIMUM NUMBER OF OFF-STREET PARKING SPACES; AND
 (C) NO PARKING AREAS OR INTERIOR ACCESS DRIVES ARE LOCATED BETWEEN THE FRONT LOT LINE AND FRONT LOT LINE OF THE PRIMARY BUILDING.

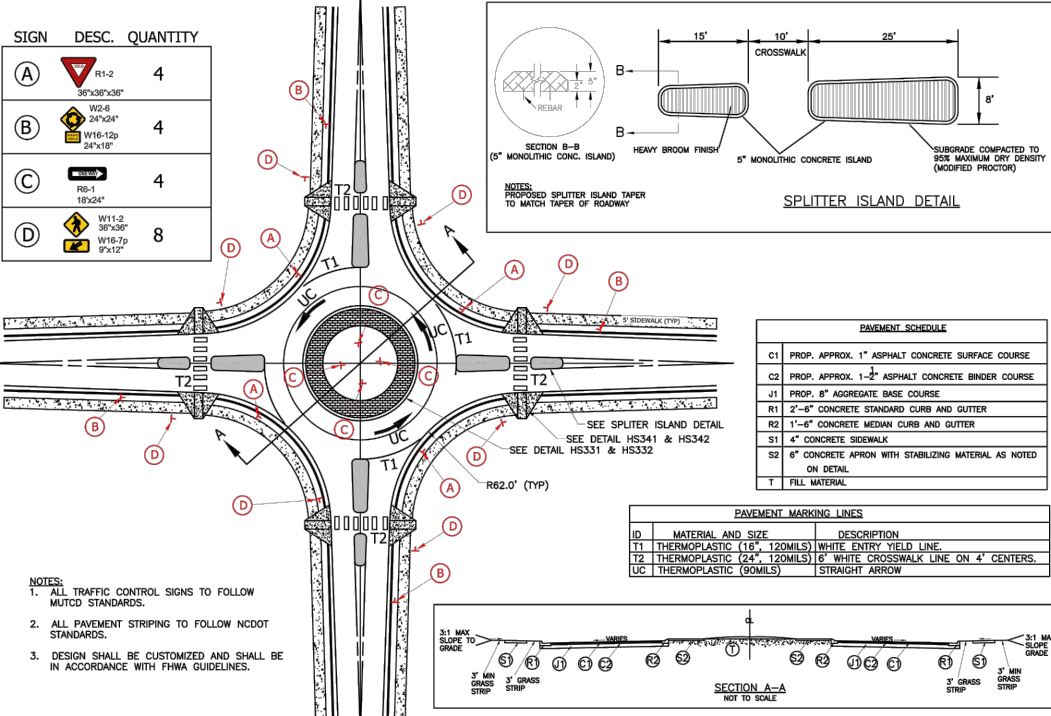
NOTE:
 A MINIMUM OF 3,600 SF PLAZA COURT YARD AREA TO BE INCORPORATED IN LOT 2 AT THE TIME OF SITE PLAN APPROVAL. THE PLAZA CAN BE SPLIT TO FIT THE SITE AS NEEDED.

GRAPHIC SCALE

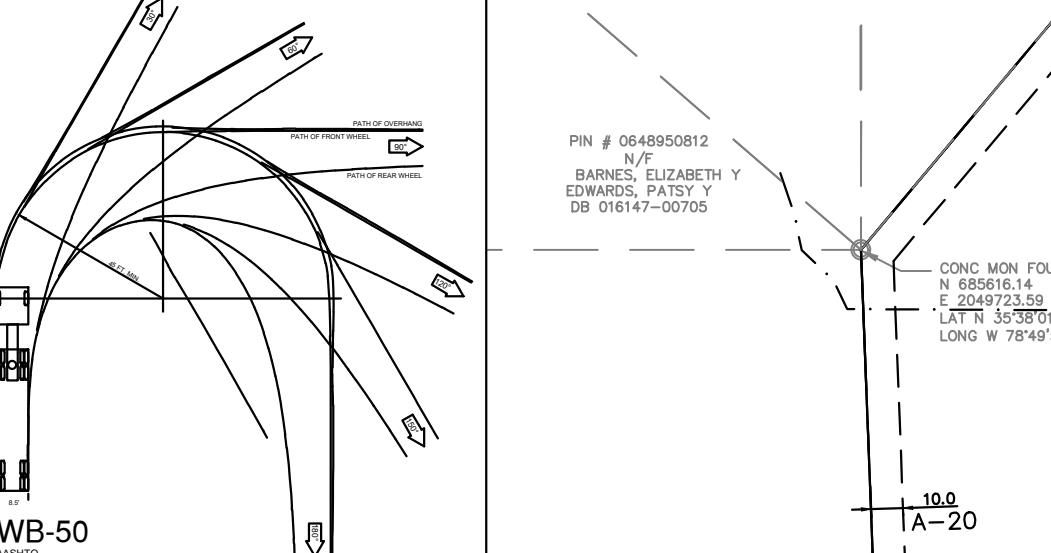


NOTE:
 1. NORMAL CROWN OF 1" PER FOOT UNLESS OTHERWISE NOTED BY THE DIRECTOR OF ENGINEERING.
 2. PAVEMENT DESIGN SHALL BE AS SHOWN OR AS CALCULATED, WHICHEVER IS GREATER.
 3. SEE DETAIL 311/312/314

4 LANE-MEDIAN THOROUGHFARE WITH ONE LANES 80' B-B ON 10' ROW
 STANDARD DETAIL NUMBER: HSB07A
 DATE: REVISIONS
 TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT



TYPICAL ROUNDABOUT DETAIL
 STANDARD DETAIL NUMBER: HSB08
 DATE: REVISIONS
 TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT



OSQ Area Luminaire SILVER CREE POLE
 POLE HT= 25'
 BASE HT= 4'

50' NEUSE RIPARIAN BUFFER MEASURED FROM TOP OF BANK
 OVERHEAD ELECTRIC WIDTH
 DELINEATOR SIGNAGE
 PK 300 FOUND
 PK 300 FOUND

AREA OF R/W TO BE ACQUIRED 0.01 AC.
 4:1 TAPER
 PK 300 FOUND
 PK 300 FOUND

50' NEUSE RIPARIAN BUFFER MEASURED FROM TOP OF BANK
 OVERHEAD ELECTRIC WIDTH
 DELINEATOR SIGNAGE
 PK 300 FOUND
 PK 300 FOUND

50' NEUSE RIPARIAN BUFFER MEASURED FROM TOP OF BANK
 OVERHEAD ELECTRIC WIDTH
 DELINEATOR SIGNAGE
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 PK 300 FOUND

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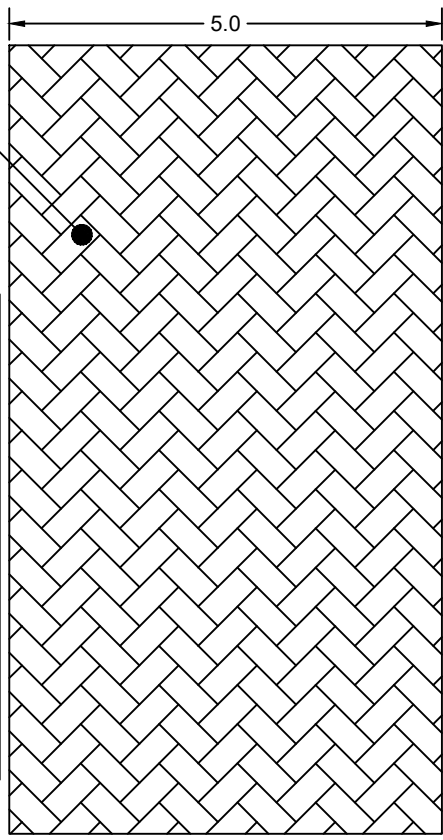
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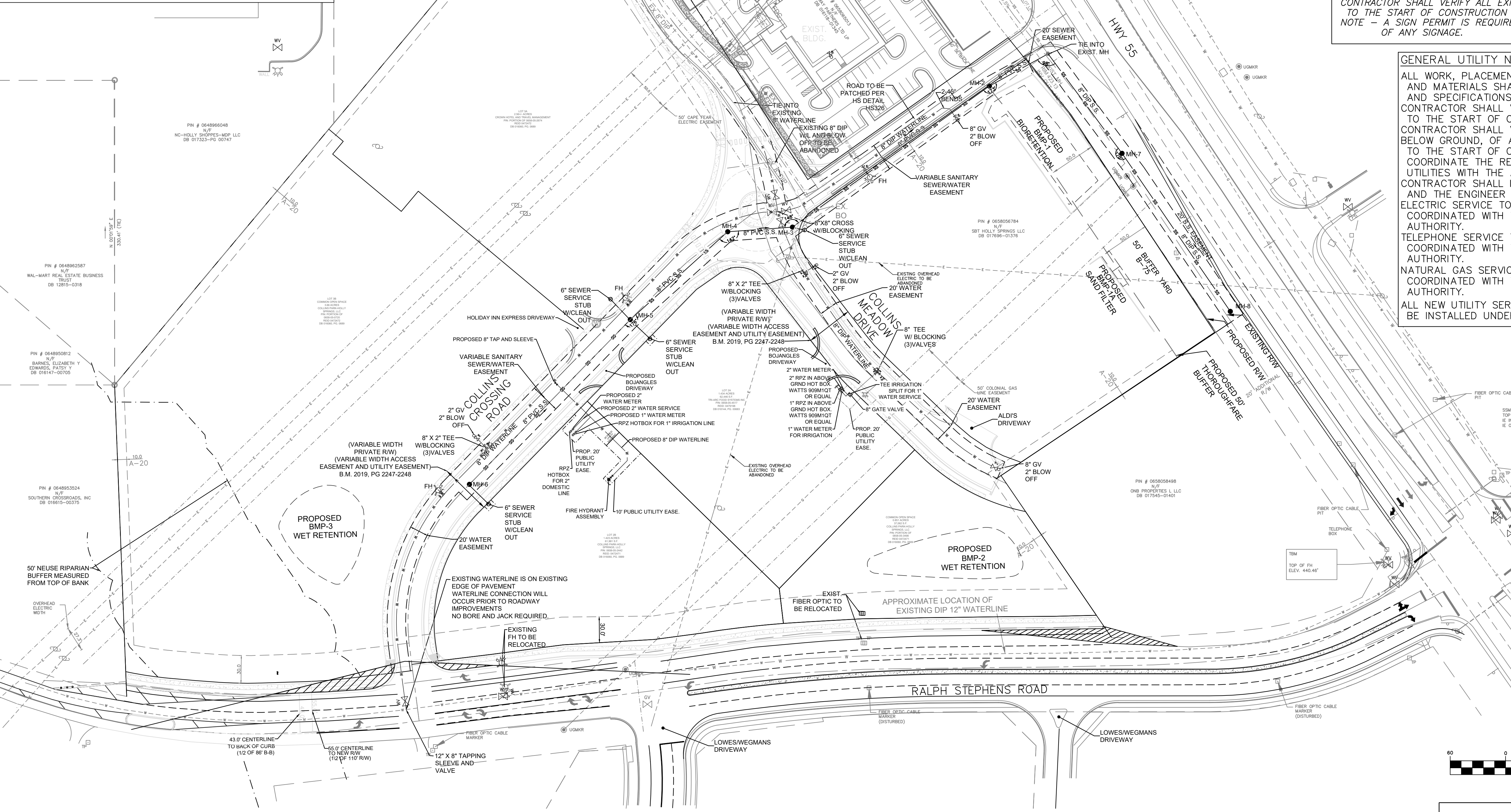
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- NOTES:
1. DECORATIVE CROSSWALKS TO BE COLORED, STAMPED ASPHALT.
 2. CROSSWALKS TO BE INSTALLED PER MANUFACTURER SPECIFICATIONS. COLORS AND PATTERNS INDICATED PER: PATTERN PAVING PRODUCTS 1750 HWY 160 WEST FORT MILL, SC 29706 1-888-434-8611 WWW.PATTERNPAVING.COM
 3. COLOR SUBSTITUTIONS MUST MATCH PAVING COLORS INDICATED. CONTRACTOR TO SUBMIT SAMPLE FOR APPROVAL BY OWNER AND ARCHITECT.



DECORATIVE CROSSWALK PAVING

NOTE: FUTURE DEVELOPMENT PLANS FOR ALL LOTS IN THIS PROJECT WILL REQUIRE THIS STYLE CROSSWALK WHEN DEVELOPED.



NOTE: DUE TO UTILITIES LOCATED THROUGH THE ROUNDABOUT, NO SIGN/STRUCTURES/STATUES OR OTHER HARDSCAPE FEATURES WILL BE ALLOWED. IN ADDITION, NO LANDSCAPING WILL BE ALLOWED INSIDE UTILITY EASEMENT.

QUANTITIES FOR SUBDIVISION

L.F. OF 8" SEWERLINE	= 1,103'
L.F. OF 8" WATERLINE	= 1,591'
L.F. OF 12" WATERLINE	= 110'
L.F. OF 5' CONC. SIDEWALK	= 2,514'
L.F. OF PUBLIC ROADWAY	= 1,357'
L.F. OF CURB & GUTTER	= 2,814'

LEGEND

- WATER METER
- SEWER CLEAN-OUT
- ⌵ PROPOSED GATE VALVE
- ⌵ PROPOSED BLOW OFF ASSEMBLY
- ⌵ PROPOSED FIRE HYDRANT ASSEMBLY
- ⊙ PROPOSED SANITARY SEWER MANHOLE

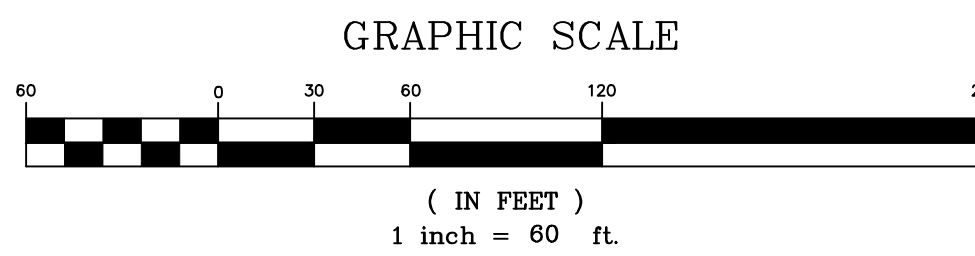
- NOTES:
1. LOCATION OF STREET TREES AND STREET LIGHTING WILL BE FIELD-COORDINATED BY THE DEVELOPER TO ELIMINATE CONFLICTS.
 2. ADJACENT ROADWAYS WILL BE REQUIRED TO BE LIGHTED BY PROGRESS ENERGY AND SHALL BE INSTALLED PRIOR TO FIRST C.O.
 3. INTERNAL ROADWAYS MUST BE LIGHTED PRIOR TO STREET ACCEPTANCE FOR 1 YEAR WARRANTY.
 4. ALL NEW UTILITY LINES MUST BE UNDER GROUND. ALL POWER SERVICES WHETHER NEW OR EXISTING MUST BE UNDERGROUND.
 5. SANITARY SEWER & WATER SERVICE LINES ARE SUBJECT TO MINOR CHANGES THROUGH SUBSEQUENT DEVELOPMENT PLAN REVIEWS.

GENERAL SITE NOTES:

SITE CURRENTLY IS FALLOW AND VACANT
ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS
ALL NECESSARY APPROVALS, STATE AND LOCAL, SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
ALL NECESSARY ENCROACHMENT AGREEMENTS SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION OF THIS PROJECT CAN BEGIN. ALSO, ALL DEVELOPMENT FEES (ACREAGE, FEE-IN-LIEU OF ASSESSMENT, AND INSPECTION FEES) ARE DUE PRIOR TO FINAL CONSTRUCTION DRAWING APPROVAL
CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW GROUND LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND/OR AUTHORITY
CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO THE START OF CONSTRUCTION
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION OF ANY SIGNAGE.

GENERAL UTILITY NOTES:

ALL WORK, PLACEMENT, LOCATION, INSTALLATION, AND MATERIALS SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE TOWN OF HOLLY SPRINGS. CONTRACTOR SHALL VERIFY ALL FIELD CONDITIONS PRIOR TO THE START OF CONSTRUCTION.
CONTRACTOR SHALL VERIFY THE LOCATION, ABOVE AND BELOW GROUND, OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION. CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING UTILITIES WITH THE APPROPRIATE AUTHORITIES.
CONTRACTOR SHALL INFORM THE TOWN OF HOLLY SPRINGS AND THE ENGINEER OF ANY CONFLICTING UTILITIES.
ELECTRIC SERVICE TO THE SITE SHALL BE COORDINATED WITH THE APPROPRIATE ELECTRICAL SERVICING AUTHORITY.
TELEPHONE SERVICE TO THE SITE SHALL BE COORDINATED WITH THE APPROPRIATE TELEPHONE SERVICING AUTHORITY.
NATURAL GAS SERVICE, IF ANY, TO THE SITE SHALL BE COORDINATED WITH THE APPROPRIATE TELEPHONE SERVICING AUTHORITY.
ALL NEW UTILITY SERVICES SERVICING SITE ARE TO BE INSTALLED UNDERGROUND.



FOR REVIEW ONLY—
NOT FOR CONSTRUCTION
PLAN IS SUBJECT TO REVISIONS DURING
THE CONSTRUCTION APPROVAL PROCESS

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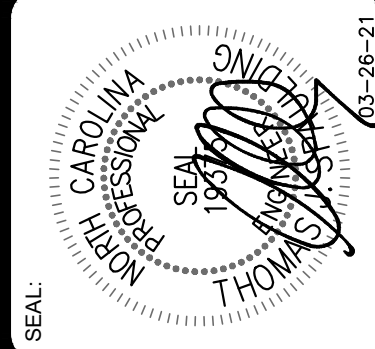
THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

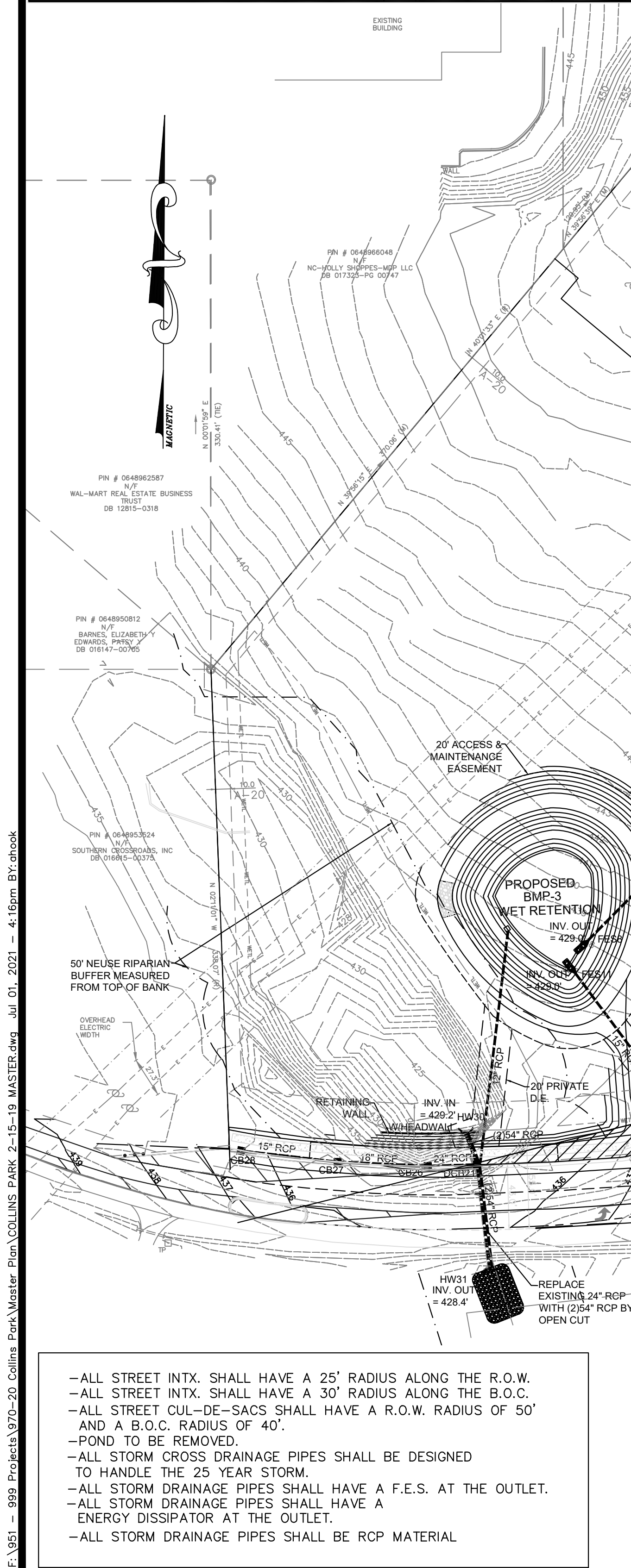
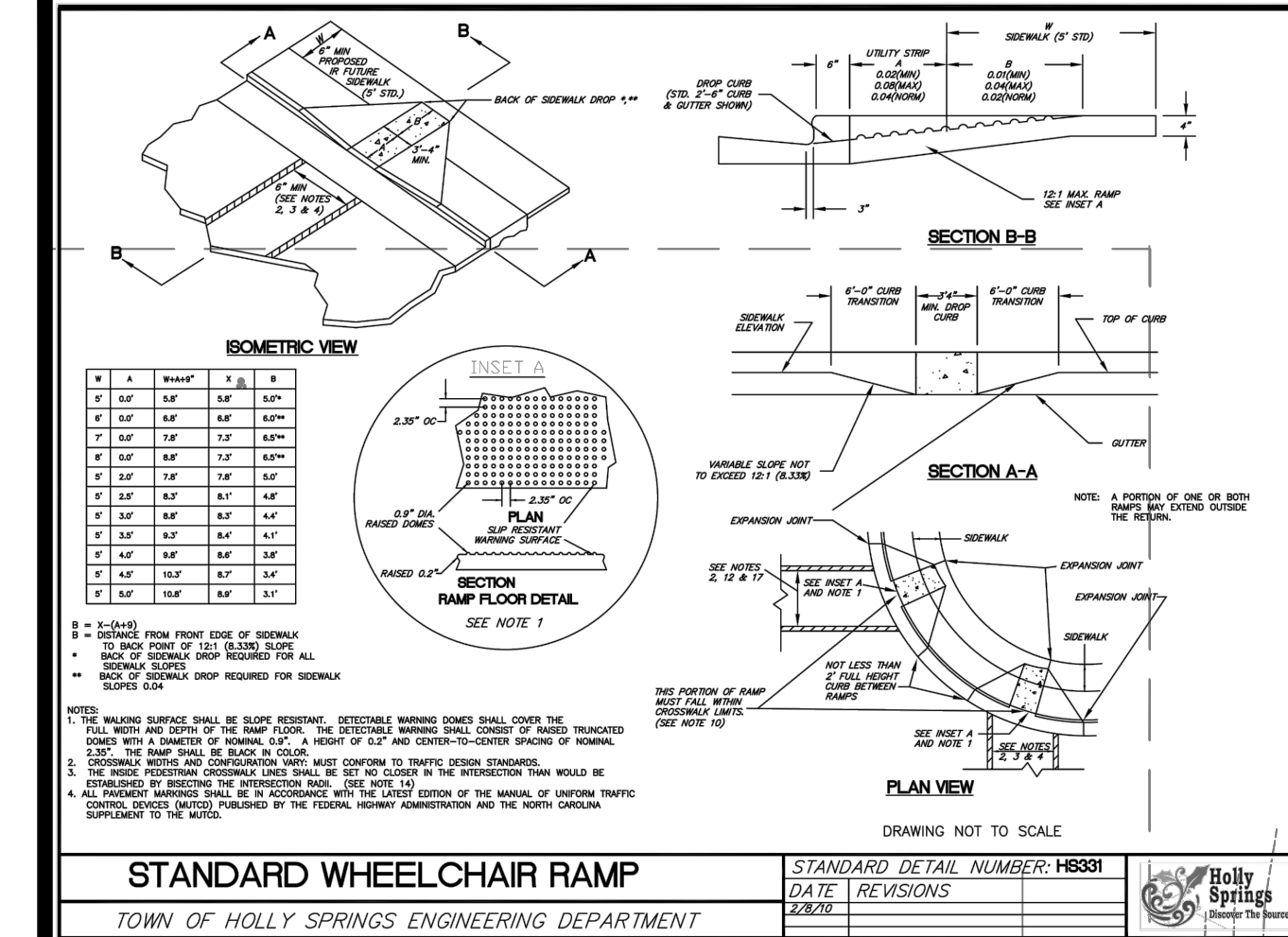
STAFFED FOR COMPANY
246 VALLEYFIELD LANE
SOUTHERN PINES NC 28387
DATE: 05-27-2020
SANITARY CERTIFICATION # C-1975
PROJECT DESIGNER
TOM SPAULDING
PROJECT SURVEYOR
IRIS A. MITCHELL
TBD

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
PRELIMINARY DEVELOPMENT PLANS
MASTER UTILITY PLAN

DRAWING
SHEET
C-2.0
PROJECT NUMBER
970-20

NO.	REVISION	DATE
1	50' BUFFER TO 3P AMENDMENT	06/07/2020
2	PER TONE COMMENTS	06/24/2020
3	PER TONE COMMENTS	07/28/2020
4	PER TONE COMMENTS	08/25/2021
5	PER TONE COMMENTS	09/25/2021





10 - YEAR STORM TABLE

Line	Line ID	LineLength (ft)	Incr.Area (ac)	TotalArea (ac)	RunoffCoeff. (C)	Incr.C x A (ac)	Total C x A (ac)	InletTime (min)	TimeConc (min)	Rainfall (in/hr)	TotalRunoff (cfs)	AdmRunoff (cfs)	TotalFlow (cfs)	CapacFull (cfs)	Veloc (ft/s)	PipeSize (in)	PipeSlope (%)	Inv ElevDn (ft)	Inv ElevUp (ft)	HGLDn (ft)	HGLUp (ft)	Grnd/ThocDn Grnd/ThocUp (ft)
1	YI58-FES8	439.31	0.35	2.18	0.75	0.26	1.69	5	5.4	6.1	10.35	0	10.35	16.01	5.42	24	0.5	429.00	431.20	430.17	432.37	429.00
2	CB10-YI58	22.85	0.07	0.15	0.85	0.06	0.13	5	6.3	7	0.89	0	0.89	7.4	3.5	15	1.31	441.00	441.30	441.29	441.67	449.00
3	CB9-CB10	32.20	0.08	0.08	0.85	0.07	0.07	5	5	7.4	0.5	0	0.5	6.23	2.77	15	0.93	441.50	441.80	441.74	442.08	445.32
4	YI5A-YI58	129.89	0.88	1.68	0.75	0.66	1.3	5	8.9	6.3	8.19	0	8.19	16.6	3.93	24	0.54	431.40	432.10	433.19	433.12	449.00
5	CB5-YI5A	38.15	0.09	0.8	0.75	0.07	0.64	5	4.08	6.3	4.08	0	4.08	7.6	4.28	18	0.52	432.30	432.50	433.12	433.28	450.00
6	CB4A-CB5	41.63	0.09	0.45	0.75	0.07	0.37	5	8.2	6.5	2.41	0	2.41	8.91	2.64	18	0.72	432.70	433.00	433.96	433.59	438.47
7	CB4-CB4A	45.62	0.15	0.36	0.85	0.13	0.31	5	7.8	6.6	2.01	0	2.01	5.24	3.86	15	0.66	433.20	433.50	433.74	434.06	440.74
8	CB3-CB4	46.38	0.14	0.21	0.85	0.12	0.18	5	7	6.8	1.21	0	1.21	5.19	3.32	15	0.65	433.70	434.00	434.11	434.43	440.74
9	CB2-CB3	43.62	0.07	0.07	0.85	0.06	0.06	5	5	7.4	0.44	0	0.44	5.36	2.52	15	0.64	434.20	434.50	434.44	434.76	437.87
10	DCB7-CB5	65.83	0.18	0.26	0.75	0.14	0.2	5	6.9	6.8	1.38	0	1.38	8.19	2.03	18	0.61	432.70	433.00	433.54	438.47	436.76
11	DCB6-DCB7	47.29	0.08	0.08	0.85	0.07	0.07	5	5	7.4	0.5	0	0.5	5.14	1.75	15	0.63	433.00	433.30	433.54	433.58	436.76

Line	Line ID	LineLength (ft)	Incr.Area (ac)	TotalArea (ac)	RunoffCoeff. (C)	Incr.C x A (ac)	Total C x A (ac)	InletTime (min)	TimeConc (min)	Rainfall (in/hr)	TotalRunoff (cfs)	AdmRunoff (cfs)	TotalFlow (cfs)	CapacFull (cfs)	Veloc (ft/s)	PipeSize (in)	PipeSlope (%)	Inv ElevDn (ft)	Inv ElevUp (ft)	HGLDn (ft)	HGLUp (ft)	Grnd/ThocDn (ft)	Grnd/ThocUp (ft)	Line ID	
1	JB15A-FES14	83.07	0	0.14	0	0	0	0	5.4	8	0.96	0	0.96	10.33	4.12	15	2.56	432.50	434.00	427.6	434.98	438.74	439.50	JB15A-FES14	
2	CB15-JB15A	17.39	0.14	0.14	0.85	0.12	0.12	5	5	8.2	0.97	0	0.97	22.02	5.84	15	11.63	434.80	436.80	434.96	437.19	439.50	439.50	CB15-JB15A	
3	CB12-FES11	91.00	0.34	1.26	0.7	0.24	0.95	5	7.3	7.4	7.06	0	7.06	16.72	9.7	15	5.71	429.00	430.20	429.57	435.26	433.50	439.12	CB12-FES11	
4	CB13-CB12	34.00	0.34	0.92	0.7	0.24	0.71	5	7.1	7.4	5.32	0	5.32	4.95	4.49	15	0.59	431.60	434.80	435.76	435.96	439.12	439.12	CB13-CB12	
5	CB35-CB13	44.29	0.17	0.35	0.85	0.14	0.32	5	6.8	7.6	3.38	0	3.38	6.86	2.16	15	1.13	435.00	435.50	436.42	436.46	439.12	439.12	CB35-CB13	
6	CB34-CB35	121.95	0.18	0.18	0.95	0.17	0.17	5	5	8.2	1.4	0	1.4	11.55	2.45	15	3.20	435.70	436.60	436.50	440.07	439.71	439.71	CB34-CB35	
7	CB35-CB34	100.80	0.23	0.23	0.7	0.16	0.16	5	5	8.2	1.31	0	1.31	10.17	2.18	15	2.48	435.00	437.50	436.42	437.95	439.12	439.12	CB35-CB34	
8	DCB21-HW31	72.50	0.14	0.4	0.85	0.12	0.34	5	5	8.1	0.97	0	0.97	146.07	10.48	54	0.55	438.40	438.80	432.07	432.46	433.32	433.32	DCB21-HW31	
9	CB26-DCB21	33.27	0.09	0.26	0.85	0.08	0.22	5	8.4	7.1	1.57	0	1.57	17.54	0.5	24	0.60	430.80	431.00	435.03	435.03	439.78	439.78	CB26-DCB21	
10	CB27-CB26	60.87	0.07	0.17	0.85	0.06	0.14	5	6.9	7.5	1.09	0	1.09	8.51	0.62	18	0.66	431.20	431.60	435.03	435.04	434.78	434.78	CB27-CB26	
11	CB28-CB27	64.00	0.1	0.1	0.85	0.09	0.09	5	5	8.2	0.89	0	0.89	5.11	0.57	15	0.83	431.80	432.20	435.04	435.05	435.86	435.86	CB28-CB27	
12	HW30-DCB21	22.71	0	0	0	0	0	0	0	0	0	0	0	0	0	143	0.88	439.00	439.20	435.03	435.15	439.03	439.03	HW30-DCB21	
13	DCB21-HW31	72.50	0.14	0.14	0.85	0.12	0.12	5	5	8.1	0.97	0	0.97	143.97	158.25	11.03	54	0.55	438.40	438.80	431.77	432.32	433.32	433.32	DCB21-HW31
14	HW30-DCB21	22.70	0	0	0	0	0	0	0	0	0	0	0	0	0	143	0.88	439.00	439.20	432.32	432.71	433.03	433.03	HW30-DCB21	

ENERGY DISSIPATER SCHEDULE

OUTLET	DIAMETER (inches)	VELOCITY (fps)	RIP RAP SIZE (inches)	PAD DIMENSIONS (L x W x D)
DEVICE 1	12"	6.83	CLASS B (D50=6")	8' x 4' x 18"
DEVICE 1A	2"	10.08	CLASS B (D50=6")	8' x 4' x 18"
DEVICE 2	12"	10.08	CLASS B (D50=6")	8' x 4' x 18"
FES 8	24"	5.42	CLASS B (D50=6")	12' x 6' x 18"
FES 11	15"	9.30	CLASS B (D50=6")	8' x 4' x 18"
FES 14	15"	6.23	CLASS B (D50=6")	8' x 4' x 18"
FES 34	15"	3.88	CLASS B (D50=6")	8' x 4' x 18"
HW 31	(2)54"	9.53	CLASS 1 (D50=13")	36' x 27' x 18"

CB - SINGLE GRATE
DCB - DOUBLE GRATE

PLACEMENT OF FILL MATERIAL IN ALL ROADWAYS
FILL MATERIAL SHALL BE FREE FROM CONSTRUCTION MATERIAL, DEBRIS, FROZEN MATERIAL, ORGANIC MATTER OR UNSTABLE MATERIAL. FOR THE TOP TWO FEET BELOW FINISHED SUBGRADE, NO FILL MATERIAL SHALL BE USED WEIGHING LESS THAN 100 POUNDS PER CUBIC FOOT. THE TOP TWO FEET OF BACKFILL MATERIAL SHALL BE FREE FROM STONES GREATER THAN 4 INCHES.

FOR ALL AREAS UNDER A PROPOSED ROADWAY, THE TOP 12" OF SUBBASE, AND THE ENTIRE BASE COURSE SHALL BE COMPACTED TO A DENSITY OF 100% MAXIMUM STANDARD PROCTOR DRY DENSITY AS DETERMINED BY AASHTO METHOD T99. FOR THAT PORTION OF FILL UNDER ROADWAYS AND EXTENDING AT A SLOPE OF 1 TO 1 BEYOND THE BACK OF CURB, COMPACT TO A DENSITY OF NO LESS THAN 95% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY AS DETERMINED BY AASHTO METHOD T99. FILL MATERIAL SHALL BE PLACED IN LIFTS OF 8" OR LESS OF UNCOMPACTED SOIL.

OTHER FILL MATERIAL SHALL BE COMPACTED TO A DENSITY OF NO LESS THAN 90% OF THE MAXIMUM STANDARD PROCTOR DRY DENSITY AS DETERMINED BY AASHTO METHOD T99. BACKFILL MATERIAL SHALL BE PLACED IN LIFTS OF 12" OR LESS OF UNCOMPACTED SOIL.

- ### CONSTRUCTION SEQUENCE
1. OBTAIN GRADING PERMIT FROM T.O.H.S. ENGINEERING DEPARTMENT.
 2. CONTACT TOWN OF HOLLY SPRINGS FOR PRE CONSTRUCTION MEETING.
 3. VERIFY ALL EXISTING CONDITIONS (TOPOGRAPHIC, UTILITIES, ECT.)
 4. INSTALL SEDIMENT BASINS AS SHOWN, NEEDED, OR REQUIRED. CONTACT T.O.H.S. FOR AN INSPECTION AND OBTAIN A CERTIFICATE OF COMPLIANCE.
 5. BEGIN TO CLEAR AND GRUB AREA FOR ALL STREET CONSTRUCTION.
 6. INSTALL ADDITIONAL EROSION CONTROL DEVICES (SILT FENCE, DIVERSION DITCHES, CHECK DAM, ETC.)
 7. BEGIN ROADWAY GRADING AND STORM DRAINAGE CONSTRUCTION.
 8. INSTALL GRAVEL DONUTS AND ENERGY DISSIPATORS AS NEEDED.
 9. IF SITE IS APPROVED, REMOVE TEMPORARY DIVERSIONS, SILT FENCE, SEDIMENT BASINS, ETC. AND SEED OUT OR STABILIZE ANY RESULTING BARE AREAS. ALL REMAINING PERMANENT EROSION CONTROL DEVICES SUCH AS VELOCITY DISSIPATORS, SHOULD BE INSTALLED.

GENERAL SITE NOTES:

SITE CURRENTLY IS FALLOW AND VACANT
ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS
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GRAPHIC SCALE
0 30 60 120 240
(IN FEET)
1 inch = 60 ft.

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DATE: 06/07/2020
REVISION: 1
NO. 1
BY: J. B. JONES
FOR: TOWN OF HOLLY SPRINGS
PROJECT: COLLINS PARK
SHEET: 1 OF 1

DATE: 06/07/2020
REVISION: 2
NO. 2
BY: J. B. JONES
FOR: TOWN OF HOLLY SPRINGS
PROJECT: COLLINS PARK
SHEET: 1 OF 1

DATE: 06/07/2020
REVISION: 3
NO. 3
BY: J. B. JONES
FOR: TOWN OF HOLLY SPRINGS
PROJECT: COLLINS PARK
SHEET: 1 OF 1

DATE: 06/07/2020
REVISION: 4
NO. 4
BY: J. B. JONES
FOR: TOWN OF HOLLY SPRINGS
PROJECT: COLLINS PARK
SHEET: 1 OF 1

DATE: 06/07/2020
REVISION: 5
NO. 5
BY: J. B. JONES
FOR: TOWN OF HOLLY SPRINGS
PROJECT: COLLINS PARK
SHEET: 1 OF 1

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Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
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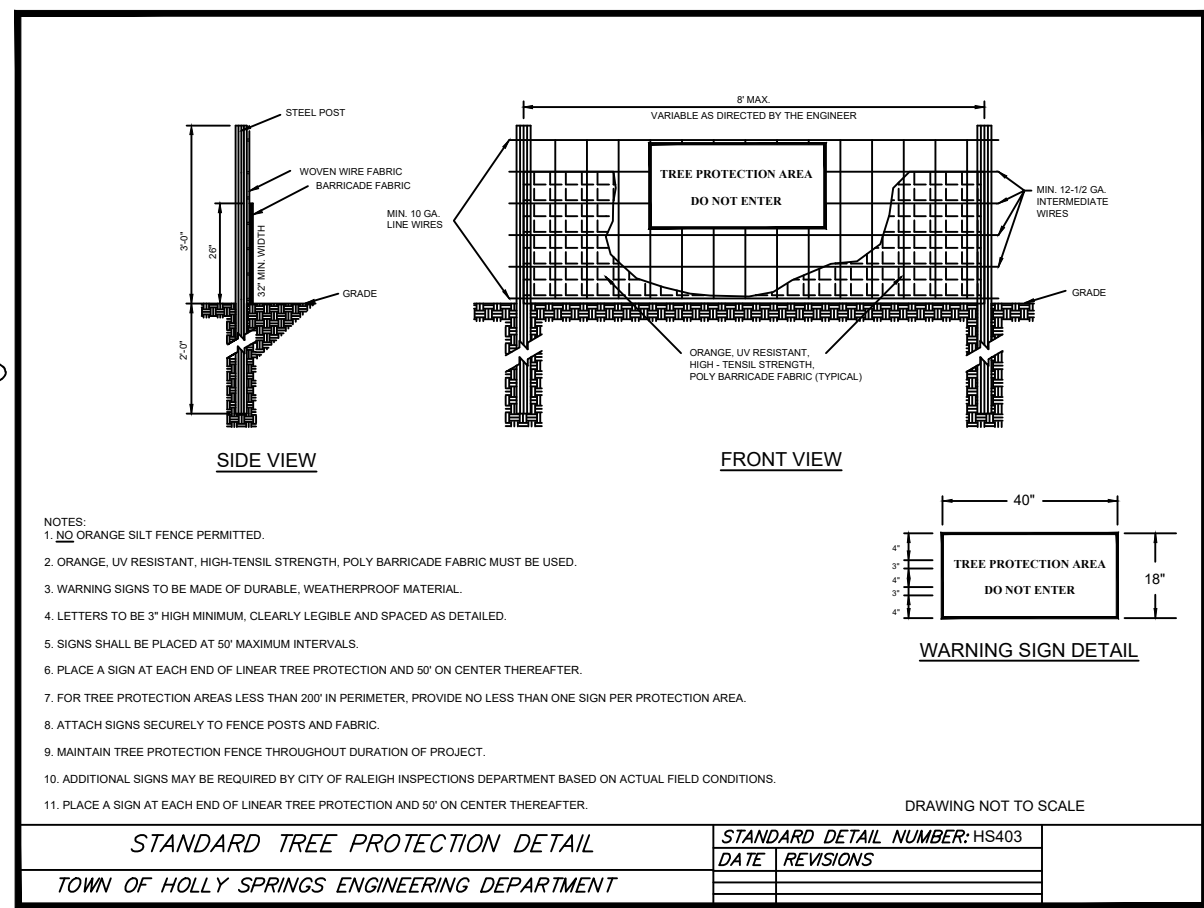
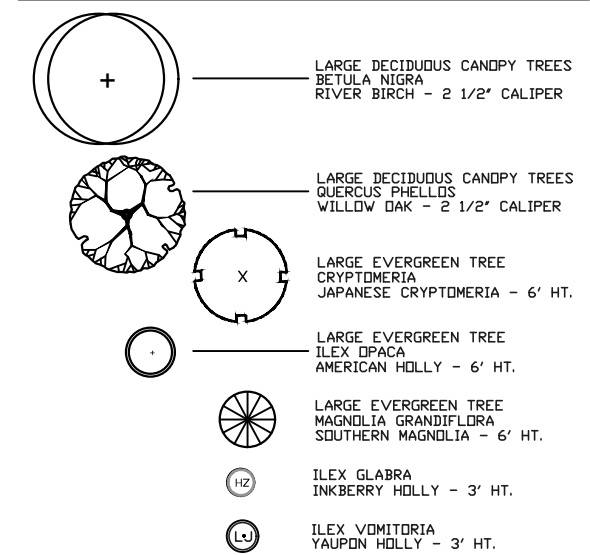
REVIEWED FOR: SOUTHERN PINE COMPANY
246 VALLEY FIELDS LANE
SOUTHERN PINES, NC 28387
DATE: 05-27-2020
SANITARY CERTIFICATION # C-1975
PROJECT DESIGNER: IRS A. MITCHELL
PROJECT SURVEYOR: T.B.D.

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA

PRELIMINARY DEVELOPMENT PLANS
MASTER GRADING AND DRAINAGE PLAN

DRAWING SHEET
C-3.0
PROJECT NUMBER
970-20

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ALL NECESSARY ENCROACHMENT AGREEMENTS SHALL BE OBTAINED
PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION.
CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION
OF THIS PROJECT CAN BEGIN. ALSO, ALL DEVELOPMENT FEES
(ACREAGE, FEE-IN-LIEU OF ASSESSMENT, AND INSPECTION FEES)
ARE DUE PRIOR TO FINAL CONSTRUCTION DRAWING APPROVAL
CONTRACTOR SHALL VERIFY THE ABOVE AND BELOW GROUND LOCATION
OF ALL EXISTING UTILITIES PRIOR TO THE START OF CONSTRUCTION
CONTRACTOR SHALL COORDINATE THE RELOCATION OF ANY CONFLICTING
UTILITIES WITH THE APPROPRIATE UTILITY COMPANY AND/OR AUTHORITY
CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR
TO THE START OF CONSTRUCTION
NOTE - A SIGN PERMIT IS REQUIRED PRIOR TO INSTALLATION
OF ANY SIGNAGE.



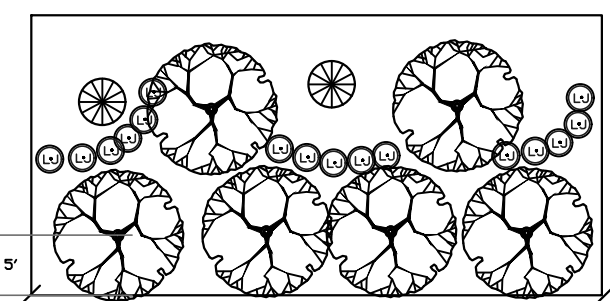
NOTE: OWNER SHALL BE RESPONSIBLE FOR:

THE MAINTENANCE OF ALL REQUIRED LANDSCAPING BY KEEPING THE LAWN'S MOWED, ALL PLANTS MAINTAINED AS DISEASE FREE, ALL PLANTING BEDS GROOMED AND KEPT WEED FREE (EXCEPT AREAS OF PRESERVED EXISTING NATURAL VEGETATION (I.E. THICKETS), AND KEPT FREE FROM TRASH, DEBRIS AND OTHER OBJECTIONABLE MATERIALS; THE REPLACEMENT OF ANY REQUIRED PLANTING WHICH IS REMOVED OR DIES PRIOR TO THE DATE OF PLANTING SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON. THE REPLACEMENT OF ANY TREE IN A TREE SAVE AREA WHICH IS REMOVED OR DIES AFTER THE DATE OF APPROVAL OF A PRESERVATION LANDSCAPE PLAN SUCH REPLACEMENT SHALL OCCUR DURING THE NEXT PLANTING SEASON.

NOTE:
20' X 20' EXISTING LANDSCAPING SAMPLES
TO BE TAKEN TO DETERMINE IF EXISTING
LANDSCAPING IS ADEQUATE.

LANDSCAPE PLAN CALCULATIONS					
<u>PERIMETER YARD LANDSCAPING</u>					
INCREMENT	LANDSCAPE MATERIAL	PVU of MATERIAL	TOTAL PVU PROVIDED	% OF PVU	PVU REQUIRED
A1-A10	6-LARGE SHADE TREES 2.5" CALIPER @ 8 PVU 2-LARGE EVERGREEN TREE @ 6/ HT. @ 3 PVU 17-LARGE HEDGE PLANTS/36" HT. @ 1 PVU	48 10 17	75	64 13 23	TYPE A-75

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	P.V. OF MATERIAL	TOTAL P.V. PROVIDED	% OF P.V.	P.V. REQUIRED
A11	4-LARGE SHADE TREES 2.5" CALIPER @ 8 P.V.	32		71	
	1-LARGE EVERGREEN TREE 6' HT. @ 5 P.V.	5	45	11	
60% PRORATED	17-LARGE HEDGE PLANTS/36" HT. @ 1 P.V.	17		18	TYPE A-75

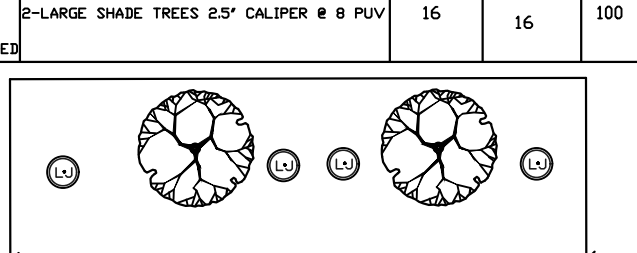


ENLARGEMENT: 100' SECTION A-75 BUFFER

LANDSCAPE PLAN CALCULATIONS					
<u>PERIMETER YARD LANDSCAPING</u>					
INCREMENT	LANDSCAPE MATERIAL	PUV OF MATERIAL	TOTAL PROVIDED	% PUV	PUV REQUIRED
C1-C17	2-LARGE SHADE TREES 2.5" CALIBER @ 8 PUV	16	20	80	TYPE A-20
C19-C21	1-LARGE SHADE TREES 2.5" CALIBER @ 8 PUV	8	20	40	

LANDSCAPE PLAN CALCULATIONS					
PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	PVU OF PUMP MATERIAL	TOTAL PUMP PROVIDED	% OF PUMP	PVU REQUIRED TYPE
C10	2'-LARGE SHADE TREES 2.5' CALIPER @ 8 PVU	16	20	80	

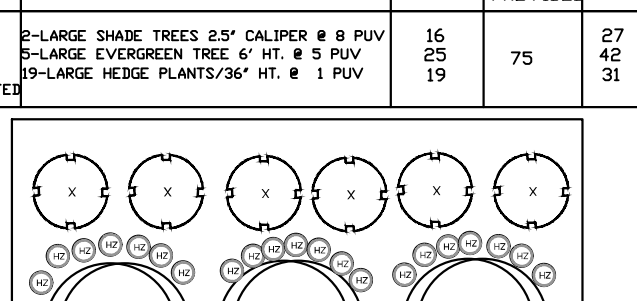
LANDSCAPE PLAN CALCULATIONS					
PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	PVU of PUL	TOTAL PUL PROVIDED	% of PUV	PVU REQUIRED



ENLARGEMENT: 100' SECTION A-20 BUFFER/PLUS

LANDSCAPE PLAN CALCULATIONS					
<u>PERIMETER YARD LANDSCAPING</u>					
INCREMENT	LANDSCAPE MATERIAL	PUV OF MATERIAL	TOTAL PROVIDED	% OF PUV	PUV REQUIRED
D1-D3	3-LARGE SHADE TREES 2-5' CALIPER # 8 PUV 24	24	24	32	TYPE

D7-D8	21-LARGE HEDGE PLANTS/36" HT. @ 1 PUV	21	75	28	8-75
LANDSCAPE PLAN CALCULATIONS					
<u>PERIMETER YARD LANDSCAPING</u>					
INCREMENT	LANDSCAPE MATERIAL	PUV OF MATERIAL	TOTAL PUV PROVIDED	% OF PUV	PUV REQUIRED



ENLARGEMENT: 100' SECTION B-75 BUFFER



(IN FEET)
1 inch = 60 ft.

FOR REVIEW ONLY—
NOT FOR CONSTRUCTION

PLAN IS SUBJECT TO REVISIONS DURING
THE CONSTRUCTION APPROVAL PROCESS

THIS DRAWING IS THE PROPER
The Spaulding Group, PA

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 **THE SPAULDING GROUP, PA**
planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7925

PREPARED FOR:	STAFFORD LAND COMPANY
	246 VALLEYFIELD LANE
	SOUTHERN PINES, NC 28387
DATE:	05-27-2020
SAN FIRM CERTIFICATION #	C-1875
PROJECT ENGINEER:	
TOM SPAULDING	
PROJECT DESIGNER:	
IRIS A. MITCHELL	
PROJECT SURVEYOR:	
TBD	

MASTER PLANS FOR COLLINS PARK
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA

PRELIMINARY DEVELOPMENT PLANS
MASTER LANDSCAPE PLAN

DRAWING
SHEET

L-1.0

PROJECT NUMBER
970-20



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

New Business

Title: Housing Affordability Study Consultant Contract

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

Staff Resource: Sean Ryan, Development Services

Action(s):

Authorize the Town Manager to negotiate and execute the contract for the Housing Affordability Study with HR&A Advisors, Inc. for a total not to exceed \$125,000.

Explanation:

- Staff recommends the contract for the Housing Affordability Study be awarded to HR&A Advisors, Inc.
- HR&A Advisors, Inc. has the demonstrated skills and experience to successfully complete the various aspects of this project, including demonstrated experience, a thorough project approach, and a robust public engagement plan.
- HR&A Advisors, Inc. will provide a brief presentation which outlines their approach to the project. Following the presentation, the Council will have the opportunity to ask questions of the consulting firm.
- HR&A Advisors, Inc. is being recommended for the following reasons:
 - Demonstrated significant work experience in Wake County and familiarity with the challenges facing our local housing market. The consultant previously worked with Wake County, Apex, and Cary.
 - Demonstrated understanding of the tools available to communities in North Carolina and the General Statutes that provide the framework for housing regulations in the state.
 - Demonstrated experience in data collection, data analysis, development trends, housing supply analysis, and housing gaps analysis.
 - A robust public engagement plan that targets a broad range of stakeholders, including residents, nonprofit community partners, developers, and other housing professionals. The public engagement plan focuses on building consensus and building community support for the plan.
 - A commitment to tailor proposed recommendations and strategies based on the unique issues and needs identified by the data analysis and public engagement process.
 - Provided a clear, thorough, and thoughtful project approach and comprehensive response to the RFP.
- It is not typical that a consultant provides an overview of their proposal prior to awarding a contract. However, this is a very important project for our community and staff

understands the concern that this planning process may result in some results/recommendations that may be similar to those adopted by our neighboring communities. This presentation will allow the Council to discuss this project with the preferred consultant prior to awarding the contract.

- The total budget for the project is \$125,000. The consulting contract is expected to be approximately \$115,000.00 with the remaining funds for public meeting notifications and expenses.
- Public engagement will be a critical element of this project and the consultant team will utilize a full array of techniques to reach across demographic and interest groups in the town. An advisory group will be established for the project.
- The project is expected to begin in October 2021 and be finished in approximately 10-12 months.

Background:

- The Housing Affordability Study will provide findings related to housing affordability, analyze community housing needs based on existing conditions and trends, and provide specific recommendations and actions for the Town to consider related to potential community housing affordability goals.
- Following a review of proposals from interested consultants, the selection committee is recommending HR&A Advisors, Inc.
- The Request for Proposals (RFP) for the Housing Affordability Study was issued in July 2021, proposals were received from ten consultant teams, and the top four firms were invited to interview.
- The selection committee believes the previous experience, project approach, and public engagement plan proposed by HR&A Advisors, Inc. best matches our needs and has confidence that HR&A Advisors, Inc. can deliver a plan tailored to Holly Springs.
- The Housing Affordability Study supports the Town Council's Strategic Plan, Responsible and Balanced Growth Initiative 5.4: Conduct a Housing Study (with a complimentary Citizens Affordable Housing Committee) to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action.

Funding Source(s):

Pay As You Go Community Investment Plan

Attachment(s):

1. HousingAffordabilityStudy_RFP_HollySprings
2. HR&A Proposal_Holly Springs Housing Affordability Study

Housing Affordability Study

REQUEST FOR PROPOSALS





welcome
Holly Springs



Purpose

The Town of Holly Springs, North Carolina, is seeking the services of a qualified firm, or team of firms, to provide professional services for the development of a comprehensive Housing Affordability Study that identifies community housing gaps, needs, and recommendations of specific strategies that result in increasing housing options and affordability for the Town of Holly Springs.

The selected consultant team (“Consultant”) will be responsible for managing this project, including implementing a superior quality innovative community engagement program, communicating with staff liaisons, and producing the required study documents. The project is discussed in further detail in the Project Scope section of this request.

Background Information

The Town of Holly Springs is a rapidly growing community with a population of approximately 42,000 residents located near North Carolina’s Research Triangle in southwestern Wake County. Over the past 30 years, the Town has added over 10,000 new housing units in the community. This growth is forecasted to continue for the next several years with the addition of nearly 500 additional housing units each year. Housing growth has been predominately single dwelling housing, which in 2019 accounted for nearly 80% of all dwelling units in Holly Springs, however the Town has seen several hundred new multi-dwelling units added to the community in the past several years. Along with the increase in the number of dwellings, housing prices in the Town have continued to rise, with the median sales price reaching nearly \$424,000 in April 2021, a substantial increase from the median sales price in 2012 of \$277,000, according to Redfin.

In addition to residential growth, Holly Springs is transforming into a regional employment center and is home to rapidly growing bio-technology and medical facilities. Seqirus, international producer of flu vaccines, employs over 550 full-time and 200 contract workers at its Holly Springs facility. In addition, Duke Health provides services in Holly Springs with a 72,000 square foot medical office building. UNC-Rex Healthcare is expanding its presence and existing campus from an existing 70,000 square foot medical office building

Holly Springs at a glance...

41,502
Total Population

2.31% Annual projected
population
growth over next 5
years



6% Annual growth over
the past 10 years



\$313,927
Median Home Value

\$105,191
Median Household
Income



to include a 7-story, 50-bed community hospital with room for future expansion. In March 2021, FUJIFILM Diosynth Biotechnologies, a world leading contract development and manufacturing organization (CDMO), announced that it plans to build in Holly Springs the largest end-to-end cell culture CDMO biopharmaceutical manufacturing facility in North America.

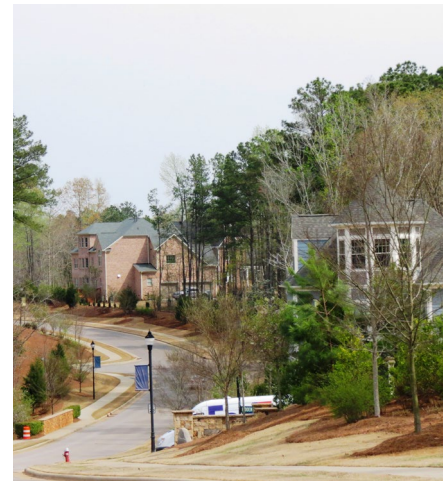
As the cost of housing continues to rise, individuals living and working in Holly Springs are faced with the issue of increasingly limited access and availability to affordable housing. To address the growing concern that there is a shortage of housing options available to serve a range of incomes in Holly Springs and to ensure a variety of housing choices and opportunities for the present and future workforce, the Town wishes to develop an action-oriented Housing Affordability Study that provides unique, innovative, and tailored policy recommendations for our community.

Existing Ordinances/ Related Policy Documents

In October 2019, the Holly Springs Town Council adopted Section 1: Land Use & Character Plan of Vision Holly Springs, the Town of Holly Springs Comprehensive Plan. This plan assists Town leaders in making decisions on regulations and policies that will guide future development and achieve the goals of the community. The Plan further describes ten important themes for transforming Holly Springs, including “Increase Home & Neighborhood Choices in Holly Springs” and “Increase Affordable Housing Availability in Holly Springs.” Existing ordinances and policy documents related to this planning process include:

- [Holly Springs Town Council Strategic Plan](#)
- Vision Holly Springs Comprehensive Plan
 - [Section 1: Land Use & Character Plan \(2019\)](#)
- [Unified Development Ordinance](#) (currently being updated – expected late 2021)
- [Holly Springs Housing Hub website](#)
- [Wake County Affordable Housing Plan](#)

The Town of Holly Springs recognizes that the regional housing market influences the supply and affordability of housing within the community. Many neighboring municipalities face the same challenges and are in various stages of their own Affordable Housing Plans to address community specific needs. Wake County, in which Holly Springs is located, recently adopted an Affordable Housing Plan that articulated the need for affordable housing on a countywide basis.



Project Scope

Study Elements

The Housing Affordability Study should generally include the following critical elements:

Element 1: Market Analysis

- An analysis of regional and local demographic data and trends including household growth, population and household characteristics, household income and tenure, and cost-burdened and extremely cost-burdened households.
- An analysis of the rental and homeownership market conditions, including for supportive services (e.g. homeless, elderly, special needs populations, transitional housing, etc.), as well as cost of living indicators to develop an understanding of the present housing market.

Element 2: Needs & Gap Analysis

- A forecast of the Town's housing needs, using growth projections, anticipated supportive population needs and different housing markets (i.e. rental vs. owner-occupied, price points, bedroom needs) to meet projected needs.
- This analysis should forecast 20-years into the future, using standard intervals, such as five-year intervals.
- This analysis will determine where Holly Springs' housing needs are, or are not, being met and where these shortcomings and strengths will continue in the future if no course changes in the housing market or how Town housing policies and programs are implemented.

Element 3: Development of Housing Goals

- Facilitated discussions with key members of the community, as well as innovative ways to engage the community, are expected to gather input to draft the Study's goals.
- Use of research, data, and engagement from community members, stakeholders, the advisory committee, and the Town Council to create goals for housing affordability.
- Formulation of a context-specific definition of affordable housing as it pertains to Holly Springs.

Element 4: Barriers Analysis

- Identification of factors preventing the development of affordable housing options. This may include:
 - Community sentiment, such as the quality or density of development, perceived neighborhood impacts, etc.
 - Review of the Unified Development Ordinance to ascertain its impact on housing costs and its impact on the development of affordable housing as identified in the scope of analysis. The review may include topics such as site design/subdivision standards, minimum lot sizes, permitted dwelling types, required building materials, sustainable design requirements, etc.
 - Local lending and financing environment to identify any barriers to specific populations, neighborhoods, and housing types that may need to be addressed.



- Federal, state, and local funding programs, as well as private sector funding/investment opportunities and impacts of market forces, such as cost and availability of developable land, and infrastructure and utility costs (including costs associated with extending utility service), to identify if the development of housing in the Town for all income levels for renting and ownership are being hindered or advanced.

Element 5: Policies, Strategies, & Recommendations

- Recommendations for short-, mid-, and long-term policies, strategies and programs to achieve the goals for housing affordability that are specific to Holly Springs.
- The recommendations should include both best practices as well as unique, innovative, and tailored tools, policies, and strategies to ensure long-term housing affordability.
- Policy recommendations should also build upon the existing housing recommendations in Section 1: Land Use & Character Plan of Vision Holly Springs Comprehensive Plan.
- Recommendations may include, by way of example:
 - Unique, innovative, and tailored tools, policies, and strategies to promote affordable housing for moderate, low, and very low-income households.
 - Opportunities for creating affordable housing on Town-owned land.
 - Identification of opportunities with strategies to preserve and enhance existing affordable housing.
 - Identification of areas for new affordable housing.
 - Policy changes or revisions to the Unified Development Ordinance (that are legally permitted by North Carolina General Statutes).
 - Financial policy recommendations such as grants or dedicated revenue sources for affordable housing.
 - Program recommendations.
 - Partnership, leverage, and staff capacity recommendations.

Element 6: Policies & Strategies Evaluation

- A system to routinely evaluate the effectiveness of implemented policies, strategies, and programs will be created. This evaluation system should be data-driven and spatially relevant to the Town using specific community-created metrics that are easily compiled, tracked, and updated.

Project Work Plan

The work plan will outline the overall approach as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the project. The following items must be included in the Work Plan:

Work plan and schedule

- The Consultant will prepare a detailed work plan and achievable timeline for the project anticipated to be 12 months or less from the time of contract approval.



Project management and Coordination

- The Consultant will manage the project and coordination of any sub-consultants and all project activities including meetings with staff and stakeholder groups. The Consultant will identify a project lead from their team to act as the direct point of contact for Town staff. At a minimum coordination will include the following:
 - Biweekly updates with the Town's project manager (in person or through video conferencing).
 - Monthly meetings with the Town staff advisory team.
 - Project newsletter with regular updates.

Public engagement plan, materials, and facilitation

- The Consultant will develop and implement an extensive and innovative community engagement program that creates a process for broad community input as well as targeted stakeholder involvement and feedback for technical industry-specific aspects of the plan. It is anticipated that a Steering Committee will be formed for this project.
- Outreach methods must be designed to ensure participation of minority communities, limited-English proficiency (LEP) communities, low income communities, current users of affordable housing, youth, seniors, and individuals who work in Holly Springs but cannot afford to live here.
- It is expected that this will include both large community workshops as well as smaller focus groups throughout the process. In addition, the plan should include smaller in-person outreach events, as well an electronic/social media strategy for expanded engagement.
- At a minimum, the Engagement Plan should address the following:
 - Identification of stakeholders.
 - Engagement strategies and activities, tied back to reaching all identified stakeholder groups, including those underrepresented.
 - Timeline for engagement activities and desired type of feedback at project checkpoints or milestones (visioning, validating, etc.).
 - Updates to the Steering Committee, Planning Board, and Town Council.
 - Communication methods for sharing information with Town residents.
 - Strategy for effective and consistent messaging across platforms and messengers.
 - Web resources and platform to be used for the project. The current platform that the Town has available for use as a part of this project is PublicInfo.com; however, other platforms and opportunities are welcome.

Note on COVID-19:

The Town of Holly Springs recognizes that public engagement opportunities may need to take on new formats or be conducted in ways that limit large community workshops or gatherings during the COVID-19 pandemic. While many in the community have access to online engagement tools or web-based communication programs, some residents may not have access to such opportunities. New techniques for outreach and engagement may be needed to reach a broad and diverse cross-section of the public, particularly those in hard to reach communities. The Town is open to public engagement that can garner the most effective means of outreach and participation. It is understood that outreach and engagement practices may need to adapt to changing conditions during the duration of the project.



Additional information

The Consultant will be responsible for the following:

- Draft agendas for all meetings.
- Creation of maps or documents necessary for the project.
- Electronic copies of all flyers, hand-outs, and other collateral materials used to announce events and/or gather input from the community.
- Materials needed for community engagement activities.
 - Town staff will provide reasonable accommodations for presentation technology and meeting spaces based on existing resources and facilities.
- Creation of, and content for, any on-line engagement tools utilized as part of this project.

Final Document

- Each element of the scope shall be combined and form the basis for a Town of Holly Springs Housing Affordability Study.
- The final document must be visually appealing and easy for the public to understand and should be able to be used both digitally and in paper form. The Town intends to use the charts, graphs, and graphics contained in the Study to expand upon the data available on the Town's Housing Hub website.
- The Study will be subjected to a two- or three-stage review process. Town staff will review the draft and advise the consultant of needed changes – this stage may consist of up to three review cycles. When the changes have been finalized, the consultant will be advised to produce a draft for presentation to Planning Board and the Town Council.
- Following the presentation, up to two additional review cycles may be necessary to incorporate any recommended changes.
- Media and file formats: The format of the Study should be of style, font, and layout that allows for both online and print viewing. Text files and reports shall be in MS Word and PDF formats, or as otherwise agreed upon by the Town staff working group. The final document must be able to be edited and modified by the Town after the Study is adopted. The Town has access to MS Publisher and the Adobe Creative Cloud suite of programs.
- Word and figures shall be delivered to the Town in their native format(s). Reports distributed to stakeholders or placed on the internet for public access will be in Adobe PDF format. Presentations shall be produced and delivered in Microsoft PowerPoint and public versions will be delivered in Adobe PDF format. Images and figures used for public outreach shall be produced by the consultant.
- Reports are to be dated and identified as either draft or adopted, as appropriate. Submittal of final reports shall be accompanied by the files, in their native format, that were used to generate graphics displayed in the reports.
- ArcGIS file geodatabase and GIS packages for all maps.

Project Budget

The final scope of services will be negotiated with the selected consultant. The total budget is expected to be between \$105,000 - \$115,000.

Proposed Project Timeline

It is expected that the project duration may be up to 12 months from the time a contract is awarded to the Consultant to the presentation of a draft Study for acceptance by Town Council. Proposals should include any recommended deviations from this approximate



timeline. Proposed timelines should include expected stakeholder/community engagement as well as consideration of time for Board and Council informational presentations or work sessions, whether throughout the project or upon completion of a full draft Study.

Issue RFP	July 6, 2021
Proposals Due	August 2, 2021
Evaluation of Proposals	August 3 – August 13, 2021
Interviews	August 23 – September 1, 2021
Contract Recommendation to Town Council	September 21, 2021
Project Kick-Off	October 2021

Submittal Requirements

Responses to this RFP shall include the information listed below:

1. Cover letter – including project consultant contact information

2. Qualifications:

- A description of the firm(s) with emphasis on work related to writing housing affordability studies or plans, or similar plans, for similar sized or rapidly growing communities.
- A description of three housing affordability studies or plans, or similar plans, recently completed in the past five years.
- A list of recent projects on which principal staff have worked and a description of their responsibilities.
- Three relevant work samples.

3. Statement of Project Approach - the approach to be used on this project, including the following information:

- Overall approach to the project.
- Scope of work.
- Project schedule.
- Project management.
- Innovative community engagement.

4. Management and Staffing

- Detailed outline of Consultant's management plan, including proposed staff, availability, and roles/responsibilities.
- If sub-consultants will be utilized, a detailed explanation of the responsibilities of each firm.

5. Project Budget

- Detailed and itemized project budget with a guaranteed maximum fixed price for all services provided. Total budget should, at a minimum be broken down by work phase, work product, and sub-consultant (if applicable). The Consultant's charge for



reimbursable expenses should be included.

6. Project references, with names and phone numbers of contact persons.

7. Consultant's expectations of the Town - a brief description of the services and tasks that the Consultant would expect the Town to provide.

Proposal Submittal Instructions

Proposals should be limited to a maximum of 25 pages (not including a cover page, table of contents, tab pages, or back cover). Proposals exceeding 25 pages may be removed from consideration. Appendices are not allowed and will not be reviewed with the exception of attached resumes. Examples may be provided via web links.

Submit one (1) electronic copy in PDF format of the proposal to the [Town's FTP site](#). Please email Sean Ryan, Senior Planner (sean.ryan@hollyspringsnc.gov) and Brent Quick, Purchasing Manager (brent.quick@hollyspringsnc.gov) to confirm the submittal.

All proposals must be received by 4:30pm [August 2, 2021](#).

Selection Process

Teams will be selected based on the provision of a full and complete submittal that demonstrates a track record of successful completion of comparable projects and that illustrates a commitment to a high-quality process and product. Inclusion of a dynamic and robust community and stakeholder engagement program is critical, as is a realistic and detailed project approach that clearly outlines a path for achieving the project goals within the proposed timeline and budget. Consideration will also be given for innovative or otherwise exceptional concepts and approaches. The following factors will be used in evaluating Consultant proposals and awarding of the contract:

1. Experience: 30%

- Qualifications of the firm to provide the requested services as outlined in the scope of work. This shall include any sub-consultants that may be part of the team, if applicable. Clear identification of the project manager and team personnel that will be assigned to the project. This section shall include the demonstrated project management and quality control methods employed by the team.
- Key personnel: Relevant past work experience and years with the firm. Does the proposed team have all the necessary experience?
- Understanding of Local Conditions: Demonstrated understanding of State legal constraints and local conditions.

2. Overall Proposal and Approach: 20%

- What distinguishes this proposal and team from the others? Has the proposal demonstrated exceptional creativity and willingness to innovate? Does the approach present a well thought out strategy that is likely to achieve the desired end product and completion of all specified tasks within a project budget and associated timeline? Are there innovative approaches to the project that reflect a unique and tailored approach for the Holly Springs Community?

3. Related Projects: 15%

- Similarity to Holly Springs in size, type, and key issues.



4. Stakeholder Engagement Plan: 15%

- Demonstrated experience and skills in meaningful public participation to ensure that the community's vision is included within the plan. Demonstrated experience working with a stakeholder/steering committee.

5. Clarity of Role and Level of Involvement of Town Staff: 10%

- Does the proposal indicate a clear role and level of commitment required from Town staff?

6. Responsiveness: 10%

- Does the submittal respond to all of the requirements included in the RFP?

Disclosures

Confidentiality

Responses to the RFP 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 Consulting firm 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, and will return the document after selection.

Equal Employment Opportunity

The Town of Holly Springs does not discriminate in administering any of its programs and activities. The consultant awarded the contract for work will be required to insure that no person shall be denied employment, fair treatment or be discriminated against on the basis of race, sex, religion, age, national origin, or disability.

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 as a result 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 expects to select a consulting firm from the proposals submitted, but reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in the best interest of the Town. A response to this RFP 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.



RFP Questions Contact Information

For additional questions, contact:

Sean Ryan, Senior Planner

Email: sean.ryan@hollyspringsnc.gov

Phone: (919) 557-2903

Development Services FTP [Click Here](#)

Full weblink to the FTP site:

<https://hollyspringsnc.sharefile.com/share/upload/r230963ae67e45179>



Holly Springs Housing Affordability Study

PROPOSAL

The Town of Holly Springs | August 2, 2021



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August 2, 2021

Sean Ryan
Senior Planner
Land Development, Town of Holly Springs
P.O. Box 8
Holly Springs, NC 27540
sean.ryan@hollyspringsnc.gov

Dear Mr. Ryan:

On behalf of HR&A Advisors, Inc. ("HR&A") I am pleased to present this proposal to produce a comprehensive, long-term Housing Affordability Study for the Town of Holly Springs that will allow the Town to understand and meet affordable housing needs for current and future residents. HR&A brings decades of experience analyzing housing markets and developing affordable housing strategies for cities across the country and for towns within rapidly-growing Wake County. We are an industry-leading economic development, real estate, and public policy consulting firm with a local office in Raleigh along with offices in Washington, DC, Los Angeles, Dallas, Atlanta, and New York. For over 40 years, we have provided solutions to the most complex urban redevelopment challenges, including strategies and financing tools to support equitable housing development throughout Wake County. We are uniquely positioned to develop innovative approaches to addressing Holly Springs' housing challenges based on local needs.

Wake County is facing challenges to housing its residents. Historically a relatively affordable market, it is becoming increasingly expensive as the region continues to grow. The second-largest county in the state behind Mecklenburg, Wake grew at a faster rate between 2010 and 2018 (16% compared to 15%). During this time, Holly Springs' population grew by over 50%, and the Town continues to attract new businesses, which will further drive growth. This large influx of new residents, particularly high-earning households, presents challenges to affordability for the Town's future. To address these issues, Wake County recently prepared an affordable housing plan, and towns within Wake County have sought to develop their own, complementary plans. Holly Springs has also undergone a recent comprehensive planning process during which the Town clearly articulated the goal of growing economic prosperity and diversity while mitigating displacement.

Our team has the expertise and understanding of local and statewide context required to partner with the Town to develop a strategy to create safe, quality, and affordable housing options across a broad range of incomes throughout the Town.

- ***Our Team has a long history of working in North Carolina and an extensive understanding of the housing markets and regulations.*** Our work developing and implementing housing strategies for Wake and Durham County gives us a deep understanding of the programs and regulations for affordable housing. This includes familiarity with the most recent Qualified Allocation Plan (QAP), legal limitations on inclusionary zoning, requirements for use assessment districts, and the process for discounted public land disposition for affordable housing. At the county level, our experience includes developing a long-term affordable housing plan for Wake County, creating a policy to prioritize the disposition of Wake County-owned properties for the development of affordable housing, and executing the implementation of Wake County's Affordable Housing Development Program, the county's gap financing loan program to support development of affordable housing projects that utilize low-income housing tax credits. Locally, we completed the Town of Cary and Town of Apex Affordable Housing Plans and are currently working with the Town of Wake Forest on a Housing Plan to define and plan for the housing needs of their community.

- ***Our Team has experience analyzing housing market conditions and developing affordability strategies at the regional, city, and neighborhood scale across the country.*** We have worked on housing plans and strategies and executed robust community engagement processes in large, fast-growing, predominately suburban metro markets across the Southeast, including Atlanta and Wake County. Our past work also includes the evaluation of housing markets to develop solutions in communities sized similarly to Holly Springs such as Apex, NC, Cary, NC, Buckhead, GA, Portsmouth, VA and Charlottesville, VA.
- ***Our Team excels at building consensus by bringing together the perspective of multiple stakeholders and supporting collaborative processes.*** Our Team brings deep expertise in working collaboratively with a broad range of stakeholders, including residents, local government officials, developers, investors, and others, to craft affordable housing policies. To develop a five-year strategic plan for Atlanta Habitat for Humanity, HR&A led a collaborative process, involving extensive engagement with the Board of Directors, community members, and other stakeholders. For the Wake County Long Term Affordable Housing Plan, we ran a 32-person steering committee of local stakeholders to identify priority housing needs and tools. Each of the 15 housing plans we have completed in the last four years has involved extensive public engagement using a range of approaches including digital engagement, workshops, open office hours, presentation series with existing community groups, and other approaches. In response to COVID-19 we developed new strategies for innovative community engagement by using trusted local “grasstops” leaders to help reach a broader audience and new technology to supplement direct engagement. Our firm knows how to build consensus among leaders, educate the public, and garner community support for challenging initiatives.
- ***Our Team brings a comprehensive approach grounded in local and national best practices in aligning public and private investment to bring about the greatest public benefit.*** All of HR&A’s recommendations are grounded in the principles of real estate economics. We fundamentally understand how to bridge the divide between private markets and public need to ensure that what we propose is not only viable, but equitable. We also look beyond traditional federal housing subsidy tools and consider how to best leverage limited public funding, where additional public, private, and philanthropic funding might be raised, and how the regulatory and land use authority of a local government can support affordability. We will work with the Town to develop a comprehensive approach to solving housing challenges using an optimal combination of public and private resources, existing and innovative land use policies, and leveraged programs.

HR&A chose to respond to this study because we believe we can build on our local experience to offer Holly Springs a robust set of resources to analyze its housing market and provide recommendations to develop the Town’s affordable housing initiatives. We hope you find our proposal compelling. If you have any questions, please do not hesitate to contact me at 202.903.0722 or pkash@hraadvisors.com.

Sincerely,



Phillip Kash
Partner
HR&A Advisors, Inc.

2. Qualifications

Firm Description

HR&A Advisors is a consulting firm with more than four decades of experience in economic development, real estate advisory, and public policy consulting. Our previous work in Wake County gives us a strong foundation to understand the broad trends that Holly Springs is facing in addition to the context of how the County and other towns in the Research Triangle, including Apex, Cary, and Wake Forest, are approaching affordable housing. Our work is guided by a commitment to social equity and analysis grounded in market realities, which will ensure that the recommendations for the Town of Holly Springs Housing Affordability Study are specific to Holly Springs' housing needs and aligned with the Town's affordable housing goals and priorities. While we will draw heavily on our Wake County experience, we will also bring lessons learned from affordable housing plans across the region, including in Charlottesville and Greensboro.

Recent Housing Plans



Wake County Affordable Housing Plan & Implementation

In 2017, HR&A led a multidisciplinary team to develop a long-term affordable housing plan on behalf of Wake County – the second fastest growing county in America. The county is currently facing a mounting housing crisis. HR&A identified strategies to preserve and produce affordable housing by leveraging existing public funding, generating new sources of public support, and revising land use regulations. To do so, HR&A reviewed existing affordable housing programs and policies, analyzed demographic and market conditions, performed a housing gap analysis, and conducted a financial feasibility analysis for affordable housing development. HR&A ran an extensive stakeholder engagement process that included a 35-member steering committee of local stakeholders representing different communities in Wake County. The plan provided Wake County an actionable roadmap to guide affordable housing efforts over the next 20 years.

Following the launch of the plan, HR&A continues to assist Wake County in the implementation of three goals from the strategy: (1) developing a gap financing program to support new multifamily affordable housing projects—including revising the County's current selection criteria for its existing rental production loan program and supporting staff to review project applications; (2) assessing the capacity of selected sites to accommodate permanent supportive housing development; and (3) developing a land disposition policy to guide the use and sale of County-owned properties in support of affordable housing, including analyzing legal restrictions and developing feasibility criteria to prioritize parcels best suited for direct development of on-site units.



Apex Affordable Housing Plan

On behalf of the Town of Apex, NC, HR&A developed an Affordable Housing Plan to help the Town support housing affordability while accommodating rapid population and home value growth. Throughout the process, HR&A worked closely with a Steering Committee comprised of service providers, engaged citizens, housing developers, and public officials. We developed a housing needs assessment and supplemented the data analysis with community engagement through digital surveys and one-on-one interviews to identify populations most impacted by housing issues in Apex. Informed by the stakeholder and community engagement, HR&A worked with the Town and Steering Committee to clarify Apex's vision and goals for affordable housing. Finally, HR&A drafted a set of recommendations to address Town staff capacity, public outreach and engagement, housing programs, and changes to the zoning code, including through an incentive zoning program. We also advised the Town on the potential allocation of the recently implemented Housing Trust Fund, including recommendations to contribute gap financing in collaboration with the County for affordable housing projects. Apex's Town Council voted unanimously to adopt the Affordable Housing Plan in February 2021.



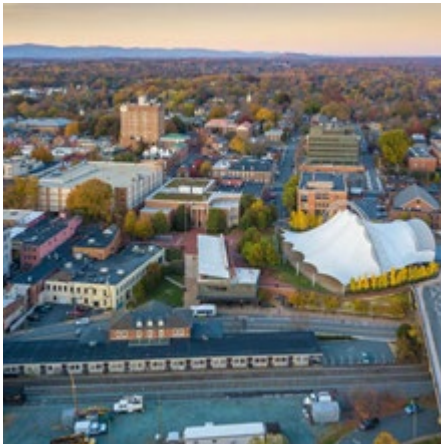
Cary Affordable Housing Strategy

HR&A developed a Housing Plan for the Town of Cary that provided a roadmap for the Town to implement the housing goals outlined in the Imagine Cary Community Plan, including to promote and preserve housing for a broad range of residents. HR&A analyzed existing conditions to understand the Town's current and future housing needs, and collaborated with Town staff, leadership, and a working group of local stakeholders to develop a Cary-specific approach to defining housing affordability and refining housing goals. Based on this work, HR&A developed recommendations to Cary's particular needs and produced an actionable Housing Plan.



Greensboro Affordable Housing Plan & Implementation

On behalf of the City of Greensboro, HR&A developed a Comprehensive Affordable Housing Strategy that focuses on: 1) the current need for affordable housing in the city, 2) how this need will shift into the future, 3) viable solutions going forward, and 4) the capacity to implement over 5- and 10-year horizons. HR&A conducted a market analysis of Greensboro's existing conditions, formed recommendations and strategies to guide the City's affordable housing efforts, and made recommendations for the re-structuring of the city's Neighborhood Development Department to efficiently carry out new and existing programs. This included redesigning their owner-occupied rehab programs and developing a partnership with the Community Foundation to establish a preservation fund. Formation of the Plan was accompanied by a robust engagement process with City Council members, municipal leaders and departments, neighborhood organizations, philanthropic organizations, non-profit service providers, and Greensboro residents.



Charlottesville Affordable Housing Strategy & Comprehensive Plan Update & Implementation

In coordination with an effort to update the City's Comprehensive Plan and rewrite sections of its zoning code led by Rhodeside Harwell, Inc., HR&A is in the process of developing an Affordable Housing Plan for the City of Charlottesville that centers racial equity and regional collaboration to guide the City's investments in affordable housing programs and policies, including designing their new inclusionary zoning process. HR&A engaged multiple stakeholder groups including a steering committee to understand key challenges and areas of opportunity to support a comprehensive approach to housing affordability in Charlottesville, review potential housing tools, and refine proposed strategies. A draft Affordable Housing Plan with recommendations to amend the City's land use policies, dedicate funding for affordable housing programs, and pursue additional policy changes to enhance racial equity and affordability in housing is currently in review by the City's leadership.



Stamford Housing Affordability Strategy

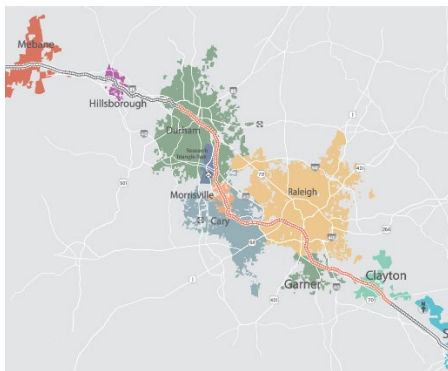
HR&A is developing a Housing Affordability Strategy for the City of Stamford, CT to actively address the potential economic, environmental and social equity impacts to the city's affordable housing needs. HR&A is reviewing existing programs, including their inclusionary zoning policy, to identify areas of improvement and strategies to expand the reach and impact of existing programs, as well as identifying new tools to help the City encourage more diverse housing types and preserve the existing stock of naturally occurring affordable housing. HR&A is providing tools and materials to empower community ambassadors to engage their communities on the challenges and opportunities that Stamford faces as well as gather community input on key priorities for the City's housing resources.



Downtown Durham Police Station Redevelopment Strategy

HR&A supported the City of Durham in advancing a feasible development program for the re-use of the current Durham Police Headquarters site at 505 W. Chapel Hill Street. In Fall of 2017, HR&A led a consultant team in developing scenarios for the re-use of the site, including financial analysis to understand anticipated revenues to the City, both from site disposition as well as on-going tax revenue. HR&A presented the design scenarios and their associated fiscal and economic impacts to Durham City Council in November, 2017.

HR&A then assisted the City in presenting updated materials, including a newly developed hybrid development scenario, to City Council. HR&A is now supporting the City of Durham in a new round of negotiations regarding the disposition of the site. HR&A is assisting the City in negotiating revised terms with its preferred development partner, the Fallon Company.



Triangle Commuter Rail Economic Impact Study

As part of a team led by STV, HR&A conducted a comprehensive analysis of the regional economic impacts of a proposed commuter rail system in the Research Triangle Region. The envisioned commuter rail system would extend 37 miles and connect jobs centers including Downtown Durham, Research Triangle Park, NC State University, and Downtown Raleigh. HR&A first conducted a real estate market analysis focused on projecting how the implementation of commuter rail will influence development dynamics in the Triangle Region generally and commuter rail project corridor specifically. HR&A subsequently used the REMI Policy Insight model to simulate the broader regional economic impacts of the implementation of the project. Categories of impacts HR&A analyzed included project construction and increased transit operations, resident and employee time savings and enhanced quality of life, and corridor TOD impacts and enhanced productivity owing to agglomeration economies. The findings of HR&A's economic impact study will provide critical information to decision-makers in the region as they determine next steps in advancing the project and pursuing federal funding opportunities.

Recent Projects by Principal Staff

See Appendix I: Resumes for a detailed description of recent project work by principal staff.

Work Samples

1. Wake County Affordable Housing Plan: <https://bit.ly/2P6LZUg>
2. Town of Apex Affordable Housing Plan: <https://bit.ly/2Ozihr>
3. Charlottesville Affordable Housing Plan: <https://bit.ly/396qUk7>

3. Statement of Project Approach

Overall Approach

Amidst rapid population growth, local and regional economic growth, and rising housing costs, the Town of Holly Springs needs a Housing Affordability Study to guide community- and people-focused housing solutions for residents and workers. Our approach includes rigorous data analysis supplemented by consistent stakeholder engagement throughout the process to identify market trends, housing need, local barriers to meeting housing need, and priorities for Town intervention. We will use an iterative process of drafting the Study and its included strategies, gathering feedback not only from the Town but also from those who are mostly likely to be impacted by the provision of affordable housing and housing programs. We are confident that this approach will yield well-informed, appropriate, and actionable results for the Town and its residents.

We anticipate a multi-pronged community and stakeholder engagement approach that will occur over the scoped ten-month period for the project through forums including a Steering Committee, Planning Board and Town Council updates, targeted stakeholder interviews, engagement by local grasstops leaders, and digital tools. Throughout this process, we will prioritize designing our engagement efforts to be inclusive of individuals who have often been left out of the decision-making process, including low-income communities, BIPOC (Black, Indigenous, and People of Color) individuals, non-English speaking individuals, users of affordable housing, youth, seniors, and Town workers who cannot afford to live in Holly Springs.

In response to COVID-19 and our experience that large community events are generally not effective for gathering feedback from those most impacted by housing instability, HR&A has developed an engagement approach that uses “grasstops” leaders—trusted local leaders who can engage their communities and gather feedback in existing forums, such as neighborhood groups, churches, or community centers. We will follow up with these stakeholders and community groups to gather feedback on preliminary recommendations, recognizing that those who deliver housing and housing programs and those who benefit from them are best equipped to understand the potential implementation challenges of recommendations that come out of the Study. This approach will ensure that the recommendations not only capture the greatest need but are also feasible in the local context.

We recommend the following scope of work:

Element 0: Project Kickoff and Project Schedule

HR&A anticipates completing this scope of work within 10 months of receiving notice to proceed. Phillip Kash, Partner in the D.C. office, will be directly responsible to the Town for all HR&A services. Christiana Whitcomb, Project Manager, will coordinate with the Town’s project management on a day-to-day basis. We will work with the Town during project kickoff to finalize the project timeline and establish clear expectations about weekly or bi-weekly check-ins, review periods for deliverables, and points of contact.

Month	1	2	3	4	5	6	7	8	9	10
ELEMENT 0: Project Kickoff										
ELEMENT 1: Market Analysis										
ELEMENT 2: Needs and Gap Analysis										
ELEMENT 3: Development of Housing Goals										
ELEMENT 4: Barriers Analysis										
ELEMENT 5: Policies, Strategies, and Recommendations										
ELEMENT 6: Policies and Strategies Evaluation										

Element 0.1 Housing Study Kickoff

Upon receiving notice to proceed, HR&A will hold a virtual kickoff meeting with the Town to confirm project goals and priorities and establish a clear timeline for the project. Additionally, we will work with the Town to finalize an approach to stakeholder engagement. HR&A will prepare a data request and a preliminary list of stakeholders to guide our early work. We expect to cover the following topics during the kickoff meeting, among others:

- Project goals and objectives
- Final project timeline
- Stakeholder and public engagement strategy
- Existing available local data to support the housing needs assessment
- Any coordination to date with Wake County on housing priorities and strategies
- Primary points of contact for each phase of the project

Following this kickoff, HR&A will finalize the engagement plan in coordination with the Town. To ensure ongoing project direction and alignment, HR&A will hold regularly scheduled bi-weekly team meetings with Town staff.

Element 0.2 Review of Existing Plans and Data

Both the Town and Wake County have established a strong basis from which to begin the affordable housing planning process in Holly Springs. HR&A will conduct a review of key Town documents to provide better context for stakeholder engagement and the housing needs assessment. Key documents will include but are not limited to: the Holly Springs community Plan, the 2017 Renaissance Plan for Downtown Holly Springs, the Holly Springs Town Council Strategic Plan, Vision Holly Springs Comprehensive Plan Section 1: Land Use & Character Plan, the Unified Development Ordinance (UDO), Holly Springs Housing Hub Website, the County's Open Data portal, the House Wake! Strategic Plan, and the Wake County Affordable Housing Plan. HR&A will work closely with the Town to identify appropriate documents for review and to understand the context of each document. Through our prior work in Wake County, we believe we understand the local context and will primarily focus our efforts on filling in the knowledge gaps that are specific to Holly Springs.

Element 1: Market Analysis

Concurrent with stakeholder engagement tasks outlined in Element 3, HR&A will conduct a market analysis. This quantitative analysis is meant to complement the qualitative information gained through stakeholder engagement and interviews with impacted individuals, both of which are needed to understand who is most impacted by affordable housing issues in Holly Springs and the nature and extent of that impact. Our analysis will focus on identifying the issues most pressing in Holly Springs. We will also draw on our understanding of county-wide trends in housing supply and demand to understand how they align or depart from the trends in Holly Spring.

Element 1.1 Housing Demand Analysis

Demographic Analysis

A thorough demographic analysis will inform which specific populations are in need of housing – both now and in the future – and where that housing is needed throughout the town. HR&A will provide a comprehensive analysis of local demographic data and trends over the past 10 years that are likely to impact the type of housing demanded by residents, using data from the American Community Survey (ACS) as well as other state and local data sources. This analysis will be used to communicate which types of households are growing or shrinking in Holly Springs, especially as it relates to income, race, ethnicity, family status, and education levels. These trends will identify what households are being served by the current housing market, who the housing market is leaving out, and likely future needs. Data trends that will be analyzed include: population and household change, income distribution by housing tenure, cost-burdened households, and other relevant data points.

Economic Analysis

As the Triangle region continues to experience economic growth, it is important to align available jobs with the type of housing desired by and affordable to workers filling those jobs. HR&A will work to understand where industry and income trends are currently, and how they are expected to change in the future. HR&A will conduct a high-level analysis of economic conditions in Holly Springs and update our understanding of the larger region to understand how trends in employment may continue to impact housing production and Holly Springs's need for affordably-priced housing for its workforce. We will conduct an analysis of employment growth, unemployment, and commuting patterns through data from the ACS, Longitudinal Employer-Household Dynamics, and the Bureau of Labor Statistics. This data will provide insight into the current incomes of households by race, ethnicity, family status, and education, how that aligns with current housing supply, and the type of housing needed to support the workforce.

Element 1.2 Housing Supply Analysis

Concurrently with the demographic and economic analysis, HR&A will create a detailed profile of rental and homeownership housing conditions in Holly Springs, both at the town level and within various identified submarkets. As part of this task, we will analyze development patterns, understand trends for subsidized and unsubsidized properties, and complete a census of existing subsidized affordable housing.

HR&A will analyze the current market-rate rental market using data sources including Census data, such as Public Use Microdata Samples (PUMS), Zillow, Redfin, Real Capital Analytics (RCA), CoStar, and others. This will allow us to investigate trends related to: age of housing stock; rent prices for new and existing development; shifting patterns in single-family vs. multifamily occupancy; vacancy rates; balance of inventory typologies; and pipeline of planned development. While local data on transactions is not required for this analysis, it will add useful depth to the analysis.

HR&A will also create a detailed profile of Holly Springs's homeownership market to identify obstacles impacting affordable homeownership. The team will assess trends in: mortgage lending and broker practices; home values over time; home pricing; sales pace and price; inventory types; age and condition of existing housing; and pipeline of planned development.

As a part of this work, HR&A will also conduct an inventory of naturally occurring affordable rental housing and evaluate the market pressures and redevelopment patterns that may be threatening naturally occurring affordable housing.

Element 1.3 Identification of Vulnerable Populations

Supplemented by the stakeholder engagement outlined in Element 3, we will also use data analysis to create profiles of vulnerable populations present in Holly Springs through interviews with service providers, data from the Raleigh/Wake Partnership to End Homelessness, and employment data for the lowest income individuals. Target populations include but are not limited to veterans, houseless individuals, people living with disabilities, and older adults hoping to age in place. HR&A will use these profiles to compare the current housing options available for such populations and identify where there are housing gaps. Such populations have particular housing needs that will differ from the majority of residents and special attention must be paid to ensure they can comfortably live within the Holly Springs community. HR&A will recommend strategies for meeting these particular needs as part of the broader Study.

Element 2: Needs & Gap Analysis

HR&A has cultivated a unique approach to project future housing gaps by income band at both the citywide and neighborhood levels. Drawing on the assessments completed in Element 1, HR&A will identify the current mismatch between the supply of housing and demand for that housing. Where need exceeds the supply at each income level, a gap in housing exists. For all income bands between 0% and 100% of AMI (e.g. 0% - 30%, 31% - 50%, etc.) we will identify current gaps in supply for both rental and homeownership housing and project how these may shift in the future based on the understanding of demographic, economic, and housing market trends established in prior tasks. This will include expected shifts in housing costs as well as the type of housing projected to experience increased demand based on size and income level. We will project for 20-years into the future with 5-year intervals, with the understanding that projections become less certain the farther into the future they are used.

To supplement the housing needs and gap analysis, we will use data from the U.S. Census Bureau and the ACS Public Use Microdata Sample (PUMS) to analyze the number of households considered to be "housing cost-burdened" and "extremely housing cost-burdened," as defined as households that spend more than 30% and 50% percent of their income on housing, respectively. HR&A will layer the housing cost burden analysis above with an analysis of how burden increases when cost of transportation is considered, and how this differs on a geographic basis through Holly Springs.

The needs and gap analysis will serve as the foundation for evaluating potential strategies to address and build consensus around Holly Springs's housing challenges and the appropriate solutions.

[Element 2 Deliverables: Presentation of Market Analysis and Needs and Gap Analysis](#)

Element 3: Development of Housing Goals

In order to help the Town develop a clear set of housing goals, HR&A will engage with members of Town staff, leadership (including the Town Council and Planning Board), community representatives, services providers, and other key stakeholders as identified in coordination with the Town in the Engagement Plan. Input from these stakeholders throughout the process will be important for establishing the direction of the Housing Affordability Study, understanding the needs and priorities of individuals and households who will benefit from increased access to affordable housing, and gaining buy-in from leadership and implementation partners. We propose a broad stakeholder engagement strategy that includes regular engagement with a steering committee, digital engagement, engagement materials for community deputies, targeted interviews with impacted individuals, and engagement with Town leadership at key points throughout the process.

Engagement Component	Purpose
Steering Committee	Gain guidance and feedback from local stakeholders throughout the project
Digital Engagement	Gather insights on community priorities and share findings broadly using digital tools
Stakeholder Interviews	Gain in-depth insights from community experts
Community Ambassadors and Small Group Presentations	Reach people in their communities to communicate findings and learn about people's experiences and housing priorities
Elected Leadership Engagement	Keep the Planning Board and Town Council informed, receive feedback, and build support for the Study.

Element 3.1 Steering Committee

Steering Committee

HR&A proposes forming a steering committee comprised of local service providers, affordable housing developers, and individuals who are likely to benefit from increased access to affordable housing. HR&A will work closely with the Town to identify individuals that are likely to understand the need for and implementation of affordable housing and related services in Holly Springs specifically. We suggest engaging with the working group 3-4 times throughout the process for the following purposes:

- To receive input on goals and priorities for the Study
- To gather feedback on findings from the market analysis and needs and gap analysis
- To establish guiding principles for the recommendations and prioritize a preliminary list of housing tools
- To gather feedback on the feasibility and potential implementation of the recommendations

Element 3.2 Digital Engagement

Carefully crafted digital engagement can help to gauge broader community priorities for affordable housing as well as gather information on the affordable housing issues that Holly Springs residents experience. HR&A will work with the Town to select the right digital engagement tools, either from tools that the Town already uses, or tools that we have used successfully on other engagements, such as publicinput.com. Digital engagement may include setting up a housing study website and email list, hosting a digital survey, using social media to educate and provide information, or hosting webinars on specific topics to help educate the public about housing in Holly Springs. Recognizing that

digital engagement is supplemental but not comprehensive, we will focus on making materials available to individuals without internet access through print mediums and other engagement tools described in this section. HR&A will work closely with the Town to determine which tools will be most beneficial in helping the Town achieve their engagement goals.

When possible, HR&A will synthesize and communicate findings from digital engagement as well as break down responses by respondent characteristics, such as renters vs. owners, housing security, different income brackets, age, and race. HR&A will present these findings to the stakeholder working group and Town leadership to help inform their perspective on the priorities and direction of the Study.

Element 3.3 Stakeholder Feedback

Targeted Interviews

We will supplement this broader community engagement with 10-12 targeted interviews with individuals who are impacted by affordable housing issues in Holly Springs. We will work with the stakeholder working group and other grass-tops community leaders to identify and help us connect with those individuals, who are crucial for building out a complete picture of housing need in Holly Springs. We will conduct those interviews over the phone or work with a local service provider to conduct those interviews as appropriate in each case.

Community Ambassadors

HR&A will also work with the Town and the stakeholder working group to identify community “deputies”, or grass-tops leaders (e.g. community ambassadors), that can engage their audiences on housing issues and housing priorities using materials that HR&A will prepare. We will work with the Town and the stakeholder working group to select the right format for the materials, but they could include short presentations, brochures, or videos, to name a few examples. These materials will also be publicly available online in a centralized web page for the Study planning process. HR&A will help prepare Town staff and community leaders to go out and share these materials in existing forums where community members already gather, for example neighborhood associations or industry groups, at the following points during the process:

- Identification of housing issues
- Identification of potential housing tools
- Preliminary recommendations

The purpose of the webpage and the materials is to provide information to Holly Springs residents about the affordable housing issues that community members face, to build understanding and capacity in the community between the Town and their constituents, and to build support for the recommendations.

Element 3.5 Engagement with Town Leadership

HR&A will engage with Town leadership throughout the project to provide information on the community engagement, market analysis findings, and needs and gap analysis, solicit feedback on need, priorities, and potential tools, and build support for the recommendations. We suggest engaging with Town leadership 2 times throughout the process for the following purposes:

- To provide an overview of the planning process and discuss the Town’s affordable housing goals
- To present the findings of the online survey and the market analysis and needs and gap analysis
- To present and gather feedback on a preliminary list of recommendations
- To present and build support for the draft recommendations

Once a revised draft of the full Study has been developed, HR&A will present the plan to Town Leadership, including Town Council and the Planning Board, and the stakeholder working group. Feedback received during these presentations will be incorporated in a final round of revisions to the Study.

Element 3 Deliverables: Public Engagement Summary, Interview Summary, Working Group and Town Leadership Presentations, Mixed Materials for Community Engagement

Element 4: Barriers Analysis

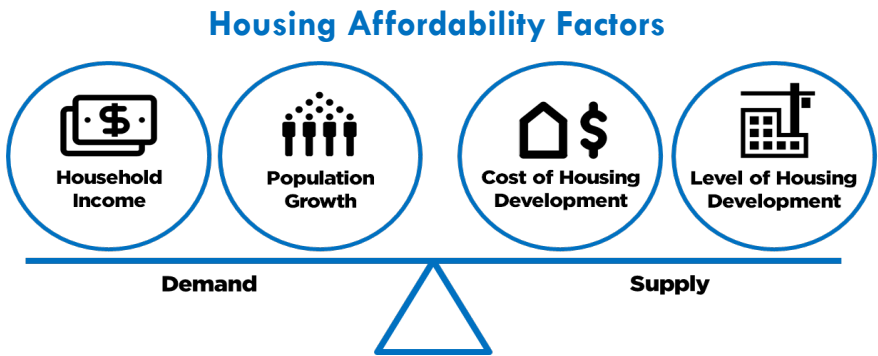
HR&A will use information about current housing policies and efforts and key housing needs in Holly Springs to identify barriers to housing development and to meeting critical housing needs in the Town.

Community Sentiment

Identifying community sentiment can be a challenging task as there are many ways of measuring community sentiment. We will rely on stakeholder interviews, online surveys, and other engagement identified in the Engagement Plan to analyze and describe community sentiment regarding potential barriers to increased affordable housing options.

Policies and Programs

To identify barriers, we will compare housing needs in Holly Springs with the impact of existing programs and policies – including land use and zoning regulations – taking into consideration market trends. By estimating how well housing needs are being met, we will be able to assess the appropriateness and effectiveness of existing housing provision efforts and identify remaining barriers. We will also draw on our regional expertise from communities such as the Town of Apex about common impediments to housing affordability in the Triangle, such as limitations from the divisions of power between the Town, the County and the State. Any barriers identified will be contextualized with limitations to the Town’s ability to influence housing affordability based on these dynamics.



Financial Barriers

HR&A will consider the potential financial gap associated with the development of different types of housing. Understanding the financial gap will help to determine the feasibility and structure of potential solutions to increase production. These types of housing may include subsidized housing, homeownership, and workforce housing. As part of this task, HR&A will develop a framework for understanding the factors that contribute to the cost of developing housing for three different housing product types, to be determined in consultation with Town staff. The framework will elucidate which income levels and housing types the market can serve and how local government policies can lower the cost of housing, including by leveraging federal, state, local, and private funding and investment opportunities.

Element 5: Policies, Strategies, & Recommendations

Holly Springs is a small town in a quickly growing region that must coordinate with both the County and the State to achieve its affordable housing goals. However, the Town of Holly Springs has control over certain tools, such as land use, the disposition of public land, and the ability to supplement the resources of local non-profits and the County, that position it to influence the housing market and the provision of affordable housing and housing programs. HR&A will identify the tools available for the Town to use and work closely with the Town and stakeholder working group to prioritize these tools based on the goals established in Element 3 and the findings of the market analysis and needs and gap analysis. We will then work iteratively with the Town and community stakeholders to draft recommendations and the Holly Springs Housing Affordability Study.

Element 5.1 Identify Housing Tools

Based on the housing needs identified in Element 2 and housing goals identified through Element 3, HR&A will identify a preliminary list of housing tools which Holly Springs may implement. These tools will primarily be in three areas: 1) land use and development regulation (such as by-right multifamily zoning and “soft density”, 2) tenants’ rights (such as right to counsel and foreclosure prevention counseling), and 3) public subsidy (such as gap financing and public land disposition). HR&A will focus on evaluating how each tool could be implemented and funded, the collaboration and partnerships necessary to implement them, legality in the State of North Carolina, and the impact they will have on Holly Springs’s housing market. Based on this analysis, and in coordination with Element 5.2, HR&A will work with the Town and stakeholder working group to refine the preliminary list to focus on priority tools.

Element 5.1.1 Housing Strategy Identification and Tools Recommendations

Based on findings Elements 1-4, HR&A will craft a housing strategy that addresses the barriers to meet Holly Springs’s housing needs, and the priority tools and appropriate strategies to provide solutions in the areas of:

- **Land Use and Regulation:** The team will specifically evaluate land-use and regulatory tools to encourage mixed-income development.
- **Tenants’ Rights:** We understand Holly Springs’s legal limitations for expanding tenants’ rights as dictated through the State, but we will evaluate potential tools for protecting tenants’ and homeowners’ rights already in existence. Examples of such tools include homeownership and foreclosure counseling and legal aid. The framework will elucidate which income levels and housing types the market can serve and how local government policies can lower the cost of housing.
- **Financing Mechanisms:** The HR&A team will analyze both traditional and non-traditional funding sources and partnerships and provide recommendations for better alignment of current funding and public housing strategy, as well as new potential funding sources and programs. We will provide recommendations for strategic partnerships the city can forge and nurture to work towards common goals. These financing mechanisms will build on existing tools used by the city, state, and philanthropies active in the Holly Springs.
- **Infrastructure and Amenity Investments:** The HR&A team will also identify key examples that should also be considered as part of an overall housing strategy based on factors such as investments in transportation infrastructure, parks and open space, and other community uses or investments in public facilities that serve needed areas of Holly Springs.

Our team will work with the Steering Committee to identify a set of housing tools and strategies that are a priority to advance, with a focus on those that can be implemented to address pressing issues in the city. Drawing upon extensive experience devising creative solutions to address housing challenges across the country in Charlottesville,

VA, Memphis, TN, El Paso, TX New Orleans, LA; Apex, NC and Wake County, NC among others, the HR&A team will identify precedent housing solution from cities that are comparable to Holly Springs in observable characteristics such as size, density, demographics, and economic conditions to ensure scalability and applicability. Best practices will be shared and determined with City input. Our team will also identify partnerships necessary to implement policies and programs effectively.

Element 5.2 Strategy Development

HR&A will work closely and iteratively with the Town and community partners to develop a set of preliminary, and then refined, strategies using the prioritized housing tools to address the housing needs identified in Element 2 and the goals established in Element 3. Our goal is to build on the community engagement to develop a set of strategies based on feedback from the Steering Committee, stakeholder interviews, community ambassadors, and small group presentations, in conversation with the results of the market analysis and needs and gap analysis. After drafting these strategies, we will present these to the Steering Committee and other stakeholders to confirm we heard their priorities correctly. Each strategy will contain a set of related initiatives that stakeholders in the region can undertake in the near-, intermediate-, and long-term.

Element 5.3 Iterative Housing Affordability Study Development

HR&A will produce a comprehensive report that clearly defines Holly Springs's vision and goals for affordable housing and includes the findings and recommendations described in Elements 1-5 and the Evaluation to be described in Element 6. Iterative drafting of the Town of Holly Springs Housing Affordability Study, with opportunities for input from Town staff and Town leadership, will build a sense of ownership and support for the Study from those who will be responsible for implementing it. The final Study will identify resources available to support implementation of the recommended strategies and an action plan to guide the implementation of recommended policies and tools.

HR&A will draft the document, as well as an executive summary or other materials to communicate the study priorities to the public, including community members, developers, and property owners. If desired by the Town, HR&A will discuss the potential for working with a graphic designer to draft visually compelling documents.

Element 5 Deliverables: (ii) Draft, revised, and final Holly Spring Housing Affordability Study, Executive Summary, and presentations

Element 6: Policies & Strategies Evaluation

Following the identification of strategies and initiatives, HR&A will develop a set of metrics and milestones for each strategy to guide implementation. The use of these metrics and milestones will enable stakeholders to evaluate strategy effectiveness and identify refinements to improve effectiveness over time. We will identify key metrics to track through the goals and priorities identified during stakeholder engagement and will develop guides for compiling, tracking, and updating those metrics.

Sample metrics to track may include:

- Affordable apartments added by AMI level
- Rent burden by tenure and income
- Inventory of naturally occurring affordable housing

Element 6 Deliverables: Guide on compiling, tracking, and updating the metrics, recommendations on best practices for communicating updates

4. Management and Staffing

The HR&A team will include a talented group of housing professionals. **Phillip Kash**, a partner at HR&A in the Washington D.C. office, is the head of HR&A's affordable housing practice and has advised on the development of housing strategies, programs, loan funds, and complex transactions across the Southeast and the country. Locally, Phillip was the Partner-In-Charge for the Wake County Affordable Housing Plan, the Wake County COVID-19 Housing Response, the Wake County Acquisition and Preservation Fund, the Town of Cary Affordable Housing Study, and the Town of Apex Affordable Housing Plan. Phillip is responsible for managing the overall direction of the project and for all final deliverables. **Christiana Whitcomb**, a

Senior Analyst, will provide project management support and serve as the primary day-to-day contact. Christiana is currently managing the Wake Forest Affordable Housing Plan and will draw on her experience managing housing plans and studies across the country in Stamford, CT, Rochester, NY, Pittsburgh, PA, and Gainesville, FL. Christiana also led the analysis and community engagement for the Town of Apex Affordable Housing Plan. **Austin Amandolia**, a Senior Analyst in the Raleigh office, will be the lead analyst on the project. **Jenna Fitzpatrick**, an Analyst in the Los Angeles office, will also provide analytical support and will draw on her affordable housing and real estate experience in California and across the country.



5. Project Budget

HR&A proposes a budget of \$115,000. The fee will be billed by task based on the percent of work completed, as indicated below.

Tasks	Total Budget
TASK 1: PROJECT KICKOFF	\$7,000
1.1 Project Kickoff	\$3,500
1.2 Review of Existing Plans and Data	\$3,500
ELEMENT 1: MARKET ANALYSIS	\$15,500
1.1 Housing Demand Analysis	\$5,500
1.2 Housing Supply Analysis	\$5,500
1.3 Identification of Vulnerable Populations	\$4,500
ELEMENT 2: NEEDS & GAP ANALYSIS	\$9,000
2.1 Needs & Gap Analysis	\$9,000
ELEMENT 3: DEVELOPMENT OF HOUSING GOALS	\$28,500
3.1 Digital Engagement	\$4,500
3.2 Stakeholder Feedback	\$13,000
3.3 Engagement with Town Leadership	\$11,000
ELEMENT 4: BARRIERS ANALYSIS	\$11,000
4.1 Barriers Analysis	\$11,000
TASK 5: POLICIES, STRATEGIES & RECOMMENDATIONS	\$37,000
5.1 Identify Housing Tools	\$8,000
5.2 Strategy Development	\$14,500
5.3 Iterative Final Study Development	\$14,500
ELEMENT 6: POLICIES & STRATEGIES EVALUATION	\$7,000
6.1 Evaluation Metrics and Milestones	\$7,000
Total Fees	\$115,000

The following reimbursable expenses will be billed for any travel related to the project:

Expense Assumptions (per person)	Partner	Senior Analyst	Analyst
Flight, roundtrip	\$400	\$400	\$400
Train, roundtrip	\$200	\$200	\$200
Hotel/day	\$200	\$200	\$200
Car/day	\$100	\$100	\$100
Per Diem	\$1,520	\$960	\$760

6. Project References

1. Lorena McDowell

Wake County Affordable Housing Plan (see Qualifications)
Wake County Dept. of Housing Affordability and Community Revitalization
337 S. Salisbury Street
Raleigh, NC 27601
(919) 856-6160

2. Morgan Mansa, Intergovernmental Affairs Liaison

Town of Cary Affordable Housing Study (see Qualifications)
Town of Cary
316 North Academy Street
Cary, NC 27513
(919) 653-7153

3. Alex Ikefuna, Neighborhood Services Director

Charlottesville Affordable Housing Strategy (see Qualifications)
City of Charlottesville
PO Box 911
Charlottesville, VA 22902
ikefuna@charlottesville.gov

7. Expectations of the Town

The Town can expect to contribute in the following ways during each project element:

Element 0: Project Kickoff and Project Schedule

- Participate in kickoff meeting
- Coordinate with consultants on final engagement plan
- Gather data and materials based on data request
- Provide input on preliminary stakeholder list for the steering committee

Element 1: Market Analysis

- Provide feedback on preliminary market analysis findings

Element 2: Needs & Gap Analysis

- Provide feedback on draft analysis

Element 3: Development of Housing Goals

- Schedule steering committee meetings
- Manage general communications with steering committee members
- Help initiate communication between HR&A and grassstops leaders, local service providers, and others that can help connect us to impacted individuals.
- Organize meetings with Town Leadership

Element 4: Barriers Analysis

- Provide input and feedback on local barriers to address housing need

Element 5: Policies, Strategies, & Recommendations

- Provide feedback on draft tools
- Collaborate with stakeholder working group to identify priority tools
- Provide feedback on preliminary strategies
- Provide feedback on draft comprehensive report
- Help facilitate feedback from the steering committee and Town leadership on draft comprehensive report

Element 6: Policies & Strategies Evaluation

- Provide feedback on draft implementation roadmap and metrics

Appendix I. Resumes



PHILLIP KASH

PARTNER

EDUCATION

University of North Carolina
At Chapel Hill
Master of City and Regional
Planning
2008

University of North Carolina
At Chapel Hill
Bachelor of Arts
Economics
2005

WORK EXPERIENCE

HR&A Advisors, Inc.
Partner
2018 – Present

HR&A Advisors, Inc.
Principal
2015 – 2017

Enterprise Community
Partners
Director
2014 – 2015

Enterprise Community
Partners
Senior Program Director
2013 – 2014

Enterprise Community
Partners
Program Director
2010 – 2013

Phillip Kash leads engagements on affordable housing, strategic planning and resilient disaster recovery. He has over a decade of experience designing and implementing programs and real estate development project that draw together public, private and philanthropic stakeholders to address pressing community needs.

Wake County Long-term Affordable Housing Plan

Led a team to develop a long-term Affordable Housing Plan on behalf of Wake County. Reviewed existing affordable housing programs, analyzed demographic and market conditions, and performed a housing gap analysis and a financial feasibility analysis for affordable housing development. Formulated a set of strategies and initiatives to address Wake County's affordable housing needs. Translated affordable housing need findings from a strategy and initiative recommendations into a comprehensive plan for Wake County's affordable housing efforts over the next 20 years.

Wake County Affordable Multifamily Housing Loan Program

Developing a loan program to create or preserve affordable multifamily housing. The loan program will deploy \$10 million in local and federal funding annually as gap financing to leverage private, public and philanthropic funding. As part of the development of the loan program, establishing underwriting standards and loan terms, along with a program manual to guide Wake County staff on the operation of the loan program.

Greensboro Affordable Housing Plan

Currently working with the City of Greensboro, North Carolina to create a Comprehensive Affordable Housing Strategy that focuses on: 1) the current need for affordable housing in the city, 2) how this need will shift into the future, 3) viable solutions going forward, and 4) the capacity to implement over the 5- and 10-year horizons. Conducting an analysis of Greensboro's existing conditions, forming recommendations and strategies to guide the City's affordable housing efforts, and making recommendations for re-structuring of the city's Neighborhood Development Department to efficiently carry out new and existing programs. Formation of the Plan will be accompanied by a robust engagement process with steering committee members, stakeholders, and the public.

Cary, North Carolina Housing Plan

Worked with the Town of Cary, North Carolina on the development of a housing plan to implement the vision of the Town's 2017 Imagine Cary Community Plan. Identified stressors and key challenges in the Town's housing market and identified

land use tools and funding sources to promote development that aligns with the Town's vision and meets the needs of all residents.

Enterprise Community
Partners
Program Officer
2009 – 2010

Enterprise Community
Partners
Freddie Mac Fellow
2008 – 2009

Center for Community
Capital
Research Assistant
2007 – 2008

Client Relationship Specialist
Vanguard Financial
2006

English Teacher
Xi'an, China
2005 – 2006

Apex, North Carolina Affordable Housing Plan

Supported the Town of Apex, North Carolina on the development of an affordable housing plan. Conducted a housing needs assessment to understand populations served and not served by Apex's housing market. Designed and led an engagement process that included public engagement through surveys, focus groups and interviews, online materials, mailers, and public webinars, as well as working closely with a steering committee of local stakeholders. Following the needs assessment, developed recommendations for Apex to address its housing needs and enhance affordability, including opportunities to collaborate with County-level affordable housing programs. Developed a public-facing plan that explained each recommended tool and its potential impacts for Apex, as well as an implementation memo for Apex staff. The final plan was adopted by Apex's Town Council in a unanimous vote in early 2021.

Detroit Long-Term Affordability Feasibility Study and Plan

Leading a multi-disciplinary team to develop models that leverage publicly owned land to create and preserve long-term housing affordability. Leading the Team in exploring the viability of different models by evaluating existing market conditions and housing typologies, local and national precedent models, financial feasibility, legal considerations, and local capacity for implementation. Supporting business operations planning for a preferred model, which will identify the steps that the City, funders, and partners will need to take to implement the identified long-term affordability strategy.

Charlottesville Comprehensive Plan Update and Affordable Housing Strategy

Leading development of affordable housing plan for the City of Charlottesville, VA, as part of the city's comprehensive plan update. Working with RHL and Brick&Story, engaged extensively with local residents, nonprofit service providers, developers, City staff, elected officials, and other stakeholders to identify housing needs and solutions. Creating public-facing housing plan with phased strategy to implement housing tools, spanning land use tools (including soft density by-right development, ADU development, and inclusionary zoning), subsidy tools (including both rental and homeowner subsidies), and tenants' rights tools. Housing plan recommendations will be incorporated into zoning rewrite and comprehensive plan update, facilitated by partner firm Code Studio.

Montgomery County Housing Needs Assessment, MD

On behalf of the Montgomery County Planning Department, assessed the County's current and future housing needs in support of the County's Thrive Montgomery 2050 general plan update. HR&A analyzed demographic, economic, and housing market conditions, both benchmarking the county to its regional context and examining intra-county submarket trends. Identified and quantified the county's housing needs, understood as not only the overall supply of housing required to accommodate county growth, but also the tenure, affordability, and types of housing required. Drew a clear narrative around the nature, extent, and underlying drivers of the county's housing supply gap for different income levels. Presented findings to guide the County's comprehensive planning decisions.

Housing Policy and Affordability Calculator: Seattle, Portland, Charlotte

Created an interactive and user-friendly webtool that supports policy conversations by illustrating the tradeoffs between housing affordability and other public goals,

evaluating policies such as density requirements, height restrictions, and single-family upzoning. Interviewed numerous local developers, policymakers, and academic economists to develop sound assumptions and methodologies. Designed the underlying financial and economic models for the calculator that quantifies the impact of local policies on housing affordability and availability. Assisted with rollout and oversaw iterations of feedback, test runs, and edits. Drafted a public-facing white paper detailing the existing literature, project methodology, and key findings.

Sandy Springs Housing Needs Assessment, GA

On behalf of the City of Sandy Springs, assessed their current and future housing needs in support of an anticipated housing plan. Analyzed demographic, economic, and housing market conditions to understand the scale and severity of broader housing issues. Drew a clear narrative around the drivers of the City's housing supply gap for different income levels and identified and quantified the type of housing required to accommodate planned growth. The assessment concluded by framing the existing multifamily housing stock as a resource critical for continued economic development of the City and identified the production of multifamily and attached or small-lot single-family product as a crucial step in mitigating displacement. The findings of this study were presented to the City Council in November 2020 and will be used to guide the City's forthcoming housing strategy.

Detroit Long-Term Affordability Feasibility Study and Plan, MI

Leading a multi-disciplinary team to develop models that leverage publicly owned land to create and preserve long-term housing affordability. Leading the Team in exploring the viability of different models by evaluating existing market conditions and housing typologies, local and national precedent models, financial feasibility, legal considerations, and local capacity for implementation. Supporting business operations planning for a preferred model, which will identify the steps that the City, funders, and partners will need to take to implement the identified long-term affordability strategy.



CHRISTIANA WHITCOMB

SENIOR ANALYST

EDUCATION

University of
California, Berkeley
Master of City and
Regional Planning,
Graduate Certificate in
Real Estate
2016-2018

Bowdoin College
Bachelor of Arts,
Government and Law
Bachelor of Arts, Visual
Arts
2010-2014

WORK EXPERIENCE

HR&A Advisors, Inc.
Senior Analyst
2020 - Present

UrbanSim Inc.
Manager of Planning and
Real Estate Analysis
2017 - 2019

Panoramic Interests
Graduate Intern
2017

PricewaterhouseCoopers LLP
Financial Markets, Structured
Products, and Real Estate
Associate
2015 - 2016

Christiana Whitcomb provides project management support for HR&A's housing, real estate, and economic development projects. Christiana started her career in real estate consulting and gained a specialty in housing and land use economics at the University of California, Berkeley's College of Environmental Design. Christiana engages in housing and real estate projects across the country, including affordable housing plans, housing trust funds, and analysis of the impacts of land use, tenant's rights, and environmental policy on building owners and tenants.

Affordable Housing Plan for Wake Forest, NC

On behalf of the Town of Wake Forest, currently leading the Affordable Housing Plan planning process. Managing the housing needs assessment, engagement with local stakeholders, including through digital engagement and group meetings, and the development of housing tools recommendations. Using innovative data analysis to analyze displacement risk from mobile home park and heirs' property redevelopment. Managing a steering committee of 12 local stakeholders, who provide input and feedback throughout the process.

Affordable Housing Plan for Apex, NC

On behalf of the Town of Apex, provided analytical and project management support for a new affordable housing plan. Engaged with local stakeholders and community members to determine affordable housing needs and priorities. Used market and real estate financial analysis to determine existing conditions and future and projected housing needs in Apex. Analyzed the state level policies and requirements for Low Income Housing Tax Credit developments. Worked with a steering committee to identify feasible and desirable housing policies and drafted a Plan that was adopted by Town Council in 2021.

Affordable Housing Strategy for Stamford, CT

Managing the Affordable Housing Action and Implementation Plan for the City of Stamford, Connecticut to actively address the potential economic, environmental and social equity impacts to the city's affordable housing needs. Conducting a housing needs assessment to identify demographic trends and the gap in housing supply, particularly for a growing renting population. Assessing the efficacy of the existing below market rate program in achieving the City's affordable housing goals. Engaging with a local advisory committee to identify housing priorities and guiding principles to inform the strategy.

Bylaws and Governance for the Housing Opportunity Fund in Pittsburgh

Drafted a set of bylaws for the Housing Opportunity Fund Advisory Board. Worked with the Urban Redevelopment Authority to clarify roles and responsibilities of the City and the Board. Interviewed existing and former Board members to understand issues with Board administration and governance, conflicts of interest, and

responsibilities. Wrote a set of bylaws to offer that addressed these issues and set standards for the Board to run a deliberate process.

Indiana State Housing Study

Leading the development of a state-wide housing dashboard for the Indiana Housing and Community Development Agency. Working closely with a stakeholder working group to design a cloud-based platform to display the results of a state-wide housing needs assessment to assess housing need and inventory on a county-by-county basis.

City of Rochester Housing Trust Fund Planning and Design Services

Managing a housing needs assessment to inform the potential activities and target populations to be served by the housing trust fund (HTF); a revenue study to assess and recommend the best potential sources to sustainably and adequately fund an HTF; research and analysis to develop a formal HTF proposal with recommendations for effective programs, governance, and administration of a local HTF; and community and stakeholder engagement to inform HTF planning and development.

Gainesville, Florida Zoning Review and Inclusionary Zoning Study

Reviewing the current land development code and zoning to identify existing exclusionary policies that may need to be revised to foster affordable and mixed-income development. Will draft a series of policy briefs that explore a range of policies that achieve affordable housing goals, and will assist the City's leaders in ideation, discussion, and decision-making as they move toward adoption of the Comprehensive Plan and new policies to incentivize affordable housing development. Analyzing the feasibility of an inclusionary zoning policy based on current market conditions, State regulatory constraints, and development patterns.

New York City Emissions Trading Financial Impact Analysis

Leading the building-level analysis of the financial impacts of carbon trading scenarios on residential building owners in New York City, including for affordable and rent regulated housing. Designed a pro forma model incorporating 200 multifamily building typologies in New York City. Analyzing the potential behaviors of building owners in response to New York City's Local Law 97 and the potential carbon trading marketplace scenarios. Running sensitivities to understand how building owners may respond to potential incentives to minimize potential impacts on tenants.

Just Cause Eviction Policy Analysis for New York

Completed financial modeling and market research to assess the impacts of a proposed Just Cause Eviction law in New York City. Assessed New York City's regulated and non-regulated housing landscape and produced a series of pro formas to help demonstrate the impact on existing and proposed developments of the legislation. Incorporated proposed changes to New York City's 421-a tax abatement program for affordable housing development.

Up for Growth Housing Calculator Expansion in Austin, TX

On behalf of Up for Growth, a non-profit housing advocacy group, help manage the design, testing, and execution of the software development process for the Housing Calculator, a cloud platform that helps communicate the impacts of land use and housing policy on housing development feasibility. Worked with the client and software engineers to ensure that the platform meets client specifications.



JENNA FITZPATRICK

ANALYST

EDUCATION

University of Southern California
B.S., GeoDesign, Dornsife College of Letters Arts and Sciences, Price School of Public Policy, and USC School of Architecture
Minor in Real Estate Finance, Marshall School of Business
2015-2019

WORK EXPERIENCE

HR&A Advisors, Inc.
Analyst
2021-Present

HR&A Advisors, Inc.
Research Analyst
2019-2020

University of Southern California, Spatial Sciences Institute
Lead Researcher
2018-2019

Retail Design Collaborative/Studio One Eleven
Design Intern
2019-2019

City of Los Angeles
GIS/Data Analysis Intern
2017

As an analyst in HR&A's Los Angeles office, Jenna provides research and analytical support for a variety of real estate, municipal planning, and economic development projects. Prior to joining HR&A, Jenna worked for a consortium of USC's Spatial Sciences Institute, Studio One Eleven, and Los Angeles Neighborhood Initiative to identify and analyze potential sites in LA County for affordable housing and open space joint development for the Los Angeles Regional Open Space and Housing Collaborative. Jenna received a Bachelor of Science in GeoDesign with a minor in Real Estate Finance from the University of Southern California.

California State University Systemwide Expansion Assessment

On behalf of the California State University ("CSU") Chancellor's Office, HR&A Advisors co-lead a team with HoK to develop an evaluation framework for requests from five jurisdictions and associated civic leaders to open new CSU campus or expand an existing off-campus center. HR&A first evaluated long-term enrollment demand and workforce/occupational needs across the State and within the subregions where new campuses are being requested. Subsequently, in coordination with HoK and several other subconsultants, HR&A evaluated potential sites within each of the five municipalities and assessed potential for public funding/financing of land acquisition, infrastructure and capital construction. Based on enrollment, workforce, site selection, and academic program findings, Jenna benchmarked operational sources and uses, and worked with HoK to develop an evaluation framework to assess the feasibility of opening a new campus in each of the five locations, or potentially allocating resources to support the expansion of an existing campus. The team delivered a final report to the State Department of Finance in early July, 2020.

City of Montclair General Plan Update

On behalf of the City of Montclair ("City"), as part of a multi-disciplinary team led by Rangwala Associates, HR&A prepared the Economic Development Element of City's General Plan update and provided support for the creation of the Arrow Highway Mixed-use District ("AHMUD") Specific Plan. HR&A conducted a socioeconomic and real estate market scan, focusing on both the City as a whole as well as the AHMUD Specific Plan Area, to understand the potential market support for new retail, industrial, office, multi-family and hospitality uses over a 20-year horizon. Based on key findings from this task and in collaboration with the City and its stakeholders, HR&A identified key opportunities for supporting the long-term economic growth and revitalization of the City, as well as key tools and strategies that the City can deploy to pursue those opportunities. Jenna also developed a customized fiscal cost and revenue driver's analysis calculator, which was provided to the City as a tool for assessing the net fiscal impact of new development projects. The calculator estimates revenues and costs generated from development, by land use, using fiscal and market assumptions based on HR&A's analysis and research.

LA Metro Joint Development Affordable Housing Policy

HR&A is assisting Los Angeles County Metropolitan Transportation Authority (LA Metro) as they reevaluate joint development policies. Metro's goal is to spur more meaningful affordable housing development, in response to Los Angeles' affordable housing crisis, without imposing requirements that would undermine its ability to thoughtfully develop its property or circumvent its community-focused development approach across the vast geography that LA Metro covers. Jenna helped perform a review of current joint development policies and ongoing joint development projects and identified a set of key policies for further financial analysis including level of affordability, percent of units per site, land value discounts, etc. Jenna also helped to develop an interactive and flexible affordable housing calculator to evaluate and test development feasibility and the impact of affordable housing policies across LA County's submarkets based on a generalized set of inputs for construction costs, and required rates of return calculated from third-party databases. By narrowing down the parameters across the many variables impacting development viability, this tool solves for project feasibility in each of Metro's unique submarkets. Ultimately, the calculator determines feasibility of each pipeline project given market rents in the submarket, as well as toggles to change the relevant policy parameters, allowing Metro to prioritize sites for development and select interventions for their joint development policy update.

Santa Monica Affordable Housing Policy Production Program

For the City of Santa Monica, Jenna helped study market conditions along several main corridors outside of downtown, which informed a real estate financial analyses in support of City of Santa Monica Housing Element updates. Jenna also helped test the financial feasibility of elevated affordable housing requirements for private mixed-use developments on Santa Monica's primary commercial boulevards outside the Downtown area, along with minimum density with affordable requirements on selected multi-family sites to support possible Zoning Code changes.

Los Angeles County Affordable Housing Development and Preservation Support

HR&A supported the Los Angeles County ("County") Chief Executive Office ("CEO") in the creation of a comprehensive strategy to acquire land and buildings for the development and/or preservation of affordable housing in the County. The County Board of Supervisors, one of the most powerful groups of elected officials nationwide, allocated \$21 million to an Affordable Housing Acquisition Fund in 2019 and 2020. HR&A advised the CEO on the strategic deployment of these acquisition funds to address the County's ongoing housing affordability crisis. With the goal to identify properties that present opportunity for a meaningful scale of affordable housing development or preservation, Jenna worked with the CEO to determine a set of priority criteria for parcel selection, including unit cost, displacement risk, transit adjacency, density to value ratio, which guided Jenna's GIS analysis of a countywide data set of 2.5 million parcels and narrowed down to a shortlist of sixteen underutilized parcels suitable for acquisition and subsequent development or conversion for affordable housing.



AUSTIN AMANDOLIA

ANALYST, HE/HIM

EDUCATION

University of North Carolina
at Chapel Hill
Master of City and Regional
Planning
2019 – 2021

Berry College
Bachelor of Science, Physics,
Minor in Math
2013 – 2017

WORK EXPERIENCE

HR&A Advisors, Inc.
Analyst
2021 – Present

NCGrowth-SmartUp
Analyst
2020 – 2021

Broughton Consulting, LLC
Associate
2019 – 2021

UNC-Chapel Hill
Research Assistant
2019 – 2021

Austin Amandolia is an Analyst based in HR&A's North Carolina office, where he provides research and analytical support for HR&A's affordable housing, real estate, innovation district, and economic development projects. Austin has a background in economic and workforce development as well as new urban data analytics. Prior to joining HR&A, he worked as an Analyst with NCGrowth, and EDA-affiliated organization that provides economic development strategic advice to rural North Carolina municipalities and counties. He also worked with a start-up non-profit organization, the North Carolina Employee Ownership Center, with the mission of increasing the number of employee-owned companies in the state. Austin is also involved in local planning efforts, serving as the Vice Chair of the Durham Planning Commission.

Housing Plan for Memphis, Tennessee

Supporting the development of a housing plan for the City of Memphis and Shelby County that will direct their future housing policies, including strategies for promoting increased housing choices, particularly affordable housing options. Using census data, developed an overview of the housing demand, supply, and housing gaps in Shelby County and key sub-geographies. Communicated research findings through charts, maps, and concise language. Next phases of work will include assessing existing housing programs and developing new policies, tools, and programs that the City and County can implement to increase the production of affordable housing.

Inclusionary Zoning Feasibility Assessment for Baltimore, Maryland

Reviewed and analyzed Baltimore's inclusionary zoning policy to identify opportunities to improve efficacy of the policy and increase the number affordable housing units produced. Conducted market research to understand regional dynamics, including construction costs and typical rental and for-sale pricing in the Baltimore market. Evaluated financial feasibility of representative development scenarios. For each scenario, layered in a series of affordability requirements and corresponding development incentives to understand the impact to development feasibility and overall housing production. Analysis will be used to improve the current policy to support more affordable housing development in Baltimore.

Innovation District Action Plan for the Golden Triangle Business Improvement District

Implemented HR&A's tech ecosystem methodology to identify prominent tech sectors in the Golden Triangle district immediately west of the White House. Conducting stakeholder outreach and focus groups to develop a robust qualitative understanding of the energy around building an innovation district in the Golden Triangle. Identifying gaps in workforce development pipelines to identify avenues for connecting people to training opportunities for tech and tech-related jobs.

PREVIOUS WORK

Analyst, NCGrowth-SmartUp

Provided economic development research and consulting services for rural municipalities, counties, and non-profit organizations throughout North Carolina. Projects included downtown development plans, economic resilience plan, an ecotourism strategy, and a feasibility assessment for a farm incubator. Served communities such as Surf City, Bertie County, Norwood, and the Village Marvin.

Associate, Broughton Consulting, LLC.

Assisted in the founding and development of a start-up non-profit organization, the North Carolina Employee Ownership Center (NCEOC), whose mission is to expand the number of employee-owned companies in the state of North Carolina, with a particular focus on expanding employee ownership with BIPOC companies as a wealth building and business retention strategy. Supported all aspects of the organization, including board development, fundraising efforts, strategic planning, website management, social media strategy, and systems management.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

New Business

Title: Interlocal Agreement (ILA) with the City of Sanford for a Joint Water Treatment Plant Engineering Design (TP 20-010)

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

Staff Resource: Rachel Ingham, Utilities and Infrastructure, Kendra Parrish, Utilities and Infrastructure, Seann Byrd, Utilities and Infrastructure

Action(s):

Adopt Capital Project Ordinances 21-38 and 21-39 transferring \$2.5 million in American Rescue Plan (ARP) Act funding to the Sanford water project.

Approve an Interlocal Agreement (ILA) with the City of Sanford for cost sharing associated with a joint water treatment plant expansion engineering design.

Explanation:

- The City of Sanford currently operates a 12 million gallon per day (MGD) water treatment plant. On September 1, 2020, Town Council approved a Memorandum of Understanding (MOU) with the City of Sanford to participate in a Preliminary Engineering Report (PER) to study scope and costs associated with the expansion of the Sanford Water Treatment Plant that would serve a number of regional local governments. The final technical memorandums were released in June 2021. Findings indicate that expansion of Sanford's plant is a feasible option to secure an additional water source for the Town.
- Sanford is proceeding with this option and plans to begin design in December of 2021. Through regional partnerships and preliminary work with both Hazen and Sawyer and Freese and Nichols, Sanford is preparing for an 18 MGD upgrade, resulting in a 30 MGD facility. The additional 18 MGD capacity is anticipated to serve five regional partners:
 - Chatham County - 1 MGD
 - Town of Fuquay-Varina - 6 MGD
 - Town of Holly Springs - 4 MGD
 - Town of Pittsboro - 3 MGD
 - City of Sanford - 4 MGD
- The next step in continued pursuit of the Sanford water treatment plant expansion project is to enter into an Interlocal Agreement (ILA) with the City of Sanford for Holly Springs' portion of the design of the water treatment plant expansion. Based on the request of 4 MGD as part of the expansion project, the cost to Holly Springs is \$2.5M.
- Design is anticipated to last approximately one year followed by a three-year window for bidding and construction. Partnering in the ILA would allow Holly Springs to have input on the design of the Sanford Water Treatment Plant expansion and would reduce costs for the Town

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because engineering fees would be shared between municipalities.

- The ILA does not commit the Town to enter into an agreement to partner in the construction of the water treatment plant expansion nor purchase water from the City of Sanford. It only commits the Town to share in a 22.2% portion of the total cost of the design (\$11.2M), based on the allocation of the upgraded capacity.

Background:

- The Town currently has 10 MGD of water through an agreement with Harnett County (aka Harnett Regional Water). This agreement is for a continuous supply of water. Additionally, the Town has a 2 MGD allocation in Jordan Lake. Although that allocation cannot be accessed at this time, in the future it could pass through Apex, Cary, Harnett Regional Water, or another water provider that draws water out of the Cape Fear River or Jordan Lake.
- Additionally, the Town currently has emergency interconnects with the towns of Apex and Cary. Should something happen to the water supply from Harnett Regional Water, the Town is able to obtain a limited amount of water on a temporary basis from these neighboring municipalities. Staff have approached Apex, Cary, and Harnett Regional Water to discuss the feasibility of receiving additional water on a long term basis. Unfortunately, the Town was not able to obtain a firm commitment from these providers.
- At the September 14, 2021 Town Council Workshop, staff shared an update on future water supply needs. With the newly adopted Future Land Use & Character Plan, the water supply needed for future build-out of the Town was increased to approximately 16 MGD - a 4 MGD increase from the previously anticipated water demand. In addition, recent economic development efforts drive the need to move expeditiously to obtain increased water supply.
- In September of 2020, Town Council entered into an MOU with the City of Sanford for a PER to study the feasibility of expanding the water treatment plant. The cost for Holly Springs was \$200,000.
- In June 2021, Town Council entered into an MOU with the Town of Fuquay-Varina to study the feasibility of a shared conveyance system or pipeline from Sanford to Wake County. The initial cost to Holly Springs for this study was \$76,750.
- After entering into the ILA with the City of Sanford for the design of the water treatment plant expansion, next steps for pursuing this option for increasing water supply will include:
 - December 2021 - Additional commitment to the MOU with Fuquay-Varina for cost sharing associated with the PER for conveyance of water from Sanford to Wake County. At the point that the town is ready to commit to the shared conveyance system, Holly Springs will be required to pay a percentage of the total cost of the PER, based on water capacity in the system. With Fuquay-Varina currently requesting 6 MGD and Holly Springs requesting 4 MGD, the cost to Holly Springs is estimated to be 40% of the total cost of the PER, equating to \$325,000.
 - Spring 2023 - Partnering in an ILA with Sanford for the construction of the water treatment plant expansion. The preliminary estimate for the Holly Springs portion is \$32.7 million, in escalated dollar value to the midpoint of construction in 2024. While subject to change, based on construction costs and inflation, it represents 19% of the total estimated cost of \$168.9 million.
 - Future - Partnering in an MOU with Fuquay-Varina for cost sharing associated

with the design and construction of a shared conveyance system. The conveyance project has lagged behind the water treatment plant expansion project and, therefore, dates and costs are less certain. Because the conveyance system is still at the conceptual stage, there are many unknowns associated with cost. Factors that are still being considered include flow rates, pipe routing, size of the transmission main, and required pumping and storage. A very preliminary estimate for the conveyance system was given as a range of total costs between \$55-76 million, in escalated dollar value to an estimated midpoint of construction in 2024. Holly Springs will be responsible for a percentage of the cost based on the capacity. At an estimated 40% of the higher cost, the Holly Springs portion is at a very preliminary estimate of \$30 million.

Funding Source(s):

American Rescue Plan (ARP) Acts funds

Attachment(s):

1. 21-38 Grants and Special Revenue Project Ordinance
2. 21-39 Water Project Ordinance
3. Holly Springs ILA engineering design Sept 17



THE TOWN OF

Holly Springs

Ordinance Number: 21-38

Date Adopted: September 21, 2021

Effective Date: September 21, 2021

Establishment of Grants and Special Revenue Fund Project Ordinance HOLLY SPRINGS, NORTH CAROLINA

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grants and special revenue project fund ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of general government projects funded by donations, grants, and local, state, and federal restricted funds.

SECTION II: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION III: The following amounts are appropriated for the project fund:

Grant and Special Revenue Fund	
Expenditures:	
General Government	2,760,000
Code Enforcement	1,403,540
Police Department	120,511
Parks and Recreation	4,200
Total	4,288,251

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Grant and Special Revenue Fund	
Revenues:	
Federal Grants	2,813,061
State Grants	58,797
Other Grants	4,200
Inspections Revenues	1,403,540
Miscellaneous Revenues	8,653
Total	4,288,251

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective September 21, 2021 in accordance with the laws of the State of North Carolina.

Adopted this, the 21st day of September 2021.

Attested to:



Dick Sears, Mayor

Linda McKinney, Town Clerk



THE TOWN OF

Holly Springs

Ordinance Number: 21-39

Date Adopted: September 21, 2021

Effective Date: September 21, 2021

Water Capital Project Ordinance HOLLY SPRINGS, NORTH CAROLINA

BE IT ORDAINED by the Town Council of Holly Springs, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION I: The project authorized by this ordinance consists of Water system projects.

SECTION II: The officers of this unit are hereby directed to proceed with the capital projects within the terms of the budget contained herein.

SECTION III: The following amounts are appropriated for the project funds:

Fund	
Expenditures:	
Water Projects	65,345,828
Total	65,345,828

SECTION IV: The following revenues are anticipated to be available to complete these projects:

Fund	
Revenues:	
Revenue Bond Proceeds	59,611,400
Transfers In	3,180,720
Federal Grants	2,500,000
Miscellaneous Revenues	53,708
Total	65,345,828

SECTION V: The Finance Officer hereby directed to maintain within the project funds detailed accounting records.

SECTION VI: The Budget Officer is directed to include a detailed analysis of the past and future costs and revenues on this capital project in every budget submission made to the Town Council.

SECTION VII: The Town Manager is authorized to amend expenditures within the fund for expenditures that are authorized per section I of this ordinance that do not change the total appropriation within the fund.

SECTION VIII: Copies of this capital project ordinance shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for direction in carrying out this project.

SECTION IX: All ordinances in conflict with this ordinance are hereby repealed or amended to reflect the controlling nature of this Ordinance.

The provisions of this ordinance shall become effective September 21, 2021 in accordance with the laws of the State of North Carolina.

Adopted this, the 21st day of September 2021.

Attested to:



Dick Sears, Mayor

Linda McKinney, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF LEE

INTERLOCAL AGREEMENT
FOR A JOINT WATER TREATMENT PLANT
ENGINEERING DESIGN

THIS INTERLOCAL AGREEMENT (“ILA”), made and entered into this _____ day of _____, 2021, by and between the TOWN OF HOLLY SPRINGS, a North Carolina Municipal Corporation, herein referred to as “Town,” and the CITY OF SANFORD, a North Carolina Municipal Corporation, herein referred to as “City,” each additionally referred to herein as either a “Party”, and collectively as the “Parties.”

WITNESSETH:

WHEREAS, this ILA is undertaken due to the mutual interest of both entities to determine if a collaborative water treatment plant expansion is a viable solution for future water treatment needs; and

WHEREAS, the City of Sanford, located in Lee County, currently owns and operates a municipal water treatment plant and distribution system to provide potable water service for residential and commercial consumers, within the City corporate and county limits; and

WHEREAS, the City and Town desire to explore mutually beneficial options for expanding future water quantity needs for both Parties; and

WHEREAS, a cost sharing arrangement and the utilization of resources and personnel from both entities will maximize the opportunity for a successful program; and

WHEREAS, a preliminary engineering report has been completed; and

WHEREAS, the City is entering into similar agreements with the jurisdictions of Pittsboro, Fuquay-Varina and Chatham County in an effort to combine resources to hire an expert engineering firm with significant experience in water resource planning to perform an Engineering Design.

NOW, THEREFORE, the Parties hereto agree as follows:

As a result of increasing water demands and projections among the various jurisdictions, the City and Town have determined that additional water treatment capacity will be required within their respective jurisdictions during next 25 years, due to expected population growth. The City and Town have agreed in principle to embark on engaging an expert engineering firm to perform an engineering design to obtain contractor pricing.

1. Program of Work

The Parties hereto have agreed that City will engage an engineering firm, pursuant to the requirements of NCGS §143-64.31, et. seq. (Qualified Based Selections of Engineers) to conduct a water treatment plant expansion engineering design on behalf of the Parties for a not to exceed

amount of \$11,249,000. The City will engage an engineering firm to complete an engineering design for additional water treatment and conveyance capacity such that sufficient capacity will be achieved in an amount to be beneficial to the Town, as determined by the Town.

2. Shared Costs

To mutually share in the costs of conducting the joint water treatment plant expansion design, the entities who benefit from the undertaking shall share in the costs as follows:

Jurisdiction	Incremental Capacity Allocation		18 MGD Expansion Design Cost Allocation
	MGD	Percent	
Sanford	4	22.2%	\$2,497,278.00
Fuquay-Varina	6	33.3%	\$3,745,917.00
Holly Springs	4	22.2%	\$2,497,278.00
Pittsboro	3	16.7%	\$1,878,583.00
Chatham County	1	5.6%	\$629,944.00
Total	18	100%	\$11,249,000.00

The City has incurred preliminary expenses that are typically part of the design effort. These expenses, which are part of the \$11,249,000 design fee shown above, shall be reimbursed under this agreement.

The Town shall contribute \$2,497,278.00 for their portion of the costs.

3. Payment

The City will progress bill on a monthly basis. Invoices shall be paid within thirty (30) days of receipt.

4. Areas of Collaboration

The Parties shall mutually agree to work together to do the following:

- Participate in the joint report workshops and meetings, and cooperate in distributing available information to the other party as well as to any third parties as required.
- Review infrastructure and water treatment alternatives.
- Develop a design.
- Obtain bids from Contractors.

5. Term of the ILA

This ILA is effective upon full execution by the Parties, and will remain in full force and effect for a period of two years. No later than June 30, 2023, the ILA may be reviewed and renewed for an additional one (1) year period by mutual consent of the Parties in writing.

6. Termination

Each party reserves the right to terminate this ILA upon thirty (30) days' written notice to the other; but, in the event of early termination, each party will remain obligated to pay their share of the shared project costs (paragraph 2) of conducting the joint water treatment plant expansion design. In addition, if either party fails to fulfill in timely and proper manner the obligations under this ILA, for any reason, the other party shall have the right to terminate this ILA, by giving written notice, and the termination will be effective upon receipt, but each party will remain obligated to pay their share of the shared project cost.

7. Meetings

To accomplish these objectives, the Parties' Staff may meet once per month for the purposes of program planning and monitoring, evaluating outcomes, and to review and ensure that each partner is in compliance with this ILA. Each party shall appoint a direct contact to be responsible for the party under this agreement, as indicated in the Notice provision.

8. Notice

All notices or other communications arising hereunder shall be sent to the following:

City of Sanford
Attn: Victor Czar, Director
Department of Public Works
P.O. Box 3729
Sanford, NC 27330
Phone 919-777-1117
email: victor.czar@sanfordnc.net

Town of Holly Springs
Attn: Kendra Parrish, Executive Director
Department of Utilities and Infrastructure
128 South Main Street
Holly Springs, NC 27540
Phone 919-557-3935
email: Kendra.Parrish@hollyspringsnc.gov

9. Amendment

Any amendment to this ILA to be effective, must be in writing, signed by both Parties, and executed with the same formality and approvals as the foregoing ILA.

10. Assignment

Neither this ILA nor any rights or obligations hereunder shall be assigned or delegated without prior written consent of the City, which consent may be withheld in the City's sole discretion.

11. No Third-Party Beneficiaries

This ILA is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the Parties hereto, and shall not confer any rights or remedies upon any person or entity other than the Parties hereto.

12. Applicable Law

All matters relating to this ILA shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions.

13. Relationship of Parties

The Town and City are, and shall remain independent contractors, with respect to any service or function performed under this ILA. Except as provided for in this ILA, each party shall select the means, method, and manner of performing their respective services herein. Each party is an independent contractor and shall not represent itself or be deemed as an officer, agent, or employee of the other party, for any purpose. Nothing under this ILA is intended or should be construed in any manner, to create a joint agency, partnership or venture between the Parties. Each party agrees that it will obey all State and Federal statutes, rules, and regulations which are applicable to any responsibility or duty outlined herein.

14. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this ILA, this ILA and all materials submitted by the parties to one another are subject to the public records laws of the State of North Carolina and it is the responsibility of the submitting party to properly designate materials that may be protected from disclosure under North Carolina law as such and in the form required by law prior to the submission of such materials to the other party. The parties understand and agree that the City and the Town may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this MOU. To the extent that any other provisions of this ILA conflict with this paragraph, the provisions of this section shall control.

15. E-Verify

The parties shall comply with E-Verify, 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 and as in accordance with NCGS §64-25 et. seq. In addition, to the best of the parties' knowledge, any subcontractor employed by the parties as a part of this MOU shall be in compliance with the requirements of E-Verify and NCGS §64-25 et. seq.

16. Non-Discrimination

To the extent permitted by North Carolina law, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this ILA.

17. Severability

If any provision of this ILA shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this ILA.

18. Counterparts

This ILA may be executed in several counterparts, each of which shall be deemed an original.

IN WITNESS WHEREOF, being duly authorized, the Town has executed the foregoing with the signature of its Town Manager, attested by its Clerk, with the official seal affixed, and, being duly authorized, the City has executed with the signature of its City Manager, attested by its Deputy City Clerk, with the official seal affixed, the day and year first above written.

TOWN OF HOLLY SPRINGS

By: _____
Randy J. Harrington, Town
Manager

ATTEST:

By: _____
Linda McKinney, Town Clerk
(Affix Seal)

THIS INSTRUMENT APPROVED AS TO FORM:

John Schifano, Town Attorney

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

By: _____
Antwan Morrison, Finance Director

CITY OF SANFORD

By: _____
Hal Hegwer, City Manager

ATTEST:

By: _____
Vicki R. Cannady, Deputy City Clerk
(Affix Seal)

Susan C. Patterson, City Attorney

By: _____
Beth T. Kelly, Finance Director