



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of January 18, 2022 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.

RECOGNITIONS

5. Recognize 12U Boys and 12U Girls All-star Soccer Teams
6. Recognition of Holly Springs Fire Department Crew

CONSENT AGENDA

7. Approve the minutes of the January 4, 2022 Business meeting.
8. Approval of Sale of Surplus Skid Steer
9. Engineering Design & Construction Standards Supplement #6

PUBLIC HEARINGS

10. Norris Crossing Rezoning 20-REZ-04 - Legislative Public Hearing

NEW BUSINESS

11. Park Ordinance Amendment Regarding Professional Photography in Public Parks
12. Americans with Disabilities Act Transition Plan
13. Annual Board of Adjustment and Planning Board Appointments

OTHER BUSINESS

MANAGER'S REPORT

CLOSED SESSION -

ADJOURNMENT

In accordance with ADA regulations please contact the Town Clerk's office at least 48 hours before the meeting to request an auxiliary aid or service needed to participate in this meeting:

linda.mckinney@hollyspringsnc.gov 919-557-3900



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 5.

Recognitions

Title: Recognize 12U Boys and 12U Girls All-star Soccer Teams

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Chris Champion

Action(s):

The Parks and Recreation Department will recognize the 12U Boys and 12U Girls All-Star Soccer teams on winning the Statewide Athletics Committee (SWAC) state championship.

Explanation:

The teams successfully competed and won against all-star teams across the state.

Background:

- SWAC is a branch of the North Carolina Recreation and Parks Association.
- SWAC is designed to promote interest and participation in recreational athletics and conducts team tournaments at the sectional and state levels in various sports.
- The SWAC tournaments are comprised of parks and recreation affiliated all-star teams from across the state of North Carolina.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions

Title: Recognition of Holly Springs Fire Department Crew

Strategic Priority Area: Safe & Friendly

Staff Resource: Joe Harasti, Fire

Action(s):

No action requested.

Explanation:

- On December 7, 2021, Mr. James Hardt suffered a cardiac arrest and his heart stopped beating.
- His wife called 911 and performed CPR until rescue personnel from Holly Springs Fire Department and Wake County EMS arrived.
- The responding personnel performed life-saving interventions and were able to revive Mr. Hardt.
- Mr. Hardt recovered and met with the crew to extend his thanks, but wishes to publicly thank the people who saved his life.

Background:

The unit that responded to the 911 call consisted of:

- Battalion Chief Hunter Byars
- Captain Mike LeBeau
- Engineer Michael Anderson
- Firefighter Brittany Cushine
- Firefighter Lawrence Grande

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Consent Agenda

Title: Approve the minutes of the January 4, 2022 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 January 4, 2022.

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. 1.4.22 minutes-DRAFT



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, January 4, 2022. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and four Council members were present in the Chamber as the meeting opened.

Council Members Present in the room: Mayor Mayefskie, Mayor Pro Tem Dan Berry, Council members Aaron Wolff, Timothy Forrest, and Kristi Bennet.

Council Member Present by electronic means: Council member Shaun McGrath

Council Members absent: none

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Scott Chase, *Assistant Town Manager*; Daniel Weeks, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mathew Mutter, *IT*; Antwan Morrison, *Director, Finance*; Corey Petersohn, *Administration*; Chris Hills, *Director Development Services*; Cheryl Caines, *Development Services*; Elizabeth Goodson, *Development Services*; Irena Krstanovic, *Director Economic Development*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Josh Brammer, of the Church of Jesus Christ of Latter Day Saints.

4. Agenda Adjustment: The January 4, 2022 meeting agenda was adopted with changes, if any, as listed: none.

Motion: Berry

Second: Forrest

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: none.

The following comments were received in person: none.

REQUESTS AND COMMUNICATIONS

5. Annual Comprehensive Financial Report Fiscal Year ending June 30, 2021

Antwan Morrison, Director of Finance, said the purpose of this item was to give Council the results of the annual external audit. He gave an overview of what would be covered, and then introduced April Adams of the auditing firm Cherry Bekaert.

Ms. Adams explained the role of the external auditor. She then shared the results of the audit including issuing unmodified opinions, required communications, and internal controls and single audit findings. She said the audit received the highest opinion possible. There were no significant changes recommended and no findings.

Ms. Adams then gave some financial performance highlights. Property taxes assessed value has gone up, and tax collections have increased and the collection rate is above the statewide average for a town the size of Holly Springs. She gave the five-year trajectory of the

General Government fund balance and Proprietary funds, including the fact that the General Government Fund Balance has increased significantly over the last five years. Town policy requires a minimum of 20-25% of general fund expenditures be held in the fund balance, and there was 39.3% at the end of FY2021. She gave an overview of the Town's debt load and said that it is well below statutory limits and Town policy limits.

Ms. Adams said that key takeaways are the benefit of Wake County property tax collection and strong sales tax revenues. The Town has strong financial reserves and a strong credit rating that was recently upgraded. There are solid unrestricted cash balances to carry the Town through difficult periods and to address infrastructure needs.

Mr. Morrison noted that the strong reserves help the Town weather difficult times, such as the present situation where bids are coming in higher than expected. He reminded Council of the Certificate for Achievement of Excellence in Financial Reporting from the GFOA which was received in FY2020 and informed them that that staff would apply again for 2021. He thanked the Finance Department staff for their hard work which made all of this possible.

Consent Agenda

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

6. Minutes – Council approved the minutes of the workshop meeting held December 14, 2021 and the business meeting held December 21, 2021.

7. Pine Springs Preparatory Academy Mobile Classroom Second Extension 19-SEU-04 – The Council granted a one-year extension for Pine Springs Preparatory Academy Mobile Classroom Special Exception Use from January 1, 2022 to January 1, 2023 with the conditions stated in the packet.

PUBLIC HEARINGS

8. Holly Springs New Hill Road Rezoning & Development Agreement 21-REZ-01

Cheryl Caines, Development Services, said a petition was filed to rezone +/- 5.885 acres from R-10 to CB CU. She showed Council where the property is and what approved or built developments are in the vicinity. The property is designated Mixed-Use Center on the Future Land Use Character Plan, and zoned R-10 residential. She said that in the Development Agreement the applicant proposes to prohibit gasoline sales without repair; car wash; quick oil change facilities; and self-service laundry. Drive-through restaurants would be considered Special Exception Use, and only be permitted as part of a two-story building. There would be a 20-foot building height minimum. And a 10-foot sidepath would be extended to the adjacent Thales Academy parcel.

Elizabeth Goodson, Development Services, said that after the petition was heard by the Planning Board but before this public hearing, the owner of one of the parcels changed. She showed that the parcel in the corner of Holly Springs New Hill Rd. and Old Holly Springs Apex Rd. was the parcel that has withdrawn from the rezoning petition and the Development Agreement. The new owner does not want to be part of this rezoning application, leaving an area of +/- 5.275 acres to be rezoned.

The developer will agree to pay a fee-in-lieu of \$234,000 to assist in the realignment of Holly Springs New Hill Rd. and Old Holly Springs Apex Rd. and the Town will grant a small remnant of condemned property that was right-of-way. The Developer's contribution toward the right-of-way cost along the corner piece of property no longer in the assemblage will be up to \$100,000.

Ms. Goodson showed the recommended realignment of the intersection of Holly Springs New Hill Rd. and Old Holly Springs Apex Rd., identified in the Comprehensive Transportation Plan, and the future extensions to connect Old Holly Springs Apex Road to Thomas Mill Rd. and to widen

to a four-lane median divided road. Eight intersections were studied as part of the Traffic Impact Analysis (TIA) and three anticipated new site access points identified. Utilities are available to the site from adjacent roadways.

Planning Board Representative Joanna Holder said that the Planning Board recommended the original petition for rezoning with a vote of 5-1-2. The one vote against was due to traffic considerations.

Mayor Mayefskie opened the public hearing.

Tom Spaulding, The Spaulding Group, 5318 Burning Hill Court, Raleigh, spoke for the applicant. He showed a boundary map for the parcels involved, saying that getting them combined with one zoning and one owner would make a better product for the town. He said the sidewalk connection will allow people to walk from Thales to the shopping center. The development will provide right-of-way and fee-in-lieu for traffic improvements at the intersection, and will increase the commercial tax base.

Council member Bennett asked if having a day care center close to Thales was a conceptual or a set design. Mr. Spaulding said that it was conceptual, and that many uses are being discussed. MPT Berry asked what the uses being considered were. Mr. Spaulding said it could be a hotel, medical offices, and retail for neighborhood uses like sandwich shops or hair salons. MPT Berry asked how it happened that the one piece got taken out. Mr. Spaulding said he wasn't involved in the real estate side, but he thinks that what happened was the contract ran out, wasn't extended again, and the property was sold to someone else. Council member Bennett asked if they had talked to Thales and said she had a concern about a school backing up to something other than residential. Mr. Spaulding said Council could ask the applicant, but at this point the uses are probably not set yet.

There being no further input, Mayor Mayefskie closed the public hearing.

MPT Berry asked Town Attorney John Schifano if he felt confident about acquiring the rights-of-way in this area. Mr. Schifano said there were two developments involved in this realignment, Crescent Communities is doing the work and there is a cap on what the Town would have to spend. There are many unknowns, but the agreement has built in an extra amount of money in addition to the fee-in-lieu to acquire rights of way if needed, and he feels fairly confident.

Action 1: Motion to adopt Rezoning Ordinance RZ21-07 to adopt statement of compatibility and to approve rezoning.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

Action 2: Motion to approve Development Agreement subject to changes approved by the Town Manager.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

NEW BUSINESS

9. Midterm Appointment to the Tree Advisory Committee

Town Clerk Linda McKinney said that a member of the Tree Advisory Committee had resigned and there was an opening for the remainder of his term, to expire June 30, 2023. Eight applications were received, which were forwarded to Council in December.

Council discussed that the qualifications of Mr. Russell Lichtenstien, who is a licensed Commercial Landscape Contractor, made him a well-qualified candidate who would bring value to the Tree Advisory Committee.

Action: Motion to appoint Russell Lichtenstein as a member of the Tree Advisory Committee for the remainder of the term ending June 30, 2023.

Motion by: Berry

Second by: Wolff

Vote: unanimous

OTHER BUSINESS

Nothing that required action.

MANAGER'S REPORT

Randy Harrington, Town Manager, said that on January 12th at 6pm at Sunrise United Methodist Church, there would be a NE Gateway Community Engagement meeting. Information is on the Town Website.

There is an opportunity to celebrate the life of Martin Luther King Jr. coordinated by our Parks and Recreation Department with a day of service. Volunteers can prepare care package and notes for health care workers in our community, or participate in a service project at the horseshoe park of Womble Park. More information can be found at www.hollyspringsnc.gov/2353 Please register in advance so that we have enough supplies.

He said that there have been COVID cases among staff, and we do not anticipate any service interruptions, but we are continuing to monitor the situation.

CLOSED SESSION: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(4) to discuss Economic Development opportunities, and N.C.G.S. 143-318.11(a)(6) to discuss the procedure for annual reviews of the Town Clerk and Town Attorney.

Motion by: Berry

Second by: Wolff

Vote: Unanimous

In the closed session the Director of Economic Development updated Council on several projects. The Council heard from staff but took no action.

Council decided by consensus to conduct the annual review of the clerk and the attorney on January 18, 2022.

Motion to leave closed session was made by Mayor Pro Tem Berry, seconded by Council member Forrest and passed with a unanimous vote.

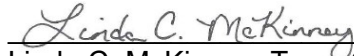
Motion to seal the minutes of the closed session was made by Council member Wolff, seconded by Mayor Pro Tem Berry and passed with a unanimous vote.

Returning to open session, Council asked the Clerk for a report on her conversations with the Board of Elections regarding having an early voting site in Holly Springs for the 2022 General Election. Ms. McKinney reported that Board of Elections staff would notify her when they were preparing the packet of early voting polling places to present to the Board and at that time a letter from Council

expressing support for the use of the Hunt Center would be accepted and presented to the Board of Elections.

Adjournment: Council member Wolff made a motion to adjourn at 8:40 pm. It was seconded by Mayor Pro Tem Berry and passed with a unanimous vote.

Respectfully Submitted on Tuesday, January 18, 2022.



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: Approval of Sale of Surplus Skid Steer

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Colin Bennett, Public Works

Action(s):

Approve sale of surplus skid steer.

Explanation:

- A skid steer loader is a small construction vehicle used for a variety of tasks.
- The replacement skid steer is utilized by the concrete crew within the streets division of Public Works.
- This piece of equipment was beyond the operational lifecycle and was approved for replacement October 5, 2021.
- This item is to approve sale of surplus for excess equipment.
- The replacement skid steer arrived in the fleet and the excess skid steer sold at public auction for over \$30,000 requiring Town Council consent before finalizing the sale.

Background:

- Pursuant to General Statute 160A-266, a public auction was opened through Gov Deals on November 8, 2021, and ended on November 17, 2021.
- The actual sale amount for the skid steer is \$30,300, purchased by George B McPeck from Limestone, TN.
- The statute provides council authority to authorize member(s) of staff to approve disposal sales up to a maximum of \$30,000.

Funding Source(s):

N/A

Attachment(s):

None

Engineering Construction and Design Standards

Supplement # 6 Log - January 2022

Section	Sub-Section	Name	Description
3.02	A	Residential Cul-de-sac	Removed reference to Detail HS303 because it no longer exists
	E	Cul-de-sacs	Removed reference to Section 3.02 O "Phased Construction" because it no longer exists; Corrected the numbering in this section and in the Sub-Index
6.01	A	General	Added "General" Section
6.02	E	Fire Flow Requirements for Buildings #1 and #2	Updated requirements and fire flow calculations for minimum fire-flow and flow duration for one, two-family dwellings, and other buildings.
7.01	A	General	Added "General" Section
7.02	A	General	Added "General" Section
7.04	C	Grease Inceptor	References Detail HS629, which is in the water detail section, but should be in sewer section. Renumbered Detail to HS725 and updated in this section.
7.07	I	Wet Well and Other Precast Structures	Added "or epoxy coating" to what wet wells and manholes should be coated with; Added "final submittal must be approved by Exc. Dir. Of Utilities and Infrastructure"
	S	Equipment Manufacturer List	Removed "Wet Well, Valve Vault & Manhole Epoxy Liner" under Equipment and removed SepctraShield, Tnemec under Manufacturer, under Table
7.08	N/A	Septic Systems	Removed Section from Table of Contents because it no longer exists
11.00	B	General	Updated NC Admin Code for all reclaimed water designs
11.01	A	Design, Installation	#3, Included the "Town" in addition to NCDEQ, to incorporate future changes to utility permits to being self-delegated
	A	Design, Relation to Potable Water Mains and Other Utilities	#4. a) Updated separation distances for reclaimed water distribution lines
	A	Design, Identification of Reclaimed Piping	#5, c) Updated to state that Tracer wire shall be installed on all reclaimed piping

Revised DETAILS	
HS302	Standard Residential Street Cross Sections
HS314	Roundabout Hardscape Detail
HS316	Vehicular Concrete Pavement Detail at Roundabout
HS343	French Drain Under Asphalt Trail (New)
HS366	Minimum Separation of Utilities and Other Features
HS383	Greenway Culvert Detail
HS613	Standard Hydrant Location
HS614	Standard Hydrant Location (for parking lot)
HS622	Standard Hydrant Installation
HS625	Standard Detached FDC Connection
HS627	Post Indicator Valve
HS705	Combination Sewage Air Valve Manhole with Odor Scrubber

HS725	Precast Grease Interceptor (Previous Detail HS629)
HS727	Standard Combination Air Valve Manhole Offset From Sewer Force Main
HS1106	Holly Springs Reclaimed Water Box and Lid (Renumbering to Section 11, was previously in Water section 6)
HS610 & HS1101	Combination Air Valve Manhole for Reclaimed and Water Mains (Combined these 2 details; Will place them in both Detail Sections)
HS611 & HS1102	Standard Combination Air Valve Manhole Offset From Main for Reclaimed and Water Mains Combined these 2 details; Will place them in both Detail Sections



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Public Hearings

Title: Norris Crossing Rezoning 20-REZ-04 - Legislative Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services

Action(s):

1. Open and continue the legislative Public Hearing to February 15, 2022.

Explanation:

UPDATE January 13, 2022

The applicant has requested the item be tabled to the February 15, 2022 Town Council meeting. Because the public hearing was already advertised, the item is remaining on the agenda. However, the case will be presented at the future meeting.

- The request is to rezone the property in question from R-30: Residential to R-8 CU: Residential Conditional Use.
- The applicant has proposed voluntary conditions associated with the Conditional Use that include a maximum density, providing a fee-in-lieu for the signal at Avent Ferry and Holly Meadow Drive, dedication and construction of street rights-of-way, and additional design standards to ensure a variety of housing styles. A complete list of the voluntary conditions is found in the attachments.
- The project area consists of portions of six parcels totaling approximately 73.36 acres.
- The site is located south of Avent Ferry Road. It is generally between the Stonemont and Mills at Avent Ferry subdivisions to the east and west respectively.

Background:

Planning Board Meeting February 16, 2021 6-2 in favor of request

The two recommendations for denial were based on traffic concerns in that area and the timing to alleviate the impact.

Discussion included timing/phasing of road construction with projects nearby, results of the neighborhood meeting, as well as concerns regarding the impacts of additional residential development on traffic.

Town Council Meeting March 16, 2021

Council raised concerns about traffic problems on Avent Ferry Road, conserving the existing on-site pond, creating an annexation "doughnut hole", and the request for R-8 as opposed to an R-10 designation similar to adjoining properties. The applicant requested time to evaluate options

Town Council Business Meeting
January 18, 2022

and seek ways to address Town Council concerns. The Town Council tabled the item.

Changes since March 16, 2021 Town Council Public Hearing:

The applicant has provided updated Voluntary Conditions to address some of the concerns raised by Town Council at the March 16, 2021 public hearing. These include

- a reduction to the maximum number of dwelling units (190 units or 2.60 units/acre where previously 208 units or 2.80 units/acre was proposed)
- an increase in the contribution to the signal at Avent Ferry and Holly Meadow Drive
- provide off-site roadway improvements and other transportation recommended modifications based upon the approved Traffic Impact Analysis dated November 6, 2020

Some of Town Council's concerns were not addressed in the proposed revisions. The applicant is not retaining the on-site pond but has indicated that an amenity may be developed in this area of the site. A large portion of the Stephen Macon parcel (0638707772) is not included in the future project and will not be included in property annexation. This will leave an unincorporated parcel completely surrounded by the Town, creating a "doughnut hole."

Funding Source(s):

Attachment(s):

1. Norris Crossing_Planning Board Staff Report
2. 20REZ04_Norris Crossing - Zoning Submittal 12-30-2021
3. 20REZ04_NorrisCrossing_FinalConditions_123021
4. RZ22-01 20REZ04 Norris Crossing ordinance REV
5. Norris Crossing - Letter Requesting Table (002)



Town of Holly Springs Staff Report to the Planning Board

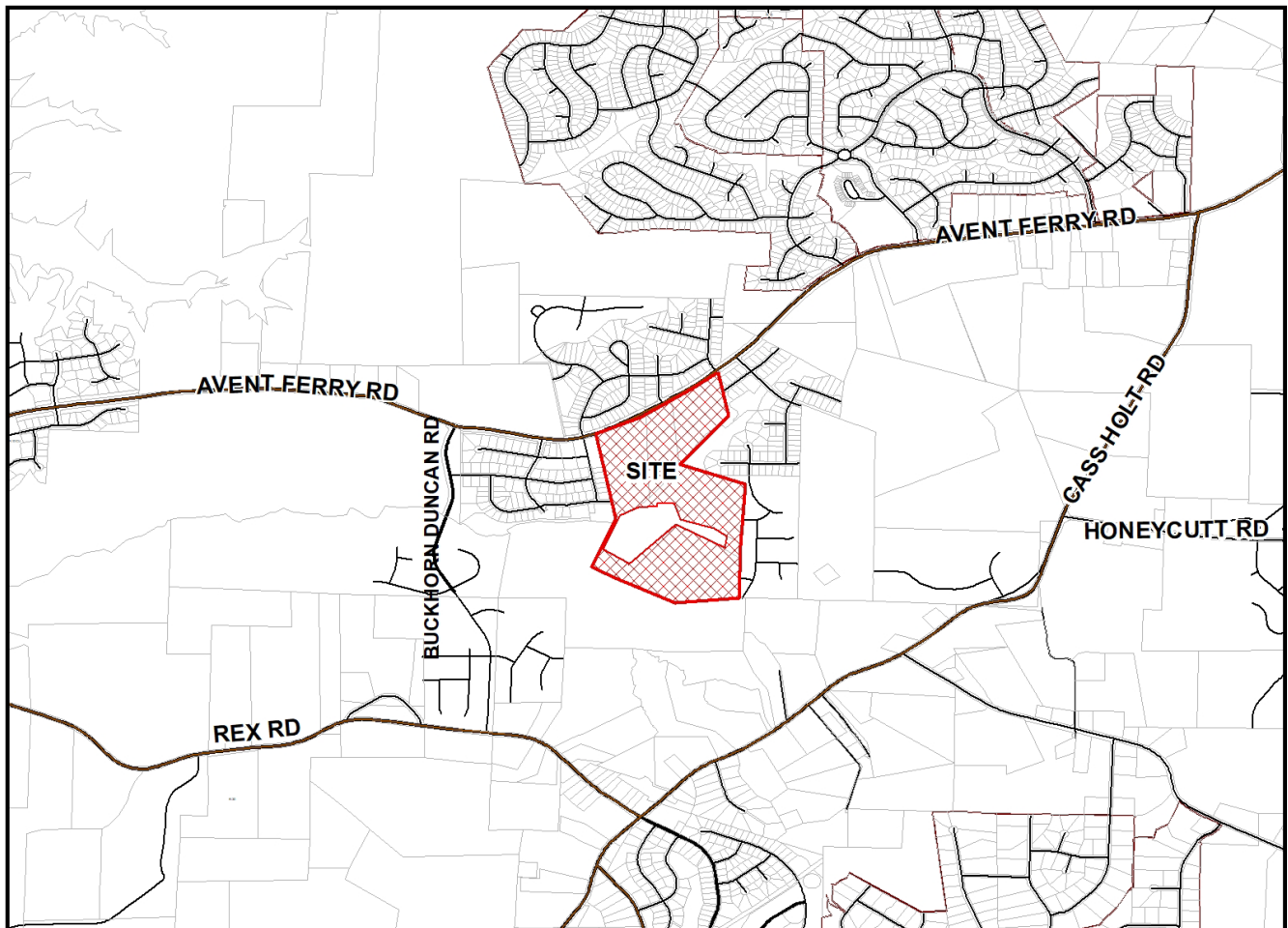
REQUEST FOR ZONE MAP CHANGE Norris Crossing 20-REZ-04

PETITIONER(S):

Kurt Burger
Foxfield Land Partners
1106 Dominion Drive
Cary, NC 27519

OWNER(S):

See table

LOCATION:

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

ANTICIPATED REVIEW SCHEDULE:

Planning Board:	February 23, 2021
Public Hearing and Town Council Action:	March 23, 2021

STAFF CONTACTS: Melissa Sigmund, Current Planning Manager
Bronwyn Bishop, Development Plan Review

ATTACHMENTS:

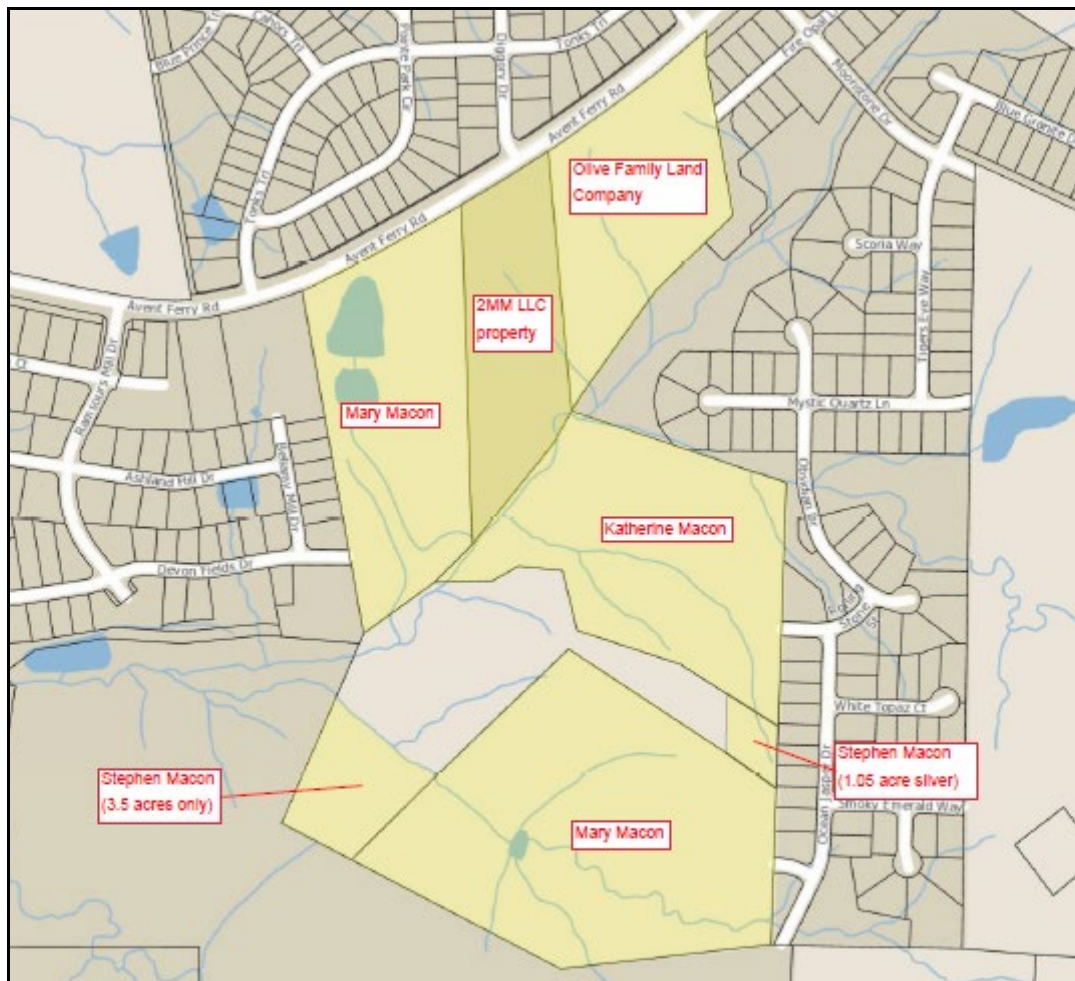
Petition for Zone Map Change
Plan Consistency Statement
Statement of Zoning Compatibility
Neighborhood Meeting Report

PARCEL INFORMATION

OWNER	PARCEL #	ZONING	AREA
Olive Family Land Company, LLC	0638-82-4248	R-30: Residential	10.43 ac
2MM LLC	0638-81-0828	R-30: Residential	8.20 ac
Mary Hare Macon	0638-71-6449	R-30: Residential	14.71 ac
Katherine Johnson Macon	0638-81-4177	R-30: Residential	15.31 ac
Mary Hare Macon	0638-80-2381	R-30: Residential	21.21 ac
Stephen Macon	0638-70-7772	R-30: Residential	*3.50 ac
TOTAL			73.36 ac

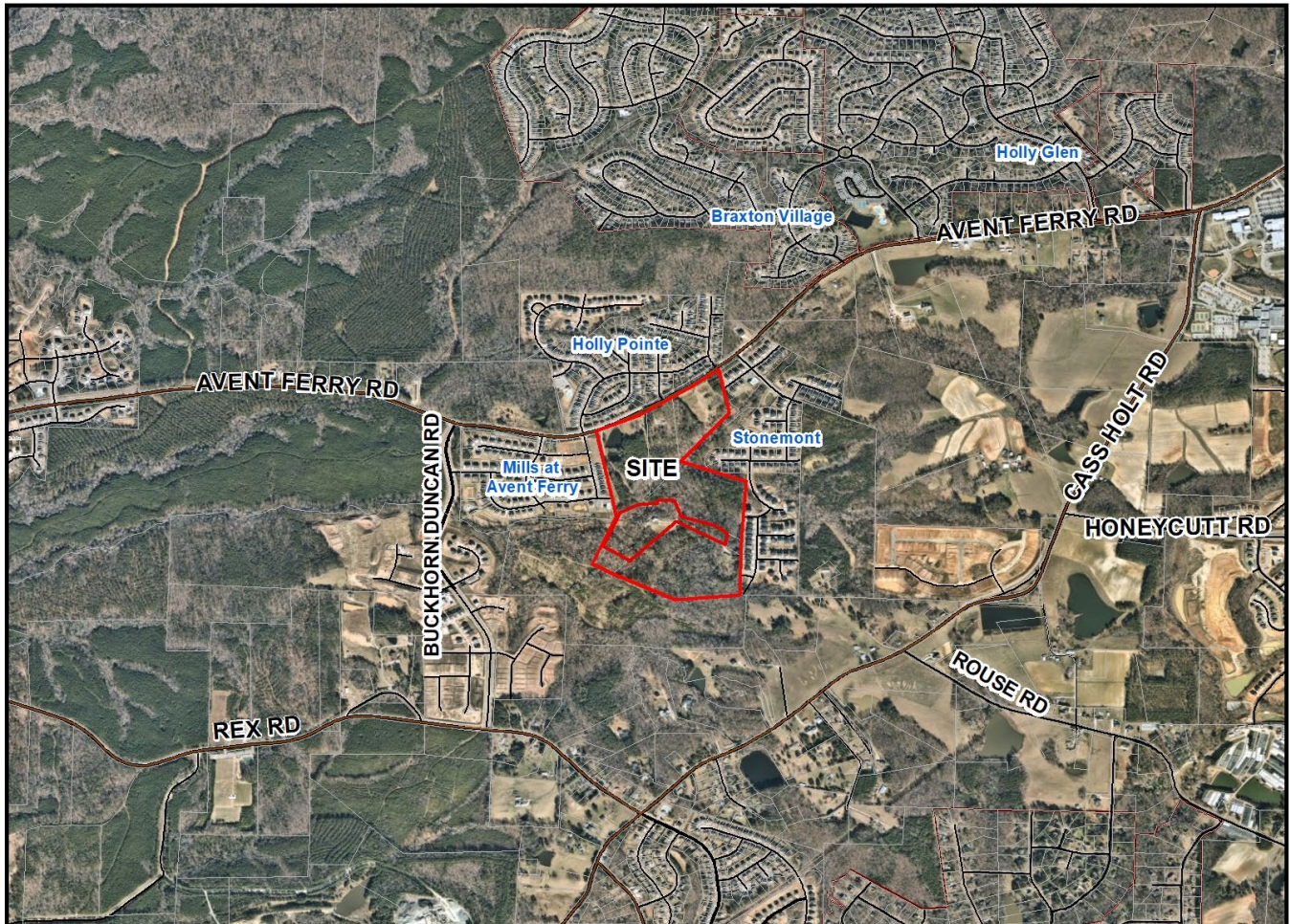
*Portion of parcel included in this request

+ ROW = 74.41 ac



ADJACENT PROPERTY SITE DATA

	ZONING	EXISTING LAND USE
Subject Property	R-30	Vacant, undeveloped.
North	R-10 CU	Avent Ferry Road, then Holly Point subdivision
South	R-10 CU	Undeveloped, future Mills at Avent Ferry subdivision
East	R-10 CU	Stonemont subdivision
West	R-10CU	Mills at Avent Ferry subdivision



PROPERTY HISTORY

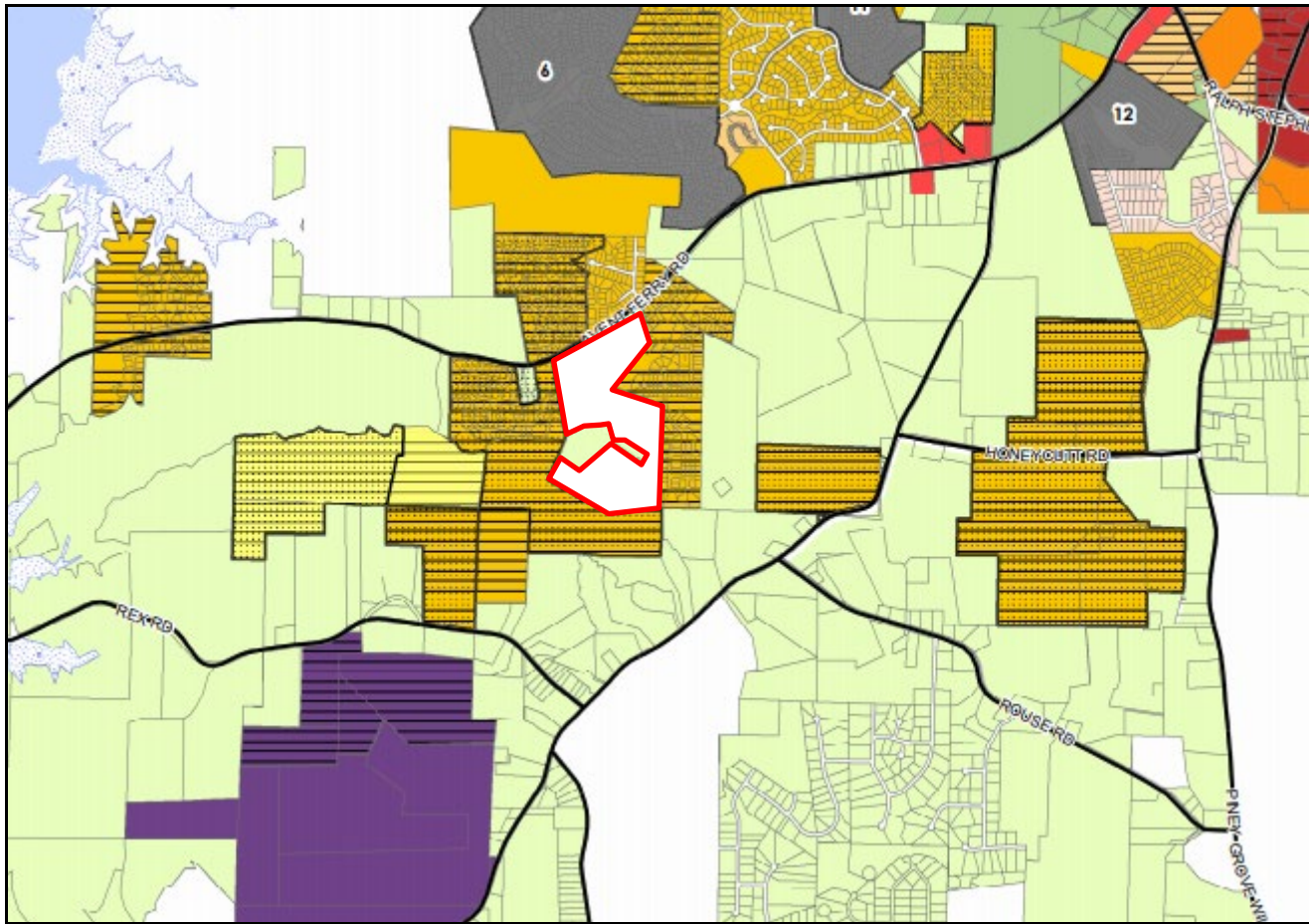
ETJ History

Resolution: 15-18

Approved by Town Council on: April 21, 2015

ZONE MAP CHANGE REQUEST

	CURRENT	PROPOSED
Zoning District	R-30: Residential	R-8 CU: Residential Conditional Use
Future Land-Use Designation	Residential Neighborhood	No Change



Parcels	Conditional Use	R-30 Residential	R-10 Residential	R-MF-8 Multi-Family Residential	OR Office & Research	BT Business & Technology
Shearon Harris Lake	Limited	R-20 Residential	R-8 Residential	PUD Planned Unit Development	LB Local Business	RT Research & Technology
Proposed Shearon Harris Lake Level	Development Options	R-15 Residential	R-MF-15 Multi-Family Residential	TV Town Village	CB Community Business	IT Industry & Technology

STAFF ANALYSIS

Zone Map Change Request:

The request is to rezone the property in question from R-30: Residential to R-8 CU: Residential Conditional Use

PROJECT OVERVIEW

The project area consists of portions of six parcels totaling approximately 73.36 acres. The property is located south of Avent Ferry Road. It is generally between the Stonemont and Mills at Avent Ferry subdivisions to the east and west respectively.

Developer Commitments:

A Conditional Use District allows the Petitioner to place specific conditions on the property that are more restrictive than the minimum zoning regulations in the Town's Unified Development Ordinance. Once a Petitioner has placed such conditions with the Zoning Map Change request, they cannot be removed or modified to reduce the restriction. During the review and consideration process the Petitioner may add additional conditions or make the proposed conditions more restrictive, however, additional conditions or regulations cannot be added to the Petition by Planning Board or Town Council.

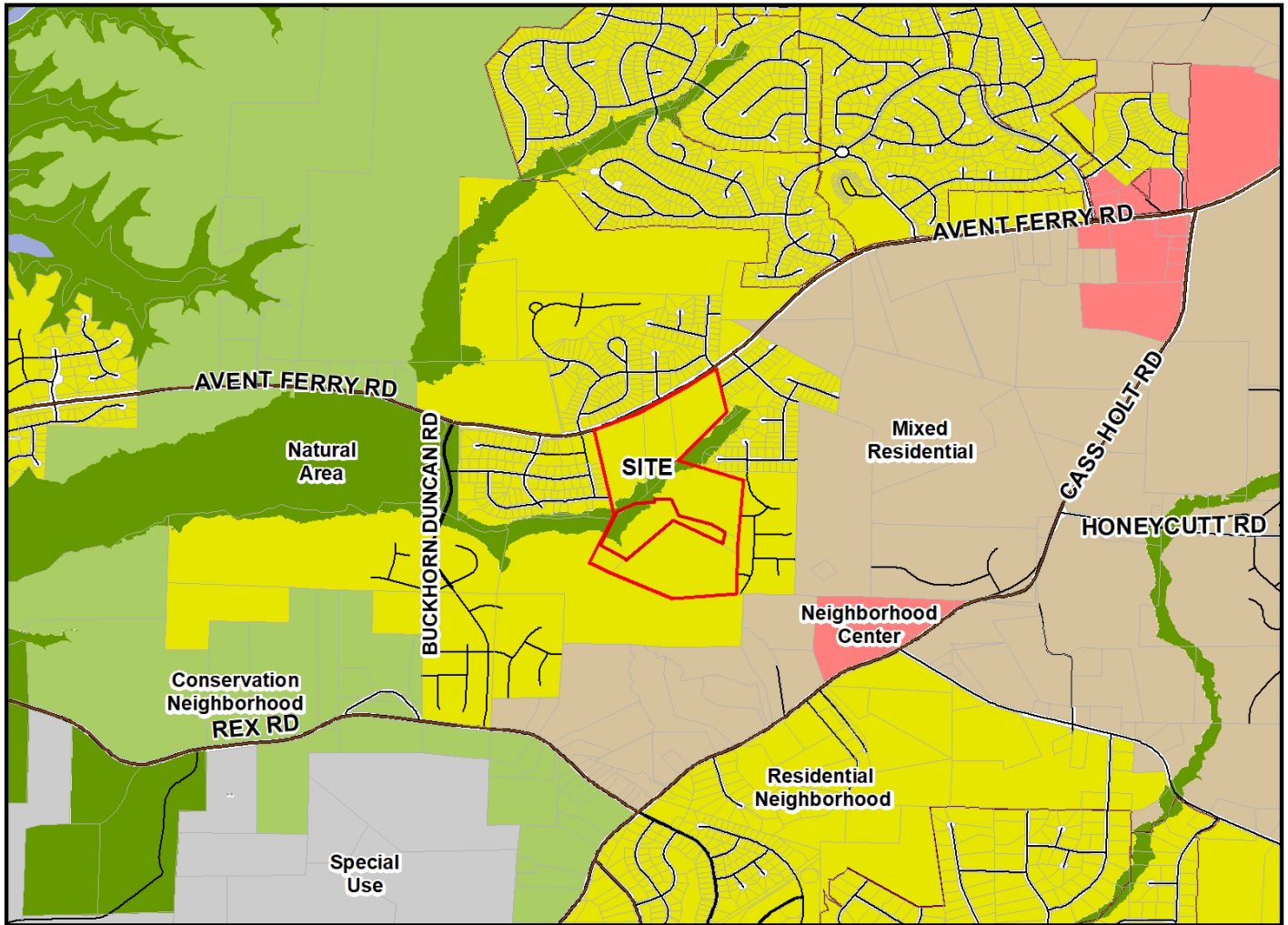
The offered conditions cover a variety of topics, including a number of key elements of the current Development Options requirements of the current UDO. Since the UDO will be re-written over the course of the next year, these conditions will help ensure that the project site is developed in a manner that is consistent with the character of surrounding developments.

The property owner has offered conditions as described below:

1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - A. Single family detached residential
 - B. Family care home
 - C. Accessory apartment
 - D. Utility, minor
 - E. Park, active
 - F. Park, passive
 - G. Greenway
 - H. Recreation facility, private
3. The project's gross density will not exceed 3.25 dwelling units/acre
4. *The maximum number of proposed dwelling units shall not exceed 208 (or 2.80 dwelling units/acre).*
5. *The project is proposed to encompass three (3) different lot widths:*
 - A. 40' lots: min. 10% of total lot count
 - B. 50' lots: min 30% of total lot count
 - C. 60' lots: min. 15% of total lot count
6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan Land Use & Character Plan:



The Future Land Use Map designates this property as Residential Neighborhood with small portions of Natural Area, designated as such due to environmental features. A Residential Neighborhood area includes one housing type — single dwelling detached — on different lot sizes that vary enough to provide a range of home choices in the same neighborhood. Homes are oriented toward streets with rear yards larger than front yards. Some Residential Neighborhood areas may mix lot and house sizes on the same block, or provide accessory dwelling units. Pedestrian-scale blocks and a grid street network support a well-connected, cohesive community. New Residential Neighborhood areas should include a comprehensive and connected network of open space throughout the site to accommodate small parks, gathering spaces, and community gardens; preserve large tree stands; and help manage stormwater run-off. Internal streets and open space in a Residential Neighborhood area should connect to existing or future neighborhoods nearby. Residential Neighborhoods are primarily residential but may include limited civic or other non-residential (non-commercial) uses.

Zone Map Change Analysis

The proposed R-8 CU district will allow for the development of a neighborhood of single-family dwellings in a variety of lot sizes, consistent with the Residential Neighborhood designation. The proposed zoning change will have minimal impacts on the adjacent properties, as the district is compatible with the surrounding developments, both existing and planned. The developer has also offered a number of conditions to increase continuity of character and compatibility with the surrounding area. While the R-8 CU district is proposed, voluntary zoning conditions would limit the maximum density and number of units to 2.80 du/ac and 208 units respectively, which is lower than the 3.25 units/ac density allowed by the R-10 zoning district so that this development will be compatible with existing developments in the vicinity.

The zoning conditions address the breakdown of lot sizes as follows:

- ~40' wide lots: min. 10% of total lot count
- ~50' wide lots: min 30% of total lot count
- ~60' wide lots: min. 15% of total lot count

ENGINEERING

Water

This project is required to tie to and extend Town water facilities to serve all proposed homes. A Hydraulic Fire Flow Analysis will be required at the time of Preliminary Subdivision Plan Submittal.

Sewer

A Sewer Study was completed in conjunction with this Rezoning Petition. This development will discharge to the Union Ridge Pump Station. This project is required to tie to and extend Town sewer facilities to serve any proposed buildings.

Transportation

A Traffic Impact Analysis (TIA) was completed in conjunction with this Rezoning Petition. This development will be required to adhere to and construct all recommended improvements within the Approved TIA as follows:

- Fee-in-lieu contribution proportionate to project impact for the future traffic signal at the intersection of Holly Meadow Dr./Avent Ferry Rd
- Dedicated eastbound right-turn lane at Site Drive #1 with 50-ft storage
- Dedicated westbound left-turn lane at Site Drive #1 with 100-ft storage

In accordance with the Unified Development Ordinance and Comprehensive Transportation Plan, road widening to meet ½ of the ultimate four-lane, median-divided thoroughfare cross-section will be required across the property frontage on Avent Ferry Rd. All internal streets will be constructed in accordance with public residential standards.

Environmental Issues

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

Conditions of Approval:

STAFF RECOMMENDATION TO THE PLANNING BOARD

ACTION #1: ZONE MAP CHANGE REQUEST

PLAN CONSISTENCY STATEMENT:

The requested zone map change from R-30: Residential to R-8 CU: Residential Conditional Use is consistent with the Vision Holly Springs Comprehensive Plan and Future Land Use Map designation of Residential Neighborhood and will allow for the development of a single family subdivisions with a variety of lot sizes.

ZONE MAP CHANGE PETITION MOTION:
Staff recommends that the Planning Board recommend approval/denial of Zone Map Change Petition #20-REZ-04 to change the zoning of approximately 74.41 acres of Wake County PINs 0638-82-4248, 0638-81-0828, 638-71-6449, 0638-81-4177, 0638-80-2381, 0638-70-7772, and 0639633688 from R-30: Residential to R-8 CU: Residential Conditional Use with conditions 1-9 as submitted.

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

December 30, 2021

Town of Holly Springs Development Services Department
128 S. Main Street
Holly Springs, NC 27540

Re: Norris Crossing Rezoning – Avent Ferry Road
Holly Springs, NC

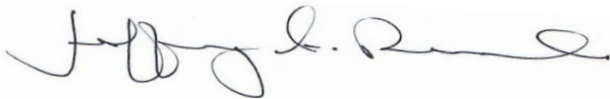
Holly Springs Staff,

Pursuant to the Town of Holly Springs' resubmittal requirements for the aforementioned zoning, Peak is resubmitting the rezoning package for review. Comments were received on December 22, 2021 and the revised zoning package includes the following documents:

- Transmittal
- "Development Petition Review" – staff comments and consultant responses
 - o All responses are based upon the ongoing staff discussions and additional zoning conditions offered by the applicant
 - o All changes made by the applicant are shown in red for clarity
- Updated zoning application
 - o Changes to the transmittal with new documents
 - o Updated letter of commitment
 - o Updated Development Response letter
 - o Updated conditions within each property owner's section
 - The updated conditions were also sent to each property owner so they understand the commitments associated with the assembly

The TIA Special Study and the Sewer Special Study were submitted under separate cover previously and were both approved prior to the Planning Board meeting in February 2021. The zoning modifications are not making changes which would impact the TIA or the Sewer Special Study and are therefore not being resubmitted as part of the process. Any questions concerning the resubmittal documents, do not hesitate to contact our office.

Professionally,



Mr. Jeffrey A. Roach, P.E. for
Peak Engineering & Design, PLLC

cc: Kurt Burger, Foxfield Land Partners (via email)

December 30, 2021

Town of Holly Springs Planning Department
128 S. Main Street
Holly Springs, NC 27540
(919) 557-3905

To Whom It May Concern,

Pursuant to a request from staff related to the zoning commitments for the Norris Crossing project, we have provided a summary of the current conditions. The conditions being proffered as part of the zoning are a result of months of discussions with staff, meetings with neighbors and property owners, and the result of the Planning Board meeting in February 2021 and a Town Council meeting in March 2021.

Norris Crossing
Conditions of Zoning
Revised: December 30, 2021

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change. The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council. The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council. This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with the Norris Crossing rezoning, the Developer agrees they (i) are familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.

1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - Single family detached residential
 - Family care home
 - Accessory apartment
 - Utility, minor
 - Park, active
 - Park, passive
 - Greenway
 - Recreation facility, private

3. The project's gross density will not exceed 2.6 dwelling units/acre
4. The maximum number of proposed dwelling units shall not exceed 190 units (or 2.6 dwelling units/acre).
5. The project is proposed to encompass three (3) different lot widths:
 - a. 50' – 55' lots: min. 10% of total lot count
 - b. 55' – 65' lots: min 30% of total lot count
 - c. 65' + lots: min. 15% of total lot count
6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.
10. The applicant agrees to provide a Fee in Lieu contribution for the installation by others of the proposed traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road payable at the issuance of the Land Disturbing Permit for the project. This fee in lieu – \$205,000.00 – is in excess of any improvements identified within the approved Traffic Impact Analysis Special Study. Further, the dedication and construction of street rights of ways as shown in the approved Comprehensive Transportation Plan shall be required consistent with the requirements of N.C.G.S. Sec. 160D-801, et seq.
11. A pedestrian connection shall be made in the southern portion of the project within the open space on the N/F Mary Hare Macon property (PIN 0638-80-2381).
12. The applicant agrees to provide off-site roadway improvements and other transportation recommended modifications based upon the approved Transportation Impact Analysis (TIA) dated November 6, 2020 from Ramey Kemp & Associates.

The zoning conditions are provided to the Town of Holly Springs as part of the zoning request for the Norris Crossing subdivision. If there are any questions concerning the applicant's intent or language contained within the conditions, do not hesitate to contact myself or the application for clarification.



Mr. Kurt Burger (Project Applicant)
Foxfield Land Partners, LLC
1106 Dominion Hill Drive
Cary, NC 27519



Jeffrey Roach, P.E. (Project Engineer)
Peak Engineering & Design, PLLC
1125 Apex Peakway
Apex, NC 27502

TOWN OF HOLLY SPRINGS REZONING, COMPREHENSIVE PLAN AMENDMENT, & UDO AMENDMENT PACKET

DPM Appendix #A.02
Supplement #15
December 2018



*General Use Rezoning, Conditional Use Rezoning, Comprehensive Plan Amendment,
and Unified Development Ordinance Amendment*

General Information

A Traffic Impact Analysis (TIA) scope determination is required from the Department of Engineering prior to scheduling a Concept Plan Review Meeting. The Request for TIA Scope, Form 8031 is available here: www.hollyspringsnc.us/engineering. Please contact the Department of Engineering at (919) 557-3938 for more information.

A Concept Plan Review Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar. Please email hsplanning@hollyspringsnc.us to schedule a Concept Meeting. For more information, contact the Department of Planning & Zoning at (919) 557-3908.

FOR MORE INFORMATION:

Current Planning & Zoning Petition Fee Schedule:
<http://www.hollyspringsnc.us/planning>

Review Process: Town of Holly Springs Development Procedures Manual (DPM)-
Zoning Map Change- Section 2.
Comprehensive Plan Amendment- Section 2.05

Review Calendar: See Town of Holly Springs Development Procedures Manual (DPM) Appendix 1.
General Use Rezoning Schedule
Conditional Use Rezoning Schedule

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:

During the Concept Plan Review Meeting, it will be determined whether a request for Zoning Map Change to a General Use District or Conditional Use District will be appropriate.

Submittal Requirements

All information required as part of your petition must be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) with each review. Please submit PDF as 1 file containing the complete submittal and name the file with the project name and date.

Link to FTP website: <http://www.hollyspringsnc.us/PlanningFTP>

Zoning Map Change:

- ☒ Submit the following number of copies:
 - (7) 8.5" x 11"
 - (1) PDF version

Comprehensive Plan Amendment:

- ☐ Submit the following number of copies:
 - (5) 8.5" x 11"
 - (1) PDF version

Zoning Map Change- General Use District:

The following items must be submitted with the Petition for Zoning Map Change to a General Use District to be deemed a complete submittal:

- ☐ Vicinity Map
- ☐ Petition Form
- ☐ Processing Fees (make check payable to: Town of Holly Springs)
- ☐ Statement of Zoning Compatibility
- ☐ Affidavit of Owner Notification (required if Applicant **is not** the property owner)
- ☐ Traffic Impact Analysis
- ☐ Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital to the FTP website in Word format. Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.
- ☐ Waiver Request Forms (if being requested in conjunction with Zoning Map Change Petition)

Zoning Map Change- Conditional Use District/PUD:

The following items must be submitted with the Petition for Zoning Map Change to a Conditional Use District to be deemed a complete submittal:

- ☒ Vicinity Map
- ☒ Petition Form
- ☒ Processing Fees (make check payable to: Town of Holly Springs)
- ☒ Statement of Zoning Compatibility
- ☒ Affidavit of Owner Notification (required if Applicant **is not** the property owner)
- ☒ Traffic Impact Analysis
- ☒ Conditional Use Permit Restrictions Statement
- ☒ Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital to the FTP website in Word format. *Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.*
- ☒ Affidavit of Owner's Consent (if required)
- ☒ Waiver Request Forms (if being requested in conjunction with Zoning Map Change Petition)

Comprehensive Plan Amendment:

The following items must be submitted with the Petition for Comprehensive Plan Amendment to be deemed a complete submittal:

- ☐ Vicinity Map
- ☐ Petition Form
- ☐ Processing Fees (make check payable to: Town of Holly Springs)
- ☐ Statement of Comprehensive Plan Future Land Use Plan Compatibility
- ☐ Property survey/legal description (required only if request does not include the entire tax parcel) in both hard copy and digital to the FTP website in Word format. *Note: All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.*

UDO Text Amendment:

The following items must be submitted with the Petition for UDO Text Amendment to be deemed a complete submittal:

- ☐ Petition Form
- ☐ Processing Fees (make check payable to: Town of Holly Springs)
- ☐ Statement of Justification including:
 - ☐ Existing UDO language
 - ☐ Proposed UDO language (**bold** additions to the text and ~~strikethrough~~ text to be removed)
 - ☐ Justification for the amendment

Submittal Specifications:

Statement of Zoning Compatibility: (Zoning Map Change)

A written statement that includes a description of the proposed area for zoning map change and its relationship to the surrounding land uses and zoning; the compatibility of the request with the Vision Holly Springs: Town of Holly Springs Comprehensive Plan, Future Land Use Plan and associated objectives; and any other supporting information regarding the request. The statement must provide evidence, not hearsay, on how the current zoning is not the highest and best use for the property and that the proposed zoning is the highest and best use for the property.

Statement of Comprehensive Plan Future Land Use Plan Compatibility: (Land Use Plan Amendment)

A written statement that includes a description of the proposed area for land use designation modification and its relationship to the surrounding future and existing land uses; the compatibility of the request with the vision, intent and goal of Vision Holly Springs: Town of Holly Springs Comprehensive Plan, Future Land Use Plan and associated objectives; and any other supporting information regarding the request. The statement must provide evidence on how the current land use designation is not the highest and best use for the property and

that the proposed designation would result in a land use pattern that will enhance the quality of life and its appropriateness to the Town's growth and development.

Traffic Impact Analysis:

A Traffic Impact Analysis (TIA) may be required to verify that there are adequate transportation facilities for the proposed development. This report must be submitted, reviewed, and approved prior to the project being scheduled for review by the Planning Board and Town Council.

Affidavit of Owner Notification:

If the Applicant for the proposed Zoning Map Change (either General Use or Conditional Use) is not the property owner, in accordance with NCGS § 160A-384, the Applicant shall certify to the Town Council that all record owners of the property as shown on the Wake County tax listing has received actual notice of the proposed Zoning Map Change request and a copy of the notice of public hearing. The person(s) mailing such notices required to provide this notice shall certify to the Town Council that proper notice has been provided.

Property Survey/Legal Description:

If the proposed Zoning Map Change Petition is only for a portion of an existing parcel of land, a recent property survey map (not exceeding 24" X 36") and written metes and bounds description of the area to be considered for Zoning Map Change is to accompany the Petition at time of submittal in both a hard copy and digital (Word) version. All legal descriptions are to contain references to inorganic monuments, and that all starting references on surveys or legal descriptions describe a course and distance from either the closest NCGS monument or Town of Holly Springs monument, regardless of the distance thereto.

Conditional Use Permit Restriction Statement:

In accordance with UDO Section 9.07 Conditional Use Districts and Conditional Use Permits and UDO Exhibit "A" Conditional Use Permit, each petition for a zoning map change to a conditional use district shall be accompanied by a written statement, signed by the owner of the parcel of property, which shall detail the additional use or development standard restrictions offered. Such additional development standard restrictions must be greater or more restrictive than the Town's zoning regulations. In accordance with NCGS § 160A-382, conditions and site-specific standards imposed shall be limited to those that address the conformance of the development and use of the site to town ordinances and the Vision Holly Springs: Town of Holly Springs Comprehensive Plan, Future Land Use Plan and those that address the impacts reasonably expected to be generated by the development or the use of the site.

Affidavit of Owner's Consent:

If the proposed Zoning Map Change Petition is for a Conditional Use District and/or Conditional Use Permit, all record owners of the property (i.e. both husband and wife; if the record owner is deceased, then applicant shall provide a title opinion written by a licensed attorney indicating all owners of the property, with an affidavit from each owner) as shown on the Wake County tax listings must sign the Petition and the Conditional Use Permit. If the Property Owner(s) are granting authority to a designated agent, an Affidavit of Owner's Consent must accompany the Petition at time of submittal.

Neighborhood Meeting:

Before a public hearing is held on the Petition, the Petitioner must hold at least one (1) neighborhood meeting and submit to the Department of Planning & Zoning a written report of the neighborhood meeting. The purpose of the neighborhood meeting is to educate neighbors about the proposed Petition, to receive neighborhood comments, and to address concerns about the Petition. At least one neighborhood meeting shall be scheduled and held by the Petitioner or Petitioner's Agent.

The neighborhood meeting shall be held at a place and time that is generally accessible to those property owners who will be notified of the Public Hearing as specified in the Development Procedures Manual Section 1.02. The neighborhood meeting shall not be held prior to the Concept Meeting for the submittal of the Development Petition or less than 15 days prior to the Public Hearing.

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. The report will be forwarded by the Department of Planning & Zoning to the Town Council as part of the agenda item.

Waivers:

According to the Unified Development Ordinance, certain waivers of specific development requirements may be requested at time of consideration of a Zoning Map Change Petition as follows:

- Waiver of Architectural and Site Design Requirements for the Town Village (TV) District (UDO Section 3.02, D.),
- Waiver of Architectural and Site Design Requirements for the Commercial/Mixed Use Districts (UDO Section 3.08, C.),
- Waiver of Architectural and Site Design Requirements for the Industrial Districts (UDO Section 4.05, C.),
- Waiver of Sign Regulations (UDO Section 7.03, H.), and
- Waiver of Pedestrian Circulation and Vehicular Area Design Requirements (UDO Section 7.09, C.)

If any such waivers are being requested as part of a Petition for Zoning Map Change, a separate Waiver Request form must be submitted for each waiver requested. See UDO Waiver Request Packet for additional information.



Town of Holly Springs

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

Department of Planning & Zoning
919.557.3908
www.hollyspringsnc.us/planning

Department of Engineering
919.557.3938
www.hollyspringsnc.us/engineering

Department of Parks & Recreation
919.557.3930
www.hollyspringsnc.us/parks

PLAN CONSISTENCY STATEMENT



Describe how the proposed Zone Map Change request is consistent or supported by the objectives and policies of *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* and how it is inconsistent with the Plan.

You must respond to each section; please type or print legibly in blue or black ink

Project Information:

Project Name: Norris Crossing

Proposed Zoning District: R-8: Residential Conditional Zoning

Proposed Land Use/Density: Residential Neighborhood, 2.6 dwelling units/acre

Future Land Use Plan Map Designation: Residential Neighborhood (RN)

Future Land Use Plan Designation Land Use/Density: No change

For DPZ Use only

Project # _____

Date Received:

Plan Consistency Statement:

In accordance with NCGS §160A-383 prior to adopting or rejecting any zoning amendment, the Town Council shall adopt a statement of zoning consistency or inconsistency. Please include as much detailed information about the proposed zoning change and developer offered conditions (if any) or unique conditions associated with this request that support the Town's comprehensive plan objectives and/or policies and why the proposed zoning change is reasonable and in the public interest. If the proposed zoning amendment is not in compliance with the comprehensive plan, the Town Council is required to determine why the proposed zoning change is reasonable and in the public interest if approved. Please provide detailed documentation to assist the Council in making their determination. *Attach Additional Sheets as needed*

Petitioner's Response	Staff's Evaluation
Executive Summary See attached Plan Consistency Summary comments attached	☐ Agree ☐ Disagree
Section 1: Future Land Use & Community Character	☐ Agree ☐ Disagree
Section 2: Transportation / Comprehensive Transportation Plan	☐ Agree ☐ Disagree

Section 3: Parks, Recreation & Open Space/Beyond the Green: A Parks & Recreation Master Plan	☐ Agree ☐ Disagree
Section 4: Community Facilities	☐ Agree ☐ Disagree
Section 5: Infrastructure and Utilities	☐ Agree ☐ Disagree
Section 8: Natural Resources	☐ Agree ☐ Disagree

Plan Consistency Response Prepared by:

Preparer's Signature(s)

Date

November 5, 2020

Zoning Consistency Statement

Norris Crossing Subdivision – Avent Ferry Road
Holly Springs, North Carolina

Project Information:

Project Name:	Norris Crossing
Proposed Zoning District:	R8 – Residential Conditional Zoning
Zoning Maximum Land Use/Density (gross)	3.25 du/acre (R-10 standard)
Proposed Maximum Land Use/Density (gross)	2.60 du/acre
Maximum Proposed Lots:	190 dwelling units
** land use density is being capped to match the R-10 standards	
Future Land Use Map Designation:	Residential Neighborhood (RN)
Property Assembly:	74.41 acres

Plan Consistency Statement:

In accordance with NCGS § 160A-383 prior to adopting or rejecting any zoning amendment, the Town Council shall adopt a statement of zoning consistency or inconsistency. Please include as much detailed information about the proposed zoning change and developer offered conditions (if any) or unique conditions associated with this request that support the Town's Comprehensive Plan objectives and/or policies and why the proposed zoning change is reasonable and in the public interest. If the proposed zoning amendment is not in compliance with the comprehensive plan, the Town Council is required to determine why the proposed zoning change is reasonable and in the public interest if approved. Please provide detailed documentation to assist the Council in making their determination.

Executive Summary:

With the western expansion of the Town of Holly Springs, several new residential developments are in various stages of design and development in this area. The Town's "Vision Holly Springs Comprehensive Plan" has designated the subject area within Norris Crossing as a "Place to Enhance" with a "Residential Neighborhood (RN)" land use designation. The RN character area is identified as one type of housing – single family detached – located on varying lot sizes. The Norris Crossing concept contributes to the Town's goals through the design of single-family residential homes similar to Stonemont and Mills @ Avent Ferry (aka Union Ridge) while providing smaller internal lots and larger perimeter lots within a walkable, connected community. The Norris Crossing assembly has a number of existing street stubs which will be extended from adjacent developments for the overall character identified within the Comprehensive Plan. The various connections create blurred lines between previously isolated residential developments. The interconnectivity to surrounding developments and extensive frontage along Avent Ferry Road provide significant traveling options within Norris Crossing and the surrounding developments while still preserving the environmentally sensitive areas onsite. Perimeter buffers, stream buffers and open space preservation create a project that is interesting and will contribute to the overall character of western Holly Springs.

The underlying goal of Norris Crossing is to blend in with the surrounding developments so the transition is not known to the average homebuyer and Holly Springs resident.

The Comprehensive Plan identifies specific goals for RN districts. These goals are addressed within various response sections within the Zoning Consistency Statement provided.

Section 1: Future Land Use & Community Character

Future Land Use:

Norris Crossing is proposing to follow the Comprehensive Plan through the design and development of single-family detached residential homes on different lot sizes for existing and future Holly Springs residents. The *“pedestrian-scale blocks and a grid street network support a well-connected, cohesive community”* is a common theme within the residential development sections of the Comprehensive Plan. The connectivity between Norris Crossing and surrounding developments is evident with the zoning conditions and commitments. Some of these commitments within the Residential Neighborhood (RN) district include:

- sidewalk on both sides of the internal roadway network;
- a sidepath along Avent Ferry Road connecting Stonemont to the Mills @ Avent Ferry, creating a continuous 4,200 LF sidewalk along Avent Ferry Road;
- sidewalk connections to four (4) existing stub streets and a future connection in the southwest corner of the property (likely to be completed by others by the time Norris Crossing is under construction); and
- greenway easements along the existing sewer easement which bifurcates the properties (final routing of the greenway will be coordinated with Parks & Recreation staff)
- pedestrian connectivity within the development through Open Space areas

Although the proposed zoning for the development is R-8 Conditional Zoning, the project has capped the gross density well under the R-10 zoning district which is 3.25 dwelling units/acre or 241 lots to match the R-10 zoning district standard (Holly Springs UDO Section 2.04). The density cap for this project goes even further with a ceiling of 2.6 dwelling units/acre or a maximum of 190 dwelling units. This is a commitment to continue the R-10 zoning standards from adjacent developments while allowing for the varied lot size and home choices through the Development Option standards. The context of the area is clearly residential and Norris Crossing looks to expand upon the success with property which has been passed over by other developments.

Community Character:

Every project should contribute to the sense of community and create its own identity. Norris Crossing is no different although wedged between two existing subdivisions. Community and identity will be a focus to establish the goals for the Comprehensive Plan as stated within the RN district standards through the use of Development Options available within UDO Section 2.09). Comprehensive Plan statement from the RN district:

“Lot width and depth is variable, with larger lots near the edges of the neighborhood and smaller lots near the center, creating a mix of densities throughout the neighborhood”.

This mix of product types, architectural standards, lot sizes, setback standards, block lengths, open space and active recreation areas will create a project which is different than the surrounding projects but still fits within the context of the area. With the proposed interconnectivity of streets and pedestrian paths, the project will provide a sense of place that will only enhance the community feel of Norris Crossing, Stonemont, the Mills @ Avent Ferry and future developments in the area. The project currently proposes to have three (3) lot sizes to transition from adjacent developments and to provide the mix of product types identified within the Comprehensive Plan. This lot mix consists of 50'-55' wide lots located in the south-central portion of the project; 55'-65' wide lots as the main product size in the north and central portions; and 65' wide and larger lots along the perimeter adjacent to the Mills @ Avent Ferry and Stonemont developments. This mix creates the interest for first-time home buyers, move-up buys, and even retirees.

Section 2: Transportation / Comprehensive Transportation Plan

The mitigation of traffic produced by Norris Crossing and the maintenance of adequate transportation facilities is a tenet highlighted throughout the Comprehensive Transportation Plan. The Traffic Impact Analysis' Memorandum of Understanding (MOU) identifies the intersections which are part of the analysis for the Norris Crossing site. The intersections studied, frontage improvements and additional monitoring within the TIA will provide various stages of transportation mitigation.

While vehicular traffic is a focus of the TIA, there are also multi-modal transportation systems that will be evaluated with Norris Crossing. These systems include items such as sidewalks within the development; pedestrian crossings; active and passive open space preservation; connections to surrounding neighborhoods; extension of existing street stubs to surrounding properties; the Parks & Recreation Master Plan for greenway and sidepath development; bicycle facilities with wider lanes along Avent Ferry Road; and Avent Ferry frontage widening to prepare for the future vehicular corridor improvements along Avent Ferry Road.

Section 3: Parks, Recreation & Open Space/Beyond the Green: Parks & Recreation Master Plan

The Parks & Recreation Master Plan is used to identify critical open space, active and passive recreation, and provide opportunities to the residents. The goals stated in the plan for the connection to existing facilities and the creation of new opportunities is being implemented throughout the Norris Crossing project. The stream which bifurcates the property, along with various fingers on the eastern and western portion of the stream, provide significant environmental resources for protection of water quality and natural habitat within the boundary of the project and identifies a greenway alignment connecting surrounding developments. The Master Plan states:

"Areas should include a comprehensive and connected network of open space through the site to accommodate small parks, gathering spaces, and community gardens; preserve large tree stands; and help manage stormwater run-off."

With the development of Norris Crossing, a web of sidewalks, sidepaths, and greenways will provide access to a minimum of three (3) active and/or passive recreation areas, protected view corridors, natural habitat as well as surrounding developments which offer similar features. Norris Crossing will provide significant protection and access to these areas for existing and future Holly Springs residents.

Section 4: Community Facilities

Community facilities may include any Town, State or Federal facility along with private retail, health care and service providers assisting residents. Public facilities may include Police, Fire, EMS, Town Hall, schools, libraries, parks and greenways. By identifying community facilities in the area, future residents will be able to make informed decisions which directly impact every family. Norris Crossing will achieve the goal of providing or connecting to existing and future Community Facilities including facilities located along Avent Ferry Road within close proximity to the site. Some of these facilities include:

- WCPSS educational facilities located at Cass Holt Road including Holly Springs High School, Holly Ridge Middle and Elementary schools;
- Holly Springs' Fire Station #2 located at Logging Road;
- Holly Springs' future park at 5401 Cass Holt Road;
- Greenways within the site and adjacent developments;
- Sidepath along Avent Ferry Road; and

Norris Crossing is located in a growing part of Holly Springs where Community Facilities will continue to develop as Holly Springs continues its western expansion.

Section 5: Infrastructure and Utilities.

The second portion of Community Facilities includes water, sewer, stormwater, roads and greenways that enhance the lives of the residents of Holly Springs. Holly Springs has been planning for years each of the infrastructure and utility needs along the Avent Ferry corridor. Water line infrastructure is in place along Avent Ferry Road while an agreement is in place with Harnett County to provide water from the Cape Fear River to Holly Springs for years to come. The existing Water Reclamation Facility (Utle Creek) is permitted by the State of North Carolina to treat up to 8.0 MGD. While currently treating less than 3.0 MGD, Utle Creek WRF has a capacity of 6.0 MGD today. Pump stations along the Avent Ferry Road corridor which will accept effluent from the basin are currently under construction (Avent Ferry Road pump station) or have sufficient capacity to accept flow for the Norris Crossing project.

Stormwater treatment has been a key component with every development in and around Holly Springs for years and Norris Crossing is no different. The project will meet the water quality and quantity requirements established by NC-DEQ and the Town of Holly Springs including post development runoff controls and treatment of the "first flush" 1" storm for water quality control.

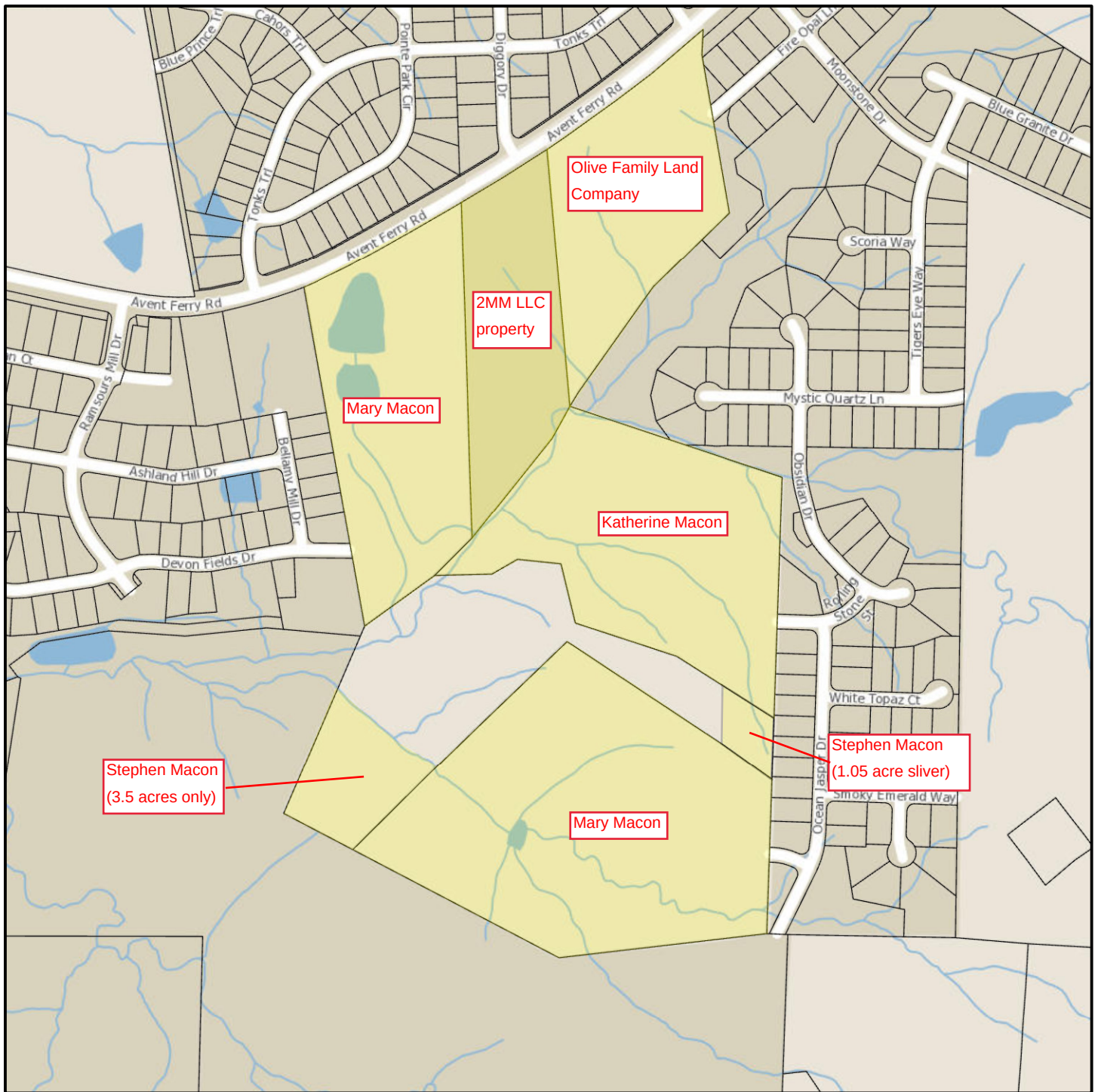
"Dry utilities" including gas, electric, telephone and cable systems are readily available along the Avent Ferry Road frontage and through adjacent residential developments and stub streets. Norris Crossing will coordinate with the appropriate utility providers to extend services into the site. Expansion improves the services for outlying portions to Holly Springs and the Avent Ferry corridor is a prime example of the expansion of services.

Section 8: Natural Resources

With an eye on balancing development and preservation, the project will follow the Town's guidelines for both. There are significant environmental features where minimization and avoidance techniques will be paramount in the designs. To meet requirements established by the Town, State and Federal review agencies, various studies and on-site evaluations will be conducted to determine the critical areas on the site and how to avoid these areas. Where impacts are necessary, the disturbance will be minimized and the impact during construction mitigated through erosion and sediment control measures, impact mitigation fees and on-site inspections during construction.

The Town also requires a certain percentage of tree preservation within any project. Norris Crossing will identify significant areas within the boundary of the project for preservation and further study these areas for protected trees (size and/or species) and delineate these areas. By avoiding and preserving the on-site natural resources, Norris Crossing will create a balance between development and preservation the residents will be aware of daily.

Norris Crossing will meet the Vision Holly Springs Comprehensive Plan for the Residential Neighborhood project. The residential concept will welcome existing and future Holly Springs homeowners within a highly desirable, walkable neighborhood in a vibrant community.



0 265 530 1,060 ft
1 inch = 500 feet

Disclaimer

*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.*

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: February 11, 2021
Time: 5:30 pm
Location: ZOOM meeting

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: January 22, 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:

See attached neighborhood meeting report.

Attach Additional Sheets as needed

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

At this time, there have been no changes to the zoning application. A number of points within the sketch plan and layout are being reviewed for modifications prior to a Development Plan/Site Plan submittal.

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)

Date

February 12, 2021



NOTICE OF NEIGHBORHOOD MEETING

January 22, 2021

Dear Neighbor,

You are invited to a neighborhood meeting to review and discuss the rezoning proposal at:

<u>OWNER</u>	<u>ADDRESS</u>	<u>PIN</u>
1 Mary Hare Macon	2221 Avent Ferry Rd, Holly Springs, NC 27540	0638-71-6449
2 2MM LLC	2205 Avent Ferry Rd, Holly Springs, NC 27540	0638-81-0828
3 Olive Family Land Company LLC	2129 Avent Ferry Rd, Holly Springs, NC 27540	0638-82-4248
4 Katherine Johnson Macon	2209 Avent Ferry Rd, Holly Springs, NC 27540	0638-81-4177
5 Mary Hare Macon	2225 Avent Ferry Rd, Holly Springs, NC 27540	0638-80-2381
6 Stephen C Macon	2305 Avent Ferry Rd, Holly Springs, NC 27540	0638-70-7772

*The numbers located before the owner's names correspond to the parcels located on the map attached to the second sheet of this letter.

In accordance with the Town of Holly Springs Neighborhood Meeting Procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before a public hearing is held on the petition to rezone. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project.

Description of Proposal:

Meeting being held via Zoom, see link below. Purpose of meeting is to inform the neighbors of the properties to be rezoned. The purpose of the rezoning is to change the zoning designation to Residential Single Family (R-8 Residential Conditional Use). Also to allow a density of 3.25 dwelling units per acre.

<https://us02web.zoom.us/j/81652146181?pwd=ZGFoTjJ1UnRnSGdKRzZNei9NMjZz09>

Meeting Information

Property Owners Names:	See Above
Applicants:	Foxfield Land Properties, Kurt Burger
Contact Information:	Jeff Roach, jroach@peakengineering.com, (919) 439-0100
Meeting Address:	Zoom Link
Date of Meeting:	February 11, 2021
Time of Meeting:	5:30 PM -

Meeting Agenda Times

Welcome: 5:30 Project Presentation: 5:40 Question & Answer: 5:55 -

Due to COVID-19, the neighborhood meeting will be held virtually, via Zoom. If you have any questions, please email or call Jeff Roach at jroach@peakengineering.com or (919) 439-0100.

2MM LLC
109 OXYARD WAY
CARY NC 27519-7327

GBOLABO & MOYINOLUWA ADETUNJI
100 OCEAN JASPER DR
HOLLY SPRINGS NC 27540-6749

RICHARD & STEPHANIE ANTHONY
117 MYSTIC QUARTZ LN
HOLLY SPRINGS NC 27540-6460

JOE & ANZHELIKA BAAKLINI
413 FIRE OPAL LN
HOLLY SPRINGS NC 27540-6451

JOHANNA MARIA BACHMANN LIVING
TRUST
105 TONKS TRL
HOLLY SPRINGS NC 27540-8281

MATTHEW K & SHANNON BARKER
253 POINTE PARK CIR
HOLLY SPRINGS NC 27540-6433

MATTHEW BLAIR & REBEKAH
LAVENDER
304 OCEAN JASPER DR
HOLLY SPRINGS NC 27540-6482

ADAM & AMBER BOGER
237 POINTE PARK CIR
HOLLY SPRINGS NC 27540-6433

SHANE R & CHRISTA M BOWIE
213 POINTE PARK CIR
HOLLY SPRINGS NC 27540-6433

CATATLANTIC GROUP, INC
6701 CARMEL RD STE 425
CHARLOTTE NC 28226-0203

HARVEY DAYTON III & BETHANN CARY
209 BELLAMY MILL DR
HOLLY SPRINGS NC 27540-6469

WAYNE E & JANICE J COEBURN
105 DIGGORY DR
HOLLY SPRINGS NC 27540-6406

RENATA & MARCELO DE MELLO
300 OCEAN JASPER DR
HOLLY SPRINGS NC 27540-6482

DE, HAAS DAVID P
109 MYSTIC QUARTZ LN
HOLLY SPRINGS NC 27540-6460

MICHAEL & EMILY FAHRINGER
409 FIRE OPAL LN
HOLLY SPRINGS NC 27540-6451

MICHAEL JOSEPH JR & SHAHEEN
AHMAD FEDEWA
213 OBSIDIAN DR
HOLLY SPRINGS NC 27540-6480

JEFFREY & SARAH FERGUSON
233 POINTE PARK CIR
HOLLY SPRINGS NC 27540-6433

TONYA B FERRELL
229 POINTE PARK CIR
HOLLY SPRINGS NC 27540-6433

PHILIP & SUSAN FOTE
101 TONKS TRL
HOLLY SPRINGS NC 27540-8281

ALFRED GALLAGHER & KAREN
RODRIGUEZ
101 LONG BOTTOM TRL
HOLLY SPRINGS NC 27540-8275

DON JR & SLOAN BARNES GARNER
104 OCEAN JASPER DR
HOLLY SPRINGS NC 27540-6479

ANGELA & ADAM HAUT
100 MYSTIC QUARTZ LN
HOLLY SPRINGS NC 27540-6460

TODD & WENDY GOODWIN
216 DEVON FIELDS DR
HOLLY SPRINGS NC 27540-6465

JOHNATHAN & JENNY HAROL
404 FIRE OPAL LN
HOLLY SPRINGS NC 27540-6451

GREGORY HAYES & JACQUETTE VEALS
208 OCEAN JASPER DR
HOLLY SPRINGS NC 27540-6481

DANIEL & STACIA HICKS
313 BELLAMY MILL DR
HOLLY SPRINGS NC 27540-6470

HOLLY POINTE HOMEOWNERS ASSN,
INC
PO BOX 97243
RALEIGH NC 27624-7243

HOLLY POINTE LLC
3056 GRANVILLE DR
RALEIGH NC 27609-6918

MARY C HOLT
6116 CASS HOLT RD
HOLLY SPRINGS NC 27540-9758

HPA US1 LLC
120 S RIVERSIDE PLZ STE 2000
CHICAGO IL 60606-6995

SHEKHAR & ARCHANA JOSHI
108 OCEAN JASPER DR
HOLLY SPRINGS NC 27540-6479

ANTOINE & KAREN JOHNSON
412 FIRE OPAL LN
HOLLY SPRINGS NC 27540-6451

TARA-ANNE JOHNSON & JOHN COHEN
200 ROLLING STONE ST
HOLLY SPRINGS NC 27540-6478

THE MILLS AT AVENT FERRY
HOMEOWNERS ASSOC INC
3716 NATIONAL DR STE 105
RALEIGH NC 27612-4863

JUSTIN & CHRISTA RAE LISO
101 MYSTIC QUARTZ LN
HOLLY SPRINGS NC 27540-6460

LENNAR CAROLINA LLC
TROY J GEROGE
1100 PERIMETER PARK DR STE 112
MORRIZVILLE NC 27560-9119

JASON & TRACY LEWIS
309 BELLAMY MILL DR
HOLLY SPRINGS NC 27540-6470

SUDHA & SITARAM LINGAM
408 FIRE OPAL LN
HOLLY SPRINGS NC 27540-6451

MARI ELLEN & JOOST LOIJENS
301 BELLAMY MILL DR
HOLLY SPRINGS NC 27540-6470

KATHERINA JOHNSON MACON
PO BOX 370
ATLANTIC BEACH NC 28512-0370

MARY HARE MACON
2221 AVENT FERRY RD
HOLLY SPRING NC 27540-8425

MARY HARE MACON
315 BROOK LN
NEWPORT NC 28570-6505

STEPHEN C MACON
2305 AVENT FERRY RD
HOLLY SPRING NC 27540-8941

CHAMIA MAKER
100 ASHLAND HILL DR
HOLLY SPRING NC 27540-6468

JEFFREY & LORI MARTIN
104 MYSTIC QUARTZ LN
HOLLY SPRING NC 27540-6460

JOSE & CASEY MARTINEZ
249 POINTE PARK CIR
HOLLY SPRING NC 27540-6433

COLIN & LEIGH MCNAUGHTON
257 POINT PARK CIR
HOLLY SPRING NC 27540-6433

JOSEPH E JR & SARA ELLEN MULLEN
216 OCEAN JASPER DR
HOLLY SPRING NC 27540-6481

SCOTT & LISA MEIER
121 TONKS TRL
HOLLY SPRING NC 27540-8281

ARTHER OSMAN FLEW & CHARLOTTE
FLEW
201 MYSTIC QUARTZ LN
HOLLY SPRING NC 27540-6461

OLIVE FAMILY LAND COMPANY LLC
8916 BARKER RD
NEW HILL NC 27562-9786

BRIAN & KELLY OTEN
305 BELLAMY MILL DR
HOLLY SPRING NC 27540-6470

PALMETTO RESIDENTIAL RENTALS LLC
441 WESTERN LN
IRMO SC 29063-9230

KUMAR PALANIANDY & JAYANTHIE
KUMAR
200 OCEAN JASPER DR
HOLLY SPRING NC 27540-6481

MICHAEL & ANGELA PEACH
225 POINTE PARK CIR
HOLLY SPRING NC 27540-6433

SCOTT & KAREN PUCEK
109 TONKS TRL
HOLLY SPRING NC 27540-8281

NICHOLAS & MICHELLE REICHEL
241 POINTE PARK CIR
HOLLY SPRING NC 27540-6433

DAVID & TARA PARKER
117 TONKS TRL
HOLLY SPRING NC 27540-8281

BRUNA & RAFAEL RENOVATO
212 OCEAN JASPER DR
HOLLY SPRING NC 27540-6481

JEFFREY & JULIE RESES
113 TONK TRL
HOLLY SPRING NC 27540-8281

MICHAEL & REBECCA RITTER
213 BELLAMY MILL DR
HOLLY SPRING NC 27540-6469

ANDRES & TAMMY ROJAS
245 POINTE PARK CIR
HOLLY SPRING NC 27540-6433

MARIA SACCENDE & FREDERICK
KIRSCHBAUM
101 DIGGORY DR
HOLLY SPRING NC 27540-6406

PATRICIA SANDERSON
217 POINTE PARK CIR
HOLLY SPRING NC 27540-6433

JAMES & ANTIONEN SCOTT
221 POINTE PARK CIR
HOLLY SPRING NC 27540-6433

RICHARD & CYNTHIA SHADY
104 DIGGORY DR
HOLLY SPRING NC 27540-6405

JUAN & JESSIE SCHAAR
113 MYSTIC QUARTZ LN
HOLLY SPRING NC 27540-6460

DANIEL & LYNNE SHARP
105 MYSTIC QUARTZ LN
HOLLY SPRING NC 27540-6460

STONEMONT OWNERS ASSOCIATION INC
CHARLESTON MANAGEMENT CORPORATION
812 SALEM WOODS DR STE 202
RALEIGH NC 27615-3346

VARINA SUBRAMAYA & SATISH
MOORTHY
204 OCEAN JASPER DR
HOLLY SPRING NC 27540-6481

PATRICK & SAMANTHA VEREB
101 ASHLAND HILL DR
HOLLY SPRING NC 27540-6468

TADASHI & KELLY TAKEDA
2160 AVENT FERRY DR
HOLLY SPRING NC 27540-8437

WESLEY VAUX
405 FIRE OPAL LN
HOLLY SPRING NC 27540-6451

QUINN YAO
109 DIGGORY DR
HOLLY SPRING NC 27540-6406

HOLLY SPRINGS DEVELOPMENT SERVICES
P.O. BOX 8
HOLLY SPRINGS, NC 27540

NORRIS CROSSING

NEIGHBORHOOD MEETING REPORT

The Norris Crossing Neighborhood meeting was hosted by Jeff Roach of Peak Engineering & Design on Thursday, February 11, 2021 at 5:30 pm through a ZOOM meeting. Mr. Roach presented on behalf of Foxfield Land Partners and the property owners. The list of residents attending the meeting is included with the report.

Agenda:

5:30 A brief introduction was made.

5:35 Zoom information was provided – including a request to provide questions in writing through the chat box...or in person as appropriate

5:40 --- A presentation of the project was made including the Wake GIS website (for property identification), a Google Earth image and finally a copy of Sketch Plan 5 with the overall development shown for discussions.

Discussions continued until all questions were answer and the meeting was ended. Contact information for Peak Engineering & Design was provide in the mailing along with the virtual meeting. Following is a summary of questions form the attendees:

Questions received through the CHAT BOX on ZOOM:

From Brian Oten to Everyone: 05:38 PM

Can you please explain what the R-10 standard is?

- *Specific UDO standards related to density, setbacks, open space, lot sizes, etc. Then discuss the proposed R-8 CZ request and how they are going to mimic the R-10 residential standards through specific zoning conditions.*

From Marcelo De Mello to Everyone: 05:39 PM

Are the participants going to receive an agenda/minutes from this meeting?

- *Peak agreed to provide a copy of the summary to those that registered for the ZOOM meeting.*

From Wayne Coeburn to Everyone: 05:41 PM

how many homes are planned?

- *The zoning permits up to 208 dwelling units (as noted in the zoning conditions). The sketch plan that was provided has less than 208 dwelling units based upon topography, buffers, wetlands, access and other items which will impact the design and development.*

From Brian Oten to Everyone: 05:41 PM

Will there be a landscape buffer between the communities, particularly the western edge of the development and the Mills?

- *There will be buffers around the perimeter of the project. The buffer along the Mills @ Avent Ferry is being evaluated for existing vegetation or replanting that is needed.*

From Marcelo De Mello to Everyone: 05:41 PM

What is the total acreage of land rezone?

- *The total acreage for the rezoning is 74.41 acres*
- *I was incorrect and stated ~77 acres at the meeting (sorry for any confusion on my part)*

From Wayne Coeburn to Everyone: 05:43 PM

How will the intersection at Diggory be designed?

- *Norris Crossing is proposing a westbound left turn lane into the new development; striping for a left turn for eastbound Avent Ferry traffic into Holly Pointe; and an eastbound right turn into Norris Crossing. This along with a number of additional Transportation Master Plan requirements, significant improvements will be provided along Avent Ferry Road.*

Follow up question concerning the right-in/right-out at Bellamy Mill Drive and why that is like that? Would Diggory Drive be able to cross-over Avent Ferry Road?

- *An explanation was given as to why the right-in/right-out was likely required – spacing from Ramsours Mill Drive. Based upon our discussion with NCDOT, a full access at the Norris Crossing entrance would be supported by NCDOT and the Town of Holly Springs staff.*

From Marcelo De Mello to Everyone: 05:44 PM

What is the current timeline to get the town approval and when the development will start?

- *Engineering design approval – assuming zoning approval – would like be around the start of 2021. Construction cannot start until all Town, NCDOT and other permits are obtained.*

On your plot, could you zoom-in so we can take a look on the tree buffer?

- *The sketch plan was blown up and we went on a tour of the current layout for the site.*

On your plot, is that sketch public already?

- *This sketch is not public. We are using this in discussions with the neighbors, staff, Town Council, builders, development partners, and consultants.*

From Don Garner to Everyone: 05:45 PM

single family homes or townhomes?

- *All single family detached homes are proposed within the development.*

From Brian Oten to Everyone: 05:46 PM

It sounds like there is no answer at this time.

- *This was about the above Townhomes vs Single family question. It was answer – just not right away.*

From Adam M to Everyone: 05:46 PM

Will the builder fund any of the road changes/improvements in front of the neighborhood?

- *Yes. The builder is required to provide all improvements committed to within the TIA and to construction or pay a fee in lieu for improvements along the frontage as shown within the Transportation Master Plan.*

From Brian Oten to Everyone: 05:47 PM

Holly Springs is seeking the title of Tree City USA. Are there any courses of action we can take to ensure standing mature trees are left as wildlife/forest buffer between communities?

- *As part of the Development Plan/Site Plan, the existing vegetation is evaluated for possible preservation. If the appropriate species, size and location of trees are identified, a preservation/avoidance plan is part of the project submittals. The Landscape Architect and Forester evaluate the site and provide recommendations at the appropriate time.*

From Ellie Loijens to Me: (Privately) 05:51 PM

Will the rezoning impact the current private shooting range?

- *It will not. That is on the Steven Macon property and as private property within Wake County's jurisdiction, the development will not have any impact on the range.*

From Adam M to Everyone: 05:52 PM

Will there be a sidewalk added to the front of the neighborhood?

- *Yes – across the property frontage as required within the Transportation Master Plan.*

From Marcelo De Mello to Everyone: 05:54 PM

Have any builder already mentioned interested in the area? If yes, can we know who they are?

- *There are a number interested. They are waiting for the zoning to determine how and when/if to move forward with the buyer.*

From Wayne Coeburn to Everyone: 05:57 PM

Will there be a pool or rec area and where is it located if so?

- *A location is current set aside for a possible amenity area. The final builder selection will determine the size and shape of the facility (if constructed).*

Will the traffic coming from HOLly Springs and turning right into Diggory still have the turning lane that currently exists? Or will traffic be closer to the Holly Point homes on Avent Ferry?

- *That is unknown at this time. The existing striping and pavement will be surveyed and a roadway improvements plan provided to NCDOT and Town staff during Site Plan reviews.*

From Don Garner to Everyone: 05:59 PM

how many BMPs/ponds for storm water runoff?

- *At present, there are size (6) ponds proposed throughout the development. That could increase or decrease as the project moves beyond sketch plans.*

From Marcelo De Mello to Everyone: 06:02 PM

I know you mentioned that you would pull again the sketch, then when you do, could you please elaborate on the green path you mentioned earlier?

- *Related to the "GREEN BELT", that is something that is within the Development Option standards. We are working with staff on the sketch and will be back for a concept meeting with staff after the zoning is completed (assuming it is a positive reception from Council).*

From Adam M to Everyone: 06:02 PM

Will the pond be removed on the current Macon property?

- *The existing farm pond will be removed prior to construction on the property.*

From Brian Oten to Everyone: 06:06 PM

Is that a plan for a house next to the pool in the Mills?

- *There is a lot adjacent to the pool at the Mills project. Final confirmation of stream buffers, wetlands, sewer alignment and floodplain will determine if these lots are feasible.*

From Ellie Loijens to Everyone: 06:13 PM

Why is there a 20' Greenway on the plans on the North side, but not on the Southside?

There are significant old trees there. A LOT

- *This is in reference to the GREEN BELT (not greenway). The green belt is being evaluated along the western boundary adjacent to the Mills. The lots in the Mills have a 20' Type A buffer along the eastern bound located within the lots. This same configuration will like be provided on the lots adjacent to the Mills lots.*

From Marcelo De Mello to Everyone: 06:16 PM

Since there are a lot of builders interested in the area, once the builder decides to develop it, is the builder allowed to modified the sketch or they are only allowed on choosing the plans and comestic things?

- *The building will modify the plans to fit their home product, their grading requirements, and other standards they each builder holds as requirements. The changes will be evaluated with Town staff through the Site Plan reviews and be public record for all to follow on the Interactive Development Map.*

From Brian Oten to Everyone: 06:20 PM

Has this property been rezoned? Or is that petition still pending?

- *That is where we are in the process. Zoning to Planning Board February 23rd and Town Council on March 16th. This is the current schedule.*

From Ellie Loijens to Everyone: 06:26 PM

How is it possible to have a non R10 surrounded by R10?

- *An R-8 Conditional Zoning is proposed with standards that match the R-10 zoning district, specifically related to density (3.25 DU/acre). This will go through with staff at the appropriate time.*

What about Parcel #6, how can it retain it's zoning??

- *This is in reference to the Steven Macon residual property (Norris Crossing is purchasing two sections: 3.5 acres in the SW and 1.0 acres along the eastern boundary). The remaining Steven Macon property is NOT being rezoned or annexed as part of Norris Crossing.*

Regarding the parcel not being purchased, since it is isolated from public streets, how can the parcel be a separate zone?

- *The residual Steven Macon property will abut a public R/W in 3 locations making it a legal lot of record.*

From Marcelo De Mello to Everyone: 06:29 PM

Thank you so much for putting this together. I'm sure the Stonemont residents appreciate it a lot.

- *Thanks for attending and providing great input/feedback.*

From Brian Oten to Everyone: 06:29 PM

For what it's worth, a buffer (preferably wooded) would be appreciated and appropriated between this community and the Mills. Thanks for your time!

- *We are evaluating the area and how to best buffer the properties.*

From James Caldwell to Everyone: 06:29 PM

thank you!

THIS IS THE END OF THE WRITTEN COMMENTS / QUESTIONS.

FOLLOWING ARE QUESTIONS WHICH WERE ASKED BY THE RESIDENTS DURING THE MEETING.

Have notified WCPSS about the project?

- *It is our understanding that Holly Springs provides a report to WCPSS. We will confirm this and make sure WCPSS is aware of the project as we continue to work through zoning and Site Plans.*

What is the plan for widening of Avent Ferry Road?

- *Answered above.*

Will the right turn lane from Avent Ferry to Diggory Drive be retained?

- *To be determined within the proposed striping plan. This will be created during the Development Plan/Site Plan stage*

What is the plan for construction access? Will it be directed through the surrounding neighborhoods?

- *Plan is to have the main access from Avent Ferry Road. Avoid directing any traffic into the surrounding neighborhoods to avoid conflicts with homeowners and pedestrians/kids.*

What is the timing for construction on the property? What time of day?

- *The Holly Springs noise ordinance controls construction timing. I think it is:*
 - o *Monday - Saturday 7 am – 7 pm*
 - o *Sunday: 9:00 am – 6:00 pm*
 - o *THIS IS INCORRECT – IT IS ACTUALLY: MON – FRIDAY 7:00 AM – 7:00 PM; SATURDAY 9:00 AM – 7:00 PM. NO SUNDAY WORK.*

There is an existing power pole on the De Mello property (PIN 0638-80-9187). Can that pole be removed?

- *If the only service is to the Steven Macon well, then we are going to request Duke Energy remove the pole when appropriate. This is TBD.*

What is the plan for the two farm ponds on the Mary Macon property?

- *The existing farm ponds will most likely be drained prior to the start of construction.*

What happens to the sketch plan and can it change during Site Plans?

- *A preliminary sketch plan was shown during the meeting. This is a concept plan that is being used to determine the items which should be requested during the zoning hearings. Everyone was told that “THIS PLAN WILL CHANGE” during the site plan designs. But that everything that is submitted to staff is available on the Holly Springs website on the Interactive Development Map. Depending upon the timing, additional neighborhood meetings will most likely be needed to make sure everyone understands the plan for the connectivity and construction.*

THIS IS THE END OF THE QUESTIONS ASKED DURING THE MEETING

EMAILS RECEIVED WITH THE FOLLOWING QUESTIONS/ANSWERS PROVIDED.

From: Anthony Fulgieri of 408 Cahors Trail (Holly Pointe subdivision)

I know this might look like a lot of questions, but what piques my curiosity most is the request for R-8 zoning over R-10, which appears to be prevailing zoning for HOAs for the areas west of Cass Holt Rd. **R-8 provides more flexibility with the lot sizes, building setbacks and constructability (especially when dealing with a lot of wetlands, stream buffers and topo/elevation challenges). We are asking for the R-8 district while restricting density to the R-10 district.**

1.) How many homes are planned and timeline for development? **A maximum of 208 homes per the zoning documents. More realistic is less than 200 with the challenges noted above.**

2.) Are they all single family or a mix of SF, Townhomes and/or carriage houses? **All single family detached.**

3.) How many entrance/ egress sites are planned for the development? **There are 6 entrances/exits to/from the property. 5 are stub streets from surrounding residential developments (Stonemont and the Mills @ Avent Ferry) and one new access to Avent Ferry Road at Diggory Drive.**

- Are there any planned traffic lights? **Not for this development. A new signal will be going in at Holly Meadow Drive – near the Cass Holt Intersection – by the Town of Holly Springs.**

- Road widening or other traffic mitigation? **Lane widening on our side of Avent Ferry Road, a westbound left turn lane (coming from Highway 55), and an eastbound right turn lane (coming from Harris Lake). Paying for a portion of the traffic signal at Holly Meadow Drive.**

4.) Is the developer planning sidewalks and/or greenway connections as part of the plan? **Yes to both. Sidewalk along the frontage connecting the Mills @ Avent Ferry with the Stonemont project sidewalk. There is also a greenway located in the middle of the development following the existing sanitary sewer easement/creek. And finally, interior sidewalks within the development connecting to Stonemont and Mills @ Avent Ferry.**

6.) How many school aged children are expected from this development and how will Wake C. plan for the additional student population? **That is something that I do not know. WCPSS does their own evaluations based upon the adopted Town Land Use Plans and sets school priority based upon growth in the area.**

There are currently upwards of 500+ units already approved and/or under construction just on Avent Ferry (Stevenson Tract, Lochridge, Bridgeberry I,II, & III, and the Mills phase 2). This brings the following considerations:

- Limited Town Amenities (Ex. there are no parks on the West side of Town. HS has plans for one 54 acre park on Cass Holt Rd).
- As mentioned above, school impact
- Runoff and drainage

I look forward to hearing more about the project later this afternoon.

Best regards,

Anthony

From: Marcelo De Mello, 300 Ocean Jasper Drive (Stonemont Subdivision)

Thanks for the informative session today.

After reviewing some of my notes, I realized that one thing not yet clear for me is what is really the "20' Green Belt" (between street F and the Ocean Jasper Dr. in Stonemont). **Great question.**

On your proposed zoning, the 20' Green Belt means a side-walk rounded the native/current trees for pedestrians to walk and exercise, or does it mean a 20ft wide buffer without touching the current state of the land? **The greenbelt is required in portions of a development in which a lot area, setback or sideyard reduction is being requested with the Development Options design drawings (Site plans). The greenbelt is not required for every lot in the development. In this case, the greenbelt behind your property is required if the lot reduction is requested. We plan to have lots similar in size to Stonemont in this area but feel a buffer (possibly the greenbelt) would be beneficial for the existing property owners in Stonemont. Stonemont current has a 20' undisturbed buffer on the lots on Ocean Jasper Drive – and there will be a similar commitment to provide the undisturbed buffer or greenbelt in this area.**

The difference in greenbelt and buffer: greenbelt is located on HOA property; buffer is located on the individual lots. This is why there is a greenbelt in some locations and buffers in other locations (some of this does not show up on the sketch plan...but will be cleaned up for the Site Plan submittals to make sure we are protecting the surrounding property owners. I have also copied the definition of Greenbelt within the Holly Springs Unified Development Ordinance.

I'm looking forward to hearing from you in regards to this question and for attend the next session for more information.

Grand Opening: The introduction, promotion, or announcement of a new business, store, shopping center, or office, occurring within thirty (30) days of the issuance of the Certificate of Occupancy, and/or the announcement or introduction or promotion of an established business changing ownership. [Amended Ordinance #03-17]

Greenbelt: An *open space* along the perimeter of a development, *subdivision* or *project* which is maintained in its natural vegetative state and which, at a minimum, contains sufficient vegetation to meet or exceed perimeter landscape yard requirements.

Group Home: As defined by GS § 122C-3. [Amended Ordinance #15-10]

Best Regards,

Marcelo M. DeMello

NORRIS CROSSING – NEIGHBORHOOD ATTENDANCE SHEET

Name	Address (if provided)	Address	Email address/contact information (as provided)
Anthony Fulgieri	408 Cahors Trail	Holly Springs, NC	afulgie@gmail.com
Wayne Coeburn	105 Diggory Drive	Holly Springs, NC	
Stephen Macon	2305 Avent Ferry Road	Holly Springs, NC	scmacon@splithousevineyard.com
Don Garner	104 Ocean Jasper Drive	Holly Springs, NC	Dgarner2642@gmail.com
Antoine Johnson	412 Fire Opal Lane	Holly Springs, NC	PEN1NEY@Yahoo.com
Marcelo De Mello	300 Ocean Jasper Drive	Holly Springs, NC	Tchello.mello@gmail.com
Lynne Sharp	105 Mystic Quartz Lane	Holly Springs, NC	Ldsharp212@hotmail.com
James Caldwell			jwcaldwellpe@gmail.com
Brian Oten	305 Bellamy Mill Drive	Holly Springs, NC	bpdoten@gmail.com
Ellie Loijens	301 Bellamy Mill Drive	Holly Springs, NC	ellierloijens@gmail.com
Scott Martin	104 Mystic Quartz Lane	Holly Springs, NC	j.scott.x.martin@gmail.com
Adam Martin	104 Mystic Quartz Lane	Holly Springs, NC	Adam.t.martin8@gmail.com
James B.			JB@nchomesearch.net
Dan Hicks	313 Bellamy Mill Drive	Holly Springs, NC	Danielhicks75@gmail.com
Jeff Roach Peak Engineering & Design	1125 Apex Peakway	Apex, NC	jroach@peakengineering.com
Kurt Burger Foxfield Land Partners	1106 Dominion Hill Drive	Cary, NC	kurt@foxfieldland.com
Nate Bouquin (Ramey Kemp & Assoc)	5808 Faringdon Place Suite 100	Raleigh, NC	nbouquin@rameykemp.com
Morgan Rosamond (Ramey Kemp & Assoc)	5808 Faringdon Place Suite 100	Raleigh, NC	mrosamond@rameykemp.com

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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



Petition Type (check one- each request must be on separate petitions)

- ☒ Zoning Map Change: ☐ General Use District **or** ☒ Conditional Use District/Permit
☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Plan Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

Project Information

Project Name: Norris Crossing

Project Location: 2205 Avent Ferry Road

Use street address. If none, use the closest intersection

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

PIN: see attached Real Estate ID: see attached

Project Acreage: (Rounded to nearest tenth) 74.41 Partial Parcel: ☒ No ☐ Yes

Scoping Meeting Date: July 23, 2020 Concept Meeting Date: _____

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

Petition Request

Current Zoning: R-30: Residential Proposed Zoning: R-8: Residential Conditional Use

Current Future Land Use Designation: Residential Neighborhood

Proposed Future Land Use Designation: Same

Area Plan Designation (if applicable): _____

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

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

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

Project Applicant/Contact

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

Is the applicant applying on behalf of the property owner(s)? ☐ Yes ☐ No If yes, please complete the Affidavit of Property

Owner Consent form and attach. If applicant contact is not the Owner or representing the Owner(s), please complete Property Owner

Notification Affidavit and attach.

Name Jeff Roach Company Peak Engineering & Design, PLLC

Mailing Address 1125 Apex Peakway

City Apex State NC Zip 27502

Telephone # (919) 439-0100 E-Mail jroach@peakengineering.com

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

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

Property Owner(s) if different than Applicant/Contact-REQUIRED *attach additional sheets if necessary*

Name see petition documents Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # _____ E-Mail _____

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

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

Owner's Authorization (Required for Conditional Use Zoning or Conditional Use Permit)

Owner's Signature(s) _____ PIN/REID _____ Date _____

NORRIS CROSSING

Property Owner – Exhibit ‘A’

Property Owner	Contact Information	Email Address	PIN	Real Estate ID (REID)	Acreage	Current Zoning
Olive Family Land Company, LLC	Carla O. Trepper 9016 Barker Rd New Hill, NC 27562	ctrepper@lee-associates.com	0638-82-4248	0004033	10.43 acres	R-30
2MM LLC	Selva Mohan 109 Oxyard Way Cary, NC 27519	2mmlccary@gmail.com	0638-81-0828	0021750	8.20 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-71-6449	0182472	14.71 acres	R-30
Macon, Katherine Johnson	P.O. Box 370 Atlantic Beach, NC 28512		0638-81-4177	0094223	15.31 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-80-2381	0028331	21.21 acres	R-30
Macon, Stephen	Stephen Macon 2305 Avent Ferry Rd Holly Springs, NC 27540	smacon@splithousevineyard.com	0638-70-7772	0094249	3.50 acres and 1.05 acres (partial rezoning)	R-30

** All of the Macon properties will be signed by one or more of the following family members:

- Jerry Macon (currently executor of the estate) jerry.macon@yahoo.com
- Stephen Macon smacon@splithousevineyard.com
- Lee Macon leemacon@gmail.com
- Alisa Macon akmacon@hotmail.com
- Anne Brannon (annebrannon@att.net)

Applicant and Owners’ Representative:

Foxfield Land Partners, LLC
Mr. Kurt Burger
1106 Dominion Hill Drive
Cary, NC 27519
(919) 434-5002
(kurt@foxfieldland.com)

Civil Engineer and Applicant’s Representative

Peak Engineering & Design, PLLC
Jeff Roach, P.E.
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100
(jroach@peakengineering.com)

OLIVE FAMILY LAND COMPANY, LLC

Zoning Documents

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION



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

Petition Type (check one- each request must be on separate petitions)

- ☒ Zoning Map Change: ☐ General Use District or ☒ Conditional Use District/Permit
☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Plan Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Project Name: Norris Crossing

Project Location: 2129 Avent Ferry Road

Use street address. If none, use the closest intersection

- ☐ Within Corporate Limits ☒ Within Holly Springs ETJ ☐ Pending Annexation
 PIN: 0638-82-4248 Real Estate ID: 0004033

Project Acreage: (Rounded to nearest tenth) 73.40 Partial Parcel: ☒ No ☐ Yes

Scoping Meeting Date: July 23, 2020

74.41 ac

Concept Meeting Date: _____

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

Petition Request

Current Zoning: R-30 Proposed Zoning: R8 Residential: Conditional Use

Current Future Land Use Designation: Residential Neighborhood

Proposed Future Land Use Designation: N/A

Area Plan Designation (if applicable): _____

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

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

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

Project Applicant/Contact

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

Is the applicant applying on behalf of the property owner(s)? ☐ Yes ☐ No If yes, please complete the Affidavit of Property Owner Consent form and attach. If applicant contact is not the Owner or representing the Owner(s), please complete Property Owner Notification Affidavit and attach.

Name Kurt Burger Company Foxfield Land Partners

Mailing Address 1106 Dominion Hill Drive

City Cary State NC Zip 27519

Telephone # (919) 538-2440 E-Mail kurt@foxfieldland.com

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

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

Property Owner(s) if different than Applicant/Contact-REQUIRED *attach additional sheets if necessary*

Name Olive Family Land Company LLC Company Olive Family Land Company LLC

Mailing Address 8916 Barker Road

City New Hill State NC Zip 27562

Telephone # (919) 625-4656 E-Mail ctrepper@lee-associates.com

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

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

Owner's Authorization (Required for Conditional Use Zoning or Conditional Use Permit)

Owner's Signature(s)

PIN/REID

Date

Carla O. Trepper

0638-82-4248 / 0004033

11/3/2020

AFFIDAVIT OF OWNER NOTIFICATION



The following Affidavit of Owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for property(s) he/she does not own at the time of the petition submission.

The following form or a separately prepared document in substantially the same form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

For DPZ Use only

Project # _____

Date Received: _____

AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID 0004033 and PIN 0638-82-4248 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

This the 29 day of OCTOBER, 2020.

Applicant Signature [Signature]

Printed name of Applicant Kurt Burger

NOTARY STATEMENT

Sworn to and subscribed before me the 29 day of OCTOBER, 2020.

Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

[Signature]

Notary Public

DANIEL H. WOODS

Printed

Seal



NOTIFICATON TO PROPERTY OWNER

Dear Property Owner,

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID# 0004033

and PIN 0638-82-4248

located at 2129 AVENT FERRY RD

from R30 (existing zoning district) to
R8 Residential: Conditional Use (proposed zoning district).

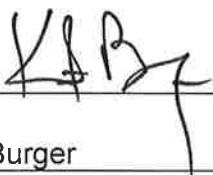
The public hearing before the Holly Springs Town Council on the matter will
be heard on TBD (date) at 7:00 PM.

Additional information can be obtained by contacting the Holly Springs
Department of Planning & Zoning at (919) 557-3908.

Thank you,

Signature of Applicant:

Date:



10.29.2020

Name Kurt Burger Company Foxfield Land Partners
Mailing Address 1106 Dominion Hill Drive
City Cary State NC Zip 27519
Telephone # (919) 538-2440 Fax # () E-Mail kurt@foxfieldland.com

AFFIDAVIT OF OWNER CONSENT



If the Owner(s) of the subject property is giving authorization for another person to apply for a Conditional Use District and/or Conditional Use Permit on their property, this affidavit must be completed and signed by all record owners of the subject property.

The persons listed below do hereby appear before a Notary Public and swear or affirm that they are the legal owners of the described property, and further give authorization to

_____ of Olive Family Land Company LLC
(Name of Representative) (Name of Company)

to submit a Petition for Zoning Map Change to a Conditional Use District and/or for a Conditional Use Permit for my (our) property from

R30 to R8 Residential: Conditional Use
(Current Zoning District) (Proposed Zoning District)

and to offer additional use and/or standard restrictions as a part of the request for a Conditional Use Permit.

For DPZ Use only

Project # _____

Date Received: _____

Signature of Owner(s):

Carla O. Grepper

Wake County PIN/REID:

0638-82-4248 / 0004033

State of North Carolina

County of Wake

Sworn to and subscribed before me the 3 day of November, 2020.

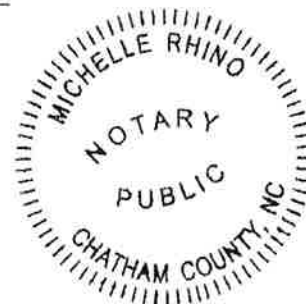
Notary Public in and for the State of North Carolina. My Commission expires: 8/10/2025

Michelle Rhin / Michelle Rhin

Notary Public

Printed

Seal



CONDITIONAL USE PERMIT

The following Conditional Use Permit form or a separately prepared document in substantially the same form may be used for submitting the Conditional Use Permit Restrictions Statement in association with a request for a Conditional Use District. The attached form is intended to meet the recording standards of the Wake County Register of Deeds.

If there are no changes to the Conditional Use Permit at the Public Hearing, the Department of Planning & Zoning will have the Review Officer sign the Permit and return it to the Applicant for recording in accordance with the Town of Holly Springs Development Procedures Manual.



If there are minor changes to the Conditional Use Permit approved at the Public hearing, the Applicant must modify the Permit to reflect the changes that were made and return the revised Permit to the Department of Planning & Zoning within ten (10) business days for Review Officer signature prior to recording in accordance with the Town of Holly Springs Development Procedures Manual.

An additional public hearing shall be required If the changes being required or requested are of such a substantial nature as to effect any of the following: the type of use, greater than 10% change in the overall density, significant alterations to site access, or hours of operation. If an additional public hearing is required, then the Petitioner shall modify the permit and cover the cost of republishing public notice.

Standard Document Criteria

A standard document meets the following criteria. If a document fails to meet any one of these criteria, the non-standard document fee will be added.

- Paper size is 8.5" x 11" or 8.5" x 14"
- Blank margin of 3" at top of first page.
- Blank margin of at least 1/4" on remaining sides of first page and on all sides of subsequent pages.
- Typed or printed in black on white paper in a legible font.
- A font size no smaller than 9 point shall be considered legible.
- Blanks in an instrument may be completed in pen and corrections to an instrument may be made in pen.
- One-sided only.
- Instrument type is stated at center of first page.

Prepared By: Peak Engineering & Design (Jeff Roach)
1125 Apex Peakway
Apex, NC 27502

Returned To: Town of Holly Springs Department of Planning & Zoning
P.O. Box 8
Holly Springs, NC 27540

Instrument Type: Other – Conditional Use Permit



In accordance with the Town of Holly Springs Unified Development Ordinance, the Owner of the real estate located in the Town of Holly Springs, North Carolina, or its extra-territorial jurisdiction, which is described below, offers the following use and development standard restrictions for the following described parcel of real estate:

LEGAL DESCRIPTION: legal description noted in the Wake County Register of Deeds office with Book 008748 Pg 00376.

Property Owner: Olive Family Land Company LLC

Property Descriptions: Agricultural, vacant

PIN(s): 0638-82-4248

NORRIS CROSSING

Property Owner – Exhibit ‘A’

Property Owner	Contact Information	Email Address	PIN	Real Estate ID (REID)	Acreage	Current Zoning
Olive Family Land Company, LLC	Carla O. Trepper 9016 Barker Rd New Hill, NC 27562	ctrepper@lee-associates.com	0638-82-4248	0004033	10.43 acres	R-30
2MM LLC	Selva Mohan 109 Oxyard Way Cary, NC 27519	2mmlccary@gmail.com	0638-81-0828	0021750	8.20 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-71-6449	0182472	14.71 acres	R-30
Macon, Katherine Johnson	P.O. Box 370 Atlantic Beach, NC 28512		0638-81-4177	0094223	15.31 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-80-2381	0028331	21.21 acres	R-30
Macon, Stephen	Stephen Macon 2305 Avent Ferry Rd Holly Springs, NC 27540	smacon@splithousevineyard.com	0638-70-7772	0094249	3.50 acres and 1.05 acres (partial rezoning)	R-30

** All of the Macon properties will be signed by one or more of the following family members:

- Jerry Macon (currently executor of the estate) jerry.macon@yahoo.com
- Stephen Macon smacon@splithousevineyard.com
- Lee Macon leemacon@gmail.com
- Alisa Macon akmacon@hotmail.com
- Anne Brannon (annebrannon@att.net)

Applicant and Owners’ Representative:

Foxfield Land Partners, LLC
Mr. Kurt Burger
1106 Dominion Hill Drive
Cary, NC 27519
(919) 434-5002
(kurt@foxfieldland.com)

Civil Engineer and Applicant’s Representative

Peak Engineering & Design, PLLC
Jeff Roach, P.E.
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100
(jroach@peakengineering.com)

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

1. See attached list of zoning conditions.

2.

3.

4.

5.

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change.

The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council.

The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council.

This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

IN WITNESS WHEREOF, Owner has executed this instrument this _____ day of _____, 20____.

Norris Crossing
Conditions of Zoning
Revised: December 3, 2021

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change. The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council. The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council. This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with the Norris Crossing rezoning, the Developer agrees they (i) are familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.

1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - Single family detached residential
 - Family care home
 - Accessory apartment
 - Utility, minor
 - Park, active
 - Park, passive
 - Greenway
 - Recreation facility, private
3. *The project's gross density will not exceed 2.6 dwelling units/acre*
4. *The maximum number of proposed dwelling units shall not exceed 190 units (or 2.6 dwelling units/acre).*
5. The project is proposed to encompass three (3) different lot widths:
 - a. 50' – 55' lots: min. 10% of total lot count**
 - b. 55' – 65' lots: min 30% of total lot count**
 - c. 65' + lots: min. 15% of total lot count**
6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.

7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.
10. The applicant agrees to provide a Fee in Lieu contribution for the installation by others of the proposed traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road payable at the issuance of the Land Disturbing Permit for the project. This fee in lieu – \$205,000.00 – is in excess of any improvements identified within the approved Traffic Impact Analysis Special Study. Further, the dedication and construction of street rights of ways as shown in the approved Comprehensive Transportation Plan shall be required consistent with the requirements of N.C.G.S. Sec. 160D-801, et seq.
11. A pedestrian connection shall be made in the southern portion of the project within the open space on the N/F Mary Hare Macon property (PIN 0638-80-2381).
12. The applicant agrees to provide off-site roadway improvements and other transportation recommended modifications based upon the approved Transportation Impact Analysis (TIA) dated November 6, 2020 from Ramey Kemp & Associates.

(Organization Owner)

Signature Carla O. Trepper (Seal)

By Olive family land co.

Printed Carla O. Trepper

Title Owner

(Organization Acknowledgment)

STATE OF North Carolina

) SS:

COUNTY OF Wake

I, a Notary Public for said County and State, certify that Carla Trepper [Ⓢ]
~~Michelle Rhine~~ personally came before me this day and acknowledged that he/she is the owner of
Olive Family land co., a (corporation, limited liability company, partnership) (strike
inapplicable) and that by authority duly given as the act of the corporation the foregoing instrument was
signed in its name by its owner sealed with its corporate seal, and attested by
himself/herself as its owner.

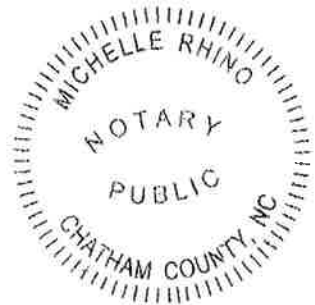
Witness my hand and Notarial Seal this 3 day of November, 2020.

Signature Michelle Rhine

Printed Michelle Rhine

My Commission expires: 8/16/2023

This instrument was prepared by / / / / / / / /



2 MM, LLC PROPERTY

Zoning Documents

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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Petition Type (check one- each request must be on separate petitions)

- ☒ Zoning Map Change: ☐ General Use District **or** ☒ Conditional Use District/Permit
☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Plan Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

For DPZ Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information

Project Name: Norris Crossing

Project Location: 2205 Avent Ferry Road

Use street address. If none, use the closest intersection

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

PIN: 0638-81-0828 Real Estate ID: 0021750

Project Acreage: (Rounded to nearest tenth) 73.40 Partial Parcel: ☒ No ☐ Yes

Scoping Meeting Date: July 23, 2020 74.41 ac Concept Meeting Date: _____

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

Petition Request

Current Zoning: R-30: Residential Proposed Zoning: R-8: Residential Conditional Use

Current Future Land Use Designation: Residential Neighborhood

Proposed Future Land Use Designation: N/A

Area Plan Designation (if applicable): _____

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

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

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

Project Applicant/Contact

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

Is the applicant applying on behalf of the property owner(s)? ☐ Yes ☐ No If yes, please complete the Affidavit of Property

Owner Consent form and attach. If applicant contact is not the Owner or representing the Owner(s), please complete Property Owner

Notification Affidavit and attach.

Name Kurt Burger Company Foxfield Land Partners

Mailing Address 1106 Dominion Hill Drive

City Cary State NC Zip 27519

Telephone # (919) 538-2440 E-Mail kurt@foxfieldland.com

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

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

Property Owner(s) if different than Applicant/Contact-REQUIRED attach additional sheets if necessary

Name Selva Mohan Company 2MM LLC

Mailing Address 109 Oxyard Way

City Cary State NC Zip 27519

Telephone # (919) 434-5002 E-Mail 2mmlccary@gmail.com

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

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

Owner's Authorization (Required for Conditional Use Zoning or Conditional Use Permit)

Owner's Signature(s) _____ PIN/REID _____ Date _____

0638-81-0828/ 0021750

10/29/2020

AFFIDAVIT OF OWNER NOTIFICATION



The following Affidavit of Owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for property(s) he/she does not own at the time of the petition submission.

The following form or a separately prepared document in substantially the same form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

For DPZ Use only

Project # _____

Date Received: _____

AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID 0021750 and PIN 0638-81-0828 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

This the 29 day of OCTOBER, 2020.

Applicant Signature [Signature]

Printed name of Applicant Kurt Burger

NOTARY STATEMENT

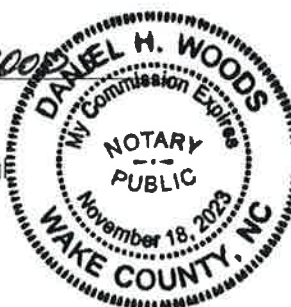
Sworn to and subscribed before me the 29 day of OCTOBER, 2020.

Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

[Signature]
Notary Public

DANIEL H. WOODS
Printed

Seal



NOTIFICATION TO PROPERTY OWNER

Dear Property Owner,

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID# 0021750

and PIN 0638-81-0828

located at 2205 AVENT FERRY RD

from R30 (existing zoning district) to

R8 Residential; Conditional Use (proposed zoning district).

The public hearing before the Holly Springs Town Council on the matter will

be heard on TBD (date) at 7:00 PM.

Additional information can be obtained by contacting the Holly Springs Department of Planning & Zoning at (919) 557-3908.

Thank you,

Signature of Applicant:

Date:



10.29.2020

Name Kurt Burger Company Foxfield Land Partners

Mailing Address 1106 Dominion Hill Drive

City Cary State NC Zip 27519

Telephone # (919) 538-2440 Fax # () E-Mail kurt@foxfieldland.com

AFFIDAVIT OF OWNER CONSENT



If the Owner(s) of the subject property is giving authorization for another person to apply for a Conditional Use District and/or Conditional Use Permit on their property, this affidavit must be completed and signed by all record owners of the subject property.

The persons listed below do hereby appear before a Notary Public and swear or affirm that they are the legal owners of the described property, and further give authorization to

Selva Mohan of 2MM LLC
(Name of Representative) (Name of Company)

to submit a Petition for Zoning Map Change to a Conditional Use District and/or for a Conditional Use Permit for my (our) property from

R30 to R8 Residential: Conditional Use
(Current Zoning District) (Proposed Zoning District)

and to offer additional use and/or standard restrictions as a part of the request for a Conditional Use Permit.

For DPZ Use only

Project # _____

Date Received: _____

Signature of Owner(s):

[Signature]

Wake County PIN/REID:

0638-81-0828 / 0021750

State of NORTH CAROLINA

County of WAKE

Sworn to and subscribed before me the 29 day of OCTOBER, 2020.

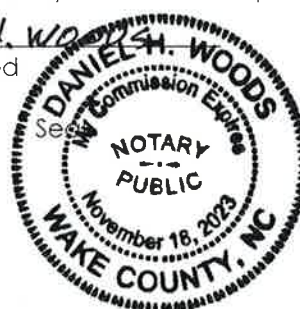
Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

[Signature]

Notary Public

DANIEL H. WOODS

Printed



CONDITIONAL USE PERMIT

The following Conditional Use Permit form or a separately prepared document in substantially the same form may be used for submitting the Conditional Use Permit Restrictions Statement in association with a request for a Conditional Use District. The attached form is intended to meet the recording standards of the Wake County Register of Deeds.

If there are no changes to the Conditional Use Permit at the Public Hearing, the Department of Planning & Zoning will have the Review Officer sign the Permit and return it to the Applicant for recording in accordance with the Town of Holly Springs Development Procedures Manual.



If there are minor changes to the Conditional Use Permit approved at the Public hearing, the Applicant must modify the Permit to reflect the changes that were made and return the revised Permit to the Department of Planning & Zoning within ten (10) business days for Review Officer signature prior to recording in accordance with the Town of Holly Springs Development Procedures Manual.

An additional public hearing shall be required if the changes being required or requested are of such a substantial nature as to effect any of the following: the type of use, greater than 10% change in the overall density, significant alterations to site access, or hours of operation. If an additional public hearing is required, then the Petitioner shall modify the permit and cover the cost of republishing public notice.

Standard Document Criteria

A standard document meets the following criteria. If a document fails to meet any one of these criteria, the non-standard document fee will be added.

- Paper size is 8.5" x 11" or 8.5" x 14"
- Blank margin of 3" at top of first page.
- Blank margin of at least 1/4" on remaining sides of first page and on all sides of subsequent pages.
- Typed or printed in black on white paper in a legible font.
- A font size no smaller than 9 point shall be considered legible.
- Blanks in an instrument may be completed in pen and corrections to an instrument may be made in pen.
- One-sided only.
- Instrument type is stated at center of first page.

Prepared By: Peak Engineering & Design (Jeff Roach)
1125 Apex Peakway
Apex, NC 27502

Returned To: Town of Holly Springs Department of Planning & Zoning
P.O. Box 8
Holly Springs, NC 27540

Instrument Type: Other – Conditional Use Permit



In accordance with the Town of Holly Springs Unified Development Ordinance, the Owner of the real estate located in the Town of Holly Springs, North Carolina, or its extra-territorial jurisdiction, which is described below, offers the following use and development standard restrictions for the following described parcel of real estate:

LEGAL DESCRIPTION: legal description noted in the Wake County Register of Deeds office at Book 017095 Pg 1822.

Property Owner: 2MM LLC

Property Descriptions: Single Family

PIN(s): 0638-81-0828

NORRIS CROSSING

Property Owner – Exhibit ‘A’

Property Owner	Contact Information	Email Address	PIN	Real Estate ID (REID)	Acreage	Current Zoning
Olive Family Land Company, LLC	Carla O. Trepper 9016 Barker Rd New Hill, NC 27562	ctrepper@lee-associates.com	0638-82-4248	0004033	10.43 acres	R-30
2MM LLC	Selva Mohan 109 Oxyard Way Cary, NC 27519	2mmlccary@gmail.com	0638-81-0828	0021750	8.20 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-71-6449	0182472	14.71 acres	R-30
Macon, Katherine Johnson	P.O. Box 370 Atlantic Beach, NC 28512		0638-81-4177	0094223	15.31 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-80-2381	0028331	21.21 acres	R-30
Macon, Stephen	Stephen Macon 2305 Avent Ferry Rd Holly Springs, NC 27540	smacon@splithousevineyard.com	0638-70-7772	0094249	3.50 acres and 1.05 acres (partial rezoning)	R-30

** All of the Macon properties will be signed by one or more of the following family members:

- Jerry Macon (currently executor of the estate) jerry.macon@yahoo.com
- Stephen Macon smacon@splithousevineyard.com
- Lee Macon leemacon@gmail.com
- Alisa Macon akmacon@hotmail.com
- Anne Brannon (annebrannon@att.net)

Applicant and Owners’ Representative:

Foxfield Land Partners, LLC
Mr. Kurt Burger
1106 Dominion Hill Drive
Cary, NC 27519
(919) 434-5002
(kurt@foxfieldland.com)

Civil Engineer and Applicant’s Representative

Peak Engineering & Design, PLLC
Jeff Roach, P.E.
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100
(jroach@peakengineering.com)

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

1. See attached list of zoning conditions

2.

3.

4.

5.

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change.

The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council.

The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council.

This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

IN WITNESS WHEREOF, Owner has executed this instrument this _____ day of _____ 20____,

Norris Crossing
Conditions of Zoning
Revised: December 3, 2021

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change. The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council. The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council. This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with the Norris Crossing rezoning, the Developer agrees they (i) are familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.

1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - Single family detached residential
 - Family care home
 - Accessory apartment
 - Utility, minor
 - Park, active
 - Park, passive
 - Greenway
 - Recreation facility, private
3. *The project's gross density will not exceed 2.6 dwelling units/acre*
4. *The maximum number of proposed dwelling units shall not exceed 190 units (or 2.6 dwelling units/acre).*
5. The project is proposed to encompass three (3) different lot widths:
 - a. 50' – 55' lots: min. 10% of total lot count**
 - b. 55' – 65' lots: min 30% of total lot count**
 - c. 65' + lots: min. 15% of total lot count**
6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.

7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.
10. The applicant agrees to provide a Fee in Lieu contribution for the installation by others of the proposed traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road payable at the issuance of the Land Disturbing Permit for the project. This fee in lieu – \$205,000.00 – is in excess of any improvements identified within the approved Traffic Impact Analysis Special Study. Further, the dedication and construction of street rights of ways as shown in the approved Comprehensive Transportation Plan shall be required consistent with the requirements of N.C.G.S. Sec. 160D-801, et seq.
11. A pedestrian connection shall be made in the southern portion of the project within the open space on the N/F Mary Hare Macon property (PIN 0638-80-2381).
12. The applicant agrees to provide off-site roadway improvements and other transportation recommended modifications based upon the approved Transportation Impact Analysis (TIA) dated November 6, 2020 from Ramey Kemp & Associates.

(Organization Owner)

Signature

Selva Mohan (Seal)

By Selva Mohan

Printed _____

Title Managing Member

(Organization Acknowledgment)

STATE OF NORTH CAROLINA

) SS:

COUNTY OF WAKE

I, a Notary Public for said County and State, certify that SELVA MOHAN personally came before me this day and acknowledged that he/she is the MANAGER of 2 MM LLC, a (corporation, limited liability company, partnership) (strike inapplicable) and that by authority duly given as the act of the corporation the foregoing instrument was signed in its name by its MANAGER sealed with its corporate seal, and attested by himself/herself as its MANAGER.

Witness my hand and Notarial Seal this 29 day of OCTOBER, 2020.

Signature

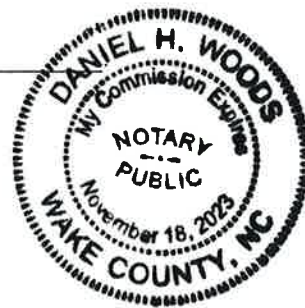
Daniel H Woods

Printed

DANIEL H. WOODS

My Commission expires: 11/18/2023

This instrument was prepared by _____



MACON FAMILY PROPOERTIES

Mary Hare Macon (1)
Katherine Johnson Macon
Mary Hare Macon (2)
Stephen C. Macon (partial)

Zoning Documents

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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



Petition Type (check one- each request must be on separate petitions)

☒ Zoning Map Change: ☐ General Use District ☒ Conditional Use District/Permit

☐ Comprehensive Plan Amendment (check all that apply)

☐ Text Amendment ☐ Future Land Use Plan Map Amendment

☐ Area/Corridor Plan Map Amendment / Name: _____

☐ UDO Amendment (UDO Section: _____)

Project Information

Project Name: Norris Crossing

Project Location: 2225 Avent Ferry Road

Use street address. If none, use the closest intersection

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

PIN: 0638-80-2381

Real Estate ID: 0028331

Project Acreage: (Rounded to nearest tenth) 73.40 Partial Parcel: ☒ No ☐ Yes

Scoping Meeting Date: July 23, 2020 74.41 ac

Concept Meeting Date: _____

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

Petition Request

Current Zoning: R-30

Proposed Zoning: R8 - Residential: Conditional Use

Current Future Land Use Designation: Residential Neighborhood

Proposed Future Land Use Designation: N/A

Area Plan Designation (if applicable): _____

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

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

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

Project Applicant/Contact

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

Is the applicant applying on behalf of the property owner(s)? ☐ Yes ☐ No If yes, please complete the Affidavit of Property

Owner Consent form and attach. If applicant contact is not the Owner or representing the Owner(s), please complete Property Owner

Notification Affidavit and attach.

Name Kurt Burger Company Foxfield Land Partners

Mailing Address 1106 Dominion Hill Drive

City Cary State NC Zip 27519

Telephone # (919) 538-2440 E-Mail kurt@foxfieldland.com

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

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

Property Owner(s) if different than Applicant/Contact-REQUIRED attach additional sheets if necessary

Name various Macon family properties Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

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

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

Owner's Authorization (Required for Conditional Use Zoning or Conditional Use Permit)

Owner's Signature(s) [Signature] PIN/REID
[Signature] 0638-71-6449 / 0182472
[Signature] 0638-81-4177 / 0094223
[Signature] 0638-80-2381 / 0028331
[Signature] 0368-70-7772 / 0094249

Date

10/29/20

"

"

"

**REZONING, COMPREHENSIVE PLAN/
UDO AMENDMENT PETITION**The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule: <http://www.hollyspringsnc.us/planning>**Petition Type** (check one- each request must be on separate petitions)

- ☒ Zoning Map Change: ☐ General Use District or ☒ Conditional Use District/Permit
☐ Comprehensive Plan Amendment (check all that apply)
☐ Text Amendment ☐ Future Land Use Plan Map Amendment
☐ Area/Corridor Plan Map Amendment / Name: _____
☐ UDO Amendment (UDO Section: _____)

Project Information

Project Name: Norris Crossing
 Project Location: 2225 Avent Ferry Road

Use street address. If none, use the closest intersection

- ☐ Within Corporate Limits ☒ Within Holly Springs ETJ ☐ Pending Annexation
 PIN: 0638-80-2381 Real Estate ID: 0028331

Project Acreage: (Rounded to nearest tenth) 73.40 Partial Parcel: ☒ No ☐ Yes
 74.41 ac

Scoping Meeting Date: July 23, 2020 Concept Meeting Date: _____

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

Petition Request

Current Zoning: R-30 Proposed Zoning: R8 - Residential: Conditional Use
 Current Future Land Use Designation: Residential Neighborhood
 Proposed Future Land Use Designation: N/A
 Area Plan Designation (if applicable): _____
 Waivers Requested: ☐ No ☐ Yes- Specify UDO Section Number(s): _____

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

Petition Contact Information (complete each contact in its entirety- please print or type)**Project Applicant/Contact**

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

Is the applicant applying on behalf of the property owner(s)? ☐ Yes ☐ No If yes, please complete the Affidavit of Property Owner Consent form and attach. If applicant contact is not the Owner or representing the Owner(s), please complete Property Owner Notification Affidavit and attach.

Name Kurt Burger Company Foxfield Land Partners

Mailing Address 1106 Dominion Hill Drive

City Cary State NC Zip 27519

Telephone # (919) 538-2440 E-Mail kurt@foxfieldland.com

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

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

Property Owner(s) if different than Applicant/Contact-REQUIRED attach additional sheets if necessary

Name various Macon family properties Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # { } E-Mail _____

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

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

Owner's Authorization (Required for Conditional Use Zoning or Conditional Use Permit)

Owner's Signature(s)

PIN/REID

Date

0638-71-6449 / 01824720638-81-4177 / 00942230638-80-2381 / 00283310368-70-7772 / 009424910/29/2020

AFFIDAVIT OF OWNER NOTIFICATION



The following Affidavit of Owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for property(s) he/she does not own at the time of the petition submission.

The following form or a separately prepared document in substantially the same form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

For DPZ Use only

Project # _____

Date Received: _____

AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID 0182472 and PIN 0638-71-6449 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

This the 29 day of OCTOBER, 2020.

Applicant Signature Kurt Burger

Printed name of Applicant Kurt Burger

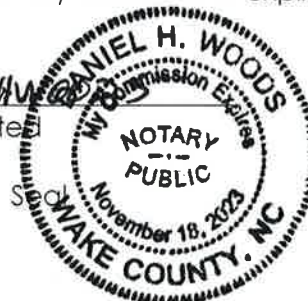
NOTARY STATEMENT

Sworn to and subscribed before me the 29 day of OCTOBER, 2020.

Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

Daniel H. Woods
Notary Public

DANIEL H. WOODS
Printed



NOTIFICATON TO PROPERTY OWNER

Dear Property Owner,

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID# 0182472

and PIN 0638-71-6449

located at 2221 AVENT FERRY RD

from R30 (existing zoning district) to

R8 Residential: Conditional Use (proposed zoning district).

The public hearing before the Holly Springs Town Council on the matter will

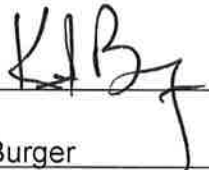
be heard on TBD (date) at 7:00 PM.

Additional information can be obtained by contacting the Holly Springs Department of Planning & Zoning at (919) 557-3908.

Thank you,

Signature of Applicant:

Date:



10.29.2020

Name Kurt Burger Company Foxfield Land Partners

Mailing Address 1106 Dominion Hill Drive

City Cary State NC Zip 27519

Telephone # (919) 538-2440 Fax # () E-Mail kurt@foxfieldland.com

AFFIDAVIT OF OWNER NOTIFICATION



The following Affidavit of Owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for property(s) he/she does not own at the time of the petition submission.

The following form or a separately prepared document in substantially the same form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

For DPZ Use only

Project # _____

Date Received: _____

AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID 0094223 and PIN 0638-81-4177 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

This the 29 day of OCTOBER, 2020.

Applicant Signature [Signature]

Printed name of Applicant Kurt Burger

NOTARY STATEMENT

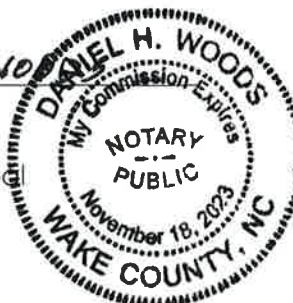
Sworn to and subscribed before me the 29 day of OCTOBER, 2020.

Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

[Signature]
Notary Public

DANIEL H. WOODS
Printed

Seal



NOTIFICATON TO PROPERTY OWNER

Dear Property Owner,

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID# 0094223

and PIN 0638-81-4177

located at 2209 AVENT FERRY RD

from R30 (existing zoning district) to

R8 Residential: Conditional Use (proposed zoning district).

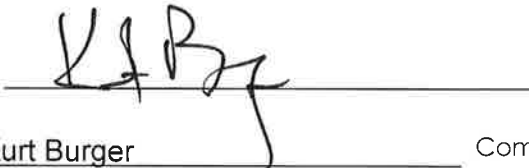
The public hearing before the Holly Springs Town Council on the matter will be heard on TBD (date) at 7:00 PM.

Additional information can be obtained by contacting the Holly Springs Department of Planning & Zoning at (919) 557-3908.

Thank you,

Signature of Applicant:

Date:



10.29.2020

Name Kurt Burger Company Foxfield Land Partners
Mailing Address 1106 Dominion Hill Drive
City Cary State NC Zip 27519
Telephone # (919) 538-2440 Fax # () E-Mail kurt@foxfieldland.com

AFFIDAVIT OF OWNER NOTIFICATION



The following Affidavit of Owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for property(s) he/she does not own at the time of the petition submission.

The following form or a separately prepared document in substantially the same form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

For DPZ Use only

Project # _____

Date Received: _____

AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID 0028331 and PIN 0638-80-2381 was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

This the 29 day of OCTOBER, 20 20.

Applicant Signature Kurt Burger

Printed name of Applicant Kurt Burger

NOTARY STATEMENT

Sworn to and subscribed before me the 29 day of OCTOBER, 20 20.

Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

Daniel H Woods
Notary Public

DANIEL H WOODS
Printed



NOTIFICATON TO PROPERTY OWNER

Dear Property Owner,

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID# 0028331

and PIN 0638-80-2381

located at 2225 AVENT FERRY RD

from R30 (existing zoning district) to

R8 Residential: Conditional Use (proposed zoning district).

The public hearing before the Holly Springs Town Council on the matter will

be heard on TBD (date) at 7:00 PM.

Additional information can be obtained by contacting the Holly Springs Department of Planning & Zoning at (919) 557-3908.

Thank you,

Signature of Applicant:

Date:



10.29.2020

Name Kurt Burger Company Foxfield Land Partners
Mailing Address 1106 Dominion Hill Drive
City Cary State NC Zip 27519
Telephone # (919) 538-2440 Fax # () E-Mail kurt@foxfieldland.com

AFFIDAVIT OF OWNER NOTIFICATION



The following Affidavit of Owner Notification shall be provided at time of petition submittal if the Applicant is requesting a Zoning Map Change for property(s) he/she does not own at the time of the petition submission.

The following form or a separately prepared document in substantially the same form may be used for submitting the Notice of the requested Zoning Map Change and the public hearing in association with a request for a Zoning Map Change to the property owner(s). The form must be sent to the owner(s) via certified mail. This Affidavit is to be signed by the Applicant of the requested Zoning Map Change and have attached thereto the USPS green certified mail receipt and a copy of the form sent to the owner(s) to ensure that all record owners of the property have been notified by the Applicant(s).

For DPZ Use only

Project # _____

Date Received: _____

AFFIDAVIT

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I hereby certify to the Town of Holly Springs that the owner of the property described by Wake County Real Estate ID 0094249 and PIN 0638-70-7772 [partial] was served the notification attached to this Affidavit indicating the requested zoning map change petition and public hearing date and time. As evidence of the service of the notification, I hereby attach the return receipt from the certified mailing of this notice.

This the 29 day of OCTOBER, 2020.

Applicant Signature Kurt Burger

Printed name of Applicant Kurt Burger

NOTARY STATEMENT

Sworn to and subscribed before me the 29 day of OCTOBER, 2020.

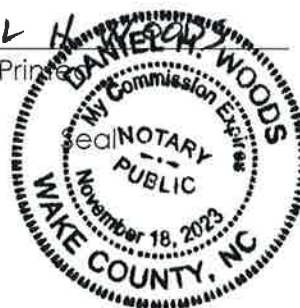
Notary Public in and for the State of North Carolina. My Commission expires: 11/18/2023

Daniel H. Woods

Notary Public

DANIEL H. WOODS

Printed Name



NOTIFICATION TO PROPERTY OWNER

Dear Property Owner,

I am requesting the Holly Springs Town Council to rezone your property described by:

Wake County Real Estate ID# 0094249

and PIN 0638-70-7772

located at 2305 AVENT FERRY RD

from R30 (existing zoning district) to

R8 Residential: Conditional Use (proposed zoning district).

The public hearing before the Holly Springs Town Council on the matter will

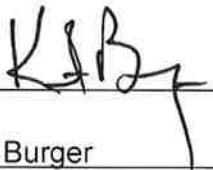
be heard on TBD (date) at 7:00 PM.

Additional information can be obtained by contacting the Holly Springs Department of Planning & Zoning at (919) 557-3908.

Thank you,

Signature of Applicant:

Date:



10.29.2020

Name Kurt Burger Company Foxfield Land Partners
Mailing Address 1106 Dominion Hill Drive
City Cary State NC Zip 27519
Telephone # (919) 538-2440 Fax # () E-Mail kurt@foxfieldland.com

AFFIDAVIT OF OWNER CONSENT



If the Owner(s) of the subject property is giving authorization for another person to apply for a Conditional Use District and/or Conditional Use Permit on their property, this affidavit must be completed and signed by all record owners of the subject property.

The persons listed below do hereby appear before a Notary Public and swear or affirm that they are the legal owners of the described property, and further give authorization to

Macon family properties of _____
(Name of Representative) (Name of Company)

to submit a Petition for Zoning Map Change to a Conditional Use District and/or for a Conditional Use Permit for my (our) property from

R30 to R8 Residential: Conditional Use
(Current Zoning District) (Proposed Zoning District)

and to offer additional use and/or standard restrictions as a part of the request for a Conditional Use Permit.

Signature of Owner(s):

Yusef H. Ma
Chae Brannon

Wake County PIN/REID:

0638-71-6449 / 0182472
0638-81-4177 / 0094223
0638-80-2381 / 0028331
0638-70-7772 / 0094249

Melan

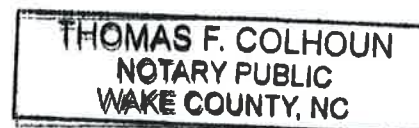
State of North Carolina
County of Wake

Sworn to and subscribed before me the 29 day of October, 2020.

Notary Public in and for the State of North Carolina. My Commission expires: Oct. 25, 2025

Thomas F. Colhoun / Thomas F. Colhoun
Notary Public Printed

Seal



AFFIDAVIT OF OWNER CONSENT



If the Owner(s) of the subject property is giving authorization for another person to apply for a Conditional Use District and/or Conditional Use Permit on their property, this affidavit must be completed and signed by all record owners of the subject property.

The persons listed below do hereby appear before a Notary Public and swear or affirm that they are the legal owners of the described property, and further give authorization to

Macon family properties of _____
(Name of Representative) (Name of Company)

to submit a Petition for Zoning Map Change to a Conditional Use District and/or for a Conditional Use Permit for my (our) property from

R30 to R8 Residential: Conditional Use
(Current Zoning District) (Proposed Zoning District)

and to offer additional use and/or standard restrictions as a part of the request for a Conditional Use Permit.

For DPZ Use only

Project # _____

Date Received: _____

Signature of Owner(s):

Steph C. Macon

Wake County PIN/REID:

0638-71-6449 / 0182472

0638-81-4177 / 0094223

0638-80-2381 / 0028331

0638-70-7772 / 0094249

State of NC

County of Wake

Sworn to and subscribed before me the 29 day of October, 2020.

Notary Public in and for the State of North Carolina. My Commission expires: Sept 23, 2023

Emily K Duncan / Emily K Duncan
Notary Public Printed

Seal

EMILY K. DUNCAN
Notary Public
North Carolina
Harnett County

CONDITIONAL USE PERMIT

The following Conditional Use Permit form or a separately prepared document in substantially the same form may be used for submitting the Conditional Use Permit Restrictions Statement in association with a request for a Conditional Use District. The attached form is intended to meet the recording standards of the Wake County Register of Deeds.

If there are no changes to the Conditional Use Permit at the Public Hearing, the Department of Planning & Zoning will have the Review Officer sign the Permit and return it to the Applicant for recording in accordance with the Town of Holly Springs Development Procedures Manual.



If there are minor changes to the Conditional Use Permit approved at the Public hearing, the Applicant must modify the Permit to reflect the changes that were made and return the revised Permit to the Department of Planning & Zoning within ten (10) business days for Review Officer signature prior to recording in accordance with the Town of Holly Springs Development Procedures Manual.

An additional public hearing shall be required If the changes being required or requested are of such a substantial nature as to effect any of the following: the type of use, greater than 10% change in the overall density, significant alterations to site access, or hours of operation. If an additional public hearing is required, then the Petitioner shall modify the permit and cover the cost of republishing public notice.

Standard Document Criteria

A standard document meets the following criteria. If a document fails to meet any one of these criteria, the non-standard document fee will be added.

- Paper size is 8.5" x 11" or 8.5" x 14"
- Blank margin of 3" at top of first page.
- Blank margin of at least 1/4" on remaining sides of first page and on all sides of subsequent pages.
- Typed or printed in black on white paper in a legible font.
- A font size no smaller than 9 point shall be considered legible.
- Blanks in an instrument may be completed in pen and corrections to an instrument may be made in pen.
- One-sided only.
- Instrument type is stated at center of first page.

Prepared By: Peak Engineering & Design (Jeff Roach)

1125 Apex Peakway

Apex, NC 27502

Returned To: Town of Holly Springs Department of Planning & Zoning
P.O. Box 8
Holly Springs, NC 27540

Instrument Type: Other – Conditional Use Permit



In accordance with the Town of Holly Springs Unified Development Ordinance, the Owner of the real estate located in the Town of Holly Springs, North Carolina, or its extra-territorial jurisdiction, which is described below, offers the following use and development standard restrictions for the following described parcel of real estate:

LEGAL DESCRIPTION:

Property Owner: See attached list of property owners

Property Descriptions: large lot residential and partially vacant properties

PIN(s): 0638-71-6449 (N/F Mary Hare Macon)

0638-81-4177 (N/F Katherine Macon)

0638-80-2381 (N/F Mary Hare Macon)

0638-70-7772 [PARTIAL] (N/F Stephen Macon)

NORRIS CROSSING

Property Owner – Exhibit ‘A’

Property Owner	Contact Information	Email Address	PIN	Real Estate ID (REID)	Acreage	Current Zoning
Olive Family Land Company, LLC	Carla O. Trepper 9016 Barker Rd New Hill, NC 27562	ctrepper@lee-associates.com	0638-82-4248	0004033	10.43 acres	R-30
2MM LLC	Selva Mohan 109 Oxyard Way Cary, NC 27519	2mmlccary@gmail.com	0638-81-0828	0021750	8.20 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-71-6449	0182472	14.71 acres	R-30
Macon, Katherine Johnson	P.O. Box 370 Atlantic Beach, NC 28512		0638-81-4177	0094223	15.31 acres	R-30
Macon, Mary Hare	315 Brook Lane Newport, NC 28570		0638-80-2381	0028331	21.21 acres	R-30
Macon, Stephen	Stephen Macon 2305 Avent Ferry Rd Holly Springs, NC 27540	smacon@splithousevineyard.com	0638-70-7772	0094249	3.50 acres and 1.05 acres (partial rezoning)	R-30

** All of the Macon properties will be signed by one or more of the following family members:

- Jerry Macon (currently executor of the estate) jerry.macon@yahoo.com
- Stephen Macon smacon@splithousevineyard.com
- Lee Macon leemacon@gmail.com
- Alisa Macon akmacon@hotmail.com
- Anne Brannon (annebrannon@att.net)

Applicant and Owners’ Representative:

Foxfield Land Partners, LLC
Mr. Kurt Burger
1106 Dominion Hill Drive
Cary, NC 27519
(919) 434-5002
(kurt@foxfieldland.com)

Civil Engineer and Applicant’s Representative

Peak Engineering & Design, PLLC
Jeff Roach, P.E.
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100
(jroach@peakengineering.com)

WRITTEN STATEMENT / TERMS OF CONDITIONAL USE PERMIT:

1. See attached list of proposed zoning conditions.

2.

3.

4.

5.

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change.

The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council.

The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council.

This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

IN WITNESS WHEREOF, Owner has executed this instrument this _____ day of _____, 20____.

Norris Crossing
Conditions of Zoning
Revised: December 3, 2021

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change. The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council. The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council. This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with the Norris Crossing rezoning, the Developer agrees they (i) are familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.

1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - Single family detached residential
 - Family care home
 - Accessory apartment
 - Utility, minor
 - Park, active
 - Park, passive
 - Greenway
 - Recreation facility, private
3. *The project's gross density will not exceed 2.6 dwelling units/acre*
4. *The maximum number of proposed dwelling units shall not exceed 190 units (or 2.6 dwelling units/acre).*
5. The project is proposed to encompass three (3) different lot widths:
 - a. 50' – 55' lots: min. 10% of total lot count**
 - b. 55' – 65' lots: min 30% of total lot count**
 - c. 65' + lots: min. 15% of total lot count**
6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.

7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.
10. The applicant agrees to provide a Fee in Lieu contribution for the installation by others of the proposed traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road payable at the issuance of the Land Disturbing Permit for the project. This fee in lieu – \$205,000.00 – is in excess of any improvements identified within the approved Traffic Impact Analysis Special Study. Further, the dedication and construction of street rights of ways as shown in the approved Comprehensive Transportation Plan shall be required consistent with the requirements of N.C.G.S. Sec. 160D-801, et seq.
11. A pedestrian connection shall be made in the southern portion of the project within the open space on the N/F Mary Hare Macon property (PIN 0638-80-2381).
12. The applicant agrees to provide off-site roadway improvements and other transportation recommended modifications based upon the approved Transportation Impact Analysis (TIA) dated November 6, 2020 from Ramey Kemp & Associates.

(Individual Owner)

Signature Anne Brannon (Seal)

Signature _____ (Seal)

Printed Anne BRANNON

Printed _____

(Individual Acknowledgment)

STATE OF North Carolina

) SS:

COUNTY OF Wake

Before me, a Notary Public in and for said County and State, personally appeared Anne Brannon: Jerry Macon Owner(s) of the real estate described above who acknowledged the execution of the foregoing instrument and who, having been duly sworn, stated that any representations therein contained are true.

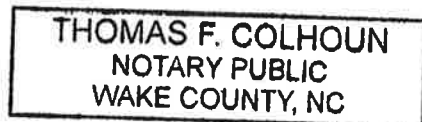
Alisa Macon: Lee Macon

Witness my hand and Notarial Seal this 29 day of October, 2020.

Signature Thomas F. Colhoun

Printed Thomas F. Colhoun

My Commission expires: October 25, 2025



Sig Jerry Macon

Sig Alisa Macon

Print JERRY MACON

Print Joseph Lee Macon

Sig Alisa K. Macon

Print Alisa K. Macon

(Individual Owner)

Signature Step C. Mason (Seal)

Signature _____ (Seal)

Printed Stephen C. Mason

Printed _____

(Individual Acknowledgment)

STATE OF NC)

) SS:

COUNTY OF Wake)

Before me, a Notary Public in and for said County and State, personally appeared Stephen Mason, Owner(s) of the real estate described above who acknowledged the execution of the foregoing instrument and who, having been duly sworn, stated that any representations therein contained are true.

Witness my hand and Notarial Seal this 29 day of October, 2020.

Signature Emily K Duncan

Printed Emily K Duncan

My Commission expires: Sept 23, 2023

EMILY K. DUNCAN
Notary Public
North Carolina
Harnett County

December 30, 2021

Town of Holly Springs Planning Department
128 S. Main Street
Holly Springs, NC 27540
(919) 557-3905

To Whom It May Concern,

Pursuant to a request from staff related to the zoning commitments for the Norris Crossing project, we have provided a summary of the current conditions. The conditions being proffered as part of the zoning are a result of months of discussions with staff, meetings with neighbors and property owners, and the result of the Planning Board meeting in February 2021 and a Town Council meeting in March 2021.

Norris Crossing
Conditions of Zoning
Revised: December 30, 2021

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change. The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council. The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council. This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with the Norris Crossing rezoning, the Developer agrees they (i) are familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.

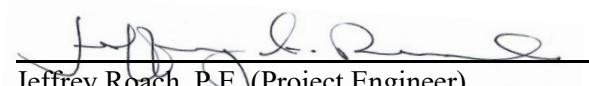
1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - Single family detached residential
 - Family care home
 - Accessory apartment
 - Utility, minor
 - Park, active
 - Park, passive
 - Greenway
 - Recreation facility, private

3. The project's gross density will not exceed 2.6 dwelling units/acre
4. The maximum number of proposed dwelling units shall not exceed 190 units (or 2.6 dwelling units/acre).
5. The project is proposed to encompass three (3) different lot widths:
 - a. 50' – 55' lots: min. 10% of total lot count
 - b. 55' – 65' lots: min 30% of total lot count
 - c. 65' + lots: min. 15% of total lot count
6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.
10. The applicant agrees to provide a Fee in Lieu contribution for the installation by others of the proposed traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road payable at the issuance of the Land Disturbing Permit for the project. This fee in lieu – \$205,000.00 – is in excess of any improvements identified within the approved Traffic Impact Analysis Special Study. Further, the dedication and construction of street rights of ways as shown in the approved Comprehensive Transportation Plan shall be required consistent with the requirements of N.C.G.S. Sec. 160D-801, et seq.
11. A pedestrian connection shall be made in the southern portion of the project within the open space on the N/F Mary Hare Macon property (PIN 0638-80-2381).
12. The applicant agrees to provide off-site roadway improvements and other transportation recommended modifications based upon the approved Transportation Impact Analysis (TIA) dated November 6, 2020 from Ramey Kemp & Associates.

The zoning conditions are provided to the Town of Holly Springs as part of the zoning request for the Norris Crossing subdivision. If there are any questions concerning the applicant's intent or language contained within the conditions, do not hesitate to contact myself or the application for clarification.



Mr. Kurt Burger (Project Applicant)
Foxfield Land Partners, LLC
1106 Dominion Hill Drive
Cary, NC 27519



Jeffrey Roach, P.E. (Project Engineer)
Peak Engineering & Design, PLLC
1125 Apex Peakway
Apex, NC 27502



THE TOWN OF

Holly Springs

Ordinance No.: RZ22-01

Date Adopted: January 18, 2022

Effective Date: January 18, 2022

**AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES
TO MODIFY APPENDIX A: UNIFIED DEVELOPMENT ORDINANCE: OFFICIAL ZONING MAP
AND ADOPT THE COMPATIBILITY STATEMENT REQUIRED BY
NORTH CAROLINA GENERAL STATUTES 160A-383**

WHEREAS, the Town of Holly Springs Town Council adopted *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* in November 2007 and updated the plan in 2009, 2018, 2019; and

WHEREAS, the Town of Holly Springs has received a request to modify the Official Zoning Map for : #20-REZ-04 to change the zoning of approximately 74.41 acres of Wake County PINs 0638-82-4248, 0638-81-0828, 638-71-6449, 0638-81-4177, 0638-80-2381, 0638-70-7772 (part parcel) from R-30:Residential to R-8 CU: Residential Conditional Use.

WHEREAS, the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* designates said parcel on the *Future Land Use Map* as Mixed Use Center; and

WHEREAS, the zoning allows land uses that are consistent with the adopted *Vision Holly Springs: Town of Holly Springs Comprehensive Plan Future Land Use Map*, and

WHEREAS, the Holly Springs Planning Board reviewed this request at a Public Meeting on February 23, 2021 and recommended approval by a vote of 6-2; and

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

WHEREAS, after considering the recommendation of the Holly Springs Planning Board and the public input offered in a public hearing before the Town Council, the Town Council finds amending the Official Zoning Map will meet the development needs of the community and help achieve the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan*,

WHEREAS, the Town Council finds the proposed amendment the Official Zoning Map is reasonable and in the public interest as it is consistent with the Vision Holly Springs Comprehensive Plan and Future Land Use Map designation of Residential Neighborhood and will allow for the development of a single family subdivisions with a variety of lot sizes.

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

Part 1: Amend Unified Development Ordinance Section 1.20, C. Official Zoning Map with the following rezoning request: **#20-REZ-04 to change the zoning of approximately 74.41 acres of Wake County PINs 0638-82-4248, 0638-81-0828, 638-71-6449, 0638-81-4177, 0638-80-2381, 0638-70-7772 (part parcel legal description follows after conditions), and 0639633688 from R-30: Residential to R-8 CU: Residential Conditional Use with conditions 1-10.**

The terms and conditions contained in this instrument shall run with the land, be binding on the Owner of the above-described real estate, subsequent owners, heirs, devisees, grantees, lessees, and licensees of the above-described real estate and other persons acquiring an interest therein. The terms of this conditional use permit may be modified or terminated by a decision of the Town of Holly Springs Town Council made at a public hearing after proper notice has been given and in connection with a petition for zoning map change. The terms and conditions contained in this instrument shall be effective upon the approval of the conditional use district on the subject real estate and the approval of this Conditional Use Permit by the Town Council pursuant to the Town of Holly Springs Unified Development Ordinance, and shall continue in effect until modified or terminated by the Town of Holly Springs Town Council. The terms and conditions of this instrument may be enforced by the Town of Holly Springs Town Council. This Conditional Use Permit shall be retained in the office of the Department of Planning & Zoning of the Town of Holly Springs, North Carolina and shall constitute additional restrictions on the use and development of the subject real estate.

The Town requires certain fees to be paid upon development of land and for the granting of a building permit. Said fees are listed in the Town's annual budget, and with the Norris Crossing rezoning, the Developer agrees they (i) are familiar with these fees, (ii) does not dispute the reasonableness of these fees as set forth in the Town's annual budget; and (iii) notwithstanding any reimbursements discussed at this time through an Infrastructure Reimbursement Agreement, hereby agrees to timely pay all normal and customary fees applicable to Developer in connection with the Residential Project. Such fees are listed in the current year annual budget of fees at the time the fee is due under the ordinary course of development.

1. The property shall be developed in compliance with the Town of Holly Springs' Unified Development Ordinance (UDO) Section 2.09 – Development Options for Residential Districts.
2. Permitted uses are limited to:
 - Single family detached residential
 - Family care home
 - Accessory apartment
 - Utility, minor
 - Park, active
 - Park, passive
 - Greenway
 - Recreation facility, private
3. The project's gross density will not exceed 2.6 dwelling units/acre
4. The maximum number of proposed dwelling units shall not exceed 190 (or 2.60 dwelling units/acre).
5. The project is proposed to encompass three (3) different lot widths:
 - a. **50' – 55' lots: min. 10% of total lot count**
 - b. **55' – 65' lots: min 30% of total lot count**
 - c. **65' + lots: min. 15% of total lot count**

6. Vinyl siding is not permitted; however, vinyl windows, decorative elements and trim are permitted.
7. Garage doors must have windows, decorative details, or carriage-style adornments on them and shall not extend further than 10 feet forward of the front façade.
8. A varied color palette shall be utilized on homes throughout the subdivision, to include a minimum of three (3) color families for siding and shall include varied trim, shutter and accent colors complementing the siding color.
9. Home Owners Association (HOA) covenants shall not restrict the construction of any accessory dwelling unit.
10. The applicant agrees to provide a Fee in Lieu contribution for the installation by others of the proposed traffic signal at the intersection of Holly Meadow Drive and Avent Ferry Road payable at the issuance of the Land Disturbing Permit for the project. This fee in lieu – \$205,000.00 – is in excess of any improvements identified within the approved Traffic Impact Analysis Special Study. Further, the dedication and construction of street rights of ways as shown in the approved Comprehensive Transportation Plan shall be required consistent with the requirements of N.C.G.S. Sec. 160D-801, et seq.
11. A pedestrian connection shall be made in the southern portion of the project within the open space on the N/F Mary Hare Macon property (PIN 0638-80-2381).
12. The applicant agrees to provide off-site roadway improvements and other transportation recommended modifications based upon the approved Transportation Impact Analysis (TIA) dated November 6, 2020 from Ramey Kemp & Associates.

Legal Description for portion of 0638-70-7772

The legal descriptions described herewith relate to the zoning description associated with the Stephen Macon property located in Holly Springs Township, described by Wake County GIS as PIN 0638-70-7772. The description is based upon the preliminary ALTA survey provided by Bateman Civil Survey Company dated October 25, 2020.

PARCEL #1: eastern portion

CONTROL CORNER IS AN EXISTING IRON PIPE located Northing 682,234.49' and Easting 2,038,775.16' per NAD83/NSRS 2011 / SPC in the southeast corner of the Olive Family Land Company LLC property identified as PIN 0638-82-4248 (DB8748 Pg374) by Wake County GIS; following a tie line S05°04'33"E a distance of 1,751.85' to an existing 3/4" iron pipe along the common property line of N/F Stephen C. Macon and N/F Varini Pissey Subramanya & ET AL (PIN 0368-80-9496) – SAID POINT BEING THE POINT OF BEGINNING.

THENCE from said POINT OF BEGINNING a bearing N57°32'03"W a distance of 253.54' to a calculated point along the N/F Stephen Macon parcel;

THENCE along a new property line S01°55'37"W a distance of 204.18' to a calculated point along the common boundary between N/F Stephen C. Macon and N/F Mary Hare Macon (PIN 0638-80-2381);

THENCE along a common line between the Stephen C. Macon and Mary Hare Macon property with a bearing of S56°02'17"E a distance of 257.64' to an existing 1" iron pipe at the shared property line with N/F Joseph and Sarah Mullen (PIN 0638-80-9294);

THENCE along the common property line with Stonemont subdivision (BM2019 Pg352) bearing N01°55'01"E a distance of 212.01' to the point, said point being the POINT AND PLACE OF BEGINNING HAVING AN AREA OF 45,443.24 SQUARE FEET OR 1.043 ACRES MORE OR LESS.

PARCEL #2: southwest corner

CONTROL CORNER IS AN EXISTING IRON PIPE located Northing 682,234.49' and Easting 2,038,775.16' per NAD83/NSRS 2011 / SPC in the southeast corner of the Olive Family Land Company LLC property identified as PIN 0638-82-4248 (DB8748 Pg374) by Wake County GIS; following a tie line S39°30'07"W a distance of 2,116.16' to a calculated pipe in the common property line of N/F Stephen C. Mason (PIN 0638-70-7772) and N/F Lennar Carolinas LLC property (PIN 0637-79-4767) – SAID POINT BEING THE POINT OF BEGINNING.

THENCE from said POINT OF BEGINNING a bearing S23°16'18"W a distance of 480.66' to a 1" EIP in the extreme southwest corner of the Stephen C. Mason property;

THENCE along the Stephen C. Macon property line bearing of S26°24'25"E a distance of 268.92' to a 1" EIP with CAP at the common property corner with Stephen C. Macon and N/F Mary Hare Macon (PIN 0638-80-2381);

THENCE along an existing property line bearing N45°43'08"E a distance of 397.04' to a calculated point along the common boundary between N/F Stephen C. Macon and N/F Mary Hare Macon;

THENCE along a new property line within the Stephen C. Macon property bearing N49°01'38"W a distance of 440.62' to a calculated point, said point being the POINT AND PLACE OF BEGINNING HAVING AN AREA OF 151,616.01 SF or 3.48 ACRES MORE OR LESS.

Part 2:

REPEAL OF CONFLICTING ORDINANCES

All ordinances or parts of the Unified Development Ordinance of the Town of Holly Springs conflicting or inconsistent with the provisions of this rezoning ordinance are hereby repealed.

Part 3:

SEVERABILITY

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

Part 4:

INCLUSION IN UDO

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

Part 5:

EFFECTIVE DATE

The provisions of this ordinance shall become effective January 18, 2022 in accordance with the laws of the State of North Carolina.

Adopted this, the 22nd day of January 2022.

Town of Holly Springs by

ATTEST:



Sean Mayefskie, Mayor

Linda McKinney, Town Clerk



Jason Barron | Partner
421 Fayetteville St., Suite 530
Raleigh, NC 27601

919-590-0371
jbarron@morningstarlawgroup.com
www.morningstarlawgroup.com

January 13, 2022

VIA EMAIL

Mr. Chris Hills
Planning Director, Town of Holly Springs

Re: Zoning Case #20-REZ-04 - Norris Crossing

Dear Chris:

Our firm represents the applicant with respect to the above-referenced rezoning request. Currently, the case is scheduled for consideration at the Holly Springs Town Council's meeting on January 18th. As the applicant continues to receive feedback with respect to the rezoning, our team believes that additional time is necessary and will be beneficial in meeting Council expectations for development of the proposed community. To that end, please accept this letter as the applicant's request that the case be tabled until February 15th so that the applicant can continue to refine its plans for the site.

If you would like to discuss this matter, or if you have any questions, please do not hesitate to contact me.

Very truly yours,

MORNINGSTAR LAW GROUP

A handwritten signature in blue ink, appearing to be "JB", with a long horizontal line extending to the right.

Jason Barron



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Park Ordinance Amendment Regarding Professional Photography in Public Parks

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Parks & Recreation

Action(s):

- Amend Chapter 10 - Parks and Recreation Ordinance to include provisions for an annual professional photography permit and updated regulations regarding professional photography in public parks.
- Amend the Fee Schedule to add an Annual Professional Photography Permit Fee in the amount of \$100.

Explanation:

- Town parks, especially Bass Lake and Sugg Farm, are highly desired locations for amateur and professional photography. A recent uptick in use and possible violations of the rules by photographers has identified the need to review the current policy.
- An amendment is requested to Chapter 10 Parks and Recreation, Section 10-9 Private For-Profit Activities, to require professional photographers/videographers conducting business in town parks and along greenways to register and obtain an annual photography permit.
- The proposed amendment includes clarifying language regarding lighting and props that are permitted and adds a requirement to remove litter and debris resulting from use. Enforcement and penalty remedies are also now outlined as part of the ordinance.
- Wake Co, Raleigh, Rolesville, Greensboro and others have similar photography permit requirements.
- The proposed annual permit fee of \$100 is in line with the other jurisdictions noted above. The permit will be valid for one year from the date of purchase. Permits will be sold at Bass Lake Park, the Hunt Center and the Cultural Center.
- A "bag tag" will be issued as the permit and color-coded with a date to easily identify if photographers have a current permit on file.

Background:

- Chapter 10 Parks and Recreation Ordinance, adopted June 2020, section 10-9 Private For-Profit Activities, states the following regarding photography in parks: *"Professional and amateur photography is permitted as long as areas are not restricted to general park users. Use of equipment such as props, lights, screens, etc. for photography is not permitted."*

- Both Town Council and staff received feedback from local photographers to consider changes for more clarity regarding the use of lights and props; and to provide a means for accountability for those who violate park rules during photoshoots.

Funding Source(s):

N/A

Attachment(s):

1. P&R Photography Fee Additions - Effective Jan 18, 2022
2. Updated Photography Policy park ordinance

Parks & Recreation Department

Description	Approved Fee FY2021-22	Proposed Fee
Photography Permit		
Annual Photography Permit	\$0	\$100
(valid 1 yr from date of purchase)		

Highlighted Fees are the Proposed Fee changes to go into effect on Jan. 18, 2022.



THE TOWN OF

Holly Springs

Ordinance Number: 20-03

Date Submitted: June 22, 2020

Date Adopted: June 22, 2020

AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES OF HOLLY SPRINGS, NORTH CAROLINA

BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that the Code of Ordinances of the Town is amended as follows:

PART 1: Addition of new Chapter 10 of the Code of Ordinances. The new chapter reads as follows:

Chapter 10 - PARKS AND RECREATION

ARTICLE I. - IN GENERAL

Sec. 10-1 Definition

For the purpose of this section, "parks" shall be defined as all parks, outdoor athletic facilities (including courts, fields, and school athletic fields as applicable), greenways and open space areas owned, leased and/or operated, maintained and administered by Holly Springs Department of Parks and Recreation.

Sec. 10-2 Hours of Operation, Unauthorized Presence (Replaces [Sec. 12-350](#))

Park property including staffed and unstaffed parks and greenways are open daily to the public from 5:00 a.m. to sunset, except when:

1. The parks and recreation director or designee may provide alternate hours of operations for a park property or facility as appropriate. Parks that have drop-in use lighted facilities such as tennis courts or fields are available for use until 9:00 pm, unless otherwise posted. Changes in hours will be posted at the facility and/or on the town's website as appropriate.
2. A park or recreation program on park property or in facilities may operate during extended hours.
3. A rental agreement issued by the Parks and Recreation Department may authorize alternate hours of operation or the extended use of a park property or facility.
4. The parks and recreation director may establish a temporary holiday schedule for a park or facility.
5. Park personnel or authorized emergency personnel may open or close any park property, facility or greenway in the event of emergency, inclement weather, or appropriate official purpose. Such opening or closing will be posted in advance when possible for public notice.

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6. No person shall enter, or be present within a park property or facility when closed as indicated by posted hours or when gates to the park or facility are shut. Violation of the foregoing may subject the violator to civil or criminal penalties.

Sec 10 – 3 Damage to Plants, Turf, Rocks, Structures, Streams

- a. No person shall deface, destroy, injure, misuse, or remove any park property.
- b. No person shall cut, break, move, take or otherwise injure, destroy or deface any tree, shrub, plant, turf, rock or any building, fence, bridge, sign or other structure; or foul any stream, or dump any earth, rubbish or other substance or material in or upon any park without written permission of the director of parks and recreation. Such permission shall be given upon a showing that the activity is consistent with all other ordinances and will not result in permanent injury to the park.

Sec 10 – 4 Prohibited Acts in Parks and Facilities

- a. Dangerous equipment: Practicing, playing or using the following but not limited to: horseshoes, spears, javelins, archery and discus in park areas is prohibited except in areas expressly authorized or provided for such purposes.
- b. Swimming or wading is prohibited in all parks except in facilities expressly authorized for that purpose. Personal bathing is prohibited.
- c. No person shall possess, use, or distribute illegal drugs or any controlled substances on park property.
- d. Smoking and use of a vaping device in parks and park property is prohibited. It shall be unlawful to smoke or vape in any town park, park property, greenway, or any area held for public recreation in the town. (Replaces [Sec. 12-351](#))
- e. No person shall possess or discharge any fireworks, model rockets, or other explosive materials or devices on park property, except as authorized by the director of parks and recreation or designee or as provided by in [Sec. 12-343](#).
- f. No person shall operate any device to amplify sound which creates excessive noise (as provided in Sec. [12-313](#) Noises Prohibited) or otherwise create excessive noise so as to disturb the peace and public enjoyment of park property, except as authorized by approval by the director of parks and recreation or designee.
- g. Use of metal detectors or use of neodymium magnets are not permitted in parks, except as authorized by approval by the director of parks and recreation or designee.
- h. Recreational drones and any radio controlled aerial device are permitted at Sugg Farm Park following FAA regulations and while maintaining visibility of the aircraft at all times. Such devices shall be of electronic propulsion only. Drones are not permitted to fly over people, stadiums, or events. Commercial use of drones in parks is prohibited unless authorized by approval by the director of parks and recreation or designee.
- i. No person shall make or kindle any open fire except in fireplaces and grills designed and provided for this purpose. Private portable grills may be used in certain park areas as approved by the director of parks and recreation or designee.
- j. No person shall urinate or defecate on park property other than in the restrooms or designated sanitary facility.
- k. No person shall dump, abandon, discard, release or spill as refuse, bulk trash, landscape material, liquid, or similar objects or substances on park property or park dumpster unless provided expressly for public use and authorized by posted signage.
- l. No person shall misuse or abuse park property by utilizing it in any manner other than as appropriate according to its intended design.
- m. No person in a park shall conduct himself/herself by word or by act, in a riotous, disorderly, boisterous, threatening or other manner so as to disturb the peace and good order of the park.

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- n. No person in a park shall solicit another to engage in an act of sex perversion or solicit or request another to commit, perform or engage in any lewd, lascivious, obscene, or indecent act or behavior.
- o. No person shall establish or maintain any camp or other temporary lodging place or sleeping place, within the park, without the specific written permit from the director of parks and recreation or designee.

Sec 10 – 5 Drinking in Public Places

It shall be unlawful for any person to display or consume intoxicating beverages on any public street, right-of way, alley, park or other public place except as provided for in [Sec. 12-341](#).

Sec 10 – 6 Vehicles and Motorized Wheeled Devices

a. No person shall ride or drive any motor vehicle, golf cart, motorcycle, electric scooter, motor-driven cycle, or any other form of off-highway, motor-driven vehicle upon any park land except upon the roads or on areas which are designed and provided for such purposes. This shall not include the operation of mobility assisted devices such as electric wheel chairs or motor vehicles engaged in property maintenance or in other services authorized by the town. All ordinances regarding operation of a motor vehicle upon public streets or highways apply to operation upon streets within park land. Speed limits within all park lands shall be 15 miles per hour unless otherwise posted. There shall be no parking at any time except in designated areas as provided for in [Sec. 12-513](#)

b. No bicycles, skateboards or rollerblades are to be ridden in areas that have been posted by signs that expressly prohibit such.

Sec 10 – 7 Animals and Wildlife

- a. Except in designated areas, no person shall bring or possess an animal on park property without keeping it at all times on a physical leash that is attached to the animal by collar or harness and that is under the control of the owner.
- b. No person who brings an animal onto park property shall fail to immediately clean up and remove the animal's feces or other waste from park property and dispose of the waste in a receptacle designated for that purpose.
- c. Livestock of any kind are prohibited in any park, unless authorized by the director of parks and recreation or designee.
- d. Horseback riding is prohibited except upon facilities expressly designed for that purpose.
- e. Lawful activities of any public safety K-9 Team in the performance of their duties is permitted.
- f. No person shall abandon or release any animal, whether domestic or wild, anywhere on or about park property, except as authorized by the director of parks and recreation.
- g. No person shall, in any park, set a trap or snare, remove or annoy, disturb or poison any wild animal or bird or injure or destroy any nest or habitat.
- h. Fishing is permitted at designated town facilities following NC Wildlife Resource Commission guidelines and regulations.
- i. Service animals are permitted in town parks and facilities as provided by the Americans with Disabilities Act.

Sec 10 – 8 Advertising; Solicitations.

No person shall, without written permission of the director of parks and recreation, erect, paint, post or otherwise affix or distribute any signs, advertisements or circulars on park property. The sales of anything or the solicitation of funds or donations within any park are forbidden except upon written permission of the director of parks and recreation or designee. Such permissions shall be given upon a showing that there will be compliance with all laws and ordinances and a further showing that the activity will not injure the parks or interfere with the right of others to use the park.

Sec 10 – 9 Private for Profit Activities.

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a. ~~Profit making activities for commercial entities or individuals will not be permitted in any public facility or upon park lands with the exception of North Main Athletic Complex unless approved in writing by the director of parks and recreation. Professional and amateur photography is permitted as long as areas are not restricted to general park users. Use of equipment such as props, lights, screens, etc. for photography is not permitted.~~

b. ~~"No person may take professional photographs or video footage in any town park for a fee without first receiving a permit from the director of Parks and Recreation, or their designee. Permit fees shall be set by the town council in the annual budget ordinance. Failure to obtain a permit shall constitute trespass and subject the photographer or videographer to a fine pursuant to Section 12-352 of the Town Code. The permit shall contain reasonable restrictions to ensure compliance and must contain at least the following restrictions:~~

- ~~1. Work may take place only during park hours~~
- ~~2. Photographers/videographers may not impede the general public's use of the park~~
- ~~3. Hand-held or bodily portable (i.e. tripod, blanket, stool, small chair, etc) props and lighting are permitted. No large props may be used without express prior approval.~~
- ~~4. Photographers/videographers are responsible for litter pick-up and removal of any debris resulting from use.~~
- ~~5. Failure to abide by the permit requirements may result in forfeiture of annual permit.~~

Sec 10 – 10 Enforcement. [\(References Sec 12-352\)](#)

A violation of an offense listed in this article may, at the discretion of the charging officer be subject to a town citation in lieu of a criminal complaint or infraction utilizing a state uniform citation. If the officer elects to use a town fine, he or she shall issue a town citation:

First offense. \$100 citation and the offender is subject to be expelled from all park programs and facilities for 30 calendar days.

Second offense. \$200 citation and the offender is subject to be expelled from all park programs and facilities for 60 calendar days.

Third offense. \$500 and the offender is subject to be expelled from all park programs and facilities for one year.

Fourth offense. Offender shall be charged criminally if the officer has probable cause to do so.

A violation of the offense of trespassing at a park facility where in the opinion of the charging officer no damage was caused by the trespass and the person did not form an intent to damage the park facility, the following fines shall be enforced through the use of the town citation process:

First offense. \$25 citation and the offender is subject to be expelled from all park programs and facilities for 30 calendar days.

Second offense. \$50 citation and the offender is subject to be expelled from all park programs and facilities for 60 calendar days.

Third offense. \$100 and the offender is subject to be expelled from all park programs and facilities for one year.

Fines are payable to the town finance department and recoverable by the town in a civil action by failure to pay within 30 days, pursuant to G.S. 160A-175(c). A person charged with a town citation may appeal to the town manager or designee (i.e. Hearing officer), upon written request within ten days of receiving the citation.

Nothing herein shall serve to limit the discretion of the charging officer to decide to charge, not charge, charge criminally, or charge a town fine. When an officer elects to charge criminally, the officer shall charge the violation as either an infraction or a misdemeanor, as indicated in the applicable section. The violation shall be subject to a maximum fine amount of \$500. Jurisdiction for infractions and misdemeanors shall be proper in the general court of justice for the county.

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PART 2: Repeal the following sections in their entirety:

12-350 – Use of Town Parks (Replaced by Sec 10-2)

12-351 – Smoking in parks and park property prohibited (Replaced by Sec 10-4)

PART 3: REPEAL OF CONFLICTING ORDINANCES

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

Part 4: SEVERABILITY

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

Part 5: INCLUSION IN CODE

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

Part 39: EFFECTIVE DATE

The provisions of this ordinance shall become effective June 22, 2020 in accordance with the laws of the State of North Carolina.

Adopted this, the 22nd day of June, 2020.

Attested to:

Dick Sears, Mayor

Linda C. McKinney, Town Clerk

Office of the Mayor
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Email: dick.sears@hollyspringsnc.com





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

New Business

Title: Americans with Disabilities Act Transition Plan

Strategic Priority Area: Safe & Friendly

Staff Resource: Kendra Parrish, Utilities and Infrastructure, Sara Emig, Utilities and Infrastructure

Action(s):

Adopt Americans with Disabilities Act (ADA) Transition Plan.

Explanation:

- The purpose and scope of the ADA Transition Plan is to identify barriers in programs and activities that prevent persons with disabilities from accessing town services and infrastructure. Evaluation includes current services, policies and practices, and the effects thereof, that do not or may not meet ADA requirements.
- The key areas evaluated included:
 1. All municipal facilities
 2. Pedestrian facilities
 3. Complaint and grievance procedures
- A Self-Evaluation and public engagement was performed as required by the Americans with Disabilities Act, and this information was used to prepare a transition plan for addressing the concerns and issues identified through that process.
- The ADA Transition Plan should be implemented over the next 5 years, at which time a reevaluation and preparation of an updated plan is required.
- A copy of the ADA Transition Plan can be seen here: [Town of Holly Springs ADA Transition Plan](#)

Background:

- In 2018, the NC Department of Transportation provided notice of the Town's responsibility for adherence with the Americans with Disabilities Act of 1990 (ADA) and Section 503 of the Rehabilitation Act of 1973.
- The Town received this notice as one of 196 entities statewide receiving federal funds and having 50 or more employees.
- Early development of the ADA Transition planning process involved selecting and naming an ADA Coordinator, developing an ADA Policy Statement, and adopting Grievance Complaint Procedures.
- Upon adoption of the policy and grievance procedures provided and naming an ADA

Coordinator, the town began the process of developing an ADA Transition Plan.

Funding Source(s):

- Current and future Community Investment Plans (CIPs)
- New capital investments are designed with ADA requirements in mind.
- A Pay-As-You-Go capital funding account has been previously established by Council for the ADA Transition Plan.
- Implementation of retrofits and modifications to existing town infrastructure identified as necessary to meet ADA requirements will necessitate additional funding in future CIPs.

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

New Business

Title: Annual Board of Adjustment and Planning Board Appointments

Strategic Priority Area: Responsible & Balanced Growth
Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

1. Appoint two in-town member to the Board of Adjustment and three in-town members to the Planning Board for 3-Year Terms.
2. Recommend one Extra-Territorial Jurisdiction (ETJ) member to the Wake County Board of Commissioners for Appointment to the Planning Board.

Explanation:

- Openings on the Board of Adjustment and Planning Board were advertised by staff.
- The Clerk's Office received 28 applications from in-town residents, and 6 applications from residents in the ETJ.
- These applications were forwarded to Council in December.
- There are two positions on the Board of Adjustment which need to be filled.
- There are three in-town positions on the Planning Board which need to be filled, and one partial term ETJ member to be recommended to the Wake County Board of Commissioners.
- Although the newly adopted UDO combines the roles of the Planning Board and Board of Adjustment, the effective date of that ordinance is not until March 2, 2022. As such, appointments must be made to keep each Board at its full operating capacity until the merger becomes effective.
- The new UDO accounts for a full compliment of 9 Planning Board members and 8 Board of Adjustment members at the time of the merger.
- As terms begin to expire in subsequent years, the Planning Board size will gradually be reduced to 9 members by March 1, 2024.
- An excerpt from the new UDO states "Upon the effective date of this UDO, the Planning Board composition/membership shall be expanded to 17 members, 14 of whom shall be residents living within the corporate limits of the Town, and 3 who reside within the Town's ETJ. As individual terms expire, the membership will be reduced to 9 members: a) By March 1, 2023, 13 members, 11 of whom shall be residents living within the corporate limits of the Town and 2 who reside within the Town's ETJ (and) b) By March 1, 2024, 9 members, 8 of whom shall be residents living within the corporate limits of the Town and one who resides within the Town's ETJ"

Background:

- On the last day of February of each year, the terms of several members of the Board of Adjustment and Planning Board expire.
- Council appoints (or re-appoints) members to fill those terms at their last meeting in January.

Funding Source(s):

N/A

Attachment(s):

1. Combined Applications PB_BOA
2. 2022_BoardAppointment Map
3. BOA attendance 2019-21
4. PB Combined attendance 2019-2021



Town of Holly Springs

1

Board of Adjustment & Planning Board Application

For Office Use only: Appointed to ☐ Board of Adjustment ☐ Planning Board

Date: _____ Term Expires: _____

Applicant Name: Dennis Doty E-Mail Address: Thefam060bell@earthlink.net

Address: 113 Hartness Drive Zip: 27540

How long have you lived in Holly Springs: 5 yrs Name of Neighborhood: Brook Manor

Home/Cell Phone: (919) 606-9498 Work Phone: (—)

Current Employer: Retired Job Title/Occupation: Former City Planner

I reside within the ☒ Corporate Limits of Holly Springs ☐ Extraterritorial Jurisdiction (ETJ) of Holly Springs

List below in priority order the Board on which you wish to serve:

First Choice: Board of Adjustment

Second Choice: Planning Board

List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.

As staff, presented cases to BOA in Garner, Cary + Durham
Served 6 years on Apex BOA, 3 as chairman

List any current or past volunteer activities in which you are/were involved.

Front desk volunteer - HS Town Hall

What do you see as the responsibilities of this Board and what do you hope to accomplish if appointed?

BOA - grant relief when strict application of the ordinance
will cause a hardship

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed?

☒ No ☐ Yes If yes, please explain:

Have you taken the opportunity to attend any previous Board meetings prior to the notice of this vacancy?

☒ No ☐ Yes Not in Holly Springs

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Board as assigned.

Signature of Applicant: [Signature] Date: 10/11/2021

* Please note, original signature is required in order to be considered. This information along with other material may be used by the Town Council in making appointments and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

How did you find out about these opportunities? _____

Application to Serve on a Board or Committee

Applicant Name	Robert Rubin
E-mail	robrubin75@gmail.com
Address	Street Address: 200 Holmby Court City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	15 years
Name of neighborhood	Arbor Creek
Home phone	(919) 880-1750
Work phone	(919) 880-1750
Current employer	TransUnion
Job title / occupation	Senior IT Manager
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	Bachelors Degree from Rutgers University.
List any current or past volunteer activities in which you are / were involved.	Coached T-Ball in Holly Springs Rec League. Helped raise money for Second Chance Pet Adoptions

3 years volunteering for the Holly Springs Half Marathon

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I see the main responsibilities as helping to advise on future development within the town that adds beneficial services/retail while ensuring growth happens at a modest pace and continuing to make Holly Springs have a “small town” feel.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

10/18/2021 2:29 PM

How did you find out about these opportunities?

Email

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Application to Serve on a Board or Committee

Applicant Name	Devin Cofield
E-mail	nishea_1@yahoo.com
Address	Street Address: 224 Bass Lake Rd City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	43 years
Name of neighborhood	Devin N Cofield
Home phone	(919) 924-2733
Current employer	UNC Health
Job title / occupation	Recruiter
I reside within the	Corporate limits of Holly Springs
	Devin Cofield Updated Resume-2.docx
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	BS Business Management/Human Resource Management
List any current or past volunteer activities in which you are / were involved.	Dress For Success Partners Read Program (Wake County Public Schools) Cary Theater

Road Race Volunteer (Holly Springs Half, BullCity Half, Race 13.1)

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I believe the responsibilities are to help plan how the land should be utilized for the Town

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

10/19/2021 9:34 AM

How did you find out about these opportunities?

Town website

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Devin N. Cofield

Phone: 919-924-2733

E-mail: nishea_1@yahoo.com

Objective

Seasoned and efficient professional seeking a position as a Human Resources Professional. Bringing extensive experience in staffing and coordinating activities; recruiting, screening and interviewing with a demonstrated ability to perform a wide range of generalist duties.

Education

1996-2001 NC Bachelors of Science in Business Management; Human Resources	North Carolina State University	Raleigh,
2008-2009 NC Certification Esthetics Technology	Miller Motte College	Cary,

Experience

June 2016- present Morrisville, NC	UNC Healthcare
---------------------------------------	----------------

HCS Recruiter/Recruitment Screener/HCS HR Specialist

- Extend offers to new hires
- Negotiate salaries
- Onboarding of new hires
- Initiate reference checks
- Initiate drug testing
- Verify licensure/certifications
- Lead & organized I9 project
- Calculate salaries for prospective employees
- Collaborated with HRIS ATS (Taleo) project
- Prescreen and qualify candidates
- Conduct phone interviews when needed
- Provide support in other areas of Recruitment team □ Attend various job/vendor fairs

December 2015-June 2016 NC	Department of Public Safety	Raleigh,
-------------------------------	-----------------------------	----------

Processing Assistant (Contract position)

- Scheduled interviews and COPAT testing for potential Correctional Officers
- Maintained filing system
- Maintained training spreadsheet

Devin N. Cofield

July 2015- November 2015
NC

Skilled Talent

Raleigh,

Recruitment Manager/HR Assistant

- Managed small group of recruiters (in office and virtual)
- Sourced recruiters and other in office personnel
- Lead daily Recruiter's call
- Distributed requisitions amongst recruiting team
- Coordinated various training sessions for recruiting team
- Submitted candidates into the RealSoft Vendor Management System (VMS)
- Worked closely with Management Team
- Conducted Onboarding process for in house Recruiters

December 2014- July 2015
NC

Xerox Corporation

Cary,

Benefits Agent (Call Center)

- Top performer on "elite" team (averaged 98% productivity)
- Provided accurate benefit information to current health care members
- Spoke with facility billing departments on the member's behalf if needed
- Spoke with members concerning claims information

April 2008- January 2016

Serving Multiple Locations

Apex,NC Esthetician/Consultant (part-time)

- Provided full service cosmetic consultation services for client base
- Educated guests on proper skin care techniques and products to maintain healthy lifestyle
- Conducted intense new hire orientation and training
- Informed customers on increased health benefits of consistent massage regimen
- Maintained working knowledge of industry led best practices for beautifying skin □ Created aromatic environment for visitors

January 2007- January 2008

Research Triangle Institute

RTP, NC

Sourcing Specialist (contract position)

- Sourced and screened via resume mining for local and international executive level placement of qualified candidates □ Navigated various social media outlets to attract top talent
- Worked effectively with senior level recruitment team to drive sourcing processes
- Posted job descriptions on various employment search engines

September 2005-September 2006

Belcan

Raleigh,

NC Jr. Recruiter

- Recruited, interviewed, tested and selected employees to fill vacant positions
- Conducted new employee orientation to foster positive attitude towards company goals
- Provided guidance and oversight for efficient staffing needs
- Facilitated continuous improvement of recruitment process with hiring managers
- Updated applicant tracking system accurately to reflect status through recruitment cycle

September 2003-September 2005

American Residential Services
Raleigh, NC

Human Resources Generalist

- Conducted new employee orientation inclusive of I-9 evaluations and benefits enrollment.
- Responded to inquiries regarding policies, procedures and programs from hiring managers.
- Executed personnel file audits to ensure compliance of staffing agency regulations.
- Delivered companywide trainings relevant to clientele professional development credentials.

Professional Skills

Project management, Human Resources, telephone protocol, sourcing techniques, recruiting, on-boarding, candidate preparation, screen preparation for offer letters, requisite skills, resume mining, background checks, tracking, report development, customer service skills, MS/Windows, Word, Excel, PowerPoint, Scheduling, Correspondence, Office Procedures, Word Processing, Data Entry, Medical Terminology, interpersonal skills, Smart Search (ATS), PeopleSoft (ATS) and Social Media Navigator.

Application to Serve on a Board or Committee

Applicant Name	Brian McCormick
E-mail	brian@mean-aversion.com
Address	Street Address: 100 Brightling Way City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	4.5 years
Name of neighborhood	Wescott
Home phone	(910) 640-7916
Current employer	Research Square
Job title / occupation	Chief Strategy Officer
I reside within the	Corporate limits of Holly Springs
	Brian McCormick Resume.pdf
First choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	After spending 9+ successful years in the investment banking industry (beginning in RTP before relocating to NYC), I've spent the last 5+ years with two early stage companies in the Triangle region as a Finance and Strategy executive (sports-tech, publishing-tech), and I have an MBA from Syracuse University and Bachelors degree from UNC-Wilmington, both with concentrations in Finance. From a personal perspective, I have a young family (including a daughter in 4rd grade at Middle Creek

Elementary) and I've resided in Holly Springs for nearly 5 years now, where I plan to maintain my primary residence for the foreseeable future.

List any current or past volunteer activities in which you are / were involved.

Like many professionals I've taken part in various philanthropic events over the years, particularly group events organized through my employer(s).

Organizations that I've done work with in the past include Junior Achievement (Wilmington), Habitat for Humanity (Triangle region), City Harvest (NYC), and the BARC Shelter (Brooklyn) among others. I've also had the opportunity to mentor young professionals through programs led by my employers and other organizations.

That said, I am seeking to become more intentional with respect to my involvement in my community, taking an active role in its development and growth. I believe an opportunity such as the Planning Board for Holly Springs is an excellent chance to "give back" some of the skills and professional experience that I've been fortunate to obtain over the course of my career while also becoming a better-educated and more meaningful contributor to our town and its success.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

As noted in the previous question, I see the Planning Board as an integral part of our community's growth and development and I would love the opportunity to not only contribute the skills and experience that I've gained as a professional and parent, but I am also seeking the chance to become a more informed member of our community and play a role in its continued growth and success.

Holly Springs has clearly been in hyper-growth mode for a while now, and while such a situation presents incredible opportunity, I know that it can also present many challenges – I've seen this first hand as an executive in rapidly growing startups and early stage companies. Just as I try to do professionally, I would love to bring a holistic, well-informed and highly thoughtful approach to the Planning Board for Holly Springs, in an effort to not only maintain our current growth trajectory, but ensure that we're facilitating sustainable growth for our community and all who are a part of it.

Do you have any personal or business interest(s) that could create a conflict of

No

interest (either real or perceived if you are appointed?

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? No

Signature



Date & time 10/19/2021 9:17 PM

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Brian P. McCormick

brian@mean-aversion.com | 910.640.7916 | Holly Springs, North Carolina

SUMMARY

Two-time tech start-up and early-stage executive (Chief Strategy Officer, VP Finance) with nearly a decade of prior investment banking experience. 14+ years of overall experience and a proven track record of being recruited to lead strategic initiatives across individual teams, corporate divisions, and entire organizations. A committed leader who is regularly seeking opportunities to apply the diverse experience and innovative skills obtained while working with c-level executives in the fast-paced environments of Wall Street and start-ups. 10+ years of managing teams of up to 20 employees, and hands on experience with virtually all functions across the Finance, Accounting, Administrative (Legal, Compliance, Tax, HR, IT, Corporate Communications, Facilities), and Investor Relations spectrum, as well as lead roles in corporate strategy, board of directors management, fundraising (debt and equity) and M&A transactions (buy and sell side).

EXPERIENCE

RESEARCH SQUARE COMPANY – Durham, NC

(03/2020 – Present)

Chief Strategy Officer

(05/2021 – Present)

Vice President, Strategy & Planning

(03/2020 – 05/2021)

Research Square Company is a private corporate-backed, ~300 employee organization at the intersection of the scientific publishing and technology industries, consisting of two entities, Research Square AJE, LLC (\$35M+ revenue, 245 FTE) and the Research Square Platform, LLC (\$1M+ revenue, 45 FTE). Recruited to build and lead the Finance, Accounting, Legal, Compliance and IT functions for both businesses, while driving corporate strategy and its core components; (1) integration of the two entities (2) digital disruption of the maturing AJE business via internally developed AI/ML tools and (3) commercialization and growth of the emerging Platform business.

- Promoted to Chief Strategy Officer after ~1 year with the organization, expanded scope of responsibilities to include more formal ownership of strategy as well as corporate communications and facilities. Built the internal team from 2 FTEs to 8 to support demand and centralize previously decentralized/shared functions.
- Provided sell-side support for an \$8M growth-equity investment in the Research Square Platform, LLC business led by AJE's majority owner (closed Sept-2020).
- Developing and implementing the company's new strategic mandate – Product-Led, Customer-Focused, Sustainable Growth – including establishment of a Product team with executive leadership, expansion of traditional customer service into Customer Success to support professional services and emerging SaaS offerings (B2C and B2B), and refresh of the company's employee value proposition to remain competitive and facilitate a publishing -> technology organizational evolution.

TEAMWORKS INNOVATIONS, INC. – Durham, NC

(08/2016 – 03/2020)

Vice President, Finance

(11/2018 – 03/2020)

Director, Finance

(12/2017 – 10/2018)

Finance Manager

(08/2016 – 11/2017)

First Finance/Accounting hire outside of CFO and member of the executive leadership team, role initially created as a result of the company's Series A fundraise in order to address the increasing demands of a private equity-backed, rapidly growing business. Also, the first internal promotion to the executive team. During tenure, grew revenue (ARR) from <\$3M to >\$15M, and employees from 35 to >120. Responsible for leading and scaling (systems, processes, people) Finance, Accounting and related functions while playing a lead role in Strategy and Investor Relations, along with heavy involvement in Tax, Legal and HR operations. Effectively served much of 2019/2020 as "deputy CFO" while acting CFO led the Product Development team.

- As part of a \$25M Series C round of equity financing (led by Delta-v), partnered with CEO for prospective investor calls as well as all on-site investor visits, and led all financial aspects including the development of the company's 5-year financial plan (financing closed in April-20). Member of 4-person Board of Directors Finance

Sub-Committee (CEO, Series A lead investor – Seaport – and Series B lead – General Catalyst) formed as part of governance for the Series C fundraise and a related acquisition (INFLCR).

- Played a key role in the company's \$15M Series B, involved in prospective investor meetings and owned the financial and tax aspects of the fundraise including closing diligence (closed Feb-2018).
- Secured a \$12M (6.5x MRR) 2-year revolving line of credit with a new corporate banking relationship which included notably improved terms compared to the company's previous debt facility (Nov-2019). Previously closed the company's first ever debt facility (also a new banking relationship), a revolving line of credit in the amount of 3x MRR up to \$4M (Oct-2017).
- Along with the CEO, play a key role in securing a highly strategic \$6M all cash acquisition while working as a trusted partner throughout the transaction with the target's CEO. Owned all aspects of the deal including drafting the Merger Agreement, structuring pre-close working capital financing, and sourced/organized all diligence work streams with third party partners (financial, legal and tech), (closed Apr-20).
- Completed a \$2.5M+ acquisition of the company's largest and most direct competitor. Led/executed valuation work, purchase price allocation and business operations integration. Deal consideration included cash, 2-year seller-financed term loan, and 1-year earnout (closed Nov-2016).
- Selected partner (RSM US, LLP) led the engagement for the company's inaugural (and 2nd year) financial statement audit. Improved results from 17 adjustments in year 1 (opening audit) to none in year 2.
- Expanded (direct hires) the Finance/Accounting/Legal team by 4 employees during tenure; Controller (promoted from Accounting Manager), Director of Sales Operations, Financial Analyst, General Counsel.

CREDIT SUISSE SECURITIES (USA), LLC – New York, NY

(06/2007 – 08/2016)

Vice President – Corporate Finance, Investment Banking/Capital Markets

(08/2015 – 08/2016)

Referred by the CFO of the Global Markets Division to join the Capital Markets Division's Corporate Finance team and recruited by the Capital Market's CFO to fill gaps left by the departure of 2 Directors from the team. Worked regularly with the Global CFO and COO of the Division; owned 3 of the 6 functional areas within the Capital Markets Finance group which included industry analytics, performance measurement, and headcount metrics.

Vice President – Corporate Finance/Client Finance, Global Markets – New York, NY

(01/2014 – 07/2015)

Served as the Americas regional "Client CFO" as part of the newly developed Client Finance organization, while reporting to the CFO of the Global Markets Division. Recruited by a previous Director-level manager to lead a new program in Corporate Finance, built and directly managed the 20-employee program comprised of 15 controllers and 5 business analysts.

Assistant Vice President – Client Finance, Global Markets – New York, NY

(01/2011 – 12/2013)

Senior Financial Analyst – Sales Finance, Global Markets – New York, NY

(05/2009 – 12/2010)

Financial Analyst – Sales Finance, Global Markets – Durham, NC

(06/2007 – 05/2009)

EDUCATION

M.B.A., Finance (2015)

Syracuse University, New York

B.S., Business Administration, Finance (2007)

University of North Carolina at Wilmington, North Carolina

Formerly registered Series 7, 63 and 65; (CRD# 5155617)

ADDITIONAL INFORMATION

Select Leadership & Mentorship Opportunities

- RSM US, LLP Pathways panel ('19), Teamworks Academy Mentor ('19/'18), TW G&A Internship Lead ('19/'18'17), Credit Suisse KAM (Key Account Mgmt.) Summer Development Program ('15/'14/'13).

www.SeekingAlpha.com, Freelance Financial Writer/Contributor

- Published 25 articles providing fundamental analysis of small & mid-cap companies, of which 18 were chosen for exclusive publication on the "PRO" platform, paid subscriber content (\$500 per PRO article).

Application to Serve on a Board or Committee

Applicant Name	Josh Prizer
E-mail	joshprizer@gmail.com
Address	Street Address: 365 Golf Vista Trail City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	Since July 2019
Name of neighborhood	Josh J Prizer
Home phone	(631) 245-1235
Current employer	theMednet.org
Job title / occupation	Director of Business Development
I reside within the	Corporate limits of Holly Springs
	JoshPrizer Resume 2020.pdf
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	BS from Marquette University 20+ years in Sales/Management where I've been a manager of both people and budgets. Highly skilled in communication and overseeing large projects
List any current or past volunteer activities in	15 years as a Volunteer Firefighter in Toms River, NJ(10) and Centerport, NY(5)

which you are / were involved.

4 years as President of Toms River Fire Department Co#1

1 year as Vice-President of Toms River Fire Co#1

2 years as head of Building Development Committee for TRFD Co#1

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I view this role as one that has to take all things into consideration, weigh all the facts and communicate with other board members to come to an agreed position in order to present proposal(s) for the town to consider.

In living here for just 2.5 years I have come to proudly call Holly Springs my home. In this short time I've seen so much growth but seen it managed effectively, efficiently and responsibly.

I would like to help continue that approach and give back to my community by helping to shape "Our Town" in such a way that it makes a positive impact for the not just the present but also the future.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

10/22/2021 1:02 PM

How did you find out about these opportunities?

Post on FB by Tim Forrest

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JOSH PRIZER

365 Golf Vista Trail
Holly Springs, NC 27540

Phone: 631.245.1235
Email: joshprizer@gmail.com

A results-driven business manager with 18 years of sales, management and consulting experience. Exceptional at leading a team, identifying key decision makers and establishing working relationships that result in ongoing sales. Driven to achieve sales goals with a client-focused, consultative sales approach, becoming a reliable resource for clients and delivering top performing campaigns.

Areas of Expertise

- | | | |
|----------------------------|-----------------------------------|----------------------------|
| ▪ Account Management | ▪ Digital and Print Space Selling | ▪ New Business Development |
| ▪ People Management | ▪ Custom Digital Projects | ▪ Cross-Platform Sales |
| ▪ Budgeting & Cost Control | ▪ Strategic Partnerships | ▪ Communication Skills |
| ▪ Trade Show Attendance | ▪ Collaborative Teamwork | ▪ Sales Leadership |
-

PROFESSIONAL EXPERIENCE

FIRSTWORD GROUP

July 2018 - Present

Senior Sales Consultant – Communications Division

Oversees All Sales and Marketing underneath FirstWord Pharma/FirstWord HealthTech - Communications Division

- Manage and oversee all global accounts
- Develop new business and further existing business
- Continues to develop new products and tactics to provide innovative offerings
- Works with internal teams to allow for timely and seamless brand promotion, marketing and messaging
- Exceeded sales expectations (2018, 2019, 2020)
- On track to exceed sales in 2021

FRONTLINE MEDICAL COMMUNICATIONS

2014 – July 2018

GROUP PUBLISHER – CLINICAL PRIMARY CARE BRANDS {THE JOURNAL OF FAMILY PRACTICE, CLEVELAND CLINIC JOURNAL OF MEDICINE AND CLINICIAN REVIEWS} (JANUARY 2017 – FEBRUARY 2018)

Responsible for the operation, P&L, print and digital sales of two monthly Publications (The Journal of Family Practice and Clinician Reviews) as well as responsible for digital business (maintenance and growth) of Cleveland Clinic Journal of Medicine and affiliated websites. All business accounts for a combined revenue of 4 million dollars. All sales goals were overachieved every year in addition to improving and maintaining each publications readership ranking.

- Manage Editorial staff, sales staff and general direction of publications.
- Maintain sales goals and budgeted P&L.
- Increase revenue by sale of print and digital advertising (Print ads, Special Issues, Supplements, Custom programs, ROS Banner Ads, eNewsletters, Digital Supplements, Medical Resource Centers, Medical HUBS, Gamification tactics, etc.).
- Present Annually to Editorial Board of Directors on publications and future direction.

ASSOCIATE PUBLISHER – THE JOURNAL OF FAMILY PRACTICE AND CLINICIAN REVIEWS (APRIL 2014 – JANUARY 2017)

Responsible for print and digital sales of two monthly Publications (The Journal of Family Practice and Clinician Reviews). All business accounts for a combined revenue of 2.8 million dollars.

- Manage editorial staff and general direction of publications.
- Increase revenue by sale of print and digital advertising (Print ads, Special Issues, Supplements, Custom programs, ROS Banner Ads, eNewsletters, Digital Supplements, Medical Resource Centers, Medical HUBS, Special Gamification tactics, etc.).

HMP COMMUNICATIONS**2012 - 2014****NATIONAL ACCOUNT MANAGER, CONSULTANT FOR PEDIATRICIANS® (2013 - 2014)**

Focused on the day-to-day selling of print/digital advertising space and special projects to pharmaceutical companies and/or services within a well-known pediatric publication, reaching 62K pediatric physicians.

Approved ad production maps and oversees the publications' monthly budget of \$80K+.

- On track to reach annual revenue goal of \$1.3M of advertising and special projects.
- Penetrated new accounts by identifying brand managers and decision makers.
- Attended trade shows making new relationships and pitching advertising and project opportunities.

NATIONAL ACCOUNT MANAGER, FIRST REPORT MANAGED CARE® (2012 - 2013)

Managed US sales of both print and digital advertising space in the journal to global pharmaceutical companies with a target audience of managed care decision makers.

- Achieved \$900K in sales during first year of employment.
- Penetrated eight not yet established new accounts, generating \$300K in new sales.

VITAFLO INTERNATIONAL LTD (PART OF THE NESTLE GROUP)**2004 - 2012****SALES AND OPERATIONS MANAGER (2010 - 2012)**

Managed Canadian sales team and established and implemented guidelines for sales targets and metrics. Guided the development of new product launches and development of medical marketing materials acting as the liaison between marketing and sales.

- Managed a new sales operation in Canada through startup, implementation, and expansion, including product registration with Health Canada, forecasting, and day-to-day operations management.
- Effectively managed a \$300K sales and marketing budget.
- Led team to exceed budget, achieving 106% of target in 2010.

SENIOR SALES LEADER (2007 - 2010)

Serviced key accounts and developed key opinion leaders in metabolic and disease related malnutrition and renal markets in 9 US states (CO, CT, GA, MA, ME, NH, NY, RI, and VT) and all of Canada. Planned field visits and calls to emphasize sales messages while meeting the needs of the customer through formal group presentations, face-to-face calls, administrative meetings, one-on-one lunches, and patient/family sponsored events. Managed individual sample, promotional/educational material, travel, and formal group budget.

- Assisted with the development, training and implementation of the US Metabolic Sales Force.
- Planned and executed operations of sponsorship and display at 12 major international conferences
- Consistently exceeded sales goals in 2007, 2008 and 2009.

SALES REPRESENTATIVE (2004 - 2007)

Oversaw the sales of an extensive metabolic product line including clinical nutritional products and services for the management of inborn metabolic diseases to physicians, dietitians, nurses, and other health care providers in the hospital, clinic, pharmacy, and home health care settings. Acted as a camp counselor at regional metabolic camps. Observed and participated in outpatient clinics.

TRANSNATIONAL SERVICE AND OPERATIONS**2002 - 2004****SALES REPRESENTATIVE**

Managed 3 product lines, including bug repellents, dive equipment, and sound protection devices for international clients entering the US market.

EDUCATION & TRAINING

Bachelor's Degree - Criminal and Law Studies, Marquette University, Milwaukee, WI

Professional Selling Skills
SalesForce.com

SalesForce.com
Professional Sales Coaching

Sales Management Skills
Managing People at Nestle

VOLUNTEER EXPERIENCE**Toms River Fire Company No. 1****2011-2019**

President 2016-2019

Firefighter

Centerport Fire Department**2002 - 2007**

Firefighter

Application to Serve on a Board or Committee

Applicant Name	Brooke Little
E-mail	blittle24@hotmail.com
Address	Street Address: 716 Skymont Dr. City: Holly Springs State: North Carolina Zip Code: 27540
How long have you lived in Holly Springs?	15 Years
Name of neighborhood	Brooke Little
Home phone	(919) 995-0898
Current employer	Wake County Public Schools
Job title / occupation	Educator
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I am interested in serving on this committee as both a long-time resident and someone who is very interested in town planning and development. I know that my most notable skills that can contribute to the work of the team will include being detail-oriented, organized, and skilled at working in a team setting. Due to my original degree and the area in which I teach, I am also very familiar in reading various types of zoning, soil, topographic, watershed and additional maps, architectural and engineering drawings, and other data.

List any current or past volunteer activities in which you are / were involved.	I do not have current volunteer activities specifically for the Town of Holly Springs, but am very active in volunteering my time through the activities in which my children are involved and through serving the students and families of my school community. Examples of my volunteering activities include coaching youth soccer, organizing food drives, working at school or community events, working with the neighborhood swim team, supporting the work at polling locations, etc.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I am very passionate about people and systems and structures. The systems and structures that we create and implement as a town will impact the people of our town now and in the years to come. This board is making and implementing those decisions.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed)?	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	11/04/2021 2:42 PM
How did you find out about these opportunities?	Social Media via the Town

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Application to Serve on a Board or Committee

Applicant Name	Robert D Smith
E-mail	rdanielsmith@outlook.com
Address	Street Address: 213 OLIVE FIELD DR, HOLLY SPRINGS, NC 27540 Street Address Line 2: 213 OLIVE FIELD DR City: HOLLY SPRINGS State: NC Zip Code: 27540
How long have you lived in Holly Springs?	14
Name of neighborhood	Sunset Oaks
Home phone	(919) 518-6064
Current employer	Capital Partners
Job title / occupation	Managing Director
I reside within the	Corporate limits of Holly Springs
	R. Daniel Smith.pdf
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I am a proven executive with a wide depth of experience in the financial markets and a substantial history of senior executive accomplishments in varied and leading-edge technologies. I am also an entrepreneurial leader experienced in directing global sales and new business development initiatives in competitive, highly technical international markets. Over the years I have developed effective strategic planning

and implementation skills, have delivered targeted revenue growth and many strategic opportunities that have led to over \$500M in new business development revenues with such Companies as Microsoft, BF Goodrich Aerospace, Swearingen, Lockheed Space, Oral-B, Matsushita, and Gillette. Prior to joining Capital Partners, I led or taken part in over \$500 million of capital related transactions while also providing services to several industry-leading companies.

List any current or past volunteer activities in which you are / were involved.

I have served on two national boards, Chairman of AMIkids NC, and Board Member, Justice Love Foundation. I am also currently the President of the Sunset Oaks HOA.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I believe the board has the responsibility to provide various recommendations and growth initiative ideas for the town council. I would hope my background and leadership experience and natural ability to work in a fast-paced and growing organization with a proven ability to transform strategic concepts, and ideas quickly and effectively into local strategies.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

11/05/2021 12:44 PM

How did you find out about these opportunities?

Town website

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EXECUTIVE PROFILE

Accomplished Executive leading both domestic and international operations in business development initiatives in competitive highly technical international markets. Decisive leader effective in strategic planning and implementation, including demonstrated superior expertise in building operational infrastructure and managing high growth technology products. Skilled at delivering targeted revenue growth while collaborating with cross-functional teams and alliance partners, opening comprehensive strategic opportunities that have led to “First to Market” wins. Extensive experience in the origination, structuring and execution of equity, debt, and M&A transactions.

EXECUTIVE SKILLS

BUSINESS DEVELOPMENT • STRATEGIC SALES LEADERSHIP • GLOBAL MARKET EXPERIENCE • CORPORATE FINANCE

Vision | Strategy | Growth
Strategic Planning
Organizational Development
Channel & Distribution Planning

Sales Leadership
Resource Optimization
Cross-Functional Collaboration
Business Development

Performance Optimization
Client Engagement
Strategic Partnership Alliances
Aligned Revenue & Product Development

PROFESSIONAL EXPERIENCE

blueDoor Capital Partners

New York, NY | (2013 to 2020)

An advisory firm providing services in the technology and energy space to owners, investors, and lenders in the US and internationally.

Managing Director

Managed the full cycle of transactional execution, including preparing marketing pitches, formulating financial analysis, creating financial models, preparing, and presenting investment memoranda and client presentations.

- Managed over \$600 million in strategic acquisition or divestitures, including multiple international transactions in biofuels, strategic minerals & resources, premium lumber, technology transfers, wind/solar and retail goods.

Equiventure Capital

New York, NY | (2002 to 2013)

Corporate development, M&A, corporate finance, equity investments and capital placement transactions.

Executive Vice President

Provided strategic planning services targeted at growth-oriented firms, as well as functional and industry expertise for developing opportunities centered on capital acquisition, strategy management, market analysis and business planning.

- Managed a software development plan and subsequent investment for a leading cellular maker and digital imaging firm.
- Roll-up of independent manufacturers to a national consumer-bottling corporation, completing \$80 million in additional in-plant modifications and leases, doubled operating capacity, and in addition lowered direct costs by almost 30%.
- Participated in or managed more than \$450 million in acquisition, restructure, or financial transactions and a large M&A transaction for a strategic EHR/PHR applications developer.
- Negotiated for a Global ISV with Dell, Microsoft and a 5,000+-property hotel chain, producing a \$60 million strategic opportunity.

StorLogic Ltd.

Lake Mary, FL | (1998 to 2002)

Leading supplier of Storage Networking Technology, Storage Virtualization and Enterprise Applications.

President and Chief Executive Officer

Developed and defined a strong go to market capability for Enterprise Applications company known as a technology leader in network embedded applications, virtualization, and application servers. Venture funded company.

- Started and managed cross licensing and technology transfer agreements, including source code licensing with Veritas, Panasonic-Fujitsu, Frontier, Intel, and Microsoft.
- Negotiated a partner/distribution channel that extended coverage for the company to over 75% of the potential market. Increased channel in EMEA and APAC by over 50% to thirteen countries and twenty-three distributors.
- Led a design effort with R&D for a third-generation appliance line that allowed various models and options configured near the end of the assembly process. Effort reduced work-in-progress by 64%, reduced labor, unique assemblies, and floor space, dropping overall production costs by over 30%.
- Managed software development program with a staff based ODC and country team resulting in “First to Market” with total GUI management solution for optical data managed over a network and embedded virtualization application software and utilities.

nStor Technologies, Inc.

Lake Mary, FL | (1995 to 1998)

Leading developer of Fibre Channel, SCSI and SATA configurations NAS/SAN and HPC Enterprise Provider. AMEX: NSO
President and Chief Executive Officer and Board Member

Acquired an R&D division from Seagate Technologies listing the company on AMEX. Built the management team, increased market exposure, developed an operating philosophy and created an infrastructure to support rapid growth.

- Executed strategic sales plans with Gateway, Intergraph, Groupe Bull, Discreet Logic, Unisys, Acer, Cray, and Silicon Graphics, leading to revenue gains of over \$56M.
- Developed and co-copyrighted with Intel the industry standard SAF-TE specification.
- Increased both hardware and software products and services that ranked:
 - 9th in Worldwide Revenue by Supplier (OEM) and 18th in Worldwide Revenue by Supplier (Server).
- First in class “total” GUI application for NT, NetWare, and UNIX, “Smart Cabinet” enclosure technology and multi-platform JAVA tools and Enterprise class virtualization utilities for network and embedded applications.
- Acquired and integrated two target acquisitions generating over \$20M in additional revenue while reducing combined operating expenses by over \$4.3M.

Intelligent Manuf. Systems, Inc.,

Applications Developer for EDC, spread spectrum and data integration for ERP/MRP, Supply Chain and Activity-Based Costing systems.

President

Orlando, FL | (1991 to 1997)

- Managed more than sixty ERP installations with IP based 2.4 GHz RF application for real-time distributed database access including Tier 1&2 automotive, aerospace, defense, consumer goods, medical and other overly complex manufacturing environments.
- Managed strategic marketing relationships with BF Goodrich Aerospace, Swearingen, Lockheed Space Operations, NASA, Oracle, Multimatic, Oral-B, Matsushita and Gillette resulting in over \$25 million in additional revenues.

Automated Storage & Design, Inc.,

Orlando, FL | (1984 to 1991)

Developer of ERP/SCM and Logistics systems

Executive Vice President

- Key sales contracts with NASA, Lockheed Space Operations, Boeing Aerospace, General Motors, and Kmart.
- Channel revenue increased by \$28M, training and travel costs dropped by 38% and strategic sales programs drove revenue growth by over 183%, to \$55M.

Republic Steel, Systems Division.

Cleveland, Oh. | (1981 to 1984)

Integration Services and Logistics Support

Division Manager, Sales & Product Marketing

- P&L responsibility for Westinghouse, Litton and Unimation while increasing channel exposure by 60%, driving over 376% in sales growth, generating over \$50M in new revenue.

SPS Technologies, Inc.

Jenkintown, Pa. | (1980 to 1981)

Automation and Logistics Systems

Regional Sales Manager

- As Southeastern Regional Manager developed distribution partners and expanded the sales base by over 160%, growing revenue by over \$3M.

Lear Siegler, Inc.

Kalamazoo, MI. | (1978 to 1980)

Business Equipment Manufacturer

Regional Sales Manager

- Managed US and Latin America; provided training for over 135 resellers, reducing training and field sales costs by almost 50%, driving annual revenue increases by over 150%.

Walt Disney World Companies

Orlando, FL | (1975 to 1978)

World Entertainment and Theme Park Destination Leader

Division Accounts Manager

- Division Accounts Manager responsible for all credit and guest billings in the \$100M Resorts Division.

Education:

Professional Development:

Community Engagement:

Bachelor of Science Degree, Jacksonville University

Advanced Manufacturing & Financial Management

AMI Kids North Carolina, Chairman, Board of Trustees

Justice Love Foundation, Board of Directors

GPS Skills

Application to Serve on a Board or Committee

Applicant Name	Danielle Hewetson
E-mail	hewetson.danielle@gmail.com
Address	Street Address: 205 Cliffcreek Dr City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	5+ years
Name of neighborhood	Danielle Hewetson
Home phone	(317) 490-5779
Current employer	Self Employed
Job title / occupation	Stay at Home Mom
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	EDUCATION XAVIER UNIVERSITY; Cincinnati, OH: 2009-2012 Masters of Business Administration, Williams College of Business PURDUE UNIVERSITY; West Lafayette, IN: 2005-2009 Bachelor of Arts: Public Relations and Advertising, Department of Communications EXPERIENCE

Home – Holly Springs, NC August 2016 – Present
Stay at Home Mom | Home Baker; The Bakerish

- Stay at home (aka experience the best of Holly Springs and The Triangle through the eyes of children) with my 3 daughters aged 4, 2.5 and 10 months.
- Run a small at-home baking business specializing in cake decorating and customized sugar cookies; @the.bakerish

Xerox – Indianapolis, IN October
2012 – July 2016

Strategic Account Manager | Education
Specialist December 2013 – July 2016

- Designed and developed all K-12 marketing materials for use in everyday function as well as numerous technology symposiums, exhibits and conferences.
- Developed relationships within named accounts throughout the state of Indiana to drive results.
- Built unique programs designed for strategic accounts to optimize business function while creating brand recognition and awareness.
- Analyzed business trends to develop business growth strategy and manage total opportunity pipeline.

Sales | Account Manager October 2012 –
December 2013

- Selected by management to participate in the Leadership Development Committee program.
- Prepared action plans and schedules to identify specific targets and generate new accounts and maintain current.
- Collaborated daily with key decision makers within existing and prospective accounts.
- Trained new employees one-on-one in business functions through shadowing and instruction.

Kerry Ingredients & Flavours (Formerly Cargill Flavor
Systems) - Cincinnati, OH December 2009 – July
2012

Marketing Associate September 2011 – July
2012

- After December 1st acquisition, designed and developed a rebranded product catalog for the flavor ingredients line. Catalog used by sales managers as a tool for promoting product sales.
- Managed online communications through company profiles on various industry websites, keeping product lists updated and answering customer inquiries and new sample requests.

- Created business review and product demo presentations for use by the sales team during customer visits.
- Participated as a member of the Women in Flavor and Fragrance Commerce (WFFC).

Customer Service Representative / Sales Support June 2009 – September 2011

- Collaborated with five on-location sales managers across the country and Latin America to manage key accounts on-site. Additionally handled daily communication with overseas accounts, primarily in Asia and Europe.
- Effectively communicated daily with buyers and top decision makers for key accounts to keep customers content and the production and sales teams informed of customer expectations.
- Became proficient in SAP controlling customer relations from order entry through production and shipping.
- Developed and shared organizational materials created in Microsoft Excel and PowerPoint for accounts with multiple locations and large numbers of existing orders.

LEADERSHIP AND VOLUNTEERING

Soccer Coach Town of Holly Springs; Fall 2021
 Leadership Board and Treasurer Meet. Play. Love.
 Raleigh area Meetup Group for mothers with young children; 2021

Lector St. Mary Magdalene Catholic Church; 2016-Present

Obtained North Carolina Real Estate License; 2017
 Habitat For Humanity Volunteer: 2011

Basketball, Soccer, Volleyball Coach Catholic Youth Organization, Indianapolis, IN; 2004-2012

POLAR PLUNGE Volunteer Fundraising for Special Olympics; 2009-Present

Special Olympics Volunteer Softball Coach; 2005-2006

Business Strategy Game – 2012 Industry Champion, Global Top 100 lists; Xavier University 2012

EPICS (Engineering Projects In Community Service); Purdue University; 2009

- Held leadership position as project partner liaison with the responsibility of facilitating communication between the design team and the client.
- Developed educational materials to help elementary students better understand the team's designs.

Public Relations Student Society of America (PRSSA) Member; Purdue University; 2006-2009

St. Thomas Aquinas Catholic Center at Purdue University, Liturgical Ministries; 2007-2009

List any current or past volunteer activities in which you are / were involved.

LEADERSHIP AND VOLUNTEERING

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Leadership Board and Treasurer Meet. Play. Love.
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Public Relations Student Society of America (PRSSA) Member; Purdue University; 2006-2009

St. Thomas Aquinas Catholic Center at Purdue University, Liturgical Ministries; 2007-2009

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I see this board's responsibilities as guidance and support to Town Council to aid in making the most beneficial decisions possible for the people of Holly Springs. If appointed to this board I hope to be able to continue to improve the already exceptional quality of life for my family, friends and neighbors living in Holly Springs. I am in love with the community that we are a part of and it is my wish that this community is always an excellent place to live, work and play.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

If yes, please explain.

N/A

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

11/08/2021 7:18 PM

How did you find out about these opportunities?

Town of Holly Springs Social Media

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Application to Serve on a Board or Committee

Applicant Name	Jonathan Wissler
E-mail	grant.wissler@gmail.com
Address	Street Address: 301 Cahors Trail City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	18 months
Name of neighborhood	Jonathan Wissler
Home phone	(717) 917-3388
Work phone	(910) 432-7787
Current employer	US Army
Job title / occupation	Major/ Special Forces officer
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	masters degree- Naval Postgraduate School I currently serve as the Chief of Staff and of a 620 person battalion, managing multiple directorates as well as the logistical and administration requirements of the organization.
List any current or past volunteer activities in	-Very active in my church - leads Family Readiness Group (provides special

which you are / were involved.	events and service opportunities for soldiers and families) at our battalion
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Determine how to balance the public good with private rights and interests. Be a good listener, work as a team with other committee members, and always seek to ascertain how best to further the interests of the community as a whole. I would seek broad public involvement in the planning process and try to keep the committee's activities open and inclusive. This is an exciting time to be a Holly Springs resident and I'd love to contribute to the community.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	11/09/2021 10:12 AM
How did you find out about these opportunities?	town website

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Application to Serve on a Board or Committee

Applicant Name	Carissa Vandermey
E-mail	cavandermey@gmail.com
Address	Street Address: 5301 Gable Ridge Ln City: Holly springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	1.5 years
Name of neighborhood	Sunset Ridge
Home phone	(301) 538-2406
Current employer	Department of Homeland Security
Job title / occupation	Sr Advisor
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	During my tenure at DOE and Sandia National Labs, I lead the departments efforts regarding critical infrastructure project and specific energy planning projects.
List any current or past volunteer activities in which you are / were involved.	Big Brothers and Sisters World Vision Youth Soccer and Basketball coach Youth leader Community Shelters Transition Houses

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Work with the Town Council on the future development of Holly Springs. To identify gaps/needs and seek effective and efficient ways to meet those needs on behalf of the town and its residents.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed)?	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	11/09/2021 1:56 PM
How did you find out about these opportunities?	Neighbor

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Application to Serve on a Board or Committee

Applicant Name	KELLY FLANAGIN
E-mail	GOLDLEAFINTERIORSLLC@GMAIL.COM
Address	Street Address: 416 ANCIENT OAKS DRIVE City: HOLLY SPRINGS State: NC Zip Code: 27540
How long have you lived in Holly Springs?	SINCE APRIL 4, 2019
Name of neighborhood	12 OAKS
Home phone	(518) 588-8833
Current employer	GOLDLEAF INTERIORS LLC
Job title / occupation	OWNER/ INTERIOR DESIGNER
I reside within the	Corporate limits of Holly Springs
	KELLY FLANAGIN DESIGN RESUME 2021.pdf
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I GRADUATED WITH A BACHELORS OF SCIENCE (BS) FROM EAST CAROLINA UNIVERSITY. THEN I WENT ON TO GRADUATE WITH A MASTERS IN BUSINESS (MBA) FROM CLARKSON UNIVERSITY. I OWN A REAL ESTATE BROKERAGE FIRM IN NEW YORK AND AN INTERIOR DESIGN BUSINESS IN HOLLY SPRINGS, NC. I HAVE BEEN IN THE REAL ESTATE & DEVELOPMENT INDUSTRY SINCE 2010.
List any current or past volunteer activities in	BEFORE MOVING TO HOLLY SPRINGS, NC I SERVED ON THE INDUSTRIAL DEVELOPMENT AGENCY IN

which you are / were involved.

NEW YORK. ADDITIONALLY, I HAVE MANY BOARD OF DIRECTORS POSITIONS I HAVE VOLUNTEERED FOR INCLUDING THE MARCH OF DIMES & UNITED WAY.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I SEE THE RESPONSIBILITY OF THE BOARD IS TO CONTINUE THE TRAJECTORY OF ECONOMIC GROWTH IN THE COMMUNITY. IN DOING SO THE BOARD NEEDS TO THINK CRITICALLY ON THE RATIO OF INCOMING BUSINESSES TO HOMEOWNERS AND MAKE DECISIONS ON ZONING ON A CASE BY CASE BASIS. WE ARE TO WELCOME ALL GROWTH IN ALL WAYS. WE WILL WORK TOGETHER AS A BOARD AND COMMUNITY TO ENSURE HOLLY SPRINGS FLOURISHES.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

11/12/2021 1:00 PM

How did you find out about these opportunities?

BOARD MEMBER

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KELLY LANAGIN

INTERIOR DESIGNER

PROFILE

Multi-talented driven professional. Entrepreneurial mindset to drive business, goal oriented, organized, ambitious, and dedicated. \$10+ million in business sales, negotiations and transactions since 2010. 10 years in real estate investment, business development, property management, sales, market research, leasing & interior design. International business exposure in European and Chinese market.

CONTACTS



Holly Springs, NC, 27540



(518) 588-8833



KVincenza@gmail.com



www.GoldLeafInterior.com

EXPERTISE

Decision Making

Leadership

Time Management

Critical Thinking

Spatial Awareness

Creativity

EDUCATION

- 2018 • MBA / MASTERS BUSINESS ADMINISTRATION
Clarkson University/ New York
- 2016
3.72 GPA. Focus in International Business & Project Management. International studies in Shanghai & Beijing, China (2016).
- 2009 • B.S. / HOSPITALITY MANAGEMENT
MINOR BUSINESS ADMINISTRATION
East Carolina University/ North Carolina
- 2005
3.33 GPA. 1.5 years in Interior Design Courses. Eta Sigma Delta International Hospitality Management Honor Society (2009). National Society of Minorities in Hospitality (2008-2009). Chi Omega Sorority (2005- 2009).

EXPERIENCE

- Present • INTERIOR DESIGN ASSISTANT
Love It Or List It/ North Carolina
- 2020
 - HGTV's Love It Or List It Episode 218, 219
- Present • INTERIOR DESIGNER/ OWNER
GoldLeaf Interiors LLC/ North Carolina
- 2019
 - 16% Annual company growth from 2019 to present
 - Full-service design from concept to installation
 - Project management
 - Remote consulting and design services offered due to Covid-19
 - Real estate services
 - Licensed real estate broker
 - Portfolio: <https://www.houzz.com/pro/webuser-883707255/>
- 2019 • CONSULTANT
Industrial Development Agency/ Guilderland, N.Y.
- 2018

Assist in the enhancement and diversity of the economy of the Town of Guilderland by acting in support of projects that create and/or retain jobs and/or promote private sector investment utilizing the statutory powers of the Agency as set forth under the provisions of the laws of the State of New York.

 - Financial & business plan analysis of multi- million-dollar projects
 - Accepted or rejected projects seeking government funding.
 - Opened dual branded hotel, Tru and Homewood Suites by Hilton

PROFESSIONAL SKILLS



LICENSE

2018 | REAL ESTATE BROKER
New York State
Department of State
ID 10491208003

INTERESTS

Tennis
Charity
Traveling
Fitness
Foodie

COMMUNITY

2019 - 2018 | BOARD OF DIRECTORS
March of Dimes
Co-Chair 2019 Gala
Exceeded corporate goal of \$85k by raising \$121,000

2018 - 2014 | BOARD OF DIRECTORS
United Way of the Greater Capital Region

2016 | COMMITTEE MEMBER
Open Space Institute
Exceeded goal of \$15k by raising \$20,100

2014 | RURAL WATER SUPPLY EXPANSION
Catholic Relief Services
Opened a Clean Water & Sanitation Project in Dire Dawa, Ethiopia

EXPERIENCE

(continued)

2019 - 2015 | INTERIOR DESIGNER & PROPERTY MANAGER
JNT Development/ Albany, N.Y.

- 113% Company growth from 2015- 2019
- Interior designer & stager for residential homes
- Landlord representation to design furnished apartments
- Manage 25,000sq of commercial & residential properties
- 2-5% Annual revenue growth
- Vendor contract negotiations annually to cut company costs

2018 - 2017 | VP BUSINESS DEVELOPMENT
Carrow Real Estate Services/ Albany, N.Y.

- Commercial real estate associate broker
- \$1.2 Million in gross sales
- LOI & contract writing

2015 - 2010 | NEW CONSTRUCTION DESIGNER & SALES
Brandle Meadows Condominium Community/ Altamont, N.Y.

- \$4.3 Million in gross sales
- Licensed Real Estate Salesperson for New Homes
- Interior Designer for New Home Sales
- Interior Stager for Model Home

2007 | CONSULTANT/ INTERN
Extreme Makeover Home Edition/ Albany, N.Y.

- HGTV season finale episode
- WeatherGuard Roofing Company project consultant

REFERENCES



Jeff Thomas

Owner | JNT Development
JNTDevelopment@gmail.com
(518) 365-4444



Sarah Beeler

Interior Designer | Bassett
ssbeeler@bassettfurniture.com
(276) 732-7595



Don Csaposs

CEO | Industrial Development Agency
CsapossD@togny.org | (518) 928-9418



Susan Fetzer

Client
SGFetzer@gmail.com | (252) 259-5187

Application to Serve on a Board or Committee

Applicant Name	Joe Cimino
E-mail	jocimino2012@gmail.com
Address	Street Address: 317 Crossway lane City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	3 years
Name of neighborhood	Sunset Ridge
Home phone	(910) 633-1562
Current employer	TAK Communications
Job title / occupation	Sr. Director of Quality, USA
I reside within the	Corporate limits of Holly Springs
	J.Cimino Resume.docx
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I work in the corporate work for telecommunications and have plenty of experience in all day to day operations of multi site locations. I have a very good understanding of easements as well as vendor management.
List any current or past volunteer activities in which you are / were involved.	Little league coach 15 years, travel baseball coach tournament teams. Comcast cares team lead three years this involved community fund raising as well as group clean up activities for public schools and

government agencies. I have also volunteered for a house rehab project in Cary with Spectrum Reach.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

Keeping Holly Springs the best place to live in NC. I just love this town and I am happy to raise my family here and want to make sure the right decisions are made for the town as well as the community. I feel like the team should be built with like minded individuals who aren't afraid to take on a challenge to get the type of growth the town needs. My wife and I fell in love with this town whil I relocated from Philadelphia and just love calling Holly springs out home. I would volunteer for anything this town needs to ensure we keep Holly Springs the best place to live.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

11/15/2021 11:53 AM

How did you find out about these opportunities?

Nextdoor

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Application to Serve on a Board or Committee

Applicant Name	Ernie Carpico
E-mail	eacarpico@gmail.com
Address	Street Address: 108 Bells Walk Ct City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	15 years
Name of neighborhood	Wescott
Home phone	(703) 362-1866
Work phone	(703) 362-1866
Current employer	Retired
Job title / occupation	Retired
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Have you served on this board/committee in the past?	Yes
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	NC Contractors License, NC Home Inspector License. I have been on the planning Board now for nine years. I have a great deal of knowledge about the workings of the board, I have served as Chairman and Vice Chairman. I would love to continue, if chosen . I really enjoy participating.
List any current or past volunteer activities in which you are / were involved.	Habitat for Humanity of Wake County served as a House Leader in building new homes for Habitat. I serve on the Parish Council for St Bernadettes Catholic Church and on our Facilities committee which is planning for an expansion of the campus.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I see the responsibility as primarily vetting agenda items before they proceed to Town Council. By doing so we are assisting the Town Council in making good and educated decisions for Holy Springs. I take this responsibility seriously and do my best to fulfill my obligation.
--	---

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
--	----

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
--	-----

Signature



Date & time	11/15/2021 12:58 PM
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Application to Serve on a Board or Committee

Applicant Name	Chris Evangelista
E-mail	runningmango@gmail.com
Address	Street Address: 104 Channel Cove Drive City: HOLLY SPRINGS State: NC Zip Code: 27540
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Lochridge
Home phone	(360) 798-4709
Current employer	Cisco Systems
Job title / occupation	Cybersecurity Account Manager
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	IT Program Manager for 10 years, managing large / complex applications, office moves, data center builds.
List any current or past volunteer activities in which you are / were involved.	Adopt a Stream, Boys and Girls club, Eastern Food Bank

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

Ensure sustainable growth for the town, ensuring development aligns with the future view of our town. Minimize removal of trees, wetlands. Build a greenway and / or bike path connecting neighborhoods, commercial areas and parks. Ensure this town is somewhere my kids would want to call home when they grow up.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

11/16/2021 2:37 PM

How did you find out about these opportunities?

Email from the town

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Application to Serve on a Board or Committee

Applicant Name	Carl Pautlitz
E-mail	cpautlitz@gmail.com
Address	Street Address: 113 Eden Glen Drive City: HOLLY SPRINGS State: NC Zip Code: 27540
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Wescott
Home phone	(757) 291-6883
Current employer	Cisco Systems
Job title / occupation	Finance Manager
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	Licensed Real Estate Broker in Virginia for over 18 years. Former real estate planner for a developer.
List any current or past volunteer activities in which you are / were involved.	Volunteer youth coach for Cary Pop Warner, YMCA girls volleyball, West Lake Middle School football and lacrosse coach. Served on the board of directors for the Middle Creek High School Stampede Club for 6 years.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Assisting in the leadership of Holly Springs with current infrastructure and urban resource planning. Review the designs and help the city to adapt plans for population growth and development.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	11/16/2021 3:24 PM
How did you find out about these opportunities?	Holly Springs newsletter

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Application to Serve on a Board or Committee

Applicant Name	David Williams
E-mail	diwilliams@outlook.com
Address	Street Address: 113 Sunset Oaks Drive City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	1 year
Name of neighborhood	Sunset Oaks
Home phone	(336) 414-8773
Current employer	Mann, McGibney & Jordan, PLLC
Job title / occupation	Real Estate Attorney
I reside within the	Corporate limits of Holly Springs
	David Williams Legal Resume 2021.pdf
First choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I am a licensed attorney with particular experience in transactional residential real estate (but not involving zoning issues).
List any current or past volunteer activities in which you are / were involved.	I have volunteered with the student ministry at the Summit Church since 2012.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

The Board of Adjustment serves as an independent arbiter enforcing the Town's zoning regulations with sufficient stringency for the regulations to be generally valuable but also with enough flexibility to avoid needlessly harsh results. If appointed, I would seek to make all parties involved in a matter feel heard, and would work so that Holly Springs would continue to be a desirable place to live for all of its residents.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

11/16/2021 3:00 PM

How did you find out about these opportunities?

Town Newsletter

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DAVID ISAAC WILLIAMS
113 Sunset Oaks Drive, Holly Springs, NC 27540
diwilliams@outlook.com | 336.414.8773

Licensure

North Carolina State Bar	2013
U.S. Patent & Trademark Office	2013
U.S. District Court for the Eastern District of North Carolina	2014

Work Experience

Mann, McGibney and Jordan, PLLC	<i>Cary, NC</i>
Title Attorney	2020–present
• Conduct title searches and produce preliminary title opinions • Train colleagues to assist with title-related activities • Provide title-related expertise and support to the firm	

Shedor Law Firm, PLLC	<i>Cary, NC</i>
Title Attorney	2014–2020
• Handled all pre-closing title matters for the firm's real estate practice, which included mostly residential and some commercial transactions	

Education

Campbell University School of Law	<i>Raleigh, NC</i>
Juris Doctor	May, 2013
• Earned Book Awards in <i>Evidence</i> and <i>Patent Preparation and Prosecution</i> • Won the 2011 Richard A. Lord Intramural Moot Court Competition • Served as: ○ Comments Editor for the Campbell Law Review ○ Honor Court Justice for the Student Bar Association ○ President and Treasurer for the Christian Legal Society	

University of North Carolina at Chapel Hill	<i>Chapel Hill, NC</i>
Bachelor of Arts (Physics, Mathematics)	May, 2010

Technical Proficiencies

- Microsoft 365 (*Outlook, Office, etc.*)
- SoftPro (*ProForm, ProTrust, Select*)
- Qualia

Whatever you do, do your work heartily, as for the Lord rather than for men,
knowing that from the Lord you will receive the reward of the inheritance.
It is the Lord Christ whom you serve.
Colossians 3: 23-24

Application to Serve on a Board or Committee

Applicant Name	Jenille Hess
E-mail	jenillesheltonhess@gmail.com
Address	Street Address: 324 Chrismill Lane City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	2 yrs (lived in Cary/Apex for nearly 20yrs)
Name of neighborhood	Sunset Ridge
Home phone	(336) 905-9701
Work phone	(919) 750-5601
Current employer	Olympus, Inc.
Job title / occupation	Medical sales
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	In my career, I function in a similar capacity to a small business owner. I am responsible for the sales, marketing distribution, and customer service for an approx \$5 million portfolio of surgical devices and equipment. I interact daily with large IDNs and surgical facilities throughout central and eastern NC. My job is to have a relationship with the everyone from the janitor to the CFO. Because of this, I have a solid understanding of municipalities and what drives the medical sectors of local economies. I also have graduate education in

	strategic marketing - understanding how to form intentional relationships that drive results and change behavior.
List any current or past volunteer activities in which you are / were involved.	Church volunteer/mission trips abroad; Youth athletics coaching for the Town of Cary (when we lived there) and volunteer business consultant to both non-profit and for-profit entities.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	The responsibility of this board is to support the citizens and business owners of Holly Springs; and, to support decision-making efforts that attract the right kind of business for economic and cultural growth. Essentially, the board is responsible for growing Holly Springs to it's full potential.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	11/16/2021 3:13 PM
How did you find out about these opportunities?	Social Media

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Application to Serve on a Board or Committee

Applicant Name	Prashant Nema
E-mail	Prashant.nema@gmail.com
Address	Street Address: 4713 ridge water ct City: Holly springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	6 months
Name of neighborhood	Sunset ridge
Home phone	(408) 464-9339
Current employer	Arch capital
Job title / occupation	Chief Information officer
I reside within the	Corporate limits of Holly Springs
First choice:	Board of Adjustment
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	Corporate advisory Board,
List any current or past volunteer activities in which you are / were involved.	Habitat for Humanity,
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Improve the city of Holly springs for its citizens

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	11/16/2021 9:29 PM
How did you find out about these opportunities?	Email

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Application to Serve on a Board or Committee

Applicant Name	Padmavathi Pallela
E-mail	ppadma5@hotmail.com
Address	Street Address: 225 Randleman ct City: holly springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	3 months
Name of neighborhood	Padmavathi Pallela
Home phone	(405) 473-4324
Current employer	NTT Data SYstems
Job title / occupation	Software Senior Developer
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	Masters in Computer Science
List any current or past volunteer activities in which you are / were involved.	Worked as a Volunteer in Edison, NJ Vice-President of a condominium Association in Edison, NJ Worked as a PTO Member in Edison School Volunteered in edison public library - friends of library group

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Review various development-related requests, review zoning requests assist town council on the Town's zoning regulations
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	11/17/2021 3:53 PM
How did you find out about these opportunities?	email

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Application to Serve on a Board or Committee

Applicant Name	Kent Jackson
E-mail	bkjackson68@hotmail.com
Address	Street Address: 525 Ivy Arbor Way City: Holly Springs State: North Carolina Zip Code: 27540
How long have you lived in Holly Springs?	6 years
Name of neighborhood	Twelve Oaks
Home phone	(919) 656-2621
Current employer	Town of Pittsboro
Job title / occupation	Town Engineer
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	20+ years of local government service in the area of development services, growth management, utilities, engineering, and planning. Board experience including chair experience with Wake County and the State of North Carolina.
List any current or past volunteer activities in which you are / were involved.	Wake County Human Services Board Wake County Affordable Housing Steering Committee State Building Commission HOA Transition Committee 2021

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

The planning board is an important advisory board that must reflect the desires of our citizens while balancing the laws, ordinances, and rules of professional planning and the goals of the Town Council. I hope to help maintain the charm and vitality of our downtown, enhance opportunities for continued business growth, and support an affordable and diverse place to live and work.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

11/17/2021 11:05 PM

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town's website

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Application to Serve on a Board or Committee

Applicant Name	Eric Dean
E-mail	ehdean@outlook.com
Address	Street Address: 113 Apple Drupe Way City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	6 months
Name of neighborhood	Windcrest
Home phone	(919) 889-0092
Work phone	(919) 268-1760
Current employer	DPR Construction
Job title / occupation	Preconstruction
I reside within the	Corporate limits of Holly Springs
	Eric Dean Work Resume v5.docx
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I have worked extensively in preconstruction as an estimator, purchaser, coordinator, etc, from concept to final build delivery. My career is focused on providing maximum value for the money spent from my clients. This includes comparing parcels of land, and coordinating with architects and engineers to deliver target value design. My goal as a Holly Springs resident is to provide the maximum value of our tax payer dollars, and to be able to

accurately provide a cost-minded focus from planning out the town and zoning decisions. I believe my experience in construction will provide a lot of value to the team, and I have extensive experience in working with team members of various backgrounds.

List any current or past volunteer activities in which you are / were involved.

Camp Luck Camp Counselor / Director - 2011 to current
B
NC Biotech Biomanufacturing and Process Development Steering Committee board member - 2020 to current

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I see the responsibilities of this board to study and review development projects, seek broad public involvement in the process, and try to keep activities open and inclusive. I want to accomplish by hearing all applications, truly figuring out the cost impact, and making sure residents of the town can make the most informed decision with their tax dollars.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



How did you find out about these opportunities?

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Eric Dean, PMP

Project Manager/Estimator

113 Apple Drupe Way, Holly Springs, NC 27540 | (919) 889-0092 | ehdean@outlook.com

Summary

Construction Project Manager & Estimator with 5 years of experience with in the semiconductor, biopharmaceutical, and healthcare industry. Successfully completed projects through coordinating trades, developing partnerships, and building positive rapport with engineers, vendors, and clients while maintaining costs. Versed in contract negotiations, project estimating, design management, submittal & document preparation, safety regulations, material purchasing, and site management.

Experience

ESTIMATOR | DPR CONSTRUCTION – RESEARCH TRIANGLE PARK, NC | DECEMBER 1, 2020 – PRESENT

- Estimate projects for Life Science, Advanced Tech, & Healthcare industries.
 - Successfully bid or negotiate projects worth 2 million to 150 million, ensuring projects are completed delivering the best value for clients.
- Coordinate with field workers, clients, and engineers.
- Well versed in emerging and bleeding edge building methods and requirements.
 - Estimated & managed Design of LEED Gold, Net Zero, & Carbon Neutral facilities.
- Hired, scheduled, and supervised subcontractors; developed and enforced company policies, procedures, and project safety regulations.
- Setup and managed preconstruction from concept to construction.
- Identified potential fields and established new contract work

PROJECT MANAGER | MSC-BAHNSON – RALEIGH, NC | NOVEMBER 8, 2016 – DECEMBER 1, 2020

- Oversee all project activities across multiple job sites ensuring budget, schedule, & safety requirements are being met
- Draft and prepare submittals prior to construction
- Purchase, expedite materials, & issue sub-contracts for projects
- Evaluate scope of work constantly, issuing change orders as necessary
- Contacted various suppliers and received pricing for materials to orders
- Prepared submittals for review based on customer criteria

Education

BACHELOR OF SCIENCE | DECEMBER 2015 | UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL | CHAPEL HILL, NC

- Major: Biology |Chemistry

Certifications

PROJECT MANAGEMENT PROFESSIONAL (PMP) | NOVEMBER 2020 | PROJECT MANAGEMENT INSTITUTE

*Project Portfolio Available Upon Request

Computer Skills

- Microsoft Office Suite (Excel, Word, Project, Teams)
- Viewpoint Vista (Project Management & Accounting)
- Bluebeam (Plan development and Drafting)
- Agtek Earthworks (Sitework & Earthwork modeling and calculation)

Additional Skills

- Fluent in Mandarin Chinese
- Good oral and written communication skills
- Ability to develop and acquire new skills quickly
- Good time management skills
- Adept with current and emerging software

Application to Serve on a Board or Committee

Applicant Name	David Tamplen
E-mail	dgtamplen@gmail.com
Address	Street Address: 521 Texanna Way City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	6 1/2 years
Name of neighborhood	Braxton Village
Home phone	(919) 586-7851
Work phone	(330) 256-1290
Current employer	Wheaton Sprague Building Envelope
Job title / occupation	Sr. Designer / Project Manager
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I studied architecture and environmental design at Texas A&M University. I work for an engineering and design company. I have been in the commercial construction industry my entire adult career.
List any current or past volunteer activities in which you are / were involved.	I am active with the Boy Scouts of America and the Knights of Columbus. I am a Sunday school teacher. I served 3 terms on the board of directors

for the Holly Springs Theatre Company at Holly Springs High School.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I think the board should help guide the growth of Holly Springs. Our town is growing and I feel like I should be of help, if I can.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

11/30/2021 2:48 PM

How did you find out about these opportunities?

regular e-mails from the Town

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Application to Serve on a Board or Committee

Applicant Name	Thomas Urquhart
E-mail	thomasaurquhart@yahoo.com
Address	Street Address: 325 Sycamore Creek Drive City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	4 years
Name of neighborhood	Holly Glen
Home phone	(530) 218-6190
Current employer	United States Government
Job title / occupation	Management Analyst
I reside within the	Corporate limits of Holly Springs
	Resume 16 January 2021.doc
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	Yes
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	- Current Holly Springs Planning Board Member (2 years) - Served on various other local boards and commissions (8 years) - Retired Army Colonel (30 years leadership experience) - Licensed Attorney at Law (DC) - JD, University of the Pacific - BS, Finance, Cal-Poly, San Luis Obispo

List any current or past volunteer activities in which you are / were involved.

- Current Ex Officio Member of the Holly Springs Tree Advisory Committee (2 years)
- Sutter County Parks and Recreation Commission
- Natomas Basin Conservancy, Board Member
- American Bar Association
- Fellow, American Bar Foundation

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

Review and make recommendations to the Town Council on all proposals for rezoning, various development-related requests, and amendments and additions to the Town's zoning regulations and comprehensive plan. As a Planning Board Member I hope to make recommendations that contribute to well planned growth which enhances the quality of life for the citizens of Holly Springs.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

12/01/2021 2:05 PM

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THOMAS A. URQUHART
325 Sycamore Creek Drive
Holly Springs, NC 27540
(530) 218-6190
ThomasAUrquhart@yahoo.com

SUMMARY OF QUALIFICATIONS

More than 30 years of leadership/project management experience. Extensive experience in law, operations, administration, budget planning and execution, management analysis and all aspects of human resources management. Currently holds valid TOP SECRET/SCI clearance.

FULL TIME EXPERIENCE

2018-Present, United States Department of Defense, Pentagon, Washington, D.C. Management Analyst, GS-14, 0343 (Full Time 40+ hours per week)

Evaluates a wide variety of an organization's administrative and special interest programs aimed at improving overall management practices. Monitors programs, projects and activities to ensure that they are executed in concert with administrative laws, policies, regulations, strategic plans and techniques in the organization. Defend adjustments to programs, projects and activities in response to changes in customer requirements or funding profiles. Develops milestones or alternate courses of action to ensure the programs are successfully executed. Analyzes problems and ability to arrive at solutions that improve the efficiency and effectiveness of resources and operations.

Provides technical oversight, coordination and integration of multiple functions relative to briefings, correspondence and liaison with internal and external organizations; develops short range and long range organizational plans based on immediate needs and anticipated changes in workload, missions, functions, and resources; directs the development and establishment of administrative and business plans, procedures and guidelines; integrates taskings and requirements into effective and efficient activities within the support elements and special staff.

Serves as an experienced management analyst performing the full range of analytical assignments involving complex issues and concerns of the executive leadership. Provides support to the decision making process of leadership teams by performing analysis and research for Department leadership concerning substantive issues related to DoD programs and internal office management responsibilities.

Serves as DoDIG Hotline Coordinator/Investigator for organization.

Serves as Acting Director of the Plans and Programs Office in the absence of the Director.

2017-2018, Dyncorp International, Kabul, Afghanistan

Human Resources Advisor (Full Time 60+ hours per week)

Served as Human Resources advisor, mentor and resource to the Afghan National Army, training, advising and assisting on all aspects of human resources management.

2013-2017, Joint Chiefs of Staff, Pentagon, Washington, D.C.

Colonel/Lieutenant Colonel, Action Officer (Full Time 40+ hours per week)

Served as Battle Captain in the National Military Command Center. Managed the system that provided vital national security information to the White House, the Office of the Secretary of Defense and the Chairman of the Joint Chiefs of Staff. Coordinated high level personnel to facilitate participation in crisis response activities. Advised senior leaders on crisis and contingency situations both domestic and international. Provided guidance on foreign affairs and national level interagency processes.

Served as Operations Officer, Deputy Branch Chief in J-35 Global Force Management. Assisted the Secretary of Defense in allocating military resources in order to accomplish national military objectives.

2012-2013, HQ United States Army, Pentagon, Washington, D.C.

Lieutenant Colonel, Operations Branch Chief (Full Time 40+ hours per week)

Responsible for identifying and aligning the resources needed to effectively manage and resolve the full range of business and operational needs and issues of the Division. Developed and implemented policies and procedures to ensure that Division business and operations practices effectively and efficiently supported the G-38 Division goals, policies and practices. Represented, and spoke for, the Division Director in decision-making and issue resolution in assigned areas of responsibility. Ensured synchronized and efficient operation of the division by coordinating and executing all internal and external requirements within the G-38 Division. Executed staff actions as required. Provided strategic planning and analysis of JOINT, Army or G-38 initiatives. Provide leadership and overall direction to the Division in the following areas: operations, human resources management, proposals development, contract management, financial planning, budgeting and monitoring for Army programs and Division operations, and decentralized administrative support services including travel, procurement, property management, desktop computer support and training. Particular emphasis on the administration, delivery, maintenance, advising, and adapting of advanced concepts, principles, and theories of all aspects of Human Resources.

2011-2012, HQ United States Army, Pentagon, Washington, D.C.

Lieutenant Colonel, Program Manager (Full Time 40+ hours per week)

Lead a team that conducted detailed analysis to holistically assess requirements, find efficiencies and redundancies, and assisted the most senior Army Leaders in making decisions to validate, modify, or terminate programs.

2010-2011, United States Army, European Command, Stuttgart, Germany

Major, Human Resources Manager (Full Time 40+ hours per week)

Directed a team of professional and administrative staff that interpreted and applied human resources principles, concepts, regulations and practices to include classification, recruiting, staffing, billeting, benefits, career development, performance management, retirement, adverse actions, honor and service awards. As assistant Quality of Life Manager for EUCOM and in conjunction with senior executives, developed, planned, coordinated, implemented a full array of human resources programs with special emphasis on Quality of Life Programs and MWR programs for over 100,000 active duty and Reserve Service Members in the European Command Area. Provided technical assistance on (labor and management employee relations) policy and courses of action; worked with labor unions in resolving disputes; resolved complex LMER issues; represented management at conferences/seminars/meetings; appraised the policies/procedures relating to the labor and management employee relations program; provided overall advice and guidance on labor and management employee relations issues and communicated both orally and in writing to inform and persuade leadership. Led and mentored a team providing management advisory services that had human resources projects that were often sensitive and difficult to resolve.

Managed Table of Distribution and Allowances (TDA) as well as manpower and force management programs. Determined manpower allocations, developed and executed force management policies, plans, programs, procedures and standards. Provided direction and coordination of manpower and force management programs. Provided guidance to subordinates in terms of performance standards, problems concerning discipline, training needs, job descriptions and position structures of the organization. Led Command/Agency TDA Command Plan, Total Army Analysis, and HQDA Program Objective Memorandum Schedule 8 processes.

**2009-2010, United States Army, Center for Army Lessons Learned, Tikrit, Iraq
Major, Theater Observation Detachment Officer (Full Time 40+ hours per week)**
Deployed to theater as an embedded member of a joint staff focusing on continuous process improvement across the Army organization. Responsible for collecting observations, lessons, best practices, training, techniques and procedures with emphasis on continuous process improvement. Responsible for dissemination of these lessons and best practices throughout the military community by way of published material by the Center for Army Lessons Learned. Work extensively with other Government and Non-Government agencies. Served as a recognized Continuous Process Improvement (CPI) expert, responsible for supporting business improvement projects to deliver executable capabilities to help DoD organizations increase their problem solving effectiveness, efficiency and speed. Made recommendations for process improvements, improving quality, reducing costs, and establishing appropriate process metrics and process controls. Provided results of studies, analyses, and evaluations to counterpart agencies to share experiences and resolve controversial matters, and thereby improve overall defense level planning in areas of assignment.

2001-2009 State of California Military Department, Sacramento, CA

Major, Recruiting Officer/ Human Resources Officer, Operations Officer, Budget Officer / (Full Time 40+ hours per week)

As a Human Resources Manager, directed a team of professional and administrative staff that interpreted and applied human resources principles, concepts, regulations and practices to include classification, recruiting, staffing, benefits, career development, performance management, promotion, retirement, adverse actions, honor and service awards and records management. Provided my organization with a full array of Human Resources technical assistance on (labor and management employee relations) policy and courses of action; working with labor unions in resolving disputes; resolved complex LMER issues. Conducted numerous human resources investigations (misconduct, EEO and sexual harassment), represented management at conferences/seminars/meetings; appraised the policies/procedures relating to the labor and management employee relations program; provided overall advice and guidance on labor and management employee relations issues and communicated both orally and in writing to inform and persuade leadership. Led and mentored a team providing management advisory services that had human resources projects that were often sensitive and difficult to resolve.

As a Recruiting Officer successfully led a team responsible for all executive/professional, senior management recruitment for our organization. Responsible for developing recruitment strategy, job posting optimization, digital and non-digital employment marketing, workforce planning and forecasting, classification review, talent planning, vacancy management, and application of comprehensive human resource management knowledge and principles. Built successful partnerships and working relationships with centers of influence, community leaders, leaders in education, government and the private sector which significantly contributed to success in our executive/professional recruiting program.

As Officer in Charge/Operations Officer, served as senior full time staff member and senior instructor of an academic institution. Responsible for all day to day operations including all personnel actions and coordination of staff for an institution with 40 full time staff members and 1500 students per year. Successfully supervised all aspects of human resources management for a staff of over 100 personnel, to include hiring, promotions, developmental counseling, training, disciplinary actions, pay and retirement actions. Responsible for all aspects of physical security and compliance with Army and DOD regulations.

As Budget Officer, responsible for planning, execution and monitoring of our unit's \$30 million budget. Coordinated and monitored contracts to support the organization program goals/objectives. Conducted detailed budget analysis, made recommendations and presentations to senior executives, coordinated for the procurement of all goods and services for my organization. Certificate in Acquisitions from Defense Acquisition University.

As Director of Plans, Training, Mobilization and Security (DPTMS) for a major Army post, managed and directed installation support services directly affecting the

accomplishment of a multi-service operation and a complex multi-mission military installation. Provided program direction, objectives, strategies and evaluations for installation support functions, operations and activities that included financial management, contracting services, law enforcement and security, housing management, family and community activities, internal review, equal opportunity, and personnel functions, technical and professional services including public works, environmental, energy, fire and emergency services. Managed and evaluated the impact of operational factors, assessed fiscal soundness and took appropriate action to ensure the operational success of installation programs and activities.

1997-2001, State of California, Sacramento, CA

Internal Management Consultant (Full Time 40+ hours per week)

As a member of the Management Analysis and Evaluations Branch, conducted detailed analysis and studies of strategic issues facing the Department. At the conclusion of these studies, created detailed reports as to our findings and presented these findings and recommendations to senior executives for action. Successfully recommended and implemented programs that ultimately increased the efficiency of the agency.

Responsible for grant writing for Department. Successfully obtained millions of dollars in grants that had previously gone unclaimed. While assigned to the California Board of Prison Terms conducted research and investigations in order to prepare prisoner death penalty cases for parole hearings.

1995-1997, Yuba County District Attorney's Office, Marysville, CA

Investigator (Full Time 40+ hours per week)

Enforced family and child support laws and court orders. Plan and conduct detailed investigations to locate absent parents verify income, employment and assets.

Maintained extensive caseload. Prepare clear, concise, accurate, unbiased reports of investigations. Built and maintained positive working relationship with other law enforcement agencies, courts and the public. Prepared attorneys for court cases and administrative hearings.

PART TIME/VOLUNTEER EXPERIENCE

2020-present, Town of Holly Springs, Planning Board, Holly Springs, NC

Board Member, (Part Time 5-10 hours per week)

Reviews and makes recommendations to the Town Council on all proposals for rezoning, various development-related requests, and amendments and additions to the Town's zoning regulations and comprehensive plan. Serves as Ex Officio Board Member of the Town of Holly Springs, Tree Advisory Committee.

2013-present, American Bar Association, Chicago, IL

Member, (Part Time 5-10 hours per week)

Served as Council Member for the ABA Solo, Small Firm and General Practice Division (GPSolo). Currently serving as Chair of the Book Publication Board and as a member of the Appointments Committee, Awards Committee, Disaster Relief Committed, Long

Range Planning Committee, Pro-Bono and Public Service Committee and the Programs Board.

Appointed by the President of the American Bar Association to serve on the Standing Committee for Legal Assistance for Military Personnel Committee.

Conducts “Hot Off the Press” podcast for the ABA where authors of recent legal publications are interviewed. Serves as Continuing Legal Education (CLE) faculty member for the ABA CLE program.

2009-2013, Natomas Basin Conservancy, Sacramento, CA

Corporate Secretary, Member Board of Directors (Part Time 5-10 hours per week)

Served on the Board of Directors of a \$100 million dollar, non- profit public benefit corporation that administered the Habitat Conservation Plan for the Natomas Basin area. Served on the Finance and Compensation Committees, responsible for selection and supervision of all corporate finances and determined the compensation and benefit packages of all Conservancy employees. Developed cooperative working relationships with representatives of all levels of government, and the public, analyzed complex problems and recommended effective courses of action; effectively contributed to the Conservancy’s objectives.

2005-2008, National Guard Association of California, Sacramento, CA

Vice President/Legislative Chair (Part Time Volunteer 10-15 hours per week)

Monitored, analyzed and reported on all Federal and State legislative issues pertaining to the Army and the Army National Guard. Advised senior leaders on potential impacts. Responsible for major lobbying efforts in Congress and the California Legislature including the successful passage of several bills from concept to signature by the President and Governor. Built strong working relationships with members of Congress, state legislators, other government officials and their staffs. Gained extensive knowledge of the organization and procedures of the Federal and California State Government including the organization and practices of the Legislative and the Executive Branches. Testified before legislative committees and prepared senior leaders for testimony before those committees. Responded to numerous legislative inquiries.

1986-1988, Sutter County Parks and Recreation Commission, Yuba City, CA

Commission Member (Part Time Volunteer 5-10 hours per week)

Advised the Board of Supervisors on all aspects of county park and recreation policy. Served as Vice Chair of Commission.

EDUCATION

J.D., Concentration in Intellectual Property, 2001

University of the Pacific, Mc George School of Law, Sacramento, CA

Certificate, Common Core Course and Advanced Operations Course, 2006

United States Army, Command and General Staff College, Leavenworth, KS

B.S., Business Administration, Concentration in Finance, 1991
California Polytechnic State University, San Luis Obispo, CA

A.S., Accounting, 1986
Yuba Community College, Marysville, CA

Certificate, California POST Basic Law Enforcement Academy
Butte College, Oroville, CA, 1994

TRAINING

Certified Human Resources Manager
California POST Basic Law Enforcement and Investigator Academy
Budget Officers Course
Certified Resource Management Officer
Contracting Officer Representative Course
Fiscal Law Course
Recruiting and Retention Managers Course
Recruiting and Retention Officer Course
Force Management Officer Course
PC 832-Long Beach Police Academy
Military Support to Civil Authorities
EEO/EO Officer Course

PROFESSIONAL LICENSES

Member in good standing of the District of Columbia Bar

Application to Serve on a Board or Committee

Applicant Name	Ben Copeland
E-mail	sbencopeland@gmail.com
Address	Street Address: 109 Middlecrest Way City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	7+ years
Name of neighborhood	Sunset Ridge North
Home phone	(919) 609-4509
Current employer	Peak Fall Protection, LLC
Job title / occupation	Vice President
I reside within the	Corporate limits of Holly Springs
	Ben Copeland Resume PE.pdf
First choice:	Board of Adjustment
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	As a licensed professional engineer with formal engineering education at NC State, I will be able to bring a technical mindset to the board that is often needed when rendering assessments and recommendations. I also have business operation experience that will allow me to see the practical side of various applications of town code and ordinances.
List any current or past volunteer activities in which you are / were involved.	I have formerly volunteered as an EMT for Cary Area EMS providing medical care to the community.
What do you see as the responsibilities of this	After reviewing the online archive files for the board of adjustment, it is clear the board's responsibility is

board and what do you hope to accomplish if appointed?

to make assessments when hearing a concern brought by affiliated parties in order to balance the intent of town ordinances with reasonable requests so long as the town's interests are maintained. The planning board is responsible for reviewing new development and zoning concerns, and for providing recommendations to the town council. As a board member, I hope to utilize my technical and business background to properly and fairly assess each application and weigh the interests of each party with the best interests of the town in mind.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

If yes, please explain.

Unfortunately I have not been able to attend a board of adjustment meeting since I received the mailing notification of open positions due to lack of business.

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

12/05/2021 9:04 PM

How did you find out about these opportunities?

Town mailer

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Experienced operations executive with proven success developing and implementing rapid-growth strategies resulting in corporate expansion and acquisition. Able to drive results through a well-managed approach to process and operations. Dynamic leader able to build, manage and maintain high performing teams.

Experience **Peak Fall Protection**

Vice President of Operations

2017 – present

- Oversee day-to-day operations that includes developing and implementing strategic processes and procedures, training and supporting department managers, directing talent acquisition and retention, monitoring purchasing performance and vendor relationships, managing and utilizing assets and overseeing general business improvement projects.
- Grew gross revenue 360% over 6 years and maintained >25% operating profit YOY.
- Successfully grew team from (12) employees in 2014 to (55) pre-COVID with high retention.
- Completed successful merger and acquisition by private equity in Q4 2019 through attractive EBITDA, company culture and industry stature and reputation.
- Navigated operational difficulties in COVID-19 environment with office, production & field teams while maintaining operating profit >25% and business viability.
- Integrating project management, installation, inspection and safety departments across all three company divisions after acquisition to increase operational efficiencies through standardization.
- Negotiated price concessions and implemented master agreements with material suppliers, equipment vendors, facility services and subcontractors resulting in 10-25% average savings.

General Manager

2016 – 2017

- Managed day-to-day operations and associated tasks to include direct management of installation, production and office team, interviewing and hiring, vendor relationship development, review of quotations and bids, sourcing and maintaining a significant vehicle fleet, and coordinating facility maintenance.
- Modernized operational procedures by developing written policies and programs, implementing software, and strategic staffing to support scalability and exponential growth of 36% YOY.
- Opened multiple satellite offices and relocated corporate facility in 2017 (again in 2020) resulting in expansion of 85% (65% additional in 2020) for office, installation and plant operations.

Project Engineer

2014 – 2016

- Designed fall protection systems utilizing AutoCAD software and preparing detailed calculation packages for structural connections as well as managed projects with the installation team.
- Regularly met with customers to review their needs for fall protection or suspended maintenance systems, and produced professional design development drawings and quotations as deliverables.

Eastern Wake EMS

EMT-Intermediate

2013– 2014

- Responded to 911 emergency calls, providing critical care to patients and stabilizing them for transport to the emergency room.

Tower Engineering Professionals

Civil Engineer

2013

- Prepared professional reports on tower post modification inspections for clients and companies detailing the results of the inspection using current engineering standards and practices.

Education **North Carolina State University, Raleigh, NC**
Bachelor of Science, Civil Engineering, 2012

Credentials Professional Engineer (PE): 2018 – NC, 2021 – VA, GA, TN
Emergency Medical Technician – Advanced (A-EMT), 2012

Application to Serve on a Board or Committee

Applicant Name	Rich Roberts
E-mail	roberts.richard116@gmail.com
Address	Street Address: 104 Skybrook Drive City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	21 year
Name of neighborhood	Sunset Ridge South
Home phone	(919) 656-2660
Current employer	Self - retired
Job title / occupation	Licensed Architect
I reside within the	Corporate limits of Holly Springs
First choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I have been a licensed Architect since 1986 (which remains active today), owning my own commercial firm from 1986 through 2014, when I retired. Our work specialized in designing retail stores national wide. Part of my responsibilities included attending Planning Board meetings with my clients to present our projects to the local municipality. It would be nice to sit on the other side of the table, for a new perspective on this process. I have also been a member of our local Sunset Ridge Architectural Review Committee serving as Chair since 2004. We receive over 100 owner submissions annually.

List any current or past volunteer activities in which you are / were involved.	See above for Architectural Review Committee volunteer work....this committee requires extensive collaborative review actions which would serve me well on the Planning Board.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I see the responsibilities to include facilitating discussions on issues and projects brought before the Board. Understanding and discussing the scopes associated with the various projects, so all members can fully evaluate and make decisions based on facts and issues, not assumptions. Also critical is working in a team setting allowing for all voices of the Planning Board members to be heard.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	No
Signature	
Date & time	12/06/2021 11:45 AM
How did you find out about these opportunities?	The Source newsletter

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Town of Holly Springs

Board of Adjustment & Planning Board Application

For Office Use only: Appointed to ☐ Board of Adjustment ☐ Planning Board

Date: _____ Term Expires: _____

Scan to apply online



26

Applicant Name: KEVIN BERGERON E-Mail Address: KEVIN.BERGERON@YAHOO.COM

Address: 104 CHERRY BIRCH CT. Zip: 27540

How long have you lived in Holly Springs: 2 mo Name of Neighborhood: TRINITY CREEK

Home/Cell Phone: (973) 349-2690 Work Phone: ()

Current Employer: BLUETEAM RESTORATION Job Title/Occupation: BUSINESS DEVE. MGR.

I reside within the ☒ Corporate Limits of Holly Springs ☐ Extraterritorial Jurisdiction (ETJ) of Holly Springs

List below in priority order the Board on which you wish to serve:

First Choice: PLANNING BOARD

Second Choice: _____

List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.

ENVIRONMENTAL STUDIES, SOLAR BUSINESS OWNER
RESTORATION, CONSTRUCTION WORK EXPERIENCE

List any current or past volunteer activities in which you are/were involved.

MEMBER OF TRIANGLE APARTMENT ASSN. - CURRENT
ASSN MEMBER (HOLLY SPRINGS SMALL BIZ. NETWORK)

What do you see as the responsibilities of this Board and what do you hope to accomplish if appointed?

IMPARTIAL INPUT ON DEVE. PLANS FOR TOWN

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived) if you are appointed?

☒ No ☐ Yes If yes, please explain:

Have you taken the opportunity to attend any previous Board meetings prior to the notice of this vacancy?

☒ No ☐ Yes

By submission of this application, I certify that all of the information contained herein is true to the best of my knowledge, and I understand that this application shall be active for two years. I also understand that I will be required to be available to attend meetings of the Board as assigned.

Signature of Applicant

Date

12/6/2021

* Please note, original signature is required in order to be considered. This information along with other material may be used by the Town Council in making appointments and in the event you are appointed, it may be used as a basis for a news release to identify you to the community.

How did you find out about these opportunities? EMAIL, WORD OF MOUTH

Application to Serve on a Board or Committee

Applicant Name	Jeffrey Milligan
E-mail	jeffmi1@earthlink.net
Address	Street Address: 500 Redhill Road City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	4 years
Name of neighborhood	Sunset Oaks
Home phone	(919) 434-7021
Current employer	Prism Specialties of North Carolina
Job title / occupation	Owner
I reside within the	Corporate limits of Holly Springs
	Jeffrey Milligan Executive Profile--2021.pdf
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I was a partner in a real estate development company. I have presented before many Planning Boards and have had projects approved in New Hampshire, Connecticut, and North Carolina.
List any current or past volunteer activities in which you are / were involved.	While at my former company, we had a charitable arm that sponsored an orphanage in Haiti. We collected donations and sent them via shipping container. Also while there, we donated our time

working at the Durham Rescue Mission cleaning the grounds, painting rooms, etc.

Since then, my wife and I have raised our two girls and attended years of travel soccer games.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I view the responsibilities of the board as implementing/approving projects that are consistent with the Town's regulations and Comprehensive Plan. If they are not consistent, then denying projects based on these merits.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

If yes, please explain.

FYI--I am no longer in the real estate development business. I left that company in 2012 and since then have owned my own insurance restoration business.

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

No

Signature



Date & time

12/06/2021 8:06 PM

How did you find out about these opportunities?

Town of HS Text Message

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Jeffrey M. Milligan

500 Redhill Road

Holly Springs, NC 27540

919-434-7021

jeffmi1@earthlink.net

Leadership / Land Acquisition and Permitting / Marketing and Sales Strategy / Business Development / Relationship Management / Fortune 100 Marketing Strategy / Project Management / Program Execution / Electronics, Artwork and Textile Restoration / Entrepreneurship

Experienced land acquisition and permitting, business development, and marketing professional with over 25 years' experience. Sales and marketing expertise across multiple disciplines from electronics restoration to pharmaceutical to high tech to residential and commercial real estate. Data driven with ability to analyze and capitalize on market trends.

SELECTED ACHIEVEMENTS

Led Southeastern expansion of real estate development company increasing staff from five employees to twelve while growing assets under management by 400%.

Acquired, permitted, and developed over 1,200 residential building lots between New Hampshire and South Carolina with a market value over \$78 million.

Raised over \$5 million of primary and co-investment funds for selected development assets in both the Northeast and Southeast.

Management and fundraising responsibility for investor coalition including execution of 10-year plan. Plan contemplates the acquisition and management of several asset classes across complementary industry sectors.

Recruited to integrate and manage the Merck Pharmaceutical account into the agency including six product lines. Responsible for marketing strategy across multiple channels, geographies, and languages.

CAREER HISTORY

DiMill Enterprises, dba Prism Specialties of NC, Apex, Raleigh, and Charlotte, NC June 2012-Present
Owner/Managing Member

Heading multi-investor consortium that has started three businesses over nine years. These businesses focus on specialty contents restoration work related to insurance losses. Electronic Restoration Services (ERS), Art Recovery Technologies (ART) and Textile Extraction Experts (TEX) have three offices in North Carolina.

LStar Management, Raleigh, NC 2001-2012
Partner

Led acquisition and marketing departments for real estate development company. Managed acquisition, permitting, and marketing of raw land and partially developed residential properties. Have permitted residential projects in New Hampshire, Connecticut, and North Carolina including a marina on Bogue Sound.

Brann Worldwide, Wilton, CT 1994-2001
Account Supervisor

Developed marketing and communication strategies for Fortune 100 companies including IBM, Compaq Computers, UPS, MCI and Merck.

EDUCATION

Bryant University, Smithfield, RI BSBA, Marketing
Graduated Magna Cum Laude and President of the Delta Mu Delta Honor Society.

Application to Serve on a Board or Committee

Applicant Name	Chanel Wilkins
E-mail	chanel.wilkins@agentsofcleanllc.com
Address	Street Address: 1129 Dexter Ridge Drive City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	5
Name of neighborhood	Braxton Village
Home phone	(919) 325-6465
Work phone	(919) 825-0071
Current employer	Agents Of Clean
Job title / occupation	Owner
I reside within the	Corporate limits of Holly Springs
	Chanel Wilkins Resume.docx
First choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	My professional experience and success has come about through my ability to work within and alongside varies departments in the company, centralize ideas and the implantation of practices for the good of the company as a whole.
List any current or past volunteer activities in which you are / were involved.	I am the Founder of Impact Holly Springs. This organization has been very active in this community since 2020. Prior to this I have participated in many charitable opportunities around town. These

opportunities inspired me to launch Impact Holly Springs.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

It is our responsibility to serve as an ambassador to the community and gather information as well as disseminate it amongst the community and receive input and feedback. This will allow us to have a clear understanding of what is truly needed and wanted by our towns people. Bridging that gap is important in our exponentially growing community.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

12/06/2021 10:57 PM

How did you find out about these opportunities?

Recommendation from Town Council Members

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Chanel Wilkins

Agents of Clean , Owner - Present

Residential, Commercial Cleaning Services company with a Specialization added service in Auto Detailing

- This is a start up company that we were able to Successfully and strategically grow from it's inception to the number one rated Cleaning Service in the Holly Springs area in 2020.
- Major responsibilities included:
- Leading marketing efforts and all grass root events. Bridging the gap with needs to better serve our clients and our community.
- Intentionally hiring and employee from local and surrounding areas.
- Planning, developing, implementing operational and fiscal functions and performance then educating departments and key members of leadership.
- Analyzing current processes and creating new and improved strategies to impact long term growth opportunities.
- Providing accurate analysis of budgets, reports, financial and operational trends.
- Create, improve, implement and enforce policies and procedures of the organization that will improve operational and financial effectiveness of the company (identifying issues and initiatives that the company faced and putting together leadership meetings to strategize for the common good)
- Strategic advisor and consultant offering expert advice on contracts, negotiations or business dealings.
- Developing, disseminating and implementation of all training materials for all department.

Impact Holly, Founder - Present

This 501C3 was created in June 2020, the mission of IMPACT Holly Springs is to ensure that life, liberty, and the pursuit of happiness is accessible to all Holly Springs residence through education, enlightenment, and community involvement.

Achievements through Impact Holly Springs:

- Better together march 500 in attendance,

- Liaison between Holly Springs Police Department and Senior Faith Leaders in Holly Springs to help identify additional opportunities for community involvement
- Thanksgiving Dinner Drive-150 families fed
- Christmas Food Drive -150 fed
- Prayer in the Park
- Faith in Blue Event – Bringing Community and HSPD together to converse
- Recipient of Parrish Wobble Service Excellence Award 2021
- Wobble Park community clean-up – 50 Holly Springs High School National Honors Society Members and community leaders
- Main & Broad Magazine, Woman to Watch October 2021 Edition
- Adopting the Senior Living community for Christmas 2021

Apex Tool Group, Customs Compliance Analyst NA

Global Tool supplies manufacturing and distribution

- Ensured continued adherence to international, federal, local, and company regulatory standards outlined in the US Customs and Border Protection guidelines.
- Annual Duty Drawback resulting in an average 325,000 corporate return. (Approximately 25,000 lines of data entry, review & verification)
- Expert level use of Microsoft Excel, for reporting, data importing/exporting, cost analysis & presentations.
- Implementing customs broker instructions and KPIs to ensure customs broker compliance and service level requirements are met.
- Provide complete customs compliance information to customs brokers concerning Alcon's imports into the U.S., including where OGA/PGA regulations are involved.
- Assign HS classifications and ensure timely transmission to customs brokers.
- Ensure proper value adjustments are timely filed with CBP.
- Solicit and verify certificates of origin and records needed to support free trade agreement claims
- Perform periodic post-importation review to ensure overall customs compliance (focus on HS classification, tariff treatment, valuation).
- Verify billing statements and confirm payments made to CBP.
- Maintain proper recordkeeping related to customs filings.
- Identify cost mitigation opportunities.
- Monitor laws and regulations related to customs, identify the impact and work with affected stakeholders to determine appropriate response to proposed changes.
- Provide trade compliance support for projects, new business opportunities, and proposals...see more

CrossTex International, Executive Assistant- To the VP of Sales US

Global Medical/Dental supplies manufacturing and distribution

- Ensured procedures were within FDA/EPA guidelines.
- Managed rebate program, complaints & resolutions for key buyers.

- Research and development of new markets and sales opportunities throughout the United States
- Creating communications on the executive's behalf and editing e-mails
- Creation & Maintenance of comprehensive/ accurate records and multiple databases
- Performing major accounting duties
- Significant work with Excel, sales projections, reporting for a 47M territory. (While the region sales manager position was vacant.
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary.

Paynet Systems – Operations Director

Merchant Services

- Financial responsibility and accountability for Customer Support & Sales budget
- Hiring, developing, and mentoring Support team members, building a culture of excellence and exceptional customer experiences.
- Developing and controlling operational dashboards to track and monitor key support business metrics; maintain a high-level view of all open customer issues, and present regular updates on open issues.
- Identified areas for improvement in customer support, develop initiatives to address these areas.
- Maintained and developed effective and efficient onboarding practices, both technical and process related.
- Lead the team in communicating effectively with clients and addressing issues rapidly and fully.
- Provided thoughtful leadership, strategic insight, and clear communication (both written and verbal) to the team
- Maintained quality service levels by enforcing quality and customer service standards, analyzing, and resolving quality and customer service problems, and recommending system improvements.
- Prepared required analysis reports to include Call Summary, Trends, Quarterly goals status along with potential adjustment plans that ensure meeting yearly goals.

Larson Juhl, Customer Service Director of Training & Development

Custom Art Framing Manufacturer & Distributor

- Lead training, development and scheduling for a 75 member customer service center, fostering a culture of excellence through knowledge and execution of skill - reporting directly to the VP of Operations. Expert level use of AS400.
- Increased retention and overall departmental accuracy and productivity within 90 days of the role.

- Actively searched, creatively designed and implemented effective methods for enhanced performance.
- Monitored activities of the department to proactively identify the business's developmental needs.
- Planned, organized, and leading training programs, ensuring proper execution at all levels of the department as well as prioritizing training initiatives, ensuring that these programs were consistent with the business's overall strategies, objectives, and needs.
- Followed up with the leadership and management of all departments and serving as a mentor for new hires to ensure they had the greatest opportunity and foundation for success based on their individual and collective needs.
- Developed effective training programs and materials, making regular modifications to programs as necessary. Developing and documenting training paths and achievement markers for key positions within the business.
- Collaborating with human resources as a liaison with various departmental heads and managers ensuring proper execution of ongoing departmental training programs to achieve the desired results and ultimately improve the overall performance of the business.
- Partnering with key stakeholders outside the company ensuring adherence to the latest industry trends and practices.
- Traveled to manufacturing locations throughout the country to meet face to face with product creators and proactively identified potential challenges and establish and test solutions before a new product launch while proving financial operational benefit

Application to Serve on a Board or Committee

Applicant Name	Melissa Lowe
E-mail	melissal.lowe@fmail.com
Address	Street Address: 6220 Hilbert Ridge Dr City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	10 years
Name of neighborhood	Oliver Creek
Home phone	(919) 986-2421
Current employer	Vizient
Job title / occupation	Senior Director, East Coast
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	My career involves contract negotiations, supply chain development, cost analysis and cost savings opportunities development. I am also a small business owner and nonprofit director in my spare time.
List any current or past volunteer activities in which you are / were involved.	I run a nonprofit and am also a small business owner with my husbandZ. We own Aestus Fitness in Fuquay.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I'd like to help develop a space that works for all and supports the growth that we are seeing and will continue to see here in Holly Springs.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	11/03/2021 4:32 PM

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Application to Serve on a Board or Committee

Applicant Name	Thomas Heck
E-mail	tomheck@protonmail.com
Address	Street Address: 1801 Avent Ferry Rd City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	21 years
Name of neighborhood	Farm in Wake County across from Braxton Village next to the Family Farm. Twice in Sunset Ridge Farms originally
Home phone	(919) 270-9400
Work phone	(919) 415-3155
Current employer	TrialCard Pharmaceutical Services
Job title / occupation	Senior Vice President
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I am a member of the Wake County Farm Bureau Insurance Board of Directors. Meet with County Commissioners through Farm Bureau. I own 20 acres of Wake County Land in Holly Springs. I have been a founder and owner in three pharmaceutical companies locally. I served as the President of a local pharmaceutical

	services company and sold it to my current employer in the last three years. I care about Holly Springs!
List any current or past volunteer activities in which you are / were involved.	1) Wake County Farm Bureau Board 2) Ronald McDonald House 3) Raleigh Dream Center 4) Vertical Life
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	First, be available and proactive in listening to our neighbors opinions. To then provide insight, guidance and direction in a collaborative manner for the enrichment and betterment of our community for wise economic, development, and social growth that is desired by our neighbors. Build value for our futures without jeopardizing Holly Springs beauty, safety, or value add to North Carolina.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	11/03/2021 9:19 PM
How did you find out about these opportunities?	Word of mouth and post card

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Application to Serve on a Board or Committee

Applicant Name	Stephen Macon
E-mail	scmacon@splithousevineyard.com
Address	Street Address: 2305 Avent Ferry Road City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	45
Name of neighborhood	none
Home phone	(919) 880-0771
Current employer	retired
Job title / occupation	retired
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
First choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	5 years in landscape architecture with Lewis Clarke Associates 16 years civil engineering design. water and waste water with Hazen and Sawyer Operated Town of Holly water system for approx. 2 years (emergency relief for the town)
List any current or past volunteer activities in which you are / were involved.	32 years volunteer with Holly Springs Fire Department
What do you see as the responsibilities of this board and what do you	proper planning direction

hope to accomplish if
appointed?

Do you have any personal
or business interest(s) that
could create a conflict of
interest (either real or
perceived if you are
appointed?

Yes

If yes, please explain.

current land owner

Have you taken the
opportunity to attend any
board meetings prior to
the notice of this vacancy?

No

Signature



Date & time

11/04/2021 8:50 AM

How did you find out
about these
opportunities?

mail

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Application to Serve on a Board or Committee

Applicant Name	Ronald Lepionka
E-mail	rlepionka@protonmail.com
Address	Street Address: 5301 Whitesboro Ct. City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	4 years
Name of neighborhood	Grove Park Village
Home phone	(404) 414-3409
Current employer	Retired
Job title / occupation	none
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I am a retired seasoned executive with expertise in governance, risk and compliance. A number of companies I worked for were developers so I understand what they may want and how they must go about it. I've also lived in and owned houses in four states, which gives me a diverse perspective on how various jurisdictions operate.
List any current or past volunteer activities in which you are / were involved.	Currently, I am a VITA Tax preparation volunteer. In the past, I have volunteered building Habitat for Humanity houses, and coached both youth softball and basketball. I also volunteered on the Advisory Board for Georgia Southern University's Fraud and

Forensic Accounting Program, on the Board of the Atlanta Chapter of the Association of Certified Fraud Examiners and on the Board of the Mutual Savings Credit Union, where I was Chair of the Supervisory Committee.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

This committee evaluates and gives input to various development proposals for the town and provides their recommendations to the Town Council. I believe I can add value to the Board through my experience and provide valuable input to the process. I would ask questions, give my opinions and would not just "rubber stamp" everything.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

11/04/2021 9:51 AM

How did you find out about these opportunities?

postcard mailing

View [view all your submissions](#) easily.

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Application to Serve on a Board or Committee

Applicant Name	Duane Hansen
E-mail	hansendph@gmail.com
Address	Street Address: 1644 Avent Ferry Rd City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	14 Yrs. 2012 (Avent Ferry Rd) / 2007 (Kildare&HollySprgsRd) /
Name of neighborhood	EJT in front of Holly Glen
Home phone	(919) 971-8590
Current employer	Retired IBM
Job title / occupation	Retired IBM
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
First choice:	Planning Board
Second choice:	Planning Board
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	--Earned considerable profits from diligent research, location planning and investing in good properties in Texas and NC. --IBM National Hiring & Relocation (Experience in corporate relocation planning, transfers, downsizing of employees and families). --IBM Austin Compensation Manager (National corporate salary & cost of living planning). --IBM National College Recruiting (Eastern US Universities, hiring, placement of students and families into IBM locations from big and small cities).

	--Property survey / recombine experience with Holly Springs planners. --Lived in UTAH: Salt Lake, Provo, Orem, Mt Pleasant. TEXAS: Austin, Round Rock, Georgetown. NC: Cary, Apex, Holly Springs (Variety of urban & rural city living experiences).
List any current or past volunteer activities in which you are / were involved.	--Missionary: Lived in CALIFORNIA: LA, North Hollywood, Glendale, LaMirada, Riverside, Palm Springs, 29 Palms, Joshua Tree (West Coast urban & rural living experience). --Church Leadership: Young Men, Scouting, Senior Men (teach moral values by example). --Volunteer: Holly Springs Town & NC State Rep political campaigns past 4 years (Familiar with some Town issues, plans, needs. Good relationships with Town Council, Mayor.).
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	--Provide board insight to EJT issues. --Due diligence / ideas to keep EJT vs HS issues / problems to a minimum. --Become informed of EJT laws and processes. --Keep HS small town feel with big town amenities. --Keep HS safe, clean, fun and neat for all residents.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?	No
If yes, please explain.	n/a
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	11/14/2021 8:19 PM
How did you find out about these opportunities?	Mailer Invitation

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Application to Serve on a Board or Committee

Applicant Name	Jeffrey Norris
E-mail	Jeffnorris55@gmail.com
Address	Street Address: 5512 Quiet Glen Drive City: Holly Springs, NC State: NC Zip Code: 27540
How long have you lived in Holly Springs?	27 years
Name of neighborhood	Jeffrey J Norris
Home phone	(919) 285-8170
Current employer	Duke University Health System
Job title / occupation	Service Access Team Lead
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
First choice:	Planning Board
Second choice:	Board of Adjustment
Have you served on this board/committee in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment or Planning Board.	I have lived in the Holly Springs area for over 27 years and I bring a wealth of knowledge not only with me seeing the town grow but also with from a diversity (Youth/Culture/Background) standpoint as well. I am very passionate about the town and hope to see its growth in all areas.
List any current or past volunteer activities in which you are / were involved.	Tim Tebow Night to Shine which benefits kids with autism. Assisted the American Red Cross in blood drives from helping with check in/canteen/flyers. Helped in set up and take down for ALS walks.

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?

I see the responsibilities of the committee as assisting with the planning of new development that is coming to the area. Such as roads, buildings and neighborhoods etc. While doing this speaking with local town members within the community to get their insight/perceptive on how the proposed changes would impact them/the community.

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?

No

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

12/06/2021 4:00 PM

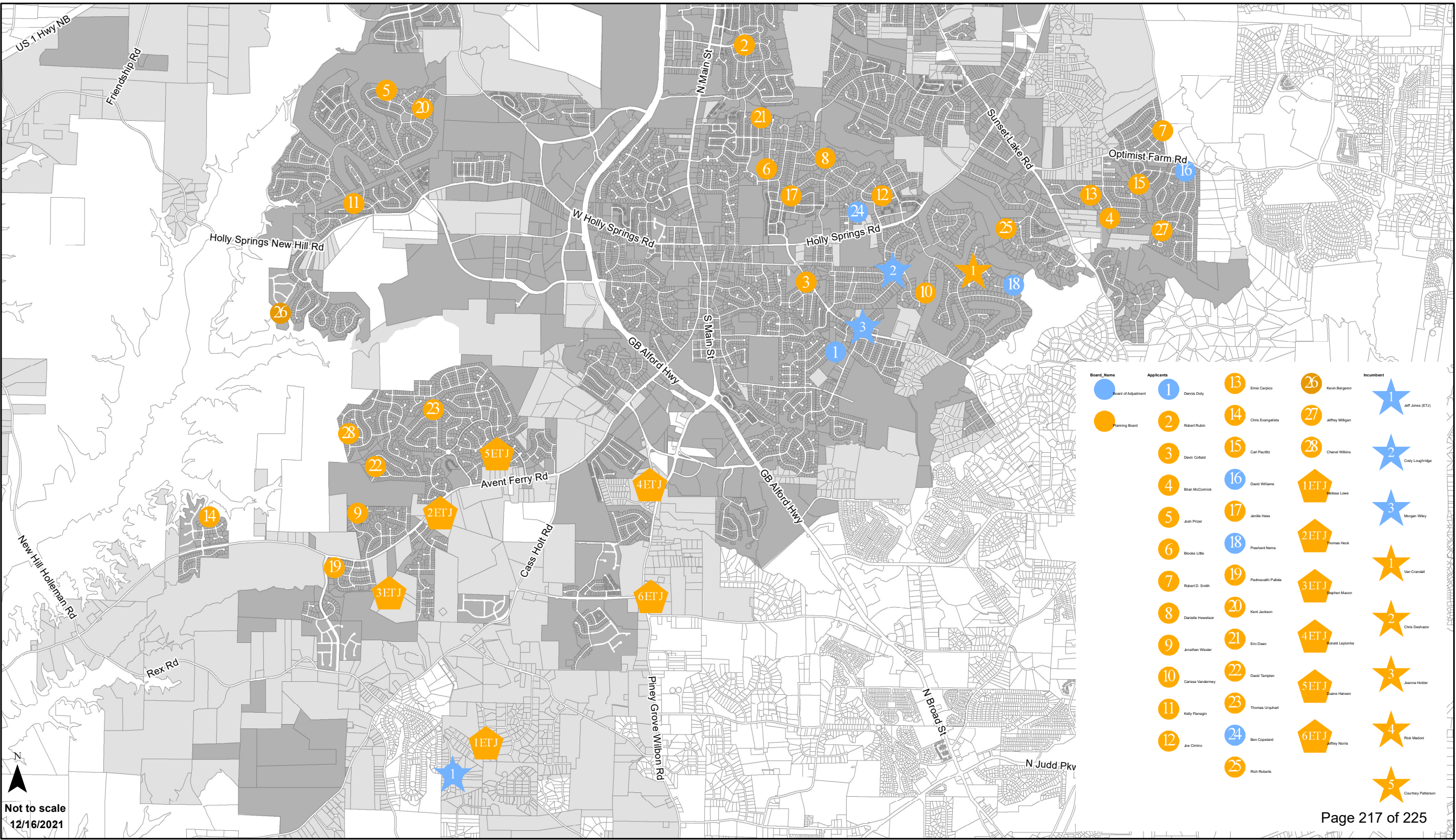
How did you find out about these opportunities?

Mail

View [view all your submissions](#) easily.

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Board Applicants





Town of Holly Springs Board of Adjustment 2019 Attendance

	Orientation Meeting March 7	March 12	April 9	May 7	June 11	July 9	August 13	September 10	October 8	November 12	December 10	January 6	February 3
Tim Forrest	P	N/A	P	N/A	N/A	N/A	P	N/A	N/A	N/A	N/A	N/A	N/A
Jay Marinko	P	N/A	P	N/A	N/A	N/A	P	N/A	N/A	N/A	N/A	N/A	N/A
Erin Paré	P	N/A	P	N/A	N/A	N/A	P	N/A	N/A	N/A	N/A	N/A	N/A
Lisa Semmens ETJ (Appointed regular member in August 2017)	P	N/A	P	N/A	N/A	N/A	P	N/A	N/A	N/A	N/A	N/A	N/A
Morgan Wiley	P	N/A	P	N/A	N/A	N/A	E	N/A	N/A	N/A	N/A	N/A	N/A
LaDonna Carter In-Town Alternate	E	N/A	----	----	----	---	---	---	----	----	----	----	----
Jeremy Hudson ETJ Alternate	P	N/A	U	N/A	N/A	N/A	U	N/A	N/A	N/A	N/A	N/A	N/A
Tom McKay In-Town Alternate	E	N/A	E	N/A	N/A	N/A	----	----	----	----	----	----	----
Cody Loughridge In-Town Alternate	----	----	---	---	----	N/A	P	N/A	N/A	N/A	N/A	N/A	N/A
Jayson Greene Alternate	----	----	----	----	----	----	----	N/A	N/A	N/A	N/A	N/A	N/A

P – In attendance
 U – Unexcused absence
 T – Tardy-arrived after first agenda item began
 D – Early Departure- left before last agenda item completed

E – Excused Absence from meeting
 N/A – No meeting scheduled
 N/Q – No quorum



Town of Holly Springs Board of Adjustment 2020 Attendance

	Orientation Meeting February 27	March 2	April 6	May 4	June 1	July 6	August 3	September 9 Training	October 5	November 2	December 7	January 4	February 1
Tim Forrest	P	P	N/A	N/A	E	P	N/A	P	N/A	N/A	P	N/A	P
Jay Marinko	P	P	N/A	N/A	P	P	N/A	P	N/A	N/A	P	N/A	P
Erin Paré	E	P	N/A	N/A	P	P	N/A	P	N/A	N/A	----	----	----
Lisa Semmens ETJ	P	P	N/A	N/A	U	P	N/A	P	N/A	N/A	P	N/A	P
Morgan Wiley	P	P	N/A	N/A	P	P	N/A	P	N/A	N/A	P	N/A	E
Elaine Crigger ETJ Alternate	P	E	N/A	N/A	P	P	N/A	P	N/A	N/A	P	N/A	P
Cody Loughridge In-Town Alternate	P	P	N/A	N/A	P	P	N/A	U	N/A	N/A	P	N/A	P
Jayson Greene Alternate	P	P	N/A	N/A	P	P	N/A	P	N/A	N/A	P	N/A	E

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Town of Holly Springs Board of Adjustment 2021 Attendance

	March 1	Training April 5	May 3	June 7	July 7	August 2	September 8 (meeting cancelled)	October 4 (meeting cancelled)	October 18 Special Meeting	November 1	December 6	January 3, 2022	February 7	Orientation Meeting March 7
Tim Forrest	P	P	N/A	N/A	N/A	P	N/Q	N/Q	P	N/A	N/A			
Jeff Jones ETJ	----	P	N/A	N/A	N/A	E	N/Q	N/Q	E	N/A	N/A			
Cody Loughridge	P	P	N/A	N/A	N/A	P	N/Q	N/Q	P	N/A	N/A			
Jay Marinko	P	E	N/A	N/A	N/A	E	N/Q	N/Q	E	N/A	N/A			
Morgan Wiley	P	P	N/A	N/A	N/A	P	N/Q	N/Q	P	N/A	N/A			
Alicia Andrews In-Town Alternate	---	---	---	---	---	P	N/Q	N/Q	P	N/A	N/A			
Elaine Crigger ETJ Alternate	P	P	N/A	N/A	N/A	P	N/Q	N/Q	E	N/A	N/A			
Jayson Greene Alternate	P	P	N/A	N/A	N/A	E	N/Q	N/Q	P	N/A	N/A			
Christian Yungbluth In-Town Alternate	P	P	N/A	N/A	N/A									

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Town of Holly Springs Planning Board

2019 Attendance

	Orientation Meeting March 26	March 26	Town Council /JPH	April 23	Town Council	April 30 TC/PB Workshop	May 28	Town Council	June 25	Town Council	July 23	Town Council	August 27	Town Council	September 24	Town Council	October 22	Town Council	November 26	Town Council	December 18	Town Council	January 28	Town Council (JPH)	February 25	Town Council
Michael Andreas ETJ Member	P	P	P	P		E	P	5/21 U	P		P		E		P		P	10/15 P	P		P		P	1/7 JPH (E)		2/18 P
Mark Brady	P	P	P	P		P	P		P	6/04 P	E		P		P		P		P	11/5 P	P		P	1/7 JPH (P)		
Ernie Carpico	P	P	P	P		P	P		P	6/18 P	P		P		E		P		E	11/19 P	P		E	1/7 JPH (P)		
Van Crandall	P	P	P	P		P	P		P		P	7/02 N/A	P		P	9/3 N/A	P		P		P	12/3 P	P	1/7 JPH (P)		
Chris Deshazor	P	P	P	P		P	P		P		P		P	8/6 P	P		P	10/3 P	P		P	12/17 P	P	1/7 JPH (P)		2/4 P
Rick Madoni	P	P	P	P		P	P	5/07 P	E		P		P		P		P		P		P		P	1/7 JPH (P)		
Shaun McGrath	E	E	P	P		E	P		P		P	7/16 U	P		P		P		P		---	----	----	----	----	----
Courtney Patterson	P	P	E	P	4/16 P	P	P		P		P		P		P	9/17 P	P		P		P		P	1/7 JPH (P) 1/21 *		
Dana Rybak	P	P	U	E		E	P		P		P		P	8/20 P	E		P		E		E		P	1/7 JPH (U)		

P – In attendance
 E – Excused Absence from meeting

U – Unexcused absence
 T – Tardy-arrived after first agenda item began

N/A – No meeting
 **N/A No P&Z Items

D – Early Departure- left before last agenda item completed
N/A – no meeting scheduled
JPH- Joint Public Hearing- Planning Board attendance required
* - No Planning Board related agenda items were presented at the Town Council Meeting



Town of Holly Springs Planning Board 2020 Attendance

	Orientation Meeting March 24	March 24	Town Council	April 28	Town Council	May 26	Town Council	June 23	Town Council	July 28	Town Council	August 25	Town Council	September 22	Town Council	October 27	Town Council	November 24	Town Council	December 16	Town Council	January 26	Town Council (JPH)	February 23	Town Council
Mark Brady	N/A	N/A	3/3 P	P		P		P		E		P		P	9/15 P	P		N/A		P	12/15 N/A	P			
Ernie Carpico	N/A	N/A	3/17 N/A	P		P		P		P	7/21 P	P		P		P		N/A		P		P	1/5 P		
Van Crandall	N/A	N/A		P	4/7 P	P		P		U		P		P	9/1 P	P		N/A		P		P	1/19 P		
Chris Deshazor	N/A	N/A		P	4/21 P	P		P	6/22 P	P		P	8/18 P	P		P		N/A		P		P			2/16 P
Rick Madoni	N/A	N/A		P		P	5/19 P	P		P		P		P		P	10/6 P	N/A	11/3 P	P		P			2/2 N/A
Courtney Patterson	N/A	N/A		P		P		E		E		P		P		E	10/20 P	N/A		P		P			
Dana Rybak	N/A	N/A		P		P		E		P		P		P		P		N/A		P		P			
Mark Stuckey ETJ Member	N/A	N/A		P		P		E	6/2 P	P		P		P		P		N/A	11/17 P	P		P			
Thomas Urquhart	N/A	N/A		P		P		P	6/16 P	P		P		P		P		N/A		P	12/1 P	P			

P – In attendance

E – Excused Absence from meeting

U – Unexcused absence

T – Tardy-arrived after first agenda item began

N/A – No meeting

**N/A No P&Z Items

D – Early Departure- left before last agenda item completed

N/A – no meeting scheduled

JPH- Joint Public Hearing- Planning Board attendance required

* - No Planning Board related agenda items were presented at the Town Council Meeting



Town of Holly Springs Planning Board 2021 Attendance

	March 23	Town Council	April 27	Town Council	May 24	Town Council	June 22	Town Council (JPH)	July 27	Town Council	August 31	Town Council	September 28	Town Council (JPH)	October 25	Town Council	November 23	Town Council	December 15	Town Council	January 24	Town Council (JPH)	February 28	Town Council
Ernie Carpico	P		P	4/6 P	N/A		P	P	P		P		P	9/21 P (JPH)	P		E		n/a					2/1 *
Van Crandall	P		P	4/20 P	N/A		P	P	P		P		P	P (JPH)	P	10/5 P	P		n/a					2/15 *
Chris Deshazor	P		P		N/A	5/4 n/a	P	P	P		P		P		P	10/19 n/a	P	11/2 P	n/a					
Joanna Holder	P		P		N/A	5/18 n/a	P	E	P		P		P	P (JPH)	P		P		n/a	12/21 *				
Rick Madoni	P	3/2 P 3/16 P	P		N/A		P	6/1 U	P		P		P	P (JPH)	P		P	11/16 P	n/a					
Courtney Patterson	P		E		N/A		P	6/1 U 6/15 n/a	P		P		P		P		P		n/a	12/7 *				
Dana Rybak	P		P		N/A		P	U	P	7/20 P	P		P		P		E		n/a					
Mark Stuckey ETJ Member	P		E		N/A		P	U	P		P	8/17 n/a	U		----	----	----	----	----	----	----	1/4/22 *	---	---
Thomas Urquhart	P		P		N/A		P	P	P		P		P	9/7 *	P		P		n/a			1/18/22 *		

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JPH- Joint Public Hearing- Planning Board attendance required
* - No Planning Board related agenda items were presented at the Town Council Meeting

N/A – No meeting
**N/A No P&Z Items