



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of October 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. Breast Cancer Awareness Month

CONSENT AGENDA

6. Approve the minutes of the October 4, 2022 business meeting.
7. Utle Creek Water Reclamation Facility Dewatering Press Upgrade
8. Ting Stadium Concrete Repair Project
9. Purchasing Policy Update
10. Personnel Policy Revisions - Merit Pay Process
11. Utle Creek Water Reclamation Facility 6 to 8 MGD Upgrade Preliminary Engineering Report and Alternatives Analysis contract

PUBLIC HEARINGS

12. E-52 Rex Road Elementary Rezoning - Legislative Public Hearing
13. E-52 Rex Road Elementary Development Plan - Quasi-judicial Public Hearing

NEW BUSINESS

14. Rhamkatte Plaza Detailed Master Plan 22-MAS-02
15. Parks & Recreation Fees & Charges Policy / Cost Recovery Philosophy
16. Town Facility Naming Policy

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: Breast Cancer Awareness Month

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Proclaim October as Breast Cancer Awareness Month in Holly Springs.

Explanation:

- Breast Cancer Awareness Month is a chance for all Americans to take time and acknowledge the women and men whose lives have been affected by breast cancer.
- For the past 30 years, the National Breast Cancer Foundation (NCFB) has supported people by helping them get access to the education, screening, and support they need.

Background:

- The first organized effort to bring widespread attention to breast cancer was in 1985, when Betty Ford, a breast cancer survivor herself, helped to kick off a week-long event.
- The early goal was to educate women about breast cancer and promote early detection tests, such as mammograms, as an important tool to be used in the fight against breast cancer.
- Today, the goal is to get as many people as possible involved in raising awareness and funds to help support life-saving research and life-changing support.

Funding Source(s):

N/A

Attachment(s):

1. Breast Cancer Awareness Month Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Breast Cancer Awareness Month

WHEREAS, breast cancer touches the lives of Americans from every background and in every community across our Nation; and

WHEREAS, approximately 1 in 8 women (13%) born today in the United States will get breast cancer at some point in their lifetime; and

WHEREAS, according to the American Cancer Society, in 2021, an estimated 330,084 new cases of breast cancer will be diagnosed in women; and

WHEREAS, though great strides have been made in combatting this devastating illness, tens of thousands of women are expected to lose their lives to the disease; and

WHEREAS, there continues to be a need to increase awareness of breast cancer screening and to promote research for the prevention and cure of breast cancer; and

WHEREAS, Breast Cancer Awareness Month in October is a chance to raise awareness about the importance of early detection of breast cancer by getting a mammogram and encouraging citizens, government agencies, private businesses, nonprofit organizations and all other interested groups to join in activities that will increase awareness of what we can do to prevent breast cancer.

NOW, THEREFORE, I, Mayor Sean Mayefskie hereby proclaim October as

Breast Cancer Awareness Month

in Holly Springs, NC. We stand with those who have been affected by breast cancer, and we recognize the ongoing efforts of dedicated advocates, researchers, and healthcare providers who strive each day to defeat this terrible disease. In memory of the loved ones we have lost and inspired by the resilience of those living with the disease, let us strengthen our resolve to lead our Nation toward a future free from cancer in all forms.

Proclaimed this, the 18th day of October, 2022

IN WITNESS WHEREOF, I have
hereunto set my hand and caused the Seal of
the Town of Holly Springs, North Carolina to be
affixed on this 18th day of October, 2022

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Consent Agenda

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

Explanation:

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

Background:

Funding Source(s):

N/A

Attachment(s):

1. 10.4.22 minutes-DRAFT



MINUTES

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

Council Members Present: Mayor Mayefskie, Mayor Pro Tem Dan Berry, Council members Timothy Forrest, and Kristi Bennett.

Council Member Present by Electronic Means: Council member Shaun McGrath.

Council Member Absent: Council member Aaron Wolff.

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*; Corey Petersohn, *Budget and Sustainability*; Aaron Levitt, *Utilities and Infrastructure*; Chris Hills, *Director, Development Services*; Elizabeth Goodson, *Development Services*; Jeff Wilson, *Director IT*; Patty Dressen, *Office of Customer Care*; George Brown, *Office of Customer Care*; LeeAnn Plummer, *Director, Parks and Recreation*; LeRoy Smith, *Fire Chief*; Cassie Hack, *Director, Communications & Marketing*; Paige Scott, *Director, Public Works*; Paul Liquorie, *Police Chief*; Kathy White, *Deputy Clerk*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Pastor Chris Atkins, of Oasis Church.

4. Agenda Adjustment: The October 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 public comments were received in writing: one comment requesting changes to the UDO.

The following comments were received in person:

Michael Hale read verses from the Christian Bible. He said that God doesn't leave the definition of good and evil to people.

Duane Hansen was called on, but passed.

Meghan Baulch said she felt her business had been discriminated against due to the zoning of a property she wanted to lease. She asked the Council to add a medical zoning district to the UDO.

RECOGNITIONS

5. Hispanic Heritage Month Proclamation

Mayor Mayefskie said that Hispanic Heritage Month was established nationally in 1988 and runs from mid-September to mid-October. He said that approximately 7% of Holly Springs residents self-identify as Hispanic. The theme for 2022 is Unidos: Inclusivity for a Stronger Nation. He presented the proclamation to several religious and community/business leaders in the Hispanic community.

David Rengifo spoke about his work in Holly Springs as a worship leader. Juan Luis Barco spoke about Point Español, and said they offer services in Spanish on Sundays at 4:30 across the street from Town Hall. He spoke about things that they have done in town and how they are reaching out to the community to share their customs and to be a link between English speakers and Spanish speakers. He said they want to be a resource to Holly Springs residents.

6. Community Planning Month Proclamation and Unified Development Ordinance (UDO) Implementation Update

Chris Hills, Director of Development Services, said that October is National Community Planning Month, and the purpose of this item was to request that the Mayor proclaim it, and for Council to receive an update on the Unified Development Ordinance. He said that Community Planning Month celebrates the benefits of planning in our communities and increases awareness about the importance of and need for planners and community planning. He explained the need for community planning and gave an outline of recent activities in town that showcase the importance of planning. He talked about the partners in planning including staff in all departments, residents, developers and other professionals. He thanked the volunteers who serve on the Planning Board and the Board of Adjustment and said staff also works with regional partners such as CAMPO, and Triangle J COG.

Mr. Hills said that good community planning promotes quality, sustainable, and equitable growth, encourages a variety of housing opportunities and promotes balancing of the tax base. He said it helps to maintain community character and appearance, to preserve and enhance open spaces, and to improve the quality of life.

Mr. Hills then listed key planning achievements in 2022, including new committees formed when the new UDO was adopted, and the progress of the Northeast Gateway Master Plan and the Housing Affordability Study.

Speaking about the new UDO, Mr. Hills gave Council an update of the successes of the new ordinance including improved transparency, a streamlined process, character-driven performance-based standards, more consistency, and good visual aids. He said some challenges have been street cross section combinations, the learning curve for staff and development community, and questions about electric vehicle charging stations. He said the new UDO allows for flexibility that is helping to achieve design goals. He said that while projects that have come before Council so far have been initiated under the old UDO and have chosen to stay with that. But that there are 15 projects in review under the new UDO that will come before Council at a later date. He said the Board of Adjustment has heard one Special Use Permit case and 2 variance cases, and the Development Review Committee has approved two cases under the new UDO. The next amendments will focus on streets, utilities, and signs.

Council member Forrest said the town continues to grow, and he is glad to see planning for the future. He looks forward to the one-year update and asked to hear about “the good, the bad, and the ugly.” He said he was looking forward to the recommendations that come out of these studies.

Mayor Mayefskie proclaimed October as Community Planning Month in Holly Springs.

Consent Agenda

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

7. Minutes – Council approved the minutes of the September 13, 2022 workshop meeting and the September 20, 2022 business meeting.

NEW BUSINESS

8. Customer Relationship Management (CRM) System

Daniel Weeks, Assistant Town Manager, recognized Patty Dressen as the Office of Customer Care Center (OCC) manager, and Jeff Wilson, Information Technology Officer. He said they have been instrumental in researching software solutions, and checking references, and building out the OCC staff team.

Patty Dressen said that the purpose of this item was to recommend two complimentary software platforms to be used in the OCC and provide an update on recent activities with rolling out the OCC. She said a Customer Care Center is a non-emergency, multi-channel communications source staffed by knowledgeable and resourceful team members that residents use to receive assistance with municipal services, report an issue, or submit a complaint or compliment. It will benefit residents by giving them simplified and expanded options for contacting the Town. They will be able to receive real-time answers to questions from knowledgeable staff in multiple ways, including through an app that allows them to receive updates on the filling of their requests.

Jeff Wilson said that Rock Solid gives residents multiple options for how to interact with the customer care team. They can call or use the app to report things such as pot holes, street light malfunction, yard waste pickup, and more. It will provide easy access to solid waste and recycling schedules, the ability to sign up for utilities, or ask questions at any hour. Residents will be able to use the chat feature, embedded on our website, at any hour of the day. During office hours residents will be able to chat live with a customer service representative.

Patty Dressen, said that staff has been strategizing with individual departments to assess needs and align goals. She said a former Finance staff member has already transitioned and a Public Works staff member will transition by the end of the year. In addition, a new hire will start in mid-October. She said that next steps include a presentation at a winter Council workshop, and implementation of CRM and Citibot to include training for staff and continued review of work flows for optimal service request software integration, and finalizing the communications and marketing brand strategy.

Council member Forrest asked if the software was multilingual. Ms. Dressen said it was and would automatically resort to the language a customer's phone is set to. Council member Forrest asked if there was a multilingual staff member in the OCC. Ms. Dressen said there were staff members in other departments who were multilingual and were on deck to assist the OCC. Council member Forrest said he applauded the effort of staff to bring this to fruition. He asked about how strongly they felt that Rock Solid was the best software, and Ms. Dressen said they were fully convinced. They investigated it thoroughly, checked out references at many other municipalities, and feel it is a solid solution.

Council member McGrath asked how would this react during a situation like a hurricane, to get information out to residents. Ms. Dressen said that IT has prioritized them and they would be part of the emergency operations and would be able to help take some of the burden off of 911. Exactly how that will look is being worked on. Mr. Wilson said that with remote service and cell service, people can be called up to work and even if their home internet is out they would have hotspot access. The Town's Wi-Fi is very redundant and the cables are underground, so he is confident.

Council member Bennett asked about yard waste pickup not being listed in the contract. Mr. Wilson said that was in the Rock Solid agreement, not Citibot. There is a module for public works. The chat bot is a front end piece into Rock Solid and CityWorks, which would connect people to that. Ms. Dressen said that on the app there are 9 applets, which are flexible, so they can make yard waste front and center during leaf season.

MPT Berry said it was good to see the progress and getting this off the ground.

Council member Bennett asked about the safety of people's personal information. Mr. Wilson said a lot of the data will reside in-house. But much of it is public record anyway. And staff felt very confident with their privacy protections. Ms. Dressen added that requests can be entered anonymously also, but then staff has no way to follow up on the status of the request, so that is a choice residents can make.

Randy Harrington thanked this Council and previous council's for charting this path. This is important growth for our community. This is something that will make it easier for residents to get access to their government, more quickly, and more streamlined. He recognized LeeAnn Plummer for her contributions to the team investigating these options.

Action: Motion to approve contracts with Rock Solid for Customer Relationship Management Software and Citibot for Chatbot services.

Motion by: Forrest

Second by: Bennett

Vote: unanimous

OTHER BUSINESS

Council member Forrest said that this Friday from 6-8 pm is a remembrance for Dick Sears at Ting Park. And he said he wanted to recognize the town staff, from Police to Fire to Public Works for their efforts in getting the town cleaned up after hurricane Ian. He appreciates their hard work. He asked if Anna Murphy in the Economic Development office could reach out to Ms. Baulch to try for a resolution to her business issues.

Council member McGrath said he echoed Council member Forrest's comments and he recognized Duke Energy and their representative who helped restore power to the Town.

Mayor Mayefskie congratulated the Chamber of Commerce for their recent social event. He said that last week he went to Holly Ridge Elementary and spoke to third graders there. There were lots of great questions from the students and it was a good time.

MANAGER'S REPORT

Randy Harrington, Town Manager, thanked Duke Energy partners for restoring power, and recognized the town staff that worked to clean things up. He said that over the next one to two weeks yard waste pickup is going to be off schedule in order to get all the debris picked up. He said that staff appreciates people putting yard waste on the curb, and separated by type.

He also reiterated the invitation to the Dick Sears memorial event at Dick Sears Field on Friday night.

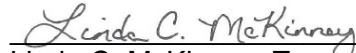
He said that tonight was National Night Out, and the Police and Fire departments were at Ting for a nationwide effort to strengthen relationships and partnerships and to have some fun. He thanked Chief Liquorie and Chief Smith for their efforts on this.

Council member Forrest took personal point of privilege and said he was excited to see Officer Brienze stopped in the middle of the road, helping a student who fell off his bike. He wanted to pass on his thanks to the officer.

CLOSED SESSION: none.

Adjournment: MPT Berry made a motion to adjourn at 8:05 pm. It was seconded by Council member Bennett and passed with a unanimous vote.

Respectfully Submitted on Tuesday, October 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#: 7.

Consent Agenda

Title: Utley Creek Water Reclamation Facility Dewatering Press Upgrade

Strategic Priority Area: Responsible & Balanced Growth

Economic Prosperity & Diversity

Safe & Friendly

Engaged, Healthy, & Active Community

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

Action(s):

- Authorize the Town Manager to approve the purchase of equipment in the amount of \$234,500 to increase biosolids dewatering capacity at the Utley Creek Water Reclamation Facility (UCWRF).
- Authorize the Town Manager to approve any change orders or additional contracts that are necessary for the dewatering project at the UCWRF that is within the Town Council approved project budget.

Explanation:

- Sludge (or biosolids) is typically a mix of organic matter from human waste, food waste, microorganisms, and inorganic solids, along with the water that is attached to these materials. The dewatering press separates liquids from solids.
- The Utley Creek Water Reclamation Facility (UCWRF) has experienced an increase in sludge management efficiency resulting in an increase in the amount of solids removed from the wastewater.
- This project will replace the existing sludge dewatering press at the UCWRF with a unit appropriately sized for the sludge throughput that is currently being processed.
- Upgrades to the current dewatering press and procurement of an additional dewatering press are necessary for the continued successful treatment of wastewater biosolids.

Background:

- The Town of Holly Springs owns and operates the Utley Creek Water Reclamation Facility (UCWRF). The UCWRF is a 6 million gallon per day (MGD) biological nutrient removal plant that uses microorganisms under controlled conditions to reduce the amount of nitrogen and phosphorus in wastewater.
- Biosolids (sludge) formation is a byproduct of wastewater treatment.
- The dewatering press is an essential piece of equipment that takes biosolids in liquid form and presses them into a semi-solid "cake" form. This makes biosolids easily transportable

off-site.

- The current dewatering press was installed in 2015 to replace the previously installed Cannibal process, which had proven difficult and insufficient for the sludge handling needs of the UCWRF staff.
- The current dewatering press is a standard volute press, sized to handle a maximum capacity of 70 gallons per minute (gpm). When the system was installed, this throughput was sufficient for the needs of the UCWRF; however, sludge generation through the facility quickly increased and has resulted in staff running the unit continuously above the maximum hydraulic loading capacity.
- The proposed project will not increase the current approved/permitted capacity of the UCWRF.

Funding Source(s):

Utility PayGo Fund

Attachment(s):

1. PW Tech Dewatering and Sludge Pump



PROPOSAL

PROCESS WASTEWATER TECHNOLOGIES, LLC. | 9004 Yellow Brick Rd, Suite. D, Rosedale, MD, 21237

Phone: 410 238 7977 | Facsimile: 410 238 7559 | Email: volute@PWTech.us | Web: www.PWTech.us

PROJECT / REF:	
TO: Terry Foster Chief Plant Operator 919-567-4738 terry.foster@hollyspringsnc.us	DATE: 10 August 2022 PWT #: VDP-NC-13004 REV: 1
ADDRESS: 150 Treatment Plant Rd Holly Springs, NC 27540	REP: Bob McCollum FIRM: MECO CONTACT: bmccollum@mechequip.com (919) 971-1931
SUBJECT: Budget Price and Scope for Volute* Dewatering Press model ES-352 and appurtenances for	
SIZING: Sized to increase capacity by ~175% over existing system	
OTHER NOTES:	

Scope of supply:

- One (1) Volute* Dewatering Press – PWTech® Model ES-352 unit
- One (1) Polymer Preparation System - VeloDyne Model VeloBlend VM-10P-1200-X0D
- One (1) Influent Sludge flowmeter - Rosemount™ Model 8750W with 3" ANSI Flange connections.
- One (1) Control system for the above
- Documentation (Submittals and O&M Manuals)
- Start-up and commissioning services
- Delivery to site

*Volute is registered with the U.S. Patent and Trademark Office as a registered trademark of AMCON, Inc., Yokohama, Japan



Notes on Volute Dewatering Press, PWTech® Model ES-352

Base unit supply

- The unit to be supplied will be an ES-352 with a capacity of 100 GPM of 2% sludge
- The Dewatering Press consists of:
 - Flash mixing tank including gear motor and tilted blade impeller mixer
 - Flocculation tank including gear motor and large cross-sectional area impeller
 - Two (2) x 350 Series Dewatering Drums, each with a drive motor,
 - Filtrate collection pan and support frame.
 - Integrated, pre-wired control panel for the unit and appurtenances mounted on the flocculation tank. (may be provided mounted separately if requested).
- Connections are:
 - Inlet: DN 3" ANSI B16.5 Class 150
 - Filtrate outlet: DN 6" ANSI B16.5 Class 150
 - Washwater Water inlet: ¾" FNPT

Construction

- The unit is all stainless steel. No carbon steel is used in the manufacture of the press.
- Unit is manufactured and assembled in the USA. All components are sourced from the USA or Japan.
- Electrical components are manufactured and tested prior to shipment to site in the United States.
- Dewatering drum gear drives are SEW Eurodrive gear motors utilizing helical-bevel gear reduction.
- Flocculation tank gear drives are Brother/Nissei GTR gear motors utilizing heloid gear reduction, one piece construction and are sealed for life.

Supplied spare parts

- One (1) Washwater Solenoid Valve

Additional Press information is appended to this scope.

Notes on Polymer Prep. System - VeloDyne Model VeloBlend VM-10P-1200-X0D

Polymer preparation system consists of the following components:

Polymer Mixing Chamber

- A high energy, multi-zoned, hydro-mechanical mixing device designed to effectively activate, dilute and mix polymer and dilution water utilizing an impeller designed to produce variable intensity, back-flow mixing action to optimize polymer performance without damage to the polymer's molecular structure.
- Mixer Motor: ½ HP, 480 VAC, 1750 RPM, Wash-Down Duty with keyless shaft and left hand impeller mounting screw
- Mechanical Mixer Shaft Seal and Seal Flushing Assembly with ON/OFF Valve
- Velo-Check® neat polymer poppet style check valve specifically designed to isolate neat polymer and dilution water. The check valve shall be held in place by a quick release pin for easy assembly and disassembly
- Materials of construction are PVC and Lexan (Body), Viton, SS304 and ceramic (Seals) and SS304
- Pressure Rating: 100 psi



Neat Polymer Metering Pump

- A stainless steel & Viton 10GPH progressive cavity metering pump shall be provided
- ½ HP, 2500 RPM, 480 VAC, TEFC Motor with 10:1 Gear Reducer
- Thermal type loss of polymer flow sensor
- Metering pump calibration assembly with isolation valves: (1000 ml)

Dilution Water Inlet and Solution Outlet Assembly

- Primary 120-1200 GPH controllable dilution water flow
- 1" FNPT water inlet connection with Dilution Water ON/OFF Solenoid Valve
- Low differential pressure alarm switch
- 0-160 psi inlet water pressure gauge (stainless steel, liquid filled)

Construction

- Frame and fasteners are 304 stainless steel. Frame is open design for access to all components and is designed for bolt-down installation.

Notes on Magnetic flowmeter, Rosemount™ Model 8750W

- 3 inch ANSI 150# flange connections.
- Coated Carbon Steel construction with a polyurethane, ceramic, neoprene, or Teflon liner as required by the application.
- All metallic wetted parts are stainless steel type 316
- Suitable for direct burial and constant flooding (IP 68).
- Includes grounding rings
- Flowmeter out-puts analogue signal (4-20 mA) to Volute* Press Control panel

Notes on Electrical and Control

The Volute* unit is supplied with a pre-mounted, pre-wired control panel designed to control all aspects of the thickening/dewatering operation unless otherwise specified and noted.

- Panel is fed by a single 208, 240, or 480VAC, 3-phase, 60 Hz, power supply (client specified)
- Control panel is NEMA 4X rated manufactured in Stainless Steel type 304
- Control Panel is manufactured in a UL accredited facility and is UL Listed
- Control Panel includes HMI and PLC control modules.
 - PLC is the Unitronics Unistream 10.4 unit.
 - HMI is the Unitronics Unistream 10.4 unit.
- All manual switching operations are undertaken via switches on the HMI
- Unit includes complete control system for unit and ancillary equipment including operation of the polymer preparation system and VFD control for feed pump.
- Control system may utilize a system flow meter (not included in this proposal unless specifically noted in the scope) and PID loop to allow operator to set the system flow.
- System may include interlocks for Conveyor start-up, shut down and E-stop if required
- Control panel includes system running and system fault outputs to plant PLC and the ability to connect via Ethernet (ModBus TCP/IP) to external controls.
- A junction box on the polymer preparation skid is pre-wired to the polymer preparation components and designed for easy on-site connection to the main Volute* system control panel.
- Junction box is NEMA 4X FRP and includes numbered terminal block & wires with terminal block legend.

*Volute is registered with the U.S. Patent and Trademark Office as a registered trademark of AMCON, Inc., Yokohama, Japan



General Notes

Documentation:

Scope includes:

- Submittals (hard copy and electronic) and
- O&M Manuals (hard copy and electronic).
- PLC/HMI Program (but not software)

Start-up services:

Scope includes the following start-up services -

- On-site start-up and training services for four (4) consecutive days (8 hours per day, Monday-Friday) by a PWT field service engineer and/or manufacturer's representative
- Services include:
 - Installation inspection
 - Commissioning of Volute* unit and Controls
 - Start-up of Ancillary equipment included in this Scope
 - Functional testing and calibration of equipment
 - Training on all equipment
- Phone consultation regarding installation will also be provided.
- Should additional services be deemed necessary by the PURCHASER, the additional services can be procured from PWT on a per diem basis. The current rate is \$1000 per day plus travel.

Items not included in this proposal

- Taxes, permits and bonding
- Any civil works including, but not limited to, any building works, construction of suitable foundations, and access structures.
- Installation including, but not limited to, mechanical, plumbing, and electrical hook-ups
- Unloading on site and storage
- Engineer stamped drawings or seismic calculations.
- PLC/HMI Programming software unless specified elsewhere.

Delivery and Freight

- Submittals issued approximately six (6) weeks from receipt of written Purchase Order
- Delivery is approx. eighteen (18) weeks from receipt of written acceptance of Submittal documents
- Deliver to site for all components **is INCLUDED in this scope.**

Governing Terms and Conditions and Warranty

- This scope is subject to Process Wastewater Technologies, LLC. Standard Terms and Conditions and Standard Warranty as attached with the exception of the following:
 - No Exceptions

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PRICE

Total price as per this proposal: **\$394,500.00**

Trade in value of existing system*: **\$160,000.00***

Total due for above system after trade-in: **\$234,500.00**

*Customer is responsible for removing system and shipping it to PW Tech in Baltimore, MD

Process Wastewater Technologies, LLC. Standard Terms and Conditions (Muni.)

These below terms and conditions shall exclusively govern the sale of all goods and related services by Process Wastewater Technologies, LLC. ("PWT") to Buyer.

Item 1. ACCEPTANCE

Buyer may accept the preceding offer by noting acceptance in the space provided on the preceding offer sheet, if such space is provided, or by written purchase order. No oral acceptance shall be effective. This writing is intended by the parties as a final expression of their agreement and, in conjunction with the accompanying signed offer or purchase order and the PWT Standard Limited Warranty ("PWT Standard Limited Warranty"), is intended as a complete and exclusive statement of the terms of their agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. No agent, employee or representative of PWT has any authority to bind the Seller to any affirmation, representation or warranty concerning the equipment, components or related services sold under this agreement, and unless an affirmation, representation or warranty made by an agent, employee or representative is specifically included within this written agreement, it has not formed a part of the basis of this agreement and shall not in any way be enforceable.

Item 2. CANCELLATION

Upon acceptance of the preceding offer, Buyer shall have no right to cancel this agreement or any part thereof, except under the conditions specified in this provision or otherwise agreed to in writing by both parties. Any cancellation by Buyer of this agreement must be in writing and shall be deemed effective upon receipt by PWT. In the event of cancellation by Buyer prior to the commencement of production of the goods specified under this agreement, Buyer shall pay PWT a cancellation charge equal to all of the costs incurred by PWT under this agreement up to the time of cancellation, plus fifteen percent (15%) of the full order amount. In the event that production of the goods under this agreement has commenced prior to cancellation, Buyer shall pay a cancellation charge equal to all of the costs incurred by PWT under this agreement up to the time of cancellation, plus an amount equal to the greater of: the value of the goods already completed under the agreement; or fifteen percent (15%) of the full order amount.

Item 3. PRICES

Unless otherwise stated in this offering, prices are F.O.B. the PWT manufacturing facility in Cincinnati, Ohio. Charges for on-site technical assistance performed by a factory technical representative are not included unless indicated.

Item 4. VALIDITY

Unless otherwise specified, the preceding offer is valid for acceptance for (30) thirty days and is subject to review thereafter. Prices may be extended beyond thirty (30) days only if confirmed in writing by PWT.

Item 5. PAYMENT TERMS

Ten percent (10%) of the purchase price under this agreement shall be invoiced net thirty (30) days upon approval of submittals and shop drawings; Eighty percent (80%) of the purchase price under this agreement shall be invoiced net

thirty (30) days upon shipping, or upon PWT's offer to ship. Five percent (5%) of the purchase price under this agreement to be invoiced net thirty (30) days upon delivery of O&M Manuals and the remaining five percent (5%) will be invoiced net thirty (30) days upon completion and/or performance of all related services under this agreement. Interest will be charged on the unpaid invoiced balance at the rate of one and a half percent (1½%) per month for any amount received after thirty (30) days from the date of invoice. Any collection costs and/or attorney fees incurred by PWT in order to collect payment due will be invoiced to the Buyer, and Buyer agrees to pay said costs.

Item 6. FEES AND TAXES

Buyer shall pay directly or reimburse PWT for payment of any and all applicable customs, sales, use, excise or other fees and taxes associated with the production and delivery of goods under this agreement. Buyer is responsible for and bears the risk of establishing, if applicable, a valid exemption from any tax, and shall indemnify, defend and hold PWT harmless for any loss, cost or expense relating to any such exemption.

Item 7. DELAYED SHIPPING

If Buyer specifies a shipping date more than one (1) year from the date of acceptance of the preceding offer, the price stated in the preceding offer for the same goods shall be increased by a figure of six percent (6%).

Item 8. FINANCIAL RESPONSIBILITY OF BUYER

If at any time before shipment, Buyer's financial ability to pay becomes impaired or unsatisfactory, PWT shall have the right to require Buyer to make payment in full before shipment. In addition, if at any time before shipment, any proceeding is brought by or against Buyer under the bankruptcy or insolvency laws, PWT shall have the right to cancel this contract and Buyer shall pay PWT a cancellation charge equal to all of the costs incurred by PWT up to the time of termination, plus fifteen percent (15%) of the purchase order amount.

Item 9. SHIPPING

Unless otherwise specified, all equipment and components will be shipped in one lot by the lowest cost method at the discretion of PWT. Any additional shipping requests by Buyer may be subject to additional shipping and handling charges. All shipments shall be F.O.B. the PWT manufacturing facility in Cincinnati, Ohio. Delivery to the carrier shall constitute delivery to Buyer for purpose of transfer of risk of loss or damage in transit, and any delivery deadlines specified in this agreement. Buyer is responsible for obtaining any desired cargo insurance and shall pursue any loss or damage claims solely with the carrier.

Item 10. DELIVERY SCHEDULE

Unless otherwise specified, delivery dates under this agreement are approximate, and failure to meet an exact delivery date shall not constitute a breach of this agreement unless delivery is not effected within a reasonable time after the specified delivery date.



Item 11. INSPECTION

Inspection by Buyer or Buyer's representative of the goods specified under this agreement will be permitted prior to shipment at the PWT manufacturing facility in Cincinnati, Ohio, at a time mutually agreeable to both parties. Inspection will be allowed only inasmuch as such inspection does not unreasonably interfere with PWT's production work flow. Complete details of any requested inspection must be submitted to PWT in writing, at least two weeks in advance of the requested inspection date. Any inspection under this provision must be completed prior to shipment of any goods under this agreement.

Item 12. OFFER BASIS

This agreement is exclusively based upon drawings and specifications in the possession of PWT at the time of this agreement. PWT expressly reserves the right to modify the price and other terms of this agreement as reasonable, should additional drawings, documents, or other addenda be required to produce or deliver the goods and/or services provided under this agreement.

Item 13. LIMITED WARRANTY

PWT's warranty liability under this agreement is limited to the terms listed in the PWT Standard Limited Warranty that accompanies these Terms and Conditions, and is incorporated herein by reference. No other warranty, express or implied, is made with respect to the goods and/or services provided under this agreement.

Item 14. MEET AND CONFER

The parties shall amicably work together to negotiate and resolve any controversy or dispute arising out of, or in connection with this agreement or its interpretation, performance or nonperformance or breach thereof. In particular, in the event of a disagreement, the parties shall meet and confer and attempt in good faith to resolve their differences. At the request of the aggrieved party, a face-to-face meeting between decision-makers of the parties shall be arranged at the offices of the non-aggrieved party. Such a meeting shall occur within fourteen days of the delivery of the written request of the aggrieved party, unless otherwise agreed by the parties.

Item 15. ARBITRATION

If, after meeting and conferring as provided under this agreement, the parties are unable to resolve their differences, any disputes shall be settled by binding arbitration in accordance with the following procedures:

- (a) The Arbitration shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA") in effect at the time of the arbitration, except as may be modified herein or by mutual agreement of the parties. The location of the arbitration shall be Baltimore, Maryland or Towson, Maryland.
- (b) The arbitration shall be conducted by one arbitrator jointly selected by the parties. If the parties are unable to agree upon an arbitrator after thirty (30) days, the arbitrator shall be selected under AAA rules.
- (c) The award shall be in writing and shall state the reasons for the award and shall be final and binding on the parties. The award may also include an award of costs, including reasonable attorneys' fees and disbursements. Judgment upon the award may be entered by any court having competent jurisdiction over the parties or their assets.

Item 16. GOVERNING LAW

All disputes and matters arising under, in connection with, or incidental to this contract shall be litigated, if at all, in and before the Circuit Court of Baltimore County, Maryland, USA to the exclusion of other courts of other states, the United States or other countries and to the exclusion of other venues. The parties expressly consent to the exclusive jurisdiction of this court and agree that this venue is convenient and not to seek a change of venue or to dismiss this action on the grounds of *forum non conveniens*, and not to remove any litigation from that court to a federal court. This Agreement shall be construed in accordance with and governed by the substantive laws of the State of Maryland, to the extent state law applies. An action for breach of this agreement must be commenced within two (2) years after the cause of action has accrued.

Item 17. WAIVER AND MODIFICATION

No waiver by either party of any breach, default or violation of any term, warranty, representation, agreement, covenant, condition or provision of this agreement shall constitute a waiver of any subsequent breach, default, or violation of the same or other term, warranty, representation, agreement, covenant, condition or provision. No modification, amendment, extension, renewal, rescission, termination or waiver of any of the provisions contained in this agreement, or any future representation, promise or condition in connection with the subject matter of this agreement, shall be binding upon either party unless in writing and signed by both parties.

Item 18. SEVERABILITY

Any provision of this agreement which is invalid, prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective solely to the extent of such invalidity, prohibition or unenforceability without invalidating the remaining provisions hereof, and any such invalidity, prohibition or unenforceability in any such jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

Item 19. ASSIGNMENT AND DELEGATION

Neither party to this agreement shall have the right to assign or delegate its interest in or obligations under this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld. The merger, acquisition, reorganization or other restructuring of PWT shall not constitute an assignment under the terms of this agreement provided the surviving entity has assumed all of the obligations of PWT under this agreement. The transfer of any rights under this agreement from PWT to any entity controlled by or affiliated with PWT shall not constitute an assignment under the terms of this agreement provided PWT retains all of its obligations under this agreement. The rights and obligations of the parties to this Agreement shall be binding upon, and enforceable by their respective heirs, successors and permitted assigns.

PWT LLC Standard Limited Warranty

Item 1. LIMITATION OF LIABILITY

The only warranty which PWT LLC ("PWT") makes is that warranty which is set forth in the preceding agreement and which is further detailed below:

THE GOODS SPECIFIED UNDER AGREEMENT WITH PWT ARE PROVIDED "AS IS" AND PWT DOES NOT MAKE ANY OTHER EXPRESS WARRANTIES OR ANY IMPLIED WARRANTIES WITH RESPECT TO THESE GOODS AND/OR RELATED SERVICES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE OR USE.

In addition, PWT does not assume and expressly disclaims any liability for (i) any SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES which anyone may suffer as a result of the sale, delivery, service, use, or loss of use, of any goods and/or services provided by PWT, or (ii) any charges or expenses of any nature which are incurred without the express written consent of PWT. In particular, PWT does not warrant that any goods provided are free from any claim of any third person by way of infringement or the like, and PWT expressly disclaims any liability for any claim of infringement or the like that may result from the sale, delivery, service, use, or loss of use of any goods and/or services provided by PWT.

PWT's obligation under this warranty is expressly limited to the repair or replacement of any part or parts that are proved to the satisfaction of PWT to have failed prematurely or because of a fault in workmanship or materials.

PWT's total liability under this warranty or in connection with any claim involving any goods or services is expressly limited to the purchase price of the goods and/or services in respect of which damages are claimed.

Item 2. DEFECTS WARRANTY

PWT warrants that the goods manufactured by PWT shall be free from defects in material and workmanship for the shorter period of: (i) twelve (12) months from the date of start-up; or (ii) eighteen (18) months from the delivery of the specified goods.

PWT's liability under this warranty or in connection with any other claim relating to goods manufactured and delivered by PWT is limited to the repair, or at our option, the replacement or refund of the purchase price, of any products or parts or components which are returned to PWT freight prepaid, and which PWT determines, in its discretion, are defective in material and workmanship. Products or parts or components thereof which are repaired or replaced by PWT will be returned to the buyer freight collect.

Item 3. PRODUCTS OF OTHER MANUFACTURERS

PWT makes no warranty with regard to any products not manufactured by PWT, including but not limited to electrical components or equipment and other prime movers.

Item 4. TYPES OF DAMAGES AND CLAIMS FOR WHICH PWT LLC IS NOT RESPONSIBLE

The following non-exclusive list of items are specifically not covered by the PWT Standard Limited Warranty and, in the event of their occurrence, will render the PWT Defects Warranty null and void:

- defects which are caused by improper installation, improper or abnormal use or operation, or improper storage or handling;
- defects caused by the failure of the buyer or user to perform and log normal preventative maintenance;
- defects caused by the use of replacement parts not approved in writing by PWT;
- defects caused by repairs by persons not authorized in writing by PWT;
- defects caused by modifications or alterations made by the buyer or user;
- any damage to our any product occurring while it is in the possession of the buyer or user.

Item 5. EQUIPMENT SAFETY PARAMETERS:

With respect to operation of the equipment, it is the responsibility of the buyer to define and provide any safety device(s) or associated safety device(s) (other than that which is ordinarily furnished by PWT) which may be necessary and/or required, and to establish safety procedures and operational instructions to safeguard the operator(s) during maintenance, cleaning, or any use of the equipment whatsoever, and to subsequently ensure that the equipment is operated in conformance with all applicable safety procedures, laws, regulations and instructions.

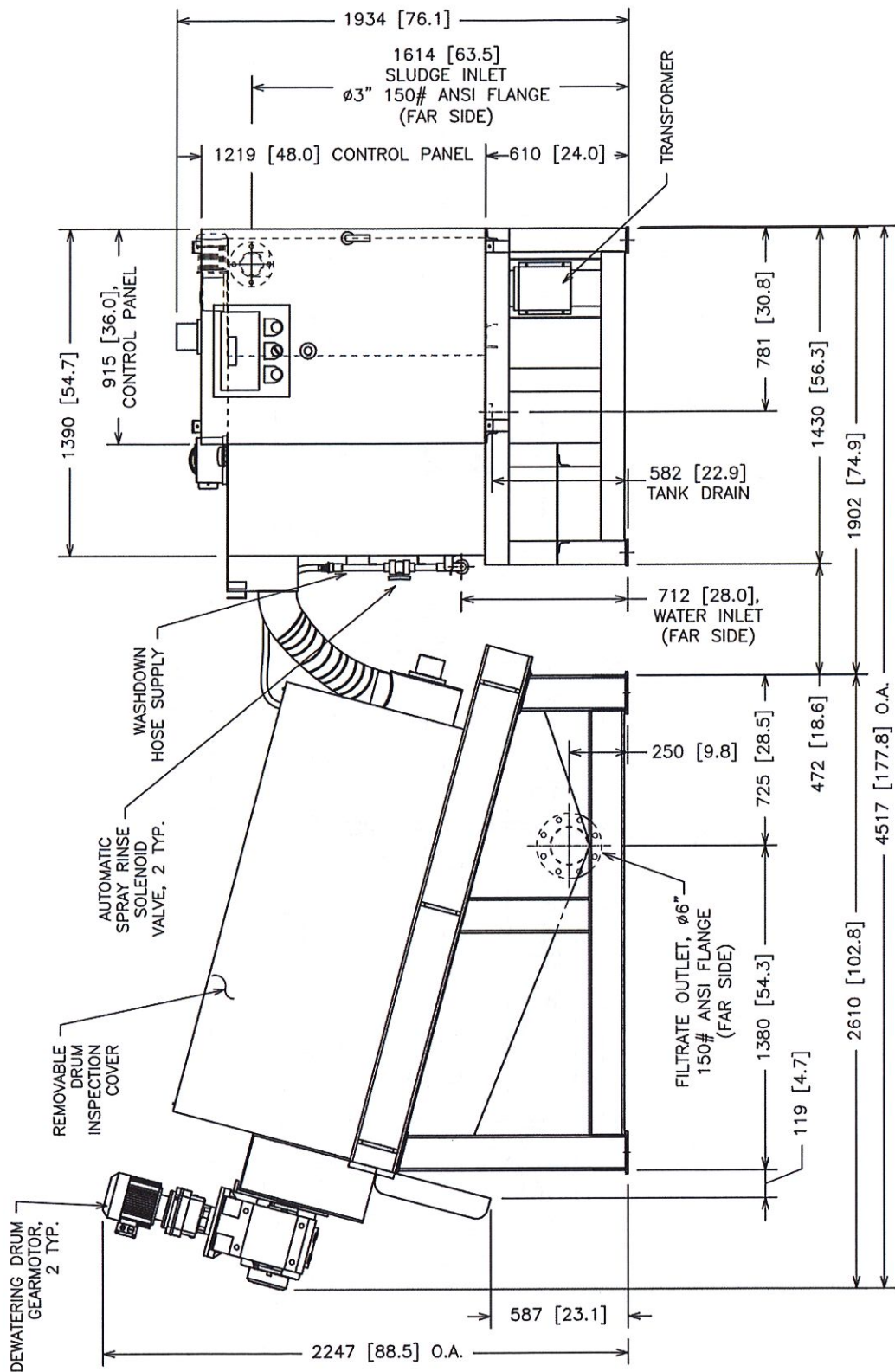
It is also the responsibility of the buyer to enforce all safety regulations and operational instructions and to maintain the equipment in a safe condition (e.g., guards in place; warning, caution and/or important labels affixed; electrical boxes secure; interlocks operational; etc.). In particular, all warning, caution and/or important labels must be maintained in a readable condition, and if necessary, replaced with new labels.

Additionally, as the nature of the equipment does not always make it possible to fully prevent operator access from rotating components, maintenance or cleaning of any nature must not be performed on the equipment without first disconnecting all power.

Item 6. OPERATOR SAFETY COMPLIANCE:

Buyer warrants and agrees that because it has sole control over the equipment, it shall be solely responsible for safety compliance. Operator access and use of equipment, and full compliance with all provisions of the Operator Safety section of PWT Instruction Manuals are essential and the user's responsibility; the provisions of that section being expressly incorporated herein.





SIDE ELEVATION

**ALL METAL COMPONENTS ARE STAINLESS STEEL

DIMENSIONS: MM [INCHES]



VOLUTE DEWATERING PRESS
ES-352 GA DRAWING
ELEVATION VIEW

JOB# PWT VDP ES-352

DATE SEPT. 2018

DRAWN PWTech Inc.

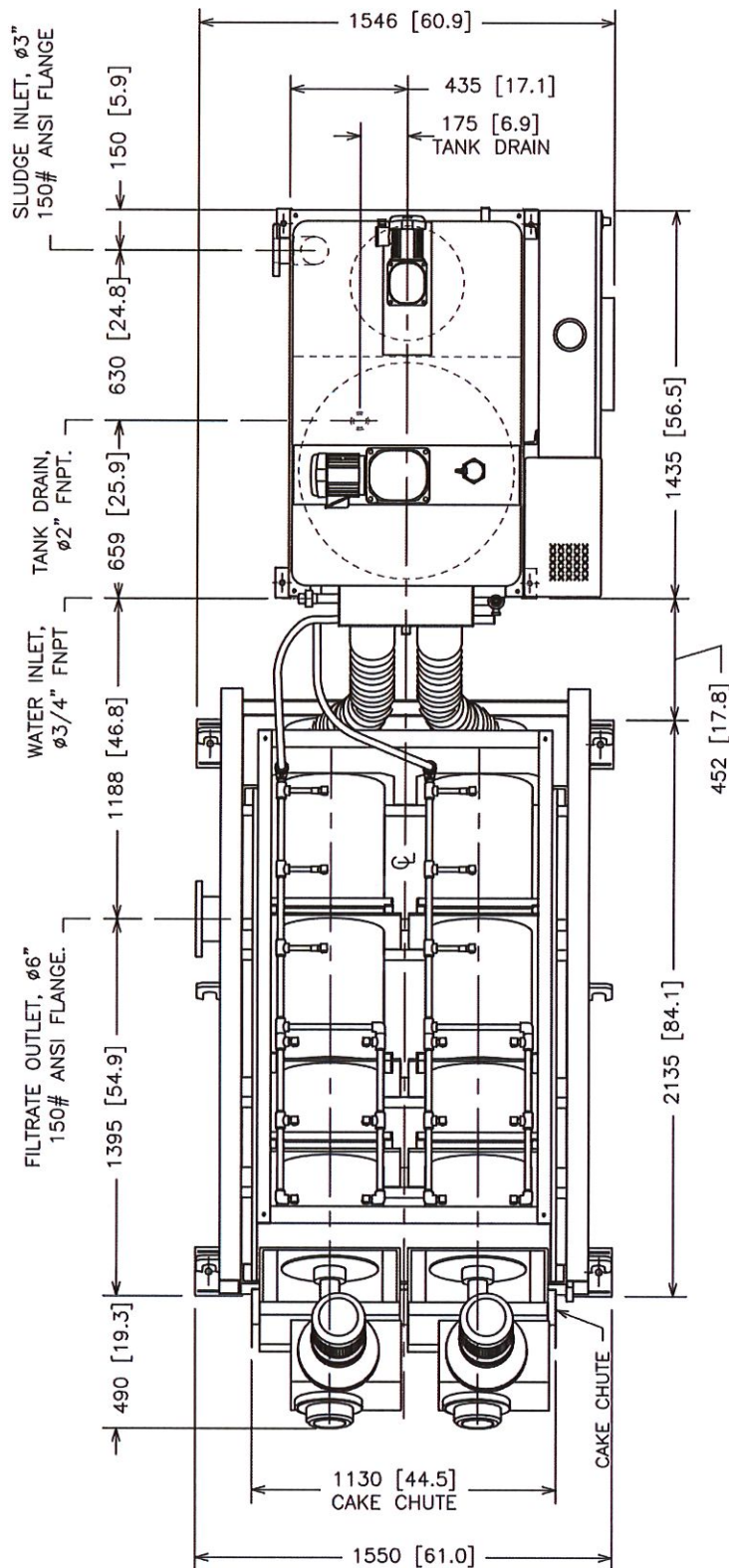
APPROV. ALEX DAVEY

SCALE

NTS

SHEET

1 OF 4



PLAN VIEW

**ALL METAL COMPONENTS ARE STAINLESS STEEL

DIMENSIONS: MM [INCHES]



VOLUTE DEWATERING PRESS ES-352 GA DRAWING PLAN VIEW

JOB# PWT VDP ES-352

DATE SEPT. 2018

DRAWN PWTech Inc.

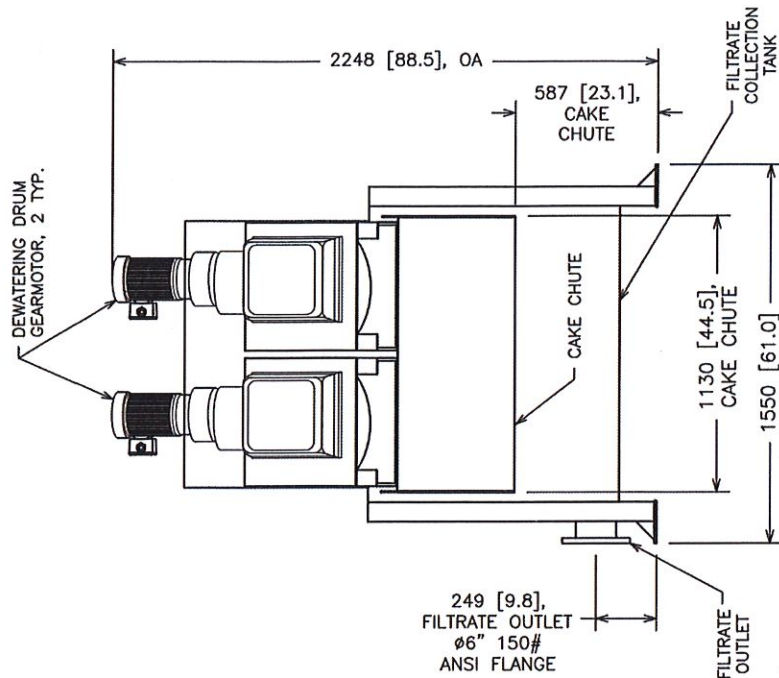
APPROV. ALEX DAVEY

SCALE

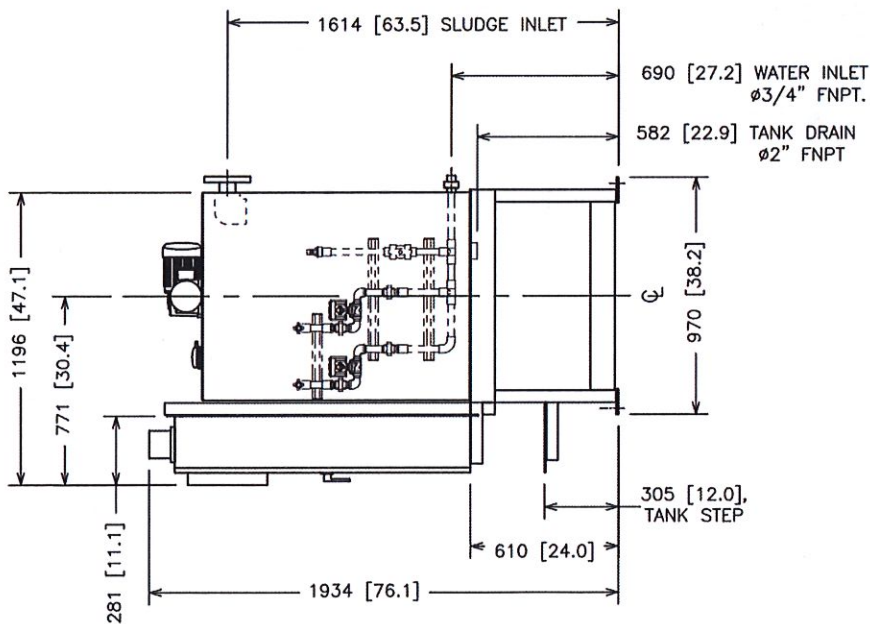
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SHEET

2 OF 4



PRESS END ELEVATION



TANK END ELEVATION

DIMENSIONS: MM [INCHES]



VOLUTE DEWATERING PRESS ES-352 GA DRAWING END ELEVATIONS

JOB# PWT VDP ES-352

DATE SEPT. 2018

DRAWN PWTech Inc.

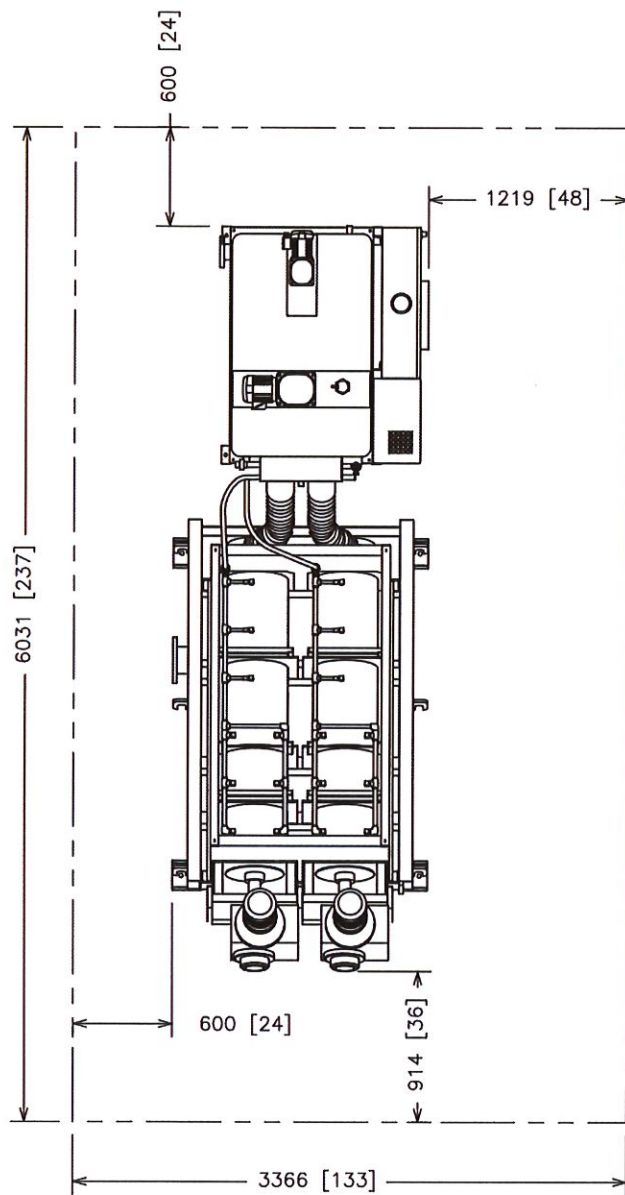
APPROV. ALEX DAVEY

SCALE

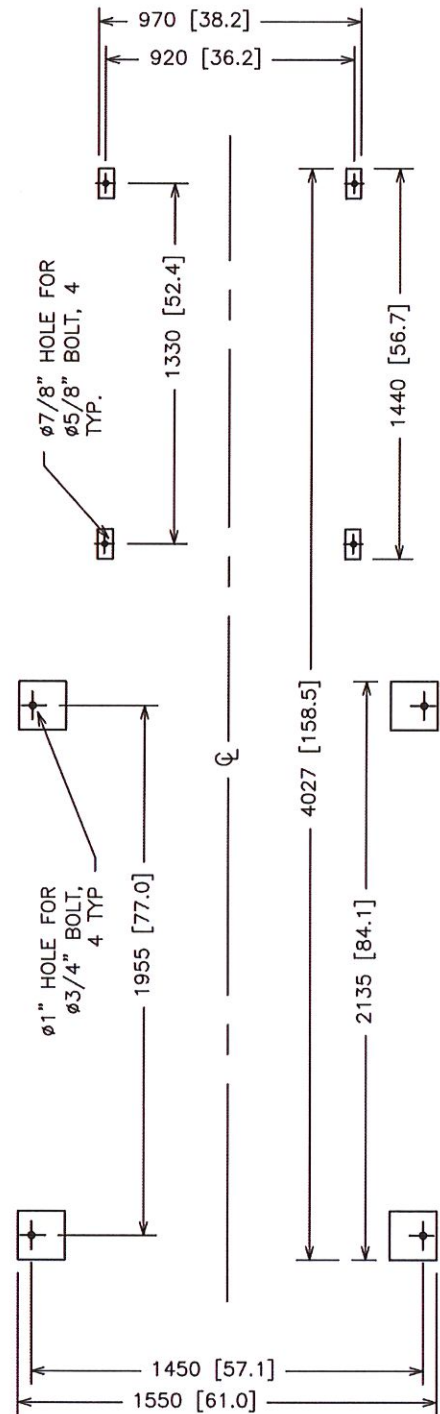
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SHEET

3 OF 4



RECOMMENDED SPACE



ANCHOR POINTS

**ALL METAL COMPONENTS ARE STAINLESS STEEL

DIMENSIONS: MM [INCHES]



VOLUTE DEWATERING PRESS ES-352 GA DRAWING REC. SPACE & ANCHORS PTS.

JOB# PWT VDP ES-352

DATE SEPT. 2018

DRAWN PWTech Inc.

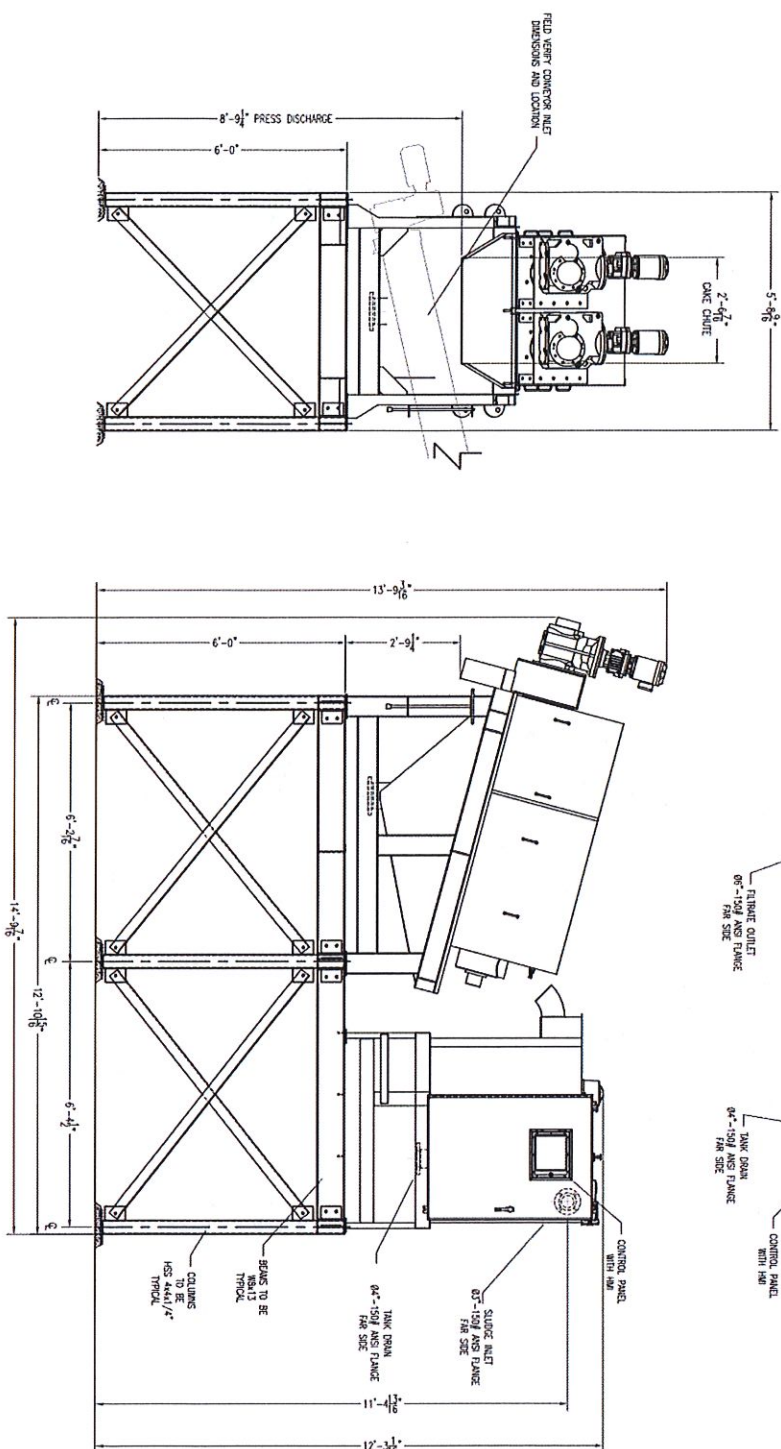
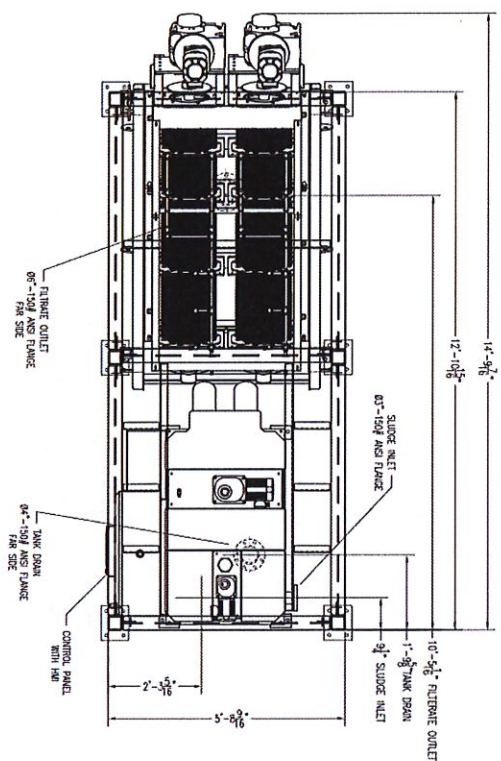
APPROV. ALEX DAVEY

SCALE

NTS

SHEET

4 OF 4



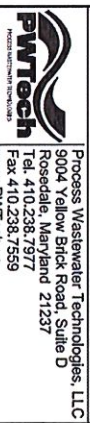
DIMENSIONS: MM [INCH]

REVISION AND ISSUE HISTORY			
REV	DATE	DESCRIPTION	DRN CHK'D
A	08/08/22	PROPOSED LAYOUT	JS CH

DRAWING APPROVAL

APPROVED:	DATE:	SIGNATURE:
A. DAVEY	08/08/22	

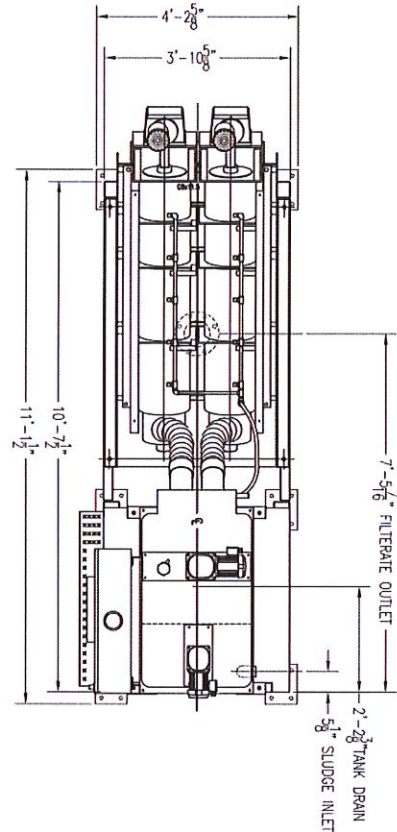
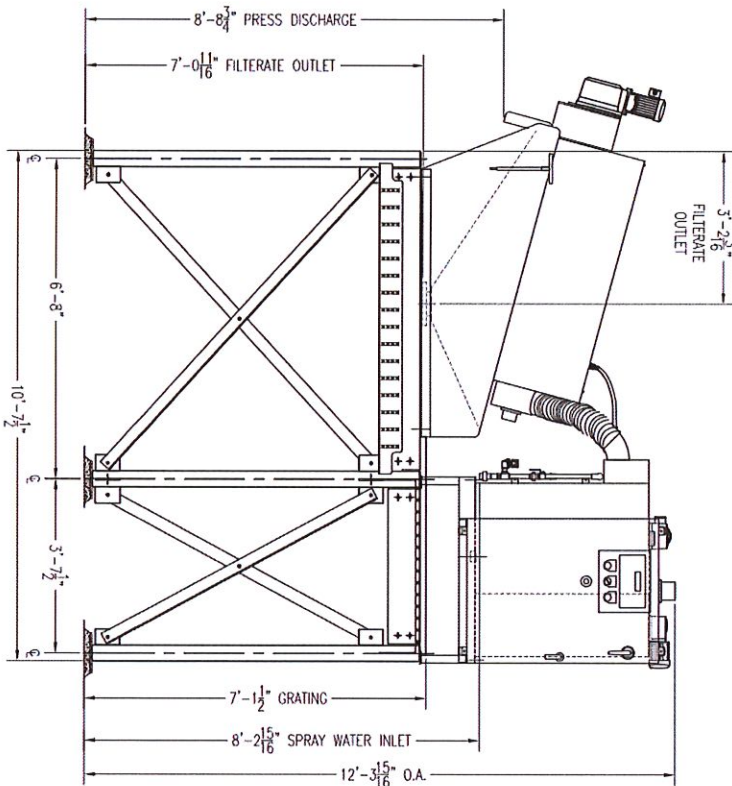
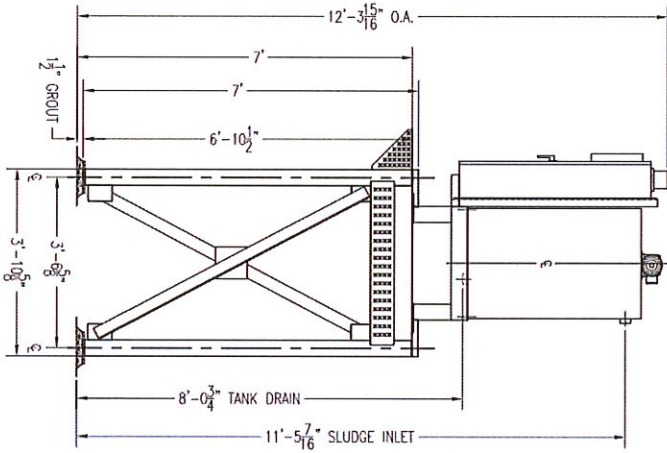
PROPOSED LAYOUT



DRAWING TITLE:
VOLUTE ES-352 DEWATERING PRESS
PROPOSED ELEVATING STAND

PROJECT TITLE:		Utley Creek WW/PF Sludge Project	
PWT PROJECT NO:		VDPNC13004	
DRAWING NO:	SCALE:	SHEET SIZE:	
20220808 VDPNC13004 PF PROP	NTS	11 X 17	
	SHEET:	REV:	
	1 OF 2	A	

EXISTING



DIMENSIONS: MM [INCH]

REVISION AND ISSUE HISTORY			
REV	DATE	DESCRIPTION	DRN/CHKD
DRAWING APPROVAL			
APPROVED:	DATE:	SIGNATURE:	
A. DAVEY	08/08/22		
EXISTING			
 Process Wastewater Technologies, LLC 8004 Yellow Brick Road, Suite D Rosedale, Maryland 21237 Tel. 410.238.7977 Fax 410.238.7559 www.PWTech.us			
DRAWING TITLE:			
PROJECT TITLE: Utley Creek WWRF Sludge Project Holly Springs, NC			
PWT PROJECT NO:	SCALE:	SHEET SIZE:	
VDPNC13004	NTS	11 X 17	
DRAWING NO:	SHEET:	REV:	
20220808 VDPNC13004 PF PROP	2 OF 2	A	



Volute Dewatering Press Data Sheet - ES-352

General Data	Model Information	Model:	ES-352
		Over All Dimensions:	178" x 61" x 88" (L x W x H)
		Optimal Space requirement of installation:	238" x 145" x 144" (L x W x H)
		Minimum Opening dimensions for installation:	61" x 88"
		Weight Empty:	5500 lbs
		Operating:	8140 lbs
		MAX Solids throughput (Solids >4%):	1300 Dry pounds per hour
		MAX Hydraulic throughput (Solids <1%):	130 GPM
		Power use:	6 HP
		Washwater use (@ 50 PSI):	20 GPM intermittent, 40 GPH total

Dewatering Drum	General	Dimension:	13.75" diameter x 72" long
		Quantity:	2
		Thickening Zone:	Type 304 Stainless Steel
		Dewatering Zone:	Type 304 Stainless Steel
		Screw:	304 Stainless Steel with CoCr coating
	Drive info	Gear Motor Supplier:	SEW Eurodrive
		Model:	KH97 R57 DV100M4
		Motor Power:	1.5 kW (2.2HP) 4-Pole
		Insulation:	TEFC / IP65
		Gear Reduction:	504 : 1

Flash mixing tanks	General	Dimensions:	20" x 33" x 39" (L x W x H)
		Volume	112.3 Gallons
		Working Volume:	98.2 Gallons
		Material	Type 304 Stainless Steel
	Drive Info	Gear Motor Supplier:	Nissei Corporation
		Model:	FSW-30-15-T020 WEX
		Motor Power:	0.2 kW 4-Pole
		Motor Insulation:	TENV / IP65
		Gear Reduction:	15 : 1

Flocculation tank	General	Dimensions:	33" x 33" x 39" (L x W x H)
		Volume	190.9 Gallons
		Working Volume:	167.0 Gallons
		Material	Type 304 Stainless Steel
	Drive Info	Gear Motor Supplier:	Nissei Corporation
		Model:	FSW-45-60-075 WEX
		Motor Power:	0.75 kW (1.0HP) 4-Pole
		Motor Insulation:	TEFC / IP65
		Gear Reduction:	60 : 1

Electrical	General	Supply Voltage:	208/240/440/480 VAC
		Service:	3-Phase, 3-Wire (No Neutral)
		Control Voltage:	Dual - 24VDC & 115VAC
		Minimum Required Breaker Size:*	26 Amps * 480 VAC
	Panel	Typical Panel Size*:	8"(w) x 48"(h) x 12"(d)
		Panel Material:	Type 304 Stainless Steel
		Panel Rating:	Nema 4X
		Standard Control Module*:	Unitronics Unistream / AB CompactLogix

Polymer System	Supplier:	Velocity Dynamics, Inc.
	Model:	VM-10P-1200-X0D
	Mixing Type:	Variable - Mechanical & Hydraulic
	Feed Pump Type:	Progressive Cavity
	Polymer Feed Capacity:	0.5 - 10 Gallons per hour
	Water Use:	120 - 1200 Gallons per hour
	Dimensions:	24" x 34" x 42" (L x W x H)
	Weight:	~200 lbs

Connections	Feed Sludge:	3" ANSI 150# Flange
	Filtrate:	6" ANSI 150# Flange
	Drain:	2" FNPT Coupling
	Water:	3/4" FNPT Coupling
	Polymer Water Inlet:	1" FNPT
	Polymer Solutions Outlet:	1"FNPT
	Raw Polymer Feed Inlet:	1"FNPT

* Standard or typical information supplied here may be varied by the attached offer or project specifications

VELOBLEND MODEL: VM-0P-XXX-X

DILUTION WATER:

1. $\phi 1"$ FNPT INLET
2. X TO XX GPM FLOW RANGE

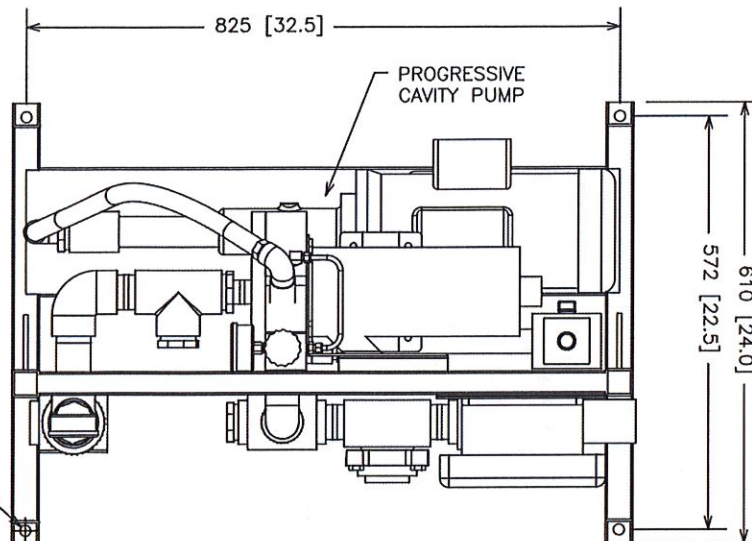
POLYMER:

1. $\phi 1"$ FNPT INLET
2. X.XX TO X GPH FLOW RANGE

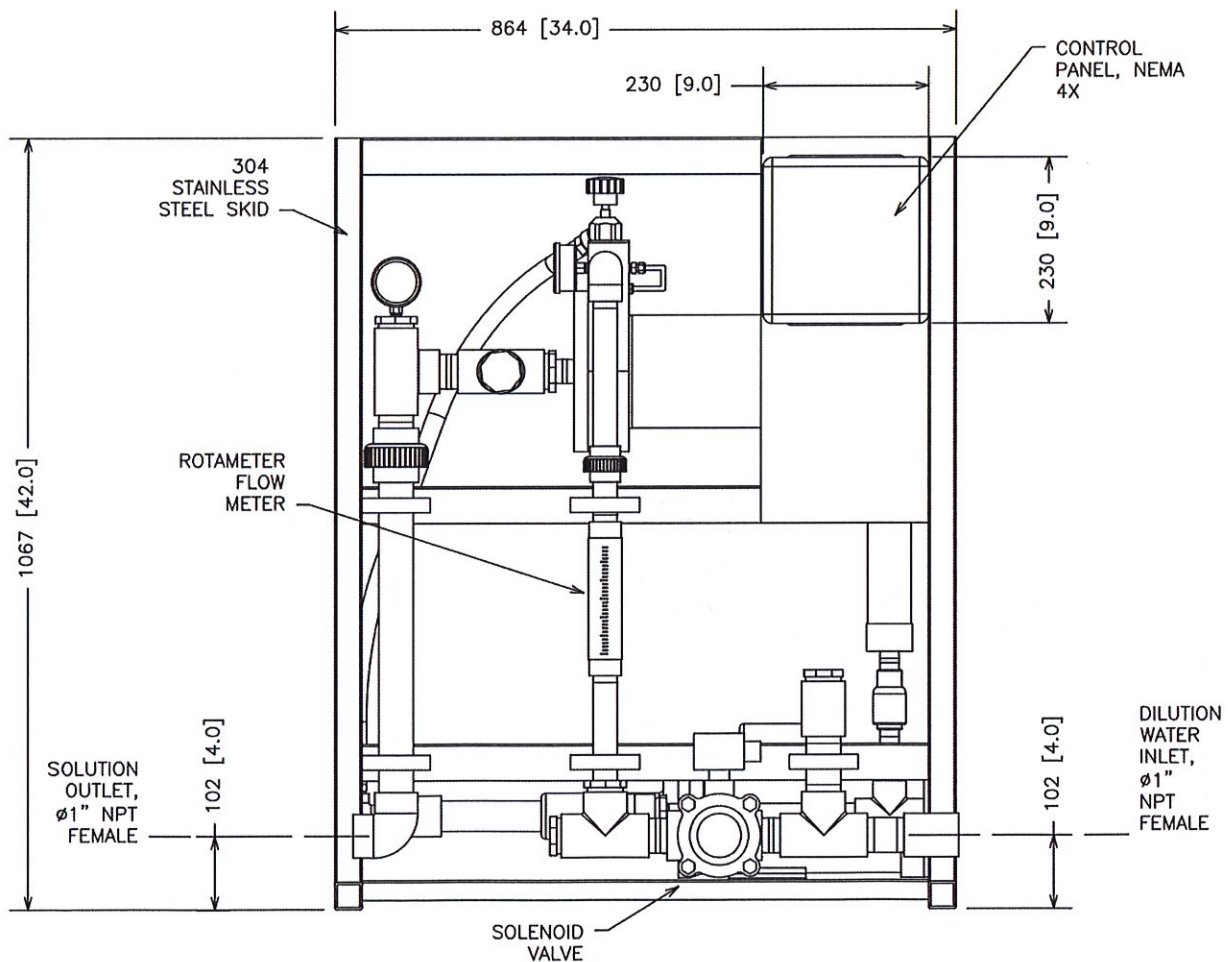
SOLUTION:

1. $\phi 1"$ FNPT OUTLET

$\phi 15$ [$\phi 0.6$]
THRU, 4 TYP.



PLAN



ELEVATION

DIMENSIONS: MM [INCHES]



VELODYNE POLYMER PUMP
VM-P-XXX-X GA DRAWING
FRONT ELEVATION & PLAN

JOB# PWT VM-P-XXX-X

DATE 23 MAR 2009

DRAWN PWTech Inc.

APPROV. ALEX DAVEY

SCALE

NTS

SHEET

1 OF 2

VELODYNE MODEL: VM-P-XXX-X

DILUTION WATER:

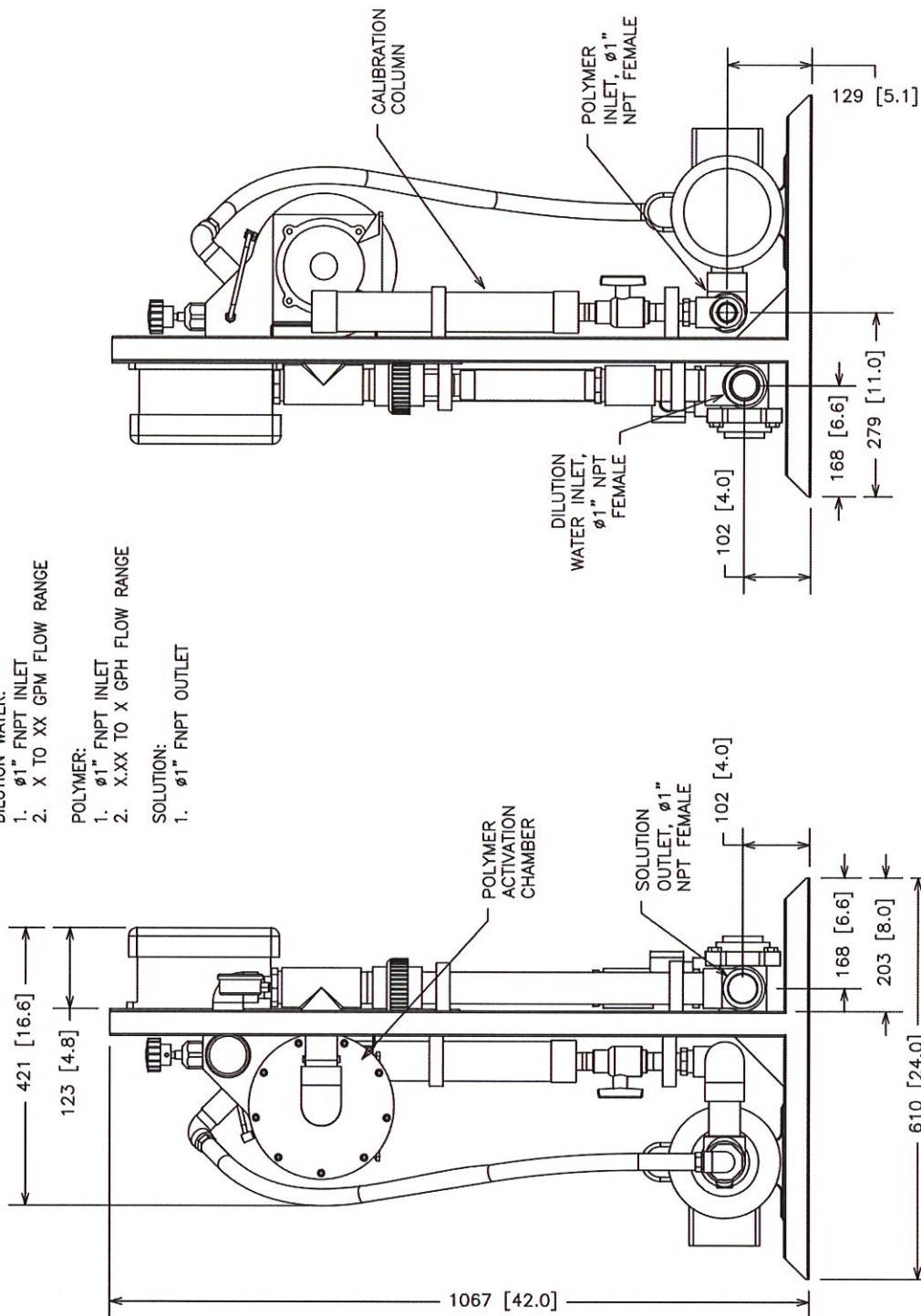
1. $\phi 1"$ FNPT INLET
2. X TO XX GPM FLOW RANGE

POLYMER:

1. $\phi 1"$ FNPT INLET
2. XXX TO X GPH FLOW RANGE

SOLUTION:

1. $\phi 1"$ FNPT OUTLET



RIGHT ELEVATION

LEFT ELEVATION

DIMENSIONS: MM [INCHES]



VELODYNE POLYMER PUMP VM-P-XXX-X GA DRAWING RIGHT & LEFT ELEVATION

JOB# PWT VM-P-XXX-X

DATE 23 MAR 2009

DRAWN PWTech Inc.

APPROV. ALEX DAVEY

SCALE

NTS

SHEET

2 OF 2

Providing exceptional engineered solutions and services since 1940

September 20, 2022

Terry Foster
Town of Holly Springs
PO Box 8
Holly Springs, NC 27540-0008

Water
Wastewater
Fluid
Steam

Reference:

Dear Terry:

We are pleased to offer the following equipment to meet the requirements of this project.

<u>Quantity</u>	<u>Description</u>
1	Sydex PC sludge feed pump Model Number: BK065-1L-G5-500-L181A-E/A, sized for your new PWTech 352 Dewatering Press. The pump will have the same features as your existing pump (see attached), but with a 10 hp motor. It will be mounted on a new base, as shown on the attached drawings.

PRICE: \$7,567.57

Shipment Lead Time: 8-10 weeks after release, F.O.B. Factory, Freight Prepaid and Added to Invoice.
Terms: 100% net 30 Days. 1½% will be added each month to any balance remaining after 30 days.

Additional terms and conditions are included on the following page.

Not included: Installation, taxes and any items not listed above.

Startup service is available: \$1,000.00/day

Thank you for this opportunity to be of service. Please let me know if you have questions. I will be glad to help further in any way that I can.

Sincerely,

Bob McCollum

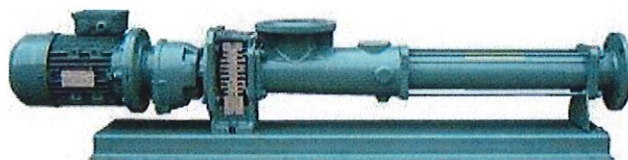
Robert E. McCollum Jr. PE
C: 919-971-1931
E: bmccollum@mechequip.com

Encl: Pump Data

THIS QUOTATION IS SUBJECT TO
THE FOLLOWING TERMS AND CONDITIONS OF SALE

1. All prices in this quotation are firm for a period of 30 days and, if accepted, material is subject to immediate shipment unless stated otherwise.
2. Deliveries are subject to change from those quoted and are based on factory availability.
3. MECO will bill an additional 3% on orders if the customer elects to pay via Credit Card instead of by check or EFT.
4. MECO does not accept consequential damages or liquidated damages.
5. This quotation includes only equipment and/or services specifically covered in writing herein. We do not certify nor imply that it is in exact conformity with customer's specifications unless so stated herein.
6. Equipment or parts furnished hereunder are manufactured by others and will be repaired or replaced only to the extent of the original manufacturer's guarantee or warranty.
7. We shall not be liable for delay in delivery or failure to manufacture due to causes beyond our control such as acts of God, acts of government, strikes, war, delays of carriers and inability to do things beyond our control to obtain necessary labor, materials or manufacturing facilities.
8. Prices quoted do not include any present or future sales, use, excise or similar taxes. Such taxes will be added to billing where applicable unless customer provides us with a tax exemption certificate acceptable to the taxing authorities.
9. Unless stated otherwise, all sales are FOB factory. Terms of payment are 100% Net 30 days from date of shipment or from date goods are available to ship if customer requests MECO to store goods. 1½% will be added each month to any balance remaining after 30 days. Storage fees will apply should customer request storage or delayed delivery.
10. If a progress payment is unpaid beyond agreed terms, MECO reserves the right to suspend production on any applicable project until the account is in good standing.

The foregoing terms and conditions hereof shall constitute the entire agreement of the parties with respect to any order issued on this quotation and accepted by us.



Pump Configuration

BK065-1L-G5-500-L1B1A-E/A

MATERIALS OF CONSTRUCTION

Pump housing / Discharge connection	Cast Iron
Suction connection	ANSI 4" 150#, Top (can be rotated)
Discharge connection	ANSI 4" 150#, End
Pump pedestal	Cast iron (GG25)
Rotor	AISI 420B SS with HCP
Temperature range	Standard clearance
Stator	Buna (NBR)
Rotating parts	AISI 420B SS
Shaft seal	Burgmann single mechanical seal
Type	MG1 – Q1Q1PGG
Materials	316 SS/ Silicon carbide faces/Buna elastomers
Joints	Pin joint (2)
Materials	Alloy steel/NBR
Lubrication	Mineral oil
Baseplate	Carbon steel
Paint	Sydex standard (RAL 5021)
General characteristics	
Nameplate on the pump	Stainless steel (English)
Direction of rotation	CCW (when viewed from drive end)
Maximum allowable suction pressure	90 psig
Weights	
Bare pump weight	275 lbs.
Total assembly weight	600 lbs.



Pump Quotation

Pump Model Number: BK065-1L-G5-500-L1B1A-E/A
 Number of Pumps: One

Project: Holly Springs
 Reference: T

OPERATING CONDITIONS					
Name / Composition			Sludge		
		Units	minimum	nominal	maximum
Flow rate (Q)		GPM		145	
Product temperature		°F		Ambient	
Discharge pressure		PSI		30	
Suction pressure		PSI		0	
Differential pressure		PSI		30	
Vapor pressure		PSI		0	
Specific gravity				1.0 assumed	
Particle size		inch		Unknown	
pH value				6-9	
Solids content (w/w)		TSS		Unknown	
Dynamic viscosity		CPS		1.0	
NPSH available				Flooded	

INSTALLATION DETAILS	
Orientation	Horizontal
Installation area	Inside
Ambient temperature	Approx. 20°C / 70 F
Humidity	Up to 75%
Application type	Continuous operation
Operating hours	24 hours/day
Service voltage	460volt/3phase/60hertz

PUMP PERFORMANCE					
		Units	minimum	nominal	maximum
Pump operating speed		RPM		305	
Power required at drive shaft		HP		5.4	
Running torque		ft./lbs		76.7	
Starting torque		ft./lbs		103	
Volumetric efficiency		%			
HP at max. pump pressure (87 psi)		HP		11.0	
Recommended motor rating				10	

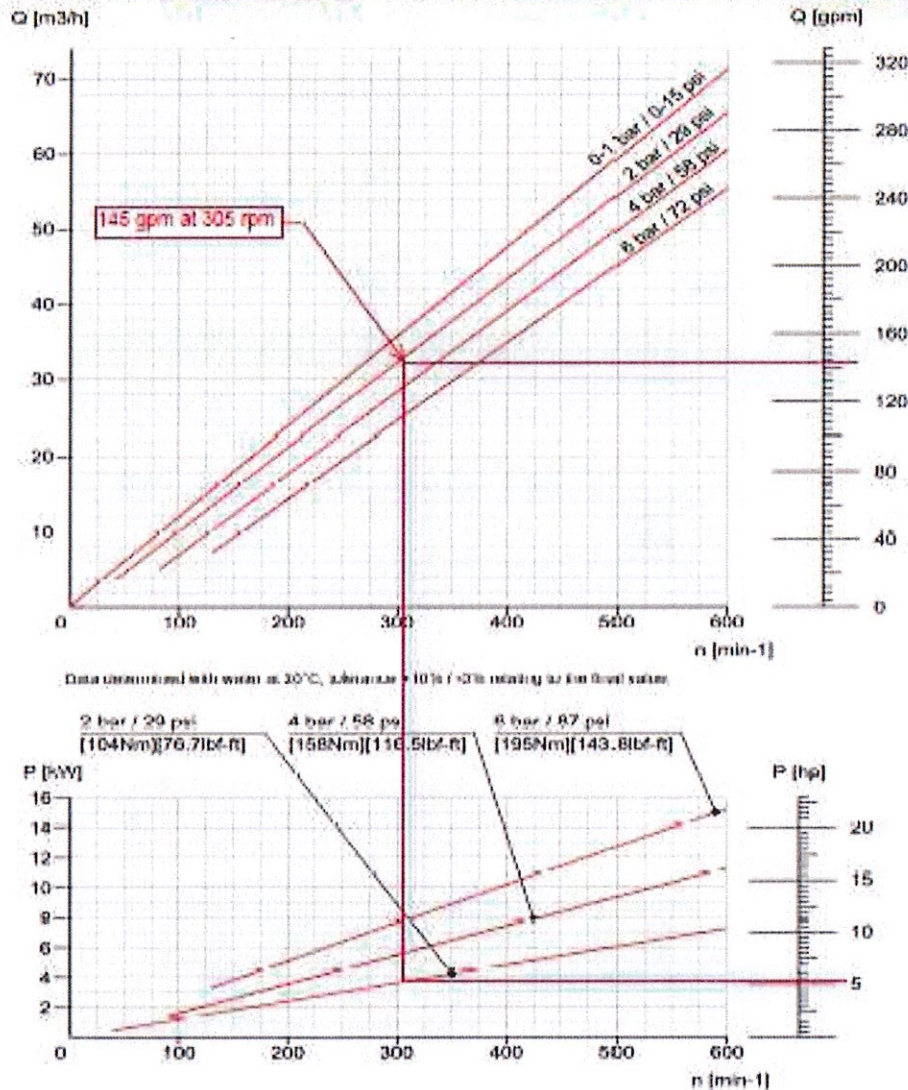
PERFORMANCE CURVE



RED 32/20/5

PERFORMANCE CURVE 065-1L

Fluid	Water	Rubber	Nitrile (NBR)	86 Shore
Temperature	20°C	Solids Handling (mm)		
Starting Torque	140Nm / 103lbf-ft	Hard Angular:	$\beta=11$	Soft and compr.: $\beta=44$



DRIVE DETAILS

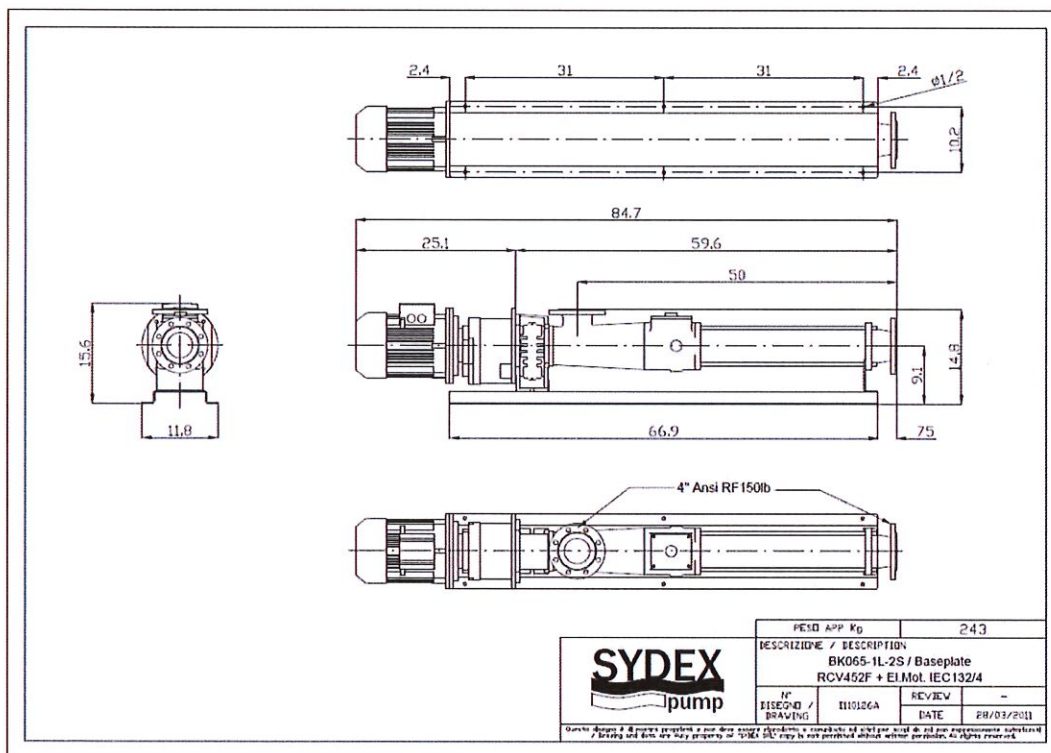
Gear reducer

Manufacturer	Nord
Type	Helical gear reducer
Model	SK33F-132MF
Flange diameter	300 mm
Shaft diameter	40 mm
Output speed at 60 Hz.	309 rpm
Torque	204 lbf.-ft.
Service factor	1.4

Motor

Manufacturer	SEW Eurodrive
Motor HP	10
Electrical	230-460 volt/3 phase/60 hertz
Motor speed	1750 rpm
Min/max frequency	12/90 hz, Inverter duty
Frame size	
Enclosure	TEFC
Protection type/Insulation class	IP55/F

PRELIMINARY DRAWING



PRELIMINARY: FOR QUOTE PURPOSES ONLY



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Consent Agenda

Title: Ting Stadium Concrete Repair Project

Strategic Priority Area: Engaged, Healthy, & Active Community
Safe & Friendly

Staff Resource: Kimberly Keyes, Utilities and Infrastructure

Action(s):

Approve change order from Baker Restoration to replace the concrete slab at Ting Stadium concourse area and authorize the Town Manager to approve any appropriate and necessary change orders within the approved project budget and Council actions.

Explanation:

- The purpose of the Ting Stadium Concrete Repair Project is to remedy surface and subsurface water penetration located generally along the 3rd baseline seating and concourse area.
- This repair is necessary in order to prevent further water damage that could lead to other costly structural repairs in the future.
- The initial scope of the project included removal of the existing top slab coating and repair any existing cracks, and waterproof the slab.
- After removing the existing top slab coating, it was determined that the cracks were more severe and the concrete was beyond repair.
- After reviewing the severity of the cracks, McKim and Creed, the construction administrator, recommended the removal and replacement of the existing concrete slab.
- There are many benefits to removing and replacing the concrete slab.
 - The new slab will completely resolve the leaking issue into the locker rooms and hallways beneath the slab.
 - The new slab will be installed with control joints to allow expansion and contraction, to avoid cracking. The existing slab was installed without control joints.
 - The new slab will have controlled curing which improves the concrete's strength, durability, water tightness and wear resistance.
 - The new slab will have a long lifespan.
- Due to the size of the change order request from the vendor, staff must obtain Town Council's prior approval before authorizing the repair.
- This change will use \$265,000 of the originally adopted budget plus administrative transfers within existing, prior approved capital funds for a total, current project budget of \$334,000 in order to address the additional repair requirements.

Background:

- On September 6, 2022, Town Council approved an amendment increasing the total project budget to \$265,000.
- Staff were able to identify additional capital project funds to repurpose for this project with an additional \$69,000 bringing the total project budget to \$334,000 which includes project contingencies.

Funding Source(s):

Parks and Recreation Capital Projects Fund

Attachment(s):

1. 2022.10.05 Baker Roofing Ting Park Change Proposal for Topping Slab Replacement



BAKER RESTORATION AND WATERPROOFING

A DIVISION OF BAKER ROOFING COMPANY
ROOFING AND SHEET METAL CONTRACTORS
"ENGINEERING NEWS"
TOP TEN ROOFING CONTRACTORS

Project Change Proposal

Project: Ting Park Stadium - Structural and Drainage Repair Project

Client: Town of Holly Springs

Attn: Kimberly Keyes & Brent Quick

Date: 26 SEPT, 2022

From: John McDougall, Director of Business Development



Baker Roofing Company and our Restoration and Waterproofing Team are pleased to offer the Town of Holly Springs and the Ting Park stakeholders this change proposal for amended scope of services at the Ting Park Stadium. Based upon the observations thus far during progress and the most recent discussions at our project meetings, we propose the following scope of services as our vision for the delivery of replacing the topping slab in lieu of the membrane installation.

Scope of services:

1. Remobilize project, set safety perimeter
2. Pull and store hand rail
3. Pull and store top row of seats
4. Demo and dispose/ recycle topping slab
5. Clean newly exposed membrane
6. Inspect existing membrane (likely MBCC HLM 5000)
7. Flood test to verify efficacy
8. Install edge form
9. Lay and support on slab bolsters 6x6x10/10 wire mesh sheets
10. Pump, place and broom finish 4000 psi, 6.5% air concrete topping slab, sloped 5"-3" at drains
11. Sawcut into 10'x10' squares to manage cracking
12. Strip and rub edge
13. Sealants in control joints
14. Reset seats
15. Layout, core, grout, caulk rail posts
16. Layout and install seats at terrace

Effort remaining in base scope:

1. Perimeter sealant
2. K line joints,
3. Daily / final clean up

Effort deducted from base scope:

1. Labor and material to seal cracks in existing topping
2. Labor and material to install base coat and top coat of Sikagard FLExCoat membrane

Your pricing is proposed as follows:

Add cost for topping slab replacement	\$ 201,873
deduct from base scope	
labor and material to seal cracks	\$ (2,350)
labor and material for membrane	\$ (17,484)
Net ADD for this scope	\$ 182,039

This plan will provide the repairs noted in the original design narrative as phase 2, we will be replacing the topping slab as well as replacing the distressed concrete at the edge of the slab where the top row of seating is attached. The long term value in this effort is the membrane will be protected between two concrete slabs, the maintenance and service going forward is minimal. The only serviceable item will be sealants in the control joints and cleaning as part of the operations.

This agreement is a supplement and addition to the contract dated 2/21/2022 which remains in full force and effect.

Effort not accounted for:

1. Drain cleaning
2. Drain replacement
3. Adding additional drains
4. Membrane replacement at the structural slab

Ting Park Recap

Original Contract Value	\$ 115,200.00
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RFCO 001	\$ 201,873.00
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deduct for crack seal	\$ (2,350.00)
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deduct for membrane	\$ (17,484.00)
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NET added cost for CO 001	\$ 182,039.00
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Revised Contract Value	\$ 297,239.00
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All the best,

John

John McDougall, CSRT

Director of Business Development
Baker Roofing Company
NC Lic 5812

T: 919-828-2975

M: 919-500-9014

BakerRestore.com

517 Mercury Street
Raleigh, NC 27603

President, International Concrete Repair Institute

Waterproofer of the Year, 2010, 2014, The Waterproofing Contractors Association



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Purchasing Policy Update

Strategic Priority Area: Organizational Excellence

Staff Resource: Brent Quick, Antwan Morrison, Finance

Action(s):

Approve updates to the procurement policy effective October 1, 2022

Explanation:

- The purpose of the Town's Procurement Policy is to outline responsibilities and procedures governing the procurement of goods, equipment, and services. This policy offers a uniform platform for administering legal, fair, and ethical procurement methods.
- The vast majority of the changes are administrative and informative in nature. There are, however, a few areas recommended for revisions that are administrative in nature but require Council approval.
- Included in the procurement policy update are the following changes which require council approval:
 1. Further define the approval authority to be more aligned with the Town's annual budget ordinance - Section 8, which grants the Town Manager authority to execute certain contractual documents;
 2. Increase threshold limits of Town Manager approval for items where budget authorization exists and that are more administrative in nature;
 3. Establish purchase order exceptions for procurements that are more administrative in nature;
 4. Clearly outline the Town's minority participation goal (P-036) and provide clear guidance to ensure compliance with the State of North Carolina's Department of Administration's Historically Underutilized Business Requirements (HUBSCO);
 5. Ensure compliance with and provide written documentation of the process for updated law 2 CFR Part 200, Uniform Guidance Procurement Policy for Using Federal Funds

Background:

- Staff is committed to ensuring that all town policies and procedures remain up to date, represent best practices and industry standards, and are informative, clear, and concise.
- During the spring of 2021, Finance staff began working with all town departments and department directors to develop a comprehensive, understandable policy that has the end-user in mind.
- This policy was last updated and approved by Town Council on September 4, 2020. This updated policy supersedes FN-01.3.

Town Council Business Meeting
October 18, 2022

- Council was provided an overview of the recommended revision within the August 12, 2022 briefing memo.

Funding Source(s):

N/A

Attachment(s):

1. Uniform Guidance Procurement Procedure
2. Summary Purchasing Policy Changes
3. Purchasing Policy

Town of Holly Springs Uniform Guidance Procurement Procedure

I. Purpose

The purpose of this procedure is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by the Town of Holly Springs are more restrictive than those contained in this procedure, local policies and procedures shall be followed.

II. Procedure

- A. **Application of Procedure.** This procedure applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Procedure also apply to any sub-recipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The Town of Holly Springs will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the Town of Holly Springs have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Procedure or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the

provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitations for bids, or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in this Procedure are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Procedure.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid the acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Procedure. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to

Exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only, and “or equal” must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Procedure.
- I. Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, a notice of award, copies of notices to unsuccessful bidders or offerors, a record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$250,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online reviews of similar products or services, or other means by which a good-faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this procedure.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder’s list.

- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for “or equal” products, or other unnecessary requirements that have the effect of restricting competition.
- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

IV. Specific Procurement Procedures

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Procedure based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, purchases must be distributed among qualified suppliers.
- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids.
 4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 5. Award the contract to the lowest responsive, responsible bidder.
- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive

requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase descriptions must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

Note Regarding Service Contracts Costing \$90,000 up to \$250,000: Local government service contracts are not subject to state competitive bidding requirements. If a local government does not require competitive proposals (RFPs) for service contracts under its local policy, it may choose to follow the UG small purchase procedure for service contracts costing \$10,000 up to \$250,000, and then follow the UG sealed bid or competitive proposal method for service contracts costing \$250,000 or more. If the local policy regarding service contracts is more restrictive, the local policy should be followed.

D. Service Contracts (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and the relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.

6. Award the contract to the responsible firm with the most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
 7. Award the contract on a fixed-price or cost-reimbursement basis.
- E. Construction and repair contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 2. To the extent practicable, contracts must be distributed among qualified suppliers.
- F. Construction and repair contracts costing \$10,000 up to \$250,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
 4. Award the contract on a fixed-price or not-to-exceed basis.
 5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.
- G. Construction and repair contracts costing \$250,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
 2. Complete specifications must be made available to all bidders.
 3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
 4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
 6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.

7. Award the contract on a firm-fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm-fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject any and all bids only for “sound documented reasons.”

I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
4. Rank respondents based on qualifications and select the best-qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
5. Negotiate fair and reasonable compensation with the best-qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
6. Award the contract to the best-qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. Contracts for Architectural and Engineering Services costing \$250,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

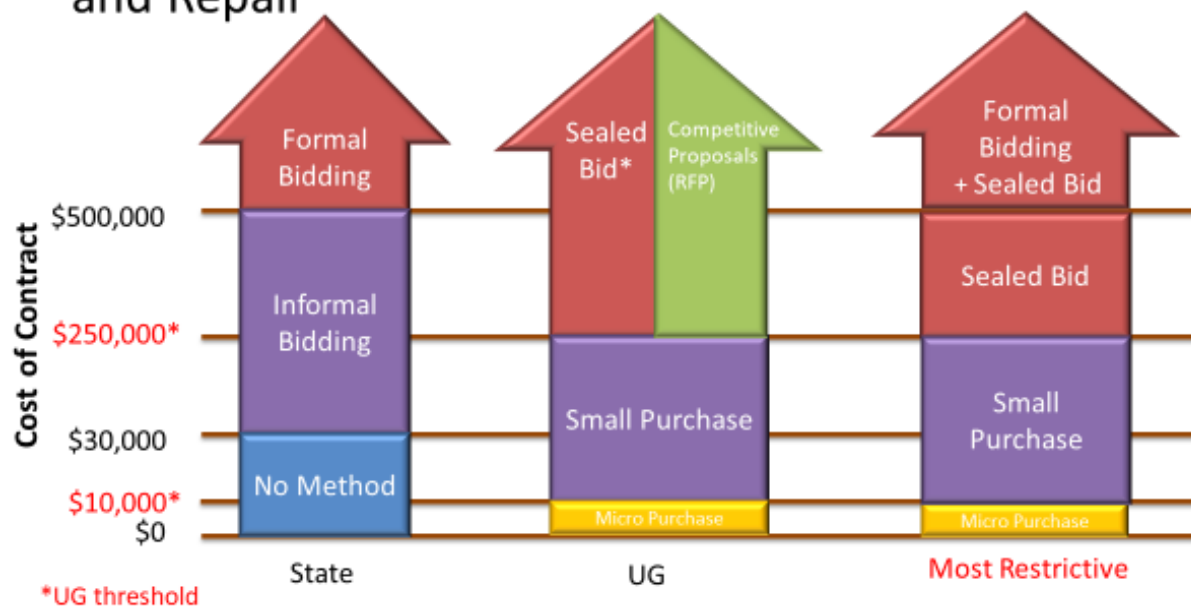
1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criterion (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best-qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate the qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
10. Award the contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. **Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole-source contract must be approved by the governing board.
- B. **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
- C. **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Procedure does not result in a qualified winning bidder.
- D. **Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. **Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

Uniform Guidance Requirements – Construction and Repair



Even when generally following federal rules, some specific state requirements may still apply and vice versa.

**Some grantor agencies may require sealed bid for all construction*

Purchasing Policy – Summary of Major Changes

- 1) Approval Authority (page 5)
 - a. Town Manager approve and enter informal bid equipment, materials and supplies contracts up to \$90k
 - b. Town Manager approve and enter informal construction, repair and design contracts less than \$100k
 - c. Town Manager approve and enter professional services contracts up to \$100k (page 11)
- 2) Signing Authority (page 6)
 - a. Designates specific positions that are authorized to sign contracts on behalf of the town
- 3) Minority Participation and Historically Underutilized Business Requirements (page 7)
- 4) Emergency Situation (page 8)
 - a. Provides clarification of an emergency as defined by state statute
- 5) Construction Bonds and Deposit requirements (page 9)
 - a. Bid Bonds or Deposits
 - b. Performance and/or Payment Bonds
- 6) Sales tax requirements (page 9)
- 7) Types of Procurement Services - detailed descriptions and other information (page 11)
 - a. Professional Services
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- 8) Competitive Bids and Proposals (page 15)
 - a. Process and procedures
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- 9) Purchase Order Exceptions (page 22)
- 10) Vendor Setup (page 23)
- 11) Change Orders (page 28)
 - a. Establishes hierarchy for when council approval is needed

12) Uniform Guidance (page 31)

- a. Included verbiage to discuss contracts funded with federal grants
- b. 2CFR Part 200

13) Surplus (page 32)

- a. Provide further clarification and instructions on process and procedures

14) Appendix (page 35)

- a. Sample Contract
- b. Terms and Conditions
- c. Surplus Form
- d. Town Manager – Mini Brooks Exemption Form
- e. Sample W-9 Form
- f. NC DOR – Affidavit of Capital Improvement
- g. NC DOR – Streamlined Sales and Use Tax Agreement Certificate of Exemption
- h. Change Order Request Form
- i. Sample Contract Sales Tax Certification Form

15) Glossary (page 56)

16) Charts:

- a. Related North Carolina General Statutes and Other Guidance (page 4)
- b. Approval Authority (page 5)
- c. Architect or Engineer Requirement (page 11)
- d. Procurement Methods (page 20)
- e. Purchasing Policy Requirements (page 22) and (page 30)
- f. Change Orders (page 29)



TOWN OF HOLLY SPRINGS

PURCHASING POLICY

FINANCE DEPARTMENT
UPDATED NOVEMBER 2022

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Section 1: Purpose and General Guidelines

I. Purpose

This policy outlines the responsibilities and procedures governing purchases of goods, equipment, and services for the Town of Holly Springs. The policies and procedures provided ensure that fair and equitable treatment for all parties involved in public purchasing is demonstrated while following all applicable statutory requirements. Serving as a resource for all town employees, this policy outlines the procedures to follow when securing goods, equipment, and services.

Compliance with the following general principles is required:

- Comply with all federal, state, and local legal requirements governing public purchasing
- Ensure the town receives maximum value for the money that it spends by awarding purchases to the lowest responsible bidder
- Uphold the public trust through informed fair buying practices and strict ethical standards
- Ensure vendors who wish to do business with the town are treated fairly and equally
- Search for new vendors and products that will conserve town resources as well as improve departmental efficiency
- Promote positive and effective vendor relations
- Dispose of all obsolete and inactive scrap material, vehicles, and equipment
- Monitor available funds for each department to ensure money is available for requested goods and services

Provide departments with the expected quantity and quality of materials, equipment, and services on time.

II. General Guidelines

A. Legal Authority and N.C. General Statutes

Statutory provisions and related regulations covering public purchasing by local governments are included primarily within North Carolina General Statutes, Chapter 143. Multiple sections cover the laws, but predominantly purchasing is found from N. C. G. S. §143-129 through 143-135.

N.C. General Statute	Statute Topic
G.S. 143-128	Requirements for certain building contracts
G.S. 143-129	Formal Bidding: Purchase of apparatus, supplies, materials, or equipment costing \$90,000 or more and construction or repair work costing \$500,000 or more.
G.S. 143-131	Informal Bidding: Purchase of apparatus, supplies, materials, or equipment costing more than \$30,000 but less than \$90,000; and Construction or repair contracts costing more than \$30,000 but less than \$500,000.
G.S. 143-135	Limitation of Application of Article
G.S. 14-234	No public officer or employee may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he/she serves.

Other Guidance	Topic
Town Policy P-036	Policy to establish 10% goals for minority businesses in Town construction contracts.
Uniform Guidance Procurement Requirements	Rules that set uniform standards for the award and expenditure of federal financial assistance (grants and loans).

Other specific duties, authorities, and responsibilities of officers and employees are comprised of N. C. G. S. §14, 44A, 160A, and 159; and through the Local Government Budget and Fiscal Control Act. These statutes grant authority to local governments to purchase necessary goods, services, and materials and enter into contracts as needed.

The Town Council has the full budget and signing authority for all procurement of contracts that are included in the formal bid threshold as outlined in N. C. G. S. §143-129. The Town Manager or his designee has signing authority for all contracts included in the informal bid threshold as outlined by N. C. G. S. §143-131. All statutory requirements summarized in N. C. G. S. §143 and the Local Government Budget and Fiscal Control Act for local government bidding and purchasing must be followed.

B. Approval Authority

Subject	Approval Authority
Formal Purchase Contract (Over \$90,000)	Town Council
Sole Source Exception	Town Council
Formal Construction and Repair Contracts (\$500,000 or more)	Town Council
Informal Bid Contract Purchase of apparatus, supplies, materials, or equipment costing more than \$30,000 but less than \$90,000	Town Manager or designee
Informal construction, repair and design contracts less than \$100,000	Town Manager or designee
Exemption from QBS procedure (under \$50,000) Professional Services	Town Manager or designee
Requisitions/PO's exceeding \$2,500	Department Director or designee
Changes, modifications, and cancellation of existing POs	Department Director or designee
P-Card Receipts	Supervisor and Department Director
Petty Cash forms	Supervisor and/or Department Director
Exemptions to purchase order procedures	Finance Director or designee
Budget Transfer/Amendments	Finance Director or designee
Purchase requests after cut-off dates	Finance Director

C. Contracts

Pursuant to N. C. G. S. § 160A-16, all contracts made by or on behalf of a town shall be in writing. A contract that violates this section shall be void and unenforceable unless it is expressly ratified by the Town Council. A contract can take several forms:

- A contract developed by the town and signed by the vendor (Appendix A)
- A purchase order
- A contract provided by the vendor that the town signs

There are no statutes that dictate which type of contract must be used. It is preferred that the vendor sign/accept a town contract whenever possible. Any contract received by an outside vendor should be reviewed by the Town's Attorney at the discretion of the Town Manager or Finance Director. This applies to all contract renewals and continuations. The Town Manager has the authority to sign contracts of construction, repair, or design for up to \$100,000. A purchase order will not be issued until a fully executed contract is attached to the requisition, when applicable.

D. Authority to sign contracts

The signing of a contract is a legally binding agreement between the town and a vendor. The authorized agents to sign contracts on behalf of the town are Town Manager, Town Attorney, Finance Director, Assistant Finance Director, and Purchasing Manager (as deputized). A contract signed by an unauthorized agent (not listed above) will be considered null and void, and the town will not be responsible for payment.

III. Public Interest

A. Ethics

The town's policies require the utmost ethical standards in all business done by town officials and employees. This is essential to ensuring the sacred trust that the public bestows upon its government, especially when dealing with the public's finances. The conduct of all employees during the purchasing process will support all applicable laws and policies on ethical behavior.

B. Conflict of Interest

The policies of the town and N. C. G. S. §14-234 prohibit direct or indirect financial gain to government officials and employees through business dealings or the use of confidential information. No employee may enter into purchasing contracts or use confidential information to obtain any real or apparent financial benefit. Under North Carolina law, such financial benefits or other gains are a criminal misdemeanor and a disrespectful act to the public that is being served. All conflicts of interest are to be prevented, and the appearance of such conflict is to be avoided.

No official or employee can engage in any transaction that limits the employee's ability to serve the public interest with full independent judgment or causes hindrance of performance in official duties. Employees, contractors, and/or vendors may not offer or receive gifts under N. C. G. S. §133-32 and other statutes. Town employees may not directly or indirectly seek or accept any gift of real financial value (i.e. money, gift cards, meals, etc., from prospective bidders) when the exchange is related to his or her job or when that person is charged with making or administering a contract. The nominal value is set by town policy as less than one hundred dollars (\$100.00). Any gifts or favors of \$100 or more in value are prohibited. For further inquiries, refer to the statute and the Town's Ethics Policy.

C. Equal Opportunity

Discrimination against any person, business, or group based on race, color, sex, religion or national origin is strictly prohibited by the laws of the United States, North Carolina, and the Town of Holly Springs during the purchasing process. Purchasing programs will be conducted to prevent such bias.

D. Minority Participation

The Town of Holly Springs has a 10% minority participation goal. This resolution was adopted to encourage the solicitation of minority participation in town projects. Businesses that seek to qualify as minority-owned, women-socially owned, socially disadvantaged, or economically disadvantaged must be certified through the Statewide Uniform Certification Program. More information is available on the website of the State Office of Historically Underutilized Businesses.

The Town of Holly Springs shall intend to solicit minority participation for all contracts of \$30,000 or above: (Examples)

- Building construction or repair - \$30,000 or above
- General construction or repair - \$30,000 or above
- Professional service contracts - \$30,000 or above
- Service Contracts - \$30,000 or more
- On-call Engineering Contracts - \$30,000 or above

The solicitation of minority vendors for each of the above contracts shall be documented. Procurement will request proof of these solicitations be sent in conjunction with quoting documents and reported to HUBSCO. In addition, the dollar and percentage amount shall be tracked for each qualifying project. Minority participation shall be solicited from the sending of notices to various minority plan rooms, advertisement on the State of NC Interactive Purchasing System (IPS), and direct contact with minority contractors.

*****Minority participation is encouraged for all town projects *****

E. Historically Underutilized Business Requirements (HUBSCO)

In accordance with N. C. G. S. § 143-128.2, 143-128.4(e), & 143-131(b), the Town of Holly Springs is required to solicit and document its efforts to obtain minority participation in formal and informal building contracts covered under the statutes. Within 30 days of a building project being completed (either by formal or informal range), the Purchasing Manager or designee is required to submit a report to the Office of Historically Underutilized Businesses detailing the project, the solicitation of minority participation, and the amount of minority participation used for the project. These reports are required by statute to be reported quarterly. Vendors must be certified by the HUB Office to count toward meeting the participation goals. This can be verified at: <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>

F. Emergency Situation

An emergency situation is defined as an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, terrorism, weather-related, public health, explosion-related, riot-related cause, or technological failure or accident, including, but not limited to, a cyber incident, an explosion, a transportation accident, a radiological accident, or a chemical or other hazardous material incident, NCGS 166A-19.3 Generally, this may include any situation that severely hinders the ability of a department to operate and provide necessary services. This includes but is not limited to tornadoes, hurricanes, ice, snowstorms, and both natural and man-made disasters. Department Directors and/or the Finance Director will recommend an emergency situation status.

Emergency situations should immediately be reported to Department Directors (or their designee). In the absence of the Department Director, the Finance Director should be notified. If a situation has been deemed an emergency and circumstances warrant the need, emergency orders shall be made using P-cards or purchase orders, depending on the purchase amount. The final determination will be made by the Finance Director and/or Town Manager.

G. Planning

Planning is critical for any operation to protect and maximize the use of the town's finances. Careful planning mitigates any last-minute orders and supply shortages. Last-minute orders can be costly, while supply shortages slow production and hinder service delivery. Both are to be avoided.

H. Local Buying

The town intends to purchase goods and services from vendors and contractors within town limits and surrounding areas. This requires the inclusion of local vendors and contractors in the purchasing process. However, due to the town's responsibility to its residents and the use of public funds, value maximization for each dollar is required. The town is not allowed to make purchasing decisions based on vendor or contractor residence. Local vendors and contractors will be encouraged to compete in the purchasing process and will be one of the many considered during

the decision process.

I. Bid Bonds or Deposit

Pursuant to N. C. G. S. § 143-129(b), construction or repair contracts of \$500,000 or more require a 5% bid bond or deposit to be submitted with the bid. The bid deposit may be made in the following forms: cash, cashier's check, certified check on a bank or trust company insured by the Federal Deposit Insurance Corporation, or a bid bond executed by a corporate surety licensed under the laws of North Carolina. If the bidder backs out of their bid or refuses to sign a contract, the town can retain the deposit or seek payment under the bid bond. Bid bonds are not required for purchase contracts.

J. Performance/Payment Bonds

Pursuant to N. C. G. S. § 44A-26, construction or repair contracts require performance/payment bonds of 100% of the amount bid for all projects costing \$300,000 or more, or Pursuant to N. C. G. S. § 143-129(c). If it is a multi-contract project, construction or repair contracts costing \$50,000 or more for each contract also require performance/payment bonds of 100% of the amount bid. These bonds are submitted after the award is made to a contractor but before a contract is executed. The performance bonds ensure that in the event of a default by the contractor, the town can look to a third party to complete the project and use the bid bond or deposit to pay to complete the project. Payment bonds provide security if a contractor does not pay a subcontractor for labor or materials. This protects the subcontractor since state law prohibits them from obtaining a lien on public property to obtain payment. Purchase contracts do not require the use of performance/payment bonds.

K. Sales Tax

The Town of Holly Springs is not exempt from paying state and local taxes. This critical information must be communicated to all vendors. Prior to beginning a project, preferably during the bidding process, the vendor will be required to submit to the Purchasing Division the North Carolina Department of Revenue's Affidavit of Capital Improvement (Appendix G). Vendors who engage in a construction project with the town will be required to submit sales tax verification in conjunction with each of their invoice submissions. In addition, at the completion of the project, the vendor will be required to submit a sales tax affidavit certification that all the necessary sales taxes were collected by the General Contractor.

There are instances where the town will make purchases of items for which it intends to resale. In these situations, the town department should provide the vendor with a copy of the North Carolina Department of Revenue's Streamlined Sales and Use Tax Agreement Certificate of Exemption (Appendix H). The vendor WILL NOT charge the Town tax on these purchases as the tax will be collected by the town at the time of sale to the customer.

L. Quotes

Departments should always attempt to solicit multiple quotes before making purchases. Town policy requires that three (3) quotes be obtained. All quotes should be recorded to provide adequate information and documentation and record them for micro-purchases and attached to the requisition for informal and formal purchases.

All quotes, including written and verbal, should include all information necessary to outline the purchase order. This includes all information necessary for a requisition that is possible to obtain. Verbal quotes require the same scrutiny and recording that written quotes receive. Verbal quotes should include the name, title, and time of the person giving the quote.

All quotes should include the cost of shipping and the P-Card processing fee, if applicable. This cost can be included in the item's price or as a separate line item in the quote. The cost of shipment is important and should be considered in the overall cost of the item. This helps prevent vendors from giving a lower price to receive a purchase only to make the money back in higher shipping fees.

All formal bids must be handled in conjunction with the Purchasing Division, as well as with the necessary staff and consultants. The Purchasing Manager should be included at the beginning of the bidding process.

M. Specifications

Specifications must be determined when goods or services are put out for bid under formal and informal processes. Normally these specifications are determined the requesting department, and professional consultants (i.e. engineer, architect, etc.), with the assistance of the Purchasing Division.

All specifications should provide the following:

- Identify minimum requirements
- Encourage competitive bids
- Be capable of objective review
- Provide for an equitable award at the lowest possible cost

The specification should be as simplistic and specific as possible but should maintain a degree of exactness that will prevent bidders from avoiding the supply of necessary goods or services in a contract and/or taking advantage of the bidding process.

All specifications using a name brand in the description must include the term "or approved equal" to avoid being excessively restrictive in the specifications.

IV: Types of Procurement Services

Use of Registered Architect or Engineer

A registered architect or engineer is required, under N.C.G.S. 133-1.1(a), for the following:

Non-structural work	\$300,000 or more
Structural repair	\$135,000 or more
Additions	\$135,000 or more
New construction	\$135,000 or more
Repair work affecting life safety systems	\$100,000 or more

A. Professional Services

1) Qualification Based Selection (QBS) procedure for Architects, Engineers, Surveyors, Construction Managers at Risk (CMAR), or Design-Build Contractors (Mini Brooks Act)

Pursuant to N.C.G.S. 143-64.31, all Architect, Engineer, Surveyor, Construction Manager at Risk and Design-Build contracts where the fee is estimated to be \$50,000 or above must be selected using the Qualification Based Selection (QBS) procedure. The QBS procedure is the award of the contract to a firm based on qualifications rather than price. Pursuant to G.S. 143-64.32, contracts with an estimated fee of under \$50,000 may be exempted from the QBS procedure by written permission of the Town Manager. However, any contracts with an estimated fee of \$50,000 or higher cannot be exempted from the QBS procedure. (Appendix C)

*Professional services contracts under \$100,000 must be approved by the Town Manager and contracts of \$100,000 or higher require approval by the Town Council.

2) On-Call Engineering Contracts

On-call engineering contracts are used to expedite the contracting of an engineering or architectural firm for general construction projects with the town. The QBS procedure is used to solicit responses from various firms. The responses are scored based on selected criteria, and the top-scoring firms are then selected for the on-call contracts, which are rotated through the selected firms.

Minority participation solicitation is required for the initial procurement of these firms. For any contracts over \$30,000, a selected firm must also submit a list of any minority subcontractor firms that they plan on using for the project. The submission must include the name of the company, its minority designation, the amount of the contract, and its percentage of the total contract amount.

3) **Construction Manager at Risk (CMAR)**

A Construction Manager at Risk (CMAR) is selected using the Qualification Based Selection Procedure (Mini Brooks Act). The following list details the selection process for acquiring a CMAR:

- CMAR is selected based on qualifications rather than price.
- Criteria is set for prospective firms to submit their qualifications.
- Panel reviews submittals and scores prospective firms' submissions.
- Price shall be negotiated with the highest-scoring responsible firm and sent to Town Council for approval.
- If approved, the chosen firm conducts all bidding and oversees work for the project.
- Plans and specifications for the project must be drawn by a licensed architect or engineer who contracts directly with the town.
- CMAR must be a licensed general contractor.
- CMAR will conduct all bidding and provide the town with a Guaranteed Maximum Price (GMP).
- CMAR shall be responsible for any overage in the cost of the project once GMP is established.
- CMAR must supply performance and payment bonds (100% of the cost) for any project of \$300,000 or more.
- CMAR must follow the bidding requirements in N. C. G. S. § 143-129 and comply with minority participation requirements in N. C. G. S. § 143-128.2.
- Once the project is completed, CMAR must provide the necessary information and documentation for the town to complete its required HUBSCO reporting.

4) **Design-Build**

A Design-Build team is selected using the Qualification Based Selection Procedure (Mini Brooks Act). The design-build method is an integrated approach to a construction project that delivers both design (architectural and engineering) and construction services under one contract with a single point of responsibility.

Under this project delivery method, the project owner advertises general information about the project and selects the design-builder based on their qualifications to design and construct the project. Once under contract, the design-builder (a team comprised of the designer and the general contractor) works with the owner to design the project based on the owner's project criteria, usually by preparing a preliminary design followed by detailed specifications after the owner's approval of the preliminary design. The design work can be done in phases, allowing construction to commence and proceed in phases to expedite project completion, or the design work can be finalized prior to construction.

Architectural and engineering services must be performed by licensed architect engineers, and contractor services must be performed by a licensed general contractor. The design-build statute requires the design-builder to certify that each licensed designer and subconsultant who is a member of the design-build team was selected based on "demonstrated competence and qualifications" under the qualifications-based selection process of the Mini-Brooks Act ([G.S. 143-64.31](#)).

The following criteria list details the selection process for acquiring a Design-Build Contractor G.S.143-128.1A:

- The extent to which the governmental entity can adequately and thoroughly define the project requirements prior to issuing the request for qualifications for a design-builder.
- The time constraints for the delivery of the project.
- The ability to ensure that a quality project can be delivered.
- The capability of the governmental entity to manage and oversee the project, including the availability of experienced staff or outside consultants who are experienced with the design-build method of project delivery.
- A good-faith effort to comply with G.S. 143-128.2 and G.S. 143-128.4 and to recruit and select small business entities. The governmental entity shall not limit or otherwise preclude any respondent from submitting a response so long as the respondent, itself or through its proposed team, is properly licensed and qualified to perform the work defined by the public notice issued under subsection (c) of this section.
- The criteria utilized by the governmental entity, including a comparison of the advantages and disadvantages of using the design-build delivery method for a given project in lieu of the delivery methods identified in subsections (1), (2), and (4) of G.S. 143-128(a1)

B. Service Contracts

Service contracts are not required to be bid out under NC General Statutes, but the Town of Holly Springs' policy states that services of \$30,000 or more will be bid through the informal process. A minimum of three bids are required. Written specifications must be sent out to obtain the informal bids if the cost is more than \$30,000. Departments are responsible for supplying specifications for the service or work (Purchasing Division will be available to assist with developing specifications). Once completed, specifications shall be sent to the Purchasing Division for review. Purchasing will send out and receive proposals, then evaluate them with the requesting department.

The respective department will then enter a requisition, and the Purchasing Division will convert it to a purchase order. In addition, the contractor must meet and agree to the town's Standard Terms and Conditions.

C. Sole Source

Pursuant to N.C.G.S. §143-129(e)(6), in the event only one vendor is found capable of providing a specific good or service, the formal bidding procedures outlined in this purchasing policy may be waived. The Town Council must approve the sole source exception; while informal bidding procedures may be waived by the Purchasing Manager, occasions must be documented by the Purchasing Manager with an explanation of the reason a sole source must be used.

D. State of North Carolina Purchase Contracts (State Contract)

The Purchasing Division utilizes the State of North Carolina Department of Administration Purchase and Contract Division, whenever possible, to procure capital and non-capital items. The State purchasing system expedites the purchase of goods, offers competitive pricing for items placed in formal and informal bids, and upholds the statutory requirements encompassing purchases. Items do not have to be bid, nor do they require Board approval which saves time. Please note that the use of State Contracts is an option but is not always deemed the best choice for Town procurement. The Town's threshold for *solely utilizing* a state contract is **\$90,000**. A list of all State procured contracts may be viewed at:

<https://ncadmin.nc.gov/government/procurement/statewide-term-contracts>

E. Cooperative Purchasing Programs (CoOp)

Pursuant to N.C.G.S. §143-129(e)(3), local governments may purchase through suppliers that are selected through a group purchasing program that is a “formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.” Program use is restricted to items and prices that were established under the group purchasing program contracts. Cooperative purchasing programs may only be used for purchase contracts. Purchases from Cooperative Purchasing Programs do not require Board approval. The use of a CoOp is an option but may not always translate to the best value for the Town. The Town's threshold for *solely utilizing* a CoOp contract is **\$90,000**.

F. Waiver of Bidding for Previously Bid Contracts - “Piggybacking Procedure”

Pursuant to N.C.G.S. §143-129(g), municipalities may purchase apparatus, supplies, materials, or equipment without bidding from any person or entity that has, within the previous twelve months, completed a public, formal bid process that is substantially similar in scope to the formal bid procedures as defined in NC General Statutes. This is commonly called the piggyback procedure. Municipalities may piggyback bids conducted by the following:

- The United States of America or any Federal Agency (GSA)

- The State of NC or any agency or political subdivision of the State
- Any other state or any agency or political subdivision of that state, if the person or entity is willing to furnish the same items at the same or more favorable prices, terms, and conditions as those provided to the other unit or agency.

The Town Council must approve any purchase made under this exception at a regularly scheduled meeting. A notice of intent to award using the piggyback procedure must be published in a newspaper and/or by electronic means for no less than ten complete days prior to the meeting.

Section 2: Competitive Bids and Proposals

I. Advertising

Purchases subject to the public bidding requirement in accordance with N.C.G.S. §143-129 must be entered using the following procedures:

II. Public Advertisement

The Purchasing Manager should be notified and will assist in **ALL** publicly bid advertisements. Bids for purchases of \$90,000 or more must be advertised a full seven (7) days before the opening of bids can commence. Advertisements must be made in a newspaper having general circulation in the town and/or by electronic means. At a minimum, the advertisement must include the following information:

- A) A brief description of the project
- B) The time and place specifications will be available
- C) The time and place bids/proposals will be received and opened
- D) A statement reserving the right to reject any or all bids
- E) Any bid package requirements, including special markings

III. Bid Packages

All bid packages submitted to the town for consideration must be delivered in a sealed package. The packages must be clearly marked with the words:

Bid Document Enclosed

The following information must be included: Bid Number, the Bid Opening Date, and the Contractor License Number, when applicable.

ALL bid packages should be addressed to the Purchasing Division.

All bid packages must be opened in public, on the day and time, and at the location specified in the ITB. The Purchasing Division will tabulate and record all bids received.

IV. Awarding the Bid

All formal contracts must be approved and awarded by the Town Council. Award will be made to the lowest responsible, responsive bidder or bidder that meets the requirements specified in the bid (based on quality, performance, and time). If the lowest responsible, responsive bids are more than the funds authorized for the project, the town can negotiate with the lowest responsible bidder to make reasonable changes in the specifications and bring the contract price within available funds.

Three (3) bids must be received before an award is made for all construction and repair bids. If three (3) bids are not received, the project must be re-advertised according to the original advertising requirements. If, after the re-advertisement, there are still fewer than three (3) bids, a contract can legally be awarded. The Town Council reserves the right to waive any formalities or technicalities and to make awards based on the best interests of the town. The Purchasing Division will lead formal bid processes.

V. Bid Bonds

Bid Bonds are not required on formal bids for supplies, materials, and equipment (\$90,000 or more).

VI. Bidding Exemptions

§143-129 defines a number of exemptions to the competitive bidding requirements. The following categories of purchases that would impact the town are exempt from both the formal and informal bidding requirements established in N.C.G.S. § 143-129.

- 1) Purchases from other units of government; N.C.G.S. § 143-129(e)(1) 2) Emergencies; N.C.G.S. § 143-129(e)(2)
- 3) Group or Cooperative Purchasing Programs; N.C.G.S. § 143-129(e)(3)
- 4) Change Order Work; N.C.G.S. § 143-129(e)(4) 5) Gas, Fuel, and Oil; N.C.G.S. § 143-129(e)(5)
- 6) Sole Source Purchases; N.C.G.S. § 143-129(e)(6)
- 7) Information Technology Goods and Services awarded by the North Carolina Office of Information Technology Services; N.C.G.S. § 143-129(e)(7); 143-129.8
- 8) Guaranteed Energy Savings Contracts; N.C.G.S. § 143-129(e)(8)

- 9) State Contract Purchases; N.C.G.S. § 143-129(e)(9)
- 10) Federal Contract Purchases; N.C.G.S. § 143-129(e)(9a)
- 11) Purchase of Used Goods; N.C.G.S. § 143-129(e) (10)
- 12) Construction Management at Risk; N.C.G.S. § 143-129(e)(11)
- 13) Previously Bid or "Piggybacking" Contracts; N.C.G.S. § 143-129(g)
- 14) Use of Unit's Own Forces (force account work); N.C.G.S. § 143-135
- 15) Purchases of Goods and Services from Nonprofit Work Centers for the Blind and Severely Disabled; N.C.G.S. § 143-129.

VII. Purchases of Supplies, Materials, and Equipment

A) Less Than \$30,000

Under the guidelines set out by N.C.G.S. §143-131, purchases under \$30,000 do not require informal bidding practices. However, town policy does require one (1) written quote for all purchases over \$2,500.

In accordance with town policy, the Purchasing Division and/or the requesting department will attempt to obtain the required number of quotes. Once the quote in the best interest of the town is determined, the Purchasing Division will generate the purchase order and notify the successful bidder.

B) Informal Bids for Supplies, Materials, and Equipment (\$30,000 to \$89,999)

Under the informal bidding requirements outlined in N.C.G.S. §143-131, all purchases of supplies and materials for \$30,000 and less than \$90,000 require written quotes and Requests for Quotation (RFQ). Bids of this type do not need the approval of the Town Council.

The requesting department may solicit quotations to help facilitate the purchasing procedure. The quotation must be on the vendor's letterhead, the vendor's email, or on an official quotation form. **Three (3)** written quotes must be included with the purchase requisition when submitted to the Purchasing Division.

After receiving a completed requisition for purchases under the informal bidding threshold the Purchasing Division will send out Requests for Proposal (RFP) to qualified vendors supplying the product(s) desired if three (3) quotes have not been obtained by the requesting department. Written quotes from the solicited vendors will be compared, and the vendor

providing the quote that suits the best interest of the town will be awarded the purchase order. The Purchasing Division will generate the purchase order and contact the successful bidder.

C) Formal Bids for supplies, materials, and equipment (\$90,000 or more)

Purchase of supplies, materials, apparatus, and equipment estimated to cost \$90,000 or more requires the use of a competitive sealed bidding process under N.C.G.S. §143-129. An Invitation to Bid (ITB) is the primary method used to solicit bids for purchasing such goods.

After receiving a request to purchase supplies, materials, apparatus, and equipment with an expenditure of \$90,000 or more, the Department Director or designee, along with the Purchasing Division, will develop and prepare specifications for bidding. The Finance Director and the Purchasing Manager will be responsible for ensuring all statutory requirements are satisfied including, but not limited to, issuance of the invitation to bid, advertisement, and receipt of sealed bids.

Once bids are received, the Purchasing Manager and the Department Director will review all bid responses to determine the bid deemed in the best interest of the town. The bids **MUST** be opened publicly. The Department Director will then send a memo making a formal recommendation with accompanying documentation to the Finance Director, Town Manager, and the Town Council. The Board **MUST** approve all formal bids. Once approved, the Department Director, or designee, will submit a requisition, and the Purchasing Division will initiate the purchase order and/or contact the successful bidder.

The formal bid process is somewhat lengthy, so Department Directors should plan accordingly and anticipate the bid time and delivery time while creating schedules.

VIII. Construction and Repairs

General Contractors License - A general contractor's license is required for construction or repair projects of \$30,000 or more.

A) Construction and Repair Contracts under \$30,000

All construction and repairs less than \$30,000 should follow the town's policy. This requires a written quote for all contracts of \$2,500 or more and three (3) written quotes for purchases over \$30,000. Department Directors

and the Purchasing Division will be responsible for these purchases. Proper insurance, including workers' compensation, must be obtained by the contracted vendor before a purchase order can be granted.

B) Informal Construction and Repair Contracts (\$30,000 to \$499,999)

Construction and repair contracts with a total expenditure expected to be \$30,000 to \$499,999 shall be bid in the manner set forth under N.C.G.S. §143-131, the informal bidding process. A bid award will be made to the lowest responsible, responsive bidder. Contracts of this type do not require the approval of the Town Council. As with all competitive bidding, three written quotes should be obtained. All rules for governing engineering or architectural services also apply. Performance and payment bonds are required for all contracts of \$300,000 and above.

Along with having a contractor's license for all construction and repairs of \$30,000 or more, proper insurance, including workers' compensation, must be obtained by the contracted vendor before a purchase order can be granted.

Upon approval by the Department Director, a purchase order will be generated by the Purchasing Division to encumber the funds for the contracted monies.

C) Formal Construction and Repair Contracts (\$500,000 or more)

The formal bidding process for construction and repairs of \$500,000 or more is governed by §143-129. Construction and repair contracts within this price range shall be the responsibility of the Purchasing Manager, Department Director, Contracted Engineer, and other Town officials as deemed necessary. The above-mentioned are responsible for specification development. The formal bidding process for construction and repair contracts is the same as formal bids for materials, supplies, and equipment. After the formal bidding process is complete, the Department Director shall recommend the lowest responsible, responsive bidder in the town's best interest to the Town Manager and then be presented to the Town Council. The Department Director will also include information about funds budgeted for the project. The Town Council must approve all construction and repair contracts of this type. Contractors that have been deemed no-responsive may be excluded notwithstanding the lowest bid amount by the Town Council at the recommendation of the Town Manager.

Must include:

- Bid Bond
- Performance/Payment Bond
- Insurance

Formal construction or repair contracts require a bid bond of 5% of the amount bid, which must be submitted with the bid.

Performance and payment bonds of 100% of the amount bid are required before a purchase order can be issued and/or a contract can be executed. Along with having a contractor's license for all construction and repairs of \$30,000 or more, proper insurance, including workers' compensation, must be obtained by the contracted vendor before a purchase order can be granted.

Procurement Methods



Section 3: Purchasing Policy Requirements

I. General Procedure

All purchases of \$2,500 and more should go through the requisition process and must receive a purchase order before goods or services are received or provided. Department Directors are ultimately responsible for the purchase and acquisition of supplies, materials, equipment, apparatus, and services. Department Directors are authorized to approve purchases necessary for departmental operations. All purchases should be approved by Department Directors.

Failure to comply with purchasing procedures may result in the town's refusal to pay invoices and/or disciplinary action.

Petty Cash

Petty cash may be used when an employee incurs an expense where he/she uses their own funds. The limit for petty cash is set at \$50. To be reimbursed for petty cash expenditures, employees must complete a Petty Cash Form, located on the intranet, and attach a signed receipt for the item(s) purchased. The form must then be signed by the Department Director or supervisor. Purchases using petty cash should be limited to unusual and emergency situations. Otherwise, employees should use P-cards, purchase orders, or check requests.

A. Purchases under \$2,500

Purchase orders are not required for goods or services less than \$2,500. Departments are encouraged to use P-cards when possible for purchases under \$2,500.

Once a transaction occurs and goods/services are exchanged, please have the employee put the proper account number on the receipt ticket and sign that the items were received. Departments will attach all tickets to the P-Card software module for the designated Department Director or supervisor to approve.

Purchases over \$2,500 should not be split into smaller purchases to avoid purchase procedures. All purchases of \$2,500 or more should be processed using the requisition and purchasing policy. Attempts to avoid the purchase order process may result in disciplinary action.

B. Purchases Between \$2,500 - \$89,999

Purchases of equipment, supplies, and apparatus in this price range require informal quotes. Purchases of equipment, supplies, and apparatus of \$30,000 or more require three (3) written quotes.

C. Purchases of \$90,000 and above

Purchases of equipment, supplies, and apparatus in this price range require the item to be formally bid. The formal bid process includes advertisement of the bid (placing on the website, listing on the NC IPS, and/or utilizing trade publications), sending out bid packages, public bid opening, evaluating the opened bids, and presenting the recommended award to the Town Council for their approval, where applicable. Staff should actively solicit as many bids as possible by contacting known vendors of such materials seeking a quotation.

Dollar Threshold	Do I need a quote and purchase order?	Minimum Requirements
\$0 – 500	*Multiple quotes NOT required *P-Card purchase method preferred *Purchase order not required	*Must keep receipts from P-Card purchases *General ledger account number for the respective
\$500 – 2,499	*Purchase order not required *P-Card purchase method preferred	*General ledger account number for the respective
\$2,500 - 89,999	*Written quotes required. *Purchases of \$30,000 or more require three (3) written quotes	*Should be processed using the requisition and purchasing procedure
\$90,000 and above	*Formal Bid required	*Formal bid process includes advertisement

II. Exceptions to the Purchase Order Procedure

There are also several exceptions to the purchase order requirement. For these exceptions, a purchase order is not necessary, but purchases should be approved by the Department Director. This list is not all-inclusive and could require a check request form.

- Emergency Situations as defined under General Guidelines and determined by the Town Manager and/or Finance Director
- Fuel for vehicles, equipment, and generators
- Advertising (legal ads, radio announcements, etc.)
- Hotel and travel expenses
- Telephone/Telecommunications purchases and monthly billing
- Utilities
- Refunds
- Medical exams and drug testing
- Purchases for goods, services, construction contracts, or repair contracts under \$2,500
- Schools, seminars, and conferences
- Dues and subscriptions

- Claim payments
- Insurance premiums
- Professional services (accounting, legal, financial, appraisals, etc.)
- Postage, postage permits, and expenses
- Rental of buildings for special events
- Catering services/food
- Town sponsored/special events (Independence Day celebration, Parades, etc.)
- Any personnel-related expenses (mediators, brokers, background checks, etc.)
- Software and software maintenance agreements up to \$10,000)

III: Vendors

A) New Vendors

To add a vendor to the current vendor list, the vendor must complete and submit an electronic New Vendor Form and a W-9 Form to the Purchasing Division. The following information is included:

- Complete name of the company or individual (including the Inc., Corp., LLC, etc. specifications)
- Physical address
- Mailing address (where payment needs to be mailed)
- Federal Tax ID number or Social Security number (for an individual)
- Phone number for purchasing contacts
- Fax number for purchasing contacts
- Email address
- Name of the contact person
- Payment terms
- Credit card acceptance
- Minority status
- Signature acknowledging agreement with the Town's Standard Terms and Conditions.

Paperwork required to set up a new vendor

Paperwork is required for any new vendor providing **on-site services**

New vendor form (vendor completes)
W-9 (vendor completes)

Quote (vendor provides)
Certificate of Insurance (general liability, auto, workers comp, and professional liability - if required) – vendor sends. Note: The Town must be listed as an additional insured under general liability. In addition, the Town must also be named as a certificate holder.
Independent Contractor status form (if no workers comp) – vendor completes
Workers Compensation Waiver Form (if no workers comp) – vendor completes
Insurance Waiver Form (if the vendor has no general liability, auto, workers comp, or professional liability) – Department Director or Town Manager must sign (dependent on the severity of risk potential)

Paperwork is required for any new vendor providing **materials only**

New vendor form (vendor completes)
W-9 (vendor completes)
Quote (vendor provides)

B) Vendors and Selection

A. Policy

Vendor selection is done on a competitive basis. Responsibility, ability to deliver desired goods or services, all costs, past performance, residence, and minority status will all be considered. Formal bids, informal bids, and all quotes will be solicited by Department Directors or designees unless otherwise mandated by law. Bid awards, contracts, and purchase orders will be issued to the lowest responsible bidder.

The Town will maintain a list of current vendors that includes information about the company, such as name, tax ID number, physical and mailing

address, etc. For responsibility and efficiency, the Town prefers to use current vendors when possible. (Appendix K)

However, if a new vendor offers means of maximizing the value that a current vendor cannot, then a new vendor should be solicited. In addition to the current list of vendors, the Town will maintain a list of MWBE (Minority & Women-Owned Business Enterprise) vendors and a separate list of vendors banned from doing business with the Town.

B. Selection

In accordance with N. C. G. S. §143-129, an invitation for formal bids will be used for purchases of \$90,000 or greater and repairs and construction of \$500,000 or greater. The advertisement shall list a bid opening day that is a public event at an advertised time and location, where the time is at least seven (7) full days from the date the ad first appears on the Town's website or newspaper. Sealed bids will then be received by the Purchasing Division.

In accordance with N. C. G. S. §143-131 and Town policy, Informal Requests for Proposals (RFP) will be used for all purchases of \$30,000 to \$89,999. Advertising for these quotes is not necessary, but attempts should be made to obtain three (3) quotes. These quotes should be immediately forwarded to the Purchasing Division once the request has entered the system.

C. Vendor Relations

Strong vendor relations are critical for maintaining professional and effective purchasing standards for the town. Mutual confidence is necessary between vendors (and potential vendors) in the town to establish good relations. The town encourages vendors to supply adequate information concerning their materials, services, methods, and ideas that have potential practical applications.

The Purchasing Division maintains a vendor file with performance records of vendors who have done business with the town. If a department has concerns or experiences difficulties with a vendor, then it should be documented properly and forwarded to the Purchasing Division. Staff feedback is critical in maintaining an efficient and reliable vendor list for services.

IV. Requisitions

Requisitions through the Town's accounting system are the first step for issuing a purchase order from the Purchasing Division. This is an official document that will encumber funds for a planned purchase. The tool is also used to obtain information on

pricing, products/services, budget information, and Department Director approval. Requisitions allow the Purchasing Division to ensure there are sufficient funds in a specific account to charge for the requested goods or services. The following guidelines will help ensure that requisitions are processed efficiently through the purchasing system.

- A requisition must be completed for all purchases over the \$2,500 threshold to obtain a purchase order.
- Requisitions must be completed before goods and services are rendered or a Notice to Proceed has been issued.
- Department Directors (or designees) should determine that sufficient funds are available in the proper account and must approve all requisitions before purchase orders are issued.
- A designee should be chosen to approve requisitions in the absence of a Department Director.
- Information on requisitions must be complete and accurate. The following information is required for all requisitions. Any incomplete requisitions will be returned to the requestor for the necessary information.
 - Vendor
 - Shipping address
 - Complete account number
 - Requesting department
 - Complete and accurate description of the good or service

If applicable, the following information must be included as well:

- Cost of shipping
 - Part numbers
 - Special instructions
 - Date needed
-
- If insufficient funds are in the requested account, the Purchasing Division will notify the requestor. It is then the responsibility of the requesting department to request a budget transfer to provide sufficient funds to the account. The Finance Director (or designee) must approve all transfers before the requisition can be converted into a purchase order.
 - Departments should obtain a written quote from vendors for the requested goods or services. This will help eliminate any discrepancies in price, quantity, shipping, etc. More than one quote is preferred to maximize the value of expended resources. Quotes should always include shipping, P-Card processing fees (if applicable), and handling

prices. Quotes should be electronically attached to the requisition when entered into the financial management system.

- Requisitions will be processed in the order they were entered into the system. Walk-through requisitions will only be processed in the event of an emergency. Emergency situations will be determined by the Purchasing Division.
- Requisitions for new items or services, requisitions that require informal quotes, and requisitions that require formal bids will take longer to process. Staff is encouraged to plan accordingly to avoid scheduling problems.

V. Purchase Orders

A. Purchase Order Cut-off Dates

The cut-off period is established to allow the Finance Department to settle on as many accounts as possible before the end of the fiscal year. This enables the annual audit to commence and proceed as efficiently as possible. It ensures that money is not only designated but expensed in that fiscal year. The cut-off date will be communicated to Department Directors annually.

Approximately 45-60 days before the end of the fiscal year, June 30, all purchase orders will be stopped, and any purchases made during this time frame should be for **emergency** situations only or have prior approval from the Finance Director.

Department Directors and designees should plan accordingly. Any purchase request after the cut-off date will need the approval of the Finance Director. Any purchases requested at the end of the year should be for essential items only. The town does not operate under a “use it or lose it” philosophy. However, funds will be allocated for justifiable expenditures.

B. Purchase Orders Carried into the Next Fiscal Year

All purchase orders should be closed out by the end of the fiscal year in which they were created. All purchase orders for services and supplies will be closed out and liquidated at the end of the fiscal year. New purchase orders will need to be created to continue of purchasing these services or supplies in the upcoming fiscal year. Purchase orders for items that have been ordered but will not be delivered until after the end of the fiscal year due to long delivery times and capital improvement projects may be carried forward into the new fiscal year. The Finance Director and Town Manager will have ultimate discretion on purchase orders that can be carried over into the new fiscal

year.

C. Purchase Order Follow-Up

Maintaining up-to-date and accurate records on purchases for delivered and undelivered items is an important function of an efficient purchasing system. It is important that the ordering department keeps a close check on the delivery dates of orders and alert the Accounting Division if any follow-through is required. Follow-up of an order can be more effectively handled by the Purchasing Division.

The Purchasing Division will regularly review outstanding purchase orders to ensure timely delivery. If vendors are delinquent in delivering requested items, the Purchasing Division should be notified. The Purchasing Division will contact these vendors and take any other appropriate action.

VI. Change Orders

All changes or modifications of existing purchase orders must be initiated by the Department Director or designee and approved by Department Directors. This will not apply to final payment requests to close. All pertinent information needed to make changes should be included in a Change Order Form. Change orders are not allowed for situations that would alter the procurement procedure (i.e. from an informal to a formal process or that would add items to a purchase order). Change orders will not be allowed after services or goods have been fully received. **All change orders of \$2,500 must have a purchase order.**

Professional Service Contracts -

- Change orders of \$25,000 or more for professional service contracts with the original cost **under** \$100,000 must be approved by the Town Manager.
- Change orders of \$25,000 or more for professional service contracts with an original cost **over** \$100,000 must be approved by the Town Council.
- Change orders **under** \$25,000 to professional services contracts must be recommended by the Department Director and approved by the Finance Director.

Construction or Repair Contracts -

- Change orders of \$100,000 or more to construction or repair contracts with the original cost **under** \$500,000 must be approved by the Town Manager.

- Change orders of \$100,000 or more to construction or repair contracts with the original cost **over** \$500,000 must be approved by the Town Council.
- Change orders **under** \$100,000 to construction and repair contracts must be recommended by the Department Director and approved by the Finance Director.

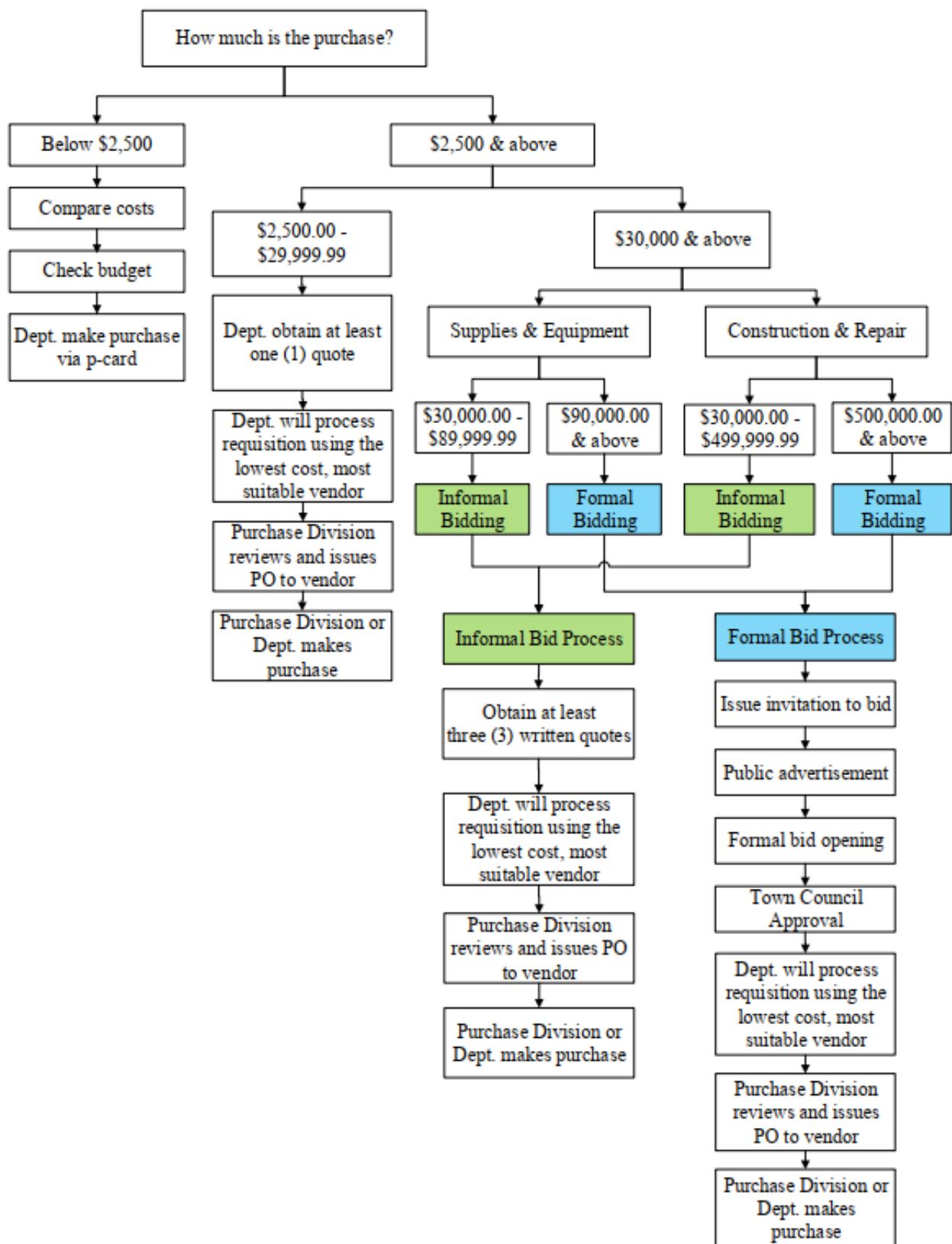
CHANGE ORDERS			
TYPE OF CHANGE ORDER	CHANGE ORDER	ORIGINAL CONTRACT	ACTION REQUIRED FOR APPROVAL
PROFESSIONAL SERVICES	\$25,00 OR MORE	LESS THAN \$100,000	APPROVED BY MANAGER
PROFESSIONAL SERVICES	\$25,000 OR MORE	GREATER THAN \$100,000	COUNCIL APPROVAL
PROFESSIONAL SERVICES	LESS THAN \$25,000	CONTRACT OF ANY AMOUNT	DEPT. DIRECTOR & FINANCE DIRECTOR
CONSTRUCTION AND REPAIR	\$100,000 OR MORE	LESS THAN \$500,000	APPROVAL BY TOWN MANAGER
CONSTRUCTION AND REPAIR	\$100,000 OR MORE	GREATER THAN \$500,000	COUNCIL APPROVAL
CONSTRUCTION AND REPAIR	LESS THAN \$100,000	CONTRACT OF ANY AMOUNT	DEPT. DIRECTOR & FINANCE DIRECTOR

VII. Dispute Resolution

Pursuant to N.C.G.S. § 143-128(g), N.C.G.S. § 143-135.26(11), The Town of Holly Springs shall use the dispute resolution procedures adopted by the State Building Commission. Any disputes that arise out of the construction process with a monetary value of over \$30,000 shall be resolved according to these procedures.

Section 4: Procurement Cards (P-Cards)

The Town has separated the P-Card policy and procedures from this document. All employees with a P-Card are highly encouraged to review and familiarize themselves with this policy.



Section 5: Uniform Guidance Procurement Policy for Using Federal Funds

Contracts funded with Federal grants or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200). A “Uniform Guidance Procurement Procedure for Using Federal Funds” can be found on the intranet. All departments that are conducting any projects that are receiving Federal funding are encouraged to review the policy before initiating the start of the project’s bidding phase.

Section 6: Delivery and Performance

For a purchase order to be executed successfully, all goods and services contracted must be accounted for in their delivery. Delivery to a dedicated Town location for all purchases is encouraged to ensure purchases meet the requirements of the purchase orders and to verify the validity of purchases. The purchase order must clearly define the delivery and performance requirements for the services, supplies, or equipment. It is also the responsibility of the receiving department to ensure that deliveries contain the items listed on the vendor delivery invoice and to obtain a signature from the delivery person.

The importance of the expected delivery schedule should be emphasized to the vendor. Obtaining expected delivery schedules from the vendor, in writing if possible, should always be attempted. Delivery requirements will always be written and fully understood by all vendors. If there are several items on the purchase order, then there may be the need to set up different delivery schedules for each item. It is also important to clearly indicate the exact delivery location for every item on the requisition.

The concerns for life and safety are also critical. To address these concerns, delivered items and equipment are inspected upon receipt to ensure there are no damages. The purpose of this inspection is to confirm that the specifications and safety requirements outlined in the purchase order or contract are met.

I. Complete Delivery

Upon receipt of all items for a purchase order, the purchase order process is still not complete. The receiving department must indicate items and quantity received on the billing invoice, sign and date the invoice, receive the delivery person’s signature, and forward all documentation received with the delivery to the Accounting Division.

II. Partial Delivery

Purchase orders may list several individual items to be delivered. The vendor may deliver some of the expected items on time but not all of the expected items. This is considered a partial delivery.

III. Non-performance

If a vendor fails to meet any of the requirements or specifications outlined in the purchase order or contract, the vendor can be cited for non-performance. The level of significance for the non-performance will be evaluated based on the circumstances of each violation.

IV. Rejection

To protect the town's interests and rights in the event of a rejection of services or products for any reason, the vendor should be informed immediately. Reasons for the rejection must be documented in a memo, attached to a copy of the purchase order and vendor invoice, and forwarded to the Accounting Division on time. Purchasing will notify the vendor of the reason for the rejection.

V. Damaged Goods

One reason for immediately inspecting deliveries is to detect any visible damage. When it is apparent that damage causes the goods to be diminished significantly in value, they will not be accepted. It is necessary that all damage, including evidence of concealing damage, should be documented in a memo, attached to a copy of the purchase order, and forwarded to the Accounting Division. The Purchasing Division will inform the vendor of the damaged goods.

Section 7: Surplus Policy

I. Surplus Items for Public Sale

N.C.G.S. § 160A Article 12

Any items that a department desires to be declared surplus and/or sold should be reported to the Purchasing Division using the Surplus Disposition Form (Appendix C). The Purchasing Division and Department Director, or their designee, will approve surplus requests and decide on a suitable area to store the item until it is sold. If the item is deemed too large to be stored at the surplus storage area, then the item's storage

will be the responsibility of the department that wants to surplus it.

II. Surplus of property disposal under \$30,000

A. The Finance Director, or his or her designee, is hereby authorized to dispose of any surplus personal property owned by the Town of Holly Springs whenever he or she determines, in his or her discretion, that:

- The item or group of items has a fair market value of less than thirty thousand dollars (\$30,000.00)
- The property is no longer necessary for the conduct of public business; and,
- Sound property management principles and financial considerations indicate that the interests of the town would best be served by disposing of the property; and
- The method of sale chosen is likely to yield a sale that results in the town receiving fair market value for the property sold in the most efficient and economically feasible manner.

B. The Finance Director or designee may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in G.S. Ch. 160A, art. 12. Such sale may be public or private, with or without notice and a minimum waiting period.

C. The surplus property shall be sold to the party who tenders the highest offer or exchanged for any property or services useful to the town if the greater value may be obtained in that manner, and the Finance Director or designee is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Finance Director or designee may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by council resolution.

D. The Finance Director shall keep a record of all property sold under this section, and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange for the period prescribed by the municipal document retention schedule.

(N.C.G.S. 160A- Article 12))

III. Surplus of property disposal over \$30,000

The disposal of any real or personal property of \$30,000 or more must be approved by Town Council. The Procurement Division will prepare and present all items required for Town Council.

APPENDIX I: SAMPLES OF NECESSARY FORMS

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SAMPLE SERVICE CONTRACT – DO NOT FILL IN

(Appendix A)

STATE OF NORTH CAROLINA CONTRACT TOWN OF HOLLY SPRINGS

SERVICE

THIS CONTRACT is made, and entered into this the _____ day of _____, 21____, by and between the **Town of Holly Springs**, a political subdivision of the State of North Carolina, (hereinafter referred to as “TOWN”), and _____, a corporation duly authorized to do business in the State of North Carolina, (hereinafter referred to as “CONTRACTOR”).

For and in consideration of mutual promises to each as herein after set forth, the parties hereto do mutually agree as follows:

- 1. SCOPE OF SERVICES.** CONTRACTOR hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in “Attachment 1” (hereinafter collectively referred to as “Services”). Attachment 1 is hereby incorporated herein and made a part of this Contract. Time is of the essence with respect to all provisions of this Contract that specify a time for performance.
- 2. TERM OF CONTRACT.** The Term of this Contract for Services is from _____, 21____ to _____, 21____ unless sooner terminated as provided herein.
- 3. PAYMENT TO CONTRACTOR.** CONTRACTOR shall receive from TOWN an amount not to exceed | | (\$_____) as full compensation for the provision of Services. TOWN agrees to pay CONTRACTOR at the rates specified for Services performed to the satisfaction of the TOWN, in accordance with this Contract, and Attachment 1. Unless otherwise specified, CONTRACTOR shall submit an itemized invoice to TOWN by the end of the month during which Services are performed. A Purchase Order number may be assigned to encumber the funds associated with this Contract and must appear on all invoices and correspondence mailed to Purchaser. Payment will be processed promptly upon receipt and approval of the invoice by TOWN.
- 4. INDEPENDENT CONTRACTOR.** TOWN and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of CONTRACTOR’s duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of CONTRACTOR’s activities in accordance with this Contract. For purposes of this Contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.
- 5. INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the TOWN and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR’s

performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
\$100,000 --- Property Damage Liability, or
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury
and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the TOWN a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

6. **LICENSURE, CERTIFICATION, AND REGISTRATION OF PERSONNEL.** All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.
7. **CONFIDENTIALITY.** All data and information, both written and verbal, furnished to Contractor by Town shall be regarded as confidential, shall remain the sole property of Town and shall be held in confidence and safekeeping by Contractor for the sole use of the parties and Contractor under the terms of this Agreement. Contractor agrees that its officers, employees and agents will not disclose to any person, firm or entity other than Town or Town's designated legal counsel, accountants or practice management consultants any information about Town, its practice or billing.
8. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
9. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by TOWN, and CONTRACTOR may be declared ineligible for further TOWN contracts.

10. GOVERNING LAW. This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Wake and the State of North Carolina.

11. TERMINATION OF CONTRACT. This contract may be terminated for cause, defined as a material breach of the obligations under this contract. Any breach for an unjustified lack of payment that is cured within 15 days shall not be a material breach. A material breach, by way of example and not limitation, is any defective work left uncorrected for a period of 15 days, or the prevalence of continued defective work occurring more than 2 times in a three-month period.

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

12. SUCCESSORS AND ASSIGNS. CONTRACTOR shall not assign its interest in this Contract without the written consent of TOWN. CONTRACTOR has no authority to enter into contracts on behalf of TOWN.

13. COMPLIANCE WITH LAWS. CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.

14. E-VERIFY. As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the Town utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance of the terms of this section upon request by the Town.

15. IRAN DIVESTMENT ACT. CONTRACTOR certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

16. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL. The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

17. GOOD STANDING WITH TOWN. CONTRACTOR certifies that it is not delinquent on any taxes, fees, or other debt owed by CONTRACTOR to TOWN. CONTRACTOR covenants and agrees to remain current on any taxes, fees, or other debt owed by CONTRACTOR to TOWN during the Term of this Contract.

18. NOTICES. All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

TOWN OF HOLLY SPRINGS
ATTN: J. Brent Quick
P.O. BOX 8

19. **AUDIT RIGHTS.** For all Services being provided hereunder, TOWN shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.
20. **TOWN IS NOT RESPONSIBLE FOR EXPENSES.** TOWN shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.
21. **ANNUAL APPROPRIATIONS AND FUNDING.** This Agreement may be subject to the annual appropriation of funds by the Town of Holly Springs Town Council. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then Town shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.
22. **EQUIPMENT.** CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.
23. **ENTIRE CONTRACT.** This Contract, including Attachment 1, shall constitute the entire understanding between TOWN and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
24. **HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.
25. **EXISTENCE.** CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.
26. **PROHIBITION OF SEX OFFENDERS.** Contractor is being granted access to the Town's park system and/or town facilities (collectively "Facility") during hours of operation. Contractor hereby agrees that it shall not employ or otherwise allow to perform any aspect of the Contract any person who is a registered sex offender for any scope of work requiring such employee or contractor of the vendor to access any area of the Facility. Contractor shall have an affirmative duty to ensure compliance with this section by checking the state and national registry for sex offenders against any employee, agent, contractor, subcontractor, officer, director, or any person that shall in any way perform under this contract. Contractor shall check the registry initially and periodically during the term of the Contract as often as necessary to ensure compliance with this section at all times. Contractor additionally agrees to indemnify and hold the Town harmless for any act or omission that may arise out of the operation of the Contract, the ACP, or any parole agreement among the parties that arise from, directly or indirectly, the Contractor's failure to ensure compliance with this section. This indemnification includes a duty to provide a legal defense.

27. AUTHORITY. By execution hereof, the person signing for CONTRACTOR below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONTRACTOR.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized office or agent.

Reviewed by Department Head

Date Reviewed: _____

CONTRACTOR

By:

Printed Name: []

Title: []

TOWN OF HOLLY SPRINGS

By:

This instrument has been preaudited in the

manner required by the Local Government
and Fiscal Control Act

Town Manager

Terms and Conditions

(Appendix B)

1. **INDEPENDENT CONTRACTOR.** TOWN and CONTRACTOR agree that CONTRACTOR is an independent contractor and shall not represent itself as an agent or employee of TOWN for any purpose in the performance of CONTRACTOR's duties under this Contract. Accordingly, CONTRACTOR shall be responsible for payment of all federal, state, and local taxes as well as business license fees arising out of CONTRACTOR's activities in accordance with this Contract. For purposes of this Contract, taxes shall include, but not be limited to, Federal and State Income, Social Security, and Unemployment Insurance taxes.

CONTRACTOR, as an independent contractor, shall perform the Services required hereunder in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

2. **INSURANCE AND INDEMNITY.** To the fullest extent permitted by laws and regulations, CONTRACTOR shall indemnify and hold harmless the TOWN and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONTRACTOR's performance of this Contract or the actions of the CONTRACTOR or its officials, employees, or contractors under this Contract or under contracts entered into by the CONTRACTOR in connection with this Contract. This indemnification shall survive the termination of this Contract.

In addition, CONTRACTOR shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, CONTRACTOR shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence /\$2,000,000 aggregate --- Bodily Injury Liability, and
\$100,000 --- Property Damage Liability, or
\$1,000,000 per occurrence /\$2,000,000 aggregate---Combined Single Limit Bodily Injury
and Property Damage

CONTRACTOR, upon execution of this Contract, shall furnish to the TOWN a Certificate of Insurance reflecting the minimum limits stated above. The Certificate shall provide for thirty (30) days advance written notice in the event of a decrease, termination, or cancellation of coverage. Providing and maintaining adequate insurance coverage is a material obligation of the CONTRACTOR. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The CONTRACTOR shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the CONTRACTOR shall not be interpreted as limiting the CONTRACTOR's liability and obligations under the Contract.

3. **LICENSURE, CERTIFICATION, AND REGISTRATION OF PERSONNEL.** All personnel provided or made available by Contractor to render services hereunder shall be licensed, certified, or registered, as appropriate, in their respective areas of expertise as required by applicable North Carolina law.

4. **CONFIDENTIALITY.** All data and information, both written and verbal, furnished to Contractor by Town shall be regarded as confidential, shall remain the sole property of Town, and shall be held in confidence and safekeeping by Contractor for the sole use of the parties and Contractor under the terms of this Agreement. The contractor agrees that its officers, employees, and agents will not disclose to any person, firm or entity other than Town or Town's designated legal counsel, accountants, or practice management consultants any information about Town, its practice, or billing.
5. **HEALTH AND SAFETY.** CONTRACTOR shall be responsible for initiating, maintaining, and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing Services under this Contract.
6. **NON-DISCRIMINATION IN EMPLOYMENT.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability. CONTRACTOR shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, or disability. In the event CONTRACTOR is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state, or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by TOWN, and CONTRACTOR may be declared ineligible for further TOWN contracts.
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8. **TERMINATION OF CONTRACT.** **This contract may be terminated for cause, defined as a material breach of the obligations under this contract. Any breach for an unjustified lack of payment that is cured within 15 days shall not be a material breach. A material breach, by way of example and not limitation, is any defective work left uncorrected for a period of 15 days, or the prevalence of continued defective work occurring more than 2 times in a three-month period.**

Termination of this Contract, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.
9. **SUCCESSORS AND ASSIGNS.** CONTRACTOR shall not assign its interest in this Contract without the written consent of TOWN. CONTRACTOR has no authority to enter into contracts on behalf of TOWN.
10. **COMPLIANCE WITH LAWS.** CONTRACTOR represents that it is in compliance with all Federal, State, and local laws, regulations, or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all Federal, State, or local laws.
11. **E-VERIFY.** As a condition of payment for services rendered under this agreement, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONTRACTOR provides the services to the Town utilizing a subcontractor, CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONTRACTOR shall verify, by affidavit, compliance with the terms of this section upon request by the Town.
12. **IRAN DIVESTMENT ACT.** CONTRACTOR certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.58. Individuals or companies on the Final Divestment List are ineligible to contract or subcontract with Local Government

Units. (G.S. 143C-6A-6(a).) It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

13. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL. The CONTRACTOR certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each CONTRACTOR to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

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15. NOTICES. All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

TOWN OF HOLLY SPRINGS
ATTN: J. Brent Quick
P.O. BOX 8
Holly Springs, NC 27540

16. AUDIT RIGHTS. For all Services being provided hereunder, TOWN shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of the Services. Audits shall take place at times and locations mutually agreed upon by both parties. Notwithstanding the foregoing, CONTRACTOR must make the materials to be audited available within one (1) week of the request for them.

17. TOWN IS NOT RESPONSIBLE FOR EXPENSES. TOWN. shall not be liable to CONTRACTOR for any expenses paid or incurred by CONTRACTOR, unless otherwise agreed in writing.

18. ANNUAL APPROPRIATIONS AND FUNDING. This Agreement may be subject to the annual appropriation of funds by the Town of Holly Springs Town Council. Notwithstanding any provision herein to the contrary, in the event that funds are not appropriated for this Agreement, then Town shall be entitled to immediately terminate this Agreement, without penalty or liability, except the payment of all contract fees due under this Agreement up to and through the last day of service.

19. EQUIPMENT. CONTRACTOR shall supply, at its sole expense, all equipment, tools, materials, and/or supplies required to provide Services hereunder, unless otherwise agreed in writing.

20. ENTIRE CONTRACT. This Contract, including Attachment 1, shall constitute the entire understanding between TOWN and CONTRACTOR and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

21. HEADINGS. The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.

22. EXISTENCE. CONTRACTOR warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.

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

24. FREIGHT. Freight is always FOB to the Town of Holly Springs

25. PAYMENT TERMS. Holly Springs is NET 30 days for processing payments

Surplus Request Form

TO: Purchasing Manager

FROM: _____

PHONE: _____

DATE: _____

DEPARTMENT DIRECTOR APPROVAL _____

RE: Surplus Request

We are requesting approval to surplus the following property.

Description of Item: _____ Asset Number: _____

Current Condition: _____

Serial/Identification No.: _____ Council Approval Date: _____

Disposal process will be determined by Purchasing Department: sold, trade-in, recycled, or landfill.

Date Listed: _____ Listed on GovDeals: Yes ☐ No ☐

Listed on State Surplus: Yes ☐ No ☐

Date Sold: _____ Amount Sold for: \$ _____

Purchaser Information (Name, Address, and Contact Information): _____

Finance Use Only

Payment Received: Cash ☐ Check ☐ Check Number: _____

(Date)

To: Randy Harrington
Town Manager
[or Scott Chase /Daniel Weeks
Assistant Town Manager]

From: [insert name, title and department]

Re: N.C.G.S. 143 Exemption [Insert Project Title]

Project Description:

[brief insert description, project number, etc.]

N.C.G.S. 143-64.31 sets forth a requirement that contracts for architectural, engineering, surveying, CMAR, GIS, DB, DBB, and P3 services for an amount greater than \$50,000 be solicited without regard to competitive pricing.

N.C.G.S. 143-64.32 authorizes local governments to exempt in writing particular projects from the provisions of N.C.G.S. 143-64.31 in cases of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). An exemption from N.C.G.S. 143-64.31 is requested for the following reason (s):

[Insert detailed reasons and circumstances for the requested exemption]

Recommendation: Staff recommends an exemption of the proposed (insert name and number of project) from the requirements of N.C.G.S. 143-64.31 based on the reasons and circumstances listed.

Authorization to exempt the referenced project from N.C.G.S. 143-64.31:

Randy Harrington
Town Manager

or

Scott Chase/Daniel Weeks
Assistant Town Manager

(Appendix E)

Date Payment Received: _____ Receipt Number: _____
STATE OF NORTH CAROLINA) ADDITIONAL CONTRACT
COUNTY OF WAKE) PROVISIONS

This agreement for Additional Contract Provisions (hereinafter "ACP") dated _____ serves to supplement, amend, or change any contract provision contrary to any language stated below with respect to any contract, written or oral, between the vendor listed below and the Town of Holly Springs. In the event of any conflict in interpretation regarding this subject matter and any language in a contract between the parties, this ACP shall control. The term of this ACP shall extend for no less than three years beyond the term of the underlying Contract.

VENDOR: _____ ("Vendor")

Contract Date & Description: _____ ("Contract")

Vendor hereby agrees as follows, in consideration of all the benefits received by the Vendor under the Contract:

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

2. **Insurance Requirement.** Vendor agrees to provide the Town a certificate of insurance listing the Town as an additional insured for general liability coverage in the amount of \$2 million per occurrence. Vendor shall be responsible for workers compensation under the statutory minimums, and the Town shall not, at any time, be considered the employer of the Vendor, its employees, agents, consultants, contractor, subcontractor, or any person performing under the Contract.

3. **Choice of law and jurisdiction.** The Contract, ACP, and any other written or oral agreement between the parties shall be governed by the laws of the state of North Carolina and no other jurisdiction, and the parties consent to settle disputes in the state courts of Wake County, North Carolina and no other jurisdiction.

4. **Authority.** The parties agree that the undersigned representative of each have the authority to bind the party in all matters relating to this ACP and the Contract.

Signed:

FOR THE VENDOR

FOR THE TOWN:

Vendor Signature

Town Contact

(Print name and title)

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																		
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																				
2 Business name/disregarded entity name, if different from above																																																				
See Specific Instructions on page 3. Print or type.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.																																																			
	☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate																																																			
	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.																																																			
	☐ Other (see instructions) ▶ _____																																																			
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applied to accounts maintained outside the U.S.)																																																				
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)																																																		
6 City, state, and ZIP code																																																				
7 List account number(s) here (optional)																																																				
Part I Taxpayer Identification Number (TIN)																																																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																																				
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center; font-size: small;">Social security number</td> </tr> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="10" style="text-align: center; font-size: small;">or</td> </tr> <tr> <td colspan="10" style="text-align: center; font-size: small;">Employer identification number</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td style="text-align: center;">-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">-</td> <td></td> </tr> </table>			Social security number												-			-			-		or										Employer identification number												-						-	
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Part II Certification																																																				
Under penalties of perjury, I certify that:																																																				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and																																																				
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and																																																				
3. I am a U.S. citizen or other U.S. person (defined below); and																																																				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																																																				
Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																																		
General Instructions																																																				
Section references are to the Internal Revenue Code unless otherwise noted.																																																				
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .																																																				
Purpose of Form																																																				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.																																																				
• Form 1099-INT (interest earned or paid)																																																				
• Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.																																																				



E-589CI Affidavit of Capital Improvement



Form E-589CI, Affidavit of Capital Improvement, may be used to substantiate that a contract, or a portion of work to be performed to fulfill a contract, is to be taxed for sales and use tax purposes, as a real property contract for a capital improvement to real property.

The receipt of an affidavit of capital improvement for services to real property, absent fraud or other egregious activities, establishes that the subcontractor or other person receiving the affidavit should treat the transaction as a real property contract for sales and use tax purposes.

A real property contract is a contract between a real property contractor and another person to perform a capital improvement to real property.

Section I. Single Use (Complete this section to issue the affidavit for a single capital improvement.)

A Owner, Lessee/Tenant, or Real Property Contractor Address: City: State Zip Code	B Real Property Contractor (General Contractor or Subcontractor) <i>Not to perform capital improvement</i> Address: City: State Zip Code
--	---

Describe capital improvement to be performed:

Project Name:

Project Address (where the work is to be performed): City State Zip Code

I certify that, to the best of my knowledge, this affidavit is accurate and complete and that the transaction described to be performed by the Real Property Contractor (General Contractor or Subcontractor identified in box "B") shall be treated as a real property contract for a capital improvement to real property for sales and use tax purposes. I understand that if it is determined that I issued this affidavit in error and the transaction is subject to sales tax as a retail sale of repair, maintenance, and installation services to real property, I will be liable for payment of any additional taxes determined to be due.

Signature of Authorized Person: _____ Title: _____ Date: _____

Section II. Blanket Use (Complete this section to execute a blanket affidavit for capital improvements.)

C Real Property Contractor Address: City: State Zip Code	D Real Property Contractor or Subcontractor <i>Not to perform capital improvement</i> Address: City: State Zip Code
---	--

To be completed by the Real Property Contractor identified in Box C.

I certify that I am a Real Property Contractor who performs capital improvements to real property and all transactions with the real property contractor (subcontractor) identified in box "D" shall be treated as real property contracts for capital improvements to real property for sales and use tax purposes. I understand that if it is determined that I issued this affidavit in error and the transaction is subject to sales tax as a retail sale of repair, maintenance, and installation services to real property, I will be liable for payment of any additional taxes determined to be due.

Signature of Authorized Person: _____ Title: _____ Date: _____



E-595E Streamlined Sales and Use Tax Agreement Certificate of Exemption



This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

1 ☐ Check if you are attaching the Multistate Supplemental form.
 If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.

2 ☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____

3 Please print
 Name of purchaser _____
 Business address _____ City _____ State _____ Zip code _____
 Purchaser's tax ID number _____ State of issue _____ Country of issue _____
 If no tax ID number, enter one of the following: FEIN _____ Driver's license number/State issued ID number _____ Foreign diplomat number _____
 Name of seller from whom you are purchasing, leasing, or renting _____
 Seller's address _____ City _____ State _____ Zip code _____

4 Type of business. Check the number that describes your business.

☐ 01 Accommodation and food services	☐ 11 Transportation and warehousing
☐ 02 Agricultural, forestry, fishing, and hunting	☐ 12 Utilities
☐ 03 Construction	☐ 13 Wholesale trade
☐ 04 Finance and insurance	☐ 14 Business services
☐ 05 Information, publishing, and communications	☐ 15 Professional services
☐ 06 Manufacturing	☐ 16 Education and health-care services
☐ 07 Mining	☐ 17 Nonprofit organization
☐ 08 Real estate	☐ 18 Government
☐ 09 Rental and leasing	☐ 19 Not a business
☐ 10 Retail trade	☐ 20 Other (explain) _____

5 Reason for exemption. Check the letter that identifies the reason for the exemption.

☐ A Federal government (department) _____	☐ H Agricultural production # _____
☐ B State _____ government (name) _____	☐ I Industrial production/manufacturing # _____
☐ C Tribal government (name) _____	☐ J Direct pay permit # _____
☐ D Foreign diplomat # _____	☐ K Direct mail # _____
☐ G Resale # _____	☐ L Other (explain) _____

6 Sign here. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser _____ Print name here _____ Title _____ Date _____

Streamlined Sales and Use Tax Agreement
Certificate of Exemption: Multistate Supplemental

Name of purchaser

State	Reason for exemption	Identification number (if required)
AR		
GA		
IA		
IN		
KS		
KY		
MI		
MN		
NC		
ND		
NE		
NJ		
NV		
OH		
OK		
RI		
SD		
TN*		
UT		
VT		
WA		
WI		
WV		
WY		

*SSUTA Direct Mail provisions are not in effect for Tennessee.

CHANGE ORDER

CHANGE ORDER NO.: _____ DATE: _____

Project: _____

Contractor: _____

Engineer/Architect: _____

CONTRACTOR is directed to make the following changes in the Contract Documents:

Description: _____

Attachments: _____

CHANGE IN CONTRACT SUM OR PRICE:	CHANGE IN CONTRACT TIME OR TIMES:
Original Contract Price \$ _____	Original Contract Times Substantial Completion: _____ Ready for final payment: _____ days or dates
Net change from previous Change Orders No. _____ to No. ____: \$ _____	Net change from previous Change Orders No. _____ to No. ____: _____ days
Contract Sum or Price prior to this Change Order \$ _____	Contract Times with all approved Change Orders Substantial Completion: _____ Ready for final payment: _____ days or dates
Net Increase (decrease) of this Change Order \$ _____	Net Increase (decrease) of this Change Order _____ days
Contract Sum or Price with all approved Change Orders \$ _____	Contract Times with all approved Change Orders Substantial Completion: _____ Ready for final payment: _____ days or dates

RECOMMENDED:**APPROVED:****ACCEPTED:**By: _____
Director of Engineering
(Authorized Signature)By: _____
Town Manager
(Authorized Signature)By: _____
Contractor
(Authorized Signature)

Date: _____

Date: _____

Date: _____

Project No. [Project #]

00900-65

[Project Name]

CHANGE ORDER NO.: _____

Page ____ of ____

The adjustment in Contract Sum or Price and/or Contract Time or Times stated in this Change Order shall comprise the total price and/or time adjustment due or owed the CONTRACTOR for the work or changes defined in this Change Order. By executing the Change Order, the CONTRACTOR acknowledges and agrees that the stipulated price and/or time adjustments include the costs and delays for all work contained in the Change Order, including costs and delays associated with the interruption of schedules, extended overheads, delay, and cumulative impacts or ripple effect on all other non-affected work under this Contract. Signing of the Change Order constitutes full and mutual accord and satisfaction for the adjustment in Contract Sum or Price or Contract Time or Times as a result of increases or decreases in costs and time of performance caused directly and indirectly from the change, subject to the current scope of the entire work as set forth in the Contract Documents. Acceptance of the waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Contract, and that CONTRACTOR waives all rights to file a claim on this Change Order after it is properly executed.

IN WITNESS WHEREOF, the undersigned have caused the execution hereof:

CONTRACTOR: _____

ATTEST:

By: _____

Name: _____

Title: _____

Secretary

Address: _____

[Corporate Seal]

Date: _____

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

By: _____

Date: _____

Title: _____

OWNER: TOWN OF HOLLY SPRINGS

Approval as to form and legal sufficiency:

By: _____

By: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Distribution:

Project No. [Project #]

00900-66

[Project Name]

(Appendix J)

TOWN OF HOLLY SPRINGS
CONTRACTOR'S SALES TAX REPORT
N.C. STATE & LOCAL SALES TAX PAID

OWNER:

CONTRACTOR:

CONTRACTOR ADDRESS:

REPORTING PERIOD:

PROJECT or CONTRACT NUMBER:

[illegible]

I hereby certify that, during the period stated above, North Carolina sales and use taxes were paid as listed above, with respect to building materials, supplies, fixtures and equipment which have become part of, or annexed to, a building or structure erected, altered or repaired for the Town of Wake Forest, NC, and that the vendors from whom the purchase was made, the dates and numbers of the invoices covering the purchases, the total amount of the invoices of each vendor, the North Carolina sales and use taxes paid thereon are as set forth above.

Sworn to and Subscribed before me, this _____ day of _____, 20_____.

By: _____

My Commission expires _____

Title: _____

Menu



HOLLY SPRINGS
North Carolina



Town Home

Search...



[Home](#) > [Government](#) > [Departments](#) > [Finance](#) > [Forms](#) > [Vendor/ Supplier Info Supplier Form](#)

VENDOR/SUPPLIER FORM

Vendor/Supplier Information Form

W-9 Request for Taxpayer Identification Number and Certification

Company Name:

Full Name

First Name

Middle Name

Last Name

If Sole Proprietorship - DBA:

Select Language

55

Page 111 of 307

Glossary

Bid: A multi-step process required of the Town by North Carolina General Statutes. Quotes from three (3) separate vendors are required during any bid process.

Formal Bid: Purchase of apparatus, supplies, materials, or equipment costing more than \$90,000; and construction or repair work costing \$500,000 or more.

HUBSCO: The North Carolina Office for Historically Underutilized Businesses was established on April 20, 1999, through the signing of Executive Order 150. The mission of this office is to promote the economic opportunities for historically underutilized businesses in State Government contracting and procurement that will foster their growth and profitability.

Informal bid: Purchase of apparatus, supplies, materials, or equipment costing more than \$30,000 but less than \$90,000; and Construction or repair contracts costing more than \$30,000 but less than \$500,000.

IPS: North Carolina Interactive Purchasing System (IPS). IPS is a free, electronic system for vendors to view and search for bid opportunities with any agency.

Mini Brooks Act: Qualification-based selection procedure for architects, engineers, surveyors, construction managers at risk, or design-build contractors. This is also referred to as the QBS procedure.

Minority Participation (Minority Business): According to NCGS (143-128.2) – at least 51 percent owned and controlled by one or more minority persons or socially and economically disadvantaged individuals. A minority person is defined as: Black, Hispanic, Asian American, and/or Female. Socially and economically disadvantaged individual is defined by reference to a federal statute (15 U.S. C. 637). Socially disadvantaged individuals are “those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities”. Economically disadvantaged individuals “are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business that are not socially disadvantaged”.

Petty Cash: Petty cash may be used when an employee incurs an expense where they use their own money. The limit for petty cash is set at \$50.

Purchase Order: Purchase orders provide documentation of the goods to be purchased, services to be performed or construction work to be performed.

Procurement Card (P-Card): Credit card issued by the town’s banking provider for use in making direct purchases from vendors.

Quote: An estimated price for a job or service, either written or verbal. Town policy suggests three (3) quotes should be obtained before making purchases of \$30,000 and should contain all information outlined in purchase orders.

Requisition: Requisitions are the first step for issuing a purchase order from the Purchasing Division and allow the Purchasing Division to ensure there are sufficient funds in the particular account to charge the requested goods or services.

Sole Source: A "no-bid contract" or "sole-source contract" is a contract in the formal bid range that is awarded without competitive bidding. In the event only one vendor is found capable of providing a specific good or service, the formal bidding procedures outlined in this purchasing policy may be waived by the Board of Commissioners.

Vendor: Goods and services providers, preferably local if possible. The Purchasing Division maintains a vendor file for recording the performance of vendors with which the Town has done business.

Professional Service: Any type of personal or professional service of the public which requires as a condition precedent to the rendering of such service the obtaining of a license from a licensing board as herein defined, and pursuant to the following provisions of the General Statutes: Chapter 83A

Service Contract: A contract where the obligor under the contract agrees to maintain, monitor, inspect, repair, or provide another service included in the definition of repair, maintenance, and installation services to certain digital property, tangible personal property, or real property for a period of time or some other defined measure. The term does not include a single service included in repair, maintenance, or installation services, but does include a contract where the obligor may provide a service included in the definition of repair, maintenance, and installation services as a condition of the contract. Examples include a warranty agreement other than a manufacturer's warranty or dealer's warranty provided at no charge to the purchaser, an extended warranty agreement, a maintenance agreement, a repair agreement, or a similar agreement or contract.

MWBE: An American designation for businesses that are at least 51% owned, operated, and controlled on a daily basis by one or more (in combination) American citizens of the following ethnic minority and/or gender (e.g. woman-owned) and/or military veteran classifications



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Personnel Policy Revisions - Merit Pay Process

Strategic Priority Area: Organizational Excellence

Staff Resource: Jaime Joyner, Director, Human Resources

Action(s):

Approve item 2022-1378, amendments to Article III, Section 5 Merit Pay of the personnel policy, clarifying when employees receive merit pay increases.

Explanation:

- As part of the Fiscal Year 2020-21 town budget adoption, a merit-based pay plan replaced a Cost of Living Adjustment (COLA) to pay based on performance only.
- Additionally, in Fiscal Year 2021-22 the common merit date for employees moved from March 1 to Jan 1.
- A request to amend the personnel policy for the purpose of policy clarity is necessary to reflect these changes adopted in June 2020 and June 2021 as part of the budget adoptions. Language in the current policy has led to confusion and some employees exceeding a 12-month period before they receive formal feedback and eligibility for a merit increase.
- Under the requested action, employees will receive an evaluation after successfully completing their first 12 months of service.
- After completing the initial annual review period, employees will be eligible to receive a pro-rated increase from their hire date to the end of the evaluation period as the employee transitions to the organization's common employee merit date.
- Revising and clarifying the policy merit process language will improve the timeliness and consistency of feedback and merit adjustments for newly hired employees.

Background:

- It is common for employees in municipalities to receive their first performance evaluation within 12 months of initial hiring.
- Many municipalities, including the Town of Holly Springs, use a common merit date compensation model whereby most all performance evaluations are conducted at a similar time of the year with any merit increases effective on one, common date for employees.

Funding Source(s):

N/A

Attachment(s):

1. Merit Pay Policy Revisions v2

Article III Section 5. Merit Pay Revisions

Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related criteria. Procedures for determining performance levels and performance pay increases or other performance-related movement within the range shall be established in procedures approved by the Town Manager. Merit increases may be granted annually based on performance. The amount of merit increase may vary from year to year, depending on the budget adopted by the Town Council. ~~Only employees starting regular employment with the Town prior to July 1 of the previous calendar year are eligible for merit pay based on the performance evaluation.~~ Employees are evaluated over a 12-month period. Newly hired employees are eligible for a merit increase after successfully completing one year of service, then they will be eligible for a pro-rated increase from their hire date as the employee transitions to the regular general employee evaluation period. Employees on a leave of absence will be eligible for a performance review and possible merit increase upon their return to work.

Evaluation Period January-December

Hire Date	Initial Annual Review	Evaluation Period after Initial Review	Pro-Rated Amount of Merit Increase
January	January	February-December	92%
February	February	March-December	83%
March	March	April-December	75%
April	April	May-December	67%
May	May	June-December	58%
June	June	July-December	50%
July	July	August-December	42%
August	August	September-December	33%
September	September	October-December	25%
October	October	November-December	17%
November	November	N/A	N/A
December	December	N/A	N/A



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Utle Creek Water Reclamation Facility 6 to 8 MGD Upgrade Preliminary Engineering Report and Alternatives Analysis contract

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

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

Action(s):

Authorize the Town Manager to approve a contract with Hazen and Sawyer in the amount of \$925,333 for the preparation of a Preliminary Engineering Report (PER) and Alternative Analysis (AA) for the Utle Creek Water Reclamation Facility 6 to 8 million gallon per day (MGD) upgrade project.

Explanation:

- July 2021 - Hazen and Sawyer completed the Utle Creek Wastewater Master Plan to increase capacity at the Utle Creek Water Reclamation Facility (UCWRF) from 6 to 8 million gallons per day (MGD). Based on flow and population projections, it was determined that planning and preliminary design for the 8 MGD upgrade should begin no later than 2023.
- July 2022 - the Town of Holly Springs Utilities & Infrastructure (U&I) Services Department issued a Request for Qualifications (RFQ) seeking qualified professional engineering firms to submit Statements of Qualifications (SOQs) to develop a PER and Alternatives Analysis (AA) for the 6 to 8 MGD upgrade project.
- Hazen and Sawyer was the only firm that submitted an SOQ. Based on their submittal, professional qualifications, and comprehensive knowledge of the UCWRF's current processes and future needs, U&I staff recommend that the Town enter into a contract with Hazen and Sawyer for the PER and AA development.
- With this PER we expect a comprehensive analysis of wastewater loading and process modeling to be able to:
 - Add more advanced treatment options to the UCWRF site.
 - Utilize existing structures by retrofitting so that we can reduce costs associated with complete replacement.
 - Design the site to be readily expandable beyond 8 MGD in the future.
 - Form a plan to be able to continue to properly operate the current treatment plant and remain in compliance while the construction of upgrades is taking place.

Background:

- The Town owns and operates the Utley Creek Water Reclamation Facility (UCWRF), a wastewater treatment plant designed for a maximum flow of 6 MGD. Additionally, the UCWRF is permitted to discharge up to 8 MGD into Utley Creek; however, current processes and infrastructure at the facility cannot treat that additional flow.
- UCWRF is nearing capacity due to population and economic growth.
- Hazen and the Town completed the UCWRF Master Plan that suggested several recommended upgrades for the 6 to 8 MGD project at the UCWRF site.
- Hazen and Town staff evaluated options based on wastewater characteristics, hydraulic capacities, load analysis, available and emerging technology, asset lifespan, permit limits, and cost.
- The 6 to 8 MGD expansion project will increase the capacity of the plant by adding Membrane Bioreactors (MBR) to the existing biological nutrient removal process, producing effluent that continues to meet stringent total nitrogen, total phosphorus, orthophosphorus, and suspended solids limits.
- MBR will also improve the quality of reclaimed water for uses such as irrigation or industrial processes, minimize the potable water demand of the community; significantly reduce the energy required to treat, process, and distribute water; and enable users to implement critical sustainability initiatives.
- Due to limited site constraints and estimated cost-per-gallon for infrastructure improvements, staff is interested in obtaining an alternatives analysis while concurrently pursuing permitting and other functions needed for the 6 to 8 MGD expansion.
- The project includes a PER that details expansion of the UCWRF from 6 to 8 MGD and an AA that evaluates expansion on site to flows greater than 8 MGD and other long term solutions like partnerships with other municipalities and expansion at a different location.

Funding Source(s):

WasteWater Capital Projects Fund

Attachment(s):

1. Holly Springs Utley Creek WRF PER and AA Agreement - FINAL

**AGREEMENT
FOR PROFESSIONAL SERVICES**

Between

Town of Holly Springs

And

Hazen and Sawyer

FOR

**Utle Creek WRF Preliminary
Engineering Report and
Alternatives Analysis**

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OWNER: Town of Holly Springs

**PROJECT: Utley Creek WRF Preliminary Engineering
Report and Alternatives Analysis**

**AGREEMENT BETWEEN TOWN OF HOLLY SPRINGS AND HAZEN AND SAWYER
FOR PROFESSIONAL SERVICES**

This Agreement, dated the _____ day of _____, 20____ is made and entered into between

Town of Holly Springs (Owner, hereinafter "**OWNER**")

PO Box 8

Holly Springs NC 27540.

and

Hazen and Sawyer (hereinafter "**ENGINEER**")

4011 WestChase Blvd, Suite 500

Raleigh, NC 27607.

WHEREAS, **OWNER's** Project, of which **ENGINEER's** services under this Agreement are a part, is generally identified as follows:

Preliminary Engineering Report and Alternatives Analysis for the Utley Creek WRF, (hereinafter "**PROJECT**"); and

WHEREAS, **OWNER** requests **ENGINEER's** services in connection with the **PROJECT**;

NOW THEREFORE, in consideration of the mutual promises herein contained, **OWNER** and **ENGINEER** agree as follows:

Art. 1 THE AGREEMENT DOCUMENTS

- 1.1 Included Documents. The Agreement consists of: (1) this Agreement, including Schedule A, Scope of Services, and Schedule B, Compensation, attached hereto.
- 1.2 Entire Agreement. The Agreement represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral.
- 1.3 Modification. **Unless otherwise provided for herein**, no amendments, changes, alterations, or modifications of this Agreement shall be effective unless in writing and executed by **OWNER** and **ENGINEER**.

Art. 2. SCOPE OF SERVICES AND DIVISION OF RESPONSIBILITIES

2.1 OWNER Responsibilities. In addition to other responsibilities of **OWNER** as set forth in this Agreement, **OWNER** must designate its representative to fulfill the following responsibilities, at its expense, which **ENGINEER** shall rely upon:

- a) Provide **ENGINEER** with all criteria and full information as to **OWNER's** requirements for the **PROJECT**, including design objectives and constraints, flexibility, expandability, capacity and performance requirements, budgetary limitations, operating and testing data, as-built drawings, and previous reports if any. Provide **ENGINEER** with copies of all design and construction standards that **OWNER** will require to be included in the Drawings and Specifications, and provide copies of **OWNER's** standard forms, conditions, and related documents for **ENGINEER** to include in the bid documents, when applicable.
- b) Provide to **ENGINEER** any other available information pertinent to the **PROJECT** including reports and data relative to previous designs, or investigation at or adjacent to the Site.
- c) Following **ENGINEER's** assessment of initially-available **PROJECT** data and upon **ENGINEER's** request, provide or make available such additional **PROJECT** related information and data as is reasonably required to enable **ENGINEER** to complete its services. Such additional information or data includes the following:
 - 1. Property descriptions.
 - 2. Zoning, deed, and other land use restrictions.
 - 3. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
 - 4. Explorations and tests of subsurface conditions at or contiguous to the Site, drawings of physical conditions relating to existing surface or subsurface structures at the Site, or hydrographic surveys, with appropriate professional interpretation thereof.
 - 5. Environmental assessments, audits, investigations, and impact statements, and other relevant environmental or cultural studies as to the **PROJECT**, the Site, and adjacent areas.
 - 6. Data or consultations as required for the **PROJECT** but not otherwise identified in the Agreement or the Exhibits thereto.
- d) Provide prompt written notice to **ENGINEER** whenever **OWNER** observes or otherwise becomes aware of the presence at the Site of any environmental concern, or of any other development that affects the scope or time of performance of **ENGINEER** services, or any defect or nonconformance in **ENGINEER** services, the Work, or in the performance of any contractor.

- e) Arrange safe access to and make all provisions for **ENGINEER** to enter upon public and private property as required for **ENGINEER** to perform services under the Agreement.
- f) Provide reviews, approvals, and permits from all governmental authorities having jurisdiction to approve all phases of the **PROJECT** designed or specified by **ENGINEER** and such reviews, approvals, and consents from others as may be necessary for completion of each phase of the **PROJECT**.

Art. 3. NOTICE TO COMMENCE WORK AND DURATION OF AGREEMENT

- 3.1 Commencement. **ENGINEER** is authorized to begin rendering services as of the effective date and issuance of Notice-to-Proceed and will terminate either: (1) upon the satisfactory completion of **ENGINEER's** scope of services set forth in Schedule A; (2) on the date specified in Schedule B, if such date is specified, as applicable; or (3) as otherwise terminated under this Agreement.
- 3.2 Time for Completion. **ENGINEER** shall complete its obligations within a reasonable time. Specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided in Schedules A and/or B. If, through no fault of **ENGINEER**, such periods of time or dates are changed, or the orderly and continuous progress of **ENGINEER's** services is impaired, or **ENGINEER's** services are delayed or suspended, then the time for completion of **ENGINEER's** services, and the rates and amounts of **ENGINEER's** compensation, shall be adjusted equitably. If **OWNER** authorizes changes in the scope, extent, or character of the **PROJECT**, then the time for completion of **ENGINEER's** services, and the rates and amounts of **ENGINEER's** compensation, shall be adjusted equitably. **OWNER** shall make decisions and carry out its other responsibilities in a timely manner so as not to delay **ENGINEER's** performance of its services.

Art. 4. PAYMENT AND BILLING

- 4.1 Payment Amount(s). As compensation for the services to be performed by **ENGINEER**, **OWNER** shall pay **ENGINEER** the amount(s) set forth in Schedule B, attached hereto. The method of compensation shall be set forth in Schedule B. **OWNER** agrees only to be liable for payment to **ENGINEER** for **ENGINEER's** proper performance of services, as provided for in Schedule B.
- 4.2 Invoicing and Documentation. **ENGINEER** shall keep accurate back-up documentation of the time expended in executing its scope of work. Payment for services performed by **ENGINEER** shall be based upon **ENGINEER's** satisfactory completion of services as properly invoiced and documented by **ENGINEER**. **ENGINEER's** invoices and documentation shall be subject to verification by **OWNER** prior to payment. Invoices submitted by **ENGINEER**, at a minimum, shall:
 - a) accurately describe the services rendered during the invoice period;
 - b) identify any other authorized expenses incurred hereunder; and

- c) make reference to this Agreement, and otherwise identify the invoice in such manner as **OWNER** may reasonably require.

All invoices and billing documentation shall be sent to **OWNER** at the following address:

Town of Holly Springs
Attention: Rachel Ingham
PO Box 8
Holly Springs, NC 27540
Rachel.ingham@hollyspringsnc.gov

- 4.3 Failure to Pay. If **OWNER** fails to make any payment due to **ENGINEER** for services and expenses within 30 days after receipt of **ENGINEER's** invoice, then:
 - a) amounts due to **ENGINEER** will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from the thirtieth day; and
 - b) **ENGINEER** may, after giving seven days written notice to **OWNER**, suspend services under this Agreement until **OWNER** has paid in full all amounts due for services, expenses, and other related charges. **OWNER** waives any and all claims against **ENGINEER** for any such suspension.
- 4.4 Disputed Invoices. If **OWNER** contests an invoice, **OWNER** shall promptly advise **ENGINEER** of the specific basis for doing so, may withhold only that portion so contested, and must pay the undisputed portion.
- 4.5 Legislative Actions. If after the Effective Date any governmental entity takes a legislative action that imposes taxes, fees, or charges on **ENGINEER's** services or compensation under this Agreement, then **ENGINEER** may invoice such new taxes, fees, or charges as a reimbursable expense. **OWNER** shall reimburse **ENGINEER** for the cost of such invoiced new taxes, fees, and charges; such reimbursement shall be in addition to the compensation to which **ENGINEER** is entitled under the terms of Schedule B.
- 4.6 Opinions of Probable Construction Cost. **ENGINEER's** opinions of probable construction cost are to be made on the basis of **ENGINEER's** experience and qualifications and represent **ENGINEER's** best judgment as an experienced and qualified professional generally familiar with the construction industry. However, because **ENGINEER** has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, **ENGINEER** cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction costs prepared by **ENGINEER**. If **OWNER** requires greater assurance as to probable construction cost, **OWNER** must employ an independent cost estimator.
- 4.7 Opinions of Total Project Costs. The services, if any, of **ENGINEER** with respect to total project costs shall be limited to assisting the **OWNER** in collating the various cost categories which comprise total project costs. **ENGINEER** assumes no responsibility for the accuracy of any opinions of total project costs.

Art. 5. DATA AND INFORMATION

- 5.1 All documents are instruments of services in respect to this **PROJECT** and **ENGINEER** shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of **ENGINEER**) whether or not the **PROJECT** is completed. **OWNER** shall not rely in any way on any document unless it is in printed form, signed or sealed by **ENGINEER** or one of its consultants.
- 5.2 **OWNER** may make and retain copies of documents for information and reference in connection with use on the **PROJECT** by **OWNER**. **ENGINEER** grants **OWNER** a limited license to use the documents on the **PROJECT**, extensions of the **PROJECT**, and for related uses of the **OWNER**, subject to receipt by **ENGINEER** of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) **OWNER** acknowledges that such documents are not intended or represented to be suitable for use on the **PROJECT** unless completed by **ENGINEER**, or for use or reuse by **OWNER** or others on extensions of the **PROJECT**, on any other project, or for any other use or purpose, without written verification or adaptation by **ENGINEER**; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by **ENGINEER**, as appropriate for the specific purpose intended, will be at **OWNER's** sole risk and without liability or legal exposure to **ENGINEER** or to its officers, directors, members, partners, agents, employees, and consultants; (3) **OWNER** shall indemnify and hold harmless **ENGINEER** and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by **ENGINEER**; and (4) such limited license to **OWNER** shall not create any rights in third parties.
- 5.3 If **ENGINEER** at **OWNER's** request verifies the suitability of the documents, completes them, or adapts them for extensions of the **PROJECT** or for any other purpose, then **OWNER** shall compensate **ENGINEER** at rates or in an amount to be agreed upon by **OWNER** and **ENGINEER**.

Art. 6. SUBCONTRACTING

Performance of this Agreement shall not be subcontracted in whole or in part without the consent of **OWNER** which shall not be unreasonably withheld. In the event **OWNER** consents to such subcontract, **ENGINEER** shall remain bound by the terms of this Agreement until the satisfactory completion of all work hereunder or the termination or expiration hereof, whichever shall first occur. **ENGINEER** may employ consultants as **ENGINEER** deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objections by **OWNER**.

Art. 7. CONFLICTS OF INTEREST

- 7.1 Neither **ENGINEER** nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially

antagonistic or incompatible with **ENGINEER's** loyal and conscientious exercise of judgment related to its performance under this Agreement.

- 7.2 **ENGINEER** agrees that none of its officers or employees shall, during the duration of this Agreement, serve as an expert witness against **OWNER** in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of **OWNER** for the work performed under this Agreement or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.
- 7.3 In the event **ENGINEER** is permitted to utilize subcontractors to perform any services required by this Agreement, **ENGINEER** agrees to prohibit such subcontractors, by written contract, from having any conflicts within the meaning of this Article 7.

Art. 8. SUSPENSION OF SERVICES

- 8.1 By OWNER. **OWNER** may suspend, delay, or interrupt the **PROJECT** for up to 60 days upon 7 days written notice to **ENGINEER**. The written notice must be in advance of the effective time and date of suspension and will fix the date on which performance of such services will be resumed. **ENGINEER** shall be entitled to an adjustment in compensation, an extension of time, or both, directly attributable to any such suspension, to the extent that such suspension was not due to any fault of **ENGINEER**.
- 8.2 By ENGINEER. **ENGINEER** may suspend, delay, or interrupt its services, or any portion thereof, for a period of 60 days upon 7 days written notice to **OWNER** for nonpayment.

Art. 9. TERMINATION

- 9.1 Termination for Cause by Either Party. Either party may terminate this Agreement at any time for cause by giving the other party **seven days** written notice if the other party fails to perform its obligations under this Agreement and fails to cure within such **seven day** period.
- 9.2 Termination for Cause by ENGINEER. Upon seven days written notice if **OWNER** demands that **ENGINEER** furnish or perform services contrary to **ENGINEER's** responsibilities as a licensed professional; or upon seven days written notice if **ENGINEER's** services for the **PROJECT** are delayed or suspended for more than 60 days for reasons beyond **ENGINEER's** control, **ENGINEER** may terminate this Agreement. **ENGINEER** shall have no liability to **OWNER** on account of such termination.
- 9.3 Termination for Convenience. **OWNER** may terminate this Agreement at any time with or without cause upon at least **fourteen days** written notice to **ENGINEER**. In the event of such a termination for convenience, **ENGINEER** will be paid for that portion of the work satisfactorily completed prior to termination.

- 9.4 Payments Upon Termination. In the event of any termination, **ENGINEER** will be entitled to invoice **OWNER** and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination. In the event of termination by **OWNER** for convenience or by **ENGINEER** for cause, **ENGINEER** shall be entitled, in addition to invoice **OWNER** and to payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with **ENGINEER's** subcontractors or consultants, and other related close-out costs.

Art. 10. CHANGES IN THE SERVICES

- 10.1 Written Change Order. **OWNER** may, by written order to **ENGINEER**, request additional services, issue revisions or direct the omission of services within the general scope of this Agreement. Any additional services shall be performed upon execution of an applicable change order regarding compensation and extensions of time. No changes will be made absent specific written direction and agreement for payment.
- 10.2 Equitable Adjustment. If such changes cause an increase or decrease in **ENGINEER's** cost of, or time required for, performance of any services under this Agreement, an equitable adjustment may be made in price and/or time of performance, provided that any claim for an adjustment must be made in strict accordance with the terms of this Agreement. **ENGINEER** shall submit such claim in writing within **30 days** of receipt of said written order.

Art. 11. NOTICES

All notices or orders provided for in this Agreement shall be in writing, addressed to the appropriate party at the address which appears below (or as modified in writing by such party) and given personally, by United States mail (return receipt requested), or by a courier service. All notices shall be effective upon the date of receipt.

OWNER if mailed by certified or registered mail, postage prepaid to:

Town of Holly Springs
Attention: Rachel Ingham
PO Box 8
Holly Springs, NC 27540;

or

ENGINEER if mailed by certified or registered mail, postage prepaid to:

Hazen and Sawyer
Attention: David Wankmuller
4011 WestChase Blvd, Suite 500
Raleigh, NC 27607
dwankmuller@hazenandsawyer.com.

Art. 12. CLAIMS AND DISPUTES

- 12.1 Applicable Law. This Agreement shall be interpreted and construed in accordance with the laws of the state where the **PROJECT** is located.
- 12.2 Dispute Resolution Procedure. **OWNER** and **ENGINEER** each hereby waives any rights it may have to a trial by jury of any such litigation. Further, any such claims or disputes and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the courts of the state in which the **PROJECT** is located.
- 12.3 Neither **OWNER** nor **ENGINEER** shall be liable to the other for any special, incidental, indirect or consequential damages whatsoever arising out of or relating in any way to this Agreement.

Art. 13. INSURANCE

- 13.1 ENGINEER Coverage. **ENGINEER** shall procure and maintain insurance as set forth below. **ENGINEER** shall cause **OWNER** to be listed as an additional insured on any applicable general liability insurance policy carried by **ENGINEER**.
- 13.2. Minimum Coverage of ENGINEER. **ENGINEER** shall maintain at a minimum the following insurance policies and coverage with carriers authorized to cover risks and licensed to underwrite policies and have an A.M. Best's rating of A-VII or higher:
- (a) Worker's Compensation & Disability Insurance as required by all applicable state and federal laws.
 - (b) Employer's Liability with limits of **\$500,000** each accident, **\$500,000** Disease (each employee) and **\$500,000** Disease (policy limit).
 - (c) Comprehensive General Liability with minimum limits of **\$1,000,000** per occurrence and **\$1,000,000** in the aggregate.
 - (d) Professional Liability with limits of not less than **\$1,000,000**, per claim and **\$1,000,000** in the aggregate, insuring the professional liability of **ENGINEER**.
 - (e) Business Auto Insurance for all owned, hired, non-owned and Employers' non-ownership vehicles with minimum limits of **\$1,000,000** combined single limit.
 - (f) Other Insurance Coverage Requirements: NONE
- 13.3 Certificates of Insurance. **ENGINEER** shall deliver to **OWNER** certificates of insurance evidencing the coverages indicated in Sections 13.1 and 13.2 above. Such certificates shall be furnished prior to commencement of **ENGINEER's** services and at renewals thereafter during the life of the Agreement.

- 13.4 At any time, **OWNER** may request that **ENGINEER** or its consultants, at **OWNER's** sole expense, provide additional insurance coverage, increased limits, or revised deductibles.
- 13.5 Cancellation, Renewal or Modification. Should coverage afforded under any policy be canceled, non-renewed, materially changed (materially changed defined as a reduction in the policy limit by endorsement during the policy period), or allowed to expire, **ENGINEER** shall provide **OWNER** with at least 30 days prior written notice or, in the event of non-payment, ten days prior written notice.
- 13.6 Failure to Maintain Insurance. In the event **ENGINEER** fails to maintain any of the insurance required under this Agreement, it shall constitute a material breach of this Agreement.

Art. 14. INDEMNIFICATION

- 14.1 Indemnification by ENGINEER. To the fullest extent permitted by law, **ENGINEER** shall indemnify and hold harmless **OWNER**, and its officers and employees from and against claims, damages, losses and expenses of any nature or kind including, but not limited to, reasonable attorneys' fees, arising out of, resulting from or relating in any way to negligence, recklessness, intentionally wrongful conduct or breach of contract of **ENGINEER**, its subcontractors, anyone directly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article 14.
- 14.2 Indemnification by OWNER. **OWNER** shall indemnify and hold harmless **ENGINEER** and its shareholders, directors, officers, agents and employees from and against claims, damages, losses and expenses of any nature or kind including, but not limited to, attorneys' fees, arising out of, resulting from or relating in any way to negligence, recklessness, intentionally wrongful conduct or breach of contract of **OWNER**, its subcontractors, anyone directly employed by them or anyone for whose acts they may be liable. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article 14.
- 14.3 Environmental Indemnification. To the fullest extent permitted by law, **OWNER** shall indemnify and hold harmless **ENGINEER**, and its shareholders, directors, officers, agents and employees from and against any and all claims, costs, losses, and damages (including but not limited to all fees and charges of **ENGINEER**, architects, attorneys and other professionals, and all court, arbitration, or other dispute resolution costs) caused by, arising out of, relating to, or resulting from a environmental concern at, on, or under the site, provided that (1) any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to the injury or to destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) nothing in this paragraph shall obligate **OWNER** to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence or willful misconduct.
- 14.4 Mutual Waiver. To the fullest extent permitted by law, **OWNER** and **ENGINEER** waive against each other, and the other's shareholders, directors, officers, agents

and employees, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the **PROJECT**.

- 14.5 This Article 14, Indemnification, shall survive the termination of this Agreement.
- 14.6 Both parties acknowledge and agree that the foregoing obligations are specific considerations for this Agreement and without such duties and obligations neither party would enter this Agreement.

Art. 15. PERFORMANCE STANDARDS

- 15.1 Standard of Care. **ENGINEER** shall perform all professional services with the care and skill ordinarily exercised by members of the same profession currently practicing in the United States, on projects of similar size and complexity at the time the services are performed. **ENGINEER** makes no warranties, express or implied, under this Agreement or otherwise, in connection with **ENGINEER's** services.
- 15.2 Reliance on Others. Subject to the standard of care set forth in Article 15, **ENGINEER** and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- 15.3 **ENGINEER** shall not be required to sign any documents, no matter by whom requested, that would result in **ENGINEER** having to certify, guarantee, or warrant the existence of conditions whose existence **ENGINEER** cannot ascertain. **OWNER** agrees not to make resolution of any dispute with **ENGINEER** or payment of any amount due to **ENGINEER** in any way contingent upon **ENGINEER** signing any such documents.
- 15.4 During construction, **ENGINEER** neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents.
- 15.5 During construction, **ENGINEER** shall not provide or have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements.
- 15.6 During construction, **ENGINEER** shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other person (except **ENGINEER**; own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification of the contract documents, other than those made by **ENGINEER**.

Art. 16. RECORDS

- 16.1 If the services to be performed hereunder relate to a state or federal government contract, the Comptroller General of the United States and the department or agency of the government having cognizance over this Agreement, and any of their duly authorized representatives, shall have access to and the right to examine any directly pertinent books, documents, papers and records of **OWNER** or **ENGINEER** involving transactions related to this Agreement.
- 16.2 **ENGINEER** shall grant access to such records until the expiration of **three years** after final payment under this Agreement.

Art. 17. AUDIT RIGHT AND RETENTION OF RECORDS

- 17.1 **OWNER** shall have the right to audit the books and records of **ENGINEER**. **ENGINEER** shall keep such records and accounts as may be necessary in order to record complete and correct entries related to the **PROJECT**.
- 17.2 **ENGINEER** shall preserve and make available, at reasonable times for examination and audit by **OWNER** all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement until the expiration of **three years** after final payment under this Agreement.

Art. 18. LIMITATION OF LIABILITY

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of **ENGINEER** and **ENGINEER's** officers, directors, members, partners, agents, employees, and Consultants, to **OWNER** and anyone claiming by, through, or under **OWNER** for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from, or in any way related to the **PROJECT** or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability, breach of contract, indemnity obligations, or warranty express or implied of **ENGINEER** or **ENGINEER's** officers, directors, members, partners, agents, employees, or Consultants shall not exceed the Policy Limits.

Art. 19. SUCCESSORS AND ASSIGNEES

This Agreement is to be binding on the heirs, successors and assignees of **OWNER** and **ENGINEER**, but is not to be assigned by either **OWNER** or **ENGINEER**, without first obtaining the written consent of the other.

Art. 20. MUTUAL WAIVER OF BREACH AND MATERIALITY

Failure by **either party** to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement. **OWNER** and **ENGINEER** agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

Art. 21. PERMITS, LICENSES, NOTICES AND COMPLIANCE WITH LAWS

- 21.1 **ENGINEER** shall comply with federal, state and local tax laws, social security acts, unemployment compensation acts and worker's compensation acts insofar as applicable to the performance of services under this Agreement.
- 21.2 **ENGINEER** shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of the funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by **OWNER**, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards.
- 21.3 **ENGINEER's** decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully or appropriately used as a basis for service delivery.
- 21.4 **ENGINEER** shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, or physical or mental disability. In addition, **ENGINEER** shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.
- 21.5 **ENGINEER** shall take affirmative action to ensure that applicants are employed and employees are treated without regard to race, age, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, or physical or mental disability during employment. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

Art. 22. SEVERANCE

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless **OWNER** elects to terminate this Agreement. The election to terminate this Agreement based upon this provision shall be made within **seven days** after the finding by the court becomes final.

Art. 23. JOINT PREPARATION

Preparation of this Agreement has been a joint effort of **OWNER** and **ENGINEER** and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

Art. 24. PRIORITY OF PROVISIONS

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in the Articles of this Agreement shall prevail and be given effect.

Art. 25. PROJECT SPECIFIC TERMS

The following additional **PROJECT** specific terms and conditions are:

NONE

Art. 26. COUNTERPARTS

This Agreement may be executed in **counterparts**, each of which shall be deemed to be an original.

Art. 27. APPROVAL

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and is made effective the day and year first above written.

Town of Holly Springs

HAZEN AND SAWYER

By: _____

Name: _____ Date _____
Title: _____

By: _____

Patricia Drummey Stiegel Date _____
Vice President

Witnessed By: _____

Name: _____ Date _____
Title: _____

David Wankmuller Date _____
Senior Associate

SCHEDULE A
SCOPE OF SERVICES
Town of Holly Springs
Utle Creek WRF Preliminary Engineering Report and Alternatives Analysis

The scope of work to be provided by **ENGINEER** includes professional services for the elements listed below.

The Town owns and operates the Utle Creek Water Reclamation Facility (UCWRF), a wastewater treatment plant designed for a maximum flow of 6 million gallons per day (mgd). Additionally, the UCWRF has been permitted to discharge up to 8 mgd to Utle Creek, an effluent dominated receiving waterbody. Hazen and the Town completed a UCWRF Master Plan that outlined design plans for the 6 to 8 mgd upgrade at the UCWRF site. Due to estimated cost-per-gallon and limited site constraints, the Town is interested in obtaining an alternatives analysis while concurrently pursuing permitting and other functions needed for the 6 to 8 mgd expansion.

The project will include a Preliminary Engineering Report (PER) that details expansion of the UCWRF from 6 to 8 mgd and an Alternatives Analysis (AA) that evaluates expansion on site to flows greater than 8 mgd and other long term solutions like partnerships with other municipalities and expansion at a different location.

1. Preliminary Engineering Report - Expansion from 6.0 to 8.0 mgd

a. Historical Data Analysis / Flow and Load Update

- i. Review and analyze recent WRF historical data – Summarize and analyze influent historical data from Jan 2020 to present to ensure recent concentrations and loads are similar to design values developed that were from 2015 through 2019 historical data and presented in the UCWRF Master Plan. The effort shall include updating graphs and tables including the following to understand treatment plant and operations:
 1. Influent concentration and mass load vs time for: BOD, TSS, TKN, ammonia, NOx, TP, pH, alkalinity
 2. Effluent BOD, TSS, TP, and nitrogen speciation (TN, ammonia, TKN, and NO₃/NO₃)
 3. Influent ratios vs time for: BOD:TKN, BOD:TP
 4. Secondary process parameters such as: total and aerobic SRT, SVI, Yield, MLSS and MLVSS vs. time
 5. Secondary clarifier overflow rates (gpd/sf) vs time
 6. Solids production and solids production rates (lb/MG) vs time

7. Summaries of the data fields in tabular format including average of the entire period, yearly averages, monthly averages and percentage ranking for the entire period
 - ii. Review and analyze recent flow projection data – Update UCWRF flow projections based on Hazen's efforts during the Northwest Area Master Plan. Any datasets or industry flow projections developed since the Utley Creek WRF Master Plan will be provided by the Town to facilitate the update. Confirm the 2040 and buildout flow to be utilized in the PER and Alternatives Analysis. For the purposes of this scope, the buildout flow is assumed to be between 8 and 14 mgd, and higher flows may be analyzed if agreed upon by the Town and Hazen.
 - iii. Update design flows and loads – Utilizing the updated historical data, perform statistical analysis to identify and update (if necessary) the design influent flows, loads and load peaking factors for maximum day, maximum month, peak two week, and peak week that were presented in the Utley Creek WRF Master Plan. The peak flow is anticipated to remain at a process peak of 20 mgd (2.5 times the rated plant capacity) and a hydraulic peak hour flow of 24 mgd (3 times the rated plant capacity) or less.
 - iv. Update solids flows and loads – Utilizing the updated historical data, perform statistical analysis to identify and update (if necessary) the design solids loads and load peaking factors for maximum day, maximum month, peak two week, and peak week that were presented in the Utley Creek WRF Master Plan.
 - v. Permitting coordination – Hazen will inform the State of the Town's intent to expand the UCWRF from 6 to 8 mgd. After completion of the PER, Hazen will help the Town submit a Major modification permit application.
- b. **Special Sampling**
- i. Prepare special sampling plan – To provide a calibrated BioWin model of the process at the UCWRF, a special sampling program will be provided. This sampling program is designed to augment the routine process control and regulatory compliance sampling by increasing the frequency of sampling and adding process parameters that are not normally tested. Hazen and Sawyer will identify locations for composite and grab sampling and determine the parameters to quantify at each location to gather requisite information for the model calibration. Special sampling will include the following tasks:
 1. Composite sampling. The Town will utilize their existing composite samplers at the plant influent and plant effluent locations. An outside laboratory of the Towns choosing will be asked to analyze samples for TSS, VSS, COD, BOD, TKN, ammonia, nitrate, nitrite, orthophosphate, TP, alkalinity, from each location for five weekdays and two weekend days. In addition, one influent sample shall be analyzed for calcium and magnesium. The two composite samples will each be analyzed for 19 parameters for a total of 190 analysis over the five-day sampling period.
 2. Profile / Grab sampling. Hazen will collect samples and analyze alkalinity, COD, ammonia, nitrate, nitrite, orthophosphate, and pH and have an outside lab analyze samples for BOD, TSS, VSS, and TKN at approximately 19 locations twice a day for one day (2 profiles total). The samples will be analyzed for a variety of parameters, for a total of 107 analysis per day and 214 analyses over the two-day sampling period.

3. Grab sampling of recycles. Hazen will collect samples on the filter backwash and thickening filtrate and analyze alkalinity, COD, ammonia, nitrate, nitrite, orthophosphate, and pH and have a third-party lab analyze samples for BOD, TSS, VSS, and TKN twice a day for a total of two days. The samples will be analyzed for a variety of parameters, for a total of 20 analysis per day and 40 analyses over the two-day sampling period.
4. Diurnal grab sampling. To evaluate how diurnal loading patterns affect treatment diurnal sampling is required. This sampling would be performed by the Town to collect raw influent and secondary clarifier effluent every 2 hours for 24 hours on a weekday and weekend. These samples would be analyzed by an outside lab for TSS, VSS, COD, BOD, TKN, TP, and alkalinity, although the sampling regimen could be adjusted to focus on a particular parameter of interest. The samples will be analyzed for a variety of parameters, for a total of 84 analysis per day and 168 analyses over the two day sampling period.
5. It is recommended that the weekday composite samples, grab sampling, and sidestream sampling take place on the same days. The diurnal sampling can occur at a later date.
6. Hazen and Sawyer prepared a written sampling plan (Attached) and will coordinate with the Town prior to sampling dates. In total, the number of samples Hazen will be responsible for outsourcing to an external lab at the Towns expense may total 42Holl0 samples. The sampling plan can be adjusted to the results of the historical data analysis will help determine the essential sampling locations.
- ii. Conduct special sampling plan in conjunction with the Town – Hazen and Sawyer will be on site for the profile / grab sampling and will require a space to setup test kits and filtering equipment that has access to a sink and electrical outlet. The Town will be responsible for collecting, filtering, and organizing the samples bottles for the composite sampling event and diurnal sampling event.
- iii. Coordinate lab work with the Town and an outside lab – Depending on the availability of plant staff to analyze samples, some analysis such as TKN, TP, etc. may be performed by an outside laboratory. With the sampling plan described above, testing of all parameters by an outside laboratory will be approximately \$12,600.

c. BioWin Process Modeling

- i. Develop calibrated model of the UCWRF– Hazen will utilize the preliminary BioWin model developed in the Master Plan and calibrate the model utilizing recent historical data and the special sampling data.
- ii. Evaluate expansion options (Up to 5) – Hazen will utilize the calibrated BioWin model to determine the expanded capacity of the UCWRF with different process configurations and technologies. A preliminary list of proposed BNR expansion alternatives to be evaluated include:
 1. Conventional (SVI 120 mL/g)
 2. Conventional with Densification (SVI 70-90 mL/g)
 3. MABR with Densification
 4. MBR

5. Primary Filtration

d. Evaluate Liquid Treatment Options

- i. Preliminary treatment – The Master Plan indicated that the influent Parshall flume, mechanical bar screens, and grit system are adequately sized for 8 mgd (peak of 21.3 mgd) and will not require any additional modifications or upgrades if the peak flow does not increase. Hazen will confirm with the Town that the preliminary treatment facilities do not need any rehabilitation or equipment replacement as part of the upgrade.
- ii. Influent pump station – The influent pump station conveys screened/degritted influent and RAS to the BNR distribution box. The Master Plan indicated that the influent pump station is adequately sized for 8 mgd and will not require any additional modifications or upgrades. Hazen will confirm the influent peak hour flow and required RAS flow rates are not higher than assumed in the Master Plan. Hazen will confirm with the Town that the influent pump station does not need rehabilitation or pump replacement and ensure the influent pump station is adequately sized for each expansion alternative. For example, if MBR is selected, modifications to the influent pump station may be necessary to convey higher RAS flow (2-3Q).
- iii. BNR distribution box –RAS and preliminary treated influent are pumped from the influent pumps station to the BNR distribution box which controls the flow to the three existing BNR basins. The Town has said that the existing distribution box does not provide the correct flow split to each BNR basin. Hazen will evaluate modifications to the existing box that will improve the flow split to each of basin or recommend sizing for a new BNR distribution box.
- iv. BNR Alternatives (Up to 5) – The UCWRF utilizes oxidation ditches with surface aerators for nutrient removal. While the facility does an excellent job achieving very low effluent TN and TP concentrations, the surface aerator oxygen transfer capacity is limited and the Master Plan recommended replacing the surface aerators with fine bubble diffusers. In addition to replacing aeration equipment, the Master Plan recommended modifying the configuration of the oxidation ditches.
 1. As part of the PER, the Town may narrow down the five BNR alternatives evaluated with the BioWin model and look at the selected alternatives in further detail. Hazen will evaluate modifications to the existing BNR basins to accommodate up to five different process configurations / technologies for expansion to 8 mgd. Each alternative will be evaluated with the expansion greater than 8 mgd in mind. One site tour to a densification facility in Atlanta is anticipated; additional site visits can be organized but are not included in the current scope.
- v. Chemical Facilities – Evaluation of existing sodium aluminate system and new supplemental carbon system
 1. The UCWRF currently doses sodium aluminate upstream of the final clarifiers for phosphorus removal. The future alum requirements will be calculated utilizing the calibrated BioWin model to determine if additional tankage and/or dosing pumps will be required in the future.
 2. The Master Plan indicated at future flows supplemental carbon facilities may be necessary to meet the effluent total nitrogen limit. The calibrated BioWin model will be used to confirm supplemental carbon will be

necessary in the future and the size of the storage tanks, capacity of the chemical dosing pumps, and recommended dosing location(s) for the supplemental carbon.

- vi. Final Clarifiers – The facility currently has three 90-foot final clarifiers for solids separation. The Master Plan recommended one additional final clarifier is recommended for the expansion to 8 mgd. Location of the new final clarifier and RAS control box will be evaluated along with routing of MLSS, final clarifier effluent, RAS, and scum lines. Final clarifiers are not necessary for all future expansion technologies, so synergy with future expansion will also be evaluated.
- vii. Effluent Filters – The facility currently has four tertiary filters units; one additional unit is required to for expansion to 8 mgd assuming the same redundancy criteria of one filter unit out of service for peak flow events. It is assumed the new filters would be the same manufacturer and placed adjacent to the existing filters.
- viii. Disinfection / UV – The facility currently has one UV channel with two lamp banks and space for a future bank. For expansion to 8 mgd (peak of 21.3 mgd), one additional bank is necessary. The Town has expressed that the UV system has no redundancy and has requested an additional UV channel. Hazen will evaluate if a new UV channel can be added to the existing structure or if a completely new facility will need to be constructed.
- ix. Effluent discharge – The existing cascade aerator and Parshall flume are adequately sized for 8 mgd (peak of 21.3 mgd). Hazen will confirm with the Town that the effluent discharge facilities do not need any rehabilitation or equipment replacement as part of the upgrade.
- x. Effluent equalization – The Town has indicated that flows in the middle of the night get low and that effluent equalization would be beneficial for NPW and off-site re-use. Hazen will discuss the Towns goals for effluent equalization and utilizing hourly diurnal flow data, determine the appropriate size, configuration, and location for a new effluent equalization basin.
- xi. Hydraulic Profile – The hydraulic profile that was developed in the Master Plan will be updated to incorporate revised peak flows if necessary, and utilized to determine hydraulic constraints related to the selected BNR process alternatives
- xii. Administration Building Evaluation – Hazen will discuss with the Town the requirements for the new administration building, including office space, laboratory space, conference rooms, parking, and ideal location for the building. Hazen will develop a preliminary layout of the building.
- xiii. Floodwall – The UCWRF is located adjacent to Utley Creek, a FEMA mapped tributary, regulated by NC Flood Maps. Based upon a review of the existing FIS mapping, there appears to be a detailed study that includes published cross section and floodway adjacent to the WRF. The limits of the detailed study end immediately downstream of the WRF. Improvements to the UCWRF adjacent to Utley Creek are anticipated to require a permit to encroach into the floodplain and/or regulated floodway. A preliminary study will be prepared to evaluate flood wall/flood protection alternatives including development of a floodway model to support a detailed FEMA CLOMR submittal. Alternative analysis will include a recommended flood protection facility location, top of facility elevation, and any flood impacts to adjacent properties. Major flood study activities include the following:

1. Acquire available FEMA Reports, FEMA Modeling, USGS Gage Data, NWS Rainfall Data, and related Hydraulic & Hydrologic studies for Utley Creek adjacent to the UCWRF.
 2. Field surveys along Utley Creek adjacent to the WRF to verify existing channel cross sections as well as the published floodplain elevations and floodway mapping to support proposed facility improvements
 3. Preparation/update of a calibrated HEC-RAS model detailing flood elevations for the 2-yr to 500-yr return period storms
 4. Summary report FEMA table updates to support a CLOMR submittal to NC Flood Maps
- xiv. **Evaluate Solids Treatment Options** – Evaluation of modification of the existing WAS holding tanks and construction of a new dewatering facility at the UCWRF assuming the current disposal method of hauling/landfilling a Class B product.
- xv. WAS Holding – WAS is currently sent to Digester #1 for holding prior to dewatering. Hazen will evaluate the holding time in the existing system with the design solids loadings developed utilizing the calibrated BioWin model and confirm that the storage period is adequate based on the Towns dewatering schedule.
- xvi. Dewatering Facility – The existing dewatering facility consists of a pre-engineered building with a PWTech Volute dewatering press. Hazen will evaluate construction of a new multi-story dewatering facility that would allow for dewatering equipment on the second floor to directly discharge into trailers below without the need for conveyors. Hazen will evaluate up to three dewatering technologies and provide a preliminary layout of the proposed dewatering facility with the selected technology. Site visits to nearby facilities with different dewatering technologies can be organized but are not included in the scope / fee.
- xvii. Solar Drying Beds– Hazen will evaluate a conceptual size and location of a solar drying bed for producing Class A product; no drawings or design will be included.
- e. **Electrical and I&C Evaluation** – Evaluation of the existing electrical and I&C systems.
1. Hazen will develop a load list for the existing electrical equipment at the UCWRF. The load list will be utilized to evaluate changes necessary to the system for expansion to 8 mgd and evaluate the capacity of the existing backup generator system.
 2. Hazen will discuss the existing I&C system at the UCWRF and determine the level of automation (Control strategies / instrumentation) the Town would like for the future expansion.
- f. **Geotechnical Evaluation** – Once a preferred process alternative has been selected, Hazen will develop a boring plan (up to 10 borings) to ensure that construction of facilities in the proposed locations are appropriate for detailed design. Hazen will use a subconsultant to perform this evaluation and report.
- g. **Survey** – Hazen will develop a surveying plan to confirm the elevations and locations of structures, hydraulic elements, and hydraulic grade lines to support verification of the hydraulic model and as-built drawings. Hazen will use a subconsultant to perform this work.

- h. **Permitting schedule / documentation** – Hazen will develop a preliminary permitting schedule to ensure the appropriate documentation is completed and submitted to the state in a timely manner.
- i. **Cost Estimate** – Hazen will develop a Class 4 capital cost estimate for each BNR alternative, including all supporting unit processes, which is appropriate for alternatives analysis and has an expected accuracy range between -30% to +50%. The cost estimate will include all of the necessary upgrades to the liquid / solids treatment trains at the UCWRF for 8 mgd. Operations and maintenance estimates are not included for each alternative in this scope.
- j. **Preliminary Engineering Report Document** – Hazen will develop a concise technical report detailing the capacity of each liquid and solids treatment train process and the upgrades necessary to expand to 8 mgd.
- k. **Meetings and Workshops**
 - i. Kick-Off Meeting
 - ii. Liquid Treatment Options (up to 3)
 - iii. Solids Treatment Options (up to 2)
 - iv. Administration Building Concept
 - v. Final Review Meeting

2. Alternatives Analysis – Expansion Greater Than 8 mgd (Build-Out)

- a. **Expansion at Utley Creek** – Hazen will work on the Alternatives Analysis in parallel with the PER to ensure the solutions for expansion to 8 mgd are synergistic for expansion up to the buildout flow identified in the PER. Hazen will evaluate the upgrades necessary to expand the existing UCWRF site to accommodate flows up to the buildout flow. The design buildout flow will be evaluated/ determined in the PER. Once one BNR process alternative is selected, a 20% model of each of each facility and a site plan with yard piping will be developed to detail the recommended upgrades, identify the constructability of the proposed modifications, and better define the path forward for detailed design.
 - i. Request speculative limits at Utley Creek WRF – Hazen will request speculative limits from the state for the UCWRF for the design buildout flow. It is anticipated that the State may require additional water quality modeling for expansion greater than 8 mgd, which is not included in this scope.
 - ii. Preliminary treatment – Greater than 8 mgd a new Parshall Flume, influent screens, and grit will be required. Hazen will develop sizing of a parallel headworks facility similar in configuration to the existing influent pump station to convey the design buildout flow.
 - 1. If a BNR process such as MBR or MABR is selected, a fine screen facility will need to be installed downstream of the influent pump station and upstream of the BNR distribution box to protect and prolong the life of the membranes. The new fine screen facility could also include a distribution box that conveys flow to the BNR basins.
 - iii. Influent pump station – Greater than 8 mgd a new influent pump station will be required. Hazen will develop sizing of a parallel influent pump station similar in configuration to the existing influent pump station to convey the design buildout flow.

- iv. BNR Distribution Box – If MBR or MABR are selected, a new BNR distribution box could be included in the fine screen facility. If densification is selected, the BNR distribution box will have already been upgraded in the 8 mgd expansion and will not need to be modified.
- v. BNR Alternatives (Up to 2) – The technologies that were identified in the PER for expansion greater than 8 mgd will also be evaluated for expansion greater than 8 mgd. All technologies may not provide full design buildout flow capacity on the existing site, so Hazen will determine the maximum capacity of each of the selected technologies for future expansion.
- vi. Chemical Facilities – Each BNR alternative will be evaluated using the calibrated BioWin model to determine the metal salt and/or supplemental carbon requirements at buildout flow. Hazen will evaluate the storage volume necessary, carbon dosing pump capacity, and chemical routing required for each alternative.
- vii. Final Clarifiers
 - 1. Conventional Solution: State Point Analysis will be performed to determine the size and quantity of additional final clarifiers necessary for buildout flows. Location of the new final clarifier and RAS control box will be evaluated along with routing of MLSS, final clarifier effluent, RAS, and scum lines.
 - 2. MBR Solution: Hazen will evaluate repurposing the existing final clarifiers and/or evaluate demo/removal of the final clarifiers if the land is needed for other facilities.
- viii. Effluent Filters
 - 1. Conventional Solution: Hazen will evaluate the size and quantity of additional effluent filters. It is assumed the new filters would be the same manufacturer and placed adjacent to the existing filters.
 - 2. MBR Solution: Effluent filters will not be necessary with the MBR process.
- ix. Disinfection / UV
 - 1. Conventional Solution: Hazen will evaluate expansion of the existing UV facility with additional banks / channels.
 - 2. MBR Solution: Depending on the location of the new MBR facility, a new UV facility may be necessary. Hazen will evaluate whether to expand the existing facility or construct a new facility.
- x. Effluent equalization – Hazen will discuss the Towns goals for effluent equalization and utilizing hourly diurnal flow data, determine the appropriate size, configuration, and location for the effluent equalization basin.
- xi. Reclaimed Water Evaluation – Evaluate potential reclaimed water quality improvements for removing chloride, TDS, and any other contaminants that may be necessary for utilizing reclaimed water off site.
- xii. Effluent discharge –
 - 1. Cascade Aeration – Hazen will evaluate the capacity of the existing cascade aeration system and suggest modifications and/or new infrastructure to increase capacity to buildout flow.

2. Effluent Conveyance – Hazen will evaluate the capacity of the effluent line that discharges to Utle Creek. If other discharge locations are identified that require effluent pumping, they will be evaluated separately for each regional solution.
- xiii. Solids Treatment –
1. Hazen will evaluate the WAS holding capacity and based on the design solids loading rates and will recommend size / location of additional tankage (if necessary).
 2. Hazen will evaluate the solids capacity needs at buildout flow and ensure the new dewatering facility has sufficient space to add additional dewatering units to serve the anticipated solids loading rate at buildout flows.
- xiv. Hydraulic profile (Greater than 8 mgd) – The hydraulic profile of the existing facility will be modified to determine the hydraulic restrains of the facility with the new infrastructure necessary for buildout flows. A preliminary hydraulic profile will be developed for all three BNR alternatives to ensure there are no major hydraulic design flaws with any of the selected alternatives.
- xv. Trigger based expansion dashboard – Hazen will develop a PowerBi dashboard that will help the Town visualize the different phases of expansion and provide a trigger based approach for when to upgrade the facility. The dashboard will include capital costs associated with each phase of construction, flow projections, and estimated timeline for each phase of construction.
- b. **Long Term Capacity Solution** –The evaluation of long-term capacity solutions is intended to be a comparison of concept-level alternatives. Concept level evaluations carry a high level of uncertainty (e.g., assumptions) prior to preliminary engineering evaluations. This comparative exercise should be used to determine the Town's next steps in the planning and engineering process. Hazen will work with the Town and the DWR to identify the most feasible long term capacity solutions and define a scope of work for a long-term capacity evaluation. This scope does not include water quality modeling that will likely be necessary for the selected solution(s).
- i. Expansion with Western Wake Regional Water Reclamation Facility (WWRWRF) – Hazen will organize a meeting with the Town of Cary to discuss the possibility of sending flow to the WWRWRF.
 - ii. Regionalization with Fuquay Varina - Hazen will organize a meeting with the Town of Fuquay Varina to discuss the possibility of constructing a new regional water reclamation facility.
 - iii. New potential discharge locations (Harris Lake) – Hazen will organize a meeting with the Town and the State to discuss the feasibility of new a new discharge location.
 - iv. New WRF and discharge location – Hazen will organize a meeting with the Town and the State to discuss the feasibility of new a new WRF and discharge location.
- c. **Industrial contribution / pre-treatment**
- i. Hazen will perform a literature review to understand the potential issues of accepting industrial flows with elevated TDS and chlorides to their ability to meet

effluent limits at the Utley Creek WRF. Hazen will also review the effects of TDS and chlorides to process performance, such as the settleability of the MLSS.

- ii. Hazen can provide the Town with guidance on pre-treatment systems (if necessary) for future industries.
- d. **Cost Estimate** – Hazen will develop a Class 4 capital cost estimate for each BNR alternative, including all supporting unit processes, which is appropriate for alternatives analysis and has an expected accuracy range between -30% to +50%. The cost estimate will include all of the necessary upgrades to the liquid / solids treatment trains at the UCWRF for buildout flow. Operations and maintenance estimates are not included for each alternative in this scope.
- e. **Alternatives Analysis Report Document** - Hazen will develop a concise technical report detailing the preferred expansion alternative at the UCWRF and the preferred regional solution.
- f. **Meetings and Workshops**
 - i. Expansion alternatives at the UCWRF
 - ii. Regionalization Solutions (Up to 3)
 - iii. Selection of preferred expansion alternative at UCWRF and regional solution

3. Project Management / QAQC

- a. Provide general contract management, invoicing, activity coordination for all disciplines and sub-consultant work efforts, schedule management, meeting management, staff/personnel administration, monthly progress meetings/reports, and sub-contracting and management.
- b. Provide a decision-making log for all decisions that must be made while completing the work, identifying the decision to be made, decision-making responsibility, date the decision need is first identified, date the decision is made. Provide an update to this log at the beginning of each meeting and identify critical path issues. Assist the Town in developing a plan for issue resolutions to maintain the project schedule.
- c. A project specific quality assurance and control policy will be developed for the project that ensures reports and deliverables are reviewed for completeness and consistency with technical unput/support from senior engineering staff.

4. Time of Completion

- a. Rates included in the scope and fee assume the work in the contract is completed by June 2024.
- b. The following Project Schedule table summarizes the anticipated project scheduled to be completed by the Engineer:

Task	Completion
Kickoff Meeting	Within 4 weeks from Notice to Proceed
Sampling / Data Collection	Within 6 weeks from Notice to Proceed
Draft Preliminary Engineering Report	Within 30 weeks from Completion of Special Sampling
Draft Alternatives Analysis Report	Within 10 weeks from Completion of the Preliminary Engineering Report
Final Preliminary Engineering Report and Alternative Analysis Documents	Within 6 weeks from Completion of the draft PER and AA.

SCHEDULE B
COMPENSATION
Town of Holly Springs
Utle Creek WRF Preliminary Engineering Report and Alternatives Analysis

OWNER shall pay **ENGINEER** as full compensation for the services identified under Schedule A the amount(s) listed below. Task amounts are not limits and may be exceeded provided that the total amount is not exceeded. Compensation shall be on an hourly basis for actual work performed with a not-to-exceed of the amount listed below.

1. Each hour of service rendered as a direct charge to this contract shall be billed according to employee classifications below:

Title	Hourly Rate
Vice President	\$ 300
Senior Associate	\$ 250
Associate	\$ 220
Senior Principal Engineer	\$ 190
Senior Principal Scientist	\$ 180
Principal Engineer	\$ 170
Principal Scientist	\$ 170
Senior Principal Designer	\$ 160
Assistant Engineer/Scientist	\$ 140
Principal Designer	\$ 135
Designer	\$ 105
Technician	\$ 70

2. Mileage costs directly chargeable to this project shall be billed at the ENGINEERS' standard employee reimbursement rate, as established by the United States Internal Revenue Service. Other travel costs shall be billed at direct cost.
3. Work done by others on a subcontract basis shall be billed at actual cost to the ENGINEERS, plus five percent (5%), recognizing the increase in liability insurance premiums and administrative costs.
4. Any funds not utilized in one task or phase may be utilized in subsequent phases

TASK NAME	AMOUNT
Preliminary Engineering Report	\$445,060
Alternatives Analysis	\$326,840
Project Management	\$57,600
Direct Costs	\$95,833
TOTAL	\$925,333

DETAILED FEE

Town of Holly Springs
Utley Creek WRF Preliminary Engineering Report and Alternatives Analysis
Categorical Rate Fee

Task No.		Vice President	Senior Associate	Associate	Senior Principal Engineer	Principal Engineer	Designer	Total Hours	Direct Labor Cost
	RATES	\$300	\$250	\$220	\$190	\$170	\$135		
1 Preliminary Engineering Report (Expansion from 6.0 to 8.0 mgd)									
A. Historical Data Analysis & Flow and Load Update									
i.	Review and Analyze Recent WRF Historical Data		2	2	8	8		20	\$3,820
ii.	Review and Analyze Recent Flow Projection Data		2	2	8	8		20	\$3,820
iii.	Update Design Flow and Loads	2	8	8	16	32		66	\$12,840
iv.	Update Solids Flows and Loads		4	8	16	16		44	\$8,520
v.	Permitting Coordination		4	4				8	\$1,880
								Subtotal =	\$30,880
B. Special Sampling									
i.	Prepare special sampling plan for review		2	2	2	16		22	\$4,040
ii.	Conduct the special sampling in conjunction with the Town and Analyze Data		8	16	40	60		124	\$23,320
iii.	Coordinate the Lab work with the Town and an outside lab		4	8	8	16		36	\$7,000
								Subtotal =	\$34,360
C. BioWin Modeling									
i.	Develop a calibrated model of the UCWRF process		16	32	40	48		136	\$26,800
ii.	Use Calibrated model to evaluate expansion options	4	16	32	40	48		140	\$28,000
								Subtotal =	\$54,800
D. Liquid Treatment Expansion									
i.	Preliminary Treatment		2	4	16	32		54	\$9,860
ii.	Influent Pump Station		2	4	4	16		26	\$4,860
iii.	BNR Distribution Box		2	4	4	16		26	\$4,860
iv.	BNR Alternatives (Up to Five)	2	6	8	16	40		72	\$13,700
v.	Chemical Facilities		2	4	4	16		26	\$4,860
vi.	Final Clarifiers	2	2	4	4	16		28	\$5,460
vii.	Effluent Filters		2	4	4	16		26	\$4,860
viii.	Disinfection/UV	2	6	4	12	24		48	\$9,340
ix.	Effluent Discharge		2	4	4	16		26	\$4,860
x.	Effluent Equalization Evaluation		2	8	4	16		30	\$5,740
xi.	Hydraulic Profile of New Facility		2	8	4	16		30	\$5,740
xii.	Administration Building Evaluation		2	4	16	40		62	\$11,220
xiii.	Floodwall	2	32	40	80	100		254	\$49,600
								Subtotal =	\$134,960
E. Solids Treatment Expansion									
i.	WAS Holding		4	16	24	40		84	\$15,880
ii.	Dewatering Facility	2	4	16	40	80		142	\$26,320
iii.	Solar Drying Beds / Class A Options		4	4	8	8		24	\$4,760
								Subtotal =	\$46,960
F. Electrical Evaluation									
i.	Evaluate Existing Systems and Requirements for Improvements	2	4	8	24	40		78	\$14,720
								Subtotal =	\$14,720
G. Geotechnical Evaluation									
i.	Development of Boring Locations	1	8		8		16	33	\$5,980
								Subtotal =	\$5,980
H. Survey									
i.	Development of Survey Plan	1	8		8		16	33	\$5,980
								Subtotal =	\$5,980
I. Permitting Schedule / Documentation									
i.	Permitting Schedule / Documentation	2	8	16	16	24		66	\$13,240
								Subtotal =	\$13,240
J. Cost Estimating									
i.	Capital Cost Estimate	2	2	4	16	40		64	\$11,820
								Subtotal =	\$11,820
K. Preliminary Engineering Report									
i.	Write and Edit Report		4	24	40	40		108	\$20,680
ii.	Cost estimating		4	8	8	8		28	\$5,640
iii.	Scheduling		4	8	8	8		28	\$5,640
iv.	Permitting Evaluation		4	8	8	8		28	\$5,640
								Subtotal =	\$37,600
L. Meetings and Workshops									
i.	Kick-Off Meeting	2	4	4	8	16		34	\$6,720
ii.	Liquid Treatment Options (up to 3)	6	12	12	24	48		102	\$20,160
iii.	Solids Treatment Options (up to 2)	4	8	8	16	32		68	\$13,440
iv.	Administration Building Concept	2	4	4	8	16		34	\$6,720
v.	Final Review Meeting	2	4	4	8	16		34	\$6,720
								Subtotal =	\$53,760
Preliminary Engineering Report Total =									\$445,060

Town of Holly Springs
 Utley Creek WRF Preliminary Engineering Report and Alternatives Analysis
 Categorical Rate Fee - CONT.

Task No.		Vice President	Senior Associate	Associate	Senior Principal Engineer	Principal Engineer	Designer	Total Hours	Direct Labor Cost
	RATES	\$300	\$250	\$220	\$190	\$170	\$120		
2 Alternatives Analysis									
A. Expansion at Utley Creek (From 8 mgd to 13+ mgd)									
i.	Request Speculative Limits at Utley Creek WRF		4	8	8	8		28	\$5,640
ii.	Preliminary Treatment		2	4	16	32	80	134	\$20,660
iii.	Influent Pump Station		2	4	4	16	80	106	\$15,660
iv.	BNR Distribution Box		2	4	4	16	40	66	\$10,260
v.	BNR Alternatives (Up to Two)	2	6	16	32	40	120	216	\$34,700
vi.	Chemical Facilities		2	4	4	16	40	66	\$10,260
vii.	Final Clarifiers	2	2	4	4	16	40	68	\$10,860
viii.	Effluent Filters		2	4	4	16	24	50	\$8,100
ix.	Disinfection/UV	2	6	4	12	24	40	88	\$14,740
x.	Effluent Equalization Evaluation		2	4	4	16	24	50	\$8,100
xi.	Reclaimed Water Evaluation		2	8	4	16	24	54	\$8,980
xii.	Effluent Discharge		2	8	4	16	40	70	\$11,140
xiii.	Solids Expansion		2	8	4	16	80	110	\$16,540
xiv.	Hydraulic Profile of New Facility		2	8	4	16	40	70	\$11,140
xv.	Trigger Based Expansion Dashboard		16	40	40	40		136	\$27,200
								Subtotal =	\$208,340
B. Long Term Capacity Solution									
i.	Expansion Opportunity with Western Wake Facility	2	4	16	16	24		62	\$12,240
ii.	Regionalization with Fuquay-Varina	2	4	16	16	24		62	\$12,240
iii.	New potential discharge locations	2	4	16	16	24		62	\$12,240
iv.	New WRF and discharge location	2	4	16	16	24		62	\$12,240
								Subtotal =	\$48,960
C. Industrial Pre-Treatment / Considerations									
i.	Literature Review / Understanding of Potential issues with TDS	2	4	4	4	8		22	\$4,600
ii.	Planning for Future Industries	2	8	8	8	8		34	\$7,240
								Subtotal =	\$11,840
D. Cost Estimating									
i.	Cost Estimating	2	2	4	16	16		40	\$7,740
								Subtotal =	\$7,740
E. Alternatives Analysis Report									
i.	Write and Edit Memorandum		4	24	40	40		108	\$20,680
								Subtotal =	\$20,680
F. Meetings and Workshops									
i.	Expansion alternatives at the UCWRF	4	4	4	8	16		36	\$7,320
ii.	Regional Solutions (Up to 3)	12	12	12	24	48		108	\$21,960
iii.	Selection of preferred alternatives at UCWRF and Regional solution	4	4	4	8	16		36	\$7,320
								Subtotal =	\$29,280
Alternatives Analysis Total =									\$326,840
3 Project Management									
A. Project Management / QAQC									
i.	Project Management	8	96					104	\$26,400
ii.	QAQC	24	96					120	\$31,200
								Subtotal =	\$57,600

Town of Holly Springs
 Utley Creek WRF Preliminary Engineering Report and Alternatives Analysis
 Other Direct Costs

Expense Item	Unit	Cost/Unit	Markup	Total	Notes
Subconsultant - Geotech	1	N/A	5%	\$15,750	Approximately \$1,500 per boring depending on site conditions
Subconsultant - Survey - Plant Site	1	N/A	5%	\$47,250	Approximately \$750 per Survey point, 60 points assumed
Subconsultant - Survey - Floodplain	1	N/A	5%	\$15,750	Approximately \$750 per Survey point, 20 points assumed
Hotel Lodging (Site Visit)	4	\$250.00	N/A	\$1,000	Two night trip to Crooked Creek for two Hazen Employees
Transportation	2372	\$0.63	N/A	\$1,483	
Special Sampling - Hazen Lab Equipment	1	N/A	N/A	\$2,000	Based on special sampling plan
Special Sampling - Outside Lab Analysis	1	N/A	5%	\$12,600	Based on special sampling plan
				\$95,832.50	

Mileage	Number of Hazen Emp.	Roundtrip Mileage	Total Miles	Cost
Kick-Off Meeting	2	34	68	\$42.50
Liquid Treatment Options 1 Meeting	2	34	68	\$42.50
Liquid Treatment Options 2 Meeting	2	34	68	\$42.50
Liquid Treatment Options 3 Meeting	2	34	68	\$42.50
Solids Treatment Options 1 Meeting	2	34	68	\$42.50
Solids Treatment Options 2 Meeting	2	34	68	\$42.50
Administration Building Meeting	2	34	68	\$42.50
Final Review Meeting Meeting	2	34	68	\$42.50
Special Sampling Event	2	34	68	\$42.50
Densification Site Visit	2	778	1556	\$972.50
Expansion Alternatives at the UCWRF Meeting	2	34	68	\$42.50
Regional Solutions Meeting	2	34	68	\$42.50
Selection of preferred alternatives... Meeting	2	34	68	\$42.50
			2372	\$1,482.50

SAMPLING PLAN

Sampling Plan for the Utley Creek Water Reclamation Facility

August 2022

INTRODUCTION

A calibrated *BioWin*™ model of the existing Utley Creek Water Reclamation Facility (UCWRF) will be developed for this project. The calibrated model will be used to evaluate plant performance and evaluate the plant's ability to meet current permit limits at current and future flows and loads. The purpose of this document is to present a recommended sampling and analysis plan to supplement the existing monitoring and operational data for the UCWRF as required for *BioWin* model development, calibration, and application.

Adequate and accurate characterization of wastewater is critical to the correct prediction and understanding of biological secondary treatment. This is especially true in applying simulation models such as *BioWin* to biological nutrient removal (BNR) facilities. Models such as *BioWin* are based on a detailed fractionation or partitioning of influent organic material into particulate/soluble and biodegradable/inert portions, and influent nitrogen into ammonia and organic nitrogen. This fractionation of the influent wastewater significantly impacts model predictions. Examples of the importance of wastewater characterization include:

- The readily biodegradable portion of biochemical oxygen demand (BOD) and chemical oxygen demand (COD) significantly impacts denitrification and biological phosphorus removal, influences the need for supplemental carbon required to achieve strict nitrogen standards, and impacts anoxic and anaerobic zone performance.
- Splitting influent BOD, COD, nitrogen, and phosphorus into soluble and particulate fractions is required to accurately predict the performance of the BNR process. Further differentiation of particulate and colloidal fractions determines the amount of slowly biodegradable material that may be available for BNR.
- The unbiodegradable particulate fraction of COD impacts sludge production and oxygen demand.
- The organic nitrogen content will influence the hydrolysis requirements of the process and potential ammonia breakthrough in winter.

SAMPLING PLAN

The recommended sampling plan described herein is developed in accordance with recommendations from the WERF project entitled "Methods for Wastewater Characterization in Activated Sludge Modeling". A special sampling period is conducted for the development, calibration, and verification of *BioWin* models of the existing UCWRF. Facets of the plan include:

- Daily, 24-hour composite sampling of raw influent, parshall flume, secondary clarifier effluent and filtered effluent.
- Mixed liquor/process grab sampling

- Dissolved oxygen profiling
- Recycle and side stream sampling
- Diurnal Grab Sampling

Hazen and Sawyer will be on-site for two days of the sampling period to assist with sample collection and analysis. The Sampling Plan Details section explains what analyses and sample collection Hazen and Sawyer will perform. Therefore, samples and analyses not noted as such will need to be collected and analyzed by plant or outside laboratory staff.

It is also recommended that the following samples be analyzed by the same laboratory so that any discrepancies (i.e. BOD greater than COD) can be noted and reanalyzed while the sample is still available). For example, sending a TKN sample to an outside lab and analyzing ammonia in house is not recommended.

- TKN and ammonia
- COD and BOD
- TP and orthophosphate

Sampling Plan Details

The recommended UCWRF monitoring program is summarized as follows:

1. Composite Sampling:

Purpose – influent characterization/fractionation and model calibration. Collect 24-hour composite samples with a refrigerated composite sampler for five days, including two weekend days. Samples shall remain refrigerated until analysis. The contents of the sampler shall be homogenized (well-mixed) prior to withdrawing an aliquot from the composite sampler as well as prior to filtering. Samples should be prepared and analyzed as shown in Table 1 and in accordance with *Standard Methods, 2012*. Plant or outside laboratory staff will collect, preserve, and analyze these samples.

2. Mixed Liquor/Process Grab Sampling:

Purpose – Calibration and verification of simulation results. Hazen and Sawyer will be on-site and will collect all required samples shown in Table 2 twice per day for one day. Hazen and Sawyer will analyze for ammonia, nitrate, nitrite, total phosphate, orthophosphate, alkalinity, and COD. It is anticipated that plant staff will provide a small indoor space for setup of the portable spectrophotometer and sampling supplies. After sample collection, samples requiring analysis by an outside laboratory will be kept on ice until they are relinquished. Hazen and Sawyer will fill out the appropriate chain of custody forms for sample analysis not performed on-site by Hazen.

3. Dissolved Oxygen Profiling:

Purpose—Evaluate aeration basin performance and adequacy of mixing. Measure and record dissolved oxygen (DO) concentrations at various locations throughout the oxidation. Testing will be conducted concurrently with the mixed liquor/process sampling described earlier and will be performed by Hazen and Sawyer.

In addition to the DO concentration, the following operational information will be recorded by Hazen and Sawyer for each day of sampling.

- Number of aerators running
- Whether aerators are on
- RAS recycle rate
- Solids handling schedule (including wasting) and recycle flow rates
- Plant influent flow rate at time of sampling

4. Recycle and Side Stream Sampling:

Purpose – Quantify major recycle and side stream loads. Record flow, duration, volume and frequency of operation for generation of recycle and side streams. Sample filter backwash waste and thickening filtrate during operation. Manually collected grab samples will be taken by the facility while the thickening units and filter backwash are operating as described in Table 3 for two days coinciding with process grab sampling. Hazen and Sawyer will analyze for COD and the UCWRF will analyze TSS, VSS, BOD, TKN and TP. After sample collection, samples requiring analysis by an outside laboratory will be kept on ice until they are relinquished.

5. Diurnal Grab Sampling:

Purpose – Quantify diurnal variations in influent loads to plant. This information will be used to develop a diurnal loading pattern for analysis. Collect grab samples of the raw influent every two hours for a 24-hour period and analyze for BOD, COD, total phosphorus, TKN, and TSS. Flow at the time each sample is taken should also be recorded. This sampling should take place during two separate days; one weekday and one weekend day. This sampling must occur on dry weather flow days. This day does not have to be the same day Hazen and Sawyer is onsite to perform the testing described in Item #2, or the same day as composite sampling (Item #1).

Summary of Analyses

Approximately 612 individual analyses are recommended for the sampling period. Table 1 through 4 list the total number of each type of analysis for each parameter. The tables should be referenced for minimum sample volumes, preservation techniques, and any required filtration. Approximately 192 samples will be analyzed by Hazen and Sawyer and 420 samples analyzed by an outside lab.

References

Melcer, H., P.L. Dold, R.M. Jones, C.M. Bye, I. Takacs, H.D. Stensel, A.W. Wilson, P. Sun, S. Bury. 2003. *Methods for Wastewater Characterization in Activated Sludge Modeling*. Alexandria, VA: Water Environment Research Foundation.

Eaton, A., L. S. Clesceri, E. R. Rice, and A. E. Greenberg. 2005. *Standard Methods for the Examination of Water & Wastewater*. Washington, D.C.: American Public Health Association, American Water Works Association, and Water Environment Federation.

Table 1
Composite Sampling

Sample Location and Guidelines	Parameter ¹														
	TSS	VSS	cBOD ₅	BOD ₅	COD	TKN	Ammonia	Nitrate	Nitrite	TP	PO ₄ -P	pH	Alk	Ca	Mg
Minimum Sample Size (mL) ²	200	200	1000	1000	100	200	200	200	100	100	100	50	200	100	100
Sample Preservation ³	R	R	R	R	Acid, then R	Acid, then R	Acid, then R	Acid, then R	R ⁶	Acid, then R	R	-	R	Acid, then R	Acid, then R
Storage Material ⁴	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	G(A)	P or G	P or G	P or G	P or G
Maximum Recommended Storage Time ^{2,5}	7 days	7 days	6 hours	6 hours	7 days	7 days	7 days	7 days	none	28 days	48 hours	15 min	24 hours	6 months	6 months
Raw Influent without Recycles															
XX ⁷	X	X	X	X	X	X				X		X	X		2.05
XG ⁸				X	X	X	X	X		X	X			X	2.1
XM ⁹				X	X										1.1
XF ¹⁰					X										0.1
Plant Effluent															
XX ⁷	X	X		X	X	X				X		X	X		2.05
XG ⁸					X	X	X	X		X	X				0.9
XM ⁹					X	X									0.3
XF ¹⁰					X										0.1

Notes:

¹ All samples shall be prepared in accordance with the appropriate Standard Method. Twenty-four hour flow weighted composite samples should be collected. Four days of sampling are planned initially. Samples collected by plant personnel. Sampling locations should be chosen to include/exclude recycles and/or RAS as noted.

² From *Standard Methods*, 2005, pp.1-33 through 1-34.

³ From *Standard Methods*, 2005, pp.1-33 through 1-34. Utilize preservation technique if sample cannot be analyzed within 15 minutes of collection. Analyzing the sample immediately is always preferred to preservation. R = Refrigerate at 4°C in the dark. Acid = add acid drop by drop until pH <2. Use sulfuric acid for COD, TKN, Ammonia, Nitrate and nitrite, and TP samples. Use nitric acid for Ca and Mg samples.

⁴ From *Standard Methods*, 2005, pp.1-33 through 1-34. G = Glass. P = Plastic. G(A) = glass rinsed with 1 + 1 nitric acid.

⁵ Verify that regulatory guidelines do not specify shorter storage times.

⁶ *Standard Methods* recommends this sample be analyzed within 15 minutes of collection, and states it should not be stored.

⁷ XX = not filtered unless specified in Standard Methods

⁸ XG = filtered with glass fiber filter (1.5 µm)

⁹ XM = filtered with 0.45 µm membrane filter

¹⁰ XF = flocculated and filtered with 0.45 µm membrane filter

For XG, XM, and XF: Filter before preserving samples

Sample Location and Guidelines	Parameter ¹														Minimum Volume Needed (L)
	Temp	D.O.	Alk	pH	TSS	VSS	COD	BOD ₅	TKN	Ammonia	Nitrate	Nitrite	TP	PO4-P	
Minimum Sample Size (mL) ²	-	-	200	50	200	200	100	1000	200	50	50	50	100	50	
Sample Preservation ³	-	-	R	-	R	R	Acid, then R	R	Acid, then R	Acid, then R	Acid, then R	Acid, then R	Acid, then R	R	
Storage Material ⁴	-	-	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	G(A)	
Maximum Recommended Storage Time ^{2,5}	Field Measure	Field Measure	24 hours	15 min	7 days	7 days	7 days	6 hours	7 days	7 days	7 days	7 days	28 days	48 hours	
Raw Influent with Recycles															
XX ⁶	X		X	X	X	X	X	X	X				X		2.05
XG ⁷							X	X	X	X	X		X	X	1.55
XM ⁸							X								0.1
XF ⁹ (unpreserved)							X								0.1
MLSS Distribution Box															
XX ⁶	X	X		X	X	X									0.45
XG ⁷										X	X	X		X	0.15
Head of Anaerobic Zone - Large Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Anaerobic Zone - Large Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
Head of Anoxic Zone - Large Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Anoxic Zone - Large Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
Head of Aerobic Zone - Large Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Aerobic Zone - Large Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
Head of Anaerobic Zone - Small Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Anaerobic Zone - Small Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
Head of Anoxic Zone - Small Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Anoxic Zone - Small Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
Head of Aerobic Zone - Small Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Aerobic Zone - Small Basin															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Post-Anoxic Zone - Common															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
End of Re-Aeration Zone - Common															
XX ⁶	X	X		X											0.05
XG ⁷										X	X	X		X	0.15
Secondary Clarifier Effluent -- Collect a minimum of 2.7 L															
XX ⁶	X		X	X	X	X	X	X	X				X		2.05
XG ⁷							X		X	X	X	X	X	X	0.55
XM ⁸							X								0.1
Filtered Effluent -- Collect a minimum of 0.9 L															
XX ⁶	X	X	X	X	X	X	X								0.75
XG ⁷										X	X	X		X	0.15
Combined RAS -- Collect a minimum of 0.65 L															
XX ⁶					X	X									0.4
XG ⁷							X			X	X	X		X	0.25

Notes:

¹ All samples shall be prepared in accordance with the appropriate Standard Method. Sampling locations should be chosen to exclude any flow and load contribution from recycle streams unless stated otherwise. Samples collected by Hazen and Sawyer. Perform profiles twice a day for two days, preferably during (a) highest sustained loading period, typically between 11 am and 3pm, and (b) average flow and load conditions.

² From *Standard Methods* , 2005, pp.1-33 through 1-34.

³ From *Standard Methods* , 2005, pp.1-33 through 1-34. Utilize preservation technique if sample cannot be analyzed within 15 minutes of collection. Analyzing the sample immediately is always preferred to preservation. R = Refrigerate at 4°C in the dark. Acid = add acid drop by drop until pH <2. Use sulfuric acid for COD, TKN, Ammonia, Nitrate and nitrite, and TP samples.

⁴ From *Standard Methods* , 2005, pp.1-33 through 1-34. G = Glass. P = Plastic. G(A) = glass rinsed with 1 + 1 nitric acid.

⁵ Verify that regulatory guidelines do not specify shorter storage times.

⁶XX = not filtered unless specified in Standard Methods

⁷XG = filtered immediately (within 3 minutes of sample collection) in field with glass fiber filter (1.5 µm)

⁸XM = filtered with 0.45 µm membrane filter

⁹XF = flocculated and filtered with 0.45 µm membrane filter

Hazen and Sawyer will analyze for parameters highlighted pink.

For XG, XM, and XF: Filter before preserving samples

Table 3
Recycle and Side Stream Sampling

Sample Location and Guidelines	Parameter ¹											Minimum Volume Needed (L)
	TSS	VSS	BOD5	COD	TKN	Ammonia	Nitrate	Nitrite	TP	PO4-P	Alk	
Minimum Sample Size (mL) ²	200	200	1000	100	200	200	200	201	100	100	200	
Sample Preservation ³	R	R	R	Acid, then R	Acid, then R	Acid, then R	Acid, then R	Acid, then R	Acid, then R	R	R	
Storage Material ⁴	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	P or G	G(A)	P or G	
Maximum Recommended Storage Time ^{2,5}	7 days	7 days	6 hours	7 days	7 days	7 days	7 days	7 days	28 days	48 hours	24 hours	
Filter Backwash Water												
XX ⁶	X	X	X	X	X				X		X	2
XG ⁷							X	X				0.2
Thickening Filtrate												
XX ⁶	X	X	X	X	X				X		X	2
XG ⁷						X	X	X		X		0.5

Notes:

¹ All samples shall be prepared in accordance with the appropriate Standard Method. Samples collected by plant personnel. Collect a flow-weighted composite sample, or if not possible, composite 4 equal grab samples over a 6- to 8-hour period during dewatering operations. Sample for 6 days in special sampling period when thickening operations are taking place.

² From *Standard Methods*, 2005, pp.1-33 through 1-34.

³ From *Standard Methods*, 2005, pp.1-33 through 1-34. Utilize preservation technique if sample cannot be analyzed within 15 minutes of collection. Analyzing the sample immediately is always preferred to preservation. R = Refrigerate at 4°C in the dark. Acid = add acid drop by drop until pH <2. Use sulfuric acid for COD, TKN, Ammonia, Nitrate and nitrite, and TP samples. Use nitric acid for Ca and Mg samples.

⁴ From *Standard Methods*, 2005, pp.1-33 through 1-34. G = Glass. P = Plastic. G(A) = glass rinsed with 1 + 1 nitric acid.

⁵ Verify that regulatory guidelines do not specify shorter storage times.

⁶XX = not filtered unless specified in Standard Methods

⁷XG = filtered immediately (within 3 minutes of sample collection) in field with glass fiber filter (1.5 µm)

Hazen and Sawyer will analyze for parameters highlighted pink.

For XG samples: Filter before preserving sample

Table 4
Diurnal Grab Sampling

Sample Location and Guidelines	Parameter ¹							Minimum Volume Needed (L)
	Flow	TSS	COD	BOD ₅	TKN	Ammonia	TP	
Minimum Sample Size (mL) ²	0	200	100	1000	200		100	
Sample Preservation ³	-	R	Acid, then R	R	Acid, then R		Acid, then R	
Storage Material ⁴	-	P or G	P or G	P or G	P or G		P or G	
Maximum Recommended Storage Time ^{2,5}	-	7 days	7 days	6 hours	7 days		28 days	
Raw Influent without Recycles								
XX ⁶	X	X	X	X	X		X	1.9
Secondary Clairifer Effluent								
XX ⁶		X				X		1.9

Notes:

¹ All samples shall be prepared in accordance with the appropriate Standard Method. Sampling locations should be chosen to exclude any flow and load contribution from recycle streams unless stated otherwise. Samples collected by plant personnel. Collect samples every two hours for a 24 hour period. Conduct this test for two total days including one weekend day and one weekday.

² From *Standard Methods*, 2005, pp.1-33 through 1-34.

³ From *Standard Methods*, 2005, pp.1-33 through 1-34. Utilize preservation technique if sample cannot be analyzed within 15 minutes of collection. Analyzing the sample immediately is always preferred to preservation. R = Refrigerate at 4°C in the dark. Acid = add acid drop by drop until pH <2. Use sulfuric acid for COD, TKN, and TP samples.

⁴ From *Standard Methods*, 2005, pp.1-33 through 1-34. G = Glass. P = Plastic. G(A) = glass rinsed with 1 + 1 nitric acid.

⁵ Verify that regulatory guidelines do not specify shorter storage times.

⁶XX = not filtered unless specified in Standard Methods



Holly Springs Planning Board

Planning Board Meeting Agenda Cover Sheet

Agenda Item#: 12.

Public Hearings

Title: E-52 Rex Road Elementary Rezoning - Legislative Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services, Rachel Jones, Utilities and Infrastructure

Action(s):

- Conduct Legislative Public Hearing on Rezoning
- Adopt Rezoning Ordinance RZ22-05 to adopt statement of compatibility and approve rezoning

Explanation:

- A new Unified Development Ordinance (UDO) was effective March 1, 2022. Over the next 12-24 months, there will be a crossover period where some projects are able to utilize the old UDO (2002 UDO) due to state statutes. This section of the cover sheet will be utilized to specify the UDO version (2002 or 2022) and the approval type that the Council will consider for each respective case.
 - Applicable Ordinance: 2022 UDO
 - Process: Town Council Legislative Public Hearing and Decision
- The request is to rezone the site from RR Rural Residential to RR CD Rural Residential Conditional Zoning District. The applicant would like to develop a school on the site which is allowed within a Conditional Zoning District.
- The Conditional Zoning District allows flexibility or deviations from the development standards to achieve more quality, innovative, and sustainable development that is otherwise restricted by specific application of the UDO.
- Conditional Zoning District proposals shall demonstrate that the project and development will incorporate and achieve the design goals of UDO Section 2.4.
- Proposed modified standards include allowance of parking areas between the building and the street, restriction of uses to include only schools and wireless telecommunication towers/equipment, and architectural design standards related to maximum building bay width and roofline length without variation.
- The site has a Future Land Use designation of Conservation Neighborhood where future developments preserve 30 - 50% of the buildable land for permanent open space, are sensitive to existing conditions, include primarily residential uses with some civic buildings allowed, and are very walkable with sidewalks, trails and bike facilities.
- A proposed conceptual plan was provided with the rezoning request. Large areas of the site and natural features are preserved; however, pedestrian connectivity is not shown between the site and adjacent development sites.
- Schools fall within the North Carolina General Statute (NCGS) 136 parameters, which limits the Town's authority to enforce certain transportation improvements. A table in the

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staff report outlines Town UDO requirements, TIA recommended improvements, and school commitments related to transportation improvements.

- The applicant has committed to Rex Road right-of-way dedication and right and left turn lanes at both site driveways.

Planning Board Recommendation

The Planning Board discussed the following issues and concerns on 09/27/2022:

- pedestrian connectivity to existing and future development in the area

Planning Board Recommendation:

- The Planning Board recommended approval (7-0-2).
- The Planning Board also recommended that Town Council consider reimbursing the school for construction of the 10' on-site and off-site shared path along Rex Road.

Background:

- The site was annexed on October 19, 2021.
- The site was rezoned from R-30 to RR Rural Residential as part of the 2022 UDO update effective March 1, 2022.
- The UDO requires Schools to be located in a Conditional Zoning District.

Funding Source(s):

N/A

Attachment(s):

1. 22REZ04_E52RexRoadElementary_PBReport_092722
2. 22REZ04_Rezoning Petition
3. 22REZ04_E52RexRdElementary_Ord



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR ZONE MAP CHANGE E52 Rex Road Elementary School 22-REZ-04

PETITIONER(S):

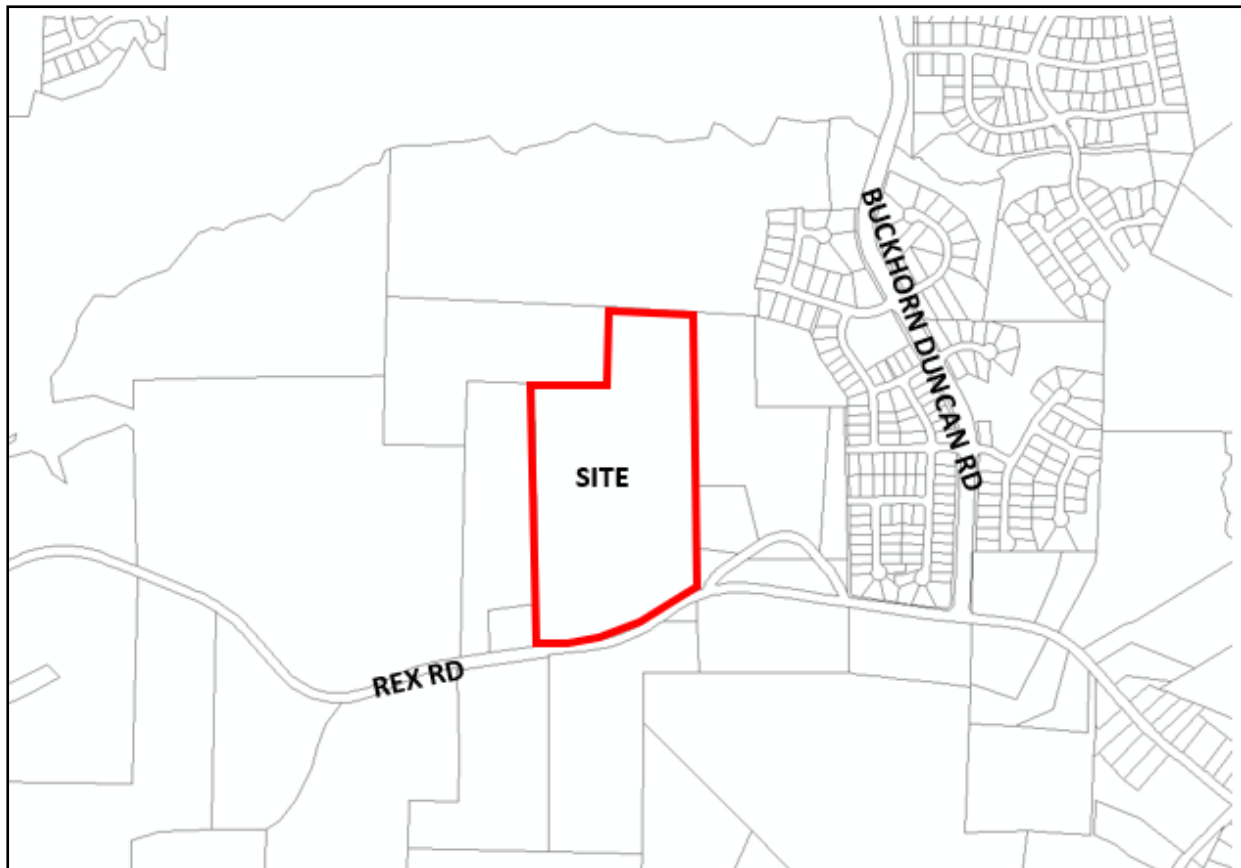
Betty L. Parker
WCPSS RES Sr. Director
Wake County Board of Education
111 Coming Rd, Ste. 100
Cary, NC 27518

DEVELOPER(S):

Same of Petitioner

OWNER(S):

Same of Petitioner

LOCATION:

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

ANTICIPATED REVIEW SCHEDULE:

Planning Board: September 27, 2022

Public Hearing and Town Council Action: October 18, 2022

STAFF CONTACTS: Cheryl Caines, Senior Planner

Rachel Jones, Development Review Engineer

ATTACHMENTS: Petition for Zone Map Change, Statement of Zoning Compatibility

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Wake County	0637389732	RR Rural Residential	40.81 acres
TOTAL			40.81 acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	RR Rural Residential	Vacant
North	SR CU Suburban Residential Conditional Use	Single family detached residential (Bridgeberry)
South	HI CU Heavy Industrial Conditional Use	Quarry
East	RR Rural Residential	Single family detached residential
West	RR Rural Residential	Vacant Single family detached residential

PROPERTY HISTORY

Annexation History

Annexation Number: 21-04

Approved by Town Council on: October 19, 2021

Rezoning History

Rezoning Number: N/A

Original Zoning: R-30 (ETJ)

Proposed Zoning: RR

Approved by Town Council on: March 1, 2022

ZONE MAP CHANGE REQUEST		
	CURRENT	PROPOSED
Zoning District	RR Rural Residential	RR CD Rural Residential Conditional Zoning District
Future Land-Use Designation	Conservation Neighborhood	No Change

STAFF ANALYSIS

PROJECT OVERVIEW

The Town has received a request to rezone a 40.81 acre site located at 6125 Rex Road Wake County PIN # 0637389732 from RR Rural Residential to RR CD Rural Residential Conditional District.

Zone Map Change Request:

School (K-12) only permitted with CD

Conditional Zoning District (CD) information:

Conditional Zoning Districts (CD) are intended to provide flexibility within the planning and development process, while creating additional controls to ensure quality development. The proposed Conditional Zoning District (CD) proposes the following modifications to the base district standards of the UDO.

Permitted Uses (UDO Chapter 2):

School (K-12)

Wireless Telecommunications Equipment
Wireless Telecommunications Tower

Parking (UDO Chapter 6)

Parking Locations

Base District: Rear Yard Only; Side and Rear Yard Only

Proposed: Unrestricted

Building, Site & Subdivision Design (UDO Chapter 8)

Building Design (Large Building – 75,000-200,000 sq. ft.)

Vertical Variations – Increase maximum building bay from 75 feet to 145 feet

Roof Expression – Increase maximum roofline form from 100 feet to 145 feet

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan

Section 1: Land Use & Character Plan

Growth Strategy Map:

The property is designated as Places to Enhance. These places celebrate existing and future residential neighborhoods, and the small activity centers that serve them, as the building blocks for a strong community. They generally include Conservation Neighborhoods, Residential Neighborhoods with single dwelling detached homes on varying lot sizes, or Mixed Residential Neighborhoods with two or more home types (single dwelling detached, single dwelling attached, and multi-dwelling) in the same development. Future infill development in the enhancement areas should be sensitive to the uses and densities along the perimeter of adjacent neighborhoods.

Future Land Use:

The Future Land Use Plan has this property designated as Conservation Neighborhood. The subject property is designated as Conservation Neighborhood on the Future Land Use map. A Conservation Neighborhood preserves 30% to 50% of the buildable land on a site for permanent open space — protecting environmental features, tree stands, or outstanding viewsheds — by closely clustering homes together of varying lot sizes and densities. Conservation Neighborhood design should respond to specific features on the site; however, goals to reallocate gross allowable densities into compact development areas that minimize infrastructure investments and maximize large, continuous areas for permanent open space are encouraged. Resident amenities in these neighborhoods should include walking trails and neighborhood gardens. Conservation Neighborhoods are primarily residential but may include limited civic or other non-residential (non-commercial) uses.

Key characteristics include:

- preservation of open space and natural features
- development should be sensitive to existing conditions
- street and block patterns vary
- buildings are primarily residential with some civic buildings allowed
- residential neighborhoods are very walkable with sidewalks, bike facilities, and bikes and trails

Important Themes for Transforming Holly Springs:

Eight important themes for Holly Springs are highlighted as high-priority principles for transforming the Town. The following theme(s) should be considered with this request:

- Suburban Remix – combating sprawl by supporting neighborhood centers with housing choices and walkable environments where daily needs and services are provided in close proximity
- More Transportation-Land Use Coordination in the Community – improve overall efficiency of the transportation system and promote livability

Specific Recommendations:

Several recommendations provide guidelines, targets, and priorities for shaping future growth and development in the community. The following recommendations should be considered with this request:

- Safeguard Access to Quality Education

Unified Development Ordinance

Conditional Zoning District (UDO 2.4.3 A)

CD Design Goals. CD proposals shall demonstrate that the project and development therein will incorporate and/or achieve the following design goals:

1. The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;
2. The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;
3. Development of pedestrian oriented communities; development of traditional style neighborhoods;
4. Development of communities that are visually and functionally connected to one another;
5. Protection of significant watershed areas in order to preserve water quality;
6. Creativity and imagination in the process of development;
7. Unique architecture or sustainable design;
8. Efficient, aesthetic and desirable use of open space;
9. Variety in housing types and physical development patterns; and,
10. Special considerations for property with a unique history or outstanding physical features.

The proposed concept plan incorporates the natural features of the site and preserves large areas of open space. The overall design encourages outdoor learning and recreation opportunities for the students. LEED standards and strategies will be incorporated including: building siting maximized for daylighting, low flow fixtures, sustainably produced materials, and native/drought tolerant landscaping. The proposal satisfies many of the CD Design Goals. However, the proposed concept development is isolated from the surrounding area and does not plan for pedestrian connectivity to adjacent and future neighborhoods (such as an existing greenway stub provided by Bridgeberry). Please see additional connectivity comments under Civil Improvements and Zone Map Change

PARKS & RECREATION

Greenways (UDO Section 7.6):

The Town's UDO requires all land proposed for development where a Greenway or Sidepath is indicated in the Comprehensive Plan to construct the Greenway or Sidepath in compliance with Town standards. The Town's Active Transportation Plan, in Section 2 of the Town Comprehensive Plan, shows a 10' Sidepath requirement for the Rex Rd frontage of this proposed development.

The applicant has shown a 10' Sidepath extending across the project frontage and extending off-site to the east to the existing 5' sidewalk constructed with the Bridgeberry development. The applicant will only construct this improvement if the Town agrees to reimburse the cost of the Sidepath.

CIVIL IMPROVEMENTS

Potable Water:

With this development, connection will be made to existing watermain on Rex Road. Watermain will be extended with the development of this project across the property frontage and beyond the western property line, across the 6113 Rex Road property and terminates at the 6101 Rex Road property.

Sanitary Sewer:

With this development, connection will be made to existing sanitary sewer stub from the Bridgeberry Subdivision. A small, private on-site pump station will be constructed with the development that will be operated and maintained by the owner. The forcemain will discharge into a manhole on Soadlite Lane at Bridgeberry Subdivision.

- A Sanitary Sewer Report was completed with this project.

Transportation

Traffic Impact Analysis:

A Traffic Impact Analysis (TIA) was completed with this project as required by the NCDOT and the Town. Review comments were provided by the Town, NCDOT's Congestion Management and Municipal School Transportation Assistance (MSTA). Improvements from the TIA are listed below and shown in the Summary Table. The applicant has provided some conceptual cost estimates for improvements that are included in the table as well.

- Town's UDO requires R/W dedication and thoroughfare widening across the project street frontage to meet ½ of the ultimate street cross section, including a 10' sidepath, in accordance with the CTP. Per NCGS, the applicant is dedicating the ultimate R/W but has not committed to constructing the thoroughfare widening across the property frontage along Rex Rd. The developer is willing to design and construct these improvements, contingent on reimbursement from the Town.
- Turn lanes at the site driveways along Rex Road were recommended in the TIA. The developer is designing and constructing these improvements at their own expense.
- Intersection improvements at Rex Road/Cass Holt intersection are shown as needed the TIA. This is also a Safety Study Intersection in the Town's CTP. The developer is willing to design and construct these improvements, contingent on reimbursement from the Town and has sited NCGS.
- There is a gap in sidewalk between the Bridgeberry subdivision and the proposed E-52 Elementary School along Rex Road. The developer is willing to design and construct the continuation of the 10' sidepath eastward, along Rex Road, off-site to bridge the gap in pedestrian facilities, contingent on reimbursement from the Town and has sited NCGS.

Transportation Improvements Summary Table:

This proposal is in compliance with the Town's Ordinances and Standards related to civil improvement requirements, with the exception of transportation improvements. It should be noted that the school falls within the North Carolina General Statute (NCGS) 136 parameters, which limits the Town's authority to enforce certain transportation improvements.

Item	Town UDO	Town CTP	TIA	NCDOT Required	School Committed	School Committed to constructing w/Town Reimbursement	Cost \$ ^(a)
On-site							
R/W Dedication	X	X	---	---	X	---	---
Road widening across frontage	X	X	---	---	---	X	\$1,652,766
Right Turn Lanes at both site Driveways	---	---	X	---	X	---	\$1,276,507
Left Turn Lanes at both site Driveways	---	---	X	---	X	---	
On-Site 10' Sidepath across frontage	X	X	---	---	---	X	---
Off-Site							
Off-Site 10' sidepath to connect with Bridgeberry at People Road	---	---	---	---	---	X	\$60,878
Rex Rd./ Cass Holt Intersection -Safety Study Intersection	---	X	---	---	---	X	---
Rex Rd./ Cass Holt Intersection - Improvements/Turn lane	---	---	X	---	---	X	---
(a) Cost estimates provided by WCPSS							

Connectivity:

The applicant does not plan to incorporate vehicular connections to adjacent properties given the nature of the development and is in accordance with the Town's UDO (Section 7.3 F 3 exempts schools from street stub requirements).

Pedestrian connectivity to adjacent sites is not planned for except a 10' sidepath across the site frontage and off-site to tie into the Bridgeberry sidewalk on Rex Road. This would be contingent on reimbursement from the Town.

ZONE MAP CHANGE ANALYSIS

Conservation Neighborhoods permit limited civic uses and encourage the preservation of natural areas. The proposed Conditional Zoning District (CD) proposes modifications to the base district standards of the UDO to allow for a School (K-12) while preserving approximately 43% of the site as open space (a combination of tree preservation areas and playfields).

The proposed use and development standards are generally consistent with the Conservation Neighborhood designation; however, further discussion is needed for the items listed below.

STAFF RECOMMENDED PLANNING BOARD DISCUSSION ITEMS

Staff Recommends that the Planning Board discuss the following items:

1. Pedestrian connectivity between the proposed Conditional Zoning District and adjacent development (existing and future).
2. Transportation Improvements: Due to NCGS, the Town is limited in its authority to enforce transportation improvements required of development in the UDO and CTP. The following are improvements that the developer would consider constructing with Town reimbursement. Updates to the TIA will be required to clarify improvements recommended with this development and developer's responsibility/commitment.
 - UDO required thoroughfare widening across the site frontage on Rex Rd.,
 - right & left turn lanes at the Site Driveways on Rex Rd. per the TIA and NCDOT Manual
 - Safety Study Near Term improvements at Rex Rd./Cass Holt Rd. per the Town's CTP,
 - Off-site turn lane at Rex Rd./Cass Holt Rd. per TIA (background improvement not yet constructed),

- 10' sidepath across site frontage per the Town's UDO and CTP,
- off-site 5' sidewalk to bridge the gap between the nearest sidewalk connection and the school

STAFF RECOMMENDATION TO THE PLANNING BOARD

ACTION #1:

PLAN CONSISTENCY STATEMENT:

The requested zone map change from RR Rural Residential to RR CD Rural Residential Conditional Zoning District is consistent with Vision Holly Springs Comprehensive Plan since the Future Land Use Plan Map designates this property as Conservation Neighborhood and the proposed Conditional Zoning District (CD) would allow limited civic uses in coordination with the preservation of natural areas.

ZONE MAP CHANGE PETITION MOTION:

Motion that the Planning Board recommend the Town Council approve / deny Zone Map Change Petition #22-REZ-04 to change the zoning of 40.81 acres of Wake County PIN # 0637389732 from RR: Rural Residential to RR CD: Rural Residential Conditional District as submitted by Wake County Board of Education.

Agenda Item Completeness Checklist				
Staff Member	Approved for Distribution			Comments
	Yes	No	Initials	
Cheryl Caines	X		CAC	
Rachel Jones	X		RDJ	
Sean Ryan	X		SR	

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule: www.hollyspringsnc.us/2170/Development-Services



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

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

Project Information

Project Name: Rex Road Elementary School (E-52)

Project Location: 6125 Rex Road

Use street address. If none, use the closest intersection

☒ Within Corporate Limits Within Holly Springs ETJ ☐ Pending Annexation
 PIN: 0637389732 Real Estate ID: 0047559

Project Acreage: (Rounded to nearest tenth) 41.0 Partial Parcel: ☒ No ☐ Yes

Sketch Plan Review (Pre-Submittal) Meeting Date: 03/29/2022

If the Sketch Plan Review (Pre-Submittal) Meeting Date is not within 8 weeks of the submittal date, another Sketch Plan Review (Pre-Submittal) Meeting is required prior to submittal.

Petition Request

Current Zoning: Rural Residential Proposed Zoning: Rural Residential - Conditional District

Current Future Land Use Designation: Conservation Neighborhood

Proposed Future Land Use Designation: Conservation Neighborhood

Area Plan Designation (if applicable): _____

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 Betty L. Parker, WCPSS RES Sr. Director Company Wake County Board of Education

Mailing Address Wake County Board of Education, Attn: WCPSS Real Estate Services, 111 Coming Road, Suite 100

City Cary State NC Zip 27518

Telephone # (919) 856-8290 E-Mail bparker@wcpss.net

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 _____ 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

Owner's Signature(s)

PIN/REID

Date

PIN 0637-38-9732 / REID 0047559

4/29/2022*

Betty L. Parker, Sr. Director, Real Estate Services,
WCPSS, for and on behalf of the Wake County Board
of Education pursuant to duly delegated authority.

*Rezoning Petition has been updated by
Applicant in response to Town staff review
comments and resubmitted on 9/2/2022.

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: Rex Road Elementary School (E-52)

Proposed Zoning District: Rural Residential - Conditional District

Proposed Land Use/Density: Public Elementary School (School (K-12))

Future Land Use Plan Map Designation: Conservation Neighborhood

Future Land Use Plan Designation Land Use/Density: School (K-12)

For DS Use only

Project # _____

Date Received: _____

Plan Consistency Statement:

In accordance with NCGS § 160D-605 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

Executive Summary

The rezoning request is consistent with the Town's Comprehensive Plan and necessary to align the site's current Rural Residential zoning with the Town's new UDO classification of Rural Residential - Conditional District as is necessary and appropriate for development for a Public and Institutional permitted use for a School (K-12). The subject parcel is located in a Conservation Neighborhood Character Area. The site has environmental conditions including steep topography, multiple streams, wetlands and related buffers which constraints have significantly impacted site design. Due to continued residential growth in Holly Springs and surrounding areas, the existing public schools in the area are experiencing significant crowding and there is a need for additional new elementary school. The request is reasonable and is in the public interest.

Section 1: Future Land Use & Community Character

Although primarily residential, Conservation Neighborhoods may include limited civic or other non-residential (non commercial) uses. The public elementary school development proposed for the subject property falls within the definition of a civic use. The school site design is created in response to the site's environmental features, with the building, play and site circulation areas arranged around the existing streams and wetlands features and the woodlands that immediately surround them. The school campus design intentionally provides students with opportunities to learn in built learning environments as well as in the natural learning environments. The site's natural resources also provide excellent buffering to adjacent properties. Based on the foregoing, the proposed rezoning and intended use will be consistent with the Town's Comprehensive Plan.

Section 2: Transportation/Comprehensive Transportation Plan

**Please see the attachment hereto for Applicant's response, which is incorporated herein by reference.*

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

The Town's Parks, Recreation, and Greenways Master Plan Park Search Areas map does not indicate the need for a park in the area of the school site. Town's Parks, Recreation, and Greenways Master Plan Proposed Greenway Trails Map does not envision a greenway location on or near the site, and the environmental site constraints and their impact upon site design preclude location of an accessible greenway on site. The school's standard program of playground areas for Pre-K students, students in grades K-2 and students in grades 3-5 will be provided along with a playfield. Applicant has collaborated with Town staff to explore potential joint use opportunities and will continue to do so as the site designs evolve. Based on the foregoing, the rezoning and intended use will comply with the Town's Comprehensive Plan.

Section 4: Community Facilities

The public elementary school planned for the site will serve the community and help address growth and school crowding concerns in the area with provision of addition of capacity for 716 K-5 students and 20 Pre-K students. that is planed to open in the Fall of 2024. In addition, community use of schools during non-school hours as managed by Applicant's Community Services Department helps to meet the needs of the community at the neighborhood level by making school facilities available to facilitate educational, recreational, cultural, civic and social programs for all age groups. The Applicant also encourages reciprocal long-term partnerships with the community for public and private use and improvement of its facilities. The environmental site constraints and their impact upon site design may preclude typical joint use opportunities as enjoyed by the Applicant and Town at other school facilities. Applicant has collaborated with Town staff to explore potential joint use opportunities and will continue to do so as the site designs evolve. Based on the foregoing, the rezoning and intended use will comply with the Town's Comprehensive Plan

Section 5: Infrastructure and Utilities

Water services are available to the eastern side of the site via a water main extension along Rex Road as depicted upon the Town's Long Range Water Capital Improvements Plan (Major Projects) which has been extended by the Bridgeberry Phase II project with installation of a water main along their frontage on Rex Road that terminates at the eastern intersection with People Road. Applicant will connect to the existing water main and extend it across its Rex Road frontage within a dedicated right-of-way or easement for public water services.

There is not an available option for gravity sewer services to the site at this time. A private pump station is planned to serve the site which will connect to existing sewer services at an existing manhole in the Bridgeberry neighborhood near the school site's northern boundary. The pump station is proposed to be private as site topography and environmental features preclude viable gravity connections to the pump station from adjacent properties. Based on the foregoing, the rezoning and intended use will comply with the Town's Comprehensive Plan.

Section 8: Natural Resources

The site is heavily wooded with challenging topography and multiple streams and wetlands features. The site plan has been intentionally and thoughtfully prepared to let these valuable site characteristics drive the design and avoids or limits disturbances to these natural resources. School students will experience opportunities to learn in built learning environments as well as in the natural learning environments. The site's natural resources also provide excellent buffering to adjacent properties. Applicant proposes additional zoning conditions to aid in the sustainability of the site's natural resources as noted in the attachment hereto which is incorporated herein by reference. Based on the foregoing, the rezoning and intended use will comply with the Town's Comprehensive Plan.

Plan Consistency Response Prepared by:

Preparer's Signature(s)



Date

April 29, 2022**

* Section 2 Transportation/Comprehensive Transportation Plan (CTP)

**Rezoning Petition has been updated by Applicant in response to Town staff review comments and resubmitted on 9/2/2022.

Project #: 22-REZ-04 (PLRZ202200132)
Project Name: Rex Road Elementary School (E-52)

Attachment To Plan Consistency Statement: Petitioner's Response to Section 2:

Section 2: Transportation/Comprehensive Transportation Plan

A TIA has been prepared and reviewed by the Town of Holly Springs and NCDOT. The site design includes two school ingress/egress drive connections to Rex Road. The easternmost drive will accommodate entry of parent drop-off traffic, which will circulate through the site and exit at the westernmost drive. The on-site circulation for parent drop-off includes 2,800 linear feet of queueing space to help move parent traffic from the public road onto the school campus and avoid back-ups. School bus access and drop-off will occur utilizing the westernmost drive.

The site is heavily wooded with very challenging topography and multiple streams and wetlands features that impact the school site design and preclude vehicular and accessible bike/pedestrian accesses to adjacent tracts on the west, north and east. Given these environmental constraints, together with student safety concerns, the current design supports only provision of a 10' asphalt side path which will be extended from the existing sidewalk that terminates at the intersection of People Road and Rex Road. sidewalk westward to and along the Rex Road frontage within the right-of-way that connects at the westernmost driveway to a sidewalk that extends into the school facilities for safe bike/pedestrian access as required by the Town UDO and subject to reimbursement by Town.

The buildable area where the school facilities are proposed for location is near the southern end of the site. In the event future residential development occurs on the adjacent tracts to the east and west near the school facilities, Applicant will be glad to collaborate with adjacent developers to explore feasibility and location of safe potential bike/pedestrian connections that take into consideration aspects such as proposed locations, horizontal and vertical connection points, accessibility, safety, visibility, school supervision opportunities, as well as impacts to buffers, impervious surfaces, tree conservation areas, etc. on the school site.

Applicant has proposed the following road improvements:

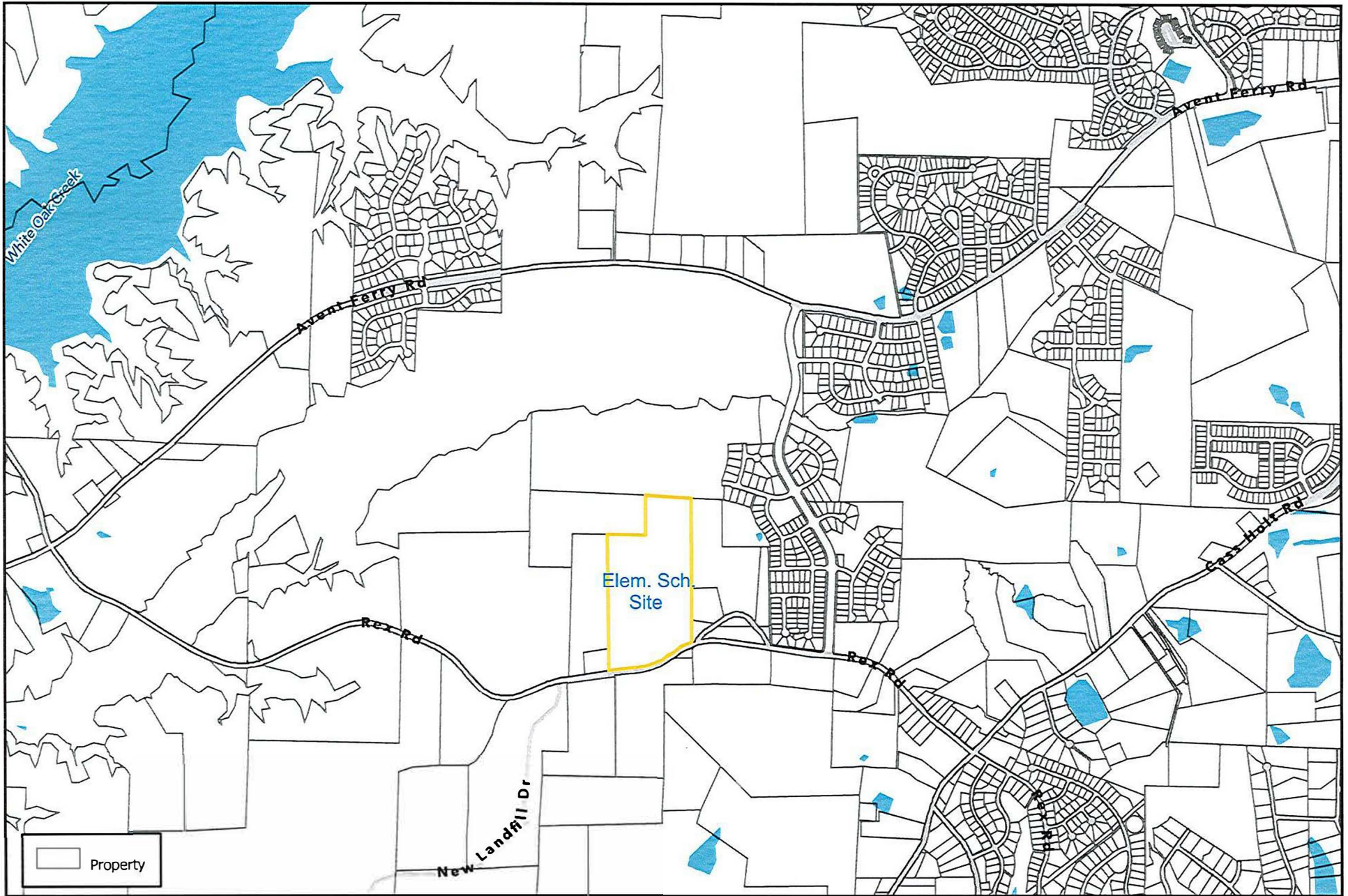
- Right-of-way is proposed to be dedicated by Applicant across the Rex Road site frontage to comply with the street cross section as identified in the Town's Comprehensive Transportation Plan.*
- As required by the Town of Holly Springs UDO, a 10' on-site asphalt side path is proposed to be designed, funded and constructed by Applicant within the right-of-way, subject to reimbursement by Town of related costs pursuant to NCGS 160A-307.1.*
- As required by Town, a 10' off-site asphalt sidepath is proposed to be designed, constructed and funded by Applicant to extend from Applicant's eastern boundary eastward to the connect with the existing sidewalk that terminates at the intersection of People Road and Rex Road across the Rex Road frontage of the effected landowners, subject to reimbursement by Town of related costs pursuant to NCGS 160A-307.1. Town direction is needed to clarify whether the Town will require right-of-way or easement acquisition and dedication to support location of the off-site sidepath.*
- Road widening along Rex Road site frontage to add left and right turn lanes at each school entrance as recommended in the TIA but not required by NCDOT is proposed by Applicant to be designed, funded and constructed by Applicant to provide safe access to the school and limit disruption of traffic on public roads.*

Project #: 22-REZ-04 (PLRZ202200132)
Project Name: Rex Road Elementary School (E-52)

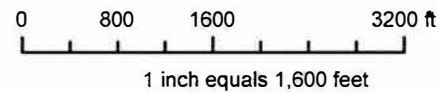
Attachment To Plan Consistency Statement: Petitioner's Response to Section 2: (continued)

- *Applicant has not proposed the following road improvements, but will be glad to collaborate with the Town to design, fund and construct the road improvements noted below with Town commitment for reimbursement of related costs pursuant to NCGS 160A-307.1:*
 - *Road widening across the site's Rex Road frontage in accordance with the UDO and the Comprehensive Transportation Plan to half of a four-lane median divided section is not proposed by the Applicant as it has not been required by NCDOT and in light of NCGS 160A-307.1.*
 - *Near Term Improvements at the intersection of Cass Holt Road/Rex Road in accordance with the Safety Study in Chapter 3 of the Town's CTP together with the eastbound right turn lane at the same intersection as noted in the TIA as a background improvement that has not yet been constructed, are not proposed by the Applicant as (1) these improvements are not required by the TIA, (2) as the Bridgeberry developer is understood to be responsible for these improvements and that its project is on schedule for completion of these improvements ahead of the Applicant's project, (3) as the requested improvements to these State-maintained roads are within the purview and responsibility of NCDOT, and (4) in light of NCGS 160-307.1.*

Based on the foregoing, the rezoning and intended use will comply with the Town's Comprehensive Plan, subject to NCGS 160A-307.1.



Rex Road Elementary School Site



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.

Attachment to Wake County Board of Education Rezoning Petition:
Project Name: Rex Road Elementary School (E-52): PIN 0638389732 and REID 0047559
Conditional Zoning District Design Goals Narrative

The Conditional Zoning District as proposed by Applicant is consistent with the Town's CD Design Goals as set forth in UDO Section 2.4.3.A. In support thereof, Applicant offers the following supporting information to demonstrate that the project and development therein will incorporate and/or achieve the following design goals:

UDO 2.4.3.A.1: the incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;

Response: The site is heavily wooded with challenging topography and multiple streams and wetlands features. The site plan has been intentionally and thoughtfully prepared to let these valuable site characteristics drive the design and avoids or limits disturbances to these natural resources. School students will experience opportunities to learn in built learning environments as well as in the natural learning environments.

UDO 2.4.3.A.2: the preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;

Response: The site is heavily wooded with challenging topography and multiple streams and wetlands features which transect the lot diagonally from northwest to southeast. These site constraints yield a single buildable area suitable for a building location that lies between two stream features. Given the these environmental constraints, the placement of the school on the site will not adversely obstruct view corridors. A large portion of the site will remain in its natural forested state with multiple buffered streams that will not be impacted.

UDO 2.4.3.A.3: development of pedestrian oriented communities; development of traditional style neighborhoods;

Response: As required by the Town of Holly Springs, a 10' asphalt sidepath will be constructed across Applicant's Rex Road frontage within the right-of-way and will be extended from the Applicant's eastern boundary eastward to connect with the existing sidewalk that terminates at the intersection of People Road and Rex Road to encourage bike and pedestrian connectivity, subject to Town reimbursement. Pedestrian access is also provided from the street on to the school site to access the building. Bike racks are provided as well.

The CTP generally seeks to form a network of connected pedestrian and bike facilities to provide several modes of transportation throughout the Town, but in this case site constraints limit connectivity opportunities. The site is heavily wooded with very challenging topography and multiple streams and wetlands features that impact the school site design and preclude vehicular and accessible bike/pedestrian accesses to adjacent tracts on the west, north and east. Given these environmental constraints, together with student safety concerns, the current site design supports only provision of the sidepath along the Rex Road frontage within the right-of-way which connects at the westernmost driveway to a sidewalk that extends to the school facilities for safe bike/pedestrian access, subject to Town reimbursement.

The buildable area where the school facilities are proposed for location is near the southern end of the site. In the event future residential development occurs on the adjacent tracts to the east and west near the school facilities, Applicant will be glad to collaborate with adjacent developers to explore feasibility and location of safe potential bike/pedestrian connections that takes into consideration aspects such as proposed locations, horizontal and vertical connection points, accessibility, safety, visibility, school supervision opportunities, as well as impacts to buffers, impervious surfaces, tree conservation areas, etc. on the school site.

UDO 2.4.3.A.4. development of communities that are visually and functionally connected to one another;

Response: The site is adjacent to the Bridgeberry neighborhood and near undeveloped land upon which future residential development is anticipated. There is a functional connection in that Applicant will construct a private sewer pump station to serve the site which will connect to existing sewer services at an existing manhole in the adjacent Bridgeberry neighborhood as there is not an available option for gravity sewer services to the site at this time.

Environmental site constraints limit connectivity opportunities to the adjacent Bridgeberry neighborhood. The site is heavily wooded with very challenging topography and multiple streams and wetlands features that impact the school site design and preclude vehicular and accessible bike/pedestrian accesses to adjacent tracts on the west, north and east. Additional opportunities can be explored to support connections to nearby properties on the east and west as they undergo development. The buildable area where the school facilities are proposed for location is near the southern end of the site. In the event future residential development occurs on the adjacent tracts to the east and west near the school facilities, Applicant will be glad to collaborate with adjacent developers to explore feasibility and location of safe potential bike/pedestrian connections that takes into consideration aspects such as proposed locations, horizontal and vertical connection points, accessibility, safety, visibility, school supervision opportunities, as well as impacts to buffers, impervious surfaces, tree conservation areas, etc. on the school site.

UDO 2.4.3.A.5: protection of significant watershed areas in order to preserve water quality;

Response: The site does not lie within a significant watershed area. To preserve water quality, the existing buffered streams and wetlands on the site will not be adversely impacted.

UDO 2.4.3.A.6: creativity and imagination in the process of development;

UDO 2.4.3.A.7. unique architecture or sustainable design;

Response: The site plan has been intentionally and thoughtfully prepared to let the valuable environmental site characteristics drive the design and avoids or limits disturbances to these natural resources. School students will experience opportunities to learn in built learning environments as well as in the natural learning environments. The proposed school building includes standard educational program elements that require a multi-wing building form to provide light, outside egress, and courtyards for educating the children of Holly Springs. The size, number of elevations, and material changes create an interesting and human scale building. Applicant incorporates sustainable technologies and practices in both school buildings and sites which allow education to continue in a safe and secure

environment. Designers are required to meet LEED standards and submit the LEED checklists (although the buildings are not certified). Strategies include but are not limited to:

- Building siting for maximized daylighting
- Ducted returns
- Low VOC materials
- Low Flow fixtures
- Sustainably produced materials
- Native/drought tolerant landscaping
- Connectivity to public right of way/greenways & bike racks to promote walk/bike to school
- Provision of Electric Vehicle (EV) Charging Stations and EV ready spaces

UDO 2.4.3.A.8. efficient, aesthetic and desirable use of open space;

Response: The site plan has been intentionally and thoughtfully prepared to let the valuable environmental site characteristics (forested areas, topography, stream and wetlands) drive the design and avoids or limits disturbances to these natural resources. School students will experience opportunities to learn in built learning environments as well as in the natural learning environments.

UDO 2.4.3.A.9. variety in housing types and physical development patterns;

Response: The site is planned for single use by a public elementary school.

UDO 2.4.3.A.10. special considerations for property with a unique history or outstanding physical features.

Response: The outstanding physical features of the site are its environmental site characteristics (forested areas, topography, stream and wetlands). The site plan has been intentionally and thoughtfully prepared to let the valuable environmental site characteristics drive the design and avoids or limits disturbances to these natural resources.

Project #: 22-REZ-04 (PLRZ202200132)
Project Name: Rex Road Elementary School (E-52)

Development and Design Manual (11.6.1.B.3)

1. Land Use

Permitted uses include only the uses from UDO Table 3.2.A – Table of Permitted Uses that are listed below:

<i>Use</i>	<i>RR (CD)</i>
<i>School (K-12)</i>	<i>P</i>
<i>Wireless Telecommunications Equipment</i>	<i>PS – see UDO 3.3 for additional standards</i>
<i>Wireless Telecommunications Tower</i>	<i>SUP</i>

Key: PS – Permitted Use with Additional Standards; SUP – Special Use Permit; CD – Conditional District Only

2. Development Standards

Development standards shall be per UDO Chapter 2 for RR Rural Residential Districts.

3. Landscaping Standards

Landscaping standards shall be per UDO Chapter 5 for RR Rural Residential Districts.

4. Parking Standards

Parking standards shall be per UDO Chapter 6 for RR Rural Residential Districts except as modified below:

Vehicle Parking Location: Unrestricted

5. Street Design

Street Design shall meet the Town's standard street section designs per UDO Section 7, except as modified or clarified below:

A. Right-of-Way Dedication

As required by Town, right-of-way will be dedicated by Applicant across the Rex Road site frontage to comply with the street cross section as identified in the Town's Comprehensive Transportation Plan.

B. 10' On-site Asphalt Sidepath

As required by Town, a 10' asphalt on-site sidepath within the right-of-way across the Rex Road site frontage will be designed, constructed and funded by Applicant, subject to reimbursement by Town of related costs pursuant to NCGS 160A-307.1. A preliminary estimate of the costs associated with this sidepath improvement is being developed by Applicant and will be provided to Town for consideration on or before September 12, 2022.

C. 10' Off-site Asphalt Sidepath

As required by Town, a 10' asphalt sidepath across the Rex Road frontage of the effected landowners between Applicant's eastern boundary and the intersection of Rex Road and People Road will be designed, constructed and funded by Applicant, subject to reimbursement by Town of related costs pursuant to NCGS 160A-307.1. A preliminary estimate of the costs associated

Project #: 22-REZ-04 (PLRZ202200132)
Project Name: Rex Road Elementary School (E-52)

Development and Design Manual (11.6.1.B.3) (continued)

with this off-site sidepath improvement is being developed by Applicant and will be provided to Town for consideration on or before September 12, 2022. The costs may vary if right-of-way acquisition and dedication is required by the Town across the Rex Road site frontage of the effected landowners to comply with the street cross section as identified in the Town's Comprehensive Transportation Plan or if easements are needed instead to support the 10' off-site sidepath design and construction. Town direction will be needed to clarify whether the Town will require right-of-way or easement acquisition and dedication to inform the cost estimates.

D. Road Widening Along Rex Road Site Frontage

Road widening across the site's Rex Road frontage in accordance with the UDO and the Comprehensive Transportation Plan to half of a four-lane median divided section is not proposed by the Applicant as it has not been required by NCDOT and in light of NCGS 160A-307.1. Applicant will be glad to collaborate with the Town for design, funding and construction of the road widening (with Town Commitment for reimbursement of related costs pursuant to NCGS 160A-307.1). A preliminary estimate of the costs associated with this road widening improvement is being developed by Applicant and will be provided to Town for consideration on or before September 12, 2022.

E. Road Widening Along Rex Road Site Frontage To Add Left and Right Turn Lanes

Road widening along Rex Road site frontage to add left and right turn lanes at each school entrance as recommended in the TIA but not required by NCDOT will be designed, funded and constructed by Applicant to provide safe access to the school and limit disruption of traffic on public roads.

F. Near Term Improvements at Cass Holt Road/Rex Road Intersection

Near Term Improvements at the intersection of Cass Holt Road/Rex Road in accordance with the Safety Study in Chapter 3 of the Town's CTP together with the eastbound right turn lane at the same intersection as noted in the TIA as a background improvement that has not yet been constructed, are not proposed by the Applicant, as (1) these improvements are not required by the TIA, (2) as the Bridgeberry developer is understood to be responsible for these improvements and that its project is on schedule for completion of these improvements ahead of the Applicant's project, (3) as the requested improvements to these State-maintained roads are within the purview and responsibility of NCDOT, and (4) due to NCGS 160-307.1. Applicant will be glad to collaborate with the Town to design, fund and construct the Near Term Improvements and eastbound turn lane as described above (with Town Commitment for reimbursement of related costs pursuant to NCGS 160A-307.1). A preliminary estimate of the costs associated with these road improvements is being developed by Applicant and will be provided to Town for consideration on or before September 12, 2022.

6. Building & Site Design Standards

Building and Site Design shall be per UDO Chapter 8 except as modified below:

A. Vertical Variations

Building walls shall consist of a building bay or structural building system visually established by architectural features such as columns, ribs, pilasters or piers, changes in plane, or an equivalent element that subdivides the wall into human scale proportions. Minimum change is 2 inches depth.

B. Building Bay Maximum: 135 feet

Project #: 22-REZ-04 (PLRZ202200132)
Project Name: Rex Road Elementary School (E-52)

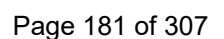
Development and Design Manual (11.6.1.B.3) (continued)

C. Roof Expression

The form and pitch of roof lines shall be similar to surrounding buildings, with variation in material, height, treatment, or horizontal/vertical direction.

D. Roofline Continuous Plan Maximum: 135 feet

(For clarity on variances between this preliminary plan and the final site plan layout, please refer to the attached copy of the Concept/Transportation Plan. Please note that a Development Plan is being reviewed concurrently with the Rezoning Petition.)



NEIGHBORHOOD MEETING REPORT



Before submitting an application, the Petitioner must hold at least one (1) neighborhood meeting and submit to Development Services a written summary report of the neighborhood meeting.

☒ Neighborhood Meeting Date: April 20, 2022
Time: 5:30 pm- 6:30 pm
Location: Virtual WebEx

For DS 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 within a 300 foot radius of the subject property, and any homeowners association or property owners association that represents any parcels within that area as shown on the county tax listings.
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.
4. The applicant shall post a sign on the property with the Time, date, and location of the neighborhood meeting.

☐ Complete ☐ Incomplete

☒ Date of Notification Mailing: April 8, 2022

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 Minutes Summary.

Attach Additional Sheets as needed

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

We received no requests for changes by those attending the neighborhood meeting.

No changes were made to the Petition as a result of the Neighborhood Meeting, as no suggestions or requests for change were shared by the attendees.

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.

*Note - The Neighborhood meeting was held virtually. A list of the names and addresses of the Neighborhood Meeting Attendees is included in the Neighborhood Meeting Minutes Summary.

Neighborhood Meeting Report Prepared by:

Preparer's Signature(s)

Date

4/29/2022

**REX ROAD ELEMENTARY SCHOOL
REZONING AND DEVELOPMENT PLAN REVIEW
NEIGHBORHOOD MEETING MAILING ADDRESS LIST (300' BUFFER)**

Property	PIN	REID	Owner	Mail Address 1	Site Address
1	0637484285	0003839	FADNA B, BANKS	C/O KAY S MERCER 5757 OXFORD RD TIMBERLAKE NC 27583-9267	6229 PEOPLE RD
2	0637378113	0047596	HANSON AGGREGATES SOUTHEAST LLC	3520 PIEDMONT RD NE STE 410 ATLANTA GA 30305-1512	6200 REX RD
3	0637565912	0056855	HANSON AGGREGATES SOUTHEAST LLC	3237 SATELLITE BLVD, STE 300 DULUTH GA 30096-2357	6312 REX RD
4	0637372861	0084631	JAKS DEVELOPMENT GROUP LLC	5701 TURNER GLEN DR RALEIGH NC 27603-7501	6113 REX RD
5	0637381597	0047609	JAKS DEVELOPMENT GROUP LLC	5701 TURNER GLEN DR RALEIGH NC 27603-7501	6101 REX RD
6	0637487953	0046138	WILLIAM MYERS & CANDACE CRUPI	6305 PEOPLE RD HOLLY SPRINGS NC 27540-8815	6305 PEOPLE RD
7	0637477878	0030403	SHREE GIRDHAR LLC	100 MICHELIN PL CARY NC 27511-6027	6304 REX RD
8	0637299661	0047601	TAYLOR MORRISON OF CAROLINAS, INC	15501 WESTON PKWY, STE 100 CARY NC 27513-8636	6105 REX RD
9	0638308318	0469948	TAYLOR MORRISON OF CAROLINAS, INC	15501 WESTON PKWY, STE 100 CARY NC 27513-8636	0 REX RD
10	0637362941	0002609	TRINITY SOCCER ACADEMY	10628 MARION STONE WAY RALEIGH NC 27614-9891	6112 REX RD
11	0637389732	0047559	WAKE COUNTY	PO BOX 550 RALEIGH NC 27602-0550	6125 REX RD
12	0637473950	0480218	WAKE COUNTY BOARD OF EDUCATION	BETTY L PARKER 111 CORNING RD, STE 100 CARY NC 27518-9299	6250 REX RD
13	0637486504	0112835	BRENDA JUDD WILLIAMS	6233 PEOPLE RD HOLLY SPRINGS NC 27540-8813	6233 PEOPLE RD
14	N/A	N/A	TOWN OF HOLLY SPRINGS	ATTN: DEVELOPMENT SERVICES PO BOX 8 HOLLY SPRINGS NC 27540	

Rezoning & Development Plan Review Neighborhood Meeting Minutes Summary:

Project: Rex Road Elementary (E-52)
Meeting Date: 04-20-2022 5:30p.m. -6:30 p.m.
Location: Virtual Meeting (Webex)
Attendee/Participants: Stephanie Schuller (5701 Turner Glen Drive, Raleigh, NC 27603 (Owner of land located at 6101 & 6113 Rex Road, Holly Springs, NC 27540))
Nick Boutross (100 Lingonberry Drive, Holly Springs, NC 27540)
Applicant's Panelists: Betty Parker (WCPSS Real Estate Services)
Margaret Sutter (WCPSS Real Estate Services)
Shane Webster (WCPSS Facilities Design & Construction)
Alice Reese (WCPSS Facilities Design & Construction)
Glenda Toppe (Glenda S. Toppe & Associates)
Renee Pfeifer (CLH Design, P.A.)
Frank Jackson (Vines Architecture)
Y'Hoshua Aal-Anubia (CLH Design, P.A.)

The virtual meeting began at 5:30 pm although there were no external attendees present at the start of the meeting. At approximately 5:44pm, the first attendee, Stephanie Schuller, joined the meeting. Recording of the meeting began at that time and a power point presentation providing background and information on the Applicant's rezoning and development plan efforts was shared.

Betty Parker welcomed the attendees, introduced the panelists, provided a brief overview of the presentation process, and provided key points of information relevant to the proposed site rezoning identifying:

- The name of the Owner/Applicant – Wake County Board of Education/WCPSS
- The acreage, address, PIN and REID numbers for the subject property.
- Current Zoning classification
- Proposed Zoning classification
- Potential proposed zoning conditions
- Current Land Use classification
- Potential proposed Land Uses (Consistent with Holly Springs UDO effective 3/1/22)
- Location of the subject property per aerial map with nearby road names identified
- GIS Aerial photo of the subject property
- Town of Holly Springs Zoning Map excerpt of the subject property and surrounding properties
- Town of Holly Springs Future Land Use Map excerpt of the subject property and surrounding properties
- Subject property Development Plan rendering
- Recombination plat of the subject property with streams identified thereon

Renee Pfeifer introduced the core design team for the project and provided a brief analysis of the site identifying:

- Multiple streams and buffers across the site
- Wetlands present on the site
- 40.8 Acre site
- Dramatic grade change across the site
- Heavily vegetated site

Renee Pfeifer walks through high level elements of the site plan

- Parent Circulation begins at the eastern proposed drive and parents exit at the western proposed drive.
- Carpool drop off is located at the front entrance, southeastern end of the building.
- Buses enter and exit at the western drive. Bus loop is provided for drop off.
- Parking is provided within carpool loop and bus loop
- Emergency access for emergency vehicles is provided around the site
- K-2 Play is located at the northwest end of the building
- 3-5 Play is located to the north of the carpool loop, east of the building
- Two Stormwater Control Devices are located north of the school property on either side of the bisecting stream just east of the building
- A water main is proposed to be extended along the Rex Road frontage where the school will tap at the property line
- Sewer will be sent from the school to a proposed pump station on the school property, which will connect to a manhole to the north of the school property within the Bridgeberry development

Frank Jackson briefly discusses the Rex Road Elementary School Building

- Discusses building entrances
- General layout identifying administration, media center, cafeteria and multi-purpose room spaces
- Discusses exterior building materials and proposed elevations

Betty Parker thanked attendees for their interest and attendance, and provided contact information for WCPSS representatives for any further questions during the rezoning and development plan process. She closed the presentation and invited questions from the attendees.

Stephanie Schuller questions:

- Parents enter at the eastern drive and exit at the western drive?
 - o Renee Pfeifer – Yes
- What is the distance between my property line and the western drive?
 - o Renee Pfeifer – About 200 feet from the centerline of the drive
- Will this be a traditional or year-round school?
 - o Betty Parker – This will be determined about a year before school opening by the Board of Education.
- What is the school capacity?
 - o Betty Parker – 716 K-5 students + 20 Pre-K students. The school may be designed for a core capacity of 800 students so the cafeteria, media center, play areas and parking can accommodate additional capacity if needed.
- Will the roads will be quite busy at certain times in the morning and after school?
 - o Betty Parker – Yes - about 15-20 minutes twice a day (morning and afternoon)
 - o Betty Parker highlights the amount of onsite queuing provided
 - o Renee Pfeifer notes about 2,800 LF of onsite queuing, double stacked
 - o Betty Parker notes that the design team works closely with NCDOT to ensure appropriate on-site stacking to limit backups onto public roads and provide emergency access
- Will there be turn lanes added to Rex Road?
 - o Renee Pfeifer – Yes, and the TIA is currently being reviewed by the Town of Holly Springs
 - o Renee Pfeifer – Left and right turn lanes will likely be added to Rex Road at the site drives.
 - o Renee Pfeifer – Parents having one entry and one exit will help provide more efficient traffic circulation in and out of the site
- How many cars can line up on site?

- There is approximately 2,800 linear feet of on-site stacking length on-site that accommodates approximately 140 vehicles.
- Concerned about getting out of my driveway at peak times. What is the distance between the east and west drives?
 - Betty Parker – Backups aren't expected due to onsite queuing and single entrance/exit for parents
 - Renee Pfeifer notes about 600 linear feet between the two proposed drives
- How many cars can line up on site?
 - Betty Parker/Renee Pfeifer - With 2,800 linear feet of stacking/queuing, that would equate to roughly 140 cars
- If all 800 students arrive at the same time because they have to get there on time, won't that impact traffic along the roadway?
 - All students are not expected to arrive at the same time in passenger vehicles. There will be about 10-12 buses servicing the school at specific times with professional drivers which will also help to reduce traffic impacts. Bike and pedestrian access to the school will also help due to the adjacent neighborhoods
 - The school will not open to full capacity. The school will open with grades K-3 only, not the full population of 736 students. As each year passes another grade will be added so that the school will be fully utilized in the third year of operation.
- In your opinion, is it a good or bad thing to have a school next to your property?
 - Betty Parker – A school is a great neighbor, and most schools have synergy with the surrounding neighborhood.
 - Betty Parker – School is expected to open in 2024.
 - Betty Parker - School traffic will only be busy 15-30 minutes, two times a day for about 185 days. Relatively quiet outside of peak times.
- Is there a future park planned to the north of the site?
 - Betty Parker – This is yet to be determined, WCPSS is working with Holly Springs to explore potential joint use opportunities.
 - Renee Pfeifer – Design is still in progress, and the option is not certain at this time.
- Will this be a magnet school?
 - Betty Parker - Typically, a decision would be made a year before opening. The neighborhood assignment areas are also reviewed and determined about one year prior to opening.
- The school is planned to open in August of 2024?
 - Betty Parker – Yes
- Is there anything happening on site now? Is tree thinning being done?
 - Betty Parker - No. No work can be started or performed on the campus until we have site plan approval and permits in place.
- Where will the play areas for children be located?
 - Renee Pfeifer – Play areas are to the northwest of the school building for grades K-2, northeast of the school building above the carpool lane for grades 3-5, and within the courtyard areas between the building wings for Pre-K students.
- Is there another building along the western property line near my property? What does "MC" stand for on the buildings shown on the site design rendering?
 - Frank Jackson – The rectangular shapes labeled "MC" as depicted on the site design rendering shared were intended to be future mobile classroom placements to proactively plan for growth and crowding. Due to site constraints, a decision was made that the site could not accommodate the future mobile classrooms and they have since been removed from the proposed site design.
- Will the road speed limit change?

- Betty Parker/Renee Pfeifer – NCDOT/Town will dictate the speed limit, this is yet to be determined. A school zone is typically established within a certain distance on each side of the school where the speed limit is reduced daily drop off and pick up times by up to 10 mph. School Zone signage will also be installed.
- What about utilities? Will services flow from the school site to Bridgeberry?
 - Renee Pfeifer – Due to site topography and elevational challenges, we will need to have a pump station installed on the school property that will pump to the existing sewer main/manhole on the Bridgeberry development to the north. Water will be brought to the site along the frontage of Rex Road.
- At the very beginning we talked about possibly providing a sewer easement on my site for the school to connect to so that you wouldn't need a pump station, right?
 - Renee Pfeifer – Correct. After initial discussions at the first neighborhood meeting and later conversations with your consultant engineer, WCPSS determined that the timing for that to occur would not work with the schedule for the school. The manhole we are tying into is just north of your property. We may need an easement from you to tie into the manhole on the Bridgeberry parcel, but this has not yet been determined.

Nick Boutross Questions (Mr. Boutross joined the meeting by phone at approximately 6:04pm):

- Will there be any greenway tie ins?
 - Renee Pfeifer – No greenway connections are planned at this time. The site elevations create challenges for this to occur. Pedestrian ADA connections are also challenging.
 - Renee Pfeifer – Connections to the Bridgeberry development are still preliminary
- Utility connections?
 - Renee Pfeifer - Water services will be tapped at an extended water main in Rex Road
 - Renee Pfeifer - Sewer will be handled with a pump station that connects to a manhole within the Bridgeberry development to the north

Meeting Conclusion:

- Betty Parker – Invited further questions from attendees, and there being none concluded the meeting:
 - Attendees were provided WCPSS contact information for further questions
 - Submission of applications for rezoning and development plan approval are scheduled to occur by the end of April.
 - Attendees were thanked for their attendance, input and interest.
- Mrs. Schuller – Remarked that “it is a beautiful site and we’ll see what the future holds.”
- Mr. Boutross – Remarked that he is excited to keep watching the progress.
- The meeting was concluded at 6:30 and recording stopped at 6:31 p.m.

Meeting adjourned.



Rex Road Elementary School Site Plan

Holly Springs, NC



WAKE COUNTY
PUBLIC SCHOOL SYSTEM





Ordinance No. 22-05

Date Submitted: October 18, 2022

Date Adopted: October 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 160D-605**

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

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

WHEREAS, the Town of Holly Springs has received a request to modify the Official Zoning Map for 40.81 acres of Wake County PIN 0637389732 from RR Rural Residential to RR CD Rural Residential Conditional Zoning District; and

WHEREAS, the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* designates said parcels on the *Future Land Use Map* as Conservation Neighborhood; and

WHEREAS, the requested zoning district proposes land uses that are consistent with the adopted *Vision Holly Springs: Town of Holly Springs Comprehensive Plan*, and

WHEREAS, the Holly Springs Planning Board reviewed this request at a Public Meeting on September 27, 2022 and recommended approval by a vote of 7-0-2; and

WHEREAS, in accordance with NCGS § 160D-601, the Town of Holly Springs held a legislative hearing on October 18, 2022 to consider the proposed changes to the Official zoning map; 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 is consistent with Vision Holly Springs: Town of Holly Springs Comprehensive Plan since the proposed Zoning Map Amendment

from RR Rural Residential to RR CD Rural Residential Conditional Zoning District is consistent with the Future Land Use Plan Map designation of this property as Conservation Neighborhood and the proposed Conditional Zoning District (CD) would allow limited civic uses in coordination with the preservation of natural areas,

WHEREAS, the Town of Holly Springs Town Council finds the proposed amendment to the Official Zoning Map is reasonable and in the public interest by safeguarding access to quality education; and

THEREFORE, 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 1.7 Official Zoning Map with the following rezoning request: #22-REZ04 to change the zoning of PIN# 0637389732 from RR Rural Residential to RR CD Rural Residential Conditional Zoning District.

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

Part 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 October 18, 2022 in accordance with the laws of the State of North Carolina.

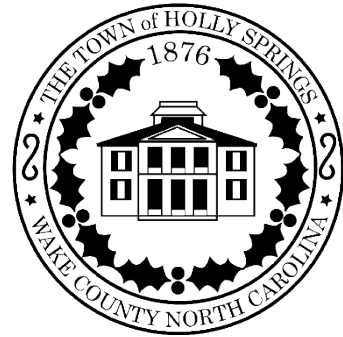
Adopted this, the 18th day of October, 2022.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Holly Springs Planning Board

Planning Board Meeting Agenda Cover Sheet

Agenda Item#: 13.

Public Hearings

Title: E-52 Rex Road Elementary Development Plan - Quasi-judicial Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Economic Prosperity & Diversity

Staff Resource: Cheryl Caines, Development Services, Rachel Jones, Utilities and Infrastructure

Action(s):

- Conduct Quasi-judicial Public Hearing on Development Plan 22-DP-06
- Approve/deny/defer Development Plan for E-52 Rex Road Elementary with conditions listed in the attachment.

Explanation:

Explanation

- A new Unified Development Ordinance (UDO) was effective March 1, 2022. Over the next 12-24 months, there will be a crossover period where some projects are able to utilize the old UDO (2002 UDO) due to state statutes. This section of the cover sheet will be utilized to specify the UDO version (2002 or 2022) and the approval type that the Council will consider for each respective case.
 - Applicable Ordinance: 2022 UDO
 - Process: Town Council Quasi-judicial Public Hearing and Decision
- Development Plans involving buildings over 40,000 square feet require Town Council review through a Quasi-judicial public hearing.
- The requested Development Plan is for a 134,698 square foot elementary school with associated playfields and bus/carpool areas.
- Approximately 43% of the site is set aside as open space (tree preservation, natural areas, outdoor play areas).
- 121 parking spaces are provided, including EV charging and EV-ready spaces. Anticipated daily demand is 91 spaces. One of the carpool lanes can be used for additional parking during school events.
- The proposed plan meets the standards of the 2022 UDO and standards modified through the conditional district rezoning process related to parking location and architectural design requirements.
- Schools fall within the North Carolina General Statute (NCGS) 136 parameters, which limits the Town's authority to enforce certain transportation improvements. A table in the staff report outlines Town UDO requirements and school commitments related to transportation improvements.
- The applicant has committed to Rex Road right-of-way dedication and right and left turn lanes at both site driveways. Other improvements could be constructed with Town Reimbursement, including road widening across the site frontage, 10' sidepath, and off-

Planning Board Meeting
October 18, 2022

site improvements.

Planning Board Recommendation

The Planning Board discussed the proposed development on 9/27/2022 and discussed the following issues related to the Development Plan:

- safety and security around the outdoor play areas
- parking during special events
- future middle school, which is not planned for this site due to topographical constraints

The Planning Board recommended that the Town Council approve (7-0-2).

Background:

- The site was annexed on October 19, 2021.
- The site was rezoned from R-30 to RR Rural Residential as part of the 2022 UDO update effective March 1, 2022.
- The UDO requires Schools to be located in a Conditional Zoning District.

Funding Source(s):

N/A

Attachment(s):

1. 22DP06_E52RexRoadElementary_PBReport_092722
2. 22DP06_E-52RexRdElementaryDP - Plans_Petition
3. 22DP06_E52RexRdElementary_Proposed Motions and Conditions



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR DEVELOPMENT PLAN E-52 Rex Road Elementary 22-DP-06

APPLICANT(S):

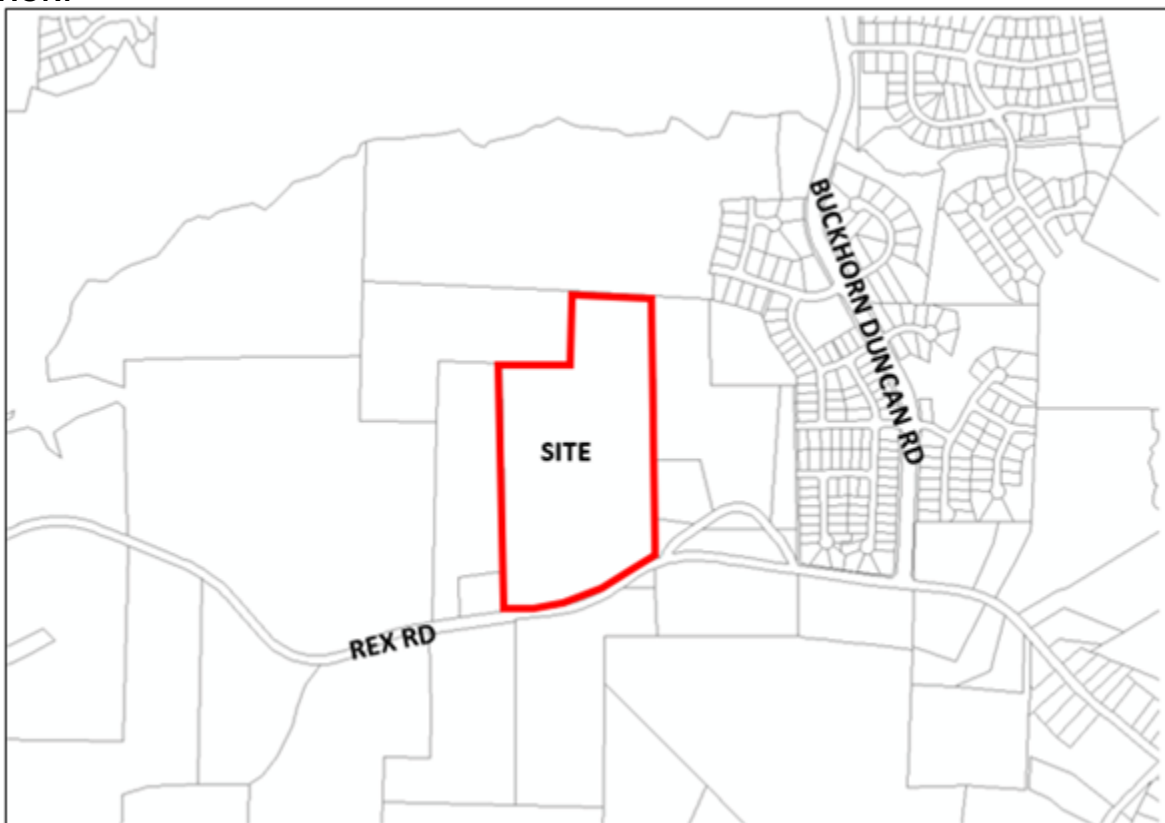
Renee Pfeifer
CLH Design, PA
400 Regency Forest Dr., Ste. 120
Cary, NC 27518

DEVELOPER(S):

Wake Co. Board of Education
111 Corning Rd., Ste. 190
Cary, NC 27518

OWNER(S):

Wake Co. Board of Education
111 Corning Rd., Ste. 190
Cary, NC 27518

LOCATION:

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

ANTICIPATED REVIEW SCHEDULE:

Planning Board: 9/27/22
Town Council Public Hearing & Action: 10/18/22

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

ATTACHMENTS:

Petition for Development Plan

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Wake County	0637389732	RR Rural Residential CD	40.81 acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	RR Rural Residential	Vacant
North	SR CU Suburban Residential Conditional Use	Single family detached residential (Bridgeberry)
South	HI CU Heavy Industrial Conditional Use	Quarry
East	RR Rural Residential	Single family detached residential
West	RR Rural Residential	Vacant

PROPERTY HISTORY

Annexation History

Annexation Number: 21-04

Approved by Town Council on: October 19, 2021

Rezoning History

Rezoning Number: N/A

Original Zoning: R-30 (ETJ)

Proposed Zoning: RR

Approved by Town Council on: March 1, 2022

Rezoning Number: 22-REZ-04

Original Zoning: RR

Proposed Zoning: RR CD

Pending Town Council on: October 18, 2022

PROJECT OVERVIEW

A Development Plan has been submitted for an elementary school in the RR CD Rural Residential Conditional District located on 40.81 acres at 6125 Rex Rd. The proposed plan includes a 134,698 square foot building and outdoor recreation areas.

STAFF ANALYSIS

Vision Holly Springs Comprehensive Plan

Section 1: Land Use & Character Plan

Growth Strategy Map:

The property is designated as Places to Enhance. These places celebrate existing and future residential neighborhoods, and the small activity centers that serve them, as the building blocks for a strong community. They generally include Conservation Neighborhoods, Residential Neighborhoods with single dwelling detached homes on varying lot sizes, or Mixed Residential Neighborhoods with two or more home types (single dwelling detached, single dwelling attached, and multi-dwelling) in the same development. Future infill development in the enhancement areas should be sensitive to the uses and densities along the perimeter of adjacent neighborhoods.

Future Land Use:

The Future Land Use Plan has this property designated as Conservation Neighborhood. The subject property is designated as Conservation Neighborhood on the Future Land Use map. A Conservation Neighborhood preserves 30% to 50% of the buildable land on a site for permanent open space — protecting environmental features, tree stands, or outstanding viewsheds — by closely clustering homes together of varying lot sizes and densities. Conservation Neighborhood design should respond to specific features on the site; however, goals to reallocate gross allowable densities into compact development areas that minimize infrastructure investments and maximize large, continuous areas for permanent open space are encouraged. Resident amenities in these neighborhoods should include walking trails and neighborhood gardens. Conservation Neighborhoods are primarily residential but may include limited civic or other non-residential (non-commercial) uses.

Key characteristics include:

- preservation of open space and natural features
- development should be sensitive to existing conditions
- street and block patterns vary
- buildings are primarily residential with some civic buildings allowed
- residential neighborhoods are very walkable with sidewalks, bike facilities, and bikes and trails

Important Themes for Transforming Holly Springs:

Eight important themes for Holly Springs are highlighted as high-priority principles for transforming the Town. The following theme(s) should be considered with this request:

- Suburban Remix – combating sprawl by supporting neighborhood centers with housing choices and walkable environments where daily needs and services are provided in close proximity
- More Transportation-Land Use Coordination in the Community – improve overall efficiency of the transportation system and promote livability

Specific Recommendations:

Several recommendations provide guidelines, targets, and priorities for shaping future growth and development in the community. The following recommendations should be considered with this request:

- Safeguard Access to Quality Education

Development Standards

Maximum Setbacks:

Thoroughfare Setback: 50 ft.
Side Setback - Interior: 10 ft.
Rear Setback: 25 ft.

Proposed:

Rex Rd. – 220 ft. ±
Side - Interior – 68 ft. ±
Rear – 783 ft. ±

Building Height:

Maximum: 50' with Conditional District zoning
Proposed: 32' 8"

Other Use Information: Outdoor dining on the north side of the building, mechanical yard with screening, loading dock on the west side of the building, outdoor play areas/recreation and amphitheater, and bus and carpool areas.

Parking & Loading

Parking Location: Non-residential uses in residential districts follow the NMX District which permits parking in the side and rear yard only. This standard was modified through the site's Conditional District rezoning (22-REZ-04) to allow parking in all yards (unrestricted). Some parking is proposed in the front yard; however, the majority is in the side yard.

Minimum Parking for School Use

Required: A parking study is required. Wake County Public School System Learning Environment Guidelines requires elementary schools provide a minimum 115 parking spaces for staff and an additional 6-8 parking spaces for Child Nutrition Staff.

Proposed: 121 spaces are provided for approximately 70 staff, visitors, and Child Nutrition Staff. Anticipated daily demand is 91 spaces with 115 anticipated needed spaces for high demand or overlap times.

EV Charging Spaces:

Required Spaces: 5% of total spaces (6 spaces)

Proposed Spaces: 6 spaces

Required EV Ready Spaces: 15% of total spaces (18 spaces)

Proposed EV Ready Spaces: 18 spaces

Bike Parking:

Required: 10 spaces

Proposed: 14 spaces

Open Space

Minimum Open Space Required: 30% of the project area or 533,325 square feet; 25% Tree Preservation Area and 5% Flexible Space

Open Space Provided: 43.2%, 767,470 square feet; 29% Tree Preservation Area and 14.2% Active Recreation

Landscape Requirements:

Perimeter Bufferyard

Minimum Required:

Adjacent to Residential: 5 ft, Type A

Provided:

Adjacent to Residential (5 ft, Type A)

Using existing vegetation with supplemental plantings. Additional plantings proposed where outdoor operations may impact adjacent properties.

Foundation:

An Alternate Landscape Plan has been approved for foundation landscaping due to the large site size and nature of the use. Two (2) trees and 30 shrubs are required. Ten (10) trees and 30 shrubs are proposed around the building.

Interior Parking Lot

Required: 17 landscape islands containing 1 tree and 4 shrubs

Provided: 17 landscape islands containing 1 tree and 4 shrubs including

Parking Area Screening

A compact row of shrubs/hedge plants 3 feet on center is proposed for parking screening. Plants include Inkberry, Azalea, and Little Giant Arborvitae.

Tree Preservation

Required: 25% of the site or 10.20 acres

Provided: 43.2% or 17.62 acres

General Regulations

Trash Containers:

Trash enclosures are provided for trash collection areas.

Architectural and Site Design Requirements

The site is surrounded by residential districts or public streets. Therefore, all elevations are considered primary facades.

Facade Materials

Required: A minimum of 60% of the primary building façade must be constructed using a Type 1 material (brick, stone, split face block, architectural concrete).

Proposed: 90% brick

Colors

Required: No more than 3 discernable colors

Proposed: 3 colors (gray, white, and brown)

Textures

Multiple materials have been provided for a variation in texture, including smooth/textured brick and metal. Heavier and courser materials (brown brick) are placed lower on the building and lighter materials (light gray brick and metal panels) are placed higher.

Bulk & Massing

Horizontal Variation: a discernable base, middle, and top are proposed through the use of different colors, brick patterns, recessions, entries, and darker building cap.

Vertical Variation: Maximum building bay width for large buildings was increased from 75 feet to 145 feet through the CD rezoning process (22-REZ-04).

Roof Expression

The maximum roofline variation length for large buildings was increased from 100 feet to 145 feet through the CD rezoning process (22-REZ-04).

Façade Activation

Blank walls may not exceed 20 feet in any direction. Two continuous or repeating details shall be incorporated within the first 15 feet of the building façade. The proposed design

includes windows, punched openings, entrances, arcades, lighting fixtures, changes in brick patterns, and louvres to accomplish this. Easily identifiable entries are provided.

Glazing (windows and glass doors) are proposed with the majority on the two facades facing the parking/access areas. The minimum requirement is 20% on the ground floor and 15% on upper levels. A minimum of 26% is proposed for the ground floor and 18% on the upper level.

Building Orientation

The building is set back from the street but has an identifiable entrance visible from the street and parking areas. Pedestrian circulation is provided throughout the site and to the public street.

Lighting:

Light Source: LED

Light Levels: Maximum 0.2 at property lines adjacent to residential districts

Light Fixtures: Duke Energy pole-mounted, black

Pedestrian Circulation and Vehicular Area Design

Walkways or Pedestrian/Bikeway System Design: A pedestrian circulation system is provided that connects parking spaces to the building, buildings to the public street and outdoor areas, and outdoor spaces to one another.

Vehicular Area Design: Separate bus and carpool areas are proposed. Stacking lanes are provided for carpool queuing.

PARKS & RECREATION

Greenways (UDO Section 7.6):

The Town's UDO requires all land proposed for development where a Greenway or Sidepath is indicated in the Comprehensive Plan to construct the Greenway or Sidepath in compliance with Town standards.

The Town's Active Transportation Plan, in Section 2 of the Town Comprehensive Plan, shows a 10' Sidepath requirement for the Rex Rd frontage of this proposed development.

The applicant has shown a 10' Sidepath extending across the project frontage and extending off-site to the east to the existing 5' sidewalk constructed with the Bridgeberry development. The applicant will only construct this improvement if the Town agrees to reimburse the cost of the Sidepath.

CIVIL IMPROVEMENTS

Water Service:

With this development, connection will be made to existing watermain on Rex Road. Watermain will be extended with the development of this project across the property frontage and beyond the western property line, across the 6113 Rex Road property and terminates at the 6101 Rex Road property.

- A Hydraulic Water Model and Fire Flow Analysis Report was completed with the Development Plan.

Sewer Service:

With this development, connection will be made to existing sanitary sewer stub from the Bridgeberry Subdivision. A small, private on-site pump station will be constructed with the development that will be operated and maintained by the owner. The forcemain will discharge into a manhole on Soadlite Lane at Bridgeberry Subdivision

- Public utility easement has been added along the property line to accommodate the potential connection for future development to the Bridgeberry Subdivision sewer stubs.
- A Sanitary Sewer Report was completed with the Rezoning associated with this project.

Transportation

This proposal is in compliance with the Town's Ordinances and Standards related to civil improvement requirements, with the exception of transportation improvements. It should be noted that the school falls within the North Carolina General Statute (NCGS) 136 parameters, which limits the Town's authority to enforce certain transportation improvements.

Traffic Impact Analysis:

A Traffic Impact Analysis (TIA) was completed with the Rezoning associated with this project as required by the NCDOT and the Town. Review comments were provided by the Town, NCDOT's Congestion Management and Municipal School Transportation Assistance (MSTA). Improvements from the TIA are listed below and shown in the Summary Table. The applicant has provided some conceptual cost estimates for improvements that are included in the table as well.

- Town's UDO requires R/W dedication and thoroughfare widening across the project street frontage to meet ½ of the ultimate street cross section, including a 10' sidepath, in accordance with the CTP. Per NCGS, the applicant is dedicating the ultimate R/W but has not committed to constructing the thoroughfare widening across the property frontage along Rex Rd. The developer is willing to design and construct these improvements, contingent on reimbursement from the Town.
- Turn lanes at the site driveways along Rex Road were recommended in the TIA. The developer is designing and constructing these improvements at their own expense.
- Intersection improvements at Rex Road/Cass Holt intersection are shown as needed the TIA. This is also a Safety Study Intersection in the Town's CTP. The developer is willing to design and construct these improvements, contingent on reimbursement from the Town and has sited NCGS.
- There is a gap in sidewalk between the Bridgeberry subdivision and the proposed E-52 Elementary School along Rex Road. The developer is willing to design and construct the continuation of the 10' sidepath eastward, along Rex Road, off-site to bridge the gap in pedestrian facilities, contingent on reimbursement from the Town and has sited NCGS.

Transportation Improvements Summary Table:

Item	Town UDO	Town CTP	TIA	NCDOT Required	School Committed	School Committed to constructing w/Town Reimbursement	Cost \$ ^(a)
On-site							
R/W Dedication	X	X	---	---	X	---	---
Road widening across frontage	X	X	---	---	---	X	\$1,652,766
Right Turn Lanes at both site Driveways	---	---	X	---	X	---	\$1,276,507
Left Turn Lanes at both site Driveways	---	---	X	---	X	---	
On-Site 10' Sidepath across frontage	X	X	---	---	---	X	---
Off-Site							
Off-Site 10' sidepath to connect with Bridgeberry at People Road	---	---	---	---	---	X	\$60,878
Rex Rd./ Cass Holt Intersection -Safety Study Intersection	---	X	---	---	---	X	---
Rex Rd./ Cass Holt Intersection - Improvements/Turn lane	---	---	X	---	---	X	---
(a) Cost estimates provided by WCPSS							

Connectivity:

The applicant does not plan to incorporate vehicular connections to adjacent properties given the nature of the development and is in accordance with the Town's UDO. Pedestrian connectivity is not planned through connections through the site, but through 10' sidepath across the site frontage and off-site to tie into the Bridgeberry sidewalk. This would be contingent on reimbursement from the Town.

Environmental Issues

Storm Water:

- Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
- Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
- All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
- This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
- Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the SCM is required at the end of the performance monitoring period for the project.
- All environmental permits must be obtained prior to construction drawing approval and/or issuance of a land disturbance permit for the entire project.

Environmental Buffers:

This project is in the Cape Fear Basin and will be subject to all applicable buffers in the basin.

PLANNING BOARD RECOMMENDATION

Motion that the Planning Board recommends the Town Council approve / deny Development Plan #22-DP-06 for E-52 Rex Road Elementary as submitted by CLH Design PA, Project Number 2021006, dated Revised 9/2/2022 with the following conditions:

- 1. Prior to Town Council, the petitioner shall provide updated architectural sheets with building material samples, brands and colors.**
- 2. Invoiced fees from Special Study third party review must be paid prior to first Construction Drawing Submittal, and no later than prior to Construction Drawing Approval.**
- 3. Off-site right-of-way dedication will be required in the form of a recorded plat prior to receiving construction drawing approval.**
- 4. Note all new overhead power lines and services must be installed underground with this development. If the relocation of overhead power lines underground is deemed not feasible by the Town and/or the Utility company, a fee-in-lieu will be required prior to Construction Drawing approval.**
- 5. Provide documentation in the form of a recorded plat of any required offsite sewer easements: The WCPSS Board of Education will provide a letter to the Town with the 1st Construction Drawing Submittal for this project that states they will obtain and plat all easements and/or rights-of-way once all permits are obtained.**

6. Continue to coordinate opportunities for fiber optic connection or conduit for future connection with this development.
7. Update Development Plans to add notes that clarify the transportation improvements committed to by the developer vs. improvements committed to if reimbursed by the Town based on the E-52 rezoning request (22-REZ-04).
8. Prior to Construction Drawing Approval, the following items must be addressed:
 - a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. Raceway to serve EV- Ready parking spaces must be shown.
9. Prior to Certificate of Occupancy for either building:
 - a. All striping and charging kiosks for EV parking spaces and raceway to serve EV- Ready parking spaces must be installed.
10. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
11. Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
12. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
13. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
14. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the SCM is required at the end of the performance monitoring period for the project.
15. All environmental permits must be obtained prior to construction drawing approval and/or issuance of a land disturbance permit for the entire project.

DEVELOPMENT PETITION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services



Petition Type:

- ☐ **Major Subdivision** (check all that apply)
☐ Residential ☐ Non-residential
☐ New ☐ Major Amendment* ☐ Minor Amendment*
- ☒ **Development Plan** (check all that apply)
☐ Residential ☒ Non-residential
☒ New ☐ Major Amendment* ☐ Minor Amendment*
- ☐ **Special Use Permit**
☐ New

* Specify purpose of amendment on Certificate of Plan Revisions

For DS Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information:

Project Name: E-52 Rex Road Elementary School

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

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

Project Location: 6125 Rex Road Elementary School

Use street address. If none, use the closest intersection

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

PIN: 637389732

Real Estate ID: 0047559

Project Acreage (rounded to nearest tenth): 40.8 Partial Parcel: ☒ No ☐ Yes (additional fee)

Current Zoning: RR-CD Proposed Use (see UDO Table 3.2.A): School

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

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

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

Sketch Plan Review (Pre-Submittal) Meeting Date: 03-29-2022

If the Sketch Plan Review (Pre-Submittal) Meeting Date is not within 8 weeks of the submittal date, another Sketch Plan Review (Pre-Submittal) Meeting is required prior to submittal.

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

Project Applicant/Contact

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

Name Renee Pfeifer - PLA Company CLH Design, P.A.

Mailing Address 400 Regency Forest Drive, STE 120

City Cary State NC Zip 27518

Telephone # (919) 319-6716 E-Mail rpfeifer@clhdesignpa.com

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

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

Design Professional if different than Applicant/Contact

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # (_____) _____ E-Mail _____

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

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

Developer

Name _____ 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

Architect

Name Frank Jackson - RA _____ Company Vines Architecture _____
Mailing Address 819 W Hargett Street _____
City Raleigh _____ State NC _____ Zip 27603 _____
Telephone # (919) 755-1975 _____ E-Mail fjackson@vinesarc.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

Landscape Architect

Name Ben Monette - PLA _____ Company MUD _____
Mailing Address 715 Devereux Street _____
City Raleigh _____ State NC _____ Zip 27605 _____
Telephone # (919) 726-4939 _____ E-Mail bmonette@readysetmud.com _____
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

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

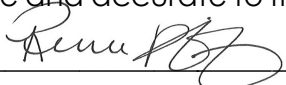
Name Y'Hoshua Aal-Anubia - Project Manager _____ Company CLH Design, P.A. _____
Mailing Address 400 Regency Forest Drive, STE 120 _____
City Cary _____ State NC _____ Zip 27518 _____
Telephone # (919) 319-6716 _____ Alternate Telephone # () _____
Fax # () _____ E-Mail yaalanubia@clhdesignpa.com _____
How would you like to receive staff review comments? ☐ Fax ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ Fax ☒ E-Mail ☐ US Mail- Certified

Property Owner - Required

Name Shane Webster - FD & C Facility Planner _____ Company Wake County Public School System _____
Mailing Address 111 Corning Road, Suite 190 _____
City Cary _____ State NC _____ Zip 27518 _____
Telephone # (919) 588-3582 _____ E-Mail swebster3@wcpss.net _____
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Certificate of Submittal Completion

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

Signature:  Date: 04-29-2022

NEIGHBORHOOD MEETING REPORT

Before submitting an application, the Petitioner must hold at least one (1) neighborhood meeting and submit to Development Services a written summary report of the neighborhood meeting.

☐ Neighborhood Meeting Date: April 20th, 2022
Time: 5:30pm-6:30pm
Location: Webex (Virtual Call)

For DS Use only

Project # _____

Date Received: _____

☐ Complete ☐ Incomplete

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 within a 300 foot radius of the subject property, and any homeowners association or property owners association that represents any parcels within that area as shown on the county tax listings.
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 10 days nor more than 25 days before the date of the Neighborhood Meeting.
4. The applicant shall post a sign on the property with the Time, date, and location of the neighborhood meeting.

☐ Date of Notification Mailing: 04-08-2022

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 meeting minutes

Attach Additional Sheets as needed

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

None

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

04-29-2022

CLH design, p.a.

400 Regency Forest Drive, Suite 120

Cary, North Carolina 27518

P: 919.319.6716

www.clhdesignpa.com



Rex Road ES (E-52) Rezoning & Development Plan Neighborhood Meeting Minutes:

Project:	Rex Road Elementary (E-52)
Meeting Date:	04-20-2022 5:30p.m. -6:30 p.m.
Location:	Virtual Meeting (Webex)
Attendee/Participants:	Stephanie Schuller (Holly Springs adjacent landowner) Nick Boutross (Holly Springs resident of adjacent Bridgeberry neighborhood)
Applicant's Panelists:	Betty Parker (WCPSS Real Estate Services) Margaret Sutter (WCPSS Real Estate Services) Shane Webster (WCPSS Facilities Design & Construction) Alice Reese (WCPSS Facilities Design & Construction) Glenda Toppe (Glenda S. Toppe & Associates) Renee Pfeifer (CLH Design, P.A.) Frank Jackson (Vines Architecture) Y'Hoshua Aal-Anubia (CLH Design, P.A.)

The virtual meeting began at 5:30 pm although there were no external attendees present at the start of the meeting. At approximately 5:44pm, the first attendee, Stephanie Schuller, joined the meeting. Recording of the meeting began at that time and a power point presentation providing background and information on the Applicant's rezoning and development plan efforts was shared.

Betty Parker welcomed the attendees, introduced the panelists, provided a brief overview of the presentation process, and provided key points of information relevant to the proposed site rezoning identifying:

- The name of the Owner/Applicant – Wake County Board of Education/WCPSS
- The acreage, address, PIN and REID numbers for the subject property.
- Current Zoning classification
- Proposed Zoning classification
- Potential proposed zoning conditions
- Current Land Use classification
- Potential proposed Land Uses (Consistent with Holly Springs UDO effective 3/1/22)
- Location of the subject property per aerial map with nearby road names identified
- GIS Aerial photo of the subject property
- Town of Holly Springs Zoning Map excerpt of the subject property and surrounding properties
- Town of Holly Springs Future Land Use Map excerpt of the subject property and surrounding properties
- Subject property Development Plan rendering
- Recombination plat of the subject property with streams identified thereon

Renee Pfeifer introduced the core design team for the project and provided a brief analysis of the site identifying:

- Multiple streams and buffers across the site

- Wetlands present on the site
- 40.8 Acre site
- Dramatic grade change across the site
- Heavily vegetated site

Renee Pfeifer walks through high level elements of the site plan

- Parent Circulation begins at the eastern proposed drive and parents exit at the western proposed drive.
- Carpool drop off is located at the front entrance, southeastern end of the building.
- Buses enter and exit at the western drive. Bus loop is provided for drop off.
- Parking is provided within carpool loop and bus loop
- Emergency access for emergency vehicles is provided around the site
- K-2 Play is located at the northwest end of the building
- 3-5 Play is located to the north of the carpool loop, east of the building
- Two Stormwater Control Devices are located north of the school property on either side of the bisecting stream just east of the building
- A water main is proposed to be extended along the Rex Road frontage where the school will tap at the property line
- Sewer will be sent from the school to a proposed pump station on the school property, which will connect to a manhole to the north of the school property within the Bridgeberry development

Frank Jackson briefly discusses the E52 school Building

- Discusses building entrances
- General layout identifying administration, media center, cafeteria and multi-purpose room spaces
- Discusses exterior building materials and proposed elevations

Betty Parker thanked attendees for their interest and attendance, and provided contact information for WCPSS representatives for any further questions during the rezoning and development plan process. She closed the presentation and invited questions from the attendees.

Stephanie Shuler questions:

- Parents enter at the eastern drive and exit at the western drive?
 - o Renee Pfeifer – Yes
- What is the distance between my property line and the western drive?
 - o Renee Pfeifer – About 200 feet from the centerline of the drive
- Will this be a traditional or year-round school?
 - o Betty Parker – This will be determined about a year before school opening by the Board of Education.
- What is the school capacity?
 - o Betty Parker – 716 K-5 students + 20 Pre-K students. The school may be designed for a core capacity of 800 students so the cafeteria, media center, play areas and parking can accommodate additional capacity if needed.
- Will the roads will be quite busy at certain times in the morning and after school?
 - o Betty Parker – Yes - about 15-20 minutes twice a day (morning and afternoon)
 - o Betty Parker highlights the amount of onsite queuing provided
 - o Renee Pfeifer notes about 2,800 LF of onsite queuing, double stacked

- Betty Parker notes that the design team works closely with NCDOT to ensure appropriate on-site stacking to limit backups onto public roads and provide emergency access
- Will there be turn lanes added to Rex Road?
 - Renee Pfeifer – Yes, and the TIA is currently being reviewed by the Town of Holly Springs
 - Renee Pfeifer – Left and right turn lanes will likely be added to Rex Road at the site drives.
 - Renee Pfeifer – Parents having one entry and one exit will help provide more efficient traffic circulation in and out of the site
- How many cars can line up on site?
 - There is approximately 2,800 linear feet of on-site stacking length on-site that accommodates approximately 140 vehicles.
- Concerned about getting out of my driveway at peak times. What is the distance between the east and west drives?
 - Betty Parker – Backups aren't expected due to onsite queuing and single entrance/exit for parents
 - Renee Pfeifer notes about 600 linear feet between the two proposed drives
- How many cars can line up on site?
 - Betty Parker/Renee Pfeifer - With 2,800 linear feet of stacking/queuing, that would equate to roughly 140 cars
- If all 800 students arrive at the same time because they have to get there on time, won't that impact traffic along the roadway?
 - All students are not expected to arrive at the same time in passenger vehicles. There will be about 10-12 buses servicing the school at specific times with professional drivers which will also help to reduce traffic impacts. Bike and pedestrian access to the school will also help due to the adjacent neighborhoods
 - The school will not open to full capacity. The school will open with grades K-3 only, not the full population of 736 students. As each year passes another grade will be added so that the school will be fully utilized in the third year of operation.
- In your opinion, is it a good or bad thing to have a school next to your property?
 - Betty Parker – A school is a great neighbor, and most schools have synergy with the surrounding neighborhood.
 - Betty Parker – School is expected to open in 2024.
 - Betty Parker - School traffic will only be busy 15-30 minutes, two times a day for about 185 days. Relatively quiet outside of peak times.
- Is there a future park planned to the north of the site?
 - Betty Parker – This is yet to be determined, WCPSS is working with Holly Springs to explore potential joint use opportunities.
 - Renee Pfeifer – Design is still in progress, and the option is not certain at this time.
- Will this be a magnet school?
 - Betty Parker - Typically, a decision would be made a year before opening. The neighborhood assignment areas are also reviewed and determined about one year prior to opening.
- The school is planned to open in August of 2024?
 - Betty Parker – Yes
- Is there anything happening on site now? Is tree thinning being done?
 - Betty Parker - No. No work can be started or performed on the campus until we have site plan approval and permits in place.
- Where will the play areas for children be located?

- Renee Pfeifer – Play areas are to the northwest of the school building for grades K-2, northeast of the school building above the carpool lane for grades 3-5, and within the courtyard areas between the building wings for Pre-K students.
- Is there another building along the western property line near my property? What does “MC” stand for on the buildings shown on the site design rendering?
 - Frank Jackson – The rectangular shapes labeled “MC” as depicted on the site design rendering shared were intended to be future mobile classroom placements to proactively plan for growth and crowding. Due to site constraints, a decision was made that the site could not accommodate the future mobile classrooms and they have since been removed from the proposed site design.
- Will the road speed limit change?
 - Betty Parker/Renee Pfeifer – NCDOT/Town will dictate the speed limit, this is yet to be determined. A school zone is typically established within a certain distance on each side of the school where the speed limit is reduced daily drop off and pick up times by up to 10 mph. School Zone signage will also be installed.
- What about utilities? Will services flow from the school site to Bridgeberry?
 - Renee Pfeifer – Due to site topography and elevational challenges, we will need to have a pump station installed on the school property that will pump to the existing sewer main/manhole on the Bridgeberry development to the north. Water will be brought to the site along the frontage of Rex Road.
- At the very beginning we talked about possibly providing a sewer easement on my site for the school to connect to so that you wouldn’t need a pump station, right?
 - Renee Pfeifer – Correct. After initial discussions at the first neighborhood meeting and later conversations with your consultant engineer, WCPSS determined that the timing for that to occur would not work with the schedule for the school. The manhole we are tying into is just north of your property. We may need an easement from you to tie into the manhole on the Bridgeberry parcel, but this has not yet been determined.

Nick Boutross Questions (Mr. Boutross joined the meeting by phone at approximately 6:04pm):

- Will there be any greenway tie ins?
 - Renee Pfeifer – No greenway connections are planned at this time. The site elevations create challenges for this to occur. Pedestrian ADA connections are also challenging.
 - Renee Pfeifer – Connections to the Bridgeberry development are still preliminary
- Utility connections?
 - Renee Pfeifer - Water services will be tapped at an extended water main in Rex Road
 - Renee Pfeifer - Sewer will be handled with a pump station that connects to a manhole within the Bridgeberry development to the north

Meeting Conclusion:

- Betty Parker – Invited further questions from attendees, and there being none concluded the meeting:
 - Attendees were provided WCPSS contact information for further questions
 - Submission of applications for rezoning and development plan approval are scheduled to occur by the end of April.
 - Attendees were thanked for their attendance, input and interest.
- Mrs. Schuler – Remarked that “it is a beautiful site and we’ll see what the future holds.”
- Mr. Boutross – Remarked that he is excited to keep watching the progress.
- The meeting was concluded at 6:30 and recording stopped at 6:31 p.m.

Meeting adjourned.

The above represents the author's understanding of the content of discussion held during the meeting. Any corrections or additions are to be forwarded in writing to CLH design, p.a. within seven days of receipt.

Submitted by:
CLH design, p.a.

E-52 Neighborhood Meeting - Webex Virtual Call

04-20-2022

Attendees:

Top: Y'Hoshua Aal-Anubia (CLH Design P.A.), Stephanie Schuller (Holly Springs Resident), Betty Parker (Wake Co. Real Estate), Frank Jackson (Vines Architecture)

Bottom: Renee Pfeifer (CLH Design, P.A.), Glenda Toppe (GST Planning), Shane Webster (Wake Co. FD & C) Alice Reese (Wake Co. FD & C, Margaret Sutter (Wake Co. Real Estate)

Not Shown above: Nick Boutross (Holly Springs Resident)

E-52 REX ROAD ELEMENTARY SCHOOL

DEVELOPMENT PETITION SUBMITTAL #4

WAKE COUNTY BOARD OF EDUCATION
6125 REX ROAD
HOLLY SPRINGS, NC 27540
DP # 22-DP-06/PLDP202200131



ARCHITECT OF RECORD

VINES ARCHITECTURE, INC.
819 WEST HARGETT STREET, SUITE 102
RALEIGH, NC 27603
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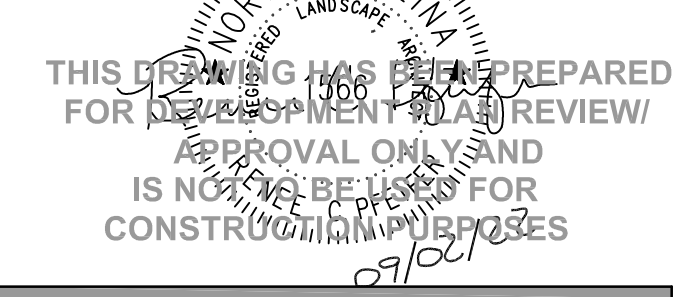
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REVISIONS

SEALS



E-52 REX ROAD ELEMENTARY

OWNER

WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD. ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

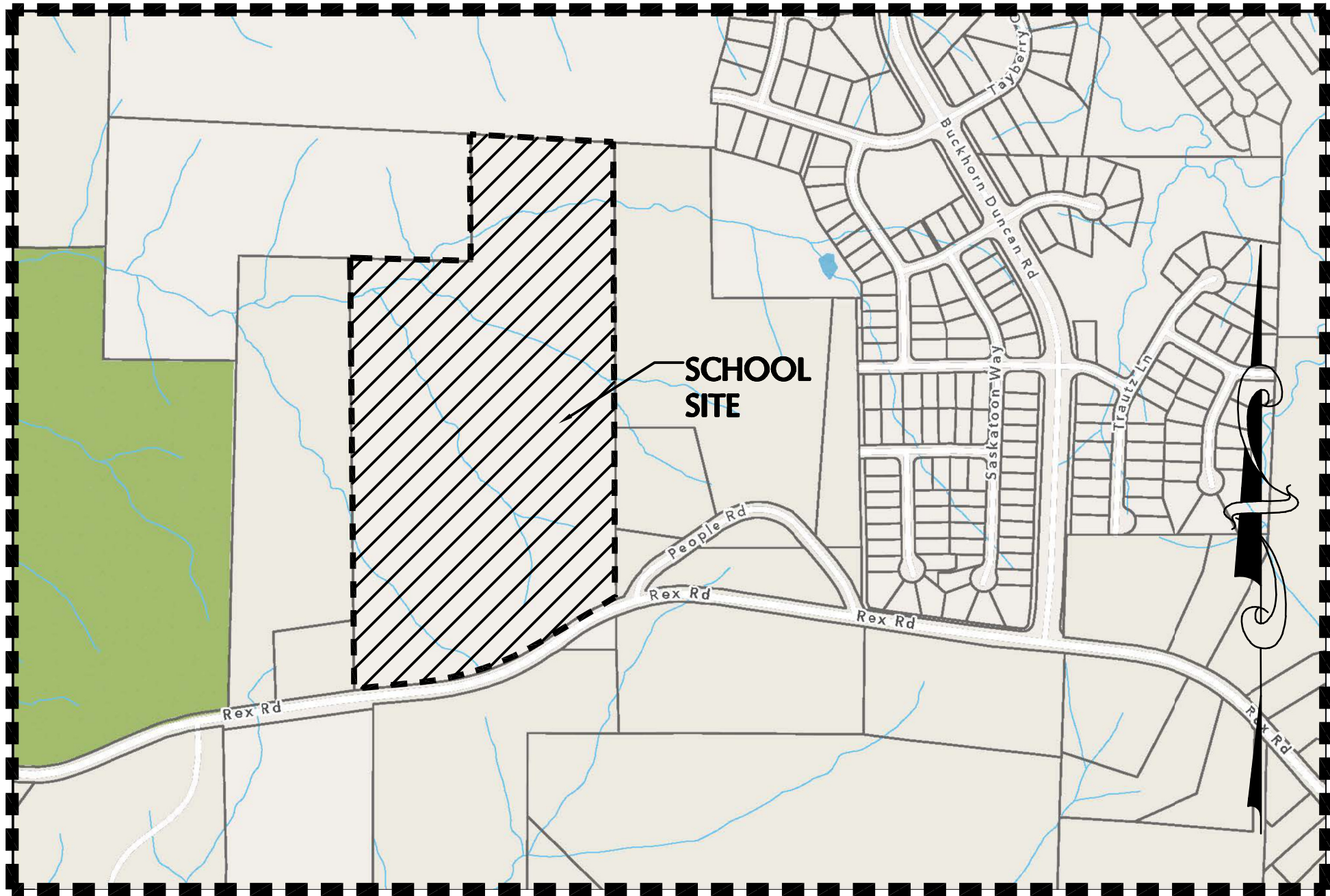
DRAWING TITLE

COVER

DRAWING NUMBER

C-00.00

VICINITY MAP - 1" = 500'



ROADWAY DESIGN COMMITMENTS

RIGHT-OF-WAY DEDICATION:
AS REQUIRED BY TOWN, RIGHT-OF-WAY WILL BE DEDICATED BY APPLICANT ACROSS THE REX ROAD SITE FRONTAGE TO COMPLY WITH THE STREET CROSS SECTION AS IDENTIFIED IN THE TOWN'S COMPREHENSIVE TRANSPORTATION PLAN.

10' ON-SITE ASPHALT SIDEPATH:
AS REQUIRED BY TOWN, A 10' ASPHALT ON-SITE SIDEPATH WITHIN THE RIGHT-OF-WAY ACROSS THE REX ROAD SITE FRONTAGE WILL BE DESIGNED, CONSTRUCTED AND FUNDED BY APPLICANT, SUBJECT TO REIMBURSEMENT BY TOWN OF RELATED COSTS PURSUANT TO NCOS 1604-307.1. A PRELIMINARY ESTIMATE OF THE COSTS ASSOCIATED WITH THIS SIDEPATH IMPROVEMENT IS BEING DEVELOPED BY APPLICANT AND WILL BE PROVIDED TO TOWN FOR CONSIDERATION ON OR BEFORE SEPTEMBER 12, 2022.

10' OFF-SITE ASPHALT SIDEPATH:
AS REQUIRED BY TOWN, A 10' ASPHALT SIDEPATH ACROSS THE REX ROAD FRONTAGE OF THE EFFECTED LANDOWNERS' BETWEEN APPLICANT'S EASTERN BOUNDARY AND THE INTERSECTION OF REX ROAD AND PEOPLE ROAD WILL BE DESIGNED, CONSTRUCTED AND FUNDED BY APPLICANT, SUBJECT TO REIMBURSEMENT BY TOWN OF RELATED COSTS PURSUANT TO NCOS 1604-307.1. A PRELIMINARY ESTIMATE OF THE COSTS ASSOCIATED WITH THIS OFF-SITE SIDEPATH IMPROVEMENT IS BEING DEVELOPED BY APPLICANT AND WILL BE PROVIDED TO TOWN FOR CONSIDERATION ON OR BEFORE SEPTEMBER 12, 2022. THE COSTS MAY VARY IF RIGHT-OF-WAY ACQUISITION AND DEDICATION IS REQUIRED BY THE TOWN ACROSS THE REX ROAD SITE FRONTAGE OF THE EFFECTED LANDOWNERS TO COMPLY WITH THE STREET CROSS SECTION AS IDENTIFIED IN THE TOWN'S COMPREHENSIVE TRANSPORTATION PLAN OR IF EASEMENTS ARE NEEDED INSTEAD TO SUPPORT THE 10' OFF-SITE SIDEPATH DESIGN AND CONSTRUCTION. TOWN DIRECTION WILL BE NEEDED TO CLARIFY WHETHER THE TOWN WILL REQUIRE RIGHT-OF-WAY OR EASEMENT ACQUISITION AND DEDICATION TO INFORM THE COST ESTIMATES.

ROAD WIDENING ALONG REX ROAD SITE FRONTAGE:
ROAD WIDENING ACROSS THE SITE'S REX ROAD FRONTAGE IN ACCORDANCE WITH THE UDO AND THE COMPREHENSIVE TRANSPORTATION PLAN TO HALF OF A FOUR-LANE MEDIAN DIVIDED SECTION IS NOT PROPOSED BY THE APPLICANT AS IT HAS NOT BEEN REQUIRED BY NCODT AND IN LIGHT OF NCOS 1604-307.1, APPLICANT WILL BE GLAD TO COLLABORATE WITH THE TOWN FOR DESIGN, FUNDING AND CONSTRUCTION OF THE ROAD WIDENING (WITH TOWN COMMITMENT FOR REIMBURSEMENT OF RELATED COSTS PURSUANT TO NCOS 1604-307.1). A PRELIMINARY ESTIMATE OF THE COSTS ASSOCIATED WITH THIS ROAD WIDENING IMPROVEMENT IS BEING DEVELOPED BY APPLICANT AND WILL BE PROVIDED TO TOWN FOR CONSIDERATION ON OR BEFORE SEPTEMBER 12, 2022.

ROAD WIDENING ALONG REX ROAD SITE FRONTAGE TO ADD LEFT AND RIGHT TURN LANES:
ROAD WIDENING ALONG REX ROAD SITE FRONTAGE TO ADD LEFT AND RIGHT TURN LANES AT EACH SCHOOL ENTRANCE AS RECOMMENDED IN THE TIA BUT NOT REQUIRED BY NCODT WILL BE DESIGNED, FUNDED AND CONSTRUCTED BY APPLICANT TO PROVIDE SAFE ACCESS TO THE SCHOOL AND LIMIT DISRUPTION OF TRAFFIC ON PUBLIC ROADS.

NEAR TERM IMPROVEMENTS AT CASS HOLT ROAD/REX ROAD INTERSECTION:
NEAR TERM IMPROVEMENTS AT THE INTERSECTION OF CASS HOLT ROAD/REX ROAD IN ACCORDANCE WITH THE SAFETY STUDY IN CHAPTER 3 OF THE TOWN'S CIP TOGETHER WITH THE EASTBOUND RIGHT TURN LANE AT THE SAME INTERSECTION AS NOTED IN THE TIA AS A BACKGROUND IMPROVEMENT THAT HAS NOT YET BEEN CONSTRUCTED, ARE NOT PROPOSED BY THE APPLICANT, AS (1) THESE IMPROVEMENTS ARE NOT REQUIRED BY THE TIA, (2) AS THE BRIDGEBERRY DEVELOPER IS UNDERSTOOD TO BE RESPONSIBLE FOR THESE IMPROVEMENTS AND THAT ITS PROJECT IS ON SCHEDULE AHEAD OF THE APPLICANT'S PROJECT, (3) AS THE REQUESTED IMPROVEMENTS TO THESE STATE-MAINTAINED ROADS ARE WITHIN THE PURVIEW AND RESPONSIBILITY OF NCODT, AND (4) DUE TO NCOS 160-307.1, APPLICANT WILL BE GLAD TO COLLABORATE WITH THE TOWN TO DESIGN, FUND AND CONSTRUCT THE NEAR TERM IMPROVEMENTS AND EASTBOUND TURN LANE AS DESCRIBED ABOVE (WITH TOWN COMMITMENT FOR REIMBURSEMENT OF RELATED COSTS PURSUANT TO NCOS 1604-307.1). A PRELIMINARY ESTIMATE OF THE COSTS ASSOCIATED WITH THESE ROAD IMPROVEMENTS IS BEING DEVELOPED BY APPLICANT AND WILL BE PROVIDED TO TOWN FOR CONSIDERATION ON OR BEFORE SEPTEMBER 12, 2022.

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- SP-A-202 PARTIAL EXTERIOR ELEVATIONS
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- SP-A-204 PARTIAL EXTERIOR ELEVATIONS
- SP-A-205 PARTIAL EXTERIOR ELEVATIONS

SITE DATA

PROJECT:	E-52 REX ROAD ELEMENTARY SCHOOL
OWNER:	WAKE COUNTY BOARD OF EDUCATION
OWNER CONTACT:	SHANE WEBSTER - SENIOR FACILITIES PLANNER, FD & C 111 CORNING ROAD, STE 100 CARY, NC 27518 PHONE: 919-588-3608
LANDSCAPE ARCHITECT:	CLH DESIGN, PA
DESIGNER CONTACT:	RONNE PFEIFFER - LANDSCAPE ARCHITECT 400 REGENCY FOREST DR., SUITE 120 CARY, NC 27518 PHONE: 919-319-6716 FAX: 919-319-7516
CIVIL ENGINEER:	CLH DESIGN, PA
DESIGNER CONTACT:	KEN LORING - CIVIL ENGINEER 400 REGENCY FOREST DR., SUITE 120 CARY, NC 27518 PHONE: 919-319-6716 FAX: 919-319-7516
LANDSCAPE ARCHITECT:	MUD
DESIGNER CONTACT:	BEN MONETTE - LANDSCAPE ARCHITECT 715 DEVEREUX STREET RALEIGH, NC 27605 PHONE: 919-726-4939
ARCHITECT:	VINES ARCHITECTURE
DESIGNER CONTACT:	FRANK JACKSON - ARCHITECT 819 W HARGETT STREET RALEIGH, NC 27605 PHONE: 919-755-1975
PROJECT ADDRESS:	6125 REX ROAD HOLLY SPRINGS, NC 27540
HOLLY SPRINGS PROJECT NO.:	22-DP-06/PLDP202200131
PIN NUMBER:	0637389732
WAKE CO REAL ID:	0047559
ZONING:	RR CD - RURAL RESIDENTIAL CONDITIONAL DISTRICT
EXISTING USE:	VACANT, WOODED
PROPOSED USE:	SCHOOL
BUILDING GFA:	134,698 SF
BUILDING SETBACKS:	FRONT - 20' REAR - 25' SIDE - 10'
CONSTRUCTION TYPE:	II-B
TRACT AREA:	40.81 ACRES
DISTURBED AREA:	25 ACRES
PROPOSED SEWER FLOW:	8592 GPD (716 STUDENTS x 12 GPD PER STUDENT)
PROPOSED FIRE FLOW:	1938 GPM (75% REDUCTION OF 7,750 GPM)
TOWN OF HOLLY SPRINGS PARKING REQUIREMENTS:	
PARKING REQUIRED:	N/A-STUDY REQUIRED
PARKING PROVIDED:	121 SPACES
TOTAL H/C SPACES REQ'D:	5 SPACES
TOTAL H/C SPACES PROVIDED:	6 SPACES (3 VAN ACCESSIBLE)
EV CHARGER SPACES REQUIRED:	EV SPACES: 5% OF TOTAL PARKING COUNT (121 X .05 = 6) EV READY: 15% OF TOTAL PARKING COUNT (121 X .15 = 18)
EV CHARGER SPACES PROVIDED:	6 EV SPACES, 18 EV-READY SPACES
BIKE RACKS REQUIRED:	10 SPACES (5 RACKS)
BIKE RACKS PROVIDED:	14 SPACES (7 RACKS)

GENERAL NOTES:

1. PLAN IS SUBJECT TO REVISIONS DURING CONSTRUCTION DRAWING APPROVAL PROCESS
2. ALL CONSTRUCTION SHALL CONFORM TO TOWN OF HOLLY SPRINGS ENGINEERING DESIGN AND CONSTRUCTION STANDARDS
3. CONSTRUCTION DRAWING APPROVAL IS REQUIRED BEFORE CONSTRUCTION ON THIS PROJECT MAY BEGIN. DEVELOPMENT FEES ARE DUE BEFORE CONSTRUCTION DRAWING APPROVAL.

CONDITIONS OF APPROVAL:

1. PRIOR TO CONSTRUCTION DRAWING APPROVAL, THE FOLLOWING ITEMS MUST BE ADDRESSED A. STREET TREE LOCATIONS SHALL BE SHOWN WITH APPROVED LIGHTING FIXTURE LOCATIONS SHALL BE POSITIONED AS TO NOT INTERFERE WITH ANY LIGHTING FIXTURES OR ANY SITE DISTANCE TRIANGLES.
2. PRIOR TO THE SUBMITTAL OF ANY UDO PERMIT FOR SIGN INSTALLATION FOR PERMANENT SIGNAGE, A MASTER SIGN PLAN MUST BE SUBMITTED FOR REVIEW AND APPROVAL.
3. INVOICED FEES FROM SPECIAL STUDY THIRD PARTY REVIEW MUST BE PAID PRIOR TO FIRST CONSTRUCTION DRAWING SUBMITTAL, AND NO LATER THAN PRIOR TO CONSTRUCTION DRAWING APPROVAL.
4. ALL SPECIAL STUDIES MUST BE FINALIZED PRIOR TO BEING SCHEDULED FOR PLANNING BOARD.
5. APPROVAL OF STORMWATER MANAGEMENT PLAN IS REQUIRED PRIOR TO ISSUANCE OF A LAND DISTURBANCE PERMIT OR CONSTRUCTION DRAWING APPROVAL.



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E-52 REX ROAD
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WCPSS

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SHANE WEBSTER, PROJECT MANAGER

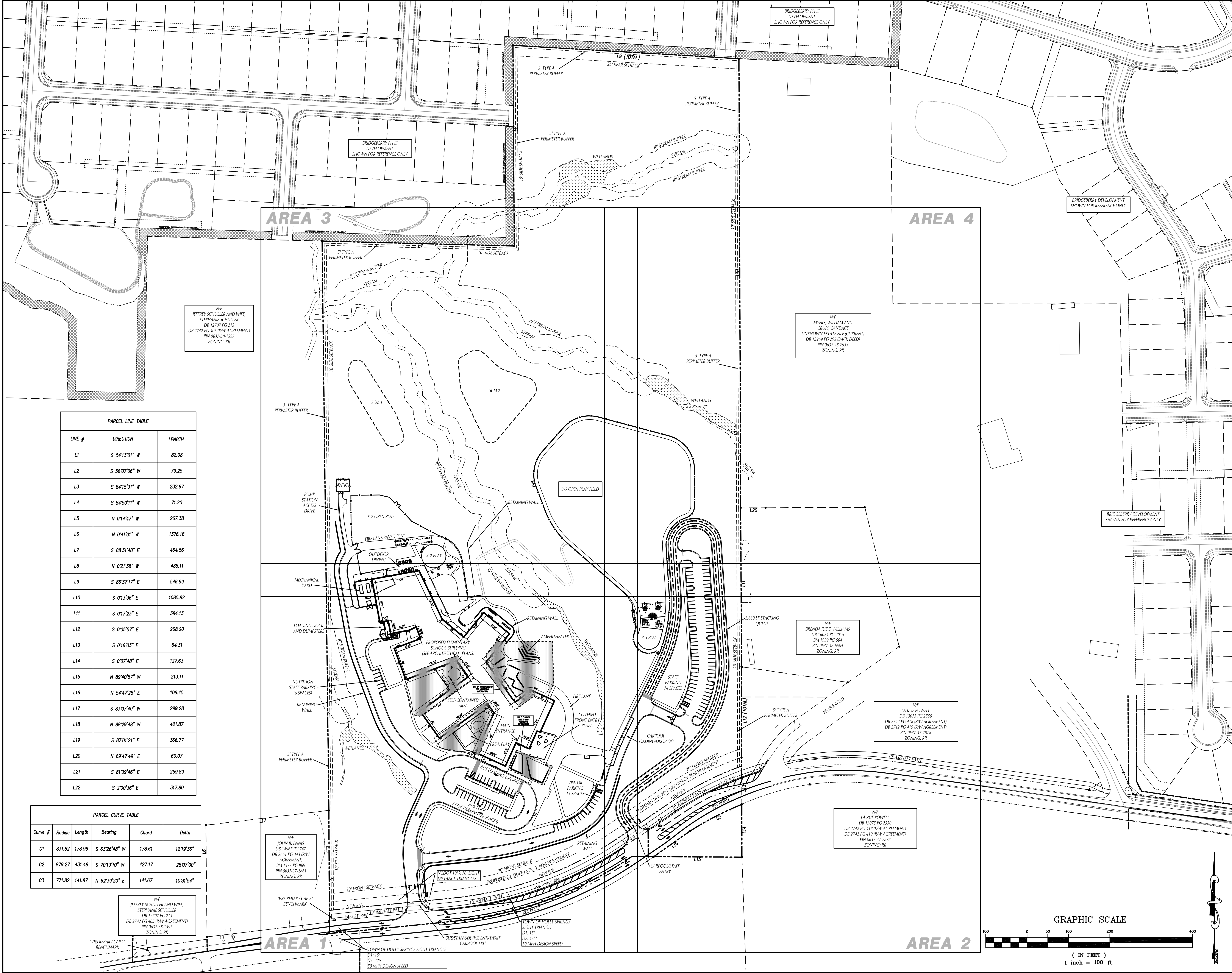
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SCO ID #	-

DRAWING TITLE

OVERALL SITE
PLAN

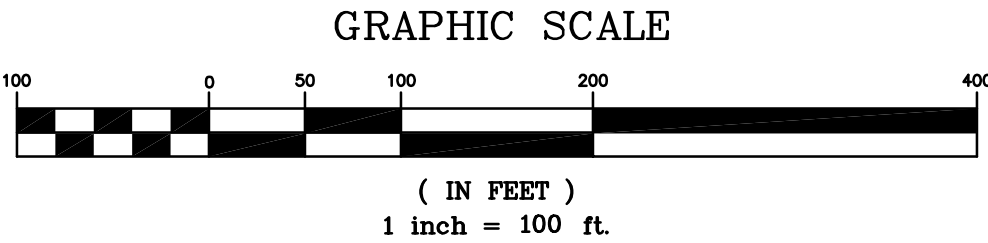
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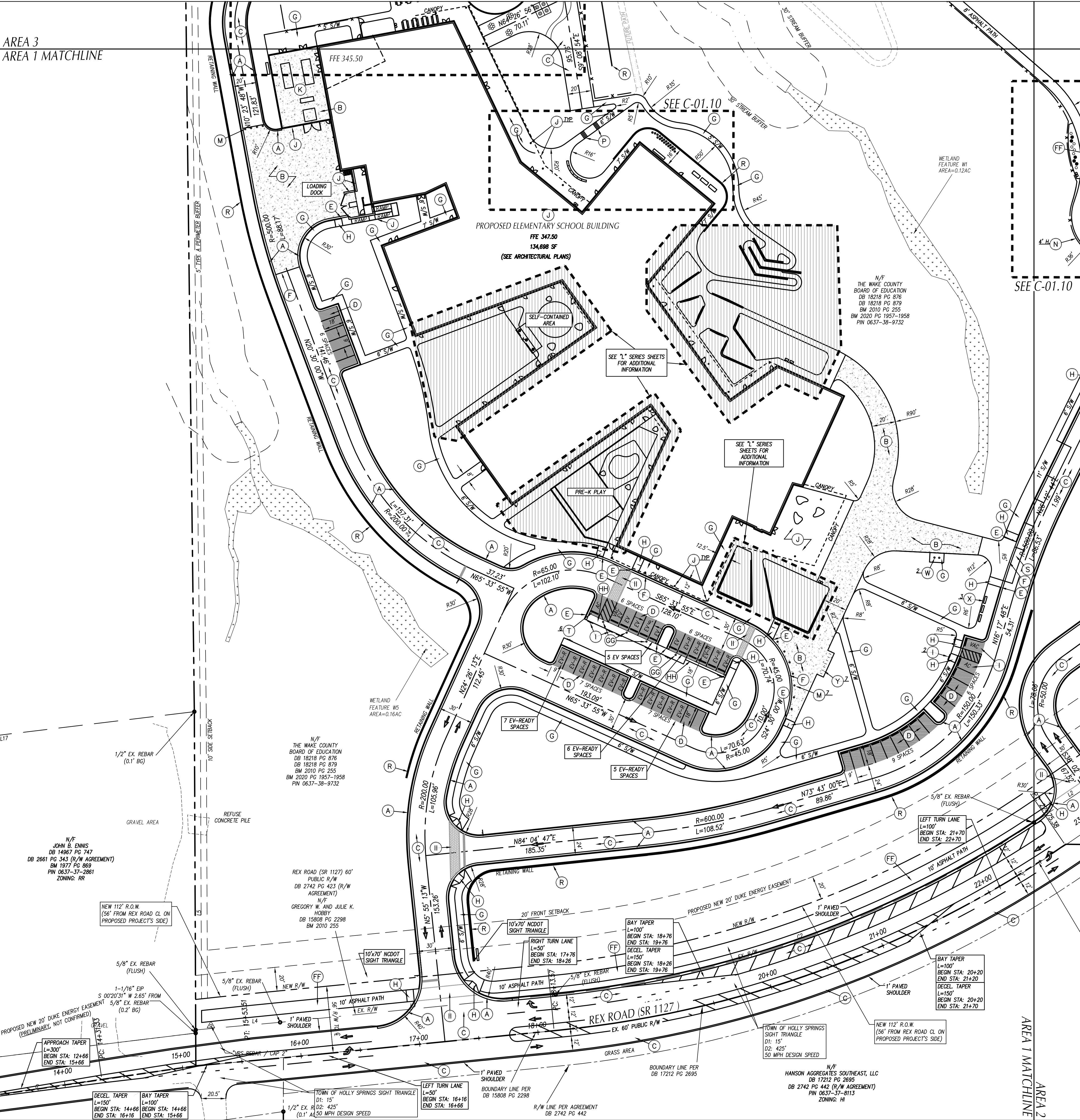


PARCEL LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S 54°13'01" W	82.08
L2	S 56°07'06" W	79.25
L3	S 84°15'31" W	232.67
L4	S 84°50'11" W	71.20
L5	N 0°14'47" W	267.38
L6	N 0°41'01" W	1376.18
L7	S 88°31'48" E	464.56
L8	N 0°21'38" W	485.11
L9	S 86°37'17" E	546.99
L10	S 0°13'36" E	1085.82
L11	S 0°17'23" E	384.13
L12	S 0°05'57" E	268.20
L13	S 0°16'03" E	64.31
L14	S 0°07'48" E	127.63
L15	N 89°40'57" W	213.11
L16	N 54°47'28" E	106.45
L17	S 83°07'40" W	299.28
L18	N 88°29'46" W	421.87
L19	S 87°01'21" E	366.77
L20	N 89°47'49" E	60.07
L21	S 81°39'46" E	259.89
L22	S 2°00'36" E	317.80

PARCEL CURVE TABLE				
Curve #	Radius	Length	Bearing	Delta
C1	831.82	178.96	S 63°26'48" W	127°19'36"
C2	879.27	431.48	S 70°13'10" W	28°07'00"
C3	771.82	141.87	N 62°39'20" E	10°31'54"



AREA 3
AREA 1 MATCHLINE



GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND NCDOT STANDARDS AND SPECIFICATIONS.
2. ALL DIMENSIONS SHOWN ARE TO FACE OF CURB AND FACE OF BUILDING WALL, UNLESS OTHERWISE SHOWN.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF ALL DIMENSIONS SHOWN AND CONTACT THE ARCHITECT IF ANY DISCREPANCIES OCCUR.
4. CONSTRUCTION STAKE OUT IS THE RESPONSIBILITY OF THE CONTRACTOR.
5. ALL PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES".
6. ALL FACE OF RADII ARE 4 FT UNLESS OTHERWISE SHOWN.
7. ALL PARKING SPACES SHALL BE 9' WIDE X 18 FT DEEP MIN.
8. (AC) DENOTES ACCESSIBLE PARKING SPACE.
9. (VAC) DENOTES VAN ACCESSIBLE PARKING SPACE.
10. ANY AND ALL LANDSCAPING, EXISTING TREES OR SHRUBS TO REMAIN WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR UTILIZING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
11. CONTRACTOR SHALL SUBMIT SCALED PLANS OF ALL SCORING/JOINTS FOR APPROVAL BY ARCHITECT 30 DAYS MINIMUM PRIOR TO INSTALLATION.
12. THE CROSS-SLOPE ON ALL SIDEWALKS SHALL BE A MAXIMUM OF 2.0%.
13. NO WORK SHALL BE PERFORMED ON RIGHT-OF-WAYS OR ADJACENT PROPERTIES UNTIL THE OWNER NOTIFIES CONTRACTOR IN WRITING OF PROCUREMENT OF APPROPRIATE PERMITS, EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY.

KEY NOTES

- (A) 24" CURB & GUTTER, SEE DETAIL SHEET C-08.01.
- (B) CONCRETE PAVEMENT, SEE DETAIL SHEET C-08.02.
- (C) HEAVY DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-08.02.
- (D) LIGHT DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-08.02.
- (E) STANDARD METHOD OF ENDING CURB AND GUTTER, SEE DETAIL SHEET C-08.01.
- (F) CONCRETE FLUSH WITH PAVEMENT, SEE DETAIL SHEET C-8.03.
- (G) CONCRETE SIDEWALK, SEE DETAIL SHEET C-08.01.
- (H) ACCESSIBLE CURB RAMP, SEE DETAIL SHEET C-08.01.
- (I) ACCESSIBLE PARKING SIGN, SEE DETAIL SHEET C-08.02.
- (J) SEE ARCHITECTURAL PLANS FOR CANOPY, SCREEN AND STRUCTURAL WALLS, BUILDING COLUMNS, LOADING DOCK, RAMPS, STAIRS, HANDRAILS, GUARDRAILS, ROLLARDS AND MECHANICAL SERVICE YARD.
- (K) CONCRETE SERVICE COURT WITH MECHANICAL EQUIPMENT, SEE MECHANICAL PLANS FOR EQUIPMENT LAYOUT AND RELATED INFORMATION.
- (L) ACCESSIBLE PARKING PARALLEL CURB RAMP, SEE DETAIL SHEET C-08.02.
- (M) REMOVABLE BOLLARD, SEE SPECIFICATIONS.
- (N) BLACK VINYL COATED CHAIN LINK FENCE, SEE DETAIL SHEET C-08.02.
- (O) BLACK VINYL COATED CHAIN LINK GATE, SEE DETAIL SHEET C-08.02.
- (P) CONCRETE STEPS WITH HANDRAILS, SEE DETAIL SHEET C-08.03.
- (R) PIPE GATE WITH KNOX BOX, SEE DETAIL SHEET C-08.02.
- (S) CONCRETE RETAINING WALL, SEE STRUCTURAL DRAWINGS.
- (T) PASSENGER LOADING ZONE, SEE DETAIL SHEET C-08.02.
- (U) PRECAST CONCRETE WHEELSTOP, SEE DETAIL SHEET C-08.02.
- (V) DUMPSTER, TO BE PROVIDED BY OWNER.
- (W) SEAT WALL, SEE L SERIES SHEET FOR DETAILS.
- (X) FLAGPOLE, SEE DETAIL SHEET C-08.02.
- (Y) BENCH, SEE SPECIFICATIONS.
- (Z) BIKE RACK, SEE DETAIL SHEET C-08.01.
- (AA) 8" THICK COMPACTED ABC STONE, SEE SPECS.
- (BB) TRASH RECEPTACLE, SEE SPECIFICATIONS.
- (CC) K-2 PAVED PLAY.
- (DD) K-2 PLAY STRUCTURE AND SURFACING BY OTHERS.
- (EE) 3-5 PAVED PLAY.
- (FF) 3-5 PLAY STRUCTURE AND SURFACING BY OTHERS.
- (GG) ASPHALT PATH, SEE DETAIL SHEET C-08.02.
- (HH) DUAL-PORT EV CHARGING STATION, SEE ELECTRICAL PLANS AND SPECIFICATIONS.
- (II) 2" CONCRETE BAND, SEE DETAIL SHEET C-08.02.
- (JJ) DECORATIVE CROSSWALK, SEE DETAIL SHEET C-08.02.
- (KK) ORNAMENTAL FENCE AND GATE, SEE DETAIL SHEET C-08.02.

ARCHITECT OF RECORD

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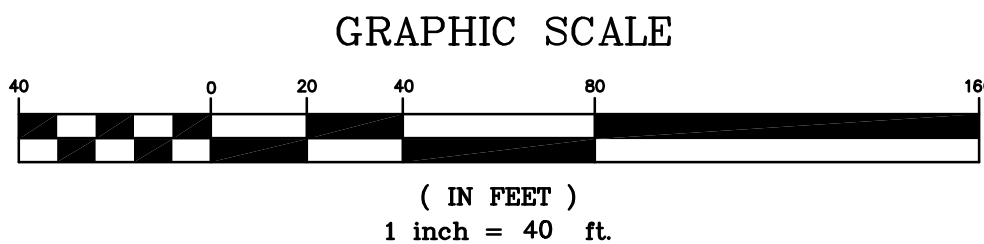
PHASE DEVELOPMENT PLAN SUB #4
DATE 09.02.2022
VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

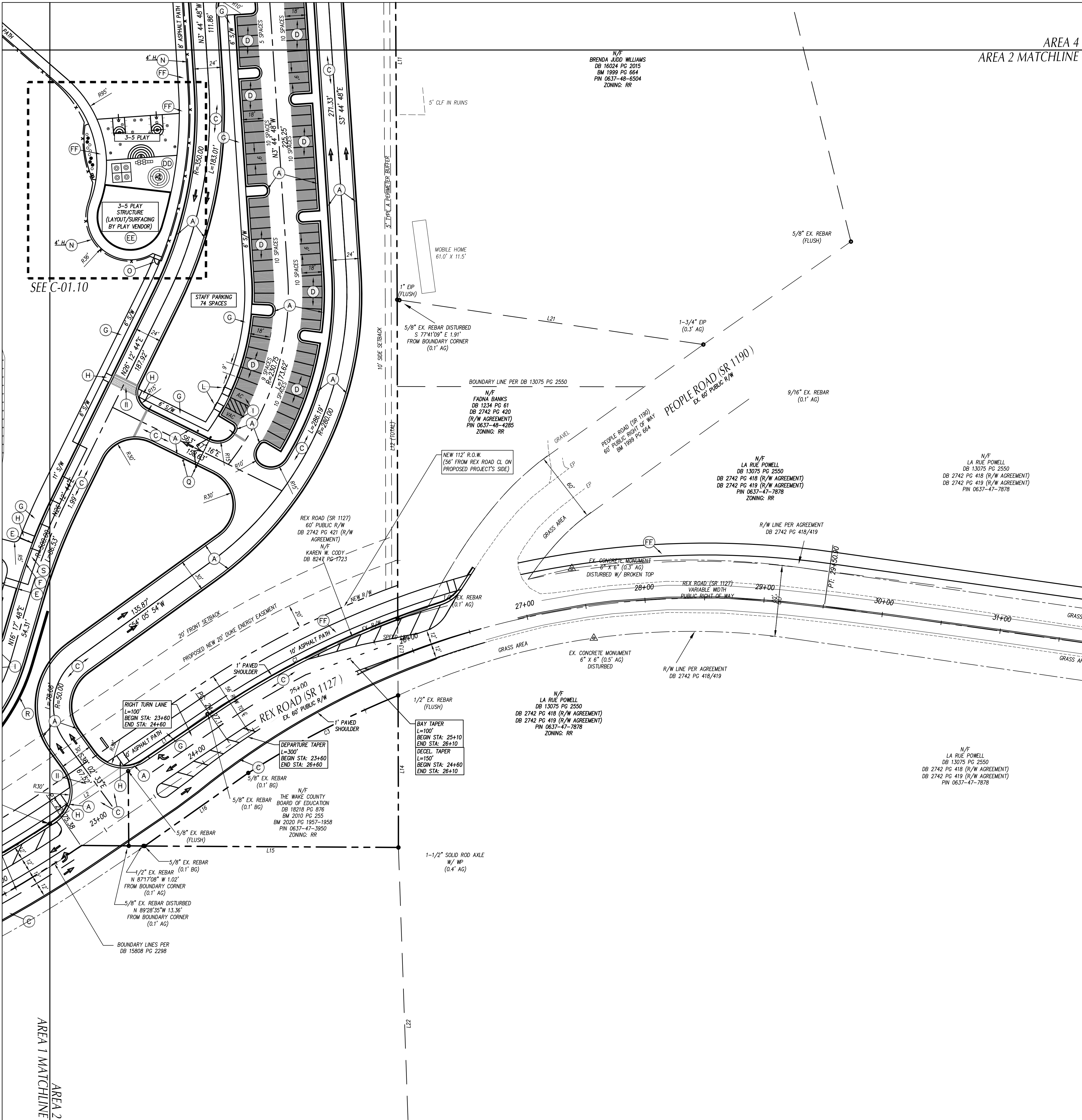
DRAWING TITLE

SITE STAKING PLAN -
AREA 1

DRAWING NUMBER

C-01.01





GENERAL NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND NC DOT STANDARDS AND SPECIFICATIONS.
2. ALL DIMENSIONS SHOWN ARE TO FACE OF CURB AND FACE OF BUILDING WALL, UNLESS OTHERWISE SHOWN.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF ALL DIMENSIONS SHOWN AND CONTACT THE ARCHITECT IF ANY DISCREPANCIES OCCUR.
4. CONSTRUCTION STAKE OUT IS THE RESPONSIBILITY OF THE CONTRACTOR.
5. ALL PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES".
6. ALL FACE OF RADIUS ARE 4 FT UNLESS OTHERWISE SHOWN.
7. ALL PARKING SPACES SHALL BE 9' WIDE X 18 FT DEEP MIN.
8. (AC) DENOTES ACCESSIBLE PARKING SPACE.
9. (VAC) DENOTES VAN ACCESSIBLE PARKING SPACE.
10. ANY AND ALL LANDSCAPING, EXISTING TREES OR SHRUBS TO REMAIN WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION SHALL BE REPLACED BY THE CONTRACTOR UTILIZING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
11. CONTRACTOR SHALL SUBMIT SCALED PLANS OF ALL SCORING/JOINTS FOR APPROVAL BY ARCHITECT 30 DAYS MINIMUM PRIOR TO INSTALLATION.
12. THE CROSS-SLOPE ON ALL SIDEWALKS SHALL BE A MAXIMUM OF 2.0%.
13. NO WORK SHALL BE PERFORMED ON RIGHT-OF-WAYS OR ADJACENT PROPERTIES UNTIL THE OWNER NOTIFIES CONTRACTOR IN WRITING OF PROCUREMENT OF APPROPRIATE PERMITS, EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY.

KEY NOTES

- (A) 24" CURB & GUTTER, SEE DETAIL SHEET C-08.01.
- (B) CONCRETE PAVEMENT, SEE DETAIL SHEET C-08.02.
- (C) 'HEAVY' DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-08.02.
- (D) 'LIGHT' DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-08.02.
- (E) STANDARD METHOD OF ENDING CURB AND GUTTER, SEE DETAIL SHEET C-08.01.
- (F) CONCRETE FLUSH WITH PAVEMENT, SEE DETAIL SHEET C-8.03.
- (G) CONCRETE SIDEWALK, SEE DETAIL SHEET C-08.01.
- (H) ACCESSIBLE CURB RAMP, SEE DETAIL SHEET C-08.01.
- (I) ACCESSIBLE PARKING SIGN, SEE DETAIL SHEET C-08.02.
- (J) SEE ARCHITECTURAL PLANS FOR CANOPY, SCREEN AND STRUCTURAL WALLS, BUILDING COLUMNS, LOADING DOCK, RAMPS, STAIRS, HANDRAILS, GUARDRAILS, ROLLARDS AND MECHANICAL SERVICE YARD.
- (K) CONCRETE SERVICE COURT WITH MECHANICAL EQUIPMENT, SEE MECHANICAL PLANS FOR EQUIPMENT LAYOUT AND RELATED INFORMATION.
- (L) ACCESSIBLE PARKING PARALLEL CURB RAMP, SEE DETAIL SHEET C-08.02.
- (M) REMOVABLE BOLLARD, SEE SPECIFICATIONS.
- (N) BLACK VINYL COATED CHAIN LINK FENCE, SEE DETAIL SHEET C-08.02.
- (O) BLACK VINYL COATED CHAIN LINK GATE, SEE DETAIL SHEET C-08.02.
- (P) CONCRETE STEPS WITH HANDRAILS, SEE DETAIL SHEET C-08.03.
- (Q) PIPE GATE WITH KNOX BOX, SEE DETAIL SHEET C-08.02.
- (R) CONCRETE RETAINING WALL, SEE STRUCTURAL DRAWINGS.
- (S) PASSENGER LOADING ZONE, SEE DETAIL SHEET C-08.02.
- (T) PRECAST CONCRETE WHEELSTOP, SEE DETAIL SHEET C-08.02.
- (U) DUMPSTER, TO BE PROVIDED BY OWNER.
- (V) SEAT WALL, SEE L SERIES SHEET FOR DETAILS.
- (W) FLAGPOLE, SEE DETAIL SHEET C-08.02.
- (X) BENCH, SEE SPECIFICATIONS.
- (Y) BIKE RACK, SEE DETAIL SHEET C-08.01.
- (Z) 8" THICK COMPACTED ABC STONE, SEE SPECS.
- (AA) TRASH RECEPTACLE, SEE SPECIFICATIONS.
- (BB) K-2 PAVED PLAY.
- (CC) K-2 PLAY STRUCTURE AND SURFACING BY OTHERS.
- (DD) 3-5 PAVED PLAY.
- (EE) 3-5 PLAY STRUCTURE AND SURFACING BY OTHERS.
- (FF) ASPHALT PATH, SEE DETAIL SHEET C-08.02.
- (GG) DUAL-PORT EV CHARGING STATION, SEE ELECTRICAL PLANS AND SPECIFICATIONS.
- (HH) 2' CONCRETE BAND, SEE DETAIL SHEET C-08.02.
- (II) DECORATIVE CROSSWALK, SEE DETAIL SHEET C-08.02.
- (JJ) ORNAMENTAL FENCE AND GATE, SEE DETAIL SHEET C-08.02.



ARCHITECT OF RECORD

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REVISIONS

SEALS



E-52 REX ROAD ELEMENTARY

OWNER

WCPSS
WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

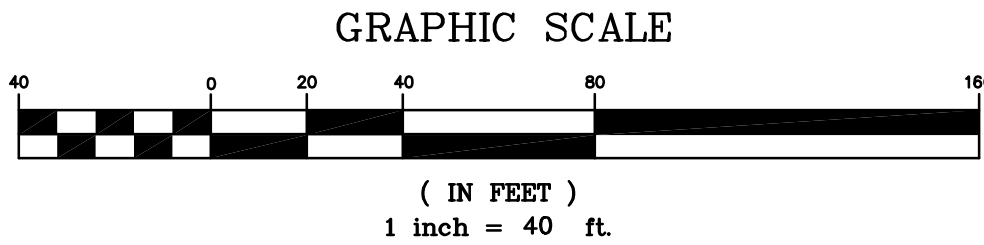
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DRAWING TITLE

SITE STAKING PLAN - AREA 2

DRAWING NUMBER

C-01.02





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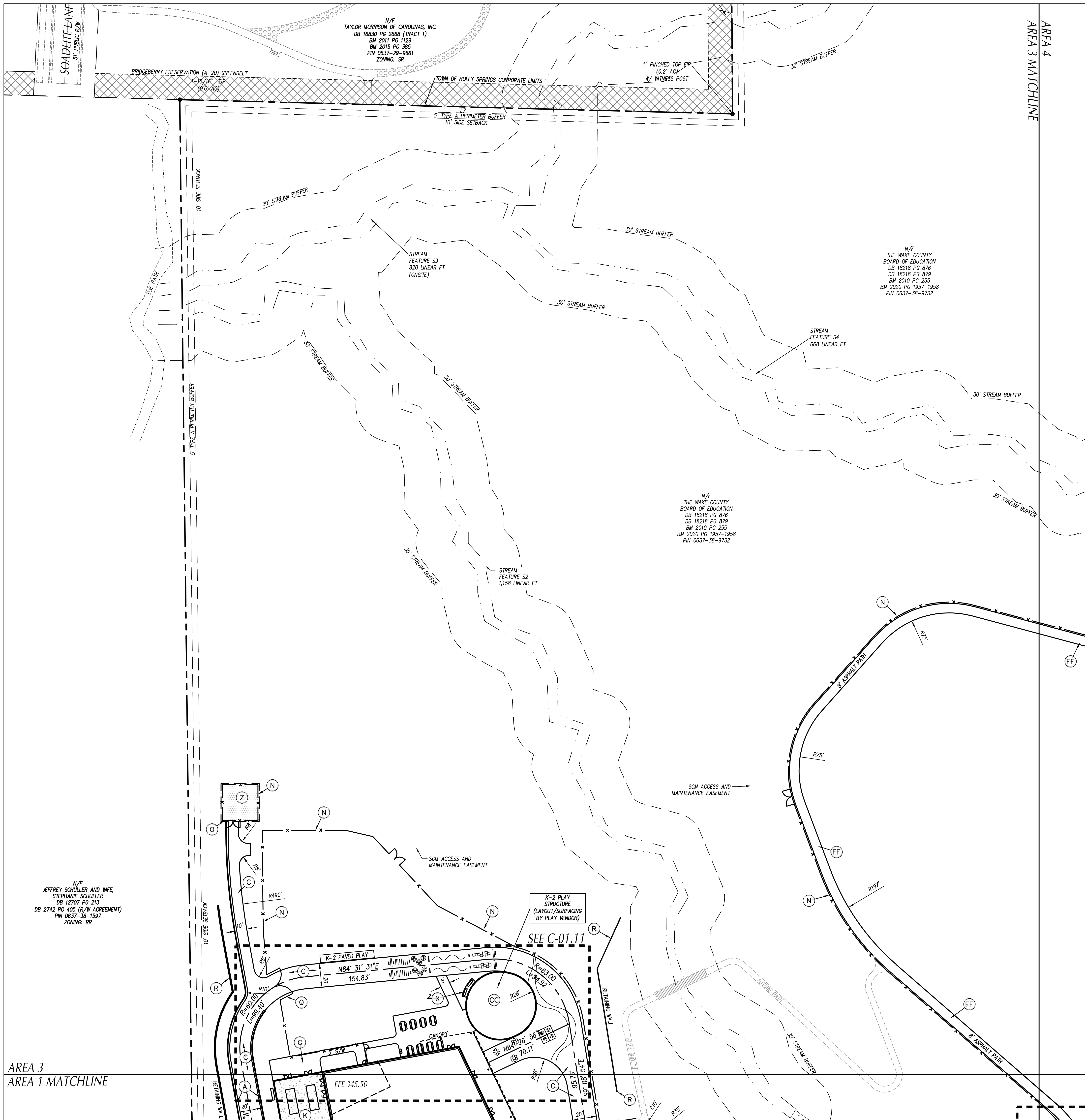
DRAWING TITLE

SITE STAKING PLAN AREA 3

DRAWING NUMBER

C-01.03

Page 216 of 307

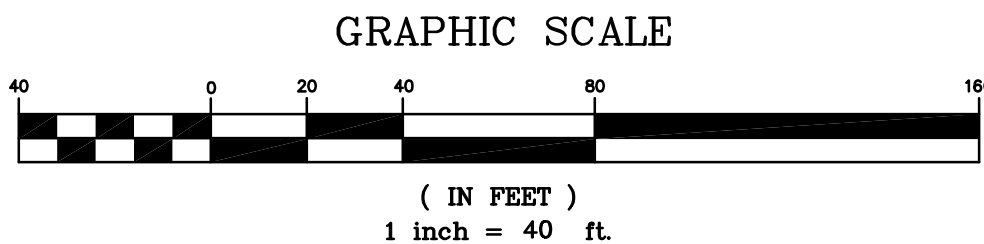


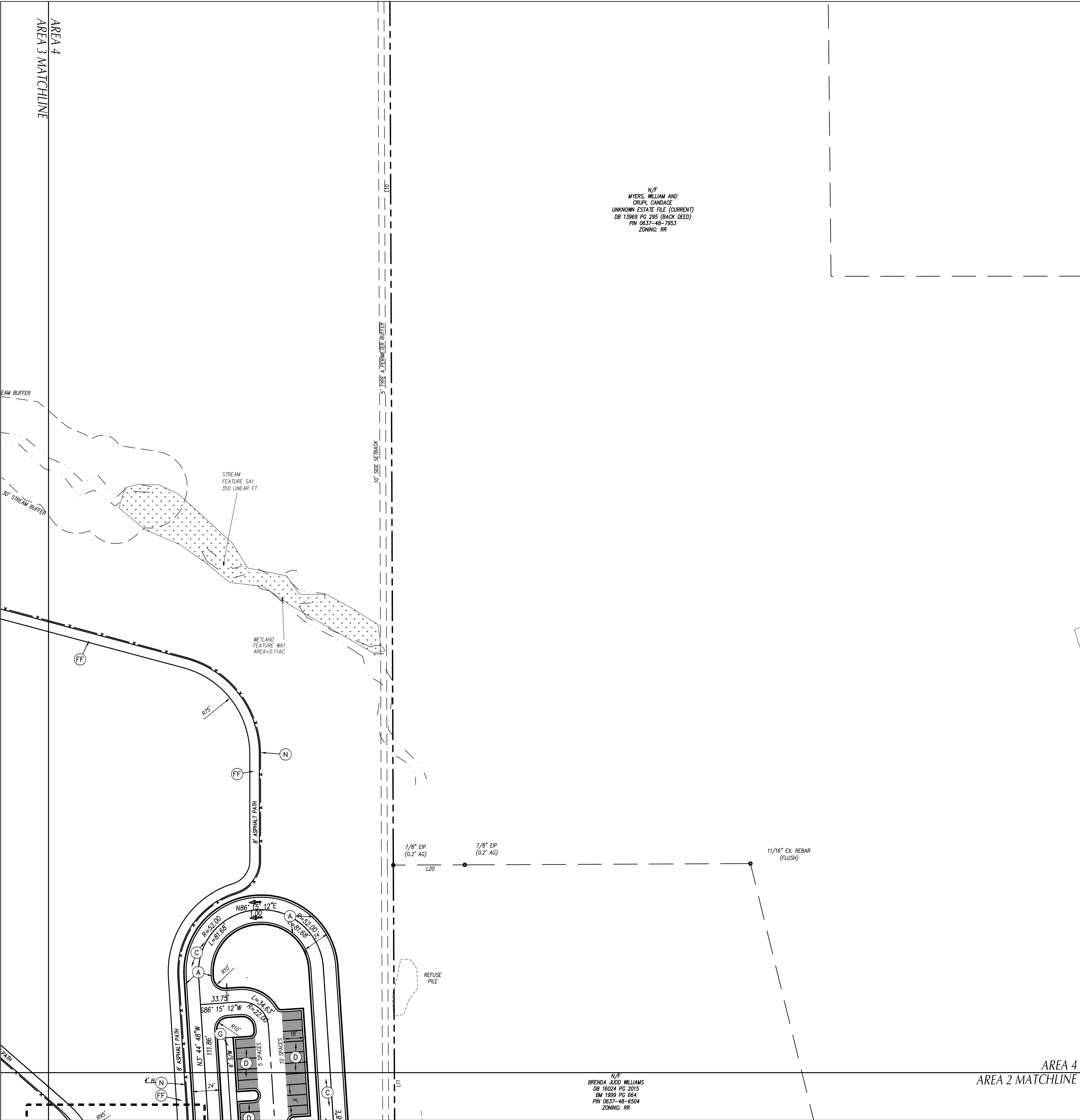
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KEY NOTES

- (A) 24" CURB & GUTTER, SEE DETAIL SHEET C-08.01.
- (B) CONCRETE PAVEMENT, SEE DETAIL SHEET C-08.02.
- (C) "HEAVY" DUTY ASPHALT PAVEMENT, SEE DETAIL SHEET C-08.02.
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- (F) CONCRETE FLUSH WITH PAVEMENT, SEE DETAIL SHEET C-8.0.3.
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N/F
MYERS, WILLIAM AND
CRUPI, CANDACE
UNKNOWN ESTATE FILE (CURRENT)
DB 13969 PG 295 (BACK DEED)
PIN 0637-48-7953
ZONING: RR

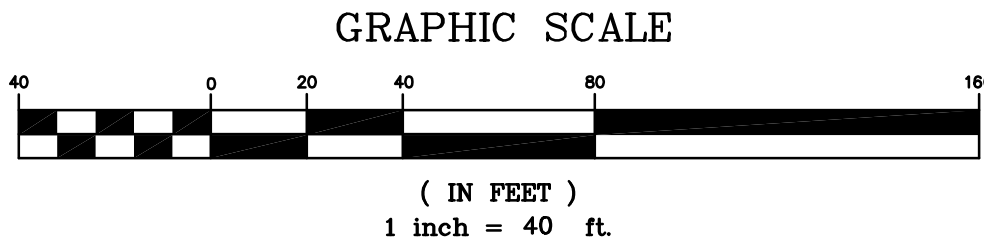
N/F
BRENDA JUDY WILLIAMS
DB 16024 PG 2015
BM 1999 PG 664
PIN 0637-48-6504
ZONING: RR

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REVISIONS

SEALS

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E-52 REX ROAD ELEMENTARY

OWNER

WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
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SHANE WEBSTER, PROJECT MANAGER

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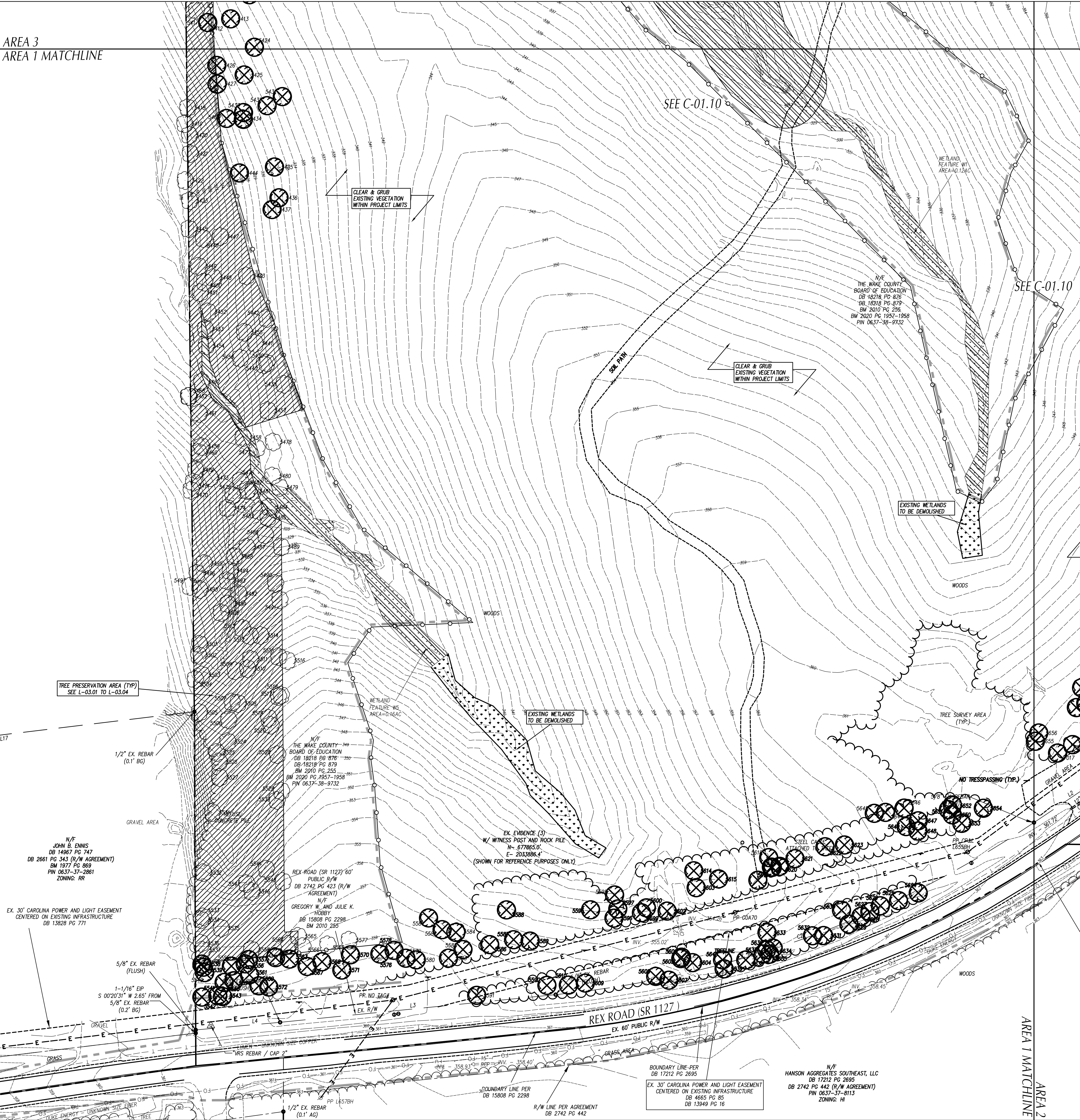
EX. CONDITIONS &
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DRAWING NUMBER

C-02.00

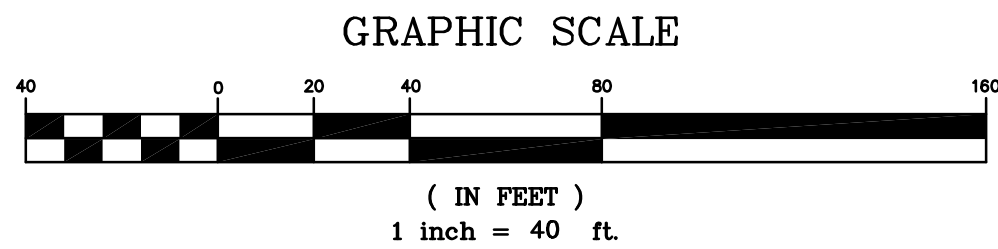


AREA 3
AREA 1 MATCHLINE



LEGEND	
STRUCTURES/UTILITIES TO BE REMOVED	STRUCTURES/UTILITIES TO REMAIN
OVERHEAD ELECTRICAL	OVERHEAD ELECTRICAL
UNDERGROUND ELECTRICAL	UNDERGROUND ELECTRICAL
FIRE PROTECTION	FIRE PROTECTION
GAS	GAS
SANITARY SEWER	SANITARY SEWER
TELEPHONE	TELEPHONE
UNDERGROUND TELEPHONE	UNDERGROUND TELEPHONE
FIBER OPTIC	FIBER OPTIC
WATER	WATER
FORCE MAIN	FORCE MAIN
STORM DRAIN	STORM DRAIN
INDIVIDUAL TREE TO BE REMOVED	INDIVIDUAL TREE TO REMAIN
LIGHT POLE	LIGHT POLE
UTILITY POLE	UTILITY POLE
MANHOLE	MANHOLE
CLEAN OUT	CLEAN OUT
DROP INLET/CATCH BASIN	DROP INLET/CATCH BASIN
FIRE HYDRANT	FIRE HYDRANT
WATER VALVE	WATER VALVE
CONSTR./CLEARING LIMITS	PAVEMENT, S/W, C&G TO BE REMOVED.
TREE PRESERVATION	BUILDING/STRUCTURE TO BE REMOVED. SEE ARCHITECTURAL PLANS.
TREE PRESERVATION AREA	

- GENERAL NOTES
- ALL EXISTING STRUCTURES AND UTILITIES SHALL BE REMOVED AS NEEDED TO ALLOW NEW CONSTRUCTION. IN GENERAL, FEATURES INDICATED IN BOLD ON THIS PLAN SHALL BE REMOVED.
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 - ALL UTILITIES OR STRUCTURES NOT INDICATED FOR REMOVAL OR MODIFICATION ARE TO REMAIN AND BE PROTECTED FROM DAMAGE.
 - ALL WASTE MATERIAL GENERATED FROM DEMOLITION ACTIVITIES SHALL BE DISPOSED OF OFF-SITE IN ACCORDANCE WITH ALL APPLICABLE RULES AND REGULATIONS.
 - EXISTING SITE BOUNDARY AND TOPOGRAPHIC SURVEY INFORMATION WAS TAKEN FROM SURVEY BY ESP ASSOCIATES, INC., PERFORMED 06-02-2022. THESE PLANS DO NOT ASSUME ANY LIABILITY FOR ANY EXISTING INFORMATION BOTH SHOWN AND NOT SHOWN ON THE SURVEY AND ANY CHANGES TO THE EXISTING CONDITIONS THAT MAY HAVE OCCURRED AFTER THE SURVEY WAS ISSUED. CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS PRIOR TO CONSTRUCTION.
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 - TO MINIMIZE DAMAGE TO EXISTING TREES NEAR THE INTERIOR EDGE OF CLEARING LIMITS, THE CONTRACTOR SHALL CUT 2-FT DEEP TRENCHES ALONG THE LIMITS OF DISTURBANCE, SO AS TO CUT, RATHER THAN TEAR ROOTS.
 - PRIOR TO DEMOLISHING EXISTING STRUCTURES, MAKE AN INSPECTION FOR ANY HAZARDOUS MATERIALS. CONTACT ARCHITECT IMMEDIATELY IF ANY HAZARDOUS MATERIALS ARE DISCOVERED. CAP AND REMOVE UTILITY SERVICES, FUEL TANKS AND SEPTIC SYSTEMS. ALL WORK TO BE PERFORMED IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS.
 - VERIFY ALL ILLUSTRATED UNDERGROUND ELEMENTS/UTILITIES. EXERCISE REASONABLE EFFORTS TO PROTECT ANY UNKNOWN UNDERGROUND ELEMENTS/UTILITIES. NOTIFY THE ARCHITECT IMMEDIATELY IF UNKNOWN ELEMENTS/UTILITIES ARE DISCOVERED THAT WOULD NECESSITATE MODIFICATION TO THE PROPOSED DESIGN.
 - CONTACT UTILITY LOCATING SERVICE AT LEAST 48-HRS PRIOR TO EXCAVATION.
 - PROTECT ALL ADJACENT PROPERTIES, THE GENERAL PUBLIC AND ALL OF THE OWNER'S FACILITIES. SHOULD DAMAGES OCCUR, REPAIR IMMEDIATELY AS DIRECTED BY THE ARCHITECT. AREAS TO BE PROTECTED, REPAIRED AND CLEANED SHALL ALSO INCLUDE ANY STAGING AREAS, ACCESS ROUTES AND OTHER EXISTING IMPROVEMENTS WITHIN THE CONSTRUCTION LIMITS THAT ARE TO REMAIN.
 - ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND/OR NCDOT STANDARDS AND SPECIFICATIONS.
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REVISIONS

SEALS

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E-52 REX ROAD ELEMENTARY

OWNER
WCPSS
WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

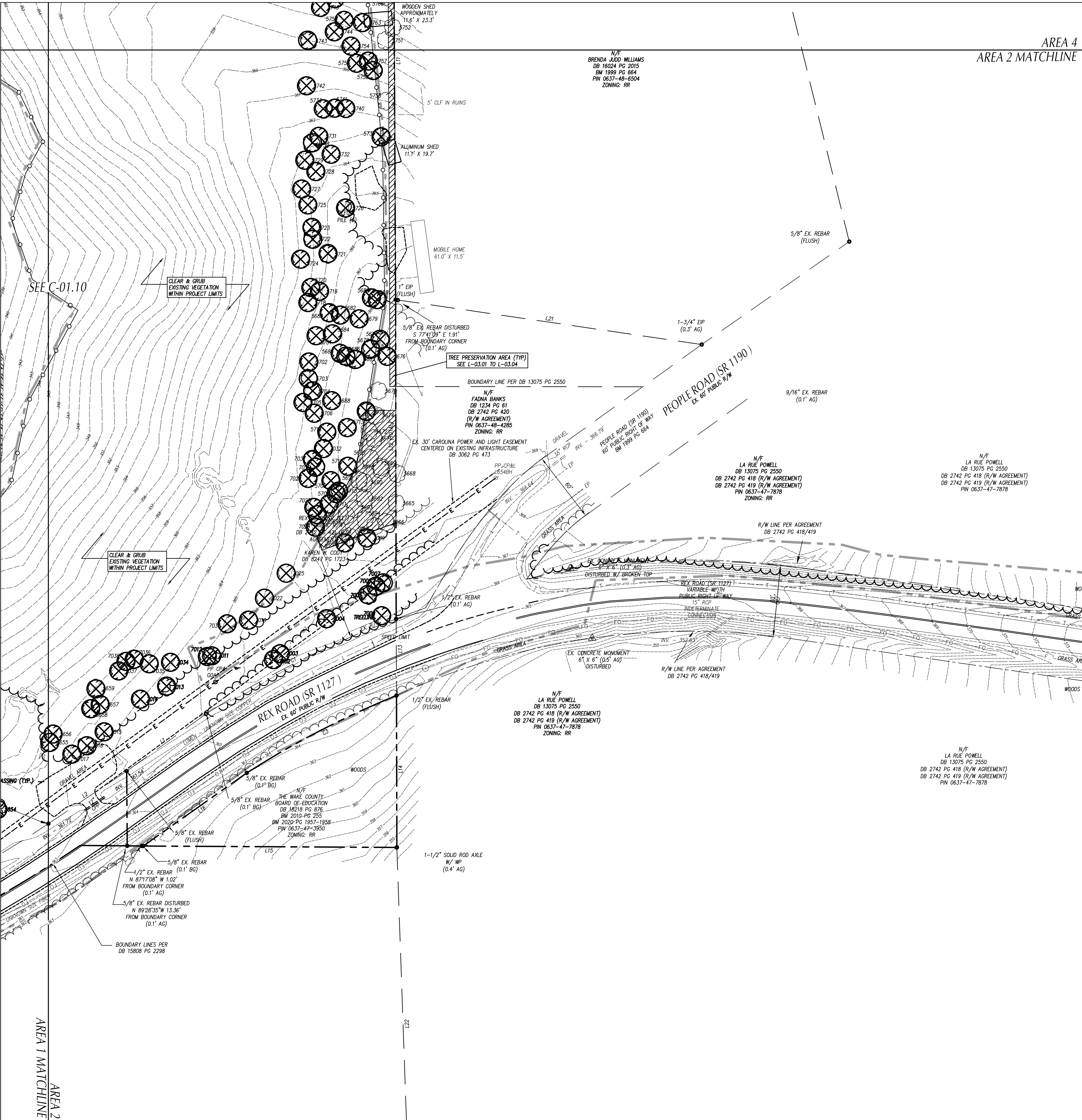
SHANE WEBSTER, PROJECT MANAGER

PHASE DEVELOPMENT PLAN SUB #4
DATE 09.02.2022
VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE
EX. CONDITIONS & DEMO PLAN - AREA 1

DRAWING NUMBER

C-02.01



LEGEND

STRUCTURES/UTILITIES TO BE REMOVED		STRUCTURES/UTILITIES TO REMAIN	
OVERHEAD ELECTRICAL	----- E -----	OVERHEAD ELECTRICAL	----- E -----
UNDERGROUND ELECTRICAL	----- UE -----	UNDERGROUND ELECTRICAL	----- UE -----
FIRE PROTECTION	----- FP -----	FIRE PROTECTION	----- FP -----
GAS	----- G -----	GAS	----- G -----
SANITARY SEWER	----- SS -----	SANITARY SEWER	----- SS -----
TELEPHONE	----- T -----	TELEPHONE	----- T -----
UNDERGROUND TELEPHONE	----- UT -----	UNDERGROUND TELEPHONE	----- UT -----
FIBER OPTIC	----- FO -----	FIBER OPTIC	----- FO -----
WATER	----- W -----	WATER	----- W -----
FORCE MAIN	----- FM -----	FORCE MAIN	----- FM -----
STORM DRAIN	=====	STORM DRAIN	=====
INDIVIDUAL TREE TO BE REMOVED		INDIVIDUAL TREE TO REMAIN	
LIGHT POLE		LIGHT POLE	
UTILITY POLE		UTILITY POLE	
MANHOLE		MANHOLE	
CLEAN OUT		CLEAN OUT	
DROP INLET/CATCH BASIN		DROP INLET/CATCH BASIN	
FIRE HYDRANT		FIRE HYDRANT	
WATER VALVE		WATER VALVE	
CONSTR./CLEARING LIMITS		PAVEMENT, S/W, C&G TO BE REMOVED.	
TREE PRESERVATION AREA		BUILDING/STRUCTURE TO BE REMOVED. SEE ARCHITECTURAL PLANS.	

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VINES

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SEALS

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APPROVAL ONLY AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES

E-52 REX ROAD ELEMENTARY

OWNER

WCPSS
WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE DEVELOPMENT PLAN SUB #4

DATE 09.02.2022

VA PROJECT ID E52 - REX RD. ELEMENTARY SCHOOL

VA PROJECT # 2021006

SCO ID # -

DRAWING TITLE

EX. CONDITIONS & DEMO PLAN - AREA 2

DRAWING NUMBER

C-02.02

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)

1 inch = 40 ft.

Page 220 of 307



ARCHITECT OF RECORD

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VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE

EX. CONDITIONS & DEMO PLAN - AREA 3

DRAWING NUMBER

C-02.03

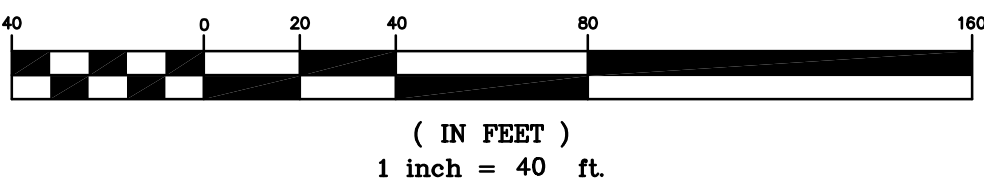
LEGEND

STRUCTURES/UTILITIES TO BE REMOVED	STRUCTURES/UTILITIES TO REMAIN
OVERHEAD ELECTRICAL ----- E -----	OVERHEAD ELECTRICAL ----- E -----
UNDERGROUND ELECTRICAL ----- UE -----	UNDERGROUND ELECTRICAL ----- UE -----
FIRE PROTECTION ----- FP -----	FIRE PROTECTION ----- FP -----
GAS ----- G -----	GAS ----- G -----
SANITARY SEWER ----- SS -----	SANITARY SEWER ----- SS -----
TELEPHONE ----- T -----	TELEPHONE ----- T -----
UNDERGROUND TELEPHONE ----- UT -----	UNDERGROUND TELEPHONE ----- UT -----
FIBER OPTIC ----- FO -----	FIBER OPTIC ----- FO -----
WATER ----- W -----	WATER ----- W -----
FORCE MAIN ----- FM -----	FORCE MAIN ----- FM -----
STORM DRAIN ----- S -----	STORM DRAIN ----- S -----
INDIVIDUAL TREE TO BE REMOVED. (Symbol: tree with X)	INDIVIDUAL TREE TO REMAIN. (Symbol: tree)
LIGHT POLE (Symbol: star)	LIGHT POLE (Symbol: star)
UTILITY POLE (Symbol: circle with cross)	UTILITY POLE (Symbol: circle with cross)
MANHOLE (Symbol: circle with dot)	MANHOLE (Symbol: circle with dot)
CLEAN OUT (Symbol: circle with cross)	CLEAN OUT (Symbol: circle with cross)
DROP INLET/CATCH BASIN (Symbol: square with dot)	DROP INLET/CATCH BASIN (Symbol: square with dot)
FIRE HYDRANT (Symbol: circle with cross)	FIRE HYDRANT (Symbol: circle with cross)
WATER VALVE (Symbol: circle with cross)	WATER VALVE (Symbol: circle with cross)
CONSTR./CLEARING LIMITS (Symbol: dashed line)	PAVEMENT, S/W, C&G TO BE REMOVED. (Symbol: hatched area)
TREE PROTECTION FENCE (Symbol: line with circles)	BUILDING/STRUCTURE TO BE REMOVED. SEE ARCHITECTURAL PLANS. (Symbol: hatched area)
TREE PRESERVATION AREA (Symbol: hatched area)	

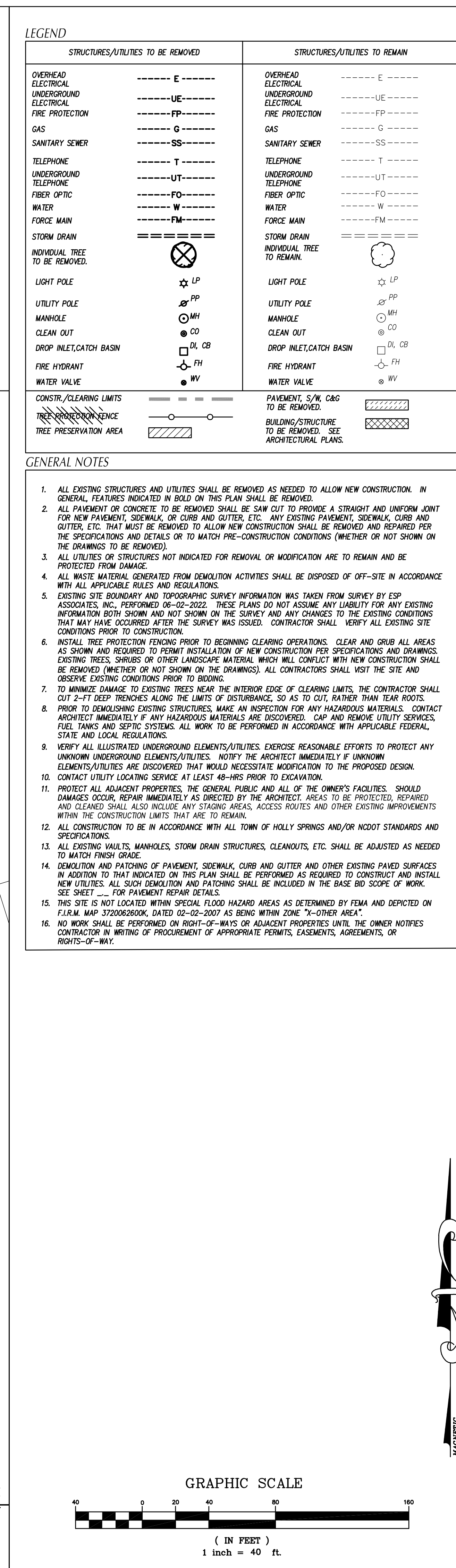
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GRAPHIC SCALE



AREA 3
AREA 1 MATCHLINE





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REVISIONS	

SEALS

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E-52 REX ROAD ELEMENTARY

OWNER
WCPS
WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD. ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

DRAWING TITLE
SITE GRADING PLAN - OVERALL

DRAWING NUMBER
C-03.00

270.4' +

270.50T

270.50

270.50TW

270.50BW

A4

FD

RD

STREAM BUFFER

EXISTING CONTOURS

FINAL CONTOURS

EXISTING SURVEY SPOT ELEVATION

PROPOSED TOP OF CURB SPOT ELEVATION

PROPOSED GROUND/PAVEMENT ELEVATION

PROPOSED FINISHED GRADE AT TOP OF WALL ELEVATION

PROPOSED FINISHED GRADE AT BOTTOM OF WALL ELEVATION

STORM STRUCTURE NUMBER

EXISTING STORM DRAIN PIPE

PROPOSED STORM DRAIN PIPE

PROPOSED FOUNDATION DRAIN DISCHARGE LINE. SEE ARCH. PLANS FOR DRAIN PIPE LOCATIONS ALONG BUILDING WALLS.

PROPOSED ROOF DRAIN

TREE PROTECTION FENCE

STREAM BUFFER

270.50T

270.50

269.50BW

270.55

TYP. GRADE DESIGNATIONS AT SITE WALLS

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND NCDOT STANDARDS AND SPECIFICATIONS.
2. ALL SPOT ELEVATIONS INDICATED AT CURB AND GUTTER AND ARE DENOTED TO TOP OF CURB, UNLESS OTHERWISE SHOWN.
3. TOTAL DRENED AREA = 25 AC
4. CONTRACTOR SHALL ADJUST ALL EXISTING VAULTS, MANHOLES, STORM DRAIN STRUCTURES, CLEANOUTS, ETC. AS NEEDED TO MATCH FINISH GRADE.
5. ALL BACKFILL, COMPACTION, SOLS TESTING, ETC. SHALL BE PERFORMED BY THE OWNERS INDEPENDENT TESTING LABORATORY. (SEE SPECIFICATIONS FOR ADDITIONAL INFORMATION)
6. ALL STORM DRAINAGE SHALL BE PROTECTED WITH STONE FILTER PROTECTION AFTER STOPPAGE OF WORK EACH DAY. SEE DETAIL ON SHEET C-06.02.
7. EXISTING VEGETATION WITHIN PROTECTED TREE PROTECTION AREAS SHALL REMAIN UNDISTURBED, UNLESS NOTED OTHERWISE.
8. ANY AND ALL LANDSCAPING AND EXISTING TREES & SHRUBS TO REMAIN (WHICH ARE DAMAGED DURING DEMOLITION OR CONSTRUCTION) SHALL BE REPLANTED BY THE CONTRACTOR UTILIZING A LICENSED LANDSCAPE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
9. THE GRADING CONTRACTOR SHALL COMPLY WITH ALL STATE CODES IN OBSERVING EROSION CONTROL MEASURES BOTH ON AND OFF-SITE.
10. THE GRADING CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL DEVICES AFTER EACH RAINFALL EVENT OR AS DIRECTED BY SITE AUTHORITIES OR THE ARCHITECT.
11. THE GRADING CONTRACTOR SHALL BE RESPONSIBLE FOR OFF-SITE DISPOSAL OF ALL CLEARING AND GRADING WASTE MATERIALS GENERATED DURING CONSTRUCTION AND FOR OBTAINING ALL APPLICABLE PERMITS FOR OFF-SITE STOCKPILES AND/OR WASTE AREAS.
12. THE CROSS-SLOPE ON ALL SIDEWALKS SHALL BE A MAXIMUM OF 2.0%.
13. CONTRACTOR SHALL VERIFY ALL EXISTING ELEVATIONS BEFORE NEW CONSTRUCTION JOIN OR CONNECT TO EXISTING PAVEMENT, CURB AND OTHER RIGID STRUCTURES. NOTIFY ARCHITECT IF DISCREPANCIES OCCUR.

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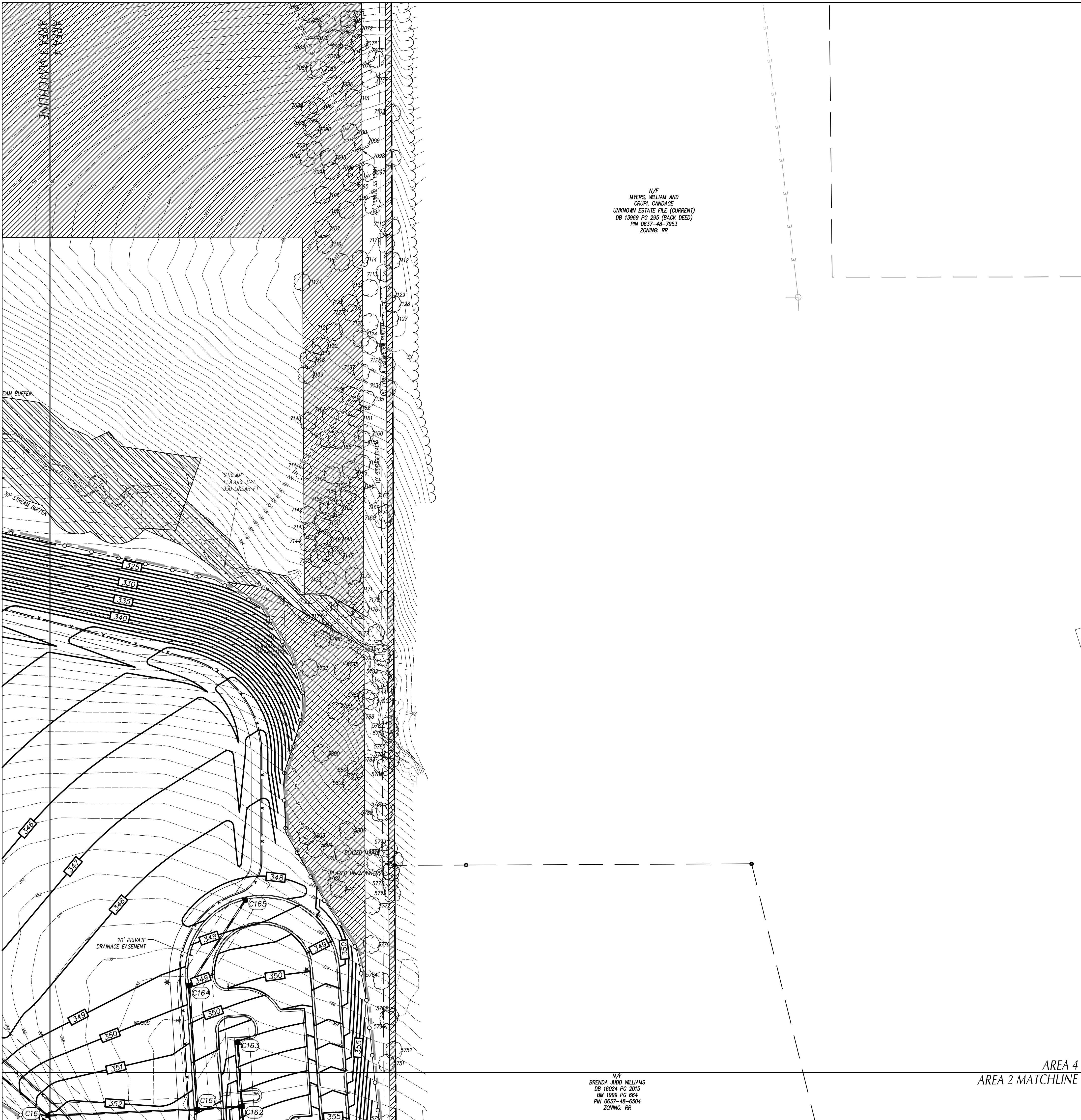
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WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

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VA PROJECT ID	E52 - REX RD. ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

SITE GRADING PLAN AREA 1

C-03.01

Page 224 of 307

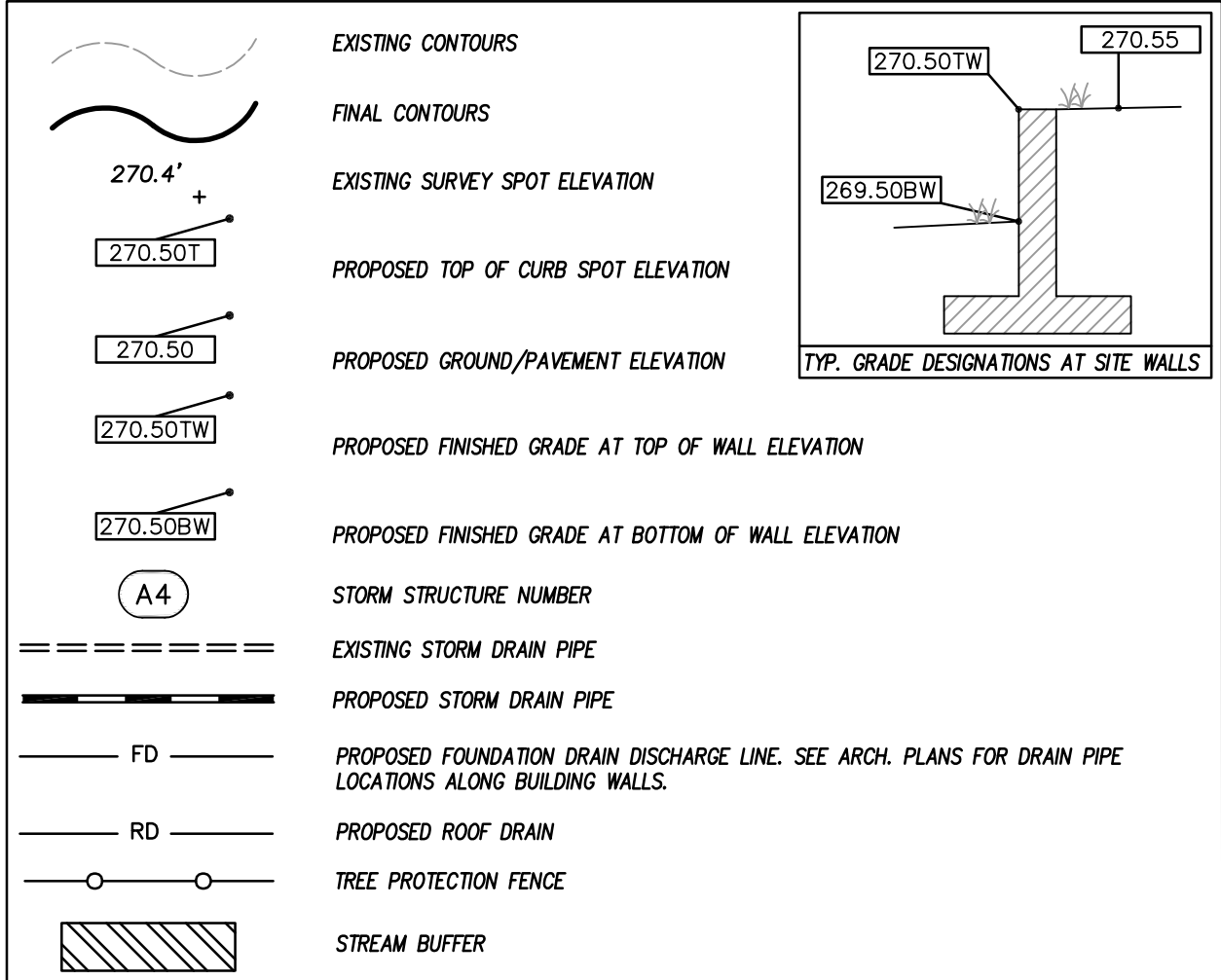


N/F
MYERS, WILLIAM AND
CRUPI, CANDACE
UNKNOWN ESTATE FILE (CURRENT)
DB 13969 PG 295 (BACK DEED)
PIN 0637-48-7953
ZONING: RR

N/F
BRENDA JUDY WILLIAMS
DB 16024 PG 2015
BM 1999 PG 664
PIN 0637-48-6504
ZONING: RR

AREA 4
AREA 2 MATCHLINE

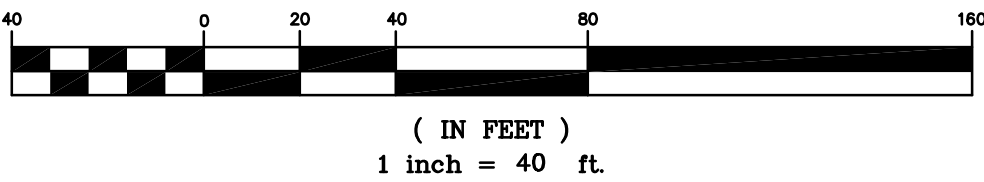
GRADING LEGEND



GENERAL NOTES

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GRAPHIC SCALE



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WAKE COUNTY PUBLIC SCHOOL SYSTEM
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SHANE WEBSTER, PROJECT MANAGER

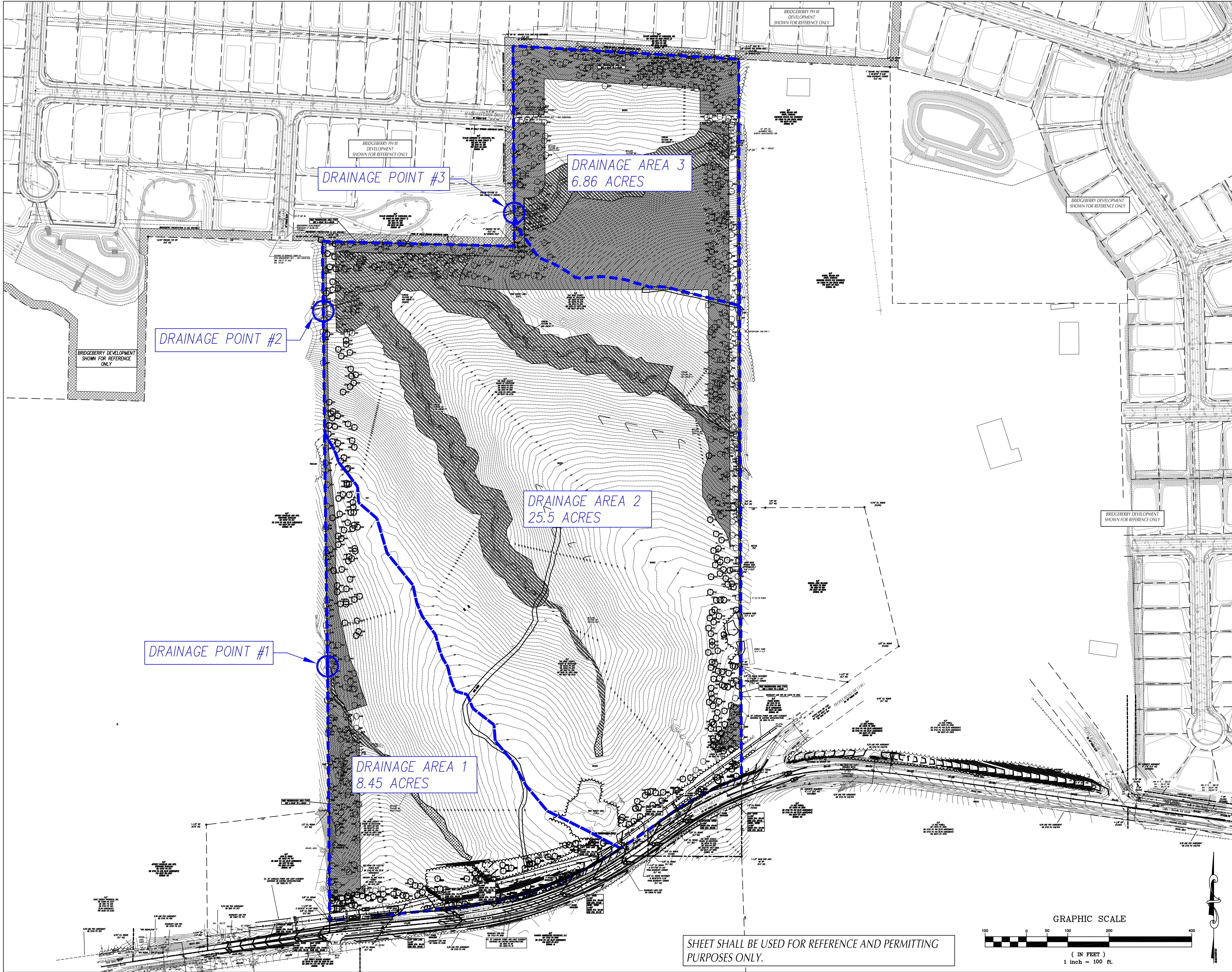
PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD.
	ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

DRAWING TITLE

SITE GRADING PLAN -
AREA 4

DRAWING NUMBER

C-03.04



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DRAWING TITLE
PRE-DEVELOPMENT DRAINAGE MAP

DRAWING NUMBER
C-03.05



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DRAWING TITLE

POST-DEVELOPMENT
DRAINAGE MAP

DRAWING NUMBER

C-03.06





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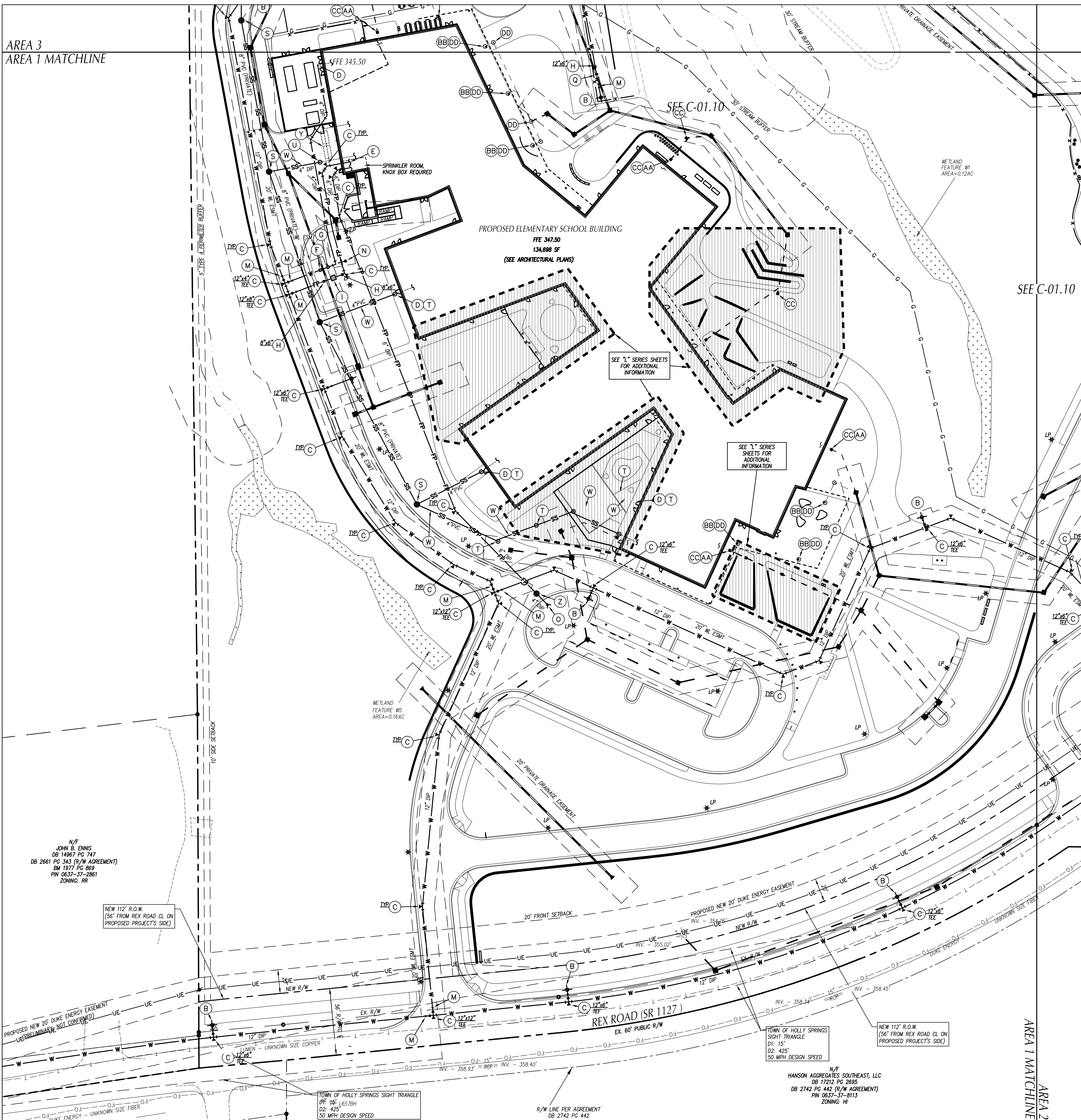
UTILITY PLAN - OVERALL

DRAWING NUMBER

C-05.00



AREA 3
AREA 1 MATCHLINE



UTILITY LEGEND

	EXISTING	PROPOSED
CHILLED WATER	-----CW-----	 CW
ELECTRICAL (OVERHEAD)	-----E-----	 E
ELECTRICAL (UNDERGROUND)	-----UE-----	 UE
FOUNDATION DRAIN	-----FD-----	 FD
GAS	-----G-----	 G
SANITARY SEWER	-----SS-----	 SS
TELEPHONE (OVERHEAD)	-----T-----	 T
TELEPHONE (UNDERGROUND)	-----UT-----	 UT
WATER	-----W-----	 W
ROOF DRAIN	-----RD-----	 RD
FIRE PROTECTION	-----FP-----	 FP
STORM DRAIN	=====	
TREE PROTECTION FENCING, SEE EROSION CONTROL PLANS		
LIGHT POLE	 LP	
UTILITY POLE	 PP	
MANHOLE	 MH	
CLEAN OUT	 CO	
DIP INLET,CATCH BASIN	 DI, CB	
FIRE HYDRANT	 FH	
WATER VALVE	 WV	
POST INDICATOR VALVE (PIV)		
FIRE DEPARTMENT CONNECTION (FDC)		
THRUST BLOCKING		
SANITARY SEWER STRUCTURE IDENTIFICATION		

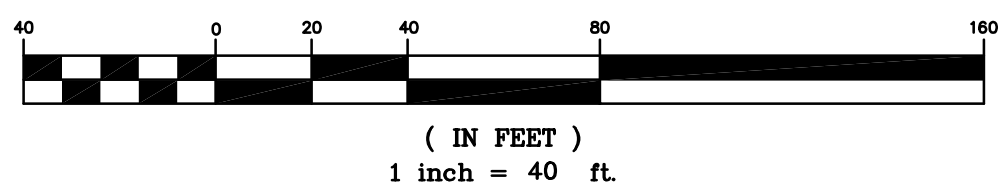
GENERAL NOTES-UTILITY

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND NCDDOT STANDARDS, SPECIFICATIONS AND DETAILS.
2. INSTALL WATERMANS WITH A COVER OF NO LESS THAN 3-FT.
3. INSTALL SEWER MAINS WITH A COVER OF NO LESS THAN 3-FT TO FINISH GRADE IN NON-TRAFFIC AREAS, 4-FT TO FINISH GRADE IN TRAFFIC AREAS.
4. INSTALL ALL UTILITIES TO PROVIDE REQUIRED CLEARANCES AS INDICATED IN THE SPECIFICATIONS.
5. WATERLINES AND SEWER MAINS SHALL BE INSTALLED WITH A MINIMUM HORIZONTAL CLEARANCE OF 10-FT.
6. SEWER MAINS SHALL BE INSTALLED WITH A MINIMUM VERTICAL CLEARANCE OF 24-IN TO STORM DRAINAGE PIPES.
7. COORDINATE AND SCHEDULE INSTALLATION OF ALL UTILITIES WITH OTHER PRIME CONTRACTORS, UTILITY COMPANIES AND OTHER TRADES INCLUDING BUT NOT LIMITED TO: NATURAL GAS, ELECTRICITY, TELEPHONE AND CATV.
8. VERIFY EXISTING CONDITIONS AND CONNECTIONS TO EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT IF ANY DISCREPANCIES ARE DISCOVERED.
9. CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGES DURING CONSTRUCTION AND SHALL MAKE REPAIRS AT NO EXPENSE TO THE OWNER.
10. ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE NCSBG AND OSHA REQUIREMENTS.
11. THE CONTRACTOR SHALL PROVIDE AN AS-BUILT SURVEY OF ALL UTILITY AND STORM DRAINAGE IMPROVEMENTS FOLLOWING CONSTRUCTION.
12. CONTRACTOR SHALL PHASE DEMOLITION AND NEW CONSTRUCTION TO ENSURE UNINTERRUPTED ACCESS AND UTILITY SERVICE TO ADJACENT FACILITIES. COORDINATE SHORT-TERM, OFF-HOUR, TEMPORARY SHUT-DOWNS WITH THE OWNER.
13. SEE GENERAL NOTES ON EXISTING CONDITIONS AND DEMOLITION PLAN FOR REQUIREMENTS FOR REMOVAL AND PATCHING OF PAVEMENT FOR UTILITY INSTALLATION.
14. ALL ROOF DRAINS SHALL BE 6" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 24-IN.
15. ALL SANITARY SEWER SERVICES SHALL BE 4" PVC (SCH 40) @ 0.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 36-IN.
16. ALL CONDENSATE LINES SHALL BE CONNECTED TO STORM DRAINAGE SYSTEM.
17. NO WORK SHALL BE PERFORMED ON RIGHT-OF-WAYS OR ADJACENT PROPERTIES UNLESS THE OWNER NOTIFIES CONTRACTOR IN WRITING OF PROCEDURE OF APPLICABLE PERMITS, EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY.

KEY NOTES

- (A) CONNECT NEW 12-IN WATER MAIN TO EXISTING 12-IN WATER MAIN.
- (B) FIRE HYDRANT ASSEMBLY, SEE DETAIL SHEET C07.02.
- (C) THRUST BLOCKING, TYP. SEE DETAIL SHEET C07.02.
- (D) EXTEND UTILITY TO WITHIN 5'-0" OF BUILDING WALL OR AS INDICATED ON PLUMBING PLANS. REFER TO PLUMBING PLANS FOR LOCATION AND INVERTS.
- (E) EXTEND WATER MAIN TO 12-IN ABOVE FINISH FLOOR FOR FIRE PROTECTION/PLUMBING CONNECTION, SEE DETAIL SHEET C07.02. REFER TO FIRE PROTECTION/PLUMBING PLANS FOR EXACT LOCATION.
- (F) 4-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.02.
- (G) 4-IN ZURN-WILKINS MODEL 375 REDUCED PRESSURE BACKFLOW ASSEMBLY (RPA) WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
- (H) REDUCER, SEE SPECS.
- (I) 6-IN ZURN-WILKINS MODEL 375DA REDUCED PRESSURE BACKFLOW DETECTOR ASSEMBLY (RPA) WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
- (J) CORPORATION STOP, SEE DETAIL C07.01.
- (K) 3/4-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.01.
- (L) 3/4-IN REDUCED PRESSURE (RP2) BACKFLOW PREVENTER WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION. SEE DETAIL SHEET C07.01.
- (M) GATE VALVE AND VALVE BOX, SEE DETAIL SHEET C07.01.
- (N) POST INDICATOR VALVE W/ TAMPER SWITCH, SEE DETAIL SHEET C07.02.
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- (S) SANITARY SEWER MANHOLE, SEE DETAIL SHEET C07.03.
- (T) SANITARY SEWER CLEANOUT, TYP. SEE DETAIL SHEET C07.04.
- (U) SANITARY SEWER MIN-MANHOLE CLEANOUT, TYP. SEE DETAIL SHEET C07.03.
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- (W) 4-IN PVC SANITARY SEWER SERVICE @ 1.04% MIN SLOPE. CLEANOUTS SPACED AT 75-FT MAX. SHALL BE 4-IN DIP IF LESS THAN 36" OF COVER.
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- (Z) CHECK VALVE WITH BALL DRIP. SEE DETAIL SHEET C07.02.
- (AA) CONNECT TO ROOF LEADER, SEE DETAIL SHEET C07.0X. REFER TO MEP PLANS.
- (BB) CONNECT TO CANOPY ROOF LEADER, SEE DETAIL SHEET C07.0X. REFER TO MEP PLANS.
- (CC) IN-LINE DRAIN, SEE DETAIL SHEET C07.0X.
- (DD) CLEANOUT, TYP. SEE DETAIL SHEET C07.04.

GRAPHIC SCALE



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REVISIONS

SEALS

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CONSTRUCTION PURPOSES

E-52 REX ROAD ELEMENTARY

OWNER

WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022

VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006

SCO ID #

DRAWING TITLE

UTILITY PLAN - AREA 1

DRAWING NUMBER

C-05.01



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DATE 09.02.2022
VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE

UTILITY PLAN - AREA 2

DRAWING NUMBER

C-05.02

UTILITY LEGEND

	EXISTING	PROPOSED
CHILLED WATER	-----CW-----	-----CW-----
ELECTRICAL (OVERHEAD)	-----E-----	-----E-----
ELECTRICAL (UNDERGROUND)	-----UE-----	-----UE-----
FOUNDATION DRAIN	-----FD-----	-----FD-----
GAS	-----G-----	-----G-----
SANITARY SEWER	-----SS-----	-----SS-----
TELEPHONE (OVERHEAD)	-----T-----	-----T-----
TELEPHONE (UNDERGROUND)	-----UT-----	-----UT-----
WATER	-----W-----	-----W-----
ROOF DRAIN	-----RD-----	-----RD-----
FIRE PROTECTION	-----FP-----	-----FP-----
STORM DRAIN	=====	=====
TREE PROTECTION FENCING, SEE EROSION CONTROL PLANS	○-----○	○-----○
LIGHT POLE	☆ LP	☆
UTILITY POLE	⊗ PP	⊗
MANHOLE	⊙ MH	●
CLEAN OUT	⊙ CO	⊙
DROP INLET, CATCH BASIN	□ DI, CB	■
FIRE HYDRANT	⊕ FH	⊕
WATER VALVE	⊙ WV	⊕
POST INDICATOR VALVE (PIV)		⊕
FIRE DEPARTMENT CONNECTION (FDC)		⊕
THRUST BLOCKING		⊕
SANITARY SEWER STRUCTURE IDENTIFICATION		1

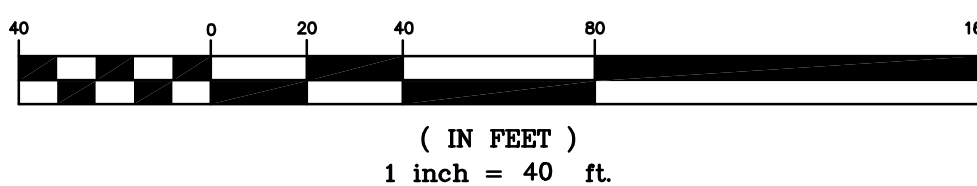
GENERAL NOTES-UTILITY

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND NCDOT STANDARDS, SPECIFICATIONS AND DETAILS.
- INSTALL WATERMANS WITH A COVER OF NO LESS THAN 3'-FT.
- INSTALL SEWER MAINS WITH A COVER OF NO LESS THAN 3'-FT TO FINISH GRADE IN NON-TRAFFIC AREAS, 4'-FT TO FINISH GRADE IN TRAFFIC AREAS.
- INSTALL ALL UTILITIES TO PROVIDE REQUIRED CLEARANCES AS INDICATED IN THE SPECIFICATIONS.
- WATERLINES AND SEWER MAINS SHALL BE INSTALLED WITH A MINIMUM HORIZONTAL CLEARANCE OF 10'-FT.
- SEWER MAINS SHALL BE INSTALLED WITH A MINIMUM VERTICAL CLEARANCE OF 24"-IN TO STORM DRAINAGE PIPES.
- COORDINATE AND SCHEDULE INSTALLATION OF ALL UTILITIES WITH OTHER PRIME CONTRACTORS, UTILITY COMPANIES AND OTHER TRADES INCLUDING BUT NOT LIMITED TO: NATURAL GAS, ELECTRICITY, TELEPHONE AND CATV.
- VERIFY EXISTING CONDITIONS AND CONNECTIONS TO EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT IF ANY DISCREPANCIES ARE DISCOVERED.
- CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGES DURING CONSTRUCTION AND SHALL MAKE REPAIRS AT NO EXPENSE TO THE OWNER.
- ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE NCSBC AND OSHA REQUIREMENTS.
- THE CONTRACTOR SHALL PROVIDE AN AS-BUILT SURVEY OF ALL UTILITY AND STORM DRAINAGE IMPROVEMENTS FOLLOWING CONSTRUCTION.
- CONTRACTOR SHALL PHASE DEMOLITION AND NEW CONSTRUCTION TO ENSURE UNINTERRUPTED ACCESS AND UTILITY SERVICE TO ADJACENT FACILITIES. COORDINATE SHORT-TERM, OFF-HOUR, TEMPORARY SHUT-DOWNS WITH THE OWNER.
- SEE GENERAL NOTES ON EXISTING CONDITIONS AND DEMOLITION PLAN FOR REQUIREMENTS FOR REMOVAL AND PATCHING OF PAVEMENT FOR UTILITY INSTALLATION.
- ALL ROOF DRAINS SHALL BE 6" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 24"-IN.
- ALL SANITARY SEWER SERVICES SHALL BE 4" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 36"-IN.
- ALL CONDENSATE LINES SHALL BE CONNECTED TO STORM DRAINAGE SYSTEM.
- NO WORK SHALL BE PERFORMED ON RIGHT-OF-WAYS OR ADJACENT PROPERTIES UNTIL THE OWNER NOTIFIES CONTRACTOR IN WRITING OF PROCUREMENT OF APPROPRIATE PERMITS, EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY.

KEY NOTES

- CONNECT NEW 12"-IN WATER MAIN TO EXISTING 12"-IN WATER MAIN.
- FIRE HYDRANT ASSEMBLY, SEE DETAIL SHEET C07.02.
- THRUST BLOCKING, TYP. SEE DETAIL SHEET C07.02.
- EXTEND UTILITY TO WITHIN 5'-0" OF BUILDING WALL OR AS INDICATED ON PLUMBING PLANS. REFER TO PLUMBING PLANS FOR LOCATION AND INVERTS.
- EXTEND WATER MAIN TO 12"-IN ABOVE FINISH FLOOR FOR FIRE PROTECTION/PLUMBING CONNECTION. SEE DETAIL SHEET C07.02. REFER TO FIRE PROTECTION/PLUMBING PLANS FOR EXACT LOCATION.
- 4"-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.02.
- 4"-IN ZURN-MILKINS MODEL 375 REDUCED PRESSURE BACKFLOW ASSEMBLY (RPA) WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
- REDUCER, SEE SPECS.
- 6"-IN ZURN-MILKINS MODEL 375DA REDUCED PRESSURE BACKFLOW DETECTOR ASSEMBLY (RPA) WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION. CORPORATION STOP, SEE DETAIL C07.01.
- 3/4"-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.01.
- 3/4"-IN REDUCE PRESSURE (RPZ) BACKFLOW PREVENTER WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION. SEE DETAIL SHEET C07.01.
- GATE VALVE AND VALVE BOX, SEE DETAIL SHEET C07.01.
- POST INDICATOR VALVE W/ TAMPER SWITCH, SEE DETAIL SHEET C07.02.
- FIRE DEPARTMENT CONNECTION, SEE DETAIL SHEET C07.02.
- 2"-IN BLOW-OFF ASSEMBLY, SEE DETAIL SHEET C07.02.
- CONCRETE THRUST COLLAR, SEE DETAIL SHEET C07.0X.
- YARD HYDRANT (NONFREEZE), SEE DETAIL SHEET C07.01.
- SANITARY SEWER MANHOLE, SEE DETAIL SHEET C07.03.
- SANITARY SEWER CLEANOUT, TYP. SEE DETAIL SHEET C07.04.
- SANITARY SEWER MINI-MANHOLE CLEANOUT, TYP. SEE DETAIL SHEET C07.03.
- PUMP STATION, TYP. SEE DETAIL SHEET C07.05.
- 4"-IN PVC SANITARY SEWER SERVICE @ 1.04% MIN SLOPE. CLEANOUTS SPACED AT 75'-FT MAX. SHALL BE 4'-IN DIP IF LESS THAN 36" OF COVER.
- BORE & JACK STEEL ENCASMENT PIPE, SEE DETAIL SHEET C07.04.
- 1,500-GALLON GREASE INTERCEPTOR BY MEP, REFER TO MEP PLANS.
- CHECK VALVE WITH BALL DRIP. SEE DETAIL SHEET C07.02.
- CONNECT TO ROOF LEADER, SEE DETAIL SHEET C07.0X. REFER TO MEP PLANS.
- CONNECT TO CANOPY ROOF LEADER, SEE DETAIL SHEET C07.0X. REFER TO MEP PLANS.
- IN-LINE DRAIN, SEE DETAIL SHEET C07.0X.
- CLEANOUT, TYP. SEE DETAIL SHEET C07.04.

GRAPHIC SCALE



AREA 4
AREA 2 MATCHLINE

N/F
BRENDA JUDD WILLIAMS
DB 16024 PG 2015
BM 1999 PG 664
PIN 0637-48-6504
ZONING: RR

MOBILE HOME
61.0' X 11.5'

N/F
FADNA BANKS
DB 1234 PG 61
DB 2742 PG 420
(R/W AGREEMENT)
PIN 0637-48-4285
ZONING: RR

NEW 112' R.O.W.
(56' FROM REX ROAD CL ON
PROPOSED PROJECT'S SIDEWALK)

N/F
LA RUE POWELL
DB 13075 PG 2550
DB 2742 PG 418 (R/W AGREEMENT)
DB 2742 PG 419 (R/W AGREEMENT)
PIN 0637-47-7878
ZONING: RR

N/F
LA RUE POWELL
DB 13075 PG 2550
DB 2742 PG 418 (R/W AGREEMENT)
DB 2742 PG 419 (R/W AGREEMENT)
PIN 0637-47-7878
ZONING: RR

SEE C-01.10

AREA 1 MATCHLINE
AREA 2



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WCPSS

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SHANE WEBSTER, PROJECT MANAGER

PHASE DEVELOPMENT PLAN SUB #4
DATE 09.02.2022
VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE

UTILITY PLAN - AREA 3

DRAWING NUMBER

C-05.03

UTILITY LEGEND

	EXISTING	PROPOSED
CHILLED WATER	-----CW-----	-----CW-----
ELECTRICAL (OVERHEAD)	-----E-----	-----E-----
ELECTRICAL (UNDERGROUND)	-----UE-----	-----UE-----
FOUNDATION DRAIN	-----FD-----	-----FD-----
GAS	-----G-----	-----G-----
SANITARY SEWER	-----SS-----	-----SS-----
TELEPHONE (OVERHEAD)	-----T-----	-----T-----
TELEPHONE (UNDERGROUND)	-----UT-----	-----UT-----
WATER	-----W-----	-----W-----
ROOF DRAIN	-----RD-----	-----RD-----
FIRE PROTECTION	-----FP-----	-----FP-----
STORM DRAIN	=====	=====
TREE PROTECTION FENCING, SEE EROSION CONTROL PLANS		
LIGHT POLE	☆ LP	★
UTILITY POLE	⋈ PP	⋈
MANHOLE	⊙ MH	●
CLEAN OUT	⊙ CO	⊙
DROP INLET, CATCH BASIN	□ DI, CB	■
FIRE HYDRANT	⋈ FH	⋈
WATER VALVE	⊙ WV	⊙
POST INDICATOR VALVE (PIV)		⋈
FIRE DEPARTMENT CONNECTION (FDC)		⋈
THRUST BLOCKING		⋈
SANITARY SEWER STRUCTURE IDENTIFICATION		1

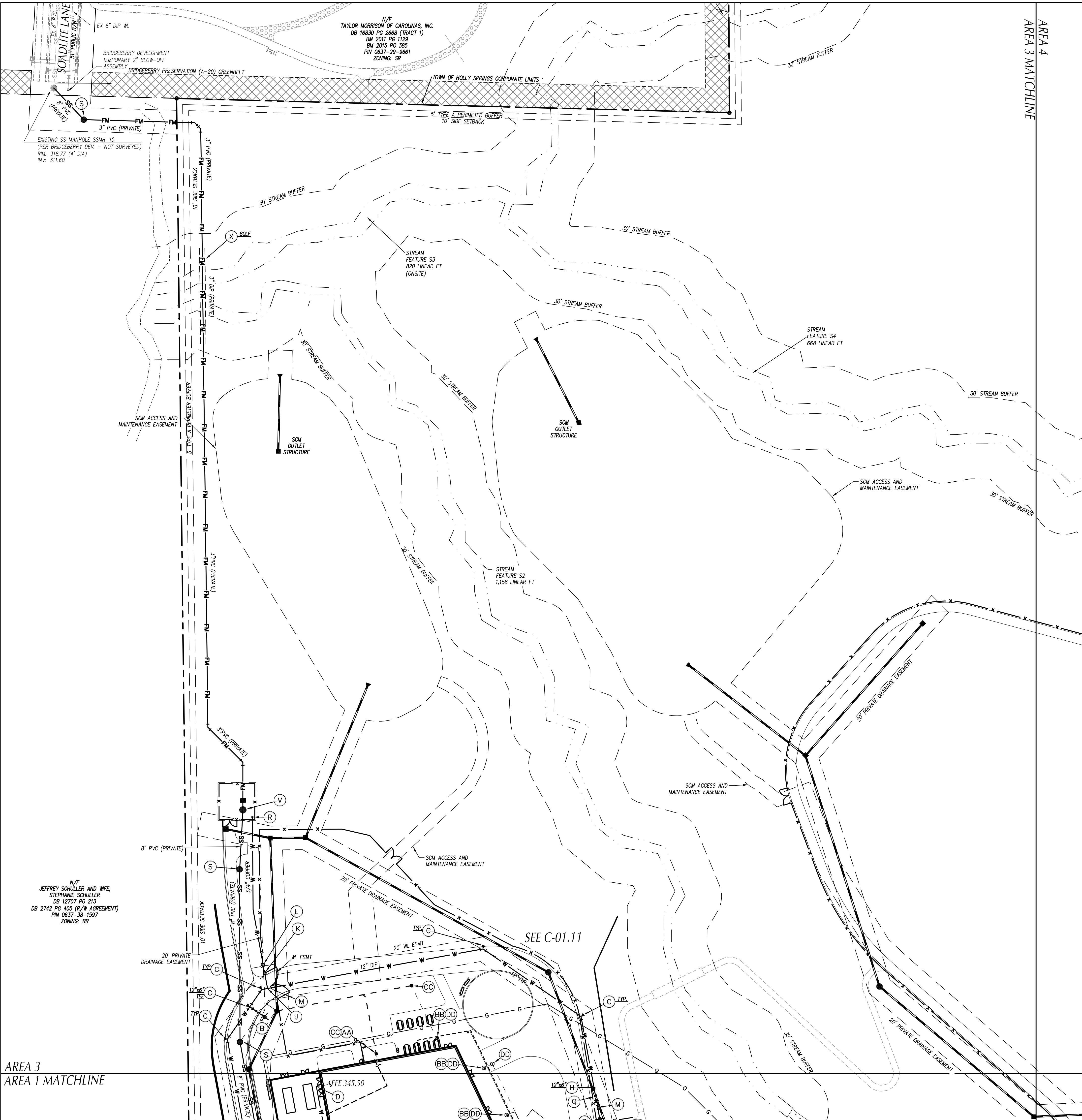
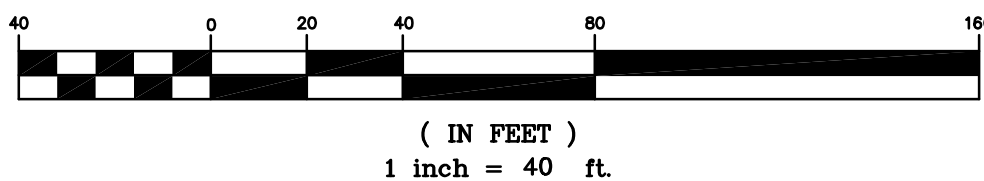
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KEY NOTES

- (A) CONNECT NEW 12-IN WATER MAIN TO EXISTING 12-IN WATER MAIN.
(B) FIRE HYDRANT ASSEMBLY, SEE DETAIL SHEET C07.02.
(C) THRUST BLOCKING, TYP, SEE DETAIL SHEET C07.02.
(D) EXTEND UTILITY TO WITHIN 5'-0" OF BUILDING WALL OR AS INDICATED ON PLUMBING PLANS. REFER TO PLUMBING PLANS FOR LOCATION AND INVERTS.
(E) EXTEND WATER MAIN TO 12-IN ABOVE FINISH FLOOR FOR FIRE PROTECTION/PLUMBING CONNECTION. SEE DETAIL SHEET C07.02. REFER TO FIRE PROTECTION/PLUMBING PLANS FOR EXACT LOCATION.
(F) 4-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.02.
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(CC) IN-LINE DRAIN, SEE DETAIL SHEET C07.0X.
(DD) CLEANOUT, TYP. SEE DETAIL SHEET C07.04.

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E-52 REX ROAD
ELEMENTARY

OWNER

WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE DEVELOPMENT PLAN SUB #4
DATE 09.02.2022
VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE

UTILITY PLAN - AREA 4

DRAWING NUMBER

C-05.04

UTILITY LEGEND

	EXISTING	PROPOSED
CHILLED WATER	-----CW-----	— CW —
ELECTRICAL (OVERHEAD)	-----E-----	— E —
ELECTRICAL (UNDERGROUND)	-----UE-----	— UE —
FOUNDATION DRAIN	-----FD-----	— FD —
GAS	-----G-----	— G —
SANITARY SEWER	-----SS-----	— SS —
TELEPHONE (OVERHEAD)	-----T-----	— T —
TELEPHONE (UNDERGROUND)	-----UT-----	— UT —
WATER	-----W-----	— W —
ROOF DRAIN	-----RD-----	— RD —
FIRE PROTECTION	-----FP-----	— FP —
STORM DRAIN	==== S ====	— S —
TREE PROTECTION FENCING, SEE EROSION CONTROL PLANS		— [] —
LIGHT POLE	☆ LP	★
UTILITY POLE	⋈ PP	⋈
MANHOLE	○ MH	●
CLEAN OUT	⊙ CO	⊙
DROP INLET,CATCH BASIN	□ DI, CB	■
FIRE HYDRANT	⋈ FH	⋈
WATER VALVE	⊙ WV	⊙
POST INDICATOR VALVE (PIV)		⋈
FIRE DEPARTMENT CONNECTION (FDC)		⋈
THRUST BLOCKING		⋈
SANITARY SEWER STRUCTURE IDENTIFICATION		1

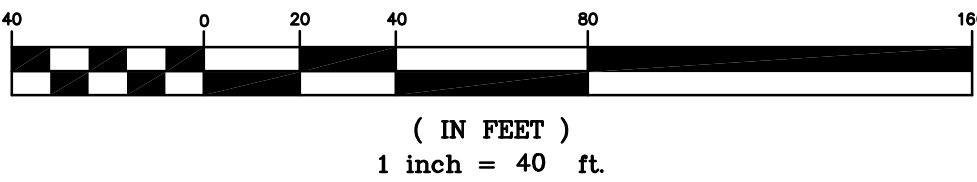
GENERAL NOTES-UTILITY

- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL TOWN OF HOLLY SPRINGS AND NCDOT STANDARDS, SPECIFICATIONS AND DETAILS.
- INSTALL WATERMANS WITH A COVER OF NO LESS THAN 3'-FT.
- INSTALL SEWER MAINS WITH A COVER OF NO LESS THAN 3'-FT TO FINISH GRADE IN NON-TRAFFIC AREAS, 4'-FT TO FINISH GRADE IN TRAFFIC AREAS..
- INSTALL ALL UTILITIES TO PROVIDE REQUIRED CLEARANCES AS INDICATED IN THE SPECIFICATIONS.
- WATERLINES AND SEWER MAINS SHALL BE INSTALLED WITH A MINIMUM HORIZONTAL CLEARANCE OF 10'-FT.
- SEWER MAINS SHALL BE INSTALLED WITH A MINIMUM VERTICAL CLEARANCE OF 24'-IN TO STORM DRAINAGE PIPES.
- COORDINATE AND SCHEDULE INSTALLATION OF ALL UTILITIES WITH OTHER PRIME CONTRACTORS, UTILITY COMPANIES AND OTHER TRADES INCLUDING BUT NOT LIMITED TO: NATURAL GAS, ELECTRICITY, TELEPHONE AND CATV.
- VERIFY EXISTING CONDITIONS AND CONNECTIONS TO EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT IF ANY DISCREPANCIES ARE DISCOVERED.
- CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGES DURING CONSTRUCTION AND SHALL MAKE REPAIRS AT NO EXPENSE TO THE OWNER.
- ALL CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE NCSCC AND OSHA REQUIREMENTS.
- THE CONTRACTOR SHALL PROVIDE AN AS-BUILT SURVEY OF ALL UTILITY AND STORM DRAINAGE IMPROVEMENTS FOLLOWING CONSTRUCTION.
- CONTRACTOR SHALL PHASE DEMOLITION AND NEW CONSTRUCTION TO ENSURE UNINTERRUPTED ACCESS AND UTILITY SERVICE TO ADJACENT FACILITIES. COORDINATE SHORT-TERM, OFF-HOUR, TEMPORARY SHUT- DOWNS WITH THE OWNER.
- SEE GENERAL NOTES ON EXISTING CONDITIONS AND DEMOLITION PLAN FOR REQUIREMENTS FOR REMOVAL AND PATCHING OF PAVEMENT FOR UTILITY INSTALLATION.
- ALL ROOF DRAINS SHALL BE 6" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 24'-IN.
- ALL SANITARY SEWER SERVICES SHALL BE 4" PVC (SCH 40) @ 1.04% MIN. SLOPE UNLESS INDICATED OTHERWISE. USE DUCTILE IRON WHEN COVER IS LESS THAN 36'-IN.
- ALL CONDENSATE LINES SHALL BE CONNECTED TO STORM DRAINAGE SYSTEM.
- NO WORK SHALL BE PERFORMED ON RIGHT-OF-WAYS OR ADJACENT PROPERTIES UNTIL THE OWNER NOTIFIES CONTRACTOR IN WRITING OF PROCUREMENT OF APPROPRIATE PERMITS, EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY.

KEY NOTES

- (A) CONNECT NEW 12'-IN WATER MAIN TO EXISTING 12'-IN WATER MAIN.
- (B) FIRE HYDRANT ASSEMBLY, SEE DETAIL SHEET C07.02.
- (C) THRUST BLOCKING, TYP, SEE DETAIL SHEET C07.02.
- (D) EXTEND UTILITY TO WITHIN 5'-0" OF BUILDING WALL OR AS INDICATED ON PLUMBING PLANS. REFER TO PLUMBING PLANS FOR LOCATION AND INVERTS.
- (E) EXTEND WATER MAIN TO 12'-IN ABOVE FINISH FLOOR FOR FIRE PROTECTION/PLUMBING CONNECTION, SEE DETAIL SHEET C07.02. REFER TO FIRE PROTECTION/PLUMBING PLANS FOR EXACT LOCATION.
- (F) 4'-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.02.
- (G) 4'-IN ZURN-MILKINS MODEL 375 REDUCED PRESSURE BACKFLOW ASSEMBLY (RPA) WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
- (H) REDUCER, SEE SPECS.
- (I) 6'-IN ZURN-MILKINS MODEL 375DA REDUCED PRESSURE BACKFLOW DETECTOR ASSEMBLY (RPA) WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
- (J) CORPORATION STOP, SEE DETAIL C07.01.
- (K) 3/4'-IN DOMESTIC WATER METER, SEE DETAIL SHEET C07.01.
- (L) 3/4'-IN REDUCE PRESSURE (RPZ) BACKFLOW PREVENTER WITHIN HEATED ENCLOSURE, SEE DETAIL SHEET C07.01. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION. SEE DETAIL SHEET C07.01.
- (M) GATE VALVE AND VALVE BOX, SEE DETAIL SHEET C07.01.
- (N) POST INDICATOR VALVE W/ TAMPER SWITCH, SEE DETAIL SHEET C07.02.
- (O) FIRE DEPARTMENT CONNECTION, SEE DETAIL SHEET C07.02.
- (P) 2'-IN BLOW-OFF ASSEMBLY, SEE DETAIL SHEET C07.02.
- (Q) CONCRETE THRUST COLLAR, SEE DETAIL SHEET C07.0X.
- (R) YARD HYDRANT (NONFREEZE), SEE DETAIL SHEET C07.01.
- (S) SANITARY SEWER MANHOLE, SEE DETAIL SHEET C07.03.
- (T) SANITARY SEWER CLEANOUT, TYP. SEE DETAIL SHEET C07.04.
- (U) SANITARY SEWER MINI-MANHOLE CLEANOUT, TYP. SEE DETAIL SHEET C07.03.
- (V) PUMP STATION, TYP. SEE DETAIL SHEET C07.05.
- (W) 4'-IN PVC SANITARY SEWER SERVICE @ 1.04% MIN SLOPE. CLEANOUTS SPACED AT 75'-FT MAX. SHALL BE 4'-IN DIP IF LESS THAN 36" OF COVER.
- (X) BORE & JACK STEEL ENCASMENT PIPE, SEE DETAIL SHEET C07.04.
- (Y) 1,500-GALLON GREASE INTERCEPTOR BY MEP, REFER TO MEP PLANS.
- (Z) CHECK VALVE WITH BALL DRIP. SEE DETAIL SHEET C07.02.
- (AA) CONNECT TO ROOF LEADER, SEE DETAIL SHEET C07.0X. REFER TO MEP PLANS.
- (BB) CONNECT TO CANOPY ROOF LEADER, SEE DETAIL SHEET C07.0X. REFER TO MEP PLANS.
- (CC) IN-LINE DRAIN, SEE DETAIL SHEET C07.0X.
- (DD) CLEANOUT, TYP. SEE DETAIL SHEET C07.04.

GRAPHIC SCALE

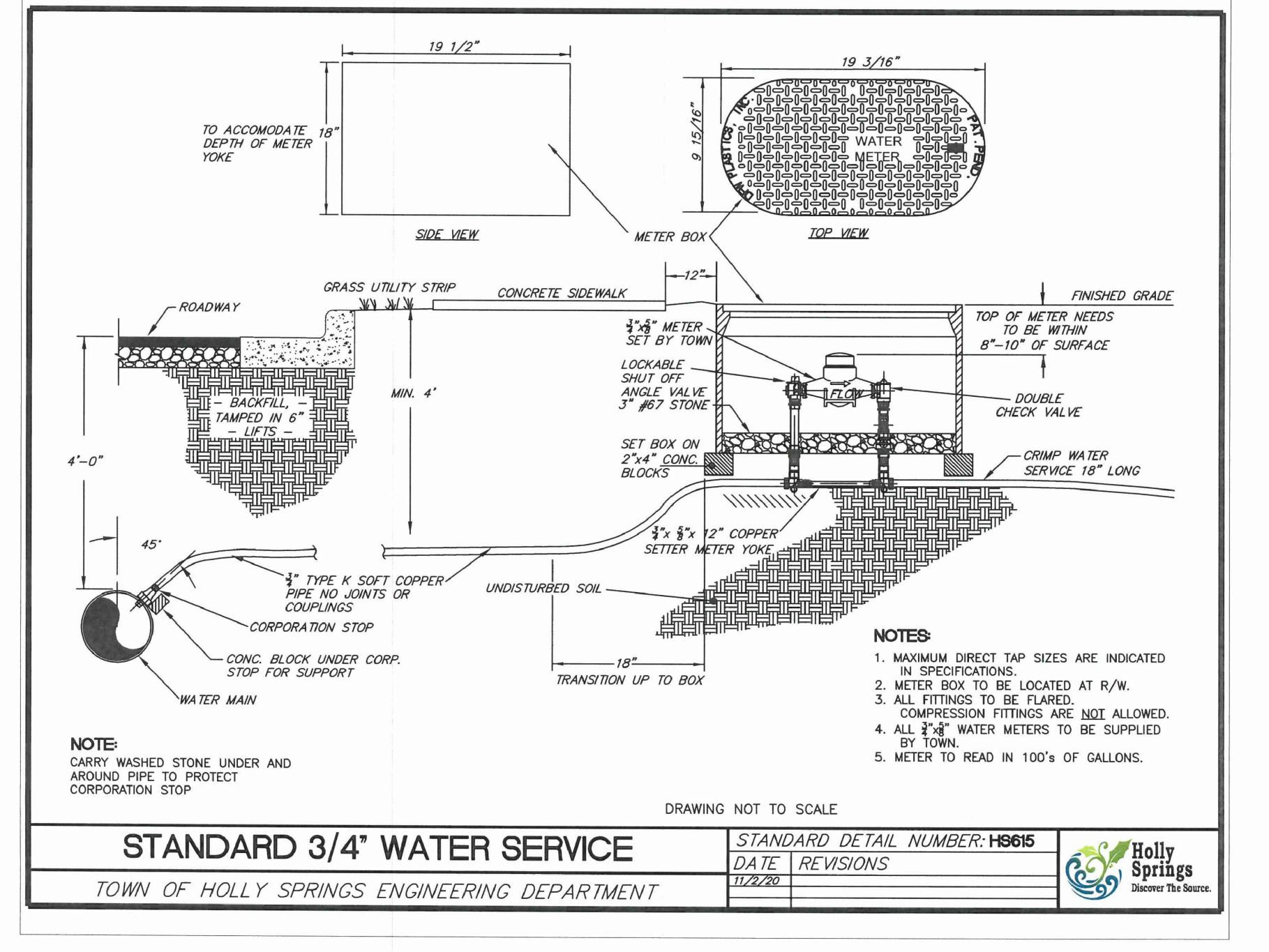
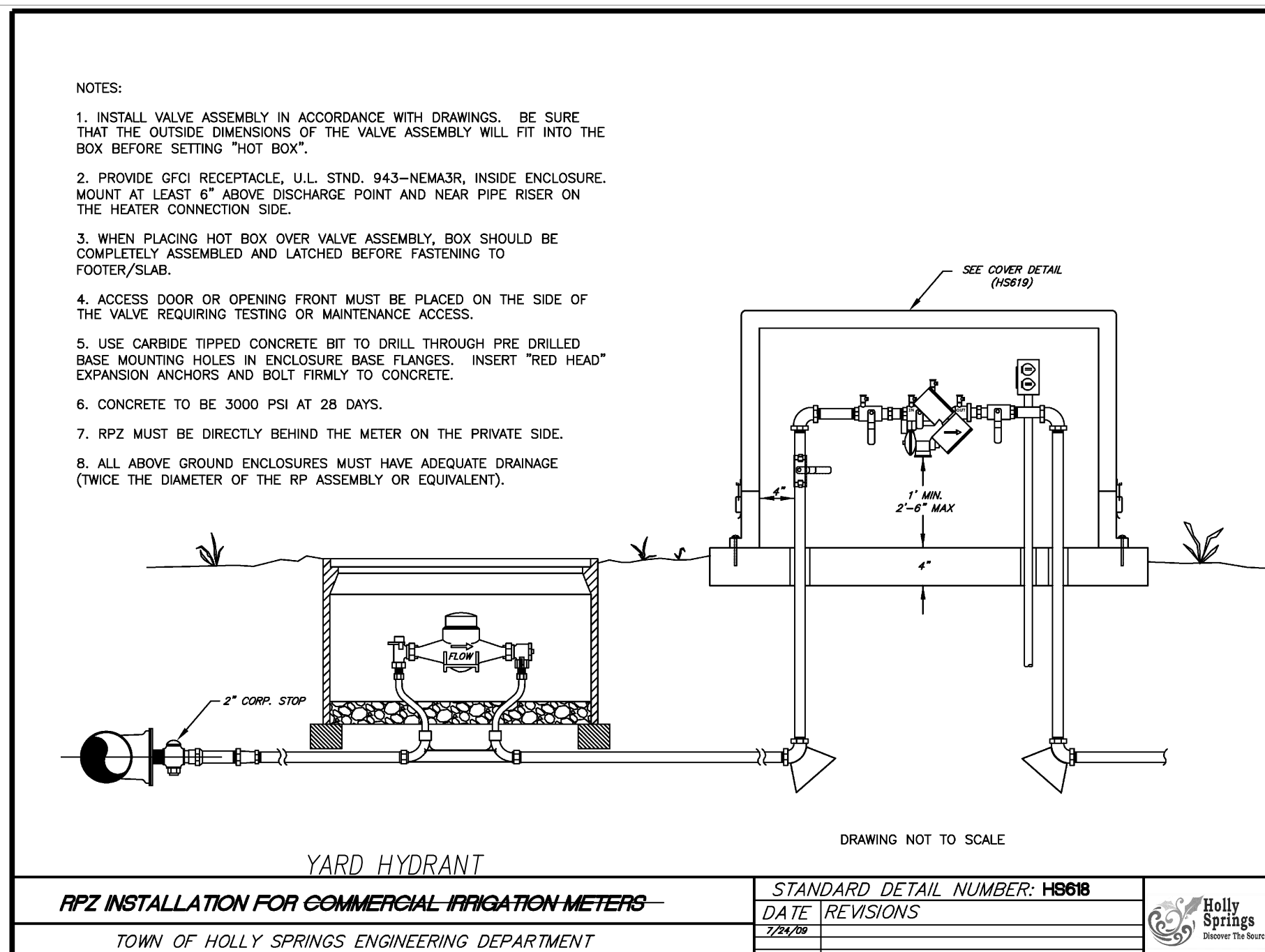
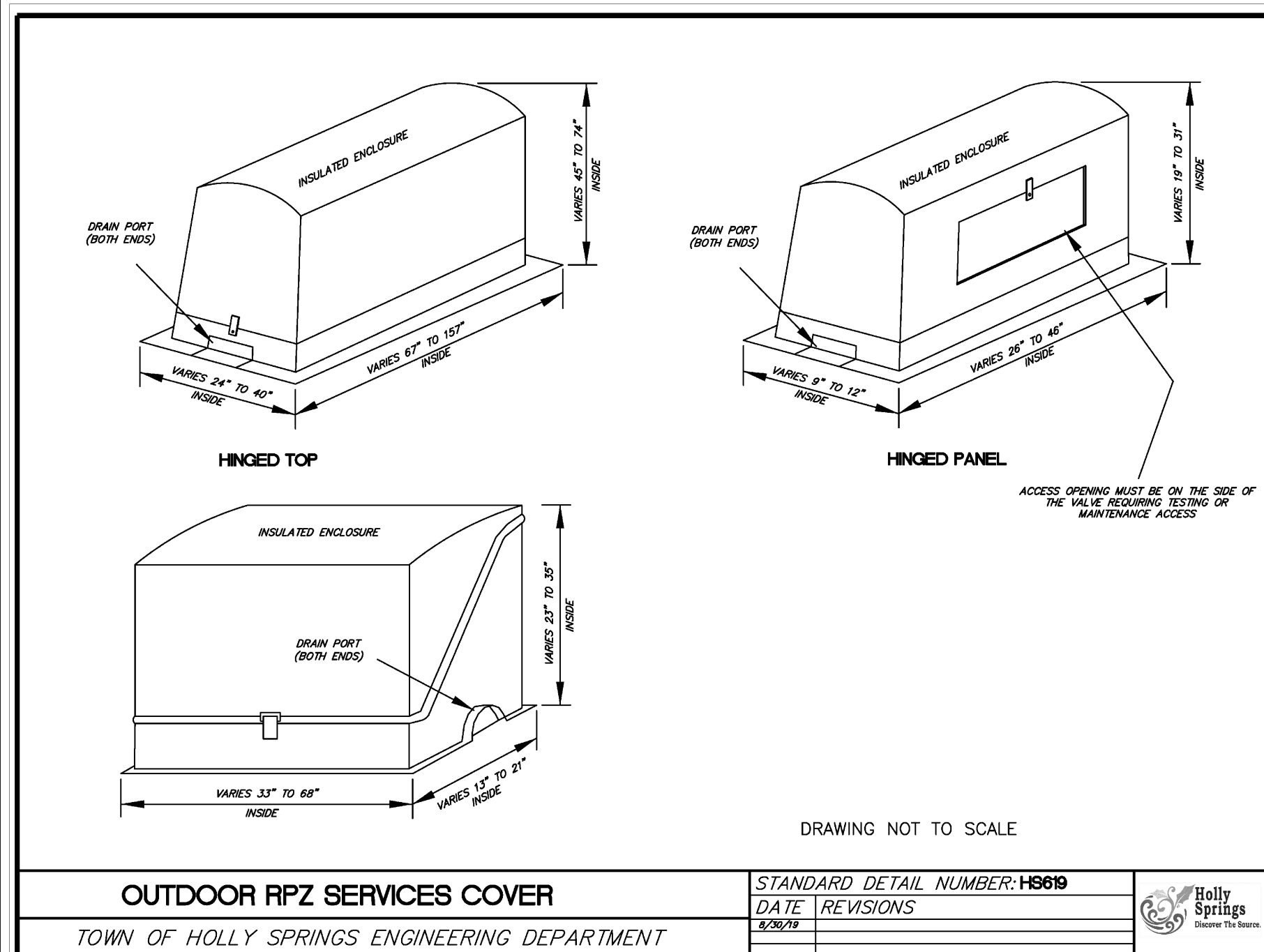
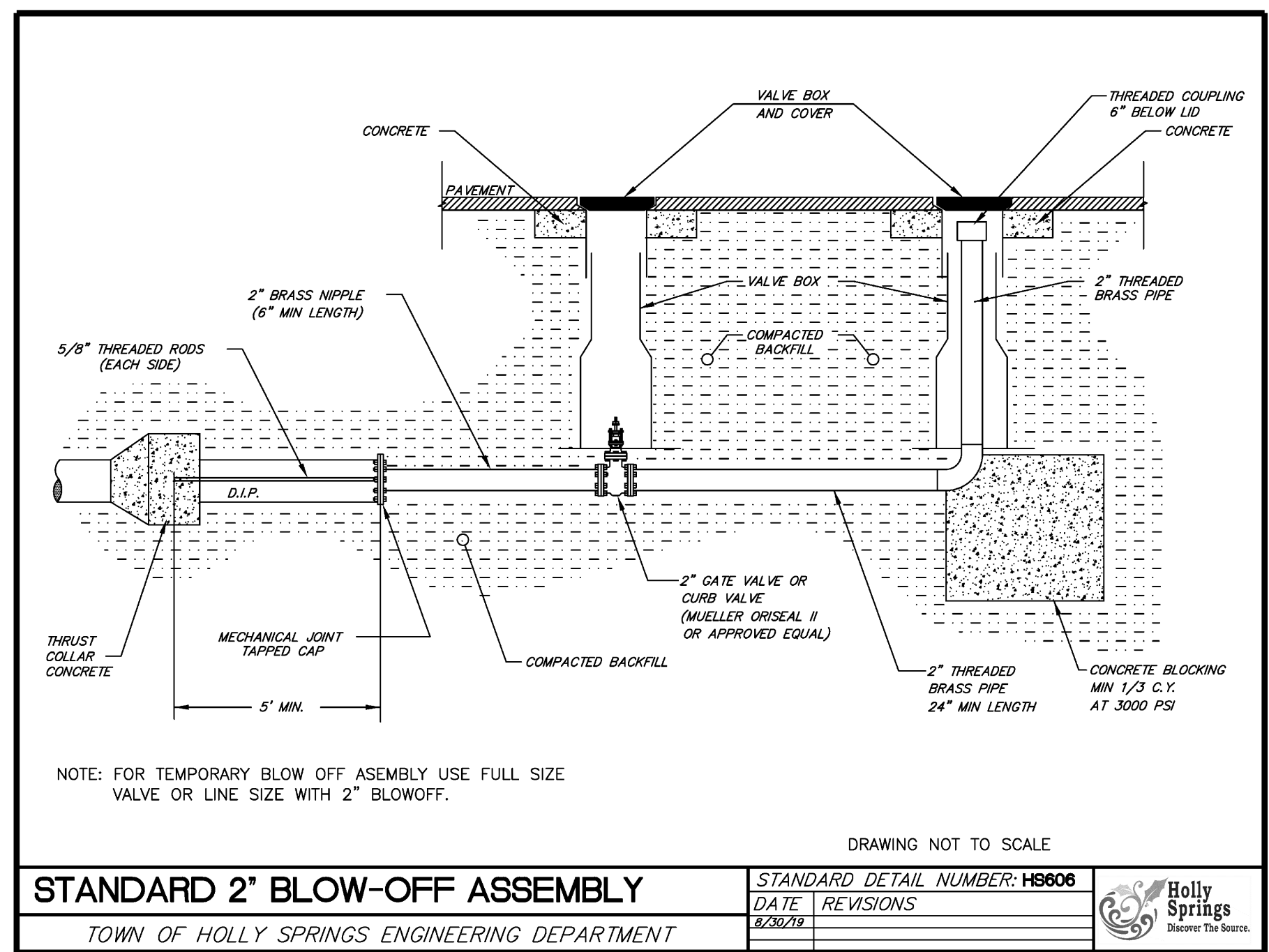
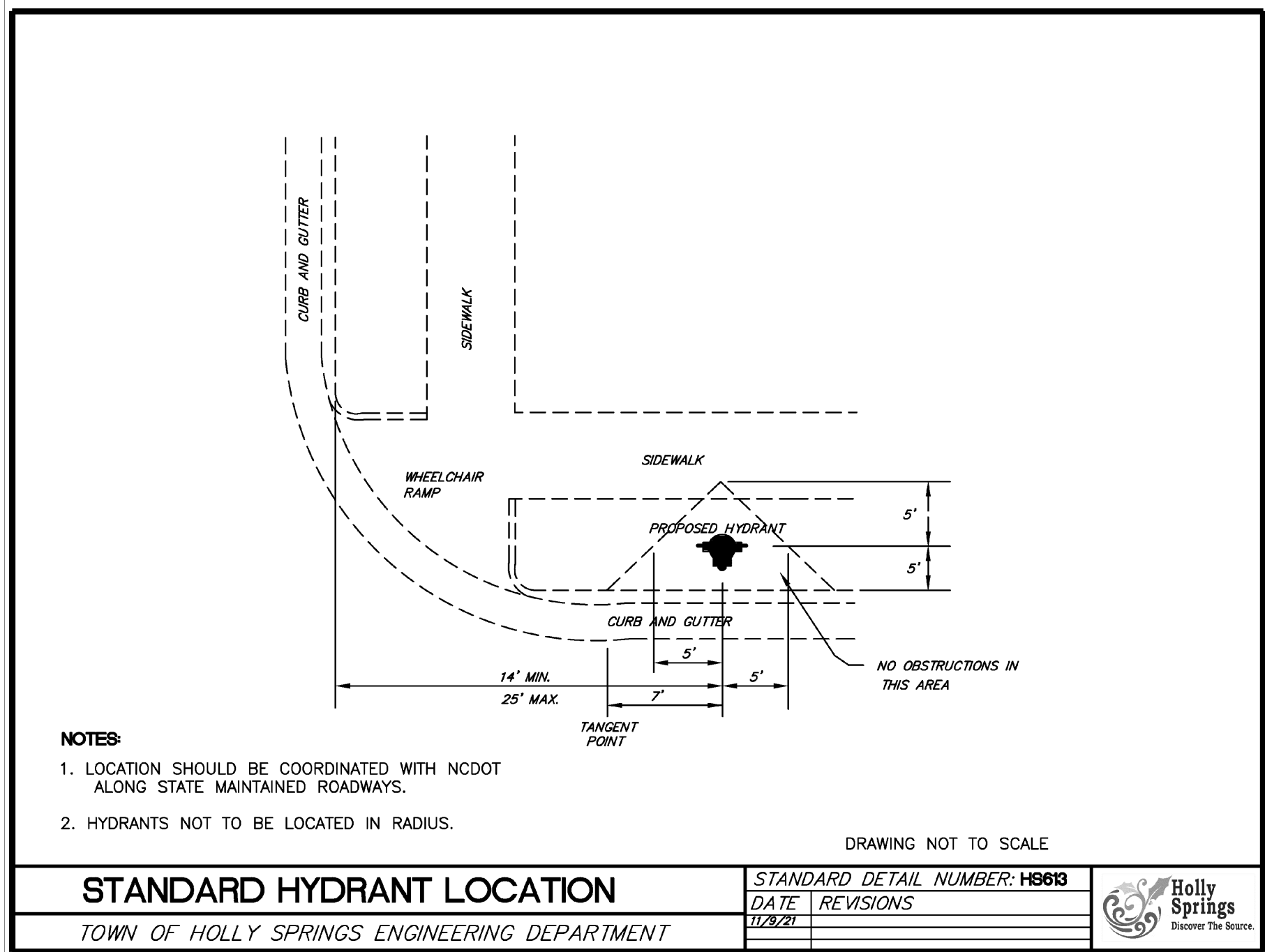
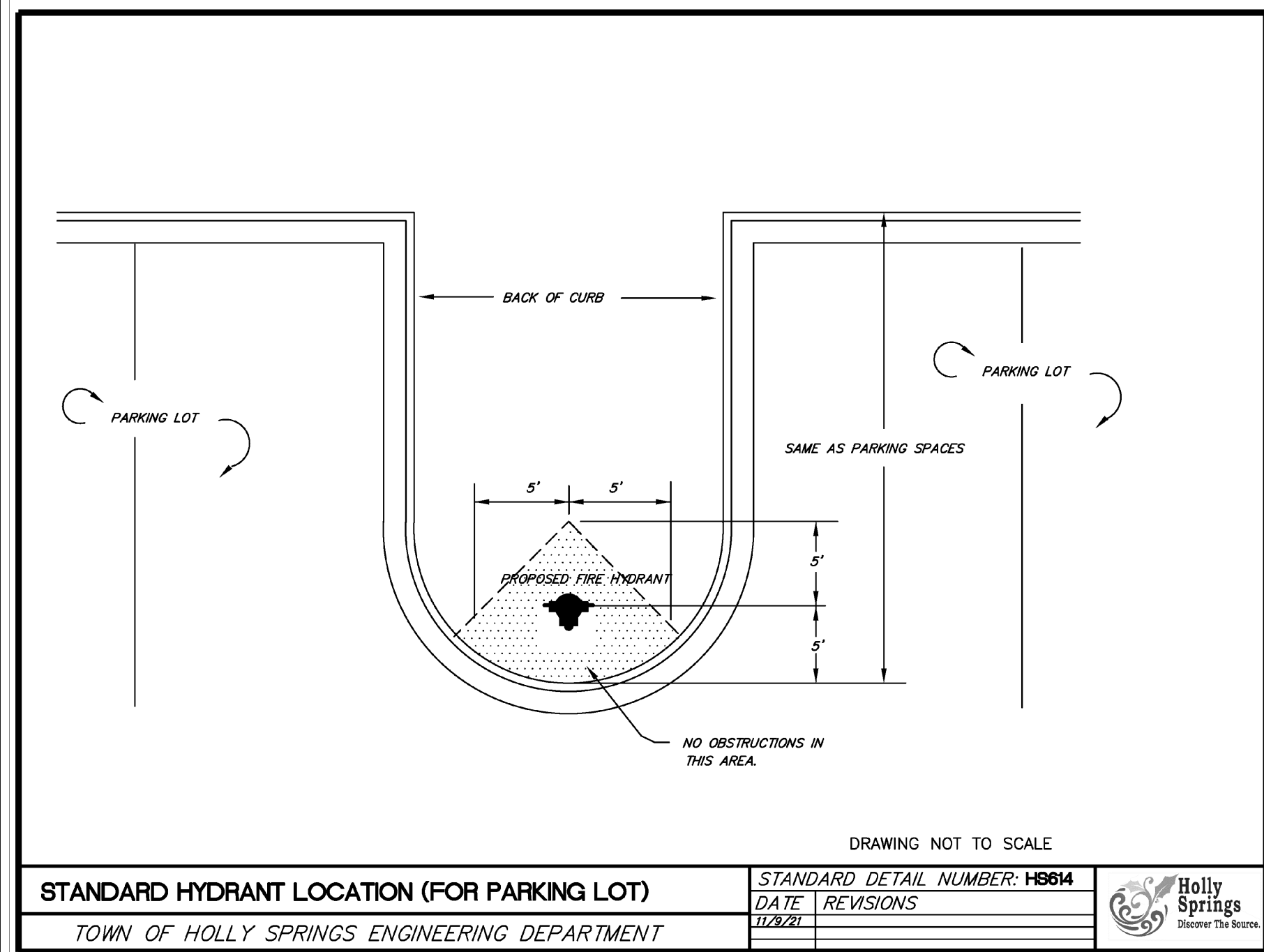
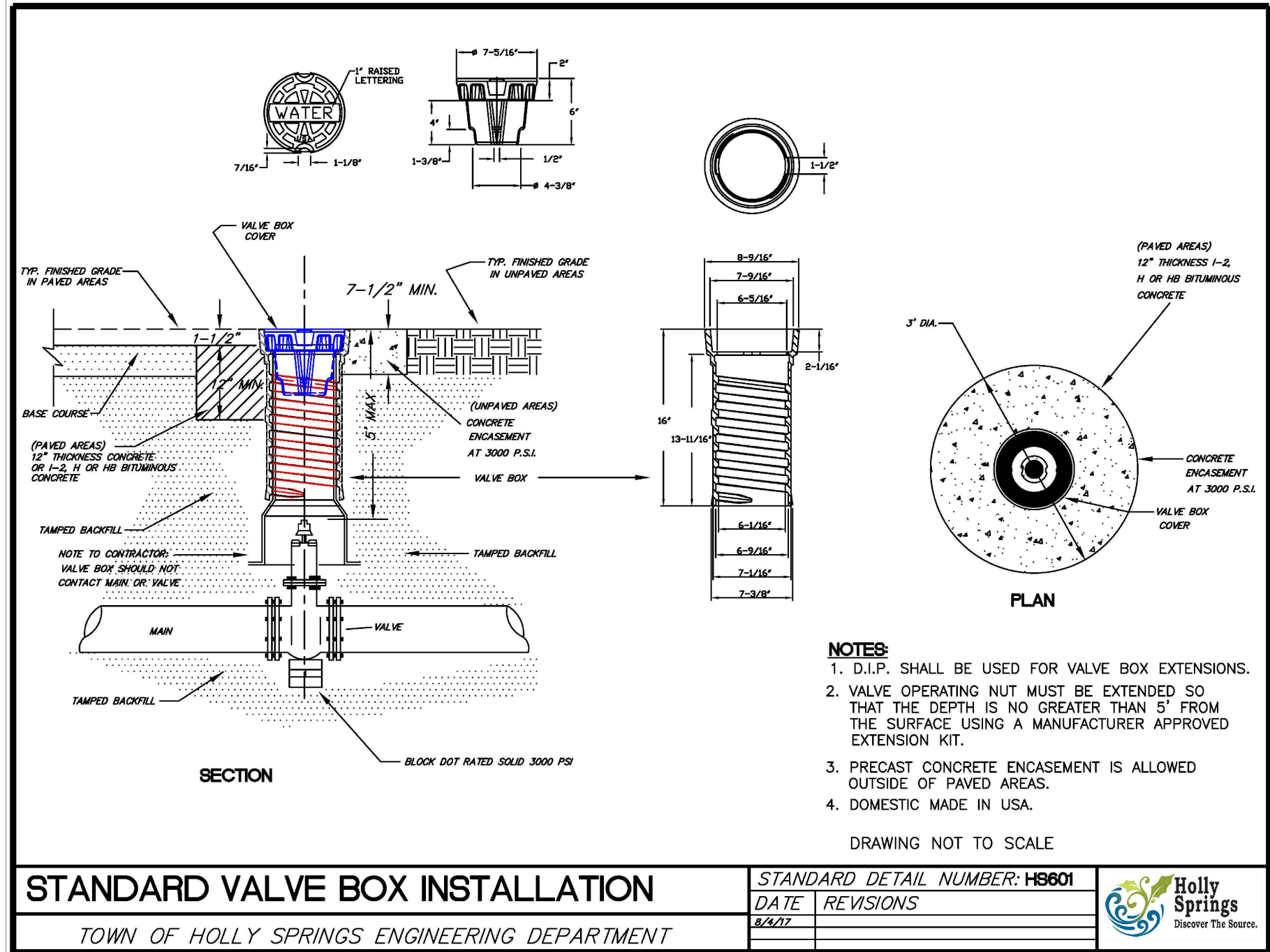
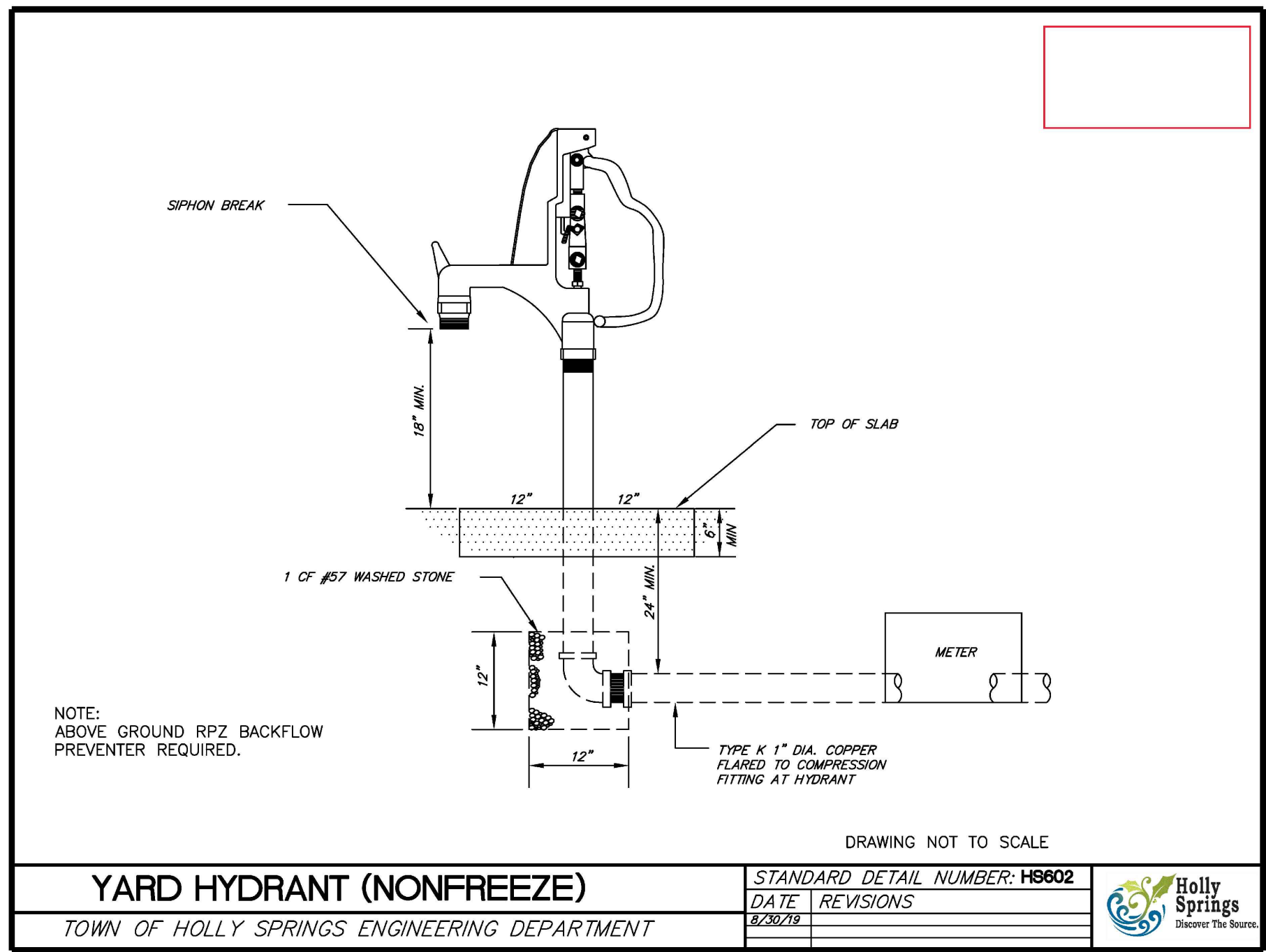
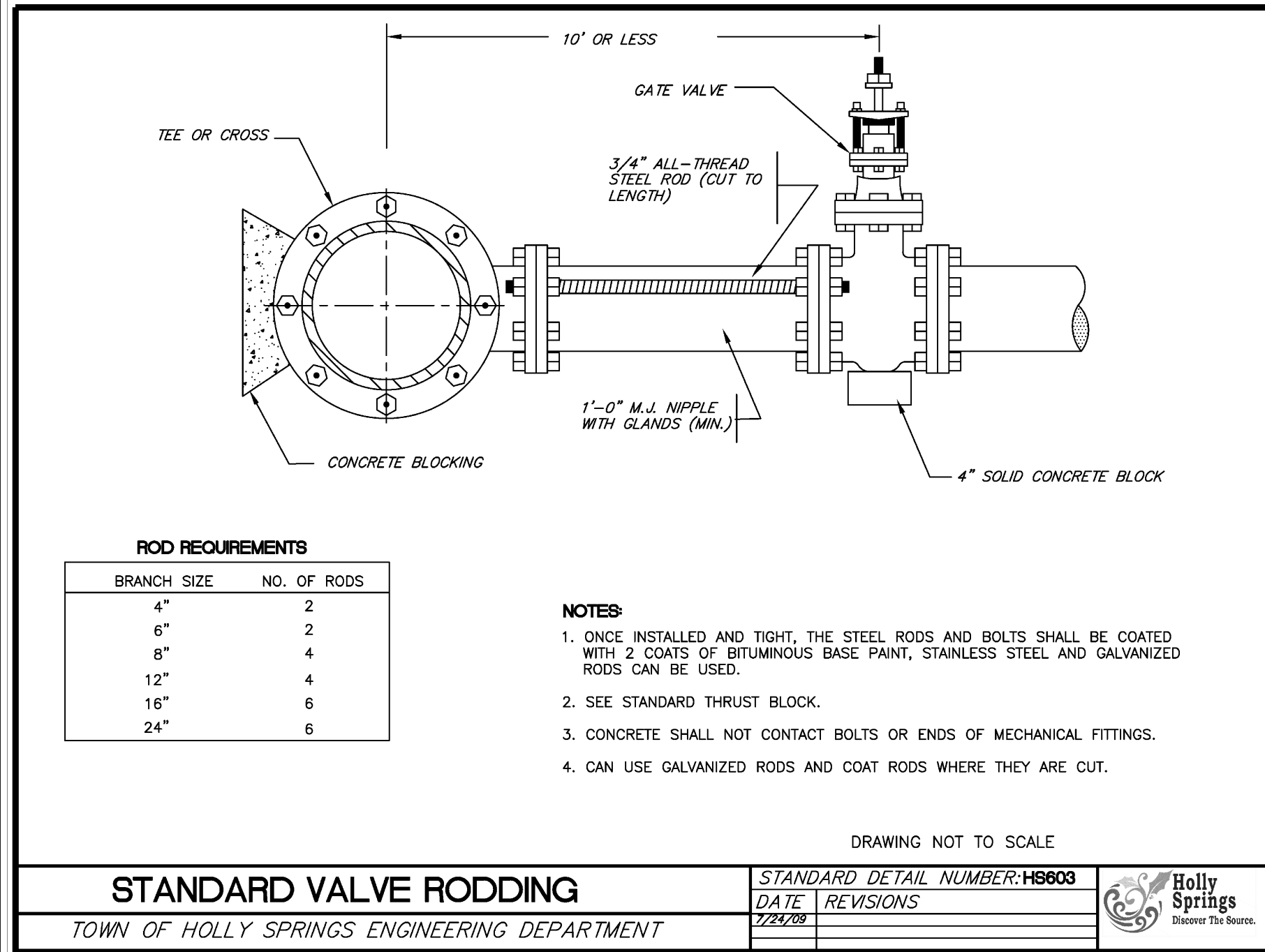


N/F
MYERS, WILLIAM AND
CRUPI, CANDACE
UNKNOWN ESTATE FILE (CURRENT)
DB 13969 PG 295 (BACK DEED)
PIN 0637-46-7953
ZONING: RR

☆ CENTURYLINK 1190 R4F-1

N/F
BRENDA JUDD WILLIAMS
DB 16024 PG 2015
BM 1999 PG 664
PIN 0637-48-6504
ZONING: RR

AREA 4
AREA 2 MATCHLINE



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 NORTH CAROLINA
 3953
 ENGINEER
 8/20/20

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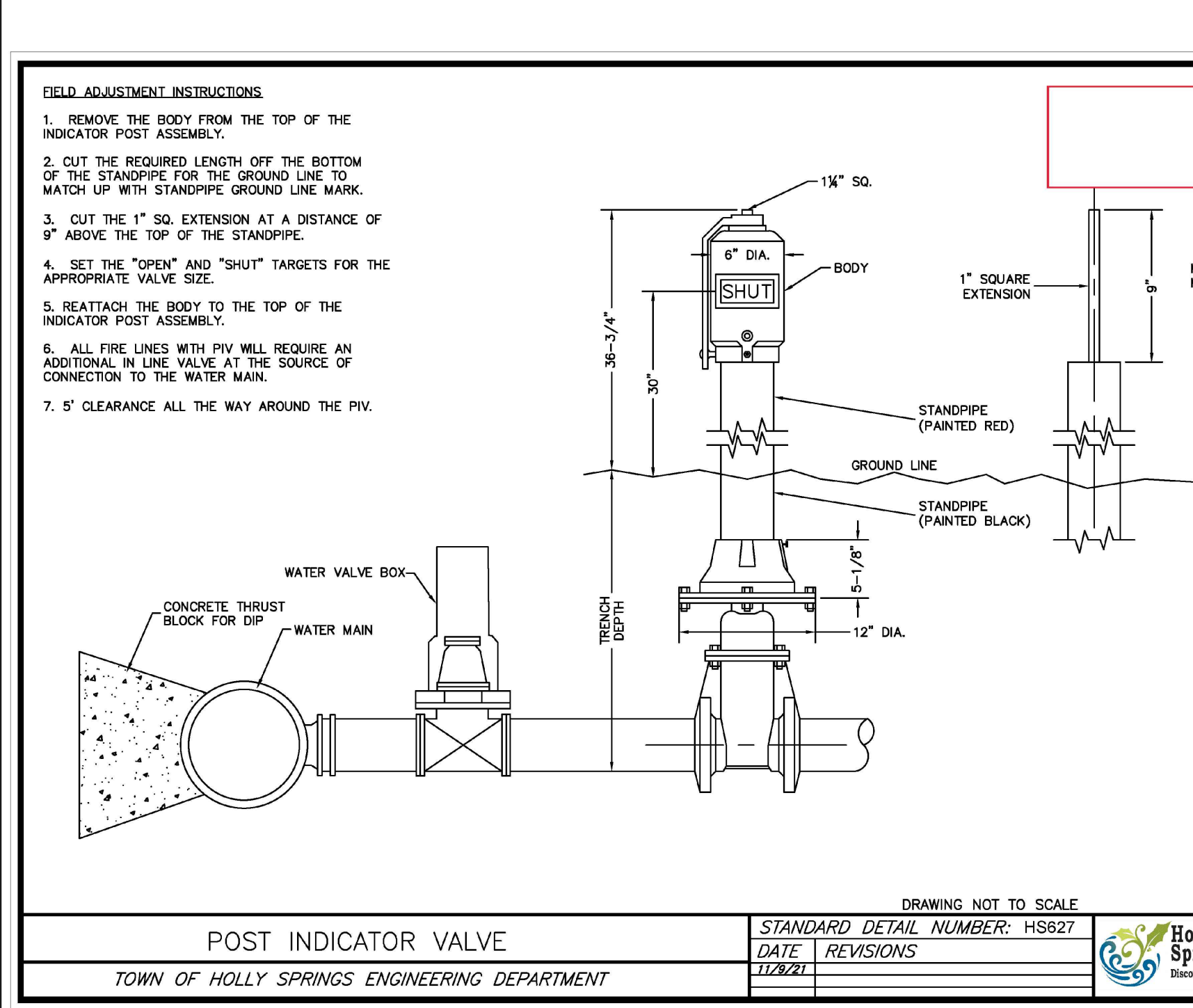
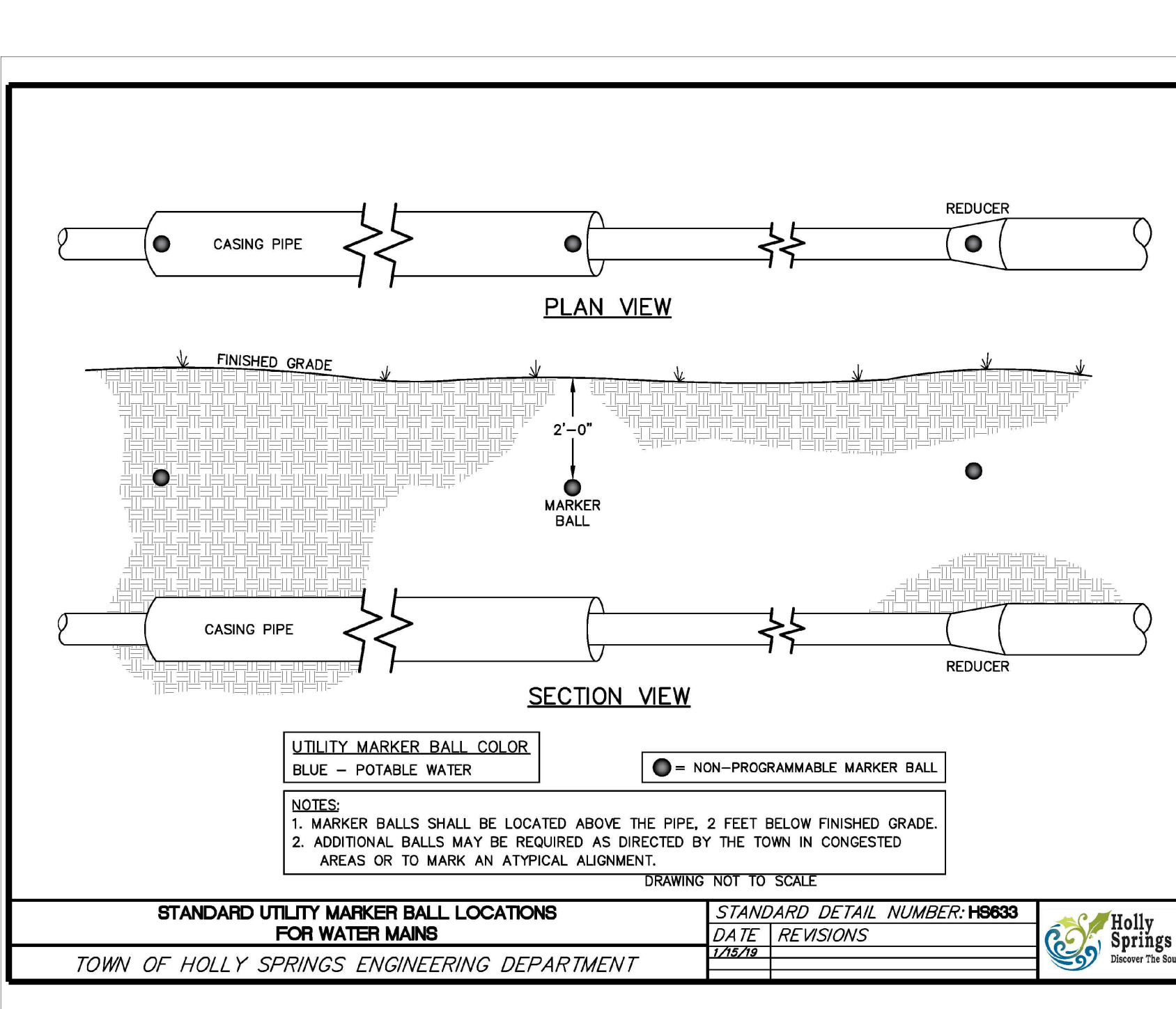
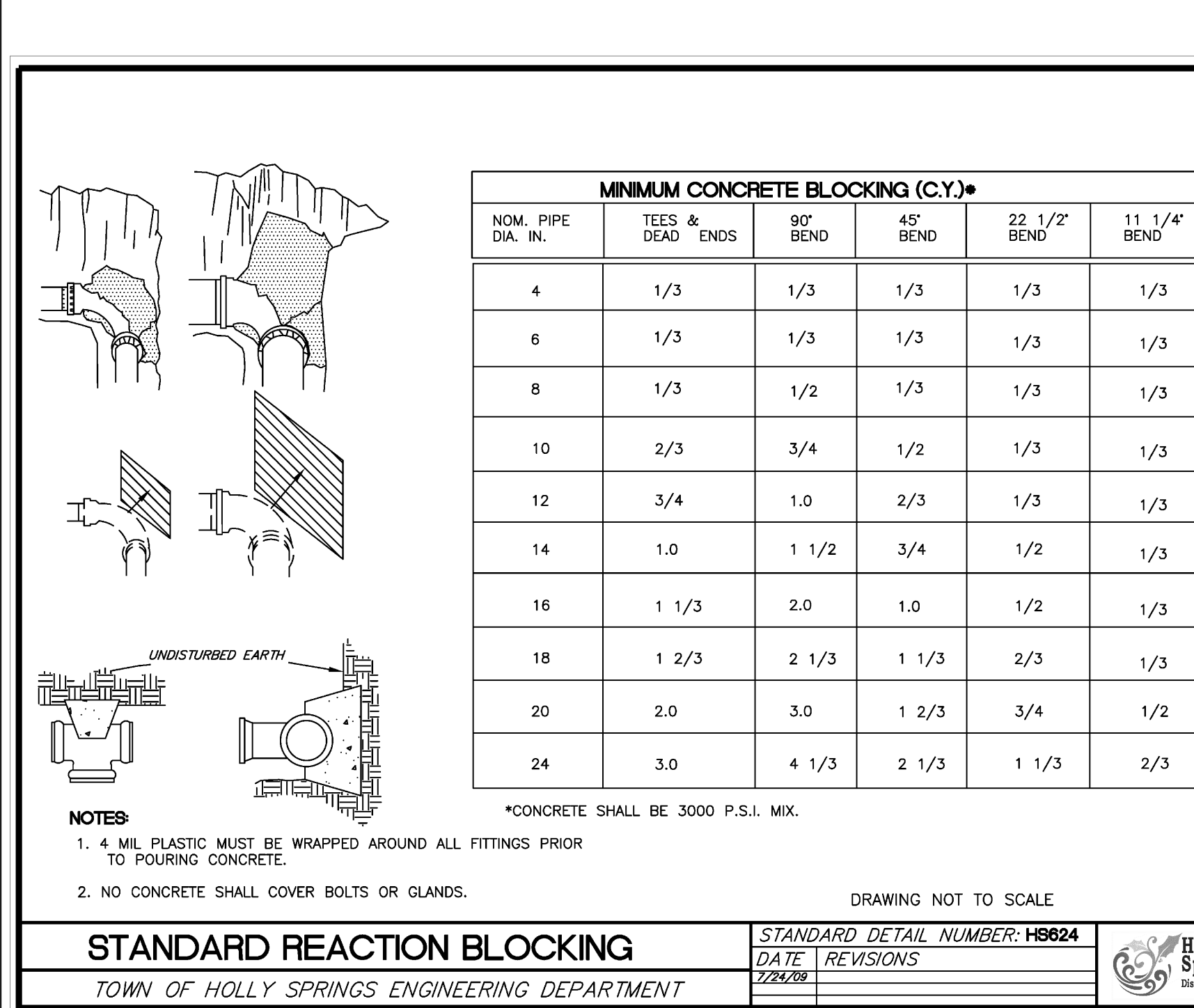
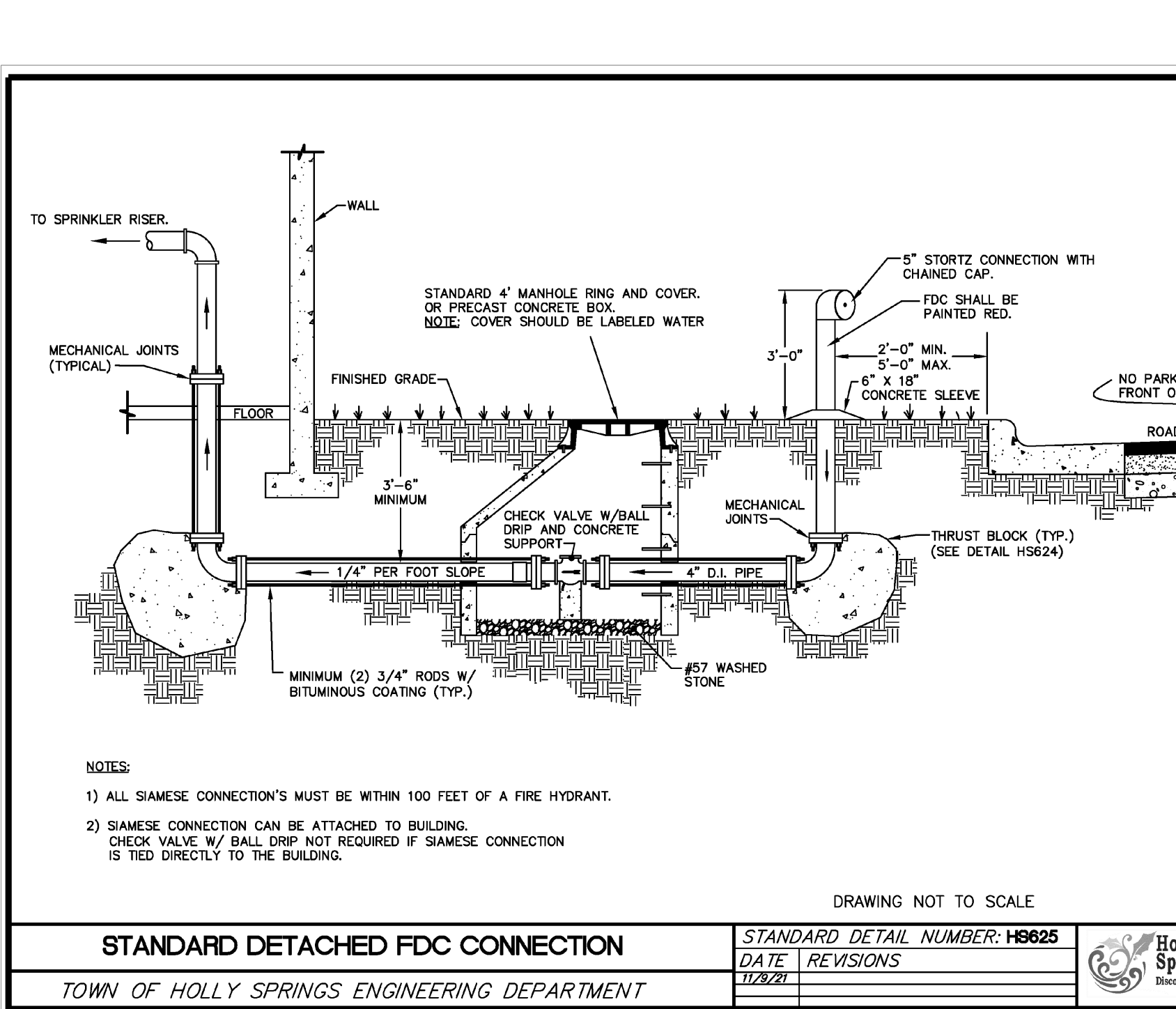
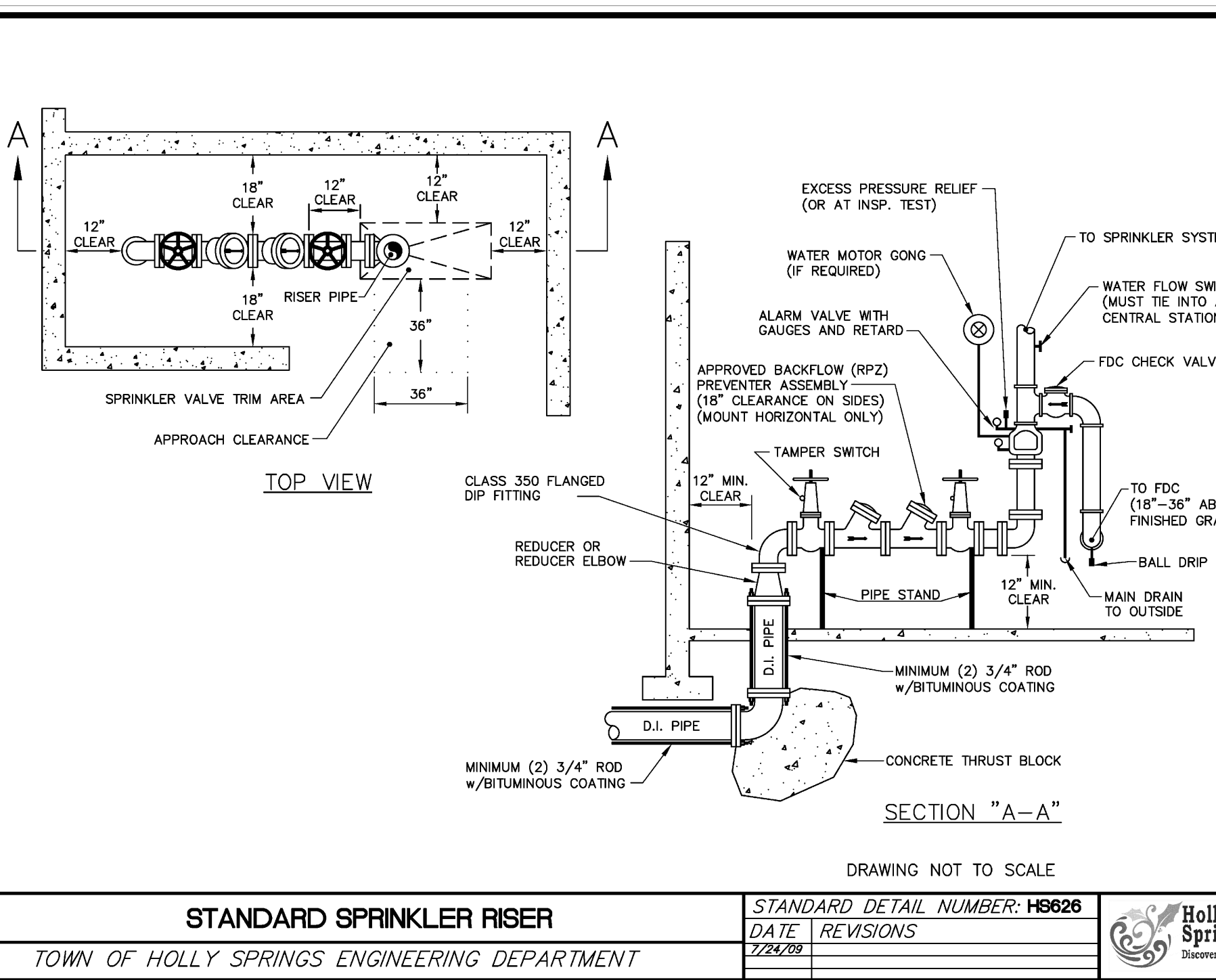
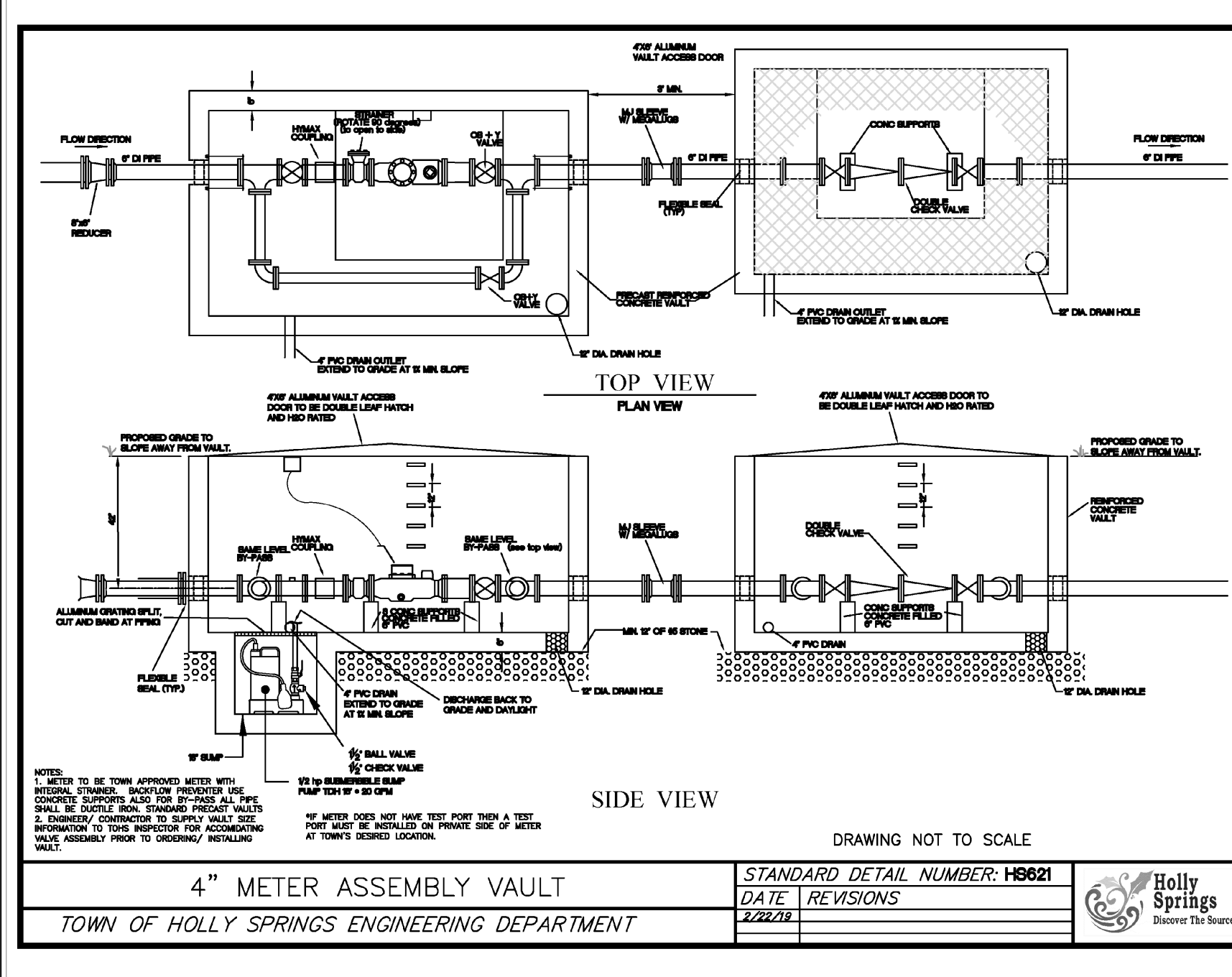
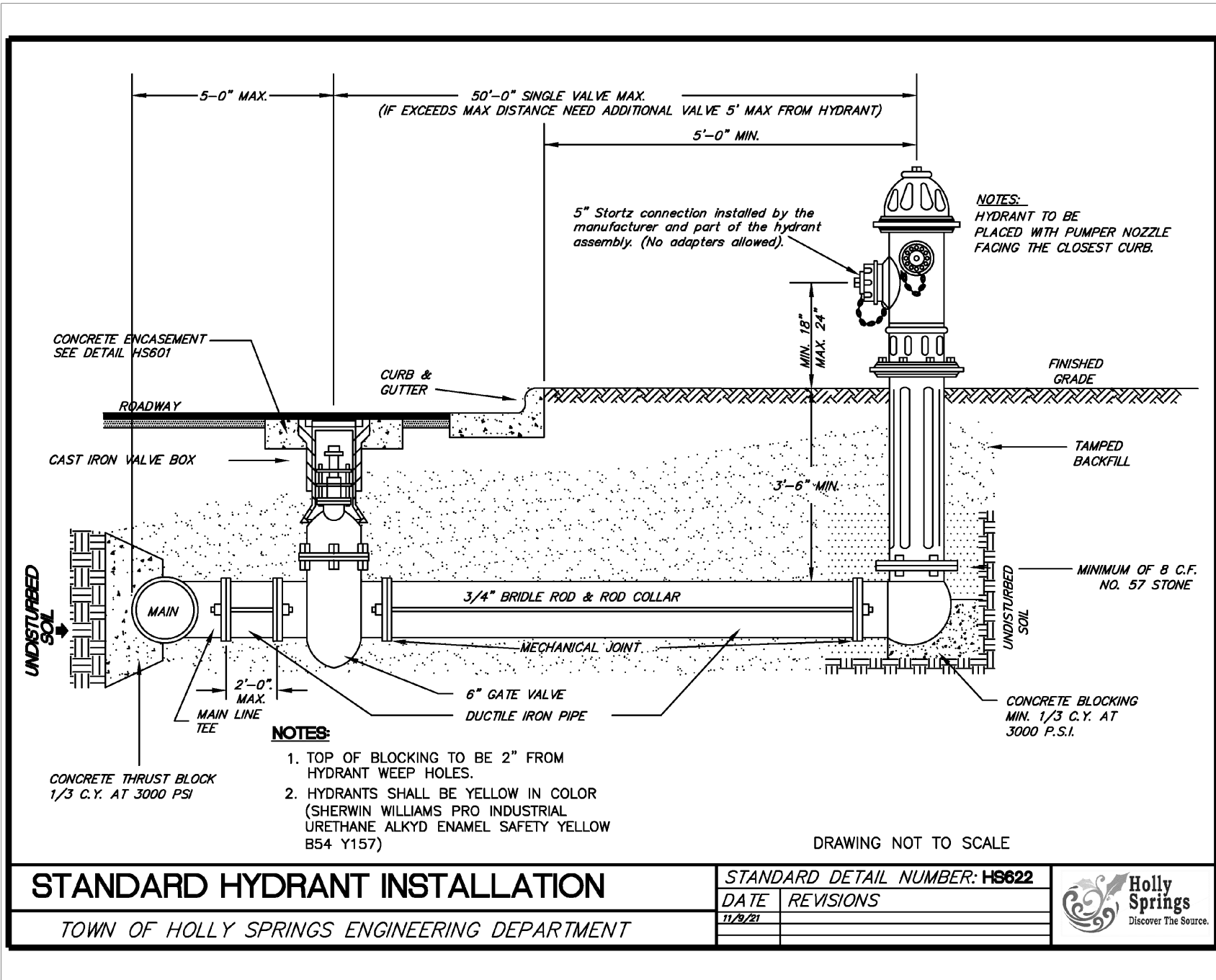
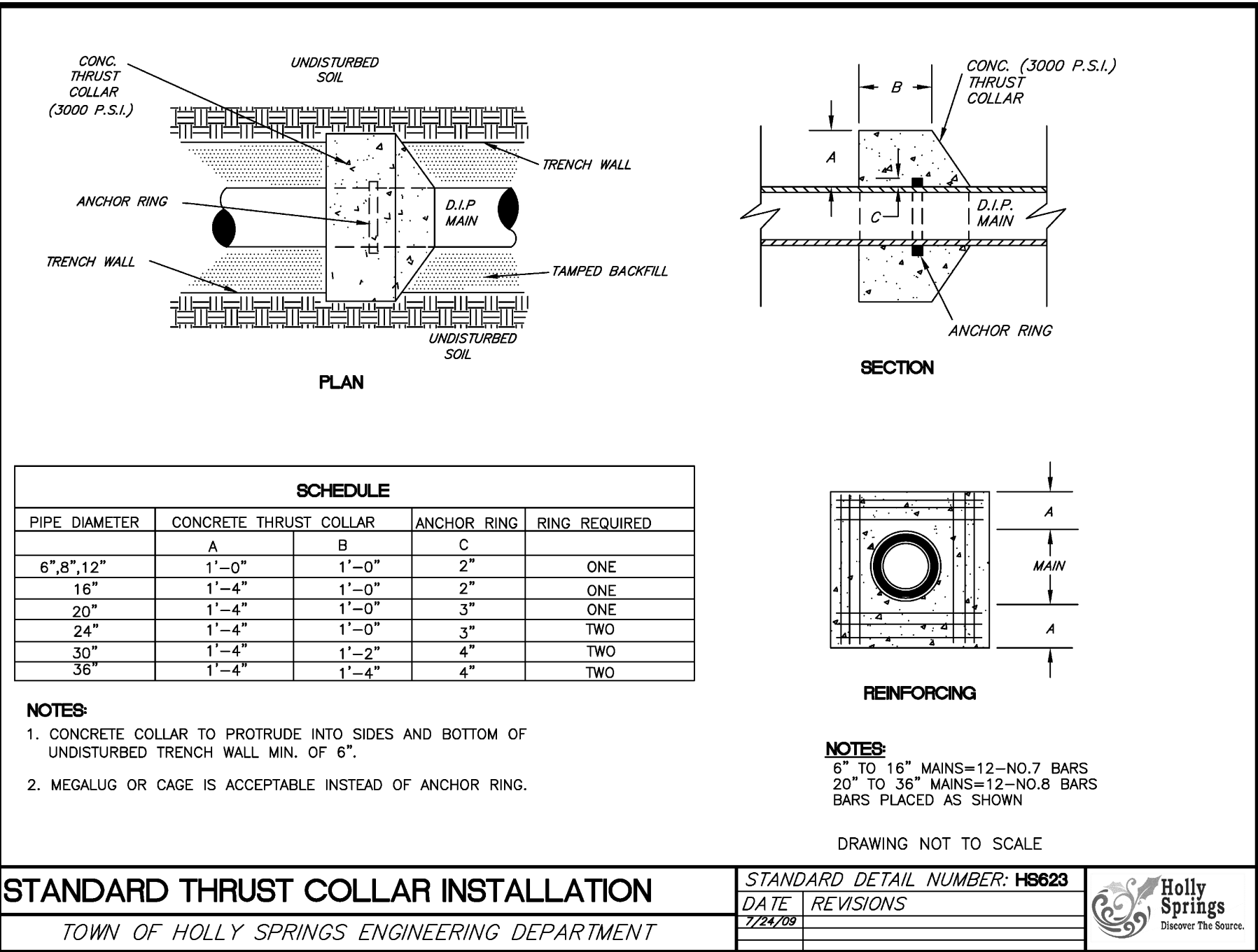
SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD.
	ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

DRAWING TITLE
UTILITY-STORM DETAILS

DRAWING NUMBER

C-07.01



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ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE
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DRAWING NUMBER

C-07.02

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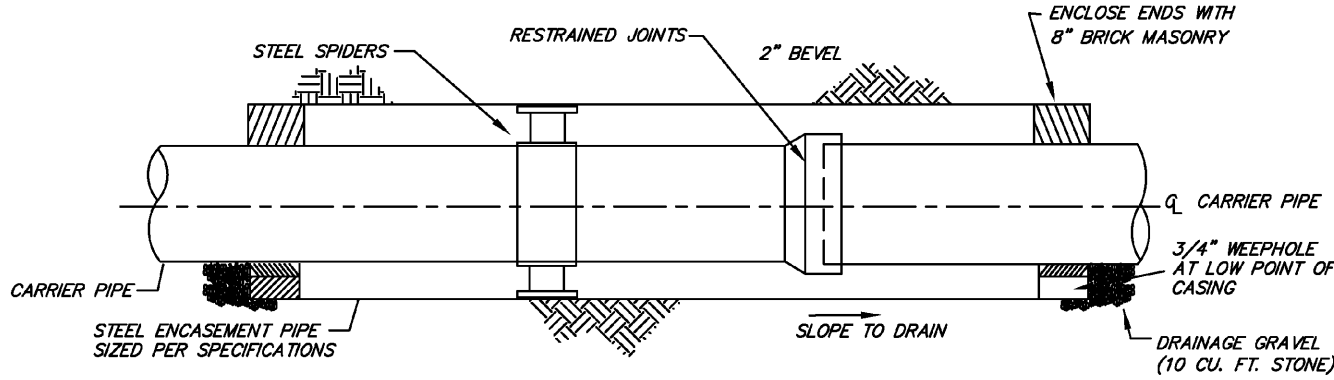
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	ELEMENTARY SCHOOL
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DRAWING TITLE

UTILITY-STORM
DETAILS

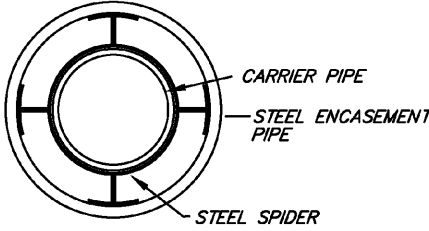
DRAWING NUMBER

C-07.04



NOTES

1. DUCTILE IRON PIPE SHOULD HAVE 2 SPIDERS PER STITCH OF PIPE.
2. PVC SHOULD HAVE 3 SPIDERS PER STITCH OF PIPE.
3. RESTRAINT - GASKET REQUIRED FOR PUSH ON JOINT PIPE.
(NO WELDED RINGS ALLOWED TO BE USED FOR RESTRAINT)

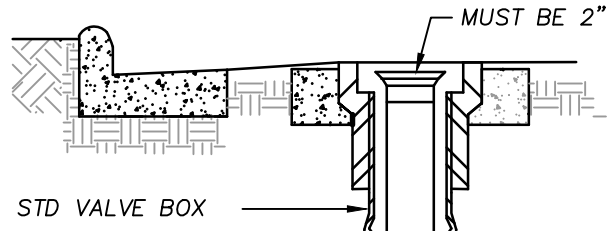
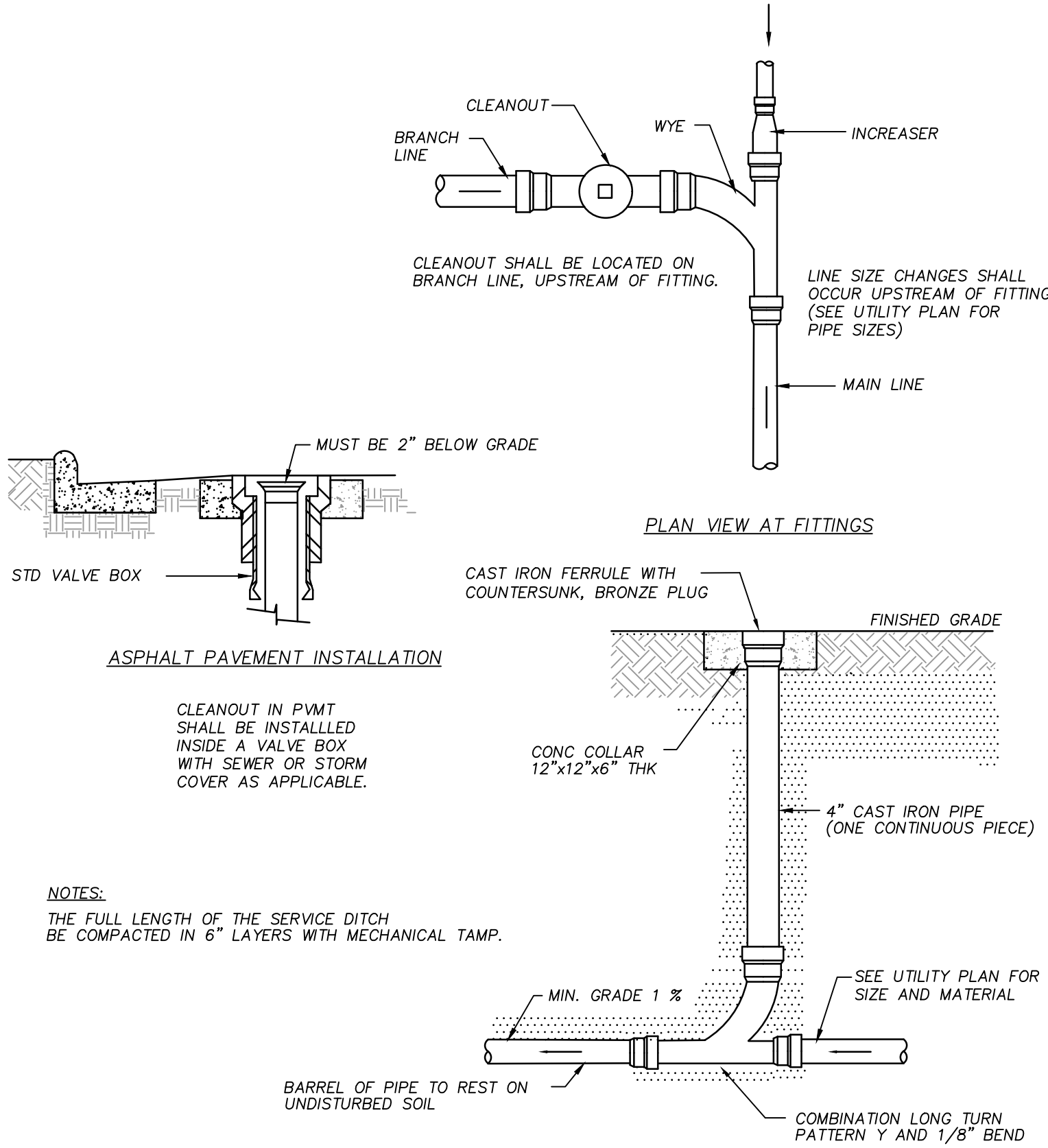


DRAWING NOT TO SCALE

WATER BORE + JACK DETAIL	STANDARD DETAIL NUMBER: H8608	Holly Springs Engineers & Architects
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT	DATE: 12/24/22	

TOWN OF HOLLY SPRINGS STANDARD DETAILS

N.T.S.



CLEANOUT IN PVMT
SHALL BE INSTALLED
INSIDE A VALVE BOX
WITH SEWER OR STORM
COVER AS APPLICABLE.

NOTES:

THE FULL LENGTH OF THE SERVICE DITCH
BE COMPACTED IN 6" LAYERS WITH MECHANICAL TAMP.

COMBINATION LONG TURN
PATTERN Y AND 1/8" BEND

STANDARD CLEANOUT

N.T.S.



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PHASE DEVELOPMENT PLAN SUB #4

VA PROJECT ID E52 - REX RD.

SCO ID # _____

UTILITY-STORM DETAILS

0.07.05

C-07.05



N.T.S.



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E-52 REX ROAD
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WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

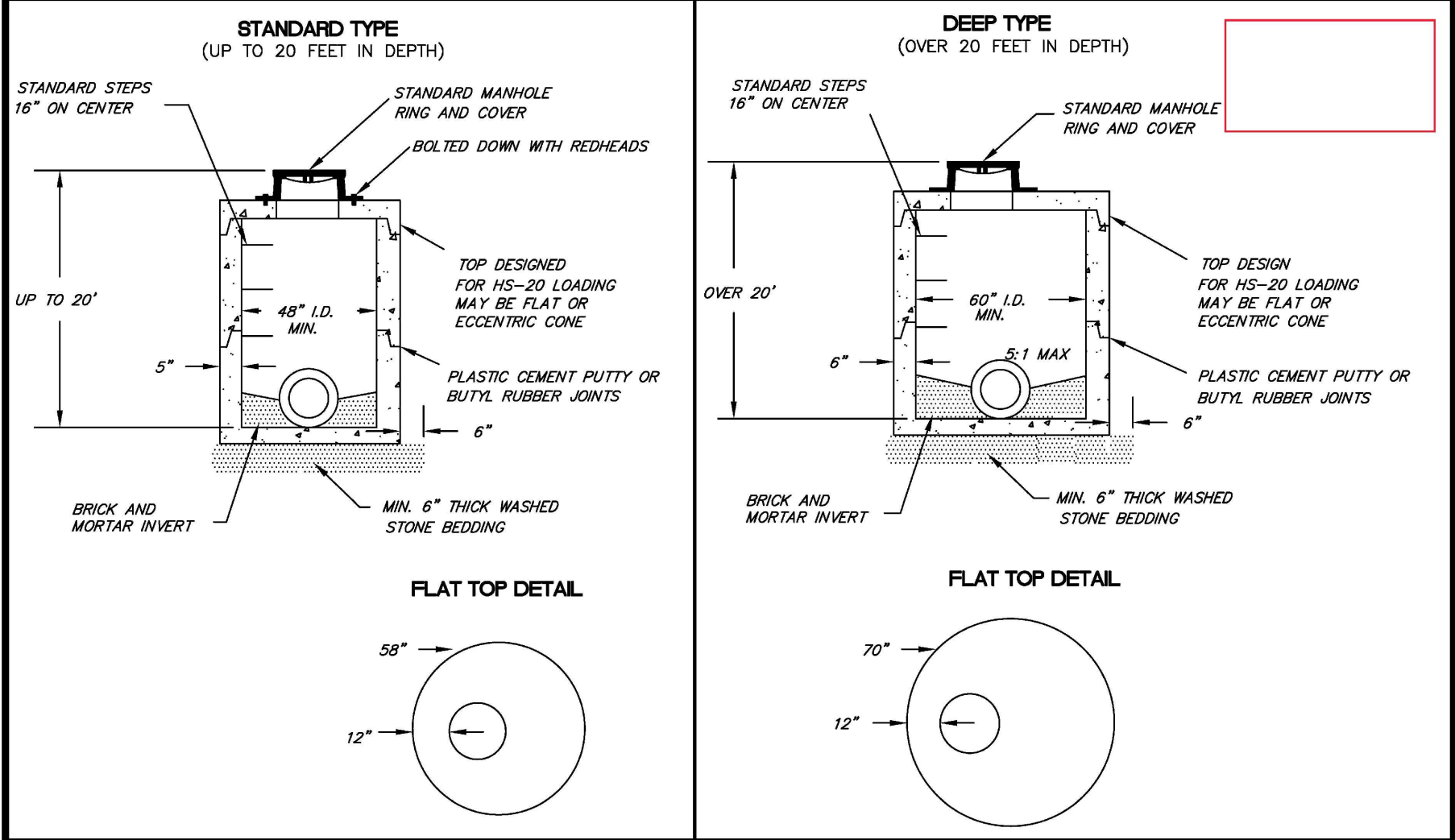
PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD.
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VA PROJECT #	2021006
SCO ID #	-

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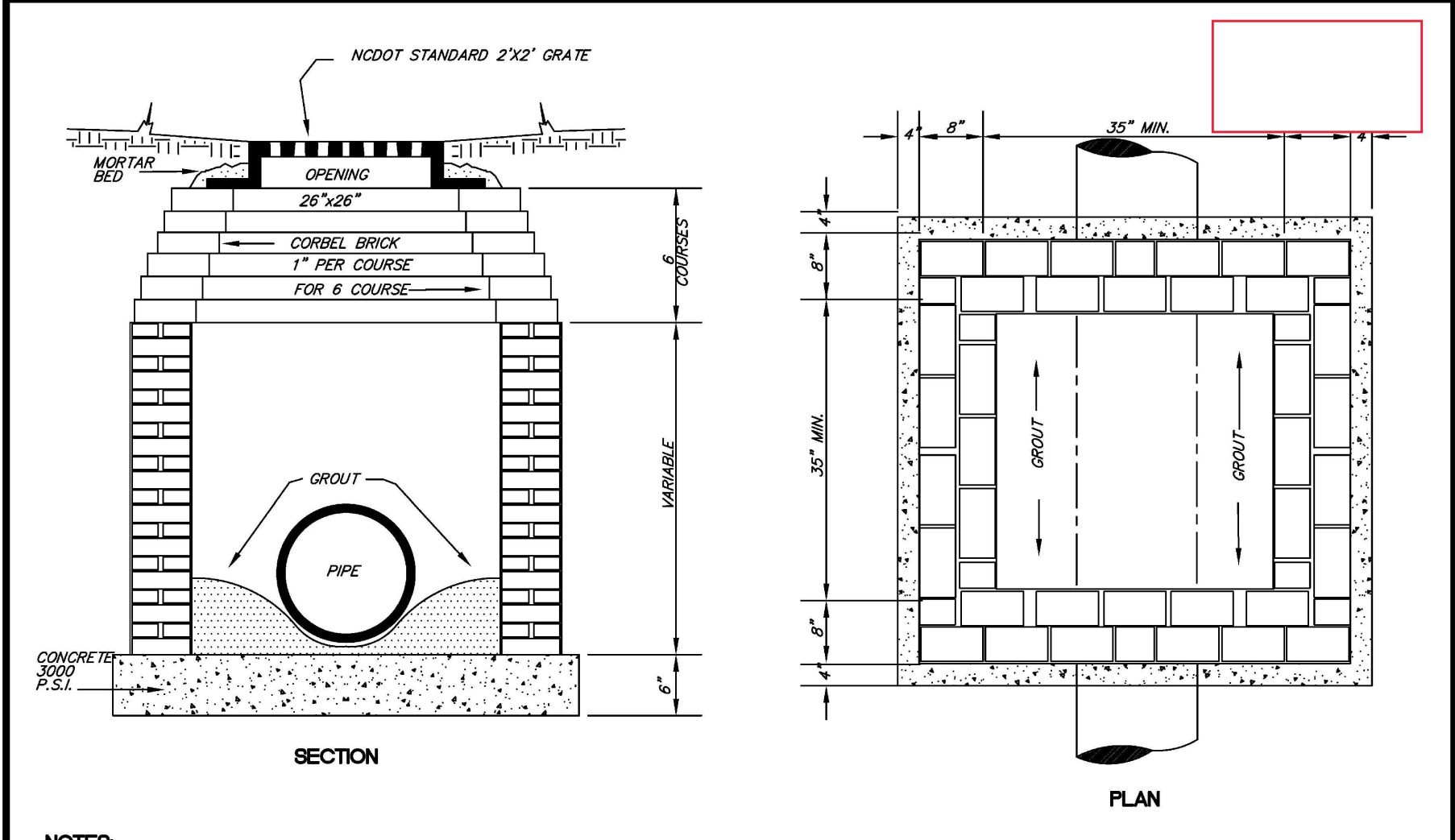
UTILITY-STORM
DETAILS

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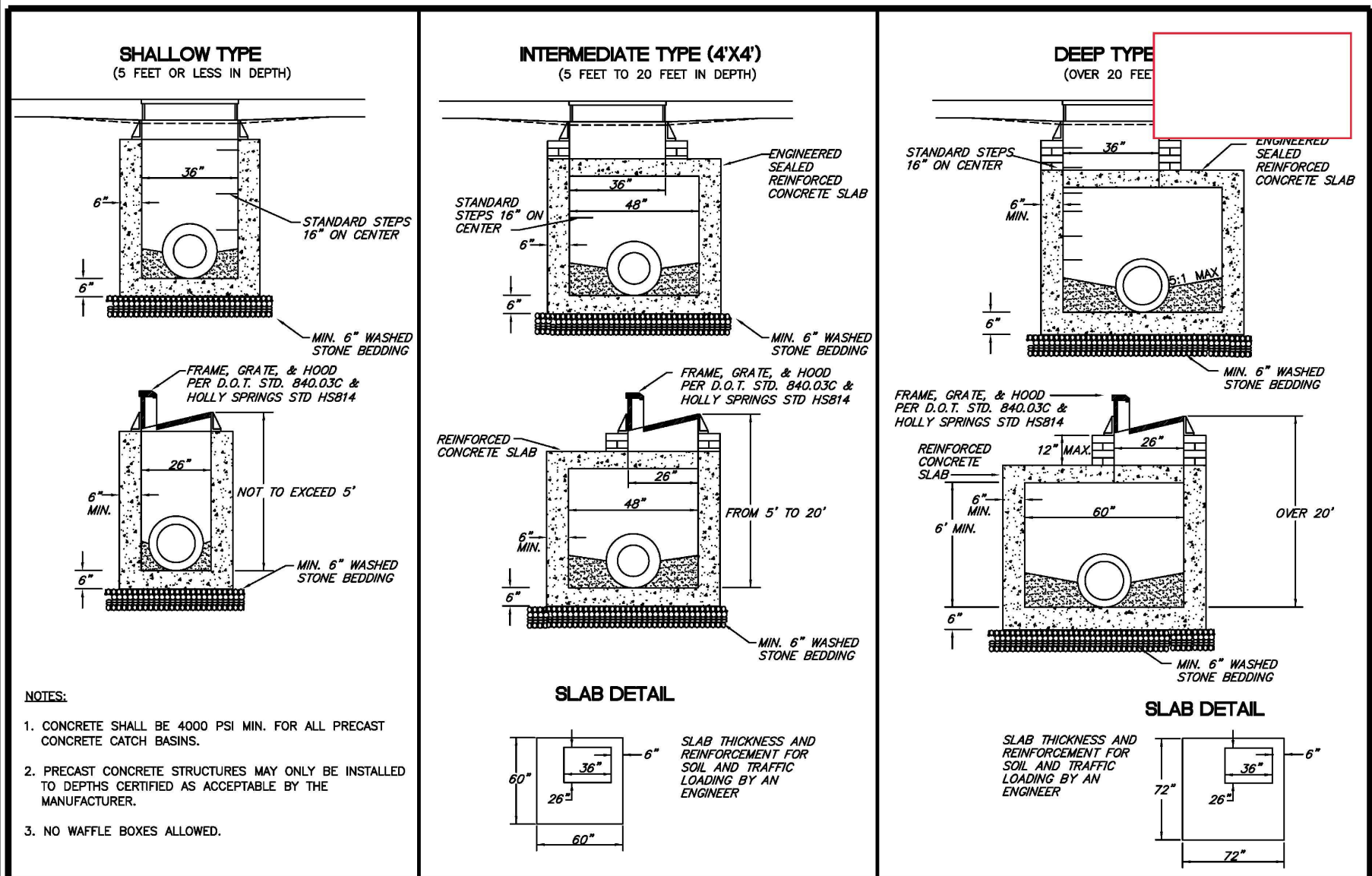
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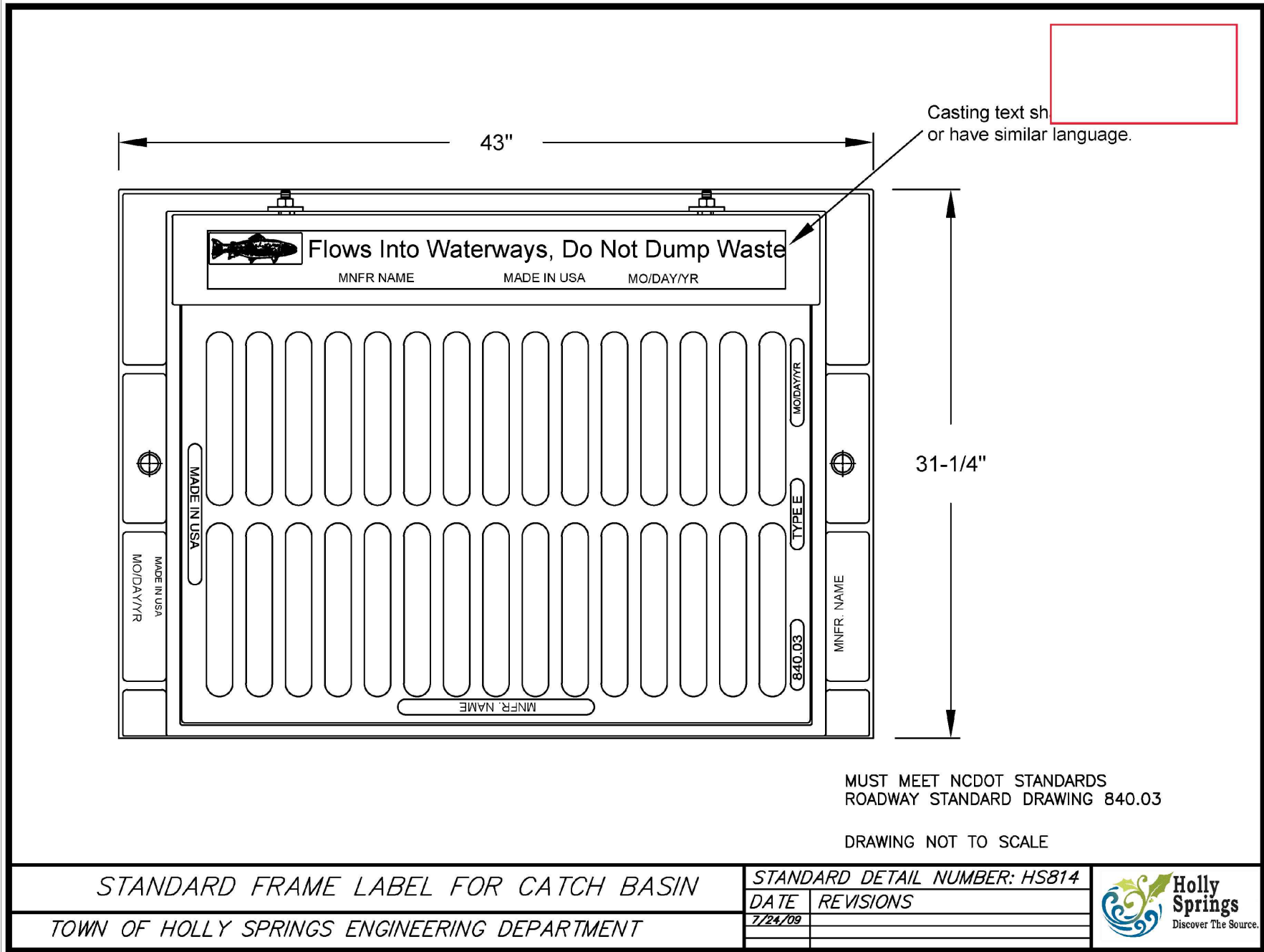
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TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT	DATE: 7/24/2022



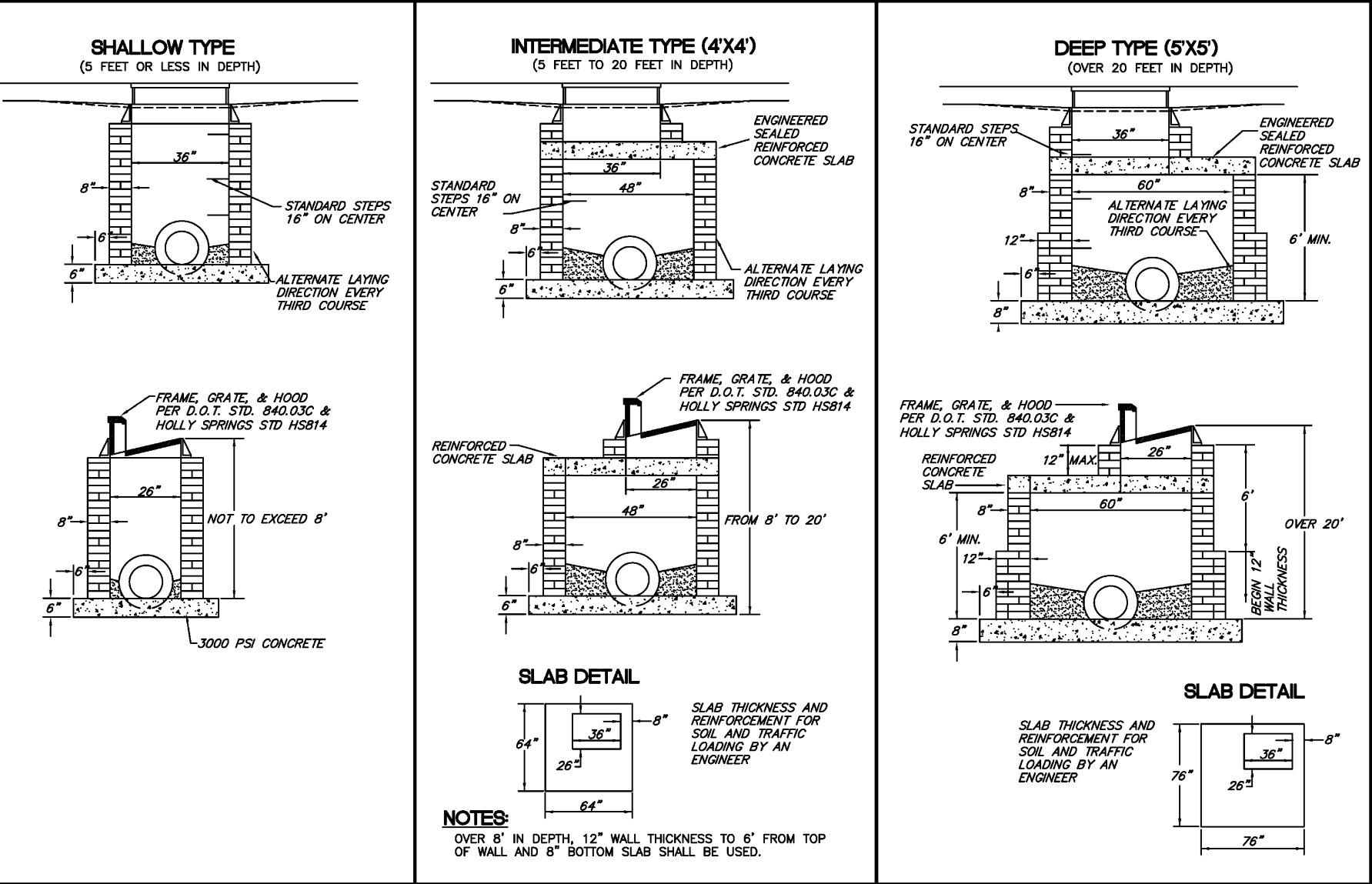
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STANDARD YARD INLET WITH GRATE AND FRAME	STANDARD DETAIL NUMBER: H5802
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT	DATE: 7/24/2022



DRAWING NOT TO SCALE	
SHALLOW TYPE (5 FEET OR LESS IN DEPTH)	INTERMEDIATE TYPE (4'X4') (5 FEET TO 20 FEET IN DEPTH)
DEEP TYPE (OVER 20 FEET IN DEPTH)	SLAB DETAIL
PRECAST CONCRETE CATCH BASINS	STANDARD DETAIL NUMBER: H5805
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT	DATE: 7/24/2022



DRAWING NOT TO SCALE	
STANDARD FRAME LABEL FOR CATCH BASIN	STANDARD DETAIL NUMBER: H5814
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT	DATE: 7/24/2022



DRAWING NOT TO SCALE	
SHALLOW TYPE (5 FEET OR LESS IN DEPTH)	INTERMEDIATE TYPE (4'X4') (5 FEET TO 20 FEET IN DEPTH)
DEEP TYPE (5'X5') (OVER 20 FEET IN DEPTH)	SLAB DETAIL
CONCRETE BLOCK OR BRICK CATCH BASIN	STANDARD DETAIL NUMBER: H5804
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT	DATE: 7/24/2022



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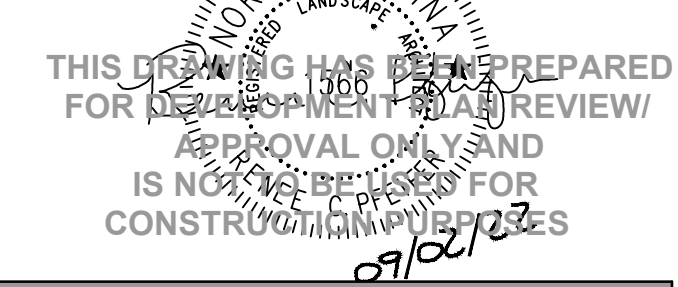
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NO.	DATE	REVISION

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E-52 REX ROAD
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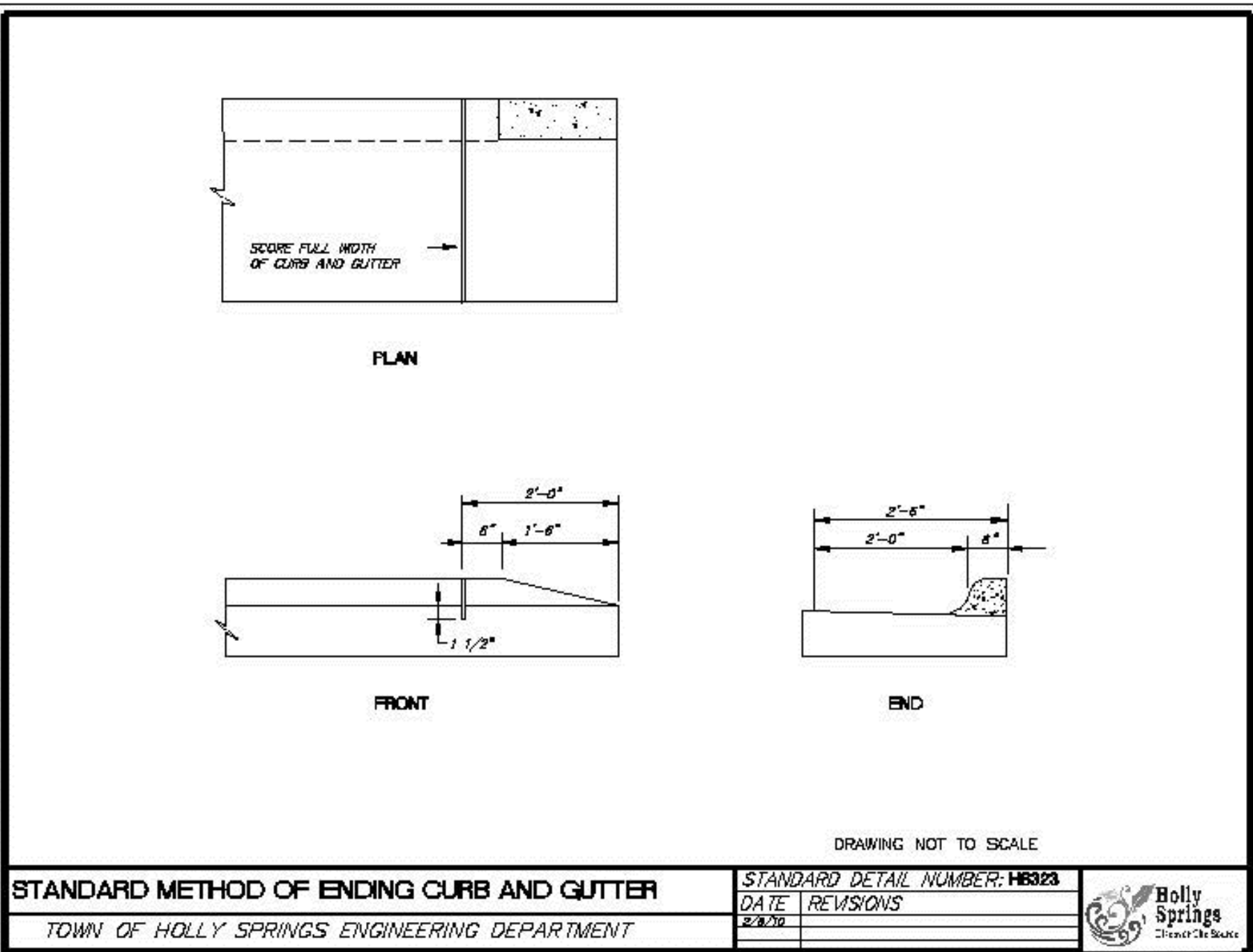
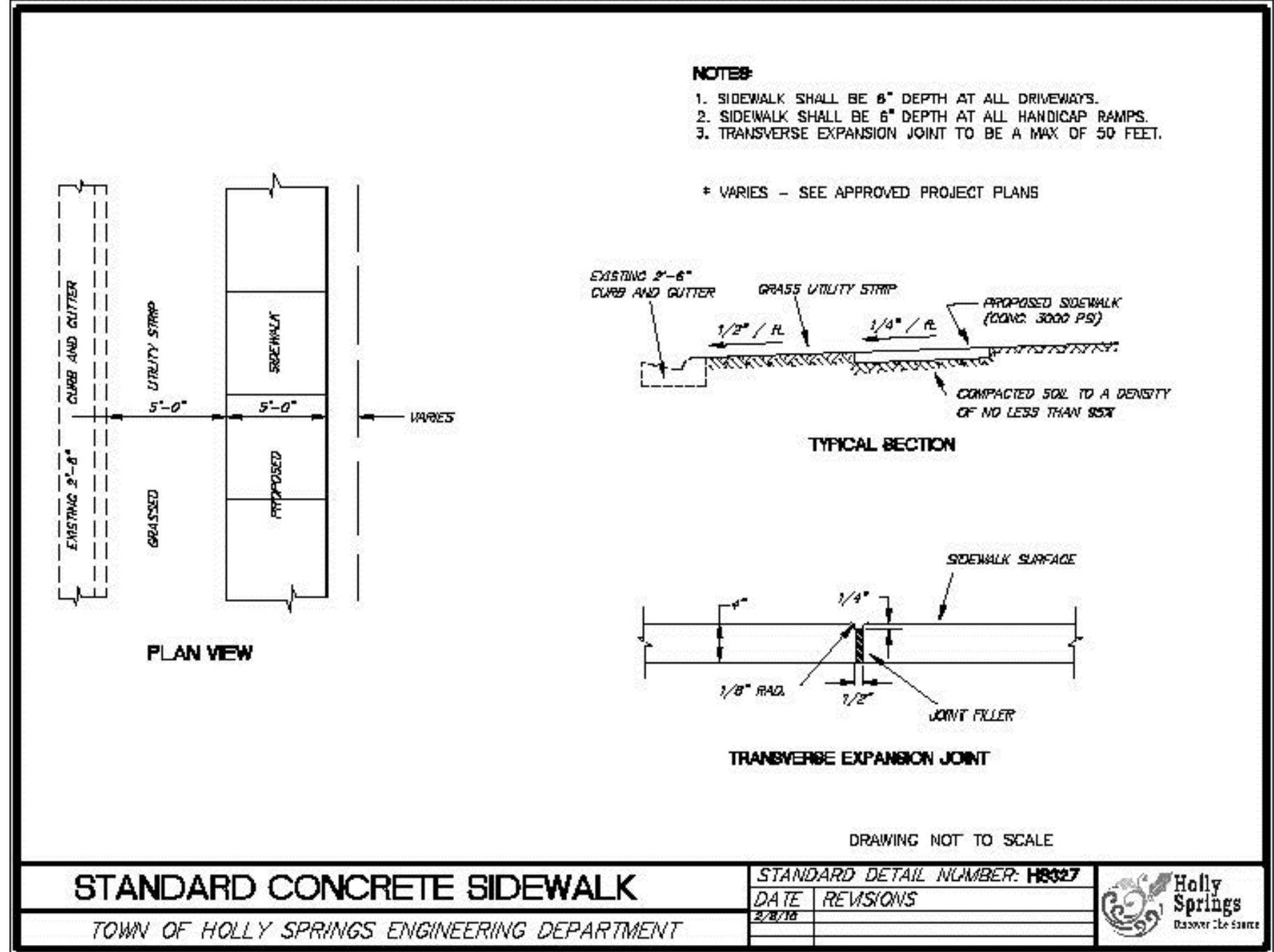
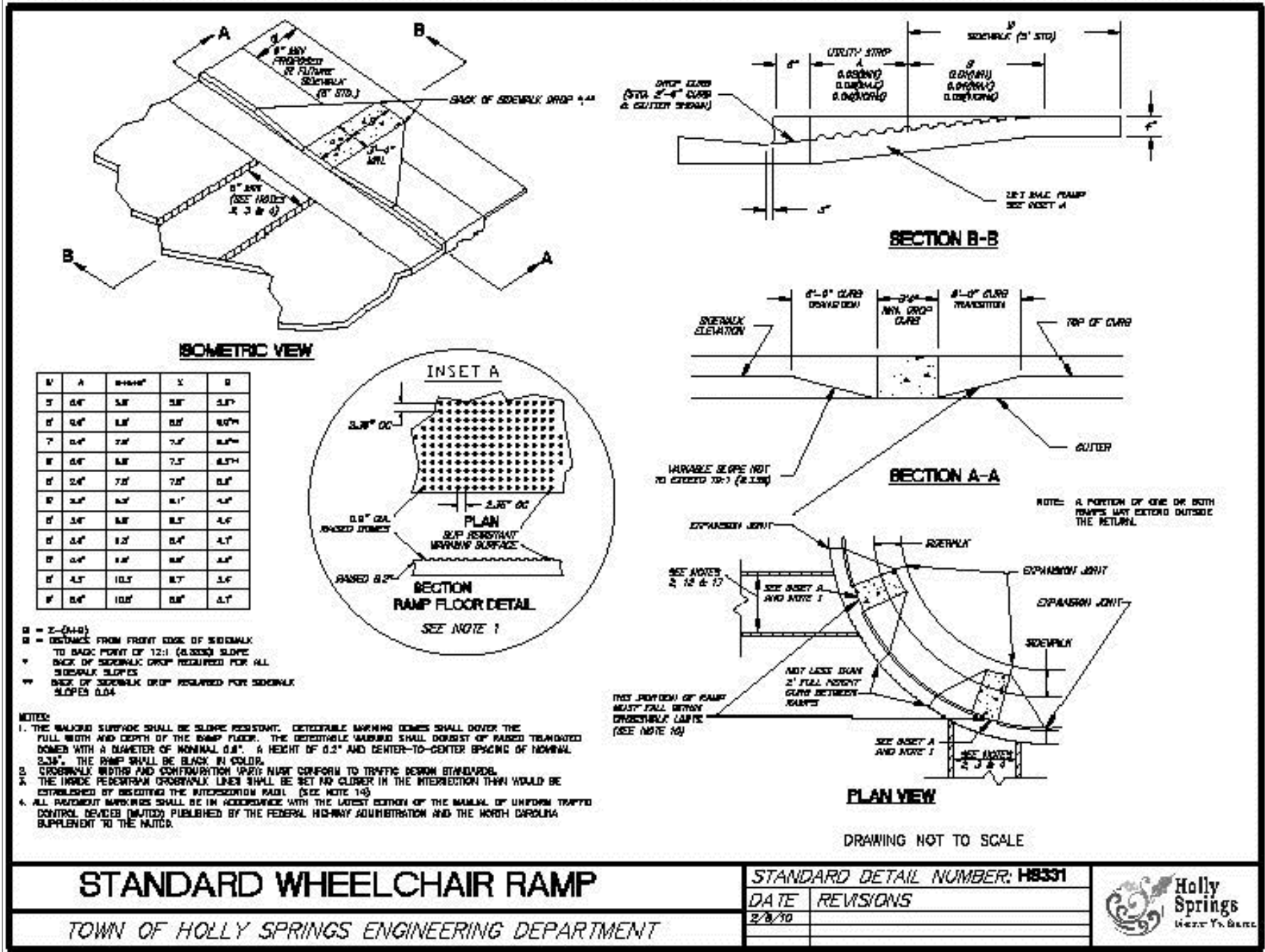
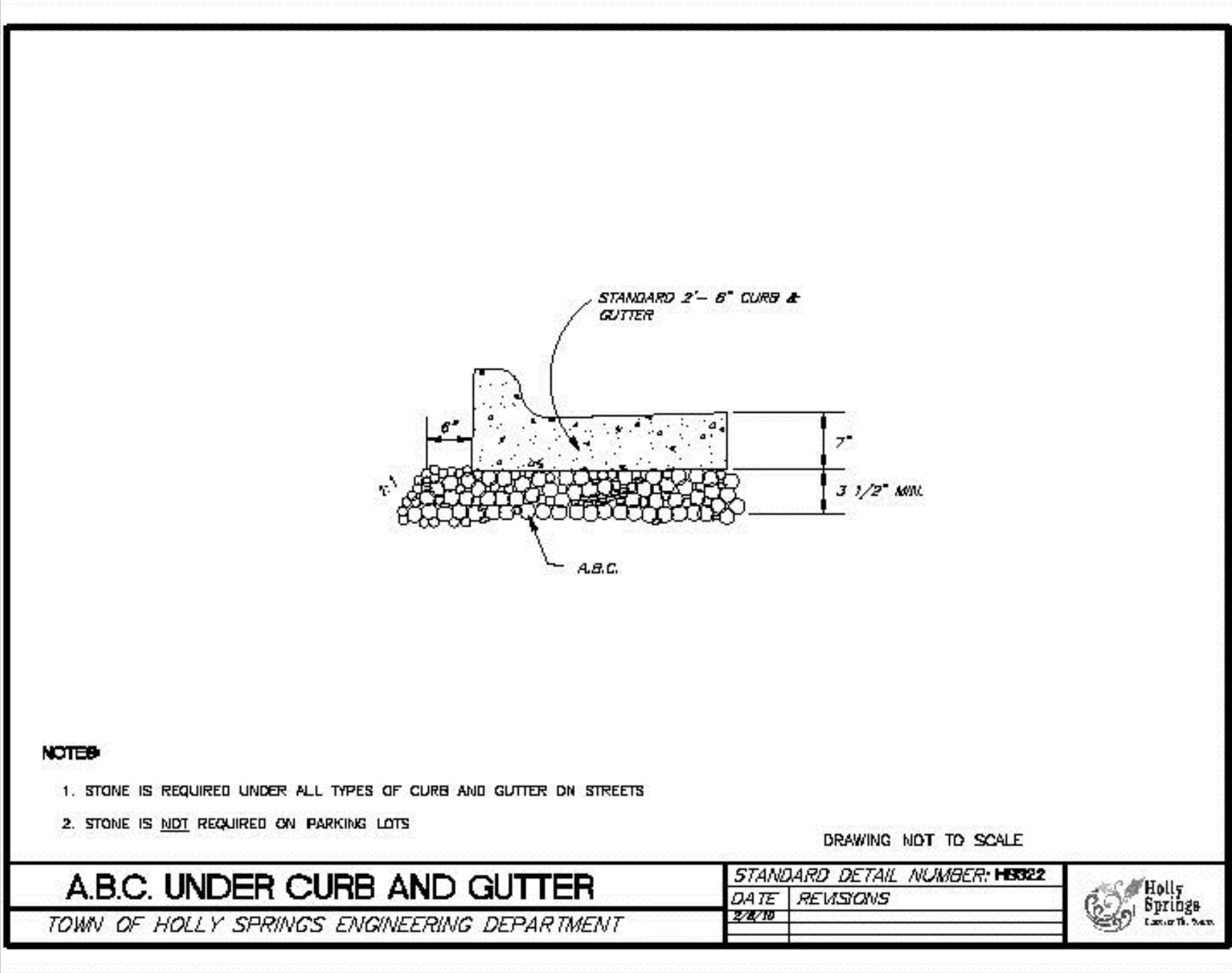
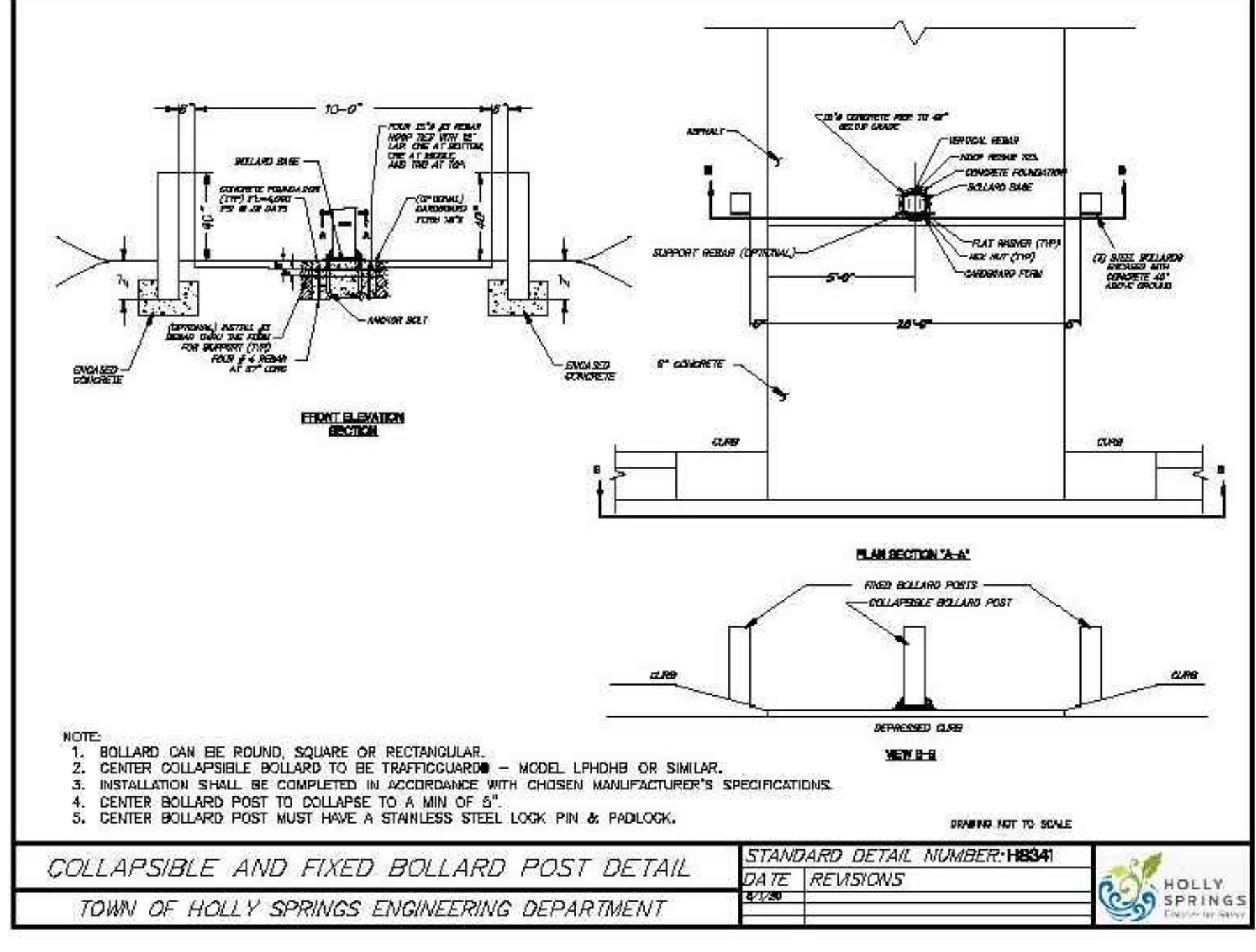
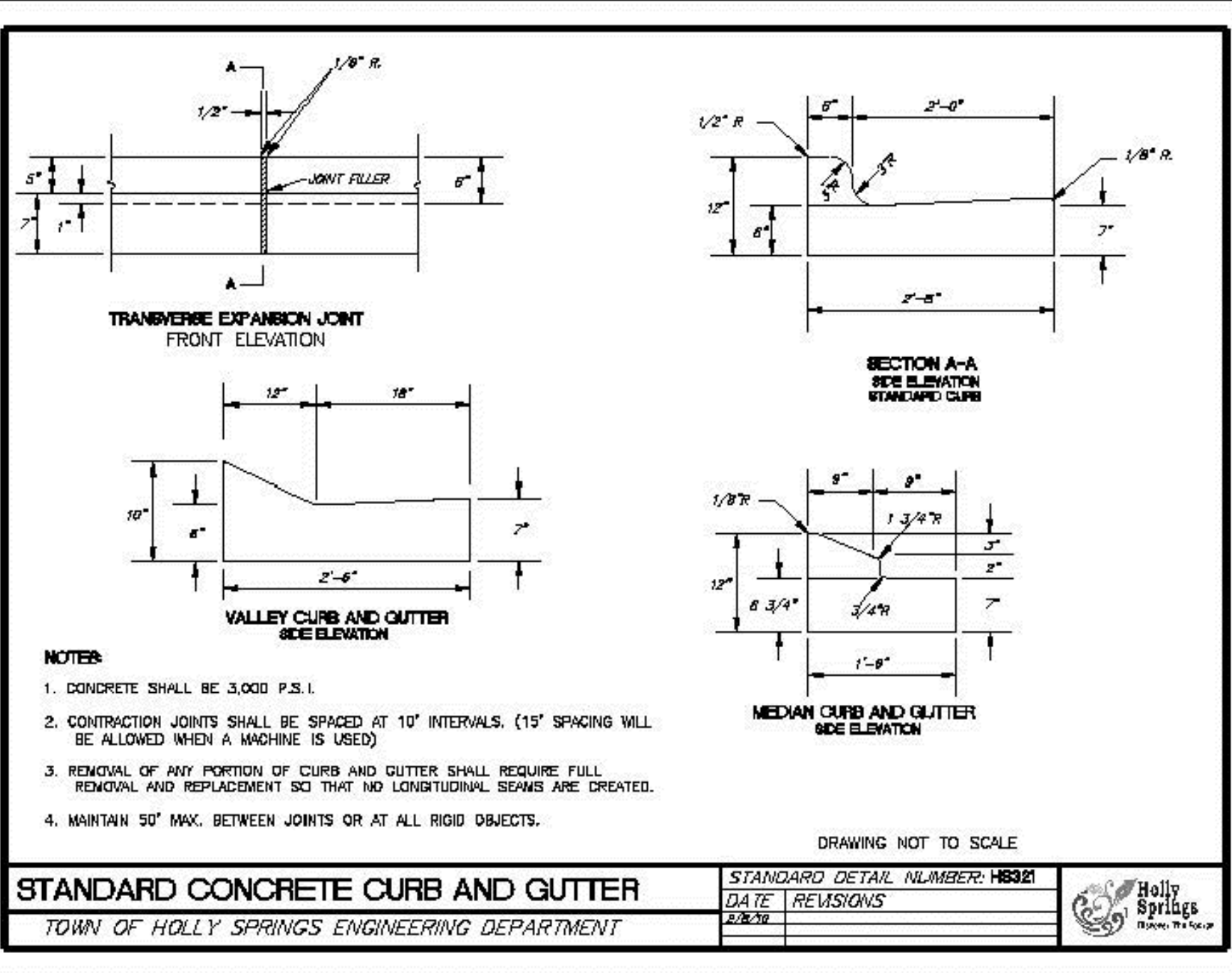
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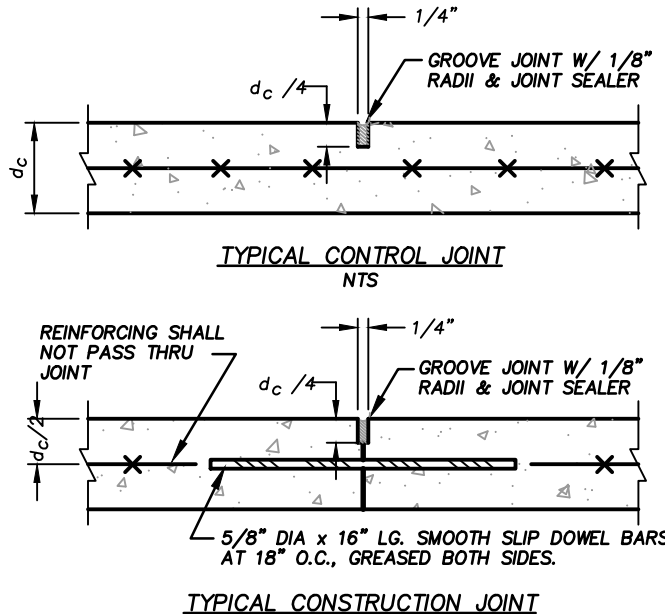
DRAWING TITLE

STAKING DETAILS

DRAWING NUMBER

C-08.01





TYPICAL CONSTRUCTION JOINT

1/2"

A cross-sectional diagram of a joint sealer application. It shows two horizontal sections separated by a vertical joint. A grey, textured material labeled "JOINT SEALER" is applied to the joint. On the left side, there is a horizontal line with an 'X' and two small triangles. On the right side, there is a horizontal line with two 'X's and two small triangles. Arrows point to the sealer material from the top and bottom.

JOINT FILL

- NTS
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGES TO SUBGRADE, INSTALLED BASE COURSE AND/OR INTERMEDIATE PAVING PRIOR TO PLACING SUBSEQUENT PAVEMENT LIFTS AT NO ADDITIONAL COST.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING PAVEMENT DURING ALL PHASES OF WORK. THE FINAL SURFACE OF PAVEMENT SHALL BE FREE OF ALL DEFECTS OR DAMAGE.

1. SEE SPECIFICATIONS FOR PROOFROLLING, COMPACTION & TESTING REQUIREMENTS.

2. DETAIL IS FOR ON-SITE PAVING OPERATIONS ONLY.
3. THE CONTRACTOR MAY CHOOSE TO INSTALL INTERMEDIATE COURSES OF PAVEMENT TO STABILIZE THE SITE DURING CONSTRUCTION AT NO ADDITIONAL COST.

THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE ADEQUATE THICKNESS REQUIRED FOR INTERMEDIATE PAVING. INCREASES IN THE DESIGN PAVEMENT SECTION TO FACILITATE INTERMEDIATE PAVING SHALL BE PROVIDED AT NO ADDITIONAL COST.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGES TO SUBGRADE, INSTALLED BASE COURSE AND/OR INTERMEDIATE PAVING PRIOR TO PLACING SUBSEQUENT PAVEMENT LIFTS AT NO ADDITIONAL COST.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING PAVEMENT DURING ALL PHASES OF WORK. THE FINAL SURFACE PAVEMENT SHALL BE FREE OF ALL DEFECTS OR DAMAGE.

1. SLOPE SIDEWALK FROM LOADING ZONE AT 1:12 (MAX.).
2. PROVIDE ABOVE-GROUND SIGN
3. SEE STAKING PLAN FOR ACTUAL DIMENSIONS.



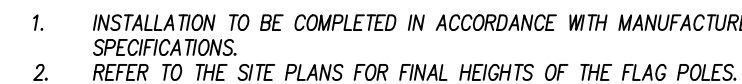
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C&G



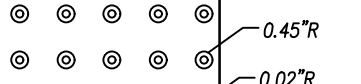
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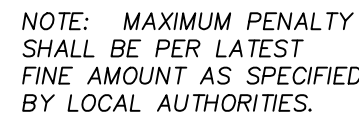
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N.T.S.

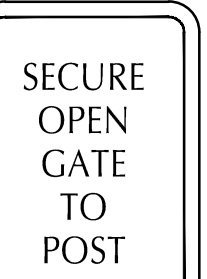


WARNING DOMES

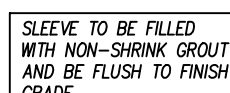


ALL SIGNS SHALL BE PROVIDED AND INSTALLED IN ACCORDANCE WITH LATEST MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES SPECIFICATIONS AND REQUIREMENTS

N.T.S.



N.T.S.



SEALS

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WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
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CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB #4
-------	-------------------------

DATE 09.02.2022

VA PROJECT ID E52 - REX RD.

VA PROJECT # 2021006

SCO ID # _____

DRAWING TITLE

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C-08.02

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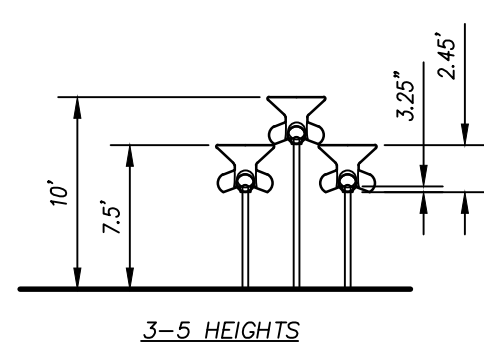
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PHASE	DEVELOPMENT PLAN SUB #4
DATE	09.02.2022
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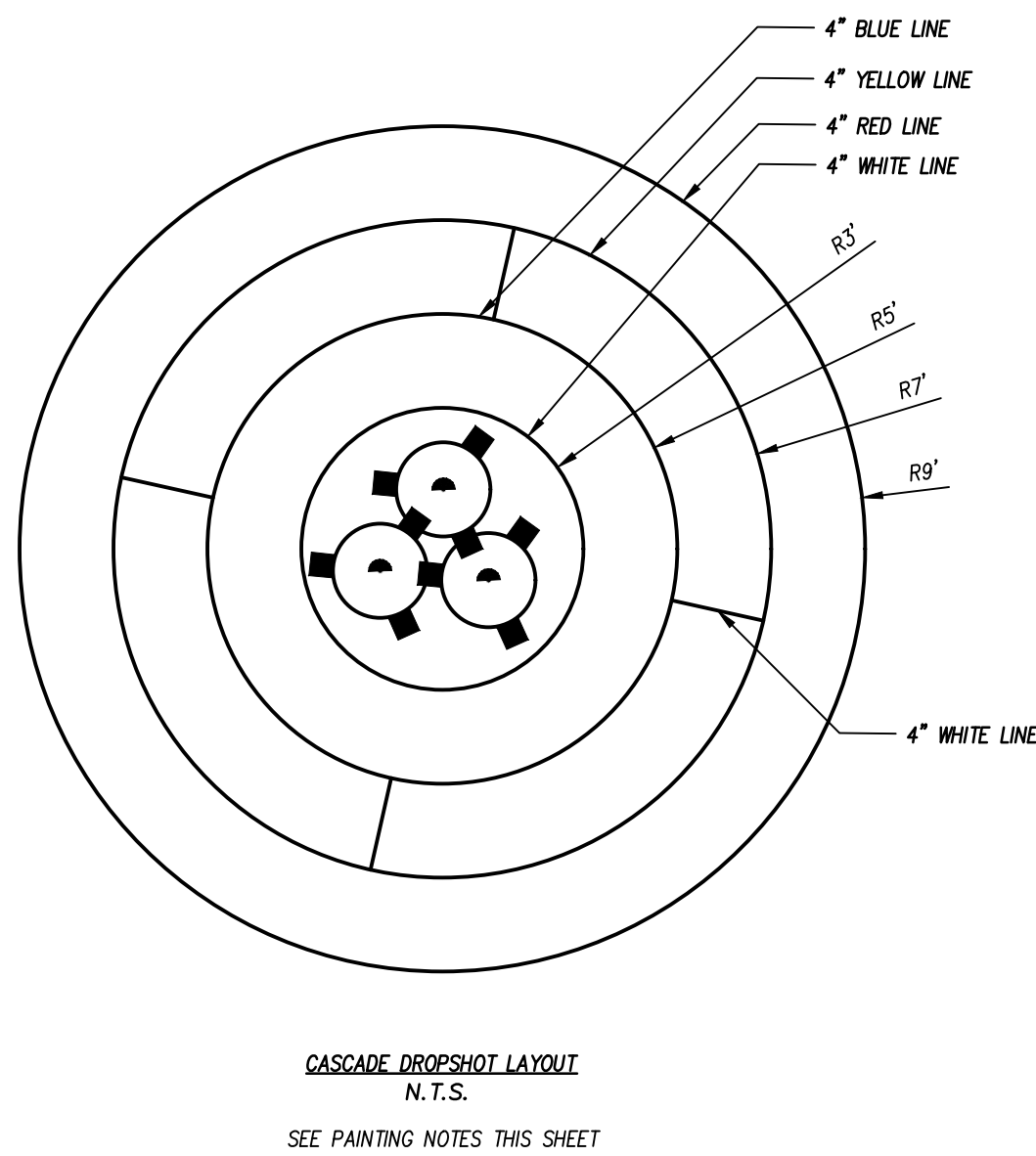
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DRAWING NUMBER

C-08.04

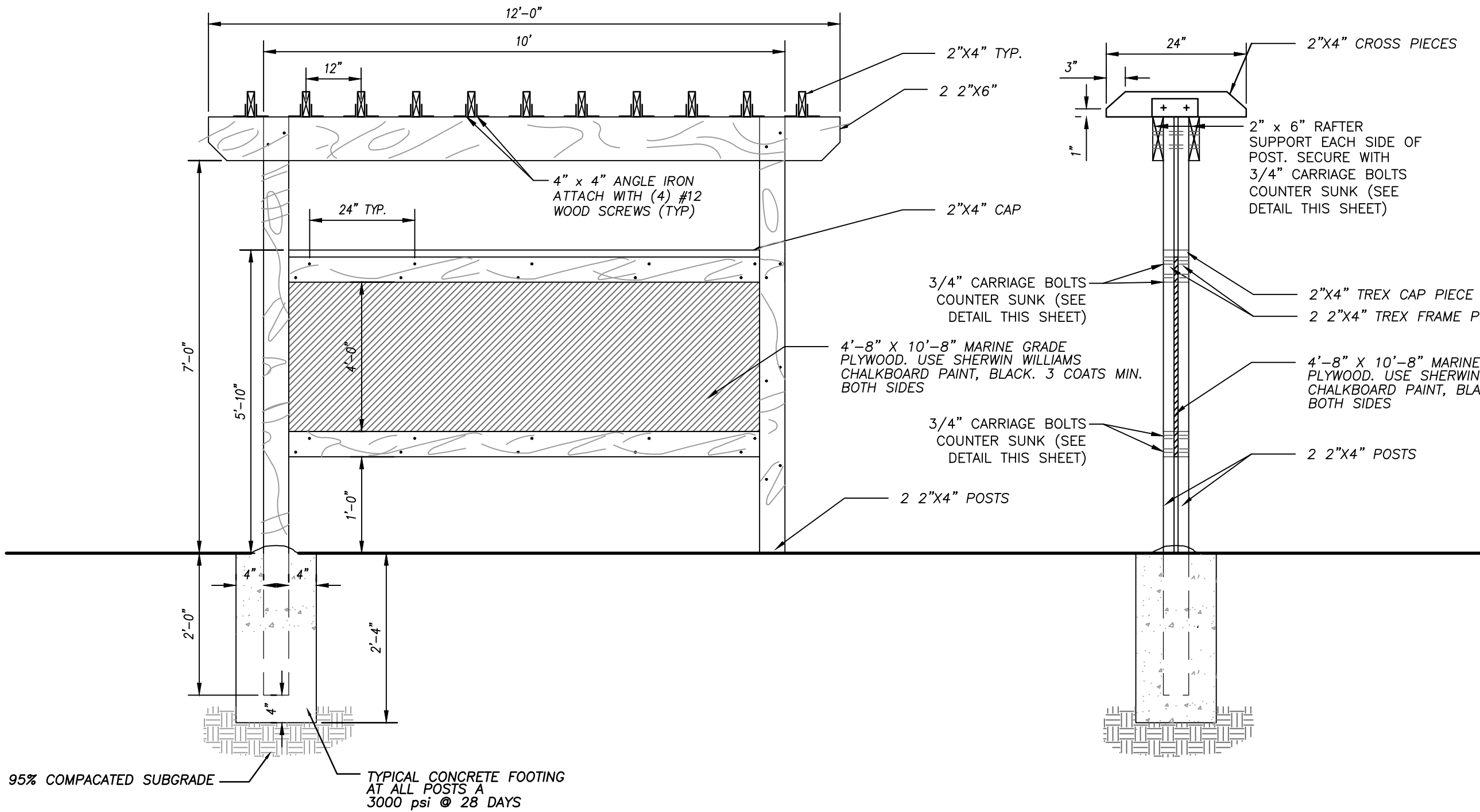


- NOTES:
- DROP SHOT POST AND HOOP BY LANDSCAPE STRUCTURES OR EQUAL, SEE SPECIFICATIONS.
 - CONTRACTOR SHALL PROVIDE AND INSTALL 4 DROP SHOT ASSEMBLIES FOR CASCADE FEATURE.
 - SEE STAKING PLANS FOR OTHER DROP SHOT INSTALLATIONS AND SPECIFICATIONS FOR HEIGHTS AND COLORS



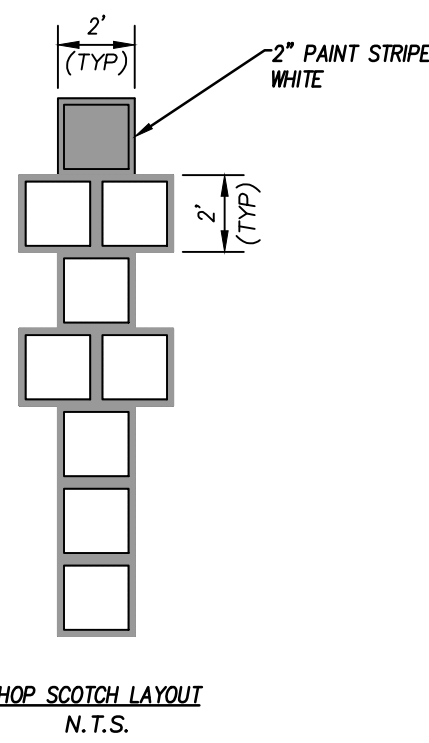
DROP-SHOT

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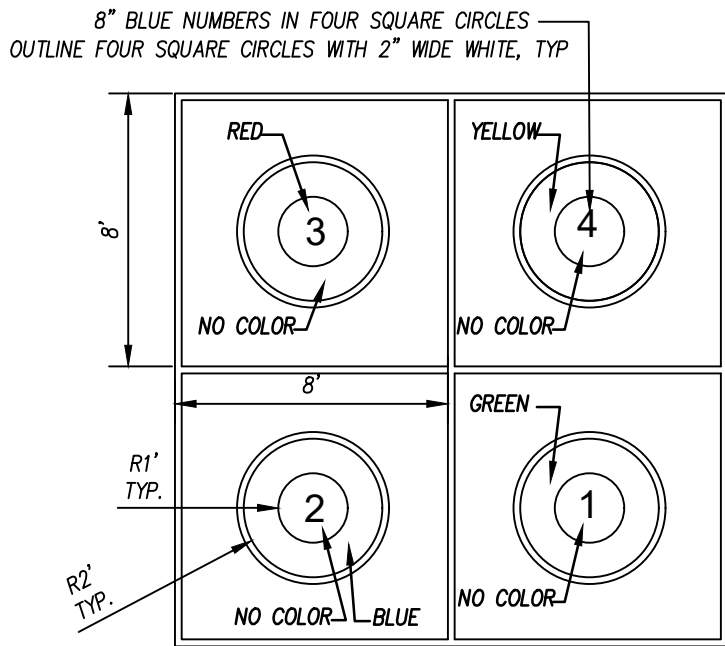
REVERSIBLE CHALKBOARD TRELLIS

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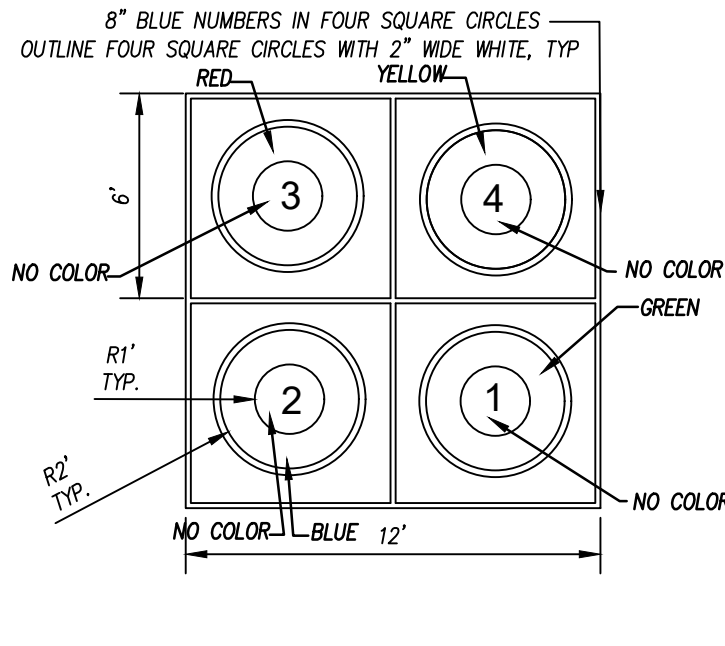
HOP SCOTCH

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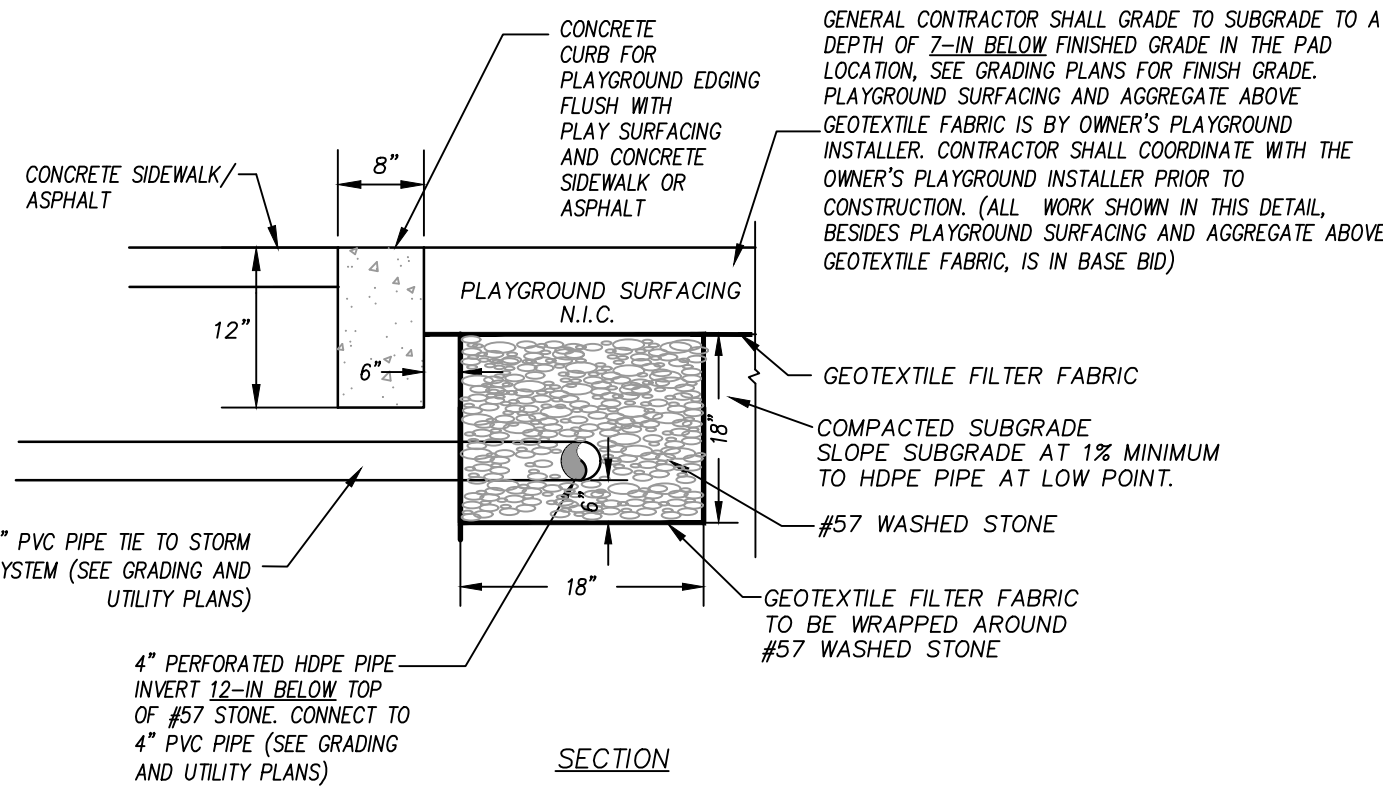
LARGE FOUR-SQUARE DETAIL

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SMALL FOUR-SQUARE DETAIL

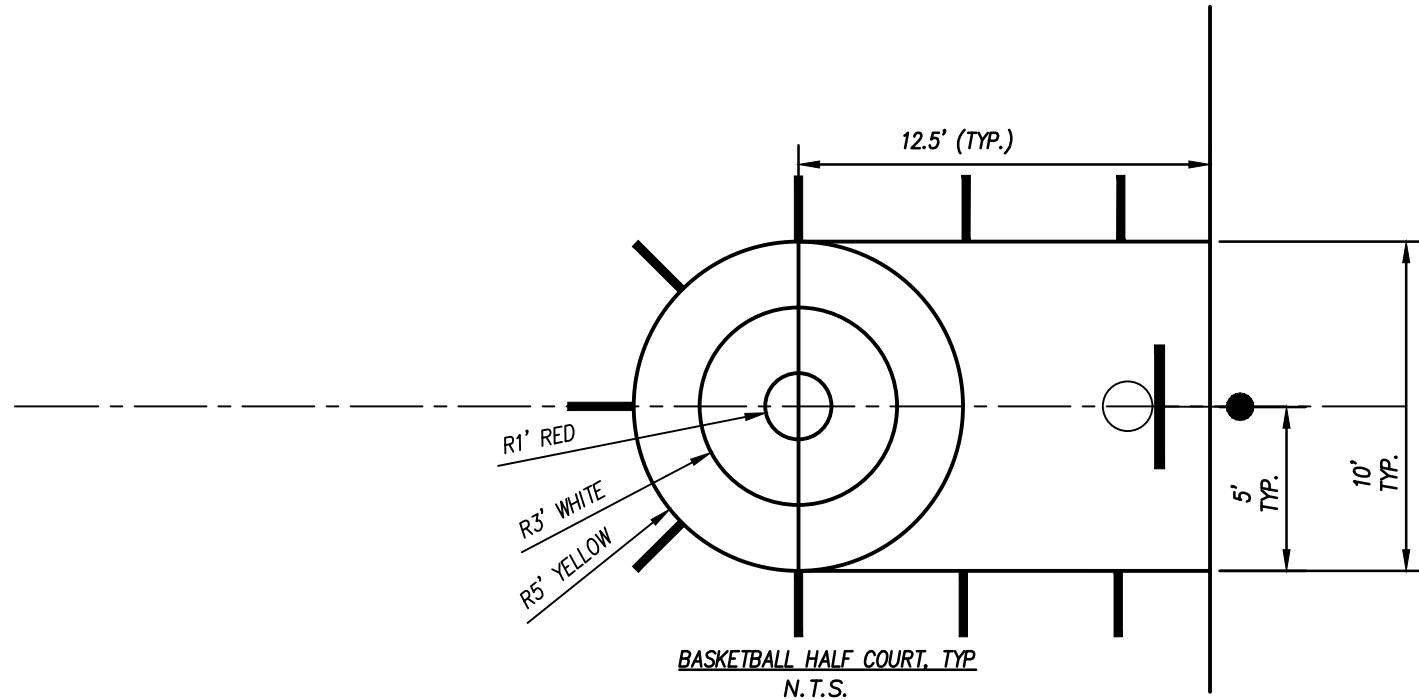
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SECTION

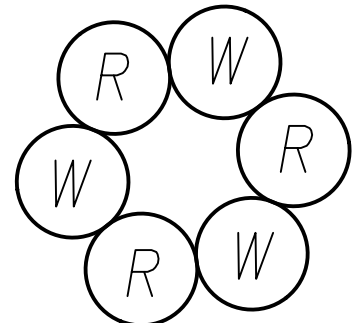
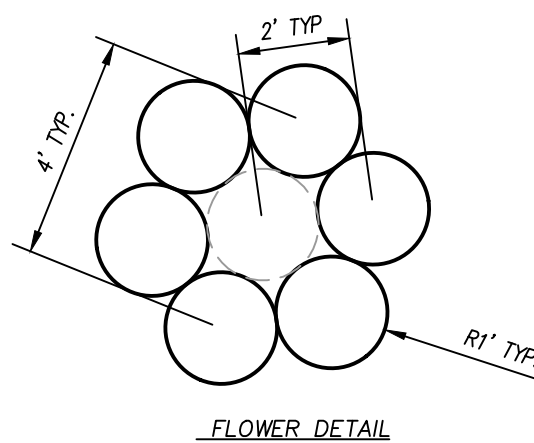
PLAYGROUND SURFACE EDGING

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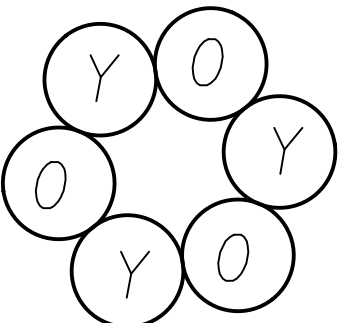


BASKETBALL HALF COURT

N.T.S.



FLOWER TYPE 1 PAINT DETAIL



FLOWER TYPE 2 PAINT DETAIL

FLOWER DETAIL

N.T.S.

PAINT STRIPING NOTES:

- PLAYGROUND MARKING PAINT SHALL BE LOW VOC ACRYLIC OR LATEX TRAFFIC MARKING PAINT. CONTRACTOR SHALL FOLLOW MANUFACTURER'S INSTRUCTIONS FOR APPLICATION.
- ALL SURFACES SHOULD BE CURED, CLEAN, DRY & SOUND. ASPHALT SHALL CURE FOR A MINIMUM OF 6 WEEKS PRIOR TO PAINT APPLICATION. CONCRETE PLAY SURFACES SHALL BE CURED PER SPECIFICATIONS AND FREE OF CURING COMPOUNDS AND ACCELERATORS.
- STRIPING SHALL OCCUR WITHIN TEMPERATURE RANGE SPECIFIED BY MANUFACTURER. STRIPING SHALL NOT OCCUR WHEN HUMIDITY EXCEEDS 85%.
- ORANGE AND GREEN PAINTS MAY NOT BE AVAILABLE FROM MANUFACTURER. CONTRACTOR SHALL MIX RED AND YELLOW OR YELLOW AND BLUE TO ACHIEVE REQUIRED COLORS. MIX ONLY LINE KINDS OF PAINT. DO NOT ADD INTERIOR COLOR TO TRAFFIC STRIPING PAINT TO ACHIEVE HUE. CONTRACTOR SHALL PROVIDE TEST SWATCH OF MIXED COLORS FOR APPROVAL BY CLH PRIOR TO PAINTING PLAY AREA.
- SEE ASPHALT/CONCRETE PAVING SPECIFICATION SECTION FOR MORE INFORMATION

PLAY AREA STRIPING AND GAME COLORS SHALL BE BRIGHT PRIMARY COLORS. COLOR ABBREVIATIONS INDICATED IN DETAILS ARE FOR REFERENCE ONLY. SPACES SHALL BE SOLID COLORS. DO NOT PAINT COLOR INITIAL IN SPACE UNLESS SPECIFICALLY NOTED.

R = RED
Y = YELLOW
B = BLUE
W = WHITE
X = NO COLOR
G = GREEN



LEGEND

TOPOGRAPHY

NOTES

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

FOUNDATION PLANTING

TOTAL TREES REQUIRED:	2
TOTAL TREES PROVIDED:	10
TOTAL SHRUBS REQUIRED:	30
TOTAL SHRUBS PROVIDED:	30

OPEN SPACE REQUIREMENT

SYMBOL	DESCRIPTION	QTY
[Hatched Box]	TREE PRESERVATION AREA (TPA): UNDISTURBED PERIMETER BUFFER	316,413 sf
[Hatched Box]	TREE PRESERVATION AREA - WETLANDS AND STREAM BUFFERS: SIGNIFICANT NATURAL RESOURCE AREAS	199,241 sf
[Cross-hatched Box]	FLEXIBLE SPACE (PLAYFIELDS)	251,847 sf
TOTAL OPEN SPACE (OS) PROVIDED		767,470 sf
PROJECT AREA INCLUDING TPA		1,777,751 sf
TOTAL MINIMUM OS REQUIRED (1,777,751 * .30 = 533,325 sf)		30.0%
TOTAL OS PROVIDED (SEE ABOVE)		43.2%
COMPONENT 1: TPA REQUIRED (1,777,751 * .25 = 444,437 sf)		25.0%
COMPONENT 1: TPA PROVIDED (513,199 sf)		29.0%
COMPONENT 2: ACTIVE RECREATION AREA REQUIRED		0%
COMPONENT 2: ACTIVE RECREATION AREA PROVIDED		0%
COMPONENT 3: URBAN CIVIC SPACE REQUIRED		N/A
COMPONENT 3: URBAN CIVIC SPACE AREA PROVIDED		N/A
FLEXIBLE SPACE REQUIRED (1,777,751 * .05 = 88,888 sf)		5.0%
FLEXIBLE SPACE PROVIDED (SEE ABOVE)		14.2%

NOTE: TREE PRESERVATION PLAN APPLIES TO THE ENTIRE SITE

PERIMETER BUFFER

PROPERTY ZONING: RR-CD

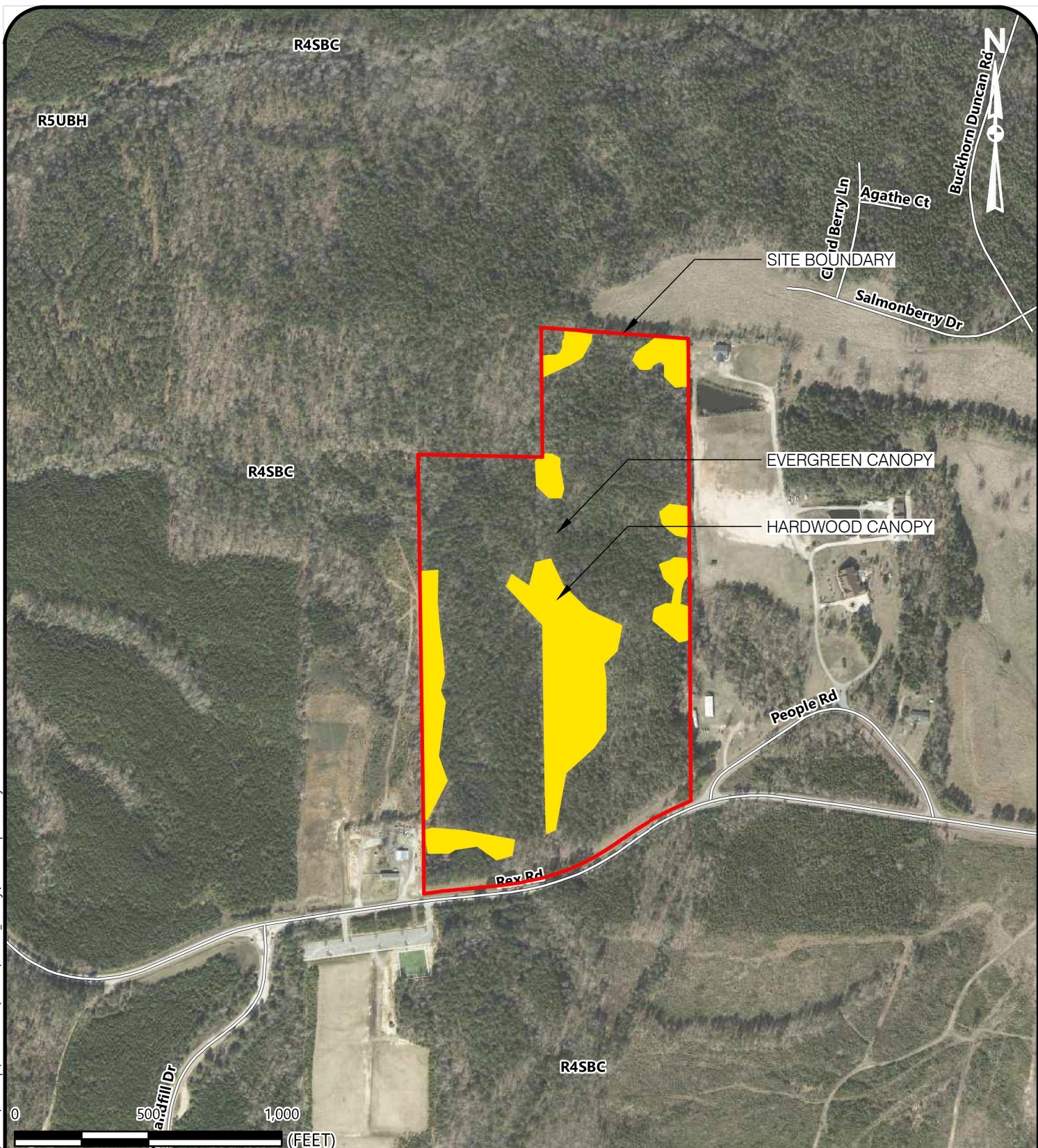
5' REQUIRED PERIMETER BUFFER

PARKING AREA PLANTING

- VEHICLE PARKING AREA SCREENING
- COMPACT ROW OF PLANTS PLANTED 3' ON-CENTER AND A MINIMUM OF 24 INCHES IN HEIGHT AT THE TIME OF PLANTING
 - TOTAL SHRUBS REQUIRED: 145
 - TOTAL SHRUBS PROVIDED: 145

INTERIOR VEHICLE PARKING AREA

- 1 LARGE DECIDUOUS TREE
- 4 SHRUBS
- TOTAL TREES REQUIRED: 17
- TOTAL TREES PROVIDED: 17
- TOTAL SHRUBS REQUIRED: 48
- TOTAL SHRUBS PROVIDED: 48



AERIAL PHOTO

NOTE: SEE L-3.02 AND L-3.04 FOR SAMPLE SURVEY AREAS



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E-52 REX ROAD ELEMENTARY

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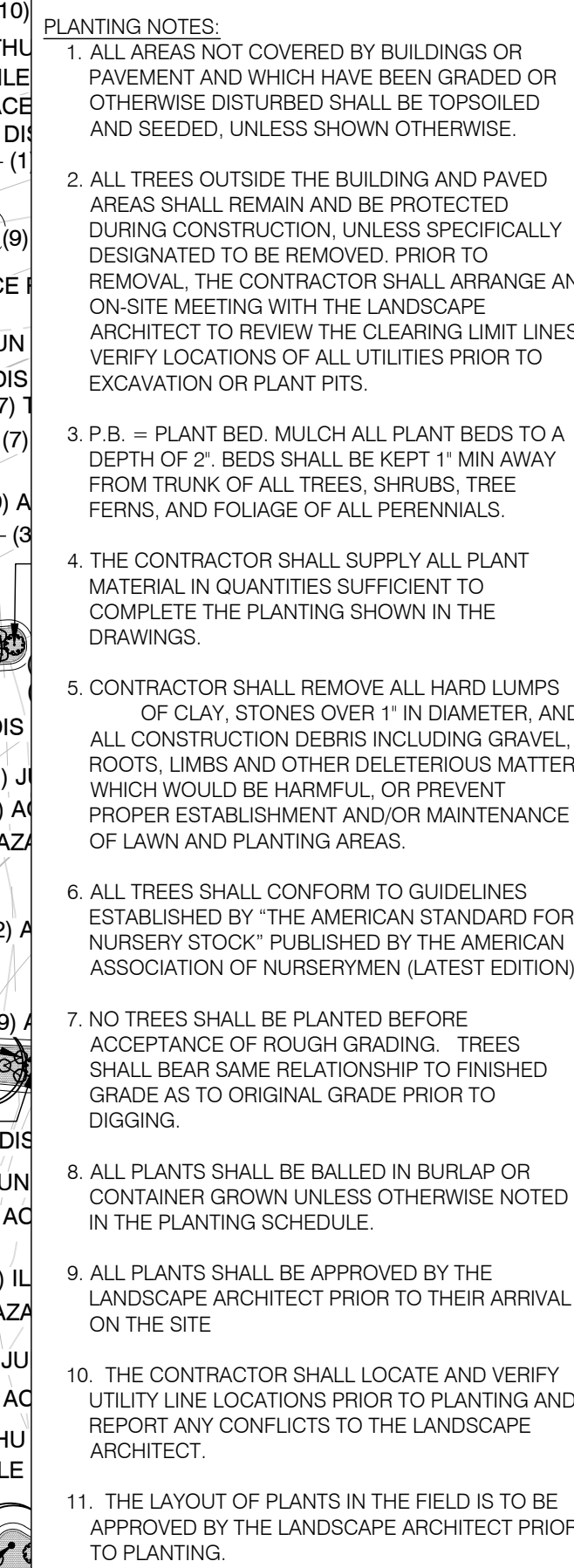
PHASE	DEVELOPMENT PLAN SUB#4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD.
	ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

DRAWING TITLE

OVERALL LANDSCAPE PLAN

DRAWING NUMBER

L-01.00



SOILS NOTES:

1. ALL AMENDED SOIL MATERIAL SHOULD BE THOROUGHLY BLENDED AND BE CONSISTENT THROUGHOUT.
2. SOIL SHALL BE INSTALLED IN 12 INCH LIFTS AT 85 COMPACTION
3. SCARIFY EXISTING SUBGRADE WHEN DRY AND PRIOR TO ADDING FILL



ARCHITECT OF RECORD

VINES ARCHITECTURE, INC.
819 WEST HARGETT STREET, SUITE 102
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REVISIONS

REVISIONS

SEALS



**E-52 REX ROAD
ELEMENTARY**

OWNER

WCPS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE 60% CONSTRUCTION DOCUMENTS

DATE 09.02.2021

DATE	07.02.2022
VA PROJECT ID	FE3 DEY BD

VA PROJECT ID E52 - REX RD
ELEMENTARY SCHOOL

VA PROJECT # 202100A

VAT RESULT # 2021000

GOO ID #

SCU ID # _____

DRAWING TITLE

LANDSCAPE PLAN

DRAWING NUMBER

L-01.01



PLANTING NOTES:

1. ALL AREAS NOT COVERED BY BUILDINGS OR PAVEMENT AND WHICH HAVE BEEN GRADED OR OTHERWISE DISTURBED SHALL BE TOPSOILED AND SEEDED, UNLESS SHOWN OTHERWISE.
2. ALL TREES OUTSIDE THE BUILDING AND PAVED AREAS SHALL REMAIN AND BE PROTECTED DURING CONSTRUCTION, UNLESS SPECIFICALLY DESIGNATED TO BE REMOVED. PRIOR TO REMOVAL, THE CONTRACTOR SHALL ARRANGE AN ON-SITE MEETING WITH THE LANDSCAPE ARCHITECT TO REVIEW THE CLEARING LIMIT LINES. VERIFY LOCATIONS OF ALL UTILITIES PRIOR TO EXCAVATION OR PLANT PITS.
3. P.B. = PLANT BED. MULCH ALL PLANT BEDS TO A DEPTH OF 2". BEDS SHALL BE KEPT 1' MIN AWAY FROM TRUNK OF ALL TREES, SHRUBS, TREE FERNS, AND FOLIAGE OF ALL PERENNIALS.
4. THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIAL IN QUANTITIES SUFFICIENT TO COMPLETE THE PLANTING SHOWN IN THE DRAWINGS.
5. CONTRACTOR SHALL REMOVE ALL HARD LUMPS OF CLAY, STONES OVER 1" IN DIAMETER, AND ALL CONSTRUCTION DEBRIS INCLUDING GRAVEL, ROOTS, LIMBS AND OTHER DELETERIOUS MATTER WHICH WOULD BE HARMFUL, OR PREVENT PROPER ESTABLISHMENT AND/OR MAINTENANCE OF LAWN AND PLANTING AREAS.
6. ALL TREES SHALL CONFORM TO GUIDELINES ESTABLISHED BY "THE AMERICAN STANDARD FOR NURSERY STOCK" PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN (LATEST EDITION).
7. NO TREES SHALL BE PLANTED BEFORE ACCEPTANCE OF ROUGH GRADING. TREES SHALL BEAR SAME RELATIONSHIP TO FINISHED GRADE AS TO ORIGINAL GRADE PRIOR TO DIGGING.
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11. THE LAYOUT OF PLANTS IN THE FIELD IS TO BE APPROVED BY THE LANDSCAPE ARCHITECT PRIOR TO PLANTING.

SOILS NOTES:

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ARCHITECT OF RECORD

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E-52 REX ROAD ELEMENTARY

OWNER

WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB#4
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VA PROJECT #	ELEMENTARY SCHOOL
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SCO ID #	-

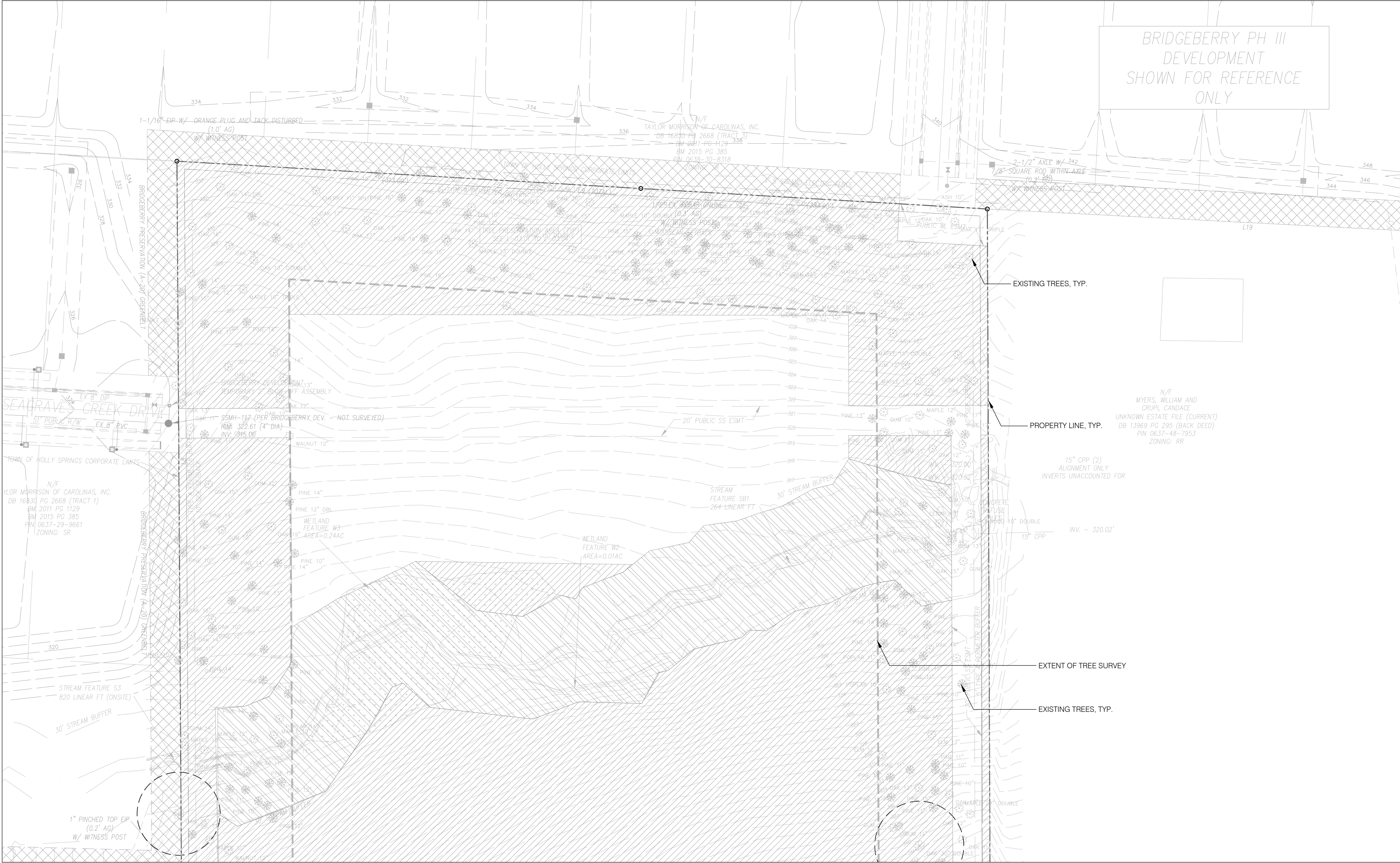
DRAWING TITLE

LANDSCAPE PLAN

DRAWING NUMBER

L-01.02





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E-52 REX ROAD ELEMENTARY

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WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
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CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

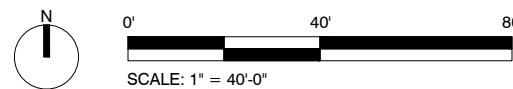
PHASE	DEVELOPMENT PLAN SUB#4
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	ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

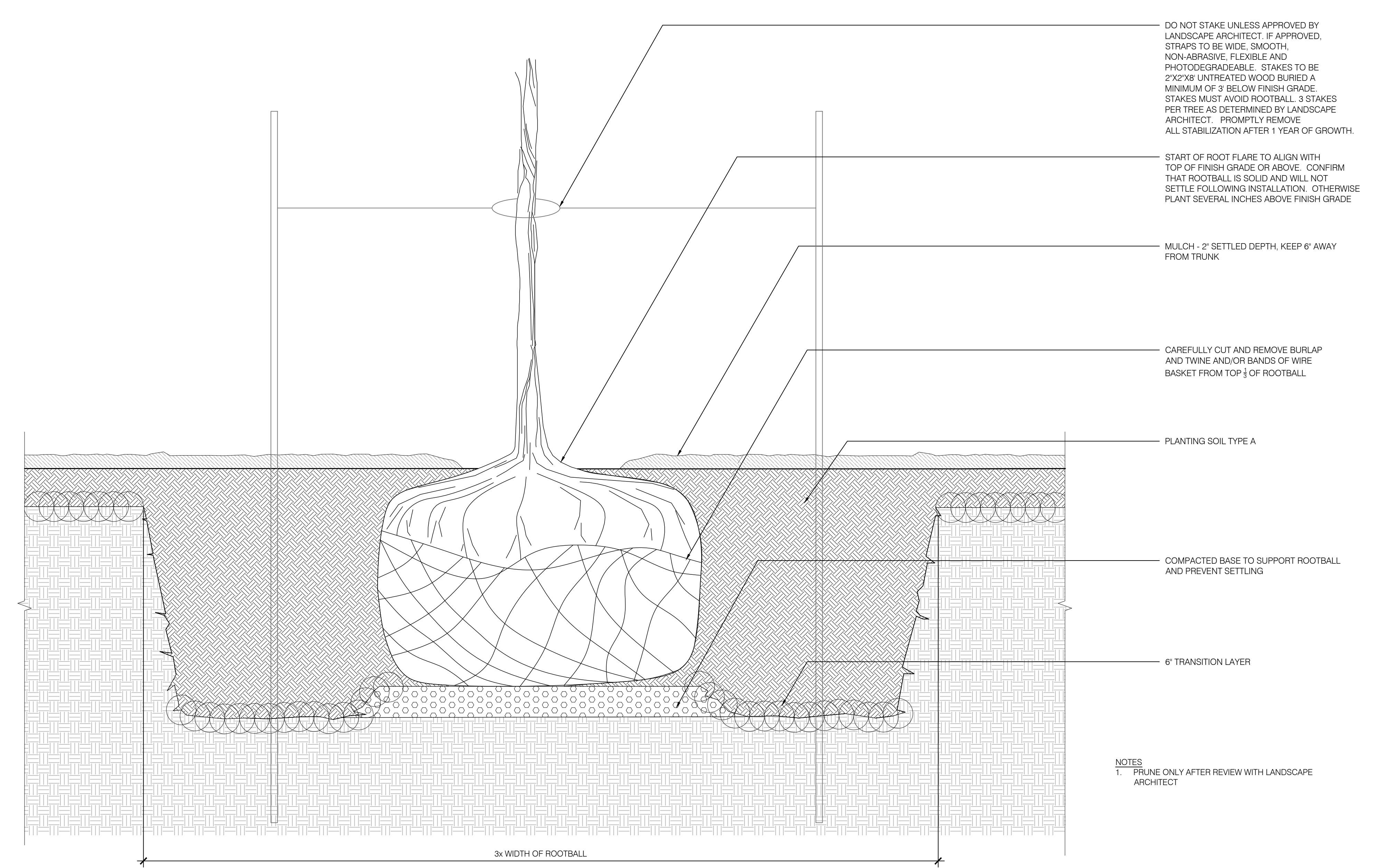
DRAWING TITLE

LANDSCAPE PLAN

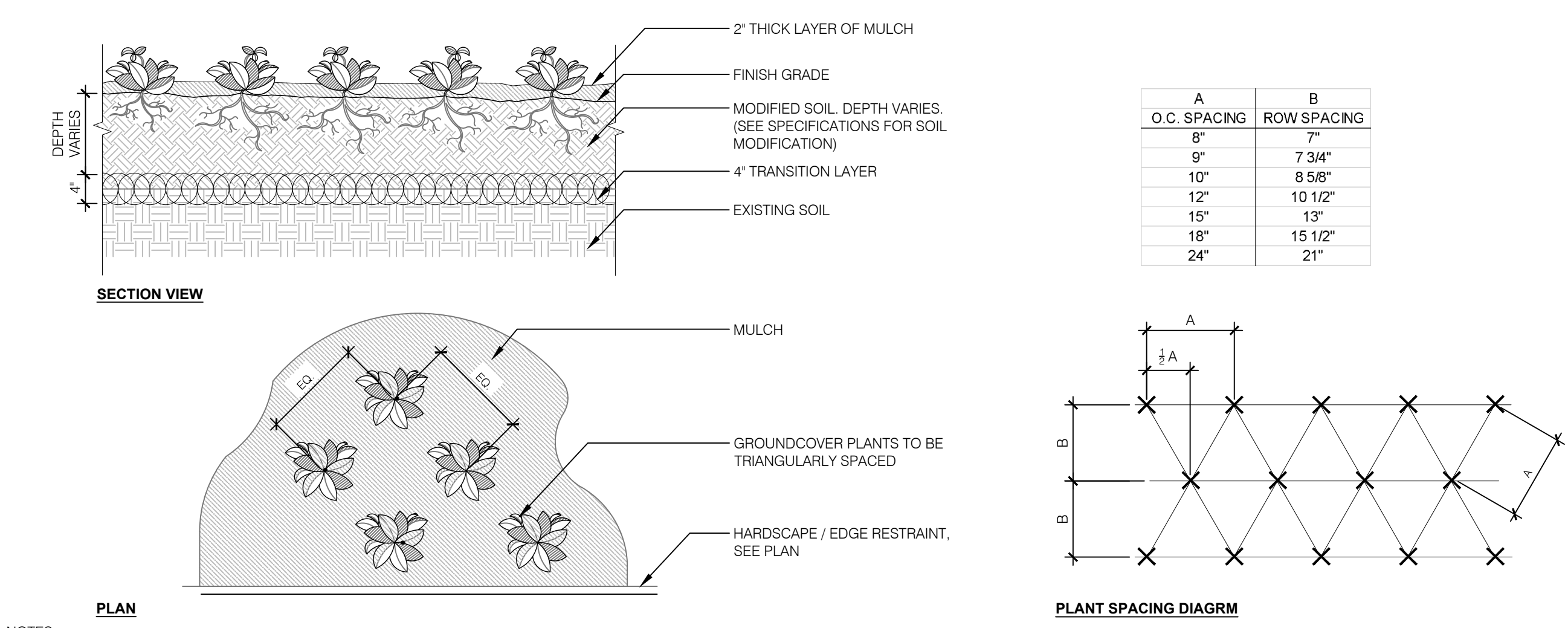
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L-01.04



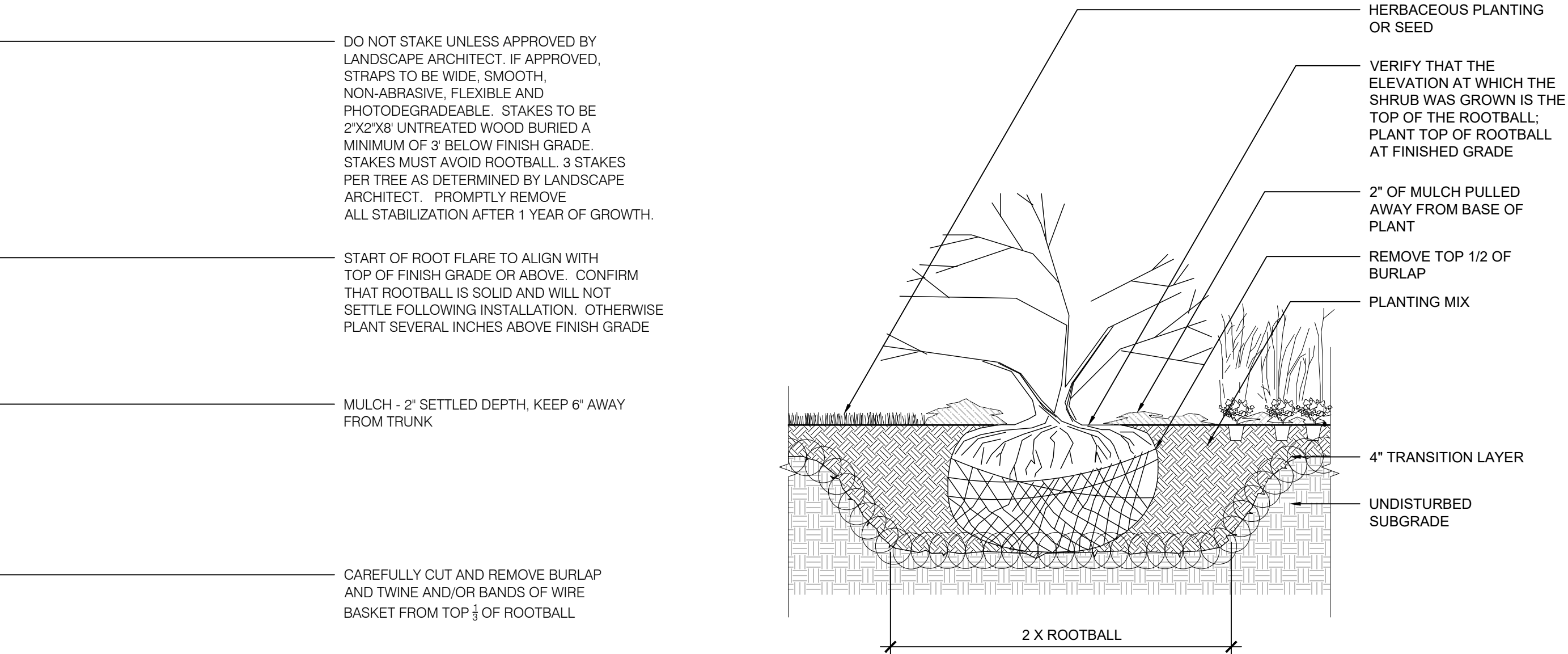


1 TREE PLANTING DETAIL
1" = 1'-0" 329343-01

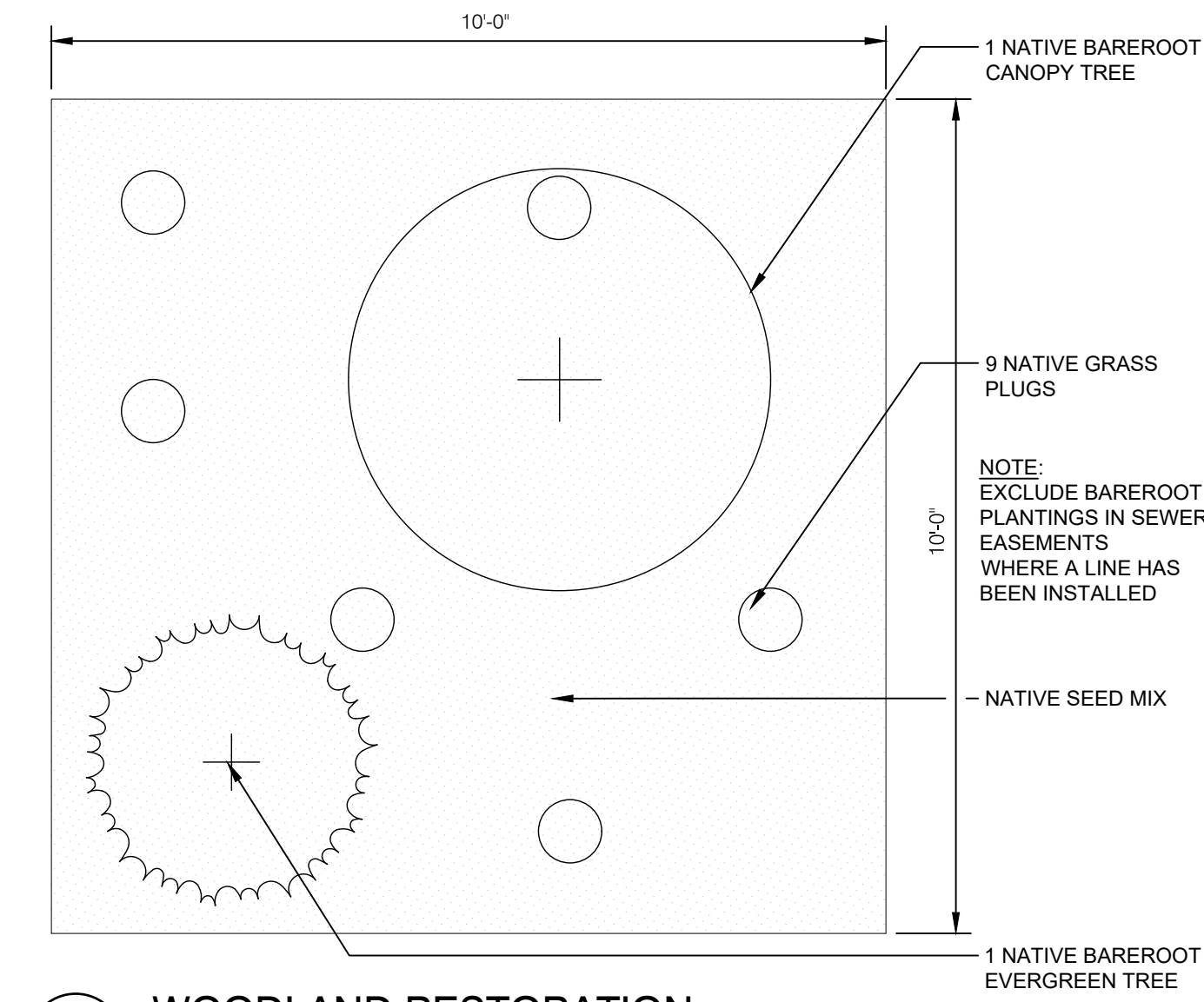


NOTES:
1- SEE PLANTING LEGEND FOR GROUNDCOVER SPECIES, SIZE, AND SPACING DIMENSION.
2- SMALL ROOTS (1/2" OR LESS) THAT GROW AROUND, UP, OR DOWN THE ROOT BALL PERIPHERY ARE CONSIDERED A NORMAL CONDITION IN CONTAINER PRODUCTION AND ARE ACCEPTABLE HOWEVER THEY SHOULD BE ELIMINATED AT THE TIME OF PLANTING. ROOTS ON THE PERIPHERY CAN BE REMOVED AT THE TIME OF PLANTING. (SEE ROOT BALL SHAVING CONTAINER DETAIL).
3- SETTLE SOIL AROUND ROOT BALL OF EACH GROUNDCOVER PRIOR TO MULCHING.

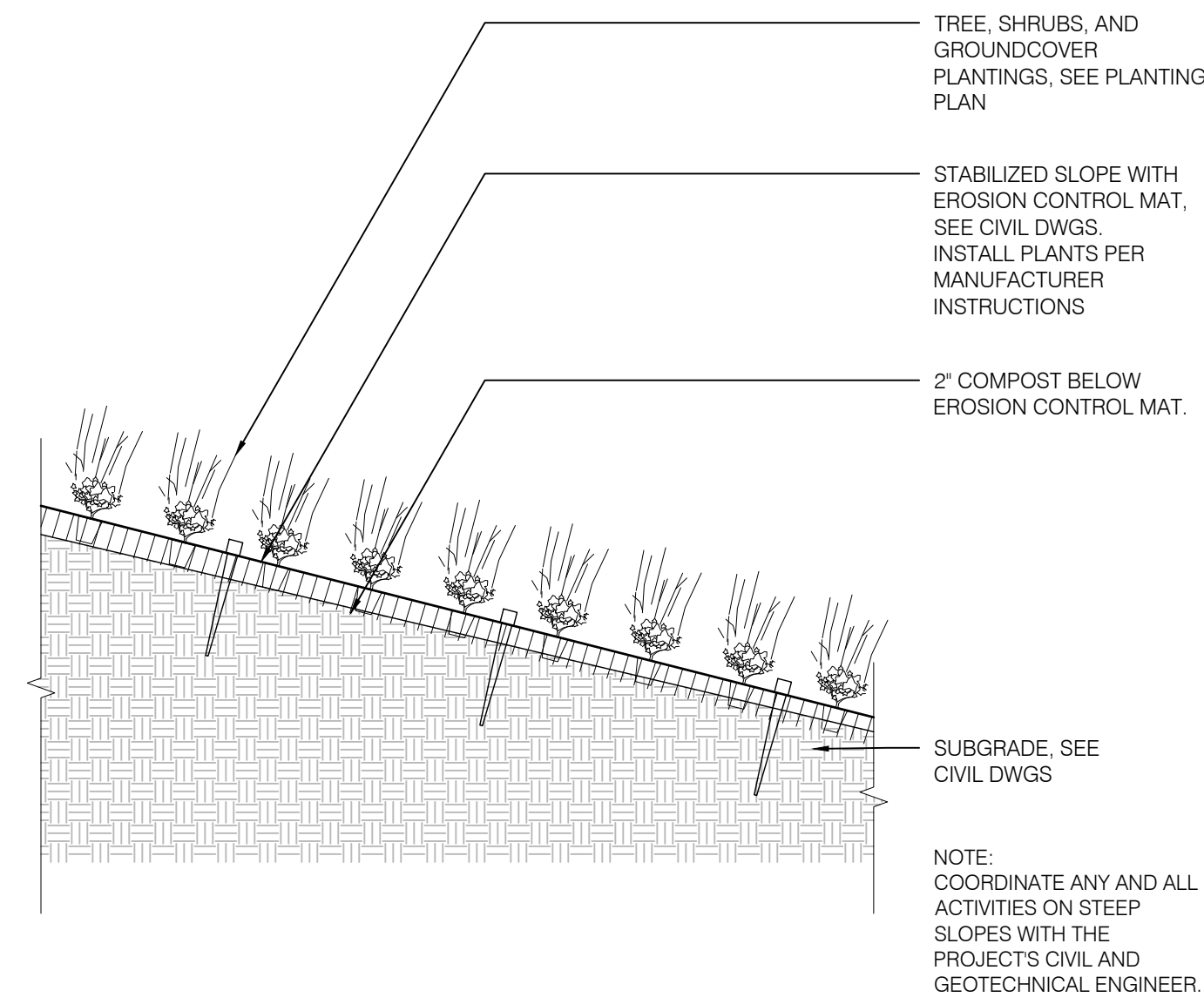
4 GROUNDCOVER
3/4" = 1'-0" 329313-01



2 SHRUB PLANTING
1" = 1'-0" FX-PL-FX-SHRB-07



3 WOODLAND RESTORATION
1/2" = 1'-0" 329301-01



5 STEEP SLOPE PLANTING
1" = 1'-0" 3293-01



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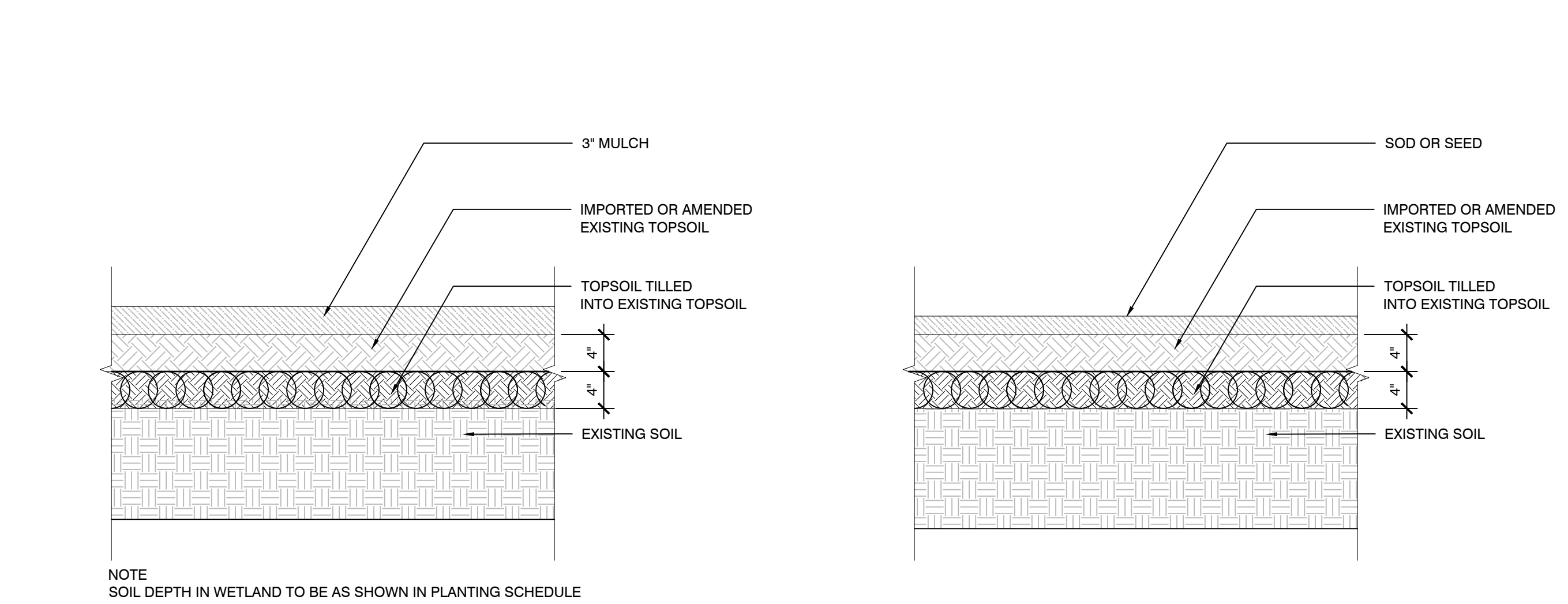
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DRAWING TITLE
LANDSCAPE DETAILS

DRAWING NUMBER

L-02.01



1 PLANTING SOIL

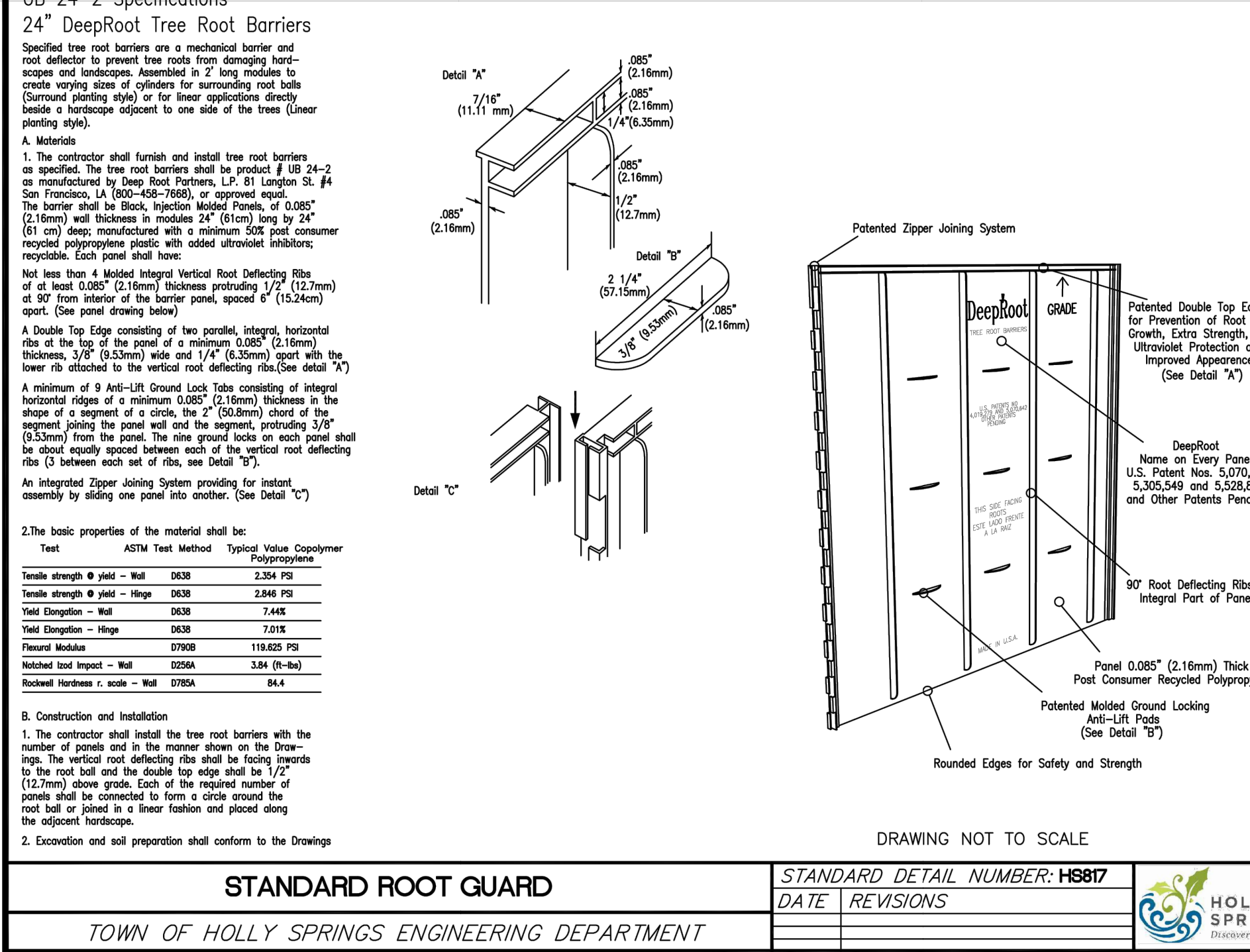
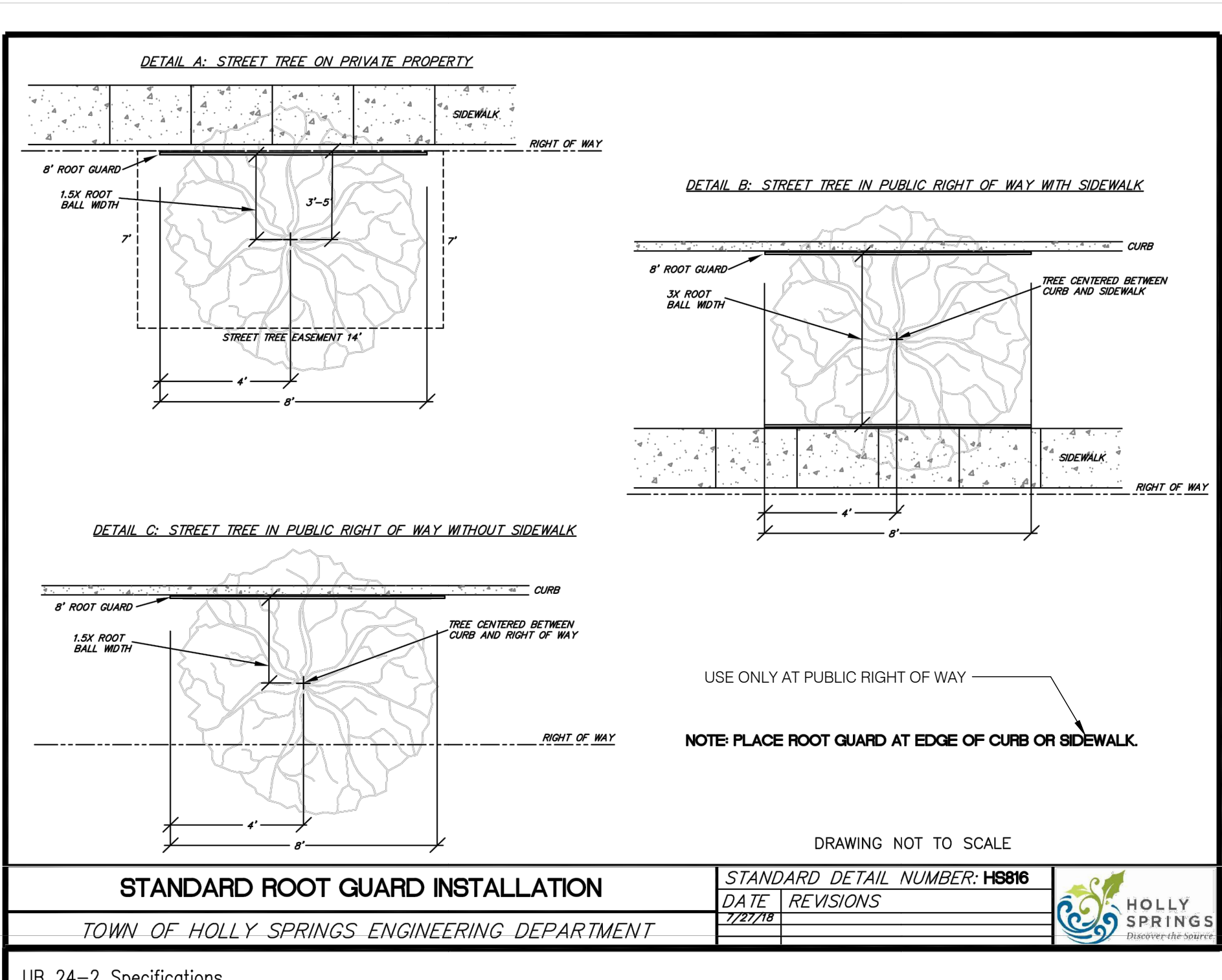
1" = 1'-0"

3290-04

2 TURF PLANTING

1" = 1'-0"

3292-01



3 TOWN OF HOLLY SPRINGS PLANTING DETAILS - FOR USE ONLY AT PUBLIC RIGHT-OF-WAY

N/S

PLANT SCHEDULE

TREES	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS	& OF TOTAL
	ACE RBR	Acer rubrum / Red Maple	2.5' Cal.	B&B	30	1/L-02.01	Strong Central Leader	4%
	ACE OGL	Acer rubrum 'October Glory' / October Glory Red Maple	2.5' Cal.	B&B	24	1/L-02.01	Strong Central Leader	3%
	CER EAS	Cercis canadensis / Eastern Redbud Multi-trunk	12' Ht.	B&B	6	1/L-02.01		1%
	CER CAN	Cercis canadensis / Eastern Redbud	12' Ht.	B&B	12	1/L-02.01		2%
	FAG GRA	Fagus grandifolia / American Beech	2' Cal.	B&B	4	1/L-02.01		1%
	HAM VIR	Hamamelis virginiana / Common Witch Hazel	8' Ht.	B&B	3	1/L-02.01		.1%
	MAG BRK	Magnolia grandiflora 'Brackens Brown Beauty' / Bracken's Beauty Southern Magnolia	2.5' Cal.	B&B	7	1/L-02.01		1%
	MAG SWE	Magnolia virginiana / Sweetbay Magnolia	2.5' Cal.	B&B	3	1/L-02.01		.1%
	MAG AU2	Magnolia virginiana australis 'Perry Paige' TM / Sweet Thing Sweetbay Magnolia	5 gal.	Pot	19	1/L-02.01		3%
	NYS SYL	Nyssa sylvatica / Tupelo	2.5' Cal.	B&B	18	1/L-02.01		2%
	OST VIR	Ostrya virginiana / American Hophornbeam	10' Ht.	B&B	3	1/L-02.01		.1%
	PIN PAL	Pinus palustris / Longleaf Pine	3' Ht.	Pot	10	1/L-02.01		2%
	PIN TAE	Pinus taeda / Loblolly Pine	1' Cal.	B&B	40	1/L-02.01		5%
	PRU CAR	Prunus caroliniana / Carolina Laurel Cherry	8' Ht.	B&B	10	1/L-02.01		1%
	QUE ALB	Quercus alba / White Oak	2.5' Cal.	B&B	57	1/L-02.01	Street Tree Form	8%
	QUE COC	Quercus coccinea / Scarlet Oak	2.5' Cal.	B&B	29	1/L-02.01		4%
	QUE PAL	Quercus palustris / Pin Oak	2.5' Cal.	B&B	9	1/L-02.01	Street Tree Form	1%
	QUE RUB	Quercus rubra / Red Oak	2.5' Cal.	B&B	24	1/L-02.01	Street Tree Form	3%

SHRUBS	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS
	AZA AU9	Azalea x 'Conlee' TM / Autumn Monarch Encore Azalea	2' Ht.	Pot	37	2/L-02.01	5%
	AZA OEC	Azalea x 'Roblex' TM / Autumn Lily Encore Azalea	2' Ht.	Pot	78	2/L-02.01	11%
	CLE TOM	Clethra alnifolia 'Tom's Compact' / Tom's Compact Summersweet	2' Ht.	Pot	4	2/L-02.01	1%
	DIS SPS	Distylium x 'PiIDIST-VI' TM / Swing Low Distylium	2' Ht.	Pot	58	2/L-02.01	8%
	FOT MOU	Fothergilla major / Mountain Witchalder	2' Ht.	Pot	8	2/L-02.01	1%
	HYD ALI	Hydrangea quercifolia 'Alice' / Alice Oakleaf Hydrangea	3 gal.	Pot	28	2/L-02.01	3%
	ILE INK	Ilex glabra 'Compacta' / Compact Inkberry	2' Ht.	Pot	52	2/L-02.01	7%
	JUN PNN	Juniperus procumbens 'Nana' / Dwarf Japanese Garden Juniper	2' Ht.	Pot	59	2/L-02.01	8%
	MYR FAI	Myrica cerifera 'Fairfax' / Fairfax Wax Myrtle	1 gal.	Pot	11	2/L-02.01	2%
	RHO CA3	Rhododendron catawbiense / Catawba Rhododendron	2' Ht.	Pot	16	2/L-02.01	2%
	STE MAL	Stewartia malacodendron / Silky Camellia	2' Ht.	Pot	3	2/L-02.01	.1%
	THU L11	Thuja occidentalis 'Little Giant' / Little Giant Arborvitae	2' Ht.	Pot	66	2/L-02.01	9%
	VAC BL2	Vaccinium corymbosum 'Bluecrop' / Bluecrop Highbush Blueberry	2' Ht.	Pot	11	2/L-02.01	2%

GROUND COVERS	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	SPACING	QTY	DETAIL	REMARKS
	CAR APL	Carex appalachica / Appalachian Sedge	1 gal.	Pot	18" o.c.	692	4/L-02.01	GRASS N/A
	ERA SPE	Eragrostis spectabilis / Purple Lovegrass	#SP2	Pot	12" o.c.	1,146	4/L-02.01	GRASS N/A
SOD	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	SPACING	QTY	DETAIL	REMARKS
	CYN TI3	Cynodon dactylon 'Tif 419' / Tif 419 Bermuda Grass	---			367,338 sf	2/L-02.02	GRASS N/A

MIXES	WOODLAND RESTORATION DETAIL 3/L02.01	WETLAND PLANTING PER NC DEQ STANDARDS 10% NATIVE SHRUBS - 2 GALLON 90% NATIVE GRASSES & PERENNIALS - SP5 50 PLANTS PER 200 SF 1' SOIL DEPTH - SEE SPECIFICATIONS



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E-52 REX ROAD ELEMENTARY

OWNER
WCPSS
WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518
SHANE WEBSTER, PROJECT MANAGER
PHASE DEVELOPMENT PLAN SUB#4
DATE 09.02.2022
VA PROJECT ID E52 - REX RD.
ELEMENTARY SCHOOL
VA PROJECT # 2021006
SCO ID # -

DRAWING TITLE
LANDSCAPE DETAILS
DRAWING NUMBER

L-02.02

Page 252 of 307



TREE PRESERVATION CALCULATION

SEE L-01.00 FOR CALCULATIONS

NOTE: TREE PRESERVATION PLAN APPLIES TO THE ENTIRE SITE AND NOT ONLY WHERE THE TREES ARE BEING SAVED

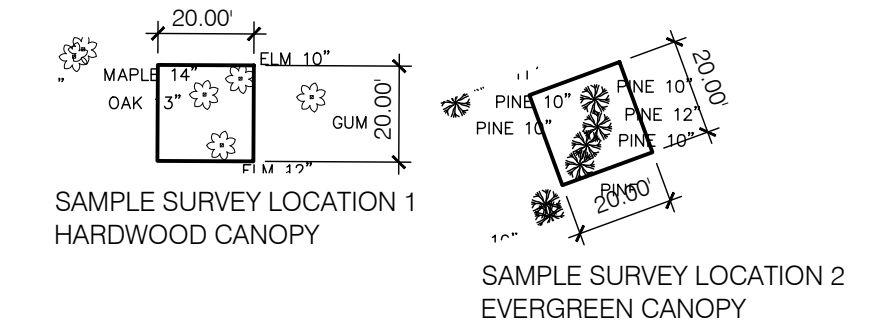
OPEN SPACE REQUIREMENT

SYMBOL	DESCRIPTION
	TREE PRESERVATION AREA (TPA)
	TREE PRESERVATION AREA - WETLANDS AND STREAM BUFFERS
	FLEXIBLE SPACE (PLAYFIELDS)

TREE PRESERVATION SAMPLE AREA

A TREE SURVEY WAS CONDUCTED WITHIN A 75' SITE BUFFER AROUND THE PERIMETER OF THE SITE. THAT TREE SURVEY EXTENTS COVERED 24% OF THE SITE.

- 873 TOTAL TREES WERE SURVEYED
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- THE TWO 20' X 20' SAMPLES BELOW ARE REPRESENTATIVE OF THE CANOPY TYPES IDENTIFIED ON THE AERIAL PHOTO ON SHEET L-01.00: (SEE SHEET L-03.02 AND L-3.04 FOR SURVEY LOCATIONS)



OPACITY REQUIREMENTS

OPACITY REQUIREMENTS ARE MET ON E9-E17 AND N1-N4

VINES

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VINES ARCHITECTURE, INC.
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5625 DILLARD DRIVE
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SHANE WEBSTER, PROJECT MANAGER

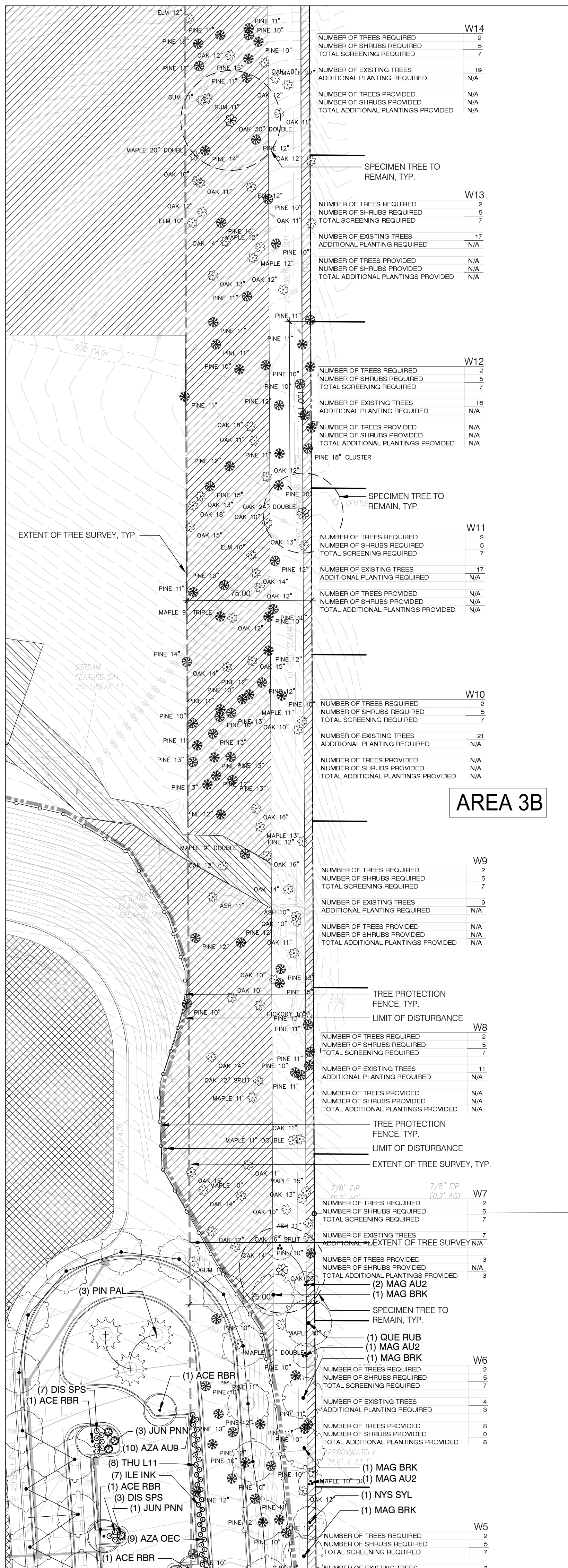
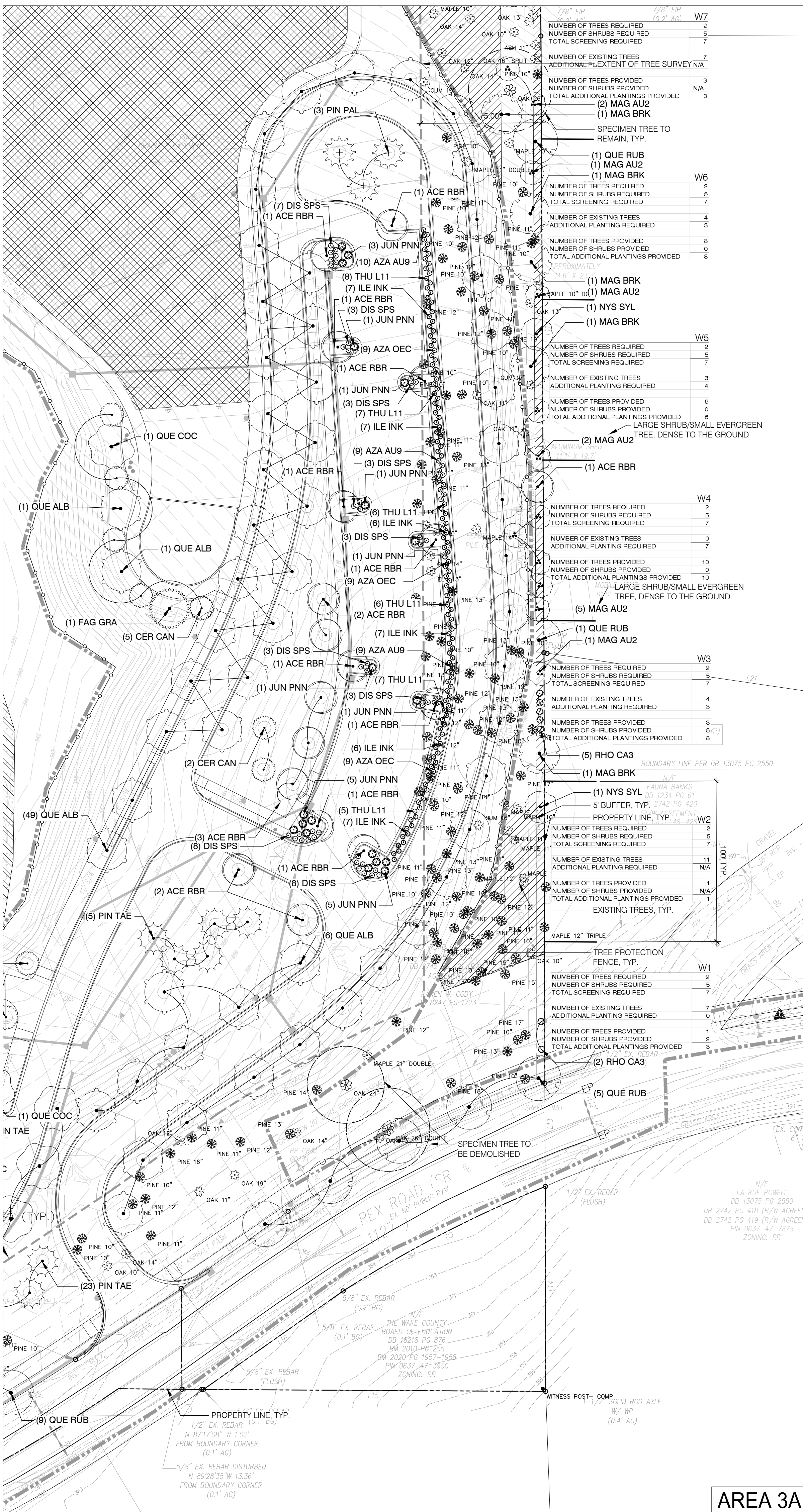
PHASE	DEVELOPMENT PLAN SUB#4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD.
VA PROJECT #	ELEMENTARY SCHOOL
SCO ID #	2021006
SCO ID #	-

DRAWING TITLE

TREE PRESERVATION PLAN

DRAWING NUMBER

L-03.02



TREE PRESERVATION CALCULATION

SEE L-01.00 FOR CALCULATIONS

NOTE: TREE PRESERVATION PLAN APPLIES TO THE ENTIRE SITE AND NOT ONLY WHERE THE TREES ARE BEING SAVED

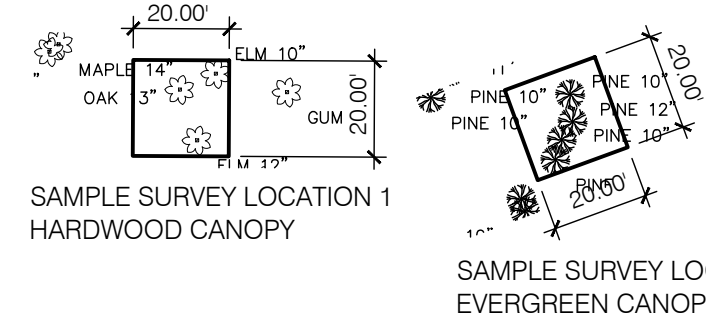
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<u>SYMBOL</u>	<u>DESCRIPTION</u>
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WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB#4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD. ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

DRAWING TITLE

TREE PRESERVATION PLAN

DRAWING NUMBER

L-03.03

TREE PRESERVATION CALCULATION

SEE L-01.00 FOR CALCULATIONS

NOTE: TREE PRESERVATION PLAN APPLIES TO THE ENTIRE SITE AND NOT ONLY WHERE THE TREES ARE BEING SAVED

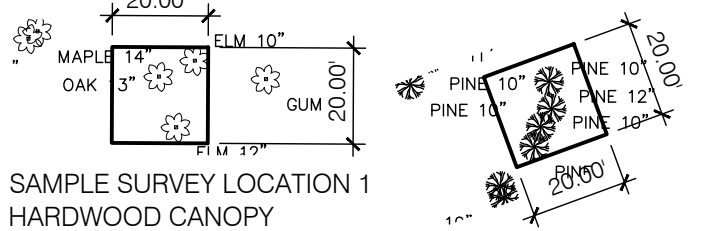
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	TREE PRESERVATION AREA - WETLANDS AND STREAM BUFFERS
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TREE PRESERVATION SAMPLE AREA

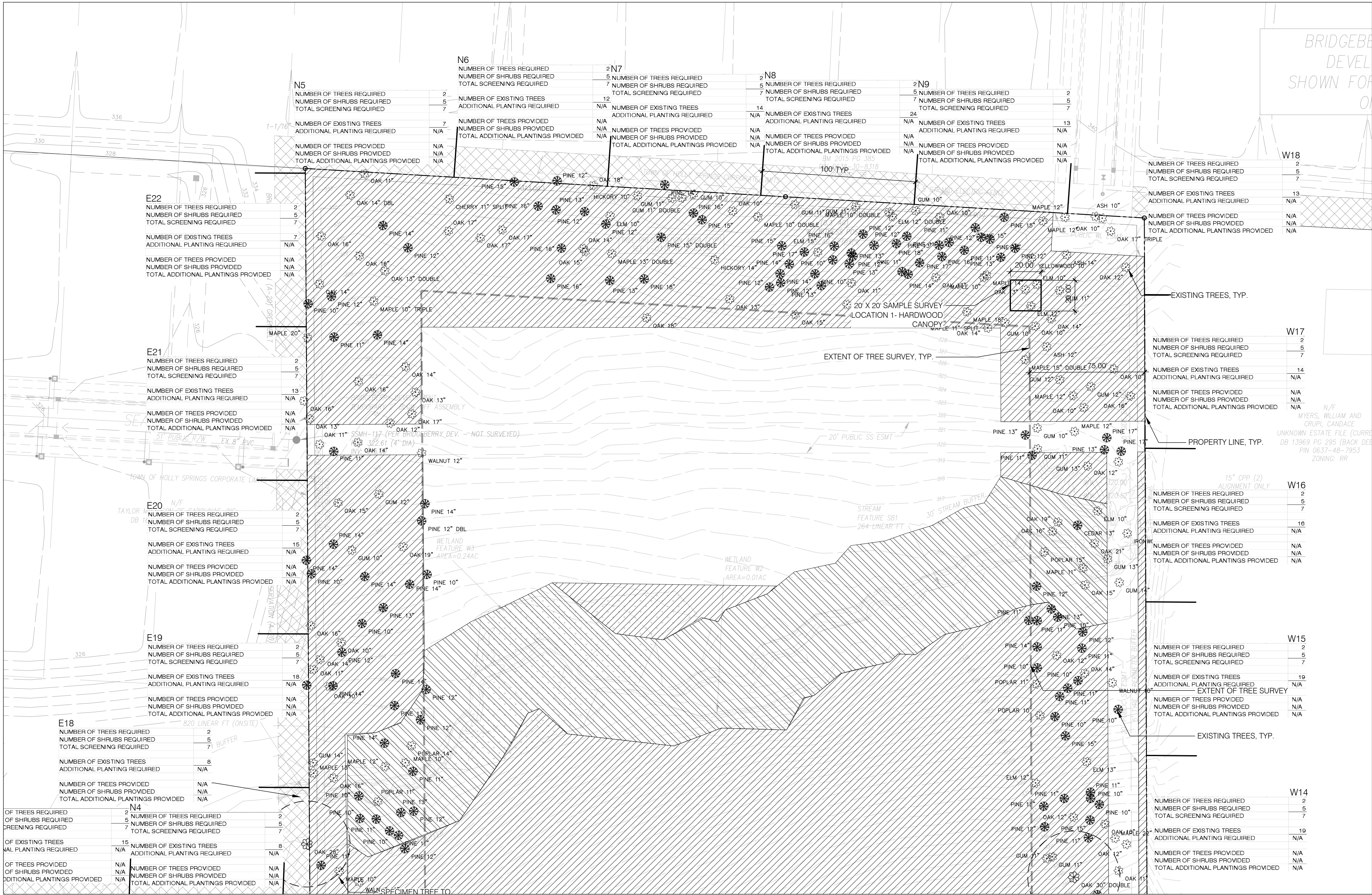
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WAKE COUNTY PUBLIC SCHOOL SYSTEM
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 CARY, NC 27518

SHANE WEBSTER, PROJECT MANAGER

PHASE	DEVELOPMENT PLAN SUB#4
DATE	09.02.2022
VA PROJECT ID	E52 - REX RD.
	ELEMENTARY SCHOOL
VA PROJECT #	2021006
SCO ID #	-

DRAWING TITLE

TREE PRESERVATION PLAN

DRAWING NUMBER

L-03.04



Outdoor Lighting
Roadway LED



The Roadway LED is a green solution and great fit for streets, roads, long, narrow areas and parking lots. This energy-efficient luminaire delivers the light where it is needed while increasing visibility and reducing spill light to adjoining properties. Choose low to medium light output on wood or fiberglass poles (or mount on an existing pole). Available with one to four fixtures per pole, depending on the fixture/pole combination selected.

LED (Light Emitting Diode)	50 75 105 150 215 280 watts
Mounting heights	25', 30', 35'
Color	Gray, Black
Poles	Fiberglass Metal (special conditions) Wood

For additional information, visit us at duke-energy.com/OutdoorLighting or call us toll free at 866.769.6417.



Outdoor Lighting
Roadway LED

Light source: LED (white)
Lumens: 4,807 – 25,050 (fixture dependent)

Wattage	Light Pattern	IESNA Backlight-Uplight – Glare (BUG) Rating
LED 50	IESNA Type III (medium oval)	B1-U0-G1
LED 75	IESNA Type II (long oval)	B1-U0-G2
LED 105	IESNA Type II (medium oval)	B2-U0-G3
LED 150	IESNA Type III (medium oval)	B2-U0-G2
LED 215	IESNA Type III (medium oval)	B3-U0-G3
LED 280	IESNA Type III (medium oval)	B3-U0-G4

Color temperature: 4,000K
Warm-up and restrike time: Instant on (no warm-up or restrike time)

Poles available:

Name	Mounting height	Color
Fiberglass	25', 30', 35'	Gray
Fiberglass	25', 30', 35'	Black (additional cost)
Wood	25', 30', 35'	Standard
Metal (special conditions)*	25', 30', 35'	Gray

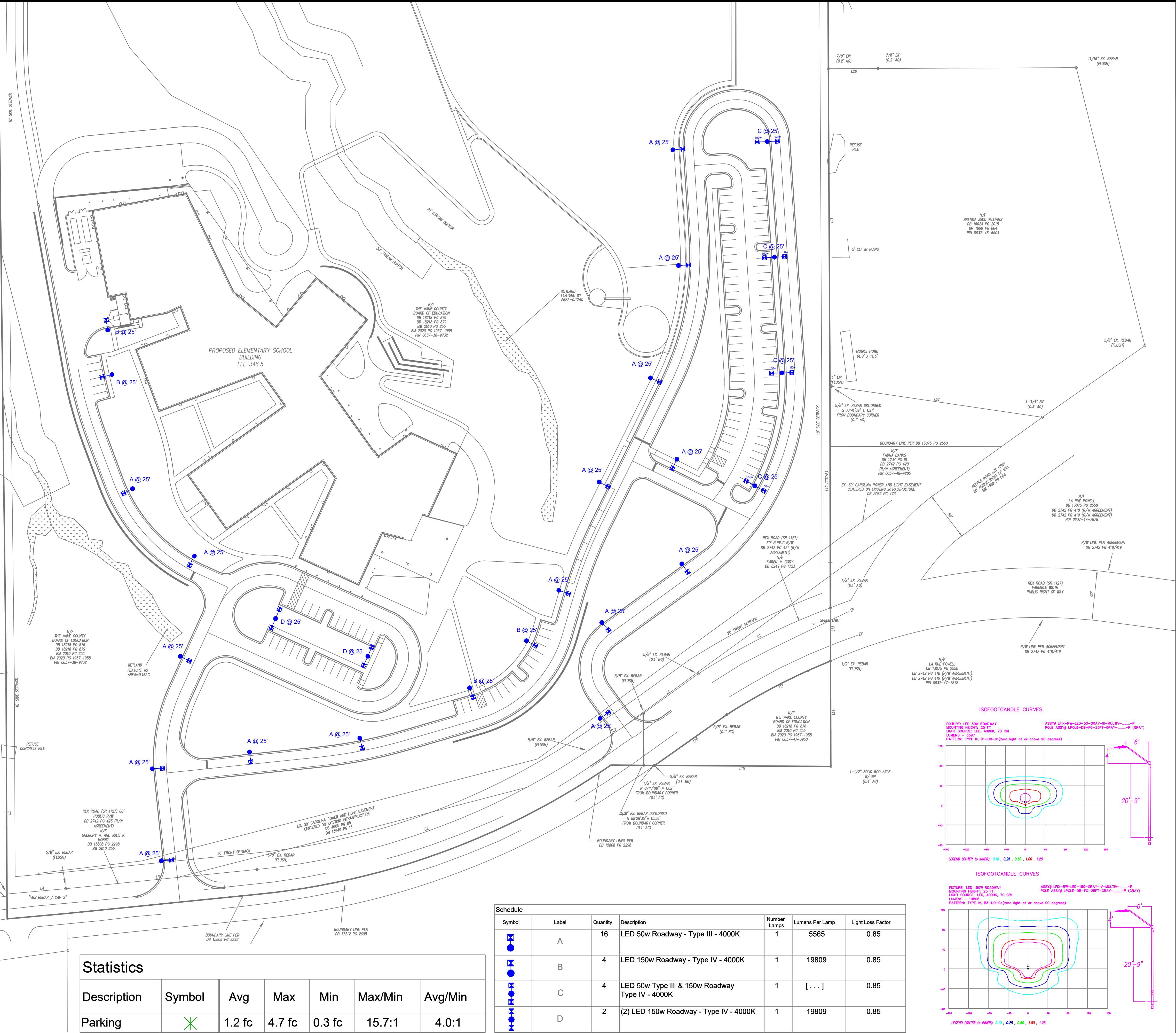
Features

Little or no installation cost	Benefits
Design services by lighting professionals included	Frees up capital for other projects
Maintenance included	Meets industry standards and lighting ordinances
Electricity included	Eliminates high and unexpected repair bills
Warranty included	Less expensive than metered service
One low monthly cost on your electric bill	Worry-free
Turnkey operation	Convenience and savings for you
Backed by over 40 years of experience	Provides hassle-free installation and service
	A name you can trust today ... and tomorrow

*2' raised foundation available when required.

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Rev	DATE	REVISION	BY
Rev A	03/31/22	LED 50w & 150w Roadway	NJ
REV#	DATE	REVISION	BY



LIGHTING DESIGN TOLERANCE

The calculated footcandle light levels in this lighting design are predicted values and are based on specific information that has been supplied to Duke Energy. Any inaccuracies in the supplied information, differences in luminaire installation, lighted area geometry including elevation differences, reflective properties of surrounding surfaces, obstructions (signage or otherwise) in the lighted area, or lighting from sources other than listed in this design may produce different results from the predicted values. Normal tolerances of voltage, lamp output, and ballast and luminaire manufacture will also affect results.



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REX ROAD ELEMENTARY

Holly Springs, NC	
SITE LIGHTING PLAN	
Designed by	DEP LIGHTING SOLUTIONS
Reviewed by	T. Ferguson Scale 1" = 60'
Date	03/31/2022 Size "Arch D"
Description LED Roadway	
Drawing No.	22-0131A Sht. 1 OF 1



Outdoor Lighting
Roadway LED



The Roadway LED is a green solution and great fit for streets, roads, long, narrow areas and parking lots. This energy-efficient luminaire delivers the light where it is needed while increasing visibility and reducing spill light to adjoining properties. Choose low to medium light output on wood or fiberglass poles for mount on an existing pole). Available with one to four fixtures per pole, depending on the fixture/pole combination selected.

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Color	Gray, Black
Poles	Fiberglass Metal (special conditions) Wood

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Roadway LED

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Color temperature: 4,000K

Warm-up and restrike time: Instant on (no warm-up or restrike time)

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Backed by over 40 years of experience	A name you can trust today ... and tomorrow

*2' raised foundation available when required.

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Rev A	03/31/22	LED 50w & 150w Roadway		NJ	
REV#	DATE	REVISION		BY	

Customer approval
Date

LIGHTING DESIGN TOLERANCE

The calculated illuminance, light levels and uniformity are predicted values and are based on specific information that has been supplied to Duke Energy. Any inaccuracies in the supplied information, differences in luminaire installation, lighted area geometry including elevation differences, reflective properties of surrounding surfaces, obstructions (trees or otherwise) in the lighted area, or lighting from sources other than listed in this design may produce different results from the predicted values. Normal tolerances of voltage, lamp output, and ballast and luminaire manufacture will also affect



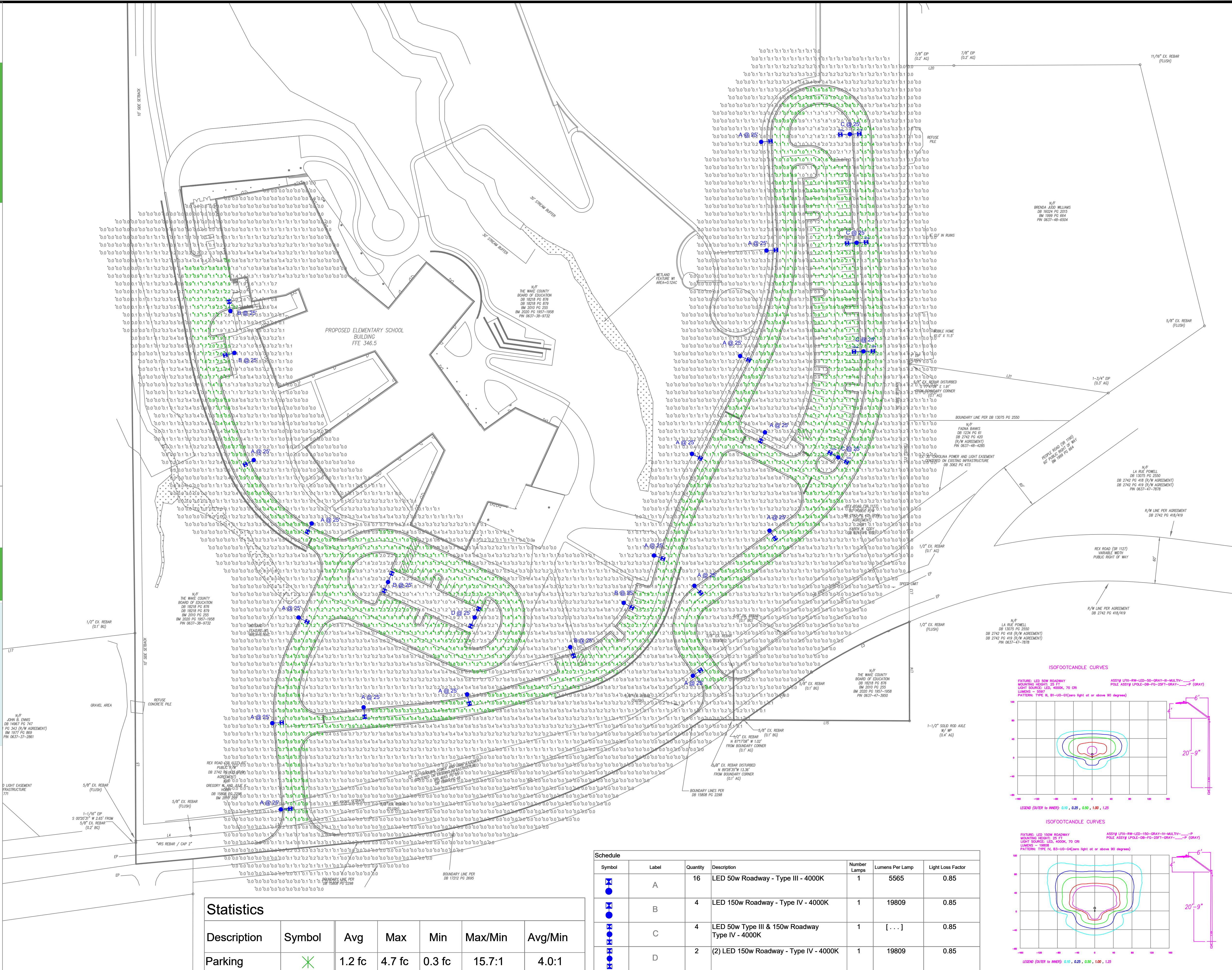
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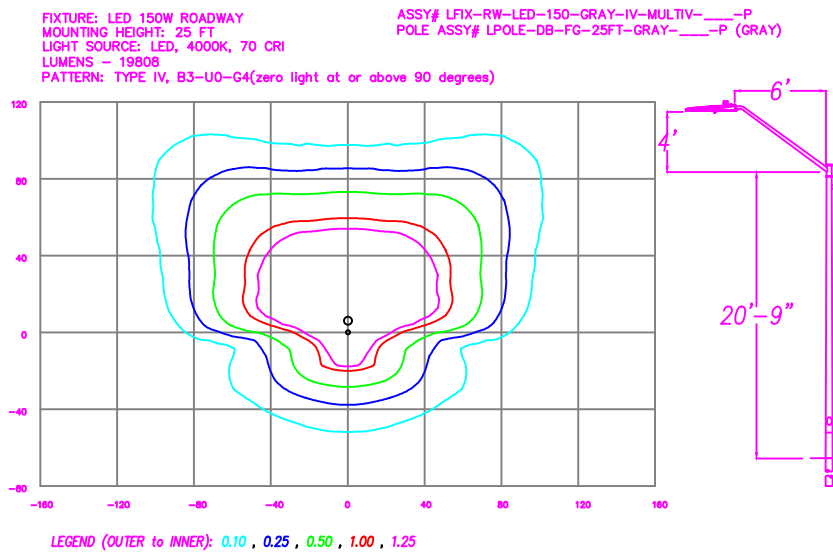
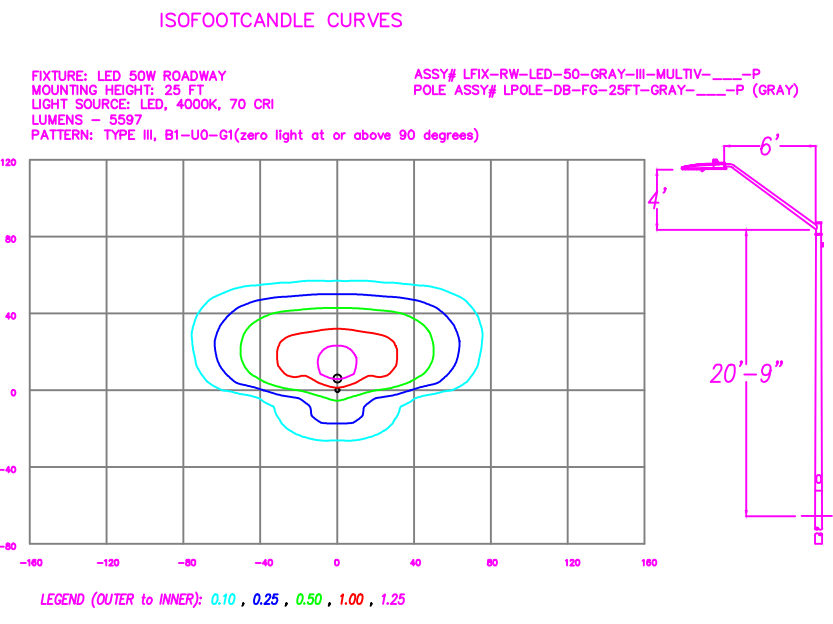
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REX ROAD ELEMENTARY

Holly Springs, NC
SITE LIGHTING PLAN
Designed by DEP LIGHTING SOLUTIONS
Reviewed by T. Ferguson Scale 1" = 60'
Date 03/31/2022 Size "Arch D"
Description LED Roadway
Drawing No. 22-0131A Sht. 1 OF 1



Symbol	Label	Quantity	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor
A	A	16	LED 50w Roadway - Type III - 4000K	1	5565	0.85
B	B	4	LED 150w Roadway - Type IV - 4000K	1	19809	0.85
C	C	4	LED 50w Type III & 150w Roadway Type IV - 4000K	1	[...]	0.85
D	D	2	(2) LED 150w Roadway - Type IV - 4000K	1	19809	0.85





1 / SP-A-200 VIEW 1 - MAIN ENTRANCE



2 / SP-A-200 VIEW 2

WALL LEGEND

AW101A.1	BRICK VENEER (COLOR 1)
AW101A.2	BRICK VENEER (COLOR 1) WITH CORBELLING PATTERN
AW101A.3	BRICK VENEER (COLOR 1) WITH TEXTURE
AW101B	BRICK VENEER (COLOR 2)
AW101C	BRICK VENEER (COLOR 2) WITH TEXTURE
AW201	METAL PANEL

PRIMARY FACADE COMPLIANCE

TYPE 1 MATERIAL: BRICK

60% REQUIRED, 90% SHOWN

TYPE 3 MATERIAL: SMOOTH FINISH METAL PANEL

10% ALLOWED, 10% SHOWN

GROUND FLOOR TRANSPARENCY

20% REQUIRED, 25% SHOWN

PRIMARY FACADE MATERIAL CALCULATIONS INCLUDES ELEVATIONS VISIBLE FROM THE STREET OR INTERIOR ACCESS DRIVES. FACADE MATERIALS EXCLUDE THE FOLLOWING: WINDOWS, DISPLAY WINDOWS, DOORS, ROOFING, FASCIA OR SOFFIT MATERIALS.

ANY EXPOSED MECHANICAL EQUIPMENT WILL BE WITHIN THE ENCLOSED AREA OF THE MECHANICAL YARD (ELEVATION E3) WHICH IS SCREENED FROM PUBLIC VIEW.

IF THERE ARE ANY EXPOSED PIPES OR CONDUITS OUTSIDE OF THAT SPECIFIC AREA, THEY WILL BE SPECIFIED TO MATCH THE COLOR OF THE SURFACE ON WHICH THEY ARE MOUNTED.



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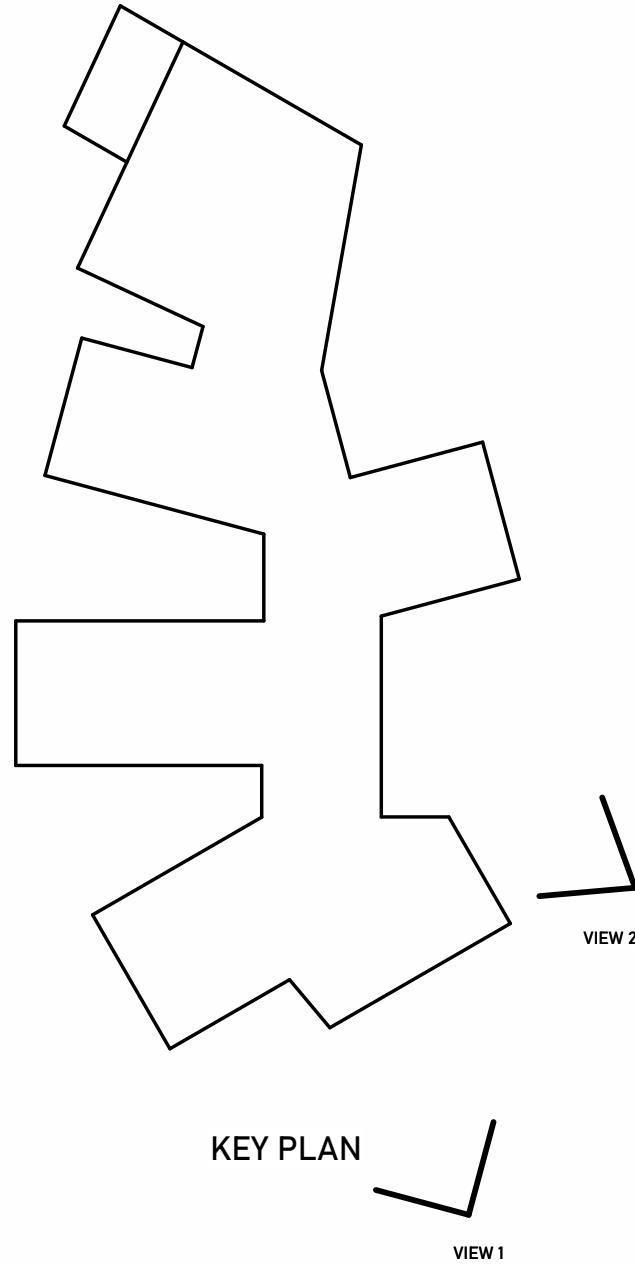
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PURPOSES



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WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

PHASE DEVELOPMENT PLAN SUB #4
DATE 09.02.2022

PROJECT E-52 REX ROAD
ELEMENTARY SCHOOL

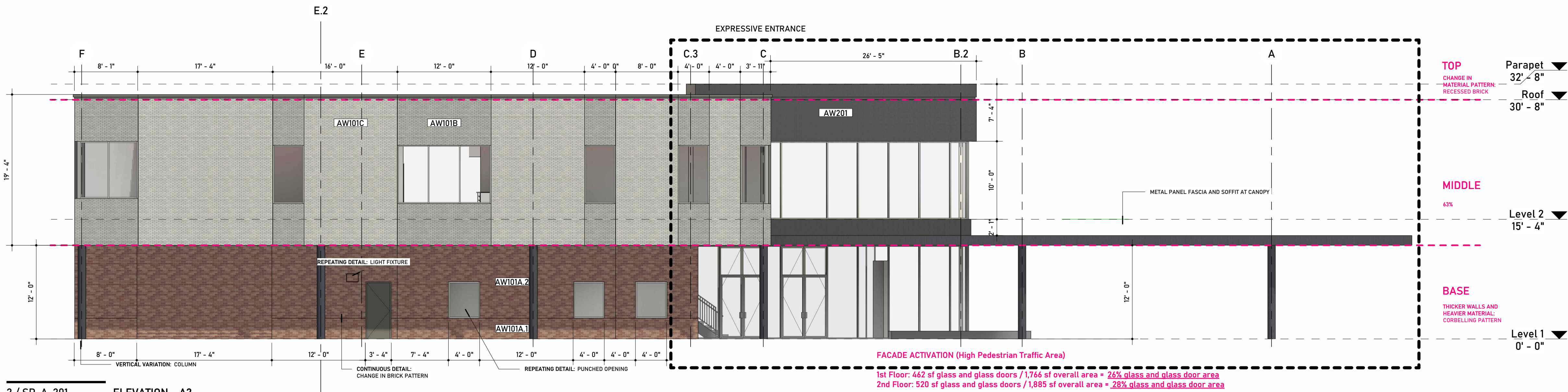
VA PROJECT # 2021006

DRAWING TITLE

PERSPECTIVE VIEWS

DRAWING NUMBER

SP-A-200



WALL LEGEND	
AW101A.1	BRICK VENEER (COLOR 1)
AW101A.2	BRICK VENEER (COLOR 1) WITH CORBELLED PATTERN
AW101A.3	BRICK VENEER (COLOR 1) WITH TEXTURE
AW101B	BRICK VENEER (COLOR 2)
AW101C	BRICK VENEER (COLOR 2) WITH TEXTURE
AW201	METAL PANEL

PRIMARY FACADE COMPLIANCE

TYPE 1 MATERIAL: BRICK

60% REQUIRED, 90% SHOWN

TYPE 3 MATERIAL: SMOOTH FINISH METAL PANEL

10% ALLOWED, 10% SHOWN

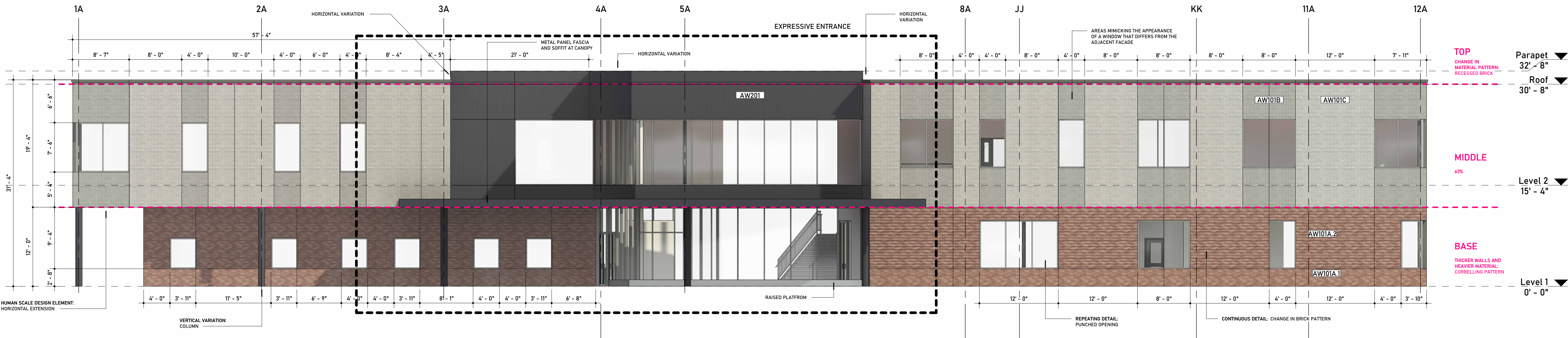
GROUND FLOOR TRANSPARENCY

20% REQUIRED, 25% SHOWN

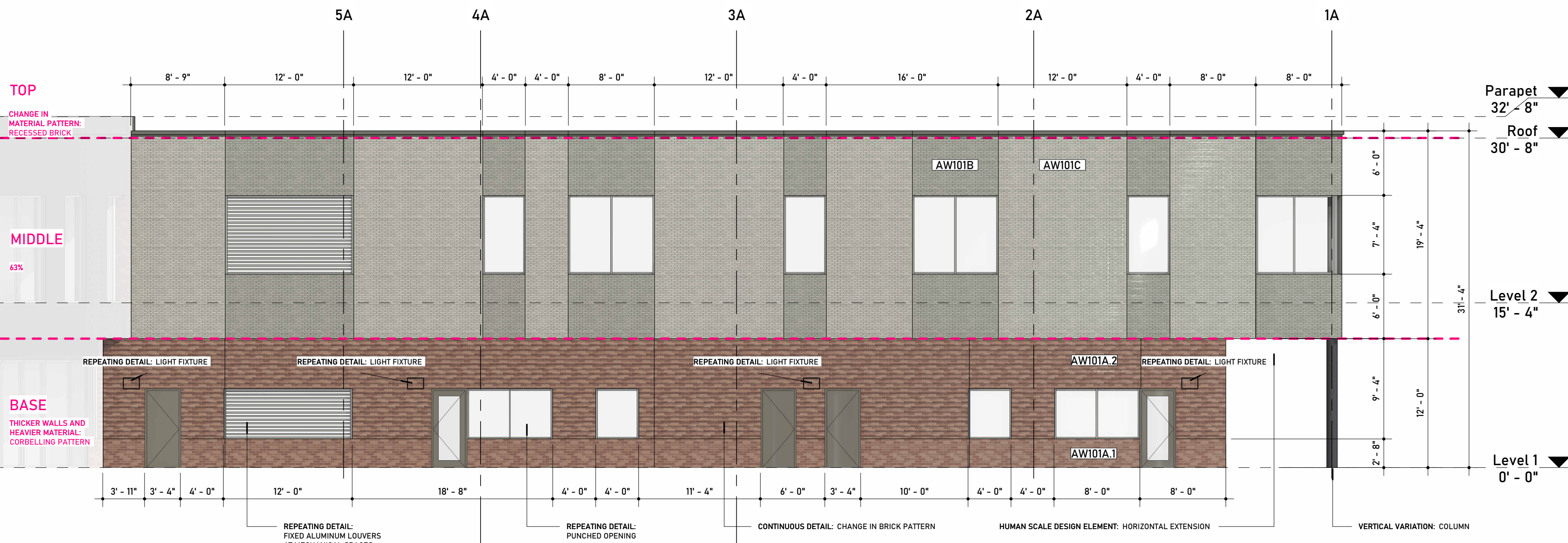
PRIMARY FACADE MATERIAL CALCULATIONS INCLUDES ELEVATIONS VISIBLE FROM THE STREET OR INTERIOR ACCESS DRIVES. FACADE MATERIALS EXCLUDE THE FOLLOWING: WINDOWS, DISPLAY WINDOWS, DOORS, ROOFING, FASCIA OR SOFFIT MATERIALS.

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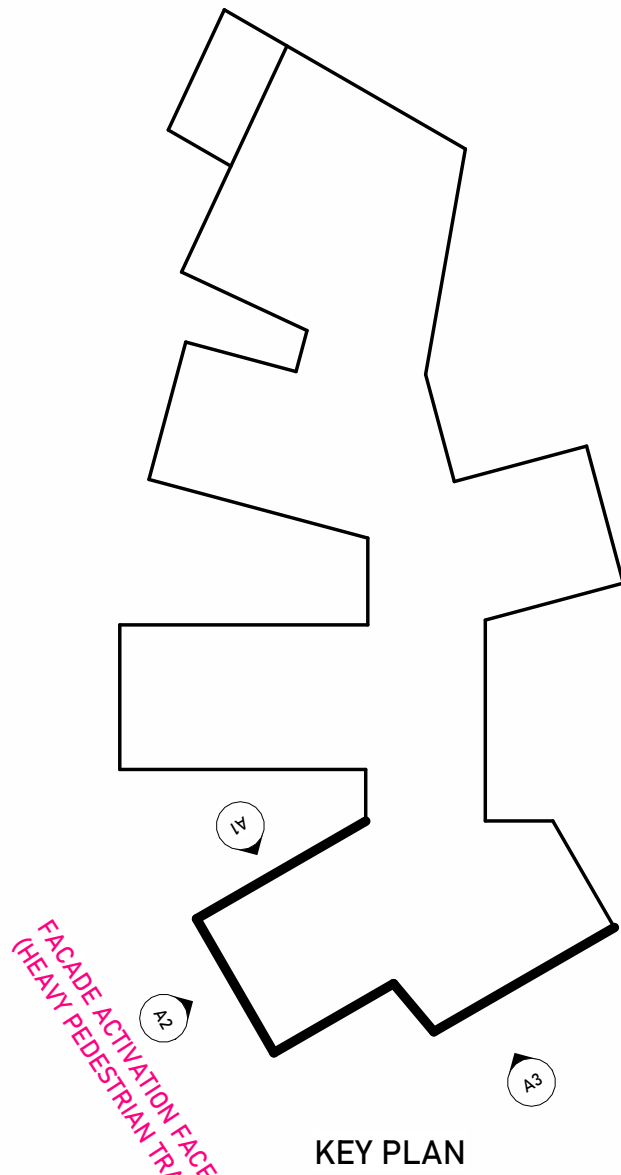
IF THERE ARE ANY EXPOSED PIPES OR CONDUITS OUTSIDE OF THAT SPECIFIC AREA, THEY WILL BE SPECIFIED TO MATCH THE COLOR OF THE SURFACE ON WHICH THEY ARE MOUNTED.



3 / SP-A-201 ELEVATION - A3
1/8" = 1'-0"



1 / SP-A-201 ELEVATION - A1
1/8" = 1'-0"



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REVISIONS

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PURPOSES

E-52 REX ROAD ELEMENTARY

OWNER

WCPSS

WAKE COUNTY PUBLIC SCHOOL SYSTEM
5625 DILLARD DRIVE
CARY, NC 27518

PHASE DEVELOPMENT PLAN SUB #4

DATE 09.02.2022

PROJECT E-52 REX ROAD

ELEMENTARY SCHOOL

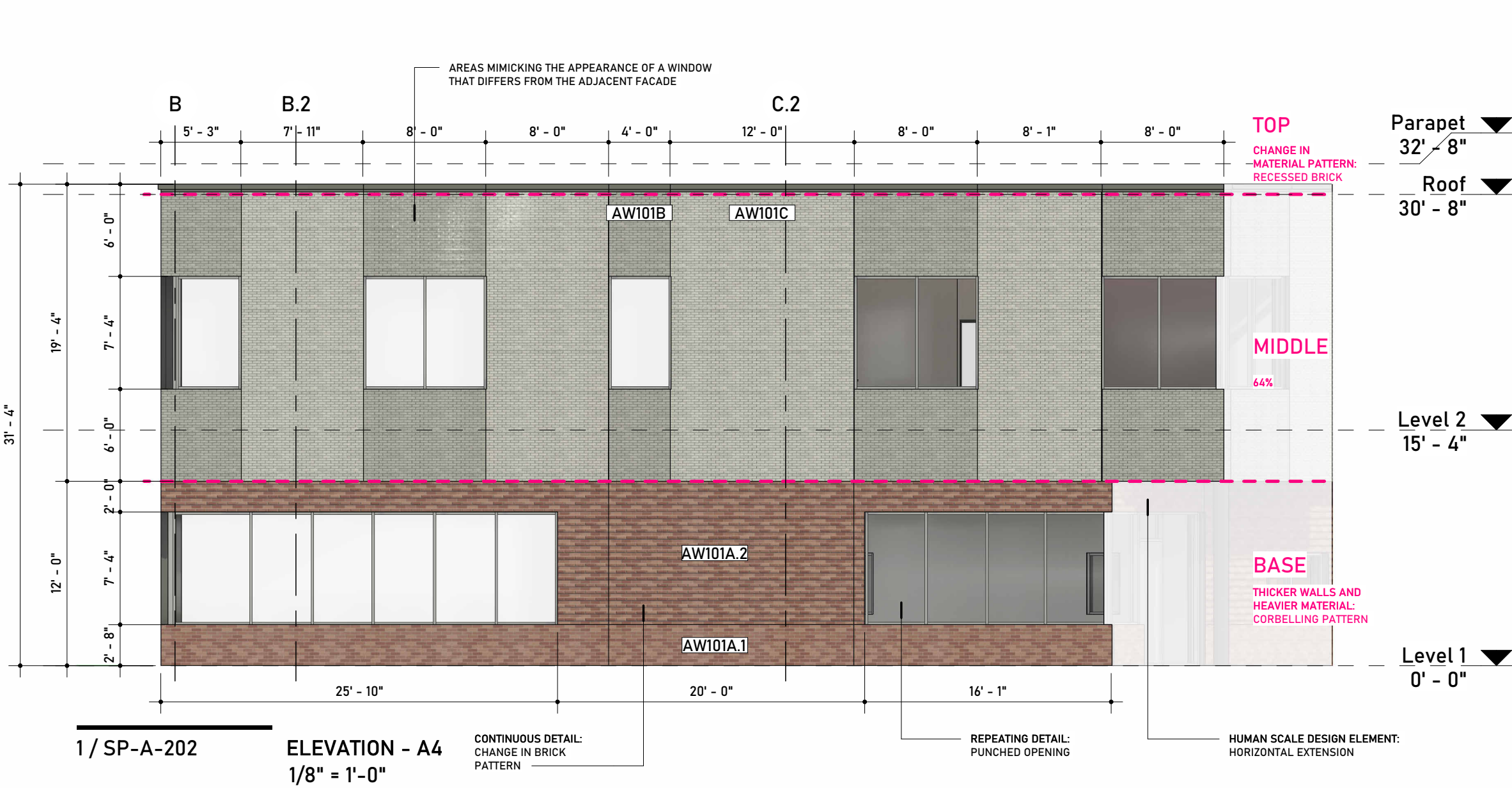
VA PROJECT # 2021006

DRAWING TITLE

PARTIAL EXTERIOR ELEVATIONS

DRAWING NUMBER

SP-A-201



WALL LEGEND

AW101A.1	BRICK VENEER (COLOR 1)
AW101A.2	BRICK VENEER (COLOR 1) WITH CORBELLING PATTERN
AW101A.3	BRICK VENEER (COLOR 1) WITH TEXTURE
AW101B	BRICK VENEER (COLOR 2)
AW101C	BRICK VENEER (COLOR 2) WITH TEXTURE
AW201	METAL PANEL

PRIMARY FACADE COMPLIANCE

TYPE 1 MATERIAL: BRICK

60% REQUIRED, 90% SHOWN

TYPE 3 MATERIAL: SMOOTH FINISH METAL PANEL

10% ALLOWED, 10% SHOWN

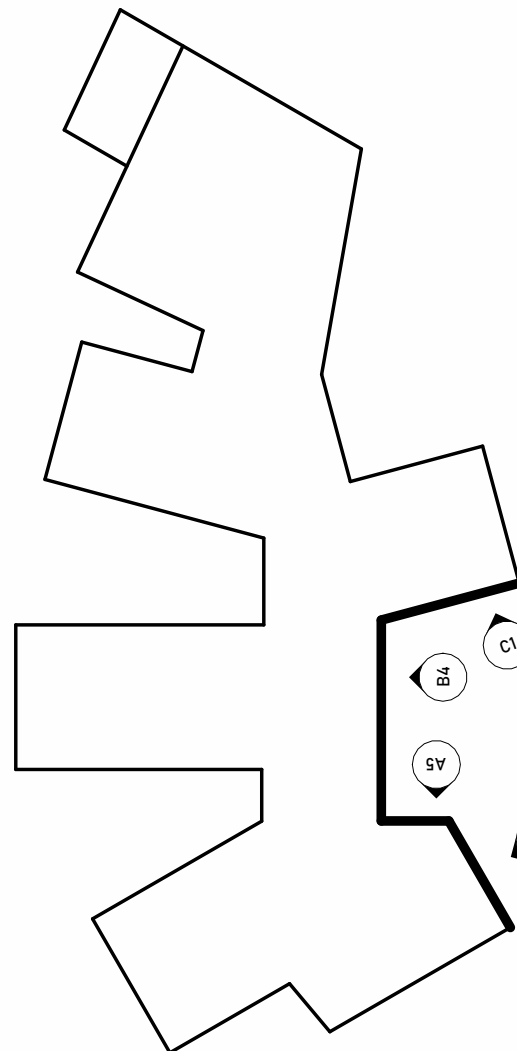
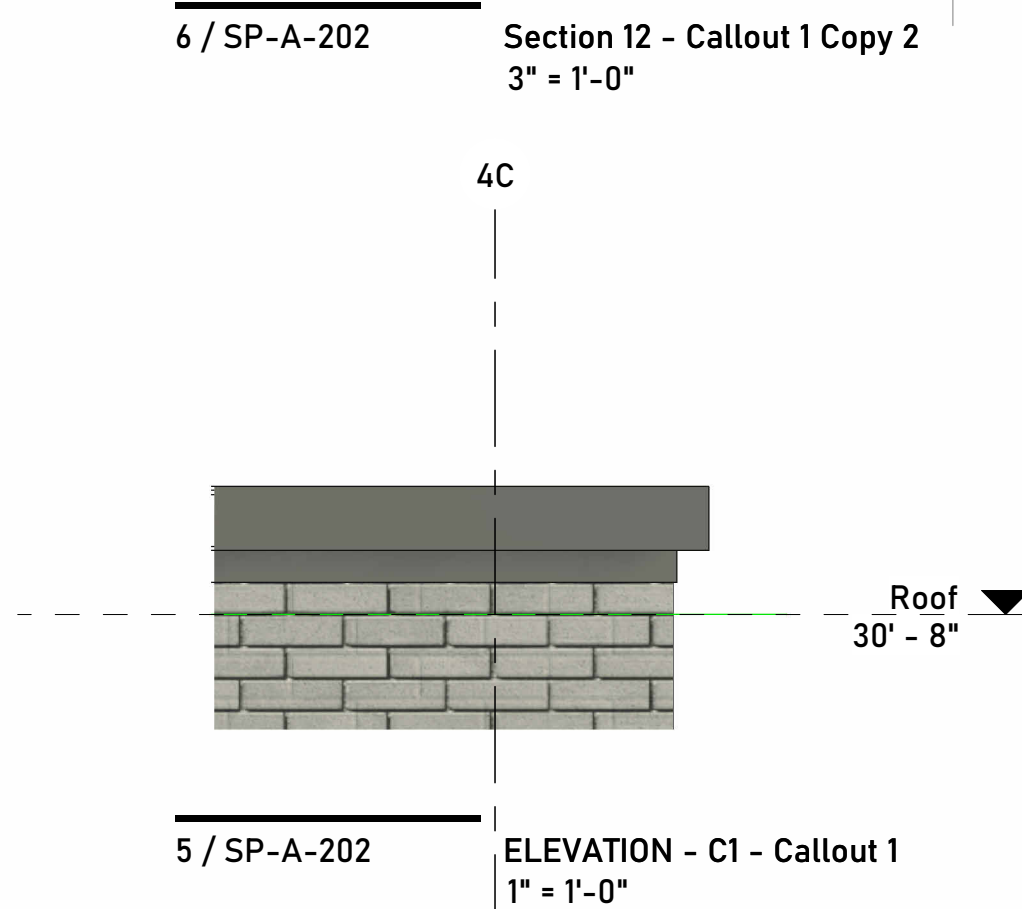
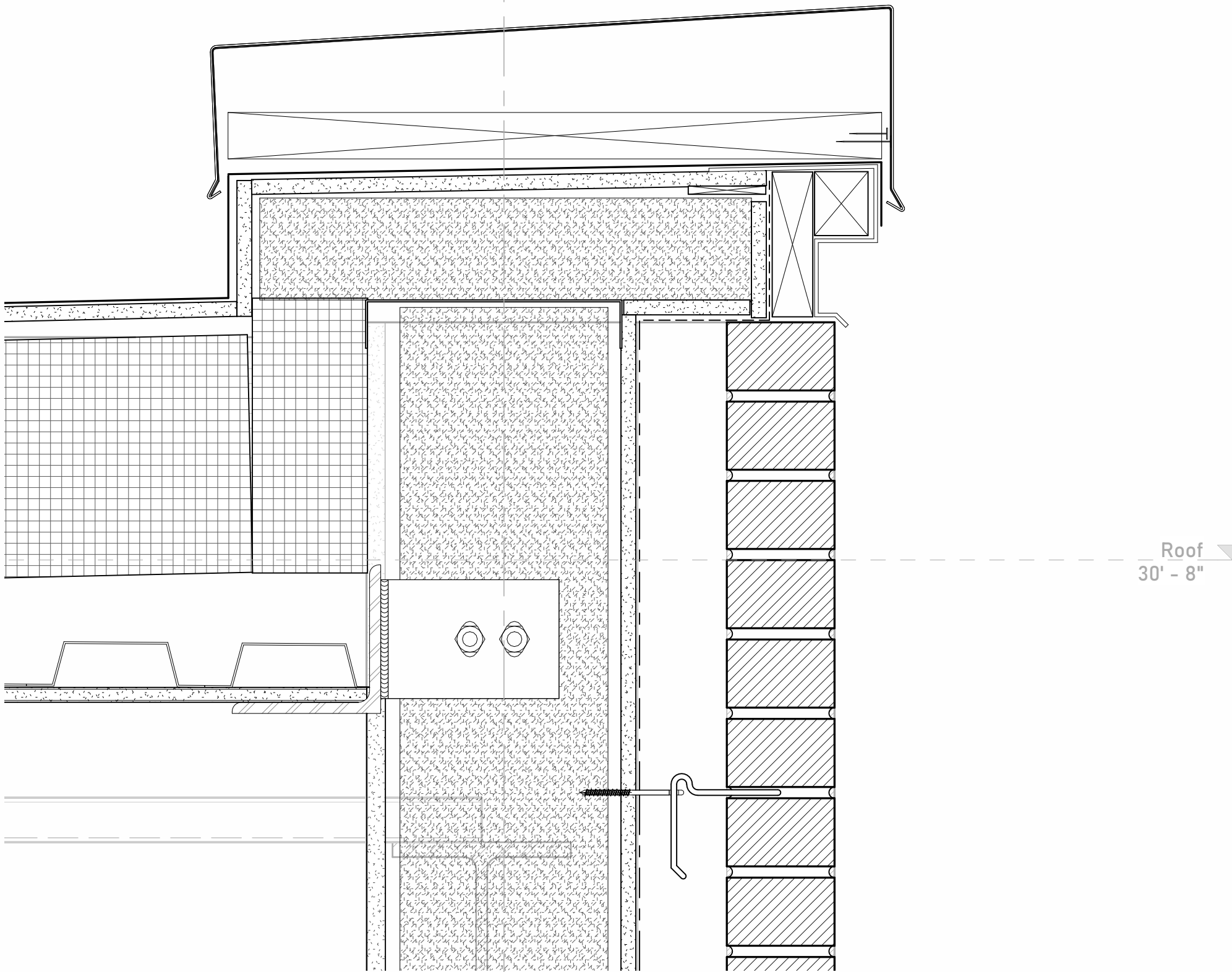
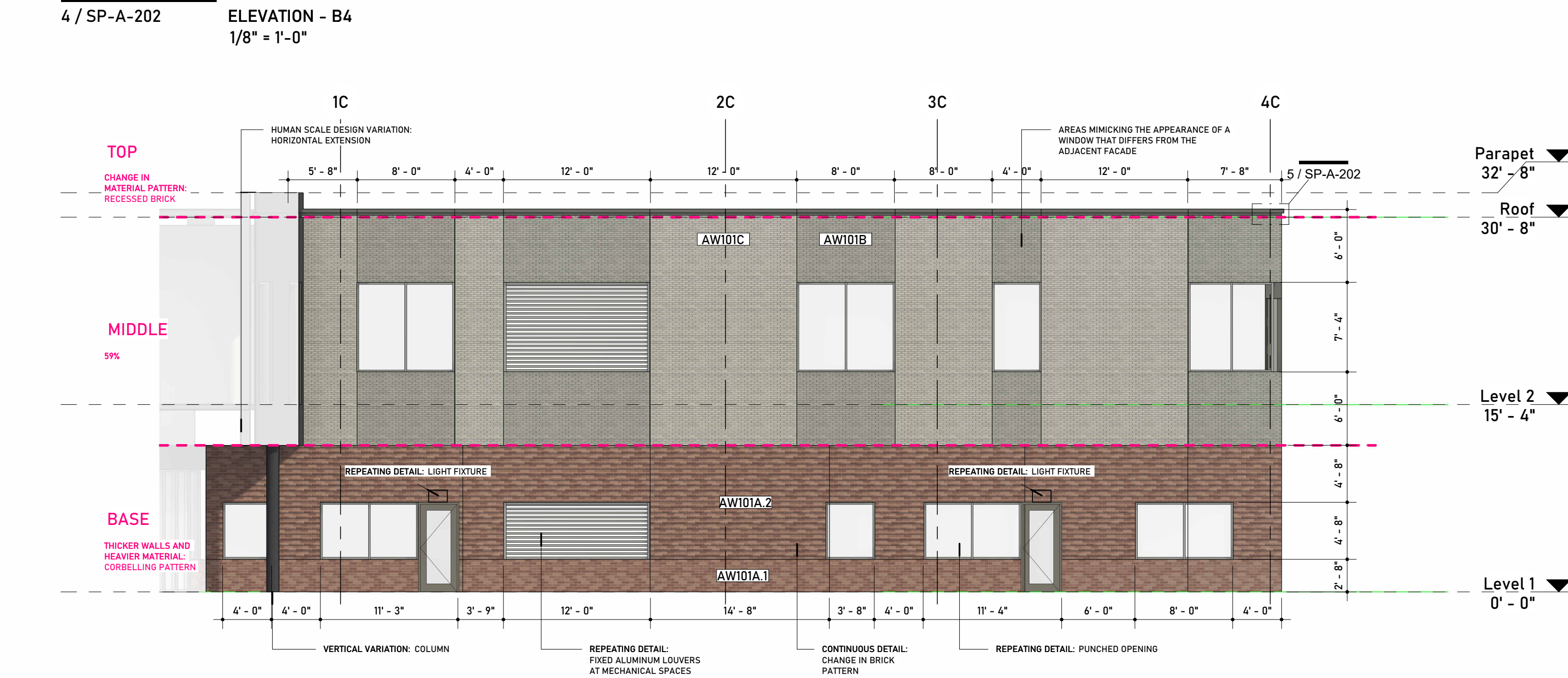
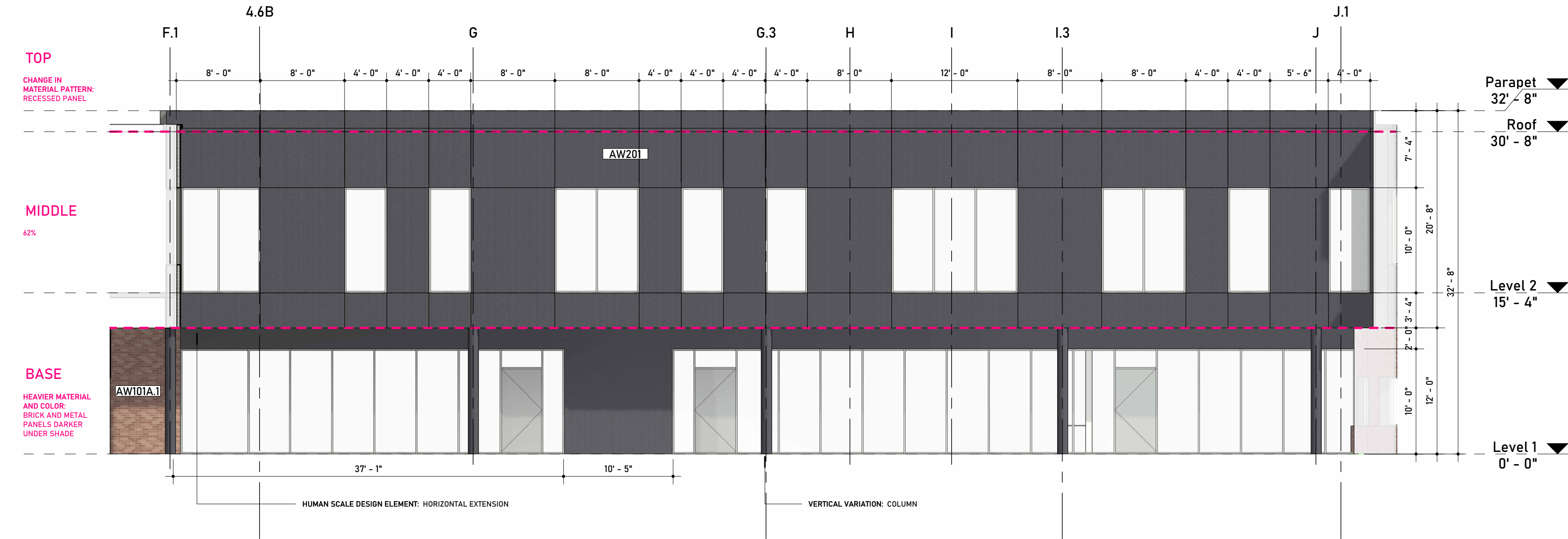
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ELEMENTARY

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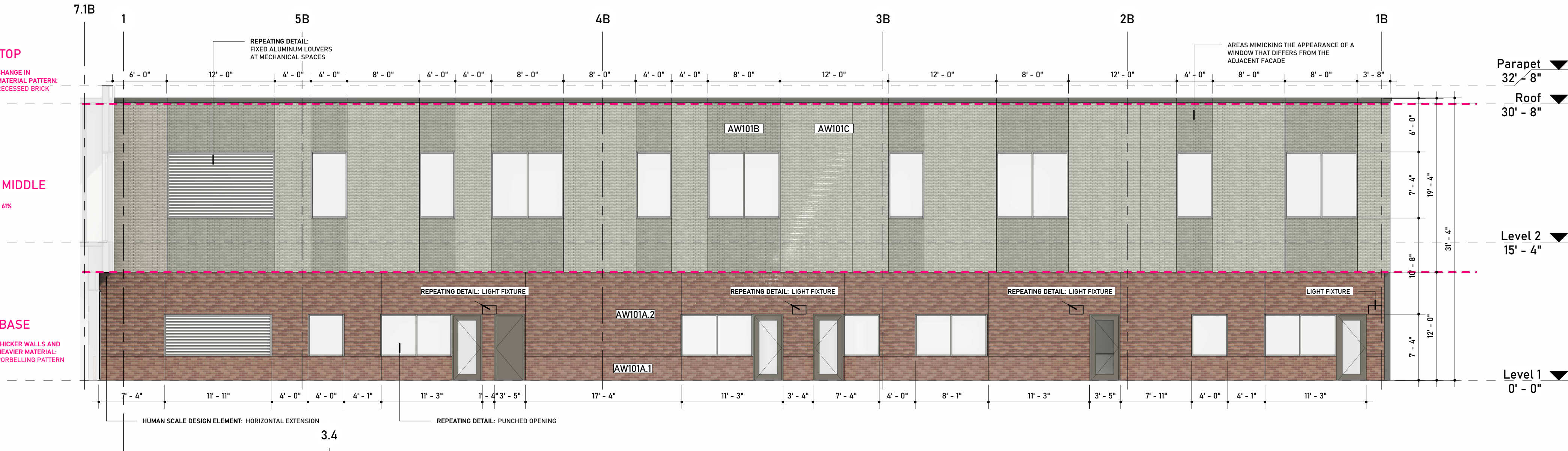
VA PROJECT # 2021006

DRAWING TITLE

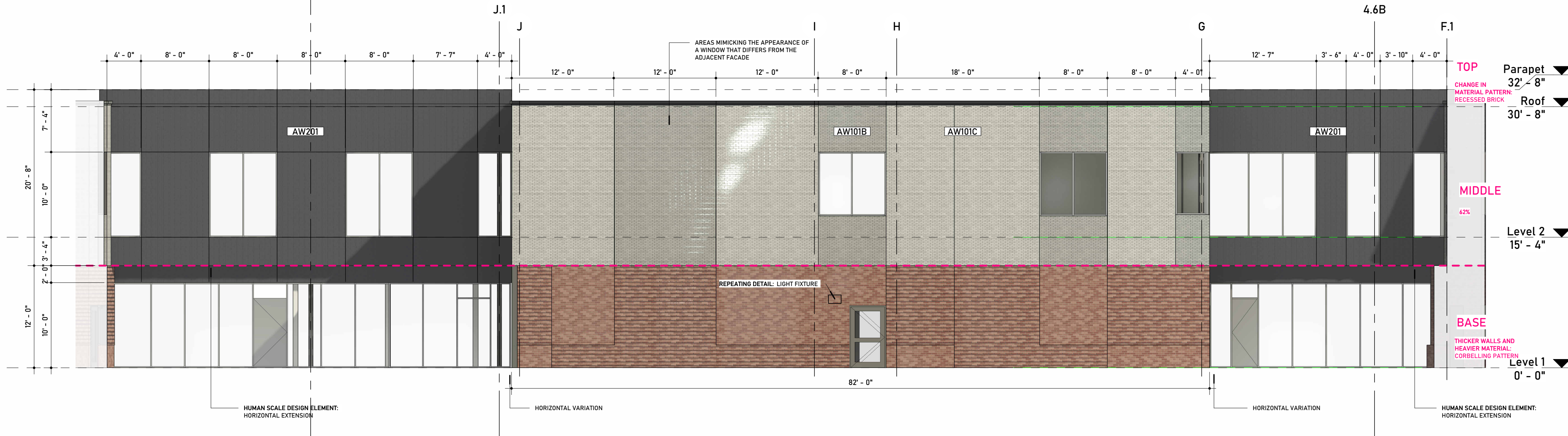
PARTIAL EXTERIOR
ELEVATIONS

DRAWING NUMBER

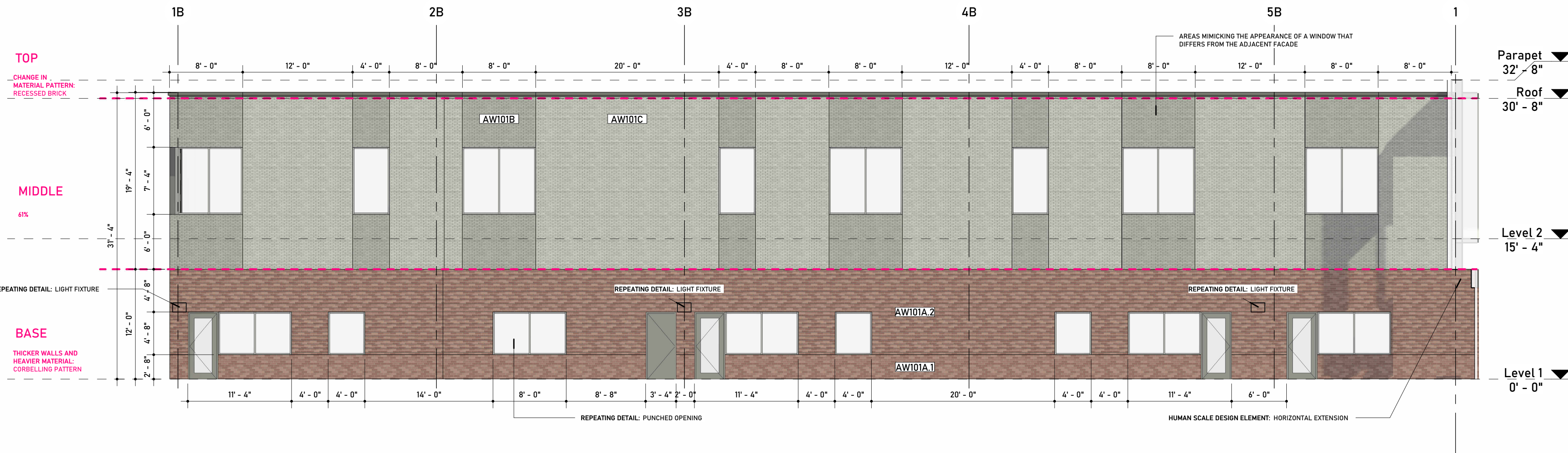
SP-A-202



1 / SP-A-203
ELEVATION - B1
1/8" = 1'-0"



2 / SP-A-203
ELEVATION - B2
1/8" = 1'-0"



3 / SP-A-203
ELEVATION - B3
1/8" = 1'-0"

WALL LEGEND

AW101A.1	BRICK VENEER (COLOR 1)
AW101A.2	BRICK VENEER (COLOR 1) WITH CORRELLING PATTERN
AW101A.3	BRICK VENEER (COLOR 1) WITH TEXTURE
AW101B	BRICK VENEER (COLOR 2)
AW101C	BRICK VENEER (COLOR 2) WITH TEXTURE
AW201	METAL PANEL

PRIMARY FACADE COMPLIANCE

TYPE 1 MATERIAL: BRICK

60% REQUIRED, 90% SHOWN

TYPE 3 MATERIAL: SMOOTH FINISH METAL PANEL

10% ALLOWED, 10% SHOWN

GROUND FLOOR TRANSPARENCY

20% REQUIRED, 25% SHOWN

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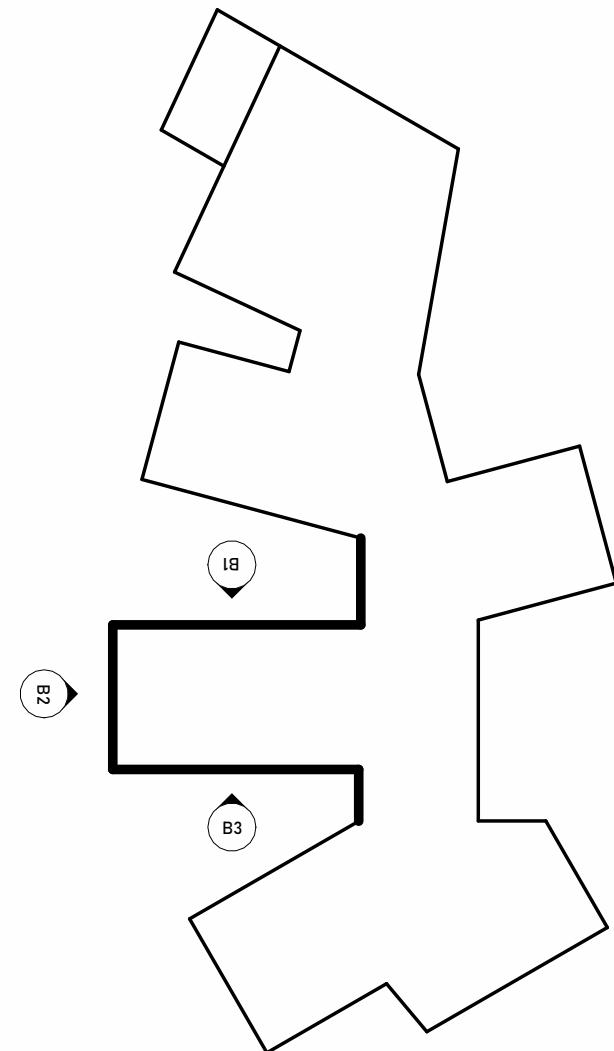
VA PROJECT # 2021006

DRAWING TITLE

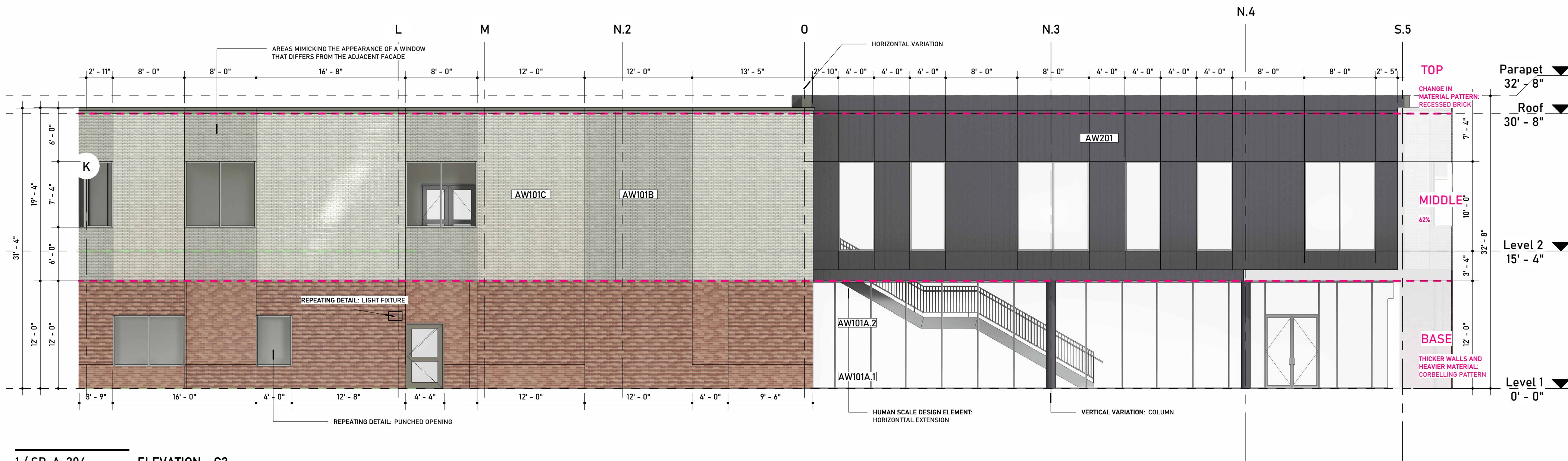
PARTIAL EXTERIOR ELEVATIONS

DRAWING NUMBER

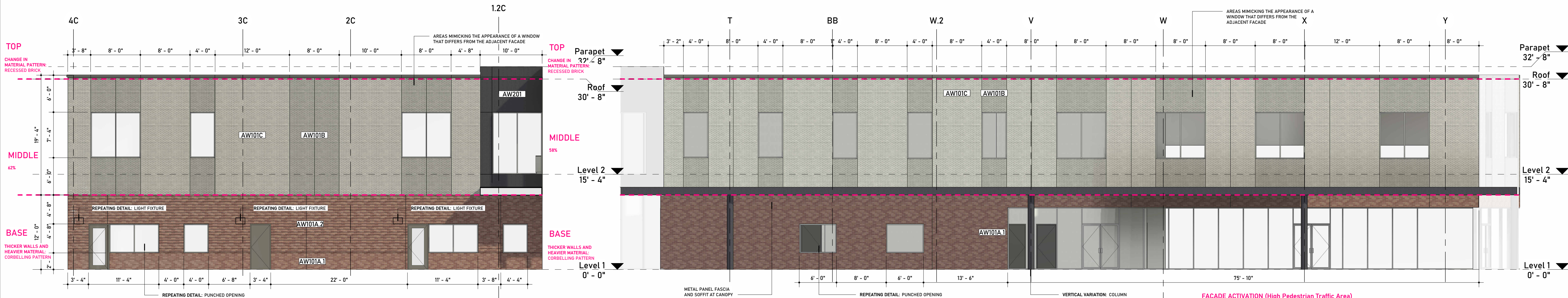
SP-A-203



KEY PLAN

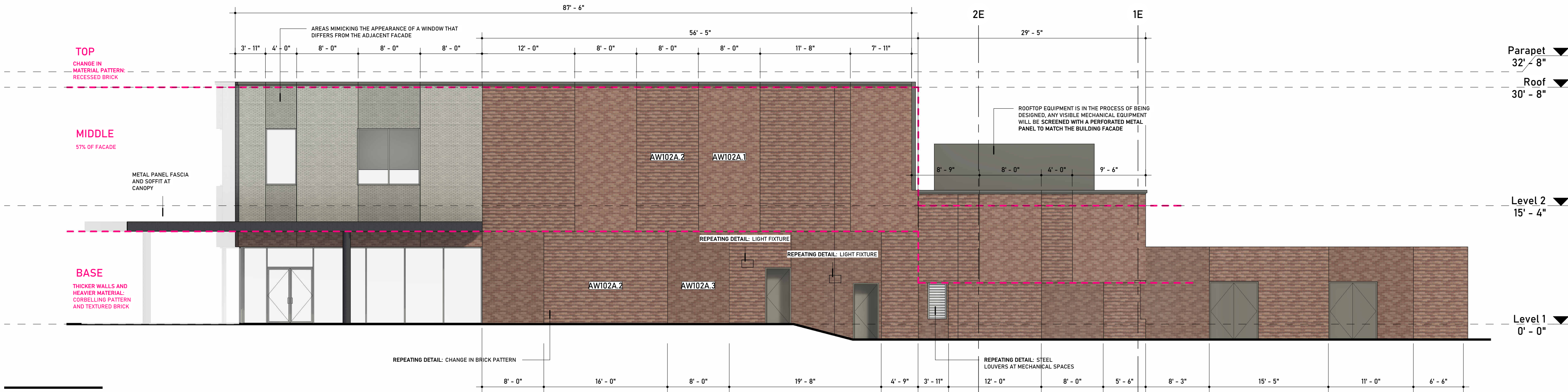


1 / SP-A-204 ELEVATION - C2
1/8" = 1'-0"



2 / SP-A-204 ELEVATION - C3
1/8" = 1'-0"

3 / SP-A-204 ELEVATION - E1
1/8" = 1'-0"



4 / SP-A-204 ELEVATION - E2
1/8" = 1'-0"

WALL LEGEND

AW101A.1	BRICK VENEER (COLOR 1)
AW101A.2	BRICK VENEER (COLOR 1) WITH CORBELLING PATTERN
AW101A.3	BRICK VENEER (COLOR 1) WITH TEXTURE
AW101B	BRICK VENEER (COLOR 2)
AW101C	BRICK VENEER (COLOR 2) WITH TEXTURE
AW201	METAL PANEL

PRIMARY FACADE COMPLIANCE

TYPE 1 MATERIAL: BRICK

60% REQUIRED, 90% SHOWN

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GROUND FLOOR TRANSPARENCY

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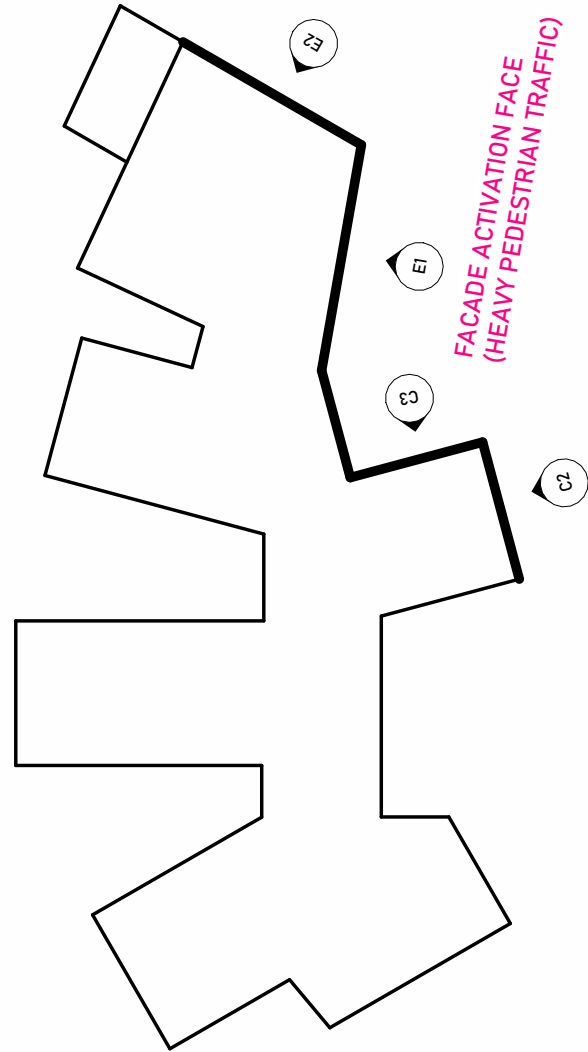
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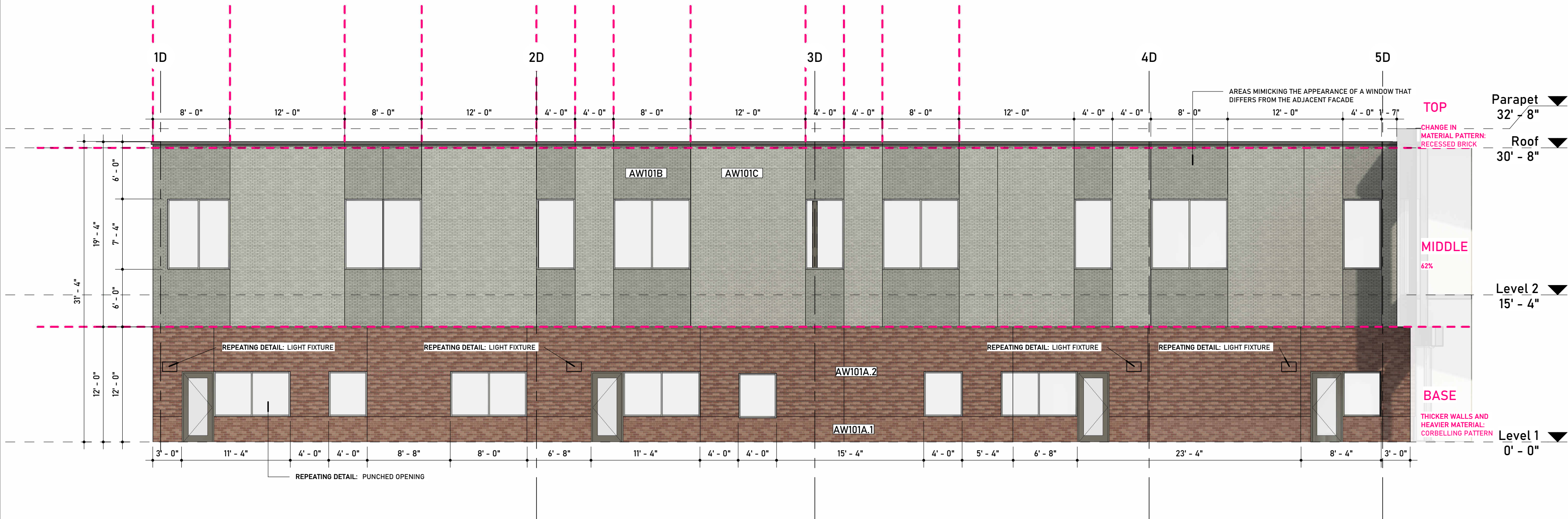
PARTIAL EXTERIOR ELEVATIONS

DRAWING NUMBER

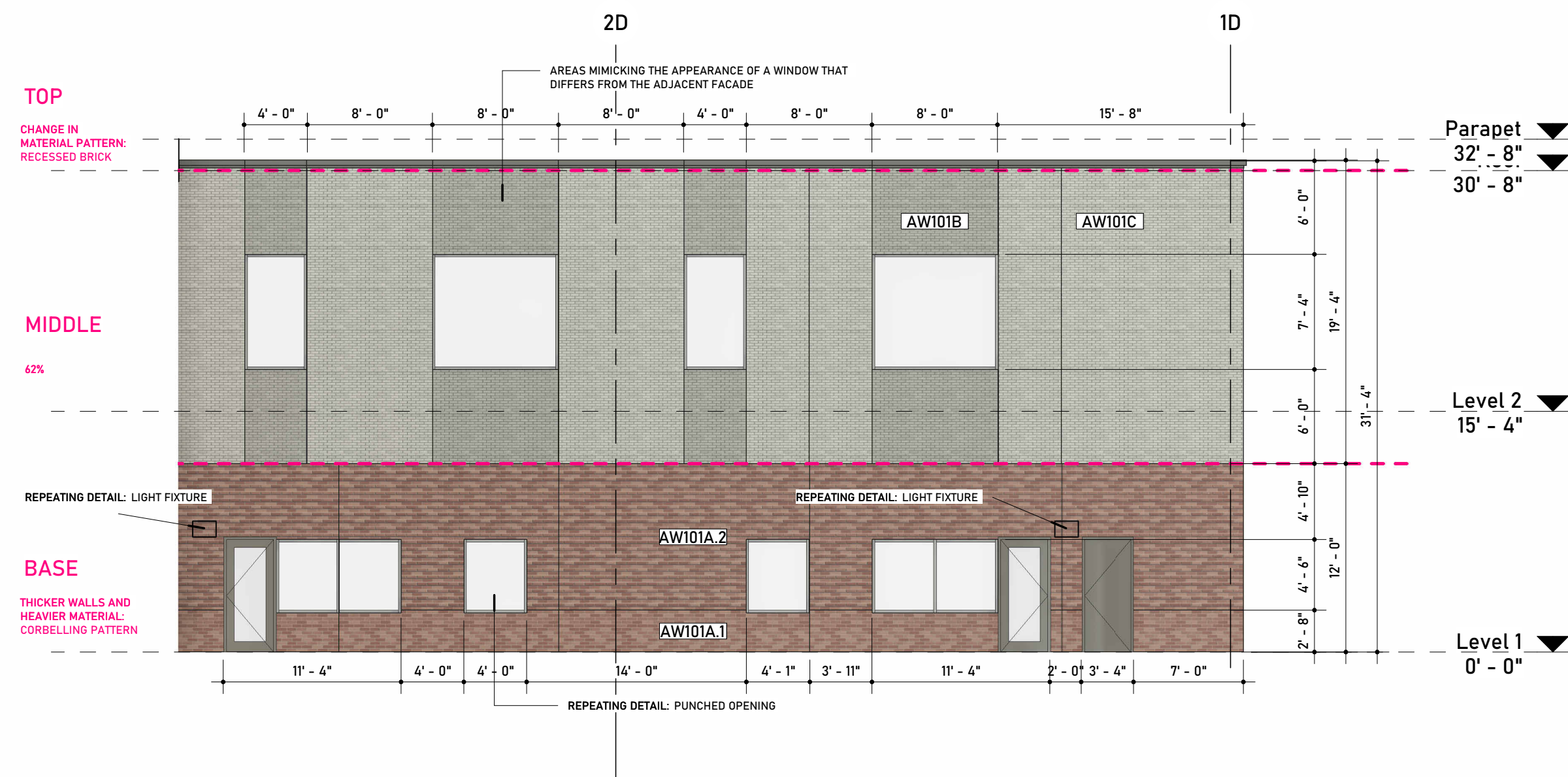
SP-A-204



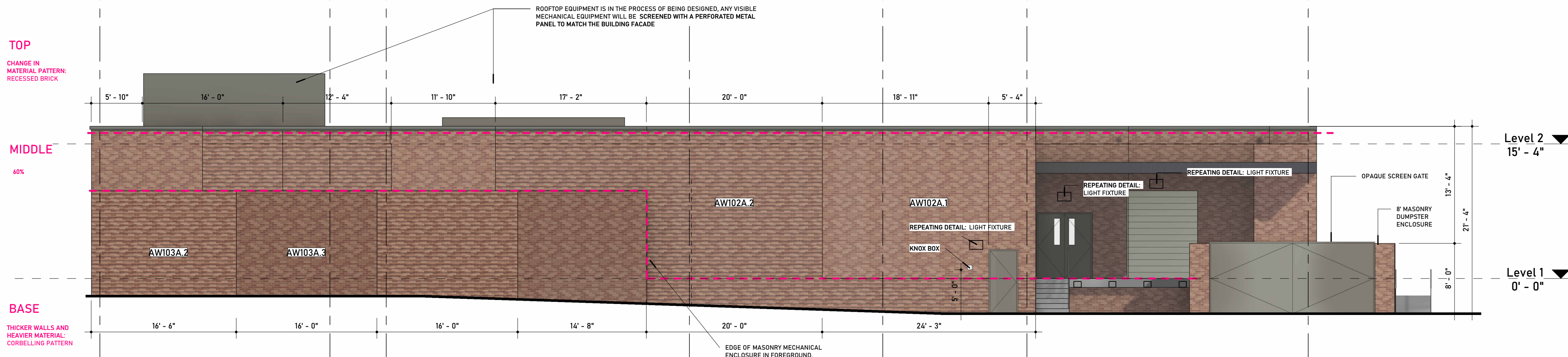
KEY PLAN



3 / SP-A-205 ELEVATION - D3
1/8" = 1'-0"

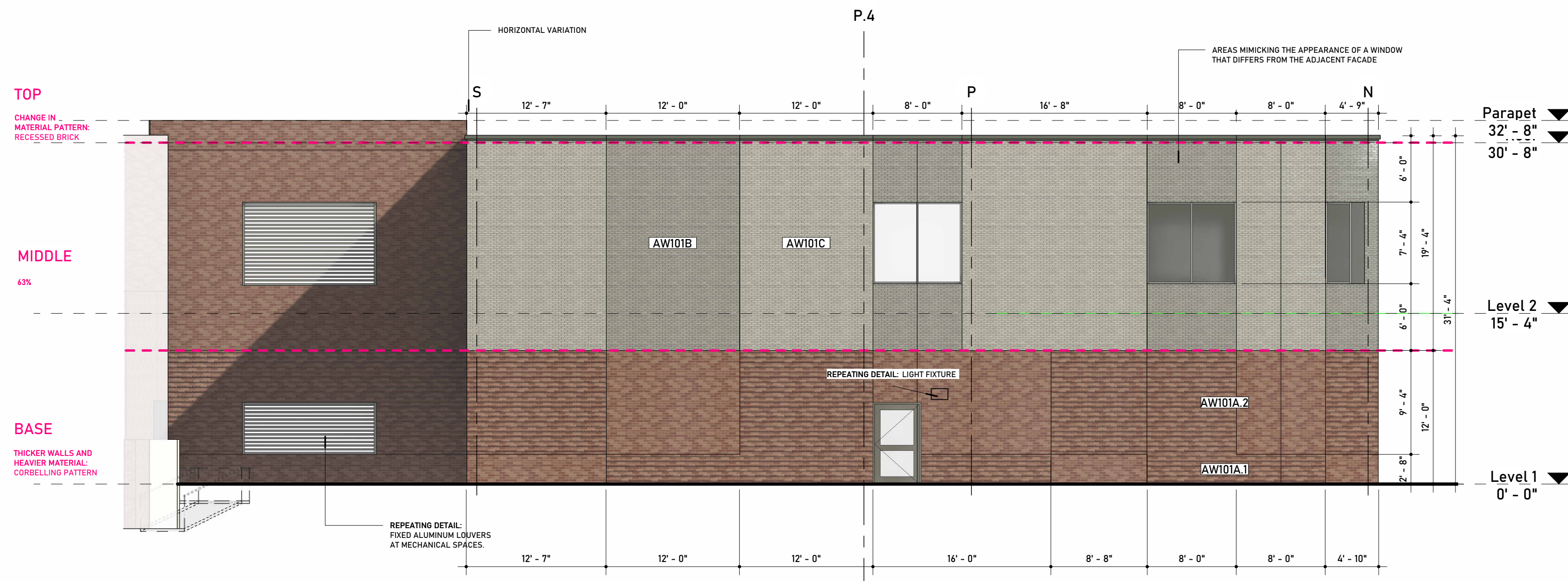


1 / SP-A-205 ELEVATION - D1
1/8" = 1'-0"



4 / SP-A-205 ELEVATION - E3
1/8" = 1'-0"

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2 / SP-A-205 ELEVATION - D2
1/8" = 1'-0"

WALL LEGEND

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AW101A.2	BRICK VENEER (COLOR 1) WITH CORBELLING PATTERN
AW101A.3	BRICK VENEER (COLOR 1) WITH TEXTURE
AW101B	BRICK VENEER (COLOR 2)
AW101C	BRICK VENEER (COLOR 2) WITH TEXTURE
AW201	METAL PANEL

PRIMARY FACADE COMPLIANCE

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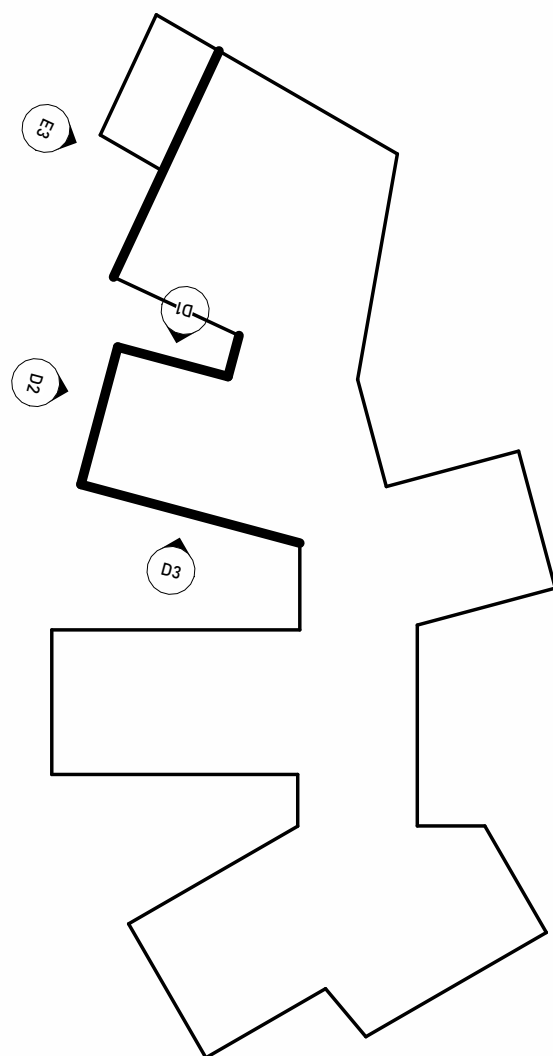
VA PROJECT # 2021006

DRAWING TITLE

PARTIAL EXTERIOR ELEVATIONS

DRAWING NUMBER

SP-A-205



KEY PLAN



E-52 Rex Road Elementary Development Plan 22-DP-06 Conditions of Approval

Motions and Conditions of Approval:

Motion to make and accept the Findings of Fact for Development Plan 22-DP-06 that the proposed large development plan includes a building exceeding 40,000 square feet but has no greater impact than a small development plan less than 40,000 square feet and meets the standards for a Conditional Zoning District including Design Goals and Development Standard Flexibility and Allowances per UDO Section 2.4.3.

Motion to approve / deny / defer Development Plan 22-DP-06 for E-52 Rex Road Elementary as submitted by CLH Design PA, Project Number 2021006, dated Revised 9/2/2022, with the following conditions:

1. Invoiced fees from Special Study third party review must be paid prior to first Construction Drawing Submittal, and no later than prior to Construction Drawing Approval.
2. Off-site right-of-way dedication will be required in the form of a recorded plat prior to receiving construction drawing approval.
3. Note all new overhead power lines and services must be installed underground with this development. If the relocation of overhead power lines underground is deemed not feasible by the Town and/or the Utility company, a fee-in-lieu will be required prior to Construction Drawing approval.
4. Provide documentation in the form of a recorded plat of any required offsite sewer easements: The WCPSS Board of Education will provide a letter to the Town with the 1st Construction Drawing Submittal for this project that states they will obtain and plat all easements and/or rights-of-way once all permits are obtained.
5. Continue to coordinate opportunities for fiber optic connection or conduit for future connection with this development.
6. Update Development Plans to add notes that clarify the transportation improvements committed to by the developer vs. improvements committed to if reimbursed by the Town based on the E-52 rezoning request (22-REZ-04).
7. Prior to Construction Drawing Approval, the following items must be addressed:
 - a. Street Tree locations shall be shown with approved lighting fixture locations shall be positioned as to not interfere with any lighting fixtures or any site distance triangles.
 - b. Raceway to serve EV- Ready parking spaces must be shown.
8. Prior to Certificate of Occupancy for either building:
 - a. All striping and charging kiosks for EV parking spaces and raceway to serve EV- Ready parking spaces must be installed.

9. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
10. Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
11. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
12. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
13. Stormwater sureties are required on this project. A performance surety in the form of a bond, letter of credit or cash is required in the amount of 125% estimated construction cost of the stormwater BMP prior to the preconstruction meeting and a maintenance surety in the form of a cash escrow account in the amount of 35% the actual construction cost of the SCM is required at the end of the performance monitoring period for the project.
14. All environmental permits must be obtained prior to construction drawing approval and/or issuance of a land disturbance permit for the entire project.



Holly Springs Planning Board

Planning Board Meeting Agenda Cover Sheet

Agenda Item#: 14.

New Business

Title: Rhamkatte Plaza Detailed Master Plan 22-MAS-02

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Bronwyn Bishop, Development Services

Action(s):

- Approve/deny the request for Detailed Master Plan for Rhamkatte Plaza with the conditions in the agenda packet.

Explanation:

- A new Unified Development Ordinance (UDO) was effective March 1, 2022. Over the next 12-24 months, there will be a crossover period where some projects are able to utilize the old UDO (2002 UDO) due to state statutes. This section of the cover sheet will be utilized to specify the UDO version (2002 or 2022) and the approval type that the Council will consider for each respective case.
 - Applicable Ordinance: 2002 UDO
 - Process: Town Council Decision
- The purpose of this Major Non-residential Subdivision Plan is to establish new property lines and does not alter anything previously approved on the Rhamkatte Plaza Development Plan. This step typically comes before the Development Plan approval.
- The Rhamkatte Plaza Development Plan and Special Exception Use (20-DP-10/ 20-SEU-06) were approved by the Town Council in February 2021. Following the approval of that plan, the applicant has requested subdivision of the property to allow for multiple owners, rather than one single owner.
- The 5.36 acre site is located at the intersection of Holly Springs Road and Rhamkatte Road (601 Holly Springs Road).

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 09/27/2022:

- The Planning Board discussed the Rhamkatte Plaza Development Plan progress and construction schedule. The project has received construction drawing approval and has secured future tenants.

Planning Board Recommendation:

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

Background:

Planning Board Meeting
October 18, 2022

- The Rhamkatte Plaza Development Plan and Special Exception Use (and all associated variance, waivers, and alternate compliance requests) were approved on February 16, 2021.
- On March 9, 2022, a Minor Amendment (20-DP-10-A01) was administratively approved to revise building footprints and square footage.
- On April 19, 2022, a Major Amendment (20-DP-10-A02) was approved by the Town Council to revise the elevations for Building 1.
- The property is zoned PUD Rhamkatte Village and was originally approved on March 6, 2001.

Funding Source(s):

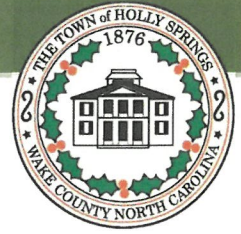
N/A

Attachment(s):

1. 22-MAS-02_Rhamkatte Plaza Major Subdivision Petition
2. 22-MAS-02_Rhamkatte Plaza Major Subdivision Plan
3. 22MAS02_Rhamkatte Major Subdivision_PB_092722
4. 22MAS02_Rhamkatte Major Subdivision_MotionConditions

DEVELOPMENT PETITION

The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule:
www.hollyspringsnc.us/2170/Development-Services



Petition Type:

- ☐ **Major Subdivision** (check all that apply)
☐ Residential ☒ Non-residential
☐ New ☐ Major Amendment* ☐ Minor Amendment*
- ☐ **Development Plan** (check all that apply)
☐ Residential ☐ Non-residential
☐ New ☐ Major Amendment* ☐ Minor Amendment*
- ☐ **Special Use Permit**
☐ New

* Specify purpose of amendment on Certificate of Plan Revisions

For DS Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

☐ Initial ☐ Revised ☐ Final

Project Information:

Project Name: Rhamkatte Plaza
 If this project is part of a previously approved plan, please specify:
 PUD/Master Plan/Subdivision Rhamkatte PUD Shopping Center/Lot# _____
 Project Location: 601 Holly Springs Road
 Use street address. If none, use the closest intersection
☒ Within Corporate Limits ☐ Within Holly Springs ETJ ☐ Pending Annexation
 PIN: 0659135417;0659139511;0659136418 Real Estate ID: _____
 Project Acreage (rounded to nearest tenth): 5.36 Partial Parcel: ☒ No ☐ Yes (additional fee)
 Current Zoning: PUD Proposed Use (see UDO Table 3.2.A): _____
 Open Space [See UDO Section 7.06(F)(4)]: ☐ Dedication ☐ Fee-in-lieu ☐ Combination ☒ N/A
 Waivers Requested: ☒ No ☐ Yes- Specify UDO Section Number(s): _____
 If yes, complete and attach appropriate Waiver Petition(s) from Waiver Packet
 Sketch Plan Review (Pre-Submittal) Meeting Date: N/A
 If the Sketch Plan Review (Pre-Submittal) Meeting Date is not within 8 weeks of the submittal date, another Sketch Plan Review (Pre-Submittal) Meeting is required prior to submittal.

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

Project Applicant/Contact

(check one) ☐ Owner ☐ Owner's Agent ☒ Design Professional ☐ Developer ☐ Other _____
 Name Thomas Spaulding Company The Spaulding Group
 Mailing Address 5318 Burning Oak Ct
 City Raleigh State NC Zip 27606
 Telephone # (919) 669-1078 E-Mail tom@spaulding-group.com
 How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
 How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Design Professional if different than Applicant/Contact

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

Developer

Name Wayne Hightower Company APG
Mailing Address 1201 Edwards Mill Road
City Raleigh State NC Zip 27607
Telephone # () E-Mail whightower@aacre.com
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Architect

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

Landscape Architect

Name _____ 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

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

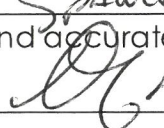
Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # () Alternate Telephone # ()
Fax # () E-Mail _____
How would you like to receive staff review comments? ☐ Fax ☐ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☐ Fax ☐ E-Mail ☐ US Mail-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

Property Owner - Required

Name Rick Jones Company _____
Mailing Address 225 Old Ride Drive
City Holly Springs State NC Zip 27540
Telephone # () E-Mail at6116@yahoo.com
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

Certificate of Submittal Completion

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

Signature:  Date: 6-3-22

REVISION DETAILS

DEVELOPER:
RHAMKATTE PARTNERS, LLC
1201 EDWARDS MILL ROAD SUITE 300
RALEIGH, NC 27607
PHONE: (919) 832-1110
CONTACT: JASON CLOUGH, email: jclough@aacre.com

ENGINEER:
THE SPAULDING GROUP, PA
1611 JONES FRANKLIN ROAD, STE. 101
RALEIGH, NORTH CAROLINA 27606
PHONE: (919) 854-7990
FAX: (919) 854-7925
CONTACT: THOMAS J. SPAULDING, P.E. email: tom@spauldingnorris.com

LANDSCAPE ARCHITECT:
TONY M. TATE LANDSCAPE ARCHITECTURE, PA
5011 SOUTHPARK DRIVE, SUITE 200
DURHAM, NC 27713
PHONE: (919) 484-8880
FAX: (919) 484-8881
CONTACT: PAMELA PORTER, RLA, LEED AP, email: pam@tmlla.com

SURVEY:
ROBINSON & PLANTE LAND SURVEYING
1240 SE MAYNARD ROAD, SUITE 203
CARY, NORTH CAROLINA 27511
PHONE: (919) 481-1245
CONTACT: STUART PLANTE, III, PLS, email: buddy@robinsonplante.com

ARCHITECT:
NEW CITY DESIGN GROUP
1304 HILLSBOROUGH STREET
RALEIGH, NC 27605
PHONE: (919) 831-1308
CONTACT: WAYNE SIDLE, AIA, email: wayne@newcitydesign.com

SITE DATA

PROJECT ADDRESS: 601 HOLLY SPRINGS ROAD
TOWN OF HOLLY SPRINGS
TOTAL PARCEL AREA: 5.36 AC
ZONING: PUD
PARCEL AREA #6: 1.32 AC
PIN: 0659-13-5417
REID: 0205084
PIN: 0659-13-5418
REID: 0434446
PARCEL AREA #5: 3.93 AC
PIN: 0659-13-9511
REID: 0108004

TOWNSHIP: HOLLY SPRINGS
COUNTY: WAKE
STATE: NORTH CAROLINA
DB: 15-E, PG 1588
BM 2015, PG 02077
DB: 016237, PG 00871
BM: 2015, PG 02077
DB: 016264, PG 02027
BM: 2015, PG 02077

EXTERNAL PERIMETER SETBACKS:
FRONT SETBACK 20' - HOLLY SPRINGS RD.
20' - RHAMKATTE RD.
REAR SETBACK 20'
SIDE SETBACK 20'

INTERNAL PERIMETER SETBACKS:
ZERO LOT LINE

SUBDIVISION INFORMATION:

MINIMUM NUMBER OF LOTS: 1
MAXIMUM NUMBER OF LOTS: 7
MINIMUM LOT SIZE: 7,000 SF
MINIMUM OPEN SPACE REQUIRED: 1,168 SF
0.5% PER TOTAL PROJECT AREA = 0.5% * 233,481.6 SF (5.36 AC)
MAXIMUM BUILDING HEIGHT: 45/3 STORIES

PROPOSED SUBDIVISION:

LOT 1: AREA: 11,491.95 SQ. FT. / 0.2638 AC.
LOT 2: AREA: 9,997.83 SQ. FT. / 0.2295 AC.
LOT 3: AREA: 8,008.92 SQ. FT. / 0.1839 AC.
LOT 4: AREA: 23,408.53 SQ. FT. / 0.5374 AC.
LOT 5: AREA: 180,343.94 SQ. FT. / 4.1401 AC.

GENERAL NOTES

- THE CONTRACTOR SHALL CONTACT * NORTH CAROLINA ONE CALL * AT 800-632-4949 FOR ASSISTANCE IN LOCATING EXISTING UTILITIES. CALL AT LEAST 48 HOURS PRIOR TO ANY DIGGING.
- EXISTING CONDITIONS AND UTILITIES SHOWN ARE BASED ON SURVEY INFORMATION PROVIDED BY ROBINSON & PLANTE LAND SURVEYING. THE CONTRACTOR SHALL FIELD VERIFY CONDITIONS PRIOR TO STARTING CONSTRUCTION AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES. CONFLICTS INVOLVING PUBLIC WATER, SANITARY SEWER, AND STORM DRAINAGE CONSTRUCTION SHALL BE RESOLVED TO THE SATISFACTION OF THE TOWN OF HOLLY SPRINGS.
- ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE TOWN OF HOLLY SPRINGS STANDARDS AND SPECIFICATIONS.
- BUILDING FOOTPRINT PROVIDED BY NEW CITY DESIGN GROUP.
- H/C RAMPS AND PARKING SPACES SHALL BE CONSTRUCTED IN ACCORDANCE WITH ADA STANDARDS.
- THE CONTRACTOR IS RESPONSIBLE FOR INVESTIGATING SOIL CONDITIONS ON SITE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY UNSUITABLE MATERIAL UPON FIRST CONTACT.
- ALL POWER LINES SHALL BE PLACED UNDERGROUND OR RELOCATED IN COORDINATION WITH DUKE ENERGY. IF RELOCATION OF OVERHEAD POWER LINES UNDERGROUND IS DEEMED NOT FEASIBLE BY THE TOWN AND/OR UTILITY COMPANY, A FEE-IN-LIEU WILL BE REQUIRED FOR THIS PROJECT.
- NO BUILDING STRUCTURES ARE ALLOWED WITHIN ANY OF THE BUFFER AREAS.
- ADDRESS NUMBERS AND SUITE NUMBERS ON THE EACH BUILDING SHALL BE A MINIMUM OF 6 INCHES IN HEIGHT.
- BICYCLE RACKS SHALL BE PAINTED TO MATCH THE PRIMARY BUILDING COLOR AND SHALL NOT IMPED PEDESTRIAN TRAFFIC WHEN PLACED ADJACENT TO SIDEWALKS.
- A FEE-IN-LIEU SHALL BE REQUIRED OF THE APPLICANT TO BE PAID AT THE TIME OF CONSTRUCTION APPROVAL FOR THE INTERSECTION OF MAIN STREET/HOLLY SPRINGS ROAD AS AGREED UPON BY THE TOWN OF HOLLY SPRINGS AND APPLICANT DURING THE TIA REVIEW OF THIS PROJECT.
- ALL PARKING SHALL BE SHARED WITH NO PARKING RESERVED FOR INDIVIDUAL BUSINESS.

NOTES:

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

TOWN OF HOLLY SPRINGS GEODETIC MONUMENT USED AS BENCHMARK FOR DESIGN ELEVATIONS:

Station: QUERIN
NAD 83 => LATITUDE = 35 39 08.10366 N LONGITUDE = 078 49 20.61714 W
SPC 83 => NORTHING = 692365.390 sft EASTING = 2052762.320 sft
ELEVATION (NGVD 88) = 439.00 sft (BM)

MASTER PLAN FOR:

RHAMKATTE PLAZA

HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA

PROJECT # 22-MAS-02/PLPP202200165

PART OF RHAMKATTE VILLAGE PUD # 00-PUD-05

DEVELOPMENT PLAN # 20-DP-10



VARIANCES, WAIVERS, ALTERNATE COMPLIANCES & REQUESTED DESIGN STANDARDS

SPECIAL EXCEPTION USE

- SPECIAL EXCEPTION USE FOR A FREE-STANDING BUILDING EXCEEDING 12,000 SQUARE FEET. (UDO 3.02 B.5)
- SPECIAL EXCEPTION USE TO EXCEED TWENTY-FOUR THOUSAND (24,000) SQUARE FEET OF TOTAL GROSS MAIN FLOOR AREA (UDO 3.02 B.5)

VARIANCES

- VARIANCE TO REDUCE THE FRONT YARD SETBACKS ALONG RHAMKATTE ROAD FROM 30 FEET TO 20 FEET.
- VARIANCE TO REDUCE THE FRONT YARD SETBACKS ALONG HOLLY SPRINGS ROAD FROM 30 FEET TO 20 FEET.
- VARIANCE TO LOCATE A DOUBLE LOADED PARKING AREA SERVED BY MORE THAN ONE (1) INTERIOR ACCESS DRIVE THAT IS GENERALLY PARALLEL TO THE RHAMKATTE ROAD RIGHT-OF-WAY AND TO LOCATE PARKING IN THE FRONT BUFFERYARD.

WAIVERS

- WAIVER TO LOCATE MORE THAN SEVENTY-FIVE (75%) PERCENT OF THE TOTAL NUMBER OF OFF-STREET PARKING SPACES BETWEEN THE FRONT BUILDING LINE AND THE PROPERTY LINE ON RHAMKATTE ROAD.
- WAIVER FOR LOADING SPACE DIMENSIONAL REQUIREMENTS TO ALLOW FOR REDUCED MINIMUMS OF 10' X 25' DUE TO NO USE OF SEMI-TRACTOR OR OTHER VEHICLES IN EXCESS OF 25 FEET IN LENGTH.

ALTERNATE COMPLIANCE DESIGN STANDARDS

- ALTERNATE COMPLIANCE FOR VARIATION IN MASSING (UDO SECTION 3.08 A. 1. C. (2) (B)) - WAIVER REQUEST FOR BUILDING 1 EXCEEDING THE 30' PROPOSE INCREASING TO 55' ON THE NORTH AND SOUTH FACADES ONLY.
- ALTERNATE COMPLIANCE FOR BASE, BODY, CAP PER UDO SECTION 3.08 A. 1. C. (2) (A)) - WAIVER REQUEST FOR BUILDING 2 WEST ELEVATION NOT MEETING 9% MINIMUM BASE REQUIREMENT. VARIATION IN MASSING, TO ALLOW EXCEEDING 30' BAY WIDTH ON THE NORTH, SOUTH, AND EAST FACADES OF BUILDING 2.
- ALTERNATE COMPLIANCE FOR VARIATION IN MASSING (UDO SECTION 3.08 A. 1. C. (2) (B)) - WAIVER REQUEST FOR BUILDING 3 EXCEEDING THE 30' PROPOSE INCREASING TO 55' ON THE WEST FAÇADE AND 40' ON THE NORTH FAÇADE.

COLOR AND MATERIAL PALETTE:

BRICK VENEER OPTIONS TO BE:

- US BRICK "CHESTNUT VELOUR" OR AN APPROVED EQUAL
- TAYLOR CLAY "AUTUMN BLEND" OR AN APPROVED EQUAL
- MERIDIAN BRICK, FLAT SET BROWN FLASHED WIRECUT OR AN APPROVED EQUAL
- TAYLOR CLAY #319 "MEDIUM GREY WIRECUT" OR AN APPROVED EQUAL
- MERIDIAN FLAT SET LIGHT BROWN FLASHED WIRECUT OR AN APPROVED EQUAL
- MERIDIAN LIGHT BROWN WIRECUT # 127 OR AN APPROVED EQUAL

STONE VENEER:

- ARRISCRAFT OAK RIDGE OR AN APPROVED EQUAL

METAL FINISHES:

- STOREFRONT/WINDOW FRAMES, SCUPPERS, CANOPIES, AWNINGS, ROOF PARAPETS AND MECHANICAL SCREENING ARE TO BE DARK BRONZE.

VICINITY MAP

SCALE: 1" = 500'

IMPROVEMENT QUANTITIES

WATER MAINS			STORM SEWER			SANITARY SEWER		
8" DIP WL = 264 LF	12" DIP WL = 645 LF	12" RCP = 434 LF	18" RCP = 212 LF	24" RCP = 485 LF	30" RCP = 49 LF	6" DIP = 121 LF	8" PVC = 486 LF	12" STEEL CARRIER = 48 LF
12" TAPPING VALVE & SLEEVE			GATE VALVES			CLEANOUTS		
TOTAL = 1			6" = 4			TOTAL = 11		
12" TO 8" REDUCER			CATCH BASINS			SIDEWALK		
TOTAL = 1			8" = 3			SINGLE = 14		
FIRE HYDRANT ASSEMBLY			2" WATER METERS			DOUBLE = 4		
TOTAL = 4			TOTAL = 5			TOTAL = 1,574 LF		
2" WATER METERS			1.5" WATER METERS			SCM STRUCTURES		
TOTAL = 5			TOTAL = 2			6" DIA DGH/HOUSE - 1		
1" WATER METERS			TOTAL = 3			4" x 4" RISER = 1		
TOTAL = 3			TOTAL = 3			SCM		
						WETPOND = 1		
						DA < 5 ACRES		

UTILITY FLOWS

SEWER				
BUILDING 1 & 4 OFFICE/RETAIL	= 42,553 / 250 SF / EMPLOYEE x 25 GPD / EMPLOYEE		=	4,255 GPD
BUILDING 4 FOOD SERVICE	= 3,000 SF x 15 SF / SEAT x 30 GPD / SEAT		=	6,000 GPD
FUTURE BUILDINGS 2 & 3	= 10,000 SF RETAIL / 250 SF / EMPLOYEE x 25 GPD / EMPLOYEE		=	1,000 GPD
TOTAL SANITARY SEWER FLOW MINOR AMENDMENT:				= 11,255 GPD

INDEX TO PLANS

C-0.0	COVER SHEET
C-0.1	EXISTING CONDITIONS PLAN
C-0.2	MASTER PLAN
C-1.0	SITE PLAN
C-2.0	UTILITY PLAN
C-3.0	STORM MANAGEMENT & GRADING PLAN
C-6.1	HOLLY SPRINGS ROAD SITE EXHIBIT
C-6.2	RHAMKATTE ROAD SITE EXHIBIT
C-6.6	HOLLY SPRINGS ROAD STRIPING PLAN
D-1.0	CONSTRUCTION DETAILS
D-2.0	CONSTRUCTION DETAILS
D-3.0	STORM & SANITARY SEWER SCHEDULES
E-1.0	LIGHTING PLAN
L-3.0-3.3	LANDSCAPING PLANS

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

RHAMKATTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA

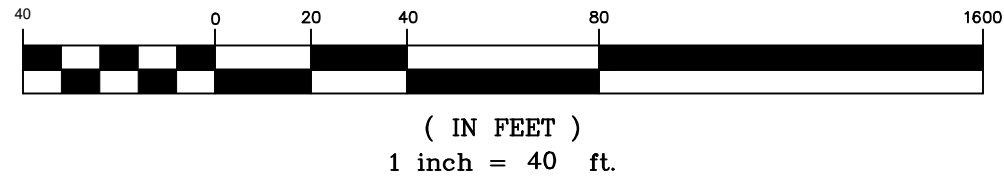
MASTER PLAN
COVER SHEET

DRAWING
SHEET

C-0.0

PROJECT NUMBER
955-19

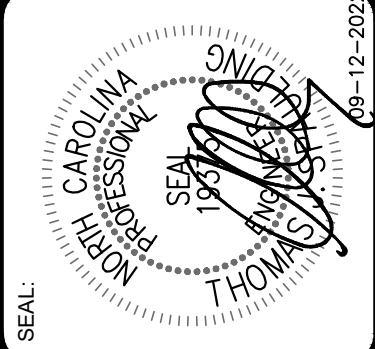
NO.	REVISION	DATE
1.	PER TONS COMMENTS	07/15/2022
2.	PER TONS COMMENTS	08/15/2022
3.	PER TONS COMMENTS	09/12/2022



GRAPHIC SCALE

DRAWING
SHEET
C-0.1
PROJECT NUMBER
955-19

PREPARED FOR:	APC CAPITAL
	1201 EDWARDS MILL RD. #300
	RALEIGH, NC 27607
DATE:	02-13-2020
TSG FIRM CERTIFICATION #: C-1875	
PROJECT ENGINEER:	TOM SPAULDING
PROJECT DESIGNER:	IRIS A. MITCHELL
PROJECT SURVEYOR:	ROBINSON & PLANTE, PC

[illegible]



SITE DATA

PROJECT ADDRESS: 601 HOLLY SPRINGS ROAD
TOWN OF HOLLY SPRINGS
TOTAL PARCEL AREA: 5.36 AC
ZONING: PUD
PARCEL AREA #6: 1.32 AC PIN: 0659-13-5417 REID: 0448517 DB 017057, PG 00155
PARCEL AREA #7: 0.11 PIN: 0659-13-6418 REID: 0448516 DB 017056, PG 01784
PARCEL AREA #5: 3.93 AC PIN: 0659-13-5511 REID: 0108004 DB 016264, PG 00027 BM: 2015, PG 02077

TOWNSHIP: HOLLY SPRINGS
COUNTY: WAKE
STATE: NORTH CAROLINA

EXTERNAL PERIMETER SETBACKS:
FRONT SETBACK 20' - HOLLY SPRINGS RD.
REAR SETBACK 20' - RHANKATTE RD.
SIDE SETBACK 20'

INTERNAL PERIMETER SETBACKS:
ZERO LOT LINE

SUBDIVISION INFORMATION:

MINIMUM NUMBER OF LOTS: 1
MAXIMUM NUMBER OF LOTS: 7
MINIMUM LOT SIZE: 7,000 SF
MINIMUM OPEN SPACE REQUIRED: 1,168 SF
0.5% PER TOTAL PROJECT AREA = 0.5% * 233,481.6 SF (5.36 AC)
MAXIMUM BUILDING HEIGHT: 45/3 STORIES

PROPOSED SUBDIVISION:

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LOT 2: AREA: 9,997.83 SQ. FT. / 0.2295 AC.
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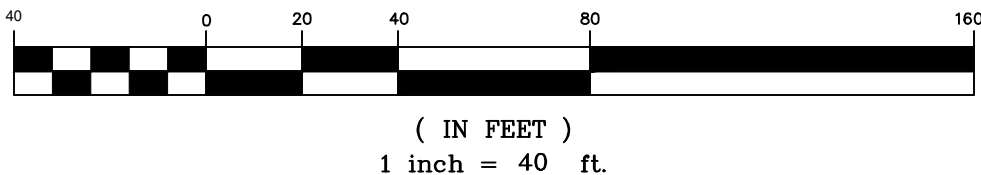
THE SPAULDING GROUP, PA
Planning • civil engineering
1611 Jones Franklin Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7995

APPROVED FOR:
APC CARY
1201 EDWARDS MILL RD. #300
RALEIGH, NC 27607
DATE: 02/13/2020
TSG FIRM CERTIFICATION # C-1975
PROJECT DESIGNER:
TOM SPAULDING
PROJECT SURVEYOR:
IRIS A. MITCHELL
ROBINSON & PLANTE, PC

RHANKATTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
MASTER PLAN
MASTER PLAN

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GRAPHIC SCALE



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SHEET
C-0.2

PROJECT NUMBER
955-19



No.	REVISION	DATE
1.	PER TOIS COMMENTS	07/15/2022
2.	PER TOIS COMMENTS	08/19/2022
3.	PER TOIS COMMENTS	06/12/2022

NORTH CAROLINA
STATE HIGHWAY DEPARTMENT
RALEIGH, NC
SECTION 15A
[Signature]
6-9-12-2022



THE SPAULDING GROUP, PA

planning • civil engineering

1611 Jones Fanning Road Suite 101 Raleigh, NC 27606
Phone (919) 854-7990 Fax (919) 854-7925

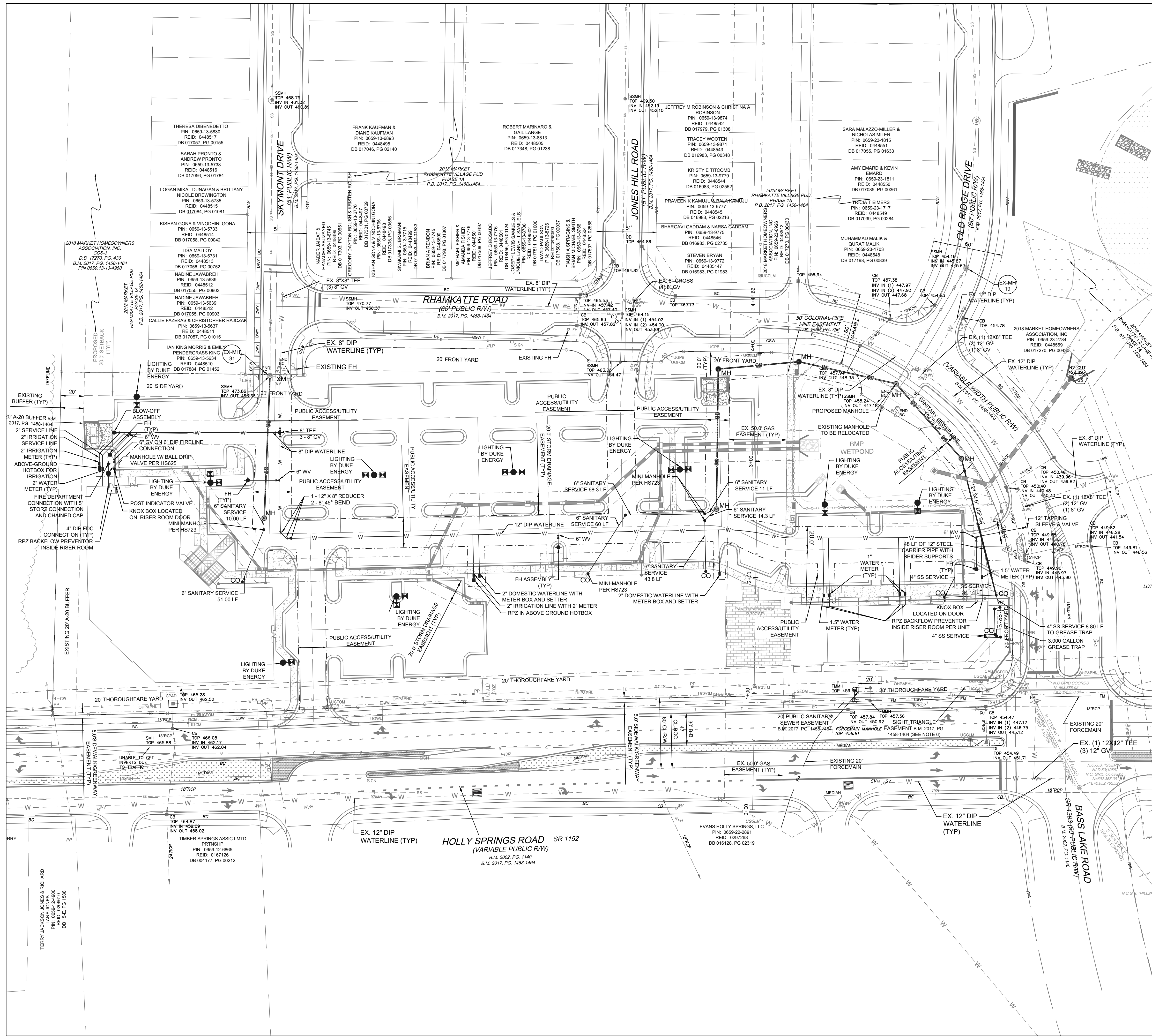
PREPARED FOR:	
APC CAPITAL	
680 S MILL RD., #300	
RALEIGH, NC 27697	
DATE : 02-13-2020	
TSC FIRM CERTIFICATION #: C-1875	
PROJECT ENGINEER	
TOM SPAULDING	
PROJECT DESIGNER	
IRIS A. MITCHELL	
PROJECT SUPERVISOR:	
ROBINSON & PLANTE, PC	

RHAMKATTTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
MASTER PLAN
SITE PLAN

DRAWING
SHEET

C-1.0

PROJECT NUMBER
955-19



- ### GENERAL NOTES
1. THE CONTRACTOR SHALL CONTACT "NORTH CAROLINA ONE CALL" AT 800-632-4949 FOR ASSISTANCE IN LOCATING EXISTING UTILITIES. CALL AT LEAST 48 HOURS PRIOR TO ANY DIGGING.
 2. EXISTING CONDITIONS AND UTILITIES SHOWN ARE BASED ON SURVEY INFORMATION PROVIDED BY ROBINSON & PLANTE LAND SURVEYING. THE CONTRACTOR SHALL FIELD VERIFY CONDITIONS PRIOR TO STARTING CONSTRUCTION AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES. CONFLICTS INVOLVING PUBLIC WATER, SANITARY SEWER, AND STORM DRAINAGE CONSTRUCTION SHALL BE RESOLVED TO THE SATISFACTION OF THE TOWN OF HOLLY SPRINGS.
 3. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE TOWN OF HOLLY SPRINGS STANDARDS AND SPECIFICATIONS.
 4. BUILDING FOOTPRINT PROVIDED BY NEW CITY DESIGN GROUP.
 5. H/C RAMP AND PARKING SPACES SHALL BE CONSTRUCTED IN ACCORDANCE WITH ADA STANDARDS.
 6. THE CONTRACTOR IS RESPONSIBLE FOR INVESTIGATING SOIL CONDITIONS ON SITE. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY UNSUITABLE MATERIAL UPON FIRST CONTACT.
 7. ALL POWER LINES SHALL BE PLACED UNDERGROUND OR RELOCATED IN COORDINATION WITH DUKE ENERGY. IF RELOCATION OF OVERHEAD POWER LINES UNDERGROUND IS DEEMED NOT FEASIBLE BY THE TOWN AND/OR UTILITY COMPANY, A FEE-IN-LIEU WILL BE REQUIRED FOR THIS PROJECT.
 8. NO BUILDING STRUCTURES ARE ALLOWED WITHIN ANY OF THE BUFFER AREAS.
 9. ADDRESS NUMBERS AND SUITE NUMBERS ON THE EACH BUILDING SHALL BE A MINIMUM OF 6 INCHES IN HEIGHT.
 10. BICYCLE RACKS SHALL BE PAINTED TO MATCH THE PRIMARY BUILDING COLOR AND SHALL NOT IMPEDE PEDESTRIAN TRAFFIC WHEN PLACED ADJACENT TO SIDEWALKS.
 11. A FEE-IN-LIEU SHALL BE REQUIRED OF THE APPLICANT TO BE PAID AT THE TIME OF CONSTRUCTION APPROVAL FOR THE INTERSECTION OF MAIN STREET/HOLLY SPRINGS ROAD AS AGREED UPON BY THE TOWN OF HOLLY SPRINGS AND APPLICANT DURING THE TIA REVIEW OF THIS PROJECT.
 12. ALL PARKING SHALL BE SHARED WITH NO PARKING RESERVED FOR INDIVIDUAL BUSINESS.
- ### UTILITY NOTES
1. ALL UTILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THE TOWN OF HOLLY SPRINGS DESIGN AND CONSTRUCTION STANDARDS.
 2. ALL NEW UTILITY LINES SHALL BE UNDERGROUND.
 3. ALL SANITARY SEWER LINES SHALL BE 6" SDR-35 PVC UNLESS OTHERWISE NOTED.
 4. ALL POTABLE WATER MAINS SHALL BE DIP.
 5. ALL POWERLINES SHALL BE PLACED UNDERGROUND.
 6. REMOTE FDC REQUIRED ON MULTI-STORY BUILDINGS WITHIN 100' OF FIRE HYDRANT. MUST BE 5" STORZ CONNECTION.
 7. ALL FDC'S AND FH WILL MAINTAIN A MINIMUM OF 5' CLEARANCE 360° AROUND.

LEGEND

	PROJECT BOUNDARY
	EXISTING PROPERTY LINE
	ADJOINER PROPERTY LINE
	PROPOSED WATERLINE
	PROPOSED WATER VALVE
	PROPOSED FIRE HYDRANT
	PROPOSED SANITARY SERVICE
	PROPOSED CLEANOUT

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GRAPHIC SCALE

(IN FEET)
1 inch = 40 ft.

THE SPAULDING GROUP, PA

Planning • civil engineering

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Phone (919) 854-7990 Fax (919) 854-7995

RHANKATTE PLAZA

HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA

MASTER PLAN

UTILITY PLAN

DESIGNED FOR:
APC CREDIT
1201 EDWARDS MILL RD. #300
RALEIGH, NC 27607

DATE: 02-13-2020

TSG FIRM CERTIFICATION # C-1975

PROJECT DESIGNER:
IRIS A. MITCHELL

PROJECT SURVEYOR:
ROBINSON & PLANTE, PC

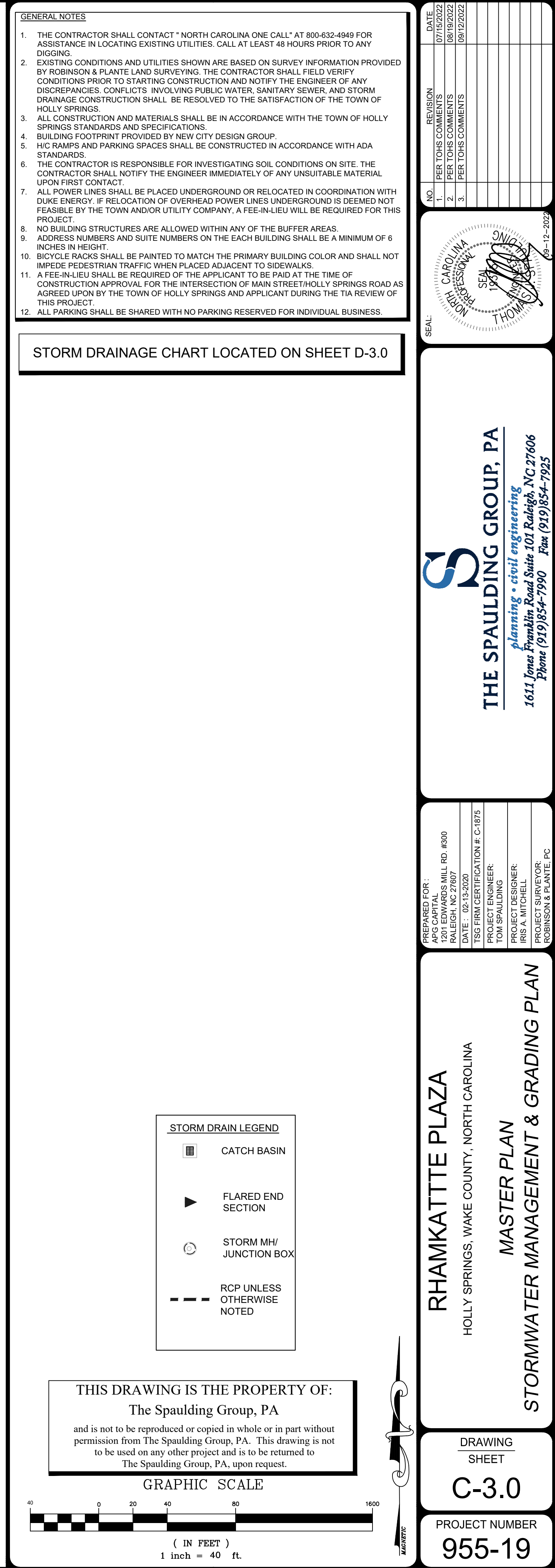
DRAWING SHEET

C-2.0

PROJECT NUMBER

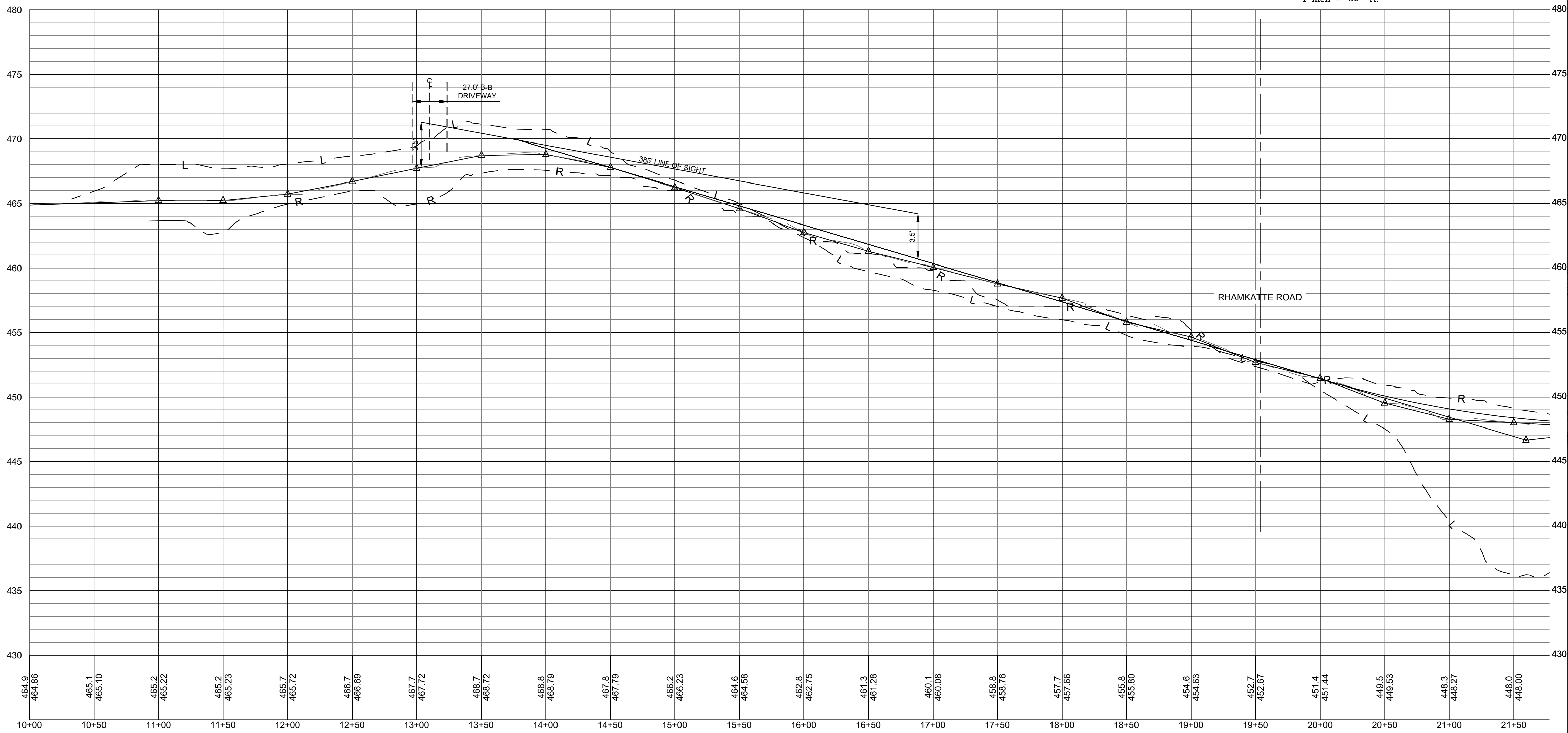
955-19

Page 274 of 307



F:\951 - 999 Projects\955-19 Rhamkatte-Jones MedPro\Construction Plans\955-19 CD01.dwg Sep 09, 2022 - 6:13pm B7:chuck

Rhamkatte Pud			
INTERSECTION SIGHT DISTANCE CALCULATIONS			
August 18, 2014			
<u>Internal Intersections</u>			
DESIGN SPEED:	25 MPH		
INTERSECTION SIGHT DISTANCE (ISD) Table 3.1 TOHS Standards			
(Stopping sight distance for passenger car)			
ISD	2.5x100		250 FEET
<u>RIGHT OUT ON TO HOLLY SPRINGS ROAD</u>			
DESIGN SPEED:	40 MPH		
INTERSECTION SIGHT DISTANCE (ISD)			
FROM EXHIBIT 9-58 AASHTO GREEN BOOK (2004)			
			385 FEET



HOLLY SPRINGS ROAD
PROFILE VIEW
(STA. 10+00 - 21+00)
SCALE: HORIZ. - 1" = 50'
VERT. - 1" = 5'

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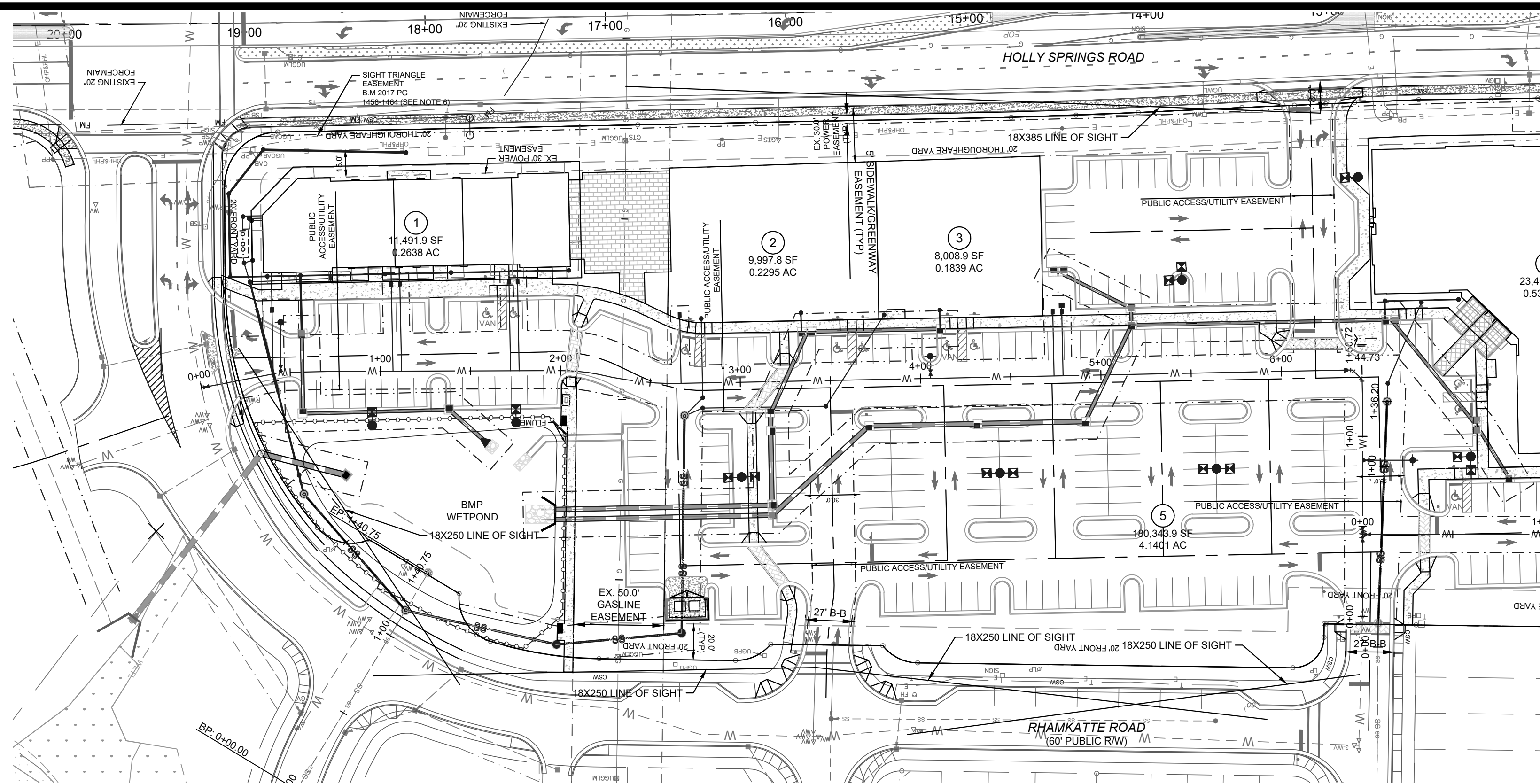
RHAMKATTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
MASTER PLAN
HOLLY SPRINGS RD - SIGHT EXHIBIT

DRAWING
SHEET
C-6.1
PROJECT NUMBER
955-19

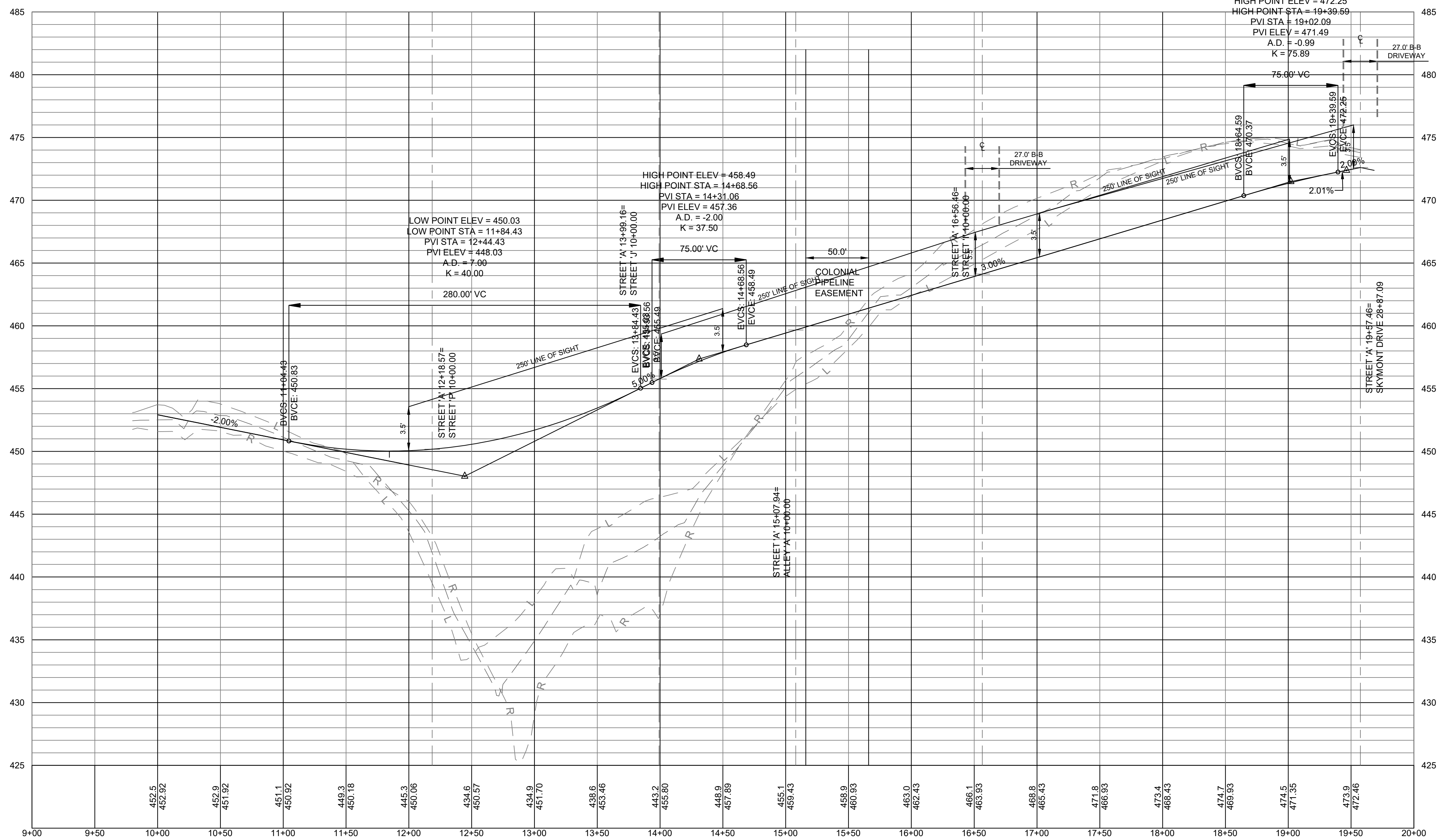
PREPARED FOR:
APC CARRI
1201 EDWARDS MILL RD. #300
RALEIGH, NC 27607
DATE: 02/13/2020
TSG PROJECT CERTIFICATION # C-1975
PROJECT ENGINEER:
TOM SPAULDING
PROJECT DESIGNER:
IRIS A. MITCHELL
PROJECT SURVEYOR:
ROBINSON & PLANTE, PC

SEAL:
CAROLINA
H. JONES
1998
THOMAS
1998

NO.	REVISION	DATE
1.	PER TONS COMMENTS	07/15/2022
2.	PER TONS COMMENTS	08/12/2022
3.	PER TONS COMMENTS	08/12/2022

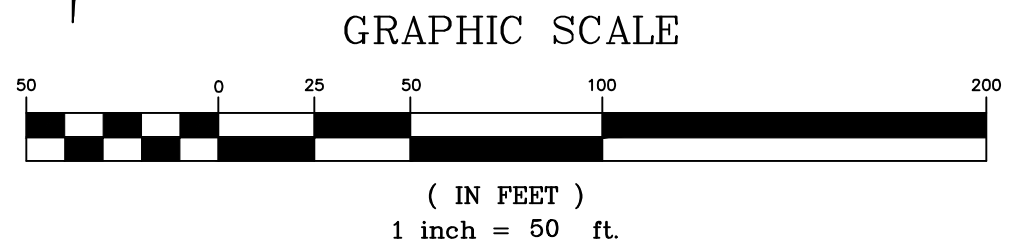


RHAMKATTE ROAD - PLAN VIEW (STA. 10+00 - 19+57.46)



RHAMKATTE ROAD - PROFILE VIEW (STA. 10+00 - 21+00)

Rhamkatte Pud	
INTERSECTION SIGHT DISTANCE CALCULATIONS	
August 18, 2014	
Internal Intersections	
DESIGN SPEED:	25 MPH
INTERSECTION SIGHT DISTANCE (ISD) Table 3.1 TOHS Standards (Stopping sight distance for passenger car)	
ISD	250 FEET
RIGHT OUT ON TO HOLLY SPRINGS ROAD	
DESIGN SPEED:	40 MPH
INTERSECTION SIGHT DISTANCE (ISD)	385 FEET
FROM EXHIBIT 9-58 AASHTO GREEN BOOK (2004)	



SCALE: HORIZ. - 1" = 50'
VERT. - 1" = 5'

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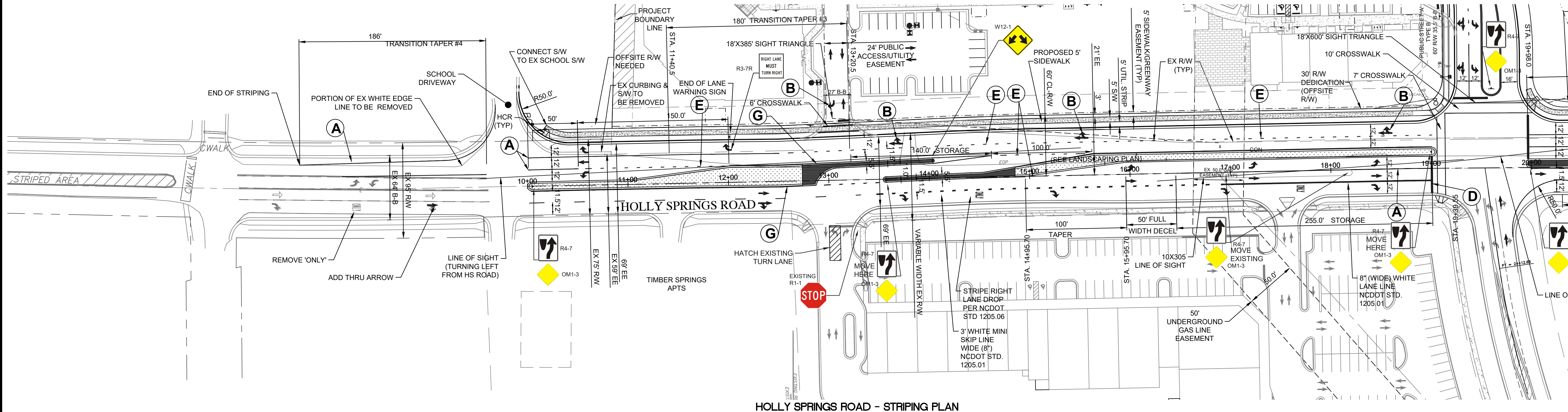
DESIGNED FOR:
APC CARRI
1201 EDWARDS MILL RD #300
RALEIGH, NC 27607
DATE: 02/13/2020
TSG FIRM CERTIFICATION # C-1975
PROJECT DESIGNER:
IRIS A. MITCHELL
PROJECT SURVEYOR:
ROBINSON & PLANTE, PC

RHAMKATTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
MASTER PLAN
RHAMKATTE ROAD - SIGHT EXHIBIT

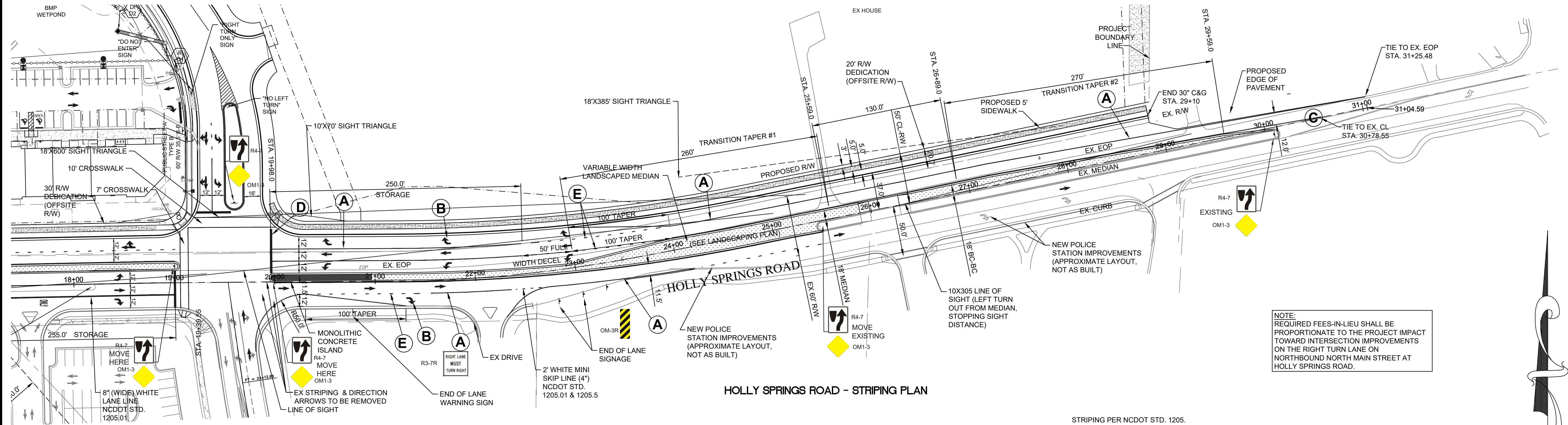
DRAWING
SHEET
C-6.2
PROJECT NUMBER
955-19

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HOLLY SPRINGS ROAD - STRIPING PLAN



HOLLY SPRINGS ROAD - STRIPING PLAN

STRIPING LEGEND

- A** 4" WHITE EDGE/LANE LINE
NCDOT STD. 1205.01
- B** STANDARD ARROW SYMBOLS
NCDOT STD. 1205.01
- C** 4" DOUBLE YELLOW CENTER
LINE NCDOT STD. 1205.01 &
1205.09
- D** 24" WHITE STOP BAR
NCDOT STD. 1205.01
- E** 3" WHITE MINI SKIP LINE (4")
NCDOT STD. 1205.01 & 1205.5
- G** 4" YELLOW EDGE LINE
NCDOT STD. 1205.01
1.25' FROM EDGE OF ISLAND OR
0.5' FROM CURB EDGE OF PAVEMENT
- H** 10' WHITE SKIP LINE
NCDOT STD. 1205.01

STRIPING PER NCDOT STD. 1205.

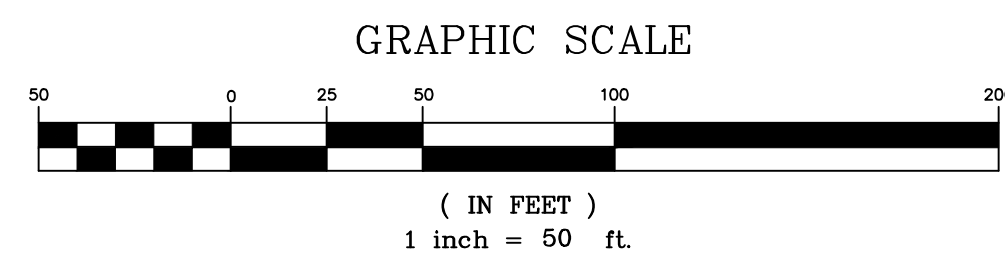
TAPER CALCULATIONS:

TAPER #1
PROPOSED SHIFT FOR SB THROUGH LANE = 9'
POSTED SPEED LIMIT = 35 MPH
DESIGN SPEED = 40 MPH
 $A=WS^2 / 60 = 240'$ (260' PROVIDED)

TAPER #2
PROPOSED SHIFT FOR SB THROUGH LANE = 10'
POSTED SPEED LIMIT = 35 MPH
DESIGN SPEED = 40 MPH
 $A=WS^2 / 60 = 270'$

TAPER #3
PROPOSED SHIFT FOR SB = 5'
POSTED SPEED LIMIT = 35 MPH
DESIGN SPEED = 40 MPH
 $A=WS^2 / 60 = 133'$ (180' PROVIDED)

TAPER #4
PROPOSED SHIFT FOR SB TO EXISTING = 7'
POSTED SPEED LIMIT = 35 MPH
DESIGN SPEED = 40 MPH
 $A=WS^2 / 60 = 186'$

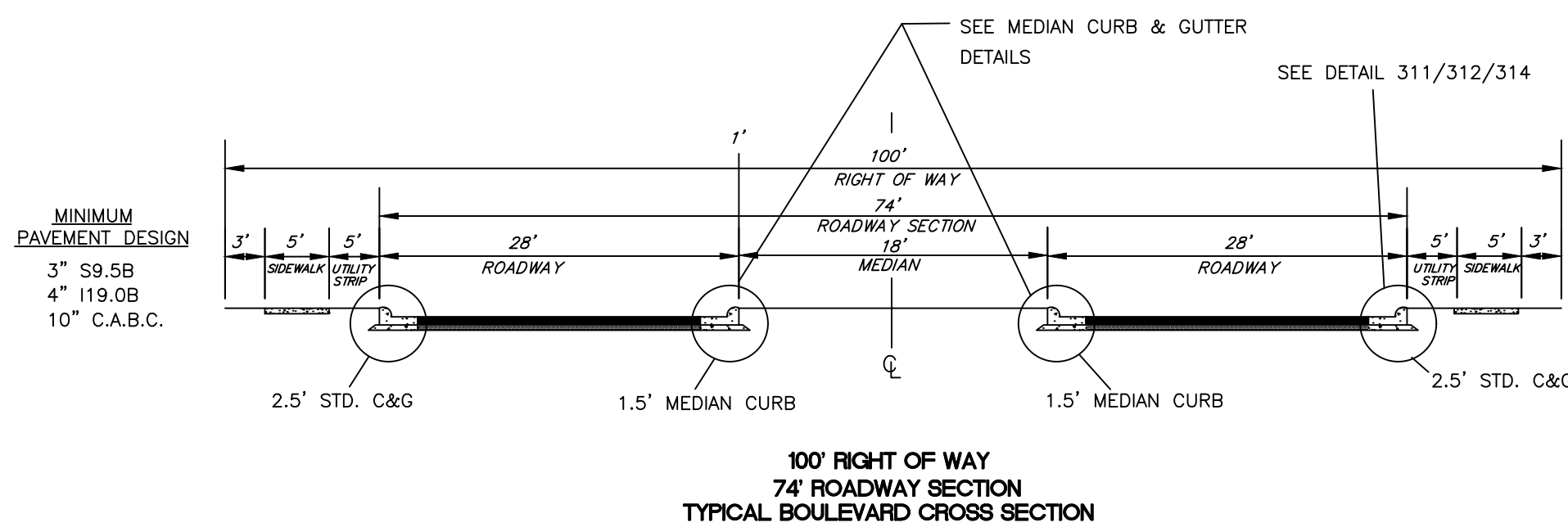


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MUTCD SIGN SIZES		
Sign	Sign	Size (w' x h')
Stop	R1-1	30x30
Keep Right	R4-7	24x30
Object Marker Yellow	OM1-3	18x18
Right Lane Must Turn Right	R3-7R	30x30
Double Arrow	W12-1	30x30
Object Marker Type 3	OM-3R	12x36



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DESIGNED FOR:
APC CARRY
1201 EDWARDS MILL RD. #300
RALEIGH, NC 27607
DATE: 02/13/2020
TSG FIRM CERTIFICATION # C-1975
PROJECT DESIGNER:
TOM SPAULDING
PROJECT SURVEYOR:
ROBINSON & PLANTE, PC

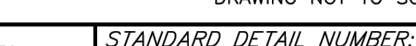
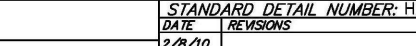
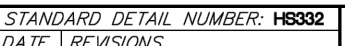
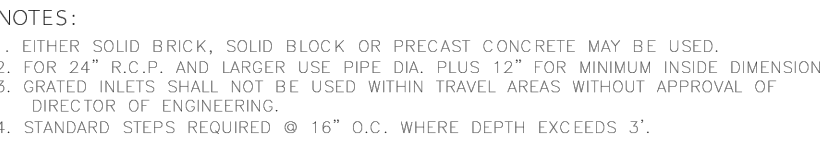
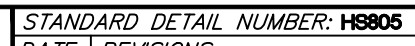
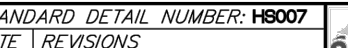
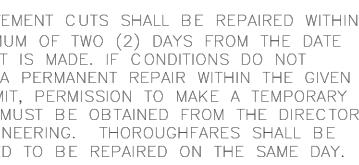
RHAMKATTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
MASTER PLAN
HOLLY SPRINGS ROAD - STRIPING PLAN

DRAWING
SHEET
C-6.6
PROJECT NUMBER
955-19

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1. EXISTING "CABC" ROADWAY MAY BE USED AS BASE COURSE AFTER COMPACTING TO ACHIEVE 100% PROCTOR. LOCALIZED UNDERCUTTING AND REPAIR SHALL BE REQUIRED WHERE UNDERCUTTING RESULTS REMAINS AS DIRECTED BY THE INSPECTOR. TESTING OF SUBGRADE/CABC COMPACTION SHALL BE REQUIRED.
2. EXISTING ROADWAY PAVING SHALL BE SAW-CUT TO RECEIVE PLACEMENT OF GRADE BEAMS. A THREE-DAY CURING PERIOD SHALL BE REQUIRED FOR GRADE BEAMS PRIOR TO REMOVAL OF REMAINING BITUMINOUS PAVING. BASE BELOW GRADE BEAMS SHALL BE COMPACTED TO 100% PROCTOR.
3. BRICK PAVED STREETS SHALL NOT BE MAINTAINED BY THE TOWN OF



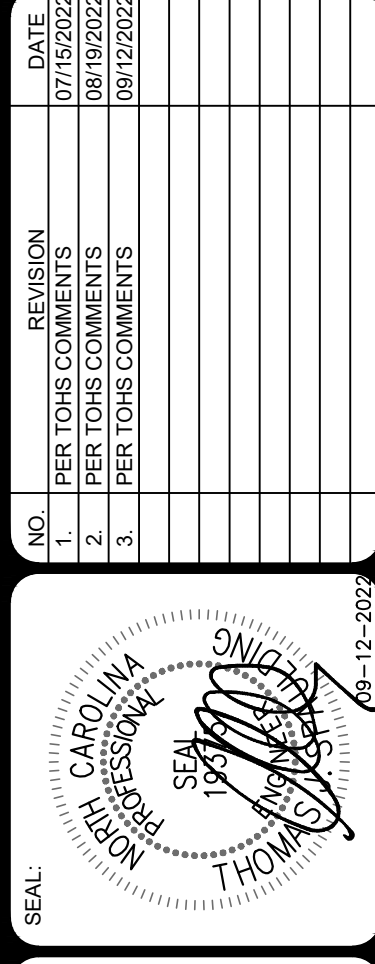
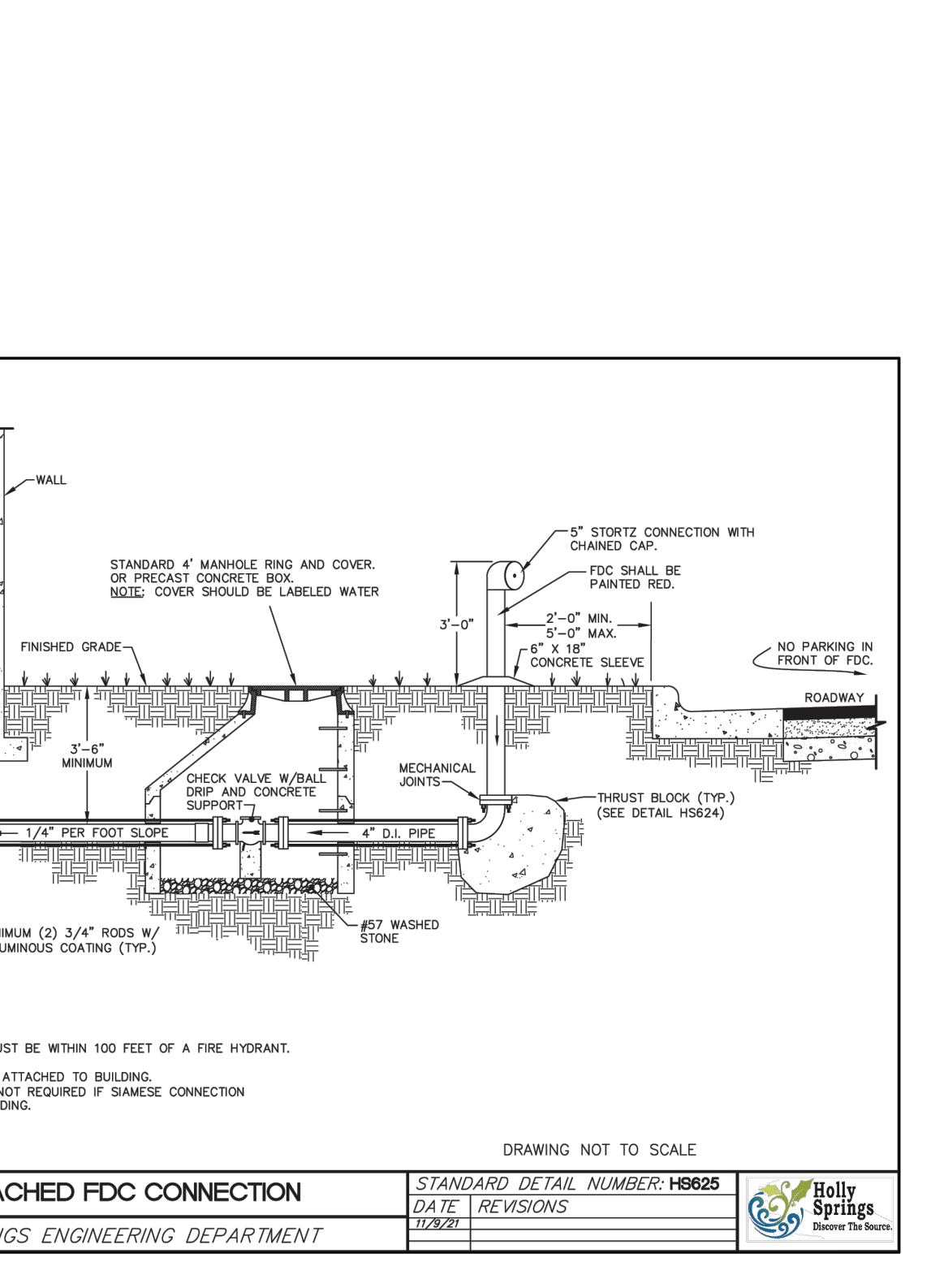
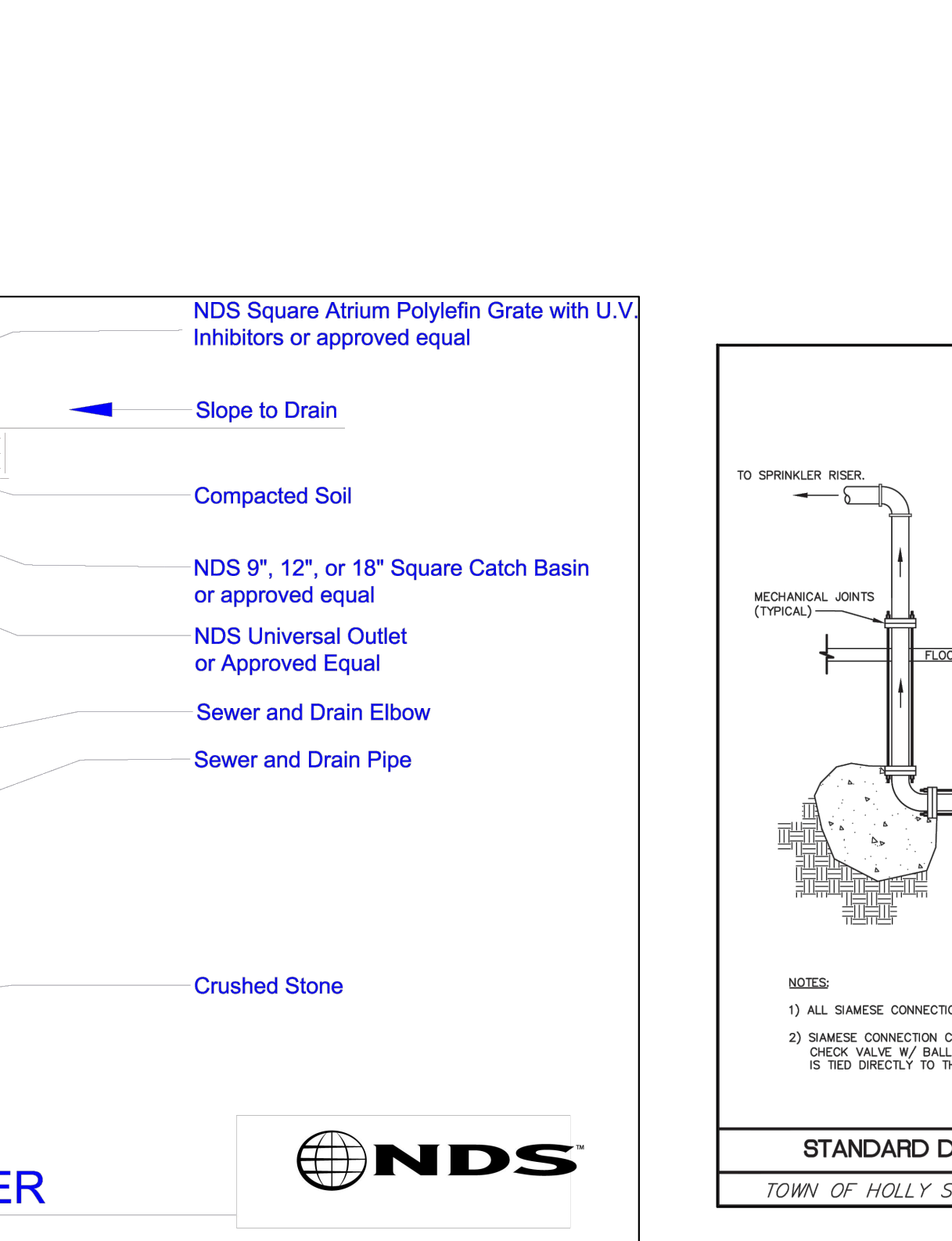
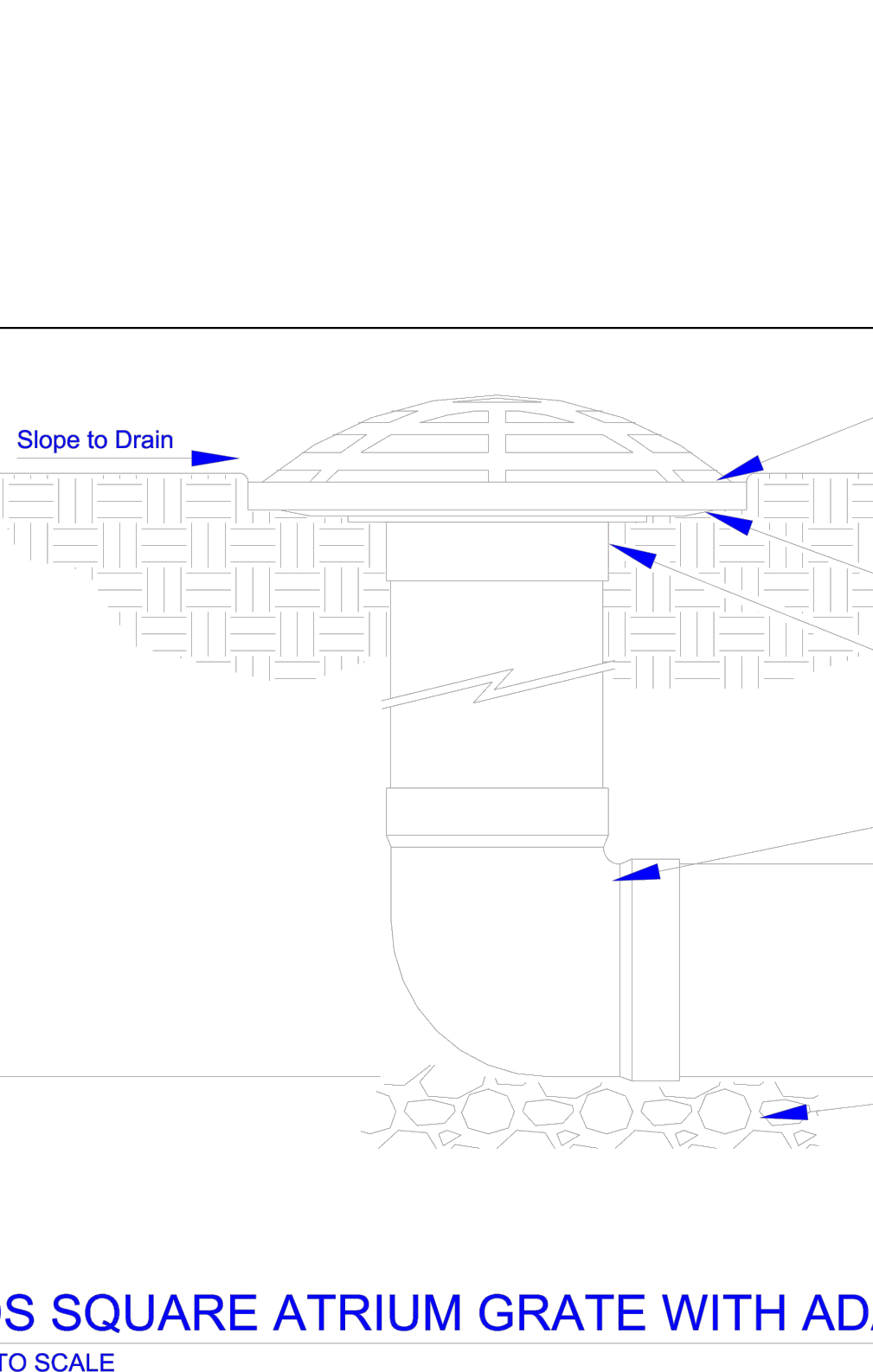
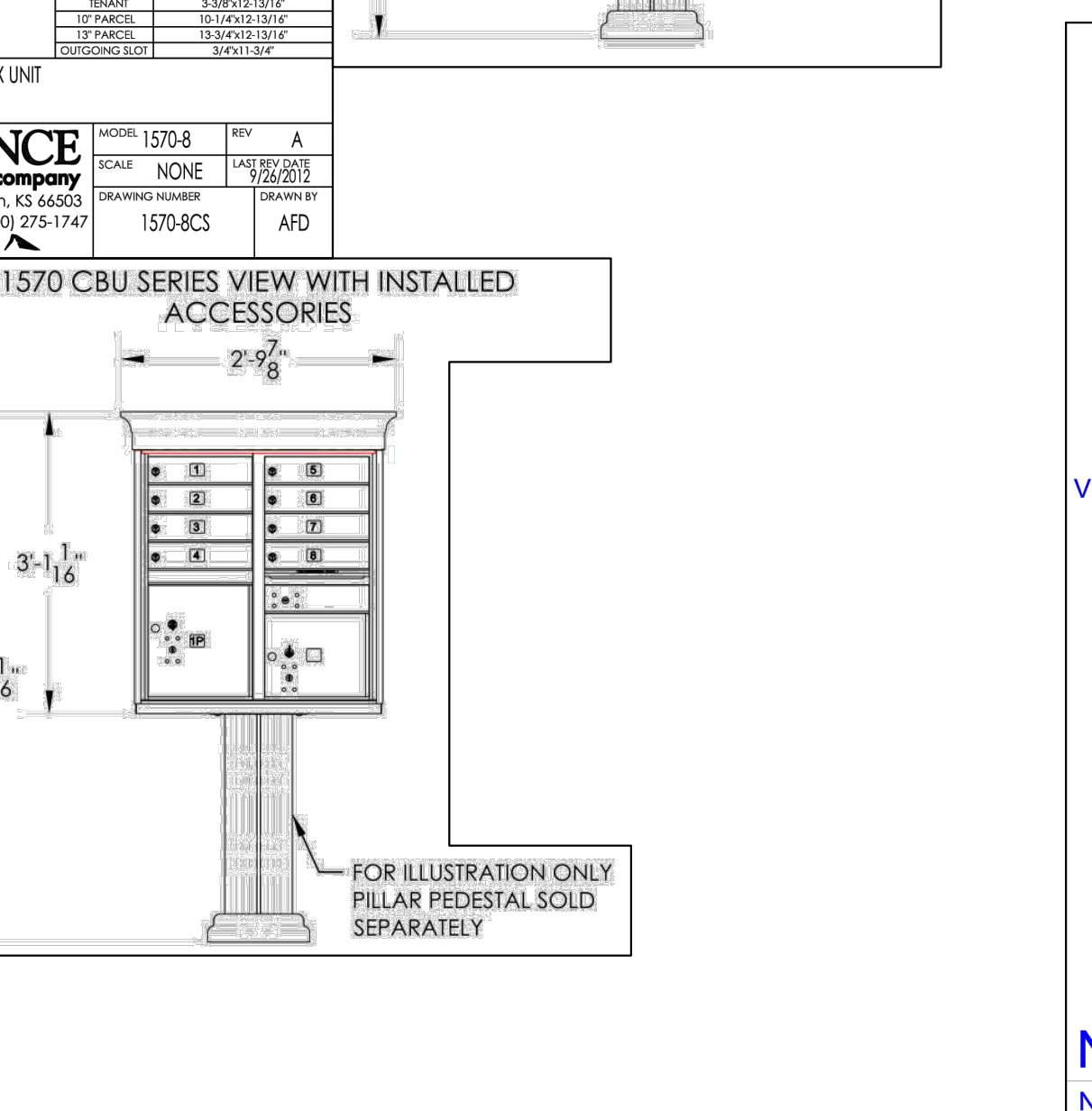
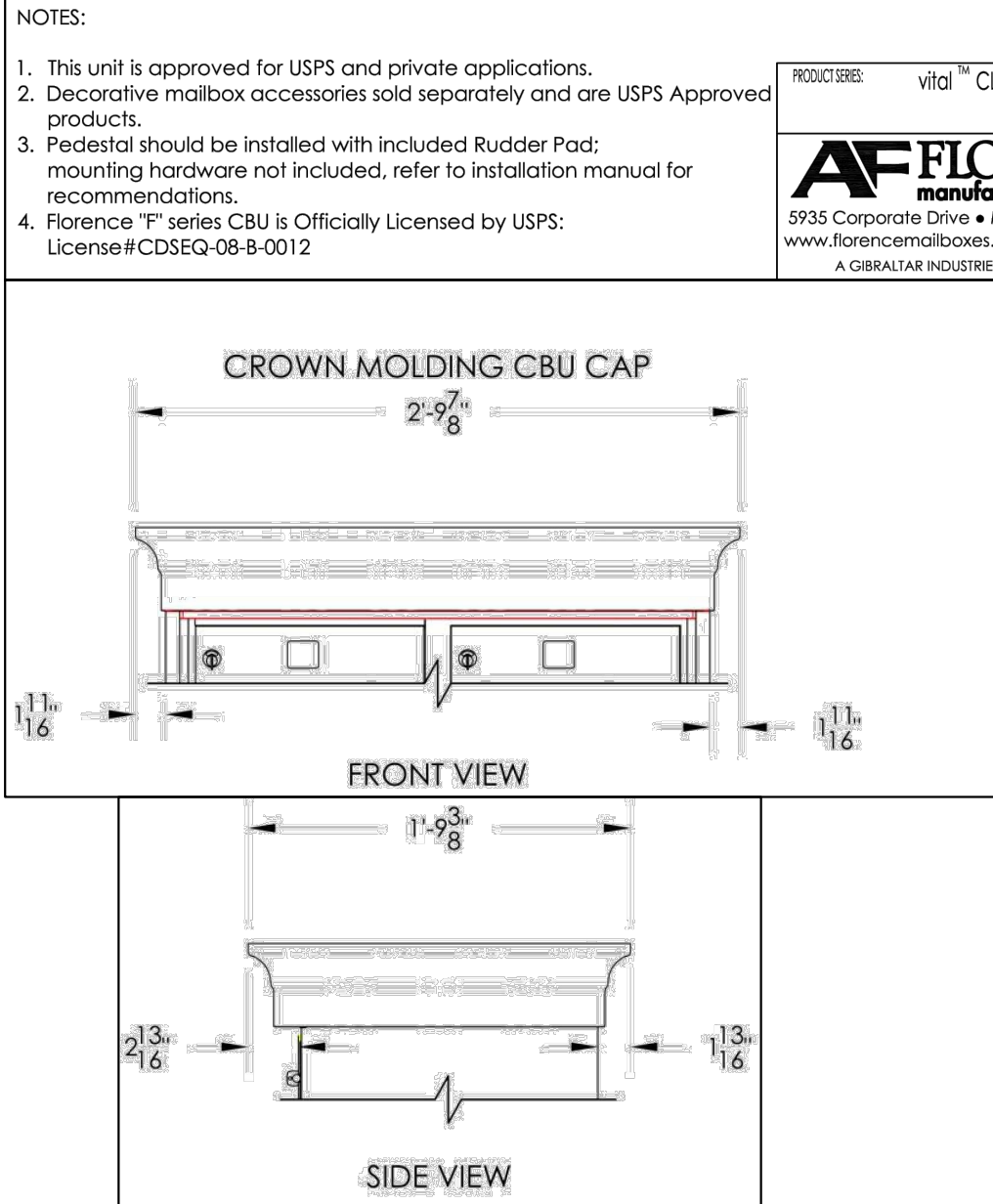
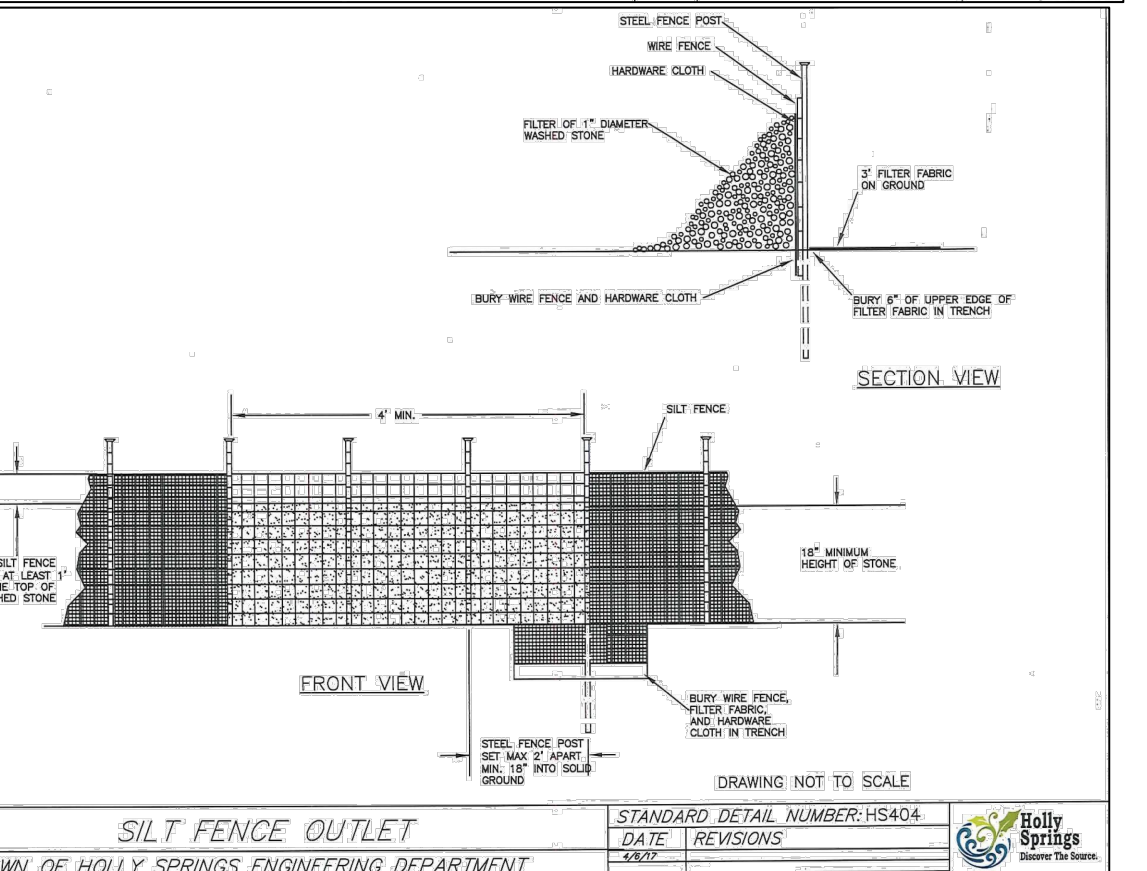
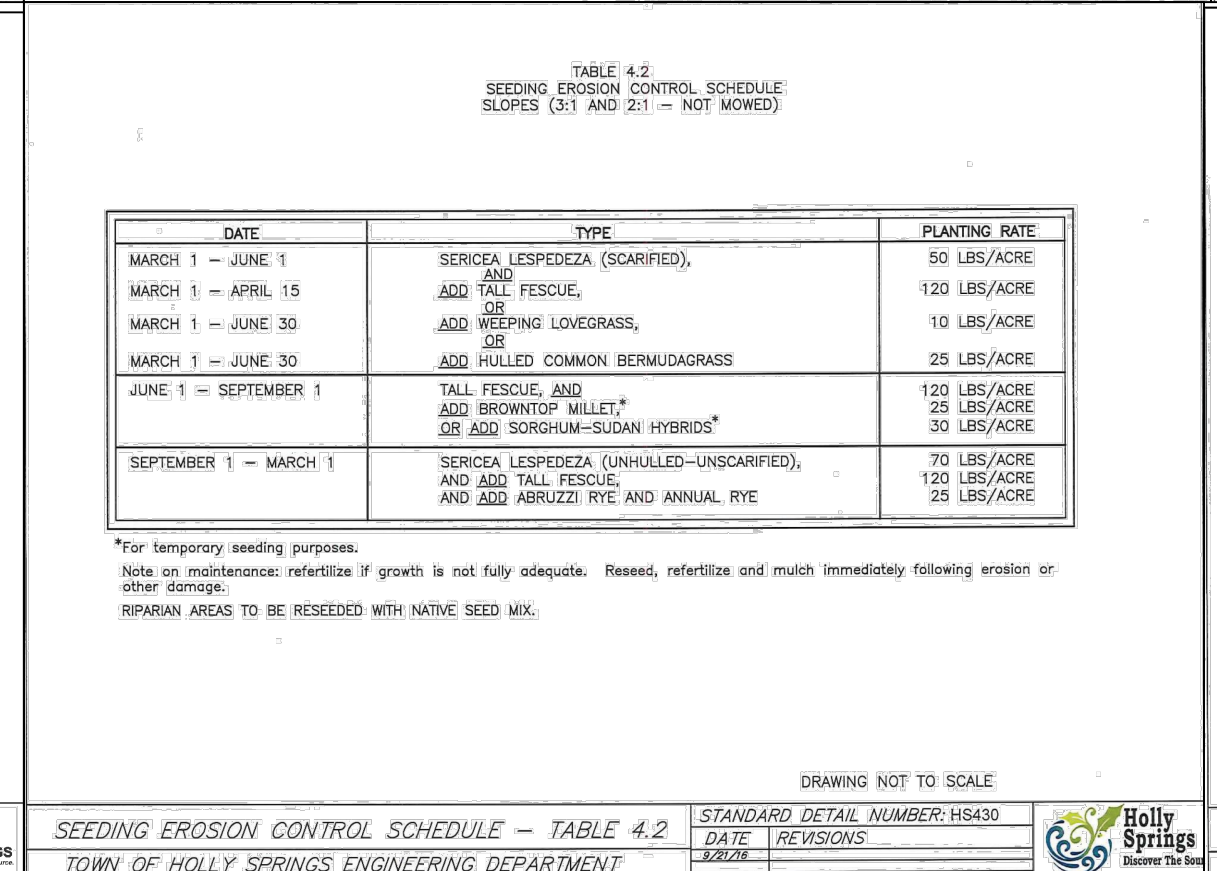
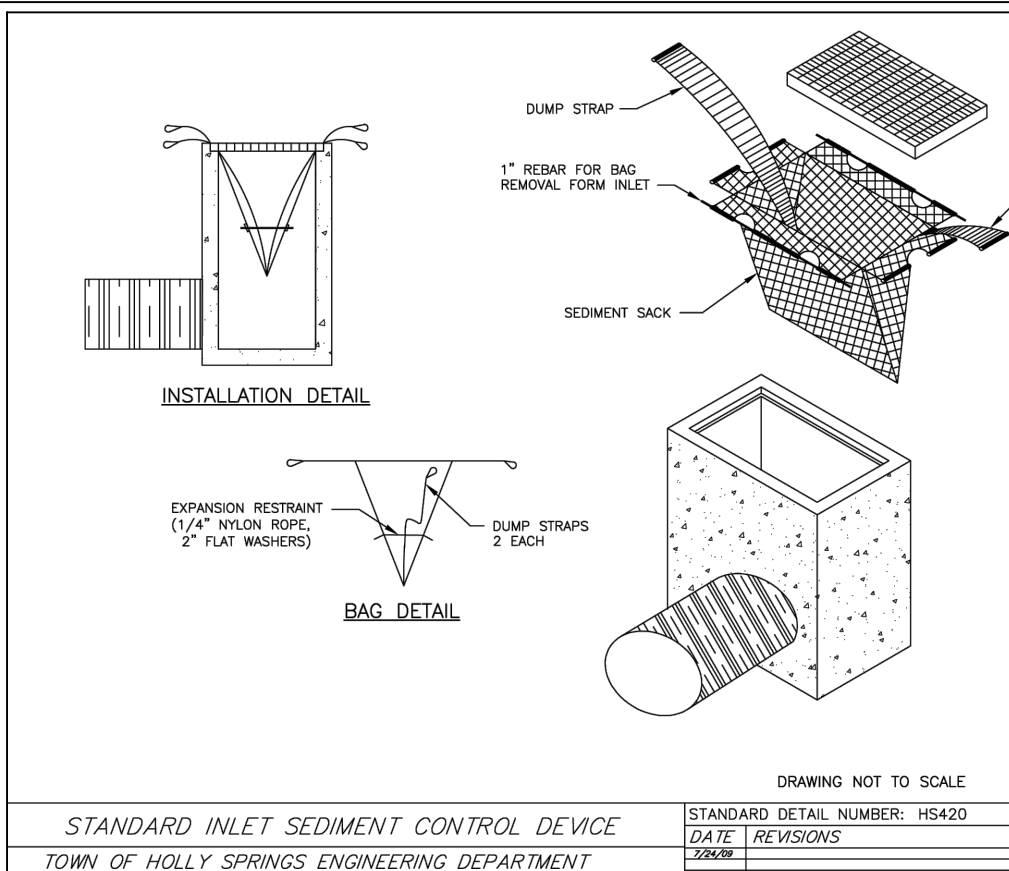
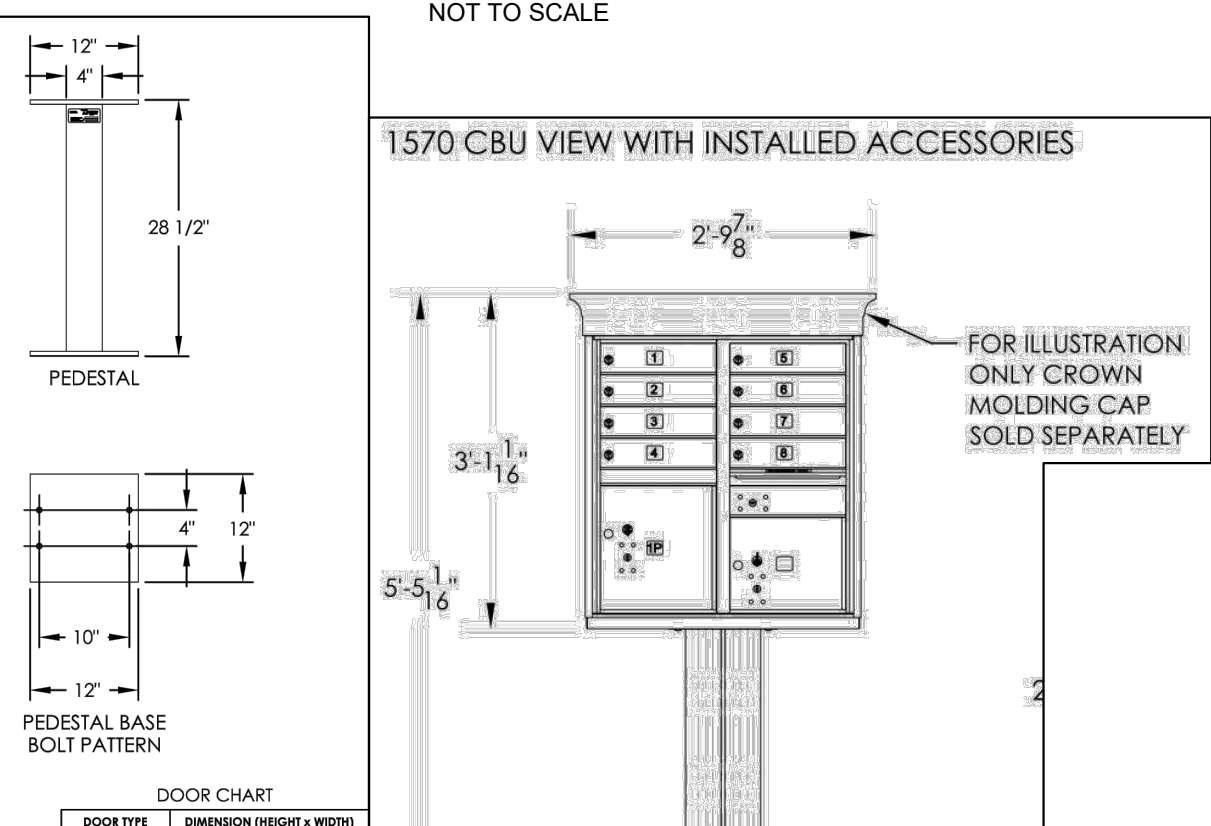
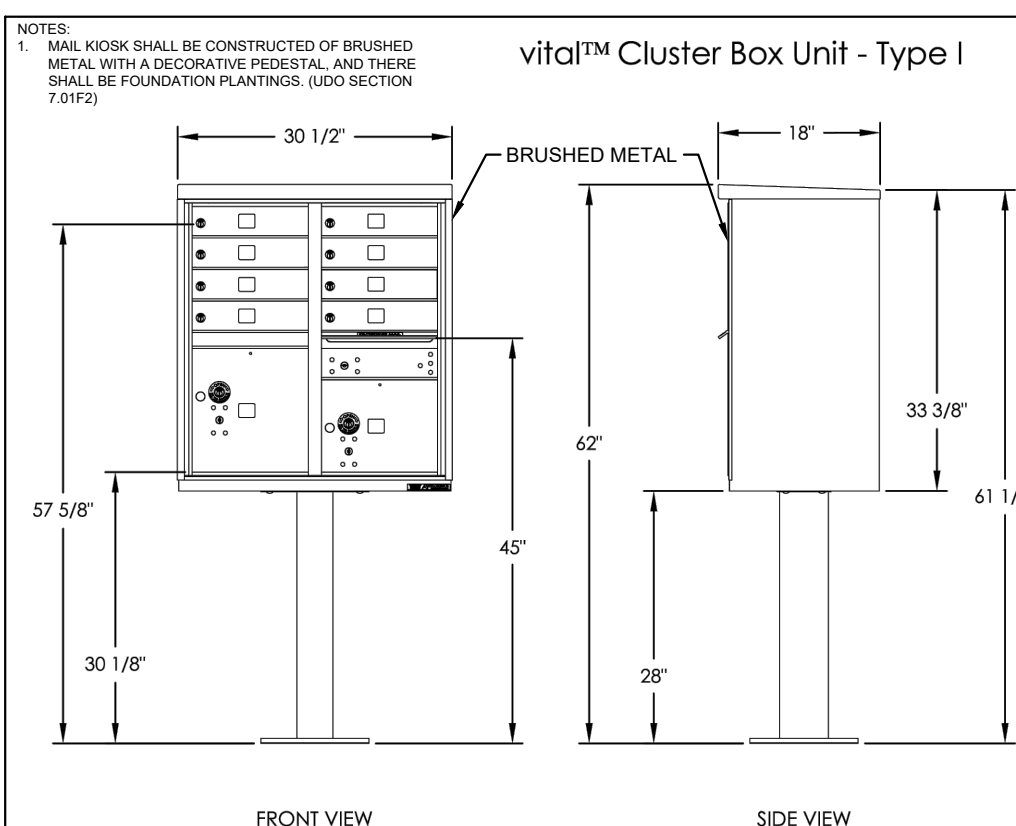
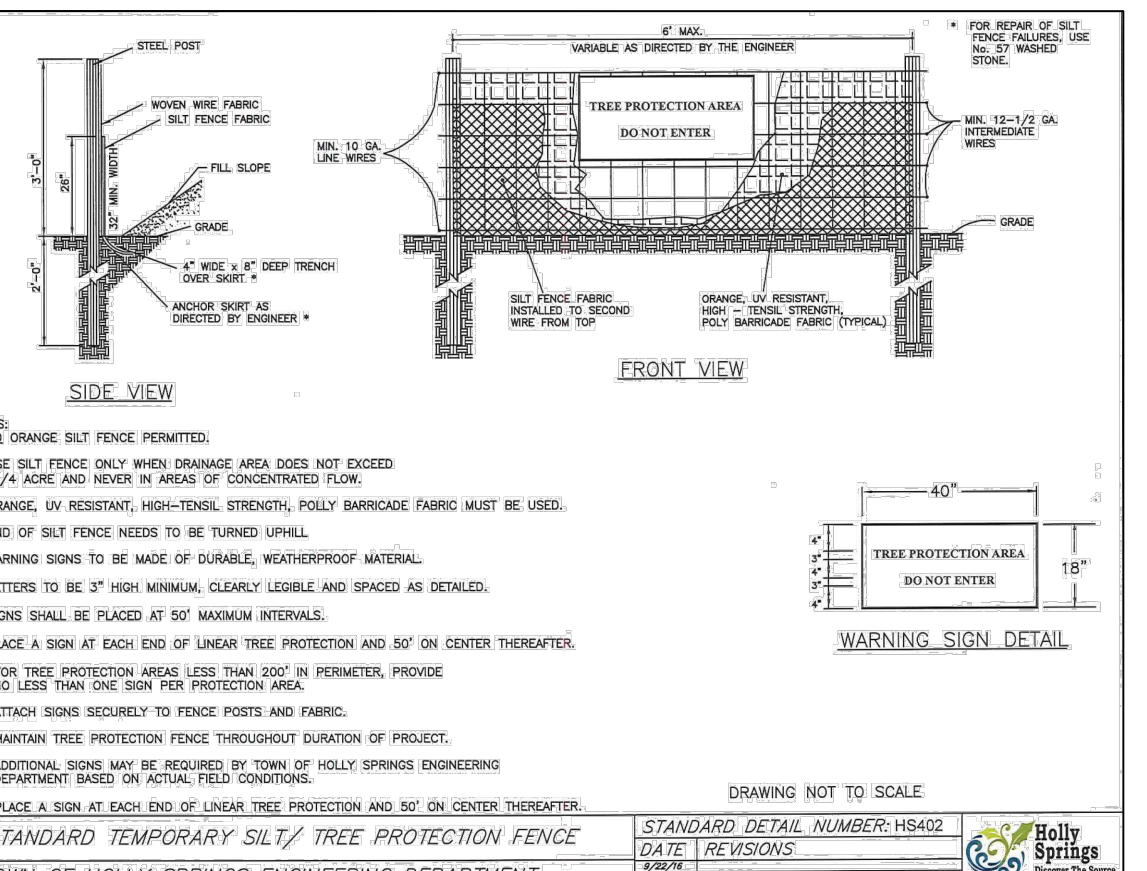
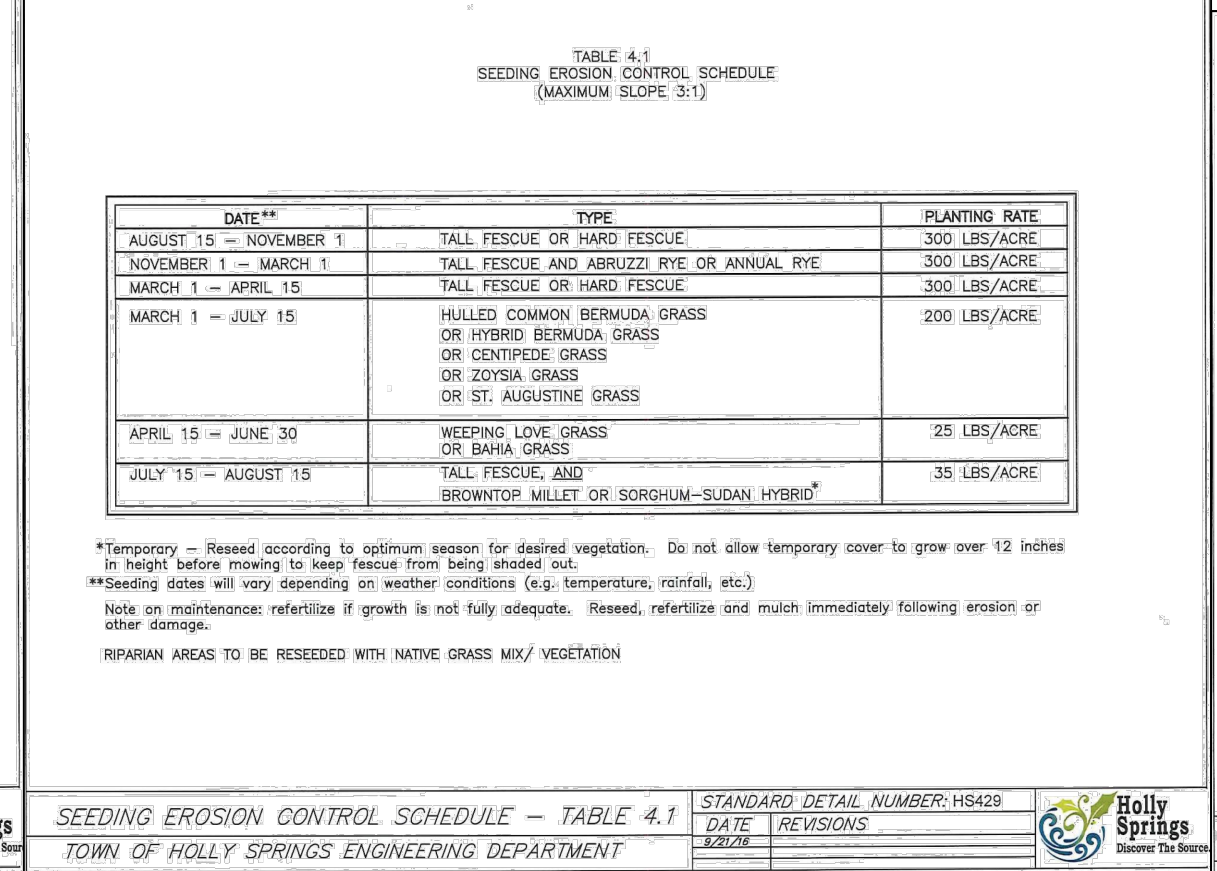
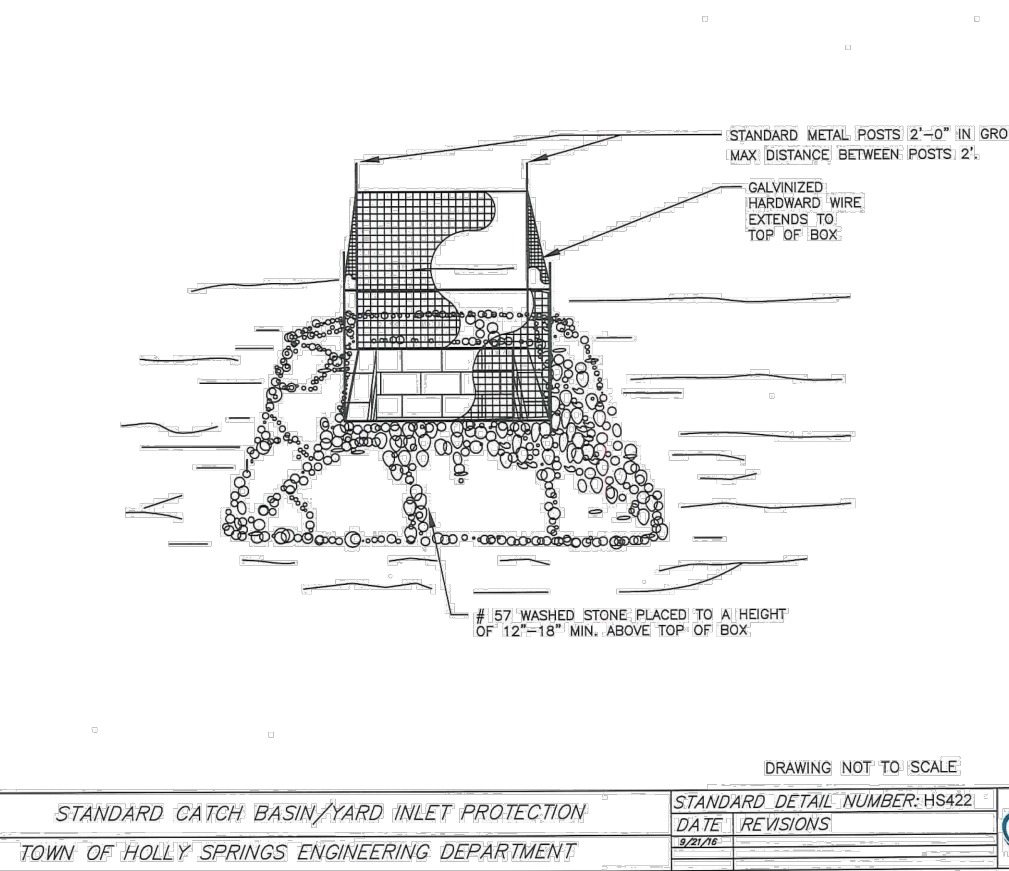
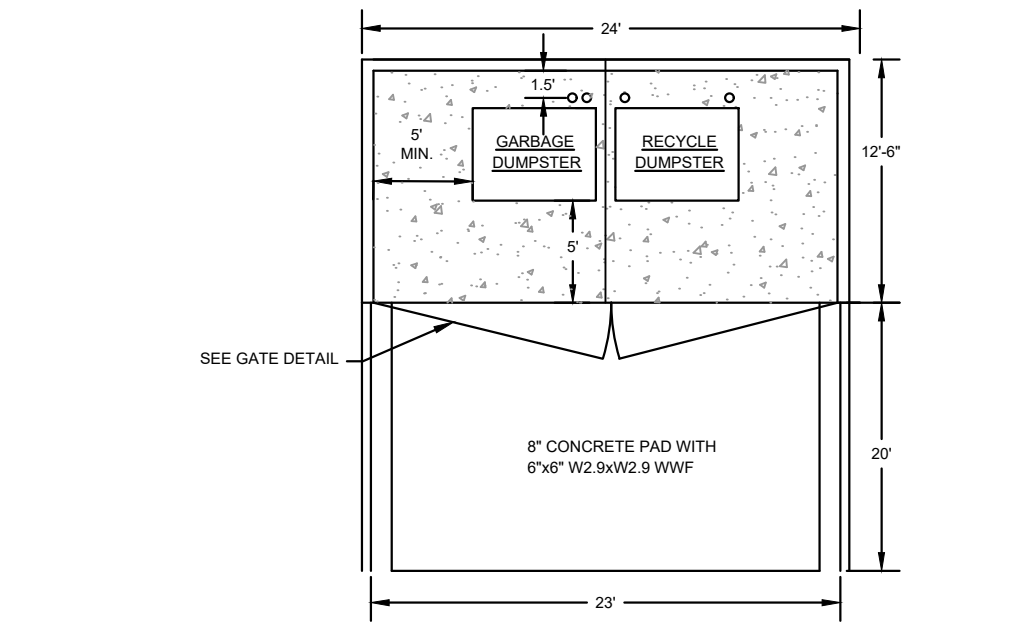
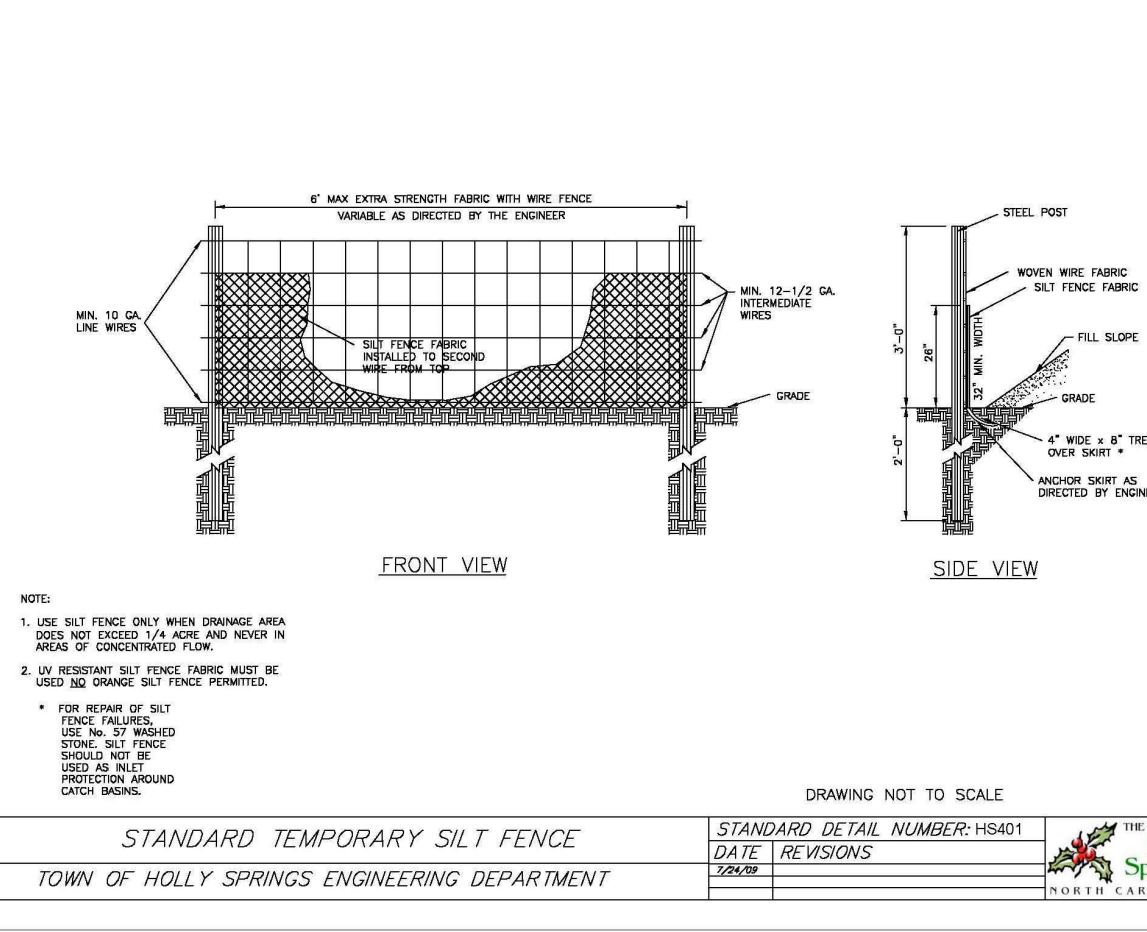
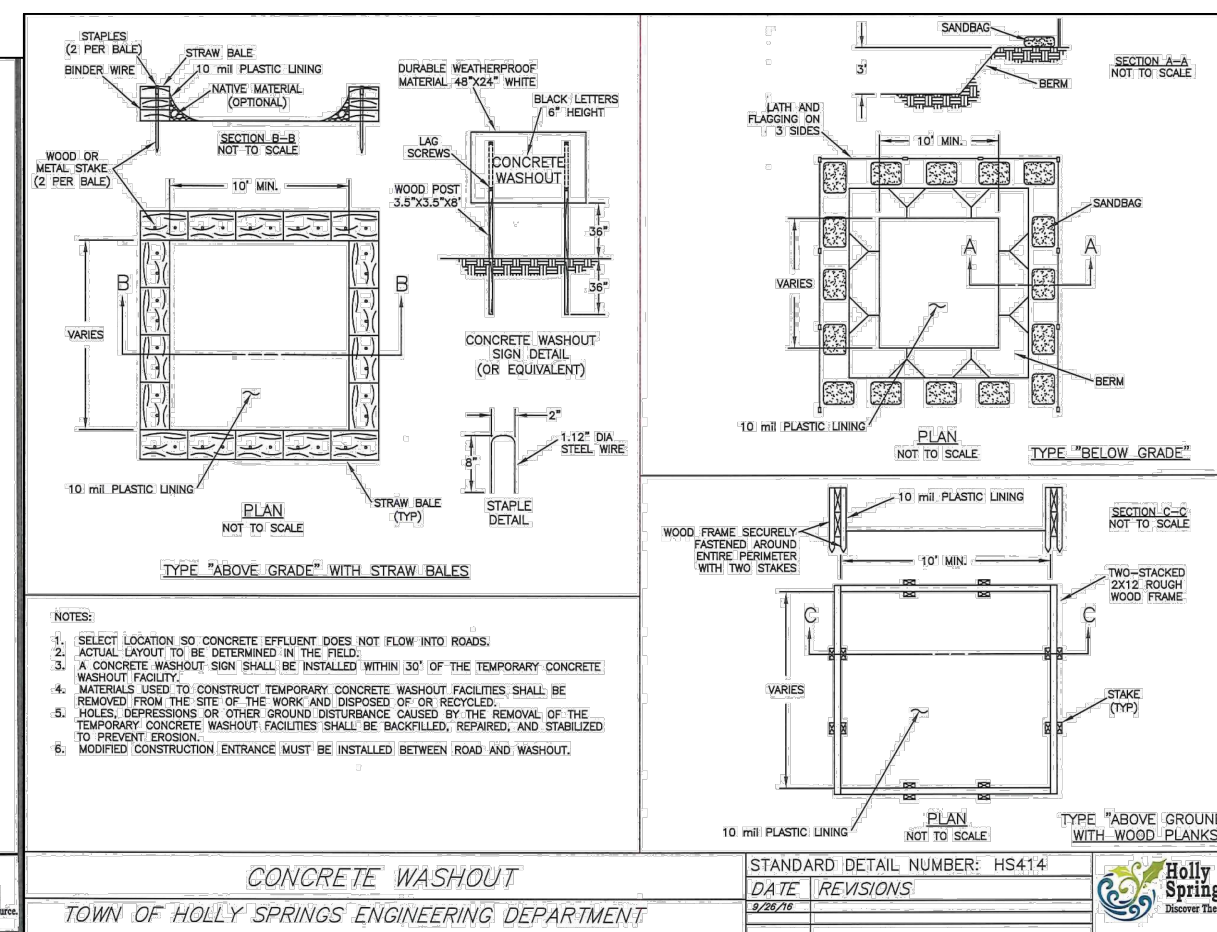
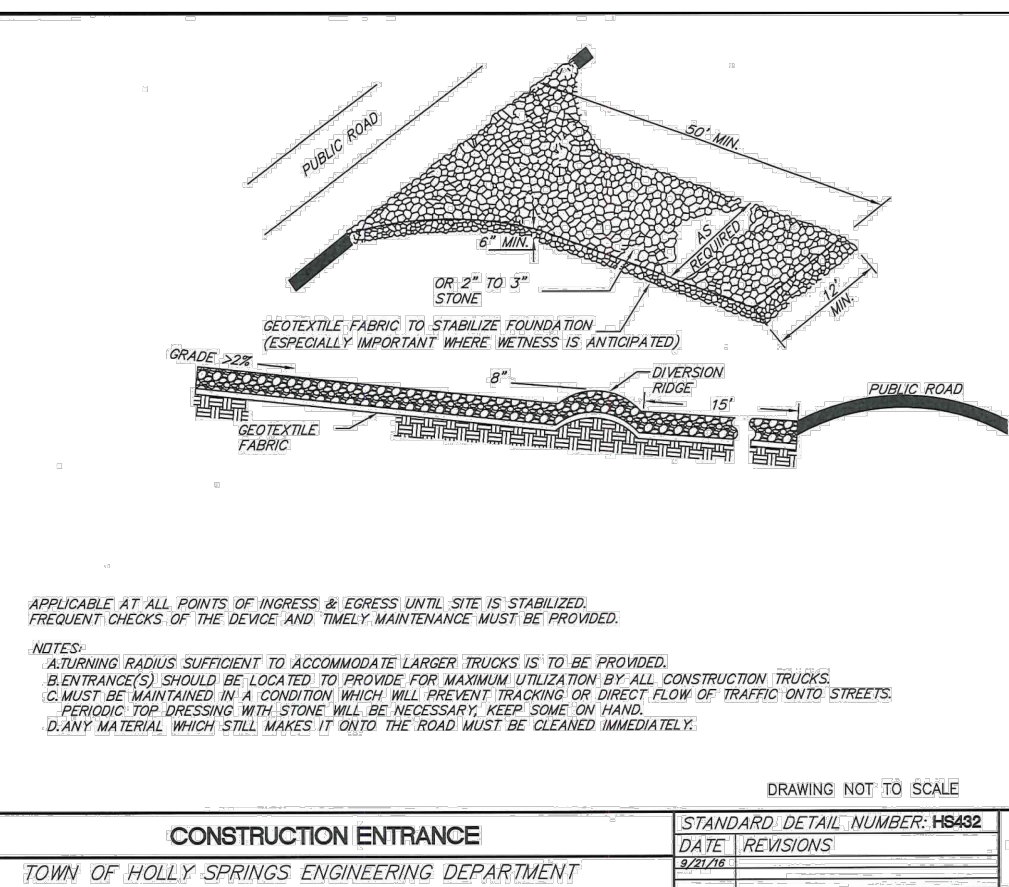
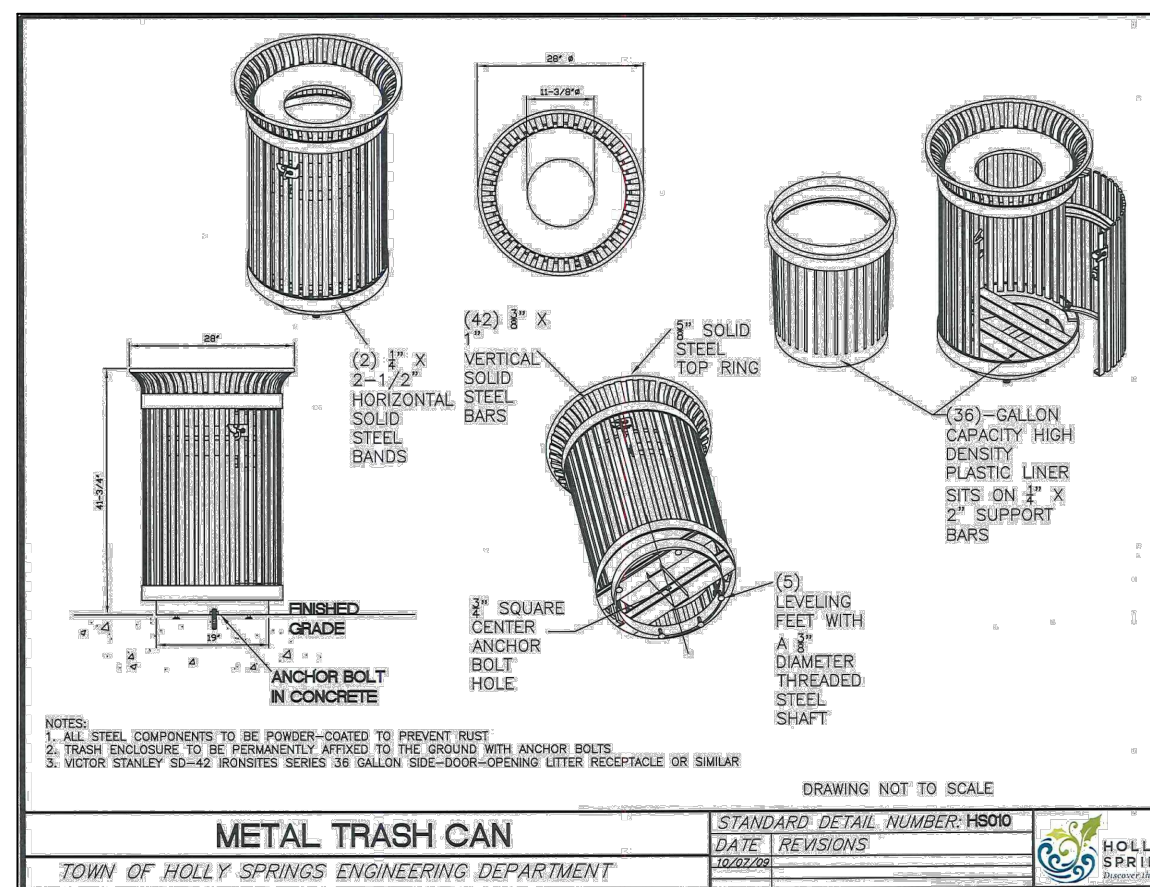
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4" COLORED CONCRETE
(STAMPED PATTERN OPTIONAL)

COLORED CROSSWALK DETAIL



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

APPROVED FOR:
APC CHAIR
1201 EDWARDS MILL RD. #300
RALEIGH, NC 27607
DATE: 02/13/2020
TSG FIRM CERTIFICATION #: C-1975
PROJECT DESIGNER:
TOM SPAULDING
PROJECT SURVEYOR:
IRIS A. MITCHELL
ROBINSON & PLANTE, PC

RHAMKATTTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA
MASTER PLAN
CONSTRUCTION DETAILS

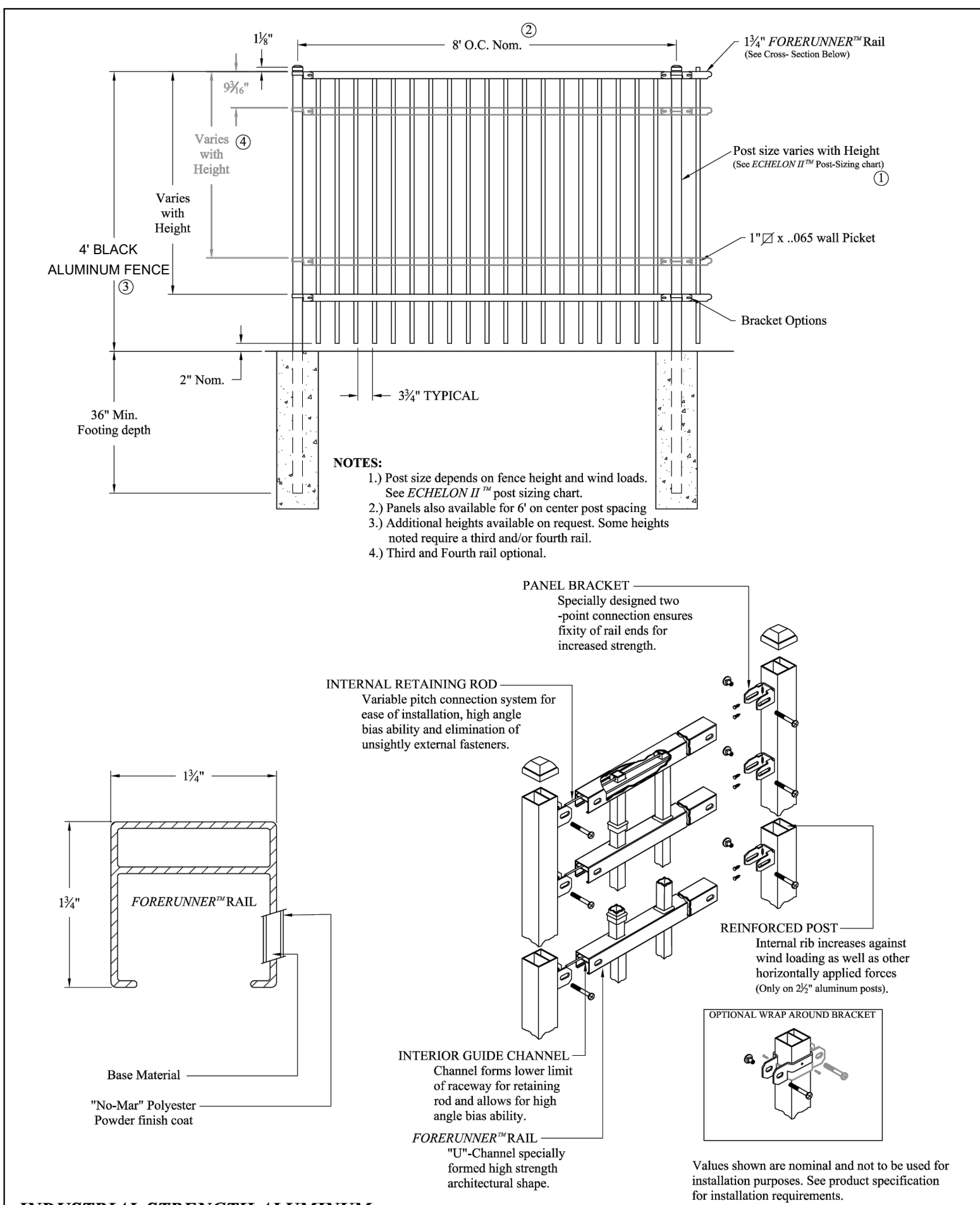
DRAWING
SHEET
D-2.0
PROJECT NUMBER
955-19

SEWER PIPES

Pipe Table			
Pipe Name	Size	Length	Slope
EX MH 31 - MH 1	8"	122.82	1.04%
MH 4 - MH 7	8"	85.81	0.52%
MH4 - MH 5	8"	85.60	1.02%
EX MH 19 - MH 4	8"	116.42	0.93%
MH 5 - BLDG 4 CO	6"	121.24	0.50%
MH 9 - MH 76	8"	120.59	0.50%
MH 7 - MH 9	8"	69.71	0.50%

Structure Table	
Structure Name	Structure Details
CB A9	RIM = 471.40
	DCB A8 - CB A9 INV OUT = 465.70
DCB A8	RIM = 470.50
	DCB A8 - CB A9 INV IN = 465.50 DCB A7 - DCB A8 INV OUT = 465.40
DCB A7	RIM = 470.50
	DCB A7 - DCB A8 INV IN = 465.00 CB A6 - DCB A7 INV OUT = 463.80
CB A5	RIM = 464.50
	CB A5 - CB A6 INV IN = 455.53 CB A4 - CB A5 INV OUT = 455.03
CB A10	RIM = 464.40
	CB A10 - DCB A11 INV IN = 458.15 CB A6 - CB A10 INV OUT = 458.05
CB A6	RIM = 464.25
	CB A6 - CB A10 INV IN = 457.90 CB A6 - DCB A7 INV IN = 459.10 CB A5 - CB A6 INV OUT = 456.07
DCB A11	RIM = 462.60
	CB A10 - DCB A11 INV OUT = 458.43
CB A4	RIM = 461.90
	CB A4 - CB A5 INV IN = 453.80 CB A3 - CB A4 INV OUT = 453.70
CB E6	RIM = 460.30
	DCB E5 - CB E6 INV OUT = 453.90
DCB E5	RIM = 459.88
	DCB E5 - CB E6 INV IN = 453.51 CB E4 - DCB E5 INV OUT = 453.41
CB A3	RIM = 459.60
	CB A3 - CB A4 INV IN = 452.72 CB A2 - CB A3 INV OUT = 452.62
CB A2	RIM = 459.40
	CB A2 - CB A3 INV IN = 452.25 FES A1 - CB A2 INV OUT = 452.15
CB E2	RIM = 459.25
	CB E2 - CB E3 INV IN = 452.25 FES E1 - CB E2 INV OUT = 452.15

Structure Table	
Structure Name	Structure Details
CB E3	RIM = 458.20 CB E3 - CB E4 INV IN = 452.56 CB E2 - CB E3 INV OUT = 452.46
CB E4	RIM = 458.00 CB E4 - DCB E5 INV IN = 453.16 CB E3 - CB E4 INV OUT = 452.66
HW E1	RIM = 455.00 FES E1 - CB E2 INV IN = 451.50
CB B2	RIM = 454.30 CB B2 - CB B3 INV IN = 449.40 FES B1 - CB B2 INV OUT = 449.15
HW A1	RIM = 454.25 FES A1 - CB A2 INV IN = 451.50
CB B3	RIM = 453.70 CB B3 - CB B4 INV IN = 449.85 CB B2 - CB B3 INV OUT = 449.81
CB B4	RIM = 453.35 CB B3 - CB B4 INV OUT = 450.08
DI D2	RIM = 452.50 RISER - JB D1 INV OUT = 443.00
FES B1	RIM = 450.52 FES B1 - CB B2 INV IN = 449.00
JB D1	RIM = 449.27 RISER - JB D1 INV IN = 441.66 JB D1 - EX FES INV OUT = 431.72
FES 65	RIM = 426.76 JB D1 - EX FES INV IN = 423.89



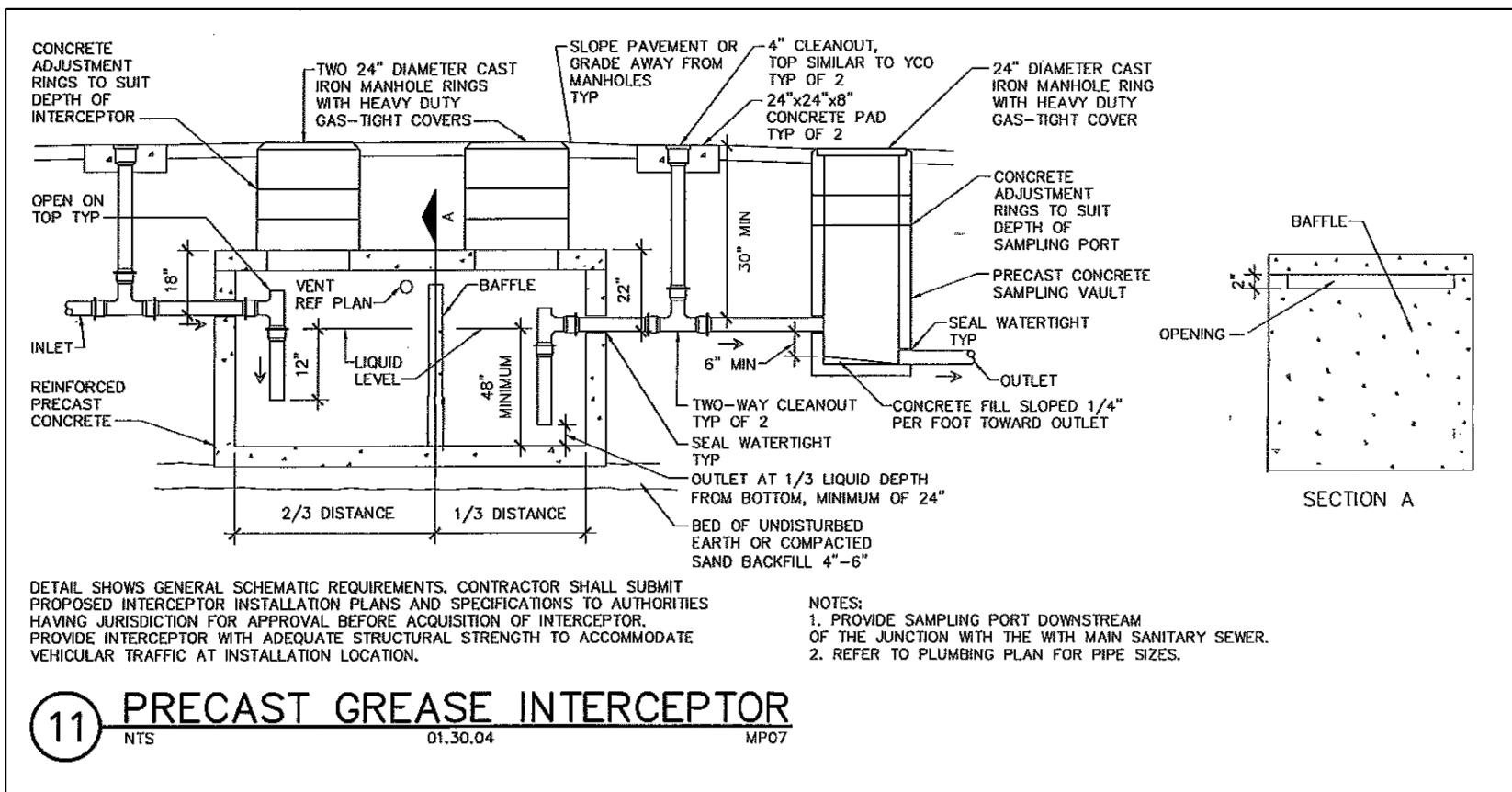
CK: BS	Date 2-07-12	REV: e
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1555 N. Mingo
Tulsa, OK 74116
1-888-333-3422
www.ameristarfence.com

Pipe Table			
Pipe Name	Size	Length	Slope
FES A1 - CB A2	24"	120.52	0.54%
DCB E5 - CB E6	18"	73.65	0.53%
CB A6 - DCB A7	15"	143.97	3.26%
DCB A7 - DCB A8	15"	75.78	0.53%
DCB A8 - CB A9	15"	33.80	0.59%
FES B1 - CB B2	18"	28.84	0.52%
CB A6 - CB A10	15"	9.27	1.62%
CB A10 - DCB A11	15"	45.31	0.62%
JB A1 - EX FES	30"	117.33	6.67%
CB B2 - CB B3	15"	81.07	0.51%

Pipe Table			
Pipe Name	Size	Length	Slope
CB B3 - CB B4	15"	44.50	0.52%
RISER - JB D1	30"	48.54	2.76%
FES E1 - CB E2	24"	120.40	0.54%
CB A5 - CB A6	18"	59.35	0.91%
CB E4 - DCB E5	18"	49.74	0.50%
CB A2 - CB A3	24"	72.91	0.51%
CB A3 - CB A4	24"	60.00	1.63%
CB A4 - CB A5	24"	60.00	2.05%
CB E3 - CB E4	24"	9.93	1.01%
CB E2 - CB E3	24"	40.99	0.51%



NOTES:
1. PROVIDE SAMPLING PORT DOWNSTREAM
OF THE JUNCTION WITH THE WITH MAIN SANITARY SEWER
2. REFER TO PLUMBING PLAN FOR PIPE SIZES.

F:\951 - 999 Projects\955-19 Rhamkette-Jones MedProf\Construction Plans\955-19 D0300.dwg Sep 09, 2022 - 6:32pm BY: ahook

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

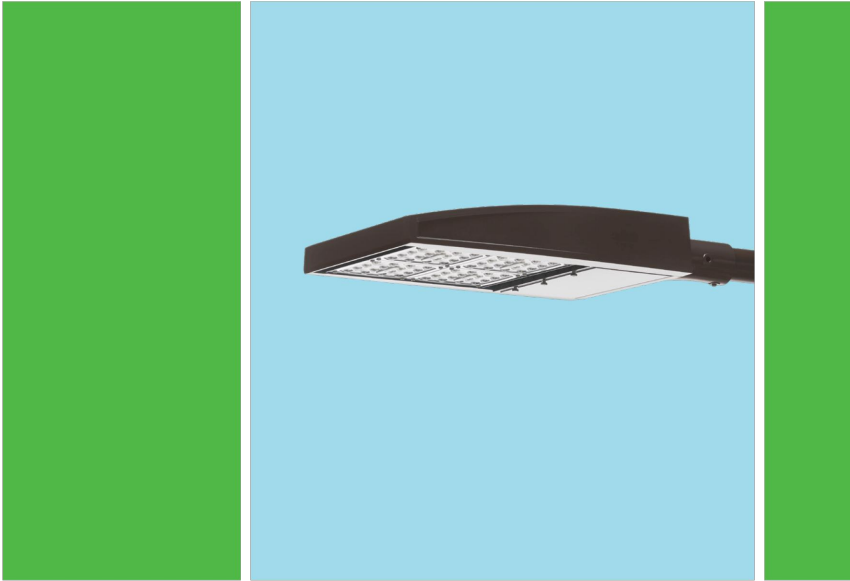
RHAMKATTTE PLAZA
HOLLY SPRINGS, WAKE COUNTY, NORTH CAROLINA

MASTER PLAN

CONSTRUCTION DETAILS

DRAWING
SHEET
D-3.0
PROJECT NUMBER
955-19

Outdoor Lighting
Shoebox LED



The energy-efficient Shoebox LED combines a decorative, contemporary style with versatility and ample lighting effect that is perfect for streets, parking lots, commercial buildings and residential communities. The Shoebox LED provides excellent color rendition along with a controlled light pattern that reduces glare and keeps the light directed only where you want it. Available in black, dark bronze, gray or white with one to four fixtures per pole.

LED (Light Emitting Diode) 150, 220, 420, 530 watts

Mounting heights 25', 30', 35'

Colors Black
Bronze
Gray
White

Poles Fiberglass (1 or 2 fixtures per pole)
Decorative tapered metal
Decorative square metal

Note: 35' pole available in black or bronze only.

For additional information, visit us at duke-energy.com/OutdoorLighting or call us toll free at 866.675.6417.



Outdoor Lighting
Shoebox LED

Light source: LED (white)
Replacement for: LED Wattage 150 – 250-watt HPS and metal halide;
LED Wattage 205 – up to 400-watt metal halide;
LED Wattage 530 – 1,000-watt metal halide

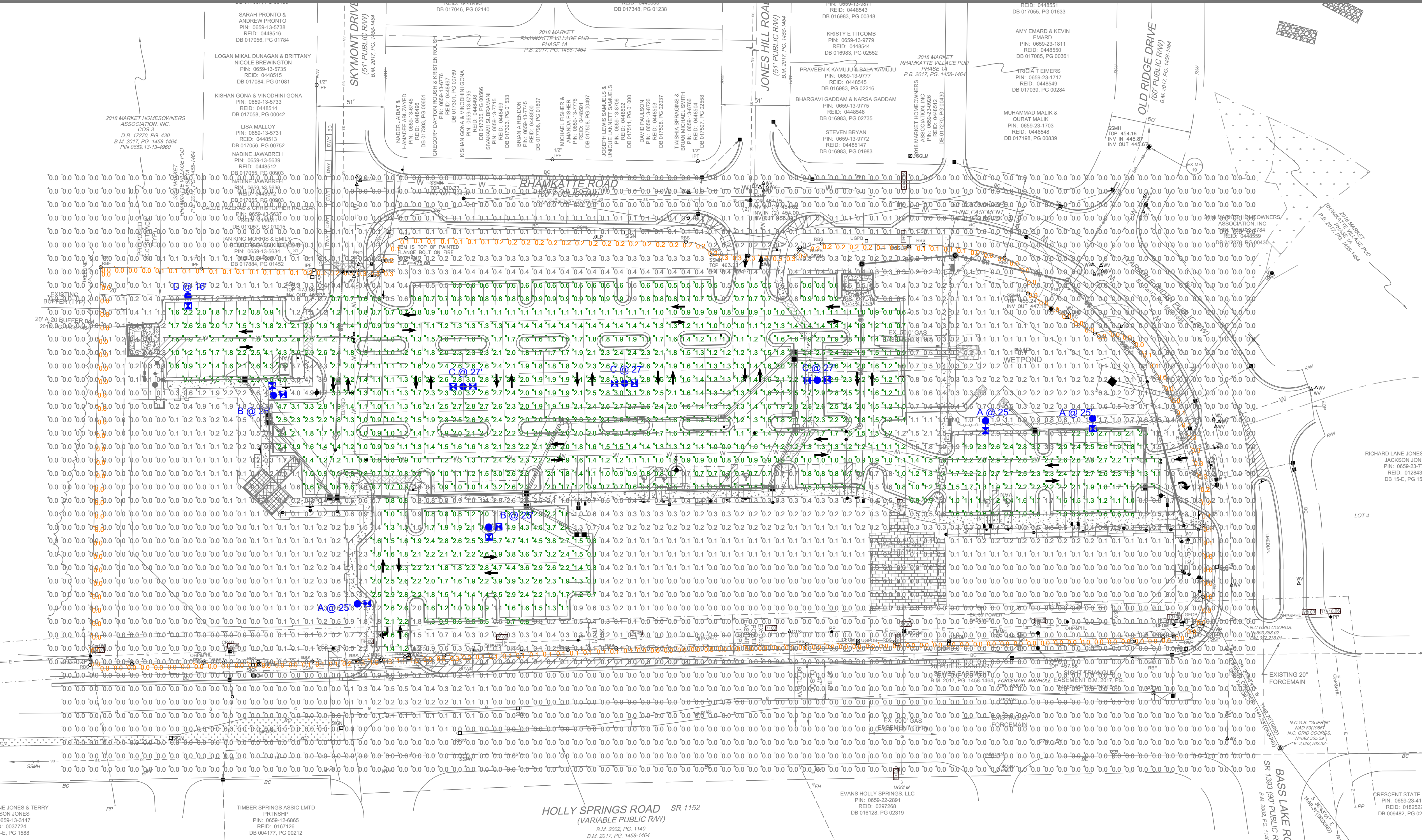
Warm-up and restrike time: Instant on (no warm-up or restrike time)

Wattage	BUG Rating	Light Pattern	Lumens	Color Temp
LED 150	B5-U0-G3	IESNA Type V (circular)	19580	
LED 150	B3-U0-G4	IESNA Type IV (forward throw)	18459	
LED 150	B2-U0-G3	IESNA Type III (oval)	19006	
LED 220	B5-U0-G3	IESNA Type V (circular)	25870	
LED 220	B3-U0-G4	IESNA Type IV (forward throw)	24390	4,000K
LED 220	B2-U0-G4	IESNA Type III (oval)	25114	
LED 420	B5-U0-G5	IESNA Type V (circular)	48514	
LED 420	B3-U0-G5	IESNA Type IV (forward throw)	43765	
LED 530	B5-U0-G5	IESNA Type V (circular)	60296	
LED 530	B3-U0-G5	IESNA Type IV (forward throw)	54395	

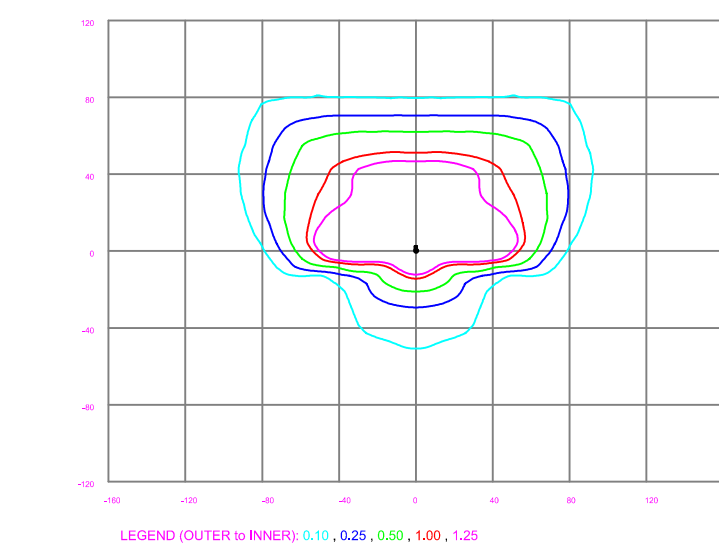
* These are approximate replacement suggestions; actual conditions could be different.

Poles available:		
Name	Mounting height	Color
Round tapered decorative metal*	35'	Black Bronze
Decorative square metal*	25' and 30'	Black Bronze Gray White
Fiberglass	30'	Black (1 or 2 fixtures per pole) Gray (1 or 2 fixtures per pole)
Features		
Little or no installation cost	Frees up capital for other projects	
Design services by lighting professionals included	Meets industry standards and lighting ordinances	
Maintenance included	Eliminates high and unexpected repair bills	
Electricity included	Less expensive than metered service	
Warranty included	Worry-free	
One low monthly cost on your electric bill	Convenience and savings for you	
Turnkey operation	Provides hassle-free installation and service	
Backed by over 40 years of experience	A name you can trust today ... and tomorrow	

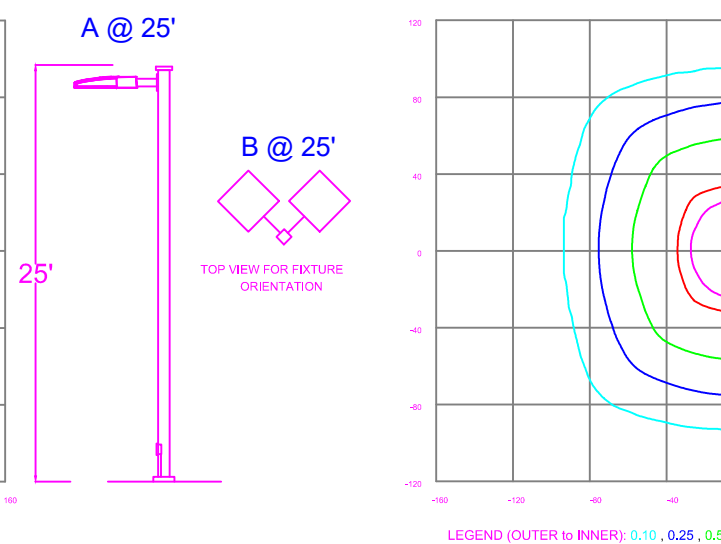
*2" raised foundation available when required on metal poles only.



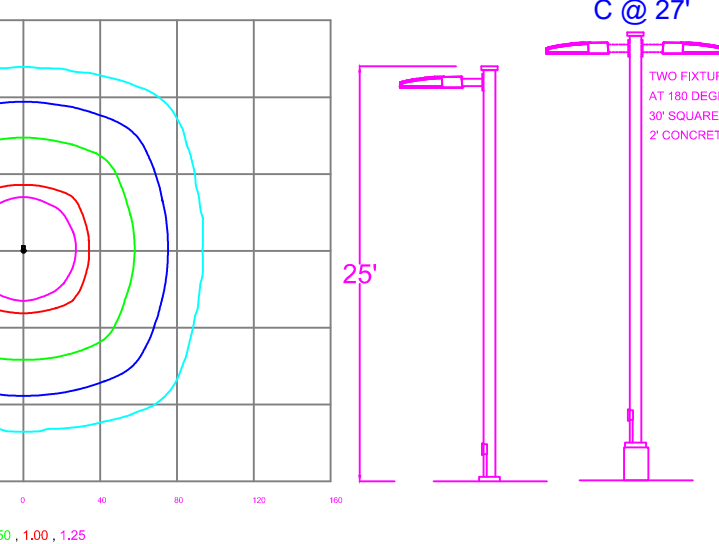
FEATURE: LED 150W SHOEBOX
MOUNTING HEIGHT: 25'
LIGHT SOURCE: LED 150W
LUMENS: 19580
PATTERN: TYPE V (circular) (see left or at above 90 degree)
NOTE: THE FOOTCANDLE READING BELOW ARE MAXIMUM AND HAVE BEEN OBTAINED FROM THE LUMEN DISTRIBUTION AND LUMENS PER FOOTCANDLE (LFC) DATA. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT.



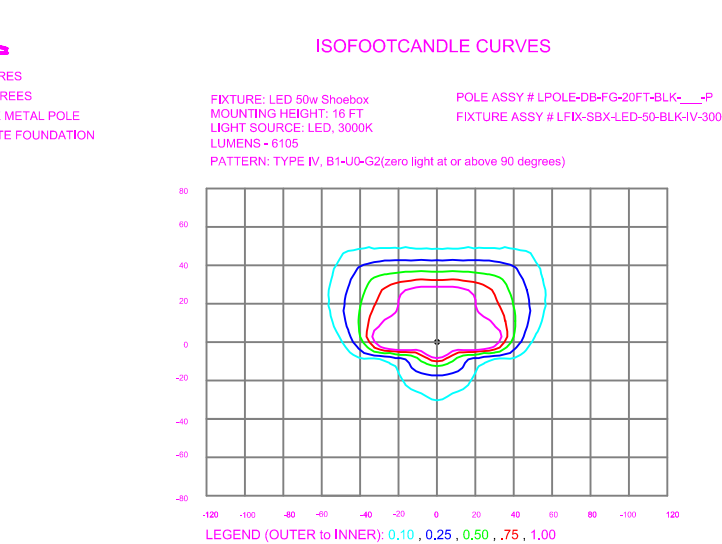
FEATURE: LED 150W SHOEBOX
MOUNTING HEIGHT: 25'
LIGHT SOURCE: LED 150W
LUMENS: 19580
PATTERN: TYPE IV (forward throw) (see left or at above 90 degree)
NOTE: THE FOOTCANDLE READING BELOW ARE MAXIMUM AND HAVE BEEN OBTAINED FROM THE LUMEN DISTRIBUTION AND LUMENS PER FOOTCANDLE (LFC) DATA. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT.



FEATURE: LED 150W SHOEBOX
MOUNTING HEIGHT: 27'
LIGHT SOURCE: LED 150W
LUMENS: 25870
PATTERN: TYPE IV (forward throw) (see left or at above 90 degree)
NOTE: THE FOOTCANDLE READING BELOW ARE MAXIMUM AND HAVE BEEN OBTAINED FROM THE LUMEN DISTRIBUTION AND LUMENS PER FOOTCANDLE (LFC) DATA. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT.

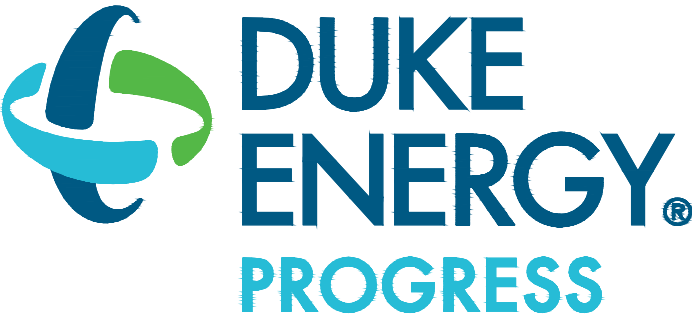


FEATURE: LED 50W SHOEBOX
MOUNTING HEIGHT: 16'
LIGHT SOURCE: LED 50W
LUMENS: 19580
PATTERN: TYPE IV (forward throw) (see left or at above 90 degree)
NOTE: THE FOOTCANDLE READING BELOW ARE MAXIMUM AND HAVE BEEN OBTAINED FROM THE LUMEN DISTRIBUTION AND LUMENS PER FOOTCANDLE (LFC) DATA. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT. THE FOOTCANDLE READING IS BASED ON THE FOOTCANDLE READING OF 1.0 FC AT 1.0 FT.



LIGHTING DESIGN TOLERANCE

The calculated footcandle light levels in this lighting design are predicted values and are based on specific information that has been supplied to Duke Energy. Any inaccuracies in the supplied information, differences in luminaire installation, lighted area geometry including elevation differences, reflective properties of surrounding surfaces, obstructions (foliage or otherwise) in the lighted area, or lighting from sources other than listed in this design may produce different results from the predicted values. Normal tolerances of voltage, lamp output, and ballast and luminaire manufacture will also affect results.



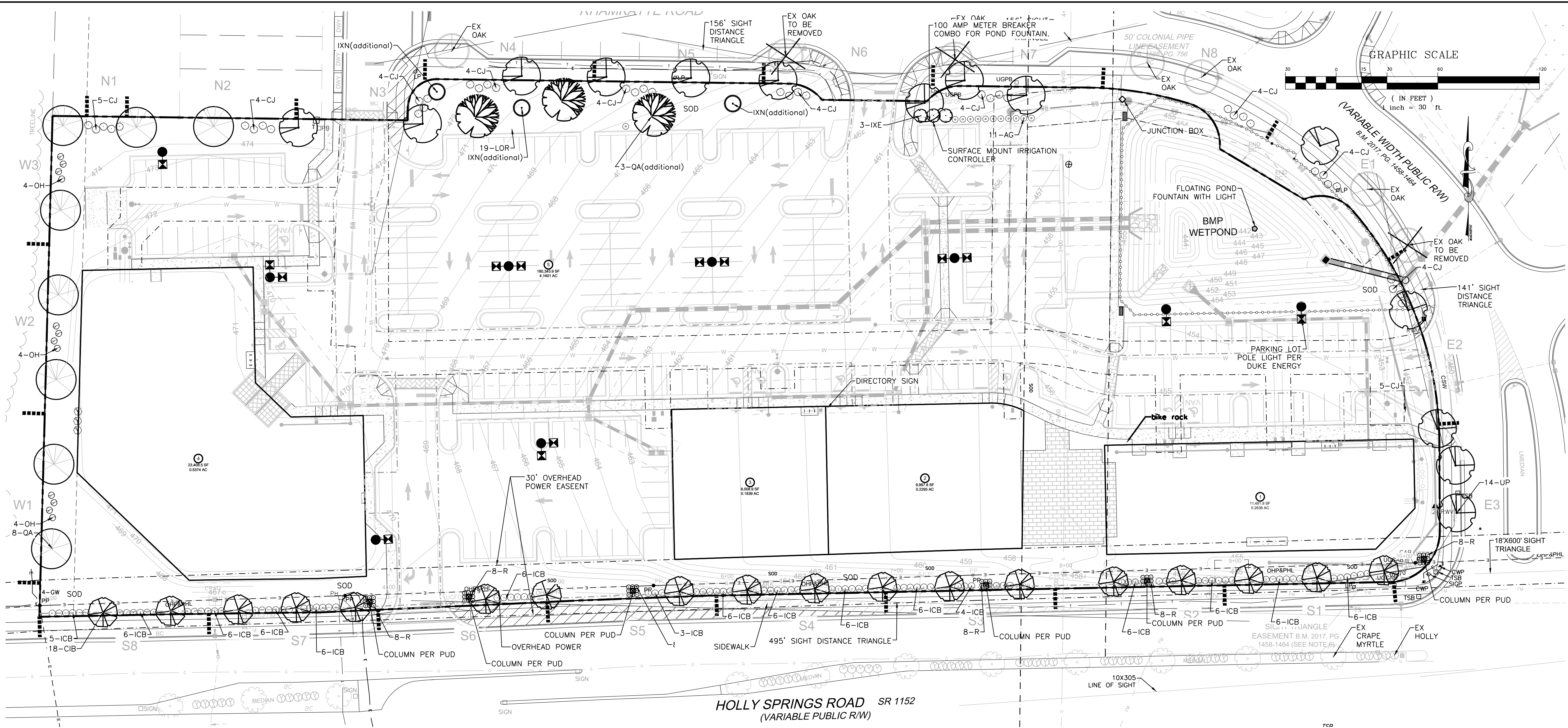
PROPRIETARY & CONFIDENTIAL

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RHAMKATTE PLAZA

Holly Springs, NC		
SITE LIGHTING PLAN		
Designed by	DEP LIGHTING SOLUTIONS	
Reviewed by	N. Johnson	Scale 1" = 40'
Date	01/27/2022	Size "Arch D"
Description	LED 150w Shoebox	
Drawing No.	20-0407C	Sht. 1 OF 1

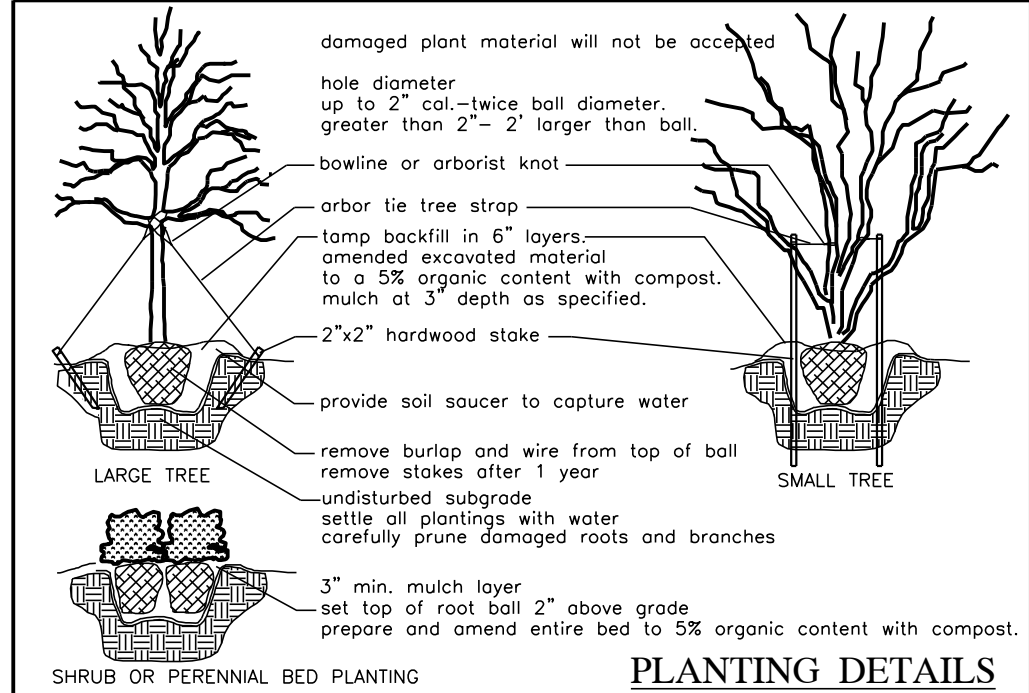
Rev#	DATE	REVISION	BY
Rev C	05/2/22	UPDATED SITE BASE PLAN.	WSM
Rev B	01/27/22	Site Plan Update - LED 150w Shoebox	NJ



LANDSCAPE NOTES

- All landscaping shall be installed and maintained in accordance with the Town of Holly Springs development code and the latest edition of nursery standards by the American Nursery and Landscape Association (ANLA).
- Call utility locator service prior to any disturbance on this site. Contractor shall be responsible for confirmation of marked utilities within the area of work.
- Do not change the design without approval from the the Owner and/or code compliance authority.
- All areas not otherwise specified shall be permanently planted with Compadre Zoysia Grass Sod and established per sediment and erosion control requirements.
- Foundation planting beds shall exhibit positive drainage, consist of native topsoil or imported eqv to a minimum depth of 8", and fertilized/limed per soil report.
- Turf areas shall be fine graded, consisting of native topsoil or imported eqv to a minimum depth of 4" and fertilized/limed per soil report.
- Landscape contractor shall verify plant quantities. If there is a discrepancy, use higher quantity.
- All newly installed trees and shrubs shall be guaranteed by the contractor for one year and replaced at the owners request if the plant is stressed, damaged, diseased or dead.
- Owner shall be responsible for the replacement of any code required planting. Such replacement shall occur during the next planting season.
- Provide adequate visibility for safe vehicular and pedestrian movement within the parking area, plant materials located within five (5) feet of the back of curb / edge of pavement of an interior landscape island located at a critical turning point within a parking area shall be selected or maintained with a growth pattern not to exceed thirty-six (36) inches above grade.
- Plants located in an easement area are subject to approval by easement holder.
- No large trees shall be planted in utility easements.
- Owner is responsible for the maintenance of all required landscaping by keeping lawns mowed, all plants maintained as disease free, all planting beds groomed and kept weed free (except in areas of preserved existing natural vegetation (i.e. thickets)), and kept free from trash, debris and other objectionable materials.

PLANT LIST - Rhamkatte										
KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	PUV	PUV Total	% PUV	LOCATION	COMMENTS
DECIDUOUS TREES										
UP	Ulmus parviflora 'Allee'	Allee Elm	2 1/2'	B&B	14	8	112	42.11%	perimeter yard	
QA	Quercus acutissima	Sawtooth Oak	2 1/2'	B&B	8	8	64	24.06%	perimeter yard / parking	
CIB	Lagerstroemia indica 'Biloxi'	Biloxi Crape Myrtle	2 1/2'	B&B	18	5	90	33.83%	street yard	single stem, per PUD
TOTAL						266				
SHRUBS						195.75				
ICB	Ilex cornuta 'Burfordi Nana'	Dwarf Burford Holly	24" HT.	Cont.	124	0.5	62	31.67%	perimeter yard / parking	
CJ	Camellia japonica 'Kramer's Supreme'	Camellia	36" HT.	Cont.	55	1	55	28.10%	perimeter yard / foundation	
OH	Osmanthus heterophyllus 'Kaori Hime'	False Holly	36" HT.	Cont.	12	1	12	6.13%	perimeter yard	
R	Rosa x Red Drift	Shrub Rose	18" HT.	Cont.	82	0.25	20.5	10.47%	column foundation	
ICH	Ilex crenata 'Helleri'	Helleri Holly	18" HT.	Cont.	115	0.25	28.75	14.69%	foundation-per yard	
LCD	Loropetalum chinensis v. 'Daruma'	Daruma Loropetalum	24" HT.	Cont.	35	0.5	17.5	8.94%	foundation-per yard	
TOTAL						195.75				

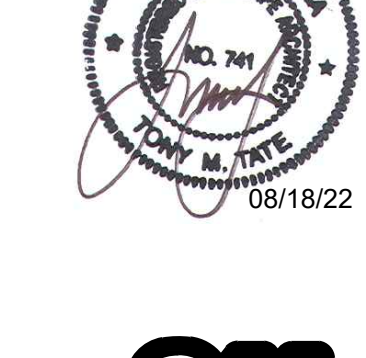
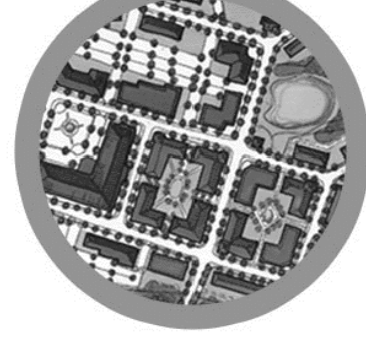


GENERAL PLANTING NOTES

- VERIFICATION OF TOTAL QUANTITIES AS SHOWN SHALL BE THE RESPONSIBILITY OF THE PLANTING CONTRACTOR.
- ALL TREES, SHRUBS, AND BEDDING PLANTS SHALL CONFORM TO THE ACCEPTED STANDARDS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
- ALL SAUCERS SHALL BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING PLANTING.
- SET TOP OF TREE ROOT BALL 3" ABOVE GRADE, SHRUBS 2" ABOVE GRADE.
- PLANT MATERIAL SHALL CARRY A ONE YEAR WARRANTY AND REPLACEMENT GUARANTEE.
- AMEND PLANTING SOIL WITH FERTILIZER AND/OR LIME PER SOIL TEST REPORT AT THE RECOMMENDED MANUFACTURERS APPLICATION RATE.
- THOROUGHLY MIX AGED COMPOST WITH PLANTING SOIL TO ACHIEVE A 5%-10% ORGANIC CONTENT BY VOLUME.
- GUYING AND STAKING, IF NECESSARY, SHALL BE REMOVED AFTER ONE GROWING SEASON.
- ALL ROOT BALLS REMOVED FROM CONTAINERS SHALL BE SCABBED PRIOR TO BACKFILLING.
- ALL TREES HAVE BEEN LOCATED WITH RESPECT TO KNOWN OR EXISTING FACILITIES OR STRUCTURES. COORDINATE FIELD ADJUSTMENT WITH PROJECT OWNER OR AGENT.
- ALL PLANT BEDS AND PLANT MATERIAL SHALL BE MAINTAINED IN GOOD HEALTH, AND ANY DEAD, UNHEALTHY OR MISSING PLANTS SHALL BE REPLACED WITH LOCALLY ADAPTED VEGETATION WHICH CONFORMS TO THE INITIAL PLANTING STANDARDS OF THE LANDSCAPE ORDINANCE.
- REPORT ANY DISCREPANCIES TO THE PROJECT OWNER OR AGENT.
- SUBSTITUTIONS OR ALTERATIONS SHALL NOT BE MADE WITHOUT PRIOR WRITTEN NOTIFICATION BY THE OWNER OR AGENT.
- APPLY MULCH TO ALL PLANTING AREAS AS SPECIFIED.
- ADD COMPOST TO PLANTING SOIL TO ACHIEVE 5% ORGANIC CONTENT.
- ALL BEDS ARE TO HAVE A SPACE CUT MULCH EDGE WHEN ADJACENT TO TURF.

PERIMETER YARD LANDSCAPING					
INCREMENT	LANDSCAPE MATERIAL	PUV OF MATERIAL	TOTAL PUV PROVIDED	% OF PUV	PUV REQUIRED
W1-W2 100'	2 Large Deciduous Trees at 2 1/2" Cal.	16 8 Points each	20	80%	Type A-20 20 REQUIRED
	4 Large/Medium Shrubs at 36" Ht.	4 1 Points each		20%	
INCREMENT W3 76'	2 Large Deciduous Trees at 2 1/2" Cal.	16 8 Points each	20	105%	Type A-20 15 REQUIRED
	4 Large/Medium Shrubs at 36" Ht.	4 1 Points each		26%	
INCREMENT N1 24'	0 Large Deciduous Trees at 2 1/2" Cal.	0 8 Points each	5	0%	Type A-20 5 REQUIRED
	5 Large/Medium Shrubs at 36" Ht.	5 1 Points each		104%	
INCREMENT N2-N8 100'	2 Large Deciduous Trees at 2 1/2" Cal.	16 8 Points each	20	80%	Type A-20 20 REQUIRED
	4 Large/Medium Shrubs at 36" Ht.	4 1 Points each		20%	
INCREMENT E1-E3 100'	2 Large Deciduous Trees at 2 1/2" Cal.	16 8 Points each	20	80%	Type A-20 20 REQUIRED
	4 Large/Medium Shrubs at 36" Ht.	4 1 Points each		20%	
INCREMENT S1-S8 100'	Plantings and Column per PUD				

BID SET
NOT FOR CONSTRUCTION



REVISIONS:

REVISIONS:

REVISIONS:

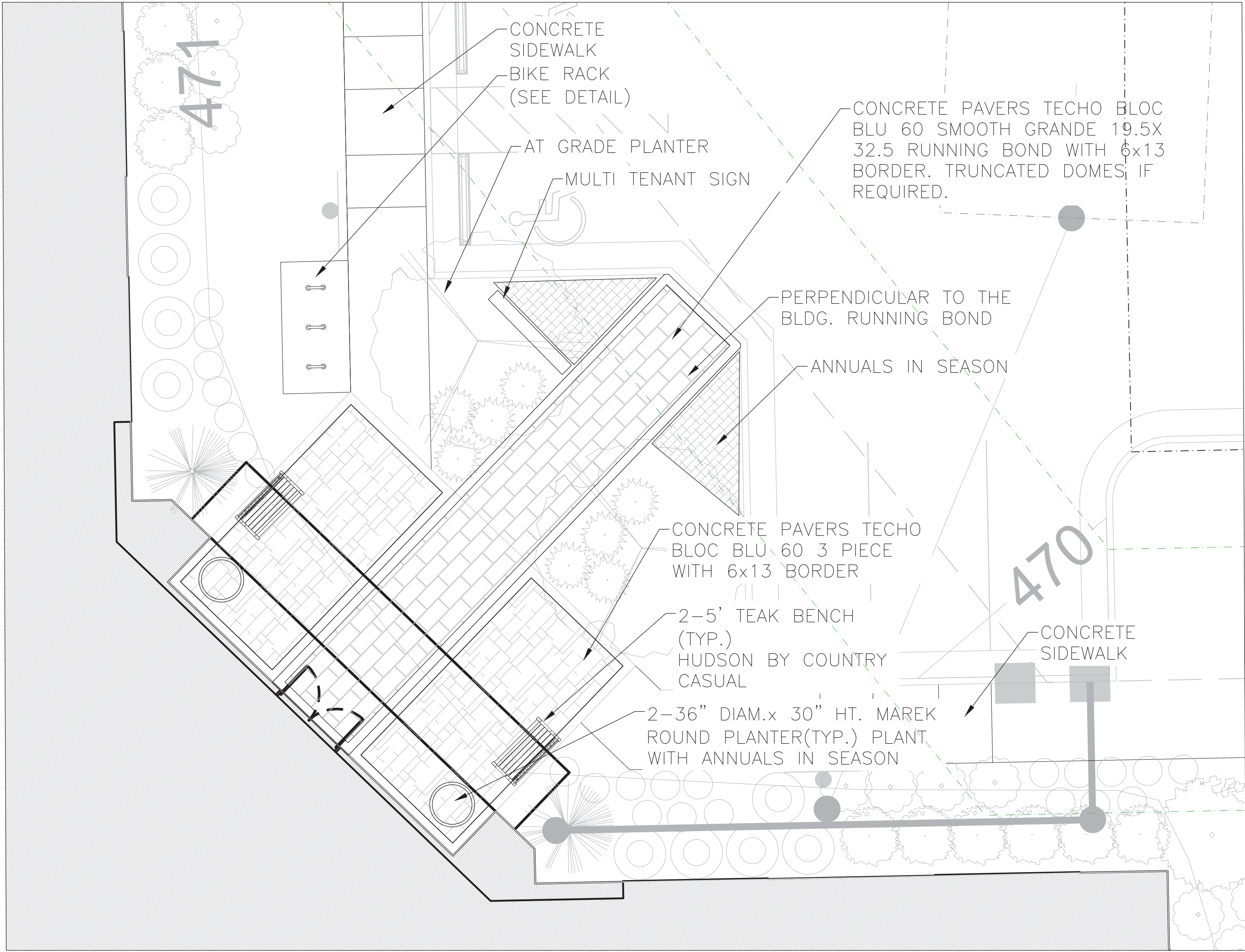
REVISIONS:

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PLAZA LAYOUT scale 1"=5'-0"

- NOTES:
1. PLANTERS BY PLANTERS UNLIMITED MODEL THE MAREK ROUND OUTDOOR PLANTER 36" DIAMETER X 33" HT COLOR ESPRESSO. DRAIN HOLE TO BE ADDED IN THE FIELD. CUSTOM FABRICATE A 1/2 INCH DRAIN UNDER THE BOTTOM LIP OF THE TOE KICK. OVERHANGING THE 1/2" DRAIN TO DISCHARGE INTO THE PLAZA DRAIN GRATE. 1/2 INCH FITTING/DRAIN LINE TO BE SEALED AND WATER TIGHT WITH SHORT PIECE OF PIPE DISCHARGING TO THE DRAINAGE GRATE. SEE PLANTER DETAIL.
 2. PLANTERS TO BE IRRIGATED.
 3. PLANTERS TO ONLY DRAIN INTO SUB-DRAIN GRATE. NOT DRAINAGE FROM PLANTERS SHALL DISCHARGE ON TO THE PLAZA SLAB.
 4. SUBMIT PLANTER PRODUCT DATA AND INFORMATION FOR OWNER REVIEW AND APPROVAL.
 5. PLAZA TO BE TECO BLOC BLU 60 PAVERS, BEIGE CREAM COLOR, GRID PATTERN AS SHOWN. ENSURE THAT DRAINAGE GRATES FOR PLANTERS ARE LOCATED AT THE CORNERS OF GRID PATTERN. POSITIVE DRAINAGE SHALL BE MAINTAINED ACROSS THE ENTIRE SLAB AND DIRECTED TO FOUNDATION DRAIN AS SHEET FLOW. SURFACE SLOPE TO BE 1 PERCENT AND UNIFORM WITH NO DEVIATION IN SURFACE SLOPE GREATER THAN 1/4 INCH OVER TEN FEET. FOUNDATION SOIL SHALL BE COMPACTED, NON-SATURATED AND LOAD BEARING BEFORE PLACEMENT OF #57 STONE.
 6. SUBMIT NYOPLAST 12 SQUARE PEDESTRIAN H-10 BRONZE GRATE PRODUCT DATA AND INFORMATION FOR OWNER REVIEW AND APPROVAL. GRATE TO HAVE INTEGRATED FRAME AND REMOVABLE GRATE.
 7. TEAK BENCH SHALL BE HUDSON BY COUNTRY CASUAL.
 8. PLANTING SOIL: THE PRE-MIX SOIL SHALL BE SOURCED FROM A LOCAL SUPPLIER SPECIALIZING IN MIXING PLANTING SOILS. THE SOIL MIX SHALL BE COMPOSED OF THE FOLLOWING MATERIALS BY VOLUME AND AMENDED WITH LIME AND FERTILIZER.

COURSE SAND	25%
AGED COMPOST	25%
SCREENED TOPSOIL	25%
PROBASE (PARTIALLY DECOMPOSED PINE NUGGETS)	25%
PH RANGE	5.5-7.5

FERTILIZATION AND LIME SCHEDULE PER SOIL TEST RESULTS



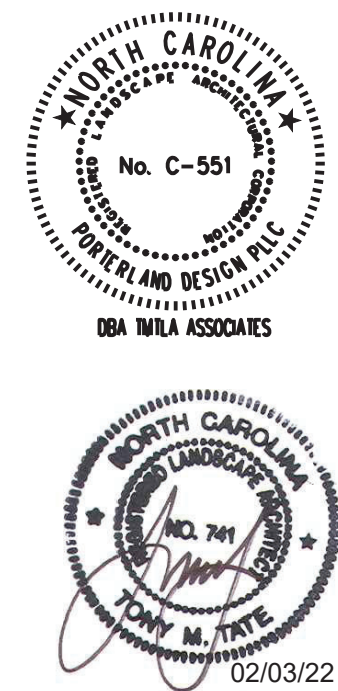
FIBERGLASS PLANTER



5' TEAK BENCH



3 PIECE CONCRETE PAVER



REVISIONS:

02-03-22	PATIO UPGRADES

BUILDING 1 PLAZA PLAN
Rhamkotte Plaza
Holly Springs Road
Holly Springs, NC

SCALE:
1"=30'
DRAWN BY:
JGB
PROJECT #
19205
DATE:
06-19-20

SHEET
L-3.2
OF



UB 24-2 Specifications
24" DeepRoot Tree Root Barriers

Specified tree root barriers are a mechanical barrier and root deflector to prevent tree roots from damaging hardscapes and landscapes. Assembled in 2' long modules to create varying sizes of barriers for surrounding root balls (surround planting style) or for linear applications directly beside a landscape adjacent to one side of the trees (linear planting style).

A. Materials
1. The contractor shall furnish and install tree root barriers as specified. The tree root barriers shall be product # UB 24-2 as manufactured by Deep Root Partners, L.P. 81 Langdon St. #4 San Francisco, CA 94102-4080, or approved equal.
The barrier shall be black, injection molded panels, of 0.085" (2.16mm) wall thickness in modules 24" (61cm) long by 24" (61 cm) deep, manufactured with a minimum 50% post consumer recycled polypropylene plastic with added ultraviolet inhibitors, recyclable. Each panel shall have:

Not less than 4 Molded Integral Vertical Root Deflecting Ribs at the top of the panel of a minimum 0.085" (2.16mm) at 90° from interior of the barrier panel, spaced 6" (15.24cm) apart. (See panel drawing below)

A Double Top Edge consisting of two parallel, integral, horizontal ribs at the top of the panel of a minimum 0.085" (2.16mm) thickness, 3/8" (9.53mm) wide and 1/4" (6.35mm) apart with the lower rib attached to the vertical root deflecting ribs.(See detail "A")
In a minimum of 9 Anti-Lift Ground Lock Tabs consisting of integral horizontal ridges of a minimum 0.085" (2.16mm) thickness in the shape of a segment of a circle, the 2" (50.8mm) chord of the segment joining the panel wall and the segment, protruding 3/8" (9.53mm) from the panel. The nine ground locks on each panel shall be about evenly spaced between each of the vertical root deflecting ribs (3 between each set of ribs, see Detail "B").

An Integrated Zipper Joining System providing for instant assembly by sliding one panel into another. (See Detail "C")

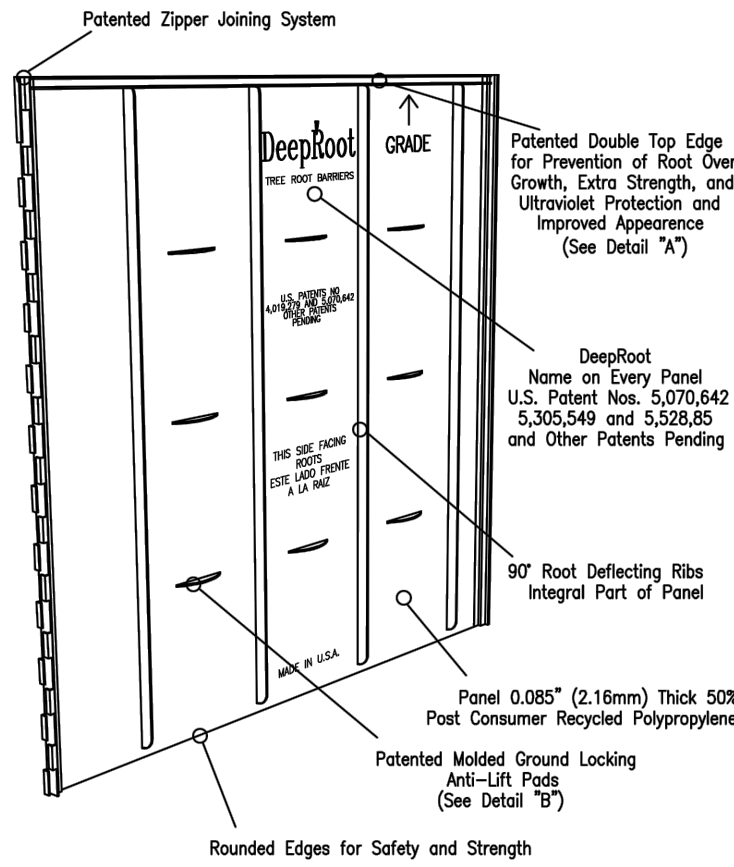
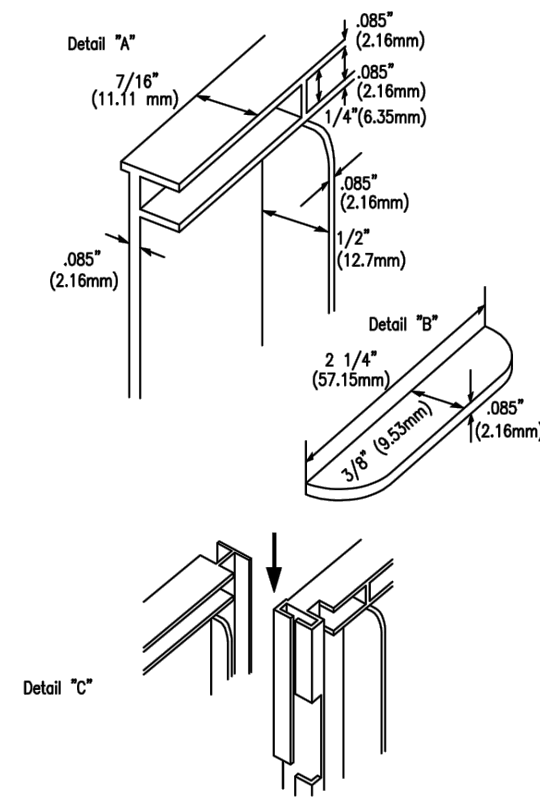
2. The basic properties of the material shall be:

Test	ASTM Test Method	Typical Value
Tensile strength @ yield - Wall	D638	2,504 PSI
Tensile strength @ yield - Hinge	D638	2,846 PSI
Yield Elongation - Wall	D638	7.44%
Yield Elongation - Hinge	D638	7.61%
Permeal Moisture	D793B	119.625 PSI
Notched Izod Impact - Wall	D256A	3.94 (ft-lbf)
Rockwell Hardness r. scale - Wall	D785A	84.4

B. Construction and Installation

1. The contractor shall install the tree root barriers with the number of panels and in the manner shown on the Drawings. The vertical root deflecting ribs shall be facing towards the root ball and the double top edge shall be 1/2" (12.7mm) above grade. Each of the required number panels shall be connected to form a circle around the root ball or placed in a linear fashion and placed along the adjacent landscape.

2. Excavation and soil preparation shall conform to the Drawings



DRAWING NOT TO SCALE

STANDARD ROOT GUARD

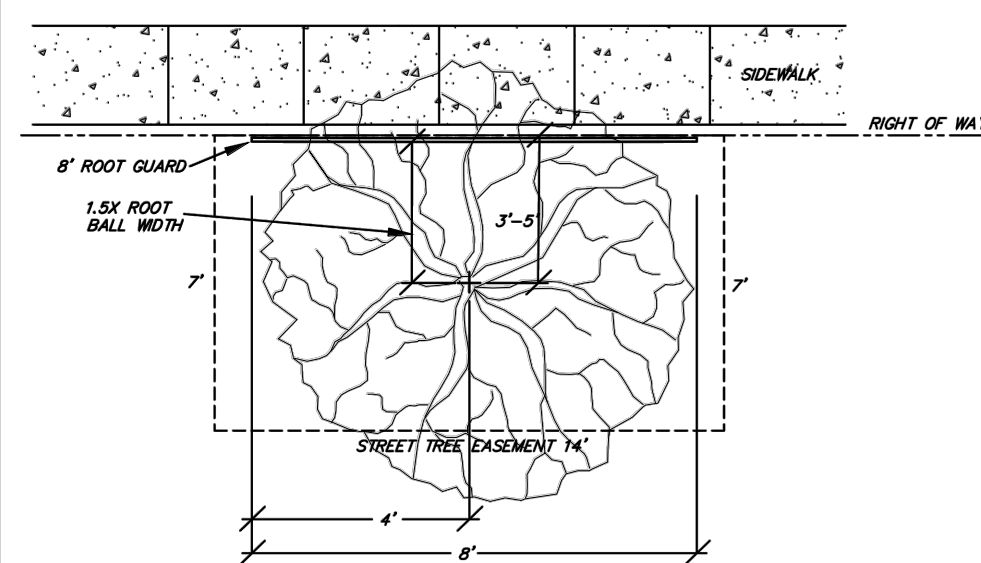
STANDARD DETAIL NUMBER: HS817

DATE REVISIONS

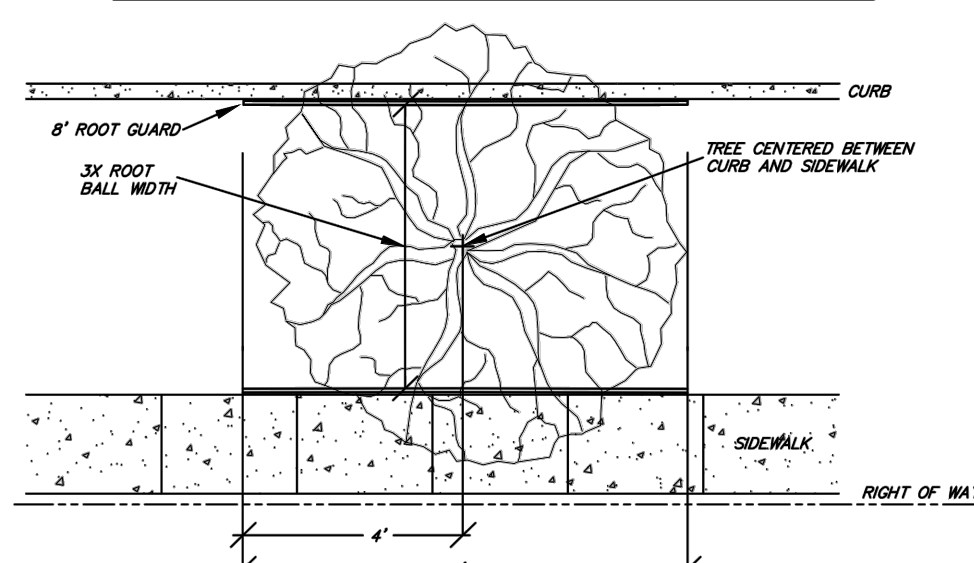
TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT



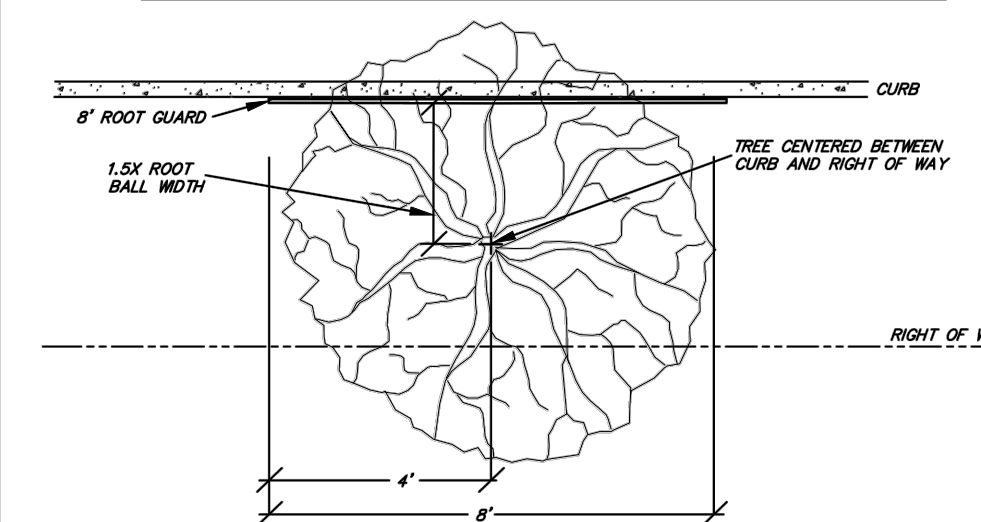
DETAIL A: STREET TREE ON PRIVATE PROPERTY



DETAIL B: STREET TREE IN PUBLIC RIGHT OF WAY WITH SIDEWALK



DETAIL C: STREET TREE IN PUBLIC RIGHT OF WAY WITHOUT SIDEWALK



NOTE: PLACE ROOT GUARD AT EDGE OF CURB OR SIDEWALK.

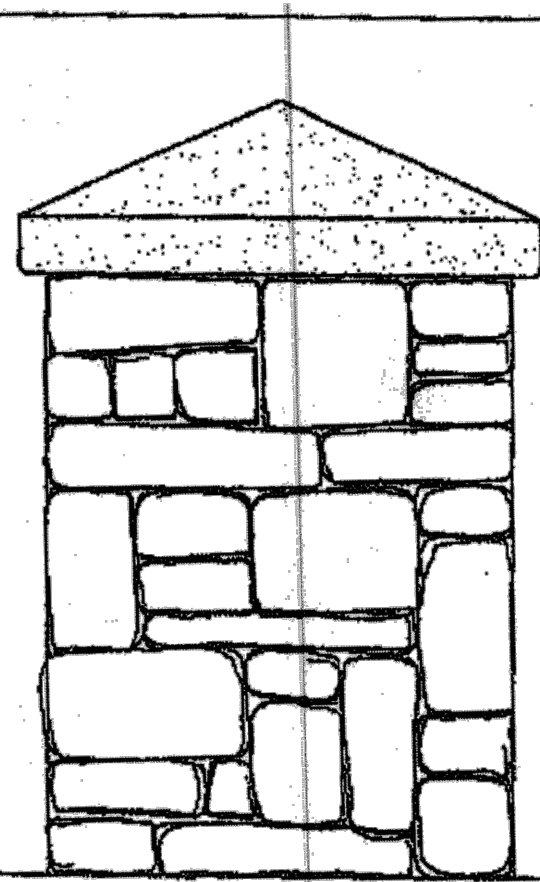
DRAWING NOT TO SCALE

STANDARD ROOT GUARD INSTALLATION

STANDARD DETAIL NUMBER: HS816

DATE REVISIONS

TOWN OF HOLLY SPRINGS ENGINEERING DEPARTMENT



48" SQUARE
PRECAST CONCRETE CAP
BUFF COLOR-LIMESTONE FINISH

32" SQUARE x 42" TALL STONE COLUMN
CULTURED STONE VENEER
COLOR SPEC BY ARCHITECT

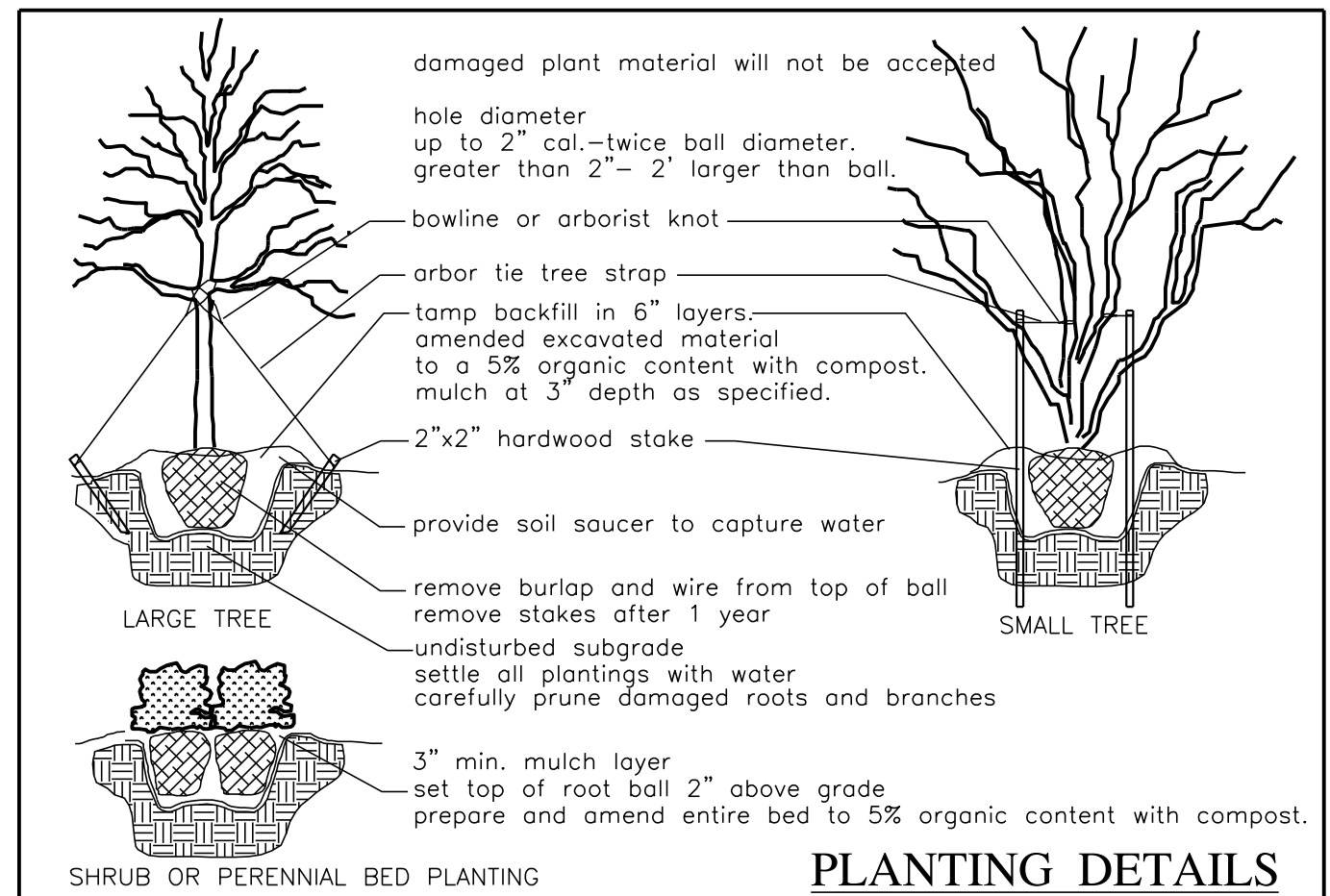
28" SQUARE CMU PIER
ON 54" SQUARE 8" THICK CONCRETE FOOTING

FINISH GRADE

COLUMN ELEVATION



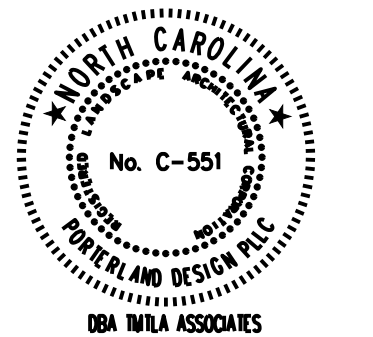
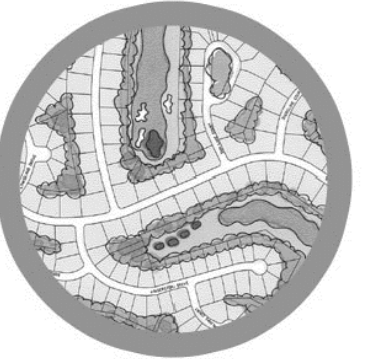
Know what's below.
Call before you dig.



PLANTING DETAILS

GENERAL PLANTING NOTES

1. VERIFICATION OF TOTAL QUANTITIES AS SHOWN SHALL BE THE RESPONSIBILITY OF THE PLANTING CONTRACTOR.
2. ALL TREES, SHRUBS, AND BEDDING PLANTS SHALL CONFORM TO THE ACCEPTED STANDARDS ESTABLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
3. ALL SAUCERS SHALL BE SOAKED WITH WATER AND MULCHED IMMEDIATELY FOLLOWING PLANTING.
4. SET TOP OF TREE ROOT BALL 3" ABOVE GRADE, SHRUBS 2" ABOVE GRADE.
5. PLANT MATERIAL SHALL CARRY A ONE YEAR WARRANTY AND REPLACEMENT GUARANTEE.
6. AMEND PLANTING SOIL WITH FERTILIZER AND/OR LIME PER SOIL TEST REPORT AT THE RECOMMENDED MANUFACTURERS APPLICATION RATE.
7. THOROUGHLY MIX AGED COMPOST WITH PLANTING SOIL TO ACHIEVE A 5%-10% ORGANIC CONTENT BY VOLUME.
8. GUYING AND STAKING, IF NECESSARY, SHALL BE REMOVED AFTER ONE GROWING SEASON.
9. ALL ROOT BALLS REMOVED FROM CONTAINERS SHALL BE SCARIFIED PRIOR TO BACKFILLING.
10. ALL TREES HAVE BEEN LOCATED WITH RESPECT TO KNOWN OR EXISTING FACILITIES OR STRUCTURES, COORDINATE FIELD ADJUSTMENT WITH PROJECT OWNER OR AGENT.
11. ALL PLANT BEDS AND PLANT MATERIAL SHALL BE MAINTAINED IN GOOD HEALTH, AND ANY DEAD, UNHEALTHY OR MISSING PLANTS SHALL BE REPLACED WITH LOCALLY ADAPTED VEGETATION WHICH CONFORMS TO THE INITIAL PLANTING STANDARDS OF THE LANDSCAPE ORDINANCE.
12. REPORT ANY DISCREPANCIES TO THE PROJECT OWNER OR AGENT.
13. SUBSTITUTIONS OR ALTERATIONS SHALL NOT BE MADE WITHOUT PRIOR WRITTEN NOTIFICATION BY THE OWNER OR AGENT.
14. APPLY MULCH TO ALL PLANTING AREAS AS SPECIFIED.
15. ADD COMPOST TO PLANTING SOIL TO ACHIEVE 5% ORGANIC CONTENT.
16. ALL BEDS ARE TO HAVE A SPADE CUT MULCH EDGE WHEN ADJACENT TO TURF.



REVISIONS:

BID SET
NOT FOR CONSTRUCTION

Landscape Details
Rhamkatte Plaza
Holly Springs Road
Holly Springs, NC

SCALE:

DRAWN BY:
TMT
PROJECT #
19205
DATE:
08-18-22

SHEET

L-3.3
OF

TMTLA ASSOCIATES
5011 SOUTH PARK DRIVE, STE. 200 - DURHAM, NC 27713
p: (919) 484-8880 e: info@tmtla.com



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR MAJOR SUBDIVISION PLAN Rhamkatte Plaza 22-MAS-02

APPLICANT(S):

The Spaulding Group
Thomas Spaulding
5318 Burning Oak Ct.
Raleigh, NC 27606

DEVELOPER(S):

APG Capital
Wayne Hightower
1201 Edwards Mill Rd.
Raleigh, NC 27607

OWNER(S):

Rick Jones
225 Old Ride Dr.
Holly Springs, NC 27540

LOCATION:

☐ Within Corporate Limits of Holly Springs

☒ Within Holly Springs ETJ

☐ Annexation Pending

ANTICIPATED REVIEW SCHEDULE:

Planning Board: September 27, 2022

Town Council: October 18, 2022

STAFF CONTACTS: Bronwyn Redus, Planner II
Rachel Jones, Development Review Engineer

ATTACHMENTS: Development Petition, Subdivision Plans

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Rhamkatte Partners LLC	0659139511	Planned Unit Development PUD	3.93 acres
	0659136418	Planned Unit Development PUD	0.11 acres
	0659135417	Planned Unit Development PUD	1.32 acres
TOTAL			5.36 acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	Planned Unit Development PUD	Vacant
North	Planned Unit Development PUD	Residential
South	Holly Springs Road Planned Unit Development PUD	Commercial
East	Rhamkatte Road Planned Unit Development PUD	Residential
West	SR Suburban Residential	Elementary School

PROPERTY HISTORY	
Rezoning History Original Zoning: R-20: Residential-Agricultural District and O&I: Office and Institutional District Proposed Zoning: PUD Approved by Town Council on: 03/06/01	Planned Unit Development History PUD Amendment (Major): March 5, 2002 PUD Amendment (Minor): July 22, 2003 PUD Amendment (Minor): April 28, 2004 PUD Reinstated as an Active Plan: May 27, 2014 PUD Amendment (Major): February 3, 2015 PUD Amendment (Minor): May 18, 2016 PUD Amendment (Minor): June 27, 2016 PUD Amendment (Minor): March 7, 2017 PUD Amendment (Minor): October 3, 2017 PUD Amendment (Major): February 16, 2021
	Development Plan History Development Plan & Special Exception Use: February 16, 2021 DP Amendment (Minor): March 9, 2022 DP Amendment (Major): April 19, 2022

STAFF ANALYSIS

PROJECT OVERVIEW

The Town has received a request for a Major Non-residential Subdivision Plan for the Rhamkatte Plaza commercial development, located at the intersection of Holly Springs Road and Rhamkatte Road. The project area includes approximately 5.36 acres. The applicant has submitted a subdivision plan which establishes the vehicular & utility access for each lot, new lot lines, common landscaping and a common architectural theme. The previously approved Development Plan established all required site improvements. A sheet showing the development site plan has been included in the subdivision set for reference only and will not be considered under review at this time.

The Major Subdivision Plan features 5 lots; each lot follows the lot standards of the Rhamkatte Planned Unit Development (PUD). The lot lines coincide with approved building locations from the Rhamkatte Plaza Development Plan. A maximum lot number of 7 has been provided by the applicant. A future subdivision request would be required to be reviewed and approved by Town Staff.

If the subdivision plan is approved, the applicant will continue to move forward with the construction of the approved Rhamkatte Development Plan. Following construction and approval of infrastructure, the applicant will be able to move forward with officially subdividing the land through a legally recorded plat.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan

Future Land Use & Character Plan Designation: Neighborhood Center

Small scale, Neighborhood Centers provide goods and services to surrounding neighborhoods. Their proximity to neighborhoods requires that operations be low-intensity, unobtrusive, and at a scale and design compatible with nearby residential development. The design of Neighborhood Centers transitions effectively between residential and nonresidential uses, and includes safe and convenient pedestrian and bicycle access for nearby residents. While this is primarily a commercial category, some Neighborhood Centers may include upper story residential or office. Sites also effectively minimize the impact of cut-through traffic on nearby neighborhood streets by orienting vehicle access and circulation away from adjacent neighborhoods.

An interconnected street grid creates small to medium blocks. Rear loaded lots maximize walkability and reduce the emphasis on automobiles. On-street parking and shared parking are provided throughout the neighborhood. Sidewalks and bike facilities provide links to adjacent neighborhoods.

Shared public open spaces ensure for a walkable, activated environment. These centers may include formal and informal open spaces such as greens, squares, plazas, and community gardens. Due to their small scale and location, Neighborhood Centers are often developed in a manner that does not allow significant protection of topography or natural landscape features, and may require significant grading, tree clearing, retaining walls or stormwater management features. However, specimen tree preservation is encouraged.

Front setbacks should be minimal, with storefronts pulled up to the street to enhance walkability. Buildings are primarily commercial on the first floor but may contain residential or office uses above. Buildings may be up to three stories in height.

Planning Concepts for Neighborhood Center

1. NC-1: Complement neighborhoods with small-scale neighborhood serving commercial. Neighborhood-serving retail and service uses accessible from neighborhoods (within ½ mile of homes) enhances the convenience of such uses to residents, particularly if such commercial uses are connected to the neighborhood by local streets, sidewalks, and trails. Create compatible relationships between residential and non-residential uses using scale, design, and encouraging uses that generate fewer vehicular trips adjacent to residential.
2. NC-2: Allow a mix of residential units within and at the edges of the centers. Include a variety of housing types for different lifestyles and stages of life. Locate housing so that similar massing and building types face each other. Development at the edges should be comparable in size to existing homes on existing lots.

3. NC-3 Bring open space to the forefront.
Integrate green spaces as organizing elements and give open spaces a public edge (such as streets on two or more sides). Encourage development that locates buildings, especially retail shops, restaurants, and homes so they face the open space. This area then becomes an extension of the adjacent use and provides eyes on the park for increased safety.

Development Standards

Lot Arrangement:

Minimum Number of Lots: 1
Maximum Number of Lots: 7
Proposed Number of Lots: 5

Minimum Lot Size: 7,000 SF
Maximum Lot Size: None

Minimum Lot Width (per PUD)

Southern Edge District: 50 feet

Minimum Setbacks (per PUD)

Exterior Setbacks:

Along Holly Springs Road: 20 feet
Along Rhamkatte Road: 20 feet
Rear: 20 feet
Side: 20 feet

Interior Setbacks:

Out Lots: 0 feet

Building Height (per PUD):

Maximum Building Height: 45 feet/ 3 stories
Minimum Building Height: 20 feet

Landscape Requirements:

Perimeter Yard/Bufferyard (per PUD):

Along Holly Springs Road: Type A-20
Along Rhamkatte Road: Type A-20
Western property line: Type A-20

Foundation, Interior Parking Lot, and Parking Area Screening has been approved with the Rhamkatte Plaza Development Plan.

Developed Open Space Requirements (per PUD)

Minimum Required: 1,168 SF (0.5% of project area (5.36 acres))
Provided: Developed open space has been approved with the Rhamkatte Plaza Development Plan.

General Regulations

Fences:

A decorative black fence detail has been provided for all common area fencing. Fencing location will be reviewed at time of site-specific development plan.

Architectural and Site Design Requirements

Common architectural details are established with this Subdivision Plan, based on what was previously approved with the Rhamkatte Plaza Development Plan. Architectural design standards will be reviewed for each site-specific development plan.

COLOR AND MATERIAL PALETTE:

BRICK VENEER OPTIONS TO BE:

- ☐ US BRICK "CHESTNUT VELOUR" OR AN APPROVED EQUAL
- ☐ TAYLOR CLAY "AUTUMN BLEND" OR AN APPROVED EQUAL
- ☐ MERIDIAN BRICK, FLAT SET BROWN FLASHED WIRECUT OR AN APPROVED EQUAL
- ☐ TAYLOR CLAY #319 "MEDIUM GREY WIRECUT" OR AN APPROVED EQUAL
- ☐ MERIDIAN FLAT SET LIGHT BROWN FLASHED WIRECUT OR AN APPROVED EQUAL
- ☐ MERIDIAN LIGHT BROWN WIRECUT # 727 OR AN APPROVED EQUAL

STONE VENEER:

- ☐ ARRISCRAFT OAK RIDGE OR AN APPROVED EQUAL

METAL FINISHES:

- ☐ STOREFRONT/WINDOW FRAMES, SCUPPERS, CANOPIES, AWNINGS, ROOF PARAPETS AND MECHANICAL SCREENING ARE TO BE DARK BRONZE.

Master Sign Plan:

A Master Sign Plan has been submitted under a separate cover to establish the design of signs.

Lighting:

The Lighting Plan has been approved with the Rhamkatte Plaza Development Plan and provided in this set for reference.

Site lighting will be shoe box style LED lighting with black poles and fixtures. A detail has been provided.

Pedestrian Circulation and Vehicular Area Design (UDO Section 7.09)

Sidewalks will be provided along all street frontages. A connection to the public sidewalk system will be required for each building.

PARKS & RECREATION

Greenways (UDO Section 7. 6):

A 10' wide sidepath on Holly Springs Rd is required as shown in the Town's Greenways and Trails Plan in Chapter 3 of the Comprehensive Plan. That Plan was adopted after the approval of the PUD and Development Plan for this site. The petitioner has agreed to dedicate an easement area across the project frontage sufficient in width to construct a full 10' Sidepath in the future. Wider sidewalks are included in the future Holly Springs Road Widening project.

CIVIL IMPROVEMENTS

Utility Availability and Impacts due to change of Permitted Uses:

Water Service:

This development will connect to existing water main in Rhamkatte Road to extend a network of 8-inch water main internal to the site to serve all proposed buildings.

Sewer Service:

This development will connect to existing gravity sewer manholes in Skymont Drive and Rhamkatte Road. A network of 8-inch gravity sewer main will be extended internal to the site to serve all proposed buildings. Sewer from this development will discharge to the Sunset Ridge Pump Station.

Transportation:

A Traffic Impact Analysis (TIA) was completed and approved with the original Rhamkatte PUD in 2000. The original TIA has been updated twice: once in 2014 with the development of the 2018 Market (residential portion) and now again in 2020 with the development of the Rhamkatte Village (commercial portion). The TIA Update completed with this Development Plan considers new traffic counts and establishes study intersections, to account for the changes to the Town's transportation network in years since the last TIA Update.

The 2020 TIA Update identified transportation improvements that are required to be completed by the Rhamkatte Village project. The following items are captured in the Conditions of Approval as well.

- A fee-in-lieu for design and construction of the northbound right turn lane at Main Street onto Holly Springs Rd in the amount of \$75,687.70.
- The re-striping of a through-right turn lane at the site driveway on Holly Springs Rd.

Holly Springs Road and Rhamkatte Road are both at their full cross section across the property frontage in accordance with the Comprehensive Transportation Plan. The internal sidewalk network is shown connecting to public sidewalk on Holly Springs Rd and tying to existing sidewalk in the 2018 Market development.

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 Neuse River Basin and will be subject to all applicable requirements of that basin.

REQUESTED ACTION

Motion that the Planning Board recommend the Town Council approve / deny Major Non-Residential Subdivision Plan 22-MAS-02 for Rhamkatte Plaza as submitted by The Spaulding Group, Project Number 955-19, with the following conditions:

1. All previous conditions of approval for *Rhamkatte Village PUD* and *Rhamkatte Plaza Development Plan* apply to this Master Plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the Town's current annual budget or any unexpired development agreement.

Staff Members	Approved for Distribution		
	Yes	No	Initials
Planner II – Bronwyn Redus	X		BBR
Planning Manager- Sean Ryan	X		
Development Review Engineer- Rachel Jones	X		



Motion and Conditions of Approval

Rhamkatte Plaza Major Non-Residential Subdivision Plan 22-MAS-02

Motion to approve / deny Major Non-Residential Subdivision Plan 22-MAS-02 for Rhamkatte Plaza as submitted by The Spaulding Group, Project Number 955-19, with the following conditions:

1. All previous conditions of approval for *Rhamkatte Village PUD* and *Rhamkatte Plaza Development Plan* apply to this Master Plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the Town's current annual budget or any unexpired development agreement.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

New Business

Title: Parks & Recreation Fees & Charges Policy / Cost Recovery Philosophy

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Parks & Recreation

Action(s):

Approve a parks and recreation fees and charges policy based on a cost recovery philosophy using a community benefit model.

Explanation:

- The Town's Strategic Plan and the Parks, Recreation and Greenways Master Plan recommend an initiative to analyze the cost of services and to develop a policy with a cost recovery strategy.
- A fees and charges policy provides efficiency, accountability and equitability in pricing for parks and recreation programs and services.
- The policy will be utilized as the basis for fees as part of the annual budget process.
- The policy provides structure and consistency but is adaptable based on changes in the market and fluctuations in demand for services and operational expenses.
- The cost recovery philosophy is based on service levels; the greater the community benefit, the lower the cost recovery target; the greater the individual benefit, the higher the cost recovery target. Cost recovery targets for service levels are established at:
 - Specialized Services: 85-100+%
 - Core Services: 45-58%
 - Community Benefit Services: 0-45%
- A fee reduction/scholarship program has been established for most programs to ensure access to participation regardless of ability to pay.
- Staff will continue to evaluate fees and charges for alignment with cost recovery targets, reasonableness, and will recommend fee adjustments as part of the annual budget process.

Background:

- Staff presented the framework for the fees and charges policy at the Town Council Workshop in September 2022.

Funding Source(s):

N/A

Attachment(s):

1. PR FeesCharges-Cost Recovery Policy - Final draft

Town Council Business Meeting
October 18, 2022

 Holly Springs, N.C. Policy & Procedure Statements of the Holly Springs Town Council	P-0XX	
	Parks & Recreation Fees and Charges/Cost Recovery Policy	
	Prepared By:	
	Department:	
	Date Approved by Council:	
	Effective Date:	
	Supersedes Old #:	
Old Effective Date:		

Parks and Recreation Fees and Charges/Cost Recovery Policy

Section 1: Purpose

To provide general guidelines for establishing fees and charges for Parks and Recreation Department operations and ensure efficiency and accountability for services, programs, events and rentals. The pricing philosophy is key to maintaining financial control, equity in pricing, and identifying core programs and services for the department.

Section 2: Scope/Coverage

This policy, upon adoption, shall be applicable to individuals and organizations for the use of facilities and equipment and the participation in programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Town Council. This policy will be used as a guide when recommending updates to the fees and charges ordinance established by Town Council as part of the annual budget process.

Section 3: Definitions

- A. Direct Costs – Those costs that are clearly identifiable to the cost center (program, service or facility).
- B. Indirect Costs – Support costs that are allocated proportionally based on a methodology of usage.
- C. Cost Recovery Strategy – A method to recover an expenditure attributed to a service and/or program.

Section 4: Policy Statement of Pricing Philosophy

- A. A sound policy provides the guiding principles for managing fees and charges while maintaining flexibility to accommodate new programs, changing demographics and circumstances.
- B. The following guiding principles provide the foundation for the Town's philosophy for establishing fees and charges for parks and recreation programs and services:
 - i. Efficiently manage operations in order to provide affordable and diversified services to ensure all Holly Springs residents have an equal opportunity to utilize programs and facilities of the department.
 - ii. Establish revenue recovery rates that consider market conditions and the cost of providing programs and services.
 - iii. Enhance the quality of life for each individual and the community at-large through recreation and community building opportunities.
 - iv. Provide and maintain facilities for use by the general public.
 - v. Provide trained and qualified personnel for supervision and instruction in programs and activities.

- vi. Ensure Holly Springs residents have an opportunity to receive the benefit of lower fees and priority registration.

Section 5: Resident and Non-Resident Fees

Non-residents shall pay an additional non-resident fee calculated at 50% higher than resident fees for programs, camps, athletic leagues, and most facility rentals. Holly Springs residents are defined as those whose primary residence is within the Town's corporate limits.

Section 6: Service Levels & Pricing Targets

The three tiers outlined here provide additional context to help support the Cost Recovery Strategy Diagram, shown below:

A. Tier 1: Community Benefit Services

- i. Philosophy: To preserve and promote physical and mental well-being of the community, provide patron safety, and offer an opportunity for parks and recreation services, facilities, greenways, and open space to be used by the general public. Failure to provide essential services at an adequate level may result in a significant negative consequence relative to the town's health, safety, economic and community vitality. Typically, these services are available to all citizens on an equal basis.
 - a. Include general use of parks and outdoor areas such as open play areas, playgrounds, and greenways.
 - b. Examples include but are not limited to town-wide special events and celebrations, program and facility information, and administrative support.
 - c. When appropriate, charging an admission fee for events allows for revenues collected to be used to help offset event costs or enhance the special event.
 - d. Fee collection is often in the form of sponsorships or donation for a particular event or program.
- ii. Fees shall be established to recover, at a minimum, 0 – 45% of direct and indirect expenditures.

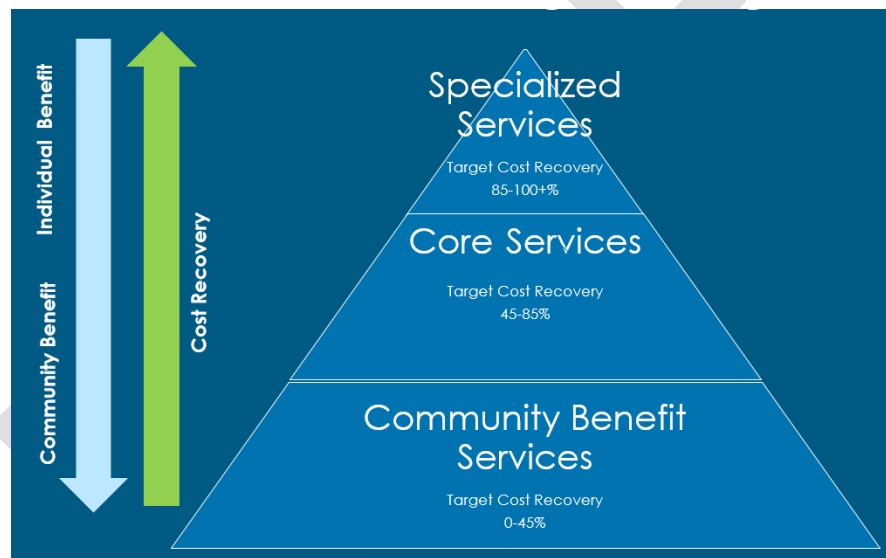
B. Tier 2: Core Offerings

- i. Philosophy: To provide traditional parks and recreation activities that benefit the individual and the community as a whole. Core Offerings are available to Holly Springs residents on an equitable basis; however, participation is limited based on program and space availability.
 - a. Core Offerings require facilities, supplies, equipment, and/or considerable staff planning and supervision specific to the service. Fees support the cost of consumable and supply costs, services, instruction, and supervision directly and indirectly related to the offering.
 - b. These types of services benefit both the participant and the community due to their educational, cultural, or physical value.
 - c. Examples include but are not limited to instructional programs, summer day camp, track out programs, adult and senior programs, nature and art-based programs, local performances, and youth/adult athletics programs.
 - d. The user shall share in the cost of providing Core Offerings to offset tax dollar support.
- ii. Fees shall be established to recover 45 – 85% of direct and indirect expenditures.

C. Tier 3: Specialized Services

- i. Philosophy: Services that are offered beyond the scope of traditional leisure services. They primarily provide exclusive benefit to individuals based on public demand and population served.
 - a. Examples include but are not limited to organized tournaments, trips, private group programs, national performances, specialized instruction and retail operations.
 - b. Special facilities include but are not limited to reserved areas, lighted ball fields, tennis courts, picnic shelters, soccer/ball field turf fields, and specialized reserved equipment.
 - c. Fees and charges are often established based on local market demand and similar regional and/or national facilities.
 - d. Specialized Services and facilities shall recover costs through means that minimize public tax dollar support.
 - e. Fees support staffing requirements, costs of material, supplies, contracted services, other departmental support and facility operational expenses.
- ii. Fees shall be established to recover 85 – 100+% of direct and indirect expenditures.

Cost Recovery Strategy Diagram:



Section 7: Computation of Fees and Charges

- A. Fees and charges are established as part of the budget process and are approved annually by the Town Council.
- B. The nature of recreation programming evolves and adapts continuously based on community desires and trends. It would hinder the process of offering a variety of new programs to pre-identify costs for all programs during budget development. For that reason, staff will set fees and charges in accordance with this policy and considerations noted below:
 - i. Cost recovery level classification
 - ii. Direct program costs (facility, staffing, supplies, instruction, advertising, transportation, printing, etc.)
 - iii. Calculated indirect costs

- iv. Cost comparison of current market rate of a similar program if available
- v. Family participation. Some programs may be set in a way that gives a family rate versus an individual rate to make the opportunity affordable for families.
- vi. Fees shall be rounded upward to the nearest dollar
- C. Fees and charges will be routinely reevaluated as necessary for the consideration of consistency, equity, material and instructional cost fluctuations, and cost recovery goals.

Section 8: New Program Start Up

Staff must follow trends and are encouraged to develop new programs that will benefit the community. New programs create opportunities to maintain higher levels of community satisfaction. In these cases, cost recovery may be phased in due to developmental and start-up costs. These programs should be able to feasibly meet the appropriate level in a timely manner. Those not able to do so will be reevaluated before continuation.

Section 9: Rental Fees and Usage

- A. When not in use for department or town sponsored activities, designated areas, facilities and equipment may be reserved by organizations and the general public in accordance with established policies and procedures.
- B. Facility reservation rates will be computed by compiling components such as applicable personnel costs, hourly utility cost, and any other related cost for the facility being reserved. The fee charged for use of public recreation facilities should be comparable to commercial or market rates. Certain time slots can prompt special rates (i.e. early bird or premium rates).
- C. Market rates for special facilities will take into consideration venue quality and rates at similar regional and/or national facilities.
- D. Equipment reservation rates will be based upon the fair market value reservation rates as established within the local area.
- E. License Agreements: Special Facilities which are organized, promoted and conducted by an individual, agency or other entity shall require a written agreement outlining the specific services and responsibilities of the town and licensee. The License Agreement should contain fees and charges estimated to recover all direct costs and a portion of the estimated indirect costs.
- F. Economic Impact: Special facilities geared at attracting events that generate visitor spending or positive media exposure, or both, such as tournaments and championships benefit the town and local economy. As such, potential economic impact will be considered when setting fees and may be cause for reduced fees.

Section 10: Non-Profit Organizations

- A. **Non-Town Sponsored Events:** Holly Springs based, charitable, IRS recognized non-profit organizations who conduct an event on town property must pay the established charitable organization reservation fee as determined in the annual budget fee schedule. The charitable organization must provide evidence of comprehensive general liability insurance with the town as additionally insured under the organizations policy.
- B. **Town Sponsored Events:** Holly Springs based, charitable, IRS recognized non-profit organizations who are participating in town sponsored events with the parks and recreation department, may be exempt from facility reservation fees when determined is in the best interest of the town.

Section 11: Special Consideration for Fees and Charges Variances

- A. Special interest groups or individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups who have written agreements with the town.

- B. Consistent with the town's philosophy of ensuring all citizens equal opportunity to participate in recreation, this policy recognizes that paying fees may result in inequities for certain individuals, groups, or situations. A Scholarship Program has been established to assist in this case as outlined below:

Holly Springs residents experiencing financial difficulty or hardship are eligible for a reduction of certain program fees or performance tickets offered by the Parks and Recreation Department. Financial assistance is not available for facility reservations, organizations, adult trip activities, or adult athletic teams.

Standard Services Fee Reduction: For those unable to pay full program or ticket fees, eligible participants may be able to receive financial assistance to cover a percentage of the registration fees. Fee reductions may be awarded on a first come, first serve basis. Upon verification of eligibility, fees will be discounted 50% with a maximum of \$200 per participant per fiscal year (July 1 – June 30). Recipients will be required to pay the remaining portion of the activity or ticket fee at the time of registration or purchase.

C.A.R.E. Program Payment Reduction Plan: Eligible participants enrolled in school support childcare programs will qualify for a payment reduction plan. Upon verification of eligibility, all program payments within a full program term will be discounted 50%. School support programs include the CARE Before School program, CARE After School program, CARE Track Out program, and the Hunt Center Summer Day Camp program. Payment plans will be awarded on a first come, first serve basis. Participants may not qualify for more than one payment reduction plan concurrently.

Section 12: Review of Fees and Charges

Fees and charges are reviewed annually to determine if adjustments are required. At a minimum, any adjustments or changes will be submitted via the annual budget cycle and approved by the Town Council.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

New Business

Title: Town Facility Naming Policy

Strategic Priority Area: Organizational Excellence

Staff Resource: LeeAnn Plumer, Parks & Recreation, Daniel Weeks, Asst. Town Manager

Action(s):

- Approve a new Town Facility Naming Policy which establishes a process for the naming of public facilities (buildings, structures, parks, greenways, etc.) and large special events.
- Approve the names of four new greenway facilities utilizing the new policy criteria.
- Town staff recommends formally naming the following greenways:
 - Utley Creek Greenway
 - Middle Creek Greenway
 - Oak Leaf Greenway
 - Morgan Park Greenway Connector

Explanation:

- As the town continues to grow and build new facilities, a process and policy for naming public facilities (buildings, structures, parks, greenways, etc.) is needed. The existing Park Naming policy, P-029, is specific to naming-rights for parks and park assets.
- The policy establishes Town Council as the authority for naming town facilities. Facility names shall be based on one of the following categories:
 - geographic/location
 - Indigenous, cultural, or historic reference
 - Native flora/fauna or natural feature
 - Individual, family, or organization (significant contribution - financial or personal over many years)
 - Businesses – pursuant to naming rights terms
 - Other factors supported by Town Council
- The process for naming includes:
 - Using a temporary name during acquisition & development
 - A permanent name should be identified prior to award of the construction contract.
 - A Council member, Council appointed board/committee, or Town Manager may present a naming recommendation to the Council for consideration or action during a public meeting.
 - The Town Clerk's Office will maintain a registry of named facilities including naming rights terms.
- The policy is the basis for future facility naming decisions.
- Naming rights for town facilities and large special events shall have defined terms and will

be presented to Town Council for approval on a case by case basis.

Background:

- This policy supersedes Policy P-029 - Naming Park Facilities.
- The attached list recommends new names for four greenway facilities.

Funding Source(s):

N/A

Attachment(s):

1. Town Assets Naming List
2. P29.1 Town Facility Naming Policy -Final draft

Town Asset Naming

New Facility - Naming Action Request			Temporary Name	
Greenway	Middle Creek Greenway	Along Middle Creek	Arbor Creek/Middle Creek Greenway	
Greenway	Utley Creek Greenway	Connects NC55 east and west	Utley Creek Greenway 1	
Greenway	Utley Creek Greenway	Connects Holly Glen to east	Utley Creek Greenway 2	
Greenway	Oak Leaf Greenway	Twelve Oaks vicinity	Twelve Oaks Greenway	
Greenway	Morgan Park Connector	Morgan Park vicinity	Morgan Park Greenway	
Asset Type	Name	Location (if applicable)	Term (if applicable)	Previous Action
Park	Ting Park / Ting Stadium	North Main Athletic Complex	Adopted 1/23/2017; Extended 1/23/2020; Expires 11/8/2023	Yes - Naming Rights Agreement
Park	Parrish Womble Park	Stinson Avenue		Approved on 2/7/1997
Park	W.E. Jones Park	School Days Lane	In Perpetuity	Yes - Deed Restriction in Book 7814. Page 863 - To be named "WE Jones Park or WE Jones Building"
Park	Jefferson L. Sugg Farm at Bass Lake Park	Grigsby Avenue	In Perpetuity	Yes - Sales Agreement (Jefferson L. Sugg Farm)
Park	Veterans Park	Bikram Drive		No
Park	Bass Lake Park	Bass Lake Road		No
Park	Mims Park	Avent Ferry Road		No
Park	Cass Holt Road Park	Cass Holt Road		No - plan to recommend official name prior to construction
Field	Dick Sears Field	Ting Stadium	In Perpetuity	Yes - Approved on 11/30/2021
Field	The Pit	adjacent to Hunt Center		None
Greenway	Carl Dean Greenway	Connects Womble to Bass Lake Park	In Perpetuity	Yes - Resolution 16-27
Greenway	Middle Creek Greenway	along Middle Creek		No
Greenway	Utley Creek Greenway	Connects NC55 east and west		No
Greenway	Utley Creek Greenway	Connects Holly Glen to east		No
Greenway	Oak Leaf Greenway	Twelve Oaks vicinity		No
Greenway	Morgan Park Connector	Morgan Park vicinity		No
Building/Facility	W.E. Hunt Recreation Center	Stinson Avenue	In Perpetuity	Adopted historical marker
Building/Facility	Holly Springs Cultural Center	Ballentine Street		No - Leased from Wake County
Building/Facility	Law Enforcement Center	Holly Springs Road		No
Building/Facility	Town Hall Annex	Ballentine Street (former Police HQ)		No
Building/Facility	Town Hall	Main Street		No
Building/Facility	Fire Stations 1	Flint Point Lane		No
Building/Facility	Fire Stations 2	Avent Ferry Road		No
Building/Facility	Fire Stations 3	Friendship Road		leased from private owner
Building/Facility	Utley Creek Water Reclamation Facility	Treatment Plant Road		No
Building/Facility	Public Works Complex	Thomas Mill Road		No
Parks Shelters	typically named after park	various		No
Room	Holleman Room	Town Hall		No record found

 Holly Springs, N.C. Policy & Procedure Statements of the Holly Springs Town Council	P-029.1 Town Facilities Naming Policy	
	Prepared By: Department: Date Approved by Council: Effective Date: Supersedes Old #: Old Effective Date:	Parks & Recreation Administration P-029 Oct. 17, 2006

Section 1: Purpose and Scope

To establish a systematic and consistent policy and process for naming public facilities in the Town of Holly Springs. Facilities may include town-owned assets such as buildings, structures, parks, open spaces and greenways. This policy should also be considered for naming rights of town assets or special events when requested as part of an offer of a sponsorship.

This policy may not be consistent with existing names of town assets. No suggestion is made with the intention that existing names be changed. This policy is a basis for future decisions.

Section 2: Authority

The Holly Springs Town Council shall be responsible for the formal naming of town facilities, buildings, parks, open spaces and greenways, hereto referred to as "asset(s)". The Town Council will rely on assistance from the Town Manager or their designee, as well as various Council-appointed Boards/Advisory Committees, as applicable, for input and recommendations for the naming of town assets.

In the case of naming rights for town assets or town special events, the Town Manager or their designee shall recommend to Town Council any naming rights sponsorship with a value of \$25,000 or more. General event sponsorships of less than \$25,000 may be approved at the discretion of the Department Director.

Section 3: Objectives

- A. Naming of town assets including, but not limited to buildings, structures, parks, open spaces and greenways enhances a sense of community within the town.
- B. Ensure that public buildings, spaces and recreational areas are easily identified and located.
- C. Ensure names given are consistent with the values and characteristics of the Town of Holly Springs.
- D. Encourage public participation and input, when appropriate, to fully represent the best interest of the asset name.
- E. Encourage and recognize the investment and/or donation by individuals, business or groups in the case of sponsorship naming rights.

Section 4: Qualifying and General Principles

To consider the naming of an asset, the following principles should be taken into consideration either collectively or individually:

- A. Positive Image - Names will elicit a strong positive image for residents and visitors and have a symbolic value that enhances the character of the town asset.
- B. Relevancy - Names shall be relevant to the town's mission and community character; shall be appropriate regarding the asset's location, geography, natural features and/or history.
- C. Welcoming - Names shall be welcoming to town residents and visitors.
- D. Suitability - Research and evidence shall be used to demonstrate suitability of proposed names including assets that are named in honor or in memory of an individual, family or organization based on accomplishments for the good of the community.
- E. Privilege or Commercialization - No special privilege shall be given in return for any named asset or naming shall not result in the undue commercialization of the facility if it accompanies a gift or sponsorship.

Town of Holly Springs asset names **shall not:**

- A. Violate or promote the violation of federal, state or local laws.
- B. Infringe on copyright or intellectual property rights.
- C. Use graphic, obscene, explicit, violent, threatening, sexist, racist, or other offensive language or imagery.
- D. Promote or perpetuate discrimination in any form based on race, color, religion, gender, national origin, political affiliation, sexual orientation, age, disability, genetic information, marital status, veteran status, or on the basis of actual or perceived gender identity.
- E. Compromise public safety or security.
- F. Violate the privacy of individuals or groups in images or via information.
- G. Provide false, defamatory information.

Section 5: Naming Categories

Asset names shall be selected from one of the following categories and shall not be duplicative of another asset in the community:

- A. Geographic - Place-based names (street, subdivision, area of the town, etc.) can help improve ease of locating an asset and can help establish a sense of place.
- B. Indigenous, Cultural or Historic Reference - References to the past can help educate the community about historical context and preserve memories of key cultural or historic elements, events or peoples within the town.
- C. Native Flora/Fauna or Natural Feature - Naming a park after native flora/fauna or a natural feature helps illustrate the value the community places upon nature and the natural environment.
- D. Individuals, Families or Organizations – Town assets may be named in recognition of a living or deceased individual, family or organization. This naming approach shall comply with one or more of the following criteria:
 - i. When an individual, family, or organization has made a significant and sustained contribution to the community over the course of many years.
 - ii. When an individual or family has contributed significantly to the acquisition or development of the Town asset to be named. This is typically not less than 51% of the value of the property or improvements.
 - iii. When an individual or family provides an endowment for the continued maintenance and/or programming of the asset.

- E. Businesses - Pursuant to the Sponsorship terms, a business may have a town asset named after it for a defined period of time as established in a Naming Rights Sponsorship agreement.
- F. Other - Consideration of additional factors deemed prudent by the Town Council.

Section 6: Temporary Naming

A temporary name or project number may be designated by town staff for identification during the acquisition and/or development of the town asset.

Section 7: Asset Renaming

Notwithstanding Sponsorships (as described below), the renaming of any town asset is generally discouraged, however there may be times that renaming is necessary or desired.

- A. Critical examination should be conducted to ensure that renaming of the asset will not diminish the original justification for the name or the prior contributors.
- B. Town assets named after people or organizations shall not be changed unless it is found that the individual, family, or organization's character is or was such that the continued use of the name would not be in the best interest of the community.

Section 8: Asset Naming Process

Whenever possible, a permanent name for a town asset should be identified prior to the bid award phase of construction. A Council member, Council-appointed Board/Advisory Committee, or Town Manager or their designee may make a naming recommendation to the Town Council for consideration and/or action during a public meeting.

The Town Clerk's office will maintain a registry of named facilities and indicate if they are perpetual or time limited (in the event of a naming rights sponsorship) and if the latter, the terms and date of expiration.

Section 9: Naming Rights as Sponsorships

The Town shall consider the naming rights of town events or for assets or components of an asset (room, field, stage, etc.) that provide monetary support for the town in a manner that respects the noncommercial nature of town property and services. The town maintains the acts of naming-rights, asset naming, and sponsorships as a nonpublic forum and exercises sole discretion over who is eligible to be a naming rights sponsor or what asset or event is eligible to be named through sponsorship.

- A. Any naming rights sponsorship with a value of \$25,000 or more shall apply and conform to this policy.
- B. Naming rights should be linked to a specific asset or component of an asset or event.
- C. The establishment of naming rights does not constitute an endorsement by the town of the business, organization, its products or services.
- D. No naming rights sponsorship shall be approved that will compromise or damage the public trust or conflict with or compromise the town's reputation, mission, image, values, or aesthetic interests.

E. All naming rights sponsorships provide the Town of Holly Springs with full and final decision-making authority, protecting the integrity of town facilities, services and events.

F. Terms for naming rights shall be determined based on the length of the agreement and the value of the asset or event named under a separate agreement approved by the Town Council at a public meeting.

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