



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of January 17, 2023 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. Blood Donor Month Proclamation
6. Black History Month Proclamation

REQUESTS AND COMMUNICATIONS

7. Holly Springs Chamber of Commerce Update

CONSENT AGENDA

8. Approve the minutes of the December 13, 2022 workshop meeting and the December 20, 2022 Business meeting.
9. Municipal Concurrence for Speed Limit on Honeycutt Road
10. Voluntary Annexation for 4200 Beech Creek Court
11. Personnel Policy Updates - Acting Assignment Pay and Transfer of Sick Leave from Previous Employer
12. Resolution Endorsing NCDOT Paved Trails and Sidewalk Feasibility Study Grant Proposal
13. Purchase of a New Ladder Truck
14. Temporary Relocation of Fire Station 3

PUBLIC HEARINGS

15. Voluntary Annexation 4113 Deer Path Road
16. Housing Affordability Study - Legislative Public Hearing
17. Goodwin Major Subdivision 22-MAS-03 - Quasi-Judicial Public Hearing

NEW BUSINESS

18. Appointment of Council member to fill vacancy
19. Annual Appointments to Planning Board and Board of Adjustment

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: Blood Donor Month Proclamation

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim January as Blood Donor Month in Holly Springs.

Explanation:

- January is recognized as Blood Donor Month nationally.
- Blood is needed all year long, but donations go down after the holidays.
- Approximately 50% of the nation's blood supply comes from blood drives.
- An estimated 38% of the population is eligible to give blood, but less than 10% donate.

Background:

- President Richard Nixon proclaimed January 1970 as the first National Blood Donor Month on December 31, 1969, as requested by Senate Joint Resolution 154, to pay tribute to voluntary blood donors and encourage new donors to join.

Funding Source(s):

N/A

Attachment(s):

1. Blood Donor Month Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Blood Donor Month

WHEREAS, fostering an Engaged, Healthy, and Active Community is a strategic priority for the Town of Holly Springs; and

WHEREAS, a steady blood supply is essential to maintain hospitals' needs to provide blood products for patients; and

WHEREAS, one blood donation has the potential to save up to three lives and every two seconds someone in the United States needs blood; and

WHEREAS, an estimated one in every seven patients will need a blood transfusion in a hospital, ; and

WHEREAS, 50% of the nation's blood supply comes from blood drives, and an estimated thirty-eight percent of the United States population is eligible to donate blood, but less than ten percent donate; and

WHEREAS, National Blood Donation month serves as an important reminder to maintain a sufficient blood supply through volunteer donors; and when communities share blood, healing happens, individuals thrive, and families remain whole.

NOW, THEREFORE, I, Mayor Sean Mayefskie herby proclaim January as

Blood Donor Month

in Holly Springs, NC. And commend its observance to all citizens.

Proclaimed this, the 17th day of January 2023

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 17th day of January, 2023

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Recognitions

Title: Black History Month Proclamation

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

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim February as Black History Month in Holly Springs

Explanation:

- The Town of Holly Springs is working with the Holly Springs Martin Luther King, Jr. (MLK) committee to celebrate Black History Month in Holly Springs, including a series of events at the Cultural Center, including:
 - Soul on February 10th at 2 pm;
 - The Woman King on February 24th at 7 pm; and
 - The Princess and the Frog on February 25th at 2 pm.

Background:

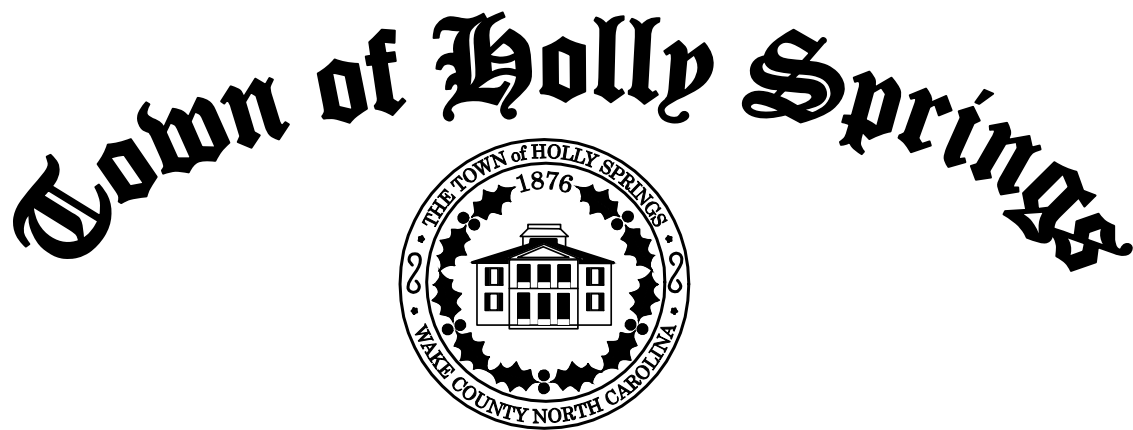
- Black History Month was adopted under President Gerald Ford in 1976.
- The national theme for Black History Month 2023 is Black Resistance.
- Holly Springs desires to recognize and celebrate the history and contributions of black residents and leaders to the Town of Holly Springs.

Funding Source(s):

N/A

Attachment(s):

1. Black History Month Proclamation



A Proclamation By The Mayor

Black History Month

WHEREAS, the Town of Holly Springs takes pride in recognizing February 2023 as Black History Month, celebrating the many notable contributions that people of African descent have made to our country; and

WHEREAS, we celebrate the diversity of Black people in Holly Springs, North Carolina, and the nation, whether they self-identify as African, African-American, AfroLatino, Afro-Caribbean, or Black; and

WHEREAS, this year's Black History Month theme of "Black Resistance" as denominated by the Association for the Study of African American Life and History (ASALH) explores how African Americans have resisted historic and ongoing oppression in all forms; and

WHEREAS, resistance took many forms, and was exemplified by many people such as:

the four Harriets - Harriet Tubman, Harriet Robinson Scott, Harriet Jacobs, and Harriet Beecher Stowe who confronted slavery through literature, lawsuits, and direct action in their efforts to free themselves and others; and

sports stars like Jesse Owens and Jackie Robinson; and

artists and writers like Billie Holiday, Nina Simone, Maya Angelou, and Langston Hughes; and

politicians like John Lewis, Elijah Cummings, Henry P. Cheatham, and Carrie P. Meek; and

WHEREAS, under the strong leadership of Martin Luther King Jr. the battle for equal rights extended to not only blacks but to other minorities and the working poor; and

WHEREAS, the Civil Rights Movement gave impetus to inclusion of blacks in the political process that ultimately resulted in the election of the first black US President in 2008; and

WHEREAS, February was formally adopted as Black History Month in 1976 by President Gerald Ford;

NOW THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, do hereby proclaim February, 2023 as

Black History Month

in the Town of Holly Springs and call upon the people of Holly Springs to observe this month with appropriate programs, activities, and reflections.

Proclaimed this, the 17th day of January, 2023.

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 17th day of January, 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Requests & Communications

Title: Holly Springs Chamber of Commerce Update

Strategic Priority Area: Economic Prosperity & Diversity

Staff Resource: Irena Krstanovic, Director, Economic Development

Action(s):

Receive a report from the Holly Springs Chamber of Commerce.

Explanation:

- The Holly Springs Chamber of Commerce is a business member affiliated organization dedicated to promoting and advocating business interests and business growth in the Town. The Chamber is also a strategic partner with the Town.
- Mr. Rick Grant, Chamber Board Chair and Ms. Tonya Palumbo, Interim Executive Director, will share highlights of the Chamber including the focus on stability, membership development, the 2022 Membership Survey, and providing new programming around workforce development.

Background:

- The last Holly Springs Chamber of Commerce update to the Town Council was on March 1st, 2022.
- The Town is a Chamber Champion member (\$10,000 annually) and the FY2022-23 adopted budget includes \$20,000 for Government Support Programs that are coordinated by the Chamber to help advance Town interests.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Consent Agenda

Title: Approve the minutes of the December 13, 2022 workshop meeting and the December 20, 2022 Business meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the Council's workshop meeting held December 13, 2022 and the business meeting held December 20, 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. 12.13.22 workshop minutes-DRAFT
2. 12.20.22 minutes-DRAFT



MINUTES

The Holly Springs Town Council held a workshop meeting on Tuesday, December 13, 2022 at the Law Enforcement Center. Mayor Mayefskie presided, calling the meeting to order at 6:00 p.m. A quorum was established as the Mayor and four Council members were present as the meeting opened.

Council Members Present in the room: Mayor Sean Mayefskie, Mayor Pro Tem Dan Berry, and Council members Aaron Wolff, Shaun McGrath, Kristi Bennett, and Tim Forrest.
Council member McGrath arrived at 6:50 pm, in the middle of the Affordable Housing discussion.

Council Members absent: none.

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Antwan Morrison, Finance Director; Corey Petersohn, Budget, Innovation and Sustainability; Mathew Mutter, IT; John Schifano, Town Attorney; Cassie Hack, Director of Communications and Marketing; Kendra Parrish, Executive Director of Utilities and Infrastructure; Jeff Wilson, Director of IT; Chris Hills, Director, Development Services; Sean Ryan, Development Services; Aaron Pritchard, Development Services

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

2. Intelligent Transportation System (ITS)

Kendra Parrish, Executive Director of Utilities and Infrastructure, outlined the key features and capabilities of an Intelligent Transportation System and the benefit it brings in controlling traffic and relieving congestion without having to build more roads. She explained what NCDOT currently does and does not do in regards to managing traffic, and how this leads to delayed response times and more frequent interruptions.

Ms. Parrish said that Phase 1, with 100% reimbursement from NCDOT, was to synchronize signal to fiber. This phase has been completed. Phase 2 is the installation of signal monitoring cameras. These are for traffic monitoring only, not for enforcement. Installation will begin this week. Funding is from the Community Investment Plan (CIP) and the expectation is that this will be complete in 2023. Phase 3 will be to upgrade signal software and create a fiber connection to the NCDOT traffic center to enable “always on” communication. Phase 4 is to calibrate timing plans with current traffic counts. Phase 5 is a Community Signal Management System, a room in the Ops Facility for real time monitoring of congestion and adjustment. This is the final goal.

Jeff Wilson, Chief Information Officer, said that the DOT system is totally reactive – they do not look at intersections until there is a complaint. He said that the Town participated with CAMPO on the Southwest Wake Synchronization Study, and has been working with a consultant coordinating with DOT for next generation signal management software and hardware upgrades. Testing analytics for software for traffic monitoring and traffic counts has begun. He shared the locations for the first 18 signals that will receive cameras, and some screenshots of what these analytics could show us.

Ms. Parrish said that next steps include continuing with camera installations; updating requirements for future developer required signal installations; evaluating contracting for a third-party program administration and Town representation with NCDOT; and making budget requests for next Phases and Technology Plan.

Council discussed the timeline associated with these five phases and the cost, as well as the return on investment. Council requested information on what could be coming before them in future budgets, and the benefits ITS would bring to Holly Springs. The idea that this could help with Traffic Impact Analysis was floated, but Mr. Wilson said it was unlikely an outside consultant would be willing to use the Town's data for that.

3. Affordable Housing Study Update

Sean Ryan, Development Services, said this item was to continue the discussion of the Housing Affordability Study and get feedback from Council to set priorities and policies regarding affordable housing. He gave an overview of the Housing Affordability Study including current housing trends in Holly Springs, and current housing challenges. He asked Council to think about whether they wanted to be reactive or proactive. He said that data shows that home sale prices have risen 65% since 2019; there is a 2,500-unit shortage for rental households making under \$60,000, and a 22% rise in rental prices since 2019. He said the number of households earning over \$150,000 had increased 330%, which is a large part of the housing pressure. When asked on the community survey how involved the Town should be in affordable housing, 41% of respondents said "very involved" and 33% said "somewhat involved. Only 12% said "not very involved" and 13% said "not involved." He shared quotes from residents and people working in Holly Springs regarding housing affordability challenges.

Mr. Ryan discussed the difference between a Study and a Plan, and explained why the Housing Affordability Study would give options, but not be a dedicated course of action. Instead it identified housing needs, outlined strategies, and provided tools to meet the priorities set by Council. He said four strategies were identified: Promote Partnerships; Preserve and Expand Ownership; Retain Existing Residents; and Meet Housing Demand. For each of these strategies, there are three sets of tools that can be used: Land use tools, Public investment tools, and tenant's rights tools. He went through each of the four strategies and outlined tools that could be used if Council prioritized that strategy.

Mr. Ryan said that next steps would be a 30-day comment period on the draft study that began yesterday. The study goes before the Planning Board tomorrow, and will then come back to Town Council for acceptance and possible further discussion at the retreat in February. He asked for feedback from Council.

Council discussed whether the problem was regional in nature or specific to Holly Springs. They discussed problems businesses have recruiting employees if they can't afford to live in Holly Springs. Council discussed whether or not there was a "return on investment" to any of the solutions offered. There was discussion about how businesses coming to Town could assist with this, and what could be asked of developers. It was discussed that the housing problem is interconnected with transportation problems and that having some "pre-work" before the retreat, spelling out options, would be helpful. There was discussion about having input from Economic Development or bringing a moderator in for the retreat.

4. 2023 Mayor and Council Retreat Preparation

Randy Harrington, Town Manager, presented a list of possible topics for Council to include in the Mayor and Council Annual Retreat in February. He touched on the variety of topics, and said that it would be difficult to do all of them. Those that Council doesn't tackle at the retreat could appear on a workshop later.

Council member Bennett said she would like to see what is coming in the budget, and if our vision is different next budget cycle vs. what we thought was important this year. She said that transportation and Bond projects are big with her. She said she wouldn't mind hearing from the City of Wilmington, but while helpful and cool she's not sure how well it would translate to Holly Springs.

Council member McGrath said he hopes to focus from big to small. What are the big things we have to get after: waste water, infrastructure, and things that we must do, rather than things we would like to do. One thing that is missing from the attached list is, are we making any progress towards the "top 10" things we didn't fund last year.

MPT Berry said the Parks and Rec piece is important if we're doing a bond. The CIP is a good update and we need to talk about water. He said he could go either way on hearing from Wilmington. VDAP update would be good. We talked about trash and yard waste last year, but we don't rebid that contract very often so that might be worth discussion as the cost to GFL for land fill odor control is likely to come back to us.

Council member Wolff said that two years ago we had Mayor Harold Weinbrecht of Cary come start off the meeting. He said he learned a lot from hearing him, so it would be worth it if time permits to hear from Wilmington. He said he wants to discuss the housing problem, and the WATR agreement if the Town Manager thinks they need it. The Business Consortium might be a better workshop topic than retreat. Two things that jump to mind are having the sustainability coordinator make a presentation, and, 2 years ago we had a conversation on storm water and we said we would revisit it in 2 years, so it might be time to circle back to that.

Council member Forrest said that team building is always a plus. He said the Social district and VDAP go hand in hand. He wants the UDO update. Vision Zero could be a workshop topic or a briefing paper. Waste and Recycling – it's a good time for an update but doesn't need to be a long conversation. Economic Development is still a critical function so Business Consortium is important and could go hand in hand with VDAP and a social district. He would like an update on the WATR partnership. Transportation is critical, as are the Parks and Rec bond and housing affordability. At CityVision he heard the Mayor of Wilmington speak. He has a lot of things we could learn from. We are facing a difficult time in our own town, and we could learn from other town's mistakes and successes. Successes/failures over the last 30 years would be a good presentation to hear.

Mayor Mayefskie asked if the Wilmington piece be a dinner meeting, and not take up our business time. Mr. Harrington said that it's possible and he could look into that.

Council member McGrath said that hearing from a community leader of a place that has grown but is outside of Wake County would be more valuable than hearing from those in Wake County. Mr. Harrington said Wilmington is a coastal community, which has different challenges. But they also have similar challenges. So there could be things for us to learn that are maybe decades away, but the seeds planted today will reap benefits down the road.

5. Legislative Action Committee

Council member Wolff said this is the third iteration of our legislative agenda. We bring it to the full council for revision and it will be voted on at our next Council meeting. There is not a lot of change from last year's agenda. He then asked MPT Berry to elaborate.

MPT Berry said that at the County level, they discussed removing the landfill, but they don't want to lose that progress. They want to keep this in front of the County Commissioners, and reinforce appreciation for the County's work. The discussion around affordable housing leads them to explore partnership opportunities for expansion of workforce housing in Holly Springs, to get the most out of our residents' tax dollars.

At the state level, MPT Berry said the agenda was largely unchanged. It includes the water infrastructure funding partnerships, and seeking financial and regulatory support for the recruitment of future, large scale economic development opportunities that are strategic to the

nation, state, and region. Preserving Local Authority is important as in past years the General Assembly has floated ideas that impinge on municipal areas of authority, specifically around annexation, tree preservation, and stormwater management and stream protection. Support investment in transportation infrastructure is important and ties in to economic development growth. Also to seek relief for the burdens created by schools not being required to fund roadway improvements associated with new schools.

At the federal level, MPT Berry said they want to seek partnerships for funding water/wastewater/and reuse infrastructure. Also to advance regional Sanford Water Plan expansion and Utley Creek Water Reclamation facility. Finally, US Post Office facility improvements, expansion of the lobby area, adding a self-service kiosk and advocating for a second location on the west side of town. Council member Wolff said that with redistricting we are now represented by 4 people at the state level, and have new representatives at the federal level. It's going to be a lot of work, but we have relationships with these people that we should be able to leverage.

Council discussed adding transportation to the County level work and seeking grant funding to request whenever possible. They agreed that staying on point and all sticking to the same message would get the best results. MPT Berry asked for the legislative agenda to be added to the December 20th business meeting for adoption.

6. Open Discussion

Council member Forrest said it was a great luncheon for the town staff today, served by the Senior Leadership Team. He enjoyed joining them in serving the lunch. Team building is priceless and it was a good event. He said he enjoyed talking to many of the employees. Secondly, as we prepare for the retreat, he looks forward to discussion on partnerships. He would like to hear follow-up on that as we need to develop more infrastructure. The tour of the FujiFilm location was great. But these projects continue to impact our traffic while they are being constructed. He asked for an update on the South Road. He said that as these big businesses open, smaller businesses continue to come in after them. He said he was proud of the residents in the parade. It seemed like more people turned out this year. It was a great event and he gave kudos to the Parks and Rec team and all the volunteers who helped. He would like to explore a way to recognize them and thank them for their support. He also would like to recognize Santa's Helpers for their assistance with Santa's Mailbox.

Council member Wolff said that the parade was a blast and was incident free. He said it was great to be together on the float and the thing he loves most is seeing people from every department of the town doing things outside of their area – it's the highlight of his year.

MPT Berry said we talked about roads and signals a lot tonight. The traffic congestion in this town is out of control. He feels like the congestion is getting worse. Five years ago we had a lot of success getting projects from our regional planning partners. We need to get back to this. He then said the new video employee (Chris Belk) has posted some really good things on social media, and he is glad to have him on board.

Council member McGrath said the traffic congestion challenges are regional in nature. Some are due to the growth of Harnett County, and we need regional solutions. It is markedly different from a few years ago. Second, we are two weeks from Christmas and that can be a stressful time for some. So he asked people to check up on their friends and neighbors and make sure they're doing OK.

Council member Bennett said the FujiFilm tour was amazing. Looking to the future, and planning out the retreat, makes her very excited for the future of Holly Springs. She spoke about what makes Holly Springs special to her. She then said that she was sad to say that she and

her family are moving out of the town limits, and she has to step down. She is grateful for the opportunity to have been involved in this town and excited for Holly Springs' future. She asked what her next steps should be. John Schifano, Town Attorney, said that she would need to resign, effective at any time before she leaves the town. Once the vacancy is created, the statute says that unless you are within 90 days of an election, Council must fill the vacancy. He discussed ways that Council could move forward to fill the position. Council member Bennett said that her family would move by the end of January, or the first week of February, so she thought it would be important to resign sooner rather than later so that the next person can get their feet under them before the retreat.

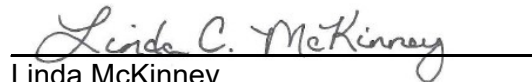
7. Closed Session: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(3) to discuss *Meritage v. Town of Holly Springs* with the Town Attorney.

Motion by: Wolff
Second by: Berry
Vote: Unanimous

Motion to seal the closed session minutes and leave closed session was made by Council member McGrath seconded by Council member Forrest and passed with a unanimous vote.

8. Adjournment: There being no further business for the evening, motion to adjourn was made by MPT Berry second by Council member McGrath and passed with a unanimous vote. The December 13, 2022 meeting of the Holly Springs Town Council was adjourned at 9:30 pm.

Respectfully Submitted on Tuesday, January 17, 2023.


Linda McKinney
Town Clerk



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, December 20, 2022. Mayor Mayefskie presided, calling the meeting to order at 7 p.m. A quorum was established as the Mayor and five Council members were present in the Chamber as the meeting opened.

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

Council Members Absent: none.

Staff Members Present in Chambers: Randy Harrington, *Town Manager*; Daniel Weeks, *Assistant Town Manager*; Scott Chase, *Assistant Town Manager*; John Schifano, *Town Attorney*; Linda McKinney, *Town Clerk* (recording the minutes); Mathew Mutter, *IT*; Corey Petersohn, *Budget and Sustainability*; Antwan Morrison, *Finance Director*; Chris Hills, *Director, Development Services*; Sean Ryan, *Development Services*; Cheryl Caines, *Development Services*; LeeAnn Plummer, *Director, Parks and Recreation*; Tim Athy, *Utilities and Infrastructure*; Aaron Levitt, *Utilities and Infrastructure*; LeRoy Smith, *Fire Chief*; Cassie Hack, *Director, Communications & Marketing*; Paul Liquorie, *Police Chief*; Irena Krstanovic, *Director, Economic Development*; Kathy White, *Deputy Clerk*.

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Sandy Byrne, of Oasis Church.

4. Agenda Adjustment: The December 20, 2022 meeting agenda was adopted with changes, if any, as listed: move item 6 before item 5, and Public Comment after item 5.

Motion: Berry
Second: Forrest
Vote: Unanimous

RECOGNITIONS

6. Recognition of Happy Holly Days Parade Workers and Volunteers

LeeAnn Plummer, Director of Parks and Recreation, said that this item was to recognize the many volunteers and staff members who worked to make a safe and successful Happy Holly Days Parade, as well as support for Santa's mailbox. She said over 1700 letters were received from five states in addition to North Carolina. There were 32 volunteer elves who made sure children received replies to their letters. She thanked ASI Signs, who donate the mailbox, as well as the Holly Springs Run Club and Endurance Fence Solutions.

Ms. Plummer said the Happy Holly Days Parade 10 days ago was very successful and safe. She thanked the public safety members, both police and fire, who took extra precautions to secure the parade route and assure the safety of the crowd. She thanked the Public Works employees who assisted with the barricades, signage, and other parade facilities. She said the parade could not happen without the help of the Kiwanis Club and their high school group, the Key Club, as well as the new Teen Recreation Advisory Council (TRAC). She also thanked Tim Congleton, Don Schwenneker of ABC 11, and Tommy Pope, for announcing the parade.

5. Community Welcome and Introduction of NC General Assembly members

Mayor Mayefskie welcomed Senator Sydney Batch, Representative Julie Von Haefen, and Representative Erin Paré and gave each a brief introduction. He said that Representative Allison Dahle was unable to attend tonight due to a conflict. He gave the audience brief biographies of each and then invited each of them to say a few words to the residents of Holly Springs, and presented them with a token of our appreciation.

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 asking Council to revisit the ordinance banning open carry of weapons on Town property.

The following comments were received in person:

Donna Friend said she was here to talk about adopting the Wake County NDO. She called Council's attention to the Homeland Security advisory bulletin that she had presented to them at the last meeting. She referenced a resident who spoke at the last meeting about the fear of her daughter's safety at school. She pointed out that the girl is still attending school virtually for fear of her safety. She recognized that Council cannot fix that particular issue, but she brought it up to point out that there is discrimination in Holly Springs. She said a student brought a gun to school in Fuquay-Varina, and that all forms of discrimination are coming closer to Holly Springs. While Council may feel that Holly Springs is inclusive and accepting, we are seeing signs that indicate otherwise. The level of anti-Semitism in North Carolina appears to be running rampant. She said she has never seen a rabbi or other non-Christian give the invocation at any of the many meetings she has attended. She thinks it is time to set a tone to change. Council's decision to ignore these incidents sets the tone that discrimination is ok or even welcome in Holly Springs. She asked what had to happen before Council takes this seriously. She asked that they take another look at the NDO.

William Ball thanked the Mayor for setting up a line of communication between town leaders and black clergy. But he was here to say that we are in a critical place in the history of Holly Springs. Years ago the town was 99% African American. And the Council was 100% African American. They would go out and look for other ethnicities for fair representation of Holly Springs. He said he was here to advocate for the application process in selecting the new Council member. He asked for diversity on Council and said that the African American community and others feel unrepresented in Holly Springs. He talked about how the new police chief has expanded diversity on the Holly Springs Police Department. He said that since they have worked with the Police Department, things have improved. But there are a lot of things that Council may be unaware of that point to discrimination. When the people of Holly Springs see a council with one ethnicity, it makes people feel unrepresented. He asked them to consider that in their process of choosing a new Council member. He also asked that Council protect historical sites, in particular the Pack House and the historic churches.

Consent Agenda

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

7. Minutes – Council approved the minutes of the December 6, 2022 business meeting.

8. Samet Pre-Construction Contract – Fire Station #3 – The Council selected Samet Corporation as Construction Manager at Risk and approved the pre-construction services contract in the amount of \$124,710 for Fire Station #3.

9. Engineering Design & Construction Standards Supplement #7 – The Council approved Supplement 7 updates to the Engineering Design and Construction Standards.

10. Main St. Sidewalk Connector Design Contract – The Council approved a total project budget of \$1,200,000 (including contingency) for the sidewalk connector linking existing 5' wide sidewalk from Arbor Creek Dr. to Trellis Pointe Dr., and authorized the Town manager to sign and execute a design contract with RK&K for a flat fee of \$264,169 plus \$26,500 in contingency for a total of \$290,669 for the Main Street Sidewalk Connector project.

11. Cass Holt Road Park Schematic Design and Design Development Agreement – The Council authorized the Town Manager to enter into an agreement with CLH Design for Schematic Design and Design Development for the amount of \$1,977,300 for the Cass Holt Road Park project.

12. 4113 Deer Path Road Voluntary Annexation A22-07 – The Council adopted Resolution 22-38 directing the Town Clerk to investigate the sufficiency of annexation petition A2-07 and setting the public hearing for January 17, 2023.

A copy of Resolution 22-38 is attached to these minutes.

PUBLIC HEARINGS

13. Northeast Gateway Master Plan Comprehensive Plan Amendment 22-CPA-02

Sean Ryan, Development Services, said the purpose of this item was to consider a Comprehensive Plan Amendment for the Northeast Gateway Master Plan. He gave an overview of the plan and said it would guide land use, development, and community investment around the future interchange of Holly Springs Road and NC 540. He outlined the scope of the project and said that it was driven by community engagement, examples of which he enumerated. He said that this amendment would allow Council to guide development in this “front door” to Holly Springs. He said the area was two square miles, and so to manage the large area it was divided into functional subareas, each with a distinct character, mix of uses, and development pattern. He shared how the process progressed from descriptive text to more specific and visual examples.

Mr. Ryan said that subareas 3 and 4 were the more dense areas and went into more detail on the Gateway Core and the Commercial Center. The plan is not concrete requirements, but targets or guides to development. He explained that the plan would provide a regulatory framework for roadway improvements, placemaking improvements, design guidelines and potential funding sources. The plan would ensure development compatibility with existing neighborhoods and businesses.

Joanna Holder, Planning Board, said that the Planning Board recommended approval with a vote of 7 – 0, with two members absent. She said there were two pieces they wanted to call attention to. The first was the affordability piece. There are parts of the plan that offer funding sources for affordable housing. The second piece was ensuring that roadways and pedestrian ways keep up with the development and that transportation is prioritized.

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

A written comment was received from Pat Johnson objecting to the plan because of the lack of sewer capacity for the high-density mixed-use plan.

Matthew Carpenter said he was here on behalf of Jayco, the developer of the 76 acre assemblage in Subarea 3. He asked Council to delay the adoption of the plan for several reasons. He said there needed to be more time for stakeholder input, because the plan changed over the

previous three months and it shows more commercial. He said they had talked to neighbors who were unaware of the new plan. Secondly, he pointed out that Council member McGrath raised a concern about the proscriptive nature of the plan which would result in the lack of infrastructure improvements needed. He said Jayco has experience with office development and if this plan is approved, that concern would come to fruition. Finally he asked that if Council does approve the plan, he would ask that they use flexibility in reviewing rezoning applications, because he believes his clients have creative solutions for the sewer problem and the completion of Edwards Drive.

Raaid Abdel-Ghani said he moved here from Raleigh in 2013. His family has owned property in Holly Springs since the mid-1990s. He said there is a lack of sewer capacity and a lack of funding to get the sewer capacity. This hits him personally because his family has been trying to sell their property for 20 years. For 18 years they dealt with the MAP Act, which has been deemed unconstitutional. Now that the highway is being built they are dealing with another problem. They've been under contract several times, but the Town not deciding how this area should look has been an obstacle. Now the land is under contract but the developer cannot make traction with the town. There is a sewer capacity problem, which isn't due to be upgraded until '27 or '28. He is afraid that that will keep his land in limbo unfairly for five to seven years. He asked that they meet with all the people who have interest in the problem and come up with a solution and / or funding.

Mayor Mayefskie closed the public hearing.

Council member McGrath said that the comment was brought up about this being proscriptive, and he clarified that his intent was to make sure we didn't do something that would prevent getting the needed infrastructure. We have had a development that was denied because the developer didn't want to provide the needed infrastructure. We do have infrastructure challenges. With that in mind, he asked Mr. Ryan to remind people that this is land use, and is intended to be descriptive, not proscriptive. Any individual zoning request would be considered individually to see how closely it matches the intended use.

Mr. Ryan said that was correct. The Plan is a visionary statement. It doesn't say that you must do "ABC" to do that, but it gives Council a structure to evaluate projects. The reason for subareas was to avoid locking down uses on particular pieces of property. It is written clearly in the plan that this is a guide to allow Council to evaluate proposals on a case-by-case basis. There are targets, which keep us monitoring our progress. If we do not meet them, it gives us an opportunity to reflect on whether those targets work for us still.

Council member Wolff said just so all residents know, Council is not unaware of sewer capacity issues. We talk about it weekly and would like to move as quickly as possible. There are two issues on this specific parcel. One is our overall capacity, and the other is the process of providing sewer out to that site because there is no sewer line directly there. This is not a problem we are ignoring, we are pushing as hard as we can towards that. He said the plan is not proscriptive. Projects are judged on a case by case basis, but there is no point in having this process if we aren't going to use the product. We all believe in this plan. This is an incredibly important strategic part of the town. We do these small area studies because when you develop without a plan you get disjointed development that does not provide the residents with the best possible value for their land and quality of life for residents. Finally, to those who are looking to develop their land, he said he understands their frustration. But we needed to wait for this process to be complete. Now we have a plan and he encourages everyone looking in this area to work with the Town's Development Team. They are excellent and will guide you every step of the way.

Council member Forrest said that for the developer side of the house, phased processes are a possibility. You may not get it as fast as you want, but you can start with one piece and continue as the infrastructure is there. Development Services would be happy to work with developers on a phased plan.

MPT Berry said that from a history standpoint, in 2019 this was an area the Town identified as needing a separate small area study. What we are considering tonight is not that different from what was in the Comprehensive Plan of 2019. There are some changes, but not a large departure

from the 2019 plan. It is an important area of the Town. The plan went through a number of changes, with lots of stakeholder and community feedback. The Council has been clear in our belief in mixed-use and the types of use we want to see in this area. The Turnpike Authority has said repeatedly that this will be the busiest interchange along 540. This is a big opportunity for the Town and we want to get it right. He said he thinks this plan is the right one to get us there. Now we have a vision and will continue to engage with development partners on this. He said that one of the frustrating factors is that the plan output may not reflect any individual proposal. And we cautioned about this in every meeting, saying we do not want to see any development plans until we get the plan complete. But now we have a vision and he hopes we can find partners to work with to establish this vision going forward.

Action: Motion to adopt Resolution 22-37 adopting the statement of compatibility and approving the Comprehensive Plan Amendment.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

A copy of Resolution 22-37 is attached to these minutes.

14. Goodwin Major Subdivision 22-MAS-03

Sean Ryan, Development Services, said that the applicant in this matter was unable to be present tonight due to illness and requested that Council postpone the public hearing until their January meeting.

Action: Motion to open the public hearing and continue to January 17, 2023.

Motion by: Wolff

Second by: Forrest

Vote: unanimous

NEW BUSINESS

15. Holly Springs Road Widening (Central) Design Contract Amendment

Aaron Levitt, Utilities and Infrastructure, said this item was to provide a project update on the Holly Springs Road Widening – Central project and request approval for a design completion contract amendment. He showed the location on Holly Springs Road from Flint Point Lane to Main Street, how it connects to the East and West projects, and the order in which the projects were commenced. Holly Springs Road Widening - East is under construction and should be complete in about two years. The Central section is what we are discussing tonight. The West Section is being worked on with design consultants and should come back to Council next year.

Mr. Levitt showed the existing conditions on parts of Holly Springs Road and the proposed cross section and design. He said this should double the capacity of Holly Springs Road. He said that the design began for this project in 2018, but was paused when NCDOT had a spending freeze that halted the project in mid-2020. Council indicated that they wanted to resume work on this project and design will be completed in 2023. Right of way acquisition is expected to begin in January 2023 and continue through mid-2024, with construction starting in mid-2024 and being completed in 2026. He said that next steps include completing final design plans, continued public outreach, right-of-way acquisition, and advertising for construction bids.

Mr. Levitt said that because the Central section was designed to be completed first there may be some “match” problems but staff will work with CAMPO to try to alleviate those problems.

Council member McGrath asked about the additional right of way acquisition and asked why the wide median was required, as that might require we purchase additional property. He also asked if there was any latitude to limit the median width. Mr. Levitt said we are trying to take a

fresh look at how we do things. This is a DOT road and they have very specific requirements. The median is there to allow the construction of a turn lane. But that is a good suggestion and he will look into it.

Council member Forrest said that Holly Springs has a big traffic problem. He asked if there were any functions that can happen in parallel to speed up construction. Tim Athy, Utilities & Infrastructure, said that staff always looks at ways to speed up the process and see if there are ways to work two or more processes at the same time. The issue is that we are receiving federal funds. That means we have to produce the product, plans, environmental documents, etc. in the DOT's order. It is a very strict process. There are minor ways to speed things up, like starting public outreach and speaking to property owners about rights-of-way while we are getting things ready. Chad Beck with Kimley Horn said there are ways that we can jump ahead, but there is some risk with that. If you get too far ahead with one spot you may have to go back and redo to make it match another part of the project. Randy Harrington, Town Manager, said that we have a lot of great partners to work with on a road project like this. And we are dependent upon partners' timelines, - utilities etc. – to get things done. Mr. Levitt said that on the Holly Springs Rd. East project they were able to speed some things up, and as the project continues staff would keep their eyes open for those opportunities.

Action 1: Motion to approve total project design budget of \$425,000 (including contingency.)

Motion by: McGrath

Second by: Forrest

Vote: unanimous

Action 2: Motion to award and authorize the Town Manager to sign and execute the Kimley-Horn design contract in the amount of \$386,200.

Motion by: McGrath

Second by: Berry

Vote: unanimous

16. 2023 Local, State, and Federal Legislative Agenda

Mayor Pro Tem Berry and Council member Aaron Wolff, members of the Council's Legislative Action Committee, presented a proposed list of advocacy priority areas to Council at the workshop. This item is for formal adoption of that legislative agenda. MPT Berry said that at the county level the priorities were to reduce landfill malodors and to explore partnerships for expansion of workforce housing. He said that much progress has been made on the landfill issue, but they want to keep that momentum. The affordable housing piece was to explore the many programs that the County has to get our fair share of the tax dollars there spent in Holly Springs.

At the state level, MPT Berry said the priorities were to find funding partnerships for water/wastewater/reuse infrastructure projects, to preserve local authority, and to support investment in transportation infrastructure. He said that one of the barriers to getting these water infrastructure projects done is money. He invited interested parties in the NE Gateway area to join them in seeking funding. He said that in NC the state tells municipalities what they can and can not do, and we need to partner with our representatives in the General Assembly to get things done.

And at the federal level, MPT Berry said the goals were to pursue funding partnerships for water/wastewater/reuse infrastructure and to seek investment in the US Post Office facility in Holly Springs. The water/wastewater piece is a huge project and we want to explore all possible funding. The Post Office facility is inadequate for the size of Holly Springs. Even if we cannot get a new facility they will advocate for a kiosk.

Council member Wolff said this was the third iteration of this agenda. He is not sure many municipalities our size use this. Sen Batch said we were easy to work with, and this is one of the

reasons for that. There is a lot of work involved in this, including many meetings with other governmental representatives. But it really makes a difference to the Town. And he said he was excited about meeting with each of our legislative representatives in 2023.

Council member McGrath said he agreed that the Post Office was woefully small for what we need.

Action: Motion to adopt the Town Council's 2023 Legislative Agenda.

Motion by: Forrest

Second by: McGrath

Vote: unanimous

RECOGNITION

17. Recognition of Council Member Bennett

Mayor Mayefskie recognized outgoing Council member Kristi Bennett for her year of service to the Town, and presented some tokens of the Town's appreciation. CM Bennett said a few words about her time serving the Town.

OTHER BUSINESS

Mayor Mayefskie said that over the past month he has received a lot of emails about speeding and about trash around town. He said he wanted residents to know that he heard them and asked that people slow down and put trash in its proper place.

18. Discussion of the Open Council Seat

Mayor Mayefskie said he checked with the UNC School of Government and was told that there were two ways forward – nominate and vote, or appointments. He asked for clarification from John Schifano, Town Attorney on what the statutes say.

Mr. Schifano said that the general statute does not specifically describe how Council is to appoint someone. It just says that the Council shall appoint a successor. It doesn't say how to do it, other than choosing someone who would otherwise be eligible to hold office: lives in the corporate limits of the town, is registered to vote, and is not a felon. You can have an application process, or you can just pick someone. It has been done both ways in Holly Springs in the past. Historically, Councils have chosen someone from one of its subservient boards – Board of Adjustment, Planning Board, Parks and Recreation Committee, or Tree Advisory Committee. He clarified that this appointed person would not fill the remainder of Ms. Bennett's term but only until the next election, at which time the voters would choose a two-year replacement. He said he spoke with the Board of Election Supervisor who said that the ballot in 2023 would have two 4-year seats and one 2-year seat on it and candidates would have to choose which seat to run for when they file. But a candidate for one seat could be written in for the other seat. They just can't run for both. We will need to get the word out on how that works when the time comes.

Mayor Mayefskie said he received several emails from people asking to be considered.

Council member Wolff said he asked staff to look into what Apex and Cary were doing. And he learned that Fuquay-Varina also has a vacancy. He said we have to recognize that appointing someone to this position is about the least democratic thing we do as a Council. It is therefore important to do it as transparently as possible, and with as much public input as we can manage. Cary and Apex are using a similar process where applications are received and made public, the public can comment on those applications, and then the finalists are being interviewed publically. So the public gets as much input as possible. Our public deserves to know who is representing them and have some input. We talked about getting someone in time for the retreat in February. And that would be ideal, but he doesn't think we should rush it. We need to make the right decision. If the timeline can be managed so that that happens, great. But that should not prohibit us from being as thorough as possible with our due diligence.

Council member McGrath said it is a challenge, just like we go through with our advisory board appointments. Some of those people give us resumes and some just short emails. We have gotten interest from a swath of people in town to serve for one year. To each of them he said "I will evaluate individuals who have expressed interest in the ensuing days. As this will only be an appointment until the next election, my primary criteria will likely focus on what the electorate considered in the election just a year ago when they elected Council woman Bennett." He said that the electorate at that time told us what values and philosophy they wanted. He thinks "undemocratic" would be to reverse an election from a year ago and place someone who doesn't mirror Ms. Bennett. He said we have public input occurring and it was stated 12-13 months ago. There will be an opportunity next year for the voters to be heard again.

Council member Forrest said he ran at the same time as Ms. Bennett. He said that Council member McGrath hit on many things. He said that they have a short timeline. After the retreat it will only be 9 months until the election. After the next election the town will speak again. He said he wants someone appointed sooner rather than later. He said that Holly Springs is under a different kind of pressure than Apex and Cary. He said that when he looks at former Council member Bennett, he sees her family values, a humble servant, and integrated into parts of the community that he is not. He said she had an understanding of government that was multi-disciplinary. He said he believes Council needs its fifth member sooner rather than later. Someone on a current board or committee is necessary. They have a proven record in the spotlight already.

Action: Motion to nominate Danielle Hewetson, to the Holly Springs Town Council open seat replacing Kristi Bennett. She is currently serving on the Board of Adjustment.

Motion by: Forrest

Second by: Berry

MPT Berry said, before they vote, he wanted to say that this wasn't perfect no matter how you do it. But we have a robust process in evaluating our board positions. We have a "good bench" of people who have been vetted and stated an interest. He said he received a half dozen expressions of interest in the past week, and the majority were from those boards. He has reviewed each of them and responded to them. He is thankful for the people serving on the board to give them a good bench to pull from. He could argue that 1-year term is a good thing or a bad thing. It is going to be confusing for the voters. He said he doesn't think waiting does the Council any favors. He doesn't want a long drawn out process, and if they have the right candidate he is ready to move forward.

Council member Wolff said he would also like to speak before a vote was taken. He said he was absolutely gob smacked. He said they have not discussed this a group, or at least no one in the group has included him in any discussions. He said he hadn't had a chance to sit down with Ms. Hewetson. He asked if anyone in the audience knew anything about her. (The response was negative.) He said that the notion the Town will be at a disadvantage by going through a thorough due diligence process to choose who will represent residents for a year is ludicrous. But not quite as ludicrous as having the hubris to think that we as five people could decide why people voted for Kristi Bennett. It is an absurd assumption to think that we can say what values they saw in her that made them vote for her. The fact that we aren't even going through a process where we announce the seat and allow people to email us, but only considering those who have emailed over the last week? He's said he was fully in favor of only considering someone who serves on a board or who had served on a board. He can think of at least two people, off the top of his head, who are more qualified than Danielle Hewetson, and he would love to make the case for them and allow the residents to hear about them. But there have been no open discussions. This is undemocratic. Instead of doing everything to make sure that we do the next best thing to the people voting, we're going to make a motion, seven days after the resignation with no discussion? It is a disrespect to our residents.

Council member McGrath said that was hyperbole. And then he asked for Council member Wolff's suggested process, as long as it was not the same as Apex or Cary's process.

Council member Wolff asked for the clerk to do a one- or two-week application process. Collect resumes. Take a week to review them. Each Council member and the Mayor can choose their top five candidates, scored 1 through 5. Then the top five candidates will sit down for interviews the next week, and we choose someone a month from now. It's a four-week process. We might even get someone before the retreat. But the notion that this has to be rushed - we functioned as a board of five people, when Council member McGrath was not able to vote for a year when he was in Germany. We can do it again for four weeks.

Council member McGrath asked if he was suggesting a process close to the Board selections. Council member Wolff said it would be more thorough than that process. They discussed the various ways they have made board selections in the past. MPT Berry said other boards have made a mockery of the process. Council member Wolff said he was glad not to have to defend other boards' processes and hoped he wouldn't have to defend theirs.

Council member McGrath said he was happy to consider moving forward with a process similar to the selection of the board members. MPT Berry asked if Council member Forrest wanted to reconsider his motion and he said he didn't. MPT Berry said he was happy to go with the pleasure of the board, but did not think a long drawn out process was necessary. Council member Forrest said he didn't want a long process either. Council member McGrath said he would be happy to talk to any of the candidates about how they represent what the electorate elected Ms. Bennett to do. He would like to have a process, short enough to appoint someone on January 17th. Council member Wolff said that was a minimum amount of time to make this decision. Mayor Mayefskie asked Council member Forrest if he wanted to amend his motion. Council member Forrest said he could amend the motion.

Mayor Mayefskie said what he was hearing was that an expedited process with applications with the decision made on January 17th seemed to be what was preferred. Council member Wolff suggested a 2-week application period and a 2-week review period. This would be asking people to do this during Christmas and New Year's. It gives us time to meet with applicants and narrow our list down. If that is OK with the board, he suggests that it be open to public comment on January 17th so that the voters have an opportunity to speak within the rules set out for public comment.

Mayor Mayefskie asked the Town Attorney if appointments had been opened up for public comment in the past. John Schifano said that to his recollection it has not been done here before. He cautioned Council to meet with candidates one on one to avoid an illegal meeting. Council member Wolff said he was OK with removing that requirement because people could speak at public comment on any subject. He asked about email correspondence following the open meetings law. Mr. Schifano said that email was different from a meeting, as it's not exactly instantaneous. But they need to avoid instantaneous conversation or it becomes more of a meeting.

Mayor Mayefskie asked the Clerk to repeat back the process they were agreeing on. Ms. McKinney said it would be a two-week application period, with applications sent to the Clerk's office. Those would then be sent to Council who would have two weeks to review potential candidates before discussing candidates and making a decision on January 17th. Council agreed that was the process they were discussing.

Randy Harrington, Town Manager, asked if they had any core questions to be on the application. Council member Wolff added the condition that they not be related to a town employee, because of the Town's nepotism policy. He would also add a condition requiring current or former service on a board or committee. Council member McGrath said the same questions as are asked of applicants for Board of Adjustment or Planning Board.

Council member Forrest asked if staff could get someone up to speed by the retreat if they were appointed on January 17th. Mr. Harrington said that whatever timeline Council chooses, staff will make sure the new person is up to speed.

Council member Forrest said he wanted to vote. MPT Berry asked what would happen if there was a tie. Mr. Schifano said the second could be withdrawn, and it would have to be seconded by someone else. But that if there was a tie, the Mayor would have to break it. MPT Berry said he was prepared to vote on it, but he did not think that this could end with the Mayor breaking the tie, at which point Council member Forrest amended his motion.

Mr. Schifano clarified that he was amending his motion to follow the procedure outlined by the Clerk. He said he was. Mr. Schifano asked if MPT would second that motion. He said he would not. Council member Wolff seconded the motion.

Action: Motion to direct the Clerk to advertise for applicants to fill the portion of Kristi Bennett's term until the next municipal election. The application period to last two weeks, with applications forwarded to Council for a two-week review, followed by discussion and a decision at the January 17, 2023 Council meeting.

Motion by: Forrest

Second by: Wolff

Vote:

Aye: Wolff, Berry, McGrath, Forrest

Nay: none

The motion passed.

MANAGER'S REPORT

Randy Harrington, Town Manager, said in 2021 NC General Assembly designated 2023 as the Year of the Trail. We will start on January 1st with NC First Day Outdoors, with a guided walk on the Oak Leaf Greenway. Meet at Oakview Elementary at 9:00 am. Coffee and Hot Chocolate provided at the end of the trail. MLK Day of Service will be January 18th and will involve mulching the trail at Bass Lake Park. You must register so there are enough supplies. There is more information on the website. Also we will be making valentine cards for Seniors No registration is required for this event. The Holly Springs Police Department will help deliver those.

He wished the Mayor and Council a safe and relaxing holiday.

CLOSED SESSION: The Council entered into closed session, pursuant to N.C.G.S. 143-318.11(a)(3) to discuss *Meritage v. Town of Holly Springs* with the Town Attorney.

Motion by: Wolff

Second by: Forrest

Vote: Unanimous

Motion to seal the closed session minutes and leave closed session was made by Council member McGrath, seconded by Forrest and passed with a unanimous vote.

Council signed the audit letter.

Adjournment: Council member McGrath made a motion to adjourn at 9:45 pm. It was seconded by MPT Berry and passed with a unanimous vote.

Respectfully Submitted on Tuesday, January 17, 2023.



Linda C. McKinney, Town Clerk

Addenda pages as referenced in these minutes follow and are a part of the official record.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Consent Agenda

Title: Municipal Concurrence for Speed Limit on Honeycutt Road

Strategic Priority Area: Safe & Friendly

Staff Resource: Dirk Siebenbrodt, Utilities and Infrastructure

Action(s):

Adopt Ordinance 23-01, repealing Ordinance 21-13 to allow NCDOT to declare lower speed limits for the road and the school zone in front of Buckhorn Elementary School.

Explanation:

- The governing body of the Town of Holly Springs is authorized pursuant to Article 8 of Chapter 160A of the NC General Statutes to enact ordinances such as speed regulation in order to protect the health, safety, and welfare of the citizens of Holly Springs and the motoring public.
- Based on analysis from traffic and engineering and in their professional opinion, a speed limit below 45 MPH is requested.
- Honeycutt Road (SR 1126) is an NCDOT road and the NCDOT Traffic Division has requested a concurring ordinance from the Town to set new speed limits.
- NCDOT has requested repeal of Ordinance 21-13 and adoption of Ordinance 23-01 in order to declare a speed limit of 25 mph within the school zone in front of Buckhorn Elementary, and 35 mph outside of the school zone.
- Once Ordinance 23-01 is adopted, NCDOT will draft a concurring ordinance setting the new speed limits.

Background:

- Council adopted Ordinance 21-13 on March 16, 2021, declaring speed limits of 45 mph outside of the school zone and 35 mph within the school zone on Honeycutt Road.
- Since that time, it has been determined that the speed limits need to be lowered to 35 mph and 25 mph within the school zone to improve pedestrian safety in the area.

Funding Source(s):

N/A

Attachment(s):

1. Ordinance 21-13 Speed limits on Honeycutt Rd
2. municipal concurrence package
3. Ordinance 23-01 Setting Speed Limits on Honeycutt Road



THE TOWN OF

Holly Springs

Ordinance Number: 21-13

Date Adopted: March 16, 2021

Effective Date: March 16, 2021

**AN ORDINANCE Establishing Speed Limit of 45 MPH on SR 1126, Honeycutt Road,
between Cass Hold Road and Piney Grove Wilbon Road,
and Establishing a Reduced Speed Limit of 35 MPH for the School Zone of Buckhorn
Elementary School**

WHEREAS, the governing body of the Town of Holly Springs is authorized pursuant to Article 8 of Chapter 160A of the North Carolina General Statutes to enact ordinances such as speed regulation in order to protect the health, safety, and welfare of the citizens of Holly Springs and the motoring public in the area; and,

WHEREAS, a state-controlled road known as Honeycutt Road (SR1126) currently has no posted speed limit outside of the school zone; and

WHEREAS, a state-controlled road known as Honeycutt Road (SR1126) serves Buckhorn Elementary School; and,

WHEREAS, the Town Council and Staff are of the opinion based on traffic and engineering analysis of this area that the speed limit should be set at 45MPH outside of the school zone; and

WHEREAS, the establishment of a school zone in front of the school to 35 MPH during the times school is in session is reasonable and prudent and in the best interests of the motoring and pedestrian public of Holly Springs; and,

WHEREAS, the Town Council and Staff are of the opinion based on traffic and engineering analysis of this area that the speed limits should be established as set forth below.

PART I:

1. A speed limit of 45 MPH shall be established on SR 1126 (Honeycutt Rd.) between SR 1116 (Cass Holt Road) to SR 1101 (Piney Grove Wilbon Road).
2. A School Zone shall be established and a 35 MPH speed limit set in the following area:
 - a. From a point between 0.37 miles west of SR 1101 (Piney Grove Wilbon Rd.) and 0.05 miles west of SR 1101 (Piney Grove Wilbon Rd.) in effect from 30 minutes before to 30 minutes after school begins and ends on school days only.

PART II: EFFECTIVE DATE. This ordinance shall become effective upon adoption.

PART III: ADOPTION CERTIFICATION. I hereby certify that this is a true and correct copy of the speed limit ordinance as adopted by the TOWN COUNCIL of the TOWN OF HOLLY SPRINGS, North Carolina, on the 16th day of March, 2021.

WITNESS my hand and the official seal of Town of Holly Springs, this the 16th day of March,
2021

Attested to:



Dick Sears, Mayor

Linda McKinney, Town Clerk

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1079696

Division: 5 **County:** WAKE

Municipality HOLLY SPRINGS

Type: Municipal Speed Zones

Road: SR 1126

Car: 45 MPH

Truck: 45 MPH

Description: On SR 1126(Honeycutt Rd) between SR 1116(Cass Holt Rd) and SR 1101(Piney Grove Wilbon Rd).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

NCDOT TEAAS Ordinance Report

Approval Status: D - division approval pending, R - region approval pending, S - state approval pending, A - approved
 Repeal Status: D - division repeal pending, R - region repeal pending, S - state repeal pending, C - repealed.

Ordinance Type Municipal Speed Zones

County	WAKE	Division	5	Old Ordinance Number		Effective Date	8/6/2021	Repealed Date	
Municipality	HOLLY SPRINGS	Ordinance Number	1079696			Approval Status	A	Repeal Status	D
Route	SR 1126	Car Speed Limit	45	Truck Speed Limit	45				
Construction Project Number		Begin Milepost	0.871	End Milepost	0				
Intersecting Route / Begin Reference Feature	SR 1116	End Reference Feature	SR 1101						
Justification	Town of Holly Springs Request, Development								

Description On SR 1126 (Honeycutt Rd) between SR 1116 (Cass Holt Rd) and SR 1101 (Piney Grove Wilbon Rd) .

Long Description



**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1079697

Division: 5 **County:** WAKE

Municipality HOLLY SPRINGS

Type: School Speed Zone - Municipal

Road: SR 1126

Car: 35 MPH

Truck: 35 MPH

Description: On SR 1126(Honeycutt Rd) between 0.37 mile west of SR 1101(Piney Grove Wilbon Rd) and 0.05 mile west of SR 1101(Piney Grove Wilbon Rd). (Buckhorn Creek Elementary, in effect from 30 minutes before to 30 minutes after school begins and ends on school days only.)

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

NCDOT TEAAS Ordinance Report

Approval Status: D - division approval pending, R - region approval pending, S - state approval pending, A - approved
 Repeal Status: D - division repeal pending, R - region repeal pending, S - state repeal pending, C - repealed.

Ordinance Type School Speed Zone - Municipal									
County	WAKE	Division	5	Old Ordinance Number					
Municipality	HOLLY SPRINGS	Ordinance Number	1079697	Effective Date	6/11/2021	Repealed Date			
Route	SR 1126	Car Speed Limit	35	Truck Speed Limit	35	Approval Status	A	Repeal Status	D
Construction Project Number		Begin Milepost	0.37	End Milepost	0.05				
Intersecting Route / Begin Reference Feature	SR 1101	End Reference Feature	SR 1101						
Justification	Town of Holly Springs Request								

Description On SR 1126 (Honeycutt Rd) between 0.37 mile west of SR 1101 (Piney Grove Wilbon Rd) and 0.05 mile west of SR 1101 (Piney Grove Wilbon Rd). (Buckhorn Creek Elementary, in effect from 30 minutes before to 30 minutes after school begins and ends on school days only.)

Long Description





Ordinance No. 23-01

Date Submitted: January 17, 2023

Date Adopted:

AN ORDINANCE REPEALING ORDINANCE 21-13 AND ESTABLISHING SPEED LIMITS OF 35 MPH ON SR 1126, HONEYCUTT RD., BETWEEN CASS HOLT RD. AND PINEY GROVE WILBON RD., AND ESTABLISHING A REDUCED SPEED LIMIT OF 25 MPS FOR THE SCHOOL ZONE OF BUCKHORN ELEMENTARY SCHOOL

WHEREAS, the governing body of the Town of Holly Springs is authorized pursuant to Article 8 of Chapter 160A of the North Carolina General Statutes to enact ordinances such as speed regulation in order to protect the health, safety, and welfare of the citizens of Holly Springs and the motoring public in the area; and,

WHEREAS, in March 2021 the Town Council adopted Ordinance 21-13 establishing a speed limit of 45 mph on SR 1126, Honeycutt Rd., between Cass Holt Road and Piney Grove Wilbon Road, and establishing a reduced speed limit of 35 mph for the school zone of Buckhorn Elementary School; and,

WHEREAS, the Town Council and staff, as well as the NC Department of Transportation, as of the opinion, based on traffic and engineering analysis of this area that the speed limits should be lowered as set forth below,

NOW THEREFORE, BE IT ORDAINED by the Holly Springs Town Council of the Town of Holly Springs, North Carolina, that Ordinance 21-13 is repealed and replaced by the following:

Part 1:

1. A speed limit of 35 MPH shall be established on SR 1126 (Honeycutt Rd.) from SR 1116 (Cass Holt Road) to SR 1101 (Piney Grove Wilbon Road).
2. A School Zone shall be established and a 25 MPH speed limit set in the following area:
 - a. From a point between 0.37 miles west of SR 1101 (Piney Grove Wilbon Road) and 0.05 miles west of SR 1101 (Piney Grove Wilbon Road) in effect from 30 minutes before to 30 minutes after school begins and ends on school days only.

Part 2: REPEAL OF CONFLICTING ORDINANCES

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

Part 3: SEVERABILITY

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

Part 4: INCLUSION IN CODE

It is the intention of the Town Council entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Town Code of Ordinances 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 upon adoption.

Adopted this, the 17th day of January 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Consent Agenda

Title: Voluntary Annexation for 4200 Beech Creek Court

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Bronwyn Bishop, Development Services

Action(s):

Adopt Resolution 23-03 directing the Town Clerk to investigate the sufficiency of annexation petition A22-05 and setting the public hearing for February 21, 2023.

Explanation:

- The Town has received a petition for voluntary annexation of +/- 0.72 acres located at 4200 Beech Creek Court.
- The owners of the property are Collin Silverthorne and Carly Stoffel.
- Annexation is requested in order to connect to Town water.
- Staff requested feedback from all departments and there were no issues with this annexation.
- The requested action is to set the public hearing, and to verify that the petition meets the statutory requirements for annexation.

Background:

- Pursuant to NCGS § 160A-31(c), Council is required, upon receiving a petition for annexation, "to cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation and to fix a date for a public hearing on the question of the annexation."

Funding Source(s):

N/A

Attachment(s):

1. 23-03 Resolution of Sufficiency 4200 Beech Creek Ct
2. A22-05 map



Resolution No.: 23-03

Date Adopted: January 17, 2023

Annexation No.: A22-05

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

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

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

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

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

Legal Description for Voluntary Annexation

A certain parcel of land, situated in Holly Springs Township, Wake County, State of North Carolina, recorded in Deed Book 18913, Page 1950, in the Wake County Registry, and more particularly described as follows:

Commencing at North Carolina Geodetic Monument "Shore" NAD 83 (2011) published coordinates of Northing 690399.63 and Easting 2058875.60 US feet; thence, N39°57'48"E, 8121.15 feet to an iron pipe, said iron pipe being the southeast corner of lot 1 (BM 2016 PG 741) along the north Right-of-Way of Optimist Farm Road, Holly Springs, North Carolina, said point being an iron pipe, and being the Point and Place of **BEGINNING**. Thence from said point along the north Right-of-Way of Optimist Farm Road, N85°57'04"W, 45.42 feet to an iron pipe; thence from said iron pipe, continuing along the north Right-of-Way of Optimist Farm Road, N89°32'44"W, 51.85 feet to an iron pipe; thence from said iron pipe, continuing along the north Right-of-Way of Optimist Farm Road, S88°23'58"W, 36.13 feet to an iron pipe; thence from said iron pipe, continuing along the north Right-of-Way of Optimist Farm Road, N78°47'54"W, 29.21 feet to an iron pipe at the southeast intersection of Optimist Farm Road and Beech Creek Court; thence from said iron pipe along a curve to the right, N45°20'00"W, a chord distance of 32.51 feet with a radius of 24.96 feet to an iron pipe, a point in the east Right-of-Way of Beech Creek Court; thence from said iron pipe, along the east Right-of-Way of Beech Creek Court, N04°05'00"W, 122.81 feet to an iron pipe, a common corner with lot 2 (BM 2016 PG 741); thence from said iron pipe, along the south lot line of lot 2, a common lot line with lot 1, N81°34'38"E, 274.78 feet to an iron pipe, the southeast corner of lot 2 and a common corner with lot 1 and a point along the west Sunset Oaks Association, Inc. property (BM 2004 PG 2240); thence from said iron pipe, along the west property line

of Sunset Oaks Association, Inc. property, a common property line with lot 1, S59°07'41"W, 108.64 feet to an iron pipe; thence from said iron pipe, continuing along the west Sunset Oaks Association, Inc. property, a common property line with lot 1, S06°17'53E, 139.04 feet to an iron pipe and being the Point and Place of **BEGINNING** containing 31,163 square feet and 0.72 acres.

Said property contain .72 acres more or less.

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

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, February 21, 2023.

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

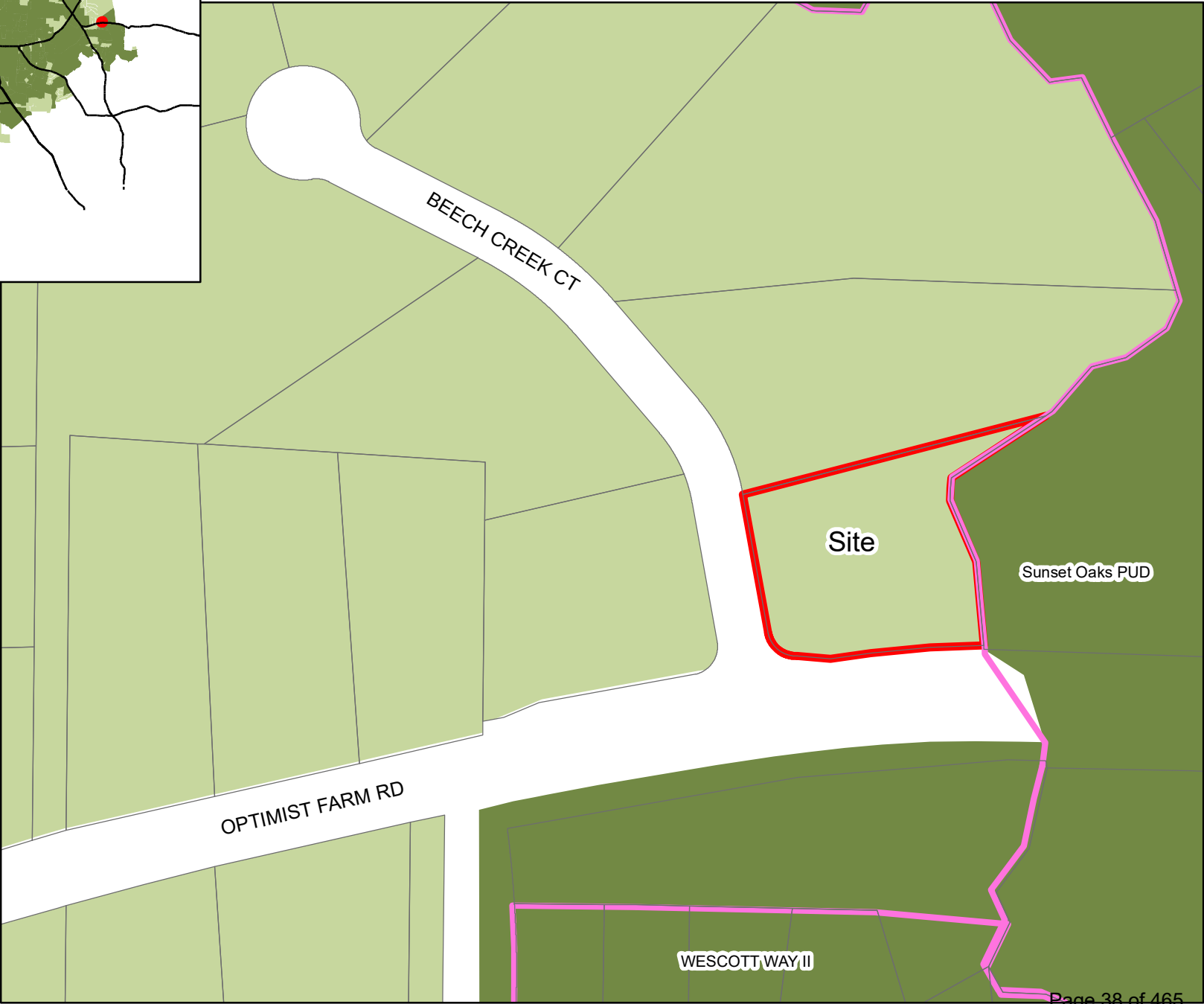
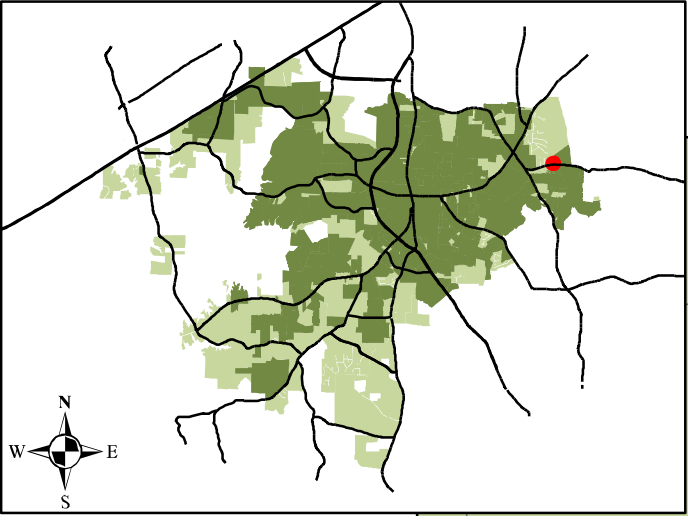
Adopted this, the 17th day of January, 2023.

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney
Town Clerk





- Legend**
- Subdivisions
 - Annexation Property Site
 - Town Limits
 - ETJ
 - Short Range Urban Service Area



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Personnel Policy Updates - Acting Assignment Pay and Transfer of Sick Leave from Previous Employer

Strategic Priority Area: Organizational Excellence

Staff Resource: Jaime Joyner, Director, Human Resources

Action(s):

Amend Town Personnel Policy Article III, Section 18 Acting Assignment and Pay and Article VII, Section 13 Transfer of Sick Leave from Previous Employer

Explanation:

- Two amendments to the personnel policy are recommended to address interim (Acting Assignment Pay) pay when a department director is appointed by the Town Manager to lead two departments and to enhance recruitment and reduce administrative inefficiencies in the transfer of eligible sick leave.
- Acting Assignment and Pay:
 - Currently, town policy only allows for a pay increase if an employee is performing duties that are classified at a higher level. This does not take into account if a department director that is classified as the same level as another director is the acting director for both departments.
 - In addition, the current policy limits the acting pay to 5% or to the minimum of the higher classified positions.
 - This change will allow flexibility whenever extenuating circumstances exist that warrant more than a 5% temporary pay increase for the increased work responsibilities.
- Transfer of Sick Leave from Previous Employer:
 - It is common practice for municipalities and counties that participate in the NC Local Government Retirement System to accept the sick leave balance of employees once they transfer and begin employment with another local government.
 - Currently, the Town has a two-step process for this transfer. A partial leave balance is accrued after the completion of the new employee's probationary period and the remaining balance after the completion of one year of service. This two-step process creates unnecessary administrative burden and can sometimes become a recruitment concern for prospective employees.
 - The ability to transfer earned sick leave balance can be used as an effective recruitment tool for towns, cities, and counties. The ability to transfer the full balance upon hire is an incentive to attract candidates with local or state government experience.
 - This recommended practice is used by other local governments across North

Carolina.

Background:

- The Town's Personnel Policy outlines the Town's practices and philosophies related to the administration of personnel matters across the organization.

Funding Source(s):

N/A

Attachment(s):

1. Acting Assignment and Pay and Sick Leave Transfer

Section 18. ~~Pay for Acting in a Higher Level Classification~~ Acting Assignment and Pay

An employee who is formally designated to perform the duties of a position that is assigned to a higher salary grade than that of the employee's regular classification, ~~or a Department Director assuming the duties of two departments~~, for a period of 30 days or more shall receive an increase for the duration of the "Acting" assignment. The employee shall receive a salary adjustment ~~to the minimum level of the job in which the employee is acting or an increase of at least 5%, whichever is greater~~, upon the start of the assignment. The relative qualifications of other employees in the same or similar classification will be taken into account. ~~The salary and relative qualifications of other employees in the same or similar classification will be taken into account.~~ The salary increase shall be temporary and upon completion of the assignment, the employee shall go back to the salary he or she would have had if not assigned to the "Acting" role, taking into account any increases the employee would have received if he/she had not been placed in the "Acting" role.

Section 13. Transfer of Sick Leave from Previous Employer

~~Employees hired or re-employed into a position with benefits after February 1, 2023, may transfer to the Town hour-for-hour their unused sick leave accumulated from their previous employer, if that employer participates in the North Carolina Retirement System,~~

~~The Town will accept initial sick leave balances up to (240 hours) from a previous employer when the previous employer is covered by the State or Local Government Retirement System and the employee did not withdraw accumulated contributions from that employer when leaving employment. The sick leave will be treated as though it were earned with the Town of Holly Springs. The transfer of sick leave is contingent upon the employee having no longer than a one-year break in the Retirement System and Human Resources receiving sick leave verification directly from the previous employer. The sick leave amount must be certified by the previous employer and it is the employee's responsibility to provide documentation from their previous employer within three (3) months of employment. Sick leave accepted by the Town as transferred in can be used by employees pursuant to this Personnel Policy in the same manner as sick leave earned, and the cumulative balance of transferred and earned sick leave is eligible to be reported to the Retirement System at the time of retirement. Transferred sick leave will be credited to the employee upon completion of the probationary period. Additional sick leave amounts over 240 hours may be credited to the employee's sick leave balance after 1 year of service with Town Manager approval. Current employees with pending balances will be credited their remaining balances.~~



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 12.

Consent Agenda

Title: Resolution Endorsing NCDOT Paved Trails and Sidewalk Feasibility Study Grant Proposal

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Matt Beard, Parks & Recreation

Action(s):

Approve Resolution 23-01 Endorsing the North Carolina Department of Transportation's Paved Trails and Sidewalk Feasibility Study Grant Proposal for The Town of Holly Springs.

Explanation:

- On January 9, 2023, the Town of Holly Springs submitted a grant application for NCDOT's Paved Trails and Sidewalk Feasibility Study to assist in the planning of the Middle Creek - to - Camp Branch Greenway.
- If awarded, the program will perform a feasibility study to look at the design corridor that the Town has selected for an off-street greenway set to connect the neighborhoods of Creekside, Wescott, Sunset Oaks, and Brackenridge to the proposed Town of Cary Greenway located adjacent to the Westlake neighborhood.
- The greenway is identified in the Town's Comprehensive Transportation Plan, the Parks, Recreation and Greenways Master Plan and supports the growth of a regional greenway network consistent with the 2018 Wake County Greenway Master Plan.
- The Town's grant proposal submittal has received the endorsement of the Capital Area Metropolitan Planning Organization (CAMPO), as well as the Triangle Greenways Council.
- A feasibility study will help narrow the scope of our future town greenway project, thus saving time and money by not researching and surveying locations that will not be impacted by the final greenway design.

Background:

- In July 2022, the North Carolina Department of Transportation (NCDOT) was allocated \$2 million in one-time funding from the North Carolina General Assembly to establish a Paved Trails Feasibility Study Program.
- The purpose of the Paved Trails and Sidewalk Feasibility Studies Grant Program is to improve the pipeline of bicycle and pedestrian projects accessing state and federal funding, resulting in successful implementation of projects led by communities prioritizing multimodal infrastructure.
- The Middle Creek - to - Camp Branch Greenway connection ranked among the top tier of priority greenway connections when evaluated based on the Town's greenway priority selection criteria.
- This is an application for state funds where a match can make an application more competitive. The Town is expecting to offer a match of 20%, which would be \$20,000 or

Town Council Business Meeting
January 17, 2023

less.

Funding Source(s):

FY 22-23 Parks & Greenway Development Community Investment Plan

Attachment(s):

1. 23-01 IMD Grant Submittal



Resolution No. 23-01

Date Adopted:

Effective Date:

**RESOLUTION ENDORSING THE NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION'S PAVED TRAILS AND SIDEWALK FEASIBILITY
STUDY GRANT PROPOSAL FOR THE TOWN OF HOLLY SPRINGS**

WHEREAS, the North Carolina Department of Transportation (NCDOT) Integrated Mobility Division has issued a call for projects for the Paved Trails and Sidewalk Feasibility Study Grant; and

WHEREAS, the proposed Middle Creek-to-Camp Branch Greenway is identified in the Town's Comprehensive Transportation Plan and Parks, Recreation and Greenways Master Plan; and

WHEREAS, the Town's proposal supports the growth of a regional Greenway network by connecting to the Town of Cary's future Greenways; and

WHEREAS, the Town's proposal is consistent with the 2018 Wake County Greenway Master Plan where it is shown as an important regional "Complete the System" Greenway segment; and

WHEREAS, the Town's proposal is consistent with Capital Area Metropolitan Planning Organization's goals and objectives which seek to "provide, manage and maintain a safe, efficient and sustainable transportation system for all modes, intended to serve all segments of the population" and "encourage walking, bicycling and transit options, integrated with motor vehicle transportation, by providing a transportation system that serves the public with mobility choices"; and

WHEREAS, the rules associated with the grant application require that Municipal Board ("Town Council") endorse the project submittal to the Integrated Mobility Division;

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

1. Holly Springs endorses the submittal of NCDOT Paved Trails and Sidewalks Feasibility Study Grant proposal for the Middle Creek-to-Camp Branch Greenway
2. This resolution shall take effect immediately.

Adopted by the Holly Springs Town Council on this, the ____ day of _____, 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 13.

Consent Agenda

Title: Purchase of a New Ladder Truck

Strategic Priority Area: Safe & Friendly
Organizational Excellence

Staff Resource: LeRoy Smith, Fire Chief

Action(s):

Approve budget amendment and authorize the Town Manager to enter into a contract with Fire Connections for the purchase of a Ladder Tower Truck in an amount not to exceed \$1,572,497.

Explanation:

- This purchase request is to replace a more than 20-year-old ladder truck with a 95' mid mount aerial platform (ladder apparatus). The current truck has been out of service for various repairs over 300 days the last 2 years. (Some of this down time is a result of the COVID-19 hampering of supplies and labor).
- The current ladder truck will remain in use as a reserve vehicle for the fire apparatus fleet. Having the current ladder truck remain as a reserve truck will allow service consistency when one of the front line ladders is out of service for maintenance or repairs. A reserve ladder truck will add to our NC Department of Insurance (NCDOI) ratings.
- The build time for this truck is estimated to be just under two years (this number is expected to fluctuate as supply line issues hopefully begin to return to normal).

Background:

- Town Council approved \$1,500,000 in anticipated installment financing for the fiscal year 2022-23 operating budget for a fire ladder truck replacement. The low bid came in at \$1,572,497. Staff recommends increasing the financing total amount by \$72,497.
- In the original bid, four bids were received and all were rejected due to being over \$1,500,000. After modifications to truck specifications, it was rebid and three bids were received, with the low being \$1,572,497.

Funding Source(s):

- General Fund - Installment Financing

Attachment(s):

1. Holly Springs Bid Specs 1-6-23
2. HOLY SPRINGS - FCI PURCHASE AGREEMENT
3. FY23 Budget Amendment Form - Ladder Truck

Town Council Business Meeting
January 17, 2023



Specification for: HOLLY SPRINGS



Presents to

Town of Holly Springs

2024 E-ONE 95' Mid Mount Aerial



Sales Representative: Travis Mayo

Date: January 6, 2023



Specification for: HOLLY SPRINGS



2520 N. Wesleyan Blvd. Rocky Mount, NC 27804
1-877-358-FIRE

EMERGENCY VEHICLE PROPOSAL

DATE: 1-6-23

This proposal has been prepared for:

Town of Holly Springs

We hereby propose to furnish to you, subject to proper execution of the attached agreement by you and by an officer of Fire Connections, Inc., the following apparatus, and equipment to be built in accordance with the attached specifications:

One (1) E-ONE 95' Mid Mount Aerial Q122372 \$ 1,572,497.00

Optional 100% Pre Pay Discount \$ - 68,526.00

Total with Pre Pay Option \$ 1,503,971.00

All Deposits/Prepays will be calculated on a 3% per annum basis prorated by the day for the duration of time invested. Payment amount and timing is solely your choice.

This proposal will expire in 30 days.

Delivery will be F.O.B. Fire Connections, Inc., Rocky Mount and will be made approximately **675 days after all changes are completed**. Terms of payment are cash upon pick-up unless otherwise stated.

* Quoted build time could be affected by supply and/or labor shortages. *

Fire Connections, Inc.

By: Travis Mayo

Title: President

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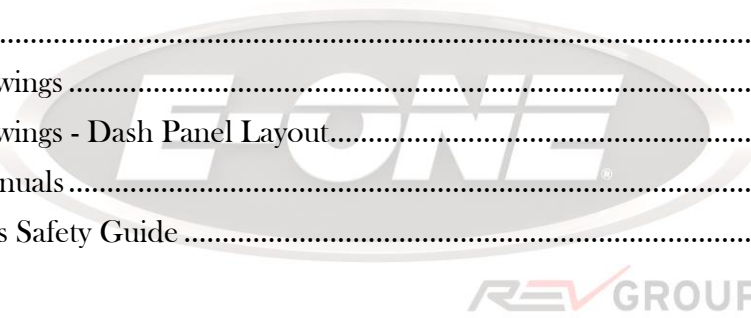
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TESTING COMPLIANCE STANDARD

Overall Height Restriction

The apparatus shall have no overall height restrictions.

Overall Length Restriction

The unit has no overall length restrictions.

NFPA Compliance

The E-ONE supplied components of the apparatus shall be compliant with NFPA 1901, 2016 edition.

Equipment Capacity

Equipment allowance on the apparatus shall be 2500 lbs. This allowance is in addition to the weight of the hoses and ground ladders listed in the shop order as applicable.

BUMPERS

Bumper Extension

The bumper extension shall be approximately 16" from the face of the cab as required.

Bumper Gravel Shield

The extended front bumper gravel shield shall be made of 3/16" (.375") aluminum tread plate material.

Heavy Duty Bumper

A heavy duty 12" high formed type front bumper constructed of 1/4" (.250") steel shall be provided. The front corners of the bumper shall be provided with a 45 degree tapered to produce an 8.5" wide mounting surface and to reduce swing clearance.

Additional support shall be provided from the frame rails for the outboard side areas on bumper extensions greater than 12in.

The bumper shall be painted as specified.

FRAME ASSEMBLY

Frame Rail Construction



Specification for: HOLLY SPRINGS

The chassis frame shall utilize an integral torque box type design. The integral torque box shall combine the chassis frame and aerial torque box into a single structure. The integral torque box shall provide an optimized design that lowers vehicle center of gravity, eliminates the need to torque aerial frame attachment bolts, and permits under-slung outriggers to maximize body compartmentation.

The 19.75" high x 34.25" wide torque box shall be fabricated of 80,000-psi minimum yield, high strength low alloy steel. The torque box frame side channels shall be made of formed .625" thick plate. The forward section will use .75" top flanges. The middle section in the area of the turntable will use a .5" top plate, bottom plate and integral bulkhead supports. The rear section of the torque box frame will use .5" integral bulk heads.

Certified welders shall construct the torque box. The design shall utilize 100% welded joints for a totally sealed box. Skip welding shall not be acceptable. Complete Finite Element Analysis and strain gauge testing shall be employed to verify minimum safety factors for road traveling (5:1) and aerial operation (2.5:1).

The frame section immediately forward of the turntable shall have the following attributes:

Resistance to bending moment 6,592,000 in. lbs.

Section modulus 82.40 cu. in.

The torque box in the area of the turntable shall have the following attributes:

Resistance to bending moment 21,938,000 in. lbs.

Section modulus 274.22 cu. in.

The torque box in the area rearward of the turntable shall have the following attributes:

Resistance to bending moment 15,363,000 in. lbs.

Section modulus 192.03 cu. in.

The torque box shall have two- (2) 3" conduits in the area of the turntable to encapsulate the hydraulic, air and electrical lines.

The entire assembly shall be sand blasted and painted black before chassis assembly.

The custom chassis frame shall have a **WHEEL ALIGNMENT** in order to achieve maximum vehicle road performance and to promote long tire life. The alignment shall conform to the manufacturer's internal specifications. All wheel lug nuts and axle U-bolt retainer nuts shall be tightened to the proper torque at the time of alignment. The wheel alignment documentation shall be made available at delivery upon request.

Coated Fasteners

The custom chassis frame assembly shall be assembled using GEOMET 720 coated fasteners for corrosion resistance.

AXLE OPTIONS

Front Axle

The vehicle shall utilize an Meritor FL-943, 5" drop beam front axle with a rated capacity of 22,100 lbs. It shall have "easy steer" knuckle pin bushings and 68.83" kingpin centers. The axle shall be of I-beam construction and utilize grease-lubricated wheel bearings. The vehicle shall have a nominal cramp angle of 45 degrees, plus two (+ 2) degrees to minus three (- 3) degrees including front suction applications.

The front axle hubs shall be made from ductile iron and shall be designed for use with 10 hole hub-piloted wheels in order to improve wheel centering and extend tire life.

The front springs shall be parabolic tapered, minimum 4" wide x 54" long (flat), minimum three (3) leaf, progressive rate. The springs shall have Berlin style eyes and rubber bushings on each end with an additional standard wrap at the front eye. The capacity shall be 23,000 lbs. at the ground. Tapered leaf springs are desired as they provide a 20% ride improvement over standard straight spring systems.

The vehicle shall be equipped with a Sheppard integral model M-110 power steering gear, used in conjunction with a power assist cylinder. The steering assembly shall be rated to statically steer up to a maximum front axle load of 22,100 lbs. Relief stops shall be provided to reduce system pressure upon full wheel cut. The system shall operate mechanically should the hydraulic system fail.

In order to achieve maximum vehicle road performance and to promote long tire life, there shall be a wheel alignment. The alignment shall conform to the manufacturer's internal specifications. All wheel lug nuts and axle U-bolt retainer nuts shall be tightened to the proper torque at the time of alignment. The wheel alignment documentation shall be made available at delivery.

Shock Absorbers Front

Koni model 90 shock absorbers shall be provided for the front axle. The shocks shall be three way adjustable.

The shocks shall be covered by the manufacturer's standard warranty.

Front Axle Sight Glass

The front axle shall have a Stemco sight glass on the hubs to check the lubricant level of the axle spindles.

The inboard wheel seals shall be Chicago Rawhide brand (or equivalent).

Rear Axles

The vehicle shall utilize an Meritor RT-50-160, 54,000 lb. capacity rear tandem axle with single reduction hypoid gearing.

The axle shall be equipped with oil-lubricated wheel bearings with Meritor oil seals.

Holly Springs Mid Mount Aerial Platform 1-6-23 Q122372



An Inter-Axle Differential (IAD) shall be provided for the rear axles. The IAD shall allow for speed differences between the forward and rear axles in a tandem while also providing equal pulling power from each axle of the tandem. The IAD shall be controlled by a switch accessible by the driver.

SUSPENSIONS

Rear Suspension

The vehicle shall be equipped with a Hendrickson FIREMAAX EX model FMX-542 air ride suspension for tandem drive axles. The suspension shall include dual height control valves that allow uneven, side heavy loads to be balanced, Quik-Align for easy axle alignment and four (4) hydraulic shock absorbers. The suspension shall be rated for the maximum axle capacity.

WHEEL OPTIONS

Front Wheel Trim Package

The front wheels shall have stainless steel lug nut covers (for use with aluminum wheels) or chrome plated plastic (for use with steel wheels). The front axle shall be covered with American made Real Wheels brand mirror finish, 304L grade, non-corrosive stainless steel universal baby moons. All stainless steel baby moons shall carry a lifetime warranty plus a 2 year re-buffing policy. There shall be two (2) baby moons and twenty (20) lug nut covers.

Rear Wheel Trim Package, Tandem Axle

The rear wheels shall have stainless steel lug nut covers (chrome plated steel lug nut covers not acceptable), or American made chrome plated plastic lug nut covers. The rear axle shall be covered with American made Real Wheels brand mirror finish, 304L grade, non-corrosive stainless steel, spring clip band mount high hats, DOT user friendly. All stainless steel high hats shall carry a lifetime warranty plus a 2 year rebuffing policy. There shall be four (4) high hats and forty (40) lug nut covers.

Valve Stem Extensions

Each inside rear wheel on the rear axles shall have valve stem extensions.

Front Wheels

The vehicle shall have two (2) Accuride polished (on outer wheel surfaces only) aluminum disc wheels. They shall be forged from one-piece corrosion-resistant aluminum alloy and sized appropriately for the tires.

The wheel shall have a load rating of up to 11,000 lbs. each (up to 11,400 lb rating available with speed limited to 60 MPH)

Rear Wheels

The vehicle shall have eight (8) Accuride polished (on outer wheel surfaces only) aluminum disc wheels. They shall be forged from one-piece corrosion-resistant aluminum alloy and sized appropriately for the tires.

TIRE OPTIONS

Front Tires

The front tires shall be two (2) Michelin 425/65R 22.5 tubeless type 20 PR radial tires with XZY3 Wide Base aggressive tread.

The tires with wheels shall have the following weight capacity and speed rating:

Max front rating 22,800 @ 65 mph.

Max front rating with Alco aluminum wheels - 24,400 @ 65 MPH (intermittent fire service rating if GAW is over 22,800)

The wheels and tires shall conform to the Tire and Rim Association requirements.

Rear Tires

The rear tires shall be Michelin 12R 22.5 tubeless type radial tires with XDS mud and snow tread.

The tires with wheels shall have the following weight capacity:

54,000 lbs. (tandem duals) @ 65 MPH.

The wheels and tires shall conform to the Tire and Rim Association requirements.

Tire Pressure Indicators

The apparatus shall be provided with Real Wheels AirGuard LED tire pressure indicating valve stem caps. When the tire is under inflated by 5-10 PSI, the LED indicator on the cap shall flash red. The indicator housings shall be shock resistant and constructed from polished stainless steel. The indicators shall be calibrated by attaching to valve stem of a tire at proper air pressure per load ratings and easily re-calibrated by simply removing and re-installing them during service.

Real Wheel Part number RWC1234 was superseded by RWC1235 as of June 2015

BRAKE SYSTEMS

Front Brakes



Specification for: HOLLY SPRINGS

The front axle shall be equipped with Meritor DiscPlus EX225H 17 inch disc brakes.

The brakes shall be covered by the manufacturer`s standard warranty which is two years, unlimited mileage and parts only.

Rear Brakes

The rear axle shall be equipped with ArvinMeritor 16-1/2" x 7" S-cam brakes with cast brake drums. Q-Plus shoes shall be provided with up to 48,000 lb. axle ratings and P-Type shoes with over 48,000 lb. axle ratings.

The rear axle brakes shall be furnished with automatic slack adjusters. ArvinMeritor brand shall be supplied on RT-40-145, RT-46-160 and RT-50-160 axles, and Haldex brand shall be supplied on RT-58-185 axles.

A 3 year/unlimited miles parts and 3 year labor rear brake warranty shall be provided as standard by ArvinMeritor Automotive. The warranty shall include bushings, seals, and cams.

Brake System

The vehicle shall be equipped with air operated brake system. The system shall meet or exceed the design and performance requirements of current FMVSS-121 and test requirements of current NFPA 1901 Standard.

Each wheel shall have a separate integral brake chamber. A dual treadle valve shall split the braking power between the front and rear systems.

The air system shall be provided with a rapid build-up feature, designed to meet current NFPA 1901 requirements. A 1/4" brass quick-release air inlet with male connection shall be located inside the driver door on the left side of the cab. The inlet shall allow a shoreline air hose to be connected to the vehicle, discharging into the wet tank.

A pressure protection valve shall be installed to prevent use of air horns or other air operated devices should the air system pressure drop below 80 psi.

One (1) reservoir shall serve as the wet tank and a minimum of one (1) tank shall be supplied for each of the front and rear axles. The total system shall carry a sufficient volume of air to comply with FMVSS-121.

The following tank sizes shall be installed:

Tank Sizes in Cubic Inches

Suspension	Wet	Front	Rear	Rear	Extension	Total
34-54K	1738	1738	2988	0		6464
58K	1738	1738	2988	1738		8202

An automatic drain valve shall be installed on the wet tank. All other tanks shall be equipped with manual drain valves.

A Wabco ABS system shall be provided to improve vehicle stability and control by reducing wheel lock-up during braking. This braking system shall be fitted to axles and all electrical connections shall be environmentally-sealed, water-, weather-, and vibration-resistant.

The system shall constantly monitor wheel behavior during braking. Sensors on each wheel transmit wheel speed data to an electronic processor, which shall sense approaching wheel lock and instantly modulate brake pressure up to five (5) times per second to prevent wheel lock-up. Each wheel shall be individually controlled. To improve field performance, the system shall be equipped with a dual circuit design. The system circuits shall be configured in a diagonal pattern. Should a malfunction occur, that circuit shall revert to normal braking action. A warning light at the driver's instrument panel shall indicate malfunction to the operator.

The system shall consist of a sensor clip, sensor, electronic control unit, and solenoid control valve. The sensor clip shall hold the sensor in close proximity to the tooth wheel. An inductive sensor consisting of a permanent magnet with a round pole pin and coil shall produce an alternating current with a frequency proportional to wheel speed. The unit shall be sealed, corrosion-resistant and protected from electro-magnetic interference. The electronic control unit shall monitor the speed of each wheel sensor and a microcomputer shall evaluate in milliseconds wheel slip. A deviation shall be corrected by cyclical brake application and release. If a malfunction occurs, the circuit shall signal the operator and the malfunctioning half of the system shall shut down. The system is installed in a diagonal pattern for side to side control. The system shall ensure that each wheel is braked in optimum efficiency up to five (5) times a second.

The system shall also interface with the application of the auxiliary engine, exhaust, or driveline brakes to prevent wheel lock.

To improve service trouble-shooting, provisions in the system for an optional diagnostic tester shall be provided. The system shall test itself each time the vehicle is started and a dash-mounted light shall go out once the vehicle is moving above 4 MPH.

A 3 year/300,000 mile parts and labor Anti-Locking Braking System (ABS) warranty shall be provided as standard by Meritor Automotive.

Park Brake Release

One (1) Bendix-Westinghouse PP-5 parking brake control valve shall be supplied on the lower dash panel within easy reach of the driver.

Electronic Stability Control

The apparatus shall be equipped with a G4 6S6M Electronic Stability Control (ESC) system that combines the functions of Roll Stability Control (RSC) with the added capability of yaw - or rotational - sensing.

RSC focuses on the vehicle's center of gravity and the lateral acceleration limit or rollover threshold. When critical lateral acceleration thresholds are exceeded, RSC intervenes to regulate the vehicle's deceleration functions. The added feature of ESC is to automatically intervene to reduce the risk of the vehicle rotating while in a curve or taking evasive action, prevents drift out through selective braking, and controlling and reducing vehicle speed when lateral acceleration limits are about to be exceeded.

Intervention by the system occurs in three forms - engine, retarder and brake control. The ESC system uses several sensors to monitor the vehicle. These include a steering wheel angle sensor, lateral accelerometer, and yaw position sensor. ESC constantly monitors driving conditions and intervenes if critical lateral acceleration is detected or if the vehicle begins to spin due to low friction surfaces. The system provides control of engine and retarder torque as well as automatically controlling individual wheels to counteract both over steer and under steer.

To further improve vehicle drive characteristics, the unit shall be fitted with Automatic Traction Control (ATC). This system shall control drive wheel slip during acceleration from a resting point. An extra solenoid valve shall be added to the ABS system. The system shall control the engine and brakes to improve acceleration slip resistance. The system shall have a dash mounted light that shall come on when ATC is controlling drive wheel slip.

3 year/300,000 miles parts and labor warranties for ESC, RSC, and ATC shall be provided as standard by Meritor Automotive.

AIR SYSTEM OPTIONS

Air Dryer

The chassis air system shall be equipped with a Bendix-Westinghouse AD-9 air dryer to remove moisture from the air in order to help prevent the air lines from freezing in cold weather and prolong the life of the braking system components.

Air Inlet

A 1/4" brass quick-release air inlet with a male connection shall be provided. The inlet shall allow a shoreline air hose to be connected to the vehicle, discharging air directly into the wet tank of the air brake system. It shall be located driver door jamb.

Isolated Air Reservoir

The air system shall have an additional 1738 cu. in. isolated reservoir. The supply side of the reservoir shall be equipped with a check valve and an 85 psi pressure protection valve.

Specified options shall be plumbed to the isolated air tank.

Auxiliary Air Tank Plumbing



Specification for: HOLLY SPRINGS

The auxiliary air tank shall be plumbed to the following optional accessories, if equipped: Chassis air horns, brake system air outlet, air reel, light tower, air primer, air operated devices and or customer/dealer installed pneumatic add-on(s).

Air Lines

Air brake lines shall be constructed of color coded nylon tubing routed in a manner to protect them from damage. Brass fittings shall be provided.

Air Horns

Dual Hadley e-tone air horns shall be provided, connected to the chassis air system. The horns shall be mounted through the front bumper. The front bumper shall have two (2) holes punched to accommodate the air horns. A pressure protection valve shall be installed to prevent the air brake system from being depleted of air pressure.

ENGINES & TRANSMISSIONS

Transmission Selector

A push-button transmission shift module, Allison model 29538373, shall be located to the right side of the steering column within easy reach of the driver. The shift position indicator shall be indirectly lit for after dark operation. The shift module shall have a "Do Not Shift" light and a "Service" indicator light. The shift module shall have means to enter a diagnostic mode and display diagnostic data including oil life monitor, filter life monitor, transmission health monitor and fluid level. A transmission temperature gauge with warning light and buzzer shall be installed on the cab instrument panel.



Transmission Fluid

The transmission fluid shall be TranSynd, Shell Spirax S6ATF A295, or equivalent synthetic.

Vehicle Speed

Electronic speed limiting set at 60 MPH as required by NFPA 1901.

Engine/Transmission Package

Engine

The vehicle shall utilize a Cummins X12 engine as described below:

- 525 Horsepower
- Six (6) cylinder
- Variable Geometry Turbocharged
- Charge Air Cooled (CAC) 4-cycle diesel
- Cummins XPI high pressure fuel injection system

- Fuel cooler (air to liquid)
- 720 cu.in. (11.8 liter) displacement
- 525 gross BHP at 1900 RPM and a peak torque of 1695 lb.ft. at 1000 RPM with a governed RPM of 2000
- Bore and stroke shall be 5.2 x 5.67
- Engine lubrication system shall have a minimum capacity, to include filter, of 49 quarts
- Cooled Exhaust Gas Recirculation (EGR)
- Delco-Remy 39 MT-HD 12 volt starter
- 26 cubic foot per minute air compressor
- Single module after treatment system consisting of a oxidation catalyst and diesel particulate filter and selective catalyst reduction system
- Ember separator compliant with current NFPA 1901 standard
- The engine shall be compliant with 2021 EPA Emission standards

The engine air intake shall draw air through the front cab grill. The intake opening shall be located on the officer (right) side behind front cab face with a plenum that directs air to the air filter. The air cleaner shall be an 11" diameter dry type that is easily accessed for service. Air cleaner intake piping shall be made from aluminized steel tubing with flexible rubber hoses. Air cleaner intake piping clamps shall be heavy-duty, constant-torque, T-bolt clamps to ensure proper sealing under all temperatures in order to keep dust and other contaminants out of the engine intake air stream and protect the engine.

The engine exhaust piping shall be a minimum of 4" diameter welded aluminized steel tubing. The muffler shall be mounted horizontally under the right-hand frame rail in back of the cab in order to minimize heat transmission to the cab and its occupants. The exhaust shall be directed away from the vehicle on the right side ahead of the rear wheels in order to keep exhaust fumes as far away as possible from the cab and pump operator position.

A 5-year/100,000 miles parts and labor warranty will be provided as standard by Cummins.

A copy of the Engine Installation Review stating the engine installation meets Cummins recommendations shall be provided as requested. The engine installation shall not require the operation of any type of "power-down" feature to meet engine installation tests.

Transmission

The vehicle shall utilize an Allison EVS4000P, electronic, 5-speed automatic transmission.

A transmission oil temperature gauge with warning light and buzzer shall be installed on the cab instrument panel to warn the driver of high oil temperatures that may damage the transmission.

The transmission shall have a gross input torque rating of up to 1850 lb. ft. and a gross input power rating of up to 600 HP.

The gear ratios shall be as follows:

1 - 3.51

2 - 1.91

3 - 1.43

4 - 1.00

5 - .74

R - 4.80

The transmission shall be equipped with a fluid level sensor (FLS) system, providing direct feedback of transmission oil level information to the operator.

The transmission shall have a lubricant capacity of 51 quarts.

A water-to-oil transmission oil cooler shall be provided to ensure proper cooling of the transmission when the vehicle is stationary (no air flow).

The transmission shall contain two engine driven PTO openings located at the 1 and 8 o'clock positions. The automatic transmission shall be equipped with a power lock-up device. The transmission lock-up shall prevent down shifting of transmission when engine speed is decreased during pump operations, thereby maintaining a constant gear ratio. Transmission lock-up shall be automatically activated when placing pump in gear. Transmission lock-up shall be automatically deactivated when disengaging pump for normal road operation.

A 5-year/unlimited miles parts and labor warranty shall be provided as standard by Allison Transmission.

Automatic Shift to Neutral

The transmission shall be programmed to comply with NFPA 1901 and automatically shift to neutral upon application of the parking brake.

SECONDARY BRAKING

Jacobs Engine Brake

One (1) Jacobs engine brake shall be installed to assist in slowing and controlling the vehicle as required by NFPA 1901 for vehicles with gross vehicle weight ratings (GVWR) of 36,000 lbs. or greater. An on-off control switch and a high-medium-low selector switch shall be mounted in the cab accessible to the driver.

When activated, the Jacobs engine brake shall cut off the flow of fuel to the cylinders and alter the timing of the exhaust valves. This shall transform the engine into a high-pressure air compressor, driven by the wheels, and the horsepower absorbed by the engine in this mode shall slow the vehicle. The selector switch allows the driver to select the amount of retarding power.

When the on-off switch is in the “on” position, the engine brake shall be automatically applied whenever the accelerator is in the idle position and the automatic transmission is in the lock-up mode. If the accelerator is depressed or if the on-off switch is placed in the “off” position, the engine brake shall immediately release and allow the engine to return to its normal function.

COOLING PACKAGE

Engine Cooling Package

Radiator

The cooling system shall include an aluminum tube-and-fin radiator with a minimum of 1,408 total square inches of frontal area to ensure adequate cooling under all operating conditions. There shall be a drain valve in the bottom tank to allow the radiator to be serviced. A sight glass shall be included for quick fluid level assessment. The radiator shall be installed at the prescribed angle in order to achieve the maximum operational effectiveness. This shall be accomplished according to established work instructions and properly calibrated angle measurement equipment.

Silicone Hoses

All radiator and heater hoses shall be silicone. Pressure compensating band clamps shall be used to eliminate hose pinching on all hoses 3/4" diameter and larger. All radiator hoses shall be routed, loomed, and secured so as to provide maximum protection from chafing, crushing, or contact with other moving parts.

Coolant

The cooling system shall be filled with a 50/50 mixture of water and antifreeze/coolant conditioner to provide freezing protection to minus 40 (- 40) degrees F for operation in severe winter temperatures.

Coolant Recovery

There shall be a coolant overflow recovery system provided.

Charge Air Cooler System

The system shall include a charge air cooler to ensure adequate cooling of the turbocharged air for proper engine operation and maximum performance.

Charge Air Cooler Hoses

Charge air cooler hoses shall be made from high-temperature, wire-reinforced silicone to withstand the extremely high temperatures and pressures of the turbocharged air. The hoses shall incorporate a flexible hump section to allow motion and misalignment of the engine relative to the charge air cooler. Charge air cooler hose clamps shall be heavy-duty, constant-torque, T-bolt

clamps to ensure proper sealing under all temperatures in order to keep dust and other contaminants out of the engine intake air stream and protect the engine.

Fan/Shroud

The fan shall be 30" in diameter with eleven (11) blades for maximum airflow and dynamic balance. It shall be made of nylon for strength and corrosion resistance. The fan shall be installed with grade 8 hardware which has been treated with thread locker for additional security. A fan shroud attached to the radiator shall be provided to prevent recirculation of engine compartment air around the fan in order to maximize the cooling airflow through the radiator. The fan shroud shall be constructed of fiber-reinforced high temperature plastic. The shroud shall be specifically formed with curved surfaces which improves air flow and cooling.

Transmission Cooler

The cooling system shall include a liquid-to-liquid transmission cooler capable of cooling the heat generated from the transmission. When a transmission retarder is selected, the cooler shall have an increased capacity to handle the additional heat load.

FUEL SYSTEMS

Fuel System

One (1) 65 gallon fuel tank shall be provided. The tank shall be of an all-welded, aluminized-steel construction with anti-surge baffles and shall conform to all applicable Administration (FHWA) 393.65 and 393.67 standards. The tank shall be mounted below the frame rails at the rear of the chassis for maximum protection. The tank shall be secured with two (2) wrap-around T-bolt type stainless steel straps. Each strap shall be fitted with protective rubber insulation and shall be secured with Grade 8 hardware. This design allows for tank removal from below the chassis.

The fuel tank shall be equipped with a 2" diameter filler neck. The filler neck shall extend to the rear of the vehicle behind the rear tires and away from the heat of the exhaust system as required by NFPA 1901 Standard for Automotive Fire Apparatus. The open end of the filler neck shall be equipped with a twist-off filler cap with a retaining chain.

The tank shall be plumbed with top-draw and top-return fuel lines in order to protect the lines from road debris. Bottom-draw and/or bottom-return fuel lines are not acceptable. A vent shall be provided at the top of the tank. The vent shall be connected to the filler neck to prevent splash-back during fueling operations. A .50" NPT drain plug shall be provided at the bottom of the tank.

The tank shall have a minimum useable capacity of 65 gallons of fuel with a sufficient additional volume to allow for thermal expansion of the fuel without overflowing the vent.

A fuel pump shall be provided and sized by the engine manufacturer as part of the engine.

Dual Fuel Fill

A 2" fuel fill inlet with a chained cap shall be provided on the officer side of the apparatus in the rear wheel well rearward area in addition to the driver side fuel fill.

Fuel Shut-Off

A shut-off valve shall be supplied to prevent drain back of fuel into the main supply line during filter changes. The valve(s) shall be located: one (1) at fuel tank.

Fuel Line

All fuel lines shall be rubber.

ALTERNATOR

420 Amp Alternator

There shall be a 420 amp Leece Neville alternator installed as specified. The alternator shall be a Leece Neville brushless type with integral rectifier and adjustable voltage regulator with an output of 369 amps per NFPA 1901 rating (420 amps per SAE J56).

BATTERIES

Battery System



The manufacturer shall supply five (5) heavy duty Group 31 12 volt maintenance-free batteries. Each battery shall be installed and positioned so as to allow easy replacement of any single battery. Each battery shall be equipped with carrying handles to facilitate ease of removal and replacement. There shall be two (2) steel frame-mounted battery boxes, one (1) on the left frame rail and one (1) on the right frame rail. Each battery box shall be secured to the frame rail with Grade 8 hardware. The boxes shall hold two (2) batteries on the left side and three (3) on the right side. The batteries shall have a minimum combined rating of 5,000 (5 x 1000) cold cranking amps (CCA) @ 0 degrees Fahrenheit and 1025 (5 x 205) minutes of reserve capacity for extended operation. The batteries shall have 3/8-16 threaded stud terminals to ensure tight cable connections. The battery stud terminals shall each be treated with concentrated industrial soft-seal after cable installation to promote corrosion prevention. The positive and negative battery stud terminals and the respective cables shall be clearly marked to ensure quick and mistake-proof identification.

Batteries shall be placed on non-corrosive rubber matting and secured with hold-down brackets to prevent movement, vibration, and road shock. The hold-down bracket J-hooks shall be cut to fit and shall have all sharp edges removed. The batteries shall be placed in plastic trays to provide preliminary containment should there be leakage of hazardous battery fluids. There shall be two (2) plastic trays, one (1) for each set of batteries. Each battery tray shall be equipped with a rubber hose to facilitate drainage. The rubber hose shall be routed to drain beneath the battery box. The batteries shall be positioned in well-ventilated areas.

One (1) positive and one (1) negative jumper stud shall be provided.

Holly Springs Mid Mount Aerial Platform 1-6-23 Q122372

Batteries shall have a warranty of twelve (12) months that shall commence upon the date of delivery of the apparatus.

CHASSIS OPTIONS

Engine Fan Clutch

The engine shall be equipped with a thermostatically controlled engine cooling fan. The fan shall be belt driven and utilize a clutch to engage when the engine reaches a specified temperature.

When disengaged, the fan clutch shall allow for improved performance from optional floor heaters, reduced cab interior noise, increased acceleration and improved fuel economy.

The fan shall be equipped with a fail-safe engagement so that if the clutch fails the fan shall engage to prevent engine overheating.

Drivelines

Drivelines shall have a heavy duty metal tube and shall be equipped with Spicer 1810 series universal joints to allow full-transmitted torque to the axle(s). Drive shafts shall be axially straight, concentric with axis and dynamically balanced.

Front Tow Eyes

Two (2) 3/4" thick heavy duty steel tow eyes shall be securely attached to the chassis frame rails at the front of the apparatus. They shall be mounted down below the bumper / cab.

Rear Tow Eyes

Two (2) heavy duty tow eyes made of 3/4" (0.75") thick steel having 2.5" diameter holes shall be bolted directly to the rear of the frame to allow towing (not lifting) of the apparatus. The tow eyes shall be protruding into the rear compartment or out the rear of the body. The tow eyes shall be painted chassis black.

Hot Shift PTO

Power take-off for the automatic transmission shall be a 6 bolt mounted hydraulic shift with a switch located in the cab. Hydraulic shift will allow the PTO to be shifted while the unit is in motion and without having to shut down the water pump.

On-Spot Tire Chains

The chassis shall be provided with On-Spot automatic tire chain system. The system shall include:

- An air cylinder containing one diaphragm, one return spring, one pushrod and a collapsible dust boot held in place with an Oetiker® style retainer to prevent foreign material from entering the air cylinder. The cylinder will be assembled with a two-piece

cylinder clamp. The air cylinder will be cast aluminum and the lid will be threaded to receive a 90-degree DOT approved air fitting. The cylinder and lid must be anodized for corrosion resistance. Each cylinder will have 6 strengthening ribs. The cylinder wall thickness will be a minimum of 6mm.

- An extension rod and ball joint assembly that is fastened to the cylinder pushrod by means of a left hand thread. The ball joint must have a provision for greasings.
- A swing arm that is connected to the ball joint assembly with a nylock lock nut on one side and is fastened to the cylinder bracket at the pivot point. The arm will be supported by 2 greaseable arm bushings. The arm will be one-piece hardened alloy material that is formed in such a fashion that it allows the chainwheel to contact the vehicle tire at 3-1/2 to 4 inches off the ground.
- A chainwheel that is fastened to the arm with one 20mm bolt that is hardened to Metric Grade 8.8 along with a hardened lock nut. The bolt will also come with one chainwheel spacer for wheel height adjustment. The chainwheel will be 7-3/4 inches in diameter and will be constructed of a one-piece cast aluminum center hub that contains two maintenance-free sealed bearings. The circumference of the chainwheel will be rubber coated so that it may ride on the inside of the vehicle tire without causing any damage to the tire. There will be 6 lengths of chains approximately 13 inches long that will be welded to a single steel ring at 60-degree intervals. The steel ring will be bolted to the center hub with 6 Grade 8 cap screws and locknuts. Each length of chain will contain up to 10 twisted links that are square-cut to provide for maximum traction in forward and reverse. Each chainwheel will be delivered with a chainwheel helmet to protect the chainwheel bearing and casting.

A switch shall be provided in the cab for activation of the tire chains.

DEF Tank

A diesel exhaust fluid (DEF) tank with a five (5) gallon capacity shall be provided.

The DEF tank shall include a heater fed by hot water directly from the engine block to prevent the DEF from becoming too cool to operate correctly per EPA requirements. The tank shall include a temperature sensor to control the heater control valve that controls the feed of hot water from the engine to the DEF tank heater.

A sender shall be provided in the DEF tank connected to a level gauge on the cab dash.

The tank shall be located left side below rear of cab.

Power Steering Cooler

A heat exchanger (cooler) shall be installed to maintain desired power steering fluid temperature. The cooler shall be a model DH-073-1-1 with air / oil design rated at 6300 BTU/HR @10 GPM. The cooler shall be mounted in front of the radiator and plumbed with #10 lines.

CAB MODEL

Cab Typhoon Medium

The vehicle shall be distinguished by an all-welded aluminum and fully enclosed tilt cab. The cab shall be designed exclusively for fire/rescue service and shall be pre-engineered to ensure long life. It shall incorporate an integral welded substructure of high-strength aluminum alloy extrusions that creates an occupant compartment that is essentially a protective perimeter. The end result is a distinctive structure that is aesthetically appealing, functionally durable, and characterized by increased personnel safety.

The cab shall be constructed from 3/16" (0.188") 3003 H14 aluminum alloy plate roof, floor, and outer skins welded to a high-strength 6063-T6 aluminum alloy extruded subframe. Wall supports and roof bows are 6061 T6 aluminum alloy. This combination of a high-strength, welded aluminum inner structure surrounded on all sides by load-bearing, welded aluminum outer skins provides a cab that is strong, lightweight, corrosion-resistant, and durable.

The inner structure shall be designed to create an interlocking internal "roll-cage" effect by welding two (2) 3" x 3" x 0.188" wall-thickness 6063-T5 aluminum upright extrusions between the 3" x 3" x 0.375" wall-thickness 6061-T6 roof crossbeam and the 2.25" x 3" x 0.435" wall-thickness 6063-T6 subframe structure in the front. An additional two (2) aluminum upright extrusions within the back-of-cab structure shall be welded between the rear roof perimeter extrusion and the subframe structure in the rear to complete the interlocking framework. The four (4) upright extrusions -- two (2) in the front and two (2) in the rear -- shall be designed to effectively transmit roof loads downward into the subframe structure to help protect the occupant compartment from crushing in a serious accident. All joints shall be electrically seam welded internally using aluminum alloy welding wire.

The subframe structure shall be constructed from high-strength 6061-T6 aluminum extrusions welded together to provide a structural base for the cab. It shall include a side-to-side 3" x 1.5" .375 thick C-channel extrusion across the front, with 3/4" x 2-3/4" (.75" x 2.75") full-width crossmember tubes spaced at critical points between the front and rear of the cab.

The cab floor shall be constructed from 3/16" (0.188") 3003 H14 smooth aluminum plate welded to the subframe structure to give the cab additional strength and to help protect the occupants from penetration by road debris and under-ride collision impacts.

The cab roof shall be constructed from 3/16" (0.188") 3003 H14 aluminum treadplate supported by a grid of fore-aft and side-to-side aluminum extrusions to help protect the occupants from penetration by falling debris and downward-projecting objects. Molded fiberglass or other molded fiber-reinforced plastic roof materials are not acceptable.

The cab roof perimeter shall be constructed from 4" x 6-5/8" (4" x 6.625") 6063-T5 aluminum extrusions with integral drip rails. Cast aluminum corner joints shall be welded to the aluminum roof perimeter extrusions to ensure structural integrity. The roof perimeter shall be continuously welded to the cab roof plate to ensure a leak-free roof structure.

The cab rear skin shall be constructed from 3/16" (0.188") 3003 H14 aluminum plate. Structural extrusions shall be used to reinforce the rear wall.

The left-hand and right-hand cab side skins shall be constructed from 3/16" (0.188") 3003 H14 smooth aluminum plate. The skins shall be welded to structural aluminum extrusions at the top, bottom, and sides for additional reinforcement.

The cab front skins shall be constructed from 3/16" (0.188") 3003 H14 smooth aluminum plate. The upper portion shall form the windshield mask, and the lower portion shall form the cab front. Each front corner shall have a full 9" outer radius for strength and appearance. The left-hand and right-hand sides of the windshield mask shall be welded to the left-hand and right-hand front door frames, and the upper edge of the windshield mask shall be welded to the cab roof perimeter extrusion for reinforcement. The cab front shall be welded to the subframe C-channel extrusion below the line of the headlights to provide protection against frontal impact.

Cab Exterior

The exterior of the cab shall be 94" wide x 130" long to allow sufficient room in the occupant compartment for up to eight (8) fire fighters. The cab roof shall be approximately 101" above the ground with the flat roof option. The back-of-cab to front axle length shall be a minimum of 58".

Front axle fenderette trim shall be brushed aluminum for appearance and corrosion resistance. Bolt-in front wheel well liners shall be constructed of 3/16" (0.188") composite material to provide a maintenance-free, damage-resistant surface that helps protect the underside of the cab structure and components from stones and road debris.

A large stainless steel cooling air intake grille with an open area of no less than 81% shall be at the front of the cab.

The cab windshield shall be of a two-piece replaceable design for lowered cost of repair. The windshield shall be made from 1/4" (0.25") thick curved, laminated safety glass with a 75% light transmittance automotive tint. A combined minimum viewing area of 2,561-sq. in. shall be provided. Forward visibility to the ground for the average (50th percentile) male sitting in the driver's seat shall be no more than 11 feet 7 inches from the front of the cab to ensure good visibility in congested areas.

Windshield Wipers

Two (2) opposed radial style windshield wipers with two (2) separate electric motors shall be provided for positive operation. The wipers shall be tested beyond the minimum SAE requirement to a total of 3.3 million cycles. The wipers shall be a wet-arm type with a one (1) gallon washer fluid reservoir, an intermittent-wipe function, and an integral wash circuit. Wiper arm length shall be approximately 20", and the blade length approximately 21". Each arm shall have a 90 degree sweep for full coverage of the windshield. The wipers shall be synchronized so as to wipe each windshield simultaneously.

Cab Mounts and Cab Tilt System

The cab shall be independently mounted from the body and chassis to isolate the cab structure from stresses caused by chassis twisting and body movements. Mounting points shall consist of two (2) forward-pivoting points, one (1) on each side; two (2) intermediate rubber load-bearing

cushions located midway along the length of the cab, one on each side; and two (2) combination rubber shock mounts and cab latches located at the rear of the cab, one (1) on each side.

An electric-over-hydraulic cab tilt system shall be provided to provide easy access to the engine. It shall consist of two (2) large-diameter, telescoping, hydraulic lift cylinders, one (1) on each side of the cab, with a frame-mounted electric-over-hydraulic pump for cylinder actuation.

Safety flow fuses (velocity fuses) shall be provided in the hydraulic lift cylinders to prevent the raised cab from suddenly dropping in case of a burst hydraulic hose or other hydraulic failure. The safety flow fuses shall operate when the cab is in any position, not just the fully raised position.

The hydraulic pump shall have a manual override system as a backup in the event of an electrical failure. Lift controls shall be located in a compartment to the rear of the cab on the right side of the apparatus. A parking brake interlock shall be provided as a safety feature to prevent the cab from being tilted unless the parking break is set.

The entire cab shall be tilted through a 42-45 degree arc to allow for easy maintenance of the engine, transmission and engine components. A positive-engagement safety latch shall be provided to lock the cab in the full tilt position to provide additional safety for personnel working under the raised cab.

In the lowered position, the cab shall be locked down by two (2) automatic, spring-loaded cab latches at the rear of the cab. A "cab ajar" indicator light shall be provided on the instrument panel to warn the driver when the cab is not completely locked into the lowered position.

Cab Interior

The interior of the cab shall be of the open design with an ergonomically-designed driver area that provides ready access to all controls as well as a clear view of critical instrumentation.

The engine cover between the driver and the officer shall be a low-rise contoured design to provide sufficient seating and elbow room for the driver and the officer. The engine cover shall blend in smoothly with the interior dash and flooring of the cab. An all-aluminum subframe shall be provided for the engine cover for strength. The overall height of the engine enclosure shall not exceed 23" from the floor at each side and 27" in the center section. The engine cover shall not exceed 41" in width at its widest point.

The rear portion of the forward engine cover shall be provided with a lift-up door to provide easy access for checking and filling engine oil, transmission fluid and power steering fluid without raising the cab (a separate access panel shall be provided for the power steering when equipped with an X12 or X15 engine).

The engine cover insulation shall consist of 1/2" closed cell elastomeric compound foam with aluminum foil faced fiberglass fabric manufactured to specifically fit the engine cover. All edges and seams shall be sealed using aluminum foil faced fiberglass tape. The insulation shall meet or exceed DOT standard FMVSS 302-1 and V-0 (UI subject 94 Test).

All cab floors shall be covered with a black rubber floor mat that provides an aggressive slip-resistant surface in accordance with current NFPA 1901.

The rear engine cover area shall be covered with molded 18 lb/cu. ft. (+/-0.5) flexible integral skinned polyurethane foam at a Durometer of 60 (+/- 5.0) per ASTM F1957-99. The cover shall be approximately .5" thick with a minimum skin thickness of 0.0625 inches. The cover shall be provided to reduce the transmission of noise and heat from the engine. The cover shall be black with a pebble grain finish for slip resistance.

A minimum of 57.25" of floor-to-ceiling height shall be provided in the front seating area of the cab and a minimum of 55.25" floor-to-ceiling height shall be provided in the rear seating area. A minimum of 36" of seated headroom at the "H" point shall be provided over each fenderwell.

The interior side to side dimensions shall be 87" from wall padding to wall padding and 89.5" from door to door.

The floor area in front of the front seat pedestals shall be no less than 24" side to side by up to 25" front to rear for the driver and no less than 24" side to side by up to 27" front to rear for the officer to provide adequate legroom.

Battery jumper studs shall be provided to allow jump-starting of the apparatus without having to tilt the cab.

All exposed interior metal surfaces shall be pretreated using a corrosion prevention system.

The interior of the cab shall be insulated to ensure the sound (dbA) level for the cab interior is within the limits stated in the current edition of NFPA 1901. The insulation shall consist of 2 oz. wadding and 1/4" (0.25") foam padding. The padding board shall be backed with 1/4" (0.25") thick reflective insulation. The backing shall be spun-woven polyester. Interior cab padding shall consist of a rear cab headliner, a rear wall panel, and side panels between the front and rear cab doors.

The vehicle shall use a seven-position tilt and telescopic steering column to accommodate various size operators. An 18" padded steering wheel with a center horn button shall be provided.

The driver and officer seat risers shall be welded to the main cab floor structure. Depending on the make and model of the seats, a storage compartment with a hinged door shall be provided in the risers.

The lower front cab steps shall be a minimum of 11.5" deep x 24" wide. The lower rear cab steps shall be a minimum 16" deep x 21" wide. The first step at the front and rear cab doors shall be no more than 24.0" above the ground with standard tires in the unloaded condition per NFPA 1901 standards. The front and rear steps shall incorporate full width intermediate steps for easy access to the cab interior. The intermediate step at the front doors shall be approximately 6" deep (minimum). The intermediate step at the rear doors shall be approximately 10.75" deep (minimum). The step surfaces shall be aluminum diamond plate with a multi-directional, aggressive gripping surface incorporated into the aluminum diamond plate in accordance with current NFPA 1901.

A black grip handle shall be provided on the interior of each front door below the door window to ensure proper hand holds while entering and exiting the cab. An additional black grip handle shall be provided on the left and right side windshield post for additional handholds.

Cab Doors

Four (4) side-opening cab doors shall be provided. Doors shall be constructed of a 3/16" (0.188") aluminum plate outer material with an aluminum extruded inner framework to provide a structure that is as strong as the side skins.

Front cab door openings shall be approximately 36" wide x 72.5" high, and the rear cab door openings shall be approximately 33.75" wide x 72.5" high. The front doors shall open approximately 85 degrees, and the rear doors shall open approximately 80 degrees.

The doors shall be securely fastened to the doorframes with full-length, stainless steel piano hinges, with 3/8" (0.375") diameter pins for proper door alignment, long life, and corrosion resistance. Mounting hardware shall be treated with corrosion-resistant material prior to installation. For effective sealing, an extruded rubber gasket shall be provided around the entire perimeter of all doors.

The front door windows shall provide a minimum viewing area of 518 sq. in. each. The rear door windows shall provide a minimum viewing area of 554 sq. in. each. All windows shall have 75% light transmittance automotive safety tint.

The door handles on the exterior of the cab shall be a pull type with vertical orientation. The handles shall be made with corrosion free material and have a black finish. Each exterior door handle shall have an integral keyed lock.

Recessed paddle-style door latches shall be provided on the interiors of the doors. The latches shall be designed and installed to protect against accidental or inadvertent opening as required by NFPA 1901. The rear cab door handles shall have a vertical orientation making them easily accessible from forward or rearward outboard seating positions. Each cab door shall have a manually operated door lock actuated from the interior of each respective door.

Cab Instruments and Controls

Cab controls shall be located on the cab instrument panel in the dashboard on the driver`s side where they are clearly visible and easily reachable. Chassis operation switches shall be installed in removable panels for ease of service. The following gauges and/or controls shall be provided:

- Speedometer/Odometer
- Tachometer
- Engine hour meter
- Engine oil pressure gauge with warning light and buzzer
- Engine water temperature gauge with warning light and buzzer
- Transmission oil temperature gauge
- Two (2) air pressure gauges with a warning light and buzzer (front air and rear air)
- Fuel gauge with low fuel indicator light

- Voltmeter
- Master battery/ignition switch (rocker with integral guard)
- Engine start switch (rocker)
- Heater and defroster controls with illumination
- Marker light/headlight control switch (rocker)
- Panel light dimmer switch (rocker)
- Self-canceling turn signal control with indicators
- Windshield wiper switch with variable speed and washer controls
- Pump shift control with green "pump in gear" and "o.k. to pump" indicator lights
- Parking brake controls with red indicator light on dash
- Automatic transmission shift console
- Electric horn button at center of steering wheel
- Master warning light switch
- Cab ajar warning indicator
- Air filter restriction indicator

Controls and switches shall be identified as to their function by backlit wording adjacent to each switch, or indirect panel lighting adjacent to the controls.

Electrical System

The cab and chassis system shall have designated electrical distribution areas. All electrical components shall be located such that standard operations shall not interfere with or disrupt vehicle operation. An access cover shall be provided for maintenance access to the electrical distribution area. Circuit protection shall be provided by fuses, thermal reset breakers and / or solid state controls.

A 6 place, constantly hot, and 6 place ignition switched fuse panel and ground for customer-installed radios and chargers shall be provided at the electrical distribution area. Radio suppression shall be sufficient to allow radio equipment operation without interference.

All wiring shall be mounted in the chassis frame and protected from impact, abrasion, water, ice, and heat sources. The wiring shall be color-coded and functionally-labeled every 3" on the outer surface of the insulation for ease of identification and maintenance. The wiring harness shall conform to SAE 1127 with GXL temperature properties. Any wiring connections exposed to the outside environment shall be weather-resistant. All harnesses shall be covered in a loom that is rated at 280 degrees F to protect the wiring against heat and abrasion.

Daytime Running Lights

Two (2) dual rectangular chrome plated headlight bezels shall be installed on the front of the cab. The low beam headlights shall activate with the release of the parking brake to provide daytime running lights (DRL) for additional vehicle conspicuity and safety. The headlight switch shall automatically override the DRL for normal low beam/high beam operation.

Fast Idle System

A fast idle system shall be provided and controlled by a switch accessible by the driver. The system shall increase engine idle speed to a preset RPM for increased alternator output.

Cab Crashworthiness Requirement

The apparatus cab shall meet and/or exceed relevant NFPA 1901 load and impact tests required for compliance certification with the following:

Side Impact Dynamic Pre-Load per SAE J2422 (Section 5).

Testing shall meet and/or exceed defined test using 13,000 ft-lbs of force as a requirement. The cab shall be subject to a side impact representing the force seen in a roll-over. The cab shall exhibit minimal to no intrusion into the cab's occupant survival space, doors shall remain closed and cab shall remain attached to frame.

Cab testing shall be completed using 13,776 ft-lbs of force **exceeding** testing requirements.

Quasi-static Roof Strength (proof loads) per SAE J2422 (Section 6) / ECE R29, Annex 3, paragraph 5.

Testing shall meet and/or exceed defined test using 22,046 lbs of mass as a requirement. Testing shall be completed using platen(s) distributed uniformly over all bearing members of the cab roof structure.

Cab testing shall be completed using 23,561 lbs of mass **exceeding** testing requirements. The cab shall exhibit minimal to no intrusion into the cab's occupant survival space and doors shall remain closed.

Additional cab testing shall be conducted using 117,336 lbs of mass **exceeding** testing requirements by **over five (5) times**. The cab shall exhibit minimal to no intrusion into the cab's occupant survival space and the doors shall remain closed.

Frontal Impact per SAE J2420.

Testing shall meet and/or exceed defined test using 32,549 ft-lbs of force as a requirement. The cab shall be subject to a frontal impact as defined by the standard. The cab shall exhibit minimal to no intrusion into the cab's occupant survival space, doors shall remain closed and cab shall remain attached to frame.

Cab testing shall be completed using 34,844 ft-lbs of force **exceeding** testing requirements.

Additional cab testing shall be conducted using 65,891 ft-lbs of force **exceeding** testing requirements by **over two (2) times**.

The cab shall meet all requirements to the above cab crash worthiness; **NO EXCEPTIONS**.

A copy of a certificate or letter verifying compliance to the above performance by an independent, licensed, professional engineer shall be provided upon request.



For any or all of the above tests, the cab manufacturer shall provide either photographs or video footage of the procedure upon request.

Seat Mounting Strength

The cab seat mounting surfaces shall be third party tested and in compliance with FMVSS 571.207.

Seat Belt Anchor Strength

The cab seat belt mounting points shall be third party tested and in compliance with FMVSS 571.210.

ISO Compliance

The manufacturer shall ensure that the construction of the apparatus cab shall be in conformance with the established ISO-compliant quality system. All written quality procedures and other procedures referenced within the pages of the manufacturer's Quality Manual, as well as all Work Instructions, Workmanship Standards, and Calibration Administration that directly or indirectly impacts this process shall be strictly adhered to. By virtue of its ISO compliance the manufacturer shall provide an apparatus cab that is built to exacting standards, meets the customer's expectations, and satisfies the customer's requirements.

CAB ROOF TYPE

Raised Roof

The rear portion of the cab roof shall be raised 12". This will provide at least 5' 7" standing room. The front of the vista hood shall be sloped at 45 degrees from the vertical. The slope shall begin slightly in front of the centerline of the front axle to leave room for warning lights and air conditioning in front of the vista. The main roof extrusion shall extend up into the vista to strengthen the roof perimeter. Windows shall be provided on front, side, and rear unless otherwise specified.

The rear door shall have an 85" vertical dimension for improved ingress/egress characteristics.

Raised Roof Front Windows

The front windows of the raised roof portion of the cab shall be deleted.

Raised Roof Side Windows

The side windows of the raised roof portion of the cab ahead of the rear doors shall be deleted.

Raised Roof Rear Windows

The rear windows of the raised roof portion of the cab shall be deleted.

CAB BADGE PACKAGE

Logo Package

The apparatus shall have manufacturer logos provided on the cab and body as applicable.

CAB DOOR OPTIONS

Rear Cab Door Position

The cab rear doors shall be moved to the rear of the wheel opening. This door placement facilitates easier entry and egress by reducing the rear facing seat protrusion into the door opening.

Rear door position to the 58" or (medium cab).

Cab Door Locks

The cab shall have 1250 keyed door locks provided on the exterior entry doors to secure the apparatus.

Cab Door Panels

The inner door panels shall be made from 14 gauge brushed finish stainless steel for increased durability. The cab door panels shall be split just below the the handrail and incorporate an easily removable panel for access to the latching mechanism and window regulator for maintenance or service.

Cab Door Locks

Each cab door shall have a manually operated door lock actuated from the interior of each respective door. Exterior of each cab door shall be provided with a keyed lock integrated with the cab door handle.

Warning Lights

Four (4) Whelen WIOND Series Super LED (Light Emitting Diode) split red/amber model WIONSMK shall be provided. The rectangular lights shall be wired with weatherproof connectors and shall be mounted one (1) each on the interior lower cab door outboard. Each light shall be wired through each discrete cab door.

Cab Rear Door Window(s)

Full roll-down window(s) shall be provided for the rear crew door(s) with manually operated worm gear drive cable operation for positive operation and long life. Scissors or gear-and-sector drives are not acceptable.

Cab Front Door Windows

Full roll-down windows shall be provided for the front cab doors with power operated heavy duty regulators. The regulators shall have worm gear drive cable operation for positive movement and long life. Scissors or gear-and-sector drives are not acceptable. Window switches shall be located at the center dash for access by the driver or officer.

Cab Door Style

The cab doors shall extend down to cover lower step well.

Cab Door Reflective Material

Individual reflective Ruby Red/Lemon Yellow material striping shall be provided approximately 7.5" high on the lower cab door panels of an extended (non-barrier) door. The stripes shall run from the top outer corner to the bottom inside corner of the lower door area, forming a "A" shape when viewed from the rear. The reflective material shall meet NFPA 1901 requirements.

Door Handles

The door handles on the exterior of the cab shall be a pull type with vertical orientation. The handles shall have a chrome plated zinc die-cast base with corrosion free glass reinforced nylon pull handle with a black finish. The handles shall have clearance for a gloved hand.

Each exterior door handle shall have an integral keyed lock.

CAB STEP OPTIONS

Cab Step

An auxiliary step below the cab door shall be provided. The step shall be constructed of .188" aluminum tread brite. The step surface shall be provided with an aggressive skid-resistant surface and have an open back. The step shall be in accordance with current NFPA requirements and shall include a multi-directional aggressive gripping surface incorporated into the diamond plate. The surface shall extend vertically from the diamond plate sheet a minimum of 1/8" (0.125"). Gripping surfaces shall be circular in design, a minimum of 1" diameter and on centers not to exceed 4".

The step shall be located driver's front door, officer's front door, driver side rear door, officer side rear door.

Steps under front cab doors shall not interfere with approach angle.

Cab Steps

The lower cab steps shall extend 3.5" past the side of the cab to provide increased surface area.

MIRRORS

Cab Mirrors

A pair of Retrac Aerodynamic model 612010 mirrors shall be provided on the cab. The west coast style mirrors shall have chrome housings with flat and convex sections. Both the upper and lower mirror sections shall be remote controlled and heated. The mirror heads shall include amber LED marker lights.

MISC EXTERIOR CAB OPTIONS

Cab Canopy Window

There shall be a fixed window provided between the front and rear doors on the driver's side of the cab.

Window dimensions shall be as follows:

- 44" C/A cab (short cab): 16"W x 24.5"H
- 58" - 80" C/A cab (medium - extended): 26.69"W x 24.5"H

Cab Canopy Window

There shall be a fixed window provided between the front and rear doors on the officer's side of the cab.

Window dimensions shall be as follows:

- 44" C/A cab (short cab): 16"W x 24.5"H
- 58" - 80" C/A cab (medium - extended): 26.69"W x 24.5"H

Front Mud Flaps

Black linear low density polyethylene (proprietary blend) mud flaps shall be installed on the rear of the cab front wheel wells. The design of the mud flaps shall have corrugated ridges to distribute water evenly.

Handrails

Cab door assist handrails shall consist of two (2) 1.25" diameter x 18" long 6063-T5 anodized aluminum tubes mounted directly behind the driver and officer door openings one each side of the cab. The handrails shall be machine extruded with integral ribbed surfaces to assure a good grip for personnel safety. Handrails shall be installed between chrome end stanchions and shall be positioned at least 2" from the mounting surface to allow a positive grip with a gloved hand.

Handrails

Cab door assist handrails shall consist of two (2) 1.25" diameter x 36" long 6063-T5 anodized aluminum tubes mounted directly behind the driver and officer rear door openings one each side of the cab. The handrails shall be machine extruded with integral ribbed surfaces to assure a good grip for personnel safety. Handrails shall be installed between chrome end stanchions and shall be positioned at least 2" from the mounting surface to allow a positive grip with a gloved hand.

Cab Handrail Upgrade [Qty: 4]

Hansen red LED lighted cab door assist handrail shall be provided. The rubber insert handrail shall be installed between chrome end stanchions and shall be positioned at least 2" from the mounting surface to allow a positive grip with a gloved hand.

Handrail lighting shall be wired through clearance / headlight switch and only activate when park brake is set.

Rear Cab Wall Construction

The rear cab wall shall be constructed with the use of 3/16" aluminum diamond plate interlocking in aluminum extrusions.

Cab Wheel Well

The cab wheel well shall be increased in size to provide additional clearance for larger tires. The fender trim shall be adjustable in and out to better accommodate various wheel / tire offsets.

Receptacle Mounting Plate

A mounting plate shall be provided for the battery charger receptacle, battery charger indicator and if applicable the air inlet, etc. The plate shall be constructed of 14 gauge brushed finish stainless steel and be removable for service access to the receptacle(s) and indicator.

Glass Tint

The rear of the cab shall be equipped with dark tint glass. The glass shall have 20% light transmittance (+/- 10%). The dark tint shall be provided for the following windows (as equipped):

- Window on cab sides between front and rear door
- Rear door glass
- Rear cab wall glass
- Vista roof glass

HVAC

HVAC Control Location

Heating and air conditioning controls shall be located in the center dash area.

Air Conditioning

An overhead air-conditioner / heater system with a roof mounted condenser shall be supplied.

The unit shall be mounted to the cab interior headliner in a mid-cab position, away from all seating positions. The unit shall provide fourteen (14) comfort discharge louvers, eight (8) to the back area of the cab, six (6) to the front area of the cab including one (1) each side outboard in the forward overhead console. These louvers will be used for both AC and heated air delivery. Two (2) additional large front louvers shall be damper controlled to provide defogging and defrosting capabilities to the front windshield as necessary.

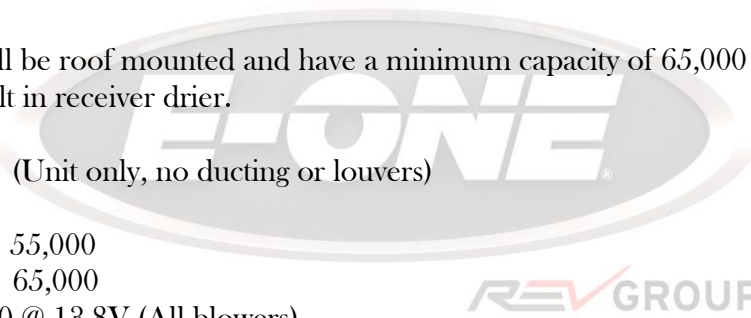
The unit shall consist of a high output evaporator coil and heater core with one (1) high output dual blower for front air delivery, and two (2) high performance single wheel blowers for rear air delivery. For improved corrosion resistance the evaporator shall have a hydrophilic blue fin coating.

The control panel shall actuate the air-distribution system using electric actuators. The control panel shall allow blended airflow to both the comfort air vents and defrost vents. Separate three-speed blower switches shall be provided to independently control air speed for the front and rear blowers.

The condenser shall be roof mounted and have a minimum capacity of 65,000 BTU's and have dual fans with a built in receiver drier.

Performance Data: (Unit only, no ducting or louvers)

- AC BTU: 55,000
- Heat BTU: 65,000
- CFM : 1300 @ 13.8V (All blowers)



The compressor shall be a ten-cylinder swash plate type Seltec model TM-31HD with a capacity of 19.1 cu.in. per revolution.

The system shall be capable of cooling the interior of the cab from 100 degrees ambient to 75 degrees or less with 50% relative humidity in 30 minutes or less.

SEATS

Cab Seats

All cab seats shall be Bostrom brand.

Seat Cover Material

All seats shall have vinyl seat cover material.

Seat Fabric Color

Holly Springs Mid Mount Aerial Platform 1-6-23 Q122372

All seats shall be black in color.

Seating Capacity Tag

A tag that is in view of the driver stating seating capacity of two (2) personnel shall be provided.

Seat, Officer

One (1) Bostrom Tanker 550 ABTS seat with high back SCBA storage shall be provided in the officer's position.

The ABTS (All-Belts-To-Seat) design shall include a bright red 3-point integrated dual retractor seat belt with an additional 8-12" of additional useable belt webbing for easy access and comfort—increasing seat belt usage amongst firefighters and rescue personnel.

Seat features shall include:

- Automatic dual retractors with anti-binding webbing guide built into the seat assembly
- RiteHite™ adjustable shoulder belt
- Removable "Store-All" side cushions
- Auto-pivot and return headrest to open for improved exit with SCBA
- 12.5" wide SCBA cavity to store leading SCBA brands
- Shoulder strap holder
- Replaceable seat, side and headrest cushions

Seat, Driver

One (1) H. O. Bostrom 500 Series Sierra EX8/ABTS seat with high back styling shall be provided for the driver's position.

Seat features shall include:

- Automatic dual retractors with anti-binding webbing guide built into the seat assembly
- RiteHite™ adjustable shoulder belt
- Power fore/aft with 8" adjustment
- Power height with 2" adjustment
- Power front seat tilt
- Power rear seat tilt
- Power back recline
- Built in lumbar support
- Tether for seat back

All seat positions shall have a bright red retractable 3-point lap and shoulder harness, providing additional safety and security for personnel.

MISC INTERIOR CAB OPTIONS

Cab Floor Modification - Box Type

The rear cab floor shall be modified to provide clearance for the power take-off and hydraulic pump. The top of the box shall be covered with rubber floor matting to match the rest of the cab.

Cab Interior Padding Color

Cab interior padding to be gray color. Includes ceiling, side and rear walls as applicable.

Sun Visors

Padded sun visors shall be provided for the driver and officer matching the interior trim of the cab and shall be flush mounted into the underside of the overhead console.

Air Horn Lanyard

There shall be a "Y" style lanyard mounted in the center of the cab that allows the driver and officer to operate the air horns. The lanyard shall activate an electrical air switch.

Cab Rollover Protection - Master Control Module

A RollTek rollover occupant protection system shall be installed in the apparatus cab. The system shall include an Integrated Roll Sensor (master module), Integrated Head Curtains and Integrated Seat Belt pretensioners.

The Integrated Roll Sensor (IRS) shall be a microprocessor-controlled solid-state sensing device that utilizes vehicle-specific calibrations to detect rollovers. The IRS shall be equipped with eight (8) pyrotechnic loops for connection to the protective countermeasures (Integrated Head Curtains and Integrated Seat Belt pretensioners).

The IRS shall continually monitor the truck's acceleration and angle, and upon detection of an imminent roll-over, shall activate protective countermeasures in a pre-programmed sequence. The entire process from activation to deployment shall take less than ¼ of a second (.234).

In addition to acting as the "brain" of the RollTek system, the IRS shall also act as a "black box," recording crash events for post-crash evaluation.

Cab Rollover Protection - Slave Module for Master Control

A slave module shall be installed with the RollTek Integrated Roll Sensor (IRS) to expand the system's capabilities. The slave module shall include connections for up to eight (8) additional pyrotechnic loops for use with up to a total of sixteen (16) protective countermeasures (Integrated Head Curtains and Integrated Seat Belt pretensioners).

Cab Rollover Protection - Seat Belt Pretensioners [Qty: 2]

RollTek Integrated Seat Belt Pretensioners (ISB) shall be installed in the apparatus cab. The special seat belt buckles shall be designed to receive a signal from the Integrated Roll Sensor during a roll for the pretensioners on the buckles to tighten the seat belts to the occupant, better positioning the occupant in the seats.

Trim, Rear Engine Cover

The rear portion of the engine cover shall have an overlay of aluminum diamond plate installed to provide additional wear resistance.

Engine Cover

The engine cover shall blend in smoothly with the interior dash and flooring of the cab. The upper left and right sides shall have a sloped transition surface running front to rear providing increased space for the driver and officer.

The engine cover and engine service access door cover shall be molded 18 lb/cu. ft. (+/-0.5) flexible integral skinned polyurethane foam at a Durometer of 60 (+/- 5.0) per ASTM F1957-99. The cover shall be approximately .5" thick with a minimum skin thickness of 0.0625 inches. The cover shall be provided to reduce the transmission of noise and heat from the engine. The cover shall be black and feature a pebble grain finish for slip resistance.

Cup Holder / Storage Tray

A cup holder and tray assembly shall be provided on the cab engine cover between the driver and officer. The tray shall be approximately 14" wide x 10" long x 1.5" tall and constructed from .125" aluminum plate. The top edge of the tray sides shall have a .5" lip and the front corners of the tray shall be tapered for dash access. The two (2) cup holders shall be constructed from 3.5" diameter pipe approximately 2.5" tall and be located one each side at the rear corners of the tray. The assembly shall be painted to match the cab interior color.

Front Occupant Protection

A front occupant protection system shall be installed in the apparatus cab. The system shall inflate three (3) air bags in the following locations:

- Steering wheel air bag to protect the head and neck of the driver
- Knee bolster air bag to protect the driver's legs
- Knee bolster air bag to protect the officer's legs

The air bags shall use a combination of high-pressure stored argon and oxygen (and a pyrotechnic charge for initiation) to inflate the bags to a relatively cool (120° Fahrenheit) inflation temperature and remain inflated for several seconds.

The system shall be connected to the crash detection sensor that will also activate the driver and first officer Integrated Belt Pretensioners if it detects a frontal crash.

Cab Rollover Protection - Side Air Bags [Qty: 2]

Side Rollover Airbags (SRA) shall be installed in the apparatus cab. The pillow-shaped side air bags shall be attached to the seats. The air bags shall be optimally placed to deploy across the window and side of the vehicle interior to protect the occupants heads during impact. The air bags shall use a combination of high-pressure stored argon and oxygen (and a pyrotechnic charge for initiation) to inflate the bags to a relatively cool (120° Fahrenheit) inflation temperature and remain inflated for several seconds.

Overhead Console

An overhead console shall be provided in the front of the cab for the driver and officer. The areas in front of the driver and officer shall be removable panels that can be used for switches and other electrical items. The entire overhead console shall be hinged for service access.

The center of the overhead console shall have a lowered area for mounting of up to three (3) electrical components like siren heads, directional bar controllers, etc.

The overhead console shall be constructed of aluminum smooth plate painted to match the cab interior. The console shall be installed using stainless steel fasteners.

Rear Engine Cover

The rear engine cover shall be provided with a reduced profile for increased legroom on the forward facing rear inboard seats.

Cab Dash - Low Profile Severe Duty

The driver side and center dash shall be constructed from cast aluminum for durability and long life.

The driver side cast aluminum dash shall enclose the instrument cluster.

The center dash area shall be a low profile design to provide optimal forward visibility. The driver and officer sides shall be angled for ergonomic access and designed for either a color display or switches. Access panels shall be provided on the top, front and officer side for easy service access.

The officer side dash shall be low profile and constructed from .125" smooth aluminum plate. A service access panel shall be provided in the top surface.

The driver, center and officer side dash shall be painted to match the cab interior.

The lower kick panels below the dash to be constructed from .125 aluminum plate painted to match the cab interior. The panels shall be removable to allow for servicing components that may be located behind the panels.

Cab Insulation Package

The cab shall be insulated to mitigate noise and ensure maximum cooling/heating capacity. The insulation package shall include 1" Polyester foam with Mylar facing for the front wall, rear wall, side walls, and ceiling, Reflectex (or equal) inside each cab door and 1" closed cell foam insulation below the front and rear facing seat risers.

CAB ELECTRICAL OPTIONS

Cab Dome Lights

A Weldon LED dome light assembly with one (1) white lens and one (1) red lens and plastic housing shall be installed. The white light activates with appropriate cab door and light assembly switch, the red light activates with light assembly mounted switch only.

There shall be two (2) mounted in the front of the cab, one (1) in the driver and one (1) in the officer ceiling.

There shall be two (2) mounted in the rear of the cab, one (1) in the driver side and one (1) in the officer side ceiling.

Auto-Eject Inlet Receptacle

The inlet receptacle shall be a Kussmaul 20 amp NEMA 5-20 Super Auto-Eject #091-55-20-120 with a cover. The Super Auto-Eject receptacle shall be completely sealed and have an automatic power line disconnect.

The receptacle shall be located outside driver's door next to handrail and the cover color shall be Red.

ATC Override

An Automatic Traction Control (ATC) override switch shall be provided. The switch shall be located within reach of the driver and allow for momentary disabling of the ATC system due to mud or snow conditions.

English Dominant Gauge Cluster

The cab operational instruments shall be located in the dashboard on the driver side of the cab and shall be clearly visible. The gauges in this panel shall be English dominant and shall be the following:

- Speedometer with odometer
- Tachometer with integral hour meter
- Engine oil pressure gauge with warning light and buzzer
- Engine water temperature gauge with warning light and buzzer
- Fuel gauge with low fuel indicator light
- Voltmeter
- Air filter restriction indicator

- Transmission oil temperature gauge
- Two (2) air pressure gauges with a warning light and buzzer (front air and rear air)
- Cab ajar warning indicator

This panel shall be backlit for increased visibility during day and night time operations.

Headlights

The front of the cab shall have four (4) headlights. The headlights shall be mounted on the front of the cab in the lower position.

12 Volt Outlet

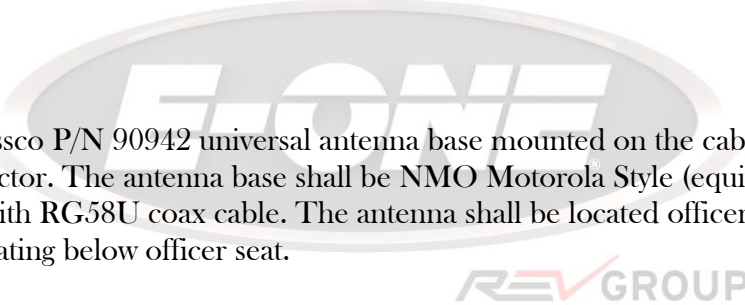
A plug-in type receptacle for handheld spotlights, cell phones, chargers, etc. shall be installed officer side dash. The receptacle shall be wired battery hot.

Pre-Wire

The chassis shall be pre-wired for installation of tire chains. A lock-out/safety rocker style switch shall be installed for activation.

Antenna Base

There shall be a Tessco P/N 90942 universal antenna base mounted on the cab roof with a weatherproof connector. The antenna base shall be NMO Motorola Style (equivalent to a MATM style) with RG58U coax cable. The antenna shall be located officer side forward with coaxial cable terminating below officer seat.

 E-ONE
REV GROUP

Battery Charger Location

The battery charger shall be located behind driver's seat.

Officer Speedometer

A speedometer shall be provided in the officer side multiplex display in the cab.

Battery Charger

An E-ONE LPC 40 battery charger with remote mounted LED display shall be installed.

A fully automatic charging system shall be installed on the apparatus. The system shall have a 120 volt, 60 hertz, 7 amp AC input with an output of 40 amps 12 volts DC. The battery charging system shall be connected directly to the shoreline to ensure the batteries remain fully charged while the vehicle is in the fire station or firehouse.

The system shall include a remote charging status indicator panel. The panel shall consist of two (2) LED lights to provide a visual signal if battery voltage is good or drops below 11.5 volts. The microprocessor shall be continuously powered from the battery to provide the charge status.

DPF Regeneration Override

A momentary override switch shall be provided for the Diesel Particulate Filter (DPF) regeneration. The switch will inhibit the regeneration process until the switch is reset or the engine is shut down and restarted. The switch shall be located within reach of the driver.

Cab Headlights

FireTech model FT-4x6-4KIT LED headlights shall be provided. The headlights shall include low beam, high beam, elliptical beam and an integrated halo ring park lamp. When not equipped with separate daytime running lights, the low beam headlights shall activate with the release of the parking brake for additional vehicle conspicuity and safety.

Cab Door Step Area Lighting

There shall be eight (8) clear TecNiq model D07 LED lights provided to illuminate the cab step well areas. Two (2) lights shall be located at each door area, one (1) above each step. The lights shall have polished stainless steel housings. The lights shall be activated by the cab door ajar circuit.

Cab Turn Signals

A pair of TecNiq LED (Light Emitting Diode) turn signal lights with clear lens shall be installed on the front of the cab. The strip type lights shall be 1.25" high x 15" long and be mounted in a polished cast aluminum housing between the quad bezels.

Cab Dual USB Charger Socket [Qty: 2]

A Kussmaul model 091-264-N, dual port outlet. Includes (1) USB-C and (1) USB-A NGR charger sockets for cell phones, chargers, etc. shall be installed driver side dash, officer side dash. The receptacle shall be wired battery hot.

USB Dual Port 091-264-N Specifications:

Input: 10 To 30 VDC (10 To 32 VDC Absolute Min./Max.

Output: 4.8 to 5.2 VDC, 4.8 Amps Max

Indicator: Device Powered: Blue LED

BODY MODEL

Center Body

Holly Springs Mid Mount Aerial Platform 1-6-23 Q122372



The apparatus shall incorporate a rescue style body design to maximize compartment space. The rescue style right and left side body shall combine upper and lower compartments to provide more efficient use of body storage capacity. The body design shall provide 68.90 cubic feet of storage.

Compartment Sizes

The compartment sizes and location shall be as follows:

Left Side:

There shall be one (1) compartment (L4) over forward rear wheels. The compartment shall be approximately 54.5" wide x 19" high x 25" deep and contain approximately 14.98 cubic feet of storage space. The door opening shall be approximately 54.5" wide x 15" high.

There shall be one (1) compartment (L5) over rearward rear wheels. The compartment shall be approximately 58.5" wide x 23" high x 25" deep and contain approximately 19.30 cubic feet of storage space. The door opening shall be approximately 58.5" wide x 19" high.

Right Side:

There shall be one (1) compartment (R4) over forward rear wheels. The compartment shall be approximately 54.5" wide x 19" high x 25" deep and contain approximately 14.98 cubic feet of storage space. The door opening shall be approximately 54.5" wide x 15" high.

There shall be one (1) compartment (R5) over rearward rear wheels. The compartment shall be approximately 58.5" wide x 23" high x 25" deep and contain approximately 19.30 cubic feet of storage space. The door opening shall be approximately 58.5" wide x 19" high.

Rear Body

The rear body section shall incorporate a rescue style body design to maximize compartment space. The rescue style right and left side body shall combine upper and lower compartments to provide more efficient use of body storage capacity. The body design shall provide 162.48 cubic feet of storage.

Compartment Sizes

The compartment sizes and location shall be as follows:

Left Side:

There shall be one (1) compartment behind the rear wheels. The compartment shall be approximately 56" wide x 25" high x 25" deep (upper), 41" wide x 8" high x 22" deep (middle), 41" wide x 22" high x 26" wide (lower) and 15" wide x 30" high x 10" deep (over jack) and contain approximately 40.59 cubic feet of storage space. The door opening shall be approximately 56" wide x 51" high.

There shall be one (1) compartment behind the rear staircase. The compartment shall be approximately 46" wide x 18" high x 25" deep (upper), 46" wide x 8" high x 22" deep

(middle) and 46" wide x 18" high x 26" deep (lower) and contain approximately 29.13 cubic feet of storage space. The door opening shall be approximately 46" wide x 43" high.

Right Side:

There shall be a first compartment behind the rear wheels. The compartment shall be approximately 56" wide x 25" high x 25" deep (upper), 41" wide x 8" high x 22" deep (middle), 41" wide x 22" high x 26" deep (lower) and 15" wide x 30" high x 10" deep (over jack) and contain approximately 40.59 cubic feet of storage space. The door opening shall be approximately 56" wide x 51" high.

There shall be a second compartment behind the rear wheels. The compartment shall be approximately 19" wide x 18" high x 25" deep (upper) and 19" wide x 8" high x 22" deep (middle), 19" wide x 18" high x 26" deep (lower) and contain approximately 12.04 cubic feet of storage space. The door opening shall be approximately 19" wide x 43" high.

There shall be a third compartment behind the rear wheels. The compartment shall be approximately 46" wide x 18" high x 25" deep (upper) and 46" wide x 8" high x 22" deep (middle), 46" wide x 18" high x 26" deep (lower) and contain approximately 29.13 cubic feet of storage space. The door opening shall be approximately 46" wide x 43" high.

Rear Body Design

The rear body shall be designed to provide ground ladder storage. The center rear of the body shall open for ground ladder storage. The area below the ground ladder storage shall be a compartment between frame rails constructed of 1/8" formed aluminum 3003 H14 alloy plate. The compartment shall have a minimum of 11 cubic feet of storage for equipment such as pike poles, attic ladder, back board etc. The compartment shall have a horizontally-hinged drop-down door constructed of the same material / finish as the rear body plate work.

A 4" steel tubular rear bumper assembly is provided and is bolted to the sides of frame rails with grade 8 bolts. It extends through the rear body for protection against rear end collision. A bumper cover made from tread plate shall be supplied to cover portion of bumper which extends out past the rear of the body.

Front Body

The forward body section shall be designed to maximize compartment space. The body design shall provide 30.57 cubic feet of storage.

Compartment Sizes

The compartment sizes and location shall be as follows:

Left Side:

There shall be one (1) compartment (L1) under the turttable. The compartment shall be approximately 18" wide x 38" high and contain the hydraulic oil reservoir. The door opening shall be approximately 18" wide x 38" high.

There shall be one (1) compartment (L2) over the outrigger. The compartment shall be approximately 15" wide x 27" high x 8" deep (forward) and 16" wide x 27" high x 3" deep (rearward) and contain approximately 2.63 cubic feet of storage space. The door opening shall be approximately 31" wide x 27" high.

Right Side:

There shall be one (1) compartment (R1) under the turttable. The compartment shall be approximately 18" wide x 38" high x 11" deep and contain approximately 4.35 cubic feet of storage space. The door opening shall be approximately 18" wide x 38" high.

There shall be one (1) compartment (R2) over the outrigger. The compartment shall be approximately 15" wide x 27" high x 3" deep (forward) and 16" wide x 27" high x 8" deep (rearward) and contain approximately 2.70 cubic feet of storage space. The door opening shall be approximately 31" wide x 27" high.

Transverse:

There shall be one (1) compartment (L3/R3) forward of the rear wheels. The compartment shall be approximately 32" wide x 12" high x 94" deep (transverse) and contain approximately 20.89 cubic feet of storage space. The door opening shall be approximately 32" wide x 10" high.

BODY COMPT REAR

Rear Body Panels

The rear body panels shall be smooth 1/8" un-painted aluminum plate to facilitate rear body striping. The panels shall be bolt-on for a clean appearance and easier repair in the event of damage.

AERIAL BODY OPTIONS

Rear Pike Pole Storage

Pike poles storage shall be provided at the rear of the body for six (6) pike poles. The storage area shall be labeled for two (2) 6' poles, two (2) 8' poles, and two (2) 12' poles. The pike poles shall be secured by either "J" slotted locking tubes and/or hinged door(s) that matches the rear body finish.

Ladder Tunnel Doors

A pair of 3/16" (.188) aluminum smooth plate doors with D-ring style handles shall be installed for access to the rear ladder tunnel. Each door shall open a full 90 degrees to allow easy removal of ground ladders. The doors shall match the rear body finish.

Cover Plate for Hydraulic Lines

The hydraulic hoses routed through the compartment below the generator shall have a protective cover installed. The cover plate shall protect the hoses from damage by equipment stored in the compartment.

Outrigger Covers

Two (2) piece outrigger covers constructed of .187" aluminum smooth plate painted job color shall be provided for the jack leg openings. One piece of the cover shall be sized to cover just the extending outrigger in order to require a minimal amount of set-up space. The second piece of the cover shall be fixed and mounted to the body to cover the remaining outrigger opening.

Auxiliary Ground Pads

Four (4) auxiliary ground pads shall be provided. The pads shall be 24" x 24" x 1/2" thick aluminum plate with a 20 degree formed handle with cutout for hand hold. Two (2) pads shall be stored each side of the apparatus, (2) in a bracket that is mounted driver side next to the front drop down jack and (2) shall be stored in double brackets that are welded below the body.

Outrigger Control Storage Box

An aluminum storage box shall be provided at the rear of the body for a handheld aerial outrigger control. The box shall be approximately 13" wide x 9" high x 4" deep and be located at the upper left rear of the body. The box shall be constructed from smooth plate to match the rear of the body.

DOORS

Single Compartment Door

A single compartment door shall be constructed using a box pan configuration. The outer door pan shall beveled and shall be constructed from 3/16" (0.188") aluminum plate. The inner door pan shall be constructed from 3/32" (0.090") smooth aluminum plate and shall have nutsert fittings to attach hold-open hardware. The inner pan shall have a 95-degree bend to form an integral drip rail.

The compartment door shall have a 1" x 9/16" (1" x 0.43") closed-cell "P" EPDM sponge gasket meeting ASTM D-1066 2A4 standards installed around the perimeter of the door to provide a seal that is resistant to oil, sunlight, and ozone.

A drain hole shall be installed in the lower corner of the inside door pan to assist with drainage.

A polished stainless steel Hansen D-ring style twist-lock door handle with #459 latch shall be provided on the door. The 4-1/2" (4.5") D-ring handle shall be mounted directly to the door latching mechanism with screws that do not penetrate the door material for improved corrosion resistance.

The compartment door shall be securely attached to the apparatus body with a full-length stainless steel 1/4" (0.25") rod piano-type hinge isolated from the body and compartment door with a dielectric barrier. The door shall be attached with machine screws threaded into the doorframe. The door shall have a gas shock-style hold-open device.

An anodized aluminum drip rail shall be mounted over the compartment opening to assist in directing water runoff away from the compartment.

The door(s) shall be installed in the following location(s): L1, L2, R1, R2, R7

Double Compartment Door

Double compartment doors shall be constructed using a box pan configuration. The outer door pans shall beveled and shall be constructed from 3/16" (0.188") aluminum plate. The inner door pans shall be constructed from 3/32" (0.090") smooth aluminum plate and shall have nutsert fittings to attach hold-open hardware. The inner pans shall have a 90-degree bend to form an integral drip rail.

The compartment doors shall have a 1" x 9/16" (1" x 0.43") closed-cell "P" EPDM sponge gasket meeting ASTM D-1066 2A4 standards installed around the perimeter of the doors to provide a seal that is resistant to oil, sunlight, and ozone.

A drain hole shall be installed in the lower corner of the inside door pan to assist with drainage.

A polished stainless steel Hansen D-ring style twist-lock door handle with a #459 latch shall be provided on the primary door. The 4-1/2" (4.5") D-ring handle shall be mounted directly to the door latching mechanism with screws that do not penetrate the door material for improved corrosion resistance.

The secondary door shall have a dual stage rotary latch with a 750 lb rating to hold the door in the closed position. The latch shall be mounted at the top of the door. A stainless steel paddle style handle shall be mounted on the interior pan of the door to actuate the rotary latch. The paddle handle shall be connected to the rotary latch by a 5/32" (.156") diameter rod. Cable actuation shall be deemed un-acceptable due to the potential for cable stretch and slippage. The striker pin shall be 3/8" (.38") diameter with slotted mounting holes for adjustment.

Double door latch to have latch brackets fabricated from .125 aluminum smooth plate, installed with "PULL" tags #1032993 for left side and #1032294 for right side.

The compartment doors shall be securely attached to the apparatus body with a full-length stainless steel 1/4" (0.25") rod piano-type hinge isolated from the body and compartment doors with a dielectric barrier. The doors shall be attached with machine screws threaded into the doorframe.

The doors shall have a gas shock-style hold-open device. The gas shocks shall have a 30 lb rating and be mounted near the top of the door (when possible).

An anodized aluminum drip rail shall be mounted over the compartment opening to assist in directing water runoff away from the compartment.

The door(s) shall be installed in the following location(s): L3, L4, L5, L7, R3, R4, R5, R8

Double Compartment Door

Double compartment doors shall be constructed using a box pan configuration. The outer door pans shall beveled and shall be constructed from 3/16" (0.188") aluminum plate. The inner door pans shall be constructed from 3/32" (0.090") smooth aluminum plate and shall have nutsert fittings to attach hold-open hardware. The inner pans shall have a 95-degree bend to form an integral drip rail.

The compartment doors shall have a 1" x 9/16" (1" x 0.43") closed-cell "P" EPDM sponge gasket meeting ASTM D-1066 2A4 standards installed around the perimeter of the doors to provide a seal that is resistant to oil, sunlight, and ozone.

A drain hole shall be installed in the lower corner of the inside door pan to assist with drainage.

A polished stainless steel Hansen D-ring style twist-lock door handle with #459 latch shall be provided on the primary door. The 4-1/2" (4.5") D-ring handle shall be mounted directly to the door latching mechanism with screws that do not penetrate the door material for improved corrosion resistance.

The secondary door shall have two (2) dual stage rotary latches, each with a 750 lb rating to hold the door in the closed position. The latches shall be mounted at the top and bottom of the door. A stainless steel paddle style handle shall be mounted on the interior pan of the door to actuate the rotary latches. The paddle handle shall be connected to the rotary latches by 5/32" (.156") diameter rods. Cable actuation shall not be deemed un-acceptable due to the potential for cable stretch and slippage. The striker pins shall be 3/8" (.38") diameter with slotted mounting holes for adjustment.

Double door latch to have latch brackets fabricated from .125 aluminum smooth plate, installed with "PULL" tags #1032993 for left side and #1032294 for right side.

The compartment doors shall be securely attached to the apparatus body with a full-length stainless steel 1/4" (0.25") rod piano-type hinge isolated from the body and compartment doors with a dielectric barrier. The doors shall be attached with machine screws threaded into the doorframe.

The doors shall have a gas shock-style hold-open device. The gas shocks shall have a 30 lb rating and be mounted near the top of the door (when possible).

An anodized aluminum drip rail shall be mounted over the compartment opening to assist in directing water runoff away from the compartment.

The door(s) shall be installed in the following location(s): L6, R6

SHELVES

Adjustable Shelf [Qty: 10]

There shall be an aluminum adjustable shelf provided for a compartment as specified.

The shelf shall be constructed of 3/16" (.187") smooth aluminum plate. The shelf shall have a minimum 2" front and rear lips to accommodate optional plastic interlocking compartment tile systems and shall be capable of holding 100 lbs on compartments with tracks mounted on back wall (compartments up to approximately 12" deep) or shall be capable of holding 250 lbs with tracks mounted on forward and rearward walls.

The shelf shall be sized, width and depth, to match the size and location in the compartment.

TRAYS / TOOLBOARDS

Roll-Out Tray [Qty: 4]

There shall be a floor mounted roll-out tray provided in a compartment as specified.

The roll-out tray shall be constructed of 3/16" (.187") smooth aluminum plate with a sanded finish and welded corners for increased strength and rigidity. The tray shall be sized in width and depth as applicable.

For greater tray accessibility, the drawer slides shall feature one hundred percent extension. The tray shall utilize a gas spring to secure the tray in the open or closed position.

The tray shall have a total capacity of 500 lbs.

LADDER STORAGE / RACKS

Rear Ladder Storage

A ladder storage tunnel shall be provided beneath the aerial device frame work. There shall be access to the ladders via an opening at the rear.

This tunnel shall be lined with .090" aluminum. The ladders will be held captive top and bottom by aluminum tracks and slide on friction reducing material. All ladders shall be removable individually without having to remove any other ladder.

The ladder tunnel shall hold: PEL-35, PEL-24, (2)PRL-16, PRL-14 and FL-10.

Bracket Horizontal Ladder

Extension ladder mounting assembly shall consist of a 1/8" diamond plate boot bolted to the compartment top and a chrome plated handle to secure the ladder into the boot.

Location and type of ladder: transverse mounted rear cab roof to hold Little Giant model 17.

HANDRAILS / STEPS

Swing Down Steps

Three (3) swing-down access steps shall be provided on the apparatus to reduce the stepping height from the ground to the aerial access staircases.

The steps shall be constructed of .125" aluminum diamond plate. The step surface shall have an aggressive skid-resistant surface. The step shall be in accordance with current NFPA requirements and shall include a multi-directional aggressive gripping surface incorporated into the diamond plate. The surface shall extend vertically from the diamond plate sheet a minimum of 1/8" (0.125"). Gripping surfaces shall be circular in design, a minimum of 1" diameter and on centers not to exceed 4". Side brackets constructed of .375" aluminum plate shall support the fabricated step.

The steps shall have a locking device to hold them in the upward stored position.

MISC BODY OPTIONS

Mud Flaps

Black mud flaps with E-ONE logo shall be provided for the body wheel wells.

Splash Guard

A two (2) piece splash guard shall be installed under the body full width behind the rear axle. The design and material of the splash guard shall be poly bristle (grass skirt) style, designed to keep rear of vehicle clean of road spray and debris. Each splash guard to be 16"H x 48"L.

Fuel Fill

Two (2) Cast Products fuel fills shall be provided one (1) each side in the wheel well area. The fuel fills shall have a hinged door and shall position the fuel fill neck at an angle for easier fueling operations.

Anodize Aluminum Trim

A anodize aluminum trim shall be located at the bottom edge of all body compartment openings including pump enclosure with painted edge (as applicable). The trim shall provide added protection of the painted surface of the body when equipment is removed from the compartment.

Tilt Jack Location

The cab tilt jack shall be located right side forward jack leg compartment low behind door in access panel (tilt sw low on firt wall).

Compartment Floor Insulation

Insulation shall be installed behind and / or below the body to protect the compartment(s) from excessive exhaust system heat.

Body Wheel Well

The body wheel well frame shall be constructed from 6063-T5 aluminum extrusion with a slot the full length to permit an internal fit of 3/16" (0.188") aluminum smooth plate supports. The outer body side wheel well plate shall be 3/16" (0.188") aluminum smooth plate welded flush with the body side and painted job color.

The fenderettes shall be bolt-on and shall be easily removable. The fenderette shall be constructed from .080" aluminum with a mirror finish. The fenderette shall be 2 1/2" (2.5") wide x 2 1/4" (2.25") tall with a 26 1/8" (26.125") radius. A "P" shaped rubber gasket shall be provided between the fenerette and wheel well body panel.

The wheel well liners shall be constructed of a 3/16" (.187") composite material. The liners shall be bolt-on and shall provide a maintenance-free and damage-resistant surface.

ELECTRICAL SYSTEMS

Multiplex Electrical System

Electrical System

The apparatus shall incorporate a Weldon V-MUX multiplex 12 volt electrical system. The system shall have the capability of delivering multiple signals via a CAN bus. The electrical system installed by the apparatus manufacturer shall conform to current SAE standards, the latest FMVSS standards, and the requirements of the applicable NFPA 1901 standards.

The electrical system shall be pre-wired for optional computer modem accessibility to allow service personnel to easily plug in a modem to allow remote diagnostics.

The electrical circuits shall be provided with low voltage over-current protective devices. Such devices shall be accessible and located in required terminal connection locations or weather-resistant enclosures. The over-current protection shall be suitable for electrical equipment and shall be automatic reset type and meet SAE standards. All electrical equipment, switches, relays, terminals, and connectors shall have a direct current rating of 125 percent of maximum current for which the circuit is protected. The system shall have electro-magnetic interference suppression provided as required in applicable SAE standards.

Any electrical junction or terminal boxes shall be weather-resistant and located away from water spray conditions.

Multiplex System

For superior system integrity, the networked multiplex system shall meet the following minimum component requirements:

- The network system must be Peer to Peer technology based on RS485 protocol. No one module shall hold the programming for other modules. One or two modules on a network referred to as Peer to Peer, while the rest of the network consists of a one master and several slaves is not considered Peer to Peer for this application.
- Modules shall be IP67 rated to handle the extreme operating environment found in the fire service industry.
- All modules shall be solid state circuitry utilizing MOS-FET technology and utilize Deutsch series input/output connectors.
- Each module that controls a device shall hold its own configuration program.
- Each module should be able to function as a standalone module. No “add-on” module will be acceptable to achieve this form of operation.
- Load shedding power management (8 levels).
- Switch input capability for chassis functions.
- Responsible for lighting device activation.
- Self-contained diagnostic indicators.
- Wire harness needed to interface electrical devices with multiplex modules.
- The grounds from each device should return to main ground trunk in each sub harness by the use of ultrasonic splices.

Wiring

All harnessing, wiring and connectors shall be manufactured to the following standards/guidelines. No exceptions.

- NFPA 1901-Standard for Automotive Fire Apparatus
- SAE J1127 and J1127
- IPC/WHMA-A-620 - Requirements and Acceptance for Cable and Wire Harness Assemblies. (Class 3 - High Performance Electronic Products)

All wiring shall be copper or copper alloys of a gauge rated to carry 125 of the maximum current for which the circuit is protected. Insulated wire and cable 8ga and smaller shall be SXL, GXL, or TXL per SAE J1128. Conductors 6ga and larger shall be SXL or SGT per SAE J1127.

All wiring shall be colored coded and imprinted with the circuit's function. Minimum height of imprinted characters shall not be less than .082” plus or minus .01”. The imprinted characters shall repeat at a distance not greater than 3”.

A coil of wire shall be provided behind electrical appliances to allow them to be pulled away from mounting area for inspection and service work.

Wiring Protection

The overall covering of the conductors shall be loom or braid.

Braid style wiring covers shall be constructed using a woven PVC-coated nylon multifilament braiding yarn. The yarn shall have a diameter of no less than .04" and a tensile strength of 22lbs. The yarn shall have a service temperature rating of -65 F to 194 F. The braid shall consist of 24 strands of yarn with 21 black and 3 yellow. The yellow shall be oriented the same and be next to each other.

Wiring loom shall be flame retardant black nylon. The loom shall have a service temperature of -40 F to 300 F and be secured to the wire bundle with adhesive-backed vinyl tape.

Wiring Connectors

All connectors shall be Deutsch series unless a different series of connector is needed to mate to a supplier's component. The connectors and terminals shall be assembled per the connector/terminal manufacturer's specification. Crimble/Solderless terminals shall be acceptable. Heat shrink style shall be utilized unless used within the confines of the cab.

Fast Idle System

A fast idle system shall be provided and controlled by a switch accessible by the driver. The system shall increase engine idle speed to a preset RPM for increased alternator output.

NFPA Required Testing of Electrical System

The apparatus shall be electrical tested upon completion of the vehicle and prior to delivery. The electrical testing, certifications, and test results shall be submitted with delivery documentation per requirements of NFPA #1901. The following minimum testing shall be completed by the apparatus manufacturer:

1. Reserve capacity test:

The engine shall be started and kept running until the engine and engine compartment temperatures are stabilized at normal operating temperatures and the battery system is fully charged. The engine shall be shut off and the minimum continuous electrical load shall be activated for ten (10) minutes. All electrical loads shall be turned off prior to attempting to restart the engine. The battery system shall then be capable of restarting the engine. Failure to restart the engine shall be considered a test fail.

2. Alternator performance test at idle:

The minimum continuous electrical load shall be activated with the engine running at idle speed. The engine temperature shall be stabilized at normal operating temperature. The battery system shall be tested to detect the presence of battery discharge current. The detection of battery discharge current shall be considered a test failure.

3. Alternator performance test at full load:

The total continuous electrical load shall be activated with the engine running up to the engine manufacturer's governed speed. The test duration shall be a minimum of two (2) hours.

Activation of the load management system shall be permitted during this test. However, an alarm sounded by excessive battery discharge, as detected by the system required in NFPA #1901 Standard, or a system voltage of less than 11.7 volts dc for a 12 volt nominal system, for more than 120 seconds, shall be considered a test failure.

4. Low voltage alarm test:

Following the completion of the above tests, the engine shall be shut off. The total continuous electrical load shall be activated and shall continue to be applied until the excessive battery discharge alarm activates. The battery voltage shall be measured at the battery terminals. With the load still applied, a reading of less than 11.7 volts dc for a 12 volt nominal system shall be considered a test failure. The battery system shall then be able to restart the engine. Failure to restart the engine shall be considered a test failure.

NFPA Required Documentation

The following documentation shall be provided on delivery of the apparatus:

- A. Documentation of the electrical system performance tests required above.
- B. A written load analysis, including:
 - a. The nameplate rating of the alternator
 - b. The alternator rating under the conditions
 - c. Each specified component load
 - d. Individual intermittent loads

Vehicle Data Recorder

A vehicle data recorder system shall be provided to comply with the 2009 and 2016 editions of NFPA 1901. The following data shall be monitored:

- Vehicle speed MPH
- Acceleration (from speedometer) MPH/Sec.
- Deceleration (from speedometer) MPH/Sec.
- Engine speed RPM
- Engine throttle position % of full throttle
- ABS Event On/Off
- Seat occupied status Occupied Yes/No by position
- Seat belt status Buckled Yes/No by position
- Master Optical Warning Device Switch On/Off
- Time: 24 hour time
- Date: Year/Month/Day

Occupant Detection System

There shall be a visual and audible warning system installed in the cab that indicates the occupant buckle status of all cab seating positions that are designed to be occupied during vehicle movement.

The audible warning shall activate when the vehicle's park brake is released and a seat position is not in a valid state. A valid state is defined as a seat that is unoccupied and the seat belt is unbuckled, or one that has the seat belt buckled after the seat has been occupied.

The visual warning shall consist of a graphical representation of each cab seat in the multiplex display screen that will continuously indicate the validity of each seat position.

The system shall include a seat sensor and safety belt latch switch for each cab seating position, audible alarm and braided wiring harness.

Multiplex Display

The V-MUX multiplex electrical system shall include a Vista IV color display.

The display shall have the following features:

- Aspect ratio of 16:9 (Wide Screen)
- Diagonal measurement of no less than 7"
- Master warning switch
- Engine high idle switch
- Five (5) tactile switches to access secondary menus
- Eight (8) multi-function programmable tactile switches
- Specific door ajar indication
- Real time clock
- Provides access to the multiplex system diagnostics
- Video capability for optional back-up camera(s) and GPS display

The display shall be located officer's side engine cover, driver's side engine cover.

Electrical Connection Protection

The vehicle electrical system shall be made more robust by the application of a corrosion inhibiting spray coating on all exposed electrical connections on the chassis and body. If equipped with an aerial device, the exposed connections on the aerial components shall also be protected.

The coating shall use nanotechnology to penetrate at the molecular level into uneven surfaces to create a protective water repellant film. The coating shall protect electrical connections against the environmental conditions apparatus are commonly exposed to.

LIGHT BARS

Light Bar Mount



Specification for: HOLLY SPRINGS

One (1) pair of Whelen 1.5" tall (model MKEZ7) mounts shall be provided on the front light bar.

Front Light Bar Color(s)

The front light bar shall be provided with the following color LED modules: RED with CLEAR lenses

If applicable, includes side facing light bars when colors are the same.

Light Bar

A Whelen Freedom IV Series 72" LED light bar model F4X7 with fourteen (14) LED modules shall be provided; two (2) front corner mounted LED modules, ten (10) forward facing LED modules and two (2) side facing LED modules (with front vista windows) or two (2) rear corner LED modules (without front vista windows).

No rear facing LEDs.

The light bars shall have clear lenses.

The white LEDs (if equipped) shall be switched off in blocking right of way mode.

The light bar shall be installed centered on the front cab roof.

WARNING LIGHTS

Hazard (Door Ajar) Light

There shall be a 2" red LED hazard light installed as specified.

The light shall be located center overhead.

Warning Light

A Roto Ray LED rotating light shall be provided on the front of the cab. The light assembly shall have three LED lights with clear lenses, two (2) red and one (1) clear that rotate at 200 RPM. It shall be located center of cab below the windshield.

A switch shall be provided for activation of the light and shall be wired to de-activate through park brake.

Warning Lights

Two (2) Whelen M6 Series Linear Super LED red light heads with clear lens shall be provided. The rectangular lights shall include chrome flanges where applicable.

Location: (1) each side in front quad inboard of NFPA warning light.

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Upper Rear Warning Lights

Two (2) Whelen model ROTA-BEAM Super LED beacons with Red domes shall be supplied.

The lights shall be located rear upper body on aerial style brackets to meet Zone C upper requirements.

Warning Lights

Two (2) Whelen model M2W Wide Angle Super LED shall be provided.

The rectangular lights shall include chrome flanges (as applicable). The lights shall be wired with weatherproof connectors.

Specifications include:

- Surface mounted
- Patented Linear LED reflector assembly
- Sealed assembly
- Mounting gasket
- Multiple Scan-Lock flash patterns available
- Chrome mounting flange

Location: (1) each side NFPA/ULC required lower zone rear side facing, color will be RED with CLEAR lenses.

Warning Lights

Two (2) Whelen M6 series Linear Super LED RED with CLEAR lenses, RED with CLEAR lenses, RED with CLEAR lenses, RED with CLEAR lenses shall be provided. The rectangular lights shall include chrome flanges where applicable.

Location: (1) each side NFPA/ULC required lower zone front facing, (1) each side NFPA/ULC required lower zone forward side facing, (1) each side NFPA/ULC required lower zone midship side facing, (1) each side NFPA/ULC required lower zone rear facing.

DIRECTIONAL LIGHT BARS

Directional Light Bar Control Location

The directional light bar control head shall be located in the center overhead.

Directional Traffic Warning Light

One (1) Whelen model TAM83 LED Traffic Advisor™ with clear lenses shall be provided. The light bar shall include Eight (8) TIR3™ Super-LED® lamps.



Specification for: HOLLY SPRINGS

The directional bar shall include a TACTLD1 control head. The control head shall include a remote flash control and end lamp enable/disable feature.

The light shall be installed at rear of body to direct traffic around the apparatus.

Dimensions: 2.875" high x 2.25" wide x 30.36" long.

SIRENS

Electronic Siren

A Whelen 295SLSA1 electronic siren shall be installed in the cab. The siren amplifier and control panel module shall include a rotary selector for six (6) functions, on/off switch, push button switch for manual siren or air horn tones, and noise canceling microphone.

Electronic Siren Control Location

The electronic siren control shall be located in the center overhead console offset to officer side.

Mechanical Siren

A chrome plated and pedestal mounted Federal Q2B-P coaster siren shall be installed on top of the front bumper extension. An electric siren brake switch shall be located in the cab accessible to the driver.

The siren shall be located driver side front bumper.

SPEAKERS

Siren Speaker

One (1) Federal Signal model ES100 Dynamax 100 watt speaker shall be flush mounted as far forward and as low as possible on the front of the vehicle. A polished model MSFMT with "E-ONE" grille shall be provided on the outside of the speaker to prevent road debris from entering the speaker.

Speaker dimensions shall be: 5.5 in. high x 5.9 in. wide x 2.5 in. deep. Weight = 5.5 lbs.

The speaker shall produce a minimum sound output of 120 dB at 10 feet to meet current NFPA 1901 requirements.

The speaker shall be located driver side front bumper, officer side front bumper.

DOT LIGHTING

License Plate Light

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One (1) Truck-Lite model 15905 white LED license plate light mounted in a Truck-Lite model 15732 chrome plated plastic license plate housing shall be mounted at the rear of the body.

License Plate Bracket

There shall be bracket fabricated from aluminum smooth plate sanded, secured to rear of the body to accommodate a license plate.

LED Marker Lights

LED clearance/marker lights shall be installed on the cab. The body marker lights shall be TecNiq 3/4" grommet mounted LED.

Upper Cab:

- Five (5) amber LED clearance lights on the cab roof.

Lower Cab:

- One (1) amber LED side turn/marker each side of cab ahead of the front door hinge.

Upper Body:

- One (1) red LED clearance light each side, rear of body to the side.

Lower Body:

- Three (3) red LED clearance lights centered at rear, recessed in the rubrail.
- One (1) red LED clearance light each side at the trailing edge of the apparatus body, recessed in the rubrail.
- One (1) amber LED clearance light each side front of body just in front of rear wheels, recessed in the rubrail.
- Two (2) amber LED (one (1) clearance; one (1) auxiliary turn) lights each side front of body, recessed in the rubrail.

Turn Signal Flash Pattern

The forward (if applicable) and rear turn signals shall have a sequential arrow flash pattern.

Tail Lights

Three (3) Whelen model M6 series LED (Light Emitting Diode) lights shall be installed horizontally with individual housings each side at rear.

Light functions shall be as follows:

- One (1) model M62BTT LED red running light with red brake light in outboard position.
- One (1) model M62T LED amber turn signal in middle position.
- One (1) model M62BU LED clear back-up light in inner position

LIGHTS - COMPARTMENT, STEP & GROUND

Compartment Light Package

Two (2) Hansen compartment light strips shall be mounted in each body compartment greater than 4 cu. ft. Transverse compartments shall have four (4) lights located two (2) each side.

Each light bar shall include white LEDs mounted with a tough polycarbonate tube enclosure to protect the LED circuit board. The lights shall produce 120 lumens per foot and be waterproof up to IP66 rating.

Compartment lights shall be wired to a master on/off rocker switch on the cab switch panel.

The wiring connection for the compartment lights shall be made with a weather-resistant plug in style connector. A single water and corrosion-resistant switch with a polycarbonate actuator and sealed contacts shall control each compartment light. The switch shall allow the light to illuminate if the compartment door is open.

Ground Lights

The apparatus shall be equipped with a sufficient quantity of lights to properly illuminate the ground areas around the apparatus in accordance with current NFPA requirements. The lights shall be TecNiq model T440 4" circular LED (Light Emitting Diode) with clear lenses mounted in a resilient shock absorbent mount for improved bulb life. The wiring connections shall be made with a weather resistant plug in style connector.

Ground area lights shall be switched from the cab dash with the work light switch.

One (1) ground light shall be supplied under each side of the front bumper extension if equipped.

Lights in areas under the driver and crew area exits shall be activated automatically when the exit doors are opened.

Step Lights

The apparatus shall be equipped with a sufficient quantity of lights to properly illuminate the steps around the apparatus in accordance with current NFPA requirements. The lights shall be TecNiq model T440 4" circular LED (Light Emitting Diode) with clear lenses mounted in a resilient shock absorbent mount for improved bulb life (a smaller light may be used if space is limited). The wiring connections shall be made with a weather resistant plug in style connector.

The step lights shall be switched from the cab dash with the work light switch.

Cab Ground / Auxiliary Step Lights

The cab shall be equipped with a sufficient quantity of lights to properly illuminate the auxiliary steps and the ground areas below them in accordance with current NFPA requirements. The lights shall be EON LED (Light Emitting Diode) with clear lenses. The wiring connections shall be made with a weather resistant plug in style connector.



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The lights shall be switched from the cab dash with the work light switch. The lights shall also be activated automatically when the exit doors are opened.

Ladder Tunnel Light [Qty: 3]

An EON LED light shall be provided to illuminate the ladder tunnel at the opening. The light shall be wired through the door ajar circuit on the ladder tunnel door.

LIGHTS - DECK AND SCENE

Deck/Scene Light Wired to Back-Up Lights

The rear deck or scene lights shall be activated when the chassis is placed in reverse to provide additional lighting, in addition to the back-up lights, when backing the vehicle.

Rear Work Lights

Two (2) FireTech LED lights model FT-WL3500-FT-W shall be installed. The lights shall produce 1,981 effective lumens and have a white housing. The lights shall be switched with work light switch in the cab.

Location: (1) each side of body rear facing up high.

Scene Lights

Two (2) FireTech model FT-GESM, Guardian Elite LED Surface Mount scene lights with chrome flanges (when required) shall be provided.

Part #: FT-GESM

Voltage Range: 9-32 V DC

Total Amperage @ 12V DC: 10.42

RAW Lumens: 20,500

Effective Lumens: 12,290

Lights shall be located (1) each side of vista forward of rear doors and switched in cab (side facing lights switched separately).

LIGHTS - NON-WARNING

Engine Compartment Light

There shall be lighting provided in compliance with NFPA to illuminate the engine compartment area. The light wiring circuit shall activate when the cab is tilted and master power is switched on.

CONTROLS / SWITCHES

Door Ajar Alarm

An audible alarm shall be provided through the multiplex display(s) in the cab wired into the door ajar or indicator.

Foot Switch

A heavy duty metal floor mounted foot switch shall be installed to operate the Q2B siren. It shall be located driver's side, officer's side.

CAMERAS / INTERCOM

Two-Way Intercom

A Fire Research ACT two-way intercom system shall be installed to provide communications between the turntable control station and the aerial tip. The intercom system shall include two (2) speakers and two (2) control modules; one (1) with a push-to-talk button at the turntable control station and one (1) hands free at the aerial tip.

The control modules shall have push-button volume control and a LED volume display. The hands free module shall constantly transmit to the other module unless the push-to-talk button is pressed.

The intercom shall have active noise cancellation and be designed for exterior use.

Camera Back-Up

There shall be a Safety Vision camera model number SV-625B-KIT provided. The camera shall be mounted up high at the rear of the vehicle to provide a wide angle rear view with audio. The camera shall include a cable with metallic waterproof threaded o-ring seal connectors to ensure positive connection between video cable and camera to prevent unplugging due to vibration resulting in video loss to vehicle operator. The camera shall be interlocked with the chassis transmission. When the apparatus is placed in reverse the camera shall automatically be activated and when the transmission is placed in any other gear the screen shall return to the previously displayed screen.

Intercom Wireless Cab

A FireCom wireless intercom package shall be installed within the cab interior. One (1) model 5100D digital intercom with touch pad adjustable volume with advanced digital noise



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reduction circuitry. The intercom uses a durable membrane switch plate to control volume and change radios.

This intercom provides hearing loss protection that can occur from exposure to high noise levels.

The system contains:

- One (1) FireCom model 5100D single radio monitor shall be provided in the cab (two (2) year limited warranty).
- One (1) base transmit unit with radio/intercom only transmission, FireCom part number WB505R shall be included.
- Up to five (5) NFPA compliant headset hooks, FireCom part number 108-0678-00 shall be provided at each seated position.

Headsets shall be ordered separately and are not included as part of the Intercom package.

MISC ELECTRICAL

Back-Up Alarm

An electronic back-up alarm shall be supplied. The 97 dB alarm shall be wired into the chassis back-up lights to signal when the vehicle is in reverse gear.

12 Volt Power Lead

One (1) 12 volt/12 gauge/10 amp constant hot lead shall be provided. The lead shall be 24" long and include a ground wire and fuse.

The lead shall be located centered on rear cab wall below seat support channel.

12 Volt DC Power Distribution Module

A Blue Sea model 5032 12 place, split bus fuse block with ground, 12 volt DC power distribution module shall be provided. The module shall provide two isolated groups of six circuits, and shall be wired through switched hot and battery hot, and include a battery ground.

Location: behind officer's seat.

GENERATOR

Hydraulic Generator

A Harrison model MCR 8KW hydraulic generator system shall be supplied and installed in above L5. The generator shall come with an axial piston hydraulic pump, reservoir, cooler, voltage regulator and a gauge panel.

The gauge panel shall display voltage, hour meter, frequency, and amperage.

The hydraulic motor-generator system shall be modular design with dimensions of approximately 33" long x 14.2" wide x 18.1" high and shall be permanently mounted on the apparatus.

The hydraulic pump shall be driven by a chassis transmission mounted power take off (PTO).

A generator control / PTO engage switch shall be mounted on the cab instrument panel to engage the PTO and start the generator.

Ratings and Capacity

Rating: 8,000 watts continuous

Volts: 120/240 volts

Phase: Single, 4-wire

Frequency: 60 Hz

Amps: 34 amps at 240 volts, 68 amps at 120 volts

Engine Speed at Engagement: Idle

Pump Speed Operating Range: 980 to 3300 RPM

Weight: Approximately 267 lbs.

Testing

The generator shall be tested in accordance with current NFPA 1901 standards.

Notes:

* All ratings and capacities shall be derived utilizing current NFPA 1901 test parameters.

* Extreme ambient temperatures could affect generator performance.

GENERATOR TEST

Line Voltage Power Source Testing

The line voltage power source (generator and / or inverter) shall be tested at the manufacturer`s facility by an independent, third-party testing service. The conditions and testing of the power source shall be as outlined in current NFPA 1901.

The test shall include operating the power source for two hours at 100% of the rated load. Power source voltage, amps, frequency shall be monitored. The prime mover`s oil pressure, water temperature, transmission temperature (if applicable) and power source hydraulic fluid temperature (if applicable) shall be monitored during testing.

The results of the test shall be recorded and provided with delivery documentation.

BREAKER BOXES

Circuit Breaker Panel

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An eight (8) place breaker box with up to six (6) appropriately sized ground-fault interrupter circuit breakers shall be supplied. The breaker box will include a master breaker sized according to the generator output which will occupy two (2) places. The breaker box will be located in the specified compartment, not to exceed 12` run of wire.

Dimensions: 12.50" high x 8.88" wide x 3.80" deep.

Location: on jack offset in driver rear compartment.

LIGHTS - AREA

Cab Brow Light

One (1) FireTech 12V LED model FT-B-72-ML-W 75" white housing brow light with integral marker lights shall be provided. The light shall be installed on the front cab brow in place of the standard DOT marker lights. the light shall feature 54 LEDs` producing 19,665 usable lumens and five (5) DOT approved marker lights. The 285W 12V light shall draw 23.75 amps.

ELECTRIC CORD REELS

Rollers, Cord Reel

Rollers, captive for cord reel mounted on reel.

Stainless steel cord reel rollers shall be installed and located on the reel.

The rollers shall facilitate smooth removal of the electric cord.

{May include a bracket (as required)}

Electric Cord Reel

Hannay electric rewind cord reel(s) (ECR 1616-17-18) shall be installed and located ceiling mounted in driver side compt over rear axle of rear tandem offset forward.

The reel(s) shall include 200` of yellow 10 gauge 3 conductor type SOWA cord. The cord shall be rated at 20 amps @ 110 volts. The end of the cord shall be terminated for the installation of a department required connector.

Circle D Mounting Box

A Circle D model #213 cast aluminum mounting box shall be installed as specified for the Circle D junction box.

Mount located for box with reel in or on ceiling mounted in driver side compt over rear axle of rear tandem offset forward.

Electrical Junction Box

A Circle-D model PF51G four outlet electrical junction box shall be provided and shall have an integral pilot light to indicate electrical current.

The unit shall be equipped with two (2) 120 volt 20 amp NEMA L5-20R twist-lock receptacles and two (2) 120 volt 15 amp NEMA 5-15R straight blade receptacles, each with a hinged weatherproof cover.

Located on cord for reel in or on ceiling mounted in driver side compartment over rear axle of rear tandem offset forward.

Cord Reel Rewind Switch

A heavy duty rubber covered electric reel rewind button shall be installed on wall near cord reel.

AERIAL MODEL

95 Mid-Mount Elevating Platform

It is the intent of these specifications to describe a telescopic elevating platform of the open truss design that is compliant with NFPA 1901 (2016 edition) chapter 19 sections 19.7 through 19.12 and sections 19.17 through 19.25. Some portions of this specification exceed minimum NFPA recommendations and are to be considered a minimum requirement to be met.

The elevating platform shall consist of four (4) extruded aluminum telescopic ladder sections operating from -8 degrees up to +80 degrees and shall be designed to provide continuous egress for firefighters and civilians from an elevated position to the turntable. The elevating platform shall have a full vertical height of 95 feet at full extension and elevation. The measurement of height (to platform handrail) shall be consistent with NFPA 1901 section 19.7.2.

The rated horizontal reach shall be approximately 88 feet. The measurement of horizontal reach shall be consistent with NFPA 1901 19.7.3. The measurement shall be from the outer edge of the platform handrail at full extension to the centerline of turntable rotation.

The aerial shall have a maximum stabilizer spread of 15' - 6" from pin to pin with the stabilizers deployed to maximum extension. The aerial platform shall be able to provide full operating capacities in up to 35-mph wind conditions.

Aerial Ladder

The aerial ladder shall exceed the requirements of NFPA 1901 19.7 Elevating Platform Requirements as detailed in these specifications. To insure a high strength to weight ratio and an inherent corrosion resistance, the aerial device shall be completely constructed of high strength aluminum. All side rails, rungs, handrails, uprights and K-braces shall be made of structural 6061T6 alloy aluminum extrusions. All material shall be tested and certified by the material supplier. All ladder sections shall be semi-automatically welded by inert gas shielded arc welding

methods using 5356 aluminum alloy welding wire. Structural rivets or bolts shall not be utilized in the ladder weldment sections.

Due to the unpredictable nature of fireground operations, a minimum safety factor of 2.5-to-1 is desired. This structural safety factor shall apply to all structural aerial components including turntable, rotation gear and the torque tube stabilizer components. Definition of the structural safety factor shall be as outlined in NFPA 1901 A.19.20.1:

DL = Dead load stress. Stress produced by the weight of the aerial device and all permanently attached components.

RL = Rated capacity stress. Stress produced by the rated capacity load of the ladder.

WL = Water load stress. Stress produced by nozzle reaction force and the weight of water in the water delivery system.

FY = Material yield strength. Stress at which material exhibits permanent deformation.

$$2.5 \times \mathbf{DL} + 2.5 \times \mathbf{RL} + \mathbf{WL} \text{ equal to/less than } \mathbf{FY}.$$

The minimum NFPA specification is exceeded in this paragraph by requiring safety margin above 2-to-1, while flowing water. The stability factor or tip over safety margin shall be a minimum of 1.5 to 1 as defined by NFPA 1901 19.21.

An independent engineering firm shall verify the aerial safety factor. Design verification shall include computer modeling and analysis, and extensive strain gauge testing performed by an independent registered professional engineer. Verification shall include written certification from the independent engineering firm made available by the manufacturer upon request from the purchaser.

All welding of aerial components, including the aerial ladder sections, turntable, torque box and outriggers shall be performed by welders who are certified to American Welding Society Standards D1.1, D1.2 and D1.3 as outlined in NFPA 1901 19.22.3.1.

The weldment assemblies of each production unit shall be tested visually and mechanically by an ASNT certified level II non-destructive test technician to comply with NFPA 1901 19.22.2. Testing procedures shall conform to the American Welding Society Standard B1.10 Guide for non-destructive testing. Test methods may include dye penetrate, ultrasound and magnetic particle where applicable.

Each ladder section shall consist of two (2) heavy extruded aluminum side rails and a combination of aluminum rungs, tubular diagonals, verticals and two (2) full-length handrails. The rungs on all sections shall be K-braced for maximum lateral stability. This K-bracing shall extend to the center of each rung to minimize ladder side deflection.

The ladder rungs shall be designed to eliminate the need to replace rubber-rung covers. The rungs shall be spaced on 14 inch centers and have integral skid-resistant surface as outlined in NFPA 1901 19.2.5 through 19.2.5.3. An oval shaped rung shall be utilized to provide a larger step surface at low angles and more comfortable grip at elevated positions.



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The minimum design load shall be 500 pounds distributed over a 3 1/2" wide area per rung as outlined in NFPA 1901 19.2.5.4. The aerial ladder shall exceed NFPA 1901 sections 19.2.6 and 19.2.8 governing the minimum ladder section width and handrail height.

The aerial ladder shall exceed NFPA 1901 sections 19.2.6 and 19.2.8 governing the minimum ladder section width and handrail height. These following minimum dimensions shall be used in the construction of the aerial device:

Section	Width	Height
Base Section	45-1/4"	35-7/8"
Second Section	37-1/4"	32"
Third Section	29-3/4"	28-1/8"
Fly Section	23-1/2"	24-3/4"

Firefighting Platform

The platform shall be entirely constructed of aluminum and mounted to the end of the fly section. The platform shall measure 70" wide by 36" deep with angled corners. The platform will contain approximately 16.1 square feet of working space. This exceeds the minimum NFPA 1901 19.7.6 requirement of 14 square feet. A continuous railing with 42" high side rails shall be supplied on all sides of the platform.

Three (3) entry/exit points for the platform shall be included. Two corner spring-loaded inward swing doors with paddle handle latches shall be included and one point of entry/exit at the tip of the aerial. This opening shall include a spring loaded inward/upward swinging Aerial-Saver (Man-saver) bar for safety within the platform. There shall be no openings below the handrail larger than 24" in either direction.

The aerial platform shall have an 8" wide x 30" long step located on each side for easy egress. The steps shall be constructed of .125" aluminum diamond plate. The step surface shall have an aggressive skid-resistant surface. The step shall be in accordance with current NFPA requirements and shall include a multi-directional aggressive gripping surface incorporated into the diamond plate. The surface shall extend vertically from the diamond plate sheet a minimum of 1/8" (0.125"). Gripping surfaces shall be circular in design, a minimum of 1" diameter and on centers not to exceed 4".

The platform shall be constructed using a 4" perimeter piping system to carry water and serve as a structural component of the platform. A grated (open) material shall be supplied for the interior platform floor. The grated floor shall prevent water accumulation in the platform. These requirements are detailed in NFPA 1901 19.7.6.3 through 19.7.6.5.

A reflective aluminum heat shield shall be supplied on the front, bottom, sides and rear of the platform as outlined in NFPA 1901 19.7.6.6. A water curtain system shall be installed under the platform to provide a 75 gpm cooling stream beneath the platform as outlined in NFPA 1901 19.7.6.7. The nozzle shall be controlled from the base and tip control stations.

A platform control station shall be supplied as outlined in NFPA 1901 19.9. The station shall have the operational controls located within the platform position at the tip of the aerial. The tip

control station power shall be controlled from the base master operator's position by means of a two-position switch (Base power or Tip Power). Tip controls shall include aerial control levers, monitor controls, water curtain, fast idle, rungs aligned light, engine stop, controller power and platform leveling switches. Bidders should make available a detailed photograph or drawing of their proposed control station for both the Base (turntable) and the Tip (platform) control station for review by the Department.

Fall Protection Anchors

There shall be six (6) anchorage points for fall protection provided in the platform. Four (4) anchors shall be rated at 450 pounds each for use with Class 1 travel restraint systems and two (2) anchors located on the rear wall rated at 900 pounds each for use with Class 2 fall restraints.

Platform Lifting Eyes

A pair of lifting eyes shall be provided below the rear of the platform. The lifting eyes shall be integral to the platform structure and allow for a load of 375 pounds each (750 pounds total).

Platform Leveling System

An automatic platform leveling system shall be supplied as outlined in NFPA 1901 19.10.2. The system shall provide automatic leveling through a dual redundant hydraulic cylinder system. The system shall incorporate (4) hydraulic cylinders to level the platform. The lower cylinders shall be mounted between the aerial turntable and base section and the upper cylinders shall be mounted between the fly section and the platform. The system shall utilize oil exchange between the cylinders to provide smooth leveling at all operating positions. In addition to the automatic controls, the system shall include manual controls located at both the base and the platform to adjust platform pitch if needed. The system shall be supplied with load holding valves on the upper cylinders to prevent movement of the platform in the event of a ruptured hydraulic hose.

Ladder Extension Mechanism

Both power extension and retraction shall be furnished and meet the requirements of NFPA 1901 section 19.19, 19.20.3, and 19.5.3. Extension shall be by the way of two extending cylinders mounted on the side of the base section of the ladder. The cylinders shall operate through a block and tackle cable arrangement to extend and retract the ladder. Maximum extension and retraction of the ladder is to be automatically limited by the stroke of the cylinders. The normal operating cable safety factor shall be 5:1 and the stall safety factor shall be 2:1 based on the breaking strength of the cables. The minimum ratio of the diameter of wire rope used to the diameter of the sheave used shall be 1 to 12. The cables shall be treated with Pre-Lube 6 for increased service life.

The ladder assembly shall consist of four (4) separate weldments that shall extend and retract within each other. Nylatron NSM slide pads shall be utilized between each section to minimize friction. Four (4) interlocking load transfer stations shall be utilized at the end of each of the three base ladder sections. The interlocking load transfer stations shall handle load transfer between ladder sections and encapsulate the slide pads.

Ladder Cable Size



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2nd section (4 cables, 2 extend, 2 retract):	3/4" 6 x 19 galvanized cable
3rd section (4 cables, 2 extend, 2 retract):	9/16" 6 x 19 galvanized cable
4th section (4 cables, 2 extend, 2 retract):	1/2" 6 x 19 galvanized cable

Platform Operating Positions

The elevating platform shall have two control stations as outlined in NFPA 1901 19.9 with the lower controls capable of overriding the platform controls. The operator's lower position shall be located on the right side of the aerial turntable. The console shall be angled with an etched panel for long service life. The console shall include lighting for night operations and controls shall all be labeled for easy identification of operation. The upper control console shall be located in the front center of the platform and shall include all of the operational, aerial functions and control switches (less the Intercom controls) as in the lower console. The centered console location shall allow easy access in and out of the left and right corner gates.

Load Indicators

Lighted elevation and safe load indicator diagrams shall be located both on the lower left side of the base section (interior) and also at the tip of the left aerial (interior) to indicate safe load capacity at any angle of elevation. The safe load indicator shall be 15" x 15" in size and clearly communicate aerial capacity in any one of the following conditions: tipload, tipload with water flowing, and distributed load at full extension. The chart shall identify capacity using graphic characters to indicate each 250 lbs. increment. The chart shall be equipped with lighting and warn of electrocution hazards from power lines and lightning.

Aerial Extension Indicator

Reflective tape stripes shall be installed on the ladder top handrail of the base section to indicate extension in 5-foot increments. Numbers shall be supplied at 10-foot increments. A reflective dot on the base of the 2nd section shall provide a visual reference for the operator to estimate aerial elevation.

Alignment Indicators

An amber indicator (bullet) type of light on the control consoles shall indicate when the ladder rungs are aligned for easy climbing. A green indicator (bullet) light on the aerial control consoles shall indicate when the aerial turntable is properly aligned for bedding.

Operation Times

The aerial shall complete the NFPA 1901 19.7.5 time test in 150 seconds. This test involves raising the aerial from the bedded position to full elevation and extension and rotating to 90 degrees. This test is to begin with the stabilizers deployed.

Time to extend ladder	maximum 55 seconds
Time to retract ladder	maximum 50 seconds
Time to raise ladder	maximum 65 seconds

Time to lower ladder	maximum 65 seconds
Time to rotate 180 degrees	maximum 105 seconds

Elevating Platform Rated Capacity

The aerial device shall have a rated capacity of 1305 lbs. consistent with NFPA 1901 19.8.1 and 19.8.2. The rated capacity shall include 1000 lbs. in personnel allowance and 305 lbs. for equipment mounted at the tip of the aerial. The aerial device shall be rated in multiple configurations as outlined in 19.8.6.

The elevating platform shall be capable of delivering a master stream of up to 2000 GPM from the platform while carrying a minimum of 500 lbs. as outlined in 19.8.4. A sign mounted at the base of the aerial shall communicate the following ratings in the unsupported fully extended configuration while maintaining the safety margin as defined above, which exceeds the minimum safety factor required in the in NFPA 1901 A.19.20.1. The loads in each configuration are in addition to 305 lbs. of equipment mounted at the tip.

Condition #1- Tip load only, no water flowing

Elevation	Capacity	Pounds
-8 to 80 degrees	4 people	1000 lbs.

Condition #2- Distributed loads no water flowing

Elevation	Capacity	Pounds
-8 to 20 degrees	4 people	1000 lbs.
21 to 35 degrees	6 people	1500 lbs.
36 to 50 degrees	10 people	2500 lbs.
51 to 80 degrees	12 people	3000 lbs.

Condition #3- Platform tip load while flowing 1250 gpm with pre-piped waterway

Elevation	Capacity	Pounds
-8 to 80 degrees	2 people	500 lbs

Hydraulic System

The hydraulic plumbing shall consist of hydraulic stainless steel tubing wherever possible in order to:

- Eliminate hose wear.
- Eliminate the corrosion associated with galvanized steel tubing.
- Provide a stronger medium to carry the hydraulic fluid.

An interlock shall be provided that prevents activation of the hydraulic pump until the transmission is placed in neutral and the parking brake set as outlined in NFPA 19.17.3. The hydraulic system shall be of the latest design and incorporate features to provide rapid warm up in cold weather, minimize heat build up in warm weather, and provide smooth control of the aerial

ladder. The system shall meet the performance requirement in NFPA 19.19.6 and 19.19.7, which requires adequate cooling over 2 1/2 hours of operations.

All hydraulic components that are non-sealing whose failure could result in the movement of the aerial shall comply with NFPA 19.19.1 and have burst strength of 4 to 1. Dynamic sealing components whose failure could cause aerial movement shall have a margin of 2 to 1 on maximum operating pressure per NFPA 19.19.1.1. All hydraulic hoses, tubes and connections shall have minimum burst strength of 3 to 1 per NFPA 19.19.2.

Hydraulic power for all operations shall be supplied by a positive displacement hydraulic pump for consistent pressure and rapid response. The system shall operate between 1000 and 2500 psi with flow controls to protect hydraulic components and incorporate a relief valve set at 2800 psi to prevent over pressurization.

The hydraulic system shall consist of a 50 gallon reservoir plumbed to the hydraulic pump. The tank shall be supplied with a removable top and side plates to access tank strainer filter. There shall be plumbing for a supply and return line and provisions for draining the tank on the reservoir. The reservoir cap shall be marked per NFPA 19.19.5.2. Gated valves under the tank shall facilitate filter changes with minimal fluid loss. The hydraulic system shall use 5w-20 multi-weight, SAE32 grade oil and incorporate the following filters for dependable service:



Reservoir Breather:	10-micron
Magnetic Reservoir Strainer:	125-mesh
Pressure Filter (Torque Box):	3-micron
Return Filter:	10-micron

The aerial hydraulic system shall be designed in such a manner that a hydraulic pump failure or line rupture shall not allow the aerial or outriggers to lose position. Hydraulic holding valves shall be mounted directly on cylinders or plumbed to the cylinders using stainless steel hydraulic tubing. To insure reliable performance of holding valves, no hoses shall be permitted between a holding valve and cylinder. The hydraulic system shall be designed with an auxiliary power unit meeting the guidelines of NFPA 1901 19.18.6. The auxiliary power unit shall be two (2) 12-volt pumps connected to the chassis electrical system. The pumps shall provide operation at reduced speeds to store the aerial device and stabilizers for road transportation. Momentary control (spring load) switches shall be provided at the aerial control stations and each stabilizer control station to activate the system. The system shall be designed to provide a minimum of five (5) minutes of hydraulic power to operate functions. Hydraulic power to the ladder shall be transferred from the outrigger system by a hydraulic swivel.

Aerial Torque Tube Design

The aerial chassis and support structure shall utilize an integral twin torque tube design. The integral twin torque tube design shall transfer the overturning moment loads from the aerial device into the leveling jacks and outriggers, while serving to carry the chassis, body and aerial device as an integrated system. The system design shall provide a lower center of gravity to enhance road performance, a mounting location for underslung stabilizers, and additional space for body compartments.

Stabilization

Two (2) sets of drop/leveling jacks shall be supplied. One (1) set will be mounted under the center of the apparatus behind the cab and the other located rearward of the rear tandem axles. The leveling jacks will deploy automatically with the activation of a single button on the handheld stabilizer control box. The leveling jacks shall relieve the vehicle weight from the chassis suspension system and will level the vehicle to within an acceptable operation range. The leveling jacks shall have spherical rod ends to permit leveling on uneven road surfaces.

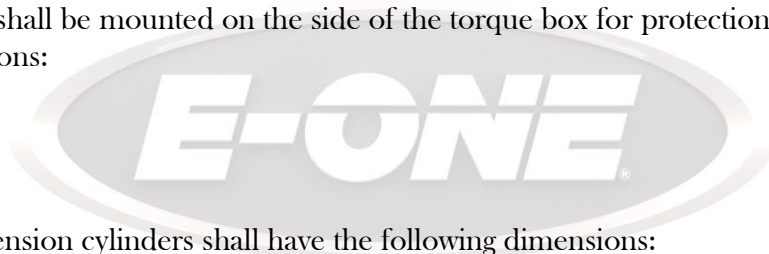
The drop cylinders shall be mounted on the side of the torque box for protection and shall have the following dimensions:

Bore: 6"
Stroke: 23"

The unit shall be equipped with set of extendable underslung out-and-down stabilizers. The stabilizers shall have a total spread of 15' - 6" centerline to centerline of the stabilizer pads when fully extended. The stabilizers shall be mounted under the aerial turntable. The stabilizers will be deployed from either the main control panel or from the handheld control box.

The lift cylinders shall be mounted on the side of the torque box for protection and shall have the following dimensions:

Bore: 7"
Stroke: 14"



The stabilizer extension cylinders shall have the following dimensions:

Bore: 2"
Stroke: 54-3/4"



The aerial shall have a minimum tip over safety margin of 1-1/3 times the rated load imposed by the aerial in any position the aerial device can be placed as outlined in NFPA 1901 19.21.2.

The apparatus stabilization shall be accomplished without the assistance of the chassis suspension or tires in contact with the ground.

The aerial shall be able to sustain a 1.5-to-1 rated load on a 5 degree slope downward in the position most likely to cause overturning as outlined in NFPA 1901 19.21.3. The maximum ground slope the apparatus can be set up on is 12 percent. On the 12 percent slope the apparatus shall be able to be leveled within a 6 percent operating range for the apparatus.

The cylinders shall be supplied with dual pilot operated check valves on each stabilizer cylinder to hold the cylinder in the stowed or working position should a charged hose rupture at any point in the hydraulic system. The outrigger system shall level side to side, corner to corner and front to rear on uneven terrain. Leveling jacks and stabilizers shall contain safety lock valves and shall require no mechanical pins to assure there will be no "leak down" of stabilizer legs.

Each stabilizer that can be extended from the body shall be supplied with a red warning light as outlined in NFPA 19.21.4.4. A stabilizer extended warning light shall be supplied in the cab to warn the driver of an extended stabilizer condition as outlined in NFPA 1901 13.11. A floodlight shall be supplied in each stabilizer location to illuminate the stabilizer and ground. The light shall automatically turn on with the deployment of a stabilizer. When operating with auxiliary jacks pads, the ground pressure shall not exceed 75 psi when the apparatus is fully loaded and the aerial device is carrying its rated capacity in every position, as outlined in NFPA 19.21.4.2.

Stabilizer Controls

The four (4) drop/leveling jacks shall be operated by a single switch that shall both deploy the jacks, and automatically level the truck to within a suitable range for aerial operations. Individual switches will be available for each drop jack if manual control is desired. The extending stabilizers shall be controlled by a pair of switches. The switches shall be located at the rear of the apparatus so the operator may observe the stabilizers during deployment. An audible alarm with a minimum 87 dBA shall also sound while the stabilizers are in motion as required by NFPA 19.21.4.1. Stabilizer deployment shall be completed in approximately 50 seconds or less.

There shall be an interlock that prevents the operation of the ladder until the stabilizers are down and properly set as outlined in NFPA 19.17.5. Six (6) sensors, one (1) for each jack and stabilizer, shall sense when all feet are in firm contact with the ground. When the apparatus has been leveled and the stabilizers deployed, a manual transfer switch shall be used to shift hydraulic power to ladder operations. The interlock system shall have a manual override mounted in a location that is not accessible from the aerial turntable. This manual override is intended for maintenance use only and is not intended for use during fireground operations.

The aerial device shall be capable of being operated with just one-side stabilizer being deployed. This operation shall allow the aerial device to be operated on the 180 degree side where the stabilizer has been deployed, with a safety system in place to ensure that the device cannot operate in the non-stabilized side. To help verify leveling of the apparatus, two (2) color-coded level indicators shall be supplied on the apparatus. One (1) indicator shall be for front to rear level and the other for side to side level.

Elevation Mechanism

The aerial shall utilize dual elevating cylinders and shall attach to the upper turntable assembly and the base section of the ladder by spherical bearings. The elevation system shall be designed following NFPA 1901 19.10.3. The hydraulic elevation cylinders shall also serve as a locking device to hold the aerial in the stored position for road travel.

Rotation Mechanism

The aerial shall be supplied with a hydraulically powered rotation system as outlined in NFPA 1901 19.5.2. Dual high torque hydraulic rotation motors shall provide continuous rotation under all rated conditions and be supplied with spring-applied brakes to prevent unintentional rotation. The high torque rotation drives shall operate through a planetary gear boxes that drive a spur gear mated with the ring gear on the rotation bearing. The rotation gear boxes shall be designed and



rated to allow aerial rotation in either direction while flowing water from the platform with the nozzle in any position.

Turntable Support Assembly

The aerial ladder turntable assembly shall be mounted behind the cab in a mid-mount design. The turntable support assembly shall be welded to the integral torque box for efficient transfer of aerial loads to the outrigger system.

Rearward Aerial Support

The aerial ladder support shall be constructed from 7/8" thick steel plate. This design shall allow for a pre-determined amount of flex preventing premature failure that can be found in an overly rigid structure. The support shall be bolted to the frame rails to allow removal in case of accidental damage. It shall be located in the flex joint between the center and rear body modules to support the aerial when the vehicle is being driven.

Aerial Electric Power

A hydraulic swivel shall be installed to provide hydraulic fluid transfer to the aerial ladder cylinders, electrical power to the aerial ladder, and water delivery to the pre-plumbed waterway while permitting continuous 360-degree rotation. The swivel shall provide two (2) hydraulic circuits, twenty four (24) electrical circuits, and one (1) 4" passage for waterflow. The swivel shall be environmentally-sealed to prevent contamination of the hydraulic fluid.

Aerial Finish

To reduce maintenance expense the aerial shall have a natural aluminum swirled finish. Visible inspection of all ladder weld joints shall be possible without having to remove paint or body filler to reveal the weld bead.

Platform Water Delivery System

A pre-piped waterway shall be supplied as outlined in NFPA 1901 19.12. The waterway shall be telescopic in design and shall extend to the end of the fourth section and to the platform. The tubular waterway shall run under the aerial ladder and shall be of the following size for optimum waterflow into the monitor.

Base Section: 5-1/2" OD
2nd Section: 5" OD
3rd Section: 4-1/2" OD
Fly Section: 4" OD

All waterway piping shall be constructed of 6063-T6; hard coat anodized aluminum and shall include sealed slip joints (waterway seals). The slip joints shall be designed with grease zerk fittings to facilitate lubrication.



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The water system shall be capable of flowing up to 2000 GPM at 80 psi nozzle pressure at full elevation and extension. The friction loss between the tip and below the swivel shall not exceed 100 psi while flowing 1000 GPM as outlined in NFPA 1901 sections 19.12.1 and 19.12.2.

The lower section of the waterway (under the turntable area) shall be fitted with a 1-1/2" drain valve.

Waterway Relief Valve

An automatic relief valve preset at 250 psi shall be installed in the aerial waterway to prevent over pressuring of waterway system as outlined in NFPA 19.12.8.

ISO Compliance

The manufacturer shall operate a Quality Management System meeting the requirements of ISO 9001:2000.

The International Organization for Standardization (ISO) is a recognized world leader in establishing and maintaining stringent manufacturing standards and values. The manufacturer's certificate of compliance affirms that these principles form the basis for a quality system that unswervingly controls design, manufacture, installation, and service.

The manufacturer's quality systems shall consist of, but not be limited to, all written quality procedures (aka QOP) and other procedures referenced within the pages of the manufacturer's Quality Manual, as well as all Work Instructions, Workmanship Standards, and Calibration Administration that directly or indirectly impacts products or processes. In addition, all apparatus assembly processes shall be documented for traceability and reference. The manufacturer shall also engage the services of a certified third party for testing purposes where required.

If the manufacturer operates more than one manufacturing facility each facility must be ISO certified.

By virtue of its ISO compliance the manufacturer shall provide an apparatus that is built to exacting standards, meets the customer's expectations, and satisfies the customer's requirements.

A copy of the manufacturer's certificate of ISO compliance for each manufacturing facility shall be provided with the bid.

AERIAL HYDRAULIC SYSTEM OPTIONS

Aerial Hydraulic Oil Level Gauge

A hydraulic oil level gauge shall be supplied for easy fluid level verification. The three-light system shall indicate full oil level with a green light, acceptable oil level with yellow light, and low oil level with a red light. The display shall be located next to aerial master panel.

Aerial Hydraulic Pump

The aerial hydraulic pump shall be upgraded to a variable displacement pressure compensated pump. The variable displacement piston pump shall be able to supply up to 30 GPM at a maximum pressure of 3000 PSI. The system shall operate between 1000 and 2850 PSI with flow controls to protect hydraulic components and incorporate a relief valve set at 3000 PSI to prevent over-pressurization.

An activation switch shall be provided in the cab within easy reach of the driver. A system "engaged" indicator light shall be provided on the activation switch. The system will allow for the aerial hydraulic pump to be activated without having to shut down the water pump or reduce engine RPM's. Engagement shall be allowed only with the transmission in the neutral or pump gear and the parking brake engaged.

AERIAL CONTROLS

Aerial Control System

The aerial hydraulic system shall be equipped with a microprocessor based electric over hydraulic control system. The system shall utilize six (6) proportional control valves for aerial device movements. The electro-hydraulic valves shall permit the use of base and tip controllers and minimize hydraulic connections. The hydraulic system valve body shall be located under the ladder base step to provide as much turntable workspace as possible.

The switch modules on the console shall be CAN based for reliable operation. The system shall utilize 32-bit control module(s) rated for mobile applications.

The control system shall have manual overrides in the event of a system failure. The overrides shall be located on the turntable accessible by a door on the turntable step. The manual system shall be organized to match the base controllers and is function labeled.

Aerial Ladder Control Levers

The control system shall incorporate three (3) control levers at each control console. The controls shall be arranged as outlined in NFPA 19.17.7. The first lever from the left shall be the extension control (forward for extend and back for retract). The second lever shall be for rotation (forward for clockwise and back for counter clockwise). The third handle shall control elevation (forward for down and back for up). A ring around the control console shall be provided to prevent unintentional movement as outlined in NFPA 19.17.6.2.

Automatic Variable Speed Control

The aerial hydraulic system shall deliver variable rotation and elevation speeds based on platform position. The system shall allow the aerial to proportionately operate quicker, either through elevation or retraction, as the platform is brought in closer to the turntable centerline. This feature provides quicker ladder movement when not fully extended and/or elevated. The variable speed system also offers the operator more consistent platform movement speed (distance per second) regardless of platform location, equating to more predictable aerial control.

The aerial control system shall include electronic ramping to provide smooth acceleration and deceleration of aerial functions during sudden movements of the operator control levers. The control system shall also monitor the end of the stroke position of both the elevation and extension cylinders to bring the aerial to a smooth and controlled stop at the end of the cylinder stroke. The sensors shall be CAN based for accurate and reliable performance.

Aerial Speed Switch

The control system shall be provided with a slow speed (Creep) switch. This switch, when activated, shall reduce aerial operating speeds, allowing for pin-point platform placement. When in the creep mode, the ramping feature of the controls system shall be disabled allowing for precise aerial placement. When the creep speed switch is activated the chassis engine shall remain at idle speed.

Variable Ramping

A three (3) position switch shall be provided to select system ramping (ladder movement when initiating or ceasing movement of a control lever). The switch shall allow selection of normal (1/2 second), firm (1/4 second) or soft (3/4 second) ramping based on operator preference.

Cab / Body Protection

The aerial control system shall feature programming to prevent the aerial from contacting the cab and / or body. The system shall feature multiple zones to optimize operational envelop based on a specific apparatus configuration. When approaching a protected zone the aerial shall automatically ramp down in speed to come to a soft stop. An indicator shall be provided on the control system's display when the aerial reaches a protected zone. A momentary switch shall be provided to allow the aerial operator to by-pass the cab / body protection zone.

Display

A CAN based multifunction display shall be installed on the turntable and platform control consoles. The displays shall be a 3.2" backlit LCD to provide daylight readability and be IP67 rated. The displays shall contain four (4) integrated navigation buttons and communicate via J1939 protocol.

The displays shall provide the following information:

- Ladder extension (%)
- Ladder inclination in degrees
- Hydraulic system pressure
- Aerial hours
- Waterway pressure
- Waterway flow
- Total waterway flow (with reset button)

The display shall be capable of showing system units in standard or metric values.

The background of the display shall change color based on status. Colors shall be blue/green for normal, yellow for caution and red for warning.

If equipped with breathing air the display shall provide the following additional information:

- Breathing air system max pressure (0, 2250, 4500 or 6000psi)
- Visual and audible alarms (alarms at 20% and 5%)
- Unique alarm tone with ground level visual indicator
- Alarm mute capability

Stow Switch

The control system shall also include a switch to deploy and stow the waterway monitor (if equipped with an electric monitor).

Emergency Stop Switch

An emergency stop switch shall be provided on the console that turns off the controllers and de-energizes the PTO in the event the aerial must be stopped immediately. The system shall include both visual and audible indicators that the switch has been activated.

Cradle Assist Switch

The control system shall also include a momentary switch to assist in stowing the aerial. The switch, in conjunction with moving the "down" aerial control lever shall cause the aerial to rotate to center and lower into the cradle. The system shall be operational when the aerial is below 30 degrees in elevation and 30 degrees left or right of center.

Cradle Alignment Light

A green light shall be provided at the turntable control console to indicate when the aerial is aligned for bedding.

Automatic Leveling System

The aerial stabilizers shall include an automatic leveling system. The stabilizers shall be semi-automatically controlled by a microprocessor leveling system which can level the chassis within operating range as long as the grade is within the capabilities of the stabilizer system.

The stabilizer leveling system shall be operated by a tethered handheld controller. The controller shall have buttons for individual stabilizer control as well as auto level and auto retract. The system shall require the operator to hold the Auto Level button as it runs through it's process. Releasing the button will cease operations if needed. This controller shall be in addition to standard stabilizer switch panels on the apparatus body.

The tethered control shall be located in storage box for handheld jack control (box is a separate option).

Tethered Controller for Aerial

A tethered handheld aerial controller shall be provided in addition to the panel mounted controls.

The controller shall have eight (8) buttons to control basic aerial movements including extend, retract, up, down, rotate left, rotate right, speed up and speed down. The controller shall also have rotary knobs for on / off and an emergency stop.

The controller shall be located in the aerial platform and stored in a recessed box in the console.

Turntable Console

The turntable console shall be formed from 1/8" (.125) aluminum diamond plate. The console shall be a single-level design and include a one piece forward pivoting cover to protect all controls from the elements. The console shall include LED lighting for night operations and controls shall all be labeled for easy identification of operation.

MONITORS

Monitor Finish

The aerial monitor(s) shall be ordered from the OEM manufacturer painted silver.

Electric Monitor

The aerial platform shall come equipped with an Akron 3480 StreamMaster II electrically controlled monitor with a 5177 straight bore / fog flow multi-purpose nozzle.

The platform waterway monitor shall have a horizontal sweep of 180 degrees (90 degrees either side of center) and a vertical sweep of 90 degrees (45 degrees above and below horizontal).

The monitor relay box shall include electronic control system that is attached to the inlet base of the monitor and be totally encapsulated to prevent moisture intrusion. The monitor shall have fully enclosed motors and gears with built in manual override capability and quick attach handles. The monitor shall be able to operate in the horizontal and vertical axis simultaneously.

Control switches for horizontal movement, vertical movement and pattern selection shall be located at the turntable operator console.

The electric monitor and nozzle shall be capable of discharging 1250 gpm at 80 psi nozzle pressure.

The monitor shall be installed on the center front of the platform.

Monitor Tip Controls



Specification for: HOLLY SPRINGS

In addition to the controls at the operator console, electric monitor directional and stream controls shall be installed on the operator console in the platform.

Platform Monitor Valve

A 4" inline butterfly valve shall be installed in the platform piping directly below the monitor. The valve shall be controlled from inside the platform by a handwheel. The valve shall be of the slow closing type to prevent sudden pressure spikes.

Flow Ratings

The monitor when installed on a 95-Platform shall have a flow rating of up to 1250 gpm based on the following positions:

Total GPM	Horizontal Sweep	Vertical Sweep
0-1000	180 (90 Left from center / 90 Right from center)	45 Up / 45
Down		
1001-1250	90 (45 Left from center / 45 Right from center)	30 Up / 45
Down		

The monitor when installed on a HP95 Mid-Mount or HP100/HPS100 Rear-Mount Platform shall have a flow rating of 1250 gpm based on the following positions:

Total GPM	Horizontal Sweep	Vertical Sweep
0-1250	180 (90 Left from center / 90 Right from center)	45 Up / 45
Down		

Monitor Control

An Akron Brass Style 6047 2.4 GHz wireless remote control system shall be provided for the Akron monitor on the aerial. The controller shall be capable of operating one (1) or two (2) monitors up to 300 feet away and maneuver all operational positions of the monitor and nozzle plus stow, deploy and oscillation.

The system shall include the handheld wireless controller, mounting bracket, USB charger and two (2) spare 26650 lithium-ion batteries.

WATERWAY OPTIONS

Platform Preconnect

One (1) 2-1/2" discharge with an Akron 2-1/2" Pyrolite™ valve shall be located at the front of platform next to monitor.

Reducing Elbow for Aerial Discharge

One (1) 2-1/2" FNST x 2-1/2" MNST 45 degree chrome elbow shall be provided. One (1) 2-1/2" FNST x 1-1/2" MNST reducer shall be provided on the elbow. The elbow shall include a 1-1/2" chrome cap and chain. This shall allow the use of 2-1/2" or 1-1/2" hose from the platform / ladder tip outlet.

Dual Waterway Inlets

Two (2) 4" NST waterway inlets shall be provided. The inlets shall be centrally located on each side of the apparatus and connected to the aerial waterway. All fabricated piping shall be constructed of a minimum of Schedule 10 stainless steel piping to prevent corrosion of the lines. The threads shall be NST. Long-handle chrome-plated 4" NST caps shall be installed on the inlets. The inlets shall be non-gated.

Waterway Pressure Gauge [Qty: 2]

The valve discharge gauges shall be 2 1/2" (63mm) diameter Innovative Controls pressure gauges. Each gauge shall have a rugged corrosion free stainless steel case and clear scratch resistant molded crystals with captive O-ring seals to ensure distortion free viewing and seal the gauge. The gauges shall be filled with a synthetic mixture to dampen shock and vibration, lubricate the internal mechanisms, prevent lens condensation and ensure proper operation from -40F to +160F.

Each gauge shall exceed ANSI B40.1 Grade A requirements with an accuracy of +/- 1.5% full scale and include a size appropriate phosphorous bronze bourdon tube with a reinforced lap joint and large tube base to increase the tube life and gauge accuracy.

A polished chrome-plated stainless steel bezel shall be provided to prevent corrosion and protect the lens and gauge case. The gauges shall be installed into decorative chrome-plated mounting bezels that incorporate valve-identifying verbiage and/or color labels.

The gauges shall display a range from 0 to 400 psi with black graphics on a white background.

AERIAL WARNING LIGHTS

Warning Lights on Sides of Platform

The aerial platform shall be supplied with two (2) Whelen M6 Super LED warning lights.

The LED lights shall activate with aerial master switch.

The lenses shall be RED with CLEAR lenses and be located platform.

LED Outrigger Lights (PR)

Two (2) Whelen M6V2RC Super LED red light heads with clear lens shall be provided. The rectangular lights shall include chrome flanges. The lights shall be surface mounted on the outrigger covers in compliance with current NFPA 1901. Warning and ground lights shall be activated with aerial master switch.

AERIAL LIGHTING

Ladder Base Lighting

Two (2) Whelen round 12 Super LED model PFBP12C floodlights with black housing and chrome rear cover shall be mounted one on each side at the bottom of the ladder base section. They shall be controlled from the turntable operating pedestal.

Ladder Climbing Lights

A Luma-Bar Pathfinder LED lighting system shall be provided to illuminate the climbing area inside each ladder section. The strip type lights shall be located above ladder rung level and directed toward the centerline of the ladder to reduce glare. The lights shall be mounted to a 1.25" x .5" x .125" extruded aluminum channel and wired to not be an obstruction during climbing. The lights shall be controlled with the ladder lights switch at the operators control console.

The LED lights shall be Red.

Tip Light

A 12V FireTech model FT-WL-X-9-FT-W-SH LED combination spot / flood light with white housing shall be provided on the tip of the aerial device. The light shall produce 7,200 lumens and draw 4.3 amps. Includes switch on lighthouse at turntable console. The light shall be located left side front of platform, right side front of platform.

AERIAL EQUIPMENT

Axe Bracket

An axe bracket shall be provided on the aerial ladder. The bracket shall be Zico model# H-AB blade guard and PAC TRAC model# 1004 clamp for the handle. The bracket shall be designed to hold a 6 lb. axe.

Location: right side fly section.

Hose Box

A hinged covered hose box shall be mounted at the platform. The box shall have sufficient capacity to hold 50' of 1-3/4" double jacket coupled fire hose and pistol type automatic nozzle. The box shall be located left side of platform.

Pike Pole Mount

There shall be (2) two PAC TRAC positive locking brackets for 8' pike pole on ladder includes stop plate to prevent the pole from sliding. Location: right side of base horizontally mounted behind sign plate.

Stokes Basket Receiver

The platform shall have the capacity to receive a stokes basket at tip for rescue operations. Two welded removable structures shall be provided which shall fasten to the basket utilizing T-handle stainless steel locking pins. The locking pins shall be attached by stainless steel cables to the stokes frame assembly. Each welded assembly shall be supplied with a carabineer hook and Velcro straps to secure the stokes basket to the receiver.

The stokes receivers shall be able to be mounted in two (2) locations:

- Left side of platform with basket positioned front to rear
- Right side of platform with basket positioned front to rear

AERIAL LADDER BRACKETS

Roof Ladder Bracket

A lift-out style roof ladder mounting bracket shall be installed on the outside of the ladder base section. The bracket shall be designed to hold a PRL-12 on right side of base section.

SIGN PLATES

Aerial Sign Plate

Two (2) 22" x 144" x 1/8" (0.125") thick smooth aluminum plates shall be provided. The plates shall have 1" lips top and bottom for rigidity. Each sign plate shall be bolted on either side of the base section, approximately at the midpoint. The plates shall be provided to display the department's name or other information. The plates shall be painted FLNA 4145 E-ONE BLACK as specified by the customer.

Aerial Sign Plate Bracket

Three (3) brackets shall be provided to mount a larger than standard aerial sign plate outside of the ladder base section. The bracket spaces the sign plate out approximately 5" to provide ample hand clearance between the sign plate and ladder handrail.

AERIAL TESTING

Third-Party Flow Test

A flow test shall be conducted to determine that the water system is capable of flowing 1,000 gpm at 100 psi nozzle pressure with the aerial device at full extension and elevation. When the aerial apparatus is equipped with a fire pump, the test shall be conducted using the onboard pump. Intake pressure for the onboard pump shall not exceed 20 psi.

In addition to the flow test, a hydrostatic test shall be done on the waterway system. The permanent water system, piping, and monitor shall be hydrostatically tested at the maximum operating pressure required to flow 1,000 gpm at 100 psi nozzle pressure at maximum elevation and extension.

These results shall be certified by an independent, third-party testing organization, per NFPA 16.13.1 through 16.13.1.3.

Aerial Certification

All certification shall be performed by a certification organization that is accredited for inspection and testing systems on fire apparatus in accordance with ISO/IEC 17020.

The aerial ladder shall be tested in compliance with the current editions of NFPA 1901 and NFPA 1911. All critical structural components of the aerial shall include 100% nondestructive testing (NDT) before assembly and body mounting. All NDT testing shall be performed by Level II or Level III technicians who have been certified in the test methods used in accordance with ANSI/ASNT CP-189.

Welds for structural load-supporting elements shall be performed by certified welders under the guidelines of AWS. Each aluminum ladder section shall be subjected to 100% NDT visual weld inspection followed by Liquid Penetrant NDT inspection as required to qualify suspected weld defect indications. Each steel ladder section shall be subjected to 100% Magnetic Particle NDT weld inspection to assure the structural integrity of the welds.

A 100% Magnetic Particle weld inspection shall be conducted on the torque box, aerial support structure, outriggers, outrigger support structure and all other structural ferrous aerial components. This test shall be performed to assure the structural integrity of the weldment.

After the aerial is assembled and installed on the vehicle, an operational inspection shall be made and the aerial shall be tested to comply with the applicable standards in the current editions of NFPA 1901 and NFPA 1911.

In addition to the above tests, the aerial shall successfully complete the following operational tests:

1) The completed apparatus shall be placed on a firm, level surface with the aerial stabilizers extended and down. The aerial shall lift a test weight equal to the rated tip load capacity, as specified herein, with the aerial at full extension, 0 degrees elevation, and rotated 90 degrees to either side of the truck chassis. The test weight shall be lifted from 0 degrees to 15-20 degrees. The test weight shall be suspended from a position equal to the position of the outermost rung of the fly section or the center of the platform when so equipped. The aerial shall lift the test weight smoothly and evenly with no twisting or jerking. This test shall be performed at the normal hydraulic system relief valve setting. No temporary adjustments to the relief valve shall be allowed.

2) The completed apparatus shall be placed on a firm, level surface with the aerial ladder stabilizers extended and down. A test weight equal to 1.5 times the aerial's rated tip load capacity, shall be suspended from a position equal to the position of the outermost rung of the fly section (or center of the platform when so equipped), with the aerial in the straight-ahead position. The

aerial shall then be rotated a full 360 degrees around the vehicle with the aerial at full extension and at 0 degrees elevation (or high enough to clear vehicle-mounted equipment). The aerial and vehicle shall show no signs of instability. This test shall be performed with no water in the tank, or hose, ladders, or removable equipment that would act as a counterbalance in order to simulate a worst-case condition.

3) The completed apparatus shall be placed on a firm surface having a minimum 5 degrees side slope with the aerial stabilizers extended and down. A test weight equal to 1.5 times the aerial's rated tip load capacity, shall be suspended from a position equal to the position of the outermost rung of the fly section (or center of the platform when so equipped), with the aerial in the straight-ahead position. The aerial shall then be rotated 90 degrees to the downhill side with the aerial at full extension, 0 degrees elevation (or high enough to clear vehicle-mounted equipment). The aerial and vehicle shall show no signs of instability, and all of the stabilizers shall remain firmly on the ground. This test shall be performed with no water in the tank, or hose, ladders, or removable equipment that would act as a counterbalance in order to simulate a worst-case condition.

4) The completed apparatus shall be placed on a firm, level surface with the aerial stabilizers extended and down. A test weight equal to 2.0 times the aerial's rated tip load capacity, shall be suspended from a position equal to the position of the outermost rung of the fly section (or center of the platform when so equipped), with the aerial in the straight-ahead position at full extension and at 8 degrees elevation (or high enough to clear vehicle-mounted equipment). After ten (10) minutes, the weight shall be removed, and the aerial shall be inspected for any abnormal twist or deflection.

5) The completed apparatus shall be placed on a firm, level surface with the aerial stabilizers extended and down. The aerial will be positioned at full extension at 0 degrees elevation at some position out of the travel rest and off the side or rear of the truck. For units without a pre-piped waterway to the tip, a test weight of 220# shall be applied horizontally and perpendicular to the tip of the aerial at the location of the outermost rung. The rotation brake shall not release nor shall the aerial's deflection exceed the manufacturer's accepted tolerances. For aerials with pre-piped waterways, a test weight of 350# will be applied at the location of water nozzle.

Upon satisfactory completion of all inspections and tests, an independent third-party inspection firm shall submit a certificate indicating that all specified standards have been met.

MISC LOOSE EQUIPMENT

DOT Required Drive Away Kit

Three (3) triangular warning reflectors with carrying case shall be supplied to satisfy the DOT requirement.

EXTERIOR PAINT

Paint Break with Dip to Grille

The cab shall have a two-tone paint break. The break line shall be approximately 31.5 inches below the cab roof drip rail. The paint break shall include a dip down to the corners of the cab grille.

Paint Spray Out

A paint sample spray out of the cab two-tone paint colors will be provided for approval prior to painting.

Paint Custom Cab

The apparatus cab shall be painted Sikkens As Specified. The paint process shall meet or exceed current state regulations concerning paint operations. Pollution control shall include measures to protect the atmosphere, water, and soil. Contractor shall, upon demand, provide evidence that the manufacturing facility is in compliance with State EPA rules and regulations.

The aluminum cab exterior shall have no mounted components prior to painting to assure full coverage of metal treatments and paint to the exterior surfaces. Cab doors and any hinged smooth-plate compartment doors shall be painted separately to assure proper paint coverage on cab, door jambs and door edges.

Paint process shall feature Sikkens high solid LV products and be performed in the following steps:

- Corrosion Prevention - all aluminum surfaces shall be pre-treated with the Alodine 5700 conversion coating to provide superior corrosion resistance and excellent adhesion of the base coat.
- Sikkens Sealer/Primer LV - acrylic urethane sealer/primer shall be applied to guarantee excellent gloss hold-out, chip resistance and a uniform base color.
- Sikkens High Solid LVBT650 (Base coat) - a lead-free, chromate-free high solid acrylic urethane base coat shall be applied, providing excellent coverage and durability. A minimum of two (2) coats shall be applied.
- Sikkens High Solid LVBT650 (Clear coat) - high solid LV clear coat shall be applied as the final step in order to ensure full gloss and color retention and durability. A minimum of two (2) coats shall be applied.

Any location where aluminum is penetrated after painting, for the purpose of mounting steps, hand rails, doors, lights, or other specified components shall be treated at the point of penetration with a corrosion inhibiting pre-treatment (ECK Corrosion Control). The pre-treatment shall be applied to the aluminum sheet metal or aluminum extrusions in all locations where the aluminum has been penetrated. All hardware used in mounting steps, hand rails, doors, lights, or other specified components shall be individually treated with the corrosion inhibiting pre-treatment.

After the paint process is complete, the gloss rating of the unit shall be tested with a 20 degree gloss meter. Coating thickness shall be measured with a digital MIL gauge and the orange peel with a digital wave scan device.

Paint Cab Two-Tone Color

The upper section of the cab shall be painted FLNA 4145 E-ONE BLACK.

The paint process of the secondary cab color shall be the same as the primary color.

Paint Body Large

The apparatus body shall be painted Sikkens As Specified. The paint process shall meet or exceed current state regulations concerning paint operations. Pollution control shall include measures to protect the atmosphere, water, and soil. Contractor shall, upon demand, provide evidence that the manufacturing facility is in compliance with State EPA rules and regulations.

The aluminum body exterior shall have no mounted components prior to painting to assure full coverage of metal treatments and paint to the exterior surfaces of the body. Any vertically or horizontally hinged smooth-plate compartment doors shall be painted separately to assure proper paint coverage on body, door jambs and door edges.

Paint process shall feature Sikkens high solid LV products and be performed in the following steps:

- Corrosion Prevention - all aluminum surfaces shall be pre-treated with the Alodine 5700 conversion coating to provide superior corrosion resistance and excellent adhesion of the base coat.
- Sikkens Sealer/Primer LV - acrylic urethane sealer/primer shall be applied to guarantee excellent gloss hold-out, chip resistance and a uniform base color.
- Sikkens High Solid LVBT650 (Base coat) - a lead-free, chromate-free high solid acrylic urethane base coat shall be applied, providing excellent coverage and durability. A minimum of two (2) coats shall be applied.
- Sikkens High Solid LVBT650 (Clear coat) - high solid LV clear coat shall be applied as the final step in order to ensure full gloss and color retention and durability. A minimum of two (2) coats shall be applied.

Any location where aluminum is penetrated after painting, for the purpose of mounting steps, hand rails, doors, lights, or other specified components shall be treated at the point of penetration with a corrosion inhibiting pre-treatment (ECK Corrosion Control). The pre-treatment shall be applied to the aluminum sheet metal or aluminum extrusions in all locations where the aluminum has been penetrated. All hardware used in mounting steps, hand rails, doors, lights, or other specified components shall be individually treated with the corrosion inhibiting pre-treatment.

After the paint process is complete, the gloss rating of the unit shall be tested with a 20 degree gloss meter. Coating thickness shall be measured with a digital MIL gauge and the orange peel with a digital wave scan device.

Aerial Paint

The lift cylinders, extension cylinders and upper turntable steelwork (less turntable) shall be painted.

Color: As Specified.

INTERIOR PAINT

Cab Interior Paint

The interior of the cab shall be painted Zolatone gray #20-64. Prior to painting, all exposed interior metal surfaces shall be pretreated using a corrosion prevention system.

PROTECTIVE COATINGS

Scorpion Bumper Top Perimeter

The top perimeter of the formed heavy duty bumper shall have Job Color Scorpion finish. The finish shall be applied to the top flange, radius and 1" down on the face of the heavy duty bumper front, corners and sides.

LETTERING

Sign Gold Letter [Qty: 60]

Sign Gold letters upto 6" tall shall be applied.

The exact size and location of the letters shall be as specified by the customer.

Lettering Shade and/or Outline [Qty: 60]

Existing letters shall be shaded and/or outlined as specified by the customer to provide a contrast.

STRIPING

Reflective Tape on Stabilizers

The two aerial ladder stabilizers which protrude beyond the side of the body shall be striped with white reflective tape. The tape shall be visible from the front and rear of the unit.

Reflective Stripe in Rubrail

The reflective stripe in the body rubrail shall be black.

CAB AND BODY STRIPE

A single Scotchlite stripe, up to 6 inches in width shall be installed on the cab and body . The stripe shall have a hockey style, Z or S style or any other customer specific design style.



Specification for: HOLLY SPRINGS

The stripe shall be NFPA compliant and the size, color and location shall be as specified by the customer.

Scotchlite Cab Stripe

Scotchlite cab stripe shall be 3/4" in width. Stripe shall be centrally located and shall contour with the cab, following the paint break. Color of the stripe shall be as specified by the customer.

Rear Body Scotchlite Striping

Individual chevron style Scotchlite striping shall be provided on the rear of the apparatus. The stripes shall consist of 6" Ruby Red/Lemon Yellow alternating stripes in an "A" pattern. The striping shall be located on the rear facing extrusions, panels and doors inboard and outboard of the beavertails if applicable.

Front Bumper Scotchlite Striping

Chevron style individual Scotchlite striping shall be provided on the front bumper of the apparatus. The stripes shall consist of 6" Ruby Red/Lemon Yellow alternating stripes in an "A" pattern.

Designated Standing / Walking Area Indication

1" wide yellow perimeter marking consisting of individual Reflexite diamonds shall be applied to indicate the outside edge of designated standing and walking areas above 48" from the ground in compliance with 2016 NFPA 1901. Steps, ladders and areas with a railing or structure at least 12" high are excluded from this requirement.



GRAPHICS

E-One Logo

Logo E-One (PR) on aerial lift cylinder. Logo to be sign gold material approx 14" long located midway along outward surface of cylinder.

Graphics Drawing

A graphics drawing shall be provided for the apparatus. The drawing shall include striping, lettering and logos meeting NFPA guidelines. The drawing shall be presented for review and approval by the end user prior to application of the graphics.

WARRANTY / STANDARD & EXTENDED

General 1 Year Warranty



Specification for: HOLLY SPRINGS

Purchaser shall receive a General One (1) Year or 24,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0001. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Aerial Ladder Structural Warranty

Purchaser shall receive an Aerial Ladder Structure Twenty (20) Years or 100,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0403. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Body Structural (Aluminum) Warranty

Purchaser shall receive a Body Structure (Aluminum) Ten (10) Years or 100,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0502. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Meritor Front Axle Warranty

A warranty shall be provided for the front axle by Meritor Automotive. The warranty period shall be as follows based on axle type:

- FL-941, FL-943 and MFS up to 21,500: 5-year / unlimited miles parts and labor
- MFS rated at 22,800: 2-year / 200,000 miles parts and labor[®]
- Front drive axle: 2-year / unlimited miles parts and labor

Meritor Rear Axle Warranty

A 5-year/unlimited miles, 5-year parts and 5-year labor rear drive single or rear drive tandem axle warranty shall be provided by Meritor Automotive.

Custom Chassis Warranty

Purchaser shall receive a Custom Chassis One (1) Year or 18,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0101. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Emissions Systems Warranty

Purchaser shall receive a Regulated Emissions Systems Five (5) Years or 100,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0140. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Electrical Warranty



Specification for: HOLLY SPRINGS

Purchaser shall receive an Electrical One (1) Year or 18,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0201. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Cab Structural Warranty

Purchaser shall receive a Cab Structure Ten (10) Years or 100,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0602. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Paint and Finish Warranty

Purchaser shall receive a Paint and Finish Ten (10) Years limited warranty in accordance with, and subject to, warranty certificate RFW0710. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

Frame Rail Warranty

Purchaser shall receive a Frame Rail Lifetime (50) Years or 250,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0305. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

SUPPORT, DELIVERY, INSPECTIONS AND MANUALS

Training

The manufacturer shall provide three (3) consecutive days of training covering vehicle maintenance and operational familiarization.

This training shall be provided by a full time, manufacturer employee trainer who specializes in aerial training.

Approval Drawings

A general arrangement drawing depicting the vehicles appearance shall be provided. The drawing shall consist of left side, right side, front, and rear elevation views.

Vehicles requiring pump controls shall include a general arrangement view of the pump operator`s position, scaled the same as the elevation views.

Approval Drawings - Dash Panel Layout

A detailed large scale approval drawing of the dash/console panel layout shall be provided. The drawing shall be provided on an purchased unit prior to the construction process.

Electronic Manuals

Two (2) copies of all operator, service, and parts manuals **MUST** be supplied at the time of delivery in digital format -**NO EXCEPTIONS!** The electronic manuals shall include the following information:

- Operating Instructions, descriptions, specifications, and ratings of the cab, chassis, body, aerial (if applicable), installed components, and auxiliary systems.
- Warnings and cautions pertaining to the operation and maintenance of the fire apparatus and firefighting systems.
- Charts, tables, checklists, and illustrations relating to lubrication, cleaning, troubleshooting, diagnostics, and inspections.
- Instructions regarding the frequency and procedure for recommended maintenance.
- Maintenance instructions for the repair and replacement of installed components.
- Parts listing with descriptions and illustrations for identification.
- Warranty descriptions and coverage.

The electronic document shall incorporate a navigation page with electronic links to the operator's manual, service manual, parts manual, and warranty information, as well as instructions on how to use the manual. Each copy shall include a table of contents with links to the specified documents or illustrations.

The electronic document must be formatted in such a manner as to allow not only the printing of the entire manual, but to also the cutting, pasting, or copying of individual documents to other electronic media, such as electronic mail, memos, and the like.

A find feature shall be included to allow for searches by text or by part number.

These electronic manuals shall be accessible from any computer operating system capable of supporting portable document format (PDF). Permanent copies of all pertinent data shall be kept file at both the local dealership and at the manufacturer's location.

NOTE: Engine overhaul, engine parts, transmission overhaul, and transmission parts manuals are not included.

Fire Apparatus Safety Guide

Fire Apparatus Safety Guide published by FAMA, latest edition. This safety manual is intended to point out some of the basic safety situations that may be encountered during the normal operation and maintenance of a fire apparatus and to suggest possible ways of dealing with these situations. This manual is **NOT** a substitute for the E-ONE's fire apparatus operator and maintenance manuals or commercial chassis manufacturer's operator and maintenance manuals.

Dealer Supplied/E-One Supplied

Due to the timing of this bid there are items that requires engineering to process and approve/insert in the specification. Listed below are the items that are inclusive of the proposal price and will be in the drawing once it returned from engineering. This is normally a 3-4 week process.

- [1] Long Cab will be included in this proposal.
- [1] ISX 15 Litre Motor is included in this proposal.
- [1] Transmission Retarder is included in this proposal.
- [1] Mounting plate will be provided on the dog house tunnel and will be line-x black to blend with dog box.
- [1] Set of Zico Folding Wheel Chocks
- [1] Graphics to be added to the full width mud flap
- [1] Special Paint Break for a Tri Tone Cab
- [4] 120 VAC receptacles will be added per customers location
- [1] Ladder Belt Box to be added to the platform
- [1] Pair of Glad Hands to be added under the front bumper
- [2] Whelen Warning lights to be added to the front bumper on the 45 degree angles
- [1] Battery Indicator will be moved to inside the window.
- [5] Firecom headsets will be supplied. Two with transmit capability.
- [6] Pike Poles will be supplied per model number listed in your specifications
- [1] \$3500 Graphics allowance is included
- [1] \$9000 Travel allowance (3 people X 3 Trips)

The following items are items listed in your bid spec that is bid as, alternate, or exception, or clarification.

Aerial Color- E-One will not paint the aerial, it will be swirled aluminum.

E-One Delivery time is stated on the proposal.

Holly Springs Mid Mount Aerial Platform 1-6-23 Q122372



Specification for: HOLLY SPRINGS

Upholstery is to be red vinyl.

Cab interior color will not be red, it will be standard E-One zolatone gray.

There will be SCBA bottle holders in the wheel wells and are included in the proposal.

Aerial Climbing Lights will be Red, White and Blue

There shall be a stokes/saw storage box provided. There are many designs and will need to be discussed at Prebuild. The box is included in the proposal price.





AGREEMENT

This agreement is made between
Fire Connections Inc.
2520 N. Wesleyan Blvd.
Rocky Mount, NC 27804 (The Company) and

HOLY SPRINGS FIRE DEPARTMENT
700 Flint Point Lane
Holy Springs, NC 27540

The Company agrees to sell, and the Buyer agrees to purchase the fire apparatus and equipment described in the Company's Proposal and Specifications attached hereto and hereby incorporated herein, all in accordance with the terms and conditions of this Agreement.

The Apparatus is described as:



One [1] E-One 95' Mid Mount Aerial Platform Q 122372 **\$1,572,497.00**

The Apparatus shall be delivered **F.O.B. Holy Springs Fire Department** approximately **650-675** calendar days after all prebuild changes are complete, as stated in our quotation documentation. It is agreed that such delivery is subject to delays caused by strikes, inability to obtain materials, chassis shortage and other causes beyond the control of the Company. Any deviation from the stated delivery time in our quotation must be approved and initialed. Any special requirement regarding delivery date shall be submitted in writing with the contract.

Buyer agrees to pay a Purchase Price of:

\$ 1,572,497.00 Truck Q 122372

[] _____

Unless otherwise specified, this Purchase Price is exclusive of all Federal, State or local taxes of any nature. Any such applicable taxes will be added to the purchase price and paid by the Company; provided, however, if the Buyer claims exemptions from any tax, Buyer agrees to furnish the applicable exemption certificate to the Company and to hold

the Company harmless from any damage which result from the Company ultimately having any such tax assessed against it.

Late additions of equipment or modifications to the vehicle that delay the delivery of the vehicle may require submission of a separate purchase order or contract at the discretion of the sales manager.

Buyer agrees that the terms of **payment** shall be **100% once contractual obligation has been met.** Fire Connections will notify the customer five days in advance once the contractual obligation has been met so that payment can be remitted. In the event the customer does not meet the payment after the 5 day payment notification then all accrued interest will be responsibility of the customer. Customer add-ons that are above and beyond the contract (i.e. Shelving allowance) are not considered contractual and will not hinder payment.

Agreement _____ Initials

Any changes to the payment terms specified herein must be in writing and signed by an authorized representative of each of the parties hereto. The Buyer agrees that the Company reserves the right to assess finance charges for late or unremitted payments. Additionally, Buyer agrees that the Company reserves the right to receive reimbursement from the Buyer for any collection fees resulting from attempts to collect any payments made in arrears and any amounts remaining unpaid.

Customer is responsible for all accrued interest past the 21st day providing that all contractual obligations are met by E-ONE / Fire Connections, Inc. All items in addition to what is specified to be provided in the contract will not be considered part of the contractual agreement therefore will not delay interest accrual. The 21 days starts when the unit arrives at the Fire Connections facility.

Initial Acceptance _____

This purchase **does / does not** involve a third-party leasing company. The lien holder listed on the Manufacturer's Statement of Origin shall be

The Company and Buyer agree that the Manufacturer's Certificate of Original (MSO) shall remain with the Company until the Purchase Price is paid in full. The Buyer further agrees that the Apparatus will not be placed in active service until the Full Purchase Price has been paid to the Company. The vehicle shall not be placed in service until full payment has been received.

In the event of the default by the Buyer, the Company has the right to take possession of the Apparatus and all payments made by the Buyer shall be applied as rent for use of the Apparatus until the date of retaking by the Company.

Each new item of the Apparatus is warranted against defects in material and workmanship, for a period noted in the Company Proposal to the original user/purchaser, all in accordance with the Manufacturers pre-printed Statement of Warranty which is either attached to the Agreement or has otherwise been delivered to the Buyer. Buyer hereby acknowledges receipt of the Manufacturer's pre-printed Statement of Warranty and understands same.

If a Used Apparatus, all items of the Apparatus are sold "As-Is" without any warranty by the Company. These warranties are in lieu of all other warranties expressed or implied, including without limitation any implied warranties of merchantability and fitness for a particular purpose.

For communications regarding this Agreement, the parties to the Agreement designate

_____ as representative of the Buyer whose phone

Number is (____)-____-_____, and Travis Mayo as representative of the Company whose Phone number is 1-877-358-3473.

This Agreement, including its attachments and exhibits, constitute the entire understanding between the parties relating to the subject matter contained herein and merges all prior discussions and agreements. No agent or representative of the Company has authority to make any representations, statements, warranties, or agreements not herein expressed and all modifications or amendments of this Agreement, including its attachments and exhibits, must be in writing signed by an authorized representative of each of the parties hereto.

This Agreement shall not constitute a valid and binding obligation of the Company until accepted in writing by an officer of the Company at its offices. If requested by the Company, the Buyer shall furnish a satisfactory written opinion of the Buyer's attorney that the Buyer has the power to make the Agreement, that the individual signing is authorized to sign on behalf of the Buyer, and that this Agreement is a valid, legal and enforceable obligation of the Buyer.

IN WITNESS WHEREOF, the Company and the Buyer have caused this Agreement to be executed by their duly authorized representative as of the date set forth by each.

Buyer

Fire Connections, Inc.

Buying Entity Name

Truck Sales Representative

Signature

Signature

Title

Title

Date

Date

Accepted for the Corporation by:

Signature

Title

Date



Town of Holly Springs FY2022-23 Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Department:

Date:

Reason for Budget Amendment:

The FY23 budget included \$1.5M in anticipated financing for the purchase of a ladder truck. The bid came in at \$1,572,497. This amendment increases the financing budget to match the bid.

Expense			
Account #	Account Description	Increase	Decrease
10-420-90.02	Fire Department - Capital Vehicle Outlay	\$ 72,497	
Total Expense:		\$ 72,497	\$ -

Revenue			
Account #	Account Description	Increase	Decrease
10-355.05	General Fund Installment Financing	\$ 72,497	
Total Revenue:		\$ 72,497	\$ -

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

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

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

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

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



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 14.

Consent Agenda

Title: Temporary Relocation of Fire Station 3

Strategic Priority Area: Safe & Friendly
Organizational Excellence

Staff Resource: LeRoy Smith, Fire Chief, Corey Petersohn, Finance

Action(s):

- Approve the budget amendment and adopt PAYGO Project Ordinance 23-02 to transfer \$200,000 for the purpose of a temporary relocation of Fire Station 3.
- Authorize the Town Manager to approve any contracts within the project budget and consistent with this action for the temporary relocation of Fire Station 3 personnel and apparatus.

Explanation:

- Recent construction activity in close proximity to Fire Station 3 (FS3) and age of the structure (circa-1890) have exacerbated less than ideal conditions for fire service operations.
- Examples of impact include: (1) Road widening along Friendship Road adjacent to front porch; (2) Elimination of productive on-site wells to furnish water to the facility; (3) Recent cold weather has further complicated keeping utilities to the facility operational; and (4) Apparatus garage roof is allowing water intrusion onto fire equipment and gear.
- Town staff are working with representatives from Fujifilm Diosynth Biotechnologies to temporarily relocate to an area along Holly Springs New Hill Road.
- Town staff intend to purchase a 4 bedroom modular unit and structure to garage a fire engine. A concrete pad will likely need to be poured and connection of the modular unit's water/sewer to nearby public utilities.
- Fujifilm Diosynth Biotechnologies has committed to not charging the Town rent for this temporary arrangement.
- Staff estimate the total project cost to be no more than \$200,000.

Background:

- The Town leases current Fire Station 3 from Helix Ventures who owns the structure and underlying property.
- Wake County records indicate the structure along Friendship Road dates back to 1890. While the Town has completed multiple repair/maintenance activities over the years, conditions continue to deteriorate to the point an alternative temporary solution is needed to bridge the gap until permanent Fire Station 3 is constructed on Cinder Station Way.
- The relocation project budget is \$200,000 that will be funded from savings identified in

Town Council Business Meeting
January 17, 2023

the Fire Department Budget (\$30,000) as well as appropriation of General Fund fund balance (\$170,000).

- PAYGO Capital Project Ordinance (23-02) budgets for all governmental PAYGO related projects.
 - This ordinance increases the total appropriation by \$200,000 from the previously approved \$6,676,750 to a new total appropriation of \$6,876,750.

Funding Source(s):

- Combination of FY23 operating funds and Fund Balance

Attachment(s):

1. FY23 Budget Amendment - Temp FS3
2. 23-02 PAYGO Project Ordinance

Town of Holly Springs FY2022-23 Budget Amendment Request

BE IT ORDAINED by the Town Council of the Town of Holly Springs, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Department:

Date:

Reason for Budget Amendment:

Fund the temporary relocation of Fire Station 3 until the new permanent station can be constructed.

Expense			
Account #	Account Description	Increase	Decrease
10-420-62.06	Fire Department - Supplies		\$ 30,000
10-95	General Fund - Transfer Out	\$ 200,000	
Total Expense:		\$ 200,000	\$ 30,000

Revenue			
Account #	Account Description	Increase	Decrease
10-360.08	General Fund - Unassigned Fund Balance	\$ 170,000	
Total Revenue:		\$ 170,000	\$ -

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)

Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

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

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

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

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



Ordinance No. 23-02

Date Submitted: January 17, 2023

Date Adopted: January 17, 2023

**PAYGO Capital Project Ordinance
HOLLY SPRINGS, NORTH CAROLINA**

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

SECTION I: The project authorized by this ordinance consists of general government “pay-as-you-go” (PAYGO) capital projects related to downtown development, public facilities, Town projects, sidewalk and streets, Americans with Disabilities Act (ADA) improvements, vehicle replacements, park and playground amenities, public works projects, and one-time general government capital projects, infrastructure, and equipment.

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

SECTION III: PAYGO Fees shall be deposited directly into the fund effective January 17, 2023

PAYGO Fund	
Expenditures:	
Sidewalks and Street Projects	2,725,000
Town Projects	2,220,163
Public Facility Projects	954,893
Park and Playground Amenities	350,000
Vehicle Replacements	261,000
ADA Projects	155,000
Public Works Projects	125,000
Downtown Development	85,694
Total	6,876,750

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

PAYGO Fund	
Revenues:	
General Government Revenues	6,686,162
Federal Grants	190,588
Total	6,876,750

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

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

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

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

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

The provisions of this ordinance shall become effective January 17, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 7th day of January 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

Public Hearings

Title: Voluntary Annexation 4113 Deer Path Road

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Bronwyn Bishop, Development Services

Action(s):

Adopt Annexation Ordinance A22-07.

Explanation:

- The Town has received a petition for voluntary annexation of 95.59 +/- acres, located at 4113 Deer Path Road.
- The property is owned by Duke Energy LLC.
- The annexation is being requested pursuant to plans to develop the property. The property includes the area designated for the future Duke Energy Operations and Training Center and the future Town of Holly Springs Fire Station #3.
- A rezoning petition and development plan for the Duke Energy Operations and Training Center have been submitted and are currently under staff review.

Background:

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

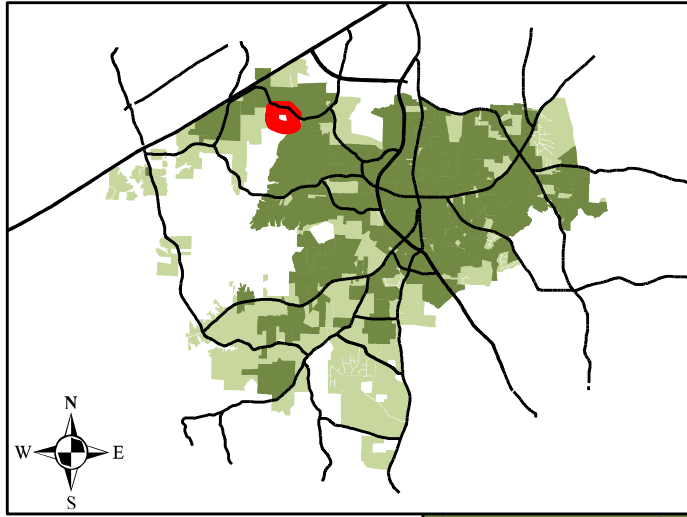
Funding Source(s):

N/A

Attachment(s):

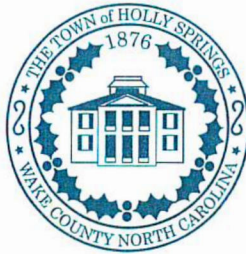
1. A22-07 Map
2. 22-38 Resolution of Sufficiency A22-07 Annexation
3. A22-07 - 4113 Deer Path Rd. - Ordinance - Draft

A 22-7 | Duke Operations & Training Center | 95.59 ac



Legend

-  Annexation Property Site
-  Town Limits
-  ETJ
-  Short Range Urban Service Area



Resolution No. 22-38

Date Adopted: December 20, 2022

Annexation No.: A22-07

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

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

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

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

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

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

COMMENCING AT AN EXISTING IRON PIPE AT THE INTERSECTION OF THE COMMON PROPERTY LINE OF N/F WILLIAM DOUGLAS POE & DARYL POE PIN#:07300217472 DB. 9235 PG. 530 AND DUKE ENERGY PROGRESS INC PIN#:0629626959 DB. 2086 PG. 677 WITH THE SOUTHERN PROPERTY LINE OF N/F WAKE COUNTY PIN#:07300330409 DB. 18637 PG. 2625 BM. 2019 PG. 415.

thence S 89°17'35" E a distance of 320.95' to a POINT AT THE INTERSECTION OF SAID LINE AND THE EASTERN TOP OF CREEK BANK BEING THE **POINT OF BEGINNING**

thence S 89°17'35" E a distance of 813.13'to a POINT ON THE SOUTHERN RIGHT OF WAY LINE OF SR-1154 WOOD CREEK ROAD A 60' PUBLIC RIGHT OF WAY;

thence WITH SAID RIGHT OF WAY LINE with a curve turning to the left with an arc length of 191.37', with a radius of 430.00', with a chord bearing of S 84°57'36" E, with a chord length of 189.79',to a POINT;

thence N 82°13'53" E a distance of 120.38'to a POINT;

thence with a curve turning to the right with an arc length of 215.25', with a radius of 820.00', with a chord bearing of N 89°45'06" E, with a chord length of 214.64',to a POINT;

thence S 82°43'41" E a distance of 184.98' to a POINT;

thence with a curve turning to the right with an arc length of 210.13', with a radius of 320.00', with a chord bearing of S 63°54'58" E, with a chord length of 206.37', to a POINT;

thence S 45°06'16" E a distance of 902.75' to a POINT;

thence TURNING RIGHT AND LEAVING SAID RIGHT OF WAY S 44°29'22" W a distance of 41.92' to a POINT;

thence S 63°37'04" W a distance of 232.45' to a POINT;
thence S 07°42'49" E a distance of 974.33' to a POINT;
thence S 63°01'59" W a distance of 345.75' to a POINT;
thence S 74°29'10" W a distance of 175.50' to a POINT;
thence S 84°55'26" W a distance of 127.33' to a POINT;
thence S 79°16'58" W a distance of 126.21' to a POINT;
thence N 89°50'58" W a distance of 360.37' to a POINT;
thence N 74°35'17" W a distance of 452.19' to a POINT;

thence N 65°07'43" W a distance of 756.04' to a POINT ON THE EASTERN TOP OF CREEK BANK;

thence CONTINUE WITH SAID CREEK BANK N 34°26'18" E a distance of 36.67' to a POINT a POINT;

thence N 22°31'09" E a distance of 43.97' to a POINT;
thence N 29°41'26" W a distance of 53.75' to a POINT;
thence N 33°50'27" W a distance of 88.34' to a POINT;
thence N 07°00'23" W a distance of 50.15' to a POINT;
thence N 30°44'53" W a distance of 34.50' to a POINT;
thence N 12°47'53" W a distance of 28.66' to a POINT;
thence N 23°48'27" W a distance of 59.94' to a POINT;
thence N 06°45'17" E a distance of 48.63' to a POINT;
thence N 53°03'54" W a distance of 47.08' to a POINT;
thence N 08°01'19" E a distance of 40.63' to a POINT;
thence N 06°08'50" W a distance of 74.00' to a POINT;
thence N 40°38'51" W a distance of 13.81' to a POINT;
thence N 09°54'00" W a distance of 17.92' to a POINT;
thence N 37°20'10" E a distance of 36.88' to a POINT;
thence N 22°20'09" W a distance of 23.75' to a POINT;
thence N 12°43'50" E a distance of 33.67' to a POINT;
thence N 03°24'38" E a distance of 63.24' to a POINT;
thence N 06°48'43" W a distance of 69.23' to a POINT;
thence N 75°04'17" W a distance of 36.20' to a POINT;
thence N 10°21'25" W a distance of 32.70' to a POINT;
thence N 18°28'45" E a distance of 47.42' to a POINT;
thence N 27°59'20" E a distance of 122.90' to a POINT;
thence N 04°55'56" E a distance of 39.92' to a POINT;
thence N 27°53'20" E a distance of 37.67' to a POINT;
thence N 13°11'30" E a distance of 54.59' to a POINT;
thence N 06°01'19" W a distance of 23.83' to a POINT;
thence N 28°27'59" E a distance of 43.73' to a POINT;
thence N 05°49'35" E a distance of 47.39' to a POINT;

thence N 37°31'06" E a distance of 25.12' to a POINT;
thence N 39°54'49" W a distance of 23.14' to a POINT;
thence N 36°56'02" W a distance of 25.18' to a POINT;
thence N 59°14'41" E a distance of 40.04' to a POINT;
thence N 28°47'45" W a distance of 23.56' to a POINT;
thence N 34°17'18" E a distance of 20.73' to a POINT;
thence N 61°54'17" E a distance of 40.96' to a POINT;
thence N 18°56'11" W a distance of 21.51' to a POINT;
thence N 28°08'08" E a distance of 22.35' to a POINT;
thence N 33°00'52" E a distance of 41.52' to a POINT;
thence N 11°44'21" W a distance of 47.81' to a POINT;
thence S 69°23'51" W a distance of 30.12' to a POINT;
thence N 62°24'57" W a distance of 37.42' to a POINT;
thence N 33°22'45" E a distance of 21.62' to a POINT;
thence N 15°49'37" W a distance of 22.14' to a POINT;
thence N 00°18'48" E a distance of 21.32' to a POINT;
thence N 11°18'57" E a distance of 35.23' to a POINT;
thence N 32°55'31" W a distance of 22.57' to a POINT;
thence N 01°02'06" W a distance of 30.45' to a POINT;
thence N 26°40'25" W a distance of 15.58' to a POINT;
thence N 07°20'17" E a distance of 18.65' to POINT which is the point of beginning, having an area of 4163858 square feet, 95.59 acres

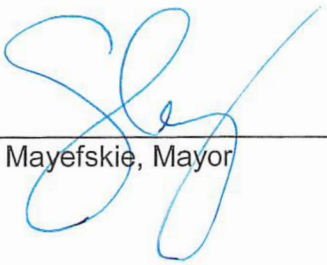
NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Holly Springs, North Carolina, that:

Section 1. The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Holly Springs Town Council the result of her investigation.

Section 2. Subject to the Town Clerk's satisfactory result of her investigation, a public hearing on the question of annexation of the area described herein will be held at the Town Hall Council Chambers, located at 128 S. Main Street, at 7 p.m. (or as soon thereafter as is practicable) on Tuesday, January 17, 2023.

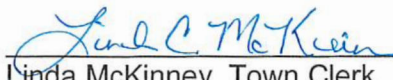
Section 3. Notice of the public hearing shall be published in the Raleigh News & Observer, newspapers having general circulation in the Town of Holly Springs, at least ten (10) days prior to the date of the public hearing.

Adopted this, the 20th day of December, 2022.



Sean Mayefskie, Mayor

ATTEST:



Linda McKinney, Town Clerk





Annexation Ordinance No.: **A22-07**

Please mail after recordation to:

Town of Holly Springs
Town Clerk's Office
P. O. Box 8
Holly Springs, NC 27540

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

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

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

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

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

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

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, the following described territory is hereby annexed and made part of the Town of Holly Springs effective as of the 17th day of January, 2023.

Being that area of land marked Annexation Area as shown on the map recorded in Book of Maps ___, Page ___ in the Wake County Register of Deeds office and described as follows:

COMMENCING AT NCGS MONUMENT "CHILL" HAVING COORDINATES E698511.61, E2020618.01. THENCE N 73°02'54" E 14,093.52' TO A POINT ON THE COMMON PROPERTY LINE OF DUKE ENERGY PROGRESS INC PIN#:0629626959 DB. 2086 PG. 677 WITH THE SOUTHERN PROPERTY LINE OF N/F WAKE COUNTY PIN#:07300330409 DB. 18637 PG. 2625 BM. 2019 PG. 415. SAID POINT BEING THE **POINT OF BEGINNING**

thence S 89°17'35" E a distance of 813.13' to a POINT ON THE SOUTHERN RIGHT OF WAY LINE OF SR-1154 WOOD CREEK ROAD A 60' PUBLIC RIGHT OF WAY;

thence with said right of way line with a curve turning to the left with an arc length of 191.37', with a radius of 430.00', with a chord bearing of S 84°57'36" E, with a chord length of 189.79', to a POINT;
thence N 82°13'53" E a distance of 120.38' to a POINT;

thence with a curve turning to the right with an arc length of 215.25', with a radius of 820.00', with a chord bearing of N 89°45'06" E, with a chord length of 214.64', to a POINT;
 thence S 82°43'41" E a distance of 184.98' to a POINT;
 thence with a curve turning to the right with an arc length of 210.13', with a radius of 320.00', with a chord bearing of S 63°54'58" E, with a chord length of 206.37', to a POINT;
 thence S 45°06'16" E a distance of 902.75' to a POINT;
 thence turning right and leaving said right of way S 44°29'22" W a distance of 41.92' to a POINT;
 thence S 63°37'04" W a distance of 232.45' to a POINT;
 thence S 07°42'49" E a distance of 974.33' to a POINT;
 thence S 63°01'59" W a distance of 345.75' to a POINT;
 thence S 74°29'10" W a distance of 175.50' to a POINT;
 thence S 84°55'26" W a distance of 127.33' to a POINT;
 thence S 79°16'58" W a distance of 126.21' to a POINT;
 thence N 89°50'58" W a distance of 360.37' to a POINT;
 thence N 74°35'17" W a distance of 452.19' to a POINT;
 thence N 65°07'43" W a distance of 756.04' to a POINT on the eastern top of creek bank;
 thence continue with said creek bank N 34°26'18" E a distance of 36.67' to a POINT;
 thence N 22°31'09" E a distance of 43.97' to a POINT;
 thence N 29°41'26" W a distance of 53.75' to a POINT;
 thence N 33°50'27" W a distance of 88.34' to a POINT;
 thence N 07°00'23" W a distance of 50.15' to a POINT;
 thence N 30°44'53" W a distance of 34.50' to a POINT;
 thence N 12°47'53" W a distance of 28.66' to a POINT;
 thence N 23°48'27" W a distance of 59.94' to a POINT;
 thence N 06°45'17" E a distance of 48.63' to a POINT;
 thence N 53°03'54" W a distance of 47.08' to a POINT;
 thence N 08°01'19" E a distance of 40.63' to a POINT;
 thence N 06°08'50" W a distance of 74.00' to a POINT;
 thence N 40°38'51" W a distance of 13.81' to a POINT;
 thence N 09°54'00" W a distance of 17.92' to a POINT;
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 thence N 06°48'43" W a distance of 69.23' to a POINT;
 thence N 75°04'17" W a distance of 36.20' to a POINT;
 thence N 10°21'25" W a distance of 32.70' to a POINT;
 thence N 18°28'45" E a distance of 47.42' to a POINT;
 thence N 27°59'20" E a distance of 122.90' to a POINT;
 thence N 04°55'56" E a distance of 39.92' to a POINT;
 thence N 27°53'20" E a distance of 37.67' to a POINT;
 thence N 13°11'30" E a distance of 54.59' to a POINT;
 thence N 06°01'19" W a distance of 23.83' to a POINT;
 thence N 28°27'59" E a distance of 43.73' to a POINT;
 thence N 05°49'35" E a distance of 47.39' to a POINT;
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 thence N 39°54'49" W a distance of 23.14' to a POINT;
 thence N 36°56'02" W a distance of 25.18' to a POINT;
 thence N 59°14'41" E a distance of 40.04' to a POINT;
 thence N 28°47'45" W a distance of 23.56' to a POINT;
 thence N 34°17'18" E a distance of 20.73' to a POINT;

thence N 61°54'17" E a distance of 40.96' to a POINT;
 thence N 18°56'11" W a distance of 21.51' to a POINT;
 thence N 28°08'08" E a distance of 22.35' to a POINT;
 thence N 33°00'52" E a distance of 41.52' to a POINT;
 thence N 11°44'21" W a distance of 47.81' to a POINT;
 thence S 69°23'51" W a distance of 30.12' to a POINT;
 thence N 62°24'57" W a distance of 37.42' to a POINT;
 thence N 33°22'45" E a distance of 21.62' to a POINT;
 thence N 15°49'37" W a distance of 22.14' to a POINT;
 thence N 00°18'48" E a distance of 21.32' to a POINT;
 thence N 11°18'57" E a distance of 35.23' to a POINT;
 thence N 32°55'31" W a distance of 22.57' to a POINT;
 thence N 01°02'06" W a distance of 30.45' to a POINT;
 thence N 26°40'25" W a distance of 15.58' to a POINT;
 thence N 07°20'17" E a distance of 18.65' to POINT which is the **point of beginning**. having an area of 4,163,863 square feet, 95.59 acres

Adopted this, the 17th day of January, 2023.

ATTEST TO:



 Linda C. McKinney, Town Clerk

 Sean Mayefskie, Mayor

I, Linda C. McKinney, Town Clerk of the Town of Holly Springs, do hereby certify that the foregoing is a true and accurate copy of an annexation ordinance duly adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held January 17, 2023, at 7 o'clock p.m. at the Town Hall in the Town of Holly Springs.

IN WITNESS WHEREOF, I have here unto set my hand and have caused the official corporate seal of said Town to be affixed, this the 17th day of January, 2023

 Linda C. McKinney, Town Clerk





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

Public Hearings

Title: Housing Affordability Study - Legislative Public Hearing

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

Staff Resource: Sean Ryan, Development Services

Action(s):

- Conduct Legislative Public Hearing.
- Adopt Resolution 23-02 to accept the Housing Affordability Study.

Explanation:

- In December 2021, the Town commenced a Housing Affordability Study to identify community housing gaps, needs, and specific strategies for increasing housing options and affordability in the Town of Holly Springs.
- The Town, with consultant HR&A Advisors, completed a review of existing plans and data sources to gain a better understanding of the housing market in Holly Springs and its unique challenges.
- A market analysis evaluated housing demand, housing supply, and the most vulnerable populations in the community.
- A needs and gap analysis determined the mismatch between the supply of housing and the demand for housing.
- A barrier analysis determined the constraints that could hinder the Town's ability to achieve the stated housing goals.
- The resulting study contains a toolbox of policies, strategies, and recommendations for the Town to achieve the identified goals from earlier in the planning process.
- To track and measure progress toward implementation of these goals, each policy, strategy, and recommendation also included evaluation metrics and milestones.
- Implementation strategies were divided into three overall categories: Tools to Meet Growing Demand, Tools to Preserve and Expand Access to Homeownership, and Tools to Retain Existing Residents.
- Throughout this process, feedback was gathered from the Advisory Committee, public engagement responses, key stakeholders, elected officials, and appointed board members to formulate a list of housing goals. Engagement efforts for the project included the following:
 - Newsletter updates
 - Public workshops
 - Stakeholder interviews
 - Advisory Committee meetings
 - Social media blasts

- Online survey
- Project webpage
- Email and telephone outreach
- A 30-day Public Comment Period was held between December 12 and January 11 to gather public feedback on the proposed study. The comments received are attached with this agenda item.

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 12/14/2022:

- Whether the study examined policies from other communities.
- If there are any current development projects offering affordable housing.
- How the Town would need to reconcile building standards, road improvements, etc. to justify incentives.
- How affordable housing is not just apartments, but also about home ownership.
- A need for public education to understand the benefits of affordable housing.
- If Accessory Dwelling Units (ADUs) were allowed in Holly Springs and if the study supports furthering ADUs.

Planning Board Recommendation:

The Planning Board recommended Approval (6-0) [3 Absent]

Background:

- The Housing Affordability Study provides findings related to housing affordability, analyzes community housing needs based on existing conditions and trends, and provides specific recommendations and actions for the Town to consider related to potential community housing affordability goals.
- The Request for Proposals (RFP) for the Housing Affordability Study was issued in July 2021, proposals were received from ten consultant teams, and the top four firms were invited to interview.
- Following a review of proposals from interested consultants, the selection committee recommended HR&A Advisors, Inc.
- The selection committee believed the previous experience, project approach, and public engagement plan proposed by HR&A Advisors, Inc. best matched our needs and had confidence that HR&A Advisors, Inc. could deliver a plan tailored to Holly Springs.
- The Housing Affordability Study supports the Town Council's Strategic Plan, Responsible and Balanced Growth Initiative 5.4: Conduct a Housing Study (with a complimentary Citizens Affordable Housing Committee) to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action.
- Next steps include Town Council discussion at their Annual Planning Retreat to determine guidance to staff on policy direction.

Funding Source(s):

Pay As You Go Community Investment Plan

Attachment(s):

1. HousingAffordabilityStudy_StaffReport
2. Resolution 23-02 Accepting Housing Affordability Study
3. Holly Springs Housing Affordability Study_Final

Town Council Business Meeting
January 17, 2023

4. StaffHousingStudyChangesTracking
5. PublicCommentsReceived



Town of Holly Springs Staff Report to the Planning Board

Housing Affordability Study

PETITIONER(S):

Town of Holly Springs
P.O. Box 8
Holly Springs, NC 27540

ANTICIPATED REVIEW SCHEDULE:

Planning Board:	December 14, 2022
Public Hearing and Town Council Action:	January 17, 2023

STAFF CONTACTS: Sean Ryan, Planning Manager

ATTACHMENTS: Draft Housing Affordability Study

PROJECT OVERVIEW

In December 2021, the Town commenced a Housing Affordability Study to identify community housing gaps, needs, and specific strategies for increasing housing options and affordability in the Town of Holly Springs. According to 2021 data from Freddie Mac, the United States has a housing deficit of 3.8 million units, most of which are at the low end of the price spectrum. Holly Springs is located the third-fastest growing county in the country and this regional and local growth has led to almost unlimited demand for housing in Holly Springs, putting pressure on the local housing market.

The Town selected HR&A Advisors as the consultant in October 2021 and completed a review of existing plans and data sources to gain a better understanding of the housing market in Holly Springs and its unique challenges. Once the existing conditions were understood, the consultant began the analysis portions of the project.

The consultant conducted a market analysis which evaluated housing demand, housing supply, and the most vulnerable populations in the community. This was followed by a needs and gap analysis to determine the mismatch between the supply of housing and the demand for housing. Data gathered through this task served as the foundation for the strategies presented later in the document to address the Town's housing challenges. The consultant then conducted a barriers analysis to determine the constraints that could hinder the Town's ability to achieve the stated housing goals. Some of these barriers included zoning regulations that prohibited attached units in large portions of the Town, prohibitive design standards, a lack of funding, the high cost of land, and a dearth of affordable rental units.

Throughout this process, feedback was gathered from the Advisory Committee, public engagement responses, key stakeholders, elected officials, and appointed board members to formulate a list of housing goals. Engagement efforts for the project included the following:

- Newsletter updates
- Public workshops
- Stakeholder interviews
- Advisory Committee meetings
- Social media blasts

- Online survey
- Project webpage
- Email and telephone outreach

The resulting study contains a toolbox of policies, strategies, and recommendations for the Town to achieve the identified goals from earlier in the planning process. To track and measure progress toward implementation of these goals, each policy, strategy, and recommendation also included evaluation metrics and milestones. Implementation strategies were divided into three overall categories: Tools to Meet Growing Demand, Tools to Preserve and Expand Access to Homeownership, and Tools to Retain Existing Residents.

PLANNING BOARD RECOMMENDATION TO THE TOWN COUNCIL

Motion that the Planning Board recommend the Town Council **approve** the Housing Affordability Study.

Agenda Item Completeness Checklist				
	Approved for Distribution			
Staff Member	Yes	No	Initials	Comments
Sean Ryan	X		SR	



Resolution No. 23-02

Date Adopted:

Effective Date:

**RESOLUTION OF THE TOWN OF HOLLY SPRINGS TOWN COUNCIL
ACCEPTING THE HOUSING AFFORDABILITY STUDY**

WHEREAS, the Town of Holly Springs Town Council identified in its Strategic Plan to conduct a Housing Study to analyze the Town's housing composition, strengths, challenges, gaps, and potential courses of action; and

WHEREAS, the Housing Affordability Study was conducted between December 2021 and January 2023 and includes a housing market analysis to evaluate housing demand and housing supply; a needs and gap analysis to determine the mismatch between the supply of housing and the demand for housing; and a barrier analysis to determine the constraints that could hinder the Town's ability to achieve housing goals; and

WHEREAS, the Housing Affordability Study contains a toolbox of policies, strategies, and recommendations for the Town to achieve the identified goals; and

WHEREAS, the Town Council appointed an Advisory Committee representing community stakeholders who have dedicated time, effort, experience, talent and energy to provide feedback and input regarding the development of the Study; and,

WHEREAS, the Holly Springs Planning Board reviewed the Housing Affordability Study at a Public Meeting on December 14, 2022 and recommended approval by a vote of 6-0 [3 absent]; and

WHEREAS, the Town of Holly Springs held a legislative hearing on January 17, 2023 to consider the Housing Affordability Study; and

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

1. The Housing Affordability Study is hereby accepted.
2. This resolution shall take effect immediately.

Adopted by the Holly Springs Town Council on this, the 17th day of January, 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Holly Springs Housing Affordability Study

A PATH TO MEETING HOLLY SPRINGS' HOUSING NEEDS

2023



HR&A

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1. Introduction

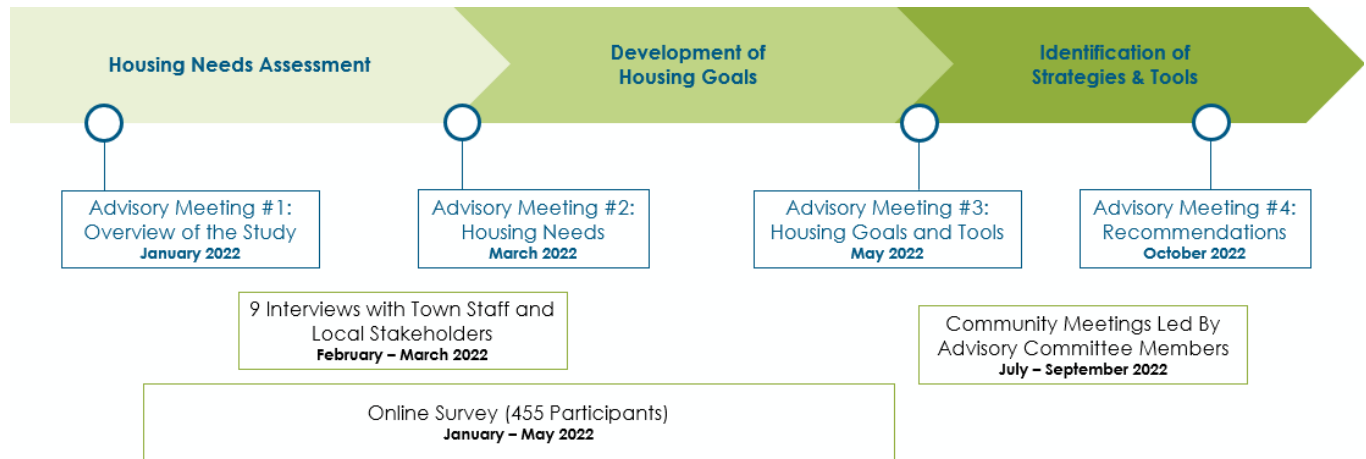
In response to strong and sustained population growth in Holly Springs and across the region, the Town undertook the Holly Springs Housing Affordability Study to understand current housing affordability trends and identify potential strategies to help address the housing needs of the Holly Springs community. Housing has emerged as a top priority for the Town, addressed by the Town's Comprehensive Plan, which identifies increasing home and neighborhood choices and increasing the availability of affordable housing as two themes to transform Holly Springs.¹ Further, residents and workers in Holly Springs consistently express growing concerns about the availability and cost of housing, as those who work in Holly Springs struggle to afford housing and those who have lived in Holly Springs struggle to become homeowners or to find options to age-in-place.

The Housing Affordability Study identifies key housing challenges in Holly Springs, existing barriers to addressing those challenges and a series of strategies for the Town to consider to meet the housing needs of the community.



Image: Holly Springs Farmers Market

Figure 1: Housing Affordability Study Process



¹ Vision Holly Springs Section 1: Land Use & Character Plan, 2019.

Overall Approach

The Housing Affordability Study was developed through data analysis using publicly-available data sources, conversations with local housing market experts and guidance from Town staff, with input from a broad range of community stakeholders. The Study was completed using the following steps:

1. **Housing Needs Assessment:** Data analysis, expert interviews and community engagement to understand current housing market and demographic trends in Holly Springs, identify the primary housing issues exacerbated by those trends and understand who is most impacted by those trends.
2. **Development of Housing Goals:** Engagement with the Housing Advisory Committee, Town Staff and Town Council to prioritize goals based on the needs identified.
3. **Identification and Prioritization of Housing Tools:** Exploration of a range of housing tools based on national and local best practices and prioritization based on the housing goals, the legal, political and financial feasibility of implementation in Holly Springs and the potential impact of the tools. Some tools may be implemented today, while others may require further study.

Community and Stakeholder Engagement Approach

The Housing Affordability Study was guided by stakeholder engagement throughout the process. The Town used multiple forms of community engagement in order to better understand housing needs directly from community members, understand priorities for housing, and identify goals, tools, and strategies unique to Holly Springs.

- **The Housing Affordability Study Advisory Committee**, made up of residents, developers, homeowners, Planning Board Members, Town Council members, and representatives from nonprofit organizations in Holly Springs, guided the Study. The Advisory Committee met 5 times throughout the process and provided input and direction to Town Staff and HR&A Advisors.
- **An online survey** solicited input from residents and workers in Holly Springs about housing issues they have faced and strategies they would support the Town using to address housing needs. The survey was translated in

English and Spanish and was live on the Town's website for three months. Hard copies were also issued to key community groups and apartment complexes. The survey received 455 responses.

- **Individual interviews** with Town Staff, local market rate developers, and local affordable housing developers offered insights into the housing market, the development process and potential strategies for Holly Springs.
- **Three community meetings**, hosted by members of the Advisory Committee, provided an opportunity to share about the study, including draft findings from the Housing Needs Assessment. During community meetings, participants shared the housing needs they've seen or experienced, and provided feedback on draft strategies for promoting housing affordability.
- **Engagement with Town leadership** through Town Council meetings to present the findings of the housing needs assessment, discuss the potential role of the Town and review proposed tools for the Town to prioritize.

Hearing from the Community

22% of survey respondents have had trouble finding the type of housing that meets their family's needs.

"Seniors are being pushed out. Where will our parents go?" – Resident

"It's a shame that our elderly have to choose between paying for their medication and paying their housing costs." – Resident

"I am a teacher and single parent, working in Holly Springs. I want to live here in Holly Springs with my family, but I can't afford it." – Holly Springs Teacher

"We just built a massive hospital, and most of those workers are commuting in from other Towns." – Resident

"There should be more condos because that is the only typology that sells for less than \$300k in the Town." – Resident

"The town should help assist by any means possible, but NOT while using taxpayer dollars." – Resident

"There are many non-profits that can help with these issues. This isn't something the town should use taxpayer dollars for." – Resident

2. Executive Summary

Rapid Regional Growth

Holly Springs' **population has grown by 66%** since 2010 to 42,000 residents.² The Town has also committed to economic growth by **recruiting companies like Amgen and Fujifilm Diosynth Biotechnologies** to locate here.

Price Impacts in Holly Springs

This regional and local growth has led to **almost unlimited demand for housing** in Holly Springs, which puts pressure on the local housing market.

The median Holly Springs home price in 2010 was \$259,000. **In 2022, home prices increased to \$545,000, marking a 109% increase** since 2010. Rents have grown by 56% in the same time period.

Figure 2: Current and Planned Jobs in Holly Springs, 2022

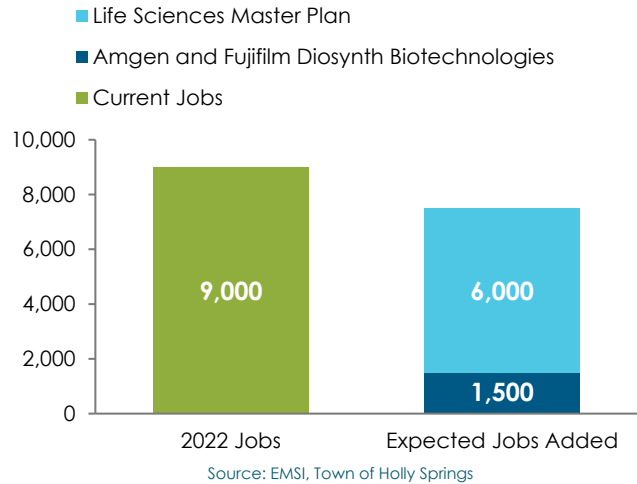
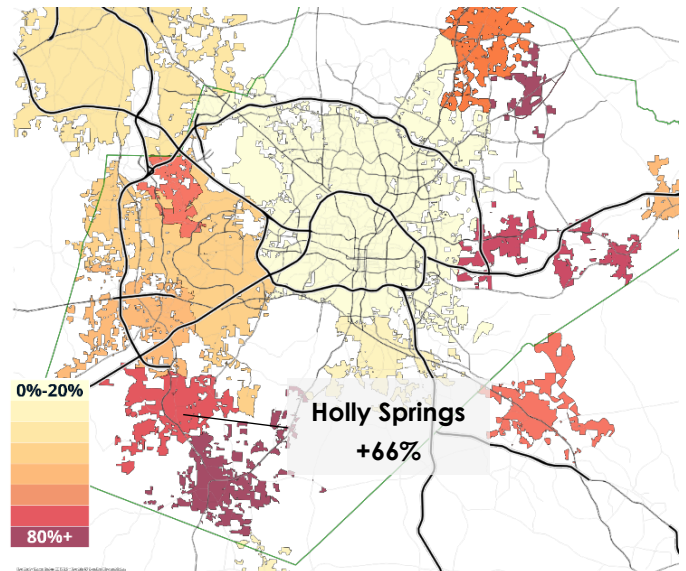


Figure 3: Change in Population, 2010-2020



² US Census 2010, 2020.

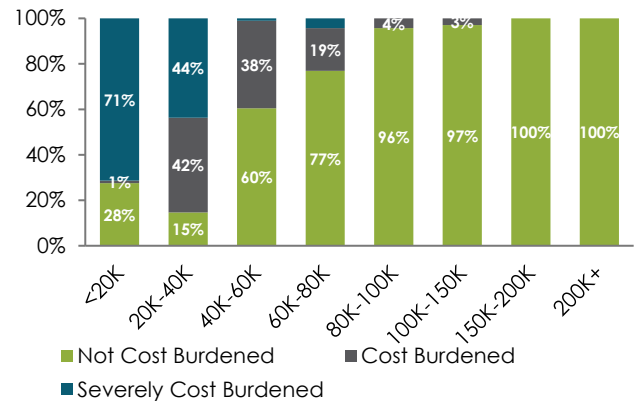
Housing Affordability in Holly Springs

Affordability is a growing challenge in Holly Springs, as households are impacted by rising prices across the region and wages have not kept pace for all residents. **Thirty percent of renters in Holly Springs are cost burdened or severely cost burdened.**³ Sixty-four percent of renter households that make less than \$60,000 are cost burdened or severely cost burdened, making them particularly vulnerable.

In Holly Springs, a family of four household making 60% of Area Median Income (AMI) can afford monthly rent not to exceed \$1,662 (Figure 5).

A family in Holly Springs now needs to earn at least \$80,500 annually to afford the median rent, compared to \$66,000 in 2019.

Figure 4: Renter Cost Burden by Income, 2019



Source: ACS 2019 5-year Estimates, U.S. Census, HR&A Advisors.

Figure 5: Holly Springs Household Incomes and Affordable Rents

AMI Limit	Holly Springs Households at or Below AMI Limit	Income	Affordable Rent
30%	3,400	\$33,240	\$831
50%	6,500	\$55,400	\$1,385
60%	8,500	\$66,480	\$1,662
80%	12,500	\$88,640	\$2,216

In response to these trends, the Housing Advisory Committee developed the following goals for Holly Springs:



Meet growing demand for a range of housing types.



Preserve and expand **access to homeownership**.



Retain existing residents and prevent displacement.

³ Cost-burdened, as defined by the U.S. Department of Housing and Urban Development, is a term for when a household's housing costs exceed 30% of their income. Households that pay over 50% of their income on housing are severely cost-burdened.

The Role of the Town

The Town can only impact a portion of the factors that drive affordability, through the following types of tools:

Land Use: Use municipal regulations and zoning authority to increase supply of housing.

Investment: Through public or private resources, provide below-market rate loans, grants, or other resources to close the gap between what a household can afford and the costs of housing.

Tenants' Rights: Preserve housing affordability and stability using laws and regulations that protect current occupants.

The tools recommended for consideration in this report are organized across these three categories and aligned with the housing goals set by the Advisory Committee.

Figure 6: Recommended Housing Tools by Type

Tools	Land Use	Investment	Tenants' Rights
1. Pursue Land Partnerships (page 30)		X	
2. Offer Economic Incentives for Employer-Assisted Housing Programs (page 31)		X	
3. Dedicate Staff Capacity (page 32)	X	X	X
4. Create a Standardized Development Negotiation Strategy (page 35)	X		
5. Pilot an ADU Demonstration Program (page 37)	X	X	
6. Zone for Attached and Multifamily Housing (page 38)	X		
7. Create a Utility Allocation Ordinance (page 40)	X		
8. Offer Down Payment Assistance and Homeowner Counseling (page 44)		X	
9. Pilot an Owner-Occupied Rehab Program (page 48)		X	X
10. Provide Funding for Legal Counsel and Services (page 50)		X	X
11. Invest in a Community Land Trust (CLT) (page 51)	X	X	

The Town of Holly Springs is part of a broader housing ecosystem that can help address housing needs in the town, and partnerships will be essential to increasing the capacity of the Town to implement the recommendations in this Study and other strategies that emerge over time.

The Town can focus on the areas where it has influence over housing affordability, such as land use regulations, and pursue strategic partnerships with public, non-profit and development partners to leverage resources and expertise to meet broader housing needs.

Currently, **Holly Springs is only using land use tools to address affordability** and relying on the State of North Carolina and Wake County to provide subsidy-based tools. The Town can consider piloting subsidy-based programs to demonstrate their success before committing additional funds. For more details about potential pilot programs, see Figure 9.

Figure 7: Roles and Responsibilities of Public Agencies

Agency	Responsibilities
Town of Holly Springs	- Design and enforce zoning and land use in alignment with the Town's strategic goals - Manage community planning - Design and implement historic preservation - Grant development approval and work with developers to deliver projects that meet the Town's strategic goals - Pursue and oversee partnerships to deliver housing and programs to meet the community's housing needs - Build support for and secure a local funding source in order to expand the capacity of the Town to meet housing needs
Wake County Housing Authority	- Offer subsidized public housing - Administer rental housing vouchers for seniors, low-income families and veterans
North Carolina Housing Finance Agency	- Distribute tax credits to fund affordable housing development - Fund local governments and community partners to provide a variety of housing programs for renters and homeowners
Wake County	- Provide gap funding for affordable housing projects - Fund a variety of housing programs for renters and homeowners

The Role of Partners

The Town can help residents and the development community take advantage of County and State housing programs. Simultaneously, the Town can foster partnerships with other public agencies, non-profit partners and the development community. This requires dedicating staff time to implementation.

Figure 8: Holly Springs Housing Affordability Ecosystem

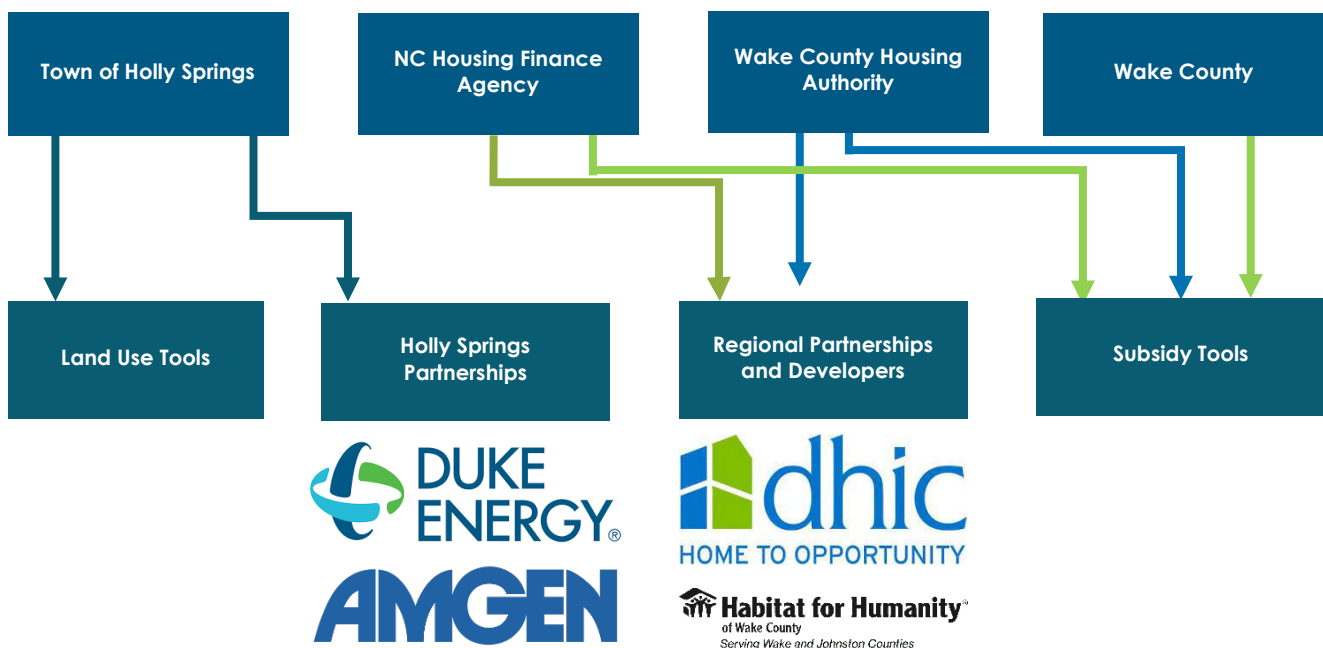


Figure 9: Housing Toolbox for Holly Springs

Tools	Description	Return on Investment	Metrics	Key Partners
Establish Partnerships				
1. Land Partnerships (page 300)	The Town can partner with existing landowners to leverage existing land for increased affordability.	High	Number of housing units supported through public and partner-owned land.	Landowners
2. Offer Economic Incentives for Employer-Assisted Housing Programs (page 31)	Through the Town's current economic incentive programs, the Town can prioritize incentives for employers that offer down payment assistance programs for their employees or offer land for affordable housing development.	Medium	Homeownership rate	Holly Springs Companies
3. Dedicate Staff Capacity (page 32)	Fully implementing the Housing Affordability Study requires dedicated staff time.	Medium	Development timeline, units supported through new partnerships.	Town Staff, Town Council

Immediate Next Steps

- Compile a reference list of companies and organizations that own land in the Town, including private firms such as Duke Energy, and government institutions such as Wake County and the State of NC.
- Identify tools that the Town is most interested in pursuing and necessary staff capacity to advance those goals.

Tools	Description	Return on Investment	Metrics	Key Partners
Tools to Meet Growing Demand				
4. Create a Standardized Development Negotiation Strategy (page 355)	The Town should use the development approvals process to prioritize residential development that includes housing that supports affordability.	High	Share of housing stock that is deed restricted; share of housing stock that is detached dwelling homes; average size of new homes.	Developers
5. Pilot an ADU Demonstration Program (page 37)	The Town can provide standardized renderings and drawings of allowed Accessory Dwelling Units (ADUs) to make it easier for homeowners to develop ADUs. Cost Estimate: Upfront ~\$100,000 investment to create demonstration program.	Low	Number of ADUs constructed.	Local architect

6. Zone for Attached and Multifamily Housing (page 38)	The Town should zone more land for attached and multifamily housing or increase the capacity of areas that are already zoned for this housing type.	High	Share of housing stock that is detached dwelling homes; Rental supply gap for households making less than \$60k.	N/A
7. Utility Allocation Plan (page 40)	The Town should implement a Utility Allocation Plan to prioritize housing projects that increase affordability and protect the Town's valuable utility resources.	Mid	Number of new units affordable to households making 60% or less of AML.	N/A

Immediate Next Steps

- Identify policy goals the Town wants to advance through development agreements, such as the types of residential units, the level of affordability or other public benefits like sidewalks or open space.
- Establish housing affordability requirement to earn points under the Town's utility allocation policy.
- Identify incentives the Town is willing to offer, such as having the Town construct infrastructure or reduce fees.
- Assess which of those services the Town is willing to codify in the zoning ordinance to make available without a development agreement.
- Identify existing or future residential nodes where multifamily development would increase walkability and consolidate development, particularly where the Town is focused on attracting new business campuses.

Tools	Description	Return on Investment	Metrics	Key Partners
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Tools to Preserve and Expand Access to Homeownership

6. Zone for Attached and Multifamily Housing (page 38)	See above.	High	See above.	See above.
8. Offer Down Payment Assistance and Homeowner Counseling (page 444)	The Town would commit local funding and provide grants or forgivable loans to income-qualified moderate-income homebuyers to reduce the up-front costs of purchasing a home. Cost Estimate: \$20,000 per unit (Comparisons: Wake County and Raleigh).	Medium	Homeownership rate	Wake County, Local non-profit to administer funds and counseling.
5. Pilot an ADU Demonstration Program (page 37)	See above.	Low	See above.	See above.

Immediate Next Steps

- Identify potential funding sources for a pilot down-payment assistance and ADU demonstration program.
- Define the objectives of the down payment assistance program, including specific groups eligible for down payment assistance, financing structure, source of funds.
- Collaborate with Wake County to ensure that homeownership programs are complementary.

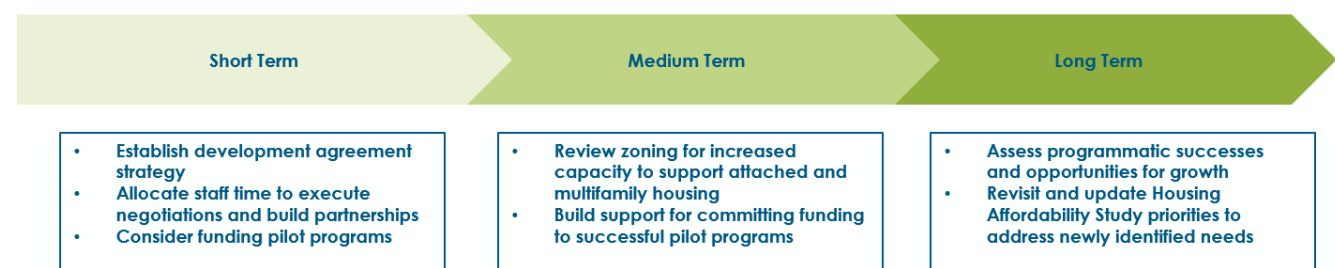
Tools	Description	Return on Investment	Metrics	Key Partners
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Tools to Retain Existing Residents

9. Pilot an Owner-Occupied Rehab Program (page 48)	The Town can offer grants for income-qualified homeowners for home repairs or energy retrofits to maintain affordability. Cost Estimate: \$15,000 per unit for limited repairs, \$90,000 per unit for substantial repairs (Comparison: Raleigh)	Medium	Stabilize the decline in households making ~60% of Area Median Income.	Wake County, Local non-profit to administer funds and make repairs.
10. Provide Funding for Legal Counsel and Services (page 500)	The Town could dedicate funding to counsel for low-income renters without adequate representation for housing-related legal disputes. Cost Estimate: \$5,000 per household served	Medium	Stabilize the decline in households making ~60% of Area Median Income.	Local non-profit to administer support.
11. Invest in a Community Land Trust (CLT) (page 51)	The Town can work with partners to dedicate land or funding for a new CLT. Cost Estimate: Pursue land contributions as subsidy through publicly owned or partner-owned land	Medium	Number of long-term affordable units created.	New or existing local community land trust.
5. Pilot an ADU Demonstration Program (page 37)	See above.	Low	See above.	See above.

Immediate Next Steps

- Build support for and dedicate a stable funding stream for the housing affordability programs.
- Identify qualified private and nonprofit housing providers and pre-approve contractors to implement an owner-occupied rehabilitation program.
- Identify town-owned land that can be dedicated to a CLT.



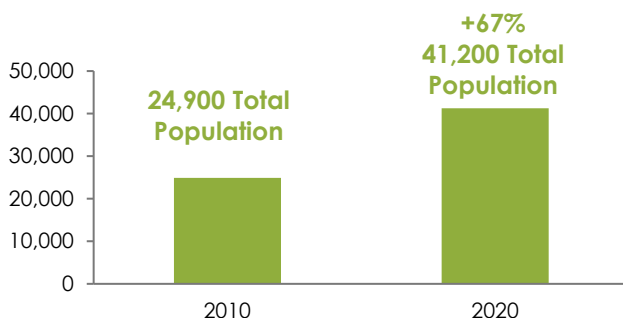
3. Market Conditions

Population Growth

The Triangle region, a nine-county region named for the region centered around the cities of Raleigh, Durham, and Chapel Hill, has experienced significant and sustained **population growth** in the past decade, as new residents flock to the region for its strong economy and high quality of life. The Raleigh Metropolitan Statistical Area (MSA), which includes all of Wake County, added approximately 280,000 residents from 2010 to 2020 and added 130,000 jobs over the same period (American Community Survey (ACS) 2010 and 2020, EMSI). North Carolina is one of the fastest growing states in the nation, and Wake County is the fastest growing county in North Carolina (U.S. Decennial Census, 2010 and 2020). This growth has been particularly concentrated in the Towns surrounding Raleigh, such as Apex, Cary, Fuquay-Varina, and Holly Springs. These towns have experienced anywhere from 40% to 80% population growth since 2010 (Figure 11).

Holly Springs' **population has increased by 67%**, or 16,300 people, since 2010 (Figure 10). This is in-line with similar trends in the Towns surrounding Raleigh (Figure 11). The Raleigh Metropolitan Statistical Area (MSA), which includes all of Wake County, added 130,000 jobs from 2010 to 2020, marking a 27% increase in total jobs (EMSI).

Figure 10: Total Population Growth in Holly Springs, 2010-2020



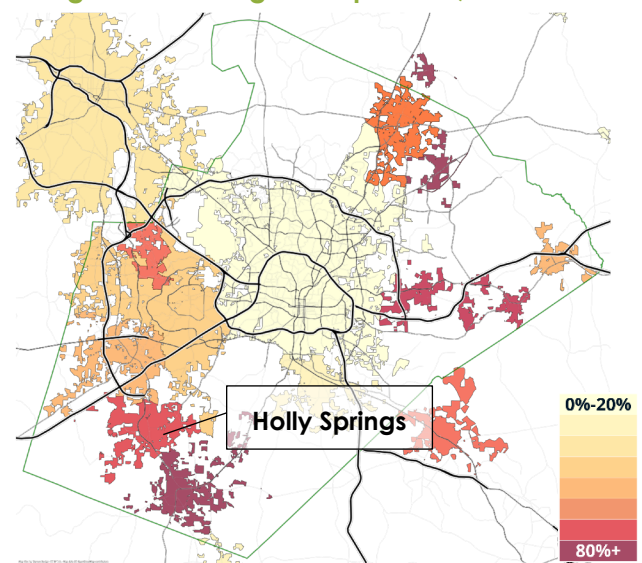
Source: U.S. Census 2010 and 2020

How is Holly Springs Different?

Holly Springs contributes to this regional trend, having added over 2,000 jobs over the same time-period (EMSI). **While some of the overall increase in demand for housing is attributable to job growth in Holly Springs, it is largely driven by regional job and population growth.** Holly Springs accounts for 1.5% of all jobs in the Raleigh MSA and 1.7% of jobs added in the Raleigh MSA since 2010 (EMSI). In other words, while Holly Springs is experiencing significant job growth, it comprises a small share of job growth in the region. Job growth in the region will impact population growth in Holly Springs, even if those jobs are created in neighboring towns.

Some of the households moving to the region for jobs choose to live in Holly Springs, even if they work elsewhere; (2,900 people aged 25 to 55 have moved to Holly Springs between 2010 and 2020, ACS 2010 and 2022). The town has also nearly doubled its population of middle- and retiring-aged individuals since 2010, who are drawn to Holly Springs for its quality of life. This also contributes to the increased demand for housing in the town.

Figure 11: Change in Population, 2010-2020



Source: ACS, 5-Year Estimates 2010-2020

The overall increase in households in Holly Springs specifically has largely been driven by households making over \$100,000 a year (Figure 12), which has driven up the median household income in Holly Springs to \$110,800 (ACS 2020). Lastly, while the

town has experienced population increases across all racial and ethnic groups, Asian and Hispanic/Latino households comprise a larger share of the population now than they did in 2010 (Figure 14).

Figure 12: Households by Income Bracket, 2010 vs. 2020

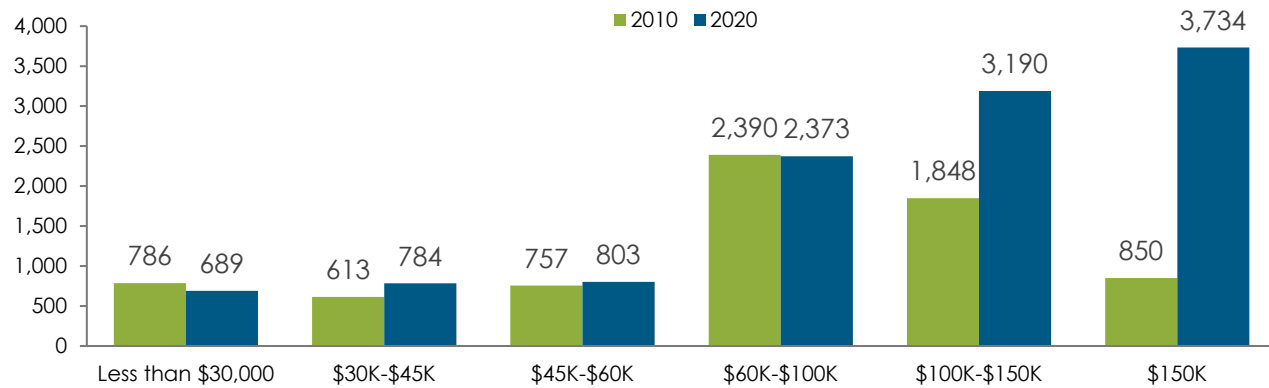
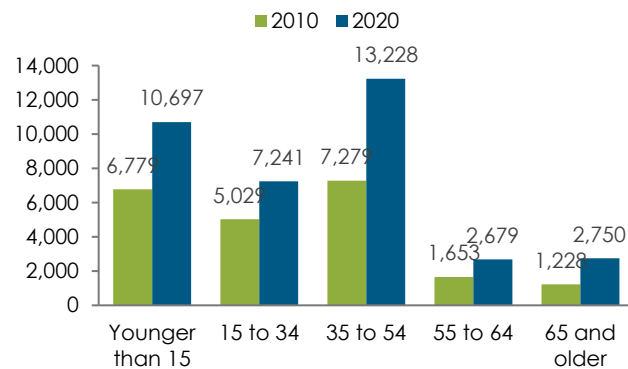


Figure 13: Population by Age, 2010 vs. 2020



As Holly Springs grows, residents benefit from more services and amenities, such as new restaurants and increased access to groceries and healthcare. Additionally, new residents bring new tax dollars, allowing the Town to invest in existing infrastructure and schools. Sustained growth also brings challenges. For example, growth puts pressure on Holly Springs' housing stock and helps drive significant **increases in rent and sales prices**. This puts pressure on existing households, who generally have lower incomes than new residents. For example, households making between \$100,000 and \$150,000 comprise a greater share of homeowners added since 2010 than the overall population (Figure 15).

Figure 14: Population Share by Race/Ethnicity, 2010 vs. 2020

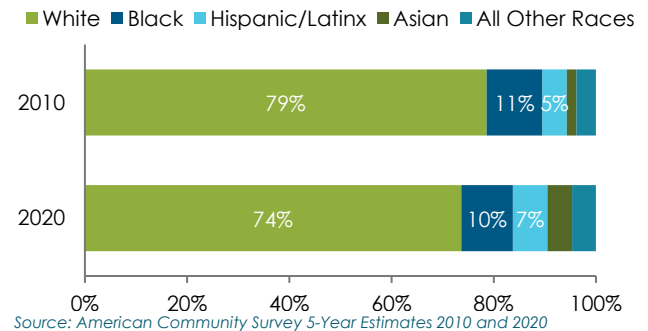
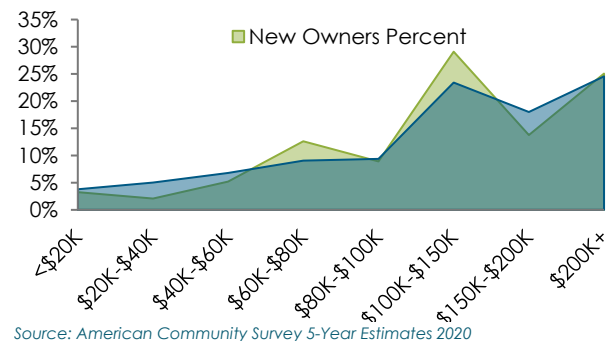


Figure 15: Homeowners by Income Bracket, 2020



Growth in Households Making Over \$100,000

In line with state trends, **population growth in Holly Springs has almost entirely been driven by households making more than \$100,000 per year**, and particularly those making more than \$150,000. This is particularly driven by households from high-income cities, such as Los Angeles and New York, moving to Wake County (Figure 16).

Figure 16: Top Ten Origin of Households Moving to Wake County, 2020

Rank	City	Average Income
1	Los Angeles, CA	\$124,457
2	Brooklyn, NY	\$95,246
3	Chicago, IL	\$131,124
4	Fairfax County, VA (DC MSA)	\$106,534
5	Long Island, NY	\$82,661
6	Fort Lauderdale, FL	\$73,042
7	San Jose, CA	\$178,668
8	Queens, NY	\$64,851
9	New York, NY	\$134,481
10	Miami, FL	\$58,181

Source: Internal Revenue Service, 2022

Additionally, households making between \$60,000 and \$100,000 declined from 2010 to 2020. The decline of these households is due to both increases in incomes of existing residents and households relocating to lower cost markets.

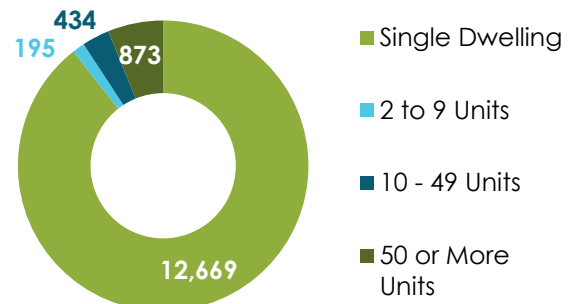
Housing Supply

As demand for housing grows, adding housing supply to meet that demand is crucial to ensuring that prices don't quickly rise. Holly Springs' overall housing supply has increased steadily since 2010, including 908 apartments between 2020 and 2021

(CoStar). Holly Springs has added more housing, including multifamily housing, in the past couple of years than ever before, which leaves the share of detached dwelling housing at about 86% (Figure 17).⁴

Despite the recent influx of housing units, there are still housing gaps in Holly Springs, particularly for households making under \$100,000, prospective first-time home buyers and those hoping to age in place in Holly Springs. These community members are often priced out of the market by higher-income households that make up the majority of the population growth.

Figure 17: Existing Housing Inventory in Holly Springs, 2022



Source: ACS 2010-2019 5-year Estimates, U.S. Census, CoStar 2020-2021, Town of Holly Springs

Housing Price Growth

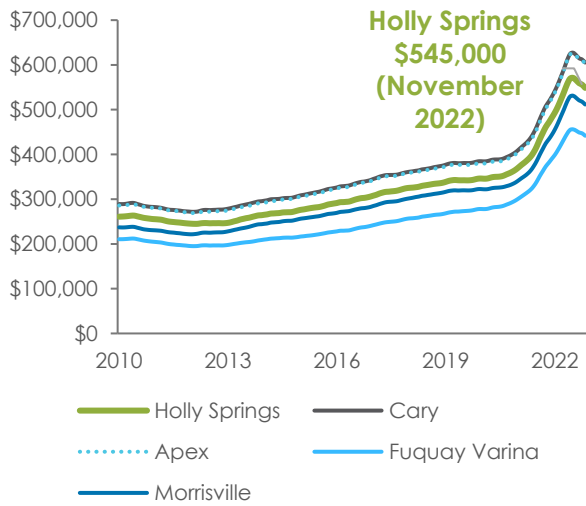
Supply has lagged new housing growth due to job creation and the increase in retiring-age households both within Holly Springs and across the region. Since 2010, the Town has added 6.5 people for each new job created, indicating job growth is just one trend impacting overall population growth (EMSI). For example, Holly Springs has doubled their 65 and older population (ACS 2010 and 2020).

The recent population growth has been accompanied by a steady increase in home prices, which have increased by 59% since 2019, accelerating affordability concerns (Figure 18). Since the beginning of the COVID-19 pandemic, home prices have risen rapidly, increasing by 48% since January 2021 (Figure 18). In other words, a

⁴ This chart includes 908 multifamily units delivered and under construction in 2019, 2020 and 2021.

home that cost \$350,000 in January 2021 would cost over \$517,000 in November 2022.

Figure 18: Average Sale Price, 2010-2022



Source: Zillow

This rapid increase in prices aligns with the rest of the Research Triangle region (Figure 18). Since 2010, Wake County has added nearly 250,000 residents. This has been particularly felt in towns outside of Raleigh, with population increases ranging from 40% to over 80% in places such as Apex, Cary, and Fuquay-Varina. This population growth has put pressure on the housing market, particularly since COVID-19. Towns such as Apex, Cary, Fuquay-Varina, and Holly Springs have experienced 59% increases in housing prices since January 2020 (Figure 18, Zillow).

Rental Price Growth

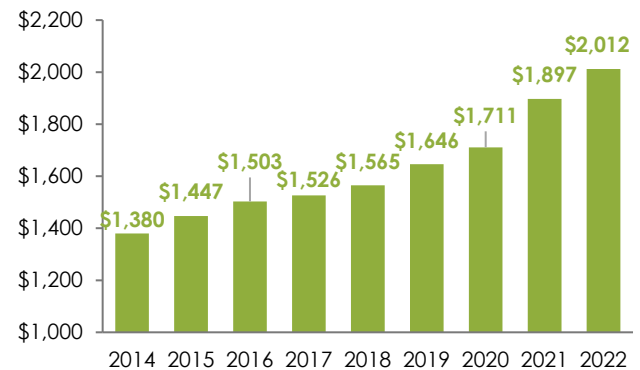
Rents have also grown steadily since 2014 and surged during COVID-19, with 22% growth in rent from 2019 to 2022 (Figure 19). The median rent is now over \$2,000, compared to \$1,650 in 2019.

A family in Holly Springs now needs to make at least \$80,500 to afford the median rent, compared to \$66,000 in 2019.

By 2019 there was a 2,500-unit gap in rental housing units available to households making less than \$60k. Housing gaps occur when there are not enough houses for households at certain income levels. When households cannot find housing at their income level, they end up moving into units that rent for more than they can afford. These households then become cost-burdened, paying

30% or more of their income on housing. This also reduces the amount of housing available to households at higher incomes, pushing them to look for more expensive housing as well. As prices have soared recently, this trend will start to impact more households.

Figure 19: Average Rents in Holly Springs, 2014-2022

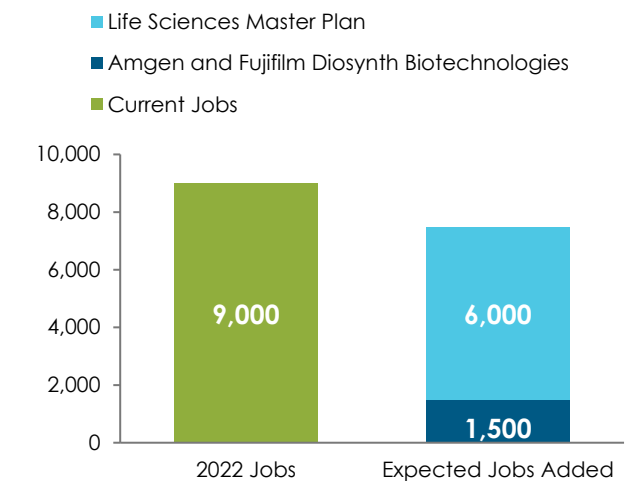


Source: Zillow

Job Growth in Holly Springs

Holly Springs has committed to economic growth and the benefits it can bring. The Town has actively recruited companies to move to Holly Springs, using development agreements and economic incentives to attract companies such as Amgen and Fujifilm Diosynth Biotechnologies. Additionally, the Town has prioritized identifying available land for large employment campuses.

Figure 20: Current and Planned Jobs in Holly Springs, 2022



Source: EMSI, Town of Holly Spring

The continued push for job growth will continue to contribute to population growth of higher income households in Holly Springs. Amgen and Fujifilm Diosynth Biotechnologies alone will add **1,500 new jobs**, with average salaries ranging between \$113,000 and \$120,000. Additionally, a master planned Life Sciences community will add an estimated 6,000 jobs (Figure 20). While some of these jobs will be filled by Holly Springs residents, the added jobs will put more pressure at the higher end of the market as higher income

households outbid each other for limited housing. (*Urban Institute*)

While this contributes to population growth, it pales in comparison to the effects of regional job growth. The Town cannot control the level of interest in the region but can strategically accommodate this growth and invest in infrastructure to support a high quality of life.

4. Housing Needs

The trends described impact housing affordability in Holly Springs and, coupled with local land use and regulations, create a range of housing needs for those who live and work in Holly Springs. Based on public engagement, data analysis and conversations with local housing stakeholders, Holly Springs' most pressing housing needs can be understood in three major categories: limited housing supply, rising barriers to accessing homeownership, and increasing displacement pressure.

Limited Housing Supply

In Holly Springs, there is not enough housing supply to meet demand. In Holly Springs, overall housing inventory growth has lagged population growth between 2016 and 2020, contributing to growth in housing prices (Figure 8). When there is not enough housing to meet demand, constrained housing supply leads to increased land costs, which in turn increases the cost to build housing.

+130,000 jobs added in Raleigh MSA since 2010

+124% increase in population of individuals aged 65 and older in Holly Springs

Source: EMSI, ACS 2010-2020 5-year Estimates, U.S. Census

Homes in this region are turning over quickly, meaning there is a much higher demand for housing units than supply. Between June 2021 and June 2022, homes in Wake County stayed on the market only 19 days, compared to an average of 27 days across other U.S. Metro areas (Redfin). Multifamily rental units in Holly Springs have an average vacancy rate of 3.5%, which is one of the lowest in the region; multifamily rental units in Wake County (4.9%), Morrisville (4.9%), Fuquay Varina (5.5%) and Cary (4.5%) have higher

average vacancies than Holly Springs (CoStar, multifamily apartments built before 2020). Vacancy rate is a helpful metric to understand existing demand for housing.

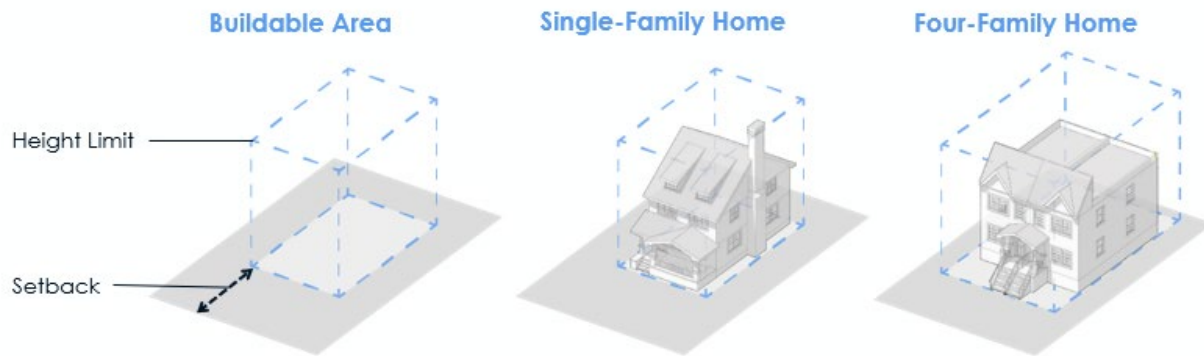
Holly Springs also lacks diverse housing options to meet different housing needs. An "adequate" housing supply should serve a range of households through detached dwelling, attached, multifamily, for-sale, and rental units at different price points. With limited variety in new housing supply, market pressures can displace low- and moderate-income residents from "naturally affordable" market-rate housing, such as older or smaller homes in Holly Springs. Diverse housing typologies, like townhomes, attached homes, detached dwelling homes, and multifamily apartment buildings, meet housing needs of different types of households, especially "soft density" housing, which can be built at a lower cost (Figure 21).

Benefits of Soft Density Housing

Multifamily housing rents and sells at a lower price point than detached dwelling housing units.

Multifamily units cost less per unit to construct than detached dwelling homes because their footprint is typically smaller and land cost is shared between multiple units, rather than just one detached dwelling home. A lower cost of construction means the unit can rent or sell for less per unit than a detached dwelling home.

Creating a larger supply of housing units at a variety of price points will put less pressure on infrastructure, like schools and roads. Adding multifamily units at a higher density than detached dwelling homes means fewer roads need to be built in order to serve those new units. Additionally, adding more households increases tax revenues, which can support additional funding for local schools. Similarly, fewer miles of water, electrical, and sewer infrastructure can serve more units if those units are spread across fewer acres of land.

Figure 21: Soft Density Housing Types

The housing inventory in Holly Springs is currently 86% detached dwelling and 14% multifamily⁵ (Figure 22), a higher share of detached dwelling homes than nearby Towns like Cary (60%), Apex (69%) and Wake County (59%).⁶

Diversifying typology and tenure (renter-occupied versus owner-occupied units) helps to serve a range of Holly Springs residents. Holly Springs has a very high homeownership rate of 82% (ACS 2010-2020 5-year Estimates, U.S. Census, CoStar, Town of Holly Springs). Some lower income households cannot afford a down payment and are limited to rental housing options. As Holly Springs continues to grow, and the number of service jobs increases to support overall Town growth, more rental options will provide housing units affordable to the workers and families filling those service jobs.

Who does this impact?

Everyone in Holly Springs is impacted by the limited number of units and lack of diversity in housing typology. A limited number of units drives up the cost of housing as the Town grows and demand for housing increases. Older homeowners are forced out of the community because the competition for smaller units is high, and they struggle to downsize in Holly Springs.

Lack of diversity in housing types drives up infrastructure costs for the entire town since detached dwelling homes incur a higher Town services cost per unit (police department, fire department, etc.) and infrastructure cost per unit,

as homes are more spread out across a greater land area. The entire Town is also impacted by traffic since lower-income workers cannot find housing units at lower price points and are forced to commute into Holly Springs from surrounding areas.

What is the scale of need?

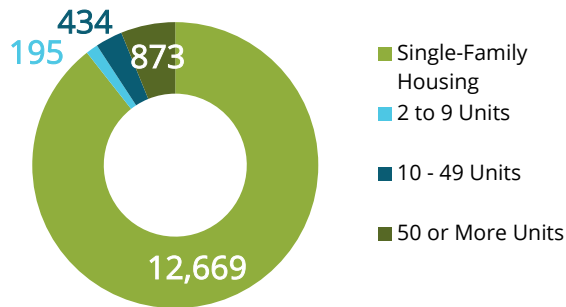
Over 86% of the housing stock in Holly Springs is detached dwelling homes (Figure 22). The Town lacks diverse housing typologies, such as attached housing and multifamily buildings, which can be delivered at a lower price point and meet housing needs for different households at different phases of life.

By 2019, there were over 3,700 renter households making less than \$60,000 living in Holly Springs, but only 1,200 units affordable to them. This caused a 2,500-unit supply gap for this renter population, exacerbating the issue of cost burden for Holly Springs renters (Figure 23). As prices have soared more recently, more and more renter households are competing for an increasingly limited supply of rental housing in Holly Springs. By increasing the amount of multifamily housing in Holly Springs, the Town can move towards its targets of reducing the number of cost-burdened households and increase the amount of long-term affordable housing. Both of these metrics contribute to reducing the supply gap.

⁵ ACS 2010-2019 5-year Estimates, U.S. Census, CoStar 2020-2022, Town of Holly Springs

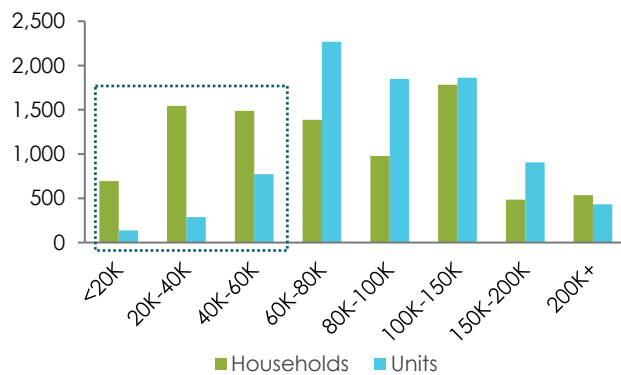
⁶ ACS 2010-2020 5-year Estimates

Figure 22: Existing Housing Stock by Number of Units in Structure, 2022



Source: ACS 2010-2019 5-year Estimates, U.S. Census, CoStar, Town of Holly Springs

Figure 23: Rental Supply Gap, 2019



Source: ACS 2019 5-year Estimates, U.S. Census

What are the barriers?

A significant portion of land in the town is zoned for detached dwelling homes. Creating more zoned areas for attached housing requires an amendment to zoning regulations and the zoning map.

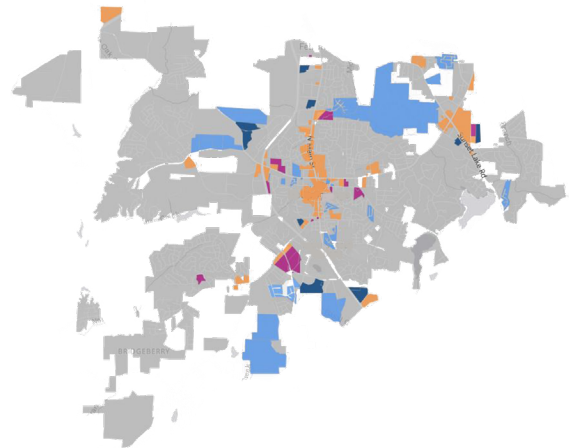
The development approvals process in Holly Springs requires Council approval, which increases time and uncertainty for developers. As the development approvals process lengthens, holding costs for developers increase, increasing the total cost of development. Higher development costs translate into higher rents or sale prices. When the approvals process is unpredictable, developers are also less incentivized to propose interesting or unique development projects.

The Town's utility meter connection requirements increases the cost of development by requiring each housing unit to have its own utility meter,

even for large multifamily developments. This significantly increases the cost of development, discouraging Developers from pursuing new housing projects in Holly Springs.

Lastly, while most survey respondents believe the Town should take steps to support housing affordability, some respondents stated they did not support the creation of new neighborhoods. This is a common barrier for small and large towns alike, particularly in growing towns.

Figure 24: Holly Springs Zoning Map



Key

- Other Zoning
- Apartments/Attached Housing Allowed
- Attached Housing Allowed
- Attached Housing Allowed, Apartments Conditional
- Attached Housing Conditional, Apartments Allowed with Additional Standards

Access to Homeownership

Homeownership is a key wealth building tool, enabling families to save for retirement, save for college, or start a business. When homeownership is unaffordable and ownership rates decrease, households struggle to prosper.

Holly Springs has historically been affordable to first-time homebuyers, but over time prices have increased while renter incomes have stayed stagnant, making it more difficult for renters to become homeowners.

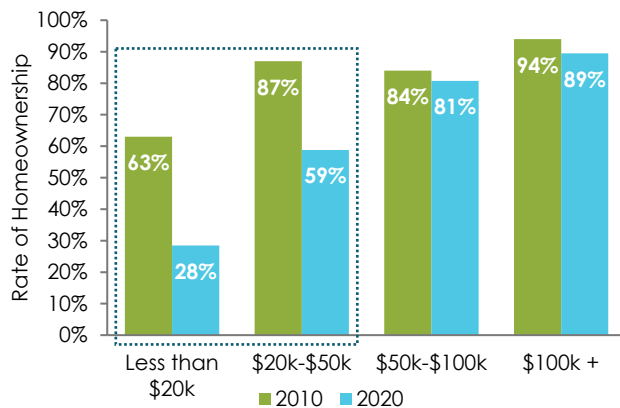
Who does it impact?

In line with regional trends, Holly Springs has a high share of homeowners. However, homeownership is increasingly out of reach for households with

incomes lower than \$75,000 and elderly populations.

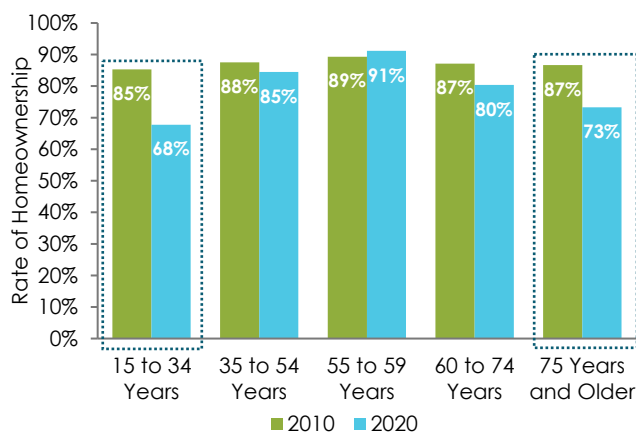
In line with national trends, the homeownership rate in Holly Springs has decreased to 82% in 2020, but is still notably higher than Cary, 67%, and the United States, 64%, overall. The rate of homeownership in the Town has declined across all racial and ethnic groups, and most sharply for lower income households making less than \$50,000 per year (Figure 25), elderly households 75 years and older, and households age 15 to 34 (Figure 26).

Figure 25: Homeownership by Income Level, 2010 and 2020



Source: ACS 2010 and 2020 5-year Estimates, U.S. Census

Figure 26: Homeownership Rate by Age, 2010 and 2020



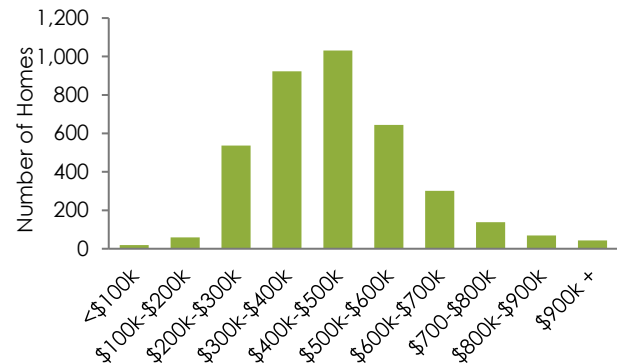
Source: ACS 2010 and 2020 5-year Estimates, U.S. Census

What is the scale of need?

The median renter in Holly Springs can afford to purchase a \$340,000 home. Only 978, or 26% of the total, homes were sold within the last two years at

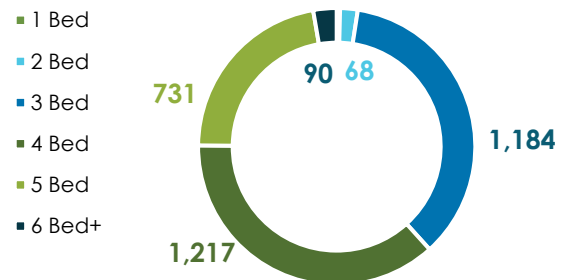
a price point affordable to the median renter. Only 81 homes, or 2% of total homes sold, were 1- or 2-bedrooms, which are most desired by first-time homebuyers (Zillow, Figure 27, Figure 28).

Figure 27: Homes Sold by Price, 2020-2022



Source: Zillow, Last 2 Years; National Association of Home Builders, Characteristics of New and First-Time Home Buyers

Figure 28: Units Sold by Unit Size, 2020-2022



Source: Zillow, Last 2 Years; National Association of Home Builders, Characteristics of New and First-Time Home Buyers

What are the barriers?

Barriers to accessible homeownership include lack of funding, constraining design standards, and housing types. The Town is lacking direct assistance programs for homeownership, which help bridge the gap between what renters can afford to pay, and the high purchase price of homes. Design standards can also increase the cost of constructing new homes, which causes sale prices to increase. The Town can consider efforts to adjust design standards, such as changing rear-alley and site dimension requirements, to reduce the cost of construction. The current housing stock is mostly 3-bedrooms, 4-bedrooms, and 5-bedroom homes, which are larger than the typical home first-time homebuyers are looking to purchase.

Emerging Displacement Pressure

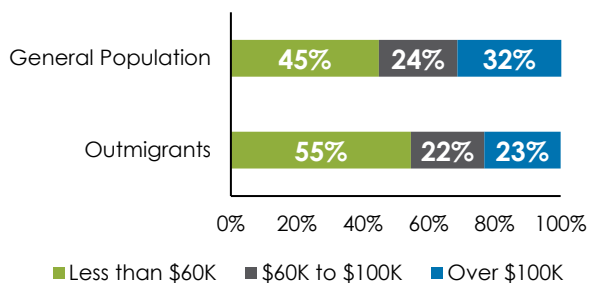
Displacement is generally referred to as a forced or involuntary movement from a household's place of residence and can take several different forms, including forced displacement, such as eviction, and pressured displacement caused by factors such as unaffordable rents or poor or unsafe living conditions. Other examples of forced displacement include extreme rent increase, foreclosure, threats or malicious actions, or disaster. Examples of pressured displacement include housing cost burden, poor housing quality, or unsafe neighborhood conditions.

Who does it impact?

Pressured displacement is an emerging issue in Holly Springs, as cost burden continues to increase, and as long-term homeowners struggle to afford necessary improvements to their homes or to move to a different unit. During a community meeting, a longtime Holly Springs resident shared, *"In our area, all I can do is upkeep on my house. I cannot afford to move anywhere else."* Data suggests that there is not yet widespread displacement, but as higher income households continue to move to the Town, moderate and low-income and older residents will become vulnerable to displacement over time.

In Wake County as a whole, households making less than \$100,000, and particularly less than \$60,000, are moving out to other more affordable counties. Essential workers and Town employees typically fall into this category, meaning they are disproportionately impacted by emerging displacement pressures (Figure 29).

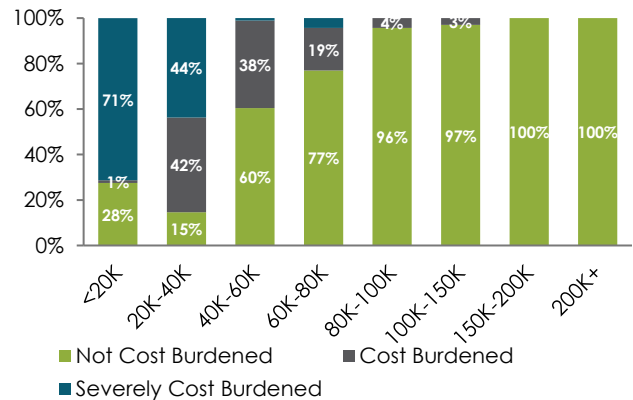
Figure 29: Households Moving Out of Wake County to Other NC Counties by Income, 2019



Source: ACS 2019 5-year Estimates, U.S. Census

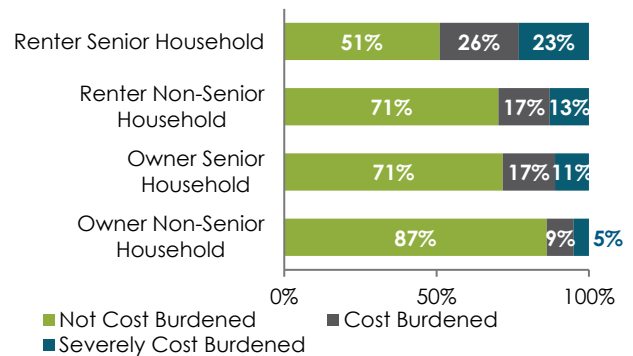
Renters and elderly households are increasingly cost-burdened and lack housing options that they can afford. Holly Springs has a high share of homeowners: 82% (ACS 2020 5-year Estimates), and a high share of owner-occupied units, meaning that renter households must compete for a smaller pool of units. Similarly, elderly households are competing for a limited supply of units to downsize and age in place (Figure 31).

Figure 30: Renter Cost Burden by Income, 2019



Source: ACS 2019 5-year Estimates, U.S. Census, HR&A Advisors.

Figure 31: Cost Burden for Seniors, 2019



Source: ACS 2019 5-year Estimates, U.S. Census, HR&A Advisors.

What is the scale of need?

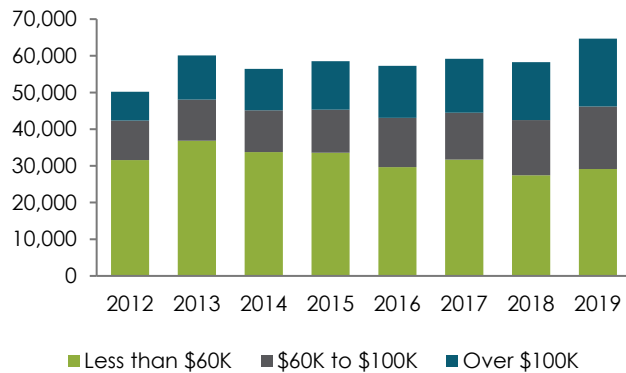
Thirty percent of renters in Holly Springs are cost burdened or severely cost burdened, which can lead to displacement. Sixty-four percent of renter households that make less than \$60,000 are cost burdened or severely cost burdened, making them particularly vulnerable (ACS 2019 5-year Estimates, U.S. Census).

Cost burden for households making less than \$60,000 is in part due to a significant rental unit supply gap. By 2019, there was already a 2,500-unit supply gap for renter households making less

than \$60,000 (see Figure 23 for more information on the rental supply gap).

Emerging displacement pressure is demonstrated in Wake County by significant outmigration since 2012 (Figure 32). On average since then, more than 58,000 households have moved to other counties in North Carolina (excluding Durham and Mecklenburg, other high-cost counties).

Figure 32: Outmigrant Households by Income, 2012-2019



The households described in this chart are households that moved out of Wake County to a different NC county, excluding Durham or Mecklenburg (other high-cost counties).

Source: 2019 5-year Public Use Microdata Sample (PUMS)

What are the barriers?

One barrier to curbing displacement pressure is a lack of affordable rental housing options for households making less than \$60,000. For this income group, there is a 2,500-unit supply gap, forcing renters into homes they cannot afford, and increasing cost burden.

Growth in the Town is expected to continue, particularly with recent new employers coming to Holly Springs, the construction of NC 540, and other economic development initiatives. The construction of the highway impacts both existing and future residents. Some existing residents have been forced to relocate to make way for the construction of the highway, while other existing residents will encounter indirect impacts as the highway attracts increased development interest. Additionally, as highway construction concludes, new housing development will bring more people to Holly Springs. The Town will need to identify strategies to accommodate those households to prevent significant traffic increases and infrastructure strain.

The Town of Holly Springs can implement housing strategies to adapt for future growth and limit displacement pressure going forward.

5. Housing Strategies

To begin to address the housing needs described in Section 3, **Holly Springs should focus on three housing goals:**

1. **Meet growing demand;**
2. **Preserve and expand access to homeownership; and,**
3. **Retain existing residents.**

Meet Growing Demand

Both the regional and local economy are growing, which increases demand for both housing and local services. To help reduce the price pressures of increased demand and to meet household needs for different types of housing, the Town can take a proactive approach to the development approval process that prioritizes housing developments that support affordability.

Preserve and Expand Access to Homeownership

Traditionally, Holly Springs has been a place that is affordable for first-time homebuyers in the region. Helping create affordable homeownership opportunities is an important tool to ensure that seniors can age in place, to reduce racial wealth disparities and racial segregation, and to ensure that those who work in Holly Springs can live in Holly Springs.

The Town can help preserve opportunities for first time homebuyers by providing down payment assistance and working with employers to support homeownership. Additionally, the Town can help increase the supply of smaller houses that are naturally affordable to first time homebuyers. Lastly, the Town can support owner-occupied rehabilitation to help existing homeowners remain in their home.

Retain Existing Residents

Pressured displacement is an emerging housing issue in Holly Springs. Creating permanently affordable rental and homeownership

opportunities, and providing support to residents at risk of displacement, can help to ensure that this issue doesn't grow in Holly Springs as it has in much of the region.

The Benefits and Challenges of Growth

Holly Springs has committed to economic growth and the benefits it can bring. The Town has secured Amgen and Fujifilm Diosynth Biotechnologies, bringing significant employment and population growth. Combined, these two companies will add approximately 1,500 new jobs. Additionally, Holly Springs expects a life sciences community that will bring an additional 6,000 jobs. These new jobs are expected to pay salaries ranging between \$113,000 and \$120,000. The new jobs will create additional, lower paying service jobs in the community, which will increase the demand for housing across all income groups.



Image: Amgen Groundbreaking

Growing the Town's economy requires that the Town continue to attract businesses to Holly Springs. When new businesses move to Holly Springs, it not only adds the jobs from those businesses, but also the jobs of other businesses that expand to support new businesses. The

service industry also grows, as new households create demand for retail, restaurants, and services.

When workers cannot afford to live in Holly Springs, service businesses may hesitate to move to Holly Springs as they struggle to find employees, which reduces the overall services available to existing residents. If service industries decide to locate in Holly Springs, their workers may live outside the Town, increasing overall traffic. New companies can help alleviate these pressures by committing funding to support housing affordability or by helping employees purchasing houses. The Town also can support new housing for these households by allowing for smaller and more affordable housing types.

Additionally, as the Town grows, it will incur more fiscal costs to fund increased infrastructure needs, such as water and sewer, parks and open space, and transportation improvements. If the Town neglects these improvements, local roads, parks, and sewer systems may become overburdened. However, the increased tax revenue from new development can support intentional planning efforts that efficiently concentrate amenities to reduce the burden on infrastructure. For example, by encouraging mixed-use development and higher density zoning, the Town can encourage more walkability and concentrate infrastructure in targeted areas, lowering the relative cost of infrastructure improvements. An example of a successful mixed-use project is Main Street Square, a place where people can live, access health and



Image: Holly Springs Farmers Market

dental care, get a cup of coffee, and other services.

Additionally, the Town can work with companies moving to Holly Springs to have them contribute to necessary infrastructure upgrades and affordable housing. The Town has regularly negotiated development agreements in the past, such as the Village Gate development agreement, where the developer made improvements to roadways and sidewalks. The Town can deploy a strategy in which it uses the development agreement process to prioritize residential projects that have affordable components, either through below market rate units or through smaller housing types like one- and two-bedroom homes and attached houses that are less expensive to build.

The Role of the town

Many factors impact housing affordability. These include the cost of construction, interest rates, regional demand, and more. While the Town

cannot influence all these factors, it can influence some, including land costs, funding availability, hard costs, and soft development costs.

Figure 33: Drivers of Affordability
(see Figure 34 for definitions)

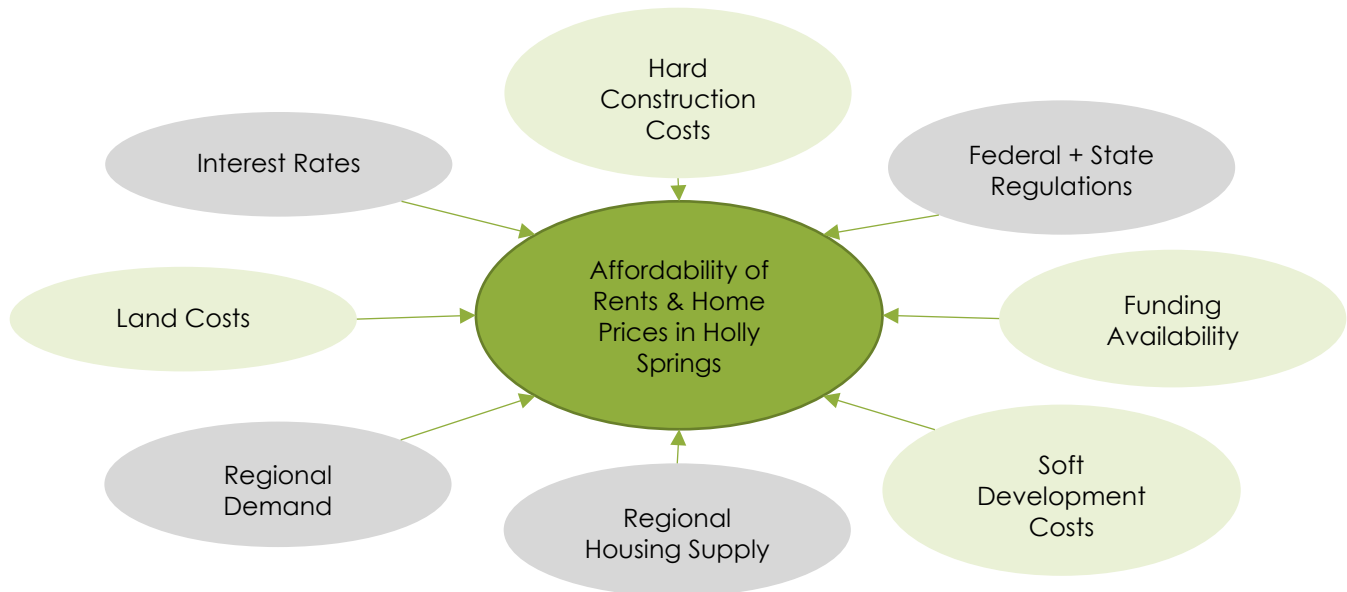


Figure 34: Defining Drivers of Affordability

Hard Construction Costs	Cost of construction materials and contractors. The Town can support reduced construction costs by allowing for diverse housing types.
Federal and State Regulations	Government regulations indirectly impact the cost of development as developers are required to meet certain requirements.
Funding Availability	Includes availability of private financing from banks and public investment from local, state, and federal governments.
Soft Development Costs	Construction costs that facilitate development, including architects, engineers, permitting fees, and lending fees.
Regional Housing Supply	When overall supply is low, high-income households compete with lower income households to find housing. Large housing supply does not guarantee housing affordability.
Regional Demand	As more people desire to live in a region, they will pay more for housing options.
Land Costs	Many factors influence land costs. Proximity to desirable uses and the overall supply of land are two prominent factors.
Interest Rates	Banks will raise or lower interest rates to account for the amount of risk they are willing to incur based on economic conditions. The Federal Reserve plays a significant role in influencing base interest rates.

The Town has two primary pathways it can pursue. First, Holly Springs can prioritize leveraging land use standards to influence land and construction costs. By doing so, the Town can increase affordability for moderate income households. The tradeoff is that land use tools do not increase housing for the lowest income households. On the other hand, the Town can prioritize building support to dedicate funding for housing, which would support more funding for the most vulnerable households but would utilize taxpayer dollars. In the short-term, the Town can pilot subsidy tools and pursue partnerships to start supporting low-income households.

Development Approval Process

In Holly Springs, nearly every residential development requires Town Council approval, even if the proposal complies with the existing zoning regulations, lengthening the time of development. Many jurisdictions allow projects that comply with the zoning to be approved by staff instead of requiring Town Council approval. While maintaining the land use planning process, Holly Springs can shorten project approval times by condensing some parts of the development approvals process.

Additionally, unpredictable development approval processes increase risk for developers, discouraging them from pursuing new projects. The Town can increase certainty by providing clear timeline standards and clarifying zoning regulations with clear language and illustrations.

Land Use Tools

Another important type of housing tool is land use and density rules. These regulations define and enforce what types and sizes of structures can be built in specific locations. When it comes to housing, density standards limit the number of units that can be built in a particular portion of land. Holly Springs is mostly detached dwelling only zoning but has allowed for more attached and multifamily in recent years. Allowing more duplexes, triplexes, and multifamily units decreases the relative cost of land and helps stabilize housing costs.

One general advantage to land use tools is that they can help support broad affordability without dedicated public investment. Land use tools are a means of allowing private developers to increase the stock of housing in the Town. However, land

use tools rely on market rate development. Because of this, housing production declines in weak markets and recessions. Additionally, even in healthy markets, market rate development typically does not produce very low-income units.

Figure 35: Land Use Tools Pros and Cons

Pros	Cons
• Do not require public investment to induce private development • Increases the overall supply of housing • Channels stakeholder input towards overall zoning regulations and away from individual development projects	• Typically, does not create housing for very low-income households • Community opposition to land use changes can limit the ability to enact meaningful change

Public Investment

To help meet the housing needs of low and very-low-income households, the Town can make investments to support housing affordability both directly to households and through non-profit partners who can administer programs in collaboration with the Town.

Local, county and state governments can provide direct assistance to households struggling to access rental or homeownership opportunities or those who already have housing but may be at risk of displacement due to rising costs or maintenance needs.



Image: Holly Springs Neighborhood

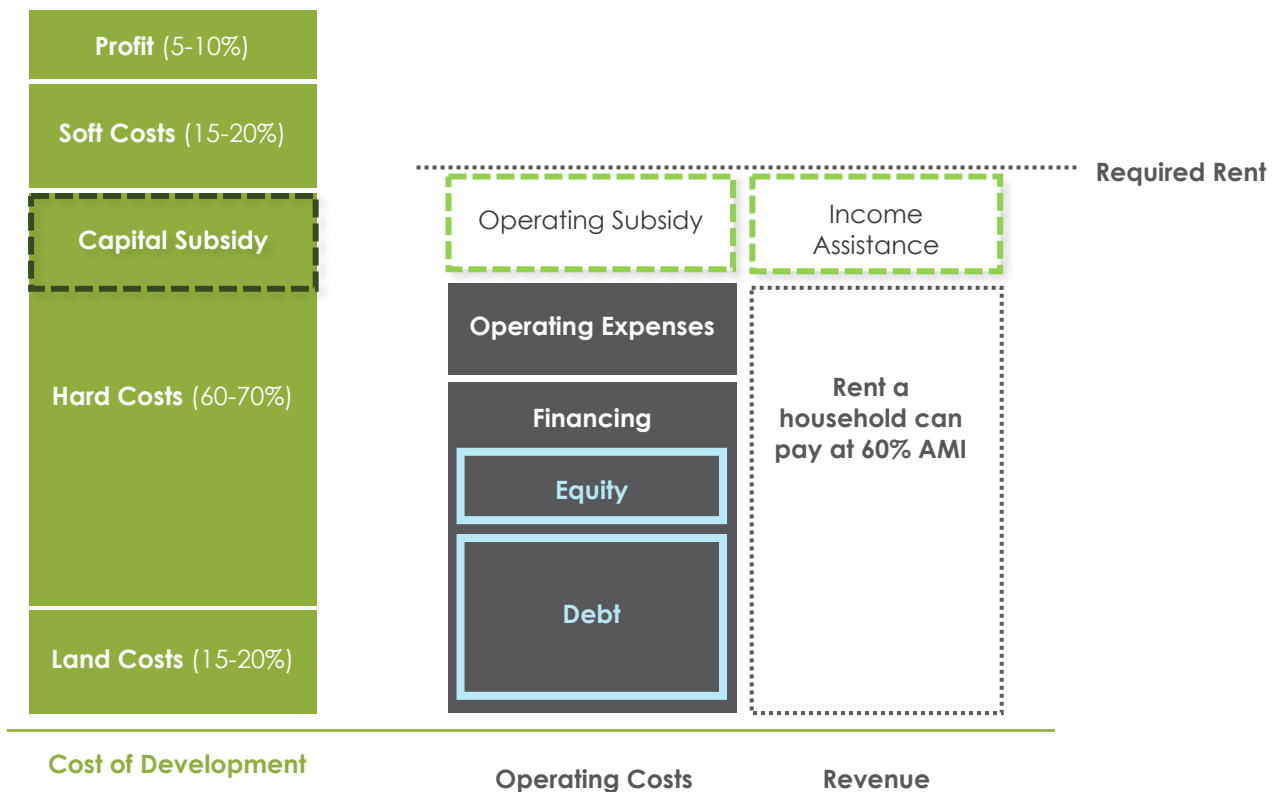
The Town can also provide funding to developers of affordable housing. There are two primary forms of funding for developers: capital subsidies and operating subsidies. **Capital subsidies** fill funding gaps for developers, allowing them to acquire the amount of funding necessary to develop, while requiring units to remain affordable. For example, providing low-interest loans can allow developers to prioritize more affordable housing. This type of financing gets paid back to the government over time. Additionally, the Town could reimburse certain development fees to reduce the cost of development. **Operating subsidies and income assistance** can also provide ongoing payments to the property owner or tenant to supplement lower, affordable rent. The most common form of operating subsidies are housing vouchers, which allow property owners to receive typical rental revenue, while reducing the cost to individual households.

Figure 36: Public Investment Tools Pros and Cons

Pros	Cons
• Directly creates housing with affordability restrictions • Most effective type of tool to serve the lowest income households	• Identifying source of the funds • Often requires large amounts of capital from governments and philanthropies, or tax increases

In order to pursue the design and deployment of some of the housing tools described in this Study, the Town would need to build support for and dedicate local funding.

Figure 37: Economics of Rental Housing Development: Public Investment



Tenants' Rights

Tenants' rights tools seek to preserve existing affordable housing by protecting the occupants of affordable housing. Tenants' rights tools take two primary forms: Tools to enforce existing rights typically relate to the availability and affordability of legal services (e.g., right to counsel, mandatory mediation), and tools to expand tenants' rights help tenants stay in their homes by limiting the actions that landlords can take. (e.g., foreclosure intervention, just cause eviction).

Tenants' rights tools are highly limited in North Carolina and are primarily advanced by non-profit partners. The Housing Affordability Study recommends funding for legal counsel as the primary way to address tenants' rights.

Figure 38: Tenants Rights Tools Pros and Cons

Pros	Cons
• Particularly important for housing stability and preventing displacement • May increase affordability for current tenants • Pressures exploitative landlords to act in current and future tenants' interests	• North Carolina laws limit potential • None of the tools create new affordable units or directly increase unit affordability • Laws and regulations only have impact if there is supporting enforcement mechanisms

6. The Role of Partnerships

Immediate Next Steps

1. Compile a reference list of companies and organizations that own land in the Town, including private firms such as Duke Energy, and government institutions such as Wake County and the State of NC.
2. Identify tools that the Town is most interested in pursuing and necessary staff capacity to advance those goals.

Partnerships are the foundational piece of successfully implementing the recommendations of the Housing Affordability Study. They are essential to both administer housing programs and leverage additional County, State, Federal, and Philanthropic funds. The tools outlined throughout the Housing Affordability Study should be viewed through the lens of the partnerships necessary to effectively implement the programs.

The Town can partner with local organizations in various ways, such as providing operating funds or capital contributions to partner organizations, and by establishing regular channels of communication and coordination. There are several partner organizations within Wake County that meet substantial housing needs that the Town does not have the capacity or funding to address.

Key potential partners in Holly Springs include:

- **Wake County:** The County has [several programs](#) designed to support increased affordable housing options that the Town can participate in and partner with. Additionally, the Wake County Housing Authority provides funding to support housing and direct funding for low-income families. The Town can work with the County to stay up to date on their available programs and communicate that information to Holly Springs residents who could benefit from the County's offerings. For example, the County has an owner-occupied rehabilitation program for aging households that Holly Springs residents could qualify for.
- **Non-Profit Organizations:** There are several non-profit organizations in the region who provide a range of services to address housing affordability. Some non-profits are focused on supporting individual households such as Western Wake Crisis Ministry that provide meals

for low-income households. Other nonprofits, such as DHIC, specialize in affordable housing development. Habitat for Humanity does both, constructing new houses and identifying families who can afford to purchase those homes. The Town can proactively seek out relationships with these organizations and ensure they remove any barriers that prevent them from working in Holly Springs. If the Town is able to dedicate local funding, the Town can collaborate with partner organizations to pursue strategies described in this Study, such as down payment assistance and owner-occupied rehabilitation. The Town can also promote their work, pointing residents to services made available by non-profit organizations.

- **Developers:** While the Town wants to retain certain levers over development, Town leadership should continue working with developers to identify barriers to development and alleviate those pressures, particularly with nonprofit affordable partners such as DHIC, Habitat for Humanity, and CASA that specialize in affordable housing development. Additionally, the Town can incentivize developers to provide housing at lower price points through development agreements (see Tool #1 Create a Standardized Development Agreement Negotiation Strategy).
- **Residents:** Changes such as increased density and housing units at lower price points are often met with hesitancy from nearby residents concerned about the impact on their property values. Housing affordability is an issue that requires collaboration from all Holly Springs residents and ongoing engagement with the community. The Town should continue to engage residents by establishing a permanent housing affordability advisory committee that meets regularly to make recommendations on

policies to address housing affordability in Holly Springs. The committee would also support coordination with the County, non-profit organizations, developers, and local employers.

- **Local Employers:** New and existing Holly Springs businesses can support the implementation of the Housing Affordability Study by leveraging existing land they own or by contributing to programs that helps their

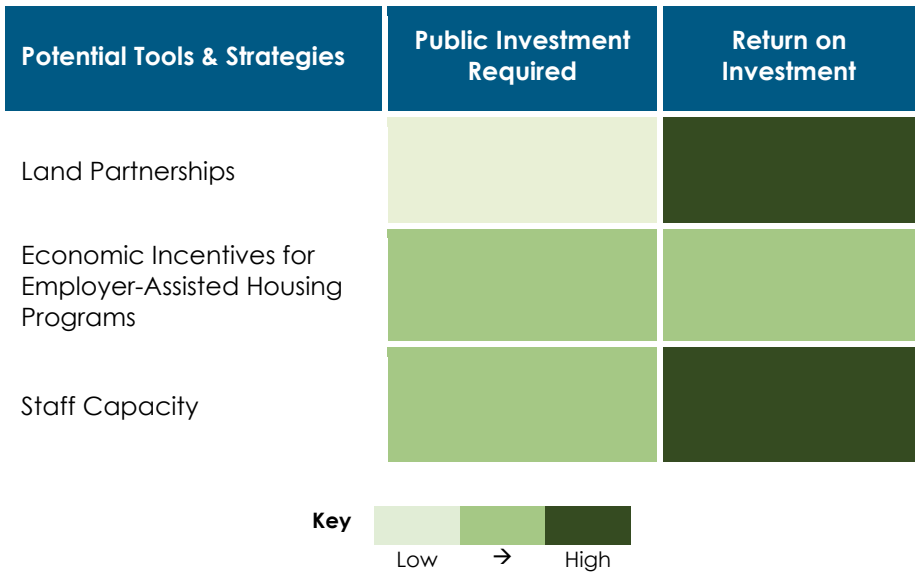
employees access housing. The Town will need to work with existing and new employers to identify strategies to support increased affordability.

In particular, the Town should pursue **land partnerships and employer assisted housing programs**. The Town will also need to assess existing staff capacity to facilitate these relationships

Figure 39: Local Housing Nonprofits and Developers

Habitat for Humanity of Wake County	DHIC
Raleigh Area Land Trust (RALT)	Wake County Housing Authority
Triangle Family Services	InterAct of Wake County
CASA	Passage Home
Families Together	Salvation Army of Wake County
Family Promise of Wake County	Urban Ministries of Wake County
Healing Transitions	Western Wake Crisis Ministry

Figure 40: The Role of Partnerships, Public Investment Required, Level of Impact



1. Land Partnerships

Overview

The Town can partner with existing landowners to leverage existing land for increased affordability. Once the Town has identified prominent landowners, they can coordinate partnerships between them and potential developers to advance the project. The Town can then provide support throughout the development approvals process, ensuring they advance in a timely manner and negotiating certain requirements and fees in-line with the Town's development agreement strategy.

Existing companies like Duke Energy own land in and near Holly Springs that could be leveraged for increased affordability. Particularly as new firms, such as Amgen and Fujifilm Diosynth Biotechnologies, move to the region and acquire land, it will be important to build relationships to support strategies that increase affordability.

Because landowners are unlikely to sell land at below market prices, these types of land partnerships are most likely to happen during a zoning approval process where a landowner needs flexibility from the Town. That said, the Town should be ready to take advantage of these opportunities as they arise to address housing affordability.

Next Steps

1. Compile a reference list of companies and organizations that own land in the Town, including private firms such as Duke Energy, and government institutions such as Wake County and the State of NC.
2. Assess which landowners the Town has existing relationships with and which are likely to engage in joint development strategies.
3. Develop a set of requests for land partnerships to guide discussions and negotiations. For example, the Town could request developers donate lots in new subdivisions to a non-profit. In exchange, the Town could reduce open space requirements, or allow the donated lots to not be counted against the density requirements.

Guidelines

Affordability Goals: Required density to allow for target number of units; waived requirements to required target level of affordability

Location: Proximity of existing land to jobs and services

Key Actors: Development Services, Town Council, local landowners

Current Context

One of the largest barriers to development in Holly Springs is the cost of land. This drives up the cost of housing and prevents developers and the Town from acquiring new land. The Town has already worked with Wake County to provide land for DHIC to develop new apartments with affordable rents. Duke Energy is an example of a company that owns substantial land in Holly Springs, providing a potential partnership opportunity.

Case Study: Holly Springs

Holly Springs worked with Wake County and DHIC, a non-profit affordable housing developer based in Raleigh, to advance a new development on Main Street. This development came about after Wake County's Department of Housing Affordability and Community Revitalization issued a request for proposals (RFP) to develop a parcel of County-owned land. Wake County selected DHIC to construct housing on the site. Following the Town's development review process and approval by the Holly Springs Town Council, The County then executed a memorandum of agreement (MOA) to sell the parcel to DHIC, allowing them to begin construction.

Source: Town of Holly Springs

2. Economic Incentives for Employer-Assisted Housing Programs

Overview

Large employers—such as universities, hospitals, and private corporations—have an interest in helping their employees live in safe and affordable housing close to work. Due to the high cost of land, an employer-assisted down payment assistance program would expand wealth-building and housing stability through homeownership for more Holly Springs residents.

There are two primary ways to structure employer-assisted housing programs. First, the Town can simply provide a scoring boost to companies that provide employer-assisted housing in their criteria for offering tax incentives. Under this scenario, the employer would be completely responsible for designing and managing the program. The Town would be responsible for monitoring the program to ensure compliance.

Alternatively, the Town could establish a pool of funding that provides “matching” funds to employer-assisted housing programs. Under such a program, an employer could opt-in to providing employer-assisted housing, and in return the Town would match the funding committed by that employer, up to a certain amount. The Town would also need to monitor the program to ensure Town funds were directly benefiting the employees.

These programs can be attractive to employers because they improve worker retention and community relations. The program could potentially match public and private investment, both amplifying the impact of public dollars (Wake County’s down payment assistance program) by leveraging private contributions and help employers better retain workers.

Current Context

Holly Springs has provided economic development incentives for companies making significant investments in the Town but has not previously asked companies to prioritize employer-assisted housing. Holly Springs is uniquely positioned to leverage private dollars through economic incentives for housing, due to its strong history of attracting private companies, most recently Amgen and Fujifilm Diosynth Biotechnologies.

Next Steps

1. The Town should decide if it wants employers to be solely responsible for establishing programs or if it wants to establish a fund for employers to make contributions.
2. Encourage major employers to create or contribute to employer-assisted housing programs if offering economic incentives.
3. The Town should identify large employers with the capacity and interest to support a down payment assistance program for employees, educate leaders about the costs and benefits of such programs.
4. Work with the Economic Development Department to define objectives for the program.
5. Establish a set of priorities as guidelines for negotiating with companies looking to locate in Holly Springs.

Guidelines

Eligibility: Employees

Level of Assistance: Determine per household maximum

Key Actors: Economic Development, Town Council

Case Study: Yale Homebuyer Program

The Yale Homebuyer Program was established in 1994 to support Yale employees, including faculty and permanent staff, with \$30,000 to \$35,000 in (pre-tax) benefits over ten years, to be used towards a home purchase. Participants must commit to owning and residing in the home for at least two years from the date of closing, and the benefit ends when occupancy ends. Therefore, to receive the full \$30,000 to \$35,000, participants must reside in the home for ten years. Between 1994 and 2015, the Homebuyer Program supported 1,134 new homeowners.

Source: Yale University

3. Dedicate Staff Capacity

Overview

Fully implementing the recommendations included in the Housing Affordability Study requires dedicated staff time. In particular, staff capacity is necessary to support robust negotiations with developers through the Town's development agreement strategy. Additionally, the Town will rely on staff to build new and existing partnerships. Some of the tools described in the Study can be pursued using existing staff capacity, while others may require new staff capacity.

Current Context

The Development Services department is primarily responsible for the implementation of the Housing Affordability Study. Other departments, including Economic Development, Public Works, and Utilities and Infrastructure will need to be consulted as various tools are implemented.

Next Steps

1. Identify tools that the Town is most interested in pursuing.
2. Assess existing staff that are best positioned to implement selected tools, balancing with their other responsibilities.
3. Assign staff new responsibilities to implement selected tools. Add new staff as necessary.

Guidelines

Target Tools: Required staff capacity depends on the tools selected to advance

Existing Staff Capacity: Do existing staff have the capacity to add additional responsibilities?

Case Study: Tax Rebate Partnership, Charlotte, NC

Tax rebate programs are an example of how local governments can partner with the private sector to advance housing affordability when there are limited tools to support the creation of deep affordability. Tax rebates are an efficient way to ensure the preservation of affordable housing serves households with the deepest need through public-private partnerships.

Under such partnerships, a local government partners with a housing developer that commits to support housing affordability. The housing developer dedicates 15-20% of units to the program and relies on a local nonprofit to connect tenants to the program. The local government assigns 100% of property-tax revenue generated at the apartment community to the nonprofit which funds the difference between market rents and 30% of a tenant's income, all without tapping into existing taxpayer dollars. The primary Town resource necessary to implement such a program is staff time to facilitate public-private partnerships and oversee the program.

Tax rebates are being used at the Lake Mist Apartments in Charlotte, NC. Ascent Housing, an owner of affordable housing focused on naturally occurring affordable housing (NOAH), is partnered with the City of Charlotte, Mecklenburg County, and Socialserve to provide 22 units (15.3%) to households between at 30% AMI with Synthetic Vouchers. During the 20-year contract at Lake Mist, Ascent Housing offers one of every five available units to Socialserve for the program until all 22 units are filled. Every month, Socialserve pays the difference between 30% of a tenant's income and Fair Market Rent to Ascent Housing. 61% of the cost of the program is covered by the County with 39% covered by the City, in line with the relative millage rates of each jurisdiction.

At Lake Mist, the agreement to provide housing at 30% AMI is funded with 20 years of projected property tax revenue by the County and City and requires Ascent Housing to enter into an agreement with Socialserve to refer tenants and serve as the City and County's fiscal agent.

Source: HR&A Advisors

7. Tools to Meet Growing Demand

Immediate Next Steps

1. Identify policy goals the Town wants to advance through development agreements, such as the types of residential units, the level of affordability or other public benefits like sidewalks or open space.
2. Establish housing affordability requirement to earn points under the Town's utility allocation policy.
3. Identify incentives the Town is willing to offer, such as having the Town construct infrastructure or reduce fees.
4. Assess which of those services the Town is willing to codify in the zoning ordinance to make available without a development agreement.
5. Identify existing or future residential nodes where multifamily development would increase walkability and consolidate development, particularly where the Town is focused on attracting new business campuses.

Challenge | There is substantial new demand for housing in Holly Springs, and the housing added is not sufficiently meeting diverse housing needs

Solution | Grow the supply of homes, increase the diversity of the types of homes that can be built and invest in infrastructure to support new households.

More people—a lot more people—are coming to Wake County and the region regardless of whether Holly Springs allows another home to be built there or not. The Town can help reduce the pressure created by these new residents on the quality of life through traffic, housing cost, and other impacts and instead have new residents increase the tax base, attract more interesting retail, and support local businesses if it is intentional in where and what type of housing it allows to be built. **The Town should focus on both increasing the total number of new houses built and diversifying the existing housing stock.**

By doing so, the Town can support increased quality of life and reduce the per-household impact on infrastructure services. For example, the Town can prioritize locating new housing near schools and employment centers, which will minimize traffic as fewer households have to drive to access education and workplaces. Second, adding soft density units creates more property tax revenue and requires less per unit infrastructure costs, because developers can consolidate infrastructure to serve more units in less space. Similarly, increasing housing stock diversity encourages more households without children to move to the area, increasing the number of

households contributing to the costs for school. Lastly, concentrating households in a small area can increase consumer spending as households have increased access to goods and services.



Image: The Block on Main, Holly Springs

The Town can **support affordability** by providing clear guidance on what types of development are favored, for example, setting a goal for a share of homes in new subdivisions to be less than 2,000 square feet or deed restricted. Having a clear understanding of what structure can be built allows developers to construct new housing more quickly. The Town can be willing to negotiate on requirements and development costs to allow for more units to be built in exchange for affordability.

Additionally, the Town needs to **diversify the housing stock** by allowing for more increased soft density (attached units, duplexes, triplexes, and multiplexes) and multifamily units along commercial corridors and near employment centers throughout the Town. Doing so will align housing needs with economic development efforts by allowing for more dense development near employment campuses and commercial centers. Holly Springs has already done this by locating Holly Springs Place (a multifamily community) next to Holly Springs Towne Center. This supports the businesses in Holly Springs Town Center because residents and employees from the adjacent community can walk to restaurants and services in the Town Center. Additionally, it supports a thriving community where residents can easily access goods and services.

Lastly, as the Town grows, it needs to continue balancing the infrastructure needs associated with population growth. In particular, by adjusting land use standards to allow for soft density and multifamily development along commercial corridors, the Town can support improved walkability, which will ease the pressure on transportation facilities, and reduce the relative cost. Increasing mixed-use development and walkability alleviates the increased stress on roads and transportation systems, while providing new residents an attractive place to live. Furthermore, mixed-use development supports efficient use of utilities, as the Town can concentrate construction of new utilities in smaller locations, rather than developing miles of infrastructure outward as the Town sprawls.

Figure 41: Meet Growing Demand, Tools, Public Investment Required, Level of Impact

Potential Tools & Strategies	Public Investment Required	Return on Investment
Create a Standardized Development Negotiation Strategy		
Pilot an ADU Demonstration Program		
Zone for Attached and Multifamily Housing		
Utility Allocation Plan		

Key

Low → High

4. Create a Standardized Development Negotiation Strategy

Overview

The Town should clearly articulate and publicize affordability level and housing types preferred for new development in Holly Springs and prioritize those projects in the approvals process, both through a utility allocation ordinance and through the overall development review process.

This will create a “points-based” system in which the Town can prioritize approval for projects that score highest. Specific details such as preferred housing type (detached dwelling, soft density, or multifamily), affordability level (share and depth of affordability), infrastructure requirements, and mixes of uses will provide certainty to the development community, which will foster more development. The Town can then clearly communicate which incentives it will provide in exchange for these targets.

Development agreements provide one method to facilitate these incentives. Development agreements are legal agreements between developers and local governments that provide development flexibility not typically achievable through zoning ordinances. They allow for alterations to the zoning requirements of a specific parcel of land, typically in exchange for public benefits. For example, local governments may allow zoning concessions in exchange for infrastructure improvements from developers. Additionally, development agreements can be leveraged to incentivize housing affordability, economic benefits, and other public benefits.

The primary challenge with development agreements is that each new agreement starts a new negotiation, which can be time intensive and create uncertainty for developers. While there will always be a need for negotiations, a clear framework will streamline the process and provide clear guidance to developers on the types of projects desired by the Town.

By standardizing the priorities and strategies when using development agreements, the Town can clearly communicate expectations to developers and spend less time negotiating agreements, allowing them to spend more time conducting the work of local government. Without a standard strategy and set of priorities, development agreements can create

uncertainty for developers and increase burden on Town staff.

Current Context

Development agreements are allowed in the State of North Carolina and are a strategy the Town has employed, particularly with larger developments that have increased impacts. In particular, the Town negotiated a development agreement with DHIC where the Town agreed to construct sewer infrastructure to ensure DHIC could construct affordable units.

Next Steps

1. Identify policy goals the Town wants to advance through development agreements, such as the types of residential units, the level of affordability or other public benefits like sidewalks or open space.
2. Establish housing affordability requirement to earn points under the Town's utility allocation policy.
3. Identify incentives the Town is willing to offer, such as having the Town construct infrastructure or reduce fees.
4. Assess which of those services the Town is willing to codify in the zoning ordinance to make available without a development agreement.
5. Create a utility allocation ordinance for the Town of Holly Springs.

Guidelines

Town priorities: Identify what types of concessions are favorable and meet Town needs and what benefits the Town wishes to gain from development agreements

Affordability requirements: Develop criteria to determine what affordability levels should be targeted when using development agreements

Infrastructure needs: Balance concessions with Town infrastructure needs

Staff Capacity: Development agreements require monitoring over time to ensure compliance. The Town should account for staff time to administer these agreements over time

The Town should ask for:	The Town can be willing to negotiate on:
• Mixed detached dwelling developments: a portion of subdivisions should be developed as attached housing or smaller detached dwelling units (less than 2,000 square feet). • Affordability: a portion of new detached dwelling or multifamily developments should be affordable for households making less than 80% of AMI. • In North Carolina, the standard length of affordability for rental units is 30 years. • For-sale units often have a shorter requirement (10-15 years), enabling existing homeowners to build wealth.	• Fees: parks and water/sewer fees can be deferred or reduced. • Development approval: review can be expedited for plans that include affordability or mixed housing types. • Increased density: when asking for affordability, the Town can offer increased density. • Lot size decrease: when asking for smaller detached dwelling homes, the Town can offer smaller lot size requirements. • Design standards: reduce expensive requirements like rear alleys, wall length, etc. • Utility allocation: incorporate housing affordability in scoring for projects to receive utility services under the Town's utility allocation policy.

Case Study: Asheville Hotel Overlay

The City of Asheville put a temporary pause on construction of hotels in 2019 after several years of significant hotel development. The moratorium provided the City time to assess its needs and planning approach for future hotel development.

After a two-year study in collaboration with the Urban Land Institute (ULI), the hotel moratorium was lifted and a new policy was implemented. Under this new policy, Asheville established a new hotel overlay district. The overlay district implemented a points system for developers who wanted to construct hotels. Developers can earn points by:

1. Pitching a hotel project that revamps and reuses a historic building
2. Donating to the city's affordable housing or reparations fund
3. Agreeing to pay workers a higher, livable wage
4. Contracting with women or minority-owned businesses

The city focused its scoring system on prioritizing projects that address affordable housing, requiring that at least half of the developer's points come from contributing to housing affordability. As reported in the Charlotte Observer, "A 100-room hotel in downtown Asheville would need to either contribute \$400,000 to either the Housing Trust Fund or a Reparations Fund, or build 10 affordable for sale housing units, plus choose from a menu of other benefits such as supporting a Business Inclusion Program or providing living wages in order to get approval at the staff level."

The overlay district has shown signs of success in meeting community needs. The Asheville Citizen-Times reported that the new hotel policy has raised over \$1 million for the City's reparations and affordable housing funds. Additionally, over half the approved projects provide a mix of uses, adding a total of 164 residential units.

Source: Charlotte Observer

5. Pilot an ADU Demonstration Program

Overview

Accessory Dwelling Units (ADUs) are secondary units on detached dwelling property lots, independent from the primary home. They can be attached to the primary structure or detached. The Town should dedicate funding for a demonstration program, which would create renderings and drawings of allowed ADU structures based on the zoning standards.

Towns and cities may allow for ADUs to increase the overall housing stock, but simply allowing for ADUs does not guarantee they will be built. In markets where ADUs have not traditionally been allowed, builders may not know what ADU design standards are allowed or feasible on certain sites.

As part of the ADU demonstration program, the Town may even create full development plans that a developer can take and immediately implement, knowing the construction will comply with existing zoning. By doing so, the Town can increase certainty for developers, which increases the overall feasibility of development.

Current Context

The Town currently allows for ADUs in residential districts but has limited uptake of ADUs. For instance, homeowners may be hesitant to build an ADU because of uncertainty regarding cost and challenges navigating the design process. The Town does not have an ADU demonstration program.

Next Steps

1. Develop a request for proposals (RFP) to solicit firms who can develop renderings of allowable ADU designs.
2. Create diagrams of the ADU development process and timeline.
3. Identify and remove additional zoning barriers to ADU development.

Guidelines

Design Standards: What types of design standards should be prioritized in ADUs?

Program Administration: Determine whether Town staff should develop standard ADU plans or to work with an outside organization

Town Priorities: ADUs can take many forms, including attached or detached, and can range in number and size. The Town should account for their housing priorities when establishing ADU design standards



Case Study: Boston ADU Loan Program

In 2017, Boston launched their ADU pilot, with the intent of reducing barriers to entry for homeowners interested in building an ADU. To meet this goal, the city provided design clarifications, streamlined their permitting process and released an online ADU "Toolkit." The Boston Home Center offers loans that provide gap funding for qualified program participants, to make the construction process more affordable. The Home Center ADU loan is a zero percent interest deferred payment loan of up to \$30,000 for home renovations. These loans have no monthly payments and do not come due for repayment until the owner sells, transfers ownership, or undertakes a cash-out refinancing of the home. To qualify for a loan, applicants must be approved for an ADU Permit.

6. Zone for Attached and Multifamily Housing

Overview

Attached housing, or soft density, as well as multifamily housing can efficiently increase the supply and affordability of housing in Holly Springs.

Attached housing, such as townhomes, duplexes, and triplexes, can accommodate more households in smaller units, which can be built at a lower price point, without significantly changing the character of housing or neighborhoods. Multifamily housing (structures with at least five units) allows more housing units to be built on a site and serves more households at a lower price point than detached dwelling housing. It also expands the tax base and commercial vitality of an area, allows for more housing to be built in desirable areas with greater employment opportunities, and meets demand for rental housing, which otherwise might be met through the conversion of for-sale detached dwelling houses to rental units.

Figure 42: Townhome Purchase Prices in Holly Springs



Current Context

Detached dwelling homes and attached housing already exist in Holly Springs, but very few areas in Holly Springs permit them by right. Current zoning regulations limit the development of multifamily development and generally require Town Council approval. For instance, only nonresidential buildings less than 40,000 square feet and subdivisions with four or fewer lots are allowed by-right. Parcels that are zoned for multifamily or attached housing can still be rejected in the development approvals process in Holly Springs. Increasing attached and multifamily housing can accommodate more households and provide smaller units, which are generally built at a lower price point than detached dwelling homes.

Currently, 86% of Holly Springs' housing stock is detached dwelling. The predominance of detached dwelling zoning limits the type and supply of new housing. Additionally, this style of housing creates higher sale prices compared to allowing for attached and two-to-four-unit structures on the same parcel. When developers can construct more units on a single parcel of land, it decreases the per unit cost of development, which allows them to decrease the sales price of each unit.

Similarly, allowing for more multifamily development reduces the cost of rents as developers can fit more units on the site.

Next Steps

1. Identify existing or future residential nodes where multifamily development would increase walkability and consolidate development, particularly where the Town is focused on attracting new business campuses.
2. Publicize sites the Town is willing to rezone to attached and multifamily to provide certainty to potential developers.
3. Identify parcels where attached and small multifamily sites, such as duplexes, triplexes, and multiplexes, are appropriate and rezone them.
4. Update UDO to increase housing typologies and locations where allowed.

Guidelines

Geographic targeting: Some or all detached dwelling neighborhoods, in particular those that are proximate to planned employment centers like The Yield and Friendship Innovation Park (Figure 43)

Systemic affordability: Reduce price pressures on new development by allowing increased density

Resource efficiency: High degree of local control, and no public investment required

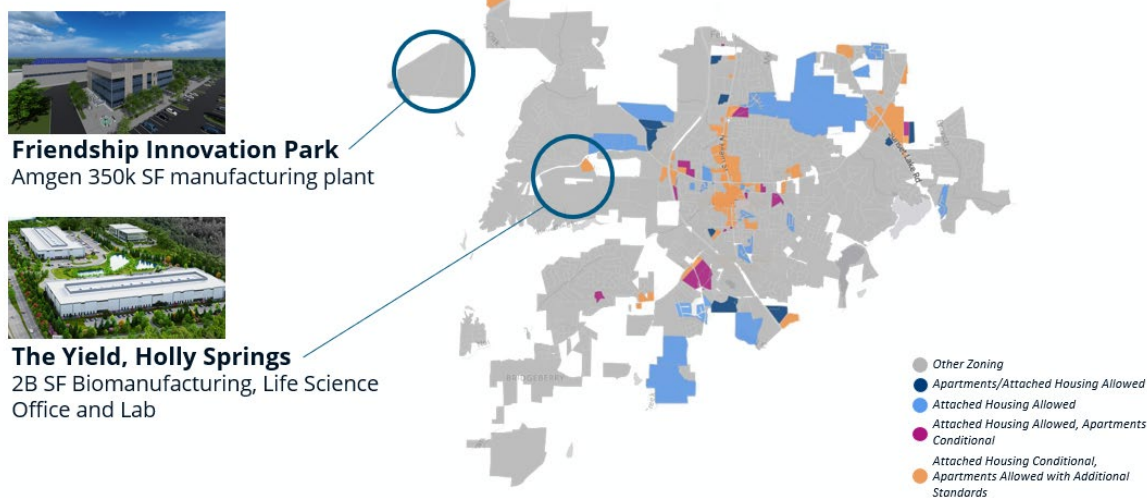
Political feasibility: E.g., resistance to zoning reform by existing homeowners in detached dwelling neighborhoods

Format: Regulations (increase by-right density in areas that allow multifamily, zone more areas for multifamily); processes (streamline entitlements & review processes)

Specifications: Evaluate target areas

Staff Capacity: Requires staff capacity to develop and analyze recommended changes

Figure 43: Friendship Innovation Park and The Yield



Case Study: Fairfax County, VA

Fairfax County, VA rezoned areas around transit stations and commercial corridors to allow housing supply to keep pace with population growth while avoiding contributing to traffic congestion. This nearly doubled the allowable housing, contributing to more efficient use of land and increased housing supply ([Local Housing Solutions](#)).

7. Utility Allocation Plan

Overview

Utility Allocation Plans allocate utility allowances to development projects according to the priorities set by the Town to manage limited resources. Towns can consider allocation requests on a prioritized basis, for example, prioritizing affordable housing projects or housing projects located near job centers.

Utility allocation plans are often used to incentivize more commercial and industrial development. However, utility use can be one of several evaluation criteria in the allocation plan. Other criteria for utility allocation can include alignment with the Town's housing goal to meet the growing demand for housing.

Current Context

Holly Springs does not have a utility allocation plan in place, however, in recent years, other towns in North Carolina have adopted similar plans, including Beaufort, Concord, Fuquay Varina, Knightdale, and Zebulon.

Next Steps

1. Draft a utility allocation plan that prioritizes housing developments that include affordable housing as well as projects located near current and future jobs in Holly Springs.
2. Implement the utility allocation plan.

Guidelines

Town Priorities: Identify specific housing priorities and other priorities to include in the utility allocation plan

Program Administration: The utility allocation process will be managed by the Development Services department as part of the project approval process

Case Study: Town of Knightdale Municipal Water Allocation Policy

In 2008, the Town of Knightdale, NC implemented their first Water Allocation Policy, in an effort to conserve limited and valuable water resources and promote diversity of housing available in the Town. The goals of the policy are:

- Ensure a diversified tax base and housing supply
- Promote diversity of housing available to a wide cross section of citizens of diverse socio-economic backgrounds
- Promote economic viability and sustainability by providing for retail and other commercial development
- Achieve a tax base of 60% residential and 40% commercial/industrial
- Encourage construction of dwellings in Knightdale of an appraised tax value approaching averages found in other communities across Wake County

Proposed projects shall complete a water allocation worksheet, which determines a set of points based on the project use, infrastructure improvements, green development standards, gateway and transit improvements, and amenities for residential projects.

Evaluation and Monitoring

Increasing the supply and diversity of housing types to meet the broad range of housing needs in Holly Springs requires regular monitoring by Town staff. The following metrics are helpful indicators for tracking progress on this goal. The following

targets were developed in collaboration with Town staff and will need to be reassessed annually based on current demographic and housing market trends.

Figure 44: Meet Growing Demand, Evaluation Metrics

Metric	Current Metric	2032 Target
Average time to approve development	18+ months	<12 months
Share of housing stock that is detached dwelling homes	86% detached dwelling housing (share of total housing inventory)	80%
Ratio of new homes built to new jobs added, last 2 years	Not currently monitored	1:1

8. Tools to Preserve and Expand Access to Homeownership

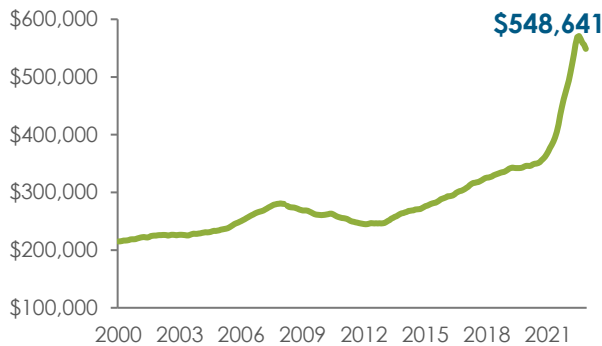
Immediate Next Steps

1. Identify potential funding sources for a pilot down-payment assistance and ADU demonstration program.
2. Define the objectives of the down payment assistance program, including specific groups eligible for down payment assistance, financing structure, source of funds.
3. Collaborate with Wake County to ensure that homeownership programs are complementary.

Challenge | Holly Springs has traditionally been affordable to first-time homebuyers, but homeownership is becoming increasingly out of reach.

Since 2019, sale prices have spiked 59% in Holly Springs, making homeownership less attainable (Figure 45).

Figure 45: Average Sale Price, 2000-2022

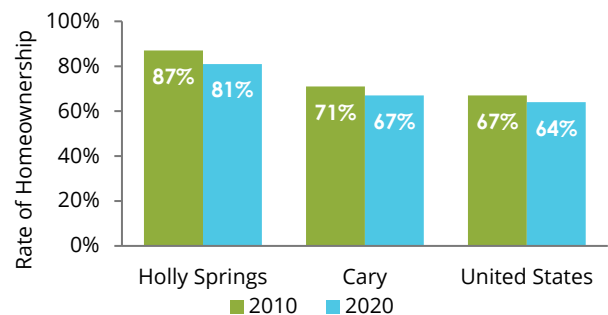


Source: Zillow

The median renter in Holly Springs can afford to purchase a home for \$340,000, where the median home sale price has increased to \$545,000 in November 2022, which is out of reach for most renters (Figure 45). Homeownership is a key wealth building tool, enabling families to save for retirement, save for college, or start a business. When homeownership is unaffordable and ownership rates decrease, households struggle to prosper.

Holly Springs' homeownership rate is 81% which is notably higher than the national average, and slightly higher than neighboring Towns in the Triangle region (Figure 46, ACS 2020 5-year Estimates, U.S. Census). Nonetheless, the Town should seek to preserve the current homeownership rate and expand access to homeownership to households currently priced out.

Figure 46: Rate of Homeownership, 2010 and 2020



Source: ACS 2020 5-year Estimates, U.S. Census

Solution | Create affordable homeownership opportunities through land use changes that reduce the cost of housing and direct assistance to households.

There are two primary methods the Town can use to help create affordable homeownership

opportunities in Holly Springs: land use tools and direct assistance tools.

The **land use** regulations in Holly Springs set the regulatory environment in which developers and property owners make investment decisions and influence housing affordability by impacting the amount, type, location, and cost of new development. There are two ways that land use and regulatory tools can support affordability:

1. Direct tools support the creation of affordable housing through incentives or requirements for the production of affordable units. (e.g., expedited review for affordable housing projects, inclusionary or incentive zoning).
2. Indirect tools increase the overall supply of housing and lower the cost of new housing. (e.g., multifamily by-right zoning, accessory dwelling units). In Holly Springs, indirect tools should be implemented to create more opportunities for homeownership. For example, permitting more attached housing, smaller lot sizes, or using development agreements to encourage a mix of uses within a single development can incentivize smaller unit types, which are generally more affordable to low-to-middle income households. During Community Meetings as part of the Study,

Holly Springs residents expressed a desire for more attached condo units, "There should be more condos because that is the only typology that sells for less than \$300k in the Town." Land use tools, such as attached housing or multifamily housing allows developers to build more, smaller units at a lower price point without significantly changing the character of housing or neighborhoods.

Direct assistance provides direct funding to households in order to support a purchase of a home the household otherwise could not afford.

Holly Springs can plan for and deploy the following tools to preserve and expand access to homeownership.

- Permit More Attached Housing and Smaller Houses
- Down Payment Assistance and Homeowner Counseling
- Economic Incentives for Employer-Assisted Housing Programs
- ADU Demonstration Program

Figure 47: Preserve and Expand Access to Homeownership, Tools, Public Investment Required, Level of Impact

Potential Tools & Strategies	Public Investment Required	Return on Investment
Zone for Attached Housing and Smaller Houses		
Down payment Assistance/Homeowner Counseling		
Economic Incentives for Employer-Assisted Housing Programs		
ADU Demonstration Program		

Key  Low → High

8. Offer Down Payment Assistance and Homeowner Counseling

Overview

Down Payment Assistance programs provide funding in the form of a grant or forgivable loan to reduce the up-front costs of purchasing a home. To increase impact, assistance programs can be paired with counseling for first-time homebuyers. Many first-time homebuyer households have incomes to support monthly mortgage payments but do not have the assets required for the upfront down payment and closing costs. Homeownership counseling helps existing or prospective homeowners to plan for the costs of homeownership.

Housing Counseling may include services such as:

- Identify affordable purchase prices and evaluate mortgage options
- How to choose a home, a real estate agent, insurance, etc.
- Navigating inspections, home purchase, and closing
- Planning for full costs of homeownership including maintenance needs
- How to avoid discrimination & predatory lenders
- Financial planning assistance
- Foreclosure prevention

Typically, down payment assistance programs contribute \$35,000-\$40,000 per household, primarily benefitting low- and moderate-income homebuyers (50%-80% AMI, equivalent to incomes of approximately \$48,000-\$77,000 for a family of four).

Current Context

Holly Springs does not have a down payment assistance program or partner with an organization to provide homeownership counseling. Wake County launched the Affordable Homeownership Program in 2021 to provide down payment assistance to households. Their program provides up to \$20,000

in assistance per households. HUD limits the purchase price of homeowners using this program to \$308,000 in the Raleigh MSA. A household making 60% AMI can afford a home between \$272,000 and \$379,000, depending on the down payment. If a household can only offer a 3% to 5% down payment, they still have a \$5,000 to \$15,000 gap after accounting for the \$20,000 received from Wake County. This \$5,000 to \$15,000 gap can be met by the Town if it dedicates funding to a down payment assistance program.

Next Steps

1. Define the objectives of the program, including specific groups eligible for down payment assistance, financing structure, source of funds.
2. Collaborate with Wake County to ensure the programs are complementary.

Guidelines

Program Scale: Extent of funding will directly correlate to the extent of impact

Eligibility: Determine target households (e.g., households at 80% AMI, older households, veterans, etc.)

Buyer Financing: Structure financing structure, considering loan forgiveness, reduced interest rates, etc.

Level of Assistance: Determine per household maximum

Price Cap: Consider max sales price eligibility

Key Actors: Development Services, Wake County, private lenders and funders, nonprofit partners

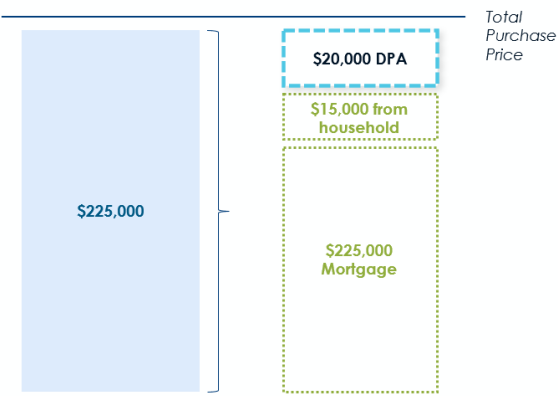
Administration: The Town can contract with outside partners to support the program. Staff capacity will need to be dedicated to oversee partner organizations

Case Studies:

Raleigh's Homebuyer Assistance program offers zero-interest loans up to \$20,000 to help with down payment and closing costs or a gap in financing. Loan payments are not due until the home is sold or the owner no longer lives there. Qualified homeowners must make less than the specified household income limit, which varies by household size. Applicants are required to attend homebuyer counseling courses with DHIC.

Durham's Down Payment Assistance Program aids low-income residents for the purchase of a home. The program also provides homebuyer education and counseling along with financial assistance, to help households acquire and sustain homeownership. Eligible applicants must be first-time homebuyers with household income less than 80% of AML.

Figure 48: Example Down Payment Assistance



Evaluation and Monitoring

Preserving and expanding homeownership access in Holly Springs requires regular monitoring by Town staff. The following metrics are helpful indicators for tracking progress on this goal. The following

targets were developed in collaboration with Town staff and will need to be reassessed annually based on current demographic and housing market trends.

Figure 49: Preserve and Expand Access to Homeownership, Evaluation Metrics

Metric	Current Metric	2032 Target
Homeownership rate for households with seniors present (75+).	67%, with a 20% decline since 2010	Stabilize the decline in homeownership for this demographic group.
Number of units in new construction affordable to the median renter or first-time homebuyers.	26% of homes sold in the last 2 years were affordable to the median renter, 2% were 1-2 bedroom units.	30% affordable to median renter, 5% 1-2 bedroom units.

9. Tools to Retain Existing Residents

Immediate Next Steps

1. Build support for and dedicate a stable funding stream for the housing affordability programs.
2. Identify qualified private and nonprofit housing providers and pre-approve contractors to implement an owner-occupied rehabilitation program.
3. Identify town-owned land to sell at a discount to a Community Land Trust.

The Town can deploy public investment tools to combat growing displacement pressure and help existing residents remain in their homes. However, in order to use these types of tools and strategies, the Town would first need to build support to dedicate local funding to address housing issues. In the meantime, the Town can focus on **piloting subsidy-based programs** at a small scale.

Public investment in the form of capital subsidies and operating subsidies are critical for meeting the housing needs of low-and very low-income households. **Capital subsidies** are low- or no-interest debt and grants to reduce the cost to develop or acquire housing. Capital subsidies are crucial for creating permanent affordable housing in an expensive housing market like Holly Springs. Examples of capital subsidies include gap

financing, down payment assistance, and public land disposition.

Operating subsidies and income assistance are ongoing payments to the property owner or tenant to supplement lower, affordable rent. Operating subsidies and income assistance are the primary way to make rent affordable for households that do not make enough to pay local housing costs, for example, housing vouchers.

Tenants' rights tools help low-income renters hold power over their housing and counter predatory and unjust practices. These tools serve to cushion market pressures on existing tenants to increase housing stability. For example, legal counsel or funding for legal services helps existing residents stay in their homes when faced with pressures that often lead to displacement.

Figure 50: Retain Existing Residents, Tools, Public Investment Required, Level of Impact

Potential Tools & Strategies	Public Investment Required	Return on Investment
Owner-Occupied Rehab		
Funding for Legal Services		
Community Land Trust		
ADU Demonstration Program		

Key 

9. Pilot an Owner-Occupied Rehab Program

Overview

Owner-Occupied Rehabilitation programs help maintain the affordability of homeownership by ensuring that income-qualifying homeowners can make necessary repairs to make their homes safe and age in place. Owner-occupied rehabilitation works to repair existing naturally occurring affordable housing (NOAH) stock. Rather than targeting multifamily homes, owner-occupied rehab typically targets detached dwelling homes. Qualifying repairs often include structural repairs, modernization, repairs to heating and plumbing systems, weatherization, and accessibility improvements to help seniors age in place. Cosmetic improvements are typically not eligible costs.

Owner-occupied rehab typically benefits low- and moderate-income homeowners and particularly senior homeowners who have lived in Holly Springs for a long time. Programs are typically structured such that homeowners can receive owner-occupied rehab funds through grants, loans, or tax abatements.

4. Engage non-profit partners to coordinate with Wake County's program managers so that participants can layer the program with the County's when appropriate.
5. Coordinate with partner organizations to ensure that Holly Springs residents know about and can apply for Wake County funding.
6. Reevaluate the program on an ongoing basis to set terms that are complementary to Wake County's programs.

Guidelines

Eligibility: Determine target households (e.g., detached dwelling homeowner households at 80% AMI, older households, veterans, etc.)

Key Actors: Wake County, Development Services, non-profit partners

Administration: The Town can contract with outside partners to support the program. Staff capacity will need to be dedicated to oversee partner organizations

Current Context

Holly Springs does not have an owner-occupied rehabilitation program. Wake County offers grants for home repairs for homeowners making 50% or less of Area Median Income. Holly Springs can create its own pilot program, and layer funding on top of the County's to make the programs more feasible in high-cost areas.

Next Steps

1. Build support for and dedicate a stable funding stream for the program.
2. Identify qualified private and nonprofit housing providers and pre-approve contractors to make repairs.
3. Periodically evaluate annual allocation of owner-occupied program funds.

Case Studies:

Wake County offers several owner-occupied rehabilitation programs to support residents with home repairs. These programs are applicable to specific homeowner groups (see Figure 51).

Raleigh offers two different owner-occupied rehabilitation programs, which layer on top of Wake County's programs. The Homeowner Rehabilitation Program helps elderly or disabled homeowners finance the cost of major repairs to homes when a threat to life, safety, or health of the occupants is present. The Limited Repair Program helps with specific repairs when the resident's life, safety, or health is threatened (see Figure 51).

Figure 51: Owner Occupied Rehab Program Case Studies

Program	Funding or Financing Mechanism	Description	Population Served
Wake County Elderly and Disabled Homeowner Grants	Grants	Modest home repairs to assist with mobility or retrofits.	Elderly and disabled homeowners making up to 50% of Area Median Income (AMI).
Wake County Emergency Grant Program	Grants	Home repairs including heating, well/septic, roof, and electrical hazards.	Homeowners earning up to 40% of AMI.
Raleigh Homeowner Rehabilitation Program	0% interest loan, forgiven after 5 years	Major repairs to home that address issues presenting a threat to the life, safety, or health of the occupants.	Elderly (62 years) or disabled owner-residents for at least 5 years. Eligible applicants must not exceed the specified income limits, which vary by household size.
Raleigh Limited Repair Program	Loans, discounted 20% every year and forgiven after 5 years	Repairs for roof, heating and cooling systems, electrical, plumbing, or structural problems threatening the life, safety, or health of occupants.	Homeowners with incomes below the specified limits, which vary by household size.

10. Provide Funding for Legal Counsel and Services

Overview

Legal counsel or funding for legal services provides counsel for low-income renters without adequate representation for legal disputes, including those involving housing, such as evictions or landlord/tenant disputes. Funding for nonprofits and other agencies that provide legal services to tenants facing eviction, landlord disputes, and other housing problems makes efforts towards mitigating the negative consequences of displacement for low-income families facing increasing rent burdens.

Current Context

North Carolina state law prevents the Town from mandating a right to counsel in eviction cases. However, the Town can provide funding for tenants facing eviction to access legal services such as mediation or representation in court.

Next Steps

Key Next Steps:

1. Create a fund to support counsel for eviction cases.
2. Identify pro bono representation to supplement City-funded support.
3. Design a suite of supporting services that help tenants stay in housing and out of court long-term, such as funding for mediation or court appearances.

Guidelines

Program Scale: Town-wide

Eligibility: Determine target households (e.g., households at 80% AMI)

Key Actors: Development Services, Planning Board, Town

Case Study: Durham Eviction Diversion Program

In response to the COVID-19 pandemic, Durham County provided funding to support a partnership between the Durham Department of Social Services, Legal Aid of North Carolina, and Duke Law's Civil Justice Clinic to support households at risk of eviction. The program provides a mixture of education, legal advocacy, and rental assistance to prevent evictions for low-income renters in Durham.

To be eligible, households must meet the following criteria:

- Client's household income must be below 125% of the Federal Poverty Threshold;
- Client must have received a late rent notice; or
- Client must have fallen significantly behind in rent; or
- Client has been served with an eviction court proceeding (Summary Ejectment)

Source: Legal Aid of North Carolina, Durham Evictions Mapping Project

11. Invest in a Community Land Trust

Overview

Community Land Trusts (CLTs) preserve long-term affordability of homes and provide access to wealth creation for low- and moderate-income residents. CLTs create opportunities for perpetual, affordable homeownership for low-income households by selling homes at a reduced cost to income-qualified buyers. Restrictions are also placed on the resale price of the properties. A CLT is an alternative to a public-private land bank.

A community-based organization, such as a local housing nonprofit or community development corporation, makes an upfront investment of funds to "buy" the affordability of homes in perpetuity for low- to moderate-income residents. CLTs operate under a shared equity model, whereby the CLT retains ownership of the land and households purchase the structure. After the property is purchased, the community-based organization will build or rehabilitate the home and sell to an income-qualified household. Because the homeowner only purchases the home and not the land it sits on, this purchase price is typically more affordable.

The Town and partner organizations can layer down payment assistance to help increase affordability. If the owner chooses to sell the home, they must sell it at a specified price, to maintain affordability in perpetuity.

Next Steps

1. Build support for funding and create a budget for an annual CLT allocation program.
2. Identify town-owned land to sell at a discount.
3. Determine objectives for the CLT including level of subsidy and affordability level.
4. Release a Request for Proposals to existing CLTs to apply for land in Holly Springs.

Guidelines

Key Actors: Raleigh Area Land Trust or newly established land trusts, Development Services

Current Context

Home prices in Holly Springs have increased 65% since 2019 to \$578,100 on average (Zillow). The median renter in the Town can afford a home for only \$360,000 (ACS 2010-2019 5-year Estimates, HR&A). As costs continue to rise, homeownership becomes increasingly out of reach for renters in the Town.

The typical cost per home in Wake County, after Town Contribution through a CLT, is \$40,000-\$65,000. Primary beneficiaries of a CLT structure are low- and moderate-income potential homeowners.

There is not currently a CLT in Holly Springs, but the Raleigh Area Land Trust (RALT) is a new CLT looking to expand community ownership in the region.

Case Study: Community Home Trust, Chapel Hill, NC

Community land trusts can be an effective tool in neighborhoods with high displacement risk. Community Home Trust (CHT) is a community land trust that already exists in Chapel Hill. CHT was created to support affordable homeownership in Chapel Hill, with over 330 permanently affordable homes in their existing inventory. Their portfolio includes a mixture of rental and for-sale properties that serve households making 60% area median income (AMI) and below. As of 2021, the average income of CHT homeowners at the time of purchase was \$41,820. Additionally, the average purchase price of a CHT home was \$120,500 compared to a median price of \$475,000 in Chapel Hill overall. Additionally, CHT provides homebuyer counseling, including courses on home maintenance. They also accept housing vouchers for tenants of their rental units.

Source: Community Home Trust



Image: Detached dwelling home sold by CHT

Figure 52: Community Land Trust Structure

Traditional Purchase



In traditional Real Estate Transactions, the homeowner owns the house and the land it sits on

CLT Purchase



A CLT structure separates ownership of land from the buildings that sit on it. The CLT maintains ownership of the land, and leases it to the homeowner.

Evaluation and Monitoring

Preventing displacement in Holly Springs requires regular monitoring by Town staff. The following metrics are helpful indicators for tracking progress on this goal. The following targets were developed

in collaboration with Town staff and will need to be reassessed annually based on current demographic and housing market trends.

Figure 53: Retain Existing Residents, Evaluation Metrics

Metric	Current Metric	2032 Target
Households paying at least 30% of their income on housing by income level: - Renters making \$20K to \$40K - Renters making \$40K to \$60K	86% of renters making between \$20k and \$40k are cost burdened. 38% of renters making between \$40k and \$60k are cost burdened.	<60% of renter households making between \$20k and \$40k. <20% of renter households making between \$40k and \$60k.
Decline in households making less than 60% of Area Median Income.	-4% from 2010 to 2019	Stabilize the decline in households in this demographic groups.
Number of long-term affordable units created and preserved.	128 units since 2010	20% of new rental and homeownership units affordable to 80% AMI or less, 10% of new rental units affordable to 60% AMI or less.

APPENDIX

Study Preparation

HR&A Advisors, Inc. (HR&A) helps create more equitable, resilient, and dynamic communities. Our work turns vision into action through rigorous analysis, strategy development, and implementation planning.

We have offices in New York, Atlanta, Dallas, Los Angeles, Raleigh, and Washington DC; a presence that allows us to serve clients all over the world. Through its 40 years of history, HR&A has advised local governments, developers, philanthropies,

advocates, and community stakeholders on how to develop and implement effective housing policies and development projects.

Holly Springs Town Staff played an integral and advisory role in this Study by offering input on housing analysis and draft strategies and facilitating portions of the community engagement effort. Departments involved include Development Services and Economic Development.

Acknowledgements

This Study is the result of a 10-month planning process led by Town of Holly Springs and conducted in collaboration with a broad group of local stakeholders, including residents, elected leaders, Town staff members, Advisory Committee members, and members of the public who were instrumental to this process and provided invaluable insight and feedback.

Holly Springs Housing Advisory Committee

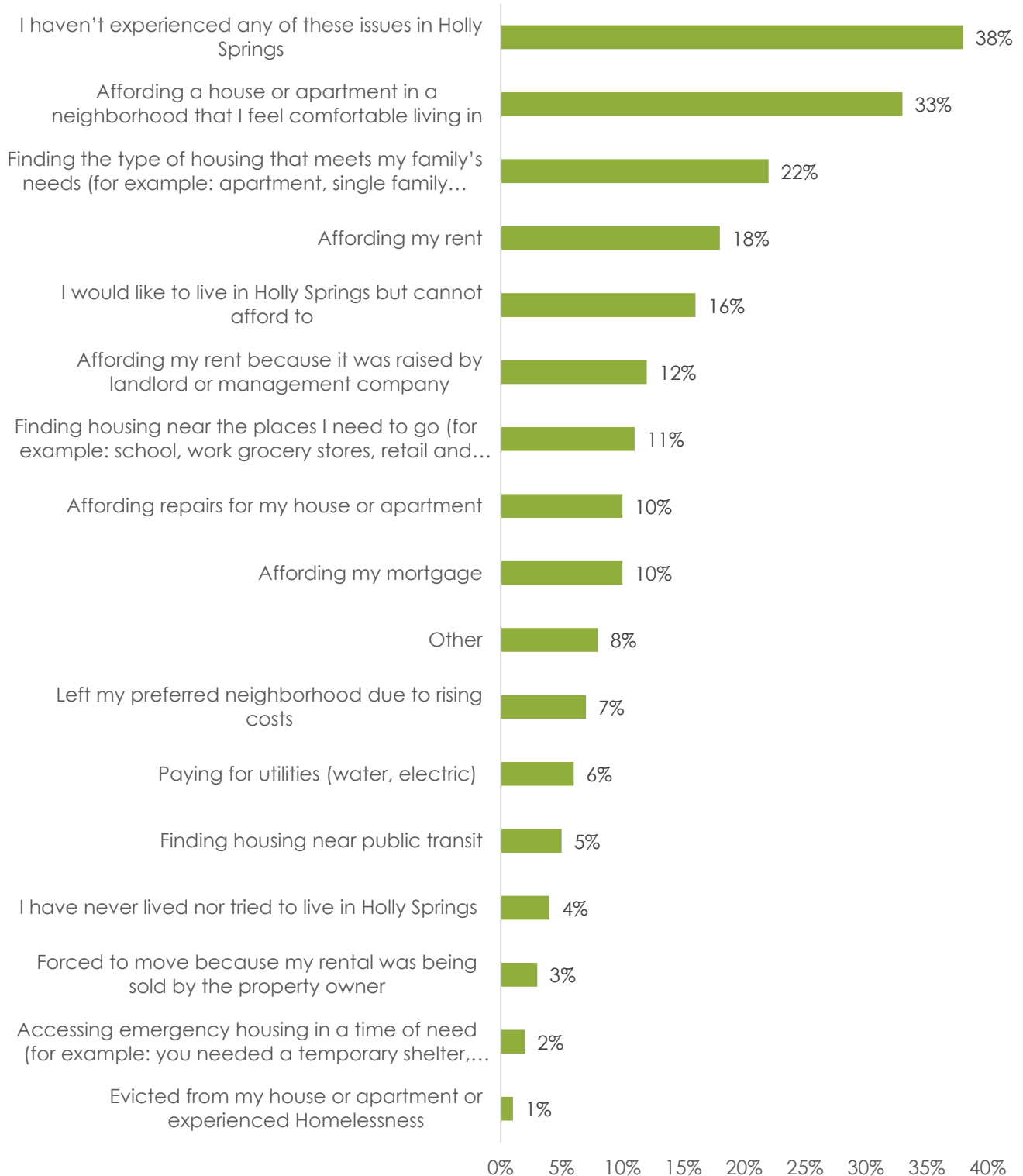
Jeremiah Casewell, Western Wake Crisis Ministry
 Devin Cofield, Holly Springs Resident
 Chris Deshazor, Planning Board Alternate
 Tim Forrest, Town Council Alternate
 Joel Geniesse, Holly Springs Homeowner
 Joanna Holder, Planning Board
 Brooke Little, Holly Springs Resident
 Frances Perkins, One Wake
 Sherry Presnall, Western Wake Crisis Ministry
 Jacob Rogers, Home Builders Association
 Kimberly Sanchez, Holly Springs Homeowner
 Sandra Stanislaus, Holly Springs Homeowner
 Phaedra Watkins, Realty One Group Promise
 Aaron Wolff, Town Council

Holly Springs Town Council

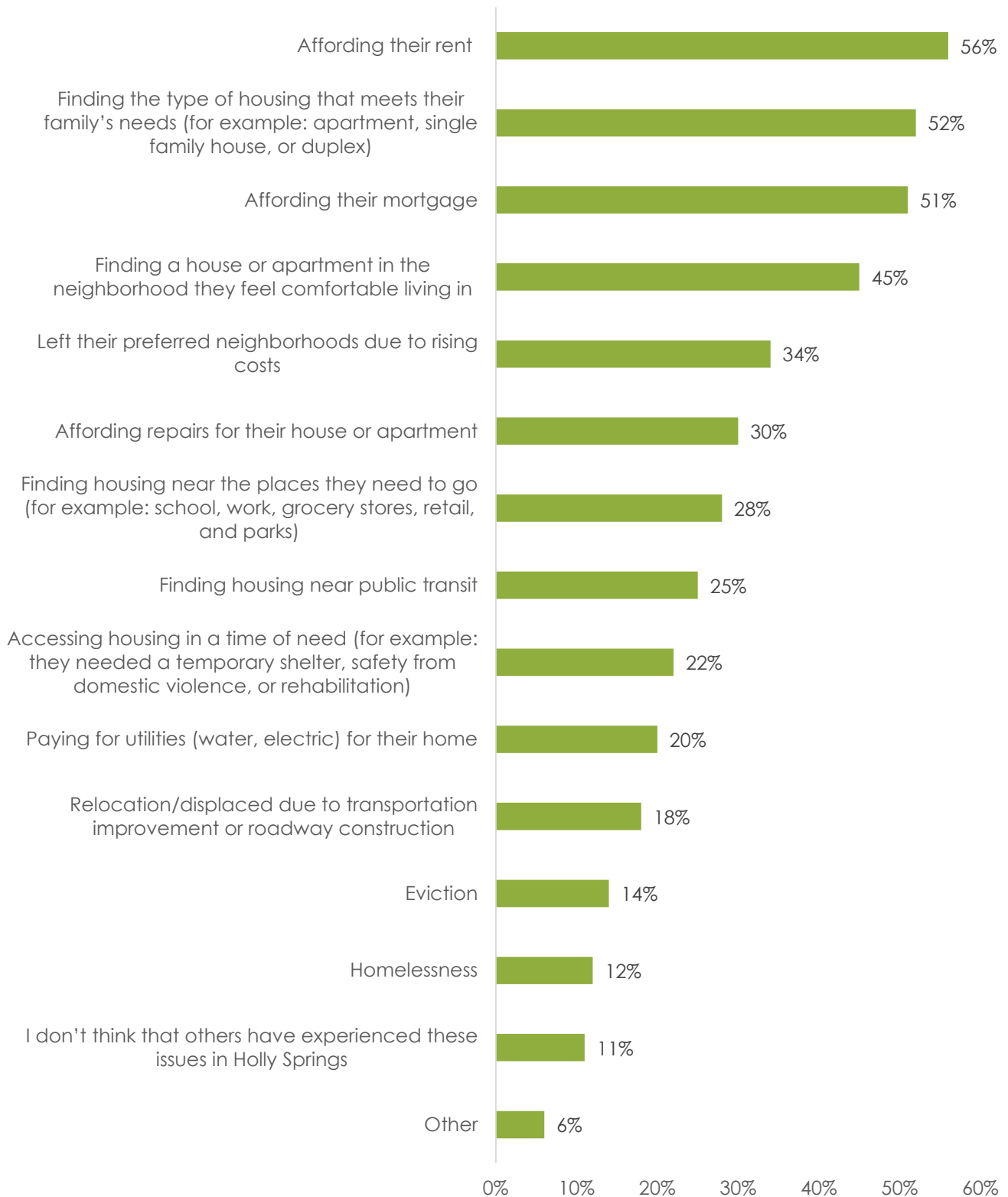
Sean Mayefskie, Mayor
 Daniel H. Berry, Mayor Pro Tempore
 Kristia Bennett
 Timothy Forrest
 Shaun McGrath
 Aaron Wolff

Community Survey Results

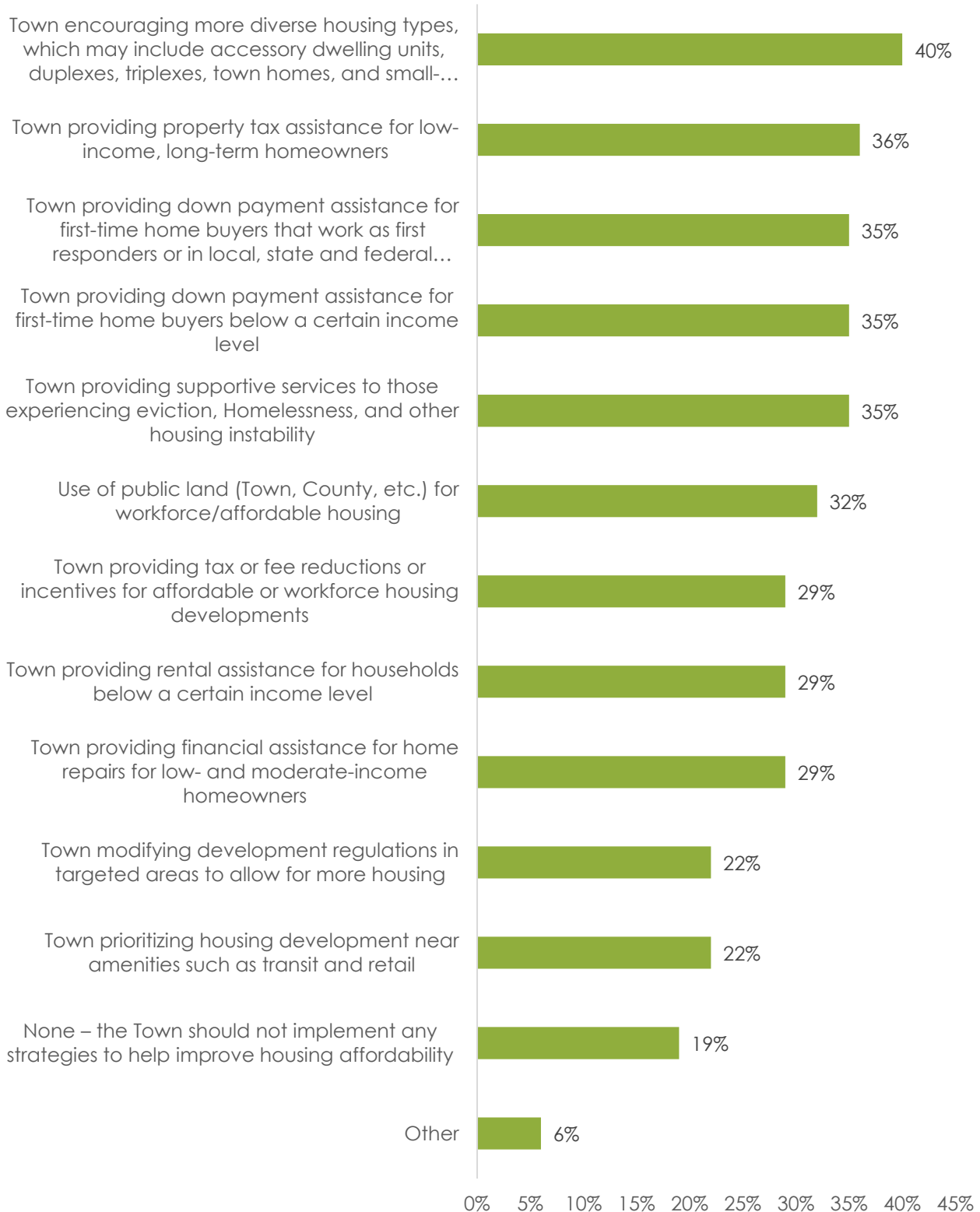
What housing challenges, if any, have you experienced in Holly Springs? Select all that apply.



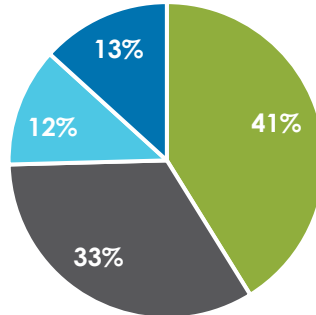
What housing challenges do you think others experience in Holly Springs? Select all that apply.



Using the list below, select the strategies you would support the Town using taxpayer dollars to address housing affordability within Holly Springs.

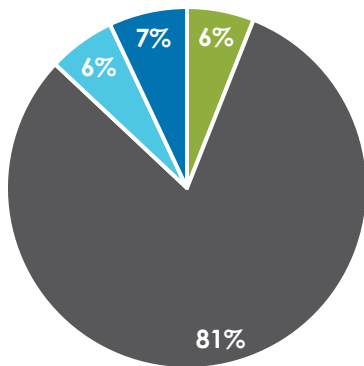


To what extent should the Town be involved in ensuring there are affordable or workforce housing opportunities in Holly Springs?



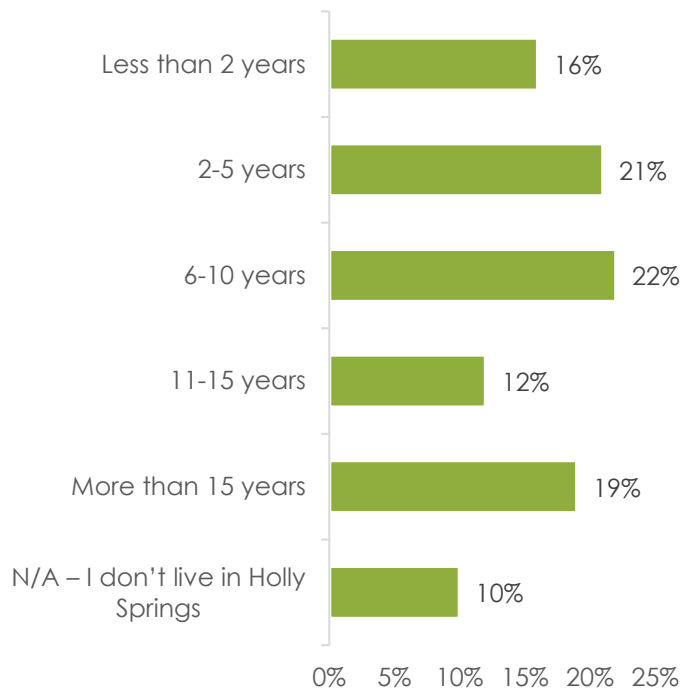
■ Very involved ■ Somewhat involved ■ Not very involved ■ Not involved at all

What zip code do you live in within Holly Springs?

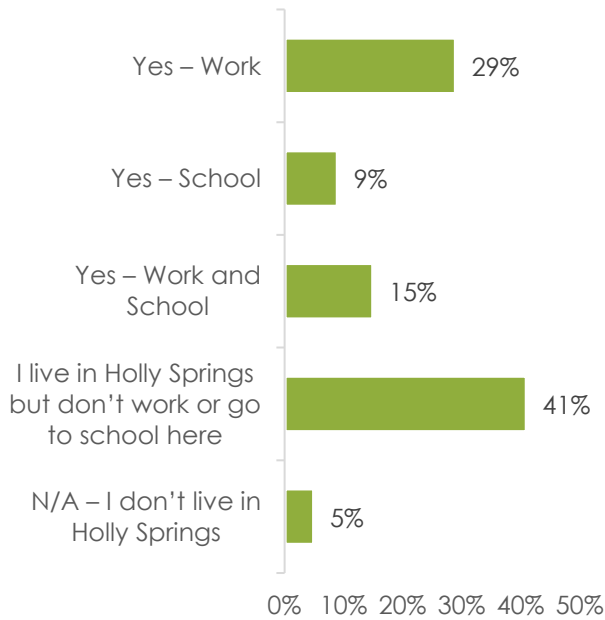


■ 27539
■ 27540
■ I used to live in Holly Springs but don't now
■ I have never lived in Holly Springs

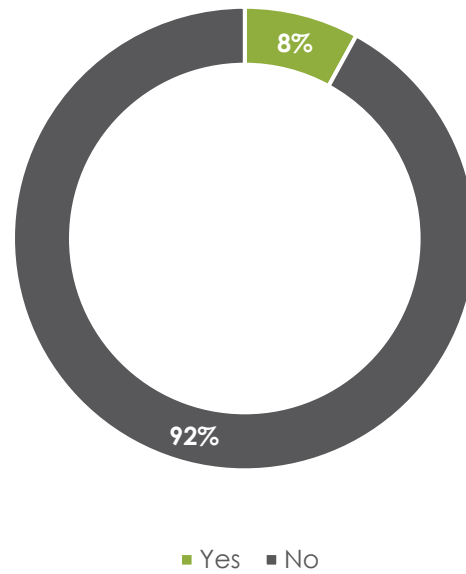
How long have you lived in Holly Springs?



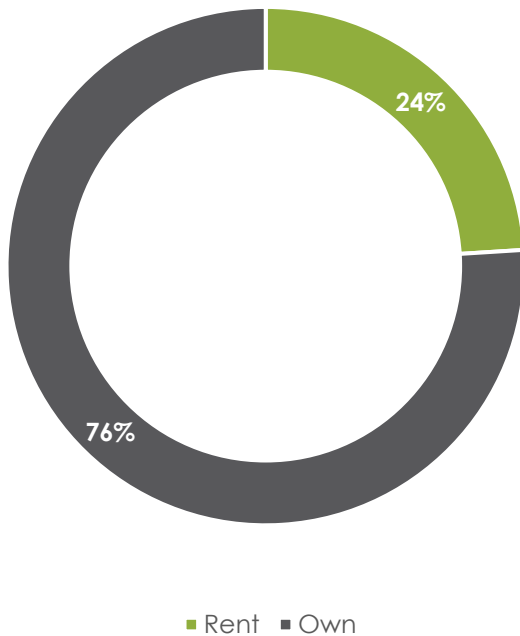
Do you work and/or go to school in Holly Springs?



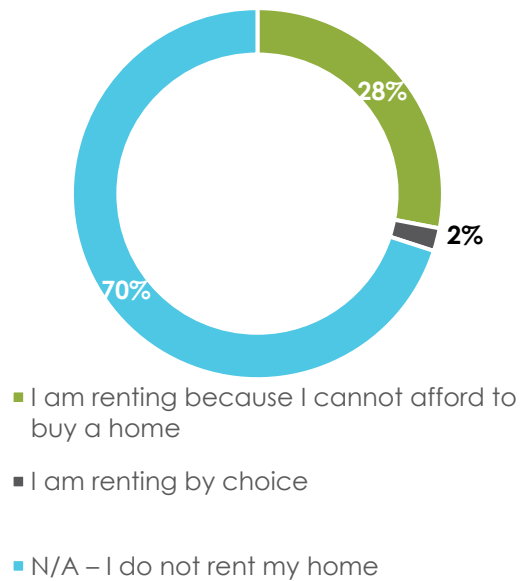
Are you a Town of Holly Springs employee?



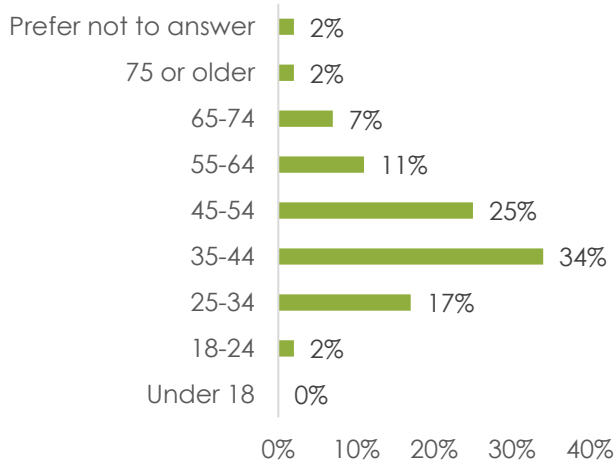
Do you rent or own your home?



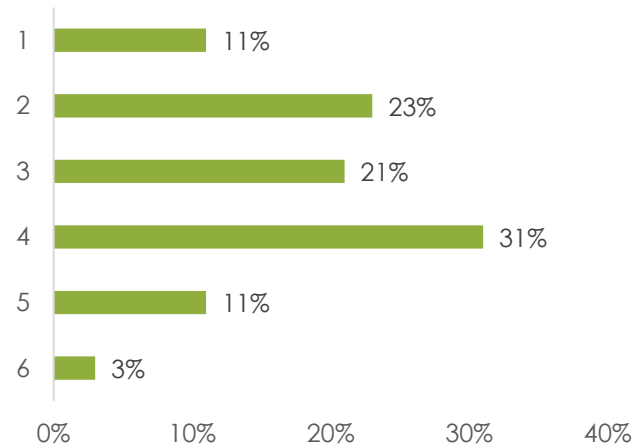
If you selected "Rent", why do you rent your home?



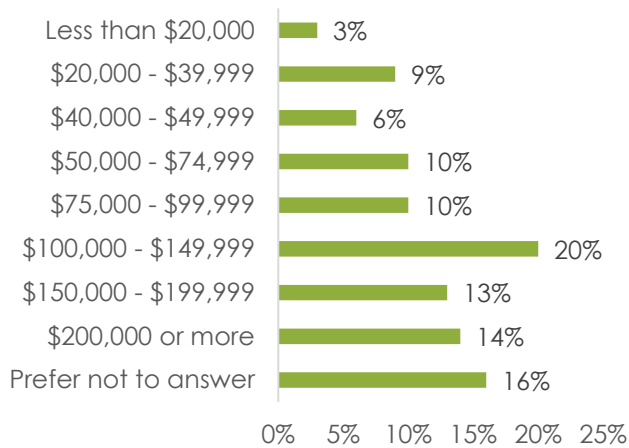
How old are you?



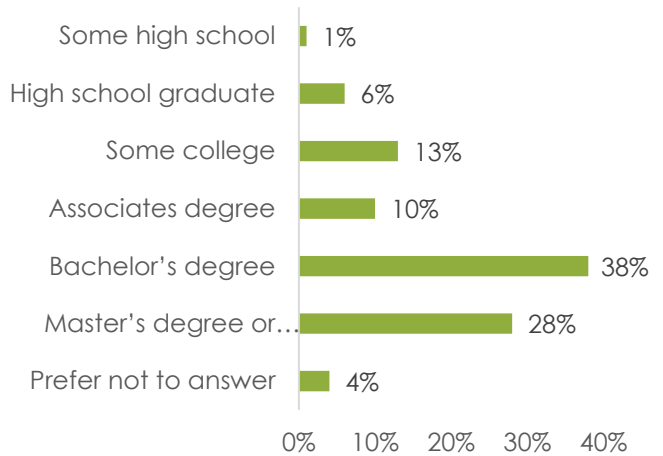
How many people live in your household, including you?



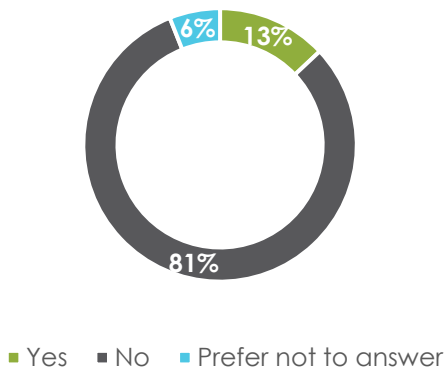
What is your approximate annual household income?



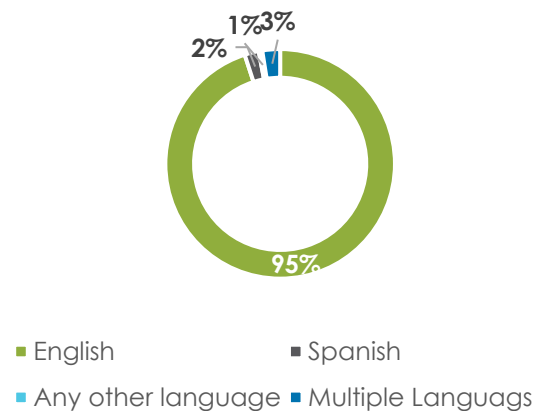
What is your highest level of education?

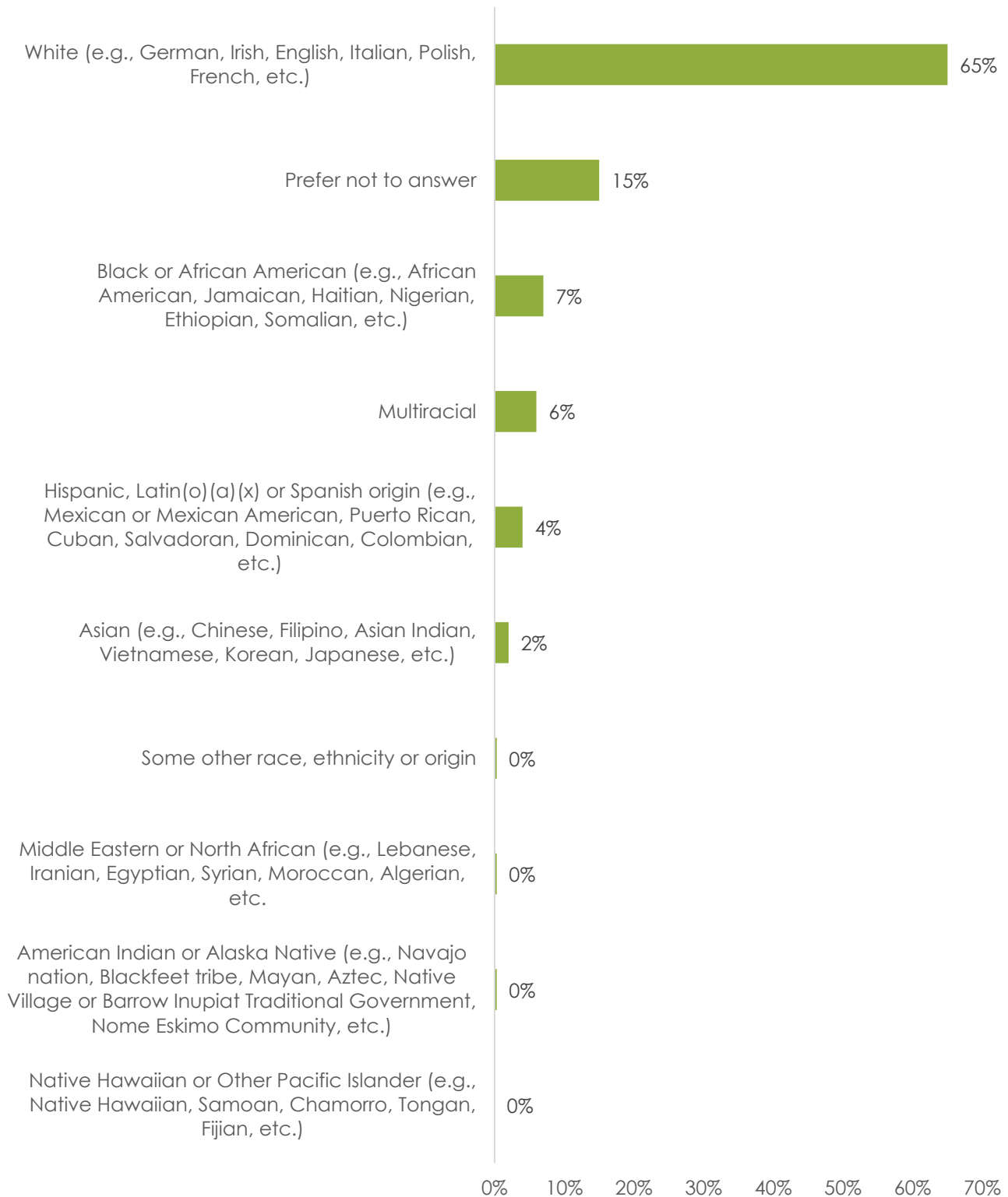


Do you or anyone in your household have a disability?



Which language(s) do you speak at home?



Which categor(y)(ies) best describes you? Select all that apply.

Staff Review Changes Tracking					
Chapter	Page	Section Name	Original Text	Modified	Reason
The Role of Partnerships	1	Table of Contents	-	6.	Chapter Number missing.
Tools to Meet Growing Demand	1	Table of Contents	-	7.	Chapter Number missing.
Tools to Preserve and Expand Access to Homeownership	1	Table of Contents	-	8.	Chapter Number missing.
Tools to Retain Existing Residents	1	Table of Contents	-	9.	Chapter Number missing.
1. Introduction	2	Green text box	"...codified by the Town's Comprehensive Plan	"addressed by the Town's Comprehensive Plan..."	"codified" implies official policy, whereas Comp Plan is advisory.
1. Introduction	3	Community and Stakeholder Engagement Approach; The Housing Advisory Committee	The Housing Advisory Committee, made up of residents, developers, homeowners, Town Council members, and representatives from nonprofit organizations...	The Housing Affordability Study Advisory Committee, made up of residents, developers, homeowners, Planning Board members , Town Council members, and representatives from nonprofit organizations...	Planning Board members also served on the Advisory Committee.
2. Executive Summary	4	Rapid Regional Growth	Footnote 2: American Community Survey (ACS), 2010, 2020	US Census 2010, 2020	US Census was used for this data.
2. Executive Summary	4	Rapid Regional Growth	" Amgen and Fujifilm Diosynth Biotechnologies..."	" Amgen and Fujifilm Diosynth Biotechnologies... "	Embolden Fujifilm's full name.
2. Executive Summary	4	Price Imapcts in Holly Springs	In 2022, home prices increased to \$578,000 , marking a 123% increase since 2010.	In 2022, home prices increased to \$545,000 , marking a 109% increase since 2010.	Updated to most current data
2. Executive Summary	5	Housing Affordability in Holly Springs	-	"Cost-burdened, as defined by the U.S. Department of Housing and Urban Development, is a term for when a household's housing costs exceed 30% of their income."	Need to define the term "cost-burdened" for the lay reader.
2. Executive Summary	6	The Role of the Town	"Currently, the Holly Springs..."	" Currently, Holly Springs... "	Grammar error.
2. Executive Summary	7	Figure 2	Figure 2	Figure 8	Wrong Figure #.
2. Executive Summary	8	-	Page 4	Page 8	Wrong page #.
2. Executive Summary	8	Figure 93	Figure 93	Figure 9	Wrong Figure #.
2. Executive Summary	8-10	Figure 9	Throughout	Periods for bulleted sentences	Consistently use periods throughout table.
3. Market Conditions	11	Population Growth	"...also known as the Raleigh-Durham-Cary..."	" named for the region centered around the cities of Raleigh, Durham, and Chapel Hill... "	Clarification.
3. Market Conditions	11	Population Growth	"...Towns surrounding Raleigh (Figure 3)"	"...Towns surrounding Raleigh (Figure 3)."	Add period.
3. Market Conditions	12	Figure 14	-	Add labels	Recommend adding labels to show the percentage of the total that each racial group makes up. Hard to get an idea of the % from this depiction for everything except White.
3. Market Conditions	13	Housing Price Growth	...which have increased by 65% since 2019...	...which have increased by 59% since 2019...	Updated to most current data
3. Market Conditions	13	Housing Price Growth	...increasing by 54% since January 2021	...increasing by 48% since January 2021	Updated to most current data

Staff Review Changes Tracking					
Chapter	Page	Section Name	Original Text	Modified	Reason
3. Market Conditions	14	Figure 18	-	Adjusted lines for Apex and Cary which appear to be right on top of each other.	Line for Apex is obscured - consider reducing the range of values on the Y-axis and also consider using more contrasting colors.
3. Market Conditions	14	Housing Price Growth	...would cost over \$540,000 in July 2022 .	...would cost over \$517,000 in November 2022 .	Updated to most current data
3. Market Conditions	14	Housing Price Growth	...have experienced 65% increases in housing prices since January 2020	...have experienced 59% increases in housing prices since January 2020	Updated to most current data
4. Housing Needs	16	-	Page 4	Page 16	Wrong page #.
4. Housing Needs	16	Limited Housing Supply	"...meets housing needs of..."	" meet housing needs of..."	Grammar error
4. Housing Needs	17	-	Page 4	Page 17	Wrong page #.
4. Housing Needs	17	1st paragraph	"14% multifamily (Figure 23)..."	"14% multifamily (Figure 22)..."	Wrong figure referenced.
4. Housing Needs	17	End of 1st paragraph	-	.	Add period.
4. Housing Needs	17	Who does this impact?	"Limited number of..."	" A limited number of..."	Grammar.
4. Housing Needs	19	What is the scale of need?	"or 26% of total..."	"or 26% of the total..."	Grammar.
4. Housing Needs	21	Figure 32	"Outmigrant Households by Income, 2010-2019"	"Outmigrant Households by Income, 2012 -2019"	Title mentions 2010-2019, but graph only shows years 2012-2019.
5. Housing Strategies	23	The Benefits and Challenges of Growth	"If service industries do decide to locate..."	"If service industries decide to locate..."	Remove "do." Redundant.
5. Housing Strategies	23	The Benefits and Challenges of Growth	2 lines of text above photograph	moved photo	Orphan text looks awkward above photograph. Should consolidate text.
5. Housing Strategies	24	The Role of the Town	Figure 53	Figure 33	Wrong Figure #.
5. Housing Strategies	24	-	Page 4	Page 24	Page number incorrect.
5. Housing Strategies	25	-	Page 4	Page 25	Page number incorrect.
5. Housing Strategies	25	Development Approval Process	"Additionally, unpredictable development approvals processes increase risk for developers..."	"Additionally, unpredictable development approval processes increase risk for developers..."	Grammar.
5. Housing Strategies	25	Development Approval Process	"define and enforce what types and size of..."	"define and enforce what types and sizes of..."	Grammar.
5. Housing Strategies	25	Public Investment	"Image: [insert caption]"	-	Add caption to photo.
5. Housing Strategies	26	Public Investment	"which allow property owners to receive typical rental receive , while reducting the cost to individual households."	"which allow property owners to receive typical rental revenue , while reducing the cost to individual households."	Grammar.
5. Housing Strategies	27	Tenants' Rights	"The Housing Affordability Study recommends support funding..."	"The Housing Affordability Study recommends funding..."	Grammar.
6. The Role of Partnerships	28	-	Page 4	Page 28	Page number incorrect.
6. The Role of Partnerships	28	2nd paragraph	"such as by providing operating..."	"such as providing operating..."	Succinctness.
6. The Role of Partnerships	29	Figure 40 Key	Blank	Add content to give key meaning	Key doesn't include all necessary info. The color swatches don't distinguish anything to the reader.

Staff Review Changes Tracking					
Chapter	Page	Section Name	Original Text	Modified	Reason
6. The Role of Partnerships	30	Overview - 2nd paragraph	"...and Fujifilm Diosynth Technologies "	"...and Fujifilm Diosynth Biotechnologies "	Correct name.
6. The Role of Partnerships	30	Case Study: Holly Springs	"Wake County's Department of Housing Affability and Community Revitalization"	"Wake County's Department of Housing Affordability and Community Revitalization"	Correct name.
6. The Role of Partnerships	32	Case Study: Tax Rebate Partnership, Charlotte, NC	"with the relative milage rates..."	"with the relative millage rates..."	Typo.
6. The Role of Partnerships	32	Case Study: Tax Rebate Partnership, Charlotte, NC	"with Socialserve to provide refer tenants..."	"with Socialserve to refer tenants..."	Grammar.
7. Tools to Meet Growing Demand	33	Immediate Next Steps	#1 and #2 don't have periods, but #3, #4, and #5 do.	Add periods to all or remove for all.	Formatting consistency.
7. Tools to Meet Growing Demand	33	-	Page 4	Page 33	Page number incorrect.
7. Tools to Meet Growing Demand	33	3rd Paragraph	"The Town can be willing to negotiate on requirements and costs that increase the cost to be built in exchange for affordability."	"The Town can be willing to negotiate on requirements and development costs to allow for more units to be built in exchange for affordability."	Clarity.
7. Tools to Meet Growing Demand	34	Figure 41: Meet Growing Demand, Tools, Public Investment Required, Level of Impact	Figure 641	Figure 41	Figure number incorrect
7. Tools to Meet Growing Demand	35	-	Page 4	Page 35	Page number incorrect.
7. Tools to Meet Growing Demand	37	Overview - 3rd paragraph	" over feasibility"	" overall feasibility"	Grammar.
7. Tools to Meet Growing Demand	38	-	Page 4	Page 38	Page number incorrect.
7. Tools to Meet Growing Demand	38	Current Context	1st paragraph	Eliminate paragraph break - "only nonresidential...buildings..."	Formatting error.
7. Tools to Meet Growing Demand	39	Case Study: Fairfax County, VA	"...while avoiding contributing to increased traffic congestion."	"...while avoiding contributing to traffic congestion."	Redundant language.
7. Tools to Meet Growing Demand	40	Overview	"...according to the priorities set by the Town, to manage limited resources."	"...according to the priorities set by the Town to manage limited resources."	Remove comma.
8. Tools to Preserve and Expand Access to Homeownership	42	1st paragraph	"(Figure 44)"	"Figure 45 "	Wrong figure number referenced.
8. Tools to Preserve and Expand Access to Homeownership	42	Figure 45	Figure 85: Average Sale Price, 2000-2021	Figure 45 : Average Sale Price, 2000-2021	Wrong figure number listed.
8. Tools to Preserve and Expand Access to Homeownership	42	2nd paragraph	"...which is out of reach for most renters (45)."	"...which is out of reach for most renters (Figure 45)."	Missing word.
8. Tools to Preserve and Expand Access to Homeownership	42	1st paragraph	Since 2019, sale prices have spiked 65% ...	Since 2019, sale prices have spiked 59% ...	Updated to most current data

Staff Review Changes Tracking

Chapter	Page	Section Name	Original Text	Modified	Reason
8. Tools to Preserve and Expand Access to Homeownership	42	2nd paragraph	...where the median home sale price has increased to \$478,000 in July 2022	...where the median home sale price has increased to \$545,000 in November 2022	Updated to most current data
8. Tools to Preserve and Expand Access to Homeownership	44	-	Page 4	Page 44	Page number incorrect.
8. Tools to Preserve and Expand Access to Homeownership	45	-	Page 4	Page 45	Page number incorrect.
9. Tools to Retain Existing Residents	52	-	Page 4	Page 52	Page number incorrect.

From: [Development Services](#)
To: [Aaron Prichard](#); [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Wednesday, December 28, 2022 8:06:38 AM
Attachments: [image002.png](#)



Town of Holly Springs Development Services
PO Box 8 | 128 S Main St | Holly Springs, NC 27540
Office: (919) 557-3908 | www.hollyspringsnc.gov

From: Jotform <noreply@jotform.com>
Sent: Tuesday, December 27, 2022 7:48 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

The Town Planners of Holly Springs make me absolutely sick. You've glutted the area in the most obscene way possible, egregiously overpriced it, and not done a single thing about the roads. Shame on you all.

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Warning: This email is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

From: [Development Services](#)
To: [Aaron Prichard](#); [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Tuesday, January 3, 2023 3:48:58 PM
Attachments: [image002.png](#)



Town of Holly Springs Development Services
PO Box 8 | 128 S Main St | Holly Springs, NC 27540
Office: (919) 557-3908 | www.hollyspringsnc.gov

From: Jotform <noreply@jotform.com>
Sent: Tuesday, January 3, 2023 3:28 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

Thank you for sharing the draft affordability study with residents and offering us the opportunity to provide input. I would like to thank everyone who created this report. They clearly put a tremendous amount of effort into this study.

I do have some comments about the report, which I share below. These comments are intended to be suggestions for ways to amend the report before it is finalized.

The metrics on rental units appear low. Do they include the apartments that were completed and began leasing in 2021 and 2022? If not, can these numbers please be updated with data from 2022? Can the housing prices be updated to reflect the current situation, which is a much cooler housing market than existed through the summer of 2022?

Please highlight Figure 5 in multiple places. Most people do not realize what the AMI is for this region.

For displacement pressure, please point out that

many of these people are lifelong residents of Holly Springs. Point out when they were born relative to the growth in Holly Springs (i.e., we have residents born in Holly Springs in the 1940s and 1950s who were here long before the growth started). Show the census data for 1980, 1990, 2000, 2010, and 2020. Point out that plenty of new neighborhoods have been built – we just have to build more to keep up with the continuing growth. And we owe it to the people who were here when the Town had <1,000 people to let them continue living here. It would be useful to see graphs that break out housing not just by income, age, and race (all of which are great) but also by household size. Even better, could the data be shown to highlight average household size for the various housing times and income tiers.

Figure 17 and Figure 22 don't make sense. Our population is 42,000. How many people are assumed to live in each housing unit? I would really like to see a simple breakout: We have 42,000 people living in XX households in Holly Springs.

I had to dig through the report twice to find how many housing units we are short for our population. This number really needs to be highlighted early and often.

For all the residents who don't want new neighborhoods, there needs to be a clear, simple message of "we don't have enough housing," "we are X units short for our current population," "we will need an additional X units for the project town population growth over the next X years". Also, please highlight more prominently that there are 3,700 renter households making less than \$60,000 but only 1,200 units affordable to them. Then compare that to the total number of renter households and the total number of rental units available. We need to stress that there are not enough housing units, especially enough rental units.

I love the evaluation and monitoring metrics. These are great! I would recommend that "average time to approve development" be

subdivided into two metrics: time to approval if Town Council is involved versus time if only staff involved. (Let's not hold the staff responsible for the TC dragging its feet.)

I also want to share my thoughts with the Town on areas highlighted in this report that I hope will be incorporated into any future policies.

I strongly support increasing the total number of new house built and diversifying the existing housing stock. Zone for more attached and multifamily housing! Density, density, density!! I strongly support dedicating staff resources to this challenge. We either pay to build it right or we pay to fix it later.

I support ADUs.

I support giving staff more approval power so not everything has to go through Town Council on the following conditions:

Community get to re-iterate it's highest priorities (sidewalks, bike paths, road connectivity, etc.)

Council does not re-zone too many parcels up front. We want to retain the control we have when a builder requests rezoning.

Sincerely,

Stephanie Embry

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From: [Development Services](#)
To: [Aaron Prichard](#); [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Monday, January 9, 2023 8:08:48 AM
Attachments: [image002.png](#)



Town of Holly Springs Development Services
PO Box 8 | 128 S Main St | Holly Springs, NC 27540
Office: (919) 557-3908 | www.hollyspringsnc.gov

From: Jotform <noreply@jotform.com>
Sent: Saturday, January 7, 2023 10:03 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

We moved to Holly Springs because we LOVED the small town feel. I was once told by someone visiting Holly Springs "I feel like I'm in a hallmark movie". If you build apartment buildings and townhomes, what happens to the small town feel? It is gone! We will be sitting in traffic everywhere we travel and will be driving our kids to another town for school. The town wants nature, green areas and for Holly Springs to go back to the small town feel!

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From: [Development Services](#)
To: [Aaron Prichard](#); [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Wednesday, January 11, 2023 7:36:42 AM
Attachments: [image002.png](#)



Town of Holly Springs Development Services
PO Box 8 | 128 S Main St | Holly Springs, NC 27540
Office: (919) 557-3908 | www.hollyspringsnc.gov

From: Jotform <noreply@jotform.com>
Sent: Tuesday, January 10, 2023 6:44 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

The draft is full of information and a lot to digest. I hope the Advisory Committee will consider this on 17thJan Town meeting to ensure the citizens of HS have been given time to review due to recent Holiday Season for many. Thank you all for your time and dedication serving on the Advisory Committee.

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Warning: This email is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

From: [Development Services](#)
To: [Aaron Prichard](#)
Cc: [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Wednesday, January 11, 2023 5:42:25 PM

From: Jotform <noreply@jotform.com>
Sent: Wednesday, January 11, 2023 5:41 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

Why is the town spending taxpayer dollars for a study that suggests handouts (more taxpayer dollars) should be used to increase a diversity in housing, legal assistance, down payments, etc.. In reality these are a tax increase on the majority of residents in this town while benefiting a minority. This is nothing more than the contemporary "equity" narrative being peddled. Equality of opportunity is what we need, not equality of outcome. Some of the points in this report are designed to intentionally mislead, for example: traffic would be reduced if we build more apartments.....really? A bare minimum of critical thinking would yield an answer of no. Holly Springs is a nice place to live with low crime rates because we have not historically allowed political agendas to ruin it (until now?).

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Warning: This email is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

From: [Development Services](#)
To: [Aaron Prichard](#)
Cc: [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Wednesday, January 11, 2023 5:44:29 PM

From: Jotform <noreply@jotform.com>
Sent: Wednesday, January 11, 2023 5:13 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

Unfortunately, I believe your study is outdated already. Most of the dates I noticed were 2021. So why is there so much new construction upwards of \$500,000, or even \$800,000. I still present my question; what about the Seniors who followed their children to be near the grands? My mortgage is \$1200 (my credit cards are increasing!). How can I possibly afford one of the senior residences of \$5000 a month? I will soon be forced to move away. It defeats the whole purpose of moving here 10 years ago. So very sad.

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Warning: This email is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

From: [Development Services](#)
To: [Aaron Prichard](#); [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Thursday, December 15, 2022 4:35:25 PM
Attachments: [image002.png](#)



Town of Holly Springs Development Services
PO Box 8 | 128 S Main St | Holly Springs, NC 27540
Office: (919) 557-3908 | www.hollyspringsnc.gov

From: Jotform <noreply@jotform.com>
Sent: Thursday, December 15, 2022 4:34 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

First, congrats on this report as it is a great first step. The Town has to control/own some land in order to make a difference. They don't have to build it, but they have to own it. Next, the Town has to expand the current zoning to allow for much denser housing. Your 86% SFD because that is what you wanted. Change the zoning to allow for four-plexes in neighborhoods, new and existing. TH flexibility helps but those are getting expensive too and they just are not dense enough to help the problem.

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Warning: This email is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

From: [Development Services](#)
To: [Aaron Prichard](#); [Sean Ryan](#)
Subject: FW: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!
Date: Wednesday, December 28, 2022 8:06:14 AM
Attachments: [image002.png](#)



Town of Holly Springs Development Services
PO Box 8 | 128 S Main St | Holly Springs, NC 27540
Office: (919) 557-3908 | www.hollyspringsnc.gov

From: Jotform <noreply@jotform.com>
Sent: Tuesday, December 27, 2022 2:33 PM
To: Development Services <developmentservices@hollyspringsnc.gov>
Subject: --[EXTERNAL]--Re: Share your thoughts on Housing Affordability!



Share your thoughts on Housing Affordability!

Type in your comments about the draft study and click "Submit" to share your feedback with Holly Springs Development Services.

I love and work in holly springs, my kids also go to school here and we love it here. But I have been trying buy for 2 years and as a single mom of 3 I cannot afford to buy a house in the town we love so much so I continue to rent because my kids don't wanna move. I really wish there a way for us to buy in holly springs.

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Warning: This email is subject to disclosure under the North Carolina Public Records Law (NCGS 132-1).

From: [Joel Geniesse](#)
To: [Sean Ryan](#); [Chris Hills](#); [pswatkins28@gmail.com](#); [nishea_1@yahoo.com](#); [jrogers@tricc.org](#); [fp44766@gmail.com](#); [klsanchez521@gmail.com](#); [jeremiah@wwcm.org](#); [sanrest072@gmail.com](#); [blittle24@hotmail.com](#); [Dr. Aaron Wolff](#); [Timothy Forrest](#); [Chris Deshazor](#); [Joanna Holder](#); [Bronwyn Redus](#); [Dirk Siebenbrodt](#); [Irena Krstanovic](#); [J. Scott Chase](#); [Perkins, Frances](#); [Aaron Prichard](#); [Elizabeth Goodson](#)
Cc: [Phillip Kash](#); [Jenna Fitzpatrick](#); [Austin Amandolia](#); [Christiana Whitcomb](#)
Subject: --[EXTERNAL]--RE: Housing Affordability Study Advisory Committee | Draft Housing Affordability Study
Date: Tuesday, January 10, 2023 5:05:13 PM
Attachments: [image004.png](#)
[image001.png](#)
[image006.png](#)

Thanks for the reminder, Sean.

I think the overall draft looks good and I appreciate everyone's involvement and hard work in putting this all together. Much of this is captured, but my comments are similar to what I have expressed, which are:

- The town should look at areas of opportunity for high-density and create bi-right zoning districts. These areas should be closer to the town or employment centers.
- The town should consider allowing for more diverse products such as townhomes, duplexes, and village and cottage court products to create more opportunities for affordability. You can build these products tastefully and still create affordability. Below is a picture of a duplex product we build in Sanford.
- The town should really take a look at its current fee structure. Holly Springs has some of the highest, if not the highest, development fees. We cannot say that we want affordable housing and then charge the development community as much as Holly Springs does.
- And, do not place 100% of the burden for improvements on the developer of a single community. This inherently drives up costs, and therefore housing prices, for any new project.

Duplex in Sanford starting in the High-\$100s and low-\$200s



1,000 – 1,600 SF Cottage Court product

Updated elevations:



Thank you,

Joel Geniesse

Affiliate President

jgeniesse@smithdouglas.com

C: 919.812.0350

2520 Reliance Avenue, Apex, NC 27539





Holly Springs Planning Board

Planning Board Meeting Agenda Cover Sheet

Agenda Item#: 17.

Public Hearings

Title: Goodwin Major Subdivision 22-MAS-03 - Quasi-Judicial Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services, Elizabeth Goodson, Development Services

Action(s):

1. Conduct Quasi-judicial Public Hearing.
2. Make and accept the Findings of Fact for consideration of and to approve/deny/defer Major Subdivision plan 22-MAS-03 for Goodwin with the conditions stated in the attachment.
3. Approve Goodwin Major Subdivision Development Agreement.

Explanation:

This item was originally scheduled for December 20, 2022. Per the applicant's request (due to illness), the Town Council opened the public hearing for this item at the December 20, 2022 Town Council meeting and continued it to the January 17, 2023 Town Council meeting.

- 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 used 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
- The Town has received a request for a non-residential, Major Subdivision to allow for future industrial/employment development of the site located at 7511 Woods Creek Rd. The project area includes approximately 83.47 acres.
- The UDO requires Major Subdivisions to be reviewed by Town Council at a Quasi-judicial public hearing.
- The proposed subdivision plan provides a master development scheme for the site. It shows the minimum and maximum number of parcels that could be created, the primary transportation network and utility layout to serve the parcels, and shared improvements such as the minimum perimeter landscape buffers.
- Six future development areas (PODs A-F) are proposed. There will be a minimum of 6 lots and a maximum of 30 lots overall within the subdivision.
- Other improvements proposed with the subdivision include widening of Woods Creek Road along the property frontage, construction of the internal streets, and a pump station in POD C.
- If the Major Subdivision is approved, the next step in the development process will be detailed development plans for individual sites.

Planning Board Meeting
January 17, 2023

- The developer worked with the Town on a Development Agreement related to the following:
 - Proportionate fee-in-lieu of design and construction of Old US 1/Friendship Road intersection Traffic signal
 - Proportionate fee-in-lieu of design and construction of Woods Creek Road/Friendship Road intersection Traffic signal
 - Proportionate fee-in-lieu of design and construction of Friendship Road/Holly Springs New Hill Road intersection Traffic signal
 - Proportionate fee-in-lieu of design and construction of Woods Creek Road/Old Holly Springs Apex Road intersection improvements
 - Design and construction of the completion of the watermain loop along Friendship Road and Woods Creek Road

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 12/14/2022:

- Questions were asked about the proposed Woods Creek Road improvements and tying into existing improvements as the road shifts slightly south to avoid a Duke powerline easement.

Planning Board Recommendation:

The Planning Board recommended approval (5-1-3 absent)

Those voting against the motion were:

- Mr. Crandall voted against the motion due to the proposed 30 foot stream buffers, which meet minimum requirements.

Background:

- The site was included in the Holly Springs Extra Territorial Jurisdiction (ETJ) on April 21, 2015.
- The site was annexed and rezoned from RR Rural Residential to BRT CU Business & Research Technology Conditional Use on June 7, 2022

Funding Source(s):

N/A

Attachment(s):

1. 22MAS03_GoodwinMajorSubdivision_PlansPetition
2. 22MAS03 Goodwin Major Subdivision_ Motions and Conditions
3. 22MAS03_Goodwin Major Subdivision_PBStaffReport_121422
4. Goodwin Tract Development Agreement Town Council Version

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: Yield North- Goodwin

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

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

Project Location: 7511 Woods Creek Rd, Apex, NC 27539

Use street address. If none, use the closest intersection

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

PIN: Multiple parcels (see map) Real Estate ID: Multiple parcels (see map)

Project Acreage (rounded to nearest tenth): 83.5 ACRES Partial Parcel: ☐ No ☐ Yes (additional fee)

Current Zoning: BRT CU Proposed Use (see UDO Table 3.2.A): RT

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: 08/04/2022

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 Chase Kerley Company Crescent Communities

Mailing Address 601 S. Tryon St, Suite 800

City Charlotte State NC Zip 28202

Telephone # (980) 321-6284 E-Mail CKERLEY@crescentcommunities.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 Chris Glass Company Timmons Group Inc.

Mailing Address 5410 Trinity Road, Suite 102

City Raleigh State NC Zip 27607

Telephone # (919) 866-4510 E-Mail chris.glass@timmons.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

Developer

Name Chase Kerley Company Crescent Communities
Mailing Address 601 S. Tryon St, Suite 800
City Charlotte State NC Zip 28202
Telephone # (980) 321-6284 E-Mail CKERLEY@crescentcommunities.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 Chris Glass Company Timmons Group Inc.
Mailing Address 5410 Trinity Road, Suite 102
City Raleigh State NC Zip 27607
Telephone # (919) 866-4510 E-Mail chris.glass@timmons.com
How would you like to receive staff review comments? ☒ E-Mail ☐ US Mail
How would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail- Certified

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

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

Property Owner - Required

Name DC Goodwin farm LTD Company _____
Mailing Address 226 Woodside Dr.
City Harrisburg State NC Zip 28075
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

Certificate of Submittal Completion

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

Signature:  Date: 10/12/2022

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. For more information, refer to UDO Section 11.5.

☐ Neighborhood Meeting Date: 7/25/2022
Time: 6:00-7:00 PM
Location: Hope Community Church

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 **500 foot radius** of the subject property. Mailing notices shall include surrounding property owners and property owners' associations (or equivalent). Where the tax records reflect a mailing address for an owner of property to be different than the address of the property owned, notification shall also be mailed to the address of the property itself.
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.

For DS Use only

Project # _____

Date Received: _____

☐ Complete ☐ Incomplete

Prior to mailing the written notices, the applicant shall notify the Town of the scheduled meeting date and time.

☐ Date of Notification Mailing: 7/14/2022

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:

N/A

Attach Additional Sheets as needed

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

N/A

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

7/25/2022

MILLS, STEPHEN V MILLS, NANCY O
535 BUCKROE DR
SANFORD NC 27330-7285
730037144

BELL, RONALD T
3812 COPPERHEAD RD
APEX NC 27539-8776
730110581

TARRENCE, JAMES EDWARD JR
3832 COPPERHEAD RD
APEX NC 27539-8776
730033609

MOORE, GREGORY O MOORE, JENNIFER C
3433 WINDING WAY
APEX NC 27502-8744
730252479

DC GOODWIN FARM LTD PTNRP
226 WOODSIDE DR
HARRISBURG NC 28075-8442
730124768

CURRENT OCCUPANT
7511 WOODS CREEK RD
APEX NC 27539
730124768

ANDREAS, MICHAEL T ANDREAS, LYNN B
7617 WOODS CREEK RD
APEX NC 27539-8741
730038536

MILLS, STEPHEN V MILLS, NANCY O
535 BUCKROE DR
SANFORD NC 27330-7285
730036537

HASTINGS, JEFFREY GOODWIN TRUSTEE
FBO BOBBY STEELE
3609 FRIENDSHIP RD
APEX NC 27502-8972
730043464

CURRENT OCCUPANT
3601 FRIENDSHIP RD
APEX NC 27502
730043464

POE, WILLIAM DOUGLAS POE, DARYL POE
1216 S SALEM ST
APEX NC 27502-7243
730217472

TARRENCE, JAMES EDWARD JR
3832 COPPERHEAD RD
APEX NC 27539-8776
730034435

CURRENT OCCUPANT
7705 WOODS CREEK RD
APEX NC 27539
730034435

OLIVE, BENTLEY J OLIVE, LEANNE C
3426 WINDING WAY
APEX NC 27502-8744
730143907

GOODWIN, SANDRA GAIL TRUSTEE
GOODWIN, ALFRED KENT TRUSTEE
274 MAY FARM RD
PITTSBORO NC 27312-5738
730145033

CURRENT OCCUPANT
7517 WOODS CREEK RD
APEX NC 27539
730145033

GOODWIN, SANDRA GAIL TRUSTEE
GOODWIN, ALFRED KENT TRUSTEE
274 MAY FARM RD
PITTSBORO NC 27312-5738
730131203

SHENANDOAH HOMES LLC
3724 NATIONAL DR STE 220
RALEIGH NC 27612-4873
730252219

FRIENDSHIP ROAD LANDCO LLC
CMP MANAGEMENT LLC
400 N ASHLEY DR STE 1100
TAMPA FL 33602-4324
720904923

WAKE COUNTY
PO BOX 550
RALEIGH NC 27602-0550
730330409

LENNAR CAROLINAS LLC
1100 PERIMETER PARK DR STE 112
MORRISVILLE NC 27560-9119
730534863

MILLS, STEPHEN V MILLS, NANCY O
3504 SUNNY DR
MOREHEAD CITY NC 28557-3034
730118503

CURRENT OCCUPANT
3803 COPPERHEAD RD
APEX NC 27539
730118503



5410 Trinity Road
Suite 102
Raleigh, NC 27607

P 919.866.4951
F 919.859.5663
www.timmons.com

July 12, 2022

RE: Major Subdivision Plan
Wake County Parcel Identification Numbers – [0730124768, 0730131203, 0730145033]

Dear Property Owner,

We are writing to advise you that Timmons Group, Inc is preparing to submit to the Town of Holly Springs a major subdivision plan for 3 parcels totaling approximately 81.07 acres at 7511 Woods Creek Rd, Apex, NC 27539.

- 67.93 acre portion of PIN # 0730124768
- 7.13 acre portion of PIN # 0730131203
- 6.01 acre portion of PIN # 0730145033

This application is to show infrastructure improvements and lot lines for the site which was recently rezoned and annexed into the Town of Holly Springs municipal limits.

You are receiving this notice as a property owner within close proximity 500' of this site so that we may invite you to an informational meeting, where we will present the details of the request. We will have an open discussion with you and your neighbors to address any questions or concerns you may have.

The neighborhood meeting will be held at Hope Community Church in Apex at 6:00-7:00pm on July 25, 2022. It will be in Room 17, directly to the right when you come in the front door. Security personnel will be at the front desk to help find the room.

Physical address is 2080 E Williams St, Apex, NC 27539.

Respectfully,

Blake Hall, PE, PLA
Timmons Group

SITE ZONING REQUEST
Zoom Meeting – July 25, 2022, 6:00pm-7:00pm
Wake County Parcel Identification Numbers – [0730124768, 0730131203, 0730145033]

July 25, 2022

Goodwin Development- Neighborhood Meeting Notes

Wake County Parcel Identification Numbers – [0730124768, 0730131203, 0730145033]

Hope Community Church

2080 E Williams St, Apex, NC 27539

Attendees

Chase Kerley, Crescent Communities

Chris Glass- Timmons Group

Mike Andreas, Neighboring parcel owner- 0730038536

Lynn Andreas, Neighboring parcel owner- 0730038536

Jeff Hastings, Neighboring parcel owner- 0730043464

Lesleigh Hastings, Neighboring parcel owner- 0730043464

Comments and Concerns

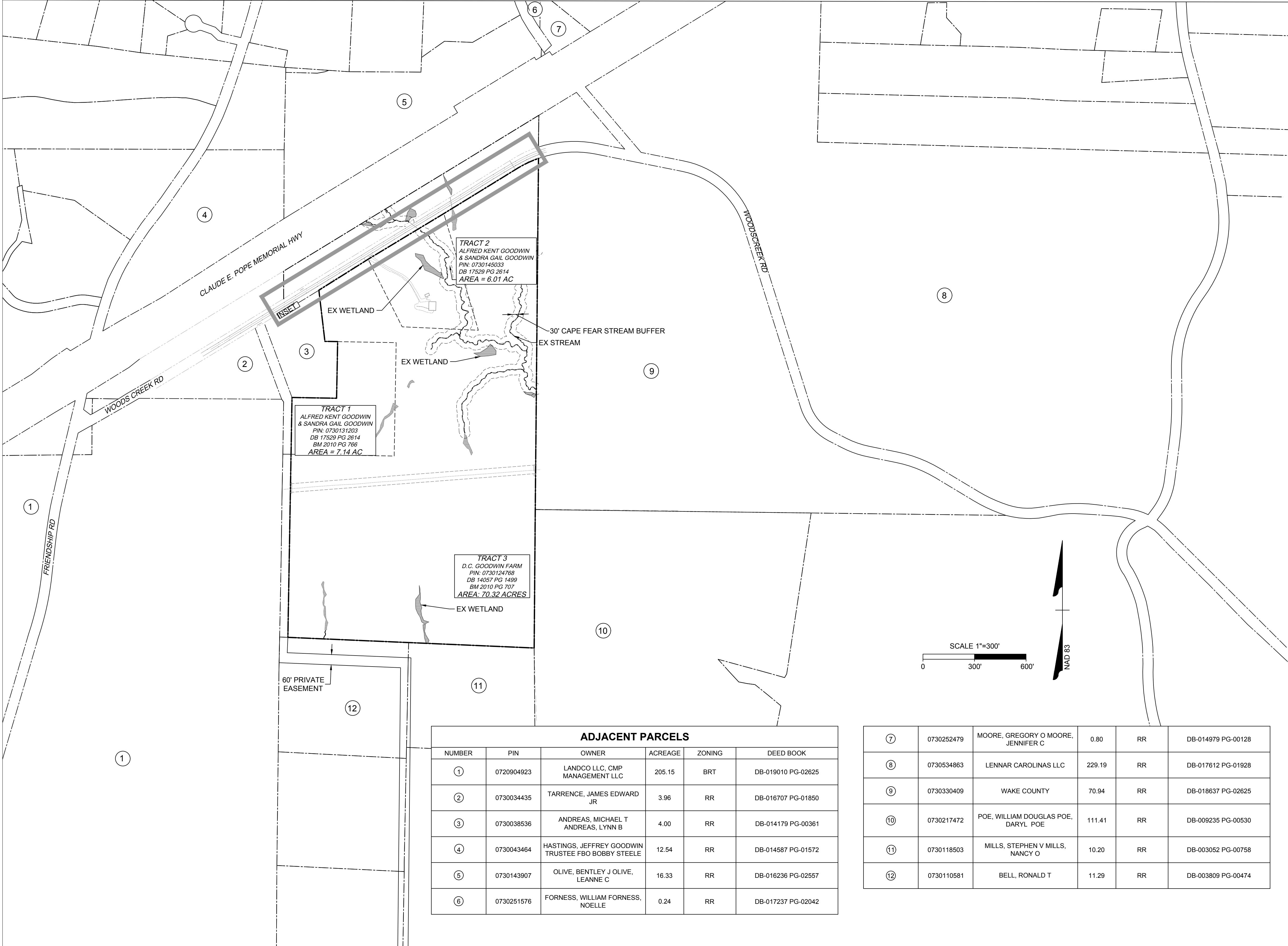
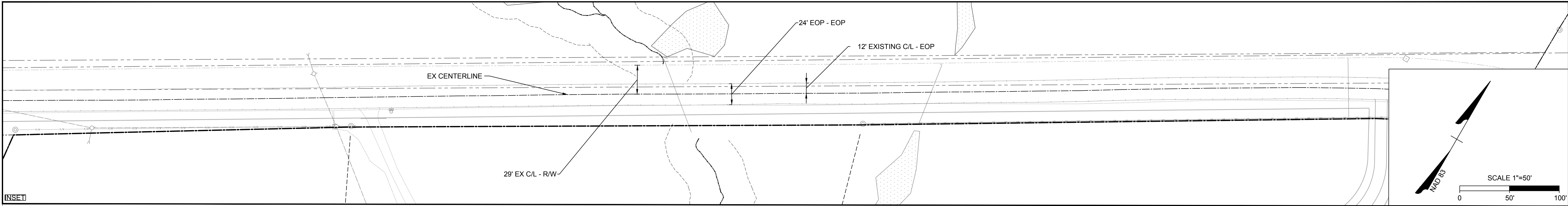
1. Explaining this development will not be industrial park and will be a life science development providing amenity spaces for employees and the quality of building is a higher end spec due to the requirements for this industry. Comparing the pros of this development vs. industrial park and how the Development is built for the community in mind.
2. Concerns about layout and concept along their property and what the impacts would be.
3. What impacts will there be since they will be running a small organic farm in the industrial area?
 - What will the 50' buffer look like?
 - How will design effect their property?
 - Light pollution? Lighting pollution off-site near parcel 0730038536, using shield and keeping a buffer to help provide privacy for the neighbors.
 - When will construction begin? Later of 2023
 - How much impact will the road widening be along Woods Creek Road? Mostly along Goodwin property. There will be some impact to the adjacent property has we taper the road back the existing width.
4. Let us know what the future built out will look like.



5410 Trinity Road
Suite 102
Raleigh, NC 27607

P 919.866.4951
F 919.859.5663
www.timmons.com

5. Adjacent property owners don't want a tall 75' building looking into the adjacent property home.
6. Road widening is based on the Transportation comprehensive plan.
7. Talked about the 4 lane throughfare and how much of the impact will be on the Goodwin Development with the road expansion.
8. There will be some additional traffic added and is shown in the TIA.



- SURVEY NOTES:**
- BOUNDARY SURVEY PREPARED FOR GOODWIN FARM LLC.
 - PORTIONS OF THIS PROPERTY LIE IN ZONE AE, A SPECIAL FLOOD HAZARD AREA. PER FIRM #3720073000K, PANEL 0730, EFFECTIVE DATE JULY 19, 2022.
 - HORIZONTAL CONTROL IS BASED ON NC STATE GRID, NAD'83 (2011) AS DETERMINED BY GPS. ALL DISTANCES SHOWN ARE GROUND DISTANCES.
 - THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH. OTHER EASEMENTS MAY EXIST ON THIS SITE.
 - EASEMENTS AND RIGHTS-OF-WAYS SHOWN ARE PER DEEDS AND PLATS OF RECORD.
 - NOT ALL IMPROVEMENTS HAVE BEEN SHOWN.

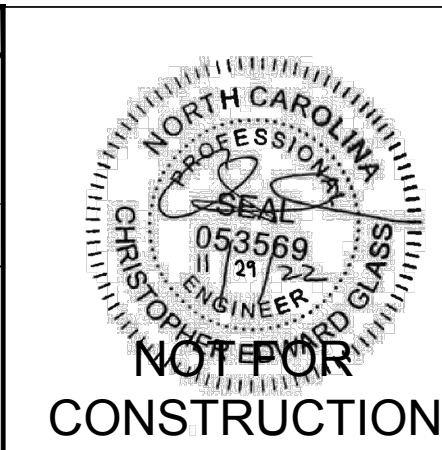
- GENERAL NOTES:**
- THE SITE IS LOCATED WITHIN THE CAPE FEAR RIVER BASIN AND IS SUBJECT TO THE BUFFER PROVISIONS OF SECTION 7.06 0.4(E)(3) OF THE HOLLY SPRINGS UNIFIED DEVELOPMENT ORDINANCE.
 - NO FEMA IDENTIFIED FLOODWAYS AND/OR 100-YEAR FLOOD PLAINS ARE PRESENT ON SITE.
 - THE SITE IS NOT WITHIN A WATERSHED PROTECTION AREA.
 - ADJACENT PROPERTY INFORMATION FROM WAKE COUNTY GIS.
 - ZONING DESIGNATIONS FROM HOLLY SPRINGS ZONING MAP AND FROM WAKE COUNTY GIS.

SITE DATA TABLE	
PINS:	0730145033, 0730131203, 0730124768
SITE AREA:	83.47 ACRES
ZONING:	BRT CU-83.47 ACRES (100%)
RIVER BASIN:	CAPE FEAR
EXISTING LAND USE:	VACANT / WOODED
PROPOSED LAND USE:	RESEARCH TECHNOLOGY

LEGEND		
● IFP - IRON PIPE FOUND	⑩ MH DRAINAGE	☒ SPRINKLER BOX
● IRF - IRON ROD FOUND	⑪ MH SANITARY	☒ SPRINKLER HEAD
● CP - COMPUTED BOUNDARY POINT	⑫ MH ELECTRIC	☒ SPRINKLER VALVE
△ CP - COMPUTED EASEMENT POINT	⑬ MH TELEPHONE	☒ GAS TEST LOCATION
□ CMF - CONCRETE MONUMENT	⑭ MH WATER	☒ GAS METER
○ MNF - MAG NAIL FOUND	⑮ ELECTRIC BOX	☒ GAS VALVE
○ RSF - RAILROAD SPIKE FOUND	⑯ TELEPHONE PEDESTAL	☒ FLAG POLE
○ CSF - COTTON SPINDLE FOUND	⑰ CABLE TV PEDESTAL	☒ TREE
Ⓡ BFP - BACKFLOW PREVENTER	⑱ SIGN	☒ BOLLARD
Ⓡ WV - WATER VAULT	⑲ ELECTRIC METER	☒ BOREHOLE
Ⓡ VT - TELEPHONE VAULT	⑳ WATER METER	☒ AC UNIT
Ⓡ TC - TRAFFIC CONTROL BOX	㉑ WATER VALVE	☒ MAILBOX
Ⓡ VP - POWER VAULT	㉒ FIRE HYDRANT	☒ CLEAN OUT
Ⓡ UV - UTILITY VAULT	㉓ POWER POLE	☒ GUY
○ WF - WETLAND FLAG	㉔ LIGHT POLE	☒ WELL
○ RCP - REINFORCED CONCRETE PIPE	㉕ YARD LIGHT	☒ MONITORING WELL
○ CMP - CORRUGATED METAL PIPE	㉖ GROUND LAMP	☒ ROOF DRAIN
○ VCP - VITRIFIED CLAY PIPE	㉗ HVAC - HEATING, VENTILATION AND AIR CONDITIONING	☒ WATER SPIGOT
○ DIP - DUCTILE IRON PIPE	㉘ R / W - RIGHT-OF-WAY	☒ DEED LINE
○ HDPE - HIGH DENSITY POLYETHYLENE PIPE	⋯ P / L - PROPERTY LINE	⋯ LINE NOT SURVEYED
○ FES - FLARED END SECTION	⋯ C / L - CENTERLINE	⋯ STORM LINE
○ MKP - FIBER OPTIC MARKER	⋯ NTS - NOT TO SCALE	⋯ SANITARY LINE
○ MKG - GAS MARKER	⋯ GV - GAS VALVE	⋯ FENCE
○ TVP - TELEVISION PEDESTAL	⋯ GI - GRATE INLET	⋯ OVERHEAD POWER LINE
○ SIGP - SIGNAL POLE	⋯ YI - YARD INLET	⋯ PAINTED GAS LINE
⋯ HVAC - HEATING, VENTILATION AND AIR CONDITIONING	⋯ CI - CURB INLET	⋯ PAINTED POWER LINE
⋯ R / W - RIGHT-OF-WAY	⋯ EP - EDGE OF PAVING	⋯ PAINTED STORM LINE
⋯ P / L - PROPERTY LINE	⋯ TBC - TOP BACK OF CURB	⋯ PAINTED TELEPHONE LINE
⋯ C / L - CENTERLINE	⋯ CCR - CHATHAM COUNTY RECORD	⋯ PAINTED WATER LINE
⋯ NTS - NOT TO SCALE	⋯ WCR - WAKE COUNTY RECORDS	⋯ EDGE OF TREELINE
⋯ GV - GAS VALVE	⋯ DB - DEED BOOK	
⋯ CB - CATCH BASIN	⋯ PB - PLAT BOOK	
⋯ GI - GRATE INLET	⋯ PG - PAGE	
⋯ YI - YARD INLET	⋯ SF - SQUARE FEET	
⋯ CI - CURB INLET		
⋯ EP - EDGE OF PAVING		
⋯ TBC - TOP BACK OF CURB		
⋯ CCR - CHATHAM COUNTY RECORD		
⋯ WCR - WAKE COUNTY RECORDS		
⋯ DB - DEED BOOK		
⋯ PB - PLAT BOOK		
⋯ PG - PAGE		
⋯ SF - SQUARE FEET		

ADJACENT PARCELS					
NUMBER	PIN	OWNER	ACREAGE	ZONING	DEED BOOK
①	0720904923	LANDCO LLC, CMP MANAGEMENT LLC	205.15	BRT	DB-019010 PG-02625
②	0730034435	TARRENCE, JAMES EDWARD JR	3.96	RR	DB-016707 PG-01850
③	0730038536	ANDREAS, MICHAEL T ANDREAS, LYNN B	4.00	RR	DB-014179 PG-00361
④	0730043464	HASTINGS, JEFFREY GOODWIN TRUSTEE FBO BOBBY STEELE	12.54	RR	DB-014587 PG-01572
⑤	0730143907	OLIVE, BENTLEY J OLIVE, LEANNE C	16.33	RR	DB-016236 PG-02557
⑥	0730251576	FORNESS, WILLIAM FORNESS, NOELLE	0.24	RR	DB-017237 PG-02042

⑦	0730252479	MOORE, GREGORY O MOORE, JENNIFER C	0.80	RR	DB-014979 PG-00128
⑧	0730534863	LENNAR CAROLINAS LLC	229.19	RR	DB-017612 PG-01928
⑨	0730330409	WAKE COUNTY	70.94	RR	DB-018637 PG-02625
⑩	0730217472	POE, WILLIAM DOUGLAS POE, DARYL POE	111.41	RR	DB-009235 PG-00530
⑪	0730118503	MILLS, STEPHEN V MILLS, NANCY O	10.20	RR	DB-003052 PG-00758
⑫	0730110581	BELL, RONALD T	11.29	RR	DB-003809 PG-00474



THIS DRAWING PREPARED AT THE
RALEIGH OFFICE
5410 Trinity Road, Suite 102 | Raleigh, NC 27607
TEL 919.866-4951 FAX 919.833.8124 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

DATE
10/12/2022 2ND MAJOR SUBDIVISION PLAN SUBMITTAL
11/10/2022 3RD MAJOR SUBDIVISION PLAN SUBMITTAL
11/29/2022 4TH MAJOR SUBDIVISION PLAN SUBMITTAL

DATE
07/28/2022

DRAWN BY
C. GLASS

DESIGNED BY
C. GLASS

CHECKED BY
B HALL

SCALE
AS SHOWN

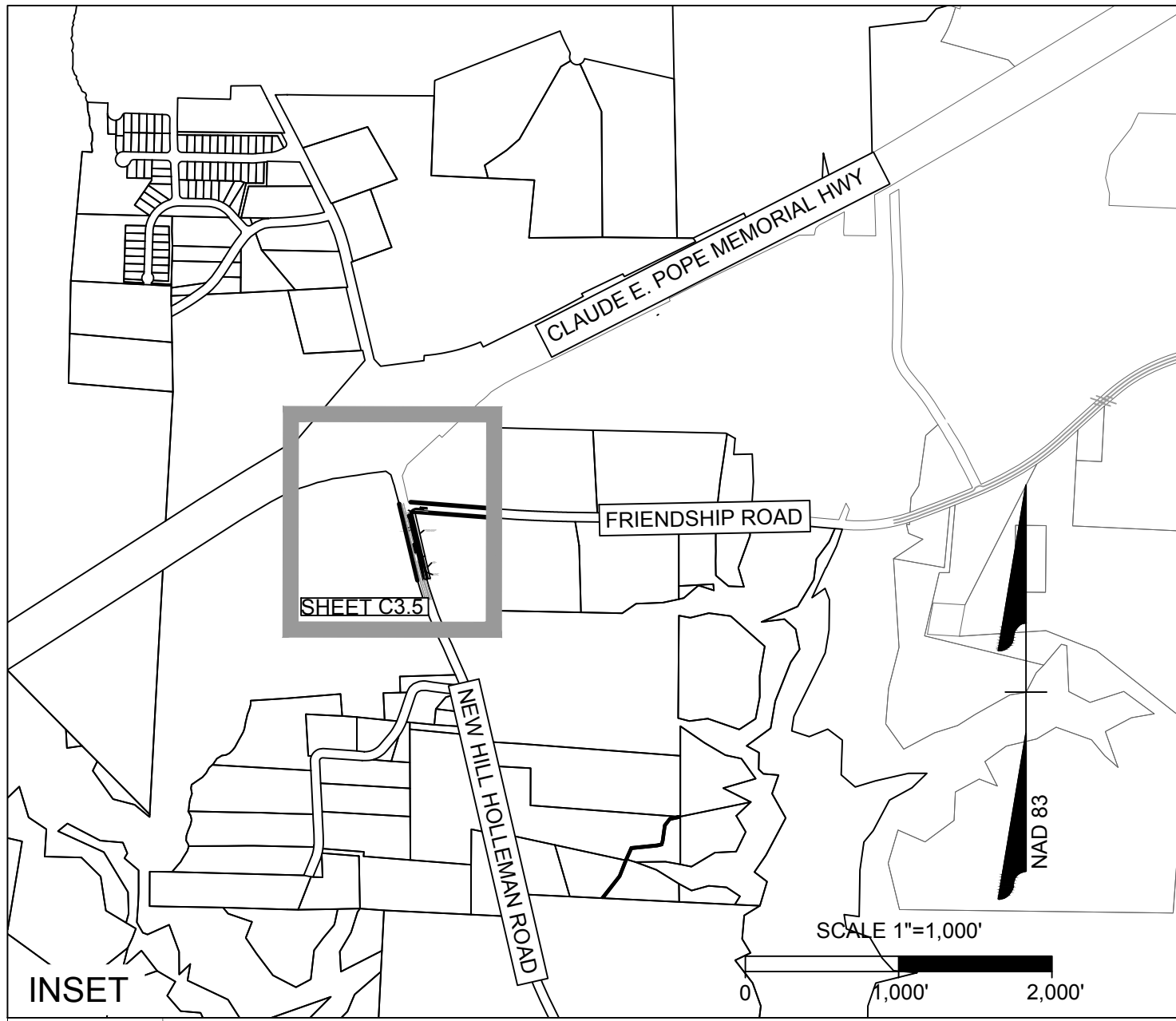
TIMMONS GROUP

GOODWIN
WAKE COUNTY - NORTH CAROLINA
EXISTING CONDITIONS

JOB NO.
54318

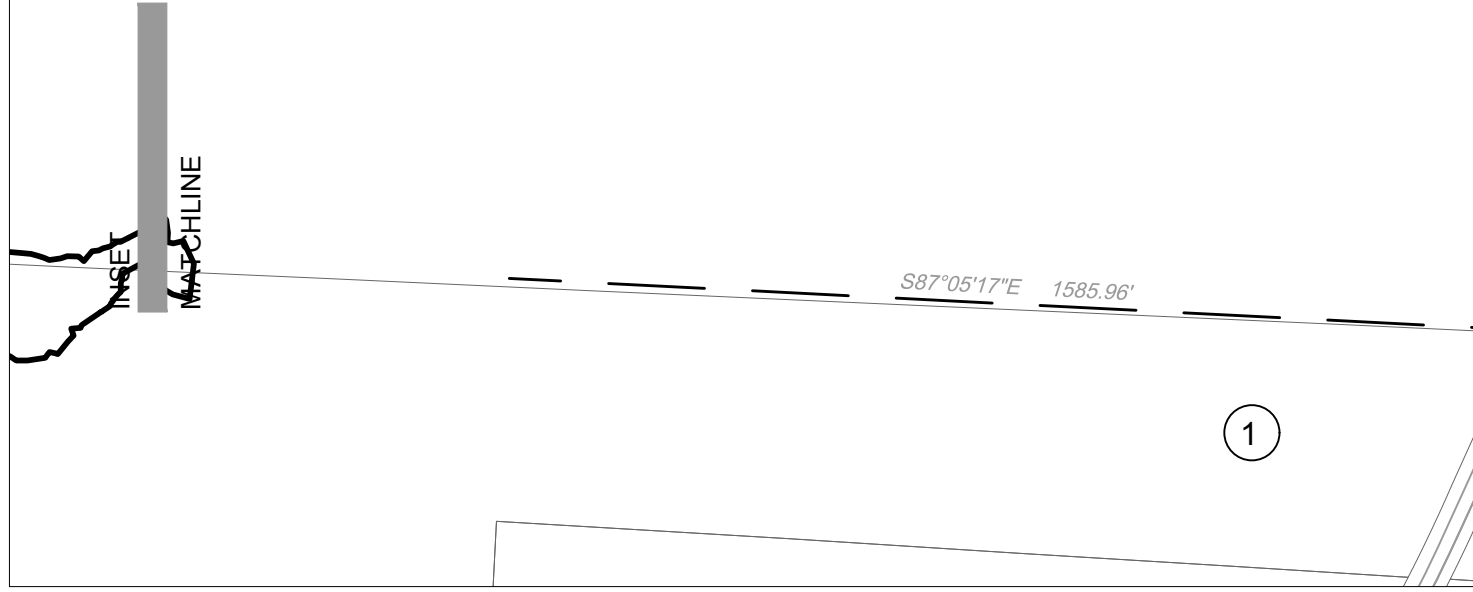
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C1.0

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- SITE NOTES:**
1. THE SITE DEVELOPMENT DESIGN, LOT LAYOUT AND SQUARE FOOTAGE WILL BE DETERMINED AT THE TIME OF THE DEVELOPMENT PLAN.
 2. PARKING SHALL BE SUBJECT TO UDO SECTION 6 AT TIME OF DEVELOPMENT PLAN.
 3. THE CONCEPTUAL LOCATION OF USES AS SHOWN ON THE SUBDIVISION PLAN MAY CHANGE AT THE TIME OF THE DEVELOPMENT PLAN.
 4. THE NUMBER OF PROPOSED PARCELS IS CONCEPTUAL AND SUBJECT TO CHANGE AT THE DEVELOPMENT PLAN LEVEL. PODS WILL BE FURTHER SUBDIVIDED INTO INDIVIDUAL LOTS WHERE NECESSARY. A SUBDIVISION PLAN FOR EACH POD CREATING LOTS WILL BE SUBMITTED FOR REVIEW AT THE TIME OF THE FIRST DEVELOPMENT PLAN.
 5. ALL LOTS/OUT LOTS SHALL BE DEVELOPED IN ACCORDANCE WITH THE PROVISIONS OF THE CAPE FEAR RIVER BASIN STREAM ALLOWING SUCH MINIMUM YARDS TO BE USED FOR PARKING AREAS, LOADING AREAS, INTERIOR DRIVES OR INTERIOR ACCESS DRIVES SUBJECT TO THE PROVISION OF SUCH ADDITIONAL FOUNDATION LANDSCAPING AREA OR ADDITIONAL PARKING AREA OR ADDITIONAL PARKING AREA LANDSCAPING AND SHALL CONTINUE THE DEVELOPMENT PATTERN ESTABLISHED BY THE CONTIGUOUS LOTS.
 6. ALL LOTS SHALL BE SUBJECT TO CROSS ACCESS, SHARED PARKING AND EASEMENT AGREEMENTS AT TIME OF DEVELOPMENT PLAN.
 7. ALL PROPOSED BUILDINGS, VEHICULAR AREA, PEDESTRIAN AREAS, SIGNAGE AND LANDSCAPING WILL MEET TOWN ARCHITECTURAL AND SITE DESIGN REQUIREMENTS, AS WELL AS THE DESIGN GUIDELINES THAT ACCOMPANY THE MASTER PLAN. WHERE THESE ARE NOT MET, WAIVERS WILL BE SUBMITTED FOR APPROVAL AT TIME OF THE DEVELOPMENT PLAN.
 8. THE LOCATION AND SIZE OF SOLID WASTE FACILITIES, INCLUDING DUMPSTER AND TRASH COMPACTORS, WILL BE PROVIDED AT THE TIME OF DEVELOPMENT PLAN SUBMITTAL.
 9. PHASING OF INFRASTRUCTURE AND IMPROVEMENTS WILL BE DETERMINED AT THE TIME OF DEVELOPMENT PLAN SUBMITTAL.
 10. STREET LIGHTING WILL BE REQUIRED AT THE TIME OF THE DEVELOPMENT PLAN PROCESS AND WILL BE CONSISTENT WITH THE TOWN REQUIREMENTS.
 11. ALL PROPOSED ACREAGES LISTED ON THIS PLAN ARE PRELIMINARY AND WILL BE BASED ON SURVEYORS VERIFICATION DURING THE DEVELOPMENT PLAN PROCESS.
 12. STREAM CROSSING LOCATION AS APPROVED BY USACE AND NCDEQ. FINAL DESIGN TO BE PROVIDED FOR REVIEW AND APPROVAL BY THE TOWN AND/OR NCDOT WITH CONSTRUCTION DRAWINGS.
 13. THIS SITE IS IN THE TRIASIC BASIN. ALL ROADWAYS WILL BE REQUIRED TO MEET ALL SPECIAL DESIGN REQUIREMENTS AS OUTLINED IN THE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS SECTION 3.02J.
 14. ALL OUTDOOR OPERATIONS SHALL BE IN ACCORDANCE WITH HOLLY SPRINGS UDO.
 15. ALL FENCING WILL BE REVIEWED AT TIME OF SITE - SPECIFIC DEVELOPMENT PLAN. THE UDO HAS SPECIFIC LOCATION ALLOWANCES FOR DECORATIVE VS. CHAIN LINK THAT WILL APPLY. THE UDO REQUIRES FRONT YARD AND SOME FENCING TO BE DECORATIVE FENCING (UDO 3.4.3 C). REFER TO DECORATIVE FENCE DETAIL ON C5.0.
 16. THE UDO REQUIRES ALL INTERNAL PEDESTRIAN CROSSINGS TO BE "DECORATIVE IDENTIFIABLE PEDESTRIAN CROSSING TREATMENTS" ALONG FUNCTIONAL PEDESTRIAN ROUTES WHEREVER A SIDEWALK, SIDEPATH, OR GREENWAY SYSTEM CROSSES AN INTERIOR ACCESS DRIVE OR INTERIOR ACCESS DRIVEWAY (REFER TO UDO SECTION 8.4 B 3).

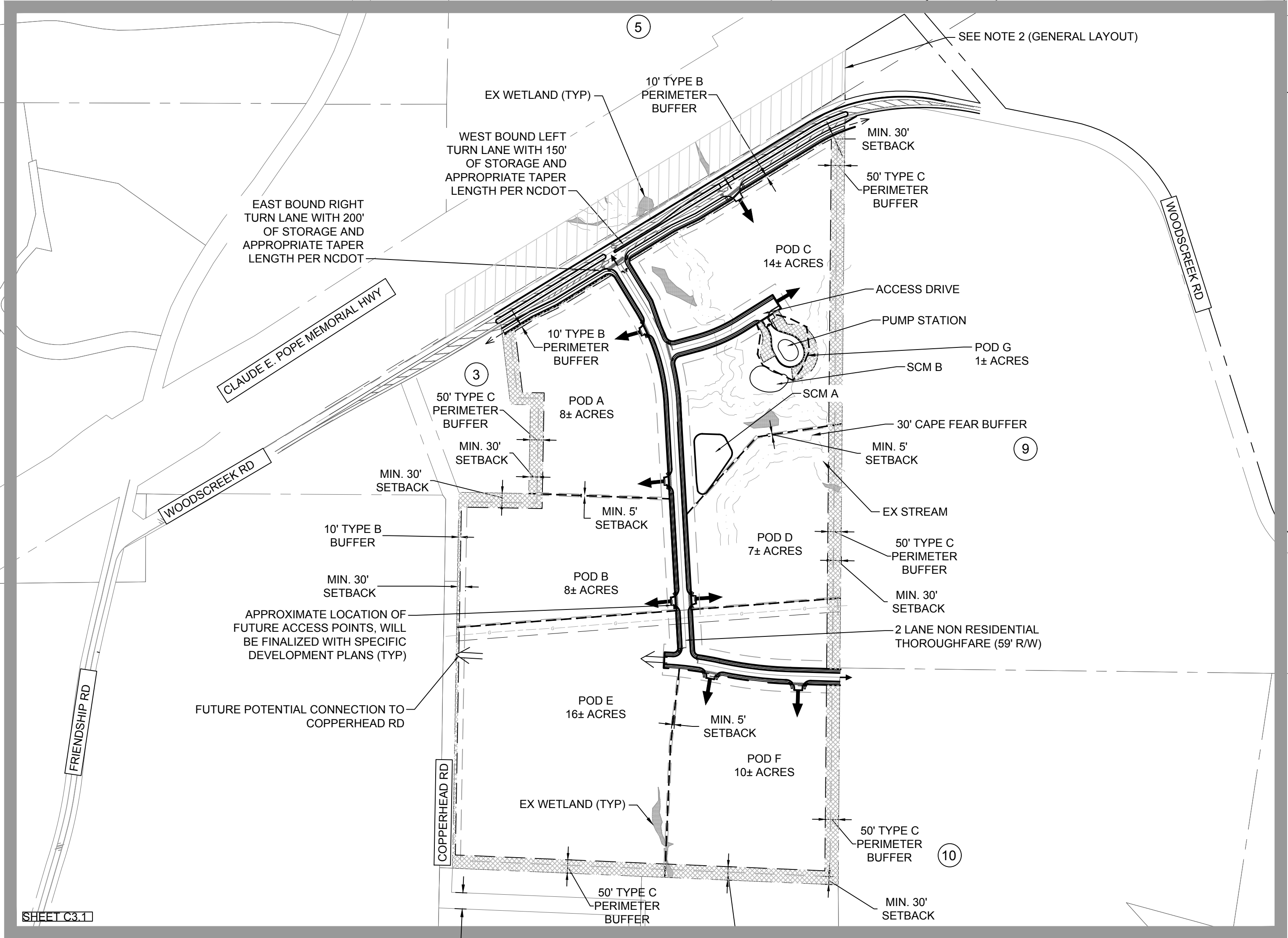
- GENERAL LAYOUT NOTES:**
1. EXISTING CONDITIONS AS SHOWN HAVE BEEN COMPILED FROM A SITE SURVEY PREPARED BY TIMMONS GROUP. NO WARRANTY IS GIVEN OR IMPLIED REGARDING THE ACCURACY OF EXISTING FEATURES. ALL UNDERGROUND FEATURES INDICATED ON THE PLANS SHALL BE CONSIDERED APPROXIMATE IN LOCATION AND SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. NOTIFY THE DESIGN ARCHITECT AND ENGINEER IMMEDIATELY IF ANY DISCREPANCIES ARE NOTED.
 2. AREA NORTH OF WOODS CREEK ROAD WILL REMAIN UNDEVELOPED, DUE TO PERMANENT DUKE ENERGY EASEMENT.



ADJACENT PARCELS					
NUMBER	PIN	OWNER	ACREAGE	ZONING	DEED BOOK
①	0720904923	LANDCO LLC, CMP MANAGEMENT LLC	205.15	BRT	DB-019010 PG-02625
②	0730034435	TARRENCE, JAMES EDWARD JR	3.96	RR	DB-016707 PG-01850
③	0730038536	ANDREAS, MICHAEL T ANDREAS, LYNN B	4.00	RR	DB-014179 PG-00361
④	0730043464	HASTINGS, JEFFREY GOODWIN TRUSTEE FBO BOBBY STEELE	12.54	RR	DB-014587 PG-01572
⑤	0730143907	OLIVE, BENTLEY J OLIVE, LEANNE C	16.33	RR	DB-016236 PG-02557
⑥	0730251576	FORNESS, WILLIAM FORNESS, NOELLE	0.24	RR	DB-017237 PG-02042

⑦	0730252479	MOORE, GREGORY O MOORE, JENNIFER C	0.80	RR	DB-014979 PG-00128
⑧	0730534863	LENNAR CAROLINAS LLC	229.19	RR	DB-017612 PG-01928
⑨	0730330409	WAKE COUNTY	70.94	RR	DB-018637 PG-02625
⑩	0730217472	POE, WILLIAM DOUGLAS POE, DARYL POE	111.41	RR	DB-009235 PG-00530
⑪	0730118503	MILLS, STEPHEN V MILLS, NANCY O	10.20	RR	DB-003052 PG-00758
⑫	0730110581	BELL, RONALD T	11.29	RR	DB-003809 PG-00474

SITE DATA TABLE	
PINS:	0730145033, 0730131203, 0730124768
SITE AREA:	83.47 ACRES
ZONING:	BRT CU-83.47 ACRES (100%)
RIVER BASIN:	CAPE FEAR
MIN LOT WIDTH/FRONTAGE	BRT CU-100'
MAXIMUM BUILDING HEIGHT:	BRT CU-100'
MINIMUM BUILDING HEIGHT:	BRT CU-25'
PROVIDED BUILDING SETBACK:	MINIMUM - 10' , MAXIMUM - 30'
MINIMUM YARDS: DISTRICT	TYPE A: 5'; TYPE B: 10'; TYPE C: 50'; ACCESS BUFFER: 25'
MIN. NUMBER OF LOTS IN EACH POD:	1
MAX. NUMBER OF LOTS IN EACH POD:	5
MIN. NUMBER OF LOTS FOR OVERALL SITE:	1
MAX. NUMBER OF LOTS FOR OVERALL SITE:	30
MIN. LOT FRONTAGE	100'



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DATE	REVISION DESCRIPTION
10/12/2022	2ND MAJOR SUBDIVISION PLAN SUBMITTAL
11/10/2022	3RD MAJOR SUBDIVISION PLAN SUBMITTAL
11/29/2022	4TH MAJOR SUBDIVISION PLAN SUBMITTAL

DATE	07/28/2022
DRAWN BY	C. GLASS
DESIGNED BY	C. GLASS
CHECKED BY	B HALL
SCALE	AS SHOWN

TIMMONS GROUP

GOODWIN
WAKE COUNTY - NORTH CAROLINA
OVERALL SUBDIVISION PLAN

JOB NO.
54318
SHEET NO.
C3.0

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SITE DATA TABLE	
PINS:	0730145033, 0730131203, 0730124768
SITE AREA:	83.47 ACRES
ZONING:	BRT CU-83.47 ACRES (100%)
RIVER BASIN:	CAPE FEAR
MIN LOT WIDTH/FRONTAGE	BRT CU-100'
MAXIMUM BUILDING HEIGHT:	BRT CU-100'
MINIMUM BUILDING HEIGHT:	BRT CU-25'
PROVIDED BUILDING SETBACK:	MINIMUM - 10' , MAXIMUM - 30'
MINIMUM YARDS: DISTRICT	TYPE A: 5'; TYPE B: 10'; TYPE C: 50'; ACCESS BUFFER: 25'
MIN. NUMBER OF LOTS IN EACH POD:	1
MAX. NUMBER OF LOTS IN EACH POD:	5
MIN. NUMBER OF LOTS FOR OVERALL SITE:	1
MAX. NUMBER OF LOTS FOR OVERALL SITE:	30
MIN. LOT FRONTAGE	100'

PARCEL INFORMATION
ANDREAS, MICHAEL T
ANDREAS LYNN B
0730038536
DB 014179 PG 00361
AREA = 4.00 AC

PARCEL INFORMATION
LANDO LLC,
CMP MANAGEMENT LLC
PIN: 0720904923
DB 019010 PG 02625
AREA = 205.15 AC

PARCEL INFORMATION
BELL, RONALD T.
PIN: 0730110581
DB 003809 PG 00474
AREA = 11.29 AC

PARCEL INFORMATION
MILLS, STEPHEN V MILLS
NAVJOY O
PIN: 0730118503
DB 003052 PG 00758
AREA = 10.20 AC

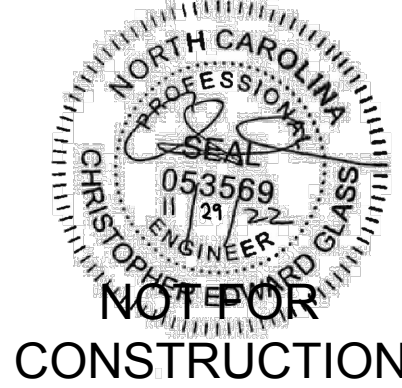
- SITE NOTES:
1. THE SITE DEVELOPMENT DESIGN, LOT LAYOUT AND SQUARE FOOTAGE WILL BE DETERMINED AT THE TIME OF THE DEVELOPMENT PLAN.
 2. THE CONCEPTUAL LOCATION OF USES AS SHOWN ON THE SUBDIVISION PLAN MAY CHANGE AT THE TIME OF THE DEVELOPMENT PLAN.
 3. THE NUMBER OF PROPOSED PARCELS IS CONCEPTUAL AND SUBJECT TO CHANGE AT THE DEVELOPMENT PLAN LEVEL. PODS WILL BE FURTHER SUBDIVIDED INTO INDIVIDUAL LOTS WHERE NECESSARY. A SUBDIVISION PLAN FOR EACH POD CREATING LOTS WILL BE SUBMITTED FOR REVIEW AT THE TIME OF THE FIRST DEVELOPMENT PLAN.
 4. ALL LOTS/OUT LOTS SHALL BE DEVELOPED IN ACCORDANCE WITH THE PROVISIONS OF THE CAPE FEAR RIVER BASIN STREAM ALLOWING SUCH MINIMUM YARDS TO BE USED FOR PARKING AREAS, LOADING AREAS, INTERIOR DRIVES OR INTERIOR ACCESS DRIVES SUBJECT TO THE PROVISION OF SUCH ADDITIONAL FOUNDATION LANDSCAPING AREA OR ADDITIONAL PARKING AREA OR ADDITIONAL PARKING AREA LANDSCAPING AND SHALL CONTINUE THE DEVELOPMENT PATTERN ESTABLISHED BY THE CONTIGUOUS LOTS.
 5. ALL LOTS SHALL BE SUBJECT TO CROSS ACCESS, SHARED PARKING AND EASEMENT AGREEMENTS AT TIME OF DEVELOPMENT PLAN.
 6. ALL PROPOSED BUILDINGS, VEHICULAR AREA, PEDESTRIAN AREAS, SIGNAGE AND LANDSCAPING WILL MEET TOWN ARCHITECTURAL AND SITE DESIGN REQUIREMENTS, AS WELL AS THE DESIGN GUIDELINES THAT ACCOMPANY THE MASTER PLAN, WHERE THESE ARE NOT MET, WAIVERS WILL BE SUBMITTED FOR APPROVAL AT TIME OF THE DEVELOPMENT PLAN.
 7. THE LOCATION AND SIZE OF SOLID WASTE FACILITIES, INCLUDING DUMPSTER AND TRASH COMPACTORS, WILL BE PROVIDED AT THE TIME OF DEVELOPMENT PLAN SUBMITTAL.
 8. PHASING OF INFRASTRUCTURE AND IMPROVEMENTS WILL BE DETERMINED AT THE TIME OF DEVELOPMENT PLAN SUBMITTAL.
 9. STREET LIGHTING WILL BE REQUIRED AT THE TIME OF THE DEVELOPMENT PLAN PROCESS AND WILL BE CONSISTENT WITH THE TOWN REQUIREMENTS.
 10. ALL PROPOSED ACREAGES LISTED ON THIS PLAN ARE PRELIMINARY AND WILL BE BASED ON SURVEYORS VERIFICATION DURING THE DEVELOPMENT PLAN PROCESS.
 11. STREAM CROSSING LOCATION AS APPROVED BY USACOE AND NCDEQ. FINAL DESIGN TO BE PROVIDED FOR REVIEW AND APPROVAL BY THE TOWN AND/OR NCDOT WITH CONSTRUCTION DRAWINGS.
 12. THIS SITE IS IN THE TRIASIC BASIN. ALL ROADWAYS WILL BE REQUIRED TO MEET ALL SPECIAL DESIGN REQUIREMENTS AS OUTLINED IN THE ENGINEERING DESIGN AND CONSTRUCTION STANDARDS SECTION 3.02J.
 13. ALL OUTDOOR OPERATIONS SHALL BE IN ACCORDANCE WITH HOLLY SPRINGS UDO.
 15. ALL FENCING WILL BE REVIEWED AT TIME OF SITE - SPECIFIC DEVELOPMENT PLAN. THE UDO HAS SPECIFIC LOCATION ALLOWANCES FOR DECORATIVE VS. CHAIN LINK THAT WILL APPLY. THE UDO REQUIRES FRONT YARD AND SOME FENCING TO BE DECORATIVE FENCING (UDO 3.4.3 C). REFER TO DECORATIVE FENCE DETAIL ON C5.0.
 16. THE UDO REQUIRES ALL INTERNAL PEDESTRIAN CROSSINGS TO BE "DECORATIVE IDENTIFIABLE PEDESTRIAN CROSSING TREATMENTS" ALONG FUNCTIONAL PEDESTRIAN ROUTES WHEREVER A SIDEWALK, SIDEPATH, OR GREENWAY SYSTEM CROSSES AN INTERIOR ACCESS DRIVE OR INTERIOR ACCESS DRIVEWAY (REFER TO UDO SECTION 8.4 B 3.).
 17. FEE-IN-LIEU IS TOWARD A FUTURE TRAFFIC SIGNAL/INTERSECTION IMPROVEMENTS AT THE INTERSECTION OF FRIENDSHIP ROAD/HOLLY SPRINGS NEW HILL ROAD IN ACCORDANCE WITH THE TIA. FEE-IN-LIEU IS PROVIDED WITH THIS PROJECT, AND THE DEVELOPMENT AGREEMENT WILL CONTAIN THE EXACT FEE-IN-LIEU AMOUNT DUE. COORDINATE WITH TOWN STAFF TO DETERMINE FEE-IN-LIEU THAT WILL BE DUE AT THE TIME OF CONSTRUCTION DRAWING APPROVAL.

- LEGEND:
- ➔ APPROXIMATE LOCATION OF FUTURE ACCESS POINTS TO PODS
 - ➔ ACCESS POINTS TO SITE FROM WOODS CREEK ROAD
 - ➔ FUTURE POTENTIAL ACCESS EASEMENT TO COPPERHEAD ROAD
 - ➔ FUTURE SIDEWALK CONNECTION TO EXISTING PUBLIC SIDEWALK EAST OF SITE AND CONNECTION TO COPPERHEAD ROAD, IF OWNERS ARE IN AGREEMENT WITH THIS MODIFICATION

DIMENSIONING NOTE:
1. ALL DRIVEWAY, ROW, & SITE FEATURES ARE DIMENSIONED ON C 3.2 & C3.3

PARCEL INFORMATION
WAKE COUNTY
PIN: 0730330409
DB 018637 PG 02625
AREA = 70.94 AC

PARCEL INFORMATION
POE, WILLIAM DOUGLAS POE,
DARYL POE
PIN: 0730217472
DB 009235 PG 00530
AREA = 111.41 AC



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DESIGNED BY	C. GLASS
CHECKED BY	B HALL
SCALE	AS SHOWN

TIMMONS GROUP

GOODWIN
WAKE COUNTY - NORTH CAROLINA
MAJOR SUBDIVISION SITE PLAN

JOB NO.
54318
SHEET NO.
C3.1

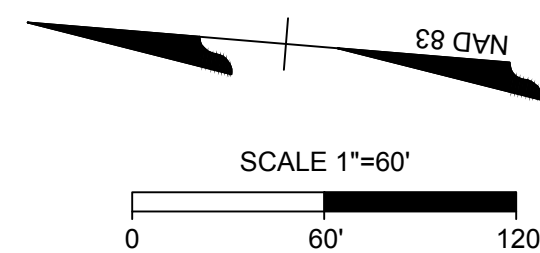
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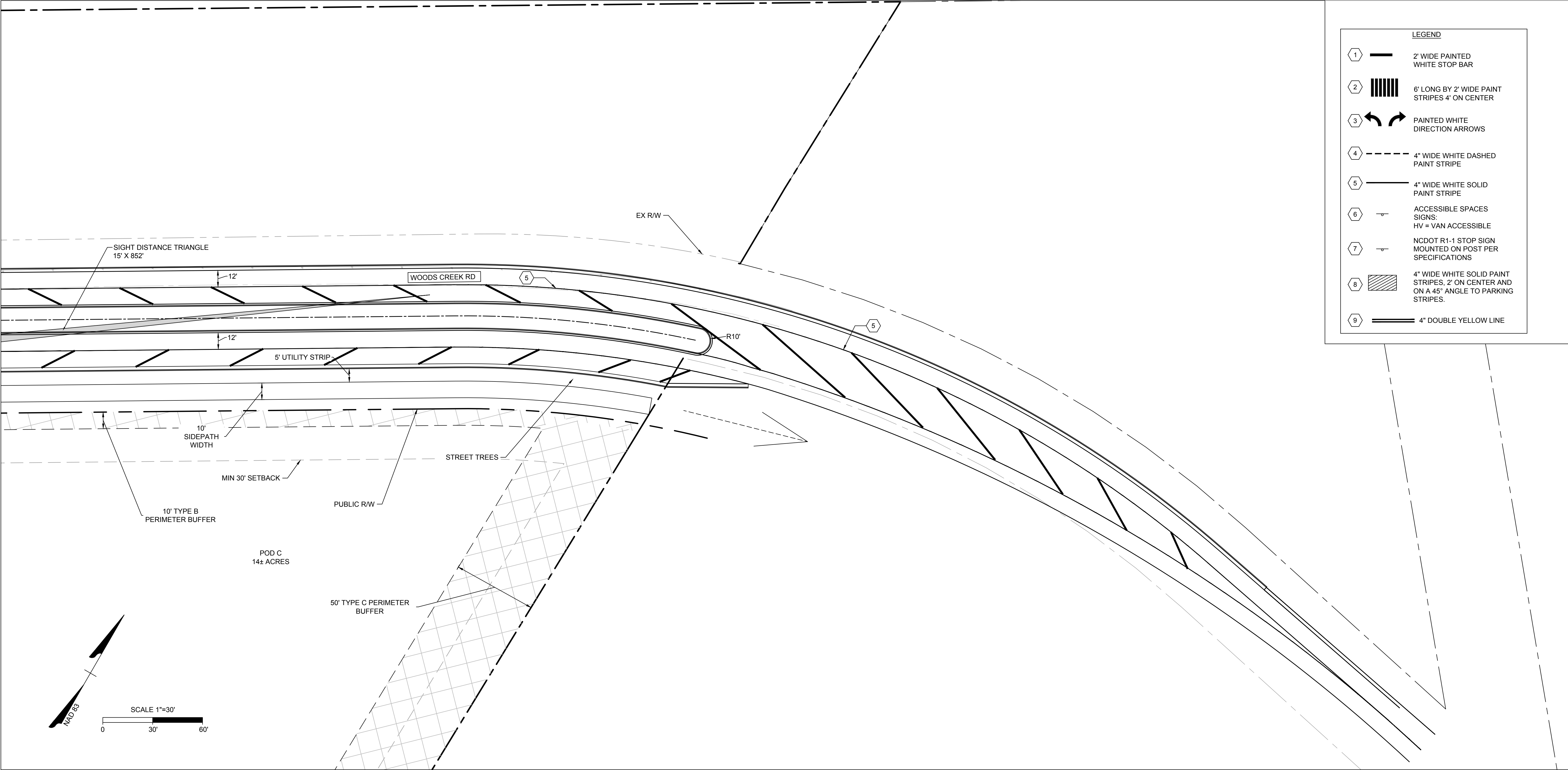


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GOODWIN
WAKE COUNTY - NORTH CAROLINA

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DRAWN BY

C. GLASS

DESIGNED BY

C. GLASS

CHECKED BY

B HALL

SCALE

AS SHOWN

GOODWIN

WAKE COUNTY - NORTH CAROLINA

MAJOR SUBDIVISION SITE PLAN

JOB NO.

54318

SHEET NO.

C3.4

REVISION DESCRIPTION

2ND MAJOR SUBDIVISION PLAN SUBMITTAL

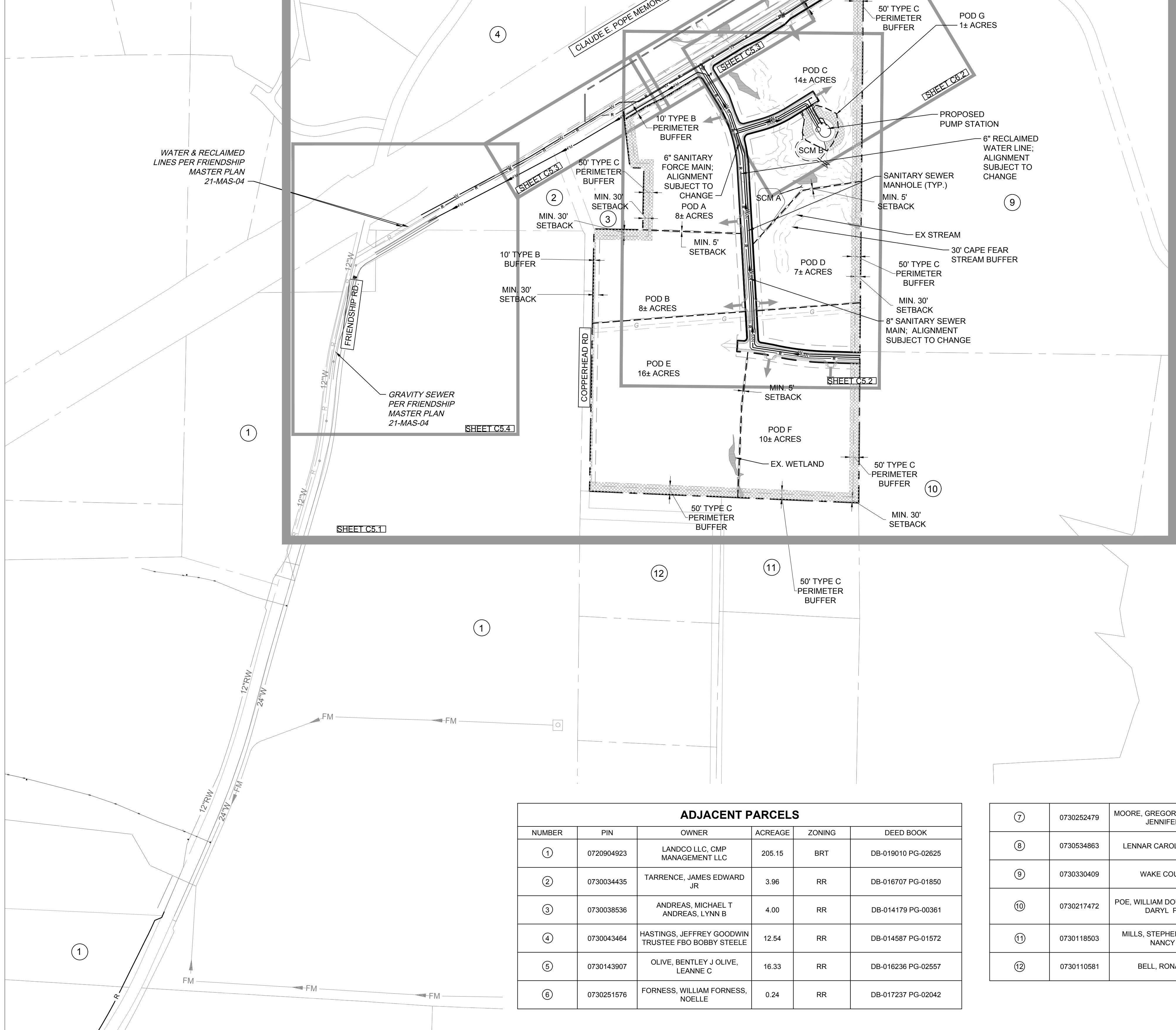
3RD MAJOR SUBDIVISION PLAN SUBMITTAL

4TH MAJOR SUBDIVISION PLAN SUBMITTAL

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Page 269 of 465

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ZONING:	BRT CU-83.47 ACRES (100%)
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MIN LOT WIDTH/FRONTAGE	BRT CU-100'
MAXIMUM BUILDING HEIGHT:	BRT CU-100'
MINIMUM BUILDING HEIGHT:	BRT CU-25'
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MIN. NUMBER OF LOTS IN EACH POD:	1
MAX. NUMBER OF LOTS IN EACH POD:	5
MIN. NUMBER OF LOTS FOR OVERALL SITE:	1
MAX. NUMBER OF LOTS FOR OVERALL SITE:	30
MIN. LOT FRONTAGE	100'



ADJACENT PARCELS					
NUMBER	PIN	OWNER	ACREAGE	ZONING	DEED BOOK
①	0720904923	LANDCO LLC, CMP MANAGEMENT LLC	205.15	BRT	DB-019010 PG-02625
②	0730034435	TARRENCE, JAMES EDWARD JR	3.96	RR	DB-016707 PG-01850
③	0730038536	ANDREAS, MICHAEL T ANDREAS, LYNN B	4.00	RR	DB-014179 PG-00361
④	0730043464	HASTINGS, JEFFREY GOODWIN TRUSTEE FBO BOBBY STEELE	12.54	RR	DB-014587 PG-01572
⑤	0730143907	OLIVE, BENTLEY J OLIVE, LEANNE C	16.33	RR	DB-016236 PG-02557
⑥	0730251576	FORNESS, WILLIAM FORNESS, NOELLE	0.24	RR	DB-017237 PG-02042

⑦	0730252479	MOORE, GREGORY O MOORE, JENNIFER C	0.80	RR	DB-014979 PG-00128
⑧	0730534863	LENNAR CAROLINAS LLC	229.19	RR	DB-017612 PG-01928
⑨	0730330409	WAKE COUNTY	70.94	RR	DB-018637 PG-02625
⑩	0730217472	POE, WILLIAM DOUGLAS POE, DARYL POE	111.41	RR	DB-009235 PG-00530
⑪	0730118503	MILLS, STEPHEN V MILLS, NANCY O	10.20	RR	DB-003052 PG-00758
⑫	0730110581	BELL, RONALD T	11.29	RR	DB-003809 PG-00474

- UTILITY NOTES:
1. THE ESTIMATED SEWER FLOWS ARE SUBJECT TO CHANGE. REVISED FLOWS WILL BE PROVIDED AT THE TIME OF DEVELOPMENT PLAN SUBMITTAL. AND THE FLOWER STUDY AND PUMP STATION DESIGN REPORT WILL BE UPDATED ACCORDINGLY. IF SEWER LINE SIZES CHANGE, IT MUST BE REFLECTED IN THE PLANS.
2. UTILITY LOCATIONS AND DESIGN ARE SUBJECT TO CHANGE AT THE TIME OF THE DEVELOPMENT PLAN AND CONSTRUCTION DRAWINGS. ALL NECESSARY PUBLIC UTILITY EASEMENTS WILL BE SHOWN AND DOCUMENTED ON THE PLANS AT THAT TIME.
3. CONSTRUCTION DRAWING APPROVAL AND PAYMENT OF APPLICABLE DEVELOPMENT FEES IS REQUIRED PRIOR TO BEGINNING CONSTRUCTION.
4. ALL SANITARY SEWER MAINS SHALL BE PUBLIC UNLESS OTHERWISE NOTED.
5. DETAILS OF WATER AND SANITARY SEWER SHALL BE SHOWN ON CONSTRUCTION DRAWINGS.
6. INSTALL FIRE HYDRANTS IN ACCORDANCE WITH THE HOLLY SPRINGS ENGINEERING DESIGN & CONSTRUCTION STANDARDS (SECTION 6.02).
7. WATER LINE MAIN AND WATER LINE WITHIN RIGHT OF WAY SHALL BE DUCTILE IRON PIPE. SANITARY SEWER LINE WITHIN RIGHT OF WAY AND TO PUMP STATION SHALL BE PVC PIPE. SANITARY SEWER FORCE MAIN SHALL BE PVC PIPE. ALL RECLAIMED WATER LINES SHALL BE PURPLE PVC PIPE. ALL RECLAIMED WATER MAIN LINE EXTENSIONS WILL REQUIRE A PERMIT AND ANY USE OF RECLAIMED WATER MUST BE PERMITTED WITH A RECLAIMED USER PERMIT.
8. SIGNAGE SHALL BE PROVIDED FOR RECLAIMED WATER IRRIGATION ACTIVITIES AND AROUND PONDS OR OTHER STORAGE DEVICES THAT USE RECLAIM WATER.
9. VEHICULAR ACCESS MUST BE PROVIDED TO PUMP STATION SITE (IF PUBLIC ON WEST PART OF THE SITE) AND NOTE THAT ACCESS MUST BE MAINTAINED TO PUMP STATION THROUGHOUT CONSTRUCTION.
10. IN ACCORDANCE WITH HCS SECTION 6.0.1.A, IF THERE IS ADJACENT DEVELOPABLE PROPERTY, AN ADEQUATE SIZE WATER LINE TO PROPERLY SERVE FUTURE DEVELOPMENT SHALL BE PROVIDED SUFFICIENT FOR ANY FUTURE PROJECT TO MEET TOWN STANDARDS. THE DETAILS OF THIS DESIGN WILL BE SHOWN WITH SPECIFIC DEVELOPMENT PLANS.
11. ANY IRRIGATION SYSTEMS USING RECLAIMED WATER SHALL BE IDENTIFIED ON THE PLANS AND MEET ALL REQUIREMENTS OF SECTION 11.04.
12. ALL RECLAIMED IRRIGATION WATER SYSTEMS WILL REQUIRE A RECLAIMED WATER USER PERMIT TO BE OBTAINED FROM TOWN OF HOLLY SPRINGS BUILDING & CODE ENFORCEMENT DEPARTMENT.
13. IF ANY RECLAIMED IRRIGATION IS TO BE USED, A SOILS REPORT SHOWING THE INFILTRATION RATE MUST BE SUBMITTED TO & REVIEWED BY THE ENGINEERING DEPARTMENT.

LEGEND:

----- POD BOUNDARY

————— ———— PROPERTY BOUNDARY



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DESIGNED BY	C. GLASS
CHECKED BY	B HALL
SCALE	AS SHOWN

GOODWIN
WAKE COUNTY - NORTH CAROLINA
OVERALL PRELIMINARY UTILITY AND DRAINAGE PLAN

JOB NO.
54318

SHEET NO.
C5.0

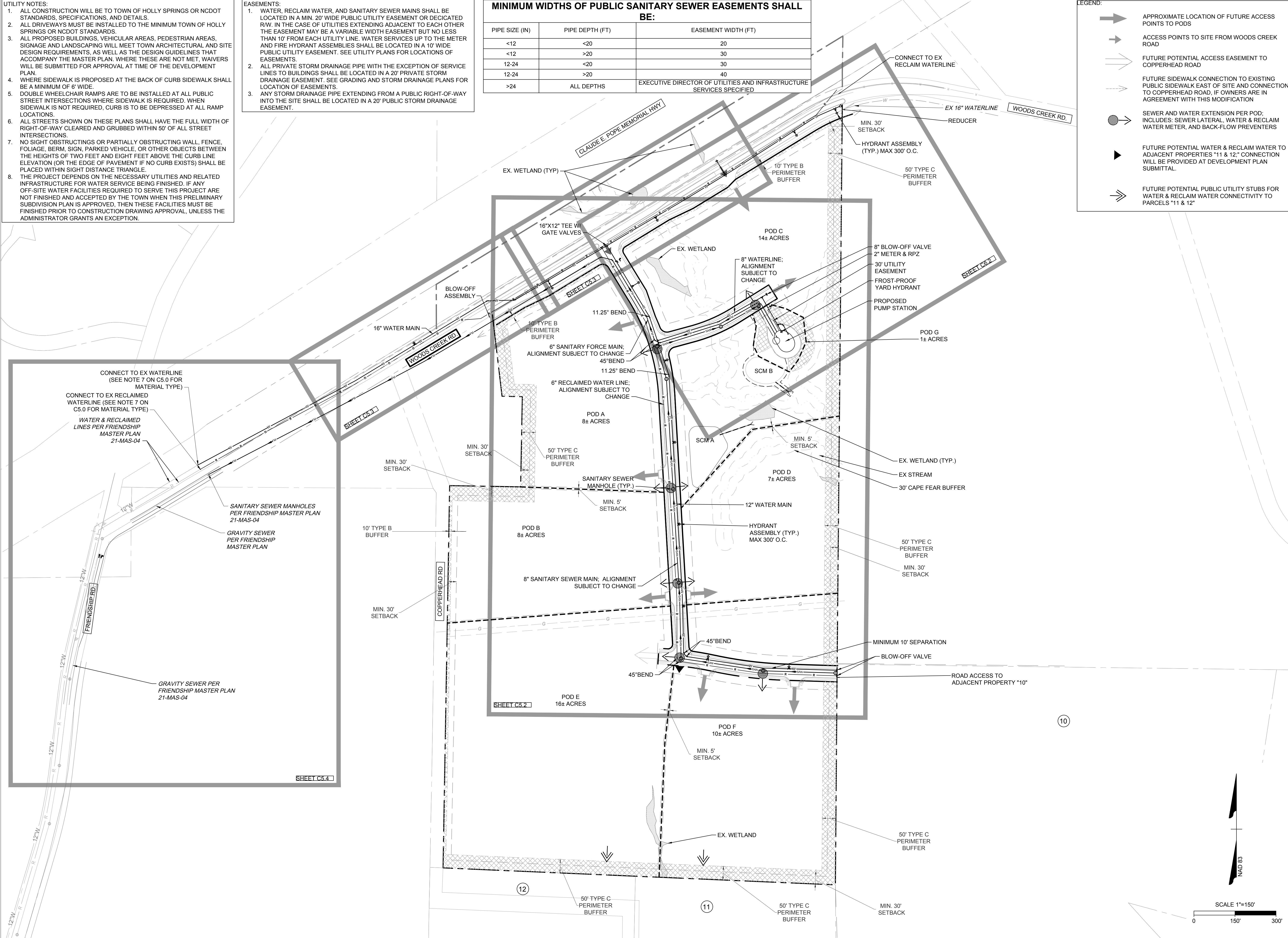
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- UTILITY NOTES:
- ALL CONSTRUCTION WILL BE TO TOWN OF HOLLY SPRINGS OR NCDOT STANDARDS, SPECIFICATIONS, AND DETAILS.
 - ALL DRIVEWAYS MUST BE INSTALLED TO THE MINIMUM TOWN OF HOLLY SPRINGS OR NCDOT STANDARDS.
 - ALL PROPOSED BUILDINGS, VEHICULAR AREAS, PEDESTRIAN AREAS, SIGNAGE AND LANDSCAPING WILL MEET TOWN ARCHITECTURAL AND SITE DESIGN REQUIREMENTS, AS WELL AS THE DESIGN GUIDELINES THAT ACCOMPANY THE MASTER PLAN. WHERE THESE ARE NOT MET, WAIVERS WILL BE SUBMITTED FOR APPROVAL AT TIME OF THE DEVELOPMENT PLAN.
 - WHERE SIDEWALK IS PROPOSED AT THE BACK OF CURB SIDEWALK SHALL BE A MINIMUM OF 6' WIDE.
 - DOUBLE WHEELCHAIR RAMPS ARE TO BE INSTALLED AT ALL PUBLIC STREET INTERSECTIONS WHERE SIDEWALK IS REQUIRED. WHEN SIDEWALK IS NOT REQUIRED, CURB IS TO BE DEPRESSED AT ALL RAMP LOCATIONS.
 - ALL STREETS SHOWN ON THESE PLANS SHALL HAVE THE FULL WIDTH OF RIGHT-OF-WAY CLEARED AND GRUBBED WITHIN 50' OF ALL STREET INTERSECTIONS.
 - NO SIGHT OBSTRUCTINGS OR PARTIALLY OBSTRUCTING WALL, FENCE, FOLIAGE, BERM, SIGN, PARKED VEHICLE, OR OTHER OBJECTS BETWEEN THE HEIGHTS OF TWO FEET AND EIGHT FEET ABOVE THE CURB LINE ELEVATION (OR THE EDGE OF PAVEMENT IF NO CURB EXISTS) SHALL BE PLACED WITHIN SIGHT DISTANCE TRIANGLE.
 - THE PROJECT DEPENDS ON THE NECESSARY UTILITIES AND RELATED INFRASTRUCTURE FOR WATER SERVICE BEING FINISHED. IF ANY OFF-SITE WATER FACILITIES REQUIRED TO SERVE THIS PROJECT ARE NOT FINISHED AND ACCEPTED BY THE TOWN WHEN THIS PRELIMINARY SUBDIVISION PLAN IS APPROVED, THEN THESE FACILITIES MUST BE FINISHED PRIOR TO CONSTRUCTION DRAWING APPROVAL, UNLESS THE ADMINISTRATOR GRANTS AN EXCEPTION.

- EASEMENTS:
- WATER, RECLAIM WATER, AND SANITARY SEWER MAINS SHALL BE LOCATED IN A MIN. 20' WIDE PUBLIC UTILITY EASEMENT OR DEDICATED R/W. IN THE CASE OF UTILITIES EXTENDING ADJACENT TO EACH OTHER THE EASEMENT MAY BE A VARIABLE WIDTH EASEMENT BUT NO LESS THAN 10' FROM EACH UTILITY LINE. WATER SERVICES UP TO THE METER AND FIRE HYDRANT ASSEMBLIES SHALL BE LOCATED IN A 10' WIDE PUBLIC UTILITY EASEMENT. SEE UTILITY PLANS FOR LOCATIONS OF EASEMENTS.
 - ALL PRIVATE STORM DRAINAGE PIPE WITH THE EXCEPTION OF SERVICE LINES TO BUILDINGS SHALL BE LOCATED IN A 20' PRIVATE STORM DRAINAGE EASEMENT. SEE GRADING AND STORM DRAINAGE PLANS FOR LOCATION OF EASEMENTS.
 - ANY STORM DRAINAGE PIPE EXTENDING FROM A PUBLIC RIGHT-OF-WAY INTO THE SITE SHALL BE LOCATED IN A 20' PUBLIC STORM DRAINAGE EASEMENT.

MINIMUM WIDTHS OF PUBLIC SANITARY SEWER EASEMENTS SHALL BE:		
PIPE SIZE (IN)	PIPE DEPTH (FT)	EASEMENT WIDTH (FT)
<12	<20	20
<12	>20	30
12-24	<20	30
12-24	>20	40
>24	ALL DEPTHS	EXECUTIVE DIRECTOR OF UTILITIES AND INFRASTRUCTURE SERVICES SPECIFIED

- LEGEND:
- APPROXIMATE LOCATION OF FUTURE ACCESS POINTS TO PODS
 - ACCESS POINTS TO SITE FROM WOODS CREEK ROAD
 - FUTURE POTENTIAL ACCESS EASEMENT TO COPPERHEAD ROAD
 - FUTURE SIDEWALK CONNECTION TO EXISTING PUBLIC SIDEWALK EAST OF SITE AND CONNECTION TO COPPERHEAD ROAD, IF OWNERS ARE IN AGREEMENT WITH THIS MODIFICATION
 - SEWER AND WATER EXTENSION PER POD: INCLUDES: SEWER LATERAL, WATER & RECLAIM WATER METER, AND BACK-FLOW PREVENTERS
 - FUTURE POTENTIAL WATER & RECLAIM WATER TO ADJACENT PROPERTIES "11 & 12"; CONNECTION WILL BE PROVIDED AT DEVELOPMENT PLAN SUBMITTAL.
 - FUTURE POTENTIAL PUBLIC UTILITY STUBS FOR WATER & RECLAIM WATER CONNECTIVITY TO PARCELS "11 & 12"



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DATE 07/28/2022

DRAWN BY C. GLASS

DESIGNED BY C. GLASS

CHECKED BY B. HALL

SCALE AS SHOWN

TIMMONS GROUP

GOODWIN
WAKE COUNTY - NORTH CAROLINA
PRELIMINARY UTILITY AND DRAINAGE PLAN

JOB NO. 54318
SHEET NO. C5.1

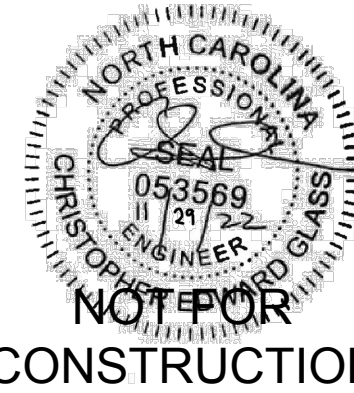
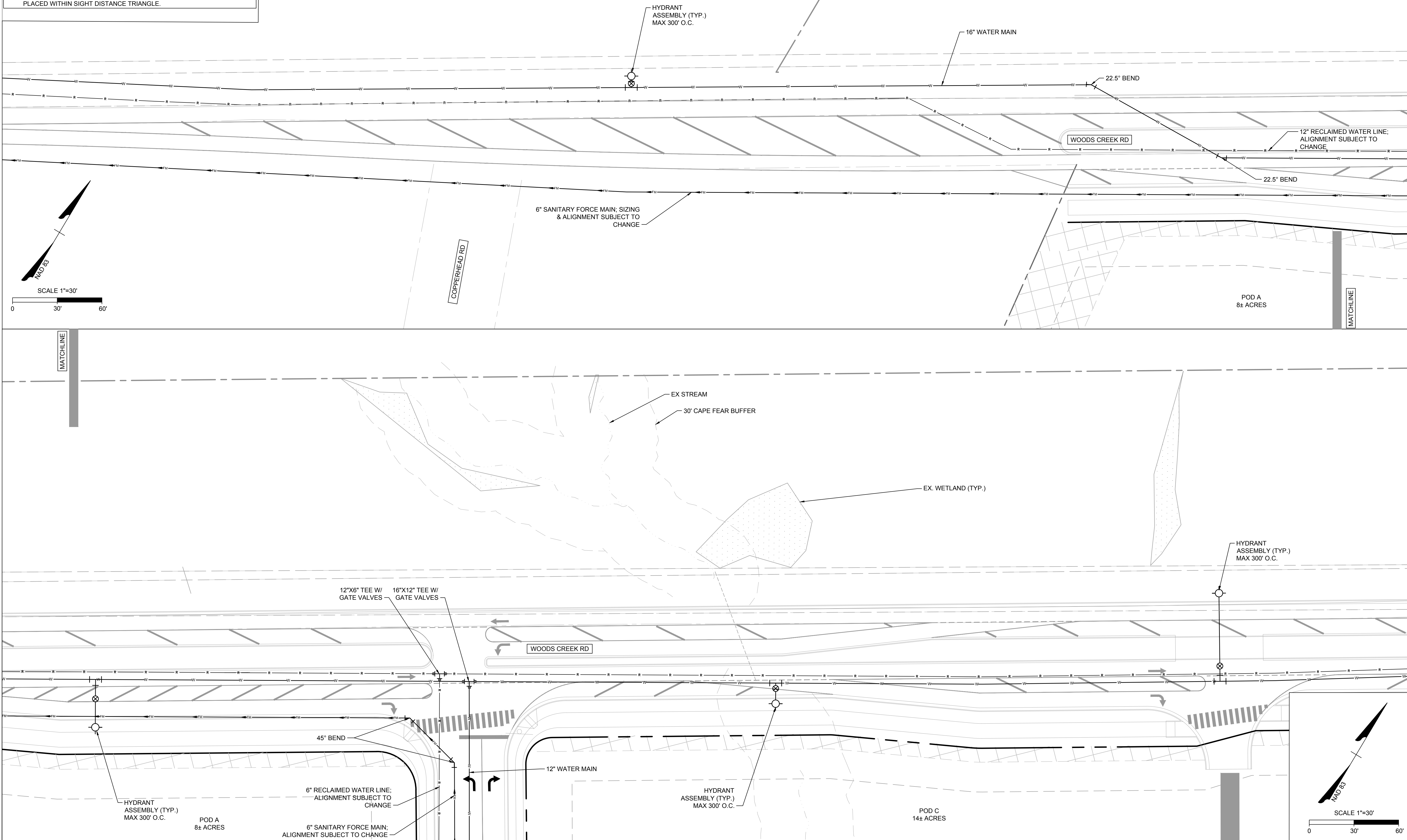
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2. ALL DRIVEWAYS MUST BE INSTALLED TO THE MINIMUM TOWN OF HOLLY SPRINGS OR NCDOT STANDARDS.
3. ALL PROPOSED BUILDINGS, VEHICULAR AREAS, PEDESTRIAN AREAS, LANDSCAPING AND LANDSCAPING WILL MEET TOWN ARCHITECTURAL, AND SITE DESIGN REQUIREMENTS, AS WELL AS THE DESIGN GUIDELINES THAT COMPANY THE MASTER PLAN. WHERE THESE ARE NOT MET, WAIVERS WILL BE SUBMITTED FOR APPROVAL AT TIME OF THE DEVELOPMENT PLAN.
4. WHERE SIDEWALK IS PROPOSED AT THE BACK OF CURB SIDEWALK SHALL BE A MINIMUM OF 6' WIDE.
5. DECKLE WHEEL CHAIR RAMPS ARE TO BE INSTALLED AT ALL PUBLIC STREET INTERSECTIONS WHERE SIDEWALK IS REQUIRED. WHEN SIDEWALK IS NOT REQUIRED, CURB IS TO BE DEPRESSED AT ALL RAMP LOCATIONS.
6. ALL STREETS SHOWN ON THESE PLANS SHALL HAVE THE FULL WIDTH OF RIGHT-OF-WAY CLEARED AND GRUBBED WITHIN 50' OF ALL STREET INTERSECTIONS.
7. NO SIGHT OBSTRUCTINGS OR PARTIALLY OBSTRUCTING WALL, FENCE, RAILROAD, BERM, SIGN, PARKED VEHICLE, OR OTHER OBJECTS BETWEEN THE HEIGHTS OF TWO FEET AND EIGHT FEET ABOVE THE CURB LINE ELEVATION (OR THE EDGE OF PAVEMENT IF NO CURB EXISTS) SHALL BE PLACED WITHIN SIGHT DISTANCE TRIANGLE.

- EASEMENTS:**
1. WATER, RECLAIM WATER, AND SANITARY SEWER MAINS SHALL BE LOCATED IN A MIN. 20' WIDE PUBLIC UTILITY EASEMENT OR DEDICATED R/W. IN THE CASE OF UTILITIES EXTENDING ADJACENT TO EACH OTHER THE EASEMENT MAY BE A VARIABLE WIDTH EASEMENT BUT NO LESS THAN 10' FROM THE HIGH UTILITY LINE. WATER SERVICES UP TO THE METER AND FIRE HYDRANT ASSEMBLIES SHALL BE LOCATED IN A 10' WIDE PUBLIC UTILITY EASEMENT. SEE UTILITY PLANS FOR LOCATIONS OF EASEMENTS.
 2. ALL PRIVATE STORM DRAINAGE PIPE WITH THE EXCEPTION OF SERVICE LINES TO BUILDINGS SHALL BE LOCATED IN A 20' PRIVATE STORM DRAINAGE EASEMENT. SEE GRADING AND STORM DRAINAGE PLANS FOR LOCATIONS OF EASEMENTS.
 3. ANY STORM DRAINAGE PIPE EXTENDING FROM A PUBLIC RIGHT-OF-WAY INTO THE SITE SHALL BE LOCATED IN A 20' PUBLIC STORM DRAINAGE EASEMENT.

MINIMUM WIDTHS OF PUBLIC SANITARY SEWER EASEMENTS SHALL BE:

PIPE SIZE (IN)	PIPE DEPTH (FT)	EASEMENT WIDTH (FT)
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<12	>20	30
12-24	<20	30
12-24	>20	40
>24	ALL DEPTHS	EXECUTIVE DIRECTOR OF UTILITIES AND INFRASTRUCTURE SERVICES SPECIFIED



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DATE
07/28/2022

C. GLASS

DESIGNED BY
C. GLASS

CHECKED BY

SCALE
AS SHOWN



TIMMONS GROUP

GOODWIN
WAKE COUNTY - NORTH CAROLINA
PRELIMINARY UTILITY AND DRAINAGE PLAN

JOB NO.
54318

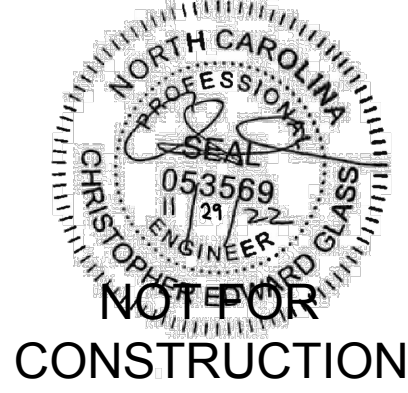
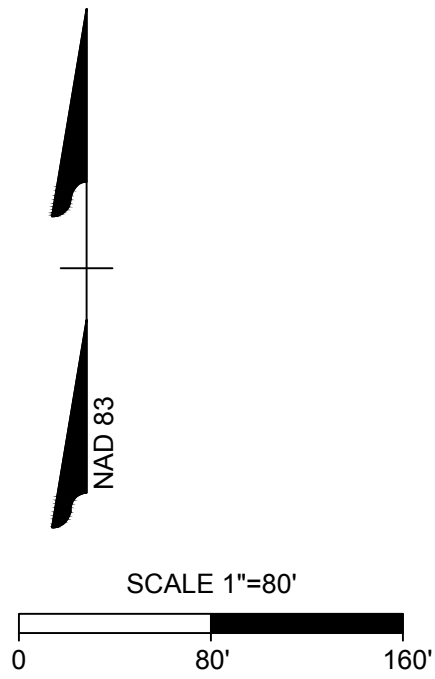
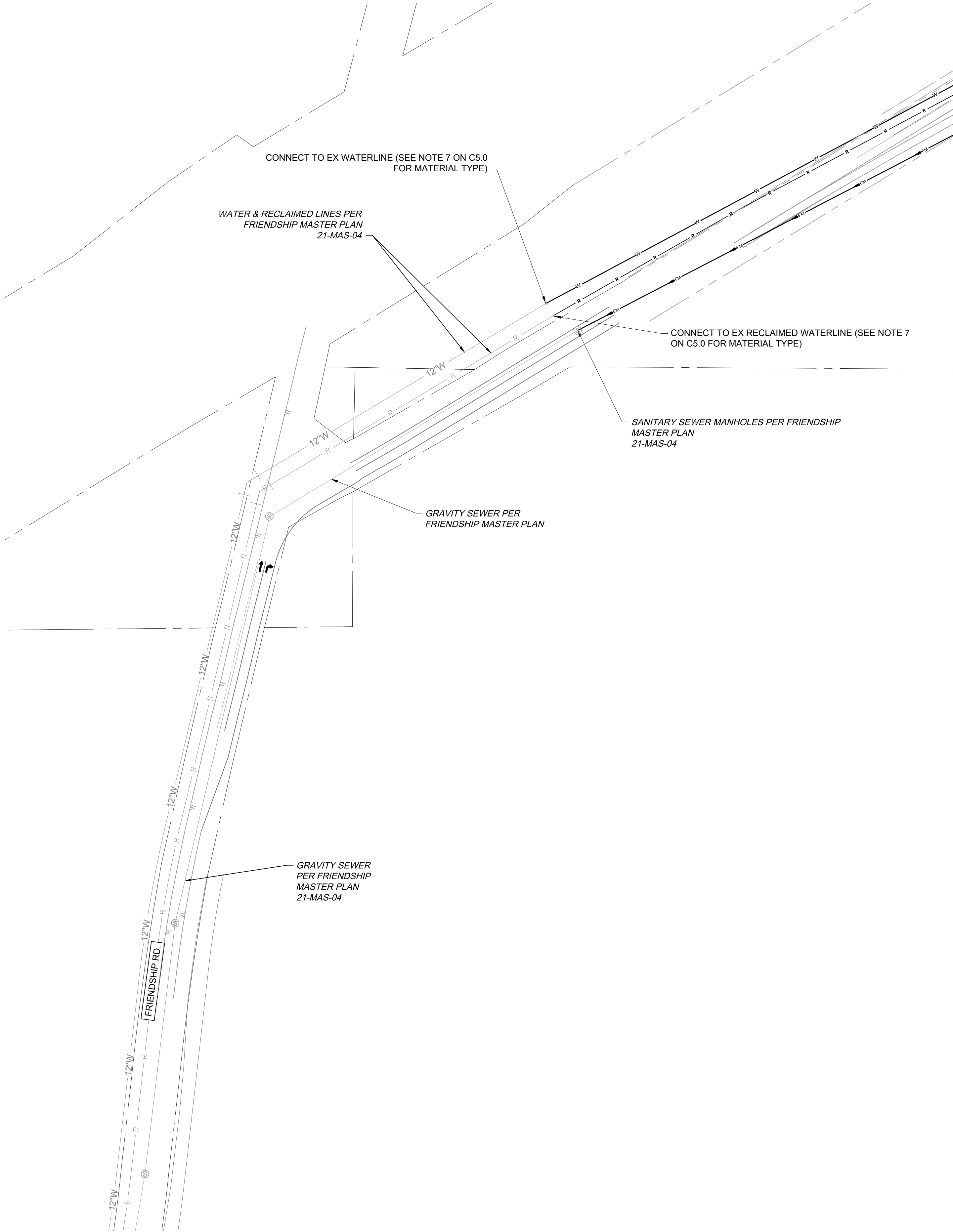
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C5.3

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- UTILITY NOTES:
- ALL CONSTRUCTION WILL BE TO TOWN OF HOLLY SPRINGS OR NCDOT STANDARDS, SPECIFICATIONS, AND DETAILS.
 - ALL DRIVEWAYS MUST BE INSTALLED TO THE MINIMUM TOWN OF HOLLY SPRINGS OR NCDOT STANDARDS.
 - ALL PROPOSED BUILDINGS, VEHICULAR AREAS, PEDESTRIAN AREAS, SIGNAGE AND LANDSCAPING WILL MEET TOWN ARCHITECTURAL AND SITE DESIGN REQUIREMENTS, AS WELL AS THE DESIGN GUIDELINES THAT ACCOMPANY THE MASTER PLAN. WHERE THESE ARE NOT MET, WAIVERS WILL BE SUBMITTED FOR APPROVAL AT TIME OF THE DEVELOPMENT PLAN.
 - WHERE SIDEWALK IS PROPOSED AT THE BACK OF CURB SIDEWALK SHALL BE A MINIMUM OF 6' WIDE.
 - DOUBLE WHEELCHAIR RAMPS ARE TO BE INSTALLED AT ALL PUBLIC STREET INTERSECTIONS WHERE SIDEWALK IS REQUIRED. WHEN SIDEWALK IS NOT REQUIRED, CURB IS TO BE DEPRESSED AT ALL RAMP LOCATIONS.
 - ALL STREETS SHOWN ON THESE PLANS SHALL HAVE THE FULL WIDTH OF RIGHT-OF-WAY CLEARED AND GRUBBED WITHIN 50' OF ALL STREET INTERSECTIONS.
 - NO SIGHT OBSTRUCTINGS OR PARTIALLY OBSTRUCTING WALL, FENCE, FOLIAGE, BERM, SIGN, PARKED VEHICLE, OR OTHER OBJECTS BETWEEN THE HEIGHTS OF TWO FEET AND EIGHT FEET ABOVE THE CURB LINE ELEVATION (OR THE EDGE OF PAVEMENT IF NO CURB EXISTS) SHALL BE PLACED WITHIN SIGHT DISTANCE TRIANGLE.
 - THE PROJECT DEPENDS ON THE NECESSARY UTILITIES AND RELATED INFRASTRUCTURE FOR WATER SERVICE BEING FINISHED. IF ANY OFF-SITE WATER FACILITIES REQUIRED TO SERVE THIS PROJECT ARE NOT FINISHED AND ACCEPTED BY THE TOWN WHEN THIS PRELIMINARY SUBDIVISION PLAN IS APPROVED, THEN THESE FACILITIES MUST BE FINISHED PRIOR TO CONSTRUCTION DRAWING APPROVAL, UNLESS THE ADMINISTRATOR GRANTS AN EXCEPTION.

- EASEMENTS:
- WATER, RECLAIM WATER, AND SANITARY SEWER MAINS SHALL BE LOCATED IN A MIN. 20' WIDE PUBLIC UTILITY EASEMENT OR DECICATED R/W. IN THE CASE OF UTILITIES EXTENDING ADJACENT TO EACH OTHER THE EASEMENT MAY BE A VARIABLE WIDTH EASEMENT BUT NO LESS THAN 10' FROM EACH UTILITY LINE. WATER SERVICES UP TO THE METER AND FIRE HYDRANT ASSEMBLIES SHALL BE LOCATED IN A 10' WIDE PUBLIC UTILITY EASEMENT. SEE UTILITY PLANS FOR LOCATIONS OF EASEMENTS.
 - ALL PRIVATE STORM DRAINAGE PIPE WITH THE EXCEPTION OF SERVICE LINES TO BUILDINGS SHALL BE LOCATED IN A 20' PRIVATE STORM DRAINAGE EASEMENT. SEE GRADING AND STORM DRAINAGE PLANS FOR LOCATION OF EASEMENTS.
 - ANY STORM DRAINAGE PIPE EXTENDING FROM A PUBLIC RIGHT-OF-WAY INTO THE SITE SHALL BE LOCATED IN A 20' PUBLIC STORM DRAINAGE EASEMENT.

MINIMUM WIDTHS OF PUBLIC SANITARY SEWER EASEMENTS SHALL BE:		
PIPE SIZE (IN)	PIPE DEPTH (FT)	EASEMENT WIDTH (FT)
<12	<20	20
<12	>20	30
12-24	<20	30
12-24	>20	40
>24	ALL DEPTHS	EXECUTIVE DIRECTOR OF UTILITIES AND INFRASTRUCTURE SERVICES SPECIFIED



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REVISION DESCRIPTION	
DATE	2ND MAJOR SUBDIVISION PLAN SUBMITTAL
10/12/2022	3RD MAJOR SUBDIVISION PLAN SUBMITTAL
11/10/2022	4TH MAJOR SUBDIVISION PLAN SUBMITTAL
11/29/2022	

DATE	07/28/2022
DRAWN BY	C. GLASS
DESIGNED BY	C. GLASS
CHECKED BY	B HALL
SCALE	AS SHOWN

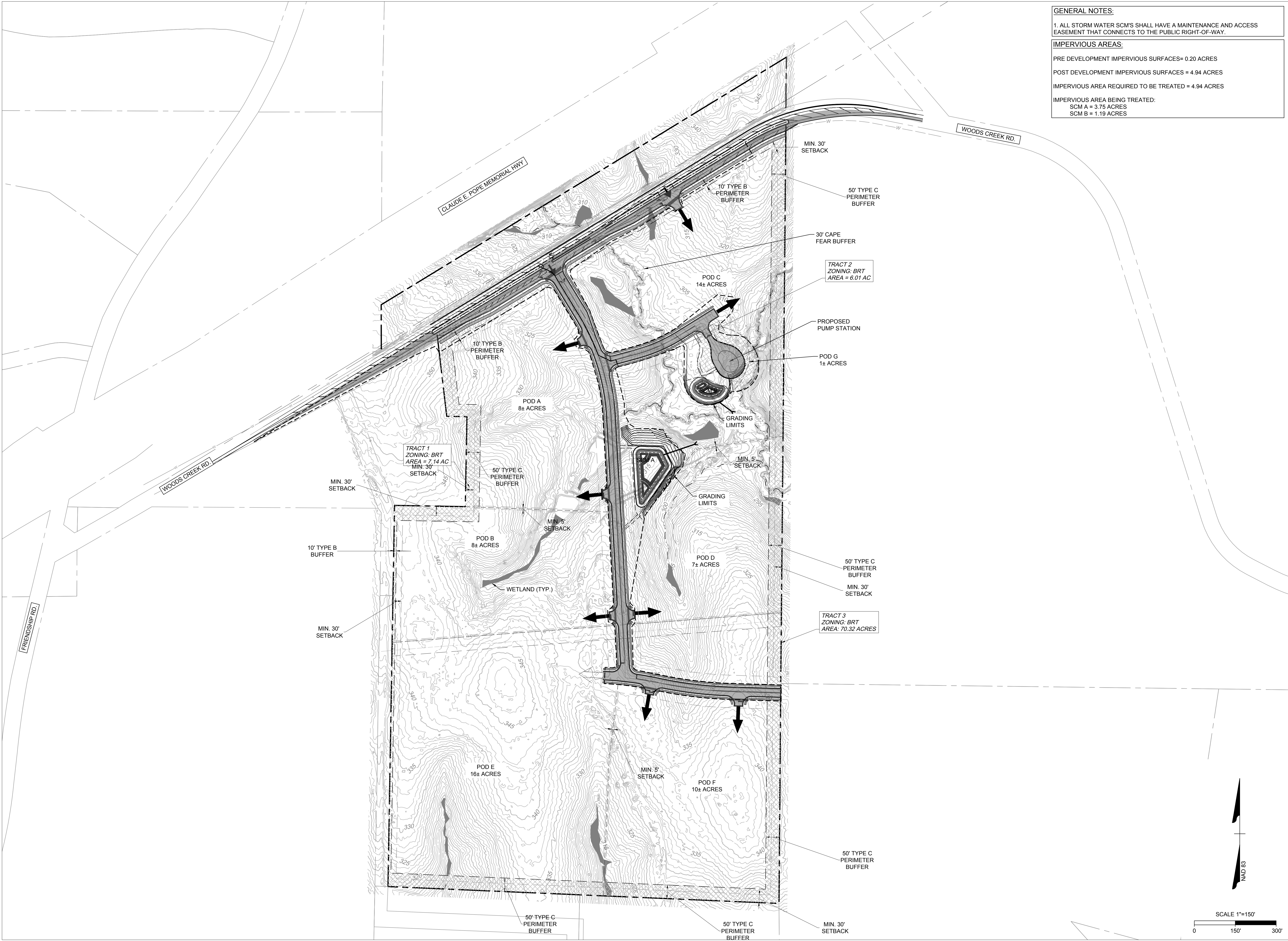


GOODWIN
WAKE COUNTY - NORTH CAROLINA
PRELIMINARY UTILITY AND DRAINAGE PLAN

JOB NO.
54318

SHEET NO.
C5.4

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GENERAL NOTES:
1. ALL STORM WATER SCM'S SHALL HAVE A MAINTENANCE AND ACCESS EASEMENT THAT CONNECTS TO THE PUBLIC RIGHT-OF-WAY.

IMPERVIOUS AREAS:
PRE DEVELOPMENT IMPERVIOUS SURFACES= 0.20 ACRES
POST DEVELOPMENT IMPERVIOUS SURFACES = 4.94 ACRES
IMPERVIOUS AREA REQUIRED TO BE TREATED = 4.94 ACRES

IMPERVIOUS AREA BEING TREATED:
SCM A = 3.75 ACRES
SCM B = 1.19 ACRES

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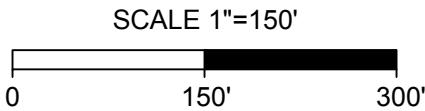
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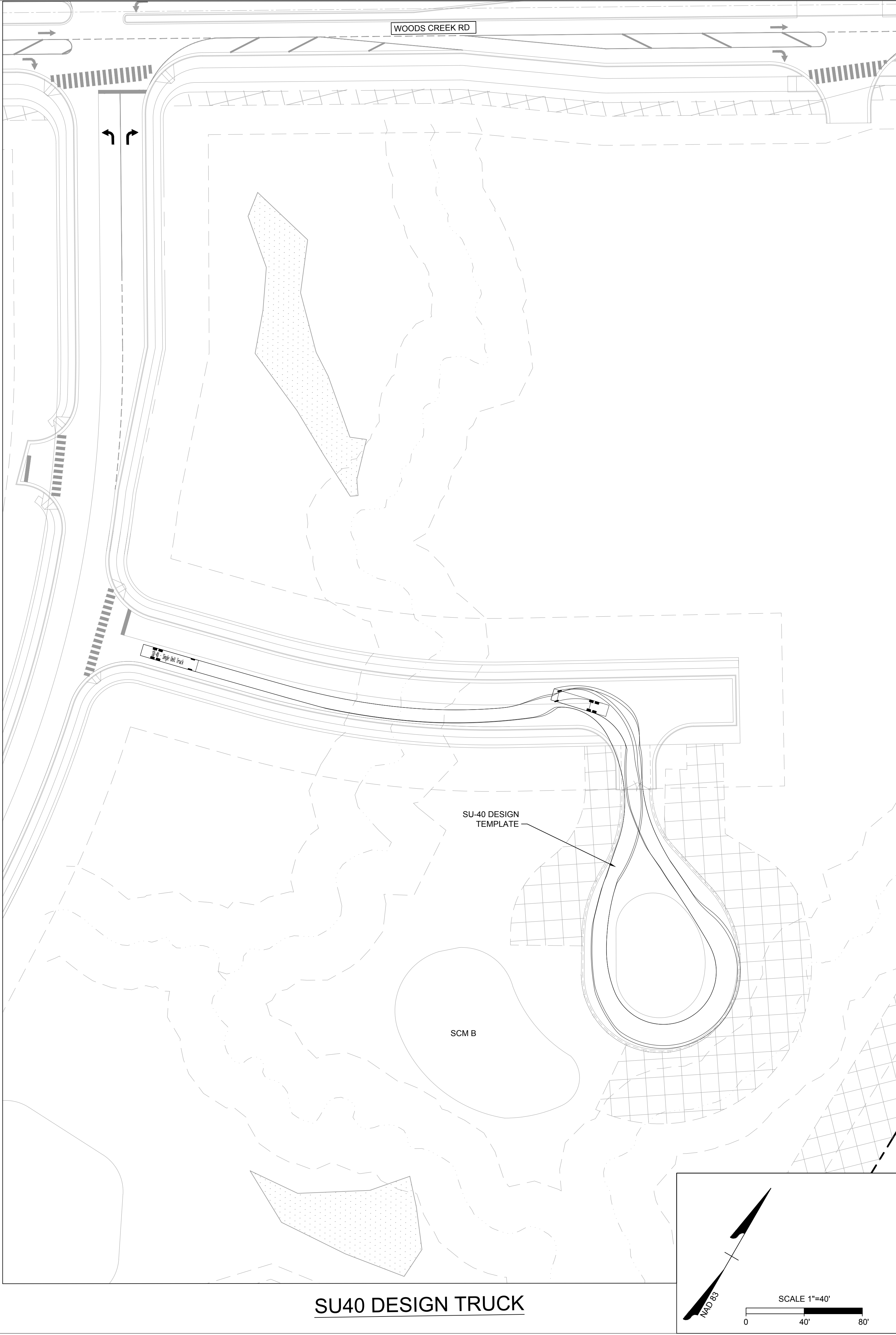
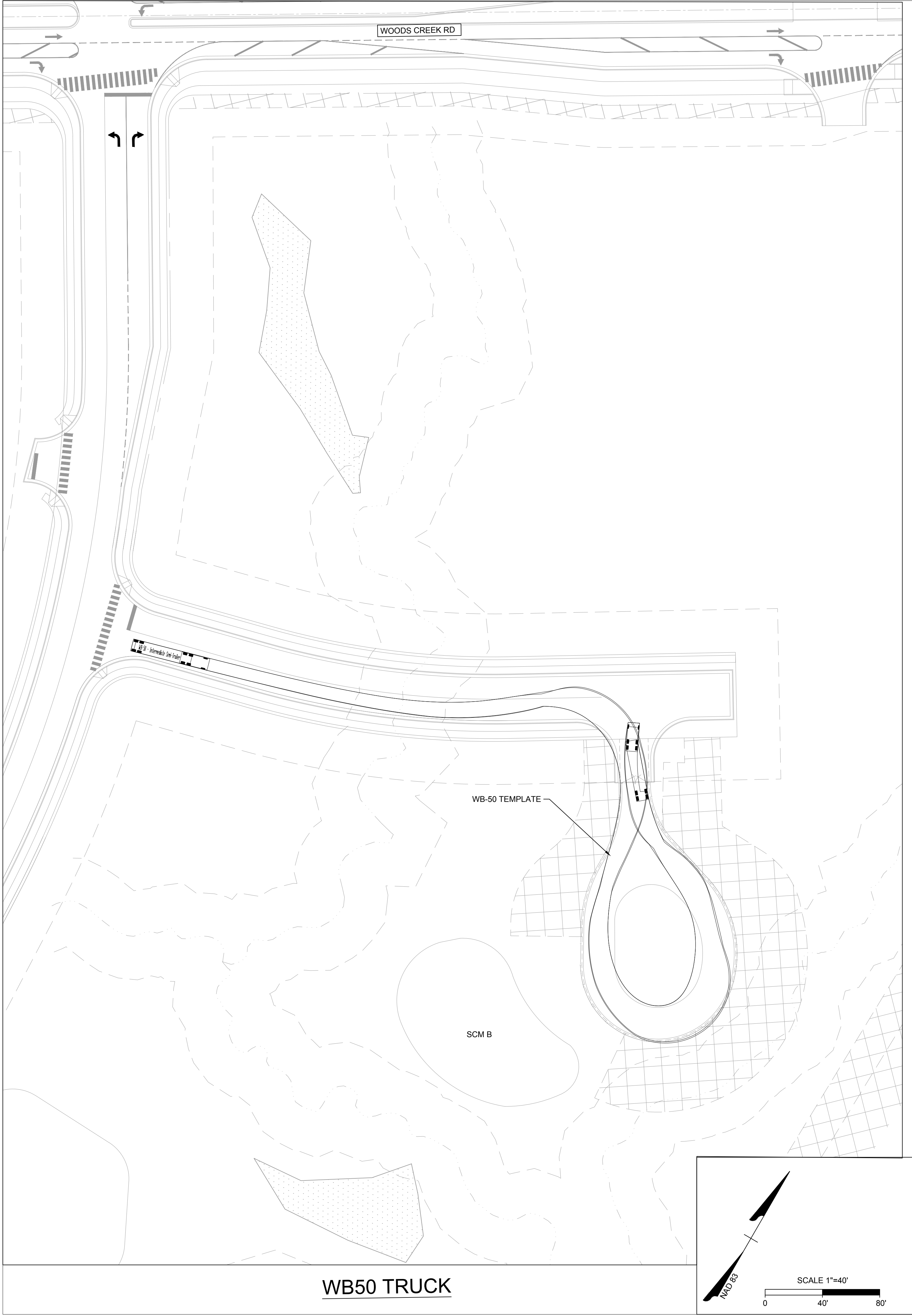
GOODWIN
WAKE COUNTY - NORTH CAROLINA
DRAINAGE AREA MAP

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54318

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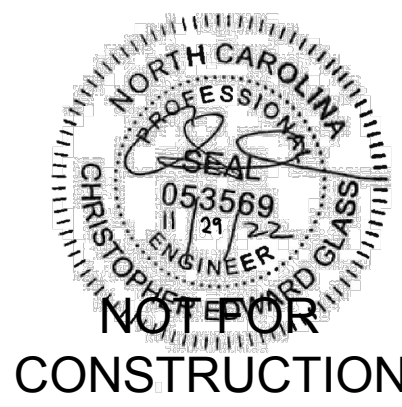
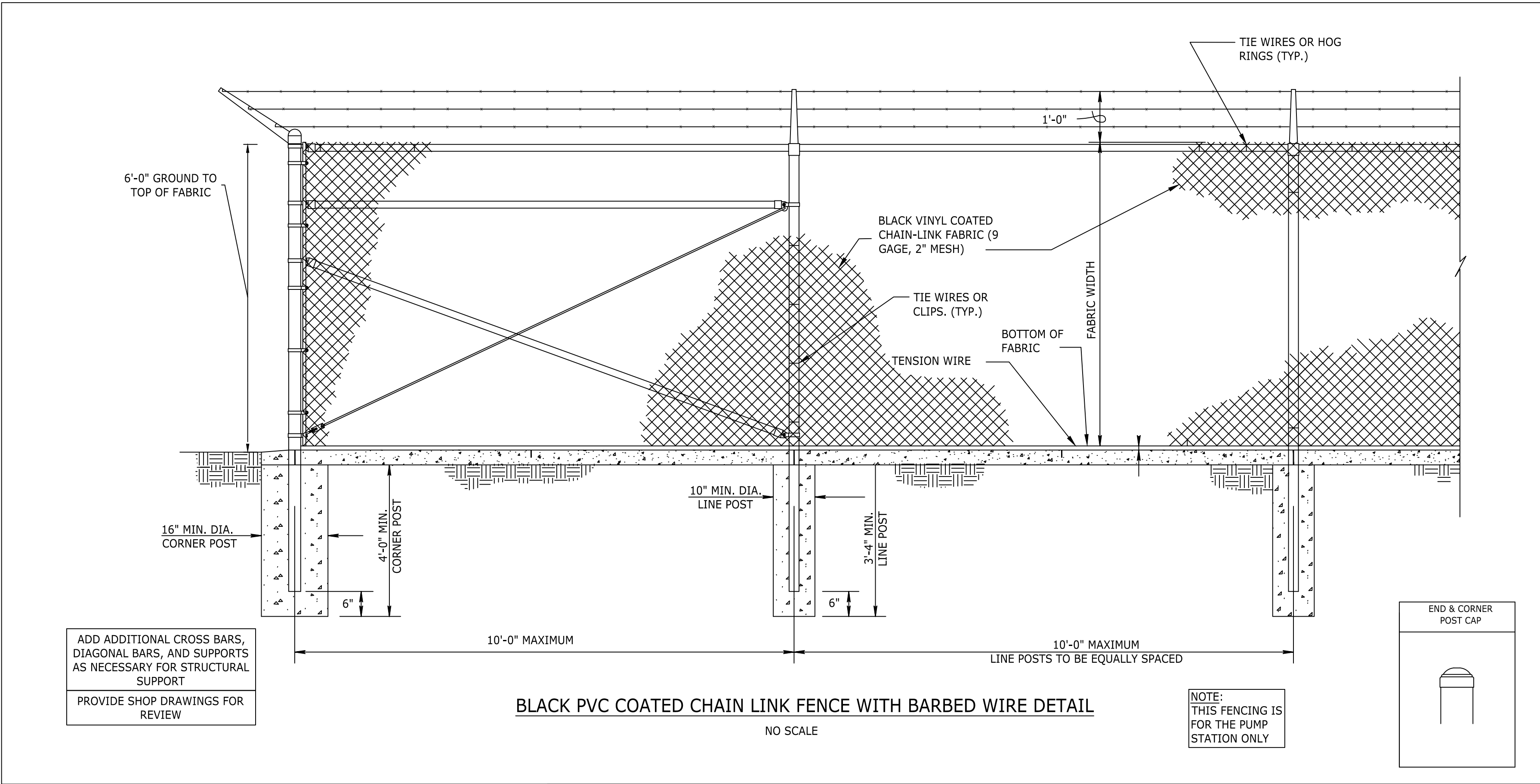
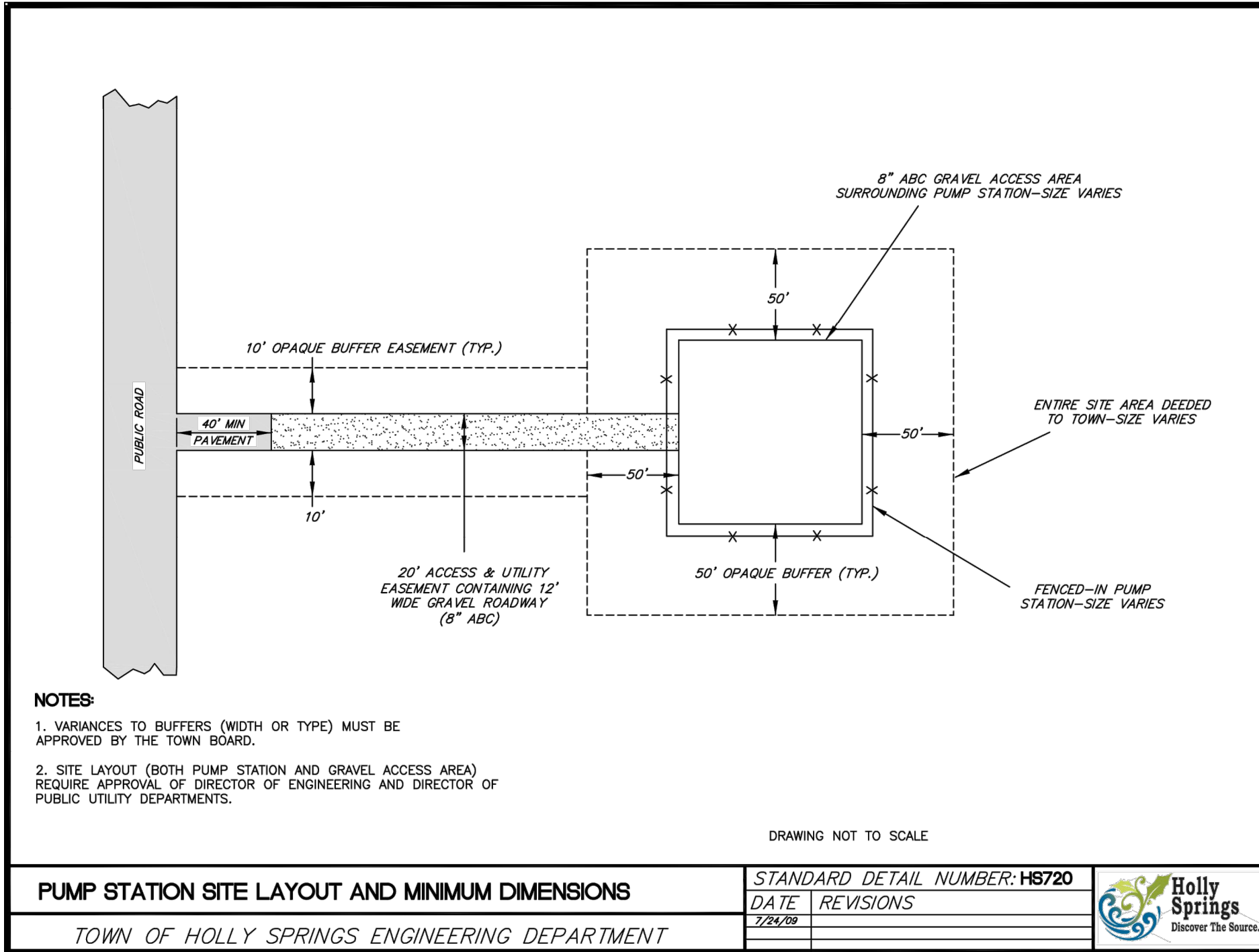
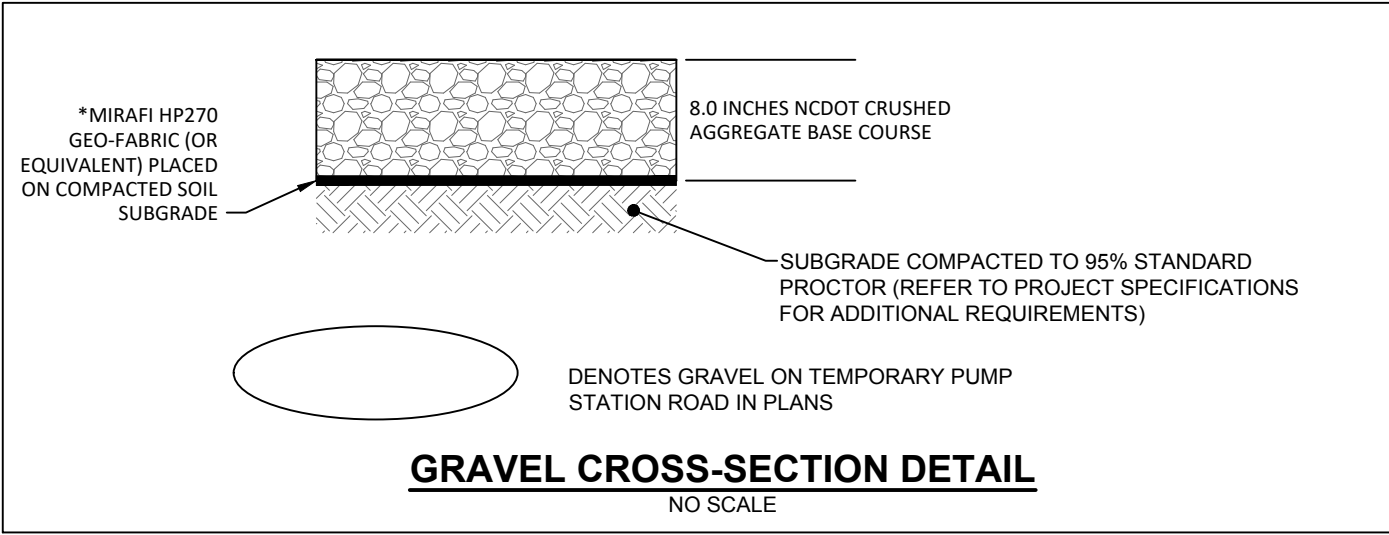
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GOODWIN
WAKE COUNTY - NORTH CAROLINA
PUMP STATION VEHICLE PLAN

JOB NO.
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3	4TH MAJOR SUBDIVISION PLAN SUBMITTAL

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11/10/2022	
11/29/2022	

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GOODWIN
WAKE COUNTY - NORTH CAROLINA
PUMP STATION NOTES & DETAILS

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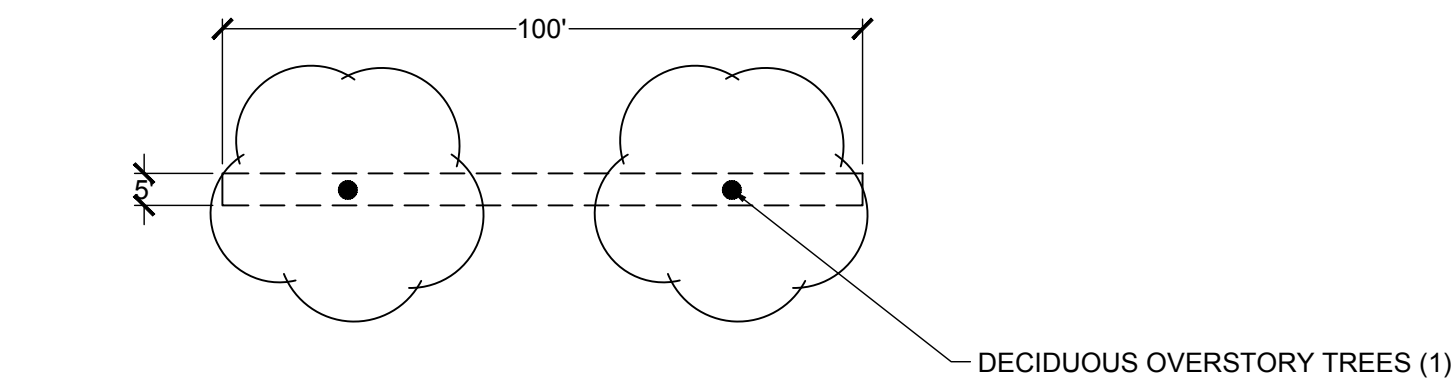
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TREE PRESERVATION PLAN

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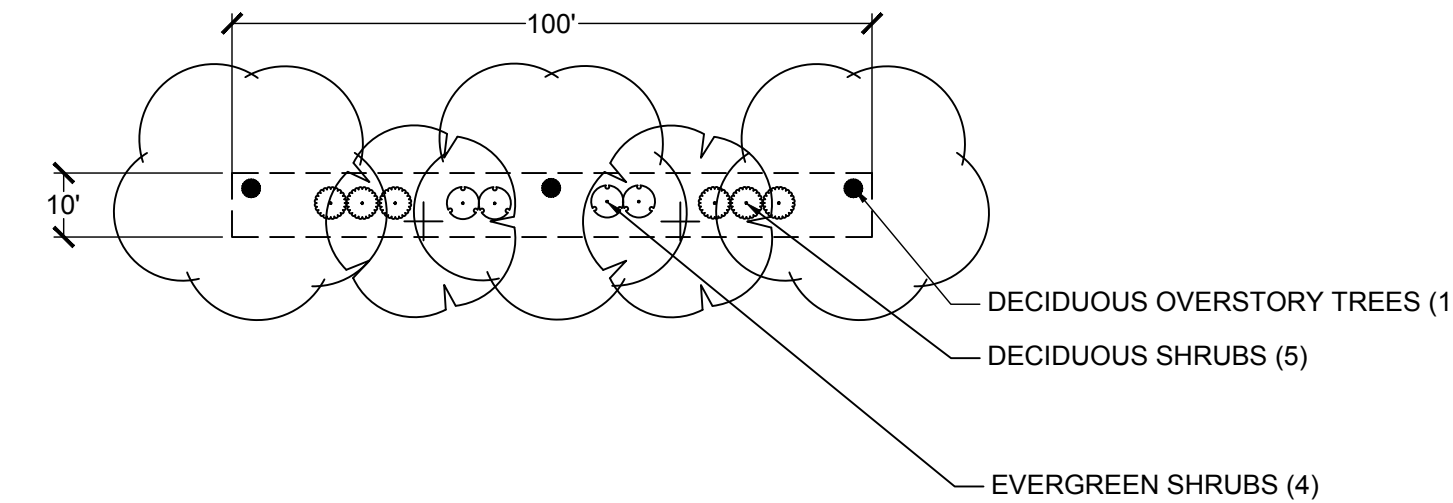
Page 285 of 465

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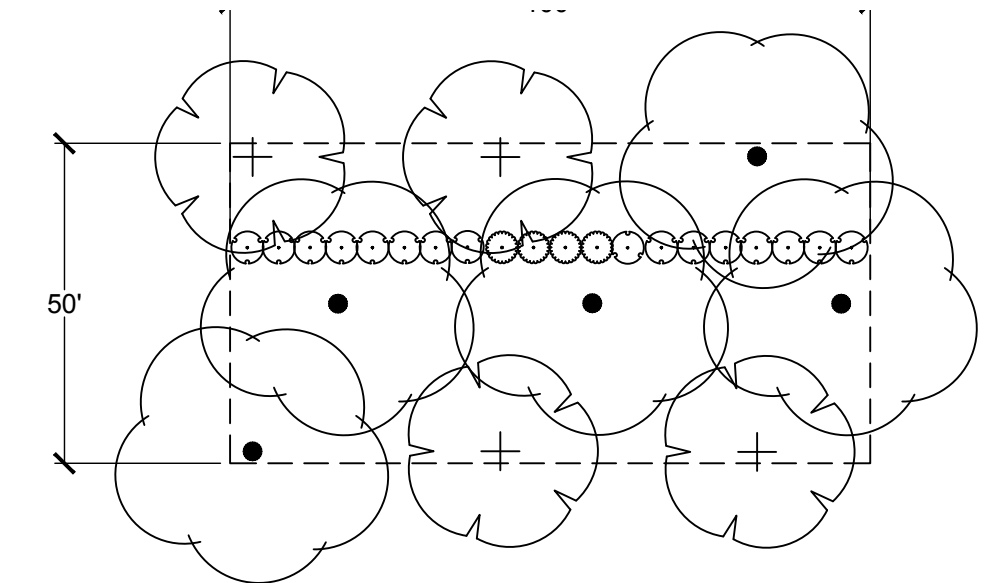
STREET TREES - THOROUGHFARE

- INSTALL @ 2 5" CALIPER
- SPACING OF TREES 40' MIN. - 60' MAX



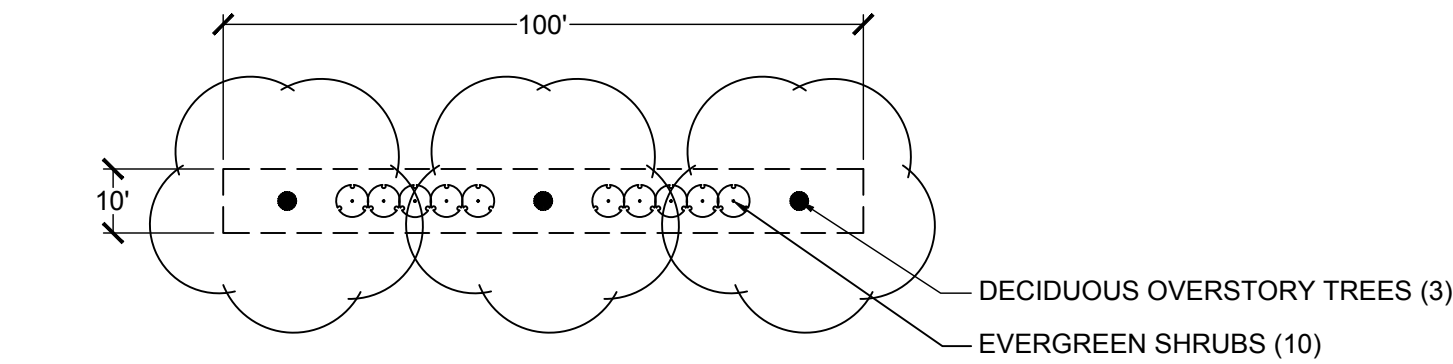
TYPE "B" PERIMETER BUFFER (10' WIDE)

- 40% OPACITY
- (2) DECIDUOUS TREES PER 100 LF
- (1) EVERGREEN TREES PER 100 LF
- (10) SHRUBS PER 100 LF
- 40% EVERGREEN
- 4' HEIGHT OF BUFFER
- EXISTING VEGETATION SHALL BE LEFT UNDISTURBED AND SUPPLEMENTED TO MEET MINIMUM OPACITY



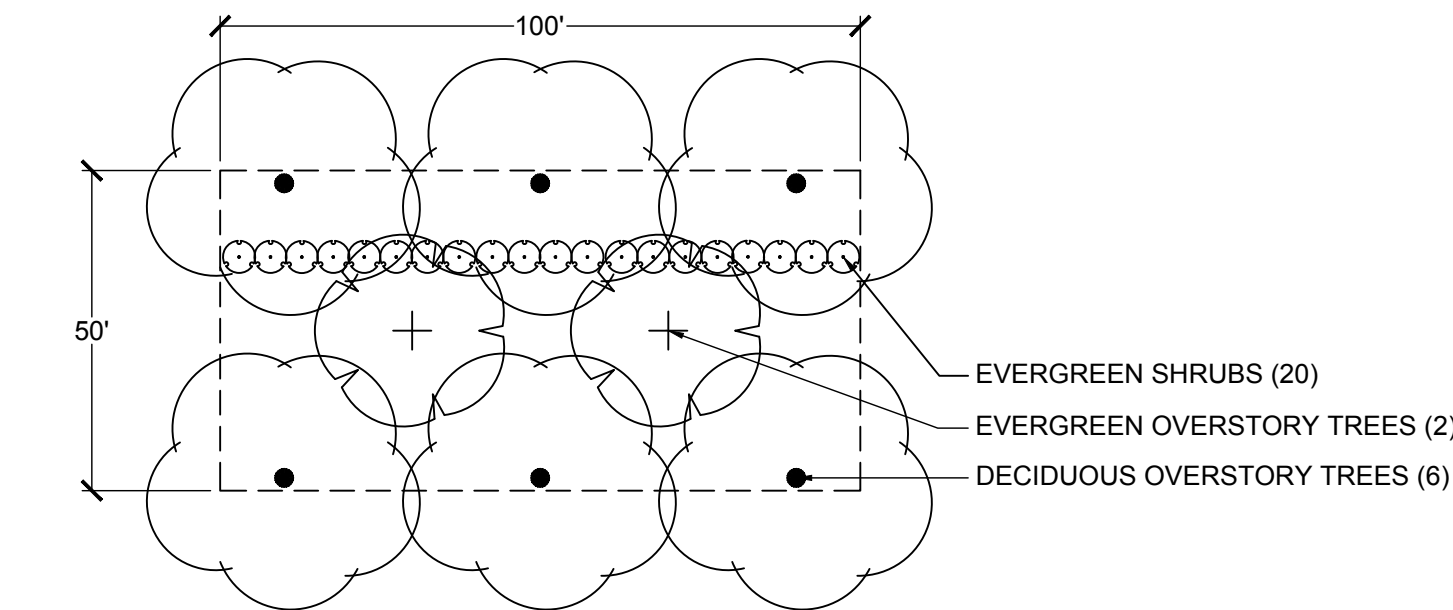
TYPE "C" PERIMETER BUFFER (50' WIDE)

- 80% OPACITY
- (1) DECIDUOUS TREES PER 100 LF
- (4) EVERGREEN TREES PER 100 LF
- (20) SHRUBS PER 100 LF
- 80% EVERGREEN
- 8' HEIGHT OF BUFFER
- EXISTING VEGETATION SHALL BE LEFT UNDISTURBED AND SUPPLEMENTED TO MEET MINIMUM OPACITY



OPAQUE BUFFER (10' WIDE)

- (3) DECIDUOUS TREES PER 100 LF
- (10) EVERGREEN SHRUBS PER 100 LF



OPAQUE BUFFER (50' WIDE)

- (6) DECIDUOUS TREES PER 100 LF
- (2) EVERGREEN TREES PER 100 LF
- (20) EVERGREEN SHRUBS PER 100 LF

CONCEPT PLANT SCHEDULE

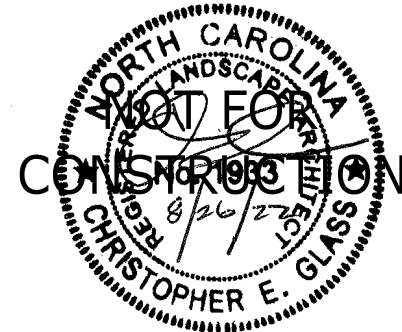
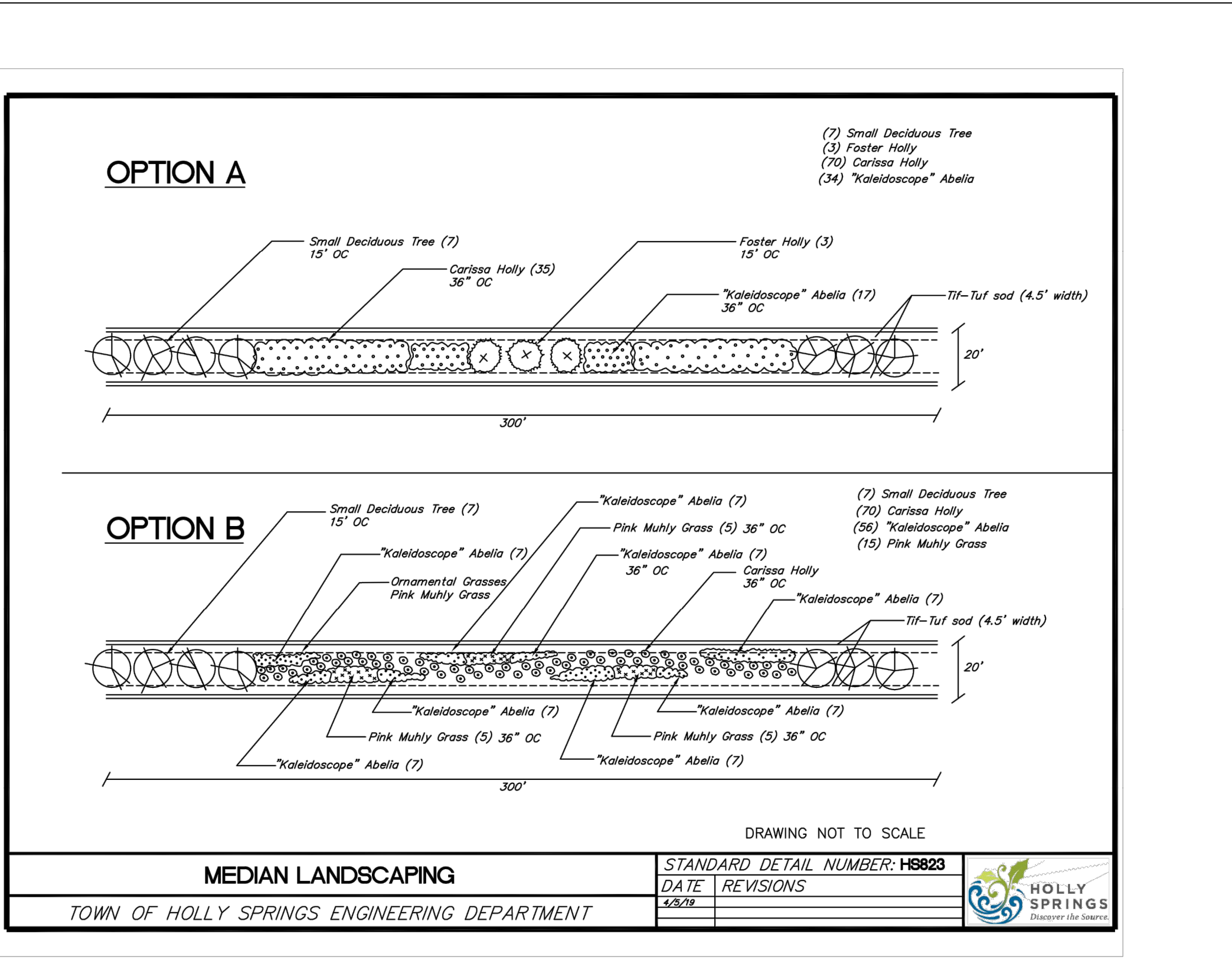
- EVERGREEN OVERSTORY TREES
CEDRUS DEODARA / DEODAR CEDAR
CUPRESSUS ARIZONICA / ARIZONA CYPRESS
ILEX OPACA / AMERICAN HOLLY
JUNIPERUS VIRGINIANA / EASTERN RED CEDAR
MAGNOLIA GRANDIFLORA / SOUTHERN MAGNOLIA
- DECIDUOUS OVERSTORY TREES-BUFFERS
ACER RUBRUM 'RED SUNSET' / RED MAPLE
CELTIS OCCIDENTALIS / COMMON HACKBERRY
GLEDITSIA TRIACANTHOS INERMIS 'SHADEMASTER' / SHADEMASTER HONEY LOCUST
LIRIODENDRON TULIPIFERA / TULIP POPLAR
NYSSA SYLVATICA / BLACK GUM
QUERCUS ALBA / WHITE OAK
QUERCUS BICOLOR / SWAMP WHITE OAK
QUERCUS NIGRA / WATER OAK
QUERCUS RUBRA / RED OAK
QUERCUS SHUMARDII / SHUMARD OAK
- STREET TREES
ACER X FREEMANII / FREEMAN MAPLE
GLEDITSIA TRIACANTHOS INERMIS 'SHADEMASTER' / SHADEMASTER HONEY LOCUST
NYSSA SYLVATICA / BLACK GUM
QUERCUS ALBA / WHITE OAK
QUERCUS NUTTALLII / NUTTALL OAK
QUERCUS RUBRA / RED OAK
QUERCUS SHUMARDII / SHUMARD OAK
- EVERGREEN SHRUBS
ILEX GLABRA / INKBERRY HOLLY
ILEX VOMITORIA 'NANA' / DWARF YAUPON HOLLY
MYRICA CERIFERA 'DON'S DWARF' / DON'S DWARF WAX MYRTLE
RHODODENDRON CATAWBIENSE / CATAWBA RHODODENDRON
VIBURNUM OBOVATUM 'MRS. SCHILLER'S DELIGHT' / MRS. SCHILLERS DELIGHT WALTER'S VIBURNUM
- DECIDUOUS SHRUBS
ARONIA ARBUTIFOLIA 'BRILLIANTISSIMA' / BRILLIANT RED CHOKEBERRY
CALLICARPA AMERICANA / AMERICAN BEAUTYBERRY
CALYCANTHUS FLORIDUS / SWEETSHRUB
CEANOTHUS AMERICANUS / NEW JERSEY TEA
CLETHRA ALNIFOLIA / SUMMERSWEET
VIBURNUM NUDUM 'WINTERTHUR' / WINTERTHUR VIBURNUM

NOTES:

1. NO SINGLE SPECIES OF LANDSCAPE MATERIAL, EXCEPT GRASS SHALL CONSTITUTE MORE THAN 25% OF THE PLANT MATERIAL OF ITS TYPE INSTALLED ON A SINGLE DEVELOPMENT SITE.
2. LANDSCAPING IS PROHIBITED IN SIGHT DISTANCE TRIANGLES. ONLY GROUND COVERS THAT DO NOT INTERFERE WITH SIGHT LINES.
3. EXISTING BUFFER PLANTING WILL BE CONFIRMED WITH DEVELOPMENT PLAN. EXISTING VEGETATION IS TO BE LEFT UNDISTURBED AND SUPPLEMENTED WITH NEW PLANTINGS AS NEEDED TO MEET MINIMUM OPACITY REQUIREMENTS.
4. THE MAINTENANCE OF ALL REQUIRED LANDSCAPING BY KEEPING LAWN MOWED, ALL PLANTS MAINTAINED AS DISEASE FREE, ALL PLANTING BEDS GROOMED AND KEPT WEED FREE (EXPECT, 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.
5. 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.
6. 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.
7. 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. VERIFY ALL SPECIES FOR THESE AREAS MEET THIS REQUIREMENT.

PERIMETER YARD LANDSCAPING TABLE				
INCREMENT	LANDSCAPE MATERIAL/100'	TYPE	WIDTH	NOTES
N1-15	2 LARGE DECIDUOUS TREES 1 EVERGREEN TREE 10 SHRUBS	TYPE B	10'	
N16	2 LARGE DECIDUOUS TREES 1 EVERGREEN TREE 7 SHRUBS	TYPE B	10'	PRO-RATED TO 69'
E1-27	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	50'	
E28	1 LARGE DECIDUOUS TREES 1 EVERGREEN TREE 4 SHRUBS	TYPE C	50'	PRO-RATED TO 18.5'
S1-14	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	50'	
S15	0 LARGE DECIDUOUS TREES 1 EVERGREEN TREE 3 SHRUBS	TYPE C	50'	PRO-RATED TO 13.5'
W1-6	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	30'	
W7	1 LARGE DECIDUOUS TREES 2 EVERGREEN TREE 11 SHRUBS	TYPE C	30'	PRO-RATED TO 54.5'
W8-14	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	50'	
W15	2 LARGE DECIDUOUS TREES 3 EVERGREEN TREE 19 SHRUBS	TYPE C	50'	PRO-RATED TO 92.25'
W16-17	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	50'	
W18	2 LARGE DECIDUOUS TREES 2 EVERGREEN TREE 12 SHRUBS	TYPE C	50'	PRO-RATED TO 59.25'
W19-21	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	50'	
W22	1 LARGE DECIDUOUS TREES 1 EVERGREEN TREE 6 SHRUBS	TYPE C	50'	PRO-RATED TO 29.5'
W23	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 16 SHRUBS	TYPE C	50'	PRO-RATED TO 80.5'
W24-25	2 LARGE DECIDUOUS TREES 4 EVERGREEN TREE 20 SHRUBS	TYPE C	50'	
W26	1 LARGE DECIDUOUS TREES 2 EVERGREEN TREE 9 SHRUBS	TYPE C	50'	PRO-RATED TO 46'

* EXISTING VEGETATION SHALL BE LEFT UNDISTURBED AND SUPPLEMENTED TO MEET MINIMUM OPACITY



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10/12/2022

2ND MAJOR SUBDIVISION SUBMITTAL

REVISION DESCRIPTION

DRAWN BY

S.DAVIS

DESIGNED BY

S.DAVIS

CHECKED BY

J.BLASCO

SCALE

AS SHOWN

DATE

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J.BLASCO

SCALE



Goodwin Non-Residential Major Subdivision 22-MAS-03 Conditions of Approval

Motion and Conditions of Approval:

Motion to make and accept the Findings of Fact for Major Non-Residential Subdivision 22-MAS-03 that proposed a minimum and maximum number of lots, transportation network, utilities, perimeter buffer, and architectural standards that meets the applicable Unified Development Ordinance standards for an incremental, non-residential subdivision.

Motion to approve / deny / defer approve / deny Major Non-Residential Subdivision Plan 22-MAS-03 for Goodwin Subdivision (Yield North) as submitted by Timmons, Project Number 54318 with the following conditions:

1. All previous conditions of approval for *7511 Woods Creek Road Rezoning* apply to this plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the Town's current annual budget or any unexpired development agreement.
2. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
3. 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.
4. Adhere to the parameters of the approved Development Agreement executed with this project moving forward with Construction Drawings and individual Development Plan Submittals.
5. 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.
6. The Build-out analysis in the Traffic Impact Analysis (TIA) associated with this development, included a mix of background improvements and recommended development mitigations. If the assumed background projects do not occur, it should be the developer's sole responsibility to construct all of the background improvements included in the TIA unless additional analysis can be provided to demonstrate the background mitigations are not warranted by the subject development.
7. Continue coordination with Staff to achieve a complete pedestrian connection beyond the western property line, off-site across Adjacent Parcel #3, to terminate at Copperhead Road.
8. With the 1st Construction Drawing Submittal, the following is required:

- a. Thoroughfares, collectors and boulevards will require a calculated pavement design with 1st construction drawing submittal. This may result in a pavement cross section bigger than the specified minimum.
 - b. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
9. Prior to Construction Drawing Approval, and/or land disturbance permit, the following is required:
- a. This project is responsible for paying a fee-in-lieu of traffic signal design and installation proportionate to project impact at the intersection of Friendship Rd./Holly Springs New Hill Road. The fee is due at the time of Construction Drawing Approval. Continue to monitor this intersection for signalization.
 - b. Fiber utility connection/extension is required with this project associated with traffic signal/pump station installation and construction. Please continue to coordinate with Staff through approval of this project
 - c. Off-site right-of-way dedication will be required in the form of a recorded plat prior to receiving construction drawing approval.
 - d. Offsite Sewer Infrastructure Incomplete: This project is dependent on the completion of the Friendship Pump Station and associated infrastructure for sewer service. If any off site sewer facilities needed to serve this project are not completed and accepted by the Town at the time of approval of this preliminary subdivision plan, then these facilities must be completed prior to construction drawing approval unless otherwise approved by the Administrator.
 - e. Offsite Potable and Reclaimed Water Infrastructure Incomplete: This project is dependent on the completion of the Friendship utilities and associated infrastructure for potable and reclaimed water service. If any off site reclaimed water facilities needed to serve this project are not completed and accepted by the Town at the time of approval of this preliminary subdivision plan, then these facilities must be completed prior to construction drawing approval unless otherwise approved by the Administrator.
 - f. The Reclaimed Water Model Report must be finalized.
 - g. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
 - h. Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
 - i. All environmental permits must be obtained prior to construction drawing approval.
 - j. 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.
10. If build out exceeds the anticipated time frame in the approved TIA, an update of the TIA will be required prior to or with the Development Plan for the associated phase. Recommended improvements will be required to be completed prior to plat approval of that phase.
11. A Deed of Easement is required to be executed for public vehicular & public pedestrian access between the property owners at the time of plat.
12. In accordance with Engineering Design & Construction standards (ED&CS) Section 7.07, the pump station site lot shall be platted and deeded to the Town of Holly Springs through fee simple conveyance prior to pump station final acceptance. A deed of easement is not sufficient and is not allowed.
- a. At such time a more regional wastewater solution becomes available to serve this site with adjacent future development, the adjacent developer should be responsible to abandon the on-site pump station, remove all elements of the on-site pump station, fill in the wet well, and return any parts requested by the Town to the Town at time of abandonment.

13. With each Development Plan Submittal that is part of this Master Subdivision Plan, the following is required:
- a. Provide completed Industrial Waste survey short form. Information on this form may result in additional permitting or information being required.
 - b. Provide the Grease Trap Form as required for all businesses that will be handling fats, oils, or grease (i.e. restaurants).
 - c. Hydraulic water model and fire flow Analysis Report.
 - d. Request for Traffic Study Scope Form and Trip Generation Letter to verify each Development Plan is within parameters previously approved in the overall TIA.
 - e. Request for Sewer Study Scope Form and Sewer Letter to verify each Development Plan is within parameters previously approved in the overall PER
14. Prior to the submittal of any UDO Permit for Sign Installation for permanent signage, a Master Sign Plan, if requested, must be submitted for review and approval.



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR MAJOR SUBDIVISION Goodwin (Yield North) Development 22-MAS-03

APPLICANT(S):

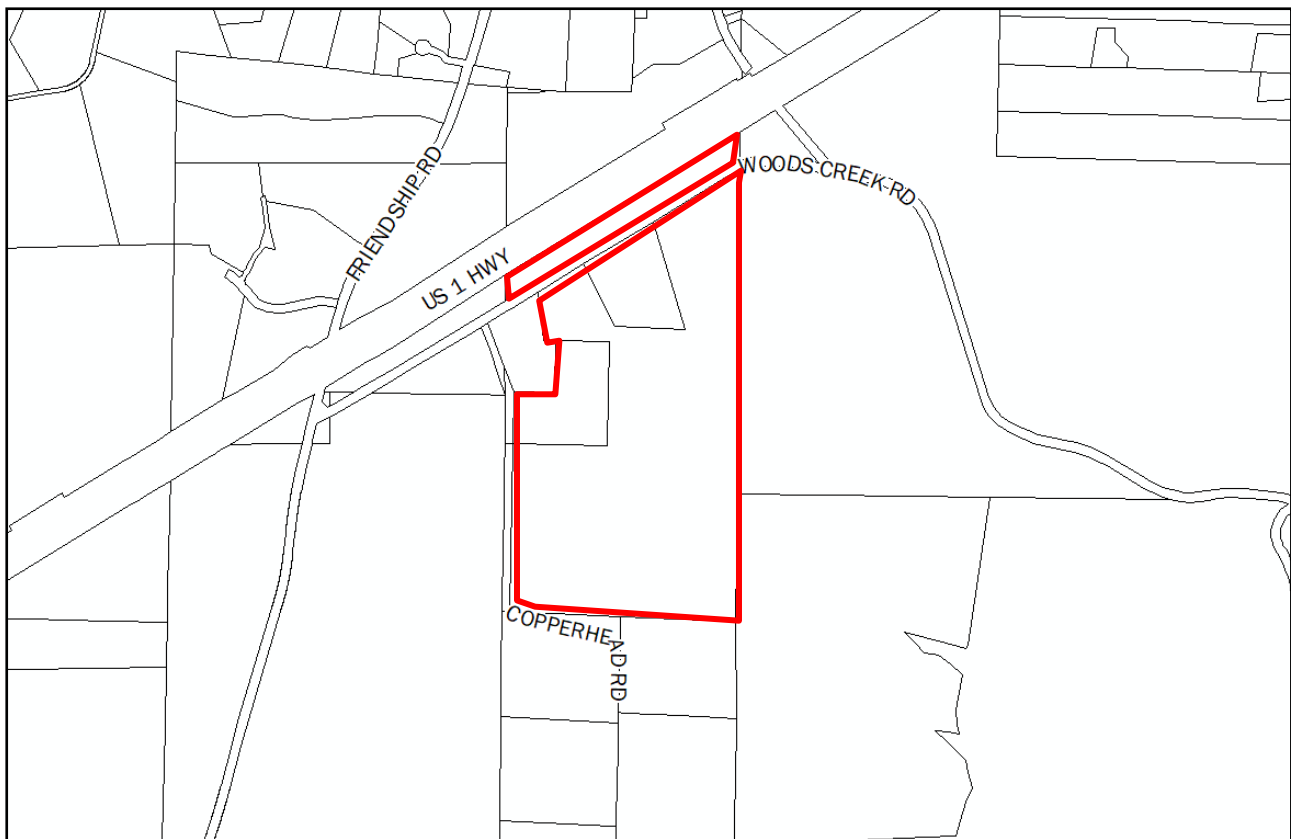
Chase Kerley
Crescent Communities
227 W Trade St. #1000
Charlotte, NC 28202

OWNER(S):

Sarah Gail Goodwin Trustee
Alfred Kent Goodwin Trustee
274 May Farm Rd.
Pittsboro, NC 27312

OWNER(S):

DC Goodwin Farm Ltd
Partnership
226 Woodside Dr.
Harrisburg, NC 28075

LOCATION:

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

ANTICIPATED REVIEW SCHEDULE:

Planning Board: December 14, 2022
Town Council: December 20, 2022

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

ATTACHMENTS: Preliminary Plans, Petition

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
Sarah Goodwin Trustee Alfred Goodwin Trustee	0730131203	BRT CU Business & Research Technology Conditional Use	7.14± acres
	0730145033	BRT CU Business & Research Technology Conditional Use	6.01± acres
DC Goodwin Farm Limited Partnership	0730124768	BRT CU Business & Research Technology Conditional Use	70.32± acres
TOTAL			83.47± acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	BRT CU Business & Research Technology Conditional Use	Vacant Residential
North	RR Rural Residential Town of Apex (across Hwy 1)	Residential
South	RR Rural Residential	Vacant Residential
East	RR Rural Residential	Public School
West	RR Rural Residential	Private Access Road (Copperhead Rd.)
	Beyond Copperhead Rd.: CB Community Business BRT Business Research Technology	Vacant Vacant

PROPERTY HISTORY

ETJ History

Resolution: 15-18

Approved by Town Council on: April 21, 2015

REZONING

Ordinance: RZ22-04

Existing Zoning: RR Rural Residential

Proposed Zoning: BRT CU Business &

Research Technology Conditional Use

Approved by Town Council on: June 7, 2022

PROJECT OVERVIEW

The Town has received a request for a Major Non-residential Subdivision Plan for the Goodwin (Yield North) site, located at 7511 Woods Creek Road. The project area includes approximately 83.47 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 Major Subdivision Plan features six (6) PODs for future development. A minimum of 1 lot and a maximum of 5 lots in each POD is proposed by the applicant, which would mean a minimum of 1 lot and a maximum of 30 lots overall in the subdivision. If the subdivision plan is approved, the applicant will then need to submit detailed development plans for the individual sites.

PLANNING & ZONING

Vision Holly Springs Comprehensive Plan

Future Land Use & Character Plan Designation: Innovation Village

Land Use & Character

The Land Use & Character plan designation for these properties is Innovation Village.

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

Development Standards

Lot Arrangement:

Minimum Number of Lots: 1

Maximum Number of Lots: 30

Minimum Lot Size: None

Maximum Lot Size: None

Minimum Lot Frontage: 100 ft.

Minimum Setbacks

Thoroughfare: 30 ft.

Front (minimum): 30 ft.

Front (maximum): n/a

Side - Corner: 30 ft.

Side & Rear: 5 ft.

Proposed Exterior Setbacks:

Along Woods Creek Rd.: 30 ft

Along Copperhead Rd. (private road): 30 ft

Side & Rear: 30 ft

Interior Setbacks:

Out Lots: 5 ft

Building Height:

Maximum Building Height: 100 ft

Minimum Building Height: 25 ft per zoning conditions

Landscape Requirements:

Perimeter Yard/Buffer:

Along Woods Creek Road: 10 ft Type B – Semi Opaque

Along Copperhead Rd: 10 ft Type B – Semi Opaque

All other property lines: 50 ft Type C – Opaque (since adjacent to residential districts)

Developed Open Space Requirements

Minimum Required: (10% of project area (8.11 acres))

Provided: Developed open space will be met through Development Plans

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.

A black vinyl coated pvc chain link fence with barbed wire detail has been provided for use around the pump station only.

Architectural and Site Design Requirements

Common architectural details are established with this Subdivision Plan, and are in addition to the Building Design Standards found in the UDO. Architectural design standards will be reviewed for each site-specific development plan.

THE YIELD HOLLY SPRINGS NORTH CAMPUS MASTERPLAN ARCHITECTURAL STANDARDS

PROJECT INFORMATION:

PROJECT NAME: THE YIELD HOLLY SPRINGS NORTH CAMPUS

PURPOSE STATEMENT:

THE PURPOSE OF THESE STANDARDS IS TO CREATE A UNIFORM LOOK FOR THE ENTRIES AND CAMPUS THOROUGHFARES WITHIN THE CAMPUS WHILE STILL ALLOWING THE EMPLOYERS OPERATING THERE TO CREATE THE BUILDINGS AND SUPPORTING IMPROVEMENTS BEST SUITED TO THEIR USES.

UNIFYING ELEMENTS:

- A. CAMPUS ENTRY WILL BE DENOTED BY MONUMENT SIGNAGE CREATED OF SIMILAR HIGH QUALITY AND PERMANENT BASE MATERIALS (INCLUDING BUT NOT LIMITED TO MASONRY, METAL PANEL, STONE) ON WHICH THE TITLE OF THE CAMPUS OR INSIGNIA OF THE OCCUPANT WILL BE DISPLAYED. TRADEMARKED COLORS, FONTS, AND DESIGNS OF THE OCCUPANT'S INSIGNIA OR COMPANY AND/OR CAMPUS BRANDING WILL BE ENCOURAGED TO PROMOTE SOME DIVERSITY AND VISUAL INTEREST AND ALSO IMPROVE WAYFINDING AND DIRECTION WITHIN THE CAMPUS. ALL SIGNS WILL BE IN ACCORDANCE WITH THE HOLLY SPRINGS UNIFIED DEVELOPMENT ORDINANCE AND A MASTER PLAN WILL BE PROVIDED.
- B. FOR EACH BUILDING WITHIN THE CAMPUS, ARCHITECTURAL ELEMENTS WILL BE ADDED OR VARIED TO CREATE A CLEARLY IDENTIFIABLE PEDESTRIAN ENTRANCE, SENSE OF PLACE, AND VISUAL WAYFINDING FROM THE VISITOR OR MAIN PARKING AREAS TO DIRECT PEDESTRIAN TRAFFIC IN A VISUALLY ATTRACTIVE WAY. THIS CAN BE ACCOMPLISHED BY A VARIETY OF MEANS INCLUDING BUT NOT LIMITED TO:
 - A CANOPY OF SIMILAR PROJECTING ELEMENT ABOVE THE ENTRANCE
 - VARIATION OF MATERIALS,
 - CHANGE IN WALL OR WINDOW PLANE,
 - RECESSED DOORS, ARCHWAYS, OR CASED OPENINGS
 - CHANGES IN THE ROOFLINE, A TOWER, OR OTHER SIMILAR ELEMENT
 - A UNIQUE ARCHITECTURAL ELEMENT ABOVE THE ENTRY,
 - PLACEMENT OF ART OR DECORATIVE DETAILING OR ARCHITECTURAL ELEMENTS SUCH AS COLUMNS OR DECORATIVE FIXTURES
- C. ALL BUILDINGS WILL HAVE ARCHITECTURAL PRECAST CONCRETE ALONG FRONTAGES THAT DIRECTLY FACE THOROUGHFARES. IN ALL CASES, ALL BUILDINGS SHALL MEET THE MINIMUM REQUIREMENTS FOR ARCHITECTURAL SITE DESIGN IN THE HOLLY SPRINGS UNIFIED DEVELOPMENT ORDINANCE.
- D. THE BLACK LIGHTING FIXTURE, OTHER THAN STREET LIGHTING, FOR THE LOTS WITHIN THE MASTER PLAN SHALL USE SHOE BOX LED.

Lighting:

Lighting Plans will be submitted and reviewed with future Development Plan submittals.

Site lighting will be shoe box style LED lighting with black poles and fixtures.

Pedestrian Circulation

Sidewalks will be provided along all street frontages. In addition, the provided open space shall be connected by sidewalks and/or pedestrian pathways to promote a well-connected pedestrian network per the zoning conditions.

PARKS & RECREATION

Greenways:

A 10' wide sidepath on Woods Creek Rd is required as shown in the Town's Greenways and Trails Plan in Chapter 3 of the Comprehensive Plan. The petitioner is showing full compliance with this requirement by designing a 10' Sidepath across their project frontage.

CIVIL IMPROVEMENTS

Development Agreement:

The developer worked with the Town during the review of the Rezoning and Master Subdivision Plan toward a preliminary Development Agreement related to the following items:

- Proportionate fee-in-lieu of design and construction of Old US 1/Friendship Road intersection Traffic signal
- Proportionate fee-in-lieu of design and construction of Woods Creek Road/Friendship Road intersection Traffic signal
- Proportionate fee-in-lieu of design and construction of Friendship Road/Holly Springs New Hill Road intersection Traffic signal
- Proportionate fee-in-lieu of design and construction of Woods Creek Road/Old Holly Springs Apex Road intersection improvements
- Design and construction of the completion of the watermain loop along Friendship Road and Woods Creek Road.

Utility Availability and Impacts:

Water Service:

This development will extend 16-inch public watermain across the property frontage along Woods Creek Rd. and connect to the existing watermain to the east and to the west at Friendship Road. A hydraulic water model and fire flow analysis report were completed with this development plan. Adjacent parcels will be provided with a public watermain stub to help facilitate future development.

Reclaimed Water Service:

This development will extend public reclaimed watermain across the property frontage along Woods Creek Rd. and connect to the existing reclaimed watermain to the east and to the west at Friendship Rd. A hydraulic water model and report were completed with this development plan. Adjacent parcels will be provided with a public reclaimed watermain stub to help facilitate future development

Sewer Service:

This development will design and construct an on-site pump station to serve the development with sanitary sewer. A forcemain will be extended along Woods Creek Rd and Friendship Rd. and tie to a manhole on Friendship Rd. that is show in the approved Friendship Innovation Park Master Plan, but has not yet been constructed. This ultimately discharges to the Friendship Pump Station located south of the Amgen site. In the future, when a more regional wastewater solution is available, the on-site pump

station will likely be taken off-line and gravity to a regional pump station. A Sanitary Sewer Analysis and Preliminary Pump Station Design Report were completed with this development. If in the future, a more regional wastewater solution is available in this area, the on-site pump station will come off-line and the development will be served by the regional facility.

Transportation:

A Traffic Impact Analysis (TIA) was completed and approved with the Rezoning for 7511 Woods Creek Road. With the Goodwin (Yield North) Master Subdivision Plan, the TIA was Revised and finalized based off of the original scope. The above Development Agreement discussion highlights the intersection improvements for which a proportionate fee will be required at the time of Construction Drawing approval.

In accordance with the Town's Unified Development Ordinance (UDO), with the Master Subdivision Plan, the project frontage along Woods Creek Road will be widened to meet half of the ultimate street cross section in the Comprehensive Transportation Plan (CTP). All access points to the subdivision are from Woods Creek Road will have adequate turn lanes. Opportunities for interconnectivity with adjacent parcels will be designed in more detail with the associated Development Plans with this project. This subdivision has frontage along Copperhead Road, but it is a private facility and, as such, improvements will not be incorporated as part of this project.

Environmental & Stormwater:

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

REQUESTED ACTION

Motion that the Planning Board recommend the Town Council approve / deny Major Non-Residential Subdivision Plan 22-MAS-03 for Goodwin Subdivision (Yield North) as submitted by Timmons, Project Number 54318 with the following conditions:

1. All previous conditions of approval for *7511 Woods Creek Road Rezoning* apply to this plan except for any condition that describes a fee or a fee-in-lieu to be paid shall now comply with the current amounts due pursuant to the Town's current annual budget or any unexpired development agreement.
2. This project will be required to meet Town's NPDES Phase II Post Construction Stormwater ordinance.
3. 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.
4. Adhere to the parameters of the approved Development Agreement executed with this project moving forward with Construction Drawings and individual Development Plan Submittals.
5. 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.
6. The Build-out analysis in the Traffic Impact Analysis (TIA) associated with this development, included a mix of background improvements and recommended development mitigations. If the assumed background projects do not occur, it should be the developer's sole responsibility to construct all of the background improvements included in the TIA unless additional analysis can be provided to demonstrate the background mitigations are not warranted by the subject development.
7. Continue coordination with Staff to achieve a complete pedestrian connection beyond the western property line, off-site across Adjacent Parcel #3, to terminate at Copperhead Road.

8. With the 1st Construction Drawing Submittal, the following is required:
 - a. Thoroughfares, collectors and boulevards will require a calculated pavement design with 1st construction drawing submittal. This may result in a pavement cross section bigger than the specified minimum.
 - b. All items listed on the Stormwater Submittal Checklist, Form #16003, must be included with the first construction drawing submittal.
 - c. If changes to the gravity sewer network, forcemains, pump station or other sewer infrastructure have occurred between Preliminary approval and construction drawing submittal, the Sewer Study and or Pump Station Report associated with this project is required to be updated; including final sizing for gravity lines and forcemains, and those that are stubbed upstream. The Sewer Study revision, is required with first construction drawing submittal.
9. Prior to Construction Drawing Approval, and/or land disturbance permit, the following is required:
 - a. This project is responsible for paying a fee-in-lieu of traffic signal design and installation proportionate to project impact at the intersection of Friendship Rd./Holly Springs New Hill Road. The fee is due at the time of Construction Drawing Approval. Continue to monitor this intersection for signalization.
 - b. This project is responsible for paying a fee-in-lieu of traffic signal design and installation proportionate to project impact at the intersection of Old US 1/Friendship Road. The fee is due at the time of Construction Drawing Approval. Continue to monitor this intersection for signalization
 - c. This project is responsible for paying a fee-in-lieu of traffic signal design and installation proportionate to project impact at the intersection of Woods Creek Road/Friendship Road. The fee is due at the time of Construction Drawing Approval. Continue to monitor this intersection for signalization
 - d. This project is responsible for paying a fee-in-lieu of intersection improvement design and installation proportionate to project impact at the intersection of Woods Creek Road/Old Holly Springs Apex Road. The fee is due at the time of Construction Drawing Approval. Continue to monitor this intersection for signalization
 - e. Fiber utility connection/extension is required with this project associated with traffic signal/pump station installation and construction. Please continue to coordinate with Staff through approval of this project
 - f. Off-site right-of-way dedication will be required in the form of a recorded plat prior to receiving construction drawing approval.
 - g. Offsite Sewer Infrastructure Incomplete: This project is dependent on the completion of the Friendship Pump Station and associated infrastructure for sewer service. If any off site sewer facilities needed to serve this project are not completed and accepted by the Town at the time of approval of this preliminary subdivision plan, then these facilities must be completed prior to construction drawing approval unless otherwise approved by the Administrator.
 - h. Finalize evaluation of gravity sewer versus forcemain from the project site, along Friendship Road to the Friendship Pump Station. Coordination on this infrastructure is needed between this development project and the adjacent Friendship Innovation Park Master Plan.
 - i. Offsite Potable and Reclaimed Water Infrastructure Incomplete: This project is dependent on the completion of the Friendship utilities and associated infrastructure for potable and reclaimed water service. If any off site reclaimed water facilities needed to serve this project are not completed and accepted by the Town at the time of approval of this preliminary subdivision plan, then these facilities must be completed prior to construction drawing approval unless otherwise approved by the Administrator.
 - j. The Reclaimed Water Model Report must be finalized.
 - k. Approval of Stormwater Management Plan is required prior to issuance of a land disturbance permit or construction drawing approval.
 - l. Payment of the Stormwater Fee-in-Lieu will be required prior to construction drawing approval.
 - m. All environmental permits must be obtained prior to construction drawing approval.

- n. 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.
10. If build out exceeds the anticipated time frame in the approved TIA, an update of the TIA will be required prior to or with the Development Plan for the associated phase. Recommended improvements will be required to be completed prior to plat approval of that phase.
 11. A Deed of Easement is required to be executed for public vehicular & public pedestrian access between the property owners at the time of plat.
 12. In accordance with Engineering Design & Construction standards (ED&CS) Section 7.07, the pump station site lot shall be platted and deeded to the Town of Holly Springs through fee simple conveyance prior to pump station final acceptance. A deed of easement is not sufficient and is not allowed.
 - a. At such time a more regional wastewater solution becomes available to serve this site with adjacent future development, the adjacent developer should be responsible to abandon the on-site pump station, remove all elements of the on-site pump station, fill in the wet well, and return any parts requested by the Town to the Town at time of abandonment.
 13. With each Development Plan Submittal that is part of this Master Subdivision Plan, the following is required:
 - a. Provide completed Industrial Waste survey short form. Information on this form may result in additional permitting or information being required.
 - b. Provide the Grease Trap Form as required for all businesses that will be handling fats, oils, or grease (i.e. restaurants).
 - c. Hydraulic water model and fire flow Analysis Report.
 - d. Request for Traffic Study Scope Form and Trip Generation Letter to verify each Development Plan is within parameters previously approved in the overall TIA.
 - e. Request for Sewer Study Scope Form and Sewer Letter to verify each Development Plan is within parameters previously approved in the overall PER
 14. Prior to the submittal of any UDO Permit for Sign Installation for permanent signage, a Master Sign Plan, if requested, must be submitted for review and approval.

STATE OF NORTH CAROLINA
COUNTY OF WAKE

DEVELOPMENT AGREEMENT REGARDING INFRASTRUCTURE CONSTRUCTION AND FEE
REIMBURSEMENT
(N.C. GEN. STAT. § 160D-1001 *et seq.*)

BY AND BETWEEN

THE TOWN OF HOLLY SPRINGS

and

CRESCENT ACQUISITIONS, LLC

THIS AGREEMENT (the “Agreement”), made and entered into this _____ day _____ of December, 2022, by and between the **TOWN OF HOLLY SPRINGS**, a North Carolina Municipal corporation, hereafter referred to as the “Town” and **CRESCENT ACQUISITIONS, LLC, a Delaware limited liability company**, hereafter referred to as the “Developer.” The Town and the Developer are collectively referred to herein as the “Parties.”

WITNESSETH:

WHEREAS, the Developer or its affiliate is the fee simple owner or contract purchaser of three tracts of land held in common for development, and totaling approximately 81.07 acres in size, as more particularly described on **Exhibit A** (the “Site”); and,

WHEREAS, the Town Council rezoned the Site to Business & Research Technology Conditional (“BRT”)(21-REZ-04)(the “Rezoning”) on June 7, 2022, to facilitate the development of non-residential uses; and,

WHEREAS, the Town Council voted to annex the Site into the Town limits on August ____, 2022; and,

WHEREAS, the Site is not currently served by Town potable water and sewer service; and,

WHEREAS, the Developer desires careful integration between public and private capital facilities planning, financing and construction, and further desires sufficient assurances that development standards, ordinances, policies and procedures remain stable throughout the extended period of development; and,

WHEREAS, the Town requires, pursuant to N.C.G.S. § 160D and its Unified Development Ordinance (“UDO”), the dedication and construction of streets and rights of way and other infrastructure and for the distribution of population and traffic in such a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare; and,

WHEREAS, the Town has enacted a subdivision control ordinance, pursuant to N.C.G.S. §160D-801 which provides for the orderly control of growth and development in the Town in general and on the Site; and,

WHEREAS, the Town is authorized to enter into this Agreement pursuant to N.C.G.S. § 160D-1001(b) and 160D-1003. and may contract with the Developer to carry out the public purposes set forth herein pursuant to N.C.G.S. §160D-1001(a) and the Town Council of Holly Springs has determined that it is in the best interests of its citizens to do so;

WHEREAS, the Town requires certain fees to be paid upon development of land and for the granting of a building permit, said fees being listed in the Town’s annual budget and the Developer, in consideration of the foregoing benefits enjoyed by this Agreement hereby agrees that it (i) is familiar with these fees as currently listed on the Town’s website pursuant to its annual adopted budget ordinance, (ii) does not dispute the reasonableness of these fees as currently listed; and (iii) notwithstanding any reimbursements discussed below or any fees reduced or waived via an economic development agreement between the Town and the Developer, hereby agrees to timely pay all normal and customary fees to the extent applicable to the Developer in connection with its development of the Site at such time as the applicable fee becomes due to the Town in the ordinary course of development unless otherwise provided for herein; and,

WHEREAS, the Town considers the Project favorable to the Town because of the retention of and expansion of local employment in the Town and the significant amount of non-residential uses the project will offer. Further, the Developer has agreed to incorporate several needed public infrastructure improvements (“Public Improvements,” as described below) in the vicinity of the Site which will serve the Site, the Developer’s customers, other adjoining properties, and generally benefit the Town as a whole; and,

WHEREAS, pursuant to N.C.G.S. § 160D-1005, on _____, the Town Council conducted a public hearing on this Agreement, closed the public hearing, approved this Agreement, and authorized the Town’s execution of the same.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein the Town and the Developer agree as follows:

ARTICLE I

1. **Definitions:** The terms below shall have the following meanings as used herein:

- a. Actual Costs: The amount of true costs actually incurred for construction of a certain project described herein upon final completion and approval by the Town, inclusive of the cost of acquiring easements or rights of way from those not party to this agreement, but exclusive of any administrative costs (i.e., profit and overhead) of the Developer, or any project

construction contingency. Any such costs which herein after are agreed to be reimbursed or otherwise paid by the Town shall be audited by the Town under generally accepted accounting principles for governments for a period of three (3) years after the last act under this Agreement. The Developer's right of reimbursement for Actual Costs pursuant to the terms of this Agreement is contingent upon the Developer first receiving from the Town advance written consent to the expected cost of an applicable transaction before the cost is incurred, provided, that such consent shall not be unreasonably withheld or delayed by the Town.

- b. Development: Generally defined as the planning for or carrying out of a building activity, the making of a material change in the use or appearance of any structure or property, or the dividing of land into two or more parcels. "Development," as designated in a law or development permit, includes the planning for and all other activity customarily associated with it unless otherwise specified. When appropriate to the context, "Development" refers to the planning for or the act of developing or to the result of development. Specifically, in this Agreement, the term "Development" refers to the construction by the Developer of all building activities associated with the concept plan.
- c. Development Permit: A building permit, zoning permit, subdivision approval, special use permit, variance, or any other official action of the Town having the effect of permitting the development of property.
- d. Land Development Regulations: Ordinances and regulations enacted by the Town for the regulation of any aspect of development and includes zoning, subdivision, or any other land development ordinances, including but not limited the Town of Holly Springs Unified Development Ordinance ("UDO").
- e. Laws: All ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the Town affecting the development of property, and includes laws governing permitted uses of the property, density, design, and improvements.
- f. NCDOT: the North Carolina Department of Transportation.
- g. Offsite Infrastructure: The public sanitary sewer gravity line, all potable waterlines, transportation improvements, and other Town-owned equipment or facilities not located on the Site.
- h. Person: An individual, corporation, business or land trust, estate, trust, partnership, association, two or more persons having a joint or common interest, State agency, or any legal entity.
- i. Concept Plans: Concept Plan as used in this Agreement refers to the Development Plan for the Development previously submitted by Developer to the Town, if any.
- j. Public Infrastructure: The public sanitary sewer gravity line, all potable waterlines, transportation improvements, and other Town-owned equipment or facilities, and road

improvements or fees in lieu required by the Town or NCDOT, either located on the Site, in an easement, or not located on the property for the Public's good.

- k. Public Benefit: The construction and dedication of Public Infrastructure and utility infrastructure by the Developer, the retention and addition of local jobs, an increase in commercial/life science uses, and the additional revenue to the Town generated by the increase in ad valorem tax value of the Site.
- l. Project: The Developer plans to develop the Site in the manner described in Concept Plans and Rezoning, and as approved by the Town of Holly Springs through its normal development process.

ARTICLE II DESCRIPTION OF DEVELOPMENT AGREEMENT

1. **SCOPE**: The legal description of the property subject to this agreement and the names of its legal and equitable property owners are contained in Exhibit A.

2. **TERM**: The duration of the agreement is for ten (10) years. The parties are not precluded from entering into subsequent development agreements that may extend the original duration period. All terms of this Agreement shall become enforceable upon the later of: (1) the signing of this Agreement by the Developer and ratification of this Agreement by the Town Council; (2) annexation of the Site into the Town limits, (3) the approval of the Rezoning by the Town Council, and (4) the Developer taking legal title to the Site as evidenced by deed recorded in the Wake County Registry (the "Conditions Precedent").

3. **PHASING**: It is anticipated that the Project will be constructed in two phases as outlined below (each, a "Phase"). Phasing of the Project and associated development levels may be updated administratively by Town staff as development plans are submitted and traffic studies updated. The phasing plan below shall not create any duty of the Developer to construct any portion of the Project or any minimum square footage of a particular use.

a. Phase one will include approximately 350,000 square feet of Research and Development/Industrial buildings ("Phase 1"). For purposes of this Agreement, Phase 1 shall commence upon the filing of the first application for construction drawing approval for the Project.

b. Phase two will include approximately 350,000 square feet of Research and Development/Industrial buildings ("Phase 2"). For purposes of this Agreement, Phase 2 shall commence upon the filing of the first application for construction drawing approval after the Project has received construction drawing approval for 350,000 square feet of buildings.

4. **TIA ROAD IMPROVEMENTS**: The transportation impact analysis (the "TIA") has indicated that the anticipated traffic caused by the project will require, or contribute to the need for, certain transportation infrastructure improvements (the "TIA Improvements") including:

- a. Signalization of the intersection of Old US-1 and Friendship Road (the "US-1 Signal").
- b. Road improvements including the construction of turn lanes at the intersection of Old US-1 and Friendship Road (the "US-1 Road Improvements").
- c. Signalization of the intersection of Woods Creek Road and Friendship Road (the "Woods Creek

- Signal”).
- d. Signalization of the intersection of Holly Springs New Hill Road and Friendship Road (the “Holly Springs New Hill Road Signal”).
- e. Road improvements including the construction of turn lanes at the intersection of Woods Creek Road and Old Holly Springs Apex Road (the “Woods Creek Road Improvements”).
- f. Construction of a 200-foot northbound right-turn lane with appropriate taper at the intersection of Friendship Road and Woods Creek Road (the “Friendship Rd Turn Lane”).
- g. Construction of a 200-foot eastbound right-turn lane, 150-foot westbound left turn lane, and Site Access 1 (as shown in the TIA) at the intersection of Woods Creek Road and Site Access 1. Site Access 1 shall include one ingress lane and two egress lanes with exclusive left and right turn lanes and an exclusive northbound left turn lane with a minimum length of 100 feet (the “Site Access 1 Improvements”).
- h. Striping of a 100-foot eastbound right turn lane and construction of Site Access 2 at the intersection of Woods Creek Road and Site Access 2 (the “Site Access 2 Improvements”).
- i. Construction of a 300-foot northbound shared through/right turn lane at the intersection of New Hill Holleman Road and Friendship Road (the “New Hill Holleman Rd Turn Lane”).

5. CONSTRUCTION OF IMPROVEMENTS: Developer shall construct the Friendship Rd Turn Lane, the Site Access 1 Improvements, and the Site Access 2 Improvements prior to the issuance of certificates of occupancy for Phase 1, and the New Hill Holleman Rd Turn Lane prior to the issuance of certificates of occupancy for Phase 2.

6. FEES-IN-LIEU: Developer shall pay fees in lieu for its proportionate share of the TIA Improvements as set forth below. Fees-in-lieu shall be paid prior to civil construction drawing approval for each Phase.

- a. Developer shall pay the following fees in lieu in Phase 1:
 - i. \$8,033.17 which represents 2.14 % of the total costs of the US-1 Signal. Total costs of the US-1 Signal are estimated to be \$375,381.60.
 - ii. \$9,220.40 which represents 2.14% of the total costs of the US-1 Road Improvements. Total costs of the US-1 Road Improvements are estimated to be \$430,860.
 - iii. \$45,663.56 which represents 12.01% of the total costs of the Holly Springs New Hill Road Signal. Total costs of the Holly Springs New Hill Road Signal are estimated to be \$380,212.80.
- b. Developer shall pay the following fees in lieu in Phase 2:
 - i. \$7,319.94 which represents 1.95% of the total costs of the US-1 Signal. Total costs of the US-1 Signal are estimated to be \$375,381.60.
 - ii. \$8,401.77 which represents 1.95% of the total costs of the US-1 Road Improvements. Total costs of the US-1 Road Improvements are estimated to be \$430,860.
 - iii. \$143,948.57 which represents 37.86% of the Woods Creek Signal. Total costs of the Woods Creek signal are estimated to be \$380,212.80.
 - iv. \$41,405.17 which represents 10.89% of the total costs of the Holly Springs New Hill Road Signal. Total costs of the Holly Springs New Hill Road Signal are estimated to be \$380,212.80.
 - v. \$12,594.38 which represents 4.04% of the total costs of the Woods Creek Road

Improvements. Total costs of the Woods Creek Road Improvements are estimated to be \$311,742.

7. **DEVELOPMENT PERMITTED USES:** The Site may be used for any of the Permitted Uses in the BRT zoning district as specified in Section 3.2 of the UDO, subject to the approved rezoning conditions attached as **Exhibit B**, and additionally the following restrictions:

The core uses that will be permitted by right must fall under the target industries identified by the Economic Development Department which are the following: Life Science, IT & Technology, Advanced Manufacturing, CleanTech & Smart Grid, and Corporate or Divisional headquarters.

Those core uses that fall under Target Industry in BRT zoning include:

Office and Service Uses

Office Use

Agriculture, Manufacturing, and Distribution Use

Permitted:

Data Centers

Light Manufacturing and Warehousing

Research and Development Facilities

Accessory:

Distribution and Logistics

Warehousing

8. **SEWER IMPROVEMENTS:** The developer shall be responsible for connecting the Site to Town sewer services subject to the following restrictions: Any use of the site other than domestic wastewater shall require on-site pretreatment to ensure compliance with the Town's Constituent Limits. For the purposes of this restriction, domestic waste shall mean liquid wastes and liquid borne wastes discharged from the sanitary conveniences such as toilets, washrooms, urinals, sinks, showers, drinking fountains, home laundry rooms, kitchens, and floor drains essentially free of industrial wastes or toxic materials.

The following are common examples of Constituent Limits, and are not an exhaustive list. For further clarification of the Town's Constituent Limits, direct consultation with the Town's Water Resources Director is required.

BOD	300 mg/L
Ammonia	25 mg/L
TSS	300 mg/L
Total N	45 mg/L
Total P	6 mg/L

9. **WATER IMPROVEMENTS:** The developer shall be responsible for connecting the Site to Town water services. The fire flow analysis indicates that the Project requires installation of a 12-inch waterline with an estimated cost of \$511,926. To account for future development in the area, the Town recommends installation of a 16-inch waterline with an estimated cost of \$585,768, \$73,830 (the "Cost

Difference”) more than the 12-inch water line. Consistent with the Town’s utility oversizing reimbursement policy, the Town shall reimburse Developer for the Cost Difference. Upon approval of construction drawings for installation of the waterline, Developer shall submit to the Town a reimbursement request for the Cost Difference. The Town shall remit payment to Developer for the reimbursement request within sixty (60) days of receipt of the reimbursement request.

10. ANNEXATION: The Parties agree that the Site shall be annexed through the approval of a petition for voluntary annexation prior to the commencement of any construction or recordation of a plat. The Developer has submitted a petition for voluntary annexation of the Site (the “Annexation Petition”). The Town shall schedule the Annexation Petition for public hearing and approval within 45 days of the execution of this Agreement.

11. REQUIRED PERMITS: A description of all development permits approved or needed:

a. Developer shall secure all special use permits, construction drawing approval, erosion and sedimentation control, grading approval, and building permits as necessary under the land development regulations in existence of the time of such permit application. Town shall aid Developer in securing all encroachment permits as required by the NCDOT, the North Carolina Department of Environmental Quality, or other state or federal agencies, as required for roads, sewer, and water. The failure of this Agreement to address a particular permit, condition, term, or restriction does not relieve the Developer of the necessity of complying with the law governing their permitting requirements, conditions, terms, or restrictions.

12. PARKS AND RECREATION LAND DEDICATION. Development of the Site shall comply with all applicable UDO regulations related to parks and recreation.

13. TERMS REQUIRED FOR PUBLIC SAFETY: Developer shall provide sufficient egress and ingress to the Site through the Site or other public rights of way to satisfy the requirements of the town’s Fire Chief and Police Chief, as indicated by their assent in the development review process.

14. HISTORIC STRUCTURES: There are no known historic structures on the Site.

15. DEVELOPMENT SCHEDULE

a. Development of the Project and any Public Infrastructure shall commence promptly after required permits are obtained.

ARTICLE III DEVELOPER’S DUTIES

1. For any offsite infrastructure constructed by the Developer, the Developer shall design, permit, and construct the infrastructure in the location approved by the Town and as shown on plans (to be submitted), according to engineering best practices, applicable requirements of the Town, and applicable requirements of the North Carolina Department of Environmental Quality (NCDEQ) and applicable requirements of any other regulatory agency. For any land owned or controlled by the Developer, the Developer shall secure and dedicate to the Town all necessary easements for the construction and perpetual maintenance of the infrastructure referenced. For any land not owned by or

controlled by the Developer, the Town shall convey such land owned by the Town to the Developer or secure all necessary easements on land owned by third parties for the construction and perpetual maintenance of the infrastructure referenced in a timely manner so as not to delay the completion of the Developer's Duties set out in this Article III.

2. Except for the Public Infrastructure to be constructed by the Town at the Town's costs pursuant to Sections 6 and 11 of Article II of this Agreement, Developer shall construct in a workmanlike manner the public infrastructure located on the Site according to the design specifications and criteria of the Town which are existing at the time of this Agreement, as well as full compliance with any applicable NCDEQ requirements. Said infrastructure, together with any and all appurtenances, easements, and equipment associated with the project required for public dedication shall be dedicated to the Town in a manner consistent with the development plan and in a manner in accordance with the Town's standards.

3. The Developer shall construct the public infrastructure according to the plans, the terms of this Agreement, and specifications submitted in a manner consistent with the standards of the Town which are in effect at the time of this Agreement.

4. The Developer (or its successors and/or assigns) shall pay all development fees for the development at the time they would otherwise ordinarily be due (or as otherwise amended pursuant to this Agreement) and in an amount that is determined by the fee schedule approved in the annual budget which is in effect at the time of this Agreement. Notwithstanding, in the event said fees are waived via an Economic Development Agreement this provision shall not apply. Developer shall not be required to make a payment-in-lieu of street construction costs or pay a fee in lieu of greenway construction costs.

ARTICLE IV GENERAL TERMS

1. All of Developer's obligations under this Agreement, including but not limited to the obligations under Articles II and III of this Agreement, are contingent upon the Town's approval of the Rezoning, the Annexation Petition, and all required Site Plans and Building Permits.

2. All reimbursements, if any, for this project shall be provided on the basis of final documented Actual Costs, as approved by the Director of Engineering, in accordance with this agreement. Any opinions of project cost included in this agreement are based upon preliminary designs and are approximate.

3. The Developer shall be responsible for the complete design and construction of each project, including all surveying, design, permitting, plat preparation and recordation, testing, engineering, bidding, construction, inspection, acceptance, easement maps and documents, construction management, construction administration, and all other necessary functions to ensure complete-in-place, fully functional projects built and operational in accordance with Town and State standards and approved plans for the project. The costs of all of these items shall be borne by the Developer and shall not be subject to reimbursement or participation by the Town, except as specifically described herein.

4. In the course of installing the sewer line or any other work on easements obtained by the Town and under the Town's ownership, the Developer shall operate under permission to encroach onto a Town easement and shall hold the Town harmless.

5. The Developer agrees to protect, defend, indemnify and hold the Town of Holly Springs and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character arising directly out of the entry onto and performance of work completed by the Developer within easements owned by the Town.

6. The Town agrees to protect, defend, indemnify and hold the Developer and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind in character and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of actions of every kind and character made by third parties in connection with or arising from the injury to (including death of) persons or physical damage to property arising out of the performance of Town's obligations under this Agreement by the Town, its agents, employees and contractors (collectively, "Claims"), except to the extent any such Claims arise out of the gross negligence or willful misconduct of the Developer, or its agents, employees or contractors,. The Town further agrees to investigate, handle, provide defense for and respond to, any such Claims at its sole expense and agrees to bear all other costs and expenses related to such Claims, even if such Claims are groundless, false, or fraudulent but only to the extent the same are not expressly excluded as set forth herein.

7. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on infrastructure.

8. It shall be the responsibility of the Developer to ensure that all regulatory approvals for the project are in place before beginning construction.

9. The Town Manager is authorized to make decisions in regard to approvals, including changes to this Agreement in order to complete the scope of work required, within his authority granted by the Town Council, except as otherwise stated herein or required by Town ordinance.

10. The Town shall secure all necessary easements for the infrastructure projects that are the subject of this Agreement.

ARTICLE V OTHER

1. All projects shall be subject to the Town's policies and procedures regarding Town acceptance and warranty on Offsite Infrastructure. This Agreement shall not modify the warranty and acceptance procedures established by the Town through the Engineering Standards in place at the time of this agreement. It shall be the responsibility of the Developer to ensure that all regulatory approvals for each project are in place before beginning construction.

2. All notices, reports, and other communications given pursuant to this Agreement shall be in writing and shall either be mailed by first class mail, postage prepaid, certified or registered with return receipt requested, or delivered in person to the intended addressee. Notice sent by certified or registered mail shall be effective upon the date of delivery indicated on the return receipt. Notice given in any other manner shall be effective upon actual receipt by the addressee.

3. This development agreement does not provide for the application of subsequently enacted Laws, ordinances, development policies, practices, procedures or standards. The Laws, ordinances, development policies, practices, procedures and standards applicable to the development of the Project are those in force at the time of the execution of this Agreement, in the manner prescribed by Holly Springs Ordinance 14-164.

4. Notices under this agreement shall be to the following:

FOR THE TOWN:

Randy J. Harrington
Town Manager
PO Box 8
Holly Springs, NC 27540
Reference:

FOR THE Developer :

Chase Kerley
Crescent Acquisitions
227 W Trade St. #1000
Charlotte, NC 28202

5. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. The Parties consent to the jurisdiction of Superior Court Division of the General Court of Justice located in Wake County, North Carolina in the event a dispute arises between them regarding the terms of this Agreement.

6. If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall continue in full force and effect.

7. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors and assigns.

8. This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing.

9. Exhibit List: The following exhibits are hereby incorporated by reference:

EXHIBIT A:	Legal Description of Site
EXHIBIT B:	Rezoning Conditions

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF HOLLY SPRINGS

(Town Seal)

BY: _____
Randy J. Harrington, Town Manager

ATTEST:

Linda McKinney, Town Clerk
Kathy White, Deputy Town Clerk

This document is sufficient as to form.

John P. Schifano, Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

Finance Director

NORTH CAROLINA
WAKE COUNTY

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Holly Springs, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the __ day of _____

Notary Public

My Commission Expires: _____

THE DEVELOPER

CRESCENT ACQUISITIONS, LLC,
a Delaware limited liability company

By: _____
Name:
Title:

STATE OF _____
_____ COUNTY

I certify that the following person personally appeared before me this day and acknowledged to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____.

Date: _____

_____, Notary Public

[Affix Notary Stamp or Seal]

My Commission Expires: _____

EXHIBIT A
Legal Description of Site

TRACT 1

7.14 ACRES

**PROPERTY OF ALFRED KENT GOODWIN & SANDRA GAIL GOODWIN
(DB 17529 PG 2614)**

Beginning on a 3/4" capped iron pipe found with tac, being the northeastern most property corner of Alfred Kent Goodwin & Sandra Gail Goodwin (DB 17529, PG 2614), having North Carolina State Plane Coordinates of N: 703,613.52' E: 2,031,367.84'; thence North 88°58'00" West, 340.65 feet to a 1/2" capped iron pipe found with tac, thence South 1°04'17" West, 329.74 feet to a 1/2" bent iron pipe found; thence North 89°00'27" West, 259.37 feet to a 1/2" iron pipe found on the eastern 60' right-of-way line Copperhead Road; thence continuing along the eastern 60' right-of-way line Copperhead Road South 0°59'13" West, 330.62 feet to a 3/4" iron pipe found; thence leaving the eastern 60' right-of-way line Copperhead Road South 89°01'02" East, 600.33 feet to a 1" capped iron pipe found with tac; thence North 1°00'11" East, 660.01 feet to the Point Of Beginning containing 7.14 acres, more or less.

TRACT 2

6.01 ACRES

**PROPERTY OF ALFRED KENT GOODWIN & SANDRA GAIL GOODWIN
(DB 17529 PG 2614)**

Beginning on a 1/2" iron pipe found, being the southeastern most property corner of Alfred Kent Goodwin & Sandra Gail Goodwin (Tract 2) (DB 17529, PG 2614), having North Carolina State Plane Coordinates of N: 703,685.83' E: 2,031,846.08'; thence North 87°25'21" West, 443.98 feet to a 1/2" iron pipe found; thence North 26°39'28" West, 441.22 feet to a 1/2" iron pipe found in the southern 60' public right-of-way line of Woods Creek Road (SR 1154); thence continuing along the southern 60' public right-of-way line of Woods Creek Road (SR 1154) North 58°53'09" East, 514.22 feet to a 1/2" iron pipe found; thence leaving the southern 60' public right-of-way line of Woods Creek Road (SR 1154) South 16°29'09" East, 709.16 feet to the Point Of Beginning containing 6.01 acres, more or less.

TRACT 3

70.32 ACRES

**PROPERTY OF D.C. GOODWIN FARM
(DB 14057 PG 1499)**

Beginning on a 3/4" capped iron pipe found with tac, a common corner between Alfred Kent Goodwin & Sandra Gail Goodwin (DB 17529, PG 2614) and D.C. Goodwin Farm (DB 14057 PG 1499), having North Carolina State Plane Coordinates of N: 703,613.52' E: 2,031,367.84'; thence North 88°58'00" West, 414.79 feet to a 1/2" capped iron pipe found with tac, passing through a 1/2" capped iron pipe found on line with tac at 340.65 feet; thence North 6°49'34" West, 305.02 feet to a 1/2" iron pipe found in the southern 60' public right-of-way line of Woods Creek Road (SR 1154); thence along and with the southern 60' public right-of-way line of

Woods Creek Road (SR 1154) South 58°28'41" West, 241.74 feet to a 1/2" iron pipe found; thence leaving the southern 60' public right-of-way line of Woods Creek Road (SR 1154) North 0°24'19" East, 232.89 feet to a 1/2" capped iron pipe found with tac in the southern variable width public right-of-way line of U.S. Highway 1, passing through a 3/8" iron rod found at 70.72 feet; thence continuing along the southern variable width public right-of-way line of U.S. Highway 1 the following four (4) courses and distances:
North 58°34'11" East, 125.27 feet to a concrete monument found;
North 58°35'21" East, 806.84 feet to a concrete monument found;
North 58°36'41" East, 581.69 feet to a concrete monument found;
North 58°33'34" East, 227.50 feet to a 1/2" iron pipe found;
thence, leaving the southern variable width public right-of-way line of U.S. Highway 1, South 0°36'31" West, 131.83 feet to a 1" capped iron pipe found; thence South 0°31'43" West, crossing Woods Creek Road (SR 1154), 2,161.37 feet to a 1" iron pipe found, passing through a 1/2" iron pipe found on line at 52.68 feet, marking the northern 60' public right-of-way line of Woods Creek Road (SR 1154) and passing through a 1/2" capped iron pipe found on line at 116.30 feet, marking the southern 60' public right-of-way line of Woods Creek Road (SR 1154); thence South 0°27'16" West, 808.40 feet to a concrete monument found; thence North 87°31'27" West, 1,434.50 feet to a 1/2" capped iron pipe found in the eastern 60' right-of-way line Copperhead Road, passing through a 1/2" iron pipe found on line at 747.30 feet; thence, continuing along the eastern 60' right-of-way line Copperhead Road North 0°59'13" East, 1,065.75 feet to a 3/4" iron pipe found; thence leaving the eastern 60' right-of-way line Copperhead Road South 89°01'02" East, 600.33 feet to a 1" capped iron pipe found with tac; thence North 1°00'11" East, 660.01 feet to the Point Of Beginning
 containing 70.32 acres, more or less.

Exhibit B
Rezoning Conditions

1. The following uses shall not be permitted as Primary Uses (uses as defined in UDO Section 13.3):
 - (a) Animal Boarding and Outdoor Kennel
 - (b) Neighborhood Recycling Collection Point
 - (c) Large Vehicle and Heavy Equipment Sales and Service
2. Development shall include a minimum of 10 percent open space (the "Total Open Space"). The Total Open Space may be spread throughout the development and connected by sidewalks and/or pedestrian pathways to promote a well-connected pedestrian network.
3. If surface parking is shared by multiple properties/tenants, a shared parking agreement shall be executed governing the use of the surface parking.
4. Development shall have a minimum building height of 25 feet
5. All buildings shall have access to sidewalks and/or pedestrian paths
6. If the property is developed for the uses and intensities contemplated in the Transportation Impact Analysis prepared by Timmons Group and finalized with the Goodwin rezoning 21-REZ-04 (the "TIA"), the development shall include the construction of, or payment of a fee in lieu, for the road improvements recommended by the TIA.
7. The development will increase biodiversity in perimeter buffers and open space areas by providing a variety of species for the canopy, understory, and shrub levels. Native and adaptive plant species shall be provided within these areas to minimize death from disease and to provide increased habitat and food sources for insects and animals. A minimum of 70% of provided plants shall be native species. No invasive species shall be permitted.
8. Drought resistant warm season grasses shall be planted throughout the development to minimize irrigation and chemical use.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 18.

New Business

Title: Appointment of Council member to fill vacancy

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Appoint a person to serve on Town Council until the new Council organizational meeting in December 2023.

Explanation:

- Kristi Bennett was elected to Town Council in November of 2021 and sworn in at the organizational meeting on December 7, 2021.
- Due to a move out of the town, Ms. Bennett resigned her Council seat, effective December 20, 2022.
- At the December 20, 2022 meeting, Council directed the Town Clerk to advertise for applications to fill that part of the vacancy left by Ms. Bennett's resignation between now and the 2023 elections for a two-week period.
- Applications were received from fifteen people: Craig Ashby, Jahmar Cobb, Michael Costello, Chris Deshazor, Eugene Ebersole, Christian Hendricks, Danielle Hewetson, Sarah Larson, Adrian Mack, Richard Madoni, Kevin Mantovani, Karen McQuade, Thomas Rushing, Chanel Wilkins, and Glenn Wrap.
- The Town Clerk forwarded these applications to Council on January 4, 2023.
- The procedure for selection of the new Council member shall follow the rules of parliamentary procedures, where any member of the Town Council can orally nominate a candidate during the meeting (without the need for a second), then once the slate of nominated candidates is comprised, if more than one, the Council can discuss the merits of each candidate in open session. A motion and a second to nominate a particular candidate will be made, and if that candidate receives a majority vote in favor of appointment, that candidate will be appointed to the vacant town council seat.

Background:

- NCGS 160A-63 states that in the event of a vacancy on a municipal Council more than 90 days prior to municipal elections, the Council shall appoint someone to serve in that position until the next municipal election.
- The next municipal election is set for November of 2023. At that time someone will be elected to fill the remainder of Ms. Bennett's term, ending December 2025.

Funding Source(s):

N/A

Attachment(s):

1. Council Vacancy Applicant Spreadsheet
2. Combined Applications

#	Last Name	First Name	Address	phone number
1	Ashby	Craig	201 Highland Springs Lane	919-577-5570
2	Cobb	Jahmar	1341 Holly Springs New Hill Rd.	919-633-4059
3	Costello	Michael	105 Owl Creek Ct.	828-545-4797
4	Deshazor	Chris	416 Gooseberry Dr.	919-599-6565
5	Ebersole	Eugene	133 Tisbury Dr.	503-363-4320
6	Hendricks	Christian	300 Coffee Bluff Lane	916-207-0047
7	Hewetson	Danielle	205 Cliffcreek Dr.	317-490-5779
8	Larson	Sarah	112 Volta Pl.	605-868-4106
	Mack	Adrian	140 Rostova Way	540-493-5052
	Madoni	Richard	2801 Mills Lake Wynd	919-608-2304
	Mantovani	Kevin	300 Addison Pond Dr.	201-697-5013
	McQuade	Karen	5309 Lake Edge Dr.	919-753-3337
	Rushing	Thomas	416 Shorehouse Way	919-630-4742
	Wilkins	Chanel	1129 Dexter Ridge Dr.	919-325-6465
	Wrap	Glenn	208 Cherry Birch Ct.	716-290-6774

* Status verified on Wake County iMaps for address within town limits and Wake Cour

2023 Council Seat Applications

email	Town Limits*	eligible to vote*	family on staff	Board service
cashby11@nc.rr.com	Yes	Yes	No	none
jahmarcobb87@gmail.com	Yes	Yes	No	none
m.a.costello7@gmail.com	Yes	Yes	No	none
cdeshazor@gmail.com	Yes	Yes	No	Planning Board
onebaddog@comcast.net	Yes	Yes	No	none
christian@hendricksmail.com	Yes	Yes	No	none
hewetson.danielle@gmail.com	Yes	Yes	No	Board of Adjustment
sarah.larson.life@gmail.com	Yes	Yes	No	Parks & Rec Advisory
adrian.mack@alumni.duke.edu	Yes	Yes	No	none
rmadon01@yahoo.com	Yes	Yes	No	Board of Adjustment and Planning Board
giomantovani85@gmail.com	Yes	Yes	No	none
karen_mcquade@yahoo.com	Yes	Yes	No	none
trrushing@hotmail.com	Yes	Yes	No	none
chanel.workandwin@gmail.com	Yes	Yes	No	Board of Adjustment
jgw31@hotmail.com	Yes	Yes	No	none

nty Board of Elections website for voting eligibility

Years on Board

2017 - present

2022 - present

2022 - present

BOA 2015-18; PB

2018-present

2022 - present

Application to Fill Town Council Seat

Applicant's Legal Name	Craig Ashby
E-mail	cashby11@nc.rr.com
Street Address	Street Address: 201 Highland Springs Lane City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 577-5570
Work/Alternate Phone	(919) 285-5703
Current Employer	Retired
Job Title/Occupation	Retired
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	Not applicable
List any education, work experience, or qualifications you have relevant to the Town Council position.	46 year career with IBM, 30 years in Scotland working for IBM UK (1967-1998) followed by 16 years working for IBM US (1998-2014), travelled extensively in Europe and US. I've been a Holly Springs resident for the last 24 years, became a naturalized US citizen in 2009.
List any current or past volunteer activities in	5 years as a volunteer for the USO at RDU airport. 3 years as a board member on the Holly Glen HOA.

which you are/were involved.

Any additional volunteer activities (optional)?

Wake County Election official since 2009.

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?

To represent the needs of the community in all its diversity and manage the ongoing development of the town in a responsible manner.
If appointed, I hope to better represent the senior element of our community and welcome the opportunity to participate in the Town Council's decision making process, at the same time gaining a much better understanding and appreciation of said process.

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

No

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

Yes

Signature



Date & time

12/22/2022 4:41 PM

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Application to Fill Town Council Seat

Applicant's Legal Name	Jahmar Cobb
E-mail	jahmarcobb87@gmail.com
Street Address	Street Address: 1341 New Hill Rd City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 633-4059
Current Employer	Oak Grove Baptist Church
Job Title/Occupation	Pastor
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	None
List any education, work experience, or qualifications you have relevant to the Town Council position.	My family has been in Holly Springs for over 70 years. I have seen the town grow and develop as a person from the "grass roots", which has given me an eyewitness account to the great history and achievements of our town, rather than second-handed or passed down information. I Possess a B/S

	degree in Business Administration. I have been active in the town for over 10 years, participating in MLK Events, Community gatherings to promote equality, such as peaceful marches.
List any current or past volunteer activities in which you are/were involved.	Served on the Landfill sub-task Committee Served on the CTP Steering Committee Served on the Holly Springs Interfaith Council Ran for vacant seat on Town Council in 2021
Any additional volunteer activities (optional)?	Volunteered for Meals on Wheels. Oversee in food distribution once a month to Dorothy Manor Senior Living Community for over 1 year.
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	The Town Council has various responsibilities. First, I view the primary responsibility to serve and represent all citizens in the town. Additionally, some other responsibilities are form lasting and meaningful relationships with business owners and developers that desire to do business within the town. Also, strengthening relationships with employees, as they are in the trenches and can often see what may not be as noticeable in the day to day life of a Councilman or Councilwoman. If appointed I hope to reflect the values of our town by showing our residents that we are inclusive and that we believe in fairness and equal representation. My interest did not just happen since the seat became vacant, but it was proven when I ran for a seat in 2021 and even before then when I participated in various events around the town.
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	12/26/2022 10:16 PM

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Application to Fill Town Council Seat

Applicant's Legal Name	Michael Costello
E-mail	m.a.costello7@gmail.com
Street Address	Street Address: 105 Owl Creek Ct City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(828) 545-4797
Current Employer	Apex interntional
Job Title/Occupation	Private Security Head of Security Intelligencd
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	NA
List any education, work experience, or qualifications you have relevant to the Town Council position.	16 years military, 1 year state law enforcement, 5 years executive protection - Advanced Army Leadership course - Senior Army Leadership course - Officer Candidate School
List any current or past volunteer activities in which you are/were involved.	Neighborhood Clean up Holly Glen Pool NC committee

Any additional volunteer activities (optional)?	Coventry RI Citizen Advisory Board
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	Helping lead the Town towards a future that benefits residents, businesses, and visitors while preserving our rich history, nature and town charm.
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	Yes
	Costello Updated Resume.docx
Signature	
Date & time	12/22/2022 7:38 PM

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Michael Costello
105 Owl Creek Court, Holly Springs, NC, 27540
Email: m.a.costello7@gmail.com
Phone: 828-545-4797

Summary

I possess over 15 years of diverse leadership, analytical, research, professional writing, social media analysis, project management, and investigative experience, to include 10 years in the Intelligence Community. Ranging from 2009 to present, I held numerous positions centered in intelligence collection and analysis, State-level fraud investigations, US Special Operations Command (USASOC) targeting and fusion, social media analysis, SEO, and currently as a corporate intelligence lead for a company that I co-founded. Additionally, I headed numerous forensic and cyber threat investigations and analyses for corporate insider threat investigations as well as threat security mitigation for websites and domains. During my tenure at Apex International, I became the legal compliance officer as I was tasked with researching, analyzing, and writing a 90-page policy handbook pertaining to all company activity and was heavily relied upon for all legal guidance. Other successes include single-handedly discovered marital infidelity for a high-net worth client using forensics analysis tools on mobile device as well as discovering and quickly communicating threats to operations which led to numerous operations alterations. As of 12 June 2019, I will be a retired Intelligence Officer from the US Army.

Education, tools, and database experience includes: Babel University (SOCMINT), Cellebrite Certified Operator, Cellebrite Certified Physical Analyst, Inteltechniques OSINT & Privacy Certified, CompTIA Security + , CISM, Palantir, Analyst Notebook, Sensitive Database Systems, Source, Intelink, DCGS-A certified, DIA Structured Analytical Techniques certified, Pipl, SIPRnet, Google Earth, Microsoft Office, Advanced Leadership and Senior Intelligence Analysis courses, Intermediate Spanish Grammar (DLPT 2+/2+), Bachelor's Degree in Spanish

Experience

Corporate Intelligence Lead Officer/SEO Strategist

Private Company- Durham, NC

March 11, 2018 to Present

- Under direct supervision of company attorney composed and published a 90-page company Legal Compliance framework pertaining to all Federal and State laws applicable to company activities.
- Certified in a Privacy Consultation course and single-handedly improved the operations security of all company personnel. Additionally, recorded a training video for new employees' privacy
- Conducted and led cyber operations pertaining to website and email vulnerability assessments
- Lead in news and media analysis pertaining to CEO's personal and professional image
- Conducted vulnerability and penetration test of company CEO's personal website and found moderate risks

- Expert and lead on social media intelligence collection, analysis, and reporting; using tools Babel Street and Echosec, uncovered and disseminated in an expedited manner numerous events, protests, rallies, POTUS visits, weather alerts, high-profile events that affected operations and resulted in travel/movement alterations.
- Lead researcher for all tech and network security projects to include endpoint protection, company VPNs, privacy browsers
- Created over 300 intelligence products and reports for travel, location layout, threat updates, route planning, and operations threats using satellite imagery, area, media, and social media analysis
- Using open source, forensic analysis, and cyber tools, led two high-profile insider threat investigations on individuals defrauding the company and wrote legal analyses for possible legal action
- Between April 2018-May 2019 successfully completed the following courses: Cellebrite Certified Operator, Cellebrite Certified Physical Analyst, Certified Ethical Hacker, Inteltechniques Open Source (OSINT) Certification, Inteltechniques Privacy Consultant Certification
- Using forensics analysis on mobile devices, single-handedly uncovered spousal infidelity for a high-net worth client which assisted in legal action in clients' favor
- Over the course of five months, single-handedly triaged and performed forensic analysis on the devices of nine close support security professionals as part of an insider threat investigation; found no threat indicators

Senior All-Source Intelligence /Targeting Analyst

Cyberspace Solutions - Fort Bragg, NC

September 2017 to March 2018

- Worked as Senior Analyst for United States Army Special Operations Command (USASOC)
- Attended and matriculated from highly demanding USASOC Analytical Training Course focused on geospatial analysis, terrain analysis, short-suspense briefing, Intelligence Preparation of the Battlefield, and supporting Tier 1 Special Operations
- Performed research, data collection, organization and analysis related to global crises, physical and cyber threats to homeland security and military members world-wide
- Recommended implementation of courses of action to mitigate threats and improve security posture
- Drafted reports summarizing data found, intelligence research conducted and PowerPoint presentations that provided high-level overviews of findings, conclusions, constraints or cautions, and recommendations to military decision makers
- Using expert investigative and analytical methods, uncovered a high-profile insider threat in an overseas operation which led to individual being turned over to a high-level intelligence organization
- Creative problem solving to complex tasks/situations in a results driven organization
- Analyzed the political, economic, social, and conflict dynamics that affect crises and interpreting data into intelligence products
- Analyzed and developed multiple courses of action in response to crisis
- Subject matter expertise in multiple agency and Department of Defense databases

Counterintelligence Analyst

Valorous - Devens, MA

January 2017 to September 2017

- Responsible for researching, reviewing, and evaluating in-theater assets for current operations in Afghanistan
- Analyzes reports and provides counter-terrorism, subversion, espionage and CI analysis and asset validation assessment in support of analytical requirements
- Provides analysis of various intelligence reports and provides feedback and case studies to validation chiefs
- Expert level researching, developing and presenting all-source intelligence products at the tactical, operational and strategic level as part of an overall analytical team.
- Support to counterintelligence and or intelligence analysis related to counter-terrorism, HUMINT, SIGINT, counterintelligence, force protection, Afghanistan and South West Asia regional issues, political/military analysis and support to targeting.
- Proficient in SIGINT analytical tools and production.
- Provided vetting assistance to linguist team.
- Uses multiple intelligence disciplines including: OSINT, HUMINT, CI, SIGINT and All-Source, to provide asset validation for both Counter-Intelligence and HUMINT.

Senior Intelligence/ Operations Sergeant

U.S. Army - Camp Bullis, TX

December 2012 to January 2016

- Expertise in utilizing All-Source research and analysis to gather information to build complex, real world training exercises for Active Army, Reserve, and National Guard Intelligence Soldiers
- Subject Matter Expert in HUMINT tradecraft, questioning methodology, collection requirements and current trends through All-Source research through both DOD and non-DOD sources
- Coordinated, planned, and led successful intelligence training of over 300 soldiers annually
- Traveled to Ft. Hood TX on several occasions, and effectively trained JSOC Afghanistan-bound units in all collection operations in support of Special Operations missions. Training focused on: interrogation, report writing, and information analysis.
- Between 2013 to 2015, provided report writing enhancement, elicitation refresher training, and materials for the 19th Special Forces Group at Camp Bullis, TX
- From January to April 2015, successfully piloted new advanced questioning course to over 75 soldiers resulting in the implementation of Advanced Questioning Workshop as an official Army Intelligence Course.
- Routinely assisted Spanish-based units with translation reports in support of ongoing operations

Commercial Fraud Investigator

NJ Attorney General's Office - Newark, NJ

December 2011 to December 2012

- Conducted investigations and provided All-Source research and analysis for the correction and prosecution of violators and the closing of cases.
- Using proficient investigative skills, uncovered two organized crime/terror related fraud cases resulting in turning over each case to the Federal Bureau of Investigation.
- Managed of three to five confidential cases at each time; handled each case with precision and attention to detail.
- Liaison with joint investigative entities such as Federal Bureau of Investigation, Immigrations Customs Enforcement, and numerous local police forces.
- Responsible for conducting physical surveillance on individuals under investigation.
- Conducting case research through elicitation and interviews.
- Expertise in researching N.J.S.A laws and regulations regarding the Consumer Fraud Act on multiple open and closed source databases, including writing of Reports of Investigation.

Intelligence Collection Team NCOIC

US Army – Baghdad

June 2010 to June 2011

Deployed Intelligence Collection tour

Military Service

Branch: US Army (Retired)

Service Country: United States

Deployments:

- 2004-2005: Kuwait/Iraq (Operation Iraqi Freedom)
- 2008-2009: In Support of OIF/OEF; deployment trainer
- 2010-2011: Baghdad, Iraq, Operation New Dawn)

Rank: Sergeant First Class, 2nd Lieutenant

December: 2003 to June 12 2019

Application to Fill Town Council Seat

Applicant's Legal Name	Clarence Christopher Deshazor
E-mail	cdeshazor@gmail.com
Street Address	Street Address: 416 Gooseberry Drive City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 599-6565
Work/Alternate Phone	(919) 346-4748
Current Employer	Harness.io
Job Title/Occupation	Director Talent and Organizational Development
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Board, or Parks & Recreation Advisory Committee?	Yes
If yes, please list the name of the board/s and years served.	I have been a member of the Holly Springs planning board for 6 years. Last year I served as vice chair and currently am the chair of the planning board. I have also applied to serve a third term.
List any education, work experience, or qualifications you have	I have been a member of the planning board for the past 6 years. Over the past two years I have served as vice chair and chair. In addition, I have participated on multiple sub committees. I am a

relevant to the Town Council position.

member of the Land Use Advisory sub committee as well as the Housing Affordability Study advisory sub committee. I selected those committees because I wanted to learn more about the process and help with situations that are directly affecting our town. Being able to learn from the consultants and other members of the Housing Affordability committee has given the current board and town a solid process with alternatives to move forward that will assist this town. Being a member of the Land Use advisory committee has given me insight into the thought process of developers prior to their projects coming to the planning stage.

I was also quite active as a board member with the recent upgrade of the UDO. Being a part of that process gave me the opportunity to have a stronger understanding of the UDO and how it helps with the growth and sustainability of Holly Springs.

Professionally I am the Director of Talent and Organizational Development for Harness.io. I am responsible for all leadership development as well as the organizational development of all teams. I coach managers and executives to create mutual purpose in order to create dialogue for success. My professional experience gives me great experience in growing teams and moving decisions forward. I am also responsible for the global budget for my function and must have an inclusive spirit to ensure the success of my teams.

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

I have volunteered with the Holly Springs Parks and Recreation to coach baseball since 2007. I am still a volunteer assistant coach though I have no children that play. I also coached travel baseball in the town of Holly Springs for 10 years and helped many players prepare for high school baseball.

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?

The Town Council is responsible for representing the people of Holly Springs, all while collaborating as a board. In addition, the council must work with the mayor, developers, projects, groups, appointed boards and town staff to make decisions and establish voting on policies that affect our town. The council has fiduciary responsibility to establish budgets and maintain the financial health of Holly Springs.

If appointed, I will contribute and continue the great work that the board and town staff have started as well as bring my experiences from the planning board and subcommittees to continue the

effective change for our town. I will utilize my professional background and expertise to help create organizational excellence. For example, during recent planning board meetings, I have championed for developers to investigate EV charging infrastructure. The current EV infrastructure is lacking in most places and we have the incredible opportunity to lead our area in creating a strong infrastructure for future development. In summary, if selected, I hope to create a dialogue and continue with the great growth of Holly Springs in a smart and sustainable way that positively impacts all people.

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

No

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

Yes

[Chris Deshazor NC 2022.doc](#)
[Town Council Seat Appointment inquiry.pdf](#)

Signature



Date & time

12/22/2022 10:57 AM

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From: Chris Deshazor <Chris.Deshazor@hollyspringsnc.gov>
Subject: Town Council Seat Appointment inquiry
Date: December 14, 2022 at 5:23:53 PM EST
To: Town Council and Mayor <towncouncil@hollyspringsnc.us>

Mr. Mayor Mayefski and members of The Town Council,

It has been announced that Council member Kristi Bennett has made the decision to resign from the town council at the beginning of the calendar year. Noting that the council has the responsibility of appointing her replacement, I would like to express my interest in the appointment to serve out the remainder of the term.

As a 15 year resident of Holly Springs, I have actively worked in and with the community on multiple levels. While my children were younger, growing up here in town, I volunteered with Parks and Recreation as both a head coach and an assistant coach for multiple sports. In addition, as some of you may be aware, I still am a current volunteer assistant coach with the Parks and Rec baseball program to coach youth baseball although my 2 boys have since graduated and aged out of the league. In addition, I have volunteered and served on the Planning Board for two terms, with my most current term as the Chair and I have applied for a third term. The experiences that I have gained from the planning board as a member, vice chair and chair, has provided me with the unique opportunity to observe and gather great insight into the workings of our town system as well as establish rapport with members of our incredible town staff. My work on the board has also provided me with the knowledge and understanding of our former and updated UDO. Though I am a member of the planning board, I also serve as a member of several sub committees. I am a multiple year member of the Land Use Advisory Committee as well as an active member of the Housing Affordability Study

Committee. I purposely selected these committees to help with the growth and add a viewpoint to these committees. I take the honor and privilege to serve our community with the utmost dedication and respect.

I believe in the vision, the growth, the prosperity and most importantly, the people of our town of Holly Springs. I believe that smart, sustainable growth is important which is why I am a member of the planning board. By serving with the town council, I would partner with the other members of the council to drive the success of this town to benefit our current and future generations. By working and serving members of this community, I will strive to listen and understand multiple viewpoints across Holly Springs and earn the trust of our community.

From a career perspective, I am the Director of Talent and Organizational Development for a Software Development company, [Harness.io](https://harness.io). My professional training and skills have assisted me in decision making as well as building inclusive teams. Personally, my wife and I have two sons that we are super proud of. We made Holly Springs our home in 2007 and have enjoyed building our family here.

If there are questions around my background, mindset or desire to help the town of Holly Springs, please do let me know.

I appreciate your time and consideration.

Chris Deshazor
919.599.6565

Chris Deshazor

416 Gooseberry Drive
Holly Springs, NC 27540

cdeshazor@gmail.com

(919)599-6565

SUMMARY

Innovative leader with experience developing teams and driving results. Extensive experience in building programs into profitable and corporate necessary entities. Able to create and implement complex organizational processes while demonstrating team building, leadership, strategy implementation and facilitation skills. Special strengths include:

- Talent Development
- Business Consulting
- Organizational Development
- Systems Implementation
- Leadership Coach
- Management Training
- Master Facilitator
- Change Agent

PROFESSIONAL EXPERIENCE

HARNESS.IO San Francisco, CA

2021-Present

Harness is an industry leading software delivery platform that utilizes artificial intelligence, to simplify DevOps processes.

Director, Talent and Organizational Development

- Design and deliver leadership development programs for the enterprise.
- Consult with the business to drive efficiency results
- Discover leadership gaps and prepare leaders to drive excellence
- Assist with building effective teams
- Partner with People Business Partners to drive business results
- Develop and execute a learning culture
- Utilize learning platforms to meet the needs of all employees
- Develop business partnerships with coaching organizations to bring effective learning opportunities
- Develop and execute mentorship programs

CITRIX Raleigh, NC

2017-Present

Citrix is a software company that provides a digital workspace platform that gives employees everything they need to be productive in one unified experience while arming IT with the visibility, simplicity, and security needed to enable and control it all.

Talent Development and Delivery Manager, North America

- Responsible for the design, development and delivery of leadership and individual contributor programs.
- Hire, grow and lead streamlined team of staff and vendors.
- Understand customers objectives and needs to design and deliver programs to meet those needs
- Partner with Organizational Development team to drive leader and team effectiveness.
- Coach and develop managers on performance processes and leading teams.
- Trusted advisor and go-to partner to business leaders for learning and performance support strategy and execution plans.
- Drive learning culture through a hybrid of business partnering and facilitating training programs that drive impact and delight our customers.
- Deliver exceptional learning experiences to employees, leveraging opportunities for in-person and virtual learning, while driving adoption of other programs based on staff needs.
- Helped source, upgrade and implement enterprise wide Learning Management System.

LENOVO Morrisville, NC

2014-2017

Lenovo is a leading global technology company that designs, develops, manufactures and sells computers, smartphones, workstations, servers, electronic storage devices and more.

Sr. Global Learning Consultant

- Consult with business partners and business leaders to develop necessary programs
- Sourced and led the implementation team of Cornerstone LMS
- Drove cost savings of \$700,000 annually by replacing disparate systems with enterprise LMS
- Developed and deployed new hire curriculum to be utilized worldwide
- Identified HR issues and developed programs to meet employee needs
- Implemented HIPO Millennial program to close gap of management needs

- Updated and delivered management training for managers new to Lenovo
- Designed and delivered onboarding program for 2000 acquired employees. Deployed instructor led and virtual training versions
- Coordinated with HR business partners to understand the employee training needs of professional development
- Utilized rapid development tools to develop elearning solution for global compliance courses based on subject matter expert direction

NUIX Sydney, Australia/Raleigh, NC

2011-2013

Nuix is a worldwide provider of information management technologies, including eDiscovery, investigations and information governance software.

Director, Training Design and Development

- Managed international staff of designers and developers to develop programs for internal and external vendors
- Developed training curriculum (ILT and eLearning) for clients to learn complex software best practices
- Created cloud training offerings utilizing Amazon AWS where no LMS was present
- Managed multiple training vendors for corporate offerings of training programs
- Designed partner training for international partners in remote markets
- Developed sales certification for worldwide deployment
- Collaborated with SE team to overhaul and deliver Nuix Bootcamp series
- Delivered instructor led training with class sizes ranging from 12-50 participants worldwide
- Managed budgets of global training program with streamlined operations
- Interfaced with C-level executives to understand corporate needs and delivery for certification program
- Developed and deployed certification exams for virtual and instructor led courses
- Designed and delivered virtual training course for domestic and international clients
- Implemented cloud based hands-on exercises for all training
- Managed the Amazon Web Services for all virtual training delivery and hosting
- Created self-learning videos with voice animation for clients and staff
- Developed quick learning guides for easy access and learning of processes
- Updated and implemented training materials based on product release schedules

ALLSCRIPTS Raleigh, North Carolina

2010-2011

Allscripts is a leading provider of healthcare solutions. Allscripts delivers an integrated platform of solutions to facilitate enhanced collaboration and exchange of critical patient information.

Consultant - Senior Instructional Designer eLearning

- Designed eLearning course for 900 project managers on computer system responsible for tracking internal projects and billing
- Built eLearning modules with voice narration for client base
- Developed and delivered Meaningful Use eLearning modules for clinicians and providers
- Assumed a project that had poor client feedback
- Developed curriculum to meet the needs of unsatisfied clients
- Deployed eLearning modules to include job aids, web classes and other training tools to improve customer satisfaction and customer knowledge of important systems
- Interfaced with and directed external development team to build eLearning modules

INTEGREON Arlington, VA/Durham, NC

2005-2010

Integreon is a leading global provider of forensics, paper discovery, electronic discovery, data review, and consulting services for law firms and corporations. Previously Integreon did not have a training program nor a sales presence in North Carolina.

Sr. Manager Training and Development/Sales Executive

- Managed and coached office of 7 employees including career development
- Created and deployed companywide HR and sales training curriculum
- Developed and deployed client facing training program for proprietary review platform
- Created internal operations training program and deployed nationally to all locations
- Established Sales market in North Carolina for scanning, copying, electronic discovery, forensics & data review
- Exceeded sales goals by 36% annually with generated revenues of \$280,000
- Prospected and obtained repeat business client base
- Cross-sold and up-sold clients with solutions to make their daily processes more streamlined
- Built and managed a client base in market where company had no presence
- Built client base from various sources without the assistance of warm leads

- Created brand awareness in a new market by cold calling and building customer relationships with various law firms and corporations

Marketing Programs Manager

- Supervised a staff of technical proposal writers with a responsibility for writing over 200 proposals per year
- Managed a \$3 Million dollar per year Marketing budget
- Built training program from ground up while implementing processes and training programs
- Created and managed marketing collateral for distribution to 6 markets across the US
- Developed and implemented a standard pricing structure for our nationwide sales team
- Designed and deployed a corporate Electronic Discovery sales training and competitive analysis program
- Developed company specific templates for proposals and documentation to enhance brand awareness

FIRST AMERICAN FIELD SERVICES Sterling, VA

2003-2005

First American Field Services is the largest provider of property preservation, asset and collateral inspections and field services in the mortgage industry. First American also called FAFS, contracts work to 3000 independent contractors to provide real-time monitoring of managed inspections and property preservation nationwide. Previously, First American did not have a training program.

Sr. Manager-Training, Development and Process Implementation

- Managed a team of trainers to implement training on newly developed proprietary user systems
- Established and originated training program where no training program had been created
- Implemented program for 100 off shore full time employees in Hyderabad, India
- Managed off shore facility with FAFS management and India Management
- Researched and developed training programs for gaps in learning processes based on employee needs
- Created e-learning and blended training solutions with detailed documentation for internal and external clients
- Developed systems training to support system implementation to 3000 external vendors
- Developed and deployed new systems training on new internal systems converting all staff from old legacy systems to new Web Based system

NEXTEL COMMUNICATIONS Reston, VA

2000-2002

Nextel Communications is a leading provider of fully integrated wireless communications on an all digital wireless network. Serving more than 10 million customers in 197 of the top 200 markets, Nextel focuses on business to business customers and is noted for its distinct and patented direct connect.

Project/New Product Manager/Instructional Designer

- Directed the new product launch process for Nextel Customer Care
- Created training and communications paraphernalia for new products, processes and services for Nextel Customer Care
- Developed eLearning and leader-led training for 2500 customer care representatives on new products and services
- Ensured that Customer Care was comprehensively trained to effectively communicate with customers on existing products and services
- Represented Customer Care Training on alpha and beta trials to gain an understanding of product and service offerings
- Served as the liaison between Customer Care, Marketing Product Training, Customer Care Business Operations and Customer Care ITP
- Developed training solutions to assist in the reduction of high service levels and churn

EDUCATION

BS Marketing Education – Virginia Polytechnic Institute and State University (VA Tech), Blacksburg, VA

MBA Candidate (HR Focus) – Cameron School of Business, University of North Carolina at Wilmington

Situational Leadership Certification, SL2 Certification, Extended DiSC Certification, PROSCI certification

Crucial Conversations Certification, Crucial Accountability Certification

Application to Fill Town Council Seat

Applicant's Legal Name	Eugene Ebersole
E-mail	onebaddog@comcast.net
Street Address	Street Address: 133 Tisbury Drive City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(503) 363-4320
Work/Alternate Phone	(503) 409-8949
Current Employer	retired
Job Title/Occupation	Attorney
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	N/A
List any education, work experience, or qualifications you have relevant to the Town Council position.	Oregon Department of Justice, Senior Assistant Attorney General; 1989-2010 US Navy Judge Advocate General's Corps, Judge Advocate; 1980-2010 Substitute Teacher: Wake County North Carolina Public School System: March 2022 – present

	Northwestern School of Law, Lewis & Clark College, Portland, OR; Juris Doctor, May 31, 1981
	Montclair State University, Upper Montclair, NJ; Master of Arts, 1975
	New Jersey City University, Jersey City, NJ; Bachelor of Arts, 1973
List any current or past volunteer activities in which you are/were involved.	Architectural Review Committee and VP Board of Directors, Hensley HOA 2022 - present School Improvement Team Member (School Liaison): Oakview Elementary School, Holly Springs, NC Aug 2021 – June 2022 Head Baseball Coach, 11/12 team Holly Springs NC Rec Baseball Aug 2021 - Nov 2021
Any additional volunteer activities (optional)?	Chief Umpire; Board of Directors Battlecreek Little League, Salem, Oregon Apr 1994 - Aug 1999 Tutor - Teacher Aide, Sumpter Grade School, Salem, Oregon; Sep 2011 - Dec 2020
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	I believe the depth of my experience gives me the ability to objectively and carefully establish policy, review and analyze laws, decide how land is developed, and work with the mayor and city manager in the best interest of the citizens of our city.
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	No
	RESUME Ebersole .docx
Signature	
Date & time	12/30/2022 10:17 AM

View [view all your submissions](#) easily.

EUGENE F. EBERSOLE
133 Tisbury Drive
Holly Springs, NC 27540

Phone: (503) 363-4320; email: Eugene.F.Ebersole@gmail.com

EDUCATION

Northwestern School of Law, Lewis & Clark College, Portland, OR
Degree - Juris Doctor, May 31, 1981

Montclair State University, Upper Montclair, NJ
Degree - Master of Arts, Fine Arts, August 31, 1975
Honors: - Graduated Magna Cum Laude

New Jersey City University, Jersey City, NJ
Degree - Bachelor of Arts, Education, June, 1973
Honors: - Graduated Summa Cum Laude

EMPLOYMENT

May 1989 - Retired **SENIOR ASSISTANT ATTORNEY GENERAL**
Dec 2010 **Oregon Department of Justice**

Feb 2010 – Dec 2010 **Criminal Justice Division**

Joint Fusion Center & Intelligence oversight attorney, criminal prosecutor.

Apr 2009 – Jan 2010 **Rule of Law Coordinator; Liaison to U.S. Embassy & Iraq**
Joint Task Force 134, Detainee Operations, Baghdad, Iraq

Rule of Law Coordinator/Liaison to US Embassy, State Department, US law enforcement agencies and Iraqi ministries. Oversight into operations and policy of detention operations in Iraq. Special Investigations, high value detainees. (Recalled to active duty, US Navy)

May 1989 – Apr 2009 **Consumer Protection & Financial Fraud Section**

Enforcement and litigation of state laws for consumer protection and financial fraud; Attorney in Charge: Construction Fraud Task Force; Advise and coordinate with federal, state and local law enforcement agencies on enforcement and prosecution issues. Drafting and implementation of state laws and regulations; appearing before legislative committees. Attorney in charge of all automotive industry issues for the Oregon Department of Justice; Chairman, Department of Justice [DOJ] Motor Vehicle Dealer Consumer Protection Advisory Committee; DOJ Representative for the Oregon Motor Vehicles Division Dealer Advisory Committee; Racketeering (ORICO) and government regulation for state agencies including: Construction Contractor's Board, Human Services

Department, Finance and Corporate Securities and Insurance Division, Department of Administrative Services, Motor Vehicle Division, Veteran's Affairs Department, Real Estate Agency, Departments of Energy, Education, Forestry and Agriculture, Public Utility Commission, Secretary of State and Bureau of Labor and Industries.

Apr. 1987 - May 1989

GENERAL COUNSEL

Emmert International; Emmert Development Co.
Clackamas, OR

Provide all legal services for all corporate business including contracts, construction projects, real estate development, management and transactions. Emmert is a unique heavy transportation and rigging company specialized in mega-load relocation via road, marine and rail. Emmert Development has 3000+ rental units, private and commercial.

PRIVATE PRACTICE OF LAW

Clackamas, OR

General practice specializing in construction law, real estate, business law and personal injury.

Jan. 1985 - Apr. 1987

LITIGATION ATTORNEY

Associate Attorney
Gary M. Bullock and Associates, P.C.
Portland, OR

General practice specializing in litigation of personal injury, real estate, construction and business law.

Aug. 1981 – Jan. 2010

U. S. NAVY JUDGE ADVOCATE GENERAL'S CORPS

Nov. 1983 - Nov. 1984

NAVY LEGAL SERVICE OFFICE, Bremerton, WA
SENIOR DEFENSE COUNSEL

Management, planning and administration of Criminal Defense Division and litigation of major felony offenses. Manage six attorneys plus support staff.

Feb. 1982 - Oct. 1983 **NAVAL LEGAL SERVICE OFFICE, Subic Bay, Philippines**

GOVERNMENT COUNSEL

Prosecution of felony offenses and Command advice regarding military justice matters.

INTERNATIONAL LAW ADVISOR

Implemented and provided advice to military commands regarding Status of Forces Agreement between United States and Philippine government; conduct liaison with foreign governments for military service members pending criminal charges in foreign jurisdictions; negotiate and settle criminal charges with victims, police and prosecutors.

DEFENSE COUNSEL

Defense of service members in criminal court-martial and administrative proceedings and provide legal advice regarding other military disciplinary matters.

Jan. 1999 – Apr. 2006

ADJUNCT PROFESSOR

Western Oregon University, Political Science Department
Monmouth, OR

Teach 400 level courses in American Jurisprudence (History of American law, focusing on major constitutional cases) and Administrative Law

June 1980 - June 1981

LEGAL INTERN

Multnomah County District Attorney, Portland, OR

Prosecution of criminal cases in Multnomah County District Court.

PROFESSIONAL ACTIVITIES

Oregon State Bar Admitted 1981, active member

Federal District Court: 9th Circuit, Oregon

United States Naval Reserve: Captain, Judge Advocate General Corps, Retired Jan 1, 2010

Awards: Defense Meritorious Service Medal, Iraq Campaign Medal, Meritorious Service Medal (2 awards), Navy Commendation Medal (2 awards), Joint Meritorious Service Medal (2 awards), Global War on Terrorism Service Medal, Navy Achievement Medal, Senior Judge Advocate Letter of Commendation for superior performance of duty (4 awards), Senior Judge Advocate Letter of Achievement for superior performance of duty (2 awards), National Defense Service Medal (2d award) and Naval Reserve Service Award, Army Commendation Medal, Army Good Conduct Medal, Vietnam Service Medal, Vietnam Campaign Medal and National Defense Service Medal, Naval Overseas Service Medal, Special Unit Citation (NLSO Subic)

VP, Board Of Directors: Hensley Estates Homeowners Association, Dec 2021 - Present

School Improvement Team Member (School Liaison): Oakview Elementary School, Holly Springs, NC Aug 2021 – June 2022

Responsible for implementing the School Improvement Plan which drives Oakview's academic and instructional decisions.

Substitute Teacher: Wake County North Carolina Public School System: March 2022 – present

Early Childhood/Elementary Teaching Certificate: New Jersey, 1973

EUGENE F. EBERSOLE
133 Tisbury Drive
Holly Springs, NC 27540

NAVAL ASSIGNMENT HISTORY

RESERVE NAVAL ASSIGNMENTS

January 1, 2010	Retired
2009/04 – 2009/12	Rule of Law Coordinator; Liaison to U.S. Embassy Joint Task Force 134, Detainee Operations, Baghdad, Iraq
2009/03 – 2009/04	Volunteer Training Unit Portland, Oregon, Providing civil and criminal legal services to US Naval commands in NW United States
2005/10 – 2009/02	SENIOR STAFF JUDGE ADVOCATE, Legal Department Head, Office of the Fleet Judge Advocate, NR Commander Pacific Fleet DET 120, Pearl Harbor, Hawaii Provide command advice on all legal issues including criminal prosecutions, ethics, international/operational/environmental law, treaties, international agreements and UN Charter and resolutions. Supervised 2 to 5 attorneys and 1 paralegal; Back-filled Fleet Judge Advocate and DFJA.
2002/10 – 2005/09	SENIOR JUDGE ADVOCATE, US Pacific Command DET 120 U.S. Pacific Command, Camp Smith, Hawaii Provide international law advice on treaties, ethics, environmental law, international agreements and UN Charter and resolutions in coordination during Tier I and Tier II military exercises of US PACOM. Provide research, review and updates of Intelligence overview for PACOM Area of Responsibility countries on PACOM's Internet Virtual Information Network.
2000/10 – 2002/09	STAFF JUDGE ADVOCATE, Naval Reserve Readiness Command Northwest, Everett, WA Counsel to several Commanding Admirals, and eleven tenant reserve center commands in an eight state region; Senior naval reserve attorney for NW United States and Hawaii.
1999/10 - 2000/09	COMMANDING OFFICER, Volunteer Training Unit-Law 2206, Portland, Oregon, Officer in charge of 3 lawyers providing civil and criminal legal services to US Naval commands in NW United States

1997/10 - 1999/09	EXECUTIVE OFFICER, Civil Law Support Activity, Aurora, CO; Supervised civil law unit which provided support to Office of the Judge Advocate General, Washington, DC for complex litigation and claims section. Supervised 12 attorneys and 4 paralegals
1996/10 - 1997/09	EXECUTIVE OFFICER, Volunteer Training Unit- LAW 2206, Portland, Oregon; Supervised 5 lawyers providing civil and criminal legal services to US Naval commands in NW United States
1994/10 - 1996/09	COMMANDING OFFICER, NR Legal Service Office NW 222, Portland, Oregon, Officer in charge of 12 lawyers and 3 paralegals providing civil and criminal legal services to US Naval commands in NW United States
1994/05 - 1994/09	EXECUTIVE OFFICER, Volunteer Training Unit-LAW 2206, Portland, Oregon; Supervised 5 lawyers providing civil and criminal legal services to US Naval commands in NW United States
1991/10 - 1994/05	EXECUTIVE OFFICER, NR Legal Service Office NW 222, Portland, Oregon; Supervised 12 lawyers and 3 paralegals providing civil and criminal legal services to US Naval commands in NW United States
1990/09 - 1991/09	SPECIAL CASES OFFICER/ADMIN DEPT HEAD, Personnel Mobilization Team 2922, Eugene, OR
1985/09 - 1990/09	DEFENSE COUNSEL NR Legal Service Office NW 222, Portland, OR

ACTIVE DUTY NAVAL ASSIGNMENTS (see resume for details)

1983/10-1984/11	SENIOR DEFENSE COUNSEL Naval Legal Service Office Detachment BREMERTON WA
1983/05-1983/10	GOVERNMENT COUNSEL Naval Legal Service Office SUBIC BAY, Philippines
1982/08-1983/05	INTERNATIONAL LAW ADVISOR Naval Legal Service Office SUBIC BAY, Philippines
1982/02-1982/08	DEFENSE COUNSEL

Naval Legal Service Office SUBIC BAY, Philippines

1982/01-1982/02	WATCH OFFICER(SEA DUTY)	USS FIFE (DD-991)
1981/10-1981/12	MILITARY LAWYER COURSE	NAVAL JUSTICE SCHOOL Newport, RI

Other Sea Duty: Mobile Trial Team, 1982, U.S.S. Constellation; Accompany amphibious task force on Western Pacific Ocean exercise, 1983, U.S.S. Durham

Additional Military Education

1. Naval War College International Law Course
2. Naval Justice School, Staff Judge Advocate Course
3. Naval Justice School, Law of Military Operations Workshop
4. Naval Justice School, Instructor Training

Active duty assignments since 2000:

Summer 2000: Liaison Officer, International Naval Review/Operation Sail, New York City; Department Head, Navy Security Detail for President Clinton working with U.S. Secret Service and FBI, USS JFK, July 4th; Liaison Officer to BMS Esmarelda, Republic of Chile

Summer 2001: Deputy Staff Judge Advocate; US Commander in Chief Pacific, Pacific Command, Hawaii; Provide international law advice to Command.

Summer 2002: Provide Staff Judge Advocate advice to Commander, Combined Joint Task Force [CTF] Operation Cobra Gold, Lieutenant General Archawin Svetasreni – Thai Army; Deputy Commander, Lieutenant General Wallace Gregson – US Marine Corps and Assistant Deputy, Brigadier General Chua Chwee Koh – Singapore Army; Sattahip, Thailand; provide legal advice on international law for UN Multinational Joint Task Force on operational law, US Charter and resolutions and interaction with UN Special Representative to the Secretary General and multiple humanitarian organizations

Summer 2003: UN role players group: Role- Chief Legal Counsel to the Special Representative to the Secretary General of the UN [SRSG]; Provide legal counsel on operational and international law to SRSG/UN team and humanitarian role player team for Cobra Gold 03; Interpret and advise on UN charter and resolutions; UN team interface with Command Task Force staff and command; Utapo, Thailand

Summer 2004: Cobra Gold 04 liaison to Observer Officers from the People's Republic of China; Provide indoctrination and liaison support as part of staff escorting officers from 12 foreign nations observing joint military exercises throughout Thailand.

Summer 2005: Deputy Staff Judge Advocate; Commander U.S. Pacific Command, Camp Smith, Hawaii; Provide international law advice to US Pacific Command.

Summer 2006: Battle Watch International/Operational Law JAG; Staff Judge Advocate for International and Operational law to Commander, Combined Joint Task Force [CTF] Operation Cobra Gold 06 to General Staffs of Thai Army; US Army - I Corps, Singapore Forces and Indonesian Army and Japanese Defense Force; Nakorn Nayok, Thailand; provide legal advice on international and operational law for UN Multinational Joint Task Force, also advise on UN Charter and resolutions and interaction with UN Special Representative to the Secretary General and multiple humanitarian and non-governmental organizations.

Summer 2007: Acting Fleet Judge Advocate, Commander U.S. Pacific Fleet, Pearl Harbor, HI; Supervise Office of the Fleet Judge Advocate and provide legal advice to Commander, US Pacific Fleet and staff.

Summer 2008: Chief Staff Judge Advocate for Combined Task Force [CTF], Operation Cobra Gold 08, Korat, Thailand; Battle Watch International/Operational Law Chief JAG; Provide legal advice on International, Operational law and Humanitarian Assistance operations to Commander, CTF to General Staffs of Thai Army; Marine Force Pacific, Singapore Forces; Legal interface and negotiator with UN Peace Keeping Force Headquarters, including legal officers from the Indonesian Army and Japanese Defense Force; also advise on UN Charter and resolutions and liaison with UN Special Representative to the Secretary General and multiple humanitarian and non-governmental organizations for transition from UN Multinational Military Force to UN Peacekeeping Force; negotiate and draft Transition of Authority Agreement; Also assist on legal issues involved with US Joint Task Force Burmese humanitarian relief mission.

2009/04 – 2009/12: Rule of Law Coordinator; Liaison to U.S. Embassy and Iraqi ministries regarding detainee operations and intelligence; Joint Task Force 134, Detainee Operations, Baghdad, Iraq

Application to Fill Town Council Seat

Applicant's Legal Name	Christian Hendricks
E-mail	christian@hendricksmail.com
Street Address	Street Address: 300 Coffee Bluff Ln City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(916) 207-0047
Current Employer	Extol Digital
Job Title/Occupation	Managing Partner
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	N/A
List any education, work experience, or qualifications you have relevant to the Town Council position.	I have served on boards of directors for many private and non-profit companies. My experiences includes serving as an independent director and chairman of the board. (See attached resume)
List any current or past volunteer activities in which you are/were involved.	I currently serve on two non-profit boards, and have served on many non-profit boards during the past 30 years. I also serve as a mentor to many

	executives and business owners. (See attached resume)
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	The main role is to serve as a fiduciary and strategic guide for town management as it executes operationally, and ensure resources are allocated towards meaningful growth strategies for the community.
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	Yes
	Hendricks-Christian-Resume-Detailed-10-2022.pdf
Signature	
Date & time	12/22/2022 8:09 PM

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Christian A. Hendricks

christian@extoldigital.com (work)
christian@hendricksmail.com (personal)
(916) 207-0047 (cell)

[linkedin.com/in/christianahendricks](https://www.linkedin.com/in/christianahendricks)

SEC CIK Code: 0001183626

Career Highlights

- Reported directly to a large publicly traded B2C news media company's CEO for over twenty years as a corporate officer.
- Retained operating and P&L responsibilities for divisions with total annual revenues of more than \$400 million.
- Successfully developed, led, and executed a long-term strategic transformation plan to transition a multi-proprietary news company from print to digital delivery. The plan delivered more than \$200 million in annual revenue.
- Served as a long-term board director for several well-known national B2B and B2C companies.
- Led and managed a publicly traded company's digital investment strategy and portfolio for almost 25 years; resulted in an equity return exceeding \$1.1 billion upon exit
- Held the board chair position of a private company and helped guide it to a successful exit.
- Currently serve as an independent board director for a sizable (\$200+ million annual revenue) venture capital-backed private SaaS company.
- Named to board of directors for midsized (\$50 million annual revenue) SaaS email marketing services company (January 2023 start).
- Currently serve as a board director for two national non-profit organizations focused on improving DEI outcomes, one in education, the other in management ranks at mainstream media companies.
- Formally recognized by the news media industry and peers for leadership and innovation efforts.
- Have provided mentoring to scores of minority executives and managers, and others for more than twenty years.

CURRENT WORK

FOR-PROFIT EXPERIENCE

EXTOL DIGITAL (Holly Springs, NC)

Dec 2017 – Present

Formed in 2017 by Christian Hendricks, the company is a sole proprietor LLC providing strategic and operational consulting services to media and SaaS companies operating in the media ecosystem.

Role: Managing Partner

- Fully responsible for management of all aspects of the business including client acquisition and revenue generation.

Website: www.extoldigital.com

LOCAL MEDIA CONSORTIUM (Clayton, NC)

2018 – Present

A for-profit company focused on creating revenue and cost-savings opportunities for more than 100 media companies owning more the 4,000 local media outlets. The company delivered more than \$50 million in value to its members in 2021.

Role: President (part-time)

2018 – Present

Highlights:

- Work with the CEO and board to evaluate and operationalize value-creating opportunities.
- Grew membership from 32 companies in 2018 to more than 100 today.
- Diversified member base from newspapers only to include television, radio, and digital-only news providers.

Website: www.localmediaconsortium.com

IMPACT VENTURE CAPITAL (Sacramento, CA)

2016 – Present

A Sacramento-based venture capital firm investing in a variety of technology companies founded in and located in the San Francisco, Silicon Valley, and Sacramento areas. The firm has raised more than \$80 million in capital.

Role: Venture Partner

2018 – Present

Role: Advisor

2016 – 2018

Highlights:

- Serve as a venture partner evaluating investment opportunities in the digital media, and advertising technology spaces.

Website: www.impactvc.com

GOVERNANCE EXPERIENCE

BASIS TECHNOLOGIES (Chicago, IL)

Jan 2021 – Present

The privately held company is a leading provider of digital advertising software to brands, agencies, and media companies. The company employs more than 1,000 people and its 2021 revenues exceeded \$200 million.

Role: Independent Board Director

Jan 2021 – Present

Website: www.basis.net

SITE IMPACT (Coconut Creek, FL)

Jan 2023 (start)

The privately held company is a leading provider of email marketing services to brands, retailers, and media companies. The company employs more than 200 people, and its 2021 revenues were approximately \$50 million.

Role: Independent Board Director (starting January 2023)

Website: www.siteimpact.com

NON-PROFIT EXPERIENCE

MAYNARD INSTITUTE FOR JOURNALISM EDUCATION

Jan 2001 – Present

Founded in 1977, this Oakland, CA-based non-profit increases diversity and antiracism in the news media through training, collaborations, and convening focused on inclusive news coverage, better newsroom hiring, and DEI-focused management training.

Role: Board Director

Jan 2001 – Present

Website: www.mije.org

BREAKTHROUGH COLLABORATIVE (San Francisco, CA)

May 2021 – Present

Founded in 1978, this non-profit network of 25 affiliates focuses on increasing educational outcomes and college graduation rates for middle and high school students from underserved communities (i.e., BIPOC, LBGTQIA, lower-income) by providing cohort-based learning support during the school year and summer.

Vice Chair & Trustee

Mar 2022 – Present

Trustee

May 2021 – Mar 2022

Website: www.breakthroughcollaborative.org

PAST WORK

FOR-PROFIT EXPERIENCE

MCCLATCHY (Sacramento, CA)

1992 – 2017

The company is a leading provider of local news and information in 30 markets in the US. The company is currently privately held by a private equity firm; however, it was publicly traded on the NYSE from 1988 through 2020. During this period, its average annual revenues exceeded \$1.0 billion, peaking at \$1.7 billion in 2006.

Experience Summary: During 25-year career, served in a variety of key executive (officer-level) roles, reporting directly to the company's CEO for more than 20 years. Career highlights include significant revenue, governance, digital, innovation, profit & loss, corporate development (i.e., M&A and investments), DEI, and people management responsibilities and experiences.

Corporate Vice President (Officer), Strategic Initiatives

2017 – 2017

- During the nine-month period before exiting the company, advised the CEO on digital investment and acquisition opportunities and led an initiative to sell the company's remaining equity interest in Careerbuilder for \$68 million.

Corporate Vice President (Officer), Products, Marketing & Innovation

2015 – 2017

- Division-level leadership for audience/circulation (\$400 million in revenue), product, corporate marketing, corporate communications, innovation
- Spearheaded and accelerated innovation and transformation efforts by implementation and integration of design-thinking processes across the company
- Led corporate development efforts, which included identification, vetting, and financial analysis of potential acquisitions and investments
- Revamped corporate communications processes and websites, resulting in improved NPI score among key stakeholders

Corporate Vice President (Officer), Interactive Media (Digital) President, Nando (wholly-owned subsidiary)

1999 – 2015

1996 – 1999

- Directly responsible for all aspects of the company's transition from print to digital, including strategy, revenue generation, technologies, operations, partnerships, investments, and people management. Key achievements include:
 - o Annual digital revenue grew from zero (1996) to more than \$200 million (2015)
 - o Recommended and made successful strategic investments in dozens of companies, including well-known companies like Cars.com and Apartments.com
 - o Accelerated digital transformation and significantly reduced costs through consolidation and centralization of digital technology platforms
 - o Spearheaded industry efforts leading to industry-level revenue-generating partnerships with Yahoo and Google
 - o Led effort to create the Local Media Consortium, an industry collaboration formed to develop industry partnerships resulting in increased revenue and reduced costs.

Website: www.mcclatchy.com

GOVERNANCE EXPERIENCE

RECRUITOLOGY (San Francisco, CA)

2017 – 2022

The company was founded in 2016 and provides recruiters and employers with AI-powered job distribution and local candidate sourcing solutions. The company employs approximately 30 people, and its 2021 revenues were about \$20 million. In March of 2022, Jobcase acquired the company and it now operates as Recruitology, a Jobcase Company.

Chairman of Board of Directors

2021 – 2022

Independent Board Director

2018 – 2021

Board Advisor

2017 – 2018

Website: www.recruitology.com

MOONLIGHTING (Charlottesville, VA)

2015 – 2021

Founded in 2012, Moonlighting's SaaS platform and marketplace provide gig workers with tools to manage and market their services. CareerGig acquired the company in 2021.

Board Director

- Served as board director representing McClatchy's equity investment in the company

Website: www.moonlighting.com

LOCAL MEDIA CONSORTIUM (Clayton, NC)

2013 – 2017

Founded in 2013, the Local Media Consortium forges strategic partnerships with digital platforms and service providers that help its local media members lower costs, increase revenue, and grow audiences. Its current membership base includes more than 100 newspaper, television, radio, and digital-only news companies, and it delivered more than \$50 million in value to members in 2021.

Chairman of the Board of Directors

- Led industry team credited with founding the Local Media Consortium
- Spearheaded successful effort to craft industry partnership with Google (2013)
- Regularly provided strategic guidance to industry leadership

Website: www.localmediaconsortium.com

CAREERBUILDER (Chicago, IL)

2006 – 2017

Founded in 1995, Careerbuilder provides recruitment and job-seeking tools to employers and job seekers, respectively. Apollo Global Management owns the company after acquiring it from McClatchy, Tribune Media, and TEGNA in 2017.

Board Director

- Served as board director representing McClatchy's equity investment in the company

Christian A. Hendricks

Page 5 of 7

- Represented McClatchy's interest during the sale of the company. Upon completion of the company sale, Apollo Global Management paid McClatchy \$68 million for its equity stake. Earlier (2006), represented McClatchy's interest when it sold a portion of its stake to Gannett and Tribune Media for \$284 million.

Website: www.careerbuilder.com

CARS.COM (Chicago, IL)

1998 – 2014

Founded in 1998, Cars.com is a leading inventory management and marketing solutions provider to car dealers. It's also a national brand providing car buyers with searchable access to available new and used car inventories. The company currently trades on the NYSE; however, before going public, it had been privately owned by a group of US media companies, including McClatchy.

Board Director

2006 – 2014

Board Advisor

1998 – 2006

- Served as a board director and advisor representing McClatchy's equity investment in the company
- Represented McClatchy's interest during the sale of the company. Upon completion of the company sale, TEGNA paid McClatchy \$632 million for its equity stake.

Website: www.cars.com

APARTMENTS.COM (Chicago, IL)

1998 – 2014

Founded in 1998, Apartments.com is a leading national marketplace for apartment seekers. CoStar Group, a publicly traded company, currently owns the company; however, it was previously privately owned by a group of US media companies, including McClatchy.

Board Director

2006 – 2014

Board Advisor

1998 – 2006

- Served as a board director and advisor representing McClatchy's equity investment in the company
- Represented McClatchy's interest during the sale of the company. Upon completion of the company sale, CoStar Group paid McClatchy \$147 million for its equity stake.

Website: www.apartments.com

EDUCATION

UNIVERSITY OF PENNSYLVANIA (Philadelphia, PA)

Bachelor of Applied Arts & Sciences

HONORS & AWARDS

INNOVATOR OF THE YEAR AWARD - The Local Media Association, 2017

The award recognizes an individual who has exhibited bold leadership in local media by driving new concepts or developing new digital business models.

Website: www.localmedia.org

AWARD OF MERIT - Borrell Associates, 2015

The Borrell Associates Award of Merit is bestowed on an executive who has taken an innovative and measurably successful path to help his or her local media company and industry in its digital transformation.

Website: www.borrellassociates.com

NEW MEDIA PIONEER AWARD - Newspaper Association of America, 2003

CATALYST AWARD - National Association of Minority Media Executives, 2003

Application to Fill Town Council Seat

Applicant's Legal Name	Danielle Hewetson
E-mail	hewetson.danielle@gmail.com
Street Address	Street Address: 205 Cliffcreek Dr City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(317) 490-5779
Current Employer	N/A
Job Title/Occupation	N/A
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	Yes
If yes, please list the name of the board/s and years served.	Board of Adjustments 2022-2025
List any education, work experience, or qualifications you have relevant to the Town Council position.	EDUCATION XAVIER UNIVERSITY; Cincinnati, OH: 2009-2012 Masters of Business Administration, Williams College of Business

PURDUE UNIVERSITY; West Lafayette, IN: 2005-2009

Bachelor of Arts: Public Relations and Advertising,
Department of Communications

EXPERIENCE

Town of Holly Springs – Holly Springs, NC March 2022 – Present

Board of Adjustments

- Appointed by Holly Springs Town Council to conduct public hearings and render rulings on variances from the Town's zoning regulations, appeals to zoning decisions made by Development Services staff, and appeals of determinations made by the Environmental Appeal Committee

Meet.Play.Love. – Holly Springs, NC November 2021 – Present

Founder | Treasurer

- Built Meetup group (115 current membership enrollment) created for the purpose of community among young mothers of the Triangle and their families to find support and receive information and access to both private and public events in the area
- Member of 10-individual Leadership Team with a primary focus on allocating membership dues to fund website costs as well as planned community events

Home – Holly Springs, NC August 2016 – Present
Stay-at-Home Mom | Home Baker; The Bakerish

- Stay at "home" (aka experience the best of Holly Springs and The Triangle daily through the eyes of children) with my 3 daughters aged 5, 3.5 and 2
- Run an at-home baking business specializing in cake decorating and customized sugar cookies; @the.bakerish

Xerox – Indianapolis, IN
2012 – July 2016

October

Strategic Account Manager | Education
Specialist December 2013 – July 2016

- Designed and developed all K-12 marketing materials for use in everyday function as well as numerous technology symposiums, exhibits and conferences.
- Developed relationships within named accounts throughout the state of Indiana to drive results.
- Built unique programs designed for strategic accounts to optimize business function while creating brand recognition and awareness.
- Analyzed business trends to develop business

growth strategy and manage total opportunity pipeline.

Sales | Account Manager October 2012 – December 2013

- Selected by management to participate in the Leadership Development Committee program.
- Prepared action plans and schedules to identify specific targets and generate new accounts and maintain current.
- Collaborated daily with key decision makers within existing and prospective accounts.
- Trained new employees one-on-one in business functions through shadowing and instruction.

Kerry Ingredients & Flavours (Formerly Cargill Flavor Systems) - Cincinnati, OH December 2009 – July 2012

Marketing Associate September 2011 – July 2012

- After December 1st acquisition, designed and developed a rebranded product catalog for the flavor ingredients line. Catalog used by sales managers as a tool for promoting product sales.
- Managed online communications through company profiles on various industry websites, keeping product lists updated and answering customer inquiries and new sample requests.
- Created business review and product demo presentations for use by the sales team during customer visits.

Customer Service Representative / Sales Support June 2009 – September 2011

- Collaborated with five on-location sales managers across the country and Latin America to manage key accounts on-site. Additionally handled daily communication with overseas accounts, primarily in Asia and Europe.
- Effectively communicated daily with buyers and top decision makers for key accounts to keep customers content and the production and sales teams informed of customer expectations.
- Developed and shared organizational materials created in Microsoft Excel and PowerPoint for accounts with multiple locations and large numbers of existing orders.

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

LEADERSHIP AND VOLUNTEERING

Soccer Coach Town of Holly Springs; Fall 2021
Lector St. Mary Magdalene Catholic Church; 2016-Present

Obtained North Carolina Real Estate License; 2017
Habitat For Humanity Volunteer: 2011
Basketball, Soccer, Volleyball Coach Catholic Youth
Organization, Indianapolis, IN; 2004-2012
POLAR PLUNGE Volunteer Fundraising for Special
Olympics; 2009-2016
Business Strategy Game – 2012 Industry Champion,
Global Top 100 lists; Xavier University 2012
EPICS (Engineering Projects In Community Service);
Purdue University; 2009

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?

I see the primary responsibility of Town Council as representing the people of Holly Springs by making decisions and adopting laws and rules based on providing safety, welfare and the common good for the residents of this city.

If appointed, I would hope to aid in and support the growth of the town's infrastructure to provide the greatest possible quality of life for current and future residents of this town.

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

No

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

Yes

[Danielle M Hewetson Cover Letter.pdf](#)
[Danielle M Hewetson Resume.pdf](#)

Signature



Date & time

12/22/2022 2:17 PM

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December 22, 2022

Holly Springs Town Council
128 Main Street
Holly Springs, NC 27540

Dear Councilmen,

My name is Danielle Hewetson and I am a 6+ year resident of Holly Springs and 1 year member of the Board of Adjustments. It is my intention to apply to fill the vacancy on the council left by Ms. Kristi Bennett. Listening to Ms. Bennett's remarks on Tuesday evening assured me that she had been the absolute right person to be elected to council last year and also that I am the right person to take her place at this time. The best combination of attributes that I can imagine for a councilmember is the background and education to support being an informed decision-maker paired with an unmatched passion and love for the community that he or she will represent. This is an important job with countless extensive decisions to be made but its personal too. At the end of the day this is my home, my childrens' home, and I have the desire to be an integral part of the magic that is The Town of Holly Springs – for them and for the rest of this community.

I hope to get the opportunity to meet and work with you, if not for this term, in the future. I am appreciative of your role in this town and would certainly look to you for guidance as I learned my way. You could rest assured that everything that I would do in this role would be in the very best interest of the Town of Holly Springs.

I am without question the person for the job. It's a job I would have been seeking traditionally in the next few years if not for the current circumstances. My Purdue University degree and Xavier University MBA, my background in marketing, and my short time with the Board of Adjustments lend themselves well to how I would approach any task before me, but my passion for Holly Springs and my commitment to making sure it is the best place to live and to raise a family for all of us now and in the future is what will drive me in best representing and making the right decisions for this community in the most positive and effective way possible.

Please reach out to me by phone or email if you have any questions for me or have an interest in meeting in person. Thank you for your role with the Town of Holly Springs and for your time.

Sincerely,

Danielle Marie Hewetson

DANIELLE M. HEWETSON

205 Cliffcreek Drive
Holly Springs, NC 25470

317.490.5779
hewetson.danielle@gmail.com

Strategic, Passionate and Creative Business Mind seeking a position on the Holly Springs Town Council with the purpose of improving the quality of life for my family, friends and neighbors in the Town of Holly Springs. Strong academic background in Marketing and Business paired with **MBA**. Exceptional and articulate communicator.

EDUCATION

XAVIER UNIVERSITY; Cincinnati, OH: **2009-2012**
Masters of Business Administration, Williams College of Business

PURDUE UNIVERSITY; West Lafayette, IN: **2005-2009**
Bachelor of Arts: Public Relations and Advertising, Department of Communications

EXPERIENCE

Town of Holly Springs – Holly Springs, NC

March 2022 – Present

Board of Adjustments

- Appointed by Holly Springs Town Council to conduct public hearings and render rulings on variances from the Town's zoning regulations, appeals to zoning decisions made by Development Services staff, and appeals of determinations made by the Environmental Appeal Committee

Meet.Play.Love. – Holly Springs, NC

November 2021 – Present

Founder | Treasurer

- Built Meetup group (115 current membership enrollment) created for the purpose of community among young mothers of the Triangle and their families to find support and receive information and access to both private and public events in the area
- Member of 10-individual Leadership Team with a primary focus on allocating membership dues to fund website costs as well as planned community events

Home – Holly Springs, NC

August 2016 – Present

Stay-at-Home Mom | Home Baker; The Bakerish

- Stay at "home" (aka experience the best of Holly Springs and The Triangle daily through the eyes of children) with my 3 daughters aged 5, 3.5 and 2
- Run an at-home baking business specializing in cake decorating and customized sugar cookies; @the.bakerish

Xerox – Indianapolis, IN

October 2012 – July 2016

Strategic Account Manager | Education Specialist

December 2013 – July 2016

- Designed and developed all K-12 marketing materials for use in everyday function as well as numerous technology symposiums, exhibits and conferences.
- Developed relationships within named accounts throughout the state of Indiana to drive results.
- Built unique programs designed for strategic accounts to optimize business function while creating brand recognition and awareness.
- Analyzed business trends to develop business growth strategy and manage total opportunity pipeline.

Sales | Account Manager

October 2012 – December 2013

- Selected by management to participate in the Leadership Development Committee program.
- Prepared action plans and schedules to identify specific targets and generate new accounts and maintain current.
- Collaborated daily with key decision makers within existing and prospective accounts.
- Trained new employees one-on-one in business functions through shadowing and instruction.

Kerry Ingredients & Flavours (Formerly Cargill Flavor Systems) - Cincinnati, OH

December 2009 – July 2012

Marketing Associate

September 2011 – July 2012

- After December 1st acquisition, designed and developed a rebranded product catalog for the flavor ingredients line. Catalog used by sales managers as a tool for promoting product sales.
- Managed online communications through company profiles on various industry websites, keeping product lists updated and answering customer inquiries and new sample requests.
- Created business review and product demo presentations for use by the sales team during customer visits.

Customer Service Representative / Sales Support

June 2009 – September 2011

- Collaborated with five on-location sales managers across the country and Latin America to manage key accounts on-site. Additionally handled daily communication with overseas accounts, primarily in Asia and Europe.
- Effectively communicated daily with buyers and top decision makers for key accounts to keep customers content and the production and sales teams informed of customer expectations.
- Developed and shared organizational materials created in Microsoft Excel and PowerPoint for accounts with multiple locations and large numbers of existing orders.

LEADERSHIP AND VOLUNTEERING

Soccer Coach *Town of Holly Springs*; Fall 2021

Lector *St. Mary Magdalene Catholic Church*; 2016-Present

Obtained North Carolina Real Estate License; 2017

Habitat For Humanity Volunteer: 2011

Basketball, Soccer, Volleyball Coach *Catholic Youth Organization*, Indianapolis, IN; 2004-2012

POLAR PLUNGE Volunteer Fundraising for *Special Olympics*; 2009-2016

Business Strategy Game – 2012 Industry Champion, Global Top 100 lists; Xavier University 2012

EPICS (Engineering Projects In Community Service); Purdue University; 2009

References and Recommendations Available upon Request

Application to Fill Town Council Seat

Applicant's Legal Name	Sarah Larson
E-mail	sarah.larson.life@gmail.com
Street Address	Street Address: 112 Volta Pl City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(605) 868-4106
Current Employer	Wake County Public Schools: Oakview Elementary Instructional Assistant; Event Coordinator for Bombshell Beer Co; Social Media Account manger for Endurance Fence Solutions
Job Title/Occupation	Wake County Public Schools: Oakview Elementary Instructional Assistant; Event Coordinator for Bombshell Beer Co; Social Media Account manger for Endurance Fence Solutions
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Board, or Parks & Recreation	Yes

Advisory
Committee?

If yes, please list
the name of the
board/s and years
served.

Parks and Recreation Advisory Committee: appointed in
2022

List any education,
work experience,
or qualifications
you have relevant
to the Town
Council position.

Education
South Dakota State University, Brookings
SD
September 2003 – May 2008
Completed a Bachelor of Science in Journalism degree with
an emphasis in Advertising
Relevant coursework in Advertising, Digital Media, Political
Science, Photography, Marketing Campaigns, Human
Resources, Broadcast and News Writing

Manchester Metropolitan University, Manchester
UK
September 2007 – December 2007
University Exchange Program
Relevant coursework in Brand Management, Creative
Brand Strategies, Direct and Relationship Marketing

I am actively engaged on the Parks and Recreation
Advisory Committee and have also been nominated to the
Advisory Committee for the Downtown Village District.

I currently work for two small local businesses (Bombshell
Beer Co. and Endurance Fence Solutions) as well as the
Wake County Public School System.

I am also the HOA Board President to the Oak Hall
community which lies in the heart of Holly Springs.

My unique experiences and ties to the community, would
be an asset to the Town Council.
Together we can continue to work collaboratively while
maintaining smart economic growth.

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

Holly Springs Parks and Recreation Advisory Committee,
member: July 2022 – Present
Advisory Committee for the Downtown Village District
Area Plan - October 2022 - Present
Holly Springs Half Marathon Community Outreach
Coordinator: June 2022 – Present
Oakview Elementary PTA Treasurer: July 2022 – October
2022
Cultural Arts Society of Fuquay-Varina, Board Member,
Fuquay-Varina, NC: September 2021 – July 2022
Oak Hall Community HOA Board of Directors, President,
Holly Springs, NC: October 2020 – Present

HALF n HALF, Holly Springs, NC, Home Brew Club,
 President and Founder: June 2015 – Present
 Oak Hall Community Social Committee Chair, Holly Springs,
 NC: September 2014 – January 2016
 Fellowship of the Brew, Watertown SD Home Brew club,
 President and Founder: January 2011 – January 2012
 Watertown SD Convention and Visitor's Bureau Hospitality
 Committee: March 2011 – January 2012
 The Watertown SD Chamber of Commerce Ambassador
 Chair: September 2011 – January 2012
 United States Air National Guard, entry level element
 leader: May 2009 – August 2010

Any additional
 volunteer activities
 (optional)?

Additional Volunteer Work
 Foreign High School Exchange Host Family: 2018 – 2019,
 and 2021 – 2022
 Holly Springs Church of Christ Community Compassion Day
 Event Coordinator and Emcee – 2022
 The Block on Main: Black Market – 2022
 Fuquay- Varina Martin Luther King Jr. event: stage
 manager 2022

What do you see as
 the responsibilities
 of Town Council,
 and what do you
 hope to accomplish
 if appointed?

Thank you for taking the time to review my qualifications
 for the open Town Council position.

Through the experiences listed on my resume; I have
 demonstrated a high degree of servitude, initiative,
 creativity, and communication. I continue to push myself
 to excel and grow in environments of authenticity,
 collaboration, and critical thinking.

I enjoy partnering with others on community outreach and
 engagement as well as working independently to ensure
 quality of work in my day to day output.

Transparency and open communication have been the
 driving force of my experiences, volunteerism and
 collaborations.

I do not come with a politicized agenda, other than truly
 wanting to aid and represent the citizens of the Town of
 Holly Springs. This is a unique opportunity to step into a
 roll that would help shape the future of our Town.

The responsibilities of the Town Council members are to
 represent all of the citizens and businesses of Holly Springs
 no matter their race, religion, or political party. Our History
 is rich and must be preserved while looking forward to the
 future. I truly believe we have a wonderful Town and it
 continues to grow stronger together by listening.

My family of five, has lived, worked, and played in the

Town of Holly Springs for almost 10 years. It would be an honor, and a privilege that I would not take for granted; to represent all of the citizens of Holly Springs by becoming the next Town Councilwoman.

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

No

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

Yes

[Sarah.Lar.Son Resume NC 12'22.pdf](#)

[Sarah.Lar.Son Town Council Cover Letter NC '22.pdf](#)

Signature



Date & time

12/22/2022 10:59 AM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To the Holly Springs Mayor and Town Council Members,

Thank you for taking the time to review my qualifications for the open Town Council position. Through the experiences listed on my resume; I have demonstrated a high degree of servitude, initiative, creativity, and communication. I continue to push myself to excel and grow in environments of authenticity, collaboration, and critical thinking.

I enjoy partnering with others on community outreach and engagement as well as working independently to ensure quality of work in my day to day output.

This is a unique situation and an exciting time in the Town of Holly Springs History. I appreciate the opportunity to apply for the open Town Council position. Together we can establish a transparent and democratic approach to set up a precedent that will be an example for surrounding communities as well as our own future. I pride myself on my ability to find common ground and to ensure bipartisanship relationships.

Our family has lived, worked, and played in the Town of Holly Springs for almost 10 years. It would be an honor, and a privilege that I would not take for granted; to represent all of the citizens of Holly Springs by becoming the next Town Councilwoman.

Thank you for your time and consideration,

Sarah Larson

Sarah Larson

112 Volta Pl. Holly Springs, NC 27540 605.868.4106 [linkedin.com/in/sarah-larson-life](https://www.linkedin.com/in/sarah-larson-life) sarah.larson.life@gmail.com

Education

South Dakota State University, Brookings SD

September 2003 – May 2008

Completed a Bachelor of Science in Journalism degree with an emphasis in Advertising

Relevant coursework in Advertising, Digital Media, Photography, Marketing Campaigns, Human Resources, Broadcast and News Writing

Manchester Metropolitan University, Manchester UK

September 2007 – December 2007

University Exchange Program

Relevant coursework in Brand Management, Creative Brand Strategies, Direct and Relationship Marketing

Employment

Endurance Fence Solutions, LLC – Social Media Manager

November 2022 – Present

Responsibilities include overseeing interactions with the public by implementing social media platforms' content strategies. Other duties include analyzing engagement data, identifying trends in customer interactions and planning digital campaigns to build community online.

Bombshell Beer Co – Party Planning Committee

August 2022 – Present

Overseeing all onsite event management (from parties large and small, brewery wide and individual events). The Party Planning Committee oversees each event from conception and development to event teardown; including social media management and marketing.

Oakview Elementary – Instructional Assistant

September 2022 – Present

Provides assistance with activities and duties that implement the total school program, assists teachers in instructional activities, and assists teachers in ensuring an encouraging, caring, safe and healthy environment for all students.

Larson Household – Household manager, grounds technician, health and human services coordinator

September 2009 – Present

Duties include, but are not limited to: managing household schedules, activities, and transportation; menu planning, prepping, serving, and tear down; general house and yard maintenance; budgeting and spending. Management encompasses immediate family members, past foreign exchange students that we have hosted, as well as additional family members who visit and/or stay for extended periods of time; and Molly, the grounds guard dog.

Finding Patience - The Musical, Holly Springs, NC – Stage Manager

January 2022 – June 2022

Coordinated rehearsal schedules for 45 cast members; Supervised assistant stage managers, ushers, merch table, props, costumes, lights, sound, and back stage crew; Ran show during Tech week and throughout our 16 sold out performances; Worked through issues on the fly and ensured the show went on.

Mason Jar Lager Company, Fuquay-Varina, NC – Events Assistant

January 2019 – August 2019

Worked hands on with the owners and bar staff to coordinate on site events, of all sizes, including: pop up markets, outdoor movies, fitness classes, musical entertainment, fundraisers, etc.

Draft Line Brewing Company, Fuquay-Varina, NC – Events Coordinator

May 2015 – January 2016

Responsible for coordinating on-site and off-site events, of all sizes, through customer interaction, community involvement, as well as advertising and marketing through print and online media. Additional duties include, but aren't limited to: cash handling, bar tending, and brewing.

Chapel Hill Downtown Partnership, Chapel Hill Parks & Rec – Downtown Cultural Arts & Events Coordinator

January 2014 – April 2014

Responsible for planning, coordinating and supervising activities for the business district of the Chapel Hill Downtown Partnership in coordination with the Chapel Hill Parks and Rec Dept. Managed and supervised volunteers, interns and temporary staff. Assisted in marketing of special events and programs, while developing promotional materials and maintaining program budgets. Negotiated contract terms and conditions with vendors and program partners.

Venerts Hotel Management, Watertown SD – Director of Sales for: Country Inn & Suites, Quality Inn & Suites

March 2011 – January 2012

Conducted outside sales calls and prospecting; planned and executed events; participated in local associations, Chamber of Commerce events, Convention and Visitor Bureaus, and state tourism committees. Used marketing tools, social media and other programs effectively to sell the hotels, increase exposure and to increase revenue; created and supported an effective Sales and Marketing Plan.

Downtown Brookings Inc., Brookings SD – Marketing Intern: May 2007 – August 2007

Program Manager: June 2008 – January 2009

Created multi-media advertisements, developed a working marketing plan for the 2008 summer streetscape for Downtown Brookings. As Program Manager: Met with downtown business owners, worked closely with city, state and university entities, committees and Board of Directors, managed administrative aspects, implemented organizations goals: Design, Economic Enhancement, Organization and Promotion.

SDSU University Program Council, Brookings SD

May 2004 – May 2007

Hobo Day Grand Pooba, Showcase Coordinator, Community Service Coordinator

Planned and marketed events, developed and coordinated themes, maintained committees, oversaw the implementation of many events throughout the year and worked closely with faculty, city, county, state entities and numerous student organizations.

Clubs and Committees

Holly Springs Parks and Recreation Advisory Committee, member: July 2022 – Present

Holly Springs Half Marathon Community Outreach Coordinator: June 2022 – Present

Advisory Committee for the Downtown Village District Area Plan: October 2022 – Present

Oakview Elementary PTA Treasurer: July 2022 – October 2022

Cultural Arts Society of Fuquay-Varina, Board Member, Fuquay-Varina, NC: September 2021 – July 2022

Oak Hall Community HOA Board of Directors, President, Holly Springs, NC: October 2020 – Present

HALF n HALF, Holly Springs, NC, Home Brew Club, President and Founder: June 2015 – Present

Oak Hall Community Social Committee Chair, Holly Springs, NC: September 2014 – January 2016

Fellowship of the Brew, Watertown SD Home Brew club, President and Founder: January 2011 – January 2012

Watertown SD Convention and Visitor's Bureau Hospitality Committee: March 2011 – January 2012

The Watertown SD Chamber of Commerce Ambassador Chair: September 2011 – January 2012

United States Air National Guard, entry level element leader: May 2009 – August 2010

Additional Volunteer Work

Foreign High School Exchange Host Family: 2018 – 2019, and 2021 – 2022

Holly Springs Church of Christ Community Compassion Day Event Coordinator and Emcee – 2022

The Block on Main: Black Market – 2022

Fuquay-Varina Martin Luther King Jr. event: stage manager 2022

Skills

Creative Writing and Public Speaking; Ad Development and Social Media Marketing; Event and Party Planning; PC and Mac Knowledge; Traveling; Adventuring; Multi-Tasking; Great people skills with previous work experience in retail stores, community theater, theme parks, restaurants, bars, breweries, medical offices, universities, preschools, city and state offices, banks, hotels, and also the military.

References

Amanda Fletcher, *Senior Events Manager at Dude Solutions*. Amanda.Fletcher@dudesolutions.com
919.616.8716

Angie Staheli, *Writer and Director for Finding Patience: The Musical History of Holly Springs*, angie@staheli.org
919.986.0028

Tammy Sanderford, *Community Manager with Professional Properties Management*, tsanderford@ppmral.com
919.848.4911

Application to Fill Town Council Seat

Applicant's Legal Name	Adrian Mack
E-mail	adrian.mack@alumni.duke.edu
Street Address	Street Address: 140 Rostova Way City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(540) 493-5052
Current Employer	Amazon
Job Title/Occupation	Account Executive/Business Development
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	N/A
List any education, work experience, or qualifications you have relevant to the Town Council position.	National Aeronautics & Space Administration (NASA), Astrophysics Division, Inclusion, Diversity, Access, and Equity Council, Council Member: 2022 - Present Executive MBA: May 2022

Zainab Baloch for Raleigh City Council, Campaign Manager: 2017

Doctor of Philosophy: August 2017

Nonprofit Management Certificate: 2016

Durham City Council, Human Relations Commission, Commissioner: 2013

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

National Aeronautics & Space Administration (NASA), Astrophysics Division, Inclusion, Diversity, Access, and Equity Council, Council Member: December 2022 - Present

All Tech Is Human, Collaborator: November 2020 - Present

Sandy Hook Promise, Promise Leader: August 2019 - Present

The Social Institute, Research Advisory Committee Member: April 2019 - Present

The University of Virginia, Mentoring Program, Alumni Mentor: November 2015 - Present

University of Virginia, Class of 2011 Reunion Networking Committee, Member: Aug. 2015 - June 2016

Pi Lambda Phi Fraternity, University of Virginia, VA Omega Alpha Chapter, Chapter Advisor: Aug. 2014 - Aug. 2016

The Hill Center, Professional Advisory Committee, Member: May 2014 - May 2017

Durham City Council, Human Relations Commission, Commissioner: 2013

Department of the Interior, National Park Service, Booker T. Washington National Monument, Park Volunteer: Summer 2010

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?

Town Council is responsible for making policy decisions and setting the direction for the town. This includes determining the budget, setting tax rates, approving land use and development, and addressing the needs and concerns of the community. If appointed as an interim member of the Town Council, my goal would be to use my skills

and experience to make a positive impact on the community, including working to improve public services, supporting local businesses and economic development, and advocating for the needs of all members of the community. I also would strive to be a strong and effective communicator, actively listening to the concerns of constituents and working collaboratively with other council members and town staff to find solutions to the challenges we face.

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

No

If yes, please explain.

N/A

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

No

[MackAJ Resume 2022.pdf](#)

Signature



Date & time

01/03/2023 11:59 AM

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Adrian J. Mack, Ph.D., MBA

Holly Springs, NC 27540 • 540.493.5052

adrian.mack@alumni.duke.edu • <https://www.linkedin.com/in/mackadrian/>

Community Development | Operations & Strategy | Business Development | Consulting & Research

Dedicated and passionate member of the Holly Springs community and culturally competent professional who is interested in using my skills and experience to fulfill the interim town council role. Committed to listening to the concerns of Holly Springs constituents and working tirelessly with the council to find solutions and achieve council and community goals.

EXPERIENCE

Amazon

Arlington, VA

Account Executive II

Oct. 2022 – Present

- T1A&D team reached \$1 billion in annual sales for 2022
- Assigned a portfolio of 250+ businesses selling on Amazon each year and offer business strategy and consulting services to help these businesses increase sells and scale their e-commerce goals
- Appointed as the T1A&D team's Writing Subject Matter Expert; includes writing business reports and other business documents for leadership team and to share cross-functionally

Aro Ventures

Austin, TX

Advisor

August 2022 – Present

- Write federal government contract proposals for assigned portfolio of tech company clients with dual use technologies.

Tury Health

Manning, SC

Chief Strategy Officer

March 2022 – Present

- Develop, communicate, and execute corporate strategy in collaboration with the leadership team and advisory board
- Drive business development and investor and partnership relations
- Manage product development process
- Write contract and grant proposals for federal opportunities: Dept. of Defense, National Science Foundation, etc.
- Conduct scientific research to support innovation
- Ensure suitable metrics are in place to measure performance and progress
- Identify risks and analyze market dynamics

Classkick

Chicago, IL

Business Operations Manager

Aug. 2021 – Aug. 2022

- Wrote proposals for vendor RFPs and developed vendor RFP strategy with the sales team.
- Created compliance training and professional development infrastructure.
- Oversaw onboarding process and liaison between employees and third-party HR vendor.
- Designed and facilitated onboarding courses and other learning and development programs.
- Maintained compliance by completing business registrations, tax filings, and coordinated with insurance providers.
- Directed the diversity, equity and inclusion committee and risk management/ethics committee.
- Improved organizational processes and systems by collaborating with the executive team, finance team, and talent, people, and operations teams.
- Managed a team of 4 business operations and sales operations associates.

Long Capture

Colorado Spring, CO

Proposal Support Coordinator & Innovation Strategist

Apr. 2020 – Aug. 2021

- Project managed and wrote Dept. of Defense SBIR/STTR proposals for assigned tech company clients. Wrote proposals collectively totaling over \$4.7M.
- Secured 30 new clients after taking on sales in August 2020.
- Signed 5 university research partners for select clients applying to the Small Business Tech Transfer program.

- One partnership with the Ohio State University led to \$150K STTR award
- One partnership with the University of Pittsburgh led to \$50K STTR award
- Collaborated with leadership and administrative teams on new service models and pricing plans.
- Strategized with clients on long term strategy regarding Dept. of Defense contracts and commercialization.

Southern New Hampshire University, COCE

Adjunct Faculty, Interdisciplinary Studies

Manchester, NH

Apr. 2018 – Present

- Taught for 28 consecutive 8-week terms and have taught 39 courses in diversity, popular culture, perspectives in liberal arts, and success strategies for online learning.
- Drive student success by differentiating instruction, collaborating with colleagues, advising on career opportunities, and resolving student issues in a timely fashion.
- Continual professional development in adult learning and online learning.

Zainab Baloch for Raleigh City Council

Campaign Manager

Raleigh, NC

July 2017 – Oct. 2017

- Managed interns, staff, and vendors
- Coordinated outreach events and fundraising campaigns
- Created briefs to help inform candidate about local issues and opponents

3C Institute for Social Development

Director of Business Development & Marketing Strategy

Durham, NC

Sept. 2015 – Apr. 2020

- Launched company's first business development infrastructure and oversaw marketing strategy and marketing campaigns.
- Led special projects teams and orchestrated special events, including brand audit and redesign process.
- Created a client onboarding and customer success process and restructured internal workflows across teams.
- Secured \$601,457 in federal grant subcontracts based on cold calls to universities, nonprofits, school systems, and government agencies.
- Scheduled and attended high-level meetings with CEO and leadership team and prepared briefings and debriefs for the CEO.
- Managed 5 client accounts.
- Diversity consultant on National Science Foundation grant focused on online, social skills training program for youth.

The Centers for Quality Teaching & Learning

Director of Partnership Development & Communications

Raleigh, NC

Feb. 2014 – June 2015

- Led partnership development efforts alongside the Executive Director.
- Secured \$70,000 contract with Durham Public Schools within the first 3 months in this role.
- Networked by attending education conferences.
- Created content marketing and directed marketing campaigns.

Trinity School of Durham & Chapel Hill

Director of Annual Fund & Constituent Relations

Durham, NC

Aug. 2012 – Nov. 2013

- Planned fundraising, outreach, and stewardship initiatives.
- Exceeded \$320,000 annual fund goal by raising \$325,000.
- Created content marketing for fundraising and was editor of the Parent News.
- Recruited and supervised 12+ annual fund cabinet members.
- Managed a portfolio of third-party vendors affiliated with fundraising efforts.

VOLUNTEER EXPERIENCE

National Aeronautics and Space Administration (NASA)

Astrophysics Division - Inclusion, Diversity, Equity, and Access Council Member

Washington, DC

December 2022 – Present

All Tech Is Human

New York, NY

<i>Collaborator</i>	November 2020 – Present
Sandy Hook Promise <i>Promise Leader</i>	Newton, CT Aug. 2019 - Present
The Social Institute <i>Research Advisory Committee Member</i>	Durham, NC April 2019 – Present
The University of Virginia, Mentoring Program <i>Alumni Mentor</i>	Charlottesville, VA Nov. 2015 – Present
University of Virginia, Class of 2011 Reunion Network Committee <i>Member</i>	Charlottesville, VA Aug. 2015 – June 2016
Pi Lambda Phi Fraternity, UVA VA Omega Alpha Chapter <i>Chapter Advisor</i>	Charlottesville, VA Aug. 2014 – Aug. 2016
The Hill Center, Professional Advisory Committee <i>Member</i>	Durham, NC May 2014 – May 2017
Durham City Council, Human Relations Commission <i>Commissioner</i>	Durham, NC Jan. 2013 – Sept. 2013

EDUCATION

Quantic School of Business and Technology <i>Executive MBA</i>	Washington, D.C. May 2022
California Institute of Integral Studies <i>Ph.D. in Transformative Studies & Transdisciplinary Studies</i> Concentration: Media, Technology, & Society	San Francisco, CA August 2017
Liberty University <i>M.A. in Christian Ministry</i>	Lynchburg, VA July 2014
Duke University <i>M.A. in Christian Studies</i>	Durham, NC May 2012
University of Virginia <i>B.A. in History</i> Minor: Religious Studies	Charlottesville, VA May 2011

PROFESSIONAL DEVELOPMENT/CERTIFICATES

University of Pacific <i>Nonprofit Management Certificate</i>	Stockton, CA Fall 2016
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Application to Fill Town Council Seat

Applicant's Legal Name	Richard Madoni
E-mail	rmadon01@yahoo.com
Street Address	Street Address: 2801 Mills Lake Wynd City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 608-2304
Current Employer	Verizon
Job Title/Occupation	Project Manager
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	Yes
If yes, please list the name of the board/s and years served.	- Member of the Planning Board for the Town of Holly Springs, 2018 – Present (Vice-chair 2022-2023) - Member of the Board of Adjustment for the Town of Holly Springs, 2015-2018
List any education, work experience, or qualifications you have relevant to the Town Council position.	- Have lived in Holly Springs for 14 years, 9 years on the western side of town, down Avent Ferry Rd, and 5 years on the eastern side, near Bass Lake. - Attend many Town Council meetings in-person, and when not possible, have watched the replays

online.

- Have a wide variety of education and work experiences.
- Worked as an engineer and project manager for multiple major telecommunication companies.
- Went to law school in the evenings while working full-time job.
- Worked as patent law associate and contract attorney on various cases.
- Besides being on the Board of Adjustment and Planning Boards for Holly Springs, also served as the President of Logan's Manor Home Owner's Association Board for 2 years.

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

- Soccer coach for Holly Springs Parks and Rec
- Volunteered at childrens' school for various activities.

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?

- Balancing fiscal responsibility while managing growth and infrastructure.
- Representing the entire town.
- I hope to continue the success of Holly Springs as a place that businesses and people want to be, while keeping it as one of the safest towns in the U.S.

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

No

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

Yes

[RichardDMadoni Resume 010223.docx](#)

Signature



Date & time

01/03/2023 1:47 PM

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RICHARD D. MADONI

(919) 608-2304

2801 Mills Lake Wynd
Holly Springs, NC 27540

rmadon01@yahoo.com

SKILLS AND STRENGTHS:

- Project Management
- Customer Satisfaction
- Conflict Management
- Priority Setting

PROFESSIONAL EXPERIENCE

Verizon – Raleigh, NC, 2014-Present

Project Manager

- Led the One Fiber deployment for Raleigh and Durham.

Senior Radio Frequency Engineer

- Led the 5G and 4G design of small cells and macros in a wireless phone network for Greensboro, Raleigh, Fayetteville and Wilmington.
- Managed multiple projects at a time.
- Project managed design and modification projects from conception to implementation.
- Worked with various teams to establish and implement processes and procedures for handling the new small cell program.
- Strong working relationships with Operations, Transport, RF, Construction, Equipment, System Performance, Project Management, Real Estate, external turn key vendors and external site acquisition vendors.

Kacvinsky Daisak Bluni PLLC – Morrisville, NC, 2013-2014

Patent Associate

- Prepared and prosecuted patent applications before the United States Patent & Trademark Office.
- Focused on wireless and electrical patent applications.

Attorney at Law – Holly Springs, NC, 2008-2014

Attorney

- Successfully represented individuals charged with traffic violations in court. Provided skilled legal advocacy on their behalf.
- Drafted wills, health care powers of attorney, and durable powers of attorney for individuals and families.

Ericsson – Morrisville, NC, 2013

Radio Frequency Engineer

- Monitored and performed troubleshooting of Sprint network.
- Led team with design of new sites, outdoor DAS deployment, and temporary site moves.

Silver Spring Networks – Holly Springs, NC, 2012-2013

Field Engineer

- Managed deployment of smart grid network in North and South Carolina.
- Completed troubleshooting of network problems, performed radio frequency coverage tests, and gathered survey data.

Verizon Wireless – Pittsburgh, PA, 2011-2012

Radio Frequency Engineer

- Led design of wireless phone network for Western Pennsylvania and Eastern Ohio.
- Managed more than 300 projects at a time.

SPX Communication Technology – Raleigh, NC, 2010-2011*Network Planning Engineer*

- Completed design of new mobile phone networks around the world.
- Managed field engineers and supported customers by providing key performance indicators and presentations.

Ellis & Winters – Cary, NC, 2009-2010*Contract Attorney*

- Assisted litigation team during discovery process in corporate contract matters and corporate IP matters.
- Reviewed more than 67,000 documents for relevance in contract litigation and IP litigation using e-discovery software.

Sprint – Cary, NC and Pittsburgh, PA, 2000-2010*Radio Frequency Engineer*

- Led Pittsburgh and Raleigh teams for more than 10 years with the design of their networks.
- Project managed projects from conception to implementation.
- Assisted manager in business proposals by completing justifications through market data, population, and customer complaints.
- Supported delivery for customers and worked with the other teams to ensure speedy and accurate results.
- Managed market and employees when manager was on vacation.
- Constantly learned new technologies and skills.
- Trained and supervised employees.
- Created and gave presentations on reducing costs and utilizing new tools.
- Recognized by management for repairing departmental relationships by establishing positive relationships and communication.

United States Steel - Dravosburg, PA, 1998*Electrical Engineer, Cooperative Education Student*

- Coordinated interactions between the Process Control Department and manufacturing personnel for the Pickle Line.
- Performed routine maintenance procedures on control systems.
- Attended and participated in team meetings.

EDUCATION**Duquesne University School of Law - Pittsburgh, PA***Juris Doctorate, 6/05*

- Duquesne Intellectual Property and Technological Law Society (President 03-04)
- Duquesne Chapter of the Federalist Society (President 04-05; Secretary 03-04)

The Pennsylvania State University - University Park, PA*Bachelor of Science in Electrical Engineering, 12/99*

- Lambda Sigma Honors Society
- Institute of Electrical and Electronics Engineers

BOARD MEMBERSHIPS

Member of the Planning Board for the Town of Holly Springs, 2018 – Present (Vice-chair 2022-2023)

President of Logan's Manor Home Owner's Association Board, 2020 - 2022

Member of the Board of Adjustment for the Town of Holly Springs, 2015-2018

CERTIFICATIONS

PMP – Project Management Institute, 2020

Application to Fill Town Council Seat

Applicant's Legal Name	Kevin Mantovani
E-mail	giomantovani85@gmail.com
Street Address	Street Address: 300 Addison Pond Dr City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(201) 697-5013
Current Employer	DebtBook
Job Title/Occupation	Regional Sales Director
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	n/a
List any education, work experience, or qualifications you have relevant to the Town Council position.	I do not have any direct experience. I have lived in Holly Springs for 3 years now and would love to be part of what helps it grow and develop into a fantastic place to live, work and raise a family. My company, DebtBook, works with municipalities

	across the country and helps track debt obligations (bonds) among other things, so I am very familiar with the municipal finance side of things. I have an MBA, a masters in Accounting and spent 7 years in the Army.
List any current or past volunteer activities in which you are/were involved.	I have volunteered with my daughters dance group (in Fuquay) and have been an assistant coach with her coach pitch tee ball league 2 times and my son once.
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	I think the main responsibility of Town Council is to help guide the community towards common goals while being responsible for representing the larger community. Communication is also paramount to the role of Town Council. It is not about your individual agenda, but rather what is best for the community. I do not have specific things I want to accomplish but I have ideas that I think will make Holly Springs continue to be a leader in Wake County. I have 3 small kids and think that a lot of the people who live in Holly Springs (with small kids or not) want similar things from their community and that is what I want to be a part of. Anything that I can do to help make Holly Springs continue to thrive and advance are things I hope to accomplish. Side note, on my attached resume, you will see my name listen as Kevin "Giovanni" Mantovani but everyone calls me Gio, so I ask that I be called Gio. Thank you!
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
If yes, please explain.	Holly Springs is one of my companies clients, but there is not conflict there.
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	No
	Mantovani 2022.docx
Signature	

Date & time

12/31/2022 10:47 AM

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Kevin Giovanni Mantovani (Gio)

300 Addison Pond Drive Holly Spring NC 27540 | 201-697-5013 | giomantovani85@gmail.com

Education

MASTER OF SCIENCE | DECEMBER 2021 | SAINT PETER'S UNIVERSITY

- Major: Accounting

MASTER OF BUSINESS ADMISITRATION, SUMMA CUM LAUDE | MAY, 2019 | SAINT PETER'S UNIVERSITY

- Major: Finance

BACHELOR OF ARTS| DECEMBER, 2017 | PACE UNIVERSITY

- Major: Business Management

Experience

REGIONAL SALES DIRECTOR | DEBTBOOK | JANUARY 2021 – PRESENT

- Demo DebtBook application to prospects and conduct full sales cycle services
- Collaborate with team of business development associates to plan and coordinate sales pipeline for the northeast territory
- SME for Municipal Debt/Financing, GASB Accounting Standards and knowledge of the DebtBook application
- 6th employee at this startup company, which was founded in 2020 and currently has ~85 employees

SUCCESS PROGRAM MANAGER, CUSTOMER EXPERIENCE | CISCO | NOVEMBER 2019 – PRESENT

- Manage 85 accounts, driving them through the customer lifecycle, customer journey and delivery to ensure adoption and maximization of Cisco and Cisco products
- Maintain regular check-ins and communications with customers to discuss pain points, challenges, areas of improvement and future opportunities while delivering high levels of customer satisfaction and increasing NPR.
- Managed 3 Lifecycle Program Managers (LPM's) who provide support to clients
- Successfully managed a team of 4 contractors in a service adoption program, (IRR) outside traditional scope of the success program manager role. Drove renewal rates from 5%-40% for FY20, achieving 111% of revenue incremental bookings goal.

DIRECTOR, CLIENT EXPERIENCE | JLL | FEBRUARY 2019 – OCTOBER 2019

- Manage a team of 4 direct reports with a focus on operational reporting, KPI delivery, technology deployment, SOP development, BI/Data analytics, client experience, sustainability initiatives and process improvement.
- Worked with all service lines-FM, PM, Finance, Sourcing and PDS/Space Planning
- Managed budgeting for 2020, which included 16 sites across the country with a total operating budget of \$88 million.
- Built and instituted a customer satisfaction survey to gather feedback
- Works directly with sourcing and procurement to coordinate RFP's and awarding of new contacts.
- Plan and prepare Quarterly Business Review with the client as well as all monthly financial variance reporting, facilities management reporting, and internal team meetings.
- Responsible for all hiring, interviewing, and coordinating of offer letters for all vacant or new positions.

PROJECT MANAGEMENT SPECIALIST | PRUDENTIAL | AUGUST 2018 -FEBRUARY 2019

- Central point of contact for all projects and liaison for all members of the project team. Responsible for encouraging communication amongst the project team to ensure project stays on track and on time. Serve as a single source of information and a backstop for any and all issues that may arise.

- Responsible for keeping project sponsors, senior leaders and executive members of Corporate Real Estate up to date with project status via bi-weekly leadership meetings. Regularly in communication with high level executives through monthly dashboard updates.
- IFRS16/ASC842 Lease implementation project, a significant change to accounting policy. Took effect on 1/1/2019 and effects over 3,000 Prudential Leases, and over \$750 million of annual payments. This project involves the rollout of new software which will ensure that all of the lease accounting is both accurate and in compliance with the new standard.

OPERATIONS MANAGER | THE UNITED STATES ARMY | APRIL 2010 – DECEMBER 2018

- Platoon Sergeant for a platoon of 27 soldiers
- Developed and implemented physical, personnel, informational, and operational security standard operation procedures to ensure the compliance of a Battalion of 500+ members and 4 Battery's
- Organized and systematized all documents, to include classified/confidential information, security clearance reports, and Personally Identifiable Information (PII), converting from all paper to all digital.
- Advised senior officers on current state of preparedness of the unit while recommending the necessary changes to improve the performance of the Battery
- Lead, motivated, supervised and trained junior non-commissioned officers to help prepare them for leadership and counseling roles, encouraging and promoting a positive work environment

Application to Fill Town Council Seat

Applicant's Legal Name	Karen McQuade
E-mail	karen_mcquade@yahoo.com
Street Address	Street Address: 5309 Lake edge Dr City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 753-3337
Current Employer	Retired
Job Title/Occupation	regional Director
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	Have not served
List any education, work experience, or qualifications you have relevant to the Town Council position.	Regional Manager Xerox President HOA Devils Ridge President HOA Wilshire Wilmington NC
List any current or past volunteer activities in which you are/were involved.	Board Member A Woman's Place Shelter Wake County Board of Elections Volunteer

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	To be part of a cohesive, functioning and effective government body and to be accessible to all and aware of all voices that make up our community
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	Yes
Karen McQuade Vita.docx	
Signature	
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KAREN MCQUADE

PROFILE

CONTACT

PHONE:
919 753 3337

EMAIL:
Karen_McQuade@yahoo.com

HOBBIES

Travel
Cooking
Volunteer Work
Birding

EDUCATION

Lincoln Tech
1979 - 1981
Dean's List , Associate Degree Computer technology

WORK EXPERIENCE

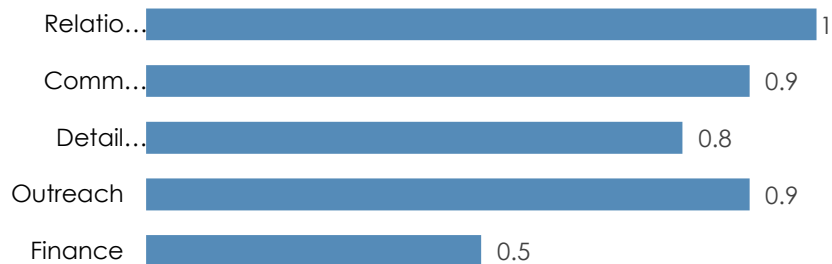
LiveWell Assisted Living 2017-2019
Executive Director

Argentum Group Distressed Asset Manager
2010-2017
Multi Asset management company

Regional Manager Xerox
2006-2009
Managed 200 employees throughout North Carolina

Xerox Cross Functional Manager
1999-2006

SKILLS



Application to Fill Town Council Seat

Applicant's Legal Name	Thomas Rushing
E-mail	trrushing@hotmail.com
Street Address	Street Address: 416 Shorehouse Way City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 630-4742
Current Employer	Self employed Real Estate Broker with Choice Residential
Job Title/Occupation	Real Estate Broker
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Board, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	While I have not served on one of the towns appointed boards I have served for over 20 years on multiple Holly Springs HOA boards.
List any education, work experience, or qualifications you have relevant to the Town Council position.	As a real estate agent I am consistently reviewing the towns plans so that I can educate my clients on our growing community.

List any current or past volunteer activities in which you are/were involved.	I am currently the president of the Holly Glen HOA. I over see 887 homes. In that capacity I have hosted educational events with the town in our clubhouse. I have worked with staff in maintaining street trees and areas of the community where road work was needed.
List any current or past volunteer activities in which you are/were involved.	HOA president of the Whitney Village HOA in Holly Springs. HOA President of the Bridgewater HOA in Holly Springs
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	The TC needs to be reflective of our community and strive to represent the interests of all residents. They need to be responsible in spending to keep our taxes low. As a gay, married man in the town I think that I can bring a needed and responsible view to the board. In leading an HOA board I understand that not everyone will agree with my decisions but they are necessary. I like to lead by example and I do not tend to lean very far to the left or the right.
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	Yes
Thomas Rushing resume.pdf	
Signature	
Date & time	12/21/2022 4:21 PM

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THOMAS RUSHING

416 Shorehouse Way Holly Springs NC · 919.630.4742
Trrushing@hotmail.com

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DECEMBER 1998– MAY 2015

VETERINARY PRACTICE MANAGER, KILDAIRE ANIMAL MEDICAL CENTER |
PRESTON ANIMAL HOSPITAL

Responsible for all hiring, scheduling and reviews of employees. Managed and trained staff to perform their duties.

MAY 2015 – CURRENT

REAL ESTATE BROKER, P AND T REAL ESTATE (BROKER IN CHARGE)

Selling residential real estate.

EDUCATION

2001

NC STATE UNIVERSITY

Studied Science Education with a specialty in Biology.

SKILLS

- Ability to be an active listener and engage with individuals.
- Consistent
- Levelheaded and balanced

ACTIVITIES

When not working I love spending time with my son in various activities. We are members of the YMCA Y Guides (Go Ys Guys!) We enjoy camping, playing baseball, and watching football.

Application to Fill Town Council Seat

Applicant's Legal Name	Chanel Wilkins
E-mail	chanel.workandwin@gmail.com
Street Address	Street Address: 1129 Dexter Ridge Drive City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(919) 325-6465
Current Employer	Agents of Clean
Job Title/Occupation	Owner
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	Yes
If yes, please list the name of the board/s and years served.	I began serving on the Board of Adjustments in 2023.
List any education, work experience, or qualifications you have relevant to the Town Council position.	I have a long history in the corporate work environment mostly operations, finance and legal. Before starting my own business here in Holly Springs, I was a Global Customs Compliance Analyst. Much of my role was to ensure the company's continued adherence to international,

federal, local and company regulatory standards outlined in the US Customs and Border Protection Guideline. Notably, I established the company's Duty Drawback process which has gained Apex Tool Group an average of \$325,000 in corporate duty returns annually. To prove its continued feasibility, I ran the project for 4 years in a row. Before that I was the Executive Assistant to the VP of Sales of a multibillion-dollar global pharmaceuticals company, CrossTex International. Again, the role required that I help grow the business while staying within legally mandated guidelines.

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

I have served the community in some aspect all of my life. Throughout my mother's lineage our family has been part of Christian ministries for the past hundred and fifty plus years. My father before his passing was Muslim and his sister Buddhist. While I don't have an in-depth understanding of other faiths outside of Christianity, I have seen believers of various faiths live harmoniously. Before I was ordained in 2013, I established an interfaith association in Smyrna GA, our goal was to bring collaboration between faith communities (especially Christian, Muslim and Jewish) and local service groups like the Police, Fire Department and nonprofits like habitat for humanity as an example of understanding and compassion to our parishioners and the community at large.

Any additional volunteer activities (optional)?

I've always volunteered through local churches but since moving to Holly Springs in 2016, I was elected as the Athletic Booster Club Presidential at Holly Grove Middle School. That year we saw record breaking season pass sales, business sponsorship, game attendance and concession sales. During that time, I became more familiar with the staff and need for support at Holly Grove Middle and Holly Springs High. I volunteered as often as I could while working a full-time corporate job. I've also volunteered with the Holly Springs Chamber of Commerce as an ambassador. I was a founding member of the Holly Springs Education Foundation and created Impact Holly Springs in 2020. This launched me into volunteer efforts all across town, including the, the Lodge, the Food Pantry, working with Meg Smiles Foundation, clothing drives for Note In the Pocket, "Adoption" of the senior residents at the Dorothy Nixon Allen Manor Senior Living in Holly Springs during Christmas of 2022 and "Adoption" of families throughout Holly Springs with the coordination of Magnolia Montessori in Holly Springs during Christmas of 2023. I served the

faith community and Police Department as a liaison, I've attended police advisory board meetings, and both attended while encouraging the attendance of community events like the Cass Holt Park and Downtown Village District community engagement opportunities. All of this I do because I believe that the more people become involved and aware the more they will love this town as much as I do and naturally encourage others to join in.

What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?

While much of the general public is most familiar with connecting with members of Town Council only after sharing their concerns during the public comment portion of town council meetings, I've learned that Town Council spends a great deal of time reviewing, adjusting and subsequently adopting the annual operating budget for the town. This process is responsible for the funding of our infrastructure improvement, programs that support various committees through town and integral operational efforts by our Police and Fire Department. If appointed, I hope to make the process and impact of our municipal government more easily understood by those who are unfamiliar. In the past three years especially, I've witnessed groups of individuals attending community events with town officials present. In those meetings many feel emboldened to share their grievances, but rarely do they follow up or ask what action they can take personally to help in the process of improvement. We've heard many times that members of the faith community would like to see attendance from members of Town Council in their services and programs. I'm eager to fill that request. I began the same work in 2020 as a liaison between the faith community and the police department. I believe as a member of Town Council I can be a bridge to many of the efforts of our local nonprofits as a whole and shift the notion that town representatives are only accessible or interested in grave times of need or public outcry.

I have attended Town Council (both in person and remotely), Planning Board and Board of Adjustment meetings. Like many others, I did not understand the magnitude of influence our municipal appointments and decisions have in our daily lives until 2019. Since then, I have endeavored to be as involved as possible, hoping to inspire others to become engaged, involved, informed and connected. It is through my regular involvement that I've become familiar with members of the town

staff, their roles and impact. I've also gained great insight into professionalism in which our town is managed and the hearts of the people who serve.

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

No

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

Yes

Signature



Date & time

01/03/2023 4:47 PM

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Application to Fill Town Council Seat

Applicant's Legal Name	Glenn Wrap
E-mail	jgw31@hotmail.com
Street Address	Street Address: 208 Cherry Birch Ct City: Holly Springs State: NC Zip Code: 27540
Home/Cell Phone	(716) 290-6774
Current Employer	Retired
Job Title/Occupation	General Manager
Are you eligible to vote in Holly Springs?	Yes
Do you or a spouse or close family member work for the Town of Holly Springs?	No
Have you served or are you currently serving on the Planning Board, Board of Adjustment, Tree Advisory Committee, or Parks & Recreation Advisory Committee?	No
If yes, please list the name of the board/s and years served.	None
List any education, work experience, or qualifications you have relevant to the Town Council position.	25+ years managing multiple industrial/medical businesses both domestically and internationally
List any current or past volunteer activities in which you are/were involved.	I am new to Holly Springs.

Any additional volunteer activities (optional)?	Cherry Street Mission Toledo, Ohio
What do you see as the responsibilities of Town Council, and what do you hope to accomplish if appointed?	The Town Council provides leadership for the community as well as serves the Holly Springs community. I would like to continue to build on the wonderful base that exists today and work towards a world class community and place to live.
Do you have any personal or business interests that could create a conflict of interest (either real or perceived) if you are appointed?	No
Have you taken the opportunity to attend any previous Town Council meetings prior to the notice of this vacancy?	No
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Signature	
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J. GLENN WRAP

linkedin.com/in/glennwrap

(716) 290-6774

jgw31@hotmail.com

PROFESSIONAL SUMMARY

General Manager with extensive global business experience (including 2.5 years as an expat) that accelerates value creation, increases sales revenue, penetrates new markets, successfully introduces new products, and negotiates win-win contracts. Effectively build and lead high performance global teams (up to 800 people) that drive business performance. Managed P&L for businesses in China, Europe, and North America and India.

Product Expertise:

High Temperature Ceramic Materials, Ceramic Fibers, Refractories, Products for Mining and Industrial Minerals Processing.

Market Experience:

Automotive, Appliances, High Temperature Furnaces, Fire Protection Applications

Management Expertise:

- Defining/Implementing Strategic Vision
- Process/Productivity Improvement
- Sales Organization Integration
- Global Product Introduction
- Value Creation in New Business Development
- Export Market Development
- Global Partnership Development
- Contract Negotiation/Pricing

PROFESSIONAL EXPERIENCE

UNIFRAX LLC, Tonawanda, New York

2012 - 2017

Global Leader in high -performance specialty products used in many industries in a diverse range of applications.

Vice President Thermal Management (2015 - 2017)

Developed/executed business plans for global commercial organization including initial phase of strategic business plan which will grow business 3x industrial growth projected globally.

Vice President/General Manager Europe & Africa (2013 - 2015)

Directed \$100+M Profit and loss business with 800 employees. Reported to CEO. Developed and implemented business plans to extend global reach of business, as well as to address succession plan challenges.

General Manager Automotive - China (2012 - 2013)

Directed \$20+M Chinese business unit with two manufacturing sites; Shanghai and Linhai (60 employees). Developed and successfully executed annual business plan.

- **Developed new organization and identified resources and tools/consultants.** Created global structure, communication systems, and teams to accelerate value creation for commercial teams.
- **Reorganized Chinese Automotive sales organization for improved efficiency.** Provided recommendations for new resources needed in China to meet identified growth in market.
- **Effectively negotiated commercial settlement with Chinese OEM** resulting in million dollar positive long term commercial impact.
- **Successfully implemented a global commercial organization** from several regional organizations that is capable of achieving 5 year strategic growth target of 3x industrial production.
 - Identified several multi-million dollar markets, applications, and opportunities.
 - Commercialized several impactful global applications ranging from \$500k to \$1M.
 - Identified/implemented new applications testing which accelerates path to new market opportunities.
- **Improved working capital by 14% in 9 months** by focusing attention on chronic slow paying customers and supply channel partners.
- **Achieved annual sales and profit targets in Europe.** Successfully built new business development pipeline on specific new products in new markets which improved organizational commitment to targets.
- **Developed and implemented succession plans for Europe.** Accelerated development of key employee who has since been promoted to a more significant organizational role.

- **Implemented annual price increases that exceeded regional inflation;** created value of \$1M annually.

J. Glenn Wrap

Page 2

PROFESSIONAL EXPERIENCE (CONTINUED)

DERRICK CORPORATION, Buffalo, New York

2010 - 2011

World leader in the design and manufacture of high frequency vibrating machines and screen surfaces.

Business Development Manager/Consultant

Developed/executed strategic plan for mining and industrial minerals business segment. Conducted a review of business systems and made recommendations related to global sales organization structure, development of a strategic selling process, marketing communications requirements, reporting and metrics requirements for the business unit to achieve the business plan sales objectives.

- **Developed five-year strategic plan;** associated sales forecast was the first in ever for the business unit.
- **Exceeded the five-year strategic target** of doubling in size in the first year.
- **Identified price increase opportunity and led organization on aggressive price strategy** that had \$2 million in incremental annual price impact on product line.
- **Developed plan for identifying and filling sales representation gaps** on a global basis. Filled multiple country sales gaps with new representation.
- **Benchmarked competitive business models and commercial approaches;** made recommendation for sales organization structure for achievement of the 2015 plan.
- **Identified \$500,000 price improvement opportunity** with aftermarket products.

BUFFALO FILTER, Buffalo, New York

2009 - 2010

Leading medical device manufacturer and supplier of surgical smoke evacuation equipment.

Chief Operating Officer

Developed/implemented strategic planning process to support 20% annual growth objective. Managed 60 employees and drove efforts to bring new products to market faster, increase on-time shipments, and improve customer satisfaction. Directed Sales, Business Development, Technology, Quality, Manufacturing, & Finance.

- **Achieved 172% of income target** in Q1 2010.
- **Successfully implemented first MRP system** that significantly improved costs and efficiencies.
- **Identified and implemented new metrics for business unit** that aligned with business objectives.
- **Established the first performance targets** for direct reports that cascaded to all employees.

CARBORUNDUM (VESUVIUS/RHI), Falconer & Niagara Falls, New York

1982 - 2008

World leader in high temperature ceramics and materials.

President/General Manager - Fused Cast Refractory Business (1998 - 2008)

Directed \$60 million stand-alone fused cast refractory business. Managed a 280-person global organization serving the global glass industry with customers such as Owens-Brockway, PPG, Vitro, Corning, and Schott. Managed Operations, Engineering, Sales/Marketing, Finance, Research & Development, Business Development, and Human Resources. Developed and successfully implemented annual business plans.

- **Successfully developed and implemented business strategy** that positioned business unit as the lone domestic manufacturing competitor in the Americas.
- **Implemented a new marketing strategy focused on business development** that increased sales from new products, new markets and new applications by 30%.
- **Achieved a business record in both sales (\$60 million) and IBITDA performance (\$13 million).**
- **Achieved \$10.3 million in operational cost savings** via capital injection, loss reduction, labor productivity savings and labor contract negotiations.
- **Achieved 67% reduction in working capital** due to implementation of new commercial terms.
- **Successfully negotiated 2 union contracts** with savings of \$1.4 million, then a two-tier wage rate.
- **Managed businesses in both Italy and Germany.** Successfully integrated three sales organizations into one global organization with synergy in excess of \$1 million.
- **Successfully justified \$7 million in capital investments** targeted at productivity improvement, cost

reduction and changes in process technology due to change of product mix.

PROFESSIONAL EXPERIENCE (CONTINUED)

Marketing Manager - Fused Cast Refractory Business (1994 - 1998)

Drove marketing decisions and directed 23 international staff members as well as regional distribution for a \$50 million business. Direct reports were positioned in Brazil, Germany, Italy, UK, Mexico, and New York.

Developed/implemented a strategic marketing plan, prioritized market and product development activities.

- **Achieved three consecutive record sales years** in excess of \$50 million with non-NAFTA exports representing 40% of sales. Key sold markets were Europe, South America, and Southeast Asia.
- **Successfully negotiated multimillion-dollar multi-year sole source contracts** with largest customers including Vitro, PPG, Guardian, and Owens-Brockway. Each contract exceeded \$5 million per year.

Technical Sales Manager - Ceramic Fiber Division (1990 - 1994)

Product/Marketing Manager - Ceramic Fiber Division (1985 - 1990)

Technical Sales Roles (1982 - 1985)

EDUCATION/CONTINUING EDUCATION

NIAGARA UNIVERSITY, Niagara Falls, New York

MBA Degree

WESTMINSTER COLLEGE, Fulton, Missouri

BA - Economics and Business Administration



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 19.

New Business

Title: Annual Appointments to Planning Board and Board of Adjustment

Strategic Priority Area: Organizational Excellence

Responsible & Balanced Growth

Staff Resource: Linda McKinney, Town Clerk

Action(s):

1. Appoint one In-Town Regular and one In-Town alternate member to the Board of Adjustment and two In-Town Members to the Planning Board.
2. Recommend one ETJ member for appointment to the Planning Board, and one ETJ Alternate member for appointment to the Board of Adjustment by the Wake County Board of Commissioners.

Explanation:

- Openings on the Board of Adjustment and Planning Board were advertised by staff.
- The Clerk's Office received 13 applications from in-town residents, and five applications from residents in the ETJ.
- These applications were forwarded to Council in December.
- The following positions need to be filled by Council:
 - In-Town Regular member of Board of Adjustment
 - In-Town Alternate member of Board of Adjustment
 - 2 in-town members of the Planning Board
 - If Council appoints a current member of the Board of Adjustment or Planning Board to fill the Council seat vacated by Kristi Bennett until the next municipal election, that position will also need to be filled from the current applicants.
- The following positions need recommendations to the Wake County Board of Commissioners
 - 1 ETJ Alternate member of Board of Adjustment
 - 1 ETJ member of Planning Board

Background:

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

Funding Source(s):

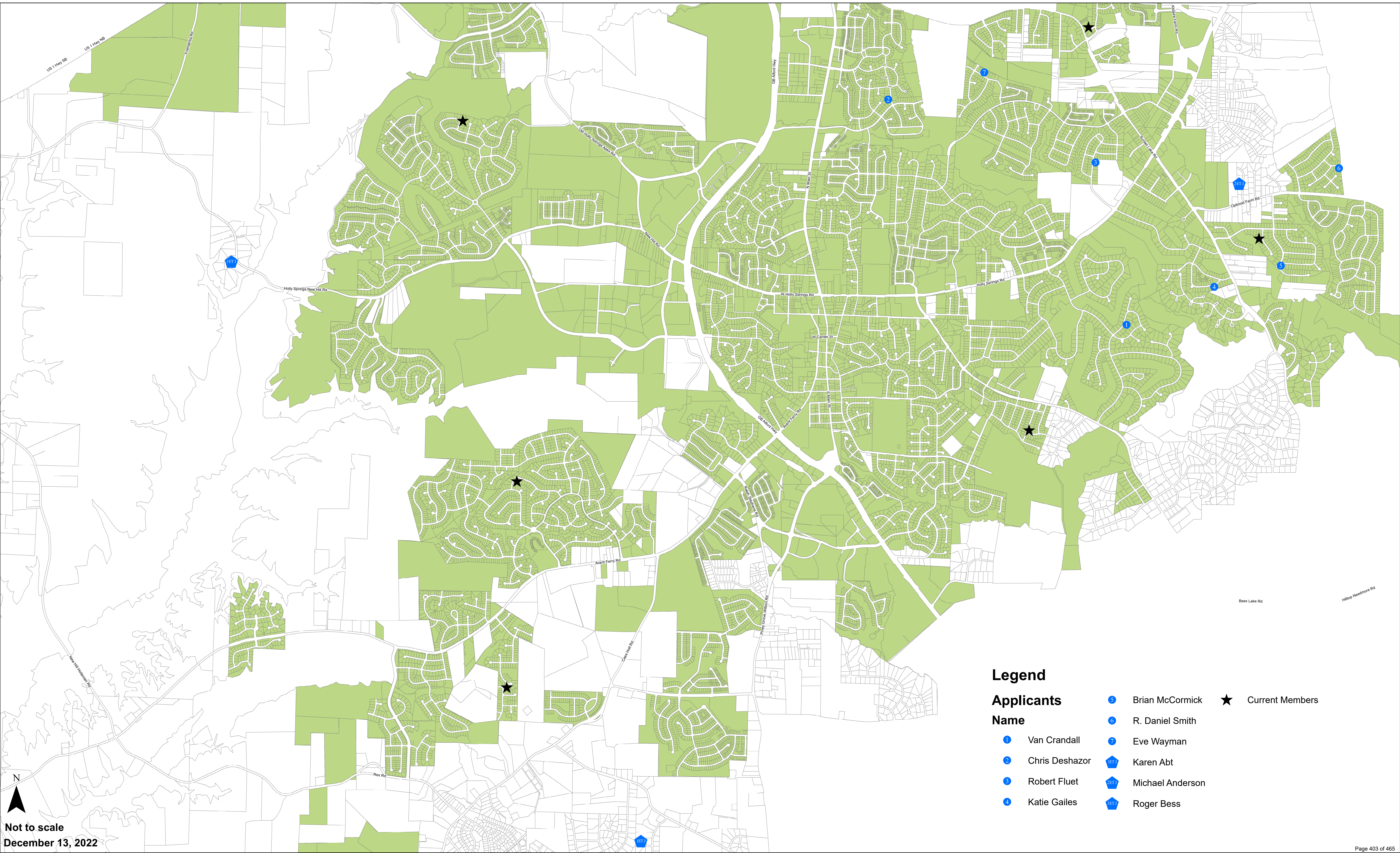
N/A

Attachment(s):

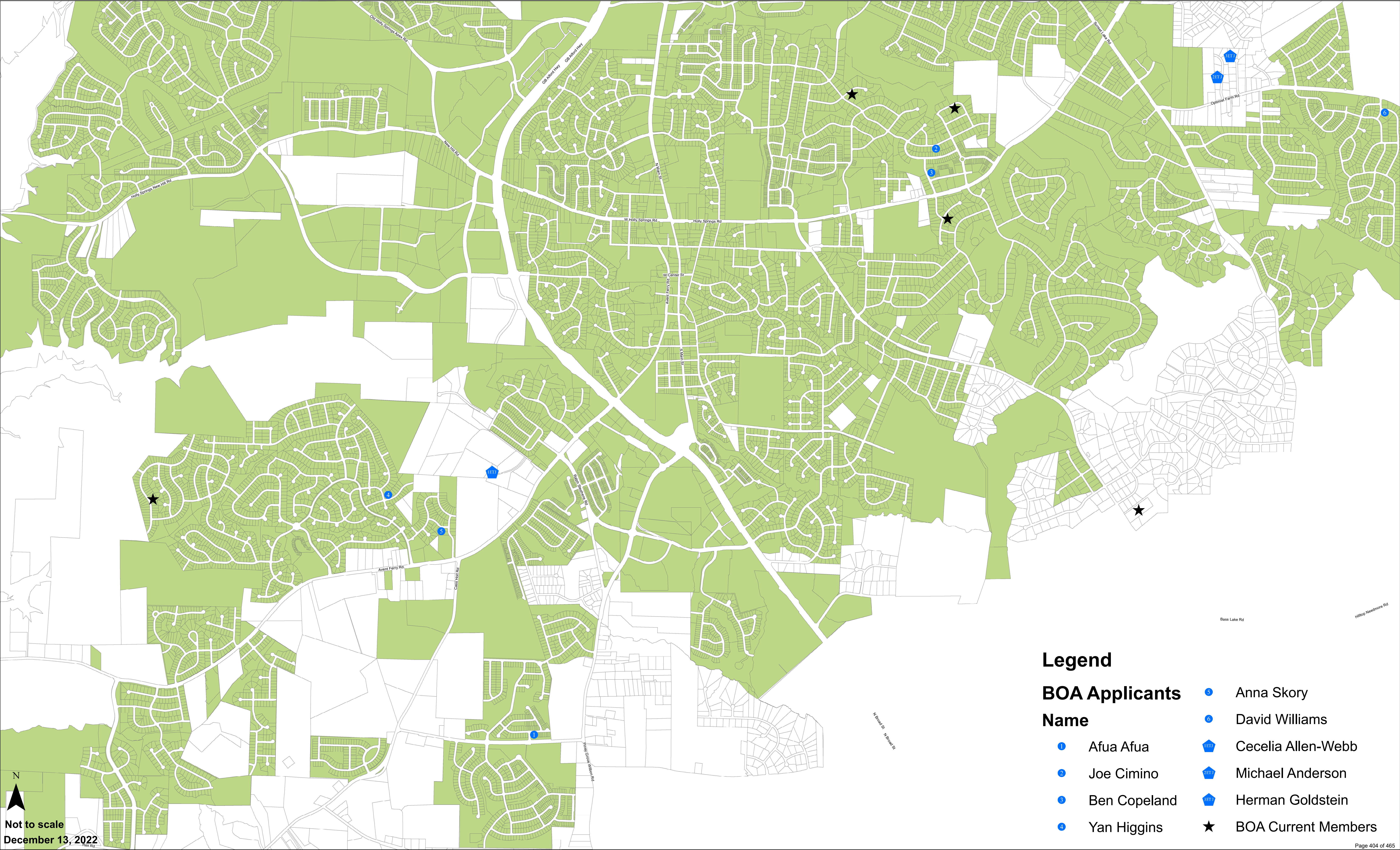
Town Council Business Meeting
January 17, 2023

1. 2022_BoardAppointment_PB_map
2. 2022_BoardAppointment_BOA_map
3. Combined Applications BOA
4. Combined Applications PB

Applicant's for Planning Board



Applicant's for BOA



Application to Serve on Board of Adjustment

Applicant Name	Afua Afua
E-mail	okobea@gmail.com
Address	Street Address: 305 Kephart Way City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	5 mo
Name of neighborhood	Honeycutt Farms
Home phone	2522638582
Work phone	9842608640
Current employer	BASF
Job title / occupation	Specialist Product Safety
I reside within the	Corporate limits of Holly Springs
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	Seeking to volunteer. Not available for a paid position.
List any current or past volunteer activities in which you are / were involved.	Meals on wheels, Newsletter content planning,
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Hope to help with road and residential planning in conjunction with anticipated growth so as to preserve farmlands and still leave room for expansion in the appropriate areas to help with the

flow of traffic and preserve safety in homes, schools and on our roads.

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

No

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

No

Signature



Date & time

11/18/2022 4:56 PM

How did you find out about these opportunities?

From the newsletter

View [view all your submissions](#) easily.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Town of Holly Springs

Board of Adjustment & Planning Board Application

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

Date: _____ Term Expires: _____

Scan to apply online



2

Applicant Name: Joe Cimino E-Mail Address: jocimino2012@gmail.com

Address: 317 Crossway Lane Zip: 27540

How long have you lived in Holly Springs: 5 years Name of Neighborhood: Sunset Ridge

Home/Cell Phone: (_____) _____ Work Phone: (_____) _____

Current Employer: Tak Communications Job Title/Occupation: Sr Director of Quality and Compliance

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

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

First Choice: BOA

Second Choice: Planning Board

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

I served on the BOA for all of 2022 and aquired the skills needed to be successful on this board. I love Holly Springs and the neighbrorhood feel and the growth and want to be a part of anything the benofots the town

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

BOA 2022, Little league coach and American Legion Coach 15 years Media PA

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

Represent the laws and take into consideration the requests that will ultimatly benefit growth in a positive way for the town and residents.

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

☒ No ☐ Yes If yes, please explain:

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

☐ No ☒ Yes

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

Signature of Applicant Joe Cimino

11/28/2022

Date

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

How did you find out about these opportunities? Member BOA 2022



Town of Holly Springs

Board of Adjustment & Planning Board Application

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

Date: _____ Term Expires: _____

Scan to apply online



3

Applicant Name: Ben Copeland E-Mail Address: sbencopeland@gmail.com

Address: 109 Middlecroft Way Zip: 27540

How long have you lived in Holly Springs: 6 yrs Name of Neighborhood: Sunset Ridge North

Home/Cell Phone: (919) 609-4509 Work Phone: (_____)

Current Employer: Diversified Fall Protection Job Title/Occupation: Vice President - East

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

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

First Choice: Board of Adjustment

Second Choice: Planning Board

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

B.S. in Civil Engineering from NC State, Professional Engineer (PE) license, 8+ years
operating a small and growing business in the area, Emergency Medical Technician (EMT)
license, interest in serving my community in a unique capacity.

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

Carry Area EMS (past)
Holly Springs Board of Adjustment (current)

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

Balancing the town ordinances and guidelines with practicality when weighed against
citizen requests. I believe my experience operating a business, practicing as a professional engineer,
and now current experience on the Board makes me a qualified candidate for continued service.

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

☒ No ☐ Yes If yes, please explain:

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

☐ No ☒ Yes

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

Signature of Applicant

Date

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

How did you find out about these opportunities? Current Board Service

Application to Serve on Board of Adjustment

Applicant Name	Yan Higgins
E-mail	yanhiggins3@gmail.com
Address	Street Address: 204 Carolina Town Lane City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	9 years
Name of neighborhood	Holly Glen
Home phone	(781) 392-4104
Work phone	(919) 758-0394
Current employer	Rodgers Builders, Inc.
Job title / occupation	Sr. Estimator
I reside within the	Corporate limits of Holly Springs
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	I received a 4-year Bachelor in Science degree in 2002, worked in the commercial construction industry for a few years, took 2006-2015 off to raise my 3 children, then went back to work full time in the commercial construction industry primarily on the pre construction side.
List any current or past volunteer activities in which you are / were involved.	I volunteer at my local church. I also have been involved with local volunteer service projects for the Holly Springs Seniors behind the Main Street Food Lions and for the Holly Springs Food Cupboard.
What do you see as the responsibilities of this board and what do you	I hope the committee be able to review/discuss upcoming development information, provide clear feedback on the proposals/plans. The committee

hope to accomplish if appointed?

may be able to assist the town's leadership in making educated decisions that would benefit our long term growth yet taking residents most pressing concerns into consideration. As new committee member, I see this as an opportunity to listen, learn, and understand how other committee members work together.

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

No

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

No

Signature



Date & time

11/29/2022 1:05 PM

How did you find out about these opportunities?

A neighbor shared it

View [view all your submissions](#) easily.

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Application to Serve on Board of Adjustment

Applicant Name	Anna Skory
E-mail	mckenzie.skory@gmail.com
Address	Street Address: 117 Oakmoss trl City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	7 years
Name of neighborhood	Holly Glen
Home phone	(929) 841-7001
Current employer	Mcdonald York Building Company
Job title / occupation	Senior Estimator
I reside within the	Corporate limits of Holly Springs
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	My Education is Civil engineering I have been working in construction 10 plus years. I care about Holly Springs and I understand the process.
List any current or past volunteer activities in which you are / were involved.	I volunteer in Animal Center in Raleigh
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I hope to help our town to grow with balance, to be comfortable for living and work.

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

No

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

Yes

Signature



Date & time

11/21/2022 12:06 PM

How did you find out about these opportunities?

Holly Spring Site

View [view all your submissions](#) easily.

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Application to Serve on Board of Adjustment

Applicant Name	David Williams
E-mail	diwilliams@outlook.com
Address	Street Address: 113 Sunset Oaks Drive City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Sunset Oaks
Home phone	(336) 414-8773
Current employer	Midtown Property Law
Job title / occupation	Real Estate Attorney
I reside within the	Corporate limits of Holly Springs
	David Williams Legal Resume 2022.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	I am a licensed attorney with particular experience in real estate transactions (not zoning issues).
List any current or past volunteer activities in which you are / were involved.	I have volunteered with the student ministry at the Summit Church since 2012.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	The Board of Adjustment should serve to improve the experience of living in Holly Springs - for all residents. Every variance request brings into tension the value

of established zoning regulations and the value of flexibility when it is clear that strict adherence to a regulation is more harmful than helpful. That tension is appropriately resolved by the Town, and the Board should only overrule those decisions in extreme circumstances.

The make-up and independence of the Board should give appellants confidence that the best result is being pursued without government bias, and, in cases where the Town's decision is affirmed, should offer to the appellant a more satisfying closure of the matter.

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

No

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

No

Signature



Date & time

11/08/2022 1:41 PM

How did you find out about these opportunities?

Follow up from prior application

View [view all your submissions](#) easily.

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Licensure

North Carolina State Bar	<i>2013</i>
U.S. Patent & Trademark Office	<i>2013</i>
U.S. District Court for the Eastern District of North Carolina	<i>2014</i>

Work Experience

Midtown Property Law	<i>Raleigh, NC</i>
Managing Title Attorney	<i>2022–present</i>
• Develop title-related resources for training, education, and policy-making purposes • Assist other attorneys in communicating with title insurance companies and resolving title issues • Conduct title searches and certify title for both residential and commercial transactions	
Mann, McGibney and Jordan, PLLC	<i>Cary, NC</i>
Title Attorney	<i>2020–2022</i>
• Conducted title searches and certified title for residential transactions • Trained colleagues to assist with title-related activities • Provided title-related expertise and support to the firm	
Shedor Law Firm, PLLC	<i>Cary, NC</i>
Title Attorney	<i>2014–2020</i>
• Handled all pre-closing title matters for the firm’s real estate practice, which included mostly residential and some commercial transactions	

Education

Campbell University School of Law	<i>Raleigh, NC</i>
Juris Doctor	<i>May, 2013</i>
• Earned Book Awards in <i>Evidence</i> and <i>Patent Preparation and Prosecution</i> • Won the 2011 Richard A. Lord Intramural Moot Court Competition • Comments Editor for the Campbell Law Review • President and Treasurer for the Christian Legal Society • Honor Court Justice for the Student Bar Association	
University of North Carolina at Chapel Hill	<i>Chapel Hill, NC</i>
Bachelor of Arts (Physics, Mathematics)	<i>May, 2010</i>

Technical Proficiencies

- Microsoft 365 (*Outlook, Word, Excel, etc.*)
- SoftPro (*ProForm, ProTrust, Select*)
- Qualia

Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve.

Colossians 3: 23-24

Application to Serve on Board of Adjustment

Applicant Name	Cecelia Allen-Webb
E-mail	cecelia@kneadingwellness.com
Address	Street Address: 1216 happy hunting hills drive City: Holly springs State: Nc Zip Code: 27540
How long have you lived in Holly Springs?	7 years
Name of neighborhood	Logging road subdivision
Home phone	(919) 604-2205
Current employer	Self
Job title / occupation	Massage/esthetician
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	Ethics teacher Master gardener
List any current or past volunteer activities in which you are / were involved.	Battered womens shelter Meals on wheels Support cancer esthetic
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	To help Holly springs have that hometown feeling

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

No

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

Yes

Signature



Date & time

11/18/2022 1:30 PM

How did you find out about these opportunities?

Notice from town

View [view all your submissions](#) easily.

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Application to Serve on Board of Adjustment

Applicant Name	Michael Anderson
E-mail	michihael@live.com
Address	Street Address: 4216 Olive Hill Dr City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Karoly Place
Home phone	(305) 394-3895
Current employer	UPS
Job title / occupation	Warehouse worker/ driver
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
	Michael Anderson Resume.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	-Associate of Arts -Attending Campbell University starting January 2023
List any current or past volunteer activities in which you are / were involved.	-Florida Keys wild Bird Center 100+ volunteer hours 2010-2015
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	To ensure variances in town codes and regulations are enacted fairly, equitably, and with respect to all residents within the town.

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

No

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

No

Signature



Date & time

12/04/2022 1:50 PM

How did you find out about these opportunities?

Flyer in Mail

View [view all your submissions](#) easily.

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Michael Anderson

4216 Olive Hill Drive, Holly Springs, NC

Phone: 305-394-3895 • Email: micihael@live.com

Objective: Currently in pursuit of a Bachelor's degree, I am seeking a volunteer position to further my involvement in my community to keep Holly Springs safe and beautiful.

EDUCATION

Eastern Florida State College

August 2015

Associate in Arts Degree

GPA: 3.6

Coral Shores High School

June 2010

High School Diploma

GPA: 3.0

EXPERIENCE

UPS

October 2018 - Present

Warehouse worker/Driver Service Provider

- Mentor to new/temporary employees
- Safely, accurately, and timely load package cars
- 3 Years Safe driving experience
- Effectively communicate with customers, management, and fellow employees.

Top To Bottom Boat Detailing

May 2022- Present

Sole Proprietor

- Seasonal Business targeting boaters around Jordan Lake and surrounding areas
- Marketing/Budgeting/Customer Relations
- Wash/Polish/Wax customer boats.

H&R Block

November 2022 - Present

Tax Pro

- Conduct Client tax interviews
 - Prepare complete and accurate tax returns
 - Provide IRS audit support
-

ADDITIONAL INFORMATION

- My Wife and I moved To Raleigh from South Florida for her Career at the National Weather Service in Raleigh. After living in Raleigh for nearly 2 years we grew tired of the hectic pace of life and discovered Holly Springs. We knew this quaint town was for us and have set down roots here.
- Currently scheduled to start courses in January at Campbell University to earn my Bachelor's Degree in Business Administration with a concentration in Accounting.
- My interests include business, law, and finance.
- I am interested in continuing my education so I can better serve my community in a more meaningful way.
- I am passionate about keeping my community a safe and beautiful place to live.
- In my spare time I enjoy spending time with my wife, daughter, and 2 dogs. We enjoy exploring new parks and greenway areas.

Application to Serve on Board of Adjustment

Applicant Name	Herman Goldstein
E-mail	hermangoldstein83@gmail.com
Address	Street Address: 4140 Brushy Ridge Drive City: Holly Springs State: North Carolina Zip Code: 27540
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Optimist Ridge
Home phone	(757) 218-6423
Current employer	RoviSys
Job title / occupation	IT/OT SPECIALIST
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
	resume Herman Goldstein.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	Army Sergeant in US ARMY
List any current or past volunteer activities in which you are / were involved.	None
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	I see the responsibility as improving quality of life for our citizens. I want to bring city water to our neighborhood.

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

No

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

No

Signature



Date & time

11/23/2022 3:55 PM

View [view all your submissions](#) easily.

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HERMAN GOLDSTEIN

4104 Brushy Ridge Drive, Holly Springs, North Carolina
757-218-6423

hermangoldstein@outlook.com

I am looking to become part of or lead a Network Engineering or Network Administration Team. I have created and implemented networks for large Industrial Organizations and Government clients. These networks spread campus wide to city wide and used a mix of on-premises solutions and cloud-based applications.

EXPERIENCE

11/2020 - PRESENT

IT/OT SPECIALIST, ROVISYS

Select Professional Work Experience

- Network Engineer
 - Client : International Paper Company
 - Audited existing network infrastructure. Presented a design and implementation plan to upgrade the existing mill infrastructure to current standards.
 - Supported network logical and physical infrastructure. Performed troubleshooting, updated network to ease strain and meet increased demand.
- Network Engineer
 - Client: Union County SCADA Network Architecture – Network Upgrade
 - Upgrade existing city-wide network infrastructure network to ease strain and meet increased demand.
 - Network Engineer
 - Client: Westrock – Network Upgrade
 - Audited existing network infrastructure. Presented a design and implementation plan to upgrade the existing mill infrastructure to current standards.
 - Supported network logical and physical infrastructure. Performed troubleshooting, updated network to ease strain and meet increased demand.
 - Upgrade existing paper mill network infrastructure network to ease strain and meet increased demand.

10/2015 – 10/2017

WATER DISTRIBUTION SPECIALIST I , JAMES CITY SERVICE AUTHORITY

- Handled all repairs for sanitary and water structures and pipe systems.
- Assembled and installed underground pipe, fittings, and valves of various sizes.
- Checked and tested underground water lines and pipes to verify proper functionality.
- Used hand signals to direct equipment operators and alert to hazards.
- Installed new hydrants, valves, and lines to meet fire department needs and protect residents.

MILITARY

2009 – 2015

LEAD DIVER , UNITED STATES ARMY

- Handled various tasks underwater, including inspections and welding repair work.
- Discovered and salvaged items such as vehicles and weapons from rivers and lakes.
- Discussed issues arising during dives, including equipment failures and medical problems, with immediate supervisor.
- Remained calm and focused, even during stressful or intense diving situations.
- Checked all personal diving equipment to identify and correct functional concerns prior to scheduled dives.
- Reviewed all emergency procedures before each dive and followed safety protocols to protect team members.
- Maintained full understanding of dive plan and asked appropriate questions to iron out any confusing details, consistently upholding safety, efficiency, and project standards.

EDUCATION

JUNE 2021

BACHELOR OF SCIENCE DEGREE IN COMPUTER AND INFORMATION SCIENCE

ECPI University

SKILLS

- Network Design
- Network Implementation
- Virtualization
- VLAN, Routing, Firewalls
- Cisco iOS
- VMWare
- Windows Servers



Application to Serve on Planning Board

Applicant Name	Vane (aka "Van") Crandall
E-mail	vacrandall@gmail.com
Address	Street Address: 4813 Salem Ridge Road City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	Since 1993, 29 years.
Name of neighborhood	Sunset Ridge
Home phone	(919) 552-5525
Work phone	(919) 552-5525
Current employer	Semi-retired
Job title / occupation	Principal Owner, DBA as Crandall Consulting, specializing in digital media, fine art printing and Web site development.
I reside within the	Corporate limits of Holly Springs
Have you served on this board in the past?	Yes
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	NOTE: I assume this question also applies to Planning Board applicants. This submission is not for the Board of Adjustment. It's been a privilege and honor serving on the Holly Springs Planning Board, since March, 2018. Few PB absences, including other related meetings, such as training and serving on official committees. DURING MY TENURE: - Typically, well-prepared for PB meetings, having reviewed PB packets thoroughly and multiple times

when necessary, including dense packets having 200+ pages, drawings, technical descriptions, statements referencing ordinances and matters of public record.

- Assertive with conducting independent and relevant in-depth research when required.

- Reaching out to the public and businesses for perspectives and opinions.

- Assisting staff efforts in promoting informational meetings and obtaining public input.

- Feedback from some PB members and other citizens, suggest that I often bring unique perspective, insight and relevant information when discussing PB matters, that can help expand understanding and which otherwise would not likely be addressed.

- I enjoy adding value to discussions and objectively address matters with fairness and thoughtful consideration, before reaching conclusions and casting advisory votes.

- Generally, I'm not bashful about asking relevant questions and initiating dialogue that address information deficiencies, especially when improved granularity or expanded clarification is important.

- I have participated on various committees and/or provided review and input for amending and updating comprehensive plans, including:

- Vision Holly Springs, the Town's Comprehensive Plan (committee)

- Unified Development Ordinance (UDO) (committee)

- Transportation Plan (review/(input)

- Parks, Recreation and Greenways Master Plan (review/input)

- Northeast Gateway Master Plan Comprehensive Plan Amendment (review/input).

- Downtown Village District Area Plan (committee)

- Acting as a citizen, in early 2020, at the beginning

of COVID lockdown, successfully initiated town interest to pursue SOLSMART Bronze designation, for implementing best practices with local solar policies.

RELEVANT EXPERIENCE

- Prior to my family relocating to Holly Springs, I served as City Planning Commissioner for a California municipality with a population of 50,000.

- Former Development Director, at a respected statewide renewable energy and energy efficiency think-tank: NCSEA (North Carolina Sustainable Energy Association) and earlier served on the organization's Board of Directors. Focused on fundraising, developing energy policies and net-metering rules that are in the best interests of electricity consumers.

- Former COO at an energy efficiency company located near Charlotte, NC. Firm specialized in building envelope improvements and other measures to reduce energy consumption. Company was also a certified training facility for BPI (Building Performance Institute) energy auditors and EnergyStar HERS raters.

- Spent 20+ years in the IT industry, in both technical and marketing roles, for Fortune 100 corporations, medium-size firms and start-ups. Technologies and roles included embedded operating systems, programming tools, test & measurement systems, managing volume component supply lines with top OEMs and cardiology imaging storage systems.

- My current business activities through Crandall Consulting, I enjoy making fine-art prints for artists and photographers, developing WordPress Web sites and building custom PCs. My favorite tools include a spreadsheet, word-processor, editing apps and a camera.

- During 2022, I publicly opposed merging the HS Planning Board and Board of Adjustment together and was pleased that a Town Council majority agreed with the same.

- I enjoy researching American history, particularly the origins of democracy during colonial times, as well as military history in Europe, during World

War-II and its aftermath. My family lineage extends to 1657 in Boston and Rhode Island, having 3 ancestors that fought in the American Revolution.

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

- I have been involved with Holly Springs public policy matters for 29 years, including early-on, advocating for live town council meetings to be aired on cable-TV or streamed; organized citizen opposition that defeated an initiative to construct and operate a low-level radioactive waste facility, less than 10 miles from Holly Springs.
- Holly Springs Masonic Lodge, Treasurer, current
- Holly Springs Youth Athletics Coach, former, around 10 years
- Camera Operator, UNC-TV, production volunteer during fundraisers
- Planning Commissioner, former, Union City, CA
- North Carolina Sustainable Energy Association, former BOD member
- Rotary and Lions Clubs, former BOD member
- Bass Lake Photo Club, former president and co-founder
- Holly Springs Chamber of Commerce, former 1995 charter member; current Lodge rep.
- Civil Air Patrol, former adult volunteer, Cary, NC
- Annual Triangle Solar Tour, former volunteer, many tours
- Duke University, former guest speaker, hydrogen & fuel-cell technologies
- UNC Chapel Hill: former guest speaker, alternative energy fuels
- Sierra Club, current member for 35 years
- Sons of the American Revolution, member through 3 ancestors that served in the Rhode Island Militia and First Continental Army, under General George Washington.
- First Families of Rhode Island, member

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

In general, the roles of planning boards across America, have remained much the same since the late 1790's, shortly after the States ratified the American Constitution. That is, they act as a locally appointed technical advisory board for the locally elected legislative body. In NC, general statutes define the specific roles of planning Boards, through:

- NCGS 160A-361, Planning Boards; and
- NCGS 160A-387, Planning board; zoning plan; certification to city council

Appointed members of the Holly Springs Planning Board serve at the pleasure of the Town Council and if reappointed to this citizen advisory role, I hope to continue assisting the town with implementing local policies and ordinances, as they apply to reviewing development projects, including other activities and duties as directed by the Town Council.

Over the years, I have read and/or reviewed various books, documents, articles, including resources on numerous Web sites, about planning boards/commissions across the country. For North Carolina, "Coates' Canons: NC Local Government Law, UNC School of Government", is probably the most relevant resource for new information or seeking clarity.

BOOKS

The Job of the Planning Commissioner, 3rd Revised Edition, By Albert Solnit
Planning Commissioners Guide, By C Gregory Dale
The 100 Essential Books of Planning, PDF document by American Planning Association
Routledge, Taylor & Francis Group; Online book resource for American Planning Association

HANDBOOKS | PUBLICATIONS | VARIOUS STATES
UNC School of Government, various publications for purchase and PDF download
Planning Commissioners Handbook (PDF), Published by the Michigan Municipal League
The Planning Commissioner's Role (PDF), League of California Cities

WEB SITES | REFERENCE

Planners Web, News and Information for Citizen Planners (nice Web site)
American Planning Association, Main site

American Planning Association, Commissioners
Materials
American Planning Association, North Carolina
Chapter

WEB SITES | NC | LEGAL ASPECTS | MUNICIPALITIES
| STATUTES | ORDINANCES

Coates' Canons: NC Local Government Law, UNC
School of Government

UNC School of Government, Planning and
Development Regulation

NC General Statutes, Chapter 160A, Cities and
Towns (full chapter, long)

NC General Statute: 160A-361, Planning Boards
(specific)

NC General Statute: 160A-387, Planning board;
zoning plan; certification to city council (specific)

NC General Statute: 160A-372, Contents and
requirements of ordinance (specific)

Holly Springs, NC: Town Charter

Holly Springs, NC: Code of Ordinances

WEB SITES | PLANNING | MUNICIPALITIES |
REGIONAL

Town of Apex, Planning

Town of Fuquay-Varina Planning

City of Raleigh, Planning Commission

Town of Cary, Planning and Zoning Board

Town of Morrisville Planning Department

Town of Holly Springs, Planning Board

Town of Holly Springs, Department of Planning and
Zoning

City of Charlotte, Planning Commission

Durham, City-County Planning Department

Town of Chapel Hill Planning

Wake County Planning, Land Use & Zoning

NC League of Municipalities

Triangle J Council of Governments

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

No

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

Yes

Signature



Date & time	12/02/2022 11:37 AM
How did you find out about these opportunities?	N/A

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Application to Serve on Planning Board

Applicant Name	Chris Deshazor
E-mail	cdeshazor@gmail.com
Address	Street Address: 416 Gooseberry Drive City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	15 years
Name of neighborhood	Bridgewater Subdivision
Home phone	(919) 599-6565
Current employer	Harness.io
Job title / occupation	Director, Talent and Organizational Development
I reside within the	Corporate limits of Holly Springs
	Chris Deshazor NC 2022.doc
Have you served on this board in the past?	Yes
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	I have been on the planning board for two terms and am currently the chair of the planning board. In addition, professionally, I am responsible for the development of leaders and managers for a software company. I am a current MBA candidate at the University of North Carolina at Wilmington and am keen to continue assisting with the smart growth of Holly Springs.
List any current or past volunteer activities in which you are / were involved.	Current Planning board chair Holly Springs Parks and Rec coach Volunteer and guest speaker on leadership at Campbell University
What do you see as the responsibilities of this	The planning board is responsible for making recommendations to town council. The planning

board and what do you hope to accomplish if appointed?

board should review packets, be overly familiar with the town and the Unified Development ordinance. Assisting Holly Springs and making fair and equitable recommendations should be the overarching goal of a member of the planning board.

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

No

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

Yes

Signature



Date & time

12/01/2022 9:55 PM

How did you find out about these opportunities?

current member

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Chris Deshazor

416 Gooseberry Drive
Holly Springs, NC 27540

cdeshazor@gmail.com

(919)599-6565

SUMMARY

Innovative leader with experience developing teams and driving results. Extensive experience in building programs into profitable and corporate necessary entities. Able to create and implement complex organizational processes while demonstrating team building, leadership, strategy implementation and facilitation skills. Special strengths include:

- | | | | |
|-----------------------|------------------------------|------------------------|-----------------------|
| • Talent Development | • Organizational Development | • Instructional Design | • Master Facilitator |
| • Business Consulting | • Systems Implementation | • Management Training | • Operations Training |

PROFESSIONAL EXPERIENCE

HARNESS.IO San Francisco, CA

2021-Present

Harness is an industry leading software delivery platform that utilizes artificial intelligence, to simplify DevOps processes.

Director, Talent and Organizational Development

- Design and deliver leadership development programs for the enterprise.
- Consult with the business to drive efficiency results
- Discover leadership gaps and prepare leaders to drive excellence
- Assist with building effective teams
- Partner with People Business Partners to drive business results
- Develop and execute a learning culture
- Utilize learning platforms to meet the needs of all employees
- Develop business partnerships with coaching organizations to bring effective learning opportunities
- Develop and execute mentorship programs

CITRIX Raleigh, NC

2017-Present

Citrix is a software company that provides a digital workspace platform that gives employees everything they need to be productive in one unified experience while arming IT with the visibility, simplicity, and security needed to enable and control it all.

Talent Development and Delivery Manager, North America

- Responsible for the design, development and delivery of leadership and individual contributor programs.
- Hire, grow and lead streamlined team of staff and vendors.
- Understand customers objectives and needs to design and deliver programs to meet those needs
- Partner with Organizational Development team to drive leader and team effectiveness.
- Coach and develop managers on performance processes and leading teams.
- Trusted advisor and go-to partner to business leaders for learning and performance support strategy and execution plans.
- Drive learning culture through a hybrid of business partnering and facilitating training programs that drive impact and delight our customers.
- Deliver exceptional learning experiences to employees, leveraging opportunities for in-person and virtual learning, while driving adoption of other programs based on staff needs.
- Helped source, upgrade and implement enterprise wide Learning Management System.

LENOVO Morrisville, NC

2014-2017

Lenovo is a leading global technology company that designs, develops, manufactures and sells computers, smartphones, workstations, servers, electronic storage devices and more.

Sr. Global Learning Consultant

- Consult with business partners and business leaders to develop necessary programs
- Sourced and led the implementation team of Cornerstone LMS
- Drove cost savings of \$700,000 annually by replacing disparate systems with enterprise LMS
- Developed and deployed new hire curriculum to be utilized worldwide
- Identified HR issues and developed programs to meet employee needs
- Implemented HIPO Millennial program to close gap of management needs

- Updated and delivered management training for managers new to Lenovo
- Designed and delivered onboarding program for 2000 acquired employees. Deployed instructor led and virtual training versions
- Coordinated with HR business partners to understand the employee training needs of professional development
- Utilized rapid development tools to develop elearning solution for global compliance courses based on subject matter expert direction

NUIX Sydney, Australia/Raleigh, NC

2011-2013

Nuix is a worldwide provider of information management technologies, including eDiscovery, investigations and information governance software.

Director, Training Design and Development

- Managed international staff of designers and developers to develop programs for internal and external vendors
- Developed training curriculum (ILT and eLearning) for clients to learn complex software best practices
- Created cloud training offerings utilizing Amazon AWS where no LMS was present
- Managed multiple training vendors for corporate offerings of training programs
- Designed partner training for international partners in remote markets
- Developed sales certification for worldwide deployment
- Collaborated with SE team to overhaul and deliver Nuix Bootcamp series
- Delivered instructor led training with class sizes ranging from 12-50 participants worldwide
- Managed budgets of global training program with streamlined operations
- Interfaced with C-level executives to understand corporate needs and delivery for certification program
- Developed and deployed certification exams for virtual and instructor led courses
- Designed and delivered virtual training course for domestic and international clients
- Implemented cloud based hands-on exercises for all training
- Managed the Amazon Web Services for all virtual training delivery and hosting
- Created self-learning videos with voice animation for clients and staff
- Developed quick learning guides for easy access and learning of processes
- Updated and implemented training materials based on product release schedules

ALLSCRIPTS Raleigh, North Carolina

2010-2011

Allscripts is a leading provider of healthcare solutions. Allscripts delivers an integrated platform of solutions to facilitate enhanced collaboration and exchange of critical patient information.

Consultant - Senior Instructional Designer eLearning

- Designed eLearning course for 900 project managers on computer system responsible for tracking internal projects and billing
- Built eLearning modules with voice narration for client base
- Developed and delivered Meaningful Use eLearning modules for clinicians and providers
- Assumed a project that had poor client feedback
- Developed curriculum to meet the needs of unsatisfied clients
- Deployed eLearning modules to include job aids, web classes and other training tools to improve customer satisfaction and customer knowledge of important systems
- Interfaced with and directed external development team to build eLearning modules

INTEGREON Arlington, VA/Durham, NC

2005-2010

Integreon is a leading global provider of forensics, paper discovery, electronic discovery, data review, and consulting services for law firms and corporations. Previously Integreon did not have a training program nor a sales presence in North Carolina.

Sr. Manager Training and Development/Sales Executive

- Managed and coached office of 7 employees including career development
- Created and deployed companywide HR and sales training curriculum
- Developed and deployed client facing training program for proprietary review platform
- Created internal operations training program and deployed nationally to all locations
- Established Sales market in North Carolina for scanning, copying, electronic discovery, forensics & data review
- Exceeded sales goals by 36% annually with generated revenues of \$280,000
- Prospected and obtained repeat business client base
- Cross-sold and up-sold clients with solutions to make their daily processes more streamlined
- Built and managed a client base in market where company had no presence
- Built client base from various sources without the assistance of warm leads

- Created brand awareness in a new market by cold calling and building customer relationships with various law firms and corporations

Marketing Programs Manager

- Supervised a staff of technical proposal writers with a responsibility for writing over 200 proposals per year
- Managed a \$3 Million dollar per year Marketing budget
- Built training program from ground up while implementing processes and training programs
- Created and managed marketing collateral for distribution to 6 markets across the US
- Developed and implemented a standard pricing structure for our nationwide sales team
- Designed and deployed a corporate Electronic Discovery sales training and competitive analysis program
- Developed company specific templates for proposals and documentation to enhance brand awareness

FIRST AMERICAN FIELD SERVICES Sterling, VA

2003-2005

First American Field Services is the largest provider of property preservation, asset and collateral inspections and field services in the mortgage industry. First American also called FAFS, contracts work to 3000 independent contractors to provide real-time monitoring of managed inspections and property preservation nationwide. Previously, First American did not have a training program.

Sr. Manager-Training, Development and Process Implementation

- Managed a team of trainers to implement training on newly developed proprietary user systems
- Established and originated training program where no training program had been created
- Implemented program for 100 off shore full time employees in Hyderabad, India
- Managed off shore facility with FAFS management and India Management
- Researched and developed training programs for gaps in learning processes based on employee needs
- Created e-learning and blended training solutions with detailed documentation for internal and external clients
- Developed systems training to support system implementation to 3000 external vendors
- Developed and deployed new systems training on new internal systems converting all staff from old legacy systems to new Web Based system

NEXTEL COMMUNICATIONS Reston, VA

2000-2002

Nextel Communications is a leading provider of fully integrated wireless communications on an all digital wireless network. Serving more than 10 million customers in 197 of the top 200 markets, Nextel focuses on business to business customers and is noted for its distinct and patented direct connect.

Project/New Product Manager/Instructional Designer

- Directed the new product launch process for Nextel Customer Care
- Created training and communications paraphernalia for new products, processes and services for Nextel Customer Care
- Developed eLearning and leader-led training for 2500 customer care representatives on new products and services
- Ensured that Customer Care was comprehensively trained to effectively communicate with customers on existing products and services
- Represented Customer Care Training on alpha and beta trials to gain an understanding of product and service offerings
- Served as the liaison between Customer Care, Marketing Product Training, Customer Care Business Operations and Customer Care ITP
- Developed training solutions to assist in the reduction of high service levels and churn

EDUCATION

BS Marketing Education – Virginia Polytechnic Institute and State University (VA Tech), Blacksburg, VA

MBA Candidate (HR Focus) – Cameron School of Business, University of North Carolina at Wilmington

Situational Leadership Certification, SL2 Certification, Extended DiSC Certification, PROSCI certification

Crucial Conversations Certification, Crucial Accountability Certification

Application to Serve on Planning Board

Applicant Name	Robert Fluet
E-mail	robbfluet@gmail.com
Address	Street Address: 4805 Sunset Fairways Drive City: Holly Springs State: North Carolina Zip Code: 27539
How long have you lived in Holly Springs?	3 Years
Name of neighborhood	WoodCreek
Home phone	(919) 444-0991
Current employer	Unanet
Job title / occupation	Director of Sales Enablement
I reside within the	Corporate limits of Holly Springs
	Robb Fluet Resume123.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	I am applying for the Planning Board, but I have worked in the AEC and GovCon industries for the past 7 years. I have extensive experience working with clients that effectively and efficiently plan, design and build all sorts of infrastructure and development projects.
List any current or past volunteer activities in which you are / were involved.	Youth Soccer Coach, President HOA, Board Member HOA
What do you see as the responsibilities of this board and what do you	I think the responsibilities of the board is to ensure that new projects are effectively sourced and managed to ensure that the Town of Holly Springs continues growth, but most importantly ensures

hope to accomplish if appointed?	that projects are equitably distributed around the town, helps foster continued growth and quality high paying jobs, and increase the tax base.
Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
Signature	
Date & time	11/21/2022 8:27 AM
How did you find out about these opportunities?	Many, Facebook, Mailers, Signs

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Robert Fluet

Enabling Sales Team to Success

4805 Sunset Fairways Drive
Holly Springs NC
919.444.0991
robbfluet@gmail.com

EXPERIENCE

Unanet, Dulles VA (Remote) — Director of Sales Enablement

October 2021 - PRESENT

At Unanet Robb has created and rolled out a top to bottom enablement restructuring at Unanet over the last year

- Identification of pressing challenges through gap analysis of closed lost deals inside Sales Funnel.
- Implementation of scalable and repeatable onboarding program through the internal LMS (LearnUpon)
- Reviewed and selected a new sales outreach management tool (SalesLoft), and followed up with a successful implementation.
- Implemented an on-demand demonstration tool (Consensus) that provides prospects the ability to view small, bite sized chunks of a demo, increase stakeholder buy in.
- Creation of internal tools (ROI Calculators, *What is Good* repository)

The Initiatives put into place at Unanet has led to the following

- Increase in Close Rate from 27% to 36% in the last year
- Decreased time to close from 9.7 Months to 7.5 Months

Client Savvy, Raleigh NC — Director of Sales Enablement

January 2016 - October 2021

Client Savvy is a SaaS company selling an Electronic Feedback Tool to firms in the Architecture, Engineering, Construction, Legal and FinTech.

My role was to build out a successful Sales Team, creating the Sales Playbooks, Implementing Sales Methodology, Coordinating information and releases between Marketing, Product Development, Implementation and Client Success. Successfully built a sales team of one Account Executive to a sales team of 8 BDRs, 8 Account Executives and 4 Client Success Managers. Doubled sales year over year, starting at \$1.5M in revenue to \$24M in my final year.

SKILLS

Sales Funnel Gap Analysis

Onboarding Planning for Sales Organizations at Scale

Continued Education planning and certification for Sales Representatives

Process Development and Execution

Cross-Organizational Planning and prioritization

Ability to tell stories through metrics and KPIs

LANGUAGES

English, Spanish

Netsertive, Morrisville NC — Senior Account Executive-Enterprise

June 2015 - December 2015

Worked with a then pre Series A funded company that sold Strategic Search Marketing technology. Hit 133% of quota in my time.

Citrix-ShareFile, Raleigh NC — Senior Account Executive

May 2012-May 2015

While at Citrix ShareFile I developed techniques to leverage a cost benefit analysis for a simple technology solution. In 2014 I set the company record for most annual revenue for a SMB sales representative.

Wake County Public Schools-Teacher and Coach —

Sept 2007-April 2012

While an educator I worked with behaviorally challenged students to ensure an equal while differentiated educational experience.

Coached Soccer, Basketball and Track and Field, leading in 3 league championships, and 6 athletes earning DI scholarships.

EDUCATION

University of Massachusetts — *Bachelors of Arts- History*

September 2001 - May 2007

After a brief flirtation with Political Science, I graduated from Massachusetts' public flagship University with a Bachelors in History with focuses on early Colonial American as well as Cold War history.

Application to Serve on Planning Board

Applicant Name	Katie Gailes
E-mail	katiegailes@gmail.com
Address	Street Address: 276 Elmcrest Drive, Holly Springs, NC 27540 City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	21 years
Name of neighborhood	Katie Gailes
Home phone	(919) 264-0218
Current employer	National Association for Community College Entrepreneurship
Job title / occupation	Senior Director, Member and Diversity
I reside within the	Corporate limits of Holly Springs
	Katie Gailes - Resume - 2022.doc
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	I am actually applying for the Planning Board. My experience in strategic planning and creative problem solving is very relevant to the analytical and communication needs of the Planning Board.
List any current or past volunteer activities in which you are / were involved.	Apex Chamber of Commerce Holly Springs Rotary Club (Membership Committee) Inaugural Co-Chair, District 7710, Rotary International LaunchHollySprings Committee White Oak Foundation Board Leadership Triangle Board

Marbles Kids Museum Board
NC Women Business Owners Hall of Fame Board

What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	The responsibilities of this board is to review all proposals for rezoning and development, as well as reviewing any amendments and additions to Holly Springs' zoning regulations and comprehensive plan. Our role will be to provide feedback and guidance to the Town Council on all of these things.
--	--

Do you have any personal or business interest(s) that could create a conflict of interest (either real or perceived if you are appointed?)	No
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Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy?	Yes
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Signature	
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Date & time	11/18/2022 4:25 PM
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How did you find out about these opportunities?	email
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KATIE A. GAILES
Holly Springs, NC 27540

Mobile: 919-264-0218 e-mail: katiegailles@gmail.com

PROFESSIONAL PROFILE

Change maker and team builder with broad business experience, excellent communication and presentation skills, and a strong history in people, project, and program management with large and small organizations. DEI and Entrepreneurial Mindset facilitator and entrepreneurial ecosystem builder. Business and performance coach.. Engaging presenter. Strong work ethic. Creative and innovative thinker that inspires the same in others.

SKILLS & EXPERTISE

Community and Entrepreneurial EcoSystem Building:

- Designed, implemented, and funded an award-winning community-based entrepreneurship program
- Collaborated with over 80 local and national organizations.
- Graduated over 600 primarily women and minority entrepreneurs.

Program Concept, Design, Implementation, and Funding:

- Recognize unmet needs in identified populations.
- Conceive and design programs and solutions.
- Create implementation plans aimed sustainability and scalability.
- Find and secure sources of funds and resources through grants, collaborative partners, and volunteers.

Entrepreneurship Training, Coaching, and Program Management

- Business planning, marketing strategy and entrepreneurship consulting and coaching with a special emphasis on bootstrapping.
- Tactical training seminars and workshops on entrepreneurship topics.
- Curriculum design, facilitator training, and project timeline creation and coordination

Relationship, Racial Reconciliation, and Collaboration Facilitation and Program Management

- Program model and methodology design
- Meeting and learning cohort management.
- Curriculum design, facilitator training, and project timeline creation and coordination

Teaching and Presentations:

- Seminar and course delivery and class management
- Advanced public speaking and presentations

Team Management:

- Managed a highly matrixed, geographically dispersed group of professionals.

Marketing and Communications:

- Created newsletter and delivered announcement presentations national product rollouts.
- Planned and executed internal and external channel marketing and communications.
- Consulted and tutored small businesses on social media (Facebook, LinkedIn, Twitter)

Analyst Relations (AR) and Public Relations (PR):

- Wrote press releases and analyst briefing documents.
- Prepared executive spokespeople for briefings and interviews.
- Created and executed press relations plans. .

EDUCATION & PROFESSIONAL DEVELOPMENT

Duke University, Fuqua School of Business, **Master of Business Administration**

Bennett College for Women, **Bachelor of Science in Business Administration**

IBM Professional Marketing Development Workshops: (Marketing Management, Creating Value, Communicating Value)

Toastmasters International Advanced Communicator and Leader

NC Institute for Minority Economic Development, Women's Executive Education Leadership Program

Leadership Triangle, Transforming Leaders Coach

Entrepreneurial EcoSystem Builders Leadership Project (EBLP) sponsored by the Kauffman Foundation

KATIE A. GAILES
Holly Springs, NC 27540

Mobile: 919-264-0218 e-mail: katiegailes@gmail.com

CAREER DETAILS

National Association for Community College Entrepreneurship (NACCE) (Feb 2022 - Present)
Senior Director, Membership and Diversity, Inclusion, Equity & Inclusion (DEI&B)

Responsible for making a strategic impact in this national membership-based association by:

- Growing the national database of community colleges and HBCUs.
- Establishing a DEI&B platform, program, and member benefits
- Designing a National HBCU Initiative

Katie Gailes & Company (May 2006 - Present) (Was previously SmartMoves International)

Chief Entrepreneurship Officer

Boutique coaching and training firm focused on entrepreneurial thinking as the leadership skill of tomorrow and developing the 'inner entrepreneur' as a prerequisite foundation for success in employment and entrepreneurship.

Writer

Contract writing for magazines, marketing content, and other selected assignment.

Our Stories: Brave Conversations on Race (June 2020 – Present)

Cofounder & President

Designed and implemented a model for facilitated intimate conversations on race that has impacted over 300 people in three chapters since July 2020. Scaling nationally. Adding Corporate and Young Adult Editions.

Wake Technical Community College (Oct 2013 – Jan 2022)

Director, Entrepreneurship Initiatives

Launched and managed entrepreneurship programs that are active in nine towns and have graduated over 500 small business owners and entrepreneurs; 70% of the African American and/or women owned. Developed strategic relationships with over 80 civic and government organizations. This business model has spread to eight other US cities. Designed an inter-college entrepreneurship infusion program that now has 10 active projects and has impacted over 700 students.

Adjunct Professor – Entrepreneurship

Taught a curriculum course on entrepreneurship to students in the certificate or associate degree programs.

Small Business Counselor, Business Analyst and Trainer, Interim Small Business Center Director

Provided one-on-one counseling to entrepreneurs and small business owners in the areas of business and marketing planning and strategy.

N.C. Rural Economic Development Center, Inc. (Oct 2010 – August 2013)

Startup Counselor – Institute for Rural Entrepreneurship

Counseled displaced workers in North Carolina's rural counties who wanted to start small businesses. Also served on the NC Rural Microenterprise Loan Review Committee.

IBM Business Partner Communications Manager (Nov 1998 – Jan 2006)

Manager, Worldwide Business Partner Marketing, Communications and Web Marketing

Managed a team of six that supported field sales and marketing around the world. Maintained consistent output level with a 60% reduction in staff. Created and executed the marketing and communications plan for over 16 product announcements and special projects per year, submitting news and articles to over 40 media outlets.

AWARDS AND RECOGNITION

IBM Sales & Technical Awards (6)
President, IBM Sys Engineering School
Triangle Business Journal Leader in Diversity (2022)
NC Women Business Owners Hall of Fame (2022)
Award (2022)

IBM Regional or Directors Awards (3)
IBM Performer-of-the-Month Awards (6)
Triangle Business Journal Women in Business (2018)
Year of the Black Entrepreneur, Lifetime Achievement

COMMUNITY & ASSOCIATIONS

Duke University & Bennett College Alumni
Co-Chair DEI Council, Rotary District 7710
Holly Springs Chamber of Commerce (Board Member)

White Oak Foundation (Board Member)
NC Business Council (Board Member)
LaunchHollySprings Committee

Application to Serve on Planning Board

Applicant Name	Brian McCormick
E-mail	brian@mean-aversion.com
Address	Street Address: 100 Brightling Way City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	Nearly 6 years
Name of neighborhood	Wescott
Home phone	(910) 640-7916
Current employer	Research Square Company
Job title / occupation	Chief Strategy & Revenue Officer
I reside within the	Corporate limits of Holly Springs
	Brian McCormick Resume 11.19.2022.pdf
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	After spending 9+ successful years in the investment banking industry (beginning in RTP before relocating to NYC), I've spent the last 6.5 years with two early/growth stage companies in the Triangle region as a Finance and Strategy executive, and I have an MBA from Syracuse University and Bachelors degree from UNC-Wilmington, both with concentrations in Finance. From a personal perspective, I have a young family (including a daughter in 5th grade at Middle Creek Elementary) and I've resided in Holly Springs for nearly 6 years now, where I plan to maintain my primary residence for the foreseeable future (at

least through my daughter's college years and likely well beyond!).

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

I've taken part in various philanthropic events over the years. Organizations that I've done work with in the past include CENC Food Bank (Durham) Junior Achievement (Wilmington), Habitat for Humanity (Raleigh), City Harvest (NYC), and the BARC Shelter (Brooklyn) among others.

I've also had the opportunity to mentor young professionals through programs led by my employers and other organizations.

That said, I am seeking to become more intentional with respect to my involvement in my community, taking an active role in its development and growth. I believe an opportunity such as the Planning Board for Holly Springs is an excellent chance to "give back" some of the skills and professional experience that I've been fortunate to obtain over the course of my career while also becoming a better-educated and more meaningful contributor to our town and its success.

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

As noted in the previous question, I see the Planning Board as an integral part of our community's growth and development and I would love the opportunity to not only contribute the skills and experience that I've gained as a professional and parent, but I am also seeking the chance to become a more informed member of our community and play a role in its continued growth and success.

Holly Springs has clearly been in hyper-growth mode for a while now, and while such a situation presents incredible opportunity, I know that it can also present many challenges – I've seen this first hand as an executive in rapidly growing startups and early stage companies.

Just as I have attempted to do professionally, I would love to bring a holistic, well-informed and highly thoughtful approach to the Planning Board for Holly Springs, in an effort to not only maintain our current growth trajectory, but ensure that we're facilitating sustainable growth for our community and all who are a part of it.

Do you have any personal or business interest(s) that could create a conflict of

No

interest (either real or perceived if you are appointed?

Have you taken the opportunity to attend any board meetings prior to the notice of this vacancy? No

Signature



Date & time 11/27/2022 10:40 AM

How did you find out about these opportunities? Town site/Email

View [view all your submissions](#) easily.

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Brian McCormick

brian@mean-aversion.com | 910.640.7916 | Raleigh, North Carolina

Chief Strategy Officer | Chief Revenue Officer | VP Finance

Startup, Early-stage, and Growth-stage Executive with diverse leadership experience across industries, business models, and functions including strategy, sales, marketing, customer success, finance, accounting, human resources, and communications; supplemented by a decade of previous experience in investment banking. A unique combination of a “by and large” strategic thinker balanced with hands-on operational experience in scaling systems, processes, and teams with a refined expertise in both top-down company-wide communication and board-level partnership.

Leadership Scope	Business Transactions	Operating Models
»Org size; 300+ FTE, 200+ contractors	»\$75M sell-side acquisition/exit	»SaaS, Tech-enabled services
»Team size; 50+ FTE, 4 VPs, 1 DIR	»\$6M, \$2.5M buy-side acquisitions	»B2B (enterprise), B2C (eCommerce)
»P&L; \$40M+ revenue, \$6M+ EBITDA	»\$50M equity raised, 3 transactions	»PE/VC-backed, Corporate-backed

Executive Leadership | Organizational Design | Corporate Strategy | Strategic Finance | FinOps/RevOps
Board of Directors | Equity/Debt Fundraising | Buy/sell-side M&A | Startup/early-stage Advisor & Investor

PROFESSIONAL EXPERIENCE

RESEARCH SQUARE COMPANY | Durham, North Carolina

Feb 2020 - Present

Chief Revenue Officer | Chief Strategy Officer | VP of Strategy & Planning

Reporting directly to the board of directors, led two businesses; AJE[.com] and ResearchSquare[.com] to a successful exit via acquisition by Springer Nature, a 180-year-old academic publisher known as one of the world’s largest and most prestigious. AJE is a 245 employee, \$36M+ revenue B2C tech-enabled services business, while Research Square has 45 employees and \$2.5M+ of revenue driven by a B2B SaaS and services business model.

- Promoted from VP of Strategy & Planning to Chief Strategy Officer (May 2021), and subsequently Chief Revenue Officer and Co-Head of the organization (Aug 2022, with the COO) after the company’s President exited.
- Leadership responsibilities for Marketing, Sales, China-based team, HR, G&A, and Strategy (~50 total FTE), with six direct reports including four VPs. Scaled G&A team from 1 to 6 total FTE as part of business reconfiguration.
- AJE delivered record revenue in 2020 and again in 2021, despite challenges from COVID. Supported by expansion and strategic reallocation of resources in marketing, sales, HR, and G&A departments.
- Research Square successfully launched its first SaaS product, which will generate roughly \$600K of revenue in 2022, driving 60% YoY overall top line growth.
- Led the annual strategic planning and budgeting process for the organization; including design and implementation of the approach, progress tracking, and company communication, which included monthly org-wide updates/letters posted on “Strategy Central”, our newly developed corporate communications hub.

TEAMWORKS INNOVATIONS, INC. | Durham, North Carolina

Aug 2016 – Feb 2020

VP, Finance | Director, Finance | Finance Manager

First finance hire outside of CFO, first internal promotion to executive leadership team. Role created as a result of the company’s Series A fundraise in order to address the increasing demands of a private equity-backed, rapidly growing business. During tenure, grew revenue (ARR) from <\$3M to >\$15M, and employees from 35 to >125. Responsible for

leading and scaling Finance, Accounting and related [G&A] functions while playing key roles in securing a bank line of credit, two equity fundraises, and two buy-side acquisitions. Effectively served much of 2019/2020 as “deputy CFO” while acting CFO led the Product Development team.

- As part of a \$25M Series C round of equity financing (led by Delta-v), partnered with CEO for prospective investor calls as well as all on-site investor visits, and led all financial aspects including the development of the company’s 5-year financial plan (financing closed in April-20). Member of 4-person Board of Directors Finance Sub-Committee (CEO, Series A lead investor – Seaport – and Series B lead – General Catalyst) formed as part of governance for the Series C fundraise and a related acquisition (INFLCR).
- Played a key role in the company’s \$15M Series B, involved in prospective investor meetings and owned the financial and tax aspects of the fundraise including closing diligence (closed Feb-2018).
- Secured a \$12M (6.5x MRR) 2-year revolving line of credit with a new corporate banking relationship which included notably improved terms compared to the company’s previous debt facility (Nov-2019). Previously closed the company’s first ever debt facility (also a new banking relationship), a revolving line of credit in the amount of 3x MRR up to \$4M (Oct-2017).
- Along with the CEO, play a key role in securing a highly strategic \$6M all cash acquisition while working as the key point of contact throughout the transaction with the target’s CEO. Owned all aspects of the deal including drafting of the Merger Agreement, structuring pre-close working capital financing, and sourced/organized all diligence work streams with third party partners (financial, legal and tech), (closed Apr-20).
- Completed a \$2.5M+ acquisition of the company’s largest and most direct competitor. Led/executed valuation work, purchase price allocation and business operations integration. Deal consideration included cash, 2-year seller-financed term loan, and 1-year earnout (closed Nov-2016).
- Selected partner (RSM US, LLP) led the engagement for the company’s inaugural (and 2nd year) financial statement audit. Improved results from 17 adjustments in year 1 (opening audit) to none in year 2.
- Expanded (direct hires) the Finance/Accounting/Legal team by 4 employees during tenure; Controller (promoted from Accounting Manager), Director of Sales Operations, Financial Analyst, General Counsel.

CREDIT SUISSE SECURITIES (USA), LLC | New York, New York

Jun 2007 – Aug 2016

Vice President | Assistant Vice President | Analyst

During 9+ year tenure, held roles on both “sides” of the investment bank—~7 years in global markets (sales & trading) and ~2 years in capital markets (origination), including stints working directly for the CFO of each of the two divisions.

ADVISOR/INVESTOR EXPERIENCE

Tiny Earth Toys, Inc. – B2C, high-end toy subscription focused on the circular economy and sustainability.

Grafted, Inc. – SaaS platform aimed at connecting student athletes to alumni, career, and NIL opportunities.

ONIT (Professional Scouting Solutions, LLC) – SaaS product for Major League Baseball scouting departments.

EDUCATION

Certificate, Business Excellence (in progress, est. 2023)

University of California, Berkeley

Master of Business Administration; Finance (2015)

Syracuse University, New York

Bachelor of Science; Business Administration, Finance (2007)

University of North Carolina, Wilmington

Formerly registered Series 7, 63 and 65; (CRD# 5155617)

Application to Serve on Planning Board

Applicant Name	Robert D Smith
E-mail	rdanielsmith@outlook.com
Address	Street Address: 213 Olive Field Drive City: Holly Springs State: North Carolina Zip Code: 27540
How long have you lived in Holly Springs?	15 years
Name of neighborhood	Sunset Oaks
Home phone	(919) 518-6064
Work phone	(212) 520-2905
Current employer	blueDoor Capital Partners
Job title / occupation	Director
I reside within the	Corporate limits of Holly Springs
	R. Daniel Smith, 1252022.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	My business career has been international, and I have participated in several large-scale projects, everything from carbon sequestration, biofuels, electrical generation in Eastern Europe, and manganese mines in China and Southeast Asia, etc. I have a multidisciplinary approach to understanding project requirements, sourcing, and financial requirements and take the time to understand and analyze the impacts certain actions may produce.
List any current or past volunteer activities in which you are / were involved.	I served for three years, two as president of the Sunset Oaks HOA, here in Holly Springs. I have had the pleasure of serving on one national board with an annual budget in excess of \$45 million specializing in strengthening communities, assisting with childhood education and growth models for

challenged youth. I also served on a local board here in Raleigh that drove educational outreach and assistance for disadvantaged residents during Covid. I have also participated in the Tragedy Assistance Team (TAPS) fundraiser over the years.

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

My understanding of the Planning Board is this body makes recommendations to the Town Council for rezoning, new development-related requests, and any changes or amendments to the Town's zoning and comprehensive plan. If appointed, I would hope my background and experience would bring a fresh set of ideas and feedback on this process and the impact to our residents.

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

No

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

No

Signature



Date & time

11/10/2022 11:52 AM

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email from Linda McKinney

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Executive Profile:

Focused, Decisive Entrepreneurial Leader Experienced in directing global sales and new business development initiatives in competitive, highly-technical international markets. Effective strategic planning and implementation skills, including demonstrated superior expertise building operations and managing high growth technology products. Skilled at delivering targeted revenue growth while collaborating with cross-functional teams and alliance partners initiating comprehensive strategic opportunities that have led to numerous “First to Market” wins.

Key Executive Skills

BUSINESS DEVELOPMENT AND STRATEGIC ALLIANCES:

- ◆ Negotiated source code and strategic alliances with Microsoft, Dell, Panasonic Fujitsu and Veritas.
- ◆ Managed multi-year alliances with such companies as: Gateway, Intergraph, Group Bull, Discreet Logic, Unisys, Acer, Cray and Silicon Graphics leading to revenue gains of over **\$56 million**.
Developed and managed a global platform partner strategy resulting in a strategic relationship for Global ISV in the ERP/CRM market, producing a large strategic opportunity.
Identified two target companies, led negotiations, structured the transaction, and oversaw the integration effort generating over **\$30 million** in additional revenue and reduced combined operating costs by over **\$8.3 million**.

SALES AND MARKETING MANAGEMENT:

- ◆ Defined and managed strategic targets/partners leveraging prioritized marketing activities to deliver sales and margins driving the sales units to ensure end to end planning and execution of the strategic sales plan. Recruited a top-performing sales and marketing management team, expanding sales from four to over 80, established aggressive metrics resulting in a **156%** increase in revenue and a **\$1.3 million** increase in average annual productivity per account executive.
- ◆ Achieved 9th in Worldwide Revenue for the OEM segment and 18th in Worldwide Revenue by Server Segment, while executing a worldwide marketing and alliance plan that extended coverage to over **75%** of the potential market with a strong go-to-market strategy.

CHANNEL PARTNER & DISTRIBUTION PLANNING

- ◆ Extensive system sales and field operations experience directing multi-tiered sales and marketing initiatives through multi-channel alliance programs; managed twenty three Partner/Distributors in thirteen countries in EMEA and APAC.
- ◆ Channel ecosystem experience providing expertise in evaluating and managing partner mix, channel infrastructure and comprehensive strategy models that support forecast based sales goals, including clearly defining go-to-market strategies, messaging and product alignment initiatives.
- ◆ Developed and executed an extensive software vertical marketing strategies that led to competitive wins increasing revenue by over **\$35 million** in four years.
- ◆ Led a design effort for a third-generation software appliance line that allows the various models and options to be configured near the end of the assembly process. Effort reduced work-in-progress by **64%**, reduced labor, unique assemblies, and floor space, dropping overall production costs by over **30%** annually.

MANAGEMENT, TRAINING AND LEADERSHIP

- ◆ Skilled in organizational and product/distribution conflict resolution with expertise in forecasting workforce requirements, organizational infrastructure, and influencing/leading the work of individuals and groups in change initiatives.
- ◆ More than sixty ERP installations including; Tier 1&2 automotive, aerospace, defense, consumer goods, medical and other highly complex manufacturing environments.
- ◆ Designed leadership training and marketing materials, facilitated and managed a multi-level product training center for leading ERP/MRP/RF and Supply Chain technologies, drawing participants worldwide.

R DANIEL SMITH

Managing Director blueDoor Capital Partners

(2013 to Present)

Financial services firm providing management expertise and business analysis to firms looking to secure additional capital facilitates or leveraged growth including corporate initiatives, recapitalization, acquisitions and divestitures.

Director GPS Skills

(2017 to Present)

Start-up venture for a subject-centric ecosystem that delivers technology enabling the consistent tracking and sharing of a subject's progress across academic/educational, physical, mental, and emotional/spiritual well-being and development.

Executive Vice President Equiventure Capital

(2001 to 2014)

Specializing in corporate development, M&A, financial analysis, and capital placement transactions, clients include cellular chip manufacturer, digital imaging firm, national consumer bottling corporation, leading Customer SAT and SFA firm, medical software for EMR and PHR integration solutions.

StorLogic Ltd.

Global hardware/software leader for NAS and SAN enterprise storage:

President and Chief Executive Officer

(1998 to 2001)

Technology leader in the NAS/SAN market, Microsoft Global ISV. First Microsoft Embedded application "win".

nStor Technologies, Inc.

Global NAS/ SAN and HPC enterprise storage provider:

President and Chief Executive Officer

(1996 to 1998)

Founded and capitalized the company through acquisition from Seagate Technology. Increased revenue over \$56 million, moving the company successfully from the OTC to the AMEX.

Intelligent Manuf. Systems, Inc.

Provider ERP/MRP & Spread Spectrum technologies:

President

(1991 to 1997)

Database integration for ERP/MRP, Tier 1 Automotive, Supply Chain and Activity-Based Costing systems, IP based 2.4Ghz market leader in the EDC market. Produced revenue growth year over year by over **200%**, growing by over **\$25** million.

Independent Consultant

(1990 to 1991)

Automated Storage & Design, Inc.

Developer of fully integrated automation systems:

Vice President, Sales and Marketing

(1984 to 1989)

Developer of automation technologies for NASA, Lockheed Space, GM, for turn-key, multi-year software development and support contracts, driving revenue growth year over year by an average of over **183%** to over **\$35** million.

Republic Steel, Systems Division.

Manufacturer of storage and automation equipment:

Division Manager, Sales & Product Marketing

(1981 to 1984)

P&L responsibility for division that developed integrated large-scale integration services to the ERP/MRP markets. Implemented multi-year revenue targets, operating budgets, account generation and planning criteria and client relationship metrics. Drove 376% sales growth generating in excess of **\$100** million.

SPS Technologies, Inc.

High-density storage and automation systems:

Regional Sales Manager

(1980 to 1981)

Developed South American distribution partners, partner pipeline and training curriculum, collateral material and expanded the sales base by over **160%** while increasing revenue by over **300%**. Grew revenue by over **\$9** million.

Lear Siegler, Inc.

Business equipment manufacturer:

Regional Sales Manager

(1978 to 1980)

Marketing strategy and training for 135 direct/distributor/reseller sales representatives, reducing overall training and field sales costs by over **50%**, drove annual revenue over **150%** to over **\$5** million.

Walt Disney World Companies.

World entertainment and theme park destination leader:

Division Accounts Manager

(1975 to 1978)

Finance Manager in the **\$100MM** Resorts Division.

Education:

Bachelor of Science Degree, Jacksonville University

Professional Development:

Manufacturing Management and Financial Management for Advanced Manufacturing

Application to Serve on Planning Board

Applicant Name	Eve Wayman
E-mail	yeswayman21@gmail.com
Address	Street Address: 212 Mystic Pine Place City: Apex State: NC Zip Code: 27539
How long have you lived in Holly Springs?	6 years
Name of neighborhood	WoodCreek
Home phone	(919) 607-2918
Current employer	Costello Real Estate and Investments
Job title / occupation	Realtor
I reside within the	Corporate limits of Holly Springs
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	-Realtor for 6 years -Bachelor's in Communication and Public Relations -Holly Springs resident -Have a child in public school
List any current or past volunteer activities in which you are / were involved.	-active in church -volunteered by organizing a 5k for ovarian cancer research
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	This board is vital to the current and future success of Holly Springs. All planning decisions directly affect the life, experience, property value, and culture of anyone interacting with the town. If appointed, I will contribute thoughtful, educated

and researched direction for all decisions. All decisions will consider short and long term impact to the town vision and environment.

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

No

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

No

Signature



Date & time

11/30/2022 12:47 PM

How did you find out about these opportunities?

Town of Holly Springs Facebook Page

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Application to Serve on Planning Board

Applicant Name	Karen Abt
E-mail	karen.abt@gmail.com
Address	Street Address: 7101 Wellsbee Pl City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	Since June 1994 at the above address
Name of neighborhood	Powell Farms
Home phone	(919) 917-8310
Current employer	Abt Forest Futures
Job title / occupation	Consulting Economist
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
	KLAbt resume (town planning board).docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	Please see the attached resume.
List any current or past volunteer activities in which you are / were involved.	Citizens Advisory Board Town of Cary Planning Update 1992
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	Per the online description--the Planning Board provides input to the Town Council regarding proposed developments and proposed regulatory and advisory changes in Town documents.

I am interested in all aspects of development, but am very interested in park and greenway development and in actions that can be taken to minimize conflicts between cars and other forms of transportation (including public transit, bikes and pedestrians).

As a representative of the ETJ, I would like to pay particular attention to planning actions that affect the ETJ (I am an advocate for annexation, but also understand my neighbors reluctance to pay higher taxes).

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

No

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

Yes

Signature



Date & time

12/01/2022 3:18 PM

How did you find out about these opportunities?

postcard

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Dr. Karen Lee Abt
7101 Wellsbee Place
Holly Springs, N.C. 27540
karen.abt@gmail.com
(919) 917-8310

Education

Ph.D. North Carolina State University, 1997. Co-major in Forestry and Economics, “Hedonic Estimation of Nonindustrial Private Forest Landowner Amenity Values”.
M.S. Colorado State University, 1987. Forest and Wood Sciences, focus on forest planning and evaluation of economic impacts from National Forest operations.
B.A. California State University, Long Beach, 1978. Geography, with a certificate in Urban Planning.

Experience

Research Economist, Abt Forest Futures, 2020-present. Consulting in renewable forest-based energy and Southern timber supply.

Research Economist, US Forest Service, Southern Research Station, Research Triangle Park, NC 1988-2020. Primary research involved wildfire economics (fire prevention, economics of wildfire suppression, economic impacts of wildfire) and renewable forest-based energy (use of southern forest resources for production of wood pellets for export and domestic use).

Adjunct Associate Professor, Department of Forestry and Environmental Resources, North Carolina State University, 2007-present.

Team Leader, USDA Forest Service and Department of Interior Interagency Suppression Expenditure Forecasting Team, 2009-2020.

Associate Editor, Journal of Forest Economics, 2015-2020.

Team Member, Domestic and International Wood Energy Specialist, USDA Forest Service Resources Planning Act (RPA) Assessment Team, 2014 to 2020.

Team Member, United Nations Economic Commission for Europe and Food and Agriculture Organization (UNECE/FAO), Forestry and Timber Section, Team of Specialists on Wood Energy, 2016-2020.

Economist (evaluated economic impacts of National Forest development using IMPLAN), USDA Forest Service, Beaverhead National Forest, Dillon, MT, 1988.

Economist (assisted in the development of a PC-based input-output model, IMPLAN), USDA Forest Service, Land Management Planning, Fort Collins, CO, 1986-1987.

City Planner (manager of Community Development Block Grant funding and disbursement—part time), City of Loveland, CO, 1985-1986.

City Planner II (residential village development and office/industrial developments in the Irvine Complexes), City of Irvine, CA, 1980-1984.

City Planner I (Zoning Enforcement), City of Carlsbad, CA, 1978-1980.

Selected Publications

- Abt, K.L., R. Abt, and C. Galik. 2012. Effect of bioenergy demands and supply response on markets, carbon and land use. *Forest Science* 58(5): 523-539.
- Prestemon, J.P., K.L. Abt, and R. J. Barbour. 2012. Quantifying the net economic benefits of mechanical wildfire hazard treatments on timberlands of the western United States. *Forest Policy and Economics* 21:44-53.
- Abt, R.C. and K.L. Abt. 2013. Potential impact of bioenergy demand on the sustainability of the southern forest resource. *Journal of Sustainable Forestry* 32(1-2): 175-194.
- Abt, K.L., D.T. Butry, J.P. Prestemon and S. Scranton. 2015. Effect of fire prevention programs on accidental and incendiary wildfires on tribal lands in the United States. *International Journal of Wildland Fire* 24(6):749-762. <http://dx.doi.org/10.1071/WF14168>.
- Abt, K.L., P. Nepal, R.C. Abt, K.E Skog. 2016. Chapter 3.3 Projections of Wood Fuel Feedstock Supplies from U.S. Forests under Six Demand Scenarios. In: U.S. Department of Energy. 2016. 2016 Billion-Ton Report: Advancing Domestic Resources for a Thriving Bioeconomy, Volume 1: Economic Availability of Feedstocks. ORNL/TM-2016/160. Oak Ridge National Laboratory, Oak Ridge, TN. 448p.
- Abt, K.L., J.P. Prestemon, L. Joyce, M. Jolly, D. Calkin, M. Finney and M.E. Lichtenstein. 2016. Climate Change and Fiscal Risk: Wildland Fire Technical Supplement. Available at <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/techdocs/Wildland%20Fire%20Technical%20Supplement.pdf>.
- Executive Office of the President of the United States. November 2016. Climate Change: The Fiscal Risks Facing the Federal Government: A Preliminary Assessment, available at https://obamawhitehouse.archives.gov/sites/default/files/omb/reports/omb_climate_change_fiscal_risk_report.pdf.
- USDA Forest Service. 2016. Future of America's Forests and Rangelands: Update to the Forest Service Resources Planning Act Assessment. USDA Forest Service General Technical Report WO-94. USDA Forest Service: Washington, D.C. (K.L. Abt, contributor).
- Prestemon, J.P., D.N. Wear, K.L. Abt, R.C. Abt. 2018. Projecting Housing Starts and Softwood Lumber Consumption in the United States. *For. Sci.* 64(1):1–14. <https://doi.org/10.5849/FS-2017-020>.
- Nepal, P., K.L. Abt, K. Skog, J.P. Prestemon, R.C. Abt. 2018. Projected Market Competition for Wood Biomass between Traditional Products and Energy: A Simulated Interaction of US Regional, National, and Global Forest Product Markets. *Forest Science*. 65. 10.1093/forsci/fxy031
- Henderson, J.D., R.C. Abt, K.L. Abt, J.Baker; and R. Sheffield. 2022. Impacts of hurricanes on forest markets and economic welfare: The case of hurricane Michael. *Forest Policy and Economics*. 140. 10.1016/j.forpol.2022.102735.

ETJ 2

Application to Serve on Planning Board

Applicant Name	Michael Anderson
E-mail	michihael@live.com
Address	Street Address: 4216 Olive Hill Dr. City: Holly Springs State: NC Zip Code: 27540
How long have you lived in Holly Springs?	2 years
Name of neighborhood	Karoly Place
Home phone	(305) 394-3895
Current employer	UPS
Job title / occupation	Warehouse Worker/Driver
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
	Michael Anderson Resume.docx
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	-Associate of Arts -Start attending Campbell University in January 2023
List any current or past volunteer activities in which you are / were involved.	-Florida Keys Wild Bird Center 100+ hours community service 2010-2015
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	To ensure land use , transportation, and other plans that deal with the public health, welfare, and general well being are enacted fairly, equitably, and with respect to all residents of Holly Springs, while

continuing to preserve our small town charm and make way for our growing community.

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

No

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

No

Signature



Date & time

12/04/2022 1:18 PM

How did you find out about these opportunities?

Flyer in Mail

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Michael Anderson

4216 Olive Hill Drive, Holly Springs, NC

Phone: 305-394-3895 • Email: micihael@live.com

Objective: Currently in pursuit of a Bachelor's degree, I am seeking a volunteer position to further my involvement in my community to keep Holly Springs safe and beautiful.

EDUCATION

Eastern Florida State College

August 2015

Associate in Arts Degree

GPA: 3.6

Coral Shores High School

June 2010

High School Diploma

GPA: 3.0

EXPERIENCE

UPS

October 2018 - Present

Warehouse worker/Driver Service Provider

- Mentor to new/temporary employees
- Safely, accurately, and timely load package cars
- 3 Years Safe driving experience
- Effectively communicate with customers, management, and fellow employees.

Top To Bottom Boat Detailing

May 2022- Present

Sole Proprietor

- Seasonal Business targeting boaters around Jordan Lake and surrounding areas
- Marketing/Budgeting/Customer Relations
- Wash/Polish/Wax customer boats.

H&R Block

November 2022 - Present

Tax Pro

- Conduct Client tax interviews
 - Prepare complete and accurate tax returns
 - Provide IRS audit support
-

ADDITIONAL INFORMATION

- My Wife and I moved To Raleigh from South Florida for her Career at the National Weather Service in Raleigh. After living in Raleigh for nearly 2 years we grew tired of the hectic pace of life and discovered Holly Springs. We knew this quaint town was for us and have set down roots here.
- Currently scheduled to start courses in January at Campbell University to earn my Bachelor's Degree in Business Administration with a concentration in Accounting.
- My interests include business, law, and finance.
- I am interested in continuing my education so I can better serve my community in a more meaningful way.
- I am passionate about keeping my community a safe and beautiful place to live.
- In my spare time I enjoy spending time with my wife, daughter, and 2 dogs. We enjoy exploring new parks and greenway areas.

Application to Serve on Planning Board

Applicant Name	Roger Bess
E-mail	rndbess@gmail.com
Address	Street Address: 12409 Holly Springs New Hill Rd City: Apex State: NC Zip Code: 27539
How long have you lived in Holly Springs?	32 years in what is now the ETJ
Name of neighborhood	Holly Hill
Home phone	(919) 244-6040
Current employer	Retired
Job title / occupation	ex, Senior Software Engineer for IBM/Toshiba
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Board of Adjustment.	I participated in hearings by the Raleigh Parks Committee regarding drone regulation providing guidance.
List any current or past volunteer activities in which you are / were involved.	Active member of the Holly Springs Skyhawks, and volunteer during events such as Wing Over Springs and HollyFest that take place at the Sugg Farm park.
What do you see as the responsibilities of this board and what do you hope to accomplish if appointed?	As a resident of the ETJ on Holly Springs New Hill RD for over 30 years. I can provide a perspective of reason as Holly Springs continues to expand.

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

No

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

No

Signature



Date & time

12/01/2022 11:29 AM

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