



Agenda

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Adjustment and approval of May 16, 2023 meeting agenda

RECOGNITIONS

5. Holly Springs High School Robotics Team - State Champions
6. Juneteenth Proclamation
7. Tennis Month Proclamation
8. National Public Works Week
9. National Police Week
10. Town Communications & Marketing Awards

CONSENT AGENDA

11. Approve the minutes of the April 11, 2023 workshop meeting and the April 18, 2023 business meeting.
12. Monthly Budget Amendments
13. Resolution Ratifying, Accepting, and Approving the Amended Charter Resolution of Central Pines Regional Council (formerly Triangle J Council of Governments)
14. Tennis Instruction Agreement
15. Extension of Refuse and Recycling Collection Contract with GFL Environmental
16. Fiscal Year 2023 Audit Services Contract
17. Installment Fleet Vehicle/Equipment Purchase FY23
18. Resolution Adopting the 2022 Local Water Supply Plan Annual Update

PUBLIC HEARINGS

19. Fiscal Year 2023-24 Budget Public Hearing
20. Water Resource Management Policy 23-DPM-01 - Legislative Public Hearing
21. Holly Springs Road Towns Rezoning 22-REZ-11 - Legislative Public Hearing
22. Unified Development Ordinance Chapter 9 Signs Text Amendment 23-UDO-02 - Legislative Public Hearing

NEW BUSINESS

23. Introduction of Bond Order and Setting of Public Hearing and Adoption of Resolution
24. Committee and Board Appointments

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

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.

Recognition

Title: Holly Springs High School Robotics Team - State Champions

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Mayor Mayefskie

Action(s):

Recognize the Hawktimus Prime Robotics Club from Holly Springs High School for winning the State Championship FIRST Robotics Competition.

Explanation:

- Hawktimus Prime Robotics Club won the 2023 NC State Championship with Sparky (robot) in Greenville, NC on April 2nd in an alliance with teams from Raleigh and Hillsborough.
- Sparky's specialty was moving cubes into a scoring area, and balancing on a teetertotter, two tasks required by the competition.
- The students went to Houston to compete in the FIRST Worlds Championship, where they competed against teams from Mexico, Canada, Israel, Australia and the Netherlands as well as teams from across the United States.

Background:

- Hawktimus Prime was founded in 2009 at Holly Springs High School.
- The group is a student-led robotics team that competes in FIRST Robotics Competitions.
- FIRST Robotics Competition is an international high school robotics competition. Each year, teams of high school students, coaches, and mentors work during a six-week period to build robots capable of competing in that year's game that weigh up to 125 pounds.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 6.

Title: Juneteenth Proclamation

Strategic Priority Area: Safe & Friendly
Economic Prosperity & Diversity

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim June 19, 2023 as Juneteenth in Holly Springs

Explanation:

- June 19th is celebrated as "Juneteenth" or Black Independence Day throughout many African-American communities.
- Declared a state holiday in Texas in 1979, Juneteenth is now recognized as a state holiday in 40 states.

Background:

- President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, which freed enslaved people.
- The 13th Amendment to the Constitution, abolishing slavery, was ratified on December 6, 1865.
- African-Americans in Galveston, TX adopted June 19, 1866 as Juneteenth in celebration of the news of the Emancipation Proclamation reaching their community.
- Since 1866, the celebration has spread throughout the United States.

Funding Source(s):

N/A

Attachment(s):

1. Juneteenth Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Juneteenth 2023

WHEREAS, the Constitution of the United States details the rights of all its citizens based on the philosophy of government outlined in the Declaration of Independence, which states “all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness;” and

WHEREAS, the Emancipation Proclamation, an executive order issued January 1, 1863 by President Abraham Lincoln immediately freed approximately five hundred thousand from generational bondage in the rebellious states, but still left approximately 3.5 million enslaved people across the United States; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 1865, in reaching authorities and African-Americans in the South and South-western United States; and

WHEREAS, African-Americans in Galveston, Texas adopted June 19, 1866 as Juneteenth, a Black Independence Day in celebration of America’s commitment to liberty and equality that has become a part of national African American history and culture; and

WHEREAS, the 13th Amendment to the Constitution of the United States abolishing slavery everywhere, except for punishment of a crime, was ratified by Congress on December 6, 1865; and

WHEREAS, we understand that a declaration on a piece of paper is not enough, and that we as a people must be willing to do our part to ensure every citizen regardless of race, gender, or religion is afforded equal access to the opportunities America has to offer;

NOW, THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, am hereby honored to declare June 19th, 2023 as

Juneteenth

in Holly Springs, and call upon all residents to become more aware of the significance of this celebration in African-American History and in the heritage of our nation and Town.

Presented this 16th day of May, 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 16th day of May, 2023

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 7.

Recognitions

Title: Tennis Month Proclamation

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: LeeAnn Plumer, Parks & Recreation, Mayor Mayefskie

Action(s):

Issue Proclamation naming May as Tennis Month

Explanation:

- Local Western Wake Tennis Association Executive Director, Laura Weygandt, will speak about Tennis Month and accept the proclamation.
- May, as Tennis Month, is a nationwide grassroots effort established to drive awareness of the benefits of tennis and encourage new players to join local programs.
- Participation in tennis has grown 33% since the start of 2020, as people have turned to the sport to stay socially engaged and physically and mentally fit.
- Holly Springs partners with various tennis organizations to offer instructional tennis lessons, leagues and tournaments to support various levels of interest and abilities.
- In 2023, over 580 adults and youths participated in a tennis program offered by parks and recreation.

Background:

- The modern game of tennis began in England in 1873.
- The United States Tennis Association (USTA) was founded as the US National Lawn Tennis Association in 1881. It is a not-for-profit organization with more than 700,000 members and invests 100% of its proceeds to promote and develop the growth of tennis.
- The USTA National Tennis Month encourages players, organizations, facilities, retailers, tennis manufacturers and more to promote local programs and activities, at parks and facilities to showcase tennis and spread the word about the sport and its benefits, and to help players and non-players alike find courts and play opportunities in their communities.

Funding Source(s):

N/A

Attachment(s):

1. Tennis Month Proclamation

Town of Holly Springs



A Proclamation By The Mayor

Tennis Month

WHEREAS, on May 21, 1881 the USTA, originally known as the United States National Lawn Tennis Association, was founded in New York City to create rules and standards for the emerging game of lawn tennis; and

WHEREAS, the USTA is the nonprofit, national governing body for tennis in the United States, and leads the promotion and growth of the sport at every level of play, from beginners to professionals at the US Open; and

WHEREAS, the USTA proudly partners with local tennis programs to showcase the important health, social, and educational benefits of tennis, and make the sport available to everyone regardless of age, environment, condition, or ability, through its USTA Adaptive grants; and

WHEREAS, the latest research by the Physical Activity Council shows that more than 23.6 million Americans played tennis in 2022, an unprecedented 33% increase in participation over 2019 and the highest number of players since the PAC study began in 2007; and

WHEREAS, by increasing accessibility of tennis for citizens of the Town of Holly Springs of all ages and abilities, the USTA has contributed to making our community happier and healthier; and

WHEREAS, USTA has declared the month of May as National Tennis Month to encourage players, organizations, facilities, retailers, tennis manufacturers and more to promote local programs and activities, at parks and facilities to showcase tennis and spread the word about the sport and its benefits, and to help players and non-players alike find courts and play opportunities in their communities;

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

Tennis Month

in the Town of Holly Springs, and hereby urge the citizens of Holly Springs to become aware of and support National Tennis Month.

Proclaimed this, the 16th day of May, 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 16th day of May, 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 8.

Recognitions

Title: National Public Works Week

Strategic Priority Area: Organizational Excellence

Staff Resource: Paige Scott, Director, Public Works

Action(s):

Issue a Proclamation that May 21-27, 2023 shall be Public Works Week in Holly Springs.

Explanation:

- National Public Works Week honors the importance of public works services and the men and women who deliver these services.
- This year's theme is "Connecting the World Through Public Works" -- Public works connects us all through infrastructure and service, enhancing the quality of life for the communities they serve.
- Public works professionals help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work.
- The Mayor wishes to join with representatives of the American Public Works Association in proclaiming May 21-27, 2023 as Public Works Week in Holly Springs.

Background:

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

Funding Source(s):

N/A

Attachment(s):

1. National Public Works Week 2023

Town of Holly Springs



A Proclamation By The Mayor

National Public Works Week—May 21 - 27, 2023

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

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

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Holly Springs to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association;

NOW, THEREFORE, I, Mayor Sean Mayefskie, do hereby proclaim May 21 - 27, 2023 as

National Public Works Week

in Holly Springs, and I urge all citizens to join me with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Proclaimed this, the 16th day of May, 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 16th day of May, 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 9.

Recognitions

Title: National Police Week

Strategic Priority Area: Safe & Friendly

Staff Resource: Mayor Mayefskie

Action(s):

Proclaim May 14-20 Police Week in Holly Springs

Explanation:

- Mayor Mayefskie wishes to honor all members of the Holly Springs Police Department by Proclaiming Police Week in Holly Springs.
- President John F. Kennedy signed a proclamation in 1962 designating May 15th as Peace Officers Memorial Day and the week in which that date falls as Police Week.
- Since that year, National Police Week has been observed every May to honor the service and sacrifices of those law enforcement officers killed in the line of duty.

Background:

Funding Source(s):

N/A

Attachment(s):

1. Police Week proclamation

Town of Holly Springs



A Proclamation By The Mayor

Police Week

WHEREAS, President John F. Kennedy signed a proclamation in 1962 which designated May 15th as Peace Officers Memorial Day and the week in which that date falls as Police Week; and

WHEREAS, since that time National Police Week has been observed every May to honor the service and sacrifices of those law enforcement officers killed in the line of duty; and

WHEREAS, the brave men and women of law enforcement have answered the call to serve and protect our community; and

WHEREAS, the members of our police department play an essential role in safeguarding the rights and freedoms of all Holly Springs residents; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the 75 sworn officers and 20 telecommunicators and professional support personnel serving in the Holly Springs Police Department; and

NOW THEREFORE, I, Sean Mayefskie, Mayor of the Town of Holly Springs, North Carolina, do hereby proudly proclaim the week of May 14-20, 2023 as

Police Week

in the Town of Holly Springs and publicly salute the service of law enforcement officers in our community.

Proclaimed this, the 16th day of May, 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 16th day of May, 2023.

Sean Mayefskie, Mayor



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 10.

Recognitions

Title: Town Communications & Marketing Awards

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

Staff Resource: Cassie Hack, Director, Communications & Marketing

Action(s):

No action requested.

Explanation:

- The Holly Springs Communications and Marketing Department was recently recognized with statewide awards for excellence.
- At its annual conference, the North Carolina City & County Communicators Association presented Holly Springs with two first place awards and two second place awards for the department's work to inform residents and businesses about town projects and initiatives.

Background:

- The North Carolina City & County Communicators Association statewide conference was held in Wilmington in early May.
- Thirty-nine (39) North Carolina cities and counties were evaluated by an impartial, external group of judges from the Minnesota Communicators Association.
- The awards given to the Town of Holly Springs include:
 - **First Place, Digital External Newsletter/Blog: Stepping Up Our Digital Newsletter Game** - Council funded upgraded email and text message communications tools for the 2022 fiscal year, allowing the Holly Springs Communications & Marketing team to create a bi-monthly Newsflash to give residents another compelling resource to stay up to date on town news. The Holly Springs Newsflash now has more than 8,540 subscribers and continues to grow in popularity.
 - **First Place, Promotional Video: How Holly Springs Became a Global Biotech Hub and Why It Matters** - This video featuring life science leaders highlighted Holly Springs as a global biotech hub and explained the benefits to residents.
 - **Second Place, External Newsletter: The Source** - Communications & Marketing redesigned the print newsletter that residents receive in their utility bills. The sleek, modern design with improved graphics and imagery includes more news items, as well as in-depth information on topics important to residents.
 - **Second Place, Multi-Platform Campaign: In the Zone with Yard Waste** - The 2022 fall yard waste campaign included social media, website, print newsletters, a video, and more to help residents understand changes and how they can partner

with the town to improve the efficiency of the system.

Funding Source(s):

N/A

Attachment(s):

None



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 11.

Consent Agenda

Title: Approve the minutes of the April 11, 2023 workshop meeting and the April 18, 2023 business meeting.

Strategic Priority Area: Organizational Excellence

Staff Resource: Linda McKinney, Town Clerk

Action(s):

Approve the minutes of the April 11, 2023 workshop meeting, and the April 18, 2023 business meeting.

Explanation:

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

Background:

Funding Source(s):

N/A

Attachment(s):

1. 4.11.23 workshop minutes-DRAFT
2. 4.18.23 minutes - DRAFT



MINUTES

The Holly Springs Town Council held a workshop meeting on Tuesday, April 11, 2023 at the Law Enforcement Center and via livestream. Mayor Mayefskie presided, calling the meeting to order at 6:01 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, and Council members Aaron Wolff, Shaun McGrath, Tim Forrest, and Danielle Hewetson.

Council Members absent: Mayor Pro Tem Dan Berry.

Staff Members Present in the room: Randy Harrington, Town Manager; Linda McKinney, Town Clerk (recording the minutes); Daniel Weeks, Assistant Town Manager; Scott Chase, Assistant Town Manager; Corey Petersohn, Budget, Innovation and Sustainability; Mathew Mutter, IT; John Schifano, Town Attorney; Jay Osborne, Assistant Town Attorney; Cassie Hack, Director of Communications and Marketing; Elizabeth Goodson, Development Services; Beth Trautz, Development Services; LeeAnn Plummer, Director of Parks and Recreation; Jaime Joyner, Director of Human Resources; Catherine Clark, Administration; MaryBeth Spoehr, Administration; Tina Stroupe, Finance Director; Paige Scott, Director of Public Works.

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

2. FY24 Budget Updates

a. Human Resource/Personnel Policy

Jaime Joyner, Director of Human Resources, said the Personnel Policy had not been revised in several years and the purpose of this item was to discuss possible revisions and get Council feedback. These revisions address the Strategic Priority of Organizational Excellence, Initiatives 1.2, provide competitive pay and benefits to retain and recruit top talent; 1.3, expand employee diversity and inclusion; and 1.4 to enhance recruitment tools, incentives, and/or benefits to attract a skilled workforce in difficult to fill positions. She said that while the cost of health insurance has increased 4%, there is no increase in dental insurance, and vision will see a 31% decrease. She said there would be additional voluntary benefits offered.

Ms. Joyner said the merit pay would be a similar approach as previous years, with January 1 as a general employee common merit date. The On-Call pay provision, for workers who need to be available to come in, but may or may not be required to come in, is currently \$75 per week. She said she recommends changing that to \$20 per day and allowing shorter periods of on-call. Call Back Pay, when an on-call employee is called in is currently time and a half the hourly rate after hours worked reaches 40 hours. The recommendation would be to pay hours worked a time and a half regardless of hours worked in the work week, so that a holiday during the week, for example, would not prohibit the called back employee from being paid.

Ms. Joyner said that other proposed policy revisions are to give the Town Manager authority to adjust pay up to 10% within an employee's salary classification. Currently the range is 1-3%. This would allow administrative flexibility to address issues such as internal pay equity situations or critical staff retention situations. Holly Springs Police Department Field Training Officers are currently not compensated above their regular pay. Staff recommendation is to pay

an officer an additional \$2 per hour while the senior officer is actively training another officer on shift. Another proposed revision would change vacation accrual calculations to be based on an employee's years of service in the Local Government Employees Retirement System, not solely years of service to the Town.

Ms. Joyner showed the number of annual holidays and other leave offered by our neighbors (and competitors for employees) and showed that Holly Springs offered fewer holidays and vacation accrual rates than our competitive peers. She said that 70% of the surveyed employers offered non-traditional leave days taken at the employees' discretion and 43% of those offer more than one day. Fifty percent of employers offer Juneteenth as a paid Holiday. One municipality offers exempt employees 80 hours per year of "use it or lose it" leave and another offers "Wellness Wednesday," monthly, allowing employees to leave work early. From this data, staff suggests offering a floating holiday, and a health and wellness day to employees. She said that the Town's current vacancy rate is 8.85%; the retention rate is 89% and voluntary turnover rate is 13.2%.

Council member Hewetson asked about the vacation accrual standard across other towns was to make new hires wait for days to accrue before they could take any time off. Ms. Joyner said that is the standard way. It could be front-loaded, but where that sometimes becomes a problem, is if an employee leaves we would have to pay out those hours.

Council member McGrath asked if the turnover rate was comparable to other municipalities right now. Randy Harrington said that in local government, if you are over 10% turnover, that is considered high. Council member McGrath asked if the call back pay was calculated only after a complete shift. Ms. Joyner said that payroll calculates by the week, not the day, so the trigger was a 40-hour work week.

Council member Wolff asked, regarding the call back pay, if someone is called back and it only takes 15 minutes to do the job, do they get paid for an hour? Ms. Joyner said the policy is, if someone is called back they get 2 hours for the first 15 minutes to 2 hours; after 2 hours it is by the actual hour worked.

There was discussion about the manager's authority to offer an in-grade pay increase to retain an existing employee. Council discussed what percentage would be enough to retain employees and what action the Town manager would take if he needed to go higher than his given authority. Ms. Joyner was asked about the percentage in other municipalities. Council consensus was to raise that authority to 15%.

Council discussed the Field Training Officer amount and the vacation accrual change, and how our vacancy rate compares to our peers. Council discussed whether two additional holidays was enough to make us competitive with our peer communities. There was discussion about how the floating days off would work. Consensus was to have two floating holidays and a wellness day added to the current holiday schedule.

b. Parks and Recreation Bond

LeeAnn Plumer, Director of Parks and Recreation, said this was a review of potential projects for the anticipated Fall 2023 Parks Bond Referendum. She requested Council feedback on the recommended projects. She said this is a big investment, but it aligns with the Strategic Plan's initiative of Developing Comprehensive Parks and Recreation amenity offerings to include a variety of parks, greenways, and recreation facilities.

Ms. Plummer talked about the park property on Cass Holt Road. She said that site survey work has begun and there have been a couple of meetings with neighbors and stakeholders. She said she wanted to use this chance to let the public know about a virtual public meeting "All Wheels" for input on a skate park on April 27th at 6:00 pm. She said that she and Assistant Town Manager Daniel Weeks toured Rec Centers in Dallas recently and she shared those learnings with Council.

Ms. Plummer gave a preliminary breakdown of the investment for the Cass Holt Road park. She outlined other community needs as identified in the Parks, Recreation and Greenways Survey and the Community Survey as well as National Recreation and Parks Association metrics. She showed locations for these investments and said they could include outdoor basketball courts, greenway connections, improved seating at the Cultural Center, baseball improvements at Womble Park, and a program pavilion and restroom at Sugg Farm Park. She gave a summary of preliminary projects and their estimated costs.

Council member Hewetson asked if locations had been considered for a covered court. Ms. Plummer said there is some property at Ting that might work, but staff needs to do more research to determine the best place. Council member McGrath said additional greenway connectivity is at the top of his list for where to put any extra money. Mr. Harrington said that the focus is obviously on the park, but some of these other projects could be easy/quick wins.

c. Other

Corey Petersohn, Administration, said that this item was to get Mayor and Council feedback on the housing related strategic initiative. He reminded the public of the areas of consensus from the retreat: Determine development incentives; fast track approval process; eligible fee reductions or modifications. He shared two potential options to revise the originally proposed Initiative 5.2. Option 1: Establish workforce housing eligibility criteria for a development project to be considered for fee or improvement credits. And Option 2: Establish criteria for Area Median Income (AMI) and percentage of workforce housing units within a development in order for a development project to be considered for fee or improvement credits.

Council discussed the pros and cons of the two options. Consensus was to go with Option 2, with the understanding that staff would not limit themselves to AMI but would consider creative solutions. Council member Forrest said he wanted to point out that this Council supports workforce housing.

Randy Harrington, Town Manager, said he had two additional items to put before Council regarding the budget. The first one is around the need to upgrade the 911 center, technology and staffing wise. This will be one of the largest recommendations in the budget. He said we currently have 4 consoles. We are looking to upgrade those to the latest technology and to add an additional station, and request two additional staff. The technology cost is about \$817,000 but about half of that can be paid for by State 911 funds. There could be some grant money also to off-set that but we would need to set it up.

The second piece is around the Operations Campus. We have talked about a Phase 1 that encompasses 2 buildings. One is administration building and the second is an operations building. What has become apparent is that, out of the gate, we need to get these buildings right from the start. Based on two factors – cost inflation and site development – the price is higher than anticipated. There will be economies of scale if we do all the sitework at once and build the first building with the first floor finished and the second floor a shell. The operations building could have some areas shelled out also. But the buildings should be built at full size. There are some tough choices to make to do this. But he said he had identified about \$400,000 of reductions in base budgets that won't have a significant impact on services. Shifting a portion of that to the capital side (about ½ cent of tax revenue) will enable us to solve the challenge of getting these buildings right out of the gate. The trade off is we lose it out of the operating side going forward and at a future time will need to bring that back.

There was discussion about how the revaluation next year would impact this decision. Mr. Harrington said that the 2024 revaluation would affect the 2025 fiscal year, and Council would have to decide on the tax amount then, and that would include the P&R bond referendum.

3. Potential Policy & Ordinance Updates

a) Grants Policy

Corey Petersohn thanked Council for creating the position of Grant Writer, and introduced Catherine Clark. Ms. Clark said this item was to discuss a proposed Grants Policy and receive Council feedback. The proposed policy would establish a uniform method for submitting grant applications, maximize external funding while protecting the Town's plans and commitments, and recognize that grants have Town-wide administrative requirements and obligations. She said that staff compared policies from Cary, Raleigh, Charlotte, and a variety of non-profit organizations. She said that some places include procedures in the policy, but that since procedures change frequently, staff focused on creating a policy-based document.

Ms. Clark said the funding focus areas for Holly Springs were public safety, infrastructure projects, parks and recreation, economic/downtown development and technology and innovation. The proposed policy would address who approves which grants. Staff recommends that project approval be at the Department level for projects that are in the Strategic Plan or department mission, with Council approval for exceptions to this guideline. Grant program approval would be by the Department director prior to development of any proposal or application, and department staff would coordinate with other affected departments. Application approval would be through the Finance Department and the Office of Budget, Innovation, & Strategy prior to submission to the funder. She said that the recommendation for grants with a "local match" requirement is that departments should identify funding in the base operating budget or appropriated Community Investment Plan (CIP) funds. For matching funds not yet appropriated, staff recommends director approval for matches up to \$10,000. From above \$10,000 to \$100,000, staff recommends that Town Manager approval be required and for matching funds above \$100,000 Council approval be required. She said that if there were no changes, this policy could come to Council at a future Consent Agenda. Mayor Mayefskie passed along that Congressman Nickel had called her out as an excellent grant writer.

Ms. Clark gave updates on FY23 grants awarded through the third quarter and those which are pending.

b) Historic Marker Policy

Elizabeth Goodson, Development Services, said this item was to provide an overview of the Historical Marker program and present a draft policy for Council feedback. She said that the purpose of the Historical Marker program was to increase public awareness, celebrate the rich cultural heritage of the Town, encourage historic preservation and enhance the enjoyment of our local history. She said the existing program was established in 2011 by resolution and managed by the Town Clerk's office (previously Public Affairs and Communications.) Three new markers have been added since then and the budget has usually designated funds for one marker per year.

Ms. Goodson outlined challenges with the 2011 program including, it was not publicized, there was no clear process for a marker to be requested, no clear selection process, and no standard design specifications. The proposed policy would propose a standardized yearly application deadline, with an outlined application process. It proposes a Committee to review applications and make recommendations based on specified criteria and standardized design specifications. She outlined possible options for the makeup of the committee and said that staff recommended Option 1, which included members of staff and one or more Council members, or Option 4 which included those people and one or more appointed residents.

Consensus was to go with Option 1.

Ms. Goodson outlined three options for who would make the final decision on a marker and whether and to whom that decision could be appealed by an applicant who was rejected. Option 1, Council would make the decision with no appeal; Option 2 the decision would be made by the Town Manager and appeals would be heard by Town Council; Option 3 the

decision would be made by the Planning Board and appeals heard by Town Council. She said that staff recommends the Council make the decision and that no appeal be offered. Council member Forrest asked if we were required to have an appeal process. Ms. Goodson said it was not required. Council discussed the various options. Consensus was to go with Option 3, having the Planning Board approve or disapprove new markers, with appeals heard by Town Council.

Mayor Mayefskie asked how often the committee would meet. Ms. Goodson said they would meet after the applications come in January. Mr. Harrington added that it would be one or two meetings per year. Mayor Mayefskie asked about the rule saying individuals could not be considered until 25 years after their death, and asked why it was changed from 10 to 25. Ms. Goodson said that was best practice, followed by other places. Council consensus was to return the rule to 10 years after death to recognize an individual.

Ms. Goodson said that next steps would be to finalize the draft policy and bring it back to Council for consideration, with the next open application period to have a January 2024 deadline.

c) Weapons Ordinance Review

John Schifano, Town Attorney, said the purpose of this item was to discuss the recent US Supreme Court case of *N.Y. Rifle Ass'n vs. Bruen* and its effect on the Town code. He said that Section 12-353 of the Town code prohibits openly carrying a deadly weapon or firearm on any town-owned or controlled buildings and any appurtenant premises, and town parks and recreation areas. This prohibition does not apply to greenways, open spaces, sidewalks, walking paths or any other areas not specifically identified. He said the Bruen decision overturned New York state's "may issue" rule for gun permitting, but it reaffirmed that governments may still restrict gun possession and/or display in sensitive areas.

Mr. Schifano said his recommendation would be to clean up some language in the two sections by removing the word "possess" in Section 12-353(a), and removing "possess" and changing the word "defined" to "prohibited" in Sec. 12-354(a) (the penalty section) so that it would read "Penalty. The open carrying, or display of any firearm or other deadly weapon as prohibited in section 12-353 shall constitute a misdemeanor or subject to a fine as provided by G.S. 14-4 as may be imposed in the discretion of the court, or both." He said this doesn't change the meaning of the statute, it just cleans up the language and it could come before them on a Consent agenda.

4. Main Street Vista Development Agreement

Randy Harrington, Town Manager, introduced the subject by saying they had come to a staff-level agreement with the developer and asked if Council wanted to hear more. Elizabeth Goodson, Development Services, said they have been working with the developer to take the Omni Pump Station off line. This is something on the CIP list, but for future years. It would be 8-10 years before the Town could get to it, but the developer would be willing to do that for some reimbursements. It would require some sewer to be relocated to the 12 Oaks pump station. The Main St. lines are nearing capacity and it is appropriate to upsize lines from this project almost to Ting. We have been looking at guidelines to take out these lines and have new lines put in. This will allow future development in this area. The terms we are working on would have SDF reimbursed up to \$1.5 million (out of \$3 million). There are other elements of the agreement relating to Parks & Recreation fees and transportation and pedestrian improvements, that will be in the draft when the agenda item comes before you. Council member Forrest asked if that would be reimbursed in cash. Ms. Goodson said they will pay the regular development fees at the normal time, and get them back after. There would be a cap in the agreement, but if the costs go up she would anticipate the developer coming back to Council and asking for more. Council member Forrest asked if the line went all the way to 12 Oaks. Ms. Goodson said it empties to 12 Oaks but does not go all the way. Council member McGrath asked which side of

the road the pipes would be on. Ms. Goodson said on the east side of the road, mostly. Council member McGrath said he was wondering if there was an opportunity for sidewalk work.

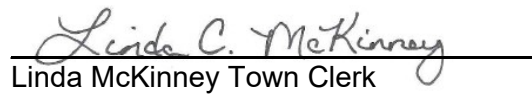
5. Open Discussion

Daniel Weeks, Assistant Town Manager, said next Weds. at 8 am would be the soft launch of the Office of Customer Care. We will not publicize it until later in April when Suburban Living comes out. There will be a presence at Springs Fest, Int'l Food Festival, and other events. On Weds. April 19th various phone numbers will be rerouted to the OCC. Residents might not even notice it. Within town limits, the number is 311. Outside can reach with a number. People can send a message through the app and other ways. Communications and Marketing are working on getting the word out and town staff is being asked to keep OCC in mind and send information their way.

6. Closed Session: none.

7. Adjournment: There being no further business for the evening, motion to adjourn was made by Council member McGrath second by Council member Forrest and passed with a unanimous vote. The April 11, 2023 meeting of the Holly Springs Town Council was adjourned at 8:07 pm.

Respectfully Submitted on Tuesday, May 16, 2023.


Linda McKinney Town Clerk



MINUTES

The Holly Springs Town Council met in regular session on Tuesday, April 18, 2023. 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 Berry, Council members Aaron Wolff, Shaun McGrath, Timothy Forrest, and Danielle Hewetson.

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*;

2. and 3. The Pledge of Allegiance was recited followed by an invocation by Ray Runyan of the Church of Jesus Christ of Latter-Day Saints.

4. Agenda Adjustment: The April 18, 2023 meeting agenda was adopted with changes, if any, as listed: none.

Motion: Berry

Second: Forrest

Vote: Unanimous

RECOGNITIONS

Mayor Mayefskie asked Wake County Commissioner Matt Calabria to say a few words at the beginning of Recognitions section of the Agenda. Mr. Calabria said the Wake County Board of Commissioners gets a stream of funding known as the Hotel Motel Prepared Food tax, and each year they decide how to allocate these funds to promote tourism. This year they received many proposals for the \$8.5 million that they have. The Cass Holt Road Park proposal was excellent and last night the Board of Commissioners voted to allocate \$2.3 million to Holly Springs for that project. He said it was the largest appropriation made this year. He said that they also voted to accelerate \$2.4 million for renovations on the Holly Springs branch of the Wake County Public Library. He said that there should also be funds later to assist with relocating Holly Springs Fire Station #3.

5. Holly Springs Half Marathon

Ryan Montelione from the Holly Springs Half Marathon thanked the Town for its continued partnership in hosting the annual Holly Springs Half Marathon. He said that this was the eighth year for this event and this partnership. He gave an overview of projects they have supported and said that this year the Half Marathon would purchase low-level solar-powered trail lights for the Carl Dean Greenway as part of their yearly contribution to the Town.

6. Building Safety Month Proclamation

Chris Hills, Director of Development Services, said this item was to raise awareness of building safety in Holly Springs by proclaiming May as Building Safety Month. He gave a brief history of Building Safety Month and the focus areas for each week. He gave statistics on new

building, plan reviews, and inspections in Town. Mayor Mayefskie proclaimed May as Building Safety Month in the Town of Holly Springs.

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: an anonymous comment regarding noisy vehicles in Town and the enforcement of the Noise Ordinance.

The following comments were received in person:

Tonya Palumbo from the Holly Springs chamber of Commerce said she was here to introduce herself as the Executive Director of the Chamber, as her interim status has been removed. She gave an update on the Chamber's 2023 activities to date, and stressed how important it was for Council to attend these events and show their support to the business community.

Jack Turnwald said that they wished their biggest worry was that today was Tax Day. But unfortunately, when the invocator spoke of the protections we have in Holly Springs, they were thinking of the 467 anti-LGBTQ bills that have been put forward in the US as of today; the friend who is planning to move out of state to protect their queer child. They said that June was around the corner, and they asked that Council treat Pride differently this year than last. They asked that Council consider issuing a Pride proclamation that offers the LGBTQ youth of our community a message of love and acceptance. They then offered to assist in writing such a proclamation.

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 Forrest and a unanimous vote. The following actions were affected:

7. Minutes – Council approved the minutes of the March 14, 2023 workshop meeting and the March 21, 2023 business meeting.

8. Monthly Budget Amendments – Council received the monthly report, approved two budget amendments and adopted Grants and Special Revenue Fund Capital Ordinance 21-12.

Copies of the budget amendments and Grants and Special Revenue Fund Capital Ordinance 23-12 are attached to these minutes.

9. Resolution for Road Name Change for a Portion of Woodfield Dead End Road to Leland Crest Dr. – The Council adopted Resolution 23-09 renaming a portion of Woodfield Dead End Road within the Carolina Springs Subdivision.

A copy of Resolution 23-09 is attached to these minutes.

10. Holly Springs Half Marathon Agreement Addendum – The Council approved the addendum to the Holly Springs Half Marathon Agreement.

11. Grants Policy – The Council adopted Policy P-051, Grants Policy.

A copy of Policy P-051 is attached to these minutes.

PUBLIC HEARINGS

12. Main Street Vista Conditional Zoning District and Development Agreement

Cheryl Caines, Development Services, said this item was continued from the March 21st meeting to finalize the Development Agreement. She reminded Council and the audience of the

location of the project at Holly Springs Rd. and N. Main St., and said the current zoning is NMX Neighborhood Mixed-Use and the applicant is requesting it be rezoned DMX CD Downtown Mixed-Use Conditional Zoning District. She outlined the uses for this zoning designation and the goals the applicant has for the project. She said one late modification is the addition of a six-foot metal decorative fence within that buffer, based on comments received from residents in that neighborhood at the last meeting.

Catherine Jacobs, Development Services, said the site would connect to water and sewer off N. Main St. and Holly Springs Road. She said the developer would upgrade pipes along N Main St. and take the Omni Pump Station offline and complete the road widening of both roads along their property line. They will construct a right-turn lane to Third St., and a pedestrian walkway all the way to Holly Springs Road.

Elizabeth Goodson, Development Services, gave a summary of the Development Agreement, which includes a cost share for sewer infrastructure improvements by reimbursing System Development Fees up to a \$1.5 million cap, for taking the existing Omni Pump Station offline and upgrading the existing gravity sewer lines in N. Main Street for about a mile. This will allow this CIP project to move ahead earlier than the Town could otherwise have afforded it. The agreement also includes a variation of Parks & Recreation Fee-in-lieu calculations, and transportation infrastructure improvements outlined by Ms. Jacobs.

MPT Berry asked about additional side paths or sidewalk along Holly Springs Road. Ms. Goodson said there is an existing sidewalk on Holly Springs Road. MPT Berry asked about the right turn lane, and Ms. Jacobs said the developer is extending the existing right turn lane down Main St. to their second access point. MPT Berry asked about the Third Street turn. Ms. Jacobs said it was right-in, right-out with a left-over. You will be able to turn left into the development, but not make a left out. MPT Berry asked if a traffic light was not required because it's too close to the light at Holly Springs Rd. and Main. Ms. Jacobs said it does not meet the warrant to have a light. Ms. Goodson said this location, further north, could become a roundabout or a light in the future.

Council member McGrath asked if there was a fee-in-lieu for the roundabout. Ms. Jacobs said no, because that's a long-term improvement and they are providing the near-term improvement. He asked about the required easements for a future roundabout. John Schifano, Town Attorney, said the thought is that it could go in the existing right of way, but the burden is on the developer. If they can't do that, because it is a public right of way, the Town may have to use its power of eminent domain, but that is done at the cost of the developer. Council member McGrath said it should be discussed with property owners, so it is not a surprise. Mr. Schifano said it will not be a surprise, but we have not gone into details yet because it might fit in the existing right of way.

Mayor Mayefskie said the public hearing was still open from the March meeting, and the following input was received: none.

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

MPT Berry said that when he looks at the request to rezone from NMX to DMX CD it makes him wonder what the downtown is. Do these parcels sit downtown or downtown end at Holly Springs Rd? There are a lot of differences in those zoning districts, and he wants the public to understand the differences. He then listed some of those differences, specifically around building heights. He said that the Conditional District allows a developer to propose their own standards and this one is asking for double what is in the base standard. He said 26 units per acre is a lot of density for an area that already has a lot of traffic. He said they are proposing 5 stories, which is very high next to the houses in Windward Point. He said he thought NMX seemed more compatible to him for this land. He thinks this project is selling out for the sake of supply, at the expense of existing residents.

Council member McGrath said that we have been wrestling with this issue for a while – is this part of the Village District/Downtown? Moving to this side of Holly Springs Rd. with significant density, with no relief in sight for a long time on Holly Springs Road or Main Street. He said the density is a significant challenge. It is a good project, but he is not sure this is the right place for it.

Council member Wolff said that while he doesn't disagree with the question about what constitutes the Downtown District, we kind of came to a consensus that Holly Springs Rd. was a boundary. For himself, this was the type of development he wanted to see if we were adding

density to downtown. The developers have engaged in good-faith negotiations for a long time with staff, and made concessions to us, including off-site road improvements and pedestrian improvements. We did not hear much opposition from residents. Even those who came to speak said they were not against the project, they just requested changes, which the developer has made. He said this project is what we need, and this is a good spot for it. The timing is not perfect, but we don't get to choose the timing.

Council member Hewetson said she hears and understands both sides. She said the traffic is the greatest concern for her. She went back to the comments from the last meeting, and the fence answered the majority of the concerns she heard. She understands the concerns about the height, but the way this sits back from the road, she thinks that while the timing is unfortunate, the type of development is one she supports in this location.

Council member Forrest said he understands Council's frustration. The Town has been at a high rate of growth for a long time, and we are still behind in middle housing. The timing is horrible, but this is the type of development we need. He said he is less concerned with the construction timeline than the Holly Springs Road widening down to 55. It will be painful for a little bit, but it and Holly Springs Rd widening will be about the same time. This project would be right on the edge of the Village District. He is in favor of this plan: but the current NMX mixed zoning is problematic. He thinks it conflicts with other ordinances that control land use in the town; second it lacks clear and consistent criteria for granting or denying conditional use permits; and third, it creates uncertainty and confusion with both applicants and neighbors who may be affected by the proposed projects. Therefore, he urges Council to encourage Planning and Zoning to work on making the overlays fit with the UDO so that we can establish more consistency. He would not like to see more Conditional District zoning until that is fixed. But he is in favor of this project.

Ms. Caines said that since the 6-foot fence is an addition, it would need to be added onto the motion.

Action 1: Motion to adopt Rezoning Ordinance RZ23-01 to approve rezoning of 11.71 acres from NMX Neighborhood Mixed Use to DMX CD Downtown Mixed-Use Conditional Zoning District, to include a six-foot decorative metal fence along the eastern perimeter buffer in the development and design manual.

Motion by: Forrest

Second by: Wolff

Vote:

Aye: Wolff, Forrest, Hewetson

Nay: Berry, McGrath

The Motion passed.

Action 2: Motion to adopt Development Agreement for Main Street Vista.

Motion by: Forrest

Second by: Wolff

Vote:

Aye: Forrest, Wolff, McGrath, Hewetson

Nay: Berry

The Motion passed.

MPT Berry said his nay was due to the lack of consideration for more traffic improvements.

Council member McGrath asked for clarity about what improvements could be asked for with a rezoning. Chris Hills, Director of Development Services, said that if it is off-site, it is difficult for a municipality to require improvements. Council can still consider that and deny a rezoning based on traffic. And at that time the developer could offer to do more, but we are at the mercy of DOT, CAMPO and others for traffic projects. There is not a quick fix. The ability Council has at the time of zoning is to withhold approval of a zoning change.

NEW BUSINESS

13. Fiscal Year 2022-2023 Nonprofit Grants

MPT Berry said that the Grants Committee, comprised of himself and Council member Wolff, met in April to consider the applications for Fiscal Year 22-23 Nonprofit Grants. There were fifteen organizations who applied for grants. Many were groups that had applied in the past, but there were several that were either new applicants, or had not applied for a few years. He outlined the requests from each organization, what they proposed to do with the funds, and the amount the committee recommended granting. He said that there was a remainder of \$5000 not allocated. They are holding it back because from time to time there are needs that come up later. If it is not spent by June 30th, they will encumber it for next year to use for grants.

Council member Wolff said it was great to see the LaunchHOLLYSPRING alums come back. Their growth has been impressive and it goes to show that these funds are well invested. One of the most impressive partners is InterAct. The number of families that they are helping get through episodes of domestic violence is very impressive. The last thing he will say is that he would like Council to consider setting up a process for some of these year-after-year applicants who give us great return on our funds, to move out of the grant process and into a partnership position, groups like the Food Cupboard, Launch, etc., to provide them with consistent funding and not make them go through the grant process. These are partners with a proven track record who have worked with the Town for a long time.

Action: Motion to award grant funding to the following organizations, in the following amounts:

Recipient Organization	Amount Granted
Holly Springs Community Band	\$2,000
Holly Springs Food Cupboard	\$2,500
Holly Springs High School Band Boosters	\$2,000
LaunchHOLLYSPRINGS	\$1,000
South Wake Conservationists	\$2,000
Fuquay Varina Emergency Food Pantry	\$500
InterAct	\$2,000
For Girls Like Quaneisha	\$1,000
Holly Springs Civitan	\$500
Holly Springs Interfaith Alliance	\$500
YMCA Camp Excel and Camp GRACE	\$2,500
Holly Springs High School Boys to Men Mentorship	\$1,000
Kiwanis Club	\$1,500
BeShe Inc	\$500
FACTS for Youth	\$500

Motion by: Berry

Second by: Wolff

Vote: unanimous

14. Fiscal Year 2022-2024 Strategic Plan

Corey Petersohn, Director of Budget, Innovation, and Strategy, said that this item was the culmination of Council's work on updating the Strategic Plan. He outlined the timeline, starting at the Retreat in February, that Council has been working on the updates and the five Strategic Priority areas. He summarized the updates, saying that 11 strategic initiatives have been completed, and eight new ones proposed. The new initiatives center around the new yard waste model, sustainability efforts, promoting a diverse supply of housing options and planning for future fire station locations. He said that the Strategic Plan lays the framework for the upcoming Manager's Recommended Budget, which will be presented in May.

Action: Motion to adopt the Fiscal Year 2023-24 Town Strategic Plan.

Motion by: McGrath

Second by: Forrest

Vote: unanimous

15. Resolution of Intent to Proceed with General Obligation Bond Referendum –

LeeAnn Plummer, Director of Parks and Recreation, said she was here to review the need for investment in Parks and Recreation facilities and Finance Director, Tina Stroupe, was here to begin the process for preparing for a General Obligation Bond referendum. Ms. Plummer said that the 2021 Community Satisfaction Survey results identified the Town services that should receive the most emphasis over the next two years to be: 1. Management of traffic; 2. Management & planning of growth/development; and 3. Quality of Town Parks and Greenways. She said that this investment aligns with the Strategic Plan Engaged, Healthy, & Active Community initiative: Develop comprehensive parks and recreation amenity offerings to include a variety of parks, greenways, and recreation facilities. She spoke about the results of the Parks, Recreation, and Greenways Master Plan, and industry best practices.

Ms. Plummer outlined the plan for the park on Cass Holt Road, which will be the first park west of NC 55. She then outlined some other park investments that could be funded from this revenue including improvements to Womble Park, replacing the seating at the Cultural Center, a program pavilion at Sugg Farm and greenway connections. She gave a summary of the estimated costs for the projects.

Tina Stroupe, Finance Director, said that General Obligation Bonds are a common type of bond used by state or local governments that is secured by a government's pledge to use legally available resources, such as tax revenues, to repay bondholders and are not secured by assets. The investment subsidizes a project, which the government develops. Then interest and principal are repaid using the project's revenues and taxes. She outlined the major components of the Bond Referendum process including Council approvals that would need to happen; public involvement in the process which includes a public hearing before the adoption of a Bond Order; voter consideration on the November 7th election; and, if approved by voters, Local Government Commission (LGC) approval in January of 2024.

Ms. Stroupe said that the Bond Order would include how the Town will spend the bond proceeds, how much of a bond issuance (which can be issued over 7 years), and whether there would be a tax increase. She outlined the timeline for these actions, from this meeting through January of 2024 and said that, if Council adopts the resolutions before them tonight, the next steps would be the introduction of the bond order at the May 16th meeting, a public hearing on the June 20th meeting, and, pending voter approval, adopting a resolution certifying and declaring the results of the Special Bond Referendum on the November 21st meeting.

Council member Wolff congratulated Ms. Plummer on the money received from the County. Ms. Plummer said that Catherine Clark, staff grant writer, was a huge help. She said that they are looking at ways to leverage those funds.

Action 1: Motion to adopt Resolution 23-07 directing the Town Clerk to publish Notice of Intent to apply to the Local Government Commission.

Motion by: Berry

Second by: Forrest

Vote: unanimous

A copy of Resolution 23-07 is attached to these minutes.

Action 2: Motion to adopt Resolution 23-08 directing the Town Finance Director to apply for authorization from the Local Government Commission to proceed with a General Obligation Bond Referendum.

Motion by: Berry

Second by: McGrath

Vote: unanimous

A copy of Resolution 23-08 is attached to these minutes.

16. Resolution Denouncing Discriminatory Practices

Mayor Pro Tem Dan Berry said that he proposed this resolution because in November 2021 a resolution was passed to take a formal public stance against discrimination. Since then, the Council has several new members who were not part of that resolution. There has been resident engagement about the topic and discussion about the County Nondiscrimination Ordinance, which did not have support to move forward. He said that doesn't mean we aren't a welcoming inclusive community. This resolution is up for the current Council members to take a formal stance against discrimination.

Council member McGrath said that they have been talking about this over the last year, and this resolution provides an opportunity for Council members Forrest and Hewetson to sign on to make sure we are upfront with where we want to be in this community.

Council member Wolff said his position on this resolution is well known. This is pretty much the same resolution we passed when we chose not to adopt the Nondiscrimination Ordinance. My problem isn't with what it says, my problem is that it doesn't do anything. It didn't do anything a year and a half ago, and it doesn't do anything now. The only actionable part of the 2021 Resolution, the part that said we would come back and discuss the NDO, has been removed. The only thing it does is allow us to say we did something when we didn't. Nothing in this resolution protects any of the people in the marginalized groups in our community. Nothing in this resolution provides them with the protection that 90% of Wake County residents enjoy. He said that Council has said many times that actions speak louder than words. He said that words without action don't do anything. We've heard all the reasons people do not want to act. He said he has heard many times "show me the discrimination." Residents have been asked to prove that they have faced discrimination. I've been told the NDO has no teeth – this resolution has no teeth. I've been told the NDO is virtue signaling. That's what this Resolution is. I've been told the resolution will make the community feel better. The only thing this resolution does is make us feel better. Whatever the NDO does or doesn't do, this resolution does less. So why are we doing it again? Are we going to re-do this every time there are new council members? Do we really need to say that we think discrimination is bad over and over again? He said he had heard other things from this seat that he wishes he hadn't heard; He heard trans people likened to serial killers; that our LGBTQ residents are an abomination; that our wives and daughters are going to be raped in the bathroom by trans people. He has heard a lot of despicable nonsense, and that those who disagree should move to another town that shares their values. If there is discrimination in Holly Springs, we should do something that actually defends people. He said he believes in what this resolution says, so he will vote for it. But if discrimination is not a problem, we shouldn't say it. That is just a waste of time.

Council member Forrest said it's important that we sign the resolution and support all people. He said he spent his life overseas in places that don't have our liberties. We are blessed in this country and all people should have opportunities and all people are created equal and should enjoy it. He said he understands some of the frustration, but much like the Pledge of Allegiance, there's no teeth in that, but it is a statement of belief. That's what it means to me to sign on to this resolution. It supports the Constitution and everyone's right to do their own thing without persecution. It says this is what he believes.

Council member Hewetson agrees that it is important to pass this resolution and make it clear that this is where we stand and how we feel. She doesn't think it says that discrimination isn't in existence. She doesn't think any choice made on the NDO by this group implied that discrimination doesn't exist, just that it wasn't the solution at the time. In the future there may be other solutions, but in the meantime to be able to say that she feels these ways and stands behind all people is important to her and she is happy to do that tonight.

Action: Motion to adopt Resolution 23-11, denouncing discriminatory practices.

Motion by: Berry
Second by: Forrest
Vote: unanimous

OTHER BUSINESS

Council member McGrath said the landfill was odiferous this morning, so our work is not done. He appreciates the partnership with the County. There will be a meeting next month when we will receive an update on the temporary coverings and long-term plans. He assured residents that we are still working with the County on this issue.

MPT Berry said at the last meeting he made comments around exploring the UDO, to look at changes/updates related to problems we have identified. He believed there was concurrence. He needs to coalesce thoughts and share with staff, once he can get together with his colleagues. Concerns he raised about density and buffers continue to weigh heavily on him. He will try to get it done within the next week so it can be accounted for in the budget.

Council member Forrest thanked staff for action regarding Ralph Stephens Rd. at Avent Ferry, where there have been close calls with pedestrians and cars. Staff has reached out to DOT and residents and have been working on issues. He said there is a problem where the crosswalk tells pedestrians to go at the same time that the left turn light turns green from Ralph Stephens to Avent Ferry.

Council member McGrath said he would like an update from Chief Liquorie to address the vehicle noise complaint that was sent to Council to know what options there were to address that.

MANAGER'S REPORT

Randy Harrington, Town Manager, said there was a great team that went to Washington DC a few weeks ago, and they had very productive meetings with our senators and representatives. He said they talked primarily about water and infrastructure needs, and the Holly Springs Rd. widening project, and the post office and opportunities for the US Postal Service to increase its investment in our post office. We have encouraging news out of the gate around the water project particularly. There is more to go, but it is working its way through the process of getting into the federal budget.

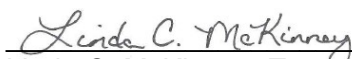
There is a lot going on in Parks & Recreation right now.

- Saturday from 9 to noon is Earth Day at the farmers market;
- Saturday from 5 to 8 at Cultural Center is the Chalk of the Town event;
- April 27th (Thursday) there is a Virtual Public Meeting for All Wheels Skate Park. One component of the Cass Holt Road Park is a skate park and we want to hear from residents about what is important to them.
- May 5th from 5 to 9 is the International Food Festival at the Cultural Center. There will be culinary options from six different continents and 12 countries with cultural performances and a Passport Around the World activity.

CLOSED SESSION: none

Adjournment: MPT Berry made a motion to adjourn at 8:47 pm. It was seconded by Council member McGrath and passed with a unanimous vote.

Respectfully Submitted on Tuesday, May 16, 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#: 12.

Consent Agenda

Title: Monthly Budget Amendments

Strategic Priority Area: Organizational Excellence

Staff Resource: Corey Petersohn, Finance

Action(s):

- Receive Town Manager approved amendments:
 - Amendment 1 - Utility Fund Development Services Vehicles
- Approve the following amendments and adopt the associated project ordinance:
 - Amendment 2 - Parks and Recreation Project Ordinance (23-14)

Explanation:

- The budget ordinance for the Town of Holly Springs authorizes the Town Manager to approve inter-department amendments within the same fund, up to \$50,000 with notification to Town Council the following month.
- Each month, when applicable, the Budget office will provide a copy of these amendments from the preceding month:
 - **Amendment 1** - Town Manager approved a budget amendment transferring funds to cover cost escalation of replacement vehicles and new position vehicles for Development Services.
- Town Council approval is required for any amendments that increase the total appropriation or transfers greater than \$50,000 between departments:
 - **Amendment 2** - Appropriating \$20,988 in previously received Parks and Recreation donations from the Holly Springs Half Marathon to a project account for the installation of water fountains and other improvements for the benefit of residents using parks and greenways.

Background:

- **Amendment 2** - Donations received from the Holly Springs Half Marathon have been deposited in the Parks and Recreation Reserve fund and are now being transferred to a project account for expenditure.
- Capital Project Funds include appropriations for all projects within the scope of their respective funds.
 - Parks and Recreation Capital Project Ordinance (23-14) increases the total fund appropriation from \$27,750,732 by \$20,988 to a new total project fund appropriation of \$27,771,720.

Funding Source(s):

Town Council Business Meeting
May 16, 2023

- Amendment 1 - Utility Fund Operating Budget
- Amendment 2 - Holly Springs Half Marathon Donations since 2017

Attachment(s):

1. Amendment 1 - Utility Fund Development Services Vehicles
2. Amendment 2 - Parks and Rec Project Ordinance (23-14)

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: Development Services

Date: 5/3/2023

Reason for Budget Amendment:

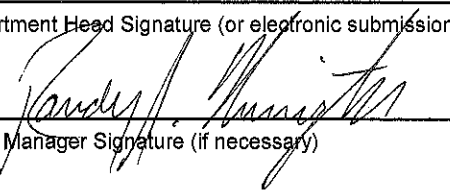
Development Services new vehicles and replacements as well as associated upfit purchases for FY23 new positions have seen cost escalation of approximately \$18,000 for 4 vehicles.

Expense			
Account #	Account Description	Increase	Decrease
30-460-020-90.02	Utility Fund - Dev Services - Capital Outlay Vehicle	\$ 18,000	
30-410-02.12	Utility Fund - Central Serv - Flex Benefits Spending		\$ 18,000
Total Expense:		\$ 18,000	\$ 18,000

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

Department Head Signature (or electronic submission)

Finance Director Signature (if necessary)


Town Manager Signature (if necessary)

Council Approved/Notified (if necessary)

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

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

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

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



Ordinance No. 23-14

Date Submitted: May 16, 2023

Date Adopted: May 16, 2023

**Parks and Recreation 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 parks and recreation capital projects.

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: Parks and Recreation Fees shall be deposited directly in the fund effective March 21, 2023:

Parks and Recreation Capital Project Fund	
Expenditures:	
Parks and Recreation Capital Project Fund	27,771,720
Total	27,771,720

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

Park and Recreation Capital Project Fund	
Revenues:	
Transfer In	16,597,512
State Grants	834,340
Federal Grants	1,133,000
Bond Proceeds	9,177,668
Miscellaneous Revenues	29,200
Total	27,771,720

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

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

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

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

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

The provisions of this ordinance shall become effective May 16, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 16th day of May 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#: 13.

Consent Agenda

Title: Resolution Ratifying, Accepting, and Approving the Amended Charter Resolution of Central Pines Regional Council (formerly Triangle J Council of Governments)

Strategic Priority Area: Organizational Excellence

Staff Resource: Randy Harrington, Town Manager

Action(s):

Adopt Resolution 23-10 Ratifying, Accepting, and Approving the Amended Charter Resolution of Central Pines Regional Council (formerly Triangle J Council of Governments).

Explanation:

- Earlier this year, the governing board of the Triangle J Council of Governments (TJCOG) authorized TJCOG staff to move forward with a rebranding effort, which included exploration of a potential change to the name and logo.
- In late March, the TJCOG Board of Delegates unanimously approved changes to the Charter to reflect a name change from Triangle J Council of Governments to Central Pines Regional Council.
- Two thirds of the local government members need to approve the amended charter for the name change to become official.

Background:

- Triangle J Council of Government was created by the State of North Carolina in 1969.
- It is comprised of local government members from Wake Johnston, Durham, Orange, Chatham, Moore, and Lee Counties.
- The purpose of the TJCOG is to provide coordination, support, and advocacy on regional local government issues and provide technical assistance to member governments.

Funding Source(s):

N/A

Attachment(s):

1. TJCOG Charter -Redline Version
2. TJCOG Charter -Clean Version
3. CPRC Charter One-Pager
4. 23-10 Approving Charter of Central Pines Regional Council formerly TJ COG

**~~Triangle J Council of Governments~~Central Pines
Regional Council
Charter Resolution**

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; and

WHEREAS, Central Pines Regional Council is the primary regional organization for its member units of local government and, where feasible, every effort should be made for member units to direct related programs to Central Pines Regional Council rather than to other agencies; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council ~~of governments.~~

ARTICLE I

Short Title - Binding Effect. This Resolution is the "Charter" of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

ARTICLE II

Name. The name of the regional council ~~of governments~~ hereby established is the ~~Triangle J Council of Governments~~Central Pines Regional Council.

ARTICLE III

Purpose. The purposes of the Council are:

- 1) To serve as a forum for discussion of governmental problems of mutual interest and concern;
- 2) To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:
 - a) human resource development and human relations.
 - b) housing, public and private.
 - c) health care and hospital services.
 - d) recreation.
 - e) sanitation and refuse disposal.
 - f) communications.
 - g) transportation.
 - h) water, sanitary sewer, electric power and other utility services.
 - i) air, water and other environmental development.
 - j) commercial and industrial development.
 - k) law enforcement.
 - l) welfare.
 - m) fire protection and prevention.
 - n) regional land use planning.
 - o) workforce development and training, and
 - p) conservation and development of natural resources.
 - q) Emergency management. and
 - p)r) community and economic development.
- 3) To promote inter-governmental cooperation;
- 4) To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.
- 5) To serve as a vehicle for the collection and distribution of information concerning matters of areawide interest;
- 6) To review, upon request of any governmental unit within the ~~Triangle~~ Central Pines Region, applications of that unit for any grant in aid, federal, state or private; and
- 7) To provide services to local governments and residents in the area known as the ~~Triangle~~ Central Pines Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a manner that is mutually satisfactory and shall respect the autonomy of all local governments within the ~~Triangle~~ Central Pines Region.

ARTICLE IV

Membership

- 1) The initial membership of the ~~Council of Governments~~ Regional Council shall consist of the general purpose governmental units of and in the counties of Chatham, Durham, Johnston, Lee, Orange, and Wake, known as the ~~Triangle~~ Central Pines ~~(formerly Triangle)~~ Region, which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.
- 2) Membership was extended to the general purpose governmental units of and in Moore county in 2001.
- 3) Any municipality or county in the ~~Triangle~~ Central Pines Region that is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by the Board of Delegates. Notice of such application for admission shall be given to existing members of the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.
- 4) All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.
- 5) Any special purpose governmental agency in the ~~Triangle~~ Central Pines region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of the Board of Delegates. The affiliate member shall pay no assessment, but the Council may charge each affiliate member a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

ARTICLE V

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

ARTICLE VI

Governing Board.

- 1) The governing board of the Central Pines Regional Council of Governments shall be known as the Board of Delegates, which shall be constituted as described below.
- 2) The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternate delegates. All delegates and alternates shall be elected members of the governing bodies of the member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.
- 3) The term of office of each delegate shall commence upon the date of his/her appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the name of its delegate and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may serve as a voting member of the Board of Delegates.
- 4) The delegates shall be ~~compensated~~ reimbursed, upon submittal of proper receipts, for direct expenses incurred in connection with discharging their duties as delegates to the ~~Triangle J Council of Governments~~ Central Pines Regional Council.
- 5) It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of ~~Region J~~ the Central Pines Region.

ARTICLE VII

Meeting. Regular meetings of the Board of Delegates shall be held, as provided in the Bylaws to receive reports from its standing committees and to conduct necessary business. The Chair may cancel the regular meeting if he or she determines that there is no need for the meeting. Special meetings of the Board of Delegates may be called by the Chair, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by electronic means. At least twenty-four (24) hours written notice (including electronic notice) shall be given of any committee meeting to all committee members. Any member may waive notice of this requirement for himself/herself.

ARTICLE VIII

Quorum and Voting Requirements.

- 1) Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegate, or in his or her absence, by an alternate delegate of the member government.
- 2) The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of members present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board or any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.
- 3) Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.
- 4) At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local

governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.

5) Proxy voting is not allowed.

6) The provisions in this Article VIII apply to all committees and boards of the Council except to the extent such committee or board has adopted different measures.

ARTICLE IX

Board of Delegates

- 1) At the first regular meeting of the Board of Delegates, and annually thereafter as provided by the Bylaws, the Board of Delegates shall elect a Chair, a First Vice Chair, a Second Vice Chair and a Secretary-Treasurer to serve as officers for one year or until their successors have been duly elected. The Board of Delegates may also elect such additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.
- 2) The Chair shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The Chair shall have the same voting rights as other members.
- 3) The Chair may appoint such advisory committees as he or she finds necessary or desirable.
- 4) The First Vice Chair shall perform all of the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Board of Delegates may delegate to him or her. The Second Vice Chair shall perform all of the duties of the First Vice Chair in the absence of the First Vice Chair or in the event of the inability of the First Vice Chair to act.
- 5) All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

ARTICLE X

Finance Matters:

- 1) On or before the 15th day of ~~April~~ May each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year. The Council shall notify member governments of anticipated member assessment on or before the 15th day of April each year.
- 2) The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method established in the By-laws and reviewed periodically by the Board of Delegates.
- 3) A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.
- 4) Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer its share of the budget.
- 5) All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.
- 6) The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G.S. 159-25. Finance officers shall be bonded as required by G.S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated by the Council. Funds shall be disbursed only when they are within the amount of appropriations made according to the budget of the Council.
- 7) The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.
- 8) It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

ARTICLE XI

Committee Structure.

- 1) The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.
- 2) Executive Committee. The Executive Committee shall consist of two delegates from each county in the Region. The officers of the Council and the immediate past Chair shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat on the committee. The other seat from each county will be occupied by a municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county unless that seat is automatically assigned as provided above. If there are more eligible delegates than available seats for those delegates to serve on the Executive Committee due to the automatic assignments provided above, then the number of Executive Committee members shall be temporarily increased to allow all eligible delegates to serve on the Executive Committee. ⁂
- 3) Technical and Advisory Committees. The Chair may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

ARTICLE XII

Annual Report. The Council shall prepare and submit an annual written report of its activities, including a financial statement, to the participating governmental units.

ARTICLE XIII

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

- 1) Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may

hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statutes of North Carolina, which powers are incorporated herein by reference.

2) Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:

- (a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning member shall be entitled to be represented on said committee. The subject matter over which any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chair of the Council shall designate the membership of all committees.
- (b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to funds budgeted or appropriated for their use by the Council.
- (c) To meet with, consult with, and act in concert with any county or municipality, any agency of the State or Federal government, any civic organization, or any private organization in the furtherance of the purposes and objects within its jurisdiction.

- (d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the provisions of Chapter 160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).
- (e) To contract with any person, firm or corporation for goods and/or services when same have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.
- (f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.
- (g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health, safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions establishing such agencies, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.
- (h) To contract with and provide services to local governmental units within ~~Region~~ the Central Pines Region.
- (i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.
- (j) To request and receive contributions of research assistance from its own agencies, private research organizations, civil foundations, institutions of higher learning, and other organizations.
- (k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special

budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.

- (l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

ARTICLE XIV

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the ~~Council of Governments~~ Regional Council.

ARTICLE XV

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended: July 1, 1975
February 18, 1976
April 28, 1982
February 14, 1985
March 27, 1996
April 25, 2018
Date, 2023

Central Pines Regional Council

Charter Resolution

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; and

WHEREAS, Central Pines Regional Council is the primary regional organization for its member units of local government and, where feasible, every effort should be made for member units to direct related programs to Central Pines Regional Council rather than to other agencies; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council.

ARTICLE I

Short Title - Binding Effect. This Resolution is the "Charter" of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

ARTICLE II

Name. The name of the regional council hereby established is the Central Pines Regional Council.

ARTICLE III

Purpose. The purposes of the Council are:

- 1) To serve as a forum for discussion of governmental problems of mutual interest and concern;

2) To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:

- a) human resource development and human relations.
- b) housing, public and private.
- c) health care and hospital services.
- d) recreation.
- e) sanitation and refuse disposal.
- f) communications.
- g) transportation.
- h) water, sanitary sewer, electric power and other utility services.
- i) air, water and other environmental development.
- j) commercial and industrial development.
- k) law enforcement.
- l) welfare.
- m) fire protection and prevention.
- n) regional land use planning.
- o) workforce development and training,
- p) conservation and development of natural resources.
- q) emergency management. and
- r) community and economic development.

3) To promote inter-governmental cooperation;

4) To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.

5) To serve as a vehicle for the collection and distribution of information concerning matters of areawide interest;

6) To review, upon request of any governmental unit within the Central Pines Region, applications of that unit for any grant in aid, federal, state or private; and

7) To provide services to local governments and residents in the area known as the Central Pines Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a manner that is mutually satisfactory and shall respect the autonomy of all local governments within the Central Pines Region.

ARTICLE IV

Membership

- 1) The initial membership of the Regional Council shall consist of the general purpose governmental units of and in the counties of Chatham, Durham, Johnston, Lee, Orange, and Wake, known as the Central Pines (formerly Triangle J) Region, which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.
- 2) Membership was extended to the general purpose governmental units of and in Moore county in 2001.
- 3) Any municipality or county in the Central Pines Region that is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by the Board of Delegates. Notice of such application for admission shall be given to existing members of the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.
- 4) All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.
- 5) Any special purpose governmental agency in the Central Pines region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of the Board of Delegates. The affiliate member shall pay no assessment, but the Council may charge each affiliate member a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

ARTICLE V

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

ARTICLE VI

Governing Board.

- 1) The governing board of the Central Pines Regional Council shall be known as the Board of Delegates, which shall be constituted as described below.
- 2) The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternate delegates. All delegates and alternates shall be elected members of the governing bodies of the member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.
- 3) The term of office of each delegate shall commence upon the date of his/her appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the name of its delegate and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may serve as a voting member of the Board of Delegates.
- 4) The delegates shall be reimbursed, upon submittal of proper receipts, for direct expenses incurred in connection with discharging their duties as delegates to the Central Pines Regional Council.
- 5) It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of the Central Pines Region.

ARTICLE VII

Meeting. Regular meetings of the Board of Delegates shall be held, as provided in the Bylaws to receive reports from its standing committees and to conduct necessary business. The Chair may cancel the regular meeting if he or she determines that there is no need for the

meeting. Special meetings of the Board of Delegates may be called by the Chair, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by electronic means. At least twenty-four (24) hours written notice (including electronic notice) shall be given of any committee meeting to all committee members. Any member may waive notice of this requirement for himself/herself.

ARTICLE VIII

Quorum and Voting Requirements.

- 1) Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegate, or in his or her absence, by an alternate delegate of the member government.
- 2) The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of members present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board or any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.
- 3) Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.
- 4) At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.
- 5) Proxy voting is not allowed.

- 6) The provisions in this Article VIII apply to all committees and boards of the Council except to the extent such committee or board has adopted different measures.

ARTICLE IX

Board of Delegates

- 1) At the first regular meeting of the Board of Delegates, and annually thereafter as provided by the Bylaws, the Board of Delegates shall elect a Chair, a First Vice Chair, a Second Vice Chair and a Secretary-Treasurer to serve as officers for one year or until their successors have been duly elected. The Board of Delegates may also elect such additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.
- 2) The Chair shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The Chair shall have the same voting rights as other members.
- 3) The Chair may appoint such advisory committees as he or she finds necessary or desirable.
- 4) The First Vice Chair shall perform all of the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Board of Delegates may delegate to him or her. The Second Vice Chair shall perform all of the duties of the First Vice Chair in the absence of the First Vice Chair or in the event of the inability of the First Vice Chair to act.
- 5) All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

ARTICLE X

Finance Matters:

- 1) On or before the 15th day of May each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year. The Council shall notify member governments of anticipated member assessment on or before the 15th day of April each year.

- 2) The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method established in the Bylaws and reviewed periodically by the Board of Delegates.
- 3) A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.
- 4) Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer its share of the budget.
- 5) All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.
- 6) The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G.S. 159-25. Finance officers shall be bonded as required by G.S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated by the Council. Funds shall be disbursed only when they are within the amount of appropriations made according to the budget of the Council.
- 7) The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.
- 8) It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

ARTICLE XI

Committee Structure.

- 1) The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.
- 2) Executive Committee. The Executive Committee shall consist of two delegates from each county in the Region. The officers of the Council and the immediate past Chair shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat on the committee. The other seat from each county will be occupied by a municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county unless that seat is automatically assigned as provided above. If there are more eligible delegates than available seats for those delegates to serve on the Executive Committee due to the automatic assignments provided above, then the number of Executive Committee members shall be temporarily increased to allow all eligible delegates to serve on the Executive Committee.
- 3) Technical and Advisory Committees. The Chair may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

ARTICLE XII

Annual Report. The Council shall prepare and submit an annual written report of its activities, including a financial statement, to the participating governmental units.

ARTICLE XIII

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

- 1) Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statutes of North Carolina, which powers are incorporated herein by reference.

2) Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:

- (a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning member shall be entitled to be represented on said committee. The subject matter over which any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chair of the Council shall designate the membership of all committees.
- (b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to funds budgeted or appropriated for their use by the Council.
- (c) To meet with, consult with, and act in concert with any county or municipality, any agency of the State or Federal government, any civic organization, or any private organization in the furtherance of the purposes and objects within its jurisdiction.
- (d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the provisions of Chapter

160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).

- (e) To contract with any person, firm or corporation for goods and/or services when same have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.
- (f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.
- (g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health, safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions establishing such agencies, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.
- (h) To contract with and provide services to local governmental units within the Central Pines Region.
- (i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.
- (j) To request and receive contributions of research assistance from its own agencies, private research organizations, civil foundations, institutions of higher learning, and other organizations.
- (k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.

- (l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

ARTICLE XIV

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the Regional Council.

ARTICLE XV

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended: July 1, 1975
 February 18, 1976
 April 28, 1982
 February 14, 1985
 March 27, 1996
 April 25, 2018
 Date, 2023

CENTRAL PINES

REGIONAL COUNCIL

Triangle J Council of Governments (TJCOG) is in the process of changing its legal name to Central Pines Regional Council, an action that was unanimously adopted by our Board of Delegates. This change will formally occur after 2/3 of TJCOG's local government members adopt the charter amendment reflecting the name change.

REBRANDING TIMELINE

CENTRAL PINES

REGIONAL COUNCIL



WHY CENTRAL PINES?

- To distinguish ourselves as an organization within the region
- To be more representative of all communities we serve, in the Triangle and beyond
- To represent the pine tree as the North Carolina state tree
- To nod to the pine tree's rich history in our state through the production of tar, pitch, rosin, & turpentine, and as the main source of lumber for construction
- To reflect our organization's ability to change, grow, and evolve. Pine trees are easily adaptable to any soil conditions, from Moore County's sandy soil to Raleigh's red clay dirt.

MOVING FORWARD

The change will take effect on July 1, 2023 or once 2/3 of members adopt the charter.



Resolution No. 23-10

Date Adopted: May 16, 2023

Effective Date: May 16, 2023

**RESOLUTION RATIFYING, ACCEPTING, AND APPROVING THE
AMENDED CHARTER RESOLUTION OF CENTRAL PINES REGIONAL
COUNCIL (FORMERLY TRIANGEL J COUNCIL OF GOVERNMENTS)**

WHEREAS, the Councils of Governments system was created by the State of North Carolina in 1970 by Governor Bob Scott designating seventeen Regional Councils to serve across the state and Triangle J Council of Governments (TJCOG), formerly the Research Triangle Regional Planning Commission, as the regional entity serving Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties, and the municipalities within those counties;

WHEREAS, the TJCOG Board of Delegates approved an organization rebrand process in its Fiscal Year 2022-2023 budget to identify and implement a new name, logo, and brand for the organization, and rebranding consultant Carrboro Creative was selected to conduct the process in the Fall of 2022;

WHEREAS, the proposed rebrand, including a name change from Triangle J Council of Governments to Central Pines Regional Council was presented to the TJCOG Officers, TJCOG Executive Committee, and TJCOG Board of Delegates in December, February, and March of 2023 for consideration;

WHEREAS, the TJCOG Executive Committee and TJCOG Board of Delegates unanimously approved the name Central Pines Regional Council and approved a proposed amended charter to reflect this change;

WHEREAS, the charter is TJCOG's governing document and must be endorsed by all member governments when they join the organization and by a minimum of 2/3 when amendments to the document are made;

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

that the Holly Springs Town Council does hereby ratify, accept, and approve the amended Charter Resolution reflecting the organization's new name of Central Pines Regional Council. Further, the governing body authorizes that the new name will be effective July 1, 2023, or once 2/3 of the member governments approve the Charter amendment, if it is after July 1, 2023.

Adopted by the Holly Springs Town Council on this, the 16th day of May, 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#: 14.

Consent Agenda

Title: Tennis Instruction Agreement

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Kristen Denton, Parks & Recreation

Action(s):

Approve a one-year contract with RDU Tennis for up to \$44,000, with an option for up to two, one-year renewals not to exceed a total of \$132,000.

Explanation:

- The Town issued a request for proposals (RFP) for professional tennis and pickleball instruction as part of the Town's recreational programming offerings at Ting and Womble Park courts. Contracting with a professional organization ensures high quality and experienced instructors. All instructors must successfully pass a criminal background check.
- Three vendors responded to the RFP. Staff evaluated proposals and conducted interviews based on the criteria outlined in the request.
- RDU Tennis was selected as the most qualified and experienced contractor to provide tennis instruction that aligns with the Town's programming goals and objectives.
- A separate vendor was selected to offer a limited number of instructional pickleball classes.
- RDU Tennis will offer youth and adult lessons per the terms of the attached agreement for FY24 with the option for two, one-year extensions of the contract upon successful execution based on identified performance criteria.
- Due to the option to extend to a three-year agreement, the total contract cost is expected to be approximately \$132,000, with an anticipated annual amount not to exceed \$44,000.

Background:

- To date in FY23, more than 580 youth and adults participated in tennis or pickleball lessons, generating \$64,612 in revenue.
- The contractor is responsible for hiring and supervising all professional tennis instructors.
- Payment for tennis instruction is a line item in the department's annual operating budget.
- The selected tennis contractor receives 70% of the revenue generated to facilitate the program and has exclusive rights for tennis instruction at town facilities during the term of the contract.

Funding Source(s):

Town Council Business Meeting
May 16, 2023

Parks & Recreation - General Fund budget

Attachment(s):

1. Tennis contract FY24

VENDOR PROPOSAL AND CONTRACT FOR
PARKS AND RECREATION PROGRAMMING

THIS AGREEMENT Dated May 1, 2023, between the Town of Holly Springs, North Carolina, for itself and its Successors & Assigns (hereinafter called the "Town") and Brian Rosenthal, RDU Tennis (herein after called the "Vendor").

1.0 RECITALS

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

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

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

2.0 SERVICES OF VENDOR

2.1 Services. During the term of this Agreement, Vendor shall provide the services ("Services") that are described in Exhibit A hereto and on such additional consecutively numbered supplementary schedules as are executed from time to time by both parties to this Agreement (the "Schedules"). Vendor agrees to employ such personnel as may be needed to deliver services in the manner and time prescribed herein. Such personnel shall be employees of the Vendor, said Vendor being an independent contractor of the Town. In the event that Vendor employs additional personnel, Vendor shall promptly provide a certificate of insurance for workman's compensation liability to the Town.

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

- 2.2 Full and faithful adherence to the schedule as proposed in Exhibit A, and unless modified by consent of the parties, approved by the Town.
- 2.3 Adherence to the course detail.
- 2.4 Maintenance of a class list, including contact information for each participant.
- 2.5 Notice to all class participants and the designated Town employee of any cancellation or make-up class.
- 2.6 Vendor shall schedule make-up classes accordingly.
- 2.7 Vendor shall not schedule classes on Town holidays.
- 2.8 Vendor shall inspect premises on which the class is conducted and promptly inform Town personnel of any needed repairs.
- 2.9 Vendor, and any employee, agent, subagent, volunteer, or any person authorized to act on behalf of the Vendor shall maintain a professional demeanor at all times during the interaction with the Town's patrons and parks and recreation participants. Vendor shall refrain from other commercial or political activity while instructing any class or leisure activity. Vendor shall submit all necessary information to the Town necessary for a criminal background check and the Town shall run a criminal background check on any one single Vendor. In the event that the Vendor employs any person or engages subcontractor that has in-person contact with members of the public during the course of the performance of this contract, Vendor shall run all criminal background checks on such persons at Vendor's expense and provide all results to the Town Contact. Vendor shall not hire any prospective employee that (i) is a convicted felon or (ii) has been convicted for any crime involving dishonesty or breach of trust including but not limited: theft, robbery, embezzlement, shoplifting, larceny, identity theft, forgery, or is on the sex offense registry. Vendor hereby agrees that it shall not employ or otherwise allow to perform any aspect of the Agreement to any person who is a registered sex offender for any scope of work requiring such employee or contractor of the Vendor to access any area of the Facility. Vendor shall have an affirmative duty to ensure compliance with this section by checking the state and national registry for sex offenders against any employee, agent, contractor, subcontractor, officer, director, or any person that shall in any way perform under this Agreement. Vendor shall check the registry initially and periodically during the term of this Agreement as often as is necessary to ensure compliance with this section at all times. Vendor additionally agrees to indemnify and hold the Town harmless for any act or omission that may arise out of the operation

of this Agreement or any parole agreement among the parties that arise from, directly or indirectly, the Vendor's failure to ensure compliance with this section. This indemnification includes a duty to provide a legal defense.

2.10 Notification of Criminal Charge and Ceasing Services. Vendor shall inform the Town within twenty-four (24) hours of any charge and/or arrest of any employee or themselves for any offense greater than a minor traffic infraction. Such offenses shall include any felony or misdemeanor charges. Additionally, Vendor shall immediately cease any and all scheduled Services with such employee until charges have been dropped or employee is no longer employed by Vendor. In the event Vendor is charged with a felony or misdemeanor, Town reserves the right to terminate this Agreement in accordance with section 4.2.1.

2.11 General Liability and Workers' Compensation Insurance. Vendor agrees to provide the Town with a certificate of insurance listing the Town as an additional insured for annual general liability coverage in the amount of \$2 million aggregate and \$1 million per occurrence unless waived by the Town and approved by the Parks and Recreation Director as initialed below. Additionally, Vendor shall comply with the applicable workers' compensation laws with respect to Vendor and Vendor's personnel, and shall provide to the Town a certificate of workers' compensation insurance, if applicable.

Insurance Provision Waived_____ (Director Signature)

3.0 TOWN'S RESPONSIBILITIES

- 3.1 The Town shall as expeditiously as practical approve or deny the Vendor Proposal, as described in Exhibit A, and notify the Vendor of its decision.
- 3.2 The Town shall advertise the Vendor's program using the Town's media, including but not limited to advertisement on the town's website, Hurrahs Newsletter, and other outlets available to the Town Parks and Recreation Department in a manner to ensure that the Vendor's listed number of maximum participants is realized to the extent possible by the Town.
- 3.3 The Town shall provide registration services to include processing participant registration applications, collecting fees for the Vendor's Program as set by the Vendor and approved by the Town, and creating an initial list of class participants.
- 3.4 In the event that the minimum number of participants listed in Exhibit A

has not been registered, the Vendor has the option of electing to continue or terminate this Agreement, provided such decision is made within 24 hours of notice from the Town.

3.5 The Town shall provide space to the Vendor, according to availability and scheduling concerns. In consideration of the foregoing, the Vendor's preference as listed on Exhibit A shall be considered as a factor determining the space allocated to the Vendor, however factors such as operational cost of the Vendor preferred facility shall be considered relative to the revenue generated to the Town by the Vendor's program in determining which space resource is allocated to the Vendor by the Town.

3.6 The Town shall not impede the work of the Vendor except as necessary.

The Town shall pay the Vendor within 30 days of the successful completion of services rendered. The following payment model will be used when calculating the vendor contract sum:

- ☐ Flat rate of \$_____ per _____
- ✓ 70 % of Town registration fees (per resident enrollment rate)
- ✓ Private Lessons: Vendor will retain 100% of private lesson revenue in exchange for paying Town rental fees to reserve tennis courts during private instruction time.

4.0 TERM AND TERMINATION

4.1 The term of this Agreement shall be for one year from the date of execution, and may be renewed for successive one-year terms, for a maximum of three years, or until such time as terminated in section 4.2. below.

4.2 TERMINATION

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

4.2.2 Termination For Convenience. Either party may terminate this Agreement at any time for convenience of the parties upon 90 days notice to the other party. In the event that the Vendor elects to terminate for convenience, the Vendor shall arrange for and be solely responsible for payment of an alternate Vendor, so long as the Alternate Vendor is

approved by the Town for inclusion into the leisure program. In the event that the Town terminates for convenience, the Vendor shall be paid the full programming fee pursuant to this Agreement.

5.0 GENERAL CONSIDERATIONS

- 5.1 The standard of care for all services performed or furnished by Vendor under this Agreement will be the care and skill ordinarily used by members of Vendor's profession practicing under similar circumstances at the same time and in the same locality. All work under this Agreement shall be done and performed to the satisfaction of person designated in Section 5.12.1.1 below by the Town of Holly Springs or of such other official, employee, or agent of the Town of Holly Springs as may be designated by the Town, and such official employee or agent designated by the Town shall in all cases of dispute determine the quantity, quality, acceptability and fitness of the work and materials and of several portions thereof which are to be paid for under this Agreement and shall decide and determine all questions which may arise as to the measurements, lines, levels, and dimension of the work and all questions respecting the true construction, interpretation or meaning of the plans and specifications. In case of dispute between the Vendor and the said official, employee, or agent of the Town, the decision and termination of the latter shall be taken, and shall be final and conclusive
- 5.2 Vendor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and Town shall not be responsible for discovering deficiencies therein. Vendor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in Town furnished information.
- 5.3 Vendor and Town shall comply with applicable Laws or Regulations and Town mandated standards. This Agreement is based on these requirements as of its Effective Date, which is the date of execution as indicated on page 1. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Town's responsibilities or to Vendor's scope of services, times of performance, or compensation.
- 5.4 Vendor's Control Over Services Provided. Vendor shall retain the unqualified right of control over the means, manner and methods by which the Services are performed, and the right to perform such Services at the locations and times that Vendor independently determines, as approved by the Town. Vendor shall be responsible for providing all equipment, materials and supplies that Vendor determines are needed to timely provide the Services.

- 5.5 Permits and Licenses. Vendor shall be responsible for maintaining during the term of this Agreement, all permits, licenses and authorizations required to conduct Vendor's business and to perform the Services. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.
- 5.6 **Independent Contractor Relationship.** Vendor is an independent contractor of the Town. The Town and the Vendor mutually agree to indemnify and hold harmless each party from any claims of negligence brought forth. Vendor is familiar with the property and its condition. For all purposes, including but not limited to the Federal Insurance Contributions Act ("FICA"), the Self Employment Contributions Act ("SECA") the Social Security Act, the Federal Unemployment Tax Act ("FUTA"), the Internal Revenue Code and any and all other federal, state and local laws, rules and regulations, each party hereto, including its officers, agents and employees, shall be at all times an independent contractor relative to the other party. Nothing in this Agreement shall be construed to make or render either party, including any of its officers, agents or employees, an agent, servant or employee of, or a joint venturer of or with, the other.
- 5.7 Nondiscrimination. It is specifically agreed as part of the consideration of the signing of this Agreement that the parties hereto, their agents, officials, employees or servants will not discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation or national origin with reference to the subject matter of this Agreement, no matter how remote. The parties hereto further agree in all respects to conform to the provisions and intent of the Town of Holly Springs, North Carolina as amended.
- 5.8 Exclusive Relationship. The parties' relationship is exclusive; Vendor has the right to perform tennis instruction services at any wholly owned Town tennis facility (i.e. Ting Park, Womble Park) during the terms of this Agreement. The Town shall endeavor to prohibit any third parties from providing similar services during the term. Vendor shall not provide any similar services at Town facilities at any time during the term of the Agreement without complying with the cost sharing provisions of this Agreement.
- 5.9 This Agreement is to be governed by the law of the State of North Carolina and no other jurisdiction.
- 5.10 Venue and jurisdiction are proper in the 10th Judicial District of North Carolina (Wake County).
- 5.11 Taxes. Vendor shall be solely responsible for filing all tax returns, tax declarations and tax schedules, and for the payment of all taxes required, when due, with respect to any and all compensation earned by Vendor

under this Agreement. Vendor's failure to comply with the duties described in this Paragraph shall constitute a material breach of this Agreement.

5.12 Notices

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

5.12.1.1 For the Town:

PARKS & RECREATION DEPARTMENT

Chris Champion (Town Contact)

5.12.1.2 For the Vendor:

Brian Rosenthal, RDU Tennis
218 Glade St
Chapel Hill, NC 27516

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

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

Attorney's Fees. In the event of a breach of this agreement, the substantially prevailing party shall be entitled to an award of reasonable attorney's fees and costs relating to compelling performance under this Agreement. IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

[SIGNATURE PAGE FOLLOWS]

TOWN OF HOLLY SPRINGS

VENDOR:

BY: _____

_____ RDU Tennis LLC,

Parks & Recreation Director

(If Vendor is a Corporation or LLC)

By: _____

(Print Name) Brian Rosenthal

Title: Owner

Purchasing Manager
(for contracts \$2,500 and over)

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

Finance Director
(for contracts \$2,500 and over)

Town Manager
(for contracts \$5,000 and over)

Town Clerk
(for contracts \$50,000 and over)

EXHIBIT A

1. Course Description:

Annual youth and adult tennis instruction; details to be determined seasonally.

2. Course Details:

a. Proposed Start Date: July 1, 2023 Proposed End Date: June 30, 2024

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

4. Location desired by Vendor: Ting Park

5. Course Teaching Outline: Course outlines vary by activity.

6. The maximum amount due under this contract is \$ 44,000 annually.



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 15.

Consent Agenda

Title: Extension of Refuse and Recycling Collection Contract with GFL Environmental

Strategic Priority Area: Responsible & Balanced Growth
Safe & Friendly

Staff Resource: Paige Scott, Director, Public Works

Action(s):

Authorize a one (1) year extension of the residential solid waste collection and disposal contract (including recycling) with GFL Environmental

Explanation:

- The town contracts for solid waste collection services, where trash is collected on a weekly basis and recycling on a bi-weekly schedule for town residents.
- The current contract with GFL for residential trash and recycling collection and disposal expires on June 30, 2023.
- Staff recommends a one (1) year extension at a 2.9% price increase, which will increase the residential monthly fee for garbage to \$10.95 and \$4.93 for recycling.
- The initial one (1) year amendment increase presented at the February Town Council retreat was 4.9%. During the evaluation of the current contract, staff realized customer service benefits by taking replacement cart delivery in-house. This resulted in a 2% reduction in the one (1) year extension.
- This amendment allows for incorporating sustainability and performance measures into the new scope of services, ample time for bid solicitation for a new collection and disposal services proposal, and upon award, a significant amount of time for the awarded contractor to plan, prepare, and coordinate the execution of the new contract commencing on July 1, 2024.

Background:

- The town and GFL Environmental entered into a contract for residential solid waste collection and disposal, including recycling, in July 2008.
- The town has issued a request for proposals for residential solid waste collection and disposal services, including recycling, with a proposal deadline of June 2023.

Funding Source(s):

Funding is budgeted in the proposed FY 24 General Fund.

Attachment(s):

1. GFL Contract_Draft 2023 Amendment (004)

**STATE OF NORTH CAROLINA
COUNTY OF WAKE**

**AMENDMENT OF RESIDENTIAL SOLID WASTE COLLECTION and
DISPOSAL CONTRACT (INCLUDING RECYCLING)**

BETWEEN THE TOWN OF HOLLY SPRINGS and WASTE INDUSTRIES, LLC

This Amendment amends a Contract (“2008 Contract”) originally entered on the 20th day of July 2008 between the Town of Holly Springs (“Town”) and Waste Industries, LLC. The 2008 Contract is attached hereto and incorporated herein as Exhibit A. Waste Industries, LLC is now doing business pursuant to an assumed business name certificate as GFL Environmental (“Waste Industries dba GFL Environmental”). The Town and Waste Industries dba GFL Environmental hereby amend the 2008 Contract and any applicable subsequently entered amendments (“Subsequent Amendments”), as follows:

Contract Amendment Term

In consideration of Waste Industries, and Waste Industries dba GFL Environmental, having performed solid waste collection and recycling for the Town for not less than the previous eighteen (18) years, having provided consistent levels of service without major incident, and the Town having verified that Waste Industries dba GFL Environmental’s rates and level of service are commensurate with other service providers in the area and that the Town cannot provide the service of Waste Industries dba GFL Environmental for a competitive cost through the Town’s own labor, the Town will extend the term of the Contract and applicable Subsequent Amendments for one (1) additional year, beginning July 1, 2023 and ending June 30, 2024.

Pricing Amendment

This Amendment hereby adjusts pricing and other provisions contained in the 2008 Contract and Subsequent Amendments in the following manner:

1. Per household charge will be increased to \$10.95 monthly for solid waste and to \$4.18 for recycling. The processing rate will remain the same as previously charged, \$0.75. Waste Industries dba GFL Environmental will supply all replacement carts and carts for new delivery and will also pick up all damaged carts. Waste Industries dba GFL Environmental will deliver all new and replacement carts to a location designated by the Town in a timely manner. The Town will deliver all new and replacement carts to residents. The basis to determine the quantity of containers to be charged will be determined by the water utilities report provided monthly by the Town. Addresses with additional containers provided will be charged per container at the same rate for regular service. These rates include vendor supplying containers.
2. The General Terms and Conditions of the original invitation to bid, dated March 3, 2008, which have been referenced and incorporated into the 2008 contract and subsequent amendments, are attached hereto and incorporated into this Amendment as Exhibit A.

The provisions contained in this Amendment shall become effective upon final execution of this Amendment or July 1, 2023, whichever is later. All other Terms and Conditions of the 2008 Contract, and applicable amended provisions contained in the Subsequent Amendments, remain the same.

In witness whereof, the Town and Waste Industries have executed this Amendment on this the _____ day of _____, 2023.

WASTE INDUSTRIES, LLC

TOWN OF HOLLY SPRINGS

BY: _____
Travis Hitchcock
Regional Vice President

BY: _____
Randy Harrington
Town Manager

ATTEST:

Norma Yanez
Government Contract Manager

Linda McKinney
Town Clerk

Legally Sufficient As To Form: _____
John Schifano
Town Attorney

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

(Name)
Town Finance Officer



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 16.

Consent Agenda

Title: Fiscal Year 2023 Audit Services Contract

Strategic Priority Area: Organizational Excellence

Staff Resource: Tina Stroupe, Finance

Action(s):

Approve a contract with Cherry Bekaert LLP in the amount of \$63,750 to perform the annual financial audit for the fiscal year ending June 30, 2023

Explanation:

- North Carolina General Statute §159-34 requires local governments to obtain an annual independent audit.
- The audit fulfilla the state legal requirement and provides accountability to the Town's citizens and other interested parties by reporting the Town's financial position and results of operations for the 2022-23 Fiscal Year.
- The North Carolina Local Government Commission requires all audit contracts be approved by their office.
- Cherry Bekaert LLP is the firm selected to perform the annual audit.
- The FY23 annual audit fee is \$63,750 and includes two single audit programs. Any additional programs will be an additional \$5,000 per program.

Background:

- The Town has retained Cherry Bekaert LLP to perform the annual financial audit for the past two fiscal years.
- The audit for year ending June 30, 2023 will be year three of the agreement.

Funding Source(s):

- Finance Operating Budget

Attachment(s):

1. Town of Holly Springs North Carolina 6-30-23 Audit Engagement Letter

April 28, 2023

VIA EMAIL:

Tina.stroupe@hollyspringsnc.gov

Tina Stroupe
Finance Director
Town of Holly Springs, North Carolina
128 S. Main Street
Holly Springs, North Carolina 27540

Dear Ms. Stroupe:

This engagement letter between Town of Holly Springs, North Carolina (hereafter referred to as the "Town" or "you" or "your" or "management") and Cherry Bekaert LLP (the "Firm" or "Cherry Bekaert" or "we" or "us" or "our") sets forth the nature and scope of the services we will provide, the Town's required involvement and assistance in support of our services, the related fee arrangements, and other Terms and Conditions, which are attached hereto and incorporated by reference, designed to facilitate the performance of our professional services and to achieve the mutually agreed-upon objectives of the Town.

Summary of services

We will provide the following services to the Town as of and for the year ended June 30, 2023:

Audit and attestation services

1. We will audit the basic financial statements of the Town as of and for the year ended June 30, 2023 including the governmental activities, the business type activities, each major fund and the remaining fund information, including the disclosures.
2. We will audit the schedule of expenditures of federal and state awards. As part of our engagement, we will apply certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America ("GAAS").
3. We will audit the combining and individual fund statements and schedules, budgetary schedules, and other schedules. As part of our engagement, we will apply certain procedures, including comparing and reconciling such information directly to underlying accounting and other records used to prepare the financial statements themselves.
4. The supplementary information, such as the introductory and statistical sections accompanying the financial statements, will not be subjected to the audit procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information.

5. We will apply limited procedures to the required supplementary information (RSI), such as management's discussion and analysis (MD&A), the Law Enforcement Officers' Special Separation Allowance, the Local Government Employees' Retirement System, and the Other Post-Employment Benefits, which will consist of inquiries of Town's management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the financial statements.

Nonattest accounting and other services

We will provide the following additional services:

1. Complete the appropriate sections of and sign the Data Collection Form.

Your expectations

As part of our planning process, we have discussed with you your expectations of Cherry Bekaert, changes that occurred during the year, your views on risks facing you, any relationship issues with Cherry Bekaert, and specific engagement arrangements and timing. Our services plan, which includes our audit plan, is designed to provide a foundation for an effective, efficient, and quality-focused approach to accomplish the engagement objectives and meet or exceed the Town's expectations. Our services plan will be reviewed with you periodically and will serve as a benchmark against which you will be able to measure our performance. Any additional services that you may request, and that we agree to provide, will be the subject of separate written arrangements.

The Town recognizes that our professional standards require that we be independent from the Town in our audit of the Town's financial statements and our accompanying report in order to ensure that our objectivity and professional skepticism have not been compromised. As a result, we cannot enter into a fiduciary relationship with the Town and the Town should not expect that we will act only with due regard to the Town's interest in the performance of this audit, and the Town should not impose on us special confidence that we will conduct this audit with only the Town's interest in mind. Because of our obligation to be independent of the Town, no fiduciary relationship will be created by this engagement or audit of the Town's financial statements.

The engagement will be led by April Adams, who will be responsible for assuring the overall quality, value, and timeliness of the services provided to you.

Audit and attestation services

Our audit will be conducted in accordance with GAAS; and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of Uniform Guidance; the Single Audit Act Amendments of 1996; State Single Audit Implementation Act and OMB *Guidance for Grants and Agreements* (2 CFR 200) and the State Single Audit Implementation Act.. The objective of our audit is to obtain reasonable assurance about whether the Town's basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion(s) about whether the Town's basic financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles ("GAAP") and to report on the fairness of the additional information referred to in the Summary of Services section when considered in relation to the basic financial statements taken as a whole. Reasonable assurance is a high level of assurance

but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements in conformity with the basis of accounting noted above. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of applicable laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"), and the State Single Audit Implementation Act.

Auditor's responsibilities for the audit of the financial statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records and other procedures as deemed necessary to enable us to express such an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with GAAP. We will also:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risk, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Nonattest accounting and other services

In connection with any of the audit, accounting, or other services noted below, we will provide a copy of all schedules or other support for you to maintain as part of your books and records supporting your basic financial statements. You agree to take responsibility for all documents provided by Cherry Bekaert and will retain copies based on your needs and document retention policies. By providing these documents to you, you confirm that Cherry Bekaert is not responsible for hosting your records or maintaining custody of your records or data and that Cherry Bekaert is not providing business continuity or disaster recovery services. You confirm you are responsible for maintaining internal controls over your books and records including business continuity and disaster recovery alternatives. In addition, any documents provided to Cherry Bekaert by the Town in connection with these services will be considered to be copies and will not be retained by Cherry Bekaert after completion of the accounting and other services. You are expected to retain anything you upload to a Cherry Bekaert portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

The accounting and other services described in this section are nonaudit services, which do not constitute audit services under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming Town's management responsibilities.

In conjunction with providing these accounting and other services, we may use third party software or templates created by Cherry Bekaert for use on third party software. Management expressly agrees that the Town has obtained no rights to use such software or templates and that Cherry Bekaert's use of the Town's data in those applications is not deemed to be hosting, maintaining custody, providing business continuity, or disaster recovery services.

Accounting services

We will advise Town's management about the application of appropriate accounting principles, and may propose adjusting journal entries to the Town's financial statements. The Town's management is responsible for reviewing the entries and understanding the nature of

any proposed entries and the impact they have on the Town's financial statements. If, while reviewing the journal entries, the Town's management determines that a journal entry is inappropriate, it will be the Town's management's responsibility to contact us to correct it.

Town's management responsibilities related to accounting and other services

For all nonattest services we perform in connection with the engagement, you are responsible for designating a competent employee to oversee the services, make any management decisions, perform any management functions related to the services, evaluate the adequacy of the services, retain relevant copies supporting your books and records, and accept overall responsibility for the results of the services.

Prior to the release of the report, the Town's management will need to sign a representation letter acknowledging its responsibility for the results of these services and acknowledging receipt of all appropriate copies.

Town's management responsibilities related to the audit

The Town's management is responsible for (1) designing, implementing, and maintaining internal controls, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that the Town's management and financial information is reliable and properly reported. The Town's management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationship in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

The Town's management is responsible for making all financial records and related information available to us, including additional information that is requested for purposes of the audit (including information from outside of the general and subsidiary ledgers), and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the State Single Audit Implementation Act, (3) additional information that we may request for the purpose of the audit and (4) unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Town involving (1) the Town's management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or other. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws, regulations contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report. Additionally, as required by the Uniform Guidance and the State Single Audit Implementation Act, it is the Town's management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

The Town's management is responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and the State Single Audit Implementation Act. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal and state awards no later than the date the schedule of expenditures of federal and state awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Implementation Act, (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance and the State Single Audit Implementation Act, (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes), and (4) the Town has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the

supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP, (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The Town's management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. The Town's management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the *Audit and attestation services* section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing Town's management views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

The Town's management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards and disclosures, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and disclosures, and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and disclosures prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

The Town's management is responsible for disclosing to us all documents that comprise the annual report and preparation of the annual report. You agree you will provide us with the final version of all documents comprising the annual report prior to the date of the auditor's report so that required audit procedures can be completed prior to the issuance of the auditor's report. If obtaining the final version of these documents is not possible prior to the date of the auditor's report, then the documents will be provided as soon as practicable, and the Town will not issue the annual report prior to providing them to the us and allowing sufficient time to apply required audit procedures. If the documents comprising the annual report are provided after the date of the auditor's report and we concluded that there is a material inconsistency or misstatement then we will take appropriate actions which may include communicating the matter to those charged with governance or obtaining legal advice.

Reporting

Our report will be addressed to the Honorable Mayor of the Town Council of the Town. Circumstances may arise in which our report may differ from its expected form and content based on the result of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other

than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also issue written reports upon completion of our Single Audit. The *Government Auditing Standards* report on internal control over financial reporting and on compliance, and will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The Uniform Guidance and the State Single Audit Implementation Act report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the State Single Audit Implementation Act. Both reports will state that the report is not suitable for any other purpose.

Management representations

The Firm will rely on the Town's management providing the above noted representations to us, both in the planning and performance of the audit, and in considering the fees that we will charge to perform the audit.

Fees

The estimated fees contemplate only the services described in the Summary of Services section of this letter. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees which will be at our standard billing rates noted in the table below. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. If the Town's management requests additional services not listed above, we will provide an estimate of those fees prior to commencing additional work.

The following summarizes the fees for the services described above:

Description of services	Estimated fee
Audit services	
Audit of the financial statements	\$ 63,750
Audit of each additional single audit program beyond one (1) Federal and one (1) State program (\$5,000)	
Accounting services	
Completion of Data Collection Form	Included above
Total	\$ 63,750

The fees will be billed periodically. Invoices are due on presentation. A service charge will be added to past due accounts equal to 1½% per month (18% annually) on the previous month's balance less payments received during the month, with a minimum charge of \$2.00 per month.

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us. No change, modification, addition, or amendment to this letter shall be valid unless in writing and signed by all parties. The parties agree that this letter may be electronically signed and that the electronic signatures will be deemed to have the same force and effect as handwritten signatures.

If you have any questions, please call April Adams at (919) 782-1040.

Sincerely,

CHERRY BEKAERT LLP



ATTACHMENT – Engagement Letter Terms and Conditions

TOWN OF HOLLY SPRINGS, NORTH CAROLINA

ACCEPTED BY: _____

TITLE: _____ DATE: _____

Cherry Bekaert LLP

Engagement Letter Terms and Conditions

The following terms and conditions are an integral part of the attached engagement letter and should be read in their entirety in conjunction with your review of the letter.

Limitations of the audit report

Should the Town wish to include or incorporate by reference these financial statements and our report thereon into *any* other document at some future date, we will consider granting permission to include our report into another such document at the time of the request. However, we may be required by GAAS to perform certain procedures before we can give our permission to include our report in another document such as an annual report, private placement, regulator filing, official statement, offering of debt securities, etc. You agree that the Town will not include or incorporate by reference these financial statements and our report thereon, or our report into any other document without our prior written permission. In addition, to avoid unnecessary delay or misunderstandings, it is important to provide us with timely notice of your intention to issue any such document.

Limitations of the audit process

In conducting the audit, we will perform tests of the accounting records and such other procedures as we consider necessary in the circumstances to provide a reasonable basis for our opinion on the financial statements. We also will assess the accounting principles used and significant estimates made by the Town's management, as well as evaluate the overall financial statement presentation.

Our audit will include procedures designed to obtain reasonable assurance of detecting misstatements due to errors or fraud that are material to the financial statements. Absolute assurance is not attainable because of the nature of audit evidence and the characteristics of fraud. For example, audits performed in accordance with GAAS are based on the concept of selective testing of the data being examined and are, therefore, subject to the limitation that material misstatements due to errors or fraud, if they exist, may not be detected. Also, an audit is not designed to detect matters that are immaterial to the financial statements. In addition, an audit conducted in accordance with GAAS does not include procedures specifically designed to detect illegal acts having an indirect effect (e.g., violations of fraud and abuse statutes that result in fines or penalties being imposed on the Town) on the financial statements.

Similarly, in performing our audit we will be aware of the possibility that illegal acts may have occurred. However, it should be recognized that our audit provides no assurance that illegal acts generally will be detected, and only reasonable assurance that illegal acts having a direct and material effect on the determination of financial statement amounts will be detected. We will inform you with respect to errors and fraud, or illegal acts that come to our attention during the course of our audit unless clearly inconsequential. In the event that we have to consult with the Town's counsel or counsel of our choosing regarding any illegal acts we identify, additional fees incurred may be billed to the Town. You agree that the Town will cooperate fully with any procedures we deem necessary to perform with respect to these matters.

We will issue a written report upon completion of our audit of the Town's financial statements. If, for any reason, we are unable to complete the audit, or are unable to form, or have not formed an opinion on the financial statements, we may decline to express an opinion or decline to issue a report as a result of the engagement. We will notify the appropriate party within your organization of our decision and discuss the reasons supporting our position.

Audit procedures – general

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve professional judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the Town's management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Town or to acts by the Town's management or employees acting on behalf of the Town. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits, nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of the Town's management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customer, creditors and financial institutions. We will request written representations from the Town's attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS.

Audit procedures – internal controls

Our audit will include obtaining an understanding of the Town and its environment, including internal controls relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial

statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control, including cybersecurity, and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the State Single Audit Implementation Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to the Town's management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants ("AICPA") professional standards, and *Government Auditing Standards*, and the Uniform Guidance and the State Single Audit Implementation Act.

Audit procedures - compliance

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws and regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and the State single Audit Implementation Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Implementation Act.

Nonattest services (if applicable)

All nonattest services to be provided in the attached engagement letter (if applicable) shall be provided pursuant to the AICPA Code of Professional Conduct. The AICPA Code of Professional Conduct requires that we establish objectives of the engagement and the services to be performed, which are described under nonattest services in the attached letter.

You agree that the Town's designated individual will assume all the Town's management responsibilities for the nonattest services we provide; oversee the services by designating an individual, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. In order to ensure we provide such services in compliance with all professional standards, the designated individual is responsible for:

- Making all financial records and related information available to us
- Ensuring that all material information is disclosed to us
- Granting unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence
- Identifying and ensuring that such nonattest complies with the laws and regulations

The accuracy and appropriateness of such nonattest services shall be limited by the accuracy and sufficiency of the information provided by the Town's designated individual. In the course of providing such nonattest services, we may provide professional advice and guidance based on knowledge of accounting, tax and other compliance, and of the facts and circumstances as provided by the Town's designated individual. Such advice and guidance shall be limited as permitted under the AICPA Code of Professional Conduct.

Communications

At the conclusion of the audit engagement, we may provide the Town's management and those charged with governance a letter stating any significant deficiencies or material weaknesses which may have been identified by us during the audit and our recommendations designed to help the Town make improvements in its internal control structure and operations related to the identified matters discovered in the financial statement audit. As part of this engagement, we will ensure that certain additional matters are communicated to the appropriate members of the Town. Such matters include (1) our responsibilities under GAAS, (2) the initial selection of and changes in significant accounting policies and their application, (3) our independence with respect to the Town, (4) the process used by Town's management in formulating particularly sensitive accounting estimates and the basis for our conclusion regarding the reasonableness of those estimates, (5) audit adjustments, if any, that could, in our judgment, either individually or in the aggregate be significant to the financial statements or our report, (6) any disagreements with the Town's management concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements, (7) our views about matters that were the subject of the Town's management's consultation with other accountants about auditing and accounting matters, (8) major issues that were discussed with the Town's management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards, and (9) serious difficulties that we encountered in dealing with the Town's management related to the performance of the audit.

Other matters

Access to working papers

The working papers and related documentation for the engagement are the property of the Firm and constitute confidential information. We have a responsibility to retain the documentation for a period of time to satisfy legal or regulatory requirements for records retention. It is our policy to retain all workpapers and client information for seven years from the date of issuance of the report. It is our policy to retain emails and attachments to emails for a period of 12 months, except as required by any governmental regulation. Except as

discussed below, any requests for access to our working papers will be discussed with you prior to making them available to requesting parties. Any parties seeking voluntary access to our working papers must agree to sign our standard access letter.

We may be requested to make certain documentation available to regulators, governmental agencies (e.g., SEC, PCAOB, HUD, DOL, etc.), or their representatives ("Regulators") pursuant to law or regulations. If requested, access to the documentation will be provided to the Regulators. The Regulators may intend to distribute to others, including other governmental agencies, our working papers and related documentation without our knowledge or express permission. You hereby acknowledge and authorize us to allow Regulators access to and copies of documentation as requested. In addition, our Firm, as well as all other major accounting firms, participates in a "peer review" program covering our audit and accounting practices as required by the AICPA. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the Town may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us in writing.

Electronic transmittals

During the course of our engagement, we may need to electronically transmit confidential information to each other, within the Firm, and to other entities engaged by either party. Although email is an efficient way to communicate, it is not always a secure means of communication and thus, confidentiality may be compromised. As an alternative, we recommend using our Client Portal ("Portal") to transmit documents. Portal allows the Town, us, and other involved entities to upload and download documents in a secure location. You agree to the use of email, Portal, and other electronic methods to transmit and receive information, including confidential information, between the Firm, the Town, and other third party providers utilized by either party in connection with the engagement.

Use of third party providers and alternative practice structure

Cherry Bekaert LLP and Cherry Bekaert Advisory LLC (an associated, but not affiliated entity) are parties to an administrative services agreement ("ASA"). Cherry Bekaert LLP and Cherry Bekaert Advisory LLC are operating in an arrangement commonly described as an "alternative practice structure". Pursuant to the ASA, Cherry Bekaert LLP leases professional and administrative staff, both of which are employed by Cherry Bekaert Advisory LLC, to support Cherry Bekaert LLP's performance under this engagement letter. As a result, Cherry Bekaert LLP will share your confidential information with Cherry Bekaert Advisory LLC so that the leased employees are able to support Cherry Bekaert LLP's performance under this engagement letter. These leased employees are under the direct control and supervision of Cherry Bekaert LLP, which is solely responsible for the professional performance of the services under this engagement letter. The leased employees are subject to the standards governing the accounting profession, including the requirement to maintain the confidentiality of client information, and Cherry Bekaert LLP and Cherry Bekaert Advisory LLC have contractual agreements requiring confidential treatment of all client information.

To the extent Cherry Bekaert Advisory LLC will provide tax, advisory, and/or consulting services to you, Cherry Bekaert LLP will provide Cherry Bekaert Advisory LLC with access to your accounting, financial, and other records that Cherry Bekaert LLP maintains to enable Cherry Bekaert Advisory LLC to provide those services to you.

In addition to the structure noted above, in the normal course of business, we may on occasion use the services of an independent contractor or a temporary or loaned employee, all of whom may be considered a third party service provider. On these occasions, we remain responsible for the adequate oversight of all services performed by the third party service provider and for ensuring that all services are performed with professional competence and due professional care. We will adequately plan and supervise the services provided by the third party service provider; obtain sufficient relevant data to support the work product; and review compliance with technical standards applicable to the professional services rendered. We will enter into a contractual agreement with the third party service provider to maintain the confidentiality of information and be reasonably assured that the third party service provider has appropriate procedures in place to prevent the unauthorized release of confidential information to others.

Subpoenas

In the event we are requested or authorized by the Town, or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expense, as well as the fees and expenses of our counsel, incurred in responding to such a request at standard billing rates.

Dispute resolution provision

This Dispute Resolution Provision sets forth the dispute resolution process and procedures applicable to any dispute or claim arising out of or relating to this engagement letter or the services provided hereunder, or any other audit or attest services provided by or on behalf of the Firm or any of its subcontractors or agents to the Town or at its request ("Disputes"), and shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

Mediation

All Disputes shall be first submitted to nonbinding confidential mediation by written notice to the parties, and shall be treated as compromise and settlement negotiations under the standards set forth in the Federal Rules of Evidence and all applicable state counterparts, together with any applicable statutes protecting the confidentiality of mediations or settlement discussions. If the parties cannot agree on a mediator, the International Institute for Conflict Prevention and Resolution ("CPR"), at the written request of a party, shall designate a mediator.

Arbitration procedures

If a Dispute has not been resolved within 90 days after the effective date of the written notice beginning the mediation process (or such longer period, if the parties so agree in writing), the mediation shall terminate and the Dispute shall be settled by binding arbitration to be held at a mutually agreeable location. The arbitration shall be conducted in accordance with the CPR Rules for Non-Administered Arbitration that are in effect at the time of the commencement of the arbitration, except to the extent modified by this Dispute Resolution Provision (the "Rules"). The arbitration shall be conducted before a panel of three arbitrators. Each of the Town and the Firm shall designate one arbitrator in accordance with the "screened" appointment procedure provided in the Rules, and the two party-designated arbitrators shall jointly select the third in accordance with the Rules. No arbitrator may serve on the panel unless he or she has agreed in writing to enforce the terms of the engagement letter and to

abide by the terms of the Rules. Except with respect to the interpretation and enforcement of these arbitration procedures (which shall be governed by the Federal Arbitration Act), the arbitrators shall apply the laws of the Commonwealth of Virginia (without giving effect to its choice of law principles) in connection with the Dispute. The arbitrators may render a summary disposition relative to all or some of the issues, provided that the responding party has had an adequate opportunity to respond to any such application for such disposition. Any discovery shall be conducted in accordance with the Rules. The result of the arbitration shall be binding on the parties, and judgment on the arbitration award may be entered in any court having jurisdiction.

Costs

Each party shall bear its own costs in both the mediation and the arbitration; however, the parties shall share the fees and expenses of both the mediators and the arbitrators equally.

Waiver of trial by jury

In the event the parties are unable to successfully arbitrate any dispute, controversy, or claim, the parties agree to WAIVE TRIAL BY JURY and agree that the court will hear any matter without a jury.

Independent contractor

Each party is an independent contractor with respect to the other and shall not be construed as having a trustee, joint venture, agency, or fiduciary relationship.

No third party beneficiaries

The parties do not intend to benefit any third party by entering into this agreement, and nothing contained in this agreement confers any right or benefit upon any person or entity who or which is not a signatory of this agreement.

Statute of limitations

The Town agrees not to bring any claims against any partner or employee of the Firm in any form for any reason. The Town and the Firm agree that any suit arising out of or related to the services contemplated by this engagement letter must be filed within one year after the cause of action arises. The cause of action arises upon the earlier of (i) delivery of the final work product for which the firm has been engaged, (ii) where applicable, filing of the final work product for which the firm has been engaged, or (iii) the date which the services contemplated under this engagement letter are terminated by either party.

Terms and conditions supporting fees

The estimated fees set forth in the attached engagement letter are based on anticipated full cooperation from the Town's personnel, timely delivery of requested audit schedules and supporting information, timely communication of all significant accounting and financial reporting matters, the assumption that unexpected circumstances will not be encountered during the audit, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. We strive to ensure that we have the right professionals scheduled on each engagement. As a result, sudden Town requested scheduling changes or scheduling changes necessitated by the agreed information not being ready on the agreed-upon dates can result in expensive downtime for our professionals. Any last minute schedule changes that result in downtime for our professionals could result in

additional fees. Our estimated fees do not include assistance in bookkeeping or other accounting services not previously described. If, for any reason, the Town is unable to provide such schedules, information, and assistance, the Firm and the Town will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

The estimated fees contemplate that the Town will provide adequate documentation of its systems and controls related to significant transaction cycles and audit areas.

In providing our services, we will consult with the Town with respect to matters of accounting, financial reporting, or other significant business issues as permitted by professional standards. Accordingly, time necessary to affect a reasonable amount of such consultation is reflected in our fees. However, should a matter require research, consultation, or audit work beyond that amount, the Firm and the Town will agree to an appropriate revision in our fee.

The estimated fees are based on auditing and accounting standards effective as of the date of this engagement letter and known to apply to the Town at this time. Unless otherwise indicated, estimated fees do not include any time related to the application of new auditing or accounting standards that impact the Town for the first time. If new auditing or accounting standards are issued subsequent to the date of this letter and are effective for the period under audit, we will estimate the impact of any such standard on the nature, timing, and extent of our planned audit procedures and will communicate with the Town concerning the scope of the additional procedures and the estimated fees.

The Town agrees to pay all costs of collection (including reasonable attorneys' fees) that the Firm may incur in connection with the collection of unpaid invoices. In the event of nonpayment of any invoice rendered by us, we retain the right to (a) suspend the performance of our services, (b) change the payment conditions under this engagement letter, or (c) terminate our services. If we elect to suspend our services, such services will not be resumed until your account is paid. If we elect to terminate our services for nonpayment, the Town will be obligated to compensate us for all time expended and reimburse us for all expenses through the date of termination.

This engagement letter sets forth the entire understanding between the Town and the Firm regarding the services described herein and supersedes any previous proposals, correspondence, and understandings whether written or oral. Any subsequent changes to the terms of this letter, other than additional billings, will be rendered in writing and shall be executed by both parties. Should any portion of this engagement letter be ruled invalid, it is agreed that such invalidity will not affect any of the remaining portions.

The of and	Governing Board Town Council
	Primary Government Unit Town of Holly Springs, North Carolina
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Cherry Bekaert, LLP
	Auditor Address 3800 Glenwood Avenue, Suite 200, Raleigh, North Carolina 27612

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☐ Auditor ☒ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Tina Stroupe

Finance Director

tina.stroupe@hollyspringsnc.gov

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Holly Springs, North Carolina
Audit Fee	\$ \$63,750 (includes 2 single audit programs)
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ \$5,000 per each additional major program
Writing Financial Statements	\$
All Other Non-Attest Services	\$

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Cherry Bekaert, LLP	
Authorized Firm Representative (typed or printed)* April Adams	Signature* 
Date* 04/28/23	Email Address* aadams@cbh.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Holly Springs, North Carolina	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	05/16/23
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) Tina Stroupe	Signature*
Date of Pre-Audit Certificate*	Email Address* tina.stroupe@hollyspringsnc.gov

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
 Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
 required signatures prior to submission.

PRINT



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 17.

Consent Agenda

Title: Installment Fleet Vehicle/Equipment Purchase FY23

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Tina Stroupe, Finance

Action(s):

- Approve the Reimbursement Resolution 23-14, authorizing a later issuance of installment funding to pay for fleet purchase expenditures approved in FY23 Approved Budget
- Approve budget amendment for vehicle installment financing

Explanation:

- The FY23 approved budget included an installment purchase for Parks and Recreation and Public Works vehicles and equipment. The proposed package is in the amount of \$460,000.
- The request for proposal will be issued on May 17, 2023 and closing is expected in early to mid June.
- The FY23 approved budget included \$120,000 for a replacement Public Works Streets Division Tractor Cab vehicle.
- Due to inflation and supply chain issues, the resulting lowest responsive and responsible vehicle bid is \$174,000.
- The replacement tractor cab is part of the general fund vehicle financing package and the associated budget amendment increases the anticipated financing by \$54,000.

Background:

- FY2023 included up to \$995,000 in installment financing. The final package will only be \$460,000. The balance of \$535,000 was funded with PayGo and will not be included in this package.
- Package includes:
 - Parks & Recreation- (2) F-250 trucks and a small dump truck
 - Public Works - small dump truck and tractor

Funding Source(s):

- Installment Financing

Attachment(s):

1. FY23 Budget Amendment Form - Public Works Tractor

2. 23-14 Reimbursement Resolution for Installment Purchase Rolling Stock FY2023
3. RFP for 2023 Installment Financing

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: Public Works Date: 5/16/2023

Reason for Budget Amendment:

Cost Escallation of Public Works Streets Division Cab Tractor. This vehicle was approved in the FY23 budget with estimated financing. After bids, the final cost has increased by \$54,052.

Expense			
Account #	Account Description	Increase	Decrease
10-422-22-90.02	Public Works - streets - capital outlay vehicles	\$ 54,052	
Total Expense:		\$ 54,052	\$ -

Revenue			
Account #	Account Description	Increase	Decrease
10-355.05	General Fund - Installment Financing	\$ 54,052	
Total Revenue:		\$ 54,052	\$ -

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.



Resolution No. 23-14

Date Adopted: May 16, 2023

Effective Date: May 16, 2023

**REIMBURSEMENT RESOLUTION –
INSTALLMENT PURCHASE ROLLING STOCK FY2023**

WHEREAS, the Town presently intends, at one time or from time to time, to finance all or a portion of the costs of the purchase of rolling stock with proceeds of tax-exempt obligations and reasonably expects to execute and deliver its tax-exempt obligations (the “*Obligations*”) to finance, or to reimburse itself for, all or a portion of the costs of such purchase; and

WHEREAS, the Town desires to proceed with the purchase and will incur and pay certain expenditures in connection with the purchase prior to the date of execution and delivery of the Obligations (the “*Original Expenditures*”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the Town intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

BE IT RESOLVED by the Town Council of the Town of Holly Springs, North Carolina, as follows:

Section 1. The Town presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the Town on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The Town reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the purchase of rolling stock and the principal amount of Obligations expected to be executed and delivered by County to pay for all or a portion of the costs of the purchase of rolling stock is approximately \$460,000.

Section 2. This resolution covers certain purchases of vehicles and equipment for use by Town departments. Original Expenditures will include purchase price of vehicles in addition to tags and registration and any necessary operational upfits together with the payment of the related financing costs and other necessary or incidental costs.

Section 3. The Town adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the Town’s intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 4. The Town intends that funds that have been advanced, or may be advanced, from the General Fund, or any other Town fund, for purchase costs will be reimbursed from the financing proceeds.

Section 5. This resolution shall take effect immediately.

Adopted by the Holly Springs Town Council on this, the 16th day of May, 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk



Town of Holly Springs

REQUEST FOR PROPOSAL

INSTALLMENT PURCHASE FINANCING UNDER G. S. 160A-20

May 17, 2023

The Town of Holly Springs, North Carolina (hereinafter referred to as the "Town") desires to enter into an installment financing agreement pursuant to N. C. G. S. 160A-20 in the principal amount not to exceed \$ 460,000. This is the financing of the vehicles and equipment described below. The Town is soliciting your proposal to provide the necessary financing, subject to the terms and conditions set forth in this Request for Proposal.

The Town will be obligated to make the payments to fall due under the installment financing agreement.

VEHICLES/EQUIPMENT TO BE FINANCED:

Streets	John Deere 6105E Tiger Boom Mower	\$ 163,000
Streets	Ford 550 4x4 Dump Truck	100,000
Parks & Rec	F-550 Ford Dump Truck	86,000
Parks & Rec	Ford F-250	34,000
Parks & Rec	Ford F-250 Flatbed	<u>77,000</u>
Total		\$ 460,000

The current general obligation ratings for the Town are:

Aa1	Moody's Investors Services
AAA	Standard & Poor's Rating Services

Town staff expects to award the bid to the financial institution by Friday June 2, 2023, and the respective resolution will be considered by the Town Council at their meeting on Tuesday, June 6, 2023. The Town anticipates closing this transaction on or prior to Tuesday, June 20, 2023.

CONTRACT SPECIFICATIONS

1. The desired amount of the financing is not to exceed \$460,000
2. The desired term of the financing is for a four (4) year period with level principal, a fixed interest rate and semi-annual payments made in arrears.

3. All proposals must specify the rate of interest to be charged and also provide a schedule of amortization. Proposals without an amortization schedule will not be considered.
4. List all additional costs expected to be associated with this financing in your bid, including but not limited to all origination, prepayment, legal, and escrow fees/penalties that the Town may be required to pay. If a fee/cost is not shown in your bid, the Town will not be obligated to pay it.
5. Total funding will be placed into escrow. Interest on which will accrue to the Town and be credited to the escrow account. Bids should be based on gross funding of the equipment (without consideration of investment earnings).
6. The installment financing agreement must not contain a non-substitution clause and there must be a non-appropriation clause in the agreement.
7. Both parties must agree that the installment financing agreement shall be governed by the laws of the state of North Carolina and agree to the jurisdiction of the North Carolina Courts, with Wake county as venue. Proposers will obey all state and federal statutes, rules, and regulations that are applicable to the financing.
8. The Town reserves the right to reject any and all bids.
9. Pursuant to N. C. G. S. 160A-20, the Town will grant a security interest pursuant to the installment financing contract but does not intend to transfer title.

SUBMISSION OF PROPOSAL

Submit the proposal to the attention of BRENT QUICK, by, Friday, May 31, 2023 (by 5:00 pm), via mail (Town of Holly Springs – 128 S Main Street – Holly Springs, NC 27540).

If you have any questions or need additional information, please call me at 919-557-3912 or e-mail: tina.stroupe@hollyspringsnc.gov.

Thank you in advance for your consideration of this proposal.

Best regards,

Tina Stroupe

Finance Director



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 18.

Consent Agenda

Title: Resolution Adopting the 2022 Local Water Supply Plan Annual Update

Strategic Priority Area: Responsible & Balanced Growth
Safe & Friendly

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

Action(s):

Adopt Resolution 23-12, approving the Local Water Supply Plan.

Explanation:

- North Carolina General Statute 143-355 requires all units of local government to prepare a Local Water Supply Plan (LWSP). The LWSP includes information on the current and projected population and water use/needs and ability to meet those needs, present and projected water supplies, and a plan for the reduction of long term per capita demand for potable water. By understanding current and future needs, local governments will be better able to manage water supplies and better prepared to plan for water supply system improvements.
- North Carolina Administrative Code 15A NCAC 02E .0604 stipulates that all those required to complete a LWSP under the above General Statute submit an annual update by April 1st each year, for the period of January 1st to December 31st of the prior year.
- Town staff received a letter from NCDEQ dated April 17, 2023 indicating that all required information was complete in the annual update of the LWSP, submitted March 31, 2023.
- Per NC Division of Environment Quality, Council action is being requested to adopt Resolution 23-12 approving the LWSP that meets the minimum criteria of NC General Statute 143-355.

Background:

- To develop the Town of Holly Springs 2022 Local Water Supply Plan (LWSP), town staff coordinated with Engineers at CDM Smith to gather water distribution information, water program and conservation information, water usage & supply data, water demands, and future water projections and planning information.
- CDM Smith developed future planning projections to evaluate the water supply and demand for the Town through 2070. Through this planning tool, future water supply sources were taken into consideration, along with the current available resources.
- Town staff coordinated LWSP data entries with Harnett County Regional Water, Town of Cary, City of Sanford, and the Town of Fuquay-Varina on water bought, transferred, and future water supplies. The Town anticipates having an additional 4 million gallons per day

(MGD) water supply available from the City of Sanford by 2026 and an additional 2.2 MG water supply available from Jordan Lake by 2030.

- The Town of Holly Springs 2022 LWSP can be found on the NC DEQ Division of Water Resources website: <https://www.ncwater.org/WUDC/app/LWSP/report.php?pwdid=03-92-050&year=2022>

Funding Source(s):

N/A

Attachment(s):

1. Resolution 23-12 Approving Local Water Supply Plan
2. 2022-DWR Local Water Supply Planning - Provisional - Submitted - 03312023
3. NCDEQ - LWSP letter



Resolution No. 23-12

Date Adopted: May 16, 2023

Effective Date: May 16, 2023

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for Town of Holly Springs, has been developed and submitted to the Town Council for approval; and

WHEREAS, the Town Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (I) and that it will provide appropriate guidance for the future management of water supplies for Town of Holly Springs, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA: that the Local Water Supply Plan entitled, Annual Local Water Supply Plan Update dated March 31, 2023, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Town Council for the Town of Holly Springs intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

Adopted by the Holly Springs Town Council on this, the 16th day of May, 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk



Holly Springs

2022 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name:	Holly Springs	PWSID:	03-92-050
Mailing Address:	P.O. Box 8 Holly Springs, NC 27540	Ownership:	Municipality
Contact Person:	Rachel Jones, EI	Title:	Utility Engineer
Phone:	919-980-2992	Cell/Mobile:	--
Secondary Contact:	David Mason, P.E., D.WRE	Phone:	615-340-6516
Mailing Address:	210 25th Ave N Ste 1102 Nashville, TN 37203	Cell/Mobile:	--

Provisional

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	4-8	1.00 %
Ductile Iron	6-30	68.00 %
Polyvinyl Chloride	2-16	31.00 %

What are the estimated total miles of distribution system lines? 231 Miles

How many feet of distribution lines were replaced during 2022? 0 Feet

How many feet of new water mains were added during 2022? 26,145 Feet

How many meters were replaced in 2022? 713

How old are the oldest meters in this system? 17 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 1,437

What is this system's finished water storage capacity? 2.3000 Million Gallons

Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

Programs

Does this system have a program to work or flush hydrants? Yes, Weekly

Does this system have a valve exercise program? Yes, Daily

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? Yes

Does this system have a leak detection program? Yes

The town owns 30 leak detection devices that are used to monitor the system for leaks.

Water Conservation

What type of rate structure is used? Flat/Fixed, Increasing Block

How much reclaimed water does this system use? 0.3480 MGD For how many connections? 1304

Does this system have an interconnection with another system capable of providing water in an emergency? Yes

The Town has a contract and interconnection with the Town of Cary for emergency. The Town also has an ILA and interconnection with Apex. The Town has an interconnection with Harnett County.

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Neuse River (10-1)	70 %	Wake	100 %
Cape Fear River (02-3)	30 %		

What was the year-round population served in 2022? 47,231

System Map: [download](#) 

Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	15,682	2.1470	0	0.0000
Commercial	1,451	0.4430	0	0.0000
Industrial	9	0.2000	0	0.0000
Institutional	81	0.0524	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0010 MGD

Since the system relies only on purchase water for supply, no process water is used. Reuse water is used at the WWTP for process water. The Town tracks all water for town use, such as town irrigation water, facilities, parks, and flushing water. Flushing water was estimated at 0.001 MGD based on prior year's submittals.

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	3.0020	3.5340	May	3.3770	3.9230	Sep	3.7560	4.3080
Feb	3.0070	3.2210	Jun	4.1300	4.9060	Oct	3.6040	4.5240
Mar	3.0620	3.4730	Jul	3.9720	4.8230	Nov	2.9880	3.4400
Apr	3.2370	3.8190	Aug	3.7710	4.8080	Dec	3.0120	3.9460



Water Purchases From Other Systems

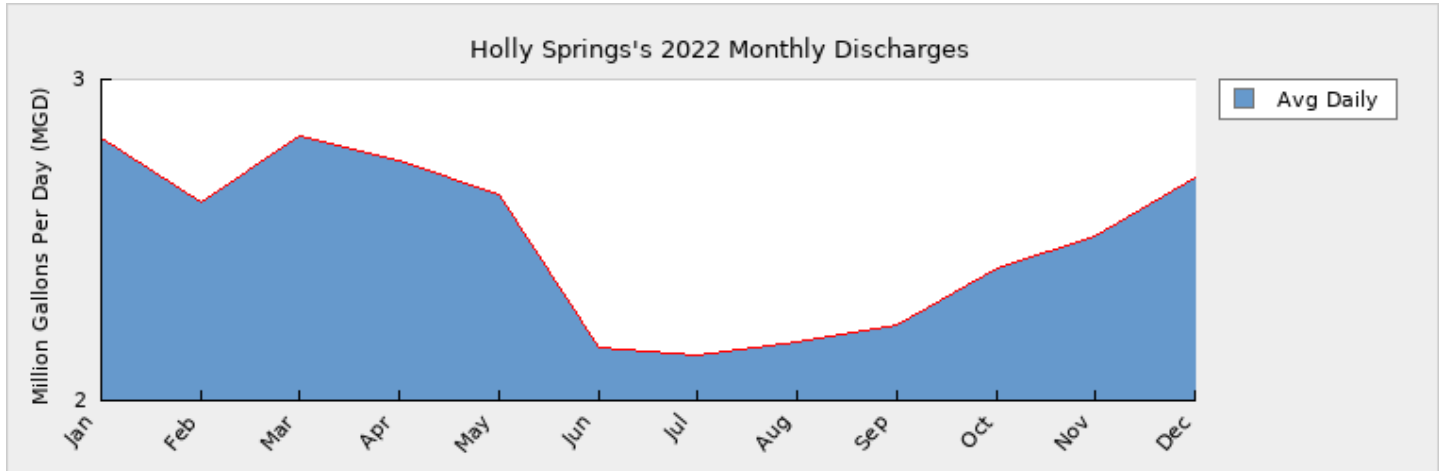
Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
Cary	03-92-020	0.0000	0	0.0000	2045	Yes	Yes	16	Emergency
Harnett County	03-43-045	3.4120	365	6.7000	2048	Yes	Yes	36	Regular

The Town's contract with Harnett County is for a maximum day use of 10 MG. However, the LWSP form does not properly represent this as a max day value, but shows it as an average day value of 10 MGD within its calculations, thus overstating the available supply. During the Jordan Lake Allocation process, we worked with the State to develop a representative average day value for this contract. We chose to use a max month value of approximately 6.7 MGD, which is represented throughout the LWSP.

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	2.8180	May	2.6400	Sep	2.2350
Feb	2.6190	Jun	2.1650	Oct	2.4100
Mar	2.8220	Jul	2.1410	Nov	2.5110
Apr	2.7470	Aug	2.1800	Dec	2.6970



How many sewer connections does this system have? 15,739

How many water service connections with septic systems does this system have? 30

Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes

The Town is currently at 6 MGD and permitted up to 8 MGD. Expansion of the WWTP facility from 6 MGD to 8 MGD is anticipated in the next five years.

Wastewater Permits

Permit Number	Type	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0063096	WWTP	8.0000	6.0000	2.4990	4.0820	Utiley Creek	Cape Fear River (02-3)

5. Planning**Projections**

	2022	2030	2040	2050	2060	2070
Year-Round Population	47,231	60,126	73,851	87,576	101,301	116,896
Seasonal Population	0	0	0	0	0	0
Residential	2.1470	2.7790	3.4140	4.0480	4.6830	5.4040
Commercial	0.4430	0.5300	0.6510	0.7720	0.8930	1.0300
Industrial	0.2000	0.1640	0.2020	0.2390	0.2770	0.3200
Institutional	0.0524	0.0650	0.0800	0.0950	0.1100	0.1270
System Process	0.0010	0.0010	0.0010	0.0010	0.0010	0.0010
Unaccounted-for	0.5686	0.7077	0.8695	1.0309	1.1926	1.3762

Industrial use was unusually high in 2021 and 2022 compared with previous years. Institutional use will continue to be monitored closely over the next few years and projections will be revised as necessary.

Future Supply Sources

Source Name	PWSID	Source Type	Additional Supply	Year Online	Year Offline	Type
-------------	-------	-------------	-------------------	-------------	--------------	------

City of Sanford	03-53-010	Purchase	4.0000	2026	Regular
Future Jordan Lake	03-92-050	Surface	2.2000	2030	Regular

Sanford, Fuquay-Varina, Holly Springs and Pittsboro are in a partnership to expand the Sanford Water Treatment Facility from 12 mgd to 30 mgd. The partners are in the process of approving the long term Interlocal Agreement for construction, operation and maintenance of the facility. We expect to open bids for construction August 8-10, 2023

Demand v/s Percent of Supply

	2022	2030	2040	2050	2060	2070
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	6.7000	6.7000	6.7000	6.7000	6.7000	6.7000
Future Supplies		6.2000	6.2000	6.2000	6.2000	6.2000
Total Available Supply (MGD)	6.7000	12.9000	12.9000	12.9000	12.9000	12.9000
Service Area Demand	3.4120	4.2467	5.2175	6.1859	7.1566	8.2582
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	3.4120	4.2467	5.2175	6.1859	7.1566	8.2582
Demand as Percent of Supply	51%	33%	40%	48%	55%	64%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 45 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. No changes

Are there other demand management practices you will implement to reduce your future supply needs? The Town currently enforces a Water Conservation and Water Shortage Response ordinance. The Town also has installed a water reuse system to offset potable water demands. Lastly, the Town has an active leak detection program.

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? The Town participates in regional water supply planning efforts, including the Jordan Lake Partnership and Triangle Water Partnership. Also, the Town maintains relationships with regional water suppliers such as Harnett County and the City of Sanford.

How does the water system intend to implement the demand management and supply planning components above? For demand management, the Town continues to promote the use of its reclaimed water system, growing connections to the system. For water supply planning, the Town performs routine planning for water supply to identify the timeframe of future needs and required funding for such needs.

Additional Information

Has this system participated in regional water supply or water use planning? Yes, The Town continues to participate in regional water supply planning, primarily through the Jordan Lake Partnership and the Triangle Water Partnership

What major water supply reports or studies were used for planning? Major water supply reports and studies used in planning include the Jordan Lake Supply Allocation study, the Jordan Lake Partners Interconnection study, the Triangle Regional Water Supply Plan, and the Interconnection Model (completed as part of the Triangle Water Partnership). Also, the Town completed an update to its water demand forecast as well as a review of its distribution system capacity in 2021.

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues: There are no additional needs right now beyond those listed in this form.

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

ROY COOPER
Governor

ELIZABETH S. BISER
Secretary

RICHARD E. ROGERS, JR.
Director



NORTH CAROLINA
Environmental Quality

April 17, 2023

Rachel Jones, EI
Utility Engineer
Town of Holly Springs
P.O. Box 8
Holly Springs, NC 27540

Subject: LWSP Meet Minimum Criteria
Town of Holly Springs Water System
PWSID#: 03-92-050
Wake County

Dear Ms. Jones,

This letter is to notify you that our staff has reviewed the information contained in the 2022 Local Water Supply Plan (LWSP) update submitted by your office. Since all the required information is complete, the LWSP for the Town of Holly Springs Water System hereby meets the minimum criteria established in North Carolina General Statute 143-355(l).

Your water system's 2022 LWSP is now viewable online from the LWSP website found at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/search.php. The plan has been made available after our best efforts to screen any errors. As a final check, please review and report any mistakes or omissions to the review engineer. Unless notified otherwise, the Division of Water Resources considers your 2022 LWSP complete.

The 2022 LWSP must next be adopted by your water system's governing board; a model LWSP resolution is available online on the right side of the page in the Forms and Docs section at: https://www.ncwater.org/Water_Supply_Planning/Local_Water_Supply_Plan/learn.php. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor, at the address printed at the bottom of this letter. The LWSP cannot be considered compliant with the requirements of NCGS 143-355(l) until an adopted resolution is received.

Thank you very much for your efforts to provide your customers with a safe and reliable supply of drinking water. We look forward to continuing to work with you in these efforts. Please contact Louis Murray at louis.murray@ncdenr.gov or (919)707-9017, or Linwood Peele at linwood.peele@ncdenr.gov or (919) 707-9024, if we can be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Linwood E. Peele".

Linwood E. Peele, Supervisor
Division of Water Resources, NCDEQ



North Carolina Department of Environmental Quality | Division of Water Resources
512 North Salisbury Street | 1611 Mail Service Center | Raleigh, North Carolina 27699-1611
919.707.9000



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 19.

Public Hearings

Title: Fiscal Year 2023-24 Budget Public Hearing

Strategic Priority Area: Organizational Excellence

Staff Resource: Corey Petersohn, Finance

Action(s):

Open / close public hearing to receive input from the public on the Fiscal Year 2023-2024 Recommended Operating Budget and Community Investment Plan.

Explanation:

- Per NCGS 159-12(B), before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.
- The recommended operating budget totals \$93,793,738 and includes the following key recommendations:
 - Significant investments in securing the town's water and wastewater infrastructure future
 - 27 new staff positions to serve a growing population, development related work demand, and run town business support operations
 - Enhance the Town's public safety readiness, planning, and professional development
- The recommended Community Investment Plan (CIP) includes \$68,527,595 in infrastructure and capital investments for the fiscal year 2023-2024:
 - Fire Station 3 remains on track with construction to begin this summer
 - Increased funding for the Operations Campus Phase I construction increasing from \$30 million to \$41 million with construction to begin this summer
 - Funding for a water partnership with the City of Sanford to provide additional drinking water capacity for the town
 - Continued funding for playground rehabilitation, sunshades, and park amenities
 - Preparation for a \$100M Park Bond referendum this November to fund a new park and recreation center off Cass Holt Rd. and other facility investment at other park locations across town.
 - The following taxes and user fees adjustments are recommended, which are estimated to increase a total of \$13.38 per month for the typical residence:
 - No property tax rate change
 - Water/sewer 15% adjustment resulting in a \$9.82/month increase for a typical residence to secure the town's future water supply and expand wastewater treatment capacity
 - Yardwaste collection is recommended to increase from \$4.50 to \$7.50/month, and represents a 50% cost recovery for yard waste services
 - Garbage and recycling increases \$0.56/month as a pass-through cost from the town's private collection contractor, GFL Environmental

Town Council Business Meeting
May 16, 2023

- No change to the stormwater fee

Background:

- The Town Manager presented the recommended budget to the Mayor and Council on May 9, 2023.
- North Carolina General Statute requires that the Town Council adopt a new, annual fiscal year budget by July 1.
- Next steps include a budget workshop on May 23 at 6pm at the Law Enforcement Center.
- The anticipated budget adoption is scheduled for the June 6 Council meeting at 7pm at Town Hall.

Funding Source(s):

N/A

Attachment(s):

1. FY24 Managers Budget Message
2. FY24 Budget News Release
3. FY24 Budget Infographic
4. FY24 Recommended Budget Presentation
5. FY24 Recommended Budget Book
6. Personnel Policy Recommendation Summary
7. FY 24 Personnel Policy Recommendations
8. PH Notice confirmation



Fiscal Year 2023-24 Manager's Budget Message

May 9, 2023

To the Honorable Mayor and Town Council Members:

On behalf of the entire organization, it is my pleasure to recommend to you the Fiscal Year (FY) 2023-24 Operating Budget and Community Investment Plan (CIP).

The recommended budget totals \$93,793,738, a 6% increase from the adopted FY 2022-23 budget. Of this, the General Fund represents \$54,359,413, a 7% increase from the prior year. Economic growth has been robust over the past year. The Town's total assessed property valuation (real and personal property) is projected to increase from \$7.5 billion in FY23 to \$7.9 billion, a 5.7% increase over the prior year. The budget maintains the current property tax rate at 42.16 cents per \$100 valuation. Water and sewer rates are projected to increase by 15% for the average residential water user, or \$9.82/month. Twenty-seven new positions are recommended and reflect continued service demand growth.

This budget recommendation achieves three key elements: 1) secures the Town's future water supply and wastewater treatment capacity, 2) invests in a healthy and active community, and 3) strengthens the Town's emergency preparedness and capabilities to quickly respond to emergency 9-1-1 calls.

A BUDGET GUIDED BY TOWN COUNCIL STRATEGY

The budget was developed using Council's five strategic priorities (see graphic) as the foundation for creating positive community impact and value for residents and businesses. Key updates to the Strategic Plan included the removal of 11 initiatives that are now completed or fully incorporated into Town operations and the addition of eight new initiatives related to reducing the Town's energy consumption, use of hybrid/electric light-duty vehicles, yard waste, future fire station locations, and housing affordability.



SECURING THE TOWN'S FUTURE WATER SUPPLY AND WASTEWATER TREATMENT CAPACITY

Water is a scarce resource, and it is the lifeblood of any growing community. I believe that communities that make forward looking utility investments today will be the ones that succeed the most in quality of life and job growth in the future. This budget recommendation puts the Town on a strong and necessary investment footing to ensure that we can meet the water needs of today and the community and business growth opportunities in

the future. In 2019 Town Council adopted a new Land Use and Character Plan that projected water and sewer needs decades into the future as the Town achieves full build-out. A third-party expert estimated in the Plan a need for Holly Springs to expand water treatment capacity to 15.47 MGD and wastewater treatment capacity to 12.71 MGD. This budget includes the investment funding required to achieve sustainable, resilient, and safe levels of water and wastewater capacity.

The Town's primary water source derives from Harnett County and the Cape Fear River (up to ten MGD). The Town also possesses additional water rights to access up to two MGD from Lake Jordan, if needed in the future. Additional water connections are available with Fuquay-Varina, Apex, and Cary for emergency situations and resiliency purposes.

The City of Sanford and Towns of Fuquay-Varina, Holly Springs, and Pittsboro are engaged in a projected \$237.3 million partnership to expand the City of Sanford's water treatment facility (Holly Springs' allocated cost portion is \$49.3 million). Additionally, plans have the Towns of Fuquay-Varina and Holly Springs partnering to construct a currently estimated \$118 million 14-mile water conveyance line from the City of Sanford to our two communities (Holly Springs' allocated cost portion is \$45 million).

Additional wastewater treatment capacity is also required given current projections that the Town could reach its limits by 2027. Two investment phases are envisioned. Phase I will increase current treatment capacity from 6 MGD to 8 MGD by 2027. This investment is currently estimated at \$116.2 million. Phase II will occur in the early 2030s and take the 8 MGD capacity to 14 MGD.

Water and Sewer Fee Impact – These and other utility investments over the next five years total close to \$300 million. A combination of pay-as-you-go cash and Revenue Bonds are proposed to fund these critical investments. The impact to rate payers is significant and represents a strong investment for our community. Across the board, the volumetric user rate increase is recommended at 15% (along with two additional years of 15%-16% increases before falling into several years of 6%-7% increases, as projected by the Town's utility rate feasibility consultant). For the typical homeowner, total monthly water and sewer rates and charges are projected to increase 15%, or \$9.82/month for a total projected monthly bill of \$75.20. Despite these rate increases, the town's rates remain very competitive and the typical residential homeowner's monthly total bill is projected to remain near the State average according to UNC School of Government data.

INVESTING IN A HEALTHY AND ACTIVE COMMUNITY

As part of the 2021 Community Satisfaction survey, residents ranked the quality of town parks and greenways as one of the top three areas that they felt should receive the most emphasis by the Town over the next two years. Reflecting this community sentiment, the governing body recently approved placing a **\$100 million Parks Bond on the November 2023 ballot** to develop a 55.9-acre park on Cass Holt Road. The 55.9-acre park is envisioned to include a four-court recreation center with various workout amenities, an outdoor kids splashpad, pickleball courts, turf fields, outdoor basketball, picnic areas, walking trails, fishing, and other active and passive amenities. Several other smaller improvements are also envisioned to be funded by the Parks Bond and could include outdoor basketball courts at Womble Park, improvements to the baseball dugouts at Womble Park, new seating in the Cultural Center Theater, Sugg Farm program pavilion with restrooms, and greenway additions. If approved by voters in November 2023, the Town's independent financial advisor has indicated a preliminary, estimated need for a 5-cent property tax rate increase to pay the associated 20-year General Obligation debt service on the various park investments. A final tax rate analysis and determination will be made in May 2024 as part of the Fiscal Year 2024-25 recommended budget.

ELEVATING EMERGENCY 911 RESPONSE CAPABILITY AND EMERGENCY PREPAREDNESS

Public Safety is a top priority for the Town, and carries a high expectation from our residents and businesses. This budget recommends several key public safety investments designed to invest in the latest 9-1-1 call center technology to ensure staff have the right tools and equipment to swiftly respond to emergency needs, elevate the Town's preparedness for emergencies and disasters, and elevate policies and best practices within the Fire Department. Highlights include:

- **9-1-1 Call Center Technology and Personnel** – A public request for emergency services typically begins with a call to 9-1-1. This budget recommends investments to update the Town's 9-1-1 call center to the latest technology and adds two new telecommunicators in light of calls for service increasing 31% over the past five years due to population growth. Funding for the technology upgrades is comprised of \$400,967 from restricted, state shared 9-1-1 fees plus \$436,628 from the General Fund.
- **Emergency Preparedness** – A new emergency management specialist is recommended to increase the Town's preparation and planning for natural and man-made disasters. Efforts will focus on ensuring that plans are in place for the Town to adequately respond to a variety of emergency situations.
- **Fire Department Accreditation** – A new fire captain is recommended to lead the Fire Department's professional accreditation application process; develop new, best practice policies; and execute accreditation requirements throughout the Fire Department.

OTHER OPERATING BUDGET HIGHLIGHTS

Staff Investments – This budget recommends a pay plan designed to remain a top employer of choice in the region and reflects a set of employee benefits that are competitive with other area municipalities.

- **Pay for Performance** – A merit-based pay program is included with employee adjustments between 0%-6%, based on performance. The total Town budget impact is \$945,591.
- **Mayor & Council Compensation** – I recommend a 1.9% pay adjustment for Council based on the Consumer Price Index along with the addition of a new monthly vehicle use stipend of \$150 for Council members based on a comparison with peer communities and consideration for the various public meetings and community engagements of a Council member that requires use of a personal vehicle.
- **Health Insurance** – Last year Council approved moving the Town's health insurance plan to the NC Health Insurance Pool (NCHIP) as a strategy to increase economies of scale and medical buying power along with approval of a new "high deductible" health plan option. Initial results from this change are promising. Health insurance premium costs increase only 4% in FY24 and are proposed to be covered by the Town.
- **Employee Paid Leave** – A recent analysis of the number of paid holidays in other municipalities in the region identified the Town of Holly Springs as being one of the lowest at 12 days per year. Following discussion with the Mayor & Council, the personnel policy associated with this budget recommendation includes two additional paid floating holidays plus one health and wellness day for a total of 15 paid leave days per year.
- **Staff Investments** – Twenty-seven new positions are recommended (24 in the General Fund and three in Utilities) and are focused on public safety, public works, and growth-related demand.

Right-Sizing of Solid Waste Operations – As I noted in last year's budget message, ongoing additional investments are needed in Public Works to "right size" the department from a staffing and resourcing perspective to meet public service delivery challenges. This budget cycle focuses on the Solid Waste division

within Public Works and recommends five additional employees, equipment, and supplies. Full implementation of a new yard waste collection model (using new roll-out yard waste containers plus regular leaf season collection) is now slated for March 2024 due to delays in procuring the necessary equipment for the new service and coordinated timing with the annual “leaf season” collection.

TRANSPORTATION INVESTMENTS TO REDUCE CONGESTION AND INCREASE MOBILITY

Currently, the Holly Springs Rd. “east” segment is making good progress. Bridge work over Middle Creek is advancing, utility lines are being replaced, new sidewalks are being constructed, and road widening efforts are underway. Other 2018 Transportation Bond projects such as the right turn lane from Main St. onto Holly Springs Road and the third lane on the NC-55 bypass between Avent Ferry Rd. and S. Main St. will be bid this summer. Other new and continued transportation investments in the recommended budget include:

- **Intelligent Transportation System (ITS) (\$200,000)** – The budget includes funding for Phase III build-out of the Town’s ITS to help manage and monitor traffic congestion. This phase will upgrade signal cabinet software and hardware to operate the cameras.
- **Holly Springs Road “Central” Segment** – The next phase of Holly Springs Rd. investments includes the “central” segment (Flint Point Ln. to Main St.). This project is funded partially from Transportation Bonds and a planned, annual \$1 million appropriation from the General Fund to support this “central” segment.

TOWN FACILITY INVESTMENTS TO ENSURE DELIVERY OF OUTSTANDING SERVICES

As the Town has grown, so has the need for adequate public facilities that can house personnel and provide the necessary “home base” operational space and capabilities to serve a community that will soon surpass 50,000 residents. Staff continues to be focused on delivering the following facilities:

- **Fire Station #3** – Council has previously approved \$11.2 million for this replacement fire station. Design will be completed in the early summer of 2023 and construction will start soon thereafter. The replacement station near Carolina Springs will be approximately 14,200 sq. ft and include three bays and a Police Department remote work/relief area. No budget changes are recommended for the station.
- **Operations Campus Phase I** – The currently adopted Community Investment Plan includes \$30 million to prepare the 30-acre campus site, install public utility and roadway infrastructure, and construct an administration building and an operations hub building. Ongoing construction cost inflation and refinements to the facilities and site plan no longer makes a \$30 million budget feasible to successfully deliver Phase I. For Phase I to be successful it is critical for the two initial campus facilities to be built in a manner that will meet our operational needs and properly be of a scale and scope that can flex and easily accommodate the space that will be needed in the coming years to service the community. **To achieve success, I recommend increasing the Phase I Operations Campus budget to \$41 million.** The new Operations Campus is envisioned to house staff from Public Works, Utilities & Infrastructure, Development Services, Parks & Recreation, and Finance. Design for Phase I is expected to be completed by late summer 2023 and site work will begin in early Fall.

BUDGET WHAT IF...

The Operations Campus is funded 50/50 between property taxes (General Debt Service Fund) and water rates and charges (Utility Debt Service Fund). In order to fund the revised Operations Campus project budget, I recommend reallocating ½ cent of the property tax rate from the General Fund operating budget to the General Debt Service Fund (outlined in below table) along with allocating debt capacity within the Utility Debt Service Fund. Combined, this generates the necessary debt service funding to cover the increase from \$30 million to \$41 million for the Operations Campus Phase I.

The ½ cent property tax rate reallocation is derived from the identification of \$400,000 in reductions to base operating expenses in the General Fund.

Given the importance of the new Operations Campus and the limited options for additional revenue generation, I believe the General Fund can support this reallocation without a negative impact to public services. However, this recommendation includes important trade-offs that impact the upcoming General Fund budget and future budgets. Had I not recommended this shift in property tax allocation, I would have recommended inclusion of the following four items in the budget:

- \$94,908 for a small business/downtown coordinator in Economic Development
- \$71,989 for a crime analyst position in the Police Department
- \$63,635 for a program assistant in the Parks & Recreation Department, and
- \$100,000 to update at least one of the following chapters in the Land Use & Character Plan (Chapter 4 Community Facilities, Chapter 5 Infrastructure and Utilities, or Chapter 6 Natural Resources)

However, in the event the Town is successful in our pursuit of legislative or other grants for the Town’s emergency 9-1-1 center technology upgrades (mentioned earlier), I recommend that these four items be added back to the FY24 budget in the order listed above.

OTHER REVENUES DESIGNED TO DELIVER EXCELLENT PUBLIC SERVICES

Property Tax and Sales Tax – Property and sales taxes account for 69.2% of General Fund revenues and form the core funding sources needed to sustain basic municipal services. The recommended budget holds the total property tax rate flat. Sales tax is expected to continue strong growth at 4.5% from current FY23 projections.

Recommended Property Tax Rate and Allocation
(cents per \$100 valuation)

Fund	FY2023	FY2024 (rec)	Difference
General Fund Operating	29.93¢	29.43¢	(0.50¢)
General Debt Service	12.23¢	12.73¢	0.50¢
Total	42.16¢	42.16	0¢

Solid Waste Fees – In FY24 the Town will operate under a one-year extended contract for garbage and recycling with GFL Environmental until a new service bid is completed. Changes to solid waste fees reflect contractual cost increases from GFL Environmental, and transition to a new roll-out cart yard waste collection service with combined garbage and recycling fees totaling \$15.88 per month, up \$0.56 from the prior year. The residential

yard waste collection fee is proposed to increase from \$4.50 per month to \$7.50 and reflects a 50% cost recovery of actual collection costs.

Stormwater Fees – Following Council’s guidance at the 2023 Annual Retreat, this budget keeps current rates flat at \$5.20 per Equivalent Residential Unit (ERU) in FY 2023-24.

LOOKING TO THE FUTURE

Below outlines potential, key issues that could impact future budget and policy decisions or be factors that impact the organization over the next several years:

1. **Inflation and Supply Chain Disruptions** – As outlined at the February Annual Retreat, construction market data indicates that we are likely to experience continued risk from construction market inflation over the next several years. Some supply chain disruptions continue, but staff and contractors collaborate closely to minimize these disruptions.
2. **Economy** – In an effort to curb inflation back to a 2% range, the Federal Reserve increased the federal funds rate from 0.25%-0.5% in March 2022 to 5.00%-5.25% in May 2023. However, as of February 2023 the unemployment remains low in Wake County at 3.30%. Consumer spending appears to remain relatively strong due to the unemployment level, but high borrowing costs are impacting some sectors, such as auto sales. The key point here is that revenues are projected to remain strong, but Budget and Finance have a close eye on any potential economic impacts should changes occur.
3. **Locations for Future Fire Stations 4 and 5** – In order to maintain the Town’s ISO 1 fire insurance rating and provide adequate response times, investment in one to two new fire stations will likely be needed over the next several budget cycles to secure land and begin planning and design. Fortunately, the Town owns a suitable parcel for a fire station in the southwest area of town on Rex Road. An additional parcel will need to be located in the northeast area of Town, and a future funding source will need to be identified soon for the purpose of land banking a future station location.
4. **Organizational “Right Sizing”** – The Town’s population is projected to crest 50,000 in 2023. I am grateful to previous Councils and the current Council for recognizing the importance of approving the necessary staff resources and organizational updates to match the breadth and scope of today’s service challenges. Looking forward, I believe there would be value in retaining an independent staffing consultant within the next 1-2 years to assist in analyzing the Town’s current staffing levels and help project how the organization might need to evolve in order to best position our Town team for future success as population and business growth continues.

CONCLUSION

Thank you for the opportunity to recommend to you the FY 2023-24 budget. I believe the budget reflects the Council’s top priorities and properly plans for the future needs associated with water and wastewater, parks and recreation, and emergency services. The budget also reflects a stable property tax rate and difficult, but necessary, water/sewer rate adjustments required to deliver basic municipal services and ensure future water security for our community. I very much appreciate your engagement, guidance, and direction throughout the entire budget development process.

We have a talented and dedicated employee team that has developed, analyzed, and prepared this budget recommendation. In particular, I would like to recognize our department directors and staff from Budget,

Innovation & Strategy; Finance; Human Resource; and Communications & Marketing along with the Assistant Town Managers who have worked tirelessly on this budget recommendation.

I look forward to discussing the recommended budget further to ensure it meets your expectations and properly reflects the priorities of the governing body and the community.

Respectfully submitted,

A handwritten signature in blue ink that reads "Randy J. Harrington". The signature is written in a cursive style with a large, stylized "R" and "H".

Randy J. Harrington
Town Manager



The Town of Holly Springs Prioritizes Investments in Water, Parks and Emergency Preparedness in \$93.8 Million Recommended Spending Plan

In alignment with the Town of Holly Springs' strategic priorities for the future, Town Manager Randy Harrington presented his recommended budget for fiscal year 2024 during Tuesday's council meeting. The \$93.8 million recommended budget is a 6% increase from last year. The Town continues to enjoy strong economic growth and is making the investments needed today to keep up with the increasing needs of a growing community.

"This budget really zeros in on the infrastructure and quality of life investments that are going to position Holly Springs for the future," said Harrington. "We want to make sure our community has the water it needs to grow and thrive, additional investments in parks to meet the demands of our healthy and active residents, and increased funding for our public safety departments who continue to make us one of the safest communities in the state year after year."

Recommended Budget Highlights:

- Securing drinking water for the future by partnering with other municipalities to increase the Town's water supply
- Expanding the Town's wastewater treatment capacity
- Placing a \$100 million Parks Bond on the November 2023 ballot to develop a 56-acre park across from Holly Springs High School and upgrade park facilities throughout Town
- Elevating emergency 911 response capability
- Investing in emergency preparedness tools and staff
- Transportation investments to reduce congestion
- Constructing a new Fire Station #3 near Carolina Springs
- Funding a new Operations Campus to handle the growing community's public service needs
- Adding 27 new positions that reflect continued service demand growth

Financial Investment Highlights:

- No property tax rate increase
- Water and sewer rate fees increase with an average user paying \$9.82/month to secure future water and wastewater supply
- Garbage and recycling fee increase by 56 cents/month
- Yard waste fees increase by \$3/month
- No change in stormwater fees

Learn More:

For a detailed look at the proposed budget, you can read more online.

We invite the public to watch via live stream or attend all upcoming budget meetings.

- Budget Public Hearing, Tuesday, May 16 at 7 p.m. at Town Hall
- Budget Workshop, Thursday, May 23 at 6 p.m. in the Law Enforcement Center
- Anticipated Final Budget Adoption, Tuesday, June 6 at 7 p.m. at Town Hall



FISCAL YEAR 23-24 RECOMMENDED BUDGET SNAPSHOT

TOWN OF HOLLY SPRINGS VISION

Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.

STRATEGIC PRIORITY AREAS



Economic Prosperity & Diversity



Engaged, Healthy & Active Community



Organizational Excellence



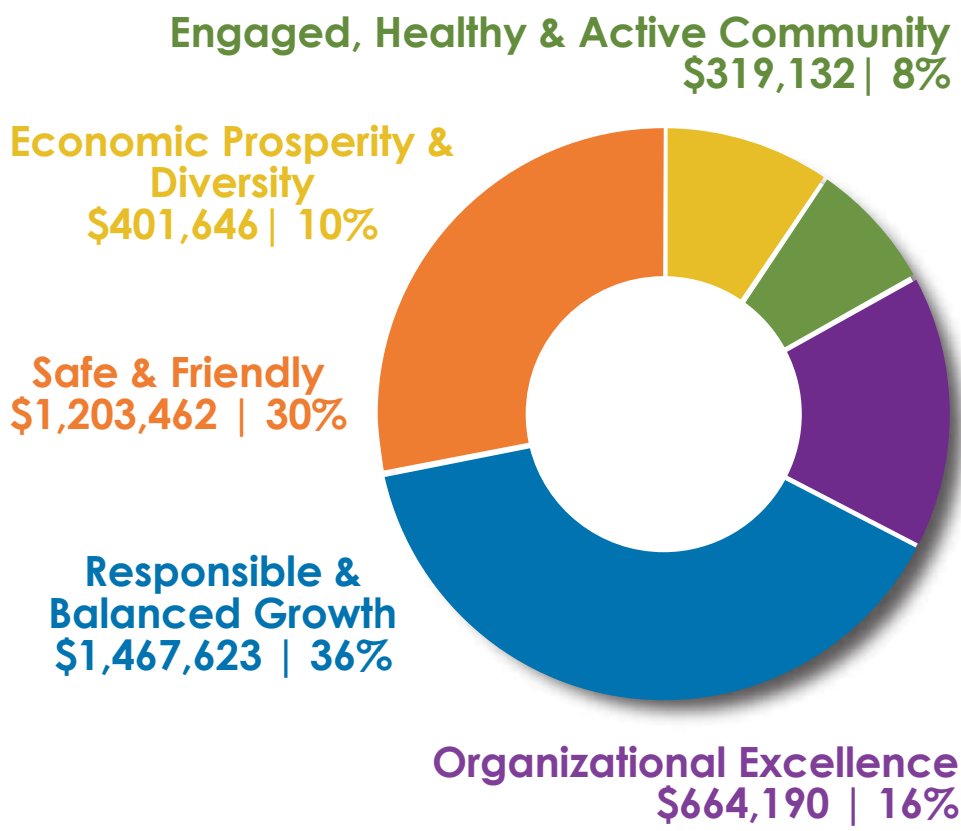
Responsible & Balanced Growth



Safe & Friendly

PROPOSED NEW EXPENDITURES BY STRATEGIC PRIORITY AREA

(General Fund)



INVESTING IN OUR FUTURE



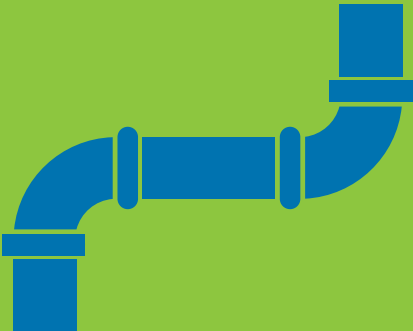
Secures Town's future water supply & wastewater treatment capacity



New investment in parks & greenways with 2023 Parks Bond Referendum

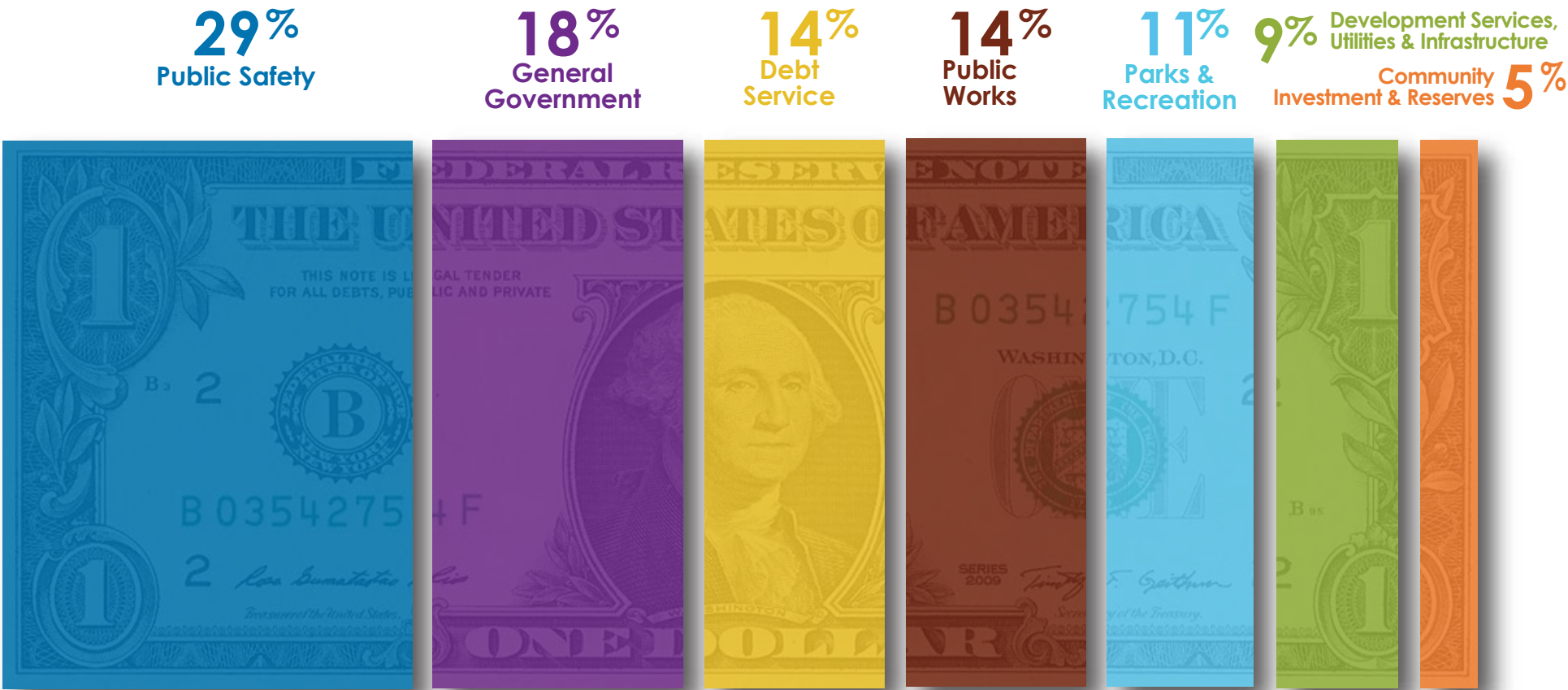


Strengthens Town's emergency preparedness & capability to respond quickly



No property tax rate change; water/sewer user rate increases for water and wastewater investments

WHERE DOES MY TAX DOLLAR GO?



MONTHLY RESIDENTIAL FEES

	Fiscal Year 2022-2023	Fiscal Year 2023-2024	Difference
Garbage/Recycling	\$15.32/mo	\$15.88/mo	\$0.56/mo
Yard Waste	\$4.50/mo	\$7.50/mo	\$3.00/mo
Water & Sewer	\$65.38/mo	\$75.20/mo	\$9.82/mo
Stormwater	\$5.20/mo	\$5.20/mo	same
Monthly Total	\$90.40/mo	\$103.78/mo	\$13.38/mo
Daily Total	\$2.97/day	\$3.41/day	\$0.44/day

NEXT STEPS

BUDGET PUBLIC HEARING

Tuesday, May 16, 7 p.m.
Town Hall

BUDGET WORKSHOP

Tuesday, May 23, 6 p.m.
Law Enforcement Center

ANTICIPATED BUDGET ADOPTION

Tuesday, June 6, 7 p.m.
Town Hall



Fiscal Year 2023-24
Recommended Operating &
Community Investment Plan Budget
Randy Harrington, Town Manager

Overview

- **Purpose:** Receive the Manager's Recommended Budget
- **Outline:**
 - Key Takeaways and Overview
 - Operating and Community Investment Plan Highlights
 - Taxes and Fees Summary
 - Next Steps



Key Recommended Budget Takeaways

- Secures the Town's future water supply and wastewater treatment capacity
- Strong, new investment in parks and greenways - 2023 Parks Bond Referendum
- Strengthens Town's emergency preparedness and capability to respond quickly to emergency 9-1-1 calls
- No property tax rate change; water/sewer user rate increases for water and wastewater investments



Strategic Plan

Vision:

Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.

Priorities



Community Survey

2021 Town of Holly Springs Community Survey Findings Report

Presented to the Town of
Holly Springs, North Carolina
January 2022



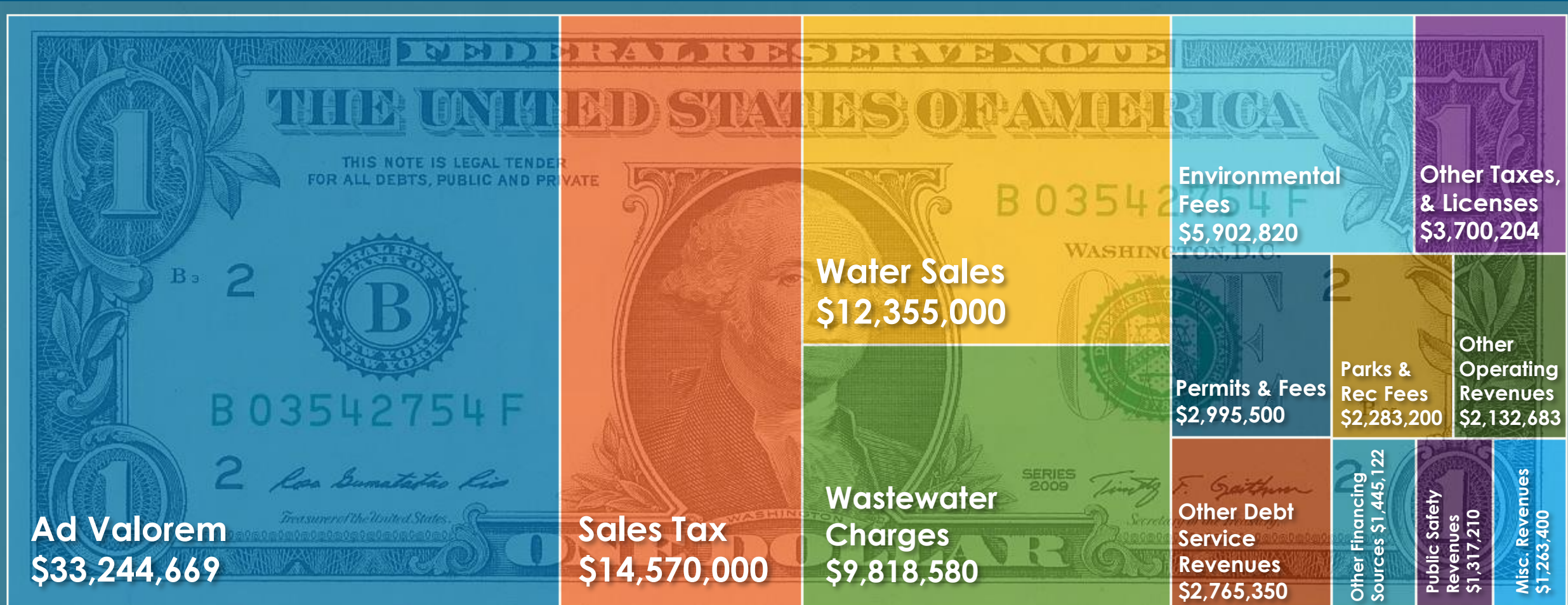
Top-3 Town services that should receive the most emphasis over the next 2 years:

1. Management of traffic
2. Management of planning of growth/development
3. Quality of Town parks and greenways



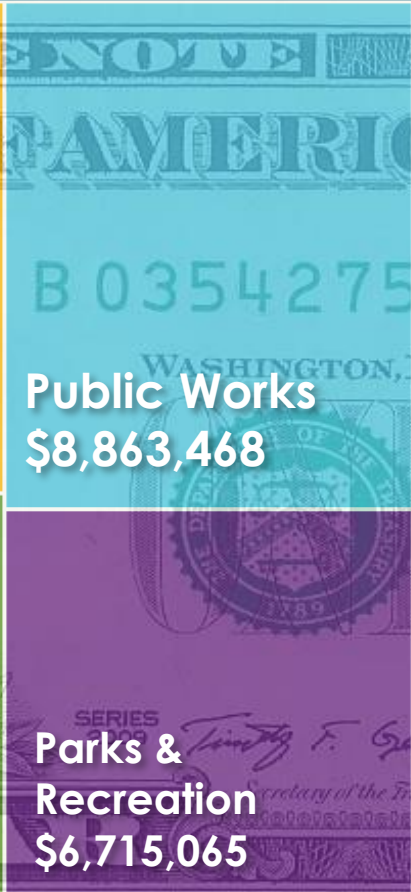
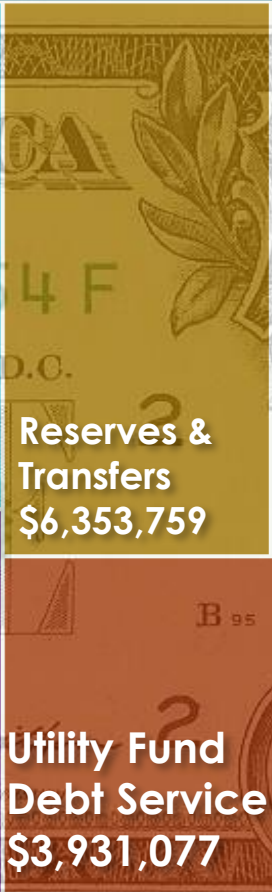
Total Operating Revenues - \$93,793,738

Revenues (Where money comes from)



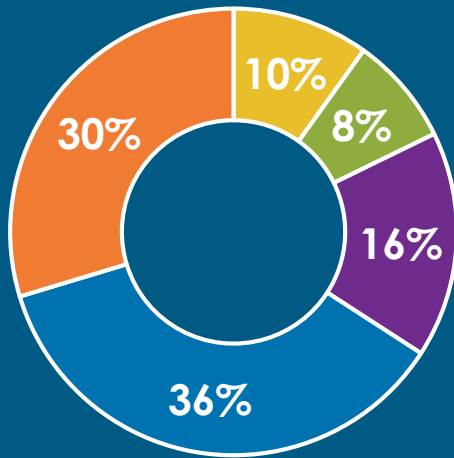
Total Operating Expenditures - \$93,793,738

Expenditures (What money is spent on)

 Water & Wastewater Operations \$19,855,001	 Public Safety \$18,344,414	 General Government \$11,111,772 General Fund Debt Service \$9,051,985	 Public Works \$8,863,468 Parks & Recreation \$6,715,065	 Reserves & Transfers \$6,353,759 Utility Fund Debt Service \$3,931,077	 Development \$5,986,014 Other Operating Funds \$1,807,183 Stormwater Operations \$1,774,000
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New Operating Expenditure Highlights by Strategic Priority Area

GENERAL FUND
\$4,056,053

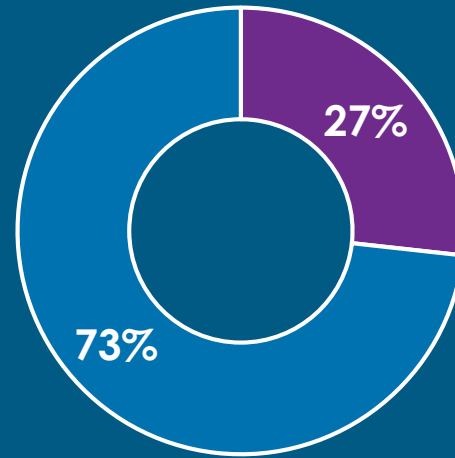


Economic Prosperity & Diversity



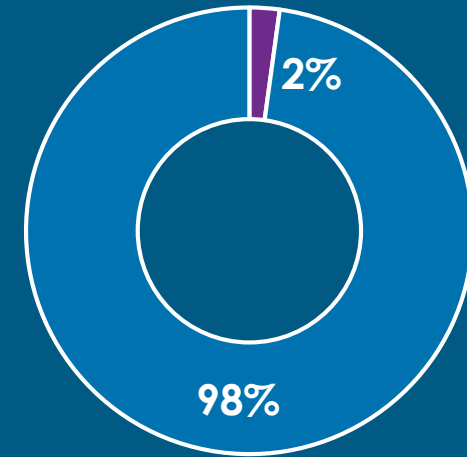
Engaged, Healthy & Active Community

UTILITY FUND
\$3,867,315



Organizational Excellence

STORMWATER FUND
\$68,900



Responsible & Balanced Growth

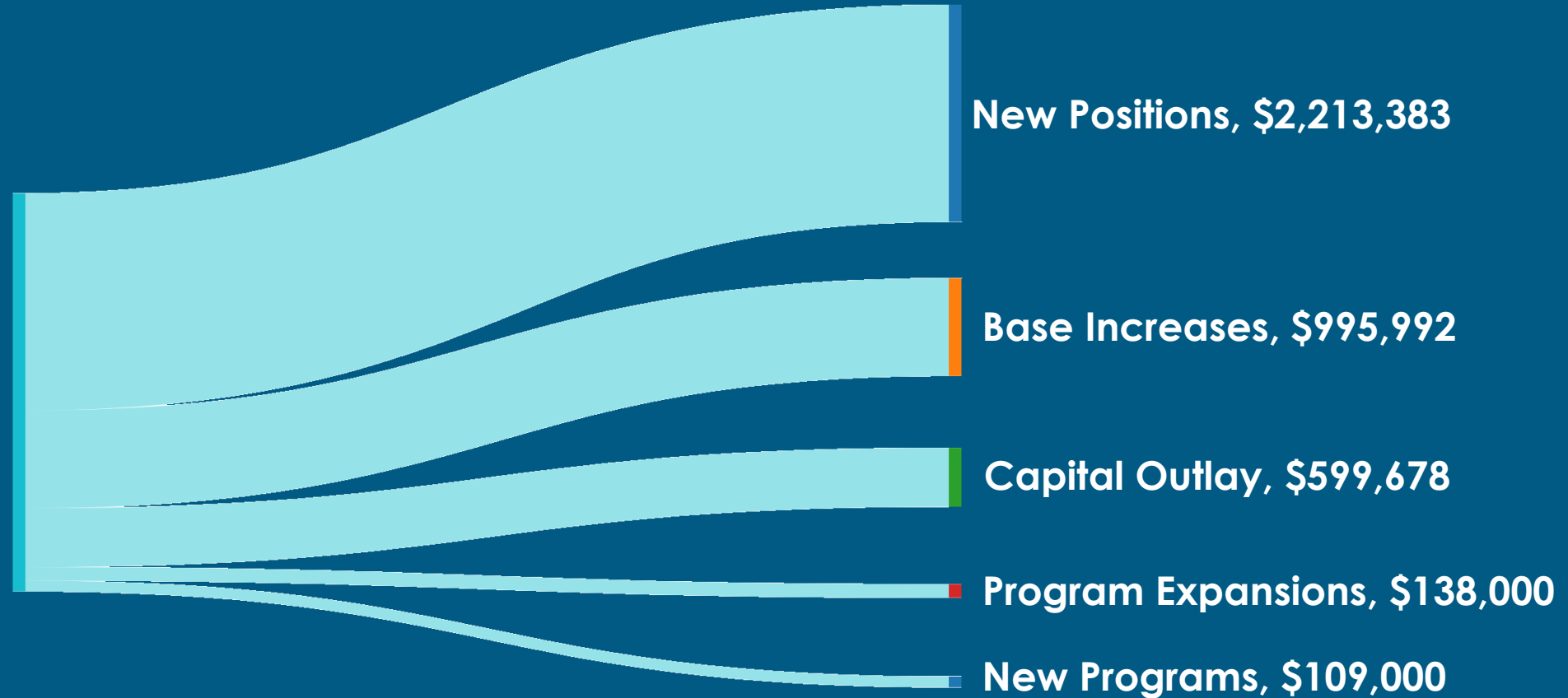


Safe & Friendly

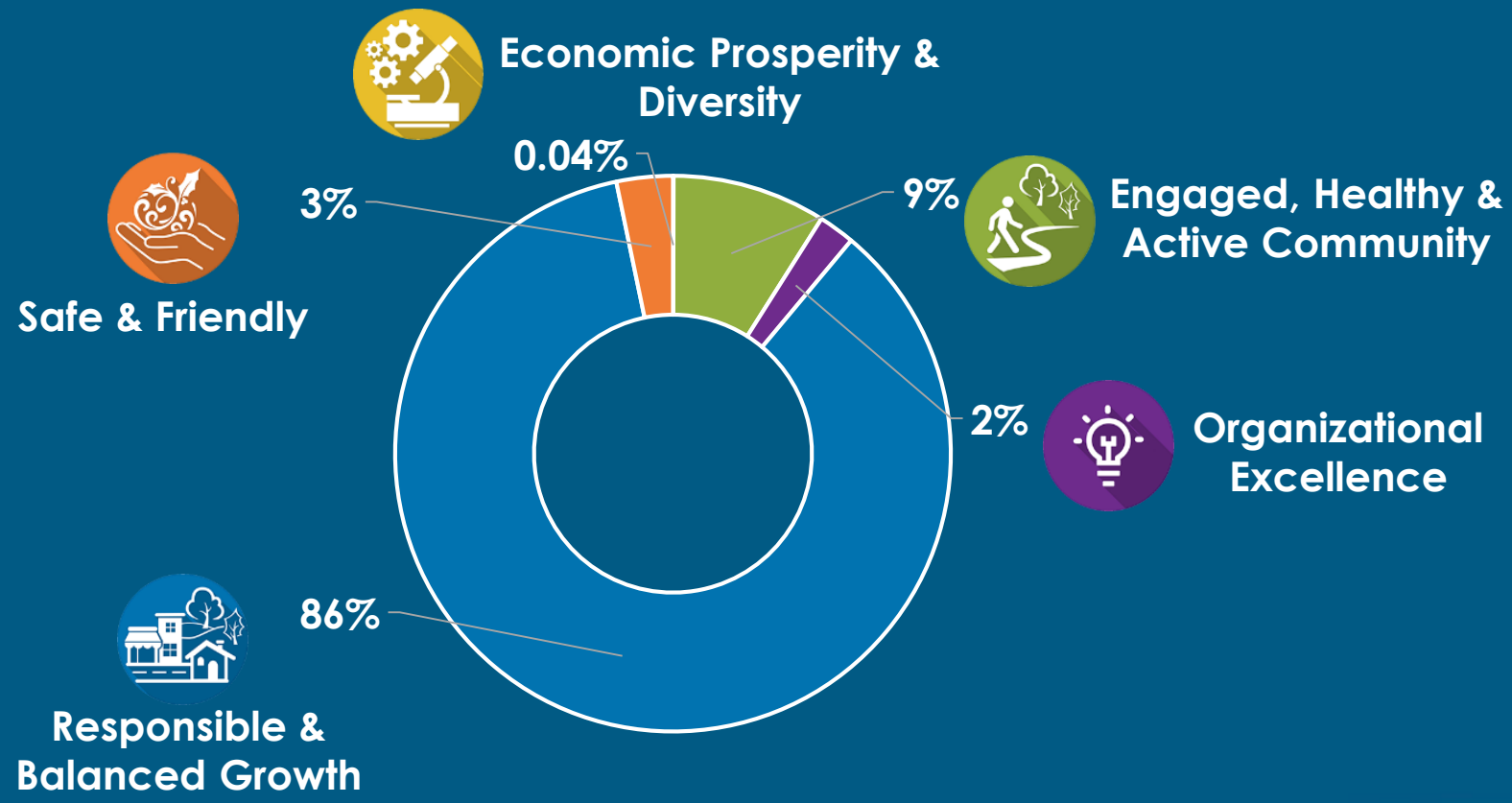


New General Fund Expenditures

General Fund
New Expenditures
\$4,056,053



Community Investment Plan Highlights by Strategic Priority Area - \$68,527,595

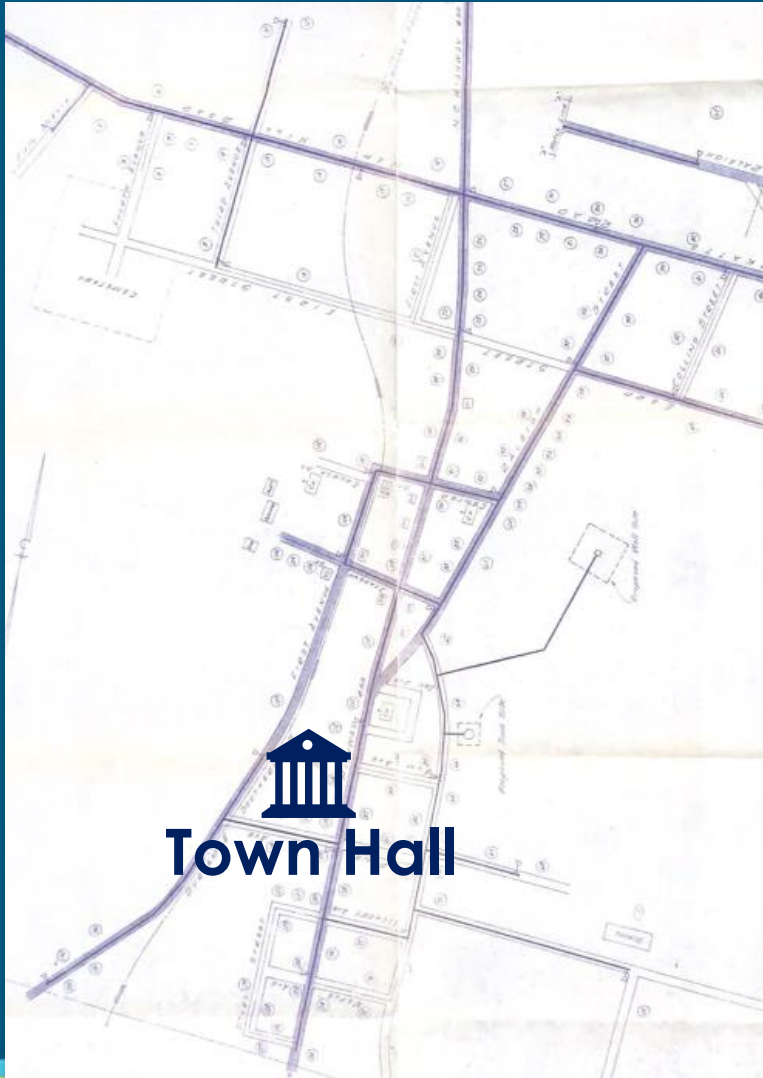


Securing the Town's Water Future



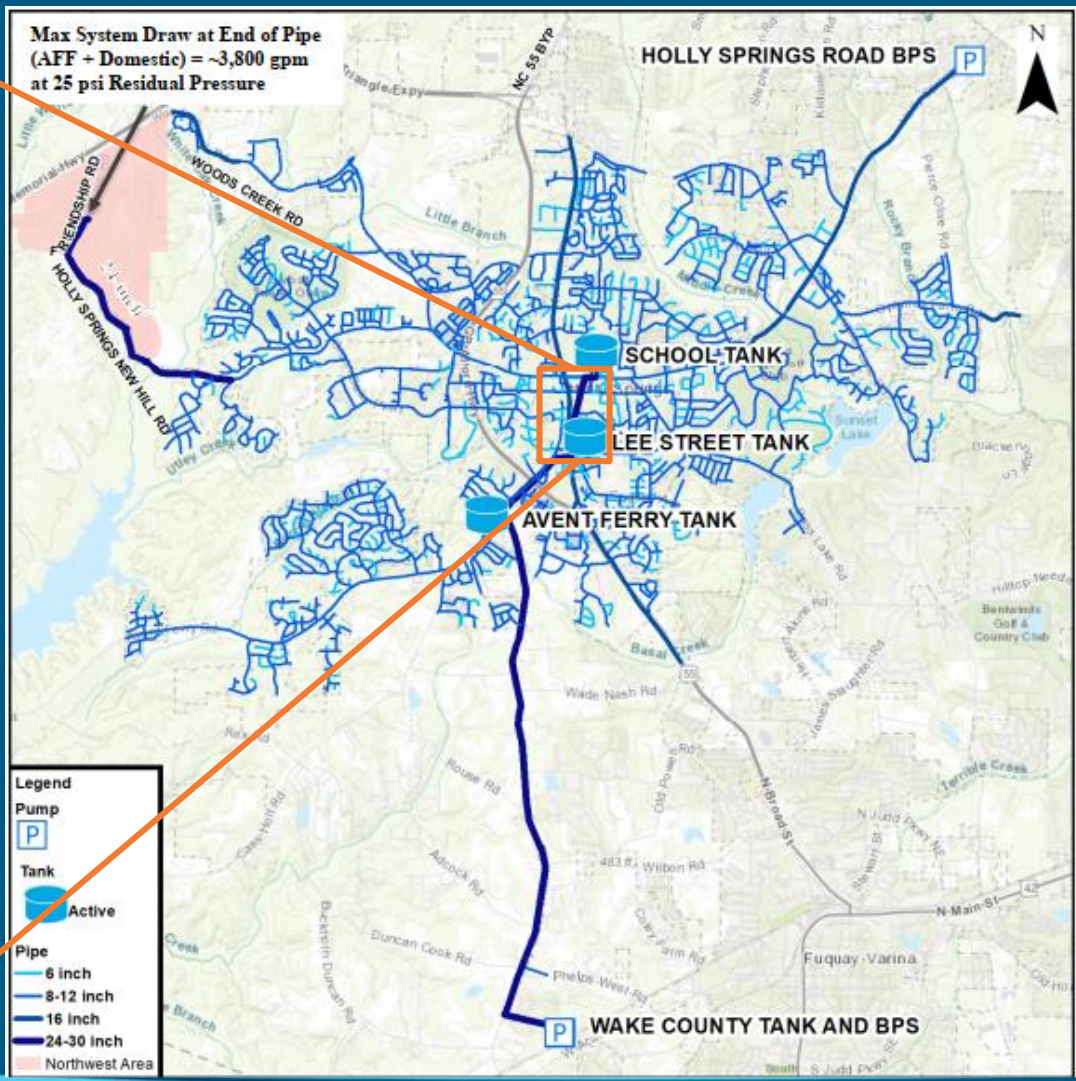
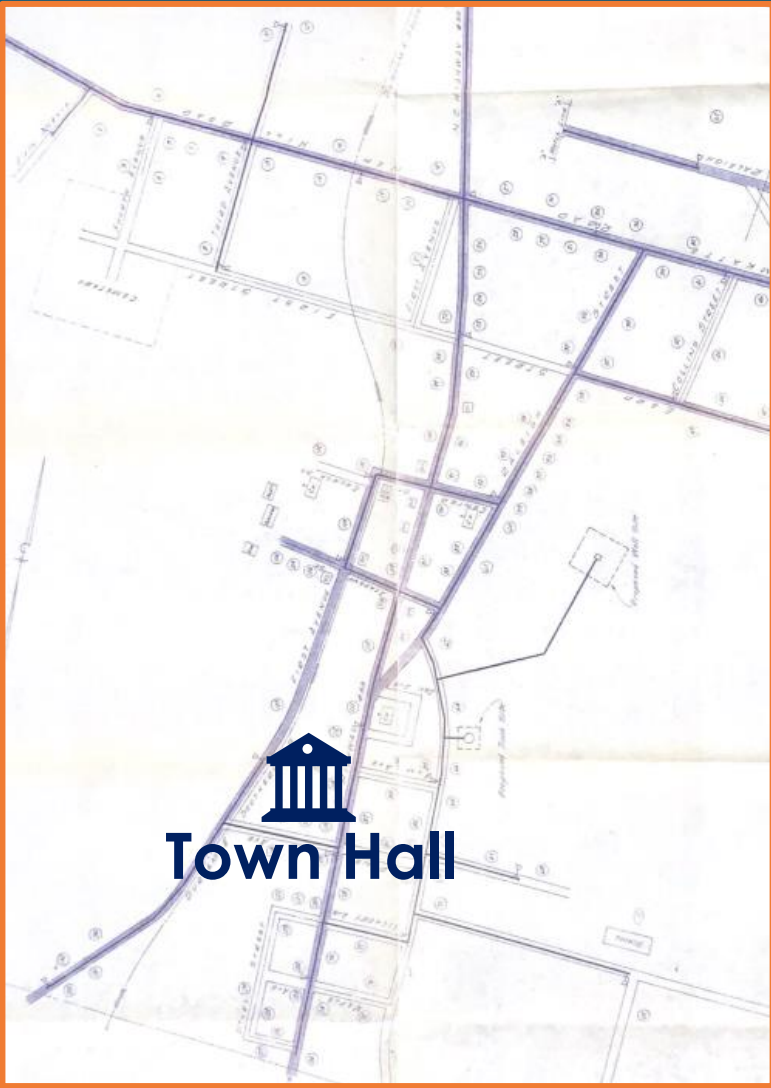
Town of
HOLLY SPRINGS

History of Town Water Supply Investments



- **1968** – Town's first public water system established
- **1983** – Southwest Wake Waterline installed to provide municipal water
- **1998, 2001, and 2008** – System capacity upgrades occurred, latter being the current capacity from Harnett County
- **2015** – Master planning efforts begin for the Sanford Water Filtration Facility and conveyance

History of Town Water Supply Investments



[FY2023-2024 Securing the Town's Water Future Video](#)
[\(click here\)](#)



Regional Water Partnership

City of Sanford Water Filtration Facility 18 Millions of Gallons per Day (MGD) Expansion



Municipality	MGD Allocation	Estimated Cost (Millions)
City of Sanford	5	\$77.1
Town of Fuquay-Varina	6	\$73.9
Town of Holly Springs	4	\$49.3*
Town of Pittsboro	3	\$37.0
Total	18	\$237.3

Does not include potential grant funding

*Plus Water Conveyance Partnership with Fuquay-Varina (estimated Holly Springs Portion \$45M)

Utle Creek Wastewater Reclamation Facility (UCWRF)



- Constructed in **1985** (upgrades in **1993**, **1999**, and **2008**)
- Treats 6 MGD / Permitted up to 8 MGD
- Upgrade Estimated Costs:
 - Phase I: 6 to 8 MGD upgrade, ~\$116 million
 - Phase II: Future 8 to 13.4 MGD upgrade, \$TBD

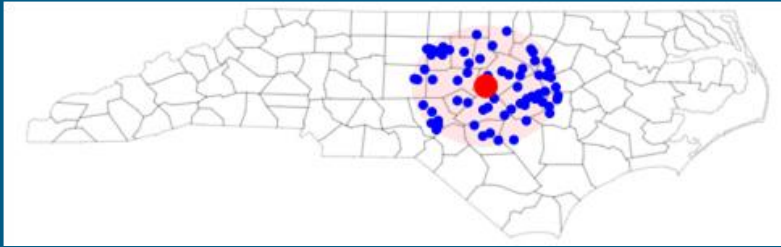
Water and Sewer Rate Adjustments

- **Water and Sewer Fees** - New water and sewer rates increase by 15%
- Includes incorporation of Harnett County's 15% rate increase as the Town's only bulk water supplier

In-Town Resident (4,000 gal / Month)	Current Rate / Month	Recommended Rate / Month	Difference / Month
Access Fees	24.80	28.52	+3.72
Volume Rate	40.58	46.68	+6.10
Total Water & Sewer Bill	\$65.38	\$75.20	+\$9.82

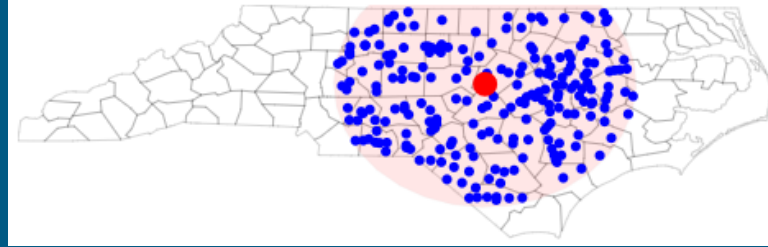


Water/Sewer Rate Comparison



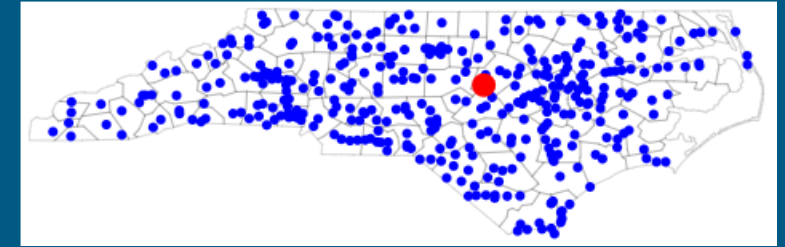
50-Mile Radius

Median Bill: \$74.65
With Inflation: \$78.68*



100-Mile Radius

Median Bill: \$74.34
With Inflation: \$78.35*



All State Utilities

Median Bill: \$73.77
With Inflation: \$77.75*

- Median Holly Springs residential (4,000 gal/month) utility customer's bill is **\$75.20**
- Typical Holly Springs residential bill is **3-4% lower** than the anticipated median bill for other utility customers within 50-mile, 100-mile, and statewide.



Investing in a Healthy and Active Community



Town of
HOLLY SPRINGS

[FY2023-2024 Investing in a Healthy and Active Community Video](#)
[\(click here\)](#)

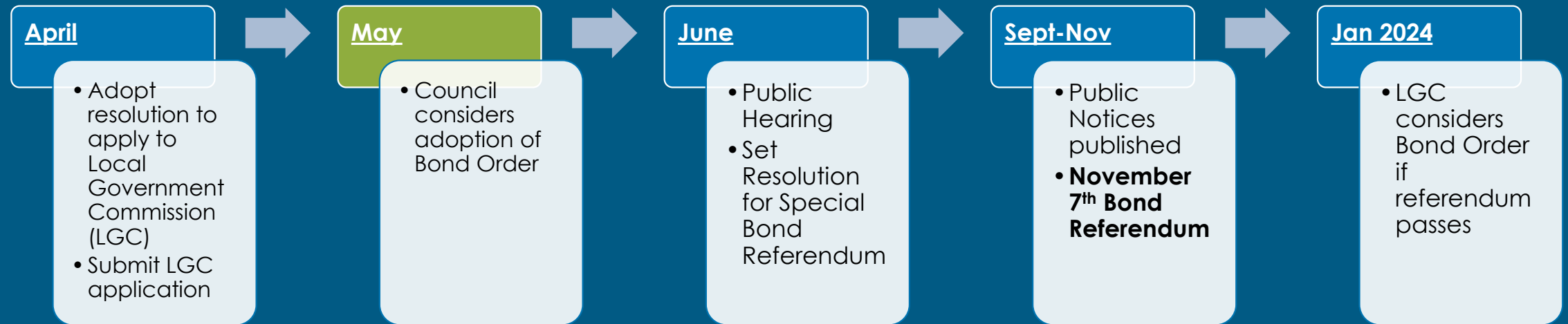


New Recreation Center and Park on Cass Holt Rd



*This is a concept plan

Parks and Recreation Bond Referendum



- Bond Referendum on **November 7, 2023**
- Funding Source: Projected 5-cent property tax rate increase (not in this recommended budget; final analysis and rate recommendation will be in May 2024)

Emergency Preparedness and 9-1-1 Capability



Town of
HOLLY SPRINGS

Strong History of Public Safety in Community



- Consistently ranked one of the **safest communities** in NC
- Fire Department **ISO-1** fire insurance rating

Public Safety Highlights



911

Emergency **9-1-1 center technology upgrades** and **two additional telecommunicators**

Addition of an **Emergency Management Specialist** to support both Police and Fire emergency preparedness planning and training

Emergency Planning



Fire

Addition of a new **Fire Captain** to oversee Fire Department accreditation process and subsequent training/policy development to ensure use of best best practices



Other Budget Highlights to Serve a Growing Community



Town of
HOLLY SPRINGS

General Fund Budget Highlights



- Town welcome/gateway signage
- 2nd Biennial Community Survey
- GFL Environmental solid waste/recycling contract cost of service increase
 - Cost pass through via solid waste/ recycling fees
- Police protective response equipment
- Human Resources recruitment, selection, and on-boarding management information system
- Holly Springs Citizens Academy
- Replacement flags for Town facilities

General Fund Budget Highlights



- Parks & Recreation
 - Increased funding for community attractions and events
 - Additional weekend janitorial services at facility/field locations
 - Expanded athletics instruction
- State level intergovernmental coordination and lobbying

Enterprise Funds Budget Highlights



Utility Fund

- Continued focus on infrastructure planning, management, and maintenance of the Town's water distribution and collection systems

Stormwater Fund

- 10-year update of the Secondary and Cumulative Impacts Master Management Plan (SCIMMP)
- Funding for infrastructure maintenance as well as debris removal



Personnel, Compensation, and Benefits Highlights



Town of
HOLLY SPRINGS

Recommended New Personnel Investments (27 Positions)



Economic Prosperity & Diversity

(2) Building Code Inspectors*
(1) Building Plans Reviewer*



Engaged, Healthy & Active Community

(1) Park Maintenance Crew Leader
(1) Park Maintenance Technician



Organizational Excellence

(1) Information Technology Technician
(2) Utility Technicians



Responsible & Balanced Growth

(1) Compliance Supervisor
(1) Zoning Compliance Officer
(5) Solid Waste Technicians
(2) Project Managers
(1) Land Acquisition Agent
(1) Capital Projects Inspector
(1) Development Review Engineer



Safe & Friendly

(1) Fire Captain Professional Services
(1) Fire Engineer
(1) Emergency Management Specialist
(1) School Resource Officer
(1) Quartermaster
(2) Telecommunicators

*3-year term positions



Recruit & Retain a Talented Workforce



- **Employee Pay**

- 0-6% merit range
- Revisions to on-call pay, call-back pay, and addition of field Police officer training supplemental pay
- Hunt Center and Cultural Center part-time salary adjustments

- **Employee Benefit Adjustments**

- 4% health insurance premium increase
- 2 Floating Holidays and 1 Wellness Day to more closely match benchmark peer communities in Wake County
- Vacation accrual rate based on North Carolina Local Government Employees Retirement System service time

- **Other Recommended Adjustments**

- Council compensation adjustment of 1.9% plus addition of a \$150/month personal vehicle use stipend

Investments that Build a Great Community

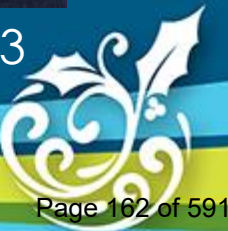


Town of
HOLLY SPRINGS

Investments that Build a Great Community



Fire Station #3 – Budget on track; anticipated construction to begin late Summer of 2023



Investments that Build a Great Community



Operations Campus – Recommended increasing project budget from \$30M to \$41M;
Phase 1A construction to begin Summer of 2023

Investments that Build a Great Community



Womble Playground

Parks and Recreation Projects:

- Continued funds for playground rehabilitation, sunshades, and park amenities
- Womble Playground improvements complete; Jones Park Playground underway
- Womble turf field replacement scheduled for Summer of 2023

Investments that Build a Great Community



Holly Springs Road Widening (East)

Transportation Projects:

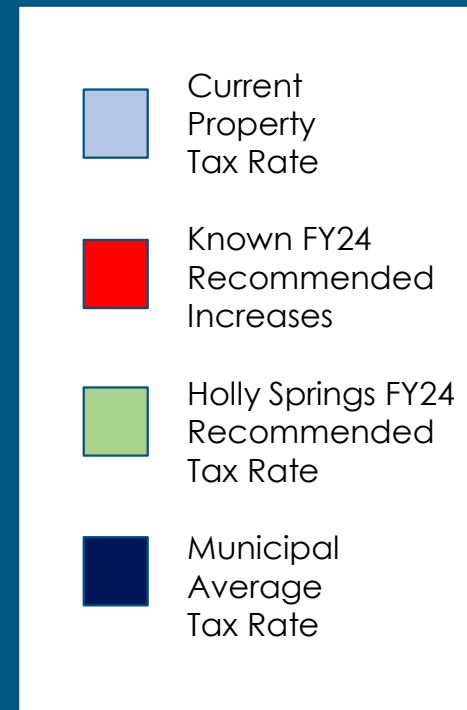
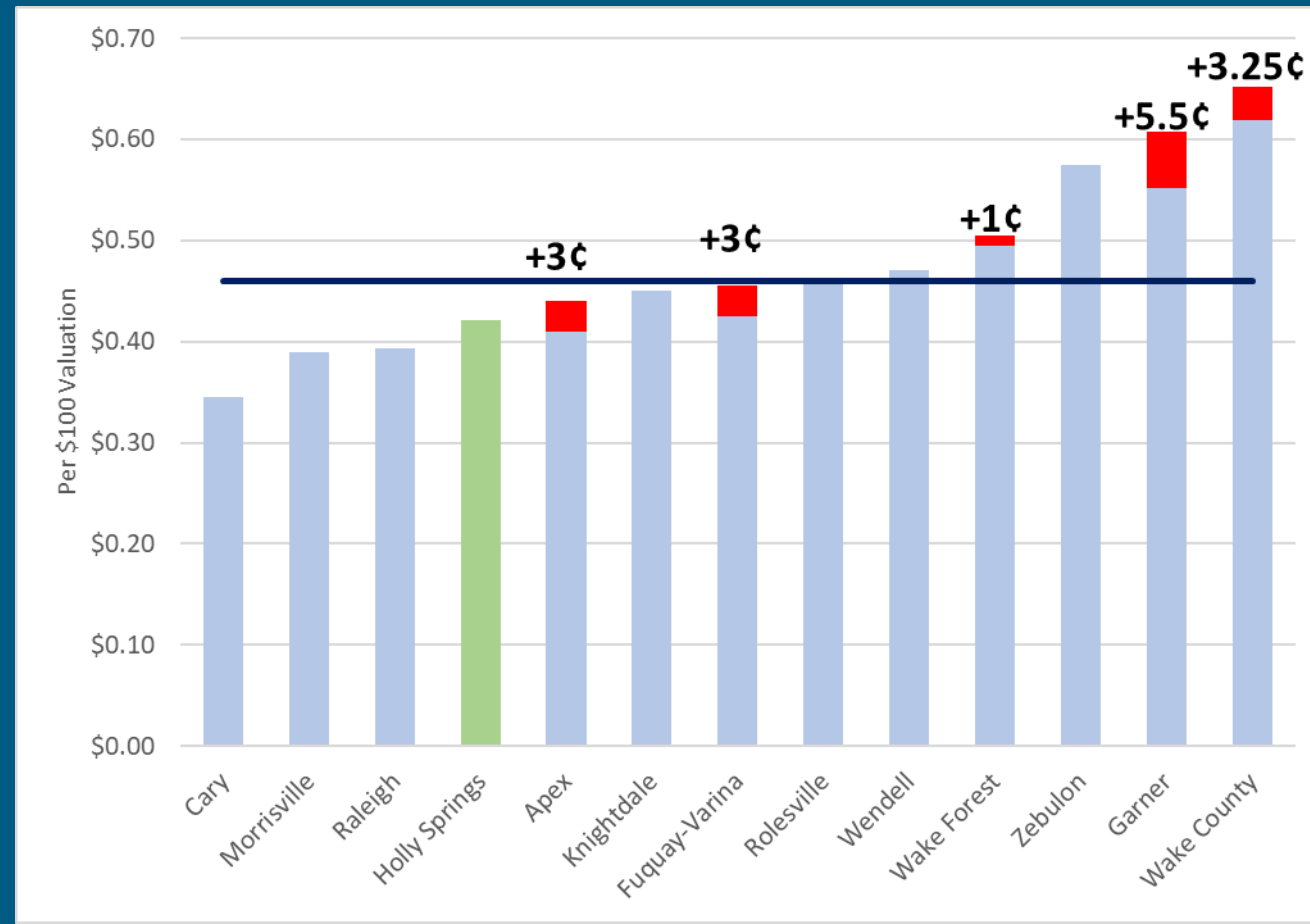
- Transportation Bond Projects underway
- \$200,000 recommended for Phase III of Intelligent Transportation System (ITS) (Smart Cities Initiative)

Financial Investments to Deliver Excellent Public Services



Town of
HOLLY SPRINGS

Wake County Local Government Property Tax Rates



FY24 Tax Rates are subject to Board Approval.



Monthly Fee Adjustments for a Typical Residence

Fee Category	FY23 Approved	FY24 Recommended	Difference
Garbage	10.58	10.95	+0.37
Recycling	4.74	4.93	+0.19
Yard Waste	4.50	7.50	+3.00
Water & Wastewater*	65.38	75.20	+9.82
Stormwater	5.20	5.20	No change
Monthly Total	\$90.40	\$103.78	\$13.38
Daily Total	\$2.97	\$3.41	\$0.44

**Water and wastewater usage assumed at 4,000/gal a month.*

Total Town of Holly Springs Taxes and Fees by Example Home Tax Value

Category	\$150,000	\$375,475*	\$500,000
Property Taxes	632.40	1,583.00	2,108.00
User Fees and Charges	1,245.36	1,245.36	1,245.36
Total (annual)	\$1,877.76	\$2,828.36	\$3,353.36
Total (monthly)	\$156.48	\$235.70	\$279.45
Total (daily)	\$5.14	\$7.75	\$9.19

**Average home value based on assessed residential property values data from Wake County Tax Administration.*

Conclusion



Town of
HOLLY SPRINGS

Key Recommended Budget Takeaways

- Secures the Town's future water supply and wastewater treatment capacity
- Strong, new investment in parks and greenways - 2023 Parks Bond Referendum
- Strengthens Town's emergency preparedness and capability to respond quickly to emergency 9-1-1 calls
- No property tax rate change; water/sewer user rate increases for water and wastewater investments



Thank you!



Town of
HOLLY SPRINGS

Next Steps

Date	Time	Meeting	Location
May 16	7:00 p.m.	Budget Public Hearing	Council Chambers
May 23	6:00 p.m.	Budget Workshop	Law Enforcement Center
June 6	7:00 p.m.	Scheduled Budget Adoption	Council Chambers

For More Information

Visit our website at:

<http://www.hollyspringsnc.gov>

Contact the Town Clerk:

Phone: (919) 557-3900





Fiscal Year 2023-2024 Annual Operating Budget & Community Investment Plan Recommended Budget

www.hollyspringsnc.gov



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www.hollyspringsnc.gov

Fiscal Year 2023-2024 Annual Operating Budget and Community Investment Plan

Recommended Budget



Randy J. Harrington
Town Manager

Corey J. Petersohn
Budget Director



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Distinguished Budget Presentation Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**Town of Holly Springs
North Carolina**

For the Fiscal Year Beginning

July 1, 2022

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Holly Springs, North Carolina**, for its Annual Budget for the fiscal year beginning **July 1, 2021**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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



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Town of
**HOLLY
SPRINGS**
North Carolina

Introduction



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Town Council



Shaun McGrath

Current Term: 12/2019 to 12/2023

Timothy Forrest

Current Term: 12/2021 to 12/2025

Daniel H. Berry

Mayor Pro Tem

Current Term: 12/2021 to 12/2025

Danielle Hewetson

Appointed Term: 1/2023 to 12/2023

Sean Mayefskie

Mayor

Current Term: 12/2021 to 12/2025

Aaron Wolff

Current Term: 12/2019 to 12/2023

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



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History of Holly Springs

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

A couple miles north at the intersection of two roads, one that went from Hillsborough to Smithfield and the other from Raleigh to the Cape Fear River and then on to Fayetteville, what is now downtown Holly Springs began to form.

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

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



Norris-Holland-Hare House

and still is used today for meetings and community events.

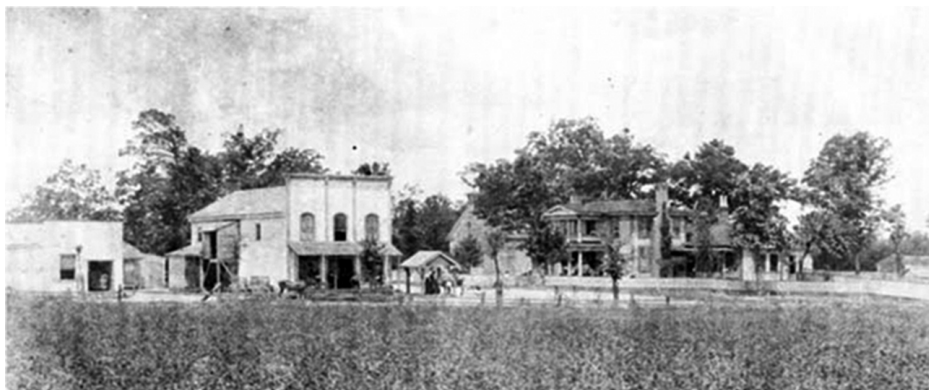
Another structure that survived the Civil War and remains standing today is the Norris-Holland-Hare house off Avent Ferry Road. The original portion was built by Needham Norris, the son of Revolutionary War veteran John Norris Jr., for whom the Daughters of the American Revolution erected a memorial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

Union soldiers encircled the home. The family lived upstairs while Union soldiers occupied the first floor as a field hospital.

Following the Civil War, about 50 freed men pooled their money to buy land for a church where First Baptist Church stands today on Grigsby Avenue. The African-American men and women who helped build the town before the Civil War kept the town alive after emancipation.

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

While the town's economy boomed during the early 1900s, World War I drew men to war and families to bigger cities for improved employment opportunities. In 1924, the Bank of Holly Springs failed, the



Alford-Mims House and the General Store.

Continued next page

History of Holly Springs



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



Main Street

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

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

The town was a community of a few hundred residents when Parrish "Ham" Womble became a Holly Springs Town

Board member 1981. He served nearly three decades and is remembered for advocating purchase of a 46-acre tract of land that appeared slated for development. Womble wanted the town to use the land for a park instead. That land is now Parrish Womble Park in the heart of Holly Springs and is adjacent to the W.E. Hunt Recreation Center, named after William Earl Hunt, 14-year principal of Wake Optional School.

The segregated school with four classrooms, coal-burning heaters but no running water was replaced with a brick building that was renovated into the facility that now serves as a popular community destination.

In 1985, a sewer plant was completed, attracting Warp Technologies, a textile company, to town. The town used the boost in tax base to expand utilities, in

turn attracting further development, including the Sunset Ridge golf course community. Thus began another era of growth and prosperity that remains strong today. With a local and regional focus on attracting biotech companies, the Town of Holly Springs was chosen for the nation's first flu cell culture manufacturing facility in 2006. This facility opened for business in November 2009 with 350 employees. The facility, now Seqirus, is the second largest flu vaccine manufacturer in the world. In 2021, FUJIFILM Diosynth Biotechnologies announced a \$2 billion investment in Holly Springs, continuing the Town's reputation as a life sciences hub.

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



Town Hall

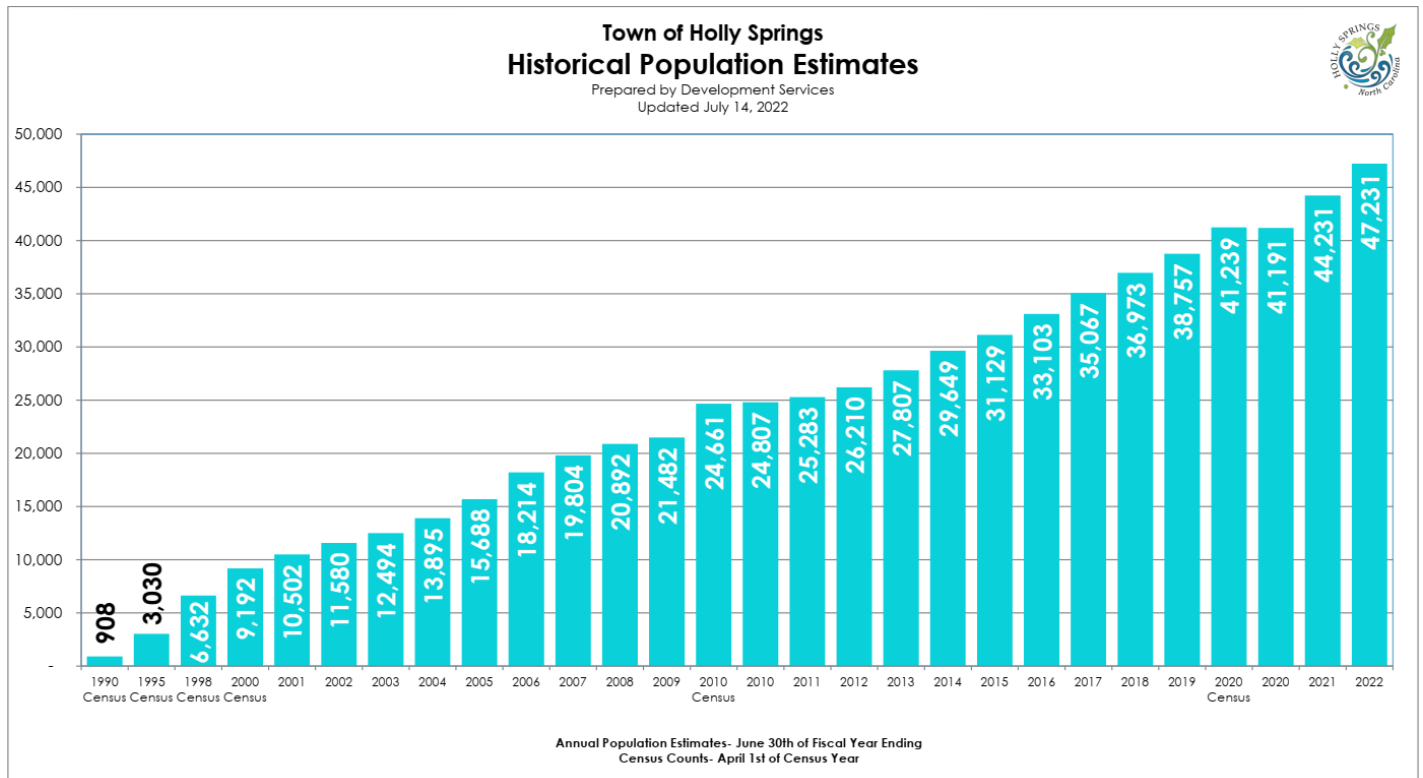
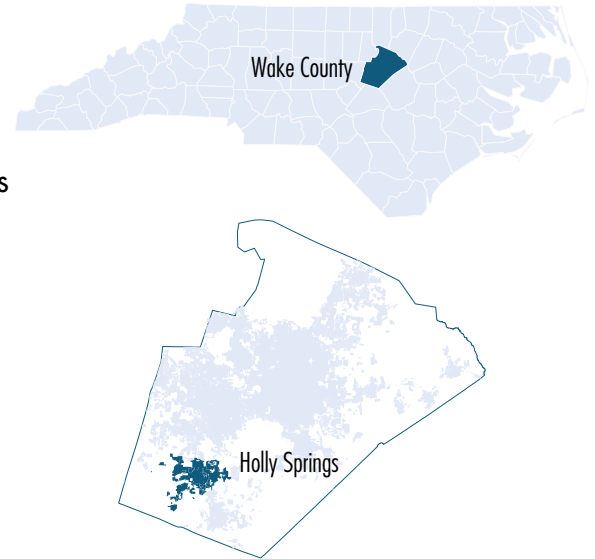


Parrish Womble

Community Profile

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

Population: 47,231 (2022 estimated)
Land Area: 19.65 sq. miles
Median Household Income: \$120,229
Education: 95.5% High School Graduates
Higher Education: 61.1% have earned
Bachelor's degree or higher
Average Home Tax Value: \$367,795 (as of 1/1/22)
Home Ownership Rate: 81.7%



Community Profile

GOVERNMENT

The Town of Holly Springs has a Council-Manager form of government with a Mayor and five-member Town Council. Elections for the office of Council are held at two-year intervals in November of odd-numbered years. Elections are non-partisan and all members of Council are elected for four-year terms. The Mayor is elected for a four-year term at the same time elections

for Town Council are held. The Town Council sets Town policies, enacts ordinances and appoints the Town Manager. The Town Manager administers the daily operations and programs of the municipal government through the department directors, other staff members and employees.



QUALITY OF LIFE

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

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

Our Parks and Recreation Department offers a diversity of parks, a recreation center, a cultural arts center, a lake and retreat center, greenways, and picnic shelters. Programming includes art, drama, music, athletics, nature and outdoor education, cooking, after-school and track-out care, fitness and wellness,

dance, special interest, and specialized recreation as well as summer camps and senior programs.

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

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



Community Profile

ACCOLADES:

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

#1 Safest City in North Carolina
(HomeSnacks.net - 2020)

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

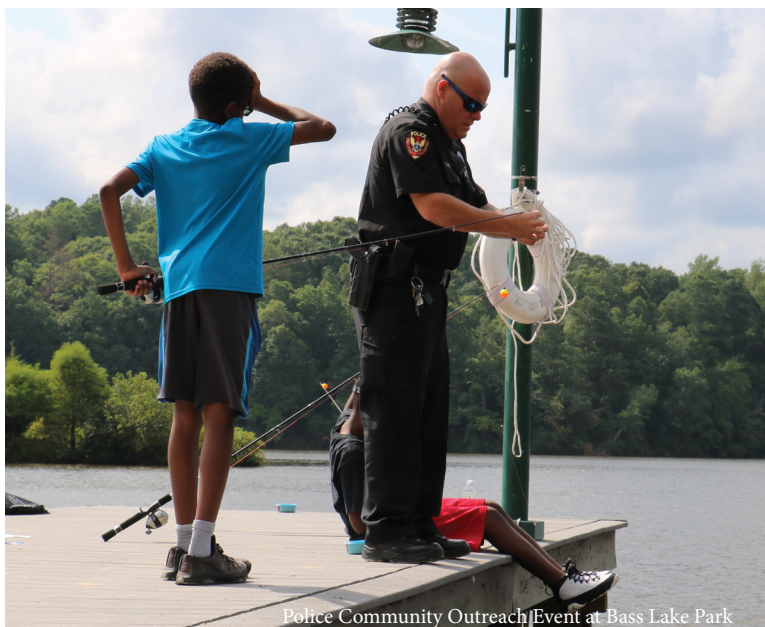
#5 Best Place in NC to Raise a Family
(Wallethub.com - 2019)

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

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

#7 Best Small Cities in America
(WalletHub—November 2016)

#1 Safest Town in NC and 51st Safest in US
(Neighborhood Scout—February 2016)





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Boards and Committees



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

Board of Adjustment

Conducts public hearings and renders rulings on variances from the Town's zoning regulations, appeals to zoning decisions made by the Department of Planning and Zoning staff, and appeals of determinations made by the Environmental Appeal Committee.

Planning Board

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

Land Use Advisory Committee

Comprised of the Town Manager; Assistant Town Manager; Directors of Utilities and Infrastructure, Parks and Recreation, Economic Development, Development Services; and representatives from the Town Council and Planning Board. The Land Use Advisory Committee assists Development Services in the interpretation, enforcement, or application of the Unified Development Ordinance (UDO) and advises the director on suggested or proposed amendments to the UDO.

Parks & Recreation Advisory Committee

Advises the Town Council and the Parks and Recreation Department.

Tree Advisory Committee

Aids with planning an annual Arbor Day event, guidance about how Holly Springs can maintain good standing with Tree City USA standards and provides recommendations on methodology for expenditure of funds for tree replacement, maintenance, and preservation.

Police-Community Advisory Group

Provides for community dialogue and understanding with the Police Department. Topics of discussion include resident, business, and neighborhood concerns; regional and local crime trends; and awareness of police training, standards, and policies.



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Town Administration

Town Administration

Randy J. Harrington
Town Manager

Daniel Weeks
Assistant Town Manager

J. Scott Chase
Assistant Town Manager

John Schifano
Town Attorney

Linda McKinney
Town Clerk

Senior Leadership Team

Cassie Hack
Communications & Marketing

Corey Petersohn
Budget, Innovation, & Strategy

Chris Hills
Development Services

Irena Krstanovic
Economic Development

Tina Stroupe
Finance

LeRoy Smith
Fire

Jaime Joyner
Human Resources

Jeff Wilson
Information Technology

LeeAnn Plumer
Parks & Recreation

Paul Liquorie
Police

Paige Scott
Public Works

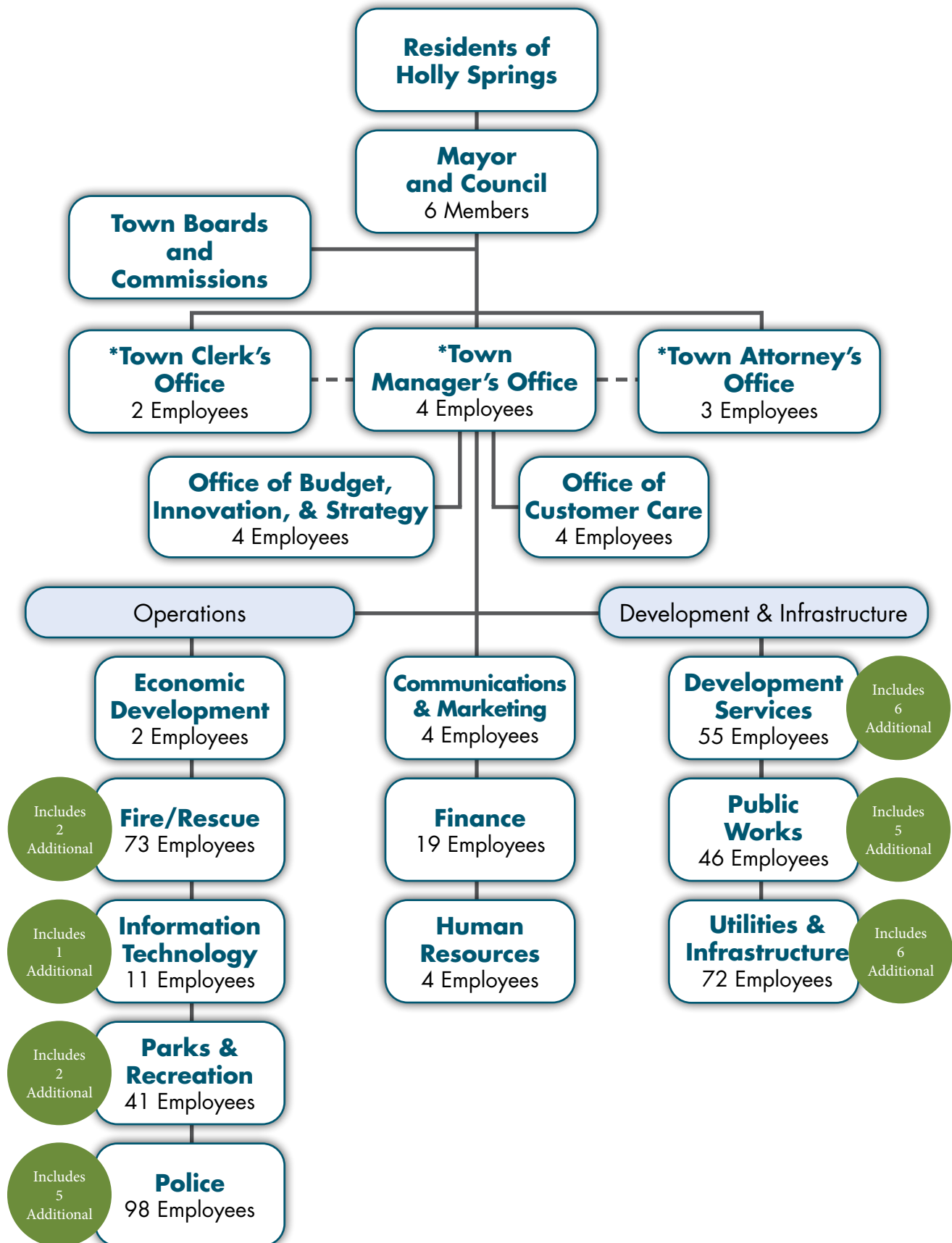
Kendra Parrish
Utilities & Infrastructure



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Organization Chart

Full-Time Positions (Recommended)



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



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Budget Process

Overview

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

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

Budget Development Procedures

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

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

Public Participation in the Budget

The primary method for public participation in the budget process is through the Mayor and Town Council. The elected governing body annually adopts a strategic plan that lays the foundation for the upcoming recommended budget. Additionally, prior to budget adoption, the governing body holds a budget public hearing to hear comments on the Manager's Recommended Budget.

Budget Calendar

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

Milestone	Date
CIP Requests due to Budget Office	November 28, 2022
Department CIP Meetings with Town Manager	December 5-9, 2022
Operating Budget Kickoff	January 9, 2023
Base Budget Review with Departments	January 9-13, 2023
Fee Schedule Changes Submitted to Budget Office	January 27, 2023
Departments Submit New Requests and Revenue Projections	February 17, 2023
Department Budget Meetings with Town Manager	March 1-10, 2023
Town Manager's Recommended Budget Presentation	May 9, 2023
Budget Public Hearing	May 16, 2023
Budget Workshop	May 23, 2023
Scheduled Adoption of Budget	June 6, 2023

Budget Process



Basis of Budgeting

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

Basis of Accounting

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

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

Budget Transfers & Amendments

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

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

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

Encumbrances

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

Basis of Budgetary Accounting

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

Governmental Funds

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

General Fund

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

Special Revenue Funds

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

Capital Project Funds

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

Proprietary Funds

These are used to account for business-type activities.

Enterprise Funds

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



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Town of
**HOLLY
SPRINGS**
North Carolina

Budget Message



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Fiscal Year 2023-24 Manager's Budget Message

May 9, 2023

To the Honorable Mayor and Town Council Members:

On behalf of the entire organization, it is my pleasure to recommend to you the Fiscal Year (FY) 2023-24 Operating Budget and Community Investment Plan (CIP).

The recommended budget totals \$93,793,738, a 6% increase from the adopted FY 2022-23 budget. Of this, the General Fund represents \$54,359,413, a 7% increase from the prior year. Economic growth has been robust over the past year. The Town's total assessed property valuation (real and personal property) is projected to increase from \$7.5 billion in FY23 to \$7.9 billion, a 5.7% increase over the prior year. The budget maintains the current property tax rate at 42.16 cents per \$100 valuation. Water and sewer rates are projected to increase by 15% for the average residential water user, or \$9.82/month. Twenty-seven new positions are recommended and reflect continued service demand growth.

This budget recommendation achieves three key elements: 1) secures the Town's future water supply and wastewater treatment capacity, 2) invests in a healthy and active community, and 3) strengthens the Town's emergency preparedness and capabilities to quickly respond to emergency 9-1-1 calls.

A BUDGET GUIDED BY TOWN COUNCIL STRATEGY

The budget was developed using Council's five strategic priorities (see graphic) as the foundation for creating positive community impact and value for residents and businesses. Key updates to the Strategic Plan included the removal of 11 initiatives that are now completed or fully incorporated into Town operations and the addition of eight new initiatives related to reducing the Town's energy consumption, use of hybrid/electric light-duty vehicles, yard waste, future fire station locations, and housing affordability.



SECURING THE TOWN'S FUTURE WATER SUPPLY AND WASTEWATER TREATMENT CAPACITY

Water is a scarce resource, and it is the lifeblood of any growing community. I believe that communities that make forward looking utility investments today will be the ones that succeed the most in quality of life and job growth in the future. This budget recommendation puts the Town on a strong and necessary investment footing to ensure that we can meet the water needs of today and the community and business growth opportunities in the future. In 2019 Town Council adopted a new Land Use and Character Plan that projected water and sewer needs decades into the future as the Town achieves full build-out. A third-party expert estimated in the Plan a need for Holly Springs to expand water treatment capacity to 15.47 MGD and wastewater treatment capacity to 12.71 MGD. This budget includes the investment funding required to achieve sustainable, resilient, and safe levels of water and wastewater capacity.

The Town's primary water source derives from Harnett County and the Cape Fear River (up to ten MGD). The Town also possesses additional water rights to access up to two MGD from Lake Jordan, if needed in the future. Additional water connections are available with Fuquay-Varina, Apex, and Cary for emergency situations and resiliency purposes.

The City of Sanford and Towns of Fuquay-Varina, Holly Springs, and Pittsboro are engaged in a projected \$237.3 million partnership to expand the City of Sanford's water treatment facility (Holly Springs' allocated cost portion is \$49.3 million). Additionally, plans have the Towns of Fuquay-Varina and Holly Springs partnering to construct a currently estimated \$118 million 14-mile water conveyance line from the City of Sanford to our two communities (Holly Springs' allocated cost portion is \$45 million).

Budget Message

Fiscal Year 2023-2024



Additional wastewater treatment capacity is also required given current projections that the Town could reach its limits by 2027. Two investment phases are envisioned. Phase I will increase current treatment capacity from 6 MGD to 8 MGD by 2027. This investment is currently estimated at \$116.2 million. Phase II will occur in the early 2030s and take the 8 MGD capacity to 14 MGD.

Water and Sewer Fee Impact – These and other utility investments over the next five years total close to \$300 million. A combination of pay-as-you-go cash and Revenue Bonds are proposed to fund these critical investments. The impact to rate payers is significant and represents a strong investment for our community. Across the board, the volumetric user rate increase is recommended at 15% (along with two additional years of 15%-16% increases before falling into several years of 6%-7% increases, as projected by the Town's utility rate feasibility consultant). For the typical homeowner, total monthly water and sewer rates and charges are projected to increase 15%, or \$9.82/month for a total projected monthly bill of \$75.20. Despite these rate increases, the town's rates remain very competitive and the typical residential homeowner's monthly total bill is projected to remain near the State average according to UNC School of Government data.

INVESTING IN A HEALTHY AND ACTIVE COMMUNITY

As part of the 2021 Community Satisfaction survey, residents ranked the quality of town parks and greenways as one of the top three areas that they felt should receive the most emphasis by the Town over the next two years. Reflecting this community sentiment, the governing body recently approved placing a **\$100 million Parks Bond on the November 2023 ballot** to develop a 55.9-acre park on Cass Holt Road. The 55.9-acre park is envisioned to include a four-court recreation center with various workout amenities, an outdoor kids splashpad, pickleball courts, turf fields, outdoor basketball, picnic areas, walking trails, fishing, and other active and passive amenities. Several other smaller improvements are also envisioned to be funded by the Parks Bond and could include outdoor basketball courts at Womble Park, improvements to the baseball dugouts at Womble Park, new seating in the Cultural Center Theater, Sugg Farm program pavilion with restrooms, and greenway additions. If approved by voters in November 2023, the Town's independent financial advisor has indicated a preliminary, estimated need for a 5-cent property tax rate increase to pay the associated 20-year General Obligation debt service on the various park investments. A final tax rate analysis and determination will be made in May 2024 as part of the Fiscal Year 2024-25 recommended budget.

ELEVATING EMERGENCY 911 RESPONSE CAPABILITY AND EMERGENCY PREPAREDNESS

Public Safety is a top priority for the Town, and carries a high expectation from our residents and businesses. This budget recommends several key public safety investments designed to invest in the latest 9-1-1 call center technology to ensure staff have the right tools and equipment to swiftly respond to emergency needs, elevate the Town's preparedness for emergencies and disasters, and elevate policies and best practices within the Fire Department. Highlights include:

- **9-1-1 Call Center Technology and Personnel** – A public request for emergency services typically begins with a call to 9-1-1. This budget recommends investments to update the Town's 9-1-1 call center to the latest technology and adds two new telecommunicators in light of calls for service increasing 31% over the past five years due to population growth. Funding for the technology upgrades is comprised of \$400,967 from restricted, state shared 9-1-1 fees plus \$436,628 from the General Fund.
- **Emergency Preparedness** – A new emergency management specialist is recommended to increase the Town's preparation and planning for natural and man-made disasters. Efforts will focus on ensuring that plans are in place for the Town to adequately respond to a variety of emergency situations.
- **Fire Department Accreditation** – A new fire captain is recommended to lead the Fire Department's professional accreditation application process; develop new, best practice policies; and execute accreditation requirements throughout the Fire Department.

OTHER OPERATING BUDGET HIGHLIGHTS

Staff Investments – This budget recommends a pay plan designed to remain a top employer of choice in the region and reflects a set of employee benefits that are competitive with other area municipalities.

- **Pay for Performance** – A merit-based pay program is included with employee adjustments between 0%-6%, based on performance. The total Town budget impact is \$945,591.
- **Mayor & Council Compensation** – I recommend a 1.9% pay adjustment for Council based on the Consumer Price Index along with the addition of a new monthly vehicle use stipend of \$150 for Council members based on a comparison with peer

Budget Message

Fiscal Year 2023-2024

communities and consideration for the various public meetings and community engagements of a Council member that requires use of a personal vehicle.

- **Health Insurance** – Last year Council approved moving the Town’s health insurance plan to the NC Health Insurance Pool (NCHIP) as a strategy to increase economies of scale and medical buying power along with approval of a new “high deductible” health plan option. Initial results from this change are promising. Health insurance premium costs increase only 4% in FY24 and are proposed to be covered by the Town.
- **Employee Paid Leave** – A recent analysis of the number of paid holidays in other municipalities in the region identified the Town of Holly Springs as being one of the lowest at 12 days per year. Following discussion with the Mayor & Council, the personnel policy associated with this budget recommendation includes two additional paid floating holidays plus one health and wellness day for a total of 15 paid leave days per year.
- **Staff Investments** – Twenty-seven new positions are recommended (24 in the General Fund and three in Utilities) and are focused on public safety, public works, and growth-related demand.

Right-Sizing of Solid Waste Operations – As I noted in last year’s budget message, ongoing additional investments are needed in Public Works to “right size” the department from a staffing and resourcing perspective to meet public service delivery challenges. This budget cycle focuses on the Solid Waste division within Public Works and recommends five additional employees, equipment, and supplies. Full implementation of a new yard waste collection model (using new roll-out yard waste containers plus regular leaf season collection) is now slated for March 2024 due to delays in procuring the necessary equipment for the new service and coordinated timing with the annual “leaf season” collection.

TRANSPORTATION INVESTMENTS TO REDUCE CONGESTION AND INCREASE MOBILITY

Currently, the Holly Springs Rd. “east” segment is making good progress. Bridge work over Middle Creek is advancing, utility lines are being replaced, new sidewalks are being constructed, and road widening efforts are underway. Other 2018 Transportation Bond projects such as the right turn lane from Main St. onto Holly Springs Road and the third lane on the NC-55 bypass between Avent Ferry Rd. and S. Main St. will be bid this summer. Other new and continued transportation investments in the recommended budget include:

- **Intelligent Transportation System (ITS) (\$200,000)** – The budget includes funding for Phase III build-out of the Town’s ITS to help manage and monitor traffic congestion. This phase will upgrade signal cabinet software and hardware to operate the cameras.
- **Holly Springs Road “Central” Segment** – The next phase of Holly Springs Rd. investments includes the “central” segment (Flint Point Ln. to Main St.). This project is funded partially from Transportation Bonds and a planned, annual \$1 million appropriation from the General Fund to support this “central” segment.

TOWN FACILITY INVESTMENTS TO ENSURE DELIVERY OF OUTSTANDING SERVICES

As the Town has grown, so has the need for adequate public facilities that can house personnel and provide the necessary “home base” operational space and capabilities to serve a community that will soon surpass 50,000 residents. Staff continues to be focused on delivering the following facilities:

- **Fire Station #3** – Council has previously approved \$11.2 million for this replacement fire station. Design will be completed in the early summer of 2023 and construction will start soon thereafter. The replacement station near Carolina Springs will be approximately 14,200 sq. ft and include three bays and a Police Department remote work/relief area. No budget changes are recommended for the station.
- **Operations Campus Phase I** – The currently adopted Community Investment Plan includes \$30 million to prepare the 30-acre campus site, install public utility and roadway infrastructure, and construct an administration building and an operations hub building. Ongoing construction cost inflation and refinements to the facilities and site plan no longer makes a \$30 million budget feasible to successfully deliver Phase I. For Phase I to be successful it is critical for the two initial campus facilities to be built in a manner that will meet our operational needs and properly be of a scale and scope that can flex and easily accommodate the space that will be needed in the coming years to service the community. **To achieve success, I recommend increasing the Phase I Operations Campus budget to \$41 million.** The new Operations Campus is envisioned to house staff from Public Works, Utilities & Infrastructure, Development Services, Parks & Recreation, and Finance. Design for Phase I is expected to be completed by late summer 2023 and site work will begin in early Fall.

Budget Message

Fiscal Year 2023-2024



BUDGET WHAT IF...

The Operations Campus is funded 50/50 between property taxes (General Debt Service Fund) and water rates and charges (Utility Debt Service Fund). In order to fund the revised Operations Campus project budget, I recommend reallocating ½ cent of the property tax rate from the General Fund operating budget to the General Debt Service Fund (outlined in below table) along with allocating debt capacity within the Utility Debt Service Fund. Combined, this generates the necessary debt service funding to cover the increase from \$30 million to \$41 million for the Operations Campus Phase I.

The ½ cent property tax rate reallocation is derived from the identification of \$400,000 in reductions to base operating expenses in the General Fund.

Given the importance of the new Operations Campus and the limited options for additional revenue generation, I believe the General Fund can support this reallocation without a negative impact to public services. However, this recommendation includes important trade-offs that impact the upcoming General Fund budget and future budgets. Had I not recommended this shift in property tax allocation, I would have recommended inclusion of the following four items in the budget:

- \$94,908 for a small business/downtown coordinator in Economic Development
- \$71,989 for a crime analyst position in the Police Department
- \$63,635 for a program assistant in the Parks & Recreation Department, and
- \$100,000 to update at least one of the following chapters in the Land Use & Character Plan (Chapter 4 Community Facilities, Chapter 5 Infrastructure and Utilities, or Chapter 6 Natural Resources)

However, in the event the Town is successful in our pursuit of legislative or other grants for the Town's emergency 9-1-1 center technology upgrades (mentioned earlier), I recommend that these four items be added back to the FY24 budget in the order listed above.

OTHER REVENUES DESIGNED TO DELIVER EXCELLENT PUBLIC SERVICES

Property Tax and Sales Tax – Property and sales taxes account for 69.2% of General Fund revenues and form the core funding sources needed to sustain basic municipal services. The recommended budget holds the total property tax rate flat. Sales tax is expected to continue strong growth at 4.5% from current FY23 projections.

Recommended Property Tax Rate and Allocation (cents per \$100 valuation)			
Fund	FY2023	FY2024 (rec)	Difference
General Fund Operating	29.93¢	29.43¢	(0.50¢)
General Debt Service	12.23¢	12.73¢	0.50¢
TOTAL	42.16	42.16	0¢

Solid Waste Fees – In FY24 the Town will operate under a one-year extended contract for garbage and recycling with GFL Environmental until a new service bid is completed. Changes to solid waste fees reflect contractual cost increases from GFL Environmental, and transition to a new roll-out cart yard waste collection service with combined garbage and recycling fees totaling \$15.88 per month, up \$0.56 from the prior year. The residential yard waste collection fee is proposed to increase from \$4.50 per month to \$7.50 and reflects a 50% cost recovery of actual collection costs.

Stormwater Fees – Following Council's guidance at the 2023 Annual Retreat, this budget keeps current rates flat at \$5.20 per Equivalent Residential Unit (ERU) in FY 2023-24.

LOOKING TO THE FUTURE

Below outlines potential, key issues that could impact future budget and policy decisions or be factors that impact the organization over the next several years:

1. **Inflation and Supply Chain Disruptions** – As outlined at the February Annual Retreat, construction market data indicates that we are likely to experience continued risk from construction market inflation over the next several years. Some supply chain disruptions continue, but staff and contractors collaborate closely to minimize these disruptions.
2. **Economy** – In an effort to curb inflation back to a 2% range, the Federal Reserve increased the federal funds rate from 0.25%-0.5% in March 2022 to 5.00%-5.25% in May 2023. However, as of February 2023 the unemployment remains low in Wake County at 3.30%. Consumer spending appears to remain relatively strong due to the unemployment level, but high borrowing costs are impacting some sectors, such as auto sales. The key point here is that revenues are projected to remain strong, but Budget and Finance have a close eye on any potential economic impacts should changes occur.
3. **Locations for Future Fire Stations 4 and 5** – In order to maintain the Town's ISO 1 fire insurance rating and provide adequate response times, investment in one to two new fire stations will likely be needed over the next several budget cycles to secure land and begin planning and design. Fortunately, the Town owns a suitable parcel for a fire station in the southwest area of town on Rex Road. An additional parcel will need to be located in the northeast area of Town, and a future funding source will need to be identified soon for the purpose of land banking a future station location.
4. **Organizational "Right Sizing"** – The Town's population is projected to crest 50,000 in 2023. I am grateful to previous Councils and the current Council for recognizing the importance of approving the necessary staff resources and organizational updates to match the breadth and scope of today's service challenges. Looking forward, I believe there would be value in retaining an independent staffing consultant within the next 1-2 years to assist in analyzing the Town's current staffing levels and help project how the organization might need to evolve in order to best position our Town team for future success as population and business growth continues.

CONCLUSION

Thank you for the opportunity to recommend to you the FY 2023-24 budget. I believe the budget reflects the Council's top priorities and properly plans for the future needs associated with water and wastewater, parks and recreation, and emergency services. The budget also reflects a stable property tax rate and difficult, but necessary, water/sewer rate adjustments required to deliver basic municipal services and ensure future water security for our community. I very much appreciate your engagement, guidance, and direction throughout the entire budget development process.

We have a talented and dedicated employee team that has developed, analyzed, and prepared this budget recommendation. In particular, I would like to recognize our department directors and staff from Budget, Innovation & Strategy; Finance; Human Resource; and Communications & Marketing along with the Assistant Town Managers who have worked tirelessly on this budget recommendation.

I look forward to discussing the recommended budget further to ensure it meets your expectations and properly reflects the priorities of the governing body and the community.

Respectfully submitted,



Randy J. Harrington
Town Manager

Budget Message

Fiscal Year 2023-2024



Budget Approval

This section is reserved for updates to the Manager's Recommended Budget upon Town Council adoption.



Town of
**HOLLY
SPRINGS**
North Carolina

Strategic Plan



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Creating the Town's Strategic Plan

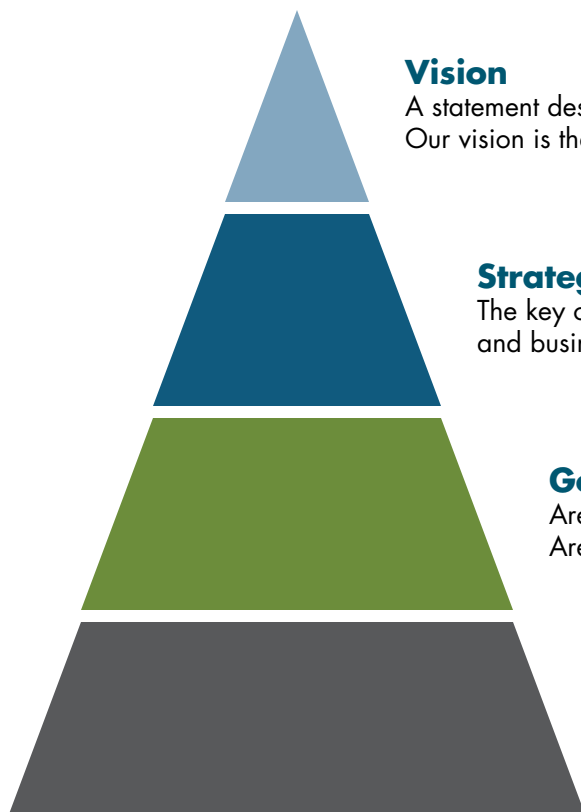
The Mayor and Town Council annually adopt a Strategic Plan for the Town of Holly Springs. The governing body establishes a vision and strategic priority areas that reflect the chief components of the Town's vision for success. The governing body determines goals for each strategic priority area and staff submit initiatives for how to accomplish those goals. The proposed strategic plan is then adopted by Town Council laying the framework for the Manager's Recommended Budget.

What is a Strategic Plan?

A Strategic Plan is a document that guides the Town as it grows and responds to the evolving needs of residents. This plan provides a blueprint for maintaining and improving the qualities that make Holly Springs a great place to live, work, and play.

What are the components of a Strategic Plan?

There are many different ways to organize a Strategic Plan, and Holly Springs takes best practices from the UNC School of Government and our peer towns and cities to build a plan that reflects the values and needs of our residents, businesses, and staff. Our Strategic Plan is comprised of both long and short-term factors meant to influence, prioritize, and drive how decisions are made.



Vision

A statement describing what the Town aspires to represent and become. Our vision is the guiding principle for the entire Strategic Plan.

Strategic Priority Areas

The key components that impact the residents and businesses in Holly Springs.

Goals

Are long-term aspirational statements. Each Strategic Priority Area has three to five goals that are necessary for success.

Initiatives

Are medium to short-term actions and strategies to accomplish a goal. Each goal has one to five initiatives in progress.

Strategic Plan

Strategic Priority Areas



Vision

Holly Springs offers an unmatched quality of life that reflects the joys of small town living in a safe, family-friendly community that residents and businesses are proud to call home.

Strategic Priority Areas



Economic Prosperity & Diversity - Holly Springs provides a climate where a wide variety of businesses thrive with economic opportunity for all.



Engaged, Healthy & Active Community - Holly Springs promotes fulfilling and rewarding lifestyles with abundant, healthy living options.



Organizational Excellence - Holly Springs is a leader in responsible government with a high-performing organization that meets the public service needs of its residents.



Responsible & Balanced Growth - Holly Springs will continue to plan for future infrastructure and support a quality, balanced mix of land uses, while preserving its small town charm, characteristics, and history.



Safe & Friendly - Holly Springs is one of the safest communities in North Carolina with a welcoming spirit and inviting atmosphere.

Strategic Plan

Economic Prosperity & Diversity

Economic Prosperity & Diversity

Holly Springs provides a climate where a wide variety of businesses thrive with economic opportunity for all.

1. Enhance, attract, and engage diverse economic development opportunities.

- **Initiative 1.1:** Concentrate business recruitment efforts in the target industries of Wake County Economic Development, specifically Life Sciences, Advanced Manufacturing, IT & Technology, Clean Tech & Smart Grid and Corporate or Divisional headquarters.
- **Initiative 1.2:** Pursue site-readiness programs and infrastructure investments to boost the attractiveness of the Town's strategic sites.
- **Initiative 1.3:** Be a development resource to support, sustain, and grow small businesses, start-ups, and entrepreneurs.

2. Create a vibrant downtown center.

- **Initiative 2.1:** Facilitate multi-modal accessibility to the downtown center, with an emphasis on walkability, pedestrian and bicycle safety.
- **Initiative 2.2:** Enhance place-making in the downtown area through beautification, branding, and artistic elements.
- **Initiative 2.3:** Explore interest and models for a Downtown Village District Business Consortium that provides an opportunity for the downtown business community to connect, collaborate, and liaise with the Town.

3. Seek partnerships to drive economic development.

- **Initiative 3.1:** Attract business partners that support amateur sports, hospitality and leisure tourism activities.

Strategic Plan

Engaged, Healthy, and Active Community



Engaged, Healthy, and Active Community

Holly Springs promotes fulfilling and rewarding lifestyles with abundant, healthy living options.

1. Develop comprehensive parks and recreation amenity offerings to include a variety of parks, greenways, and recreation facilities.

- **Initiative 1.1:** Prioritize recommended park improvements from the Sugg Farm and Mims Park concept plans and pursue amenity construction at each location.
- **Initiative 1.2:** Advance design and construction of the Cass Holt Rd Park to build the first park in Holly Springs west of Hwy 55.
- **Initiative 1.3:** Complete Arbor Creek / Middle Creek and Utley Creek – Phase 1 greenways to establish significant connections between neighborhoods and downtown. Finalize Utley Creek Phase 2 greenway alignment.
- **Initiative 1.4:** Begin design and construction planning to complete the Jones Park Connector, Ting Park Connector, and Middle Creek to Camp Branch Greenway segments to enhance connectivity of the greenway network.
- **Initiative 1.5:** Invest in playground safety surfacing, sunshade structures, and other amenity features in our parks and along our greenways.

2. Build partnerships to complement a board offering of events and programming.

- **Initiative 2.1:** Leverage mutually-beneficial partnerships to provide additional events and offerings to complement existing offerings by the Town.

3. Provide a parks and recreation model with sustainable financial cost recovery policies.

- **Initiative 3.1:** Establish a funding strategy to advance priority park and greenway investments, including opportunities to leverage public-private partnerships.
- **Initiative 3.2:** Align with regional planning and connectivity goals to enhance competitiveness in applying for grants from regional, county, state, and federal sources for greenway and park development funding support.

4. Protect natural resources and provide healthy opportunities for generations to enjoy.

- **Initiative 4.1:** Enhance sustainable operation and maintenance practices at parks and recreation facilities.
- **Initiative 4.2:** Install informational signage to bring community awareness to the unique natural resource areas throughout town.
- **Initiative 4.3:** Provide educational resources and materials to residents of the physical, social, and mental health benefits of outdoor activities and active lifestyles.

Organizational Excellence

Holly Springs is a leader in responsible government with a high-performing organization that meets the public service needs of its residents.

1. As an employer of choice, we will retain and recruit a highly skilled workforce.

- **Initiative 1.1:** Invest in employee professional growth and development through continuous training, certifications, education, and professional accreditation.
- **Initiative 1.2:** Provide competitive pay and benefits that retains and recruits top talent.
- **Initiative 1.3:** Expand employee diversity and inclusion.
- **Initiative 1.4:** Enhance recruitment tools, incentives, and/or benefits to attract a skilled workforce in difficult to fill positions.

2. Leverage technology and innovative business approaches to enhance customer service and improve business efficiencies.

- **Initiative 2.1:** Invest in technology such as 311 system and the Town's website to improve internal efficiencies and external customer experience.
- **Initiative 2.2:** Create and apply data-driven decision-making tools, including performance management and benchmarking, to enhance strategic and daily service delivery management.
- **Initiative 2.3:** Develop streamlined customer engagement processes for simple building or renovation permit requests and specialized customer service approaches to assist non-building industry experts in navigating permitting processes.
- **Initiative 2.4:** Inventory and market the Town's "Smart City" initiatives, and pursue additional Smart City initiatives that leverage data and technology to improve operational efficiencies and information sharing with residents.

3. Expand community engagement.

- **Initiative 3.1:** Expand reach and integration of public safety and other town messages across various communication platforms such as print, social media, website, and other public engagement formats.
- **Initiative 3.2:** Use 2021 Community Survey data to refine content, communication formats, and accessibility of Town's website.

4. Ensure financial stewardship.

- **Initiative 4.1:** Update and apply financial best management practices such as internal controls, budgetary enhancements, and asset management.
- **Initiative 4.2:** Enhance financial metrics and policies to achieve credit rating upgrades that in turn lead to the lowest borrowing costs for taxpayers.
- **Initiative 4.3:** Develop new Town-wide risk management program and reduce the Town's risk exposure and actual risk liability experiences.

Strategic Plan

Responsible & Balanced Growth



Responsible and Balanced Growth

Holly Springs will continue to plan for future infrastructure and support a quality, balanced mix of land uses, while preserving its small town charm, characteristics, and history.

1. Plan, maintain, and invest in sustainable and resilient infrastructure.

- **Initiative 1.1:** Design and construct the Main St. right turn lane, NC55 Bypass right turn lane, Avent Ferry Rd realignment, and Holly Springs Rd. Phase II bond projects.
- **Initiative 1.2:** Develop a coordinated long-range master plan for water, wastewater, reclaimed, and stormwater systems.
- **Initiative 1.3:** Manage Town assets to ensure the long-term sustainability and optimal efficiency of water, wastewater, and stormwater services.
- **Initiative 1.4:** Reduce Town facility energy consumption by 10% over the next 5 years.
- **Initiative 1.5:** Implementation of a new yard waste cart model and resident convenience centers.

2. Support land use planning and policies that provide for sustainable and economic growth while balancing small town characteristics.

- **Initiative 2.1:** Pursue a residential/non-residential tax base ratio of 70%/30%.
- **Initiative 2.2:** Leverage the Water Resource Management Policy in future development.

3. Establish sustainability and resiliency practices that balance the protection and preservation of historical and environmental assets with fiscal and operational efficiency.

- **Initiative 3.1:** Invest in reclaimed water utilization efforts to enhance conservation of natural resources.
- **Initiative 3.2:** Develop a water, sewer and reclaimed asset management plan to ensure system integrity and identify needed maintenance and investments to handle future growth.
- **Initiative 3.3:** Engage staff and community partners to increase awareness and understanding of sustainability opportunities and practices.
- **Initiative 3.4:** Identify opportunities to transition Town light duty non-public safety vehicles to hybrid or electric, as appropriate.

4. Partner with neighbors to promote smart regional infrastructure investments.

- **Initiative 4.1:** Support an efficient and connected local and regional multi-modal transportation system through engagement on projects including the I-540 Southeast Extension and Wake Transit Plan.
- **Initiative 4.2:** Secure funding partnerships for transportation, water, wastewater, and stormwater infrastructure that leverages regional opportunities for investments.
- **Initiative 4.3:** Engage with Wake County, and other organizations as necessary, to promote best practices of waste management at the South Wake Landfill.

5. Promote a diverse supply of housing options.

- **Initiative 5.1:** Evaluate and identify potential modifications to Vision Holly Springs Comprehensive Plan Section 1: Land Use & Character to support greater housing diversity, specifically along transportation corridors and targeted economic development areas.
- **Initiative 5.2:** Establish criteria for Area Median Income (AMI) and percentage of workforce housing units within a development in order for a development project to be considered for fee or improvement credits.
- **Initiative 5.3:** Update the Housing hub website as a resource for developers and residents seeking information on housing programs and data on housing in Holly Springs.

Safe & Friendly

Holly Springs is one of the safest communities in North Carolina with a welcoming spirit and inviting atmosphere.

1. Maintain the Town's high level of public safety.

- **Initiative 1.1:** Promote a community-policing philosophy with an emphasis on building “organic” partnerships and unique approaches to meet community needs; and ensure law enforcement personnel are visible and able to interact with residents, visitors and business owners on a regular basis.
- **Initiative 1.2:** Invest in planning and development of Fire Station #3 to enhance the level of fire and medical response and emergency readiness.
- **Initiative 1.3:** Invest in data-driven, geo-based and analytical policing strategies to develop a more technologically advanced approach to crime prevention and investigations.
- **Initiative 1.4:** Apply for Police Department CALEA accreditation, recognizing commitment to professional policing and national best practices and standards.
- **Initiative 1.5:** Develop multi-disciplinary approaches and partnerships to address social, physical and mental health issues with the goal of interrupting recurring cycles and making appropriate referrals to organizations with subject matter expertise.
- **Initiative 1.6:** Complete a Fire Department organizational self-assessment and draft a department strategic plan in preparation for seeking accreditation from the Center for Public Safety Excellence.

2. Plan for adequate public infrastructure that promotes a safe community.

- **Initiative 2.1:** Deploy pedestrian safety devices and traffic control measures to enhance pedestrian and bicycle safety.
- **Initiative 2.2:** Design a network for an innovative and intelligent transportation system with NCDOT.
- **Initiative 2.3:** Assess fire station coverage needs and potential locations for future Fire Stations 4 and 5.

3. Cultivate a creative and friendly atmosphere that is welcoming to all cultures and the diversity of our residents and visitors.

- **Initiative 3.1:** Enhance citizen engagement and outreach events for police and fire.
- **Initiative 3.2:** Identify innovative and receptive approaches to engage communities that are traditionally underserved.
- **Initiative 3.3:** Develop policies, procedures, and/or mitigation strategies for management of property nuisance abatement.



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Town of
**HOLLY
SPRINGS**
North Carolina

Budget Summary

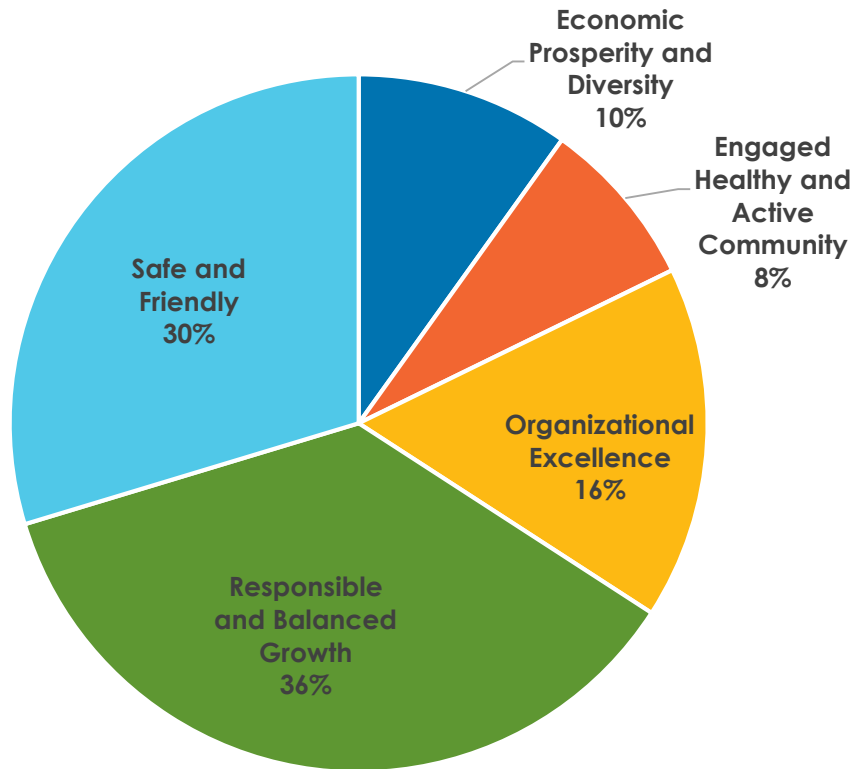


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Budget Summary

General Fund Changes by Strategic Priority Area

General Fund Changes by Strategic Priority Area



Recommended Operating Budget Changes by Strategic Area	
Economic Prosperity and Diversity	\$401,646
Engaged Healthy and Active Community	\$319,132
Organizational Excellence	\$664,190
Responsible and Balanced Growth	\$1,467,623
Safe and Friendly	\$1,203,462
TOTAL EXPENSE CHANGES	\$4,056,053

Budget Summary

General Fund Changes by Strategic Priority Area



Economic Prosperity and Diversity	
Building Code Inspector Positions (2), Vehicles and Equipment	\$291,175
Building Plans Reviewer Position	\$110,471
TOTAL EXPENSE CHANGES	\$401,646

Engaged, Healthy & Active Community	
Park Maintenance Crew Leader Position (1) and Technician Position (1)	\$144,332
Part-time Salaries Adjustments for Community Center & Cultural Art Center	\$47,300
Community Attractions and Events	\$45,500
Park Bond Referendum Education and Outreach	\$27,000
Weekend and Events Janitorial Services for Parks Restrooms	\$35,000
Expanded Athletics Instruction	\$20,000
TOTAL EXPENSE CHANGES	\$319,132

Organizational Excellence	
Software Requirements, Computer Replacements, and Systems Maintenance	\$151,358
Wake County Election Costs	\$86,800
Information Technology Technician Position (1)	\$68,219
Human Resources Recruitment, Selection, and On-Boarding Management Information System	\$60,892
Public Works Employee Training	\$50,000
Town Utilities	\$35,000
Field Training Officer Supplemental Pay	\$32,000
Unallocated Operational Contingency	\$30,000
Fire Department Training and Professional Development	\$28,000
Biennial Community Survey	\$22,000
Finance Audit Fees and Cost Allocation Study	\$18,000
Communications and Marketing Outreach and Engagement	\$15,000
Town Council Agenda Management Software	\$13,124
Information Technology Organization Realignment Position Reclassifications	\$11,175
Town Council Personal Vehicle Use Stipend	\$9,000
Attorney's Office Supplies and Training	\$9,000
Holly Springs Citizens Academy	\$7,000
Social Media Management Software	\$4,000
Office of Customer Care Supplies and Professional Dues	\$3,500
Office of Customer Care Position Reclassification	\$3,462
Flag Replacements at Town Facilities	\$2,600
Administration Professional Dues and Subscriptions	\$2,360
Finance Postage Supplies	\$1,700
TOTAL EXPENSE CHANGES	\$664,190

Budget Summary

General Fund Changes by Strategic Priority Area

Responsible & Balanced Growth	
Solid Waste Technician Positions (5)	\$435,921
GFL Environmental Solid Waste Contract Increases and Service Growth	\$212,615
Compliance Supervisor Position (1) & Zoning Compliance Officer Position (1)	\$199,441
Project Managers Positions (2)	\$187,055
Capital Projects Inspector Position (1), Vehicle, and Equipment	\$123,272
Land Acquisition Agent Position (1), Vehicle, and Equipment	\$108,847
New Town Welcome/Gateway Signage	\$50,000
Solid Waste Fleet Maintenance	\$30,000
Intergovernmental Relations / State Lobbyist	\$30,000
Street Medians Maintenance from Service Growth	\$28,000
Wake County Property Tax Collection Fee Increase	\$25,000
Development Services Professional Dues, Subscriptions, and Training	\$17,250
Public Works Branding and Uniform	\$16,000
Zoning Compliance Officer Reclassification	\$4,222
TOTAL EXPENSE CHANGES	\$1,467,623

Safe & Friendly	
9-1-1 Emergency Communications Center (ECC) Upgrades (General Fund Portion)	\$436,628
School Resource Officer Position (1), Vehicle, and Equipment	\$151,589
Police Protective Response Equipment	\$123,050
9-1-1 Center Telecommunicator Positions (2)	\$99,664
Fire Department Professional Services Fire Captain Position (1)	\$83,322
Police Department Quartermaster Position (1)	\$77,148
Fire Department Fire Engineer Position (1)	\$70,697
Emergency Management Specialist Position (1)	\$62,230
Fire Station 1 Maintenance and HVAC Replacement	\$40,000
Fire Department Accreditation Training	\$30,000
Fire Department Uniforms, Safety Supplies, and Dues	\$17,400
Police Department Special Operations Lieutenant Reclassification	\$11,734
TOTAL EXPENSE CHANGES	\$1,203,462

Budget Summary

Major Revenue Sources



Major Revenue Sources

The following information defines the major sources of revenue for the Town of Holly Springs for the fiscal year (FY) 2023-24. The Town's anticipated revenues have been determined using historical financial trends, property tax values from Wake County, and projections provided by the North Carolina League of Municipalities (NCLM).

Post-Pandemic Economic Stability and Inflation

The global economy following the COVID-19 pandemic has remained somewhat unstable due to the prolonged supply chain issues, record inflation, and international conflicts.

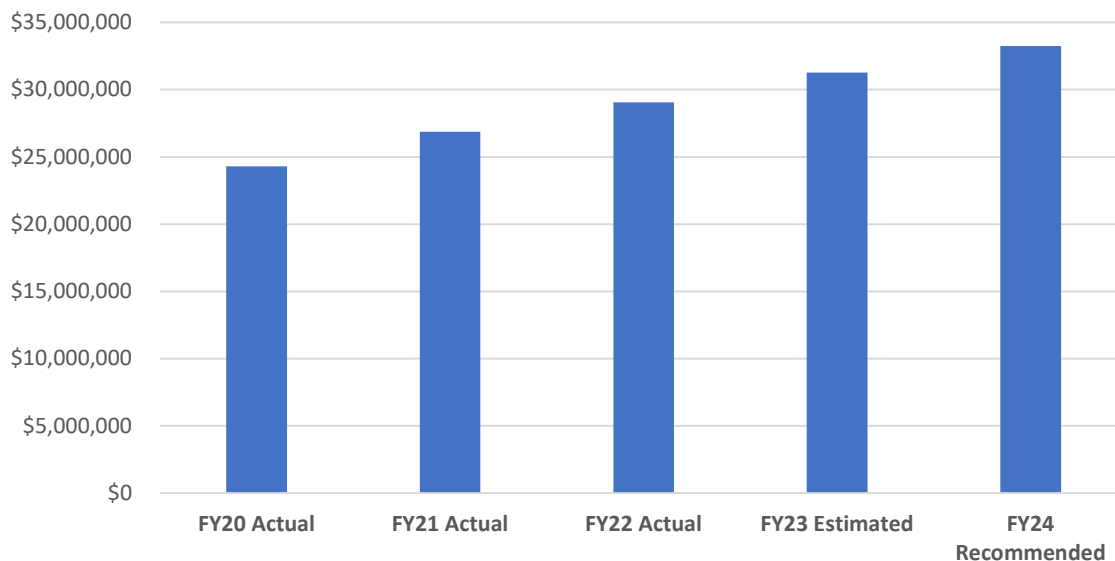
General Fund Summary

The General Fund Operating Budget for FY2023-24 totals \$54,359,413 compared to the FY2022-23 Amended Budget of \$50,670,162. There is a revenue increase of \$3,689,251 (7.3%) when compared to the FY2022-23 Amended Budget. Despite a conservative approach as a result of lingering uncertainty following COVID-19, supply chain concerns, and international factors, the increase in anticipated revenues is largely attributable to the Town's growing population and economic development successes. On average the Town has maintained a steady 4-7% population growth rate in recent years, and a high level of development-related activity in FY2022-23 indicates this trend only continuing.

Ad Valorem Taxes: The budget is balanced with a property tax rate of 42.16 cents per \$100 valuation which is the same rate as last fiscal year. In FY2023-24 the estimated total tax base for Holly Springs is just over \$7.9 billion. With a conservative 99.0% budgeted collection rate, the Town anticipates \$33.2 million in property tax revenue.

Ad Valorem represents 42.3% of the General Fund operating budget revenue. Holly Springs allocates approximately 69.8% (29.43 cents per \$100 valuation) of Ad Valorem to the General Fund and approximately 30% (12.23 cents per \$100 valuation) is dedicated to debt service. This distribution results in \$23 million in current year Ad Valorem for the General Fund and \$9.4 million for General Fund Debt Service. One cent on the Town's tax rate produces approximately \$792,000 in revenue.

Ad Valorem Taxes

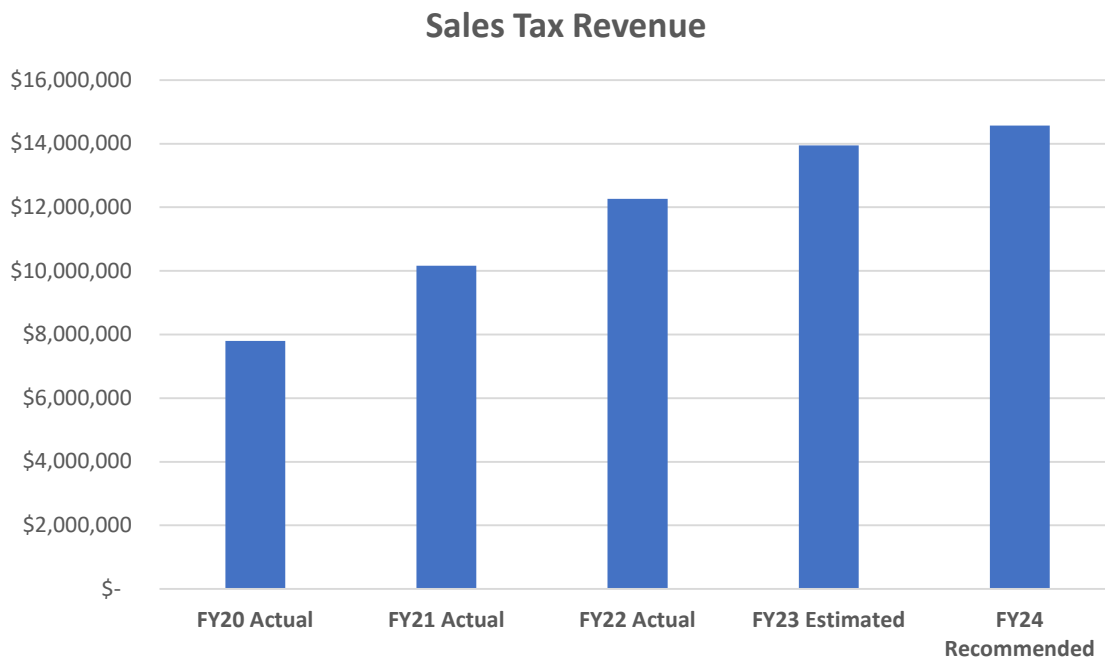


Budget Summary

Major Revenue Sources

Sales Taxes: Sales taxes levied by Wake County comprise 2.50% of the total 7.25% sales tax paid on retail sales in North Carolina. The State of North Carolina collects and distributes a \$.01 tax on retail sales on a point of sale basis. Local governments also are eligible to receive three ½ cent taxes based on either a per capita (population) or an Ad Valorem (property value) basis. The Town's distributions are calculated using the per capita distribution formula.

Local option sales taxes is the second largest General Fund revenue source and represents \$14.57 million or approximately 26.8% of General Fund revenues for FY2023-24. This is an increase from the FY2022-23 Amended Budget of \$3.07 million. While a 26.7% increase in budgeted sales tax revenue would typically seem extreme, last fiscal year's budget included an overly conservative estimate based on post-COVID-19 impact models. The unpredictable nature of the global pandemic and ensuing inflation actually resulted in record sales tax collections for the Town and staff anticipate potentially collecting nearly \$14 million in revenue in FY2022-23. Due to continued uncertainty of the financial impact of inflation, supply chain issues, and changing consumer habits in the long-run, the Town is projecting a conservative growth amount in sales tax revenue for FY2023-24.



State Utilities Sales Distributions: The State levies a tax on utility companies (electricity and natural gas) based on either gross receipts or usage. The state shares a portion of these taxes with local governments based on usage within their jurisdiction. The State also levies a tax on telecommunications gross receipts and then distributes a portion of these taxes per capita to each municipality. The FY2023-24 budget anticipates \$2,350,000 in revenue, which is a small increase to the FY2022-23 projection of \$2.02 million in anticipated revenue. This represents a little more than 4% of General Fund revenue.

Permits & Fees: The Town charges fees for providing construction permits, plan reviews, and inspection services to applicants in accordance with North Carolina General Statute 160 A-414. In addition, the Town charges fees for commercial site, street sign inspections, re-inspections, and other permits and fees associated with development. In FY2023-24, \$2,645,500 is anticipated in permits and fees revenues or approximately 4.9% of all General Fund revenue.

Parks & Recreation Fees: These revenues are fees collected from participants in Town Parks and Recreation activities such as classes, camps athletics, workshops, and event programs. The FY2023-24 budget anticipates \$2,283,200 in Parks & Recreation revenues, which is 4.2% of General Fund revenue. Historically, pre-COVID-19, Parks and Recreation programs brought in about \$2 million in revenue. The Town anticipates a return to pre-pandemic levels of activity.

Budget Summary

Major Revenue Sources



Environmental Fees: The Town collects a monthly fee associated with refuse collection, recycling, and yard waste per user. In the FY2023-24 budget the cumulative per user fee is \$23.38 per month, a \$3.56 increase from last year. The FY2023-24 budget includes \$4,498,820 in anticipated environmental fees, which is approximately 8.3% of General Fund revenue.

Fund Balance: On June 4, 2019, the Town adopted a new fiscal policy with a targeted unassigned fund balance between 20-25% of General Fund expenditures with a minimum of 20%. The Town continues to meet or exceed its current target goal of a 20% minimum General Fund unassigned fund balance. The FY2022-23 recommended budget proposes adjusting the policy to allow transferring any general fund fund balance over 30% to the general fund PAYGO "Pay-As-You-GO" fund.

The Town's ability to maintain a healthy fund balance in previous fiscal years is attributable to the rapid growth present in the Town of Holly Springs and increases in available cash for investments, collection percentage of property taxes, and conservative estimates on revenues. The proposed budget for FY2023-24 includes a \$1 million appropriation from fund balance in accordance with the Town Council's direction to dedicate \$1 million in annual fund balance savings for the completion of the Holly Springs Road projects.

Powell Bill Street Allocation: Since 2015, the amount of this distribution no longer represents a portion of the motor fuel taxes collected. The current law states that Powell Bill revenues will be determined by an appropriation of funds by the General Assembly. There is no set formula that determines the total amount of Powell Bill funds received each year. Of the funds available each year, 25% is distributed to cities based on local street miles, and 75% based on population. The use of these funds is restricted to maintaining, repairing, constructing, reconstructing or widening any public street or thoroughfare within the Town limits. Bridges, drainage, curb and gutter and other necessary appurtenances are also approved uses of these funds, but legislation passed in 2015 specifies that the funds should be primarily for resurfacing streets. In FY2020-21 a separate Powell Bill Fund was established outside of the General Fund. In FY2023-24 the Town anticipates receiving \$1,160,000 in Powell Bill funding.

Enterprise Funds Summary

The Town operates two enterprise funds: a water and sewer utility fund and a stormwater program management fund.

Water/Sewer Utility Fund: The Utility Fund is comprised of \$22,870,080 in operating revenue related to water & sewer bills, fees, and other revenue sources. The FY2023-24 Recommended Budget implements a new water and sewer rates and charges plan to better match industry best practices and plan for necessary infrastructure improvements to supply a growing town. The typical residential customer (estimated at 4000 gal/month) will a water and sewer bill increase of 15%.

Stormwater Management Program Fund: The Stormwater Fund is comprised of \$1,774,000 in operating revenue related to user, and development fees. The FY2023-24 budget maintains the \$5.20 per equivalent residential unit (ERU) that was implemented as of January 2021.

Economic Development

Over the past few decades, Holly Springs has experienced significant growth and a reputation as one of the best places to raise a family in the country. Despite a growing commercial industry, the Town historically maintained an 80% residential / 20% commercial split due to the even stronger residential growth. The Town's reputation as a safe community and access to high quality public schools, meant Holly Springs was a popular family destination for commuters to downtown Raleigh and the Research Triangle Park. With growth however comes an increase demand for services. To ease the burden of growth on residents, the Mayor and Town Council established a strategic initiative in the Town's Strategic Plan to achieve a 70% residential / 30% commercial property tax base.

Over the last three years, the Mayor and Council have made strategic decisions to guide the Town's growth to obtaining a 30% commercial tax base. One of the most impactful strategies has been the negotiation of economic incentive packages to land major commercial investments, particularly centered on the life sciences industry. Some examples of the strategies utilized by the Town includes:

Business Investment Grant (BIG): An agreement to reimburse a business a percentage of their property tax bill over a set period of time based upon the amount of valuation exceeding an agreed upon base value.

Synthetic Tax Increment Grant (STIG): An agreement for a developer to provide infrastructure improvements as part of a development project, with the Town providing an agreed upon reimbursement paid over a pre-determined number of years based on the increased property tax valuation to a defined area/parcel.

Intergovernmental Partners: the Town of Holly Springs has worked hard to build relationships at the county and state level to provide benefit packages that incent national and international businesses to select Holly Springs as their development site.



Budget Summary

Economic Development - BIG / STIG Agreements



Fujifilm Diosynth Biotechnologies - BIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 70% of the property valuation over a base value of \$1.5B beginning by no later than FY26 for a period of 8 years. Additionally the business must create 653 jobs by FY28.				
	FY24	FY25	FY26	FY27	FY28
Estimated Property Tax Revenue	\$67,456	\$4,216,000	\$6,745,600	\$7,736,360	\$7,736,360
Estimated BIG Reimbursement	—	—	\$295,120	\$988,652	\$988,652
Net Town Revenue*	\$67,456	\$4,216,000	\$6,450,480	\$6,747,708	\$6,747,708

*Town portion of net revenue will go towards repayment of initial land purchase as part of the economic development agreement.

Amgen - BIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of 50% of the property valuation over a base value of the property's FY21-22 valuation beginning by no later than FY26 for a period of 8 years with a maximum reimbursement cap of \$9.5M. Additionally the business must create 355 jobs.				
	FY24	FY25	FY26	FY27	FY28
Estimated Property Tax Revenue	\$20,460	\$2,318,800	\$2,318,800	\$2,318,800	\$2,318,800
Estimated BIG Reimbursement	—	\$1,148,978	\$1,148,978	\$1,148,978	\$1,148,978
Net Town Revenue	\$20,460	\$1,169,822	\$1,169,822	\$1,169,822	\$1,169,822

Village Gate - STIG Agreement					
DESCRIPTION OF THE AGREEMENT	Reimbursement of infrastructure improvements over a 7 year period beginning in the tax year following the completed construction of the Solaris Building. Reimbursements will be capped at \$585,349.				
	FY24	FY25	FY26	FY27	FY28
Estimated Property Tax Revenue	\$12,155	\$154,641	\$154,641	\$154,641	\$154,641
Estimated BIG Reimbursement	—	\$142,486	\$142,486	\$142,486	\$142,486
Net Town Revenue	\$12,155	\$12,155	\$12,155	\$12,155	\$12,155

Budget Summary

Budget Overview - All Funds Revenues

Revenues & Sources	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended
General Fund				
Ad valorem Taxes	\$19,088,514	\$20,644,471	\$22,329,149	\$23,026,957
Sales Tax	\$10,162,152	\$12,261,390	\$11,500,000	\$14,570,000
Environmental Fees	\$3,311,437	\$3,306,669	\$3,648,705	\$4,498,820
Other Taxes and Licenses	\$3,094,605	\$3,423,404	\$3,328,704	\$3,700,204
Permits and Fees	\$3,910,672	\$2,601,694	\$2,780,500	\$2,645,500
Parks and Recreation Revenues	\$1,718,936	\$1,969,446	\$1,972,200	\$2,283,200
Other Financing Sources	\$(1,594,162)	\$2,736,750	\$5,549,184	\$1,445,122
Public Safety Revenues	\$822,785	\$915,413	\$879,160	\$1,317,210
Miscellaneous Revenues	\$(2,047,770)	\$511,431	\$616,200	\$749,000
Restricted Intergovernmental	\$945,583	\$101,267	\$123,399	\$123,400
GENERAL FUND SUB-TOTAL	\$39,412,753	\$48,471,934	\$52,727,201	\$54,359,413
Utility Fund				
Water Sales	\$8,930,888	\$9,866,031	\$10,611,000	\$12,355,000
Sewer Charges	\$7,029,970	\$8,100,228	\$8,750,700	\$9,818,580
Other Operating Revenues	\$372,555	\$396,970	\$325,500	\$325,500
Miscellaneous Revenues	\$123,853	\$100,062	\$111,454	\$251,000
Development Fees	\$113,924	\$130,582	\$120,000	\$120,000
System Development Fees	\$2,798,640	\$(10,641)		
Non Operating Revenues		\$(12,000)		
Other Financing Sources	\$500,000	\$6,215,618	\$1,427,482	
UTILITY FUND SUB-TOTAL	\$19,869,830	\$24,786,851	\$21,346,136	\$22,870,080
Stormwater Fund				
Environmental Fees	\$1,006,512	\$1,327,964	\$1,320,000	\$1,404,000
Permits and Fees	\$225,919	\$227,396	\$250,000	\$350,000
Miscellaneous Revenues	\$31,606	\$7,224	\$3,000	\$20,000
Other Financing Sources	\$100,000	\$587,100	\$200,000	
STORMWATER FUND SUB-TOTAL	\$1,364,038	\$2,149,684	\$1,773,000	\$1,774,000
Other Funds				
Other Revenue	\$2,577,968	\$1,458,237	\$2,424,379	\$1,807,183
OTHER MINOR FUNDS SUB-TOTAL	\$2,577,968	\$1,458,237	\$2,424,379	\$1,807,183
Debt Service Funds				
Debt Service Revenues	\$14,286,383	\$12,780,598	\$12,358,479	\$12,983,062
DEBT SERVICE FUNDS SUB-TOTAL	\$14,286,383	\$12,780,598	\$12,358,479	\$12,983,062
TOTAL REVENUES & SOURCES	\$77,510,973	\$89,647,305	\$90,629,195	\$93,793,738

Budget Summary

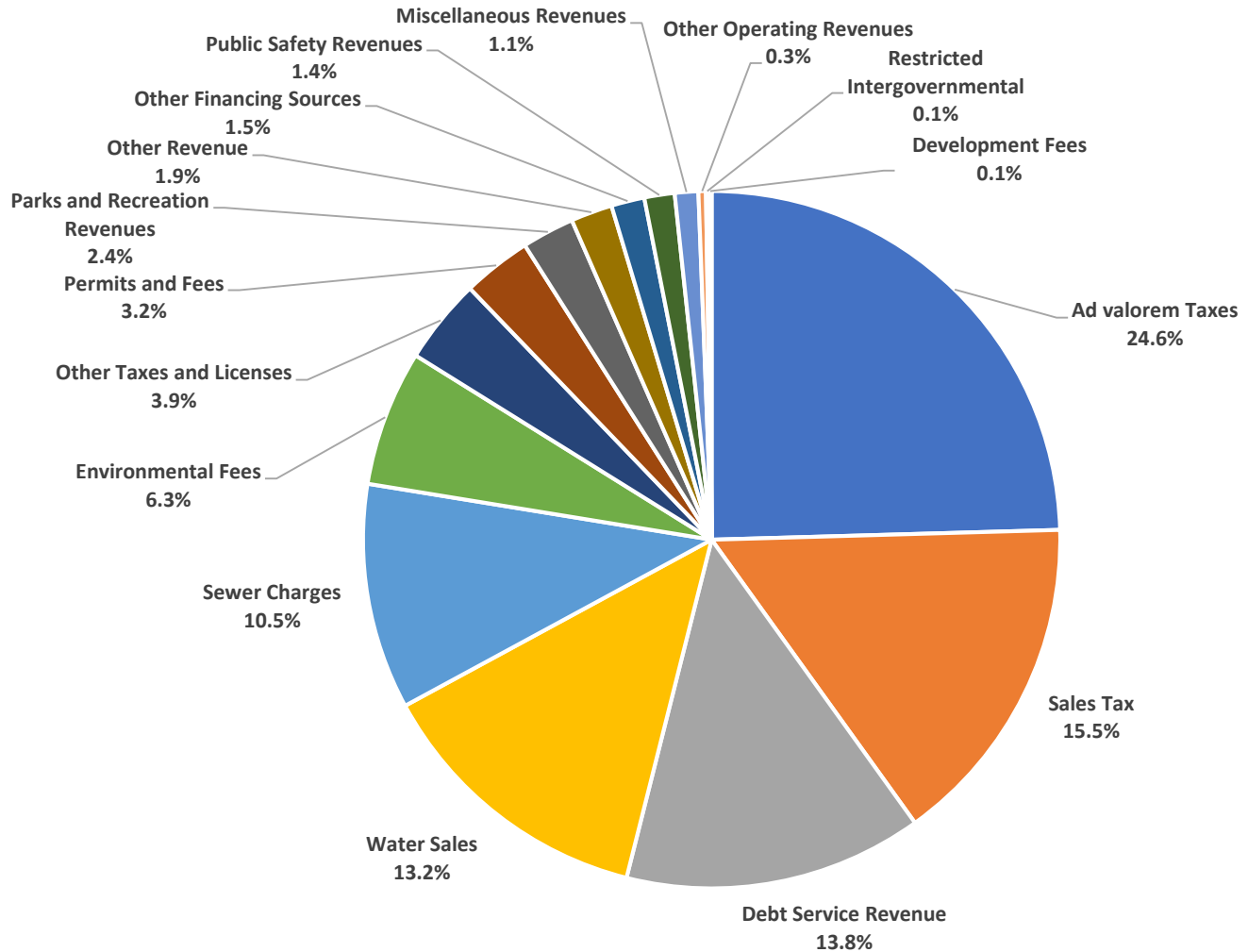
Budget Overview - All Funds Expenditures & Uses



Expenditures & Uses	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended
General Fund				
Salaries and Benefits	\$21,714,941	\$24,078,262	\$31,463,481	\$35,234,836
Operating	\$9,831,110	\$11,967,293	\$14,713,167	\$14,876,885
Capital Outlay	\$(1,533,913)	\$2,806,741	\$3,144,849	\$909,012
Other Financing Uses	\$7,828,312	\$7,441,788	\$3,405,704	\$3,338,680
EXPENSES TOTAL	\$37,840,450	\$46,294,084	\$52,727,201	\$54,359,413
Utility Fund				
Salaries and Benefits	\$5,047,124	\$5,489,692	\$7,565,357	\$8,196,158
Operating	\$6,743,983	\$7,926,189	\$9,423,085	\$10,960,343
Capital Outlay	\$222,578	\$1,164,360	\$845,610	\$698,500
Other Financing Uses	\$6,843,360	\$9,590,618	\$3,512,084	\$3,015,079
UTILITY FUND SUB-TOTAL	\$18,857,045	\$24,170,859	\$21,346,136	\$22,870,080
Stormwater Fund				
Salaries and Benefits	\$525,664	\$563,621	\$1,193,586	\$1,388,815
Operating	\$149,797	\$226,570	\$317,809	\$376,839
Capital Outlay	\$63,771	\$35,642	\$246,000	
Other Financing Uses	\$172,458	\$1,126,622	\$15,605	\$8,346
STORMWATER FUND SUB-TOTAL	\$911,690	\$1,952,456	\$1,773,000	\$1,774,000
Other Minor Funds				
Powell Bill Fund	\$1,039,051	\$1,120,527	\$2,178,163	\$1,160,000
Emergency Telephone System (911) Fund	\$145,919	\$3,868	\$246,216	\$647,183
OTHER MINOR FUNDS SUB-TOTAL	\$1,184,970	\$1,124,394	\$2,424,379	\$1,807,183
Debt Service Funds				
General Fund Debt Service	\$4,431,841	\$15,821,683	\$8,061,212	\$9,051,985
Utility Fund Debt Service	\$4,342,615	\$12,332,109	\$4,297,267	\$3,931,077
DEBT SERVICE FUNDS SUB-TOTAL	\$8,774,455	\$28,153,792	\$12,358,479	\$12,983,062
TOTAL EXPENSES & USES	\$67,568,610	\$101,695,585	\$90,629,195	\$93,793,738

Budget Summary

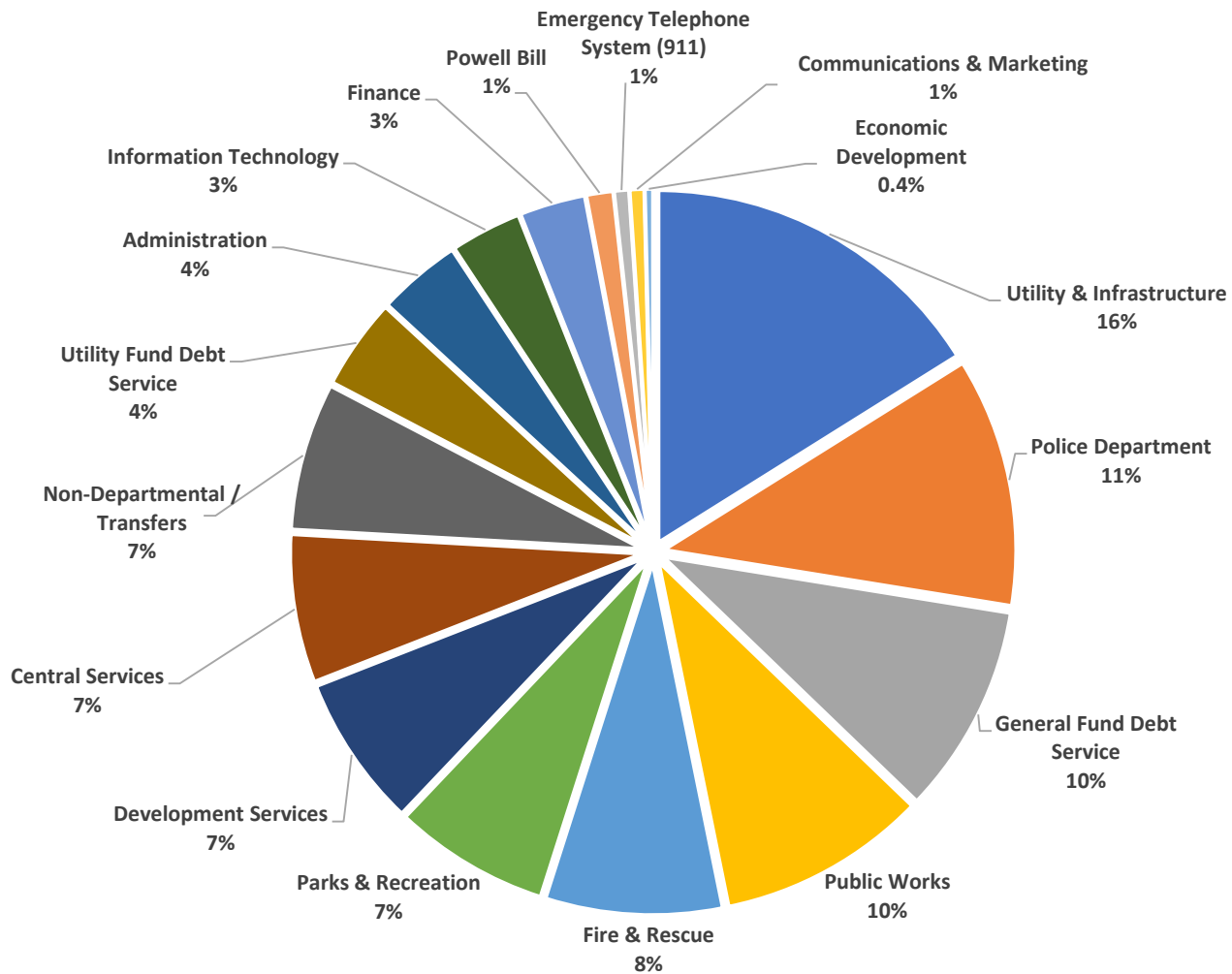
Revenues & Sources - All Operating Funds



Revenues & Sources	FY24 Recommended
Ad valorem Taxes	\$23,026,957
Sales Tax	\$14,570,000
Debt Service Revenue	\$12,983,062
Water Sales	\$12,355,000
Sewer Charges	\$9,818,580
Environmental Fees	\$5,902,820
Other Taxes and Licenses	\$3,700,204
Permits and Fees	\$2,995,500
Parks and Recreation Revenues	\$2,283,200
Other Revenue	\$1,807,183
Other Financing Sources	\$1,445,122
Public Safety Revenues	\$1,317,210
Miscellaneous Revenues	\$1,020,000
Other Operating Revenues	\$325,500
Restricted Intergovernmental	\$123,400
Development Fees	\$120,000
TOTAL REVENUES & SOURCES	\$93,793,738

Budget Summary

Expenditures & Uses - All Operating Funds



Expenditures & Uses	FY24 Recommended
Utility & Infrastructure	\$15,103,889
Police Department	\$10,735,160
General Fund Debt Service	\$9,051,985
Public Works	\$9,011,068
Fire & Rescue	\$7,609,254
Parks & Recreation	\$6,715,065
Development Services	\$6,559,594
Central Services	\$6,390,827
Non-Departmental / Transfers	\$6,362,105
Utility Fund Debt Service	\$3,931,077
Administration	\$3,617,073
Information Technology	\$3,071,485
Finance	\$2,841,640
Powell Bill	\$1,160,000
Emergency Telephone System (911)	\$647,183
Communications & Marketing	\$629,837
Economic Development	\$356,496
TOTAL EXPENDITURES & USES	\$93,793,738

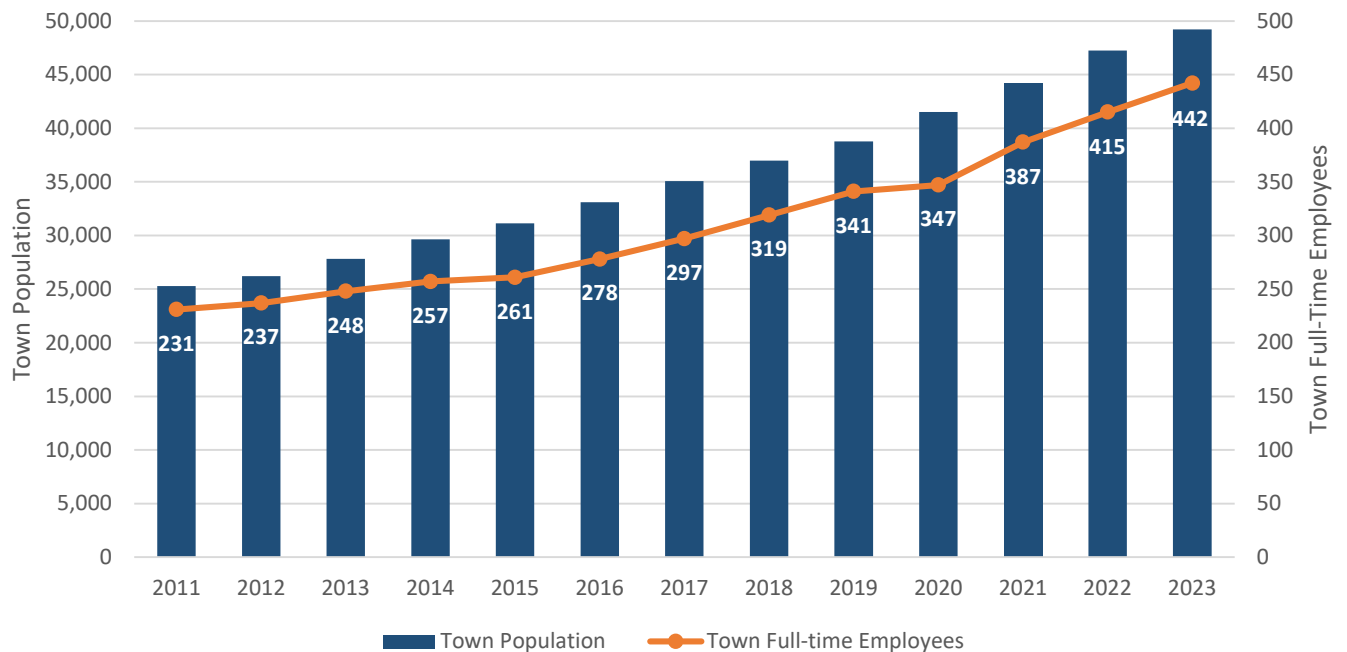
Budget Summary

Position Summary

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended
Authorized Full-Time Positions By Department					
Police	86	87	91	93	98
Fire & Rescue	58	58	71	71	73
Utilities & Infrastructure	n/a	51	58	66	72
Development Services	n/a	38	46	49	55*
Public Works	56	37	39	41	46
Parks & Recreation	38	36	37	39	41
Finance	18	18	19	19	19
Administration (Including the following offices):	4	3	5	12	12
Town Manager's Office	4	3	5	4	4
Office of Budget, Strategy, and Innovation	n/a	n/a	n/a	4	4
Office of Customer Care	n/a	n/a	n/a	4	4
Information Technology	6	7	9	10	11
Human Resources	3	3	3	4	4
Communications & Marketing	3	3	3	4	4
Town Attorney	2	2	2	3	3
Town Clerk	2	2	2	2	2
Economic Development	2	2	2	2	2
Other Departments Since Reorganized	63	n/a	n/a	n/a	n/a
TOTAL AUTHORIZED POSITIONS	341	347	387	415	442

*Includes 3 positions with 3-year terms with options to renew.

Comparison of Town Population Growth to Full-Time Employees



2023 Population is Projected

Budget Summary

Fund & Budget Unit Structure



Fund & Budget Unit Structure

Below outlines the organizational structure the Town uses to account for (including accounting numbers) revenues and expenditures of Town operations. Revenues are accounted at the fund level. Expenditures are accounted at the budget unit level (e.g. Finance).

Governmental Fund

Fund 10 – General Fund

Central Services – 410
Communications and Marketing – 411
Administration – 412
 Office of Customer Care - 10
 Town Manager – 11
 Human Resources – 12
 Town Attorney – 13
 Town Clerk – 14
 Office of Budget, Strategy, and Innovation - 15
Finance – 413
Information Technology – 414
 Fiber Optic – 50
Economic Development– 416
Police – 418
 Law Enforcement – 18
 Telecommunications – 19
Fire and Rescue – 420
Public Works – 422
 Fleet Maintenance – 21
 Streets – 22
 Solid Waste– 24
 Public Facilities Maintenance – 30
Parks and Recreation – 425
 Cultural Center – 25
 Park and Field Maintenance– 26
 Community Center/Programs – 27
 Bass Lake – 28
 Athletics – 29
 North Main Athletic Center – 31
 Administration– 39
Utilities & Infrastructure – 450
 Business Asset Management – 050
 Infrastructure – 010
Development Services – 460
 Customer Service & Compliance – 015
 Land Development – 020
 Building Safety & Inspections – 025

Special Revenue Funds

Fund 15 – Powell Bill

Fund 26 – Emergency Telephone System

Police Department 911 System – 418-16

Enterprise Funds

Fund 30 – Utility Fund

Central Services – 410
Administration – 412
 Office of Customer Care - 10
 Town Manager – 11
Finance – 413
 Utility Billing – 32
 Water Meters – 42
Information Technology – 414
Public Works – 422
 Fleet Maintenance – 422-21
Utilities & Infrastructure – 450
 Water Resource Administration – 030
 Waste Water Treatment Plant – 035
 Compliance/Lab – 040
 Distributions & Water Storage – 045
 Collections – 050
 Pump Stations – 055
Development Services – 460
 Customer Service & Compliance – 015
 Land Development – 020

Fund 31 – Stormwater Fund

Central Services – 410
Administration – 412
 Office of Customer Care - 10
Utilities & Infrastructure – 450
Development Services - 460

Capital Reserve Funds*

Fund 21 – Parks and Recreation Reserves

Fund 22 – Street Reserves

Fund 27 – Stormwater Reserves

Fund 70 - Utility Capital Reserves

Fund 71 – System Development Fee-CRF*

Capital Project Funds*

Fund 11 – PayGo

Fund 35 – Grants & Special Revenue

Fund 42 - Business Park Development

Fund 43 – Water Projects

Fund 44 – Stormwater Projects

Fund 45 – Sewer Projects

Fund 46 - Town Building Projects

Fund 48 – Street and Sidewalk Projects

Fund 49 – Parks and Recreation Projects

Fund 75 - Utility Fund PAYGO

Debt Service Funds

Fund 60 – General Fund Debt Service

Fund 61 – Utility Fund Debt Service

**Indicates not annually appropriated*



Town of
**HOLLY
SPRINGS**
North Carolina

General Fund



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General Fund

Introduction and Financial History

General Fund Introduction

The General Fund accounts for all revenues and expenditures that are not legally, or by financial best practices, required to be accounted for in another type of special purpose or business-type fund. The General Fund includes services that are generally not run as a business enterprise and typically rely on tax dollars as their primary or sole source of revenue. The General Fund is comprised of the core administrative and operational functions of the Town to include public safety (e.g. Police and Fire), Parks and Recreation, Public Works, Development functions, and General Government departments.

General Fund Financial History

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Ad Valorem Taxes	\$20,664,824	\$17,351,686	\$19,088,514	\$20,644,471	\$22,329,149	\$23,026,957
Sales Tax	\$7,327,702	\$7,795,549	\$10,162,152	\$12,261,390	\$11,500,000	\$14,570,000
Environmental Revenues	\$2,521,378	\$2,809,165	\$3,311,437	\$3,306,669	\$3,648,705	\$4,498,820
Other Taxes and Licenses	\$3,369,307	\$3,436,523	\$3,094,605	\$3,423,404	\$3,328,704	\$3,700,204
Permits and Fees	\$7,339,627	\$5,256,001	\$3,910,672	\$2,601,694	\$2,780,500	\$2,645,500
Parks and Recreation Revenues	\$2,081,427	\$1,458,669	\$1,718,936	\$1,969,446	\$1,972,200	\$2,283,200
Transfers / Other Financing Sources	\$453,305	\$5,487,891	\$(1,543,757)	\$2,736,750	\$5,549,184	\$1,445,122
Public Safety Revenues	\$790,687	\$930,030	\$850,542	\$915,413	\$879,160	\$1,317,210
Miscellaneous Revenues	\$848,026	\$1,259,676	\$(2,098,175)	\$511,431	\$616,200	\$749,000
Intergovernmental / Grants	\$176,078	\$62,871	\$917,826	\$101,267	\$123,399	\$123,400
TOTAL REVENUES	\$45,572,361	\$45,848,062	\$39,412,753	\$48,471,934	\$52,727,201	\$54,359,413

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Public Safety	\$11,054,964	\$12,640,486	\$13,503,386	\$15,444,872	\$17,193,134	\$18,344,414
General Government	\$17,275,710	\$14,521,590	\$9,836,884	\$14,627,861	\$13,902,876	\$14,450,452
Public Works	\$5,238,734	\$5,524,931	\$5,697,146	\$7,362,056	\$10,185,018	\$8,863,468
Parks & Recreation	\$5,792,736	\$5,190,317	\$5,122,978	\$5,101,948	\$6,523,940	\$6,715,065
Development	\$3,612,602	\$3,715,476	\$3,680,055	\$3,757,346	\$4,922,233	\$5,986,014
TOTAL EXPENDITURES	\$42,974,746	\$41,592,800	\$37,840,450	\$46,294,084	\$52,727,201	\$54,359,413

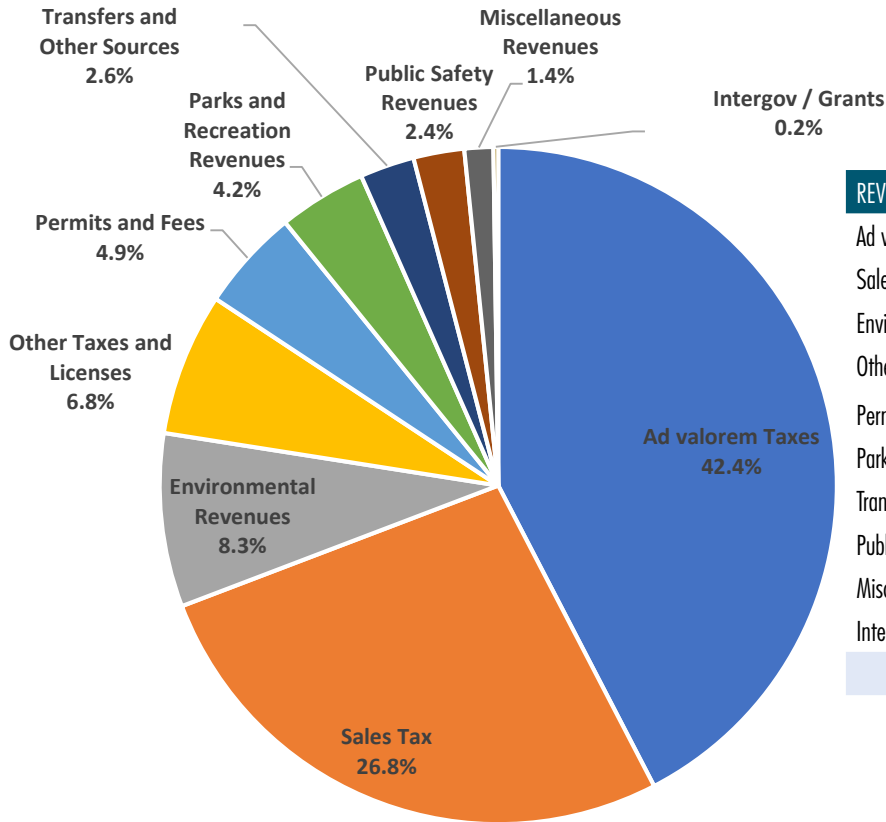
TOTAL REVENUES	\$45,572,361	\$45,848,062	\$39,412,753	\$48,471,934	\$52,727,201	\$54,359,413
TOTAL EXPENDITURES	\$42,974,746	\$41,592,800	\$37,840,450	\$46,294,084	\$52,727,201	\$54,359,413
NET FUND SAVINGS/(DEFICIT)	\$2,597,615	\$4,255,262	\$1,572,303	\$2,177,850	-	-

*Beginning in FY20 a portion of Ad Valorem is directly appropriated to the Debt Service Fund and not transferred from the General Fund

General Fund

FY2023-24 Summary by Function

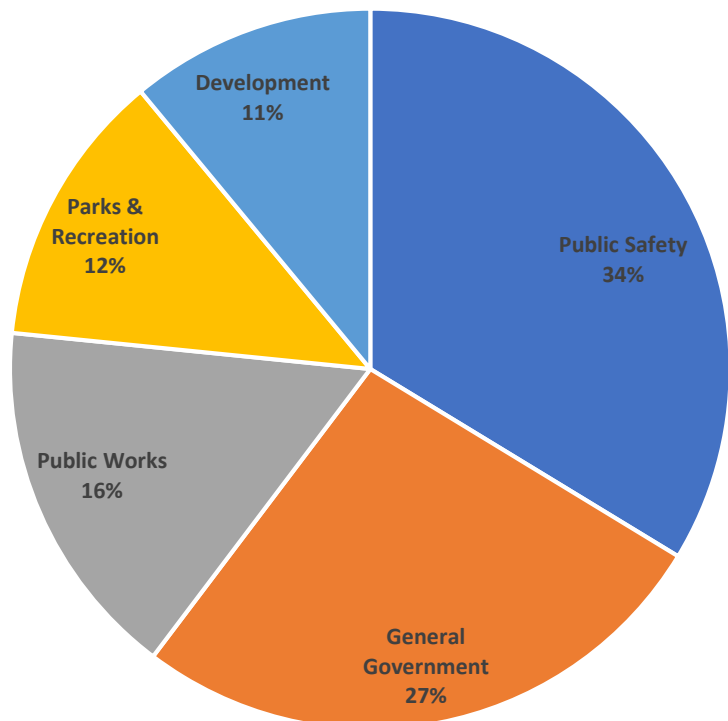
Revenues



REVENUES:	%	FY24
Ad valorem Taxes	42.4%	\$23,026,957
Sales Tax	26.8%	\$14,570,000
Environmental Revenues	8.3%	\$4,498,820
Other Taxes and Licenses	6.8%	\$3,700,204
Permits and Fees	4.9%	\$2,645,500
Parks and Recreation Revenues	4.2%	\$2,283,200
Transfers and Other Sources	2.6%	\$1,445,122
Public Safety Revenues	2.4%	\$1,317,210
Miscellaneous Revenues	1.4%	\$749,000
Intergovernmental / Grants	0.2%	\$123,400
TOTAL REVENUES	100.0	\$54,359,413

Expenditures

EXPENDITURES:	%	FY24
Public Safety	33.7%	18,344,414
General Government	26.6%	14,450,452
Public Works	16.3%	8,863,468
Parks & Recreation	12.4%	6,715,065
Development	11.0%	5,986,014
TOTAL EXPENDITURES	100.0	\$54,359,413



General Fund

Communications & Marketing Department

Mission Statement

The Communications & Marketing Department encourages two-way information sharing with all members of our community through transparency and public engagement. We strive to provide accurate, timely and useful information to maximize the community's understanding of, and benefit from, Town services, programs and initiatives.

Major Services Provided

- Website, social media, email and text message communications
- News releases and publications, including *The Source* newsletter
- Emergency/Crisis communication
- Government access television channel, HSTV-11
- Media relations
- Community engagement
- Marketing and branding

Communications and Marketing Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$255,679	\$275,558	\$449,831	\$471,428	
Operating Expenditures	\$21,981	\$105,969	\$151,598	\$158,409	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$277,660	\$381,527	\$601,429	\$629,837	

Budget Increases

- Biennial Community Survey (\$22,000)
- Communications and Marketing Outreach and Engagement (\$15,000)
- Holly Springs Citizens Academy (\$7,000)
- Social Media Management Software (\$4,000)

General Fund

Town Manager



Mission Statement

Execute the policies and priorities of Town Council and manage the day-to-day service delivery.

Major Services Provided

- Ensuring that all local, state, and federal laws and regulations are met
- Ensuring that all operations and projects are operational, efficient and sustainable
- Implementing philosophies and policy decisions of the council
- Managing the performance of all Town departments
- Providing for economic and downtown development

Town Manager's Office Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$408,769	\$609,991	\$537,722	\$738,809	
Operating Expenditures	\$82,128	\$157,834	\$213,073	\$243,306	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	\$490,897	\$767,825	\$750,795	\$982,115	

Budget Increases

- Intergovernmental Relations / State Lobbyist (\$30,000)
- Unallocated Operational Contingency (\$30,000)

Mission Statement

To provide a one-stop customer service operation for the Town.

Major Services Provided

- Customer service interactions for residents and businesses
- Provide telecommunication and in-person customer service for Town Hall.

Office of Customer Care Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$81,908	\$170,720	
Operating Expenditures	–	–	\$10,900	\$7,400	
Capital Outlay	–	–	–		
EXPENSE TOTALS	–	–	\$92,808	\$178,120	

Budget Increases

- Office of Customer Care Supervisor Position Reclassification (\$3,462)
- Office of Customer Care Supplies and Professional Dues (\$3,500)

General Fund

Office of Budget, Innovation, & Strategy



Mission Statement

To assist the Town Manager in development and execution of the Town's budget and strategic planning processes.

Major Services Provided

- Operating Budget Development and Execution
- Community Investment Plan Development
- Manage the Town's Sustainability Program
- Manage the Town's Strategic Planning process
- Provide Innovative and Strategic decision-making practices for Town Departments

Office of Budget, Innovation, and Strategy Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$413,133	\$499,311	
Operating Expenditures	–	–	\$55,450	\$46,450	
Capital Outlay	–	–	–		
EXPENSE TOTALS	–	–	\$468,583	\$545,761	

Budget Increases

- none

Mission Statement

The Human Resources Department is responsible for recruitment and selection, position classification and compensation, benefits management, policy administration, personnel records management, workers' compensation administration, Family and Medical Leave Act administration, employee relations, and wellness initiative management.

Major Services Provided

The Human Resources Department strives to provide personnel programs and policies that are fair and legal, maintain comprehensive benefits and competitive pay, and promote workplace wellness to retain a skilled and diverse workforce that meets the varied needs of the Town and its citizens.

Human Resources Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$239,130	\$285,953	\$413,861	\$452,244	
Operating Expenditures	\$97,276	\$105,610	\$181,670	\$192,086	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$336,406	\$391,563	\$595,531	\$644,330	

Budget Increases

- Human Resources Recruitment, Selection, and On-Boarding Management Information System (\$60,892)

General Fund

Town Attorney



Mission Statement

The Town attorney serves as general counsel to the Town Council, Town Manager, department heads and other Town boards, giving legal advice, drafting ordinances, representing the Town in court in civil matters such as land condemnation, contract disputes, bill collection, civil fines and ordinance violations.

Major Services Provided

- Legal Counsel
- Contracts
- Legal Representation

Town Attorney Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$201,946	\$223,420	\$407,769	\$438,100	
Operating Expenditures	\$777	\$121,706	\$276,333	\$22,893	
Capital Outlay	–	\$12,280	–	–	
EXPENSE TOTALS	\$202,723	\$357,406	\$684,102	\$460,993	

Budget Increases

- Attorney's Office Supplies and Training (\$9,000)

Mission Statement

To record, maintain, and preserve records of all Town business; to maintain custody of the Town seal; to administer all elections held in the town; and to provide accurate information in a timely manner to the governing body, staff, and the public in order that all may be guaranteed open access to information and the legislative process.

Major Services Provided

The Clerk's office provides a variety of information, services, and support to Town staff, elected officials, and the public at large. In addition to keeping the records for the Town, the Clerk's office is also responsible for the following:

- Preparing and distributing Town Council Agendas
- Recording and archiving minutes of Council meetings
- Overseeing records retention
- Recording, researching, preserving, and providing access to Holly Springs' historical records
- Processing applications for service on Town boards
- Updating Municipal code
- Conducting and overseeing municipal elections
- Ensuring publication of legal ads
- Issuing solicitor's permits
- Responding to public record requests
- Supporting the Mayor, Town Council, and Town Manager's Office
- Administering Oaths of Office

Town Clerk Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$159,905	\$185,857	\$218,210	\$239,721	
Operating Expenditures	\$102,792	\$140,184	\$146,986	\$238,370	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$262,697	\$326,041	\$365,196	\$478,091	

Budget Increases

- Wake County Municipal Election Costs (\$86,800)
- Town Council Agenda Management Software (\$13,124)
- Town Council Personal Vehicle Use Stipend (\$9,000)
- Flag Replacements at Town Facilities (\$2,600)
- Administration Professional Dues and Subscription (\$2,360)

General Fund

Finance Department



Mission Statement

The Finance Department provides timely and accurate financial information to key stakeholders while protecting town assets, both real and intangible, and ensuring town compliance with federal, state, and local laws from a financial and fiduciary vantage point. Serving as an essential partner on topics requiring economic, financial and fiduciary inputs and expertise, the Finance Department manages Accounting and Financial Reporting, Budgeting, Revenue Collections, Payroll, Benefits Administration, Cash Management and Investments, Utility Billing and its external audit partners.

Major Services Provided

- Accounts Payable
- Payroll Processing
- GL Accounting & Reporting
- Capital Asset and Inventory tracking
- Budgeting & Performance Measurement
- Investments and Debt

Finance Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$538,126	\$619,895	\$972,675	\$1,024,884	
Operating Expenditures	\$24,532	\$79,574	\$168,284	\$171,984	
Capital Outlay	–	\$6,050	\$7,500	–	
EXPENSE TOTALS	\$562,658	\$705,520	\$1,148,459	\$1,196,868	

Budget Increases

- Finance Audit Fees and Cost Allocation Study (\$18,000)
- Finance Postage Supplies (\$1,700)

General Fund

Information Technology Department

Mission Statement

The Information Technology Department will provide high quality technology services to the Town in a cost-effective and efficient manner in support of the Town's strategic goals and initiatives.

Major Services Provided

- User support for all IT needs
- Guidance in the use of technology
- User training
- System and cyber security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

Information Technology Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$453,105	\$621,509	\$806,068	\$909,812	
Operating Expenditures	\$928,698	\$1,161,117	\$1,420,508	\$1,440,027	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$1,381,804	\$1,782,626	\$2,226,576	\$2,349,839	

Budget Increases

- Software Requirements, Replacement Computers, and Systems Maintenance (\$151,358)
- Information Technology Technician Position (\$68,219)
- Information Technology Organization and Structure (\$11,175)

General Fund

Economic Development Department



Mission Statement

The continual retention, expansion, and recruitment efforts of the Economic Development department provide the opportunity for more jobs in Holly Springs and increase the diversification between the residential and commercial tax base.

Major Services Provided

Staying connected with county partners at Wake County Economic Development (WCED), state partners in the Economic Development Partnership of North Carolina (EDPNC), and being a member of the North Carolina Economic Development Association (NCEDA) allows the Department to keep their finger on the pulse of Economic Development locally, in the region, in the state, and beyond. The Economic Development Department fills the requests of large projects coming from the state and follows up to land large projects. The Department also works with small businesses and entrepreneurs in the town and helps them to grow and thrive. Additionally, the department focuses on staying involved in key local partnerships in order to be a community connector. Staff make sure to stay up to date on their marketing efforts to display the qualities of Holly Springs that make it attractive to prospective industries.

Economic Development Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$202,274	\$228,658	\$281,677	\$296,946	
Operating Expenditures	\$46,782	\$59,508	\$75,550	\$59,550	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$249,055	\$288,166	\$357,227	\$356,496	

Budget Increases

- None

Mission Statement

The Holly Springs Police Department, working in partnership with the citizens we serve, shall endeavor and remain committed through professional, ethical, and impartial policing practices to preserve life, protect property, and maintain order for all who live, learn, and visit in our community. Citizen trust, confidence, and support are paramount in achieving the highest quality of life. The Holly Springs Police Department is committed to the highest standards of ethics and professionalism as it works in partnership with citizens to maintain a safe community.

Major Services Provided

- Provides primary law enforcement coverage for the Town of Holly Springs
- Responds to criminal and non-criminal requests for service
- Serves as the Primary PSAP for 911 callers within the town limits
- Provides community support through numerous outreach efforts
- Provides animal control services for town residents

Police Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$6,800,196	\$7,501,189	\$8,770,539	\$9,604,118	
Operating Expenditures	\$377,560	\$598,723	\$840,883	\$809,130	
Capital Outlay	\$384,373	\$1,060,365	\$507,501	\$321,912	
EXPENSE TOTALS	\$7,562,129	\$9,160,278	\$10,118,923	\$10,735,160	

Budget Increases

- School Resource Officer Position, Vehicle, and Equipment (\$151,589)
- Police Department Equipment and Tactical Response Gear (\$123,050)
- 9-1-1 Telecommunicator Positions (2) (\$99,664)
- Police Quartermaster Position (\$77,148)
- Emergency Management Specialist Position (\$62,230)
- Field Training Officer Supplemental Pay (\$32,000)
- Police Department Special Operations Lieutenant Position Reclassification (\$11,734)

General Fund

Fire and Rescue Department



Mission Statement

Our mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of the community and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that is focused on customer service, professional development, and an “All In” attitude from all members.

Major Services Provided

- Fire suppression within the municipal limits and areas surrounding the Town
- Free blood pressure checks at all fire stations
- Emergency medical services as EMT-Basics (Fire Department staff provides basic medical care prior to an ambulance arriving)
- Fire education programs on various aspects of public fire safety that are presented to any group free of charge
- Fire hydrant maintenance for all hydrants located in the fire district
- Free tours of the fire stations will be provided with prior arrangements or appointment
- Free home smoke alarm checks

Fire Department Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$4,501,071	\$5,247,976	\$6,510,511	\$6,969,604	
Operating Expenditures	\$443,326	\$521,548	\$563,700	\$639,650	
Capital Outlay	\$996,861	\$515,071	–	–	
EXPENSE TOTALS	\$5,941,258	\$6,284,595	\$7,074,211	\$7,609,254	

Budget Increases

- Fire Department Professional Services Captain Position (\$83,322)
- Fire Department Engineer Position (\$70,697)
- Fire Department Accreditation Training (\$30,000)
- Fire Department Training and Professional Development (\$28,000)
- Fire Department Uniforms, Safety Supplies, and Dues (\$17,400)

General Fund

Public Works Department

Mission Statement

The Holly Springs Public Works Department provides for a safe, clean and healthy environment within the Town.

Major Services Provided

- Fleet Maintenance
- Solid Waste
- Powell Bill / Street Maintenance
- Yard Waste
- Public Facilities Maintenance

Public Works Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$1,823,844	\$2,275,490	\$3,292,959	\$3,749,187	
Operating Expenditures	\$3,204,889	\$4,279,031	\$4,557,239	\$4,834,281	
Capital Outlay	\$668,414	\$807,535	\$2,334,820	\$280,000	
EXPENSE TOTALS	\$5,697,146	\$7,362,056	\$10,185,018	\$8,863,468	

Budget Increases

- Solid Waste Technician Crew (5 Positions) (\$435,921)
- GFL Solid Waste Contract Increases and Service Growth (\$212,615)
- Public Works Employee Training (\$50,000)
- Fire Station 1 HVAC Maintenance and Replacement (\$40,000)
- Solid Waste Fleet Maintenance (\$30,000)
- Street Median Maintenance from Service Growth (\$28,000)
- Weekend Janitorial Services for Parks Restrooms (\$25,000)
- Public Works Branding and Uniforms (\$16,000)

General Fund

Parks and Recreation Department



Mission Statement

To foster engaged, healthy and active lifestyles for the enrichment of Holly Springs residents and visitors by offering exceptional experiences, affordable recreation & cultural activities, well-maintained parks & facilities, and stewardship of our natural resources.

Major Services Provided

The department offers a variety of parks, open spaces, greenways, a recreation center, a cultural arts center, dog park, a lake and retreat center, and athletic facilities to meet the needs of our growing and diverse community. Programs are offered in art, dance, athletics, nature and outdoor education, afterschool and track-out times, fitness and wellness, special interest as well as summer camps and activities geared for senior citizens. Parks and Recreation also provides a number of special events that bring the community together. The sport complexes host numerous baseball, soccer, football and lacrosse tournaments each year which bring economic benefit to the town. The department supports the weekly, year-round farmers market.

Major Service Centers:

- Cultural Center & Farmers Market
- Bass Lake Park and Sugg Farm
- Park and Field Maintenance
- Community Center and Programs
- Athletics
- Administration and Special Events
- North Main Athletic Complex (Ting Park)

Parks and Recreation Department Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$3,114,464	\$3,237,989	\$4,161,106	\$4,518,809	
Operating Expenditures	\$1,869,040	\$1,826,109	\$2,117,806	\$2,121,256	
Capital Outlay	\$139,474	\$37,851	\$245,028	\$75,000	
EXPENSE TOTALS	\$5,122,978	\$5,101,948	\$6,523,940	\$6,715,065	

Budget Increases

- Park Maintenance Crew Leader Position and Technician Position (\$144,332)
- Part-Time Salaries Adjustments for Community Center and Cultural Art Center (\$47,300)
- Community Attractions and Events (\$45,500)
- Park Bond Referendum Education and Outreach (\$27,000)
- Expanded Athletics Instruction (\$20,000)
- Weekend and Events Janitorial Services for Park Restrooms (\$10,000)

General Fund

Utilities & Infrastructure Department

Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

Infrastructure

- Project Management for Town and grant funded facility, site, and infrastructure projects
- Grant application and management

Business Asset Management

- Asset management facilitation and coordination
- Asset management software and database management
- ADA Compliance Program
- Utility permitting

Utilities & Infrastructure Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$699,714	\$1,116,245	\$1,513,491	
Operating Expenditures	–	\$116,180	\$190,175	\$205,825	
Capital Outlay	–	\$15,000	–	\$82,000	
EXPENSE TOTALS	–	\$830,893	\$1,306,420	\$1,801,316	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Project Managers Positions (2) (\$187,055)
- Capital Projects Inspector Position, Vehicle, and Equipment (\$123,272)
- Land Acquisition Agent Position, Vehicle, and Equipment (\$108,847)

General Fund

Development Services Department



Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	—	\$2,033,660	\$2,959,267	\$3,567,652	
Operating Expenditures	—	\$540,204	\$606,546	\$466,946	
Capital Outlay	—	\$352,589	\$50,000	\$150,100	
EXPENSE TOTALS	—	\$2,926,453	\$3,615,813	\$4,184,698	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Building Code Inspector (2) Positions, Vehicles, and Equipment (\$291,175)*
- Compliance Supervisor and Zoning Compliance Officer Positions (\$199,441)
- Building Plans Reviewer Position (\$110,471)*
- Development Services Professional Dues, Subscriptions, and Training (\$17,250)
- Zoning Compliance Officer Position Reclassification (\$4,222)

*Positions are 3-year term limited with opportunity to renew.

General Fund

Central Services and Non-Departmental

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Operating Expenditures	\$2,058,598	\$2,185,399	\$3,206,466	\$3,289,322	
Capital Outlay	\$(3,813,924)	–	–	–	
EXPENSE TOTALS	\$(1,755,327)	\$2,185,399	\$3,206,466	\$3,289,322	

Budget Increases

- Town Utilities (\$35,000)
- Property Tax Collection Fee Increase (\$25,000)

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the general fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Transfers / Other Financing Uses	\$7,828,312	\$7,441,788	\$3,405,704	\$3,338,680	
EXPENSE TOTALS	\$7,828,312	\$7,441,788	\$3,405,704	\$3,338,680	



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Town of
**HOLLY
SPRINGS**
North Carolina

Utility Fund



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Utility Fund

Introduction and Financial History

Utility Fund Introduction

The Utility Fund is the Town's largest enterprise fund, which means the fund is managed as a business-type element of the Town government. Enterprise funds are not tax supported and instead operate by providing or selling a product or service that users pay to receive. The Town's Utility Fund provides water and wastewater services to residents and businesses in Holly Springs.

Utility Fund Financial History

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Water Sales	\$6,611,520	\$7,102,096	\$8,021,950	\$9,866,031	\$10,611,000	\$12,355,000
Sewer Charges	\$5,539,076	\$6,055,963	\$6,851,004	\$8,100,228	\$8,750,700	\$9,818,580
Other Operating Revenues	\$1,299,980	\$1,717,689	\$1,574,384	\$527,552	\$445,500	\$445,500
Other Financing Sources	\$1,371,151	\$6,285,249	\$500,000	\$6,203,618	\$1,427,482	—
Miscellaneous Revenues	\$249,397	\$283,334	\$123,853	\$100,062	\$111,454	\$251,000
Development Fees	\$6,613,349	\$8,651,241	\$2,798,640	\$(10,641)	—	—
TOTAL REVENUES	\$21,684,472	\$30,095,572	\$19,869,830	\$24,786,851	\$21,346,136	\$22,870,080

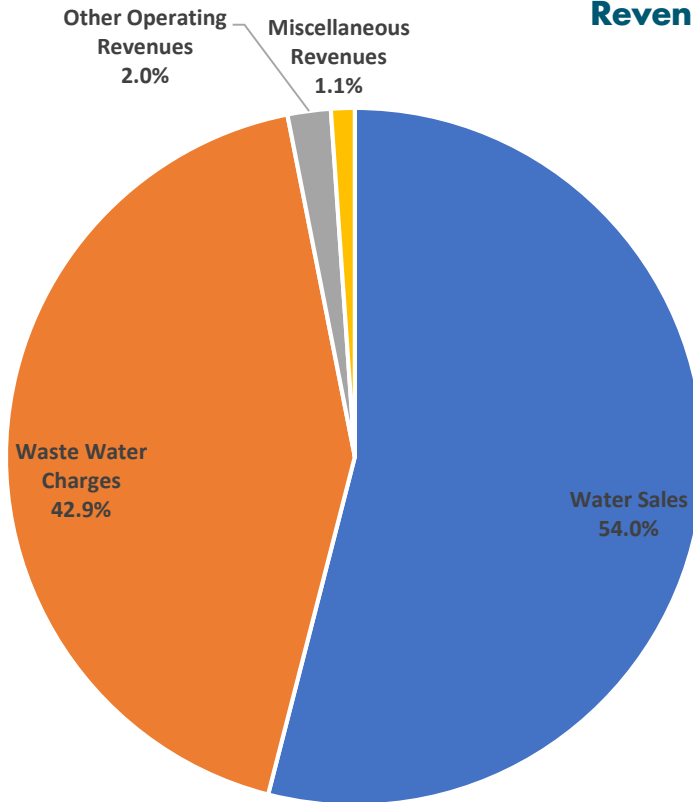
EXPENSES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Development	\$6,722,299	\$7,264,889	\$8,695,186	\$10,785,734	\$12,196,704	\$14,098,150
Central Services	\$7,819,023	\$12,159,664	\$6,843,360	\$7,670,101	\$2,970,326	\$2,952,755
Non-Departmental	\$1,844,697	\$6,057,522	\$1,667,506	\$4,091,000	\$3,512,084	\$3,015,079
Finance	\$2,175,241	\$1,935,125	\$1,193,011	\$985,682	\$1,743,372	\$1,644,772
Information Technology	\$152,643	\$163,604	\$196,553	\$370,386	\$577,972	\$721,646
Public Works	—	—	\$95,338	\$167,621	\$147,600	\$147,600
Administration	\$65,786	\$163,712	\$166,092	\$100,334	\$198,078	\$290,078
TOTAL EXPENSES	\$18,779,689	\$27,744,515	\$18,857,045	\$24,170,859	\$21,346,136	\$22,870,080

TOTAL REVENUES	\$21,684,472	\$30,095,572	\$19,869,830	\$24,786,851	\$21,346,136	\$22,870,080
TOTAL EXPENSES	\$18,779,689	\$27,744,515	\$18,857,045	\$24,170,859	\$21,346,136	\$22,870,080
NET FUND SAVINGS/(DEFICIT)	\$2,904,783	\$2,351,056	\$1,012,785	\$615,992	-	-

Utility Fund

FY2023-24 Summary by Function

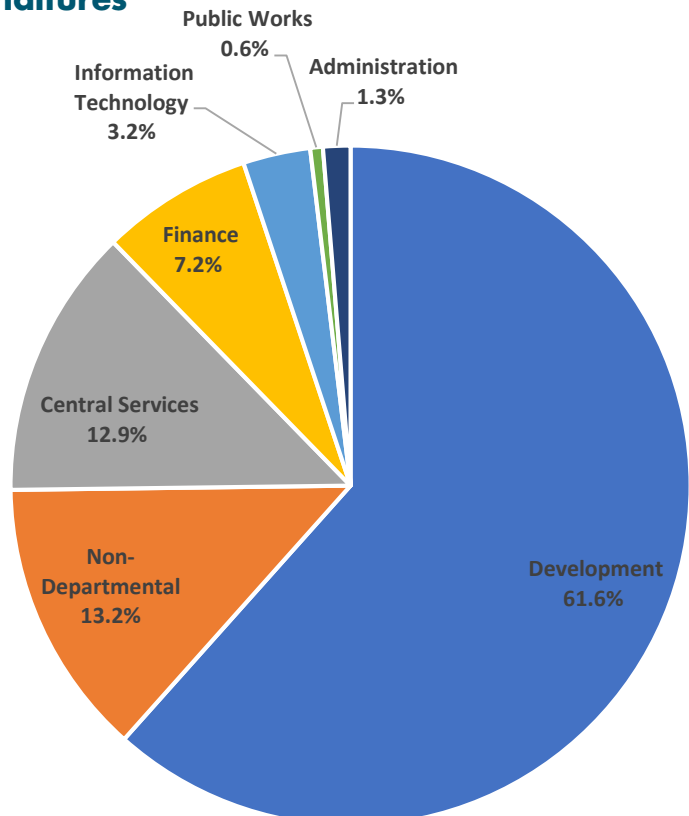
Revenues



REVENUES:	%	FY24
Water Sales	54.0	12,355,000
Waste Water Charges	42.9	9,818,580
Other Operating Revenues	2.0	455,500
Miscellaneous Revenues	1.1	251,000
TOTAL REVENUES	100.0	22,870,080

Expenditures

EXPENDITURES:	%	FY24
Development	61.6	\$14,098,150
Non-Departmental	13.2	\$3,015,079
Central Services	12.9	\$2,952,755
Finance	7.2	\$1,644,772
Information Technology	3.2	\$721,646
Public Works	0.6	\$147,600
Administration	1.3	\$290,078
TOTAL REVENUES	100.0	22,870,080



Utility Fund

Administration Department

Mission Statement

Execute the policies and priorities of Town Council and manage the day-to-day service delivery.

Major Services Provided

- Ensuring that all local, state, and federal laws and regulations are met
- Ensuring that all operations and projects are operational, efficient and sustainable
- Implementing philosophies and policy decisions of the council
- Managing the performance of all Town departments
- Providing for economic and downtown development

Town Manager Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$165,886	\$90,259	\$114,670	\$117,858	
Operating Expenditures	\$206	\$10,075	\$1,500	\$1,500	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	\$166,092	\$100,334	\$116,170	\$119,358	

Budget Increases

- None

Office of Customer Care Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$81,908	\$170,720	
Operating Expenditures	–	–	–	–	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	–	–	\$81,908	\$170,720	

Budget Increases

- None

Utility Fund

Finance Department



Mission Statement

The Finance Department provides timely and accurate financial information to key stakeholders while protecting town assets, both real and intangible, and ensuring town compliance with federal, state, and local laws from a financial and fiduciary vantage point. Serving as an essential partner on topics requiring economic, financial and fiduciary inputs and expertise, the Finance Department manages Accounting and Financial Reporting, Budgeting, Revenue Collections, Payroll, Benefits Administration, Cash Management and Investments, Utility Billing and its external audit partners.

Major Services Provided

- Customer Service
- Utility Billing
- Utility Meter Management

Finance Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$685,113	\$551,410	\$762,517	\$738,803	
Operating Expenditures	\$414,860	\$422,161	\$930,855	\$905,969	
Capital Outlay	\$93,039	\$12,111	\$50,000	—	
EXPENSE TOTALS	\$1,193,011	\$985,682	\$1,743,372	\$1,644,772	

Budget Increases

- Water Meters (\$70,000)
- Utility Billing Software (\$31,290)
- Utility System Base Station Support (\$10,000)
- Utility Billing Postage and Supplies (\$6,000)
- Customer Service Training (\$3,000)

Utility Fund

Information Technology Department

Mission Statement

The Information Technology Department will provide high quality technology services to the Town in a cost-effective and efficient manner in support of the Town's strategic goals and initiatives.

Major Services Provided

- User support for all IT needs
- Guidance in the use of technology
- User training
- System security
- IT procurement services
- Network support (internal and fiber networks)
- Consulting on IT services

Information Technology Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	\$122,341	\$230,387	\$339,217	\$342,697	
Operating Expenditures	\$74,212	\$139,999	\$238,755	\$378,949	
Capital Outlay	—	—	—	—	
EXPENSE TOTALS	\$196,553	\$370,386	\$577,972	\$721,646	

Budget Increases

- Cityworks Utility Implementation and Upgrades (\$200,000)
- Utilities and Infrastructure Security Solutions (\$20,000)

Utility Fund

Utilities & Infrastructure Department



Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

- Water reclamation facility operation and maintenance
- Reclaimed water operation, maintenance, and program administration
- Environmental Compliance Lab
- Water and sewer collections, distribution, pump station operations, and infrastructure maintenance
- Water and sewer utility engineering and planning

Utilities & Infrastructure Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$2,946,072	\$4,120,370	\$4,534,505	
Operating Expenditures	–	\$5,368,867	\$5,485,180	\$6,916,530	
Capital Outlay	–	\$1,074,526	\$601,000	\$572,500	
EXPENSE TOTALS	–	\$9,389,465	\$10,206,550	\$12,023,535	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Bulk Water Purchase and Distribution (\$689,300)
- Pump Station Chemicals and Maintenance (\$365,950)
- Waste Water Treatment Plant Chemicals and Maintenance (\$205,300)
- Utility Technician Positions (2) and Equipment (\$163,667)
- Utility Engineering Professional Fees, Training, and Supplies (\$78,800)
- Environmental Compliance Testing and Supplies (\$55,700)
- Collections Systems Maintenance and Operations (\$50,000)

Utility Fund

Development Services Department

Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	—	\$1,210,475	\$1,652,644	\$1,815,115	
Operating Expenditures	—	\$108,072	\$142,900	\$133,500	
Capital Outlay	—	\$77,722	\$194,610	\$126,000	
EXPENSE TOTALS	—	\$1,396,269	\$1,990,154	\$2,074,615	

*In the FY22 Budget, the Code Enforcement, Planning & Zoning, Engineering, and Water Quality Departments were reorganized into the Utilities & Infrastructure and Development Services Departments.

Budget Increases

- Development Review Engineer Position (\$87,808)

Utility Fund

Public Works



Mission Statement

The Holly Springs Public Works Department provides for a safe, clean and healthy environment within the Town.

Major Services Provided

- Fleet Maintenance

Public Works Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	–	–	
Operating Expenditures	\$95,338	\$167,621	\$147,600	\$147,600	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	\$95,338	\$167,621	\$147,600	\$147,600	

Budget Increases

- None

Utility Fund

Central Services and Non-Departmental

Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Operating Expenditures	\$1,667,506	\$2,170,483	\$2,970,326	\$2,952,755	
Capital Outlay	–	–	–	–	
Transfers	–	\$5,499,618	–	–	
EXPENSE TOTALS	\$1,667,506	\$7,670,101	\$2,970,326	\$2,952,755	

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the Utility Fund and not assigned to a specific department

Non-Departmental Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Transfers / Other Financing Uses	\$6,843,360	\$4,091,000	\$3,512,084	\$3,015,079	
EXPENSE TOTALS	\$6,843,360	\$4,091,000	\$3,512,084	\$3,015,079	



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Town of
**HOLLY
SPRINGS**
North Carolina

Stormwater Fund



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Stormwater Fund

Introduction and Financial History

Stormwater Fund Introduction

The Stormwater Fund is one of the Town's enterprise funds, which means the fund is managed as a business-type element of the Town government. Enterprise funds are not tax supported and instead operate by providing or selling a product or service that users pay to receive. Customers pay the Town a fee based on their structure's impervious surface area according to a unit of measure defined as an "Equivalent Residential Unit" or ERU. The Town's Stormwater Fund provides services to residents and businesses by planning for and managing the Town's stormwater system.

Stormwater Fund Financial History

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Environmental Fees	\$489,568	\$521,665	\$1,006,512	\$1,327,964	\$1,320,000	\$1,404,000
Permits and Fees	\$334,248	\$187,860	\$252,895	\$227,396	\$250,000	\$350,000
Miscellaneous Revenues	\$6,969	\$12,462	\$4,630	\$7,224	\$3,000	\$20,000
Other Financing Sources	\$(29,060)	\$519,328	\$100,000	\$587,100	\$200,000	—
TOTAL REVENUES	\$801,724	\$1,241,316	\$1,364,038	\$2,149,684	\$1,773,000	\$1,774,000

REVENUES	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Rec
Development	\$556,254	\$1,074,558	\$819,989	\$721,673	\$1,582,606	\$1,579,319
Administration	—	—	—		\$18,312	\$37,585
Non-Departmental	—	—	—	\$539,522	\$15,605	\$8,346
Central Services	\$11,380	\$15,416	\$91,701	\$691,270	\$156,477	\$148,750
TOTAL EXPENSES	\$567,634	\$1,089,975	\$911,690	\$1,952,456	\$1,773,000	\$1,774,000

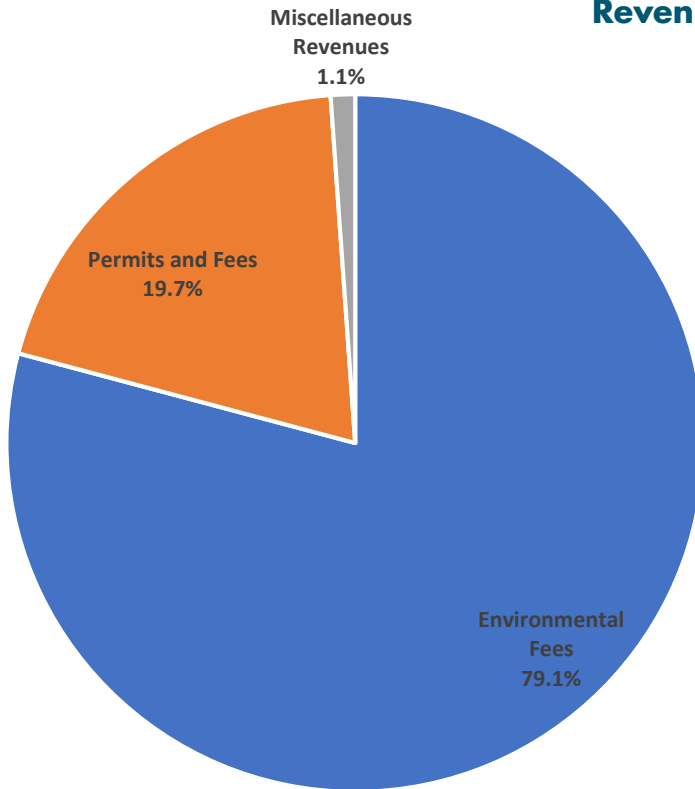
TOTAL REVENUES	\$801,724	\$1,241,316	\$1,364,038	\$2,149,684	\$1,773,000	\$1,774,000
TOTAL EXPENSES	\$567,634	\$1,089,975	\$911,690	\$1,952,456	\$1,773,000	\$1,774,000
SAVINGS/(DEFICITS)	\$234,090	\$447,962	\$452,348	\$197,228	-	-

Stormwater Fund

FY2023-24 Summary by Function

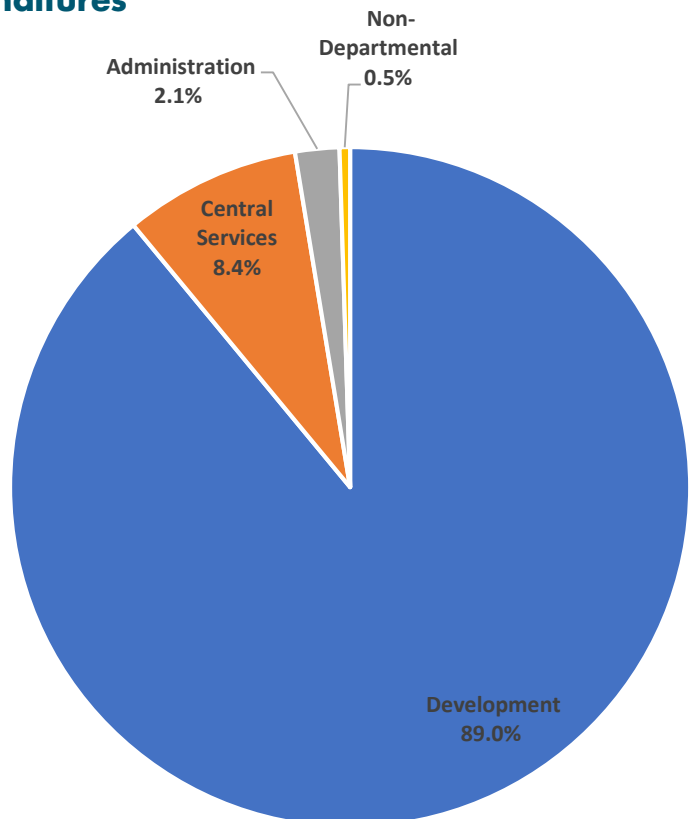


Revenues



REVENUES:	%	FY24
Environmental Fees	79.2	\$1,404,000
Permits and Fees	19.7	\$350,000
Miscellaneous Revenues	1.1	\$20,000
TOTAL REVENUES	100.0	\$1,774,000

Expenditures



EXPENDITURES	%	FY24
Development	89.0	\$1,579,319
Central Services	8.4	\$148,750
Administration	2.1	\$37,585
Non-Departmental	0.5	\$8,346
TOTAL EXPENDITURES	100.0	\$1,774,000

Stormwater Fund

Utilities & Infrastructure Department

Mission Statement

The Utilities and Infrastructure Department is committed to infrastructure and utility asset management including long-term asset planning and proactive operation of utilities.

Major Services Provided

- National Pollutant Discharge Elimination System (NPDES) Phase II Permit Program
- Stormwater and Erosion Control inspections and compliance
- Flood Plain administration

Utilities & Infrastructure Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$522,570	\$896,226	\$1,017,406	
Operating Expenditures	–	\$159,999	\$202,602	\$261,632	
Capital Outlay	–	\$35,642	\$246,000	–	
EXPENSE TOTALS		\$718,211	\$1,344,828	\$1,279,038	

*In the FY22 Budget the Engineering Department Stormwater Management Program reorganized under the Utilities & Infrastructure Department

Budget Increases

- Stormwater Operations and Maintenance (\$47,400)
- Stormwater Vehicle Cargo Equipment (\$1,500)
- Secondary and Cumulative Impacts Master Management Plan (SCIMMP) (\$20,000)

Stormwater Fund

Development Services Department



Mission Statement

Development Services is committed to creating an atmosphere for the prosperity of businesses, contributing to our customer's and resident's success by providing helpful, timely and quality services through knowledge and professional expertise, and adhering to sustainable practices to ensure the public's health, safety, and general welfare.

Major Services Provided

- Current and Long-Range Planning
- Land Development Review
- Building Safety & Inspections
- Zoning, Code Enforcement, and Technical Services
- Central Permitting & Development Business Administration

Development Services Department Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	\$2,771	\$218,478	\$280,981	
Operating Expenditures	–	\$690	\$19,300	\$19,300	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	–	\$3,461	\$237,778	\$300,281	

Budget Increases

- None

Stormwater Fund

Administration Department

Mission Statement

To provide a one-stop customer service operation for the Town.

Major Services Provided

- Customer service interactions for residents and businesses
- Provide telecommunication and in-person customer service for Town Hall.

Office of Customer Care Budget Summary					
	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Salaries & Benefits	–	–	\$18,312	\$37,585	
Operating Expenditures	–	–	–	–	
Capital Outlay	–	–	–	–	
EXPENSE TOTALS	–	–	\$18,312	\$37,585	

Budget Increases

- None

Stormwater Fund

Central Services and Non-Departmental



Central Services Department

- The Central Services Department is a cost center managed by the Finance Department for centralized costs and utility bill payment for the Town

Central Services Department Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Operating Expenditures	\$91,701	\$691,270	\$156,477	\$148,750	
EXPENSE TOTALS	\$91,701	\$691,270	\$156,477	\$148,750	

Non-Departmental

- Transfers to other funds such as the PAYGO Fund, capital project funds, and capital reserve funds are budgeted as other financing uses within the Stormwater Fund and not assigned to a specific department

Non-Departmental Budget Summary

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Other Financing Uses	–	\$539,522	\$15,605	\$8,346	
EXPENSE TOTALS	–	\$539,522	\$15,605	\$8,346	



Town of
**HOLLY
SPRINGS**
North Carolina

Special Revenue & Debt Service Funds



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Special Revenue and Debt Service Funds

Special Revenue Funds

Powell Bill Fund Introduction

The Powell Bill Fund is one of the Town's special revenue funds, which means the fund has a dedicated revenue source that is legally required to be used for only a specific function. The Powell Bill funds are used primarily to resurface municipal streets but also may be used to maintain, repair, construct, or widen streets, bridges, and drainage areas. Municipalities can also use Powell Bill funds to plan, construct, and maintain bike paths, greenways, or sidewalks. The amount each municipality receives is based on a formula set by the N. C. General Statutes, with 75 percent of the funds based on population and 25 percent based on the number of municipality-maintained street miles. The annual population figures are provided by the NC Office of State Budget Management.

Powell Bill Fund Financial History

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Powell Bill Street Maintenance Fund Budget Summary					
Revenue	\$2,339,820	\$1,208,298	\$2,178,163	\$1,160,000	
Expense	\$1,039,051	\$1,120,527	\$2,178,163	\$1,160,000	
SAVINGS / (DEFICITS)	\$1,300,769	87,771	–	–	–

Emergency Telephone System (911) Fund Introduction

The Emergency Telephone System (911) Fund is one of the Town's special revenue funds, which means the fund has a dedicated revenue source that is legally required to be used for only a specific function. The Town receives state funding for managing a primary public safety answering point, or PSAP. The North Carolina 911 Board approved a funding method in December 2010 for distributing funds to primary PSAPs. The 911 Board is required to present the final approved distribution amount (base amount as defined in G.S. §143B-1406) for each primary PSAP by June 1 of each year for the upcoming fiscal year.

Emergency Telephone System (911)

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
Emergency Telephone System (911) Fund Budget Summary					
Revenue	\$238,149	\$249,940	\$246,216	\$647,183	
Expense	\$145,919	\$3,868	\$246,216	\$647,183	
SAVINGS / (DEFICITS)	\$92,230	246,072	–	–	–

Special Revenue and Debt Service Funds

Debt Service Funds



Debt Service Funds Introduction

Debt Service Funds are annual appropriations for paying the annual principal and interest payments for debts taken by the Town. The Town maintains a General Fund Debt Service fund, which is tax-base supported, and a Utility Debt Service Fund, which is supported by water and wastewater revenue sources.

Debt Service Funds Financial History

	FY21 Actual	FY22 Actual	FY23 Amended	FY24 Recommended	FY24 Approved
General Fund Debt Service Budget Summary					
Revenue	\$10,003,129	\$8,688,889	\$8,061,212	\$9,051,985	
Expense	\$4,431,841	\$15,821,683	\$8,061,212	\$9,051,985	
SAVINGS / (DEFICITS)	\$5,571,288	(\$7,132,794)	–	–	–
Utility Fund Debt Service Budget Summary					
Revenue	\$4,283,254	\$4,091,709	\$4,297,267	\$3,931,077	
Expense	\$4,342,615	\$12,332,109	\$4,297,267	\$3,931,077	
SAVINGS / (DEFICITS)	(\$59,361)	(\$8,240,400)	–	–	–

Special Revenue and Debt Service Funds

Debt Summary

General Fund Debt Service Principal and Interest							
DEBT TYPE	FY24	FY25	FY26	FY27	FY28	Future Years	Totals
Principal	\$6,438,419	\$5,566,149	\$5,478,201	\$4,960,550	\$4,649,510	\$42,910,629	\$70,003,458
Interest	\$2,398,564	\$2,221,694	\$2,004,436	\$1,787,848	\$1,572,222	\$6,986,790	\$16,971,555
GEN. FUND TOTAL	\$8,836,984	\$7,787,843	\$7,482,637	\$6,748,398	\$6,221,732	\$49,897,419	\$86,975,012
Utility Fund Debt Service Principal and Interest							
DEBT TYPE	FY24	FY25	FY26	FY27	FY28	Future Years	Totals
Principal	\$3,342,837	\$3,414,119	\$3,394,295	\$3,415,348	\$3,492,473	\$9,131,651	\$26,190,724
Interest	\$588,237	\$521,393	\$453,211	\$384,706	\$313,642	\$742,030	\$3,003,220
UTILITY FUND TOTAL	\$3,931,075	\$3,935,513	\$3,847,506	\$3,800,054	\$3,806,116	\$9,873,681	\$29,193,944
TOTALS (ALL FUNDS)	\$12,768,058	\$11,723,356	\$11,330,142	\$10,548,452	\$10,027,847	\$59,771,100	\$116,168,956

Special Revenue and Debt Service Funds

Debt Schedule Summary



General Fund Debt by Purpose					
SERIES	Purpose	Type	Term	Original Par	Outstanding Par
2008 A	Green Oaks Parkway	Installment Purchase Agreement	18	\$6,366,000	\$1,061,000
2013	Athletic Fields	Other Debt Financing Arrangements	10	\$1,805,271	\$1,805,271
2013 A	Fiber Optic Network	Installment Purchase Agreement	10	\$1,500,000	\$150,000
2014	Law Enforcement Center, Athletic Complex, Transportation Improvements	Limited Obligation Bonds	18	\$17,105,000	\$10,095,000
2020 A	Vehicle Equipment	Installment Purchase Agreement	5	\$550,000	\$335,385
2020 C	Fire Truck	Installment Financing Contract	10	\$1,200,000	\$972,502
2020 D	Hunt Center Refunding 2009	Installment Purchase Agreement	7	\$3,070,118	\$1,781,090
2021	Police, Streets	Installment Purchase	4	\$695,182	\$436,746
2021	FujiFilm, Town Hall	Limited Obligation Bonds	20	\$18,270,000	\$18,270,000
2021	Parks and Recreation Projects, Transportation Improvements	General Obligation Public Improvement Bonds	20	\$30,000,000	\$27,000,000
2022	Solid Waste, Police	Installment Purchase Agreement	5	\$1,581,000	\$1,264,800
2022	Refunding 2012	General Obligation Refunding Bonds	15	\$7,381,542	\$6,831,664
General Fund Total				\$89,524,112	\$70,003,458
Utility Fund Debt by Purpose					
SERIES	Purpose	Type	Term	Original Par	Outstanding Par
2010	Utle Creek Wastewater Treatment Plant	Other Debt Financing Arrangements	20	\$17,500,000	\$6,125,000
2011	Water System	Other Debt Financing Arrangements	20	\$33,534	\$11,673
2020	Water and Sewer Refunding 2010	Revenue Bond	8	\$5,242,436	\$3,988,837
2020 A	Refunding 2008	Revenue Bond	8	\$9,040,907	\$6,425,011
2020 B	Avery Ferry Force Main	Installment Financing Contract	15	\$3,045,650	\$2,541,999
2021	Vehicle Equipment	Installment Purchase	4	\$716,068	\$449,867
2022	Refunding 2006, Refunding 2012A, Refunding 2012B	General Obligation Refunding Bonds	15	\$7,183,458	\$6,648,336
Utility Fund Total				\$42,762,052	\$26,190,724
ALL-FUNDS TOTAL				\$132,286,165	\$96,194,181



Town of
**HOLLY
SPRINGS**
North Carolina

Community Investment Plan (CIP)



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Community Investment Plan (CIP)

Introduction

Introduction

The Community Investment Plan (CIP) is a five year plan that links the Town's infrastructure needs and financial resources with a timetable. The CIP is a multi-year long range plan that also acts as a policy document charting a course for capital improvements and Town development. Generally, the Town's CIP only includes capital improvements that either exceed \$100,000, involve the acquisition of land, or items deemed essential for future planning by the Town Manager or the Governing Body. The purchase of vehicles or equipment is excluded from the CIP unless deemed otherwise.

CIP Planning Process



The CIP is an ongoing process, and each year the plan is updated. The need or idea for investments can originate from the Mayor, Town Council, Residents, or Town staff. These items are compiled, assessed, and a plan is presented to the Governing Body with the Manager's Recommended Budget. The CIP's first year of expenditures are budgeted with years two through four as plans for future assessment and refinement.

Functions of the CIP

A CIP must be updated each year. Adopting a CIP does not end with the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, parks, infrastructure, equipment, etc., are constantly in need of repair, replacement or expansion. A growing population will require additional or new facilities. These reasons require that the CIP be updated to maintain the financial solidity of the Town. The CIP achieves the following objectives as a component of the Town's budget and financial planning process:

- Focuses attention on community goals, needs, and capabilities
- Guides future community growth and development
- Advance planning ensures that projects are well thought out in advance of construction
- Provides for the orderly replacement of capital items
- Encourages a more efficient governmental administration as well as maintains a sound and stable financial program

continued next page

Community Investment Plan (CIP)

Introduction



Fiscal Policy Excerpt – Capital Improvement Budget Policy

1. The Town will prioritize all capital improvements in accordance with a capital improvement program.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
7. The Town will attempt to determine the least costly and most flexible financing method for all new projects

Prioritization System

The Town uses a tiered prioritization system to assist in planning. The system is not meant to decide which projects are approved, but to help assess options and compare priorities across many different functional areas.

Priority Level			
Category Rating	High	Medium	Low
1	Level A		
2		Level B	
3			
4			Level C

The table is divided into three tiers:

- Level A – highest consideration for funding
- Level B – moderate consideration for funding
- Level C – lower consideration for funding

Community Investment Plan (CIP)

Introduction

A CIP project's tier is determined by its assessment of priority level and category rating. The horizontal axis is for scoring a project's priority level from high to medium to low.

High	• Project mandated by local, state, or federal regulations • Project is a top strategic priority of the Town Council • Project substantially reduces expenditures or increases revenues
Medium	• Project maintains existing service levels • Project results in better efficiency of service delivery or workplace productivity
Low	• Product expands service levels • Product expands quality of life

On the vertical axis of the prioritization system is the project's category rating. This is divided in four categories:

1. **Health/Safety/Welfare** - Projects that protect the health, safety, and welfare of the community and the employees serving it.
2. **Maintenance/Replacement** - Projects that provide for the maintenance of existing systems, infrastructure, and equipment.
3. **Expansion of Existing Programs** - Projects which enhance the existing systems and programs allowing for expansion of existing services.
4. **Expansion of New Programs** - Projects that allow for expansion into new programs and services.

The prioritization system is only designed to aid in decision-making. Staff works to assess both community investment needs but also funding availability. The Town Manager submits the CIP with the Recommended Budget and the final plan is approved by the Mayor and Town Council with the next fiscal year's operating budget.

PAYGO

PAYGO, which stands for "pay as you go" is a method for funding a project without taking out new debt or raising new revenues. PAYGO is used for one-time expenses and capital investments.

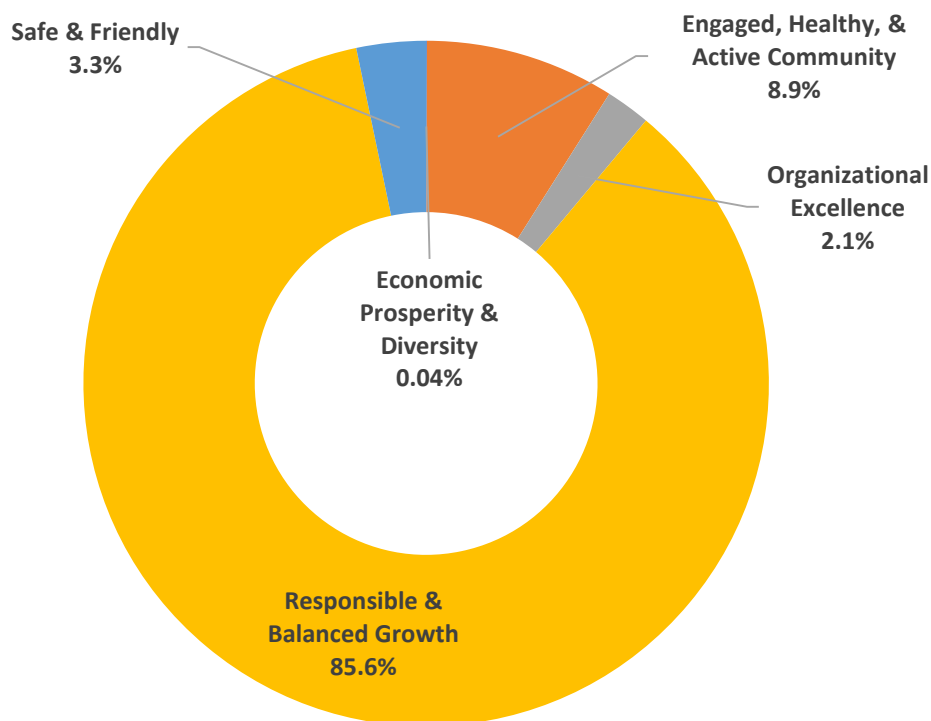
Community Investment Plan (CIP)

Projects by Strategic Priority Area



FY2023-2024 CIP Projects by Strategic Priority Area

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the FY2023-24 fiscal year. These figures do not represent the full cost if expenses are anticipated to occur over multiple fiscal years. For a full project cost refer to the summary by project tables included at the end of the Community Investment Plan chapter.



Projects by Strategic Priority Area	FY24
Economic Prosperity & Diversity	\$25,000
Engaged, Healthy, & Active Community	\$6,125,000
Organizational Excellence	\$1,445,000
Responsible & Balanced Growth	\$58,690,000
Safe & Friendly	\$2,242,595
TOTAL	\$68,527,595

Community Investment Plan (CIP)

Projects by Strategic Priority Area

Economic Prosperity and Diversity	FY24
Downtown Investment Grant (DIG)	\$25,000
TOTAL	\$75,000

Engaged, Healthy & Active Community	FY24
New Park Off Cass Holt Rd	\$5,000,000
Sugg Farm Park Amenities - Community Garden & Nature Play Area	\$700,000
Priority Greenways	\$350,000
Playground Rehabilitation, Sunshades, and Amenities	\$75,000
TOTAL	\$6,125,000

Organizational Excellence	FY24
Utility Fund Vehicle Replacements	\$750,000
General Fund Vehicle Replacements	\$570,000
General Government Facility Maintenance & Repair	\$75,000
Town Signage	\$50,000
TOTAL	\$1,445,000

Responsible & Balanced Growth	FY24
Sanford Water Capacity Project	\$45,800,000
Operations Campus	\$11,000,000
WWTP and Pump Station SCADA	\$600,000
Stormwater Repair Projects	\$300,000
Stormwater Asset Inventory, Assessment, and Asset Management Plan	\$300,000
Utility System Repair and Operations	\$300,000
Risk & Resiliency Implementation Plan	\$200,000
Yard Waste Program Roll-Out Carts, Branding, and Implementation	\$190,000
TOTAL	\$62,175,504

Safe & Friendly	FY24
Fire Engine Replacement*	\$850,000
9-1-1 Emergency Communications Center (ECC) Upgrades/Replacements	\$837,595
Sidewalk, Pedestrian & Bike Safety Improvements	\$225,000
Intelligent Transportation System (ITS) Phase III	\$200,000
ADA Improvements	\$100,000
Neighborhood Traffic Safety/Calming	\$30,000
TOTAL	\$2,242,595

*Fire Engine is budgeted for future financing with anticipated delivery in FY25.

Community Investment Plan (CIP)

5-Year CIP Funding Summary



GENERAL PROJECTS								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
USES								
General Government	\$32,202,021	\$11,000,000	–	–	–	–	\$43,202,021	–
Public Safety		\$837,595	–	–	–	–	\$837,595	–
Parks and Recreation	\$11,030,000	\$6,050,000	\$72,870,000	–	\$100,000	–	\$90,050,000	–
Public Works	\$38,000	–	\$633,000	\$1,050,000	–	–	\$1,721,000	–
PAYGO	\$2,799,305	\$970,000	\$780,000	\$780,000	\$755,000	\$755,000	\$6,839,305	–
Streets / Transportation	\$8,441,246	–	\$10,485,504	\$4,800,000	\$2,000,000	–	\$25,726,750	\$7,546,000
Fleet Replacement	–	\$1,420,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$9,420,000	–
TOTAL USES:	\$54,510,572	\$20,277,595	\$86,768,504	\$8,630,000	\$4,855,000	\$2,755,000	\$177,796,671	\$7,546,000
SOURCES								
Operating Revenues	\$7,002,440	\$1,776,628	\$7,186,417	\$8,480,000	\$2,630,000	\$2,630,000	\$29,705,485	–
Future Financing Sources	\$30,000,000	\$16,850,000	\$70,570,000	–	–	–	\$117,420,000	–
General Obligation Bonds	\$7,280,000	–	\$4,562,087	–	–	–	\$11,842,087	–
Parks & Recreation Reserves	\$4,450,000	\$550,000	\$2,300,000	–	\$100,000	–	\$7,400,000	–
Streets Reserves	\$1,150,000	\$200,000	\$150,000	\$150,000	\$125,000	\$125,000	\$1,900,000	–
Intergovernmental/Grants	\$4,314,496	\$900,967	–	–	–	–	\$5,215,463	\$7,546,000
Powell Bill	–	–	\$2,000,000	–	\$2,000,000	–	\$4,000,000	–
Developer Contribution	\$313,636	–	–	–	–	–	\$313,636	–
TOTAL SOURCES:	\$54,510,572	\$20,277,595	\$86,768,504	\$8,630,000	\$4,855,000	\$2,755,000	\$177,796,671	\$7,546,000

Community Investment Plan (CIP)

5-Year CIP Funding Summary

UTILITY PROJECTS								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
USES								
PAYGO	–	\$1,100,000	\$900,000	\$400,000	\$400,000	\$200,000	\$3,000,000	–
Water and Sewer	\$20,430,000	\$45,800,000	\$51,800,000	\$116,300,000	–	–	\$234,330,000	–
Utility Fleet Replacement	–	\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,750,000	–
TOTAL USES:	\$20,430,000	\$47,650,000	\$53,700,000	\$117,700,000	\$1,400,000	\$1,200,000	\$242,080,000	–
SOURCES								
Operating Revenues/Reserves	\$8,930,000	\$1,850,000	\$2,900,000	\$1,400,000	\$1,400,000	\$1,200,000	\$17,680,000	–
Future Financing Sources	–	\$45,800,000	\$50,800,000	\$116,300,000	–	–	\$212,900,000	–
Intergovernmental / Grants	\$11,500,000	–	–	–	–	–	\$11,500,000	–
TOTAL SOURCES:	\$20,430,000	\$47,650,000	\$53,700,000	\$117,700,000	\$1,400,000	\$1,200,000	\$242,080,000	–

STORMWATER PROJECTS								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
USES								
Stormwater Projects	–	\$600,000	\$300,000	\$200,000	–	–	–	–
TOTAL USES:	–	\$600,000	\$300,000	\$200,000	–	–	–	–
SOURCES								
Transfers In / Reserves	–	\$600,000	\$300,000	\$200,000	–	–	–	–
TOTAL SOURCES:	–	\$600,000	\$300,000	\$200,000	–	–	–	–

TOTAL CIP (ALL FUNDS)								
DIVISION DESCRIPTION	PRIOR FYs	FY24	FY25	FY26	FY27	FY28	TOTALS	Future FYs
TOTAL USES:	\$74,940,572	\$68,527,595	\$139,383,000	\$125,230,000	\$6,255,000	\$3,955,000	\$418,291,167	\$7,546,000
TOTAL SOURCES:	\$74,940,572	\$68,527,595	\$139,383,000	\$125,230,000	\$6,255,000	\$3,955,000	\$418,291,167	\$7,546,000

Community Investment Plan (CIP)

Project Descriptions



FY2023-24 Community Investment Plan Projects

Note - All projects listed below are only showing budgeted amounts for anticipated expenses occurring during the FY2022-23 fiscal year. These figures do not represent the full cost if expenses are anticipated to occur over multiple fiscal years. For a full project cost refer to the summary by project tables included at the end of the Community Investment Plan chapter.

LEVEL-A (Highest Consideration for Funding)

Public Services Operations Campus (\$11,000,000 in additional financing for a total of \$41M) - the new operations campus will provide a central location for public service departments to centrally operate and grow with the community. This facility will provide potential workspace for Public Works, Utilities & Infrastructure, Development Services, Parks & Recreation, and Finance.

Sanford Water Capacity Partnership (\$45,800,000 in additional financing, current construction estimate is \$49.3M) - Holly Springs portion of the construction cost for the water treatment plant in Sanford in order to secure the future water supply for the Town.

9-1-1 Emergency Communications Center (ECC) Upgrades (\$837,595) - Replacement and upgrading ECC technical components and expanding capabilities with the addition of two telecommunicator consoles.

Stormwater Repair Projects (\$300,000) - repairs to existing stormwater utilities and drains throughout the town to ensure proper drainage and the reduction of erosion.

Stormwater Asset Inventory, Assessment, and Asset Management Plan (\$300,000) - an asset inventory and condition assessment of stormwater infrastructure to be incorporated in a Strategic Asset Management Plan.

Sugg Farm Park Amenities - Community Garden & Nature Play Area (\$700,000) - Town and state grant funding for improving amenities at Sugg Farm including a community garden and nature play area.

LEVEL-B (Moderate Consideration for Funding)

New Park off Cass Holt Rd (\$5,000,000) - Initial design funding and site preparation for the construction of a new park and recreational amenities off Cass Holt Rd.

Priority Greenways (\$350,000) - funding for design and construction of two priority greenway segments: Jones Park to Holly Springs Road connector and also connecting Ting Park to the Oak Hall Neighborhood.

LEVEL-C (Lower Consideration for Funding)

No proposed FY2023-24 Level - C projects.

Community Investment Plan (CIP)

Project Descriptions

General Fund PAYGO (Pay-as-you-go funding)

- **Downtown Investment Grant Program** (\$25,000)
- **Sidewalk, Pedestrian, and Bike Safety Improvements** (\$225,000)
- **Neighborhood Traffic Safety/Calming** (\$30,000)
- **ADA Improvements** (\$100,000)
- **General Government Facility Maintenance and Repair** (\$75,000)
- **Playground Rehabilitation, Sunshades, and Amenities** (\$75,000)
- **Intelligent Transportation System (ITS) Phase III** (\$200,000)
- **Yard Waste Program Roll-Out Carts, Branding, and Implementation** (\$190,000)
- **Town Welcome/Gateway Signage** (\$50,000)

Utility Fund PAYGO

- **Utility System Risk and Resiliency Implementation Plan** (\$200,000)
- **Utility System Maintenance and Repair** (300,000)
- **UCWRF and Pump Station Supervisory Control and Data Acquisition (SCADA) System Upgrades** (\$600,000)

Fleet Replacement

- **Fire Replacement Truck** (\$850,000 in future financing with anticipated delivery in FY25)
- **Other General Fund Vehicles and Equipment** (\$570,000)
- **Utility Fund Vehicles and Equipment** (\$750,000)

Community Investment Plan (CIP)

Project Descriptions



Active Priority Community Investments

Note - All community investments listed below are active projects that have been council approved, budgeted, and at this time do not have a request for funding in future fiscal years. From a budgetary perspective these projects are considered “fully-funded” but may still have future grants, debt issuances, or other revenues to be collected at a future date. This is not an all inclusive list of every active community investment project.

Fire Station 3 (\$11,200,000) - Design is underway for construction of a permanent home for Fire Station 3. Construction is anticipated to begin in 2023 with completion in 2024.

Main Street Right Turn Lane (\$1,693,000) - Design is complete and right-of-way acquisition is underway for adding a northbound right turn lane on Main Street at Holly Springs Road. This project will use part of the 2018 Transportation Bond.

NC 55 Bypass Right Turn Lane (\$2,728,000) - Design is completed with final permitting underway for adding a southbound right turn lane on the NC55 Bypass from Avent Ferry Road to Main Street. This project will use part of the 2018 Transportation Bond.

Avent Ferry road Re-Alignment (\$4,960,500) - Design is underway for re-alignment of Avent Ferry Road from Cotton Ln to Stinson Ave via Pine Ave. This project will use part of the 2018 Transportation Bond.

Holly Springs Road Widening - East (\$32,740,000) - Construction is underway to widen Holly Springs Road to a 4-lane median section with sidewalk from Flint Point Lane to Sunset Lake Road. This project will use part of the 2018 Transportation Bond.

Holly Springs Road Widening - East, Force Main Upsizing (\$2,460,000) - Construction to lower and increase the size of the Holly Springs Rd force main to accommodate future development and coincide with the construction to widen Holly Springs Rd.

Community Investment Plan (CIP)

Funding Level Summary FY2023-2024

Priority Level	Category Type
H - High	1 - Health/Safety/Welfare
M - Medium	2 - Maintenance/Replacement
L - Low	3 - Expansion of Existing Programs
PAYGO - (PAY-AS-YOU-GO)	4 - Expansion of New Programs

Functional Area	Project Name	Priority Type	FY2023-2024 Capital Cost
LEVEL A			
General Government	Public Services Operations Campus	H-1	\$11,000,000
Water and Sewer	Sanford Water Capacity Partnership	H-1	\$45,800,000
Public Safety	9-1-1 Emergency Communications Center (ECC)	H-1	\$837,595
Stormwater	Stormwater Repair Projects	H-2	\$300,000
Stormwater	Stormwater Asset Inventory, Assessment, and Asset Management Plan	H-2	\$300,000
Parks and Recreation	Sugg Farm Park Amenities - Community Garden & Nature Play Area	H-2	\$700,000
LEVEL B			
Parks and Recreation	New Park off Cass Holt Road	H-4	\$5,000,000
Parks and Recreation	Priority Greenway Connections	H-4	\$350,000
LEVEL C			
n/a	n/a	n/a	n/a

Community Investment Plan (CIP)

Funding Level Summary FY2023-2024



Functional Area	Project Name	Priority Type	FY2023-2024 Capital Cost
Fleet Replacement			
Fleet Replacement	Fire Replacement Ladder Truck	H-1	\$850,000
Fleet Replacement	Other General Fund Vehicles	H-1	\$570,000
Fleet Replacement	Utility Fund Vehicles	H-1	\$750,000
PAYGO			
PAYGO	Yard Waste Program Roll-Out Carts, Branding, and Implementation	N/A	\$190,000
PAYGO	Playground surfaces, equipment, sunshades, and amenities	N/A	\$75,000
PAYGO	Sidewalk, Pedestrian & Bike Safety	N/A	\$225,000
PAYGO	Smart Cities Intelligent Traffic System (ITS)	N/A	\$200,000
PAYGO	ADA Improvements	N/A	\$100,000
PAYGO	General Government Facility Maintenance & Repair	N/A	\$75,000
PAYGO	Neighborhood Traffic Safety/Calming	N/A	\$30,000
PAYGO	Downtown Investment Grant (DIG)	N/A	\$25,000
PAYGO	Town Welcome/Gateway Signage	N/A	\$50,000
Utility PAYGO			
PAYGO	Utley Creek Wastewater Reclamation Facility (UCWRF) and Pump Station SCADA	N/A	\$600,000
PAYGO	Utility System Maintenance and Repair	N/A	\$300,000
PAYGO	Utility System Risk & Resiliency Implementation Plan	N/A	\$200,000
TOTAL			\$68,527,595

Priority Level	Category Type
H - High	1 - Health/Safety/Welfare
M - Medium	2 - Maintenance/Replacement
L - Low	3 - Expansion of Existing Programs
PAYGO - (PAY-AS-YOU-GO)	4 - Expansion of New Programs

Community Investment Plan (CIP)

General Government Summary - By Project

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Operations Campus	\$32,202,021	\$11,000,000						\$43,202,021
TOTALS	\$32,202,021	\$11,000,000						\$43,202,021

Note - Public Services Operations Campus is cost shared by the General Fund and Utility Fund.

Community Investment Plan (CIP)

Parks and Recreation Summary - By Project



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Priority Greenways	\$300,000	\$350,000	\$2,300,000					\$2,950,000
Sugg Farm Park Amenities - Community Garden & Nature Play Area	\$125,000	\$700,000						\$825,000
Carolina Springs Park Master Plan & Park Development					\$100,000			\$100,000
New Park Off Cass Holt Rd	\$10,730,000	\$5,000,000	\$70,570,000					\$86,300,000
TOTALS	\$11,155,000	\$6,050,000	\$72,870,000		\$100,000			\$90,175,000

Community Investment Plan (CIP)

Public Safety Summary - By Project

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
9-1-1 Emergency Com- munications Center (ECC) Upgrades/Replacements		\$837,595						\$837,595
TOTALS		\$837,595						\$837,595

Community Investment Plan (CIP)

Public Works Summary - By Project



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Yard Waste Site Expansion and Compliance	\$38,000		\$633,000	\$1,050,000				\$1,721,000
TOTALS	\$38,000		\$633,000	\$1,050,000				\$1,721,000

Community Investment Plan (CIP)

Streets / Transportation Summary - By Project

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Avent Ferry Road Widening Phase 2 - U-5889							\$7,546,000	\$7,546,000
Holly Springs Road Widening - Central	\$6,241,246		\$4,985,504					\$11,226,750
Holly Springs Widening - West	\$2,200,000		\$3,500,000	\$4,800,000				\$10,500,000
Pavement Resurfacing			\$2,000,000		\$2,000,000			\$4,000,000
TOTALS	\$8,441,246		\$10,485,504	\$4,800,000	\$2,000,000		\$7,546,000	\$33,272,750

Community Investment Plan (CIP)

Water and Sewer Summary - By Projects



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Holly Springs-Fuquay Varina water line and storage facilities	\$3,300,000		\$42,000,000					\$45,300,000
Sanford Water Capacity Partnership	\$8,500,000	\$45,800,000						\$54,300,000
Utley Creek Water Reclamation Facility (UCWRF) 8 MGD Expansion			\$1,000,000	\$115,200,000				\$116,200,000
Harnett County Booster Station Upgrade	\$8,200,000		\$8,800,000					\$17,000,000
Dewatering Press	\$430,000			\$1,100,000				\$1,530,000
TOTALS	\$20,430,000	\$45,800,000	\$51,800,000	\$116,300,000				\$234,330,000

Community Investment Plan (CIP)

Stormwater Summary - By Projects

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Stormwater Repair Projects		\$300,000						\$300,000
Stormwater Asset Inventory, Assessment, and Asset Management Plan		\$300,000	\$300,000	\$200,000				\$800,000
TOTALS		\$600,000	\$300,000	\$200,000				\$1,100,000

Community Investment Plan (CIP)

Pay-As-You-Go (PAYGO)



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
Downtown Investment Grant (DIG) Program	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$225,000
Sidewalk, Pedestrian & Bike Safety Improvements	\$540,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,890,000
Neighborhood Traffic Safety/Calming	\$80,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$260,000
ADA Improvements	\$155,000	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000		\$1,055,000
General Government Facility Maintenance & Repair	\$199,305	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$649,305
Playground Rehabilitation, Sunshades, and Amenities	\$350,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$800,000
Intelligent Transportation System (ITS) Phase III	\$450,000	\$200,000	\$150,000	\$150,000	\$125,000	\$125,000		\$1,200,000
Yard Waste Program Roll-Out Carts, Branding, and Implementation	\$950,000	\$190,000						\$1,140,000
Town Welcome/Gateway Signage		\$50,000						\$50,000
TOTALS	\$2,799,305	\$970,000	\$780,000	\$780,000	\$755,000	\$755,000	\$430,000	\$7,269,305

Community Investment Plan (CIP)

Utility Pay-As-You-Go (PAYGO)

PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
UCWRF and Pump Station SCADA	\$500,000	\$600,000						\$1,100,000
Asset Management Plan	\$300,000		\$500,000					\$800,000
Risk & Resiliency Implementation Plan	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$150,000		\$1,000,000
Utility System Repair and Operations	\$353,000	\$300,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,653,000
TOTALS	\$1,203,000	\$1,100,000	\$900,000	\$400,000	\$400,000	\$350,000	\$200,000	\$4,553,000

Community Investment Plan (CIP)

Fleet Replacement



PROJECT TITLE	Prior FYs	FY24	FY25	FY26	FY27	FY28	Future FYs	TOTALS
General Fund		\$570,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,570,000
Utility Fund		\$750,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,750,000
Fire Engine Replacement		\$850,000						\$850,000
TOTALS		\$2,170,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$17,170,000



Town of
**HOLLY
SPRINGS**
North Carolina

Salary & Position List



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Salary & Position List

Salary Schedule

Salary Schedule*		
2023-2024 Fiscal Year		
Salary Grade	Minimum	Maximum
C	\$40,546.42	\$60,830.22
D	\$42,983.87	\$64,475.80
E	\$45,569.68	\$68,354.52
F	\$48,282.67	\$72,424.00
G	\$51,186.41	\$76,790.21
H	\$54,259.71	\$81,389.57
I	\$57,523.77	\$86,285.66
J	\$60,978.59	\$91,478.48
K	\$64,624.16	\$96,946.84
L	\$68,481.69	\$102,733.13
M	\$72,593.56	\$108,900.94
N	\$76,938.58	\$115,407.86
O	\$81,580.32	\$122,381.08
P	\$86,476.42	\$129,714.62
Q	\$91,669.24	\$137,514.46
R	\$97,158.80	\$145,738.20
S	\$102,987.48	\$154,491.81
T	\$115,365.47	\$173,058.81
U	\$124,585.39	\$186,878.08
V	\$134,568.32	\$201,863.08
W	\$145,335.49	\$218,013.83
X	\$154,046.71	\$231,070.07
Y	\$172,528.93	\$258,793.39

*1.9% increase from the FY2022-23 Salary Schedule

**Police and Fire Trainee positions are funded at 75% of their position's full-time salary grade minimum.

Salary & Position List

New Positions



New Positions		
2023-2024 Fiscal Year		
Department	Job Title	Salary Grade
General Fund		
Development Services	Compliance Supervisor	L
Development Services	Building Plans Reviewer I/II/III*	K/L/M
Development Services	Building Code Inspector I/II/III*	K
Development Services	Building Code Inspector I/II/III*	K
Development Services	Zoning Compliance Officer	J
Fire Department	Fire Captain (Professional Services)	L
Fire Department	Fire Engineer	I
Information Technology	IT Technician I/II	J/K
Parks and Recreation	Park Maintenance Crew Leader	G
Parks and Recreation	Maintenance Technician - Parks I/II/III	C/D/F
Police	Police Officer / Senior / Master	H
Police	Emergency Management Specialist	H
Police	Quartermaster	F
Police	Telecommunicator I/II	E/F
Police	Telecommunicator I/II	E/F
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Public Works	Public Works Technician I/II - Solid Waste	C/D
Utilities and Infrastructure	Project Manager	N
Utilities and Infrastructure	Project Manager	N
Utilities and Infrastructure	Capital Projects Inspector	L
Utilities and Infrastructure	Land Acquisition Agent	I
Utility Fund		
Development Services	Development Review Engineer	N
Utilities and Infrastructure	Utility Technician I/II/III	C/D/E
Utilities and Infrastructure	Utility Technician I/II/III	C/D/E

*Indicates 3-year term positions with option to renew.

Salary & Position List

Reclassification Plan

Position Reclassifications				
2023-2024 Fiscal Year				
Current Title	Current Salary Grade	Proposed Title	Proposed Salary Grade	Position Number
Police Sergeant	M	Police Lieutenant	O	418-024
GIS Analyst	L	GIS Manager	O	417-007
IT Systems Analyst	M	Systems Administrator	M	414-006
IT Operations Manager	O	IT Assistant Director	R	414-003
IT Technician	K	IT Technician I/II	J/K	414-004
IT Technician	K	IT Technician I/II	J/K	414-001
Code Compliance Officer	H	Zoning Compliance Officer	J	415-010
Customer Service Specialist	E	Customer Service Supervisor	H	413-012

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
C	Grade Min:	\$40,546.42	Grade Max: \$60,830.22
	Meter Services Technician		
	Maintenance Technician I - Parks		
	Public Works Technician I - Solid Waste		
	Public Works Technician I - Streets		
	Utility Technician I		
D	Grade Min:	\$42,983.87	Grade Max: \$64,475.80
	Customer Service Representative		
	Maintenance Technician II - Parks		
	Customer Service Representative		
	Animal Control Officer		
	Public Works Technician II - Streets		
	Public Works Technician II - Solid Waste		
	Maintenance Technician II - Facilities		
	Utility Technician II		
E	Grade Min:	\$45,569.68	Grade Max: \$68,354.52
	Customer Service Specialist		
	Permit Technician		
	Development Technician		
	Administrative Assistant		
	Meter Services Technician - Lead		
	Customer Accounts Specialist		
	Customer Service Representative - Lead		
	Police Records Technician		
	Telecommunicator I		
	Equipment Operator		
	Public Works Technician III - Concrete		
	Equipment Operator		
	Utility Technician III		
	Utility Locator		
	Utility Permitting Specialist		
	Program Specialist		

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
F	Grade Min:	\$48,282.67	Grade Max: \$72,424.00
	Certified Permit Technician		
	Utility Billing Specialist		
	Accounting Specialist		
	Payroll Specialist		
	Accounts Payable Specialist		
	Firefighter		
	Maintenance Technician III - Parks		
	Park and Recreation Program Assistant		
	Reservation Specialist		
	Telecommunicator II / Senior		
	Public Works Technician IV - Concrete Finisher		
	Maintenance Technician III - Facilities		
	Fleet Mechanic I		
	Public Works Crew Leader - Streets		
	Public Works Crew Leader - Solid Waste		
	Quartermaster		
G	Grade Min:	\$51,186.41	Grade Max: \$76,790.21
	Paralegal		
	Planning Technician		
	Park Maintenance Crew Leader		
	Telecommunications Shift Supervisor		
	Public Works Crew Leader - Concrete		
	Fleet Mechanic II		
	Backflow Technician		
	Water Facility Mechanic/Operator I		
	Stormwater Crew Leader		
	Utility Crew Leader		
H	Grade Min:	\$54,259.71	Grade Max: \$81,389.57
	Video Production Specialist		
	Graphic Designer		
	Deputy Clerk		
	Code Compliance Officer		
	Development Review Coordinator		
	Meter Services Supervisor		
	Firefighter Relief Driver		

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
H	Grade Min:	\$54,259.71	Grade Max: \$81,389.57
	Fire Inspector		
	Recreation Program Specialist		
	Park Naturalist		
	Theater Production Specialist		
	Police Officer / Senior / Master		
	Animal Control Supervisor		
	Fleet Mechanic III (Master/ASE)		
	Lab Analyst		
	Water Facility Mechanic/Operator II		
	Project Management Specialist		
	Purchasing Agent		
	Customer Service Supervisor		
	Emergency Management Specialist		
I	Grade Min:	\$57,523.77	Grade Max: \$86,285.66
	Building Codes Inspector I		
	Development Inspector I		
	Permit Supervisor		
	Fire Engineer		
	Marketing & Special Events Coordinator		
	Water Facility Mechanic/Operator III		
	Reclaimed Water Coordinator		
	Asset Management/ADA Coordinator		
	Electrical & Instrumentation Technician		
	Development Business Coordinator		
	Land Acquisition Agent		
J	Grade Min:	\$60,978.59	Grade Max: \$91,478.48
	GIS Technician		
	Human Resource Generalist		
	Human Resource Benefits Specialist		
	Planner I - Development		
	Planner I - Parks		
	Zoning Compliance Officer		
	Fire Life Safety Educator		
	Police Investigator		
	Police Corporal		
	Recreation Program Supervisor		

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
J	Grade Min:	\$60,978.59	Grade Max: \$91,478.48
	Public Works Supervisor - Facilities Maintenance		
	Public Works Supervisor - Solid Waste		
	Public Works Supervisor - Concrete		
	Public Works Supervisor - Street		
	Public Works Supervisor - Fleet		
	Grant Writer		
	IT Technician I		
K	Grade Min:	\$64,624.16	Grade Max: \$96,946.84
	IT Public Safety Technician		
	IT Technician II		
	Sustainability Coordinator		
	Budget Analyst		
	Communications & Marketing Specialist		
	Human Resources Analyst		
	Planner II - Development		
	Planner II - Parks		
	Building Codes Inspector II		
	Development Inspector II		
	Plans Reviewer I - Building		
	Plans Reviewer I - Development		
	Accountant		
	Engineering Technician		
	Environmental Technician		
	Erosion Control Inspector		
	Fire Lieutenant		
L	Grade Min:	\$68,481.69	Grade Max: \$102,733.13
	Town Clerk		
	GIS Analyst		
	Building Codes Inspector III		
	Plans Reviewer II - Development		
	Plans Reviewer II - Building		
	Small Business Program Coordinator		
	Fire Captain		
	Fire Training Coordinator		

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade				
Grade	Position Title			
L	Grade Min:	\$68,481.69	Grade Max:	\$102,733.13
	Parks and Recreation Manager - Administrative Services			
	Parks and Recreation Manager - Sports Complex			
	Parks and Recreation Manager - Bass Lake			
	Police Administrative Services Manager			
	Engineer I			
	Chief Operator			
	Field Supervisor - Water Distribution			
	Field Supervisor - Cross Connection/Backflow			
	Field Supervisor - Water Collections			
	Field Supervisor - Pump Maintenance			
	Field Supervisor - Stormwater			
	Industrial Maintenance Supervisor			
	Capital Projects Inspector			
	Compliance Supervisor			
M	Grade Min:	\$72,593.56	Grade Max:	\$108,900.94
	Business Systems Analyst			
	Systems Administrator			
	Senior Communications & Marketing Specialist			
	Planner III - Parks			
	Planner III - Development			
	Plans Reviewer III - Development			
	Plans Reviewer III - Building			
	Development Services Supervisor - Building Inspections			
	Development Services Supervisor - Development Inspections			
	Environmental Control Supervisor			
	Business Analyst			
	Parks and Recreation Manager - Park Maintenance			
	Parks and Recreation Manager - Cultural Center			
	Parks and Recreation Manager - Hunt Center			
	Police Sergeant			
	Telecommunications Manager			
	Public Works Manager - Streets			
	Utilities Manager - Finance & Assets			

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade				
Grade	Position Title			
N	Grade Min:	\$76,938.58	Grade Max:	\$115,407.86
	Customer Service Manager			
	GIS Developer			
	Development Services Manager - Building Inspections			
	Development Services Manager - Building Plans Review			
	Development Services Manager - Development Construction			
	Development Review Engineer			
	Senior Planner			
	Project Manager			
	Engineer II			
	Stormwater Administrator			
	Purchasing Manager			
	Accounting & Finance Manager			
	Fire Battalion Chief			
	Public Works Manager - Solid Waste			
	Public Works Manager - Fleet			
	Public Works Manager - Business Manager			
	Public Works Manager - Facilities			
	Risk Manager			
O	Grade Min:	\$81,580.32	Grade Max:	\$122,381.08
	IT Operations Manager			
	Development Services Division Manager - Customer Service & Compliance			
	Development Services Manager - Planning			
	Sr. Project Manager			
	Police Lieutenant			
	Utilities Manager - Environmental Compliance			
	Utilities Manager - Water Facility Operations			
	Utilities Manager - Collections & Distribution			
	Customer Care Manager			
	GIS Manager			

Salary & Position List

Position Titles by Salary Grade



Position Titles by Salary Grade			
Grade	Position Title		
P	Grade Min:	\$86,476.42	Grade Max: \$129,714.62
	Development Services Manager - Development Engineering		
	Engineer III		
Q	Grade Min:	\$91,669.24	Grade Max: \$137,514.46
	Development Services Division Manager - CBO		
	Development Services Division Manager - Land Development		
	Engineering Manager		
	Police Captain		
R	Grade Min:	\$97,158.80	Grade Max: \$145,738.20
	Assistant Finance Director		
	Assistant Fire Chief		
	Assistant Town Attorney		
	Assistant Director of Parks & Recreation		
	Assistant Director of Information Technology		
S	Grade Min:	\$102,987.48	Grade Max: \$154,491.81
	Budget, Innovation, and Strategy Director		
	Deputy Director U&I - Infrastructure		
	Deputy Director U&I - Water Resources		
T	Grade Min:	\$115,365.47	Grade Max: \$173,058.81
	Communications and Marketing Director		
	Human Resources Director		
	Economic Development Director		
U	Grade Min:	\$124,585.39	Grade Max: \$186,878.08
	Chief Information Officer		
	Development Services Director		
	Finance Director		
	Parks & Recreation Director		
	Public Works Director		
	Police Chief		
	Fire Chief		

Salary & Position List

Position Titles by Salary Grade

Position Titles by Salary Grade			
Grade	Position Title		
V	Grade Min:	\$134,568.32	Grade Max: \$201,863.08
	Executive Director of Utilities & Infrastructure		
W	Grade Min:	\$145,335.49	Grade Max: \$218,013.83
	Assistant Town Manager		
X	Grade Min:	\$154,046.71	Grade Max: \$231,070.07
	Town Attorney		
Y	Grade Min:	\$172,528.93	Grade Max: \$258,793.39
	Unassigned		

Salary & Position List



Position List		
Title	Position	Grade
Town Manager's Office		
Town Manager	412-001	N/A
Assistant Town Manager	412-002	W
Assistant Town Manager	412-008	W
Risk Manager	412-014	N
Office of Budget, Innovation, and Strategy		
Budget, Innovation, and Strategy Director	413-013	S
Sustainability Coordinator	412-011	K
Budget Analyst	412-016	K
Grant Writer	412-017	J
Office of Customer Care (OCC)		
Customer Care Manager	412-015	O
Customer Service Supervisor	413-012	H
Customer Service Specialist	412-018	E
Customer Service Specialist	422-003	E
Town Attorney		
Town Attorney	412-003	X
Assistant Town Attorney	412-013	R
Paralegal	412-009	G
Human Resources		
Human Resources Director	412-004	T
Human Resources Analyst	412-007	K
Human Resources Analyst	412-010	K
Human Resources Analyst	412-012	K
Information Technology		
Chief Information Officer	414-002	U
IT Assistant Director	414-003	R
GIS Manager	417-007	O
GIS Developer	414-007	N
Systems Administrator	414-006	M
Business Systems Analyst	414-005	M
Business Systems Analyst	414-008	M
GIS Analyst	432-016	L
IT Technician I/II	414-004	J/K
IT Technician I/II	414-001	J/K
IT Technician I/II	FY24 New Position	J/K

Salary & Position List

Position List		
Title	Position	Grade
Town Clerk		
Town Clerk	411-001	L
Deputy Clerk	411-002	H
Communications and Marketing		
Communications and Marketing Director	411-004	T
Senior Marketing and Communications Specialist	411-005	M
Communications & Marketing Specialist	411-003	K
Communications & Marketing Specialist	411-007	K
Finance		
Finance Director	413-001	U
Assistant Finance Director	413-003	R
Accounting & Finance Manager	413-002	N
Purchasing Manager	413-015	N
Customer Service Manager	413-016	N
Business Analyst	413-011	M
Accountant	413-010	K
Accountant	413-018	K
Meter Services Supervisor	434-005	H
Purchasing Agent	413-017	H
Accounting Specialist	413-014	F
Accounts Payable Specialist	413-004	F
Utility Billing Specialist	413-006	F
Payroll Specialist	413-005	F
Customer Accounts Specialist	413-009	E
Meter Services Technician - Lead	422-039	E
Customer Service Representative	413-008	D
Meter Services Technician	422-026	C
Meter Services Technician	413-007	C
Economic Development		
Economic Development Director	416-001	T
Small Business Program Coordinator	416-002	L

Salary & Position List



Position List		
Title	Position	Grade
Police Department		
Police Chief	418-001	U
Police Captain	418-002	Q
Police Captain	418-005	Q
Police Lieutenant	418-024	O
Police Lieutenant	418-004	O
Police Lieutenant	418-049	O
Police Lieutenant	418-052	O
Police Lieutenant	418-088	O
Police Sergeant	418-009	M
Police Sergeant	418-010	M
Police Sergeant	418-011	M
Police Sergeant	418-012	M
Police Sergeant	418-013	M
Police Sergeant	418-017	M
Police Sergeant	418-038	M
Police Sergeant	418-048	M
Police Administrative Services Manager	418-060	L
Police Investigator	418-006	J
Police Investigator	418-007	J
Police Investigator	418-008	J
Police Investigator	418-015	J
Police Investigator	418-061	J
Police Investigator	418-070	J
Police Investigator	418-071	J
Police Investigator	418-063	J
Police Corporal	418-016	J
Police Corporal	418-032	J
Police Corporal	418-043	J
Police Corporal	418-051	J
Police Corporal	418-053	J
Police Corporal	418-084	J
Police Officer / Senior / Master	418-093	H
Police Officer / Senior / Master	418-092	H

Salary & Position List

Position List		
Title	Position	Grade
Police Department - continued		
Police Officer / Senior / Master	418-021	H
Police Officer / Senior / Master	418-031	H
Police Officer / Senior / Master	418-054	H
Police Officer / Senior / Master	418-074	H
Police Officer / Senior / Master	418-069	H
Police Officer / Senior / Master	418-018	H
Police Officer / Senior / Master	418-019	H
Police Officer / Senior / Master	418-020	H
Police Officer / Senior / Master	418-022	H
Police Officer / Senior / Master	418-025	H
Police Officer / Senior / Master	418-026	H
Police Officer / Senior / Master	418-027	H
Police Officer / Senior / Master	418-028	H
Police Officer / Senior / Master	418-029	H
Police Officer / Senior / Master	418-030	H
Police Officer / Senior / Master	418-033	H
Police Officer / Senior / Master	418-044	H
Police Officer / Senior / Master	418-050	H
Police Officer / Senior / Master	418-057	H
Police Officer / Senior / Master	418-058	H
Police Officer / Senior / Master	418-059	H
Police Officer / Senior / Master	418-062	H
Police Officer / Senior / Master	418-067	H
Police Officer / Senior / Master	418-068	H
Police Officer / Senior / Master	418-075	H
Police Officer / Senior / Master	418-034	H
Police Officer / Senior / Master	418-077	H
Police Officer / Senior / Master	418-078	H
Police Officer / Senior / Master	418-079	H
Police Officer / Senior / Master	418-080	H
Police Officer / Senior / Master	418-082	H
Police Officer / Senior / Master	418-083	H
Police Officer / Senior / Master	418-085	H

Salary & Position List



Position List		
Title	Position	Grade
Police Department - continued		
Police Officer / Senior / Master	418-086	H
Police Officer / Senior / Master	418-089	H
Police Officer / Senior / Master	418-090	H
Police Officer / Senior / Master	418-023	H
Police Officer / Senior / Master	418-064	H
Police Officer / Senior / Master	418-081	H
Police Officer / Senior / Master	418-076	H
Police Officer / Senior / Master	418-014	H
Police Officer / Senior / Master	418-091	H
Police Officer / Senior / Master	418-003	H
Animal Control Supervisor	418-087	H
Police Records Technician	418-037	E
Animal Control Officer	418-035	D
Animal Control Officer	418-036	D
Police Officer / Senior / Master	FY24 New Position	H
Emergency Management Specialist	FY24 New Position	H
Quartermaster	FY24 New Position	F
Telecommunications		
Telecommunications Manager	418-045	M
Telecommunications Shift Supervisor	418-039	G
Telecommunications Shift Supervisor	418-041	G
Telecommunicator I / II / Senior	418-046	E/F
Telecommunicator I / II / Senior	418-040	E/F
Telecommunicator I / II / Senior	418-065	E/F
Telecommunicator I / II / Senior	418-056	E/F
Telecommunicator I / II / Senior	418-047	E/F
Telecommunicator I / II / Senior	418-055	E/F
Telecommunicator I / II / Senior	418-072	E/F
Telecommunicator I / II / Senior	418-042	E/F
Telecommunicator I / II / Senior	418-073	E/F
Telecommunicator I / II / Senior	418-066	E/F
Telecommunicator I / II / Senior	FY24 New Position	E/F
Telecommunicator I / II / Senior	FY24 New Position	E/F

Salary & Position List

Position List		
Title	Position	Grade
Fire and Rescue		
Fire Chief	420-001	U
Assistant Fire Chief	420-002	R
Assistant Fire Chief	420-054	R
Assistant Fire Chief	420-003	R
Fire Battalion Chief	420-006	N
Fire Battalion Chief	420-004	N
Fire Battalion Chief	420-005	N
Fire Captain	420-036	L
Fire Captain	420-027	L
Fire Captain	420-029	L
Fire Captain	420-072	L
Fire Captain	420-019	L
Fire Captain	420-062	L
Fire Captain	420-060	L
Fire Captain	420-031	L
Fire Captain	420-030	L
Fire Training Coordinator	420-044	L
Fire Lieutenant	420-011	K
Fire Lieutenant	420-063	K
Fire Lieutenant	420-013	K
Fire Lieutenant	420-064	K
Fire Lieutenant	420-015	K
Fire Lieutenant	420-007	K
Fire Lieutenant	420-065	K
Fire Lieutenant	420-028	K
Fire Lieutenant	420-010	K
Fire Life Safety Educator	420-009	J
Fire Engineer	420-055	I
Fire Engineer	420-057	I
Fire Engineer	420-067	I
Fire Engineer	420-056	I
Fire Engineer	420-024	I
Fire Engineer	420-068	I
Fire Engineer	420-053	I

Salary & Position List



Position List		
Title	Position	Grade
Fire & Rescue - continued		
Fire Engineer	420-051	I
Fire Engineer	420-069	I
Fire Engineer	420-014	I
Fire Engineer	420-052	I
Fire Engineer	420-018	I
Fire Inspector	420-058	H
Fire Inspector	420-066	H
Firefighter/Relief Driver	420-045	F / H
Firefighter/Relief Driver	420-071	F / H
Firefighter/Relief Driver	420-042	F / H
Firefighter/Relief Driver	420-008	F / H
Firefighter/Relief Driver	420-012	F / H
Firefighter/Relief Driver	420-016	F / H
Firefighter/Relief Driver	420-020	F / H
Firefighter/Relief Driver	420-021	F / H
Firefighter/Relief Driver	420-022	F / H
Firefighter/Relief Driver	420-034	F / H
Firefighter/Relief Driver	420-037	F / H
Firefighter/Relief Driver	420-039	F / H
Firefighter/Relief Driver	420-040	F / H
Firefighter/Relief Driver	420-043	F / H
Firefighter/Relief Driver	420-047	F / H
Firefighter/Relief Driver	420-048	F / H
Firefighter/Relief Driver	420-041	F / H
Firefighter/Relief Driver	420-038	F / H
Firefighter/Relief Driver	420-033	F / H
Firefighter/Relief Driver	420-026	F / H
Firefighter/Relief Driver	420-035	F / H
Firefighter/Relief Driver	420-023	F / H
Firefighter/Relief Driver	420-017	F / H
Firefighter/Relief Driver	420-049	F / H
Firefighter/Relief Driver	420-070	F / H
Firefighter/Relief Driver	420-059	F / H
Firefighter/Relief Driver	420-050	F / H

Salary & Position List

Position List		
Title	Position	Grade
Fire & Rescue - continued		
Firefighter/Relief Driver	420-032	F / H
Firefighter/Relief Driver	420-046	F / H
Administrative Assistant	420-025	E
Fire Captain	FY24 New Position	L
Fire Engineer	FY24 New Position	I
Public Works		
Public Works Director	422-001	U
Public Works Manager - Fleet	422-060	N
Public Works Manager - Solid Waste	422-017	N
Public Works Manager - Business Manager	422-068	N
Public Works Manager - Facilities	422-066	N
Public Works Manager - Streets	422-061	M
Public Works Supervisor - Facilities Maintenance	425-034	J
Public Works Supervisor - Concrete	422-037	J
Public Works Supervisor - Fleet	422-065	J
Public Works Supervisor - Street	422-011	J
Public Works Supervisor - Solid Waste	422-004	J
Fleet Mechanic I/II/III	422-042	F/G/H
Fleet Mechanic I/II/III	422-036	F/G/H
Fleet Mechanic I/II/III	422-038	F/G/H
Public Works Crew Leader - Streets	422-012	F
Public Works Crew Leader - Solid Waste	422-041	F
Administrative Assistant	422-067	E
Equipment Operator	422-014	E
Public Works Technician - Concrete III/IV	422-013	E/F
Public Works Technician - Concrete III/IV	422-063	E/F
Public Works Technician - Concrete III/IV	422-062	E/F
Maintenance Technician - Facilities II/III	422-064	D/F
Maintenance Technician - Facilities II/III	425-036	D/F
Public Works Technician - Solid Waste I/II	422-010	C/D
Public Works Technician - Solid Waste I/II	422-059	C/D
Public Works Technician - Solid Waste I/II	422-031	C/D
Public Works Technician - Solid Waste I/II	422-048	C/D

Salary & Position List



Position List		
Title	Position	Grade
Public Works - continued		
Public Works Technician - Solid Waste I/II	422-054	C/D
Public Works Technician - Solid Waste I/II	422-006	C/D
Public Works Technician - Solid Waste I/II	422-007	C/D
Public Works Technician - Solid Waste I/II	422-005	C/D
Public Works Technician - Solid Waste I/II	422-008	C/D
Public Works Technician - Solid Waste I/II	422-009	C/D
Public Works Technician - Streets I/II	422-057	C/D
Public Works Technician - Streets I/II	422-016	C/D
Public Works Technician - Streets I/II	422-049	C/D
Public Works Technician - Streets I/II	434-009	C/D
Public Works Technician - Streets I/II	422-047	C/D
Public Works Technician - Streets I/II	422-018	C/D
Public Works Technician - Streets I/II	422-053	C/D
Public Works Technician - Streets I/II	422-058	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Public Works Technician - Solid Waste I/II	FY24 New Position	C/D
Parks and Recreation		
Parks & Recreation Director	425-001	U
Assistant Director of Parks & Recreation	425-002	R
Assistant Director of Parks & Recreation	425-032	R
Parks and Recreation Manager - Park Maintenance	425-004	M
Parks and Recreation Manager - Culture Center	425-003	M
Parks and Recreation Manager - Administrative Services	425-035	L
Parks and Recreation Manager - Sports Complex	425-033	L
Parks and Recreation Manager - Bass Lake	425-005	L
Planner - Parks I/II/III	425-038	J/K/M
Recreation Program Supervisor	425-024	J
Recreation Program Supervisor	425-022	J
Marketing & Special Events Coordinator	425-008	I
Park Naturalist	425-006	H

Salary & Position List

Position List		
Title	Position	Grade
Parks and Recreation - continued		
Recreation Program Specialist	425-009	H
Recreation Program Specialist	425-025	H
Recreation Program Specialist	425-023	H
Recreation Program Specialist	425-029	H
Recreation Program Specialist	425-021	H
Recreation Program Specialist	425-026	H
Recreation Program Specialist	425-040	H
Theater Production Technician	425-031	H
Park Maintenance Crew Leader	425-037	G
Park Maintenance Crew Leader	425-013	G
Reservation Specialist	425-039	F
Parks & Recreation Program Assistant	425-041	F
Customer Service Representative - Lead	425-010	E
Customer Service Representative - Lead	425-011	E
Customer Service Representative	425-028	D
Customer Service Representative	425-007	D
Maintenance Technician - Parks I/II/III	425-030	C/D/F
Maintenance Technician - Parks I/II/III	425-018	C/D/F
Maintenance Technician - Parks I/II/III	425-027	C/D/F
Maintenance Technician - Parks I/II/III	425-014	C/D/F
Maintenance Technician - Parks I/II/III	425-015	C/D/F
Maintenance Technician - Parks I/II/III	425-016	C/D/F
Maintenance Technician - Parks I/II/III	425-012	C/D/F
Maintenance Technician - Parks I/II/III	425-019	C/D/F
Maintenance Technician - Parks I/II/III	425-020	C/D/F
Maintenance Technician - Parks I/II/III	425-017	C/D/F
Park Maintenance Crew Leader	FY24 New Position	G
Maintenance Technician - Parks I/II/III	FY24 New Position	C/D/F
Utilities & Infrastructure		
Executive Director of Utilities & Infrastructure Services	432-001	V
Deputy Director U&I - Water Resources	434-001	S
Deputy Director U&I - Infrastructure	432-002	S
Engineering Manager	432-030	Q
Engineering Manager	450-002	Q

Salary & Position List



Position List		
Title	Position	Grade
Utilities & Infrastructure - continued		
Engineer I/II/III	432-005	L/N/P
Engineer I/II/III	432-027	L/N/P
Engineer I/II/III	432-026	L/N/P
Engineer I/II/III	432-028	L/N/P
Sr. Project Manager	412-006	O
Utilities Manager - Collections & Distribution	422-034	O
Utilities Manager - Environmental Compliance	434-010	O
Utilities Manager - Water Facility Operations	434-002	O
Project Manager	432-035	N
Stormwater Administrator	432-006	N
Environmental Control Supervisor	432-015	M
Assistant Project Manager	432-009	M
Utilities Manager - Finance & Assets	432-017	M
Chief Operator	434-018	L
Field Supervisor - Pump Maintenance	434-007	L
Field Supervisor - Stormwater	434-004	L
Field Supervisor - Water Collections	422-019	L
Field Supervisor - Water Distribution	422-025	L
Industrial Maintenance Supervisor	434-019	L
Engineering Technician	432-024	K
Environmental Technician	432-020	K
Environmental Technician	450-001	K
Environmental Technician	450-007	K
Erosion Control Inspector	432-103	K
Asset Management/ADA Coordinator	422-002	I
Electrical & Instrumentation Technician	434-020	I
Land Acquisition Agent	432-036	I
Reclaimed Water Coordinator	434-015	I
Water Facility Mechanic/Operator I/II/III	434-013	G/H/I
Water Facility Mechanic/Operator I/II/III	434-014	G/H/I
Water Facility Mechanic/Operator I/II/III	434-008	G/H/I
Water Facility Mechanic/Operator I/II/III	434-003	G/H/I
Water Facility Mechanic/Operator I/II/III	434-016	G/H/I
Water Facility Mechanic/Operator I/II/III	434-012	G/H/I

Salary & Position List

Position List		
Title	Position	Grade
Utilities & Infrastructure - continued		
Lab Analyst	434-011	H
Lab Analyst	434-017	H
Project Management Specialist	432-018	H
Stormwater Crew Leader	450-004	G
Backflow Technician	422-027	G
Utility Crew Leader	422-029	G
Utility Crew Leader	422-022	G
Utilities Locator	422-021	E
Utilities Locator	422-020	E
Utilities Locator	432-033	E
Utility Permitting Specialist	432-019	E
Program Specialist	450-003	E
Utility Technician I/II/III	422-055	C/D/E
Utility Technician I/II/III	422-024	C/D/E
Utility Technician I/II/III	422-056	C/D/E
Utility Technician I/II/III	422-023	C/D/E
Utility Technician I/II/III	422-032	C/D/E
Utility Technician I/II/III	422-046	C/D/E
Utility Technician I/II/III	422-052	C/D/E
Utility Technician I/II/III	422-030	C/D/E
Utility Technician I/II/III	422-051	C/D/E
Utility Technician I/II/III	422-033	C/D/E
Utility Technician I/II/III	422-015	C/D/E
Utility Technician I/II/III	434-006	C/D/E
Utility Technician I/II/III	422-050	C/D/E
Utility Technician I/II/III	450-005	C/D/E
Utility Technician I/II/III	450-006	C/D/E
Capital Projects Inspector	FY24 New Position	L
Land Acquisition Agent	FY24 New Position	I
Project Manager	FY24 New Position	N
Project Manager	FY24 New Position	N
Utility Technician I/II/III	FY24 New Position	C/D/E
Utility Technician I/II/III	FY24 New Position	C/D/E

Salary & Position List



Position List		
Title	Position	Grade
Development Services		
Development Services Director	417-001	U
Development Services Division Manager - Land Development	432-003	Q
Development Services Division Manager - CBO	415-001	Q
Development Services Manager - Development Engineering	460-003	P
Development Services Division Manager - Customer Service & Compliance	417-005	O
Development Services Manager - Planning	417-002	O
Development Review Engineer	432-004	N
Development Services Manager - Building Inspections	415-004	N
Development Services Manager - Building Plans Review	415-014	N
Development Services Manager - Development Construction	432-007	N
Senior Planner	417-003	N
Senior Planner	417-017	N
Development Services Supervisor - Development Inspections	432-023	M
Development Services Supervisor - Building Inspections	415-007	M
Development Services Supervisor - Building Inspections	415-009	M
Development Services Supervisor - Development Inspections	460-003	M
Plans Reviewer I/II/III - Development	417-016	K/L/M
Plans Reviewer I/II/III - Development	432-022	K/L/M
Plans Reviewer I/II/III - Development	417-015	K/L/M
Plans Reviewer I/II/III - Development	417-013	K/L/M
Plans Reviewer I/II/III - Development	432-008	K/L/M
Plans Reviewer I/II/III - Building	415-002	K/L/M
Planner I/II/III - Development	417-004	J/K/M
Planner I/II/III - Development	432-029	J/K/M
Planner I/II/III - Development	417-010	J/K/M
Planner I/II/III - Development	460-001	J/K/M
Building Code Inspector I/II/III	415-005	I/K/L
Building Code Inspector I/II/III	415-003	I/K/L
Building Code Inspector I/II/III	415-016	I/K/L
Building Code Inspector I/II/III	415-020	I/K/L

Salary & Position List

Position List		
Title	Position	Grade
Development Services - continued		
Building Code Inspector I/II/III	415-018	I/K/L
Building Code Inspector I/II/III	415-019	I/K/L
Zoning Compliance Officer	417-009	J
Zoning Compliance Officer	415-010	J
Development Inspector I/II	432-012	I/K
Development Inspector I/II	432-010	I/K
Development Inspector I/II	432-021	I/K
Development Inspector I/II	432-031	I/K
Development Inspector I/II	432-011	I/K
Development Inspector I/II	432-032	I/K
Development Inspector I/II	460-004	I/K
Permit Supervisor	415-015	I
Development Business Coordinator	417-014	I
Development Review Coordinator	417-006	H
Development Review Coordinator	432-025	H
Planning Technician	417-012	G
Development Technician	417-011	E
Permit Technician	415-012	E
Permit Technician	415-017	E
Development Review Engineer	FY24 New Position	N
Building Plans Reviewer I/II/III*	FY24 New Position	K/L/M
Compliance Supervisor	FY24 New Position	L
Building Code Inspector I/II/III*	FY24 New Position	I/K/L
Building Code Inspector I/II/III*	FY24 New Position	I/K/L
Zoning Compliance Officer	FY24 New Position	J

*Indicates 3-year term positions with option to renew.



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Town of
**HOLLY
SPRINGS**
North Carolina

Fee Schedule



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Fee Schedule

Finance/Utility Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Water/Sewer Rates - Recommended water and sewer rate changes would be effective August 1, 2022		
Water In-Town Rates (see below for access fee per meter size)		
0-2,000 Gallons	\$4.03 per 1,000 Gallons	\$4.63 per 1,000 Gallons
2,001-5,000 Gallons	\$5.24 per 1,000 Gallons	\$6.03 per 1,000 Gallons
5,001-9,000 Gallons	\$6.45 per 1,000 Gallons	\$7.42 per 1,000 Gallons
9,001-14,000 Gallons	\$7.66 per 1,000 Gallons	\$8.81 per 1,000 Gallons
14,001 Gallons and over	\$8.87 per 1,000 Gallons	\$10.20 per 1,000 Gallons
Water Out-of-Town Access Fees and Volume Rates are two times the In-Town Rates		
Sewer In-Town Rates (\$12.66 Monthly access fee per unit)	Sewer In-Town Rates (\$14.56 Monthly access fee per unit)	
0-2,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
2,001-5,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
5,001-9,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
9,001-14,000 Gallons	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
14,001 Gallons and over	\$5.51 per 1,000 Gallons	\$6.34 per 1,000 Gallons
Sewer Out-of-Town Access Fees and Volume Rates are two times the In-Town Rates		
In-Town Monthly Water Access Fees (Out of Town Access Fees are two times the In-Town Rate)		
Meter Size (Inches)		
3/4 (Multi-unit dwellings will be charged this access fee per unit)	\$12.14	\$13.96
1	\$20.24	\$23.27
1 1/2	\$40.48	\$46.55
2	\$64.76	\$74.47
3	\$129.50	\$148.92
4	\$202.34	\$232.69
6	\$404.68	\$465.38
8	\$647.48	\$744.60
10	\$1,699.60	\$1,954.54
12	n/a	\$2,466.27
Industrial Water/Sewer Rate (In-Town Rate for Monthly Access Fee per unit)	In-Town 0-2,000 Gallons Rate	In-Town 0-2,000 Gallons Rate
Government Rate (Internal only) Water/Sewer (In-Town Rate for Monthly Access Fee per unit)	In-Town 0-2,000 Gallons Rate	In-Town 0-2,000 Gallons Rate
Irrigation Meters		
All water users: \$8.06 per 1,000 Gallons based on actual gallons used, plus a \$12.14 monthly access fee	All water users: \$9.26 per 1,000 Gallons based on actual gallons used, plus a \$13.96 monthly access fee	
Residential/Commercial Reuse: \$4.03 per 1,000 Gallons based on actual gallons used, plus a \$6.07 monthly access fee	Residential/Commercial Reuse: \$4.63 per 1,000 Gallons based on actual gallons used, plus a \$6.98 monthly access fee	
Bulk/Industrial Reuse: \$2.69 per 1,000 Gallons based on actual gallons used, plus a \$6.07 monthly access fee	Bulk/Industrial Reuse: \$3.09 per 1,000 Gallons based on actual gallons used, plus a \$6.98 monthly access fee	
Garbage, Recycling		
Garbage fee	\$10.58	\$10.95
Recycling fee	\$4.74	\$4.93

Fee Schedule



Finance/Utility Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Yard Waste Fees		
Yard Waste Fee	\$4.50	\$7.50
Additional Monthly Yard Waste Cart Service (per cart)	Additional Yard Waste Monthly Fee (Per Cart) + Actual Cart Cost	Additional Yard Waste Monthly Fee (Per Cart) + Actual Cart Cost
Additional Yard Waste Cart Delivery (per trip)	\$20	\$20
Bulk Yard Waste Fee (Based on estimated volume)	Level I: \$40, Level II: \$80, Level III: \$120	Level I: \$80, Level II: \$160, Level III: \$240
Stormwater Management Program Fees (Monthly Fee)		
Residential (single family & townhomes)	\$5.20	\$5.20
Multi-Family Units	\$5.20 per unit	\$5.20 per unit
Non Residential		
(0-10,000 sq. ft. of impervious surface)	\$5.20 per ERU	\$5.20 per ERU
(10,001-75,000 sq. ft. of impervious surface)	\$5.20 per ERU	\$5.20 per ERU
(75,001 and up of sq. ft. of impervious surface)	\$5.20 per ERU	\$5.20 per ERU
Water Meter Fees		
Water Meter Deposit (with letter of intent to purchase or closing statement)	\$0	\$0
Water Meter Deposit (without letter of intent to purchase or closing statement)	Owner: \$45 Rental: \$80 Commercial: \$70	Owner: \$45 Rental: \$80 Commercial: \$70
Next Business Day Service	\$75	\$75
Utility Set-up Administrative Fee	\$5	\$5
Meter Reading Fee	\$35 per trip if no fault of the Town (Leak/Plumbing problem) \$0 if the problem is on the Town's side	\$35 per trip if no fault of the Town (Leak/Plumbing problem) \$0 if the problem is on the Town's side
Meter Data Reading	\$50	\$50
New Meter Installation Revisit	\$75 each additional trip	\$75 first/\$150 second/ \$250 third
Hydrant Meter Fees		
Hydrant Meter Rental	\$25/per day \$350/per month	\$25/per day \$350/per month
Hydrant Meter Rental Deposit	\$1,500	\$1,500
Hydrant Meter Set-up Fee (initial or relocation)	\$75	\$75
Hydrant Meter Reading Fee	\$35	\$35
Hydrant Meter Damage Fee (plus actual repair or replacement cost)	\$55	\$55
Hydrant Meter Bill Late Payment Charge	\$10	\$10
Late Payment and Cut off Status Delinquent Fee		
Utility Bill Late Payment Charge	\$10.00	\$10.00
Water Meter "Cut Off Status" Delinquent Fee	\$35.00	\$35.00

Fee Schedule

Finance/Utility Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Miscellaneous Water Fees		
Bulk Water Fee (no charge for reclaimed)	\$25 + \$8.06/1,000 gals	\$25 + \$9.26/1,000 gals
Late / No Show Fee	\$25	\$25
Reclaimed Bulk Account Setup (inc. up to 4 train/trans cards)	\$100	\$100
Reclaimed Bulk Training (per person)	\$50	\$50
Replacement Transaction Card (if lost)	\$10	\$10
Line Flushing Fee / Reclaimed at 50%	\$25 + \$8.06/1,000 gals \$12.50 + \$4.03/1,000 gals	\$25 + \$9.26/1,000 gals \$12.50 + \$4.63/1,000 gals
Water Meter (3/4")	\$355.00	\$355.00
Water Meter (1")	\$470.00	\$470.00
Water Meter (1 1/2")	\$945.00	\$945.00
Water Meter (2")	\$1,150.00	\$1,150.00
Water Meter 3" Octave w/Allegro Pit Mount	\$2,700.00	\$2,700.00
Water Meter 4" Octave w/Allegro Pit Mount	\$3,625.00	\$3,625.00
Water Meter 6" Octave w/Allegro Pit Mount	\$5,300.00	\$5,300.00
Water Meter 8" Octave w/Allegro Pit Mount	\$6,600.00	\$6,600.00
Water Meter 10" Octave w/Allegro Pit Mount	\$9,935.00	\$9,935.00
Water Meter 12" Octave w/Allegro Pit Mount	\$13,100.00	\$13,100.00
Allegro Register for Meter Only	\$250.00	\$250.00
Pit Mount Only	\$655.00	\$655.00
Water Meter Removal	\$25	\$25
Unauthorized Meter Connection	Up to \$1,000	Up to \$1,000
Finance Miscellaneous Fees		
Return Check Fee	\$25	\$25
Motor Vehicle Fee	\$25	\$25

Fee Schedule



Development Services Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Zone Map Amendments: *Round acreage to the nearest tenth; ex. (0.0 acres)		
Zone Map Amendment - General Use District	\$900 + \$10/acre* (double fee for part parcel)	\$900 + \$10/acre* (double fee for part parcel)
Zone Map Amendment – Additional Public Hearing	\$350	\$350
PUD Master Plan – Major Amendment (fee includes 4 reviews) Zone Map Amendment – Conditional Zoning District (CD) or Legacy PUD Master Plan Major Amendment (including 3 reviews)	\$1500 + \$10/acre*	\$1500 + \$10/acre*
Legacy PUD Master Plan – Minor Amendment (fee includes 4 3 reviews)	\$500	\$500
Development Plans: Note: Fees include 3 reviews unless otherwise noted. *Round acreage to the nearest tenth; ex. (0.0 acres)		
Major Subdivision (Residential or Non-residential): New or Major Amendment (includes 2 reviews)	\$700 + \$5/lot	\$1100+\$5/lot
Development Plan for Apartment Dwellings: New or Major Amendments (includes 2 reviews)	\$1,500 + \$5/lot (+ each dwelling unit if multiple units on a single lot) (double fee for part parcel)	\$1,500 + \$5/ Unit (+ each dwelling unit if multiple units on a single lot)
Dev Plan – New or Major Amendment	\$1,000 + \$5/acre*	\$1100+\$5/lot
Appeal of Administrative Decision	½ Original Fee	Removed
Platting: Note: Fees include 2 reviews + mylar unless otherwise noted		
Final Plat	\$300 + \$10/lot	\$300 + \$10/lot
Exempt Plat	\$200	\$200
Minor Residential Plat	\$200	\$200
Amendment to Recorded Plat	\$200	\$200
UDO Permits		
Accessory Use/Building or Structure	\$75	\$75
Temporary Use/Building or Structure	\$75	\$75
Laying Hens	\$75	\$75
Wireless Telecom Facilities (plus Special Use permit fees when applicable)	\$1,000	\$1,000
Wireless Small Cell Telecom Co-Location on existing utility pole in Town Right-of-Way (Max. 25 permits per batch)	\$100/each (first 5 in a batch) + \$50/each additional (max. 20 additional) + \$500 technical consulting fee Total fee not to exceed \$2,500	\$100/each (first 5 in a batch) + \$50/each additional (max. 20 additional) + \$500 technical consulting fee Total fee not to exceed \$2,500
UDO Permit-After the Fact	Double Permit Fee	Double Permit Fee
UDO Permit with Residential Bldg Permit Review	\$75	\$75
UDO Permit with Non-Residential Bldg Permit	\$100	\$100
Sign Permit (permanent/temporary)	\$75/\$50	\$75/\$50
Temporary Family Healthcare Home	\$100	\$100
Temporary Family Healthcare Home Annual Renewal	\$50	\$50

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Other Permits and Procedures		
Minor Development Petition Plan Amendment (includes 2 reviews)	\$200 (includes 3 reviews) additional review \$200/each	\$450 Additional Review \$200/Each
Additional Plan Review Fee (PUD, Subdivision, Development Plan, and Platting)	½ Original Fee	½ Original Fee
Master Sign Plan New or Amendment	\$200 + applicable waiver and/or Variance Fees	\$200 + applicable waiver and/or Variance Fees
Voluntary Annexation Petition	Recording Fee Only	Recording Fee Only
Historic Property Verification/Inspection Meeting – Capital Area Preservation (CAP)	Actual CAP Cost	Actual CAP Cost
Home Occupation Registration	\$35	\$35
Zoning Verification Letter	\$100 + Inspection Fee	\$100 + Inspection Fee
ABC Permit Review/Inspection Fee	\$75	\$75
Planning Inspection / Re-Inspection Fee	\$75	\$75
Amendment to Comp Plan or UDO	\$700 (double fee for part parcel)	\$700 (double fee for part parcel)
Zoning Citation Fee (Noncompliance)	As set forth in Town's UDO	As set forth in Town's UDO
Zoning Vested Rights	\$400	\$400
Development Agreement Public Hearing Fee	Actual Cost	Actual Cost
Incomplete Petition Processing Fee	\$50	\$50
UDO/DPM Waiver or Alternate Compliance	\$100	\$100
Development Petition Expiration Extension	\$100	\$100
Land Use Advisory Committee (LUAC) Request & Communications Item	\$100/\$200 for each subsequent meeting	\$100/\$200 for each subsequent meeting
Administrative Adjustment	n/a	\$150
Administrator's Interpretation	n/a	\$150
Quasi-Judicial Petitions		
Special Use Permit	\$500 + other required applications/fees	\$500 + other required applications/fees
Special Use Permit After-the-Fact	Double Fee	\$1,000 + other required applications/ fees
Administrative Appeal of Administrative Decision	\$250	\$350
Variance of Development Standards	\$350	\$350
Variance of Development Standards – After the Fact	\$500	\$500
Variance of Development Standards – Town Council with concurrent Quasi-Judicial Petition	\$100	\$100
Documents, Maps, Etc.		
Unified Development Ordinance	Town's Reproduction Cost	Town's Reproduction Cost
Development Procedures Manual	Town's Reproduction Cost	Town's Reproduction Cost
Comprehensive Plan	Town's Reproduction Cost	Town's Reproduction Cost

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
GIS Maps		
8.5x11	\$2 each	\$2 each
11x17	\$3 each	\$3 each
18x24	\$5 each	\$5 each
24x36	\$10 each	\$10 each
30x42	\$12 each	\$12 each
36x48	\$15 each	\$15 each
Photographic Copies (B&W)		
8.5x11 and 8.5x14	\$0.10 per page	\$0.10 per page
11x17	\$0.20 per page	\$0.20 per page
18x24	\$4 per page	\$4 per page
24x36	\$8 per page	\$8 per page
30x42	\$10 per page	\$10 per page
36x48	\$12 per page	\$12 per page
Photographic Copies (Color)		
8.5x11	\$2 per page	\$2 per page
Files on Disk		
Flash Drive or CD	\$10 each	\$10 each
Design & Construction Standards Manual		
Purchased	\$95 per copy	\$95 per copy
Mailed	\$110 per copy	\$110 per copy
Construction Drawing Plan Review		
Subdivision Covers 1st & 2nd Reviews	\$650 + \$50/lot	\$1,100 +\$50 per lot
Site Covers 1st& 2nd Reviews	0-5 acres \$1,000 5-20 acres \$1,400 >20 acres \$1,750	\$1,100 +\$30 per acre
Major Plan Revisions (Covers 1st and 2nd review)	\$1,000	\$1,500
Other ex. Utility or Roadway (1st & 2nd Review)	\$1,500	\$2,000
Subsequent Plan Review (includes utility plan review)	\$450	\$450
Minor Revisions Plan Review Covers 1st & 2nd Reviews	\$450	\$900
Revisions Subsequent Plan Reviews (Per Rev after 2nd Rev)	\$450	\$450
Timbering Review Per Project	\$500	\$500
Irrigation Well Review	\$200	\$200
Preliminary Pump Station Site Plan review (Covers 2 Reviews)	\$650 (covers 1st and 2nd review)	\$1,000
Construction Drawing Pump Station Review (Covers 2 Reviews)	\$1,000 (covers 1st and 2nd review)	\$1,500
Construction As-built Review Fee	\$200	\$200

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Environmental Plan Review		
Subdivision/Site Covers 1st and 2nd Review	\$300/acre	\$750/acre
Subsequent Plan Reviews & Plan Revision (Per Rev after 2nd)	\$450	\$450
Additional Reviews after 2nd Review	\$450/each additional review	\$450/each additional review
Environmental Variance/Waiver Reviews Per Review	\$300	\$300
Environmental Variance/Waiver/ Appeal Review After Fact Filing Fee Per Review	\$500	\$500
NPDES Stormwater Review		
NPDES — Subdivision Covers 1st & 2nd Reviews	\$500 + \$25/lot	\$1000+\$25 per lot
NPDES— Stormwater Subsequent Reviews/Revisions (per rev) (site and subdivision)	\$500	\$450
NPDES-Site	<20 acres \$850 (covers 1st & 2nd Reviews) >20 acres \$1,200 (covers 1st & 2nd Reviews)	<20 Acres \$1300 >20 Acres \$1650
Stormwater As-built / Engineer Certification Administration	\$200	\$200
Annual Stormwater Storm Control Measure (SCM) Inspection & Administration Late Fee	<5 acres drainage \$150 per BMP >5 acre drainage \$200 per BMP	<5 acres drainage \$150 per BMP >5 acre drainage \$200 per BMP
Utility Permit Fees - Due with Permit Application		
Water Permit Application Review (Delegated)	\$480	\$480
Sewer Permit Application Review (Delegated)	\$480	\$480
Reclaimed Water Distribution Line Extension Permit Application Review (Delegated)	\$480	\$480
Reclaimed Water Conjunctive Use Permit Application Review (Non res <5 acres, delegated)	n/a	\$480
Water Permit Processing	\$200	\$200
Wastewater Permit Processing	\$200	\$200
Reclaimed Water Permit Processing	\$200	\$200
Hydraulic Model Update Fee Per DOE		
Special Study Review Fees		
Special Study (Flood Study, Traffic Impact Analysis, Traffic Assessment Report, Sewer, Basin, Fire Flow/Hydraulic Analysis, Reclaimed Water Model Update, Pump Station, etc.) Covers 1st and 2nd Review	\$350 Plus Actual Cost	\$350 Plus Actual Cost
Special Study Subsequent Reviews and Revisions	\$200 Plus Actual Cost	\$200 Plus Actual Cost
Special Study Verification Letter (Internal review only)	\$100	\$100
Land Disturbance Fee		
Environmental Development Permit (yearly renewal required, fee based on remaining disturbed acreage)	\$400 x _____ acres	\$400 x _____ acres
NPDES Stormwater Fee for Stormwater Permit		
Storm drainage pipe	\$2.10 per LF	\$2.10 per LF
Storm Control Measures (SCM)	< 5 acre drainage \$300 each SCM > 5 acre drainage \$500 each SCM	< 5 acre drainage \$300 each SCM > 5 acre drainage \$500 each SCM

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Stormwater Fee-in-Lieu		
Neuse River Basin – Total fee-in-lieu = number of pounds/acre/year to be offset x acres in development x 30 yrs x \$18.49 per pound		
Cape Fear River Basin – Total fee-in-lieu = number of pounds/acre/year to be offset x acres in impervious surface x 30 yrs x \$14 per pound		
Bonding		
Infrastructure Surety Performance	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Infrastructure Surety Warranty	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Stormwater SCM Surety Performance	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Stormwater SCM Surety Maintenance	New – \$350 ea. Revised/Renewal- \$300 ea.	New – \$350 ea. Revised/Renewal- \$300 ea.
Erosion Control Surety Performance	New – \$350 ea. Revised/Renewal – \$300 ea.	New – \$350 ea. Revised/Renewal – \$300 ea.
UDO Compliance Surety	New – \$350 ea. Revised/Renewal – \$300 ea.	New – \$350 ea. Revised/Renewal – \$300 ea.
Non-Residential Development Fees – These fees are to be collected BEFORE Construction Drawing Approval		
Fees In Lieu Of Assessment		
Payment in Lieu of Street Widening	Per DS approved engineer's estimate	Per DS approved engineer's estimate
Payment in Lieu Infrastructure Improvements	Per DS approved engineer's estimate	Per DS approved engineer's estimate
Payment in Lieu Street Light Installation	\$2,000 per light	\$2,000 per light
Utility Inspection Fees		
Water	\$2.10 per LF	\$2.10 per LF
Wastewater	\$2.10 per LF	\$2.10 per LF
Reclaimed	\$2.10 per LF	\$2.10 per LF
Pump Station Inspection	\$1,500 lump sum	\$1,500 lump sum
Streets/Fire lanes	\$2.10 per LF	\$2.10 per LF
Sidewalks	\$2.10 per LF	\$2.10 per LF
Greenway	\$2.10 per LF	\$2.10 per LF
Fiber	\$2.10 per LF	\$2.10 per LF
Re-Inspection Fee	\$.25/LF for any after 1st or 2nd Inspection	\$.25/LF for any after 1st or 2nd Inspection
Re-Inspection Fee (Engineering Driveway and Engineering Site Finals)	n/a	\$75 per reinspection
After Hours Inspections (2 business day notice)	n/a	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home

Fee Schedule

Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Non-Residential Water And Sewer Services		
Non-Residential System Development Fees – Based on Meter Size (due at issuance of building permit). Fee for Multi-Unit Dwellings will be applied as the ¾" residential meter rate per equivalent residential unit. All other fees will follow the Non-Residential fee schedule.		

Water & Sewer (charged separately)	System Development Fee
Irrigation	\$3,200
Irrigation (Reclaimed)	\$1,650
¾" meter Sewer	\$5,538
¾" meter Water	\$6,162
1" meter Sewer	\$11,076
1" meter Water	\$12,324
1 ½" meter Sewer	\$27,690
1 ½" meter Water	\$30,810
2" meter Sewer	\$44,304
2" meter Water	\$49,296
3" meter Sewer	\$184,600
3" meter Water	\$205,400
4" meter Sewer	\$369,200
4" meter Water	\$410,800
6" meter Sewer	\$590,720
6" meter Water	\$657,280
8" meter Sewer	\$1,033,760
8" meter Water	\$1,150,240
10" meter Sewer	\$2,030,600
10" meter Water	\$2,259,400
12" meter Sewer	\$2,030,600
12" meter Water	\$2,259,400

Reference FY2022-23 Approved Budget Book for previous table layout and fee structure.

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Tap Fees - Fees are based on 60 foot right of way roads and lateral lengths less than 100 feet. Special cases, wider rights of way, special or complex boring, and items not shown shall be at cost.		
Wastewater Town Installed (4" only) per lot	Non-Res-\$1,500/lot/ Res-\$1,350	Non-Res \$2,150 / Res \$2,000
Water Town Installed (3/4" only) per lot	Non-Res-\$1,500/lot/ Res-\$1,350	Non-Res \$2,150 / Res \$2,000
Reclaimed Town Installed per lot	Non-Res-\$1,500/lot/ Res-\$900	Non-Res \$2,150 / Res \$2,000
Water Developer Installed	\$150/unit	\$150/unit
Wastewater Developer Installed	\$150/unit	\$150/unit
Reclaimed Developer Installed	\$150/unit	\$150/unit
Irrigation Meter Tap Fee ¾" only	\$1,500	\$2,000
Street Cut	\$750 each	\$1,250 each
Curb & Gutter Crossing	\$250 each	\$500 each
Street Bore	\$500 each	\$500 each or actual cost (\$30/ft), whichever is greater
Backflow Inspection Fee	\$25	\$25
Service Reconnection fee for lapse in annual backflow certification	\$50	\$50
Service Availability Verification	\$200	\$200

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Residential Development Fees – These fees are to be collected BEFORE Construction Drawing Approval		
Utility Inspection Fees Same as Non-Residential Fees		
Fee in Lieu of Assessment Same as Non-Residential Fees		
System Development Fees – Water and Sewer Services		
Irrigation Meters	\$0	\$0
¾" Meter	S \$5,538 ; W \$6,162	S \$5,538 ; W \$6,162
Reclaimed – 25% cost of Water		
Tap Fees		
Water/Wastewater/Reclaimed Town Installed Residential	\$900/unit	\$2000
Water/Wastewater/Reclaimed Developer Installed	\$90/unit	\$90/unit
Irrigation Meter Tap Fee	\$900	\$2000
Service Reconnection fee for lapse in annual backflow	\$50	\$50
Engineering Inspection Fees		
Driveways	\$125 each	\$125 each
Lot or Site Final (Prior to C.O.)	\$200 each	\$200 each
Reclaimed Irrigation Installation Inspection (Residential/Commercial)	\$100/\$200 each	\$100/\$200 each
Utility Encroachment Permit	without bore \$50; with bore \$100	without bore \$50; with bore \$100

Fee Schedule



Development Services Fees (continued)

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
General Fees: Refunds will be issued when requested, less any Administrative and/or Plan Review Fees for any permit, which has not expired, and the construction has not started.		
Building Code Fees		
All permits are subject to a technology surcharge fee at 4% of permit fee.	4% of Code Enforcement Fees	4% of Code Enforcement Fees
Working w/o Permit	Double permit fees, Max fee of \$1,000	Double permit fees, Max fee of \$1,000
Reinspection Fees (Violations over 10; Not ready; Previous Violation(s) Not Corrected; Violation of DPM)	\$75	\$75
Certificate of Occupancy C/O (same business day)	\$50	\$50
Stop Work Order	\$150	\$150
Add/Change Contractor (per permit/per trade)	\$50	\$50
Expired Permit Renewal	25% of permit cost	25% of permit cost
Conditional Power	\$150	\$150
Demolition Permit	\$150	\$150
After Hours Inspections (2 business day notice)	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home
Misc. Inspections	\$100/\$150	\$100/\$150
Change of Occupancy or Use Permit	\$150	\$150
Stocking C/O	\$150	\$150
Temporary C/O (2 business day notice)	\$250	\$250
Temporary C/O (same business day)	\$400	\$400
Temporary C/O Renewal	\$200	\$200
Express Review Fee	\$500/hr, min. 2 hr	\$500/hr, min. 2 hr
Express Review (Re-review)	\$500/hr, min. 1 hr + \$125 per 15 minute increments	\$500/hr, min. 1 hr + \$125 per 15 minute increments
Express Review Cancellation (less than 3 business day notice)	No Refund	No Refund
Replacement Permit Card	\$10	\$10
Manufactured Homes (inc piers, tie-down, steps, decks & all trade inspections)	\$200	\$200
Modular Homes & Moved Dwellings	Trade fees + \$0.10 per sq. ft.	Trade fees + \$0.10 per sq. ft.
Residential Trade Fees		
HVAC / Water Heater Change Out	\$75	\$75
Generator Install	\$75	\$75
Building	\$75	\$75
Electrical	\$75	\$75
Mechanical	\$75	\$75
Plumbing	\$75	\$75
Permit Revision	\$50	\$50

Fee Schedule

Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Residential New Dwellings		
Up to 1,200 sq. ft.	\$450	\$450
Over 1,200 sq. ft.	Add \$0.30 per sq. ft.	Add \$0.30 per sq. ft.
Homeowner's Recovery Fee	\$10	\$10
Permit Revision	\$100	\$100
Residential Additions		
0-500 sq. ft.	\$200	\$200
Over 500 sq. ft.	Add \$0.30 per sq. ft.	Add \$0.30 per sq. ft.
Permit Revision	\$50	\$50
Residential Alterations		
0-500 sq. ft.	\$200	\$200
Over 500 sq. ft.	Add \$0.30 per sq. ft.	Add \$0.30 per sq. ft.
Permit Revision	\$50	\$50
Residential Accessory Structures		
Building Trade	\$150	\$150
Electrical Trade	\$75	\$75
Mechanical Trade	\$75	\$75
Plumbing Trade	\$75	\$75
Permit Revision	\$50	\$50
Non-Residential and Multi-Family Construction Cost Fees		
\$0.00-\$ 1,500	\$250	\$250
\$1,501-\$ 2,500	\$350	\$350
\$2,501-\$25,000	\$425	\$425
\$25,001-\$50,000	\$650	\$650
\$50,001-\$100,000	\$1,200	\$1,200
\$100,001-\$ 200,000	\$2,500	\$2,500
\$200,001-\$ 350,000	\$4,500	\$4,500
\$350,001-\$ 500,000	\$6,000	\$6,000
\$500,001-\$ 750,000	\$8,000	\$8,000
\$750,001-\$ 1,000,000	\$10,000	\$10,000
Over \$1,000,000	\$10,000 + 0.15% of each million or portion thereof	\$10,000 + 0.15% of each million or portion thereof

Fee Schedule



Development Services Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Non-Residential Plan Review Fee		
0-5,000 sf	\$150	\$150
5,001-10,000 sf	\$200	\$200
10,001-25,000 sf	\$250	\$250
>25,000 sf	\$300	\$300
Permit Revision	\$150	\$150
Non-Residential Permit Processing Fee		
0-5,000 sf	\$75	\$75
5,001-10,000 sf	\$100	\$100
10,001-25,000 sf	\$125	\$125
>25,000 sf	\$150	\$150
Temporary Use Buildings (Construction/Sales)		
Construction/Sales Trailer	\$150	\$150
Permit Processing	\$25	\$25
Plan Review	\$50	\$50
Permit Revision	\$50	\$50
Non-Residential Trade Fees		
HVAC / Water Heater Change Out	\$150	\$150
Generator Install	\$150	\$150
Building	\$150	\$150
Electrical	\$150	\$150
Mechanical	\$150	\$150
Plumbing	\$150	\$150
Permit Revision	\$50	\$50
Small Cell Wireless Facilities (Max 25 per application)		
5 Facilities or Less	\$100 per Facility	\$100 per Facility
Additional Facilities over 5	\$50 per Facility	\$50 per Facility
Technical Consulting Fee	\$500	\$500
Municipal Code Fees		
Code Enforcement Citation	As set forth in Town's Municipal Code	As set forth in Town's Municipal Code
Temporary Right-of-Way Signs	\$25 per sign	\$25 per sign
Building Code Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.		

Fee Schedule

Parks & Recreation Department		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Park Land Dedication or Fees-in-Lieu Development Fees		
Single Family Detached	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
Single Family Attached	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
Multi-Family Attached	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council	In lieu of land dedication a fee calculated pursuant to NCGS 160A-372(E) may be paid, at the discretion of the Town Council
25% Holly Springs Based Non-profit Rental Fee Discount for All Facilities (1 time per fiscal year per qualifying nonprofit)		
A Holly Springs resident is defined as a person that lives within the municipal Town limits and pays Holly Springs taxes and/or Holly Springs utilities. A person living in the extra-territorial jurisdiction (ETJ) is considered to be a non-resident. A Holly Springs mailing address does not qualify as a resident.		
Parks and Recreation registration fees are based on the activity type and associated implementation costs. Cost may be contingent upon co-sponsorship.		
Processing Fee for activity refunds and transfers. No refund if registration fee is below \$15. Town cancelled activities will not be assessed a processing fee.	\$15	\$15
Processing Fee for rental amendments or schedule changes unless due to Town weather cancellations. Rentals must be rescheduled within 30 days of the original rental start date.	\$15 per occurrence	\$15 per occurrence
After-Hours Staffing Fee per hour for facility rentals (outside normal operating hours)	\$25/\$38	\$40/\$60
Room Set Up Fee for facility rentals	\$25/\$38	\$25/\$38
In Honor of / Memorial Tree Purchase with Personalized Plaque	\$200	\$250
In Honor of / Memorial Bench Purchase with Personalized Plaque	\$1,200	\$1,900
Annual Photography Permit (Valid 1 year)	\$100	\$100
To qualify for Non-profit facility rental fees, the organization must be physically located within the municipal town limits and provide a tax exempt certificate. Non-profit rates are available Monday-Friday from 8 AM until 2 PM. Note Non-profit rates are not available at all facilities.		
Youth Athletics		
Youth Athletic Fee, except Football, per Individual / Non Res Fee	\$60/\$90	\$60/\$90
Football Fee, per individual / Non Res Fee	\$80/\$120	n/a
Athletics Activity Late Fee, per Individual / Non Res Fee	\$10/\$15	\$10/\$15
Child-Care Multi-child Fee Reduction	\$5	\$5
Scholarships (See Parks and Rec Policy - % dependent upon eligibility)	50% Discount	50% Discount
Adult Athletics Fees are established yearly with consideration for individual sport expenses and implementation costs.		
Basketball Registration, per team (non-res add \$20 per individual)	\$400	n/a
Volleyball Registration, per team (non-res add \$15 per individual)	\$300	n/a
Softball Registration (non-res add \$22.50 per individual)	\$450	n/a
Ultimate Frisbee Registration (non-res add \$10 per individual)	\$200	n/a
Soccer Registration (non-res add \$18 per individual)	\$350	n/a
Dodgeball Registration (non-res add \$4 per individual)	\$75	n/a
Flag Football Registration (non-res add \$22.50 per individual)	\$450	n/a
Kickball Registration (non-res add \$5 per individual)	\$150	n/a
Adult Athletics Late Fee, per team	\$25	\$25

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Before School/After School/Track Out/Summer Camp Programs		
After School Fee / Non Res Fee (per month)	\$120/\$180	\$140/\$210
Track Out Fee / Non Res Fee (weekly rate)	\$150/\$225	\$170/\$255
Track Out Session Rate / Non Res Fee	\$400/\$600	\$440/\$660
Before School Fee / Non Res Fee (per month)	\$100/\$150	\$110/\$165
Before and After School Fee / Non Res Fee (per month)	\$190/\$285	\$220/\$330
Summer Camp Fees – (per week)		
Basic Camp / Non Res	\$100/\$150	\$100/\$150
Non-refundable Registration Fee (After School, Before School & Track Out)	\$30	\$30
Late Payment/per day/per child (After school)	\$1	\$1
Late Pick Up Fee / per 15 minutes time	\$10	\$10
Multi-child Fee Reduction	\$5	\$5
Fitness Room (non-refundable)		
Daily Pass / Non Res Fee	\$10/\$15	\$10/\$15
Monthly Pass / Non Res Fee	\$30/\$45	\$30/\$45
3 Months (10% Discount)	\$81/\$122	\$81/\$122
6 Months (20% Discount)	\$144/\$216	\$144/\$216
Annual Pass / Non Res Fee	\$218/\$327	\$218/\$327
Membership discount available to Youth (age 13-21), Seniors (age 55+) and Military	20%	20%
Replacement Cards	\$5	\$5
Family Memberships receive a 10% discount (includes all 3/6/12 multi-month memberships)		
Gymnasium (non-refundable)		
Age 12 and under Daily Gym Pass / Non Res Fee	\$2/\$3	\$2/\$3
Age 12 and under Gym 10 Visit Pass / Non Res Fee	\$10/\$15	\$10/\$15

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Hunt Center Facility Rentals		
Program Rooms (1-5) See Parks & Recreation Policy Manual for Equipment Available for Rental		
Room Deposit	\$25	\$25
Rooms (1-5) Per Hour/Per Room	\$30/\$45	\$30/\$45
Non-Profit Groups Per Hour/Per Room (only on weekdays)	\$23	n/a
Community Room and Multipurpose Room (Up/Down)		
Room Deposit	\$50	\$50
Rental Per Hour / Non Res fee	\$40/\$60	\$40/\$60
Non-Profit Groups Per Hour	\$30	n/a
Kitchen: Pots, pans and/or utensils are not available. Refrigeration is not available. Must be rented in conjunction with the Community Room.		
Per Hour / Non Res Fee	\$10/\$15	\$10/\$15
Non-Profit Groups Per Hour	\$8	n/a
Gym: See Parks & Recreation Policy Manual for Gym equipment Available for Rental		
Gym Deposit	\$100	\$100
Rental Per Hour / Non Res Fee	\$40/\$60	\$40/\$60
Scoreboard/Clock Rental / Non Res Fee	\$25 + \$12/hr. for operator / \$38 + \$18/hr for operator	\$25 + \$12/hr. for operator / \$38 + \$18/hr for operator
Picnic Shelters/Band Shell – Damage deposit of \$25 is required		
Half Day / Non Res Fee	40 max capacity: \$40/\$60 100 max capacity: \$60/\$90	40 max capacity: \$40/\$60 100 max capacity: \$60/\$90
Full Day / Non Res Fee	40 max capacity: \$75/\$113 100 max capacity: \$110/\$165	40 max capacity: \$75/\$113 100 max capacity: \$110/\$165
Athletic Fields – Natural Grass		
Damage deposit for fields with portable mounds	\$50	\$50
Natural Grass Field Rental Per Hour / Non Res Fee	\$40/\$60	\$40/\$60
Non-Peak Groups Per Hour (weekdays 8 am - 5 pm)	\$25	\$25
Lights (where available) / Non Res Fee	\$20/\$30	\$20/\$30
Baseball/Softball field prep (includes dragging, lining and laying out bases) / Non Res Fee	\$40/\$60	\$40/\$60
Temporary fence install (baseball/softball fields, excluding Ting Stadium)	\$100/\$150	\$100/\$150
Multipurpose field lining / Non Res Fee (excluding football)	\$50/\$75	\$50/\$75
Football field lining (no numbers)	\$200/\$300	\$200/\$300
Scoreboard/Clock Rental / Non Res Fee	\$25 + \$12/hr. for operator/ \$38 + \$18/hr for operator	\$25 + \$12/hr. for operator/ \$38 + \$18/hr for operator
HSBS Baseball field - per hour / Non Res Fee (Games have a minimum rental of 3 hours)	\$35/53	\$35/53
Tournament Rentals – Baseball/Softball Fields: Damage deposit of \$100 is required. EXCLUDES Ting BASEBALL STADIUM and HSBS Baseball		
Full wheel (4 fields) - per day	\$850	\$850
Field Preparation (per application)	\$40 per field	\$40 per field
Score Tower Daily/Weekend Rate	\$360/\$720	\$360/\$720

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Tennis Courts (1-hour minimum)		
Tennis Court Rental per hour / Non Res Fee	\$6/\$9	\$6/\$9
Turf Soccer Field Rates – Womble and Ting – Damage deposit of \$100 is required		
Field Preparation per field (excluding football)	\$50/\$75	\$50/\$75
Football field prep (no numbers)	\$200 / \$300	\$200 / \$300
Hourly rental per quad / Non Res Fee	\$35/\$53	\$35/\$53
Hourly Lighting charge, per quad / per hour	\$15/\$23	\$20/\$30
Turf Soccer Tournament Rates – Womble or Ting Turf Fields – Damage deposit of \$100 is required		
Whole Complex, per day	\$1,365	\$1,365
Field preparation per field	\$50/\$75	\$50/\$75
Ting Baseball Stadium		
Deposit	\$300	\$300
Rental Event held in the parking lot (Hourly rate not available for events)	\$250 per section per day / \$25 per section per hour	\$250 per section per day / \$25 per section per hour
Stadium Rental Early bird: Monday-Thursday prior to 12 PM Non-peak: Monday-Thursday 12 PM-5 PM Peak: Monday-Thursday 5 PM and after, Friday-Sunday all day	Early bird: \$72 per hour Non-peak: \$125 per hour Peak: \$200 per hour	Early bird: \$72 per hour Non-peak: \$125 per hour Peak: \$200 per hour
Light Usage	\$50 per hour	\$50 per hour
Scoreboard (includes one staff member)	\$50 per hour	\$50 per hour
Additional Staff (Staffing Level Determined by HSPR Staff)	\$35/hour for FT staff; \$15/hour for PT staff	\$35/hour for FT staff; \$15/hour for PT staff
Clubhouse Rental (access available 1 hour prior and after rental time)	Single Game: \$150 per game Daily Rate: \$300 per day	Single Game: \$150 per game Daily Rate: \$300 per day
Housekeeping Fee	\$50 per day	\$50 per day
Cleaning Fee	3rd party fee	3rd party fee

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Food and Merchandise Vendor Fees (Tournaments & Special Events)		
Vendor Fee	\$100 per event	n/a
Electricity	\$30 per event	n/a
Small Event (0-4,999 expected attendees)		
Vendor Fee	\$25 - \$75 per event	\$25 - \$75 per event
Electricity	\$30 per event	\$30 per event
Large Event (5,000+ expected attendees)		
Commercial food vendor	\$125 per event	\$125 per event
ONLY Holly Springs non-profit food vendor	\$75 per event	\$75 per event
Electricity (food vendors only)	\$30 per event	\$30 per event
Vendor Fee	\$75 per event	\$75 per event
Holly Springs Non-profit non-food vendor (A Holly Springs Non-Profit must have a 501(c) (3) certificate and be located within the corporate limits of Holly Springs)	\$0	\$0
Vendor Late Fee (HollyFest and July 5th)	\$15	\$15
Tree Fee (Tree Trail at Ting)	Market Rate	n/a
Event Sponsorship Packages (each event will specify what is included for each tier offered)		
Tier 1	\$100	\$150
Tier 2	\$250	\$350
Tier 3	\$500	\$500
Tier 4	\$1,000	\$1,000
Tier 5	\$1,500	\$1,500
Tier 6	\$2,000	\$2,000
Tier 7	\$2,500	\$2,500
Tier 8	\$3,000	\$3,000
Tier 9	\$3,500	\$5,000
Tier 10	\$5,000	\$7,500
Advertising/Signage Fees		
Baseball/Softball/Soccer (excludes Ting Stadium)		
Field Advertisement Signs — per Field (4'x8') (2'x3')	\$500	\$600
Entrance Advertisement Signs — (4'x8')	\$750-	n/a
Light Pole Banners — (72"x24")	TBD based upon design, number, color etc	n/a
Soccer Complex (Womble Park and Ting)		
Field Advertisement Signs — (4'x8')	\$500-	n/a
Entrance Advertisement Signs — (4'x8')	\$750-	n/a

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Bass Lake Park & Retreat Center		
Conference Room		
Deposit (Required) / Min. 3 hour rental	\$300	\$300
Alcohol Deposit	\$300	\$300
3 Hour Rental (Room only includes AV & Room set-up)	n/a	\$291/\$437
Additional Hourly Rental / Non Res Fee	\$77/\$116	\$77/\$116
Holly Springs Non-Profit Groups hourly fee (weekdays from 8 AM until 2 PM only)	\$53	n/a
Evening Conference Room Rental		
Deposit (Required)	\$100	\$100
M-TH conference room rental rate (includes room set up and A/V equipment for up to 3 hours of use)	\$185/\$278	\$185/\$278
Conference Room and Deck Rental		
Deposit (Required)	\$100	\$400
3 Hour Rental (Room and deck includes AV, Room set-up and outside lights)	n/a	\$481/\$722
Additional Hourly Rental	\$30/\$45	\$107/\$161
Holly Springs Non-Profit Groups hourly fee (weekdays from 8 AM until 2 PM only)	\$23	n/a
Packages		
Bass Lake Birthday Party Package / Non Res Fee per hour (\$60 deposit)	\$154/\$231	\$300/\$450
Weekend Wedding Package / Non Res Fee	\$2,200/\$3,300	\$2,200/\$3,300
4 Hour Wedding Package / Non Res Fee (\$200 Deposit) Monday-Thursday Only	\$325/\$488	\$325/\$488
Weekday Business Package / Non Res Fee	\$275/\$413	\$275/\$413
Weekday Business Package – Deck / Non Res Fee (\$25 deposit)	\$110/\$165	\$110/\$165
Extra Fees		
Daily Audio/Video Equipment / Non Res Fee	\$35/\$53	n/a
Afterhours staffing fees	n/a	\$40/\$60
Bass Lake Building and Deck Lights		
Light set up for rentals prior to evening events	\$100/\$150	n/a
Boats & Canoes		
Canoe or Boat Hourly Rental	\$7	\$10
Hourly Motor Rental (in conjunction with a boat rental)	\$12	\$15
Summer Camp Fees		
Specialty Camp per week	\$175/\$263	\$200/\$300

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Sugg Farm at Bass Lake		
Event Deposit	20% of rental fee	20% of rental fee
General Event	\$2,500	\$2,500
General Event - Extra Day	\$825	\$825
Per Extra Day – Set-up or Breakdown	\$413	\$413
5K Race Rental (Includes one day for set up)	\$1,000	\$1,000
5K Race Rental Extra Day	\$330	\$330
5K Race Rental Extra Day for Set Up or Break Down	\$165	\$165
High School Cross Country Weekend Meet	\$500	\$500
High School Cross Country Team Charge for Practices and Weekday Meets (Team who participate in 2 or more meets or practices per Fall season)	\$150	\$150
Greenway Fees (extra fees may apply depending upon need)		
Womble Park (per event) rental / non-resident	\$250/\$375 per event	\$250/\$375 per event
5K - 10K Race event (does not include park rental)	\$1,000	\$1,000
11K - 20 K Race event (does not include park rental)	\$1,850	\$1,850
Half Marathon rental (12 month lead time required, does not include park rental)	\$2,500	\$2,500
Marathon rental (12 month lead time required, does not include park rental)	\$4,625	\$4,625
Portable Stage Rental - NOTE this fee will be discontinued as of June 30, 2024		
Deposit	\$50	\$50
Rental fee	\$200	\$200
Extra day fee	\$50	\$50
Hay Wagon Rental		
Deposit (per wagon)	\$50	\$50
Hourly Rental fee (2 hour minimum)	\$150 per hour	\$150 per hour

Fee Schedule



Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Cultural Center		
Room Rental - 2 hour minimum		
Room Deposit (per room)	\$50	\$50
Hourly Fee per room / Non Res Fee	\$30/\$45	\$30/\$45
Hourly Non-Profit Group Fee	\$23	n/a
Hourly Kitchen (Rm #126) / Non Res Fee	\$10/\$15	\$10/\$15
Hourly Non-Profit Group Fee	\$8-	n/a
Alcohol Deposit	\$100	\$300
Hourly Bartender Fee	\$25/\$28	n/a
Theatre Rentals (Private Events) - 3 hour minimum		
Theater Deposit	\$100	\$100
Hourly Theatre Fee (private events, recitals, special events) / Non Res Fee	\$125/\$188	\$125/\$188
Hourly Non-Profit Group Fee (weekdays from 8 AM until 2 PM only)	\$94-	n/a
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$30/\$45	\$30/\$45
Performance Groups/Rentals Ticketing Services	20% of net ticket sales (after taxes)	n/a
Dance Floor Rental/Non-Res Fee (one setup/breakdown)	\$60/\$90	n/a
Backline Equipment Usage Fee (set up/take down included)	\$75/\$113	\$75/\$113
Cultural Center Outdoor Venue		
Hourly Springs Outdoor Stage Fee / Non Res Fee	\$50/\$60 per hour	\$50/\$60 per hour
Hourly Non-Profit Group Fee (weekdays from 8 AM until 2 PM only)	\$38	\$38
Daily Springs Outdoor Stage Package / Non Res Fee (8 hour block)	\$200/\$300 per day (8 hour block)	\$200/\$300 per day (8 hour block)
Daily Non-Profit Groups (8 hour block)	\$150 per day (8 hour block)	\$150 per day (8 hour block)
Hourly Technical Staffing Fee (per employee) / Non Res Fee	\$30/\$45	\$40/\$60
Daily Outdoor sound system rental fee (does not include Technical Staffing Fee) - Within Town Limits	\$400 per day	n/a

Fee Schedule

Parks & Recreation Department (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Farmers Market (Traditional Season)		
Vendor – Weekly	\$210	\$250
Vendor – Alternative A/B Week Schedule	\$150	\$150
Vendor – Daily/Substitute	\$20	\$20
Vendor – Seasonal Produce	\$60	\$60
Little Sprouts Vendor – Daily	\$25	n/a
Farmers Market (Winter Season)		
Winter Vendor – Full Season	\$150	\$180
Winter Vendor – One Saturday per month	\$85	\$90
Winter Vendor – daily/substitute	\$20	\$20
Annual Farmers Market		
Vendor – Extended Season Weekly	\$360	\$385
Vendor – Extended Season Alternative A/B Week Schedule	\$220	\$230
Farmers Market General Fees		
Electricity	\$25/season	\$25/season
Each Additional Booth Space or Produce/Meat Vendor Vehicle	50% of regular booth fee/additional space	50% of regular booth fee/additional space
Night Market Vendor Fee	\$10	\$10

Fee Schedule



Water Quality Lab Fees

Any analysis that the Town's Environmental compliance Laboratory is not certified to perform will be billed to the business or industry at the Town's cost plus 10% handling fee.

Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Permit Application	\$500	\$500
Permit Renewal	\$250	\$250
Permit Modification	\$250	\$250
Annual Administrative Fee	\$250	\$250
Lab Analysis Fees		
Biological Oxygen Demand (BOD)	\$35	\$39
Total Suspended Solids (TSS)	\$12	\$14
Ammonia	\$20	\$22
Total Phosphorus	\$35	\$39
Conductivity / pH	\$6 each	\$6 each
Fecal Coliform	\$40	\$44
Total Coliform	\$45	\$45
Dissolved Oxygen	\$6	\$6
Orthophosphorus	\$35	\$39
Total Nitrogen	\$40	\$50
Site Visit	\$100	\$100
Sampler Rental Fee	\$75 per day	\$75 per day
Pretreatment Surcharge Rates: (surcharges will be based upon monthly reported averages that occur above the concentration limit)		
Biological Oxygen Demand (BOD)	\$0.80 per lb. when exceeding 300 mg/l	\$0.80 per lb. when exceeding 300 mg/l
Ammonia	\$2.00 per lb. when exceeding 25 mg/l	\$2.00 per lb. when exceeding 25 mg/l
Total Suspended Solids (TSS)	\$0.60 per lb. when exceeding 300 mg/l	\$0.60 per lb. when exceeding 300 mg/l
Total Nitrogen	\$1.35 per lb. when exceeding 45 mg/l	\$1.35 per lb. when exceeding 45 mg/l
Total Phosphorus	\$3.09 per lb. when exceeding 6 mg/l	\$4.17 per lb. when exceeding 6 mg/l
Fat, Oils and Grease Program Violation Fees		
Grease Interceptor Not Maintained – Notice of Violation (NOV)	\$100	\$150.00
Grease Interceptor Missing Components – NOV	\$100	\$150.00
Food Serve Establishment with no Grease Interceptor/unapproved grease interceptor – NOV	\$100	\$1,000.00
Failure to implement expected action from NOV – Second NOV	\$250	\$500.00
Failure to implement expected action from second NOV (Third NOV)	Utility Service suspended with \$500 reconnection fee	Utility Service suspended with \$500 reconnection fee plus \$150/day out of compliance
Repetitive NOVs / Failure to maintain (4 or more NOVs within 12 months)	n/a	\$300 per day out of compliance
Annual Administrative Fee	n/a	\$100.00

Fee Schedule

Fire Department Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Fire Prevention and Miscellaneous Permit/Inspection Fees		
Fire Prevention/Misc	\$100	\$100
Commercial Burn	\$100	\$100
Blasting Permit	\$50	\$50
Fixed Fire Suppression Systems	\$50	\$50
Fuel Storage	\$75 per Tank	\$75 per Tank
Water Supply (Hydrant Placement)	\$100	\$100
After Hours Inspections (2 business day notice)	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home	\$125/hr, min 2 hrs if directly after work hours; \$125/hr, min 3 hrs if Inspector has to leave home
Reinspection Fee	\$75	\$75
Fire Prevention Permit / Inspection Fees (Shell, New Building, Fit-up, Multi-Family)		
0-5,000 SF	\$150	\$150
5,001-10,000 SF	\$200	\$200
10,001-25,000 SF	\$250	\$250
>25,001 SF	\$300	\$300
Fire Alarm & Fire Sprinkler Permit / Inspection Fees		
0-5,000 SF	\$150	\$150
5,001-10,000 SF	\$200	\$200
10,001-25,000 SF	\$250	\$250
>25,001 SF	\$300	\$300
Fire Prevention and Miscellaneous Plan Review Fees		
Fire Prevention/Misc	\$50	\$50
Commercial Burn	\$100	\$100
Blasting Permit (30 / 90 Days)	\$100 / \$200	\$100 / \$200
Fixed Fire Suppression Systems	\$100	\$100
Plan Review Revision	\$50	\$50
Fuel Storage	\$100	\$100
Residential Subdivision Site	\$100	\$100
Express Review	\$250	\$250
Express Re-Review	\$100	\$100

Fee Schedule



Fire Department Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Fire Prevention Plan Review Fees (Shell, New Building, Fit-up, Multi-Family)		
0-5,000 SF	\$150	\$150
5,001-10,000 SF	\$200	\$200
10,001-25,000 SF	\$250	\$250
>25,000 SF	\$300	\$300
Plan Review Revision	\$150	\$150
Fire Alarm & Fire Sprinkler Plan Review Fees		
0-5,000 SF	\$150 + \$2.00 per Device/Head	\$150 + \$2.00 per Device/Head
5,001-10,000 SF	\$200 + \$2.00 per Device/Head	\$200 + \$2.00 per Device/Head
10,001-25,000 SF	\$250 + \$2.00 per Device/Head	\$250 + \$2.00 per Device/Head
>25,000 SF	\$300 + \$2.00 per Device/Head	\$300 + \$2.00 per Device/Head
Plan Review Revision	\$150	\$150
Fire Department Fees not included in the fee schedule or fees for unique situations will be referred to supervisory staff and subsequently to the Department Director for approval.		

Fire Department Periodic Inspection Fees								
Square Feet	1-2,500	2,501-5,000	5,001-10,000	10,001-25,000	25,001-50,000	50,001-100,000	100,001-500,000	500,001-Plus
Inspection Fee	\$35	\$50	\$65	\$80	\$100	\$125	\$165	\$250
1st Re-inspection	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee	No Fee
2nd Re-inspection	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75
3rd Re-inspection	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Subsequent 1st Offense	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Subsequent 2nd Offense	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
3rd Subsequent Offense	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500

Police Department Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Golf Cart Registration and Inspection Fee	\$50	\$50
Golf Cart Registration Renewal and Re-inspection Fee	\$20 Annually	\$20 Annually
Road Race Application Fee	\$150	\$150

Fee Schedule

Miscellaneous Fees		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Vehicle, Equipment & Labor Hourly Charges		
Backhoe	\$50	\$50
Pickup Truck	\$30	\$30
Dump Truck	\$45	\$45
Police Vehicle	\$25	\$25
Other Town Vehicles	\$15	\$15
Other Town Equipment	\$25	\$25
Traffic/Street Sign Installation and Replacement Fees		
U-Channel post 10'	\$30	\$30
U-Channel post 12'	\$33	\$33
Sign Brackets	\$6	\$6
Street sign 6" x 30"	\$35	\$35
Street sign 6" x 36"	\$35	\$35
Street sign 6" x 42"	\$35	\$35
Street sign 6" x 48"	\$35	\$35
Street sign 6" x 54"	\$35	\$35
Street sign 9" x 30"	\$40	\$40
Street sign 9" x 36"	\$40	\$40
Street sign 9" x 42"	\$40	\$40
Traffic signs 12" x 18"	\$42	\$42
Traffic signs 18" x 24"	\$52	\$52
Traffic signs 30" x 30" (Octagon)	\$85	\$85
Decorative Combo Assembly	\$930	\$930
Decorative Stop Assembly	\$565	\$565
Decorative Speed Limit Assembly	\$565	\$565
Labor Charges		
Department Head	\$50	\$50
Supervisor	\$40	\$40
Technician	\$30	\$30
Police Chief/Command Staff	\$75	\$75
Police Supervisor	\$55	\$55
Police Officer	\$35	\$40
Public Information Fees		
Candidate Filing Fee	\$50	\$50
Solicitor/Peddler Permit	\$25	\$25
Irrigation Permit	\$50	\$50

Fee Schedule



Miscellaneous Fees (continued)		
Description	Approved Fee FY2022-23	Recommended Fee FY2023-24
Paper Copies		
8 1/2 x 11 (per side)	\$.10 per page	\$.10 per page
8 1/2 x 14 (one/two side)	\$.10 per page	\$.10 per page
11 x 17 (one/two side)	\$.20 per page	\$.20 per page
Electronic Files		
CD Rom or Flash Drive	\$10 each	\$10 each
Envelopes		
Letter Size	\$.04 each	\$.04 each
6 x 9 Kraft	\$.10 each	\$.10 each
9 x 12 Kraft	\$.14 each	\$.14 each
10 x 13 Kraft	\$.16 each	\$.16 each
Postage		
Postage	Actual Postage	Actual Postage
Certified Copies		
Eligible Paper Documents Only	\$.35 per order, + cost of copies	\$.35 per order, + cost of copies
Cemetery Fees		
Cemetery Plot - 5 x 10 Plot - Resident	\$975 each \$1,375 for 2 \$2,175 for 4	\$975 each \$1,375 for 2 \$2,175 for 4
Cemetery Plot - 5 x 10 Plot - Non Resident	\$1,175 each \$1,675 for 2 \$3,175 for 4	\$1,175 each \$1,675 for 2 \$3,175 for 4
Bid Documents		
Purchased	TBD per project cost	TBD per project cost
Mailed	TBD per project cost	TBD per project cost



Town of
**HOLLY
SPRINGS**
North Carolina

Fiscal Policy



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 Holly Springs, N.C.	FN-11 Fiscal Policy Guidelines	
Administrative Rules	Prepared By:	Mary Hogan
	Dept./Title:	Finance
	Date Approved:	June 4, 2019
	Effective Date:	July 1, 2019
	Supersedes Old #:	FN-10
	Old Effective Date:	Oct. 2, 2012

Fiscal Policy Guidelines – Objectives

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the Town of Holly Springs, North Carolina. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the Town's ability to insulate itself from fiscal crisis;
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible;
- Promotes long-term financial stability by establishing clear and consistent guidelines;
- Promotes the view of linking long-run financial planning with day to day operations; and
- Provides the Town Council, citizens, and the Town's professional management a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

Capital Improvement Budget Policies

1. The Town will prioritize all capital improvements in accordance with a capital improvement program.
2. The Town will develop a five-year plan for capital improvements and review and update the plan annually.
3. The Town will coordinate development of the capital improvement program with development of the operating budget.
4. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
5. The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
6. The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
7. The Town will attempt to determine the least costly and most flexible financing method for all new projects.

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Debt Policies

General

1. The Town will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
2. The Town will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.
3. When the Town finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
4. Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
5. The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.

Tax Supported Debt

6. Net debt as a percentage of total assessed value of taxable property should not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.
7. The ratio of debt service expenditures as a percent of total governmental fund expenditures should not exceed 15% with an aggregate ten-year principal payout ratio target of 55% or better.

Reserve Policies

1. Unassigned Fund Balances will mean funds that remain available for appropriation by the Town Council after all commitments for future expenditures, required reserves defined by State statutes, and previous Council designations have been calculated. The Town will define these remaining amounts as “available fund balances.”
2. Available fund balances at the close of each fiscal year should be targeted range between 20-25% of General Fund expenditures with a minimum of 20%. Reserves beyond 20% of the Total Annual Operating Budget of the Town may be used for one-time use.
3. The Town Council may, from time-to-time, appropriate available fund balances below the 20% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town of Holly Springs. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.

Budget Development Policies

1. The Town will develop the Annual Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.
2. Water and sewer rates will be established at the appropriate level to enable the related funds to be self-supporting. In addition water and sewer rates will be established to maintain compliance with Revenue Bond Covenants.
3. One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.
4. The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit and other fees due to the Town.
5. The Town Council will receive a financial report at the end of each quarter showing year-to-date revenues and expenditures and comparing each amount to the budget as amended.
6. Budget amendments will be brought to the Town Council for consideration as needed. A monthly budget amendment report will be brought to the Town Council for all prior month budget amendments.
7. The Budget Officer may transfer amounts of expenditures between departments or between funds in the budget. The Budget Officer may transfer amounts up to fifteen thousand dollars (\$15,000) between departments of the same fund without prior Council Action. The Budget Officer may transfer up to fifteen thousand dollars (\$15,000) between funds without prior Council Action.

Cash Management and Investment Policies

1. It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.
2. The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.
3. The Town may deposit Town Funds into: Any Board approved Official Depository, if such funds are secured in accordance with NCGS-159 (31). The Town may invest Town Funds in: the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and rated no lower than “AAA”, and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.
4. Investment of the Town will be diversified to eliminate the risk of loss as a result of over concentration of securities in a specific issuer, class of securities, or maturity sector.
5. Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.

End of Administrative Rule No. FN-11

Approved by the Holly Springs Town Council, this, the 4th day of June, 2019.




Linda McKinney, Town Clerk



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Glossary

Accrual Basis of Accounting (or Full Accrual).

Accounting method that recognizes revenues in the accounting period in which they are earned and become measurable.

Ad Valorem Tax.

A property tax levied according to assessed value.

Annual Budget.

A budget covering a single fiscal year (July 1 - June 30).

Appropriation.

The amount budgeted on a yearly basis to cover projected expenditures which have been legally authorized by the Town Council.

Assessed Valuation.

The value real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assessment.

The process for determining values of real and personal property for taxation purposes.

Audit.

An independent evaluation of the accuracy of the Town's financial statements, practices, and internal controls designed to ensure compliance with generally accepted account principles.

Balanced Budget.

Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Budget.

A plan covering a fiscal year which projects expenditures for providing services and revenues to finance them. The Town's adopted budget is the official expenditure policy of the Town Council and an effective tool for managing Town operations. The budget is the legal instrument by which Town funds are appropriated for specific purposes and by which Town government positions are authorized. N.C. General Statutes require the budget to be balanced.

Budget Amendment.

A legal procedure used by Town staff and Council to revise a budget appropriation.

Budget Document.

A formal document presented to the Town Council containing the Town's financial plan for a fiscal year. The Budget document is presented in two phases, proposed and final, the latter of which reflects the budget as adopted and approved by the Town Council.

Budget Message.

A written overview of the proposed budget from the Town Manager to the Mayor and Town Council which discusses the major budget items and the Town's present and future financial condition.

Budgetary Control.

The control or management of a government in accordance with an approved budget to keep expenditures within the limitations of available appropriations and revenues.

Capital Outlay.

Expenditure resulting in the acquisition of or addition to the Town's general fixed assets costing more than \$5,000 and having a useful life of greater than three years.

Community Investment Plan (CIP).

A long-range plan of proposed capital improvement projects, which includes estimated project costs and funding sources that the Town expects to carry out over a five-year period. The program is updated annually to reassess capital needs and for the preparation of the capital budget.

Contingency.

An appropriation of funds to cover unanticipated events that may occur during the fiscal year. Transfers from this line item must be approved by Town Council. North Carolina General Statutes require that the contingency amount be limited to 5% of the other appropriations within a respective fund.

Deficit.

An excess of expenditures over revenues or expense over income.

Encumbrances.

A financial commitment for services, contracts, or goods which have not, as of yet, been delivered or performed.

Enterprise Fund.

A fund which accounts for the operations that are financed from user charges and whose operation resembles a business.

Expenditures.

Outflows of net financial resources. They include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements, and shared revenues.

Fiscal Year (FY).

A twelve month period (July 1 through June 30) to which the annual operating budget applies and at the end of which an assessment is made of the Town's financial condition and performance of its operations.

Franchise Tax.

A tax levied on the gross sales of Public Utilities. Such taxes were assessed by the state as a function of permitting the respective utilities to do business in the state of North Carolina. Such taxes are shared between the state and its municipalities according to the respective ratio of gross sales within those jurisdictions.

Fund.

An accounting entity created to record the financial activity for a selected financial grouping. A fund is set up to carry out a special function or attain certain objectives in accordance with set laws and regulations (i.e. General Fund).

Full-Time Equivalent (FTE).

An acronym used to describe the number of approved positions by Town Council with provided benefits. One FTE equals 2080 hours per year per permanent position.

Fund Balance.

The difference between fund assets and fund liabilities of the governmental unit.

Government Finance Officers Association (GFOA)

The Government Finance Officers Association is a professional association of approximately 19,000 state, provincial, and local government finance officers in the United States and Canada.

Governmental Fund.

A fund which accounts for the operations that are tax-base supported and provide general government activities.

General Fund.

A fund which provides for the accounting of all financial resources except those designated to other funds. Most of the basic government services, such as police, fire, sanitation, or street maintenance are accounted for in this fund.

Grants.

A contribution or gift in cash or other assets from another government to be used for a specific purpose. For example, a grant from the State of North Carolina for the construction of a major highway.

Interest and Penalties on Taxes.

Uncollected interest and penalties on ad valorem taxes.

Intergovernmental Revenues.

Revenues from other governments (state, federal, local) which can be in the form of grants, shared revenues, or entitlements.

Levy.

The amount of tax, service charges, and assessments imposed by a government.

Non-operating Expenses.

Expenses which are not directly related to the provision of services such as debt service.

Non-operating Revenues.

Revenues which are generated from other sources (i.e. interest income) and are not directly related to service activities.

Operating.

Those costs, other than personnel and capital outlay, which are necessary to support the day-to-day operation of the Town. Includes items such as telephone charges, utilities, office supplies, advertising, travel, and printing.

Pay-As-You-Go (PAYGO).

Is a strategy for financing large or capital expenditures with funds that are currently available rather than borrowing.

Personnel.

Expenditures for salaries and fringe benefits including merit increases, social security, retirement, health insurance, life insurance, 401 (k), and other employee benefits.

Policy.

A definite course or method of action in light of given conditions to guide and determine present and future decisions.

Powell Bill Funds.

Funding from state-shared gasoline tax which is restricted for use on maintenance of local streets and roads.

Property Taxes.

Taxes levied on both real and personal property according to the property's valuation and tax rate.

Proprietary Fund.

A fund which accounts for the operations that are business-like interactions.

Reclassification.

Change in a position title and/or the associated pay range based on changes in the job skills required for a given position

Reserve.

An account designated for a portion of the fund balance which is to be used for a specific purpose.

Revenue.

Inflows of financial resources that increase the fund balance account. Expenditure refunds, interfund transfers, and debt proceeds are not considered revenues.

Surplus.

The amount by which revenues exceed expenditures.

Tax Rate.

The amount of tax stated in terms of a unit of the tax base

Village District Area Plan (VDAP).

A plan for the development and zoning of the related zoned “Village District” predominately in the downtown area.



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Town of Holly Springs
128 South Main Street
Post Office Box 8
Holly Springs, NC 27540
www.hollyspringsnc.gov

Changes in the Personnel Policy – 7/1/23

- On-Call Pay – Article III, Section 13
Call-Back pay will be paid at one and a half times the employee's hourly rate. On-Call pay will change from \$75/week to \$20/day.
- In Range Salary Adjustment – Article III, Section 10
Changed the amount the Town Manager can increase an employee's salary from 3% up to 15%
- Field Training Officer Pay – Article III, Section 19
Added an additional \$2.00/hour while an officer is actively training a new recruit.
- Vacation/Personal Leave Accrual Rate– Article VII, Section 6
Vacation accrual will be based on years of service in the Local Government Employees Retirement System (LGERS) not solely on years of service with the Town of Holly Springs
- Floating Holidays – Article VII, Section 31
Added two (2) days for employees to use for the observance of their choice
- Health and Wellness Day – Article VII, Section 32
Added a day to encourage employees to focus on health and wellness

Current policy proposed changes in red.

Article 3, Section 13 On-Call Pay (Revised 7-1-23)

The Town of Holly Springs must provide a variety of critical emergency services 24 hours a day, seven days a week. **The** need for these services may occur when employees with **the** necessary skills are not on duty. As a result, the Town must be assured that skilled employees are always readily available by placing some employees on standby status. At other times it is necessary for certain employees to respond to any reasonable request for duty at any hour of the day or night. Employees in such positions will share in the responsibility for continuous service, in accordance with the nature of each position. If an employee fails to respond to reasonable calls for emergency service, either special or routine, the employee shall be subject to disciplinary action up to and including dismissal. ~~by the Town Manager.~~

~~Call-Back Pay. Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work, outside of normal working hours when not on call. Non-exempt employees will be paid at one and a half times their hourly rate the established hourly rate of pay for hours worked outside their normal schedule if they are actually required to respond or return to work, and will receive overtime for eligible overtime hours. When a non-exempt employee is called back to work or a worksite because of special needs or an emergency, non-exempt employees will be paid for a minimum of two hours of work, even if their actual work time was shorter. The minimum of two hours of pay is guaranteed for non-exempt employees who are called back or actual hours worked whichever is greater. "Call-back"~~ provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance). If more than one callback occurs within a given shift, total callback time cannot exceed two hours unless the work time exceeds two hours.

On-Call Pay.

Each applicable department has an established rotation where different employees share responsibility for being ready to respond or return to work for a specified period of time when called. On-call status in a department must be regularly shared by more than one employee on a rotating basis. On-call status means being fit and able to report to work within an acceptably short period of time, as designated by the department.

When designated on-call employees are not performing work duties, the Town will provide compensation in recognition of the employee's commitment and impact to personal time that being on-call can have. Compensation will be paid to non-exempt employees at the rate of \$20 per day.

~~On-call pay compensates certain non-exempt employees who are required to be on-call and return to work by contact via pager or telephone in the event of an emergency. On-call status is a designated period of seven consecutive days. Hours of oncall status are not considered hours of~~

~~work, and are not recordable on a time sheet. All non-exempt on-call employees shall receive an additional salary base of \$75.00 for each entire week served on-call. There is no additional compensation for being on-call when there is a holiday. Hours actually worked while on-call are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week.~~

On-call status- a non-exempt employee must be available for contact and be able to respond, and/or report back to work if needed.

Call-back status- is when a non-exempt employee has left the work site and is requested to respond on short notice to an emergency work situation to:

- avoid significant service disruption,
- avoid placing employees or the public in unsafe situations, or
- protect and/or provide emergency services to property or equipment

Call back may involve either: going back to work or responding via telephone/ computer.

Article 3 Section 10 In Range Salary Adjustment (Revised 7-1-23)

In-Range Salary Adjustment

It is the policy of the Town of Holly Springs, subject to the availability of funds, to grant in-range salary adjustments to recognize job change of employees in regular full-time and part-time positions, to establish equitable salary relationships, and/or to respond to labor market conditions. Only regular full-time or part-time employees are eligible for increases under this policy. In-range adjustments may be considered in the following circumstances:

- 1) Job Change – This type of adjustment is to compensate for changes in job duties and responsibilities as documented in position classification specifications that are at a higher level, but not enough to justify a reclassification to a higher salary grade, or a salary range revision.
- 2) Recruitment/Retention Problems – This type of salary adjustment may be made to reduce or avoid turnover due to market or other conditions that affect retention.
- 3) Salary Equity – This type of salary adjustment is used to establish or re-establish equitable salary relationships among employees in a relevant work unit performing the same type and level of work considering education, skill, related work experience, length of service and performance level.

A completed request for an in-range salary adjustment must be made in writing by the Department Director and include the following information: employee name, classification title, current salary, summary of conditions that support the request, and justification for percent increase requested. It is the responsibility of the Human Resources Director to assess salary administration priorities and in-range salary adjustment requests based on documentation and justifications and make recommendations to the Town Manager. As part of this process, the

salary of each employee in the department should be examined for equity purposes. The recommended salary increase ~~can be made up to ranges from 1-15%~~, subject to approval of the Town Manager.

Article 3, Section 19 Field Training Officer Pay (Created 7-1-23)

Field training plays an important part in the effective training of new Police Officer recruits. Through exposure to actual experiences and the accompanying field problems, patrol situations, investigations, and crime incidents, the recruit learns to apply classroom principles to live situations. The field training experience is also used to see if a new recruit can function effectively as a police officer. Ideally, field training serves as a continuation of the selection process in addition to its training functions. In recognition of the additional effort and responsibility, an officer takes on as a training officer they will receive an additional \$2.00/hour whenever they are actively training an officer on a shift.

Article 7, Section 6 Vacation/Personal Leave: Accrual Rate (Revised 7-1-23)

Each full and part-time employee of the Town shall accrue vacation at the following schedule, prorated by the average number of hours in the workweek (Section 16):

Years of Service	Yearly Accrual (Days)
0 but less than 2	10
2 but less than 5	12
5 but less than 10	15
10 but less than 15	18
15 but less than 20	20
20 or more	24

In an effort to attract and retain employees with subject matter expertise in local government, newly hired and current employees will accrue vacation leave based on years of service in the Local Government Employees Retirement System (LGERS) not solely years of service for the Town.

Article 7, Section 31 Floating Holidays (Created 7-1-23)

Employees will be granted two floating holidays per fiscal year to allow employees the option to have additional paid days off to use at their discretion, for things such as religious observances (for days that the Town does not recognize), parent-teacher conferences, or to supplement vacation, sick, or holiday leave. The use of floating holidays should be requested in advance. Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out if not taken or paid upon termination of employment. Days will be equivalent to the employee's normal workday.

Article 7, Section 32 Health and Wellness Day (Created 7-1-23)

The Town encourages employees to focus on health and wellness. Recognizing that employees have diverse needs for time off to support health and wellness, the Town has established a health and wellness day. The benefits are that it promotes a flexible approach to time off by allowing employees time for routine medical, dental, and vision appointments. In addition, taking part in activities that promote positive physical and mental health is strongly encouraged. The use of the health and wellness day should be requested in advance. Time off will not be carried over to the next fiscal year, nor may it be cashed out if not taken or paid upon termination of employment. Days will be equivalent to the employee's normal workday.

THANK YOU for your legal submission!

Your legal has been submitted for publication. Below is a confirmation of your legal placement. You will also receive an email confirmation.

ORDER DETAILS

Order Number:
IPL0121198
Parent Order #:
IPL0104872
Order Status:
Submitted
Classification:
Legals & Public Notices
Package:
RAL - Legal Ads
Final Cost:
314.60
Payment Type:
Account Billed
User ID:
IPL0021907

ACCOUNT INFORMATION

TOWN OF HOLLY SPRINGS IP
PO BOX 8
HOLLY SPRINGS, NC 27540
919-557-2924
noemail@mcclatchy.com
TOWN OF HOLLY SPRINGS

TRANSACTION REPORT

Date
May 3, 2023 9:23:27 AM EDT
Amount:
314.60

SCHEDULE FOR AD NUMBER IPL01211980

May 5, 2023
The News&Observer (Raleigh)

PREVIEW FOR AD NUMBER IPL01211980**PUBLIC HEARING NOTICE****Proposed FY 2023-24 Budget**

The proposed Fiscal Year 2023-24 municipal budget for the Town of Holly Springs will be presented to the Holly Springs Town Council on May 9th and will be available for public inspection after that day from 8 a.m. to 5 p.m. weekdays in the Town Clerk's Office of Holly Springs Town Hall, 128 S. Main St. The proposed budget will also be available on the town's website: www.hollyspringsnc.gov. The proposed budget version may not reflect all ongoing changes that are made to the document until it is finally adopted. There will be a public hearing on the budget proposal at 7 p.m. Tuesday, May 16, 2022 in the Council Chambers of Holly Springs Town Hall. Citizens may make comments at the meeting, or submit written comments to the Town Council in care of Town Clerk Linda McKinney; P.O. Box 8; Holly Springs, NC 27540; or by email at linda.mckinney@hollyspringsnc.gov.

Linda C. McKinney

Town Clerk

W00000000

Publication Dates

[<< Click here to print a printer friendly version >>](#)



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 20.

Public Hearings

Title: Water Resource Management Policy 23-DPM-01 - Legislative Public Hearing

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

Staff Resource: Kendra Parrish, Utilities and Infrastructure, Rachel Jones, Utilities and Infrastructure, Seann Byrd, Utilities and Infrastructure, Rachel Ingham, Utilities and Infrastructure, Chris Hills, Development Services

Action(s):

1. Open Legislative Public Hearing
2. Adopt, deny, or defer Resolution No. 23-06 to adopt amendments to the Development Procedures Manual, adding a new Chapter 3, Water Resource Management Policy.

Explanation:

- Historically, water and sewer availability in the Town of Holly Springs has been granted on a first-come first-served basis. As the town has grown, so has the need for a proactive management approach of water resources for the future.
- As a new management tool, it is recommended that Council adopt a Water Resource Management Policy (WRMP). This policy provides pathways whereby the town's limited water resources can be distributed to new development in a more sustainable manner.
- Water and sewer allocation requests are to be tracked and allocated through three (3) categories, annually:
 - Operational Reserves - 30% annual allocation (Economic Development, Government Projects, Schools, etc.)
 - The remaining 70% of the allocation will be split into two categories:
 - Non-residential - 30% of the remaining allocation after Operational Reserves have been set
 - Residential - 70% of the remaining allocation after Operational Reserves have been set
- The WRMP seeks to protect the significant investment that the Town and its citizens have made in the Utility System. As such, the WRMP establishes priority growth areas based on geographic proximity to town limits and to existing utility infrastructure. This approach allows the town to grow and provide services in an orderly and cost-efficient manner. All development projects will be considered for allocation on a priority basis, in conformance with development goals and priorities:
 - Priority Level 1 - development within corporate limits within existing zoning, development plans submitted prior to the effective date, and other projects as outlined in the Policy
 - Priority Level 2 - areas of target investment (development within 1,000-feet of

Town Council Business Meeting
May 16, 2023

- existing water/sewer infrastructure)
 - Priority Level 3 - projects that require extension of water/sewer infrastructure beyond 1,000 linear feet to accommodate the development
- The WRMP specifies that in order to gain utility allocation, a project must achieve Priority Level 1. To do so, projects that are initially classified as Priority Level 2 or 3 have the ability to invest in additional infrastructure that is generally supportive of maintaining water quality standards and Town Council Strategic Plan goals in the community to move up to a Priority Level 1. These areas of investment include Public Infrastructure, Sustainable Design, Work Force Housing, and Exceedance of the Unified Development Ordinance (UDO) requirements for Open Space/Tree Preservation Standards that support protecting water resources.
- The WRMP will be adopted as part of the Town's Development Procedures Manual (DPM).
- The Development Procedures Manual (DPM) was adopted in 2002 and recently amended to coordinate with the 2022 UDO. The DPM contains the review procedures and policies that correspond to the UDO, such as the Traffic Study Policy.
- As specified in Section 1 of the DPM, policy amendments to the document are approved by resolution of the Town Council.

Background:

- The final draft of the Water Resource Management Policy (WRMP) addressed several concerns shared by Council at workshops over the past several months related to Council maintaining its ability to exercise discretion when considering legislative rezoning applications. In addition, staff worked closely with key development community stakeholders including the Wake County Home Builders Association and the Triangle Community Coalition who both provided constructive and helpful feedback on the development of the WRMP. Input from those groups helped to improve the proposed process/tracking mechanisms and refine the allocation elements list.
- Drinking water and sanitary sewer conveyance and treatment through Holly Springs' distribution system, collections system, and water reclamation facility are finite. Therefore, water and sewer capacity are valuable resources that must be conserved and apportioned judiciously.
- Staff recommends establishing a policy for the management of water and wastewater capacity resources. Such a policy will help support and sustain a growing and healthy community in accordance with the vision of the Town's Strategic Plan.
- Similar policies exist in many municipalities in North Carolina, including but not limited to Fuquay-Varina, Zebulon, Concord, Knightdale, Troy, Beaufort, Clayton, Kannapolis, Harrisburg, Pittsboro, South Granville, Havelock, Shalotte, Franklin County, Union County, Onslow Water and Sewer Authority, and the Metropolitan Sewerage District of Buncombe County.
- The WRMP, if adopted, will become effective July 1, 2023.

Funding Source(s):

N/A

Attachment(s):

1. 5.16.23 TC FINAL upload WRMP final DS Edits



Resolution No. 23-06
Date Adopted: May 16, 2023
Effective Date: July 1, 2023

RESOLUTION OF THE TOWN OF HOLLY SPRINGS TOWN COUNCIL ADOPTING AMENDMENTS TO THE DEVELOPMENT PROCEDURES MANUAL

WHEREAS, the Holly Springs Town Council, by Resolution 02-37 adopted on Nov. 8, 2002, adopted the Town of Holly Springs Development Procedures Manual; and

WHEREAS, Resolution 02-37 provides for periodic amendments to the Development Procedures Manual by resolution and at the discretion of the Holly Springs Town Council; and

WHEREAS, drinking water and sanitary sewer conveyance and treatment through Holly Springs' distribution system, collections system, and water reclamation facility are finite. Therefore, water and sanitary sewer capacity are valuable resources that must be conserved and apportioned judiciously.

WHEREAS, said amendments are as follows:

Part 1: Amend Table of Contents, by adding text in **bold**, to add the Water Resource Management Policy, as follows:

3. Water Resource Management Policy

Part 2: Add new Chapter 3, Water Resource Management Policy, as follows:

1. Introduction and Purpose

This policy is called the Water Resource Management policy, referenced as the Utility Allocation Policy in the Unified Development Ordinance ("UDO"). The Town's water distribution network, sanitary sewer collection system, and the treatment at the water reclamation facility have a finite amount of capacity. Coordination and management of the demand placed on the utility system by new users is necessary to ensure a properly functioning utility system. Users that have received utility allocation, but have either not timely used their allocation, or used less allocation than estimated creates an uncertainty for municipal expansion planning purposes which causes expense, delay, and inequity in the provision of utilities. As such, the Town's municipal water and sanitary sewer capacity are valuable resources that must be conserved and apportioned to new end users in a manner that is fair and equitable to both existing and new users, as well as being done in a sustainable manner that promotes the Town's strategic plan. In this policy, new users of the Town's water, sanitary sewer, and reclaimed water utility, as well as existing users expanding their use shall be categorized according to their proposed use and have resources

allocated accordingly. The terms “project” and “development” used herein shall mean any change in land use that has the potential to require a new or expanded utilization of the Town’s water, sanitary sewer, or reclaimed system, any single use of the foregoing, or any combination of the three.

The Administrator designates the Executive Director of Utilities & Infrastructure (“Director”) to administer this Policy.

This Policy is a planning and engineering capacity management tool used to monitor the relationship between utility resources and population/economic growth and to:

- A. Readily assess the distribution of capacity within all infrastructure components;
- B. Allocate, and track capacity;
- C. Provide short and long-range planning assistance for specific development proposals, land use ordinances, and land use plans; and
- D. Authorize new service allocations, and where appropriate rescind existing or expire proposed new allocations.

It shall be the policy of the Town to **allocate** water and sanitary sewer capacity when:

- A. Infrastructure capacity is adequate, as determined by the requirements in the Engineering Design and Construction Standards; and
- B. The submitted projects are in compliance with Vision Holly Springs Comprehensive Plan, the Unified Development Ordinance, and the Engineering Design and Construction Standards; and
- C. The Town Council approves a written plan designating assigned flow to a specifically detailed project after receiving an application for extension of the water/sanitary sewer system which is signed by the Director (or their designee) prior to construction drawing approval.

Compliance with this Policy on behalf of an applicant for a new project or an expansion of an existing project shall not create a right to any Town utility. The Town Council hereby reserves all rights to review, modify, or deviate from this policy at the sole discretion of the Council. This shall include, but is not limited to:

- A. Determining capacity available per category to maintain a fair and equitable balance between categories and to promote strategic growth deemed in the best interest of the Town;
- B. The release of additional allocation recaptured through the Town’s reconciliation quarterly process; and
- C. Other relevant factors as determined by Town Council, Planning Board, Board of Adjustment, or other governing bodies.

2. Applicability

This policy shall control the allocation of water and sanitary sewer to projects requiring utility permits based upon the North Carolina Administrative Code (NCAC) Title 15A Subchapters 18C and 02T.

All projects that require, as of the date of this policy (July 1, 2023), a legislative determination by the Town Council, a quasi-judicial determination by the Town Council or Board of Adjustment, or an administrative approval by staff, relating to a new project or an existing project for a change utility demand must obtain approval of the Utility Allocation Request for the capacity needs of the project at the time of a Unified Development Ordinance (UDO) application/permit. The needs of the project should be evaluated by a North Carolina licensed professional engineer in the preliminary sewer study and/or hydraulic analysis for fire flow.

The Town shall maintain a capacity management program which shall recognize the Town Council's approval of allocation and track all new connections and flow projections. In addition, modifications to the existing water and sanitary sewer connections, due to redevelopment, shall be reviewed in the allocation request process.

This policy shall not apply to projects which have submitted the UDO application/permits prior to the effective date and remain in an active development status, as determined by the UDO. Any project that has otherwise been exempted from this policy must come into compliance with the policy if the project proposed an increase in estimated flow from the time of prior approval.

3. Availability

Allocated flows will not be considered actual flow to the system until a Certificate of Occupancy (CO) for the project has been issued. When the CO is issued, or a water meter is installed for a specific building within or outside the project, the flow will be assumed to be actual flow to the water and sewer system, which will determine the total available flow.

4. Allocation Assignment

Water and sanitary sewer allocation necessary to serve proposed projects and expansion or modifications to existing projects shall be based on use capacities as identified in Section 15A of the North Carolina Administrative Code 02T .0114. Available allocations will be released on a fiscal year basis the first week of July each year ("Available Allocation"). If requested Allocation exceeds available flow for any given year, development projects that otherwise qualify for Allocation shall be placed onto a waiting list for the next available Allocation in the order it was approved by the Director. All utility capacity shall be considered, allocated, and tracked through the following categories:

- Operational Reserves
- Residential
- Non-Residential

4.1 Operational Reserve Allocation

A portion of the Available Allocation is hereby set aside for Operational Reserve (“Operational Reserve”). The Operational Reserve category shall include all federal, state, or locally funded public facility projects that are significant, as determined by the Town Council, or Economic Development projects, as defined by the Town’s Economic Development policy. There is not a maximum allocation per development; however, Town Council reserves the right to set a maximum allocation available per project or phase, if deemed appropriate.

The annual available allocation for the Operational Reserve is 30% of the Available Allocation, and shall be no less than 33,000 gpd. Any remaining Operational Reserve flow will be rolled into the following year.

4.2 Residential Allocation

A portion of the Available Allocation is hereby set aside for residential uses (“Residential Allocation”). Residential Allocation will be considered for all projects defined as Residential in the UDO and shall be allocated and tracked over two (2) subcategories. These subcategories are single family residential projects (including townhomes); and attached projects (including apartments and condominiums).

The total of all residential projects: detached dwelling, attached dwelling, and apartment dwelling projects shall be eligible for a maximum allocation of 70% of the Available Allocation, once the Operational Reserve has been allocated by the Town, and shall be no less than 46,900 gpd. Any remaining Residential flow at the end of the fiscal year will be rolled into the following year.

Subject to overall availability in a given year, a maximum of twenty percent (20%) of the available residential flow can be allocated to attached dwelling or apartment dwelling developments. Due to the nature of attached dwelling units or apartment dwelling developments, this amount can be front-loaded and utilize future year’s 20% allocation in connection with one contiguous apartment dwelling development.

Any detached dwelling project in excess of 75 lots must be phased so that a maximum of 75 lots can be considered for allocation in a single phase in any one fiscal year. Developments that are within 10% of this limit per phase may receive an allocation with an exception granted by the Director, pursuant to the requirements in Section 7.1(H). In addition to those requirements, the basis for granting the exception will be based on design constraints or build out of a development, in the sole discretion of the Director.

4.3 Non-Residential Allocation

A portion of the Available Allocation is hereby set aside for non-residential uses (“Non-Residential Allocation”). Non-Residential Allocation will be considered for all projects defined as Non-Residential in the UDO.

The total of all Non-Residential category is 30% of the Available Allocation, once the Operational Reserve has been allocated by the Town, and shall be no less than 20,100 gpd. If the Non-Residential Allocation is exhausted, mixed-use projects may be served using allocations from the attached dwelling availability from the Residential Allocation, if available and approved by Town Council. Any remaining Non-Residential flow at the end of the fiscal year will be rolled into the following year.

5. Prioritization of Projects

All allocation requests from Priority Level 1 shall be considered when a completed application is received by the Director. Projects that meet the criteria for Priority Levels 2 or 3 must meet Priority Level 1 qualification prior to Town Council consideration for allocation approval. Projects shall be grouped into one of the priority levels below to determine the level of priority. In order to be considered in any classification below, all permitting and approval application requirements by the Town and other regulatory agencies having jurisdiction must be initiated:

5.1 Priority Level 1

Projects the Town desires to advance with utility allocation. Priority 1 projects include the following classes of development:

- Development within the corporate limits (or pending an annexation petition), within existing zoning
- Public and Institutional Uses
- Development Plans submitted prior to effective date of this policy (July 1, 2023)
- Projects that qualify for operational reserves
- Priority Level 2 and Priority Level 3 projects with committed Allocation Elements

5.2 Priority Level 2

Priority 2 projects include the following classes as described below. Priority Level 2 does not include projects adjacent to the Town's transmission mains for water and sanitary sewer infrastructure.

- Area of Target Investment (development proposed within 1000 feet of existing infrastructure)
- Must be annexed into the corporate limits or willing to annex concurrently with associated legislative, quasi-judicial, or administrative approval of the Town.
- In order to advance to Priority Level 1, two (2) of the following allocation elements must be included in the development plan:
 - Public Infrastructure Improvements
 - Sustainable Design
 - Work Force Housing
 - Open Space/Tree Preservation

5.3 Priority Level 3

Priority 3 projects include the following classes as described below. Priority Level 3 does not include projects adjacent to the Town's transmission mains for water and sanitary sewer infrastructure.

- Generally, such projects are more than 1000 feet from existing utility infrastructure and will also incorporate new mains, collection lines, pressure mains, and pump stations necessary to accommodate the extension of service to and at the development.
- Must be annexed into the corporate limits or willing to annex concurrently with associated legislative, quasi-judicial, or administrative approval of the Town.
- In order to advance to Priority Level 1, three (3) of the following allocation elements must be included in the development plan.
 - Public Infrastructure Improvements
 - Sustainable Design
 - Work Force Housing
 - Open Space/Tree Preservation

5.4 Allocation Elements

Allocation elements are proposed uses or characteristics of a project or development that promote an aspect of the Town's Strategic Plan or otherwise promotes long-term sustainability that aids in preserving the scarcity of water resources, protects the environment, or other public benefit to the town as a whole, such as the following examples described below.

- Public Infrastructure Improvements
 - Option A:
 - Vegetated wetland in lieu of wet ponds; and
 - Include stormwater control devices within parking lot islands
 - Option B:
 - Provide structured parking so as to minimize impervious surface area
 - Option C:
 - Take pump station offline; or
 - Install oversize utilities; or
 - Install 1000' of basin wide water/sewer infrastructure

- Sustainable Design
 - Earn LEED Certification; or
 - Earn National Green Building Standards Certifications, or equivalent as determined by Director
- Work Force Housing (housing at 60-80% Area Median Income)
 - 5% of the units for detached or attached dwellings; or
 - 10% of the units for apartment dwellings.
- Open Space/Tree Preservation
 - Increase of at least 25% Active Recreation Space; or
 - Increase of at least 100% for Urban Civic Space; or
 - Increase of at least 25% of required area for Tree Preservation Areas; or
 - Preservation of at least 10% of Specimen Trees on site.

6. General Requirements

- A. Projects that require discharge of sanitary sewer into the Town's sanitary sewer collection system must complete a Utility Allocation Request and obtain a Utility Allocation Approval (which the applicant shall include with any requested Town approval listed in 6.2(A) below) from the Town Council.
- B. Allocation requests shall be signed and sealed by a professional engineer and shall provide relevant project information including, but not limited to:
 - i. Number of residential units and/or area of non-residential and proposed uses,
 - ii. Detailed timeline indicating sanitary sewer needs, including units of capacity requested and quarters of the year expected to have flow,
 - iii. Phasing, if applicable, and
 - iv. Permit extension (or modification) requirements and sanitary sewer flow projections.
- C. Sanitary sewer flow rates shall be calculated using the NCAC 15A 02T .0114 Sanitary sewer Design Flow Rate – also known as the “02T Rules.”
- D. The Town will not accept civil construction drawing submittals or approve water or sanitary sewer extension permit applications without prior Utility Allocation Approval for the project.

6.1 Redevelopment of Existing Structures or Property

- A. If an existing structure already has a water and sanitary sewer service connection, the previously approved flow will be recognized in the average annual flow to the plant. However, a Utility Allocation Verification may be required to update the Town's records with current information.
- B. A Utility Allocation Verification will be required for all Redevelopment and Change of Use (Building or Zoning) proposals prior to issuance of a Zoning Compliance Certificate and will consist of the applicant filling out a form with the current use, prior use, and time that the business has been vacant. The applicant will be required to analyze the existing flows and net out the expected flows. If additional utility allocations are needed that are significantly higher, as determined by the Director, the applicant must comply with the terms of this policy to gain allocation. If the new use/development of the structure requires fewer utility allocations, excess allocations return to the Town's available allocation.
- C. The Director will review the information provided on the Utility Allocation Verification and update the sanitary sewer flow tracking spreadsheet, as needed.
- D. The applicant will need to follow the Utility Allocation I process for new projects, if any of the following are true:
 - i. If new water and/or sanitary sewer main extension is needed.
 - ii. If new water and/or sanitary sewer service connection is needed.
 - iii. If a Development Plan or modification is needed to address changes to the building or site design.
- E. Allocation Request for new Detached Dwellings may be exempt from the engineer's letter requirement outlined herein provided that the following are true:
 - i. The property owner provides a letter outlining the request with the project information including number of bedrooms proposed, so the applicable flow rate can be determined by staff.
 - ii. The water and sanitary sewer service connection is for a Detached Dwelling and/or Accessory Dwelling Unit (ADU) on an existing lot where no subdivision of land is proposed.
 - iii. The proposed water and sanitary sewer service connection will connect to a gravity sanitary sewer main located in a public utility easement on the lot to be served or along the frontage within the public right-of-way of the lot to be served.

6.2 Proposed Projects

- A. For all new projects, Utility Allocation Requests will only be allowed at the time of the submittal of the initial UDO application/permit for the project, such as a Zoning Map Amendment, Major/Minor Subdivision Plan, Development Plan, Special Use Permit, or UDO Permit.

- B. For Major Subdivisions of 75 lots or more that are hereby required to phase in lots of 75 or less, a request shall be submitted at the time of Major Subdivision plan submittal along with the timeline for phasing and corresponding flow. The Town may elect to use the phased construction timeline provided in the request and allocate only a portion of the initial request, or allocate the request over a several year period.
- C. For requests associated with a Development Plan or UDO Permit, the full utility allocation request for the site or property must be submitted.
- D. If a phased request has been granted by Town Council, an administrative request will be required by the developer when the remainder of the allocation is desired for the upcoming year.
- E. No request may be submitted prior to the initial UDO application/permit submittal.

7. Procedure and Validity

7.1 Procedure for Processing a Request

- A. Upon submittal of the Utility Allocation Request, the Director will review the request and, if complete, add it to the Utility Allocation Request queue.
- B. All requests will be logged in the order in which the request is received and deemed complete.
- C. The Utility Allocation Request will be processed and considered along with the corresponding UDO application/permit. A Utility Allocation Request Application must accompany the corresponding UDO application/permit. Submittal of a complete and valid Utility Allocation Request Application will serve to temporarily hold utility allocation for a project in the order it was received while it is being reviewed and considered by the respective approving body. Pending approval of the corresponding UDO application/permit, the temporary hold will be removed and utility allocation will be formally reserved for the project in accordance with this policy. Should the corresponding UDO application/permit be denied, the utility allocation temporary hold will be removed and the project must reapply for utility allocation in accordance with this policy. A Utility Allocation Request Application will only be accepted concurrently with the corresponding UDO application/permit.
- D. When considering action on a Utility Allocation request, the Director will make a recommendation to the Town Council and may consider the following:
 - i. Is the property currently in the town's corporate limits?
 - ii. Is the requested capacity currently available for allocation?
 - iii. How soon will the utility allocation be needed? (i.e. existing building upfit, ready to submit utility permits, phased plan)
- E. Once the Town Council approves the Utility Allocation Request, the flow will be updated

on the Town's documents as "Allocated flow but not yet permitted."

- F. Prior to the Town signing a utility extension permit application, utility allocation approval will be verified.
- G. If by mid-point of the fiscal year the Director determines there is sufficient capacity the applicant may request allocation sufficient to serve additional phases of a project that fiscal year.
- H. A request for phased allocation shall be accompanied by a project phasing schedule that clearly shows all of the planned phases of the project, together with the allocations approved per phase.
 - i. A request to release allocation for a subsequent phase may be made once 75% of the units have obtained a building permit.
 - ii. The Director may release the subsequent approved allocation phase once (I) all of the prior phase has been used, (II) there is availability for that year; and (III) all other provisions of this policy have been satisfied.
- I. Economic Development project's utility allocation will remain valid until final sewer allocation is received or Town Council rescinds the preliminary allocation.

7.2. Expiration

Utility allocation granted to a project shall be permitted, as defined herein, within 12-months of construction drawing approval. Thereafter, any allocation reserved for a subsequent phase of development must be used within 12 months of the allocation being released for that phase. If allocation has not been used within the stipulated time periods it shall automatically revert to the Town

7.3. Extension

The Town Council may grant an extension in conformance with the UDO (Section 11.10 (2)(C)). The request for such extension must be accompanied by documentation demonstrating use of allocation before the expiration date is unavoidable due to factors beyond the applicant's control. The extension may be granted if, at the sole discretion of the Council, the delay is a result of factors beyond the applicant's control.

7.4 Reversion and Revocation

Utility allocation is granted to a specific project to be located on a specific parcel(s) of land and based on the approved UDO application/permit which received utility allocation.

Upon completion of the project or at project expiration, the unused allocation (adjusted to the actual development constructed, if necessary), will automatically revert to the available pool for allocation. Further, allocation granted to a project may be immediately revoked and fees forfeited immediately upon written notice to the applicant that the Director has determined the allocation was granted based on false or misleading information.

Periodic random comparisons of meter data will be compared with the amount originally permitted minus the return amount. If a parcel exceeds the amount permitted the property owner will have the option to pay a fine for the adjusted amount or disconnect service.

In accordance with 15A NCAC 02T .0118, (the "2T Rules") should the Town exceed 80% of the permitted hydraulic capacity, the 2T Rules shall override this policy. The Director may make any adjustments to existing allocations accordingly.

Utility Allocation may only be used for the specific project or parcel(s) for which it was originally granted by the original developer. Under no circumstances shall allocation be used for any other project.

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

1. That it adopts and enacts the amendments as specified within this resolution to the Town of Holly Springs Development Procedures Manual; and,
2. This resolution shall take effect July 1, 2023.

Adopted by the Holly Springs Town Council on this, the 16th day of May, 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#: 21.

Public Hearings

Title: Holly Springs Road Towns Rezoning 22-REZ-11 - Legislative Public Hearing

Strategic Priority Area: Responsible & Balanced Growth

Staff Resource: Cheryl Caines, Development Services, Catherine Jacobs, Development Services

Action(s):

1. Conduct Legislative Public Hearing.
2. Consider Adoption of Ordinance #23-03 to adopt the statement of compatibility and approve rezoning.

Explanation:

- A new Unified Development Ordinance (UDO) was effective March 1, 2022. Over the next 12-24 months, there will be a crossover period where some projects are able to utilize the old UDO (2002 UDO) due to state statutes. This section of the cover sheet will be utilized to specify the UDO version (2002 or 2022) and the approval type that the Council will consider for each respective case.
 - Applicable ordinance: 2022 UDO
 - Process: Town Council Legislative Public Hearing
- The Town has received a request to rezone 3.50 acres located at 10248 Holly Springs Road from RR Rural Residential to NCR-CD Neighborhood Center Residential Conditional Zoning District.
- The CD allows flexibility or deviations from the development standards to achieve more quality, innovative, and sustainable development that is otherwise restricted by specific application of the UDO.
- CD proposals shall demonstrate that the project and development will incorporate and achieve the design goals of UDO Section 2.4.
- Proposed modified standards for this application include limiting uses to single-family dwellings (attached and detached), larger and more dense perimeter buffers than required by the UDO, and increasing the maximum allowed density from 8 to 10 units per acre (a maximum of 12 units per acre is possible through a CD).
- A proposed conceptual plan was provided with the rezoning request which shows a general layout for streets, open spaces, housing areas, utilities, and alleys.
- Anticipated traffic counts were provided and did not meet the minimum criteria for a traffic study. Extension of the Charlesfort Lane stub from the north through the development to Holly Springs Road is proposed to be completed with this project.
- Street widening and improvements are being made along the site's Holly Springs Road street frontage as part of the Holly Springs Road Widening - East (Flint Point Lane to Sunset Lake Road) project. The development is not proposing any additional improvements to the road frontage on Holly Springs Road as outlined in the negotiations

Town Council Business Meeting
May 16, 2023

for the necessary right-of-way required for the Town's Project.

- With this development, connections will be made to existing watermain on Holly Springs Road and Charlesfort Lane and will create a looped connection. A watermain will be extended with the development of this project along the proposed internal streets and stub to the west for future extension.
- A connection to the existing sanitary sewer main in Charlesfort Lane is proposed to serve this development. A downstream sewer evaluation was required and completed. The project is located in a sewer basin where improvements are needed to the downstream infrastructure and pump stations prior to this project moving forward to accommodate additional flow from development. The applicant is not proposing any improvements with this application to the downstream infrastructure at this time.

Planning Board Recommendation

The Planning Board discussed the following issues and concerns on 4/25/2023:

- How the sewer issue would be resolved if the development does not propose improvements
- Whether development in the existing zoning could be supported by the sewer system without additional improvements
- Why a traffic study was not warranted
- Which school the potential residents would be assigned to
- Why the property is still in the ETJ
- If the timing was right for development
- The board generally had favorable feedback on the land use and layout of the proposed development

Planning Board Recommendation:

- The Planning Board recommended to deny (0-7) [2 absent]

Those voting against the motion noted the following reasons:

- Chris Deshazor; Rick Madoni; Courtney Patterson; Ernie Carpico; Van Crandall; Roger Bess; Thomas Urquhart: Rezoning without adequate utilities should not be supported.

Background:

- There is no rezoning or development history for the site.
- The existing single family detached dwelling and accessory building will be removed as part of future development and road widening.

Funding Source(s):

N/A

Attachment(s):

1. 22REZ11_HSRoadTowns_Petition
2. 22REZ11_HSRoadTowns_DesignManual
3. 22REZ11_HSRoadTowns_MasterConceptPlan

4. 22REZ11_HollySpringsRdTowns_032823
5. RZ23-03 HSRdTowns_Ord

REZONING, COMPREHENSIVE PLAN/ UDO AMENDMENT PETITION

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



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

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

For DS Use only

Project # _____

Fees Paid: \$ _____

Date Received: _____

Project Information

Project Name: Holly Springs Rd TownsProject Location: 10248 Holly Springs Rd

Use street address. If none, use the closest intersection

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

PIN: 0659-43-8951, 0659-53-1934Real Estate ID: 0241950, 0000442Project Acreage: (Rounded to nearest tenth) 3.50 Partial Parcel: ☒ No ☐ YesSketch Plan Review (Pre-Submittal) Meeting Date: August 18, 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.

☐ Initial ☐ Revised ☐ Final

Petition Request

Current Zoning: RRProposed Zoning: NCR-CDCurrent Future Land Use Designation: Mixed Residential NeighborhoodProposed Future Land Use Designation: Mixed Residential Neighborhood

Area Plan Designation (if applicable): _____

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

Project Applicant/Contact

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

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

Name Tony Tate Company TMTLA Assoc.Mailing Address 5011 Southpark Dr. Ste 200City Durham State NC Zip 27713Telephone # (919)484-8880 E-Mail tony@tmtla.comHow would you like to receive staff review comments? ☒ E-Mail ☐ US MailHow would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail-Certified

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

Name 2mm LLC Company 2mm LLCMailing Address 109 Oxyard WayCity Cary State NC Zip 27519Telephone # (919)434-5002 E-Mail 2mmllccary@gmail.comHow would you like to receive staff review comments? ☒ E-Mail ☐ US MailHow would you like to receive Official Action Notices? ☒ E-Mail ☐ US Mail-Certified

Owner's Authorization

Owner's Signature(s)

PIN/REID

Date

8/25/2022

PLAN CONSISTENCY STATEMENT



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

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

Project Information:

Project Name: Holly Springs Rd Towns

Proposed Zoning District: NCR-CD

Proposed Land Use/Density: 9 DU/AC

Future Land Use Plan Map Designation: Mixed Residential Neighborhood

Future Land Use Plan Designation Land Use/Density: 8-12 DU/AC

For DS Use only

Project # _____

Date Received: _____

Plan Consistency Statement:

In accordance with NCGS § 160D-605 prior to adopting or rejecting any zoning amendment, the Town Council shall adopt a statement of zoning consistency or inconsistency. Please include as much detailed information about the proposed zoning change and developer offered conditions (if any) or unique conditions associated with this request that support the Town's comprehensive plan objectives and/or policies and why the proposed zoning change is reasonable and in the public interest. If the proposed zoning amendment is not in compliance with the comprehensive plan, the Town Council is required to determine why the proposed zoning change is reasonable and in the public interest if approved. Please provide detailed documentation to assist the Council in making their determination. *Attach Additional Sheets as needed*

Petitioner's Response

Executive Summary

See attached page

Section 1: Future Land Use & Community Character

See attached page

Section 2: Transportation / Comprehensive Transportation Plan

See attached page

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

Plan Consistency Response Prepared by:	
Preparer's Signature(s) <i>Robin L McAdoo</i>	Date August 25, 2022

HOLLY SPRINGS TOWNS (22-REZ-11)

PLAN CONSISTENCY STATEMENT

REV. October 7, 2022

Project Narrative

The project is located on Holly Springs Road near the intersection of Cobblepoint Way and across from Holly Ridge Middle School. The assembled site is 3.5 acres in size and can be further identified as two combined parcels 0241950 and 0000442 (REID). The property is in the jurisdiction of the Town of Holly Springs.

The topography is gently rolling, mostly wooded and drainage patterns flow toward the north within the Neuse River Basin. There have been no field environmental delineations that would impact this design.

The official Zoning Map for the Town indicates one planning district, RR – Rural Residential.

Holly Springs Road Towns has been designed in its rezoning request to fulfill the requirements of the Town and its vision for quality developments with walkable communities along Holly Springs Road. Sustainable development for residents with a contemporary housing option with open spaces fulfills the desires of the Town's long-range objectives. Buildings are situated close to the street to define the public realm and create the sense of spatial arrangement where the automobile is secondary. Tree lined streets are seamlessly connected within the adjacent neighborhoods and properties extending in the future.

The conditions of the request will offer the Town comfort and assurance that the neighborhood will be constructed as offered and maintained with its vision intact.

The project and the District Conditions proposed are in conformance with the Town of Holly Springs Land Use Map in regard to the location along Holly Springs Road.

The density within the neighborhood brings compatibility to surrounding uses and is in the low range for the proposed NCR district. Proposed new density will be 10 dwelling units per acre, instead of the 12 units allowed.

The neighborhood design minimizes the adverse effects to the environment relative to woodland impacts, traffic by working with NCDOT and our Traffic Engineer on access points, parking and loading being located behind residential buildings and striving to eliminate any impacts of typical residential traffic.

The health, safety and welfare of the existing residents are improved by our commitment to providing a walkable pedestrian community with sidewalks through the development as well as along Charlesfort Lane.

The proposed neighborhood will be a benefit to adjoining properties and the town by providing quality residential homes in accordance with Town Guidelines in respect to location, density, environmental

sensitivity and go above and beyond by having an attractive and unique character.

Traffic impacts to surrounding properties, neighborhoods and existing residential properties are minimized by directing the majority of the development's traffic toward Charlesfort Lane and then providing a 'right in-right out' of Charlesfort Lane to Holly Springs Road to complete the grid pattern from the existing street network.

By restricting commercial uses from the site, we will maintain a fully residential neighborhood.

CD Design Goals:

1. *The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;*
The site's natural character will be maintained and enhanced by incorporating a 'park-like' open space which connects pedestrians coming from/along Holly Springs Road into the development, past a gazebo, and onto a path that winds around a pond (stormwater control measure). The exterior of the site will be wooded as much as possible as well.
2. *The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns.* There will be a view from Holly Springs Rd through the park toward the pond and the woods in the rear of the site.
3. *Development of pedestrian oriented communities; development of traditional style neighborhoods.* The intention is to make a very comfortable environment for residents to walk comfortably around the entire site.
4. *Development of communities that are visually and functionally connected to one another.* By linking Charlesfort Lane to Holly Springs Rd, we are providing a second exit to an existing neighborhood, which will encourage community development with the neighboring areas. We will stub an alley to the east, in the case that future development is possible.
5. *Protection of significant watershed areas in order to preserve water quality.* Where possible, we are collecting stormwater (via SCM) in order to alleviate run-off and potentially damaging flood conditions to neighboring communities.
6. *Creativity and imagination in the process of development.* We are using as much creativity and imagination as possible for the size and development process to create a neighborhood that fosters wellness and health for its residents.
7. *Unique architecture or sustainable design.* We are employing a contemporary architectural style for the new homes which is still unique to Holly Springs. The architecture is intended to take advantage of natural light and use energy efficient and sustainable materials.
8. *Efficient, aesthetic and desirable use of open space.* We believe that the design of our open spaces will provide a comfortable and aesthetically pleasing experience for the community.
9. *Variety in housing types and physical development patterns.* The design will use human-scale dimensions, massing architecture in clusters while breaking up their facades both with dimensional changes as well as material variations providing depth and interest to the structures. The site design will encourage the use of outdoor activities, with items such as tot lots, bike racks, benches, pavilions and regionally appropriate and climate sensitive planting,
10. *Special considerations for property with a unique history or outstanding physical features.* In

spite of the fact that there isn't a particularly unique history or physical features, we are creating a community that will inspire others to create neighborhoods similarly.

Executive Summary

The Executive Summary, found in the Comprehensive Plan, lays out specific objectives for the town as it guides new development. Many of these statements are applicable to our rezoning request and are consistent with it.

1. *To establish and enhance a Town-wide identity*
The proposed rezoning request consists of rear-entry townhomes, as well as walking paths, sidewalks, forested areas to create a walkable community where residents can enjoy a safe and comfortable relationship to the outdoors, addressing Holly Springs Road with building fronts and buffers.
2. *To establish a community-wide "green infrastructure" that provides all residents with convenient access to trails and open space.*
The proposed development will provide a continuation of existing and proposed preserved open space from adjacent developments, providing access to additional opportunity for connectivity of green infrastructure from Holly Springs Road into the site.

Section 1: Future Land Use & Community Character

"The Future Land Use and Character Plan depicts preferred development types, locations, patterns and intensities for the planning area assuming full build-out of the community."

This rezoning request is consistent with the Future Land Use and Community Character for the following reasons:

1. Land-use patterns and development intensity:
This rezoning request is harmonious with existing and proposed adjacent developments in providing a conservation style development, which allows the development to concentrate density along Holly Springs Road/Charlesfort Lane and conserve areas for open space and storm management at the rear of the site. The proposed density of this site is consistent with the goals of the Future Land Use Map transitioning density from medium density residential to higher density at Holly Springs Road.
2. By aligning streets and blocks with neighboring developments:
Maintaining an interconnectedness with adjacent neighborhoods through linking proposed circulation corridors, this rezoning request will allow residents access to parks and commercial centers within walking and cycling distances.
3. By being conscientious of lot size and building placement:
This development seeks to provide smaller lot sizes in exchange for open space in the form of a neighborhood park and tree conservation area. Buildings will be placed in a manner which provides a desirable and walkable streetscape.

4. Mixed Residential Neighborhood Character Area characteristics:

The design itself will provide a 'sense of place' by using human-scale dimensions, massing architecture in clusters while breaking up their facades both with dimensional changes as well as material variations providing depth and interest to the structures. The structures will take advantage of natural light and use energy-efficient materials. The site design will encourage the use of outdoor activities, with items such as tot lots, bike racks, benches, pavilions and regionally appropriate and climate sensitive planting, Rear-loading attached residences will allow for more walkability and a park-like atmosphere along the fronts of the homes.

Section 2: Transportation / Comprehensive Transportation Plan

This rezoning request seeks to mitigate potential traffic impacts by linking adjacent developments, maintaining walkable and bikeable streets and providing pedestrian connections to future commercial areas as well as accommodating the future widening of Holly Springs Road and pedestrian corridor.

In regards to the Thoroughfare/Road widening as required per the Town's UDO and CTP, the owner of this property has dedicated 25' along the Holly Springs Road right of way back to the Town of Holly Springs for the purposes of thoroughfare improvements and road widening. An agreement has been reached that the Town will require **no additional resources** from the owner for this project. (See attached letter from Town Attorney John Schifano dated October 5, 2021) Owner will continue to cooperate/coordinate development activities with the Town to insure a safe and cohesive environment for the community.

Transportation Objectives:

1. *Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.*
 - a. *Integrate land use and transportation policies to limit impacts to sensitive land, focus development in prime locations, encourage trips by modes other than personal automobiles, and enhance the region's quality of life.*

By including and maintaining natural forest areas and incorporating walkways and park areas, this provision will link between the residential structures and neighboring developments, it will enhance connectivity, provide an ability to use non-motorized transportation and improve the area's quality of life.

2. *Promote efficient system management and operation.*
 - a. *Encourage streetscape and traffic calming features in roadway designs for collector and residential streets.*

This rezoning request seeks to provide safe traveling experiences for all users by maintaining 'traffic-calming' measures, safe travel ways for pedestrians and cyclists, and paved pathways for accessibility for all. Allowing for interconnectivity of the street grid.

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

This rezoning request acknowledges the importance of parks and recreation systems on both local and global health, as well as environmental, physical, and mental health. *Holly Spring's Parks and Recreation Department established three overarching principles for developing the new parks, recreation, and greenways masterplan – "connect, inspire and play".*

1. **Connect:** this rezoning request connects people to each other by its walkable streets and alleys, as well as connecting people to the environment by providing close access to the natural environment with dedicating a portion of the site to existing forest and pathway access and possible seating opportunities.
2. **Inspire:** This neighborhood can serve to inspire its residents as well as neighboring residents to explore the environment safely and easily.
3. **Play:** Through providing play/contemplation opportunities within the included open spaces, the residents increase their creativity and resilience/resourcefulness.

Section 4: Community Facilities

Community Facilities Objectives: Promote cooperation, coordination, education, and collaboration among all levels of government.

This rezoning request will include diligent engagement with public officials to plan for growing needs for schools, emergency services and maintain a sound financial condition to allow flexibility in meeting those needs.

Section 5: Infrastructure and Utilities

A Downstream Sewer Evaluation has been required with this rezoning to confirm adequate capacity is available to accommodate the more intense use proposed with this project. This evaluation is underway and will be presented to the Town as soon as it is available.

"The Town of Holly Springs must prioritize existing and future infrastructure improvements and the dollars associated with those improvements to maintain quality service to existing citizens and promote growth consistent with its growth objectives while protecting the environment."

1. *Provide infrastructure to meet the needs of residents and development while protecting the environment.* This rezoning request will provide water and sewer infrastructure to meet the needs of this development as well as upstream development. Storm Control Measures will also be installed to treat runoff and protect downstream properties from rain events.
2. *Promote the undergrounding of utility lines where practicable.* This rezoning request will install utilities underground and require its residents to alert utility companies prior to any digging/site improvement activities.

Section 6: Natural Resources

"This element identifies the existing environmental and natural resources in Holly Springs, and existing and proposed strategies that will provide the basis for their protection."

1. *Encourage forest and mature tree protection and promote re-forestation in areas designated by the Tree Preservation Ordinance.* Wherever possible, mature trees will be protected, and a large

cluster of natural forest will be preserved in accordance with the Tree Preservation Ordinance and between existing Single Family Residential.

2. *Provide for and invest in connected greenways, open space areas, land conservation, parks, and access to water resources.* Trails and seating areas will be provided within the preserved areas and opportunities for connections will be made at every practical opportunity.

In summary:

This Holly Springs Road Towns Assembly rezoning request meets the proposed visions of the Comprehensive Plan. When developed, this project will offer a walkable, modern neighborhood concept that will enhance and maintain the spirit of the Holly Springs community vision.

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: August 25, 2022
Time: 5-6pm
Location: Virtual

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: August 9, 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:

Stormwater questions. Will the pond construction interface with his drain pipe in rear of his lot?

Trees being removed for building of storm pond

Views from behind home of garage doors, will they need a fence?

Appreciated second access of neighborhood to Holly Springs Rd

Timing/schedule of construction of project

Attach Additional Sheets as needed

3 neighborhood attendees:

David Darigo

Jim Cotner

Lorrie Wong

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

We agreed to consider shape and location of storm pond to accommodate more trees with buffer

between abutting lots

We stated that we are not proposing a fence at this time.

We agreed to send our powerpoint presentation to attendees of this meeting. One of whom will share

with his HOA (Cobble Point)

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



August 9, 2022

Dear Holly Springs Area Property Owner or resident:

The purpose of this letter is to notify you of an application to be filed with the Town of Holly Springs for a land use change/development proposal involving property adjacent to, or in close proximity to property shown in your own or reside in by Wake County tax records. Per Town of Holly Springs regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date & Time: **Thursday, August 25, 2022, 5 - 6 pm**

Meeting Location: **Zoom** – see below for Meeting Number (email robin@tmtla.com for link if preferred).

Type of Application: **Conditional Re-Zoning** (RR-Rural Residential to NCR-Neighborhood Center Residential)

Project/proposal property address: **10248 Holly Springs Rd** (see attached vicinity map)

Description of project/proposal: **Townhouse development**

The following is attached for your information:

1. Vicinity Map of Property
2. Current Zoning Map of Property

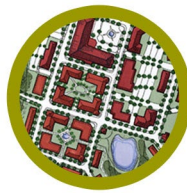
If you have any questions prior to or after this meeting, you may contact us at (919) 484-8880 or email me at tony@tmtla.com.

You may also contact the Town of Holly Springs Development Services at (919) 557-3908.

Thank you,
Tony M. Tate, PLA
Principal
TMTLA Associates
P: (919) 484-8880
E: tony@tmtla.com

Cc: Town of Holly Springs Development Services

TMTLA Associates
5011 Southpark Drive Suite 200 - Durham, NC 27713
p: (919) 484-8880 - e: info@tmtla.com



How to Register for and Participate in the **August 25th, 5pm** Neighborhood Meeting:

To Register for Zoom meeting: if you would like the link emailed to you, please contact robin@tmtla.com or tony@tmtla.com

Use this link to register for the Neighborhood Meeting

https://us02web.zoom.us/meeting/register/tZUqf-qhqD8uE9Je_BGswdnVCgU-g0vvnvL1T

To Participate by PC, Mac, iPad, iPhone, or Android Device:

NOTE: This meeting will require registration prior to attending if participating by video.

- Go to the following website to attend the meeting: <https://zoom.us/>
- Click on the “Join A Meeting” link at the top of the website.
- Enter the following information where prompted:
 - Meeting ID: **817 8396 4496**
- Once you enter the Meeting ID and click “Join” you will be prompted to register for the meeting. Fill out the required information. After you register for the meeting, you will receive an email with a link to join the meeting.

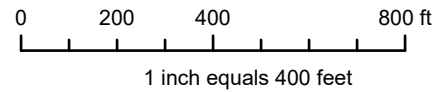
To Participate by Phone:

- Dial the following number: **(929) 205-6099**
- Enter the following information when prompted:
 - Meeting ID: **840 1599 9063**
- After you enter the Meeting ID please press # to enter the meeting. There is no passcode for this meeting.
- If you are participating by phone all graphics to be discussed during the meeting can be mailed to you.

Once the meeting has started and attendance has been taken, all participants will be muted to allow for presentation by the meeting host. Please note that participants’ video will be off by default, as well, so meeting host can display the below maps during the meeting. **Please note this meeting will be recorded.**

During the call attendees are asked to use the raise hand function to ask questions. This can be done by using the Raise Hand function if joining by video or by dialing *9 if joining by telephone.

We look forward to discussing our proposal with you.



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

PETERS, RALPH W PETERS, COURTNEY J
208 CHARLESFORT LN
HOLLY SPRINGS, NC 27540

LAMONTAGNE, DANIEL J LAMONTAGNE,
ALLISON M
204 CHARLESFORT LN
HOLLY SPRINGS, NC 27540

STEELMAN, HAROLD M STEELMAN, JO ANN
S
200 CHARLESFORT LN
HOLLY SPRINGS, NC 27540

WONG, WOODROW F WONG, LORRIE L
201 CHARLESFORT LN
HOLLY SPRINGS, NC 27540

PERMAN, ROBERT D PERMAN, JULIE H
121 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

GORETSKIE, MICHAEL GORETSKIE,
MARGARET
401 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

BILGER, KEITH F BILGER, ELENA
200 WYECREEK CIR
HOLLY SPRINGS, NC 27540

SMITH, MICHAEL D SMITH, ELLEN K
112 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

COBBLE RIDGE HOMEOWNERS ASSN INC
0 LANDBRIDGE LN
HOLLY SPRINGS, NC 0

WAKE COUNTY BOARD OF EDUCATION
950 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

CASTILE, PAUL RYAN CASTILE, JESSICA
125 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

FRANK, HENRY J FRANK, JAMES E
105 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

WALDRUP, DALE WALDRUP, CAROLYN
113 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

COBBLE RIDGE HOMEOWNERS ASSN INC
0 LANDBRIDGE LN
HOLLY SPRINGS, NC 0

COBBLE RIDGE HOMEOWNERS ASSN INC
10250 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

COBBLE RIDGE HOMEOWNERS ASSN INC
100 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

COBBLE RIDGE HOMEOWNERS ASSN INC
101 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

COBBLE RIDGE HOMEOWNERS ASSN INC
0 LANDBRIDGE LN
HOLLY SPRINGS, NC 0

COBBLE RIDGE HOMEOWNERS ASSN INC
0 LANDBRIDGE LN
HOLLY SPRINGS, NC 0

LASCOLA, ANTHONY F JR LASCOLA,
STORMIE P
200 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

SAINE, JOSHUA MICHAEL TOWNE SAINE,
ALISON BARCLAY
308 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

HAYES, JARED C HAYES, MARYJANE
312 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

HINKLE, ERIC HINKLE, KRISTA
205 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

REDUS, JOHN DANIEL REDUS, CAROL ANN
304 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

STOOKS, BERNARD F III STOOKS,
CHRISTIANNE E
209 CHARLESFORT LN
HOLLY SPRINGS, NC 27540

ALLEN, JEFFREY DEAN ALLEN, SUSAN JONES
104 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

AUTRY, LYNN EST ADAMS AUTRY, CILFTON
JR
10232 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

ZELLER, SHAUN DAVID
208 WYECREEK CIR
HOLLY SPRINGS, NC 27540

DARIGO, DAVID J DARIGO, NOREEN G
113 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

SPRINT
10250 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

WASAFF, STEVEN K WASAFF, PAMELA M
205 CHARLESFORT LN
HOLLY SPRINGS, NC 27540

HUBERT, SHIRLEY M ANDERSON, SARAH
LENT
10325 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

GIBSON, KEITH E GIBSON, JACQUELINE G
108 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

BRUSCIA, ROBERT BRUSCIA, KELLY
109 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

COPELAND, STEVEN BENJAMIN COPELAND,
CARLY ELIZABETH
109 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

CAFLISCH, SCOTT CAFLISCH, KATHERINE
405 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

FUSI, STEPHEN W FUSI, LAKEISHA M
120 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

COTNER, JAMES E COTNER, TIFFANY
301 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

HOLLYSPRINGS PLACE LLC
825 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

SUNSET CLUB LLC
215 KINGSPORT RD
HOLLY SPRINGS, NC 27540

SCHLOESSER, MATTHEW SCHLOESSER,
JESSICA
116 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

SUNSET RIDGE ASSOCIATION, INC.
0 MIDDLECREST WAY
HOLLY SPRINGS, NC 0

IVANOV, NIKITA IVANOVA, NATALIA
209 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

SULLIVAN, STEPHANIE M SULLIVAN,
CHRISTOPHER M
304 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

IDALSKI, RICHARD IDALSKI, NAOMI
208 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

BOSWELL, JOHN R. III BOSWELL,
MARGARET B.
112 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

CARRAWAY, BRUCE HILLIARD III
400 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

ARTEAGA, JOSE ARTEAGA, MARIA L
10221 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

WITHERINGTON, CARLA MICHELE
NORMAN, ANTHONY JAMES
204 WYECREEK CIR
HOLLY SPRINGS, NC 27540

2MM LLC
0 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

MCCALL, MICHAEL D. MCCALL, MICHELLE
201 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

2MM LLC
10248 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

WILHELM, MARK WILHELM, LORI
300 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

KILDUFF, DAVID J KILDUFF, JESSICA ANN
117 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

MURPHY, PAIGE
308 LANDBRIDGE LN
HOLLY SPRINGS, NC 27540

MARTWICK, JAMES E MARTWICK,
MICHELLE C
105 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

PITTS, TIMOTHY PITTS, CAROL ELLEN
201 COBBLEPOINT WAY
HOLLY SPRINGS, NC 27540

BLUE NILE PROPERTIES LLC
10308 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

LOCKHART, DANE Z LOCKHART, REBECCA S
204 MIDDLECREST WAY
HOLLY SPRINGS, NC 27540

SHRI LAKSHMI PROPERTIES LLC
10224 HOLLY SPRINGS RD
HOLLY SPRINGS, NC 27540

SHRI LAKSHMI PROPERTIES LLC 0 HOLLY SPRINGS RD HOLLY SPRINGS, NC 0	SHRI LAKSHMI PROPERTIES LLC 0 HOLLY SPRINGS RD HOLLY SPRINGS, NC 0	SHRI LAKSHMI PROPERTIES LLC 0 HOLLY SPRINGS RD HOLLY SPRINGS, NC 0
MATTHEWS, NATHAN 108 COBBLEPOINT WAY HOLLY SPRINGS, NC 27540	MANDATO, MELISSA MCGRATH MANDATO, BRIAN MURPHY 300 LANDBRIDGE LN HOLLY SPRINGS, NC 27540	HINTON, TRAVIS M HINTON, KELSEY E 200 MIDDLECREST WAY HOLLY SPRINGS, NC 27540
SJOEBLOM, KLAUS MARKUS SJOEBLOM, RIIKA MARIA 204 COBBLEPOINT WAY HOLLY SPRINGS, NC 27540	LAWRENCE, JOHN P LAWRENCE, GUADALUPE L 205 MIDDLECREST WAY HOLLY SPRINGS, NC 27540	HOLLY SPRINGS, NC
HOLLY SPRINGS, NC	HOLLY SPRINGS, NC	WAKE COUNTY BOARD OF EDUCATION 950 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540
COBBLE RIDGE HOMEOWNERS ASSN INC 10250 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540	COBBLE RIDGE HOMEOWNERS ASSN INC 100 COBBLEPOINT WAY HOLLY SPRINGS, NC 27540	AUTRY, LYNNEST ADAMS AUTRY, CILFTON JR 10232 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540
SPRINT 10250 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540	HUBERT, SHIRLEY M ANDERSON, SARAH LENT 10325 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540	HOLLYSPRINGS PLACE LLC 825 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540
SUNSET CLUB LLC 215 KINGSPORT RD HOLLY SPRINGS, NC 27540	SUNSET RIDGE ASSOCIATION, INC. 0 MIDDLECREST WAY HOLLY SPRINGS, NC 0	ARTEAGA, JOSE ARTEAGA, MARIA L 10221 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540
BLUE NILE PROPERTIES LLC 10308 HOLLY SPRINGS RD HOLLY SPRINGS, NC 27540		



**Town of Holly Springs Development Services
Special Study/Sanitary Sewer Report
Request for Report Scope**

The Pre-Submittal information below will be provided by the applicant and returned to the Development Review Engineer for determination of Scope. This form must be uploaded when submitting your request to schedule a Pre-Submittal Meeting through the Development Services Department, or your meeting request will be denied.

Project Name: 10248 Holly Springs Road Residential Date: February 16, 2022

Project Address: 10248 & 0 Holly Springs Road

Firm preparing Report: Peak Engineering & Design, PLLC

Firm working on the development project: Peak Engineering & Design, PLLC

Anticipated Report Submittal Date: TBD ☒ New Project ☐ Updating Existing Report

Project Data:

Development Land Use: Residential Townhome Development

Anticipated Number of Residential Units: 20 units Area of Non-Residential: N/A

Type of Residential Units: townhomes

Estimated Sewer Flow (*include the calculations based on State 2T Rules*):
20 units x 255 gpd/unit = 5,100 gpd Build Out Year: 2025

Site Map at 500' scale attached ☒ Yes ☐ No

Will this project require a new Pump Station? ☐ Yes ☒ No

All required Special Studies must be submitted to Development Services with the first submittal of the Development Petition or Rezoning Petition for the project, or the submittal will be rejected from the review cycle.

For questions or to submit this form, contact:

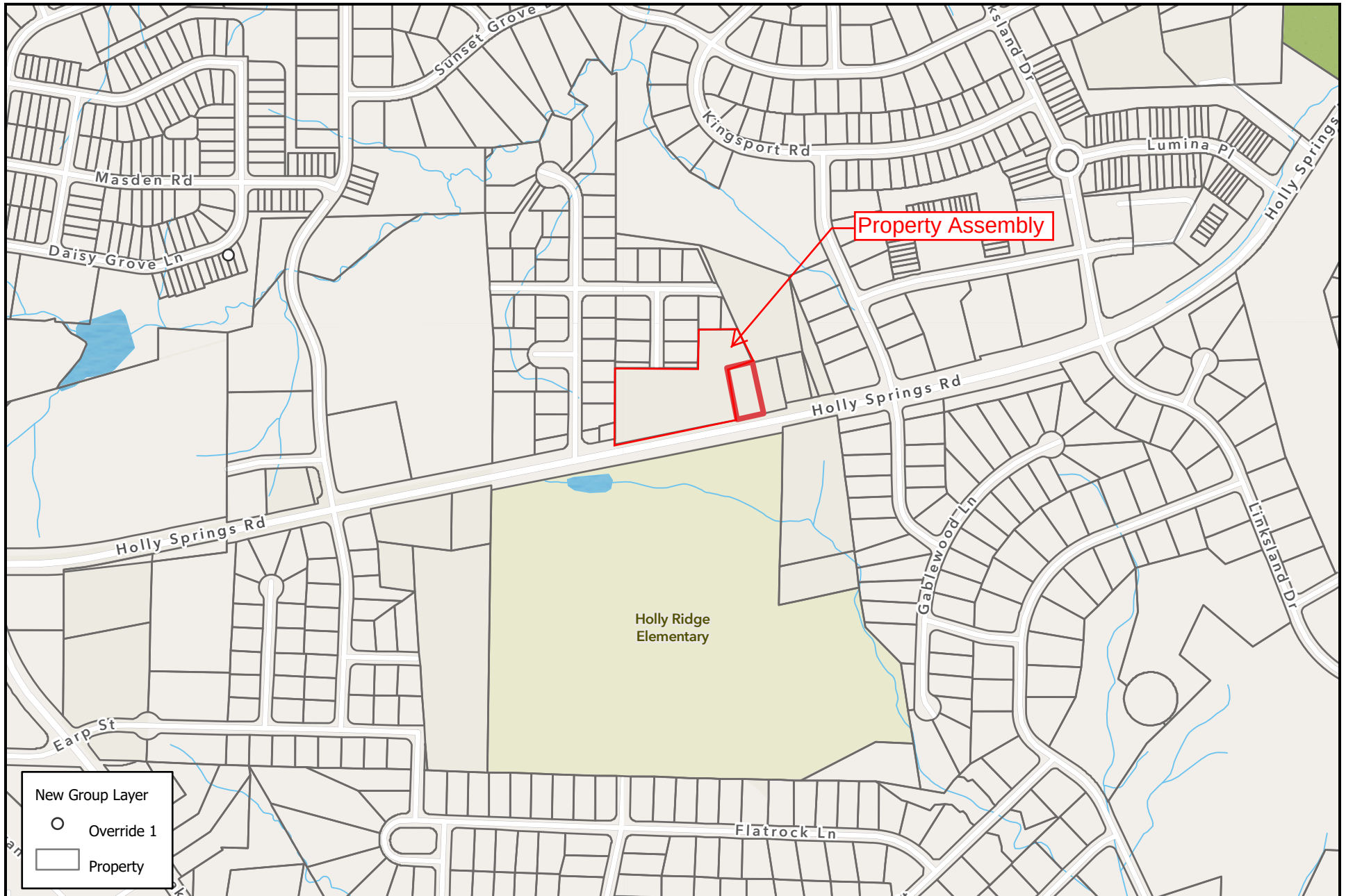
Rachel Jones, E.I.

Town of Holly Springs - Development Review Engineer

(919) 577-3161

Rachel.Jones@hollyspringsnc.gov

cc: Preliminary SS File



10248 Holly Springs Road



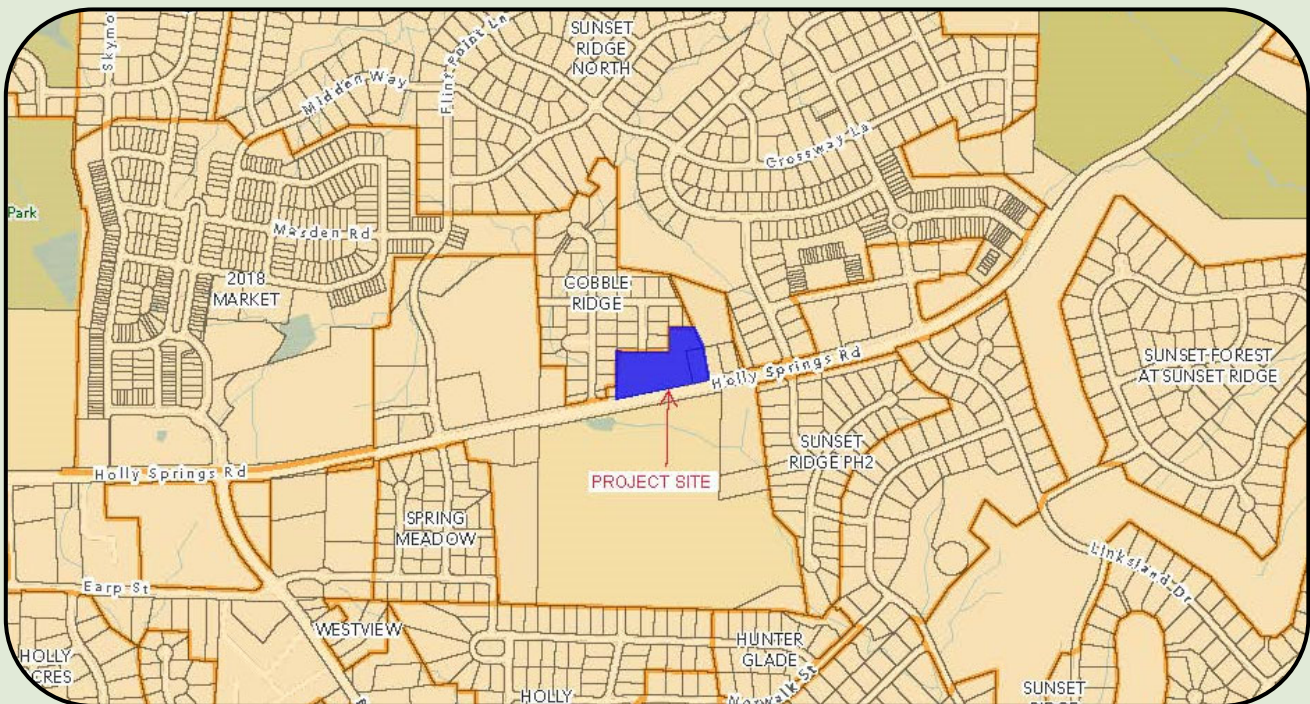
0 250 500 1000 ft
1 inch equals 500 feet

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Holly Springs Road Towns

Holly Springs, North Carolina

Development & Design Manual



Conditional Zoning Master Plan

November 10, 2022

Holly Springs Proj. #: PLRZ202200243 (22-REZ-11)



TMTLA Associates

Landscape Architecture - Town Planning - Urban Design
www.tmtla.com

Developer:

2mm LLC
Selva Mohan
109 Oxyard Way
Cary, NC 27519
919 434-5002

Landscape Architect/Land Planning:

TMTLA Associates
5011 Southpark Drive, Suite 200
Durham, NC 27713
919 484-8880

Civil Engineering:

PEAK Engineering & Design, PLLC
1125 Apex Peakway
Apex, NC 27502
919 439-0100

Counsel:

Mattox Law Firm—Isabel Mattox
127 W. Hargett St, Ste 500
Raleigh, NC 27601
919 828-7171

Land Use:

Requesting Zone change from RR to NCR-CD:

NEIGHBORHOOD CENTER RESIDENTIAL CONDITIONAL ZONING DISTRICT

Deviations from NCR for Conditional District designation:

Condition for ONLY Single Detached and Attached Dwelling Units to be permitted. No commercial use shall be allowed.

(Detached dwelling units will be allowed but not shown or proposed at this time.
Provision to remain flexible.

Density for this development: 10

NCR - Permitted Max Gross Density by right: 8

NCR - Permitted Max Gross Density w/CD: 12

DENSITY TABLE	ACRES	UNITS	DENSITY
PROPOSED OVERALL SITE DENSITY	3.5	35 max	10 DU/ac max
POD #1	0.66	12	
POD #2	0.86	18	
POD #3	0.22	5	

- The proposed Use Standards shall follow Holly Springs UDO Section 2.2.1
- Maximum building height shall not exceed 35' (no deviation - see comment request 6,b.i).
- Enhanced evergreen density along perimeter buffers to increase screening of alleys and garages from neighboring properties.
- Wetland amenity for stormwater control measure with pedestrian path around it.
- Tot-lot in Recreational open space for additional outdoor engagement.

Land Use:

UDO Section 2 Districts

District Standards shall be per UDO Chapter 2 except as modified below.

Development Standards for Residential Districts (Table 2.2.1-A)

Proposed Maximum Gross Density (units/acre): 10

Building Height Primary Structure (maximum): 35 feet

UDO Section 3 Use Provisions

Use Provisions shall be per UDO Chapter 23 except as modified below.

Permitted Uses (Table 3.2.A)^{N1}

USE	NCR
Attached Dwelling	P
Detached Dwelling	P
N1: Only detached and attached dwelling units to be permitted. Detached dwelling units will be allowed but are not shown or proposed with	

UDO Section 4 Open Space and Conservation

Open Space and Conservation Standards shall be per UDO Chapter 4 except as modified below.

Interior Pathways shall be 5' wide and be a material that meets both ADA standards and current sustainability practices.

Wetland Feature shall be sized and planted per TOHS stormwater control measure requirements. Pathway around it shall be a 5' wide path graded to TOHS requirements and surfaced with impervious material.

Totlot shall be located in common open space area and designed to accommodate ages 6 months to 3 years of age and include at least 1 bench and 1 shade tree.

Land Use:

UDO Section 5 Landscaping

Landscaping Standards shall be per UDO Chapter 5 except as modified below.

An enhanced 10' wide perimeter buffer shall be required along the west, north and east site boundaries as noted on the plans. The enhanced buffer is based upon the Type B: Semi-Opaque landscaping in section UDO 5.3.1.A.2 for every 100 linear feet of boundary.

Enhance this buffer by using the following for every 100 linear feet of boundary.

3 Small Evergreen Trees 6 ft tall, 33' o.c.

20 Large Evergreen Shrubs, 36" ht/#5 cont., 6' o.c.

3 Overstory Deciduous Trees 2.5" ca. 33' o.c.

Building and Site Design Standards:

UDO Section 8 Building and Site Design

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

Building Types:

Only residential buildings shall be allowed. Attached and Detached single family homes will be allowed within this conditional district.

Building Placement and Orientation:

Buildings shall reinforce a 'street wall', maximize natural surveillance and visibility and facilitate pedestrian access and circulation.

The area between the buildings and the front lot line shall include landscaping and pathways.

Building and Site Design Standards:

Cont'd from previous page

Materials:

1. All buildings shall have exterior siding from fiber cement (hardi-plank or similar, lap, shake and or board and batten), brick, stone, and/or cultured stone. Vinyl siding is prohibited.
2. Vinyl may be utilized for soffit, fascia, windows and trim.
3. All units shall have a covered front stoop or porch. Minimum depth of a porch is 8'. Minimum depth of a covered stoop is 5'.
4. All front doors shall have glazing, transom or sidelights.
5. All roofs shall have 30 year architectural asphalt shingles and or standing seam metal.
6. All roof eaves shall have a minimum 10" overhang.
7. Vertical chimneys rising above the eave shall be brick or stone wrapped. Lap siding chimneys are prohibited.

Vertical and Horizontal Variations

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

The design itself will provide a 'sense of place' by using human-scale dimensions, massing architecture in clusters while breaking up their facades both with dimensional changes as well as material variations providing depth and interest to the structures.

Site Design

The site design will encourage the use of outdoor activities, with items such as tot lots, bike racks, benches, pavilions and regionally appropriate and climate sensitive planting.

Alleys shall be 20' wide paved lanes.

Open Space, Recreation & Preservation Standards:

Development within this CD shall maintain Open Space and Conservation Requirements per UDO Section 4.1 and Table 4.2-A for NCR.

On-Site Private Open Space	% Required	% Provided
Total (overall)	15%	30%
Component 1: Tree Preservation Area	10%	12%
Component 2: Active Recreation Area	5%	6.9%
Component 3: Urban Civic Space Area	n/a	-
Flexible Space	0%	0

Tree preservation space will be provided at the perimeter of the site and will be balanced with the stormwater control measure (SCM).

Active recreation area will be pathways from Holly Springs Road through development toward the SCM with a walking loop around the SCM. Pavilion, benches and a tot lot will be provided in the active recreation area.

Site landscaping will adhere to Holly Springs standards and promote the health, safety and wellness of the residents both within the development and the community around it.

HOLLY SPRINGS ROAD TOWNS

CONDITIONAL ZONING MASTER PLAN

HOLLY SPRINGS, NORTH CAROLINA

Developer/Owner/Applicant:

2mm LLC
Selva Mohan
109 Oxyard Way, Cary, North Carolina 27519
919-434-5002

Landscape Architecture/Land Planning:

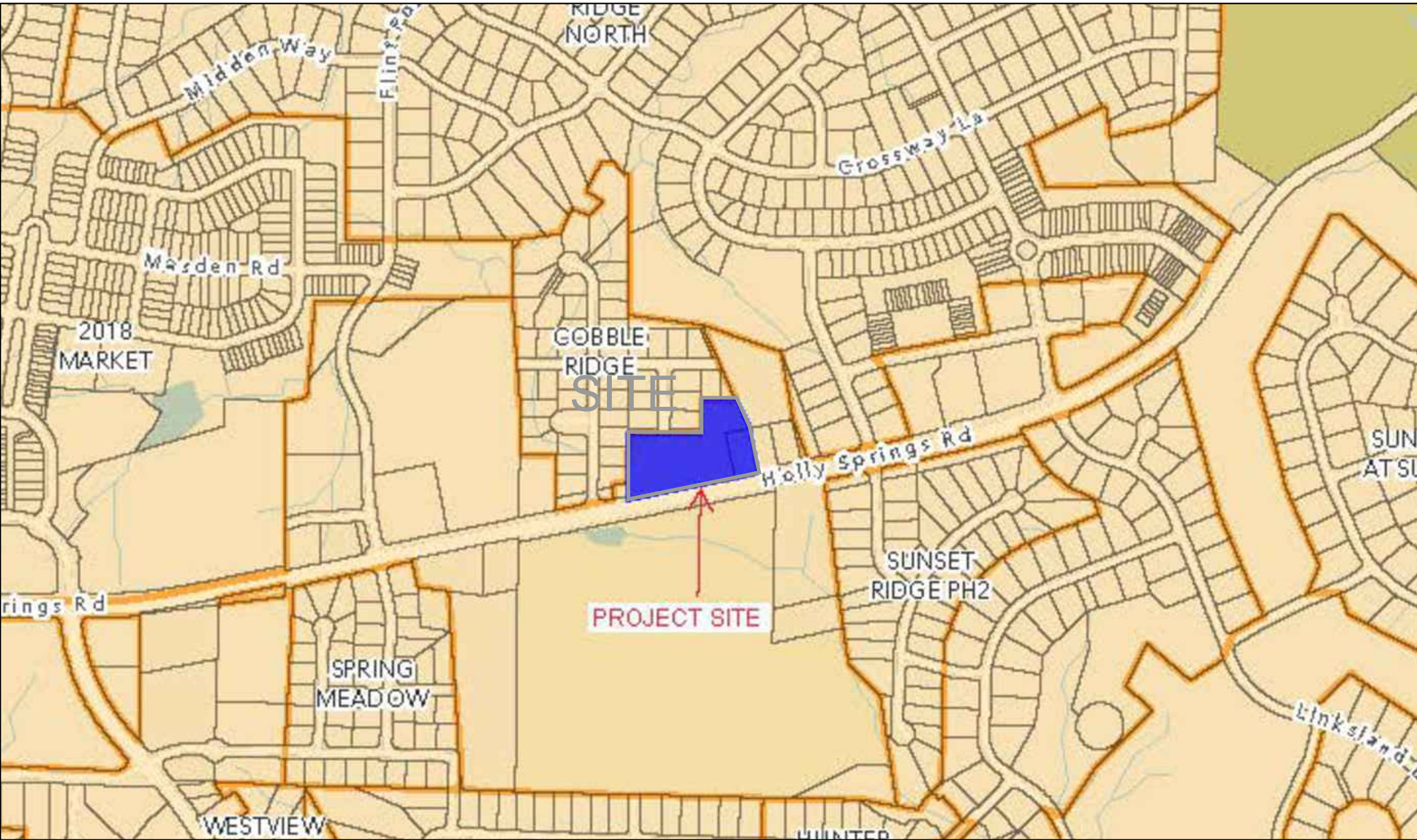
TMTLA Associates
5011 Southpark Drive, Suite 200 Durham, North Carolina 27713
919-484-8880

Civil Engineering:

PEAK ENGINEERING & DESIGN, PLLC
1125 Apex Peakway, Apex, North Carolina 27502
919-439-0100

Counsel:

Mattox Law Firm - Isabel Mattox
127 W. Hargett St, Ste 500, Raleigh, North Carolina 27601
919-828-7171



VICINITY MAP

Scale 1"=500'

HOLLY SPRINGS PROJECT #: PLRZ202200243
(22-REZ-11)
5TH SUBMITTAL

GENERAL NOTES:

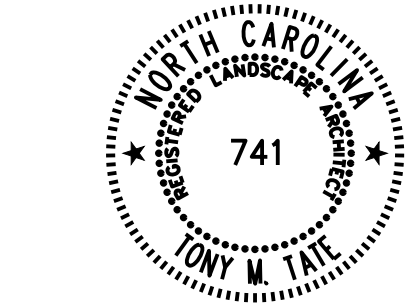
- SIDEWALKS, GREENWAY MULTI-USE PATHS AND PEDESTRIAN CONNECTIONS SHOWN ON THIS PLAN ARE APPROXIMATE. AT THE TIME OF DEVELOPMENT PLAN REVIEW, THE LOCATION AND DESIGN OF SUCH FEATURES SHALL SUBSTANTIALLY COMPLY WITH THE APPLICABLE STANDARDS OF THE HOLLY SPRINGS UDO AND OTHER APPLICABLE LAWS, STANDARDS, POLICIES AND GUIDELINES.
- EXCEPT AS OTHERWISE DESCRIBED OR PERMITTED IN THIS MASTER PLAN, DEVELOPMENT ON THIS SITE SHALL COMPLY WITH ALL THE REQUIREMENTS OF THE TOWN OF HOLLY SPRINGS UDO. ALL OF WHICH SHALL CONSTITUTE THE ZONING REGULATIONS FOR THE APPROVED DISTRICT AND ARE BINDING ON THE PROPERTY.
- CHANGES TO THE USE/INTENSITY AND PROPOSED USES SHALL REQUIRE A REZONING
- BOUNDARY SHOWN PER PUBLIC PROPERTY DEEDS AND WAKE COUNTY, NC GIS IMAPS INFORMATION.
- THE LOCATION OF ACCESS POINTS AND INTERNAL STREETS SHOWN ON THE MASTER PLAN ARE ILLUSTRATIVE, WITH FINAL LOCATIONS TO BE DETERMINED AT THE TIME OF DEVELOPMENT PLAN.

INDEX OF SHEETS

COVER SHEET	Z-0
EXISTING CONDITIONS	Z-1
CONCEPT PLAN	Z-2
TRANSPORTATION & MOBILITY PLAN	Z-3
OPEN SPACE PLAN	Z-4
LANDSCAPING PLAN	Z-5
UTILITY PLAN	Z-6
GRADING PLAN	Z-7

FIRST SUBMITTAL	08/26/22
SECOND SUBMITTAL	10/07/22
THIRD SUBMITTAL	11/10/22
FOURTH SUBMITTAL	12/09/22
FIFTH SUBMITTAL	01/20/22

SITE DATA	UDO Standard	Proposed in this NCR-CD
OWNER/ DEVELOPER	2mm LLC Selva Mohan 109 Oxyard Way, Cary, North Carolina 27519 919-434-5002	
SITE ADDRESS	10248 + 0 Holly Springs Road	
PIN(S):	0659-43-8951 and 0659-53-1934	
REID(S):	0241950 and 0000442	
EXISTING ZONING	RR	
PROPOSED ZONING	NCR-CD	
SITE AREA	3.5 AC	
RIVER BASIN	Neuse River Basin	
WATERSHED OVERLAY	Lower Neuse River	
EXISTING USE	Residential and vacant	
PROPOSED USE	Attached Dwelling Units (Townhomes)	
PERIMETER BUFFERS	10' Type B buffer around perimeter	
DENSITY (PDR)	12 DU/AC by right	10 DU / AC
COMMERCIAL SQUARE FOOTAGE	Permitted	Not Permitted
OPEN SPACE	ON-SITE PRIVATE OPEN SPACE REQUIRED (15%): 0.525 AC. Per UDO Table 2.2.1-A	ON-SITE PRIVATE OPEN SPACE PROVIDED (29%): 1.01 AC. Per UDO Table 2.2.1-A
SETBACKS	25'	No Deviation
FRONT SETBACK FROM THOROUGHFARE	5' min. 15' max	No Deviation
FRONT SETBACK along streets	5' min. 15' max	No Deviation
SETBACKS FOR UNITS	Front: 5' min. 15' max; Rear: 10' min.	
FRONTING ON INTERIOR OPEN SPACE		



CIVIL ENGINEER

PEAK Engineering & Design, PLLC
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100

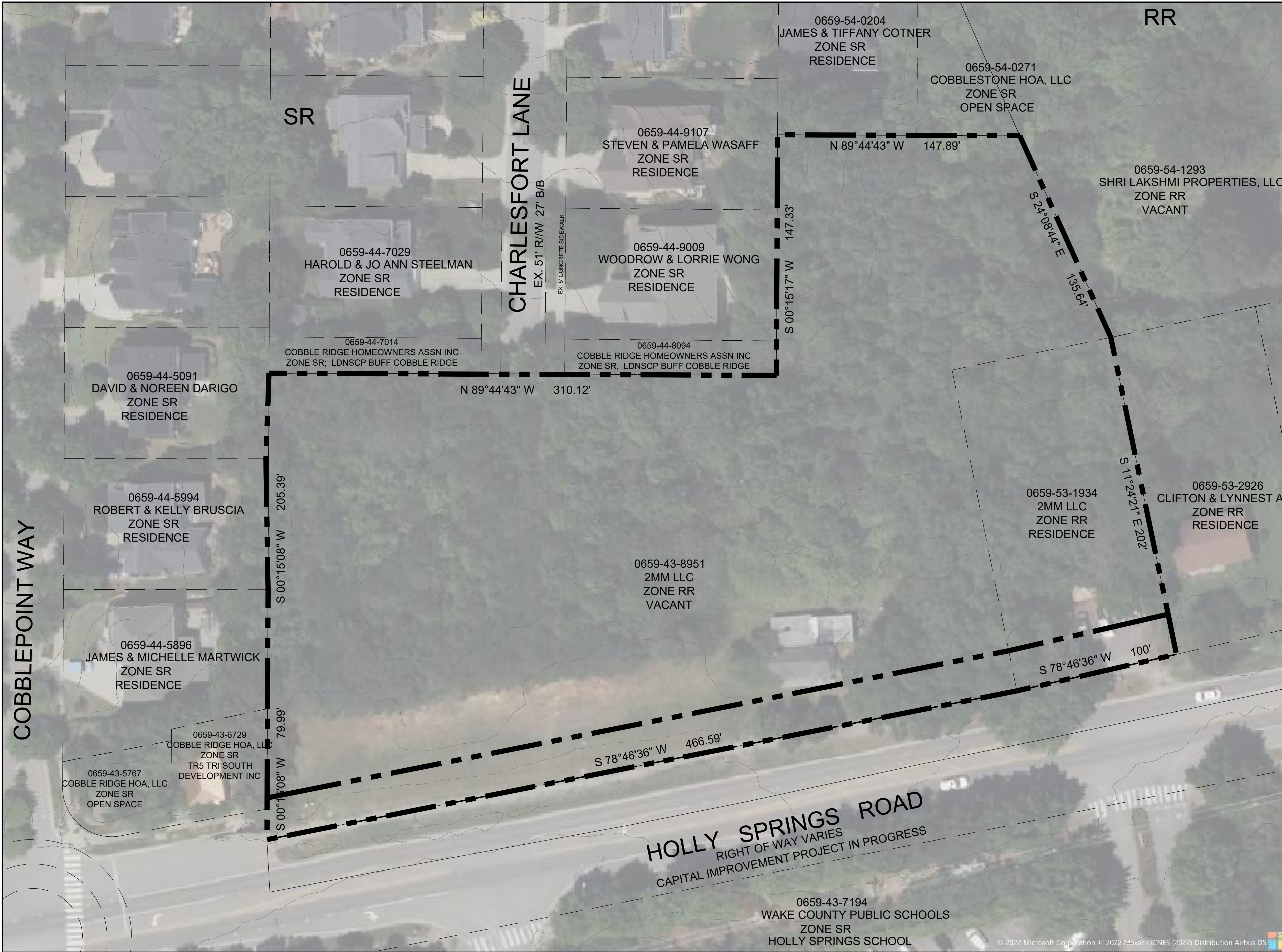
REVISIONS:

Rev. per HS comments 10-07-2022
Rev. per HS comments 11-10-2022
Rev. per HS comments 12-09-2022
Rev. per HS comments 01-20-2023

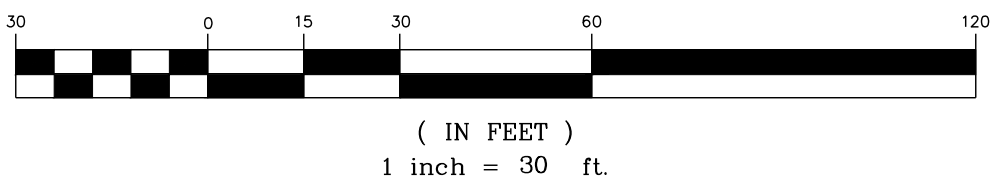
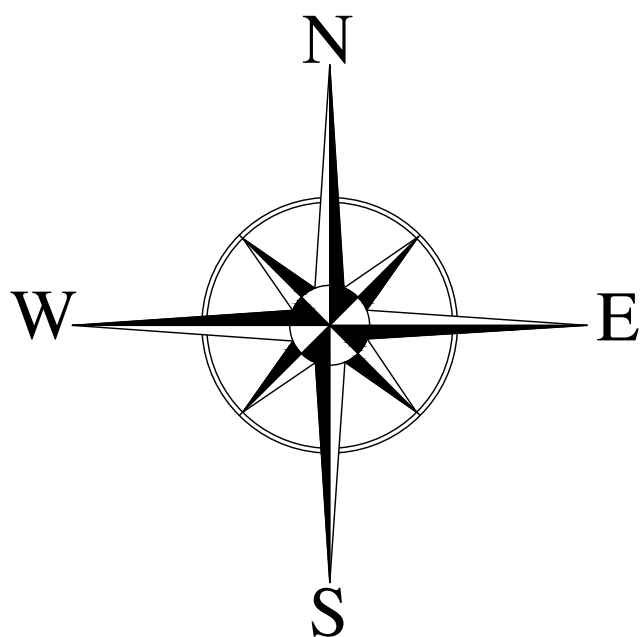
COVER SHEET
HOLLY SPRINGS RD TOWNS
10248 HOLLY SPRINGS RD, HOLLY SPRINGS
2MM LLC, 109 OXYARD WAY, CARY NC 27519

SCALE:
AS NOTED
DRAWN BY:
TMT
PROJECT #
21260
DATE:
8-26-2022
SHEET

Z-0
OF



1 EXISTING CONDITIONS PLAN
SCALE: 1"=30'



TMTA ASSOCIATES
5011 SOUTHPARK DRIVE, STE. 200 - DURHAM, NC 27713
p: (919) 484-8880 e: info@tmta.com



CIVIL ENGINEER

PEAK Engineering & Design, PLLC
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100

REVISIONS:

Rev. per HS comments 10-07-2022
Rev. per HS comments 11-10-2022
Rev. per HS comments 12-09-2022
Rev. per HS comments 01-20-2023

EXISTING CONDITIONS PLAN HOLLY SPRINGS RD TOWNS

10248 HOLLY SPRINGS RD. HOLLY SPRINGS
2MM LLC, 109 OXYARD WAY, CARY NC 27519

SCALE:
AS NOTED
DRAWN BY:
TMT
PROJECT #
21260
DATE:
8-26-2022
SHEET

Z-1
OF

COBBLEPOINT WAY

CHARLESFORT LANE

EX. 51' R/W 27' B/B

EX. 5' CONCRETE SIDEWALK

TREE PRESERVATION
AREA
(±0.40 AC)

SCM
(±0.15 AC)

THESE DOTTED LINES REPRESENT
ACCESS FROM INDIVIDUAL FRONT
DOORS TO THE PUBLIC SIDEWALK
SYSTEM (IN THE CASE OF
DWELLING UNITS NOT LOCATED
ON A PUBLIC STREET).

(SCM walking path is included
in active recreation area)

POD #1
(±0.66 AC)
12 Dwelling Units Max

POD #2
(±0.86 AC)
18 Dwelling Units Max

POD #3
(±0.20 AC)
5 Dwelling Units Max

ACTIVE
RECREATION
AREA
(MIN. 1/2 AC)
(±0.22 AC)

TREE PRESERVATION
AREA
(±0.10 AC)

ROAD WIDENING IS A PROPOSED HOLLY
SPRINGS ROAD TOWN TRANSPORTATION
BOND PROJECT AND NOT A PART OF THIS
DEVELOPMENT.

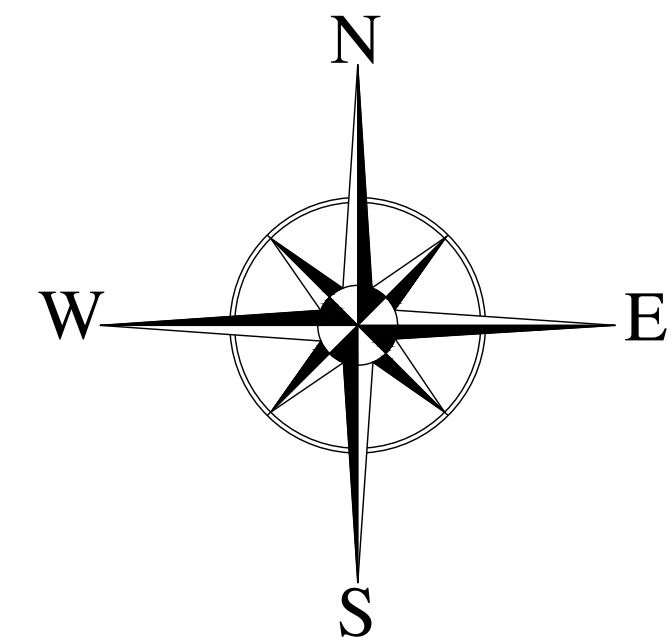
HOLLY SPRINGS ROAD
RIGHT OF WAY VARIES
CAPITAL IMPROVEMENT PROJECT IN PROGRESS

FUTURE ROUNDABOUT BY OTHERS

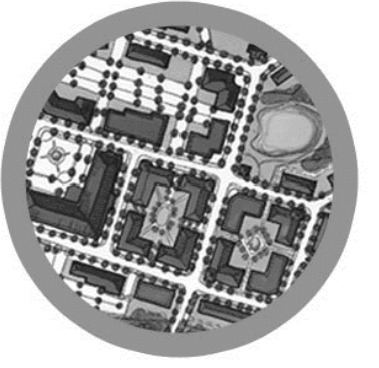
1 CONCEPT PLAN
SCALE: 1"=30'

LEGEND

- PROJECT BOUNDARY
- RESIDENTIAL
- OPEN SPACE
- TREE SAVE
- WATER BODY
- PRIVATE RECREATION
- VEHICLE INGRESS/EGRESS
- PEDESTRIAN TRAFFIC AND 10' SIDE PATH ALONG HS ROAD
- PRIMARY VEHICULAR TRAFFIC
- SECONDARY VEHICULAR TRAFFIC (ALLEYS)



GRAPHIC SCALE
(IN FEET)
1 inch = 30 ft.



TMTLA ASSOCIATES
5011 SOUTHPARK DRIVE, STE. 200 - DURHAM, NC 27713
p: (919) 484-8880 e: info@tmtla.com



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1125 Apex Peakway
Apex, NC 27502
(919) 439-0100

REVISIONS:

Rev. per HS comments 10-07-2022
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Rev. per HS comments 01-20-2023

CONCEPT PLAN
HOLLY SPRINGS RD TOWNS

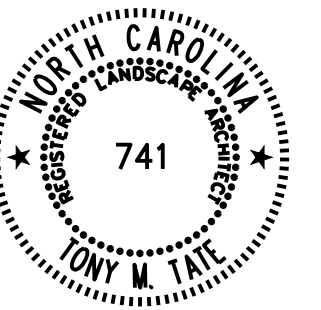
10248 HOLLY SPRINGS RD. HOLLY SPRINGS
2MM LLC, 109 OXYARD WAY, CARY NC 27519

SCALE:
AS NOTED
DRAWN BY:
TMT
PROJECT #
21260
DATE:
8-26-2022
SHEET

Z-2
OF



TMTLA ASSOCIATES
5011 SOUTHPARK DRIVE, STE. 200 - DURHAM, NC 27713
p: (919) 484-8880 e: info@tmtla.com



CIVIL ENGINEER

PEAK Engineering & Design, PLLC
1125 Apex Peakway
Apex, NC 27502
(919) 439-0100

REVISIONS:

Rev. per HS comments 10-07-2022
Rev. per HS comments 11-10-2022
Rev. per HS comments 12-09-2022
Rev. per HS comments 01-20-2023

TRANSPORTATION & MOBILITY PLAN HOLLY SPRINGS RD TOWNS

HOLLY SPRINGS RD TOW
10248 HOLLY SPRINGS RD, HOLLY SPRINGS
2MM LLC. 109 OXYARD WAY, CARY NC 27519

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OF



LEGEND

PROJECT BOUNDARY

RESIDENTIAL

OPEN SPACE

TREE SAVE

WATER BODY

PRIVATE RECREATION

VEHICLE INGRESS/EGRESS

PEDESTRIAN TRAFFIC AND 10' SIDE PATH ALONG HS ROAD

PRIMARY VEHICULAR TRAFFIC

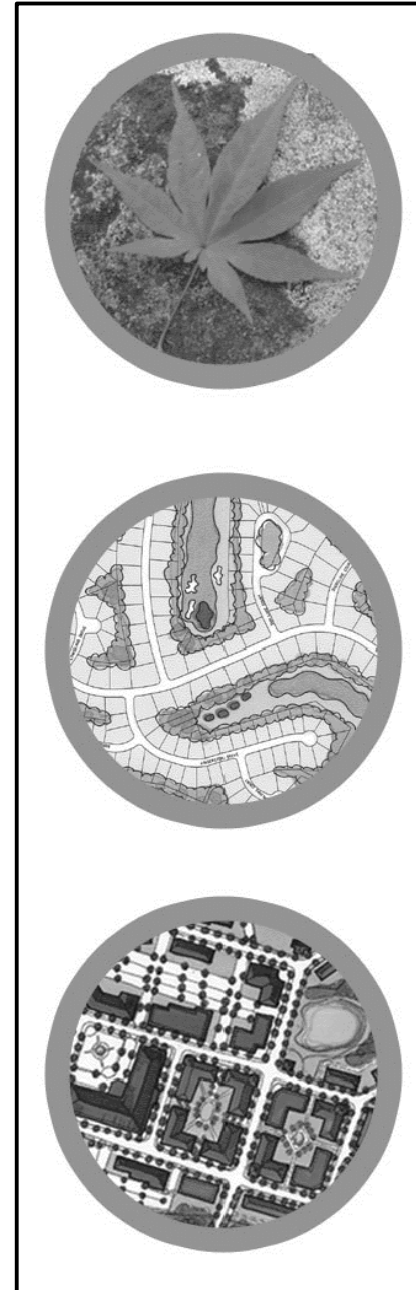
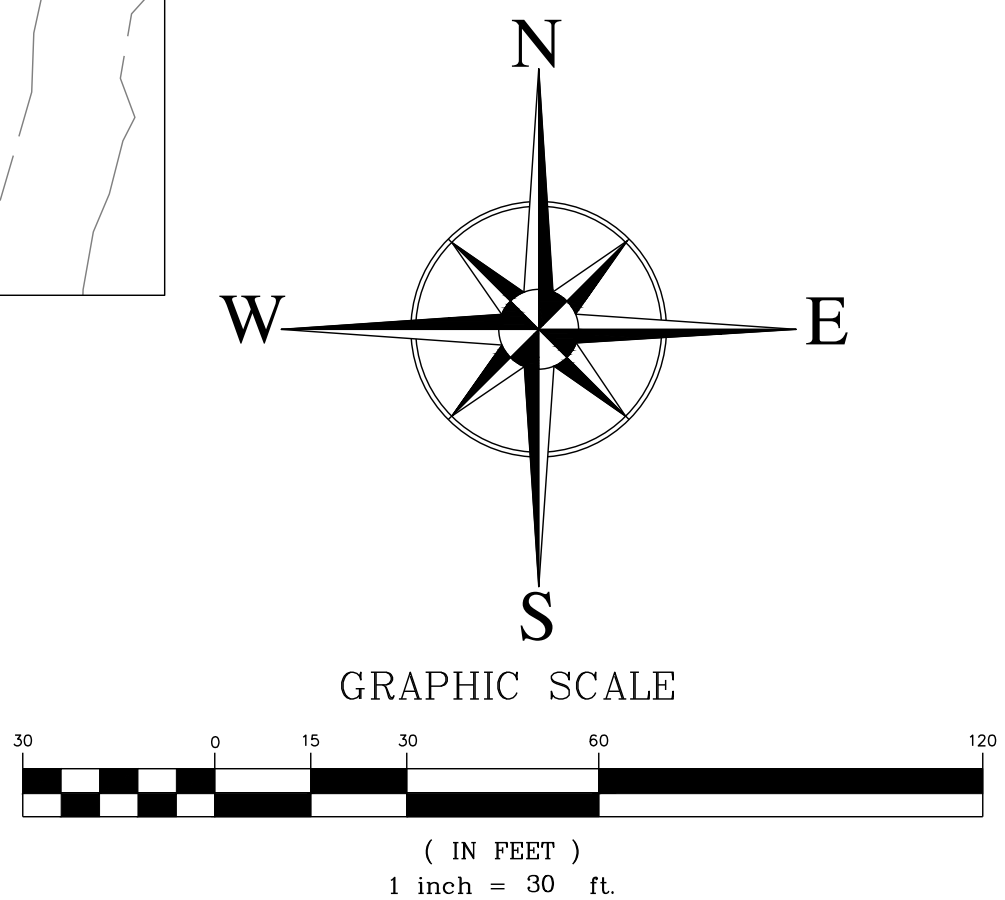
TREE PRESERVATION CALCULATIONS
TOTAL LOT AREA: 3.5 AC
10% TPA REQUIRED: 15,246 SF, (.35 AC)
PROVIDED: 23,520 SF, (.54 AC) 15.4%

NOTE:
ACTIVE OPEN SPACE WILL BE PROVIDED PER UDO SECTION 4.

1 OPEN SPACE AND PRESERVATION PLAN
SCALE: 1"=30'

On-Site Private Open Space	% Required	% Provided
Total (overall)	15%	30%
Component 1: Tree Preservation Area	10%	12%
Component 2: Active Recreation Area	5%	6.9%
Component 3: Urban Civic Space Area	n/a	-
Flexible Space	0%	0

TOTAL LOT AREA: 150,491 SF
DEDICATED R/W: 14,362 SF
CHARLESFORT LANE: 12,033 SF
POD 1: 28,614 SF
POD 2: 37,498 SF
POD 3: 8,335 SF
TURNAROUND: 4,775 SF
TOTAL OPEN SPACE: 44,874 sf



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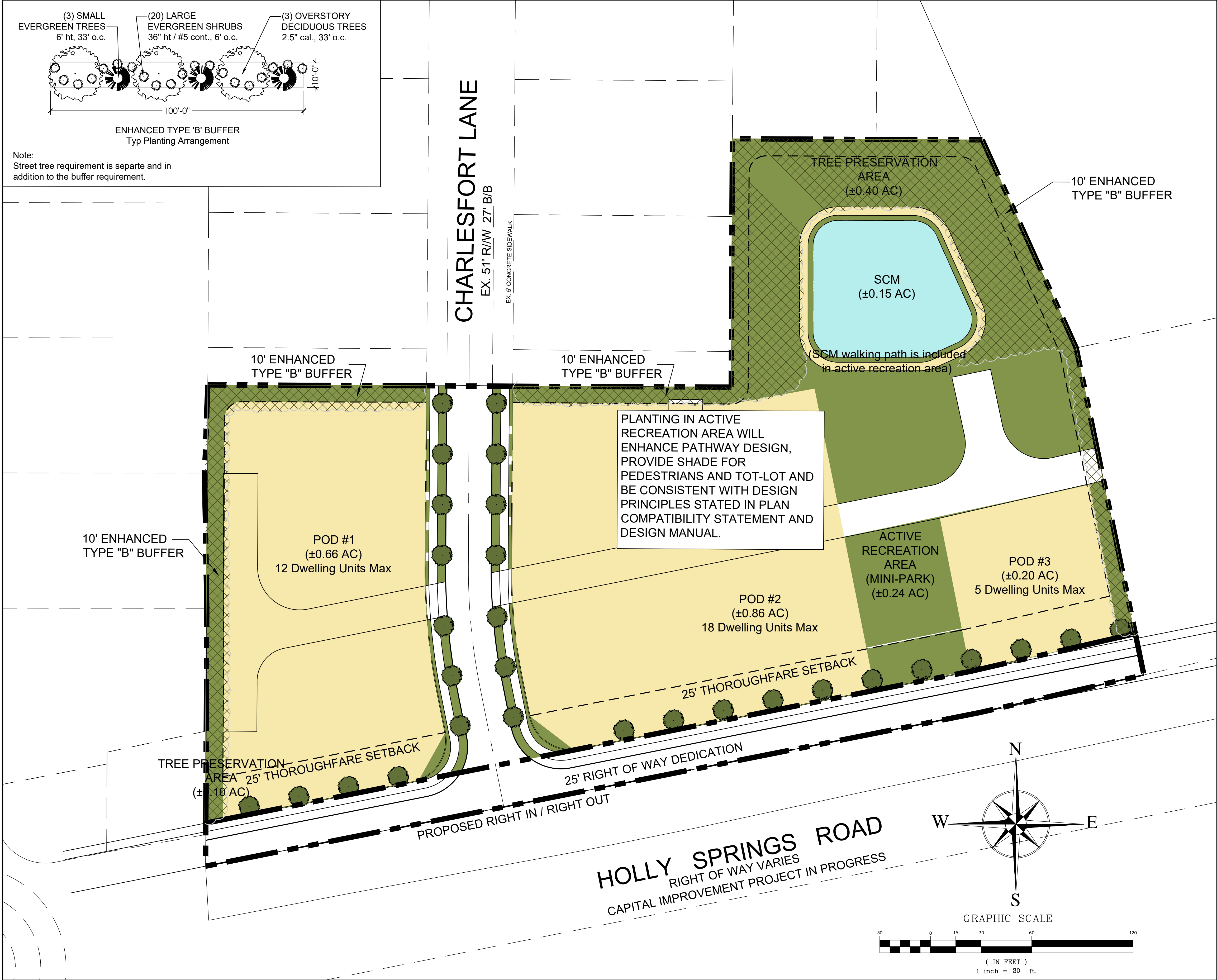
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OPEN SPACE & PRESERVATION PLAN
HOLLY SPRINGS RD TOWNS
10248 HOLLY SPRINGS RD. HOLLY SPRINGS
2MM LLC, 109 OXYARD WAY, CARY NC 27519

SCALE:
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SHEET

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OF



LEGEND

PROJECT BOUNDARY

RESIDENTIAL

OPEN SPACE

TREE SAVE

WATER BODY

PRIVATE RECREATION

VEHICLE INGRESS/EGRESS

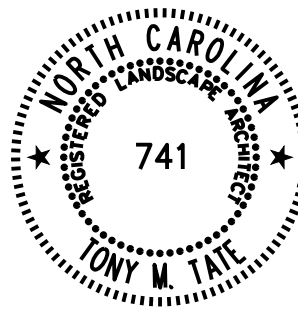
PEDESTRIAN TRAFFIC AND 10' SIDE PATH ALONG HS ROAD

PRIMARY VEHICULAR TRAFFIC

SECONDARY VEHICULAR TRAFFIC (ALLEYS)



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LANDSCAPE PLAN
HOLLY SPRINGS RD TOWNS
10248 HOLLY SPRINGS RD. HOLLY SPRINGS
2MM LLC, 109 OXYARD WAY, CARY NC 27519

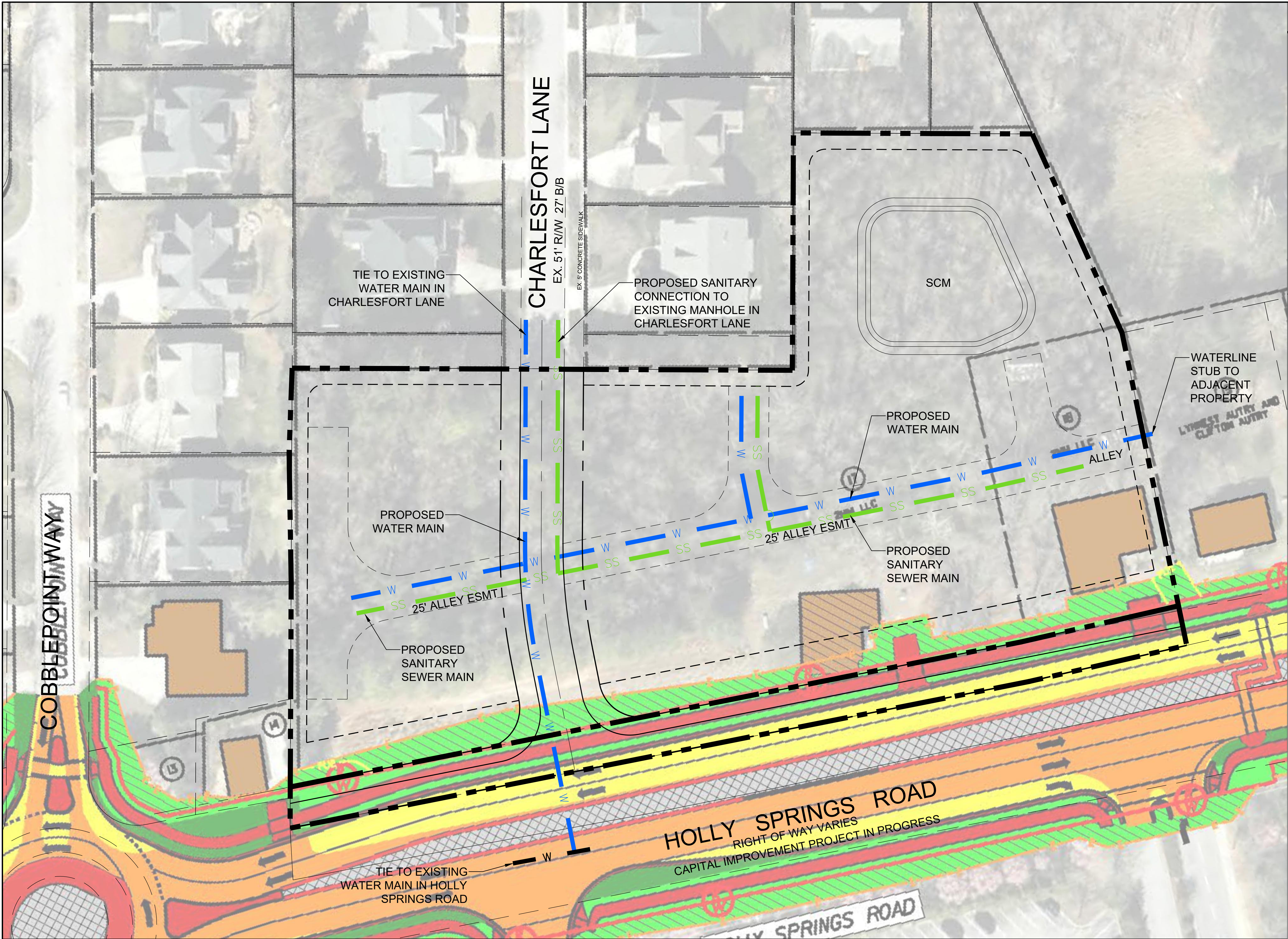
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SHEET

Z-5
OF

1 LANDSCAPE PLAN
SCALE: 1"=30'

LANDSCAPE CALCULATIONS		
STREET TREES	LF	REQUIRED
HOLLY SPRINGS ROAD	500	13
CHARLESFORT LANE	212	11

PLANT SCHEDULE							
KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	AVG HT FT	AVG SPD FT	COMMENTS
AR	Acer rubra	Red Maple	per TOHS	B&B	30	40	Holly Springs Rd
LI	Lagerstroemia indica 'Biloxi'	Biloxi Crape Myrtle (single stem)	per TOHS	B&B	15-20	15-20	alternate with Red Maple
MG	Magnolia grandiflora	Southern Magnolia	2.5" cal	B&B	60	45	Charlesfort Lane



PROJECT BOUNDARY

RESIDENTIAL

OPEN SPACE

TREE SAVE

WATER BODY

PRIVATE RECREATION

VEHICLE INGRESS/EGRESS

PEDESTRIAN TRAFFIC AND 10' SIDE PATH ALONG HS ROAD

PRIMARY VEHICULAR TRAFFIC

SECONDARY VEHICULAR TRAFFIC (ALLEYS)

PROPOSED SANITARY SEWER MAIN (PUBLIC)

PROPOSED WATER MAIN (PUBLIC)

UTILITY NOTES:

- FINAL UTILITY DESIGN SHALL COMPLY WITH THE TOWN OF HOLLY SPRINGS UDO AND ENGINEERING DESIGN & CONSTRUCTION MANUAL.

GENERAL NOTES:

- DESIGN SHALL BE IN COMPLIANCE WITH ALL NCFC REQUIREMENTS, SUCH AS WB50 TURNING MANEUVERABILITY.
- ALLEYS WILL BE REQUIRED TO MEET TOWN OF ED&CS SECTION 6.02, NC FIRE CODE REQUIREMENTS AS WELL AS UDO SECTION 7.4.4. THE TOWN ED&CS STATE THAT THE ALLEY CROSS SECTION SHALL MEET A 16' PAVED ALLEY IN 25' EASEMENT. HOWEVER, NC FIRE CODE REQUIRES A 20' MIN WIDTH PAVED TRAVELWAY TO ACCOMMODATE EMERGENCY VEHICLES, ESPECIALLY FOR UNITS THAT ONLY HAVE ALLEY ACCESS AND NO STREET FRONTAGE.
- PRIOR TO OBTAINING FINAL PLAN APPROVAL, DEVELOPER OR SUBDIVIDER SHALL PROVIDE THE TOWN OF WRITTEN CONFIRMATION OF A RECORDED ACCESS EASEMENT THAT ALL LOTS AND ADJACENT PARCELS SERVED BY PRIVATE STREETS OR PRIVATE ALLEYS ARE PROVIDED WITH THE SERVICES DESCRIBED IN UDO SECTION 7.4.4.

1 UTILITY PLAN
SCALE: 1"=30'

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REVISIONS:

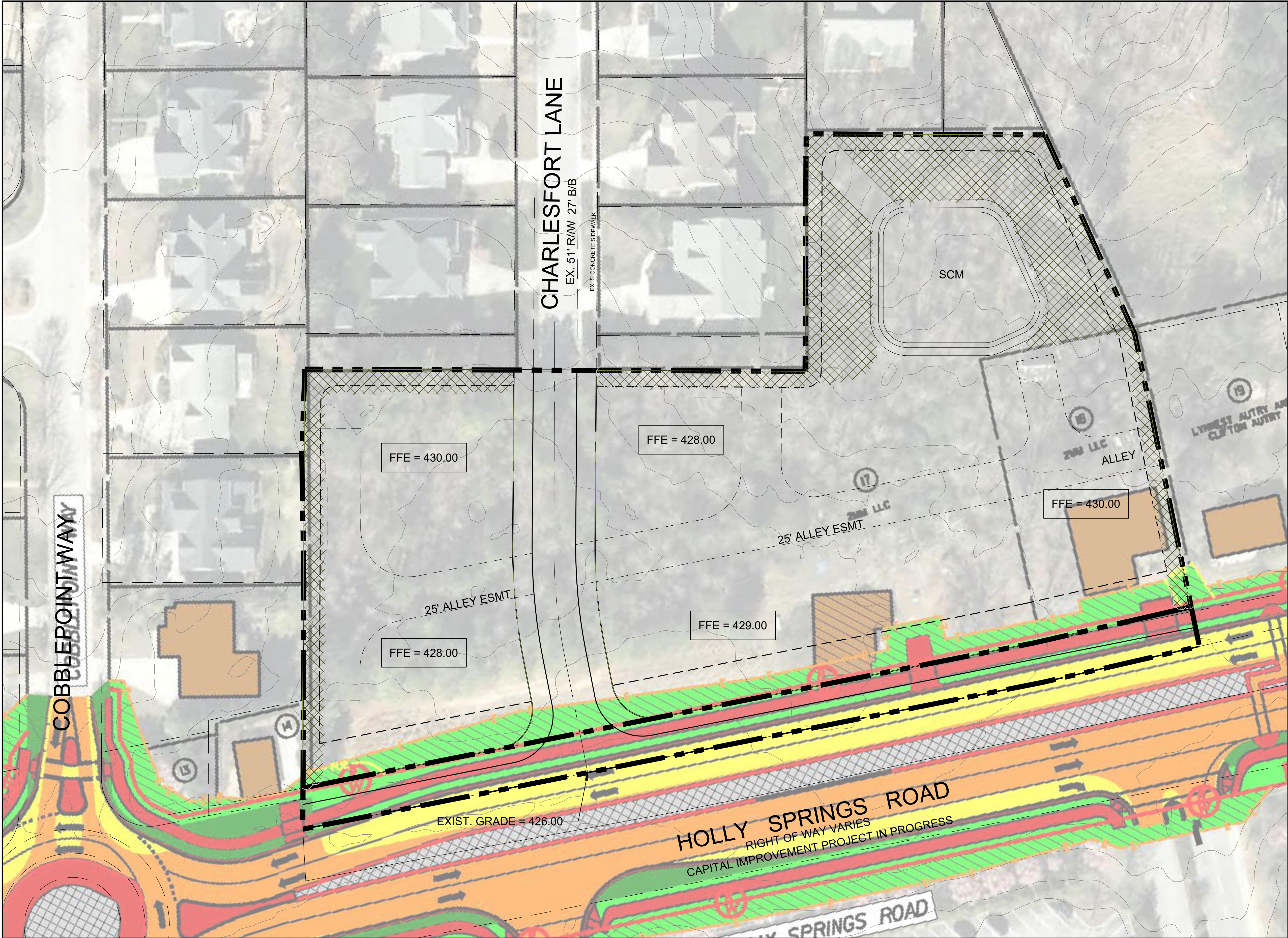
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UTILITY PLAN
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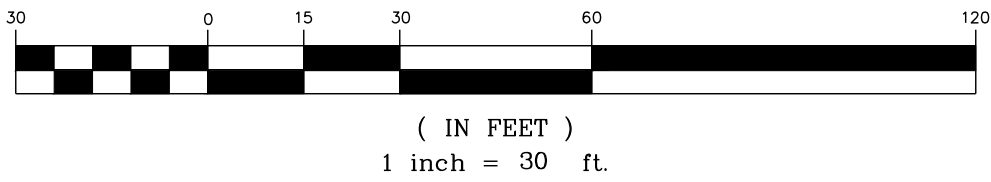
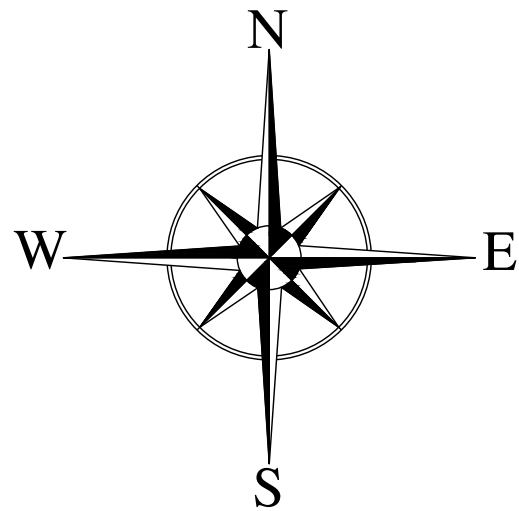
LEGEND	
	PROJECT BOUNDARY
	RESIDENTIAL
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	PRIMARY VEHICULAR TRAFFIC
	SECONDARY VEHICULAR TRAFFIC (ALLEYS)
	PROPOSED SANITARY SEWER MAIN (PUBLIC)

GRADING NOTES:

1. FINAL GRADING DESIGN SHALL COMPLY WITH THE TOWN OF HOLLY SPRINGS UDO AND ENGINEERING DESIGN & CONSTRUCTION MANUAL.

GENERAL NOTES:

1. DESIGN SHALL BE IN COMPLIANCE WITH ALL NCFC REQUIREMENTS, SUCH AS WB50 TURNING MANEUVERABILITY.
2. ALLEYS WILL BE REQUIRED TO MEET TOWN OF ED&CS SECTION 6.02, NC FIRE CODE REQUIREMENTS AS WELL AS UDO SECTION 7.4.4. THE TOWN ED&CS STATE THAT THE ALLEY CROSS SECTION SHALL MEET A 16' PAVED ALLEY IN 25' EASEMENT. HOWEVER, NC FIRE CODE REQUIRES A 20' MIN WIDTH PAVED TRAVELWAY TO ACCOMMODATE EMERGENCY VEHICLES, ESPECIALLY FOR UNITS THAT ONLY HAVE ALLEY ACCESS AND NO STREET FRONTAGE.
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1 GRADING PLAN
SCALE: 1"=30'



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REVISIONS:

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GRADING PLAN
HOLLY SPRINGS RD TOWNS
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OF



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR ZONE MAP CHANGE Holly Springs Road Towns 22-REZ-11

PETITIONER(S):

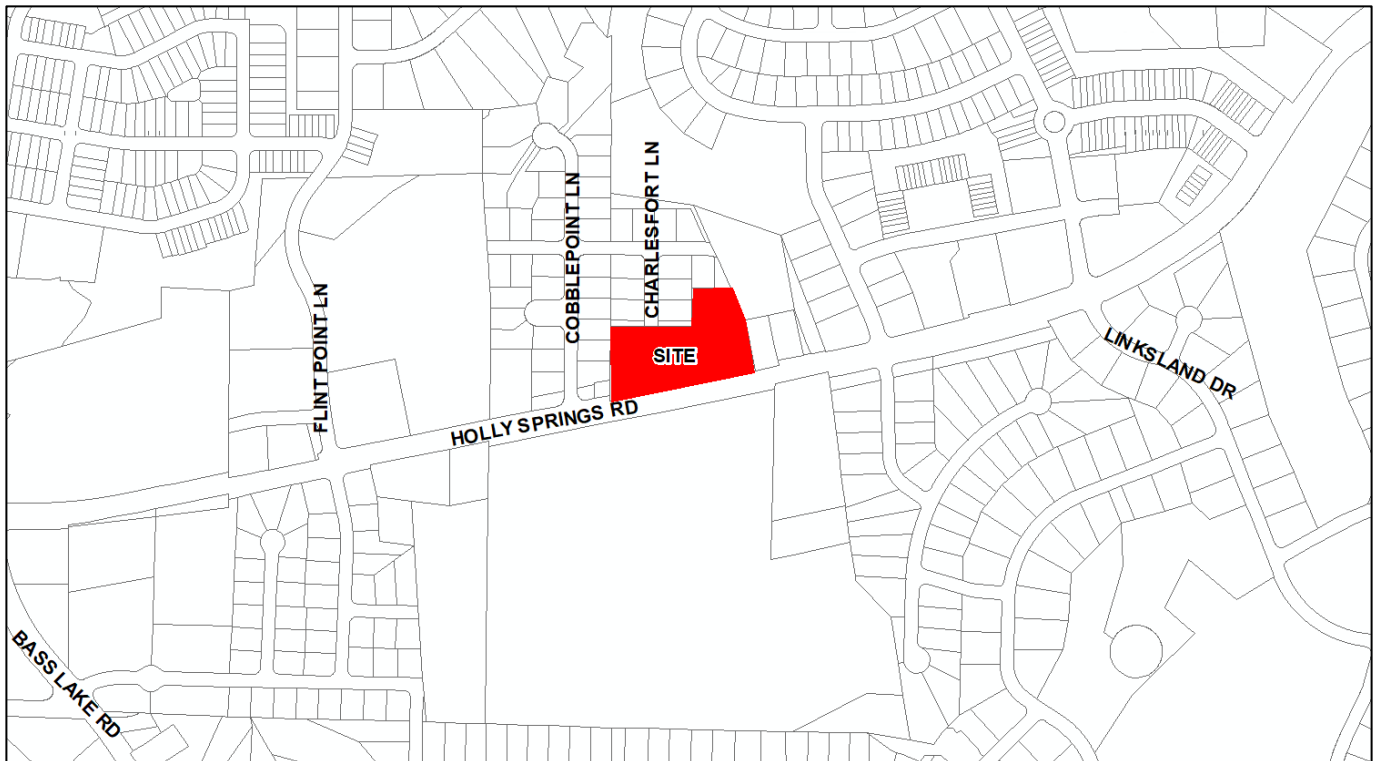
Tony Tate
TMTLA Associates
5011 Southpark Dr., Suite 200
Durham, NC 27713

DEVELOPER(S):

2mm LLC
Selva Mohan
109 Oxyard Way
Cary, NC 27519

OWNER(S):

Same as Developer

LOCATION:

☐ Within Corporate Limits of Holly Springs

☒ Within Holly Springs ETJ

☐ Annexation Pending

ANTICIPATED REVIEW SCHEDULE:

Planning Board: March 28, 2023

Public Hearing and Town Council Action: April 18, 2023

STAFF CONTACTS: Cheryl Caines, Senior Planner
Catherine Jacobs, Engineering Manager

ATTACHMENTS: Petition for Zone Map Change, Statement of Zoning Compatibility, Schematic Master Plan, Design Goals Narrative, Development & Design Manual

PARCEL INFORMATION			
OWNER	PARCEL #	ZONING	AREA
JFT Properties LLC	0659438951	RR Rural Residential	3.00 acres
	0659531934		0.50 acres
TOTAL			3.50 ± acres

ADJACENT PROPERTY SITE DATA		
	ZONING	EXISTING LAND USE
Subject Property	RR Rural Residential	Vacant and Detached single family dwelling
North	SR Suburban Residential	Detached single family dwellings
South	SR Suburban Residential	School
East	RR Rural Residential	Detached single family dwellings
West	SR Suburban Residential	Detached single family dwellings

PROPERTY HISTORY
No zoning or development history.

ZONE MAP CHANGE REQUEST		
	CURRENT	PROPOSED
Zoning District	RR Rural Residential	NCR-CD Neighborhood Center Residential Conditional Zoning District
Future Land-Use Designation	Mixed Residential Neighborhood	Mixed Residential Neighborhood

STAFF ANALYSIS

PROJECT OVERVIEW

The Town has received a request to rezone 3.50 acres located at 10248 Holly Springs Road from RR Rural Residential to NCR CD Neighborhood Residential Conditional Zoning District.

Zone Map Change Request:

The NCR Neighborhood Center Residential zoning district encourages the creation of highly walkable neighborhoods in proximity to Commercial & Mixed-Use Districts with a range of residential types. The District also supports infill dwellings on small pockets of previously undeveloped land adjacent to existing development, similar to the proposed conceptual plan. Infill development should be compatible with the adjacent neighborhoods and provide transitions between different housing types.

Conditional Zoning District (CD) information:

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

Development Standards (UDO Section 2):

	UDO Standard	Proposed Standard
Maximum Gross Density - by-right - with Conditional Zoning District	8 units/acre 12 units acre	10 units/acre

Permitted Uses (UDO Section 3):

Residential Uses	UDO Standard	Proposed Standard
Attached Dwelling	Permitted	Permitted
Detached Dwelling	Permitted	Permitted

Landscaping (UDO Section 5):

	UDO Standard	Proposed Standard
Perimeter Buffer	5 ft. Type A	10 ft. Type B
Type A – open buffer that creates pleasant landscaped area with minimal visual or sound barrier. Intended for abutting lots with similar intensities, sounds, operations, and where uses have minimal negative impact on adjacent properties. Requires large deciduous trees with shrubs. Type B – semi-opaque buffer that creates a partial visual and sound barrier. Intended for abutting lots with similar land use intensities but may contain lights, sounds, and operations which adversely impact adjacent properties. Requires a mixture of plants with sufficient evergreens to provide year-round buffering.		

Proposed standards in addition to the UDO standards:

- Units may front on Open Space
- Architectural features such as columns, ribs, pilasters, piers, changes in plane, or equivalent elements to subdivide the facades into human scale proportions
- Minimum change in façade depth, 2 inches
- Site design will encourage use of outdoor activities with items such as tot lots, bike racks, benches, pavilions
- Regionally appropriate and climate sensitive plantings

PLANNING & ZONING

Vision Holly Springs Section 1: Land Use & Character Plan

Growth Strategy Map:

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

Future Land Use:

The subject property is designated as Mixed Residential District on the Future Land Use map. This district includes several housing types that provide a range of home choices (densities) in the same neighborhood. Small blocks and a grid network support a well-connected, cohesive community. If a Mixed Residential Neighborhood is built on small pockets of previously undeveloped land adjacent to existing development, then the types of housing introduced should be compatible with the adjacent neighborhoods. Appropriate transitions should be provided between different housing types.

Key characteristics include:

- Streets should provide connections to adjacent neighborhoods and development.

- New residential uses have off-street parking at the side or rear of the lot enhancing the streetscape and walkability. Smaller lots may be served by rear alleys.
- Development should be sensitive to existing natural resources.
- Very walkable, with sidewalks, bike facilities, paths and trails providing pedestrian connectivity.
- Front and side setbacks are variable, with larger setbacks near the edges of the neighborhood and smaller setbacks near the center.
- Small infill projects may not be required to have a mix of housing products, rather they should provide housing types that complement adjacent existing buildings while providing new housing options.

Important Themes for Transforming Holly Springs:

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

- Establish Mixed use Activity Centers Throughout Holly Springs
- Suburban Remix
- Context-Sensitive Infill Development Choices
- Transitions
- Increase Home & Neighborhood Choices in Holly Springs
- Increase Diversity & Affordability of Housing in Holly Springs
- More Transportation-Land Use Coordination in the Community

Specific Recommendations:

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

- FLU-1: Encourage Use of the Land Use & Character Plan in Everyday Decision-Making
- FLU-5: Encourage Infill Development & Redevelopment Inside Town Limits
- FLU-8: Protect Housing Affordability
- SI-4: Improve the Land Use - Transportation Connection
- SI-13: Continue to Install all Utilities Underground in New Development, and Continue to Move Existing Overhead Utilities Underground
- CC-2: Provide Attention to Building Transitions
- CC-8: Increase Walkability
- CC-9: Enhance Character and Walkability by Orienting All Buildings to the Street

Unified Development Ordinance

Conditional Zoning District (CD) (UDO 2.4.3 A)

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

1. The incorporation of existing natural features such as wooded areas and slopes into the design of new development in such a manner as to preserve the site's natural character;
2. The preservation of significant view corridors; development of out-lying areas of the Town and its Extraterritorial Jurisdiction in a manner which retains elements of traditional historical land use patterns;
3. Development of pedestrian oriented communities; development of traditional style neighborhoods;
4. Development of communities that are visually and functionally connected to one another;
5. Protection of significant watershed areas in order to preserve water quality;
6. Creativity and imagination in the process of development;
7. Unique architecture or sustainable design;

8. Efficient, aesthetic and desirable use of open space;
9. Variety in housing types and physical development patterns; and,
10. Special considerations for property with a unique history or outstanding physical features.

The proposal will not significantly alter the site topography. Wooded areas along the perimeter are preserved and larger, more opaque buffers are proposed to minimize impacts on adjacent existing neighborhoods. Attached dwellings units at a maximum density of 10 units per acre are proposed. This density is less than the maximum 12 units/acre allowed in the NCR Conditional Zoning District. Townhomes are compatible with the existing single-family detached neighborhoods and contributes to a variety of housing types in the area.

A central open space will provide space for active and passive recreation. Pathways and sidewalks connect the units and open space to public sidewalks. Access to the units is through alleys allowing the units to front onto public streets or the central open space enhancing the streetscape and walkability. Pedestrian and vehicular connectivity is provided by extending the Charlesfort Lane street stub through the site to Holly Springs Road and stubbing the proposed alley to the site on the eastern property line.

PARKS & RECREATION

Greenways (UDO Section 7.6):

The Town's UDO requires all land proposed for development where a Greenway or Sidepath is indicated in the Comprehensive Plan to construct the Greenway or Sidepath in compliance with Town standards. The Town's Active Transportation Plan, in Section 2 of the Town Comprehensive Plan, shows a 10' Sidepath requirement for the Holly Springs Rd frontages of this proposed development. The frontage of this project is currently being constructed to its full cross section as part of the Holly Springs Road Widening project.

Public Park Space (UDO Section 4.7):

The Town's UDO requires Development projects and subdivision activities that would result in additional residential dwelling units shall provide Public Park Space or pay a fee-in-lieu of Public Park Space dedication. The applicant will not be dedicating any Public Park Space and will be required to pay a fee-in-lieu prior to issuance of a building permit for the residential portions of the development. The amount of this fee calculation is expected to be memorialized in the Development Agreement between the Town and the Developer.

CIVIL IMPROVEMENTS

Potable Water:

With this development, connection will be made to existing watermain in Holly Springs Road and Charlesfort Lane and will create a looped connection. Watermain will be extended with the development of this project along the proposed internal streets and stub to the west for future extension.

Sanitary Sewer:

A connection to the existing sanitary sewer main in Charlesfort Lane is proposed to serve this development.

A downstream sewer evaluation was required and completed. The project is located in a sewer basin where improvements are needed to the downstream infrastructure and pump stations prior to this project moving forward to accommodate additional flow from development. The applicant is not proposing any improvements with this application to the downstream infrastructure at this time.

Transportation:

Anticipated traffic counts were provided and did not meet the minimum criteria for a traffic study. Extension of the Charlesfort Lane stub from the north through the development to Holly Springs Road is proposed to be completed with this project.

Street widening and improvements are being made along the site's Holly Springs Road street frontage as part of the Holly Springs Road Widening - East (Flint Point Lane to Sunset Lake Road) project. The development is not proposing any additional improvements to the road frontage on Holly Springs Road as outlined in the negotiations for the necessary right-of-way required for the Town's Project.

ZONE MAP CHANGE ANALYSIS

The site is designated Mixed Residential Neighborhood District on the Future Land Use Map and qualifies as an infill area under this designation as the property is located along a thoroughfare and surrounded by previously developed neighborhoods. Infill development should be compatible with the adjacent neighborhoods and provide appropriate transitions between different housing types. The proposed rezoning is proposing single-family attached dwelling units that will create an additional housing type near existing single-family detached neighborhoods in close proximity to schools and current and planned commercial areas east and west of the project area along Holly Springs Road. Walkability and streetscapes will be enhanced as parking will be accessed via alleys allowing these units to front onto public streets or interior open spaces.

STAFF RECOMMENDED PLANNING BOARD DISCUSSION ITEMS

Staff Recommends that the Planning Board discuss the following items:

1. The Sanitary Sewer Study confirmed this development warrants improvements to the existing downstream infrastructure and pump stations to accommodate the project's additional flow. The applicant is not proposing any improvements to the downstream infrastructure at this time. The Board should discuss whether this project is consistent with the Comprehensive Plan.

PLANNING BOARD RECOMMENDATION

ACTION #1:

PLAN CONSISTENCY STATEMENT:

If the Planning Board finds the proposed project is consistent with Vision Holly Springs Comprehensive Plan:

The requested zone map change from RR Rural Residential to NCR Neighborhood Center Residential Conditional Zoning District is consistent with Vision Holly Springs Comprehensive Plan because the Future Land Use Plan Map designates this property as Mixed Residential Neighborhood and is an infill area of previously undeveloped land adjacent to existing development. The proposed Conditional Zoning District (CD) would allow for infill residential dwellings that complement adjacent existing buildings while providing new housing options.

If the Planning Board finds the proposed project is not consistent with Vision Holly Springs Comprehensive Plan:

The requested zone map change from RR Rural Residential to NCR Neighborhood Center Residential Conditional Zoning District is not consistent with Vision Holly Springs

Comprehensive Plan, specifically Section 5 Infrastructure and Utilities, Objective 1 as the proposed rezoning cannot provide for the sanitary sewer infrastructure needed to meet the needs of residents and development as determined by the project's sanitary sewer study.

ZONE MAP CHANGE PETITION MOTION:

Motion that the Planning Board recommend the Town Council approve / deny Zone Map Change Petition #22-REZ-11 to change the zoning of 3.50 acres of Wake County PINs #0659438951 and 0659531934 from RR: Rural Residential to NCR CD: Neighborhood Center Residential Conditional District as submitted by TMTLA Associates.



Ordinance No. RZ23-03
Date Submitted: May 16, 2023
Date Adopted: May 16, 2023

**AN ORDINANCE TO AMEND SECTIONS OF THE CODE OF ORDINANCES
TO MODIFY APPENDIX A: UNIFIED DEVELOPMENT ORDINANCE: OFFICIAL ZONING
MAP AND ADOPT THE COMPATIBILITY STATEMENT REQUIRED BY
NORTH CAROLINA GENERAL STATUTES 160D-605**

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

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

WHEREAS, the Town of Holly Springs has received a request to modify the Official Zoning Map for 3.50 acres of Wake County PINs 0659438951 and 0659531934 from RR Rural Residential to NCR-CD Neighborhood Center Residential Conditional Zoning District; and

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

WHEREAS, the requested zoning district proposes land uses that are consistent with the adopted *Vision Holly Springs: Town of Holly Springs Comprehensive Plan*, and

WHEREAS, the Holly Springs Planning Board reviewed this request at a Public Meeting on April 25, 2023 and recommended denial by a vote of 0-7 [2 absent]; and

WHEREAS, in accordance with NCGS § 160D-601, the Town of Holly Springs held a legislative hearing on May 16, 2023 to consider the proposed changes to the Official zoning map; and

WHEREAS, after considering the recommendation of the Holly Springs Planning Board and the public input offered in a public hearing before the Town Council, the Town Council finds amending the Official Zoning Map is consistent with Vision Holly Springs:

Town of Holly Springs Comprehensive Plan because the Future Land Use Plan Map designates this property as Mixed Residential Neighborhood and is an infill area of previously undeveloped land adjacent to existing development. The proposed Conditional Zoning District (CD) would allow for infill residential dwellings that complement adjacent existing buildings while providing new housing options, and

WHEREAS, the Town of Holly Springs Town Council finds the proposed amendment to the Official Zoning Map is reasonable and in the public interest by contributing to the creation of vibrant community with a variety of housing options; and

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

Part 1: **Amend Unified Development Ordinance Section 1.7 Official Zoning Map** with the following rezoning request: #22-REZ-11 to change the zoning of PINs# 0659438951 and 0659531934 from RR Rural Residential to NCR-CD Neighborhood Center Residential Conditional Zoning District.

Part 2:

REPEAL OF CONFLICTING ORDINANCES

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

Part 3:

SEVERABILITY

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

Part 4:

INCLUSION IN UDO

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

Part 5:

EFFECTIVE DATE

The provisions of this ordinance shall become effective May 16, 2023 in accordance with the laws of the State of North Carolina.

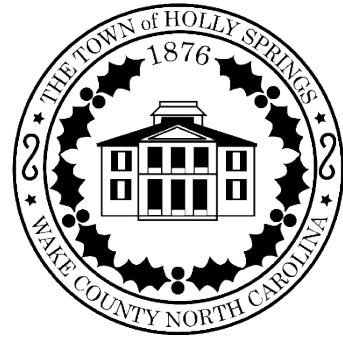
Adopted this, the 16th day of May, 2023.

Town of Holly Springs by

Sean Mayefskie, Mayor

ATTEST:

Linda McKinney, Town Clerk





Holly Springs Planning Board

Planning Board Meeting Agenda Cover Sheet

Agenda Item#: 22.

Public Hearings

Title: Unified Development Ordinance Chapter 9 Signs Text Amendment 23-UDO-02 - Legislative Public Hearing

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

Staff Resource: Sean Ryan, Development Services

Action(s):

- Conduct Legislative Public Hearing.
- Adopt Ordinance 23-15 to adopt the statement of compatibility and approve UDO Text Amendments.

Explanation:

- Unified Development Ordinance (UDO) Chapter 9 regulates the location, installation, and maintenance of all signs located on private property.
- Since the effective date of the UDO in March 2022, staff has been reviewing and issuing new sign permits in accordance with UDO Chapter 9 Signs.
- While the content of the Chapter has been effective, feedback from applicants, the development community, and sign permit reviewers lead Development Services staff to propose process and organization improvements to the Chapter.
- The proposed amendment reorganizes the Chapter by consolidating similar requirements together in the same section of the chapter, combining the sign regulations into one table to reduce duplication and streamline permitting, and updating terminology. The staff report outlines the changes in greater detail.
- A new type of sign, Direction Signs, is also proposed with this amendment to better respond to the needs of major employment campuses such as Amgen, The Yield and FujiFilm Diosynth. This type of sign was not previously permitted in the ordinance without obtaining sign waivers.

Planning Board Recommendation:

The Planning Board discussed the following issues and concerns on 04/25/2023:

- How letter height was calculated
- No additional comments or concerns

Planning Board Recommendation:

The Planning Board recommended approval (7-0) [2 absent]

Planning Board Meeting
May 16, 2023

Background:

- When a new Unified Development Ordinance (UDO) is adopted, it is customary for staff to identify areas of the document that can be improved or clarified as applied to development reviews.
- In October 2021, the Town Council adopted the 2022 UDO with an effective date of March 1, 2022.
- Following adoption, staff has been working with residents, businesses, and the development community to implement the ordinance. Through this implementation process, staff has determined that the layout and placement of regulations within the chapter could be improved in order to enhance the customer experience and streamline staff review of sign permits.
- This is the 4th amendment to the UDO since the effective date.

Funding Source(s):**Attachment(s):**

1. 23UDO02_UDOCh9TextAmendmentReport_PB04252023
2. ExhibitB_UDOChapter9_Final
3. 23-15 UDO Text Amendment 23-UDO-02 Chapter 9 Signs



Town of Holly Springs Staff Report to the Planning Board

REQUEST FOR UDO TEXT AMENDMENT Unified Development Ordinance Text Amendments Chapter 9 Signs 23-UDO-02

PETITIONER(S):

Town of Holly Springs
P.O. Box 8
Holly Springs, NC 27540

ANTICIPATED REVIEW SCHEDULE:

Planning Board: April 25, 2023
Public Hearing and Town Council Action: May 16, 2023

STAFF CONTACTS: Sean Ryan, Planning Manager
Conor Ryan, Planner I

ATTACHMENTS:

Draft UDO Ordinance

STAFF ANALYSIS

AMENDMENT OVERVIEW**Purpose of Amendment**

UDO Chapter 9 regulates the location, installation, and maintenance of all signs located on private property. In October 2021, the Town Council adopted the 2022 UDO with an effective date of March 1, 2022. Following adoption, staff has been working with residents, businesses, and the development community to implement the ordinance. Through this implementation process, staff has determined that the layout and placement of regulations within the chapter could be improved in order to enhance the customer experience and streamline staff review of sign permits. In addition, the sign needs for new campus style developments, such as Amgen, The Yield (1.0, 2.0, and North), and FujiFilm Diosynth Biotechnologies were not contemplated when the chapter was written and staff is proposing a new sign type, "directional signs," in order to better respond to signage needs. The Amendment Outline highlights the components of the various changes.

Purpose of Amendment Key

Purpose of Amendment Key	
Legal Compliance	Change made to comply with North Carolina General Statutes or other legal change.
Relocation	Change made to relocate the text to another section and may include clarifications or corrections.
Clarification or Correction	Change made to provide clarification on UDO intent, prevent misinterpretations, or correct grammatical errors.

Minor Change	Minor changes made to further achieve goals and policies outlined in the Comprehensive Plan or changes made to better implement the established policy based on resident, business, and development community feedback.
Major Change	Major Changes to support a specific town policy or substantially change current UDO regulations.

Amendment Outline

UDO Section	Section Topic	Explanation of Changes	Purpose of Amendment
9.2	Applicability	Relocated Freestanding Signs as Accessory Structures to 9.2.A (Previously numbered as 9.6.B)	Relocation
		Relocated Exempt Signs to 9.2.B (Previously 9.4.4.F)	Relocation
		Removed Section 9.2.B.4.	Legal Compliance
		Reduced flag pole height from 40 to 35 ft to be consistent with residential building heights (9.2.B.5)	Minor Change
		Added Fence Wrap as exempt sign per NCGS (9.2.B.7)	Legal Compliance
9.3	Prohibited Signs	Relocated Prohibited Signs to 9.3 (Previously 9.5)	Relocation
		Added 9.3.D for consistency with UDO Chapter 8 (Building Design)	Clarification or Correction
		Modified 9.3.H, including removal of previous regulations specific to flags due to the creation of Section 9.5.3.E.	Minor Change
		Modified 9.3.M to improve consistency with Chapter	Clarification or Correction
		Combined previous Figures 9.5.1.B and 9.5.1.C into one (new "Figure 9.3-B")	Relocation
9.4	Calculation of Sign Measurements	Changed title from "Computation of Sign Measurements" to "Calculation of Sign Measurements" and updated terminology in subsections.	Clarification or Correction
		Added new Section 9.4.B – Calculation of Sign Height and corresponding text.	Clarification or Correction
		Relocated Sign Area Example Figure and text description from previous Section 9.4.B. and Sign Regulation tables to new Section 9.4.C. in order to keep all sign calculation standards in the same section.	Relocation
9.5	Sign Standards	Added "side – corner setback" to the description of Front Sign Zone in 9.5.1.A. for consistency with Chapter 2.	Clarification or Correction
		Added "Campus" to the Incidental Sign Zone area description in 9.5.1.B	Minor Change
		Added new Section 9.5.1.B.2, and moved existing text to new 9.5.1.B.3	Minor Change
		Added Section 9.5.1.C – Directional Sign Zone and corresponding text.	Minor Change
		Changed 9.5.1.D to "Drive In/Drive Through Sign Zone", along with all future references, to be consistent with UDO definitions	Clarification or Correction
		Changed 9.5.1.D.3 (previously 9.4.1.C.3) to "...between 1 and 6 car lengths" to be consistent with Section 3.3.5.E (drive throughs)	Clarification or Correction

		Relocated sight distance requirements from 9.4.2.B to 9.5.1.E.	Relocation
		Renamed Section 9.5.2 to “Sign Regulations in All Use Districts.”	Minor Change
		Merged 2 tables previously 9.4.2.A and 9.4.3.A, into new “Table 9.5.2-A – Sign Regulations: All Use Districts” removing the “Time” and “Separation” columns, adding a “Use District” column, renaming columns “Use Type”, “Location/Zone Maximum area (sf)”, and “Maximum Area (sf)” to “Use”, “Sign Zone”, and “Maximum Sign Surface Area (sf)” respectively	Minor Change
			Relocation
		Renamed all “Use” types and provided corresponding “Use District” types, renamed and reorganized sign types to be consistent with the following progression: “Freestanding (Single-Faced), Freestanding (Double-Faced), Freestanding (Outlots, Single-Faced), Freestanding (Outlots, Double-Faced), Wall, Window, Projecting (Single Use Site), Projecting (Integrated Center), Incidental, Directional” and removed any sign type that is not permitted or not applicable to the “Use” type	Minor Change
			Relocation
		Combined notes from previous Tables 9.4.2.A and 9.4.3.A into one notes table, removed or combined redundant notes, reorganized notes in chronological order of appearance in Table 9.5.2-A, and added a new regulation for new note N18	Relocation
			Minor Change
		Renamed and modified previous Table 9.4.3.B, creating new “Table 9.5.2-B – Sign Regulations: Maximum Sign Dimensions for Freestanding Ground Signs” and added corresponding notes table	Minor Change
		Created “Table 9.5.2-C – Sign Regulations: Sign Regulations for Temporary Signs”, following the same organization as Table 9.5.2-A, and added corresponding notes table.	Minor Change
		Relocated “General Sign Regulations for All Use Districts” and renamed previous Section 9.4.4 to new Section 9.5.3	Relocation
		Relocated text from previous Section 9.4.3.C.2 to new Section 9.5.3.A.3.	Relocation
		Combined text from previous Sections 9.4.4.B.1 and 9.4.4.B.2 into new Section 9.5.3.B.1	Relocation
		Added Section 9.5.3.B.2	Minor Change
		Reorganized text in Section 9.5.3.C.1 and 9.5.3.C.2 to include subheadings	Clarification or Correction
		Relocated and renamed previous Section 9.4.4.E to new Section 9.5.3.D “Drive In/Drive Through Signs” and combined Drive in / Drive Through Signs from previous Sections 9.4.4.E.2 and 9.4.4.E.3, changed the maximum height allowance to 7 ft.	Relocation
			Minor Change
		Created new Section 9.5.3.E “Flags”	Minor Change

		Relocated and Renamed Previous Section 9.4.3.C To New Section 9.5.4. “Additional Sign Regulations for Commercial & Mixed-Use and Employment /Campus Use Districts and Non-Residential Uses in Residential Use Districts”	Relocation
		Revised new Section 9.5.4.A.1 to read “Projecting Signs shall not extend more than 20% above the lower of the soffit...”	Minor Change
		Changed subheadings in new Section 9.5.4.B.	Clarification or Correction
		Renamed and reorganize new Section 9.5.4.C “Poster Boxes”	Clarification or Correction
		Modified new Section 9.5.4.E Light Pole Signs adding distinctions between different types of light poles	Minor Change
		Relocated Fueling Station Signs from previous Section 9.4.4.D to new Section 9.5.4.F.	Relocation
9.6	Construction and Maintenance of Signs	Reorganized Section 9.6.A.1	Relocation
13	Definitions	Added definition for “Campus.”	Minor Change
		Removed definition for “Sign, Animated” due to lack of use in UDO.	Minor Change
		Added definition for “Sign, Box.”	Minor Change
		Added definition for “Sign, Cabinet.”	Minor Change
		Added definition for “Sign Zone, Directional.”	Minor Change
		Changed previous term and definition of “Sign Zone, Drive Through” to “Sign Zone, Drive In/Drive Through.	Clarification or Correction
		Adjusted definition for “Sign Zone, Front.”	Clarification or Correction
		Added definition for “Sign, Directional.”	Minor Change
		Added definition for “Sign, Drive In/Drive Through.”	Minor Change
		Adjusted definition for “Sign, Temporary.”	Minor Change
		Removed definitions for “Sign, Weekend Directional” and “Weekend Directional Sign” due to lack of use in UDO.	Minor Change

SUGGESTED MOTION

PLAN CONSISTENCY STATEMENT:

The requested UDO Text Amendment is consistent with the Vision Holly Springs Comprehensive Plan:

The proposed Unified Development Ordinance (UDO) provides the Town of Holly Springs the necessary Boards and Committees, tools, policies, and development standards to implement Vision Holly Springs. Specifically, by providing the processes, standards and tools necessary for staff and the development community to implement the goals and objectives stated in the Plan; and that it is in the public interest to amend the Unified Development Ordinance in order to implement the Town's vision established in the Comprehensive Plan and provide clear and predictable development standards for Town staff, the general public, and the development community.

UDO AMENDMENT RECOMMENDATION:

Motion that the Planning Board recommend approval of UDO Text Amendment #23-UDO-01 to modify the Unified Development Ordinance as submitted by the Town of Holly Springs.

9 SIGNS

9.1 PURPOSE AND INTENT

These Sign regulations are intended to:

- A. Encourage the effective use of Signs as a means of communication;
- B. Encourage Signs which, by their design, are integrated with and harmonious to the Buildings and sites which they occupy;
- C. Eliminate excessive and confusing Sign displays;
- D. Maintain and improve the appearance of the Town and its Extraterritorial Jurisdiction as an attractive place to live and conduct business;
- E. Safeguard and enhance property values by minimizing the possible adverse effects of Signs on nearby property;
- F. Support and complement the land use objectives of the Comprehensive Plan and this UDO;
- G. Protect public and private investment in Buildings and open spaces;
- H. Eliminate potential hazards to motorists and pedestrians resulting from Signs;
- I. Create consistency among Signs within a coordinated development; and,
- J. Establish reasonable limits on the number, time and manner (including but not limited to the spacing, materials and size of Signs) to avoid Sign clutter.

9.2 APPLICABILITY

The regulations contained in this Chapter shall apply to the location, erection and maintenance of Signs in any use district regulated by this UDO.

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A. Freestanding Signs as Accessory Structures.

Freestanding Signs and Sign Structures are considered Accessory Structures. As Accessory Structures, Freestanding Signs and Sign Structures may not occupy a Lot without a primary use or building also being legally located on the Lot, unless in compliance with the regulations of this UDO for Temporary Signs.

B. Exempt Signs

1. Any Sign required by any local, state or federal governmental agency.
2. Works of Art - murals subject to the following:
 - a. Murals are considered a form of public art and do not require a Sign Permit.
 - b. Murals are permitted on building walls in the DMX and IVMX districts only.
 - c. Murals must not contain any logos, slogans, trademarks or advertising messages of any kind.
 - d. Mural shall not cover up or interrupt major architectural elements of a Building.
 - e. Maximum mural size is 32 sf surface area.
3. Cornerstones with dedication dates and building name if less than 4 sf.
4. 1 governmental flag as defined by GS §144-7 up to 40 sf in size and 1 flag pole up to 35 ft in height per Lot.
5. Gateway Signs or Focal Points if required by Chapter 8 of this UDO.
6. Fence Wraps as defined by GS §160D-908.

- C. The Town Council may suspend Temporary Sign regulations during a declared emergency, natural disaster or pandemic.

D. Waiver of Sign Regulations

A waiver of the regulations contained in this Chapter may be heard and determined in connection with either a petition for a Conditional Zoning District (CD), Special Use Permit, Development Plan, or Major Subdivision Plan. A waiver of the regulations contained in

this Chapter may only be granted upon making the following findings:

1. The proposed Signs are harmonious to the buildings and sites which they occupy;
2. The proposed Signs will not create a hazard to motorists or pedestrians resulting from the sign location, size or configuration;
3. The proposed Signs will not increase the total combined Sign Surface Area allowed for the Front Sign Zone and Building Signs on the Lot, Outlot, Integrated Center, Business Park, industrial park, Subdivision or Building served by the proposed Signs;
4. The proposed Signs will result in an overall pattern of signs for the Lot, Outlot, Integrated Center, Business Park, industrial park, Subdivision or Building which is equivalent to or superior to that achievable under the applicable regulations;
5. The proposed Signs will be compatible with and will enhance the use or value of area properties;
6. The proposed Signs are consistent with the intent of the Comprehensive Plan; and,
7. The proposed Signs are consistent with the intent and purpose of this UDO.

9.3 PROHIBITED SIGNS

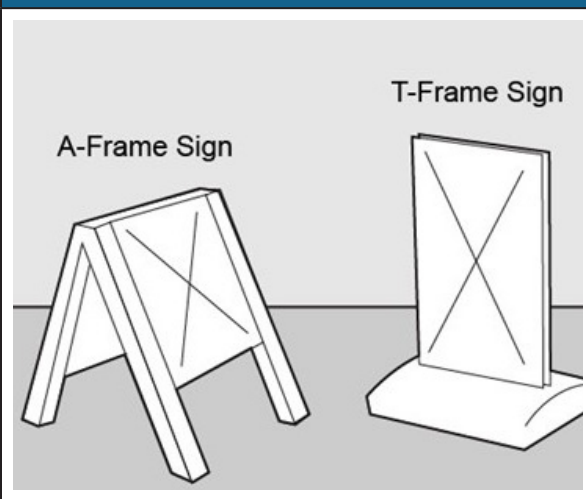
The following Signs are prohibited in all use districts:

- A. Signs located on, in or above the Right-of-Way of any street or alley, except for:
 1. Official Signs or Signs erected on behalf of or pursuant to authorization of a governmental body;
 2. Projecting Signs, as expressly permitted by this Chapter; and,
 3. Signs in medians, as expressly permitted by this Chapter.
- B. Signs which interfere with street intersections. No Sign, permanent or temporary, may be erected so that it interferes with the sight distance requirements of this UDO.
- C. Signs which interfere with, obstruct the view of, imitate, copy, purport to be, or may be confused

with any authorized official sign, traffic sign, traffic signal, or traffic control device.

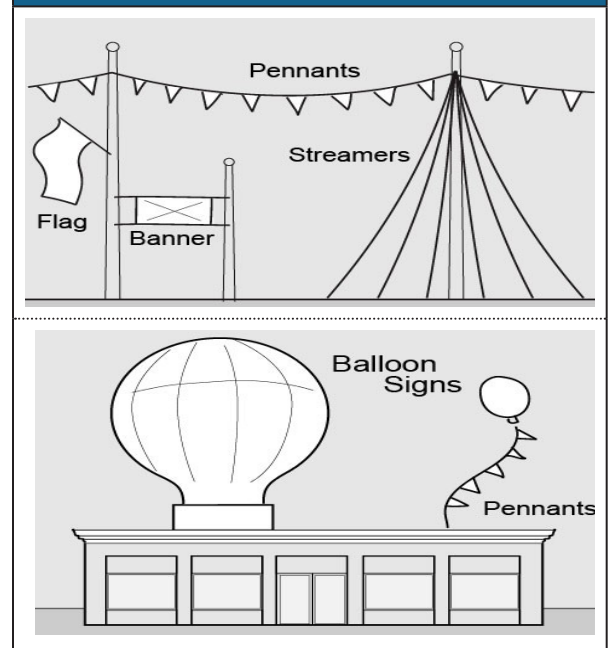
- D. Signs which obstruct or interrupt major architectural elements or features of a Building or windows.
- E. Cabinet or Box Signs.
- F. Portable Signs, including but not limited to:
 1. A-frame, T-frame, menu board, and sandwich board signs (except as expressly permitted by this Chapter);

FIGURE 9.3-A - PORTABLE SIGNS



2. Signs on portable trailer frames; and,
 3. Signs attached to or painted on a vehicle parked and visible from the public Right-of-Way, except that a vehicle used in the normal day-to-day operation of a business use is not considered a Portable Sign if the vehicle is parked beside or behind the Building in which the use is located or as expressly permitted in this UDO within the district the business is located.
- G. Rotating or moving signs, including hand-held signs moved by a person.
 - H. Windblown devices with or without printed text, including but not limited to any Banner, pennant, spinner, streamer, propeller, disc, moored blimp, gas Balloon or Flag, that is designed to inform or attract attention except as specifically provided otherwise in this Chapter or as expressly permitted in this UDO within the district the business is located.

FIGURE 9.3-B - EXAMPLES OF WINDBLOWN DESIGNS



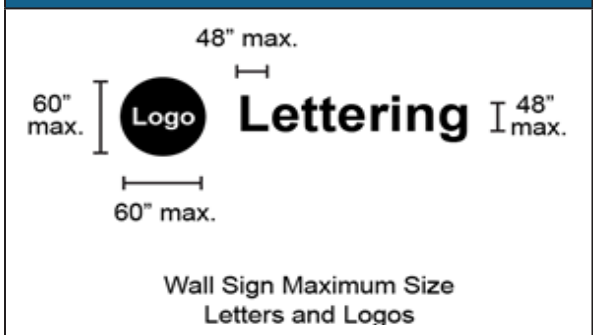
- I. Signs attached to trees.
- J. Signs attached to utility poles, except for Signs erected on behalf of or pursuant to authorization of a governmental body or the utility company having jurisdiction over such poles.
- K. Signs that bear or contain statements, words or pictures of an obscene, pornographic, immoral character, or which contain advertising matter which is untruthful.
- L. Any Sign that obstructs or substantially interferes with any window, door, fire escape, stairway, ladder or opening intended to provide light, air, ingress or egress to any Building.
- M. Any Changeable Copy Sign (except as expressly permitted by this Chapter), including without limitation an Electronic Variable Message Sign (EVMS) on which the message changes more than 6 times per minute.
- N. Any rotating beam, beacon, intermittent light, lights of changing degrees of intensity, or flashing illumination in connection with any Sign surface, except as part of an Electronic Variable Message Sign (EVMS) on which the message does not change more than 6 times per minute.
- O. Non-temporary Signs for Nonconforming Uses as set forth in Chapter 10 of this UDO.

- P. Roof signs.
- Q. Any other type of Sign located on private property outside of a public Right-of-Way not expressly permitted by this Chapter.

9.4 CALCULATION OF SIGN MEASUREMENTS

- A. **Calculation of Sign Surface Area.** The Sign Surface Area shall be computed by means of the smallest square, rectangle, circle, triangle, or combination thereof that will encompass the extreme limit of the copy, representation, logo, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the Sign from the backdrop or structure against which it is attached or affixed. The Sign Surface Area does not include any support framework, bracing, or decorative fence or wall when such fence or wall otherwise meets the pertinent use district regulations and is clearly incidental to the display itself.
 - 1. **Double-Faced Signs.** The Sign Surface Area of a double-faced, back-to-back sign shall be calculated as 1 Sign. If an angle is present between the 2 faces of a double-faced sign, it shall be considered 2 Signs.
- B. **Calculation of Sign Height.** The height of a Sign shall be computed as the distance from the base of the Sign at Grade including any support framework, bracing, or other ornamental shell to the top of the highest attached component of the Sign.
- C. **Calculation of Sign Area Copy for Wall Signs.**
 - 1. The sign area copy for Wall Signs located on Buildings less than 50 ft and 3 stories in Height shall be limited to:
 - a. 5 ft maximum in any dimension for logos or emblems; and,
 - b. 4 ft maximum in any dimension for letters.

FIGURE 9.4-A - SIGN AREA EXAMPLE

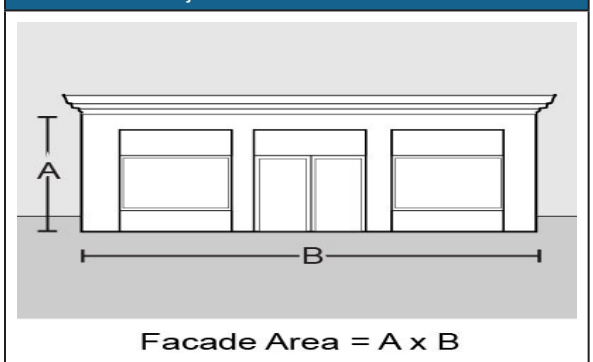


- 2. The sign area copy for all Wall Signs located on Buildings greater than or equal to 50 ft and 3 stories in Height shall be limited per the requirements set in Table 9.5.2-A – N18.

- D. **Calculation of Façade Area for Building Signs.** The following regulations apply when calculating the area of a façade upon which a Building Sign may be placed:

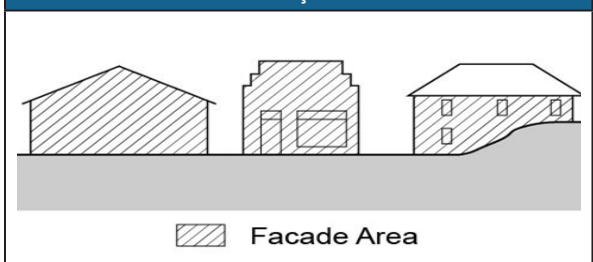
- 1. **Square or Rectangular Shaped Façade.** The length of the building or tenant space times the height of the building or tenant space.

FIGURE 9.4-B - FAÇADE AREA CALCULATIONS



- 2. **Irregular Shaped Façade.** The actual surface area of the façade of the building or tenant space above grade and beneath the top of the wall.

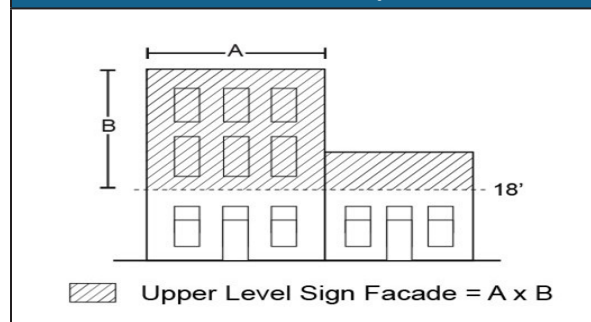
FIGURE 9.4-C - IRREGULAR FAÇADE AREA CALCULATIONS



3. Multistory Buildings in NMX and DMX Districts.

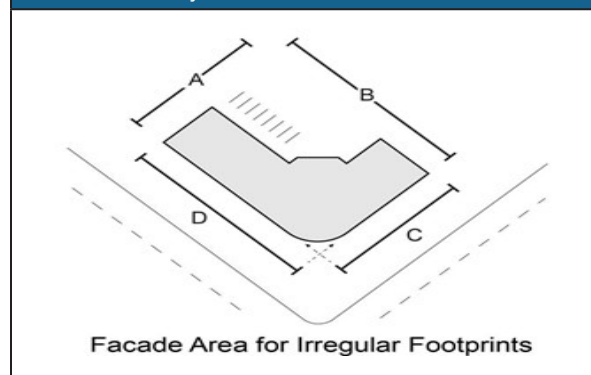
- a. **Lower Level Signs.** The actual surface area of the façade of the building or tenant space above grade.

FIGURE 9.4-D - UPPER LEVEL SIGN FAÇADE



4. **Buildings With Irregular Footprints.** The smallest 2 dimensional areas, pursuant to the above regulations, from which the façade, or portion thereof, may be viewed (C and D in Figure 9.4-E).

FIGURE 9.4-E - FAÇADE AREA FOR IRREGULAR FOOTPRINTS



9.5 SIGN STANDARDS

9.5.1 SIGN ZONES

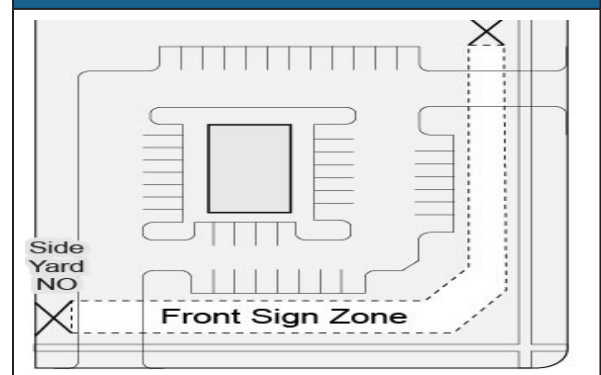
Sign zones regulate the number and location of Freestanding Signs located on a Lot, Single Use Site, Campus, Integrated Center, Business Park, industrial park, Project or Subdivision. Sign zones are determined as follows:

A. Front Sign Zone

1. **Description.** A Front Sign Zone is the area of a Lot which corresponds to the Minimum Front or Side - Corner Setback, provided, however, such Signs:

- a. Are not located in those portions of the Front or Side - Corner Setback that overlap with a Minimum Side or Rear Setback;
- b. Are not located in a required Perimeter Buffer between non-residential and Residential Use Districts;
- c. Are not located within 2 ft from the back of curb / edge of pavement of any Driveway; and,
- d. Are not located within the Right-of-Way unless specifically authorized by the governmental authority having jurisdiction over improvements in such Right-of-Way.

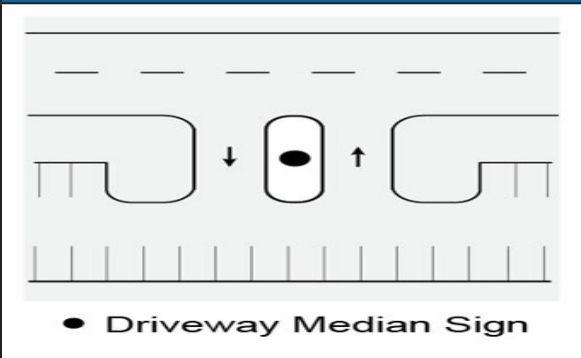
FIGURE 9.5.1-A - FRONT SIGN ZONE



2. **Signs in Medians.** A Front Sign Zone includes the area of a central island in a median-divided Driveway or entrance street only if the Sign:
 - a. Is setback a minimum 2 ft from the back of curb / edge of pavement which defines a central island median;
 - b. Is located in the median of an entrance street and is approved for encroachment into the Right-of-Way by the governmental authority having jurisdiction over improvements in such Right-of-Way; and,
 - c. Is located in the median of an entrance street and is covered by: a maintenance, indemnity and hold harmless agreement deemed acceptable by the Town Council; and, liability insurance in a manner and extent deemed acceptable by the Town Council, to assume all

responsibility for the maintenance of and costs associated with any damages related to the location, erection, placement or maintenance of such Sign.

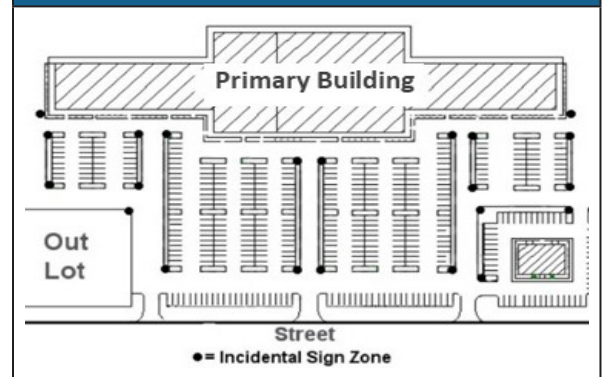
FIGURE 9.5.1-B - DRIVEWAY MEDIAN SIGNS



- B. Incidental Sign Zone.** An Incidental Sign Zone is the area of a Lot (or Outlot) in a Single Use Site, Campus, Integrated Center, Business Park, industrial park, Project or Subdivision, located: at a turning point along an interior Access Drive; along pedestrian circulation routes within the Project; or immediately abutting an interior Access Drive, vehicle Parking Area, private street, or internal public street. The Incidental Sign Zone is intended to provide an area for Incidental Signs or Signs designating areas/vehicle parking spaces for Accessory Uses to the primary use of a site, including (but not limited to): curbside pickup, take out, online order pickup, cart corrals, and similar uses. Such Signs:

1. Must not interfere or conflict with Sidewalks or Walkways by maintaining a minimum of 5 ft clear for pedestrian flow; and,
2. Must not be located above any public Sidewalk, public Parking Area, or common area; and,
3. Must not interfere or conflict with any minimum required vehicle Parking Areas, Loading Areas, drive aisle, Driveways, interior Access Drives, Interior Access Driveways, Perimeter Buffers or Foundation Landscaping.

FIGURE 9.5.1-C - INCIDENTAL SIGN ZONE

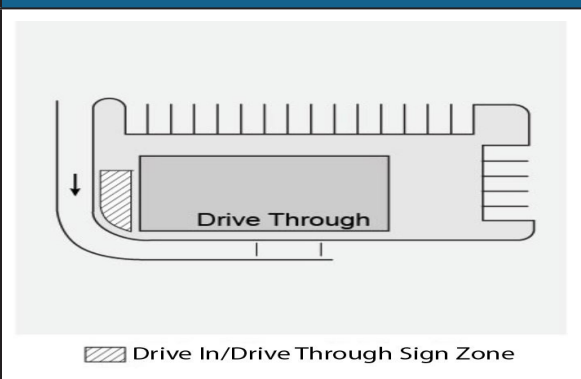


- C. Directional Sign Zone.** A Directional Sign Zone is the area of a Campus, Integrated Center, Business Park, industrial park, or Major Subdivision, located: at the turning point of an interior Access Drive; along pedestrian circulation routes within the Project, or immediately abutting an interior Access Drive, vehicle Parking Area, private street, or public street. The Directional Sign Zone is intended for Signs used to direct pedestrian or vehicular travel to areas within the Campus, Integrated Center, Business Park, industrial park, or Major Subdivision. Such Signs:

1. Must not interfere or conflict with Sidewalks or Walkways by maintaining a minimum of 5 ft clear for pedestrian flow; and,
2. Must not interfere or conflict with any minimum required vehicle Parking Areas, loading areas, drive aisle, Driveways, interior Access Drives, Interior Access Driveways, Perimeter Buffers, or Foundation Landscaping.

- D. Drive In/Drive Through Sign Zone.** A Drive In/Drive Through Sign Zone is the area bounded by:

1. The back of curb / edge of pavement located on the driver's side of an interior Access Drive serving a Drive In/Drive Through facility;
2. A line parallel to and not more than 10 ft from such back of curb / edge of pavement; and,
3. Located between 1 and 6 car lengths from the first occurrence of a Drive In/Drive Through facility.

FIGURE 9.5.1-D - DRIVE IN/DRIVE THROUGH SIGN ZONE

- E. Right-of-Way/Sight Distance.** Freestanding Signs shall not encroach into any public Right-of-Way and shall comply with the sight distance requirements of this UDO.

9.5.2 SIGN REGULATIONS IN ALL USE DISTRICTS

TABLE 9.5.2-A – SIGN REGULATIONS: ALL USE DISTRICTS

Use Type	Use	Sign Type	Sign Regulations				
			Maximum Number	Sign Zone	Maximum Sign Surface Area (sf)	Maximum Height (ft)	Materials
Residential & Non-residential	Detached Dwellings, Group and Family Care Homes, Residential Care Facilities, and Manufactured Dwellings	Freestanding	1	Front	2	3	n/a
		Wall	1 (If no Freestanding)	n/a	2	n/a	n/a
Residential & Non-residential	Attached Dwelling and Apartment Dwelling Projects	Freestanding (Ground Only, Single-Faced)	2 (N1)	Front, immediately adjacent to and on either side of a Driveway or street entrance (N2)(N3)	24	6 (N4)	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Ground Only, Double-Faced)	1 (N1)	Front (N2)(N3)	See Table 9.5.2-B	6 (N4)	Ornamental metal, stone, brick, masonry, or other permanent material
		Wall	1	Adjacent to primary building entrance	2	n/a	Ornamental metal, stone, brick, masonry, or other permanent material
		Window	No limit except for limit of 1 illuminated Window Sign	n/a	25% of window area (N5)(N6)	n/a	n/a

TABLE 9.5.2-A – SIGN REGULATIONS: ALL USE DISTRICTS

Use Type	Use	Sign Type	Sign Regulations				
			Maximum Number	Sign Zone	Maximum Sign Surface Area (sf)	Maximum Height (ft)	Materials
Residential	Major Subdivisions	Freestanding (Ground Only) Single-Faced	1 (N1)(N7)	Front; if 2 Signs, immediately adjacent to and on either side of a Driveway or entrance street (N2)(N3)	24 (ground); 3 (post & arm); 4 (illuminated)	6 (ground); 8 (post & arm) (N8)	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Ground Only) Double-Faced	2 (N1)(N7)	Front (N2)(N3)	40	6	Ornamental metal, stone, brick, masonry, or other permanent material
Residential	Non-residential Uses	Freestanding (Ground Only) Single-Faced	2 (N1)	Front; if 2 Signs, immediately adjacent to and on either side of a Driveway or entrance street (N2)(N3)	20 (N9)	4 (ground) (N10); 8 (post & arm)	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Ground Only) Double-Faced	1 ground, 1 post & arm (N1)	Front (N2)	20 (N9)	4 (ground) (N10); 8 (post & arm) (N8)	Ornamental metal, stone, brick, masonry, or other permanent material
		Wall (Single Use Site)	No limit (N11)	(N12)	Front façade: 3% of total area; side and rear façades: 2% of total area; max length: 80% of length of façade (N13)(N14)	n/a	n/a
		Wall (Integrated Center)	No limit (N11) (N14)	(N12)	Front façade: 3% of total area; side and rear façades: 2% of total area; max length: 80% of length of façade (N13)(N14)	n/a	n/a
		Window	No limit except for limit of 1 illuminated Window Sign	n/a	25% of window area (N5)(N6)	n/a	n/a
		Projecting (Single Use Site)	1	n/a	(N15)	See Section 9.5.4.A	n/a
		Projecting (Integrated Center)	1	(N16)	(N15)	See Section 9.5.4.A	n/a

TABLE 9.5.2-A – SIGN REGULATIONS: ALL USE DISTRICTS

Use Type	Use	Sign Type	Sign Regulations				
			Maximum Number	Sign Zone	Maximum Sign Surface Area (sf)	Maximum Height (ft)	Materials
Residential	Non-residential Uses	Incidental	1 per Incidental Sign Zone	Incidental Sign Zone	4	4	n/a
Non-residential (Except DMX)	Single Use Sites	Freestanding (Single-Faced)	2 (N17)	Front, immediately adjacent to and on either side of a Driveway or street entrance (N2)(N3)	See Table 9.5.2-B	See Table 9.5.2-B	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Double-Faced)	1 (N17)	Front (N2)(N3)	32 (ground); 6 (post & arm)	6 (ground); see Table 9.5.2-B (post & arm)	Ornamental metal, stone, brick, masonry, or other permanent material
		Wall	No limit (N11)	(N12)	5% of front façade area; 3% of side or rear façade area; max length: 80% of length of façade (N13)	n/a	n/a
		Window	No limit except for limit of 1 illuminated Window Sign	n/a	25% of window area (N5)(N6)	n/a	n/a
		Projecting	1	n/a	(N15)	See Section 9.5.4.A	n/a
		Incidental	1 per Incidental Sign Zone	Incidental Sign Zone	4	4	n/a
Non-residential (Except DMX)	Campuses, Integrated Centers, Business Parks, Industrial Parks, Major Non-residential Subdivisions	Freestanding (Single-Faced)	2 (N17)	Front, immediately adjacent to and on either side of a Driveway or entrance street (N2)(N3)	See Table 9.5.2-B	See Table 9.5.2-B	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Double-Faced)	1 (N17)	Front (N2)(N3)	See Table 9.5.2-B	See Table 9.5.2-B	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Outlots, Single-Faced)	2	Front; if 2 Signs, immediately adjacent to and on either side of a Driveway or entrance street	24 (ground); 6 (post & arm)	6 (ground); 8 (post & arm) (N8)	Ornamental metal, stone, brick, masonry, or other permanent material

TABLE 9.5.2-A – SIGN REGULATIONS: ALL USE DISTRICTS

Use Type	Use	Sign Type	Sign Regulations				
			Maximum Number	Sign Zone	Maximum Sign Surface Area (sf)	Maximum Height (ft)	Materials
Non-residential (Except DMX)	Campuses, Integrated Centers, Business Parks, Industrial Parks, Major Non-residential Subdivisions	Freestanding (Outlots, Double-Faced)	1	Front	32 (ground) 6 (post & arm);	7 (ground); 8 (post & arm) (N8)	Ornamental metal, stone, brick, masonry, or other permanent material
		Wall (N18)	No limit (N11) (N14)	(N13)	5% of front façade area; 3% of side or rear façade area; max length: 80% of length of façade (N14)	n/a	n/a
		Window	No limit except for limit of 1 illuminated Window Sign	n/a	25% of window area (N5)(N6)	n/a	n/a
		Projecting	1	(N16)	(N15)	See Section 9.5.4.A	n/a
		Incidental	1 per Incidental Sign Zone	Incidental Sign Zone	4	4	n/a
		Directional	1 per Directional Sign Zone	Directional Sign Zone	See Table 9.5.2-B	See Table 9.5.2-B	n/a
DMX	All Non-residential Uses	Freestanding (Single-Faced)	2 per Front Sign Zone with minimum 50 ft (N1)	Front; immediately adjacent to and on either side of a Driveway or entrance street (N2)	8 (ground); 8 (post & arm); 4 (illuminated) (N9)	4 (ground) (N10); 8 (post & arm) (N8)	Ornamental metal, stone, brick, masonry, or other permanent material
		Freestanding (Double-Faced)	1 (N1)	Front (N2)	8 (ground); 8 (post & arm); 4 (illuminated) (N9)	5 (ground) (N10); 8 (post & arm) (N8)	Ornamental metal, stone, brick, masonry, or other permanent material
		Wall (Single Use Site)	No limit (N11)	(N12)	(N13)(N15)	n/a	n/a
		Wall (Integrated Center)	No limit (N11) (N14)	(N12)	(N13)(N15)	n/a	n/a
		Window	No limit except for limit of 1 illuminated Window Sign	n/a	25% of window area (N5)(N6)	n/a	n/a
		Projecting (Single Use Site)	1	n/a	(N15)	See Section 9.5.4.A	n/a
		Projecting (Integrated Center)	1	(N16)	(N15)	See Section 9.5.4.A	n/a

TABLE 9.5.2-A – SIGN REGULATIONS: ALL USE DISTRICTS

Use Type	Use	Sign Type	Sign Regulations				
			Maximum Number	Sign Zone	Maximum Sign Surface Area (sf)	Maximum Height (ft)	Materials
DMX	All Non-residential Uses	Incidental	1 per Incidental Sign Zone	Incidental Sign Zone	4	4	n/a

TABLE 9.5.2-A - NOTES

N1	If a Project or Subdivision has a Front Sign Zone over 300 ft long and more than 1 Driveway or entrance street, 1 additional double-faced or 2 additional single-faced Signs are allowed.						
N2	If on a Corner Lot, 1 Sign Face may be located on either side of a Driveway or entrance street, and 1 Sign Face may be located anywhere else in the Front Sign Zone subject to the separation requirement; or, 2 Sign Faces may be placed on 1 Sign Structure located at the corner of the lot with 1 Sign Face visible from each Street Frontage, provided: (i) if 2 Sign Faces are placed on 1 Sign Structure, the 2 Sign Faces shall be allocated 1 from each Front Sign Zone; and, (ii) notwithstanding the regulations of Section 9.4.A.1, the angle of separation between the Sign faces located at the corner of a Lot may be between 15 and 120 degrees.						
N3	No closer than 200 ft from another Freestanding Sign, not including Signs on either side of the same Driveway or entrance street or Signs placed at the corner of a lot on 1 Sign Structure.						
N4	Unless integrated into a fence, decorative wall or column, in which case the Sign may not exceed the height limit for a fence in that Use District.						
N5	For multi-pane windows, the surface area of the window equals the combined surface area of the individual panes, or in the case of a glass curtain wall, the combined surface area of the individual glass panels.						
N6	All illuminated Window Signs have a maximum area of 2 sf.						
N7	1 Freestanding Sign shall be permitted for each: Street Frontage of a Lot; entrance of a Subdivision under construction (including 1 phase identification sign for each clearly identifiable phase entrance internal to a Subdivision up to a maximum of 2 Signs per phase); each Lot Line abutting a platted common area; and, each Lot Line abutting a Recreational Area developed as part of the same Subdivision.						
N8	Decorative post elements may extend to a maximum height of 10 ft (see Figure 9.5.2-A).						
N9	Public and Institutional Uses except Cemeteries, Civic Buildings, Schools, and Religious Uses not to exceed 32 sf.						
N10	Public and Institutional Uses except Cemeteries, Civic Buildings, Schools, and Religious Uses not to exceed 6 ft.						
N11	There shall be no limit to the number of Wall Signs per façade, provided that: (i) the total Sign Surface Area of all Wall Signs located on each building façade shall not exceed the maximum Sign Surface Area for the building façade upon which such Signs are located; and, (ii) all Signs or message elements shall be considered parts of the same Sign and shall be measured as set forth in Section 9.4 – Calculation of Sign Measurements.						
N12	Any side or rear Wall Sign oriented toward a Residential Use District shall not be illuminated.						
N13	For any Building or Structure in a Residential Use District which has more than 1 façade oriented toward a Street, the maximum Wall Sign area of 3% applies to all building or structure façades oriented toward a Street. For any Building, Structure or tenant space in a Non-residential Use District which has a façade orientated toward more than 1 Street, the maximum Sign Surface Area of 5% shall apply to all building, structure or tenant space façades oriented toward a Street. No Wall Sign may occupy more than 80% of the length of the façade on which it is placed.						
N14	In any instance in which there are multiple uses located within the same Building, there shall be no limit to the number of Wall Signs per façade, provided that the total Sign Surface Area of all Wall Signs located on each building façade comply with the following requirements: (i) for tenants that have outside entrances serving the general public, the Sign Surface Area shall be calculated individually for each tenant with an outside entrance serving the general public; (ii) for tenants utilizing common outside entrances to serve the general public, all Signs or message elements shall be on common wall areas (i.e., not a façade on a tenant space with an outside entrance serving the general public), and all Signs or Sign elements on the same Building façade shall be considered parts of the same Sign for the purpose of calculating Sign Surface Area; (iii) the maximum Sign Surface Area shall be based upon the lesser of the building façade or tenant space upon which such Signs are located; and, (iv) the Sign Surface Area of all Wall Signs or message elements shall be measured as set forth in Section 9.4. – Calculation of Sign Measurements.						

TABLE 9.5.2-A - NOTES

N15	(1) Lower Level Wall Signs: Wall Signs located on the lower 18 ft of Building Height or the actual Building Height, whichever is less, shall be considered lower level Wall Signs. The total Sign Surface Area of all lower level Wall Signs oriented to an individual façade shall not exceed: (a) Front Façade – 5% of the total area of the lower 18 ft or the actual Building Height, whichever is lesser, of front façade of a Building, provided, however, that for any Building which has more than 1 façade oriented toward a Street, the maximum Sign Surface Area of 5% shall apply to all building façades oriented toward a Street; and, (b) Side and Rear Façades – 3% of the total area of the lower 18 ft or the actual Building Height, whichever is lesser, of a side or rear façade of a Building. (2) Upper Level Wall Signs: Wall Signs located above the lower 18 ft of Building Height shall be considered upper level Wall Signs. The total Sign Surface Area of all upper level Wall Signs oriented to an individual façade shall not exceed: (a) Front Façade – 3% of the total area of the front façade of a Building located above 18 ft above grade, except that for any Building which has more than 1 façade oriented toward a Street, the maximum Sign Surface Area of 3% shall apply to all building façades oriented toward a Street; and, (b) Side and Rear Façades – 2% of the total area of a side or rear façade of a Building located above 18 ft above grade.
N16	Tenant space must occupy at least 20 ft of the width of the front façade of the Building.
N17	If the Front Sign Zone has between 300 and 1000 ft of length and has more than 1 Driveway or entrance street, 1 additional double-faced or 2 additional single-faced Signs are allowed per Front Sign Zone. If the Front Sign Zone has more than 1000 ft of length and has more than 2 Driveways or entrance streets, 2 additional double-faced or 4 additional single-faced Signs are allowed per Front Sign Zone.
N18	When the Building is at least 50 ft and 3 stories in height, a Wall Sign extending not more than 3 ft from the building façade located on the upper horizontal band of the Building is allowed. This type of Sign shall be up to 250 sf or 5% of the façade on which it's placed, whichever is larger; shall have a maximum height of 8 ft, and shall have a maximum length of 80% of the length of the façade on which it's placed. These Signs must not be placed below the start of the highest floor or extend above the roof line, must not cover windows or architectural details, and shall only be internally illuminated in accordance with Section 9.5.3.B of this Chapter. There may be no more than 1 Sign per building façade and no more than 2 Signs per Building, and no more than 1 tenant or Building may be identified on the Sign per building façade.

TABLE 9.5.2-B - SIGN REGULATIONS: MAXIMUM SIGN DIMENSIONS FOR FREESTANDING GROUND SIGNS

Front Sign Zone Length (ft)	Single-Faced Sign Surface Area (sf)	Double-Faced Sign Surface Area (sf)	Maximum Sign Height (ft)		Directional Sign Surface Area (sf)	Directional Sign Height (ft)
<500	24	40	6		Project <10 acres: 3	Project <10 acres: 6
		6 post & arm	8/10 post & arm (N1)			
500-1000	24	2 @ 40 each or 1 @ 80	8		Project 10-20 acres: 8	Project 10-20 acres: 8
		8 post & arm	10/12 post & arm (N1)			
>1000	24	2 @ 40 each or 1 @ 80	15		Project >20 acres: 10	Project >20 acres: 10
		12 post & arm	13/15 post & arm (N1)			

TABLE 9.5.2-B - NOTES

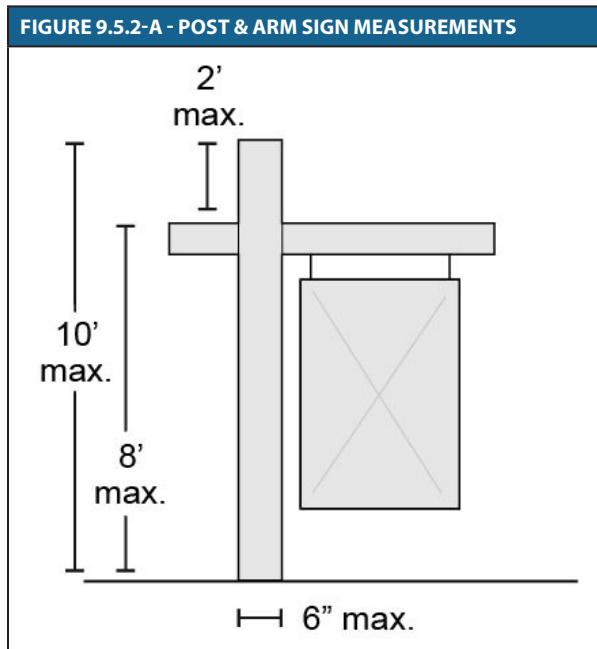
N1	Height: The maximum height of a freestanding post & arm sign shall not exceed the smaller height specified. However, decorative post elements may extend to the larger height specified.
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TABLE 9.5.2-C - SIGN REGULATIONS: SIGN REGULATIONS FOR TEMPORARY SIGNS

Use District	Use	Sign Type	Sign Regulations			
			Maximum Number	Maximum Sign Surface Area (sf)	Maximum Height (ft)	Time
Residential	All	Freestanding (Single-Faced)	1 (N1)	6	4	(N2)(N3)(N4)
		Freestanding (Double-Faced)	1 (N1)	6	4	(N2)(N3)(N4)
		Wall	(N5)	(N5)	(N5)	(N2)
		Window	No limit	25% of window area (N6)	n/a	(N3)
Non-residential	All	Freestanding (Single-Faced)	1 (N7)	24	6	(N2)(N3)(N4)(N8)
		Freestanding (Double-Faced)	1 (N7)	40	6	(N2)(N3)(N4)(N8)
		Wall	(N5)	(N5)	(N5)	(N2)
		Window	No limit	25% of window area (N6)	n/a	(N3)

TABLE 9.5.2-C - NOTES

N1	Number: 1 Freestanding Sign shall be permitted for each: street frontage of a Lot; entrance of a Subdivision under construction; each Lot Line abutting a platted common area; and, each Lot Line abutting a recreational area developed as part of the same Subdivision.
N2	Time: Unless otherwise permitted by this Chapter, Signs shall be permitted a maximum 4x per calendar year; 21 days per occurrence; 30 days between occurrences.
N3	Location: Signs located outside of businesses, Temporary Real Estate Offices, and open houses shall only be displayed during business and/or open house hours or when the property is for sale; shall be within 10 ft of the main customer entrance and shall not be located in any Public Right-of-Way; and shall not be illuminated.
N4	Time: For Signs erected during construction: must be placed less than 30 days prior to the issuance of Civil Construction Drawing approval and removed less than 15 days after the issuance of a Certificate of Occupancy.
N5	Area: There shall be no limit to the number of Wall Signs per façade, provided that: (i) the total Sign Surface Area of all Wall Signs located on each building façade shall not exceed the maximum Sign Surface Area for the building façade upon which such Signs are located; (ii) all Signs or message elements shall be considered parts of the same Sign and shall be measured as set forth in Section 9.4 – Calculation of Sign Measurements.
N6	Area: For multi-pane windows, the surface area of the window equals the combined surface area of the individual panes, or in the case of a glass curtain wall, the combined surface area of the individual glass panels.
N7	Number: If the Front Sign Zone has between 300 and 1000 ft of length and has more than 1 Driveway or entrance street, 1 additional double-faced or 2 additional single-faced Signs are allowed per Front Sign Zone. If the Front Sign Zone has more than 1000 ft of length and has more than 2 Driveways or entrance streets, 2 additional double-faced or 4 additional single-faced Signs are allowed per Front Sign Zone.
N8	Time: Temporary Signs located on properties for sale or lease may remain for up to 180 days once permitted.



9.5.3 GENERAL SIGN REGULATIONS FOR ALL USE DISTRICTS

A. General Sign Design

1. Information included shall be limited to provide for readability and to decrease confusion.
2. All Signs requiring permits shall be constructed of materials that present a finished appearance with lettering professionally painted or applied. The use of hand-painted lettering or graffiti on plywood or other similar material is prohibited.
3. For projects where a Development Plan is required for attached residential, Integrated Center, Business Park, industrial park, or mixed-use development, Signs shall be consistent and compatible with the architectural and site design features of the development.

B. Illuminated Signs

1. Lighting directed towards a Sign shall be shielded so that it illuminates only the Sign Surface and does not shine on, cause glare to or otherwise impair the vision of the driver of any motor vehicle traveling on a Public Right-of-Way. This does not apply to

Signs that are an integral part of a vending machine or are less than 2 sf in surface area.

2. Illuminated Signs shall be directed and shielded so as to not cause glare to adjacent properties.

C. Changeable Copy Signs. Changeable Copy Signs are permitted as part of an otherwise permitted Sign, provided that:

1. **For Single Use Sites:** a maximum of 1 Changeable Copy Sign is permitted per street frontage which is a part of a Freestanding Sign;
2. **For Integrated Centers:** either 1 Changeable Copy Sign is permitted as part of a Freestanding Sign, or each individual Use within an Integrated Center is permitted 1 Changeable Copy Sign; and,
3. The Changeable Copy Sign shall not exceed 40% of the Sign Surface Area of the permitted Sign, provided, however, an Electronic Variable Message Sign (EVMS) shall not exceed 20% of the Sign Surface Area of the permitted Sign.

D. Drive In/Drive Through Signs. Freestanding Signs associated with a Drive In/Drive Through facility are permitted per the following conditions:

1. Freestanding Signs associated with a Drive In/Drive Through facility are permitted within the Drive In/Drive Through Sign Zone as an accessory to a Drive In/Drive Through Use.
2. Drive In/Drive Through Signs are limited to 64 sf in Sign Surface Area and 7 ft in height. The Drive In/Drive Through Sign may be designed as separate ground Signs grouped together and may include the use of preview boards designed as separate Ground Signs installed at a distance earlier in the Drive In/Drive Through Sign Zone. However, the total surface area of all Signs shall not exceed 64 sf.
3. Freestanding Signs associated with a Drive In/Drive Through facility shall not be legible from an adjacent property or public street.

4. Freestanding Signs associated with a Drive In/Drive Through facility may be internally or externally illuminated per the requirements of this Chapter.
5. Signs with speakers or intercoms shall be designed and located in a manner to direct noise away from adjacent properties.

E. Flags

1. Flags shall be displayed on permanent flagpoles.
2. **Maximum Flagpole Dimensions.**
 - a. **Vertical flagpoles:** 35 ft in height measured from Grade to the top of the pole.
 - b. **Mast arm flagpoles:** 8 ft in length measured from the wall on which the flagpole is attached to the end of the pole. The bottom edge of Flags on mast arm flagpoles shall be at least 8 ft above Grade over a Walkway, Sidewalk, or Driveway, or 15 ft above Grade over a Public Right-of-Way.
3. **Maximum Number.** 2 flags per Lot, excluding exempt flags.
4. **Maximum Surface Area.**
 - a. **Detached Dwellings, Attached Dwellings, and Manufactured Dwellings:** 15 sf.
 - b. **All other Uses:**
 - i. **Flagpoles up to 24 ft in height:** 24 sf.
 - ii. **Flagpoles up to 35 ft in height:** 40 sf.

9.5.4 ADDITIONAL SIGN REGULATIONS FOR COMMERCIAL & MIXED-USE AND EMPLOYMENT/CAMPUS USE DISTRICTS AND NON-RESIDENTIAL USES IN RESIDENTIAL USE DISTRICTS

- A. **Projecting Signs, All Use Districts.** Projecting Signs are allowed in all Use Districts. The maximum Sign Surface Area for a Projecting Sign shall be the same as for a lower level Wall Sign or upper level Wall Sign. If a Projecting Sign straddles the boundary between a lower level Wall Sign and an upper level Wall Sign, the

maximum Sign Surface Area permitted shall be the same as for an upper level Wall Sign.

1. Projecting Signs shall not extend more than 20% above the lower of the soffit, parapet, Eave Line or roof line of the façade on which the Projecting Sign is attached.

2. Maximum Projection.

- a. 4 ft from or beyond its supporting Building.
- b. 3 ft from an imaginary perpendicular vertical plane located at the street pavement line, curb or outside edge of Sidewalk.
- c. Projecting Signs in compliance with the above regulations may project into the air rights of a Public Right-of-Way if approval for such encroachment into the air rights of a Public Right-of-Way is obtained from the governmental authority having jurisdiction over improvements in the Public Right-of-Way prior to the placement of the Projecting Sign.

3. **Maximum Height.** The bottom edge of a Projecting Sign shall be at least 8 ft above Grade over a Walkway or Sidewalk, or 15 ft above Grade over a Driveway or Public Right-of-Way.

- B. **Awning, Canopy or Marquee Signs.** Wherever a Building Sign is permitted, the use of an Awning, Canopy or Marquee Sign is allowed subject to the following provisions:

1. **Maximum Area.** Maximum is the area allocated to the façade of the Building upon which the Awning, Canopy or Marquee is attached.
2. **Maximum Sign Surface Area.**
 - a. 50% of the total area of an Awning or Canopy; or,
 - b. 75% of the total area of a Marquee.
3. **Maximum Projection.** The maximum projection of an Awning, Canopy or Marquee is 8 ft from or beyond its supporting Building and shall not project

beyond any Walkway adjacent to the Building.

4. **Marquee Sign.** A Marquee Sign may include a non-changeable copy sign attached to or mounted on top of a Marquee, subject to the Sign Surface Area limitations set forth above.

C. Poster Boxes. In addition to other permitted Building Signs, a Theater may install 1 or more back-lighted or internally illuminated poster boxes, provided that:

1. **Maximum Sign Surface Area:** 36 x 54 in.
2. **Maximum Height:** 10 ft above grade.
3. Poster boxes are permanently mounted to the Building wall;
4. The Sign Surface Area of poster boxes are calculated individually unless otherwise required by this Chapter;
5. Poster boxes, in combination with all other permitted Building Signs, do not exceed the total Sign Surface Area permitted for the Building; and,
6. The total number of poster boxes does not exceed the greater of 2 poster boxes for a Theater containing 1 screen or 1 stage, or 1 poster box per screen or stage for each Theater containing multiple screens or stages.

D. Suspended Signs in Integrated Centers.

Suspended Signs are permitted on any Building containing 2 or more individual, non-related and separately operated Uses subject to the following regulations:

1. **Maximum Number:** 1 suspended Sign per tenant with a building entrance serving the general public per façade of a Building;
2. **Maximum Sign Surface Area:** 2 sf.
3. All portions of the suspended Sign or Sign Structure shall be at least 8 ft above finished Grade.

E. Light Pole Signs. Light Pole Signs are permitted in all non-residential use districts as specified below:

1. **Sign Type.** Light Pole Signs are limited to Banner Signs which are mounted with upper

and lower horizontal supports on light poles located on the Lot.

2. Maximum Sign Surface Area.

a. Standard light poles: 15 sf.

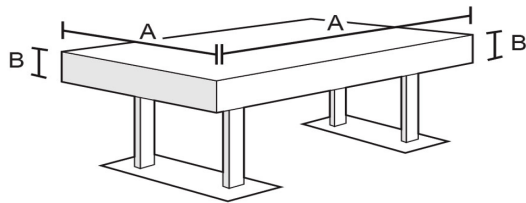
b. Decorative light poles: 4 sf.

3. Light Pole Signs shall maintain a minimum vertical clearance of 12 ft from Grade to the bottom of the Sign.
4. Light Pole Signs shall be mounted to project perpendicular from light poles.
5. **Configuration.** All Light Pole Signs placed on a Lot must:
 - a. Be of the same dimensions;
 - b. If placed on light poles located at the interior edge of a setback, be oriented on the side of the light poles facing inward to the Lot; and,
 - c. Be placed at the same relative height and location on all light poles.
6. **Number.** Maximum 2 Light Pole Signs per light pole, provided that the Light Pole Signs are located immediately across from each other on the pole.
7. **Location.** Light Pole Signs are permitted on light poles which are internal to a Lot, and which define an edge to an interior Access Drive or a customer Parking Area.

F. Fueling Station Signs. Signs may be located on a Fueling Station Canopy, Canopy supporting columns (Projecting Sign) Spandrels, pump islands or dispensers.

1. Signs on a Fueling Station Canopy must not exceed 10% of the surface area of the Canopy.
2. Signs at the pump may be located on either a gasoline island Spandrel or a gasoline pump island, but not both.

FIGURE 9.5.4-B - FUELING STATION SIGNS



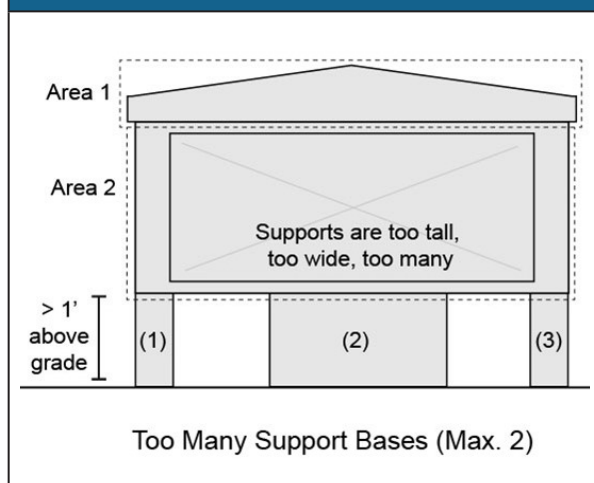
Maximum Sign Areas: Canopy: 10% of A x B

9.6 CONSTRUCTION & MAINTENANCE OF SIGNS

A. Support Base

1. **Ground Sign.** If any support, upright, bracing or framework is proposed to support a Ground Sign and has a width or diameter in excess of 6 in in any dimension, said support shall:
 - a. be encased in an ornamental shell of stone, brick, ornamental metal or similar materials; or,
 - b. be constructed of an external support structure including stone, brick, ornamental metal or similar materials. The maximum number of supports, uprights, bracing or framework extending between Grade and the base of the Sign Face is 2.

FIGURE 9.6-A - SUPPORT BASE EXAMPLE



2. **Post & Arm Sign.** The maximum dimension for any support, upright, bracing or framework used to support a post & arm Sign is 6 in. (See Figure 9.5.2-A)

B. Removal of Signs and Sign Structures.

Notwithstanding anything contained in Chapter 10 of this UDO, Signs and Sign Structures are subject to the following removal provisions:

1. When the Use, Building, or any business, product, activity or service offered on the premise not located in a Building, is removed, any Sign and Sign Structure located on the Lot shall also be removed within 60 days of any such cessation of Use. Any new Sign or Sign Structure located after such coincident removal, is located in compliance with the provisions of this UDO.
2. When a legally established Nonconforming Use, Building, or any business, product, activity or service not located in a Building, suffers a partial destruction in excess of the value specified in Chapter 10 of this UDO and such Use, Building, or business, product, activity or service must be removed and brought into compliance with the terms of this UDO, any Sign or Sign Structure located on the Lot shall also be brought into compliance with the terms of this UDO.
3. Upon the expiration date of a UDO permit for a Temporary Sign, all Signs and support structures associated with such Temporary Sign are removed by midnight on the date of expiration.

C. Landscaping of Freestanding Signs.

All Freestanding Signs must be provided with a landscaped area at least equal to the Sign Surface Area of the Sign. Landscaping may include any size or variety of annuals, perennials, ornamental grasses, hedge plants, or trees. Plant materials used to satisfy this provision shall not be used to satisfy landscaping required by any other provision of this UDO.

- D. **Cutting of Trees or Shrubs.** No person, for the purpose of increasing or enhancing the visibility of any Sign, shall damage, trim, destroy, or remove any trees, shrubs or other vegetation located:

1. Within any Public Right-of-Way unless the work is done pursuant to the express written authorization of the governmental department having jurisdiction over said Public Right-of-Way;
2. On property that is not under ownership or control of the person doing or responsible for such work unless the work is done pursuant to the express authorization of the person owning the property where such trees or shrubs are located; or,
3. In any area where such trees or shrubs are required to remain under a permit issued under this UDO.

- E. Maintenance of Signs.** Nothing contained in this Chapter prevents the maintenance, repainting or posting of legally established Signs. Maintenance may include the replacement of Sign Surfaces within a Sign Structure provided that the Sign Structure is not removed or changed in any dimension. All Signs shall be maintained in good repair (e.g., without peeling paint or broken Sign Faces) and in operable condition (e.g., if internally illuminated, all light bulbs or tubes are operational) at all times.
- F. Nonconforming Signs.** See Chapter 10 – Nonconforming Situations.



Ordinance No. 23-15

Date Submitted: May 16, 2023

Date Adopted:

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

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

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

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

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

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

WHEREAS, the Holly Springs Town Council finds that the proposed UDO text amendment is consistent with the *Vision Holly Springs: Town of Holly Springs Comprehensive Plan* as follows: The proposed Unified Development Ordinance (UDO) provides the Town of Holly Springs the necessary Boards and Committees, tools, policies, and development standards to implement Vision Holly Springs. Specifically, by providing the processes, standards and tools necessary for staff and the development community to implement the goals and objectives stated in the Plan; and

WHEREAS, the Holly Springs Town Council finds that it is in the public interest to amend the Unified Development Ordinance in order to implement the Town's vision established in the Comprehensive Plan and provide clear and predictable development standards for Town staff, the general public, and the development community;

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

Part 1: Chapter 9 Signs: Repeal of Unified Development Ordinance Chapter 9 Signs:

The Unified Development Ordinance, Chapter 9 Signs, effective March 1, 2022 and as amended, shall be repealed in its entirety as provided in Exhibit A.

Part 2: Chapter 9 Signs: Adoption of Unified Development Ordinance Chapter 9 Signs:

The Unified Development Ordinance, Chapter 9 Signs, as provided in Exhibit B, is hereby duly made, ratified and adopted as Chapter 9 Signs of the “Unified Development Ordinance of the Town of Holly Springs, North Carolina.”

Part 3: Chapter 13 Definitions:

Add text as indicated in **bold** and remove text as indicated in ~~strikethrough~~ to revise definitions and modify definitions, as follows:

Campus. A Project that contains a number of Buildings and supporting ancillary Uses (such as major community employment centers and other large-scale, non-retail facilities, including medical facilities; major office campuses; compatible office type businesses, limited public and semi-public uses; schools and institutional campuses; and research facilities, testing facilities, and development laboratories) which are generally compatible in physical appearance and service requirements to Office Uses and are planned, developed and operated as an integrated facility with coordinated circulation, parking, access, building design, landscaping and aesthetics.

~~Sign, Animated. Any sign, or any portion thereof, which moves, assumes any motion, uses a change in lighting to depict motion or create a special effect or scene, or gives the illusion of moving.~~

Sign, Box. A Sign with copy printed on a plastic or acrylic sheet that is enclosed in a Sign Cabinet, with or without internal lighting, which can be single or double-faced.

Sign, Cabinet. See Sign, Box.

Sign, Directional. A Freestanding Sign located in a Directional Sign Zone.

Sign, Drive In/Drive Through. A Freestanding Sign located in a Drive In/Drive Through Sign Zone.

~~Sign, Temporary. Any sign or sign structure which is not permanently affixed or installed and is intended to be displayed for limited periods only~~ **a definite period of time after the erection of such sign.** Examples of temporary signs include but are not limited to signs erected or placed in connection with the following activities or occurrences: sale or lease of real estate; announcement of pending construction; special event; political campaign; garage sale; home improvement/ remodeling; model home; and seasonal/holiday signs.

~~Sign, Weekend Directional. A sign relating to real estate open houses; residential~~

~~developments under construction; or, real or personal property auctions, which located in a right-of-way and are regulated by general ordinance of the Town.~~

Sign Zone, Directional. That portion of a **Campus, Integrated Center, Business Park, industrial park, or Major Subdivision**, located: at the turning point of an interior access drive; along pedestrian circulation routes within the project, or immediately abutting an interior access drive, vehicle Parking Area, private street, or public street, in which freestanding Directional Signs may be placed.

Sign Zone, **Drive In/Drive Through.** That portion of a Single Use Site, **Campus**, Integrated Center, Business Park or industrial park (or ~~outlet~~ **Outlot** or Lot in an Integrated Center, Business Park or industrial park) located adjacent to the final approach of an interior access drive to a **Drive In/Drive Through** facility in which a freestanding Incidental Sign may be erected.

Sign Zone, Front. That portion of a Single Use Site, **Campus**, Integrated Center, Business Park, or industrial park which corresponds to the Minimum Front yard or **Side-Corner Setback** ~~minimum front buffer yard~~ in which Freestanding Signs may be erected.

~~Weekend Directional Sign. See, Sign, Weekend Directional.~~

Part 4: **REPEAL OF CONFLICTING ORDINANCES**

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

Part 5: **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 6: **INCLUSION IN CODE**

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

Part 7: **EFFECTIVE DATE**

The provisions of this ordinance shall become effective May 16, 2023 in accordance with the laws of the State of North Carolina.

Adopted this, the 16th Day of May 2023.

Town of Holly Springs by

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk





9 SIGNS

9.1 PURPOSE AND INTENT

These sign regulations are intended to:

- A. Encourage the effective use of signs as a means of communication;
- B. Encourage signs which, by their design, are integrated with and harmonious to the buildings and sites which they occupy;
- C. Eliminate excessive and confusing sign displays;
- D. Maintain and improve the appearance of the Town and its Extraterritorial Jurisdiction as an attractive place to live and conduct business;
- E. Safeguard and enhance property values by minimizing the possible adverse effects of signs on nearby property;
- F. Support and complement the land use objectives of the Comprehensive Plan and this UDO;
- G. Protect public and private investment in buildings and open spaces;
- H. Eliminate potential hazards to motorists and pedestrians resulting from signs;
- I. Create consistency among signs within a coordinated development;
- J. Establish reasonable limits on the number, time and manner (including but not limited to the spacing, materials and size of signs) to avoid sign clutter; and;

9.2 APPLICABILITY

The regulations contained in this Section shall apply to the location, erection and maintenance of signs in any district regulated by this UDO.

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Exhibit A

UDO Chapter 9 - Repealed

9 SIGNS | 9.3 COMPUTATION OF SIGN MEASUREMENTS

A. Waiver of Sign Regulations

A waiver of the regulations contained in this Chapter may be heard and determined in connection with either a petition for a Conditional Zoning District (CD), Special Use Permit, Development Plan, or Major Subdivision Plan.

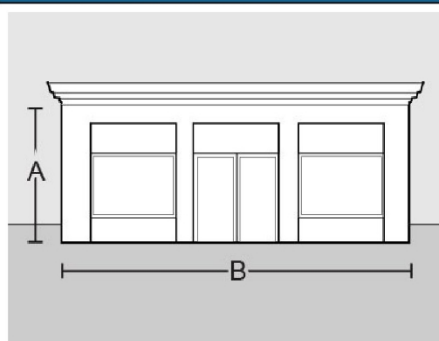
A waiver of the regulations contained in this Chapter may only be granted upon making the following findings:

1. The proposed signs are harmonious to the buildings and sites which they occupy;
 2. The proposed signs will not create a hazard to motorists or pedestrians resulting from the sign location, size or configuration;
 3. The proposed signs will not increase the total combined sign surface area allowed for the front sign zone, interior sign zone and building signs on the lot, outlot, integrated center, business park, industrial park, subdivision or building served by the proposed signs;
 4. The proposed signs will result in an overall pattern of signs for the lot, outlot, integrated center, business park, industrial park, subdivision or building which is equivalent to or superior to that achievable under the applicable regulations;
 5. The proposed signs will be compatible with and will enhance the use or value of area properties;
 6. The proposed signs are consistent with the intent of the Comprehensive Plan; and;
 7. The proposed signs are consistent with the intent and purpose of this UDO.
- B. The Town Council may suspend temporary sign regulations during a declared emergency, natural disaster or pandemic.

9.3 COMPUTATION OF SIGN MEASUREMENTS

- A. **Calculation of Sign Area.** The area of a sign shall be computed by means of the smallest square, rectangle, circle, triangle, or combination thereof that will encompass the extreme limit of the copy, representation, logo, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is attached or affixed. The sign area does not include any support framework, bracing, or decorative fence or wall when such fence or wall otherwise meets the pertinent zoning regulations and is clearly incidental to the display itself.
- B. **Double-Faced Signs.** The sign surface area of a double-faced, back-to-back sign shall be calculated as 1 sign. If an angle is present between the two faces of a double-faced sign, it shall be considered two signs.
- C. **Façade Area Calculations for Building Signs.** The following regulations apply when calculating the area of a façade upon which a building sign may be placed:
1. **Square or Rectangular Shaped Façade** = the length of the building or tenant space times the height of the building or tenant space:

9.3.1.C. FAÇADE AREA CALCULATIONS

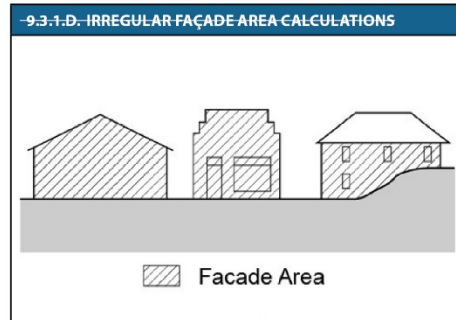


$$\text{Facade Area} = A \times B$$

Exhibit A UDO Chapter 9 - Repealed

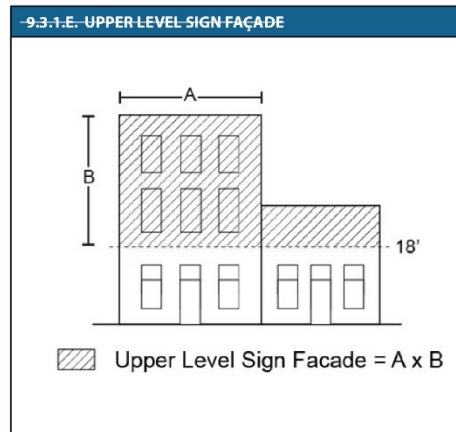
9 SIGNS | 9.4 SIGN STANDARDS

2. **Irregular Shaped Façade** = the actual surface area of the façade of the building or tenant space above grade and beneath the top of the wall:



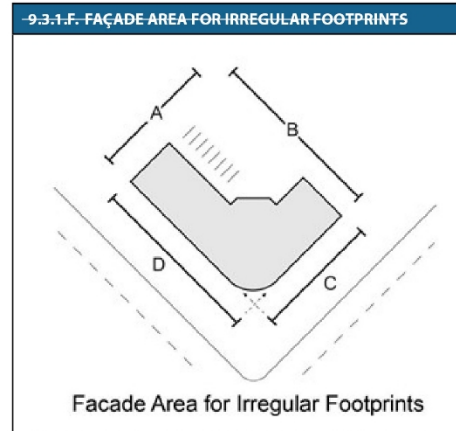
3. **Multistory Buildings in NMX and DMX Districts:**

- a. **Lower Level Signs** = the actual surface area of the façade of the building or tenant space above grade and beneath the lesser of top of the wall or 18 feet above grade.
- b. **Upper Level Signs** = the actual surface area of the façade of the building or tenant space located above 18 feet above grade.



4. **Buildings With Irregular Footprints** = the smallest two dimensional area, pursuant to the above regulations, from which the façade;

or portion thereof, may be viewed (C and D below):



9.4 SIGN STANDARDS

9.4.1 SIGN ZONES

Throughout Section 9.4, reference is made to a variety of sign zones. Sign zones regulate the number and location of freestanding signs located on a lot, single use site, integrated center, business park, industrial park, attached dwelling project or subdivision. Sign zones are determined as follows:

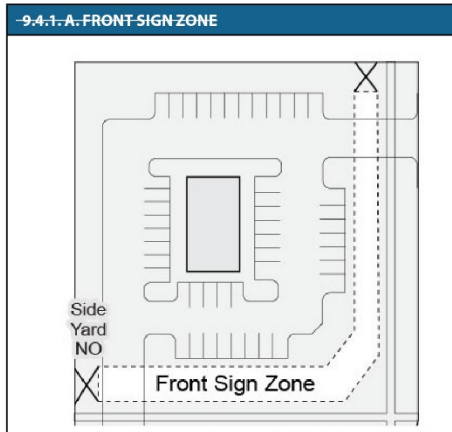
A. Front Sign Zone

1. **Description** = A front sign zone is the area of a lot which corresponds to the minimum front setback, provided, however, such signs:
 - a. Are not located in those portions of the front setback that overlap with a minimum side setback;
 - b. Are not located in a required perimeter buffer between a non-residential and residential use;
 - c. Are not located within 2 feet from the back of curb / edge of pavement of any driveway;
 - d. Are not located within the right-of-way unless specifically authorized by the governmental authority having

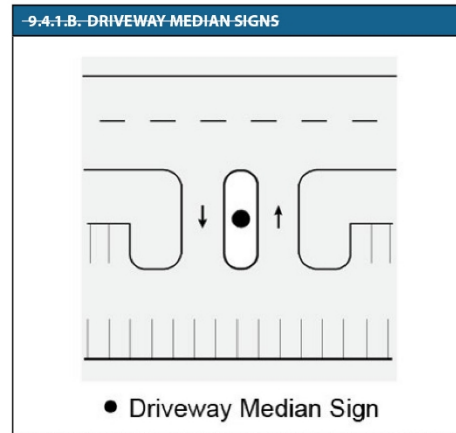
Exhibit A UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

- jurisdiction over improvements in such right-of-way; and;
- e. Comply with the regulations of Section 7.66 – Sight Distance Requirements of this UDO;



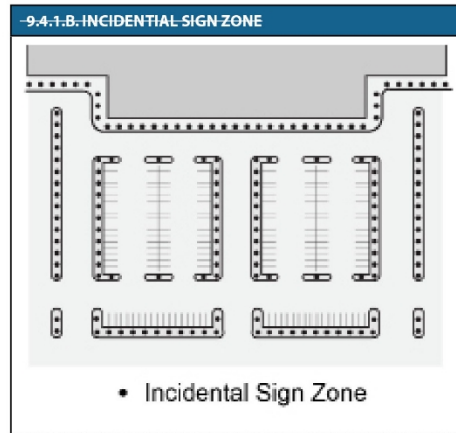
2. **Signs in Medians** – A front sign zone includes the area of a central island in a median divided driveway or entrance street only if the sign:
 - a. Is setback a minimum 2 feet from the back of curb / edge of pavement which defines a central island median;
 - b. Is located in the median of an entrance street and is approved for encroachment into the right-of-way by the governmental authority having jurisdiction over improvements in such right-of-way; and
 - c. Is located in the median of an entrance street and is covered by: a maintenance, indemnity and hold harmless agreement deemed acceptable by the Town Council; and, liability insurance in a manner and extent deemed acceptable by the Town Council, to assume all responsibility for the maintenance of and costs associated with any damages related to the location, erection, placement or maintenance of such sign;



- B. **Incidental Sign Zone.** An incidental sign zone is the area of a lot (or outlot) in a single use site, integrated center, business park, industrial park, attached dwelling project or subdivision, located: at a turning point along an interior access drive; along pedestrian circulation routes within the project; or immediately abutting an interior access drive, vehicle parking area, private street, or internal public street. The incidental sign zone is intended to provide an area for directional signs or signs designating areas/ vehicle parking spaces for accessory uses to the primary use of a site, including (but not limited to): curbside pickup, take out, online order pickup, cart corrals, and similar uses. Such signs:
 1. Must comply with the regulations of Section 7.66 – Sight Distance Requirements of this UDO;
 2. Must not interfere or conflict with sidewalks or walkways by maintaining a minimum of 5 feet clear for pedestrian flow; and
 3. Must not interfere or conflict with any minimum required vehicle parking areas, loading areas, drive aisle, driveways, interior access drives, interior access driveways, perimeter landscape yards or foundation landscaping;

Exhibit A UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS



C. **Drive-Through Sign Zone.** A drive through sign zone is the area bounded by:-

1. The back of curb / edge of pavement located on the driver's side of an interior access drive serving a drive through facility;
2. A line parallel to and not more than 10' from such back of curb / edge of pavement; and;
3. Located between 1 and 5 car lengths from the first occurrence of a drive through facility;

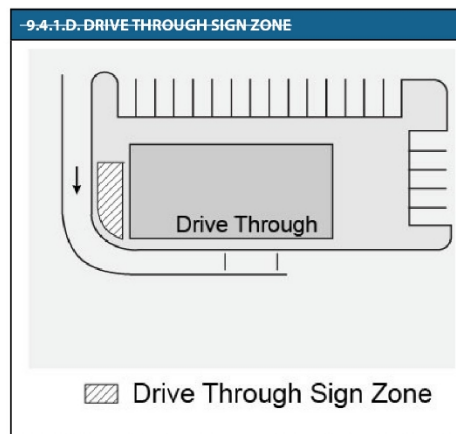


Exhibit A

UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

9.4.2 SIGNS IN RESIDENTIAL USE DISTRICTS (RR, SR, NR, NCR AND MXR)

A. Sign Regulations: Residential Use District Standards:

TABLE 9.4.2.A SIGN REGULATIONS: RESIDENTIAL USE DISTRICTS								
Use Type	Sign Type	Standard						
		Maximum Number	Location/Zone Maximum area (sf)	Maximum Area (sf)	Maximum Height (ft)	Materials	Time	Separation
Detached Dwellings, Group and Family Care Homes	Freestanding	1	Front	2	3			
	Wall	1 (if no freestanding)	On building	2				
	Window	No Limit	25% of area of window					
	Temporary (N17)	(N2)		2	3		4x per calendar year; 21 days per occurrence; 30 days between occurrence	
Attached Dwellings and Apartment Dwellings	Wall	1	Adjacent to main entrance	2		Ornamental metal; stone; brick; masonry; or other permanent material		
	Window	no limit	25% of area of window					
	Freestanding (ground-only) single-faced	2 (N3)	Front; immediately adjacent to and on either side of a driveway or entrance street (N5)	24	6 (N6)	Ornamental metal; stone; brick; masonry; or other permanent material		No closer than 200 ft. from another freestanding sign (N4)
	Freestanding (ground-only) double-faced	1 (N3)	Front (N5)	24		Ornamental metal; stone; brick; masonry; or other permanent material		
	Temporary (N17)	(N2)		6	6		4x per calendar year; 21 days per occurrence; 30 days between occurrence	
Recorded, Platted Subdivisions	Freestanding (ground-only) single-faced	1 (N8), (N9)	Front; if 2 signs, immediately adjacent to and on either side of a driveway or entrance street (N5)	8; ground; 4; illuminated; 3; post & arm (N12)	4; ground; 8; post & arm (N13)	Ornamental metal; stone; brick; masonry; or other permanent material		No closer than 200 ft. from another freestanding sign (N10); Ratio between min. and max. dimension not to exceed 2:1
	Freestanding (ground-only) double-faced	2 (N8), (N9)	Front	40	6 (N6)	Ornamental metal; stone; brick; masonry; or other permanent material		Ratio between min. and max. dimension not to exceed 2:2

Exhibit A

UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

TABLE 9.4.2.A SIGN REGULATIONS: RESIDENTIAL USE DISTRICTS								
Use Type	Sign Type	Standard						
		Maximum Number	Location/Zone Maximum area (sf)	Maximum Area (sf)	Maximum Height (ft)	Materials	Time	Separation
Non-Residential Uses	Freestanding (ground-only) single-faced	2 (N11)	Front; if 2 signs, immediately adjacent to and on either side of a driveway or entrance street (N5)	20	4; ground; 8; post & arm (N13)	Ornamental metal; stone; brick; masonry; or other permanent material		No closer than 200 ft. from another freestanding sign (N10); Ratio between min. and max. dimension not to exceed 2:1
	Freestanding (ground-only) double-faced	1 ground; 1 post & arm (N11)	Front (N5)	20	4; ground (N13); 8; post & arm (N14)	Ornamental metal; stone; brick; masonry; or other permanent material		Ratio between min. and max. dimension not to exceed 2:2
	Wall (single-use)	No limit	Front façade = 3% of total area (N16); Side and rear façades = 2% of total area (N17); Max length = 80% of length of façade					Shall not interrupt major architectural elements or features of a building or windows
	Wall (integrated-center)	(N15)	Front façade = 3% of total area (N16); Side and rear façades = 2% of total area (N17); Max length = 80% of length of façade					Shall not interrupt major architectural elements or features of a building or windows
	Incidental (ground or wall)	1	Incidental zone	2	3			
	Window	No limit	25% of area of window					
	Temporary	1 per street frontage or entrance of a subdivision under construction; lot line abutting a platted common area or each lot line abutting a recreational area in the subdivision		6	4		Max. 4 occurrences per year; Max. 21 days per occurrence; Min. 30-day separation between occurrences; For construction signs: placed less than 30 days prior to start of construction and removed less than 15 days after end of construction	

Exhibit A UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

TABLE 9.4.2.A NOTES	
N1	Only a total of 1 sign, either freestanding or wall, permitted
N2	1 additional freestanding sign shall be permitted for each: street frontage of a lot; each lot line abutting a platted common area; and, each lot line abutting a recreational area developed as part of the same subdivision
N3	If an attached dwelling project has a front sign zone over 300 feet long and more than 1 driveway or entrance street, 1 additional double-faced or 2 additional single-faced signs are allowed
N4	Not including signs on either side of the same driveway or entrance street or signs placed at the corner of a lot on 1 sign structure
N5	If on a corner lot, 1 sign face may be located on either side of a driveway or entrance street, and 1 sign face may be located anywhere else in the front sign zone subject to the separation requirement; or, 2 sign faces may be placed on 1 sign structure located at the corner of the lot with 1 sign face visible from each street frontage, provided: (i) if 2 sign faces are placed on 1 sign structure, the 2 sign faces shall be allocated 1 from each front sign zone; and, (ii) notwithstanding the regulations of Section 9.3 — Computation of Sign Measurements regarding the limitation that sign faces shall not be more than 15 degrees from being parallel, the angle of separation between the sign faces located at the corner of a lot may be between 15 and 120 degrees.
N6	Unless integrated into a fence, wall or column, in which case the sign may not exceed the height limit for a fence in that zoning district
N7	Not including signs on either side of the same driveway or entrance street or signs placed at the corner of a lot on 1 sign structure
N8	If an attached dwelling project has a front sign zone over 300 feet long and more than 1 entrance street, 1 additional double-faced or 2 additional single-faced signs are allowed
N9	Phase identification signs permitted — 1 for each clearly identifiable phase entrance internal to a subdivision up to a maximum of 2 signs per phase
N10	Not including signs on either side of the same driveway or entrance street
N11	If a business has a front sign zone over 300 feet long and more than 1 driveway or entrance street, 1 additional double-faced or 2 additional single-faced signs are allowed
N12	Educational uses except family care home, government uses and religious uses not to exceed 32 sf
N13	Educational uses except family care home, governmental uses, and religious uses not to exceed 6 ft
N14	Decorative post elements may extend to a maximum height of 10 ft
N15	Where multiple uses are located within the same building, there shall be no limit on the number of wall signs per façade, provided that the total sign surface area of all wall signs located on each building façade comply with the following regulations: (i) — for tenants that have outside entrances serving the general public, the sign surface area shall be calculated individually for each tenant with an outside entrance serving the general public; (ii) — for tenants utilizing common outside entrances to serve the general public, all signs or message elements shall be on common wall areas (i.e., not a façade on a tenant space with an outside entrance serving the general public); and all signs or message elements on the same building façade shall be considered parts of the same sign for the purpose of calculating sign surface area; and (iii) — the maximum sign surface area shall be based upon the lesser of the building façade or tenant space upon which such signs are located.
N16	For any building or structure which has more than 1 façade oriented toward a street, the maximum wall sign area of 3% applies to all building or structure façades oriented toward a street
N17	Additional standards for real estate office and open house signs in Section 9.4.2.E

Exhibit A

UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

- B. ~~Right-of-Way/Sight Distance.~~ Freestanding signs shall not encroach into any public right-of-way and shall comply with the regulations of Section 7-66 = Sight Distance Requirements of this UDO.

9.4.3

~~SIGNS IN COMMERCIAL & MIXED-USE AND EMPLOYMENT / CAMPUS USE DISTRICTS~~

- A. ~~Sign Regulations: Commercial & Mixed-Use and Employment / Campus Use District Standards.~~

TABLE 9.4.3.A SIGN REGULATIONS: COMMERCIAL & MIXED-USE AND EMPLOYMENT / CAMPUS USE DISTRICTS								
Use Type	Sign Type	Standard						
		Maximum Number	Location/Zone Maximum area (sf)	Maximum Area (sf)	Maximum Height (ft)	Materials	Time	Separation
Single Use Sites	Freestanding (single-face)	2 (N11)	Front; immediately adjacent to and on either side of a driveway or entrance street (N5)	24 (ground); 6 (post & arm)	6 (ground); table xx (post & arm)			No closer than 200 ft. from another freestanding sign (N10)
	Freestanding (double-face)	1 (N11)	Front (N5)	32 (ground); 6 (post & arm)	6 (ground); table xx (post & arm)			
	Wall		No limit (N18)	5% of front façade area (N20); 3% of side or rear façade area (N21); Max. length = 80% of length of façade				Max. size of letters = 48 inches in any dimension; Max. size of logos = 60 inches in any dimension; Shall not interrupt major architectural elements or features of a building or windows
	Window			25% of the area of the window				For multi-pane windows, the surface area of the window equals the combined surface area of the individual panes; or in the case of a glass curtain wall, the combined surface area of the individual glass panels

Exhibit A

UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

TABLE 9.4.3-A SIGN REGULATIONS: COMMERCIAL & MIXED-USE AND EMPLOYMENT/CAMPUS USE DISTRICTS								
Use Type	Sign Type	Standard						
		Maximum Number	Location/Zone Maximum area (sf)	Maximum Area (sf)	Maximum Height (ft)	Materials	Time	Separation
Integrated Centers, Business Parks, Industrial Parks	Wall		No limit (N19)	5% of front façade area (N20); 3% of side or rear façade area (N21); Max length = 80% of length of façade				Max. size of letters = 48 inches in any dimension; Max. size of logos = 60 inches in any dimension
	Window			25% of area of window				For multi-pane windows, the surface area of the window equals the combined surface area of the individual panes; or in the case of a glass curtain wall, the combined surface area of the individual glass panels
	Freestanding single-faced	2 (N3)	Front; immediately adjacent to and on either side of a driveway or entrance street (N5)					No closer than 200 ft. from another freestanding sign (N4)
	Freestanding double-faced	1 (N3)	Front (N5)	Table XX	Table XX			
	Freestanding – outlots; single-faced	2	Front; immediately adjacent to and on either side of a driveway or entrance street	24 (ground); 6 (post & arm)	6 (ground); 8 (post & arm) (N14)			
	Freestanding – outlots; double-faced	1	Front	32 (ground); 6 (post & arm)	7 (ground); 8 (post & arm) (N14)			
	Incidental	1	Incidental zone	2	3			

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9 SIGNS | 9.4 SIGN STANDARDS

TABLE 9.4.3-A SIGN REGULATIONS: COMMERCIAL & MIXED-USE AND EMPLOYMENT/CAMPUS-USE DISTRICTS								
Use Type	Sign Type	Standard						
		Maximum Number	Location/Zone Maximum area (sf)	Maximum Area (sf)	Maximum Height (ft)	Materials	Time	Separation
All uses in the DMX Zone	Freestanding single-faced	2 per front zone with minimum 50 ft. (N11)	Front; immediately adjacent to and on either side of a driveway or entrance street (N5)	8 (ground); 8 (post & arm); 4 illuminated	4 (ground); 8 (post & arm) (N14)			No closer than 100 feet from another freestanding sign in a front sign zone on the same lot or integrated center; signs located on either side of a entrance street shall not be considered to be in violation of this spacing requirement
	Freestanding double-faced	1 (N11)	Front (N5)	8 (ground); 8 (post & arm); 4 illuminated	5 (ground); 8 (post & arm) (N14)	Ornamental metal; stone, brick; masonry; or other permanent material		
	Wall (single-use site)	no limit (N22)		(N24)				Shall not interrupt major architectural elements or features of a building or windows
	Wall (integrated center)	no limit (N23)		(N24)				Shall not interrupt major architectural elements or features of a building or windows
	Projecting (single-use site)	1		(N24)				Where projecting signs are located (upper or lower level); wall signs are prohibited
	Projecting (integrated center)	1		(N24)				Tenant space must occupy at least 20 feet of the width of the front façade of the building; where projecting signs are located (upper or lower level); wall signs are prohibited
	Incidental	1	Incidental zone	2	3			
	Window	no limit except for limit of 1 illuminated window sign		25% of the area of the window				For multi-pane windows, the surface area of the window equals the combined surface area of the individual panes; or in the case of a glass curtain wall, the combined surface area of the individual glass panels

Exhibit A

UDO Chapter 9 - Repealed

9 SIGNS | 9.4 SIGN STANDARDS

TABLE 9.4.3.A SIGN REGULATIONS: COMMERCIAL & MIXED-USE AND EMPLOYMENT/CAMPUS-USE DISTRICTS								
Use Type	Sign Type	Standard						
		Maximum Number	Location/Zone Maximum area (sf)	Maximum Area (sf)	Maximum Height (ft)	Materials	Time	Separation
	Temporary (all uses)	1 per street frontage or entrance of a subdivision under construction						Max. 4 occurrences per year; Max. 21 days per occurrence; Min. 30-day separation between occurrences; For construction signs; placed less than 30 days prior to start of construction and removed less than 15 days after end of construction

TABLE 9.4.3.A NOTES	
N17	If the front sign zone has between 500 and 1000 feet of length and has more than 1 driveway or entrance street, 1 additional double-faced or 2 additional single-faced signs are allowed per front sign zone If the front sign zone has more than 1000 feet of length and has more than 2 driveways or entrance streets, 2 additional double-faced or 4 additional single-faced signs are allowed per front sign zone
N18	All signs or message elements on the same building façade shall be considered parts of the same sign for the purpose of calculating sign surface area
N19	In any instance in which there are multiple uses located within the same building, there shall be no limit to the number of wall signs per façade, provided that the total sign surface area of all wall signs located on each building façade comply with the following requirements: (a) for tenants that have outside entrances serving the general public, the sign surface area shall be calculated individually for each tenant with an outside entrance serving the general public; (b) for tenants utilizing common outside entrances to serve the general public, all signs or message elements shall be on common wall areas (i.e., not a façade on a tenant space with an outside entrance serving the general public); and all signs or sign elements on the same building façade shall be considered parts of the same sign for the purpose of calculating sign surface area; (c) the maximum sign surface area shall be based upon the lesser of the building façade or tenant space upon which such signs are located; and; (d) the sign surface area of all wall signs or message elements shall be measured as set forth in Section 9.3. — Computation of Sign Measurements.
N20	For any building, structure or tenant space which has a façade orientation toward more than 1 street, the maximum sign surface area of 5 percent shall apply to all building, structure or tenant space façades oriented toward a street;
N21	Any side or rear wall sign oriented toward a residential use district shall not be illuminated
N22	There shall be no limit to the number of wall signs per façade, provided that: (i) the total sign surface area of all wall signs located on each building façade shall not exceed the maximum sign surface area for the building façade upon which such signs are located; and; (ii) all signs or message elements shall be considered parts of the same sign and shall be measured as set forth in Section 9.3 — Computation of Sign Measurements.
N23	(i) for tenants that have outside entrances serving the general public, the sign surface area shall be calculated individually for each tenant with an outside entrance serving the general public; (ii) for tenants utilizing common outside entrances to serve the general public, all signs or message elements shall be on common wall areas (i.e., not on a façade of a tenant with an outside entrance serving the general public); and all signs or message elements on the same building façade shall be considered parts of the same sign for the purpose of calculating sign surface area; and;

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9 SIGNS | 9.4 SIGN STANDARDS

TABLE 9.4.3.A NOTES

N24	(1) — Lower Level Wall Signs: Wall signs located on the lower 18 feet of building height or the actual building height, whichever is less, shall be considered lower level wall signs. The total sign surface area of all lower level wall signs oriented to an individual façade shall not exceed: (a) — Front Façade — 5 percent of the total area of the lower 18 feet or the actual building height, whichever is lesser, of front façade of a building; provided, however, that for any building which has more than 1 façade oriented toward a street, the maximum sign surface area of 5 percent shall apply to all building façades oriented toward a street; and; (b) — Side and Rear Façades — 3 percent of the total area of the lower 18 feet or the actual building height, whichever is lesser, of a side or rear façade of a building.
	(2) — Upper Level Wall Signs: Wall signs located above the lower 18 feet of building height shall be considered upper level wall signs. The total sign surface area of all upper level wall signs oriented to an individual façade shall not exceed: (a) — Front Façade — 3 percent of the total area of the front façade of a building located above 18 feet above grade; provided, however, that for any building which has more than 1 façade oriented toward a street, the maximum sign surface area of 3 percent shall apply to all building façades oriented toward a street; and; (b) — Side and Rear Façades — 2 percent of the total area of a side or rear façade of a building located above 18 feet above grade. (3) — Projecting Signs: the maximum sign surface area for a projecting sign shall be the same as for a lower level wall sign or upper level wall sign, as applicable; provided, however, if a projecting sign straddles the boundary between a lower level wall sign and an upper level wall sign, the maximum sign surface area permitted shall be the same as for an upper level wall sign.

B. Sign Area Example

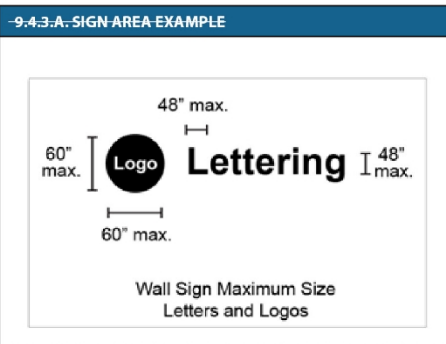


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9 SIGNS | 9.4 SIGN STANDARDS

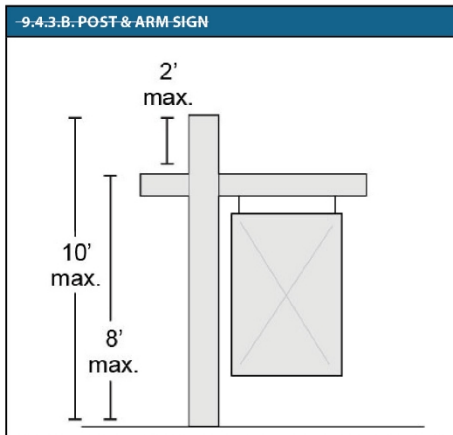
C. Additional General Sign Regulations for Commercial & Mixed-Use, or Employment/Campus Districts:

TABLE 9.4.3.B. MAXIMUM SIGN SURFACE AREA AND MAXIMUM HEIGHT FOR FREESTANDING GROUND SIGNS

Integrated Center Identification Signage			
Length of Front Sign Zone	Single-Faced Sign	Double Faced Sign	Maximum Height of Sign
<500-feet	24	40 6 Post & Arm	6' 8'/10' Post & Arm**
>500-feet	24	2 @ 40 each * or 1 @ 80* 8 Post & Arm	8' 10'/12' Post & Arm**
>1000-feet	24	2 @ 40 each * or 1 @ 80* 12 Post & Arm	15' 13'/15' Post & Arm**

* The additional number of double faced signs and the additional size authorized by the limitation to only 1 double faced sign applies only to integrated centers, business parks and industrial parks and does not apply to any single use site.

** The maximum height of a freestanding post & arm sign shall not exceed the smaller height specified above grade; provided, however, decorative post elements may extend to a maximum height of the larger height specified above grade.



- Right-of-Way/Sight Distance.** Freestanding signs shall not encroach into any public right-of-way and shall comply with the regulations of Section 7.4.5 – Sight Distance Requirements of this UDO.
- For projects where a development plan is required for attached residential, integrated

center, business park, industrial park, or mixed-use development, signs shall be consistent and compatible with the architectural and site design features of the development.

D. Projecting Signs, All Zoning Districts.

Projecting signs are allowed in all zoning districts. The maximum sign surface area for a projecting sign shall be the same as for a lower level wall sign or upper level wall sign, as applicable. If a projecting sign straddles the boundary between a lower and upper level wall sign, the maximum sign surface area permitted shall be the same as for an upper level wall sign.

- Projecting signs shall not extend above the lower of the soffit, parapet, eave line or roof line of the façade on which the projecting sign is attached.
- Maximum Projection:**
 - 4 feet from or beyond its supporting building;
 - 3 feet from an imaginary perpendicular vertical plane located at the street pavement line, curb or outside edge of sidewalk;
 - Projecting signs in compliance with the above regulations may project into the air rights of a public right-of-way if approval for such encroachment into the air rights of a public right-of-way is obtained from the governmental authority having jurisdiction over improvements in the public right-of-way prior to the placement of the projecting sign;
- Maximum Height.** The bottom edge of a projecting sign shall be at least 8 feet above grade over a walkway or sidewalk, or fifteen feet above grade over a driveway or public right-of-way.

E. Awning, Canopy or Marquee Signs. Wherever a building sign is permitted, the use of an awning, canopy or marquee sign is allowed subject to the following provisions:

- Total Area** – Maximum is the area allocated to the façade of the building upon which the awning, canopy or marquee is attached.

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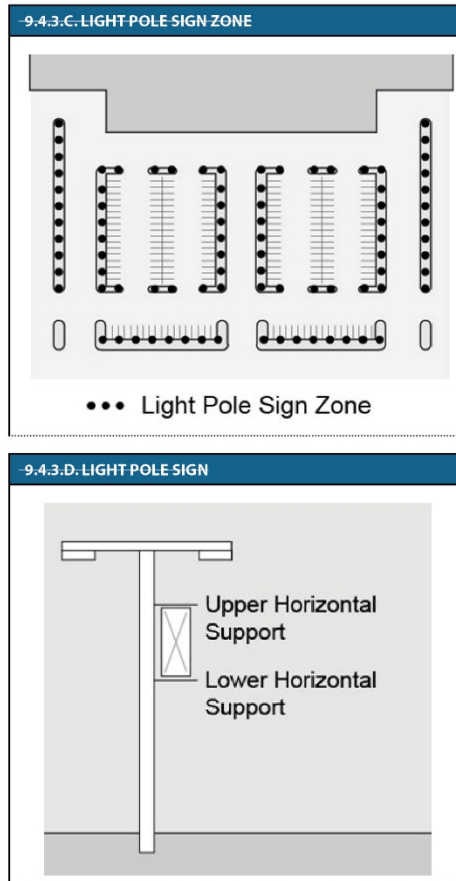
9 SIGNS | 9.4 SIGN STANDARDS

2. **Sign Surface** = Maximum is:
 - a. 50% of the total area of an awning or canopy; or,
 - b. 75% of the total area of a marquee.
 3. **Projection from Building** = The maximum projection of an awning, canopy or marquee is 8 feet from or beyond its supporting building and shall not project beyond any walkway adjacent to the building.
 4. **Marquee Sign** = A marquee sign may include a non-changeable copy sign attached to or mounted on top of a marquee, subject to the sign surface area limitations set forth above.
- F. **Theater Poster Boxes.** In addition to other permitted building signs, a theater may install 1 or more back-lighted or internally illuminated poster boxes, provided that:
1. The maximum area is 36 x 54 inches;
 2. The maximum height is 10 feet above grade;
 3. Poster boxes are permanently mounted to the building wall;
 4. Notwithstanding the provisions of this UDO to include all portions of all signs within 1 calculation of sign surface area, the sign surface area of poster boxes are calculated individually;
 5. Poster boxes, in combination with all other permitted building signs does not exceed the total sign surface area permitted for the building; and,
 6. The total number of poster boxes does not exceed the greater of two poster boxes for a theater containing 1 screen or 1 stage, or 1 poster box per screen or stage for each theater containing multiple screens or stages.
- G. **Suspended Signs in Integrated Centers.** Suspended signs are permitted on any building containing two or more individual, non-related and separately operated uses subject to the following regulations:
1. There is no more than 1 suspended sign per tenant with a building entrance serving the general public per façade of a building.
 2. The maximum sign surface area of a suspended sign is 2 square feet.
 3. All portions of the suspended sign or sign structure are 8 feet or more above finished grade.
 4. Suspended signs are not internally illuminated or externally illuminated by a light focused on the suspended sign.
- H. **Light Pole Signs.** Light pole signs are permitted in all non-residential use districts as specified below:
1. **Type of Sign** = Light pole signs are limited to banner signs:
 - a. Which are mounted on light poles located on the lot; and,
 - b. Which are mounted with upper and lower horizontal supports.
 2. **Maximum Surface Area per Sign Face** = Light pole signs must not exceed the maximum dimensions specified below, either:
 - a. 3 feet in width; or
 - b. 8 feet in height.
 3. **Configuration** = All light pole signs placed on a lot must:
 - a. Be of the same dimensions;
 - b. If placed on light poles located at the interior edge of a setback, be oriented on the side of the light poles facing inward to the lot; and,
 - c. Be placed at the same relative height and location on all light poles.
 4. **Number** = Maximum 2 light pole signs per light pole, provided that the light pole signs are located immediately across from each other on the pole.
 5. **Location** = Light pole signs are permitted on light poles which are internal to a lot, and which define an edge to an interior access drive or a customer parking area.

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9 SIGNS | 9.4 SIGN STANDARDS



9.4.4 GENERAL SIGN REGULATIONS

A. General Sign Design

1. Information included shall be limited to provide for readability and to decrease confusion.
2. All signs requiring permits shall be constructed of materials that present a finished appearance with lettering professionally painted or applied. The use of hand-painted lettering or graffiti on plywood or other similar material is prohibited.

B. Illuminated Signs

1. Lighting directed towards a sign shall be shielded so that it illuminates only the sign surface and does not shine on, cause glare to or otherwise impair the vision of the driver of any motor vehicle traveling on a public right-of-way. (See Section 7.9.2.N = Glare on Public Right-of-Way for related regulations.)
2. This sub-section does not apply to signs that are an integral part of a vending machine or are less than 2 square feet in surface area.

C. Changeable Copy Signs. Changeable copy signs are permitted as part of an otherwise permitted sign, provided that:

1. If a single use site, a maximum of 1 changeable copy sign is permitted per street frontage which is a part of a freestanding sign;
2. If an integrated center, either 1 changeable copy sign is permitted as part of a freestanding sign, or each individual use within an integrated center is permitted 1 changeable copy sign; and
3. The changeable copy sign shall not exceed 40% of the sign surface area of the permitted sign; provided, however, an Electronic Variable Message Sign (EVMS) shall not exceed 20% of the sign surface area of the permitted sign.

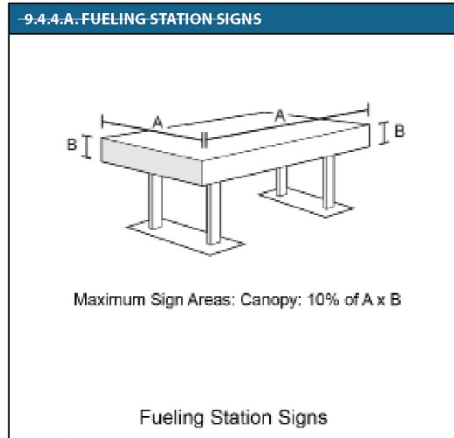
D. Fueling Station Signs. Signs may be located on a gasoline island canopy, canopy supporting columns (projecting sign) spandrels, pump islands or dispensers.

1. Signs on a fueling station canopy must not exceed 10% of the surface area of the canopy.
2. Signs at the pump may be located on either a gasoline island spandrel or a gasoline pump island, but not both.

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9 SIGNS | 9.5 PROHIBITED SIGNS



- E. **Menu Board Signs.** Menu board signs associated with a drive through or walk-up window are permitted per the following conditions:
1. Menu boards are permitted within the drive through sign zone as an accessory to a drive through restaurant use;
 2. Maximum size of a menu board sign is 32 square feet and maximum height is 6 feet;
 3. Two menu boards signs are permitted per drive through lane not to exceed 64 combined square feet;
 4. Menu boards shall not be legible from an adjacent property or public street;
 5. Menu boards may be internally or externally illuminated per the requirements of Section 9.4.4;
 6. Signs with speakers or intercoms shall be designed and located in a manner to direct noise away from adjoining properties.
- F. **Exempt Signs.**
1. Any sign required by any local, state or federal governmental agency
 2. Works of Art – murals subject to the following:
 - a. Murals are considered a form of public art and do not require a sign permit.

- b. Murals are permitted on building walls in the DMX and IVMX districts only;
 - c. Murals must not contain any logos, slogans, trademarks or advertising messages of any kind;
 - d. Mural shall not cover up or interrupt major architectural elements of a building;
 - e. Maximum mural size is 32 square feet surface area.
3. Cornerstones with dedication dates and building name if less than 4 square feet;
 4. Light Pole Sign Banners – Town sponsored sign banners on public and private light poles;
 5. †governmental flag as defined by GS §144-7 up to 40 square feet in size and pole up to 40 feet in height per lot;
 6. Gateway Signs or Focal Points if required by Section 8.3.

9.5 PROHIBITED SIGNS

9.5.1 PROHIBITED SIGN

The following signs are prohibited in all districts:

- A. Signs located on, in or above the right-of-way of any street or alley, except for:
 1. Official signs or signs erected on behalf of or pursuant to authorization of a governmental body;
 2. Projecting signs as expressly permitted by this chapter; and;
 3. Signs in medians as regulated by Section 9.4.1.A.2. of this UDO;
- B. Signs which interfere with street intersections. No sign, permanent or temporary, may be erected so that it interferes with the sight distance as specified in Section 7.4.5 – Site Distance Requirements of this UDO;
- C. Signs which interfere with, obstruct the view of, imitate, copy, purport to be, or may be confused with any authorized official sign, traffic sign, traffic signal, or traffic control device;
- D. Cabinet or box signs;

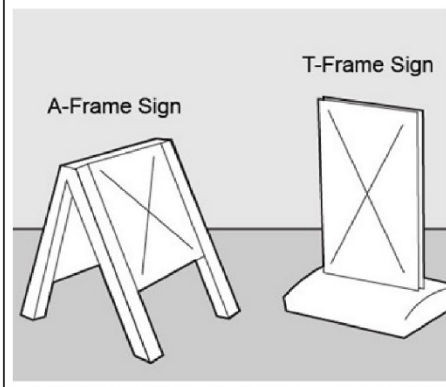
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9 SIGNS | 9.5 PROHIBITED SIGNS

- E. Portable signs, including but not limited to:
1. A-frame, T-frame, menu board, and sandwich board signs (except as expressly permitted by this chapter);
 2. Signs on portable trailer frames; and;
 3. Signs attached to or painted on a vehicle parked and visible from the public right-of-way, except that a vehicle used in the normal day-to-day operation of a business use is not considered a portable sign if the vehicle is parked beside or behind the building in which the use is located or as expressly permitted in this UDO within the district the business is located.

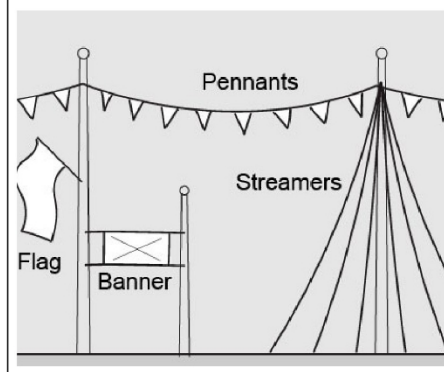
9.5.1.A. PORTABLE SIGNS



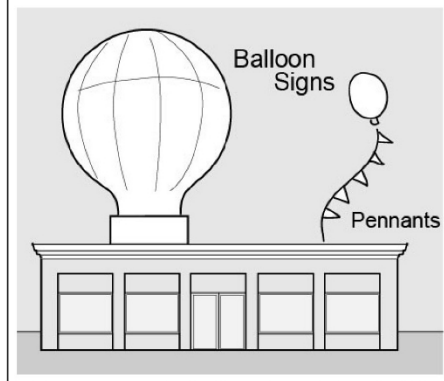
- F. Rotating or moving signs, including hand-held signs moved by a person:
- G. Windblown devices, including but not limited to any banner, pennant, spinner, streamer, propeller, disc, moored blimp, gas balloon or flag that is designed to inform or attract attention except as specifically provided otherwise in this chapter or as expressly permitted in this UDO within the district the business is located and provided that flags:
1. May be used in any project or development which is required to file a Master Sign Plan provided such flags:

- a. Have been specifically requested and approved as an integral element of such Master Sign Plan; and;
 - b. Do not exceed 40 square feet in area; or;
2. Are permitted on any individual detached dwelling residential lot in a residential use district, provided such flags do not exceed 15 square feet in area.

9.5.1.B. EXAMPLES OF WINDBLOWN DESIGNS



9.5.1.C. BALLOONS AND PENNANTS



- H. Signs attached to trees:
- I. Signs attached to utility poles, except for signs erected on behalf of or pursuant to authorization of a governmental body or the utility company having jurisdiction over such poles:

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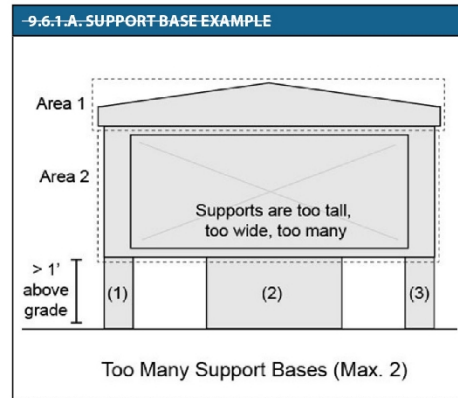
9 SIGNS | 9.6 CONSTRUCTION & MAINTENANCE OF SIGNS

- J. Signs that bear or contain statements, words or pictures of an obscene, pornographic, immoral character, or which contain advertising matter which is untruthful.
- K. Any sign that obstructs or substantially interferes with any window, door, fire escape, stairway, ladder or opening intended to provide light, air, ingress or egress to any building.
- L. Any changeable copy sign, including without limitation an electronic variable message sign on which the message changes more than 6 times per minute.
- M. Any rotating beam, beacon, intermittent light, lights of changing degrees of intensity, or flashing illumination in connection with any sign surface, except as part of an electronic variable message sign on which the message does not change more than six times per minute.
- N. Non-temporary signs for non-conforming uses as set forth in Chapter 10 of this UDO.
- O. Roof Signs.
- P. Any other type of sign located on private property outside of a public right-of-way not expressly permitted by Chapter 9 of this UDO.

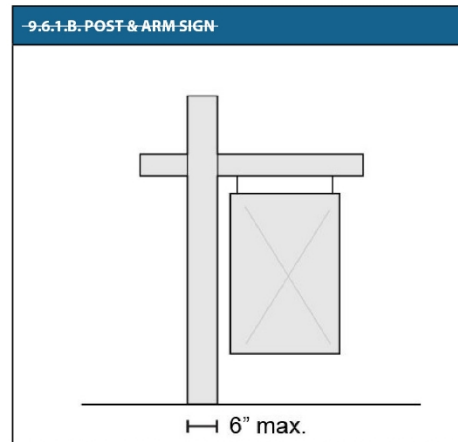
9.6 CONSTRUCTION & MAINTENANCE OF SIGNS

A. Support Base:

1. **Ground Sign** – If any support, upright, bracing or framework is proposed to support a ground sign and has a width or diameter in excess of 6 inches in any dimension, said support shall (i) be encased in an ornamental shell of stone, brick, ornamental metal or similar materials, or (ii) be constructed of an external support structure including stone, brick, ornamental metal or similar materials. The maximum number of supports, uprights, bracing or framework extending between grade and the base of the sign face is 2.



2. **Post & Arm Sign** – The maximum dimension for any support, upright, bracing or framework used to support a post & arm sign is 6 inches.



- B. **Freestanding Signs as Accessory Structures.** Freestanding signs and sign structures are considered accessory structures. As accessory structures, freestanding signs and sign structures may not occupy a lot without a primary use or building also being legally located on the lot, unless in compliance with the regulations of this UDO for temporary signs.
- C. **Removal of Signs and Sign Structures.** Notwithstanding anything contained in Section 10.5 Nonconforming Signs, signs and sign

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structures are subject to the following removal provisions:

1. When the building, or any business, product, activity or service offered on the premise not located in a building, is removed, any sign and sign structure located on the lot shall also be removed within 60 days of any such cessation of business.

Any new sign or sign structure located after such coincident removal, is located in compliance with the provisions of this UDO.

2. When a legally established nonconforming building, or any business, product, activity or service not located in a building, suffers a partial destruction in excess of the value specified in Section 10.5.C of this UDO and such building, or business, product, activity or service must be removed and brought into compliance with the terms of this UDO, any sign or sign structure located on the lot shall also be brought into compliance with the terms of this UDO.
3. Upon the expiration date of a UDO permit for a temporary sign, all signs and support structures associated with such temporary sign are removed by midnight on the date of expiration.

- D. **Landscaping of Freestanding Signs.** All freestanding signs must be provided with a landscaped area at least equal to the sign surface area of the sign. Landscaping may include any size or variety of annuals, perennials, ornamental grasses, hedge plants, or trees. Plant materials used to satisfy this provision shall not be used to satisfy landscaping required by any other provision of this UDO.

- E. **Cutting of Trees or Shrubs.** No person, for the purpose of increasing or enhancing the visibility of any sign, shall damage, trim, destroy, or remove any trees, shrubs or other vegetation located:

1. Within any public street right-of-way unless the work is done pursuant to the express written authorization of the governmental department having jurisdiction over said public street;

2. On property that is not under ownership or control of the person doing or responsible for such work unless the work is done pursuant to the express authorization of the person owning the property where such trees or shrubs are located; or,
3. In any area where such trees or shrubs are required to remain under a permit issued under this UDO.

- F. **Maintenance of Signs.** Nothing contained in this UDO prevents the maintenance, repainting or posting of legally established signs. Maintenance may include the replacement of sign surfaces within a sign structure provided that the sign structure is not removed or changed in any dimension. All signs shall be maintained in good repair (e.g., without peeling paint or broken sign faces) and in operable condition (e.g., if internally illuminated, all light bulbs or tubes are operational) at all times.

- G. **Non-conforming signs.** See Section 10.5 = Non-conforming signs.

Exhibit B
UDO Chapter 9 Signs



Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 23.

New Business

Title: Introduction of Bond Order and Setting of Public Hearing and Adoption of Resolution

Strategic Priority Area: Engaged, Healthy, & Active Community

Staff Resource: Tina Stroupe, Finance

Action(s):

1. Introduction of Bond Order - General Obligation Parks and Recreation Bonds 2023
2. Adopt Resolution 23-13 calling for a Public Hearing on the Bond Order, directing publication of the Notice of Public Hearing and filing of a Statement of Debt and Disclosure with the Town Clerk

Explanation:

- An application has been submitted to the Local Government Commission requesting approval of the bonds as required by the Local Government Bond Act
- By passing this bond order, the Town Council agrees:
 - It is advisable to proceed with the pursuance of a bond referendum in November of 2023 with the intent of issuing \$100 million of general obligation (GO) bonds.
 - Taxes will be levied in an amount sufficient to pay the principal and interest of GO Obligation Bonds.
 - A sworn statement of the Town's debt and statement of disclosure will be filed with the Town Clerk and is open to public inspection.
 - This bond order is effective upon its adoption.

Background:

- In the November 2021 Community Satisfaction Survey, one of the top three areas that residents indicated that more town focus should be given to over the next couple years included parks and recreation investments.
- In February 2023, at the Annual Town Council Retreat, Council provided direction to staff to pursue a bond referendum in November of 2023 with the intent of issuing \$100 million of general obligation (GO) bonds.
- In April 2023, Town Council adopted a resolution directing the Town Clerk to publish a Notice of Intent to apply to the Local Government Commission (LGC) and a resolution directing the Town Finance Director to apply for authorization from the LGC to proceed with a GO Bond Referendum.
- These bonds are to provide funding for the costs of acquiring, constructing, renovating and improving parks and recreation facilities and greenways, including related offsite public infrastructure development and acquisition of any necessary furnishing and equipment, land, rights-of-way and required easements of land.

Town Council Business Meeting
May 16, 2023

- Bond proceeds would be used to construct a new 55-acre park on Cass Holt Rd. and provide funding for several smaller capital improvements at other existing park or greenway locations.
- The preliminary, projected property tax rate increase anticipated with the bond referendum is 5 cents as analyzed by the town's financial advisor, and this projection will continue to be evaluated and refined in association with the FY25 budget recommendation in May of 2024.
- Future Council actions will include:
 - June 20, 2023 - A public hearing will be held, along with adoption of the Bond order and a resolution setting for a Special Bond Referendum
 - November 21, 2023 - Adoption of resolution certifying and declaring the results of the Special Bond Referendum held on November 17, 2023

Funding Source(s):

Attachment(s):

1. Resolution 23-13 Bond Order Public Hearing and Notice, and Statement of Disclosure Filing
2. 23-01 Bond Order GO Bond for Parks & Rec 5.16.2023



Resolution No. 23-13

Date Adopted: May 16, 2023

Effective Date: May 16, 2023

**RESOLUTION OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA
REGARDING BOND ORDER AUTHORIZING THE ISSUANCE OF
\$100,000,000 GENERAL OBLIGATION PARKS AND RECREATION
BONDS, SETTING A PUBLIC HEARING THEREON, DIRECTING
PUBLICATION OF A NOTICE OF SAID PUBLIC HEARING, AND FILING OF
A DEBT STATEMENT AND STATEMENT OF DISCLOSURE.**

WHEREAS, bond order entitled:

“BOND ORDER AUTHORIZING THE ISSUANCE OF \$100,000,000 GENERAL
OBLIGATION PARKS AND RECREATION BONDS OF THE TOWN OF HOLLY
SPRINGS, NORTH CAROLINA;”

has been introduced at a meeting of the Town Council (the “*Town Council*”) of the Town of Holly Springs,
North Carolina this 16th day of May, 2023; and

WHEREAS, the Town Council desires to provide for the holding of a public hearing thereon on
June 20, 2023 and the submission of a statement of debt and statement of disclosure in connection
therewith as required by The Local Government Bond Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HOLLY
SPRINGS, NORTH CAROLINA** that the public hearing on said bond order shall be held on the 20th day
of June, 2023 at or about 7:00 p.m. in the Holly Springs Town Hall, Council Chambers, 128 S. Main
Street, Second Floor, Holly Springs, NC, 27540.

BE IT FURTHER RESOLVED that the Town Clerk is hereby directed to cause a copy of said
bond order to be published with a notice of such hearing in the form prescribed by law in a newspaper of
general circulation in the Town on or before the 14th day of June, 2023.

BE IT FURTHER RESOLVED that before publication of the bond order with the notice of such
public hearing, the Town’s Finance Officer is hereby directed to (a) file with the Town Clerk a statement
setting forth the debt incurred or to be incurred, the appraised value of property subject to taxation by the
Town and the net debt of the Town, and (b) file with the Town Clerk and the Local Government
Commission of North Carolina and post online a statement of disclosure in accordance with Section 159-
55.1(a) of the General Statutes of North Carolina.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its
adoption.

Read, approved and adopted this 16th day of May, 2023.

TOWN COUNCIL
TOWN OF HOLLY SPRINGS
NORTH CAROLINA

ATTEST:

Sean Mayefskie, Mayor

Town Clerk



STATE OF NORTH CAROLINA)
) ss:
TOWN OF HOLLY SPRINGS)

I, Linda McKinney, Town Clerk of the Town of Holly Springs, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution titled “**RESOLUTION OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA REGARDING BOND ORDER AUTHORIZING THE ISSUANCE OF \$100,000,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS, SETTING A PUBLIC HEARING THEREON, DIRECTING PUBLICATION OF A NOTICE OF SAID PUBLIC HEARING, AND FILING OF A DEBT STATEMENT AND STATEMENT OF DISCLOSURE**” duly adopted by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held on the 16th day of May, 2023 and that such proceedings are to be recorded in the minute books of said Town Council.

WITNESS my hand and the seal of the Town of Holly Springs, North Carolina, this the ____ day of _____, 2023.

Town Clerk
Town of Holly Springs, North Carolina

(SEAL)





BOND ORDER 23-01

BOND ORDER AUTHORIZING THE ISSUANCE OF \$100,000,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA

WHEREAS, the Town Council of the Town of Holly Springs, North Carolina has ascertained and hereby determines that it is necessary to pay the costs of acquiring, constructing, renovating and improving parks and recreation facilities and greenways, including related offsite public infrastructure development and the acquisition of any necessary furnishing and equipment, land, rights-of-way and easements in land required therefor;

WHEREAS, an application has been filed with the Secretary of the Local Government Commission of North Carolina requesting Commission approval of the General Obligation Parks and Recreation Bonds hereinafter described as required by the Local Government Bond Act, and the Town Clerk has notified the Town Council that the application has been accepted for submission to the Local Government Commission.

NOW, THEREFORE, BE IT ORDERED by the Town Council of the Town of Holly Springs, North Carolina, as follows:

Section 1. In order to raise the money required for the purposes described above, in addition to any funds which may be made available for such purpose from any other source, General Obligation Parks and Recreation Bonds of the Town are hereby authorized and shall be issued pursuant to the Local Government Finance Act of North Carolina. The maximum aggregate principal amount of such General Obligation Parks and Recreation Bonds authorized by this order shall be \$100,000,000.

Section 2. Taxes will be levied in an amount sufficient to pay the principal and interest on the General Obligation Parks and Recreation Bonds.

Section 3. A sworn statement of the Town's debt has been filed with the Town Clerk and is open to public inspection.

Section 4. This bond order will take effect when approved by the voters of the Town at a referendum scheduled for November 7, 2023.

The foregoing bond order was read by title and introduced by the Town Council of the Town of Holly Springs, North Carolina this 16th day of May, 2023.

TOWN COUNCIL
TOWN OF HOLLY SPRINGS
NORTH CAROLINA

ATTEST:

Sean Mayefskie, Mayor

Linda McKinney, Town Clerk

STATE OF NORTH CAROLINA)
) ss:
TOWN OF HOLLY SPRINGS)

I, Linda McKinney, Town Clerk of the Town of Holly Springs, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of so much of the proceedings of the Town Council as it relates to the introduction of the bond order entitled “**BOND ORDER AUTHORIZING THE ISSUANCE OF \$100,000,000 GENERAL OBLIGATION PARKS AND RECREATION BONDS OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA**” by the Town Council of the Town of Holly Springs, North Carolina, at a meeting held on the 16th day of May, 2023 and that such proceedings are to be recorded in the minute books of said Town Council.

WITNESS my hand and the seal of the Town of Holly Springs North Carolina, this the ____ day of _____, 2023.

Town Clerk
Town of Holly Springs, North Carolina

(SEAL)





Holly Springs Town Council

Town Council Meeting Agenda Cover Sheet

Agenda Item#: 24.

New Business

Title: Committee and Board Appointments

Strategic Priority Area: Engaged, Healthy, & Active Community
Responsible & Balanced Growth

Staff Resource: Linda McKinney, Town Clerk

Action(s):

1. Appoint three people to the Holly Springs Parks and Recreation Advisory Committee for three-year terms from July 1, 2023 to June 30, 2026.
2. Appoint one person to the Tree Advisory Committee for a three-year term ending June 30, 2026.
3. Appoint one person to the Tree Advisory Committee for a two-year term ending June 30, 2025; and
4. Appoint one person as Junior Member of the Tree Advisory Committee for a one-year term ending June 30, 2024.

Explanation:

- The Parks and Recreation Advisory Committee (PRAC) has three full-term vacancies that need to be filled due to terms expiring June 30, 2026.
- The Tree Advisory Committee (TAC) has one opening for a three-year term ending June 30, 2026, one opening for a two-year term ending June 30, 2025, and one opening for a Junior Member for a term ending June 30, 2024.
- After advertising on the Town's website, through social media and other means, the Clerk's office received 9 applications for the PRAC, 4 for regular members of the TAC; and 9 applications for the Junior member of the TAC.
- Town Council is asked to review the applications for the vacancies and, at the Council's discretion, appoint new members to the PRAC and TAC.

Background:

- The Parks and Recreation Advisory Committee (PRAC) was created to advise the Council and serve as a liaison between town officials and the citizens of Holly Springs and the surrounding area on issues relative to parks and recreation.
- The (PRAC) serves at the pleasure of the Town Council, and consists of nine members, appointed by Council to three-year terms.
- The Tree Advisory Committee (TAC) was created in November of 2018 to provide guidance and feedback to Council in maintaining the Tree City USA standards, Street Tree Replacement Program and other tree-related activities;
- The TAC consists of five members appointed by Council to three-year terms and one

Town Council Business Meeting
May 16, 2023

junior member serving a one-year term.

Funding Source(s):

N/A

Attachment(s):

1. Combined PRAC applications
2. 2023_PR_Committee applicants map
3. Applicant Spreadsheet 2023 PRAC
4. TAC Combined applications
5. 2023_TACBoardAppointment map
6. 2023 application spreadsheet TAC

Application to Serve on Parks & Rec Advisory

Please check one:	Current member, reapplying for second term
Applicant Name	Christopher Cook
E-mail	Christopher.r.cook@mwarep.org
Address	Street Address: 202 Dove's Haven Dr City: Apex State: NORTH CAROLINA Zip Code: 27539
I reside within the	Extraterritorial jurisdiction (ETJ) of Holly Springs
How long have you lived in Holly Springs?	5 years
Name of neighborhood	Sunset Hills
Home/Cell phone	(828) 447-4835

Current employer	Modern Woodmen of America
Job title / occupation	Financial Planner
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I am a current member of the Parks and Rec Advisory Committee and I have loved my time on this committee, especially the people have had the opportunity to meet! I enjoy learning about our community and how it connects with our Parks and Rec Department. I have enjoyed being a part of the conversation as to what the Parks and Rec Department's growth looks like in the future and learning what our citizens want to see from our Parks and Rec Department as our community grows.
List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement	In my role on the Parks and Rec Committee I have had the opportunity to visit other parks and community centers in Wake County to gather ideas on current and future sites in our community here in Holly Springs. I have spoken in front of the Council in support of Parks and Rec. I have volunteered as a representative of the Advisory Committee at the farmers market and Holly Fest to connect with Holly Springs residents to learn about what they value and want to see in our community from the Parks and Rec Department and to also share information about our Parks and Rec Department.

on the
Committee
during your
1st term
beyond
attending
monthly
meetings.

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

I see our responsibility as building a connection between the Parks and Rec Department and our citizens to foster communication to maximize the impact of our department for the citizens of Holly Springs. To foster communication and be an advocate for Parks and Rec in our community. I hope to be a connector for our Parks and Rec Department with our citizens and the business 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
committee
meetings prior
to the notice
of this
vacancy?

Yes

Signature

A handwritten signature in black ink, consisting of two distinct, stylized cursive letters, possibly 'C' and 'C', followed by a horizontal line.

Date & time 02/02/2023 9:36 AM

View

https://www.jotform.com/tables/200303895404146?utm_source=sheetsemailfooter&utm_medium=email&utm_term=200303895404146&utm_content=view_all_subn
easily.

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Application to Serve on Parks & Rec Advisory

Please check one:	Current member, reapplying for second term
Applicant Name	Val Atkinson
E-mail	ncblackvote@gmail.com
Address	229 Kenmont Drive, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	23 years
Name of neighborhood	Sunset Ridge South
Home/Cell phone	(919) 656-5240
Current employer	None
Job title / occupation	None
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	Parks and Recreation will be central in the growth and development of the NEW Holly Springs. I've seen what LeeAnn and Adam have brought to this department and I want to be a part of progression they've set in motion. I've been a part of several volunteer organizations, but none more dedicated and serious about their mission and cause than Holly Springs PRAC. This committee is where I want to be.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

My volunteer activities are listed in my attached Bio. Since I've been with PRAC I've attended most if not all of its activities and visits. I always look forward to representing PRAC in the community and anxiously anticipate the public participation portions of our meetings. I think more needs to be done to get greater involved in the public portions of our meetings. We need to hear more from our citizens.

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

The primary responsibility of PRAC is to serve as a conduit between the Town Council and the citizens they serve. If reappointed I want to concentrate on greater visibility of the PRAC in our communities.

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 committee meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

02/03/2023 2:58 PM

How did you find out about this opportunity?

LeeAnn Plumber

You can [edit this submission](#) and [view all your submissions](#) easily.

Val Atkinson

229 Kenmont Drive
Holly Springs, North Carolina 27540



Current Occupation:

RETIRED

Previous Occupations:

Adjunct Professor, Political Science Department
North Carolina Central University, Durham, NC
Adjunct Professor, Business Department
Webster University, St. Louis, Missouri
Management Engineer, Process & Procedures Analyst
North Carolina Employment Security Commission
Raleigh, North Carolina
Assistant Director for Vehicle Registration,
North Carolina Division of Motor Vehicles
Raleigh, North Carolina
Director, Professional Development
Baltimore / Washington Dist. Rctg. Cmd.
U.S. Army, Fort George G. Meade, Maryland

Volunteer Positions:

Holly Springs, NC Parks & Recreation Advisory Committee
Holly Springs, Police & Community Advisory Group (Liaison)
UNC Family Medicine Center: Patient Advisory Council (Chair)
Duke University Medical Center: Patient Advocacy Council
NC Institute of Medicine Task Force on Patient and Family Eng.
UNC Monitor Trials Stakeholders
T2 Diabetes and Obesity Research Interest Group (Co-Chair)
Howard N. Lee Inst. for Equity and Opportunity in Ed. (Board of Dir)
John Avery Boys and Girls Club, Durham, NC (Board of Dir.)
Basketball Head Coach, Cary Parks & Recreation

Media:

Op-Ed Columnist, NC African American Weekly Newspapers
Radio Talk Show Host — WNCU, 90.7 FM NC Central University
Radio Talk Show Host — WFXC, 107.1 FM & WFXK 104.3 FM

Publications:

“Southern Racial Politics and NC’s Black Vote” Published 2007
Trafford Publishing Company
“DISTRACTIONS” Published 2017
Trafford Publishing Company
“The Electoral College and the Black and Brown Vote”
Published 2021
Xlibris Publishing Company

Education:

B.A. Psychology, Columbia College
M.A. Business Management, Central Michigan University
MPA Public Administration, North Carolina Central University



Application to Serve on Parks & Rec Advisory

Please check one: New applicant, never served on the Committee

Applicant Name Eric Dean

E-mail ehdean@outlook.com

Address 113 Apple Drupe Way, Holly Springs, North Carolina, 27540

I reside within the Corporate limits of Holly Springs

How long have you lived 2 years
in Holly Springs?

Name of neighborhood Eric Dean

Home/Cell phone (919) 889-0092

Current employer DPR Construction

Job title / occupation Preconstruction Manager

Upload a resume or other [Eric Dean TOHS Resume.pdf](#)
supplemental documents
(optional):

Please provide a brief I am a North Carolina native and proud resident of Holly Springs
overview about why you with a passion for improving the lives of people within my
are interested in serving community. I am a Construction Project Manager with 7 years
(or continuing to serve) of experience in the semiconductor, biopharmaceutical, and

on the Parks & Recreation Advisory Committee.

healthcare industries. Versed in contract negotiations, project estimating, design management, safety regulations, and site management, I would be a valuable addition to the Parks and Recreation committee.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

TREASURER | WINDCREST HOMEOWNER'S ASSOCIATION – HOLLY SPRINGS, NC | MAY 2022 - PRESENT
PROGRAM DIRECTOR | CAMP LUCK – CHARLOTTE, NC | AUGUST 2011 – PRESENT

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

I see the responsibilities of this committee to serve as the representation and voice of the Holly Springs residents to ensure the parks and recreational activities are best suited to the people living in Holly Springs. As a representative of my local neighborhood I hope to bring the needs and wants from my community to the greater Holly Springs and ensure all our parks and activities remain fun and enjoyable for all ages.

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 committee meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

02/03/2023 3:08 PM

How did you find out about this opportunity?

Email

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Eric Dean, PMP

Project Manager/Preconstruction Manager

113 Apple Drupe Way, Holly Springs, NC | (919) 889-0092 | ehdean@outlook.com | linkedin.com/in/ehdean

Summary

I am a North Carolina native and proud resident of Holly Springs with a passion for improving the lives of people within my community. I am a Construction Project Manager with 7 years of experience in the semiconductor, biopharmaceutical, and healthcare industries. Versed in contract negotiations, project estimating, design management, safety regulations, and site management, I would be a valuable addition to the Parks and Recreation committee.

Professional Experience

PRECONSTRUCTION MANAGER | DPR CONSTRUCTION – RESEARCH TRIANGLE PARK, NC | DEC 2020 – PRESENT

- Plan projects for Life Science, Advanced Tech, & Healthcare industries.
- Well versed in emerging and bleeding edge building methods and requirements.
 - Estimate & manage Design of LEED Gold, Net Zero, & Carbon Neutral facilities.
- Hire, schedule, and supervise subcontractors; develop and enforce company policies, procedures, and project safety regulations.

PROJECT MANAGER | MECHANICAL SPECIALTIES CONTRACTORS – RALEIGH, NC | NOV 2016 – DEC 2020

- Oversaw all project activities across multiple job sites ensuring budget, schedule, & safety requirements are being met

Volunteer Experience

TREASURER | WINDCREST HOMEOWNER'S ASSOCIATION – HOLLY SPRINGS, NC | MAY 2022 - PRESENT

- Prepare and manage yearly budget for Windcrest community
- Manage projects and subcontractors for improvements across the community.
- Started a subcommittee for community engagement events, and allocated funds for 4-6 events annually.
- Improved community safety by proposing traffic studies and implementing improvements.

PROGRAM DIRECTOR | CAMP LUCK – CHARLOTTE, NC | AUGUST 2011 – PRESENT

- Develop and implement programs for residential summer camp for children with congenital heart disease ages 6 – 13.
- Mentor and supervise staff of camp counselors, program staff, and support staff
- Ensure that all campers and staff are physically and emotionally safe at camp.

Education

BACHELOR OF SCIENCE | DECEMBER 2015 | UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL | CHAPEL HILL, NC

- Major: Biology |Chemistry

Certifications

PROJECT MANAGEMENT PROFESSIONAL (PMP) | NOVEMBER 2020 | PROJECT MANAGEMENT INSTITUTE

*Project Portfolio available upon request



Application to Serve on Parks & Rec Advisory

Please check one: New applicant, never served on the Committee

Applicant Name Cecelia Allen-Webb

E-mail cecelia@kneadingwell.ess.co

Address 1216 happy hunting hills drive , Holly springs , Nc, 27540

I reside within the Extraterritorial jurisdiction (ETJ) of Holly Springs

How long have you lived in Holly Springs? 7 years I have had this property for 26 years

Name of neighborhood Logging road sub

Home/Cell phone (919) 604-2205

Current employer Self

Job title / occupation Massage/esthetician

Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee. I would be honored to help create a home town feeling in holly Springs

List any current or past volunteer activities including experience you Helped with elderly and the homeless

have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

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

Make Holly springs tree friendly

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 committee meetings prior to the notice of this vacancy?

Yes

Signature



Date & time

02/10/2023 11:42 AM

How did you find out about this opportunity?

Newsletter

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Application to Serve on Parks & Rec Advisory

Please check one: New applicant, never served on the Committee

Applicant Name Morgan Loughridge

E-mail morgan.loughridge@gmail.com

Address 132 Gablewood Lane, Holly Springs, NC, 27540

I reside within the Corporate limits of Holly Springs

How long have you lived 10 years
in Holly Springs?

Name of neighborhood Sunset Ridge

Home/Cell phone (919) 434-7170

Current employer Wake County Public School System

Job title / occupation Teacher

Upload a resume or other
supplemental documents
(optional): [Resume 2023.pdf](#)

Please provide a brief
overview about why you
are interested in serving
(or continuing to serve)
on the Parks &
Recreation Advisory
Committee.

I have two boys who have participated in the Town of Holly Springs Parks and Recreation Program. The boys have participated in the town's t-ball, coach pitch, machine pitch, and most recently kid pitch baseball programs. One son also participated in the town's soccer program. Additionally, my husband has been involved as either a head or assistant coach for many of their teams. Our family also avidly uses the

town's parks. While our favorite is Bass Lake we regularly visit Womble and Jones park and utilize the town's greenway trails for running and walking out dog.

Overall we have had a positive experience with the parks and rec program but there is always room for improvement. With the Town of Holly Springs growing at an exponential rate, I want to make sure our parks and recreation program is able to keep up with the growth and provide all citizens with the same great experience we have had the past decade we have lived here.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

I serve as the Treasurer of the Zeta Beta Chapter of Alpha Delta Pi House Corporation. In this role I maintain the day to day finances of the corporation and make decisions related to the management of the chapter house for Zeta Beta Chapter of Alpha Delta Pi Sorority at North Carolina State University.

I also served as the treasurer for the South Wake Storm - Red travel baseball team from August 2021 - December 2022. I currently serve as treasurer of the Holly Ridge Middle School JV Club Baseball Team.

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

I believe the purpose of this committee is to ensure the Town of Holly Springs has a quality parks and recreation program that is able to grow and evolve to meet the ever changing needs of our town while also providing all citizens with a positive experience whether it be through athletics or our parks system. I want the town's parks and rec system to afford access to all our citizens while maintaining the sense of community we have enjoyed to date.

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 committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/12/2023 11:15 AM

How did you find out
about this opportunity?

Town's Twitter Account

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Morgan M. Loughridge
132 Gablewood Lane
Holly Spring, NC 27540
Phone: (919) 434-7170
Email: morgan.loughridge@gmail.com

Education:

2007 – 2009	North Carolina State University Masters Secondary Mathematics Education	Raleigh, NC GPA 4.00/4.00
1999 – 2003	North Carolina State University B.S. Mathematics Education	Raleigh, NC GPA 3.828/4.00
1995 – 1999	Cary High School Graduated with Honors, June 1999	Cary, NC GPA 4.00/4.00

Work Experience:

Wake County Public School System Cary High School Secondary Mathematics Teacher – Taught various levels of high school mathematics including Introduction to Mathematics, Math 1A, Math 1B, MVP Math 1, Special Topics, Math 2, Honors Math 2, Math 3, Discrete Math, AP Statistics, and SAT Math Prep.	May 2003 – June 2019
Wake County Public School System Apex Friendship High School Secondary Mathematics Teacher – Taught various levels of high school mathematics including Math 1, Honors Math Plus, Foundations of Math 2, Math 2, and Honors Math 2.	June 2019 – Present

Extracurricular Activities:

National Board Certification Cary High School	2009 – Present
School Improvement Team	2009 – Present
Cochair of the School Improvement Team	2013 – 2018
Math Department Chair	2018 – Present
Junior Class Council Sponsor	2012 – Present
Prom Sponsor	2012 – Present
Cheerleading Coach (JV and Varsity)	2003 – 2007, 2010 - 2011
GradPoint Lead Teacher	2011 - Present
Multi-Tier System of Support Team Member	2014 - 2017
Instructional Leadership Team Member	2017 - 2018
Professional Development Steering Committee	2017 - 2018
Safe Zone Training	2016 - 2017
Professional Learning Team Leader	Various Semesters
After School Assistance Program Tutor	2008 - Present
Student Teacher Supervisor	2007 – 2008, 2008 – 2009, & 2010 - 2011
North Carolina Cheerleading Coaches' Association	2003 – 2005
North Carolina State University – Alpha Delta Pi Sorority	1999 – Present
House Corporation Board Member (Treasurer)	2006 – Present
Greek Court Redevelopment Committee Member	2009 – Present

Skills:

Microsoft Word, Excel, Powerpoint,	Remind
TI-83 family of graphing calculators	Quizlet
Desmos	Kahoot!
Canvas	Quizizz
PowerSchool	Geogebra
GradPoint	



Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Andrea Hardwick
E-mail	tahardwick@verizon.net
Address	308 Gadsbury Dr., Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	5.5 years
Name of neighborhood	Garrison
Home/Cell phone	(410) 245-4950
Current employer	IBM Corp.
Job title / occupation	Global Procurement Policies and Practices
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	My family and I have thoroughly enjoyed utilizing the various programs offered by the Holly Springs Parks and Rec department. This includes the athletic, cooking, art and theater programs as well as the events held throughout the year. I would like to help the department continue to flourish based on the needs of the town's residents and patrons enrolling and attending the Holly Springs Parks and Rec programs from neighboring towns. The Parks and Rec department are one of the main reasons why people love living here, and I want to help keep it that way.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

I currently volunteer at the Wake County SPCA and Holly Springs High School theater dept. I also served on a HOA contracts committee in Maryland to re-bid some of the HOA amenities. As part of my current role at IBM, I'm responsible for writing Procurement policies for my global organization which includes working with Customers and suppliers at the local, state and Federal levels of Government.

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

Communicate between the Holly Springs Board and the community including feedback on programs and events offered, facilities available and bring ideas to the table to best utilize resources available.

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 committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/13/2023 9:26 PM

How did you find out about this opportunity?

HS Newsletter

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Application to Serve on Parks & Rec Advisory

Please check one: New applicant, never served on the Committee

Applicant Name Craig Kessler

E-mail craig.h.kessler@gmail.com

Address 308 Midden Way, Holly Springs, NC, 27540

I reside within the Corporate limits of Holly Springs

How long have you lived
in Holly Springs? 4 years

Name of neighborhood Craig Kessler

Home/Cell phone (516) 551-8121

Current employer Industrial Scientific Corporation

Job title / occupation Senior Product Marketing Manager

Please provide a brief
overview about why you
are interested in serving
(or continuing to serve)
on the Parks &
Recreation Advisory
Committee.

My wife and I moved here to start a family and watch our family grow as the town grows. We are excited about the town growing and I want to have an active voice in the development of the town and the parks, which our family takes full advantage of. I love watching our kids play on the playgrounds and interact at the parks. I'm looking forward to seeing how they advance from playgrounds to fields. I want to be able to help provide my perspective for the continued development of parks for those future young families.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

I am currently on the Downtown Village District committee and am looking to expand my involvement with the town.

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

Listening to all, learning about unique perspectives and providing input and insights to help the town council make the best decision for the town.

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

No

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

No

Signature



Date & time

02/15/2023 8:31 PM

How did you find out about this opportunity?

Social Media - Facebook

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Linda McKinney

From: Jotform <noreply@formresponse.com>
Sent: Tuesday, February 28, 2023 5:01 PM
To: Linda McKinney
Subject: --[EXTERNAL]--Re: Application to Serve on Parks & Rec Advisory - Chuck Shoemaker



Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Chuck Shoemaker
E-mail	cshoe234@yahoo.com
Address	320 Fairway Vista Drive, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2.5 years
Name of neighborhood	Chuck Shoemaker
Home/Cell phone	(513) 316-4114
Current employer	Retired
Job title / occupation	Retired
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks & Recreation Advisory Committee.	I am an active retiree and have visited each of the local parks and believe they are wonderful. I would like to be helpful to the community.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

Prior to moving to this area, I served on the associated council of the Cincinnati Home Builders Association of approx five years. While in Cincinnati, I have helped with local running races and triathlon events.

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

Being an advocate for the town and helping how ever I can to make this an even more wonderful place to live. Adding more successful events and helping with the parks would be an area of focus.

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 committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

02/28/2023 4:53 PM

How did you find out about this opportunity?

News Flash Email

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Linda McKinney

From: Jotform <noreply@formresponse.com>
Sent: Saturday, March 4, 2023 9:08 AM
To: Linda McKinney
Subject: --[EXTERNAL]--Re: Application to Serve on Parks & Rec Advisory - Melinda Walker



Application to Serve on Parks & Rec Advisory

Please check one:	New applicant, never served on the Committee
Applicant Name	Melinda Walker
E-mail	melwalker8766@gmail.com
Address	209 Hartshorn Court, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	Almost three years
Name of neighborhood	Ballenridge
Home/Cell phone	(214) 687-8766
Work phone	(919) 723-2043
Current employer	Broadstep Behavioral Health
Job title / occupation	Corporate Payroll and Benefits Director
Please provide a brief overview about why you are interested in serving (or continuing to serve) on the Parks &	I believe in the vitally important role the Parks & Recreation department plays in building strong communities. I am an awesome planner and project manager and believe that this would be a fun and meaningful way for me to give back.

Recreation Advisory
Committee.

List any current or past volunteer activities including experience you have serving on boards or committees related to municipal governments. If you're a current member (applying for a 2nd term) please list out your involvement on the Committee during your 1st term beyond attending monthly meetings.

I am a current member and sitting board member of the Western Wake Woman's Club. Part of our committed service is street clean up.

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

To be honest, I'm not sure what the responsibilities are. But I'm hopeful that it means guidance and input into programs and events put on by P&R.

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 committee meetings prior to the notice of this vacancy?

No

Signature



Date & time

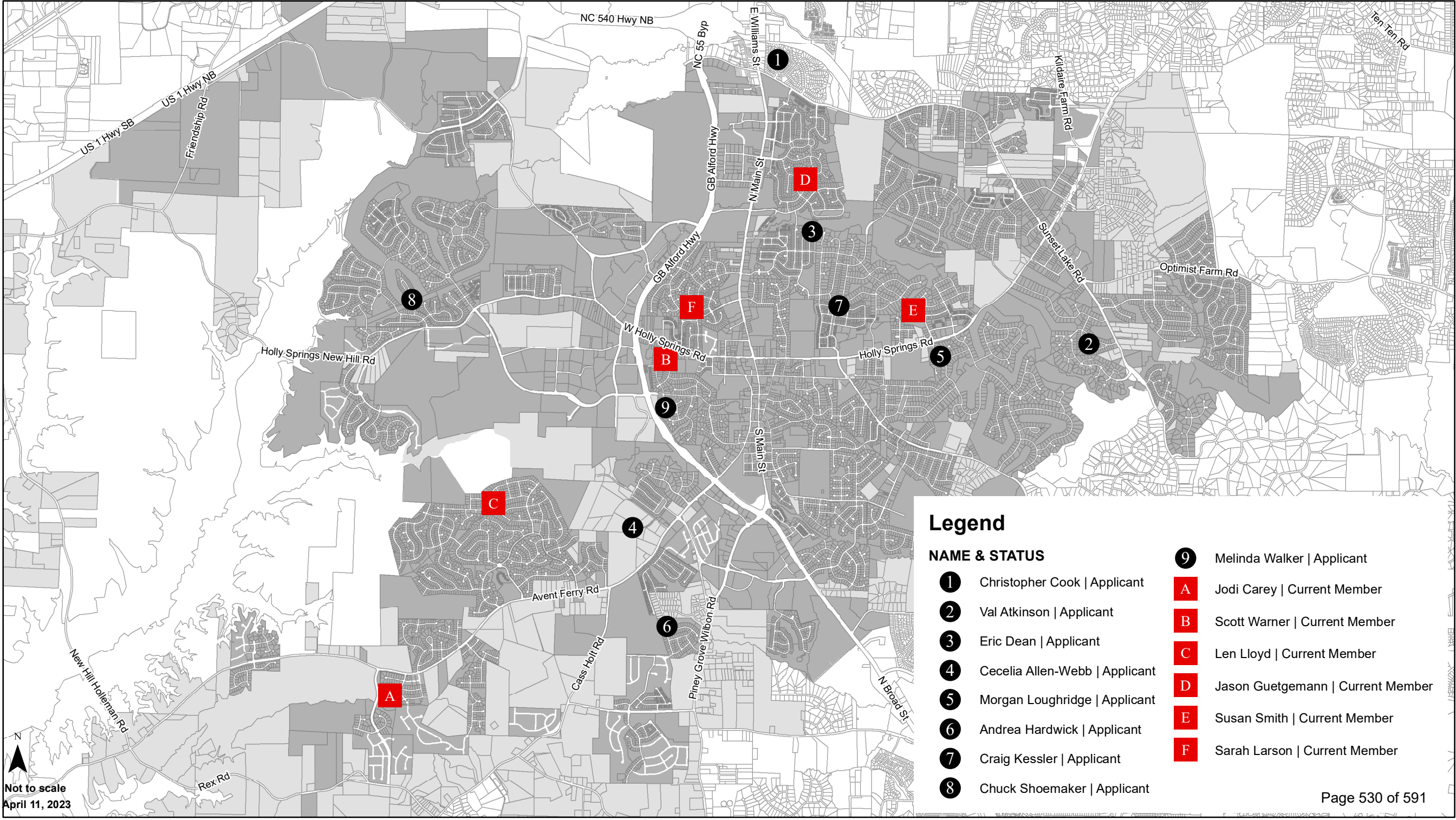
03/04/2023 8:45 AM

How did you find out about this opportunity?

Newsletter

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#	NAME	Address	Subdivision / Neighborhood
1	Christopher Cook	202 Dove's Haven Dr.	Sunset Hills
2	Val Atkinson	229 Kenmont Dr.	Sunset Ridge South
3	Eric Dean	113 Apple Drupe Way	Windcrest
4	Cecelia Allen-Webb	1216 Happy Hunting Hills Dr.	Logging Road Subdivision
5	Morgan Loughridge	132 Gablewood Lane	Sunset Ridge
6	Andrea Hardwick	308 Gadsbury Dr.	Garrison
7	Craig Kessler	308 Midden Way	Rhamkatte Village
8	Chuck Shoemaker	320 Fairway Vista Dr.	12 Oaks
9	Melinda Walker	209 Hartshorn Court	Ballenridge

CURRENT MEMBERS CONTINUING ON			
	Name	Address	Subdivision/Neighborhood
A	Jodi Carey	104 Devon Fields Dr.	Mills at Avent Ferry
B	Scott Warner	405 Onondaga Ct.	Avent Glen
C	Len Lloyd	428 Magnolia Meadow Way	Holly Glen
D	Jason Guetgemann	100 Malmedy Dr.	Arobr Creek
E	Susan Smith	237 Kingsport Rd.	Sunset Ridge North
F	Sarah Larson	112 Volta Pl.	Oak Hall

TL / ETJ	INCUMBENT
Apex TL	Yes
TL	Yes
TL	No
ETJ	No
TL	No
TL	No
TL	No
TL	No
TL	No

Term ends

2024
2024
2024
2025
2025
2025



Application to Serve on Tree Advisory Committee

Applicant Name	Eric Dean
E-mail	ehdean@outlook.com
Address	113 Apple Drupe Way, Holly Springs, North Carolina, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2 years
Subdivision/Neighborhood Name	Windcrest
Home/Cell phone	(919) 889-0092
Current employer	DPR Construction
Job title / occupation	Preconstruction Manager
Upload a resume or other supplemental documents (optional):	Eric Dean TOHS Resume.pdf
Have you served on this board in the past?	No

List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.

Biology (B.S.) | UNC Chapel Hill, elective focus on Plant & Molecular Biology
Treasurer | Windcrest HOA | Manage and purchase landscape maintenance contracts
Precon Manager | DPR Construction | Part of my responsibilities is to coordinate and work with Landscape architects to manage design and eventually issue subcontracts to landscape contractors.

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

TREASURER | WINDCREST HOMEOWNER'S ASSOCIATION – HOLLY SPRINGS, NC | MAY 2022 - PRESENT
PROGRAM DIRECTOR | CAMP LUCK – CHARLOTTE, NC | AUGUST 2011 – PRESENT

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

I see the responsibilities of this board is to assist in planning the annual arbor day event and provide guidance to my local community residents on how best to take care of our local trees.

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

02/03/2023 3:08 PM

How did you find out about these opportunities?

Email

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Eric Dean, PMP

Project Manager/Preconstruction Manager

113 Apple Drupe Way, Holly Springs, NC | (919) 889-0092 | ehdean@outlook.com | linkedin.com/in/ehdean

Summary

I am a North Carolina native and proud resident of Holly Springs with a passion for improving the lives of people within my community. I am a Construction Project Manager with 7 years of experience in the semiconductor, biopharmaceutical, and healthcare industries. Versed in contract negotiations, project estimating, design management, safety regulations, and site management, I would be a valuable addition to the Parks and Recreation committee.

Professional Experience

PRECONSTRUCTION MANAGER | DPR CONSTRUCTION – RESEARCH TRIANGLE PARK, NC | DEC 2020 – PRESENT

- Plan projects for Life Science, Advanced Tech, & Healthcare industries.
- Well versed in emerging and bleeding edge building methods and requirements.
 - Estimate & manage Design of LEED Gold, Net Zero, & Carbon Neutral facilities.
- Hire, schedule, and supervise subcontractors; develop and enforce company policies, procedures, and project safety regulations.

PROJECT MANAGER | MECHANICAL SPECIALTIES CONTRACTORS – RALEIGH, NC | NOV 2016 – DEC 2020

- Oversaw all project activities across multiple job sites ensuring budget, schedule, & safety requirements are being met

Volunteer Experience

TREASURER | WINDCREST HOMEOWNER'S ASSOCIATION – HOLLY SPRINGS, NC | MAY 2022 - PRESENT

- Prepare and manage yearly budget for Windcrest community
- Manage projects and subcontractors for improvements across the community.
- Started a subcommittee for community engagement events, and allocated funds for 4-6 events annually.
- Improved community safety by proposing traffic studies and implementing improvements.

PROGRAM DIRECTOR | CAMP LUCK – CHARLOTTE, NC | AUGUST 2011 – PRESENT

- Develop and implement programs for residential summer camp for children with congenital heart disease ages 6 – 13.
- Mentor and supervise staff of camp counselors, program staff, and support staff
- Ensure that all campers and staff are physically and emotionally safe at camp.

Education

BACHELOR OF SCIENCE | DECEMBER 2015 | UNIVERSITY OF NORTH CAROLINA - CHAPEL HILL | CHAPEL HILL, NC

- Major: Biology |Chemistry

Certifications

PROJECT MANAGEMENT PROFESSIONAL (PMP) | NOVEMBER 2020 | PROJECT MANAGEMENT INSTITUTE

*Project Portfolio available upon request



Application to Serve on Tree Advisory Committee

Applicant Name	Russell Lichtenstein
E-mail	rblove72@hotmail.com
Address	212, 212 Somerset Farm Dr., Holly Springs, NC, 27540-8500
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	17 years
Subdivision/Neighborhood Name	Somerset Farm
Home/Cell phone	(919) 522-7023
Current employer	Southern Garden, Inc.
Job title / occupation	Pre-Construction Manager
Have you served on this board in the past?	Yes
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to	Licensed landscape contractor, Stormwater inspector

urban forestry, trees or landscape.

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

Tree Advisory Committee, tree installation at Hunt Center and volunteered at Holly Fest

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

Offer my expertise and knowledge to assist in decisions regarding tree installation projects and other tree related workshops, Arbor Day events, etc...

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

02/08/2023 8:51 AM

How did you find out about these opportunities?

Email

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Application to Serve on Tree Advisory Committee

Applicant Name	Ersula Rivers
E-mail	ersularivers@gmail.com
Address	124 Mystwood Hollow Circle, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	7 years
Subdivision/Neighborhood Name	Wildwood
Home/Cell phone	(919) 283-9759
Current employer	RTI
Job title / occupation	Manager
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.	Home gardener

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

HOA board member

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

Share information with Holly Springs residents, plan events, and maintains good standing with Tree City USA, attend meetings and work well with others on the committee.

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

02/12/2023 9:35 PM

How did you find out about these opportunities?

Facebook

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Application to Serve on Tree Advisory Committee

Applicant Name	Timothy Egan
E-mail	timothyregan5@gmail.com
Address	232 W Elm Ave, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	Just over 1 year
Subdivision/Neighborhood Name	Avent Acres
Home/Cell phone	(704) 942-5826
Current employer	AstraZeneca
Job title / occupation	Senior Statistical Programmer I
Upload a resume or other supplemental documents (optional):	tree_advisory_cover_letter.pdf
Have you served on this board in the past?	No

List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.

As my cover letter details, I do not have any professional experience. Over the past few years I have been gaining knowledge from books, online resources, etc.

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

When I lived in Durham, I would volunteer on weekends at my church community garden.

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

I see the responsibilities of this committee to be managing funds for the street tree replacement program, recommendations for the removal of disease trees, and recommendations for preferred tree selection within Holly Springs. If appointed, I would like to add education aspects to empower the community to make well-informed decisions for treating and maintaining healthy trees. I would also like to stress the importance of native trees, shrubs, and flowers. Finally, I would like to learn more about the existing programs and see how I can contribute.

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

04/02/2023 8:00 PM

How did you find out about these opportunities?

newsletter

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232 W Elm Ave
Holly Springs, NC 27540

March 30, 2023

Holly Springs Tree Advisory Committee
128 S. Main St.
Holly Springs, NC 27540

Tree Advisory Committee,

While I have almost 7 years of experience in clinical trials as a statistical programmer, my professional resume did not seem relevant for applying to the Tree Advisory Committee. Although I do not have professional experience or qualifications in urban forestry or city planning, I have a passion for native trees and contributing to my community.

Since my wife and I moved to Holly Springs just over a year ago, we have spent countless hours visiting botanical gardens, driving to plant nurseries, sowing seeds, and putting native plants in our yard to help sustain the local ecosystem. While we were fortunate enough to find a home with a massive water oak in the front yard, I understand the value of succession planting and have already sowed several white oak acorns over the winter that I plan to put in the ground in the next week or so. I have already fabricated the deer resistant cages that these trees will need for their first few years to protect them from the overrun deer population. Reading Doug Tallamy's *Bringing Nature Home*, *The Nature of Oaks*, and attending his lecture on *Nature's Best Hope*, I have gained quite a bit of knowledge about how every single yard can make a difference, and I would love to bring this approach to the Holly Springs Tree Advisory Committee.

This committee seems like an excellent way to reach out to the community and empower those who want to help nature but don't know where to start. The existing tree giveaway event for Arbor Day is a great way to help the community by allowing them to select a free tree from a great selection of natives. Two years ago I picked an eastern redbud and this past year I selected a fringe tree. Putting together simple presentations like a pruning class I attended last winter is another great way to enable the community to improve the health of their trees. While Holly Springs has a great leaf collection program, I would like to encourage residents to leave some if not all leaves in their yards to improve the soil in their garden beds for their trees, provide native insects shelter over the winter, and reduce storm water runoff. Speaking to one of the leaf collectors this past fall, I asked if the leaves would be composted and was shocked when he said he was under the impression that they would go to landfill. I researched online and could not confirm, but if they do go to landfill I think the tree advisory committee would be a great opportunity to correct this blunder and find a more sustainable solution. For example, composting the leaves and then making the compost available to the community would greatly improve the health of the soil and benefit our trees. While I do not have professional experience in urban trees or landscaping, I am excited and energized to help implement new ideas with this committee and make an even larger contribution to the community.

I hope to discuss this opportunity with. You can reach me at (704) 942-5826, or you can email me at timothyregan5@gmail.com. Thank you for your time and consideration.

Sincerely,

Timothy Egan



Application to Serve on Tree Advisory Committee

Applicant Name	emily rauber
E-mail	ecrauber@students.wcpss.net
Address	405 Cayman ave, holly springs, nc, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	8 years
Subdivision/Neighborhood Name	Winward Point
Home/Cell phone	(919) 448-5946
Current employer	Burrito Shak
Job title / occupation	Cashier
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to	i have helped my family landscape our yard

urban forestry, trees or landscape.

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

i volunteer at womble for soccer tournaments, i have volunteered at the food drive through hshs, i volunteer at hope community church

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

i see the responsibilities of the board as keeping holly springs trees beautiful and healthy, i hope to be able to plant more trees

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

02/13/2023 7:59 AM

How did you find out about these opportunities?

Mr Morrison sent out an email

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Application to Serve on Tree Advisory Committee

Applicant Name	Evie Harrison
E-mail	eviehrrsn@gmail.com
Address	509 Cayman Avenue , Holly Springs, North Carolina, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	I have lived for over 15 years in Holly Springs
Subdivision/Neighborhood Name	Winward Pointe
Home/Cell phone	(984) 225-0339
Work phone	(919) 321-0807
Current employer	No Current employer
Job title / occupation	No Current job/occupation
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No
List any education, work experience or qualifications you have	I am currently the Green Team leader for Key Club at Holly Springs high school which means I work a lot with finding environmental volunteer opportunities for other students

relevant to the Tree Board
- specifically in regard to
urban forestry, trees or
landscape.

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

I am currently involved in volunteering for the Holly Springs
library every tuesday

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 assist in public events
and helping ensure residents understand the need to protect
the environment including the trees which offer us clean air and
habitats for many organisms!

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

02/13/2023 7:25 AM

How did you find out
about these
opportunities?

From my school email

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Application to Serve on Tree Advisory Committee

Applicant Name	Mahitha Ballijepalli
E-mail	mahitha0204@gmail.com
Address	172 Chandler Springs Dr, Holly Springs, North Carolina, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	3 years
Subdivision/Neighborhood Name	Autumn Park
Home/Cell phone	(919) 285-5050
Current employer	Student
Job title / occupation	-
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to	I have taken architecture classes through Wake Tech that focus on landscaping. I believe I can use my knowledge of landscaping through this position.

urban forestry, trees or landscape.

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

Key Club - I am also an officer for the Holly Springs High School Key Club.
National Math Honor Society

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

I believe that maintaining the trees of our town is the main responsibility. If I were to be a member, I hope to keep the trees intact and provide good feedback.

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

02/13/2023 9:49 AM

How did you find out about these opportunities?

School Emails

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Application to Serve on Tree Advisory Committee

Applicant Name	Joey Janosko
E-mail	joejanosko77@gmail.com
Address	5028 sunset fairways Dr., holly springs nc, North Carolina, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	7 years
Subdivision/Neighborhood Name	sunset ridge
Home/Cell phone	(412) 235-8446
Work phone	(412) 235-8446
Current employer	swim club management
Job title / occupation	life guard
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No

List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.

While I don't have a lot of experience or qualifications for the tree advisory committee, I would like to make other changes than just lifeguarding.

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

I worked with Clean Air Holly Spring on their pledge to stop people from idling and polluting the planet. I also worked with the Holly Spring Food Bank on setting up their gardens so they were not so heavily reliant on grocery stores.

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

I would like to accomplish a cleaner, more environmentally friendly Holly Springs where everyone can appreciate nature.

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

02/13/2023 9:41 AM

How did you find out about these opportunities?

through email

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Application to Serve on Tree Advisory Committee

Applicant Name	Elizabeth Daves
E-mail	edaves@nc.rr.com
Address	225 Grand Pine Place, Apex, North Carolina, 27539
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	16 years
Subdivision/Neighborhood Name	Woodcreek
Home/Cell phone	(919) 616-9208
Current employer	Holly Springs High
Job title / occupation	Highschool Junior
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No
List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to	I am currently an AP Environmental student at Holly Springs High School. Although I don't have any work experience, I have always had a passion for the environment, making sure to buy from ethical sources and learn more about the environment.

urban forestry, trees or landscape.

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

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

Habitat for humanity, cookies for santa (woodcreek), making lunches for the homeless

The responsibilities for a role like this is to make ethical, environmentally conscious decisions about the environment around the deforestation around Holly Springs as the small city grows. I would hope to be able to protect certain forests and old trees, along with protecting the organisms that live in these habitats. Another thing that I would want to do is to help with habitat fragmentation which is a huge issue for the animals living in the forests of Holly Springs, since their forests are being seperated by roads and construction. One solution to this would be bridges over highways to reconnect these forests. With this the gene pool of these organisms grow, and it also limits the amount of deaths of animals running across highways and getting hit by cars. With this role, I would try to help raise funding for these plans, get the teenagers my age to get more involved and interested and help the committee in any way I can.

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

No

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

No

Signature



Date & time

02/13/2023 10:58 AM

How did you find out about these opportunities?

School Email

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Application to Serve on Tree Advisory Committee

Applicant Name	Bridget Peters
E-mail	bipeters@students.wcpss.net
Address	104 American Holly Ln, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	16 years
Subdivision/Neighborhood Name	Holly Glen
Home/Cell phone	(919) 817-6340
Current employer	N/A
Job title / occupation	N/A
Jr. Member Applicant?	Yes (15 and up)
Upload a resume or other supplemental documents (optional):	Tree Advisory Committee Application_City.pdf
Have you served on this board in the past?	No

List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.

Education:

-I have completed Honors Biology at Holly Springs High School

Other: (See attached file)

I am in the process of building a Minecraft City using the principles of Urban Design and Planning. One of the main aspects of this city as been the use of trees and other greenery to enhance the city's landscape, visual appeal, and experience.

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

-Church Class Assitant: I am currently serving as a Faith Formation Class Assistant at St. Bernadette's.

-Food Pantry/Cupboard: I have volunteered at St. Bernadette's food pantry and cupboard

-Cleaning the garden area at Holly Grove Middle School

Other Ways I have volunteered:

-Completed 12 hours of service when I was a member of the National Junior Honor Society at Holly Grove Middle School

-Currently in the process of completing 20 hours of service for my Confirmation at church

-A member of the Math Honor Society where each semester I will be completing 5 service hours related to Math

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

I believe that it is the responsbility of the Holly Springs Tree Advisory Committee to assist with the purposeful use and management of trees throughout the town. It is important to stress purposeful use because different trees can be used in different locations to serve different purposes. It is also necessary that the Committe give assistance and advice that not only benefits the natural landscape of Holly Springs, but creates a more suitable living environment for residents. For trees are not simply the roots of a communal environment, but through them they foster vibrance and tranquility that helps a community to thrive. I hope that through this committee, I can give recognition to the undervalued role that trees play in towns and cities. I also hope to help the Town of Holly Springs move into an era that considers tree managment not just a preservation of history, but as the path into the future.

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

No

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

No

Signature



Date & time

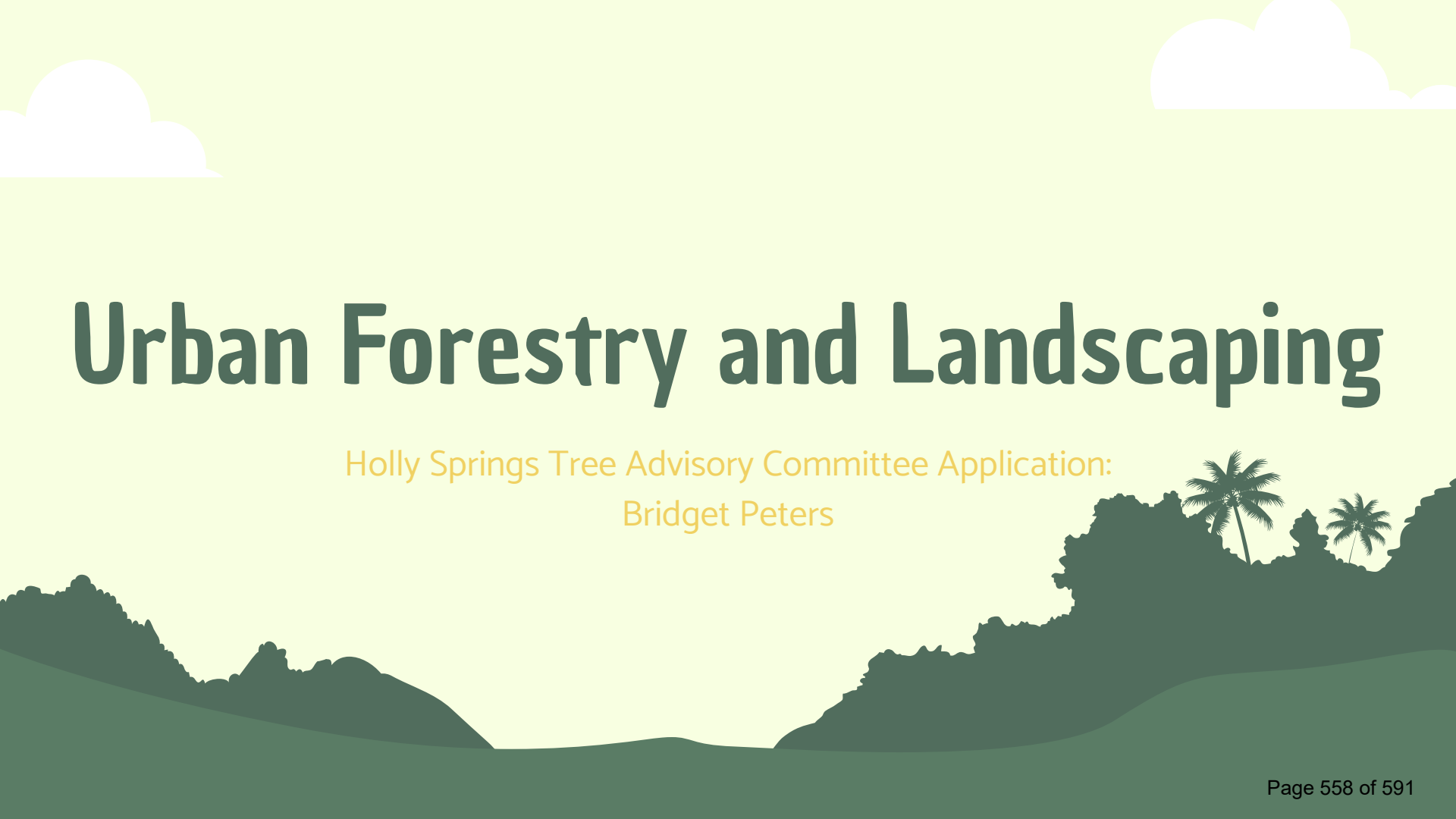
02/13/2023 10:29 PM

How did you find out
about these
opportunities?

I found out through an email sent by my high school principal:
Mr. Morrison.

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Urban Forestry and Landscaping

Holly Springs Tree Advisory Committee Application:
Bridget Peters

Description

I have always had an interest in urban planning, design, forestry, and landscaping, so I combined all of these aspects by using a video game I enjoyed, Minecraft, and creating my own Minecraft City.

This presentation shows the various ways that trees and greenery have been incorporated to make the city more vibrant, peaceful, and natural.

Trees Along Roads and Paths

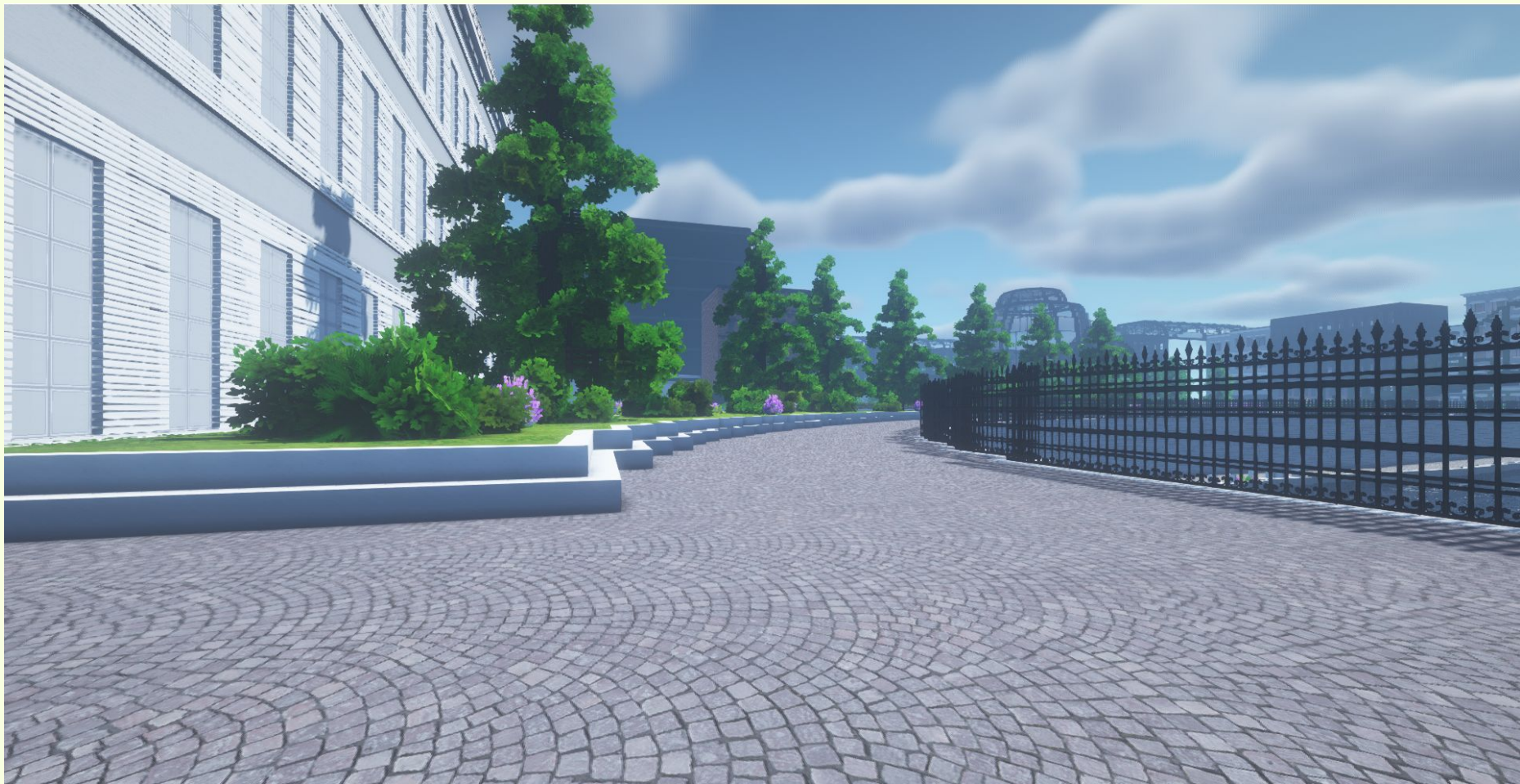
Purpose:

- Provide Shade
- A natural barrier between the cars on the road and the pedestrians on the sidewalks

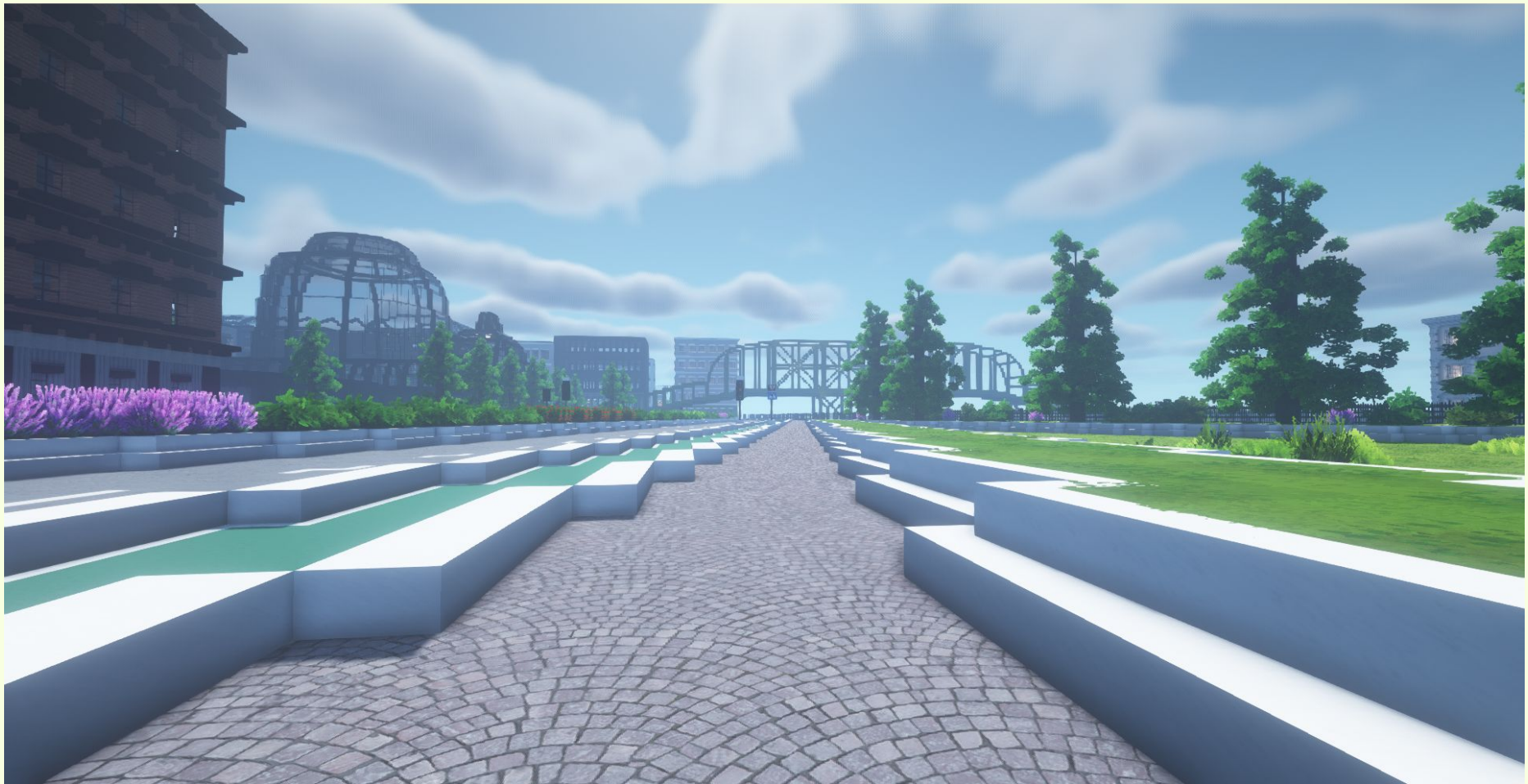














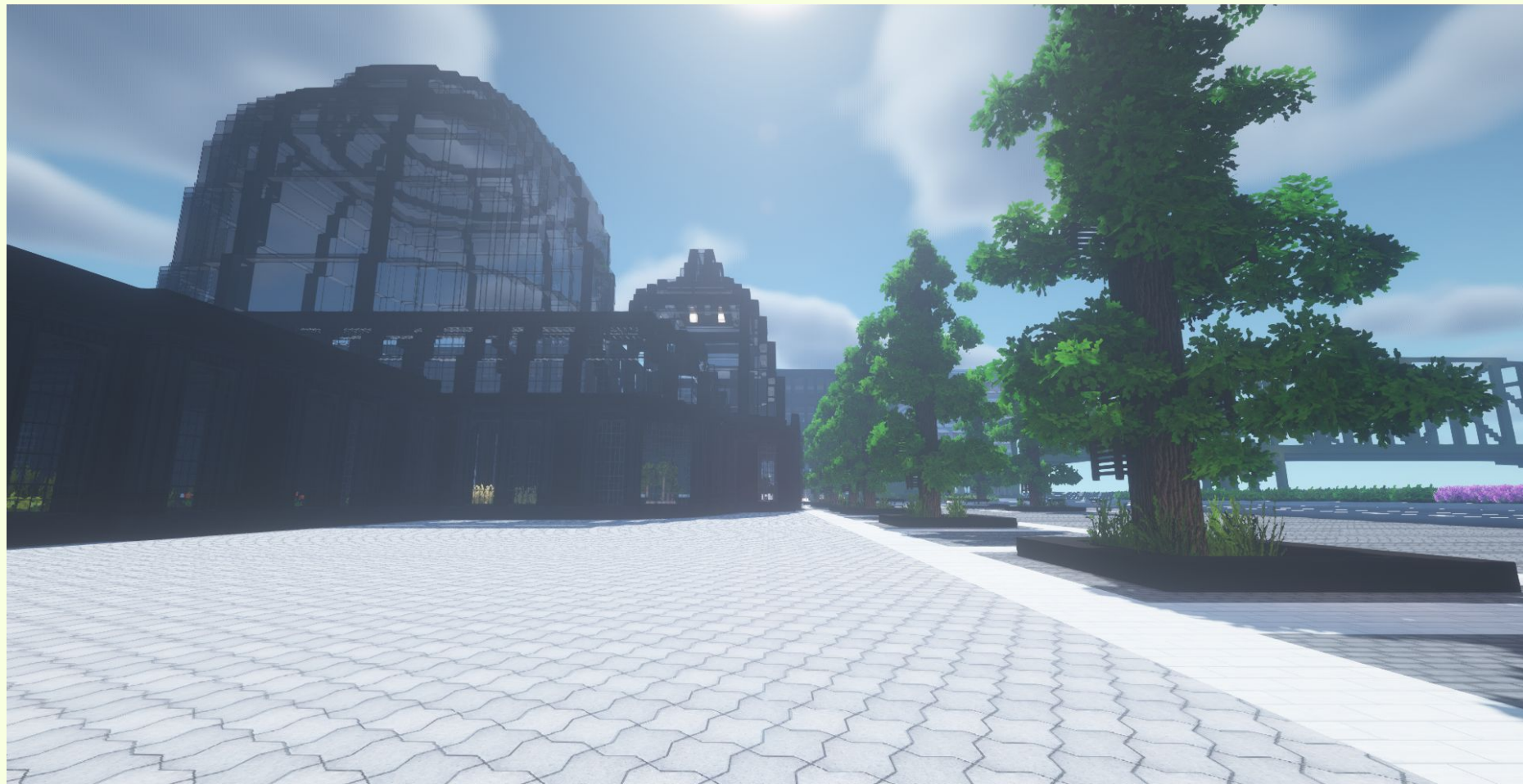


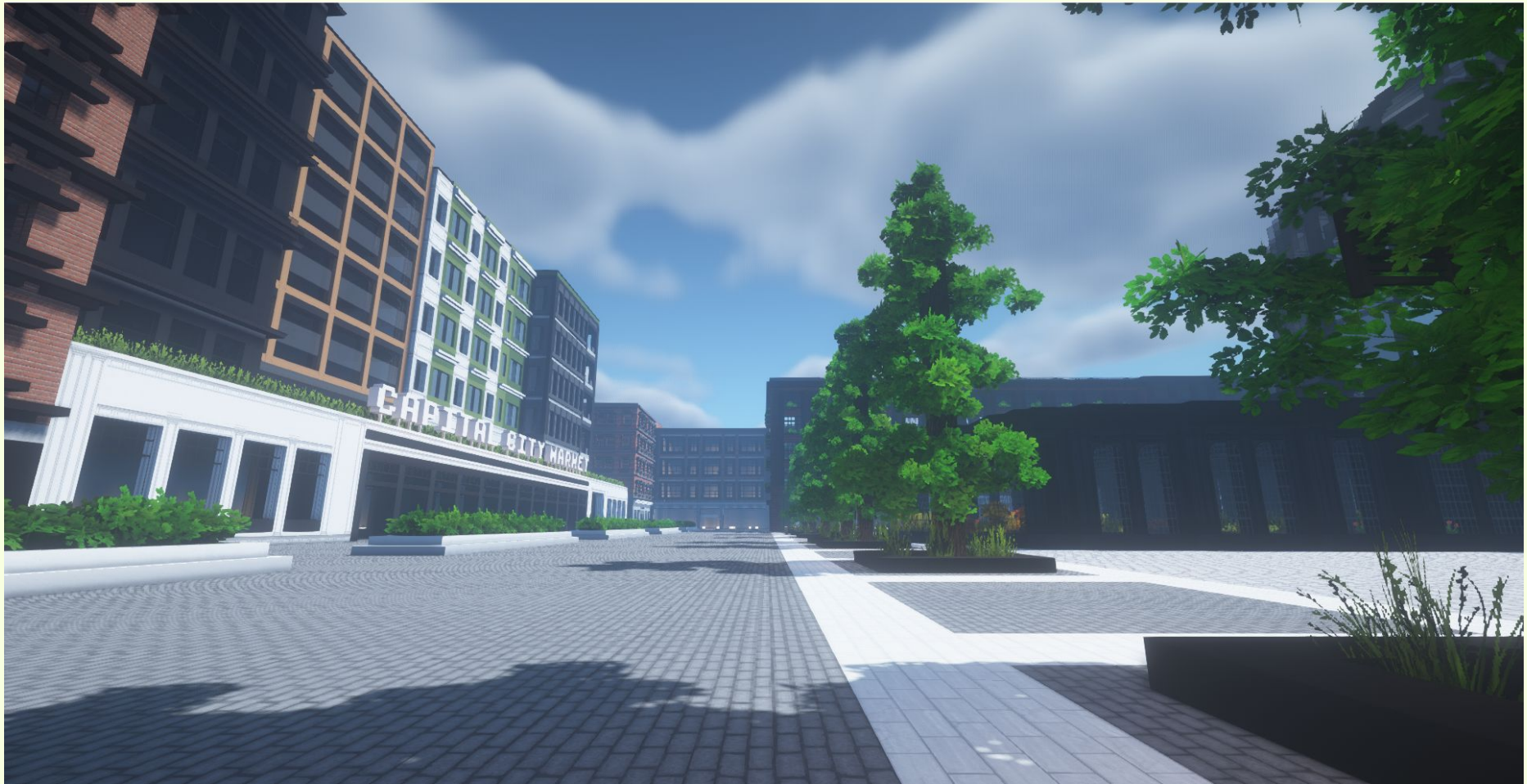
Trees and Greenery in Public Spaces

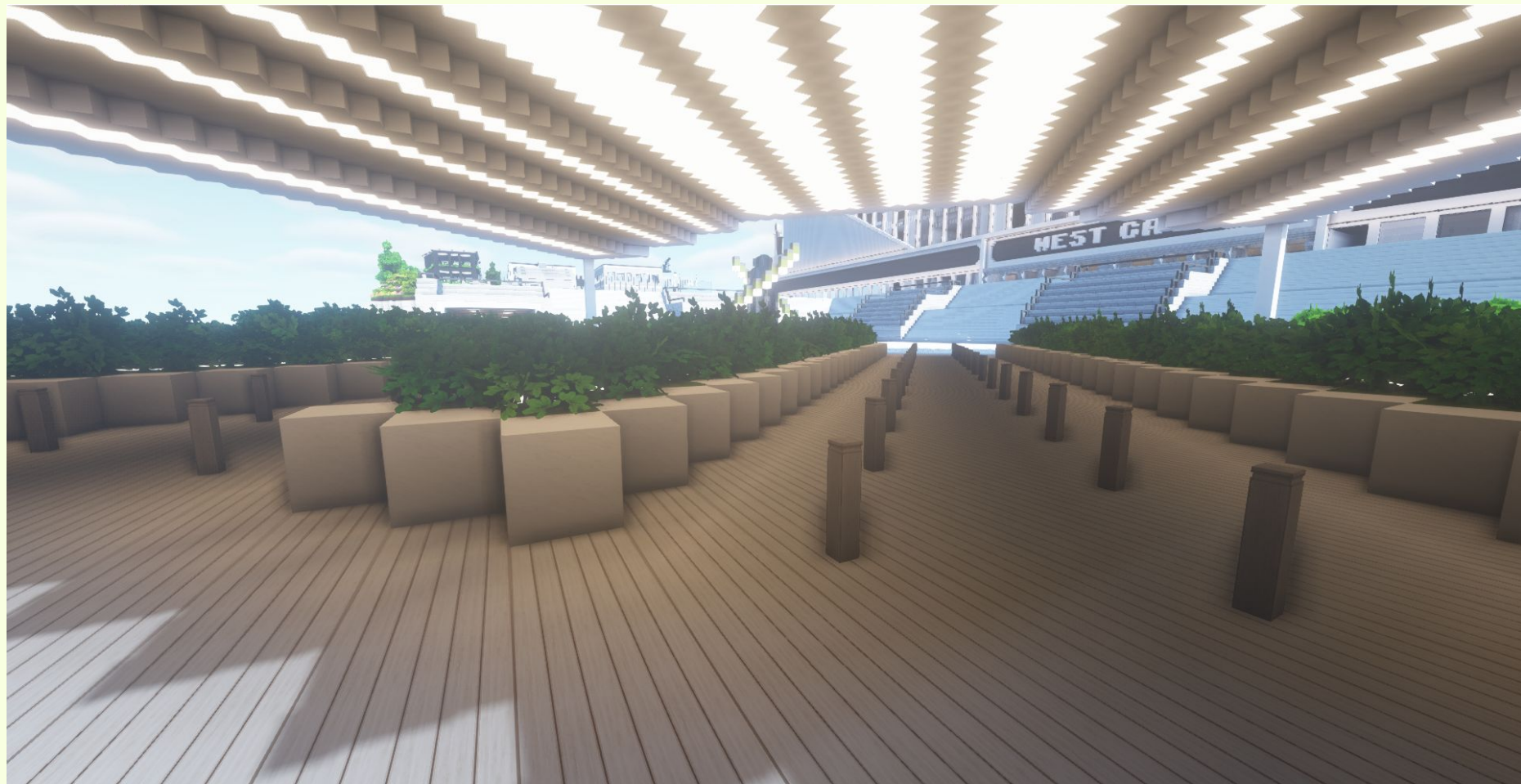
Purpose:

- Provide Shade
- Creates a more peaceful environment in places such as parks
- May complement the architecture of color scheme of a building
- Adds vibrance



















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Application to Serve on Tree Advisory Committee

Applicant Name	Makenzie Voorhis
E-mail	kenzie.voorhis@gmail.com
Address	800 Avent Meadows Lane , Holly Springs , NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	10 years
Subdivision/Neighborhood Name	Holly Glen
Home/Cell phone	(919) 260-4534
Current employer	N/A
Job title / occupation	Babysitting
Jr. Member Applicant?	Yes (15 and up)
Upload a resume or other supplemental documents (optional):	Makenzie V Resume.pdf
Have you served on this board in the past?	No

List any education, work experience or qualifications you have relevant to the Tree Board - specifically in regard to urban forestry, trees or landscape.

I've done a lot of planting and gardening when I was younger with various clubs. I have continued to learn about the environment and planting as I have grown up.

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

Volunteering at the food bank, watching kids during church services, helping to clean up my school.

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

I see the responsibilities of this board as planning events, raising money, spreading awareness and facts, discussing funding and fundraising, and provide information to the town about tree maintenance and futures or current plans based around trees.

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

02/14/2023 12:00 AM

How did you find out about these opportunities?

Holly Springs High School

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Makenzie Voorhis

Holly Springs, NC 27540

Kenzie.Voorhis@gmail.com

+1 919 260 4534

Work Experience

Babysitter

Fuquay-Varina, NC

March 2018 to Present

I currently babysit for my aunt on weekdays and weekends. Her daughter is 2 years old and I have been babysitting her since she was a few months old. As her babysitter, I change her diapers, feed her, bathe her, and change her clothes. I often have to put her to bed and make sure she gets an efficient amount of exercise and sleep. I am in charge of making sure she is safe at all times and I make sure there are no risks of her getting injured. It is also important to make sure she feels cared for and happy.

Volunteer Work

Food Bank of Central & Eastern North Carolina - Raleigh, NC

February 2018 to May 2019

During my time as a volunteer I went through many stages of helping the organization. I started by bagging certain foods and sorting through different donations. As I continued to volunteer, I started becoming more of a leader while helping new volunteers and I would often help out my peers while doing my own work as well.

Education

10th grade education

Holly Springs High School - Holly Springs, NC

August 2020 to Present

Skills

- Babysitting (2 years)
- Toddler Care (2 years)

Additional Information

I am always willing to learn and develop new skills no matter what position I am put in.



Application to Serve on Tree Advisory Committee

Applicant Name	Tatum Urquhart
E-mail	urquharttatum@icloud.com
Address	325 Sycamore Creek Dr, Holly Springs, North Carolina, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	5 years
Subdivision/Neighborhood Name	Holly Glen
Home/Cell phone	(571) 442-0405
Current employer	12 Oaks Country Club
Job title / occupation	Student
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No
List any education, work experience or qualifications you have	Previously enrolled in Honors Environmental Science at Holly Springs High School (where I am on the Honor Roll and maintain an A+ GPA).

relevant to the Tree Board
- specifically in regard to
urban forestry, trees or
landscape.

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

I currently tutor other students. I also ran for and was elected
Student Body Vice President of my previous school and
contributed to the planning and execution of school events and
activities.

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

I want to serve on the Tree Advisory Committee because I want
to learn about the local government and how it functions. I also
want to make a positive contribution to the environment, beauty
and livability of Holly Springs. I would do my best to advocate
for nature, and the wildlife in which citizens or developers
should respect and nurture. I would work to help residents
understand the importance and need for tree preservation and
maintenance. I believe that this position requires someone who
is a hard worker and also passionate about the work that is
being done. Therefore, I hope you will consider me for this
position.

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

02/20/2023 5:08 PM

How did you find out
about these
opportunities?

Word of mouth/ School announcements

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Tatum Urquhart
325 Sycamore Creek Drive
Holly Springs, NC 27540
(571) 442-0405
urquharttatum@icloud.com

Mayor Sean Mayefskie
Town of Holly Springs
128 S. Main Street
Holly Springs, NC 27540

March 22, 2023

Dear Mayor Mayefskie,

I recently filed an application to serve on the Holly Springs, Tree Advisory Committee as a Youth Member. I am a 16 year old, Junior Honors Student at Holly Springs High School. I am extremely interested in not only the environment but in public service as well. I recently had the opportunity demonstrate my commitment and to learn more about the Tree Advisory Committee when I met some Committee Members and Town Staff at the annual Arbor Day events. There I volunteered to help staff the Tree Advisory Committee booth.

I would greatly appreciate the opportunity to serve the Town of Holly Springs and its residents through my appointment to the Tree Advisory Committee and I thank you for your consideration.

Sincerely,

Tatum Urquhart
Applicant, Holly Springs Tree Advisory Committee



Application to Serve on Tree Advisory Committee

Applicant Name	Kalyn Oltrogge
E-mail	kalync712@gmail.com
Address	112 Gryffindor Lane, Holly Springs, NC, 27540
I reside within the	Corporate limits of Holly Springs
How long have you lived in Holly Springs?	2 years and 5 months
Subdivision/Neighborhood Name	Holly Pointe
Home/Cell phone	(641) 629-0733
Current employer	Holly Springs High School
Job title / occupation	Student
Jr. Member Applicant?	Yes (15 and up)
Have you served on this board in the past?	No
List any education, work experience or qualifications you have	I am a sophomore in high school, and currently unemployed. I have taken care of gardens both in our yard and as part of Girl Scouts.

relevant to the Tree Board
- specifically in regard to
urban forestry, trees or
landscape.

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

I volunteered with the Tree Advisory Committee stand at the
Farmer's Market in Holly Springs. That is where I learned about
this position. I also tutor math students through my school.

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

I would like to help care for the environment, and this committee
seems like a good way to do that. I want to spread information
and encourage people to plant trees in order to help preserve
the earth. I hope to have more opportunities to volunteer
through this committee and look forward to helping in any way I
can!

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

No

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

No

Signature



Date & time

03/21/2023 12:19 PM

How did you find out
about these
opportunities?

A leader at the Tree Advisory Committee stand at the Holly
Springs Farmer's Market encouraged me to apply.

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Tree Advisory Committee Applicants



#	NAME	Address
	1 Eric Dean	113 Apple Drupe Way
	2 Russell Lichtenstein	212 Somerset Farm Dr.
	3 Ersula Rivers	124 Mystic Hollow Circle
	4 Timothy Egan	232 W. Elm Ave.
J1	Emily Rauber	405 Cayman Ave.
J2	Evie Harrison	509 Cayman Ave.
J3	Mahitha Ballijepalli	172 Chandler Springs Dr
J4	Joey Janosko	5028 Sunset Fairways Dr.
J5	Elizabeth Daves	225 Grand Pine Place
J6	Bridget Peters	104 American Holly Ln
J7	Macenzie Voorhis	800 Avent Meadows Ln
J8	Tatum Urquhart	325 Sycamore Creek Dr.
J9	Kalyn Oltrogge	112 Gryffindor Lane

CURRENT MEMBERS		
	Name	Address
A	Kelly Oten	305 Bellamy Mill Dr.
B	Giny Suever	5217 Gable Ridge Lane
C	Marissa Parker	505 Sandy Point Way

Subdivision / Neighborhood	TL / ETJ	INCUMBENT
Windcrest	TL	No
Somerset Farm	TL	Yes
Wildwood	TL	No
Avent Acres	TL	No
Winward Point	TL	No - Jr. member applicant
Winward Point	TL	No - Jr. member applicant
Autumn Park	TL	No - Jr. member applicant
Sunset Ridge	TL	No - Jr. member applicant
Woodcreek	TL	No - Jr. member applicant
Holly Glen	TL	No - Jr. member applicant
Holly Glen	TL	No - Jr. member applicant
Holly Glen	TL	No - Jr. member applicant
Holly Pointe	TL	No - Jr. member applicant

CONTINUING ON

Subdivision / Neighborhood	TL/ETJ	Term ends
Mills at Avent Ferry	TL	2024
Sunset Ridge South	TL	2024
Windward Point	TL	2025